

How to recall a Pre-Approval or Expense Report



- 1 For Pre-Approval look under Pre-Approval section

A screenshot of the eWallet interface. At the top, there is a blue header bar with the text "eWallet". Below it, there are two main sections: "Unused Items" and "Expenses". The "Unused Items" section shows "0 Credit Card Items" and "0 Receipts". The "Expenses" section shows "1 Draft", "0 Returned", and "View All Submitted". Below these sections is a "Pre-Approval" section, which also shows "1 Draft", "0 Returned", and "View All Submitted". A red circle highlights the "Pre-Approval" section. To the right of the main interface, there is a sidebar with a "QA" logo and the text "Hello Amy, Welcome to your". Further down the sidebar, there are links for "EXPENSES", "Approve Expenses", "Quick Start", and "Email Your Receipt" with the address "receipt@ca1.chromeriv".

1 Draft

0 Returned

View All Submitted

1 Draft

0 Returned

View All Submitted

QA

Hello Amy, Welcome to your

EXPENSES

Approve Expenses

Quick Start

Email Your Receipt

receipt@ca1.chromeriv

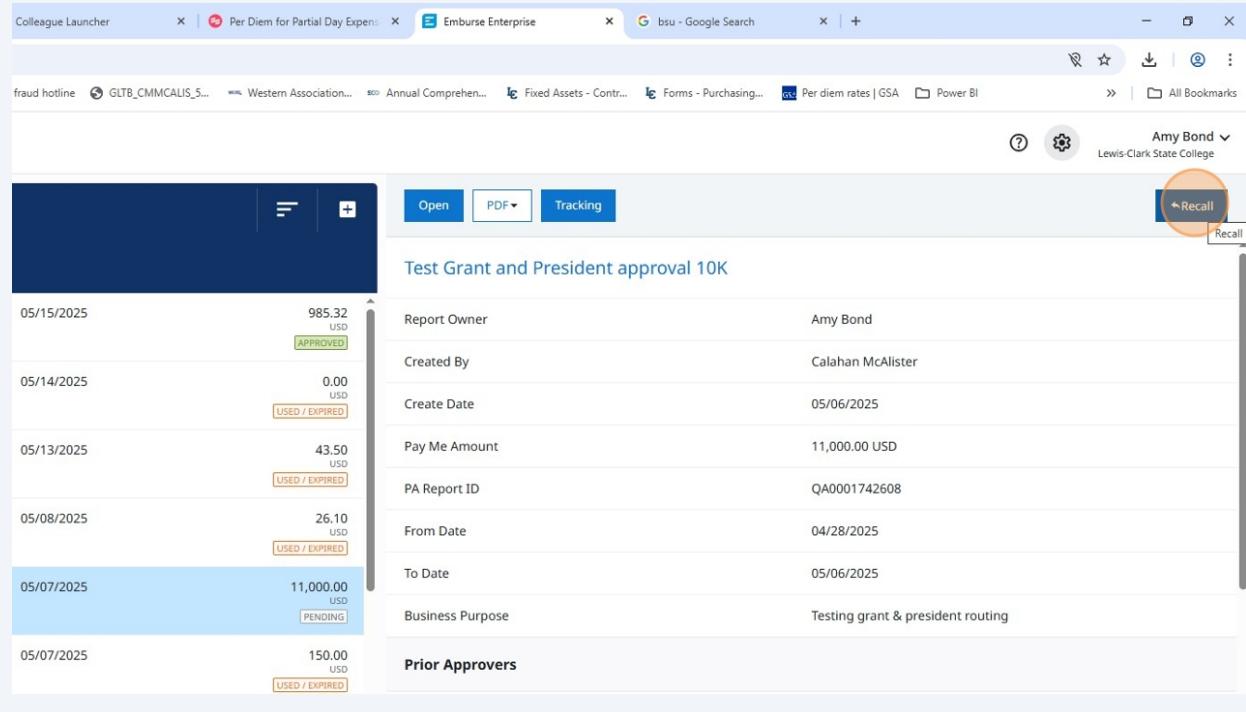
2 Click here to view everything submitted

3 Find the report that you want to recall and click once on it.

Remember if the report is already approved all the way you are unable to recall the report.

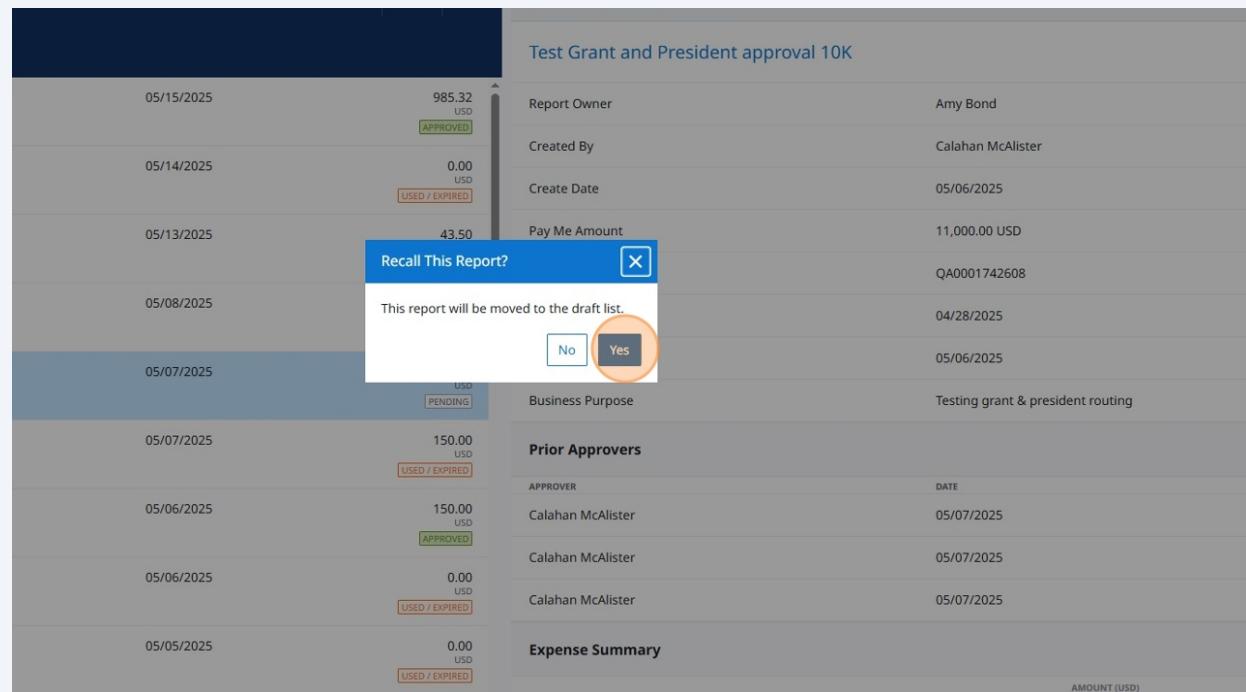
Report ID	Description	Date	Amount	Status
234567	Conference BSU	05/15/2025	985.32 USD	APPROVED
line item and adjust allocat		05/14/2025	0.00 USD	USED / EXPIRED
Night Stay Import Per Diem		05/13/2025	43.50 USD	USED / EXPIRED
25 1234567 International Conf		05/08/2025	26.10 USD	USED / EXPIRED
resident approval 10K		05/07/2025	11,000.00 USD	PENDING
ays if auto expire		05/07/2025	150.00 USD	USED / EXPIRED
pire		05/06/2025	150.00 USD	APPROVED
val		05/06/2025	0.00 USD	USED / EXPIRED
o Travel for overage on ER		05/05/2025	0.00 USD	USED / EXPIRED
nutment		05/05/2025	0.00 USD	USED / EXPIRED

4 Click on recall icon



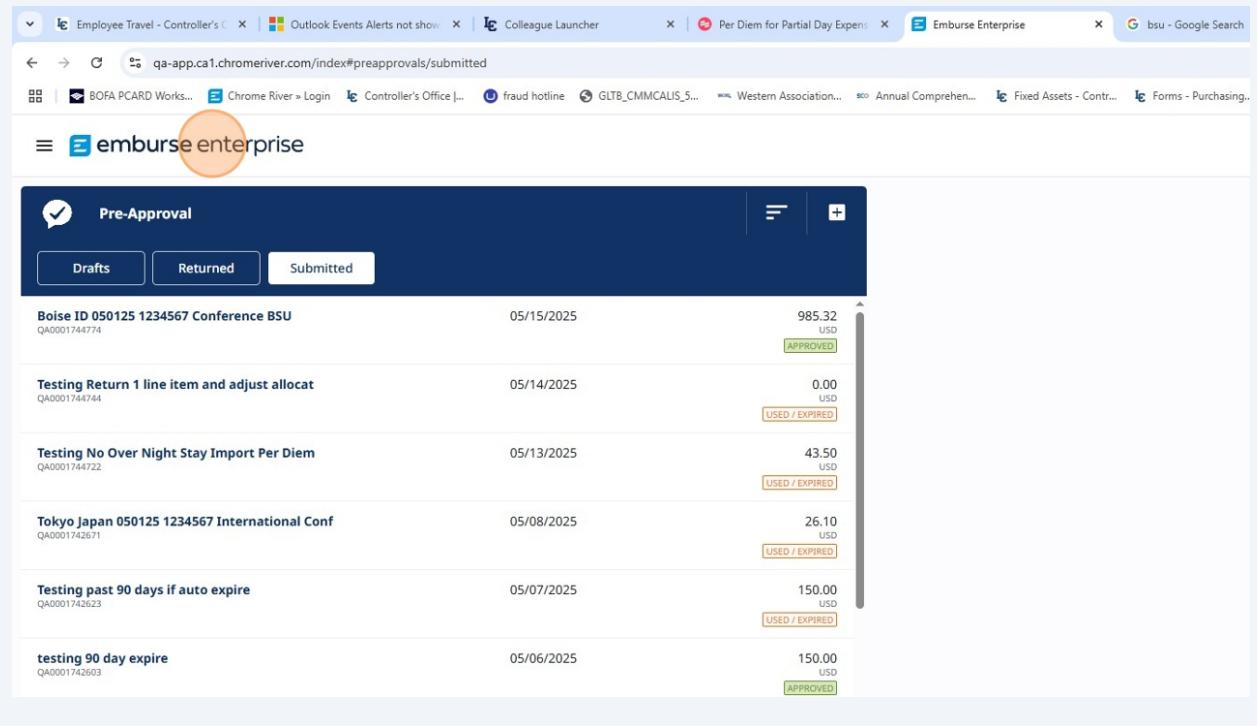
The screenshot shows a web browser with multiple tabs open. The active tab is 'Emburse Enterprise'. The page displays a list of grants with details like date, amount, and status (e.g., APPROVED, USED / EXPIRED, PENDING). On the right side, there is a summary section for 'Test Grant and President approval 10K' and a 'Prior Approvers' table. A 'Recall' button is highlighted with a yellow circle.

5 Click here



The screenshot shows the same application interface as the previous one, but with a modal dialog box overlaid. The dialog is titled 'Recall This Report?' and contains the message 'This report will be moved to the draft list.' It has two buttons: 'No' and 'Yes', with 'Yes' being highlighted with a yellow circle.

6 Going back to home screen to look at Expense Report recall



Employee Travel - Controller's... | Outlook Events Alerts not show... | Colleague Launcher | Per Diem for Partial Day Expenses | Emburse Enterprise | bsu - Google Search

qa-app.ca1.chromeriver.com/index#preapprovals/submitted

BOFA PCARD Works... | Chrome River > Login | Controller's Office |... | fraud hotline | GLTB_CMMCALIS_5... | Western Association... | Annual Comprehen... | Fixed Assets - Contr... | Forms - Purchasing...

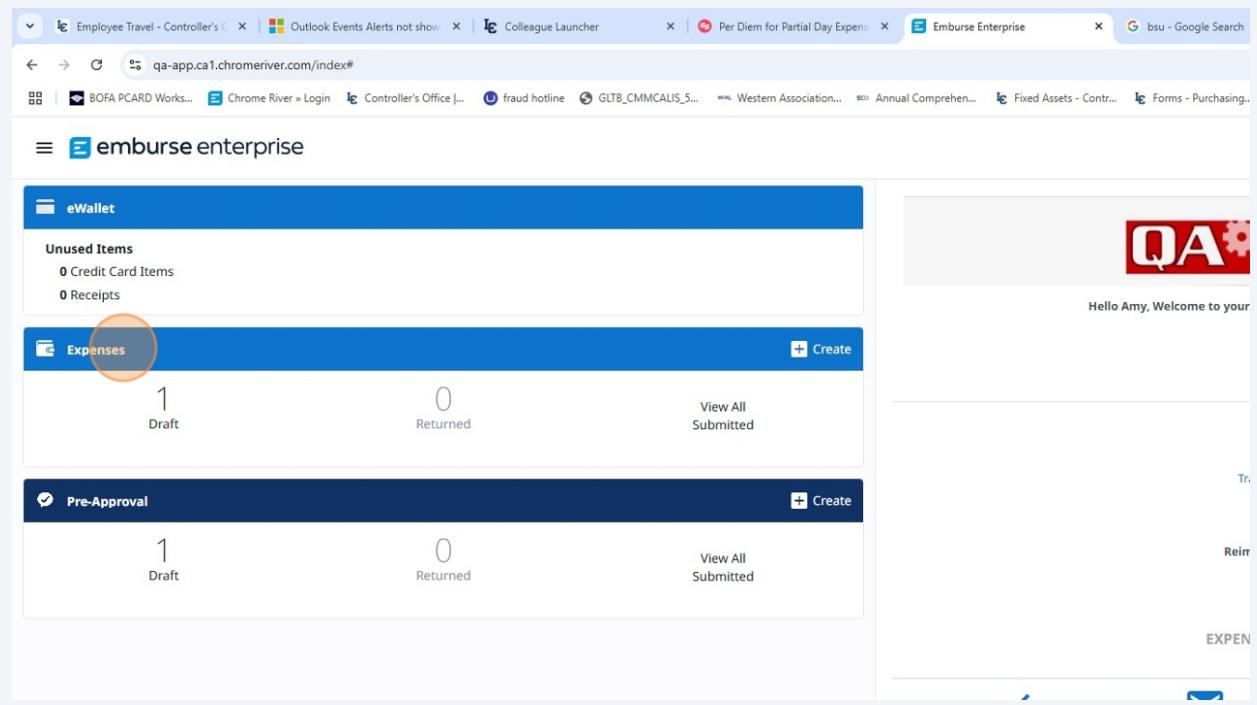
emburse enterprise

Pre-Approval

Drafts Returned Submitted

Expense Item	Date	Amount	Status
Boise ID 050125 1234567 Conference BSU	05/15/2025	985.32 USD	APPROVED
Testing Return 1 line item and adjust allocat	05/14/2025	0.00 USD	USED / EXPIRED
Testing No Over Night Stay Import Per Diem	05/13/2025	43.50 USD	USED / EXPIRED
Tokyo Japan 050125 1234567 International Conf	05/08/2025	26.10 USD	USED / EXPIRED
Testing past 90 days if auto expire	05/07/2025	150.00 USD	USED / EXPIRED
testing 90 day expire	05/06/2025	150.00 USD	APPROVED

7 For Expense Report look under Expenses section



Employee Travel - Controller's... | Outlook Events Alerts not show... | Colleague Launcher | Per Diem for Partial Day Expenses | Emburse Enterprise | bsu - Google Search

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BOFA PCARD Works... | Chrome River > Login | Controller's Office |... | fraud hotline | GLTB_CMMCALIS_5... | Western Association... | Annual Comprehen... | Fixed Assets - Contr... | Forms - Purchasing...

emburse enterprise

eWallet

Unused Items

- 0 Credit Card Items
- 0 Receipts

Expenses

1 Draft 0 Returned View All Submitted

+ Create

Pre-Approval

1 Draft 0 Returned View All Submitted

+ Create

QA

Hello Amy, Welcome to your

Tr...

Reir...

EXPEN...

8 Click here to view everything submitted

qa-app.ca1.chromeriver.com/index#

A PCARD Works... Chrome River » Login Controller's Office [...] fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehensive... Fixed Assets - Contr... Forms - Purchasing... Per diem rates

reimburse enterprise

Card Items

Approvals

EXPENSE REIMBURSEMENT

REIMBURSEMENT AND QUESTIONS cotravel@csc.edu

Approve Expenses Email Your Receipts

- 9 Find the report that you want to recall and click once on it.

Remember if the report is already approved all the way you are unable to recall the report.

The screenshot shows a list of expense reports in the Emburse Enterprise software. The first report, '1 line item and adjust allocation', is highlighted with an orange circle. The status for this report is 'PENDING'. Other reports in the list include:

- 05/14/2025: 250.00 USD (APPROVED)
- 05/14/2025: 552.24 USD (PENDING)
- 05/13/2025: 20.30 USD (EXPORTED)
- 05/13/2025: 14.50 USD (EXPORTED)
- 05/08/2025: 1,526.14 USD (EXPORTED)
- 05/08/2025: 0.00 USD (EXPORTED)
- 05/07/2025: 175.00 USD (EXPORTED)

- 10 Click on recall icon

The screenshot shows the details of the selected expense report, '1 line item and adjust allocation'. The report is pending approval. The details page includes:

- Report Owner: Amy Bond
- Submit Date: 05/14/2025
- Expense Report ID: QA0044521729
- Business Purpose: return 1 line item and adjust allocation on one item
- Prior Approvers: Calahan McAlister (05/14/2025)
- Tracking Summary

11 Click here

The screenshot shows a software interface for managing expense reports. On the left, a list of reports is displayed with columns for Date, Amount, and Status (e.g., APPROVED, PENDING, EXPORTED). A modal dialog titled "Recall This Report?" is centered over the list. The dialog contains the text "This report will be moved to the draft list." and two buttons: "No" and "Yes". The "Yes" button is highlighted with a red circle. On the right side of the interface, there is a summary section with fields for Report Owner (Amy Bond), Submit Date (05/14/2025), and Expense Report ID (QA0044521729). Below this, a note says "return 1 line item and adjust allocation on one item". Further down, there are sections for "Tracking Summary" (Pending Approval) and "Financial Summary" (Total Expense Reported: 552.24, Amount Due Employee: 552.24). The "AMOUNT (USD)" column header is visible in the financial summary table.

DATE	AMOUNT (USD)
05/14/2025	552.24
05/14/2025	250.00
05/13/2025	20.30
05/08/2025	0.00
05/07/2025	175.00
05/07/2025	100.00