

Setup Options

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SETUP > OPTIONS > APPROVAL > GENERAL > APPROVAL SOURCES > PAYMENT > EDIT

Use payment batch approval workflow: Activates the use of approvals with Payment Batches.

System notifications:

Notify submit user:

- **When payment batch disapproved:** A notification is sent to the submitter when a Payment Batch is disapproved. The notification email contains the reason provided for disapproval.
- **When payment batch fully approved:** A notification is sent to the submitter when a Payment Batch is fully approved.
- **When payment batch deleted:** A notification is sent to the submitter when a Payment Batch is deleted regardless of the Payment Batch's approval status.

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

Notify user(s) when payment batch ready to be posted (comma separated): A notification is sent to the specified email addresses when a Payment Batch is eligible to be posted.
