

Accounts Payable Queries

FIN0013_VALID_PROJECT_IDS – lists all the project/grants for a campus (must enter SetId=00765)

FIN0050_VALID_FUNDS – lists all the funds for a campus (must enter SetId=00797)

FIN0052_VALID_PROGRAMS – lists all the programs for a campus (must enter SetId=00765)

SSN_FID_SEARCH

UHS_ACCOUNT_TRANS – lists all the transactions for a specific account, from/to periods in any fiscal year

UHS_AP_BP2008_FY07_DUE_DATE – identifies vrchrs with BP2008 that are scheduled for payment in FY07

UHS_AP_Closed_Vouchers

UHS_AP_Future_Payments – identifies vouchers with schedule due dates after a certain date

UHS_AP_Inactive_Addresses

UHS_AP_Inactive_Vendors

UHS_AP_Payments_By_Date

UHS_AP_Posted_Vouchers – Vouchers that posted by date

UHS_AP_Search_For_Payments - Lists voucher pymts by bus unit, dept, vend. ID, PO, contract ID, and/or inv. no.

UHS_AP_Search_For_Vendors

UHS_AP_Search_For_Vouchers - List vouchers by business unit, dept, vendor ID, PO, contract ID, and/or inv. no.

UHS_AP_Unposted_Vouchers – lists all unposted vouchers by department (including budget-checked)

UHS_CC_BY_DEPT_NODE – can be run by dept node or dept ID

UHS_CC_BY_CHARTFIELD – can be run by fund, dept ID, program, project, and/or speedtype (all have like criteria statements, so you can use % for all values or B% for all programs starting with B, for instance)

UHS_CC_GRANT_DETAIL – lists grant attributes (CFDA, sponsor ID, etc.) for grant cost centers in addition to other cost center information.

UHS_CC_MGR_LOOKUP – all cost centers assigned to a cost center manager

UHS_CC_MGR_NONE – active cost centers without a cost center manager; lookup by dept node or dept ID

UHS_Contract_Inq – Find vouchers needing contract

UHS_Interest_Errors – Find USAS vouchers out/sync codes

UHS_Interest_Payment_Listing

UHS_OPEN_COMMITMENTS_DETAIL – By P.O distribution line & GL acct

UHS_OPEN_COMMITMENTS_SUMMARY – By P.O ID & GL acct

UHS_PSSA_DETAIL_CC – lists additional fields including student name and semester as requested by user.

UHS_PSSA_DETAIL_DEPARTMENT – provide detail information for reporting purposes

UHS_PSSA_SUMM_DEPARTMENT

UHS_Paycycle_Stats – UHS Pay cycle statistics

UHS_Special_Handling_Payments - Payments with EN, HD, SH Codes

UHS_State_Fund_Ch – UHS State fund checks

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UHS_USAS_HR_Batch_Totals – By Agency & Batch Date

UHV_COST_CENTER_BY_DEPT – lists all the cost centers in a department

UHV_DEPARTMENT_LISTING – lists all the departments in UHV with managers name

UHV_WF_AP – AP voucher approval history

UHV_WF_AP_NOT_POSTED – AP vouchers not posted

UHV_WF_AP_DENY_WITH_COMMENT – AP vouchers deny with comment

UHV_WF_AP_USER_ACTIVITY – AP voucher activity by user

UHV_WF_GL_APPROVAL_HISTORY – complete approval history for each journal

UHV_WF_GL_DENY_WITH_COMMENT – listing of any journals that were denied

UHV_WF_GL_NOT_POSTED – listing of any journals not posted

UHV_WF_BUD = budget journal approval history

UHV_WF_BUD_DENY_WITH_COMMENT = budget journal denied with comment

UHV_WF_BUD_NOT_POSTED = budget journal not posted with approval history

UHV_WF_REQ = requisition approval history

UHV_WF_REQ_DENY_WITH_COMMENT = requisitions denied with approval comments

UHV_WF_REQ_NOT_APPROVED = requisitions not approved with approval history

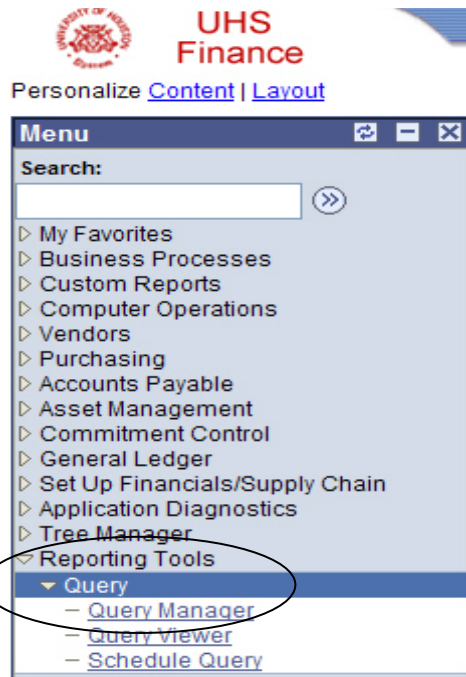
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Example:

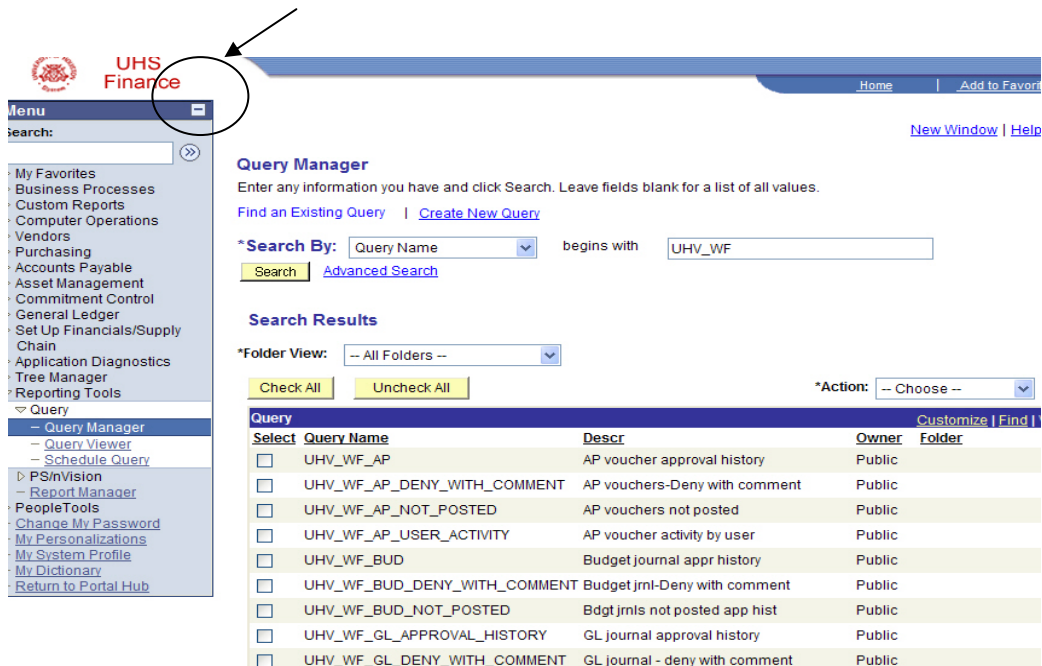
UHV_WF_AP: Lists voucher with approval status by voucher, path, source, dept, Acct. date from, and accounting date to:

Menu

- Reporting Tools
- Query
- Query Manager



Minimize Menu Navigation for more viewing:



Accounts Payable Queries

Under Query Manager

Enter under Begins with: UHV_WF and then Search

[New Window](#) |

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: Query Name

[Advanced Search](#)

[Search Results](#)

A list of Queries will appear:

Check the box for UHV_WF_AP

Under Action “add to favorites”

Select Go

Run to Excel or HTML



UHS
Finance

[Home](#)

[Add to Favorites](#)

[Sign](#)



Search Results

*Folder View:

Action:

Query	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input checked="" type="checkbox"/>	UHV_WF_AP	AP voucher approval history	Public		Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	UHV_WF_AP_DENY_WITH_COMMENT	AP vouchers-Deny with comment	Public		Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	UHV_WF_AP_NOT_POSTED	AP vouchers not posted	Public		Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	UHV_WF_AP_USER_ACTIVITY	AP voucher activity by user	Public		Edit	Run to HTML	Run to Excel	Schedule

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Fill out fields. If unknown, enter percentage sign %

Then select “View Results”

The screenshot shows a web browser window with the URL https://fsprd.my.uh.edu/psc/fsprd_5/EMPLOYEE/ERP/q?!ICAction=ICQryNameExcel.... The page title is "UHV_WF_AP - AP voucher approval history". Below the title are several search filters:

- Voucher ID Like%:
- Path_Like(1 - 5 or %):
- Source_Like%:
- DeptID_Like%:
- Acct Date From:
- Acct Date To:

Below the filters is a yellow button labeled "View Results" with an arrow pointing to it from the left. Below the button is a table header with the following columns: Unit, Voucher, Acctg Date, Date/Time of Update, User ID, Approval Role, Appr Status, WF Path, Source, Originator, Orig. Dept, Intermediate Dept, and St.

Unit	Voucher	Acctg Date	Date/Time of Update	User ID	Approval Role	Appr Status	WF Path	Source	Originator	Orig. Dept	Intermediate Dept	St
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The browser's taskbar at the bottom shows several open applications: "Inbox - Microsoft Out...", "Query Manager - Win...", "https://fsprd.my.uh....", and "FullShot 7.01 Professi..."