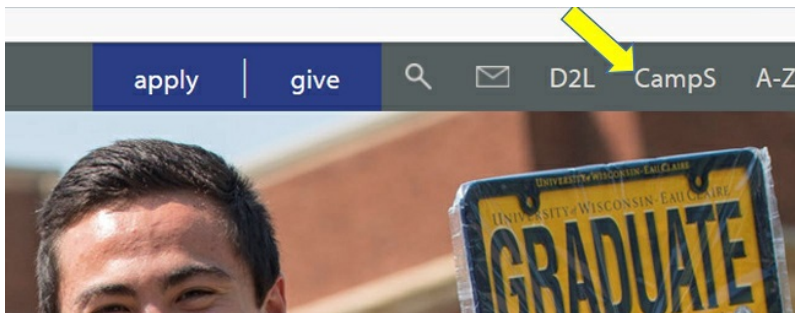


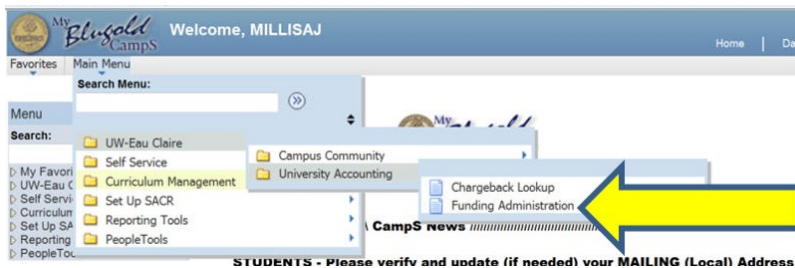
# University Accounting: Signature Authority Lookup by DeptID

Last Modified on 11/09/2021 2:13 pm CST

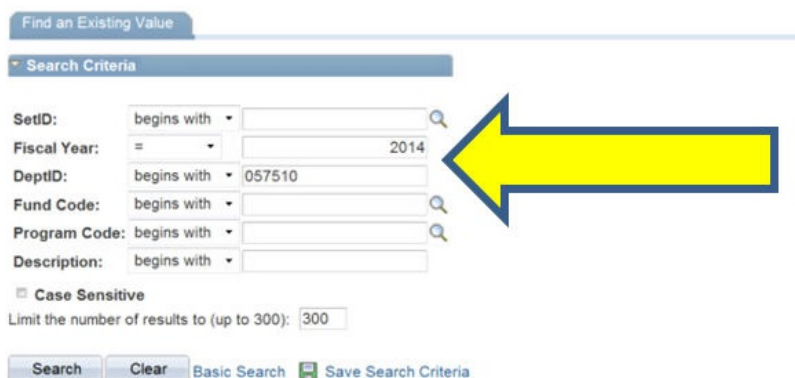
1. Navigate to [CampS](#).



2. Login using your university username and password.
3. Click **Main Menu > UW-Eau Claire > University Accounting > Funding Administration**.



4. Type the fiscal year (e.g., 2014) into the *Fiscal Year* field.
5. Type the department ID into the *DeptID* field.
6. Click **Search**.



7. Scroll down to the *Funding Managers* list.

*NOTE: These are the individuals with signature authority for the specific DeptID. When processing transfers, the University Accounting office verifies the signature matches the name*

of the individuals with signature authority for the account that is increasing expense, decreasing revenue or decreasing budget.

Description ACADEMIC SKILLS CENTER  
 HRS Major Department C051000 ACADEMIC AFFAIRS  
 MDC Category 2  
 Chargeback Allowed  
 Criminal Background Check Exempt

**Employment Flags**  
 Classified Funding  
 Unclassified Funding  
 LTE Funding

**Student Employment Flags**  
 Work Study Funding  
 NONP Funding

Funding Manager

Empl ID	Name	Primary Class
1 11031406	Linda J. Spaeth	<input type="checkbox"/>
2 11129933	Deborah M. Gough	<input type="checkbox"/>

Notes 

8. To search another DeptID, click **Return to Search**.

9. Clear the *DeptID*, *Fund Code*, and *Program Code* fields.

*NOTE: If you click the **Clear** button, you will need to include the fiscal year and make sure the SetID field shows UWEAU or you will get an error.*


Find an Existing Value

**Search Criteria**

SetID: = UWEAU

Fiscal Year: = 2014

DeptID: begins with 057510

Fund Code: begins with 102 

Program Code: begins with 0

Description: begins with

Case Sensitive  
 Limit the number of results to (up to 300): 300

**Search Results**

View All First 1 of 1 Last

SetID	Fiscal Year	DeptID	Fund Code	Program Code	Description
UWEAU	2014	057510	102	0	ACADEMIC SKILLS CENTER

Welcome, MILLISAJ

Favorites Main Menu UW-Eau Claire University Accounting Funding Administration

**Funding Administration**

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

Find an Existing Value

**Search Criteria**

SetID: =

Fiscal Year: = 2014

DeptID: begins with 057510

Fund Code: begins with

Program Code: begins with

Description: begins with

Case Sensitive  
 Limit the number of results to (up to 300): 300

**Message**

Field is required. (15,8)

You have left a field empty and a value must be entered.

10. Type the new DeptID in the *DeptID* field.

11. Click **Search**.

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