

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.

A screenshot of the NUFinancials WorkCenter interface. The top navigation bar includes tabs for Purchasing, AP, Expenses, GL & Budget, Approvals (circled in red), and FYE (Central Use). Below the navigation bar, the 'Approvals' section lists several queries: Cash Advances, Budget Journals, Expense Reports, Payment Requests, Portal Journals, Requisitions, Purchase Orders, Chartfields, and Subaward Vouchers (circled in red). The 'Subaward Vouchers' query description is partially visible. On the right side, the 'NU_ASRSP_SUBK_VOUCHER_S' query is selected, showing input fields for 'Department ID From' and 'Department ID To' (both circled in red), a 'View Results' button, and a table header with columns 'Row', 'SAR', and 'SUBKAD or PI Appr Pend'.

The person(s) listed under **User Name** is the current holder of the voucher.

Note: ASRSP subcontract team names may appear there for a brief time as staff 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