



# Delegation of Authority Query Business Process Guide

## Purpose:

View Delegation of Authority (DOA) approvers via query.

*Navigation: Reporting Tools > Query Viewer*

The screenshot shows the 'Query Viewer' interface. At the top, there is a navigation bar with a back arrow and 'CFS 9.2' on the left, and 'Query Viewer' on the right. Below this is the 'Query Viewer' section with instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search options: 'Search' and 'Advanced Search'. The 'Search' option is selected, with a dropdown menu set to 'Query Name' and a text input field containing 'CSU\_DOA\_APPROVAL\_INQUIRY\_S'. Below the search fields is the 'Search Results' section, which includes a 'Folder View' dropdown set to '-- All Folders --'. The main content area is titled 'Query' and contains a table with one row of results. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The row shows 'CSU\_DOA\_APPROVAL\_INQUIRY\_S' with description 'Active & Inactive Employees', owner 'Public', and various action buttons like 'HTML', 'Excel', 'XML', 'Schedule', 'Lookup References', and 'Favorite'.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CSU_DOA_APPROVAL_INQUIRY_S	Active & Inactive Employees	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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.

**CSU\_DOA\_APPROVAL\_INQUIRY\_S - Active & Inactive Employees**

\*SetID

Dept.

Fund

Project

Name (wildcards:%)

Status

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	DOA Bus Unit	Employees Status	DOA Status	ID	Name	Dept	Fund	Program	Project	Class	Account	FS Function ID
1	SMCMP	A	A		Karen Baldyga	1049	48500	ALL	ALL	ALL	ALL	BT
2	SMCMP	A	A		Karen Baldyga	1049	48500	ALL	ALL	ALL	ALL	RA
3	SMCMP	A	A		Karen Baldyga	1049	48500	ALL	ALL	ALL	ALL	ET
4	SMCMP	A	A		Karen Baldyga	1049	48500	ALL	ALL	ALL	ALL	DP

## 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.

**CSU\_DOA\_APPROVAL\_INQUIRY\_S - Active & Inactive Employees**

\*SetID

Dept.

Fund

Project

Name (wildcards:%)

Status

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (7 kb)

View All

Row	DOA Bus Unit	Employees Status	DOA Status	ID	Name	Dept	Fund	Program	Project	Class	Account	FS Function ID
1	SMCMP	A	A		Alan Stutler	1049	48500	ALL	ALL	ALL	ALL	TE
2	SMCMP	A	A		Alan Stutler	1049	48500	ALL	ALL	ALL	ALL	RA
3	SMCMP	A	A		Alan Stutler	1049	48500	ALL	ALL	ALL	ALL	ET
4	SMCMP	A	A		Alan Stutler	1049	48500	ALL	ALL	ALL	ALL	TR
5	SMCMP	A	A		Alan Stutler	1049	48500	ALL	ALL	ALL	ALL	BT
6	SMCMP	A	A		Alan Stutler	1049	48500	ALL	ALL	ALL	ALL	DP
7	SMCMP	A	A		Jillian Heath	1049	48500	ALL	ALL	ALL	ALL	RA
8	SMCMP	A	A		Jillian Heath	1049	48500	ALL	ALL	ALL	ALL	ET
9	SMCMP	A	A		Jillian Heath	1049	48500	ALL	ALL	ALL	ALL	BT
10	SMCMP	A	A		Jillian Heath	1049	48500	ALL	ALL	ALL	ALL	DP

Click Excel Spreadsheet to download results to Excel.