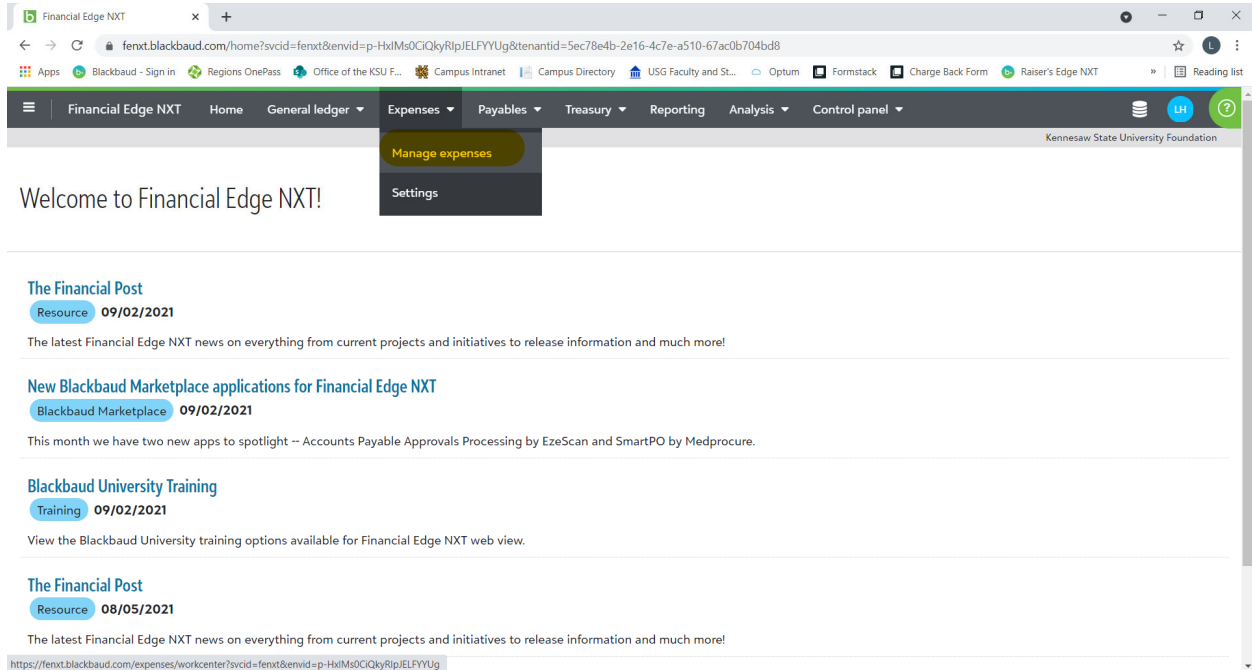
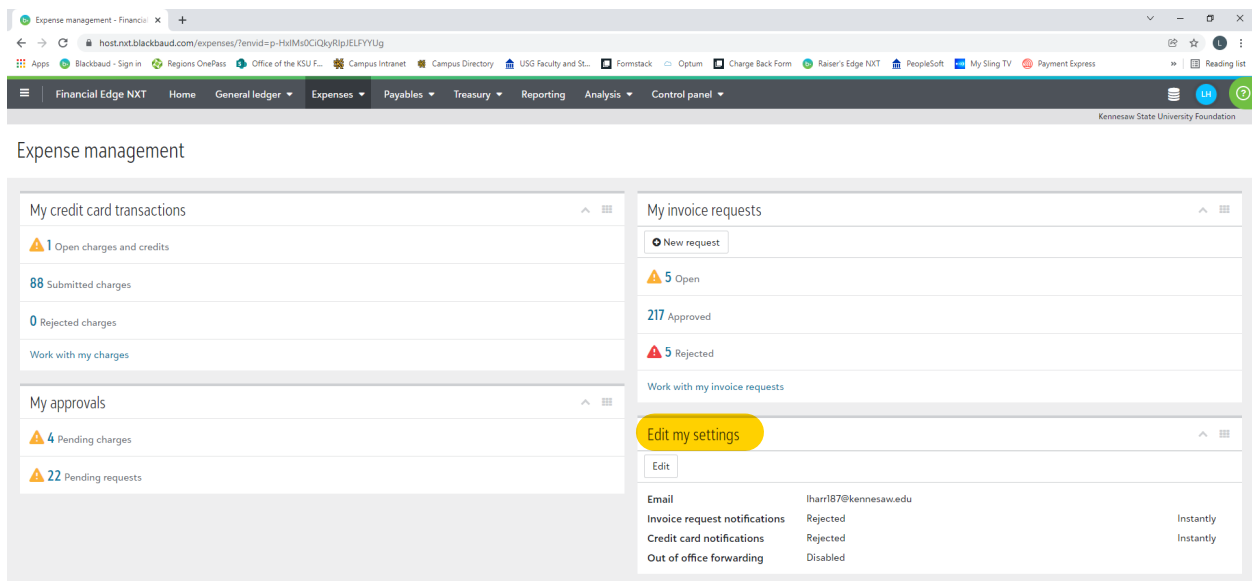


Setting up Approval Notifications

Click on **expenses**, then **Manage expenses**



Under **Edit my settings** click **Edit**



Enter your email address at the top of the page

Financial Edge NXT

fenxt.blackbaud.com/expenses/workcenter?tenantid=5ec78e4b-2e16-4c7e-a510-67ac0b704bd8

My settings

Email *
xxxxxx@kennesaw.edu

Default approval rule

Distribution

Credit card notifications

Select which notifications you want to receive and how frequently

Active	Notification	Frequency	Description
<input type="checkbox"/>	Credit card charge received final approval		
<input type="checkbox"/>	Credit card charge rejected		
<input type="checkbox"/>	Credit card charge needs my approval		

Invoice request notifications

Select which notifications you want to receive and how frequently

Save Cancel

Scroll towards the bottom of the page and check the box for **Invoice request needs my approval**, and any other notifications you wish to receive.

Click **Save**

Financial Edge NXT

fenxt.blackbaud.com/expenses/workcenter?tenantid=5ec78e4b-2e16-4c7e-a510-67ac0b704bd8

My settings

Credit card charge needs my approval

Invoice request notifications

Select which notifications you want to receive and how frequently

Active	Notification	Frequency	Description
<input type="checkbox"/>	Invoice request received final approval		
<input checked="" type="checkbox"/>	Invoice request rejected	Instantly	Immediately
<input checked="" type="checkbox"/>	Invoice request needs my approval	Instantly	Immediately

Out of office

Turn on out of office forwarding

Forward invoice requests to
-- Select approver --

Forward credit card charges to
-- Select approver --

Save Cancel