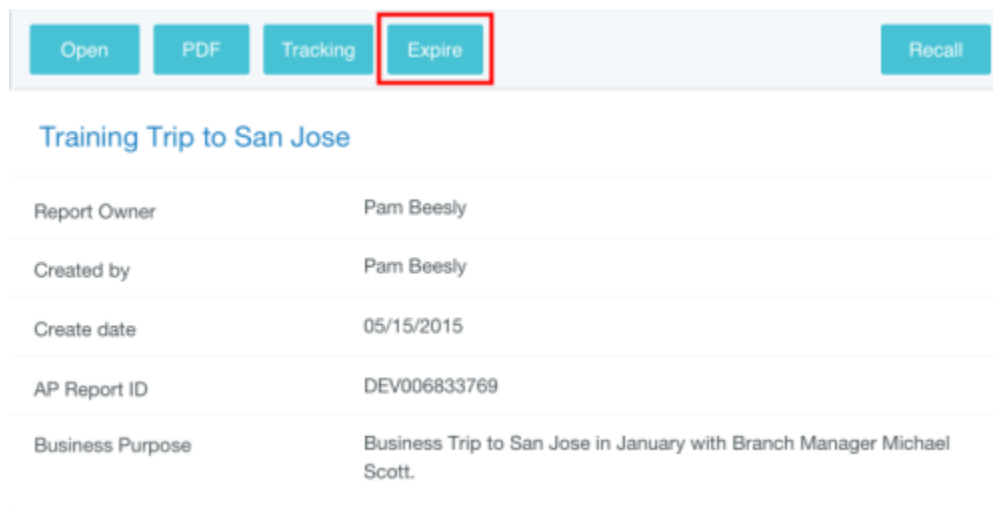


## Expire Pre-Approval (Deobligate Encumbrance)

For customers who take advantage of Chrome River's Pre-Approval Encumbrance Budget feature, we run Pre-Approval Multiple Check rules on a scheduled basis in order to close (expire) pre-approvals and release the encumbered funds. Users with appropriate permissions may also manually expire an approved pre-approval—for example, when a planned trip has been canceled or when budgeted-but-unused funds need to be released.

1. Click the approved pre-approval in the Submitted Pre-Approvals list to open the preview.
2. On the Preview screen, click **EXPIRE**. This button is only accessible in the Preview, not if you open the pre-approval. On narrow screens you may need to click the three dots icon and select EXPIRE from the drop-down list.



The screenshot shows a preview screen for a pre-approval titled "Training Trip to San Jose". At the top, there is a navigation bar with buttons for "Open", "PDF", "Tracking", "Expire", and "Recall". The "Expire" button is highlighted with a red box. Below the navigation bar, the pre-approval details are displayed in a table format:

Report Owner	Pam Beesly
Created by	Pam Beesly
Create date	05/15/2015
AP Report ID	DEV006833769
Business Purpose	Business Trip to San Jose in January with Branch Manager Michael Scott.

3. On the confirmation screen, click **EXPIRE**. The pre-approval will remain in the Submitted Pre-Approvals list, but it will no longer be able to be linked to an expense.



Are You Sure? X

Are you sure you want to expire this Pre-Approval? You will no longer be able to link it to expense reports.



Cancel Expire