

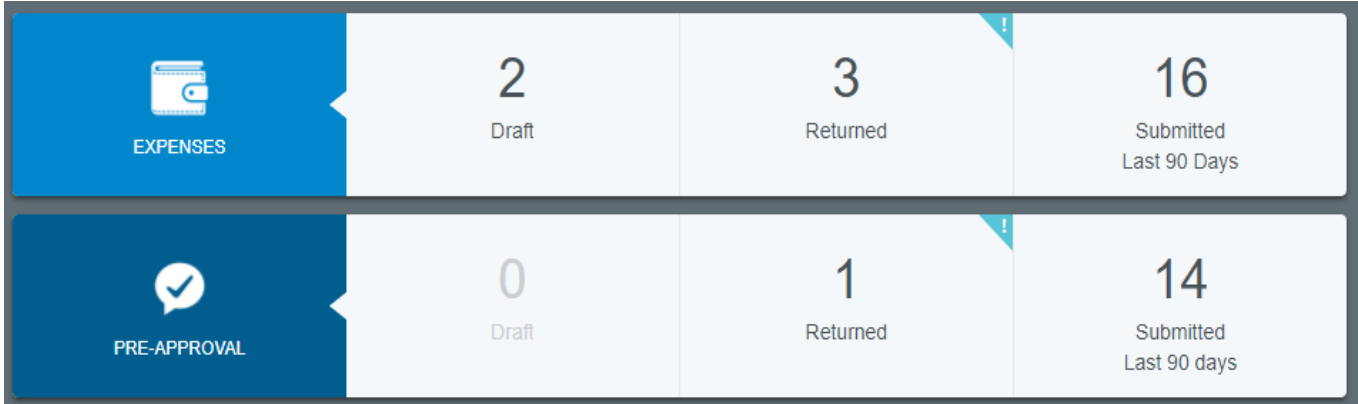
# CHROME RIVER

**Recall, Delete & Edit**

You may **Recall** a previously Submitted Pre-Approval Report and Expense Report as long as none of the line items have been fully approved. The **RECALL** button will not function for Pre-Approval Reports or Expense Reports with an Approved status.

(Note: Once a Report is Recalled and Resubmitted, it will go back through Approvals.)

- From your dashboard select Submitted Approvals or Expenses



- Based on your selection the list of Submitted reports will appear
- Click on the report you want to recall

Report Name	Date	Amount (USD)
Chemistry Workshop, Santa Fe NM Pending Approval	09/19/2017	2,566.53
test Pending Approval	09/12/2017	2,500.00
Ellucian Live San Diego Pending Approval	09/12/2017	1,380.00
Santa Fe, NM Chemistry Workshop Approved	09/11/2017	2,464.68
Expenses on 09/05/2017 02:39 PM Approved	09/11/2017	300.00

- Click Recall from the preview screen

Open PDF Tracking Recall

Chemistry Workshop, Santa Fe NM

Report Owner	Nakia Goode
Submit Date	09/19/2017
Expense Report ID	QA0018859900
Business Purpose	networking with peers

**Prior Approvers**

APPROVER	DATE
Maria La Lima	09/19/2017

**Tracking Summary**

Pending Approval	2,566.53 USD
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- When an item is recalled you will receive the following message

Recall This Report? X

This report will be moved to the draft list.

No Yes

- Click Yes
- Click **CHROMERIVER** to return to the home page
- Select draft from your dashboard

EXPENSES	2 Draft	3 Returned	16 Submitted Last 90 Days
	0 Draft	1 Returned	14 Submitted Last 90 days
PRE-APPROVAL			

- Select the report you would like to edit or delete

CHROME RIVER			
Draft Expense Reports			
test	09/06/2017	2,600.00 USD	✓
Chemistry Workshop Santa Fe, NM	09/11/2017	2,373.53 USD	✓
Testing 123	09/19/2017	0.00	✓
Chemistry Workshop, Santa Fe NM	09/19/2017	2,566.53 USD	✓
Chemistry Workshop Santa Fe, NM	09/19/2017	32.10 USD	⚠

- From the Preview Screen Select Delete to Delete the Entire Report or Select Open to Edit and/or Delete Line Item Expenses

Open
Delete
PDF ▾

Submit

### Chemistry Workshop Santa Fe, NM

Report Owner	Nakia Goode
Expense Report ID	QA0018855707
Business Purpose	Networking with peers

#### Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	2,373.53	0.00
Less Cardholder Responsibility	0.00	0.00
Less Company Paid Expenses	0.00	0.00
Less Company Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00
Amount Due Employee	2,373.53	0.00

- When you select Open the List of Line Item Expenses will Appear
- Select the Line Item you want to Edit or Delete


DATE	EXPENSE	SPENT	PAY ME
Tue 04/11/2017	Conference / Seminar Fees	450.00 USD	450.00
Fri 05/26/2017	Airfare	449.10 USD	449.10
Sat 06/17/2017	Meals - Per Diem	45.00 USD	45.00
Sun 06/18/2017	Meals - Per Diem	60.00 USD	60.00
Mon 06/19/2017	Meals - Per Diem	12.00 USD	12.00
Thu 06/22/2017	Hotel	1,246.74 USD	1,246.74
Thu 06/22/2017	Other Ground Transportation	44.48 USD	44.48
Thu 06/22/2017	Mileage	41.21 USD	41.21

- From the Preview Screen Select Delete to Completely Remove the Line Item or Edit to Make Changes

(Note: If Edit and/or Delete Do Not Appear as Shown Below Click  to View these Options)

Images

Edit Delete ...



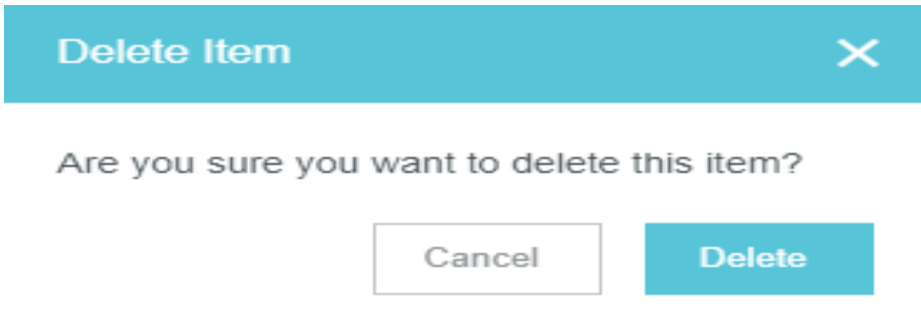
### Conference / Seminar Fees

Date	04/11/2017
Spent	450.00 USD
Business Purpose	Networking with peers
Conference Start Date	06/19/2017
Conference End Date	06/22/2017

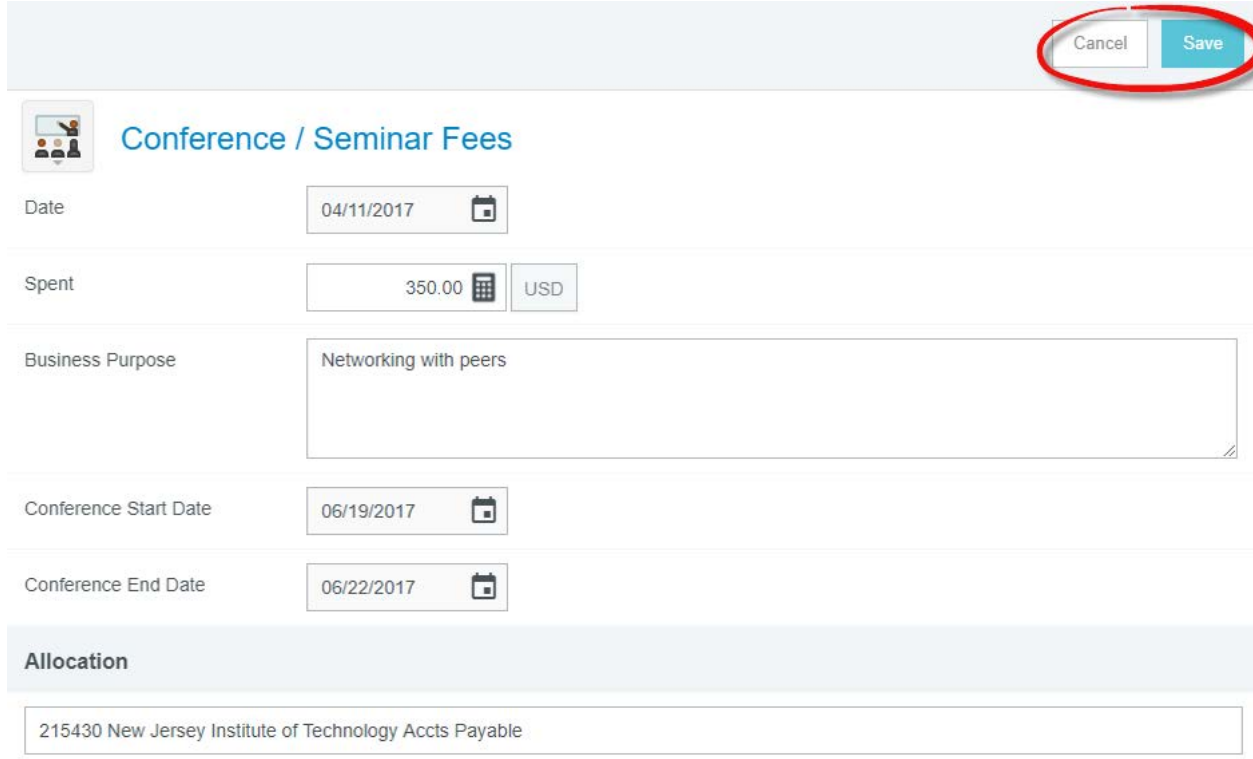
**Allocation**

215430	<b>New Jersey Institute of Technology</b> Accts Payable
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- When you Select Delete, you will receive the Following Message, Select Delete to Completely Remove the Line Item Expense



- When you Select Edit from the Preview Screen it now allows you to Make and Save Changes

A screenshot of an expense preview form. At the top right, there are "Cancel" and "Save" buttons, with the "Save" button circled in red. The form title is "Conference / Seminar Fees" with a small icon of people. The form contains several fields: "Date" with the value "04/11/2017" and a calendar icon; "Spent" with the value "350.00", a calculator icon, and a "USD" currency selector; "Business Purpose" with the text "Networking with peers"; "Conference Start Date" with the value "06/19/2017" and a calendar icon; and "Conference End Date" with the value "06/22/2017" and a calendar icon. Below these fields is a section titled "Allocation" with a text box containing "215430 New Jersey Institute of Technology Accts Payable".

- Once all Items have been addressed you can resubmit your expenses