ACCOUNTING SERVICES / CFS 9.2 TRAINING GUIDE

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 Data Warehouse (CFSDW).

LAST UPDATED
November 5, 2026

PREPARED BY
Accounting Services

Log Into MyCoyote

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

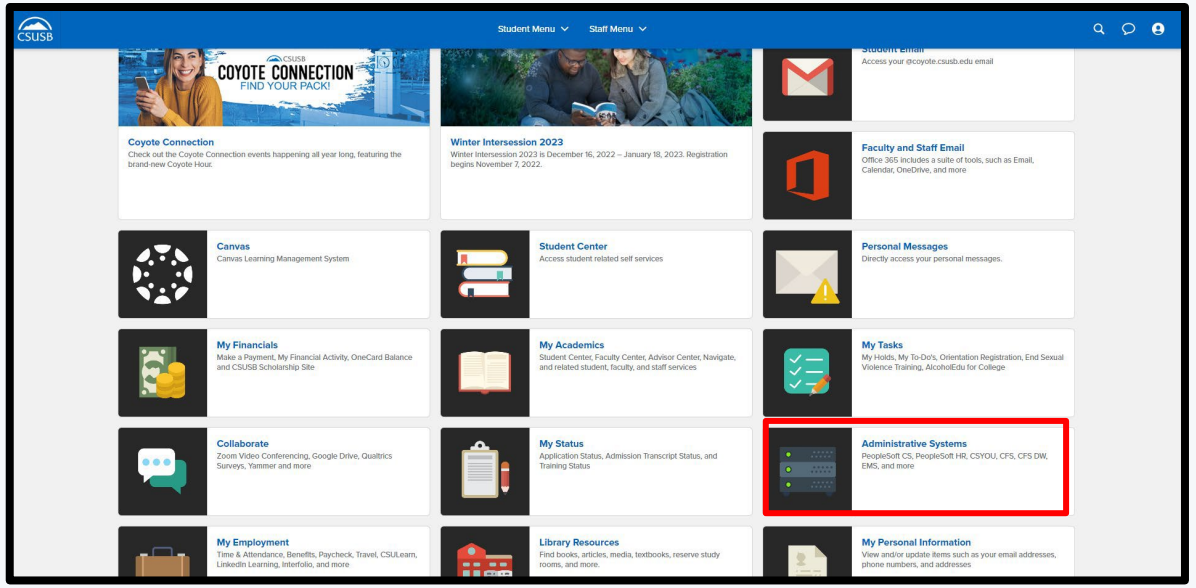
1 Open MyCoyote

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.

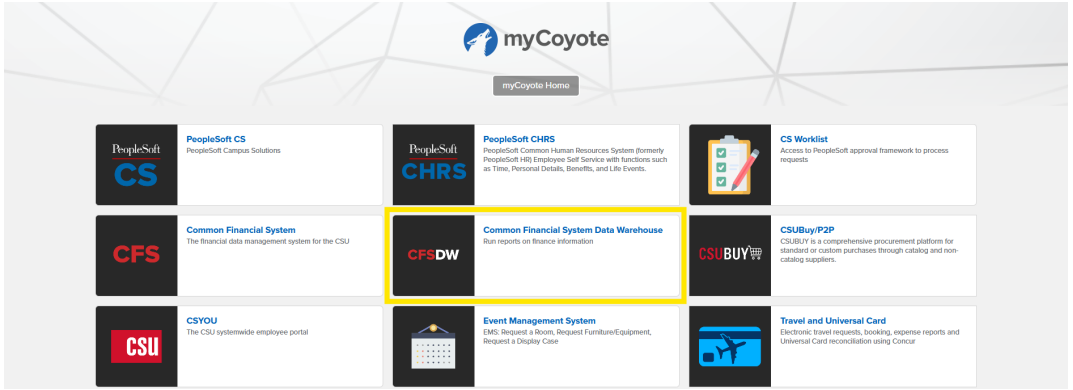


Open the Common Financial System Data Warehouse (CFSDW)

Locate CSU Delegation Authority 360 from the CFS navigation menu.

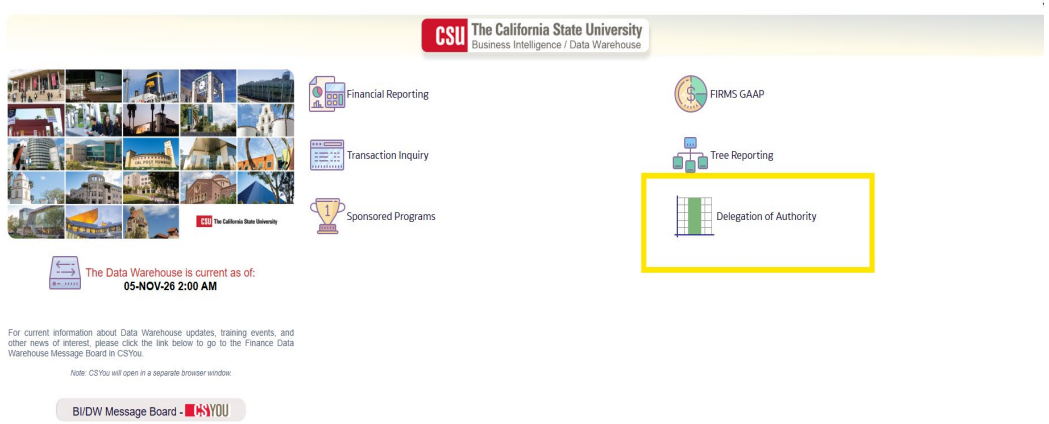
1 Select CFSDW

From Administrative Systems, click on CFSDW - Common Financial System Data Warehouse.



2 Find Delegation Authority

Select “Delegation Authority”

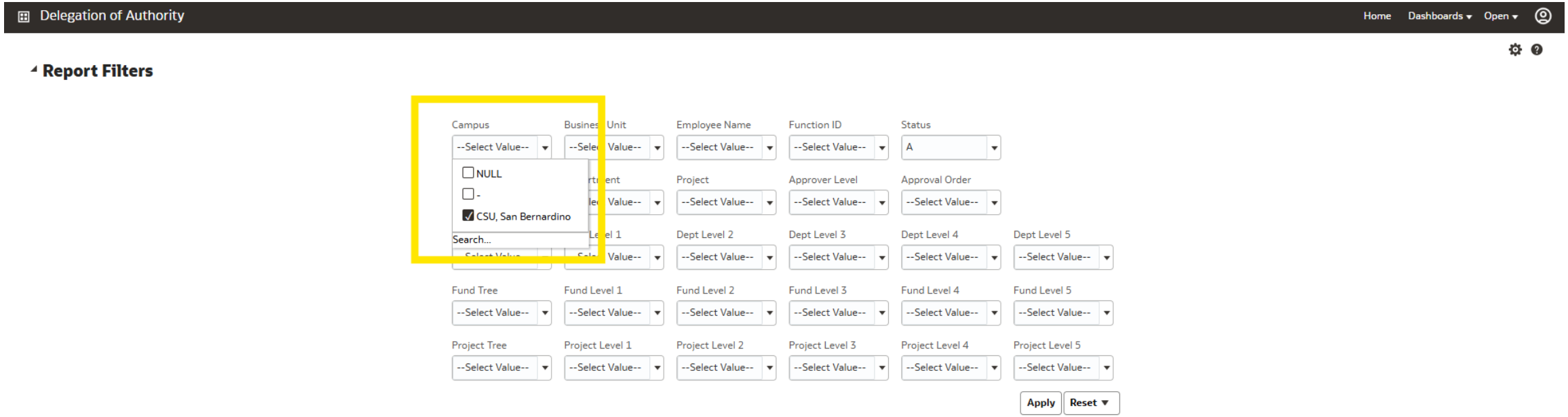


Filter the DOA Access Report

1 Report Filters

To view Campus wide access, select CSU, San Bernardino, under the campus filter. And select Apply. This will generate a report that will alphabetically list ALL staff with DOA access.

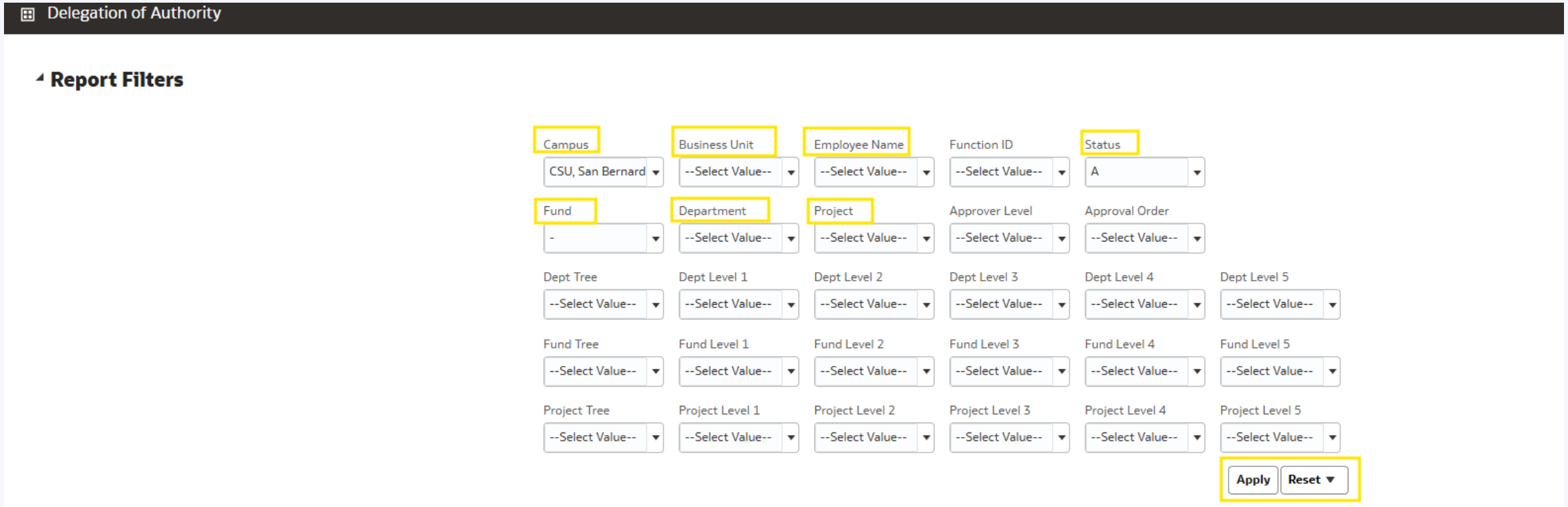
Important:
For the **SBCMP** business unit, use the **Department** filter.
For **Auxiliary** business units, use the **Project** filter.
Entering a Department will return SBCMP information only. Auxiliary business units do not use the Department filter.



2 Narrow the report results

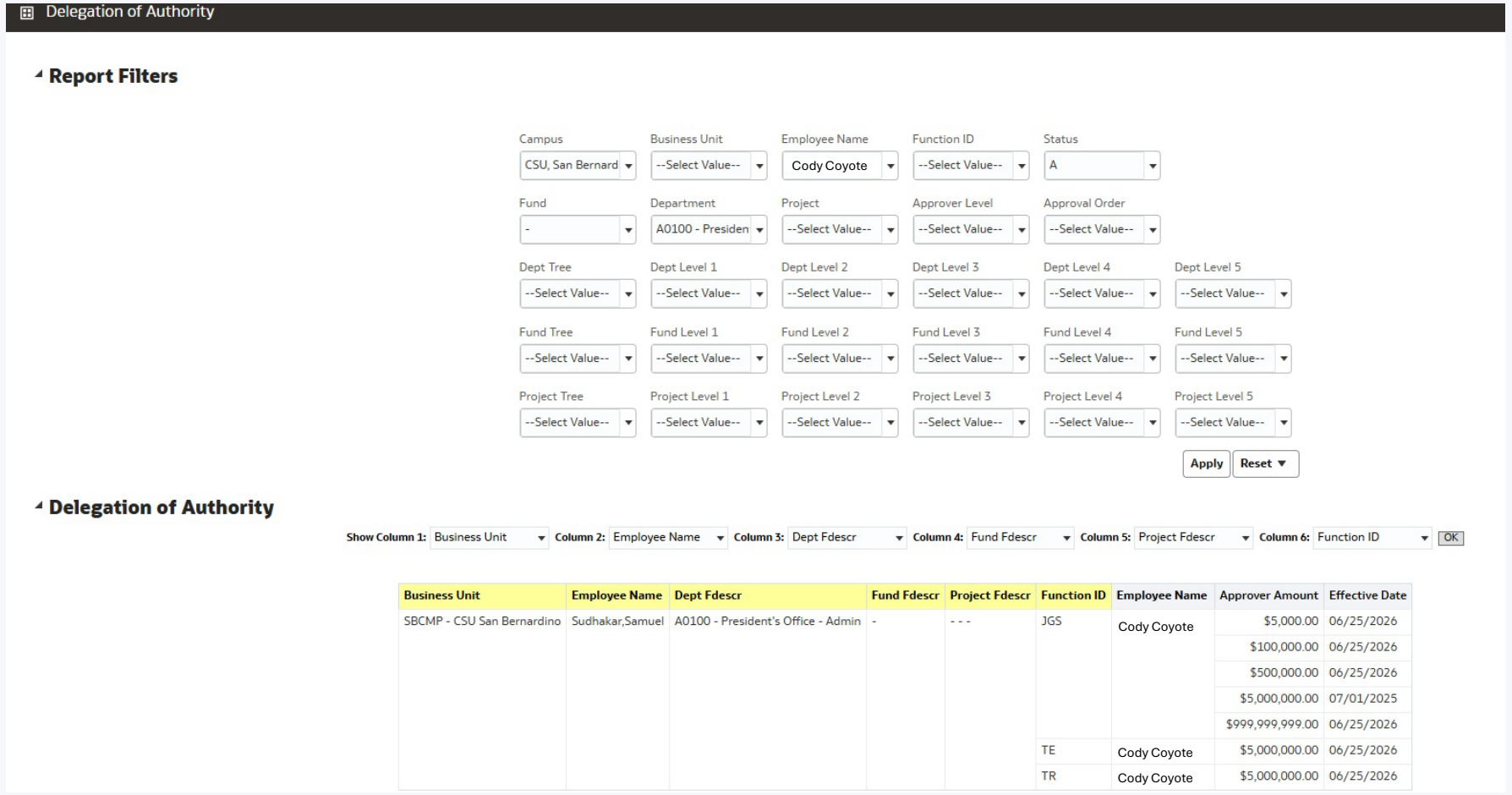
Select values in one or more of the following fields: Business Unit, Employee Name, Status (Active, Inactive) Fund, Department, Project
After selecting the desired filters, select **Apply** to generate the report. To clear the selections and start over, select **Reset.**

Select the appropriate Business Unit first. Use **Department** for SBCMP or **Project** for Auxiliary business units.



Filtered Report Sample

This sample uses the Campus, Employee Name, and Department filters. The results display the employee's DOA assignments, Function IDs, approver amounts, and effective dates.



Business Unit	Employee Name	Dept Fdescr	Fund Fdescr	Project Fdescr	Function ID	Employee Name	Approver Amount	Effective Date
SBCMP - CSU San Bernardino	Sudhakar,Samuel	A0100 - President's Office - Admin	-	- - -	JGS	Cody Coyote	$5,000.00	06/25/2026
							$100,000.00	06/25/2026
							$500,000.00	06/25/2026
							$5,000,000.00	07/01/2025
							$999,999,999.00	06/25/2026
					TE	Cody Coyote	$5,000,000.00	06/25/2026
					TR	Cody Coyote	$5,000,000.00	06/25/2026

Approver Function ID Legend

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

TR

Travel Request

Grants DOA to approve travel booking requests. https://www.csusb.edu/travel

TE

Travel Expense

Grants DOA to approve travel expenses submitted through Concur. https://www.csusb.edu/travel

JGS

Purchase of Goods and Services

Grants DOA to fiscal levels used for purchasing. https://www.csusb.edu/procurement/csubuy

This information is also available on our website under the FAQs: https://www.csusb.edu/accounting/resources/delegation-authority-doa-360

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.

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.

This information is also available on our website under the FAQs: *https://www.csusb.edu/accounting/resources/delegation-authority-doa-360*



Questions?

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

doa360admin@csusb.edu