UCONN

UNIVERSITY OF CONNECTICUT

Putting a Hold on a PREQ/ Removing a Hold from a PREQ

Accounts Payable

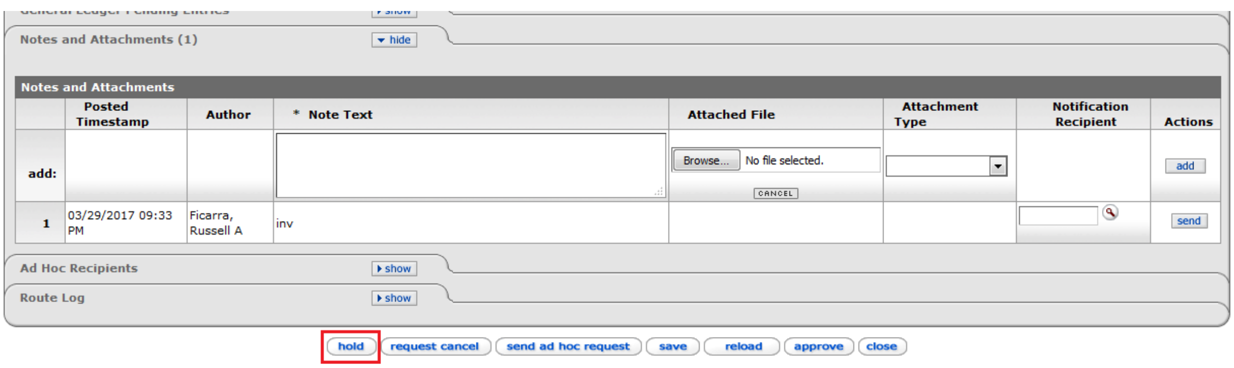
2017

This is a step-by-step guide to putting a hold on and removing a hold from a PREQ for the University of Connecticut. The guide begins after signing into UConn's Kuali Financial System (KFS).

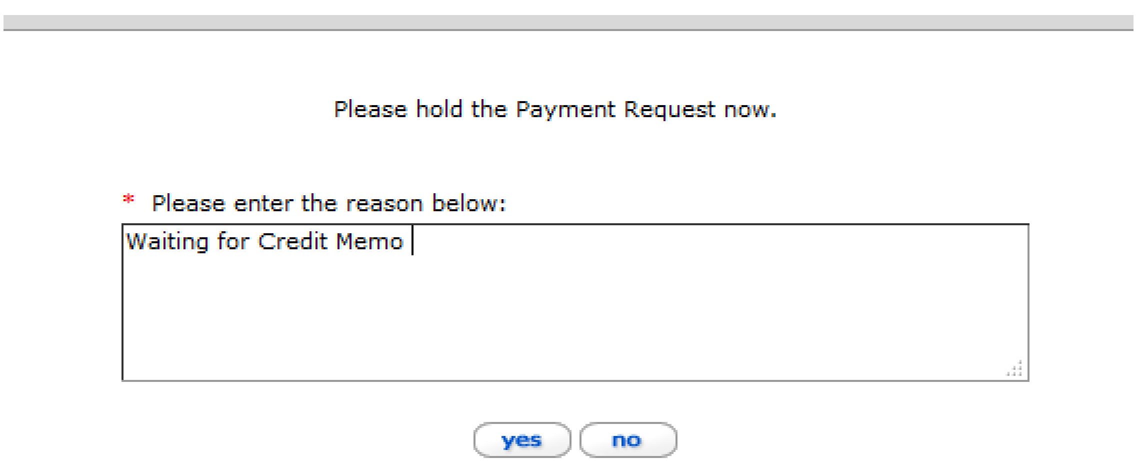
- When to put a hold on a PREQ vs. when to request cancellation of the PREQ:
    - Putting a hold on: an item was returned, department is waiting for a credit or corrected invoice, department does not want a PREQ to auto approve.
    - Requesting Cancellation: If the invoice was entered on the wrong Purchase Order, the dollar amount on the invoice was wrong, the invoice number keyed in wrong, or the vendor is internally crediting out the invoice and no cred will be sent.

Awaiting FO Approval in action list

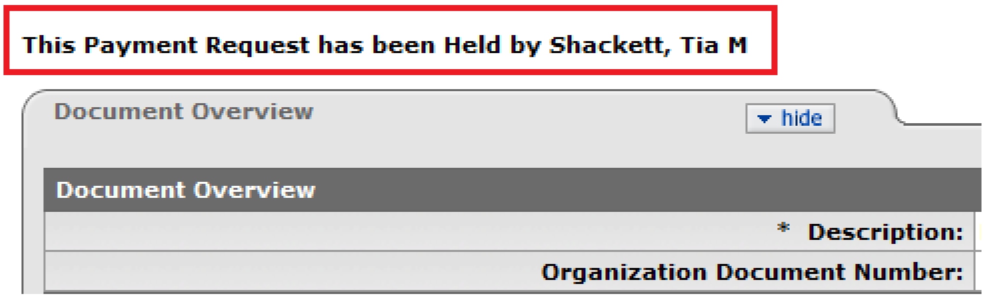
1. Open the payment request, scroll to the bottom of the document, and select "Hold".



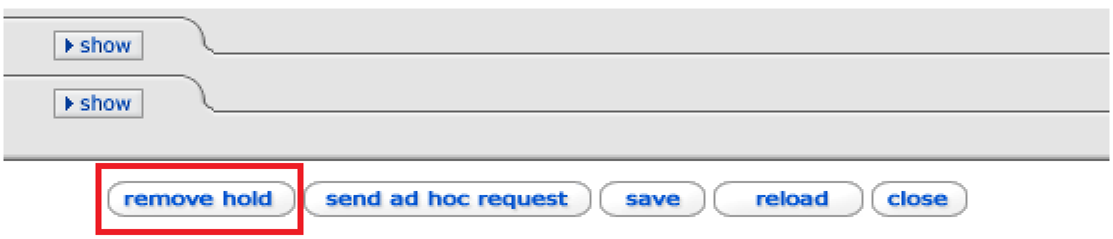
2. Enter the reason for putting the hold on the Payment Request. Then select "Yes".



3. When the PREQ reloads, there will be a note at the top of the document stating “This Payment Request has been Held by the Fiscal Officer”.



4. To remove the hold on the PREQ, open the document, scroll down to the bottom of the page and select “Remove Hold”.



5. On the next screen, enter the reason for removing the hold from the payment request, and select “yes”.