To find all vouchers that have not been posted in PeopleSoft Finance, run the UHS_WF_AP_NOT_POSTED query. The navigations is as follows:

REPORTING TOOLS – QUERY – QUERY MANAGER

1. Enter UHS_WF_AP_NOT_POSTED in the Search By query name field.
2. Click Search.
3. Under the Search Results section, click the “Excel” hyperlink to run the query to excel.
4. In the criteria section, enter the following:
   - Business Unit: enter “759”.
   - Path: enter “%” which is a wildcard to pull all data.
   - Source_Like: enter the workflow source to pull data by source.
   - DeptID_Like: enter the Department ID to pull data by department or enter “C%” to pull all departments.
   - Acct Date From: enter the date to pull data from.
   - Acct Date To: enter the date to pull data up to.

5. Click View Results.

The search results are displayed:

These results will list all vouchers that have not been posted yet in PeopleSoft along with the workflow status and path of the voucher.