UNIVERSITY OF HAWAII

Account Delegate Global
User Guide

Fiscal Services Office

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Account Delegate Global

The Account Delegate Global (GDLG) document allows you to create/change delegates for single or multiple eDoc types on one or more accounts simultaneously on a single document. Delegation to a specific account can be set up by document type and may also be limited based on the dollar amount of the document. It replaces all existing delegation on an account. Unlike the other global documents, you may initiate it by entering all information in yourself or by populating the document from a model that was created. Although the use of a model document is not a requirement, it is a convenient way of initiating the GDLG document when you have many delegates to define. We currently do not have an Account Delegate Global From Model User Guide, a link will be provided when completed.

Account Delegates are Kuali Financial System (KFS) users that are authorized under certain circumstances to take workflow actions on a document in the place of an account's Fiscal Administrator/Fiscal Officer (FA/FO). An authorized delegate can take any action that is available to a FA/FO, including the ability to approve and disapprove transactions. Refer to AP 8.025 Fiscal Responsibilities within the University for a description of the FA/FO responsibilities. By taking the system actions for the FA/FO, the Account Delegate must follow the same fiscal responsibilities.

Account delegation is specific to an account and a document type and may also be limited based on the dollar amount of the document. Delegates are not automatically established when an account is created. Delegation only allows a user to approve on behalf of the FA/FO when a document is at the account routing level. If for example, a document is routed to an account's FA/FO as part of Organization Review or Ad Hoc Routing, the Delegate would not be authorized to approve that action request.

There are two types of delegates that can be established: primary and secondary.

Documents route directly to a Primary Delegate's action list. These documents do not appear in the FA/FO's action list unless the FA/FO applies a special filter to their action list allowing them to view the documents routed to the Primary Delegate.

Documents do not route directly to a Secondary Delegate's action list. Instead, the documents route to the FA/FO's action list (or the Primary Delegate, if applicable) and the Secondary Delegate must apply a special filter to their action list to see and take action on these documents.

For more information about how to configure the action list for secondary delegate setup, please refer to the Overview and Introduction User Guide.

Account Delegate Global Business Rules

A GDLG eDoc must have at least one account selected on the Edit List of Accounts tab.

Account Delegate Start Date must be greater than or equal to the current date.

GDLG eDoc replaces all existing delegation(s) on an account.
Account Delegate Global Workflow

The GDLG eDoc may be initiated by any KFS user, but the document will route to the Campus Chart Manager for the chart represented in the accounts being modified, and then the University Chart Manager for approval. Note: This document does not route to the FA/FO; after it is approved an FYI is sent to the FA/FO. The following diagram illustrates the general workflow of the GDLG eDoc, including applicable KFS roles in the routing cycle and processing requirements of each.

Searching for an Account Delegate

The first step in creating an Account Delegate Global eDoc is to determine whether or not the Account Delegate exists or if there are other delegations for the Chart Code-Account Number in the KFS Account Delegate table. We recommend that you do a search using the Account Delegate Lookup to confirm the delegate(s) you wish to add does not already exist, and identify any existing active delegations that could be overridden by the GDLG eDoc. When you select Account Delegate from the Main Menu, the Account Delegate Lookup screen is displayed.

The Account Delegate Lookup screen enables you to search for existing Account Delegates. The search may be based on several criteria, both individually or simultaneously.

If you only need to update an existing delegation, use the “edit” feature from the Account Delegate Lookup screen.

For more information about how to edit an existing Account Delegation, please refer to the Account Delegates User Guide.
In the Account Delegate Lookup screen, you may search for existing Account Delegates using the following criteria:

- **Chart Code** - Enter the chart code associated with the account number for which authority is being delegated or search using the Chart lookup. Default chart code is based on the initiator’s primary department chart code.

- **Account Number** - Enter the account number for which authority is being delegated or search using the Account lookup.

- **Document Type Name** – Enter the document type code for the KFS transaction for which authority is being delegated, or search using the Document Type lookup. The higher on the document type hierarchy the code is the more access the user will have.

- **Account Delegate Principal Name** - Enter the user ID of the person to which authority is being delegated, or search using the Person lookup.

- **Active Indicator** - Use this field to limit your search to view only active Account Delegates, only inactive Account Delegates, or both active and inactive Account Delegates.

- Click “Search” button.
Creating an Account Delegate Global

To create a GDLG eDoc, go to the Main Menu, Lookup and Maintenance, Chart of Accounts and select Account Delegate Global.

The GDLG eDoc contains the standard document header, 6 tabs, and 5 action buttons.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.
Global Delegate tab definition

- **Document Type Name** – *(Required)* Enter the document type code for the KFS transaction for which authority is being delegated, or search using the Document Type lookup. The higher on the document type hierarchy the code is the more access the user will have. For example, the Financial Processing Transactional Document (FP) is the parent of several child eDocs, including the Disbursement Voucher (DV), Distribution of Income and Expense (DI), and General Error Correction (GEC) eDoc, etc. The hierarchical document structure means that you can set up Delegates at different levels. For example, if you set up a Delegate for Disbursement Voucher (DV), the Delegate will only be able to approve Disbursement Vouchers. But, if you set up a Delegate for Financial Processing Transaction Documents (FP), then the Delegate will be able to approve Disbursement Voucher (DV), Distribution of Income and Expense (DI), and General Error Correction (GEC) eDocs, and all FP child document types. The most commonly used Document Type is “KFS,” this authorizes the Delegate under certain circumstances to take workflow actions on all KFS document in the place of the account's FA/FO. For a complete list of Document Types, refer to the Document Type Matrix.

- **Account Delegate Primary Route** – *(Optional)* Select the check box to set up the person as a primary delegate who receives documents directly in their action list. If this check box is not selected, it indicates the person is a secondary delegate and has to use a filter in their action list to see documents they are authorized to approve.

- **Account Delegate Start Date** – *(Required)* Enter the date on which the delegation is to become effective. The system will default this date to the current date.

- **Account Delegate Principal Name** – *(Required)* Enter the user ID of the person to which authority is being delegated, or search using the Person lookup.

- **Approval From This Amount** – *(Optional)* Enter the minimum dollar amount of a transaction for which the delegate is authorized. Note that not all KFS documents have a dollar amount associated with them. For example, if a delegate is established with a From amount of $1,000 then a transaction for $500 is not eligible for the delegate's action.

- **Approval To This Amount** – *(Optional)* Enter the maximum dollar amount of a transaction for which the delegate is authorized. For example, if a delegate is established with a To amount of $1,000, a transaction for $1,500 is not eligible for the delegate's action. If both From Amount and To Amount are set to '0.00' or left blank, then the delegate is authorized to take action on the designated documents(s) without any dollar limit. The value of zero or left blank in this field represents no dollar limit.

- **After clicking the “add” button you can add another delegation.**
Edit List of Accounts Tab

List of Accounts tab definition
- **Chart Code** – *(Required)* Enter the chart code associated with the account number for which authority is being delegated or search using the Chart lookup.
- **Account Number** – *(Required)* Enter the account number for which authority is being delegated or search using the Account lookup.

Adding One Account at a Time

To add accounts one at a time, complete the Chart Code and Account Number fields then click the “add” button.

To complete these fields you can either enter the Chart Code and Account Number information directly or use the lookup beside each of the fields to search for and select the correct Chart Code and / or Account Number. Be sure to click the “add” button after you have completed these two fields.

Repeat the process to add more accounts.

Accounts that have been added can also be deleted by clicking on the delete button.

See example of “delete” button below.

Adding Multiple Accounts

You can add multiple accounts all at once by selecting them in bulk using the Look Up / Add Multiple Account Lines option.

Click the magnifying glass icon beside Lookup/Add Multiple Account Lines.
Enter all applicable account information in the appropriate fields or desired search parameters (criteria) on the Account Lookup screen and click the “search” button.

The accounts that meet the search criteria will be displayed.

After the results are returned, select check boxes to choose the accounts to be changed or updated by clicking the checkbox in the “Select?” column.
When selecting the accounts, the options are:

- “select all from all pages” which will select all the accounts returned in the search,
- “deselect all from all pages” will clear any selected or checked accounts,
- “select all from this page” will select the accounts listed in the page being viewed,
- “deselect all from this page” will clear any selected accounts from the page being viewed.

Once all of the accounts you want to update have been selected, click the “return selected” button.

All of the accounts selected will display on the Edit List of Accounts tab. If any were selected in error, simply click the “delete” button for that account.

If more accounts are to be added you can add one account at a time in the New Account section or use the Look Up / Add Multiple Account Lines option again.

Click the “submit” button to route the GDLG for Campus Chart Manager and University Chart Manager for approval.

Once the eDoc is approved an FYI is sent to the Fiscal Administrator assigned to each account.
Account Delegate Global Replaces Existing Delegation

The Account Delegate Global document replaces all existing delegation(s) for an account instead of updating the existing delegation(s). The following examples illustrate how the Account Delegate Global Document replaces existing delegations.

On the Account Delegate Lookup, the following fields were entered as search criteria: Chart Code “SW,” Account Number “6650002,” the default setting “Yes” for active Account Delegates only.

After clicking on the “search” button, 2 active account delegates were retrieved, kokik and lexiek.

The department wanted to add etaoame (Taomae, Erica) as an additional account delegate therefore GDLG eDoc 5196961 was finalized with etaoame’s account delegate information in the Edit Global Delegate tab.
After GDLG 5196961 was finalized, a search for both active and inactive account delegates for SW 6650002 returned search results with only etaomae as an active account delegate (Account Delegate Active=Yes) and the previously active account delegates kokik and lexiek were now inactive (Account Delegate Active=No). GDLG eDoc number 5196961 replaced all existing active delegations on account SW 6650002 with etaomae, Account Delegate Start Date=11/14/2019.

The following GDLG eDoc 5197149 is an example of how the Account Delegate Global should have been done to add etaomae as an additional account delegate instead of replacing the 2 current delegates. It’s also an example of how to “fix” the previous incorrect GDLG 5196961.
In order to create active account delegations for kokik, etaomae and lexiek for SW 6650002, GDLG 5197149 was finalized with the respective delegation information for all 3 delegates in the Edit Global Delegate tab.
After GDLG 5197149 was finalized, the Account Delegate Lookup reflects the reinstatement of the two previous active secondary delegates (kokik and lexiek) and new active primary delegate etaomae, all with Account Delegate Start Dates=11/21/2019. GDLG eDoc number 5197149 replaced all existing delegations on account SW 6650002.

**Account Delegate Global Final Notes**

The GDLG eDoc may be used to change delegations on multiple accounts. However, it will replace all existing delegations on those accounts, so ensure that it includes any existing delegations that should be retained (not only the new ones).

GDLG eDoc only supports accounts on the same chart.

Delegations of lower level document types override higher ones. If a lower delegation exists for the same account, then the document will only route to the lowest level delegation.

The GDLG changes will not affect routing for eDocs that were already routed for approval prior to the GDLG being fully approved. If routing for an existing eDoc needs to be updated in order for a delegate to take action, submit a **KFS Trouble Ticket** to request a re-queue of the eDoc.

Submit a trouble ticket by either clicking **Help Resources** in the upper right hand corner of the KFS screen or go to **https://www.hawaii.edu/kualifinancial/feedbackForm.php**.
Example 1: Create an Account Delegate Global with Multiple Delegates

Mason Kuo needed to establish secondary account delegates and a primary account delegate for account HI 2303341 and HI 2303342 to cover all KFS documents for any dollar amount. Keri Ann Tomita was added as the primary account delegate and 6 others were added as secondary account delegates. GDLG eDoc number 5187090 was processed to create the delegations.
Document Header

- **Doc Nbr**: 5187090 - KFS generated document number.
- **Status**: FINAL - eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator**: mkuo - UH username of person initiating the eDoc.
- **Created**: 07:25 AM 10/30/2019 - Time and Date eDoc was initiated.

Document Overview tab

- **Description**: Starts with the 3 digit Fiscal Office Code of 056 followed by a brief description of the transaction.
- **Explanation**: Includes a more detailed description of the transaction.

### Edit Global Account Delegate tab

- **Document Type**: KFS was entered since it is the parent document type for all KFS documents.
- **Account Delegate Primary Route**: Since the delegation is a secondary delegation, this field was left unchecked (i.e., No).
- **Account Delegate Principal Name**: The principal name (cmasanda) for the delegate was entered.
- **Approval From This Amount**: This field was left blank since the delegation is unrestricted.
- **Approval To This Amount**: This field was left blank since the delegation is unrestricted.

### Account Delegate tab

- **Document Type**: KFS was entered since it is the parent document type for all KFS documents.
- **Account Delegate Primary Route**: Since the delegation is a primary delegation, this field was checked (i.e., Yes).
- **Account Delegate Principal Name**: The principal name (kat) for the delegate was entered.
- **Approval From This Amount**: This field was left blank since the delegation is unrestricted.
- **Approval To This Amount**: This field was left blank since the delegation is unrestricted.

Note: Secondary delegation information for: terilynk (Kubo, Terilyn), lhart (Hart, Lydia), sssumida (Sumida, Sang), ansono (Ohara, Anson), and hallj (Hall, Janice) were also included.
Edit List of Accounts tab

- **Chart Code**: Chart Code (HI) for the account was entered.
- **Account Number**: Account Number (2303341) for the delegation was entered.
- **Chart Code**: Chart Code (HI) for the account was entered.
- **Account Number**: Account Number (2303342) for the delegation was entered.

Route Log tab

- **ID**: 5187090 - KFS generated GDLG document number.
  - **Route Status**: FINAL - eDoc is fully approved, no pending approval or acknowledgement requests.
    - **Finalized**: 07:34 AM 10/30/2019 - Time and Date eDoc reached FINAL status.

- **Actions Taken**
  - **COMPLETED**: Taken By Kuo, Mason (HI Chart Manager), Time/Date 07:27 AM 10/30/2019 - Time and Date Initiator submitted the GDLG.
  - **APPROVED**: Taken By Lui, Patricia, Time/Date 07:34 AM 10/30/2019 - Time and Date University Chart Manager approved the GDLG.

**Note**: Because the Initiator is also the Campus Chart Manager for the accounts, the Campus Chart Manager approval was done on the submission of the GDLG.
The Account Delegate Lookup for HI 2303341 after GDLG 5187090 was finalized reflects Keri Ann Tomita (kat) as the primary account delegate and 6 others as secondary delegates, all with Account Delegate Start Date=10/30/2019.

Example 2: Create an Account Delegate Global with Multiple Accounts

GDLG eDoc number 4980266 was processed by Cheryl Reeser on 09/16/2019 to establish secondary account delegates for MU 6108490.
Subsequently, Cheryl Reeser needed to add cotyluke as an additional secondary account delegate for account MU 6108490 and add all 3 delegates mlebron, cotyluke and deniceg to other accounts to cover all KFS documents for any dollar amount.

If Cheryl only needed to add cotyluke as an additional delegate to the one account MU 6108490, the “copy” or “create new” feature in the Account Delegate Lookup could be used.

Since cotyluke, mlebron, and deniceg needed to be secondary delegates for MU 6108490 and 99 other accounts, GDLG eDoc number 5017965 was Finalized to add the 3 delegates to multiple accounts including MU 6108490.
Document Overview tab
- **Description**: Starts with the 3 digit Fiscal Office Code of 125 followed by a brief description of the transaction.
- **Explanation**: Includes a more detailed description of the transaction.
Edit Global Account Delegate tab

- **Document Type:** KFS was entered since it is the parent document type for all KFS documents.
- **Account Delegate Primary Route:** Since the delegation is a secondary delegation, this field was left unchecked (i.e., No).
- **Account Delegate Principal Name:** The principal name (mlebron) for the delegate was entered.
- **Approval From This Amount:** This field was left blank since the delegation is unrestricted.
- **Approval To This Amount:** This field was left blank since the delegation is unrestricted.

- **Document Type:** KFS was entered since it is the parent document type for all KFS documents.
- **Account Delegate Primary Route:** Since the delegation is a secondary delegation, this field was left unchecked (i.e., No).
- **Account Delegate Principal Name:** The principal name (cotyluke) for the delegate was entered.
- **Approval From This Amount:** This field was left blank since the delegation is unrestricted.
- **Approval To This Amount:** This field was left blank since the delegation is unrestricted.

- **Document Type:** KFS was entered since it is the parent document type for all KFS documents.
- **Account Delegate Primary Route:** Since the delegation is a secondary delegation, this field was left unchecked (i.e., No).
- **Account Delegate Principal Name:** The principal name (deniceg) for the delegate was entered.
- **Approval From This Amount:** This field was left blank since the delegation is unrestricted.
- **Approval To This Amount:** This field was left blank since the delegation is unrestricted.
Edit List of Accounts tab
Using the Look Up/Add Multiple Account Lines option, 100 accounts, including the following Chart Codes and Account Numbers were selected and returned:

- **Chart Code**: Chart Code (MU) for the account was selected.
- **Account Number**: Account Number (2302308) for the delegation was selected.
- **Chart Code**: Chart Code (MU) for the account was selected.
- **Account Number**: Account Number (6108490) for the delegation was selected.

Route Log tab
• **ID: 5017965**- KFS generated GDLG document number.
  o **Route Status:** FINAL - eDoc is fully approved, no pending approval or acknowledgement requests.
  Finalized: 09:05 AM 09/25/2019 - Time and Date eDoc reached FINAL status.

• **Actions Taken**
  o **COMPLETED:** Taken By Reeser, Cheryl, Time/Date 10:58 AM 09/24/2019 - Time and Date Initiator submitted the GDLG.
  o **APPROVED:** Taken By Tsuhako, Lisa (MU Chart Manger), Time/Date 09:01 AM 09/25/2019 - Time and Date Campus Chart Manger approved the GDLG.
  o **APPROVED:** Taken By Lui, Patricia (University Chart Manger), Time/Date 09:05 AM 09/25/2019 - Time and Date University Chart Manger approved the GDLG.

The Account Delegate Lookup for MU 6108490 after GDLG 5017965 was finalized indicates that the 2 previous secondary delegations for MU 6108490 were replaced with the secondary delegations for mlebron, cotyluke and deniceg, Account Delegate Start Date=09/24/2019.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).