# HOW TO VIEW DACS APPROVER INQUIRY



# 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:

CSUSB			Studer	nt Menu 🗸 Staff Menu 🗸			Q	0	9
		COYOTE CONNECTION FIND YOUR PACKI				Access your @coyote.csusb.edu email			
	Coyote Connecti Check out the Coyote brand-new Coyote Ho	Connection events happening all year long, featuring the	Winter Intersessi Winter Intersession 21 begins November 7, 2	023 is December 16, 2022 – January 18, 2023. Registration		Faculty and Staff Email Office 365 includes a suite of tools, such as Email, Calendar, OneDrive, and more			
	4.7.N 1	Canvas Canvas Learning Management System	-	Student Center Access student related self services		Personal Messages Directly access your personal messages.			
		My Financials Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site		My Academics Student Center, Faculty Center, Advisor Center, Navigate, and related student, faculty, and staff services	×=	My Tasks My Holds, My To-Do's, Orientation Registration, End Sexual Violence Training, AlcoholEdu for College			
	-	Collaborate Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more		My Status Application Status, Admission Transcript Status, and Training Status	•	Administrative Systems PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more			
		My Employment Time & Attendance, Benefits, Paycheck, Travel, CSULearn, Linkedin Learning, Interfolio, and more		Library Resources Find books, articles, media, textbooks, reserve study rooms, and more.	2	My Personal Information View and/or update items such as your email addresses, phone numbers, and addresses			

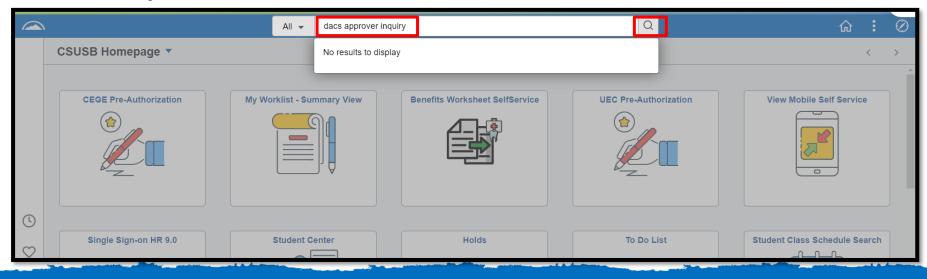


#### How to View DACS Approver Inquiry

## • Click on PeopleSoft CS:

CSUSB		Student	Menu 🗸 Staff Menu 🗸			Q D 9
		¢	myCoyote myCoyote Home			
PeopleSoft	PeopleSoft CS PeopleSoft Campus Solutions	PeopleSoft	PeopleSoft HR PeopleSoft Human Resources		CS Worklist Access to PeopleSoft approval framework to process requests	
CFS	Common Financial System The financial data management system for the CSU	CFSDW	Common Financial System Data Warehouse Run reports on finance information	CSU	CSYOU The CSU systemwide employee portal	

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





# Click on the link:

CSUSB Homepage	Search Results	ណ៍	Q	:	$\oslash$
• New Search	View Search Results				
✓ Category     PS CS - Local Node Menu (1)	1 results for keyword: "dacs approver inquiry" DACS Approver Inquiry DACS Approver Inquiry			1	row



	DACS Approver Inquiry	ŵ : Ø
CSUSB Homepage	DACS Approver Inquiry         Personalize   Find   [2] ]         Business Unit       Division         Department       Fund Code         Project       Clas         SBCMP       ALL	NavBar: Menu   SB Custom > SB SA Custom Menu   > DACS   Recently Visited   Image: Second Secon
		View Mobile Self Service

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



#### How to View DACS Approver Inquiry

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

Sear	ch Results					DAC	CS Appro	ver Inq	uiry						ណ៍	:	$\oslash$
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	Empl ID		Name	Business Unit	Division	Department		Project	Clas	Account	Function	ıs					
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 Homepa	age				DACS Ap	prover Inc	quiry						:	$\otimes$
Empl ID:	Q										New Window	Help   P	ersonaliz	te Pag
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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.

 CSU ID Search
 DACS Approver Inquiry

CSU ID Search				DAG	CS Appr	over Inq	uiry				ណ៍	(
Empl ID:	Q									New Window	r   Help   Pers	onalize
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# **Abbreviation Legend:**

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

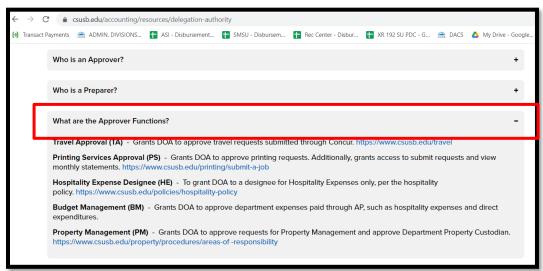
**Hospitality Expense Designee (HE)** - To grant DOA to a designee for Hospitality Expenses only, per the hospitality policy. <u>https://www.csusb.edu/policies/hospitality-policy</u>

**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. <u>https://www.csusb.edu/property/procedures/areas-of –responsibility</u>

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

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





For any questions, please email <u>dacsadmin@csusb.edu</u>

