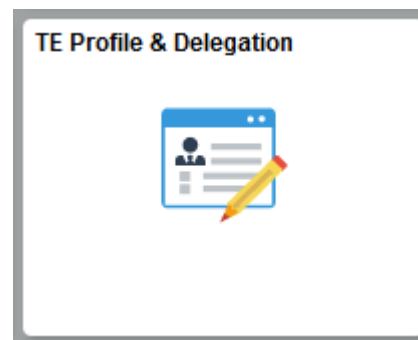


Adding a Delegate in OneSource

1. If you are off campus, make sure that you are connected to UGA's VPN.
2. Visit financials.onesource.uga.edu and log in using your UGA MyID and password.
3. Click the TE Profile & Delegation tile.

*This website looks similar to OneUSG, but is distinguishable by its gray background



4. By default, you will see yourself as an authorized user with the ability to edit & submit expense reports and travel authorizations.
5. Click the + to add additional rows – you will need a row for travel authorization delegation, and another row for expense report delegation.

Authorize Users

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	Expenses Document Type	*Authorization Level		
<input type="text" value="Your MyID"/>	Your Name	Expense Report	Edit & Submit	+	-
<input type="text" value="Your MyID"/>	Your Name	Travel Authorization	Edit & Submit	+	-

Save

6. Begin typing your delegate's MyID into the box on a new line – a drop down menu should appear where you can select the delegate's MyID – you can also click the magnifying glass to search for it.
7. In the Expenses Document Type column, select the document type you are delegating. You will need to delegate travel authorization on one line, and expense report on the next.
8. In the Authorization Level column, select "Edit & Submit" on the travel authorization line, and "Edit" on the expense report line.
9. Click save.

Authorize Users

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	Expenses Document Type	*Authorization Level		
<input type="text" value="Your MyID"/>	Your Name	Expense Report	Edit & Submit	+	-
<input type="text" value="Your MyID"/>	Your Name	Travel Authorization	Edit & Submit	+	-
<input type="text" value="Delegate's MyID"/>	Delegate's Name	Travel Authorization	Edit & Submit	+	-
<input type="text" value="Delegate's MyID"/>	Delegate's Name	Expense Report	Edit	+	-

Save