

	ADVANCED REPORTING
Module:	Liquidity reports
Audience:	All users
System:	Reporting — Positions — Liquidity Report
System Process:	<ul> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
Scenario:	<ul> <li>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.</li> </ul>



Step 1: Creating a Liquidity Report from scratch
a) Navigate to Reporting — Positions — Liquidity Reports
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b) Click on Manage Reports to bring up the reporting options.
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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.

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- 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).

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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**.





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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.

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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.

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Closing Balance	AUD	Restricted	Department of E	14,849	14,849	14,849	74,849	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	
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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.



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#### **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. $\times$ Liquidity Reports × + $\leftarrow$ С https://nswtreasury.auftest.mytreasur-e.com/MyTreasur-e.com... ર≦ Ē 9 ••• to MyTreasur-e Q Search mt.test 4 ? Dashboards Administration Cash Management Blotters Reporting Scheduler 10 Liquidity Reports Run Report Last Year's Bank Account Balances ~ 🖸 Q Manage Reports Delete Selected Report Pivot Chart Grouping Labels Row Labels **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. MyTreasur-e Liquidity Reports 80 Cash Balances (Re

- MyTreasur-e
- **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.

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	Cashflow Scenario Name			WBC Department of Education
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**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.







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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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