

Approver Listing by Organization

The Approver Listing by Organization provides a summary of the approvers for a selection organization code.

How to run the document you want

Click the Approver Listing by Organization on the Finance Reporting Menu to open the version menu. There are two choices for running this report:

1. HokieMart – provides the approvers for the queues associated with an organization code for HokieMart transactions. The report also displays ALL or OSP if the organization has selection to have approvals at the Financial Manager level.
2. Travel – provides the approvers for the queues associated with an organization code for Travel transactions.

Click the button for the desired version. You will then be prompted to complete the report filters below.

Report filters

1. **Organization Hierarchy Levels** (Optional): Move the desired organization levels from the Available box to the Selected box. Click the Empty link and select your desired elements. More than one selection can be made. If no selections are made, the report will run for all organization levels that you have access. The document will populate with all organization hierarchy levels below the selected level.

When you have completed your selections, click Run Document at the bottom left corner.

Report Views

Use the drop-down lists at the top of the document to filter your results as needed.

Tips

Click the options menu on the toolbar (3 horizontal lines) to print, export to PDF, re-prompt, or schedule delivery.

Open the underlying report (data set) by clicking the Data Extract link. To download to excel, click the “Report Home” drop down menu, and select “Export > Excel with...”. Complete the export options as desired.

NOTE

This report displays output based on the current Banner set up for organization code.