

InfoLink: TO Fund Changes

What are TO Fund Changes?

After schools create their initial budgets in Galaxy changes or modifications are made throughout the year. Sometimes these modifications are in the form of changes to the budget amount. You will be notified of these changes through the TO Fund Changes tab of the myGalaxy InfoLink.

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

- Types of Changes
- Who is making the changes
- How often is the data updated

Types of Changes

The TO Fund Changes tab will notify you of changes that effect the budget amount of a line item. You will *not* be notified of changes to comments, TO Attributes, shopping lists or calendar wizard schedules.

Who is making the changes

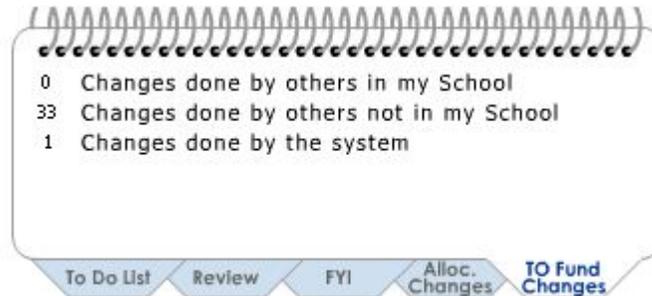
Changes that effect your budget amounts can be made by people at your school, people outside your school (e.g., the ROC) or by the system itself.

How often is the data updated

The information shown in the TO Fund Changes tab of the InfoLink is updated within minutes of a change being made to a budget item.

Viewing the TO Fund Changes Tab

The TO Fund Changes tab of the InfoLink displays a list of folders. These folders contain details about items that were changed on your TO. This can help you identify line items that have been changed or adjusted on your TO as well as who made the change. Next to each folder is a number indicating how many change notifications are listed in the folder.



To View the TO Fund Changes Tab:

1. Click on the TO Fund Changes tab of the InfoLink.

TO Fund Changes Details

After you have viewed the summary of TO Fund 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 TO Fund Changes Details window. A Details window is available for each of the three folders listed on the TO Fund Changes tab:

- Changes Done by Others in my School
- Changes Done by Other not in my School
- Changes Done by the System

Changes Done by Others in my School

When someone at your school makes a change to an item on the this change will be recorded by the system. You can view a detailed list of these changes on the Changes Done by Other in my School Details window.

Changes done by others in my School						Print	X
Name/Bulk Job Id OTPS Act. Code	Title	Adjustment +	Amount -	Date		Acknowledge All	
qa test 1	PRINCIPAL - J.H.S.	\$120,354	\$0	09-13-2004		Acknowledge	
qa test 1 / G139Z	PRINCIPAL - J.H.S.	\$120,354	\$0	09-13-2004		Acknowledge	
qa test 6a	ASST PRINCIPAL (10 MONTH)	\$120,354	\$0	09-14-2004		Acknowledge	
qa test 2	F-STATUS - TEACHER	\$15,935	\$0	09-13-2004		Acknowledge	

The Changes Done by Others in my School Details window contains the following fields:

Field	Description
Name/Bulk Job ID/ OTPS Act. Code	The person's name, the bulk job ID or the activity code for the line item depending on which type of line item was changed.
Title	The Galaxy Title of the budget item
Adjustment Amount +	The dollar amount of the budget amount increase if applicable.
Adjustment Amount -	The dollar amount of the budget amount decrease if applicable.
Date	The date the change was made to the line item
Acknowledge	Hyperlink to acknowledge the notification.
Acknowledge All	Hyperlink to acknowledge all notifications in the details window.
Print	Prints the Details window.

Changes Done by Others not in my School

On occasion someone at the ROC may make adjustments to your budget on your behalf. These changes are reflected in a separate folder on the TO Fund Changes tab called “Changes Done by Other Not in my School.”

Changes done by others not in my School						Print	X
Name/Bulk Job Id OTPS Act. Code	Title	Adjustment +	Amount -	Date		Acknowledge All	
BLANCOVITCH, ORLANDO / AA...	TEACHER - REGULAR GRADES	\$4,143	\$0	07-28-2004		Acknowledge	
ELLIS, DORA / DVKCR	GUIDANCE COUNSELOR	\$8,190	\$0	07-29-2004		Acknowledge	
LEWIS, CARLA / DUI8G	COACH - MATH	\$1,073	\$0	07-29-2004		Acknowledge	
VACANT	TEACHER - REGULAR GRADES	\$54,070	\$0	09-13-2004		Acknowledge	
VACANT / G139P	TEACHER - REGULAR GRADES	\$54,070	\$0	09-13-2004		Acknowledge	

Field	Description
Name/Bulk Job ID/ OTPS Act. Code	The person’s name, the bulk job ID or the activity code for the line item depending on which type of line item was changed.
Title	The Galaxy Title of the budget item
Adjustment Amount +	The dollar amount of the budget amount increase if applicable.
Adjustment Amount -	The dollar amount of the budget amount decrease if applicable.
Date	The date the change was made to the line item
Acknowledge	Hyperlink to acknowledge the notification.
Acknowledge All	Hyperlink to acknowledge all notifications in the details window.
Print	Prints the Details window.

Changes Done by the System

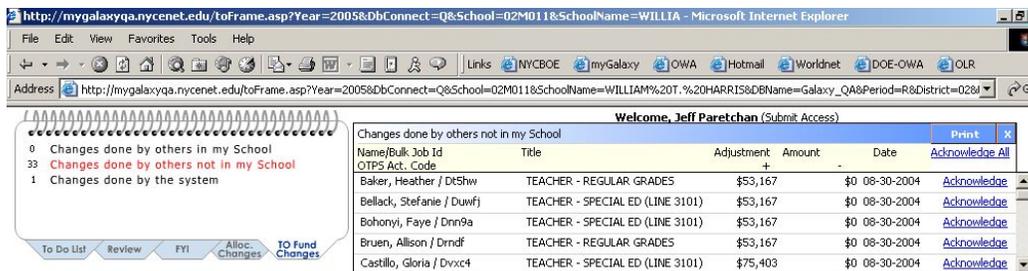
Galaxy itself can also make changes to budget items. For example, Galaxy will automatically process date reduction discrepancies. In this case these changes will be displayed in the Changes Done by the System folder of the TO Fund Changes tab.

Changes done by the system						Print	X
Name/Bulk Job Id OTPS Act. Code	Title	Adjustment +	Amount -	Date		Acknowledge All	
Sotirhos, Stacey / G079e	TEACHER - BILINGUAL	\$0	\$1,053	09-15-2004		Acknowledge	
Hedigan, Selina / G13am	TEACHER - REGULAR GRADES	\$0	\$964	09-15-2004		Acknowledge	

Field	Description
Name/Bulk Job ID/ OTPS Act. Code	The person's name, the bulk job ID or the activity code for the line item depending on which type of line item was changed.
Title	The Galaxy Title of the budget item
Adjustment Amount +	The dollar amount of the budget amount increase if applicable.
Adjustment Amount -	The dollar amount of the budget amount decrease if applicable.
Date	The date the change was made to the line item
Acknowledge	Hyperlink to acknowledge the notification.
Acknowledge All	Hyperlink to acknowledge all notifications in the details window.
Print	Prints the Details window.

Viewing TO Fund Change Details

As mentioned earlier, each folder on the TO Fund Changes tab has a details window which provides further information about the changes made to items on the Table of Organization.



To View Fund Change Details:

1. Click on the TO Fund Changes tab of the InfoLink. A list of folders is displayed.
2. Click on the desired folder to display the folder details.

Printing TO Fund Change Details

The information displayed on the folder details window can be printed for your records or to use in meetings.

Changes done by others in my School						Print	X
Name/Bulk Job Id OTPS Act. Code	Title	Adjustment +	Amount -	Date		Acknowledge All	
qa test 1	PRINCIPAL - J.H.S.	\$120,354	\$0	09-13-2004		Acknowledge	
qa test 1 / G139Z	PRINCIPAL - J.H.S.	\$120,354	\$0	09-13-2004		Acknowledge	
qa test 6a	ASST PRINCIPAL (10 MONTH)	\$120,354	\$0	09-14-2004		Acknowledge	
qa test 2	F-STATUS - TEACHER	\$15,935	\$0	09-13-2004		Acknowledge	

To Print TO Fund Change Details:

1. Click on the **TO Fund Changes** tab of the InfoLink. The TO Fund Change summary is displayed.
2. Click on the folder 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.

Acknowledging TO Fund Change Notifications

Each TO Fund 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 TO Fund Change Details window.

Changes done by others not in my School						Print	X
Name/Bulk Job Id OTPS Act. Code	Title	Adjustment +	Amount -	Date		Acknowledge All	
BLANCOVITCH, ORLANDO / AA...	TEACHER - REGULAR GRADES	\$4,143	\$0	07-28-2004		Acknowledge	
ELLIS, DORA / DVKCR	GUIDANCE COUNSELOR	\$8,190	\$0	07-29-2004		Acknowledge	
LEWIS, CARLA / DUI8G	COACH - MATH	\$1,073	\$0	07-29-2004		Acknowledge	
VACANT	TEACHER - REGULAR GRADES	\$54,070	\$0	09-13-2004		Acknowledge	
VACANT / G139P	TEACHER - REGULAR GRADES	\$54,070	\$0	09-13-2004		Acknowledge	

To Acknowledge TO Fund Change Notifications:

1. Click on the **TO Fund Changes** tab of the InfoLink. The TO Fund Changes summary is displayed.
 2. Click on the folder 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.