

# UNPOSTED VOUCHER REPORTS

## 2 REPORTS (26 COLUMNS OF INFO, BY SELECTED DEPARTMENT):

- 1) **UHV\_UNPOSTED\_VOUCHERS\_NOT\_BC** is 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 must be included on 1074 excel file, Soft Commitment tab; can also be used during month to check voucher status, but running the “ALL” is preferred before month-end.
- 2) **UHV\_UNPOSTED\_VOUCHERS\_ALL** is a listing of all vouchers up to being posted; includes **VALID & NOT VALID** budget-checked items, (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.

Voucher	Voucher Line	Distrib Line	Fund	DeptID	Program	Project	Invoice	Invoice Date	BCM Status	Approval Status	Post Status	Distrib Amt	Gross Amt	Paid Amount	Acctg Date	Sched Due Date	Net Due Date	Bank	Account	User	Department	Vendor ID	Vendor Name	PO	Buy Agree ID
---------	--------------	--------------	------	--------	---------	---------	---------	--------------	------------	-----------------	-------------	-------------	-----------	-------------	------------	----------------	--------------	------	---------	------	------------	-----------	-------------	----	--------------

(NOTE: Provides same list as **NON**posted series of queries, but with more information for researching.)

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



Can minimize menu by clicking on the red minus sign.



**Be sure to add to “Favorites”!**

# UNPOSTED VOUCHER REPORTS

## 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

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_UNPOSTED_VOUCHERS_ALL	ALL unposted vouchers 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	Add to Favorites
UHV_ACCOUNT_BAL_2003	UHS Account Balance	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_CCTR_LOOKUP_BY_PROJECT	Cost Center Lookup By Project	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_COST_CENTERS	All CCs w/program mgr & descr	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_COST_CENTER_LISTING	List of cost centers in a dept	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_DEPARTMENTS	Old FIN0051-Valid Departments	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_FUNDS	Old FIN0050_VALID_FUNDS	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_GL_ACCOUNTS	Old FIN0010-GL Accounts	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_NOT_BDGT_CHECKED_VOUCHERS	List for subtracting from BBA	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_SPEEDTYPES	Old FIN0007	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_UNPOSTED_VOUCHERS	Unposted vouchers by dept	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_USAS_ACCOUNT_BAL_2003	USAS Contract Acct Bal. by CC	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites

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

- **Department:** enter your desired department number.
- **Accounting Date Less Than:** either enter the desired date or click on  and select from the calendar.
- Then click
- If running to Excel, Skip to Step 6.
- If running to HTML, continue with Step 5.

UHV\_UNPOSTED\_VOUCHERS - Unposted vouchers by dept

Department:

Accounting Date Less Than:

View Results

AP Bus Unit	Voucher	Voucher Line	Distrib Line	Account	Fund	DeptID	Program	Bud Ref	Project	Invoice	Invoice Date	Edit Status	Budget Status
-------------	---------	--------------	--------------	---------	------	--------	---------	---------	---------	---------	--------------	-------------	---------------

HINT: use day after last day desired, i.e.: if using for m/e, use the first day of the next month.

# UNPOSTED VOUCHER REPORTS

## 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.

### UHV\_UNPOSTED\_VOUCHERS - Unposted vouchers by dept

Department:

Accounting Date Less Than:

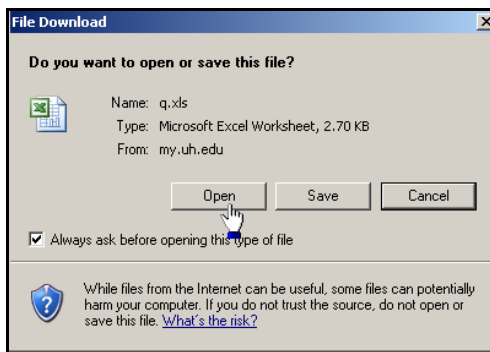
Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (7 kb)

[View All](#)

AP Bus Unit	Voucher	Voucher Line	Distrib Line	Account	Fund	DeptID	Program	Bud Ref	Project	Invoice	Invoice Date	Edit Status
1	000765	00034167	1	23100	9007	V0012	E0381	BP2006	NA	20053 HALBISON LOAN	09/29/2005	

## STEP 6: CREATE EXCEL FILE:

➤ Click  to create excel file.



### 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.

Voucher	Voucher Line	Distrib Line	Fund	DeptID	Program	Project	Invoice
00029347	1	1	2064	V0012	F0357	NA	T750755
00029347	2	1	2064	V0012	F0357	NA	T750755
00029437	1	1	2064	V0012	D0262	NA	REIMB: T750937
00029461	1	1	2064	V0012	D0262	NA	T750923
00029490	1	1	2064	V0012	D0262	NA	T750107
00029617	1	1	2077	V0012	F0407	NA	REIMB 02/06/2006
00029623	1	1	1061	V0012	E0215	NA	2000006
00029611	1	1	9048	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.



### 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.

