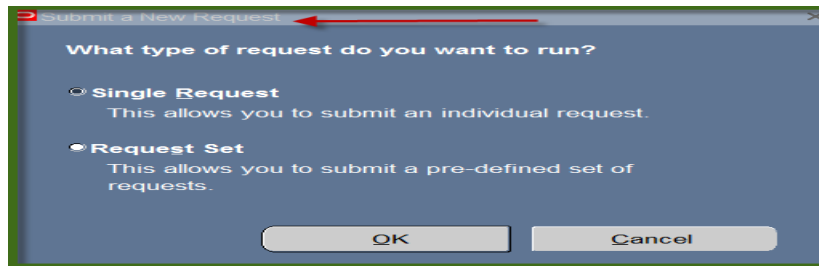# WF UAB Report Workflow Officer by Organization

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.

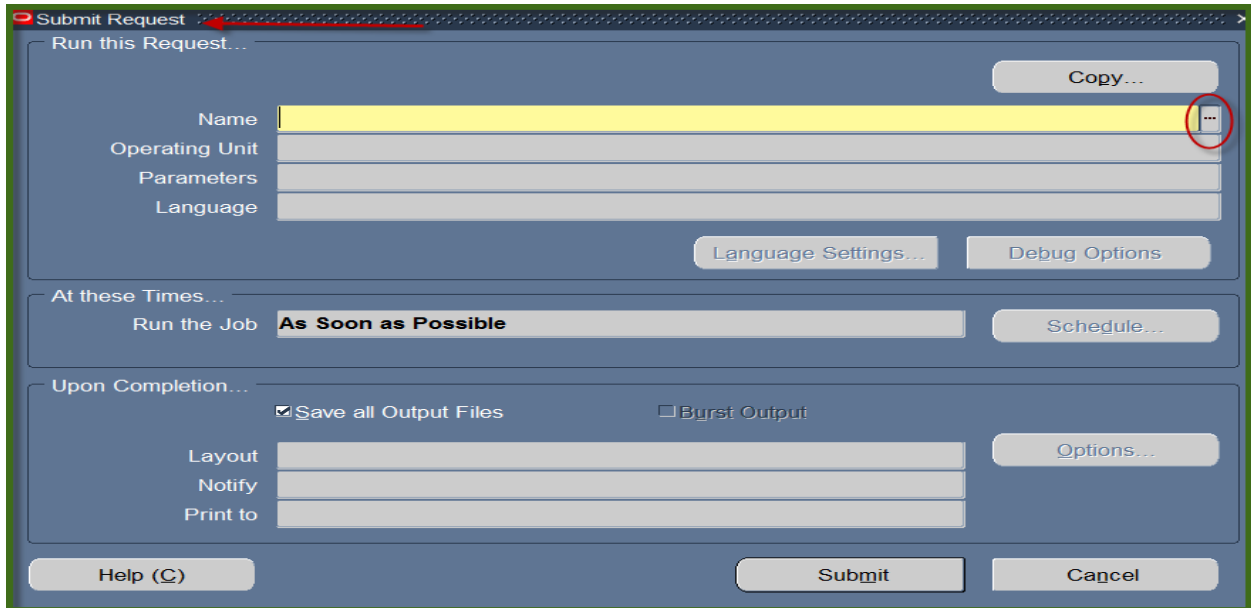This report is viewable through requestors **UAB View Output** in PDF format.

UAB HR Officer → Run Reports → Submit Processes → Single Request

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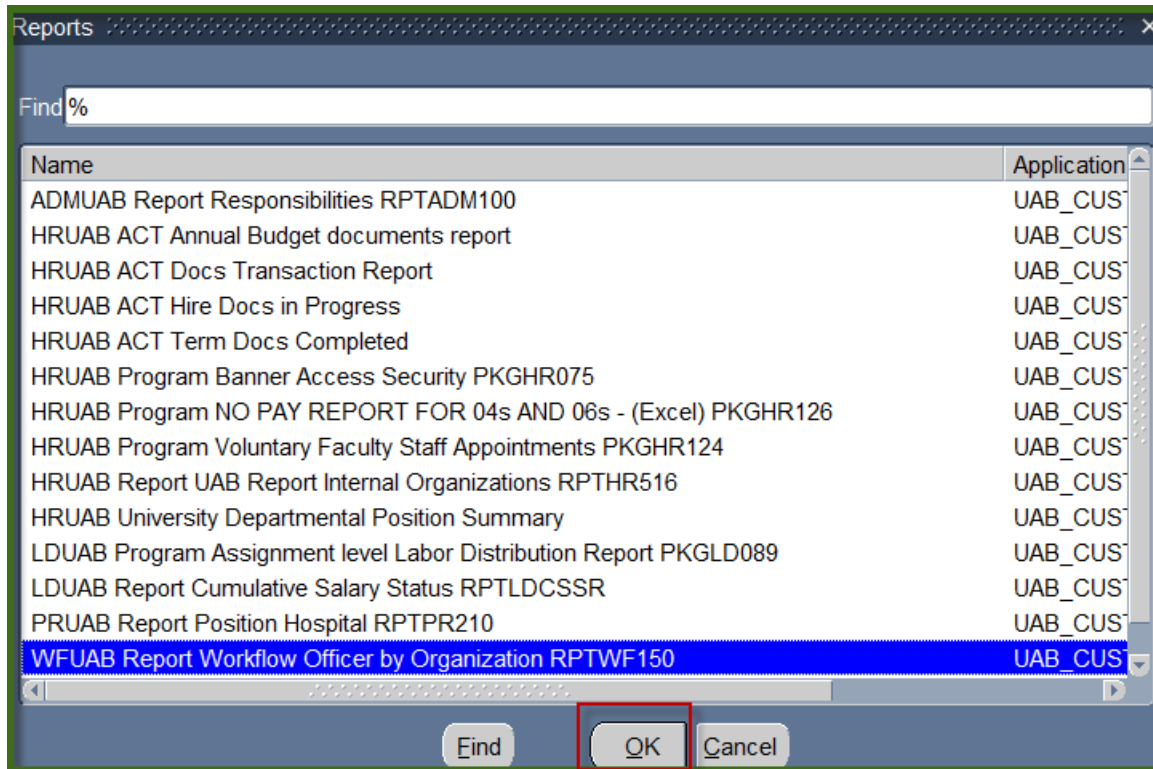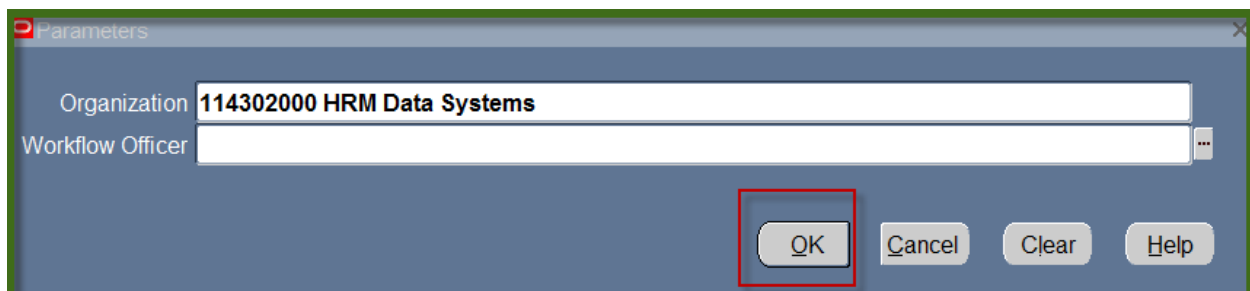1.   From the **SUBMIT REQUEST** form click on the **NAME LOV**.

WF UAB Report Workflow Officer by Organization

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

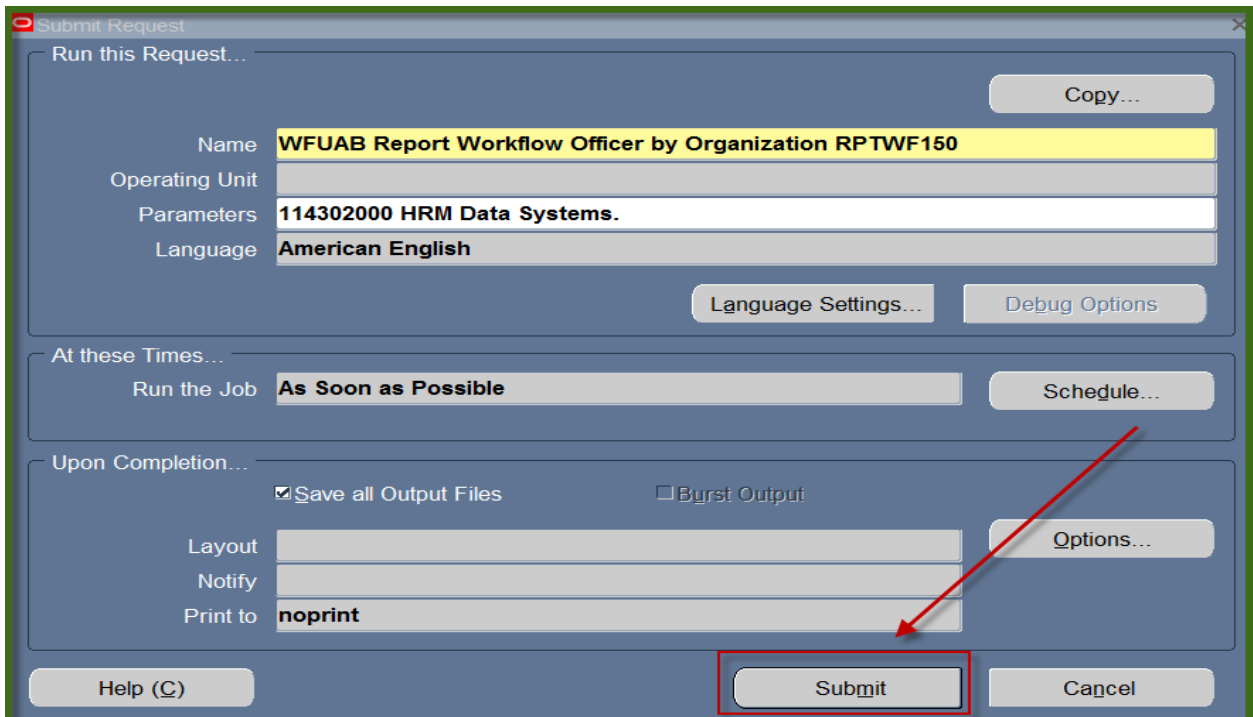| Name	Application
ADMUAB Report Responsibilities RPTADM100	UAB_CUS
HRUAB ACT Annual Budget documents report	UAB_CUS
HRUAB ACT Docs Transaction Report	UAB_CUS
HRUAB ACT Hire Docs in Progress	UAB_CUS
HRUAB ACT Term Docs Completed	UAB_CUS
HRUAB Program Banner Access Security PKGHR075	UAB_CUS
HRUAB Program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

Find %

Reports

[Find] [OK] [Cancel]

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

[OK] [Cancel] [Clear] [Help]

WF UAB Report Workflow Officer by Organization

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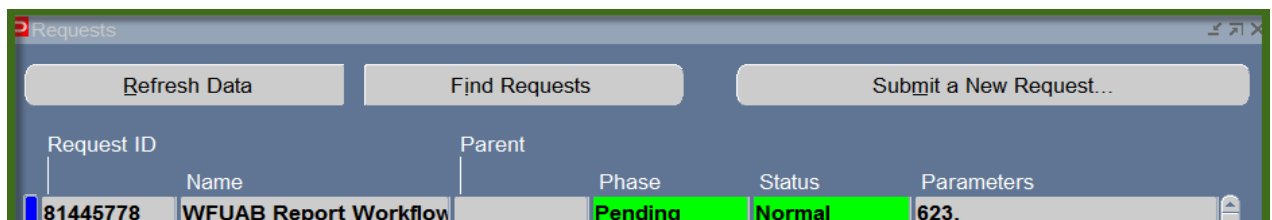
5. The **Request** window opens.

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.

WF UAB Report Workflow Officer by Organization

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

WF UAB Report Workflow Officer by Organization

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 BIRMINGHAM                  PAGE 2 OF 5
PGM:    RPT.WF.150
                                             Workflow Officer Report
                                                  By Organization


Organization:     114302000 HRM Data Systems
  Document Type Origin:      HR
  Workflow Officer:      Etheridge-Graham, LaQuita          Notify Person:      Thadani, Rahul
  Document Type:      BUDGET
    Order        Approver                              Amount To       Amount From       Group Number
    1            Thadani, Rahul
    2            Banks, Josephine Jackson
    2            Etheridge-Graham, LaQuita
    2            Jones, Alesia M

   Document Type:      CHANGE
    Order        Approver                              Amount To       Amount From       Group Number
    1            Etheridge-Graham, LaQuita
    1            Thadani, Rahul
    2            Banks, Josephine Jackson
    2            Etheridge-Graham, LaQuita
    2            Jones, Alesia M

  Document Type:      COSTING CHANGE
    Order        Approver                              Amount To       Amount From       Group Number
    1            Etheridge-Graham, LaQuita
    1            Thadani, Rahul
    2            Banks, Josephine Jackson
    2            Etheridge-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