

# NONPOSTED VOUCHER REPORTS

## 3 REPORTS (19 COLUMNS OF INFO, BY SELECTED DEPARTMENT):

- 1) **UHV\_NONPOSTED\_VOUCHERS\_NOT\_BC** a listing of vouchers **NOT VALID** budget-checked; (includes budget-check error items, warnings, and items not-yet-budget-checked); If used at month-end, any listed will need to be added to the 1074 excel file, Soft Commitment tab; can also be used during the month to check voucher status and clear up month-end reports, but running the “ALL” is preferred before month-end.
- 2) **UHV\_NONPOSTED\_VOUCHERS\_ME** a listing of vouchers that are **NOT VALID** budget-checked; (includes budget-check error items, warnings, and items not-yet-budget-checked); these will need to be added to the 1074 excel file, Soft Commitment tab; can also be used during the month to check voucher status and clear up month-end reports, but running the ‘ALL’ is preferred before month-end.
- 3) **UHV\_NONPOSTED\_VOUCHERS** a listing of **ALL** vouchers not yet posted; includes **VALID & NOT VALID** (i.e.: Soft Commitments, budget-check error items, warnings, and items not yet budget-checked); use to check voucher status during the month and close to end of month to clear up month-end reports.

Unit	Acctg Date	Voucher	Line	Line	Account	Fund	DeptID	Program	Bud Ref	Project	Merchandise Amt	Monetary Amount	Chart Edit Status	Budget Checking Line Status	Budget Checking Header Status	Approval Status	Entry Status	Pos Vouc No
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(NOTE: Provides same list as **UN**posted series of queries, but with less information.)

NOTE: If you are already in the voucher screen, go to the Menu Select section this page.

Access the Financial Production database: <https://my.uh.edu/fs>

Or, See the [SignOn Financial Production](#) job aid.

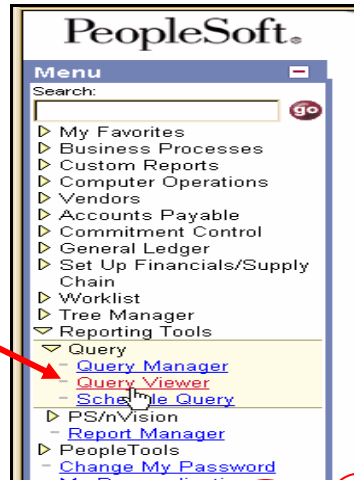
OR: Open a new window, if already in PeopleSoft.

Remember to use ALL CAPS

## NAVIGATION

From the **Menu** select:

- ▶ Reporting Tools
- ▶ Query
- Query Viewer



Be sure to add to “Favorites”!

Can minimize menu by clicking on the red minus sign.



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## INSTRUCTIONS

### STEP 1: SEARCH METHOD FOR QUERY:

- **IF Query Favorites** – if you have the query listed on [My Query Favorites](#), skip to Step 3.
- Otherwise, you will have to search for the query – go to Step 2.

UHS Finance

Home | Worklist | Add to Favorites

New Window | Help | Customize Page

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By: Query Name begins with

Search Advanced Search

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
UHS_ACCOUNT_LISTING	Account Listing	Public		Run to HTML	Run to Excel	Schedule	
UHS_AP_SEARCH_FOR_VENDORS	Search for AP/PO vendors	Public		Run to HTML	Run to Excel	Schedule	
UHS_OPERATORS	Operator id's with classes	Public		Run to HTML	Run to Excel	Schedule	
UHV_COST_CENTERS_ALL	All CCs w/program mgr & descr	Public		Run to HTML	Run to Excel	Schedule	
UHV_COST_CENTERS_BY_DEPT	Cost Centers within a dept	Public		Run to HTML	Run to Excel	Schedule	
UHV_DEPARTMENT_LISTING	All UHV Departments with Mngrs	Public		Run to HTML	Run to Excel	Schedule	
UHV_NONPOSTED_VOUCHERS	ALL unposted vchrs/Dept-short	Public		Run to HTML	Run to Excel	Schedule	
UHV_NONPOSTED_VOUCHERS_ALL	ALL unposted vouchers by Dept	Public		Run to HTML	Run to Excel	Schedule	
UHV_NONPOSTED_VOUCHERS_NOT_BC	NOT VALID BC Vchrs by Dept	Public		Run to HTML	Run to Excel	Schedule	

### STEP 2: SEARCH FOR QUERY:

- **Search By** - preferable is by the default: **Query Name**.  
(Click  for options, or use [Advanced Search](#) for more options.)
- **begins with** – enter **UHV** in the text field. (Wildcard [%] not needed.)  
(to search by **contains**, you must go to [Advanced Search](#))
- Click on

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By: Query Name begins with UHV

Search Advanced Search

May want to "Add to Favorites" first, if not already set up.

### STEP 3: SELECT QUERY & RPT FORMAT:

On the line of the desired report:

- To run the query to the screen, click once on the [Run to HTML](#) link.
- To run the query to excel, click once on the [Run to Excel](#) link.

Prompts will open in a new window.

Search Results

Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
UHV_CHECK_FIND	Search for Checks by Check #	Public		Run to HTML	Run to Excel	Schedule	
UHV_COST_CENTERS_ALL	All CCs w/program mgr & descr	Public		Run to HTML	Run to Excel	Schedule	
UHV_COST_CENTERS_BY_DEPT	Cost Centers within a dept	Public		Run to HTML	Run to Excel	Schedule	
UHV_DEPARTMENT_LISTING	All UHV Departments with Mngrs	Public		Run to HTML	Run to Excel	Schedule	
UHV_GL_JRNAL_LOOKUP_W_DESCR	Journal Lookup by Date Range	Public		Run to HTML	Run to Excel	Schedule	
UHV_JOURNAL_LISTING	For Finance Only	Public		Run to HTML	Run to Excel	Schedule	
UHV_NACUBO_TW		Public		Run to HTML	Run to Excel	Schedule	
UHV_NONPOSTED_VOUCHERS	Non-Pstd Non-BCd Vchrs by Dept	Public		Run to HTML	Run to Excel	Schedule	
UHV_OPERATORS	Operator id's with classes	Public		Run to HTML	Run to Excel	Schedule	
UHV_OUT_OF_ST_TRAVEL	OUT OF STATE TRAVEL	Public		Run to HTML	Run to Excel	Schedule	
UHV_SALES_TAX_STATE_TREA	Remit to State Treasury	Public		Run to HTML	Run to Excel	Schedule	
UHV_UNPOSTED_VOUCHERS_ALL	All unposted vouchers by dept	Public		Run to HTML	Run to Excel	Schedule	
UHV_UNPOSTED_VOUCHERS_NOT_BC	Not valid BC vchrs by dept	Public		Run to HTML	Run to Excel	Schedule	

### STEP 4: ENTER PROMPT DATA & RUN:

- **Acctg Date before:** either enter the desired date or click on  and select from the calendar.
- **DeptID:** enter your dept number.
- Then click
- If running to Excel, Skip to Step 6.
- If running to HTML, continue with Step 5.

UHV\_NONPOSTED\_VOUCHERS - ALL unposted vchrs/Dept-short

Acctg Date before:

DeptID:

View Results

Unit	Acctg Date	Voucher	Line	Line	Account	Fund	DeptID	Program	Bud Ref	Project	Merchandise Amt
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HINT: use day after last day desired, i.e.: if using for m/e, use the first day of the next month.

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## STEP 5: HTML RESULTS:

When the query is complete, a listing will come up of all unposted vouchers in your department.

If another department is needed:

➤ Enter new data at top

OR

If another query is needed:

➤ Close window and repeat from Step 3.

View Results

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) (5 kb)

View All

Unit	Acctg Date	Voucher	Line	Line	Account	Fund	DeptID	Program	Bud Ref	Project	Merchan Amt	
1	00765	09/29/2005	00034167	1	1	23100	9007	V0012	E0381	BP2006	NA	800.000
2	00765	10/07/2005	00034345	1	1	56102	2064	V0012	E0357	BP2006	NA	27.590

## STEP 6: CREATE EXCEL FILE:

➤ Click  to create excel file.

File Download

Do you want to open or save this file?

Name: q.xls  
Type: Microsoft Excel Worksheet, 2.70 KB  
From: my.uh.edu

Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

## Excel Results:

- When the query is complete, another window will open in excel.
- If multiples appear, may want to select by cost center. To do this, click on the menu item:

**Data**

**Filter**

**Auto Filter**

Now you choose the proper program.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help Adobe PDF

100% Arial Unicode MS 10

my.uh.edu [Read-Only]

1	2	3	4	5	6	7	8
Voucher	Voucher Line	Distrib Line	Fund	DeptID	Program	Project	Invoice
00029347	1		12064	V0012	F0357	NA	T750755
00029347	2		12064	V0012	F0357	NA	T750755
00029437	1		12064	V0012	D0282	NA	REIMB: T750937
00029481	1		12064	V0012	D0282	NA	T750923
00029490	1		12064	V0012	D0282	NA	T750107
00029517	1		12077	V0012	F0407	NA	REIMB 02/06/2005
00029523	1		11061	V0012	E0215	NA	2000006
00029611	1		13048	V0012	E0264	NA	2/09/05

In Excel, if another dept is needed:

- Close window
- Switch back to the "query prompt" that is still open by clicking on the appropriate program listed on the task bar (at the bottom of your monitor).

- Repeat from Step 4.

Taskbar showing Microsoft Internet Explorer window with URL: https://my.uh.edu:9980/psc/fsp/d\_6/EMPLOYEE/ERP/q?TCAction=IC...

In Excel, if another query is needed:

- Switch back to the "query viewer" that is still open by clicking on the appropriate program listed on the task bar (at the bottom of your monitor).

- Repeat from Step 3 or Step 2 and enter new data to search for another query.

Taskbar showing Microsoft Internet Explorer window with URL: https://my.uh.edu:9980/psc/fsp/d\_2/EMPLOYEE/ERP/q?TCAction=...