To find all requisitions that have not been approved in PeopleSoft Finance, run the UHS_WF_REQ_NOT_APPROVED query. The navigation is as follows:

**REPORTING TOOLS – QUERY – QUERY MANAGER**

1. Enter UHS_WF_REQ_NOT_APPROVED 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 “00759”.
   - **Source (like %)**: enter the workflow source to pull data by source.
   - **Department (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 requisitions that have not been approved by Purchasing along with the workflow status and path.

**NOTE**: ALL REQUISITIONS MUST BE TURNED INTO PURCHASE ORDERS OR CANCELLED BEFORE YEAR END.