

How to View DOA 360 Inquiry & Assignment

A step-by-step guide to looking up Delegation of Authority (DOA) approvers and assignments in the Common Financial System (CFS).

LAST UPDATED

June 2026

PREPARED BY

Accounting Services

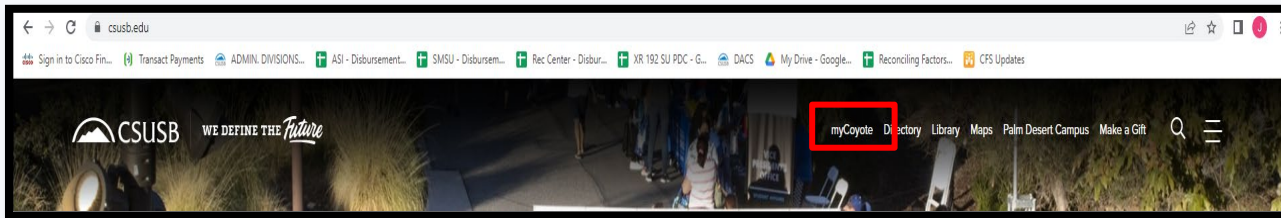
Log Into MyCoyote

Start from the CSUSB homepage to reach the Administrative Systems portal.

1

Open MyCoyote

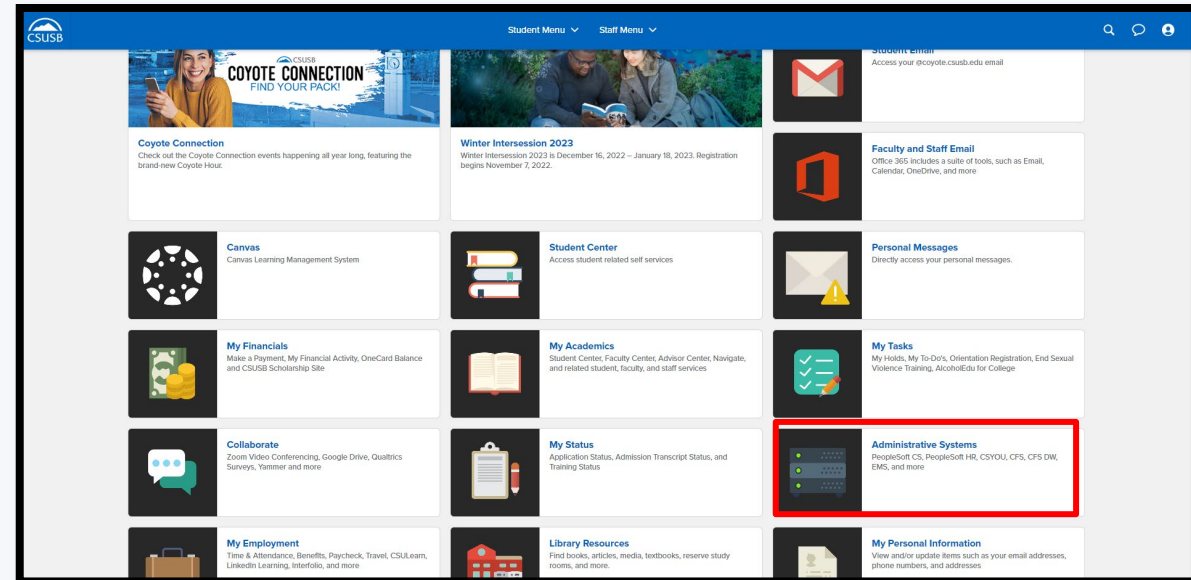
From the csusb.edu top menu bar, select MyCoyote, then log in using your campus credentials.



2

Go to Administrative Systems

Scroll down on the MyCoyote dashboard and click on Administrative Systems.



Open the Common Financial System (CFS)

Locate CSU Delegation Authority 360 from the CFS navigation menu.

1

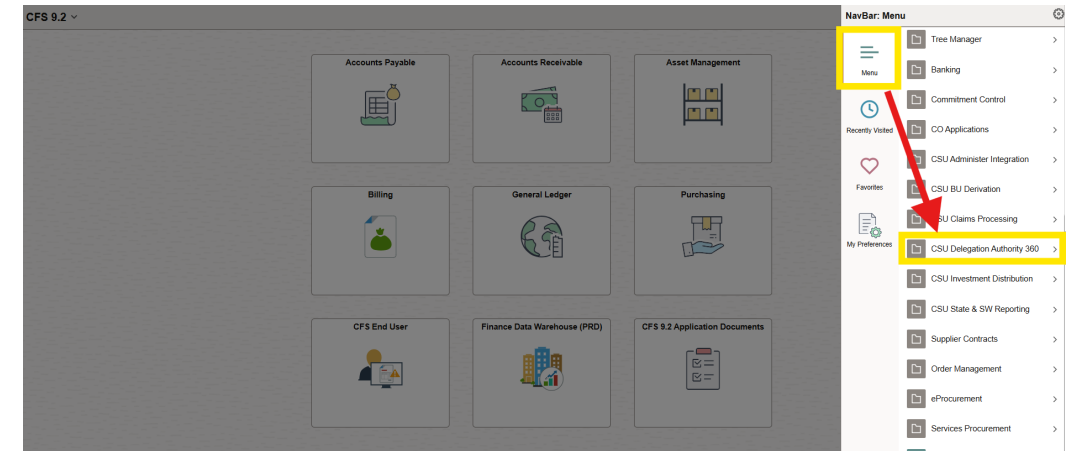
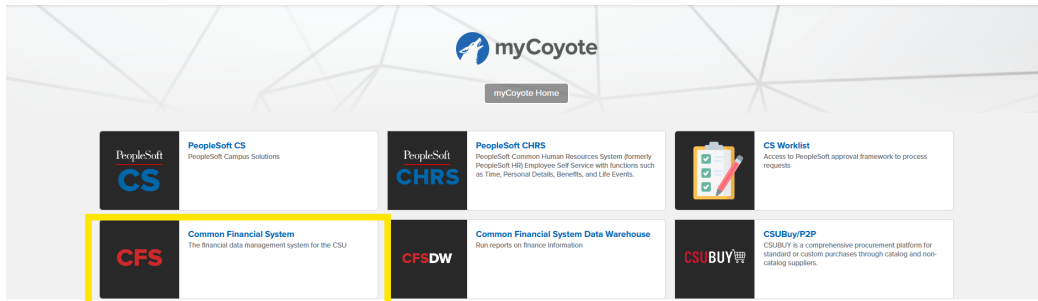
Select CFS

From Administrative Systems, click on CFS – Common Financial System.

2

Find Delegation Authority 360

Go to Menu and scroll down to “CSU Delegation Authority 360.”



Navigate to DOA 360 Inquiry and Assignment

Drill into the Use folder to reach the inquiry page.

1

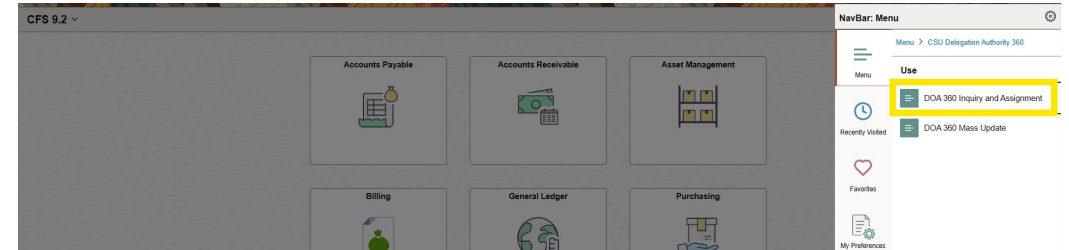
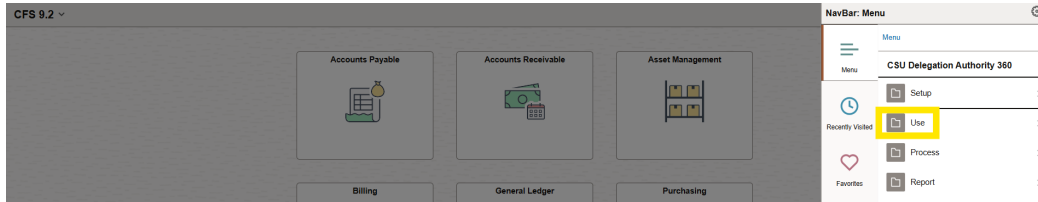
Open the Use folder

Once you're in CSU Delegation Authority 360, click the "Use" folder.

2

Select the inquiry page

Then go to "DOA 360 Inquiry and Assignments."



Search Stateside Records (SBCMP)

Adjust the Business Unit field to view Stateside DOA assignments by department.

1

Switch the Business Unit

For Stateside (SBCMP) records, change the Business Unit field from “SBXMP” to “SBCMP.”

DOA 360 Inquiry and Assignment

Business Unit

SBXMP

Empl ID

Dept

Fund

Project

Name

Function ID

Approver Level

Approval Order

Status

Beginning Effective Date

Search

Clear

Add / Update

FS Approving Information

	Business Unit	Dept	Fund	Project	Function ID	Description	Approver Level	Approval Order	Empl ID	Name	Effective Date	Status	Last Update Date/Time	Last Update User ID
☐	1													

2

Enter the Department ID

Next, type in the Department ID to view that department's DOA assignments.

DOA 360 Inquiry and Assignment

Business Unit

SBCMP

Empl ID

Dept

D0200

Fund

Project

Name

Function ID

Approver Level

Approval Order

Status

Beginning Effective Date

Search

Clear

Save

FS Approving Information

	Business Unit	Dept	Fund	Project	*Function ID	Description	*Approver Level†	Approval Order	*Empl ID	*Status †	Name †	*Effective Date	Last Update Date/Time
1	SBCMP	D0200			JGS	Purchase of Goods and Services	1			Active		01/07/2025 14:28:00 PST	19/11/2025 14:28:00 PST
2	SBCMP	D0200			JGS	Purchase of Goods and Services	2			Active		01/07/2025 14:28:00 PST	19/11/2025 14:28:00 PST
3	SBCMP	D0200			JGS	Purchase of Goods and Services	3			Active		01/07/2025 14:28:00 PST	19/11/2025 14:28:00 PST
4	SBCMP	D0200			JGS	Purchase of Goods and Services	4			Active		01/07/2025 14:28:00 PST	19/11/2025 14:28:00 PST

Search Non-Stateside Records by Business Unit

Use the appropriate Business Unit for auxiliary organizations, then narrow by project.

1

Choose the Business Unit

For non-Stateside units – SBASI, SBFDN, SBPHL, and SBSUN – select the appropriate Business Unit from the Business Unit field.

DOA 360 Inquiry and Assignment

Business Unit SBXMP

Empl ID

Dept

Fund

Project

Name

Function ID

Approver Level

Approval Order

Status

Beginning Effective Date

Search

Clear

Add / Update

FS Approving Information

	Business Unit	Dept	Fund	Project	Function ID	Description	Approver Level	Approval Order	Empl ID	Name	Effective Date	Status	Last Update Date/Time	Last Update User ID
☐	1													

2

Enter the Project Code

Next, type in the Project Code to view that project's DOA assignments.

DOA 360 Inquiry and Assignment

Business Unit SBPHL

Empl ID

Dept

Fund

Project P201532

Name

Function ID

Approver Level

Approval Order

Status

Beginning Effective Date

Search

Clear

Save

FS Approving Information

	Business Unit	Dept	Fund	Project	*Function ID	Description	*Approver Level	Approval Order	*Empl ID	*Status	Name	*Effective Date	Last Update Date/Time	Last Update User ID
1	SBPHL			P201532	JGS	Purchase of Goods and Services	1			Active		01/07/2025	19/11/2025 16:34:01 PST	630
2	SBPHL			P201532	JGS	Purchase of Goods and Services	2			Active		01/07/2025	19/11/2025 16:34:01 PST	630
3	SBPHL			P201532	JGS	Purchase of Goods and Services	3			Active		01/07/2025	19/11/2025 16:34:01 PST	630

Approver Function ID Legend

What each Delegation of Authority function grants approvers permission to do.

TA**Travel Approval**

Grants DOA to approve travel requests submitted through Concur. csusb.edu/travel

PS**Printing Services Approval**

Grants DOA to approve printing requests, submit jobs, and view monthly statements. csusb.edu/printing/submit-a-job

HE**Hospitality Expense Designee**

Grants DOA to a designee for hospitality expenses only, per the hospitality policy. csusb.edu/policies/hospitality-policy

BM**Budget Management**

Grants DOA to approve department expenses paid through AP, such as hospitality and direct expenditures.

PM**Property Management**

Grants DOA to approve Property Management requests and approve the Department Property Custodian. csusb.edu/property

This information is also available on our website under the FAQs: csusb.edu/accounting/resources/delegation-authority

DOA Approval Levels & Concur Routing

The CSU systemwide fiscal hierarchy used for purchasing, and the separate routing order used by Concur.

CSUBUY (JGS) APPROVAL LEVELS

DOA Level	Typical Role	Approval Limit*
Level 1	President / CFO	Up to \$999,999,999 (Unlimited)
Level 2	Provost / Vice Presidents	Up to \$5,000,000
Level 3	Deans / Associate Vice Presidents	Up to \$500,000
Level 4	Department Chairs / Directors / MPP Managers	Up to \$100,000
Level 5	Fiscal Analysts / Administrative Support	Up to \$5,000

These limits are maintained on the DOA 360 Level and Amount page and are used by CSUBUY (Function ID JGS) to determine fiscal authority to approve purchases. All five levels must be configured for each Business Unit and Function ID.

This information is also available on our website under the FAQs: csusb.edu/accounting/resources/delegation-authority

CONCUR (TRAVEL REQUEST – TR / TRAVEL EXPENSE – TE)

Approval Order	Purpose
Primary	Required approver for Travel Requests and Travel Expenses
Secondary	Optional
Tertiary	Optional

Concur does not use the Level 1–5 approval limits for routing travel documents. Instead, each department designates up to three approvers in an approval sequence.



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Questions?

For any questions about DOA 360 inquiries or assignments, please contact:

doa360admin@csusb.edu