UCONN

UNIVERSITY OF CONNECTICUT

Requesting the Cancellation of a PREQ

Accounts Payable

2017

Request the Cancellation of a Payment Request (PREQ)

This is a step-by-step guide to requesting the cancellation of a Payment Request and removing a request to cancel a Payment Request for the University of Connecticut. The guide begins after signing into UConn's Kuali Financial System (KFS).

- When to request cancel vs. when to put a hold on a 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, etc.
  - 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 credit invoice will be sent.
- AP is not automatically notified when an administrator submits a request cancel; the payment request will stay in the Fiscal Officer's action list until AP approves/disapproves the cancellation. A report is run every Monday and Thursday in AP with all the PREQs that have been requested to cancel.
  - Please contact the AP Processor or APinquiries@uconn.edu if you need the PREQ cancelled prior to the weekly reports.

1. Open the Payment Request. Scroll to the bottom and select the option "Request Cancel"

2. On the next screen, enter a reason for the cancellation request and select "yes".

3. The payment request will reload with a note on the top reading "This Payment Request has been Requested for Cancel by the Fiscal Officer".

This Payment Request has been Requested for Cancel by Shackett, Tia M

Document Overview	▼ hide

Document Overview

* **Description:**

Organization Document Number:
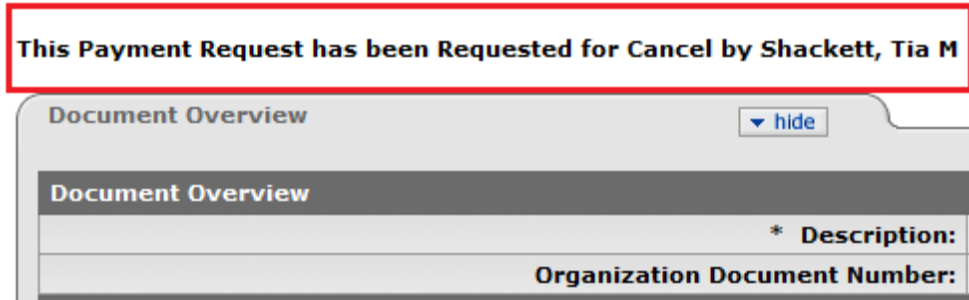
4. The requested cancel PREQ will stay in the Fiscal Officer's action list until AP approves or disapproves the cancellation. When a request cancel is entered, AP is not automatically notified. AP will approve or disapprove the request cancel on the PREQ after a bi-weekly report is run.
   a. Please contact the AP processor or APinquiries@uconn.edu if it is necessary that the PREQ is cancelled prior to the weekly reports being run.

Remove request cancel

1. Open the PREQ and scroll to the bottom of the document. Select "Remove Request Cancel".

| ▸ show |
| ▸ show |

(remove request cancel) (send ad hoc request) (save) (reload) (close)
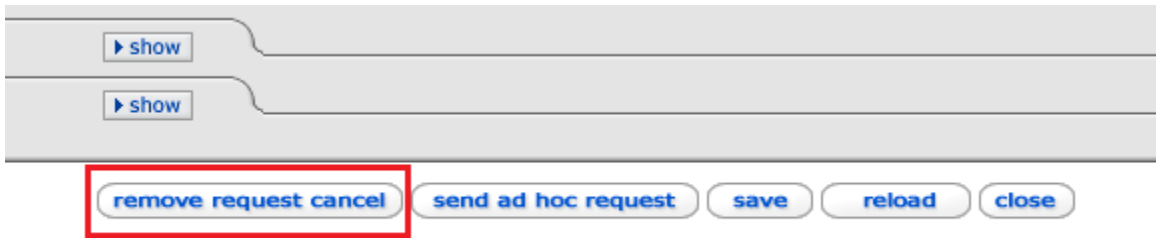
2. Enter the reason for removing the cancel request and select "yes".

Please remove the request to cancel the Payment Request now.

* Please enter the reason below:

Issue corrected

(yes) (no)