Chart of Accounts Maintenance SOP: Chart of Accounts, Account Delegate Global
SOP Owner: Chart Manager, General Accounting
Version Number, Date Revised: #1, 03/06/11
Date Implemented:
Approval(s):

Standard Operating Procedure

1. Purpose

The Account Delegate Global e-doc allows you to create delegates for multiple e-doc types on one or more accounts simultaneously. It **replaces** all existing delegation for an account. Account Delegate Global e-doc **does not update** existing records—it **creates new records** (which replace any existing records). Example: an account has a PCDO (Procurement Card) delegate, and an Account Delegate Global e-doc is then submitted to create a delegate for TF (Transfer of Funds) and DV (Disbursement Voucher) on that account. If a PCDO delegate is not also specified when the TF and DV delegation is added, existing PCDO delegation is inactivated.

2. Scope

The intended audience is:

- Anyone in a FTC
- Anyone with financial / budgetary responsibilities (at the college / division level and at a central level)
  - Budget director
  - Senior financial officer
  - Central accounting

3. Prerequisites (Forms / Tools)

- Access to KFS
- Training on KFS
- Account e-doc tutorial
- Account Delegate e-doc SOP
- Understanding when / why it is appropriate to set up global delegation
- Clarification on permissions / roles

4. University Policy

Current

- 3.7 Accounting: System Structure and Transactions

5. Responsibilities

Personnel in the following roles / positions: (**Note**: Currently, it is believed that CU will limit the initiation of an Account Delegate Global e-doc to a Fiscal Officer or Chart Manager.)

- Initiator
  - has financial expertise;
  - has access to the system;
  - has been authorized by SFG as an Initiator;
  - can validate that new account delegate global being set up (or current account delegate global being modified) is appropriate per CU business rules;
  - has the ability to provide 100% of the data required to successfully fill out and submit the Account Delegate Global e-doc; and
  - is the person who will respond to any follow-up questions.
- Chart Manager

Best Practice recommendation: if additional review is deemed necessary, ad hoc route as appropriate.

6. Procedure

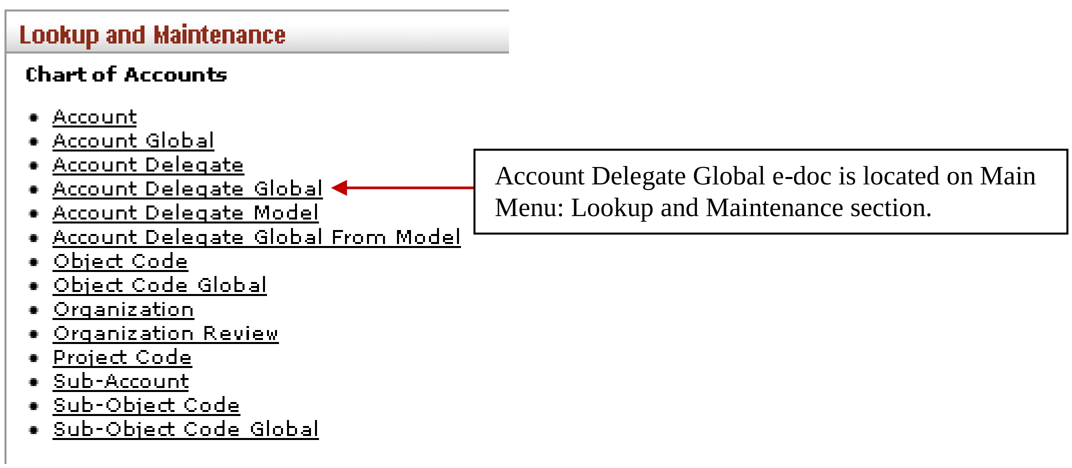

Figure 1 – *Chart of Accounts, Lookup and Maintenance e-docs*

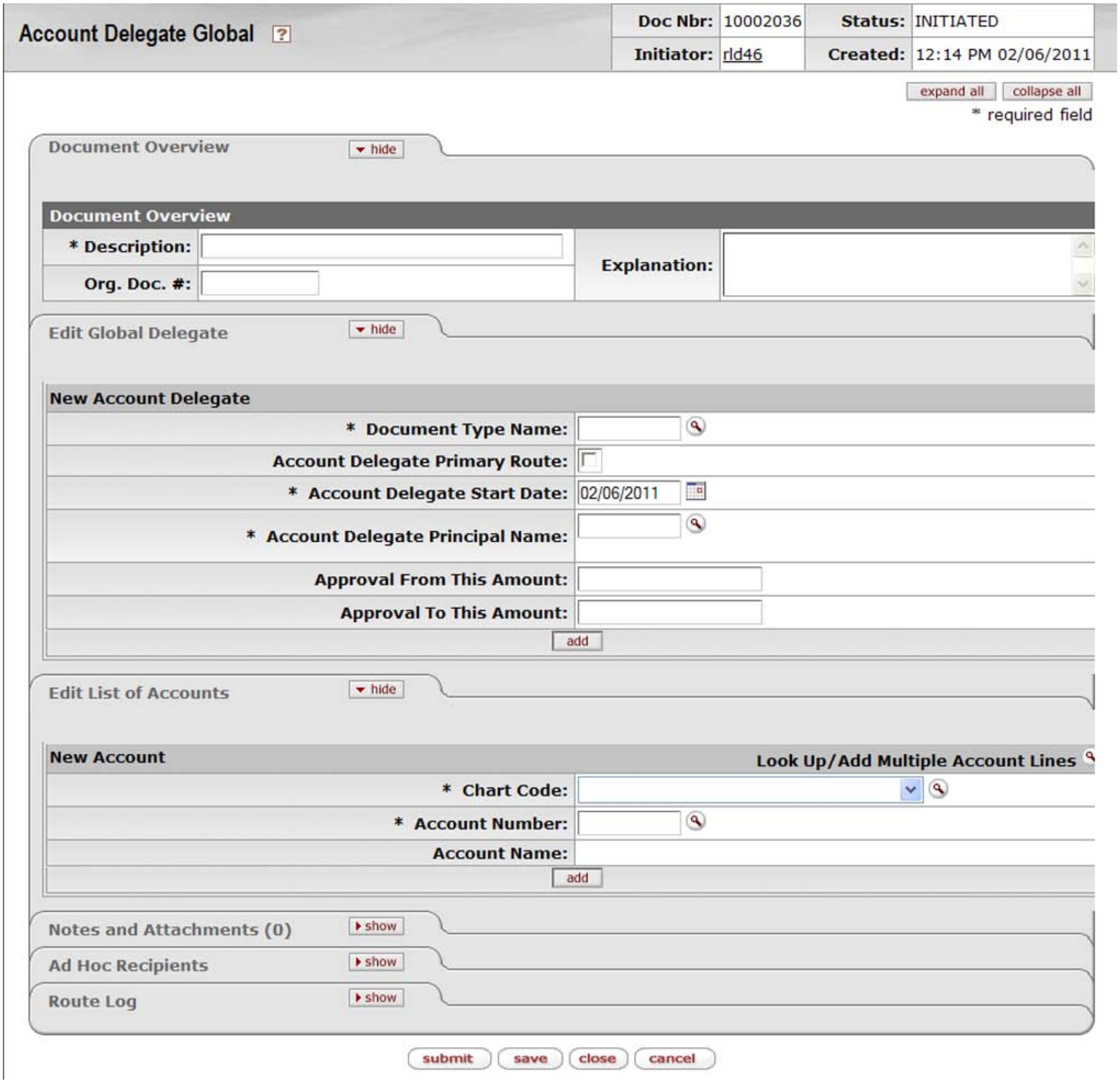

Figure 2 – *Create new account delegate global*

To create a new Account Delegate Global

- open the e-doc,
- fill in values as appropriate, and
- **submit**.

Account Delegate Global e-doc includes the **Edit Global Delegate** tab, which works much the same way as the Edit Account Delegate tab on the Account Delegate e-doc. This tab contains all non-account attributes that can be modified on this e-doc. Required fields on the Account Delegate Global e-doc are the same as the required fields on the Account Delegate e-doc.

Table 1 Edit Global Delegate tab: field definitions

Field Name	*Description (* indicates a required field)*
Document Type Name	***** Enter the document type name search for it from the lookup.
Account Delegate Primary Route	Select the check box if it is a primary delegate. Clear the check box if it is a secondary delegate.
Account Delegate Start Date	***** Enter the date on which the delegation starts, or select it from the Calendar.
Account Delegate Principal Name	***** Enter the NetID for the delegate, or search for it from lookup.
Approval From This Amount	Enter the minimum range of the dollar amount for which this delegation is authorized. 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. *Not all KFS e-docs have a dollar amount associated with them. The value of zero means that you do not have the minimum range defined for this delegation.*
Approval To This Amount	Enter the maximum range of the dollar amount for which this delegation is applied. 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. *Not all KFS e-docs have a dollar amount associated with them. The value of '0' means that you do not have the maximum range defined for this delegation.*

The Account Delegate Global e-doc includes the **Edit List of Accounts** tab.
Note: There are two ways to populate the accounts that you want to update globally in the Edit List of Accounts tab.

A. Manually enter accounts by selecting one account at a time from the Account lookup.
B. Use a special multiple value lookup called the Look Up / Add Multiple Account Lines, which will return multiple values.

Table 2 Edit List of Accounts tab: field definitions

Field Name	*Description (* indicates a required field)*
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.
Account Number	* Enter the account number for which authority is being delegated or search for it from the Account lookup.
Account Name	Enter the familiar title of a specific account

Example: set up a primary account delegate for all financial processing e-docs using all accounts that belong to a specific org code.

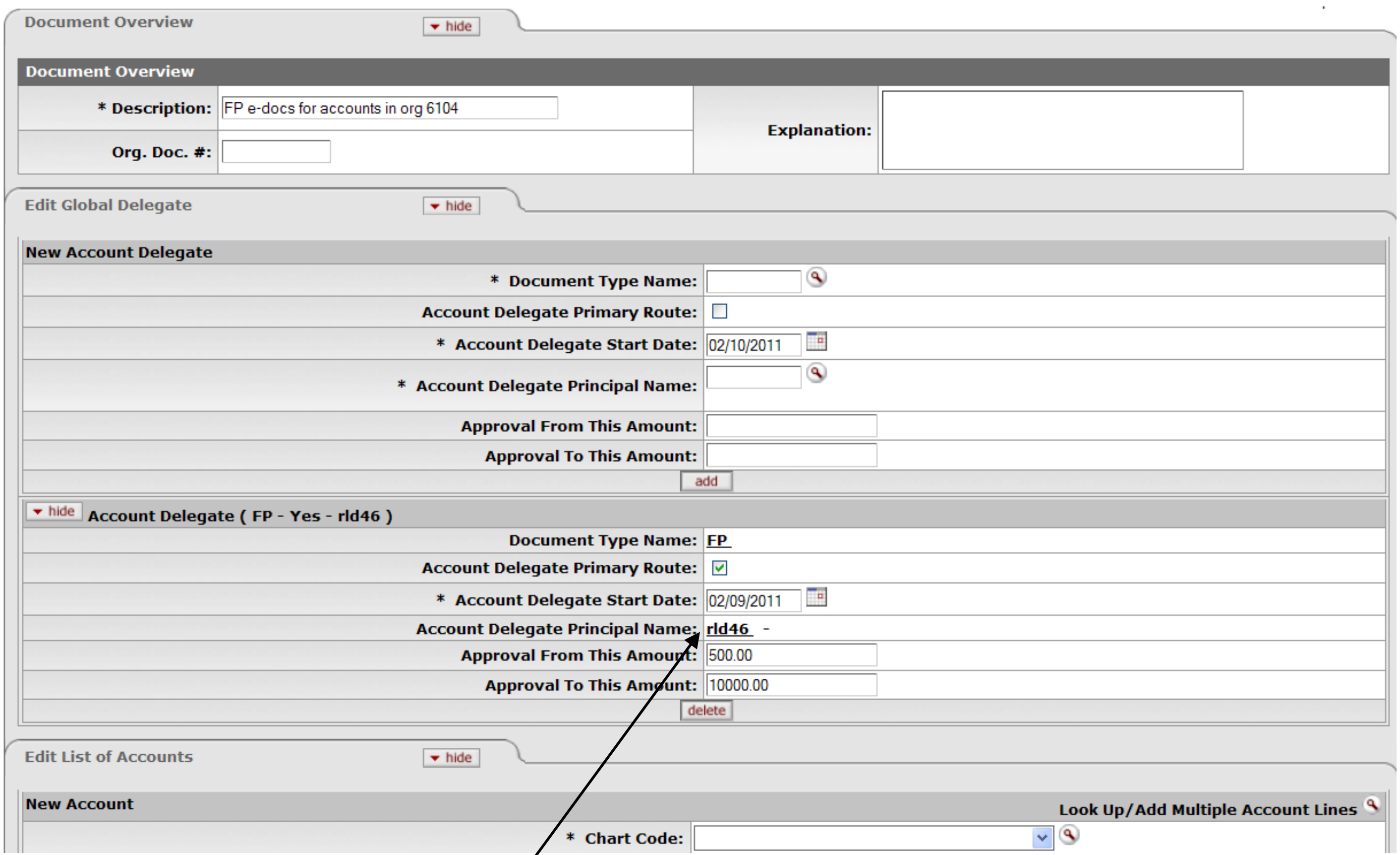

***Figure 3** – Account Delegate Global, example*

1. Enter (or use the lookup) the Account Delegate Principal Name. To assign the accounts, identify the delegate.
2. Assign accounts. (Either add the accounts manually, or use the Select Look Up / Add Multiple Account Lines to add multiple accounts.)

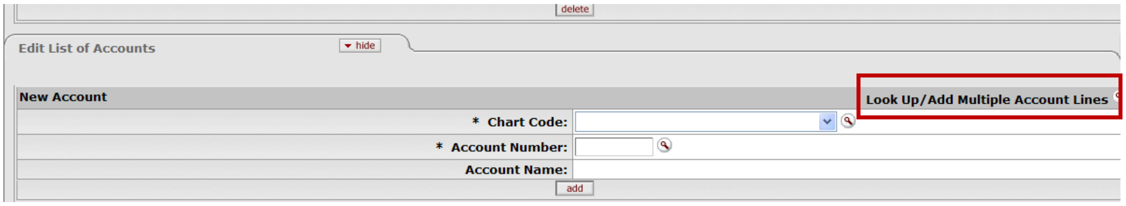

***Figure 4** – Look Up / Add Multiple Account Lines*

3. When the Look Up / Add Multiple Account Lines opens, enter (or search for) the Org code, and select **search**.

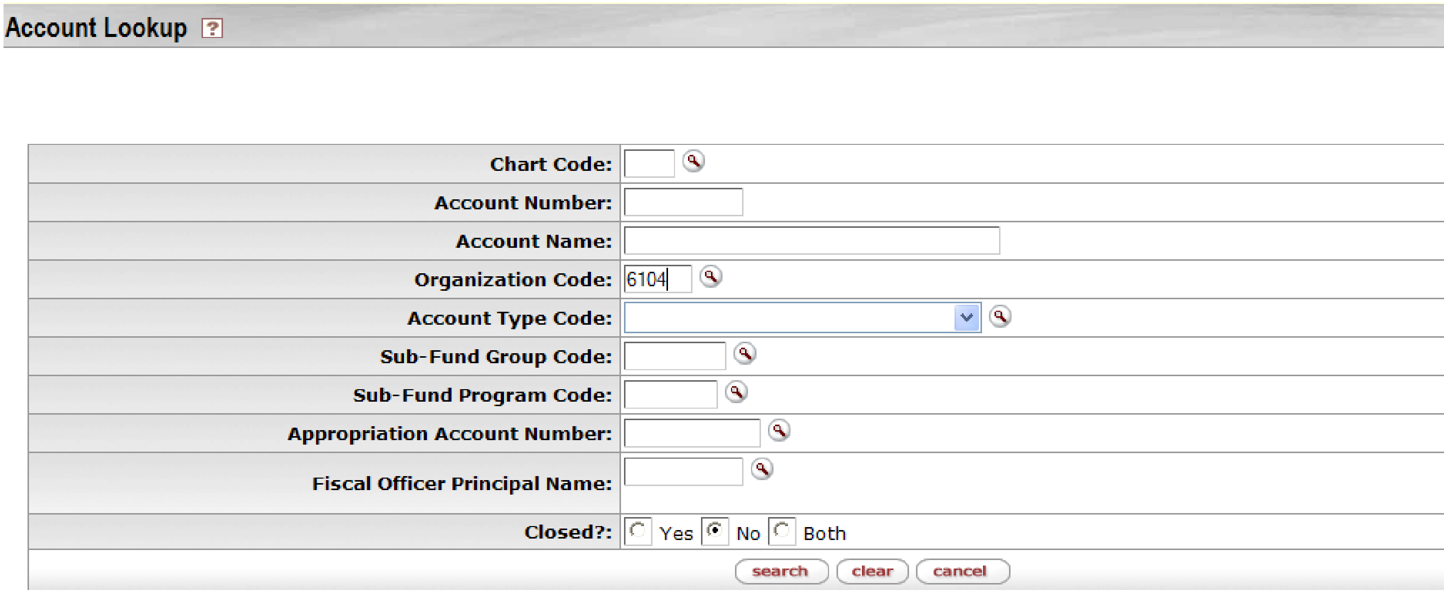

Figure 5 *– Example, Org Code 6104*

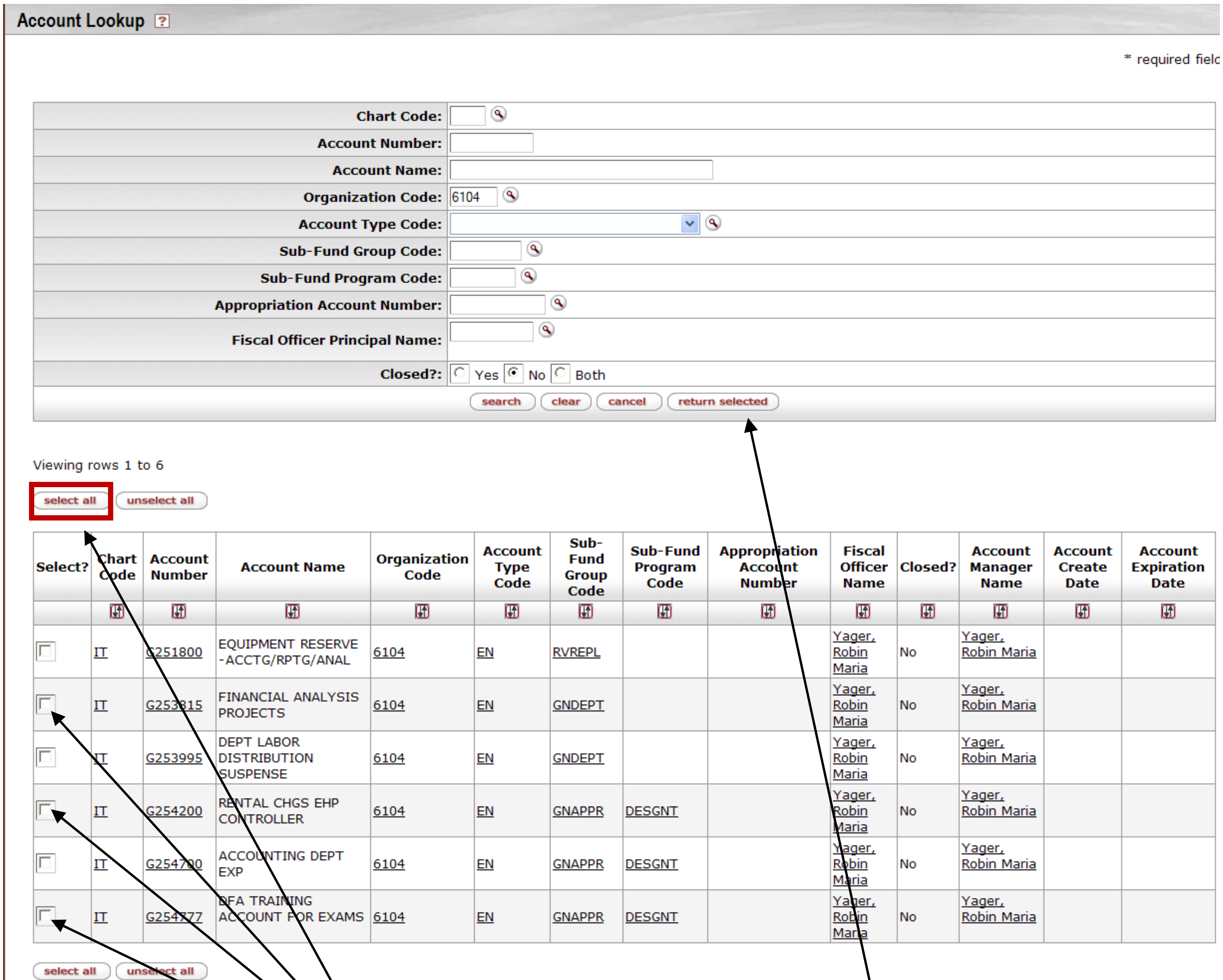

***Figure 6** – Select? example*

4. Select accounts needed, or, **select all**.
   The accounts selected are returned to the e-doc after clicking the **return selected** button.

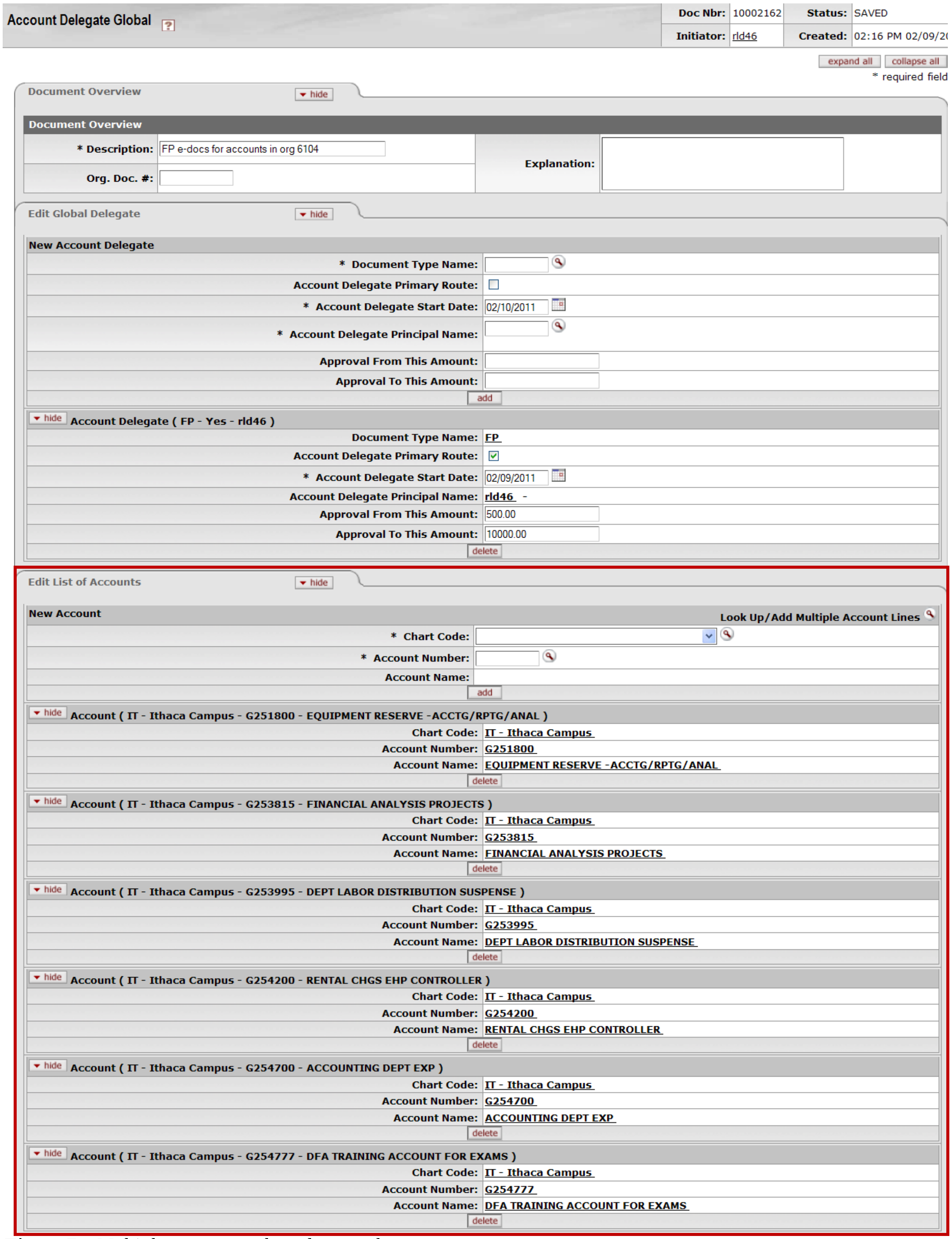

***Figure 7** – Multiple accounts selected, example*

5. Submit the e-doc.

Business Rules

- An Account Delegate e-doc establishing a Primary Delegate cannot be submitted if a Primary Delegate already exists for the account and e-doc type.
- Account Delegate Start Date must be greater than or equal to the current date.
- Account Delegate Global can only be initiated by a Fiscal Officer or Chart Manager. It cannot be initiated by the Fiscal Officer's delegate.

Document Overview, Notes and Attachments, Ad Hoc Recipients, and Route Log tabs are standard on most KFS e-docs; they are covered in the "Basics" series of tutorials.

Workflow

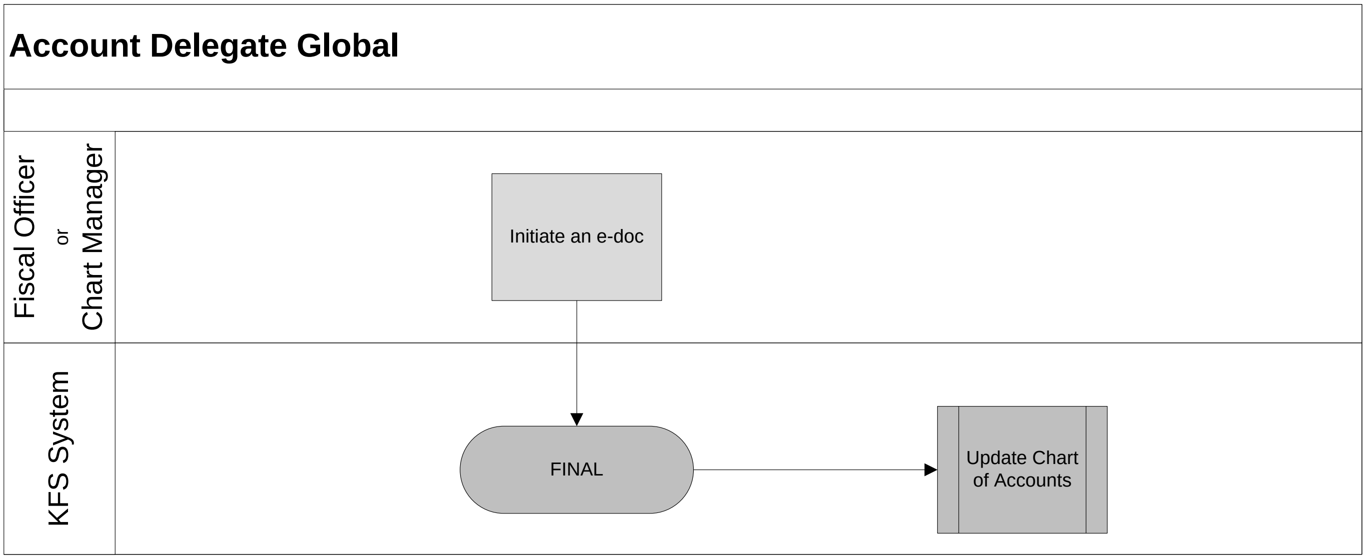

Figure 8 *– Account Delegate Global e-doc workflow*

7. <u>Definitions</u>

KFS at Cornell Glossary and KFS Acronym Glossary
COA Old World-New World (a comparison of Legacy / KFS)

8. <u>References</u>

KFS at CU: Chart of Accounts (includes valid values)
Account e-doc (tutorial)
New Account Request Approve / Disapprove (tutorial)
KFS at CU: Chart of Accounts, Organizations
Account Delegate / Account Delegate Global (tutorial)