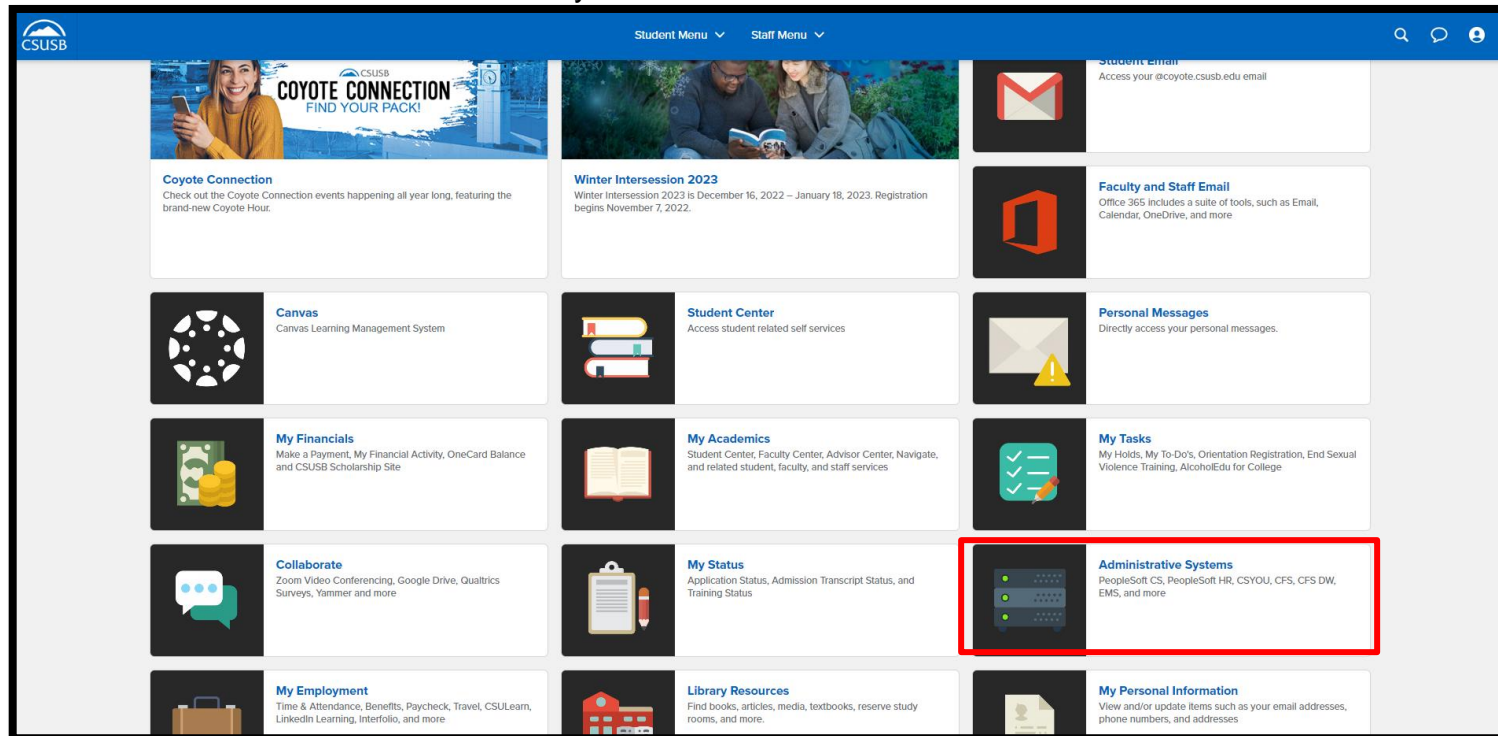


HOW TO VIEW DACS APPROVER INQUIRY

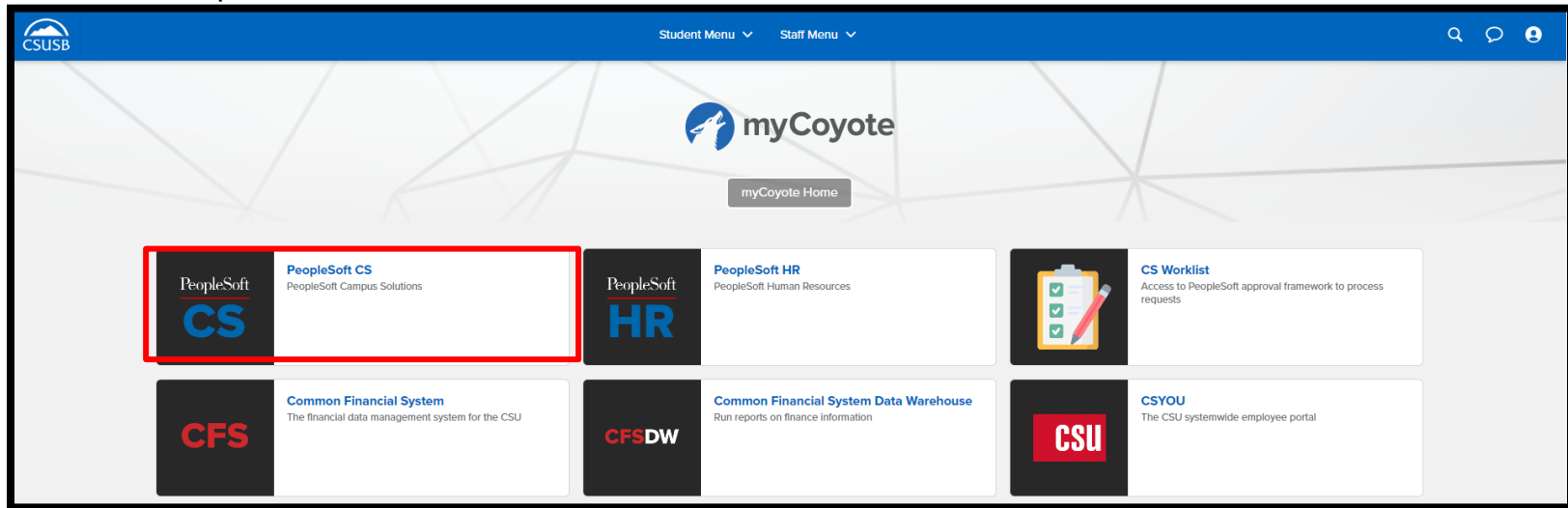
- From the csusb.edu top menu bar select MyCoyote:
- Log into MyCoyote using your credentials.



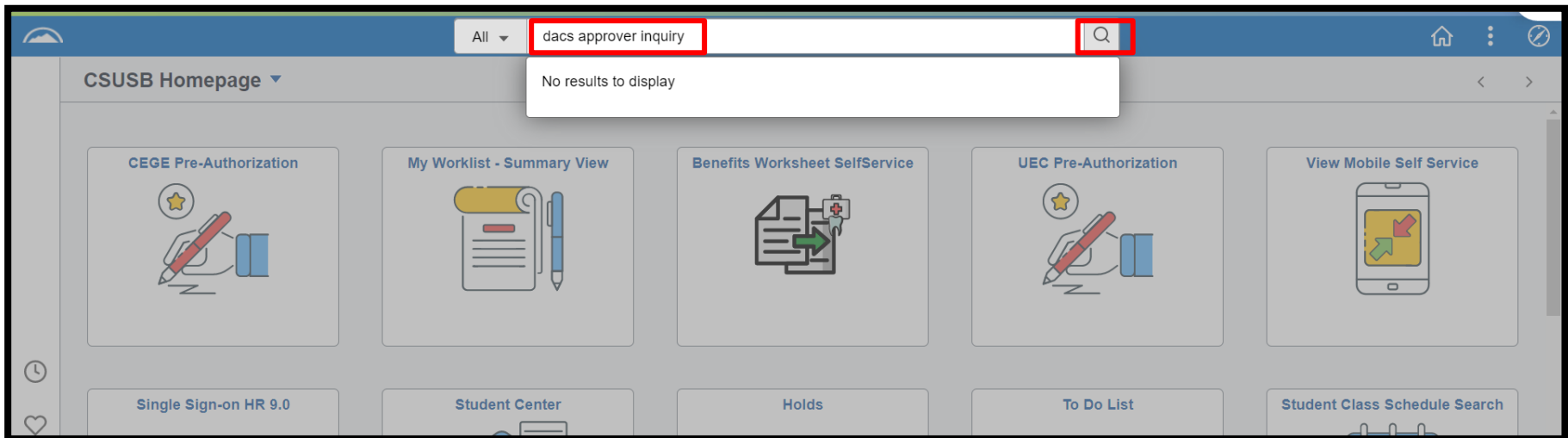
- Scroll down and click on Administrative Systems:



- Click on PeopleSoft CS:



- In the search bar enter: **DACS APPROVER INQUIRY**
- Click the hourglass to search:



Click on the link:

The screenshot shows a web interface with a blue header bar. On the left, there is a navigation menu with a 'New Search' button and a 'Category' dropdown menu containing 'PS CS - Local Node Menu (1)'. The main content area is titled 'View Search Results' and displays '1 results for keyword: "dacs approver inquiry"'. A single result is shown in a table with one row, containing a document icon, the text 'DACS Approver Inquiry', and a sub-link 'DACS Approver Inquiry'. The entire result row is highlighted with a red rectangular border. The top right of the header bar contains icons for home, search, and a menu.

You can also find it using the navigation bar following the breadcrumbs below:

The screenshot shows the DACS Approver Inquiry application interface. The breadcrumb trail is: Menu > SB Custom > SB SA Custom Menu > DACS. The 'DACS Approver Inquiry' menu item is highlighted with a red box. The interface includes search filters for Empl ID, Business Unit, CFS Department, Class, Account, FS Function ID, FS Division, Fund Code, and Project. A table displays search results with columns for Empl ID, Name, Business Unit, Division, Department, Fund Code, Project, Clas, Account, and Functions. The table contains one row with Empl ID 1 and Business Unit SBCMP.

Empl ID	Name	Business Unit	Division	Department	Fund Code	Project	Clas	Account	Functions
1		SBCMP			ALL	ALL	ALL	ALL	

You can choose to look up what an individual is an approver for or view by Chartfield string.

Search Results DACS Approver Inquiry

Empl ID:

Business Unit: FS Division:

CFS Department: Fund Code: ALL

Class: ALL Project: ALL

Account: ALL

FS Function ID:

Search

Empl ID	Name	Business Unit	Division	Department	Fund Code	Project	Clas	Account	Functions
1		SBCMP			ALL	ALL	ALL	ALL	

Looking up by chartfield string, you will enter the information in the box below and click search. Once you click search the list of those who are approvers for that chartfield string will be listed below along with the functions each individual is an approver for:

CSUSB Homepage DACS Approver Inquiry

Empl ID:

Business Unit: SBCMP FS Division: DVD00

CFS Department: D0270 Fund Code: ALL

Class: ALL Project: ALL

Account: ALL

FS Function ID:

Search

Empl ID	Name	Business Unit	Division	Department	Fund Code	Project	Clas	Account	Functions
1		SBCMP	DVD00	D0270	ALL	ALL	ALL	ALL	BM, HE, PM, PS, TA
2		SBCMP	DVD00	D0270	ALL	ALL	ALL	ALL	BM, PM, PS, TA
3		SBCMP	DVD00	ALL-DVD00	ALL	ALL	ALL	ALL	DE, HE, PM, TA
4		SBCMP	DVD00	D0270	ALL	ALL	ALL	ALL	BM, PM, PS, TA
5		SBCMP	DVD00	D0270	ALL	ALL	ALL	ALL	PS
6		SBCMP	DVD00	D0270	ALL	ALL	ALL	ALL	BM, HE, PM, PS, TA
7		SBCMP	DVD00	D0270	ALL	ALL	ALL	ALL	BM, HE, PM, TA

For the abbreviation legend and what each function does please see slide 8.

Looking up by employee ID, To view what an individual is an approver for enter their employee ID and click search:

You will see the chartfield strings and the functions they have for each.

The screenshot shows the DACS Approver Inquiry application. The top navigation bar includes a back arrow, 'CSU ID Search', the title 'DACS Approver Inquiry', and navigation icons. Below the navigation bar, there are search filters: 'Empl ID' (highlighted with a red box), 'Business Unit', 'FS Division', 'CFS Department', 'Fund Code' (set to 'ALL'), 'Class' (set to 'ALL'), 'Project' (set to 'ALL'), 'Account' (set to 'ALL'), and 'FS Function ID'. A 'Search' button (highlighted with a red box) is located below the filters. The main content area displays a table with 10 rows and 8 columns. The table is highlighted with a green box. The columns are: Business Unit, Division, Department, Fund Code, Project, Clas, Account, and Functions. The data rows are as follows:

	Business Unit	Division	Department	Fund Code	Project	Clas	Account	Functions
1	SBCMP	DVD00	D0200	ALL	ALL	ALL	ALL	BM, PM, PS, TA
2	SBCMP	DVD00	D0210	ALL	ALL	ALL	ALL	BM, PM, PS, TA
3	SBCMP	DVD00	D0240	ALL	ALL	ALL	ALL	BM, PM, PS, TA
4	SBCMP	DVD00	D0270	ALL	ALL	ALL	ALL	BM, HE, PM, PS, TA
5	SBCMP	DVD00	D0280	ALL	ALL	ALL	ALL	BM, PM, PS, TA
6	SBCMP	DVZ00	Z0101	R8001	ALL	ALL	ALL	BM
7	SBFDN	DVD00	D0200	ALL	ALL	ALL	ALL	BM, PM, PS, TA
8	SBFDN	DVD00	D0240	ALL	ALL	ALL	ALL	BM, PM, PS, TA
9	SBFDN	DVD00	D0270	ALL	ALL	ALL	ALL	BM, PM, PS, TA
10	SBFDN	DVD00	D0280	ALL	ALL	ALL	ALL	BM, PM, PS, TA

Abbreviation Legend:

Travel Approval (TA) - Grants DOA to approve travel requests submitted through Concur. <https://www.csusb.edu/travel>

Printing Services Approval (PS) - Grants DOA to approve printing requests. Additionally, grants access to submit requests and view monthly statements. <https://www.csusb.edu/printing/submit-a-job>

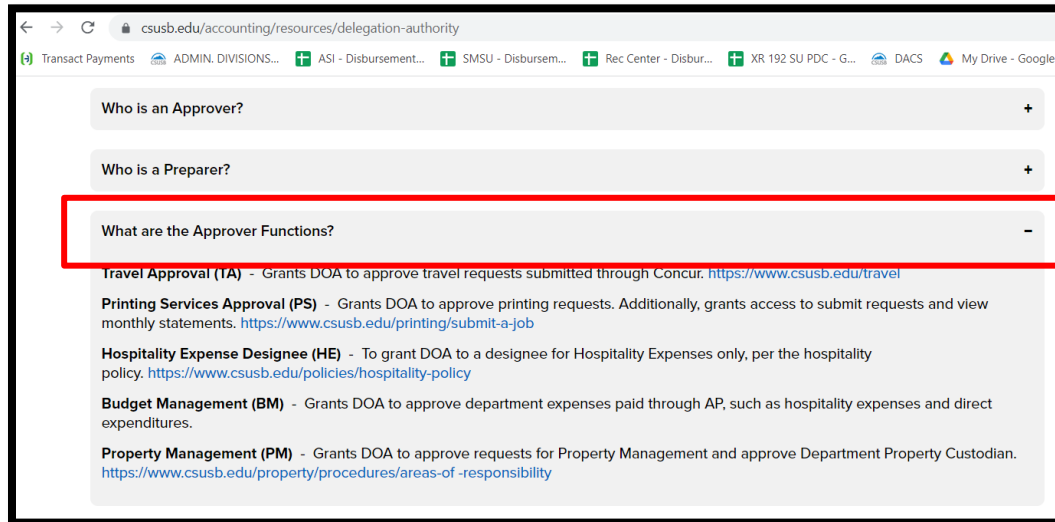
Hospitality Expense Designee (HE) - To grant DOA to a designee for Hospitality Expenses only, per the hospitality policy. <https://www.csusb.edu/policies/hospitality-policy>

Budget Management (BM) - Grants DOA to approve department expenses paid through AP, such as hospitality expenses and direct expenditures.

Property Management (PM) - Grants DOA to approve requests for Property Management and approve Department Property Custodian. <https://www.csusb.edu/property/procedures/areas-of-responsibility>

This information is also found on our website under the FAQs:

<https://www.csusb.edu/accounting/resources/delegation-authority>



For any questions, please email dacsadmin@csusb.edu