There are two types of delegates that can be established: primary and secondary.
**Primary Delegation:** Documents route directly to a primary delegate's action list. These documents do not appear in the Fiscal Officer's action list unless the Fiscal Officer applies a special filter to their action list allowing them to view the documents routed to the Primary Delegate. The Fiscal Officer cannot edit or approve these documents.

**Secondary Delegation:** Documents do not route directly to a Secondary Delegate's action list. Instead, the documents route to the Fiscal Officer'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.

The Account Delegate document 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. The feature of the Account Delegate Global document and Account Delegate Model document are explained in the section following the Account Delegate document.

**Important Note:** The “Account Delegate Global” document replaces all existing delegation for an account instead of updating the existing delegation.

**Document Layout**
The Account Delegate document includes the “Edit Account Delegate” tab.

![Account Delegate Document Layout](image-url)
## Edit Account Delegate Tab

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
<td><strong>Required.</strong> Enter the chart code associated with the account number for which authority is being delegated or search for it from the Chart lookup.</td>
</tr>
<tr>
<td>Account Number</td>
<td><strong>Required.</strong> Enter the account number for which authority is being delegated or search for it from the Account lookup.</td>
</tr>
<tr>
<td>Document Type Code</td>
<td><strong>Required.</strong> 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. Special Note: You might enter KFST and KFSM to route all transactional and maintenance documents with an account number to a delegate.</td>
</tr>
<tr>
<td>Account Delegate User ID</td>
<td><strong>Required.</strong> Enter the user ID of the person to which authority is being delegated, or search for it from the User ID lookup.</td>
</tr>
<tr>
<td>From Amount</td>
<td><strong>Optional</strong> Enter the minimum dollar amount of a transaction for which the delegate 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. Note that not all KFS documents have a dollar amount associated with them.</td>
</tr>
<tr>
<td>To Amount</td>
<td><strong>Optional</strong> 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. The value of zero in this field represents infinity.</td>
</tr>
<tr>
<td>Account Primary Delegate Route</td>
<td><strong>Optional.</strong> 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.</td>
</tr>
<tr>
<td>Account Delegate Active</td>
<td><strong>Optional.</strong> Enter the date on which the delegation is to become effective. Clear the check box to inactivate an existing delegate.</td>
</tr>
</tbody>
</table>

If both **From Amount** and **To Amount** are set to '0.00,' then the delegate is authorized to take action on the designated documents(s) without any dollar limit.
**Process Overview**

**Business Rules**
- An Account Delegate document establishing a Primary Delegate cannot be submitted if a Primary Delegate already exists for the account and document type. You must inactivate the primary delegate before adding another primary delegate.
- Account Delegate Start Date must be greater than or equal to the current date.

**Routing**
- Account Delegate documents routes for account level approval to the Fiscal Officer based on the account on the document.
- The Account Delegate document also routes for Org Review based on the organization associated with the account on the document and then for chart manager approval based on the chart assigned to the account.

**Account Delegate Global**
The Account Delegate Global document allows you to create delegates for multiple document types on one or more accounts on a single document. Unlike the other global documents, you may initiate it by entering information from scratch or by populating the document from a model you choose. Although the use of a model document is not a requirement, it is a convenient way of initiating the Account Delegate Global document when you have many delegates to define.

**Creating New Global from Scratch**
1. From the “Chart of Accounts” section in the KFS Modules tab, choose Create Account Delegate Global.
2. The system displays the “Account Delegate Global” document.
3. Enter values as appropriate and click submit.

**Creating New Global from Model**
1. From the “Chart of Accounts” section in the KFS Modules tab, choose Create Account Delegate Global from Model.
2. The system displays the “Account Delegate Model Lookup.”
3. Search for the model you want by entering search criteria and click submit.
4. When you find the appropriate model name, click the return value link. The system displays the “Account Delegate Global” document populated with data from your selected model.
The Advantage of Using a Model as a Starting Point: KFS allows you to add, edit and delete data on the Account Delegate Global document after the items have been populated from the model. Therefore, if you find a model that is close to what you want, you can use it as a starting point for your work.

**Document Layout**

The “Account Delegate Global” document contains the “Edit Global Delegate” tab and “Edit List of Accounts” tab.
Edit Global Delegate Tab

The “Edit Global Delegate” tab works much as the “Edit Account Delegate” tab of the “Account Delegate” document works. This tab contains all the non-account attributes that can be modified on this document. The required fields on the Account Delegate Global document are the same as the required fields on the Account Delegate document.

Note: The “Account Delegate Global” document does not update existing records; it creates new records which replace any existing records. For example, if 1031400 account has a CREQ (AP Check Request) delegate, and an “Account Delegate Global” document is submitted for 1031400 that creates a delegate for TF (Transfer of Funds) and DV (Disbursement Voucher) but does not specify one for CREQ, the existing CREQ delegation becomes inactive.
Click show and hide to expand and collapse for the better viewing of the document.

**Edit List of Accounts Tab**
There are two ways to populate the accounts that you want to update globally in the “Edit List of Accounts” tab. One is by manually entering or selecting one account at a time from the normal Account lookup, the other is by using a special multiple value lookup called the Look Up / Add Multiple Account Lines to return multiple values.

**Process Overview**

**Business Rules**
- The Account Delegate Global document is subject to the same business rules as the Account Delegate document. In addition, at least one account must be selected on the “Edit List of Accounts” tab.

**Routing**
- The “Account Delegate Global” document routes to the Chart Manager for every chart represented in the accounts being modified, and then to the University Chart Manager.

**Initiating an Account Delegate Global Document**

**Using Look Up / Add Multiple Account Lines**
1. Complete the “Edit Global Delegate” tab.
2. To add multiple accounts to the “Edit List of Accounts” tab, click the Look Up / Add Multiple Account Lines lookup.
3. Enter the desired search criteria to search for the accounts you want to include and click search.
4. Once the result is returned, select check boxes to make your account selection and click return selected. The selected accounts are returned to the “Edit List of Accounts” tab.
5. Click submit.

**Adding One Account at a Time**
1. Complete the “Edit Global Delegate” tab.
2. To add one account at a time, enter the values or use the Account lookup.
3. Search for an account and click return value associated with the account you want to select.
4. Click add to add the account to the list.
5. Repeat steps 3-4 above to add additional accounts.

Account Delegate Model
The “Account Delegate Model” document allows you to create a model for the “Account Global” documents so that you can define a common delegation structure for a group of accounts easily. After the models are created, you may use them from the Create New Delegate Global from Model menu option.

Document Layout
The “Account Delegate Model” document includes the “Edit Account Delegate Model” and the “Edit Delegates for Model” tabs. The former defines the name of the model and the latter defines the characteristics of the model.
Edit Account Delegate Model Tab

Edit Account Delegate Model tab definitions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts Code</td>
<td><strong>Required.</strong> Enter the Chart of Accounts code that the model is used for or search for it from the Chart lookup.</td>
</tr>
<tr>
<td>Organization Code</td>
<td><strong>Required.</strong> Enter the organization code that the model is used for or search for it from the Organization lookup.</td>
</tr>
<tr>
<td>Account Delegate Model Name</td>
<td><strong>Required.</strong> Enter the name of this model.</td>
</tr>
</tbody>
</table>

Edit Delegates for Model Tab

Edit Delegates for Model tab definitions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type Code</td>
<td><strong>Required.</strong> Enter the document type code for this delegation or search for it from the Document Type Code lookup. Enter 'KFS' to establish the delegation for all document types that route to the Account level.</td>
</tr>
<tr>
<td>Account Delegate Primary Route</td>
<td><strong>Optional.</strong> Select the check box if it is a primary delegate. Clear the check box, if it is a secondary delegate.</td>
</tr>
<tr>
<td>Account Delegate Start Date</td>
<td><strong>Required.</strong> Enter the date on which the delegation starts, or select it from the calendar.</td>
</tr>
<tr>
<td>Account Delegate User ID</td>
<td><strong>Required.</strong> Enter the User ID for the delegate, or search for it from User lookup.</td>
</tr>
<tr>
<td>Approval From This Amount</td>
<td><strong>Optional.</strong> 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. Note that not all KFS documents have a dollar amount associated with them. The value of zero means that you do not have the minimum range defined for this delegation.</td>
</tr>
<tr>
<td>Approval To This Amount</td>
<td>Optional. Enter the maximum range of the dollar amount for which this delegation is applied to. 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. The value of '0' means that you do not have the maximum range defined for this delegation.</td>
</tr>
<tr>
<td>Active</td>
<td>Optional. Select the check box if this model is active. Clear it if it is inactive.</td>
</tr>
</tbody>
</table>

**Process Overview**

**Routing**
The “Account Delegate Global Model” document routes to Organization Review, Chart Manager, and University Chart Manager.

**Initiating an Account Delegate Model Document**

1. Select **Create Account Delegate Model** from the “Chart of Accounts” section on the KFS Modules tab.
2. Complete the standard tabs such as “Document Overview,” “Notes and Attachments,” and “Ad Hoc Recipients” tabs.
3. Complete the “Edit Account Delegate Model” tab.
4. Complete the “Edit Delegates for Model” tab and click add. Repeat this step for as many delegates as necessary.
5. Click submit.