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Payment Batches Setup Options for Document Approval

Settings > Document Approval > General Options > Approval Sources > Payment > Edit

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

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

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.