How to use the TOES Download-Upload Facility

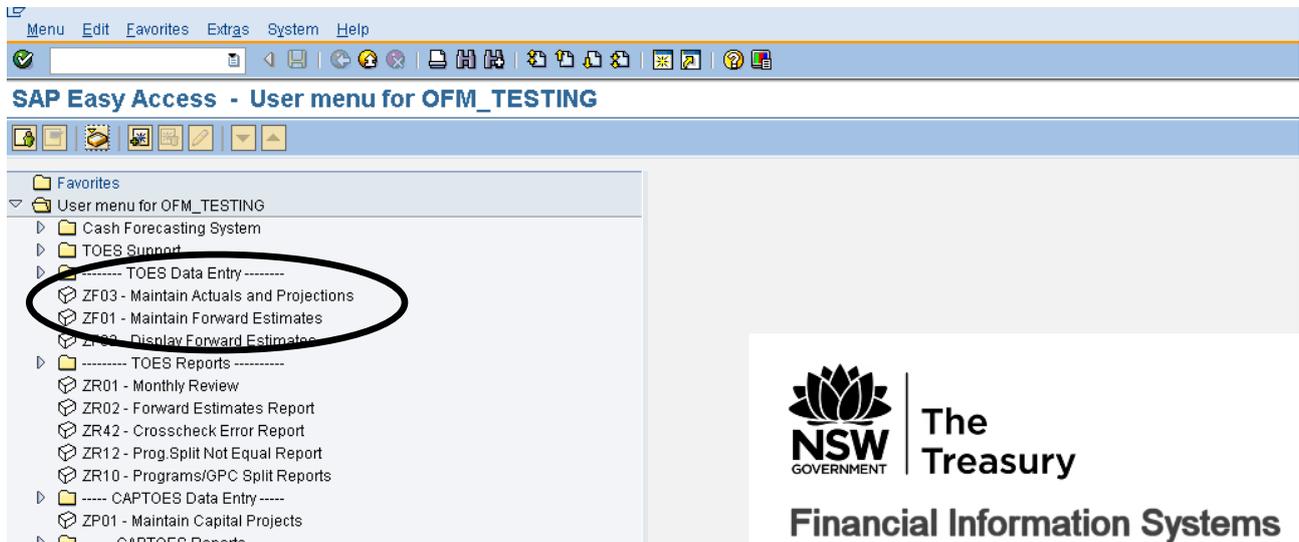**Release Date: 17 June 2011**

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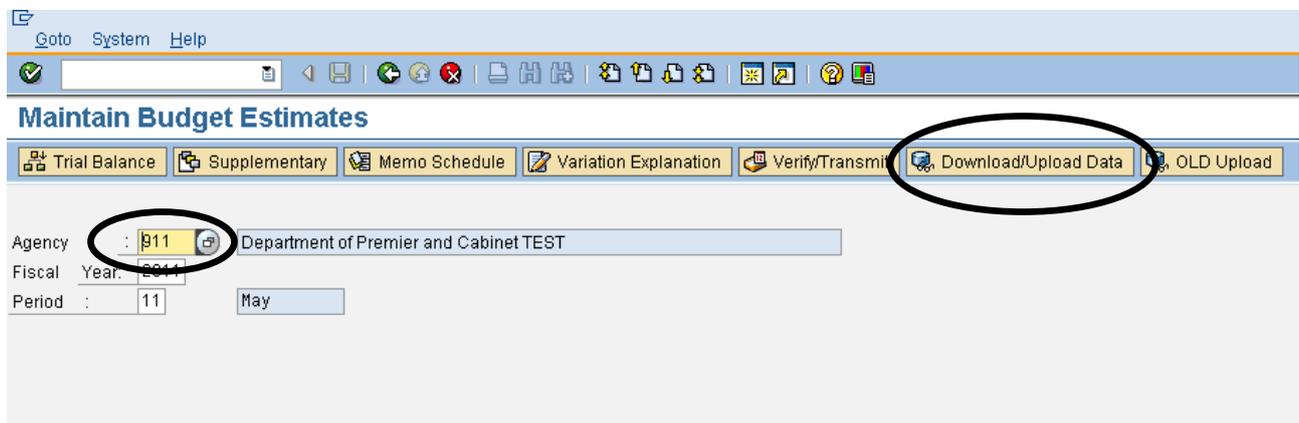# Part 1: Downloading

Go to the TOES Data Entry Screen

Chose 'Maintain Actuals and Projections' or 'Maintain Forward Estimates'.
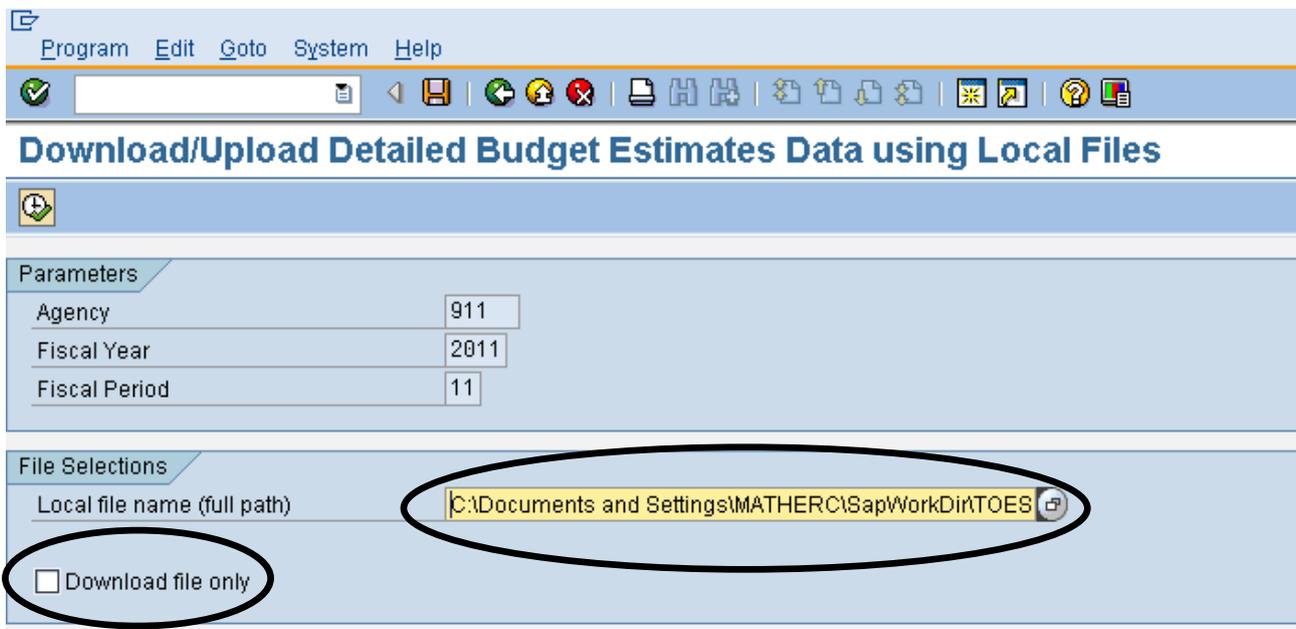
Type in your agency number and hit 'Enter' – this will activate the maintenance options.

TOES will default to the current period.

Click on the 'Download-Upload Data' button.

This will take you to the download-upload screen shown below.

To download, click on the 'Download file only' box.

There are two save options. The default will save into the SAP work directory, or you can change it to your preferred location.

The default file name convention consists of:

The Treasury database name: TOES

The Agency Number: 00XXX

F = Forward Estimates, M = Budget Estimates

The Year and then the Month/Period

e.g.

- ♦ TOES00914F201101.TXT

- ♦ TOES00917M201104.TXT

You can also choose a different name.

However, the file format is set and it needs to be a text format i.e. filename.TXT, saved as a tab delimited file. This means it can be opened in Wordpad, Notepad, Word, or Excel.

The Financial Management and Reporting Branch in The Treasury controls the monthly/budget and forward estimate data collections to ensure the appropriate data is collected. Agencies do not need do anything more than provide data as prompted in the download.

Hit the Execute button.

Download/Upload Detailed Budget Estimates Data using Local Files

Program   Edit   Goto   System   Help

Parameters

Agency	911
Fiscal Year	2011
Fiscal Period	11

File Selections

Local file name (full path)   D:\TOES00911M201111.TXT

☑ Download file only
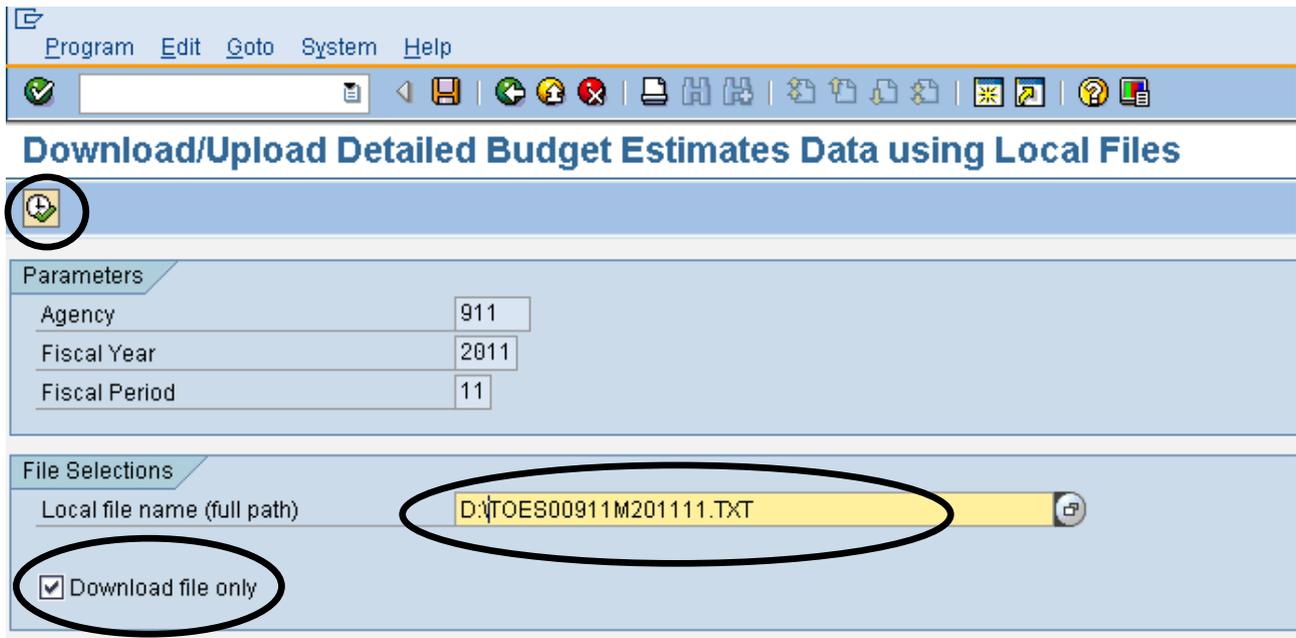
You will receive the following message.

Information

ℹ️ Successfully downloaded file
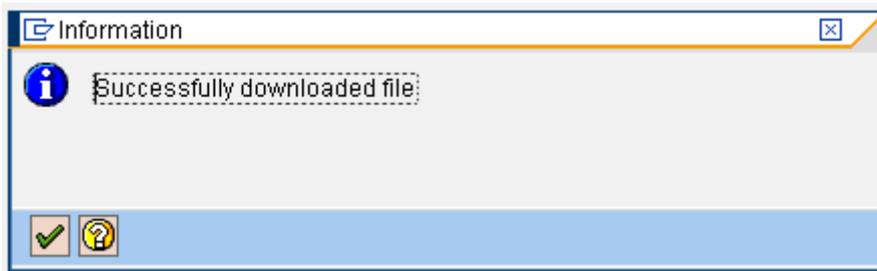
Open the file in Excel by right-clicking on the file and selecting 'open with – Microsoft Office Excel'. The file should open and look similar to one of the images below. If you are having trouble, see appendix 2 about 'helpful hints on a successful upload' on how best to open the file. As mentioned the file will contain all the accounts currently attached to your agency, and depending on the period, other data such as Service Groups, GPCs and Sub Divisions.

Microsoft Excel - TOES00911M201111.TXT

File Edit View Insert Format Tools Data Window Help Adobe PDF

	A	B	C	D	E	F	G	H	I	J	K	L
1	*	AGENCY	YEAR	PERIOD								
2	H	911	2011	11								
3	*	ACCOUNT	SDC	SRVGRP	GPC	SUBDIV	ACTUAL	PROJECTION				
4	D	A0500020	999				0	0				
5	D	A0500060	211				0	46141				
6	D	A1000040	213				0	0				
7	D	A1500020	999				0	0				
8	D	A1500041	211				0	0				
9	D	A1500200	999				0	0				
10	D	A1500320	999				0	0				
11	D	A1500321	212				0	0				
12	D	A1509001	211				0	0				
13	D	A1509001	999				0	0				
14	D	A1509015	211				0	0				
15	D	A1509030	310				0	0				
16	D	A1509040	111				0	0				
17	D	A1509999	999				0	0				
18	D	A4509999	999				0	0				
19	D	A6500100	999				0	0				
20	D	A6500105	999				0	2100				
21	D	A7000100	999				0	0				
22	D	A7000105	999				0	1840				
23	D	A9500035	999				0	0				
24	D	A9500036	999				0	7				
25	D	E0500020	999				0	96317				
26	D	E0500030	999				0	0				
27	D	E0500040	999				0	866				
28	D	E0500060	212				0	0				

Microsoft Excel - TOES00911F201101.TXT

File Edit View Insert Format Tools Data Window Help Adobe PDF

	A	B	C	D	E	F	G	H	I	J	K	L
1	*	AGENCY	YEAR									
2	H	911	2011									
3	*	ACCOUNT	SDC	SRVGRP	GPC	SUBDIV	PROJ.201(	BUD.2011-	BUD.2012-	BUD.2013-	BUD.2014-15	
4	D	A0500020	999				27	27	27	27	27	
5	D	A0500060	211				46141	46141	46141	46141	46141	
6	D	A1000040	213				29	29	29	29	29	
7	D	A1500020	999				0	0	0	0	0	
8	D	A1500041	211				1283	1283	1283	1283	1283	
9	D	A1500200	999				0	0	0	0	0	
10	D	A1500320	999				1199	1199	1199	1199	1199	
11	D	A1500321	212				0	0	0	0	0	
12	D	A1509001	211				1	1	1	1	1	
13	D	A1509001	999				3494	3494	3494	3494	3494	
14	D	A1509015	211				18	18	18	18	18	
15	D	A1509030	310				854	854	854	854	854	
16	D	A1509040	111				3327	3327	3327	3327	3327	
17	D	A1509999	999				196	196	196	196	196	
18	D	A4509999	999				0	0	0	0	0	
19	D	A6500100	999				44678	44678	44678	44678	44678	
20	D	A6500105	999				2100	2100	2100	2100	2100	
21	D	A7000100	999				28157	28157	28157	28157	28157	
22	D	A7000105	999				1840	1840	1840	1840	1840	
23	D	A9500035	999				9563	9563	9563	9563	9563	
24	D	A9500036	999				7	7	7	7	7	
25	D	E0500020	999				96317	98414	100335	101335	101335	
26	D	E0500020	999	1354			0	0	0	0	0	
27	D	E0500020	999	1355			0	0	0	0	0	
28	D	E0500020	999	1356			0	0	0	0	0	

Part 2: Changing the data

In order to successfully upload your data you will need to ensure the file format is maintained. Please do not delete the row headings or ANY columns. Don't change the account numbers or SDC codes. See appendix 1 and 2 for other important formatting issues and possible error messages.

When finished, the file must be saved in the same format – i.e. tab delimited (a .txt) file. NB: The text file format saves only the text and values as they are displayed in cells of the active worksheet.
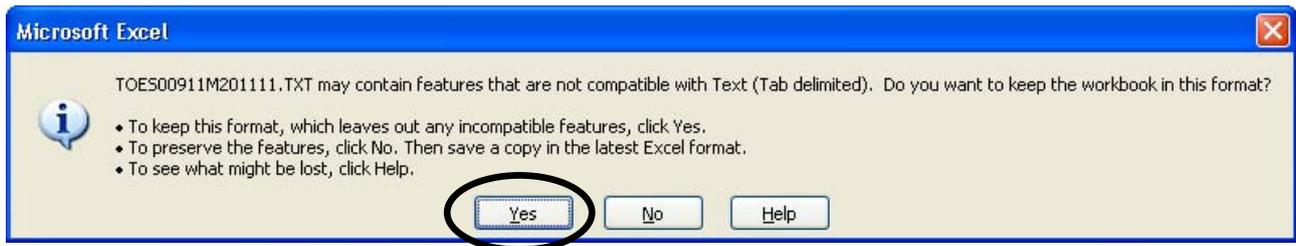
Select 'Yes' to keep file in the correct format of a text (.txt) file.

Part 3: Uploading

Ensure the txt file is closed. When ready to upload, use the file locater function and hit the execute button.

You will receive the message below which indicates 'Total rows loaded', 'Total rows rejected', 'Total rows accepted'. This is a report only. If you are not satisfied with the upload result, press cancel, adjust the excel file and try again which will provide for good audit trail purposes. See appendix 1 which contains a list of possible errors.

There is no limit to the amount of attempted uploads. Alternatively, you may Transfer to TOES and make adjustments directly in the online system.

Once satisfied with the rows loaded/accepted, hit the 'Transfer to TOES' button.

This will take you to the data entry screen where you can print overviews or make online changes.

Once completely satisfied, hit the 'Verify and Transmit' button to submit your data to Treasury.

Appendix 1: Error messages in Budget Estimates and Forward Estimates Uploads

Error Messages in Budget Estimates

Account	SDC	SrvGrp	GPC	SubDv	Actuals	Projection	Reason for Rejection
E0500036	999				800	-700	Projection/Actual amount not numeric
E0500020	999	000870			1,000	0	Projection/Actual amount not numeric
E0500020	999	000874		D0104	250	0	ServiceGrp/GPC and Sub-Division invalid on same record
E0500020	999		330000	D0107	250	0	ServiceGrp/GPC and Sub-Division invalid on same record
E0500020	999			D0103	150		Projection/Actual amount missing
E0500020	999			D0104		200	Projection/Actual amount missing
E0500020	999	000999			0	0	Account/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	999	000870	999999		0	0	Account/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	999	000870	330000	0	0	10000000	Projection/Actual amount > 99999999 truncated
E0500020	999	000870	341000		10000000	0	Projection/Actual amount > 99999999 truncated
E0500036	999			D0199	350	300	Account/SDC/Sub-Division does not exist in TOES
R1500020	211				400	99	Projections are invalid for this account
R1500021	211				99	300	Actuals are invalid for this account
R1500040	211				400	99	Projections are invalid for this account
R1500040	211				99	0	Actuals are invalid for this account
Q7500001	999				800	700	Q7500001/Q7500002 postings are not accepted
Q7500002	999				800	700	Q7500001/Q7500002 postings are not accepted
E0500020	999				99	0	Account/SDC cannot have actuals in this period
E0500020	999				0	99	Account/SDC cannot have projections in this period
E0500020	999	000870			150	99	ServiceGrp/GPC splits can only have actuals
E0577777	999				400	300	Account/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	777				400	300	Account/SDC/ServiceGrp/GPC does not exist in TOES

Error Messages in Forward Estimates

Account	SDC	SrvGrp	GPC	SubDv	Proj. 2009-10	Bud. 2010-11	Bud. 2011-12	Bud. 2012-13	Bud. 2013-14	Reason for Rejection
E0500020	999	000875		D0103	11	22	33	44	55	ServiceGrp/GPC and Sub-Division invalid on same record
E0500020	999		330000	D0103	11	22	33	44	55	ServiceGrp/GPC and Sub-Division invalid on same record
E0500020	999					115082	115569	116075	104005	Projection/Budget amount missing
E0500020	999				22222229		115569	116075	104005	Projection/Budget amount missing
E0500020	999				22222229	115082		116075	104005	Projection/Budget amount missing
E0500020	999				22222229	115082	115569		104005	Projection/Budget amount missing
E0500020	999				22222229	115082	115569	116075		Projection/Budget amount missing
E0500020	999				-2222229	115082	115569	116075	104005	Projection/Budget amount not numeric
E0500020	999				22222229	+15082	115569	116075	104005	Projection/Budget amount not numeric
E0500020	999				22222229	115082	115,569	116075	104005	Projection/Budget amount not numeric
E0500020	999				22222229	115082	115569	6075.00	104005	Projection/Budget amount not numeric
E0500020	999				22222229	115082	115569	116075	$104005	Projection/Budget amount not numeric
E0500020	999				10000000	115082	115569	116075	1040005	Projection/Budget amount > 99999999 truncated
E0500020	999				22222229	10000000	115569	116075	104005	Projection/Budget amount > 99999999 truncated
E0500020	999				22222229	115082	10000000	116075	104005	Projection/Budget amount > 99999999 truncated
E0500020	999				22222229	115082	115569	10000000	104005	Projection/Budget amount > 99999999 truncated
E0500020	999				22222229	115082	115569	116075	10000000	Projection/Budget amount > 99999999 truncated
E0577777	999				0	0	0	0	0	Amount/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	777				0	0	0	0	0	Amount/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	999	999999			0	0	0	0	0	Amount/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	999		999999		0	0	0	0	0	Amount/SDC/ServiceGrp/GPC does not exist in TOES
E0577777	999			D0103	0	0	0	0	0	Account/SDC/Sub-Division does not exist in TOES
E0500020	777			D0104	0	0	0	0	0	Account/SDC/Sub-Division does not exist in TOES
E0500020	999			D9999	0	0	0	0	0	Account/SDC/Sub-Division does not exist in TOES
R1500020	211				99	99	99	99	99	Projections are invalid for this account
R1500022	211				11	99	0	0	0	Budgets are invalid for this account
R1500022	211				11	0	99	0	0	Budgets are invalid for this account
R1500022	211				11	0	0	99	0	Budgets are invalid for this account
R1500022	211				11	0	0	0	99	Budgets are invalid for this account
R1500023	211				99	22	33	44	55	Projections are invalid for this account
R1500030	211				99	333003	444004	555005	666006	Projections are invalid for this account
R1500030	211				2220002	99	444004	555005	666006	Budgets are invalid for this account
R1500030	211				2220002	3330003	99	555005	666006	Budgets are invalid for this account
R1500030	211				2220002	3330003	444004	99	666006	Budgets are invalid for this account
R1500030	211				2220002	3330003	444004	5550005	99	Budgets are invalid for this account

Account	SDC	SrvGrp	GPC	SubDv	Proj. 2009-10	Bud. 2010-11	Bud. 2011-12	Bud. 2012-13	Bud. 2013-14	Reason for Rejection
Q7500001	999				99	0	0	0	0	Q7500001/Q7500002 postings are not accepted
Q7500001	999				0	99	0	0	0	Q7500001/Q7500002 postings are not accepted
Q7500001	999				0	0	99	0	0	Q7500001/Q7500002 postings are not accepted
Q7500001	999				0	0	0	99	0	Q7500001/Q7500002 postings are not accepted
Q7500001	999				0	0	0	0	99	Q7500001/Q7500002 postings are not accepted
Q7500002	999				99	229998	546818	997455	1558308	Q7500001/Q7500002 postings are not accepted
Q7500002	999				0	99	546818	997455	1558308	Q7500001/Q7500002 postings are not accepted
Q7500002	999				0	229998	99	997455	1558308	Q7500001/Q7500002 postings are not accepted
Q7500002	999				0	229998	546818	99	1558308	Q7500001/Q7500002 postings are not accepted
Q7500002	999				0	229998	546818	997455	99	Q7500001/Q7500002 postings are not accepted
E0500020	999	000875			11	22	99	0	0	Account/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	999	000875	330000		11	22	0	99	0	Account/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	999	000875	341000		11	22	0	0	99	Account/SDC/ServiceGrp/GPC does not exist in TOES
MPR00001	999				1	2	3	4	5	Account upload not supported (manual entry required)
MPR00002	999				1	2	3	4	5	Account upload not supported (manual entry required)
MPR00003	999				1	2	3	4	5	Account upload not supported (manual entry required)
MPR00004	999				1	2	3	4	5	Account upload not supported (manual entry required)
MAPP0001	999				1	2	3	4	5	Account for Treasury use only
MAPP0002	999				1	2	3	4	5	Account for Treasury use only
MAPP0003	999				1	2	3	4	5	Account for Treasury use only
MAAL0001	999				1	2	3	4	5	Account/SDC/ServiceGrp/GPC does not exist in TOES
MNCS0001	999				1	2	3	4	5	Account/SDC/ServiceGrp/GPC does not exist in TOES
E0577777	999				1	2	3	4	5	Account/SDC/ServiceGrp/GPC does not exist in TOES
E0500020	777				1	2	3	4	5	Account/SDC/ServiceGrp/GPC does not exist in TOES

Appendix 2: Helpful hints on a successful upload

Downloading

Recommend to maintain the default file name as it contains your agency number and what period/collection Treasury has requested.

Managing data

Open the download file:

♦ using Excel and changing the 'file of type' option to 'text files'. You may need to parse the data; or

♦ using Windows Explorer, right click on the file. Select 'open with', then 'Microsoft Office Excel' option. Use 'choose program' if Excel option is not available.

Do not format, for example don't use commas, brackets, dashes, negative signs, or dollar signs.

Retain as tab delimited text file (not .xls).

Text file saves text and values as they appear in cells of the active sheet (i.e. ok to have formulas).

Q7500001 and Q7500002 accounts are provided for completeness in the download, however posting are not accepted. Rows containing these accounts can be safely deleted. This will avoid upload validation errors.

To reduce rounding issues, consider using the ROUND function. For example remove '000s with zero decimal places.

All data are sets accepted, except Memo Schedules.

Uploading

Ensure you have closed the upload file.

Rows Rejected - Error messages relate to the first instance (column) they are found in for each row (account). Errors may still lie in subsequent columns (measures/years). Appendix 1 contains 'Error messages in Budget Estimates and Forward Estimates Uploads'.

Rejected rows can be resolved in the upload file or via the TOES data entry screen. There is no limit to the amount of times you attempt to upload. Treasury will data log downloads-uploads in order to trouble shoot any potential issues.

Once the 'Transfer to TOES' has occurred you will be able to print overviews etc.

Appendix 3: Where to go for help

Should you have any issues relating to the new TOES Download-Upload facility, please contact:

Accounting Issues:

Your Treasury Analyst

Reporting Issues:

Anne Bible – New TOES Accounts, 9228 5233

Gary de Bruyn – General Government: General/Financial Data, 9928 4077

Sheryn Ho – General Government: General/Financial Data, 9228 3970

John Pereira – Public Trading Enterprises General/Financial Data, 9228 3264

Technical issues:

Ewen Bishop, 9228 3012

Davis Ho, 9228 4034

Ben Horn, 9228 3157