Quick Reference Guide: *My Allocations and Payments* information product

This quick reference guide provides tertiary education organisations (TEOs) with information about the data in the Ngā Kete *My Allocations and Payments* information product, and how to navigate it. It is designed to be used as a reference when you have My Allocations and Payments open.

My Allocations and Payments is a new information product in Ngā Kete. It shows a TEO's allocations across multiple funds and years, including on-Plan, off-Plan and Fees-Free.

It will support your business planning, inform funding conversations with the TEC, give early visibility of potential recoveries, show milestone reports required in order to be paid, and help you plan cashflow.

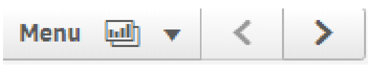
My Allocations and Payments data, filters and navigation

Navigation

The first icon allows you to see the My Allocations and Payments overview sheet.
The second icon allows you to export the sheet to pdf.

Moving between sheets

Click on the menu button to select the sheet available in either grid or list format, or use the arrow heads to move between sheets.



Filters

Use filters to refine the view.
Any filters that have been applied will show in the selections box at the top of the sheet. If no filters have been applied, the words 'No selection applied' will display.
Standard filters are available on all sheets for year, fund, TEO and TEO type. You can also filter where the magnifying glass is displayed.

Filter icons	
	search for the records you want
	confirm your selection
	cancel a selection
	clear all selections
	step back to selections you have used
	step forward to selections you have used

Fund filter

The fund filter lets you view different levels of detail within a fund. Once you have selected a fund, click the Fund filter again to view to the next level of detail.

Drill down
Click on the plus sign (+) for a more detailed breakdown of the data.

Data
- Data is updated each weeknight, so it is always current
- Indicative allocation and amendment data is from 2018 onwards
- Other allocation and payment is from 2018 onwards
- TEO forecast data is updated from SDR and workspace2. All other forecast data comes from SDR and Workspace 2
- Funded value commitment comes from TEO Mixes of Provision (MoPs)
- A dash in a table indicates no data, a $0 indicates there is data that sums to zero.

Graphs and tables
You can hover over bars or data points on a graph to see the underlying data. Clicking on the bar or data point will then apply the filter as a selection to your whole graph.
You will see these icons appear when you hover over a graph or a table.

- The first icon is the exploration icon allows expand and format your graph. Right click to see your options.
- The second icon allows you to expand the table or graph to full screen.

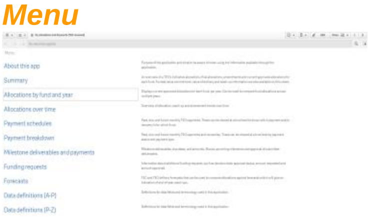
Please note that icons are accessed differently on touch devices. A selection of options appear when touching a chart or object, there is no right click options for this. There is also no hover option on touch devices.

My Allocations and Payments sheets

The following pages provide a brief description of each of the sheets within My Allocations and Payments broken down by:
- Information sheets – information about the product and how to use it
- My Allocations and Payments data sheets – TEO allocation and payment data sheets.

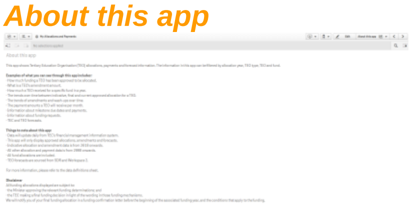
Information sheets

Menu



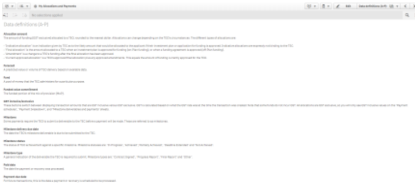
This sheet sheet provides a brief description of the information in each sheet, and what it can be used for.
Double clicking on any menu item will take you to the sheet.

About this app



This sheet provides examples of what you will see in My Allocations and Payments and things to note.

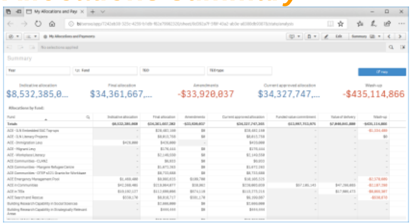
Data definitions



Definitions for data fields and terminology used in My Allocations and Payments.

My Allocations and Payments Data Sheets

Allocations summary

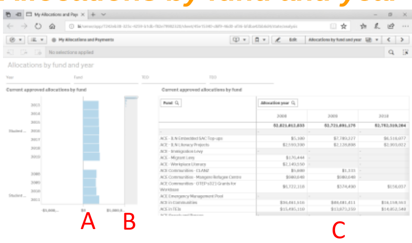


This sheet shows a TEO's total indicative allocations, final allocations, amendments, current approved allocations and wash-ups. This is then broken down by funds (including Fees-Free) in the allocation in the fund table where additional columns have been added for funded value commitment and value of delivery.

Information about this sheet

- Current approved allocation is the final allocation plus amendments.
- The funded value commitment comes from the MoP.
- Allocation data goes back to 2008.
- Wash-ups relate to the selected year (if a year has been selected)

Allocations by fund and year



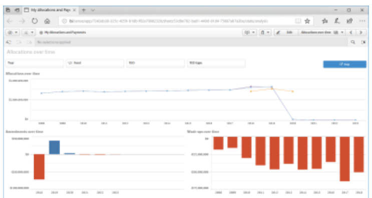
This sheet shows a comparison of current approved allocation for the selected year, fund, TEO or TEO type selection applied.

A - Hover over the bar graph to see fund, year and dollars.
B - Scroll up and down here to see all funds.
C - Drag the dark grey scroll bar at the bottom of the tabular view to see more years.

Information about this sheet

- Current approved allocation is the final allocation plus amendments.
- Allocation data goes back to 2008.

Allocations over time



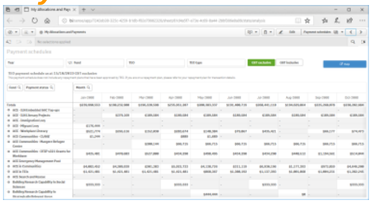
This sheet shows an overview of allocation, wash-up and amendment trends over time.

Hover over the bar graph, or data points on the line graph to see underlying fund, year and dollars.

Information about this sheet

- Data for allocations and wash-ups goes back to 2008.
- Data for amendments goes back to 2018.

Payment schedules

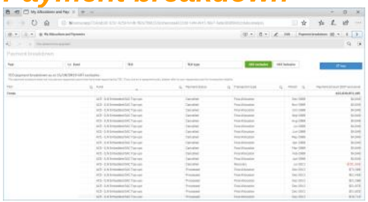


This sheet shows past, due and future TEO payments for each month. It can be used to drill down to payment status (eg processed or scheduled for payment) and to view either GST inclusive or exclusive amounts.

Information about this sheet

- Select the GST option you want to display by clicking the GST exclusive or GST inclusive button above the payments table.
- There are two additional filters on this sheet for payment status and payment month. Click the magnifying glass to refine the view using these filters.
- Drill down to see a breakdown of payments by status (cancelled, on-hold, scheduled (for payment or recovery), processed (paid) or waiting for approved MoP) by clicking the plus (+) at the left of the fund.
- Clicking on a fund or funds will update your filter selection. The confirm selection, cancel selection and clear all selection buttons will appear on the right side of the sheet.
- Drag the dark grey scroll bar at the bottom of the tabular view to see more months.
- Note that the payment schedule does not include any repayment plans that have been approved by TEC. If you are on a repayment plan, please refer to your repayment plan schedule for transaction details.

Payment breakdown

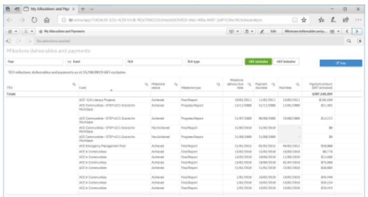


This sheet shows a further breakdown of the payment schedule including payment status and payment type.

Information about this sheet

- Select the GST option you want to display by clicking the GST exclusive or GST inclusive button above the payments table.
- There are three additional filters on this sheet for payment status, transaction type and payment month. Click the magnifying glass to refine the view using these filters.
- Transaction type includes amendment, audit, debt write-off, final allocation, flexible funding, investigation, milestone, performance linked funding, and recovery.
- Note that the payment breakdown sheet does not include any repayment plans that have been approved by TEC. If you are on a repayment plan, please refer to your repayment plan schedule for transaction details.
- Page up and down to see more lines.

Milestone deliverables and payments

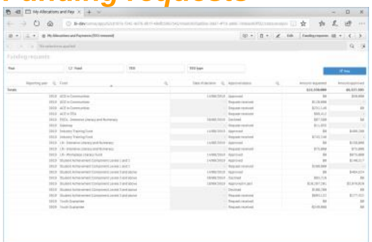


This sheet shows milestone deliverables, due dates and amounts as well as upcoming milestones and approval status of submitted deliverables.

Information about this sheet

- Select the GST option you want to display by clicking the GST exclusive or GST inclusive button above the payments table.
- This sheet has additional filters for milestone status, milestone type, milestone delivery due date, payment due date and paid date.
- Click on the milestone status magnifying glass to see milestone status options.
- Click on the milestone type magnifying glass to see milestone type options.

Funding requests

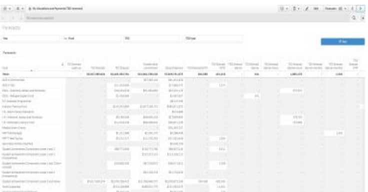


This sheet shows information about additional funding requests including decision date, approval status, amount requested and amount approved.

Information about this sheet

- This sheet has additional filters for reporting year, date of decision and approval status.
- Click on the approval status magnifying glass to see approval status options.

Forecasts



This sheet shows TEC and TEO delivery forecasts that can be used to compare allocations against forecast to give an indication of potential end-of-year wash-ups.

Information about this sheet

- The forecast wash-up will be populated when data is available.
- TEO forecast is updated from SDR and Workspace 2. Funded value commitment comes from TEO MoPs. All other forecast data comes from SDR and Workspace 2.

Questions?

If you need help accessing the *My Allocations and Payments* information product, please contact our Customer Contact Group:

› Email: sectorhelpdesk@tec.govt.nz
› Freephone: 0800 601 301
› Phone: +64 4 462 5201

Please provide feedback about My Allocations and Payment or this Quick Reference Guide to the Customer Contact Group (details above).