

Subrecipient Invoice Approvals in M-Pathways Webinar Questions & Answers

ACCESS

Do faculty members have the appropriate access to approve the vouchers or do we need to request OARS access for them in order to do this?

Access to approve the vouchers will be granted via a nightly batch process to the PI and SAPOC on any P/G that has an open purchase order with a system origin of "OCA." The M-Pathways Financials System will automatically grant the access, so no additional access is needed for the PI or SAPOC.

What about access for any ad-hoc approvers we may want to add to the workflow?

Ad-hoc, or additional, approvers will need to have one of the following roles assigned in order to have access to approve vouchers for subrecipient invoice payments. These roles may be requested through the [Online Access Request System \(OARS\)](#):

- PR EPRO USER
- PR BUYER USER
- PR WF AP APPROVER

Additionally, those with the PR DEPARTMENT MANAGER USER role have access to approve vouchers as an additional approver. This access role may be requested through the Shared Services Center (SSC).

Would it be possible to have a new OARS role just for this type of voucher approval? The required roles for ad-hoc approvers are not roles that we want to grant to most personnel.

The work involved in creating a new role specifically for ad-hoc (i.e., additional) approvers in the subrecipient invoice process is quite extensive. The roles listed in the question above more appropriately grant access to voucher approvals generally, and may be requested through the appropriate channels.

ACCOUNTING INFORMATION

Do I have to run the concurrence receipt to see what account number has been assigned?

The accounting information associated with the invoice and purchase order may be found by clicking the "Charge Information" tab in the voucher approval in M-Pathways

Financials. The account and chartfield information are shown in the "Accounting Charge Information" panel.

APPROVAL STATUS

Will the Single Administrative Point of Contact (SAPOC) be able to see status of concurrence after the SAPOC approves?

The SAPOC will be able to view the voucher approval in M-Pathways Financials via the hyperlink in the approval email, until the PI approves. Once the PI approves the voucher, the hyperlink will no longer work. With the appropriate access, it is possible to view the voucher in *M-Pathways Financials > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry*.

DELEGATE

We received numerous questions about the delegate process, and due to the volume of those questions, we are providing one answer to the similar questions we received.

Per the [U-M Standard Practice Guide \(SPG\) 500.01](#), "financial authority is granted to an individual who is assigned one of the following two roles: 1) the role of a Project Director (which is assigned to every project/grant within the University) or 2) the role of Department Manager (which is typically assigned to all chartfield combinations without a project/grant or a project director) or an appropriate delegate." Additionally, "(t)he PI is the individual with the ultimate responsibility for the administrative and programmatic aspects of the project including ensuring funds are spent in accordance with University and sponsor guidelines." (*U-M SPG 500.01, Section C.*)

While the M-Pathways Financials System allows for all workflow to be delegated to an Alternate Approver on a temporary basis, the Alternate Approver process should not be used to circumvent the required approvals outlined in U-M SPG 500.01 or the sponsor guidelines. It is worth reiterating that assigning an Alternate Approver means all workflow in M-Pathways Financials will be routed to the delegate.

To assign a temporary Alternate Approver, use the Approval Profile in M-Pathways Financials.

In Concur we are able to set back-up approvers to cover when we are out of the office. Will there be a way to this up in this system or will it be on a temporary basis only?

In M-Pathways Financials, there is not a way to assign permanent back-up approvers. However, it is possible to delegate workflow to an alternate approver on a temporary basis.

MISCELLANEOUS

What is the best contact for OCA in case of emergency?

If there is a voucher or invoice that needs special handling due to emergencies or other extenuating circumstances, contact the OCA Specialist on the subcontract via phone or email. You may also send an email to subcontracts@umich.edu, but contacting the OCA Specialist directly is the best route.

My unit is very large and we have a lot of sub-contracts. Is there a query I can pull of all of our sub-contracts so I can send proactive communication to our PIs about this process change?

We have a list of subcontracts and the respective PI and administrator information for each. The list was shared with the RAAC Committee-at-Large on October 28, 2020 and we are happy to share it with anyone else who may need it. Please contact Chris DeVries (cdevrie@umich.edu).

NOTIFICATIONS

Will the SAPOC be notified once the invoice has gone through the entire approval process so we know it has been signed by the PI and completed?

In order to reduce the number of emails sent and avoid confusion, the only email notifications sent in this process will be to the SAPOC and PI, as well as any alternate or additional approvers in the workflow. With the appropriate access, it is possible to view the voucher in *M-Pathways Financials > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry*.

RESOURCES

Is there a job aid with screenshots of the email the PI will receive and approval screen?

A [step-by-step guide](#) is available, and contains screenshots of the approval framework. Additionally, we have provided other resources on [the Navigate web page](#) for this

webinar. We will include a sample of the approval email that is sent from the M-Pathways Financials System.

WORKFLOW

Is there a simple way to just view the invoice from the subrecipient so we can see the itemized detail from them?

The Accounts Payable team in the Shared Services Center attaches the subrecipient invoice to the voucher approval, and the invoice may be viewed by clicking the "View Documents" link.

Is the PI always included in the approval flow, regardless of other approvers who have been included in the workflow?

The PI on the P/G, or an alternate approver to whom the PI has temporarily delegated workflow approval authority in M-Pathways Financials, will need to approve the voucher, which includes agreeing to the attestation statement. The PI approval will occur after all other approvals are complete.

If I approve as SAPOC the charges are acceptable to the budget but the deliverable has not been received and the PI refuses to approve, what happens then?

In this instance, the PI should not approve the payment. This will mean using the "Hold Payment" button in M-Pathways Financials, as well as adding comments explaining the reason for not approving the payment. In this case, OCA will be notified about the payment hold and the accompanying reason.

Is there a place to add a note to the PI so that they can review any comments prior to their approval?

Additional comments may be added using the Comments box below the Approve button. When the voucher is routed to the PI, the PI may access the comments by clicking on the arrow next to the "Comments" in the Department Subaward Approval section of the approval.

Is it possible to just upload the PI's approval and then sign on their behalf?

It is not possible to upload an approval and sign on a PI's behalf. The PI or their temporary delegate will need to approve the voucher, including agreeing to the attestation, in M-Pathways.