A report can be generated to identify the **Approvers** set up in Oracle based on one of two parameters: **by Organization** and **by Workflow Officer**. This report is available under the **UAB HR Officer responsibility**. The report will display **Workflow Officer**, **Approvers**, and **Notify Person** for specified Organization and all Document Types (**HR & FN**), along with threshold approval amounts for FN Documents.

This report is viewable through requestors UAB View Output in PDF format.



1. From the **SUBMIT REQUEST** form click on the **NAME LOV**.

Submit Request Set Active A						
Run this Request						
			Copy			
Name			( <u> </u> )			
Operating Unit			$\checkmark$			
Parameters						
Language						
		Language Settings	Debug Options			
C At these Times						
Run the Job	As Soon as Possible		Schedule			
		6				
Upon Completion						
	Save all Output Files	Burst Outout				
Layout			Options			
Notify						
Print to						
Help ( <u>C</u> )		Submit	Cancel			

2. Choose the **WF UAB REPORT Workflow Officer by Organization** and then click the **OK** button.

Reports 2000000000000000000000000000000000000	×			
Find <mark>%</mark>				
Name	Application			
ADMUAB Report Responsibilities RPTADM100	UAB_CUS			
HRUAB ACT Annual Budget documents report	UAB_CUS			
HRUAB ACT Docs Transaction Report	UAB_CUS			
HRUAB ACT Hire Docs in Progress	UAB_CUS			
HRUAB ACT Term Docs Completed	UAB_CUS			
HRUAB Program Banner Access Security PKGHR075	UAB_CUS			
HRUAB Program NO PAY REPORT FOR 04s AND 06s - (Excel) PKGHR126				
HRUAB Program Voluntary Faculty Staff Appointments PKGHR124				
HRUAB Report UAB Report Internal Organizations RPTHR516				
HRUAB University Departmental Position Summary				
LDUAB Program Assignment level Labor Distribution Report PKGLD089				
LDUAB Report Cumulative Salary Status RPTLDCSSR				
PRUAB Report Position Hospital RPTPR210	UAB_CUS <sup>-</sup>			
WFUAB Report Workflow Officer by Organization RPTWF150	UAB_CUS			
Eind <u>O</u> K <u>C</u> ancel				

3. The **Parameters** window will open which has two options: **Organization** and **Workflow Officer**. Select one option. Click on the **LOV** button in the Organization field, select the Organization number, Click **OK**.

Parameters		×
Organization	114302000 HRM Data Systems	
Workflow Officer		-

4. The **WF UAB REPORT Workflow Officer by Organization** report is now populating the NAME Field of the Submit Request form. Click on **Submit**.

Submit Request		×
Run this Request		
		Copy
Name	WFUAB Report Workflow Officer by Organization RPTWF150	
Operating Unit		
Parameters	114302000 HRM Data Systems.	
Language	American English	
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon as Possible	Schedule
⊂ Upon Completion		
	⊠Save all Output Files □Burst Output	
Layout		Options
Layout Notify		Options
Layout Notify Print to	noprint	Options
Layout Notify Print to	noprint	Options
Layout Notify Print to Help (C)	noprint	Options

5. The **Request** window opens.

Notice that the report has been assigned a Request ID number that is followed by the name of the report. The **Phase** field identifies at which point of the process the report is in currently. Valid phases are **Pending**, **Running**, and **Completed**. Click on the **Refresh Data** button in the top, left-hand area of the window to see the update of the Phase. The **Status** field maintains the status of the report request. The only valid statuses are **Normal** and **Error**. The final field is the **Parameters** field and lists the subsetted parameters applied to this report request before submission.

2	Requests					<u>к</u> лх
	<u>R</u> efresh Data	Find Reque	ests		Submit a New Request	
	Request ID	Parent	Phase	Status	Parameters	
ſ	81445778 WFUAB Report	Workflow	Pendina	Normal	623.	

6. When the **Phase** Field shows **Completed**, click on the **View Output** button at the buttom of the screen to view the report.

•	Requests		-				× د ج
	<u>R</u> efre	sh Data		Find Requests		Sub	mit a New Request
	Request ID			Parent			
		Name			Phase 🖌	Status	Parameters
	81445778	WFUAB Report	Workflow		Completed	Normal	623,
I	81445625	HRUAB Report	JAB Rep		Completed	Normal	
ĺ	81445623	HRUAB Report	JAB Rep		Completed	Normal	
	81441629	HRUAB ACT Ter	m Docs (		Completed	Normal	14-MAY-2015, 14-MAY-2015
	81441422	HRUAB ACT Hir	e Docs in		Completed	Normal	14-MAY-2015
	81441358	HRUAB ACT Hir	e Docs in		Completed	Normal	14-MAY-2015
	81441224	HRUAB ACT Hir	e Docs in		Completed	Normal	01-MAY-2015
	81441220	HRUAB ACT Hir	e Docs in		Completed	Normal	14-MAY-2015
	81440954	ADMUAB Report	Respon		Completed	Normal	114300000 HRM Organization
	81431495	HRUAB Universi	ty Depar		Completed	Normal	311650000 Pediatrics Chair (
(	H <u>o</u> ld I	Request	```	View Detail <u>s</u>			View Output
	<u>C</u> ance	Request		Diag <u>n</u> ostics			View Log

7. You should see something that resembles the sample report shown below. The report displays **Approvers** for the Organization chosen (114302000 HRM Data Systems) for all document types.

RUN: 15-MAY-15 09:30	:17	UNIVERSITY OF ALABAMA AT BI	IRMINGHAM		PAGE 2 OF 5
PGM: RPT.WF.150		Workflow Officer Repo By Organization	ort		
Organization: 11430	2000 HRM Data Systems				
Document Type Origin:	HR				
Workflow Officer:	Etheridge-Graham, LaQuita	Notify Person:	Thadani, Ra	ahul	
Document Type:	BUDGET				
Order Appro	ver	Amount	t To	Amount From	Group Number
1 Thada	ni, Rahul				
2 Banks	, Josephine Jackson				
2 Ether	idge-Graham, LaQuita				
2 Jones	, Alesia M				
Document Type: Order Appro	CHANGE	Amount	t To	Amount From	Group Number
1 Ether	idge-Graham, LaQuita				_
1 Thada	ni. Rahul				
2 Banks	, Josephine Jackson				
2 Ether	idge-Graham, LaQuita				
2 Jones	, Alesia M				
Document Type:	COSTING CHANGE				
Order Appro	ver	Amount	t To	Amount From	Group Number
1 Ether	idge-Graham, LaQuita				
1 Thada	ni, Rahul				
2 Banks	, Josephine Jackson				
2 Ether	idge-Graham, LaQuita				
2 Jones	, Alesia M				

8. To run report by **Workflow Officer**, In the Parameter window click on the LOV button and select **Person** (Workflow Officer) and follow the same steps listed above. The report will be in the same format but will display the Workflow Officer for the Organization(s) in which the Workflow Officer is assigned to; along with the Notify Person and Approvers.

#### RETURN TO TOP