

Deleting a Pre-Approval

Step 1: Select the Pre-Approval

In the Pre-Approval ribbon, click **Draft** or **Returned**, whichever folder the Pre-Approval is in.

The screenshot shows the emburse chromeriver interface. At the top, there is a navigation menu with a hamburger icon and the emburse chromeriver logo. Below this, there are three main sections: eWallet, Expenses, and Pre-Approval. The Pre-Approval section is highlighted with a blue header and contains a table with three columns: Draft, Returned, and View All Submitted. The Draft column shows a count of 1, which is highlighted by a yellow box and a red arrow pointing to it. The Returned column shows a count of 0. The View All Submitted column contains a link labeled 'View All Submitted'. A '+ Create' button is visible in the top right corner of the Pre-Approval section.

Select the Pre-Approval that needs to be deleted.

The screenshot shows the emburse chromeriver interface with the Drafts ribbon selected. The ribbon is blue and contains a checkmark icon, the word 'Drafts', a hamburger icon, and a '+ Create' button. Below the ribbon, there is a list of draft items. The first item is highlighted with a red arrow pointing to it. The item details are: 'Eagle Orlando FL 9/19/24' (with a red arrow pointing to the text), 'QA0001308449' (small text below), '03/07/2024' (date), and '1,983.00 USD' (amount).

Step 2: Delete the Pre-Approval

The Pre-Approval Header will open to the right. Click **Delete**.

Open
Delete
PDF ▾

Submit

Eagle Orlando FL 9/19/24

Report Owner	Archibald Eagle
Created By	Patricia Tieken
Create Date	03/07/2024
Pay Me Amount	1,983.00 USD
PA Report ID	QA0001308449
From Date	09/19/2024
To Date	09/22/2024
Business Purpose	I am attending the CBA Conference to learn how ZYX Software works for the department.

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Airfare	650.00	0.00
Baggage Fee	80.00	0.00
Lodging	800.00	0.00

The box below appears asking, **Are you sure you want to delete this item?** Click **Cancel** or **Delete**.

Delete Item
✕

Are you sure you want to delete this item?

Cancel

Delete