

InfoLink: Allocation Changes

What are Allocation Changes?

Schools receive initial allocations at the beginning of the fiscal year. Over the course of the year these allocation amounts may be adjusted due to changes in registers or receipt of a new grant. When the allocated amount of an allocation category is adjusted you will be notified through the myGalaxy InfoLink.

Before you begin using the Allocation Changes tab of the InfoLink it is important that you understand the following concepts:

- Who can adjust allocation amounts
- What types of changes can occur
- How often is the information updated
- How long will the notifications remain in the InfoLink

Who can Adjust Allocation Amounts

Allocation amounts are typically adjusted by Central. However, in certain cases the ROC can also adjust allocation amounts.

What Types of Changes can Occur

The types of changes reflected in the Allocation Changes tab will either be increases or decreases to the allocation amount.

How Often is the Information Updated

The information displayed on the Allocation Changes tab is refreshed each time you click on the tab.

How Long will the Notifications Remain in the InfoLink

Notifications will remain in the InfoLink for a maximum of seven days or until they have been acknowledged by the school notification manager.

Viewing Allocation Changes Summaries

The Allocation Changes tab of the InfoLink displays a summary of the allocation categories for which the allocated amount has been adjusted. This can help you identify allocation categories that may require your attention in order to budget remaining dollars or to address deficits. Next to each allocation listed on the tab is a number indicating how many adjustment notifications are available for that allocation category.

Field/Icon	Description
AC Name	The name of the allocation category preceded by a number indicating how many changes were made.
Net	Sum in dollars of all increases and decreases for the corresponding allocation category.
Remaining	This column will indicate with dollar signs the percentage of the remaining amount for the allocation category. \$ = 0-20%; \$\$ = 20-60%; \$\$\$ = 60-100%. The dollar signs will be color-coded \$ (green) will indicate positive dollar amounts and \$ (red) will indicate negative dollar amounts.

#	AC NAME	Net Change	Remaining
4	NYSTL	\$54,198	\$\$
1	Instructional Progra...	\$3,120,408	\$\$
1	ERSSA Academic Inter...	\$29,994	\$\$\$
1	PCEN LEP	\$59,504	\$\$\$
1	State Magnet	\$2,976	\$\$\$
1	State Standards	\$29,806	\$\$\$

Navigation tabs: To Do List, Review, FYI, **Alloc. Changes**, TO Fund Changes

To View the Allocation Changes Summary Tab:

1. Click on the Alloc. Changes tab of the InfoLink. The Allocation Changes tab is displayed.

Viewing Allocation Change Details

After you have viewed the summary of allocation changes for your school you may need or want to view more detailed information that explains the types of changes that were made. You can do this using the Allocation Change Details window. This window displays the following fields:

Field	Description
Date	The date the adjustment was made in the system.
Description	A description of the change: Tlump Import, Regional Office Transfer, Accrual.
Reason	The an explanation of the change that is entered by Central or the ROC.
User	The user name of the person who made the change formatted <i>Firstname Lastname</i> .
Adjust Amt	The dollar amount (positive or negative) of the change.
AC Total	The allocation amount after the change.
Acknowledge	Hyperlink to acknowledge the notification.
Acknowledge All	Hyperlink to acknowledge all notifications in the current details window.
Print	Prints the details window.

Grade 3 Summer						Print	X
Date	Description	User	Adjust Amt	AC Total	Acknowledge		
07-06-2004	Regional Office Transfer	Bob Cohen	\$5,292	\$5,292	Acknowledge		
07-06-2004	Regional Office Transfer	Bob Cohen	\$1,404	\$6,696	Acknowledge		

To View Allocation Change Details:

1. Click on the **Alloc. Changes** tab of the InfoLink. The Allocation Changes summary is displayed.
2. Click on the Allocation Category for which you want to view details. The details window is displayed.

Acknowledging Allocation Changes

Each allocation change will have an entry in the details window. These notifications will remain in the InfoLink for seven days after which they will be removed from the InfoLink by the system. You can remove these notifications yourself by using the “acknowledge” or “acknowledge all” links on the Allocation Change Details window.

Grade 3 Summer					Print	X
Date	Description	User	Adjust Amt	AC Total	Acknowledge	
07-06-2004	Regional Office Transfer	Bob Cohen	\$5,292	\$5,292	Acknowledge	
07-06-2004	Regional Office Transfer	Bob Cohen	\$1,404	\$6,696	Acknowledge	

To Acknowledge Allocation Change Notifications:

1. Click on the **Alloc. Changes** tab of the InfoLink. The Allocation Changes summary is displayed.
2. Click on the Allocation Category for which you want to view details. The details window is displayed.
3. Click on the [Acknowledge](#) hyperlink .

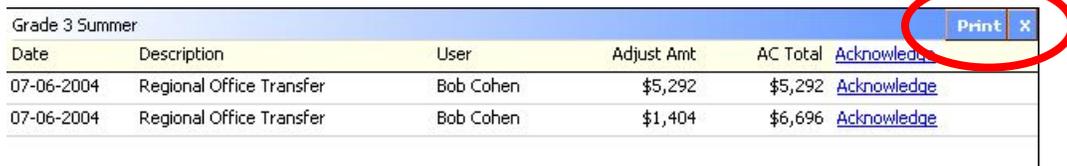
-or-

Click on the [Acknowledge all](#) hyperlink.

Please note: Only the person designated as the notification manager can acknowledge notifications.

Printing Allocation Change Details

The information displayed on the Allocation Change Details window can also be printed. This allows you to keep a copy for your records or to share the printout with co-workers during meetings, etc.



Grade 3 Summer					
Date	Description	User	Adjust Amt	AC Total	Acknowledge
07-06-2004	Regional Office Transfer	Bob Cohen	\$5,292	\$5,292	Acknowledge
07-06-2004	Regional Office Transfer	Bob Cohen	\$1,404	\$6,696	Acknowledge

To Print Allocation Changes Details:

1. Click on the **Alloc. Changes** tab of the InfoLink. The Allocation Changes summary is displayed.
2. Click on the Allocation Category for which you want to view details. The details window is displayed.
3. Click on the **Print** button to print the details. A print preview window is displayed.
4. Click the **Print** icon located in the toolbar at the top of the window.