

DELEGATION OF AUTHORITY QUERY

These procedures are for Departmental (State only) users to identify who has financial authority to approve transactions. The inquiry page displays the name and signature of all people who are authorized to approve specified purchase categories for a given department.

These procedures do not include fiscal authority for trust funds. Trust fund agreements take precedence over department level fiscal authority.

Example, if an individual is listed as having authority to sign for Department 1006 in CFS,

- If the chartstring is TP004-1006, authority is determined by the trust fund agreement for TP004 to see who the signers are for that trust fund.
- If the chartstring is MB500-1006, authority is determined in CFS to see who are the signers for that Department.

Submit a [Delegation of Authority \(Signature Authorization\) form](#) to the Accounting Department (582-4022) to update inaccurate information (change), for a new employee (add), or to remove an employee (delete).

Navigation: Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer page:

1. Search by – enter **MB_DOA**
2. Click **Search**.
3. Query Name will display.
4. Click **HTML** to view results on-line or **Excel** for results to go to Excel.

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with MB_DOA

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
MB_DOA_SIGNATURE_AUTH	MB DOA Signature Authority	Public		HTML	Excel	Schedule	Favorite

Query Prompts:

5. Set ID – use look up and select business unit (e.g. MB000 for State).
6. Dept ID – enter 4-digit Department ID or enter % to return all Departments.
7. Click **View Results**.

SetID	Name	Status	Client Field	Value	Eff Date	Req Appr	Travel Appr	Direct Pay Appr	Exp Xfer Appr	Budg Xfer Appr	Pcard Appr	Off Sup Appr	Approved by
1 MB000	Cruz-Uniba,Kathryn	A	DEPT	1049	07/01/2010	Y	Y	Y	Y	N	Y	N	Harrison,Dianne F
2 MB000	Leno,George W	A	DEPT	1049	07/01/2010	Y	Y	Y	Y	N	Y	N	Cruz-Uniba,Kathryn
3 MB000	Thompson,Brenda M	A	DEPT	1049	07/01/2010	Y	Y	Y	Y	N	Y	N	Leno,George W

Interpreting Results:

Name - The names listed to the left of the report list the people who have delegation authority for that Department. The Approved by name indicates who approved that person's authority.

Status – indicates if the person is Active (A) for approval authority or if it is Inactive (I).

Approval Type – A "Y" in any column indicates that the specified person has signature authority for a specific activity.

Req Appr - Purchase Requisitions

Travel Appr - Travel Authorizations/ Advances

Direct Pay Appr - Direct Payment, Reimbursements, Petty Cash & Invoices

Exp Xfer Appr - Expenditure Transfers

Budg Xfer Appr - Initiate Budget Transfers

Pcard Appr - ProCard Approval