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Account Supervisor Delegate

The Account Supervisor Delegate (UASD) document is used to establish new Account Supervisor Delegates (ASD) or to copy or edit existing Account Supervisor Delegates. Similar to the Account Delegate eDoc which delegates Fiscal Administrator/Officer (FA/FO) approvals, the UASD eDoc will allow the temporary (30 days or less) delegation of the Account Supervisor (AS) role to an appropriate substitute. Account Supervisor Delegates are Kuali Financial System (KFS) users that are authorized under certain circumstances to take workflow actions on behalf of an Account Supervisor, including approving and disapproving transactions when a document is at the Account Supervisor route node. Generally Program Heads, Principal Investigators or Project Directors serve as Account Supervisors therefore Account Supervisor Delegates must follow the same fiscal responsibilities, as set forth in AP 8.025 Fiscal Responsibilities within the University. Account Supervisor Delegates should not also be assigned as the FA/FO, Account Delegate, or Account Manager on the same account.

Account Supervisor delegation is specific to an account and a document type and/or 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 Account Supervisor, when a document is at the Account Supervisor routing level. The delegation may only be established for 30 days or less.

If for example, a document is routed to an account’s Account Supervisor, as part of Organization Review or Ad Hoc Routing, the document would not route to the ASD and the ASD would not be able to approve that action request.

Account Supervisor delegation is a secondary delegation, and documents do not route directly to a Secondary Delegate's action list. Instead, the documents route to the Account Supervisor's action list and the Account Supervisor 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 Supervisor Delegate Business Rules

UASD eDoc establishing an Account Supervisor Delegate cannot be submitted if there is already an existing or inactive delegation for the account and document type, for the user’s Principal Name. Changes to existing or inactive delegations (including reactivating a delegation) should be done by editing the previous delegation record, not by initiating a new delegation. Account Supervisor Delegate Start Date must be greater than or equal to the current date and the End Date must not be more than 30 days from the Start Date. The effective period for an Account Supervisor delegation cannot exceed 30 days. The UASD eDoc comes with a global document option, Account Supervisor Delegate Global (USDG). USDG eDoc document allows you to make certain changes to a group of accounts at once. We currently do not have an Account Supervisor Delegate Global User Guide, a link will be provided when completed.
Account Supervisor Delegate Workflow

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

![Account Supervisor Delegate (UASD) Process Diagram]
Searching for an Account Supervisor Delegate

The first step in creating a new Account Supervisor Delegate is to determine whether or not the Account Supervisor Delegate exists in the KFS Account Supervisor Delegate table. We recommend that you do a search to see if there are any active or inactive Account Supervisor Delegate(s) that have been created for your Chart Code-Account Number. When you select Account Supervisor Delegate from the Main Menu, the Account Supervisor Delegate Lookup screen is displayed.

The Account Supervisor Delegate Lookup screen enables you to search for existing Account Supervisor Delegate. 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 Supervisor Delegate Lookup screen, you may search for existing Account Supervisor 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 Supervisor 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, only inactive, or both active and inactive Account Supervisor Delegates.

- Click ‘Search’ button.
Creating an Account Supervisor Delegate

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

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

The UASD eDoc contains the standard document header, 5 tabs, and 4 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 Supervisor Delegate Tab

Account Supervisor 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 Supervisor 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.

- **Account Supervisor 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 Supervisor 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 Supervisor Delegate End Date** – *(Required)* Enter the date on which the delegation is to become inactive. The system will default this date to the current date. The End Date must not be more than 30 days from the Start Date.
Editing an Existing Account Supervisor Delegate

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

On the Account Supervisor Delegate Lookup, the following fields were entered as search criteria: Chart Code “SW,” Account Number “9093*,” Account Delegate Active “Both.”

From the Account Supervisor 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 amounts were not adjusted.

Edit Account Supervisor Delegate tab

- **Approval From This Amount**: Unchanged, field was left at $5,000,000, for this delegation.
- **Approval To This Amount**: Unchanged, field was left at $6,000,000, for this delegation.
- **Account Supervisor Delegate Active**: The Delegation is currently inactive, this field is unchecked (No). The delegation is being activated so this field was checked (Yes).
- **Account Supervisor Delegate Start Date**: The effective date for the delegation was entered. The default current date was used.
- **Account Supervisor Delegate End Date**: The date that the delegation is to become inactive was entered. The default was the old end date, date inputted 11/15/2019, 30 days or less than the Start Date.

The resulting updated delegation is displayed below.
Copying an Existing Account Supervisor Delegate

On the Account Supervisor Delegate Lookup, the following fields were entered as search criteria: Chart Code “SW,” Account Number “9093*,” Account Delegate Active “Both.”

From the Account Supervisor 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, Approve To This Amount, and Account Supervisor Delegate End Date. The Account Supervisor Delegate Start Date defaults to the current date.
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 an account supervisor delegation for the DV 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 (9093004) for the delegation was entered.
- **Document Type Name:** DV was entered for the document type.
- **Account Supervisor Delegate Principal Name:** The principal name (echun) for the delegate was entered.
- **Approval From This Amount:** This field was set to $1 since the delegation is limited to DV eDoc type with positive document totals. Note: From limit should be set from zero, in case there is a DV for less than $1.00.
- **Approval To This Amount:** This field was set to $100 since the delegation is limited to DV eDoc type equal to and under $100.
- **Account Supervisor Delegate Active:** The field 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.
• **Account Delegate End Date:** The date that the delegation is to become inactive was entered. The default was the old end date, date inputted 11/08/2019, 30 days or less than the Start Date.

The resulting updated delegation is displayed below.

![Account Supervisor Delegate Lookup](image)

**Creating an Account Supervisor Delegate, System Error**

On the Account Supervisor Delegate Lookup, the following fields were entered as search criteria: Chart Code “SW,” Account Number “9093004,” the default setting “Yes” or active Account Delegate only.

![Account Supervisor Delegate Lookup](image)

Since Account Supervisor Delegation for jkashiwa (Kashiwamura, James) was not displayed, a “create new” UASD eDoc was generated. The Document Overview and Edit Account Supervisor Delegate tabs were completed, but when the “save” button was selected, the system returned 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 an Account Supervisor delegation with the same Chart Code, Account Number, Document Type and Account Supervisor Delegate Principal Name exists. An inactive Account Supervisor Delegation for jkashiwa already exists in the system. Searching using the “Both” selection for the Account Supervisor Delegate Active indicator returns the inactive record.

The “create new” UASD eDoc will need to be cancelled and an “edit” Account Supervisor Delegate for jkashiwa will have to be generated to update the delegation and reactivate it.
Account Supervisor Delegate Final Notes

If an account supervisor delegation was created after the eDoc was routed for Account Supervisor 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.

The KFS trouble ticket can also be found on the UH Financial Systems website, which can be quickly accessed by clicking on the Help Resources in the upper right hand corner of the KFS screen.

There are only 4 documents that route to the Account Supervisor for approval: Disbursement Voucher (DV), Procurement Card Document (PCDO), Requisition (REQS) and Purchase Order Amendment (POA).

If an Account Supervisor Delegation is required for longer than 30 days, it must be renewed/extended at the end of the 30 days. Multiple delegations may not be submitted at the same time as they will override/replace prior delegations.

Account Supervisor Delegate Examples

Create an Account Supervisor Delegate

Kariann Irei needed to establish an account supervisor delegate for account number MA 6108082 to cover all KFS documents for any dollar amount. UASD eDoc number 5159611 was processed to create the delegation.

![Account Supervisor Delegate Example](image)

Document Header
- **Doc Nbr:** 5159611 - KFS generated document number.
- **Status:** FINAL - eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** kariann - UH username of person initiating the eDoc.
- **Created:** 11:24 AM 10/22/2019 - Time and Date eDoc was initiated.

Document Overview tab
- **Description:** Starts with the 3 digit Fiscal Officer Code of 002 followed by a brief description of the transaction.
- **Explanation:** Includes a more detailed description of the transaction.
Edit Account Supervisor Delegate tab

- **Chart Code**: Chart Code (MA) for the account was entered.
- **Account Number**: Account Number (6108082) for the delegation was entered.
- **Document Type**: KFS was entered since it is the parent document type for all KFS documents.
- **Account Supervisor Delegate Principal Name**: The principal name (tranc) 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 Supervisor Delegate Active**: The default for this field is checked (Yes). The delegation is being added so this field was left checked (Yes).
- **Account Supervisor Delegate Start Date**: The effective date for the delegation was entered, date inputted 10/22/2019.
- **Account Supervisor Delegate End Date**: The date that the delegation is to become inactive was entered, date inputted 11/21/2019, 30 days or less than the Start Date.

Route Log tab

- **ID**: 5159611 - KFS generated UASD document number.
  - **Route Status**: FINAL - eDoc is fully approved, no pending approval or acknowledgement requests. Finalized: 11:27 AM 10/22/2019 - Time and Date eDoc reached FINAL status.
- **Actions Taken**
  - **COMPLETED**: Taken By Irei, Kariann (FA/FO for MA 6108082), Time/Date 11:27 AM 10/22/2019 - Time and Date Initiator submitted the UASD.
  - **APPROVED**: Taken By Irei, Kariann, Time/Date 11:27 AM 10/22/2019 - Time and Date FA/FO approved the UASD.
    - **Note**: Because the Initiator is also the FA/FO for the accounts, the Fiscal Officer approval was done on the submission of the UASD.
  - **FYI**: Taken By Wieczorek, Anna (Account Supervisor for MA 6108082), Time/Date 11:27 AM 10/22/2019 - Time and Date Fiscal Officer approved the UASD.

The resulting updated delegation is displayed below.
Edit an Account Supervisor Delegate

The account supervisor delegation for Chart Code and Account Number MA 3380682, Document Type KFS, for jkonter (Konter, Jasper) needed to be re-established. UASD eDoc number 3800400 was processed by kimokaza (Okazaki, Kim) to edit the account supervisor delegation's effective dates.

Document Header
- **Doc Nbr:** 3800400 - KFS generated document number.
- **Status:** FINAL - eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** kimokaza - UH username of person initiating eDoc.
- **Created:** 08:11 AM 11/21/2018 - Time and Date eDoc was initiated.

Document Overview tab
- **Description:** Starts with the 3 digit Fiscal Officer Code of 083 followed by a brief description of the transaction.
- **Explanation:** Includes a more detailed description of the transaction.
Edit Account Supervisor Delegate tab

- **Account Supervisor Delegate Active**: The delegation was currently active, so this field is checked (Yes).
- **Account Supervisor Delegate Start Date**: The effective date for the delegation was entered, date inputted 12/08/2018.
- **Account Supervisor Delegate End Date**: The date that the delegation is to become inactive was entered, date inputted 12/14/2018, 30 days or less than the Start Date.

Route Log tab

- **ID**: 3800400 - KFS generated UASD document number.
  - **Route Status**: FINAL - eDoc is fully approved, no pending approval or acknowledgement requests. **Finalized**: 09:23 AM 11/23/2018 - Time and Date eDoc reached FINAL status.

- **Actions Taken**
  - **COMPLETED**: Taken By Okazaki, Kim, Time/Date 09:23 AM 11/23/2018 - Time and Date Initiator submitted the UASD.
  - **APPROVED**: Taken By Okazaki, Kim (MA 3380682 FA/FO), Time/Date 09:23 AM 11/23/2018 - Time and Date Fiscal Officer approved the UASD. **Note**: Because the Initiator is also the FA/FO for the accounts, the Fiscal Officer approval was done on the submission of the UASD.
  - **FYI**: Taken By Wessel, Pal (MA 3380682 Account Supervisor), Time/Date 09:24 AM 11/23/2018 - Time and Date Fiscal Officer approved the UASD.
For more information about the standard document header, tabs, and workflow action buttons, please refer to the **Standard KFS eDoc Layout User Guide**.