Setting up Notifications

Click on expenses, then Manage expenses

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| Financial Edge NXT Home General ledger 👻 Expenses 👻 Payables 👻 Treasury 👻 Reporting Analysis 👻 Control panel 👻 🛢 | 😐 🕐 |
| Manage expenses Welcome to Financial Edge NXT! | rsity Foundation |
| The Financial Post Resource 09/02/2021 The latest Financial Edge NXT news on everything from current projects and initiatives to release information and much more! | |
| New Blackbaud Marketplace applications for Financial Edge NXT Blackbaud Marketplace 09/02/2021 This month we have two new apps to spotlight Accounts Payable Approvals Processing by EzeScan and SmartPO by Medprocure. | |
| Blackbaud University Training Training 09/02/2021 View the Blackbaud University training options available for Financial Edge NXT web view. | |
| The Financial Post Resource 08/05/2021 The latest Financial Edge NXT news on everything from current projects and initiatives to release information and much more! https://tenxtblackbaud.com/expenses/workcenter/avcid=femtBeenvid=p-HolMs0C/QkyRip/ELFYVUg | ······ |

Under My settings click Edit

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| ■ Financial Edge NXT Home General ledger ▼ Expenses ▼ Payables ▼ Treasury ▼ | Reporting Analysis Control panel | 3 🕒 📀 |
| My credit card transactions | My invoice requests | ~ = |
| ▲ 2 Open charges and credits | New request | |
| 25 Submitted charges | A 3 Open | |
| 0 Rejected charges | 135 Approved | |
| Work with my charges | A 2 Rejected | |
| | Work with my invoice requests | |
| My approvals | | |
| 0 Pending charges | My settings | ~ Ⅲ |
| ▲ 48 Pending requests | Edit | |
| | Email Iharr187@kennesaw.edu | |
| | Invoice request notifications Rejected Instantly Requires my approval Instantly | |
| | Credit card notifications Rejected Instantly | |
| | Out of office forwarding Disabled | |
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Enter your email address at the top of the page

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| My settings | | | | | | | | 0 | × |
| Email * | | | | | | | | | - 1 |
| xxxxxx@kennesaw.edu | | | | | | | | | - 1 |
| Default approval rule | | | | | | | | | - 1 |
| | ~ | | | | | | | | - 1 |
| Distribution | | | | | | | | | |
| Credit card notifica | tions | | | | | | | | - 1 |
| Select which notifications | you want to receive and how frequently | | | | | | | | - 1 |
| Active | Notification | Frequency | Description | | | | | | - 1 |
| | Credit card charge received final approval | ~ | | | | | | | |
| | Credit card charge rejected | ~ | | | | | | | |
| | Credit card charge needs my approval | ~ | | | | | | | |
| Invoice request not | tifications | | | | | | | | |
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| · ·· | an ore to | F | 5 1 J | | | | | | |
| Save Cancel | | | | | | | | | Ŧ |

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

Click Save

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