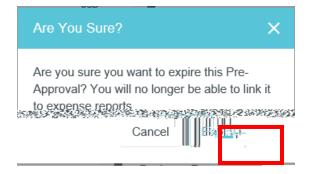
Chrome River – Expire Pre-Approval Report Pre-Approval Report must be s Once you select the Expire button, a pop-up option will appear requesting confirmation. You will select Expire again to complete the task.



A notification will confirm the status of the report has been changed.

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The Pre-Approval Report is updated reflecting a USED/EXPIRED status.

Ø	Submitted Pre-Approvals	=

The adjustment to the release the funds encumbered in Banner, which are tied to the Pre-Approval allocation, will be updated at the beginning of each hour between 8am-5pm. FGIENCD will reflect a \$0.00 balance once the automated process is complete to close the encumbrance in Banner.

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