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FIN How-to: Looking up an Org Officer [1]

Do you need to look up your Org's officer for officer approval? Here are three options for looking up your Org's officer.

Note - A list of officers [2] in alpha order for all campuses is available on the OUC website.

Read the procedures

Option 1: Look up your SpeedType in the Finance System

1. In the Finance System, click the **SpeedType** tile,
2. Enter the SpeedType and click **Search**.
3. Click the **Org/Program/Project Attributes** tab.
4. The officer's name will be displayed in the Organization Officer/Principal/Manager section, next to Officer Position/Name.

Option 2: Look up your Org in the Finance System

1. In the Finance System, click the **Chartfield/SpeedType Setup** tile.
2. Select the **Define Chartfield Value** page.
3. Click **Organization**.
4. Enter your Org number and click **Search**.
5. At the bottom of the page, select **CU Department**.
6. The officer's name will be displayed next to Officer Position.

Option 3: Run the m-Fin Org Tree List report

1. In CU-Data, navigate to Team Content > Finance > Look Ups and select the **m-Fin Org Tree List** report.
2. Click **Next**.
3. On the second prompt page, select your campus and select Officer Name as an Extra.
4. Click **Finish**.
5. Scan the resulting list for your Org. (Entering Ctrl-F and your Org number will speed up the search.) The Officer Name will appear in the far-right column next to your Org.

Have a question or feedback?

For questions or feedback contact

Source URL:https://www.cu.edu/controller/fin-how-looking-up-org-officer

Links
[1] https://www.cu.edu/controller/fin-how-looking-up-org-officer

[2] https://www.cu.edu/controller/officer-list
[3] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20'
+ window.location.href +