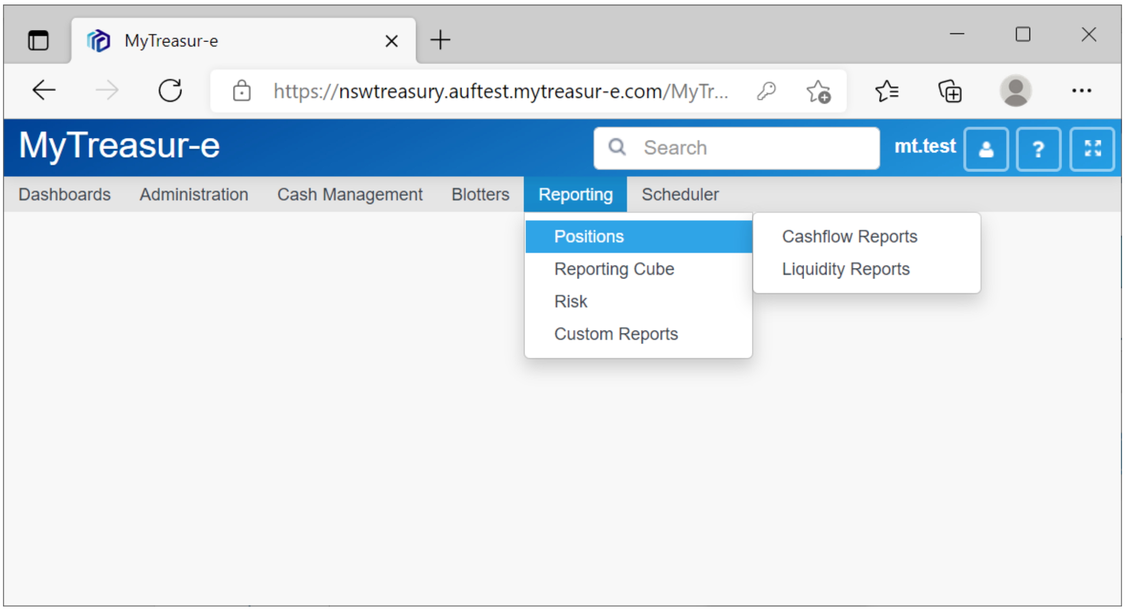
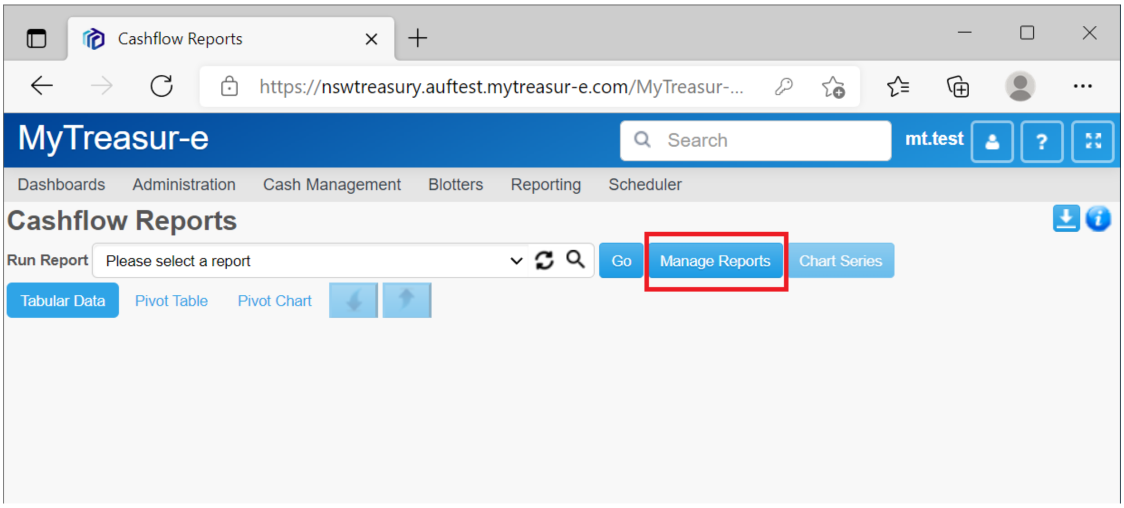
ADVANCED REPORTING	
Module:	Cashflow Reports
Audience:	All users
System:	Reporting → Positions → Cashflow Report
System Process:	• Extracting data from the system can be done in multiple ways. The Cashflow Report allows you to extract various cashflows that have been saved within a scenario. • The Cashflow 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:	• 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

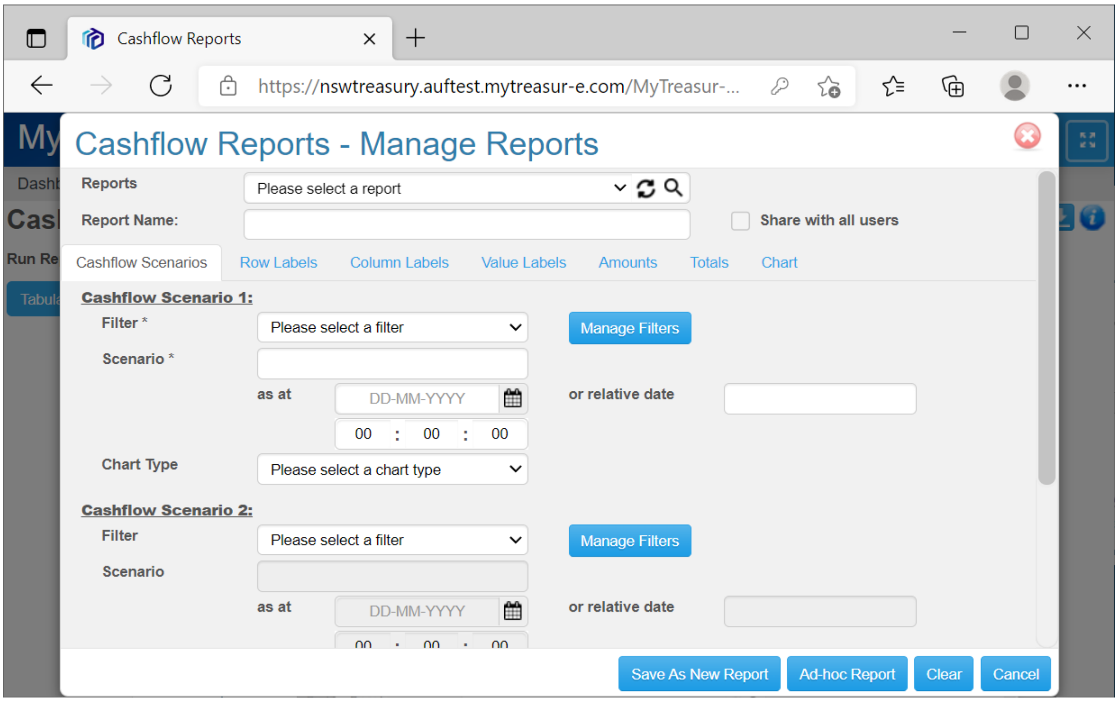
a) Navigate to Reporting ⟶ Positions ⟶ Cashflow Reports



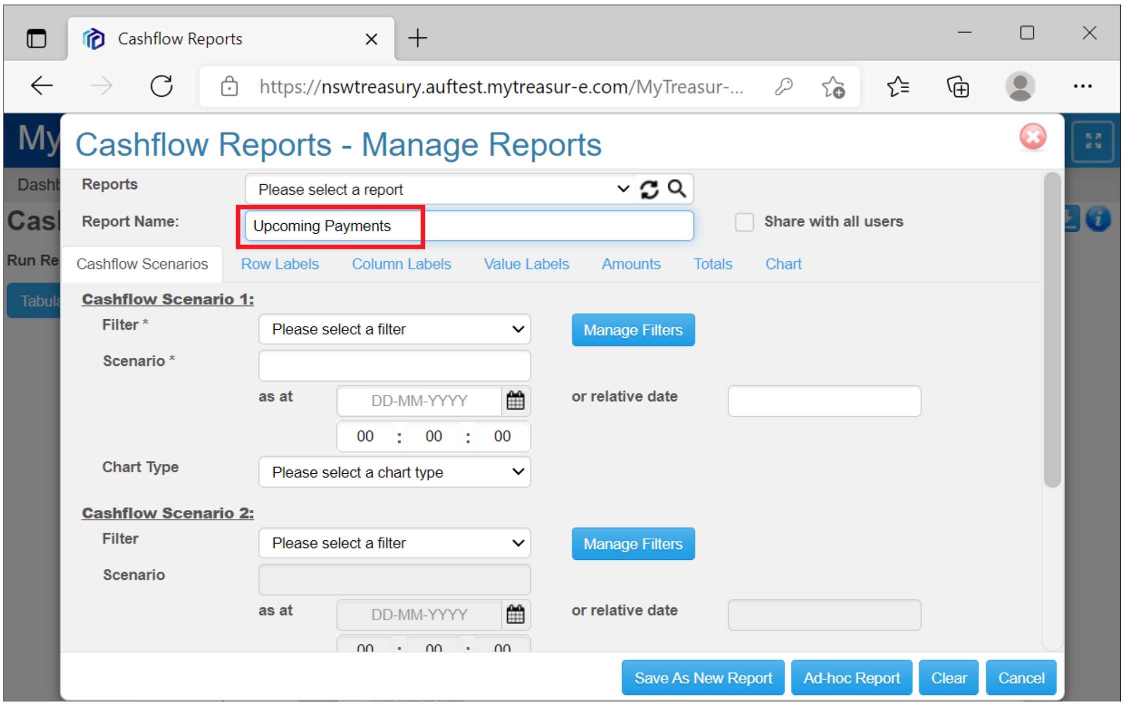
b) Click on **Manage Reports** to bring up the reporting options.



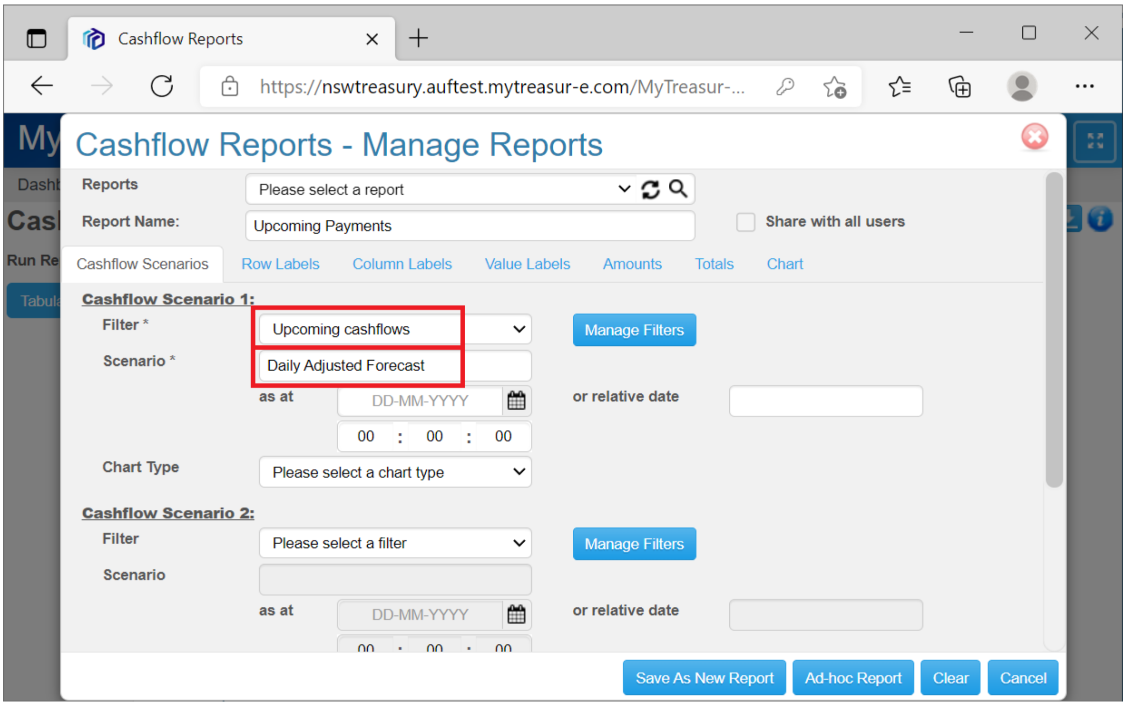
c) A pop-up screen will appear where you can set all configuration options for your report.



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

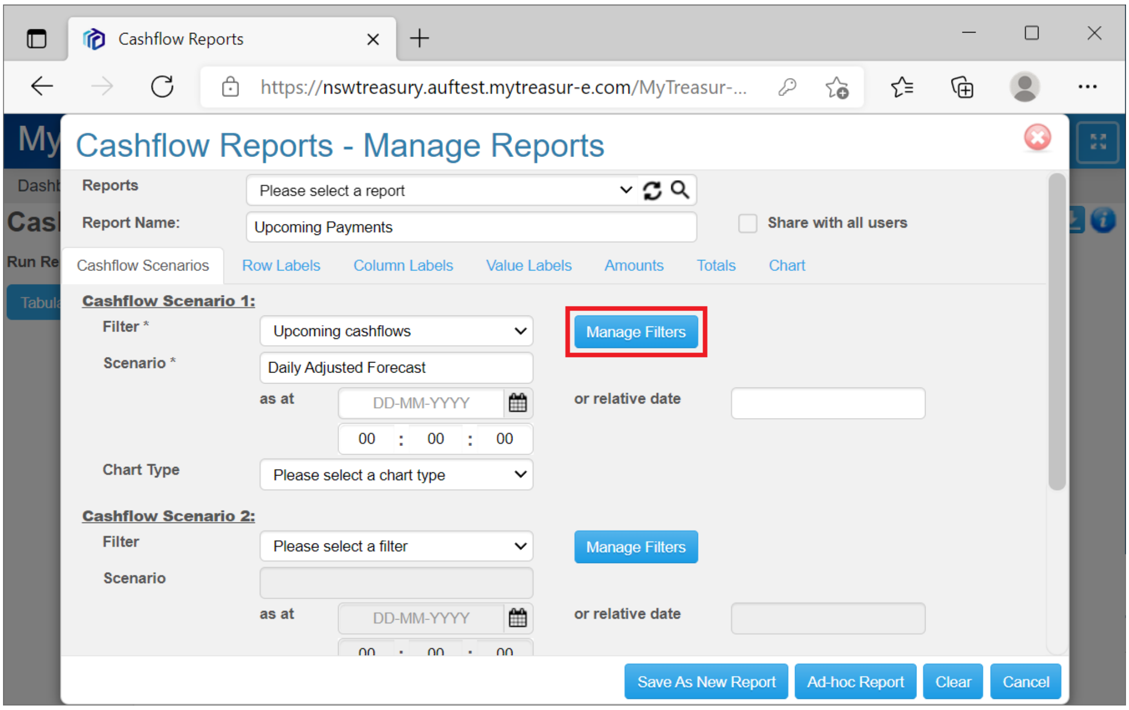


e) Select a **Filter** and a **Scenario** from the dropdowns to isolate which cashflows to show.



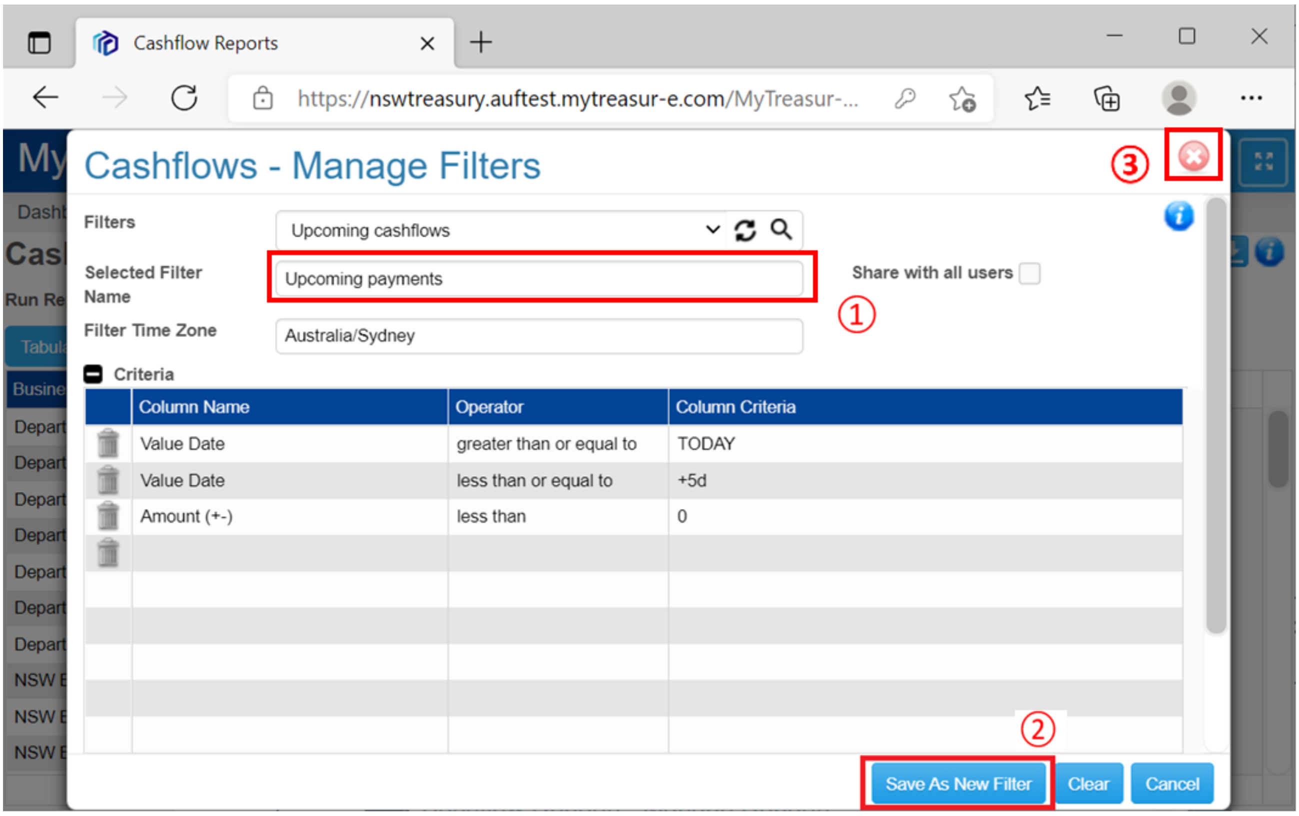
- Note the Start Date and End Date of the cashflows in the report will be governed by the selected filter.

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**.

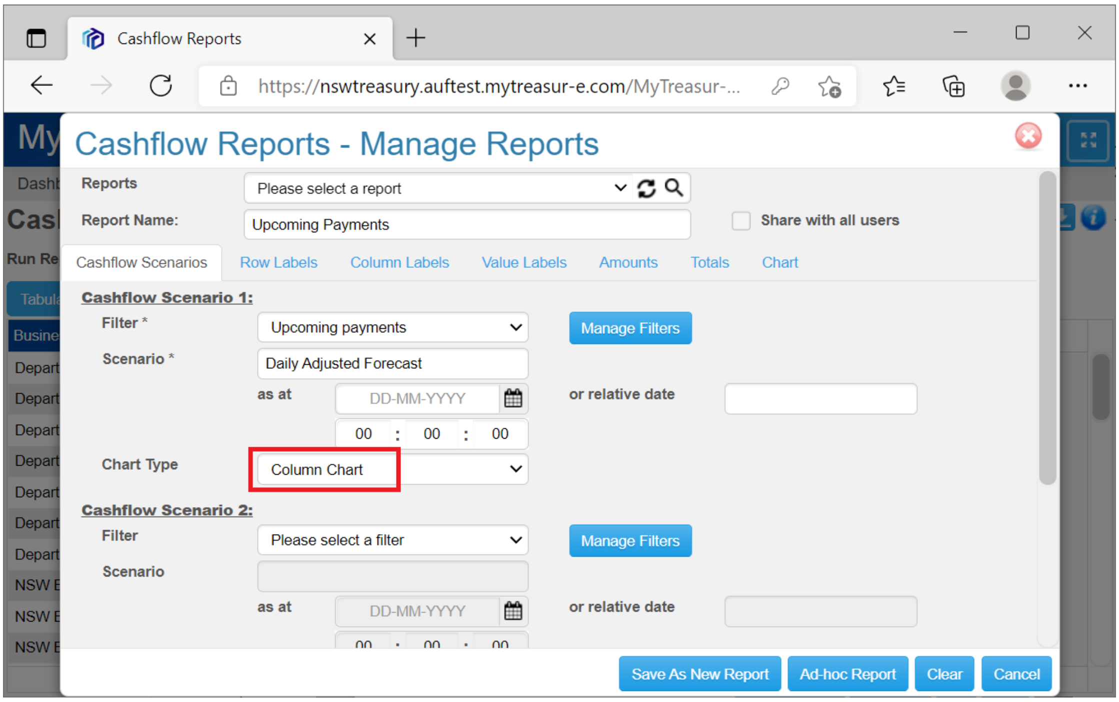


g) In the **Manage Filters** pop-up screen you can select a pre-configured filter from the dropdown to see its attributes, or create a new one by entering a name in **Selected Filter Name (1)** and clicking **Save As New Filter (2)**.

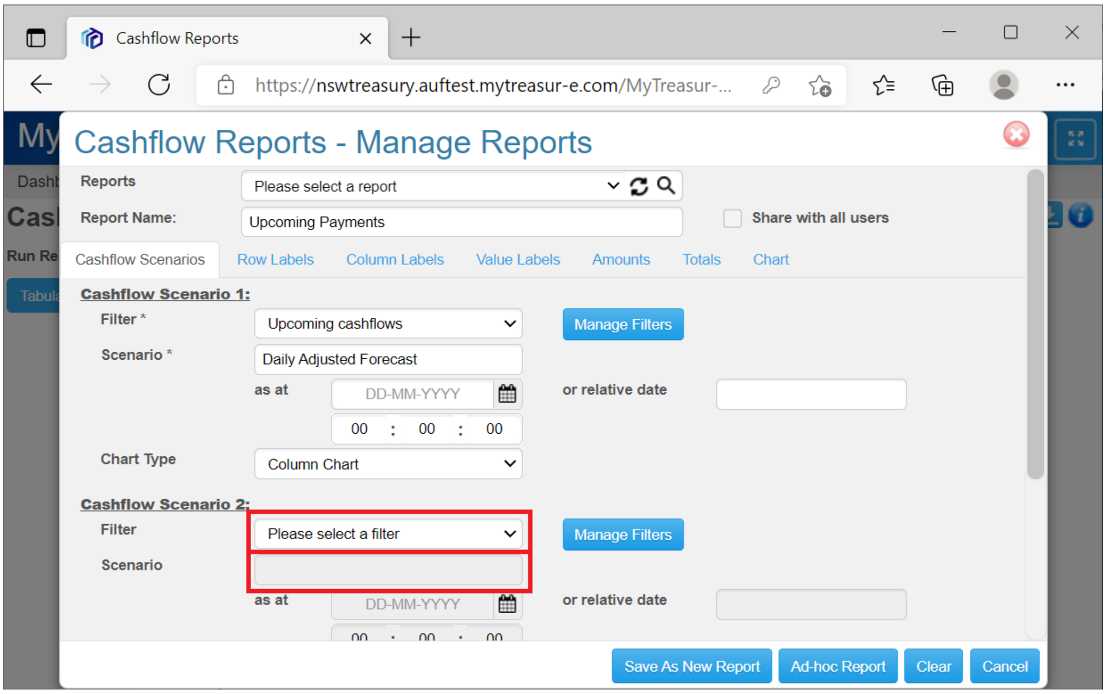
Hit the **Red X (3)** to close the pop-up and return to the Manage Reports screen.



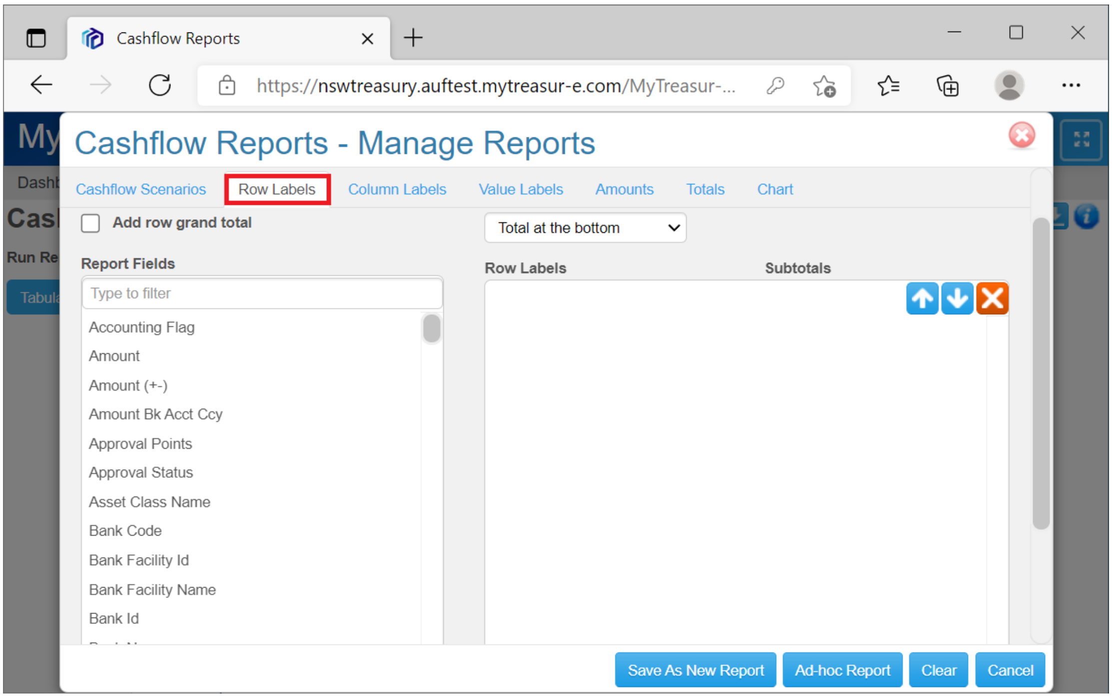
h) You can also choose a **Chart Type** for the Report. Note a **Chart Type** needs to be selected even if you are not planning on displaying the data as a chart within the report.



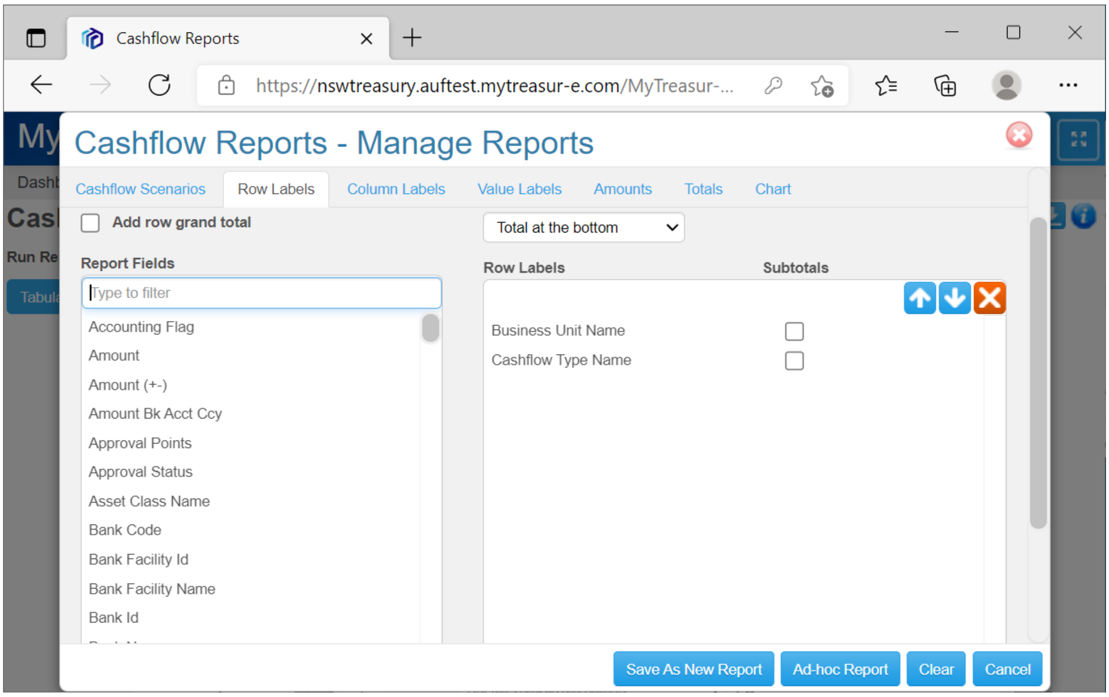
i) If you would like to run a second set of cashflows for comparison and variance reporting, select another filter and scenario under **Cashflow Scenario 2**. Note these selections are optional and can be left blank.



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

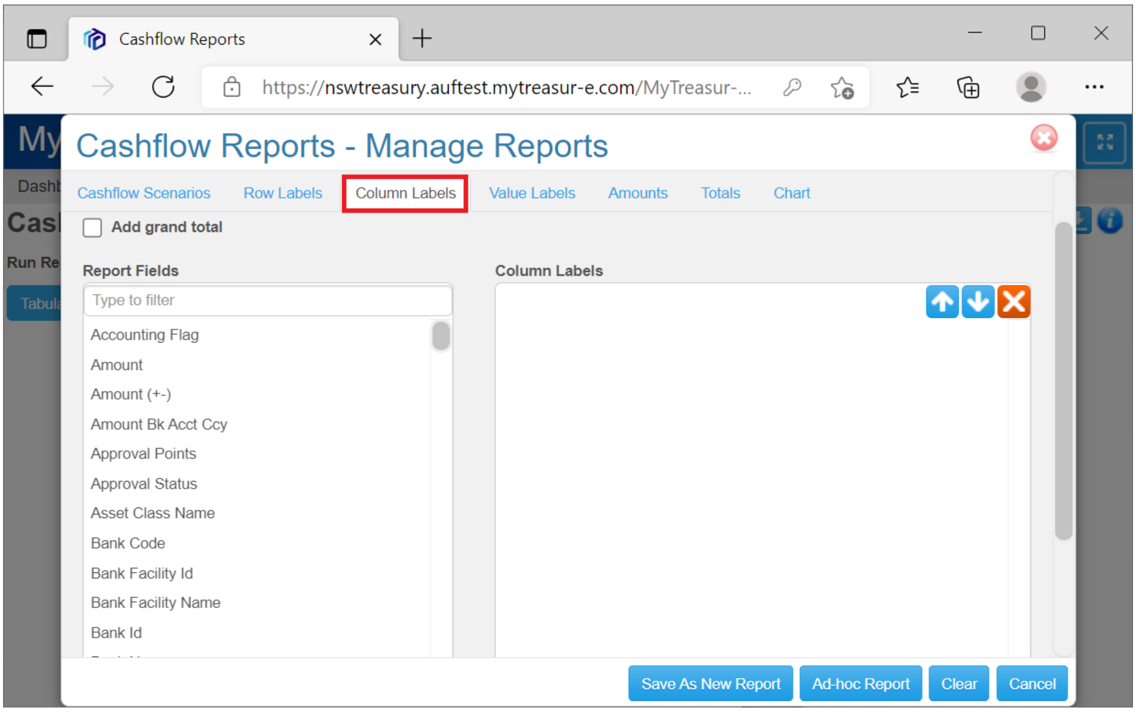


k) Here select the data items you would like to be displayed on each row of the report. Generally this will be additional information used to identify or classify each cashflow.

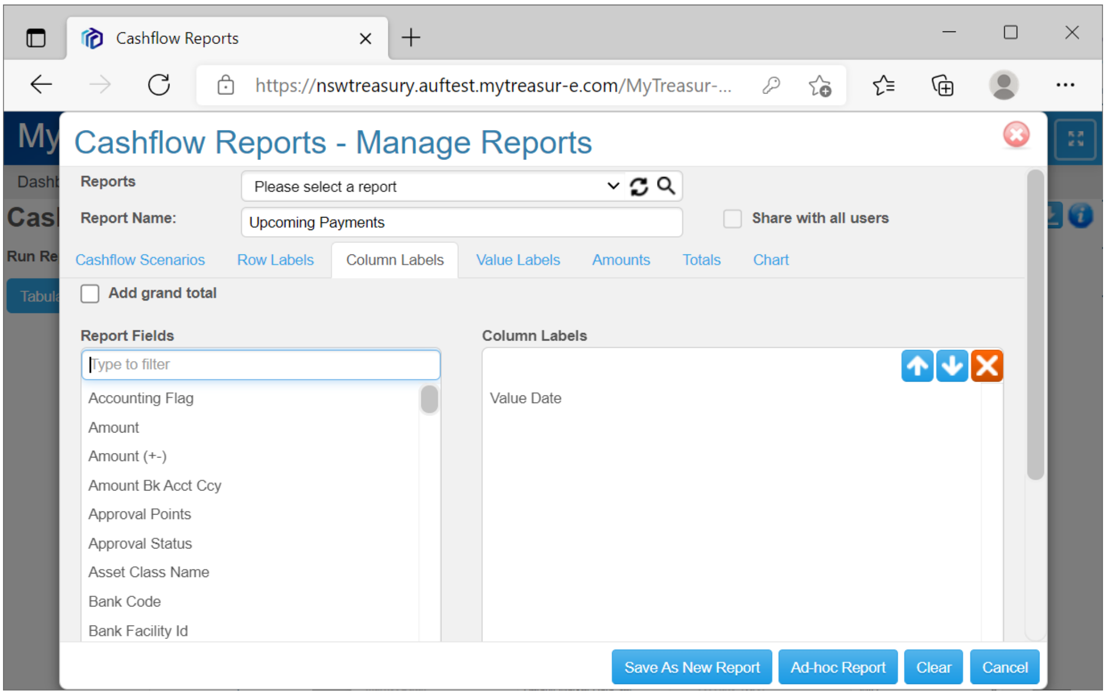


- To easily find the data elements you are looking within **Report Fields**, start typing the field name to filter the list.

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

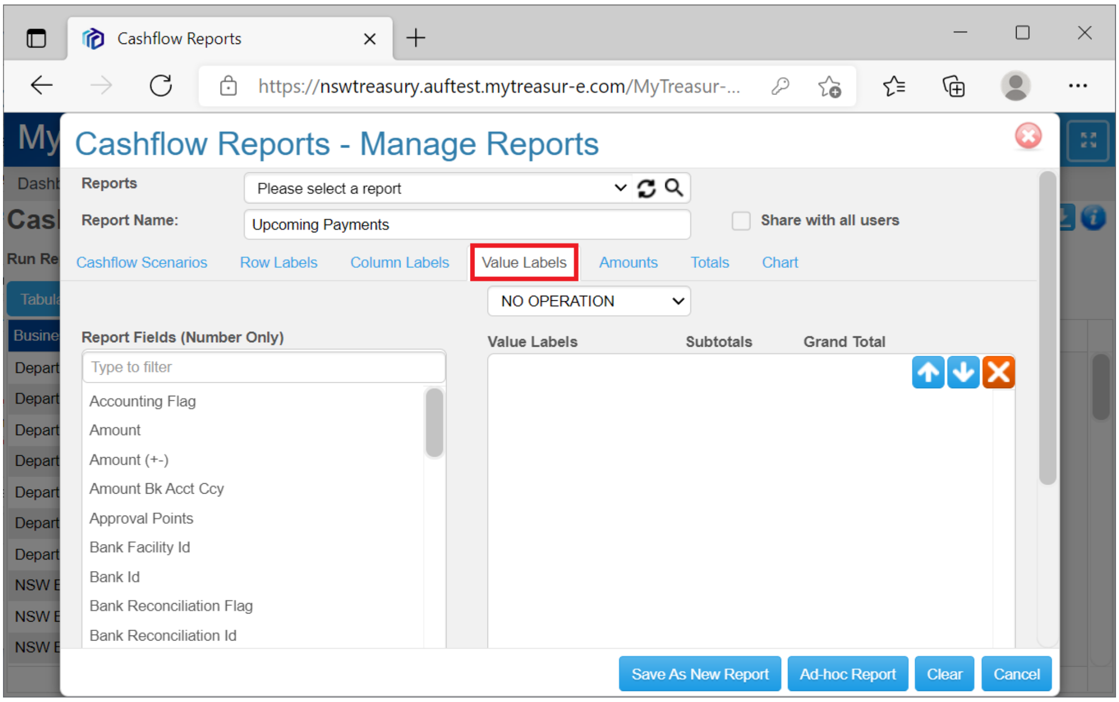


m) Select the data you would like displayed for each column of the report. Note column labels are optional but can be useful if you would like your data displayed for individual dates for example.

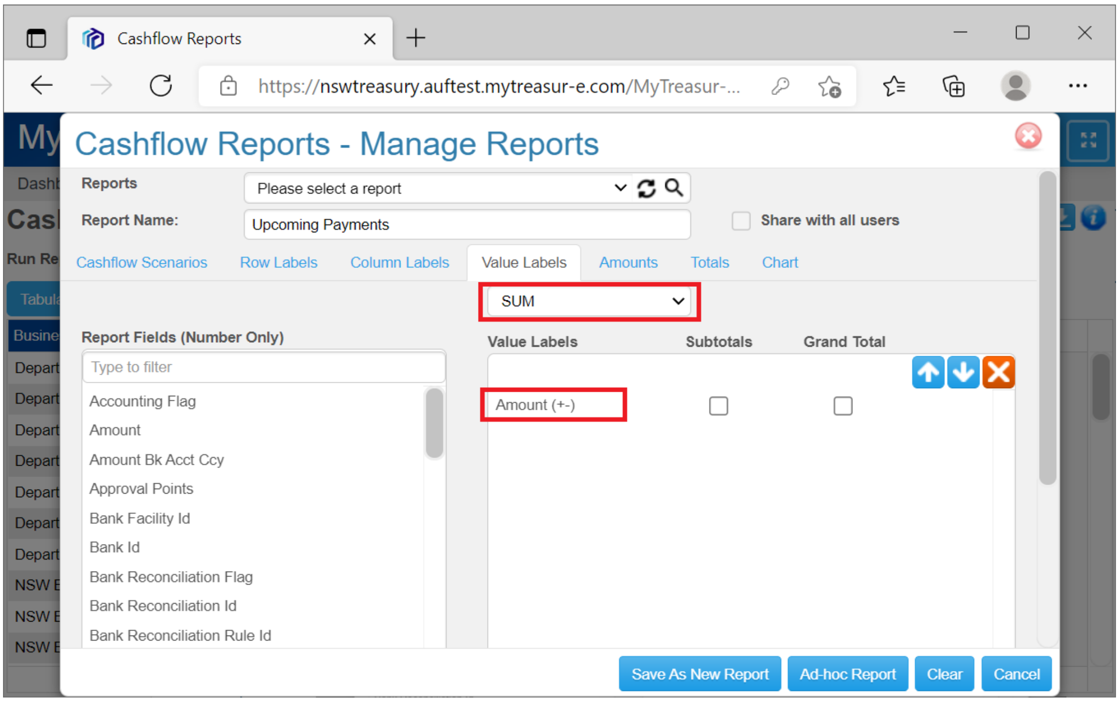


- Note if you would like the cashflow data bucketed by month, quarter or year, instead of invididual dates, then select either Value Date Month, Value Date Quarter, or Value Date Year.

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

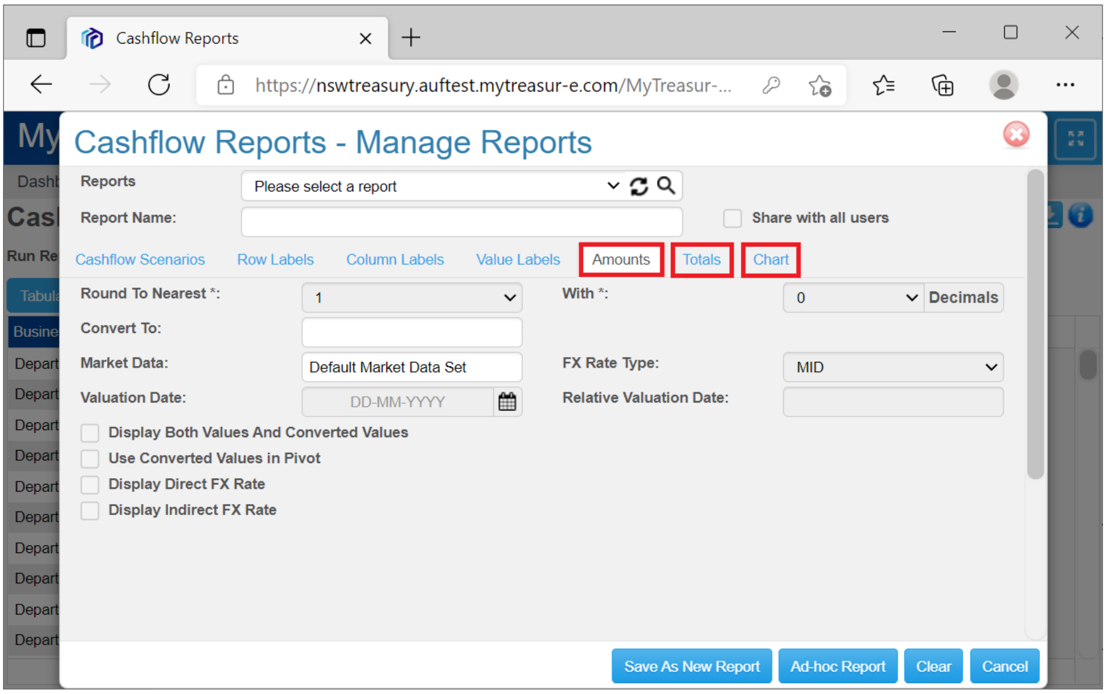


o) Select the data field to display the cashflow values. For the majority of reports this will either be the **Amount** or **Amount (+/-)** fields. (The 'Amount' field displays all values as positive.)

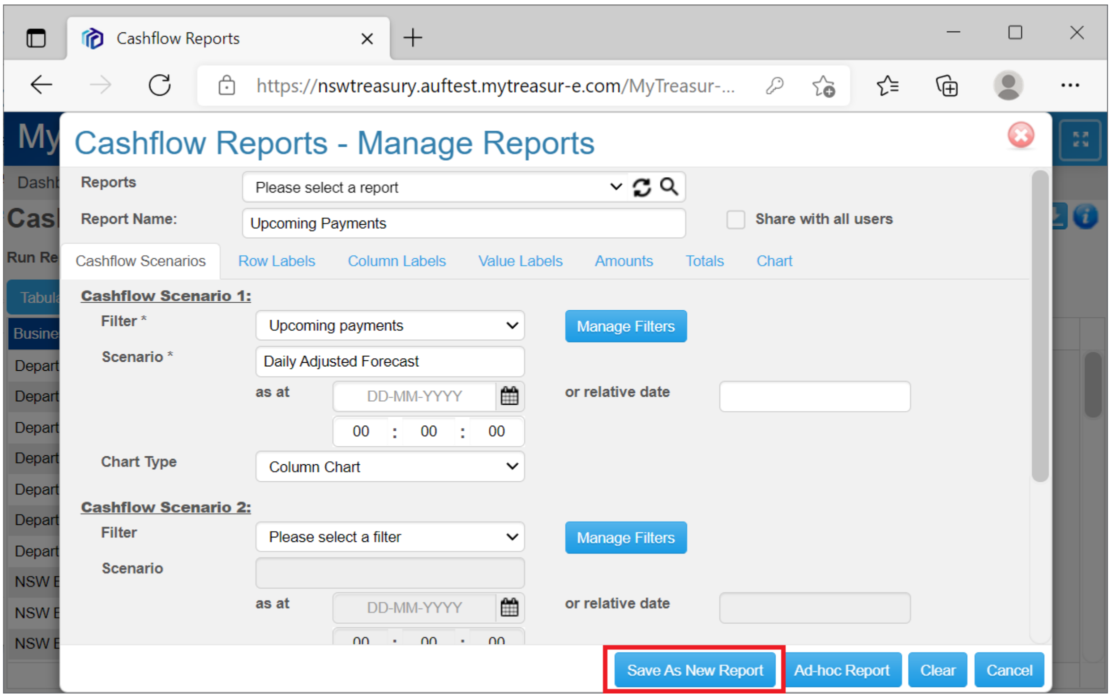


- In order to display the report as a pivot table, select SUM from the **No Operation** dropdown.

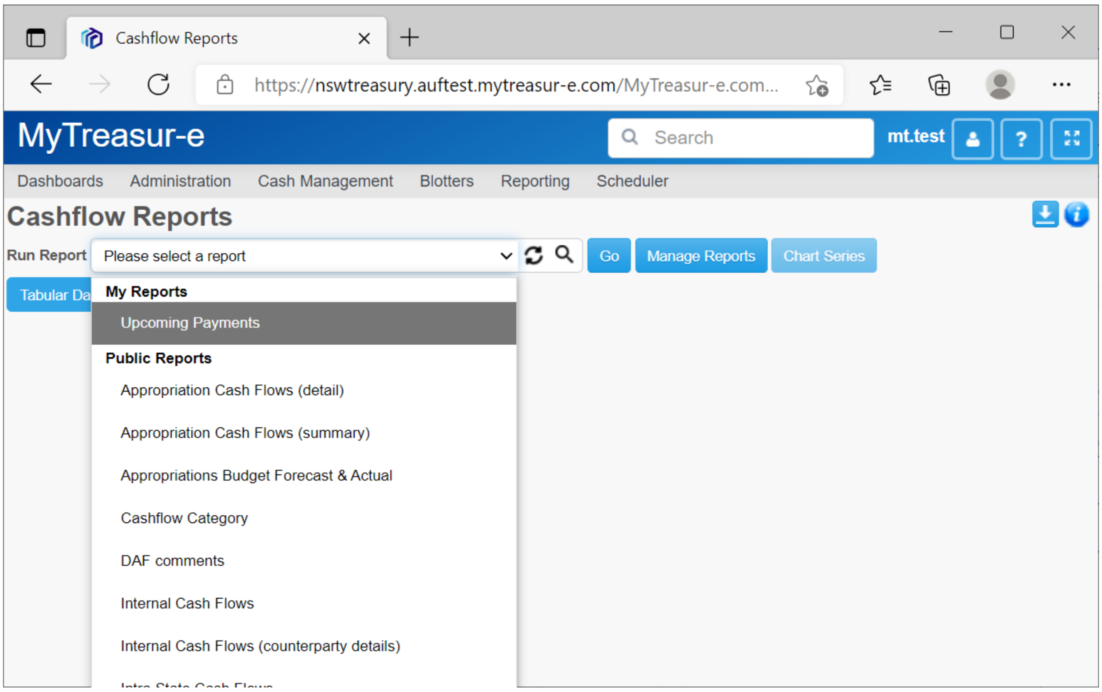
p) You can further configure the report on the **Amounts**, **Totals** and **Chart**, however this is optional.



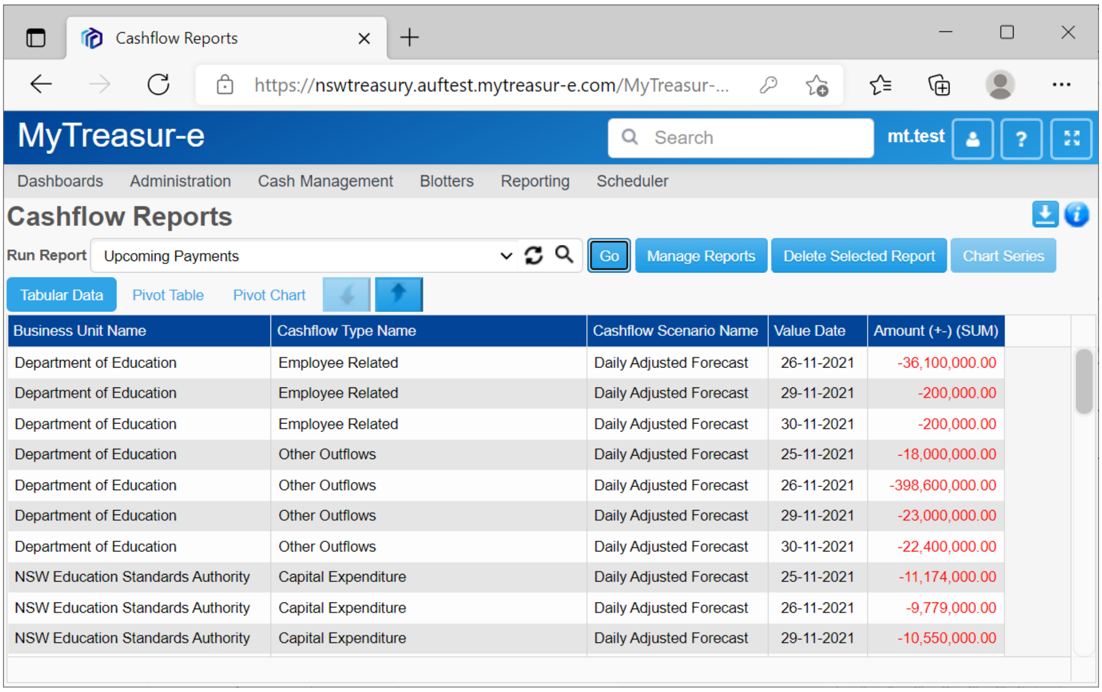
q) Finally select **Save as New Report** to save your report's configuration and then hit the **Red X** to close the Manage Reports pop-up screen.



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.

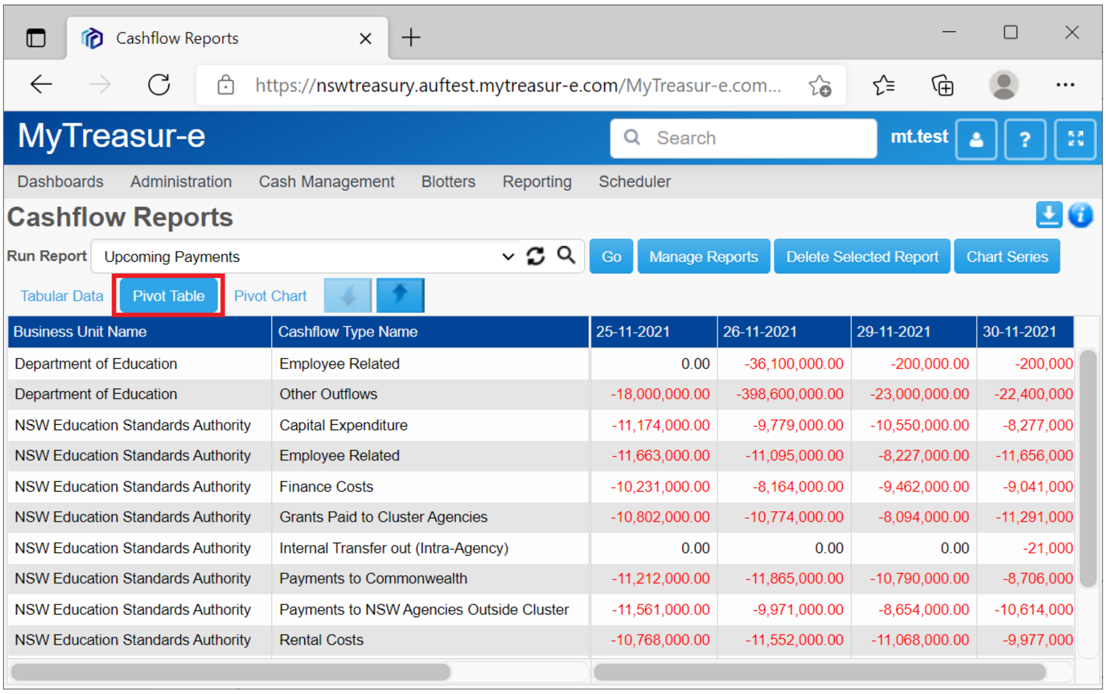


s) The Report data will be displayed in the grid below



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

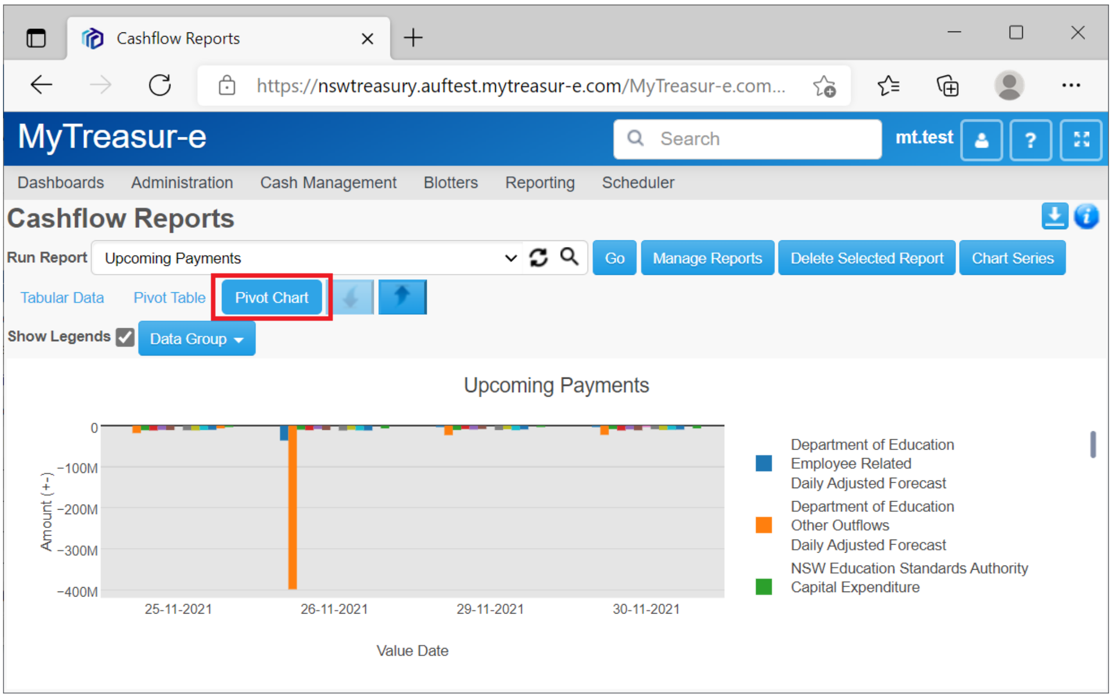
t) You can then change the layout of the report by switching it from a tabular report to a pivot table (where column labels are spread across as a single row). To do this click on **Pivot Table**.



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
Department of Education	Other Outflows	-18,000,000.00	-398,600,000.00	-23,000,000.00	-22,400,000
NSW Education Standards Authority	Capital Expenditure	-11,174,000.00	-9,779,000.00	-10,550,000.00	-8,277,000
NSW Education Standards Authority	Employee Related	-11,663,000.00	-11,095,000.00	-8,227,000.00	-11,656,000
NSW Education Standards Authority	Finance Costs	-10,231,000.00	-8,164,000.00	-9,462,000.00	-9,041,000
NSW Education Standards Authority	Grants Paid to Cluster Agencies	-10,802,000.00	-10,774,000.00	-8,094,000.00	-11,291,000
NSW Education Standards Authority	Internal Transfer out (Intra-Agency)	0.00	0.00	0.00	-21,000
NSW Education Standards Authority	Payments to Commonwealth	-11,212,000.00	-11,865,000.00	-10,790,000.00	-8,706,000
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
NSW Education Standards Authority	Rental Costs	-10,768,000.00	-11,552,000.00	-11,068,000.00	-9,977,000

Step 2: Changing the report to a Chart

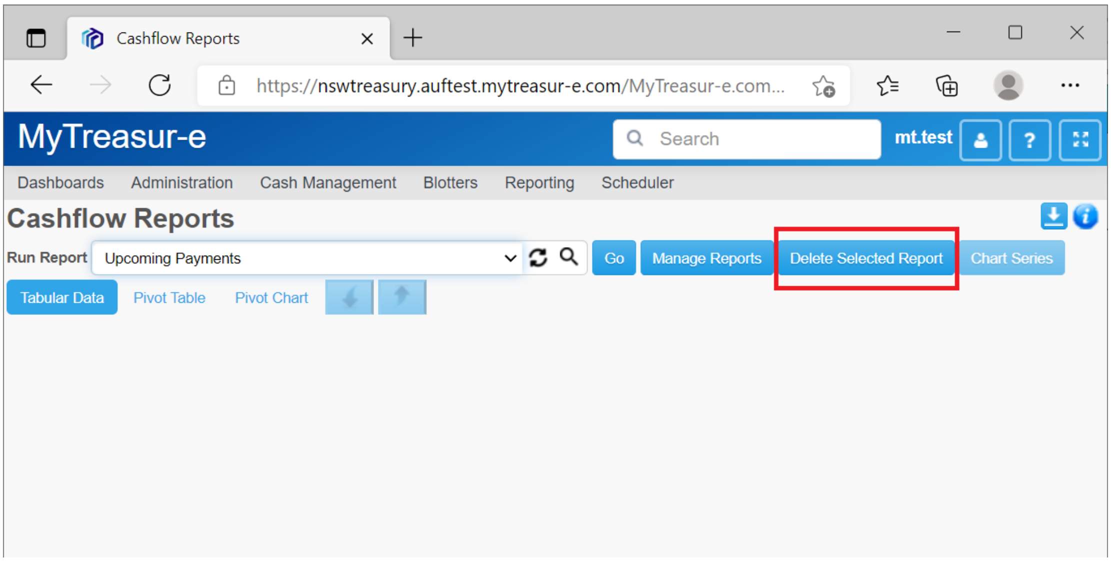
a) Once a report is loaded on screen, you can click on **Pivot Chart** in order to see the infromation displayed in chart form.



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

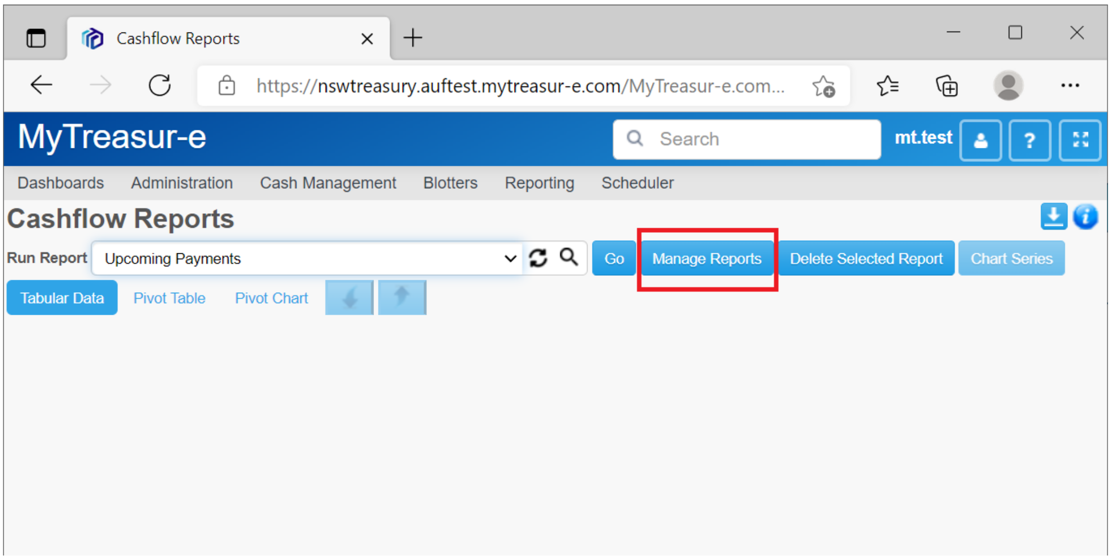
Step 3: Deleting a report

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: 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 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.