Account Delegates

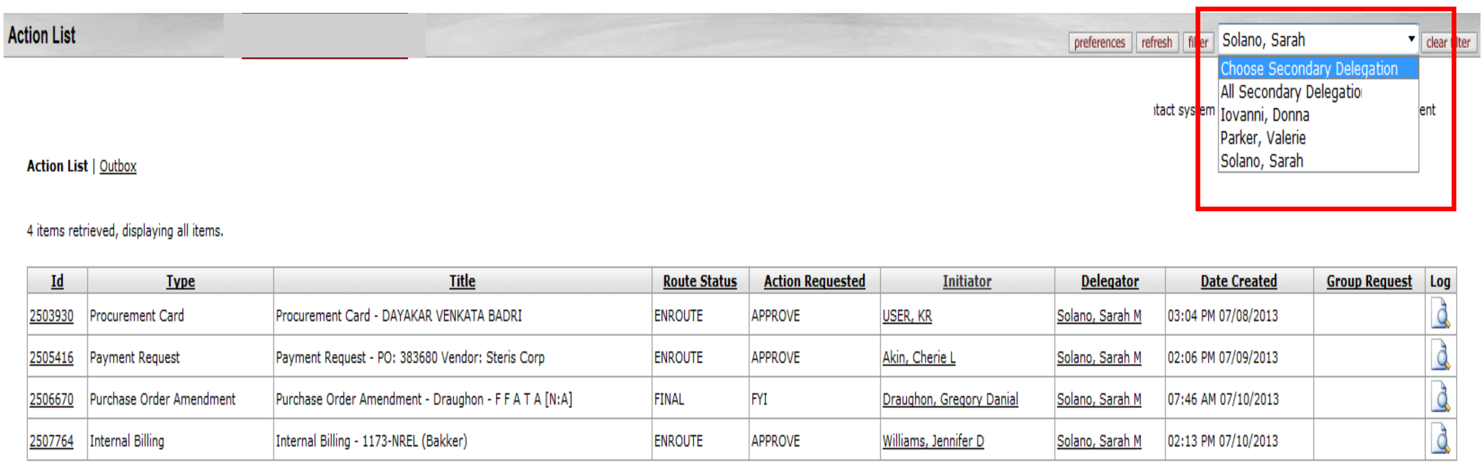
How Account Delegates Work:

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 delegate options in Kuali; Secondary and Primary.

Secondary Delegation:

All delegates should be set up using this option. 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:

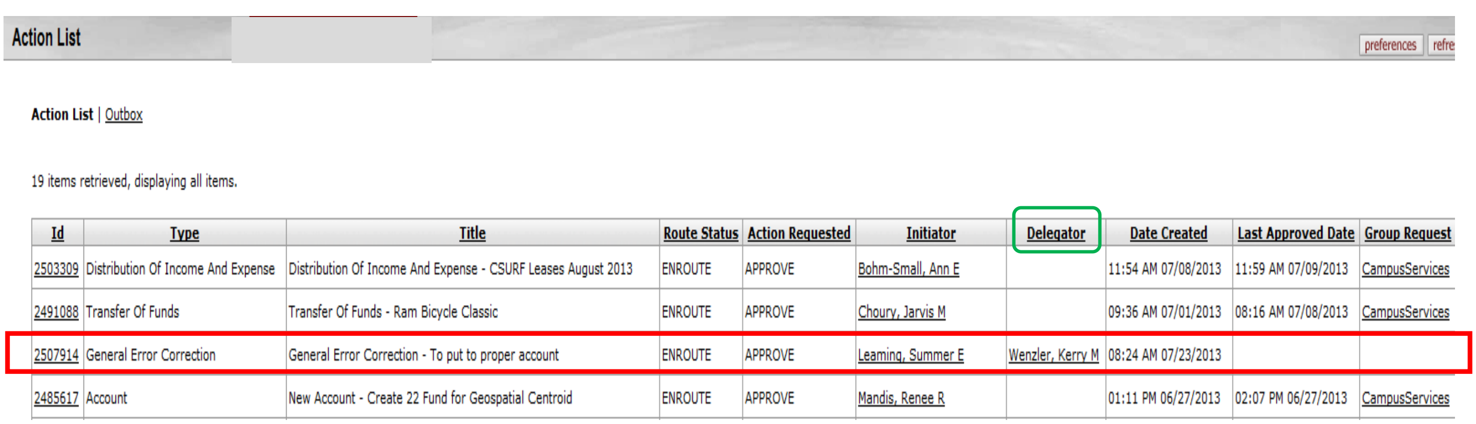


Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
2503930	Procurement Card	Procurement Card - DAYAKAR VENKATA BADRI	ENROUTE	APPROVE	USER, KR	Solano, Sarah M	03:04 PM 07/08/2013		
2505416	Payment Request	Payment Request - PO: 383680 Vendor: Steris Corp	ENROUTE	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:

Primary delegate is not recommended. When a primary delegation is set up, the fiscal officer's documents appear in the action list of the primary delegate, so there is no separation between action lists. It has also been determined that the primary delegation causes action list viewing issues for the fiscal officer. It is highly recommended to never use primary delegation.



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

Who can be an Account Delegate:

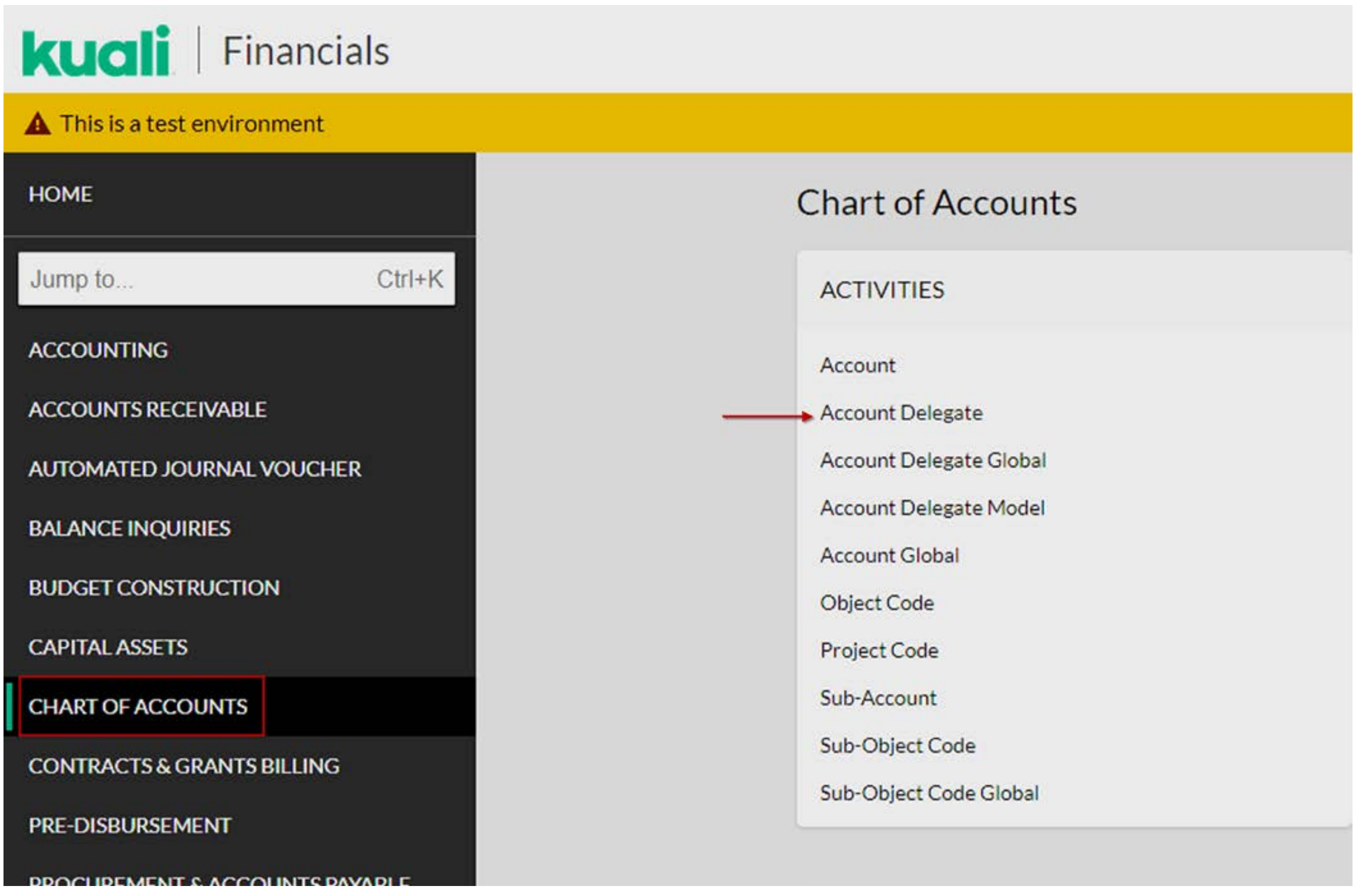
It is recommended that a delegate be someone who understands how the account works. This can be anyone within the department, other than the account supervisor that is listed on that specific account. This is due to a separation of duties rule which states that an account supervisor is not allowed to 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:

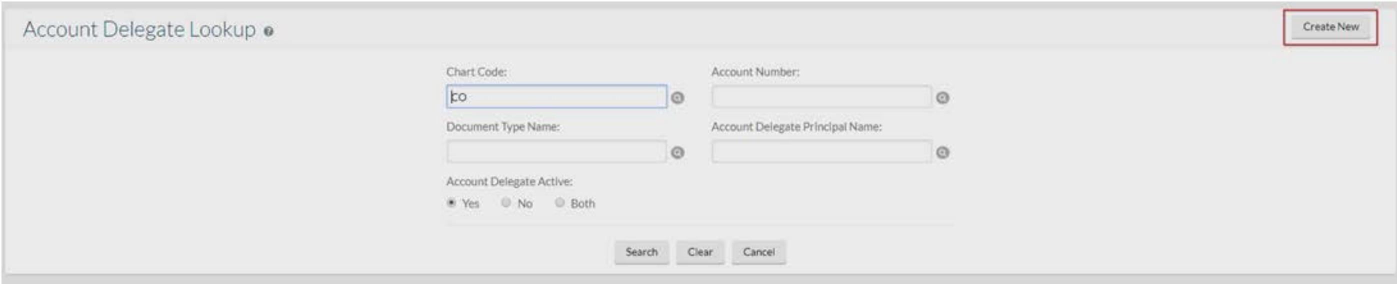
Several accounts can be delegated at once using the 'Account Delegate Global' option. But, keep in mind that in order to remove a delegation, each account must be done individually to inactive the delegate.

Account Delegate Document:

To set up an account delegate on a single account click on "Account Delegate" on Chart of Accounts Activities:



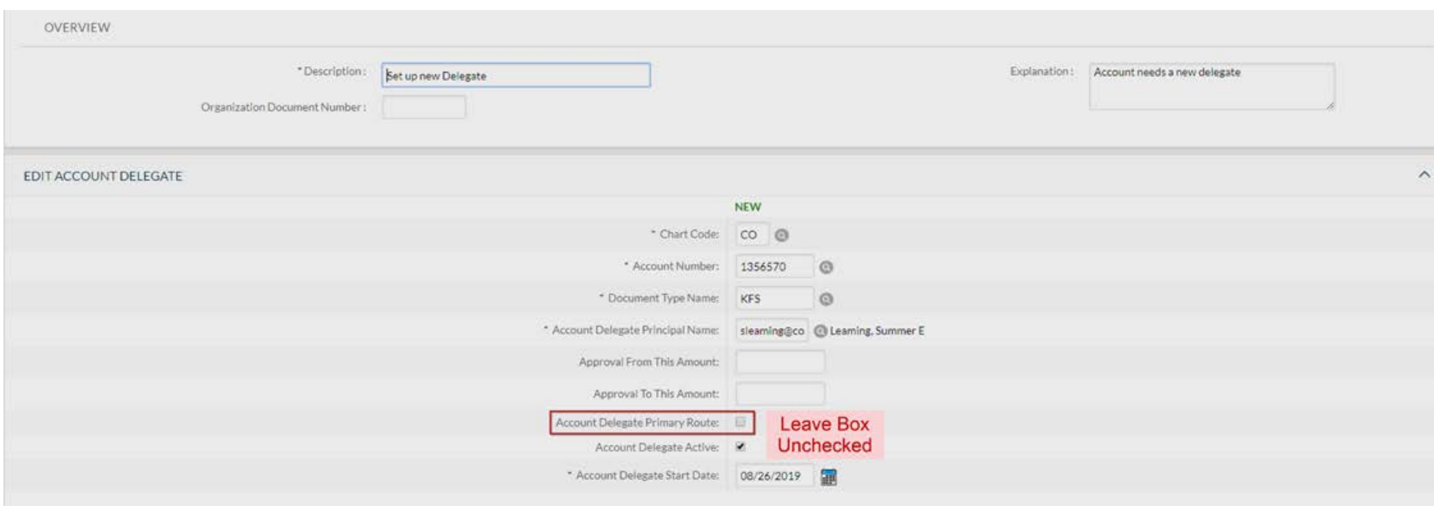
In the Account Delegate Lookup Screen you can search existing accounts for delegates, or create a new account delegate. To create a new delegate, on the far right side, click on the gray button that says "Create New" (shown on the next page).



The Account Delegate screen opens. Below is an explanation of what each section means.

- The Chart Code will be dependent on the chart code the account is under. Usually this is 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 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 does 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 should not be checked. Leave the box unchecked so a Secondary Delegate, will be set up.
- 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.

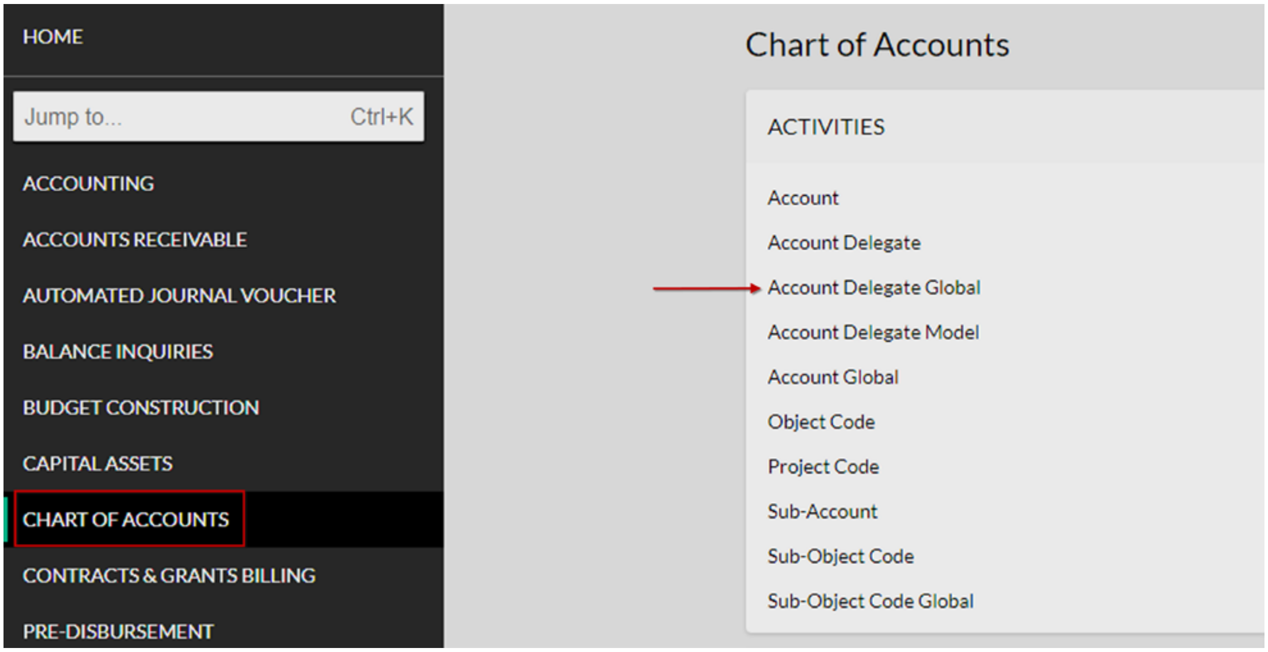
See the example below, for a secondary delegate for account 1356570.



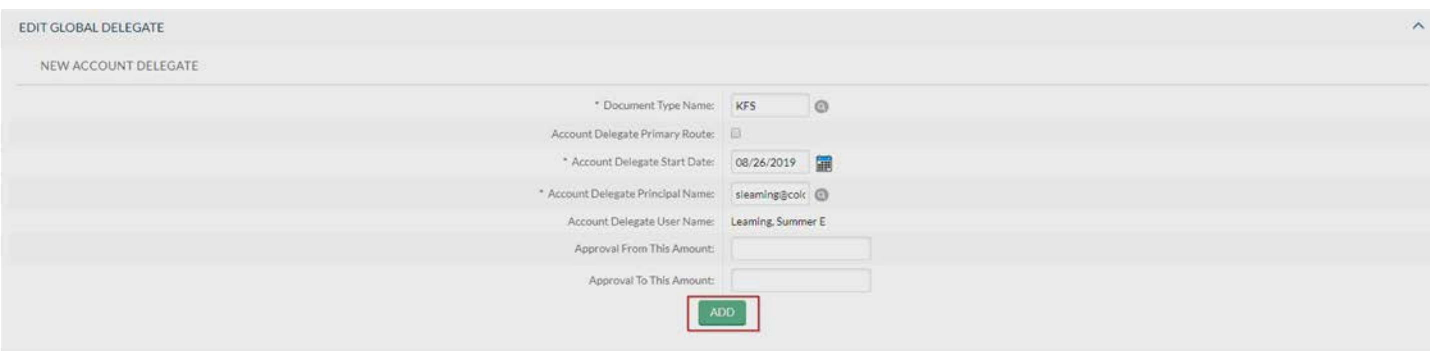
With the information entered as shown above, the delegate will have authority to approve all KFS transactions (KFS) after this document is “Final”.

Account Delegate Global Document:

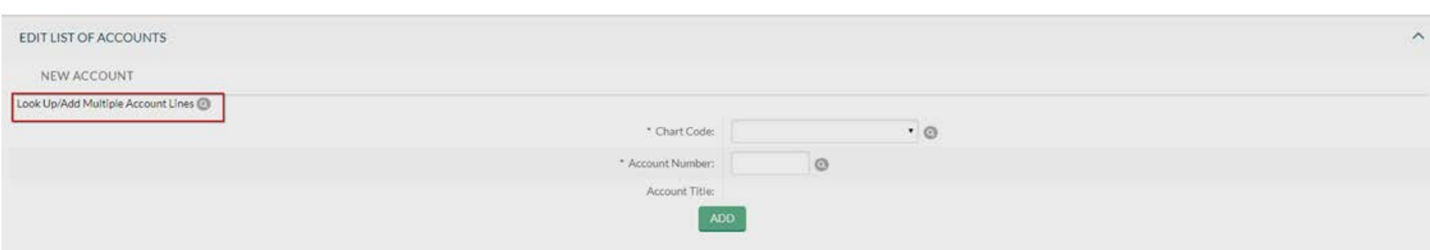
To set up an account delegate for several accounts at one time click on “Account Delegate Global” in Chart of Accounts Activities:



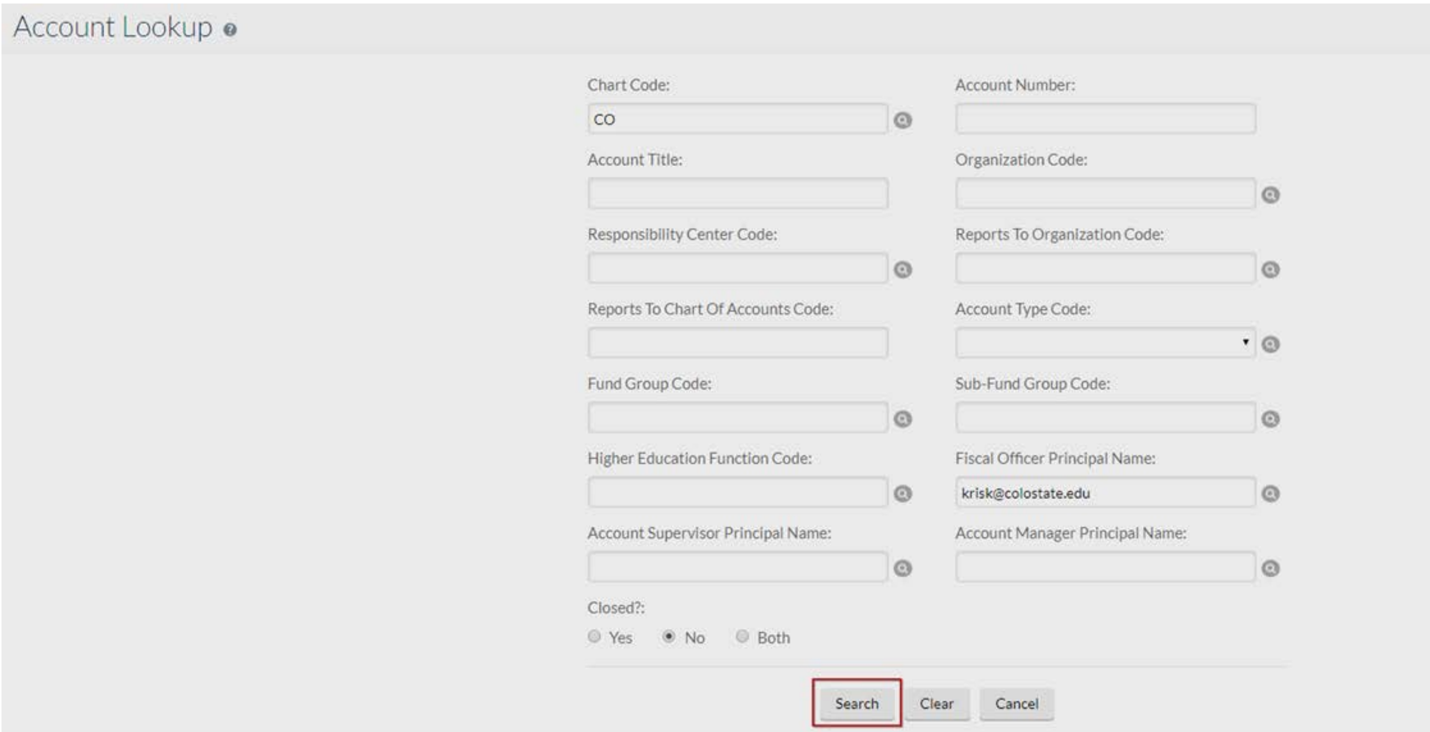
The only difference with the Account Global document is the ‘Edit List of Accounts’ section. This section allows you to add multiple accounts to a delegate, rather than just one. Make sure to click the “Add” button. For example, we want to make a Secondary Delegate for all accounts a person is the fiscal officer on. We would fill out as shown below. You can add multiple account delegates into the screen by inputing the delegate and clicking the “Add” button.



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



This opens 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):



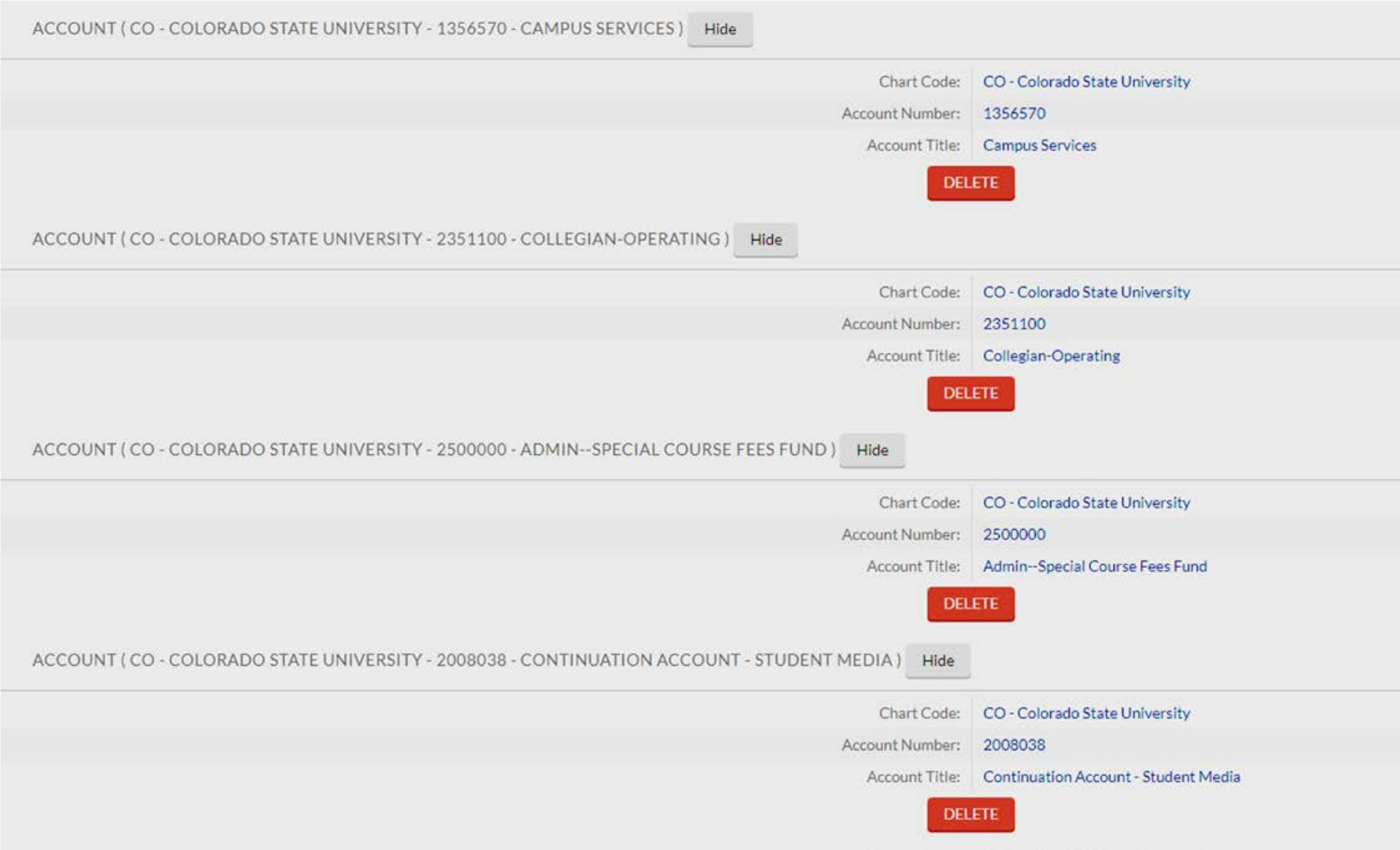
The search shows that this person is the Fiscal Officer on 4 accounts (see below). If you wanted to select only one or two of the accounts, you would check the appropriate boxes in the "Select?" column next to the appropriate accounts. In this case we want to select all four accounts, so click the button "Select All From This Page", and then click "Return Selected".

Select All From All Pages | Deselect All From All Pages | Select All From This Page | Deselect All From This Page | Return Selected

Select?	Chart Code	Account Number	Account Title	Organization Code	Responsibility Center Code	Reports To Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code	Higher Education Function Code	Fiscal Officer Name	Account Manager Name	Account Supervisor Name	Account Create Date	Account Expiration Date	Closed?
☐	CO	1356570	Campus Services	6003	OA	OA	NA	A	EG	ISBW	King, Kristine Anna	King, Kristine Anna	Ryan, David Patrick	07/01/2009		No
☐	CO	2008038	Continuation Account - Student Media	8038	V3	V3	DS	B	SUSPEN	ISD4	King, Kristine Anna	King, Kristine Anna	Ryan, David Patrick	06/22/2009		No
☐	CO	2351100	Collegian-Operating	8038	V3	V3	NA	B	STUORG	SSAH	King, Kristine Anna	King, Kristine Anna	Ryan, David Patrick	07/01/2009		No
☐	CO	2500000	Admin--Special Course Fees Fund	6995	XA	XA	CF	A	COURSE	INAA	King, Kristine Anna	King, Kristine Anna	Ryan, David Patrick	07/01/2009		No

Select All From All Pages | Deselect All From All Pages | Select All From This Page | Deselect All From This Page | Return Selected

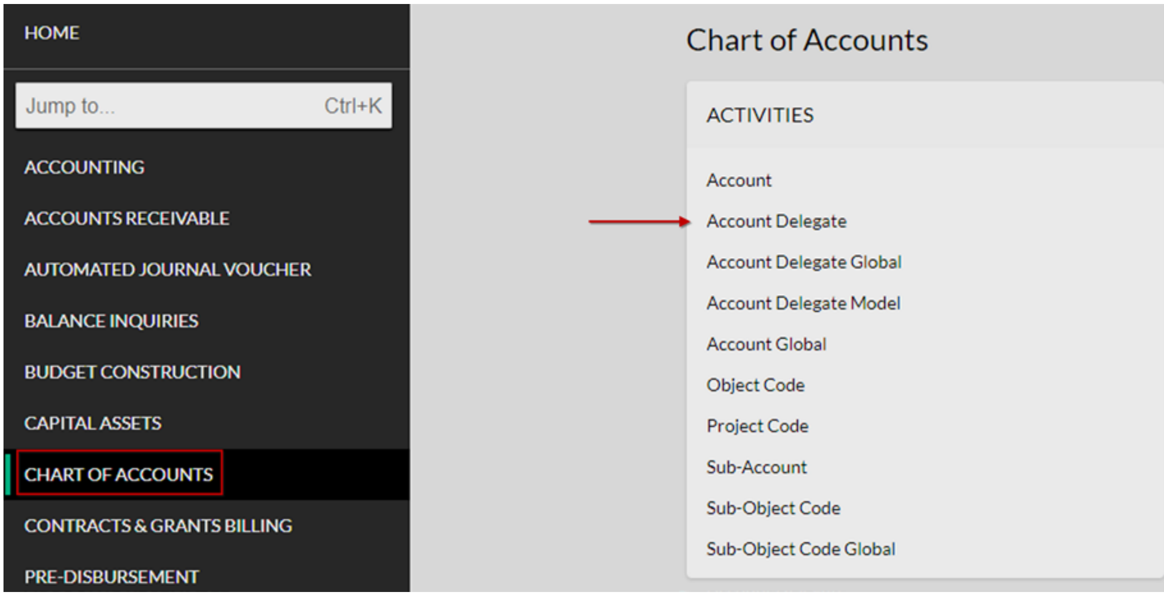
This will auto populate the information for the 4 selected accounts in the Account Delegate Global Screen as shown on the next page:



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

How to Deactivate an Account Delegate:

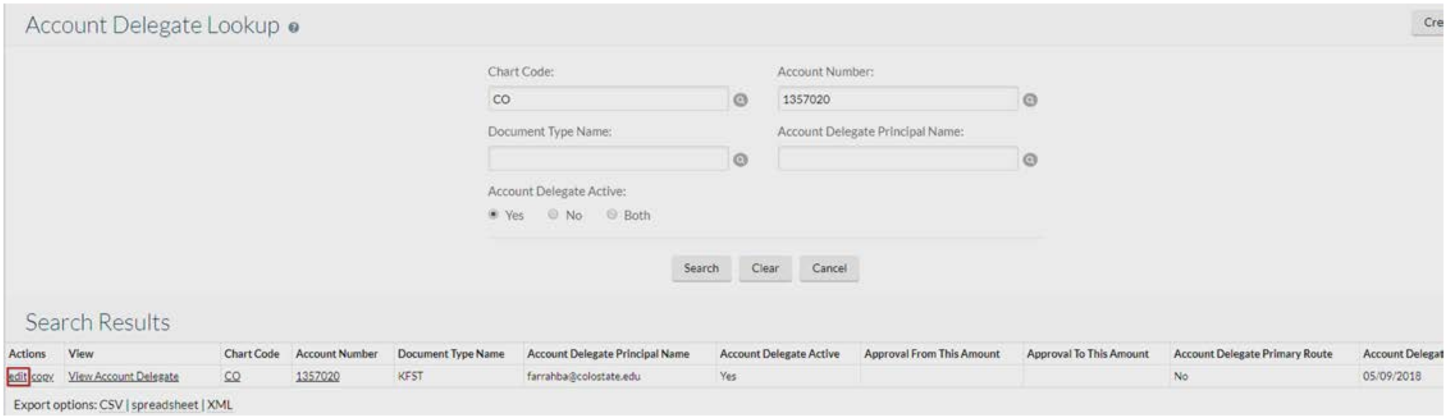
As was briefly stated above, in order to deactivate an account delegate it must be done one account at a time. In the example below, we want to deactivate the account delegate for account 1357020. Click on "Account Delegate" in Chart of Accounts Activities.



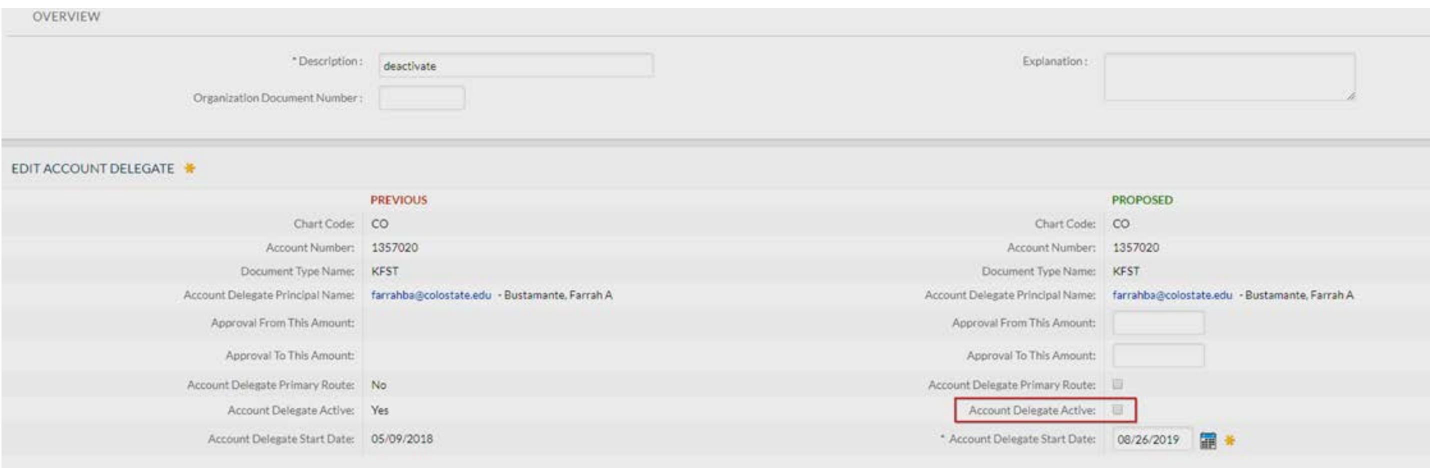
The Account Delegate Lookup screen opens and you can enter the account number you want to change.

> 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 1357020.



To deactivate the account delegate, click on the "Edit" button in the Actions column to open Account Delegate screen. Input the Description and Explanation, and then uncheck the "Account Delegate Active" button:



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

Document Types (that can be delegated):

Below are the most common Document Types to use in a delegate document.

> **KFS:** Gives access to approve all documents the Fiscal Officer can approve (financial related and account related).

> **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/Depts/Campus_Svcs.aspx.