UNIVERSITY OF South Carolina

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.

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

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