ADVANCED REPORTING	
Module:	Liquidity reports
Audience:	All users
System:	Reporting ⟶ Positions ⟶ Liquidity Report
System Process:	• Extracting data from the system can be done in multiple ways, however the Liquidity Report offers unique capabilities in combining bank account balances and scenario cashflows in the one output. • Liquidity Reports allow users to filter for both bank accounts and scenarios, and additionally, two scenarios can be selected for the same report in order to allow variance analysis. • The Liquidity Report can be used to replicate or summarise the same data as it appears in the Cashflow Sheet. For example, you can set up and run a report to show exactly what has been submitted in the latest Baseline Scenario, however the Liquidity Report can go one step further and do this for multiple parent bank accounts at the one time.
Scenario:	• Reports can be run at any time in MyTreasur-e. You can use reports to create additional ways of viewing data, or if you would like to see different summarised views.

Cash Forecasting Solution

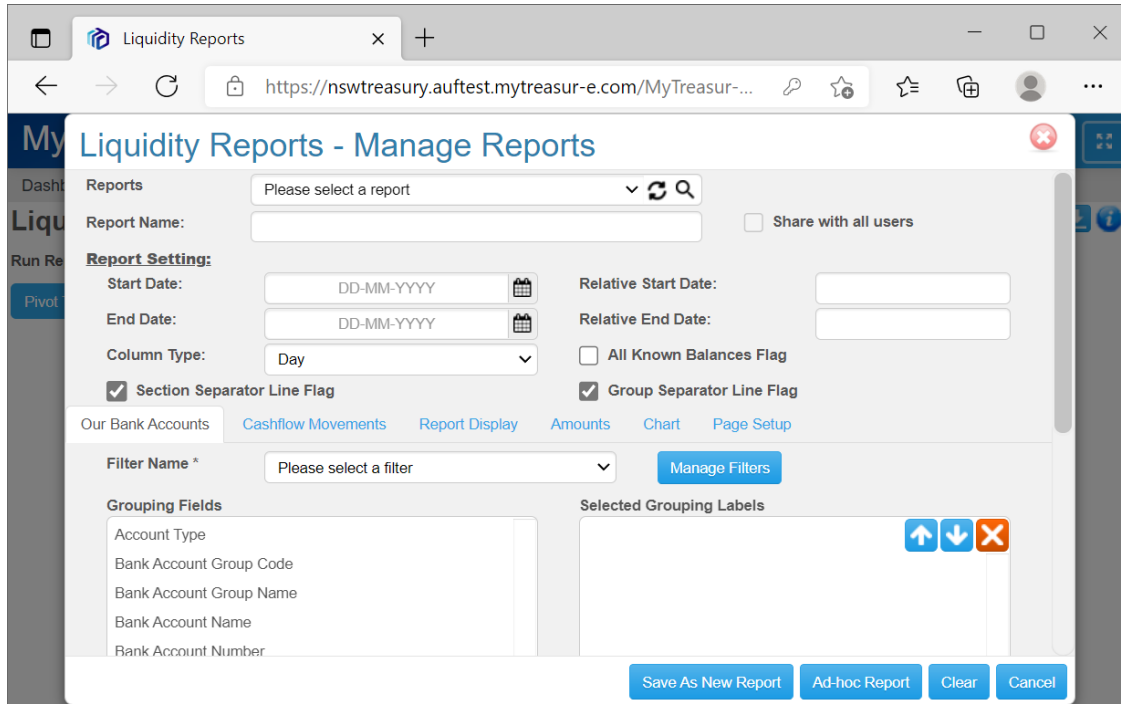**Step 1: Creating a Liquidity Report from scratch**

a) Navigate to Reporting ⟶ Positions ⟶ Liquidity Reports
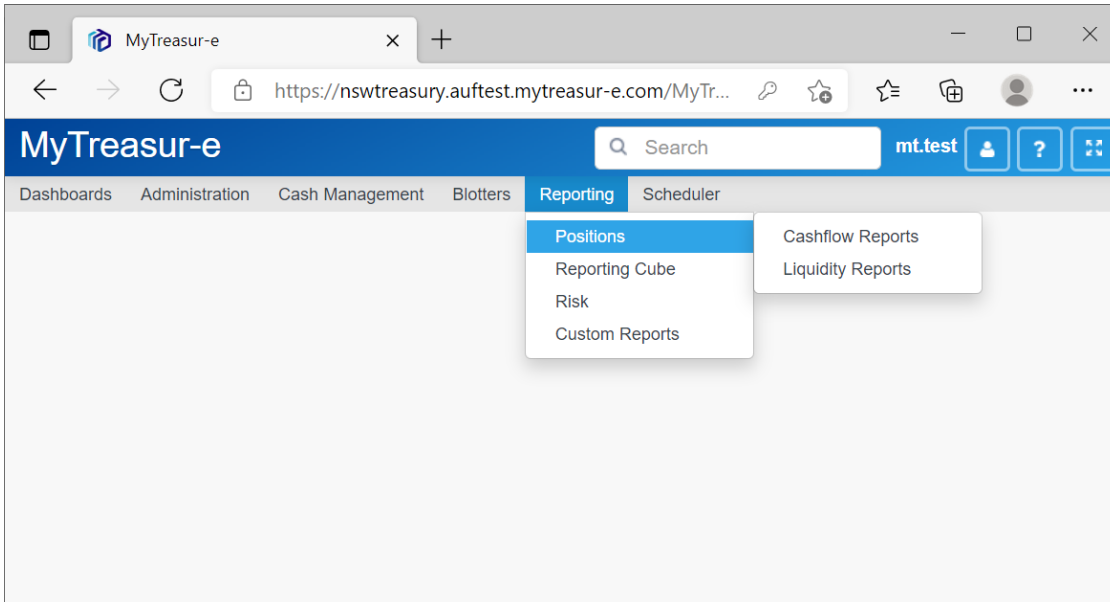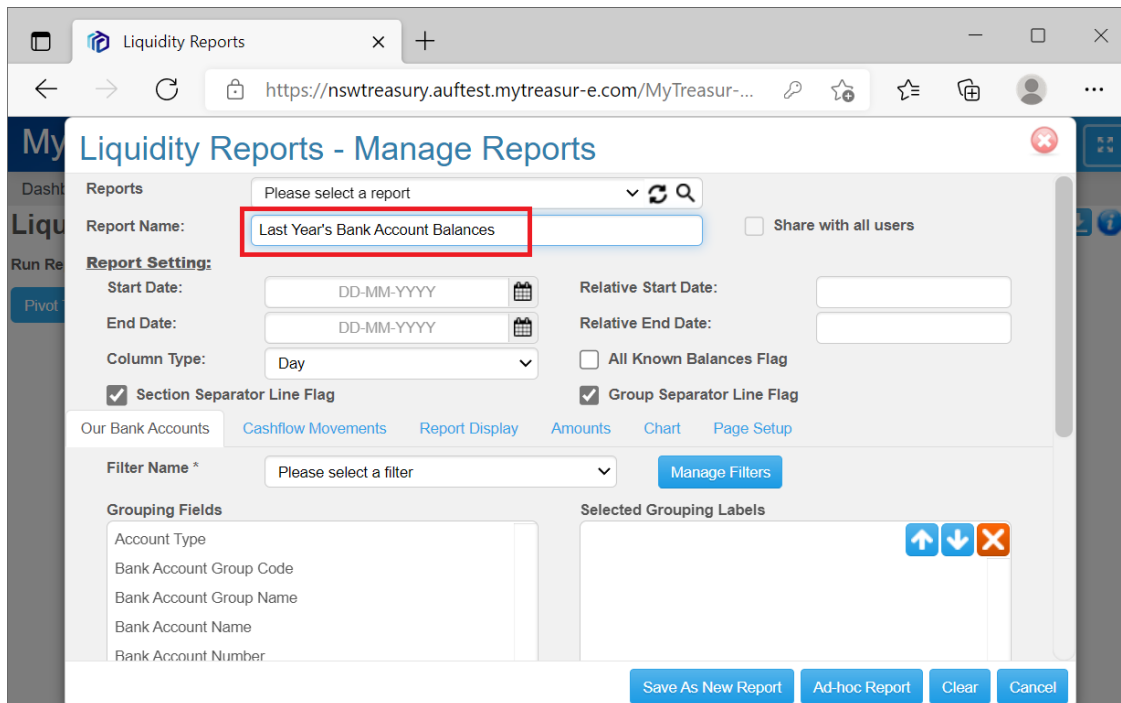

b) Click on **Manage Reports** to bring up the reporting options.
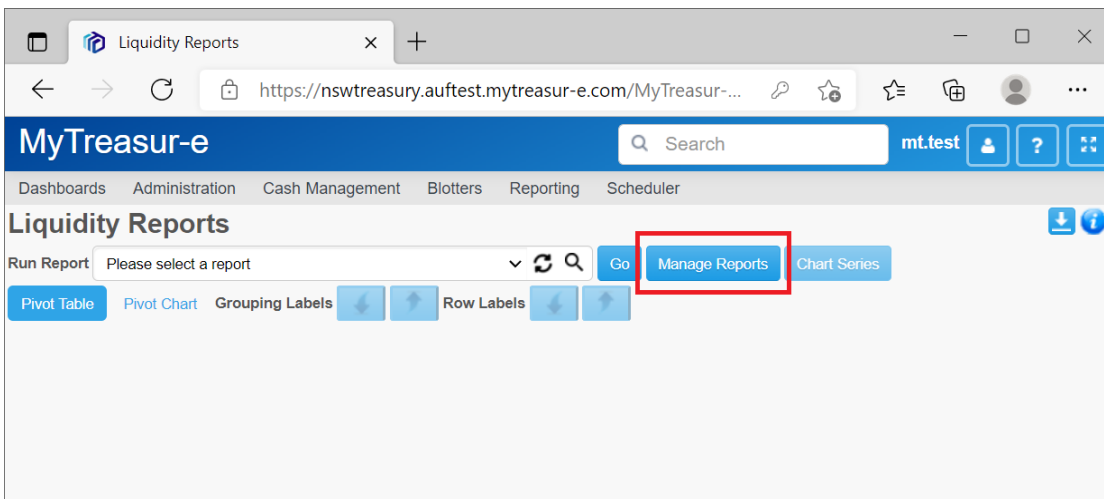
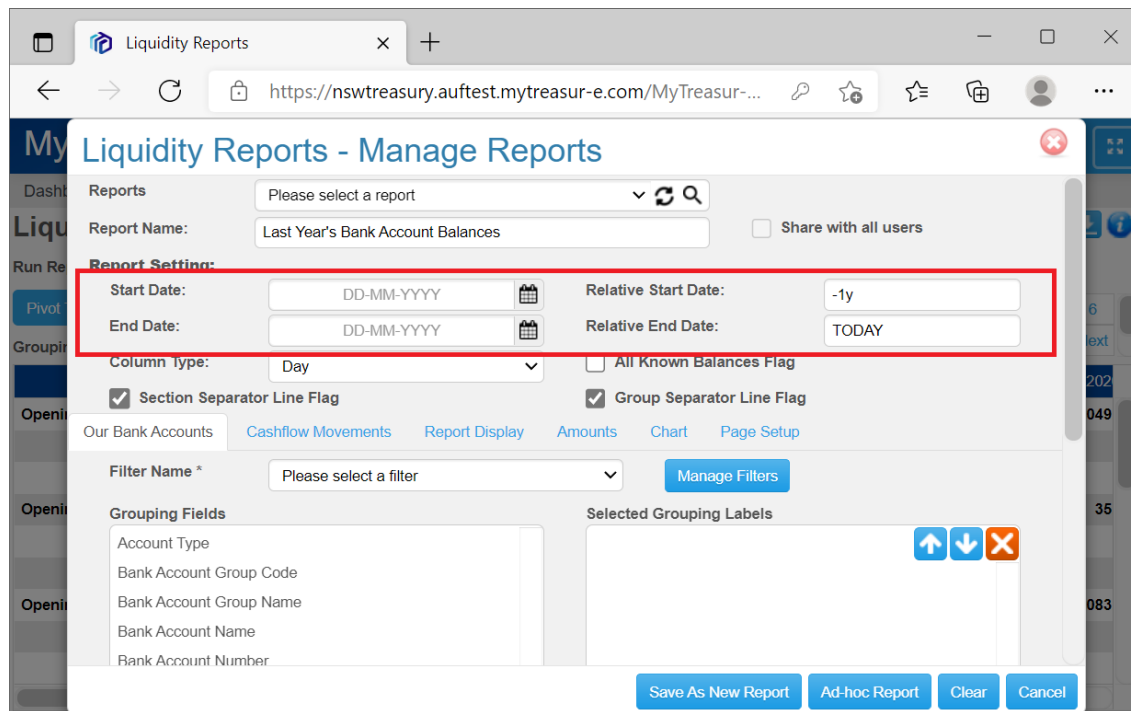**c)** A pop-up screen will appear where we can set all configuration options for our report.

d) If you would like to save the report for future use, enter a **Report Name**, otherwise leave it blank.

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e) Enter a Start Date for the report, or alternatively enter a Relative Start Date. The difference here is that the Start Date field is a hard coded date that won't change, while the Relative Start Date is in reference to today's date. For example, to always have a report start with the current day's date, enter TODAY as the Relative Start Date. Alternatively we could also enter '-10d' to start the report with date from 10 days ago, or we could enter '+12m' or '+1y' to use the date one year from now.

- You can either enter a Start Date or a Relative Start Date, not both. Note you can use a hard coded Start Date and a Relative End Date if you wish, or vice versa.
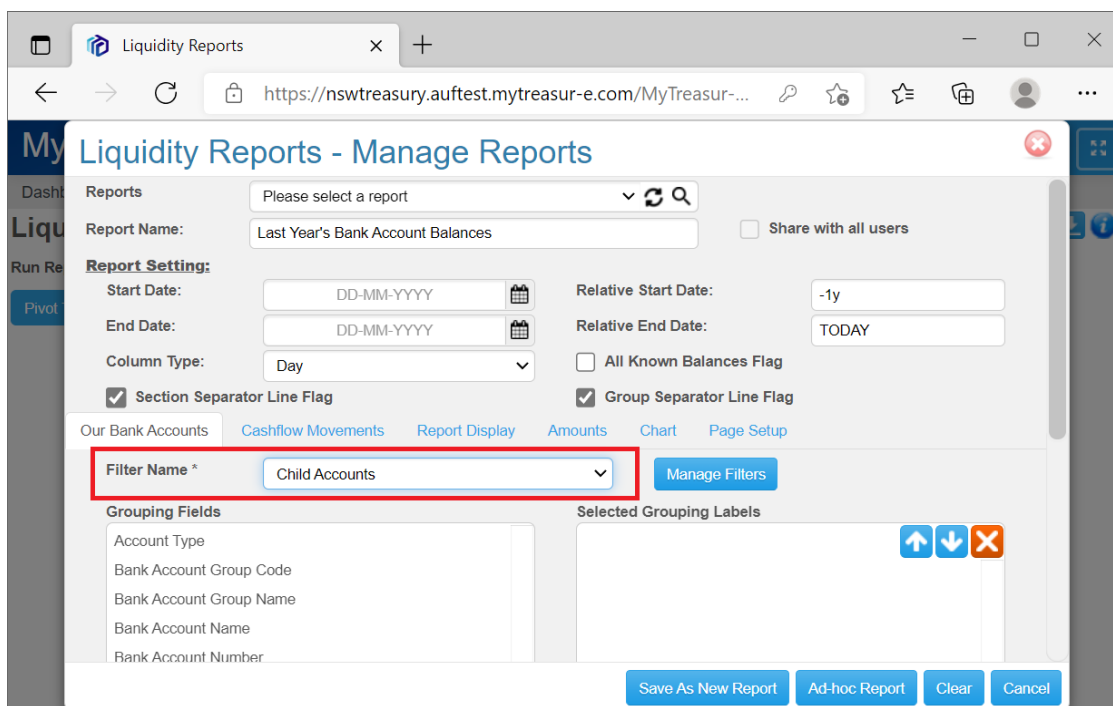
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f) Select the **Column Type** for the report. This decides how the report will be bucketed, such as Day, Week, Month, Year, etc.

g) In the **Our Bank Accounts** tab, select a filter to limit which bank accounts to view. Generally speaking, in most cases you should be selecting **Parent Accounts** as the filter. This will show all balances and movements at the forecast level. Youe would only choose **Child Accounts** if you want to see bank account balances at the actual bank account level, and we don't need to see any cashflow movements.
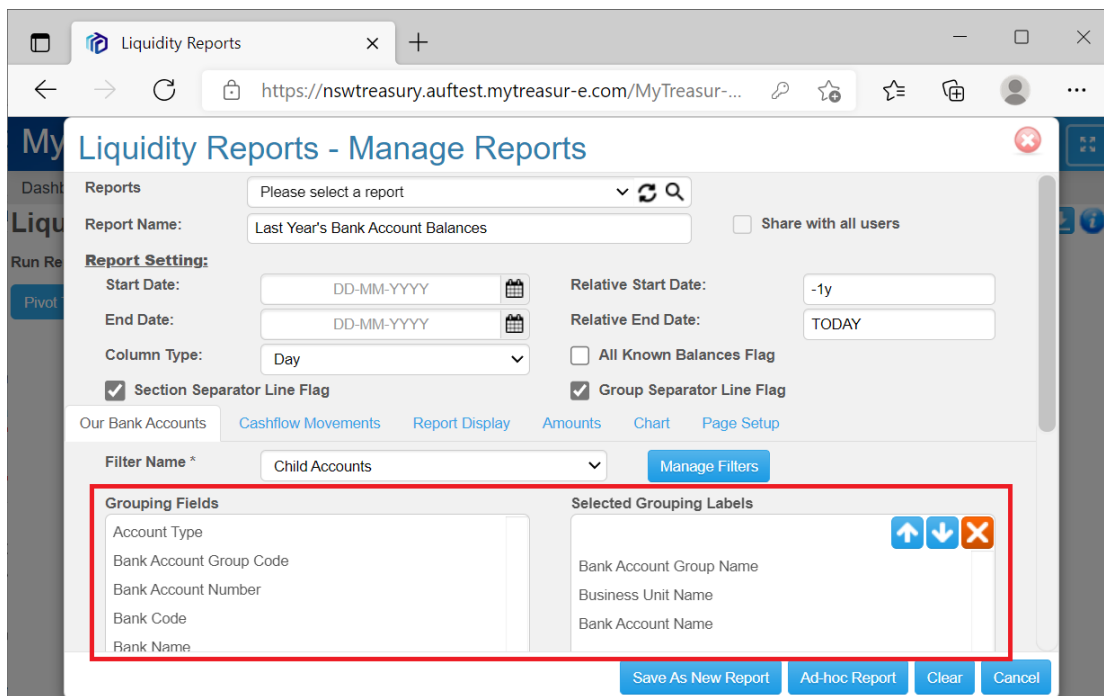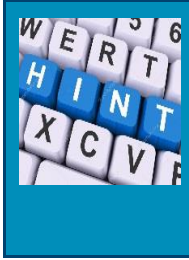
- You can create additional filters by selecting the **Manage Filters** button, located next to the **Filter Name** dropdown.

h) Select the **Grouping Fields** you want displayed for each bank account. Note if you select either **Bank Account Name** or **Bank Account Number** to be included, this will ensure the output is not grouped (it will be shown at the lowest level).
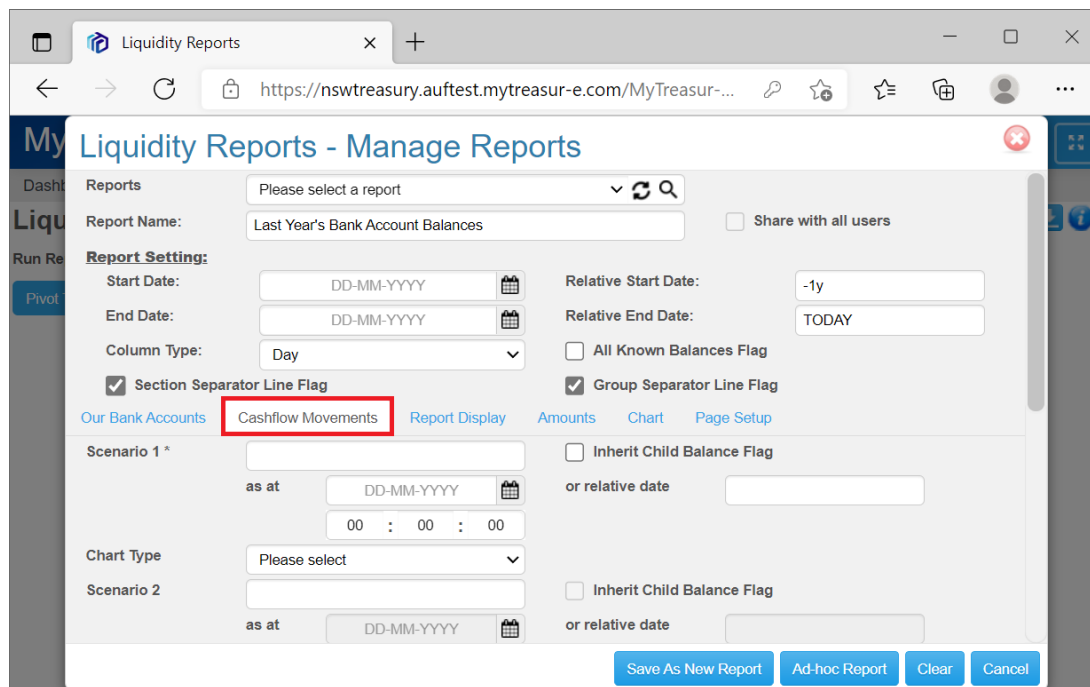

- You can change the order of the **Selected Group Labels** by clicking on a field name and using the up/down arrows. Alternatively, fields can be removed by clicking to highlight them and then hitting the **Red X**.

i) Click on the **Cashflow Movements** tab to bring up the cashflow configuration options.

j) Select a Cashflow Scenario from the **Scenario 1** dropdown and a Chart Type. If you are primarily looking for balances instead of movements, just select **Actuals**. Note a **Chart Type**, needs to be selected even if you are not planning on displaying a chart in the output.

k) If needed, update the balance checkboxes based on your selection. Note if you have parent bank accounts filtered on the **Our Bank Accounts** tab, and either **Actuals** or **DAF** selected in the **Cashflow Movements** tab, then you should check the **Inherit Child Balance Flag**. Otherwise leave this blank.

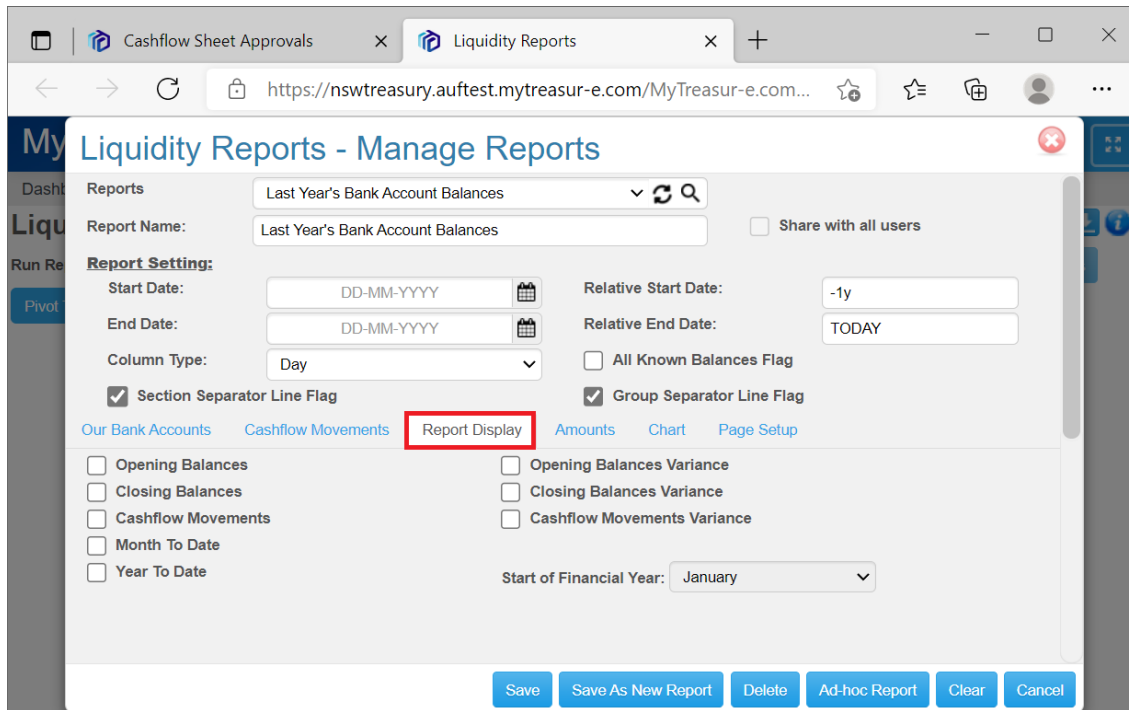Meanwhile, if you have child bank accounts filtered on the **Our Bank Accounts** tab, and you want to import bank account balances as a preference to calculated/forecasted bank account balances, then you should check the **All Known Balances Flag**. Otherwise leave this blank.
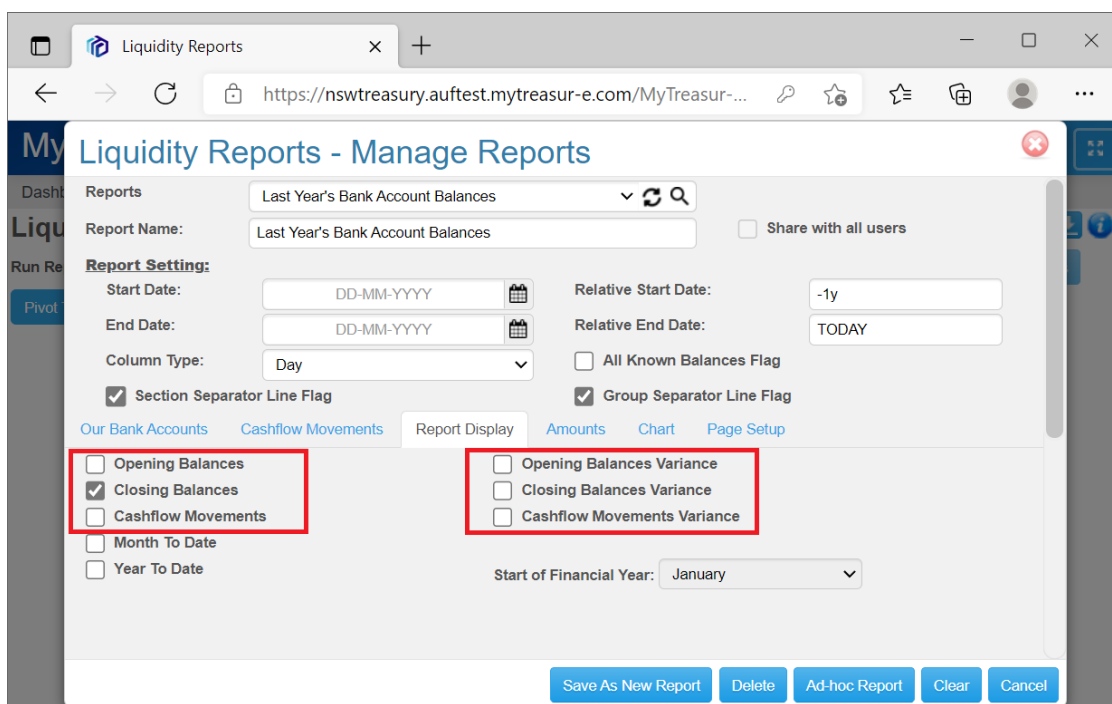
l) Click on **Report Display** to bring up the display options for the report.
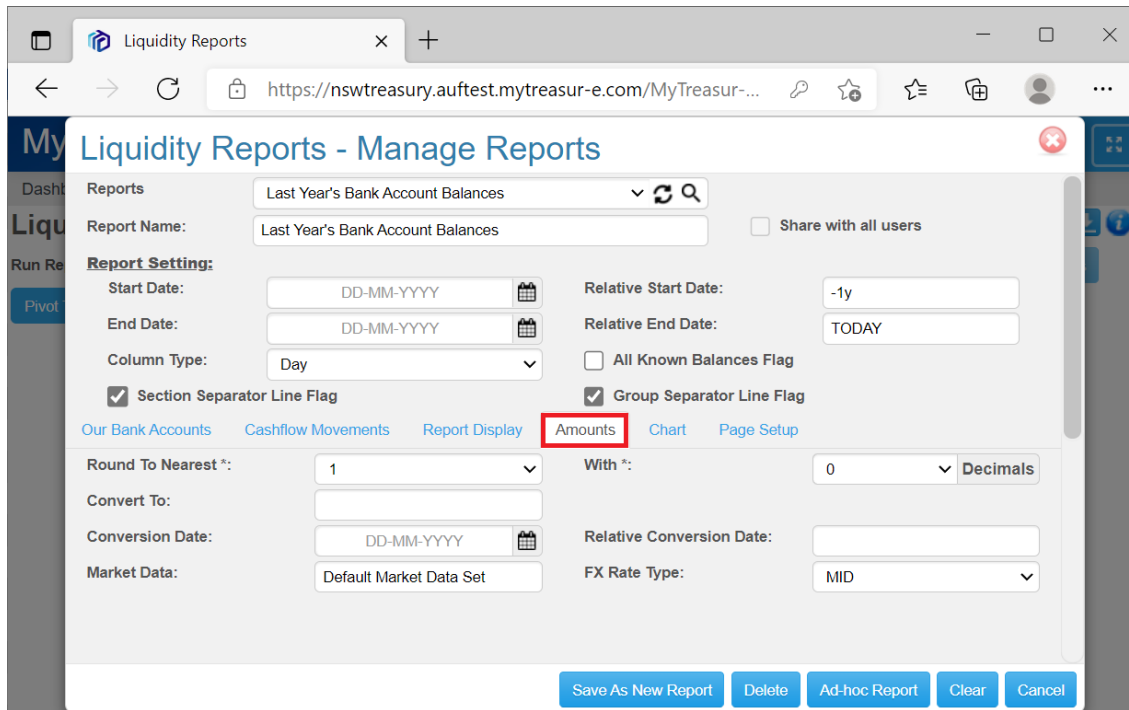
m) Select one or more of **Opening Balance**, **Closing Balance**, and/or **Cashflow Movements** in order to show data in the report.

Note if you have a **Scenario 2** selected on the **Cashflow Movements** tab, you may also select to show the variance for any combination of Opening Balance, Closing Balance or Cashflow Movement.

n) Click on the **Amounts** tab to see additional options for displaying data in your report.

o) Here you can change the rounding or decimals displayed for the balances and movements.

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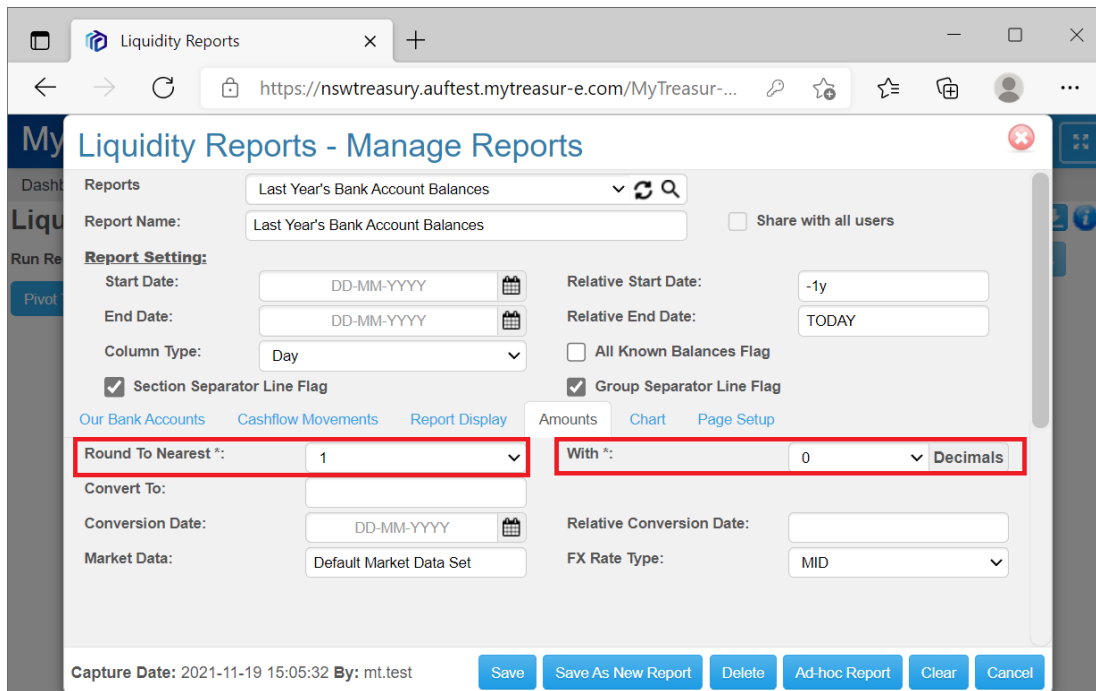|	
	• Set the rounding to 1000 and the decimals to 0 in order to match the default output of the Cashflow Sheet.

p) You can also configure how blank lines are used in the report. The **Section Separator Flag** will add a blank line between the Opening Balances, Cashflow Movements and Closing Balances for a single data item, whilst the **Group Separator Line Flag** will add an additional blank line between each set of data.

q) Finally select **Save as New Report** to save your report's configuration and then hit the **Red X** to close the Manage Reports pop-up screen.
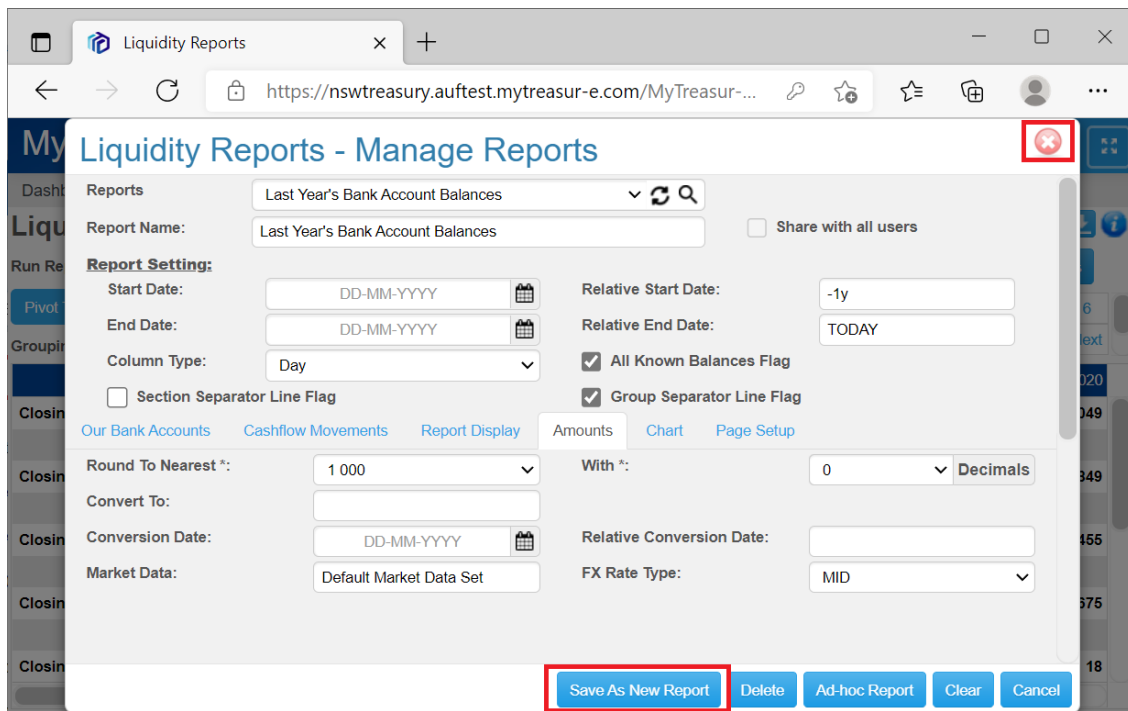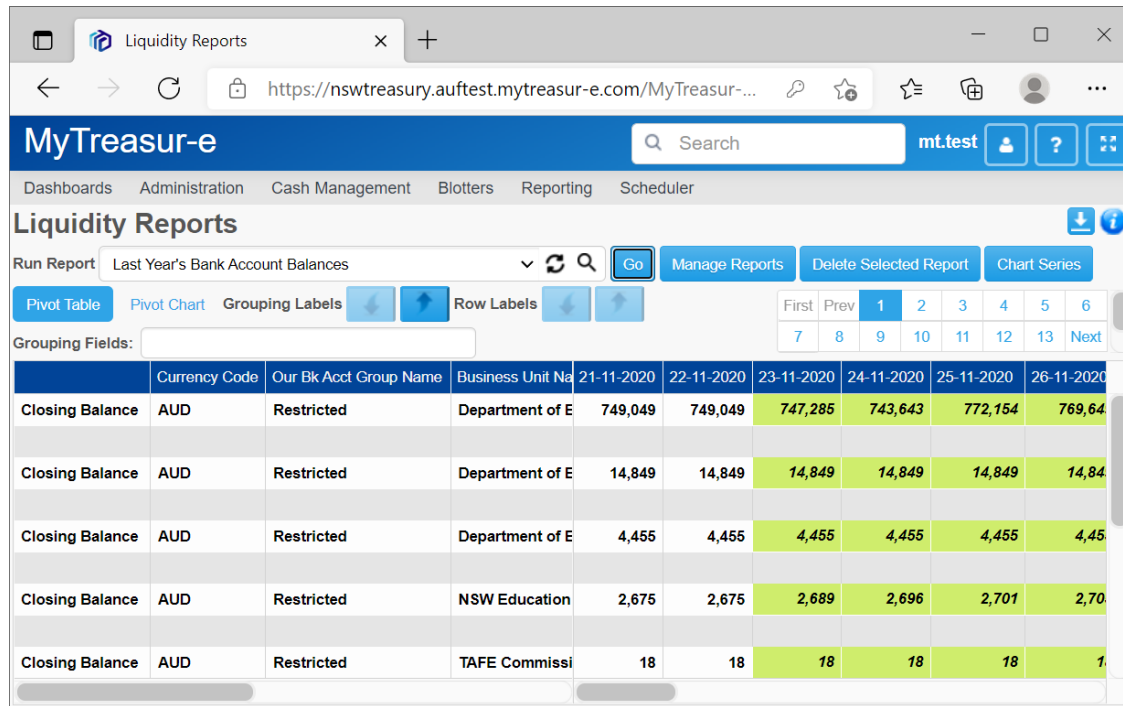
r) Back in the reports screen, the report will now be visible in the dropdown list and will be displayed under the **My Reports** section. Note only you will be able to see this report in the dropdown menu. Select the report and hit **Go** to see the content of the report.
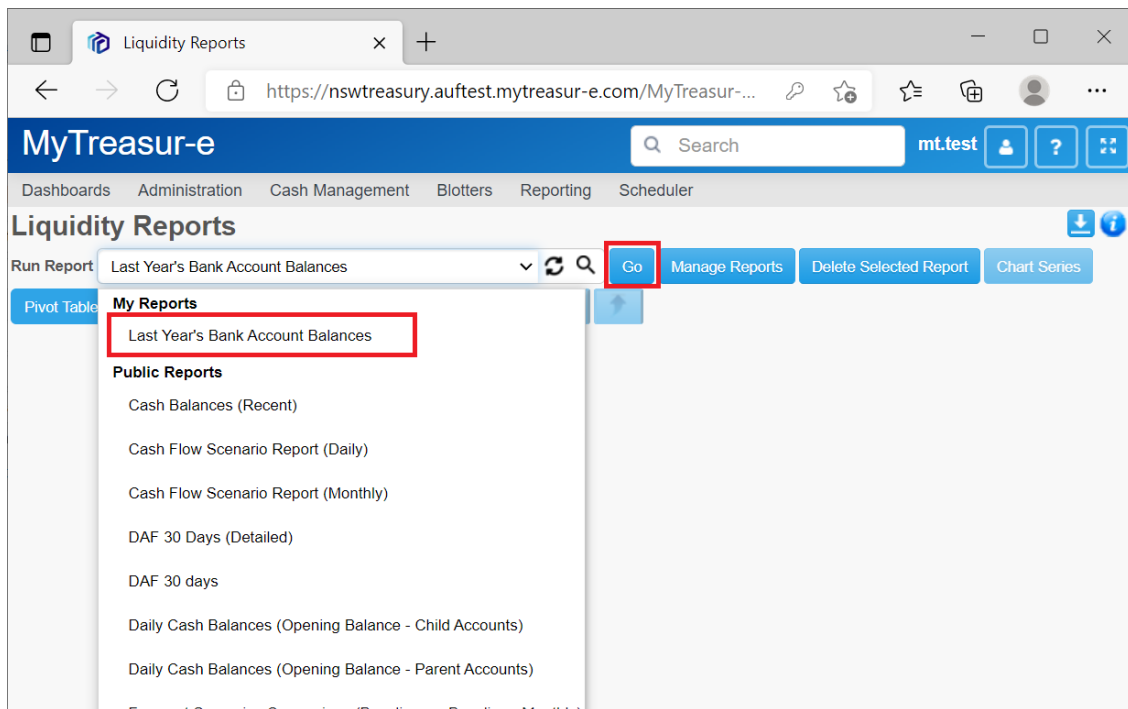
Cash Forecasting Solution

s) The Report data will be displayed in the grid below

	Currency Code	Our Bk Acct Group Name	Business Unit Na	21-11-2020	22-11-2020	23-11-2020	24-11-2020	25-11-2020	26-11-2020
Closing Balance	AUD	Restricted	Department of E	749,049	749,049	747,285	743,643	772,154	769,64
Closing Balance	AUD	Restricted	Department of E	14,849	14,849	14,849	14,849	14,849	14,84
Closing Balance	AUD	Restricted	Department of E	4,455	4,455	4,455	4,455	4,455	4,45
Closing Balance	AUD	Restricted	NSW Education	2,675	2,675	2,689	2,696	2,701	2,70
Closing Balance	AUD	Restricted	TAFE Commissi	18	18	18	18	18	1

- Note if you have filtered for Child Accounts and you have the **All Known Balances Flag selected**, the report will display balance values in green where they are directly observed as Bank Statement data. If they are in white then they are calculated from the last known balance.

Cash Forecasting Solution

Step 2: Changing the report to a chart

a) Once a report is loaded on screen, you can click on **Pivot Chart** in order to see the infromation displayed in chart form.

b) The system will display the chart type as selected on the **Cashflow Movements** tab within **Manage Reports**.
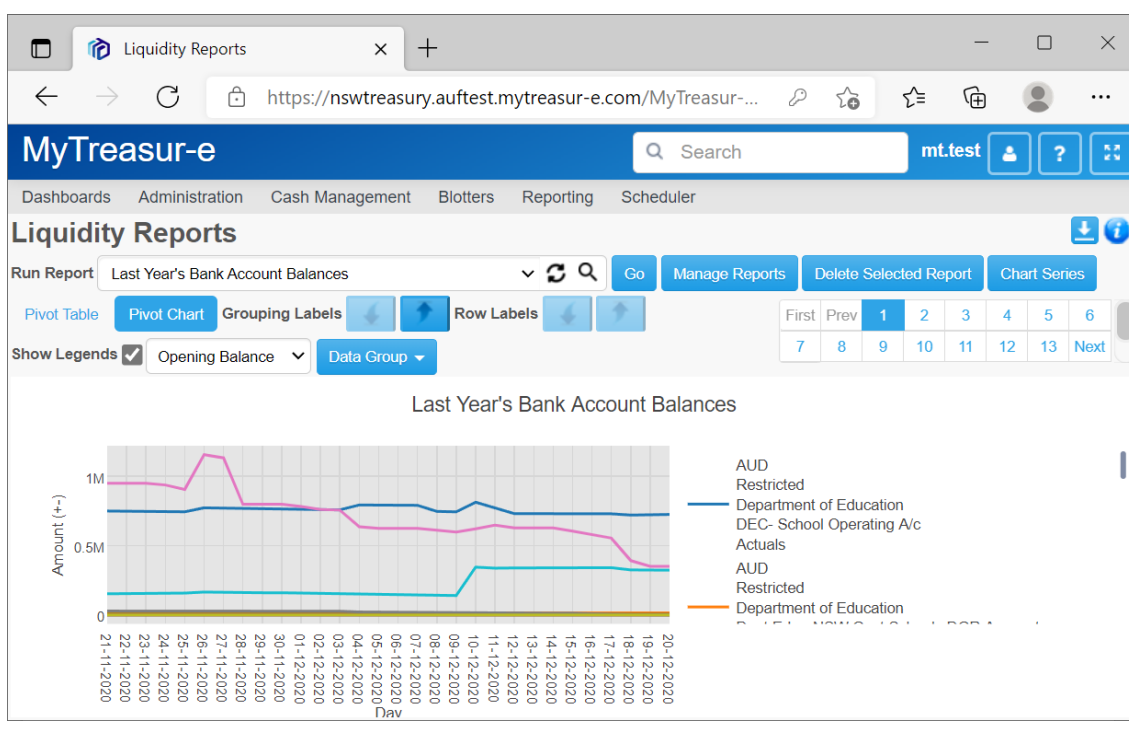
Step 3: Deleting a Report

a) If you wish to remove a report from your **My Reports** list, simply select the report from the **Run Report** dropdown and then click **Delete Selected Report**. Note this button will not be available when selecting **Public Reports**.
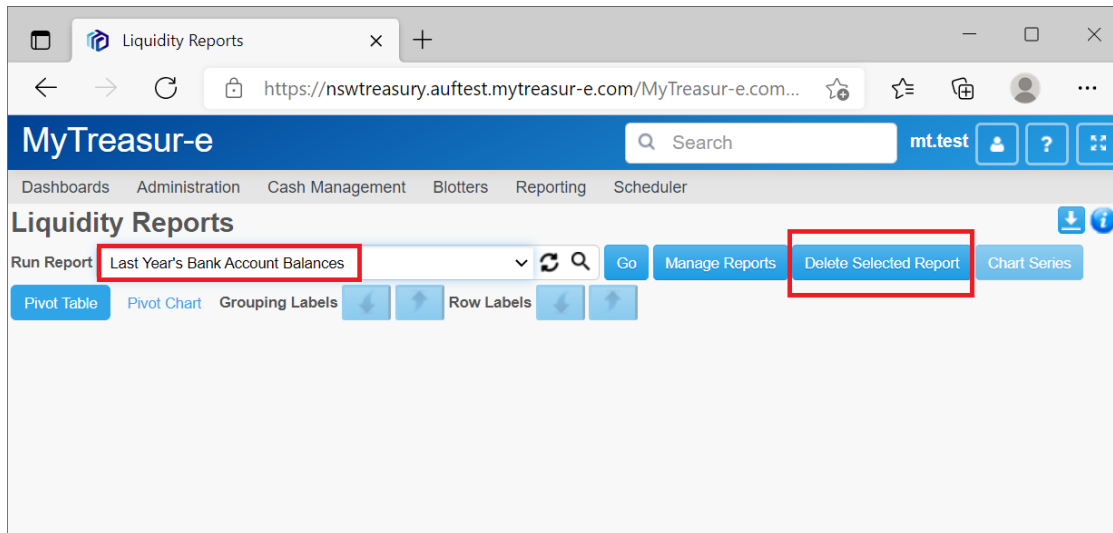
Step 4: Using the Chart Series

a) When using the Reporting functionality in MyTreasur-e, you have the ability to convert the tabular data into a Pivot Chart using the **Pivot Chart** button.
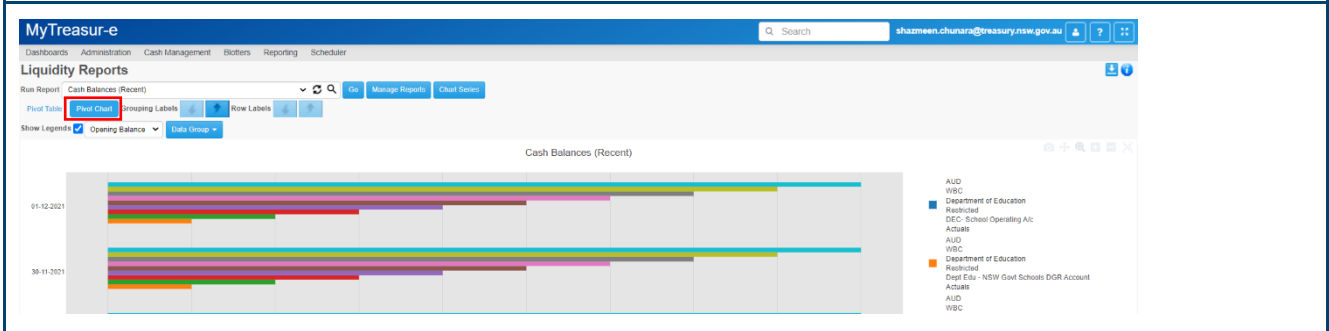
b) Above the Pivot Chart is a dropdown called **Data Group**. The default option of this dropdown is to Show All. This indicates that all filters used within the report have been included and visually appear in the Pivot Chart.

c) The **Chart Series** button allows you to populate the filters that appear in the **Data Group** dropdown. When you click on this button, you will see a list of filters appear on the left hand side. These are all the filters that have been selected and have been applied in the Pivot Chart.
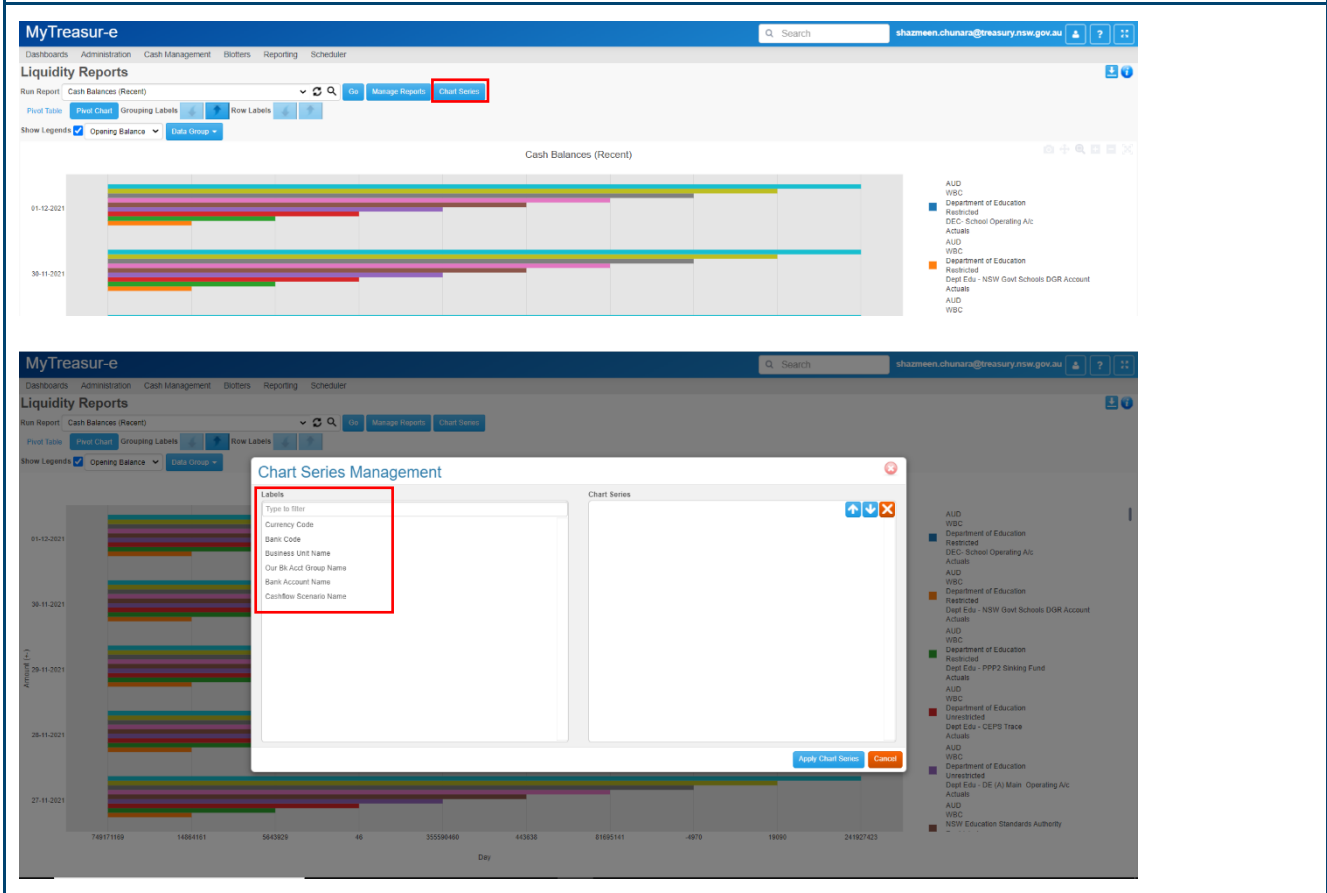
d) To select a certain filter or visually see multiple filters in the Pivot Chart. Click on the Label on the Left hand side under **Labels**. For example, if you click on the Label called **Bank Account Name**, you will see it move to the Right hand side. This indicates that only this filter will be used as part of the Chart Series.
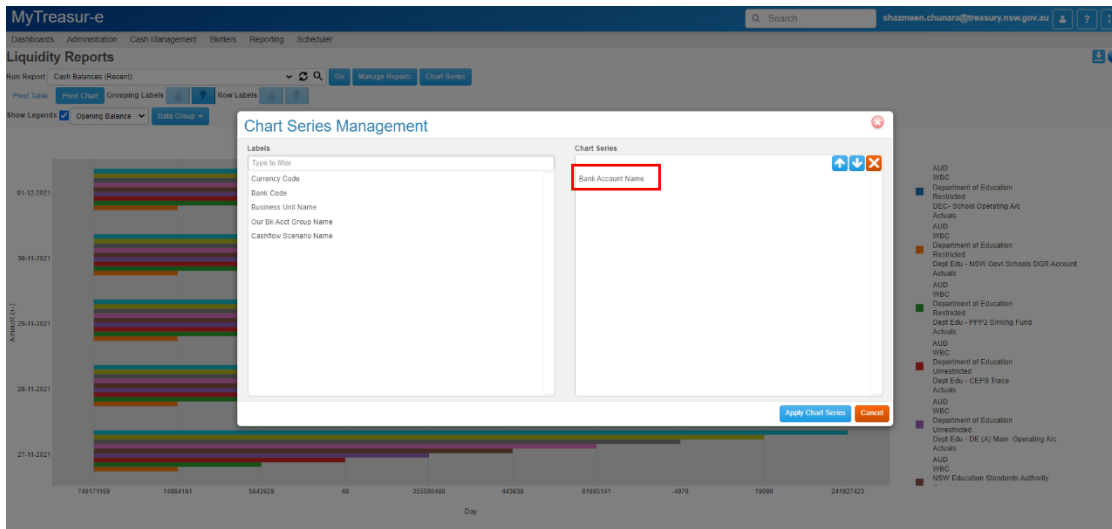
e) Once you have selected the filter you would like to apply in the Pivot Chart. Click on **Apply Chart Series**.

Note, you can apply more than one label to a Chart Series.
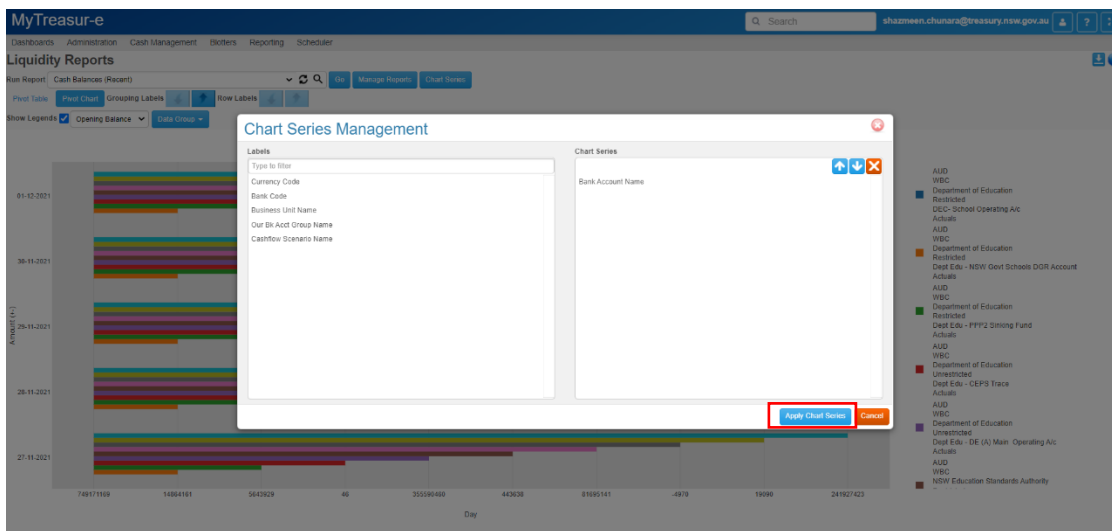
f) You will then be able to see the **Our Bank Account Name** filter when you select the **Data Group** dropdown.

Note, the **Our Bank Account Name** is the Account Category as configured in MyTreasur-e. For this particular Agency below, the only Account Categories forecasted for are the Restricted and Unrestricted.

g) You should then be able to select Restricted, Unrestricted or Show All under the **Data Group** dropdown. Once you select a filter, press the **Go** button. The Pivot Chart will change automatically based on the filter chosen.
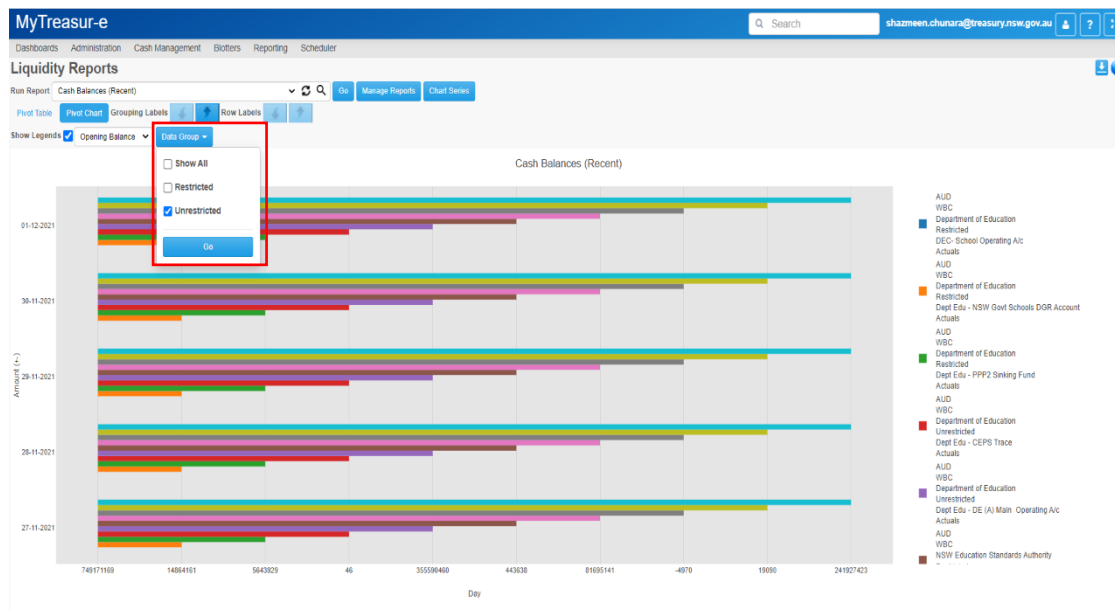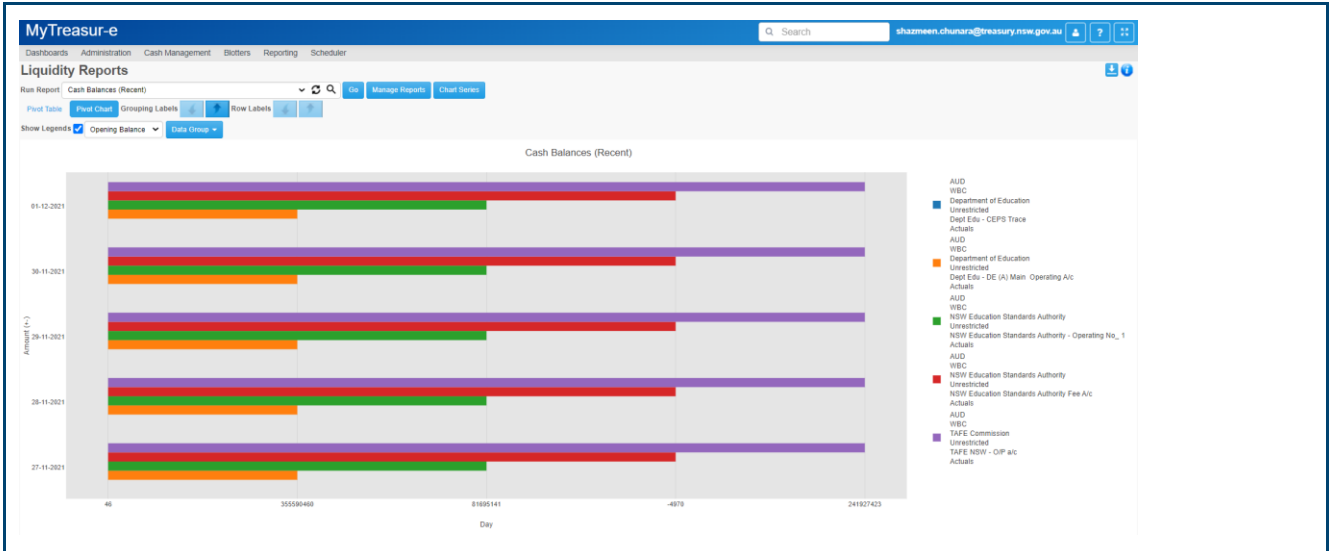
h) You can also choose to select more than one label to use as a filter in the **Data Group dropdown**. The labels created will create different combinations of filters within the **Data Group dropdown** which can be used in the Pivot Chart. Repeat Step 4d-e for every label and filter you would like to create.

You can Delete and Reposition a Label by clicking on the label itself and then clicking the **X** button or the **Up/Down Arrows (1)**.

The example below shows a Pivot Chart created from the labels **Our Bk Acct Group Name** and **Bank Account Name**. The combination of these labels will create filters in the **Data Group** dropdown which can be visually represented in the Pivot Chart **(2)**.

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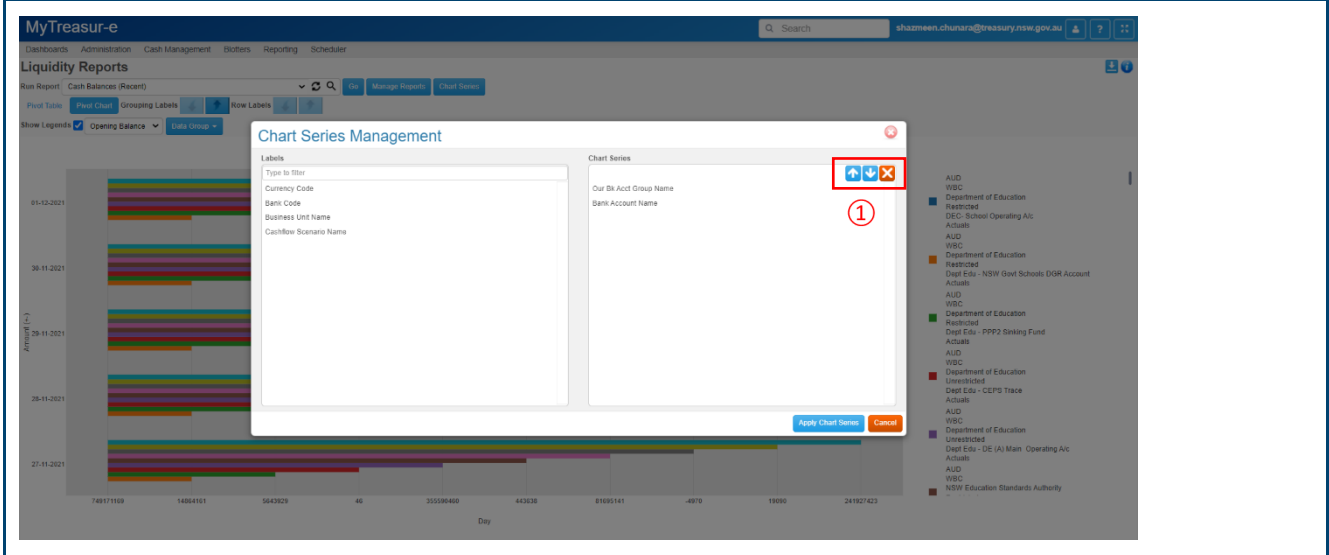
Step 5: Make further changes to a report

a) If you wish to make any changes to a saved report, simply select the report from the **Run Report** dropdown and then select **Manage Reports**.
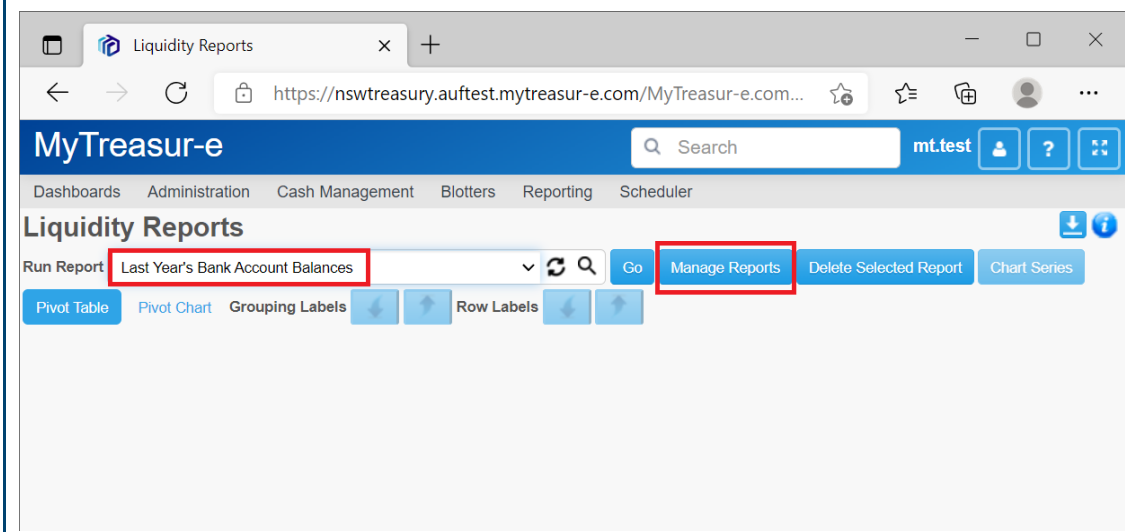
b) The **Manage Reports** pop-up screen will show again, with the configuration details of the reports dispalyed. Simply make the changes you require and hit **Save** to keep your new configuration details.
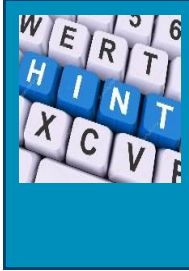
- Note if you would like to keep your old report and save a new report with some slightly different details, then enter a new name for the report and select **Save as New Report**.

- Note if you enter a new name for the report and hit **Save**, this will change the name of the original report and not create a new one.