SIMS FAQs – Actuals Collection Module

Who will choose the Chart of Accounts for agencies?

State Finances are the custodians of the Chart of Accounts. Initially you will have the accounts that you have used in the past profiled to your agency. If you need to get your agency profile changed contact State Finances financial.reporting@treasury.wa.gov.au.

How can I see the complete Chart of Accounts?

Select the Chart of Accounts report from the Reports menu and select All in the View parameter.

How can I have more accounts profiled to my agency?

Contact State Finances financial.reporting@treasury.wa.gov.au with details of the accounts to be added.

What happens if I have a negative amount for an account that is not allowed negatives?

If a negative value needs to be entered into an account that does not allow negatives, the first thing to do is look for a similar account that is of the opposite nature (debit or credit) which is usually found on the opposite side of the financial statement. For example, if you have a negative expense, look for a similar revenue account. The amount should be entered as a positive value against the new account. If you believe there is a genuine need to enter a negative value against an account that is not allowed negatives contact State Finances financial.reporting@treasury.wa.gov.au.

Can the columns that are greyed out be changed?

The columns that are greyed out represent CPIDs that are not profiled to the account. If you believe a blocked CPID should be enabled for data entry contact State Finances: financial.reporting@treasury.wa.gov.au.

Can we customise the data entry screen to the agency?

The screen is already customised with a list of accounts and CPIDs that are profiled to the agency and account. The screen also contains functionality that enables you to customise the layout including:

- **Suppress Lines Without Data** which hides rows with zero values.
- **Display Parent Accounts Below** which displays the account and then the parent account below.
- Changing the sort order by clicking the **Account Number** and **Account Title** columns.

Can the upload file have links to other files and formulas?

Yes.

Can the spreadsheet be saved as a CSV file?

The spreadsheet won't upload unless it is saved in a .xlsx format.

Can Submitted data be set back to Draft?

Yes. Treasury can do this. Contact State Finances financial.reporting@treasury.wa.gov.au

Can Treasury see agency comments when the data is in Draft status?

No. The data needs to be submitted.

Can agencies see Treasury comments?

Yes. Treasury comments can be viewed only and not changed.

What is the agency tolerance value that is used in the Variance Analysis screen?

As a general rule all agencies will be set up with a tolerance of $5 million. Contact the SIMS Help Desk sims.helpdesk@treasury.wa.gov.au to enquire about tolerance limits for your agency.

We are a monthly agency. Will we be able to continue submitting data on a monthly basis?

Yes. Monthly data submission will continue as an option.

Can two or more people change Agency data at the same time?

No. If someone is editing agency data on the Financial Statements Data Entry or reviewing data on the Data Review screen then the agency data is locked from editing on both the Financial Statements Data Entry and Data Review screens by other users.