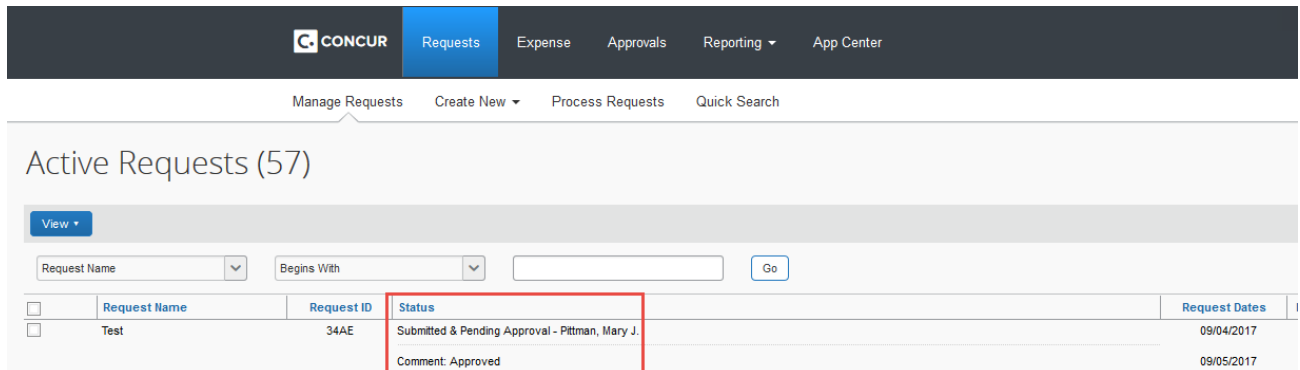




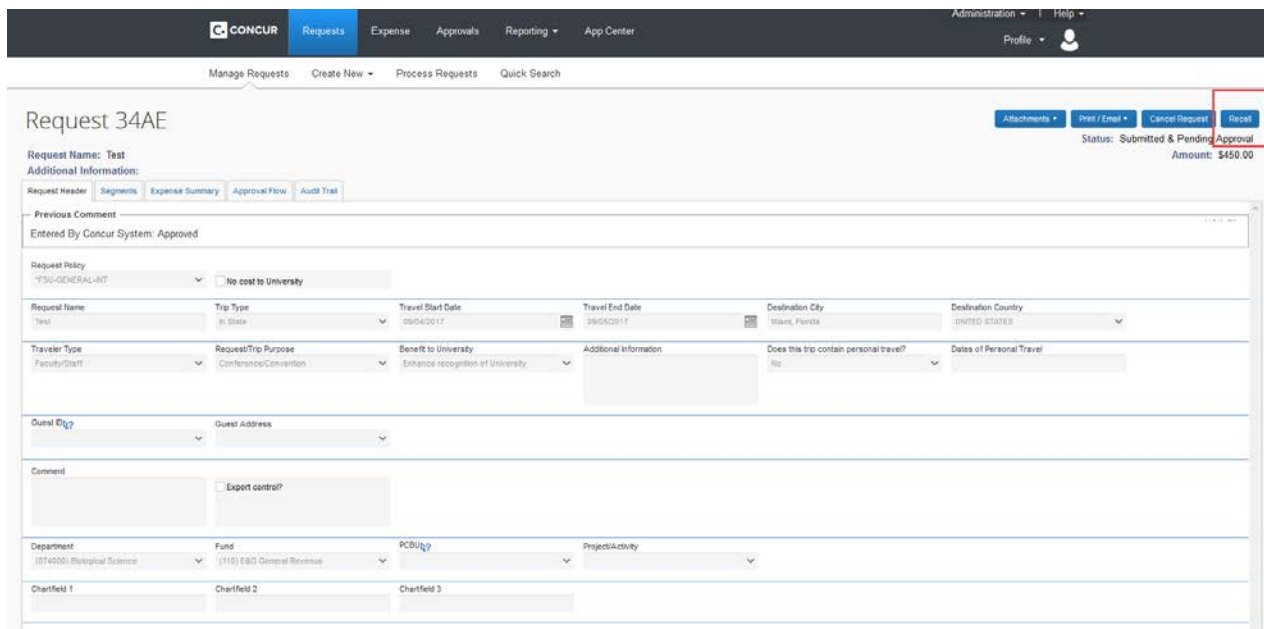
Recalling a Request

Purpose: You cannot change, cancel, or delete a Request that has been submitted unless you Recall it first. A user may recall a request at any point in the approvals process.

Cancelled an approved request will release the encumbrance and you will be unable to submit any expense reports against it.



1. Click the Request Name from the Manage Requests page. Click **Recall**.



2. Click **Yes** to confirm the Recall. The status of the request is updated to **Sent Back to User**.
3. Make any necessary changes, then select Save, Attachments, Print/Email, Cancel the Request or Submit Request to complete the process.