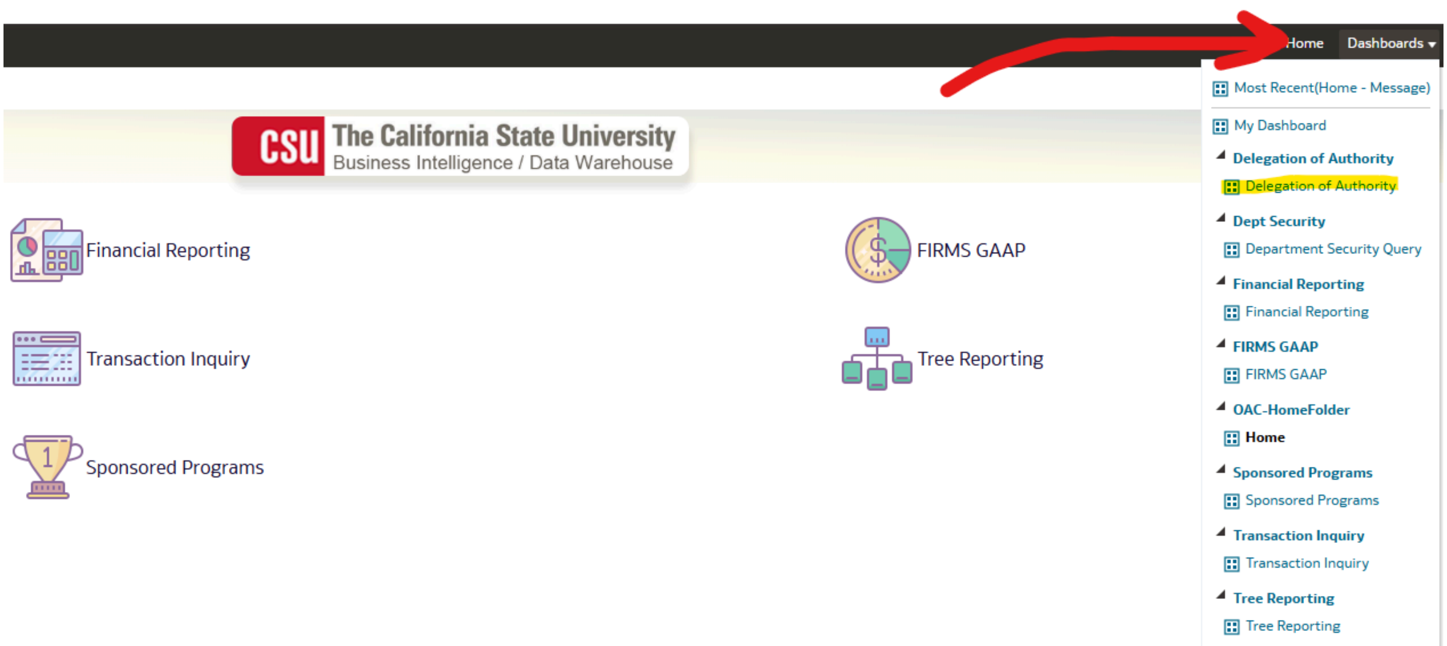
CFS Data Warehouse – DOA 360 Lookup

This guide will cover how to use the CFS Data Warehouse to search for current DOA entries. You can access the Data Warehouse through the link on the DOA Guidelines webpage, or from your myHumboldt screen as shown below:

Click on the Dashboards Menu to access the DOA Lookup:

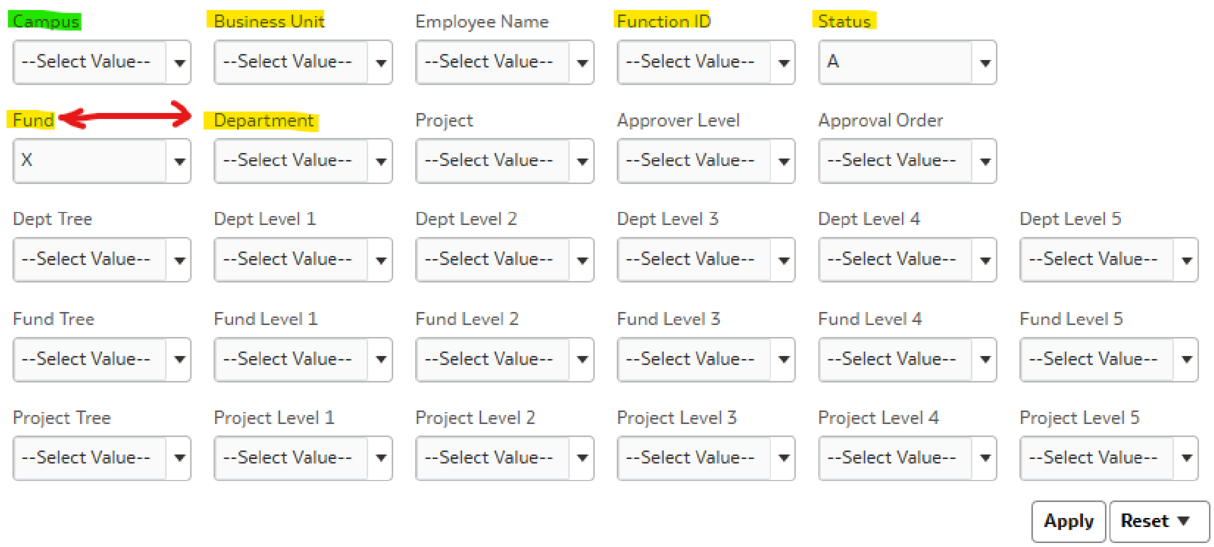


If, after performing a DOA search, you find that modifications need to be made to your department's listings, please indicate what changes are necessary by filling out a DOA Request (this includes requests to have someone added to or removed from the list). Once this form has been approved and received by Accounts Payable, the modifications will take effect the following business day.

See below for additional information about DOA Search Parameters.

DOA Search Parameters

Upon opening the DOA lookup tool, you should see a screen as shown below. You will need to specify a few search parameters to filter the results. It is recommended that you perform the search by specifying a **Department** or a **Fund**. You may also wish to look up DOA for one specific **Employee**, which can be done without specifying Department or Fund. Explanations of the different parameters can be found below.



Campus	Always set to "Humboldt State University".
Business Unit	The Business Unit to search (HMADV for Advancement, for example). This field is optional if you specify a Department or Fund, and can be left as "Select Value".
Function ID	"JGS" for Purchasing, "TE" and/or "TR" for Concur Travel. Anyone who has one Travel entry should have both types. This field is optional and can be left as "Select Value".
Status	"A" means Active, "I" means Inactive. Inactive entries will NOT have DOA and usually represent people who have left the department. Leave this as "A" unless you want to see inactive entries.
Fund	Funds are usually associated with Business Units other than HMCMP (with a few exceptions). If you specify a Fund, you should NOT specify a Department. **If you do not want to specify a Fund, you MUST change the search criteria from its default value of "X"**: ● Set to "-" to omit all Funds (useful when searching by Dept.) ● Set to "Select Value" to include all Funds matching other search criteria The HM500 – Operating Fund should not be used for DOA searches.
Department	The Department code is a unique ID for each working division on campus. They are mostly considered part of HMCMP. If you specify a Department, you should NOT specify a Fund (leave as "Select Value"). You can look up a Department by either its ID or Description.

All other search parameters should be left at the default values unless you know what you’re doing.