Welcome

This course will provide Department Managers the knowledge and understanding they need to maintain the Approver Table for their Departments.
Course Introduction

Course Map

Course Introduction

LESSON 1: Overview of Approver Table

LESSON 2: Approver Table Set-Up

LESSON 3: Journal Entry Approver Table

LESSON 4: AP Voucher Approver Table

LESSON 5: Resources & Tasks

Course Summary
Lesson 1: Overview of Approver Table

This lesson provides an overview of the Approver Table
Lesson 1: Overview of Approver Table

Authorize Approvers Through the 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.
Lesson 1: Overview of Approver Table

Transaction Types

The following transaction types will be routed for approval:

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

- **Journal Entries** where a line is $10,000 or greater
Lesson 1: Overview of Approver Table

Approver Types

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

**AP Transactions:**
- 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.*
Lesson 2: Approver Table Set-Up

This lesson will provide a brief summary of the process to set up your approver table.
Lesson 2: Approver Table Set-Up

Creating & Assigning Groups

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
Lesson 2: Approver Table Set-Up

Step One: Select the Transaction Type

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

Set up Approval Groups

Assign Approvers to Your Approval Groups

Assign approval groups to your departments
Lesson 2: Approver Table Set-Up

Step Two: Set up Approval Groups

![Approvers Groups Table](image)
Lesson 2: Approver Table Set-Up

**Step Three: Assign Approvers to Your Approval Groups**

<table>
<thead>
<tr>
<th>Group ID: 0001</th>
<th>Name: Group 1</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approvers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Effective Date:</em> 01/08/2015</td>
<td>Last Updated By: MCHAIF</td>
<td>Last Updated On: 01/08/15 2:19PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group ID: 0002</th>
<th>Name: Group 2</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approvers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Effective Date:</em> 01/08/2015</td>
<td>Last Updated By: MCHAIF</td>
<td>Last Updated On: 01/08/15 2:19PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group ID: 0003</th>
<th>Name: Group 3</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approvers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Effective Date:</em> 01/08/2015</td>
<td>Last Updated By: MCHAIF</td>
<td>Last Updated On: 01/08/15 2:19PM</td>
</tr>
</tbody>
</table>
Lesson 2: Approver Table Set-Up

Step Four: 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>
Lesson 2: Approver Table Set-Up

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.
Lesson 2: Approver Table Set-Up

Demo of Journal Approver Table
Lesson 2: Approver Table Set-Up

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
Lesson 2: Approver Table Set-Up

Demo of AP Voucher Approver Table
Lesson 3:

Journal Entry Approver Table

The lesson covers maintaining the Journal Entry Approver Table
Lesson 3: Journal Entry Approver Table

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
Lesson 3: Journal Entry Approver Table

**End-To-End Process – Approver Table Set Up**

### Define Approver Groups

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Group 1</td>
<td>Active</td>
</tr>
</tbody>
</table>

### Approvers

<table>
<thead>
<tr>
<th>Approver</th>
<th>Approver Name</th>
<th>Approval Type</th>
<th>*Authorized By</th>
<th>Authorizer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>KHiGGs</td>
<td>PAYNE,KAREN A</td>
<td>JOURNAL</td>
<td>mchaif</td>
<td>LAUZON,MALORIE ANN</td>
</tr>
<tr>
<td>LIFRYE</td>
<td>FRYE,LISA</td>
<td>JOURNAL</td>
<td>mchaif</td>
<td>LAUZON,MALORIE ANN</td>
</tr>
</tbody>
</table>

### Assign Group to Departments

<table>
<thead>
<tr>
<th>*Effective Date:</th>
<th>*Status:</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/2015</td>
<td>Active</td>
<td>MCHAIF</td>
<td>03/02/15 8:21AM</td>
</tr>
</tbody>
</table>

### Department List

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Description</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>174255</td>
<td>LSA Dean: Sh Svc South St</td>
<td>Group 2</td>
</tr>
<tr>
<td>179600</td>
<td>LSA History of Art</td>
<td>Department Manager Routing</td>
</tr>
<tr>
<td>179600</td>
<td>LSA Dean: Interdept Activity</td>
<td>Department Manager Routing</td>
</tr>
<tr>
<td>500135</td>
<td>SL Budget and Finance</td>
<td>Group 1</td>
</tr>
<tr>
<td>589000</td>
<td>Office of Assoc VP for Finance</td>
<td>Group 1</td>
</tr>
</tbody>
</table>
Lesson 3: Journal Entry Approver Table

End-To-End Process – JE Approval

Mchaif’s appointing department ID is 600135

JE will route to approvers on approver table for deptID 600135
Lesson 3: Journal Entry Approver Table

End-To-End Process – JE Approval
Lesson 3: Journal Entry Approver Table

End-To-End Process – SOA Reconciliation
Lesson 3: Journal Entry Approver Table

Example 1

**Approver Table set up:** Department Manager

**Journal entry will route to:** This JE will not route for approval
Lesson 3: Journal Entry Approver Table

Example 2

**Approver Table set up:** N/A

**Journal entry will route to:** Department Manager of the Requester’s Appointing Department ID
Lesson 3: Journal Entry Approver Table

Example 3

**Approver Table set up:** 2 Journal Approvers

**Journal entry will route to:** 2 Journal Approvers for the Requester’s Appointing Department ID
Lesson 3: Journal Entry Approver Table

Example 4

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

**Journal entry will route to:** llharris
Lesson 4: AP Voucher Approver Table

This lesson covers maintaining AP Voucher Approver Table
Lesson 4: AP Voucher Approver Table

AP Voucher Routing

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

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

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**
Lesson 4: AP Voucher Approver Table

Routing of AP Vouchers: Example 1

<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>60009169</td>
<td>1</td>
<td>$1,000</td>
<td>251000</td>
<td>U043723</td>
</tr>
<tr>
<td>60009169</td>
<td>2</td>
<td>$5,000</td>
<td>251000</td>
<td>U043723</td>
</tr>
<tr>
<td>60009169</td>
<td>3</td>
<td>$500</td>
<td>251000</td>
<td>F044772</td>
</tr>
<tr>
<td>60009169</td>
<td>4</td>
<td>$500</td>
<td>251000</td>
<td>F044772</td>
</tr>
<tr>
<td>60009169</td>
<td>5</td>
<td>$500</td>
<td>251000</td>
<td>F044772</td>
</tr>
<tr>
<td>60009169</td>
<td>6</td>
<td>$1,000</td>
<td>251000</td>
<td>F044772</td>
</tr>
</tbody>
</table>

**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
Lesson 4: AP Voucher Approver Table

Routing of AP Vouchers: 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>
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<tr>
<td>60009170</td>
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<td>251000</td>
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</tr>
<tr>
<td>60009170</td>
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<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
3. Department Manager of Dept 251000
Lesson 4: AP Voucher Approver Table

Routing of AP Vouchers: 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>$500</td>
<td>251000</td>
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</tr>
<tr>
<td>60009171</td>
<td>2</td>
<td>$500</td>
<td>251000</td>
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</tr>
<tr>
<td>60009171</td>
<td>3</td>
<td>$1,500</td>
<td>173500</td>
<td></td>
</tr>
<tr>
<td>60009171</td>
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<td>$500</td>
<td>174500 F012345</td>
<td></td>
</tr>
<tr>
<td>60009171</td>
<td>6</td>
<td>$1,500</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:
- Combined approver of 173500

$1,000
$6,500
$2,000
Lesson 5: 
Resources & Tasks
Lesson 5: 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.
Lesson 5: Resources & Tasks

Communication & Notifications

Who do I contact to update our unit 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 I receive notifications for my Approver Table requests?
Notifications will come via email

What is the expected turn-around time once I have submitted my request with all required information?
3 business days
Lesson 5: Resources & Tasks

What We Need From You

1. Department Managers should complete the **excel template** 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 13, 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.
Lesson 5: Resources & Tasks

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 when restructuring:

- Update the Approver Table
- Approve Vouchers over $10K
- Approve e-Pro Reqs/POs >$100K
- 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
Course Summary

Questions & Wrap up

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