

## OVERVIEW

MUFG Exchange supports a wide range of complex payment approval requirements using Panel Approval. If your company is set up to use Panel Approval, all payments must be covered by an Approval Workflow set up in the Panel Approval Maintenance screens.

### Types of Approval Requirements Supported

Panel Approval is extremely flexible and can support almost any approval requirements. Typical requirements include:

- Different approval requirements for payments based on amount
- Different approval requirements for freeform payments vs. payments from templates
- Different approval requirements for payments from different accounts
- Different approval authorities for different company Approvers (e.g. Manager, VP, CFO)

### Approval Workflows

Enabling Panel Approval entails setting up one or more **Approval Workflows** which define approval requirements for those payments that meet criteria specified in the workflow.

- Each Approval Workflow applies to a specified set of **payments types, entry methods, and accounts**.
- Each Approval Workflow can include any number of **Payment Thresholds** based on dollar amount.
- For each Payment Threshold one or more **Approval Sequences** must be defined.
- Completion of **any one** of the defined Approval Sequences for a payment approves the payment.
- Approval Sequences can incorporate up to 10 customer-defined **Approver Types** e.g. Associate, Manager, VP, Treasurer.
- Approval Sequences can also specify approval **Order** if required – e.g. Associate must approve first, then VP, then Treasurer. Order is specified as Not Fixed, Fix All, Fix First, Fix Last.

### Important Considerations when setting up Panel Approval Workflows:

- All payment types, accounts, and entry methods must be included in an Approval Workflow.
  - If a payment does not fall into one of the Approval Workflow, that payment cannot be approved.
- If a new account is added, and “all current and future accounts” is not selected for all the customer’s Approval Workflows, then the new account must be added to an existing or a new Approval Workflow.
  - For this reason, it is recommended to select “All Current and Future Accounts” if every account will have the same approval requirements.
- All approvers must be assigned an Approver Type on their User Information page.
  - Approvers who do not have an Approver Type assigned **will not be able to approve any payments**.
  - If a new Approver is added that user must be assigned an Approver Type on their User Information page.

(continued)

---

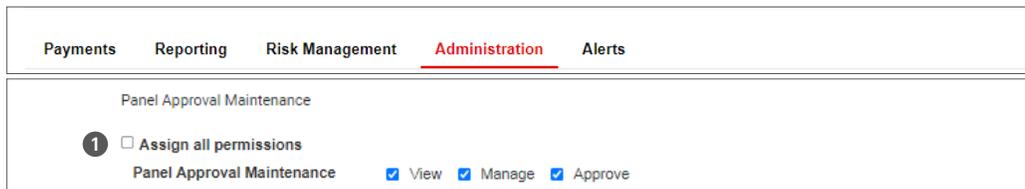
## SETTING UP PANEL APPROVAL

### Step 1: Assign Panel Approval Maintenance to at least two users by modifying a role assigned to each user

- 1 There are separate View, Manage, and Approve options under Panel Approval Maintenance on the Administration tab of the Role. Select one or more of these permissions in a role assigned to each of the company's users who will maintain the company's approval requirements.

At least two users must have Panel Approval Maintenance, one with Manage and one with Approve.

**Note:** Any change to an Approval Workflows requires one user to make the change and a second user to approve it.

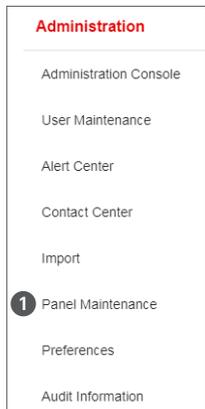


The screenshot shows a navigation menu with tabs: Payments, Reporting, Risk Management, Administration (highlighted in red), and Alerts. Below the menu, the 'Panel Approval Maintenance' section is visible. It includes a checkbox for 'Assign all permissions' (with a '1' icon) and three checked checkboxes for 'View', 'Manage', and 'Approve'.

**It is strongly suggested that access to Panel Approval Maintenance be limited to a few trusted company administrators, since modification of Approval Workflows can change the company's security requirements around payments.**

### Step 2: Define Approver Types

- 1 Click **Panel Maintenance** on the Administration menu to access the Panel Approval Maintenance page.



The screenshot shows the 'Administration' menu with the following items: Administration Console, User Maintenance, Alert Center, Contact Center, Import, Panel Maintenance (highlighted with a '1' icon), Preferences, and Audit Information.

- Then click **Manage Approvers** to open the **Update Approver Types** page. You can define up to ten Approver Types, and you can customize the names to align with the roles at your company. The system default Approver Type display names are A, B, C, D, etc.

### Step 3: Assign Approver Type to each user with Approval rights

Once Panel Approval is activated, each Approver must have an Approver Type assigned to perform any approval functions.

- To assign an Approver Type, go to the Users list by clicking **User Maintenance** in the Administration Menu on MUFG Exchange.

- Find the user in the **User Maintenance** screen list view, and select **Modify** in the actions column.

All	Actions	User ID	User Name	Disabl...
<input type="checkbox"/>	View	USERNAMEONE	USER NAME ONE	No
<input type="checkbox"/>	View	EVEN	ADMIN NAME ELEVEN	No

- On the **User Detail** page, you can select Approver Type from the drop-down.

**Note:** The user must be approved by another administrator before this change will take effect.

The screenshot shows the 'User Detail' page with the following fields:

- User ID:** ADMINNAME19EEN
- Email:** test@test.com
- User Name:** ADMIN NAME NINETEEN
- Mobile Phone Number:** (empty)
- S&D ID:** a817ee8327f6476e93309a6ca7117
- Fax:** (empty)
- Company:** 344383
- Locale:** Japanese (Japan)
- Time Zone:** America/New\_York
- Status:** (empty)
- Approver Type:** VP (dropdown menu)

### Step 4: Add Approval Workflow and Specify Payment Methods, Entry Methods, and Accounts

For each Approval Workflow, the first page of the setup is where you define the Payment Methods, Entry Methods, and Accounts which are included in the Approval Workflow.

- Navigate to the Panel Approval Maintenance page as described in Step 2-1. Then click **Add Approval Workflow** on the Panel Approval Maintenance page to set up an **Approval Workflow**.

The screenshot shows the 'Panel Approval Maintenance' page with the following elements:

- Panel Approval Workflow** (header)
- 1 Add Approval Workflow** (button)
- Manage Approvers** (link)

- On the **New Approval Workflow** screen, under Payment Methods, you may pick the specific payment methods that the Approval Workflow applies to. If specifying payment methods, be sure that all payment methods are covered by an Approval Workflow

For instance: You may want one Approval Workflow to apply to all wires, another to all ACH payments, and a third workflow to apply to Transfers.

- Select **Apply all current & future Payment Methods** if all payment methods will be covered by this Approval Workflow
  - Specify Entry Method for the selected Payment Methods
- For example, you can have one Approval Workflow covering Freeform and Import entry methods, and a second covering Template and Repetitive entry methods.

The screenshot shows the 'New Approval Workflow' screen with the following sections:

- Panel Workflow Code:** ACH
- Description:** ACH Payments
- 2 PAYMENT METHODS** (selected) / TEMPLATES
- 1 Some Payment Methods may not be eligible for all Entry Methods**
- Payment Methods:**
  - 3**  Apply all current & future Payment Methods
  - Drawdown
  - File
  - Corporate Collections
  - Child Support Payments
  - NACHA File Import
  - NACHA Pass Through
  - Federal Tax Wire
  - Wire - International
  - Consumer Payments
  - Corporate Trade Exchange
  - Payroll
  - Wire - Domestic
  - Transfer
  - Consumer Collections
  - Corporate/Vendor Payments
  - Tax Payments
- 4 Entry Methods:**
  - FreeForm
  - Import
  - Repetitive
  - Template

- 5 Select **Assign all current and future Accounts** to apply this approval workflow's requirements to all the company's accounts **or** select individual accounts to include only those accounts

**Note:** If you do not check Assign all current & future Accounts, any new account you add must be added to an Approval Workflow, or payments on that account will not be able to be approved.

- 6 Click **Continue** to go to the next page after payment methods, entry methods, and accounts have been specified.

Accounts

Assign all current & future Accounts **5**

3 Available Accounts **5**

- Consolidation Account 111111113
- Euro Account 222222222
- Receivables Account 111111117

3 Assigned Accounts

- General Account 111111111
- Payables Account 333333333
- Payroll Account 111111118

[Move All](#) [Remove All](#)

**6**

## Step 5 – Enter Threshold Amounts and Sequences

- 1 On the second page of the **New Approval Workflow** screen, you must specify one or more dollar-value thresholds and define the approval requirements for each in one or more **Approval Sequences**.
- 2 After entering the threshold amount and approval sequence requirements, select **ADD ANOTHER THRESHOLD AMOUNT** if you require additional thresholds or select **SAVE** to complete the threshold.

← New Approval Workflow

1 Payment Methods & Accounts

2 Threshold Amounts & Approvers

Threshold Amount Information

1 \* Threshold Amount

USD

1 \* Approval Sequence 1 \* Approver Name 1 Approver Name 2 Approver Name 3

Select Select Select Select [Add Approver](#)

[Add Approval Sequence](#)

2

2

3 The **Threshold Amount** specifies the **upper limit** of payments requiring specified approvals

- The lowest threshold applies to payments from \$0 to that threshold amount.
- The second lowest threshold applies to payments above the first threshold amount up to the second threshold amount, etc.
- You can add as many threshold amounts as needed by selecting **ADD ANOTHER THRESHOLD AMOUNT**.

4 Unless you want to limit the dollar amount of payments within the Approval Workflow, the largest threshold should be set to \$9,999,999.00, the maximum payment amount supported by the system.

- If the largest threshold is lower than this amount, no payments (of the type/entry method/account defined in the Approval Workflow) over that threshold amount can be approved.

5 For each threshold amount, you must specify one or more approval sequences:

- Each threshold amount must have at least one approval sequence. Select **Add Approval Sequence** to add additional approval sequences.
- Completion of **any one of the approval sequences** approves the payment. You can add as many approval sequences per threshold as desired.
- The approval sequence can have one or more approvers of different types or the same type.

Threshold Amount Information

**ADD ANOTHER THRESHOLD AMOUNT**

▼ 999,999.00 USD - 3 Approval Sequence(s) ✕

**3** \* Threshold Amount  USD

**5** \* Approval Sequence 1  \* Approver Name 1  [Add Approver](#)

\* Approval Sequence 2  \* Approver Name 1  [Add Approver](#) ✕

\* Approval Sequence 3  \* Approver Name 1  [Add Approver](#) ✕

[Add Approval Sequence](#)

▼ 4,999,999.00 USD - 2 Approval Sequence(s) ✕

\* Threshold Amount  USD

\* Approval Sequence 1  \* Approver Name 1  [Add Approver](#)

\* Approval Sequence 2  \* Approver Name 1  [Add Approver](#) ✕

[Add Approval Sequence](#)

**4** > 9,999,999.00 USD - 1 Approval Sequence(s) ✕

**SAVE** **BACK** **CANCEL**

- 6 For each approval sequence, you can specify the order of approvals, if desired, by selecting from the Approval Sequence drop-down list. Select **Not Fixed** if order does not matter.
- “**Fix All**” means the approvals must occur in the order specified above: associate approves, then manager approves, then VP approves.
  - “**Fix First**” means that the order only matters for the first approval: associate must approve first, then manager or VP can approve in any order.
  - “**Fix Last**” means that VP must approve last, associate and manager can approve first or second.
  - “**Not Fixed**” means that approvals can occur in any order: associate, manager, and VP all must to approve but not in the defined order.

* Approval Sequence 1	* Approver Name 1	Approver Name 2	Approver Name 3
6 Select	Associate	Manager	VP
<ul style="list-style-type: none"> <li>Fix All</li> <li>Fix First</li> <li>Fix Last</li> <li>Not Fixed</li> </ul>			

### Step 6 (if required): Add Additional Approval Workflows

If your initial Approval Workflow does not include all payment methods, entry methods, and accounts, you will need to create one or more additional Approval Workflows to define approval requirements for these other payment methods.

Repeat steps 4 and 5 above to add additional Approval Workflows.

### Step 7: Approve the Approval Workflows

A company administrator entitled to use Panel Approval must approve each of your Approval Workflows before they take effect.

To approve the Workflows, open the Panel Approval Maintenance page:

- 1 Select all workflows and click the approve button at the bottom of the page.
- 2 Or approve the workflows individually by selecting Approve in the Actions column.

Panel Approval Workflow

[Add Approval Workflow](#) [Manage Approvers](#) 12/03/2021 02:48 PM

Filter: Select fields Panel Approvals [Filters](#)

<input type="checkbox"/> All	Actions	Company	Panel Workflow Code	Description	Status
<input type="checkbox"/>	<a href="#">View</a>	344383	ACH	ACH Payments	Entered
<input type="checkbox"/>	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Approve</a> <a href="#">Delete</a>	344383	FFWire	FreeForm Wires	Approved
<input type="checkbox"/>	<a href="#">View</a>	344383	tmplwire	Template Wires	Entered

Viewing 1-3 of 3 records Display 50 per page < Page 1 of 1 >

**1** APPROVE DELETE

---

## Example: Approval Workflow with Two Thresholds

### First Threshold Amount = \$100,000 USD:

- This threshold has two approval sequences, as shown below. Completion of either approval sequence approves the payment
- A payment up to \$100,000 USD will be approved if:
  - One Associate approves it; OR
  - One Manager approves it

Threshold Amount Information

[ADD ANOTHER THRESHOLD AMOUNT](#)

100,000.00 USD - 2 Approval Sequence(s)

\* Threshold Amount  
100,000.00 USD

\* Approval Sequence 1   \* Approver Name 1  
Not Fixed   Associate   [Add Approver](#)

\* Approval Sequence 2   \* Approver Name 1  
Not Fixed   Manager   [Add Approver](#)

### Second Threshold Amount = \$10,000,000 USD:

- This Threshold has 3 approval sequences as shown below
- Payment will be approved when **any one** of the following occurs:
  - One Associate and one Manager approves
  - Two Managers approve
  - One VP approves

10,000,000.00 USD - 3 Approval Sequence(s)

\* Threshold Amount  
10,000,000.00 USD

\* Approval Sequence 1   \* Approver Name 1   Approver Name 2  
Not Fixed   Associate   Manager   [Add Approver](#)

\* Approval Sequence 2   \* Approver Name 1   Approver Name 2  
Not Fixed   Manager   Manager   [Add Approver](#)

\* Approval Sequence 3   \* Approver Name 1  
Not Fixed   VP   [Add Approver](#)

[Add Approval Sequence](#)

## Note on Multiple Approver Types

If your company has multiple Approver Types, you will likely need to add multiple sequences to your Approval Workflows to account for all the possible combinations of Approver Types.

**Example:** Customer has 3 approver types: Manager, VP, Director

- Approval Threshold 1= 100,000.00 and requires just one approval of any type. You must set up three approval sequences for this Threshold Amount:
  - Not Fixed / Approver 1 = Manager
  - Not Fixed / Approver 1 = VP
  - Not Fixed / Approver 1 = Director
- Approval Threshold 2 = 1,000,000.00 and requires two approvals from a VP or Director. You must set up 3 approval sequences for this Threshold Amount:
  - Not Fixed / Approver 1 = VP / Approver 2 = VP
  - Not Fixed / Approver 1 = VP / Approver 2 = Director
  - Not Fixed / Approver 1 = Director / Approver 2 = Director

### Threshold Amount Information

\* Threshold Amount  
1,000,000.00 USD

* Approval Sequence 1	* Approver Name 1	Approver Name 2	Approver Name 3	
Not Fixed	VP	VP	Select	<a href="#">Add Approver</a>

---

* Approval Sequence 2	* Approver Name 1	Approver Name 2	Approver Name 3	
Not Fixed	VP	Director	Select	<a href="#">Add Approver</a>

---

* Approval Sequence 3	* Approver Name 1	Approver Name 2	Approver Name 3	
Not Fixed	Director	Director	Select	<a href="#">Add Approver</a>

[Add Approval Sequence](#)

[ADD ANOTHER THRESHOLD AMOUNT](#)

---

∨ 100,000.00 USD - 3 Approval Sequence(s)

\* Threshold Amount  
100,000.00 USD

* Approval Sequence 1	* Approver Name 1	Approver Name 2	Approver Name 3	
Not Fixed	Manager	Select	Select	<a href="#">Add Approver</a>

---

* Approval Sequence 2	* Approver Name 1	Approver Name 2	Approver Name 3	
Not Fixed	VP	Select	Select	<a href="#">Add Approver</a>

---

* Approval Sequence 3	* Approver Name 1	Approver Name 2	Approver Name 3	
Not Fixed	Director	Select	Select	<a href="#">Add Approver</a>

[Add Approval Sequence](#)