



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 Viewer

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

*Search By: begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
UHS_WF_AP_NOT_POSTED	AP vouchers not posted	Public		HTML	Excel	XML	Schedule

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.

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:

[View Results](#)

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



Click [View Results](#)

The search results are displayed:

1	AP vo	32						
2	Unit	Voucher	Acctg Date	Date/Time of Update	User ID	Name	Approval Role	Appr Status
3	00759	00157034	6/6/2012	6/6/2012 8:00	1107452	Laddusaw, Terri L	***** Not in Workflow*****	
4	00759	00157518	7/17/2012	6/20/2012 15:21	0077622	Heaton, Nancy Atwater	0-Initiate	I
5	00759	00157518	7/17/2012	6/25/2012 17:12	0028506	Fairbanks, Sonja K	1-Department	D
6	00759	00157518	7/17/2012	6/25/2012 17:21	0077622	Heaton, Nancy Atwater	0-Initiate	A
7	00759	00157518	7/17/2012	6/26/2012 8:34	0028506	Fairbanks, Sonja K	1-Department	A
8	00759	00157518	7/17/2012	6/27/2012 13:22	0946875	Padgett, Sondra D	2-Final	D
9	00759	00157518	7/17/2012	7/17/2012 11:00	0077622	Heaton, Nancy Atwater	0-Initiate	A

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