



EXPENSE MODULE SETUP-MANAGE DELEGATES

EX

QUICK REFERENCE GUIDE EX-16

Purpose


The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide of Expense Module Setup Including Manage Delegates in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG covers the process of Expense Module Setup Including Delegates in NCFS. This will enable users to edit Expense Report templates to accommodate modifications in Expense Policies.

Expense Module Setup – Manage Delegates

To perform Expense Module Setup – Manage Delegates in NCFS, please follow the steps below:

1. Follow steps 1-3 above to navigate to the **Setup: Financials** page.
2. On the **Setup: Financials** page, in the **Search Tasks** section, enter **Manage Delegations** and click the **Search** [] icon and from the **Task** section, select **Manage Delegations**. The **Manage Delegations** page opens.

The screenshot shows the 'Setup: Financials' interface. At the top, there are status indicators for 'Latest Export' and 'Latest Import'. Below this, the 'Functional Areas' section lists various modules like 'Initial Users', 'Enterprise Profile', etc. The 'Search Tasks' field is prominently displayed with a red box around it, containing the text 'Manage Delegations'. To the right of this field is a search icon. Below the search field, the 'Expenses' section is visible, and under the 'Task' list, 'Manage Delegations' is highlighted with a red box. Other tasks listed include 'Manage Expense Report Audit Rules' and 'Manage Employee Matching Rules'.

3. On the **Manage Delegations** page, select the **Delegate** from the list displayed.

In this example, we choose **DAQUILLA LADA**.

Manage Delegations Done ▾

Search Basic Saved Search Delegations Created in the Last 6 Months ▾

View ▾ + ✎ 🗨 📄

Delegate	Assignment	Comments	Start Date	End Date
DAQUILLA LADA	CLYDE MARTINEZ-RAMIREZ		1/19/23	
DAQUILLA LADA	DAQUILLA STEPHENSON		12/19/22	
DAQUILLA LADA	BETTY ANN MCCRARY		12/9/22	
DAQUILLA LADA	STEFAN BELL		1/19/23	
DAQUILLA LADA	DEBORA HOLT		1/19/23	

4. On the *Delegation: DAQUILLA LADA for Individual CLYDE MARTINEZ-RAMIREZ* pop-up, select the **End Date** by clicking on the **Calendar** [📅] icon.

Delegation: DAQUILLA LADA for Individual CLYDE MARTINEZ-RAMIREZ

Delegate DAQUILLA LADA Start Date 1/19/23

Assignment CLYDE MARTINEZ-RAMIREZ End Date 6/2/23 📅

Accounting access

Project access

Comment

Save and Close Cancel

5. Click the **Save and Close** button. You are redirected to the **Manage Delegations** page.

Delegation: DAQUILLA LADA for Individual CLYDE MARTINEZ-RAMIREZ

Delegate DAQUILLA LADA Start Date 1/19/23

Assignment CLYDE MARTINEZ-RAMIREZ End Date 6/2/23 📅

Accounting access

Project access




Comment

Save and Close Cancel

- On the **Manage Delegations** page, the Delegate **End Date** column is updated. Click the **A + []** icon to add a new delegation relationship.

Manage Delegations Done ▾

▶ Search Basic Saved Search Delegations Created in the Last 6 Months ▾


View ▾ +   


Delegate	Assignment	Comments	Start Date	End Date
DAQUILLA LADA	CLYDE MARTINEZ-RAMIREZ		1/19/23	6/2/23
DAQUILLA LADA	DAQUILLA STEPHENSON		12/19/22	
DAQUILLA LADA	BETTY ANN MCCRARY		12/9/22	
DAQUILLA LADA	STEFAN BELL		1/19/23	
DAQUILLA LADA	DEBORA HOLT		1/19/23	

- A *Create Delegation* pop-up appears. Enter the required details in the fields displayed.

In this example, we choose **ERICH ANDERSON** for ***Delegate**, **ERICH BITTLE** for ***Assignment**, and **6/16/23** for ***Start Date**. Select the **Accounting access** checkbox and click the **Save and Close** button.

Create Delegation

*** Delegate** ERICH ANDERSON ▾ * *** Start Date** 6/16/23 

*** Assignment** ERICH BITTLE ▾ * **End Date** m/d/yy 

Accounting access *

Project access

Comment

Save and Close Cancel

- On the **Manage Delegations** page, a *Confirmation* pop-up appears. Click the **Done** button. You are redirected to the **Setup: Financials** page.

The screenshot shows the NCFS 'Manage Delegations' interface. At the top right, there is a 'Done' button. Below the search bar, a confirmation message is displayed: 'Confirmation: Your delegation was saved.' Below this, a table lists the delegates with columns for Delegate, Assignment, Comments, Start Date, and End Date.

Delegate	Assignment	Comments	Start Date	End Date
ERICH ANDERSON	ERICH BITTLE		6/16/23	
DAQUILLA LADA	CLYDE MARTINEZ-RAMIREZ		1/19/23	6/2/23
DAQUILLA LADA	DAQUILLA STEPHENSON		12/19/22	
DAQUILLA LADA	STEFAN BELL		1/19/23	

Wrap-Up

Setup an Expense Module, including Manage Delegates, in NCFS using the steps above.

Additional Resources

Virtual Instructor Led Training (vILT)

- EX 100: Expense Reports & Cash Advances