



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.

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_SECURITY_DEPT_APPROVERS	SC Security Dept Approvers	Public	SECURITY	HTML	Excel	XML	Schedule	Lookup References	Favorite

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

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

SC_SECURITY_DEPT_APPROVERS - SC Security Dept Approvers

Approver Profile

Department:

User ID

Name

USCID

Email ID

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-5 of 5 Last

Row	Department(s)	Descr	Approver Profile	User ID	Name	USCID	Email ID
1	158000 - 158097	LS CLINICS	APPRV_1	NIEHAUSE	Liz Niehaus	U98350505	niehaus@law.sc.edu
2	158000 - 158097	LS CLINICS	APPRV_2	NIEHAUSE	Liz Niehaus	U98350505	niehaus@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