AutoPay: Automatic Approval Process Settings

Exciting news! Our ConnectBooster Support documentation is moving to a new location. Be sure to bookmark the new link below.

https://help.cb.kaseya.com/help/Content/0-HOME/Home.htm

This setting allows you to automatically approve invoices for processing or require final review prior to processing payments of AutoPay invoices. When automatic approval is enabled, any invoices matching defined AutoPay settings will be processed without requiring any further action.

To enable automatic approval process:

1. **Check** the **Enable automatic approval process** option
   - You will be prompted to agree that you are approving invoices to be processed based on the AutoPay rules currently in place. Agreement is required to enable automatic approval.
2. **Save** the AutoPay configuration

To disable automatic approval process:

1. **Uncheck** the **Enable automatic approval process** option
2. **Save** the AutoPay configuration

Please see Overview: AutoPay Approval Process in the AutoPay section for more information on approval process.