
Franklin Business Services Center (BSC) Delegation Instructions

Adding Franklin BSC partners to your profile in the UGA Financial System allows BSC to prepare travel authorities and expense reports on your behalf.

1. Go to onesource.uga.edu, click the dropdown for "UGA Financial Management System," and log in. You should use your usual UGA login information.
Note: You will need to be on-campus or using the VPN to access UGA Financials. The EITS helpdesk can help you set up the VPN, and they are usually very prompt: helpdesk@uga.edu .
2. Within UGA Financial Management, click the **TE Profile & Delegation** tile. This will take you to a page titled "Authorized Users."
3. On the right-hand side of the screen, click the + sign to add a new row. **Do not delete the entry for your name!**
 - a. In this new row, within the Authorized User ID field, enter "alc51868"
 - a. Under Expense Document Type, select **Travel Authorization**
 - b. Under Authorization Level, select Edit & Submit
4. Click the + sign to add a new row again. **Do not delete the entry for your name!**
 - a. In this new row, within the Authorized User ID field, enter "alc51868"
 - b. Under Expense Document Type, select **Expense Report**
 - c. Under Authorization Level, select Edit
5. Click the Save button to save your delegate selections.
6. Repeat steps 3, 4, and 5 for the remaining BSC team members, using the following MyIDs in the Authorized User ID field:
 - a. Beverly Martin, User ID: "bemartin"
 - b. Kara Walker, User ID: "kaw61119"
 - c. Bobbi Snodgrass, User ID: "bsnod"
 - d. Lori Key, User ID: "lmk07709"
 - e. Mike Bryson, User ID: "mbryson"
 - f. Michelle Brawner, User ID: "mms32952"
 - g. Rosalina Mirandilla, User ID: "rdmirand"
 - h. Tanya Boyd, User ID: "tlboyd"
 - i. Jenna Collins, User ID: "Jenna1"
7. When you have authorized all users, click the **Save** button at the bottom of the page. You may need to scroll down to see it. Once you've clicked this button, you should be directed to a page that says "Save Confirmation." Your changes have not been saved unless you see this page.
8. Please note:
 - a. There is a screenshot on the following page to illustrate what your delegations should look like.
 - b. Delegates can create, modify, and submit travel authorizations for you. Delegates can also create and modify expense reports for you; however, **only you can submit expense reports**. Your submission of the expense report serves as your signature that the expenses reported are correct as submitted.
 - c. When your expense report has been prepared, the BSC team will send you instructions for how to submit it.

*Authorized User ID	Name	Expenses Document Type	*Authorization Level
<input type="text" value="YOUR MYID"/> <input type="button" value="Q"/>	YOUR NAME	Expense Report <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="YOUR MYID"/> <input type="button" value="Q"/>	YOUR NAME	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="kaw61119"/> <input type="button" value="Q"/>	Walker,Kara Alexis	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="kaw61119"/> <input type="button" value="Q"/>	Walker,Kara Alexis	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="alc51868"/> <input type="button" value="Q"/>	Cummings,Amanda L	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="alc51868"/> <input type="button" value="Q"/>	Cummings,Amanda L	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="bemartin"/> <input type="button" value="Q"/>	Martin,Beverly J	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="bemartin"/> <input type="button" value="Q"/>	Martin,Beverly J	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="bsnod"/> <input type="button" value="Q"/>	Snodgrass,Barbara J	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="bsnod"/> <input type="button" value="Q"/>	Snodgrass,Barbara J	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="lmk07709"/> <input type="button" value="Q"/>	Key,Lori Michele	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="lmk07709"/> <input type="button" value="Q"/>	Key,Lori Michele	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="mbryson"/> <input type="button" value="Q"/>	Bryson,Brian Michael	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="mbryson"/> <input type="button" value="Q"/>	Bryson,Brian Michael	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="mms32952"/> <input type="button" value="Q"/>	Brawner,Michelle M	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="mms32952"/> <input type="button" value="Q"/>	Brawner,Michelle M	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="rdmirand"/> <input type="button" value="Q"/>	Mirandilla,Rosalina	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="rdmirand"/> <input type="button" value="Q"/>	Mirandilla,Rosalina	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="tlboyd"/> <input type="button" value="Q"/>	Boyd,Tanya L	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="tlboyd"/> <input type="button" value="Q"/>	Boyd,Tanya L	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>
<input type="text" value="jenna1"/> <input type="button" value="Q"/>	Collins,Jenna	Expense Report <input type="button" value="v"/>	Edit <input type="button" value="v"/>
<input type="text" value="jenna1"/> <input type="button" value="Q"/>	Collins,Jenna	Travel Authorization <input type="button" value="v"/>	Edit & Submit <input type="button" value="v"/>