

Unapproved Documents by Chart and Organization

There is a report in the IUIE that can help monitor unapproved Auxiliary Vouchers by Chart and Organization. This document will guide you to the report; as well as help identify the parameters that need to be entered in order to get the appropriate results.



1. Go to the IUIE Reports
2. Click on Kual Financial → Auxiliary → Other Reports → Unapproved Documents in Inbox by Chart and Org
3. Populate the Initiator Chart-Org Code (i.e. UA-FMOP)
4. Set the Include or Exclude Document Types to 'Include'
5. Enter Document Types: AVAD, AVAE, AVRC
6. Click on Include Organization Hierarchy (if that is applicable to your organization)
7. Select the Output Format Report to 'MS Excel'
8. If you plan to run this each month, you may want to save your settings in your catalog
9. Click Run

Home
Quick View
Catalog
Manage Access
Utilities

My Catalog |
 Master Catalog |
 Test Catalog

- [-] Training
- [-] Ecommerce
- [-] ERA
- [-] Faculty Annual Report
- [-] Financial
- [-] Human Resource Management System
- [-] Information Technology Services
- [-] IUIE
- [-] Kual Financial
 - [-] Account Management
 - [-] Accounts Receivable
 - [-] Auxiliary
 - [-] Aux Datagroup and Rules
 - [-] Financial Reports
 - [-] Other Reports
 - [-] Auxiliary Current Cash Balances
 - [-] Auxiliary Monthly Budget
 - [-] CAMS Unapproved Documents
 - [-] Unapproved Documents in Inbox by Ch
 - [-] Quarterly Analysis Reports
 - [-] Bursar Cashiering
 - [-] Capital Asset Management System
 - [-] Cash Receipt Check Detail
 - [-] Chart of Accounts
 - [-] Contracts & Grants
 - [-] Data Dictionary
 - [-] Departmental Resources
 - [-] Endowment Match
 - [-] Faculty/Staff Salary Listing
 - [-] Financial Account View

Unapproved Documents in Inbox by Chart and Org

Last Refresh Of Referenced Data:
 12/01/2016 00:04:44 - CA_ORG_GZ

[Security Information](#)
[Report Object Help](#)

Instructions

Specify Parameter Values to Restrict Output

Initiator Chart-Org Code (UA-FMOP)

Document Status

Before This Date (MM/DD/YYYY)

Include or Exclude Document Types

Document Types (ex. A21, AR, A1/RD)

Include Organization Hierarchy?

Select the Output Format

MS Excel 2007 (XLSX)

Plain text (TXT)

Word-RTF

Select the Output Destination*

Wait

Send to Completed Reports

Push to

(comma separated usernames)

Scheduled Job Details: Not Scheduled
 To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

* Security Note: Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).