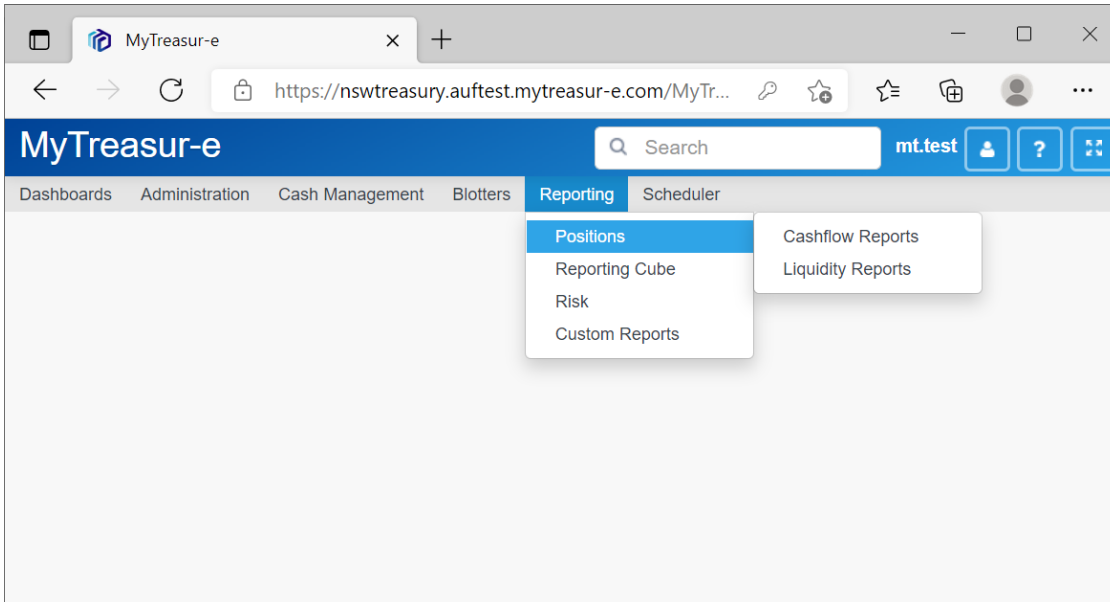


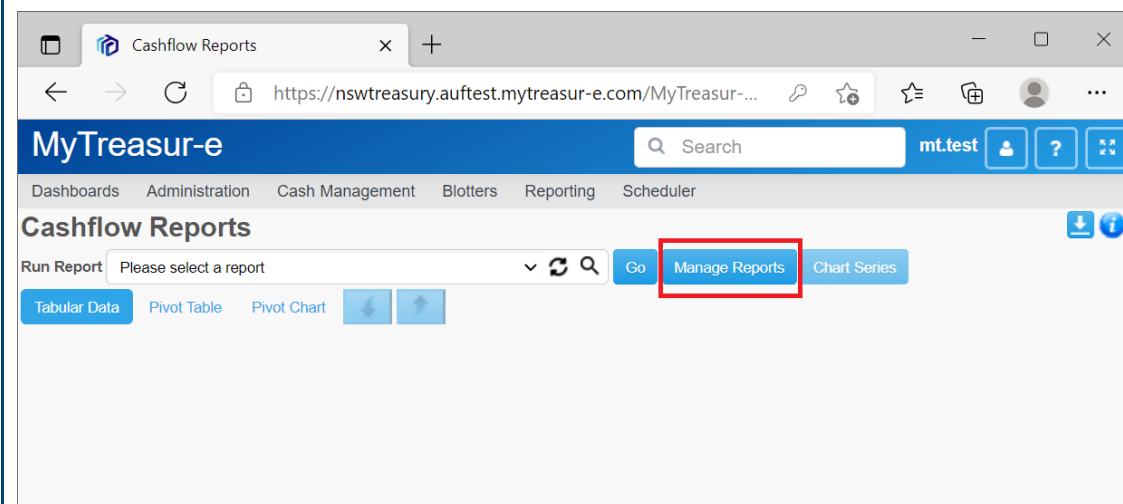
| ADVANCED REPORTING | |
|------------------------|--|
| Module: | Cashflow Reports |
| Audience: | All users |
| System: | Reporting → Positions → Cashflow Report |
| System Process: | <ul style="list-style-type: none">• Extracting data from the system can be done in multiple ways. The Cashflow Report allows you to extract various cashflows that have been saved within a scenario.• 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. |
| Scenario: | <ul style="list-style-type: none">• 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.• RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE |

Step 1: Creating a Cashflow Report from scratch

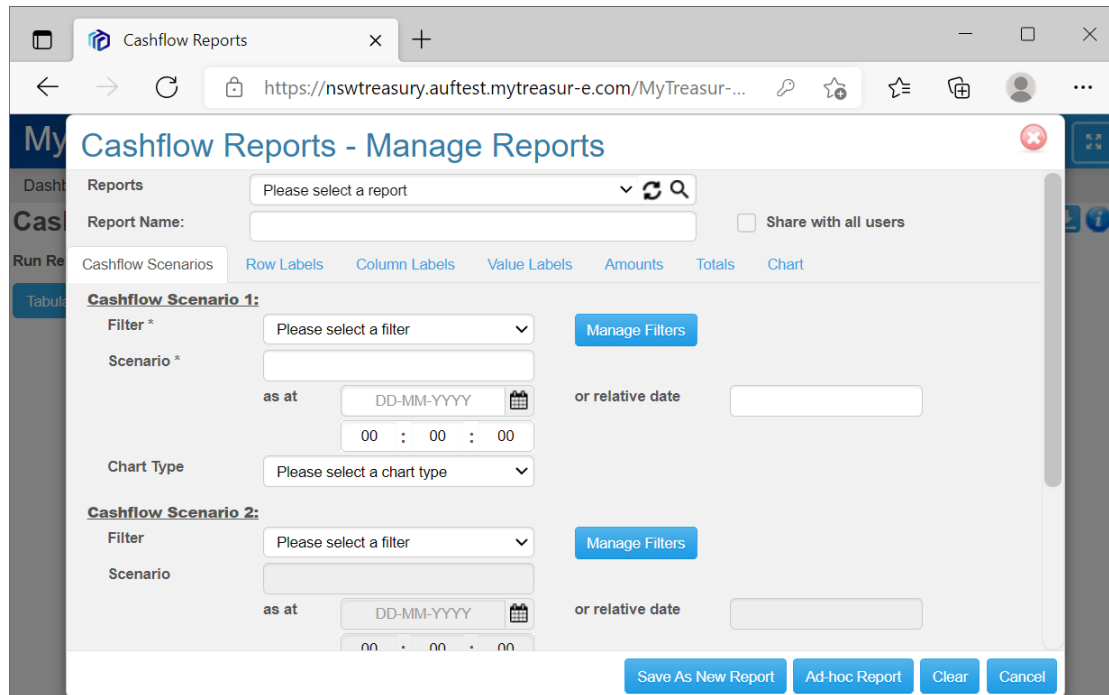
a) Navigate to Reporting → Positions → Cashflow Reports



b) Click on **Manage Reports** to bring up the reporting options.

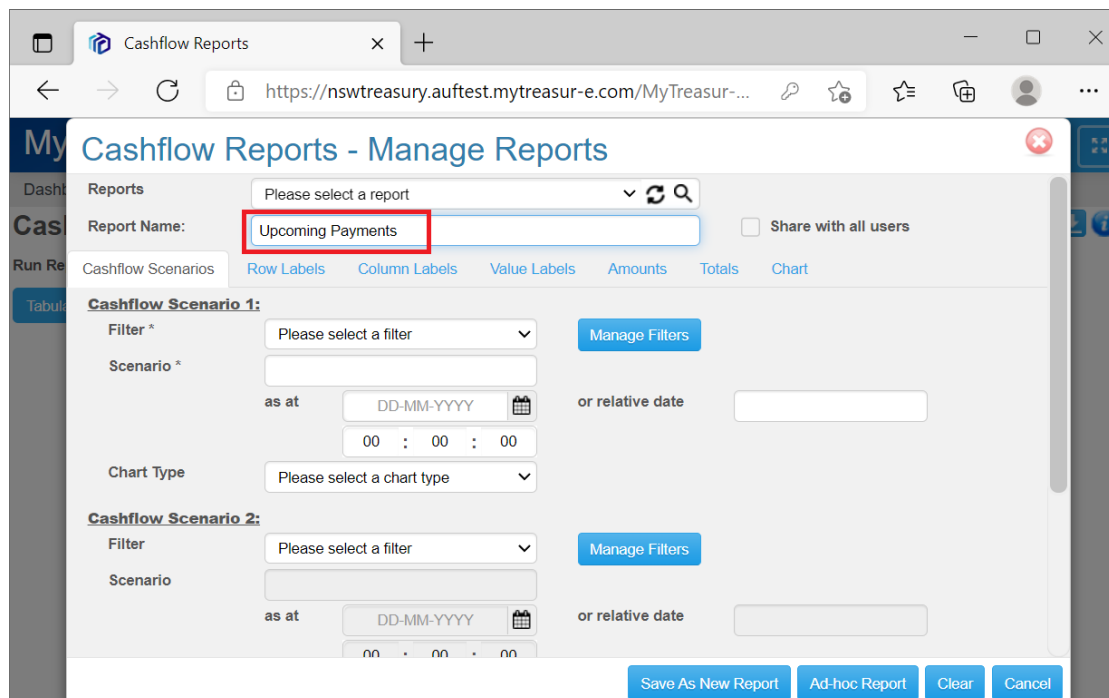


c) A pop-up screen will appear where you can set all configuration options for your report.



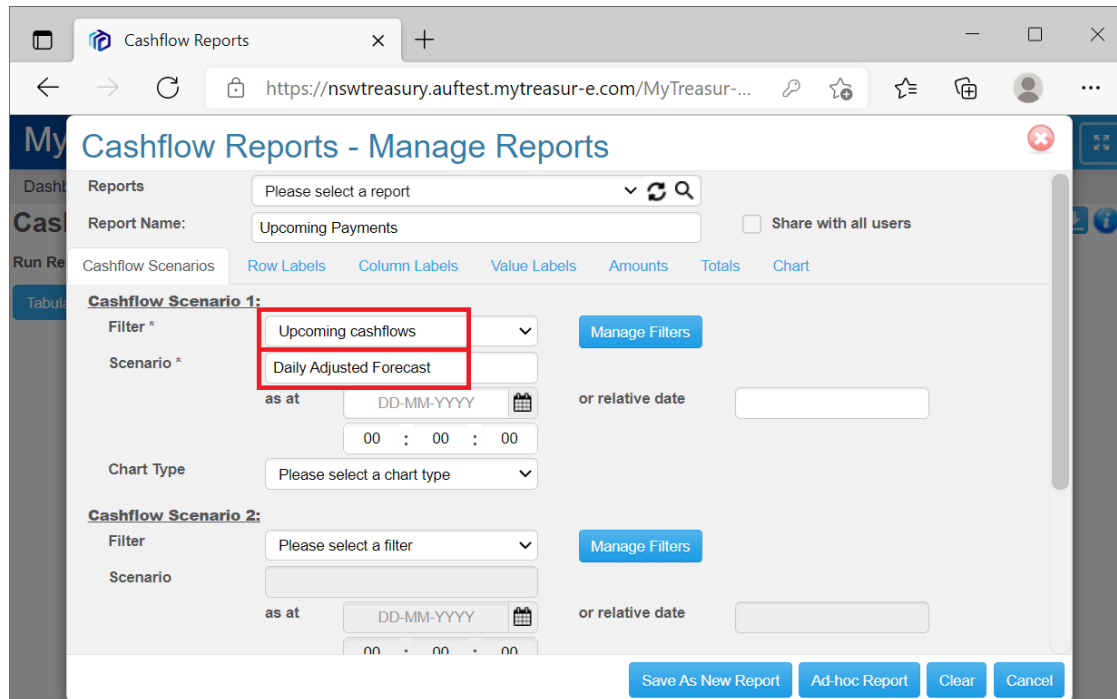
The screenshot shows a web browser window with the URL <https://nswtreasury.aufest.mytreasur-e.com/MyTreasur-...>. The page title is "Cashflow Reports - Manage Reports". The interface includes a "Reports" dropdown menu with the text "Please select a report". Below this is a "Report Name:" text input field, which is currently empty. To the right of the "Report Name" field is a checkbox labeled "Share with all users". The main content area is divided into two sections: "Cashflow Scenario 1:" and "Cashflow Scenario 2:". Each scenario section contains a "Filter *" dropdown menu (with "Please select a filter" as the selected option), a "Scenario *" text input field, an "as at" date field (with a calendar icon and the format "DD-MM-YYYY"), and a time field (with the format "00 : 00 : 00"). There are also "or relative date" text input fields. At the bottom of each scenario section is a "Manage Filters" button. At the bottom of the entire pop-up are four buttons: "Save As New Report", "Ad-hoc Report", "Clear", and "Cancel".

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



This screenshot is identical to the one above, but the "Report Name:" text input field now contains the text "Upcoming Payments". This text is enclosed in a red rectangular box, indicating that it has been entered and is the focus of the instruction.

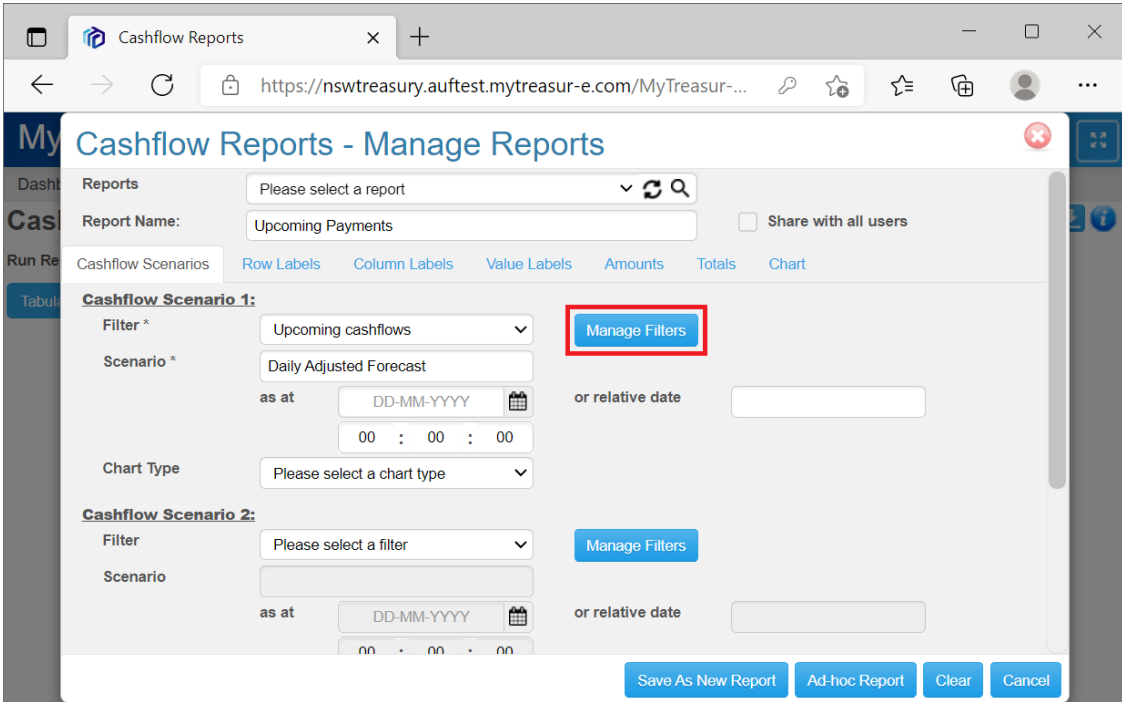
e) Select a **Filter** and a **Scenario** from the dropdowns to isolate which cashflows to show.



- Note the Start Date and End Date of the cashflows in the report will be governed by the selected filter.

Cash Forecasting Solution

- f) Note if the filter you require is not available, or if you would like to check the attributes of a filter, click on **Manage Filters**.



The screenshot displays the 'Cashflow Reports - Manage Reports' interface. At the top, there's a search bar and a 'Share with all users' checkbox. Below, there are tabs for 'Cashflow Scenarios', 'Row Labels', 'Column Labels', 'Value Labels', 'Amounts', 'Totals', and 'Chart'. Two scenarios are visible:

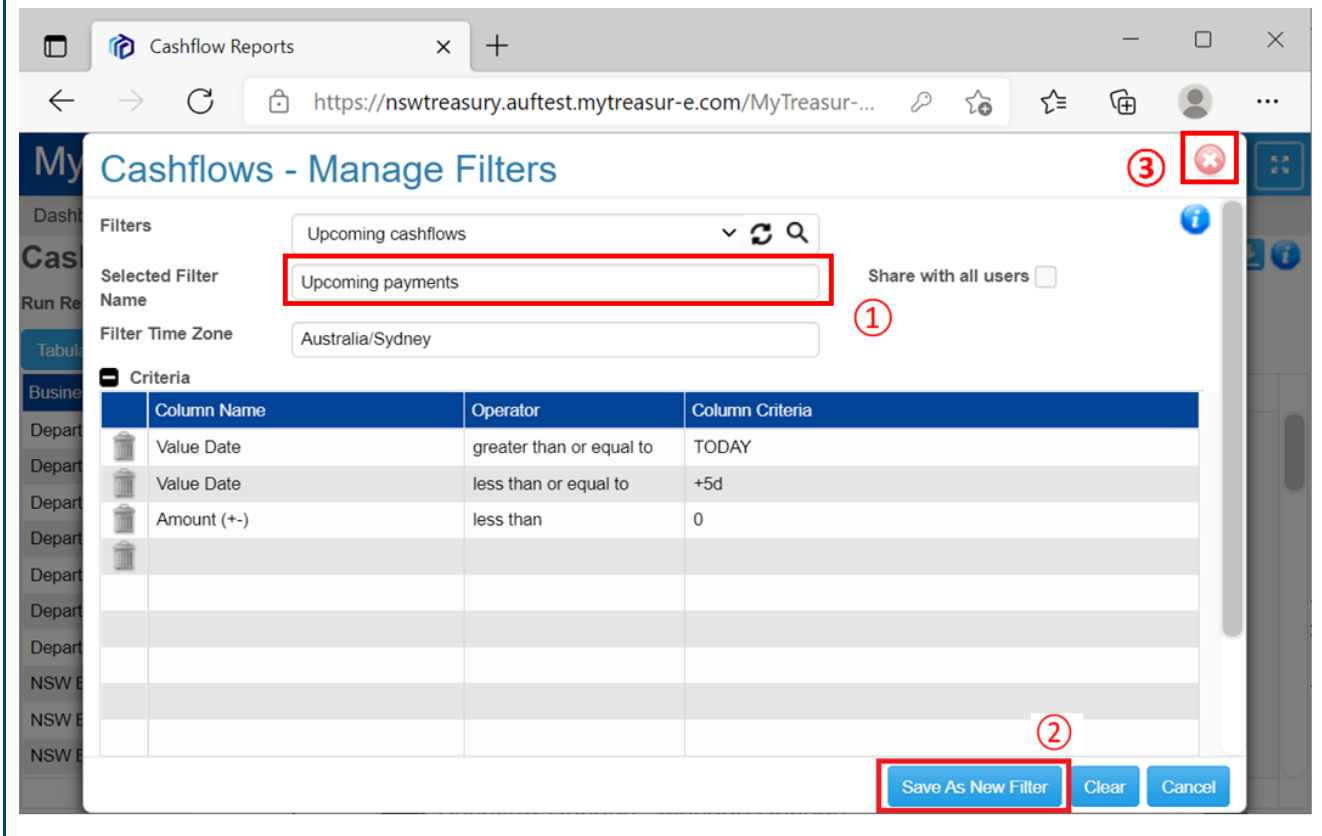
- Cashflow Scenario 1:** Filter is 'Upcoming cashflows', Scenario is 'Daily Adjusted Forecast'. A red box highlights the 'Manage Filters' button.
- Cashflow Scenario 2:** Filter is 'Please select a filter', Scenario is empty. A 'Manage Filters' button is also present.

At the bottom, there are buttons for 'Save As New Report', 'Ad-hoc Report', 'Clear', and 'Cancel'.

Cash Forecasting Solution

- g) In the **Manage Filters** pop-up screen you can select a pre-configured filter from the dropdown to see its attributes, or create a new one by entering a name in **Selected Filter Name** (1) and clicking **Save As New Filter** (2).

Hit the **Red X** (3) to close the pop-up and return to the Manage Reports screen.



Cashflows - Manage Filters

Filters: Upcoming cashflows

Selected Filter Name: Upcoming payments (1)

Filter Time Zone: Australia/Sydney

Criteria

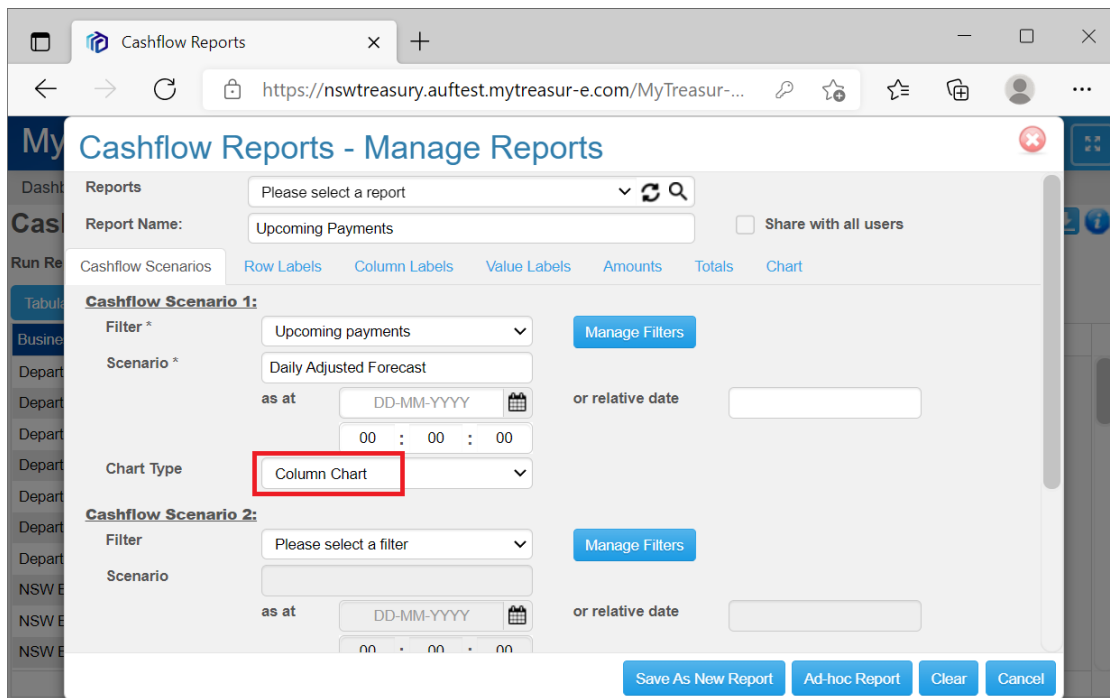
| Column Name | Operator | Column Criteria |
|-------------|--------------------------|-----------------|
| Value Date | greater than or equal to | TODAY |
| Value Date | less than or equal to | +5d |
| Amount (+-) | less than | 0 |

Save As New Filter (2) Clear Cancel

Red X (3)

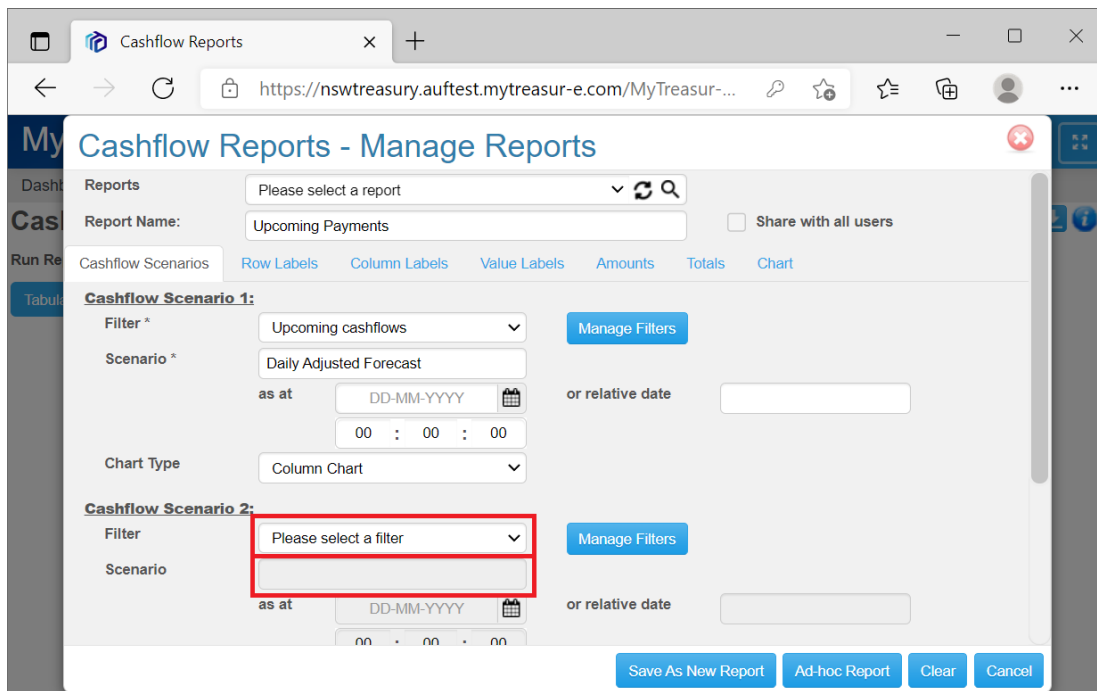
Cash Forecasting Solution

- h) You can also choose a **Chart Type** for the Report. Note a **Chart Type** needs to be selected even if you are not planning on displaying the data as a chart within the report.



The screenshot shows the 'Cashflow Reports - Manage Reports' interface. Under 'Cashflow Scenario 1', the 'Filter' is set to 'Upcoming payments', the 'Scenario' is 'Daily Adjusted Forecast', and the 'Chart Type' is 'Column Chart' (highlighted with a red box). The 'as at' date is set to 'DD-MM-YYYY' with a time picker set to '00 : 00 : 00'. There are 'Manage Filters' and 'Save As New Report' buttons.

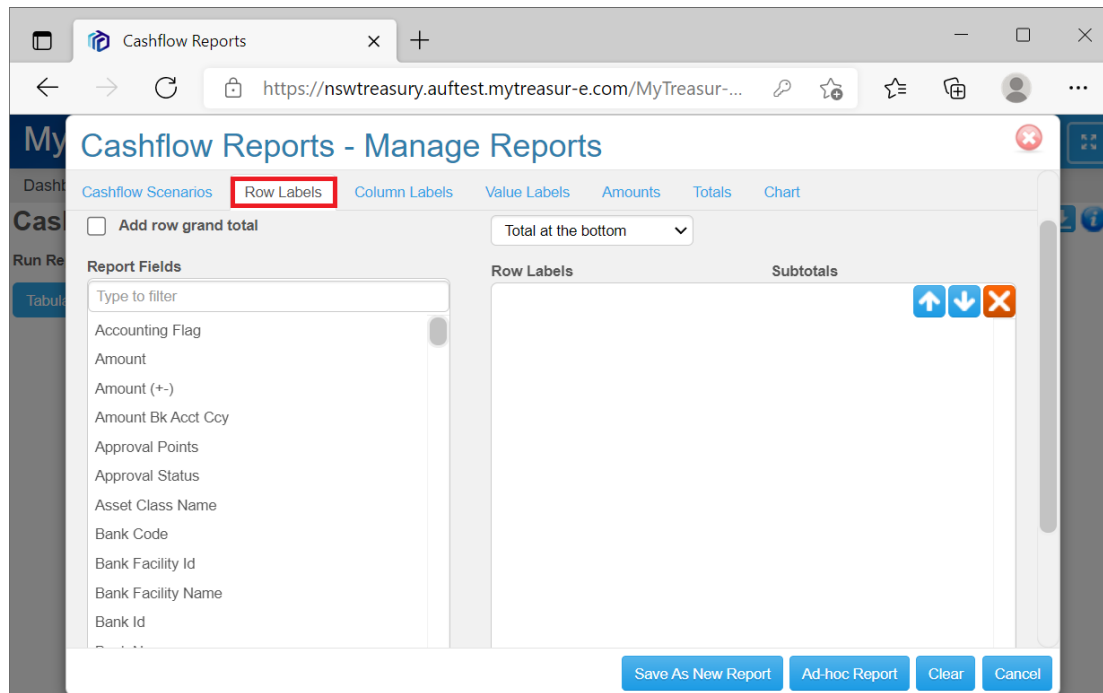
- i) If you would like to run a second set of cashflows for comparison and variance reporting, select another filter and scenario under **Cashflow Scenario 2**. Note these selections are optional and can be left blank.



The screenshot shows the 'Cashflow Reports - Manage Reports' interface. Under 'Cashflow Scenario 2', the 'Filter' dropdown is highlighted with a red box and set to 'Please select a filter'. The 'Scenario' field is empty. The 'as at' date is set to 'DD-MM-YYYY' with a time picker set to '00 : 00 : 00'. There are 'Manage Filters' and 'Save As New Report' buttons.

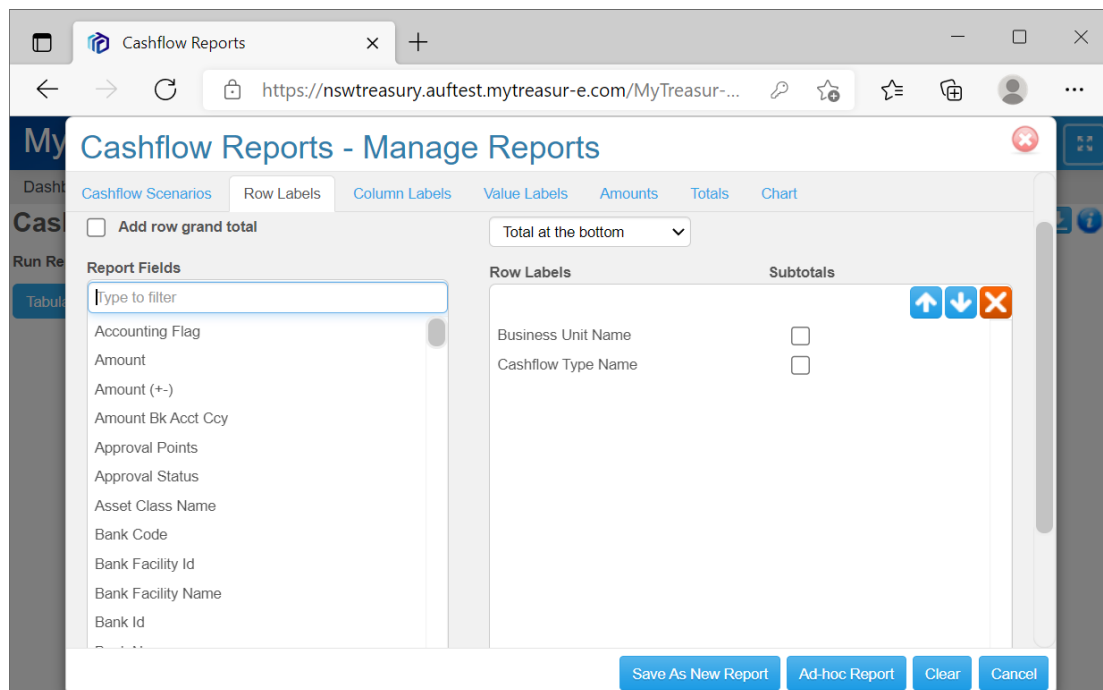
Cash Forecasting Solution

j) Click on the **Row Labels** tab to bring up the cashflow configuration options



The screenshot shows the 'Cashflow Reports - Manage Reports' interface. The 'Row Labels' tab is selected and highlighted with a red box. The interface displays a list of 'Report Fields' on the left, including Accounting Flag, Amount, Amount (+-), Amount Bk Acct Ccy, Approval Points, Approval Status, Asset Class Name, Bank Code, Bank Facility Id, Bank Facility Name, and Bank Id. The 'Row Labels' column is currently empty. The 'Subtotals' section is set to 'Total at the bottom'. Buttons at the bottom include 'Save As New Report', 'Ad-hoc Report', 'Clear', and 'Cancel'.

k) Here select the data items you would like to be displayed on each row of the report. Generally this will be additional information used to identify or classify each cashflow.



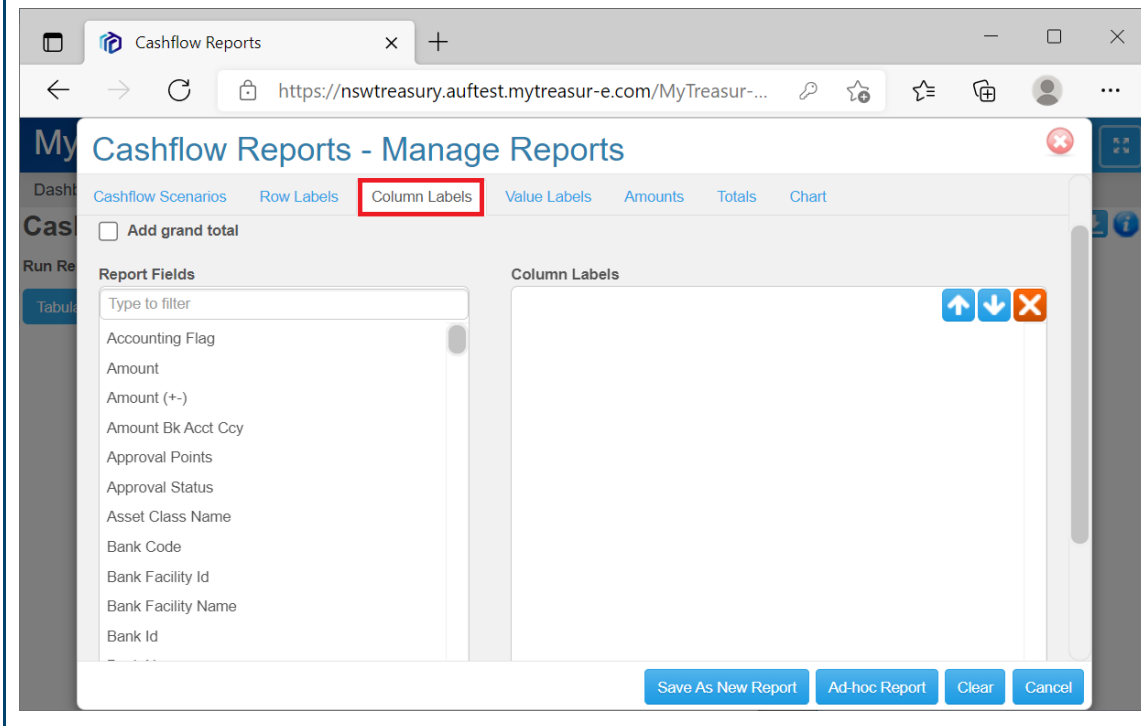
The screenshot shows the 'Cashflow Reports - Manage Reports' interface. The 'Row Labels' tab is selected. The 'Report Fields' list is visible, and the 'Row Labels' column now contains 'Business Unit Name' and 'Cashflow Type Name', each with an unchecked checkbox. The 'Subtotals' section remains 'Total at the bottom'. Buttons at the bottom include 'Save As New Report', 'Ad-hoc Report', 'Clear', and 'Cancel'.

Cash Forecasting Solution



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

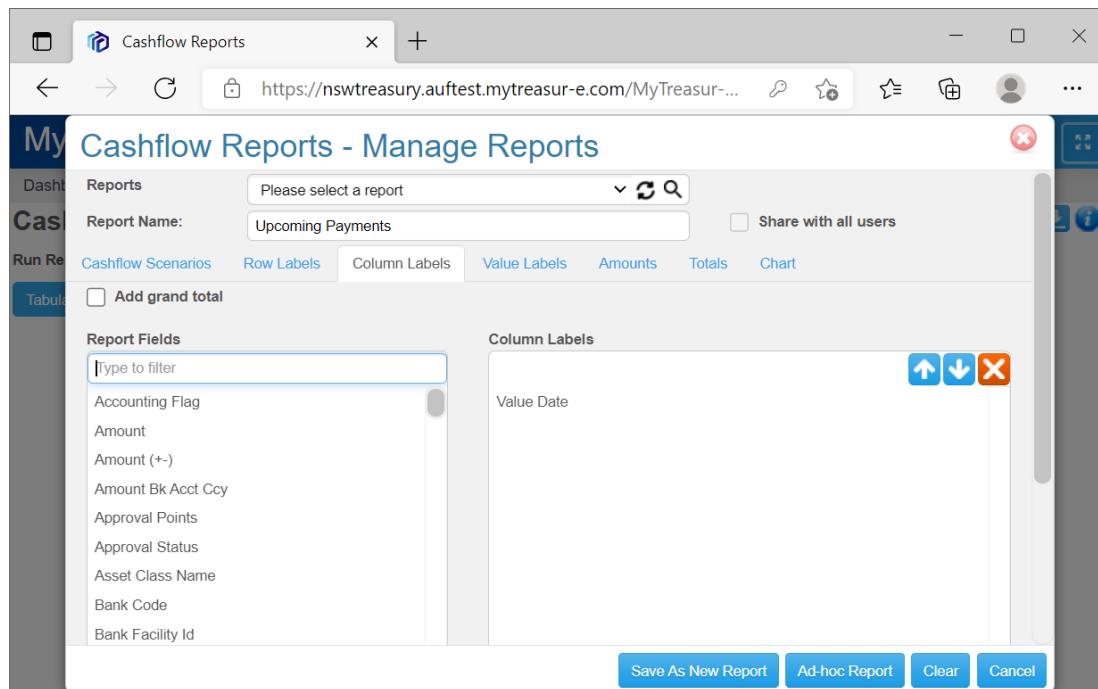
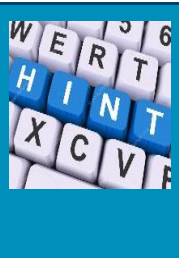
I) Click on **Column Labels** to bring up further options for the report.



The screenshot shows a web browser window with the URL <https://nswtreasury.aufitest.mytreasur-e.com/MyTreasur-...>. The page title is "Cashflow Reports - Manage Reports". The "Column Labels" tab is highlighted with a red box. Below the tabs, there is a section for "Report Fields" with a search input "Type to filter" and a list of fields including Accounting Flag, Amount, Amount (+-), Amount Bk Acct Coy, Approval Points, Approval Status, Asset Class Name, Bank Code, Bank Facility Id, Bank Facility Name, and Bank Id. To the right of the "Report Fields" list is an empty "Column Labels" list with three icons (up, down, and delete) at the top right. At the bottom of the interface, there are four buttons: "Save As New Report", "Ad-hoc Report", "Clear", and "Cancel".

Cash Forecasting Solution

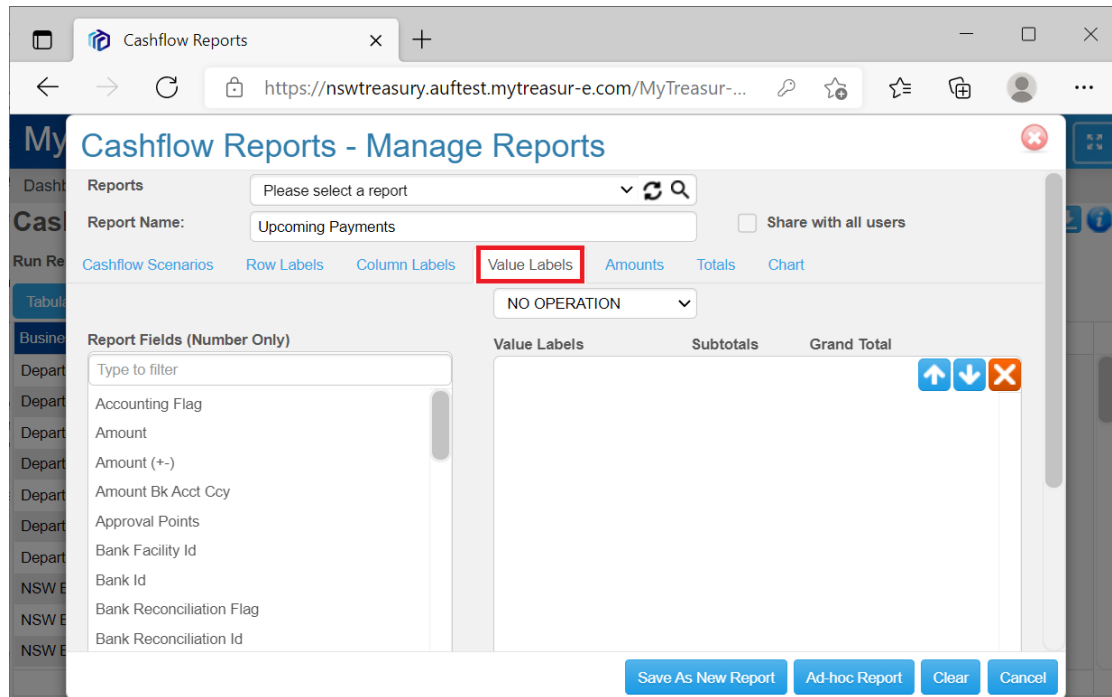
- m) Select the data you would like displayed for each column of the report. Note column labels are optional but can be useful if you would like your data displayed for individual dates for example.

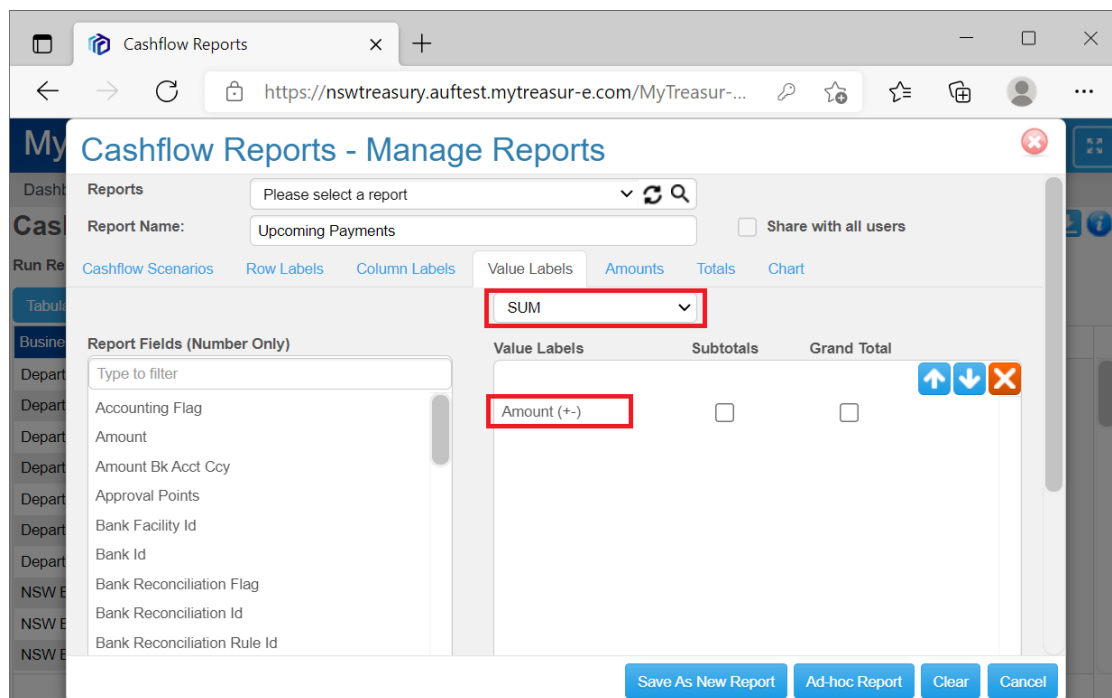
- Note if you would like the cashflow data bucketed by month, quarter or year, instead of individual dates, then select either Value Date Month, Value Date Quarter, or Value Date Year.

Cash Forecasting Solution

n) Click on the **Value Labels** tab to select the data to display in your report.



o) Select the data field to display the cashflow values. For the majority of reports this will either be the **Amount** or **Amount (+/-)** fields. (The 'Amount' field displays all values as positive.)



Cash Forecasting Solution



- 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.

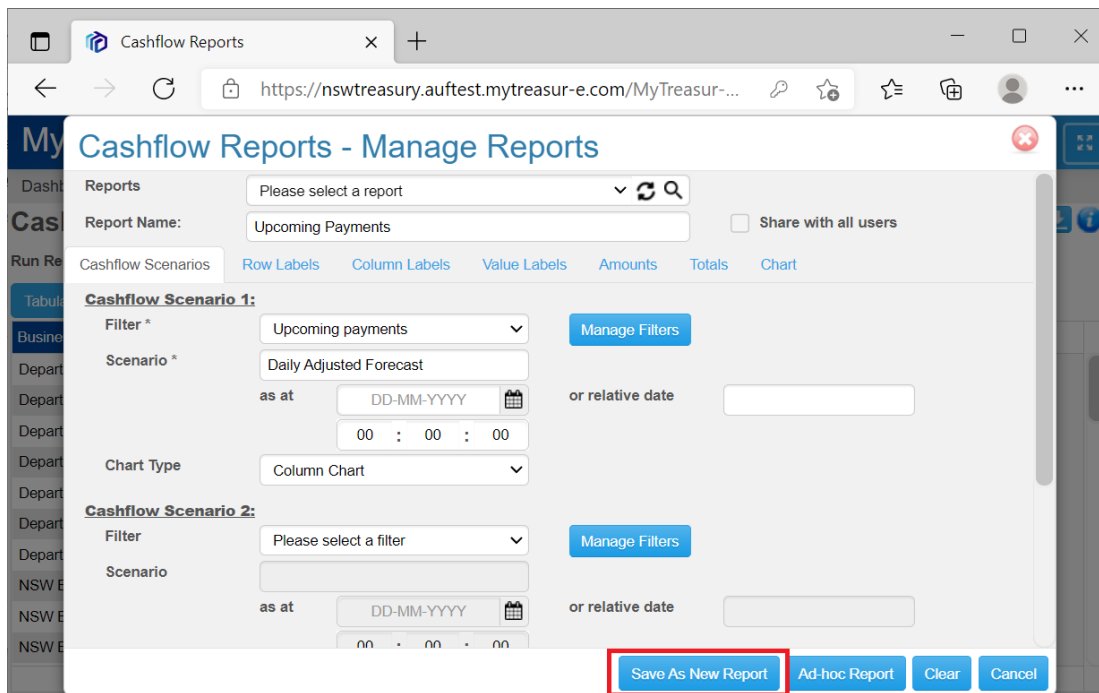
The screenshot shows the 'Cashflow Reports - Manage Reports' configuration page. At the top, there's a search bar and a 'Share with all users' checkbox. Below that, a horizontal menu contains tabs for 'Cashflow Scenarios', 'Row Labels', 'Column Labels', 'Value Labels', 'Amounts', 'Totals', and 'Chart'. The 'Amounts', 'Totals', and 'Chart' tabs are highlighted with red boxes. The main configuration area includes:

- Round To Nearest ^:** A dropdown menu set to '1'.
- With ^:** A dropdown menu set to '0' with 'Decimals' selected.
- Convert To:** An empty text input field.
- Market Data:** A dropdown menu set to 'Default Market Data Set'.
- FX Rate Type:** A dropdown menu set to 'MID'.
- Valuation Date:** A date picker set to 'DD-MM-YYYY'.
- Relative Valuation Date:** An empty text input field.
- Four checkboxes: 'Display Both Values And Converted Values', 'Use Converted Values in Pivot', 'Display Direct FX Rate', and 'Display Indirect FX Rate'.

At the bottom, there are four buttons: 'Save As New Report', 'Ad-hoc Report', 'Clear', and 'Cancel'.

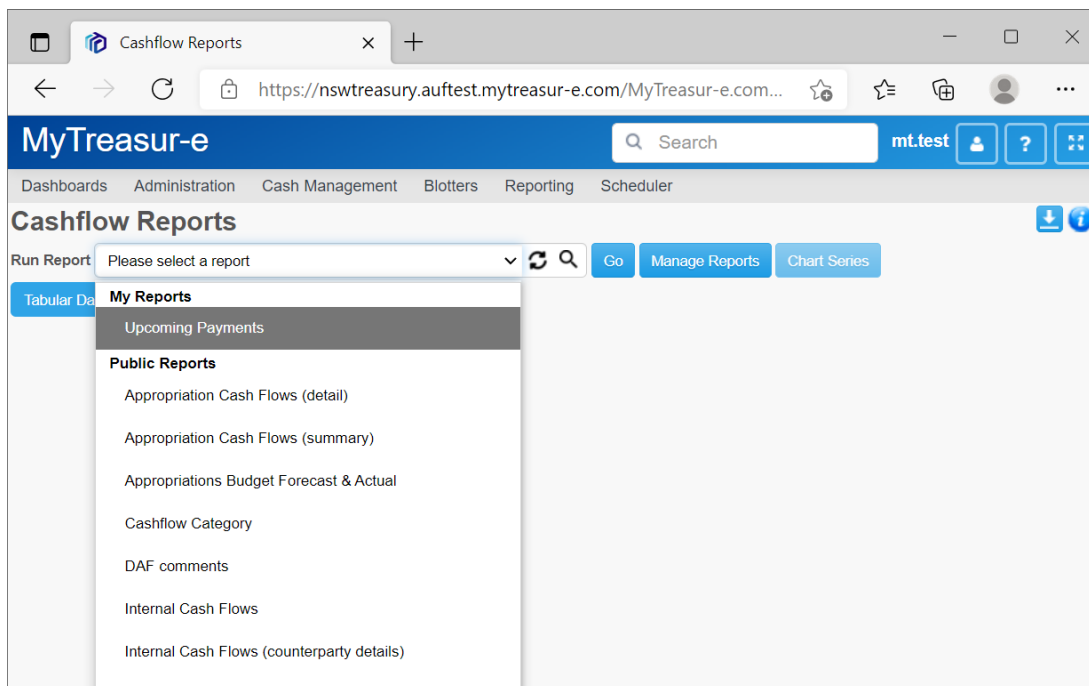
Cash Forecasting Solution

- 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.



The screenshot shows the 'Cashflow Reports - Manage Reports' interface. At the top, there's a search bar with 'Please select a report' and a 'Share with all users' checkbox. Below that, the 'Report Name' is set to 'Upcoming Payments'. There are tabs for 'Cashflow Scenarios', 'Row Labels', 'Column Labels', 'Value Labels', 'Amounts', 'Totals', and 'Chart'. Under 'Cashflow Scenario 1', the filter is 'Upcoming payments', scenario is 'Daily Adjusted Forecast', and chart type is 'Column Chart'. A second scenario is partially visible. At the bottom, the 'Save As New Report' button is highlighted with a red box, along with 'Ad-hoc Report', 'Clear', and 'Cancel' buttons.

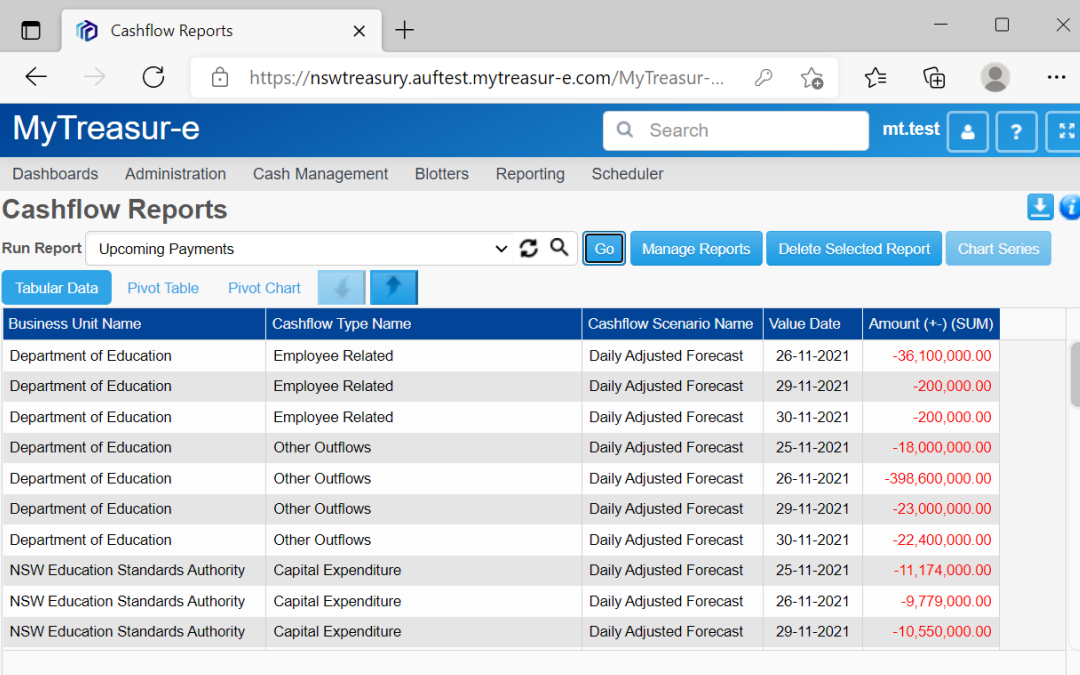
- r) Back in the reports screen, the report will now be visible in the dropdown list and will be displayed under the **My Reports** section. Note only you will be able to see this report in the dropdown menu. Select the report and hit **Go** to see the content of the report.



The screenshot shows the main 'Cashflow Reports' screen. The 'Run Report' dropdown menu is open, showing a list of reports. The 'My Reports' section is highlighted, and 'Upcoming Payments' is selected. Other reports listed include 'Appropriation Cash Flows (detail)', 'Appropriation Cash Flows (summary)', 'Appropriations Budget Forecast & Actual', 'Cashflow Category', 'DAF comments', 'Internal Cash Flows', and 'Internal Cash Flows (counterparty details)'. The 'Go' button is visible next to the dropdown.

Cash Forecasting Solution

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



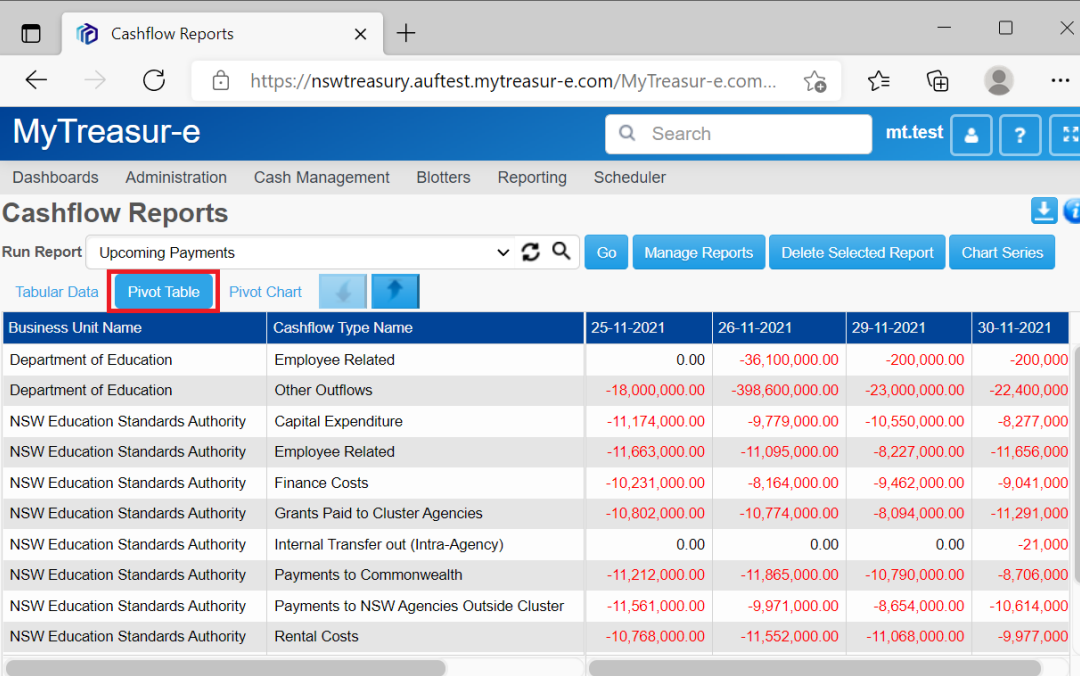
Run Report: Upcoming Payments

Buttons: Go, Manage Reports, Delete Selected Report, Chart Series

View: Tabular Data (selected), Pivot Table, Pivot Chart

| Business Unit Name | Cashflow Type Name | Cashflow Scenario Name | Value Date | Amount (+-) (SUM) |
|-----------------------------------|---------------------|-------------------------|------------|-------------------|
| Department of Education | Employee Related | Daily Adjusted Forecast | 26-11-2021 | -36,100,000.00 |
| Department of Education | Employee Related | Daily Adjusted Forecast | 29-11-2021 | -200,000.00 |
| Department of Education | Employee Related | Daily Adjusted Forecast | 30-11-2021 | -200,000.00 |
| Department of Education | Other Outflows | Daily Adjusted Forecast | 25-11-2021 | -18,000,000.00 |
| Department of Education | Other Outflows | Daily Adjusted Forecast | 26-11-2021 | -398,600,000.00 |
| Department of Education | Other Outflows | Daily Adjusted Forecast | 29-11-2021 | -23,000,000.00 |
| Department of Education | Other Outflows | Daily Adjusted Forecast | 30-11-2021 | -22,400,000.00 |
| NSW Education Standards Authority | Capital Expenditure | Daily Adjusted Forecast | 25-11-2021 | -11,174,000.00 |
| NSW Education Standards Authority | Capital Expenditure | Daily Adjusted Forecast | 26-11-2021 | -9,779,000.00 |
| NSW Education Standards Authority | Capital Expenditure | Daily Adjusted Forecast | 29-11-2021 | -10,550,000.00 |

t) You can then change the layout of the report by switching it from a tabular report to a pivot table (where column labels are spread across as a single row). To do this click on **Pivot Table**.



Run Report: Upcoming Payments

Buttons: Go, Manage Reports, Delete Selected Report, Chart Series

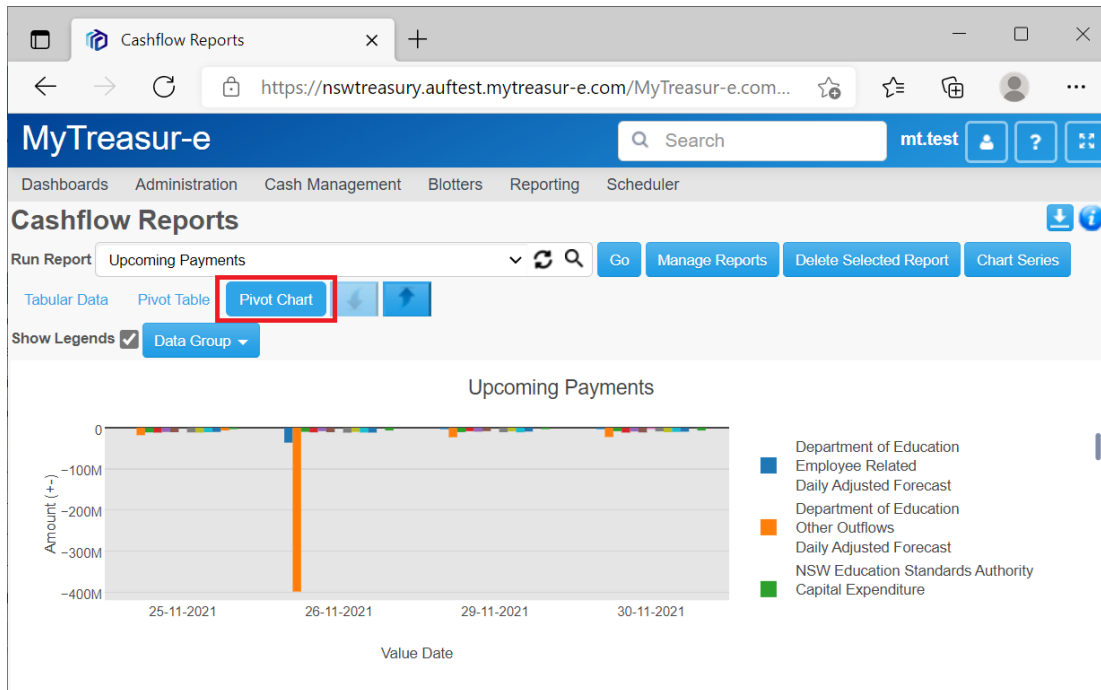
View: Tabular Data, **Pivot Table** (highlighted), Pivot Chart

| Business Unit Name | Cashflow Type Name | 25-11-2021 | 26-11-2021 | 29-11-2021 | 30-11-2021 |
|-----------------------------------|--|----------------|-----------------|----------------|----------------|
| Department of Education | Employee Related | 0.00 | -36,100,000.00 | -200,000.00 | -200,000.00 |
| Department of Education | Other Outflows | -18,000,000.00 | -398,600,000.00 | -23,000,000.00 | -22,400,000.00 |
| NSW Education Standards Authority | Capital Expenditure | -11,174,000.00 | -9,779,000.00 | -10,550,000.00 | -8,277,000.00 |
| NSW Education Standards Authority | Employee Related | -11,663,000.00 | -11,095,000.00 | -8,227,000.00 | -11,656,000.00 |
| NSW Education Standards Authority | Finance Costs | -10,231,000.00 | -8,164,000.00 | -9,462,000.00 | -9,041,000.00 |
| NSW Education Standards Authority | Grants Paid to Cluster Agencies | -10,802,000.00 | -10,774,000.00 | -8,094,000.00 | -11,291,000.00 |
| NSW Education Standards Authority | Internal Transfer out (Intra-Agency) | 0.00 | 0.00 | 0.00 | -21,000.00 |
| NSW Education Standards Authority | Payments to Commonwealth | -11,212,000.00 | -11,865,000.00 | -10,790,000.00 | -8,706,000.00 |
| NSW Education Standards Authority | Payments to NSW Agencies Outside Cluster | -11,561,000.00 | -9,971,000.00 | -8,654,000.00 | -10,614,000.00 |
| NSW Education Standards Authority | Rental Costs | -10,768,000.00 | -11,552,000.00 | -11,068,000.00 | -9,977,000.00 |

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 information displayed in chart form.

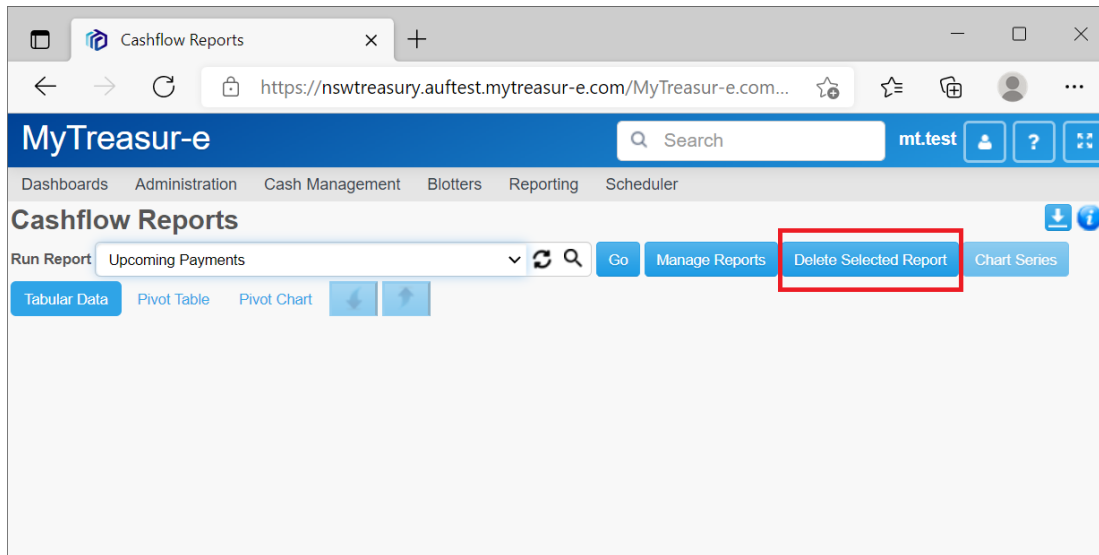


- b) The system will display the chart type as selected on the **Cashflow Movements** tab within **Manage Reports**.

Cash Forecasting Solution

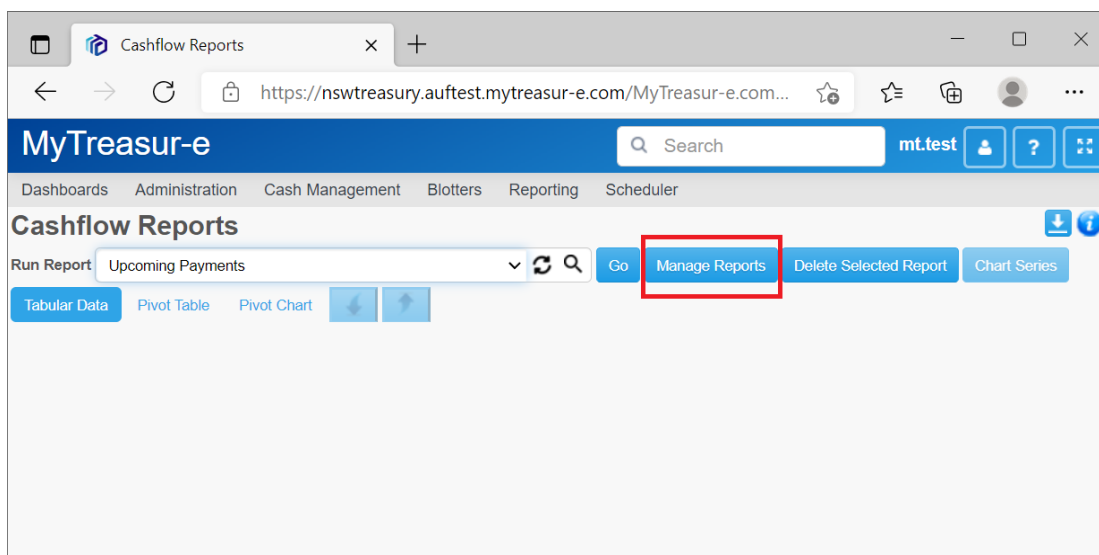
Step 3: Deleting a report

- 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: 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**.



Cash Forecasting Solution

b) The **Manage Reports** pop-up screen will show again, with the configuration details of the reports displayed. 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.