

## Payment Batches Setup Options for Document Approval

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### **SETTINGS > DOCUMENT APPROVAL > GENERAL OPTIONS > APPROVAL SOURCES > PAYMENT > EDIT**

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

**Require "Send to Reviewer" comment:** Optional setting for require comment.

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#### **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.

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