

ADVANCED REPORTING											
Module:	Cashflow Reports										
Audience:	All users										
System:	Reporting Positions Cashflow Report										
System Process:	<ul> <li>Extracting data from the system can be done in multiple ways. The Cashflow Report allows you to extract various cashflows that have been saved within a scenario.</li> <li>The Cashflow Reports allow you to filter cashflows scenarios, and additionally, two scenarios can be selected for the same report in order to allow variance analysis.</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> <li>RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE</li> </ul>										



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

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Manage Filters

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Save As New Report Ad-hoc Report



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To easily find the data elements you are looking within Report Fields, start typing the field name to filter the list.

I) Click on Column Labels to bring up further options for the report.

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**m)** Select the data you would like displayed for each column of the report. Note column labels are optional but can be useful if you would like your data displayed for individual dates for example.

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In order to display the report as a pivot table, select SUM from the **No Operation** dropdown.

**p)** You can further configure the report on the **Amounts**, **Totals** and **Chart**, however this is optional.

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<b>q)</b> Finally select <b>S</b> close the Mana	ave as New Report ge Reports pop-up s	to save your report creen.	's configura	ition a	nd the	en hit the <b>Red X</b> to
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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. × Cashflow Reports × + $\leftarrow$ С https://nswtreasury.auftest.mytreasur-e.com/MyTreasur-e.com.. ર≦ Ð ••• to MyTreasur-e mt.test Q Search Δ Dashboards Administration Cash Management Blotters Reporting Schedule E 🖸 **Cashflow Reports** Run Report Upcoming Payments v C Q Go Manage Reports Tabular Data Pivot Table Pivot Chart Step 4: 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. × 🎓 Cashflow Reports +Х $\leftarrow$ Ð С ি≣ https://nswtreasury.auftest.mytreasur-e.com/MyTreasur-e.com.. to ••• MyTreasur-e Q Search mt.test . ? Dashboards Administration Cash Management Blotters Reporting Scheduler • Cashflow Reports v C Q Run Report Upcoming Payments Manage Reports Tabular Data Pivot Table Pivot Chart



b) The Manage Reports pop-up screen will show again, with the configuation 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 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.

