Setup Options

SETUP > OPTIONS > APPROVAL > GENERAL > APPROVAL SOURCES > JOURNAL ENTRY > EDIT

Use Journal Entry Approval: Activates the use of approvals with Journal Entries.

Auto-post batches once approved: Controls if Journal Entries are automatically posted upon final approval.

System notifications:

Notify submit user:

- **When journal entry disapproved:** A notification is sent to the submitter when a Journal Entry is disapproved. The notification email contains the reason provided for disapproval.
- **When journal entry fully approved:** A notification is sent to the submitter when a Journal Entry is fully approved.
- **When journal entry deleted:** A notification is sent to the submitter when a Journal Entry is deleted regardless of the Journal Entry's approval status.

Notify administrator when submitted is only approver and journal entry is auto-approved: If the final approval table created for a Journal Entry contains only the submitter it is auto-approved. When this happens a notification is sent to the system administrator(s).

Notify user(s) when journal entry ready to be posted (comma separated): A notification is sent to the specified email addresses when a Journal Entry is eligible to be posted.

Include attachment(s) with all system notifications: All system notifications described above will have the Journal Entry's attachments included.