

State Revenues – Rename to Department of Planning and Environment (S-agency)

(i)

BAJ No.	MOG Change	FBP Name	Notes	Due Date
N/A	Rename of S Revenues DPE agency	N/A – Prime Master Data Change	Rename from Department of Planning, Industry and Environment (S-agency). To be implemented by Treasury.	By 9 Feb 2022

State Revenues – Rename to Department of Regional NSW (S-agency)

(i)

BAJ No.	MOG Change	FBP Name	Notes	Due Date
N/A	Rename of S Revenues Department of Regional NSW agency	N/A – Prime Master Data Change	Rename from Regional NSW (S-agency). To be implemented by Treasury.	By 9 Feb 2022

Section 2: Step by Step MOG FBP/BAJ Creation

Steps in creating a MOG Transfer-Out FBP

1. Ensure all program financials are correct
2. Extract or download Trial Balance and Schedules and convert into an FBP upload file.
3. Apply the necessary accounting treatments to convert the Trial Balance into as many Transfer-out files for FBP upload as are required, which may separately include:
 - a. a Transfer-Out FBP file for transferring programs to other agencies
 - b. a Transfer-Out FBP file for transferring entire agencies to other agencies
 - c. a Transfer-Out FBP file for transferring out residual accounts to a new Principal Department
 - d. Balance Trial Balance to Equity Transfer Out account (AQ802020003, movement: MM0606)
4. Provide a copy of the Excel Trial Balance files to the destination counter party
5. Create a new FBP in Prime. For key set up parameters, use:
 - a. FBP name: please use the FBP naming convention set out in Section 1 agency tables
 - b. **Proposal Type: Other adjustment**
 - c. **Proposal Category:** Recurrent including capital (this will ensure capital authorisation limits are also transferred; if this is not the case choose recurrent only)
 - d. **Proposal Classification: Other Adjustment – Machinery of Government**
 - e. Includes capital expenditure component: Yes (for reason given above - this will create a new project with negative capital expenditure when the FBP is approved. See Section 3 for next step.)
 - f. For Estimated Total Cost Sought: Determine capital authorisation limit being transferred. Relevant accounts to examine are Balance Sheet accounts with movement codes MM0020, MM0023, MM0050, MM0051, MM0052, MM0055, MM0061 and MM0066. Enter the negative of capital authorisation limit determined.
 - g. Add all relevant programs in the Budget Designated Program section
 - h. Answer 'No' to the rest of the questions
6. On the financial screen, upload FBP Upload file prepared in step 3
7. Attach documents in the Documents tab and promote the FBP. (Note: information requested in other FBP tabs are optional).

Steps in creating a MOG Transfer-In FBP

1. Refer to Transfer-Out steps above for context, as this is a related activity
2. Obtain the Transfer-Out transaction Excel file, either directly from the transferring counter party,
3. Apply the necessary accounting treatments to convert from a Transfer-Out to a Transfer-in transaction, i.e.:
 - a. Review Trial Balance file received from counter party
 - b. Update to reverse the signage (multiplying values by minus one) and correct for updated Program and ICP codes. Refer to updated Prime Mapping file (see link referred to in Section 4)
 - c. Check for inter-company transactions which may require netting out or recoding
 - d. Replace Equity Transfer Out to Equity Transfer In (AQ802020001, movement: MM0541)
4. Convert Excel file into an FBP upload file – for instructions on how to do this, please refer to the Knowledge Base ([KB0010476](#)).
5. Create a new FBP in Prime. For key FBP set up parameters use:
 - a. For FBP name: please use the FBP naming convention set out in Section 1 agency tables
 - a. Proposal Type: Other adjustment**
 - b. Proposal Category: Recurrent including capital** (this will ensure capital authorisation limits are adjusted; if this is not the case choose recurrent only)
 - c. Proposal Classification: Other Adjustment – Machinery of Government**
 - d. Includes capital expenditure component: Yes (for reason given above. This will create a new project when the FBP is approved. It will also require filling up capital information and location tabs. Refer to Section 3 for next step.)
 - e. For Estimated Total Cost Sought: Enter the capital authorisation limit transferred.
 - f. Add all relevant programs in the Budget Designated Program section
 - g. Answer 'Yes' to 'Ongoing?' (for recurrent FBP only) and 'No' to the rest of the questions
6. On the financial screen, upload FBP upload file created in step 4
7. Attach documents in the Documents tab and promote FBP. Note: information requested in other FBP tabs is optional for the MoG transfer.

The screenshot displays the 'Prime Financial Management' interface. On the left is a navigation menu with options like 'Home', 'Capital', 'Budget', 'Preliminary Proposal', 'Final Proposal', 'Performance Measure', 'Budget Adjustment Journal', 'Budget Proposal Prioritization', 'Budget Proposal Workbench', 'Joint Budget Submission', 'Budget Adjustment Journal Workbench', 'Proposal Monitoring', and 'Reporting'. The main content area shows a form titled 'Please complete the fields below:' with several questions and input fields. A red circle highlights the 'Proposal Category' dropdown menu, which is currently set to 'Recurrent including Capital'. Other visible fields include 'Reference ID', 'Proposed ID', 'Created By', 'Submitted By', 'Agency', 'Cluster', 'Portfolio Minister Name', 'Coordinating Minister Name', 'Proposal Name', 'Publication Name', 'Agency Internal Reference', 'Budget Year', 'Workflow Status', 'Proposed Type', 'Proposal Classification', 'Estimated Total Cost Sought (\$000)', 'Funded through existing budget allocations', 'Protected Items', and 'Election Commitments'.

Steps for creating a BAJ to re-point ICPs to new agency codes:

1. Download Trial Balance
2. Strip back the Excel file to retain only the required rows, removing all accounts not requiring ICP change
3. Change old ICP to the updated ICP codes. Refer to the updated list of ICPs in the Prime mapping file (see link in Section 4)
4. Create a BAJ upload file from the Excel file created as per step 2. Refer to ([KB0010476](#)).
5. Create a BAJ:
 - a. For BAJ name, use the following convention: **“MOG – ICP Change – from xxx to yyy”**
Adjustment Type: Other adjustment
Note: BAJ transactions are only available for 2022-23 Budget year, Forward Estimates and Planning Years. BAJ is not available for current year (2021-22) adjustments. If current year adjustments are required or Budget Control limit changes, please create an FBP.
6. Upload the BAJ file created in step 5 and follow the usual BAJ approval process.

Prime Financial Management

Home | Capital | Budget | Preliminary Proposal | Final Proposal | Performance Measure | Budget Adjustment Journal | Budget Proposal Prioritisation | Budget Proposal Workbench | Joint Budget Submission | Budget Adjustment

Set Up | Existing Budget Control Limits (Latest) | Existing Trial Balance | Financial Adjustments | Revised Trial Balance | Existing Capital Project | Adjusted Capital Projects | Revised Capital Project | Revised Budget Control Limits | Documents

Budget Adjustment Journal [Back] [Next] [Save] [Close] [Help]

Please complete the fields below:

* Agency	Department of Industry	Adjustment ID	9791
* Adjustment Type	<input type="text"/>	Cluster	Industry (GG)
Budget Year	FY 2019-20	Workflow Status	DRAFT
* Adjustment Name	<input type="text"/>	Created By	PRIME-SUP@treasury.nsw.gov.au FMT AgencyAnalyst
* Description	<input type="text"/>	Submitted By	

Section 3: Capital Projects

For FBPs created in Section 2 with a proposal category of recurrent including capital, a capital project will be created once the FBP is approved. Agencies will then be able to adjust projects being transferred out and create the individual projects being transferred in.

MOG Transfer-Out agency

A capital BAJ will need to be created to zero out capital expenditure from projects being transferred out. The newly created capital project with negative capital expenditure is to be offset against the projects being transferred out.

Refer to Prime Knowledge Base article [KB0011237](#) for instructions or further details on how to complete a capital BAJ. The new bulk-upload functionality can be used for this purpose.

MOG Transfer-In agency

Once the FBP created in Section 2 is approved, a capital project will be created in Maintain Capital Projects. This project will then need to be split (using the Split functionality in Prime) into the individual projects being transferred in.

Refer to Knowledge Base article [KB0011237](#) for instructions on how to split a capital project.

The Estimated Total Cost (ETC) of the newly created project will be equal to the sum of the forward cash flows. A data remediation exercise will need to be undertaken to include expenditure spent by the transferring agency and adjust the ETC to reflect the total project cost. This should be undertaken in consultation with your Customer Relationship Lead.

Section 4: References

Links

Link to list of new agency and ICP codes in the Prime Mapping file ([KB0010495](#))

Link to FBP/BAJ upload file templates ([KB0010476](#))

Link to How to Create a Pipe Delimited .txt File ([KB0010562](#))

Link to Capital Projects information materials ([KB0011237](#))