New South Wales
TREASURY

# TREASURY ON-LINE ENTRY SYSTEM (TOES)

# TRAINING DOCUMENTATION

**October 2003**

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# 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

- Agencies are able to enter data directly over a secure Modem connection

- Treasury forwards periodic data requests electronically to agencies for their completion

- Agencies are able to log in to Treasury via Modem connection, enter the requested financial data which is consistent with the agency's trial balance (and supplementary info), run reports and export the data to Treasury electronically

## How is TOES data used?

- Treasury uses the agency TOES data to produce various consolidated financial reports for the government ie. Budget Papers, Monthly reports to Premier/Treasurer, Budget Committee Reports, Forward Estimates, Consolidated & Public Accounts and ABS reporting

## Steps in Preparing a Return for Treasury

1) Identify the types of data collections to provide to Treasury
   eg Forward Estimates
   Actuals

2) Print Financial Reports from your accounting system

3) Exit all other programs before entering TOES

4) Connect over a secure modem connection

5) Go to "Reports Menu" & print Trial Balance (either forward estimate or actuals and projections)

6) Trace/Map from Accounting Report to TOES trial balance

7) Data Entry - Trial Balance
   - Then enter Program data (if relevant)
   - Schedule Data
   Or upload data file

8) Run Reports - Operating Statement
   - Balance Sheet
   - Cash Flow Statement
   And check aggregate from TOES agree to your agency's financial report

9) Check cash flows statement - Closing cash agrees to Balance Sheet
   - Cash flow from operating activities
   If necessary print "Error Check Report", fix error and rerun reports

10) Transmit/(Export) to Treasury

11) File copy of report and workpapers. At year end (Period 13) forward a copy of your Financial Statements and Supplementary Information Return

## Software & Modem Connection to Treasury

Please refer to Treasury Remote Access Configuration documentation.

## Treasury Data Collections

### i) 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:

| | Fwd Est. | Fwd Est. | Actuals | Actuals |
|---|---|---|---|---|
| **SDC Description** | **Budget Time** | **Mid Year** | **Mthly** | **P13 Year End** |
| General Government – Budget Dependent Agencies | Apr* | Oct | 14th of next month | As per Tsy circular* |
| General Government – Non Budget Dependent Agencies | Mar | Oct | 14th of next month | As per Tsy circular |
| Public Trading Enterprises (PTE) | Mar | Oct | N/A | As per Tsy circular |
| Public Financial Enterprises (PFE) | Mar | N/A | N/A | As per Tsy circular |

* GG Budget Dependent – Twice a year (Budget time & P13) provide Treasury with program “split” information ie. cost centre dissections

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

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

### ii) What Treasury collects

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

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

The trial balance is based on a common chart of accounts that agencies need to map to.

eg 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

- **R** **R**evenue (**I**→State **I**ncomes eg taxes)
- **E** **E**xpenses
- **A** **A**sset
- **L** **L**iability
- **Q** **E**quity

- **S** Schedule accounts (info on B/Sheet movements)

### iii) Source and Destination Code (SDC)

**SDC** is required

- To perform elimination on consolidation by Treasury
- To provide detail for ABS

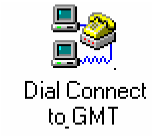
111 Commonwealth General Government
211 Budget Dependent GG Agencies
212 Other GG Agencies
213 Public Financial Enterprises (TCorp)
222 Public Trading Enterprises (PTE)
310 Local Government – GG
320 Local government – PTE
510 Other State Government Agencies
999 Other (Including Private Sector)

When agencies are reporting on account balances they are required to dissect them according to SDC. The SDC is used to identify who is the contra 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 SDC 211, TCorp SDC 213 or other government agencies.

## How To Log On

- Double-click the icon on your desktop



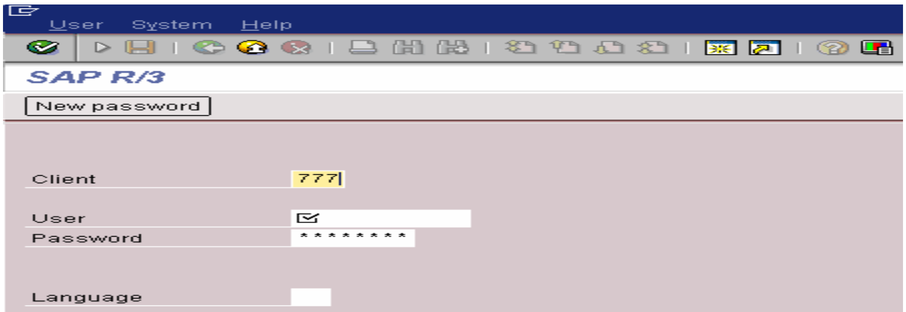


Window 95 and Window 98 Window 2000

- Click once on the following icon on the Windows desktop.


There is an existing entry for TOES.

- Double click on the TOES entry which invokes the software.


**To enter TOES:**

- Double click on ***TOES*** icon in the SAP Frontend 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.***

## 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**

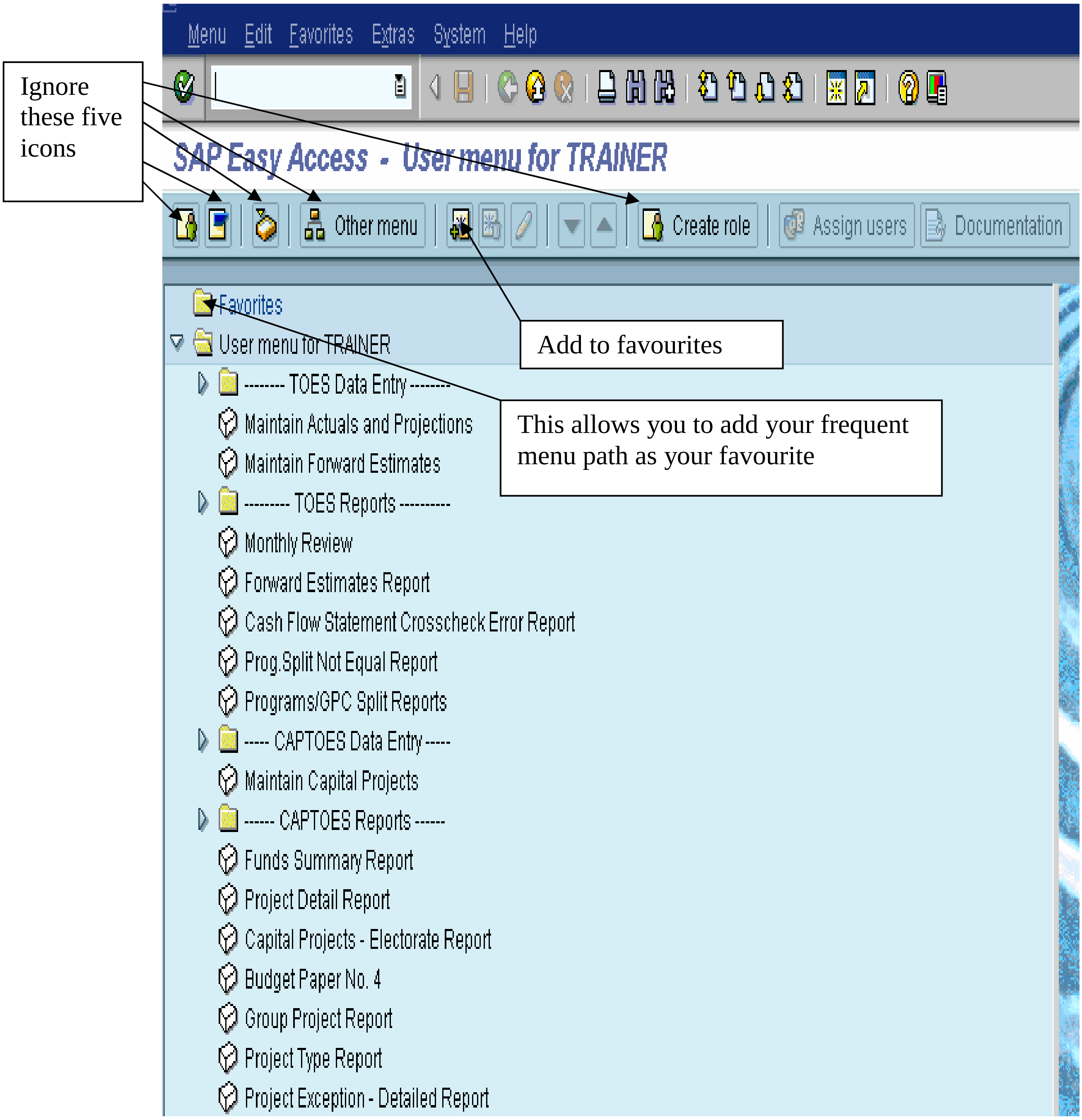
The double arrow page up key will take you to the **first page**

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

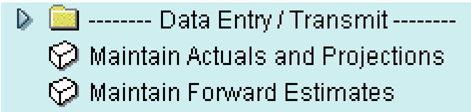
The **print** key will allow you to execute and print

**Main Menu Selection**



# Data Entry

## 1. Types of Data Collections.




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

### 1.1 Actuals

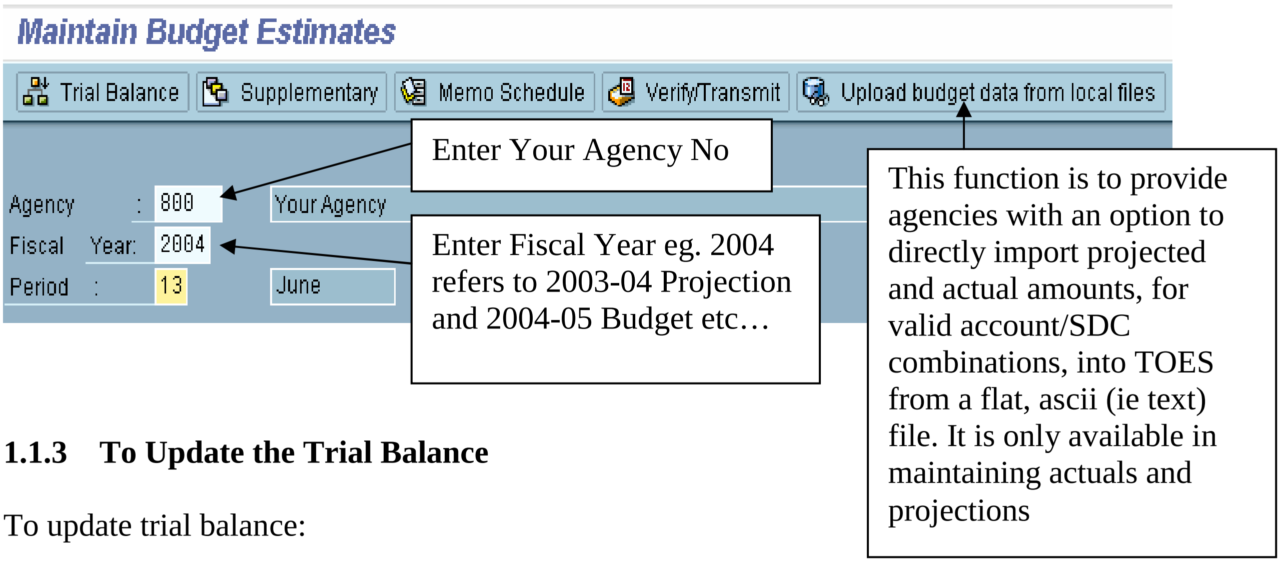
For entering monthly or annual data choose the following menu path:


#### 1.1.1 Frequency of Treasury Data Collections

| | Year to date | Eg 2003-04 |
|---|---|---|
| **Agency Type** | **Actual** | **Projection** |
| General Government | Monthly | Monthly |
| PTE & PFE | Period 13 only (Year-End) | N/A |

#### 1.1.2 Steps - Menu Path

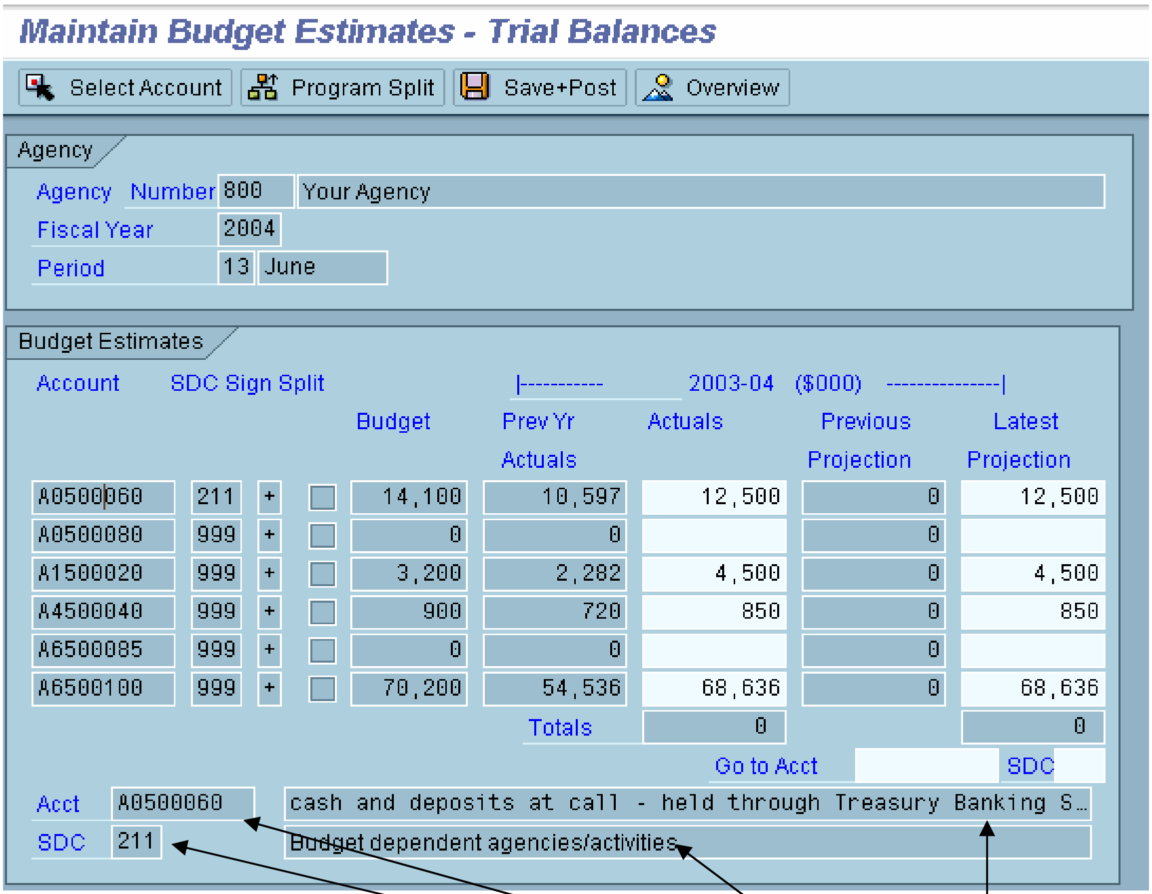
- Data Entry
- **Maintain Actuals and Projections**




#### 1.1.3 To Update the Trial Balance

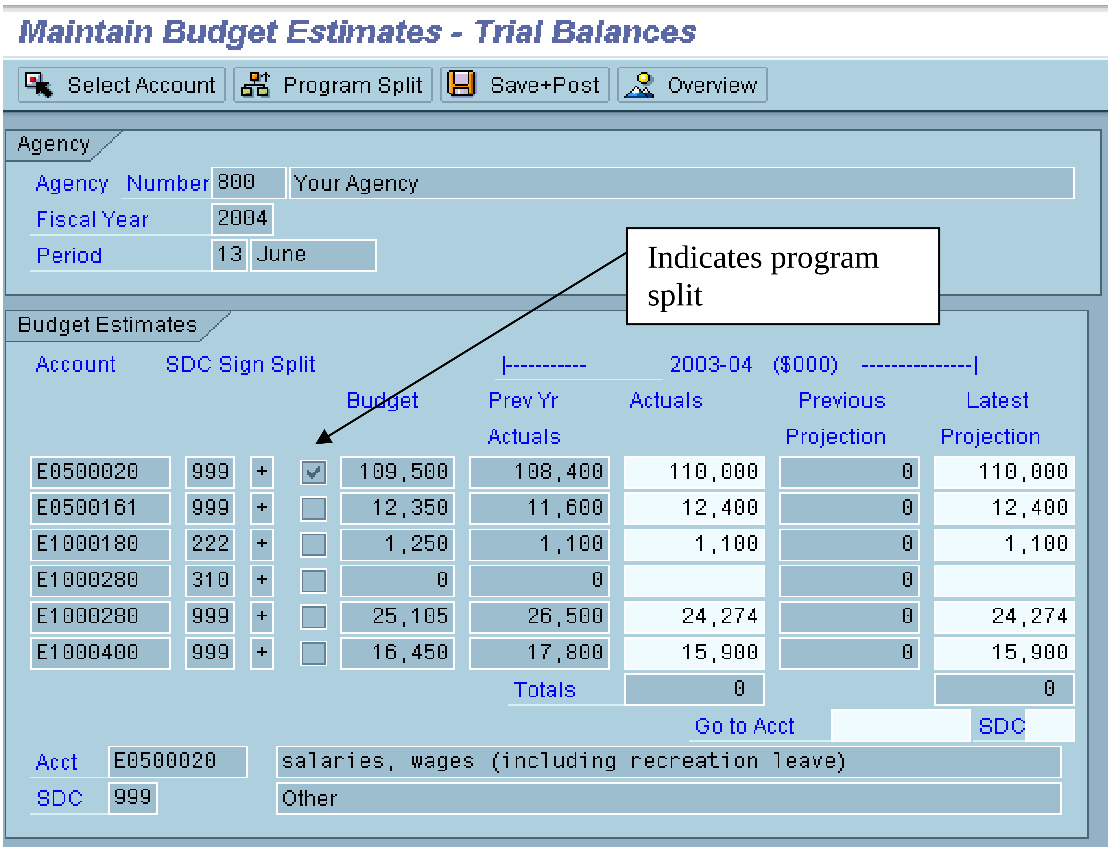
To update trial balance:

- Type in agency number, relevant fiscal year and period
- Click on **Trial Balance** button




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

- Position cursor on field you wish to change
- Click left mouse button to access field
- Type over required changes
- 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 projection – **Previous Projection** column
  - Latest projection – **Latest Projection** column – for updating
- To enter data in either of the **Actuals** or **Latest Projections** columns, clicks on the field required and enter appropriate figure. (Note that the remaining columns are greyed out, indicating that data is not required in these columns)
- It is possible to move among the data entry screen by using the Tab key or the arrow keys
- The database is *immediately updated* by the entered figure
- Each of the columns represents your agency's Trial Balance and therefore must balance to zero when data entry is complete
- The "Balance" fields indicate if the Trial Balance is in balance, ie they display zeroes
- For certain Periods, for budget dependent General Government agencies, details of programs for Revenue and Expense accounts must be entered. This can be done by clicking on the "Program Split" button, which is located towards the top of the screen.

**Maintain Budget Estimates - Trial Balances**

Select Account | Program Split | Save+Post | Overview

**Agency**

| | | |
|---|---|---|
| Agency Number | 800 | Your Agency |
| Fiscal Year | 2004 | |
| Period | 13 | June |

**Budget Estimates**

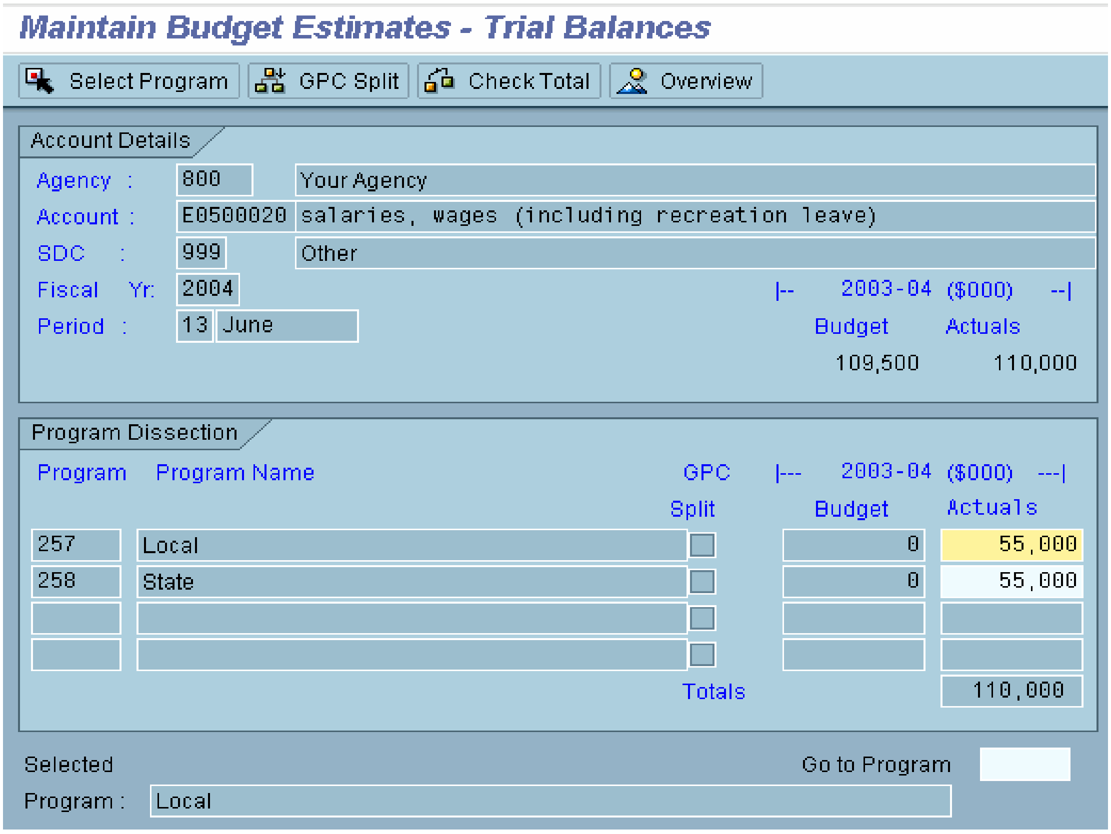
| Account | SDC | Sign | Split | Budget | Prev Yr Actuals | Actuals | Previous Projection | Latest Projection |
|---|---|---|---|---|---|---|---|---|
| E0500020 | 999 | + | ☑ | 109,500 | 108,400 | 110,000 | 0 | 110,000 |
| E0500161 | 999 | + | ☐ | 12,350 | 11,600 | 12,400 | 0 | 12,400 |
| E1000180 | 222 | + | ☐ | 1,250 | 1,100 | 1,100 | 0 | 1,100 |
| E1000280 | 310 | + | ☐ | 0 | 0 | | 0 | |
| E1000280 | 999 | + | ☐ | 25,105 | 26,500 | 24,274 | 0 | 24,274 |
| E1000400 | 999 | + | ☐ | 16,450 | 17,800 | 15,900 | 0 | 15,900 |
| | | | | | Totals | 0 | | 0 |

|---------- 2003-04 ($000) ----------|

Go to Acct | SDC

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

Indicates program split



**Maintain Budget Estimates - Trial Balances**

Select Program | GPC Split | Check Total | Overview

**Account Details**

| | | |
|---|---|---|
| Agency : | 800 | Your Agency |
| Account : | E0500020 | salaries, wages (including recreation leave) |
| SDC : | 999 | Other |
| Fiscal Yr: | 2004 | |
| Period : | 13 | June |

|-- 2003-04 ($000) --|

| Budget | Actuals |
|---|---|
| 109,500 | 110,000 |

**Program Dissection**

| Program | Program Name | GPC Split | Budget | Actuals |
|---|---|---|---|---|
| 257 | Local | ☐ | 0 | 55,000 |
| 258 | State | ☐ | 0 | 55,000 |
| | | ☐ | | |
| | | ☐ | | |
| | | Totals | | 110,000 |

|--- 2003-04 ($000) ---|

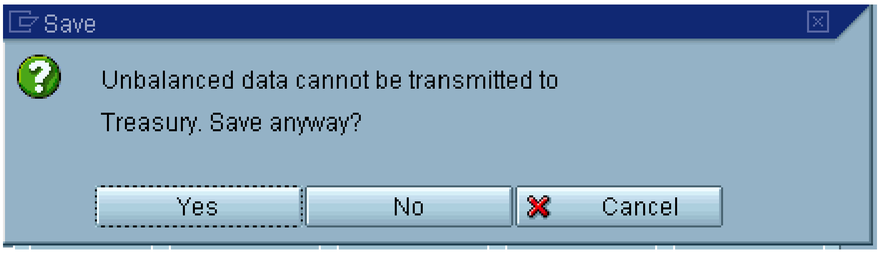
Selected Program : Local

Go to Program

**REMEMBER:**

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

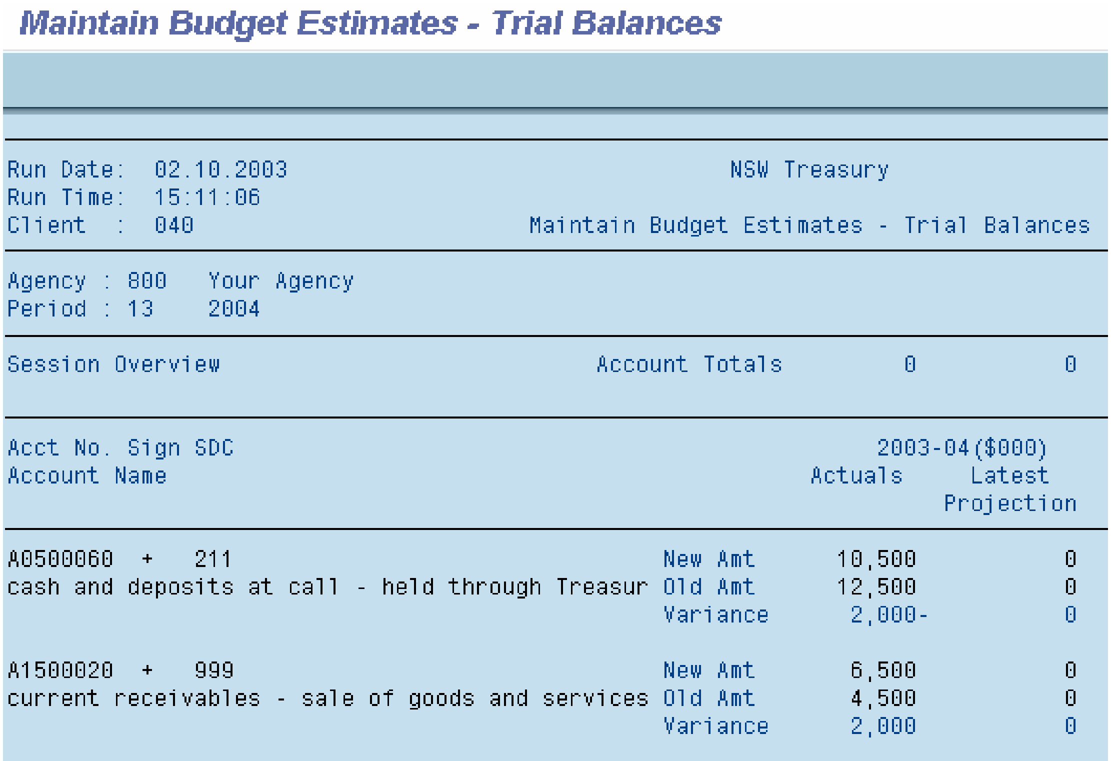
**TO TRANSMIT TO TREASURY**
**THE TRIAL BALANCE MUST ALWAYS BALANCE.**
**Eg. TOTALS MUST EQUAL ZERO.**




To see what changes you have made prior to saving:

- Click the **OVERVIEW** (ie Audit Trail) button

Warning! Print overviews before you "Save & Post" as the audit trail is deleted when you "Save & Post".



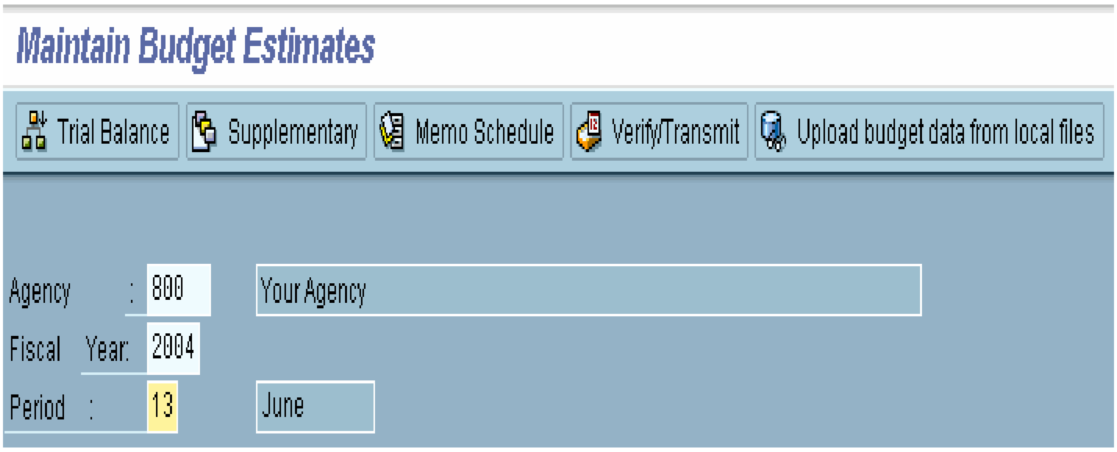

- This information can be printed by clicking on the Print icon and then clicking on "continue"

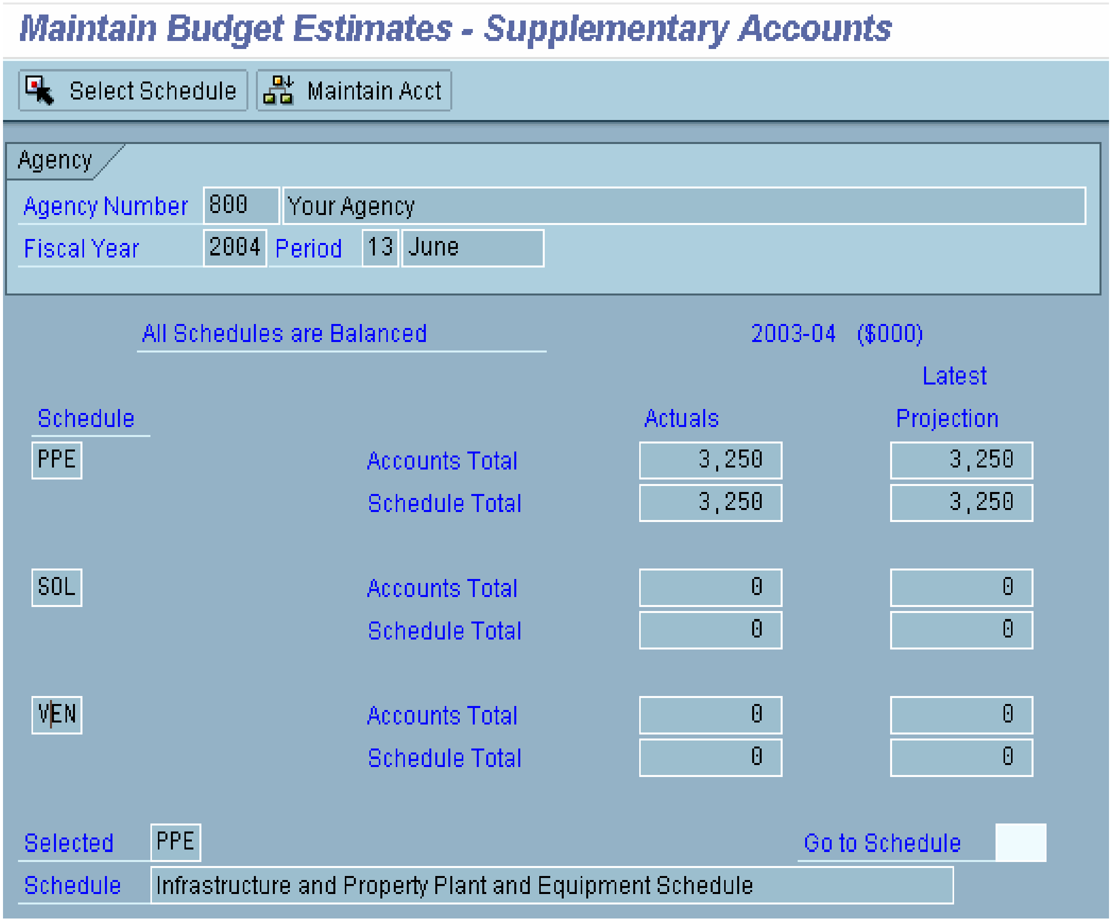
When changes are complete:

Click the **SAVE and POST** button

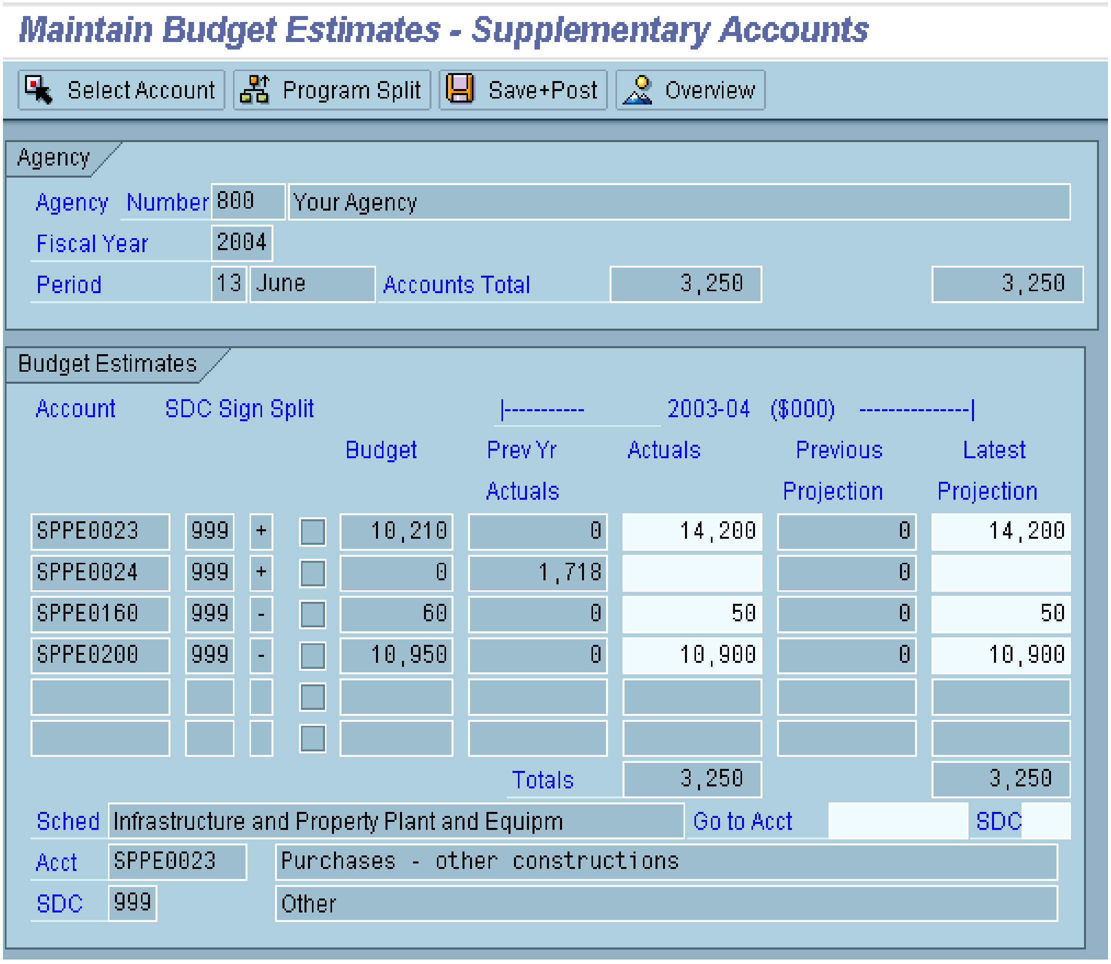
### 1.1.4 To Update the Schedules

- Choose **Supplementary** button from main data entry screen
- Position arrow on Schedule code (eg PPE) and double click
- Click once on **Maintain Acct** button



The following Schedule screen will appear:




- Select account
- Type over changes
- Ensure **Accounts Total** (above) agrees to Schedule **Totals** (below)
- If appropriate run **Overview** and Print
- Save and Post

**Forward Estimates**

For entering forward estimates data choose the following menu path.


### 1.2.1 Frequency of Treasury Data Collections

| Agency Type | Eg. 2003-04 Projection | 2004-05 Budget | 2005-06 Fwd Yr 1 | 2006-07 Fwd Yr 2 | 2007-08 Fwd Yr 3 |
|---|---|---|---|---|---|
| All General Government | Yes | Yes | Yes | Yes | Yes |
| PTE & PFE | Yes | Yes | Yes | Yes | Yes |

### 1.2.2 Steps - Menu Path

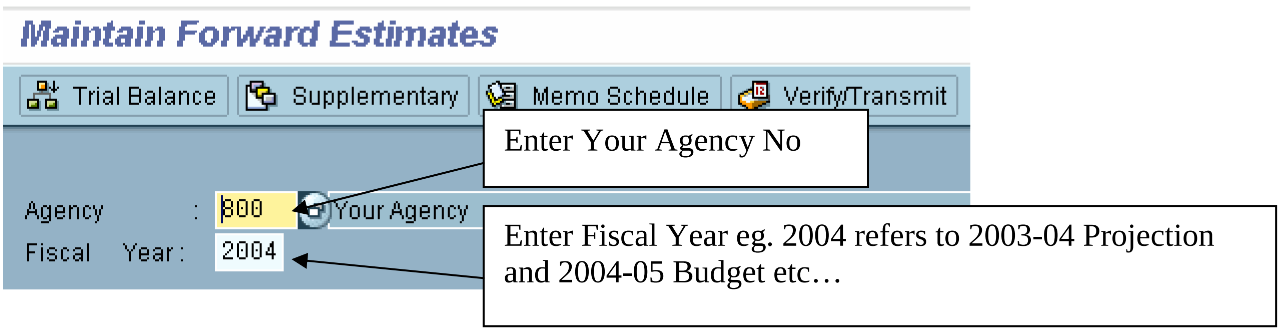
- Data Entry
- **Maintain Forward Estimates**

### 1.2.3 To Update Trial Balance

To update trial balance:

- Type in agency number and relevant fiscal year
- Click on **Trial Balance** button

The following screen will then appear.

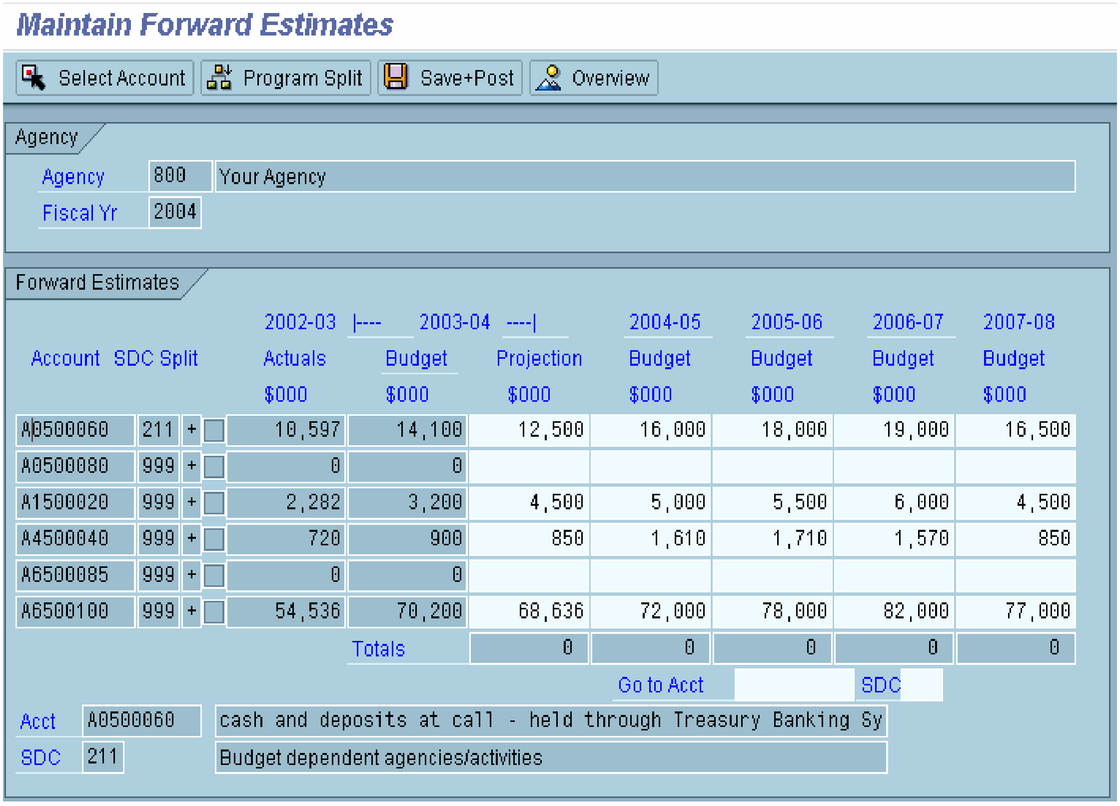



### 1.2.3 To Update Trial Balance

To update trial balance:

- Type in agency number and relevant fiscal year
- Click on **Trial Balance** button

The following screen will then appear.


Maintain Forward Estimates

Select Account | Program Split | Save+Post | Overview

Agency

Agency 800 Your Agency

Fiscal Yr 2004

Forward Estimates

| Account | SDC | Split | 2002-03 Actuals $000 | 2003-04 Budget $000 | 2003-04 Projection $000 | 2004-05 Budget $000 | 2005-06 Budget $000 | 2006-07 Budget $000 | 2007-08 Budget $000 |
|---|---|---|---|---|---|---|---|---|---|
| A0500060 | 211 | + | 10,597 | 14,100 | 12,500 | 16,000 | 18,000 | 19,000 | 16,500 |
| A0500080 | 999 | + | 0 | 0 | | | | | |
| A1500020 | 999 | + | 2,282 | 3,200 | 4,500 | 5,000 | 5,500 | 6,000 | 4,500 |
| A4500040 | 999 | + | 720 | 900 | 850 | 1,610 | 1,710 | 1,570 | 850 |
| A6500085 | 999 | + | 0 | 0 | | | | | |
| A6500100 | 999 | + | 54,536 | 70,200 | 68,636 | 72,000 | 78,000 | 82,000 | 77,000 |
| | | | | Totals | 0 | 0 | 0 | 0 | 0 |

Go to Acct SDC

Acct A0500060 cash and deposits at call - held through Treasury Banking Sy

SDC 211 Budget dependent agencies/activities

- Position cursor on field you wish to change
- Click left mouse button to access field
- Type over required changes
- 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 – Forward Years columns
- To enter data, click on the field required and enter appropriate figure
- It is possible to move around the data entry screen by using the Tab key or the arrow keys
- 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
- Each of the columns represents your agency's Trial Balance and therefore must balance to zero when data entry is complete
- The "Totals" fields indicate if the Trial Balance is in balance, ie they display zeroes

**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.

To see what changes you have made prior to saving:

- Click the **OVERVIEW** (ie Audit Trail) button

**Maintain Forward Estimates**

Run Date: 07.10.2003 NSW Treasury Page: 1
Run Time: 09:48:01 ABAP: ZFTRT001
Client : 040 Maintain Forward Estimates USER: AZARA

Agency : 800 Your Agency
Fiscal Yr : 2004

| Session Overview | | Account Totals | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|
| Acct No. Sign SDC<br>Account Name | | | 2003-04<br>Projection<br>($000) | 2004-05<br>Budget<br>($000) | 2005-06<br>Budget<br>($000) | 2006-07<br>Budget<br>($000) | 2007-08<br>Budget<br>($000) |
| A0500060 + 211 | | New Amt | 10,500 | 14,000 | 12,000 | 15,000 | 14,500 |
| cash and deposits at call - held through Treasur | | Old Amt | 12,500 | 16,000 | 18,000 | 19,000 | 16,500 |
| | | Variance | 2,000- | 2,000- | 6,000- | 4,000- | 2,000- |
| A1500020 + 999 | | New Amt | 6,500 | 7,000 | 11,500 | 10,000 | 6,500 |
| current receivables - sale of goods and services | | Old Amt | 4,500 | 5,000 | 5,500 | 6,000 | 4,500 |
| | | Variance | 2,000 | 2,000 | 6,000 | 4,000 | 2,000 |

- This information can be printed by clicking on the Print icon and then clicking "continue"

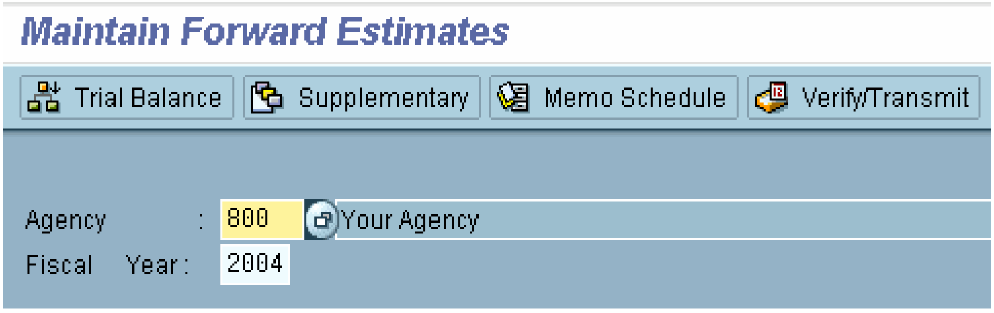
When changes are complete:

- Click the **SAVE and POST** button

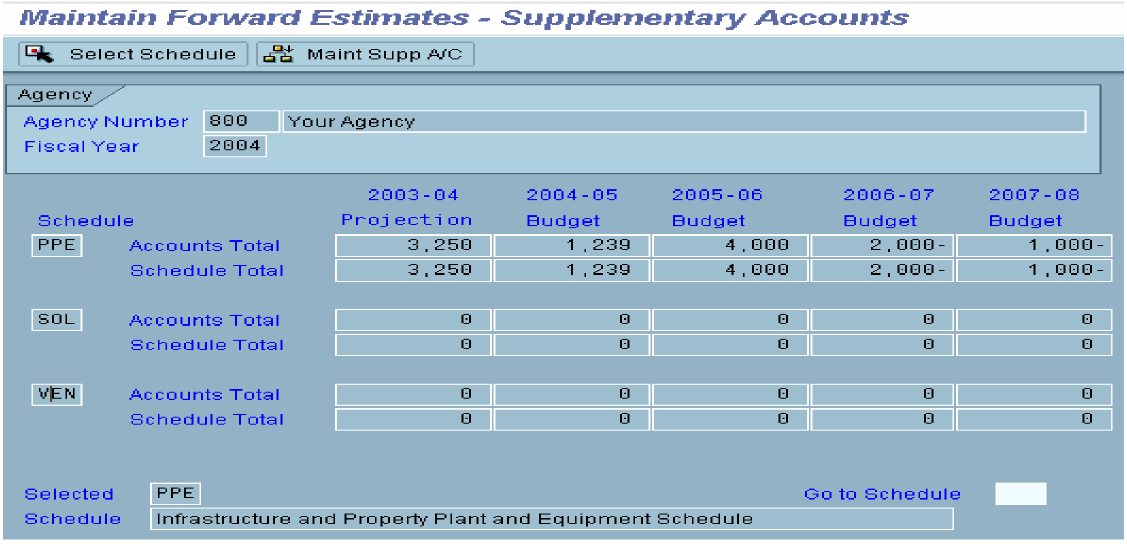
**NB PRINT OVERVIEW BEFORE YOU SAVE.**
**OTHERWISE IT IS LOST FOREVER.**

### 1.2.4 To Update the Schedules

- Choose **Supplementary** button from main data entry screen
- Position arrow on Schedule code and double click



- Select schedule eg PPE
- Click once on **Maintain Supp A/C**



**Maintain Forward Estimates - Supplementary Accounts**

Select Schedule | Maint Supp A/C

Agency

Agency Number: 800 — Your Agency

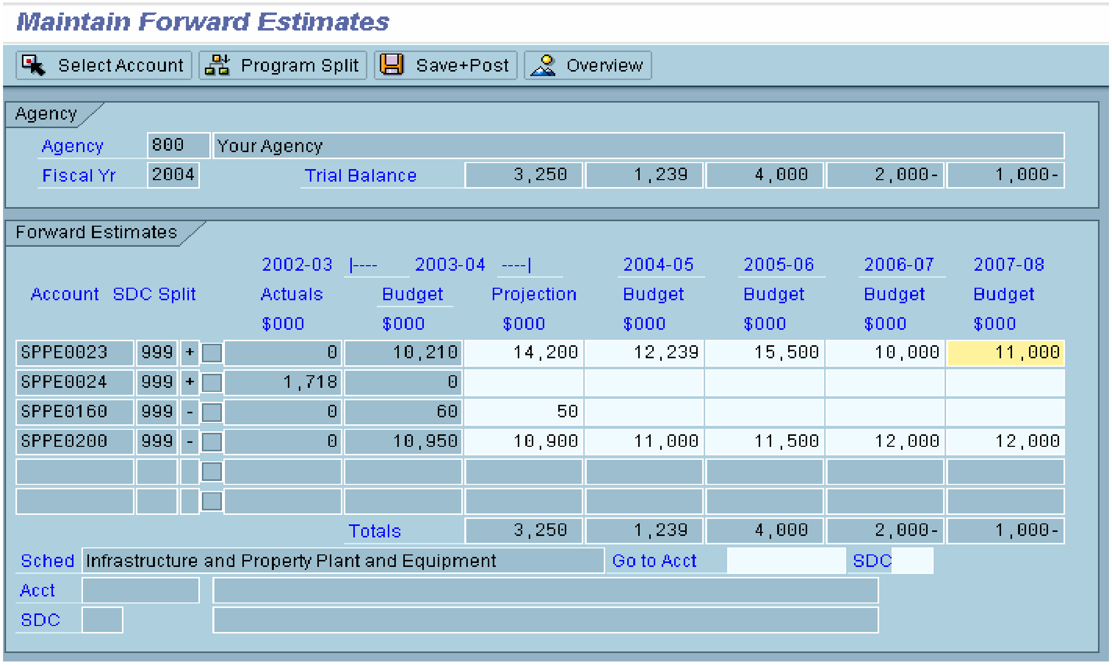
Fiscal Year: 2004

| Schedule | | 2003-04 Projection | 2004-05 Budget | 2005-06 Budget | 2006-07 Budget | 2007-08 Budget |
|---|---|---|---|---|---|---|
| PPE | Accounts Total | 3,250 | 1,239 | 4,000 | 2,000- | 1,000- |
| | Schedule Total | 3,250 | 1,239 | 4,000 | 2,000- | 1,000- |
| SOL | Accounts Total | 0 | 0 | 0 | 0 | 0 |
| | Schedule Total | 0 | 0 | 0 | 0 | 0 |
| VEN | Accounts Total | 0 | 0 | 0 | 0 | 0 |
| | Schedule Total | 0 | 0 | 0 | 0 | 0 |

Selected Schedule: PPE — Infrastructure and Property Plant and Equipment Schedule

Go to Schedule

If, for example, you selected the Property, Plant and Equipment Schedule, the following Schedule screen will appear.



**Maintain Forward Estimates**

Select Account | Program Split | Save+Post | Overview

Agency

Agency: 800 — Your Agency

Fiscal Yr: 2004 — Trial Balance: 3,250 | 1,239 | 4,000 | 2,000- | 1,000-

Forward Estimates

| Account | SDC | Split | 2002-03 Actuals $000 | 2003-04 Budget $000 | 2003-04 Projection $000 | 2004-05 Budget $000 | 2005-06 Budget $000 | 2006-07 Budget $000 | 2007-08 Budget $000 |
|---|---|---|---|---|---|---|---|---|---|
| SPPE0023 | 999 | + | 0 | 10,210 | 14,200 | 12,239 | 15,500 | 10,000 | 11,000 |
| SPPE0024 | 999 | + | 1,718 | 0 | | | | | |
| SPPE0160 | 999 | - | 0 | 60 | 50 | | | | |
| SPPE0200 | 999 | - | 0 | 10,950 | 10,900 | 11,000 | 11,500 | 12,000 | 12,000 |
| | | | | Totals | 3,250 | 1,239 | 4,000 | 2,000- | 1,000- |

Sched: Infrastructure and Property Plant and Equipment — Go to Acct — SDC

Acct

SDC

- Select account
- Type over changes
- Ensure **Trial Balance movement** (above) agrees to **Totals** (below)
- If appropriate run **Overview** and Print
- Save and Post

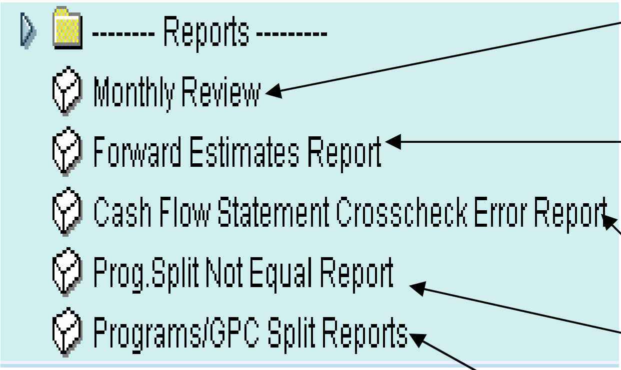
**REMEMBER:** **SCHEDULE MUST ALWAYS BALANCE**
**eg. "TRIAL BALANCE" MOVEMENT (ABOVE) MUST ALWAYS EQUAL SCHEDULE "TOTALS" BELOW**

# Reports

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

## 2. Types of Reports

The TOES Report




For generating agency financial statements (Actuals vs Budget) Monthly and Year End

For generating agency financial statements (Forward Estimate)

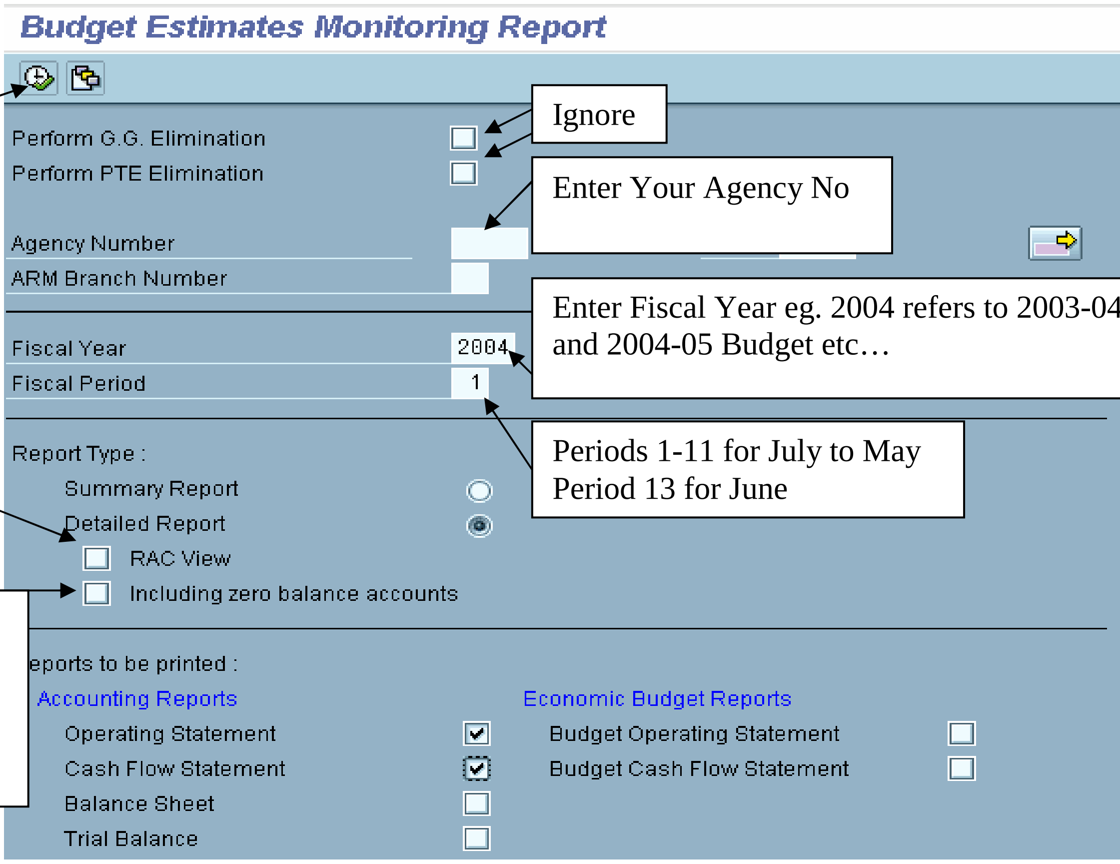
For identifying cash flow statement

For identifying agencies' program dissections and GPC splits

For printing expenses/revenues by program – Budget dependent agencies only

### 2.1 Monthly Review


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




Execute

Ignore

Enter Your Agency No

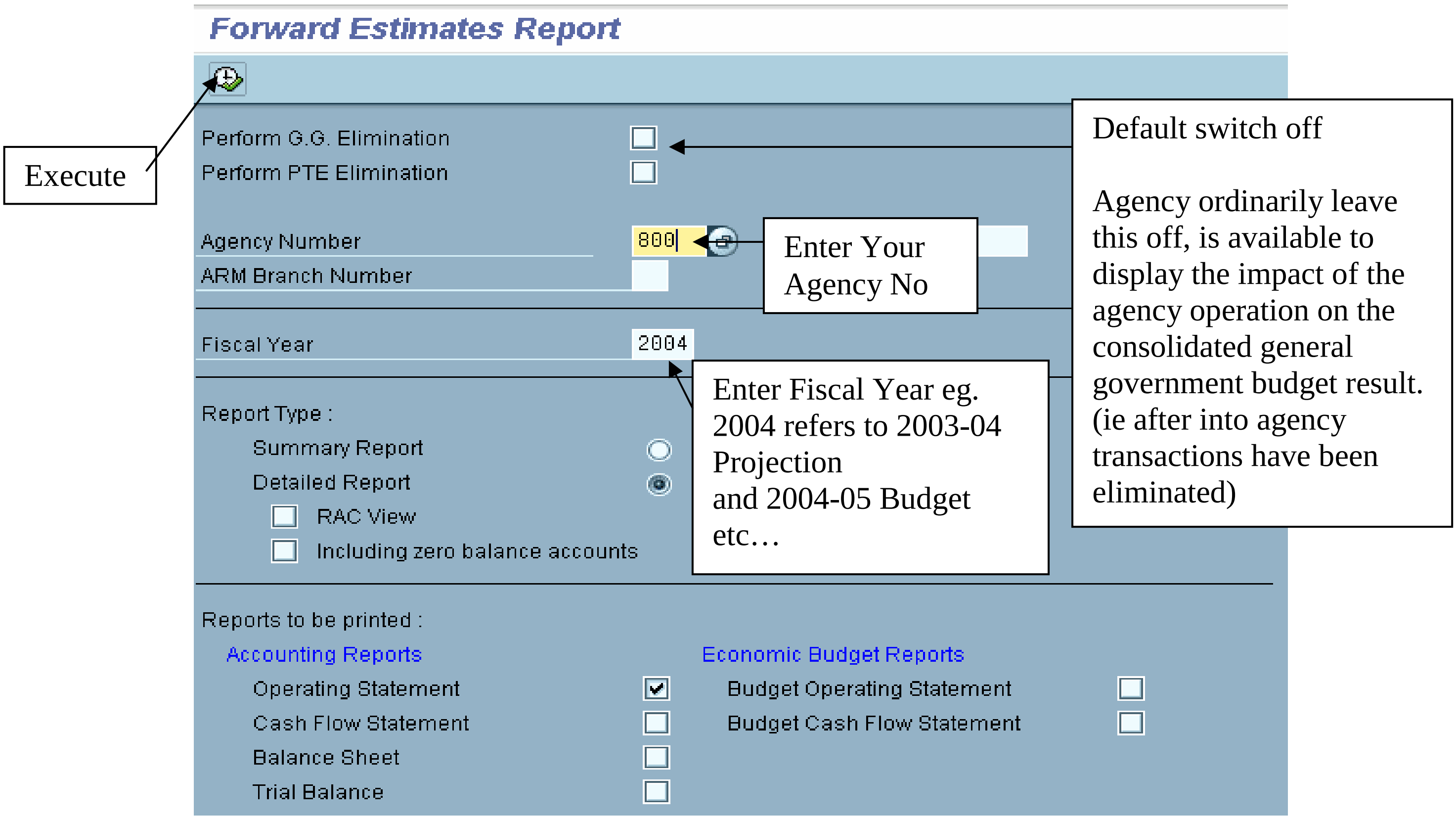
Enter Fiscal Year eg. 2004 refers to 2003-04 Projection and 2004-05 Budget etc…

Periods 1-11 for July to May
Period 13 for June

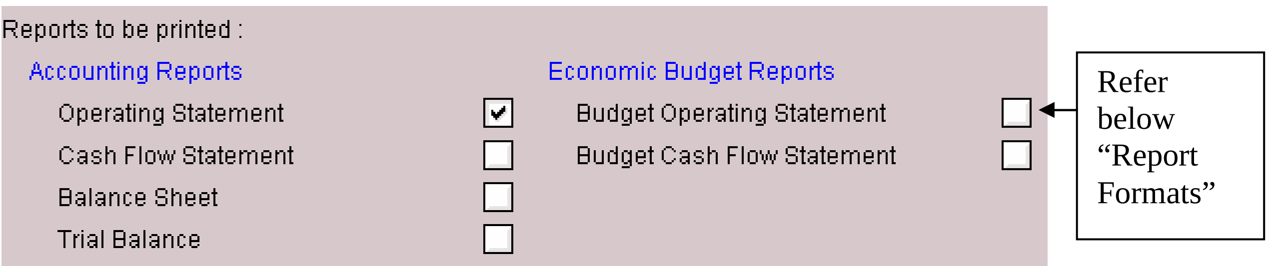
Ignore

For printing reports including zero balance accounts

## 2.2 Forward Estimates Report

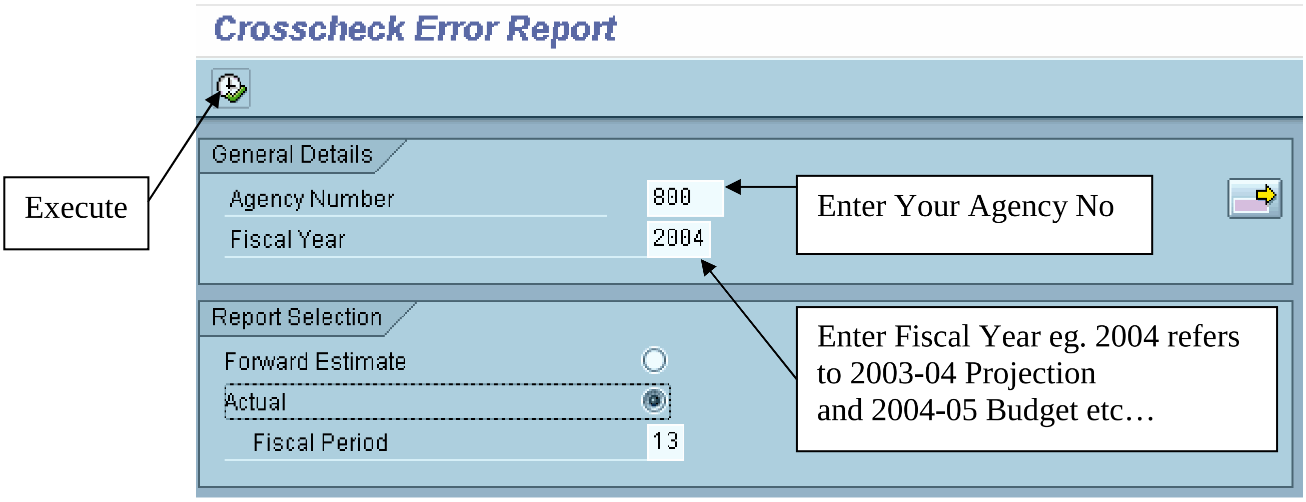

### Report Formats

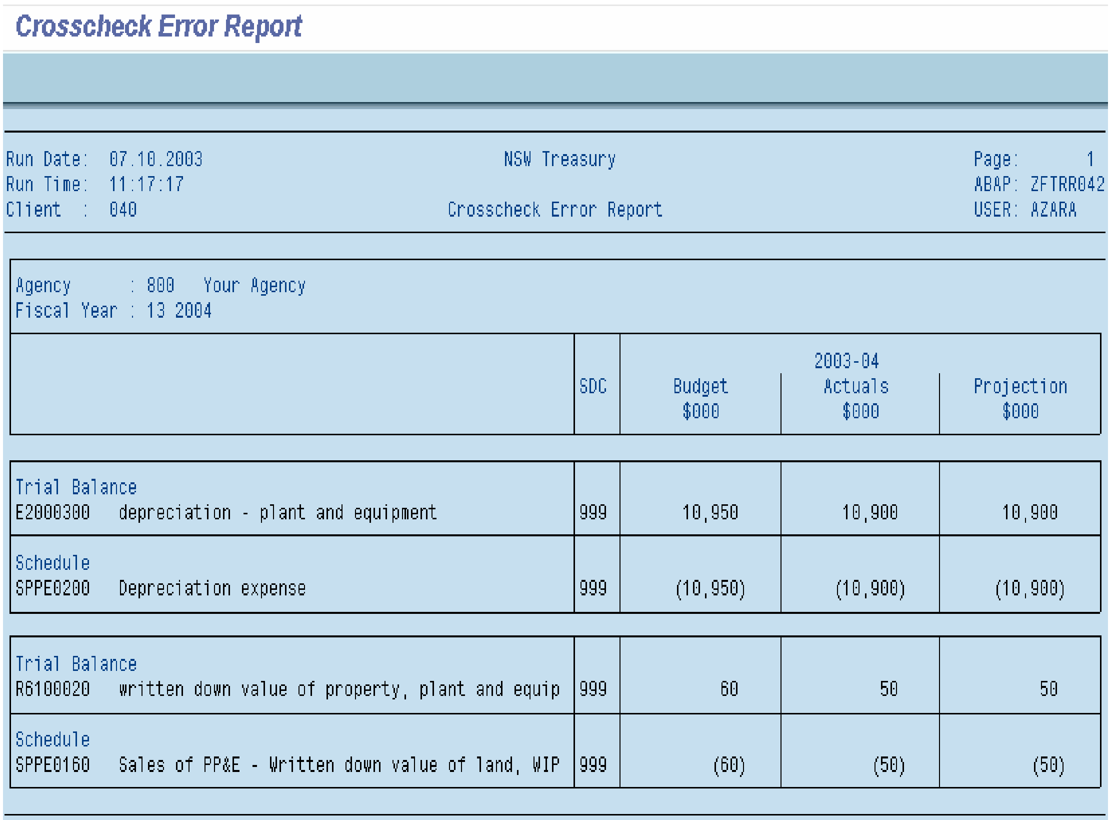



More than one report can be run concurrently. Ordinarily agencies would run in TOES Accounting Based Reports to compare with their own operating statement, Balance Sheet and Cash Flow. NB. The operating statement only presents the first part of the agency's statement of performance.

There are two new reports available. They 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".

**2.3 Crosscheck Error Report** allows the user to identify cash flow statement imbalances for resolution and to see 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. NB. Unlike LEGS, the TOES report displays all matched and unmatched accounts whereas LEGS only displayed unmatched accounts.



Crosscheck Error Report

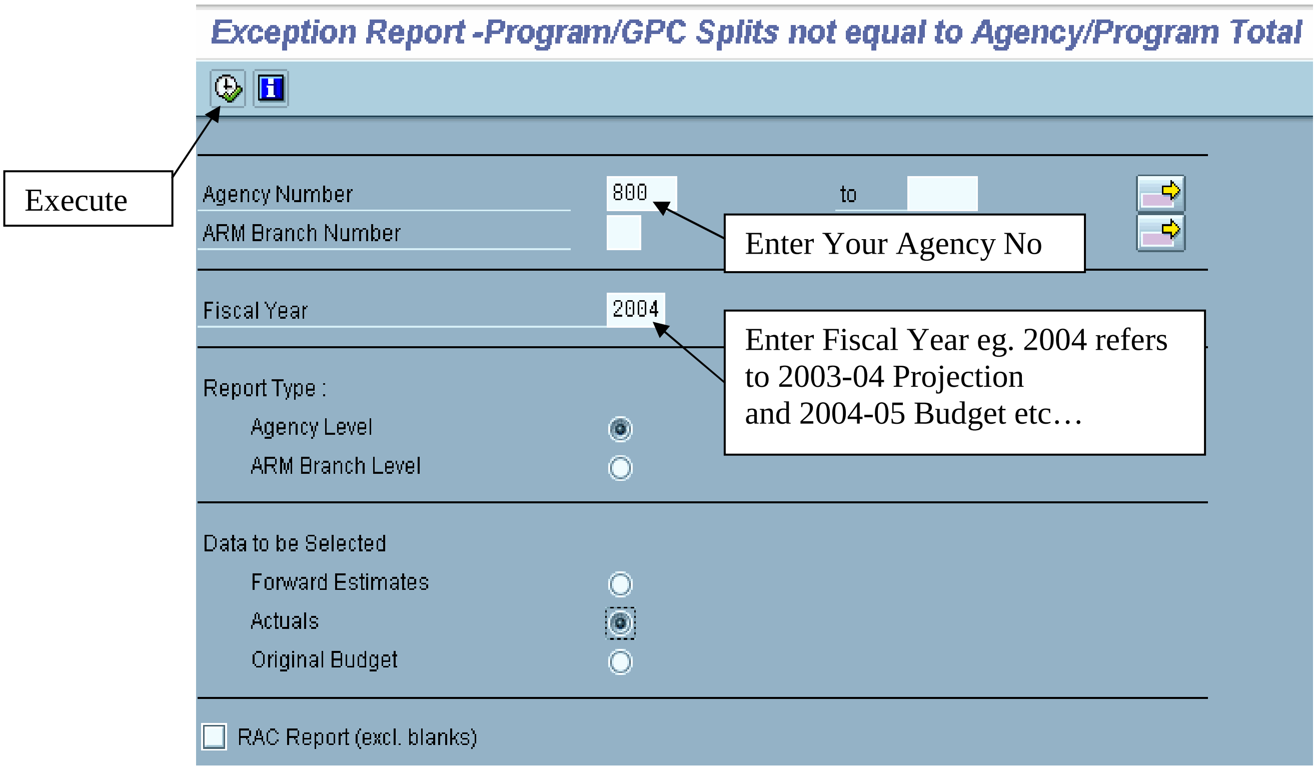
Run Date: 07.10.2003 NSW Treasury Page: 1
Run Time: 11:17:17 ABAP: ZFTRR042
Client : 040 Crosscheck Error Report USER: AZARA

Agency : 800 Your Agency
Fiscal Year : 13 2004

| | SDC | Budget $000 | 2003-04 Actuals $000 | Projection $000 |
|---|---|---|---|---|
| Trial Balance<br>E2000300 depreciation - plant and equipment | 999 | 10,950 | 10,900 | 10,900 |
| Schedule<br>SPPE0200 Depreciation expense | 999 | (10,950) | (10,900) | (10,900) |
| Trial Balance<br>R6100020 written down value of property, plant and equip | 999 | 60 | 50 | 50 |
| Schedule<br>SPPE0160 Sales of PP&E - Written down value of land, WIP | 999 | (60) | (50) | (50) |

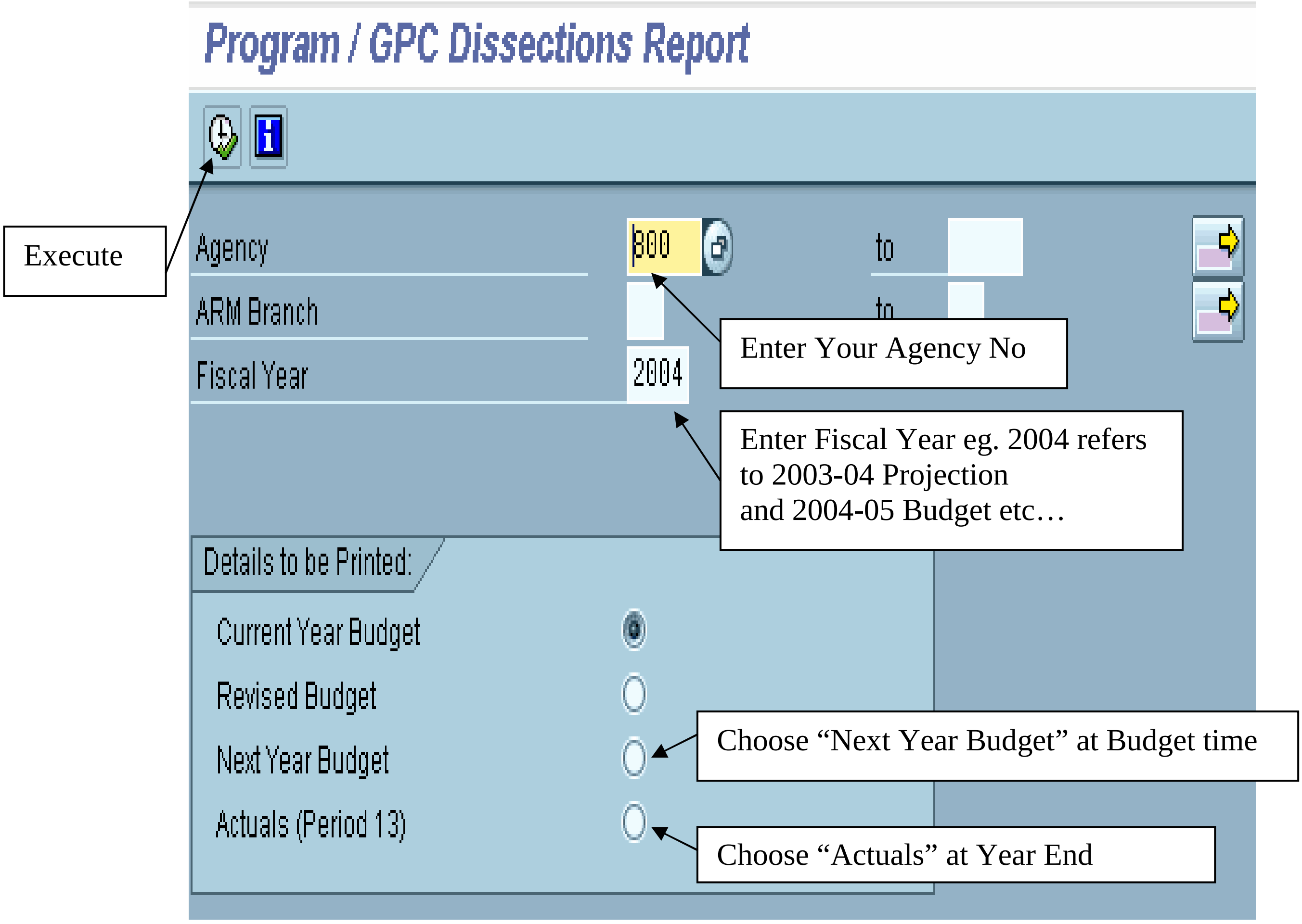
**2.4 “Exception Report – Program/GPC Splits not equal to Agency/Program Total Report**” allows the user to see where amounts in program/GPC – splits do not total the trial balance expense line. This report lists all FIS trial balance accounts for which Program dissections do not add up to equal the FIS expense/revenue account balance.

It is also useful to run this report after completing any amendments to the FIS trial balance to ensure that all Program dissections have been updated.



**2.5 "Program/GPC Dissections 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 FIS Operating Statement lines (as rows) as they have been dissected into the various programs (by columns).

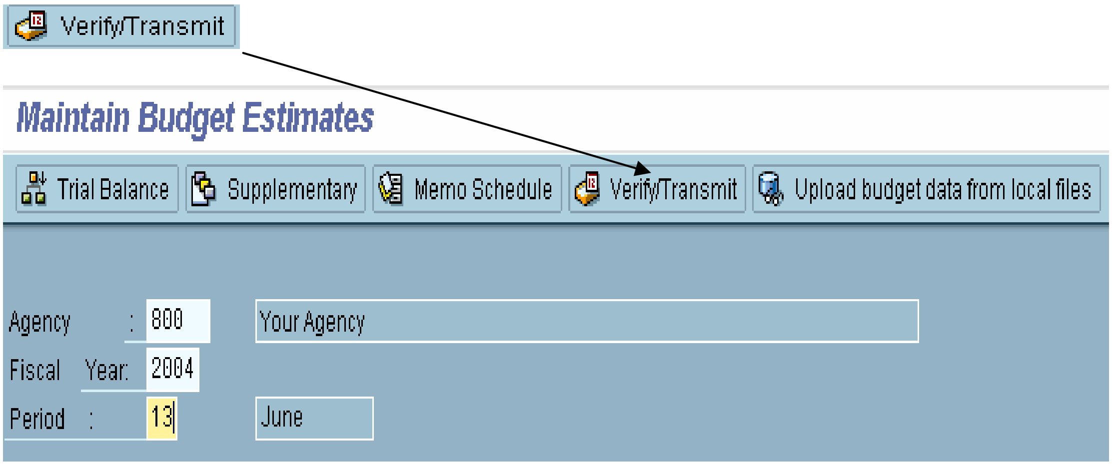
It is useful to analyse how the various expenses and revenues have been apportioned by the agency across its various programs.

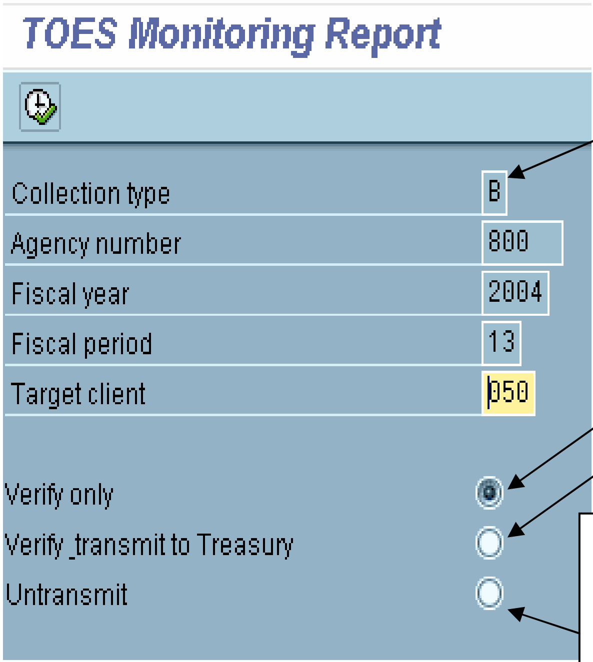


## How to Transmit Data to Treasury

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 Actuals or Forward Estimates and double click to enter the menu
- Click the **Verify/Transmit** button




Enter type 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 FIS support 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 ie 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 up the error & save
- Rerun reports, if appropriate
- Perform Verify/Transmit data

*TOES Monitoring Report*

```
Run Date:  07.10.2003                    NSW Treasury                           Page:        1
Run Time:  12:07:59                                                             ABAP: ZFTOES02
Client  :  040               2003-04 Budget Estimate TOES Monitoring Report    USER: AZARA

Agency : 800   Your Agency
```

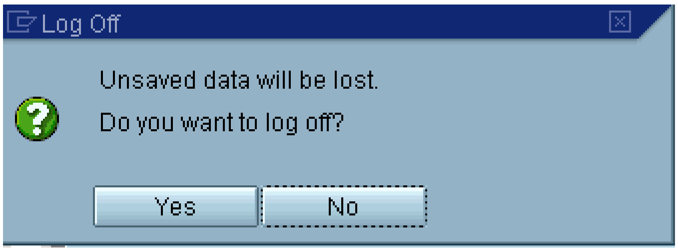
| Account Account name SDC Program GPC Sched | Period 13 Actuals $000 | Period 13 Projection $000 |
|---|---|---|
| TRIAL BALANCE (balanced) | 0 | 0 |
| IMBALANCED SCHEDULES | | |
| No unbalanced schedules found | | |
| IMBALANCED PROGRAM SPLITS | | |
| No unbalanced program splits found | | |
| IMBALANCED GPC SPLITS | | |
| No unbalanced GPC splits found | | |

## 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 no.) before you can exit, otherwise you will lose all the data that was entered.

You have now logged out of the system.

## Treasury Contacts

Below is the list of people to contact if you have any queries.

**Users' queries**

| | | |
|---|---|---|
| Michelle Ward | 9228 5043 | (General Government) |
| Bruce Robinson | 9228 5065 | (Program/GPC, New Agencies) |
| Ian Rosenbaum | 9228 4659 | |
| Anil Shukla | 9228 5178 | (FISCAP/CAPLEGS) |
| Andrew Azar | 9228 5164 | (PTE, Supplementations) |
| Kelly Yeung | 9228 3264 | (Dividend, Tax & General Government) |

**System queries, access passwords, modem connections**

| | |
|---|---|
| Ewen Bishop | 9228 3012 |
| Colin Huddy | 9228 4226 |

**TOES queries, menu paths, training and documentation**

| | |
|---|---|
| Andrew Azar | 9228 5164 |

## Glossary

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

**ABS**
**A**ustralian **B**ureau of **S**tatistics

**FIS**
**F**inancial **I**nformation **S**ystem of the NSW Treasury.

**LEGS**
**L**ocal **E**lectronic **G**athering **S**ystem. It was the old software system that replicated FIS on agency PCs enabling the agency to prepare a data disk for forwarding financial information to Treasury

**PFE**
**P**ublic **F**inancial **E**nterprise as defined by the ABS.

**PTE**
**P**ublic **T**rading **E**nterprise as defined by the ABS.

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

**SDC**
**S**ource and **D**estination **C**odes - used to identify the recipient of a transaction or account balance (for elimination purposes and for the ABS's purposes)

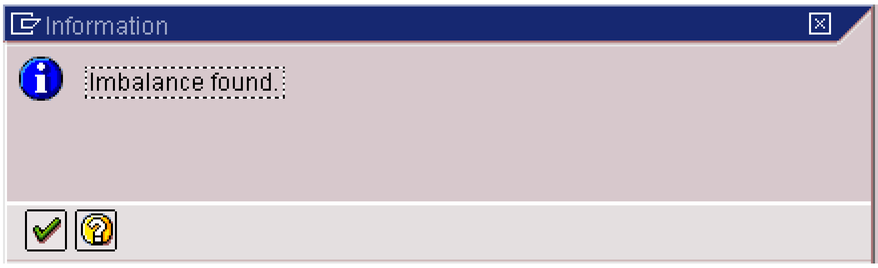
**TOES**
**T**reasury **O**n-Line **E**lectronic **S**ystem.

**UPF**
**U**niform **P**resentation **F**ramework. 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

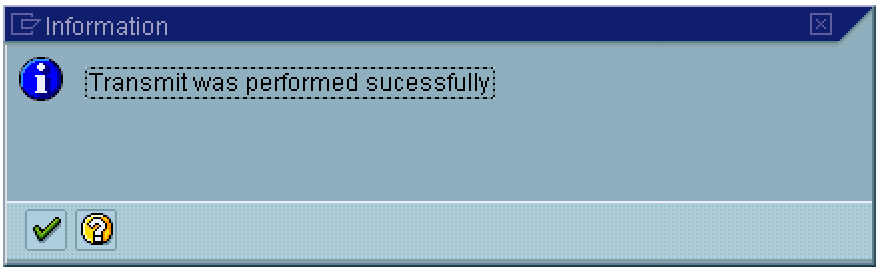
**GFS**
**G**overnment **F**inance **S**tatistics. A system developed by the International Monetary Fund and used by the ABS to classify the financial transactions of governments and measure their impact on the rest of the economy

# Trouble Shooting!

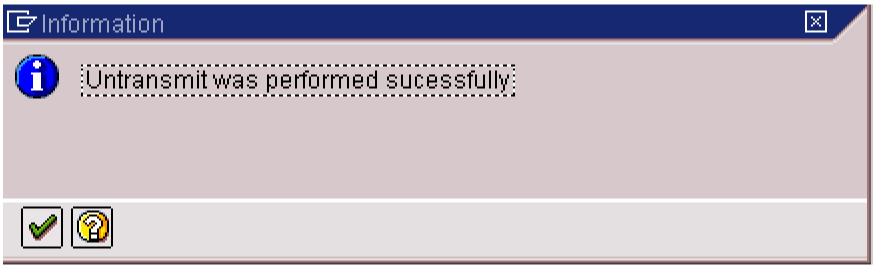
1) This message will appear if imbalance found during transmitting data to Treasury

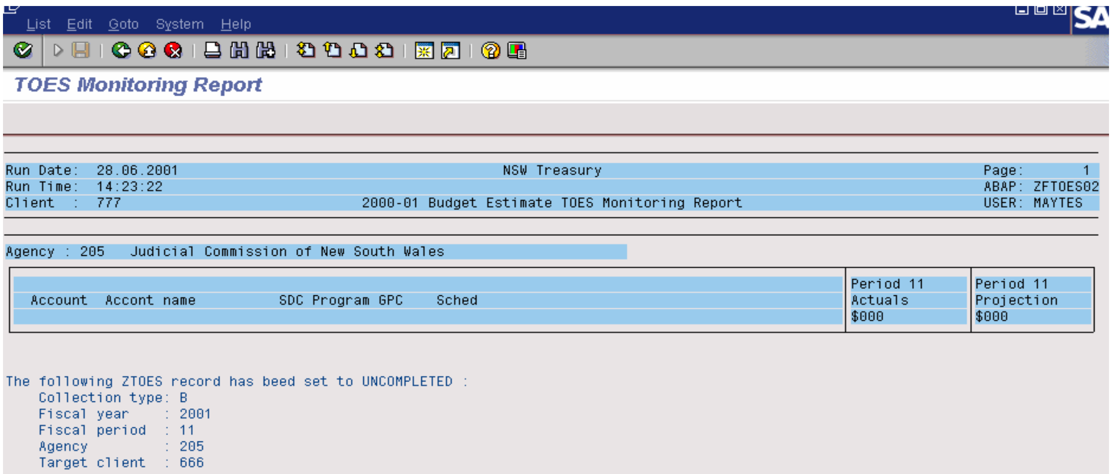



2) This message will appear when data are verified and transmitted to Treasury

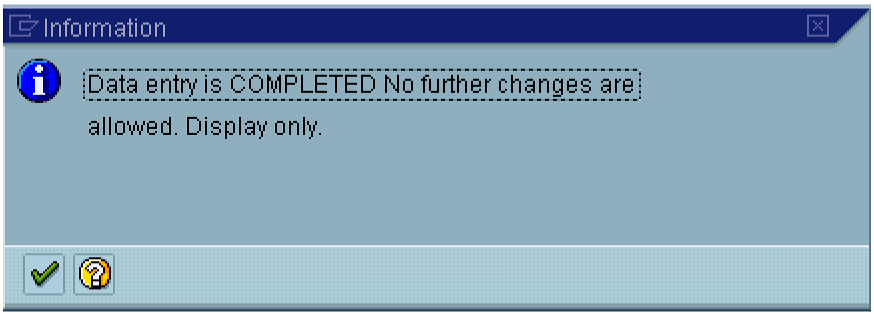



3) This message will appear if untransmit is successfully performed



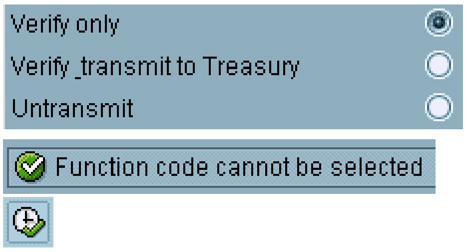



4) This message will appear when data have already verified and transmitted to Treasury



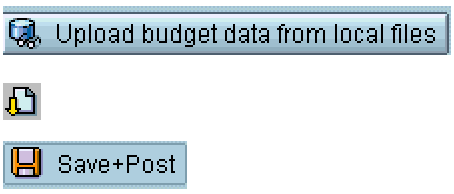

5) This message will appear at the foot of the screen when Treasury has already copied transmitted data from TOES to FIS. Agency needs to contact FIS support if period is to be reopened for data entry.


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.

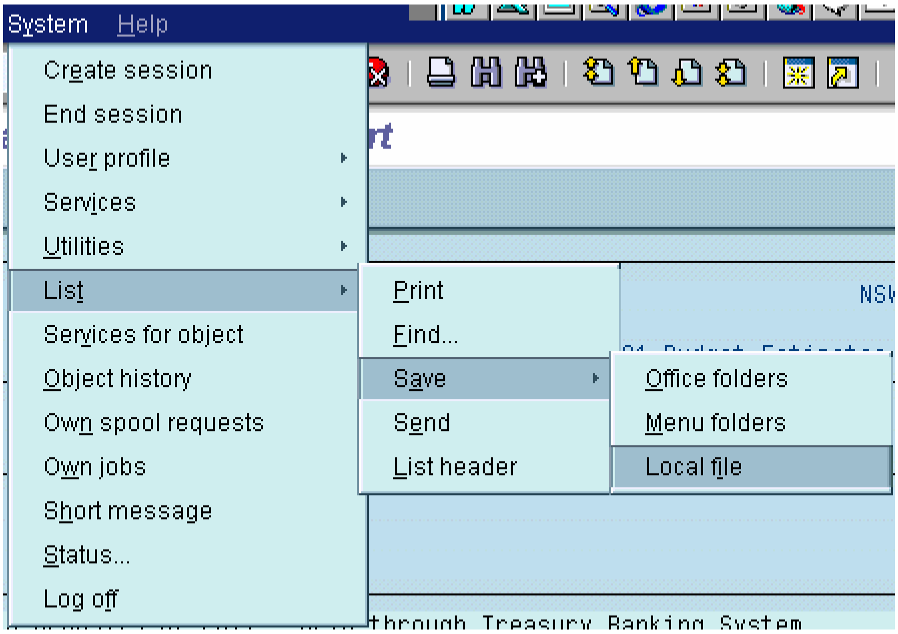


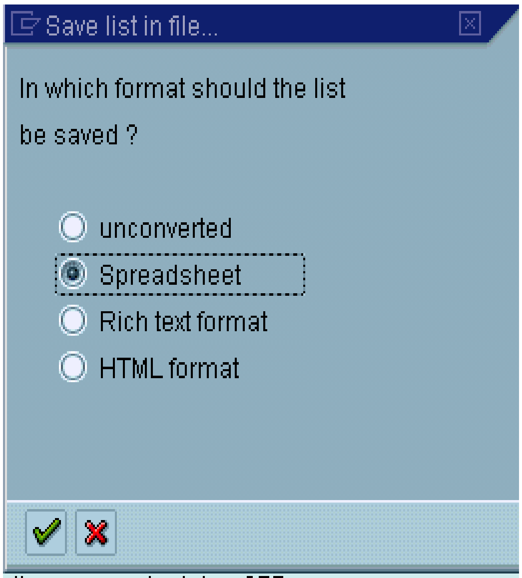

7) Sometimes error or warning messages is displayed at the foot of the screen. eg. If the screen does not appear to have updated watch the foot of the screen for a warning message.

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 and Post** button

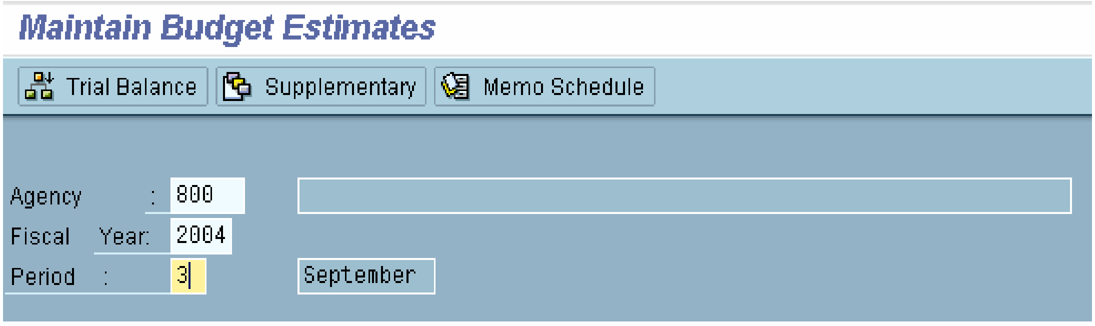


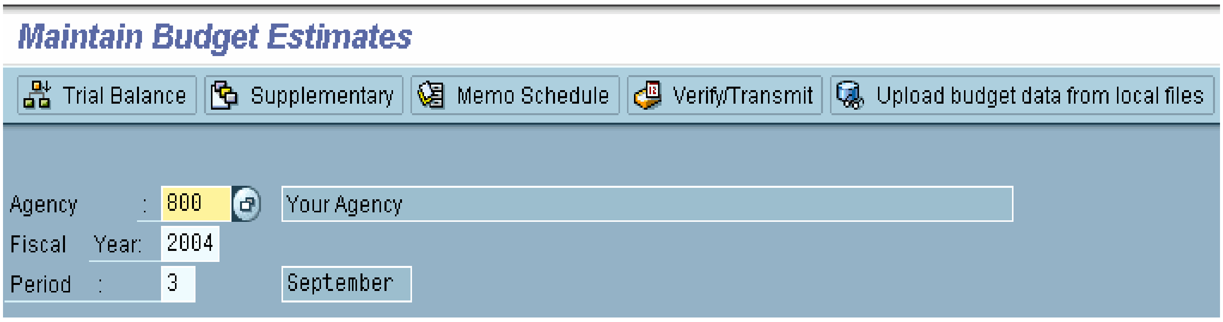

9) Reports from TOES can be exported and saved to your local file in formats (ie unconverted, spreadsheet, rich text format and HTML format).


System
Help
Create session
End session
User profile
Services
Utilities
List
Services for object
Object history
Own spool requests
Own jobs
Short message
Status...
Log off
Print
Find...
Save
Send
List header
Office folders
Menu folders
Local file


Save list in file...
In which format should the list
be saved ?
unconverted
Spreadsheet
Rich text format
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.




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.