



The
Treasury

TOES

Agency Monthly Budget Profiles
2013-14

Overview

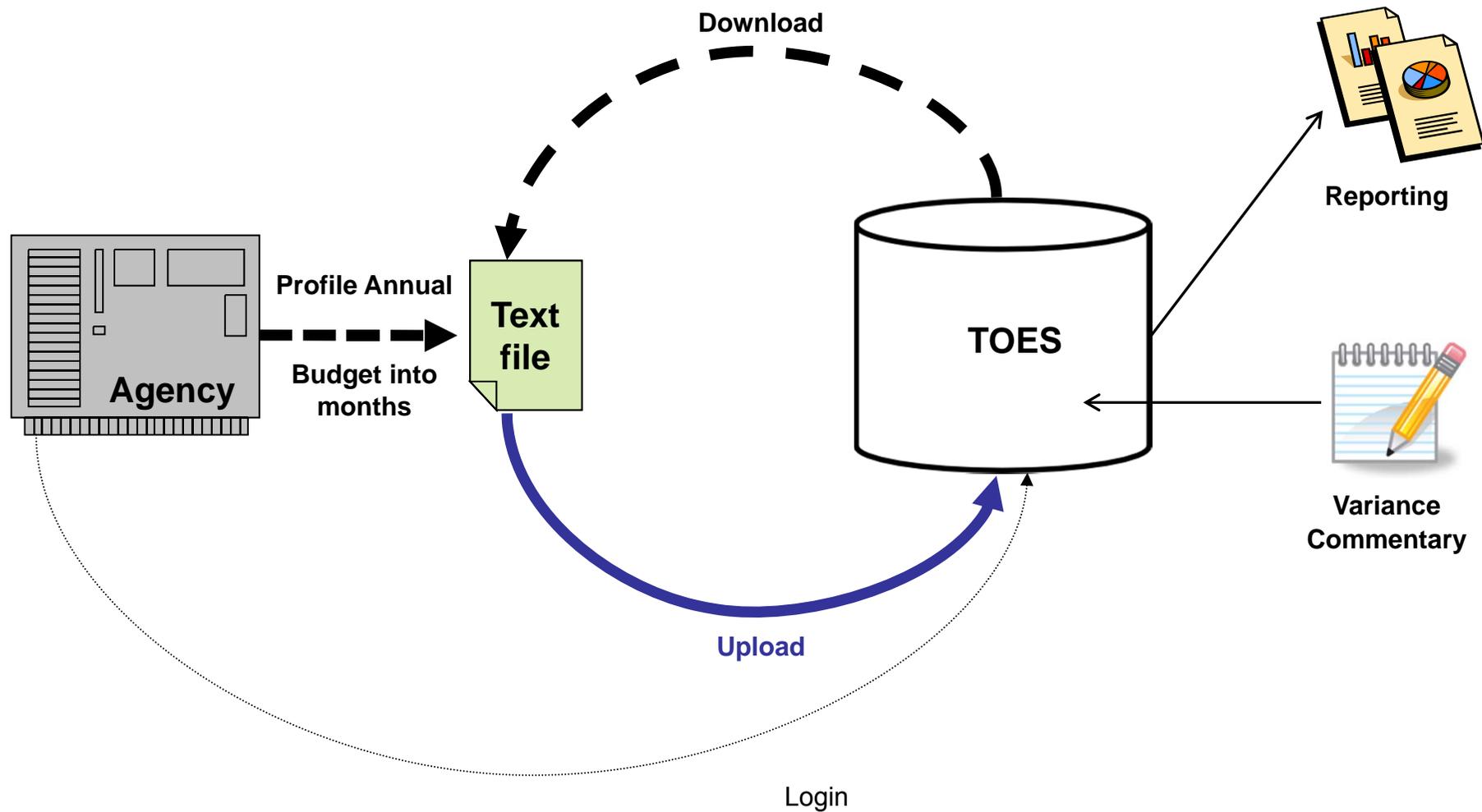
- ❑ Agency Monthly Budget Profiles now in TOES
- ❑ Original Published Budget data – phased over 12 months
- ❑ Revenue, Expenditure and Capital accounts
- ❑ All General Government agencies

Objectives

- ❑ Improved financial management
- ❑ Increasing accountability
- ❑ Greater transparency and performance monitoring
- ❑ Timely, value-adding analysis for Government

TOES – Monthly Budget Profiles

The Process



Tips, Tricks & Feedback



Downloading

- ❑ Click on ‘download’ before downloading!

- ❑ Operating Statement and Capex accounts
 - ▶ Active accounts (E’s, R’s, and Capex Schedules)
 - ▶ Original Published Budget

- ❑ File convention is <Agency><Module><Year><Period>

Tips, Tricks & Feedback



Text
file

Managing data

- ❑ Universal .txt file format
- ❑ One population method – Download / Upload
- ❑ In first column
 - ▶ H = Header
 - ▶ D = Detail
 - ▶ * = Free text

Tips, Tricks & Feedback



Text
file

Managing data

- ❑ NB: Text file saves text and values as they appear in cells of the active sheet

- ❑ Do not format

- ❑ No commas, brackets, text, etc

- ❑ ROUND to '000s with zero decimal places
 - ▶ Handy Excel function: =ROUND

Tips, Tricks & Feedback



Uploading

- Can not edit 'online', only in the 'upload file'
- Only published budget accounts are used – you can not correct published errors
- Only Accounts / SDC / Divisions data required – no service group / GPC data splits

Tips, Tricks & Feedback



Uploading

- No ability to print overviews
- Ensure totals agrees to annual published budget by account and SDC
- Ensure the file is closed prior to uploading

TOES – Monthly Budget Profiles

Tips, Tricks & Feedback



Accounting Issues

User queries and training

Password, system access problems

Your Treasury Analyst

9228 4095

9228 4034

Next Steps

- ❑ Read Instruction and Variation guides

www.treasury.nsw.gov.au/systems/toes_upload

- ❑ Monthly Budget Profiles due:

20 September 2013

- ❑ Variation Commentary due:

10 October 2013 (Period 3 – 8th working day)

