

## How to Find Pending Subcontract Vouchers

This query is used for 1) locating subcontract vouchers that are pending approval and 2) identifying the approver.



In the NUFinancials WorkCenter, under the **Approvals** tab, there is a **Subaward Vouchers** query.

Enter your **Dept ID** to see what's pending.

The screenshot displays the NUFinancials WorkCenter interface. At the top, the 'Approvals' tab is selected and circled in red. Below the tabs, a list of queries is shown, with 'Subaward Vouchers' circled in red. To the right, the 'NU\_ASRSP\_SUBK\_VOUCHER\_S' query is selected, showing input fields for 'Department ID From' and 'Department ID To', both circled in red, and a 'View Results' button.

Row	SAR	SUBKAD or PI Appr Pend
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The person(s) listed under **User Name** is the current holder of the voucher.

Note: ASRSP staff names may appear there for a brief time as they process approvals.

#### NU\_ASRSP\_SUBK\_VOUCHER\_STATUS - SubK vouchers WF for ASRSP

Department ID From Department ID To [View Results](#)Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)[View All](#)

First 1-8 of 8 Last

Row	SAR	SUBKAD or PI Appr Pending Since	Dept	ProjectID	Voucher	Invoice Amt	Invoice Date	Invoice	Supplier Name	Supplier ID	Status	User Name	PI = 2, SUBKAD or SAR = 1	User ID
1	Watson, Kathryn B	04/04/2023 12:11:51PM	5314000	60061767	02851322	24595.900	03/31/2023	228301913	EXECUTIVE FRAMEWORKS LTD	0000098630	P		2.00	SK0645
2	David Campbell	05/09/2023 4:40:04PM	5314000	60056563	02879690	11301.480	02/01/2023	9213670-3	MEDICAL COLLEGE OF WISCONSIN	0000024591	P		1.00	KAM873