



New South Wales
TREASURY

**TREASURY ON-LINE ENTRY SYSTEM
(TOES)
PAFA REGISTER**

Office of Financial Management

**Agency
Manual**

November 2003

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What is the PAFA Register?

The PAFA Register is part of the Treasury on-line entry system (TOES). It is a listing of approvals given under the Public Authorities (Financial Arrangements) Act 1987 (PAFA Act) and the status of those approvals.

It enables both PAFA Act authorities and Treasury Resource Allocation Directorate (RAD) analysts to quickly view PAFA Act approvals.

Who does what on the PAFA Register?

| | |
|--------------------------------|---|
| <i>Treasury RAD analysts</i> | Enter and maintain approval details of PAFA Act authorities |
| <i>PAFA Authorities</i> | Can view the status of their approvals, but cannot enter or change data |
| | Notify their Treasury Agency Relationship Manager of changes required to their details on the PAFA Register |
| | Notify their Treasury Agency Relationship Manager of an appropriate PAFA Contact |
| <i>Financial Analyst, PAFA</i> | Maintains the PAFA Register |

What can you do using the PAFA Register?

- See who is a PAFA Act Authority;
- View an authority's PAFA Approvals;
- View the status of PAFA Act Approvals;
- View details of an authority's PAFA Act Risk Management Reviews;
- View an authority's PAFA Act contact details; and
- View all authority details on the PAFA Register

How to log on

- Double-click the icon on your desktop



Window 95 and Window 98



Window 2000

- Click once on the following icon on the Windows desktop

To enter TOES:

- Double click on **TOES** icon in the SAP Front-end Window
- Using Tab to select the appropriate field, type in, for example:
 - Client **777**
 - User **Your Agency Name & Your Agency Number**
 - Password **Your Password**

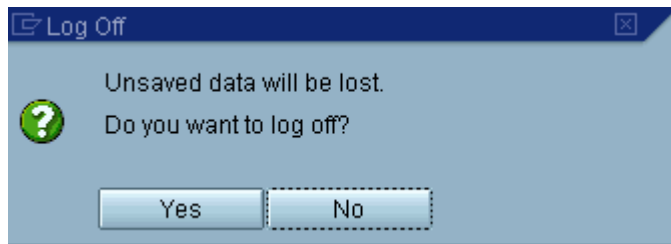
To obtain a new password, please refer to Treasury contact list at the end of this document.

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

You have now logged out of the system.

Navigation keys



Displays a drop down menu



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 print screen



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

Terminology

| Term used on the Register | PAFA Act Approval Types | Meaning of term used on the Register | |
|----------------------------------|---|---|------------------------------------|
| <i>Date received</i> | | Date letter/submission received from agency | |
| <i>Date reviewed</i> | | Date agency reviewed by the Treasury PAFA Act risk management review committee | |
| <i>Date submitted</i> | | Date Treasury financial analyst sends Treasury submission on to next stage for approval | |
| <i>Prepared by</i> | | Person who prepared the PAFA Act approval submission | |
| <i>Parties/Institution</i> | Pa s25 | Funds manager/s | |
| | Pa s8 | Lender/s | |
| | Pa s16 | Authority named on PAFA Act approval | |
| | Pa s20 | Other parties to the joint venture/joint financing arrangement | |
| | Pa s20-NE | | |
| | Pa s22L-NE | | |
| | Pa s22L | | |
| <i>Approval period from</i> | Pa 1p | Date regulation printed in the NSW Government Gazette | |
| | Pa 2 | | |
| | Pa 2p | | |
| | Pa 3a-f | | |
| | Pa 3g-j | | |
| | Pa 3p | | |
| | Pa 4 | | |
| | Pa 01/07 | Date of Treasurer's approval | |
| | Pa 2B3 | | |
| | Pa s16 | | |
| | Pa s20-NE | | |
| | Pa s 22AA | | |
| | Pa s 22B | | |
| | Pa s25 | | |
| | Pa 37A2 | | |
| | Pa s22L-NE | | |
| | Pa s8 (if done after Pa s7) | | |
| | Pa s20 | | Date of executive Council Approval |
| | Pa s22L | | |
| | Pa s8 (if done concurrently with Pa s7) | | |
| | Pa s7 | | |
| | Pa RMRev | Date committee approves authority's risk management policies and procedures | |

| Term used on the Register | PAFA Act Approval Types | Meaning of term used on the Register |
|----------------------------------|--------------------------------|--|
| <i>Approval period to</i> | | Date approval expires |
| <i>Linked PAFA No</i> | | PAFA No of a prerequisite or approval on the same submission or linked to a PAFA Act Approval in another way |

| Approval Type | PAFA Type Description-Explanation |
|----------------------|--|
| Pa 01/07 | Treasurer's order under s 24(1A) PAFA Act dated 5 April 2001, included in TC 01/07 |
| Pa 1p | Investment powers listed in Schedule 4, Part 1(c) PAFA Act |
| Pa 2 | Investment powers listed in Schedule 4, Part 2 PAFA Act |
| Pa 22L-NE | Power to enter joint ventures under s 22L PAFA Act, where Executive Council approval is not obtained |
| Pa 2B3 | Treasurer's order under s 2B(3) PAFA Act |
| Pa 2p | Investment powers listed in Schedule 4, Part 2(f) PAFA Act |
| Pa 3a-f | Investment powers listed in Schedule 4, Part 3(a)-(f) PAFA Act |
| Pa 3g-j | Investment powers listed in Schedule 4, Part 3(g)-(j) PAFA Act |
| Pa 3p | Investment powers listed in Schedule 4, Part 3(l) PAFA Act |
| Pa 4 | Investment powers listed in Schedule 4, Part 4 PAFA Act |
| Pa CA | Authorities within the meaning of section 3(1) PAFA Act |
| Pa NCA | Agencies that are not authorities within the meaning of section 3(1) PAFA Act |
| Pa RM Rev | PAFA Act Risk Management Reviews |
| Pa s16 | Treasurer's approval for Financial Adjustment under s16(1) PAFA Act |
| Pa s20 | Treasurer's approval for Joint Financing Arrangements under s 20(1) PAFA Act |
| Pa s20-NE | Treasurer's approval for Joint Financing Arrangements under s 20(1) PAFA Act, where Executive Council approval is obtained |
| Pa s22AA | Statutory Guarantees of performance under s 22AA(1) PAFA Act |
| Pa s22B | Discretionary Guarantees under s 22B(1) PAFA Act |
| Pa s22L | Treasurer's approval of joint ventures under s 22L PAFA Act |
| Pa s25 | Treasurer's approval of funds managers under s 25(1) PAFA Act |
| Pa s37A2 | Treasurer's order under s 37A(2) PAFA Act for controlled entities |
| Pa s7 | Governor's approval of financial accommodation under s 7 PAFA Act |
| Pa s8 | Treasurer's approval of financial accommodation under s 8(2) PAFA Act |

| Terms used in this manual | |
|----------------------------------|---|
| <i>PAFA Act Authority</i> | An 'authority' within the meaning of section 3(1) of the Public Authorities (Financial Arrangements) Act 1987 |
| <i>PAFA Act</i> | Public Authorities (Financial Arrangements) Act 1987 |

Running Reports

Need to find information on what powers an agency holds, who its PAFA contacts are? The best way to find this and other general PAFA approval information is to run a report.

Select PAFA menu:

- PAFA Approvals Register Listing; and
- PAFA Register Summary Listing



PAFA Approvals Register Listing

Printing the PAFA Approvals Register Listing report will show the records from the new PAFA register table and related amounts, filtered according to any combination of the following parameters entered in a report selection screen.


A sort option on the selection screen will enable records selected for the report to be ordered by one of the following combinations.

A flag will also be available to include agency contact details on the report.








Printing the PAFA Approvals Register Listing

1. Select PAFA menu – PAFA Approvals Register Listing
2. Enter the details of your search in the ‘Reporting on’ categories, then specify how you want the data to be displayed in the report by making selections from the ‘Sorted by’ category

PAFA Approvals Register Listing



Reporting on

| | | | | |
|--------------------|----------------------|----|----------------------|---|
| Fiscal year | <input type="text"/> | to | <input type="text"/> |  |
| Agency number | <input type="text"/> | to | <input type="text"/> |  |
| RAD Branch No. | <input type="text"/> | to | <input type="text"/> |  |
| Document number | <input type="text"/> | to | <input type="text"/> |  |
| Status | <input type="text"/> | to | <input type="text"/> |  |
| Type | <input type="text"/> | to | <input type="text"/> |  |
| Complies with PAFA | <input type="text"/> | to | <input type="text"/> |  |

Sorted by

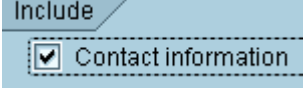
| | |
|----------------------|----------------------------------|
| PAFA No. | <input checked="" type="radio"/> |
| Year/PAFA No. | <input type="radio"/> |
| Agency/PAFA No. | <input type="radio"/> |
| Type/Agency/PAFA No. | <input type="radio"/> |
| Agency/Type/PAFA No. | <input type="radio"/> |
| Amount | <input type="radio"/> |

Include

Contact information

3. Click the execute button  to run the report

4. Click the print icon  to print your report

5. Click tick  to print your agency contact details

PAFA Register Summary Listing

Printing the PAFA Register Summary report will show all the PAFA transactions in a summary format.


It is also useful to run this report to identify the PAFA request number. Each PAFA request number is generated to record details of the PAFA requests.

A sort option on the selection screen will enable records selected for the report to be ordered by one of the following combinations.







Printing the PAFA Register Summary Listing

1. Select PAFA menu – PAFA Register Summary Listing
2. Enter the details of your search in the ‘Reporting on’ categories, then specify how you want the data to be displayed in the report by making selections from the ‘Sorted by’ category

PAFA Register Summary List





Reporting on

| | | | | |
|---------------------------|----------------------|----|----------------------|---|
| Fiscal year | <input type="text"/> | to | <input type="text"/> |  |
| Agency number | <input type="text"/> | to | <input type="text"/> |  |
| PAFA No. | <input type="text"/> | to | <input type="text"/> |  |
| Status | <input type="text"/> | to | <input type="text"/> |  |
| Type | <input type="text"/> | to | <input type="text"/> |  |
| Treasurer's Approval Date | <input type="text"/> | to | <input type="text"/> |  |

Sorted by

| | |
|-----------------------------|----------------------------------|
| PAFA No. | <input checked="" type="radio"/> |
| Year/PAFA No. | <input type="radio"/> |
| Agency/PAFA No. | <input type="radio"/> |
| Type/Agency/PAFA No. | <input type="radio"/> |
| Agency/Type/PAFA No. | <input type="radio"/> |
| Amount/Agency/PAFA No. | <input type="radio"/> |
| Status/Type/Agency/PAFA No. | <input type="radio"/> |

3. Click the execute button  to run the report
4. Click the print icon  to print your report

4. Click on the amount button  Amount and you should see the following screen:

Display: NSW Treasury - PAFA Approvals Register - Amounts

| | | | |
|-------------|------|--------------------------|--|
| PAFA No. | 328 | | |
| Fiscal Year | 2003 | 2002-03 | |
| Agency No. | 90 | Department of Health | |
| Type | Pa 2 | Part 2 investment powers | |


| Type | Description | Comment/Institution | Amount (\$000) |
|------|-------------|---------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

TOTAL AMOUNT (\$000) 0

Entry 0 of 0

5. Click on the contact button  Contacts and you should see the following screen:

Display: NSW Treasury - Contact Information





 Create Contact  Change Contact  Next Contact

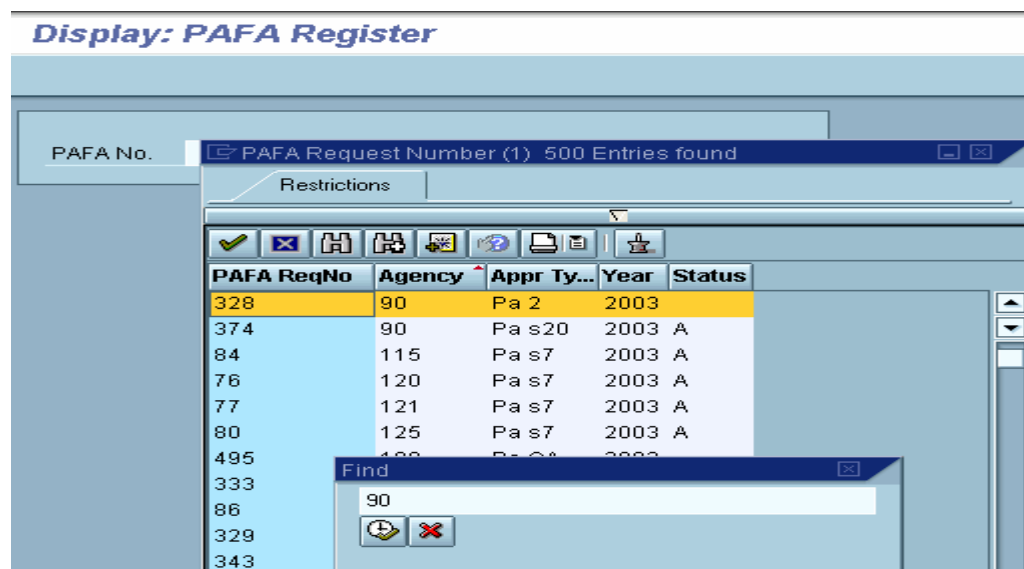
| | | |
|--------------|------|----------------------|
| Agency No. | 90 | Department of Health |
| Contact Type | PAFA | |
| Number | 1 | |

| | |
|---------|--|
| Name | Mr K Barker |
| Title | General Manager, Finance and Commercial Services |
| Address | Locked Mail Bag 961 NORTH SYDNEY NSW 2059 |
| Phone | (02) 9391 9178 |
| FAX | (02) 9391 9101 |
| E-Mail | |

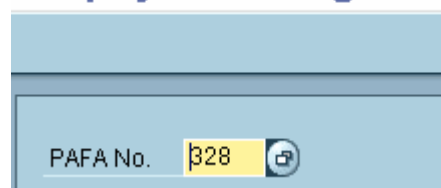
Entry 1 of 2

Finding your PAFA request number

1. Click the drop down menu icon  to view your PAFA request number
2. Double click the agency icon  to either sort the agency number in ascending or descending order
3. Click the find icon  to put the agency number and click the execute icon  to find the PAFA request number
4. Double click the highlighted line to locate the PAFA request number



Display: PAFA Register



5. Alternatively, run the PAFA Register Summary Listing report to identify the PAFA request number

PAFA Register Summary List

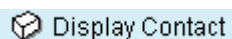
Run Date: 17.11.2003 NSW Tr
 Run Time: 11:54:41
 ABAP: ZFTR_PAFA_REGISTER_SUMMARY
 Client: 777 PAFA Register

| YEAR | PAFA# | AGENCY No and Name | TYPE | Description |
|------|-------|-------------------------|--------|--------------------|
| 2003 | 328 | 90 Department of Health | Pa 2 | -Part 2 investment |
| 2003 | 374 | 90 Department of Health | Pa s20 | -Joint financing a |
| 2003 | 556 | 90 Department of Health | Pa CA | -Current PAFA Act |

PAFA Contacts

Displaying Contact Information

1. Select PAFA Menu - Display Contact



2. Enter the agency number and contact type: 'PAFA' and hit enter

Display: NSW Treasury - Contact Information

| | | |
|--------------|-----------------------------------|--|
| Agency No. | <input type="text" value=""/> | |
| Contact Type | <input type="text" value="PAFA"/> | |

3. Click the next contact button to view the next contact details.
Click the previous button to view the previous contact details.
Click the green back button to return to the previous screen

Display: NSW Treasury - Contact Information

| | | |
|--|--|--|
| | | |
|--|--|--|

| | | |
|--------------|-----------------------------------|----------------------|
| Agency No. | <input type="text" value="90"/> | Department of Health |
| Contact Type | <input type="text" value="PAFA"/> | |
| Number | <input type="text" value="1"/> | |

| | |
|---------|---|
| Name | <input type="text" value="Mr K Barker"/> |
| Title | <input type="text" value="General Manager, Finance and Commercial Services"/> |
| Address | <input type="text" value="Locked Mail Bag 961"/> |
| | <input type="text" value="NORTH SYDNEY NSW 2059"/> |
| | <input type="text" value=""/> |
| Phone | <input type="text" value="(02) 9391 9178"/> |
| FAX | <input type="text" value="(02) 9391 9101"/> |
| E-Mail | <input type="text" value=""/> |

Entry of

Please take note that the Create Contact button and the Change Contact button cannot be used as PAFA Authorities have the authorisation for display only.

Treasury Contacts

| | |
|---|--|
| PAFA approval details | Treasury Agency Relationship Manager |
| System queries Access passwords Modem connections | Colin Huddy 9228 4226 Ewen Bishop 9228 3012 |
| TOES queries | Andrew Azar 9228 5164 |
| Approval Types Approval Status Financial Accommodation Types Contact types (Please note: these are details of the choices available in the PAFA Register, and not the details of the PAFA Approvals) | May Tai 9228 4935 |