

PeopleSoft General Ledger Documentation

SUBJECT: How to Run the Requisition Workflow Query

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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



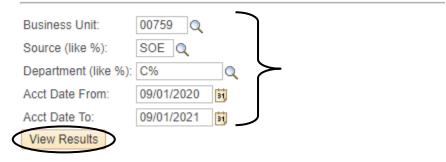
- 1. Enter UHS_WF_REQ_NOT_APPROVED in the Search By query name field.
- 2 Click Search
- 3. Under the Search Results section, click the "Excel" hyperlink to run the query to excel.

How to Run the Requisition Workflow Query Last Update Date: August 25, 2021

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UHS_WF_REQ_NOT_APPROVED - Requisition not Approved



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

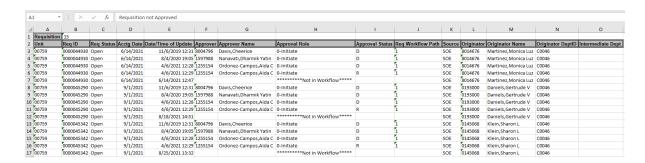
enter "C%" to pull all departments.

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.

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