

## Notifications and Escalations – Explanation

Level of Notification	Subject Line:	Information:
<b>Account Manager-Manager of the fund center, funded program or grant</b>		
Level 1	ACTION REQUIRED L1 Over budget Account XXXXXXXXXX	Includes every line that is over budget for a particular fund center, funded program or grant
Level 2	ACTION REQUIRED L2 Over budget Account XXXXXXXXXX	Exactly the same as Level 1
Level 3	ACTION REQUIRED L3 Over budget Account XXXXXXXXXX	Exactly the same as Level 1 and 2
Level 4	ACTION REQUIRED L4 Over budget Account XXXXXXXXXX	Exactly the same as Level 1 and 2
Level 5	ACTION REQUIRED L5 Over budget Account XXXXXXXXXX	Exactly the same as Level 1 and 2
Level 6	ACTION REQUIRED L6 Over budget Account XXXXXXXXXX	Exactly the same as Level 1 and 2
<b>Level 3 Manager-Manager of the funds center with the first 6 digits i.e. 1318120000</b>		
Level 3	ACTION REQUIRED L3 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for 14 days as of that day
Level 4	ACTION REQUIRED L4 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for 21 days as of that day
Level 5	ACTION REQUIRED L5 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for a minimum of 22 days as of that day
Level 6	ACTION REQUIRED L6 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for a minimum of 50 days as of that day
<b>Level 4 Manager-Manager of the funds center with the first 4 digits i.e. 1318000000</b>		
Level 4	ACTION REQUIRED L4 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for 21 days as of that day
Level 5	ACTION REQUIRED L5 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for a minimum of 22 days as of that day
Level 6	ACTION REQUIRED L6 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for a minimum of 50 days as of that day
<b>Level 5 Manager (VP)-Manager of the funds center with the first 2 digits i.e. 1300000000</b>		
Level 5	ACTION REQUIRED L5 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for a minimum of 22 days as of that day
Level 6	ACTION REQUIRED L6 Over budget Account Notification	Includes every line that is over budget in your fund center Hierarchy that has been over budget for a minimum of 50 days as of that day
<b>Level 6 Manager-President</b>		
Level 6	ACTION REQUIRED L6 Over budget Account Notification	Includes every line that is over budget that has been over budget for a minimum of 50 days as of that day