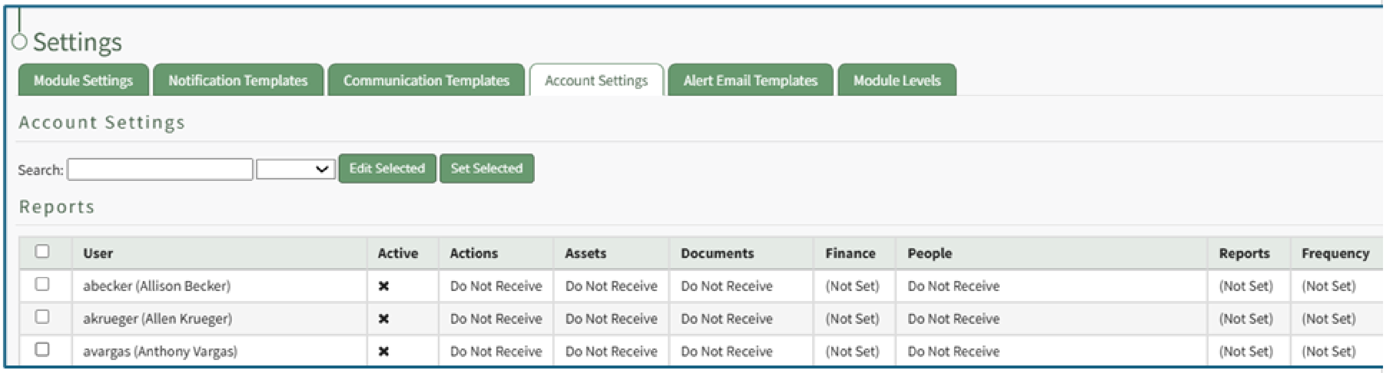
Finance Module Email Alert Summary

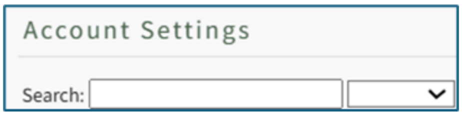
Users can enable and set their own notification preferences for system emails on the Notifications Tab of the My Accounts Page in the Accounts Module.

How To: Edit Email Report/Alert Notification Settings for Existing Accounts

To edit email report / alert settings for existing accounts, go to the Account Settings Tab on the Settings Page of the Communications Module.

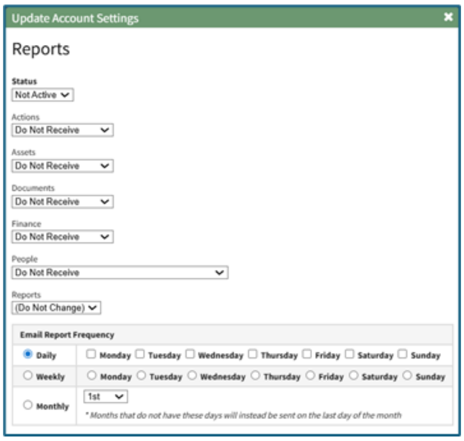


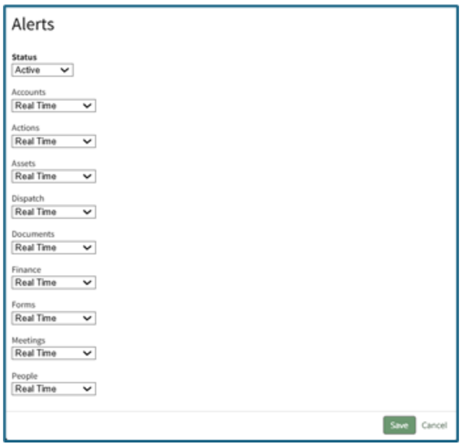
Select the users whose email report/ alerts notification settings you wish to edit.



The Search textbox simplifies the search for specific users. The dropdown menu allows you to select between users’ current statuses for Reports/Alerts receipt. If you wish to edit all user accounts with the same new settings, select the checkbox in the title row of the table to select all users in the table. Selecting a user in one table automatically selects them in the other.

Select the “Edit Selected” button, opening the Update Account Settings Modal.





Make the desired changes for both email reports/alerts that you would like to apply to the pre-selected users.

Select “Save” for the notification preferences to be altered. Click “Cancel” to return to the Account Settings Tab on the Settings Page with any user accounts being impacted.

Finance Module Email Alerts Summary Table	
Email Alert	**Digestible**
Budget Item Approved	Can be sent via digest
Budget Item Rejected (Can Submit)	Can be sent via digest
Budget Item Rejected (Cannot Submit)	Can be sent via digest

> Administrators can update the system default settings (including whether they are sent in real time or digestible) for alert emails on the Settings Page of the Communications Module.

Revision #2
Created 2025-12-05 20:55:24 UTC by Mitzi Orkus
Updated 2026-01-25 20:11:43 UTC by Mitzi Orkus