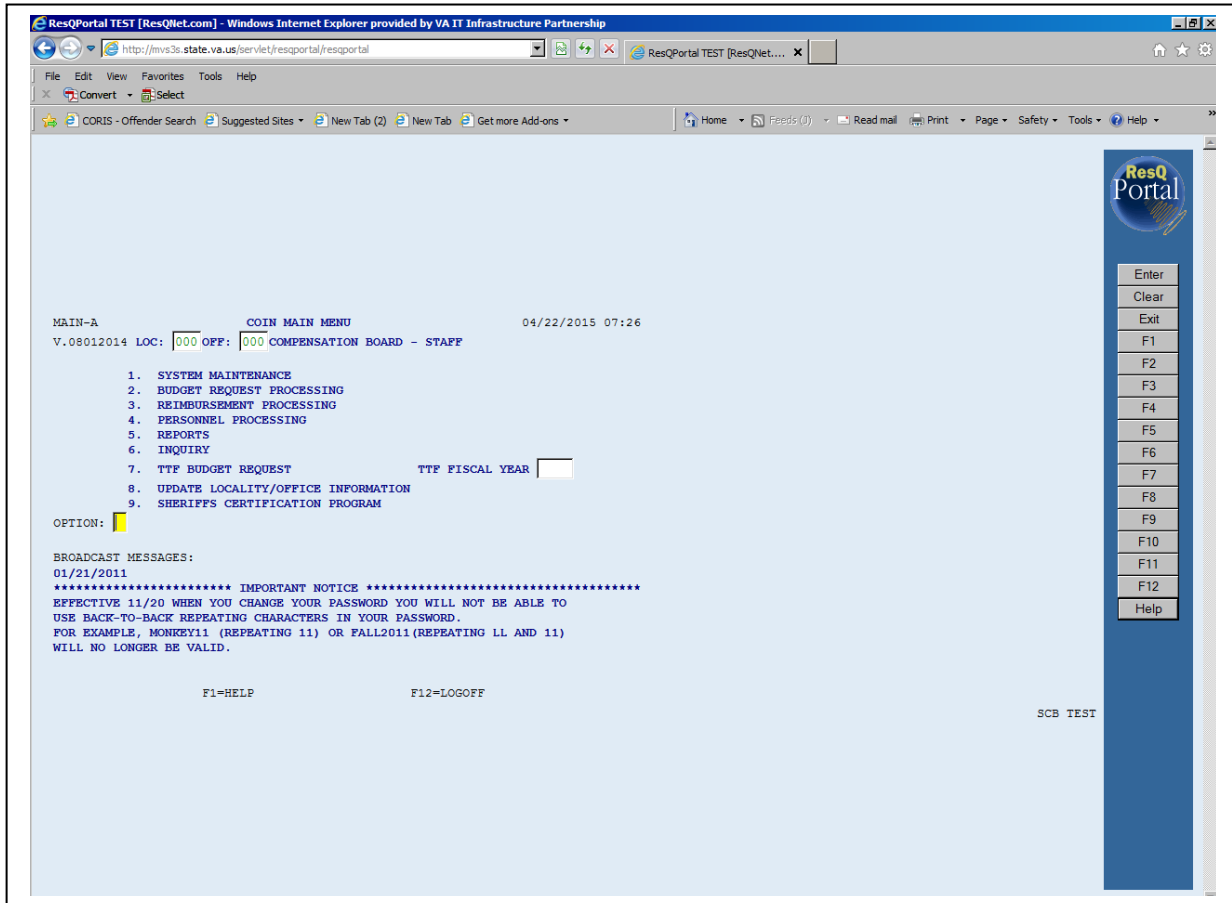


# Downloading Budget Reports from COIN

## Generating Reports in COIN



- Navigate to the COIN Main Menu; from the Main Menu, select option 5 (Reports) and press the 'Enter' key.

## Main Menu Option #5 – Reports

The screenshot shows a web browser window with the URL <http://ms3.state.va.us/servlet/resportal/resportal>. The page displays the 'COIN BUDGET REQUEST' interface for the year 2019, location 001, and officer 307 (Accomack County Sheriff Gouwin). The 'REPORTS MENU' is visible, listing six options: 1. MAY 1ST BUDGET, 2. BUDGETS WITH ACROSS THE BOARD INCREASES, 3. CURRENT ACTIVE BUDGET, 4. BUDGET REQUEST WORKSHEET, 5. BUDGET ROLL REPORT, and 6. MONTHLY REIMBURSEMENT REPORT. The 'EXTRA DATE' is set to 05012018 and 'MONTHS' to 01. Below the menu, there is a 'REPORT' field with a dropdown menu showing 'CLASS', 'POSITION NUMBER', and 'NAME'. At the bottom, there is a field for 'ENTER E-MAIL ADDRESS BELOW:' with the email 'KBARRETT@CO.ACCOMACK.VA.US' entered. The page also includes a footer with navigation links: F1=HELP, F2=AUTH BDG, F3=MENU, F4=TOTALS, F12=MAIN, and a 'SCB TEST' link.

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. Note: Be sure to change **FY** at the top of the screen for the Budget “**ending**” year (2026).
- **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 Act. This report is available one month prior to the effective date of the salary increase. For example, this report will be updated to show the FY26 3% across-the-board salary increases effective July 1, 2025 in early June, 2025 for all constitutional officers and their Compensation Board funded permanent positions (however, because the salary increase is effective July 1 in FY26, this report will be the same as the May 1<sup>st</sup> Budget report).
- **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.

## Main Menu Option #5 – Reports

The screenshot shows a web browser window with the URL <http://mvs3s.state.va.us/servlet/resqportal/resqportal>. The page displays the "COIN BUDGET REQUEST" menu for the Sheriff's Office of Accomack County. The menu includes options for MAY 1ST BUDGET, BUDGETS WITH ACROSS THE BOARD INCREASES, CURRENT ACTIVE BUDGET, BUDGET REQUEST WORKSHEET, BUDGET ROLL REPORT, and MONTHLY REIMBURSEMENT REPORT. The user has selected option 1, MAY 1ST BUDGET. The page also shows the user's name (GODWIN), the fiscal year (2019), and the locality (001). The bottom of the page features a navigation bar with links for F1=HELP, F2=AUTH BDG, F3=MENU, F4=TOTALS, and F12=MAIN. A sidebar on the right contains a list of function keys (F1-F12) and a Help link.

- Change the Fiscal Year to 2026 (FY26 Approved Budget Report)
- Enter the report option (1-6)
- Enter the desired sort sequence, if no sort sequence is specified, the Budget Report will be printed in Class Code order.
- Change the default email address to the specific email address of the individual to receive the report

Governing Bodies have the ability to request a Budget Report for each office type in their locality by entering the office code on the COIN Main Menu, proceed to option 5 (reports) for each specific office type, and then follow the instructions above (307-Sheriffs/Superintendents; 717-Directors of Finance; 771-Commissioners of the Revenue; 772-Commonwealth's Attorneys; 773-Circuit Court Clerks; 774-Treasurers).

### Technical Assistance

Users with **Google-hosted email** may experience problems with receiving the budget file attachment from the COIN system. If you experience a problem or do not receive the budget file email, please email one of the individuals listed below and notify them that you have experienced a problem in receiving your budget report through Google-hosted email. Please be sure to include your Locality number and your Office number in your email request so that we may assist you in receiving the budget report in a file attachment.

Joan Bailey – [joan.bailey@scb.virginia.gov](mailto:joan.bailey@scb.virginia.gov) (Commissioners, Treasurers and Finance Directors)  
Paige Christy – [paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov) (Circuit Court Clerks and Commonwealth's Attys)  
Brian Bennett – [brian.bennett@scb.virginia.gov](mailto:brian.bennett@scb.virginia.gov) (County Sheriffs)  
Donna Foster – [donna.foster@scb.virginia.gov](mailto:donna.foster@scb.virginia.gov) (City Sheriffs and Regional Jails)  
Bill Fussell – [william.fussell@scb.virginia.gov](mailto:william.fussell@scb.virginia.gov) (All Offices)