ACCOUNT DELEGATE GLOBAL DOCUMENT
QUICK REFERENCE

UAccess | Financials

⬥ Action List   🔍 Doc Search   👤 Stephen ▾

Account Delegate Global ❓

Doc Nbr : 15081511   Status : INITIATED
Initiator : spedone   Created : 03:02 PM 04/06/2020

EXPAND ALL   COLLAPSE ALL

Document Overview

Description: Add a brief description for the Account Delegate Document. This field is limited to 40 characters.
Explanation: Additional detail on why the Account Delegate is being created. This field has an unlimited number of characters.

DOCUMENT OVERVIEW   ⌃

OVERVIEW

* Description :   [Add spedone as Account Delegate on 9990]

Organization Document Number :   [   ]

Explanation :   [Add spedone as Account Delegate on Org 9990 Accounts.]

EDIT GLOBAL DELEGATE

NEW ACCOUNT DELEGATE

* Document Type Name:	[KFST] 🔍📖
Account Delegate Primary Route:	☐
* Account Delegate Start Date:	[04/06/2020] 📅
* Account Delegate Principal Name:	[spedone] 🔍
Account Delegate User Name:	Stephen Marcus Pedone
Approval From This Amount:	[ ]
Approval To This Amount:	[ ]

ADD

Adding Multiple Delegates: Clicking the "Add" button will add the delegate information to the document. You can add multiple delegates to the same document. **An Account Delegate Global Document will overwrite all other Delegates on the account. You will need to add every necessary delegate, even if they are currently a delegate on the account.**

Edit Global Delegate

Document Type Name: This is the document type that the delegate will be able to review. We recommend KFST for all KFS transactional Documents.
Account Delegate Primary Route: When this box is checked, the delegate will be the Primary Delegate on the accounts and documents will appear in their action list.
Account Delegate Start Date: This should be the current date
Account Delegate Principal Name: The net ID of the person who you would like added as a delegate
Approval From/To This Amount (Not Required): This allows you to set dollar amount limits for documents that the delegate will be able to approve
Add: You must click add to ADD the delegate to the document.

Adding Multiple Accounts: If you click the magnifying glass here, the "Account Lookup" Screen below will appear to add multiple accounts

EDIT LIST OF ACCOUNTS ∧

NEW ACCOUNT

Look Up/Add Multiple Account Lines 🔍

* Chart Code: UA - University of Arizona-Management 🔍📖

* Account Number: [____] 🔍📖

Account Name:

ADD

Chart Code: Always select "UA-University of Arizona Management."
Account Number: Enter the account number for which you would like to add a delegate.
Account Name: This field should populate automatically when an account number is entered.
Add: This will add the account to the document, you can repeat the steps above to manually add multiple accounts or click the magnifying glass in the corner to add multiple accounts at once.

Account Lookup ⓘ

Account Lookup: This page allows you to search for multiple accounts using parameters such as Organization Code, Fund Group Code, Fiscal Officer name and many other ways.

In this example we will search by Organization code "9990" to pull up all the active accounts that are in Organization 9990

Chart Code:
[UA] 🔍📖

Account Number:
[____]

Account Name:
[____]

Organization Code:
[9990] 🔍📖

Responsibility Center Code:
[____] 🔍📖

Reports To Organization Code:
[____] 🔍📖

Reports To Chart Of Accounts Code:
[____]

Account Type Code:
[____ ▾] 🔍📖

Fund Group Code:
[____] 🔍📖

Sub-Fund Group Code:
[____] 🔍📖

Fiscal Officer Principal Name:
[____] 🔍

Account Manager Principal Name:
[____] 🔍

Account Supervisor Principal Name:
[____] 🔍

Closed?:
○ Yes   ● No   ○ Both

Budget Shell Code:
[____] 🔍📖

Cross Organization Code:
[____] 🔍📖

Income Stream Chart Of Accounts Code:
[____ ▾] 🔍📖

Income Stream Account Number:
[____] 🔍📖

Currently viewing page 1 of 7 (rows 1 to 100).

Goto page: 1 2 3 4 5 6 7

| 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 Name	Organization Code	Responsibility Center Code	Reports To Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code
☐	UA	1000000	MAIN CAMPUS GEN OP	9990	NO	FNSV	IE	ST	MC
☐	UA	1000001	Depository Account	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000002	Computer Checks	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000003	Emergency Checks	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000004	ETB&P	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000005	Adjustment Account	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000006	BankCard	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000007	AP Pcard	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000008	Bursar On Demand Checks	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000009	VENDOR WITHDRAWALS	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000010	Payroll Taxes	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000011	Federal Funds Account	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000012	FFEL	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000013	ACH Vendor Payments	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000016	Internal Account (IDA #3)	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000017	Internal Account (IDA #4)	9990	NO	FNSV	IX	CA	CASH
☐	UA	1000018	Internal Account (IDA #5)					CA	CASH
☐	UA	1000101	Depository Account					CA	CASH
☐	UA	1000102	Computer Checks					CA	CASH
☐	UA	1000103	Emergency Checks					CA	CASH
☐	UA	1000104	Student E Checks					CA	CASH

Account Lookup: When you have completed a search, a list of account results should appear like above. Check the "Select?" box next to the accounts you want to add a delegate to. Once you are finished selecting accounts, click "Return Selected" to the initiated document.

Edit List of Accounts: After you have manually added accounts or used the "Look Up/Add Multiple Account Lines" function add accounts, the accounts will appear as seen below. You will be able to verify and delete accounts individually if necessary.

EDIT LIST OF ACCOUNTS

NEW ACCOUNT

Look Up/Add Multiple Account Lines 🔍

* Chart Code:	UA - University of Arizona-Management ▾ 🔍📖
* Account Number:	[_____] 🔍📖
Account Name:	

ADD

ACCOUNT (UA - UNIVERSITY OF ARIZONA-MANAGEMENT - 1000003 - EMERGENCY CHECKS) [Hide]

Chart Code:	UA - University of Arizona-Management
Account Number:	1000003
Account Name:	Emergency Checks

DELETE

ACCOUNT (UA - UNIVERSITY OF ARIZONA-MANAGEMENT - 1000002 - COMPUTER CHECKS) [Hide]

Chart Code:	UA - University of Arizona-Management
Account Number:	1000002
Account Name:	Computer Checks

DELETE

ACCOUNT (UA - UNIVERSITY OF ARIZONA-MANAGEMENT - 1000004 - ETB&P) [Hide]

Submit   Save   Close   Cancel

Submit: Click to submit the document. After submitted, the status of the document will change from "Initiated" to "Enroute." It will be routed for approval or acknowledgement.

Save: Use when a document is initiated but not yet complete. Saving allows it to be opened later for completion.   **Note:** All saved documents are canceled after 90 days of no activity.

Close: This will close the document without submitting it. It will not save any new changes made to the document.

Cancel: This will cancel the document. A message will prompt you to confirm you want to cancel the document.
Canceled documents are void, cannot be modified in any way, and do not route for approval.