



COINS

23 February 2010

COINS TRAINING AND BASIC REPORTS

About this Guide:

This guide has been created to provide users with hands-on training on COINS. The Objectives are to enable users to:

Understand the data structure on COINS,

Run Reports from COINS to analyse data

Run Estimate tables

Be able to update data on COINS for both Budgeting and Forecast Outturn data streams.

Carry out data quality checks on the data on COINS.

What is COINS?

COINS is a multi-dimensional database. It consists of 8 dimensions, which are linked by relationships to each other. It is a web-based application that all users can access on the GSI network at www.coins.gsi.gov.uk.

COINS is used by HM Treasury to collect financial data from all government departments relating to budgeting, forecasting and audited outturn. It replaces the previous three separate systems, Public Expenditure System (PES), Government Online Data System (GOLD) and General Expenditure Monitoring System (GEMS).

STRUCTURE OF DATA ON COINS

- Viewing the dimensions
- The use of Tags such as, Budgetary, Estimate and attribute tags on Programme Objects

The Outline Report

This report shows the data structure of each of the 8 dimensions in COINS. It can be found on the COINS website under Reporting at http://www.coins.gsi.gov.uk/SDS/static_reports/outline_indent.xls.

1. **Version** This dimension includes the different data streams contained in COINS, Audited Outturn, Forecast Outturn and Budgeting (Plans/Outturn) data. Version allows you to select the data stream you want for example when running reports in the COINS Input Module (CIM). Snapshots are also included to allow you for example to view data used in publications e.g. PEOWP (Public Expenditure Outturn While Paper).

Audited Outturn

Plans Outturn

Plans
Outturn

Snapshots

Snapshot0
Snapshot1
Snapshot2
Snapshot3
Snapshot4
Snapshot5
Snapshot6
Snapshot7
Snapshot8
Snapshot9
Snapshot10
Snapshot11
Snapshot12
Snapshot13
Snapshot14
Snapshot15
Snapshot16
Snapshot17
Snapshot18
Snapshot19
Snapshot20
Snapshot21

Forecast Outturn

Forecast Outturn Q1

Forecast Outturn Q1 Input
Forecast Outturn April
Forecast Outturn May
Forecast Outturn June

Forecast Outturn Q2

Forecast Outturn Q2 Input
Forecast Outturn July
Forecast Outturn August
Forecast Outturn September

Forecast Outturn Q3

Forecast Outturn Q3 Input
Forecast Outturn October
Forecast Outturn November
Forecast Outturn December

Forecast Outturn Q4

Forecast Outturn Q4 Input
Forecast Outturn January
Forecast Outturn February
Forecast Outturn March
Forecast Outturn Year End Quarterly Profile

2. **Organisation:** This dimension consists of bodies, which have data entered against them on the system. The main structure comes under Whole of Government (WGA), which consists of Central Government Accounts (CGA), Local Government (LG), National Health Service (NHS) and Public Corporations (PC).

- CGA consists of Central Government Departments, their NDPBS and Executive Agencies.
- Local Government is made up of English, Scottish, Welsh and Northern Irish LGs.
- The NHS is made up of the English, Scottish, Welsh, and Northern Irish NHS Trusts.
- Public Corporations (PC) are divided into groups under their parent departments.

- There is also another category for Parliamentary and Other Bodies, which fall outside WGA.

For both Budgeting and Forecast Outturn data streams data are input using the organisation for the parent departments. This includes data that is being recorded for NDPBs, PCs and trading Funds. Departments are given unique alphanumeric codes, the Department of Culture Media and Sport is for example given the code DCM048. If an Organisation also has a code with .CGA after it, it indicates that there are other entities associated with the parent department such as NDPBs or Trading Funds, which sits underneath the parent departmental organisation code in the structure.

The example below is a snap shot of the DCMS.CGA structure in the Organisation Dimension. Data for DCMS, one of its NDPBs, PCs or Trading Funding should be recorded using the entity for the parent department. In this example DCM048 should be used.

+ DCM048.CGA	Department for Culture, Media and Sport.CGA
+ DCM048	Department for Culture, Media and Sport
+ ACE048	Arts Council of England
+ ACL850	Arts Council of England Lottery
+ AER048	Alcohol Education and Research Council
+ BFI048	British Film Institute
+ BRL048	British Library
+ BRM048	British Museum
+ BTAD48	Visit Britain
+ CAE048	Commission for Architecture and the Built Environment
+ EHG048	English Heritage
+ FCL048	UK Film Council
+ FLA048	Football Licensing Authority
+ GBG048	Gaming Board for Great Britain
+ HBL048	Horse Race Betting Levy Board
+ HLF810	Heritage Lottery Fund
+ IWM048	Imperial War Museum
+ MCM048	Millennium Commission
+ NES048	National Endowment for Science, Technology and the Arts
+ NGL048	National Gallery
+ NHF048	National Heritage Memorial Fund
+ NHM048	Natural History Museum
+ NLB048	Community Fund
+ NLC048	National Lottery Commission
+ NLD825	National Lottery Distribution Fund
+ NLB26	National Lottery Distribution Fund Investment Account
+ NLL827	National Lottery: UKSC Lottery
+ NMG048	National Museums Liverpool
+ NMM048	National Maritime Museum
+ NMS048	National Museum of Science and Industry
+ NOF048	New Opportunities Fund
+ NPG048	National Portrait Gallery
+ RAM048	Royal Armouries Museum
+ RCM048	Resource: the Council for Museums, Archives and Libraries
+ RPL048	Registrar of the Public Lending Right
+ SEL849	Sport England Lottery
+ SPE048	Sport England
+ TGL048	Tate Gallery
+ UKS048	UK Sport
+ VAM048	Victoria and Albert Museum
+ WCO048	Wallace Collection
+ DCM048.CGA.ELM	Department for Culture, Media and Sport.CGA.ELM

Some of the larger Departments will have expenditure that is outside of Central Government Accounts that isn't included in their own Resource Accounts. For this reason, Public Corporation data is separated out in the organisational structure in COINS. They have their own organisation codes, which have .PC after them, indicating that they are made up of several PCs e.g. DCM.PC.

The example below is a snap shot of the DCMS of DCMS PC structure opened up in the Organisation Dimension. As mentioned above budgeting and forecast outturn data for PCs should be recorded using the entity for the parent department. In this example DCM048 should be used.

+ DCM048.PC	Department for Culture, Media and Sport.PC
+ BBC048	British Broadcasting Corporation
+ CFT048	Channel Four Television Corporation
+ HRP048	Historic Royal Palaces
+ HTB048	Horse Race Totalisator Board
+ MEC048	New Millennium Experience Company
+ WFC048	Welsh Fourth Channel Authority

If you want to capture the whole budget boundary for a department (CGA and PC data), you can run the Budget Boundary New report.

3. **Variables** - This dimension contains the Standard Chart of Accounts (SCOA), which can be found within the 'Trial Balance' section of the dimension. The accounts represent what money is spent on, i.e. Staff costs, grants, Consultancy fees.

The TAGs for SCOA codes are fixed and gives an indication of where the various spend will appear in the Budgeting & Estimates framework, e.g. in Capital or Resource, and where appropriate, show the economic nature of expenditure by the National Account Code (NAC) tag.

The main TAGS and what they mean are below:

Code *[original redacted as exempt under s43 FoIA and alternative substituted]*: SCOA code

Description *[original redacted as exempt under s43 FoIA and alternative substituted]*: Description of Scoa code

Data Entry *[original redacted as exempt under s43 FoIA and alternative substituted]*: (TRUE) SCOA code can be used to submit data against. (FALSE) cannot be used to submit data, as these are group names.

Accounts CAP/CUR: This tag is an aggregation of NAC – that is it groups NACs into the following values based on National Accounts definitions.

- A-Cap - Capital spending in National Accounts
- A-Cur – Current spending in National Accounts
- A-Fin – Financial transactions in National Accounts (e.g. lending)
- A-Dum – spending transactions recorded on COINS that do not directly feed into the National Accounts in year

Bad Debt: This tag is used to help calculate debtors on the resource to cash reconciliation table. (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

Budget cap/cur tag: This contains the following values (listed below) that determine which departmental budget is affected by the transaction. (The last time this tag will be used will be for the production of the 2009/10 spring supplementaries. It will then be replaced by the new Resource/Capital tag, which will be used in publications from 2010/11 (2010 Spring Publications e.g. 2010/11 Main Estimates). The Budget CAP/CUR tag will be removed from COINS during the annual rollover in 2011.

- B-CON = Consumption (scores to Near-cash with Resource Budget)
- B-NCH = Non cash (scores to Non-cash with Resource Budget)
- B-CAP = Capital budget

In addition certain SCOAs have the following values

- B-INV = These SCOAs are no longer to be used. They were for recording items that are capital in national accounts and which, prior to 2006/07, previously scored in resource budgets. No data should be held on SCOAs with this tag.
- B-NULL = In order to facilitate the faster running of certain reports certain SCOAs are tagged B-NULL. Please speak to your usual Treasury contact before using SCOAs tagged B-NULL as they need to ensure that they are being used to record agreed non-budget data.

Cash Items: This tag is used in the calculation of the Net Cash Requirement. It is tagged to items like Grant in Aid, debtors, creditors, and Use of provisions. (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

- Increase / Decrease in Creditors

- Increase / Decrease in Debtors
- Increase / Decrease in Stock
- Use of provisions

CFER Income/Receipts: This tag is used in columns 1 or 2 of the Part 3 CFERs table, the accrual/cash split. (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

- CFER Accrued Income
- CFER Cash Receipts

CFER Resource/Capital: This tag is used for table 3 CFERs, split by resource or capital (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

- CFER Capital
- CFER Not Resource/Capital
- CFER Resource

Estimates AinA: Shows whether a transaction has the potential to be treated as an Appropriation-in-Aid of the Estimates, and determines which type of Appropriation in Aid it is. (This tag will be used to produce Estimates during 2010/11 it will then be replaced by the new Gross/Income tag which be used to produce the 2011/12 Main Estimates. The Estimates AinA tag will be removed from COINS during the annual rollover in 2011.)

- E-OAA - operating Appropriations in Aid - appears in the operating A-in-A column of the Estimates Part II: Subhead Detail table (unless PO has 'Net-subhead' tag, in which case income is netted-off spend in columns 1-3 (depending on Category tag and SCOA).
- E-NAR – Non-operating Appropriations in Aid - appears in the non-operating A-in-A column of the Estimates Part II: Subhead Detail table (even if the PO has 'Net-subhead' tag).
- E-NAN – Netted Off Appropriations in Aid - appears in the non-operating A-in-A column of the Estimates Part II: Subhead Detail table (unless PO has 'Net-subhead' tag, in which case income is netted-off spend in column 7.

Estimates CAP/CUR: Signifies whether data held against these SCOAs appears on the Capital or Resource columns of the Estimates. (This tag will be used to produce Estimates during 2010/11 it will then be replaced by the new Gross/Income tag which be used to produce the 2011/12 Main Estimates. The Estimates CAP/CUR tag will be removed from COINS during the annual rollover in 2011.)

- E-CAP: Capital (columns 7-8 of the Estimates)
- E-A&O: Appears in either the Admin or the Other Current column, depending upon whether the Budget Category tag on the Programme Object has the value admin or programme
- E-GRA: Always Grant column, regardless of the Programme Object Budget Category (column 3 of the Estimates)
- E-A&G: Appears in either the Admin or the Grant column, depending upon the Category tag on the Programme Object
- E-OTH: Always 'Other Current' column, regardless of the Programme Object Budget Category.
- E-NUL: Not in Estimates - used to speed up querying

Gross/Income: States whether a SCOA is spending or income. Replaces E-A&G, E-A&O, E-GRA, E-OAA, E-NAN and E-NAR from 2011/12. (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

- **Gross**
- **Income**

National Account Code (NAC): The National Account Code aggregates SCOAs up by type of economic activity (e.g. pay, subsidies, capital grants etc), and is used by the Office for National Statistics when compiling the National Accounts, and by HMT when forecasting the fiscal position. NAC is the key code then for fiscal planning and reporting.

NAC code is also the basis of the Nr / Non-cash definition – although please note that COINS outputs the near cash and non-cash budgets data via the budget cap/cur tag

Guidance on the SCOAs has been produced and can be found on the COINS website at http://www.coins.gsi.gov.uk/coins/documents/scoa/scoa_definitions_260309v0.2.pdf

Non-Cash Items: This tag is used to determine Net Cash Requirement. Tagged to items like depreciation (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

- Departmental Unallocated Provision
- Depreciation
- Other non-cash items
- Prior Period Adjustments
- Provisions
- Supported capital expenditure

Operating Cost Statement: This tag is used in determining items that now appear on the new combined OCS/reconciliation table that are generally required to make the reconciliation table work by capturing everything in the OCS. However, many are pension items for the Combined Revenue Account (e.g. Other expenditure, other income, transfers in) and only of interest to departments that carry large public service pension schemes. Other tagged items include Capital Grants and grants to Devolved administration (MoJ use only) This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010. The options for this tag are

- Capital Grants
- Grants to Devolved Administrations
- Increase in liability
- Other expenditure
- Other income
- Transfers in

Resource/Capital: This tag will determine whether an account is resource, capital or outside budgets under the new budgeting regime and will replace the Budget Capcur tags (B-CON, B-NCH and B-CAP). (It will be available from December 2009 but implemented from 2010/11 for the production of the 2010/11 Main Estimates and 2010 Spring Publications.)

- Capital
- Not Resource/Capital
- Resource

Signage Used for WGA purpose. However can give an indication of whether spend is a receipt or payment.

The screen shot below shows some of the columns in the Variable dimension. Others have been hidden.

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4. **Reporting** - This dimension contains the statuses that data are held on COINS for all the data streams, and the adjustment types used by departments for making changes to data in the Budgeting data stream

(Plans/Outturn). Plans outturn reporting allows a user to select budgeting data by status(es), and by adjustment types or group of adjustment types by statuses. For example you can select all Approved classification changes for plan years or select approved and submitted changes for planned years etc. There are five statuses for Budgeting data (Plans/Outturn):

- **Draft:** an adjustment a department has created but not yet sent to HMT
- **Submitted:** an adjustment a departments has submitted to HMT for
- **Approved:** Adjustments approved by HMT.
- **Rejected:** Adjustment rejected by HMT.
- **Deleted:** Adjustment deleted by the department.

For Forecast Outturn there are three main statuses:

- **Forecast Outturn (Draft):** forecast outturn data not yet submitted by a department
- **Forecast Outturn (Pending):** A temporary status whilst data are submitting remotely
- **Forecast Outturn (Submitted):** departments submitted data

Forecast Outturn Submitted Adjustments is for use by Treasury PSF team.

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5. **Time** - This dimension contains the different periods of data held on COINS, by year for Budgeting (plans/outturn), and by month or quarter for Forecast Outturn data. The current financial year is usually set as the default year when running reports.

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6. **CPID (Counter Party Identifier)** - This dimension contains CPIDs for all entities. CPIDs are used in the Budgeting data stream by departments to show which department(s) a Budget Cover Transfer or Machinery of Government Transfer is with. Departments should use the entity of the parent department even if the transfer is to or from an NDPD etc. For example if a department is having a transfer with Department for Transport or one of Transport’s NDPBs they should use DFT004.CPID on the transfer line of the adjustment to show who the transfer is with.

For reporting purposes **CPID total** should be used when running reports for Budgeting data (plans/outturn) and **CPID n.a.** when running reports for forecast outturn data.

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7. **Segment** - This dimension contains Programme Objects and other structures used for reporting i.e. Main Estimates/SBI, PESA, DAR etc.

Each department has a unique Programme Object prefix, which appears in front of their Programme Objects, e.g. PO1 for DCSF. A Programme Object is used to describe the operation nature of what the expenditure is for e.g. DFT will have some Programme Objects that are used to record their Channel Tunnel Rail-link expenditure, etc.

All Programme Objects have descriptions and tags attached to them. The main TAGs are below:

- **Code** *[original redacted as exempt under s43 FoIA and alternative substituted: Programme Object code]*
- **Description** *[original redacted as exempt under s43 FoIA and alternative substituted: Description of Programme Object]*

- **Data Entry** *[original redacted as exempt under s43 FoIA and alternative substituted]*: (TRUE) Programme Object can be used to submit data against. (FALSE) Programme Objects shown in bold in the outline report are group names and cannot be used to submit data against, they however can be used to select groups in reports.
- **Accounting Authority** The accounting authority (AA) tag tells us both how the spending is authorised and where it is brought to account. Its main use therefore is to differentiate between voted and non-voted spending, between types of public bodies, and differentiating between the spending of Whitehall departments and the Devolved Administrations.
- **Activity**. This specifies the SBI line the Programme Object should map to e.g. ACT0201. The last time this tag will be used will be to produce the 2010 SBI tables.
- **Category** Departments' resource budgets are split between programme and administration budgets. **GCA** (Gross Control Admin Costs) should only be used for DEL; **Prog** (programme), and **Other**. NCA (Net Control Admin Costs) is no longer used.
- **Budget Boundary** DEL, AME and Not DEL/AME (to note the budget cap/cur tag associated with the SCOA determines whether a transaction is in the resource or capital budget).
- **EL** Estimate Line (for the current year): This specifies the Estimate Line the Programme Object should be mapped to in the current year e.g. EL01, EL02. (This tag will be used to produce Estimates during 2010/11 it will then be replaced by the new Line tag which be used to produce the 2011/12 Main Estimates. The EL tag will be removed from COINS during the annual rollover in 2011.)
 - **EL Last-yr** (Estimate Line for the Previous Year's Estimate), This specifies the Estimate Line the Programme Object should be mapped to in the previous year (This tag will be used to produce Estimates during 2010/11 it will then be replaced by the new Line Next-yr tag which be used to produce the 2011/12 Main Estimates. The EL Next-yr tag will be removed from COINS during the annual rollover in 2011)
 - **EL Next-yr** (Estimate Line for Next Year's Main Estimate). This specifies the Estimate Line the Programme Object should be mapped to in the following year (This tag will be used to produce Estimates during 2010/11 it will then be replaced by the new Line Next-yr tag which be used to produce the 2011/12 Main Estimates. The EL Next-yr tag will be removed from COINS during the annual rollover in 2011)
- **L** (Line number for the current year): This specifies the Line number the Programme Object should be mapped to in the current year e.g. L01,L02. (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).
 - **L Last-yr (Line number for the Previous Year's Estimate)**, This specifies the Line number the Programme Object was mapped to in the previous year(This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).
 - **L Next-yr (Line number for next Year's Main Estimate)**. This specifies the Line number the Programme Object should be mapped to in the following year(This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).
- **ME** (Main Estimate for the current year). This specifies the Main Estimate the Programme Object should be mapped to in the current year e.g. ME01, ME08
 - **ME Last-yr** (Main Estimate for the Previous Year). This specifies the Main Estimate the Programme Object should be mapped to in the previous year

- **ME Next-yr** (Main Estimate for Next Year). This specifies the Main Estimate the Programme Object should be mapped to in the following year
- **RFR** (RFR for the current year). This specifies the RFR the Programme Object should be mapped to in the current year e.g. RfR02. (This tag will be used to produce Estimates during 2010/11 it will then be removed from COINS during the annual rollover in 2011).
- **RFR Last-yr** (RFR for the Previous Year's Estimate). This specifies the RFR the Programme Object should be mapped to in the previous year. (This tag will be used to produce Estimates during 2010/11 it will then be removed from COINS during the annual rollover in 2011).
- **RFR Next-yr (RFR for Next Year's Main Estimate)**. This specifies the RFR the Programme Object should be mapped to in the following year. (This tag will be used to produce Estimates during 2010/11 it will then be removed from COINS during the annual rollover in 2011).
- **SBI** (Supplementary Budgetary Information) The SBI number is usually the same as that of the Main Estimate e.g.SBI01, SBI08. (The last time this tag will be used will be to produce the 2010 SBI tables; it will then be removed from COINS during the annual rollover in 2011).
- **Sector:** The spending sector tag has one of the following three values:
 - CG (Central Government including CG bodies' transactions but excludes support for local authorities),
 - LA (Local authority LA own transactions or for CG support to LA transactions).
 - S6 should no longer be used.
- **Territory:** Spending is tagged according to which UK country's resident's benefit from that expenditure. Spending should be allocated to an area, or combination of areas, on the basis of who benefits from the spending. The spending tags have the following values
 - ENG = England
 - SCO = Scotland
 - WAL = Wales
 - NI = Northern Ireland
 - E&W = England & Wales
 - GB = Great Britain
 - UK = Great Britain and Northern Ireland

The screen shot below shows some of the columns in the Segment Dimension. A number of columns have been hidden.

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8. **Analysis:** This dimension is empty

COINS MODULES

COINS can be accessed through the COINS website at www.coins.gsi.gov.uk. There are 4 modules in COINS. For Forecast Outturn data departments will need access to the Data Load Module and the Coins Input Module. For Budgeting data (Plans/Outturn) departments and spending teams will need access to the Adjustment Tracking Module and the COINS Input Module.

Users will need to complete the New User Request Form to gain access to the modules they require. The form can be found on the COINS website at http://www.coins.gsi.gov.uk/coins/documents/forms/coins_user_form.doc

Adjustment Tracking Module (ATM) – This is used by departments to make changes to Budgeting data. They can create and submit Transactional Adjustments (adjustments that change numbers) and Non-Transactional Adjustments (to make structure changes for example new estimate lines, new programme objects etc.) Spending teams should check and approve / reject these. There are a number of reports in the ATM that all users can use to check the adjustments.

Data Load Module (DLM) – The data load module is used by departments to load forecast outturn data.

COINS Input Module (CIM) – This is used by departments to submit forecast outturn data. It is also used to view data and run reports. These include running Estimate tables and the FD sign off report.

Eliminations Module (ELM) – Used for Whole of Government Accounts.

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REPORTING SESSION

This session looks at some of the reports in the Coins Input Module (CIM). The New Budget Boundary, The Data Analysis Report and the Original Transaction Report.

The **New Budget Boundary** gives you the key control totals and also a pivot table, which allows you to manipulate the data.

In the CIM module you first need to select your user settings. Click on the icon indicated below and the user-setting box will appear.

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For the Budget Boundary Report only two selections are needed. Organisation and Segment. The report will ignore all other settings.

Please select the Organisation for Office for National Statistics and the Segment as PO Office for National Statistics and click save.

Go to the reports menu and under “Plans and Outturn” you will see “Budget Boundary New”. Click on Budget Boundary New.

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The following pop up box will appear. As you can see Organisation and Segments are what you selected in your user settings. Time defaults to the current year but you can select other years. Version means you can select data between two publications if you want.

You will need to select from the Basis parameter box to run the report for data consistent with 2009/10 Estimates or to run the report for the 2010 Spring publications (Main estimates etc).

Exc suppBRC – will exclude the ‘Exclude from supp – budget regime change’ adjustment and produce data on the old budget regime basis for consistency with 2009/10 Estimates.

Inc suppBRC – will include the ‘Exclude from supp – budget regime change’ adjustment and produce data on the new budget regime basis for consistency with 2010/11 Spring publications.

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There are a number of different reports you can run, if you click on the arrow at the side of Report Type the reports will appear and you can select the one you want.

We will be running two of the Budget Boundary New reports:

- Current Forecast Outturn vs Plans
- Plans – All stages plus total.

Budget Boundary New Report: Current Forecast Outturn vs Plans

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Select ‘Current Forecast Outturn vs Plans’ then click OK and the report will run. You will see the cogs in the left hand side of the screen rotating, which indicates the report is running.

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The data sheet gives you all the data, which has been brought into the report. The summary sheet shows the key control totals and compares Plans data for the current year with the latest aggregated Forecast

Outturn (F/O) return, the report includes in columns F and G the variance between the two data streams. You should note that this report does not give F/O data by month. There is also a pivot sheet, which allows you to manipulate the data. This report only has a limited number of TAGs. If you need to run a report containing all the TAGs then you should run the Data Analysis Report.

Budget Boundary New Report: Plans – All stages plus total

As before, to run the Budget Boundary New report, go to the reports menu and under “Plans and Outturn” you will see “Budget Boundary New”. Click on Budget Boundary New.

You will need to select ‘Excl suppBRC’ to run the report consistent with 2009-10 Estimates or ‘Incl suppBRC’ to run the report consistent with data used in the 2010-11 spring publications.

In the report parameter select ‘Current Forecast Outturn vs Plans’ then click OK and the report will run.

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The report includes the same data sheets as the previous Budget Boundary New Report. However this report is looking at Plans data for current and future years and shows what Budgeting data is in draft / submitted and approved statuses. The report does not show which adjustment type was used to change the data.

Data Analysis Report

The report we will run will look at Plans data. We will construct the report to give us the control totals broken down by adjustment type.

Click on the icon to bring up the User setting box.

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- **Version:** Plans
- **Organisation:** Office for National Statistics
- **Variables:** *“redacted as exempt under s43 FoIA”*
- **Reporting:** Plans Approved Total
- **Time:** 2008-09.
- **CPID:** CPID Total
- **Segment:** PO Office for National Statistics
- **Analysis NA**

Once you have selected the user settings above click save. Go to Reports menu and click on the Data Analysis Report.

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Select the parameters as indicated below in the report parameters,

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- **Version:** As Selected
- **Variables:** All
- **Reporting:** As Selected
- **Time:** As Selected
- **CPID:** As Selected
- **Segment:** As Selected
- **Analysis:** All or As selected. Either setting will do.

Variable and Segment TAGs should also be ticked.

You will not be given the option to run on an 'Excl suppBRC' or 'Incl suppBRC' basis as all TAGS can be displayed in the report. This allows you to manipulate the pivot table to display results on either basis.

Click OK to run the report.

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The Data Analysis Report will now appear. There are two work sheets within this report. The data sheet gives you all the data, which has been brought into the report. The pivot table sheet allows you to manipulate the data. Only a few tags will show up at the top of the pivot table. In order to view more tags, right click on the pivot table, select 'wizard', then 'layout'. Drag the tags, which you would like to see on the pivot table from the right to the diagram on the left. See below the TAGs that you will need for this report. Select 'Ok', then 'finish'.

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The report should now look like the one shown below.

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There is a "(blank)" within the Budget Cap/Cur fields". These are account codes such as Net Parliamentary Funding, which aren't part of budgets. You will generally want to hide these. This can easily be done using the drop-down menu to untick "(blank)".

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The totals displayed should match those in the budget boundary report.

You can use the Wizard to drag in other TAGS like Estimate line (EL), Request for Resources (RfR) etc. If you drag "Reporting" to the pivot table you will get a breakdown by adjustment type.

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Most departments will have non-voted expenditure recorded on more than one Accounting Authority. If you want to total these Accounting Authorities you can use the Group facility in excel.

The example below is for CPS. As you can see they have 2 Accounting Authority, which are non-voted.

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To Group the non-voted Accounting Authorities:

- Highlight (using Ctrl-clicking) cells containing the following: "AA191", "AA701".
- Right-click on any of the highlighted cells, then choose Group and Outline > Group
- A new column headed "AA2" will appear. The label Group1 will replace the 2 Accounting Authorities. You can re-name Group 1 to "non-voted" by clicking into the cell.
- To remove the original AA column - drag to the page field above.

The table will then show non-voted expenditure by the control totals.

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Saving the Pivot Table Layout

If you have set up a pivot table that you want to re-use with new data you can save the layout without having to re-do all the dragging and filtering.

- Save the report, which has the pivot table set up.
- Run a new DAR. This should be for the same user selections as were used in the report you have set up already
- Open the saved report and delete the "Data" worksheet.
- Copy the Data worksheet from the DAR you have just run to the saved report. (You can easily copy worksheets by right-clicking on the worksheet tab)

You can now close the newly run report. The following instructions all apply to the saved report:

- Go to the Pivot worksheet, right-click anywhere on the pivot table and choose "Wizard".
- Click "Back" then highlight the new data including columns. Click Next then Finish.

Original Transaction Report (time permitting)

The last report in this session is the Original Transaction Report. This report looks at Plans and Outturn data (Approved Only) and Forecast Outturn data by Month. You can choose to view data, which was loaded in a particular month. You can only view Forecast Outturn data for the current year.

In Users settings you will need to select the Organisation. No other settings are necessary.

Go to the Reports Menu and select Original Transaction Report. In the Report Parameters Box select Plans Outturn and tick the TAGs shown below. Click OK to run the report.

This report, like the Data Analysis Report does not give you the option to run on an 'Excl suppBRC' or 'Incl suppBRC' basis as all TAGS are displayed and you can manipulate the pivot table to display results on either basis.

Click Ok to run the report.

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The report contains two worksheets. The 'Report' worksheet contains all the data that has been brought into the report. The 'Pivot' worksheet allows you to manipulate the data.

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Session on Adjustment Tracking Module (ATM)

This session looks at the process of making changes to budgeting data held on COINS. You will have seen from the reporting session, when departments record data, or make changes to existing data, they do so at the level of SCOA and Programme Object. If you are making changes to existing data you need to know what SCOA and Programme Object the data is held on to make the change. If you are recording new data you may require a new programme object, which will be covered later in the session.

There are two ways of creating adjustments to make changes to the numbers on COINS.

- By creating a load file and then loading the file onto the ATM or
- by creating manual adjustments directly in the ATM.

To create a load file – go the template on the COINS website under Budgeting. A link to the template is below:

http://www.coins.gsi.gov.uk/coins/documents/coins_templates/adjustment_templates_2008_09.xls

The first worksheet gives information on adjustment types etc and also includes information on how to complete the template. The following worksheets are templates for each adjustment type. The example below shows you how to complete the template for a Reserve Claim.

The load file can contain more than one adjustment. We will only be creating one adjustment so we can delete the second adjustment included in the template (from line 21).

```

BEGIN
ADJUSTMENT
ADJUSTMENT_TITL
E
ENTITY_NAME      Test ATM Upload Title One
ADJUSTMENT_TYP  OFT074
E
ADJUSTMENT_TYP  Reserve Claims
BEGIN FIELDS
Description      Test ATM Upload Description
                  One
END FIELDS
BEGIN ATTRIBUTES
END ATTRIBUTES
BEGIN AMOUNT
AMOUNT_TITLE     Budget
Variables        ENTRY_SIGN
Segment         2008-09 2009-10 2010-01 2011-12
BEGIN
JOURNALROW
51112100 (SCOA) JOURNAL P29DEL 1 100 150 0 0
END JOURNALROW
BEGIN
JOURNALROW
31070000 (SCOA) JOURNAL P29DEL 1 -100 -150 0 0
END JOURNALROW
END AMOUNT
END ADJUSTMENT

```

Department should name the adjustment so they can identify it
This should be the organisation i.eOFT074
The adjustment type which in this example is Reserve Claim

Departments should provide enough information so their Spending Team will know what the adjustment is for.

The load file should be re-named and saved as a CSV file to your desktop.

Files are loaded in the Adjustment Tracking Module where budgeting data (Plans / Outturn) are updated. When you log onto the Adjustment Tracking Module (ATM) you will need to select the Entity. Double click in the entity Box and select 'Office for National Statistics'.

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On the left hand side of the screen are the adjustment types:

- Transactional Adjustments which change number and
- Non-Transactional Adjustment for structure changes (new Programme Objects requests etc)

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The statuses of the adjustment are also shown on the left side of the screen. By clicking on the icon next to the adjustment you will see the status of the adjustments currently on COINS. Against the Reserve Claim adjustment type all 5 statuses are shown. A description of each status is shown below:

- **Draft:** An adjustment that has been created by a department. Departments can edit and change the adjustment whilst it is in this status.
- **Submitted:** Once departments are content with the adjustment they submit the draft data to HM Treasury for approval. (Departments cannot make further changes to the adjustment).
- **Approved:** If Spending Teams are content they approve the adjustment.
- **Rejected:** If Spending Teams reject an Adjustment it will now be available for amendment/submitting or deletion by the department.
- **Deleted:** The adjustment has been deleted by the department and cannot be accessed for amendment/correction

To load a file onto the ATM

Click on 'Load' and then 'adjustments from file'. Go to your desktop where you have saved the load file, and double click to load.

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When the file has loaded successfully the following message will appear. Click ok.

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To see the adjustment you have loaded click on the icon next to the adjustment type (Reserve Claim). Then click on 'draft'. All draft adjustments will appear on the right hand side on the screen. Double click on the adjustment, which you just have loaded.

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- **Title:** This is the title you gave the adjustment in the load file.
- **Description:** You would have completed this in the load file so your Treasury Spending Team understands what the adjustment is for.
- **Reason:** This is where Spending Teams explain why they have rejected the adjustment.
- **Chief Secretary Ref no:** This is a mandatory field for Reserve Claims and does not appear in any other adjustment. Departments will need to include the Chief Sec Ref No. (Usually date of agreement) confirming that it has been agreed.

Departments can attach a document if they wish by clicking on the 'attachment' menu button.

The tab for **History** will tell you when the adjustment was created (draft), when it was submitted to your spending team and when the adjustment was approved or rejected by the spending team. If the adjustment has been rejected the department will be able to amend the adjustment and resubmit again.

Attributes TAB shows you the years the adjustment is valid for.

The **Properties** TAB is empty and does not contain any information.

The **Budget** Tab is where you make changes to the Budgeting data held on COINS.

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Whilst the adjustment is in draft status departments can make changes to the adjustment. If the SCOA code is wrong it can be changed by double clicking in the cell. The select member box below will appear and the correct SCOA can be selected. Departments can do the same to change the programme object by clicking in the PO under Segment. The numbers can also be changed by double clicking in the cell.

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If departments want to add or delete rows they should click on Journal and either Add journal – which will give them a blank line. Or highlight a row and click on Delete selected.

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Departments can:

- Save the adjustment which will save any changes made but leave the adjustment in draft status by clicking the Save button.
- Submit the adjustment for approval by their Treasury Spending Team, by clicking Submit, then Save.
- Delete the adjustment if they decide they will not be submitting the adjustment by clicking Delete then Save.
- Cancel any edits they have made by clicking the Cancel button.

Before submitting the adjustment we recommend departments run reports to check the adjustment does what is intended. Some of these reports will be covered later in the session.

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Manual Transactional Adjustments

To create an adjustment in the ATM highlight the Adjustment type you want. Then click on the icon below or click ‘Adjustment’ then click ‘create new’.

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You will need to complete the following in the Details Tab

- **Title:** This is what you want to call the adjustment.
- **Description:** so your Treasury Spending Team understands what the adjustment is for.

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As this is Machinery of Government change the adjustment will have TABs for both Outturn years and Budget years. Click on either of the TABs.

To create a journal line click ‘Journal’ and click add journal’.

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A blank journal line will appear.

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Departments will need to select the correct Account code and Programme Object combination to use. Account Codes and their TAGS can be found in the Variable Dimension of the [Outline Report](#) and Programme Objects and their TAGS in the Segment Dimension.

When you have decided the correct Account Code and Programme Object to use you need to put this into the journal line.

Double click on ‘select Member’ and a pop up box will appear (see above). All the Account Codes are held within the ‘Trial Balance’. To select the Account Code you want either click on the + at the side of ‘Trial Balance’ and you will see the Account codes split into various categories. You will need to keep clicking on the + to fully open the category you want and drill down to select the Account Code. You can also use the ‘Find’ button.

Do the same to select the Programme Object you want by clicking in the Segment NA cell. CPID is where you say which department the transfer is with. Double click in the cell and a list of CPIDs for all departments will appear. Highlight the department that the transfer is with and click ok. We have selected ILR041.CPID.

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Add as many journal lines as required for the transfer. When all selections have been made you should create a line to balance the journal. You should use the SCOA code for Net Parliamentary Funding – 3107000. In Segment you can use any Programme Object you have included in the journal. The CPID for the balancing line should be your own department. So we will select OFT074.CPID as in the example below.

If you have created your journal rows in the Outturn TAB use the ‘Copy right’ facility to copy your journal rows to the Budget TAB. If you have created your journal rows in the Budget TAB use the ‘Copy Left’ facility to copy the journal rows to the Outturn TAB.

Click on Journal then either select ‘Copy Right’ or Copy Left’. The journal rows you have created will be copied to either the Outturn or Budget TAB. You can then put in the figures for all years of the MOG transfer. Double click in the box below the year you want and type in the amount. For negative numbers put a minus (-) in front of the amount. You will need to do this for both the Outturn and Budget TABs.

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You can Save the adjustment or Submit the adjustment. Before submitting the adjustment we recommend you run reports to check the adjustment does what you intend. You would have seen from the Budget Boundary report you ran earlier that you can run a report which shows your data in draft, submitted and approved statuses to see the overall effect of your adjustments. There are also some reports in the ATM you can run to look at adjustments.

One report is the ‘**Adjustment Report excel**’. Save your adjustment and highlight the adjustment as shown below.

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Go to Reports then click ‘Adjustment Report excel’. You will have the option to run on an

- **Exc suppBRC** basis – currently for consistency with 2009/10 Estimates or
- **Inc suppBRC** basis – currently for consistency with 2010 Spring publications e.g. Main Estimates

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When the report returns you will be able to see whether your adjustment looks correct. As you can see from the report below Columns C, D and J refer to the SCOA. Columns F, G, H and I are about the POs. The SCOA is consumption and PO tags are for Admin and DEL. Therefore the SCOA and the PO tags are compatible. This report also tells us the transfer is going from OFT to HMRC (column E) and it is for Admin. Row 44 shows that DEL admin has been reduced for all years.

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If the adjustment is correct you can submit your adjustment.

Submitting Adjustments

Double click on the adjustment, and click the Submit button. You will be asked if you are sure you want to submit the adjustment. Click ‘yes’. When the journal returns to the details TAB you need to click the ‘save’ button.

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The status of the adjustment will now be shown as ‘submitted’ under Machinery of Government Changes. Although departments will be able to see the adjustment they can no longer amend the adjustment. Once an adjustment is submitted an email is automatically generated to the Treasury Spending Team. The Spending Team will then need to look at the adjustment and decide whether the adjustment should be approved or rejected.

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Approving Adjustments

Before approving adjustments spending teams need to check that the adjustments are correct. They can run the Budget Boundary report if they want to see how the adjustment would affect the control totals by selecting submitted and approved adjustments. They can also run reports in the ATM to see if the correct SCOA/PO has been used, and if a Budget Cover Transfer or Machinery of Government change, that the CPID have been used correctly. The ‘Adjustment Report excel’ can be used to check individual adjustments.

Spending Teams should aim to approve / reject adjustments within 2 days of the adjustment being submitted

To approve an adjustment click on the icon at the side of the adjustment type you want to approve. Click on ‘submitted’ and on the right-hand side of the screen the submitted adjustments will be shown. Double click on the adjustment you want to approve.

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Click the Approve button. You will be asked if you are sure you want to approve the adjustment. Click ‘yes’. When the journal returns to the details TAB and you need to click the ‘save’ button.

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The status of the adjustment will then change to Approved.

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Rejecting Adjustments

If Spending Teams want to reject an adjustment they should put the reason why the adjustment is being rejected in the ‘Reason’ section of the details TAB. They should also be in dialogue with their department so their department are aware that an adjustment has been rejected. Click on the Reject button. You will be asked if you are sure you want to reject the adjustment. Click ‘yes’. When the journal returns to the details TAB and you need to click the ‘save’ button

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The status of the adjustment will then change to Rejected.

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Amending Adjustments

If a Spending Team rejects an adjustment it will become available to the department to amend / resubmit or delete. To amend a rejected adjustment, click on ‘rejected’ to show all rejected adjustments for that adjustment type, then double click the adjustment you want to amend.

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Click Amend. You will be asked if you are sure you want to Amend the adjustment. Click ‘yes’.

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The adjustment is now in draft status. You can edit / submit / save or delete the adjustment.

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Reports

There are a number of reports in the ATM you can run to help you check your adjustments. We have run the Adjustment Report Excel, which looks at one adjustment. If you want to look at all your adjustments that are in Draft status for example you can run the Advanced Adjustment Search Report. Go to Reports then click on Advanced Adjustment Search Report.

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- Basis – select Exc suppBRC for consistency with 2009/10 Estimates
- Adjustment type - Select All adjustment types.
- Adjustment status – Select draft
- Organisation – You can leave this blank if you want the report to include all draft adjustments for all departments you have access for.
- Adjustment ID –We want to see all so no selection.
- Accounts – We want to see all so no selection;
- Account TAGS – We want to see all so no selection;
- Segment TAGS– We want to see all so no selection;
- From / To – no selections;
- Change Status between – no selections.

The layout of this report is the same as the Adjustment Report Excel but will contain all draft adjustments for your department(s).

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Non-Transactional Adjustments - Structures changes

There are 13 non-transactional adjustment types. The 7 below are the ones departments need to create and submit on COINS for approval by HMT Spending Teams. A brief description of each of these adjustment types is given below:

New Programme Object Request	This allows you to submit a request to create a new programme object for a new activity. If a new estimate line is also needed the department should complete the <u>Estimate Line Change Request</u> first. On creation an ID number will be generated and this should be included in the new Programme Object request adjustment. If the New Programme object is voted departments should ensure that all the Estimate TAGs are completed. The attributes tab has been expanded to include Clos Line Estimate (for current year) and Clos Line Estimate (for next year). These fields should also be completed as all programme objects (voted and non-voted) will need to be mapped to Clos Estimates.
Programme Object Change Request	This allows you to change the Alias of an existing Programme Object or change some of the TAGs. The attributes tab has been expanded to include Clos Line Estimate (for current year) and Clos Line Estimate (for next year).
New Estimate Line Request	This allows you to create a new estimate line. In the Comment box please specify the line number you want the estimate line to be. (This tag will be used to produce Estimates during 2010/11 it will then be replaced by the new Line tag which be used to produce the 2011/12 Main Estimates. The EL tag will be removed from COINS during the annual rollover in 2011.)
Estimate Line Change Request	This allows you to change the description of an Estimate line. (This tag will be used to produce Estimates during 2010/11 it will then be replaced by the new Line tag which be used to produce the 2011/12 Main Estimates. The EL tag will be removed from COINS during the annual rollover in 2011.)
Request for Resources Change	This allows you to change the short description and ambit of the Request for Resources (RFR). (This tag will be used to produce Estimates during 2010/11. The tag will be removed from COINS during the annual rollover in 2011.)
New Line Request	This specifies the Line number the Programme Object should be mapped to in the Estimate tables. (Line numbers will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

Line Change Request

This allows you to change the description of a Line number. (This will be implemented for the production of 2011-12 Main Estimates but will be available for the dry run of the Estimates during 2010).

Creating a New Programme Objects Request

To create an adjustment. Highlight the adjustment type you want then click the icon below.

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Departments should complete the Details TAB as indicated below:

- Title – Departments should give the adjustment a name so they can identify it.
- Code – Unique code for the Programme Object (PO). Pos are normally 8 characters long. Departments need only provide the last 5 characters, which must be unique. The first 3 characters are unique to a department, for example all POs for OFT will start will start with P29.
- Comment – Explanation of why a new Programme Object is needed.
- Description [*original redacted as exempt under s43 FoIA and alternative substituted*]: – Long description of the new Programme Object.
- Existing PO Group – If you are adding the new Programme Object to an existing group click the ‘dropdown’ arrow to display all existing groups. You will need to ensure that you select the correct group for your entity.
- New PO group – If you want to create a new group for the Programme Object then you should include the new Programme Object Group and the Alias for the group.
- Adjust ids New EL Line Requests – This field should be completed if the new Programme Object requires a new Estimate Line. Departments will first need to submit the New EL Line Request Adjustment and insert the EL id number here.
- Net Subhead – If this is a Net Subhead departments’ should click the ‘drop down’ arrow and select ‘yes’.

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The History TAB will tell you when the adjustment was created (draft), when it was submitted to your spending team and whether the adjustment has been agreed or rejected by the spending team. If the adjustment has been rejected the department will be able to amend the adjustment and resubmit again.

The Properties TAB is empty and does not contain any information.

In the Attribute TAB departments should select the TAGS they want assigned to the new Programme Object. Click on each attribute and a drop down list will appear. You should then click on the attribute tag you want. You should complete the tags for CLOS Estimate lines (current and next year) so the programme object can be mapped for the dry run of Estimates during 2010. Please not the SBI tag will last be used in the 2010 Spring publications. It will not be needed after this time and will be removed from COINS during the annual COINS rollover in 2011. The Activity tag will also last be used in the 2010 Spring publications however, this tag will remain on COINS and enable departments to assign to programme objects to an activity if they wish (the field will not be mandatory).

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Saving New Programme Objects Requests

If you do not wish to submit the new programme object at this time or are waiting for more information you can 'save' the adjustment.

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If you save the adjustment it will appear in 'draft' and be given a unique ID. Double click on the adjustment to edit or submit.

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Submitting New Programme Objects Requests

If you wish to submit the new programme object adjustment click the 'submit' button. A window will appear asking if you are sure you want to submit the adjustment, click ok and then click the 'save' button.

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Once the adjustment has been submitted the status will change to 'submitted'.

Agreeing New Programme Objects Requests

Spending Teams need to agree new Programme Object requests and check that the attributes the department has selected are correct. If Spending Teams are unsure whether an attribute is correct they should speak to the department to get more information and if necessary seek advice from the GEP Classification Branch.

Spending Teams should aim to agree / reject adjustments within 2 days of the adjustment being submitted.

If Spending Teams are content they should click the 'agree' button. A window will appear asking if they are sure they want to agree the adjustment. Click ok, then click the 'save' button

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Rejecting New Programme Objects Requests

To reject an adjustment spending teams should click 'reject'. A window will appear asking if they are sure they want to reject the adjustment, click ok. Then click the 'save' button.

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The adjustment will then appear rejected on COINS.

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Amending and Deleting New Programme Objects Requests

If a department wants to 'Amend' or 'Delete' a rejected adjustment they should click on 'Rejected' to see all adjustments rejected under a particular adjustment type.

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On the right hand side of the screen they can double click on the adjustment they want to Amend or Delete.

To 'Amend' a rejected adjustment departments should click 'Amend' and they will be able to make changes and resubmit the adjustment for agreement by their spending team. If a department decides that the adjustment is not needed they can delete the adjustment.

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Creation of Structure Changes by CSM

COINS has to 'shut down' to allow CSM to action most non-transactional adjustment. Dates of planned shutdowns can be found in column D of the Integrated Financial Information and Monitoring Timetable 2007-09. See link below. Adjustments must be approved by spending teams Midday, the day before a scheduled shutdown, http://www.hm-treasury.gsi.gov.uk/psd/key_dates/calendar_home.htm.

Departments should check the Segment Dimension of the Outline Report (link below) following COINS 'shut downs' to confirm that their non-transactional adjustment have been actioned. http://www.coins.gsi.gov.uk/SDS/static_reports/outline_indent.xls.

Non-Transactional Adjustments – Descriptions

The non-transactional adjustments listed below are used to make changes to descriptions. These adjustments are automatically created and are used to edit the descriptions. If for example a new Estimate Line is created an 'Estimate Line descriptions', will automatically be created for the new Estimate Line. Departments should note when they wish to edit a description they must firstly change the Entity to **Organisation N.A.** When the amendment has been made the user must remember to save the change, as there is no submit or approval process for these adjustments.

Request for Resources Descriptions
Estimate Line Description
Activity Description
Estimate Body descriptions

Please note the following:

- Request for Resources Descriptions, Estimate Line Description and Activity Description will last be used to produce Estimates during 2010/11. These descriptions will be removed from COINS during the annual rollover in 2011.
- Supplementary Estimate Line Description and Supplementary Request for Resources Descriptions adjustment types are no longer in use. They will be removed from the ATM in due course.

Step-by-step guide for the Estimate Body Description

Click on Organisation and change the organisation to Organisation N.A.

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As you will see there are adjustments are for Last year, the Current year and Next year. Current year adjustments (which have no suffix – e.g. ME05) are used to produce Supplementary Estimates during the year. Next year adjustments (with the suffix "_next-yr") will be used for the Vote on Account and next year's Main Estimates publications. Please do not amend descriptions for last year. You will see adjustments for all departments so please make sure that you select the correct adjustment for your department. Double click on the adjustment you want to edit.

You will see there are a number of lines within the adjustment that departments should not change. To edit either the Department Accounting for ME or Accounting Officer, double click in the line and edit the text.

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The Adjustment can then be saved. Click the save button. There is no submitting or approval process for this type of adjustment.

The history tab gives details when the adjustment was edited. The Properties and the Attributes TAB are empty.

Reports

We have only covered 2 of the reports in the ATM but there are other reports available to help you check the quality of your data. Guidance for these reports can be found on the COINS website within the COINS User Guide. Link below:

<http://www.coins.gsi.gov.uk/coins/userguide.html>

A brief description of what the reports do is below.

- **Adjustment Report** EXCEL / HTML / PDF – allows you to view a single adjustment. You will be able to see the organisation, account, programme object and CPID (where applicable). The budget classification of the account, and the budget category and budget boundary of the programme object are also shown. The reports also shows the overall impact of the adjustment on various aggregates and control totals
- **Advanced Adjustment Search Report** – Allows you to view a selection of, or all adjustments in the ATM. You will be able to see the organisation, account, programme object and CPID (where applicable). The budget classification of the account, and the budget category and budget boundary of the programme object are also shown. The reports also shows the overall impact of the adjustment on various aggregates and control totals
- **Adjustment Warnings Report** – Indicates where Programme Objects and SCOA tags are incompatible.
- **Archived Adjustment Search Report** – Allows you to view a selection of, or all approved adjustments in the ATM in previous years (these are archived, so no longer visible within the ATM). This gives the same level of detail as the ‘Advanced Adjustment Search Report’ above.
- **Adjustment Analysis Report** allows you to view adjustments in a pivot table format. You can select adjustments by type, status, budget boundary and category.
- **Adjustment History Report** – shows the history of a single adjustment with the same detail as the ‘Advanced Adjustment Search Report’. This report includes a separate version of the adjustment each time the adjustments is saved or if the status of the adjustment changes.
- **PO Request report (With warnings)** – Indicates if the combinations of TAGS selected for the Programme Object are incompatible.
- **Request Adjustment Search Report** – Allows you to view some or all structure adjustment by status. I.e. New programme Object requests.
- **Descriptions** – You can run separate reports to view Request for Resources, Estimate Lines and Activity descriptions. The report contains description for all departments and includes descriptions for Last year, This year and Next year. Please do not run the report selecting ‘Supplementary Request for Resources or ‘Supplementary Estimate lines’ as the report will contain old data. These will be removed from the ATM shortly.

ESTIMATE SESSION

Practical Examples

We will look at a department, which will involve the use of various reports, to show how data from them can be compared with the Estimates and Budgetary framework. The same department and period will be used throughout all examples.

Purpose

- To better understand how the Segment, Variables and Organisation dimension all inter-relate to one another;
- To gain an appreciation of how the data is constructed and the implied relationships; and
- To take the data at 'lowest' level, i.e. raw data from a Data Analysis report and be able to re-construct key control totals in the Estimates and Budgetary framework, understanding how it's all 'made-up'.

The following reports will be used in these examples. They can be found by going into the CIM.

- Main Estimate Report;
- Estimate Subhead Detail; and
- Data Analysis Report.

SESSION 1: Running a Main Estimate Report

On logging into the CIM ensure that your user settings in the CIM are set to

Organisation: Office for National Statistics under Organisation

Version : Plans Outturn;

Time : 2009-10;

Variables : “Redacted as exempt under s43 FoIA”

Reporting : Plans Approved Total

CPID : CPID Total;

Analysis : Analysis.NA

Segment : ME45 Office for National Statistics

Now, run the Main Estimate for ONS by selecting **Reports>Published Reports>Main Estimates**. Ensure you select the following options:

- **Time** – 2009-10
- **Status** – Approved only
- **Tables** – Part II Subhead detail

Diagram below shows data in the Part II: Subhead detail table in the Main Estimates.

The screenshot shows an Excel spreadsheet with the following data:

Part II: Subhead detail										2008-09 Provision		2007-08 Outturn					
Resources										Capital		Net Total					
2009-10 Provision										Non-operating		Resources					
Admin	Other Current	Grants	Gross Total	A in A	Net Total	Capital	A in A	Net Total Resources	Net Total Resources								
1	2	3	4	5	6	7	8	9	10								
RFR 1: To promote and safeguard the production and publication of official statistics that serve the public good										15,000	15	217,065	172,088				
Spending in Departmental Expenditure Limits (DEL)																	
<i>Central Government spending</i>																	
A	Administration	- 247,876	-	247,876	35,000	212,876	15,000	15	217,065	172,088							
Total for Estimate:										15,000	15	217,065	172,088				

This screenshot shows the sheet Ila, which equates to the Part II subhead detail table.

SESSION 2 Estimate Subhead detail comparison

For this exercise we will look at Approved Plan data, for the same period as the previous examples, together with forecast outturn submitted data.

Objective: To show what Programme Objects make up the sections (Estimate Lines) in a Main Estimate Part II: subhead detail. This example shows you can compare the data in the Estimates Subhead Detail Report to that in the Data Analysis, Budget Boundary and Main Estimates.

The data in the Estimates Subhead Detail Report is modeled after the Part II subhead table in Main Estimates. Departments and Spending Teams can see how their Estimates tables are made up by individual Programme Objects, or by Programme Groupings.

To run this report changes the segment on the User Settings to **ME Statistics Board** and then select **Reports>Plans & Outturn>Estimates Subhead Detail**. Ensure that you select the following options:

- **Time>** 2009-10
- **Version>** Plans
- **Status>** Approved Only
- **Compare with>** Forecast Outturn (submitted)
- **Group By>** Programme Groups (check this box)

By expanding the information you will see the breakdown of data at Programme Objects level. You can compare the data in each column in this report with those in the Part II: Subhead detail table in Main Estimates.

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Diagram above shows the Estimate Subhead detail report relating to Approved Plan data.

It is, of course, possible to run this report **before** data is approved, to see the impact of proposed changes on the Estimate. Simply alter the parameters setting to:

- **Time**> 2009-10
- **Version**> Plans
- **Status**> Approved, Submitted and Draft
- **Compare with**> Forecast Outturn (submitted)
- **Group By**> Programme Groups (check this box)

By including both **Approved** and **Draft** data in the status field, this report can therefore be used to check adjustments before you **Submit** them.

Comparing Forecast data with Plans

Also, when you have submitted forecast data, you can run this report to compare their forecast data against planned data. This should highlight any discrepancies in the data within your data e.g. if a forecast for spending on administration or Grants is more than the amounts in Plans approved. This could indicate that a change in spending is required or a request for a Supplementary Estimate.

You can also compare the data from this report to that in the Data Analysis Report. By including Segment in the Pivot Table after the Category tag, you will be able to view data at the Programme Object level. The data shown at that level is the same as in the Part II Subhead detail table.

SESSION 3: Using the Data Analysis report to reveal data behind the Estimate

The objective of this exercise is to manipulate the pivot table in the Data Analysis Report (DAR) and show Approved DEL figures.

Objective: To recreate DEL figures in a Data Analysis Report, and compare them with figures in an Estimate.

To locate the Data Analysis Report go to:

- **Reports>Data Analysis Report**

In the parameters selection box (on the left hand side) select:

- **Version** (as selected)
- **Variables** All
- **Reporting** (as selected)
- **Time** All
- **Analysis** All
- **Segment** All
- **CPID** All

On the right hand side of the selection box tick **Variable TAGs** and **Segment TAGs**.

The Data Analysis Report will now appear with a pivot table on the second tab. Only a few tags will show up at the top of the pivot table. In order to view more tags, right click on the pivot table, select 'wizard', then 'Layout'. Drag the tags, which you would like to see on the pivot table from the right to the diagram on the left, select 'Ok', then 'finish'.

These are the tags you will have to select, in order to see DEL Consumption data on the pivot table:

- **AA**
- **Budget Boundary**
- **Budget CAP/CUR**
- **Category**
- **NAC**

We will recreate DEL figures in the pivot table for:

- Near Cash
- Non-Cash
- Capital; and
- The Part II subhead detail table.

[DEL Near Cash \(2009-10 only\)](#)

Move the tags around to line them in the following order of columns:

Budget Boundary **Budget CAP/CUR** **Category** **Segment** **Variables** **NAC** **AA**

Set the tags to the following options:

- **Budget Boundary** – DEL
- **Budget CAP/CUR** – B-CON
- **Category** – GCA, NCA, Prog
- **Segment** – deselect ME RfR input, Operating CFERS and Segment N/A

To remove sub totals 'double click' into Segment, Variables, and NAC, and in the 'Pivot Table field' window, select 'None' then 'OK'

ONS's totals for near cash DEL for the Plan years (2008-09, 2009-10 and 2010-11) can be seen and checked.

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Instead of running another Data Analysis Report from the CIM, you can insert a new worksheet in the Excel file. Now copy and paste the pivot table into that new sheet. Rename the pivot table to Near Cash.

[Non-Cash \(2009-10 only\)](#)

Insert a new spreadsheet into the excel file and rename it Non-Cash. Copy the data from the Near Cash sheet into the Non-Cash sheet. Change the Budget CAP/CUR to B-NCH.

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[Capital](#)

Insert a new spreadsheet into the excel file and rename it Capital. Copy the data from the Non-Cash sheet into the Capital sheet. For Capital the Budget CAP/CUR should be set to B-CAP. The total DEL Capital can be seen across all the Plan years.

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The Part II subhead detail table

The objective of this exercise is to manipulate the pivot table in the Data Analysis Report to show the same data as that which appears in the published Main Estimates.

Copy one of the previous sheets into a new sheet. Name it 'Part II'. Edit the tags in the pivot table to appear in the following order:

ME Budget Boundary EL E-CAP/CUR Category Budget CAP/CUR NAC AA

The settings should be:

EL – EL01

E-CAP/CUR – just omit E-CAP

Budget CAP/CUR – just omit (blank)

AA – only select AA101 to get voted data.

You should see that the total amount is for £ 212,876 the amount in the Part II table.

Diagram below shows the Data Analysis Report.

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www.coins.gsi.gov.uk

Forecast Outturn process

This session will look at the process of creating a forecast outturn load file, loading the file using the Data Load Module (DLM) and submitting the data using the Coins Input Module (CIM).

You will each have been given individual User Ids and passwords.

Creating the load file

The Load file template can be found on the COINS website at the link below:

http://www.coins.gsi.gov.uk/coins/documents/coins_templates/08_09_detailed_fo_load_format.xls

The screenshot below shows a template for the file to be loaded into COINS. Row 1 is an optional header row and may contain any text you wish.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Organisation	Variables	Segment	April	May	June	July	August	September	October	November	December	January	February	March	
2	ABC999	81230000	P99A1000													
3	ABC999	81230000	P99A1001													
4	ABC999	81230000	P99A1002													
5	ABC999	81230000	P99A1003													
6	ABC999	81230000	P99A1004													
7	ABC999	81230000	P99A1005													
8	ABC999	81230000	P99A1006													
9	ABC999	70102000	P99A1000													
10	ABC999	70102000	P99A1001													
11	ABC999	70102000	P99A1002													
12	ABC999	70102000	P99A1003													
13	ABC999	70102000	P99A1004													
14	ABC999	70102000	P99A1005													
15	ABC999	99999000	P99A2001													
16	ABC999	88880000	P99B3214													
17	ABC999	77770000	P99C1000													
18	ABC999	77770000	P99A1001													
19	ABC999	66660000	P99Z9999													
20																
21																

Column A contains the Organisation code of the Parent department that the data relates to. Although NDPBs and PCs have their own Organisation code all data must be recorded using the Organisation code of the Parent department. Column B contains the SCOA and Column C the Programme Object. (PO) Columns D to E are to record the data over the twelve months in £'000s. You should include zeros against months where there is no data to record but you should not include rows, which are wholly made up of zeros. Please note that cells should be formatted to 'general' so no commas are generated in the figures.

The Outline report (link below) should be used to select the SCOA codes and POs to complete the template. SCOA codes can be found in the Variable dimension and POs in the Segment dimension. Please note you should only select POs for the department you have been allocated.

http://www.coins.qsi.gov.uk/SDS/static_reports/outline_indent.xls

The DLM will only accept files saved in CSV (comma delimited) format. To save as a CSV file go to File, Save as, and select the "CSV (comma delimited)" option from the "Save as type" drop down box. Give the file a suitable name and save to your desktop.

Prior to loading your file in the Data Load Module (DLM) you should check that when you saved your file it has not generated any unwanted commas.

Go to your desktop, right click on your file, click 'open with' then 'notepad'. Below as you can see the file has generated unwanted commas. Please delete these and save the file.

```

,SCOA, PO, 39539, 39569, 39600, 39630, 39661, 39692, 39722, 39753, 39783, 39814, 39845, 39873
NHP903, 31223000, P04R1100, -1145101, -1149340, -1129501, -1133701, -1107221, -1118578, -1124321, -208
NHP903, 41225100, P04R1100, -402800, -399061, -402000, -409200, -427480, -414123, -414600, -414500, -41
NHP903, 41225200, P04R1100, -202100, -201600, -203500, -207100, -215300, -210800, -210980, -210500, -21
NHP903, 41225400, P04R1100, -6741, -7683, -10398, -15722, -8360, -9519, -7946, -7653, -10069, -10000, -10
NHP903, 41225500, P04R1100, -5316, -6577, -19949, -7218, -4976, -12336, -1996, -10583, -27353, -12000, -1
NHP903, 51121100, P04R300, 786295, 787556, 785928, 788197, 785955, 786815, 782975, 791562, 793332, 79297

```

Loading the file in the Data Load Module (DLM)

Log on to the DLM using the User Ids and passwords given to you at the start of this session.

As with all modules in COINS, once you have logged in, ignore all the toolbar and menu options in Internet Explorer and use only those available within the DLM module. All the tasks involved in the process of loading data files into COINS via the DLM are performed in the Data tab. The Structure tab is for administrator use only.

As we go through the processes in the DLM you will notice that the module works in a step-by-step sequence, i.e. the module will not allow you to perform one action until another has been completed. There are five main toolbar buttons we will be using to load the data files in the DLM and you will notice that at this stage only one is enabled – this is the Open File icon used to reference a file.

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When we created the load file we left the header row in the file so you will need to tick the box marked Use Header so COINS will know that this is not a line of data,

To begin the process of loading a data file, click on the Open File icon on the toolbar and select the file you saved to your desktop.

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The Data file Columns section at the top of the screen shows the 15 columns expected.

[You will notice that the following icon is enabled *“Screen-shot redacted as exempt under s43 FoIA”* If for example you have loaded the wrong file you can click on this icon which will clear the data you have just loaded. You will then be able to reload with the correct file.]

In the middle of the screen is the Offsheet dimensions section, which lists the various dimensions within COINS with a series of question marks against each one. This is where you are required to provide the DLM with further information about the data you want to load. You need to load the layout, which selects the current month in which you are loading the data file.

Click on the Load Layout *“Screen-shot redacted as exempt under s43 FoIA”* icons. Ensure you click on the floppy disk icon on the left of the two similar looking icons. The one on the right is for system administrator use only.

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This will bring up the “Select an import layout” window. You will generally only see one layout in the Monthly folder – the one appropriate for the particular month you are working in. Select Forecast Outturn December and click OK.

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Once the layout is selected your DLM window should look something like that shown above. You will notice that the Analyse *“Screen-shot redacted as exempt under s43 FoIA”* button on the toolbar is enabled. This is where COINS checks that the Programme Objects in the load file exists and belong to the Organisation selected and also the SCOA's are valid. The system will take a few minutes to analyse the data file and provided there are no errors, it will come back with a confirmation message.

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If you have errors you will need to correct these in your load file and reload your data and follow the step-by-step sequence below.

Once the Analysing has been completed with no errors we move to the final step of the data loading process.

You will notice that the Start data load “*Screen-shot redacted as exempt under s43 FoIA*” icon becomes enabled. Click it to see Confirm Data Load window.

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Each month we copy across the submitted data from the previous month. When the data is copied over it sits in Draft Status on COINS.

Clear load file target data - As data is copied over each month you will always have data recorded against your Organisation, and various SCOA and Programme Object combinations. This option will replace data against the Organisation, SCOA and Programme Object combinations which are contained in your load file. Data held against other SCOA and Programme Object combinations will remain unchanged,

Clear all accessible data for selected Off members - This option will clear **all** Forecast Outturn data for the current month for every organisation to which you have access before loading the file.

Accumulate: This option will add together data with the same Organisation, SCOA and Programme Object combinations if they are used more than once in your load file. If you do not select accumulate then only data from the last duplicate combination (Organisation/SCOA/PO) will be written to COINS.

NB Please note if you do not select either of the Clear options then the Accumulate option will also cause data from your load file to be *added* to the data already on COINS.

Suppress [*words redacted as exempt under s43 FoIA*] **warnings** – This option should be left blank.

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When you have selected your options click the Run Now button. The DLM will execute the process displaying two progress windows – Clearing Data... then Importing Data... Provided there are no problems, it will come back with the confirmation message below.

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There is no save button in the DLM – the message “Import Complete. No Errors” indicates that you have now completed loading the Forecast Outturn return for your organisation into the Draft area of COINS.

You should now close the DLM.

The data can now be viewed, edited, validated, submitted and reported on using the Coins Input Module.

Coins Input Module

Log on to the Coins Input Module (CIM) using the User Ids and passwords you used for the DLM.

There are two main panes in the CIM. The left hand pane consists of a list of folders containing pre-set views of your data;. The pane on the right is the Working area where information you want to view is displayed.

Just above the Working area and the pane containing the views folder structure are a number of tabs. Those used for Forecast Outturn data are below:

Views - This is the tab the CIM opens on. It is used to view, edit, and run reports on your data.

Validations - This is used to validate and submit your data on COINS to HM Treasury indicating that you are happy and finished with the data for the reporting period.

Status - This is used to check the status of data, i.e. if the data has been submitted, is it still in draft or is it pending (waiting to be submitted remotely).

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The screenshot above shows the view and folder structure in the Forecast Outturn folder. The folder structure can be opened up by clicking on the + sign to the left of an un-opened folder.

The CIM menu – User Settings

The CIM module has within it a CIM menu. In this menu are options for User Settings, which control how you see the data on screen.

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The majority of the screen shots shown below are taken with the “Display Description *[original word redacted as exempt under s43 FoIA and alternative substituted]*” and the “Suppress missing rows” options selected. This means that they will show the long descriptions rather than codes and will not display rows that contain no data.

User Selections for Forecast Outturn

To select your user selections click on the User Selections *“Screen-shot redacted as exempt under s43 FoIA”* icon on the toolbar to bring up the window below.

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You need to select Organisation whose code was in column A of your loadfile (this must be the parent department), and in the Segment dimension the Programme Objects for your organisation. If you select at the highest level you will see all POs for your Organisation where there is data. All other Dimensions can be ignored.

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Click on “Save” when you have made your selection.

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Forecast Outturn views in the CIM

To see the data you have loaded via the DLM or that which was copied from the prior month’s submitted data double-click on the “Monthly Input – Detailed Submission – Draft” view to display the data in the right hand side pane of the screen.

Alternatively, you can click once on the view you want to open (the view will be highlighted in blue) and then click on the Get data for selected view *“Screen-shot redacted as exempt under s43 FoIA”* button on the toolbar to display the data.

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When the data is retrieved it will appear in a grid similar to that shown below.

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In this view there is a total column – for all 12 months - if you scroll to the right you will see it.

The *[word redacted as exempt under s43 FoIA]* area above the data indicates exactly what data is displayed.

Negative numbers are shown in brackets.

Editing data in Forecast Outturn views

In order to edit data you need to select at Programme Object level. You can do this in two ways.

1 – You can use the User Selections – as outlined above – to select a Programme Object and then refresh the view you are in by either double-clicking on it or by hitting the Get data for selected view “*Screen-shot redacted as exempt under s43 FoIA*” button on the toolbar. Or

2 – You can drill directly into your Programme Object structure by clicking on the Segment dimension member in the [*word redacted as exempt under s43 FoIA*] area. This is shown above by the purple arrow in the screen shot. This will bring up the same window you would find within the User Selections process – an example is illustrated below.

You can either open folders’ to get to the Programme Object you need or use the Find button to search for the Programme Object you want.

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When the data is found you will see from the [*word redacted as exempt under s43 FoIA*] area that it now shows data for a single Programme Object; indicated by the purple arrow in the screenshot below.

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The cells in green can be clicked into and edited. The grey cells contain totals calculated from the data and cannot be edited. Type in or overwrite the figure you want in the cell and then hit the *Return* button on your keyboard or click to select another cell to enter data in.

When you have made the necessary changes, either click on the *Save to database* “*Screen-shot redacted as exempt under s43 FoIA*” button on the toolbar to save your changes and see the effects on the calculated totals in the grey cells. Or move to the Validations TAB, which will ask you if you want your changes saved.

If you have changes to make to the data in more than one Programme Object you will need to select another Programme Object as mentioned above.

Validate and Submit Forecast Outturn data

Before validating and submitting your data make sure you have checked it in the draft views and looked at any reports you wish

Validation performs two final checks on your data prior to submission.

- Your data has not already been submitted and
- You are submitting data for an appropriate department.

Validate

Click on the Validations tab.

Open up the folder structure beneath the Forecast Outturn folder to Forecast Outturn Monthly submission Detailed. In this folder you will find the “Submit Forecast Outturn *Month* – Detailed” validation.

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Double-click on the “Submit Forecast Outturn *Month* – Detailed” validation.

The screen below will then appear. You will notice – as indicated by the purple arrow – that running this validation has reset your Segment dimension selection to “Segment.NA” If you wish to view data in the views or to run reports you will need to go back into the “User Selections” as described earlier and make a selection within your Programme Object structure.

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When the grid is displayed on the right hand side with green question marks beside each of the checks, click on the green tick *“Screen-shot redacted as exempt under s43 FoIA”* (validate data icon) on the toolbar.

If you receive fails in the first line - check that you have selected the correct organisation. If you get fails in the second line it means your data has already been submitted.

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Submit

If you have green passes in this window then to the right of the green tick you will see the Submit *“Screen-shot redacted as exempt under s43 FoIA”* icon has now become enabled. Click once on the Submit button, which will bring up the Confirm Data State Change window.

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If you wish to submit your data click OK – if not click Cancel

Once you click the OK button you will see a message about validating data then a message with a submitting data.

After a few minutes the following screen will appear. The data will now submit remotely. The cogs in the top right corner of the screen will continue to rotate until the data is submitted.

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If you do not close the CIM you will receive the following message when your data has been submitted. Please click OK

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Your data is now in submitted state and is locked off from further change.

If you close the CIM before you receive this message and wish to check the status of your data. Log back into the CIM and click the Status Tab. Click on the + at the side of 'Forecast Outturn Monthly' on the left hand side of the screen. Then double click on Forecast Outturn Month (This will change each month depending on which month's data is being submitted). If your data has been submitted the status will have changed to Submitted. If your data has not yet submitted the Status will show as Pending. See screen shots below. You will not get a message to say your data has been submitted so you will need to keep checking the Status Tab.

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“Screen-shot redacted as exempt under s43 FoIA”

You can find out some more information by right-clicking on one of the cells which say Submitted or Draft and selecting *History* from the pop-up menu – as illustrated below.

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The History window will pop up displaying information such as the username of the person submitting the adjustment., the time and date the adjustment was being submitted remotely (Pending status) and when the data has moved to Submitted status.

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Click Exit to close the pop up box down.

Running reports whilst forecast outturn data is being submitted

Whilst your data is submitting you can run reports or look at views for plan and outturn data in the CIM. Reports that do not select Forecast Outturn data will run faster. If you run a report selecting forecast outturn data (e.g. run the New Budget Boundary report selecting Current Forecast Outturn v Plans) COINS may wait until your Forecast Outturn data had been submitted before running the report. Therefore to allow you best use of the CIM whilst your date is submitting in batch we suggest that any reports you run (including User Settings picked up in reports) do not select Forecast Outturn data.

FURTHER INFORMATION

Go to the COINS Website at www.coins.gsi.gov.uk

The screenshot shows the COINS website interface. On the left is a navigation menu with links: Home, COINS Login, Reporting and Templates, COINS User Guide, Timetable, Training, Forms, Contacts, Links, News Archive, and COINS Users Group. The main content area is titled 'News' and contains three news items:

- 09.04.2009 - Forecast Outturn arrangements for May and June**
On the 8th working day of April, departments to submit final outturn up to March 2009.
On 8th working day of May, if needed departments to submit amendments to final outturn up to March 2009 (to include any year end adjustments).
On the 8th working day of June, departments submit their first forecast outturn for the 2009-10 year, which should include actuals for April and May 2009 and a forecast until the end of the 2009-10 financial year.
The update round to collect data for the Public Expenditure Outturn White Paper (PEOWP) will start with the issue of the PES paper on 12 May. Departments won't be asked to submit adjustments for this exercise until after the annual rollover of the COINS database to make 2009-10 the default financial year, which will take place between 2 to 5 June.
- 17.03.2009 - Redeveloped COINS web site goes live.**
Welcome to the redeveloped COINS Website. The site has been rebuilt to provide more stable pages and clearer structure. Users will find that some files have been re-organised and we have where possible provided documents as PDF files. Please contact Gary Ferrier, the [Webmaster](#), with any issues.
- 28.11.2008 - COINS Training Dates**
Coins Operations have planned training courses for 2009 for new users on Budgeting and Forecast Outturn data which will be held on;

Click on the heading on the left for the information below.

- [COINS User guide](#) contains a step by step guide for updating coins data for Budgeting and Forecast Outturn, Reporting guidance, Recording Guidance etc
- [Timetable](#) – Integrated Financial Information & Monitoring timetable
- [Reporting and Templates](#) – contains Outline report, Published reports and templates for F/O and budgeting load files

- [Forms](#) – Contains New User request forms etc

Departments' first point of contact should be their Treasury Spending Team.

For help on the COINS System and Reports contact the COINS Helpdesk on 270 [redacted] or by email [redacted][@hmtreasury.gsi.gov.uk](mailto:[redacted]@hmtreasury.gsi.gov.uk)

For help on Forecast Outturn data requirements or timetable contact the PSF team on 270 [redacted] or by email at [redacted][@hmtreasury.gsi.gov.uk](mailto:[redacted]@hmtreasury.gsi.gov.uk)