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JE Setup Options for Document Approval

Settings > Document Approval > General Options > Approval Sources > Journal Entry > Edit

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

Require "Send to Reviewer" comment: Optional setting for the required comment.

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.