



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 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	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_AP_NOT_POSTED	AP vouchers not posted	Public		Edit	HTML	Excel	XML	Schedule	Lookup References					

1. Enter UHS_WF_AP_NOT_POSTED 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_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:

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

The search results are displayed:

Unit	Voucher	Accty Date	Date/Time of Update	User ID	Name	Approval Role	Appr Status	WF Path	Source	Originator	Originator Name	Orig_Dept	Intermediate Dept	Status
00759	00264822	8/23/2021	8/23/2021 14:53	6012421	VanDyke,Valorie Persons	0-Initiate	I	3	BUS	6012421	VanDyke,Valorie Persons	C0029		U
00759	00264822	8/23/2021	8/23/2021 14:54	1118229	Devine,Cherie Elizabeth	1-Department	A	3	BUS	6012421	VanDyke,Valorie Persons	C0029		U
00759	00264822	8/23/2021	8/23/2021 15:06	0129142	Zarazua,Magdalena	2-Intermediate	A	3	BUS	6012421	VanDyke,Valorie Persons	C0029	Tax Office	U
00759	00264822	8/23/2021	8/25/2021 8:43	0077820	Pineda,Rosemary F	3-Final	A	3	BUS	6012421	VanDyke,Valorie Persons	C0029		U
00759	00265002	8/6/2021	8/10/2021 14:17	1386288	Wakeling,Patricia Mary	0-Initiate	I	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265002	8/6/2021	8/17/2021 16:26	1118229	Devine,Cherie Elizabeth	1-Department	A	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265002	8/6/2021	8/20/2021 8:08	0077820	Pineda,Rosemary F	2-Final	D	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265002	8/6/2021	8/20/2021 8:15	1386288	Wakeling,Patricia Mary	0-Initiate	A	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265002	8/6/2021	8/20/2021 11:26	1118229	Devine,Cherie Elizabeth	1-Department	A	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265002	8/6/2021	8/25/2021 8:54	0077820	Pineda,Rosemary F	2-Final	A	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265003	8/6/2021	8/10/2021 14:19	1386288	Wakeling,Patricia Mary	0-Initiate	I	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265003	8/6/2021	8/11/2021 8:55	1118229	Devine,Cherie Elizabeth	1-Department	D	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265003	8/6/2021	8/23/2021 12:57	1386288	Wakeling,Patricia Mary	0-Initiate	A	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265003	8/6/2021	8/23/2021 14:18	1118229	Devine,Cherie Elizabeth	1-Department	A	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U
00759	00265003	8/6/2021	8/25/2021 9:02	0077820	Pineda,Rosemary F	2-Final	A	1	BUS	1386288	Wakeling,Patricia Mary	C0029		U

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