UL Meeting

Approver Table
Agenda

- Overview of Approver Table
- Approver Table Set-Up
- Journal Entry Approver Table
- AP Voucher Approver Table
- Resources & Tasks
- Demo
Overview of Approver Table
The Approver Table is used to assist the Department Manager in approving transactions.

AP Transactions and Journal Entries that meet certain criteria must be approved by a department manager or individuals that the department manager designates as an authorized approver.
The following transaction types will be routed for approval:

- **AP Transactions**
  - PO Vouchers $10,000 or greater
  - Discrepancy Vouchers (30% or $300)
  - All payment requests (non-PO’s)
  - Positive Adjustment Vouchers ($500 or greater)

- **Journal Entries** where a line is $10,000 or greater
Approver Types

Department managers may designate the following approver types in the approver table:

**AP Vouchers:**
- ChartField approver
- Fiscal approver
- Combined approver
- Project/Grant approver
  - SAPOC
  - Project Director

**Journal Entries:**
- Journal approver

Note: To be selected to be on the approver table, approvers must have appropriate access.
Approver Table Set-Up
Creating the Approver Table

**How to create your approver table:**
1. Select the transaction type
2. Set up approval groups
3. Assign approvers to your approval groups
4. Assign approval groups to your departments
Select the Transaction Type

Navigation:
M-Pathways Financials & Physicals Resources Systems > Set Up Financials/Supply Chain > Approval Profile > Authorized Approver

[Diagram showing the process of selecting a transaction type with a search interface and options for looking up and adding values.]
The Approval Table

Set up Approval Groups

Assign Approvers to Your Approval Groups

Assign Approval Groups to your Departments
Set up Approval Groups

<table>
<thead>
<tr>
<th>Group ID</th>
<th>*Group Name</th>
<th>*Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 0001</td>
<td>Group 1</td>
<td>Active</td>
</tr>
<tr>
<td>2 0002</td>
<td>Group 2</td>
<td>Active</td>
</tr>
<tr>
<td>3 0003</td>
<td>Group 3</td>
<td>Active</td>
</tr>
<tr>
<td>4 0004</td>
<td>Group 4</td>
<td>Active</td>
</tr>
<tr>
<td>5 0005</td>
<td>Group 5</td>
<td>Active</td>
</tr>
</tbody>
</table>

Save Approval Groups
Assign Approvers to your Approval Groups
Assign Approval Groups to your Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Description</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 174255</td>
<td>LSA Dean: ShSvc-South State St</td>
<td>Group 2</td>
</tr>
<tr>
<td>2 179500</td>
<td>LSA History of Art</td>
<td>Group 4</td>
</tr>
<tr>
<td>3 179900</td>
<td>LSA Dean: Interdept Activity</td>
<td>Group 1</td>
</tr>
<tr>
<td>4 600135</td>
<td>SL Budget and Finance</td>
<td>Group 1</td>
</tr>
<tr>
<td>5 689000</td>
<td>Office of Assoc VP for Finance</td>
<td>Department Manager Routing</td>
</tr>
</tbody>
</table>
Journal Entry Approver Table
Journal Entry Definitions

**APPROVER TYPE**
- **Journal entry approver** - responsible to ensure that JE is appropriate, accurate, legitimate within university guidelines and has the proper ChartField combination

**JOURNAL ENTRY ROLES**
- **Requester** - Identifies the need for a JE
- **Creator** - Uploads or enters the JE online
- **Approver** - Determines the accuracy and appropriateness of the transaction before the JE is posted to the GL (the unit's assigned approver)
- **Ad Hoc Approver** - An additional approver step in M-Pathways before the JE can be posted to the GL. This is optional.
Journal Entry Workflow

- JE’s will be routed for approval if a line on the JE is $10,000 or greater
- JE’s will route to the Approver(s) from the Requester’s appointing department ID
- If a JE has sponsored lines, it will route to Sponsored Programs for approval after the unit has approved
- After the individual approves in the unit, it will be removed from the worklist of other approvers it may have routed to
Journal Entry Workflow Example 1

**Approver Table set up:** Department Manager

**Journal entry will route to:** This JE will not route for approval
Journal Entry Workflow Example 2

Approver Table set up: N/A

Journal entry will route to: Department Manager of the Requester’s Appointing Department ID
Journal Entry Workflow Example 3

Approver Table set up: 2 Journal Approvers
Journal entry will route to: 2 Journal Approvers for the Requester’s Appointing Department ID
Journal Entry Workflow Example 4

**Approver Table set up:** 2 Journal Approvers (llharris and mchaif)

**Journal entry will route to:** llharris
AP Voucher Approver Table
AP Approver Definitions

**ChartField** - confirms that the correct Chartfields were used

**Fiscal** - confirms that the purchase was appropriate, budget check

**Combined** - confirms that the correct ChartFields were used and the purchase was appropriate

**Additional optional routings for vouchers**
- Project/Grant routing:
  - **Project Director**
  - **SAPOC**
AP Voucher Routing

1. AP Vouchers will route to the approver(s) for the Department ID with the highest total dollar amount.

2. Optional Project/Grant routing allows Departments to choose to route to the SAPOC or Project Director as:
   1. the sole approver of the voucher or
   2. prior to departmental approval

3. If the Department ID has Project/Grant routing set up, the voucher will route to the approver for the Project/Grant with the highest total dollar amount.

4. If the voucher is $10,000 or greater, it will route to the Department Manager in addition to SAPOC or Project Director.
### AP Workflow Example 1

**Voucher ID** | **Voucher Line** | **Amount** | **Department** | **Project/Grant**  
---|---|---|---|---  
60009169 | 1 | $1,000 | 251000 | U043723  
60009169 | 2 | $5,000 | 251000 | U043723  
60009169 | 3 | $1,500 | 251000 | F044772  
60009169 | 4 | $500 | 251000 | F044772  
60009169 | 5 | $500 | 251000 | F044772  
60009169 | 6 | $2,000 | 251000 | F044772

**DEPARTMENT 251000 SET UP THE APPROVER TABLE:**
- PG routing: SAPOC
- Departmental routing after PG routing
- Combined approver

**VOUCHER WILL ROUTE TO:**
1. SAPOC of P/G U043723
2. Combined approver of Dept 251000

- **$6,000**
- **$4,500**
**AP Workflow Example 2**

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Voucher Line</th>
<th>Amount</th>
<th>Department</th>
<th>Project/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>60009170</td>
<td>1</td>
<td>$1,000</td>
<td>251000</td>
<td></td>
</tr>
<tr>
<td>60009170</td>
<td>2</td>
<td>$5,000</td>
<td>251000</td>
<td></td>
</tr>
<tr>
<td>60009170</td>
<td>3</td>
<td>$1,500</td>
<td>251000</td>
<td>F044772</td>
</tr>
<tr>
<td>60009170</td>
<td>4</td>
<td>$500</td>
<td>251000</td>
<td>F044772</td>
</tr>
<tr>
<td>60009170</td>
<td>5</td>
<td>$500</td>
<td>251000</td>
<td>F044772</td>
</tr>
<tr>
<td>60009170</td>
<td>6</td>
<td>$2,000</td>
<td>251000</td>
<td>F044772</td>
</tr>
</tbody>
</table>

**DEPARTMENT 251000 SET UP THE APPROVER TABLE:**
- PG routing: SAPOC
- ChartField and Fiscal Approvers

**VOUCHER WILL ROUTE TO:**
1. ChartField approver of Dept 251000
2. Fiscal approver of Dept 251000
## AP Workflow Example 3

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Voucher Line</th>
<th>Amount</th>
<th>Department</th>
<th>Project/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>60009171</td>
<td>1</td>
<td>$1,000</td>
<td>251000</td>
<td></td>
</tr>
<tr>
<td>60009171</td>
<td>2</td>
<td>$500</td>
<td>251000</td>
<td></td>
</tr>
<tr>
<td>60009171</td>
<td>3</td>
<td>$1,500</td>
<td>173500</td>
<td></td>
</tr>
<tr>
<td>60009171</td>
<td>4</td>
<td>$5,000</td>
<td>173500</td>
<td></td>
</tr>
<tr>
<td>60009171</td>
<td>5</td>
<td>$500</td>
<td>174500 F012345</td>
<td></td>
</tr>
<tr>
<td>60009171</td>
<td>6</td>
<td>$2,000</td>
<td>174500</td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT 251000 SET UP THE APPROVER TABLE:**
- PG routing: SAPOC
- ChartField and Fiscal Approvers

**DEPARTMENT 173500 SET UP THE APPROVER TABLE:**
- Combined Approver

**DEPARTMENT 174500 SET UP THE APPROVER TABLE:**
- PG routing: Project Director
- Combined Approver

**VOUCHER WILL ROUTE TO:**
1. Combined Approver of Dept 173500

**$1,500**

**$6,500**

**$2,500**
Resources & Tasks
**Approver Table Management Report**

The Approver Table Management Report shows the individuals to whom the Department Manager has **delegated approval authority** for each approver type. The report can be run by Department ID or Department Group.

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Department Manager</th>
<th>Uniqname</th>
<th>Transaction Type</th>
<th>Approval Type</th>
<th>Approver</th>
<th>Uniqname</th>
<th>Dept Mgr Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>KELLY, DONALD</td>
<td>dkelly</td>
<td>AP Approval</td>
<td>Fiscal</td>
<td>SANCHEZ, ANNIE</td>
<td>anies</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fiscal</td>
<td>MARTINEZ, VIC</td>
<td>vmart</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Project Director</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>987654</td>
<td>SORIA, JOSIE</td>
<td>soria</td>
<td>AP Approval</td>
<td>Combined</td>
<td>COKE, PHILLIP</td>
<td>pepsi</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Combined</td>
<td>AVILA, ALEXANDER</td>
<td>avilla</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ROMINE, ANDY</td>
<td>drew</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAPOC</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>654321</td>
<td>PORCELLO, RICHARD</td>
<td>ricky</td>
<td>JE Approval</td>
<td>Combined</td>
<td>ALLEN, RODERICK</td>
<td>rallen</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Project Director</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>321654</td>
<td>SCHERZER, MAXWELL</td>
<td>smax</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Communication & Notifications

Who do department managers contact to update their Approver Table?
approvertable@umich.edu or call the Shared Services Center at 734-615-2000 then select prompt 4 for the Accounting Customer Service team.

How will department managers receive notifications for their Approver Table requests?
Notifications will come via email.

What is the expected turn-around time once department managers have submitted requests with all required information?
3 business days.
What We Need From Department Managers

1. Department Managers should complete the **excel template** (below) for all individuals that will need access to approve JE’s and AP Vouchers and email to mchaif@umich.edu. This will not set up your approver table, but will give you the ability to add them as approvers.

![Excel Template](image)

Note: If this is not completed by March 15th, Department Managers will need to request separate OARS access for all individuals they want to add to the approver table.

**AP Approver Role: PR AUTH APPROVER VOUCHER USER**

**JE Approver Role: GL JOURNAL ENTRY APPROVER**

2. Ensure **SAPOC, Project Director, and Department Managers** are reflected properly in M-Pathways.
Department Manager Role

During this process, units may consider modifying their current department structure. Department Managers are responsible for the following and should be considered if restructuring:

- Update the Approver Table
- Approver Vouchers over $10K
- Access to Procurement dashboard to see ALL vouchers scheduled for payment
- Personnel information recipient
- Recipient of the Gross Pay Register
- Responsible for documenting departmental business processes
- Time approval
- Space survey
- ITComm online ordering
- Telephone usage summaries
- Compliance reporting
- ChartField maintenance
- Targeted emails from Payroll and other UM central offices
Questions?

Please email Lisa Harris (llharris), Malorie Lauzon (mchaif), or Lisa Frye (lifrye) with additional questions.