

Finance IT

PeopleSoft WorkFlow Tip

Who are the approvers for a department? Can I get a list?

A query had been created to allow users to view who the approvers are for Level 1 and Level 2 Departmental Approvals. In Query Viewer, search for: **SC_SECURITY_DEPT_APPROVERS**

The screenshot shows the PeopleSoft Query Viewer interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. The University of South Carolina logo is on the left, and 'Home' and 'W' are on the right. Below the navigation bar, the 'Query Viewer' title is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are: '*Search By' set to 'Query Name', 'begins with' set to 'SC_SECURITY_DEPT_APPROVERS', and a 'Search' button highlighted. Below the search bar, the 'Search Results' section shows '*Folder View' set to '-- All Folders --'. A table of search results is displayed with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The first result is 'SC_SECURITY_DEPT_APPROVERS' with description 'SC Security Dept Approvers', owner 'Public', and folder 'SYSTEM'. The 'Run to HTML' column is highlighted.

Select your output type, HTML is recommended, then upon viewing the results can then be exported to excel.

SC_SECURITY_DEPT_APPROVERS - SC Security Dept Approvers

The screenshot shows the search results form for 'SC_SECURITY_DEPT_APPROVERS - SC Security Dept Approvers'. It includes input fields for 'Approver Profile', 'Department', 'User ID', 'Name', 'USCID', and 'Email ID'. A 'View Results' button is highlighted. Below the form is a table with columns: Department(s), Descr, Approver Profile, User ID, Name, USCID, and Email ID.

Complete as much or as little info as you want, if you simply click [View Results](#), then you will get all approvers in the system. NOTE: Query Viewer, HTML output only displays 100 records per page. However, you can:

- Change pages using the navigation: [First](#) [1-100 of 10542](#) [Last](#)
- [View All](#)
- [Excel Spreadsheet](#)

Keep in mind that it may take a while to view all on a single page and you may reach limits on the number of records that Excel can handle in a single spreadsheet.

For Approver Profile:

APPRV_1 is the Level 1 Department Approver

APPRV_2 is the Level 2 Department Approver

Please also view related TIP:

I provided a change to approvers and was told it was complete but I am not seeing an approval that I expected OR I am still seeing a worklist approval that isn't mine. Why?