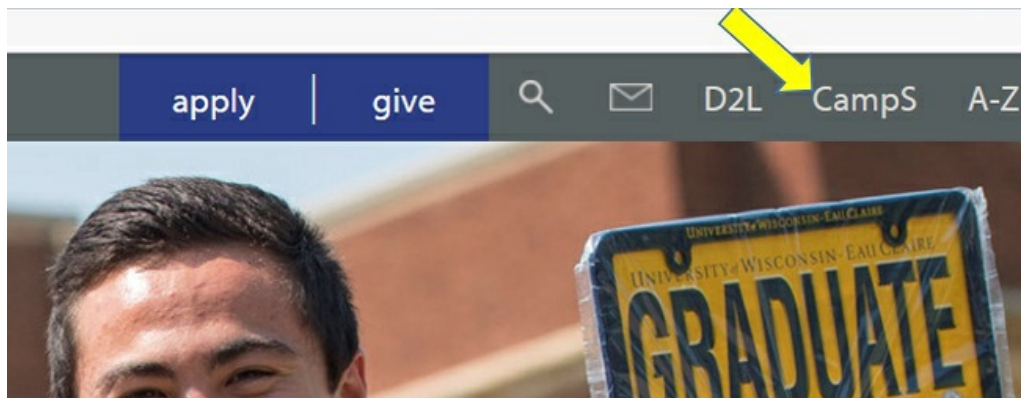


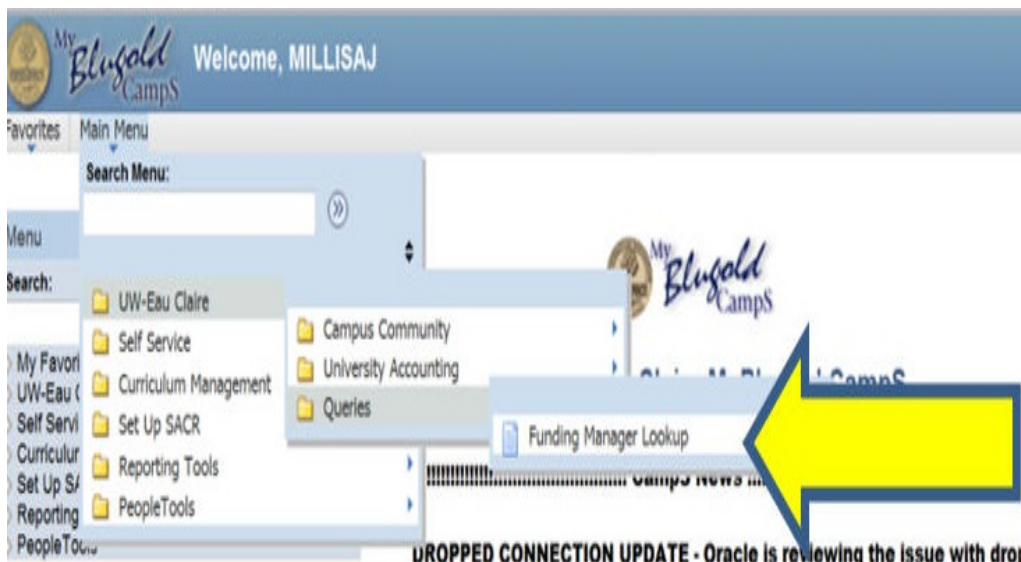
University Accounting: Signature Authority Lookup by Manager

Last Modified on 02/28/2018 12:19 pm CST

1. Navigate to the [CampS](#).



2. Login using your university username and password.
3. Click **Main Menu > UW-Eau Claire > Queries > Funding Manager Lookup**.

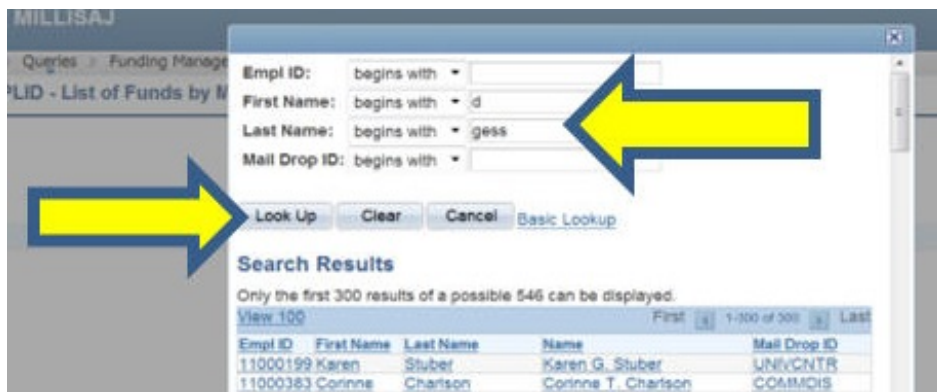


4. Type the fiscal year (e.g., 2014) into the *Fiscal Year* field.
5. Click the magnifying glass.
A search window will appear.

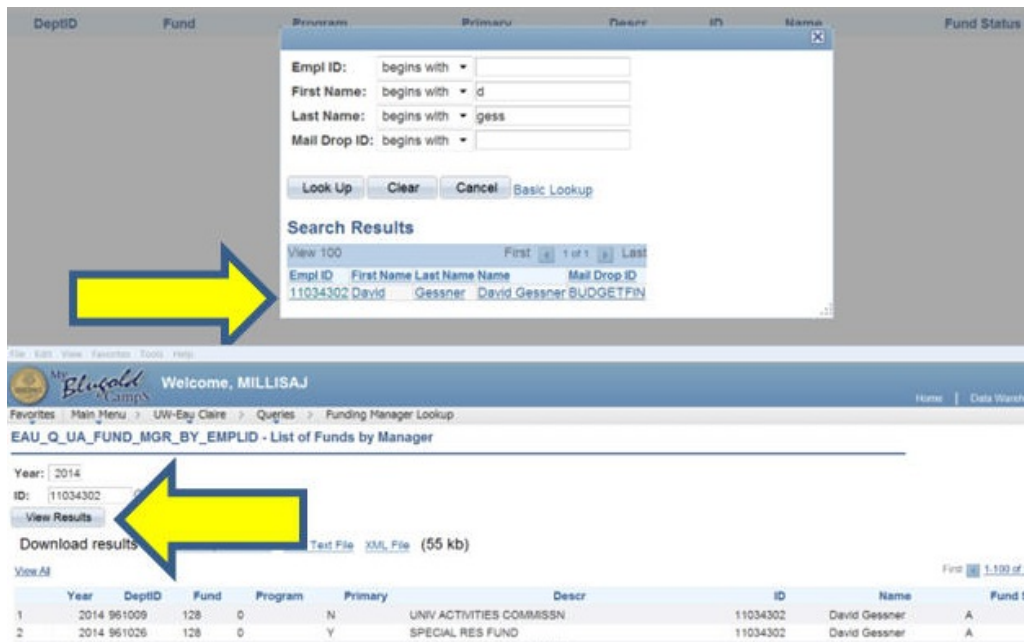
6. Click **Advanced Lookup** to search for managers by name.



7. Type in the appropriate search information (e.g., first few letters of the last name and first letter of the first name).
8. Click the **Look Up** button.



9. Select the appropriate individual from the search results list.
The *ID* field on the main lookup screen will fill.
10. Click **View Results**.



11. To download the results, click **Excel SpreadSheet** or CSV Text File.

NOTE: XML File downloads are not as user friendly with results.

WARNING: The individuals with signature authority on an account are constantly updated with changes in personnel or responsibilities. Please verify the individual still has signature authority for an account as you prepare any transfer forms to eliminate the need for University Accounting to contact you for an updated signature.



12. To search another manager, click **Funding Manager Lookup** and repeat steps 3-12.

My Bluegold CampS **Welcome, MILLISAJ**

Favorites | Main Menu > UW-Eau Claire > Queries > Funding Manager Lookup

EAU_Q_UA_FUND_MGR_BY_EMPLID - List of Funding Manager

Year:

ID:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (55 kb)

[View All](#)

	Year	DeptID	Fund	Program	Activity
1	2014	961009	128	0	UNIV ACTIVITIES C
2	2014	961026	128	0	SPECIAL RES FUN

