

PeopleSoft General Ledger Documentation

SUBJECT: How to Run the Voucher Workflow Query

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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



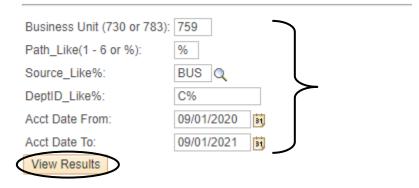
- Enter UHS_WF_AP_NOT_POSTED in the Search By query name field.
- 2. Click Search
- 3. Under the Search Results section, click the "Excel" hyperlink to run the query to excel.

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

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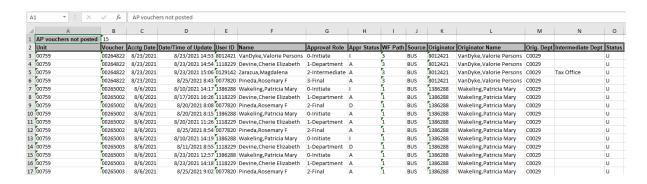
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UHS_WF_AP_NOT_POSTED - AP vouchers not posted



- 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 View Results

The search results are displayed:



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

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