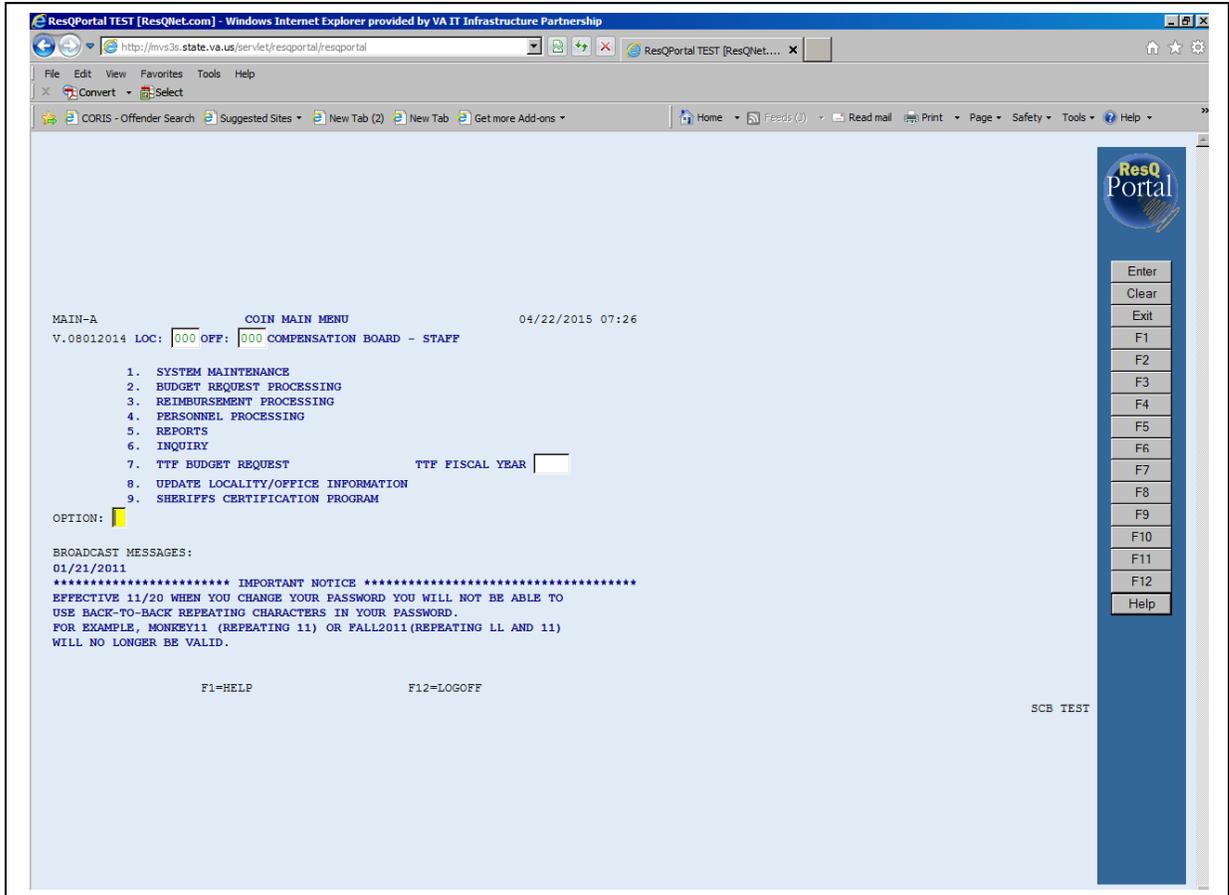
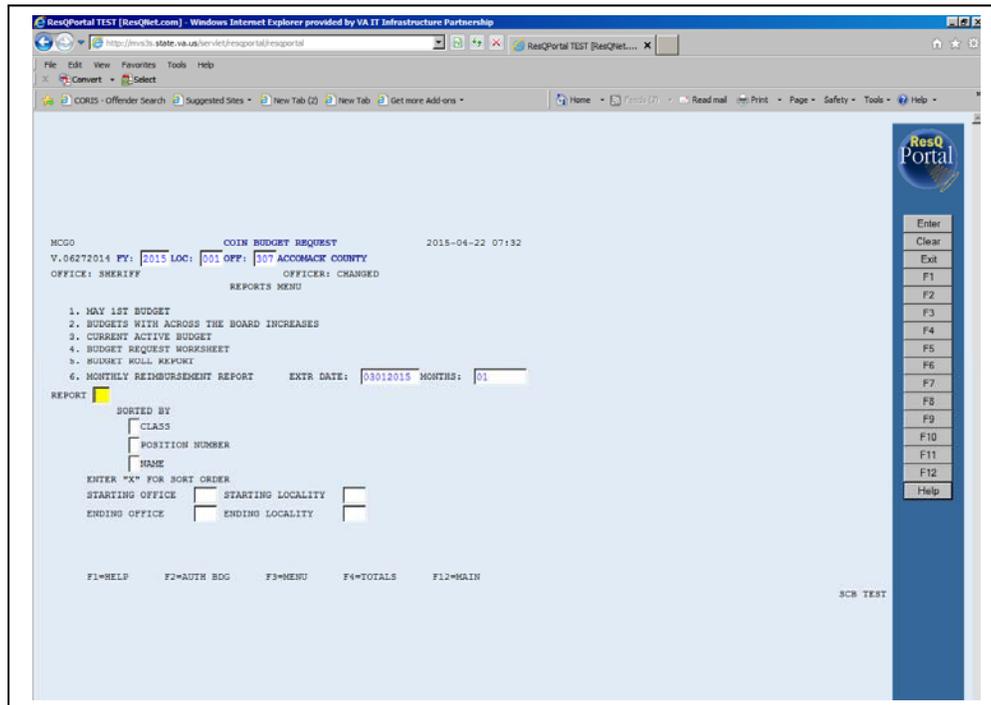


# 1. Main Menu Option #5 Budget Reports



- From the COIN Main Menu, select option 5 (Reports) and depress or click on the 'Enter' key.

## Main Menu Option #5 - Reports

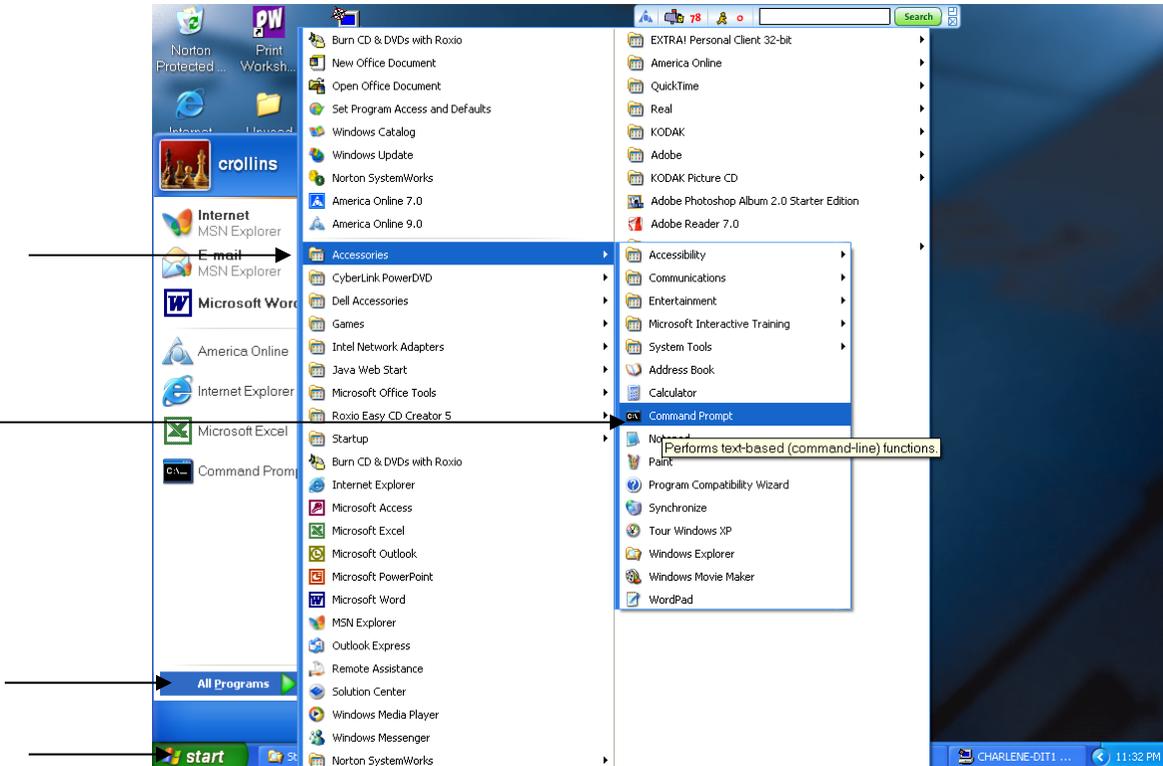


There are 6 reports that are available.

- Option #1 “May 1<sup>st</sup> Budget”- This is the Budget as approved by the Compensation Board during its April board meeting. This is the basis for the budget effective July 1 of that year.
- Option #2 “Budget Report With Across the Board Increases Increase”- This report lists current positions and the salary increase, if any, as provided by the Appropriation Acts. This report is available one month prior to the effective date of the salary increase For example, this report will be updated to show FY17 salary increases effective December 1, 2016 in November, 2016.
- Option #3 “Current Active Budget”– This is the historical budget report, listing all changes to your budget since it went into effect.
- Option #4 “Budget Request Worksheet”- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.
- Option #5 “Budget Roll Report” – This is the Budget as it went into effect on July 1. This could differ from the May 1<sup>st</sup> Budget.
- Option #6 “Monthly Reimbursement Report” – This reports list all line items for a specified month’s reimbursement.

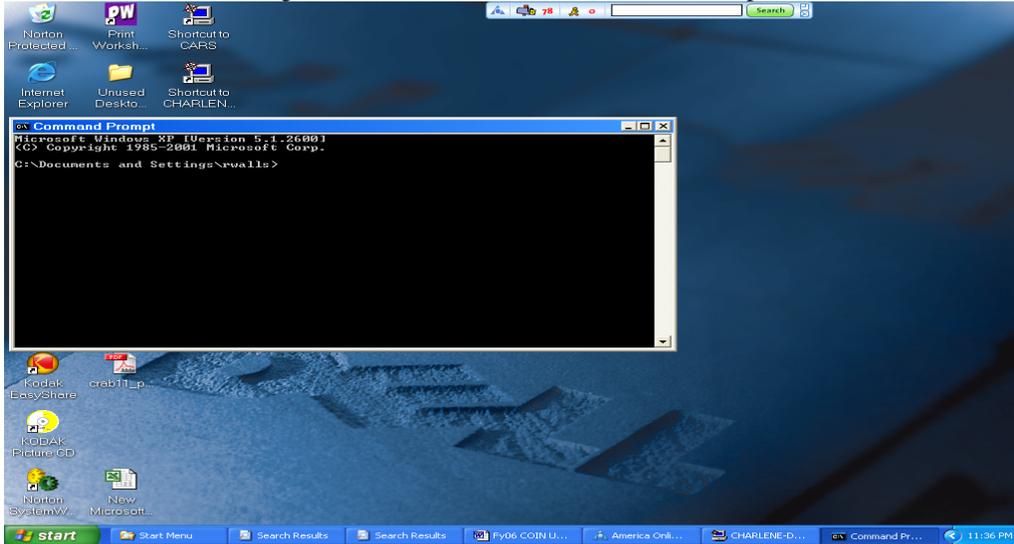
Enter the desired option along with the desired sort sequence, if no sort sequence is specified the Budget Report will be printed in Class Code order. Governing Bodies will have the ability to request a Budget Report for each office in their locality. You will need to enter the Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office type in your locality i.e. 307-Sheriff/Supt, 717-Director of Finance, 771-Commissioner, 772-Commonwealth's Attorneys, 773-Clerk, 774-Treasurer.

## 2. Download Instructions



## Download Instructions

1. Click “Start” – “All Programs” – “Accessories” – “Command Prompt”



2.- TYPE: **ftp** Press the “ENTER” key

## Download Instructions

3. -TYPE: **open ditmvs2.state.va.us** Press the “Enter” key
4. -USERNAME: If you don’t know the firewall Username, please **contact your technician for the logon** Press the “Enter” key
5. -PASSWORD: If you don’t know the firewall Password, please **contact your technician for the password** Press the “Enter” key
6. -TYPE: **user (lowercase)** Press the “Enter” key
7. -USERNAME: **Type your COIN Userid (lowercase)** Press the “Enter” key
8. -PASSWORD: **Type your COIN password (lowercase)** Press the “Enter” key
9. -TYPE: **get** Press the “Enter” key
- 10.-TYPE: **‘scb.prod.coin.1001.o773.bud51.rtf’** (example for locality 001, office 773)  
Press the “Enter” key  
(lowercase with single quotes, lowercase L followed by locality code.lowercase O followed by office code.bud51.rtf)
1. The file to download for option 1 is ‘scb.prod.coin.lxxx.oxxx.bud51.rtf’
  2. The file to download for option 2 is ‘scb.prod.coin.lxxx.oxxx.abudget2.rtf’
  3. The file to download for option 3 is ‘scb.prod.coin.lxxx.oxxx.budget2.rtf’
  4. The file to download for option 4 is ‘scb.prod.coin.lxxx.oxxx.wbudget.rtf’
  5. The file to download for option 5 is ‘scb.prod.coin.lxxx.oxxx.budroll.rtf’
  6. The file to download for option 6 is ‘scb.prod.coin.lxxx.oxxx.remrpt.rtf’
- 11.- LOCAL FILE NAME: **“c:/budgetreport.rtf”** (with double quotes) Press the “Enter” key

12. BYTES OF DATA  
TRANSFERRED: Press the “Enter” key
13. TO EXIT: Type **quit** – Press the “Enter” key  
Type **exit** – Press the “Enter” key
14. TO PRINT: Open Microsoft Word
15. OPEN FILE: **budgetreport.rtf** (or the name you gave the file)

**Additional Printing Instructions:**

- Open Microsoft word
- Look for a file that ends with the extension ‘.rtf’ (denotes Rich Text Format)

**OR**

- Open Window Explorer
- Click on Local Disk (C:)
- Right click on the file
- Select print.

These files should require no additional formatting for printing.

**Technical Assistance**

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Dan Munson – [dan.munson@scb.virginia.gov](mailto:dan.munson@scb.virginia.gov)

Kathryn Monday – [kathryn.monday@scb.virginia.gov](mailto:kathryn.monday@scb.virginia.gov)

Anne Wilmoth – [anne.wilmoth@scb.virginia.gov](mailto:anne.wilmoth@scb.virginia.gov)