

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 | 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 |        | <a href="#">Edit</a> | <a href="#">HTML</a> | <a href="#">Excel</a> | <a href="#">XML</a> | <a href="#">Schedule</a> | <a href="#">Lookup References</a> |      |          |       |        |      |

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:

| 1           | 2          | 3      | 4          | 5               | 6                   | 7                      | 8                         | 9             | 10              | 11                | 12      | 13                  | 14              | 15                | 16                | 17 |
|-------------|------------|--------|------------|-----------------|---------------------|------------------------|---------------------------|---------------|-----------------|-------------------|---------|---------------------|-----------------|-------------------|-------------------|----|
| 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 |    |
| 00759       | 0000044930 | Open   | 6/14/2021  | 11/6/2019 12:31 | 8004796             | Davis,Cheerice         | 0-Initiate                | D             | 1               | SOE               | 8014676 | Martinez,Monica Luz | C0046           |                   |                   |    |
| 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           |                   |                   |    |
| 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           |                   |                   |    |
| 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           |                   |                   |    |
| 00759       | 0000044930 | Open   | 6/14/2021  | 6/14/2021 12:47 |                     |                        | *****Not in Workflow***** |               |                 | SOE               | 8014676 | Martinez,Monica Luz | C0046           |                   |                   |    |
| 00759       | 0000045290 | Open   | 9/1/2021   | 11/6/2019 12:31 | 8004796             | Davis,Cheerice         | 0-Initiate                | D             | 1               | SOE               | 0193000 | Daniels,Gertrude V  | C0046           |                   |                   |    |
| 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           |                   |                   |    |
| 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           |                   |                   |    |
| 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           |                   |                   |    |
| 00759       | 0000045290 | Open   | 9/1/2021   | 8/18/2021 14:51 |                     |                        | *****Not in Workflow***** |               |                 | SOE               | 0193000 | Daniels,Gertrude V  | C0046           |                   |                   |    |
| 00759       | 0000045342 | Open   | 9/1/2021   | 11/6/2019 12:31 | 8004796             | Davis,Cheerice         | 0-Initiate                | D             | 1               | SOE               | 0145068 | Klein,Sharon L      | C0046           |                   |                   |    |
| 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           |                   |                   |    |
| 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           |                   |                   |    |
| 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           |                   |                   |    |
| 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.