



## Controller's Office – General Ledger 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\_APPROVER\_ROLE** 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 criteria are set to "begins with" and "SC\_SECURITY\_DEPT\_APPROVER\_ROLE". The search results table is as follows:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_SECURITY_DEPT_APPROVER_ROLE	Department Approvers by Role	Public	SECURITY	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

**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\_APPROVER\_ROLE - Department Approvers by Role". The "Department" field is set to "158010". The "View Results" button is highlighted. Below the search criteria, there are download options: "Excel Spreadsheet", "CSV Text File", and "XML File (4 kb)". The results table is as follows:

Row	DEPTID Range Setup	Oper Unit	Department	Description	Approver Profile	User ID	Name	USCID	Email ID	PCard Approver	JV Approver	Req / Payment Req Approver	Expenses Approver	Department Status	Current FY Valid Combo	Current FY Valid COA Status
1	158000 - 158135	CL043	158010	LS CLINICS	APPRV_1	MP75	Meredith Patten	P42100668	MP75@mailbox.sc.edu		Journal Voucher	Req PR	Expenses	Active	2026	Active
2	158000 - 158098	CL043	158010	LS CLINICS	APPRV_1	NIEHAUSE	Liz Niehaus	U98350505	niehaus@law.sc.edu	PCard	Journal Voucher	Req PR	Expenses	Active	2026	Active
3	158010	CL043	158010	LS CLINICS	APPRV_1	RAJC	Claire S. Raj	S82235553	RAJC@mailbox.sc.edu		Journal Voucher	Req PR	Expenses	Active	2026	Active