**Generate a List of Current Fiscal Approvers**

You can use this transaction code to generate the list of current fiscal approvers by fund center and business area.

1. In SAP Financial run t-code ZFI\_WF\_APPROVERS
2. If you get this message, click the green checkA picture containing text, screenshot, software, display

   Description automatically generated
3. Click on the print icon 
4. After the report regenerates, click on the Local File icon 
5. The file format should default to unconverted. Click on the green check.A screenshot of a computer

   Description automatically generated
6. Select a location and name for your file and click Generate. It is ok for the format to be a .txt file.
7. A screenshot of a computer

   Description automatically generated with medium confidenceOpen Excel and open the file. You will need to change the file type to “All Files” to ensure that the file you saved is visible.
8. In the Text Import Wizard step 1, select Delimited, then click Next   
   A screenshot of a computer

   Description automatically generated with low confidence
9. For step 2, deselect Tab and then enter a | (pipe) in the “Other” field, then click Finish.  
   A screenshot of a computer screen

   Description automatically generated with medium confidence
10. The result is a list of fiscal approvers by business area and funds center.