



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

Query										Personalize	Find	View All	Print	Refresh	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_REQ_NOT_APPROVED	Requisition not Approved	Public		Edit	HTML	Excel	XML	Schedule	Lookup References							

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:

**View Results**

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:

Requisition	Unit	Req ID	Req Status	Acctg Date	Date/Time of Update	Approver	Approver Name	Approval Role	Approval Status	Req Workflow Path	Source	Originator	Originator Name	Originator DeptID	Intermediate Dept
3	00759	0000044930	Open	6/14/2021	11/6/2019 12:31	8004796	Davis,Cheerice	0-Initiate	D	1	SOE	8014676	Martinez,Monica Luz	C0046	
4	00759	0000044930	Open	6/14/2021	8/4/2020 19:05	1597988	Nanavati,Dharmik Yatin	0-Initiate	D	1	SOE	8014676	Martinez,Monica Luz	C0046	
5	00759	0000044930	Open	6/14/2021	4/6/2021 12:28	1255154	Ordonez-Campos,Aida C	0-Initiate	D	1	SOE	8014676	Martinez,Monica Luz	C0046	
6	00759	0000044930	Open	6/14/2021	4/6/2021 12:29	1255154	Ordonez-Campos,Aida C	0-Initiate	R	1	SOE	8014676	Martinez,Monica Luz	C0046	
7	00759	0000044930	Open	6/14/2021	6/14/2021 12:47			*****Not in Workflow*****			SOE	8014676	Martinez,Monica Luz	C0046	
8	00759	0000045290	Open	9/1/2021	11/6/2019 12:31	8004796	Davis,Cheerice	0-Initiate	D	1	SOE	0193000	Daniels,Gertrude V	C0046	
9	00759	0000045290	Open	9/1/2021	8/4/2020 19:05	1597988	Nanavati,Dharmik Yatin	0-Initiate	D	1	SOE	0193000	Daniels,Gertrude V	C0046	
10	00759	0000045290	Open	9/1/2021	4/6/2021 12:28	1255154	Ordonez-Campos,Aida C	0-Initiate	D	1	SOE	0193000	Daniels,Gertrude V	C0046	
11	00759	0000045290	Open	9/1/2021	4/6/2021 12:29	1255154	Ordonez-Campos,Aida C	0-Initiate	R	1	SOE	0193000	Daniels,Gertrude V	C0046	
12	00759	0000045290	Open	9/1/2021	8/18/2021 14:51			*****Not in Workflow*****			SOE	0193000	Daniels,Gertrude V	C0046	
13	00759	0000045342	Open	9/1/2021	11/6/2019 12:31	8004796	Davis,Cheerice	0-Initiate	D	1	SOE	0145068	Klein,Sharon L	C0046	
14	00759	0000045342	Open	9/1/2021	8/4/2020 19:05	1597988	Nanavati,Dharmik Yatin	0-Initiate	D	1	SOE	0145068	Klein,Sharon L	C0046	
15	00759	0000045342	Open	9/1/2021	4/6/2021 12:28	1255154	Ordonez-Campos,Aida C	0-Initiate	D	1	SOE	0145068	Klein,Sharon L	C0046	
16	00759	0000045342	Open	9/1/2021	4/6/2021 12:29	1255154	Ordonez-Campos,Aida C	0-Initiate	R	1	SOE	0145068	Klein,Sharon L	C0046	
17	00759	0000045342	Open	9/1/2021	8/25/2021 13:32			*****Not in Workflow*****			SOE	0145068	Klein,Sharon L	C0046	

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.