UNIVERSITY OF HAWAII

Account Delegate

User Guide

Fiscal Services Office

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Account Delegate

The Account Delegate (ADEL) document is used to establish new Account Delegates or to copy/edit existing Account Delegates. 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 power 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 Business Rules

An ADEL eDoc establishing a Primary Delegate cannot be submitted if a Primary Delegate already exists for the account and document type.

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

The ADEL eDoc comes with a global document and model document options. The global document allows you to make certain changes to a group of accounts at once whereas the model option allows you to make a template for a group of global documents.
Account Delegate Workflow

The ADEL eDoc may be initiated by any KFS user, the document routes for account level approval to the FA/FO based on the account on the document. The ADEL eDoc also routes for Organization Review (if established) based on the organization associated with the account on the document. The following diagram illustrates the general workflow of the ADEL eDoc, including applicable KFS roles in the routing cycle and processing requirements of each.
Searching for an Account Delegate

The first step in creating a new Account Delegate is to determine whether or not the Account Delegate exists in the KFS Account Delegate table. We recommend that you do a search to see if there is any active or inactive Account Delegation(s) that has been already created for your Chart Code-Account Number. 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.

Use the “edit” feature to update an existing delegation. The “copy” feature can be used to duplicate an existing delegation.

In the Account Delegate Lookup screen, you may search for existing Account Delegate using the following criteria:

- **Chart Code** - Enter the chart code associated with the account number for which authority is being delegated or search for it from 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 for it from the Account lookup.

- **Document Type Name** – Enter the document type code for the KFS transaction for which authority is being delegated, or search for it from 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 for it from the Person lookup.

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

- **Click Search button.**
Creating an Account Delegate

To create an ADEL eDoc, go to the Main Menu, Lookup and Maintenance, Chart of Accounts and select Account Delegate.

Click the “create new” button in the upper right hand corner of the “Account Delegate Lookup” page to create a new account delegate.

The ADEL eDoc contains the standard document header, 5 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.
Edit Account Delegate Tab

Account Delegate tab definition

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

- **Account Number** – *(Required)* Enter the account number for which authority is being delegated or search for it from the Account lookup.

- **Document Type Name** – *(Required)* Enter the document type code for the KFS transaction for which authority is being delegated, or search for it from 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. For a complete list of Document Types, refer to the [Document Type Matrix](#).

- **Account Delegate Principal Name** – *(Required)* Enter the user ID of the person to which authority is being delegated, or search for it from 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 infinity.

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

- **Account Delegate Active** – *(Optional)* Select the check box if the delegate is active and can take action on authorized documents. Clear the check box to inactivate an existing delegate. The default is the delegation is active and the check box is selected.

- **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.
Editing an Existing Account Delegate

From the Account Delegate lookup search results, you can “edit” or “copy” an existing delegation. Note that the Account Delegate Lookup default setting is for active Account Delegates.

On the Account Delegate Lookup, the following fields were entered as search criteria: Chart Code “SW,” Account Number “6650*,” Account Delegate Active “Both.”

From the Account Delegate Lookup search results screen’s Actions column, select the “edit” option. You should see the screen below. When the “edit” link is clicked, KFS will show the delegate’s “old” and “new” information side-by-side, only selected fields are editable.
For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

In the following example, an existing delegation was re-activated and the delegation amount was limited to $1,000.

![Edit Account Delegate tab](image)

**Edit Account Delegate tab**

- **Approval From This Amount:** This field was set to $0 since there is no minimum value for this delegation.
- **Approval To This Amount:** This field was set to $1,000 since the delegation is limited to eDoc under $1,000.
- **Account Delegate Primary Route:** Since the delegation is a secondary delegation, this field was left unchecked (i.e., No).
- **Account Delegate Active:** The Delegation is currently inactive, this field is unchecked (No). The delegation is being activated so this field was checked (Yes).
- **Account Delegate Start Date:** The effective date for the delegation was entered. The default current date was used.

The resulting updated delegation is displayed below.

![Account Delegate Lookup](image)
Copying an Existing Account Delegate

On the Account Delegate Lookup, the following fields were entered as search criteria: Chart Code “SW,” Account Number “6650*,” Account Delegate Active “Both.”

![Account Delegate Lookup](image)

From the Account Delegate Lookup search results screen’s Actions column, select the “copy” option. You should see the screen below. When the “copy” link is clicked, KFS will show the delegate’s “original” and the “new copy” information side-by-side. Note: The only fields that are copied are the Approval From This Amount and Approve To This Amount.

![Account Delegate](image)

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.
In the following example, an existing delegation was copied and established for a secondary delegation for the SSBA document type for documents with total dollar amount between $1 and $100.

Edit Account Delegate tab

- **Chart Code**: Chart Code (SW) for the account was entered.
- **Account Number**: Account Number (6650002) for the delegation was entered.
- **Document Type**: SSBA was entered KFS document type.
- **Account Delegate Principal Name**: The principal name (hiyoto) for the delegate was entered.
- **Approval From This Amount**: This field was set to $1 since the delegation is limited to SSBA eDoc type with positive document totals.
- **Approval To This Amount**: This field was set to $100 since the delegation is limited to SSBA eDoc type under $100.
- **Account Delegate Primary Route**: Since the delegation is a secondary delegation, this field was left unchecked (i.e., No).
- **Account Delegate Active**: The default for this field is checked (Yes). The delegation is being added so this field was left checked (Yes).
- **Account Delegate Start Date**: The effective date for the delegation was entered. The default current date was used.

The resulting updated delegation is displayed below.
Creating an Account Delegate, System Error

On the Account Delegate Lookup, the following fields were entered as search criteria: Chart Code “SW,” Account Number “6650,” the default setting “Yes” or active Account Delegate only.

Since there is no Account Delegation for adriene4 (Yafuso, Adriene), a “create new” ADEL eDoc is generated. But when the “save” button is selected, the system returns an error message: “This document cannot be Saved or Routed because a record with the same primary key already exists.”

This error message indicates that a delegation with the same Chart Code, Account Number, Document Type and Account Delegate Principal Name exists. An inactive Account Delegation for adriene4 already exists in the system. Searching using the “Both” selection for the Account Delegate Active indicator returns the inactive record.
The “create” Account Delegation eDoc will need to be cancelled and an “edit” Account Delegate for adriene4 will have to be generated to update the delegation and reactivate it.

**Account Delegate Final Notes**

If an account delegation was created after the eDoc was routed for approval, the eDoc’s routing needs to be updated in order for the delegate to take action. Submit a KFS trouble ticket to request a requeue of the eDoc.

Submit a trouble ticket by clicking on the Help Resources in the upper right hand corner of the KFS screen.
Account Delegate Examples

Create an Account Delegate

Avis Lam needed to establish a secondary account delegate for account number MA 4504538 to cover all KFS documents for any dollar amount. ADEL eDoc number 4713891 was processed to create the delegation.

![Account Delegate Example](image)

**Document Header**
- **Doc Nbr:** 4713891-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** avislam-UH username of person initiating the eDoc.
- **Created:** 09:11 AM 07/08/2019-Time and Date eDoc was initiated.

**Document Overview tab**
- **Description:** Starts with the 3 digit Fiscal Office Code of 187 followed by a brief description of the transaction.
- **Explanation:** Includes a more detailed description of the transaction.

**Edit Account Delegate tab**
- **Chart Code:** Chart Code (MA) for the account was entered.
- **Account Number:** Account Number (4504538) for the delegation was entered.
- **Document Type:** KFS was entered since it is the parent document type for all KFS documents.
- **Account Delegate Principal Name:** The principal name (cseymour) for the delegate was entered.
- **Approval From This Amount:** This field was left blank since the delegation is for any amount.
- **Approval To This Amount:** This field was left blank since the delegation is for any amount.
- **Account Delegate Primary Route:** Since the delegation is a secondary delegation, this field was left unchecked (i.e., No).
- **Account Delegate Active:** The default for this field is checked (Yes). The delegation is being added so this field was left checked (Yes).
- **Account Delegate Start Date:** The effective date for the delegation was entered. The default current date was used.
Route Log tab

- **ID: 4713891** - KFS generated ADEL document number.
  - **Route Status**: FINAL - eDoc is fully approved, no pending approval or acknowledgement requests. **Finalized**: 09:12 AM 07/08/2019 - Time and Date eDoc reached FINAL status.

- **Actions Taken**
  - **COMPLETED**: Taken By Lam, Avis (FA/FO for MA 4504538), Time/Date 09:12 AM 07/08/2019 - Time and Date Initiator submitted the ADEL.
  - **APPROVED**: Taken By Lam, Avis, Time/Date 09:12 AM 07/08/2019 - Time and Date FA/FO approved the ADEL.
  
  **Note**: Because the Initiator is also the FA/FO for the accounts, the Fiscal Officer approval was done on the submission of the ADEL.
Edit an Account Delegate

The account delegation for Account number MA 1002362, Document Type KFS, for ckoki (Koki, Cristal) needed to be inactivated. ADEL eDoc number 4516561 was processed by gtyamada (Yamada, Gale) to edit the account delegation.

Document Header
- **Doc Nbr:** 4516561-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** gtyamada-UH username of person initiating eDoc.
- **Created:** 08:59 AM 05/17/2019-Time and Date eDoc was initiated.

Document Overview tab
- **Description:** Starts with the 3 digit Fiscal Office Code of 030 followed by a brief description of the transaction.
- **Explanation:** Includes a more detailed description of the transaction.

Edit Account Delegate tab
- **Account Delegate Active:** The delegation was currently active, so this field is checked (Yes). The delegation is being inactivated so this field was unchecked (No).
- **Account Delegate Start Date:** The effective date for the inactivation of the delegation was entered. The default current date was used.
Route Log tab

- **ID: 4516561** - KFS generated ADEL document number.
  - **Route Status**: FINAL - eDoc is fully approved, no pending approval or acknowledgement requests. **Finalized**: 02:20 PM 05/17/2019 - Time and Date eDoc reached FINAL status.

- **Actions Taken**
  - **COMPLETED**: Taken By Yamada, Gale, Time/Date 09:00 AM 05/17/2019 - Time and Date Initiator submitted the ADEL.
  - **APPROVED**: Taken By Anzai, Lauren (MA 1002362 FA/FO), Time/Date 02:20 PM 05/17/2019 - Time and Date Fiscal Officer approved the ADEL.

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