



ADDY TIPS



Viewing Alert Notifications

UCF Financials has been updated with **Alerts**, which are system-generated notifications that are intended to inform you of an outstanding item that needs your attention. They will replace emails that were manually sent.

Refer to the examples below of the alerts that you will receive if you meet the criteria for notification. One alert will be generated for each person being notified. The number of messages within the body of the alert will vary depending on the number of transactions that meet the alert criteria.

The alert will provide you with sufficient information about the item that needs your attention. However, if you need to review the transaction online, simply click the [Transaction Detail](#) link which will automatically take you to the page in question.



ADDY TIPS



Sample alert email for PCard charges requiring approval, not past the 20 day deadline:

From: fiprod@mail.ucf.edu
Sent: Friday, November 14, 2017 10:42 AM
To: addy.approver@ucf.edu
Subject: Alerts - FXPO_AL_PCARD_NOT_APPROV_CRRNT

Alerts - FXPO_AL_PCARD_NOT_APPROV_CRRNT

Message 1: Current Pcard transactions pending approval (32200,5)

Explanation: EMPLID 1234567 has a PCard transaction for STAPLES DIRECT in the amount of \$194.39 that is approaching the 20 day threshold. Please click the transaction detail link below to review/approve the pending transaction in reconcile statement. If the transaction cannot be approved (i.e. because it is in dispute), please place it in verified status and add comments to the comment section. Keep in mind that failure to approve the transaction within the allowed timeframe may result in suspension of this PCard.

Process Name: FXPO_NOTIFICATIONS
Category: FXPO_QUERY_ALERTS
Query Name: FXPO_AL_PCARD_NOT_APPROV_CRRNT
Go To: [Notification Detail](#)
Go To: [Transaction Detail](#)

Message 2: Current Pcard transactions pending approval (32200,5)

Explanation: EMPLID 1234567 has a PCard transaction for OFFICE DEPOT #1214 in the amount of \$71.39 that is approaching the 20 day threshold. Please click the transaction detail link below to review/approve the pending transaction in reconcile statement. If the transaction cannot be approved (i.e. because it is in dispute), please place it in verified status and add comments to the comment section. Keep in mind that failure to approve the transaction within the allowed timeframe may result in suspension of this PCard.

Process Name: FXPO_NOTIFICATIONS
Category: FXPO_QUERY_ALERTS
Query Name: FXPO_AL_PCARD_NOT_APPROV_CRRNT
Go To: [Notification Detail](#)
Go To: [Transaction Detail](#)