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**

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

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?