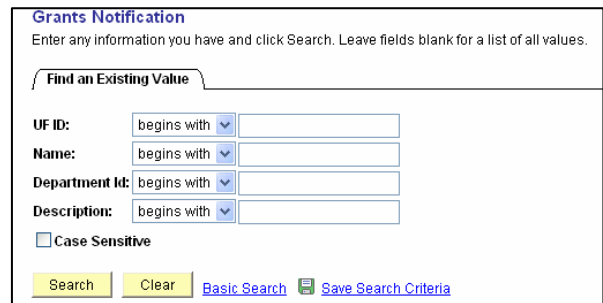


# Negative Balance Notification

To provide negative balance email notifications to an individual, a Departmental Security Administrator will have to enter a request in myUFL. This request does not require an approval. No security role is required to view the reports provided in the email notification. Follow the steps in this instruction guide to provide the system generated negative balance emails to individuals.

- ▶ Log in to myUFL using your GatorLink username and password
- ▶ Navigate to Access Request System > Requests > Grants Notification
- ▶ Enter search criteria

- ▶ Search for an individual by:
  - ▶ **UFID** – The individual's UFID number
  - ▶ **Name** – Last name only or Last Name, First Name
  - ▶ **Department ID** – The Department ID for Grant Notification assignment
  - ▶ **Description** – The name of the Department



The screenshot shows a search form titled "Grants Notification". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a section labeled "Find an Existing Value" with four search criteria: "UF ID:", "Name:", "Department Id:", and "Description:". Each criterion has a dropdown menu set to "begins with" and an adjacent text input field. A "Case Sensitive" checkbox is located below these fields. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

- ▶ Click the Search button
  - ▶ When searching for an individual, the search results will reflect any College or Department for which that individual is currently receiving notifications
- ▶ Select the individual from the search results
  - ▶ Verify you have selected the right person
- ▶ There are two levels of notification available
  - ▶ **College Notification** is reflected in the first two digits of the eight digit Department ID



The screenshot shows a table titled "College Notification" with columns "Department" and "Description". The "Department" column contains the value "62000000" and the "Description" column contains "HUMAN RESOURCES". There are navigation icons for "Find", "View All", "First", "1 of 1", and "Last" at the top right of the table. Plus and minus icons are visible at the end of the row.

- ▶ This is a required field and requires 8 digits
  - ▶ An individual with College Notification(s) entered will receive emails for negative balances associated with the first two digits of the Department ID
  - ▶ Add notifications at this level by using the + icon
  - ▶ Any number of notifications can be added
  - ▶ Remove notifications at this level by using the – icon
- ▶ **Department Notification** is based on the first four digits of the eight digit Department ID



The screenshot shows a table titled "Department Notification" with columns "Department" and "Description". The "Department" column contains the value "62010700" and the "Description" column contains "HR-TRAINING-DEVELOPMENT". There are navigation icons for "Find", "View All", "First", "1 of 1", and "Last" at the top right of the table. Plus and minus icons are visible at the end of the row.

- ▶ This is a required field and requires 8 digits
- ▶ An individual with Department Notification(s) entered will receive emails for negative balances associated with the first four digits of the Department ID
- ▶ Add notifications at this level by using the + icon
- ▶ Any number of notifications can be added
- ▶ Remove notifications at this level by using the – icon

- ▶ Click the Save button



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