



## Controller's Office Department Approval Query Quick Reference

By using a query in the PeopleSoft environment, you can extract information from PeopleSoft and export it to a user-friendly format. Use the **SC Security Dept Approvers** to identify the Level 1 and Level 2 approvers for your department.

To access a query in PeopleSoft Finance, use the navigation:

**Main Menu > Reporting Tools > Query > Query Viewer**

**Step 1:** Enter **SC\_SECURITY\_DEPT\_APPROVERS** in the **begins with** search box and click the **Search** button.

**Step 2:** Click the **Favorite** hyperlink to save this query to your list of favorites to be used in the future.

**Step 3:** Then click the **HTML** hyperlink to pull up the actual query.

The screenshot shows the PeopleSoft Query Viewer interface. The search bar contains 'SC\_SECURITY\_DEPT\_APPROVERS'. The 'Run to HTML' button is highlighted with a red box. The 'Favorite' link in the 'Add to Favorites' row is also highlighted with a red box.

**Step 4:** Search by entering the **Department** in the Department field.

**Step 5:** Click the **View Results** button.

The screenshot shows the results page for the query 'SC\_SECURITY\_DEPT\_APPROVERS'. It includes a search bar for 'Approver Profile' and 'Department' (set to '158010'), and fields for 'User ID', 'Name', 'USCID', and 'Email ID'. The 'View Results' button is highlighted with a red box. The results table shows five rows of data, with the last row (Row 5) also highlighted with a red box.

Row	Department(s)	Descr	Approver Profile	User ID	Name	USCID	Email ID
1	158000 - 158097	LS CLINICS	APPRV_1	NIEHAUSE	Liz Niehaus	U98350505	niehause@law.sc.edu
2	158000 - 158097	LS CLINICS	APPRV_2	NIEHAUSE	Liz Niehaus	U98350505	niehause@law.sc.edu
3	158000 - 158135	LS CLINICS	APPRV_1	MP75	Meredith Patten	P42100668	MP75@mailbox.sc.edu
4	158000 - 158135	LS CLINICS	APPRV_2	MP75	Meredith Patten	P42100668	MP75@mailbox.sc.edu
5	158010	LS CLINICS	APPRV_1	RAJC	Claire S. Raj	S82235553	RAJC@mailbox.sc.edu