

July 2016



Treasury Reporting Guidelines
Monthly Budget Profiles
Guide for Agencies

Contents

This July 2016 document, *Treasury Reporting Guidelines Monthly Budget Profiles - Guide for agencies*, supersedes the previous version dated July 2015.

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Part 1: Overview - Monthly Budget Profiles

Introduction

Treasury has been collecting Agency Monthly Budget Profiles since August 2012. The collection method utilises a flat file to allow Agencies to phase annual budgets into months, and then upload into the Treasury On-line Entry System (TOES).

Monthly Budget Profile reporting applies to all General Government agencies.

Explanations on variances should also be provided to Treasury at the same time as the regular Monthly data returns. See the recently revised document *Treasury Reporting Guidelines: Variation Commentary - Guide for agencies* for further information.

Purpose

The Monthly Budget Profiles for each agency requires the original Published Budget data for operating expenses, revenues and capital expenditure at the account/SDC level to be apportioned across the 12 months of the financial year.

This information is utilised by Treasury Analysts' to **monitor budget compliance by tracking agency performance against budget each month**. A report is also provided to the Treasurer each month on actual performance against budget at an aggregate level, and to ERC as required.

Hence, it is essential that the Monthly Phased Budget is provided on the basis of that appropriately reflects agency operations and activity, estimated revenue collection and seasonal profiling based on historic performance and known cyclical trends (rather than just a 1/12 split) to allow for effective analysis and reporting.

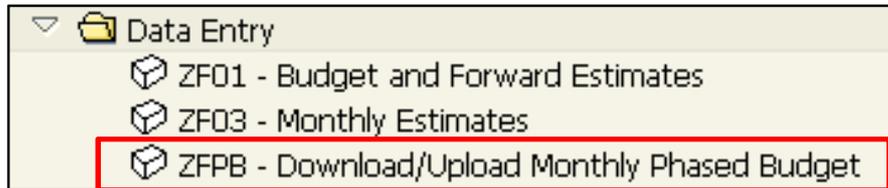
What do agencies need to do?

Part 2 of this document provides a step by step guide to completing your agency monthly budget profile.

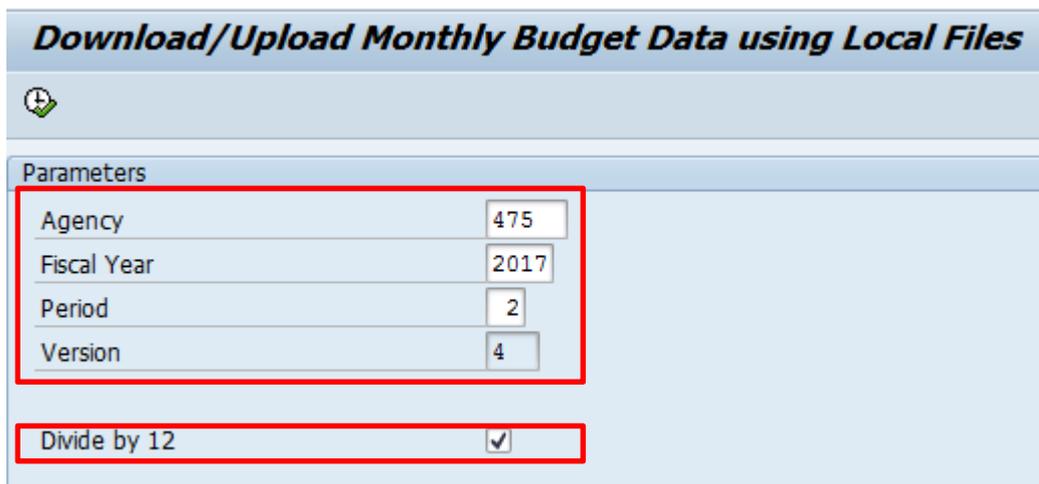
Part 2: Setting up your Agency Monthly Budget Profiles

Downloading

1. Log into TOES and go into Transaction ZFPB – Download/Upload Monthly Phased Budget (in the Data Entry folder).



2. The Download/Upload Monthly Budget Data screen is displayed. Complete the parameters by entering your:
 - (i) Agency TOES Number
 - (ii) Fiscal Year = 2017 for the 2016-17 Budget
 - (iii) Period = 2
 - (iv) Version = 4 default (the Treasury code for Published Budget which is locked).



Parameters	
Agency	475
Fiscal Year	2017
Period	2
Version	4
Divide by 12	<input checked="" type="checkbox"/>

To assist agencies by reducing repetition, the 'Divide by 12' function is available. Agency annual budgets will automatically be divided equally across the 12 months. This can be used to form a starting point to accurately profile the account for the year.

Click ✓ to select 'Divide by 12'.

3. The file needs to be saved to a location. Ensure that the file format remains as a text format, saved as a tab delimited file. This means it can be opened in Excel, Wordpad, Notepad or Word.

The default will save the file into the SAP work directory (usually on the C:/ drive) with following format \TOESAgency#PYearPeriod. (e.g. SapWorkDir\TOES00475P201702).

Download/Upload Monthly Budget Data using Local Files



Parameters

Agency	475
Fiscal Year	2017
Period	2
Version	4

Divide by 12

Processing Selections

Local file name (full path)	\\vfiletsy\tsy-home\HOWDENK\Documents\SAP\SAP G...
-----------------------------	--

Download file

Upload file

You may override the name and location by clicking on the selection button. Type in a location and file name. Then select generate.

Export File

Directory: C:\Users\matherc\AppData\Local\SAP\SAP GUI\tmp\

File Name: .TXT

Generate Replace Extend X

Ensure 'Download file' is selected and press  to execute.

You will receive the following message.

Information

 Successfully downloaded file

- Next, open the file in Excel by right-clicking on the file and selecting 'Open With – Microsoft Office Excel'. The file should now appear with the downloaded information in the following format. Alternatively you can open the file and parse the data in Microsoft Excel.

The downloaded file should look similar to this for agencies that have downloaded the file with the 'divide by 12' tick box on.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	*	AGENCY	YEAR	PERIOD	VERSION												
2	H	475	2016	2	4												
3	*	ACCOUNT	SDC	SUBDIV	ANNUAL	E P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
4	D	E0500013	999		826	78	68	68	68	68	68	68	68	68	68	68	68
5	D	E0500020	999		45505	3793	3792	3792	3792	3792	3792	3792	3792	3792	3792	3792	3792
6	D	E0500040	999		101	13	8	8	8	8	8	8	8	8	8	8	8
7	D	E0500060	212		193	17	16	16	16	16	16	16	16	16	16	16	16
8	D	E0500100	111		250	30	20	20	20	20	20	20	20	20	20	20	20
9	D	E0500140	211		3185	270	265	265	265	265	265	265	265	265	265	265	265
10	D	E0500150	211		59	15	4	4	4	4	4	4	4	4	4	4	4
11	D	E0500160	211		846	76	70	70	70	70	70	70	70	70	70	70	70
12	D	E0500180	999		2898	247	241	241	241	241	241	241	241	241	241	241	241
13	D	E0500220	211		1601	138	133	133	133	133	133	133	133	133	133	133	133
14	D	E0500300	999		1002	89	83	83	83	83	83	83	83	83	83	83	83
15	D	E0509999	999		4	4	0	0	0	0	0	0	0	0	0	0	0
16	D	E1000020	999		70	15	5	5	5	5	5	5	5	5	5	5	5
17	D	E1000040	212		110	11	9	9	9	9	9	9	9	9	9	9	9
18	D	E1000060	999		465	47	38	38	38	38	38	38	38	38	38	38	38
19	D	E1000100	999		1	1	0	0	0	0	0	0	0	0	0	0	0
20	D	E1000120	999		9550	805	795	795	795	795	795	795	795	795	795	795	795
21	D	E1000160	999		9	9	0	0	0	0	0	0	0	0	0	0	0
22	D	E1000180	999		118	19	9	9	9	9	9	9	9	9	9	9	9
23	D	E1000220	212		20	9	1	1	1	1	1	1	1	1	1	1	1
24	D	E1000300	212		56	12	4	4	4	4	4	4	4	4	4	4	4
25	D	E1000340	211		4343	372	361	361	361	361	361	361	361	361	361	361	361
26	D	E1000400	999		193	17	16	16	16	16	16	16	16	16	16	16	16
27	D	E1000440	999		252	21	21	21	21	21	21	21	21	21	21	21	21
28	D	E1000599	212		3864	322	322	322	322	322	322	322	322	322	322	322	322
29	D	E1009999	999		2256	188	188	188	188	188	188	188	188	188	188	188	188
30	D	E1507100	999		200	24	16	16	16	16	16	16	16	16	16	16	16
31	D	E1507999	999		108	9	9	9	9	9	9	9	9	9	9	9	9
32	D	E2000300	999		354	35	29	29	29	29	29	29	29	29	29	29	29
33	D	E2500041	999		360	30	30	30	30	30	30	30	30	30	30	30	30
34	D	E3000041	999		170	16	14	14	14	14	14	14	14	14	14	14	14
35	D	R0500261	211		4108	346	342	342	342	342	342	342	342	342	342	342	342
36	D	R0500261	212		8475	709	706	706	706	706	706	706	706	706	706	706	706
37	D	R1000022	211		558	52	46	46	46	46	46	46	46	46	46	46	46
38	D	R1500020	211		61219	5108	5101	5101	5101	5101	5101	5101	5101	5101	5101	5101	5101
39	D	R1500040	211		385	33	32	32	32	32	32	32	32	32	32	32	32
40	D	R1500050	211		59	15	4	4	4	4	4	4	4	4	4	4	4
41	D	R1500060	211		1601	138	133	133	133	133	133	133	133	133	133	133	133

Principal Departments with sub-divisions, will have the Division no in Column D with data in the rows below for each division. This file will contain the Expense, Revenue and Capital related accounts currently attached for your agency.

Note: for accounts where the annual budget cannot be divisible by 12 equally, the balance will be allocated to Period 1.

Principal Departments will need to ensure the sum of an account that contains divisional data will aggregate up to the total for period.

Changing the Monthly Budget Profile Data

- Once the data has been downloaded and opened, you now need to review and make necessary changes to the monthly budget profile data.

The file format should be maintained and kept the same i.e. Tab delimited (a . txt) file. Please do not delete the row headings or any columns. Account numbers and SDC codes should also remain the same.

Changes to the budget profile data for each month can be done by manually overriding the data in the cells for each of the account items.

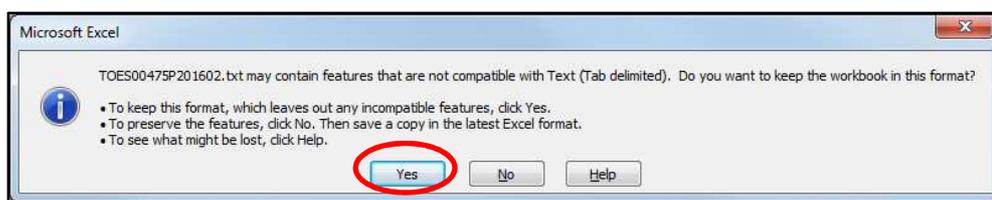
The total of each account and SDC will need to agree to original published budget in order for the data to load.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	*	AGENCY	YEAR	PERIOD	VERSION												
2	H	475	2016	2	4												
3	*	ACCOUNT	SDC	SUBDIV	ANNUAL EP	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
4	D	E0500013	999		826	78	68	68	68	68	68	68	68	68	68	68	68
5	D	E0500020	999		45505	3793	3792	3792	3792	3792	3792	3792	3792	3792	3792	3792	3792
6	D	E0500040	999		101	13	8	8	8	8	8	8	8	8	8	8	8

- When completed, ensure the sum of the balances for the 12 months is equal to the total annual published budget for the year i.e. P1 to P12 (columns F to Q) equal Annual Budget (column E).

Remember to save this file as a text formatted file, not as the standard Microsoft Excel format.

Note that the text file format saves only the text and values as they are displayed in the cells of the active worksheet. Click 'yes' to save in the correct .txt format.



- Liaise with your Cluster Chief Financial Officer and Treasury Analyst to assist and agree your Budget Profiling.

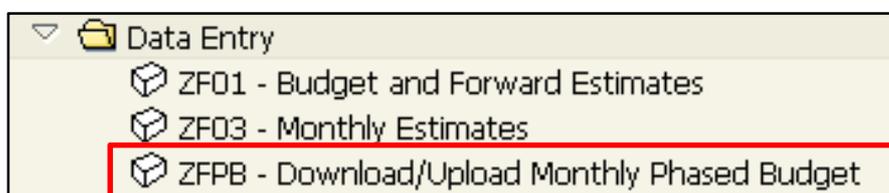
This may include discussions on the apportionment of Recurrent and Capital Consolidated Fund balances, Grants and Subsidies, National Partnership and National Agreement Payments.

It is recommended the phasing of the prior year actuals is used as a final check to ensure reasonableness.

The completed file must be authorised by the Chief Financial Officer for your agency before uploaded into TOES and transmitted to Treasury. This is to ensure consistency of transactions between your agency and the Principal Agency.

Uploading

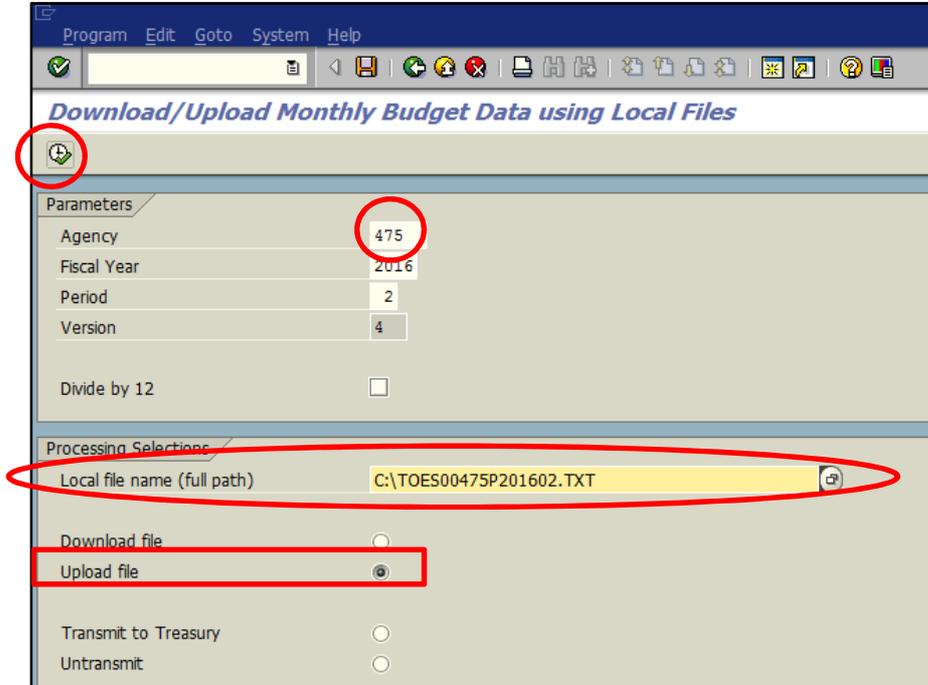
Log into TOES and run Transaction ZFPB – Download/Upload Monthly Phased Budget.



Complete the parameters by entering your:

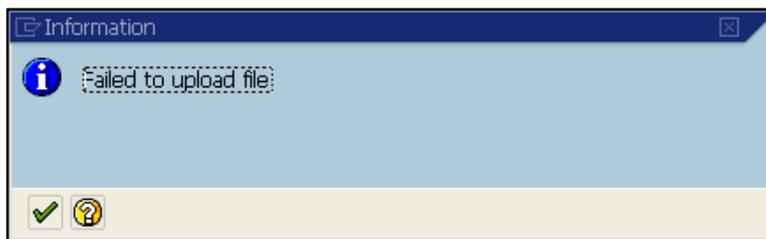
- (i) Agency TOES Number
- (ii) Fiscal Year = 2017 for the 2016 - 17 Budget
- (iii) Period = 2

Select "Upload File" and click the drop-down box to enter the location of the file.

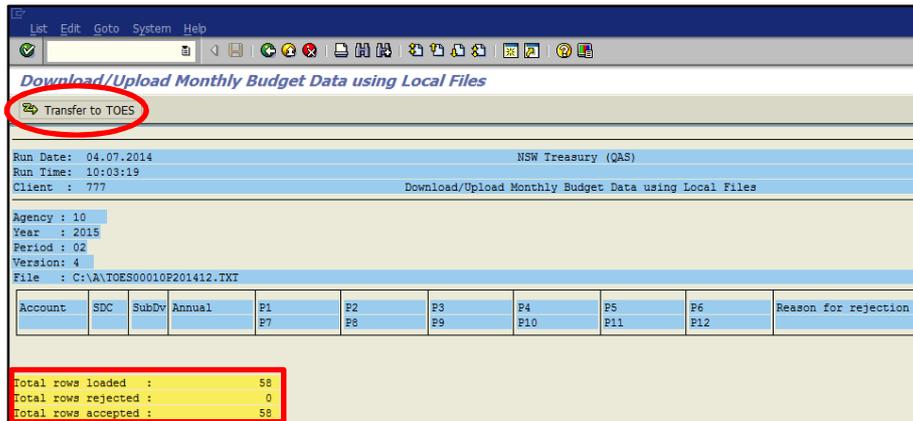


Press  to execute.

8. Ensure you save and exit the data .txt file before you upload. If the file is open (in use), you may see the following SAP error message.



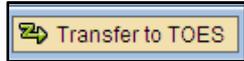
- Once the data has been uploaded, the following screen appears.



The screen will indicate if there are any rows that have been rejected and the reason(s) why. If there are errors, you will need to go back into your .txt file and correct before attempting to upload again.

Unlike the Monthly, and Budget and Forward Estimates Upload facility any errors must be resolved in the .txt file as there is no on-line screen.

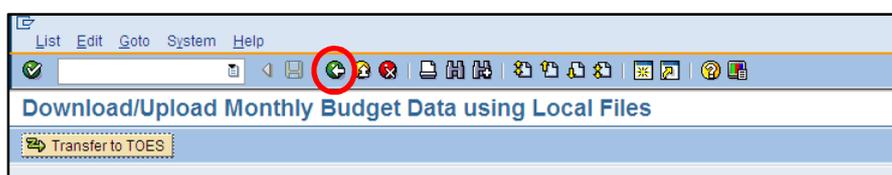
Refer to *Appendix 2: Information and Error messages* possibly encountered.

- Once all the data rows are loaded and accepted, select  to load data into TOES.

The following message should appear in the bottom left hand corner to indicate that the data has been saved. .

You and your Treasury Analyst will now be able to run ZRM1 - Monthly Phased Budget and ZRM2 - Monthly Phased Budget vs Actual. Your Cluster Chief Financial Officer can also view this data.

- At this point, you should contact your Treasury Analyst who will review your agency Budget Profiling.
- Then select the back option to return to the processing screen.



13. Once agreed with your Treasury Analyst, select the 'Transmit to Treasury' option.

Download/Upload Monthly Budget Data using Local Files



Parameters

Agency	475
Fiscal Year	2017
Period	2
Version	4

Divide by 12

Processing Selections

Local file name (full path)

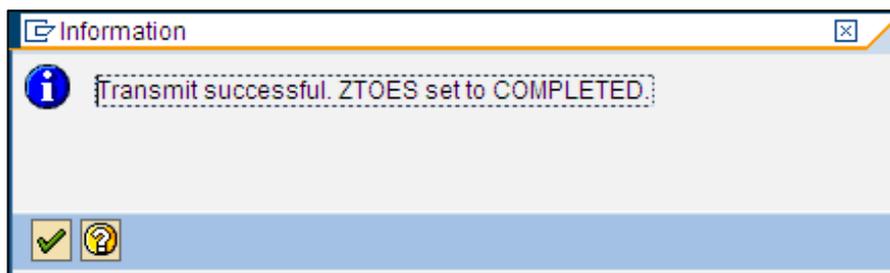
Download file

Upload file

Transmit to Treasury

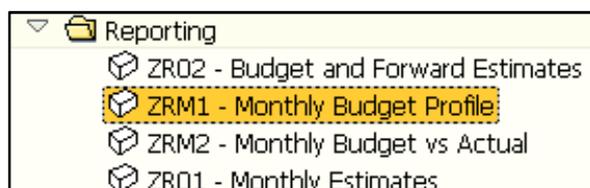
Untransmit

Press  to execute and finalise the transmission to Treasury. The following information box should appear to indicate that the transmission to Treasury has been successful.



Reporting

14. To ensure you have correctly loaded the data, run *Monthly Budget Profile* in the Reporting Directory (ZRM1) to review the data.



15. Complete the following parameters by entering your:

- (i) Agency TOES Number
- (ii) Fiscal Year = 2017 for the 2016-17 Budget

You may choose to run the report on a Summary or Detailed level. Then press 

Monthly Budget Profile Report



Perform G.G. Elimination

Perform PTE Elimination

Agency Number to

Sub-Division Number to

ARM Branch Number

Fiscal Year

Budget Version

Phased Budget Version

Report Type : Summary Report Detailed Report

Report Version: Agency Sub-Division

Include zero balance accounts

Include sub-divisions on agency report version

Reports to be printed :

[General Government Report](#)

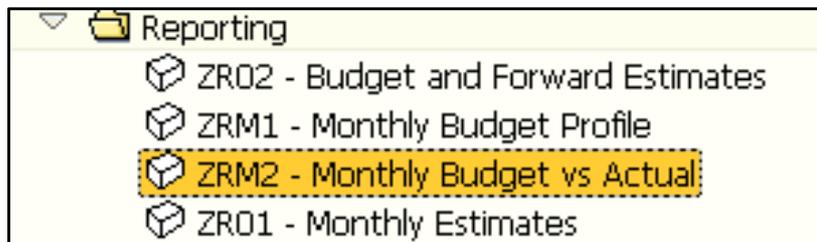
Op.Statement (NCS & Net Result)

This report should be used for review purposes and to ensure the data you have uploaded matches to what is now in TOES.

OPERATING STATEMENT (NCS & NET RESULT)			+	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Account Name	Account	SDC	/	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
			-	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Expenses Excluding Losses											
Operating Expenses -											
Employee related											
salaries, wages (including recreation leave)	E0500020	999									
salaries associated with maintenance of assets	E0500036	999									
overtime	E0500040	999									
workers' compensation - premiums to Managed Fund	E0500060	212									
fringe benefits tax - paid by general government agencies	E0500100	111									
payroll tax - paid by general government agencies	E0500140	211									
payroll tax on defined benefit super accepted by the CFE	E0500150	211									
superannuation (pooled fund) - accepted by CFE	E0500160	211									
accumulation super schemes - First State Super	E0500180	999									
long service leave - accepted by CFE	E0500220	211									
Temporary Employees - Short Term Staff > not paid through	E0500300	999									
other employee-related expenses	E0509999	999									
Total, Employee related											
Other operating expenses											
Other advertising and promotion	E1000020	999									
auditors remuneration - financial audit	E1000040	212									
auditors remuneration - other services	E1000060	212									
bank charges	E1000100	999									
Contractors >see Premiers Circular 2004-17 for definition	E1000119	999									
Consultants >see Premiers Circular 2004-17 for definition	E1000120	999									
courier and freight	E1000160	999									
electricity - purchased for own consumption	E1000180	999									
insurance - premium to Managed Fund (excl whrs comp)	E1000220	212									
operating lease rentals - motor vehicles to State Fleet-m	E1000300	212									
Property rentals to Government Property NSW and its manag	E1000340	211									
property rentals - other	E1000360	999									
telephone and other related telecommunication services	E1000400	999									
travel and accommodation - overseas	E1000420	999									
travel and accommodation - domestic	E1000440	999									
water - purchase from NSW PTEs	E1000460	222									
other operating expenses	E1009999	999									

For Principal Departments with divisional data, you may choose to run your report using Report Type "Include sub-divisions on agency report version" OR alternatively you may choose to run your report using the Report Version "Sub-division", which will provide you with a report based on each division separately.

16. The *Monthly Budget vs Actual (ZRM2)* is designed to monitor budget compliance by tracking agency performance against budget each month. This information will be used to prepare advice to the Treasurer and/or Expenditure Review Committee (ERC).



17. Similar to the *Monthly Budget Profile Report*, you will need to complete the following parameters:

- (i) Agency TOES Number
- (ii) Fiscal Year = 2017 for the 2016-17 Budget

You may choose to run the report on a Summary or Detailed level. Then press .

Monthly Budget vs Actual Report



Perform G.G. Elimination

Perform PTE Elimination

Agency Number

to



Sub-Division Number

to



ARM Branch Number

Fiscal Year

Fiscal Period

Budget Version

Phased Budget Version

Report Type :

Summary Report

Detailed Report

Include zero balance accounts

Include sub-divisions on agency report version

Report Version:

Agency

Sub-Division

Reports to be printed :

[General Government Report](#)

Op.Statement (NCS & Net Result)

The Summary report produces a similar result to that of the published Operating Statement.

Monthly Budget vs Actual Report													
NSW Treasury (QAS)													
Run Date: 04.07.2014 Run Time: 11:35:44 Client: 777 2014-15 Monthly Budget vs Actual Summary Report (VAR_BUD/99) Page: 1 ABAP: ZTRR009 USER: MATHEOC													
Agency: 10 The Legislature Period: 01 2015													
OPERATING STATEMENT (NCS & NET RESULT)	MTD Budget \$000	MTD Actual \$000	Var. \$000	Var. %	YTD Budget \$000	YTD Actual \$000	Var. \$000	Var. %	Annual Budget \$000	Annual Projection \$000	Var. \$000	Var. %	
Expenses Excluding Losses													
Operating Expenses -													
Employee related	5,014	-	5,014	100	5,014	-	5,014	100	59,211	-	59,211	100	
Other operating expenses	2,948	-	2,948	100	2,948	-	2,948	100	34,265	-	34,265	100	
Depreciation and amortisation	675	-	675	100	675	-	675	100	7,957	-	7,957	100	
Grants and subsidies	12	-	12	100	12	-	12	100	122	-	122	100	
Finance costs	-	-	-	-	-	-	-	-	-	-	-	-	
Other expenses	3,388	-	3,388	100	3,388	-	3,388	100	40,227	-	40,227	100	
TOTAL EXPENSES EXCLUDING LOSSES	12,037	-	12,037	100	12,037	-	12,037	100	141,782	-	141,782	100	
Revenue - excluding Govt Contributions													
Sales of goods and services	477	-	477	100	477	-	477	100	5,669	-	5,669	100	
Investment income	13	-	13	100	13	-	13	100	132	-	132	100	
Retained taxes, fees and fines	-	-	-	-	-	-	-	-	-	-	-	-	
Grants and contributions	9	-	9	100	9	-	9	100	31	-	31	100	
Other revenue	40	-	40	100	40	-	40	100	425	-	425	100	
Total Revenue - excluding Govt Contributions	539	-	539	100	539	-	539	100	6,237	-	6,237	100	
Gain/ loss (-) on disposal of non current assets	-	-	-	-	-	-	-	-	-	-	-	-	
Other gains/ losses (-)	-	-	-	-	-	-	-	-	-	-	-	-	
Net Cost of Services	11,498	-	11,498	100	11,498	-	11,498	100	135,545	-	135,545	100	
Government Contributions													
Recurrent appropriation	10,274	-	10,274	100	10,274	-	10,274	100	123,233	-	123,233	100	
Capital appropriation	1,893	-	1,893	100	1,893	-	1,893	100	22,650	-	22,650	100	
Asset sale proceeds transferred to the Crown Entity	-	-	-	-	-	-	-	-	-	-	-	-	
Acceptance by Crown Entity of employee benefits & other liabilities	384	-	384	100	384	-	384	100	4,355	-	4,355	100	
Total Government Contributions	12,551	-	12,551	100	12,551	-	12,551	100	150,238	-	150,238	100	
Net Result	1,053	-	1,053	100	1,053	-	1,053	100	14,693	-	14,693	100	
Capital Expenditure													
Capex	1,904	-	1,904	100	1,904	-	1,904	100	22,650	-	22,650	100	

The Detailed report produces the details of an Operating Statement line by line.

Monthly Budget vs Actual Report														
NSW Treasury (QAS)														
Run Date: 04.07.2014 Run Time: 11:40:09 Client: 777 2014-15 Monthly Budget vs Actual Detailed Report (VAR_BUD/99) Page: 1 ABAP: ZTRR009 USER: MATHEOC														
Agency: 10 The Legislature Period: 01 2015														
OPERATING STATEMENT (NCS & NET RESULT)	Account	SDC	MTD Budget \$000	MTD Actual \$000	Var. \$000	Var. %	YTD Budget \$000	YTD Actual \$000	Var. \$000	Var. %	Annual Budget \$000	Annual Projection \$000	Var. \$000	Var. %
Expenses Excluding Losses														
Operating Expenses -														
Employee related														
salaries, wages (including recreation leave)	E0500020 999	+	3,505	-	3,505	100	3,505	-	3,505	100	41,972	-	41,972	100
salaries associated with maintenance of assets	E0500036 999	+	92	-	92	100	92	-	92	100	983	-	983	100
overtime	E0500040 999	+	87	-	87	100	87	-	87	100	934	-	934	100
workers' compensation - premiums to Managed Fund	E0500060 212	+	22	-	22	100	22	-	22	100	264	-	264	100
fringe benefits tax - paid by general government agencies	E0500100 111	+	9	-	9	100	9	-	9	100	42	-	42	100
payroll tax - paid by general government agencies	E0500140 211	+	254	-	254	100	254	-	254	100	2,993	-	2,993	100
payroll tax on defined benefit superann accepted by the CFE	E0500150 211	+	16	-	16	100	16	-	16	100	115	-	115	100
superannuation (pooled fund) - accepted by CFE	E0500140 211	+	188	-	188	100	188	-	188	100	2,190	-	2,190	100
accumulation super schemes - First State Super	E0500180 999	+	323	-	323	100	323	-	323	100	3,799	-	3,799	100
long service leave - accepted by CFE	E0500220 211	+	180	-	180	100	180	-	180	100	2,050	-	2,050	100
Temporary Employees - Short Term Staff > not paid through	E0500300 999	+	323	-	323	100	323	-	323	100	3,766	-	3,766	100
other employee-related expenses	E0509999 999	+	15	-	15	100	15	-	15	100	103	-	103	100
Total, Employee related			5,014	-	5,014	100	5,014	-	5,014	100	59,211	-	59,211	100
Other operating expenses														
Other advertising and promotion	E1000020 999	+	39	-	39	100	39	-	39	100	358	-	358	100
auditors remuneration - financial audit	E1000040 212	+	21	-	21	100	21	-	21	100	131	-	131	100
auditors remuneration - other services	E1000060 212	+	10	-	10	100	10	-	10	100	32	-	32	100
bank charges	E1000100 999	+	4	-	4	100	4	-	4	100	15	-	15	100
Contractors >see Premiers Circular 2004-17 for definition	E1000119 999	+	382	-	382	100	382	-	382	100	4,551	-	4,551	100
Consultants >see Premiers Circular 2004-17 for definition	E1000120 999	+	9	-	9	100	9	-	9	100	20	-	20	100
courier and freight	E1000160 999	+	16	-	16	100	16	-	16	100	71	-	71	100
electricity - purchased for own consumption	E1000180 999	+	144	-	144	100	144	-	144	100	1,673	-	1,673	100
insurance - premium to Managed Fund (excl wkrs comp)	E1000220 212	+	23	-	23	100	23	-	23	100	276	-	276	100
operating lease rentals - motor vehicles to State Fleet	E1000300 212	+	19	-	19	100	19	-	19	100	118	-	118	100
Property rentals to Government Property NSW and its manag	E1000340 211	+	7	-	7	100	7	-	7	100	73	-	73	100
property rentals - other	E1000360 999	+	464	-	464	100	464	-	464	100	5,546	-	5,546	100
telephone and other related telecommunication services	E1000400 999	+	89	-	89	100	89	-	89	100	1,046	-	1,046	100
travel and accommodation - overseas	E1000420 999	+	12	-	12	100	12	-	12	100	144	-	144	100
travel and accommodation - domestic	E1000440 999	+	180	-	180	100	180	-	180	100	2,061	-	2,061	100
water - purchase from NSW PFE	E1000460 222	+	21	-	21	100	21	-	21	100	142	-	142	100
other operating expenses	E1009999 999	+	1,375	-	1,375	100	1,375	-	1,375	100	16,478	-	16,478	100
repairs and maintenance of other assets - contractors	E1507100 999	+	97	-	97	100	97	-	97	100	1,120	-	1,120	100
repairs and maintenance of other assets - materials	E1507400 999	+	36	-	36	100	36	-	36	100	410	-	410	100

For Principal Departments with divisional data, you may choose to run your report using Report Type "Include sub-divisions on agency report version" OR alternatively you may choose to run your report using the Report Version "Sub-division", which will provide you with a report based on each division separately.

Appendix 1: Helpful Hints on a Successful Upload

1. Downloading

Similar to the other upload transactions of ZF03 - Monthly Estimates and the ZF01 - Budget and Forward Estimates transactions, Treasury recommend maintaining the default file name in the .txt file as it contains your agency number and what period/collection Treasury has requested.

2. Managing data

Open the download file:

- (i) 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; or
- (ii) using Excel and changing the 'file of type' option to 'text files'. You may need to parse the data.

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

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

NB: When you save a text file in Excel all formulas and links are lost as they are saved as values. Only the active worksheet is retained. If you wish to retain formulas and/or links to other workbooks you must save as an excel workbook. Once finalised you will then need to save as a separate tab delimited .txt file.

Please do not delete the row headings or any columns. Account numbers and SDC codes should also remain the same.

Changes to the budget profile data for each month can be done by manually overriding the data in the cells for each of the account items.

The total of each account and SDC will need to agree to original published budget in order for the data to load.

3. Uploading

Ensure you have closed the upload .txt file before uploading into TOES. If the file is still open, the error message 'Failed to upload file' will appear.

Rows Rejected - Error messages will display for rejected rows. Appendix 2 contains *Information and Error messages*.

TOES does not store error messages. Rejected rows are required to be resolved in the upload file. There is no data entry screen to enter these details individually.

There is no limit to the amount of times you attempt to upload. Treasury data logs all downloads-uploads in order to troubleshoot any potential issues.

Appendix 2: Information and Error Messages

Invalid file/path name

Failed to upload file

Invalid Header rec:type/agency/year/period/version

No data was loaded from file

Failed to download file

No active Accounts for agency

No active Sub-Divisions for agency

No annual account/sdc data

No annual account/sdc/sub-division data

Invalid Version for phasing

Sub-Division split missing for &1/&2

Sub-Division split without non-zero acct/sdc entry

TOES data changed after download. Re-download required

Monthly amounts missing

Monthly amount not numeric

Upload record count does not equal TOES count of

Invalid Detail record type

Monthly amount > 99999999 truncated

Total for months <> annual amount

Monthly total for sub-divs<>monthly amt for acct/sdc

Upload open for GG agencies only.

Monthly Bud A/c Ranges contain unknown Ref.Type

From/To monthly budget accounts are blank

From monthly budget account is blank

Monthly Budget Account Ranges table is empty

No previous year data for B/S accounts

Period closing balance(s) < 0

Period 12 closing balance <> overall closing balance

Period closing balance(s) > 99999999

Successfully downloaded file

Data already uploaded into TOES.

Transmit successful. ZTOES set to COMPLETED.

Untransmit successful. ZTOES set to UNCOMPLETED.

Data already transmitted.

Data not yet transmitted.

No Monthly Budget data to transmit.

Existing monthly amounts will be re-phased into 12 periods. Re-phase?

Account Range Monthly Total <> Sub-Division Range Total

Appendix 3: Where to go for help

If you have inquiries or have any issues relating to the Monthly Budget Profiles, please contact:

Accounting Issues	Your Treasury Analyst	
User Queries and Training	Financial Reporting & Systems	FSM@treasury.nsw.gov.au
IT Connectivity Issues	Information Management Systems	9228 5777
