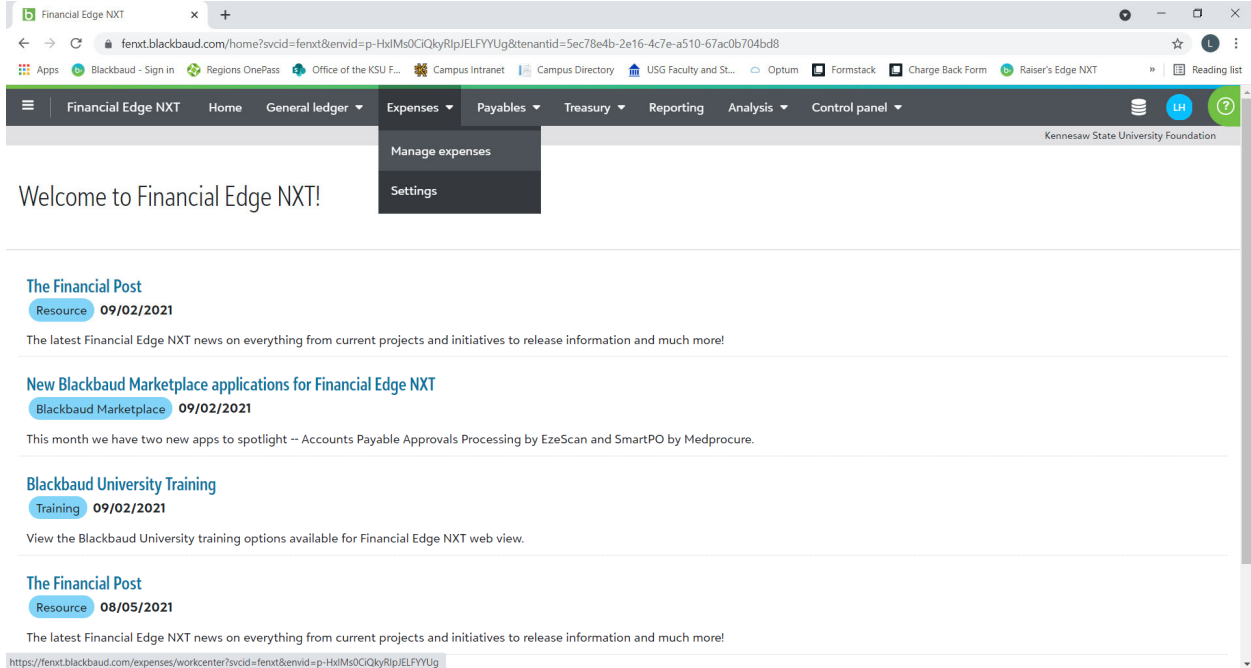
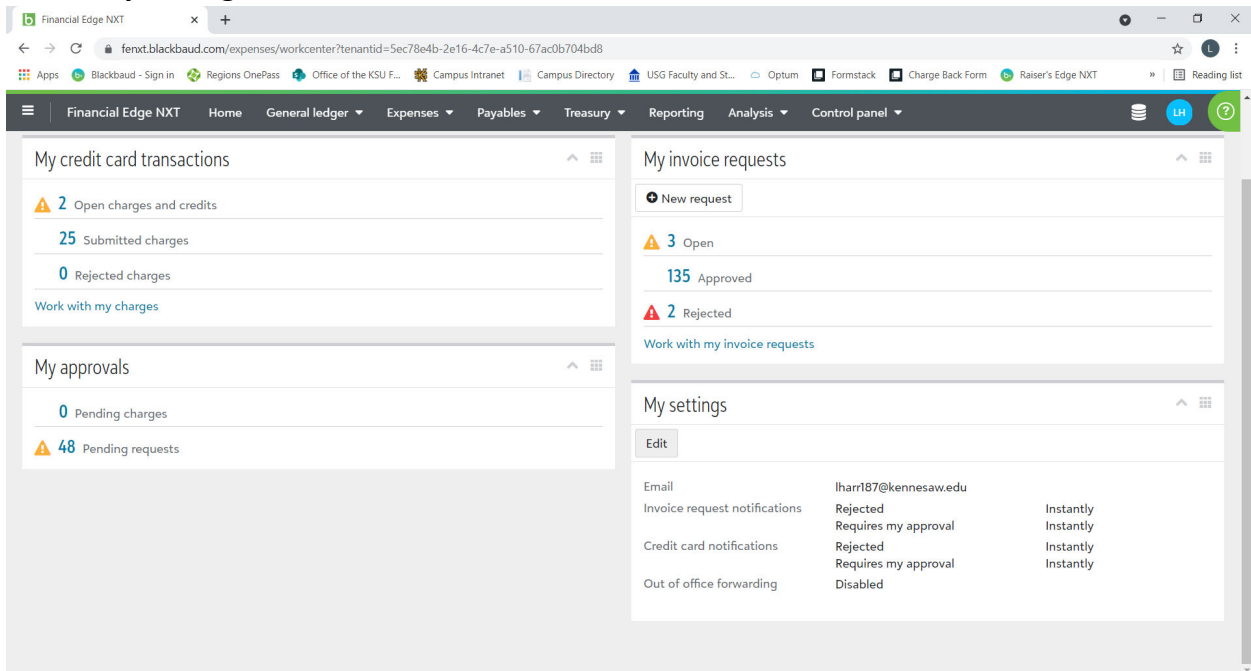


Setting up Notifications

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



Under **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

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

[Save](#) [Cancel](#)

Scroll towards the bottom of the page and check the box for **Invoice request rejected**.

Click **Save**

Financial Edge NXT

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

My settings

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

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

Out of office

Turn on out of office forwarding

Forward invoice requests to

-- Select approver --

Forward credit card charges to

-- Select approver --

[Save](#) [Cancel](#)