Cash Forecasting Solution

MyTreasur-e
POWERFULLY SIMPLE

MYTREASUR-E BASICS	
Module:	MyTreasur-e Basics
Audience:	All Users
System:	MyTreasur-e
System Process:	• MyTreasur-e allows you to quickly navigate through relevant pages using the Search Bar. • The web-based system allows users to create multiple tabs and web browsers, export data into various file types and create specific filters.
Scenario:	• This module will guide new users through the various functionalities in MyTreasur-e. These include using the Search bar, Data display, Filters, Exporting Data and Navigation.
	• **RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE**

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Step 1: Navigation

a) The top menu bar is used to access the different features of MyTreasur-e. If you select a Menu item and perform a Mouse button left click **(1)**, the selected screen will open in the same web page **(2)** you are currently in.
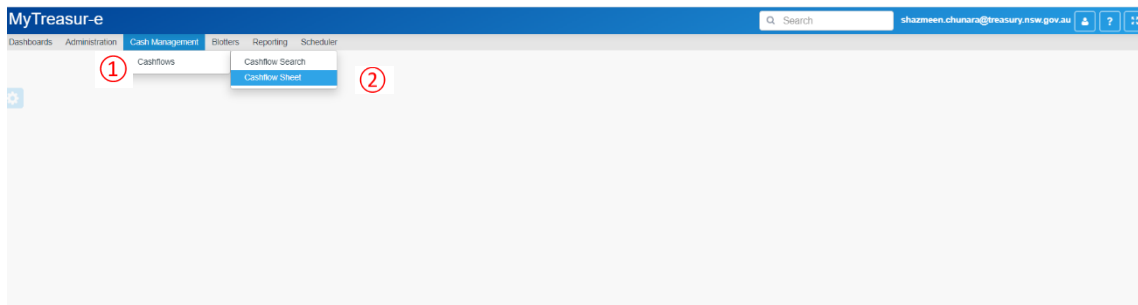
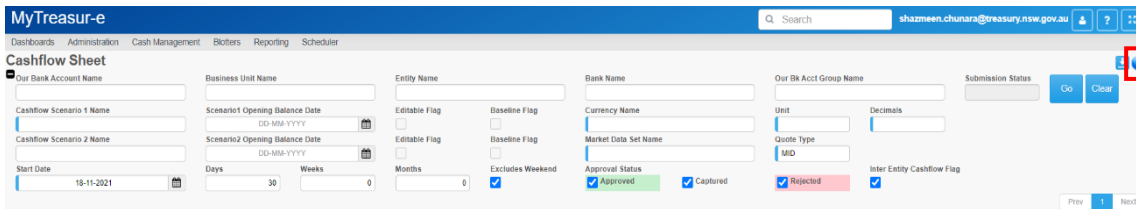**b)** You also have the option to do a Mouse button right click **(1)** in which case you will be able to open the selected screen into another web page tab or another web page window **(2)**.
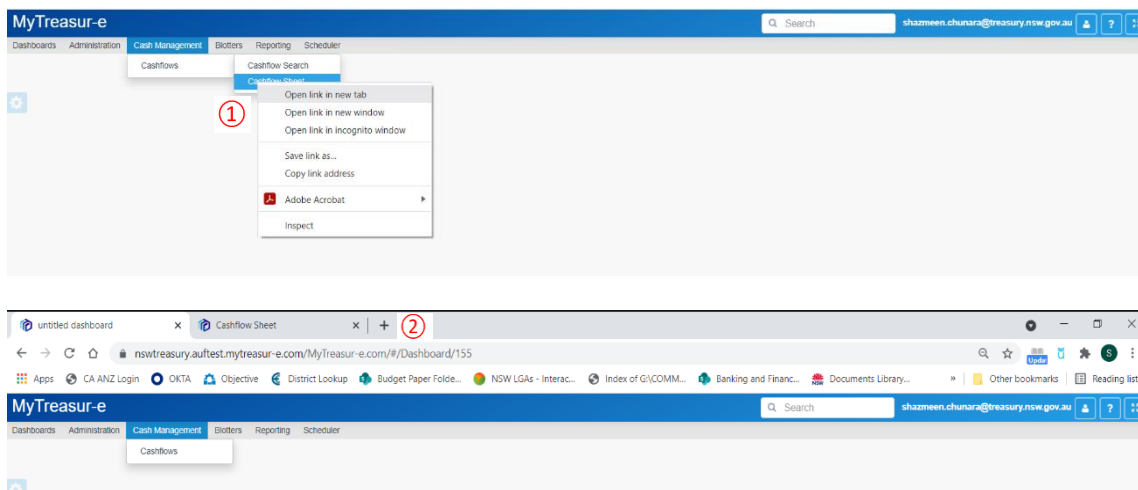
- Opening multiple tabs is useful if you need to perform multiple actions, e.g. you can open a Cashflow screen to display a list of cashflows and also open the Cashflow Sheet in another window

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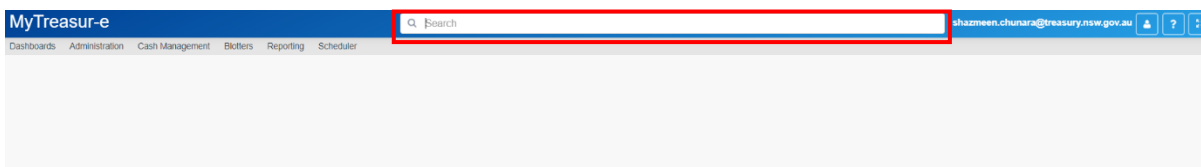
Step 2: Understanding the Screen

a) Many screens of MyTreasur-e will also have an information icon that can be clicked to access the documentation related to that specific page.
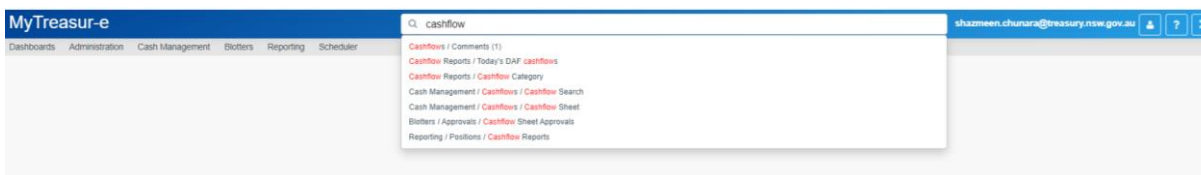

Step 3: Search Bar

a) MyTreasur-e provides a general search function available from the Search bar located in the upper part of the screen

b) To use the Search bar, you need to start writing at least part of the information you are looking for and then click **Enter** on your keyboard. If you search the term "Cashflow", you will be offered options to navigate to screens such as the **Cashflow Sheet**

- The search is **case-sensitive**. If you are looking for a Third Party such as CBA in the Search Bar, you will need to type in CBA in upper case and not lower case.

- The Search bar allows you to search for various data types, including:
  - Cashflow ID (Unique number allocated to each cashflow)
  - Message ID (Unique number allocated to each confirmation)
  - Third Party Codes and Names
  - Cashflow amounts
  - Dates

- Reports that have been created or configured in MyTreasur-e can also be searched using the Search bar.

Step 4: Data display

a) When using a filter or performing an ad-hoc search, data will be displayed on the screen. You will have access to several controls in relation to navigating across the data and/or controlling how the data is displayed. These include:

- Rows per Page (Refer to Step 2b)

- Page Bar (Refer to Step 2c)

b) The value within the **"Rows Per Page"** defines the maximum number of records that can be displayed in one page. The minimum value is 10 and the maximum value if 999. The default value is 20.

You should be able to enter a new value between 10 to 999 and hit **Enter** on your keyboard. The system will automatically update the records.
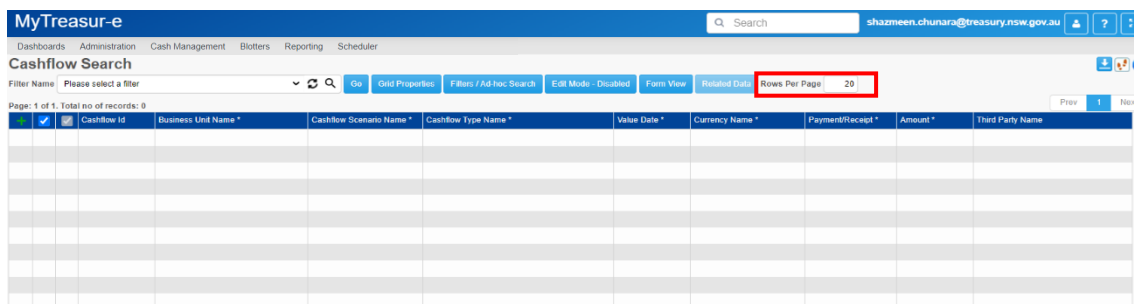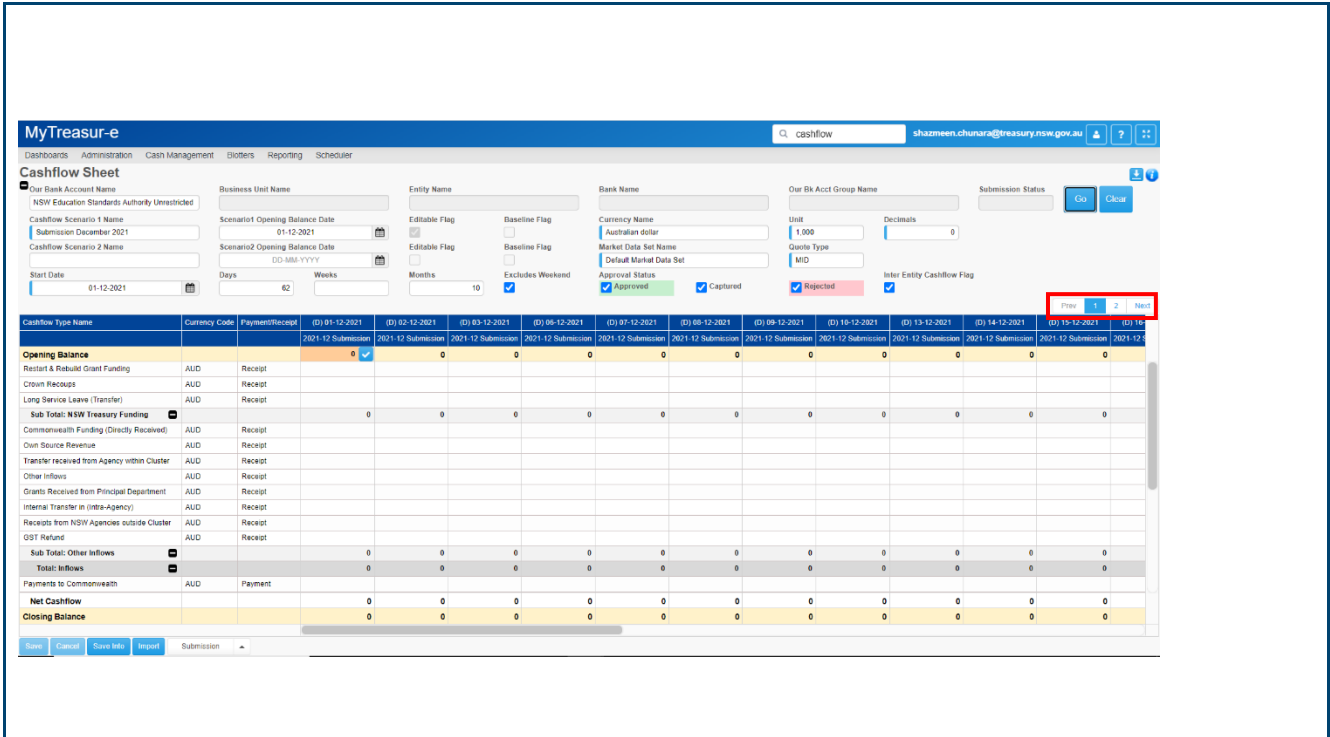
- The Rows per Page display is ideal for when you need to search long lists, such as the **Cashflow Search** (Cash Management → Cashflows → Cashflow Search)

c) The Page Bar is available on the upper right corner of the grid when the number of records exceeds the page limit. This bar allows you to navigate between record pages. It is also present in the Cashflow Sheet.

- Clicking on any page will direct you to records in that page or alternatively you can use the Prev or Next buttons.

- The current page displayed will be highlighted in blue.
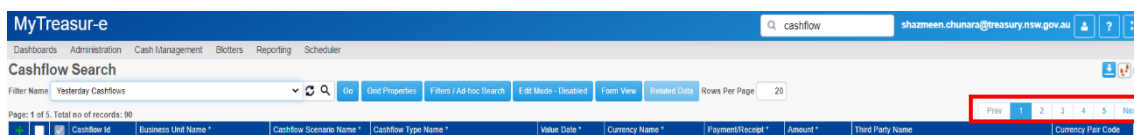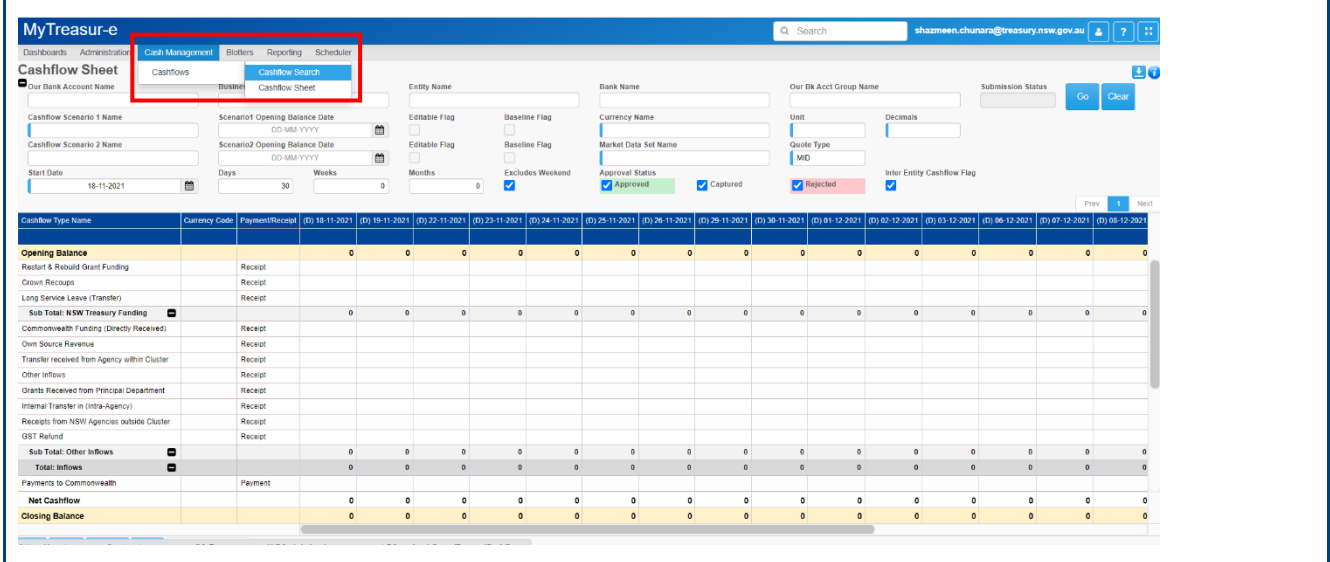
Filters

Step 5: Access an existing filter
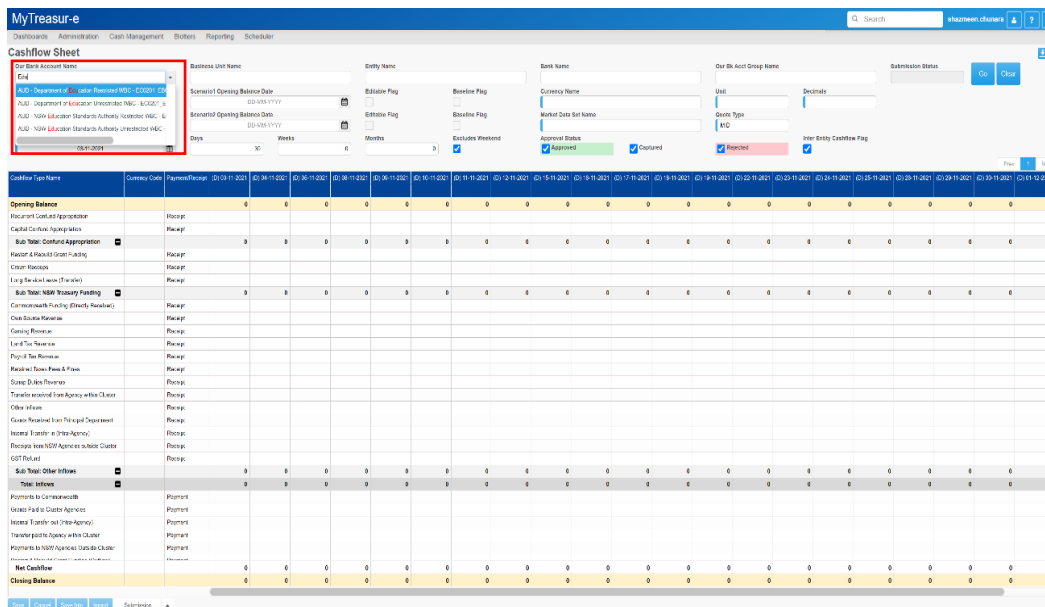
a) Open the screen containing the underlying data you require (e.g. Cashflow Search)

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b) You can also access the Cashflow Search by right clicking on a forecast in the Cashflow Sheet. Using the drop-down menu in **Our Bank Account Name** select your relevant Agency and Account category for each bank provider you use, or filter by typing the name of your Agency.

- The naming convention in **Our Bank Account Name** is standardised to ensure easier selection of accounts. All Bank Account Names commence with the Agency Name, followed by the Account Category (Restricted, Unrestricted, Crown Trust and Crown Revenue). This is then followed by the Bank Account provider (Westpac or ANZ) and the Prime ID code.

- You will have a maximum of four Bank Account Names

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c) Using the drop-down menu in **Cashflow Scenario 1 Name** select the relevant submission month or alternatively type the name of the scenario.

- The relevant submission month will depend on the month you are submitting forecasts for. You will need to pick Submission December 2021 if you are submitting for the 12-month period ending November 2022 (includes 2 months of daily forecasts for Dec 2021 and Jan 2022).

d) Click on **Go** and you should be able to see any forecasts that have been entered in the Cashflow Sheet.

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e) Right click (1) on the forecast in the Cashflow Sheet. This opens a Dialog box. At the top of the Dialog box, you can click on **Cashflows View (2)** which allows you to drill down into that particular Cashflow and will direct you to the **Cashflow Search** screen.

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f) To access an existing filter in MyTreasur-e, Click on **Filters/Ad-hoc Search**. A pop-up window will appear.
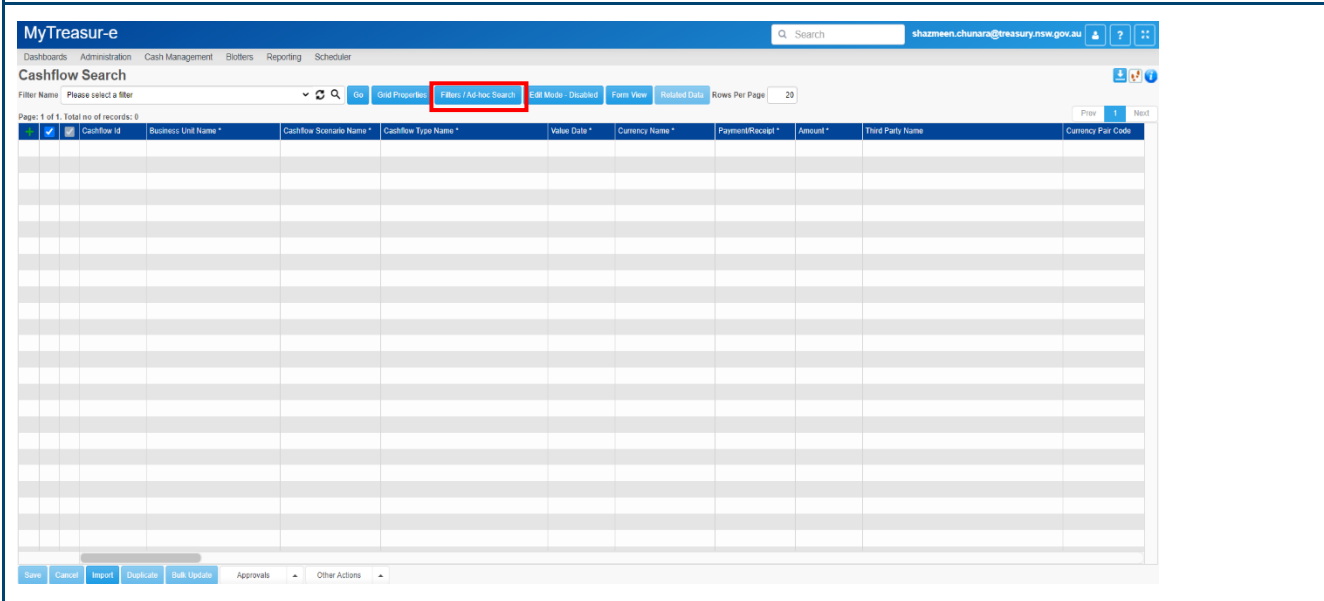
g) The Filters dropdown allows you to select from existing filters in order to display the search criteria associated with the selected filter. Once you have selected an existing filter **(1)**, click on **Ad-hoc Search (2)** to generate the results.
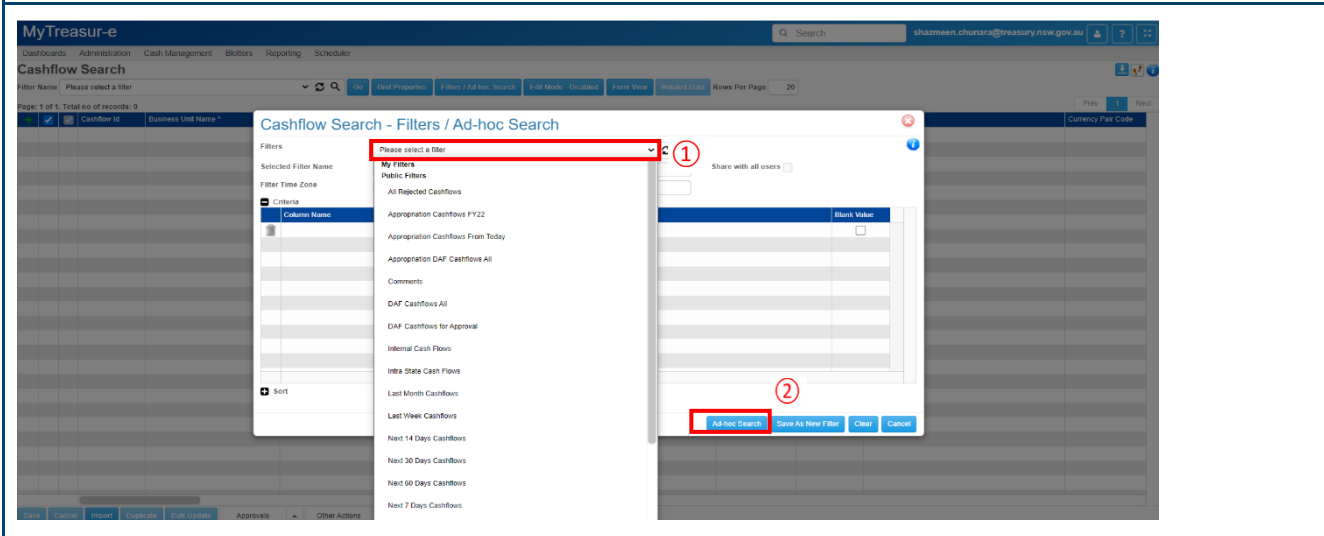
Step 6: Create a new filter

a) To create a new filter that may not be configured in MyTreasur-e, Click on **Filters/Ad hoc Search.** A pop-up window will appear.
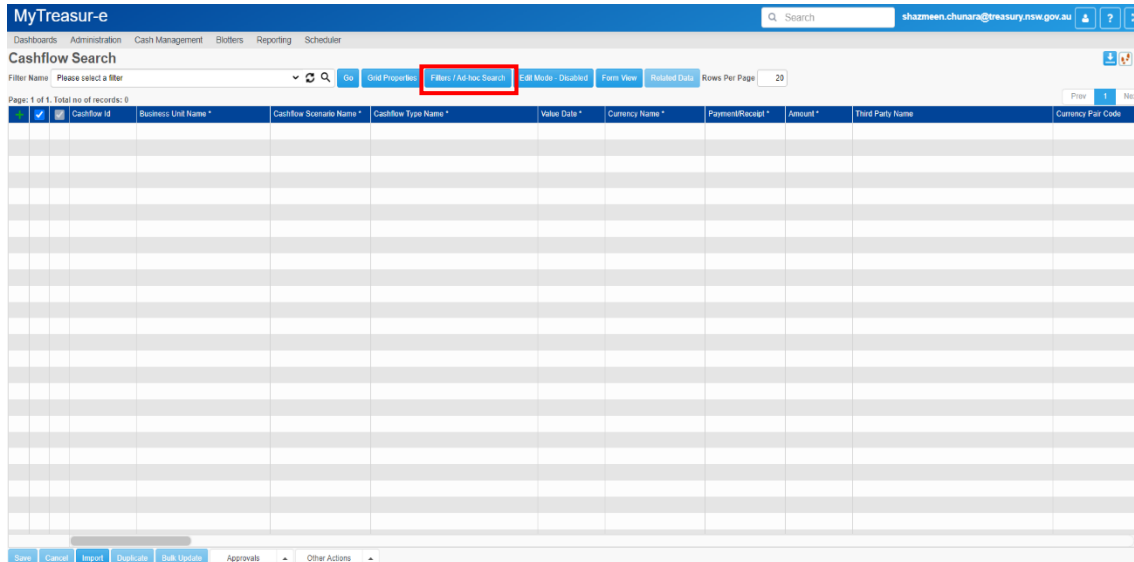
b) The Filters dropdown allows you to select from existing filters in order to display the search criteria associated with the selected filter. You will need to select an existing filter to create a new filter.
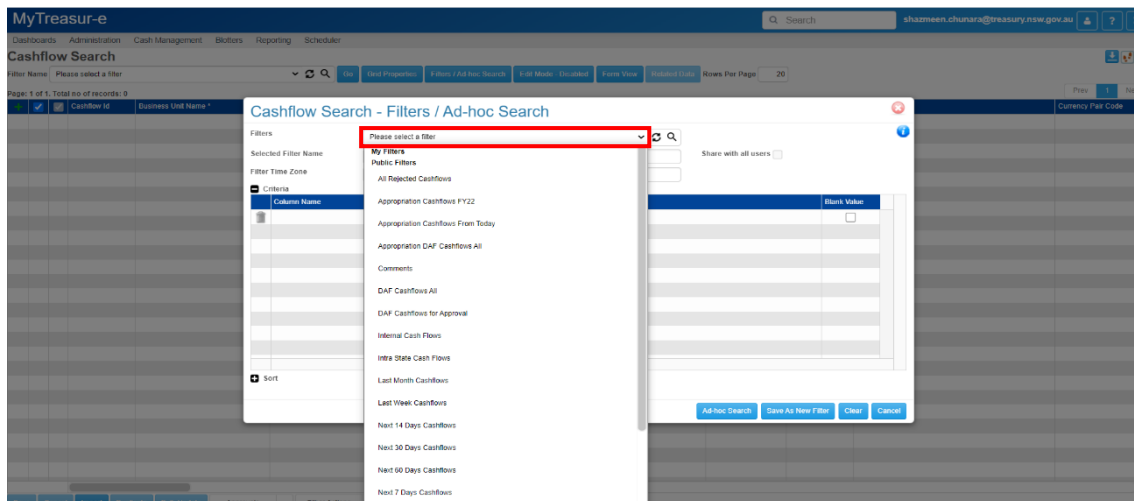
c) The **Selected Filter Name** is a field that allows you to display the name of the selected filter based on the dropdown selected in Step 6b. In this field, you can change the name of the existing filter to the new filter name you wish to create.

d) Underneath these filter drop-downs, a grid is displayed that can be used to populate the search criteria. Search criteria are based on **Column Names, Operators and Column Criteria**.
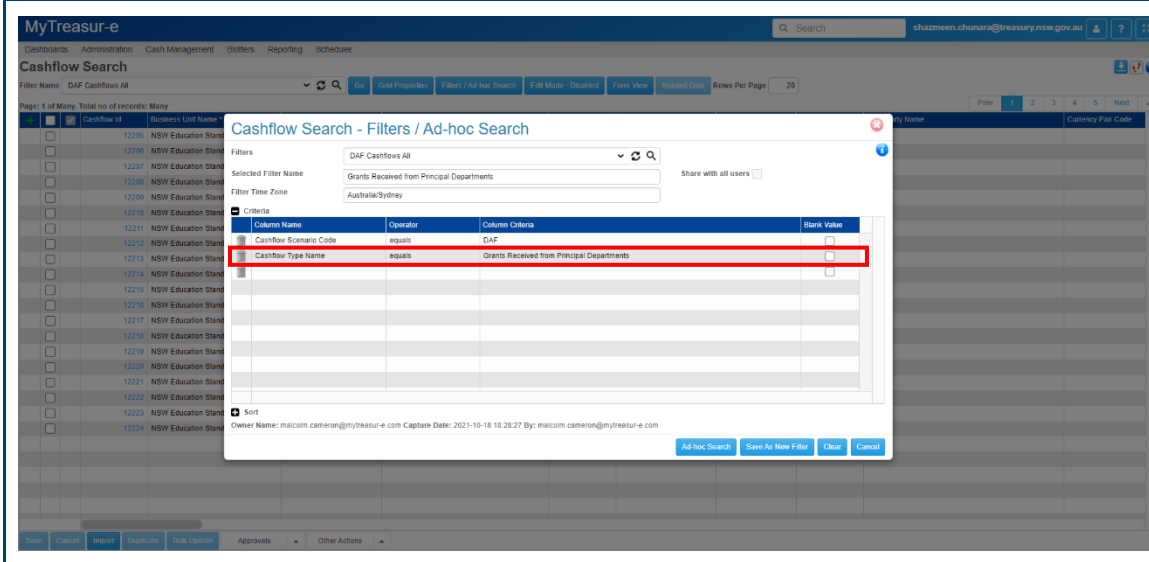
Column Names can be selected using the drop down or alternatively typed.This is the column you wish to apply the criteria to.

Operators are the selected criteria you wish to apply. These include equals, does not equals or contains.

Column Criteria is the output you require.

For example, if you would like to search for a particular Cashflow type (e.g. Grants Received from Principal Department). You must change the filter column accordingly:

- **Column Name**: Cashflow Type Name

- **Operator**: Equals

- **Column Criteria**: Grants Received from Principal Departments

e) You can also specify how the data should be sorted. By clicking on the positive button next to **Sort**, you can choose fields that you would like to sort.
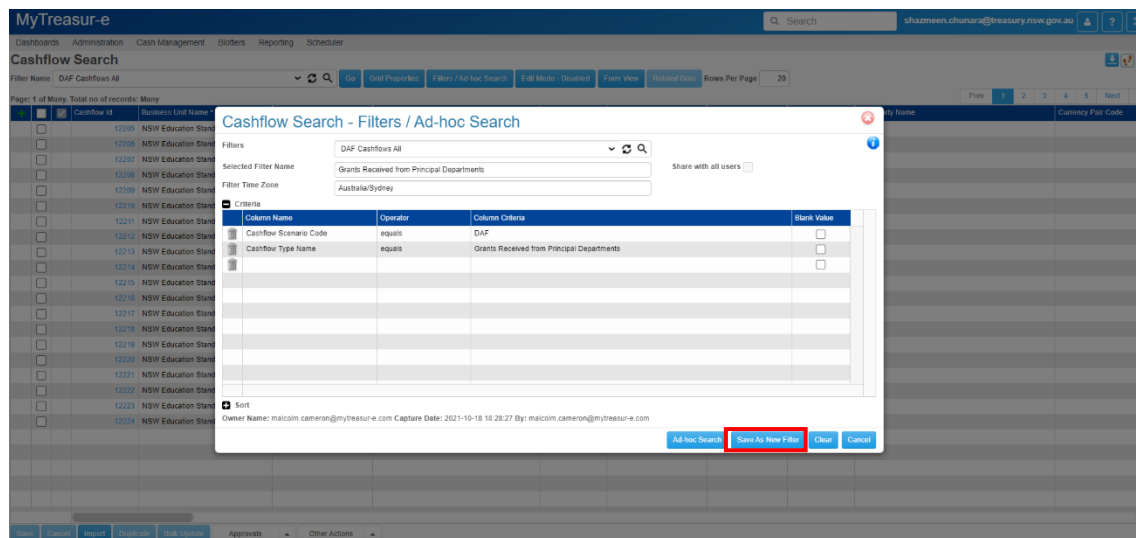
f) Once all criteria's have been populated, you can click on **Save as New Filter.** A Dialog box will confirm if you wish to proceed. Click on **Yes**.

g) Once a filter has been saved, it becomes available in the relevant screen of MyTreasur-e (e.g. Cashflow Search). You can directly select the **Filter (1)** and Click on **Go (2)**.
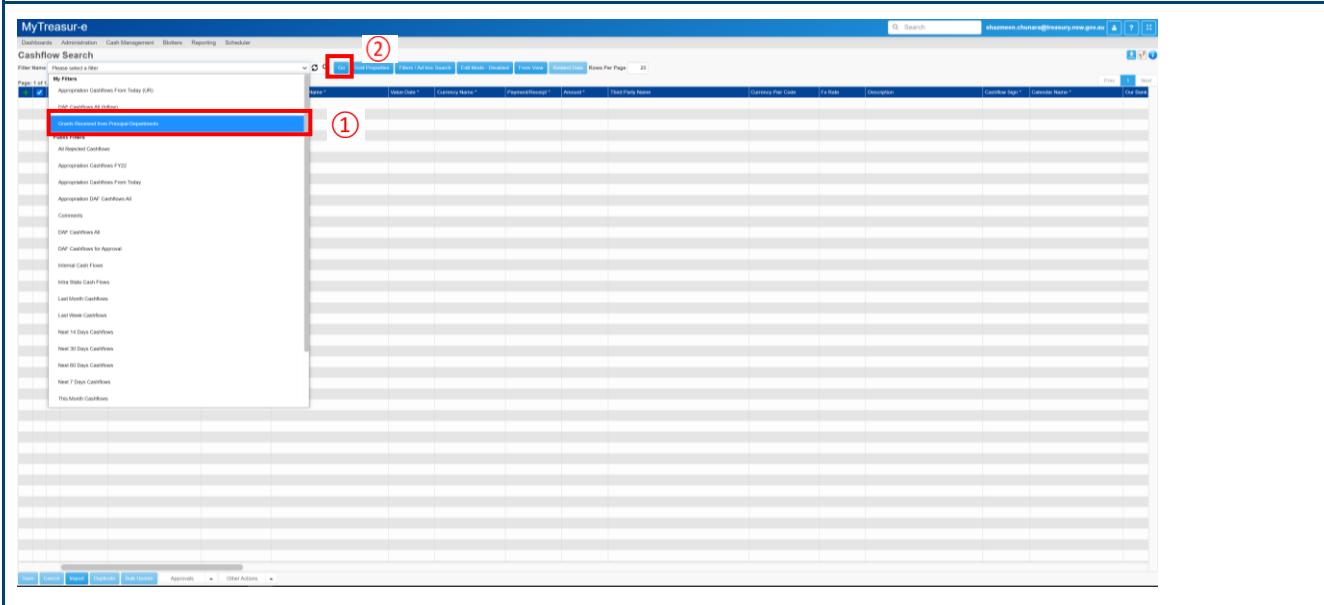
Cash Forecasting Solution

Step 7: Ad-hoc Search

a) Alternatively to Step 6, once you create a filter, you can click on **Ad-hoc Search** at the bottom of the screen to perform a one off search. Upon doing this, MyTreasur-e will navigate back to the underlying screen and load the data.

- The process for creating a new filter and Ad-hoc search both require criteria's to be filled out using the **Filter/Ad hoc Search**.

- The **Save As New Filter** allows you to create a new permanent filter that will appear in your filter list everytime you wish to run a report

- The **Ad-hoc Search** is a one-off report produced based on the criteria. MyTreasur-e will not save your criteria or the underlying report.

Step 8: Updating an existing filter

a) To update an existing filter you will need to navigate to the relevant screen or report where this filter is used. You can only edit filters that you have created. Once you are in the relevant screen, click on the **Filters/Ad-hoc Search** button.

b) Select the filter you would like to edit. You can then insert, update or delete any criteria or sorting conditions.
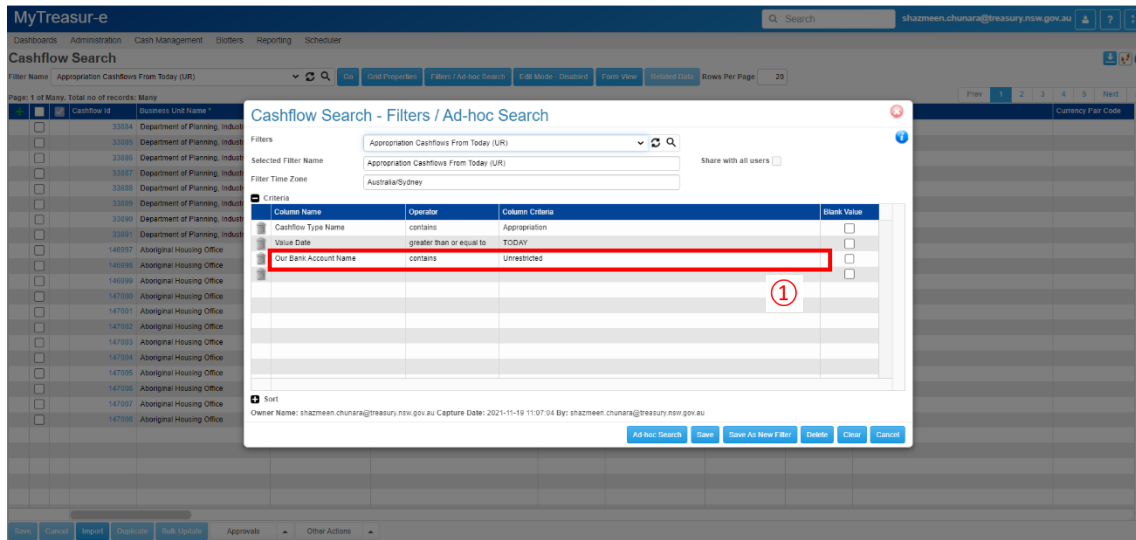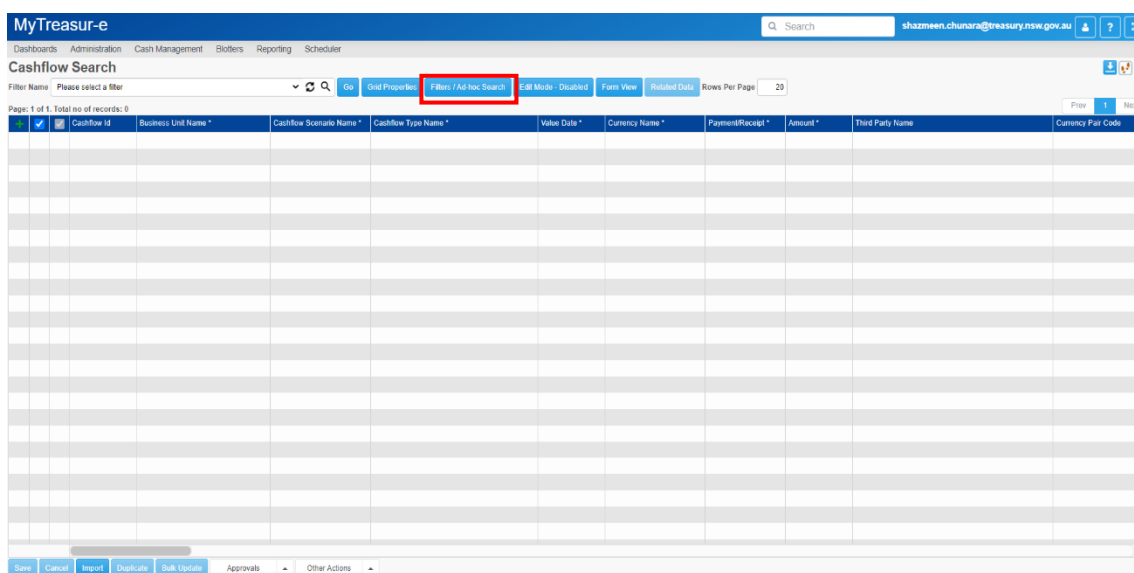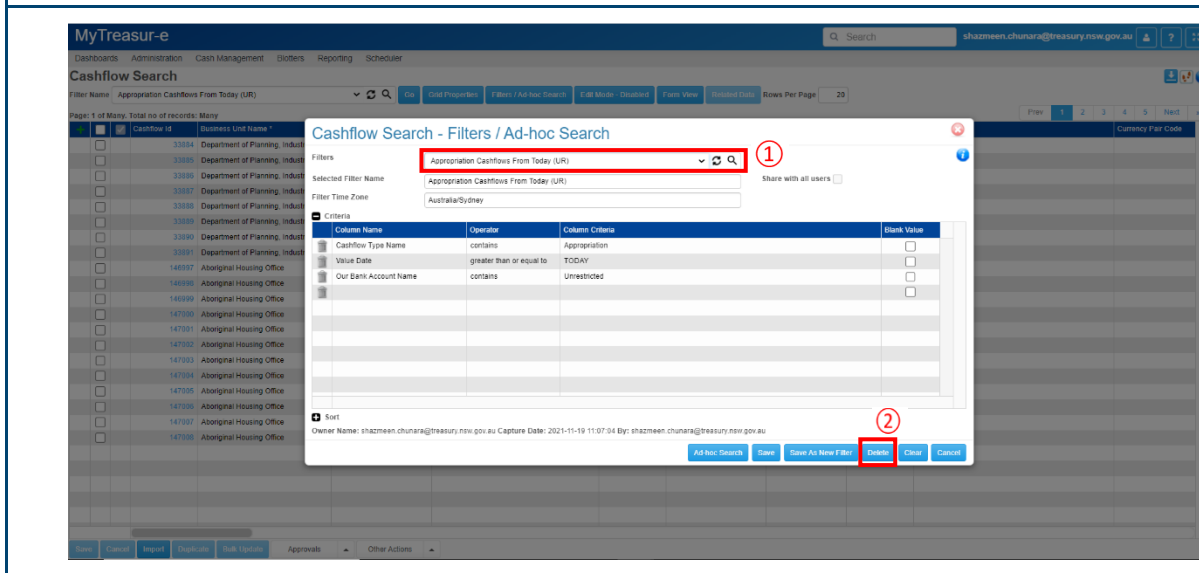

c) You can then click on **Save (2)** to overwrite the existing filter or provide a new name in the **Selected Filter Name box (1)** to the set of criteria and sorting you just specified.
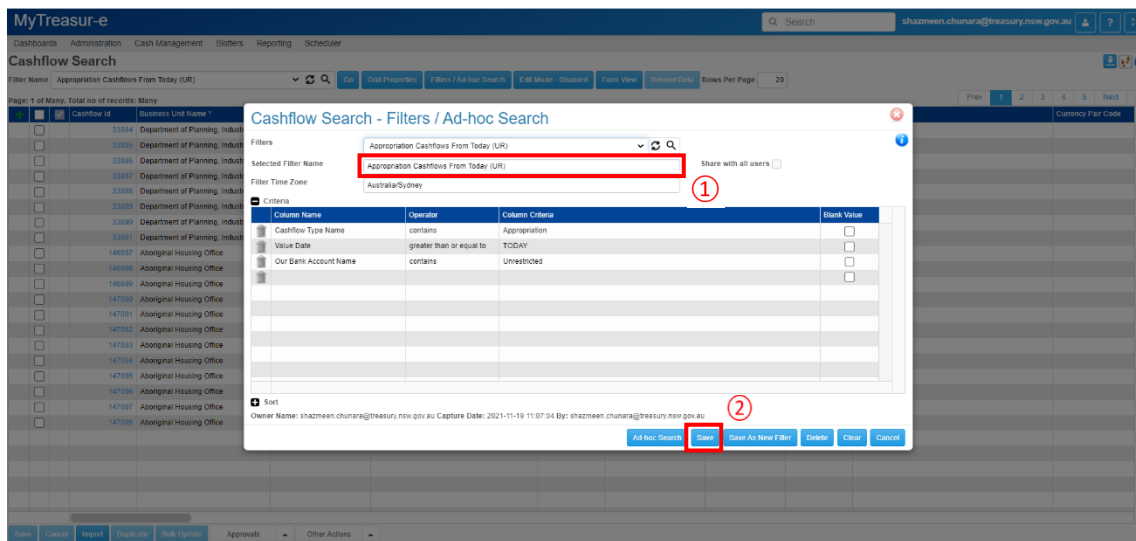
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Step 9: Delete an existing filter

a) To update an existing filter you will need to navigate to the relevant screen or report where the filter is used. You can only delete the filters you created. Once you are in the relevant screen, click on the **Filters/Ad hoc Search** button.

b) The filter criteria and sorting (if any) will be displayed. Select the filter you wish to delete using the **Filter dropdown (1)**. You can then click on the **Delete button (2)** to delete the filter.
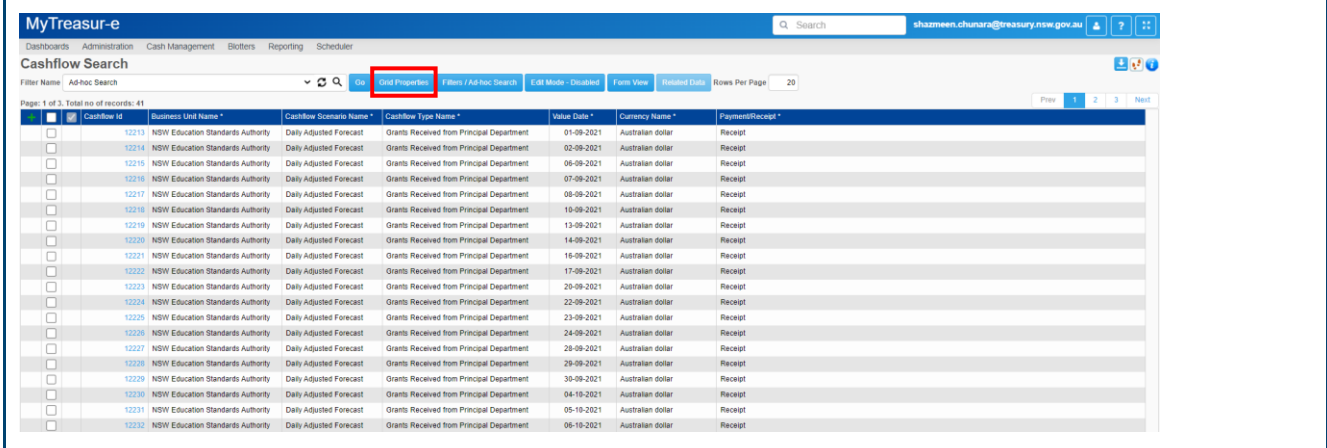
- Filters are used in both MyTreasur-e grid screens and reports. They are used to create subsets of data loaded on screens or displayed in reports.

- MyTreasur-e has two types of data filters:

i) **Public Filter** – Created by you or another user and which are available to all individuals within your organisation. However, only the creator of a public filter can edit or delete the filter.

ii) **Private Filters** (also known as "My Filters") are created by you and only available to you**.**

Step 10: Re-ordering columns (Grid Properties)

a) Open the screen containing the underlying data you require (e.g. Cashflow Search) and Click on **Grid Properties**.

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b) The Grid Properties will show you all the Columns that are visible in the Report/Search screen you are currently in. You can choose to view only certain columns by ticking and unticking the checkboxes **(1)** under the **Visible** Column. Once you have selected your prefereces, click **Save (2)**.
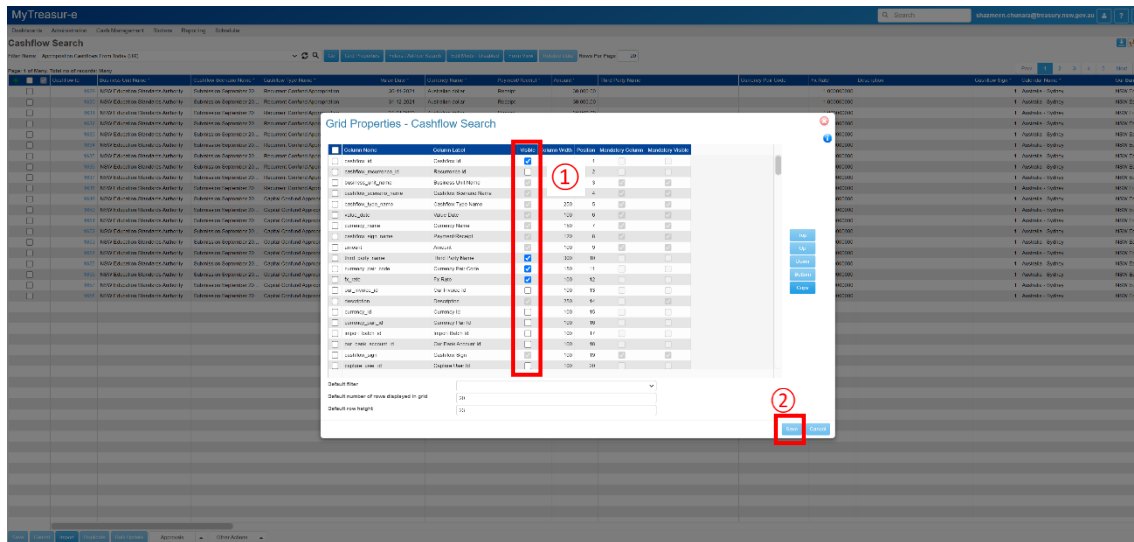
c) You can also choose to re-order the columns as required. Select the Checkbox **(1)** next to the **Column Name** you wish to reorder and select the **Up** or **Down** Button **(2)** depending on your preferences. Then click **Save (3)**. You should see these changes reflected on the screen you are currently on.
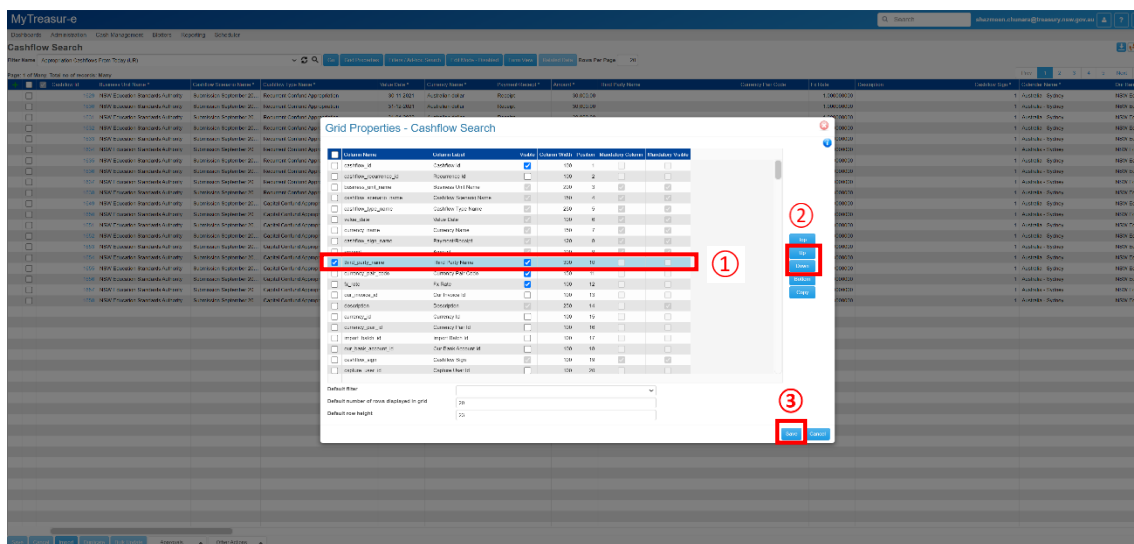
d) You can also choose to move a Column to be the first or last Column. Select the Checkbox **(1)** next to the **Column Name** your wish to move and select either the **Top** or **Bottom (2)** button depending on your preferences. Then click **Save (3)**. You should see these changes reflected on the screen you are currently on.

## Step 11: Exporting Data

a) MyTreasur-e allows you to Export/Download data from any one of the data screens into the following formats:

- Microsoft Excel (.xls)

- Microsoft Excel (.xlsx)

- Adobe acrobat reader (.pdf)

- CSV File Format (.csv)

- Text File (.txt)

- XML File Format (.xml)

To export data, Click on the **Download** button located on the top right corner of the screen. It will show a list of file formats for downloading the data:
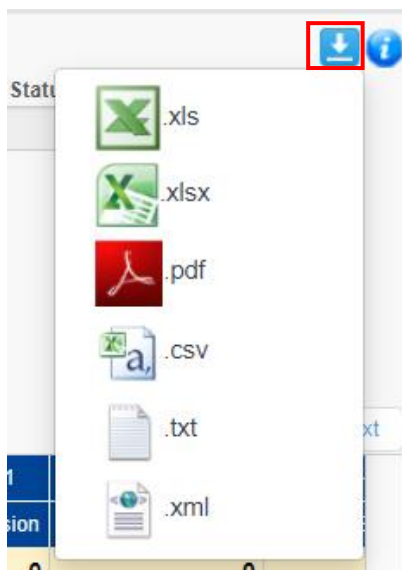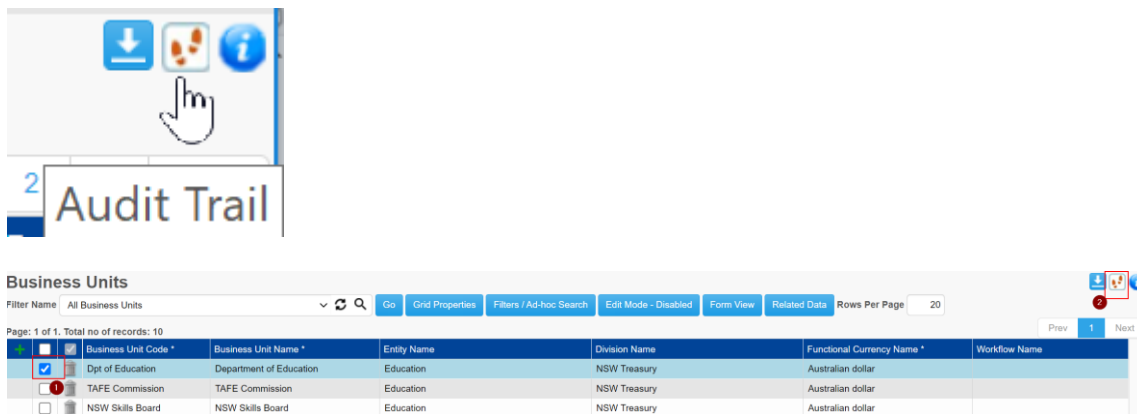
Step 12: Audit trail

a) MyTreasur-e keeps a record of all transactions relating to all captured data in the system. This is broken down by date, time and user profile.

To check the audit trail of a record, select the record and Click on the **audit trail** button located on the the top right corner of the screen.
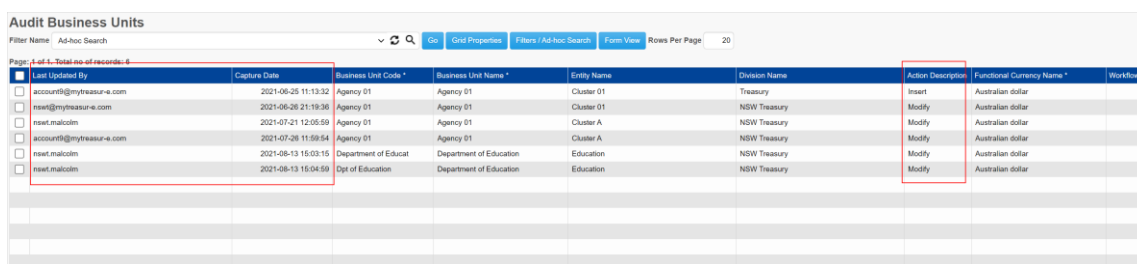

b) Once you click on audit trail, a new screen will open to show a record of all transactions against the selected record.