

24 June 2017



## Treasury On-Line Entry System (TOES) Training Documentation



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# Part 1:

## TOES (Treasury On-line Entry System) Overview

### What is TOES?

- TOES is the electronic on-line system that Treasury uses to collect agency financial data
- Treasury downloads periodic data requests electronically to agencies for their completion
- Agencies are able to log in to Treasury via internet connection, upload the requested financial data which is consistent with the agency's trial balance (and supplementary info) and run reports.

### How is TOES data used?

Treasury uses the agency TOES data to produce various consolidated financial reports for the government i.e. Budget Papers, Monthly reports, Budget and Forward Estimates, Consolidated Financial Statements and ABS reporting.

### The conventions used in this manual

Action words (i.e. verbs) in instructions are printed in CAPITAL LETTERS:

RUN the report and CHECK the **Totals**.

Names of TOES reports are printed in italic font:

RUN the *Trial Balance* report

Names of buttons on TOES screens are given in **bold font**:

CLICK the '**Trial Balance**' button

Headings and Subheadings of TOES Menu are given in **bold font**:

GO to the '**TOES Data Entry**'

## Part 2:

### Ten Steps to Prepare a Return for Treasury

1. IDENTIFY the type of data collections to provide to Treasury:
  - Budget and Forward Estimates or
  - Monthly Estimates
2. PRINT Financial Reports from your accounting system
3. PRINT TOES Trial Balance (either Forward Estimates (ZR02) or Actuals and Projections (ZR01))
4. MAP Financial Reports to TOES Trial Balance
5. UPLOAD data file using the **Download/Upload Data** Facility or ENTER data manually:
  - Trial Balance
  - Service Group/ Program Split or Sub-Division Split (if required)
  - Supplementary Schedules
6. RUN Reports and CHECK aggregates from TOES agree to your agency's financial report
  - *Operating Statement*
  - *Balance Sheet*
  - *Cash Flow Statement*
7. CHECK *Cash Flow Statement*:
  - Closing Cash agrees to *Balance Sheet*
  - Cash Flow from operating activities agrees to Cash Flow Reconciliation

If necessary RUN and PRINT '*Crosscheck Error Report*' to FIX error(s)
8. VERIFY/TRANSMIT to Treasury
9. At year end (Period 13) FORWARD a copy of your Financial Statements and Supplementary Information Return to Treasury
10. FILE copies of reports and workpapers

## Part 3:

### Treasury Data Collections

#### Timetable

Treasury data collections align with the timing of the various reports that Treasury is required to prepare for the government.

Treasury collects this financial information from agencies according to the following timetable:

Agency Type/ Data Collection	Budget and Forward Estimates		Monthly Estimates (Actuals and Projections)	
	Budget Time	Mid-Year	Monthly	Period 13 (Year End)
General Government (GG) Agencies	<b>April*</b>	<b>Oct</b>	<b>8 working days**</b>	As per Treasury Circular*
Public Trading Enterprises (PTE) and Public Financial Enterprises (PFE)	<b>April</b>	<b>Oct</b>	<b>N/A</b>	As per Treasury Circular

\* GG Agencies – Twice a year (Budget time & P13) provide Treasury with Service Group/ Program Split information i.e. cost centre dissections

\*\* Six agencies (Department of Premier and Cabinet, Department of Attorney General and Justice, Department of Education and Communities, Department of Finance and Services, Department of Family and Community Services, Department of Trade and Investment, Regional Infrastructure and Services) provide Treasury with Sub-Division Split on a monthly basis.

Budget Actual and Projections are used by Treasury to prepare monthly and annual Consolidated Financial Statements and information for the ABS.

Forward Estimates are used by Treasury to prepare Budget Papers, Half-Yearly Review and information for the ABS.

#### What Treasury collects

Treasury can generate agency and consolidated reports by collecting information in the form of

- Trial Balance (To generate Statement of Financial Performance and Statement of Financial Position).
- Supplementary Schedules (Supplementary information to assist in generation of Cash Flow Statements)

The trial balance is based on a common chart of accounts for Treasury that agencies need to map to. Every time Treasury requests a TOES collection you are required to complete Trial Balance information and Supplementary Schedules and verify them to agree to your management reports or year end financial reports before transmitting data back to Treasury.

Accounts are prefixed:

<b>R</b>	<b>Revenue (I→State Incomes e.g. taxes)</b>
<b>E</b>	<b>Expenses</b>
<b>A</b>	<b>Asset</b>
<b>L</b>	<b>Liability</b>
<b>Q</b>	<b>Equity</b>
<b>S</b>	<b>Schedule accounts (info on B/Sheet movements)</b>

## Source and Destination Code (SDC)

**SDC** is required

- To identify counter parties, to assist Treasury perform eliminations on consolidation
- To provide details for the ABS

111	Commonwealth General Government
211/ 212	General Government (GG) Agencies
213	Public Financial Enterprises (PFE)
222	Public Trading Enterprises (PTE)
310	Local Government
510	Other State Government Agencies
999	Other (Including Private Sector)

When agencies are reporting on transactions and balances they are required to dissect them according to SDC. The SDC is used to identify who is the contra party (i.e. in which sector is the counter party) to the transaction. eg a grant from the Commonwealth would be coded to SDC 111 whereas a grant from a private company would be coded to SDC 999.

Generally the majority of transactions are coded to SDC 999 unless they are with say the Crown Finance Entity SDC 211, TCorp SDC 213 or other government agencies.

## Part 4:

### How to Log On

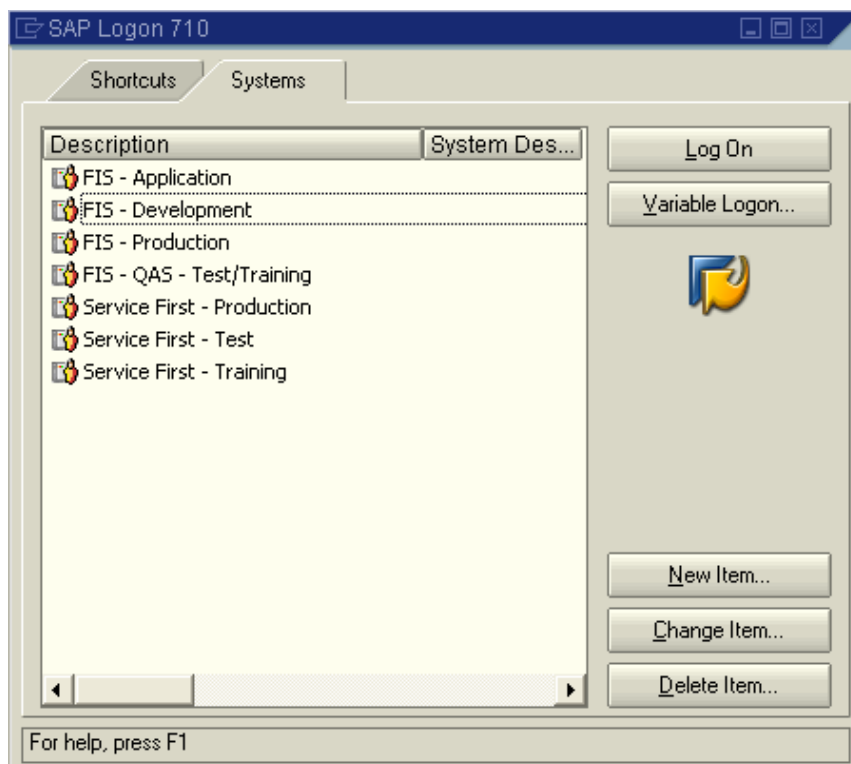
Connecting to TOES is a two stage process. Firstly a connection is established to the VPN - a username, password and token number is entered and, after verification and authentication, connection is established to the Governet network. The SAPGUI software is then run over this connection and provides access to Treasury's Online Entry System.

The steps to establishing and terminating a TOES connection are as follows;

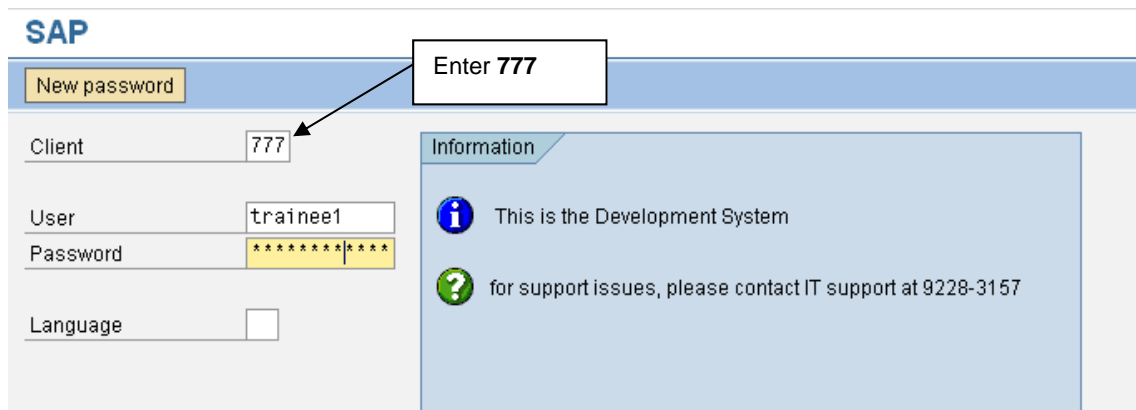
- Launch your browser and go to <https://gateway.servicefirst.nsw.gov.au>
- Enter your VPN username and password
- Press the button on your authentication token and enter the 6 digit authentication code
- Once your login is complete, double click the SAP LOGON icon on your desktop
- Enter your TOES username and password (after changing the SAP Client number from 666 to 777)
- When your TOES data entry/reporting work is complete, shut the SAPGUI application
- In your browser window, click the SHUT DOWN button to terminate the VPN connection
- When prompted, shut your browser



- The following Schedule screen will appear:



- DOUBLE CLICK on '**FIS-Production**' during normal log on
- DOUBLE CLICK on '**FIS-Development**' during a training session



- TYPE IN:
  - Client       **777**
  - User         **Your User ID**
  - Password    **Your Password**

## Part 5:

### Navigation Keys



The tick box will show the impact of your changes without saving



The **back** key will take you out to the previous screen



The **exit** key will take you out to the previous menu



The **cancel** box will remove all changes you have made since the last SAVE and POST



The clock with the tick box will **execute** your request



The disk key will allow you to **save and post**



The arrow **page down** key will take you out to the next page



The arrow **page up** key will take you to the previous page



The double arrow page down key will take you to the **last page**



The double arrow page up key will take you to the **first page**



The icon allows you to **create a new session**



This icon allows you **customising of local layout** i.e. print a hardcopy of the screen



The **print** key will allow you to execute and print

# Part 6:

## Main Menu Selection

### SAP Easy Access - User menu for Trainee 1

This allows you to add your frequent menu path as your Favourite

- ▶ Favorites
- ▼ User menu for Trainee 1
  - ▶ Role Z:ATOES\_CFS\_BASE
  - ▼ Role Z:TOES\_AGENCY\_BASE
    - ▶ Data Entry
    - ▶ Reporting
    - ▶ Display
    - ▶ TOES Support
    - ▶ User Job Maintenance
    - ▶ User Profile Maintenance

### SAP Easy Access - User menu for Trainee 1

Add to Favourites

- ▶ Favorites
- ▼ User menu for Trainee 1
  - ▶ Role Z:ATOES\_CFS\_BASE
  - ▼ Role Z:TOES\_AGENCY\_BASE
    - ▼ Data Entry
      - ▶ ZF01 - Budget and Forward Estimates
      - ▶ ZP01 - Capital Projects
      - ▶ ZFPB - Download/Upload Monthly Budget Data
      - ▶ ZF03 - Monthly Estimates
    - ▼ Reporting
      - ▶ ZR02 - Budget and Forward Estimates
      - ▶ ZRM1 - Monthly Budget Profile
      - ▶ ZRM2 - Monthly Budget vs Actual
      - ▶ ZR01 - Monthly Estimates
    - ▶ Other Reporting
  - ▶ Display
  - ▶ TOES Support
  - ▶ User Job Maintenance
  - ▶ User Profile Maintenance

# Part 7:

## Data Entry

### Types of Data Collections



**WARNING! PLEASE NOTE THAT DATA IN TOES MUST BE SAVED BEFORE EXITING**

### Monthly Estimates

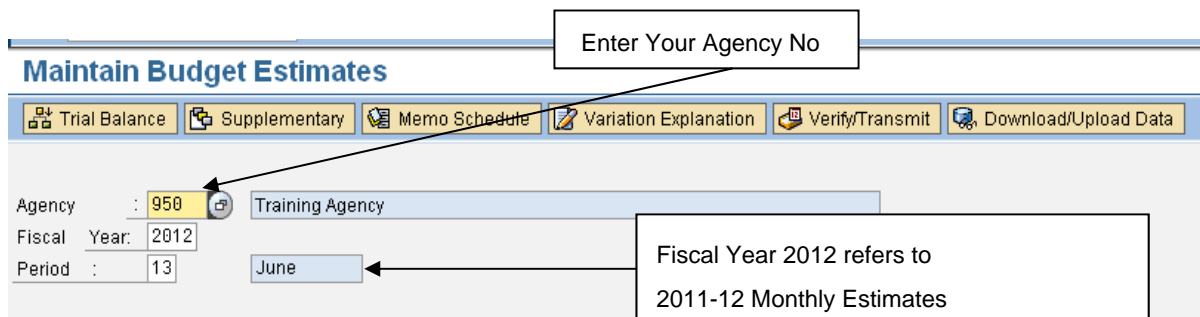
#### Frequency of Treasury Data Collections

Agency Type/ Data Collection	Actuals (Year to date)	Projections
General Government (GG) Agencies	Monthly and Period 13 (Year End)	Monthly
Public Trading Enterprises (PTE) and Public Financial Enterprises (PFE)	Period 13 only (Year End)	N/A

#### Steps - Menu Path

Data Entry  
ZF03 - Monthly Estimates

- TYPE IN agency number, relevant fiscal year and period



## To Update the Trial Balance

### Download/Upload Data

Agencies are requested to use the automated upload facility to reduce the risk of error and save time. A separate manual '[How to use the TOES Download/Upload Facility](#)' available on Treasury's website explains this process.

### Manual Data Entry

- CLICK ON **Trial Balance** button

### Maintain Budget Estimates - Trial Balances

**Agency**  
 Agency Number: 950 Training Agency  
 Fiscal Year: 2012  
 Period: 13 June

**Budget Estimates**

Account	SDC	Sign	Split	Budget	Prev Yr Actuals	Actuals	Previous Projection	Latest Projection
A0500060	211	+	<input type="checkbox"/>	6,300	8,000	5,500	0	6,500
A1500020	222	+	<input type="checkbox"/>	900	900	1,100	0	1,100
A1500020	999	+	<input type="checkbox"/>	4,500	7,500	5,900	0	5,900
A4500040	999	+	<input type="checkbox"/>	0	0		0	
A6500020	999	+	<input type="checkbox"/>	0	1,100	1,000	0	1,000
A6500100	999	+	<input type="checkbox"/>	164,000	147,686	161,686	0	161,686
				<b>Totals</b>		0		0

Go to Acct:  SDC:

Acct: A0500060 cash and deposits at call - held through Treasury Banking S...  
 SDC: 211 Budget dependent agencies/activities

The active account, SDC and description are displayed in these cells

This screen displays data for

- Published budget – **Budget** column
- Actual year-to-date for the previous year as at 30 June – **Previous Year Actuals** column
- Actual year-to-date for the current period – **Actuals** column – for updating
- Previous monthly projection – **Previous Projection** column
- Latest projection – **Latest Projection** column – for updating

To enter data in either of the **Actuals** or **Latest Projections** columns, CLICK on the field required and ENTER appropriate figures. (Note that the remaining columns are greyed out, indicating that data is not required in these columns)

Each of the columns represents your agency's Trial Balance and therefore the '**Totals**' must balance to zero when data entry is complete.

To MOVE among the data entry screen USE the Tab key or the arrow keys.

- POSITION cursor on field you wish to change

- CLICK left mouse button to access field
- TYPE over required changes and PRESS 'Enter' key. The database is immediately updated by the entered figure
- For certain periods, General Government agencies must enter details of programs for Revenue and Expense accounts

### Service Group/GPC Split

**Maintain Budget Estimates - Trial Balances**

Select Account   Service Group/Program Split   Sub-Division Split   Save+Post   Overview

Agency  
 Agency Number 960 Training Agency  
 Fiscal Year 2012  
 Period 13 June

Budget Estimates

Account	SDC	Sign	Split	Budget	Prev Yr Actuals	Actuals	Previous Projection	Latest Projection
E0500020	999	+	<input checked="" type="checkbox"/>	130,000	126,000	128,000	0	128,000
E0500161	999	+	<input type="checkbox"/>	10,900	0		0	
E0500180	999	+	<input type="checkbox"/>	1,900	10,600	10,650	0	10,650
E1000180	222	+	<input type="checkbox"/>	0	4,200	2,100	0	2,100
E1000280	999	+	<input type="checkbox"/>	9,800	16,800	12,400	0	12,400
E1000400	999	+	<input type="checkbox"/>	11,400	15,600	13,400	0	13,400
<b>Totals</b>						0		0

Go to Acct   SDC

Acct E0500020 salaries, wages (including recreation leave)  
 SDC 999 Other

The tick indicates program split

- POSITION the cursor on the Account which has a Split tick
- CLICK on the 'Service Group/Program Split' button, which is located towards the top of the screen

## Maintain Budget Estimates - Trial Balances

**Account Details**

Agency : 960 Training Agency

Account : E0500020 salaries, wages (including recreation leave)

SDC : 999 Other

Fiscal Yr: 2012 | -- 2011-12 (\$000) -- |

Period : 13 June Budget Actuals

130,000 128,000

**Program**

Program	Program Name	GPC Split	--- 2011-12 (\$000) ---	
			Budget	Actuals
001258	Local	<input checked="" type="checkbox"/>	0	
001259	State	<input type="checkbox"/>	0	
		<input type="checkbox"/>		
		<input type="checkbox"/>		
<b>Totals</b>				0

Selected Program: Local

Go to Program

A tick here indicates the Service Group needs a manual Government Purpose Classification (GPC) dissection applied

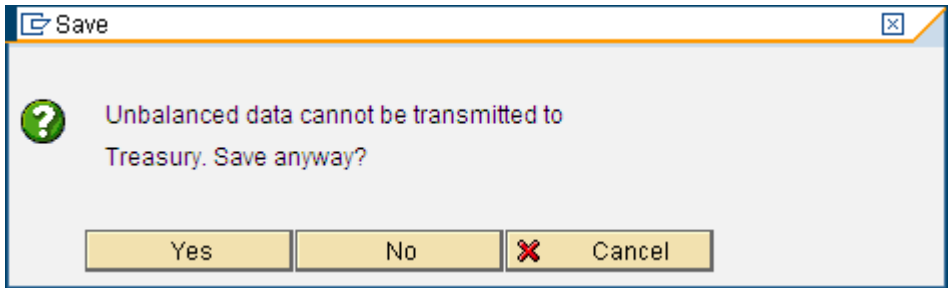
- SELECT Program
- TYPE over changes
- ENSURE **Budget and Actuals** (in the top section 'Account Details') agrees to **Totals** (in the bottom section 'Program Dissection')
- If appropriate RUN **Overview** and Print
- CLICK '**Save + Post**' button

### Government Purpose Classification (GPC) Split

- POSITION the cursor on the Service Group / Program which has a Split tick
- CLICK on the '**GPC Split**' button, which is located towards the top of the screen
- SELECT GPC
- TYPE over changes
- ENSURE **Budget and Actuals** (in the top section 'Account Details') agrees to **Totals** (in the bottom section 'GPC Dissection')
- Click Back (F3) twice
- CLICK '**Save + Post**' button

**REMEMBER:  
TO TRANSMIT TO TREASURY  
THE TRIAL BALANCE MUST ALWAYS BALANCE.  
Eg. TOTALS MUST EQUAL ZERO**

Note: You can save the trial balance when it is unbalanced. But you cannot save unbalanced schedule.





## Overview of changes/ Audit Trail

To see what changes you have made prior to saving:  
CLICK the **Overview** (i.e. Audit Trail) button

**Warning! Print overviews before you 'Save + Post' as the audit trail is not available after the execution 'Save + Post'**

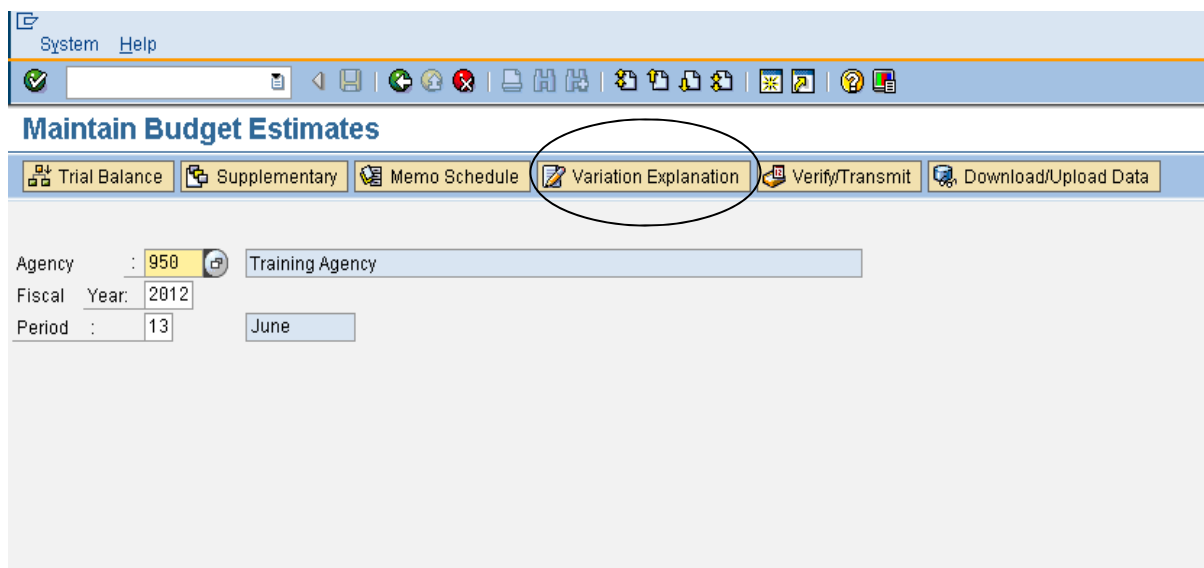
## Maintain Budget Estimates - Trial Balances

Run Date: 23.03.2012	NSW Treasury	Page: 1	
Run Time: 14:49:11		ABAP: ZFTRT002	
Client : 777	Maintain Budget Estimates - Trial Balances	USER: TRAINEE1	
Agency : 960 Training Agency			
Period : 13 2012			
Session Overview	Account Totals	2,000-	0
Acct No. Sign SDC		2011-12(\$000)	
Account Name		Actuals	Latest Projection
A1500020 + 999	New Amt	2,900	0
current receivables - sale of goods and services	Old Amt	5,900	0
	Variance	3,000-	0
A6500020 + 999	New Amt	2,000	0
land - at cost	Old Amt	1,000	0
	Variance	1,000	0

CLICK on the Print icon to print the report.

If you are satisfied with changes CLICK the **'Save + Post'** button

## Variation Explanations



System Help

Maintain Budget Estimates

Trial Balance Supplementary Memo Schedule **Variation Explanation** Verify/Transmit Download/Upload Data

Agency : 950 Training Agency

Fiscal Year: 2012

Period : 13 June

The 'Variation Explanation' page provides agencies with a central place to record and store commentary explaining movements in projections in expenses, revenues and capex for one period to the next.

All agencies are requested to update this page, as a minimum, in line with their regular TOES updates. This will be monthly, or on a periodic basis depending on your agency. Your Treasury analyst will have read only access to this information. This will form the basis and the starting point for regular Treasury reviews of agency financial data. This will help assist Treasury analysts understand the reasons for changes in agency projections from one period to the next.

## Supplementary Schedules

The purpose of the Supplementary Schedules is to provide additional information on movements in key TOES asset and liability balances to enable TOES to derive a Cash Flow Statement. Agencies must upload their Trial Balance information before completing the Supplementary Schedules.

### To Update the Schedules

- CLICK **Supplementary** button on the main data entry screen
- POSITION arrow on Schedule code (eg PPE) and DOUBLE CLICK
- CLICK once on **Maintain Acct** button

### Maintain Budget Estimates - Supplementary Accounts

Select Schedule Maintain Acct

Agency  
Agency Number 960 Training Agency  
Fiscal Year 2012 Period 13 June

2011-12 (\$000)

Schedule		Actuals	Latest Projection
PPE	Accounts Total	3,400	3,400
	Schedule Total	3,400	3,400
RES	Accounts Total	0	0
	Schedule Total	0	0
SOL	Accounts Total	0	0
	Schedule Total	0	0

Selected PPE Go to Schedule  
Schedule Infrastructure and Property Plant and Equipment Schedule

The following Schedule screen will appear:

- In this example Account Totals (in the top section 'Agency') of \$3,400 has been derived from the Trial Balances annual movement in PPE accounts.
- Agencies must input the gross movements which explain this movement. In this example the agency has reported that the full movement of \$3,400 refers to purchases of PPE (TOES account SPPE0023).

System Help

**Maintain Budget Estimates - Supplementary Accounts**

Select Account Service Group/Program Split Sub-Division Split Save+Post Overview

**Agency**

Agency Number 960 Training Agency

Fiscal Year 2012

Period 13 June Accounts Total 3,400 3,400

**Budget Estimates**

Account	SDC	Sign	Split	Budget	Prev Yr Actuals	2011-12 Actuals (\$000)	Previous Projection	Latest Projection
SPPE0023	999	+	<input type="checkbox"/>	28,000	13,500	3,400	0	3,400
SPPE0160	999	-	<input type="checkbox"/>	0	200		0	
SPPE0200	999	-	<input type="checkbox"/>	11,000	11,500		0	
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
<b>Totals</b>						3,400		3,400

Sched Infrastructure and Property Plant and Equipm Go to Acct SDC

Acct

SDC

- SELECT account
- TYPE over changes
- ENSURE **Accounts Total** (in the top section '**Agency**') agrees to the **Totals** (in the bottom section '**Budget Estimates**')
- If appropriate RUN **Overview** and PRINT
- CLICK '**Save + Post**' button

## Budget and Forward Estimates

### Frequency of Treasury Data Collections

Agency Type/ Data Collection	Forward Estimates
All Agencies	Twice a year (Budget and Half-Yearly Review)

### Steps - Menu Path

Data Entry

ZF01 – Budget and Forward Estimates

- TYPE IN agency number, relevant fiscal year and period

### Maintain Forward Estimates

Trial Balance   Supplementary   Memo Schedule   Verify/Transmit   Download/Upload Data

Agency : 950 Training Agency

Fiscal Year: 2012

Fiscal Year 2012 refers to  
2011-12 Projections and  
2012-13 to 2015-16 Budget

## To Update Trial Balance

### Download/Upload Data

Agencies are requested to make use of the automated upload facility to reduce the risk of error and save time, and choose manual data entry for subsequent adjustments.

A separate manual [‘How to use the TOES Download/Upload Facility’](#) which is available on Treasury’s website further examines this process.

### Manual Data Entry

- CLICK ON **Trial Balance** button

The following screen will appear.

## Maintain Forward Estimates

Select Account Service Group/Program Split Sub-Division Split Save+Post Overview

Agency

Agency  Training Agency

Fiscal Yr

Forward Estimates

Account	SDC	Split	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	
			Actuals	Budget	Projection	Budget	Budget	Budget	
			\$000	\$000	\$000	\$000	\$000	\$000	\$000
A0500060	211	+	8,000	6,300	6,500	19,500	14,000	6,500	
A1500020	222	+	900	900	1,100	1,900	1,900	1,100	
A1500020	999	+	7,500	4,500	5,900	21,336	13,868	5,900	
A4500040	999	+	0	0		710			
A6500020	999	+	1,100	0	1,000	2,100	2,100	1,000	
A6500100	999	+	147,686	164,000	161,686	350,228	264,507	161,100	
			<b>Totals</b>		0	514	514	514	514

Go to Acct  SDC

Acct

SDC

This screen displays data for

- Actuals for the last financial year as at 30 June – **Actuals** column
- Published budget – **Budget** column
- Latest projection – **Projection** column
- Forward Years – **Budget** columns

Each of the columns represents your agency’s *Trial Balance* and therefore the ‘**Totals**’ must balance to zero when data entry is complete.

To MOVE among the data entry screen USE the Tab key or the arrow keys.

- POSITION cursor on a field you wish to change
- CLICK left mouse button to access field
- TYPE over required changes and PRESS 'Enter' key. The database is immediately updated by the entered figure. NOTE: TOES does not automatically adjust for changes in assets and liabilities for subsequent forward years. The adjustments must be done manually

**REMEMBER:  
TO TRANSMIT TO TREASURY  
THE TRIAL BALANCE MUST ALWAYS BALANCE.  
Eg. TOTALS MUST EQUAL ZERO**

Note: You can save the trial balance when it is unbalanced. But you cannot save unbalanced schedule.

### Overview of changes/ Audit Trail

To see what changes you have made prior to saving:  
CLICK the **Overview** (i.e. Audit Trail) button

**Warning! Print overviews before you 'Save + Post' as the audit trail is deleted after the execution 'Save + Post'**

### Maintain Forward Estimates

Session Overview		Account Totals	0	514	514	514	514
Run Date: 04.07.2012							
Run Time: 15:35:53							
Client : 777							
Agency : 950 Training Agency							
Fiscal Yr : 2012							
Acct No. Sign SDC		2011-12	2012-13	2013-14	2014-15	2015-16	
Account Name		Projection	Budget	Budget	Budget	Budget	
		(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	
A6500020 + 999	New Amt	2,000	0	0	0	0	
land - at cost	Old Amt	1,000	0	0	0	0	
	Variance	1,000	0	0	0	0	
L0500100 - 999	New Amt	6,150	0	0	0	0	
current payables - on other operating expenses	Old Amt	5,150	0	0	0	0	
	Variance	1,000	0	0	0	0	
Q7500001 - 999	New Amt	0	37,086	37,086	37,086	37,086	
accumulated funds - opening balance	Old Amt	0	37,600	37,600	37,600	37,600	
	Variance	0	514-	514-	514-	514-	

CLICK on the Print icon to print the report

If you are comfortable with changes CLICK the **'Save + Post'** button

## Supplementary Schedules

To Update the Schedules

- CLICK **Supplementary** button on the main data entry screen
- POSITION arrow on Schedule code (eg PPE) and DOUBLE CLICK
- CLICK once on **Maintain Acct** button

## Maintain Forward Estimates

Agency :

Fiscal Year :

- POSITION arrow on Schedule code (eg PPE) and DOUBLE CLICK

## Maintain Forward Estimates - Supplementary Accounts

Agency  
 Agency Number    
 Fiscal Year

Not All Schedules ar		2011-12	2012-13	2013-14	2014-15	2015-16
Schedule		Projection	Budget	Budget	Budget	Budget
<input type="checkbox"/> PPE	Accounts Total	3,400	13,192	2,796-	9,882-	0
	Schedule Total	3,400	0	0	0	0
<input type="checkbox"/> RES	Accounts Total	0	0	0	0	0
	Schedule Total	0	0	0	0	0
<input type="checkbox"/> SQL	Accounts Total	0	0	0	0	0
	Schedule Total	0	0	0	0	0

Selected

Schedule

- CLICK once on **Maintain Supp A/C** button

## Maintain Forward Estimates

Select Account Service Group/Program Split Sub-Division Split Save+Post Overview

**Agency**

Agency	950	Training Agency					
Fiscal Yr	2012	Trial Balance	3,400	13,192	2,796-	9,882-	0

**Forward Estimates**

Account	SDC	Split	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
			Actuals	Budget	Projection	Budget	Budget	Budget
			\$000	\$000	\$000	\$000	\$000	\$000
SPPE0023	999	+	13,500	28,000	3,400			
SPPE0160	999	-	200	0				
SPPE0200	999	-	11,500	11,000				
			<b>Totals</b>	3,400	0	0	0	0

Sched Infrastructure and Property Plant and Equipment Go to Acct SDC

Acct

SDC

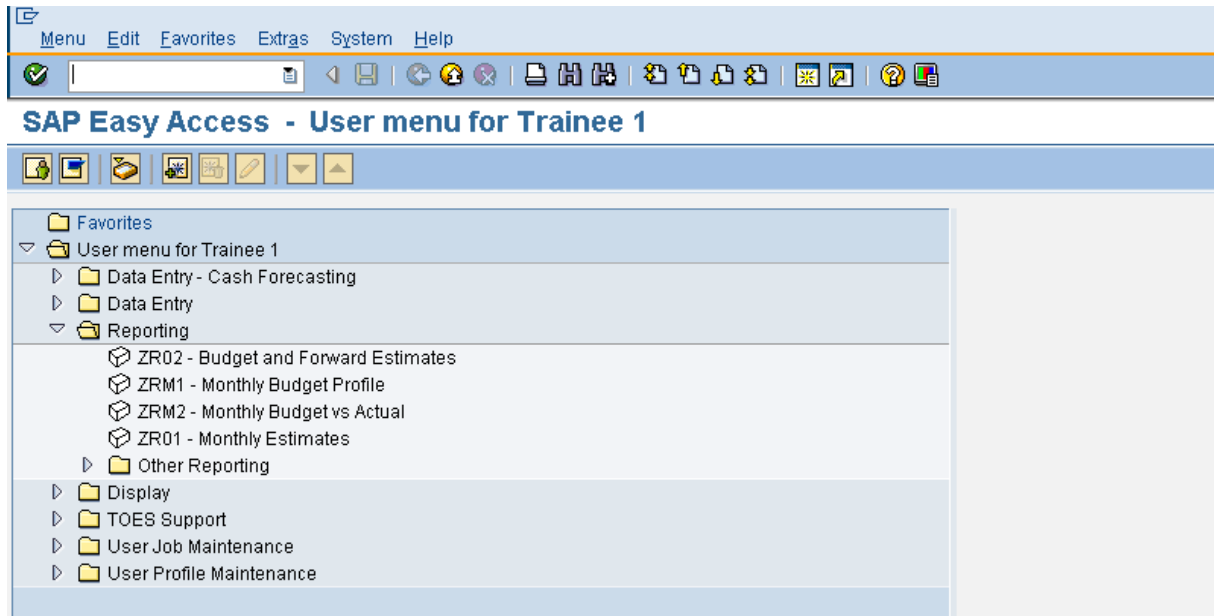
- SELECT account
- TYPE over changes
- ENSURE **Accounts Total** (in the top section '**Agency**') agrees to the **Totals** (in the bottom section '**Forward Estimates**')
- If appropriate RUN **Overview** and PRINT
- CLICK '**Save + Post**' button



# Part 8:

## Reports

Reports can be created and printed from TOES, which can be found under the 'Reporting' folder. Agencies can access all these reports.



## Monthly Review

Treasury have improved the method of collecting Agency Monthly Budget data.

Once the data has been downloaded and opened, you need to review and make necessary changes to the Monthly Budget Profile data. A separate manual '[Treasury Reporting Guidelines Monthly Budget Profiles Guide for agencies](#)' which is available on Treasury's website explains this process.

The method utilises a flat file (.txt) to allow agencies to phase annual budgets into months, then upload into TOES. The Monthly Budget Profiles for each agency requires 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. The aim is to monitor budget compliance by tracking agency performance against budget each month.

Monthly Budget Profile reporting applies to all General Government agencies.

The screenshot shows the 'Monthly Budget Profile Report' application window. The title bar includes 'Program Edit Goto System Help'. The main interface contains several input fields and checkboxes. Callouts provide instructions for various elements:

- Execute:** Points to the green checkmark icon in the top-left corner.
- Ignore:** Points to the checkboxes for 'Perform G.G. Elimination' and 'Perform PTE Elimination'.
- Enter Your Agency No:** Points to the 'Agency Number' input field.
- Enter Fiscal Year eg. 2013 refers to 2012-13:** Points to the 'Fiscal Year' input field, which is currently set to '2013'.
- For printing reports including zero balance accounts:** Points to the 'Include zero balance accounts' checkbox.

The form fields include:

- Agency Number: [ ] to [ ]
- Sub-Division Number: [ ] to [ ]
- ARM Branch Number: [ ]
- Fiscal Year: 2013
- Budget Version: 4
- Phased Budget Version: 14
- Report Type: Summary Report (radio), Detailed Report (radio)
- Report Version: Agency (radio), Sub-Division (radio)
- Include zero balance accounts:
- Include sub-divisions on agency report version:
- Reports to be printed: General Government Report (checkbox), Op.Statement (NCS & Net Result) (checkbox checked)

## Monthly Review cont....

The Monthly Budget vs Actual Report (ZRM2) is designed to monitor budget compliance by tracking agency performance against budget each month.

The screenshot shows the 'Monthly Budget vs Actual Report' application window. The title bar includes 'Program Edit Goto System Help' and a standard Windows-style toolbar. The main content area is titled 'Monthly Budget vs Actual Report' and contains several sections for data entry and report configuration.

**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)

## Monthly Review cont....

This report allows capturing either the fiscal year or fiscal period for the actuals and projections.

The screenshot shows a web-based application window titled "Budget Estimates Monitoring Report". The interface includes a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with various icons for navigation and actions. The main content area is divided into several sections:

- Options:** "Perform G.O. Elimination" and "Perform PTE Elimination", both with unchecked checkboxes.
- Agency and Branch Selection:** "Agency Number" and "ARM Branch Number" input fields, followed by a "to" field and a search icon.
- Fiscal Information:** "Fiscal Year" (2013), "Fiscal Period" (8), and "Comparison Period" (unchecked).
- Report Type:** "Summary Report" (radio button), "Detailed Report" (radio button, selected), "RAC View" (checkbox), and "Including zero balance accounts" (checkbox).
- Reports to be printed:** A list of report types with checkboxes:
  - Accounting Reports:** Operating Statement (checked), Cash Flow Statement, Balance Sheet, Trial Balance.
  - Economic Budget Reports:** Budget Operating Stmtnt (old), Budget Op. Stmtnt (from 09-10), Budget Cash Flow Statement.
  - General Government (Net Cost of Services) Reports:** Operating Statement, Cash Flow Statement.

## Budget and Forward Estimates Report

### Forward Estimates Report

Execute

Perform G.G. Elimination	<input type="checkbox"/>		
Perform PTE Elimination	<input type="checkbox"/>		
Agency Number	950	to <input style="width: 50px;" type="text"/>	
ARM Branch Number	<input type="text"/>		
Fiscal Year			
	2012		
Report Type :			
Summary Report	<input type="radio"/>		
Detailed Report	<input checked="" type="radio"/>		
<input type="checkbox"/> RAC View			
<input type="checkbox"/> Including zero balance accounts			
Reports to be printed :			
Accounting Reports		Economic Budget Reports	
Operating Statement	<input checked="" type="checkbox"/>	Budget Operating Stmtnt (old)	<input type="checkbox"/>
Cash Flow Statement	<input type="checkbox"/>	Budget Op. Stmtnt (from 09-10)	<input type="checkbox"/>
Balance Sheet	<input type="checkbox"/>	Budget Cash Flow Statement	<input type="checkbox"/>
Trial Balance	<input type="checkbox"/>		
General Government (Net Cost of Services) Reports			
Operating Statement	<input type="checkbox"/>		
Cash Flow Statement	<input type="checkbox"/>		

Default switch off  
 Agency ordinarily leave this off, is available to display the impact of the agency operation on the consolidated general government budget result (i.e. after intra agency transactions have been eliminated).  
  
 Ordinarily, agency would only need to run these reports if specifically requested by Treasury to do so.

Enter Your Agency No

Enter Fiscal Year eg. 2012 refers to 2011-12 Projection and 2012-13 to 2015-16 Budget

More than one report can be run concurrently. Ordinarily agencies would run the TOES Accounting Based Reports to compare with their own Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flows.

NB. The operating statement only presents the first part of the agency's statement of performance.

Economic Budget Reports are in a format suitable for economic analysis consistent with Treasury's published budget report. Agencies would only need to refer to them if requested by their Treasury analyst. Eg the Budget Operating Statement is useful to monitor a General Government agency's 'Controlled Net Cost of Services'.

## Crosscheck Error Report

The crosscheck error report (ZR 42) report allows the user to identify inconsistencies that can result in cash flow statement imbalances. These inconsistencies arise where amounts in supplementary schedules do not equal amounts in the trial balance. For instance, the report compares the total amount for depreciation and amortisation expense entered in the Trial Balance against what is in the Property, Plant and Equipment Schedule. If these amounts do not equal, your Cash Flow Statement will not balance. This Error Check Report will allow the user to more easily isolate where any Cash Flow Statement problems may be.

### Crosscheck Error Report

Execute

Enter Your Agency No

<b>General Details</b>	Agency Number	950	to		
	Fiscal Year	2012			

Enter Fiscal Year eg. 2012 refers to 2011-12 Projection and 2012-13 Budget etc...

<b>Report Selection</b>	<input checked="" type="radio"/> Forward Estimate <input type="radio"/> Actual				
	Fiscal Period	13			

### Crosscheck Error Report

Run Date: 05.07.2012	NSW Treasury (DEV)	Page: 1					
Run Time: 16:06:13		ABAP: ZFTRR042					
Client: 777	Crosscheck Error Report	USER: TRAINEE1					
Agency : 950 Training Agency Fiscal Year : 13 2012							
	SDC	2011-12 Budget \$000	2011-12 Projection \$000	2012-13 Budget \$000	2013-14 Estimate \$000	2014-15 Estimate \$000	2015-16 Estimate \$000
<b>Trial Balance</b>							
R6100020 written down value of property, plant and equip	999	-	100	-	-	-	-
<b>Schedule</b>							
SPPE0160 Sales of PP&E - Written down value of land, WIP	999	-	-	-	-	-	-
<b>Trial Balance</b>							
E2000300 depreciation - plant and equipment	999	11,000	10,500	-	-	-	-
<b>Schedule</b>							
SPPE0200 Depreciation expense	999	(11,000)	-	-	-	-	-

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Treasury On-line Entry System (TOES) Documentation

## Exception Report – Program/GPC Splits not equal to Agency/Program Total Report

The exception report (ZR12) allows the user to see where amounts in Program/GPC – splits do not total the trial balance expense line. This report lists all TOES trial balance accounts for which Program dissections do not add up to equal the TOES expense/revenue account balance.

It is also useful to run this report after completing any amendments to the TOES Trial Balance to ensure that all Service Group/Program Split dissections have been updated.

### Exception Report -SrvGrp/GPC Splits not equal to Agency/SrvGrp Total

Execute 

Enter Your Agency No

Agency Number  to

ARM Branch Number  to

Fiscal Year

Report Type :

Agency Level

ARM Branch Level

Data to be Selected

Forward Estimates

Actuals (Period 13)

Actuals (Period 12)

Original Budget

RAC Report (excl. blanks)

Enter Fiscal Year eg. 2012 refers to 2011-12 Projection and 2012-13 Budget etc...

## Program/GPC Dissections Reports

The report allows the user to see in details where amounts in Program/GPC splits are allocated to each of the cost centres. This report displays TOES Operating Statement lines (as rows) as they have been dissected into the various programs (by columns).

It is useful to analyse how the various expenses and revenues have been apportioned by the agency across its various programs.

The screenshot shows the 'Service Group / GPC Dissections Report' interface. At the top left, there is an 'Execute' button with a refresh icon. The main header is 'Service Group / GPC Dissections Report'. Below the header, there are input fields for 'Agency' (containing '950'), 'ARM Branch', and 'Fiscal Year' (containing '2012'). There are also 'to' fields for Agency and ARM Branch, and a right arrow icon. A callout box points to the Agency field with the text 'Enter Your Agency No'. Another callout box points to the Fiscal Year field with the text 'Enter Fiscal Year eg. 2012 refers to 2011-12 Projection and 2012-13 Budget etc'. Below the input fields, there is a section titled 'Details to be Printed:' with four radio button options: 'Current Year Budget', 'Revised Budget', 'Next Year Budget', and 'Actuals (Period 13)'. The 'Actuals (Period 13)' option is selected and highlighted with a dashed box. A callout box points to the 'Next Year Budget' option with the text 'Choose "Next Year Budget" at Budget time'. Another callout box points to the 'Actuals (Period 13)' option with the text 'Choose "Actuals" at Year End'.



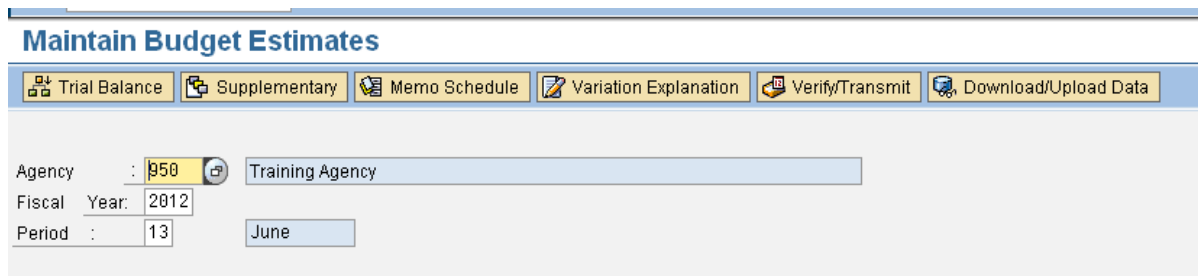
# Part 9:

## How to Transmit Data to Treasury

When you have completed data entry, run reports and are ready to advise Treasury that it is complete.

Return to the appropriate "Data Entry" menu, ie Monthly Estimates or Budget and Forward Estimates and double click to enter the menu.

CLICK the **Verify/Transmit** button



### TOES Monitoring Report

Collection type	B
Agency number	950
Fiscal year	2012
Fiscal period	13
Target client	666

Verify only

Verify & transmit to Treasury

Untransmit

Indicates: B = Budget  
F = Forward Estimates

This allows the users to verify data and print out Data Transmission Verification Report before transmitting to Treasury

This allows the users to transmit data to Treasury

This enables the users to untransmit data so that to make data changes if Treasury has not yet copied transmitted data from 777 (TOES) to 666 (LIVE-FIS)

If Treasury has already copied transmitted data from 777 (TOES) to 666 (LIVE-FIS), untransmit button will not function, contact your agency analyst if period is to be reopened for data entry

## Data Transmission Verification Report

This report allows the users to verify data has been transmitted successfully to Treasury.

It verifies that

The trial balance is balanced i.e. all columns total zero

The schedules are balanced (to the movement in the balance sheet class of assets/liabilities)

(When appropriate) the program splits aggregates agree to the TOES expense or revenue a/c totals

If the report displays imbalances

RETURN to data entry to FIX the error

RE-RUN reports, if appropriate

PERFORM Verify/Transmit data

### TOES Monitoring Report

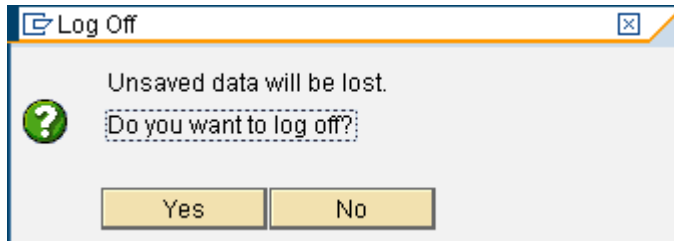
Account	Account name	SDC Program	GPC	Sched	Period 13 Actuals \$000	Period 13 Projection \$000
<b>TRIAL BALANCE (balanced)</b>					0	0
<b>IMBALANCED SCHEDULES</b>						
No unbalanced schedules found						
<b>IMBALANCED PROGRAM SPLITS</b>						
E0500020	999 salaries, wages (including recreation leave)				128,000	n.a.
001238	Local				0	n.a.
001239	State				0	n.a.
<b>IMBALANCED GPC SPLITS</b>						
No unbalanced GPC splits found						
<b>WARNING MESSAGES</b>						
R1500020	211 current cash allocation from the Consolidated Fund				170,560-	0
Projection amount < Actual amount.						

## How to Log Off

Use the following menu path at the top of the screen:

**System**  
**Log Off**

The following screen will appear:



**MAKE SURE** that you have saved all changes prior to answering yes.

If you are in data entry and wish to save and exit, you will need to artificially balance the screen (take a note of the balancing account number) before you can exit, otherwise you will lose all the data that was entered.

You have now logged out of the system.

# Part 10:

## Glossary

In order to assist in understanding the terminology used in TOES training documentation, set out below is a glossary of terms.

### ABS

**Australian Bureau of Statistics**

### FIS

**Financial Information System** of the NSW Treasury.

### PFE

**Public Financial Enterprise** as defined by the ABS.

### PTE

**Public Trading Enterprise** as defined by the ABS.

### SAP

The **Software System** that TOES and the Treasury FIS runs on

### SDC

**Source and Destination Codes** - used to identify the recipient of a transaction or account balance (for elimination purposes and for the ABS's purposes)

### TOES

**Treasury On-Line Electronic System**.

### UPF

**Uniform Presentation Framework**. The format of the UPF is based on the reporting standards of the ABS GFS framework. This ensures a high degree of consistency in the treatment and presentation of financial data

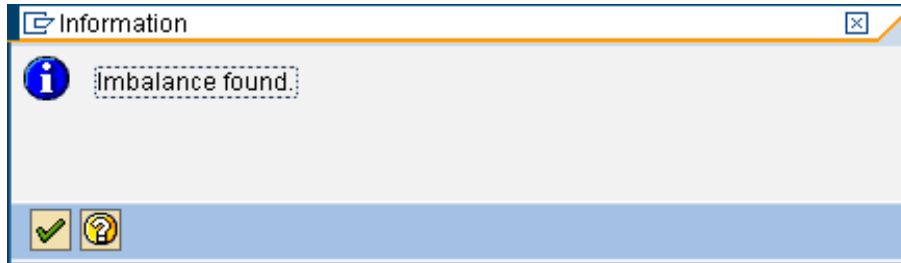
### GFS

**Government Finance Statistics**. A system developed by the International Monetary Fund and used by the ABS to classify the financial transactions of governments and measure their impact on the rest of the economy

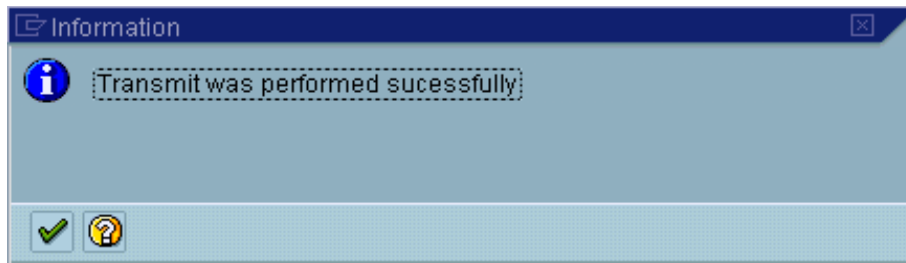
# Appendix - A:

## System messages and warnings

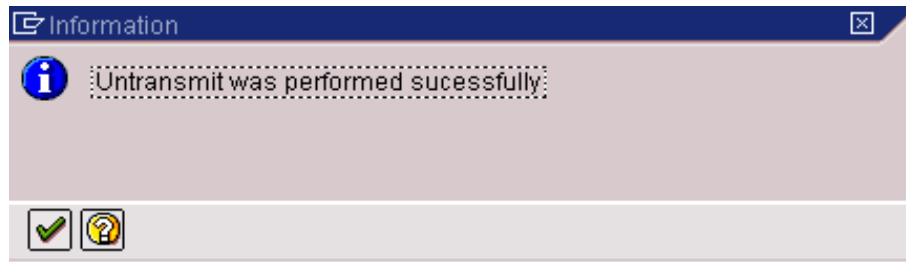
1. This message will appear if imbalance found during transmitting data to Treasury



2. This message will appear when data are verified and transmitted to Treasury



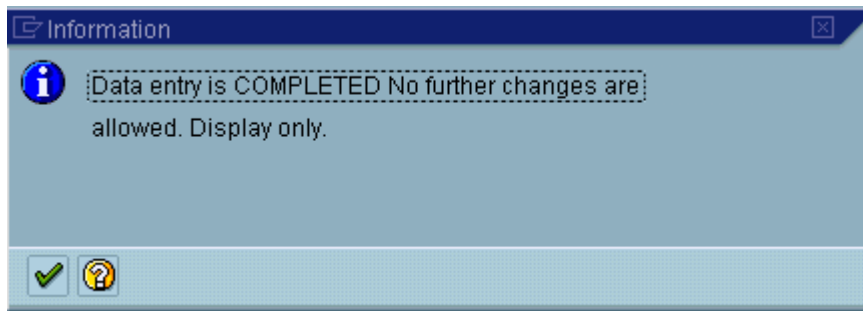
3. This message will appear if untransmit is successfully performed



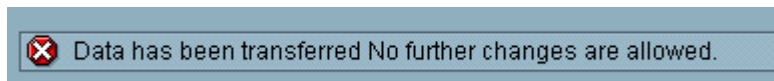
### TOES Monitoring Report

TOES Monitoring Report						
Run Date: 28.06.2001	NSW Treasury	Page: 1				
Run Time: 14:23:22		ABAP: ZFTOES02				
Client : 777	2000-01 Budget Estimate TOES Monitoring Report	USER: MAYTES				
Agency : 205 Judicial Commission of New South Wales						
Account	Account name	SDC Program	GPC	Sched	Period 11 Actuals \$000	Period 11 Projection \$000
The following ZTOES record has been set to UNCOMPLETED :						
Collection type: B						
Fiscal year : 2001						
Fiscal period : 11						
Agency : 205						
Target client : 666						

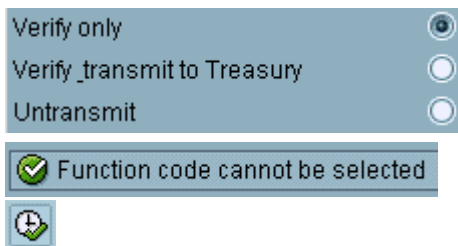
4. This message will appear when data have already verified and transmitted to Treasury



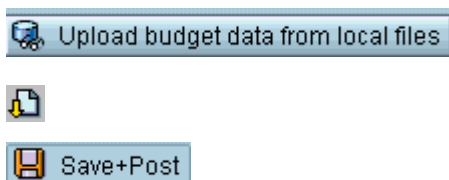
5. This message will appear at the foot of the screen when Treasury has already copied transmitted data from TOES to FIS. Agency needs to contact FIS support if period is to be reopened for data entry.



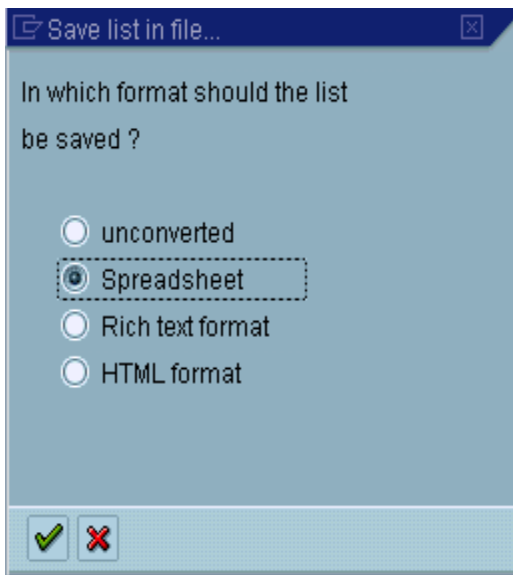
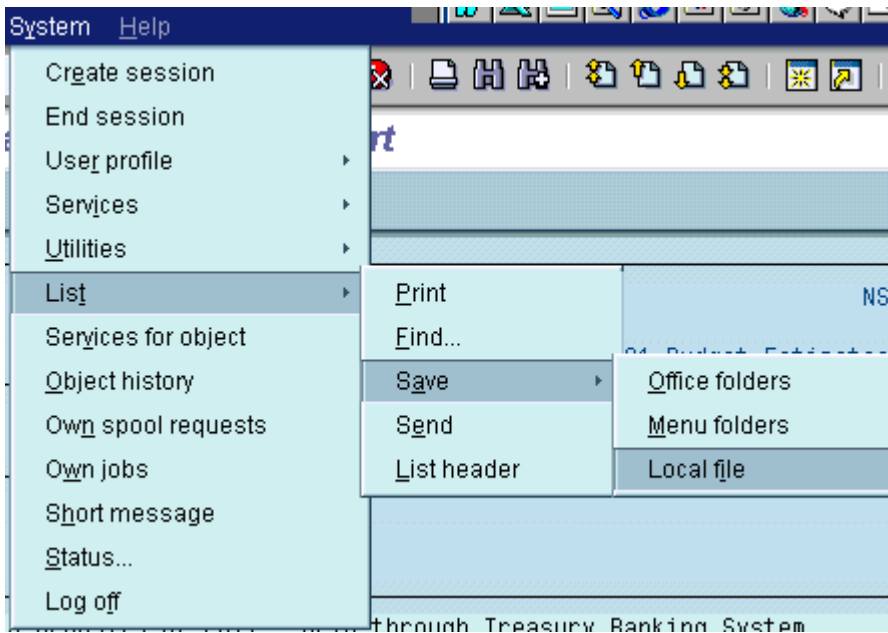
6. This message will appear at the foot of the screen when double clicking on the function code. Ignore this 'Function code cannot be selected' message. This message will disappear by double click the execute button to re-activate the function code.



7. Sometimes error or warning messages is displayed at the foot of the screen. eg. If the screen does not appear to have updated watch the foot of the screen for a warning message.
8. Upload budget data from local files feature in TOES (777) is now fully working. Please be aware that it is essential to scroll down page by page to ensure all data is captured into the system before saving it by clicking the 'Save + Post' button



9. Reports from TOES can be exported and saved to your local file in formats (ie unconverted, spreadsheet, rich text format and HTML format).



10. During data entry for maintaining two types of collection: Actuals or Forward Estimates, 'Verify/Transmit' button and 'Upload budget data from local files' button do not appear on the screen at first. In order to make them appear without entering to the Trial Balance menu, select agency number, double click the tick box to activate the boxes display on the screen.

**Maintain Budget Estimates**

Trial Balance   Supplementary   Memo Schedule   Variation Explanation

Agency : 950

Fiscal Year: 2012

Period : 12   June

**Maintain Budget Estimates**

Trial Balance   Supplementary   Memo Schedule   Variation Explanation   Verify/Transmit   Download/Upload Data

Agency : 950  Training Agency

Fiscal Year: 2012

Period : 12   June

11. This system message will appear when logging into TOES to remind you that the trial balance must always balance before transmitting to treasury, eg. totals must equal zero. You can save the trail balance when it is unbalanced. But you cannot save unbalanced schedule.

