Setup Options

Use Purchase Order Approval: Activates the use of approvals with Purchase Orders.

Auto-post once approved: Controls if Purchase Orders are automatically posted upon final approval.

Allow Reviewers to change: Set restrictions for changes made by Reviewers.

- **All PO information:** Changes may be made to any PO information (Header: vendor id, date, description, etc. GL distributions: GL accounts, amounts, comments, etc.)
- **All PO information except total PO amount:** Changes may be made to PO header and GL distribution information, but not the total PO amount. If a PO's total amount does not match the amount when the PO was assigned to the Reviewer, changes may not be saved and the PO may not be submitted.
- **Only GL distribution accounts and amounts:** Changes may be made only to GL distributions (accounts, amounts, comments, etc.). All other fields are locked to entry.
- **Only GL distribution accounts and amounts but not total PO amount:** Changes may be made only to GL distributions (accounts, amounts, comments, etc.). All other fields are locked to entry. If a PO's total amount does not match the amount when the PO was assigned to the Reviewer, changes may not be saved and the PO may not be submitted.

System notifications:

Notify submit user:

- **When invoice(s) associated with purchase order are paid:** A notification is sent to the submitter when an Invoice associated with their Purchase Order has a payment issued.
- **When purchase order manually closed:** A notification is sent to the submitter when a Purchase Order is manually closed.
- **When purchase order disapproved:** A notification is sent to the submitter when a Purchase Order is disapproved. The notification email contains the reason provided for disapproval.
- **When purchase order fully approved:** A notification is sent to the submitter when a Purchase Order is fully approved.
- **When purchase order deleted:** A notification is sent to the submitter when a Purchase Order is deleted regardless of the Purchase Order's approval status.

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

Notify user(s) when purchase order ready to be posted (comma separated): A notification is sent to the specified email addresses when a Purchase Order is eligible to be posted.

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