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 (CFS).

LAST UPDATED

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PREPARED BY

Accounting Services

CSUSB WE DEFINE THE Future

Log Into MyCoyote

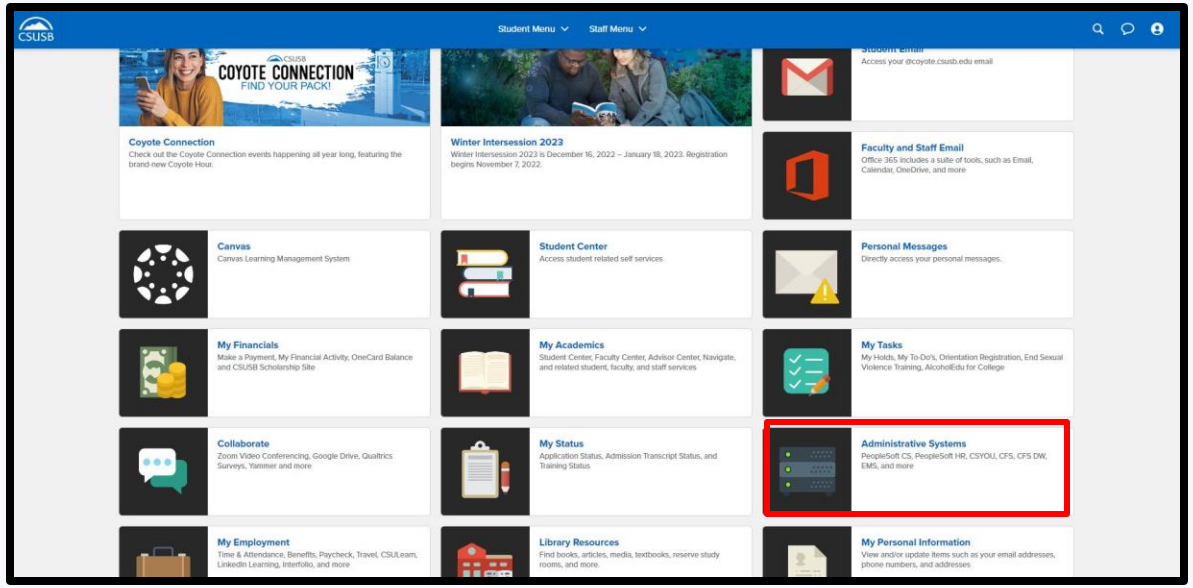
Start from the CSUSB homepage to reach the Administrative Systems portal.

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.

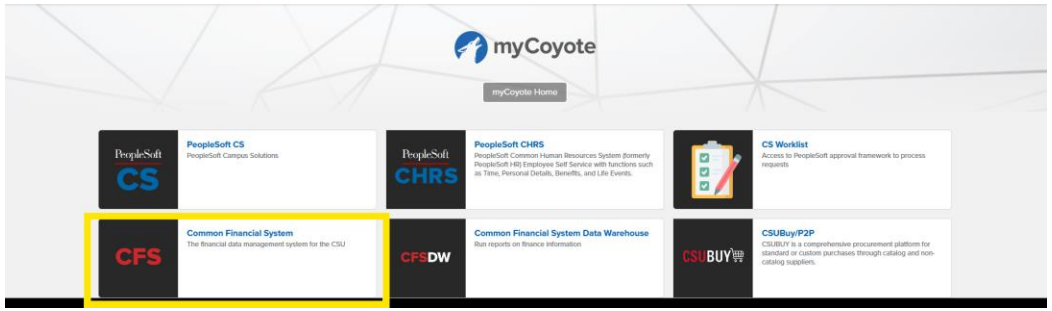


Open the Common Financial System (CFS)

Locate CSU Delegation Authority 360 from the CFS navigation menu.

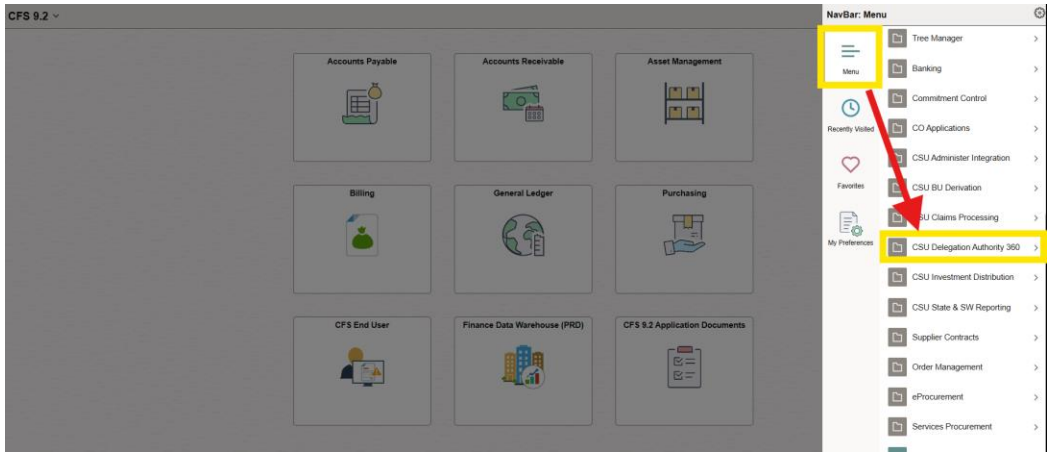
1 Select CFS

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.”

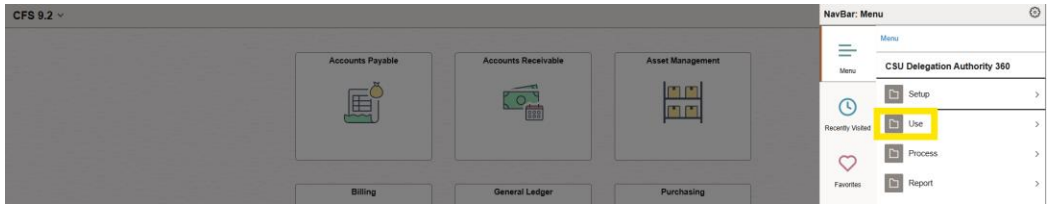


Navigate to DOA 360 Inquiry and Assignment

Drill into the Use folder to reach the inquiry page.

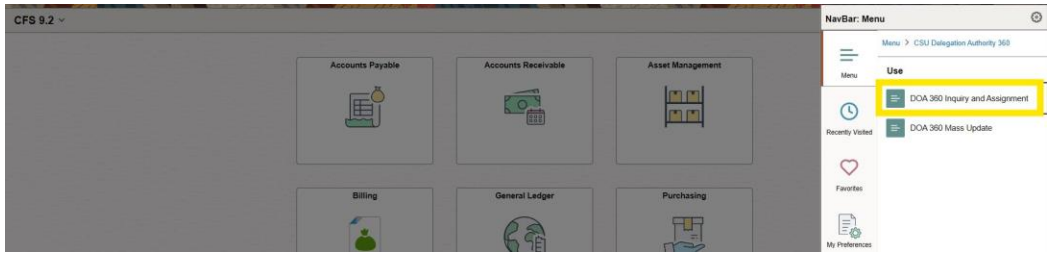
1 Open the Use folder

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.”

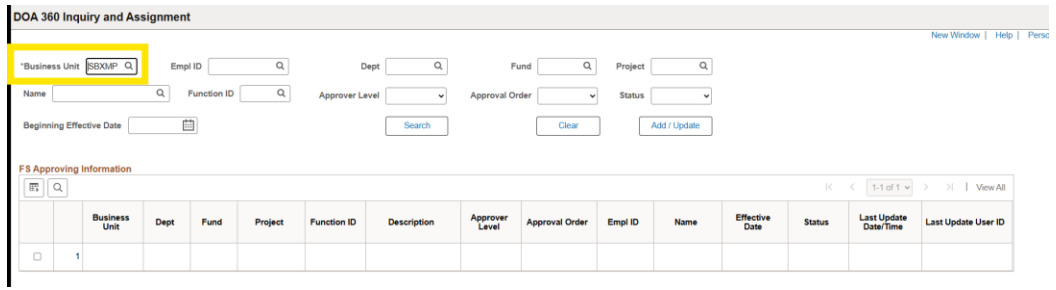


Search Stateside Records (SBCMP)

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

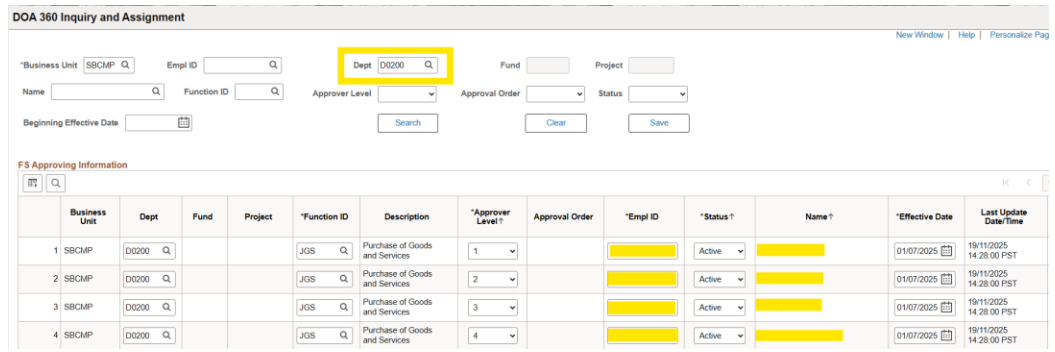
1 Switch the Business Unit

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



2 Enter the Department ID

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

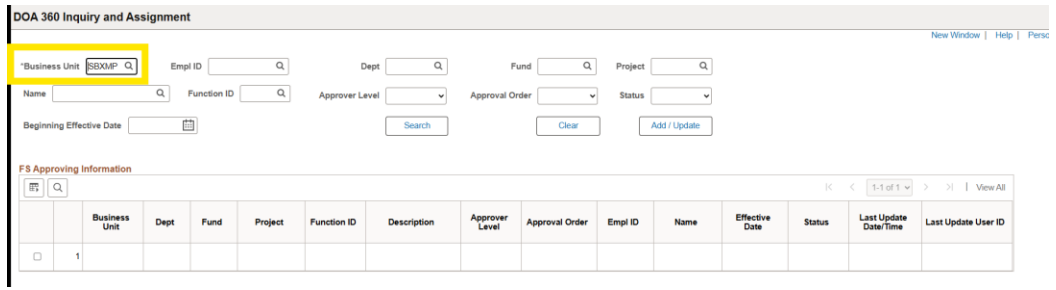


Search Non-Stateside Records by Business Unit

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

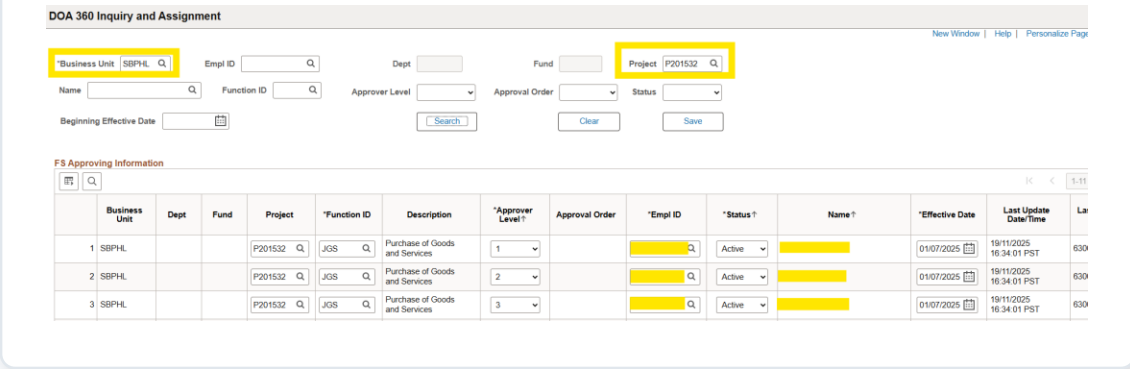
1 Choose the Business Unit

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



2 Enter the Project Code

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



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

DP

Direct Pay

Grants DOA to approve departmental payments that do not require a purchase order when a Universal ProCard is not accepted.

https://www.csusb.edu/accounts-payable/procedures/direct-pay

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