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)

⊙ MUFG

Contact the MUFG Treasury Management Customer Service Unit for Panel Approval help and support at 1-844-544-0387.

GETTING STARTED

To log into Panel Approval setup, first access MUFG Exchange using the following link: sso.mufgbank.com. At the Sign On page enter your User ID and Passcode.

MUFG

Sign On to MUFG Exchange
To sign on, please enter User ID and Passcode.

* = Required Information

Your Passcode is your PIN/Token Password plus the six-digit number displayed on your token. If you have a new token or your token has been reset, then enter only six-digit number displayed on your token.

* User ID:

* Passcode:

Submit

Need Help
New York Branch
Call 1-844-544-0387
8 A.M. - 7 P.M. ET

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At the MUFG Exchange landing page, select Administration

Payments	Reporting	Risk Management	Administration	Alerts

Select Panel Approval in the drop down menu to open the Panel Approval options.

Administration

Administration Console

User Maintenance

Alert Center

Contact Center

Import

Panel Maintenance

Preferences

Audit Information

Panel Approval Maintenance

☐ **Assign all permissions**
Panel Approval Maintenance   ☑ View ☑ Manage ☑ Approve

PANEL APPROVAL SETUP OPTION

• Customer admins can be entitled to do all the required maintenance to set up Panel Approval

• Bank Admins can also do the setup on behalf of the customer

• MUFG Exchange APPROVALS / PAYMENT LIMITS SETUP form is required for Panel Approval option.

• However, because the range of possible Panel Approval setups is nearly unlimited, there is no form for the customer to submit to the bank to set up Panel Approval requirements.

• Recommended approach: Customer does the Panel Approval setup during a Teams meeting with a bank admin on the phone to guide them.

• If the customer feels incapable of doing this setup, the recommended approach is to have the bank admin do the setup on a Teams meeting with the customer

SETTING UP PANEL APPROVAL

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

❶ 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.

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

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

2 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.

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

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

❸ 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.

User Detail	Assign Roles

User Information

* User ID	* Email
ADMINNAMENINETEEN	test@test.com

* User Name	Mobile Phone Number
ADMIN NAME NINETEEN	

SSO ID	Fax
aa17eeb32f7f047fe053b390ae0a71f7	

* Company	Locale	* Time Zone
344383	Japanese (Japan)	America/New_York ▾

Status	Approver Type
	VP × ▾ ❸

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.

❶ 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**.

Panel Approval Maintenance

Panel Approval Workflow

❶ ⓘ Add Approval Workflow   Manage Approvers

❷ 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.

❸ Select **Apply all current & future Payment Methods** if all payment methods will be covered by this Approval Workflow

❹ 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.

Panel Workflow Code	**Description**
ACH	ACH Payments

❷ PAYMENT METHODS   TEMPLATES

❶ Some Payment Methods may not be eligible for all Entry Methods

Payment Methods

❸ ☐ Apply all current & future Payment Methods ⓘ

☐ Drawdown	☐ Federal Tax Wire	☐ Wire - Domestic
☐ File ⓘ	☐ Wire - International	☐ Transfer
☑ Corporate Collections	☑ Consumer Payments	☑ Consumer Collections
☑ Child Support Payments	☑ Corporate Trade Exchange	☑ Corporate/Vendor Payments
☑ NACHA File Import	☑ Payroll	☑ Tax Payments
☑ NACHA Pass Through		

❹ 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.

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**. *Threshold amount is required to proceed the set up process.*

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.

❸ 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**.

❹ Unless you want to limit the dollar amount of payments within the Approval Workflow, the largest threshold should be set to $9,999,999,999.00, 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.

❺ 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)**   ✕

❸ * Threshold Amount
[999,999.00 | USD]

❺ * Approval Sequence 1   * Approver Name 1
[Not Fixed ⊗ ▾]   [Level One ⊗ ▾]   Add Approver

* Approval Sequence 2   * Approver Name 1   ✕
[Not Fixed ⊗ ▾]   [Level Two ⊗ ▾]   Add Approver

* Approval Sequence 3   * Approver Name 1   ✕
[Not Fixed ⊗ ▾]   [Level Three ⊗ ▾]   Add Approver

Add Approval Sequence

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

* Threshold Amount
[4,999,999.00 | USD]

* Approval Sequence 1   * Approver Name 1
[Not Fixed ⊗ ▾]   [Level Two ⊗ ▾]   Add Approver

* Approval Sequence 2   * Approver Name 1   ✕
[Not Fixed ⊗ ▾]   [Level Three ⊗ ▾]   Add Approver

Add Approval Sequence

❹ › **9,999,999,999.00 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.

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.

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

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

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