

## **Department Head Listing**

**The Department Head Listing document provides a listing of organization codes with the organization description, department head name, ID, campus mail code, and email address. The report excludes terminated organization codes.**

Three reports are included in the document:

1. Senior Management view – displays organization codes within each senior management area (S Level).
2. Management view – displays organization codes within each management area (M Level).
3. Department view – displays organization codes within each department (4 Digit Level).

### **How to run the document you want**

Click the Department Head Listing option on the Finance Reporting Menu. You will then be prompted to complete the report filters below.

### **Report filters**

1. **Organization Hierarchy Levels** (Optional): Move the desired organization level from the Available box to the selected box. Then click the Empty link and select your desired elements and click OK. More than one selection can be made. If no selection is made, the report will run for all organization levels that you have access to.

NOTE: All Banner Finance users have access to view all organization codes. Therefore, if the parameter is left blank, all active organization codes in Banner Finance will be included in the document.

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.

Switch between the three reports described above by clicking the applicable tab at the top of the document.

### **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 the organization code.