



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

The screenshot shows a software interface with a header 'Lookup and Maintenance' and a sub-section 'Chart of Accounts'. A list of menu items is displayed, including 'Account', 'Account Global', 'Account Delegate', 'Account Delegate Global', 'Account Delegate Model', 'Account Delegate Global From Model', 'Object Code', 'Object Code Global', 'Organization', 'Organization Review', 'Project Code', 'Sub-Account', 'Sub-Object Code', and 'Sub-Object Code Global'. A red arrow points from a text box on the right to the 'Account Delegate Global' item.

Account Delegate Global e-doc is located on Main Menu: Lookup and Maintenance section.

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



Account Delegate Global ?	Doc Nbr: 10002036	Status: INITIATED
	Initiator: rld46	Created: 12:14 PM 02/06/2011

* required field

Document Overview hide

Document Overview

* Description:

Org. Doc. #:

Explanation:

Edit Global Delegate hide

New Account Delegate

* Document Type Name:

Account Delegate Primary Route:

* Account Delegate Start Date: 02/06/2011

* Account Delegate Principal Name:

Approval From This Amount:

Approval To This Amount:

Edit List of Accounts hide

New Account Look Up/Add Multiple Account Lines

* Chart Code:

* Account Number:

Account Name:

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

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

<i>Field Name</i>	<i>Description (* indicates a required field)</i>
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. <i>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.</i>
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. <i>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.</i>

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

<i>Field Name</i>	<i>Description (* indicates a required field)</i>
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**.



Account Lookup

Chart Code:	<input type="text"/>	
Account Number:	<input type="text"/>	
Account Name:	<input type="text"/>	
Organization Code:	6104	
Account Type Code:	<input type="text"/>	
Sub-Fund Group Code:	<input type="text"/>	
Sub-Fund Program Code:	<input type="text"/>	
Appropriation Account Number:	<input type="text"/>	
Fiscal Officer Principal Name:	<input type="text"/>	
Closed?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

Figure 5 – Example, Org Code 6104



Account Lookup ** required field

Chart Code:

Account Number:

Account Name:

Organization Code: 6104

Account Type Code:

Sub-Fund Group Code:

Sub-Fund Program Code:

Appropriation Account Number:

Fiscal Officer Principal Name:

Closed?: Yes No Both

Viewing rows 1 to 6

Select?	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code	Sub-Fund Program Code	Appropriation Account Number	Fiscal Officer Name	Closed?	Account Manager Name	Account Create Date	Account Expiration Date
<input type="checkbox"/>	II	G251800	EQUIPMENT RESERVE - ACCTG/RPTG/ANAL	6104	EN	RVREPL			Yager, Robin Maria	No	Yager, Robin Maria		
<input type="checkbox"/>	II	G253315	FINANCIAL ANALYSIS PROJECTS	6104	EN	GNDEPT			Yager, Robin Maria	No	Yager, Robin Maria		
<input type="checkbox"/>	II	G253995	DEPT LABOR DISTRIBUTION SUSPENSE	6104	EN	GNDEPT			Yager, Robin Maria	No	Yager, Robin Maria		
<input type="checkbox"/>	II	G254200	RENTAL CHGS EHP CONTROLLER	6104	EN	GNAPPR	DESGNT		Yager, Robin Maria	No	Yager, Robin Maria		
<input type="checkbox"/>	II	G254700	ACCOUNTING DEPT EXP	6104	EN	GNAPPR	DESGNT		Yager, Robin Maria	No	Yager, Robin Maria		
<input type="checkbox"/>	II	G254777	BFA TRAINING ACCOUNT FOR EXAMS	6104	EN	GNAPPR	DESGNT		Yager, Robin Maria	No	Yager, Robin Maria		

Figure 6 – Select? example

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



Account Delegate Global ?	Doc Nbr: 10002162	Status: SAVED
	Initiator: rld46	Created: 02:16 PM 02/09/2011

* required field

Document Overview ▼ hide

Document Overview	
* Description: FP e-docs for accounts in org 6104	Explanation:
Org. Doc. #:	

Edit Global Delegate ▼ hide

New Account Delegate

* Document Type Name:	
Account Delegate Primary Route:	<input type="checkbox"/>
* Account Delegate Start Date:	02/10/2011
* Account Delegate Principal Name:	
Approval From This Amount:	
Approval To This Amount:	
<input type="button" value="add"/>	

▼ hide **Account Delegate (FP - Yes - rld46)**

Document Type Name:	FP
Account Delegate Primary Route:	<input checked="" type="checkbox"/>
* Account Delegate Start Date:	02/09/2011
Account Delegate Principal Name:	rld46 -
Approval From This Amount:	500.00
Approval To This Amount:	10000.00
<input type="button" value="delete"/>	

Edit List of Accounts ▼ hide

New Account Look Up/Add Multiple Account Lines

* Chart Code:	
* Account Number:	
Account Name:	
<input type="button" value="add"/>	

▼ hide **Account (IT - Ithaca Campus - G251800 - EQUIPMENT RESERVE - ACCTG/RPTG/ANAL)**

Chart Code:	IT - Ithaca Campus
Account Number:	G251800
Account Name:	EQUIPMENT RESERVE - ACCTG/RPTG/ANAL
<input type="button" value="delete"/>	

▼ hide **Account (IT - Ithaca Campus - G253815 - FINANCIAL ANALYSIS PROJECTS)**

Chart Code:	IT - Ithaca Campus
Account Number:	G253815
Account Name:	FINANCIAL ANALYSIS PROJECTS
<input type="button" value="delete"/>	

▼ hide **Account (IT - Ithaca Campus - G253995 - DEPT LABOR DISTRIBUTION SUSPENSE)**

Chart Code:	IT - Ithaca Campus
Account Number:	G253995
Account Name:	DEPT LABOR DISTRIBUTION SUSPENSE
<input type="button" value="delete"/>	

▼ hide **Account (IT - Ithaca Campus - G254200 - RENTAL CHGS EHP CONTROLLER)**

Chart Code:	IT - Ithaca Campus
Account Number:	G254200
Account Name:	RENTAL CHGS EHP CONTROLLER
<input type="button" value="delete"/>	

▼ hide **Account (IT - Ithaca Campus - G254700 - ACCOUNTING DEPT EXP)**

Chart Code:	IT - Ithaca Campus
Account Number:	G254700
Account Name:	ACCOUNTING DEPT EXP
<input type="button" value="delete"/>	

▼ hide **Account (IT - Ithaca Campus - G254777 - DFA TRAINING ACCOUNT FOR EXAMS)**

Chart Code:	IT - Ithaca Campus
Account Number:	G254777
Account Name:	DFA TRAINING ACCOUNT FOR EXAMS
<input type="button" value="delete"/>	

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

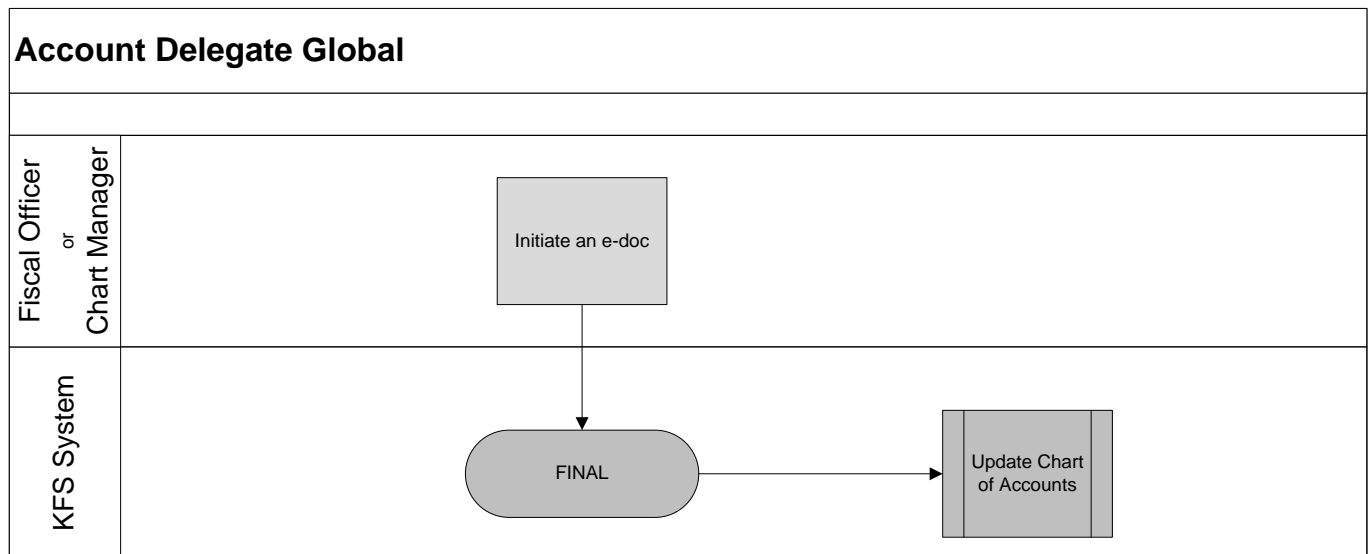


Figure 8 – Account Delegate Global e-doc workflow

7. Definitions

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

8. References

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)