

Business Managers Meeting CFS Updates

October 8, 2026



Agenda

01 Introduce the mapping process from the Oracle account string to the CFS chartfield string

03 Review how the CFS account chartfield is assigned in Concur 2.0

05 Encumbrance Migration from Oracle to CSUBUY

02 Review how the CFS account chartfield is assigned in CSUBUY

04 Introduce the CFS Delegation of Authority (DOA 360), which will replace the Oracle Fiscal Authority Hierarchy (FAH)

06 Q&A

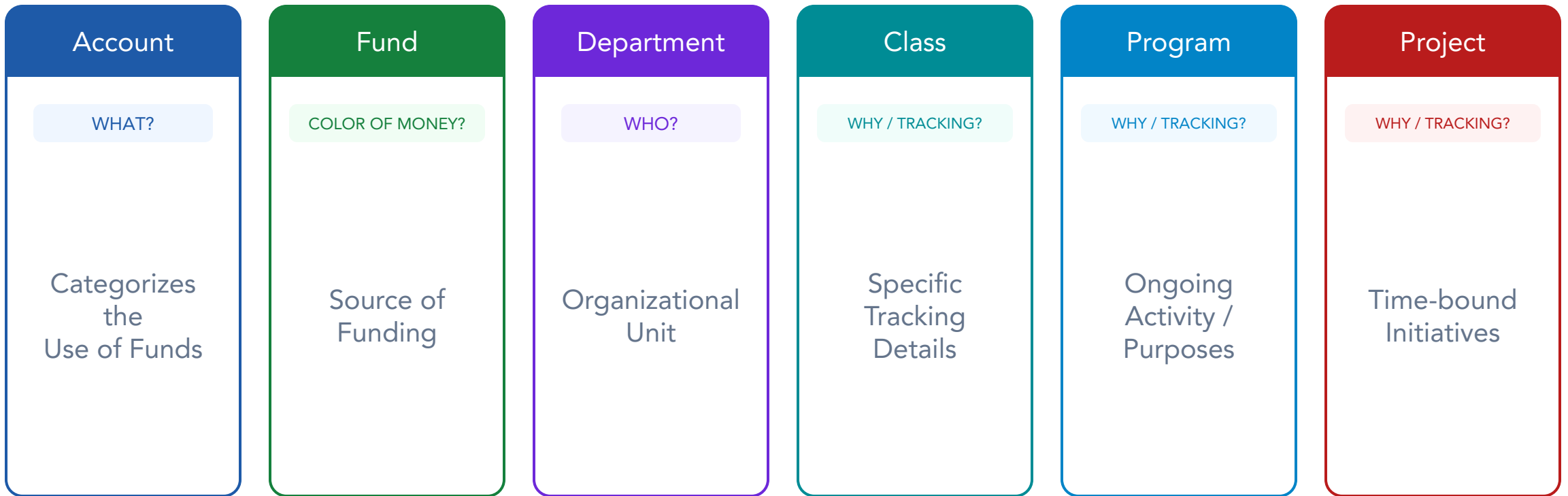


Mapping the Chartfields from Oracle to CFS



Quick Reminder - What are ChartFields?

ChartFields tell CFS how to categorize a transaction



ChartField Structure

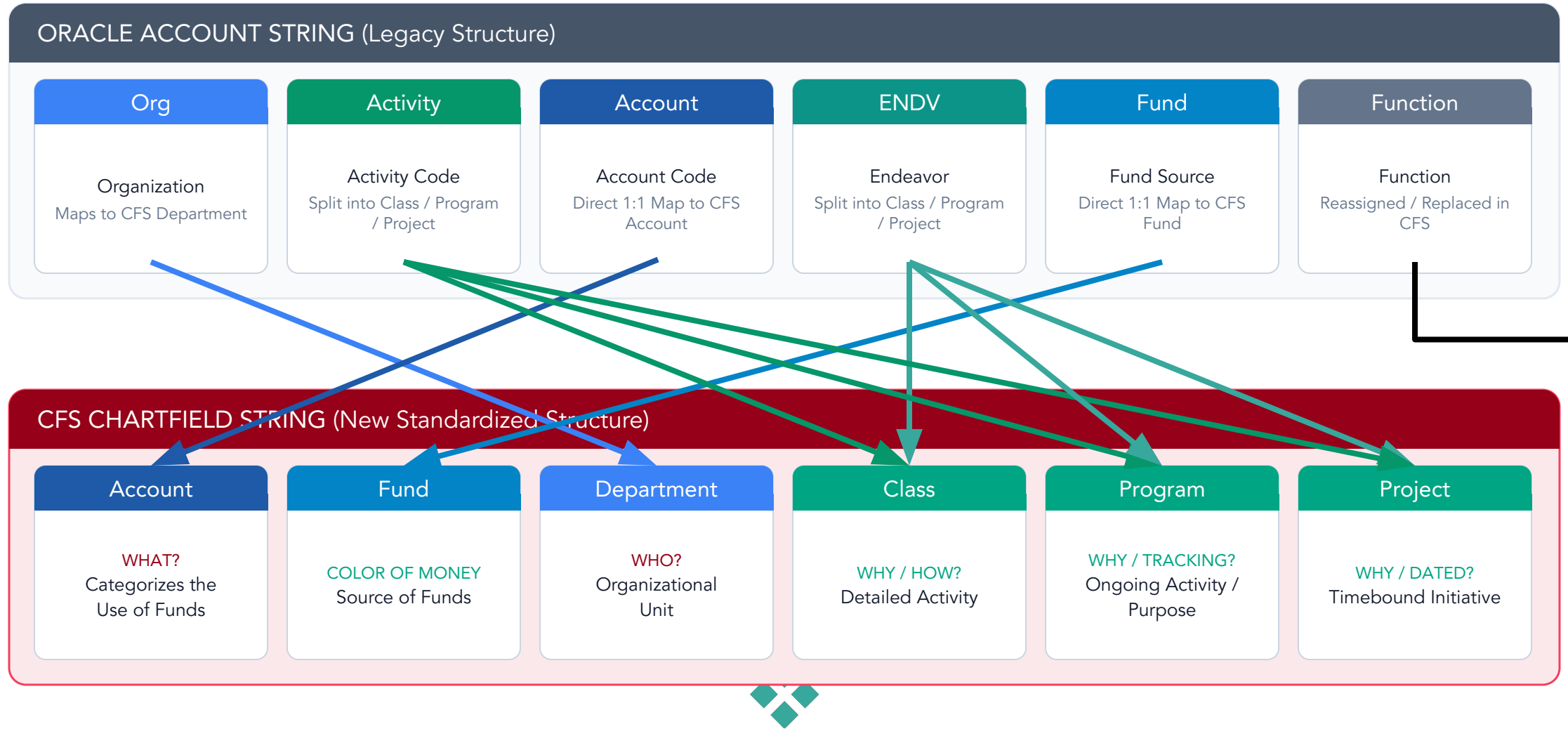
CFS CHARTFIELD STRING (New Standardized Structure)

Account	Fund	Department	Class	Program	Project
6 Digits Numeric	5 Digits Numeric	5 Digits Numeric	5 Digits AlphaNumeric	5 Digits AlphaNumeric	8 Digits AlphaNumeric
Standard	Standard	No Change	X####	XX###	XX#####

📌 Standardized ChartField String defines field length & format requirements across CFS



Comparison of Oracle to CFS



Required ChartFields

ORACLE ACCOUNT STRING - ALL SEGMENTS/CHARTFIELDS ARE REQUIRED

CFS CHARTFIELD STRING - NOT ALL ARE REQUIRED

Account	Fund	Department	Class	Program	Project
WHAT? Categorizes the Use of Funds	COLOR OF MONEY Source of Funding	WHO? Organizational Unit	WHY / TRACKING? Detailed Activity	WHY / TRACKING? Ongoing Activity / Purpose	WHY / TRACKING? Timebound Initiative

Only Account, Fund and Department are required.
If you are not using a Class, Program or Project, leave the value blank.



Mapping File

- A list of all active Oracle GL Code Combinations as of 6/30/2025
- We created new values for the CFS ChartFields
- All active Oracle GL Code Combinations were mapped to the new CFS ChartFields
- The Mapping was shared with Divisional Resource Coordinators for review and update
- The full mapping file will be posted on the CSF Project Site



Mapping File

- Here as preview of the mapping file

CONCATENATED_SEGMENTS	ORG	ACT	NACCT	ENDV	FUND	DeptID	Account	Fund	Class	Program	Project
40201.000.50156.8300.1018.6024.0000	40201	000	50156	8300	1018	40201	501111	48508	SUMMR		FY202425
40601.200.69541.8026.1006.2909.0000	40601	200	69541	8026	1006	40601	660832	48501	A2100		FY202627
60560.143.66030.7047.1006.3616.0000	60560	143	66030	7047	1006	60560	660003	48501		DU009	DP250002
60601.404.50155.8400.1031.6023.0000	60601	404	50155	8400	1031	60601	501111	48519	FALLL	DU025	FY202324
60702.600.66030.7147.1006.2601.0000	60702	600	66030	7147	1006	60702	660003	48501	U1010	DU010	
60706.000.60350.7042.1030.2601.0000	60706	000	60350	7042	1030	60706	603011	48517		DU009	
60710.300.60192.3500.1006.2601.0000	60710	300	60192	3500	1006	60710	601201	48501		DU019	CO220001
61010.200.69549.8025.1006.3606.0000	61010	200	69549	8025	1006	61010	660840	48501	U1010		FY202526
61022.361.69522.8026.1006.3606.0000	61022	361	69522	8026	1006	61022	660827	48501	B0101		FY202627
64010.054.60771.9257.1050.4101.0000	64010	054	60771	9257	1050	64010	607032	48604	B0138		PR180009



Q & A



CFS ChartFields in CSUBUY



How are ChartFields used in CSUBUY?

To streamline procurement, automate workflows, and track organizational spending, CSUBUY uses Commodity Codes to categorize purchased goods and services.

01 Detailed Expenditure Mapping

A Commodity Code value translates to a more detailed expenditure type than the account Chartfield alone.

02 Approved by Controller's Office

All Commodity Codes and their related mapping to SDSU Accounts have been thoroughly reviewed and approved by the Controller's Office.

Mapping Examples

Commodity CF	Account
170003 General Supplies	660003_SLCMP Supplies and Services

Commodity CF	Account
170005 Advertising/Promotional Supplies	660003_SLCMP Supplies and Services

How are ChartFields used in CSUBUY?

Key Principle: Chartfields should be filled out at the line level, not at the header level in CSUBUY.

01

Line-Level Entry

Chartfields must be filled out at the line level rather than the header level.

02

Draft Requisition Review

When you Checkout the Shopping Cart, it becomes a Draft Requisition where you review Chartfield values.

03

Automated Defaults

Values auto-populate if Code Defaults are set up. Account populates automatically based on Commodity Code.

CSUBUY Line-Level ChartField Interface Preview

The screenshot displays the CSUBUY Line-Level ChartField Interface Preview. It features a dark blue header bar with the text "tfield". Below the header, there is a form with several fields and search buttons. The fields are labeled as follows:

- Fund ★
- DeptID
- Commodity CF ★
- Account ★
- Account Override
- Program
- Class

The values entered in the fields are:

- Fund: University Long Beach
- DeptID: GFD01_LBCMP
- Commodity CF: 00732_LBCMP
- Account: 170003
- Account Override: 660003_LBCMP
- Program: Search
- Class: Search

How are ChartFields used in CSUBUY?

01 Editable & Optional Fields

You may edit the Business Unit, Fund, and Department ID. Optionally add a Program, Class, and Project ID.

02 Auto-Populated Defaults

The Commodity Code and Account are automatically populated by the system based on predefined mapping rules.

03 Account Override

If the auto-populated Account is incorrect, you may override it by entering an updated value in the Account Override field.

Please note: An Account Override entry will trigger an Accounting Review to be added to the workflow.

Account Override Interface

Account	Account Override
660003_LBCMP Commodity and Commodity	no value

Q & A



CFS ChartFields in Concur 2.0



How are ChartFields used in Concur 2.0?

CONCUR 2.0 UPDATE



Forget everything you know now about
Chartfields in Concur

(well, maybe not everything)



How are ChartFields used in Concur 2.0?

As Shown in Concur	Correlating Oracle Segment
Fund	Fund*
Department	Org
Program	Function
Class	Endeavor**
Project	Org/Activity Combination



How are ChartFields used in Concur 2.0?

WHAT WILL STAY THE SAME?



Department Segment

The Department segment will stay the same.



Account Segment

The Account segment is not shown in Concur as it is driven by Concur in the background based on charge type selections.



How are ChartFields used in Concur 2.0?

Business Unit *	2	Fund *	3	Department *	4
(SDCMP) San Diego State	▼	×		▼	×
(69051) CONTROLLER UNIVERSITY OFFICE					
Project	5	Program	2	Class	2
	▼		▼		▼

No longer will all fields be required (see * above).

As you learned in the last training, the Project, Program and Class values are optional but may be required based on your department or divisional financial reporting requirements.



An Example of the new Chartfields in Concur 2.0

Business Unit *	2	Fund *	3	Department *	4
(SDCMP) San Diego State	▼ X	(10060) UNIVERSITY OPERATING FUND	▼ X	(69051) CONTROLLER UNIVERSITY OFFICE	▼ X
Project	5	Program	2	Class	2
69051-000	▼	3301	▼	0000	▼

Business Unit *	2	Fund *	3	Department *	4
(SDCMP) San Diego State	▼ X	(48501) UNIVERSITY OPERATING FUND	▼ X	(69051) CONTROLLER UNIVERSITY OFFICE	▼ X
Project	5	Program	2	Class	2
	▼		▼		▼



Q & A



Approval Authority in CFS/CSUBUY/Concur 2.0



Why Delegation of Authority (DOA360) Matters

The Delegation of Authority (DOA360) is replacing the Oracle Fiscal Authority Hierarchy (FAH)

Policy (EO 1000) foundation

The campus President holds responsibility for effective oversight of campus funds and delegates through the CFO and campus organization.



Operational control

DOA360 supports verification that the employee approving a transaction has appropriate authority for the Department and activity.



Ongoing accountability

Campus management and internal audit can review whether delegations remain appropriate as employees, Departments, and activities change.

Key principle: the signed or electronic delegation document is the true source of authority; DOA360 records and operationalizes it.



Approval Authority in CFS/CSUBUY/Concur 2.0



CFS System Architecture

While DOA 360 lives in CFS, there are no automated approval workflows in CFS (e.g. journal entries) ...yet.



Delegation of Authority

DOA 360 replaces the former Oracle Fiscal Authority Hierarchy (FAH).



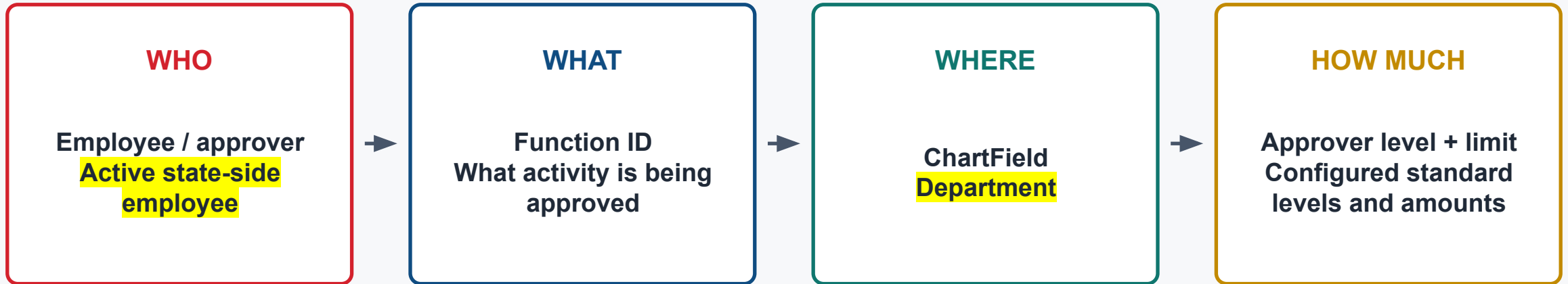
System Integration

DOA 360 lives in CFS and integrates with CSUBUY (Jaggaer) and Concur 2.0.



The DOA360 Authorization Model

An approval decision is built from four linked dimensions.



Example: JGS (CSUBUY/Jaggaer) approval for Department 50015 by employee 100012345 at level 5.

The same DOA data can feed supporting applications including CSUBUY (Jaggaer) and Concur



DOA360 Standard Levels

Level	Threshold		Level	Level Definition	Typical Titles
5	Up to \$5,000		5	Individuals who process, monitor, and execute expenditures transaction on behalf of higher authority	Non-MPP, Fiscal Analysts, or Administrative Support personnel
4	\$5,000+ up to \$100,000		4	Individuals with delegated authority to spend from and manage approved budgets	Management Personnel (MPP) or Academic Equivalent, Department Chairs, Faculty Directors, Associate Deans, Directors, Fiscal Officers (Budget/Business Managers)
3	\$100,000+ up to \$500,000		3	Individuals with oversight of sub-divisions or colleges	Deans, Associate Vice Presidents, College Resource Officers, Athletic Director, Vice Provost
2	\$500,000+ up to \$5,000,000		2	Individuals with oversight of divisions or auxiliaries	Provost, Vice President, Executive Director of University Auxiliary Organization
1	\$5,000,000+ and above		1	Individual with oversight of campus and auxiliaries	President; Designated Chief Financial Officer



DOA360 Function IDs

JGS

JGS function is for the approval of good and services in CSUBUY (Jaggaer)

- Approval levels 1-5 assigned
- Employee can be assigned to multiple levels

TR

TR function is for Transaction Requests (eg: Travel Request) in Concur

- Only approval level 4 assigned

TE

TE function is for Transaction Expenses (eg: Employee Reimbursement) in Concur

- Only approval level 4 assigned

Key principle: Only one DOA approves the transaction based on the department and amount.



DOA360 Examples

BUSINESS UNIT*	CHARTFIEL D*	CF_VALUE *	FUNCTION ID*	APPROVER LEVEL*	APPROVAL ORDER	EMPLID*	EFFECTIVE DATE*	EFFECTIVE STATUS*	APPROVER NAME
SDCMP	DEPT	50110	JGS	5		100711894	7/1/2026	A	Bezette,Noel Christine
SDCMP	DEPT	50110	JGS	4		100014574	7/1/2026	A	Samarkos,Christy
SDCMP	DEPT	50110	JGS	3		100026352	7/1/2026	A	Praba,Rashmi C
SDCMP	DEPT	50110	JGS	2		100017304	7/1/2026	A	Timm,Randall Wayne
SDCMP	DEPT	50110	JGS	1		100368174	7/1/2026	A	Wong Nickerson,Agnes
SDCMP	DEPT	50110	TR	4	P	100711894	7/1/2026	A	Bezette,Noel Christine
SDCMP	DEPT	50110	TE	4	P	100711894	7/1/2026	A	Bezette,Noel Christine

BUSINESS UNIT*	CHARTFIEL D*	CF_VALUE *	FUNCTION ID*	APPROVER LEVEL*	APPROVAL ORDER	EMPLID*	EFFECTIVE DATE*	EFFECTIVE STATUS*	APPROVER NAME
SDCMP	DEPT	48001	JGS	5		100013859	7/1/2026	A	Alroy,Evelyn
SDCMP	DEPT	48001	JGS	4		100013859	7/1/2026	A	Alroy,Evelyn
SDCMP	DEPT	48001	JGS	3		100790115	7/1/2026	A	Swan,Danielle Marie
SDCMP	DEPT	48001	JGS	2		132685212	7/1/2026	A	Butler,Todd Wayne
SDCMP	DEPT	48001	JGS	1		100368174	7/1/2026	A	Wong Nickerson,Agnes
SDCMP	DEPT	48001	TR	4	P	100013859	7/1/2026	A	Alroy,Evelyn
SDCMP	DEPT	48001	TE	4	P	100013859	7/1/2026	A	Alroy,Evelyn

Approval Authority in CFS/CSUBUY/Concur 2.0



Key Responsibilities

- Confirm that the expenditure activity conforms to California State University (CSU) policy and sound fiscal and budgetary practices
- Confirm that funds are available for both the period and purpose of the expenditure activity



Q & A



Encumbrance Migration CFS/CSUBuy



Encumbrance Migration from Oracle to CFS & CSUBuy



Oracle Encumbrances

- Last payment run in Oracle - December 14th.
- Encumbrances will NOT be automatically moved into CSUBuy.
- Details of the open encumbrances as of December 31st will be available for reference.



Migration Plan

- Each division / department / group will be provided with open encumbrance data.
- Campus partners will evaluate what encumbrances will need to be reestablished in CSUBuy.



Re-encumbrance in CSUBuy

- In January 2027, campus partners will encumber any items that need to be available for payment in CSUBuy.
- Guidance and training will be offered separately at a later time.



CSUBuy - Your First Look

The screenshot displays the CSUBuy website's shopping home page. At the top, there is a navigation bar with the CSUBuy logo, a search bar, and a shopping cart icon showing 0.00 USD. A banner below the navigation bar states: "JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy." The main content area is titled "Shop • Shopping Home Page" and features a search bar with the text "Search for products, suppliers, forms, part number, etc." and a red search button. To the right of the search bar are two sections: "Quick Links" and "CSUBUY Resources". The "Quick Links" section includes links for "View Carts", "My Requisitions", "My Purchase Orders", "Search for a Supplier", and "Request New Supplier". The "CSUBUY Resources" section includes links for "Open a Ticket Using Optimize" and "CSUBUY Training Library". Below these sections are four category tiles: "Office/Classroom" (with an image of a desk and notebook), "IT/Electronics" (with an image of a laptop and tablet), "Laboratory/Scientific/Medical" (with an image of a microscope and test tubes), and "Miscellaneous" (with an image of a clipboard and pen). At the bottom, there are three more category tiles: "General", "Hospitality", and "Facilities", each with a placeholder image. A green cross-shaped logo is centered at the bottom of the page.

Shop • Shopping Home Page

Go to: [Favorites](#) [Browse: Suppliers](#) [Contracts](#)

Simple [Advanced](#)

Search for products, suppliers, forms, part number, etc.

Quick Links

- [View Carts](#)
- [My Requisitions](#)
- [My Purchase Orders](#)
- [Search for a Supplier](#)
- [Request New Supplier](#)

CSUBUY Resources

- [Open a Ticket Using Optimize](#)
- [CSUBUY Training Library](#)

Office/Classroom

IT/Electronics

Laboratory/Scientific/Medical

Miscellaneous

General

Hospitality

Facilities

Concur 2.0 - Your First Look

You are currently logged into a test instance of SAP Concur

SAP Concur

Hello, Joshua
October 8, 2026

Requests >

Create Request
Start an approval request for travel or expenses.

Create Expense Report
Begin an expense report to track business related expenses.

Company Notes

Concur Travel Booking is for BUSINESS use only. **Book flights through Concur to get our CSU contracted pricing!

[CSU Resources](#) [Optimize Ticket](#) [Advisories](#) [T&E Policy](#) [Hospitality Policy](#) [Card Payment](#)

Available Expenses

No Available Expenses

Expense Reports +

No Reports

Approvals

No Approvals

Requests

Ryan Brothers Communications



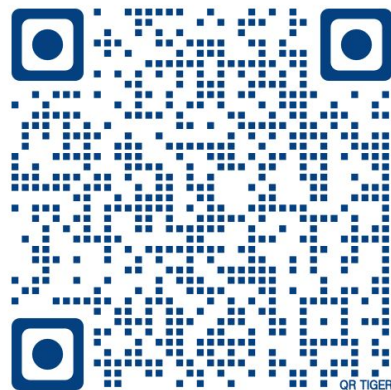
Q & A



Your Feedback is Valuable!

Please take a few minutes to complete this survey and share your feedback on the information presented and the upcoming changes.

Scan the QR code



Or use the link in the chat

<https://forms.gle/yqNzNcCaHYx5nZmUA>

