Account Delegates

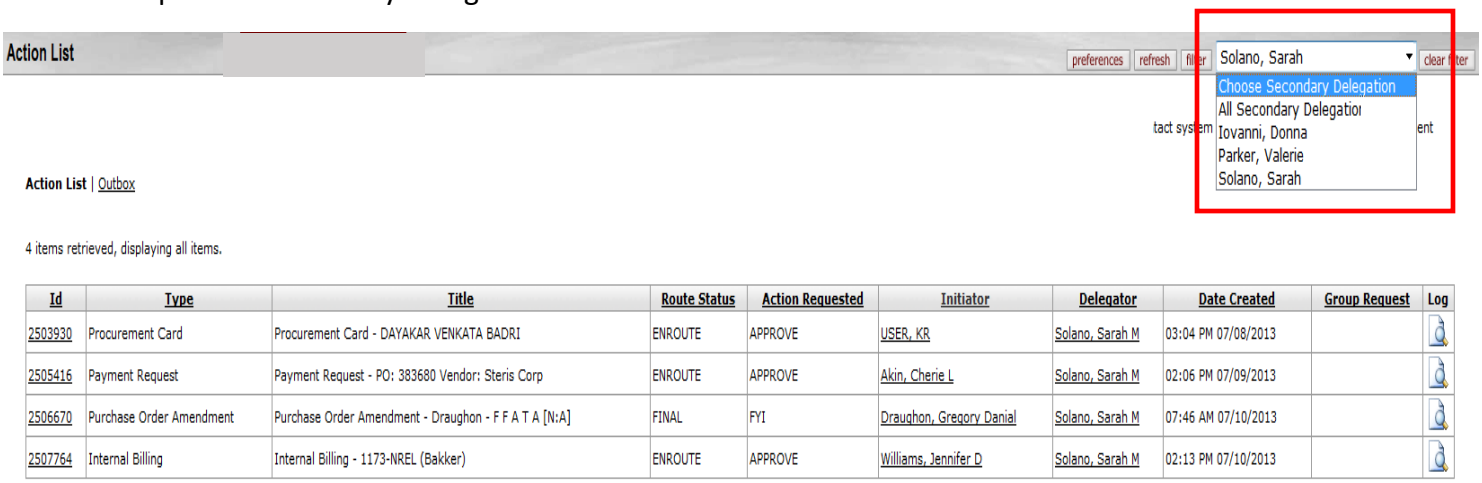
How Account Delegates Work:

A delegate is set up to approve documents in place of the Fiscal Officer (FO) during their absence. It is advisable for all accounts to have delegates assigned so that the approval process is not interrupted during annual leave, sick leave or unforeseen absences/circumstances.

There are two types of delegates: Secondary and Primary.

Secondary Delegation:

When a secondary delegation is set up, a drop down list will appear in the secondary delegate's action list, and the fiscal officer's documents still route directly to the Fiscal Officer's action list. The secondary delegate must use the drop down filter in their action list in order to see the fiscal officer's documents. It is recommended that this type of delegation be used to cover planned and unplanned absences for the fiscal officer. See below for an example of a Secondary Delegate's action list:

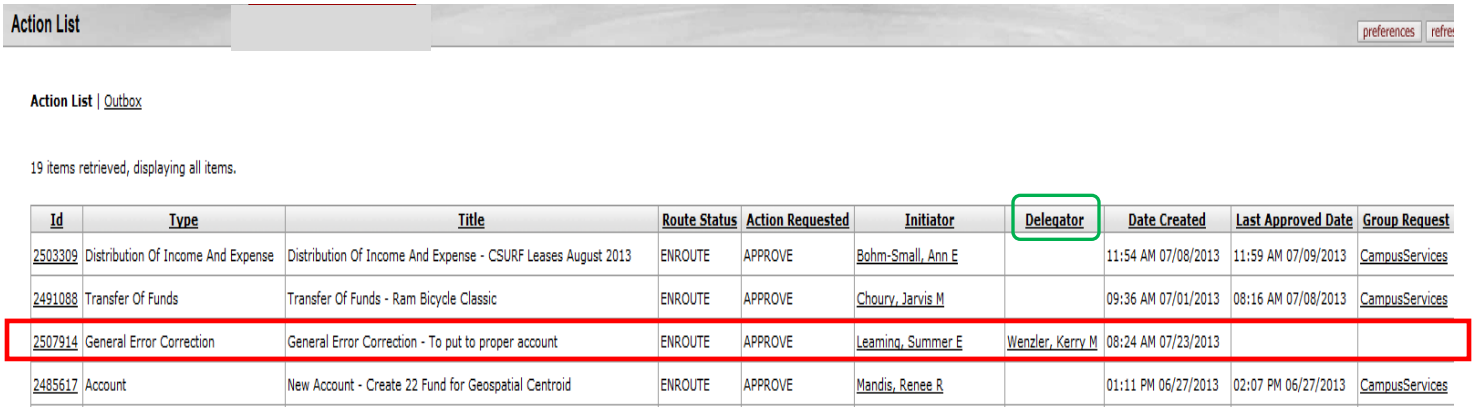


Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
2503930	Procurement Card	Procurement Card - DAYAKAR VENKATA BADRI	ENROUTE	APPROVE	USER, KR	Solano, Sarah M	03:04 PM 07/08/2013		
2505416	Payment Request	Payment Request - PO: 383680 Vendor: Steris Corp	ENROUTE	APPROVE	Akin, Cherie L	Solano, Sarah M	02:06 PM 07/09/2013		
2506670	Purchase Order Amendment	Purchase Order Amendment - Draughon - F F A T A [N:A]	FINAL	FYI	Draughon, Gregory Danial	Solano, Sarah M	07:46 AM 07/10/2013		
2507764	Internal Billing	Internal Billing - 1173-NREL (Bakker)	ENROUTE	APPROVE	Williams, Jennifer D	Solano, Sarah M	02:13 PM 07/10/2013		

In the red box above it shows the drop down list for the Secondary Delegate, which lists all Fiscal Officers that this individual has a Secondary Delegation for.

Primary Delegation:

When a primary delegation is set up, the fiscal officer's documents appear in the action list of the primary delegate, and the fiscal officer will see a drop down box in their action list. In order for the fiscal officer to view their documents when a primary delegation is set up, the fiscal officer must use the drop down box that appears in their action list. This type of delegation is recommended if the FO is going to be out for an extended period of time. See below for an example of a Primary Delegate's action list:



Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Last Approved Date	Group Request
2503309	Distribution Of Income And Expense	Distribution Of Income And Expense - CSURF Leases August 2013	ENROUTE	APPROVE	Bohm-Small, Ann E		11:54 AM 07/08/2013	11:59 AM 07/09/2013	CampusServices
2491088	Transfer Of Funds	Transfer Of Funds - Ram Bicycle Classic	ENROUTE	APPROVE	Choury, Jarvis M		09:36 AM 07/01/2013	08:16 AM 07/08/2013	CampusServices
2507914	General Error Correction	General Error Correction - To put to proper account	ENROUTE	APPROVE	Leaming, Summer E	Wenzler, Kerry M	08:24 AM 07/23/2013		
2485617	Account	New Account - Create 22 Fund for Geospatial Centroid	ENROUTE	APPROVE	Mandis, Renee R		01:11 PM 06/27/2013	02:07 PM 06/27/2013	CampusServices

As you can see above, there is no drop down list in the action list of the primary delegate. In the red box, you see that Document 2507914 is in the primary delegate's action list, and that green box indicates the delegator who is the fiscal officer for the delegated account. So, this document routed directly to the Primary Delegate's action list, and the fiscal Officer would have to use the drop down filter in their action list to view this document.

Who can be an Account Delegate:

It is recommended that a delegate be someone who understands how the account works. This can be anyone within the department, other than the account supervisor that is listed on that specific account. This is due to a separation of duties rule which states that an account supervisor is not allowed to also be a fiscal officer of the same account. If the account supervisor is not allowed to be the fiscal officer of that account, then they are not allowed to be delegated as fiscal officer of that account either.

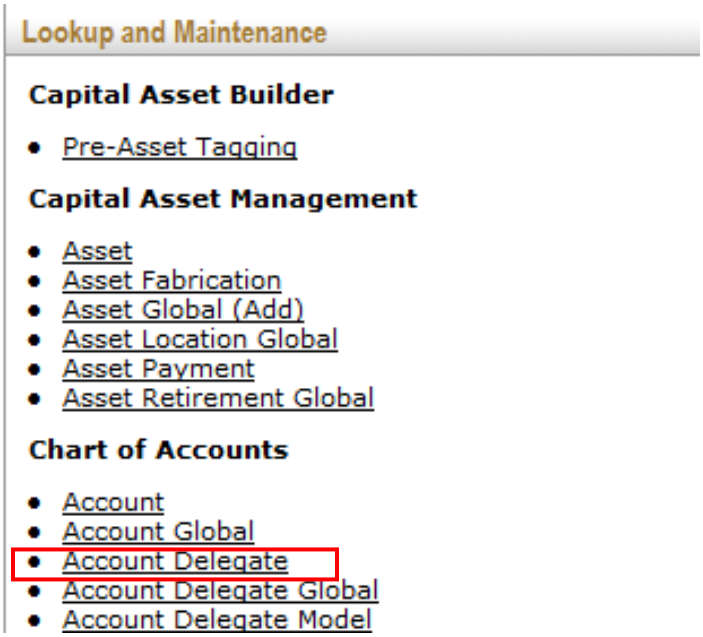
How to Set Up an Account Delegate:

Several accounts can be delegated at once using the 'Account Delegate Global' option. But, keep in mind that in order to remove a delegation, each account must be done individually.

Account Delegate Document:

To set up an account delegate on a single account, do the following:

Click on "Account Delegate" in the Main Menu screen of Kuali.



This will open the Account Delegate Lookup Screen. In this screen one can search existing accounts for delegates, or create a new account delegate. To create a new delegate, on the far right side, click on the gray button that says "create new" (shown on the next page).

Account Delegate Lookup

create new

* required field

Chart Code:	CO
Account Number:	
Document Type Name:	
Account Delegate Principal Name:	
Account Delegate Active:	Yes No Both

search clear cancel

This will then open the Account Delegate screen where any item with an "*" will need to be filled in. Below is an explanation of what each section means.

- The Chart Code will amost always be CO.
- The account number is the account number that a delegate needs to be set up for.
- The Document Type is the type of delegation we want to set up. See the last page for the 2 most common Document Type Options and their Explanations.
- Account Delegate Principal Name is the EID of the individual who will be the delegate.
- Approval From This Amount and Approval To This Amount do not have to be filled out unless you want the Delegate to have a limit to the amount they approve.
- Account Delegate Primary Route box will only be checked if the delegate is to be the Primary Delegate. If the Delegate is to be the Secondary Delegate, then leave this box unchecked.
- Account Delegate Active box will need to be checked if you want this delegate to be active. To deactive a delegate, you will uncheck this box.
- Account Delegate Start Date will be the date you want the delegation to start.

See the example below, for a secondary delegate for account 2702000.

Account Delegate

Doc Nbr:	2507917	Status:	INITIATED
Initiator:	jstockin	Created:	10:04 AM 07/23/2013

expand all collapse all

* required field

Document Overview hide

Document Overview

* Description:	Set up Secondary Delegate for Account	Explanation:	This is to create a secondary delegate for account 2702000.
Organization Document Number:			

Edit Account Delegate hide

New

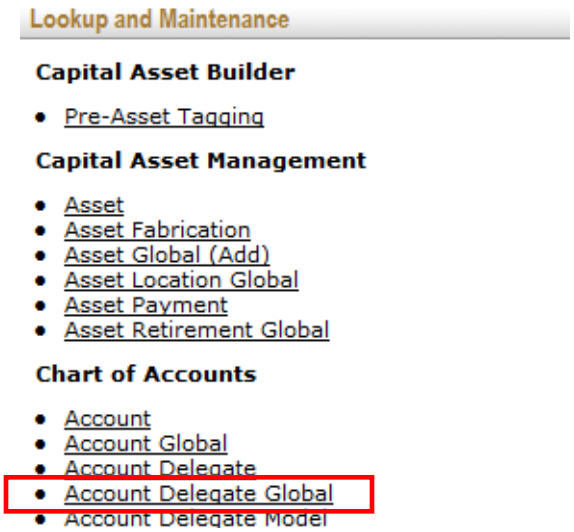
* Chart Code:	CO
* Account Number:	2702000
* Document Type Name:	KFST
* Account Delegate Principal Name:	sleaming Learning, Summer E
Approval From This Amount:	
Approval To This Amount:	
Account Delegate Primary Route:	☐
Account Delegate Active:	☑
* Account Delegate Start Date:	07/23/2013

With the information entered on the previous page, when this document is final, the delegate will have authority to approve most financial statement transactions (KFST). To create a primary delegate the "Account Delegate Primary Route" option in the red box above would need to be checked.

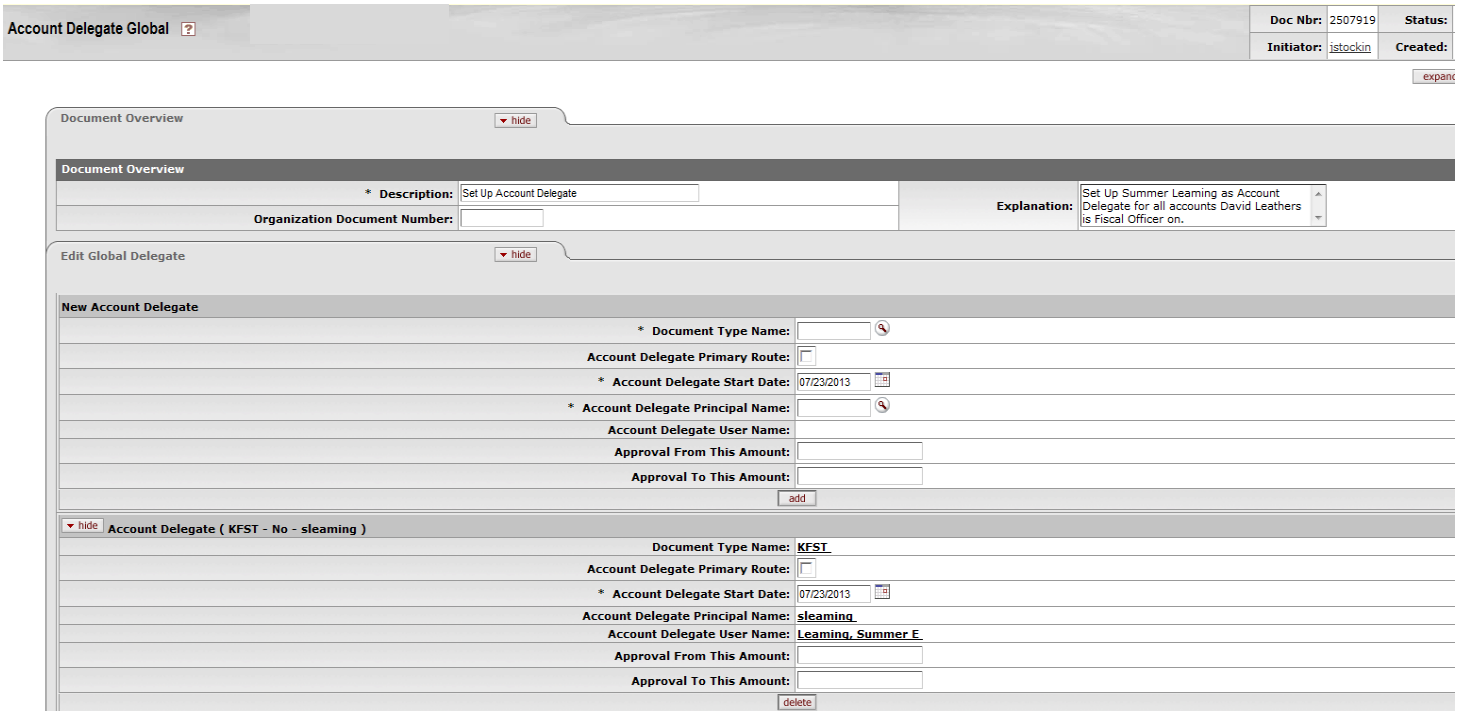
Account Delegate Global Document:

To set up an account delegate for several accounts at one time, do the following:

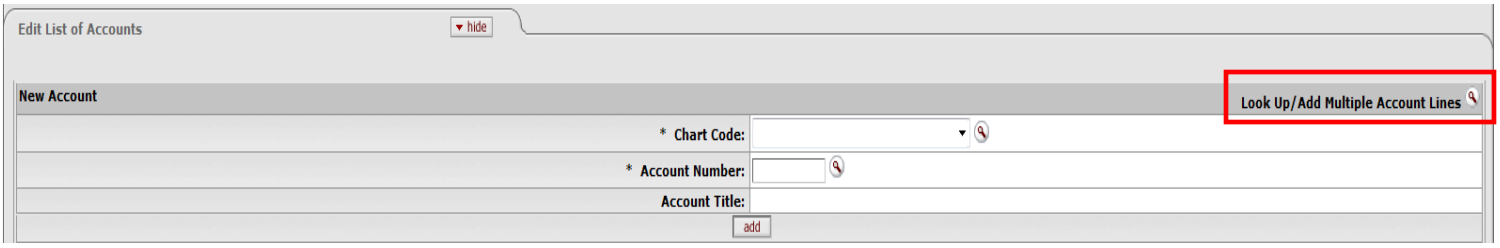
Click on "Account Delegate Global" in the Main Menu screen of Kuali.



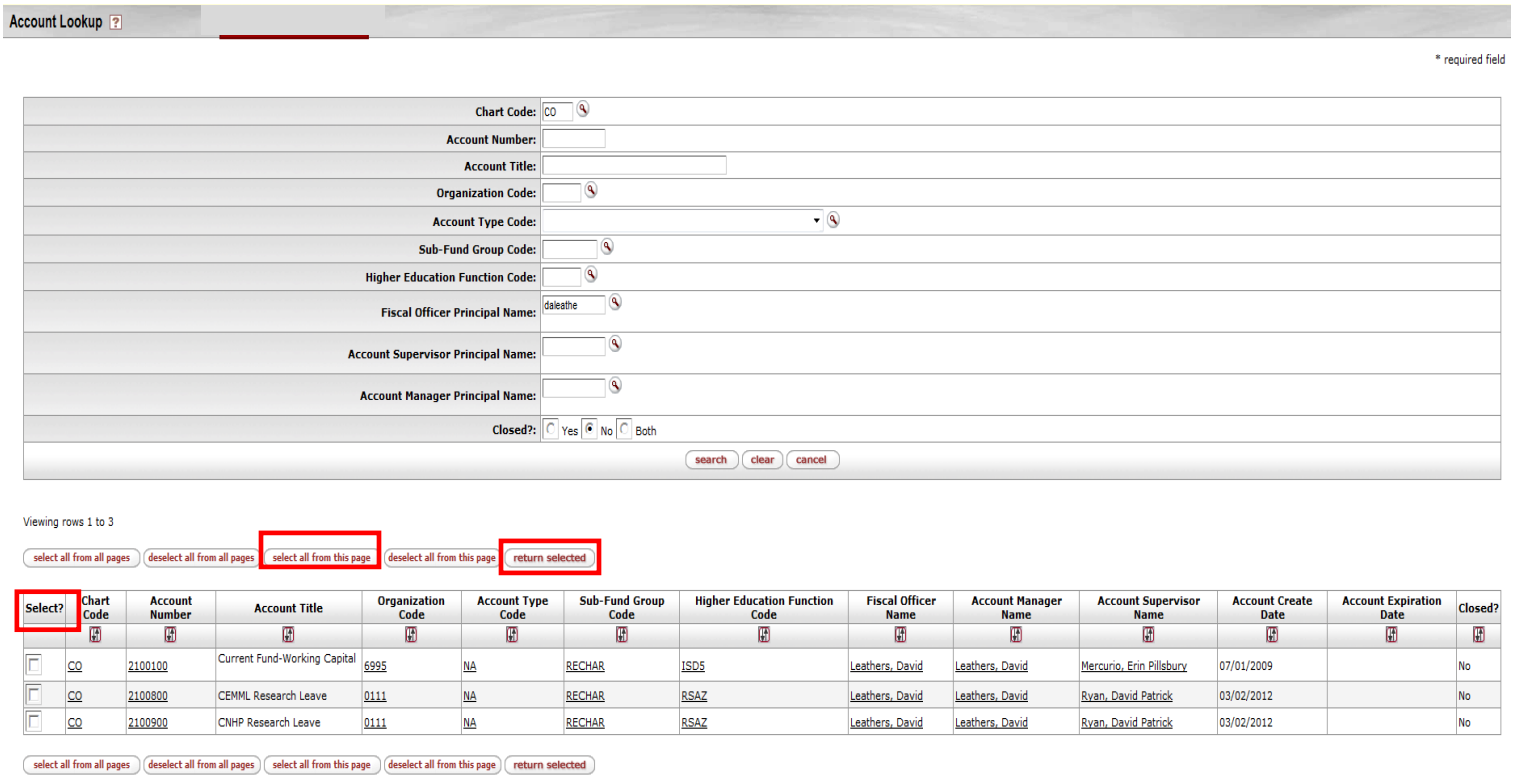
This will take you to the Account Delegate Global document. You will need to fill out everything that has an "*", as stated above in the Account Delegate section. The only difference with the Account Global document is the 'Edit List of Accounts' section. This section allows you to add multiple accounts to a delegate, rather than just one. Make sure to click the "Add" button. For example, we want to make a Secondary Delegate for all accounts a person is the fiscal officer on. We would fill out as shown below.



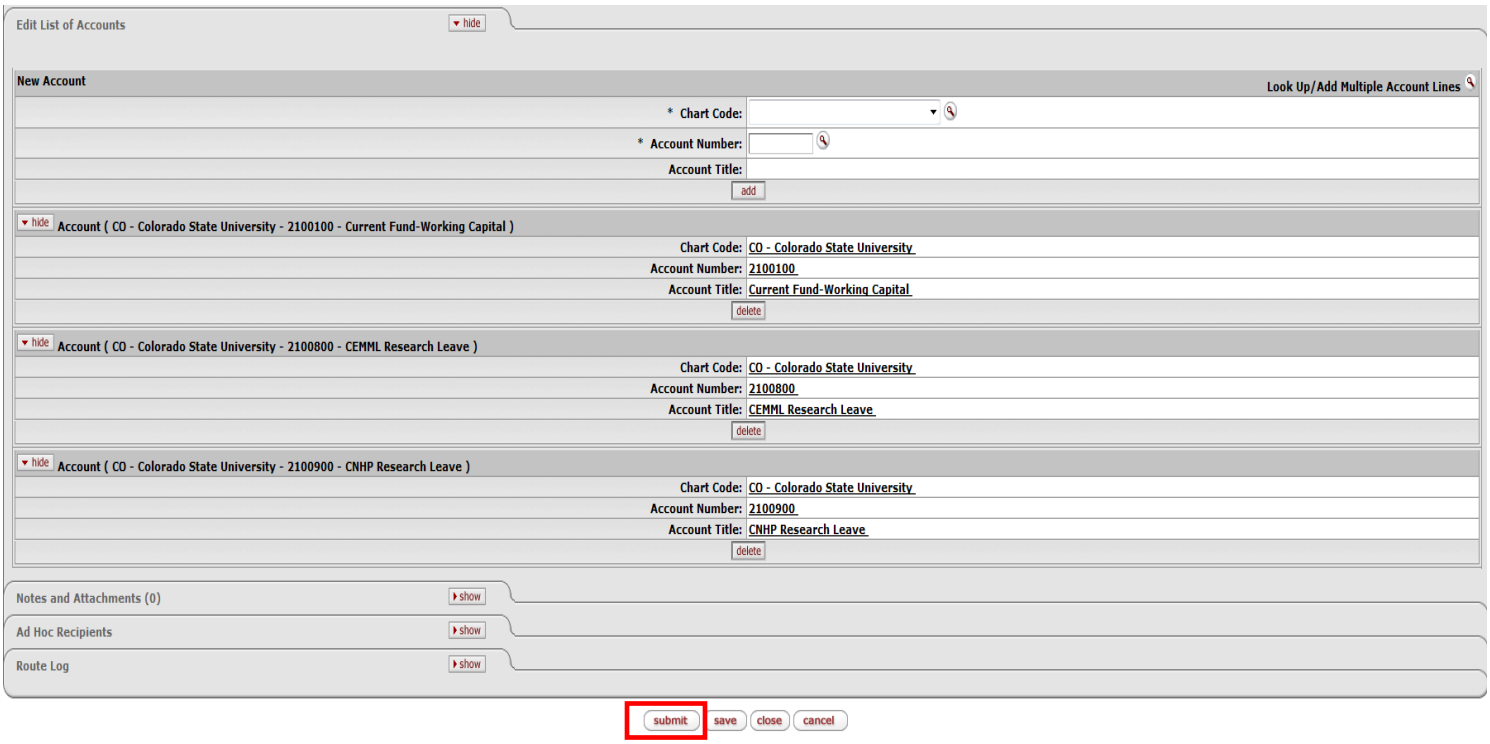
In the “Edit List of Accounts” section, click on the magnifying glass next to Look Up/Add Multiple Account Lines (see below):



This takes you to the Account Lookup screen, where you can search based on account number, title, organization code, sub-fund group code, fiscal officer, account supervisor, and/or account manager. In this case we want to search for all accounts that person is the fiscal officer on, so we will fill in the employee’s ‘EID’ in the Fiscal Officer Section and then click search (see below):



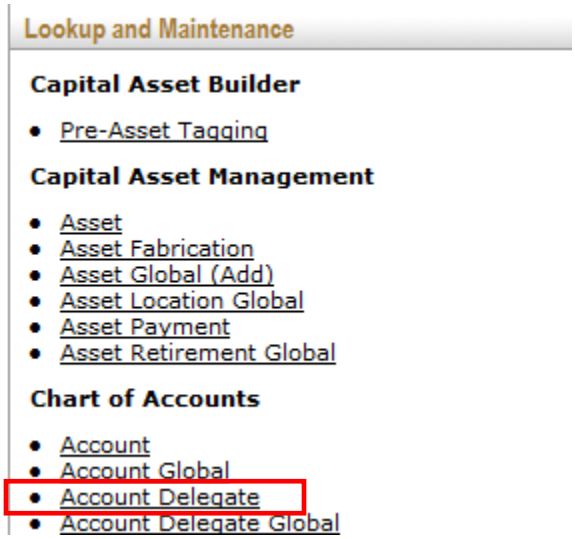
After doing the search, it has shown that this person is the Fiscal Officer on 3 accounts (see above). If you wanted to select only one or two of the accounts, you would check the appropriate boxes in the “Select?” column next to the appropriate accounts. In this case we want to select all three accounts, so click the button “select all from this page”, and then click “return selected.” This will auto populate the information for the 3 selected accounts in the Account Delegate Global Screen as shown on the next page:



Once all of the information has been input correctly, then click the "submit" button at the bottom of the screen. This will route the document for approval.

How to Deactivate an Account Delegate:

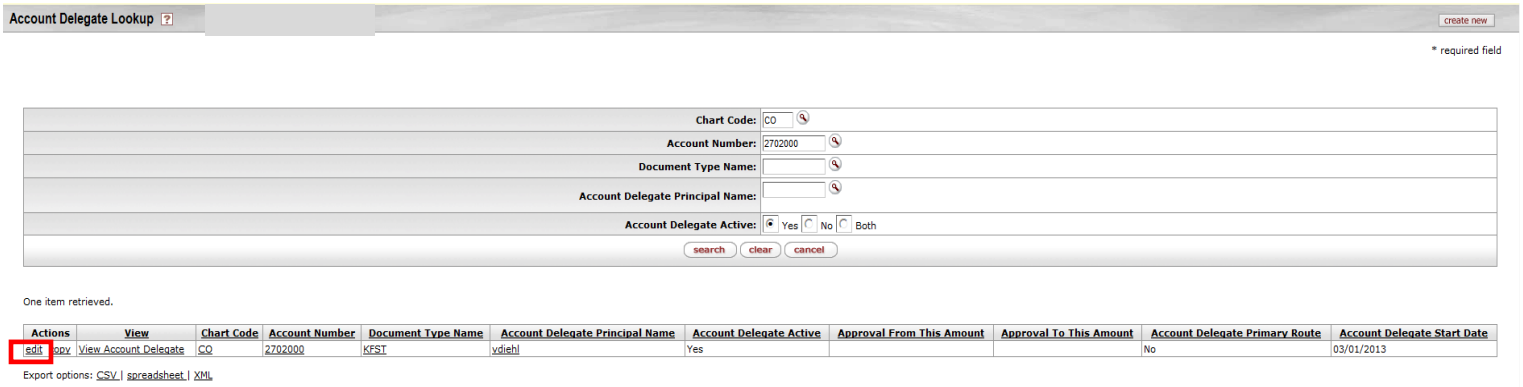
As was briefly stated above, in order to deactivate an account delegate it must be done one account at a time. In the example below, we want to deactivate the account delegate for account 2702000. To do so, click on the "Account Delegate" option in the main menu screen of Kuali.



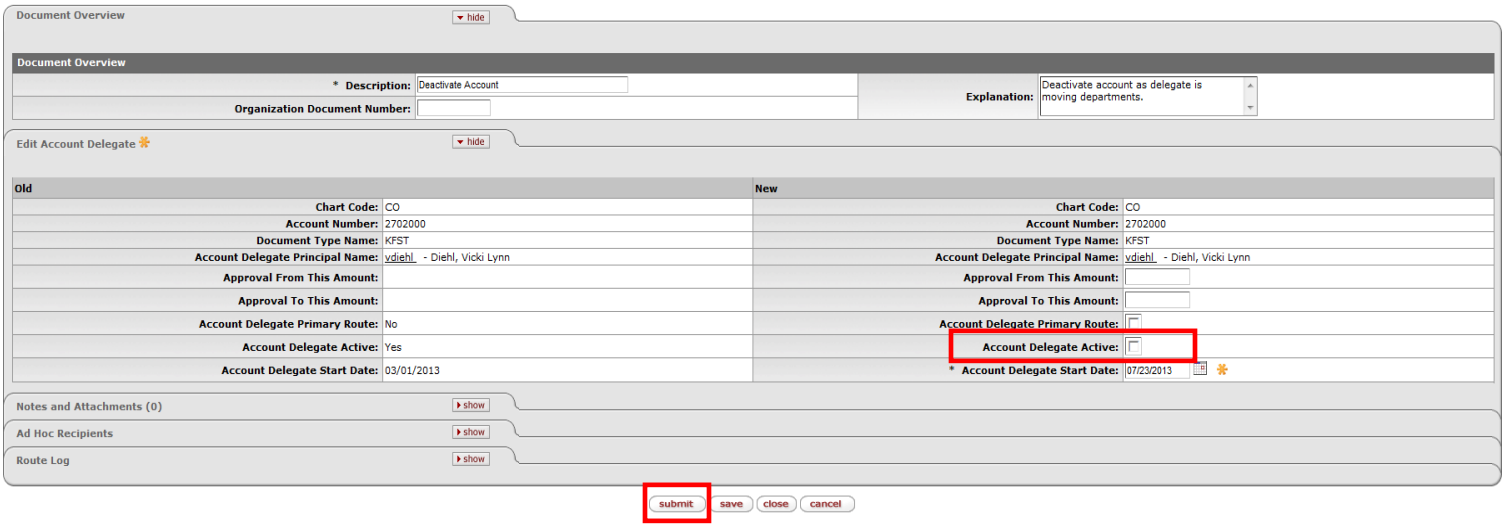
This will then take you to the Account Delegate Lookup screen where you will enter the account number you want to change, which in this case is 2702000.

> Note: If someone was leaving or moving departments and you wanted to deactivate every account they are a delegate on, you would enter their EID in the 'Account Delegate Principal Name' section and it would bring up every account that person is a Fiscal Officer on. You would then have to deactivate each account, one at a time.

Below is what the screen looks like when searching for account 2702000.



To deactivate the account delegate, click on the "edit" button in the Actions column of the returned value. This will then take you to the account delegate screen. In this screen you will input the Description and Explanation, and then to deactivate the delegation you will uncheck the "Account Delegate Active" button as shown below:



Once the document is complete and the Account Delegate Active box is unchecked (blank), then you can submit the document by clicking on the submit button at the bottom of the document.

Document Types (that can be delegated):

Currently there are 389 Document Type options. Below are the two most common types and their explanations.

> **KFST**: All documents with dollar amounts. Any financial statement document that comes through that the fiscal officer would approve (i.e. General Error Corrections, Adjustment/Accrual Voucher, Distribution of Income and Expense, etc.)

> **ACCT**: Account changes only. Anytime an account is edited or closed.

Any questions please contact your Campus Services Provider, which can be located at http://busfin.colostate.edu/cs.aspx