

Financial Contact Delegation



THE UNIVERSITY OF WISCONSIN-MADISON

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A financial contact can assign new delegates and manage existing delegates.

Financial contact delegation allows multiple people to view and modify the delegated cost center.

The financial contact and delegates can update and modify assigned Cost Centers.

Assigning a Financial Contact Delegate



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Click on the **Financial Contact Delegate** tab on the Financial Management Website and on the next page click on **Manage Delegates**.

Cost Center Delegate

Cost Center Status: Active All

Current Delegates Only

You do not have any delegates

[Manage Delegates](#)

Assigning a Financial Contact Delegate

Manage Cost Center Delegates

Assign New Delegate Manage Existing Delegate

Cost Center Status: Active All

Cost Center:

Search

Cancel

Click on **Assign New Delegate**

Enter a Cost Center to delegate in the empty box or leave the box blank and click search to assign multiple cost centers.

Assigning a Financial Contact Delegate

Assign New Delegate Manage Existing Delegate

Cost Center Status: Active All

Cost Center:

Please select one or more cost centers:

Display in Pages?

1 2				
<input type="checkbox"/>	<u>Cost Center</u>	<u>Description</u>	<u>Expired?</u>	<u>Current Funding</u>
<input type="checkbox"/>	I2011040		No	717109-999-7-PRJ41QM-2420---UWMSN
<input checked="" type="checkbox"/>	I2011109		No	717109-101-7---2420---UWMSN
<input checked="" type="checkbox"/>	I2011121		No	717109-101-7---2420---UWMSN
<input type="checkbox"/>	I2011128		No	414000-999-7---2650---UWEXT
<input type="checkbox"/>	I2011130		No	Needs Funding for Future Charges
<input type="checkbox"/>	I2011134		No	717109-999-7-PRJ49NL-2420---UWMSN
<input type="checkbox"/>	I2012004		No	717109-999-7-PRJ51KR-2420---UWMSN
<input type="checkbox"/>	I20120050	Service Building door struck by car	No	717109-999-7-PRJ54QR-2420---UWMSN
<input type="checkbox"/>	I2012006		No	717109-999-7-PRJ51RD-2420---UWMSN
<input type="checkbox"/>	I2012015		No	717109-101-7---2420---UWMSN
1 2				

[Assign Delegate](#)

Select one or more Cost Centers to delegate and click **Assign Delegate**.

Assigning a Financial Contact Delegate

Assign New Delegate Manage Existing Delegate

Cost Center Status: Active All

Cost Cent

Search

Please sele

Cost C	Name
<input type="checkbox"/>	HAACK, DONNA M
<input type="checkbox"/>	HAAS, JASON JUEDES
<input type="checkbox"/>	HAASE, LORI L
<input type="checkbox"/>	HAASE, SANDRA M
<input type="checkbox"/>	HAGEMANN, TRACY L
<input type="checkbox"/>	HAGENAUER, MARY ELLEN
<input type="checkbox"/>	HAGUE, HOPE A
<input type="checkbox"/>	HAHN, JESSICA R
<input type="checkbox"/>	HAHN, KENNETH A
<input type="checkbox"/>	HAKSETH, HEIDI A
<input type="checkbox"/>	HALFEN, ALICE A
<input checked="" type="checkbox"/>	HALL, STEPHEN J
<input checked="" type="checkbox"/>	HALLERAN, DONNA D
<input type="checkbox"/>	HAMILTON, CHRISTINA
<input type="checkbox"/>	HAMMERSLEY, GARY T
<input type="checkbox"/>	HAMMOND, LAURA J
<input type="checkbox"/>	HANKINS, THOMAS
<input type="checkbox"/>	HANLEY-MAXWELL, CHERYL D
<input type="checkbox"/>	HANLON, CATHERINE E
<input type="checkbox"/>	HANNEMAN, EILEEN L
<input type="checkbox"/>	HANS, BRIAN DAVID
<input type="checkbox"/>	HANSEN, AARON JAMES
<input type="checkbox"/>	HANSEN, ALEXANDER J
<input type="checkbox"/>	HANSEN, CHERYL M
<input type="checkbox"/>	HANSEN, NANCY M
<input type="checkbox"/>	HANSEN, SALLY J
<input type="checkbox"/>	HANSON, DEBORAH L
<input type="checkbox"/>	HANSON, JORDAN M
<input type="checkbox"/>	HANSON, KRISTA M
<input type="checkbox"/>	HANSON, MARK A

Select All

Assign Dele

Delegate:

Assign

Display in Pages?

Current Funding

17109-999-7-PRJ41QM-2420---UWMSN
17109-101-7---2420---UWMSN
17109-101-7---2420---UWMSN
14000-999-7---2650---UWEXT
eed's Funding for Future Charges
17109-999-7-PRJ49NL-2420---UWMSN
17109-999-7-PRJ51KR-2420---UWMSN
17109-999-7-PRJ54QR-2420---UWMSN
17109-999-7-PRJ51RD-2420---UWMSN
17109-101-7---2420---UWMSN

[Add New Financial Contact](#)

Select the person you want to make a delegate and click **Assign**.