



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

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

*Action

| Query | | | | | | | | | | Personalize | Find | View All | First | 1 of 1 | Last |
|--------------------------|----------------------|------------------------|--------|--------|----------------------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|------|----------|-------|--------|------|
| Select | Query Name | Descr | Owner | Folder | Edit | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | | | | | |
| <input type="checkbox"/> | UHS_WF_AP_NOT_POSTED | AP vouchers not posted | Public | | Edit | HTML | Excel | XML | Schedule | Lookup References | | | | | |

1. Enter UHS_WF_AP_NOT_POSTED in the Search By query name field.
2. Click .
3. Under the Search Results section, click the "Excel" hyperlink to run the query to excel.



UHS_WF_AP_NOT_POSTED - AP vouchers not posted

Business Unit (730 or 783):

Path_Like(1 - 6 or %):

Source_Like%:

DeptID_Like%:

Acct Date From:

Acct Date To:

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

The search results are displayed:

| Unit | Voucher | Accty Date | Date/Time of Update | User ID | Name | Approval Role | Appr Status | WF Path | Source | Originator | Originator Name | Orig_Dept | Intermediate Dept | Status |
|-------|----------|------------|---------------------|---------|-------------------------|----------------|-------------|---------|--------|------------|-------------------------|-----------|-------------------|--------|
| 00759 | 00264822 | 8/23/2021 | 8/23/2021 14:53 | 6012421 | VanDyke,Valorie Persons | 0-Initiate | I | 3 | BUS | 6012421 | VanDyke,Valorie Persons | C0029 | | U |
| 00759 | 00264822 | 8/23/2021 | 8/23/2021 14:54 | 1118229 | Devine,Cherie Elizabeth | 1-Department | A | 3 | BUS | 6012421 | VanDyke,Valorie Persons | C0029 | | U |
| 00759 | 00264822 | 8/23/2021 | 8/23/2021 15:06 | 0129142 | Zarazua,Magdalen | 2-Intermediate | A | 3 | BUS | 6012421 | VanDyke,Valorie Persons | C0029 | Tax Office | U |
| 00759 | 00264822 | 8/23/2021 | 8/25/2021 8:43 | 0077820 | Pineda,Rosemary F | 3-Final | A | 3 | BUS | 6012421 | VanDyke,Valorie Persons | C0029 | | U |
| 00759 | 00265002 | 8/6/2021 | 8/10/2021 14:17 | 1386288 | Wakeling,Patricia Mary | 0-Initiate | I | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265002 | 8/6/2021 | 8/17/2021 16:26 | 1118229 | Devine,Cherie Elizabeth | 1-Department | A | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265002 | 8/6/2021 | 8/20/2021 8:08 | 0077820 | Pineda,Rosemary F | 2-Final | D | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265002 | 8/6/2021 | 8/20/2021 8:15 | 1386288 | Wakeling,Patricia Mary | 0-Initiate | A | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265002 | 8/6/2021 | 8/20/2021 11:26 | 1118229 | Devine,Cherie Elizabeth | 1-Department | A | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265002 | 8/6/2021 | 8/25/2021 8:54 | 0077820 | Pineda,Rosemary F | 2-Final | A | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265003 | 8/6/2021 | 8/10/2021 14:19 | 1386288 | Wakeling,Patricia Mary | 0-Initiate | I | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265003 | 8/6/2021 | 8/11/2021 8:55 | 1118229 | Devine,Cherie Elizabeth | 1-Department | D | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265003 | 8/6/2021 | 8/23/2021 12:57 | 1386288 | Wakeling,Patricia Mary | 0-Initiate | A | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265003 | 8/6/2021 | 8/23/2021 14:18 | 1118229 | Devine,Cherie Elizabeth | 1-Department | A | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |
| 00759 | 00265003 | 8/6/2021 | 8/25/2021 9:02 | 0077820 | Pineda,Rosemary F | 2-Final | A | 1 | BUS | 1386288 | Wakeling,Patricia Mary | C0029 | | U |

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