



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

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:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	UHS_WF_REQ_NOT_APPROVED	Requisition not Approved	Public		Edit	HTML	Excel	XML	Schedule

1. Enter UHS_WF_REQ_NOT_APPROVED 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_REQ_NOT_APPROVED - Requisition not Approved

Business Unit:

Source (like %):

Department (like %):

Acct Date From:

Acct Date To:

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
 Click .



The search results are displayed:

Unit	Req ID	Req Status	Acctg Date	Date/Time of Update	Approver	Approver Name	Approval Role	Approval Status
00759	0000029704	Open	7/11/2012	7/16/2012 14:52	0145068	Klein, Sharon L	0-Initiate	I
00759	0000029715	Open	7/16/2012	7/16/2012 11:14	1055385	\$TERMWofford, Cathleen Jo		I
00759	0000029715	Open	7/16/2012	7/19/2012 17:08	0028506	Fairbanks, Sonja K		A
00759	0000029725	Open	7/18/2012	7/18/2012 13:56	0145068	Klein, Sharon L	0-Initiate	I
00759	0000029725	Open	7/18/2012	7/18/2012 16:53	0028506	Fairbanks, Sonja K	0-Initiate	D
00759	0000029725	Open	7/18/2012	7/18/2012 17:29	0145068	Klein, Sharon L	0-Initiate	A
00759	0000029736	Open	7/19/2012	7/19/2012 14:57	0906505	Nierling, Laura Ehlmann	0-Initiate	I

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.