

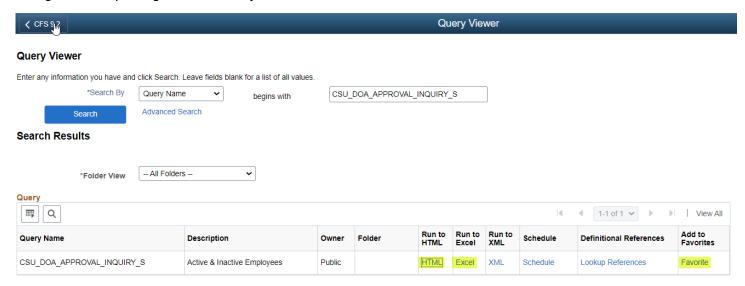


Delegation of Authority Query Business Process Guide

Purpose:

View Delegation of Authority (DOA) approvers via query.

Navigation: Reporting Tools > Query Viewer



Enter query name CSU DOA APPROVAL INQUIRY S into the query search field and click Search.

Click Favorite to Add to Favorites to find the query easily in future search sessions.

Click HTML to run results to screen or Excel to run results to a file.

Function IDs:

BT	Budget Transfer	OT	Other (Cashiers)
DP	Direct Pay	PR	Project Director
ET	Expenditure Transfer	RA	Requisition Approval

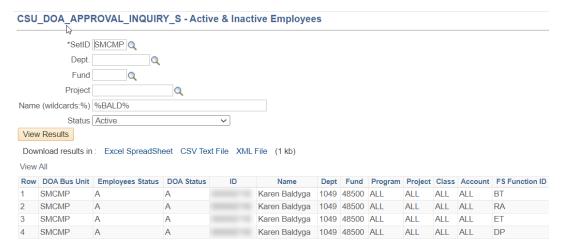
Note: CSUSM is using **PR** for Project Director or Principal Investigator for auxiliaries.



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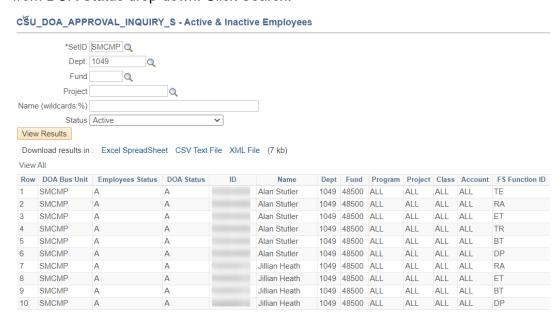
Search by Name

Enter business unit. Enter approver's first name and/or last name. When entering partial name, use the wildcard "%" to replace letters. Select DOA Status equal to Active. Click Search.



Search by Chartfield

Enter business unit. Enter DeptID, Fund, or Project or any combination of the three. Select Active from DOA Status drop-down. Click Search.



Click Excel Spreadsheet to download results to Excel.