



	MYTREASUR-E BASICS
Module:	MyTreasur-e Basics
Audience:	All Users
System:	MyTreasur-e
System Process:	<ul> <li>MyTreasur-e allows you to quickly navigate through relevant pages using the Search Bar.</li> <li>The web-based system allows users to create multiple tabs and web browsers, export data into various file types and create specific filters.</li> </ul>
Scenario:	<ul> <li>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.</li> </ul>
WERT H N T XCVE	RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE



Ste	ep 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.
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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).
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H X	• 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





Step 2: Understanding the S	Screen
a) Many screens of MyTreasu the documentation related	ur-e will also have an information icon that can be clicked to access to that specific page.
MyTreasur-e           Dastoards Administration Cash Management Bioters Reporting Scheduler           Cashflow Sheet           Our Stark Account Name           Cashflow Scenario 1 Name           Cashflow Scenario 2 Name           Cashflow Scenario 2 Name           Start Date           16-11-2021	Q. Search       shazmeen, chunara@trastury.ntw.gov.zu       Image: Contrast Status         Eathy Name       Our B4 Acct Group Name       Submission Status       Image: Contrast Status         Eathy Rame       Ust       Decimals       Image: Contrast Status       Image: Contrast Status         Eathy Flag       Decimals       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status         Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status         Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status         Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status         Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status         Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status         Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status       Image: Contrast Status         Image: Contrast Status       Image: Contrast Status       Image: Cont
Step 3: Search Bar	
a) MyTreasur-e provides a ge upper part of the screen	eneral search function available from the Search bar located in the
MyTreasur-e Dastooards Administration Cash Management Biotless Reporting Scheduler	Q. Bourch shazmeen.chunara@treasury.new.gov.su (a) ?
b) To use the Search bar, you for and then click Enter on options to navigate to scre	u need to start writing at least part of the information you are looking your keyboard. If you search the term "Cashflow", you will be offered ens such as the <b>Cashflow Sheet</b>
MyTreasur-e Dashboards Administration Cash Management Blotters Reporting Scheduler	Q. Cashflow     shazmeen churara@treasury.nsw.gov.au () () () ()       Cashflow / Comments (1)     ()       Cashfore Reports / Cashfore Chirgory     Cashfore Reports / Cashfore Search       Cash Management / Cashfore Search     Cashfore Reports / Cashfore Search       Cash Management / Cashfore Search     Cashfore Reports / Cashfore Search       Bilter: / Approxits / Cashfore Search     Cashfore Reports / Cashfore Reports
<ul> <li>The search is the Search is the</li></ul>	is <b>case-sensitive</b> . If you are looking for a Third Party such as CBA in Bar, you will need to type in CBA in upper case and not lower case. bar allows you to search for various data types, including: nflow ID (Unique number allocated to each cashflow) sage ID (Unique number allocated to each confirmation) d Party Codes and Names nflow amounts s t have been created or configured in MyTreasur-e can also be sing 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.

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$\rightarrow$			Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount*	Third Party Name		



- 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.

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#### **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.

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• You will have a maximum of four Bank Account Names



Page 6



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

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- 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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	Total: Contune Appropriation	1		36,000	26.732	41.454	47.195	12,929	00.000	64.392	79.124	75.856	01.500	47,320	93.052	91,714	104,010	110,240	115,992	121.712	127,444
main         main <th< td=""><td>et &amp; Rebuild Grant Funding</td><td>AUD</td><td>Receipt</td><td>6.009</td><td>7.471</td><td>6.926</td><td>6.433</td><td>0.502</td><td>5,615</td><td>7.552</td><td>5.105</td><td>9,100</td><td>0.436</td><td>7.118</td><td>0.470</td><td>0.535</td><td>0.444</td><td>6.744</td><td>7.847</td><td>7,155</td><td>7.795</td></th<>	et & Rebuild Grant Funding	AUD	Receipt	6.009	7.471	6.926	6.433	0.502	5,615	7.552	5.105	9,100	0.436	7.118	0.470	0.535	0.444	6.744	7.847	7,155	7.795
symple         symple<	n Recorden	AUD	Receipt	9,067	5,385	6,103	0,755	5,621	9,043	9,389	7,373	5,046	5,800	5,530	8,867	7,877	6,004	7,749	5,958	9,805	5,905
bit         bit <td>Service Leave (Transfer)</td> <td>AUD</td> <td>Receipt</td> <td></td> <td>9,773</td> <td>7,343</td> <td>8,803</td> <td>6,357</td> <td>0,401</td> <td>7,968</td> <td>7,577</td> <td>6,751</td> <td>0.681</td> <td>7,234</td> <td>9,541</td> <td>8,371</td> <td>8,312</td> <td>8,636</td> <td>5,408</td> <td>7,308</td> <td>7,057</td>	Service Leave (Transfer)	AUD	Receipt		9,773	7,343	8,803	6,357	0,401	7,968	7,577	6,751	0.681	7,234	9,541	8,371	8,312	8,636	5,408	7,308	7,057
bit         bit <td>Total: NSW Treesury Funding</td> <td></td> <td></td> <td>18,478</td> <td>22,829</td> <td>20,434</td> <td>23,991</td> <td>20,547</td> <td>24,099</td> <td>24,909</td> <td>20,865</td> <td>20,900</td> <td>18,917</td> <td>19,882</td> <td>26,006</td> <td>24,684</td> <td>28,860</td> <td>23,129</td> <td>19,211</td> <td>24,327</td> <td>20,799</td>	Total: NSW Treesury Funding			18,478	22,829	20,434	23,991	20,547	24,099	24,909	20,865	20,900	18,917	19,882	26,006	24,684	28,860	23,129	19,211	24,327	20,799
mathematical state         mathema	rerwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
base showed works with works withetward works with works with works with works with works with wor	Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
bit         bit <td>fer received from Agency within Charler</td> <td>ALID</td> <td>Receipt</td> <td></td> <td></td> <td>500</td> <td>400</td> <td>400</td> <td>300</td> <td></td>	fer received from Agency within Charler	ALID	Receipt			500	400	400	300												
bit         bit <td>infows</td> <td>AUD</td> <td>Receipt</td> <td></td> <td>5,903</td> <td>7,458</td> <td>8.322</td> <td>6(34)</td> <td>5,105</td> <td>7,518</td> <td>7,518</td> <td>8.422</td> <td>7,523</td> <td>5.064</td> <td>6,600</td> <td>8,461</td> <td>7,403</td> <td>9:084</td> <td>6,762</td> <td>7,436</td> <td>7,079</td>	infows	AUD	Receipt		5,903	7,458	8.322	6(34)	5,105	7,518	7,518	8.422	7,523	5.064	6,600	8,461	7,403	9:084	6,762	7,436	7,079
main start         main st	s Received from Principal Department	AUD	Receipt																		
spin bind spin spin spin spin spin spin spin spin	al Transilar in (Intra-Agency)	AUD	Receipt		200	200	200	200	200	200		200	200		200		200	200	200	200	
Import         No.         No.<	pts from NSW Agencies outside Cluster	AUD	Receipt																		
bit         bit<         bit         bit         bit <td>Refund</td> <td>AUD</td> <td>Receipt</td> <td></td> <td>5,907</td> <td>7,087</td> <td>7,344</td> <td>7,175</td> <td>0,157</td> <td>0,578</td> <td>0,829</td> <td>0,199</td> <td>9,043</td> <td>6,411</td> <td>5,863</td> <td>8,854</td> <td>5,017</td> <td>8,290</td> <td>9,529</td> <td>6,632</td> <td>7,202</td>	Refund	AUD	Receipt		5,907	7,087	7,344	7,175	0,157	0,578	0,829	0,199	9,043	6,411	5,863	8,854	5,017	8,290	9,529	6,632	7,202
Norm Mode         Norm	Tatal: Other Inflows	1		300	11,910	15,545	16,595	14,415	14,092	14,592	17,645	16,121	17,066	11,778	13,013	17,615	12,800	17,874	16,191	14,598	14,991
Naise         Naise <th< td=""><td>idat inferes</td><td></td><td></td><td>48,779</td><td>79,271</td><td>77,443</td><td>87,753</td><td>87,910</td><td>96,781</td><td>100,893</td><td>107,824</td><td>111,877</td><td>117,871</td><td>118,877</td><td>132,861</td><td>141,088</td><td>138,296</td><td>161,251</td><td>161,382</td><td>160,007</td><td>162,893</td></th<>	idat inferes			48,779	79,271	77,443	87,753	87,910	96,781	100,893	107,824	111,877	117,871	118,877	132,861	141,088	138,296	161,251	161,382	160,007	162,893
Name         Name <th< td=""><td>ents to Commonwealth</td><td>AUD</td><td>Payment</td><td>11,902</td><td>11,401</td><td>10,704</td><td>10,143</td><td>9,719</td><td>8,478</td><td>8,765</td><td>8,425</td><td>8,993</td><td>10,838</td><td>11,996</td><td>9,685</td><td>11,850</td><td>11,612</td><td>11,158</td><td>10,674</td><td>0,499</td><td>9,501</td></th<>	ents to Commonwealth	AUD	Payment	11,902	11,401	10,704	10,143	9,719	8,478	8,765	8,425	8,993	10,838	11,996	9,685	11,850	11,612	11,158	10,674	0,499	9,501
Implementation         AD         Note	Is Paid to Cluster Agencies	AUD	Payment	8,004	0,477	10,008	8,955	11,122	0,525	8,452	9,232	9,623	11,574	8,545	9,044	9,822	11,433	9,901	0,715	9,937	8,933
where the week strate the week strate the strate the week strate the we	al Transfer out (Istra-Agenca)	AUD	Payment																		
Name         Mark         Mark <th< td=""><td>fer paid to Agency within Cluster</td><td>AUD</td><td>Payment</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	fer paid to Agency within Cluster	AUD	Payment																		
Mark         Mark <th< td=""><td>ents to NEW Agencies Outside Cluster</td><td>AUD</td><td>Payment</td><td></td><td>11,112</td><td>8,544</td><td>11,270</td><td>0,423</td><td>11,806</td><td>0,248</td><td>11,092</td><td>0,010</td><td>9,601</td><td>9,742</td><td>9,443</td><td>8,014</td><td>8,104</td><td>9,297</td><td>8,400</td><td>10,130</td><td>8(821</td></th<>	ents to NEW Agencies Outside Cluster	AUD	Payment		11,112	8,544	11,270	0,423	11,806	0,248	11,092	0,010	9,601	9,742	9,443	8,014	8,104	9,297	8,400	10,130	8(821
Apple         Partial         Apple         Partial         Apple         Partial         Part	rt & Rebuild Grant Funding (Outflow)	AUD	Payment		0,971	9;312	11,050	9,201	9,475	11,575	11,133	11,064	10,450	10,712	9,865	11,585	9,051	500;0	10,674	85278	8,793
ACD         Partial         EA39         11.11         13.09         53.01         64.01         64.01         64.01         64.01         63.01	ryee Rolated	AUD	Payment							11,800	9,945	9,005	4,670	11,337	8,007	8,000	9,253	11,274	11,014	11,674	0(992
ca Colo, A,D Pervert 5,32 1(251 1(24) 1(34) 1(34) 1(34) 1(37) 1(24) 1(34) 1(	ii Costs	AUD	Payment		8,039	11,411	11,900	9,202	9,410	11,078	9,430	11,241	9,371	90,535	9,212	8,969	9,054	11,295	8,639	8,542	11,044
App         Paint         Flag         NLM         NLM<	ce Costs	AUD	Payment		9,202	10,551	10,219	10,997	11,737	10,280	9,131	10,456	9,782	11,156	8,073	11,297	9,854	9,500	8,002	10,122	11,044
Notice ALC Payment	al Expenditure	AUD	Paymork		11,458	11,240	10,825	10,535	10,098	0,784	0,708	10,561	11,260	11,628	9,809	12,536	10,000	8,363	9,540	9,778	11,968
	outions	AU0	Payment																		
	Total Cutteres	_		-28,796	-76,720	-71,374	-14,471	-70,179	-60,523	-79,981	-70,000	-80,865	408	-45,029	-75,000	-76,710	-78,001	-81,685	-11,00	-77,847	40,00
	star outnows			-35,799	-76,720	-11,374	-14,475	-10,179	-69,529	-19(881	-78,699	-80,905	41,000	-45,529	-75,008	-va,rm	-78,001	-81,680	-76,827	-11,641	-41,941
Net Cashflow 26,019 -449 6,089 13,282 17,731 27,352 23,912 29,728 30,974 35,667 33,468 57,823 61,572 56,065 60,758 72,855 82,090	Cashflow			26,010	-649	6,059	13,282	17,731	27,252	23,912	29,728	30,974	35,667	33,448	57,923	61,372	50,605	69,758	72,855	82,990	81,852
zing Belence 126,010 125,561 131,030 144,012 142,643 199,045 213,867 243,555 274,569 310,176 343,824 401,547 442,919 521,604 561,542 664,217 747,197	ing Balance			126,010	125,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176	343,624	401,547	462,919	521,604	591,382	664,217	747,197	829,049
102,019 102,019 102,019 102,019 102,019 102,019 202,019 202,019 202,019 202,019 202,019 202,019 202,019 202,019	ing Balance			126,010	125,561	131,630	144,912	182,643	199,895	213,807	243,535	274,509	310,176	343,624	401,547	462,919	521,604	591,362	664,217	747,197	829,049

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NEW Education Standards Authority Linearty	1 Dec hore		BOTHERS CHICKNING			Child Ma	14			Early, Martic				Our bit weet Group #	uni			Accessed	Go	Clear
ashfine Scenario 1 Neme			Statutin I Dramitin Ba	cianza Dalla		Extraction I	lan.	Estados (	87	Carmerery Name				Line .		Decimals				
Submission November 2021			Stand of Contra of	01-11-7101						Autobas data	*			1,800			p			
Ashilow Scenario 2 Name			Scenario2 Optiming Bu	alarree Date		Editoria P	hug	Bursters F	log	Market Data Sci	Nore			Quete Type						
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ning Balance			100,000	126,010	123,501	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176	343,624	401,547	452,919	521,634	591,062	064,217	747,197
urent Centurd Appropriation	NUO	Receipt	000.00	10,500	11,000	11,900	12,000	12,900	12,000	13,500	14,000	14,000	19 000	10,000	99,000	10.900	17,000	17,500	12,000	18,500
twi Contract Appropriation	AUD	Recept	20,000	25,252	38.464	26,698	40,928	46.165	\$1,392	55,524	61,028	67,000	72 323	77,512	12,514	60,035	83,34	an kas	983,742	108,944
t Tetal: Confund Appropriation			30,000	36,738	45,464	47,186	\$2,808	68,660	64,392	70,104	75,856	81,560	67,325	93,912	98,784	994,696	150,240	155,893	121,712	127,444
at & Robuld Crant Fording	700	Readys	0.005	2,421	6,928	0,455	8,589	5.015	7,652	5,105	9.103	9,450	7,118	8,478	8,690	0.444	6,744	7,847	7,155	7,298
we have sugges	AUG	Decegr.	9,867	5,125	8,162	4,05	5,857	2002	1,000	1,573	1,045	5,004	5 500	6,60 K	1,077	11,024	7,76	5,993	\$100	5,185
Service Leave (Transfer)	AU0	Recolar		9,273	7,948	9,903	6,367	9.461		7,677	6,701	0,081	7.294	9,541	8,771	8312	8,636	5,695	7,006	7,067
is lotal. NSW incasory Panding			98,478	22,629	28,434	20,991	20,567	24,065	1,000	20,000	28,900	10,017	19,882	26,816	24,884	20,865	28,125	9,211	24,327	21,768
received in Fording (Deverby (Secretive))	AUG	Idenegi.	500	110	100	100	100	160	106	100	100	20	000	100	101	000	104	993	100	101
The set of the second sec	Ann	Bostrege .	200	200	200	200	200	200	200	200	200	2040	2015	200	2003	2402	20	1 200	200	200
stor society to non equility with a Castler	200	Recorder		A 110	000	4.0	400		1.11	1974	100	1000	6 (m/s)		1.00	1.073	0.00			1541
or Descend Rep. Disable Tenedmont	AUD	Bernhei		2,444		19,417	1000	3,165	1,111	1,016	1000	1,00		Sec. 1	1000	1 perce	100		1 June	1.000
nal Transfer in dates Assessed	200	Receipt		210	200	210	200	202	200		200	200		200		202	20	200	210	
water have been been a state of the dealer	NUC	No		100	644			AT-V	200		A			A.00		A			1.0	
Potend	800	Pronier		5,507	7.007	7.39	7.475	0.157	0.576	8.629	6.150	8.043	6.411	5,070	8.651	5817	5.28	0.525	6.612	7.262
is Telat. Other Inferios			336	11,319	16,645	19,646	14,415	14,092	14,692	17,645	16.121	17,066	11,776	13,015	17,616	12.921	17,874	99,991	14,568	14,661
Total, Inflows			05,778	19,271	77,443	87,793	47,010	56,001	103,898	107,824	111,877	117,871	118,977	102,911	141,003	110,251	193,281	151,302	193,837	142,899
mente la Commonwealh	AUT	Deptert	11,903	11,404	10.994	84,545	8,718	8,425	5,755	1(425	direb.	10,8041	11 5660	8,615	11,158	11,610	11,798	0.54	8,459	8,591
th Fald to Clerky Acception	ALC: NO	Permit	0,011	0,077	10,000	0,976	11,122	0,575	1,60	0.202	9,675	91,574	0.545	8,944	0.000	11,433	0,000	0.715	9,907	5,963
nd hander withink-Spinop	AUU	Departs																		
the part is Againty with a Charler	ALL	Protect																		
node to NSW Agenties Outside Classe	NID	Pagment		11.112	6.141	\$1,225	8,423	15,005	5,510	11,000	5,910	8,534	070	\$,445	6.014	0,104	6,90	0.025	10,130	8,021
of 4. Robuld Oran, Funding (Outhows	700	Perron		0,271	9,512	10,000	0,201	0,470	\$1,076	11,192	\$1,004	10,450	10 702	0,805	11,500	0.001	2,004	90,674	0.376	1,799
t bywe Related	Allin	Promet			41.444	e 411	4 144		11,004	RPS	\$0.05	5,670	11 202	100	6,009	9,255	40%	10.04	1901	5,560
	800	Pagnon		0.00	10,000	10,000	6,000	0.010	1000	0.00	10,010	0,011	10.000	0.2%	6,000	0.074	10.00	0.037	0,042	11,004
and the second	4111	Detteri		11.4%	11.544	Mark	Wests	IL UPS	0.754	9.000	10.501	11.200	11.426	22.0	10,1281	01013	1.10	9.44	9.278	11.064
e Dallasa	ALL	Dertert																		
e Intel Outlows			-20,795	-11.789	-71,894	-39.401	-76,179	-45,623	-79,991	-78,999	-89.915	-81,994	46.627	-76.028	-29,711	-29.801	-31.45	-78.627	-7180	41.04
Total: Cuttors			-20,715	-11,730	11,311	494,423	-75,179	-69,622	-78,881	-78,898	-00,923	-01,004	46.521	-78,020	-79,711	-19,831	41,40	10,827	-11,827	40,00
			25,910	-149	6.069	13,212	16731	27.252	75,912	29.728	30.874	35,687	33.648	57.923	#1.3/2	51.615	48.75	72.05	82,450	11.152
el Costillow			Colo 10	115.161	131 830	144 917	102.043	189,895	213,897	243,535	274,599	319,170	343,624	401.547	462,919	521,904	001.05	664,217	747.127	829,040





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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.

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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.







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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.

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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 \_

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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.

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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**.

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#### 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.

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• 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.

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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.











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.

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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:

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#### 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 top right corner of the screen.



the selected record.

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Last Updated By	Capture Date	Business Unit Code *	Business Unit Name *	Entity Name	Division Name	Action Description	Functional Currency Name *	Workflow N
account9@mytreasur-e.com	2021-06-25 11:13:32	Agency 01	Agency 01	Cluster 01	Treasury	Insert	Australian dollar	
nswt@mytreasur-e.com	2021-06-26 21:19:36	Agency 01	Agency 01	Cluster 01	NSW Treasury	Modify	Australian dollar	
] nswt.malcolm	2021-07-21 12:05:59	Agency 01	Agency 01	Cluster A	NSW Treasury	Modify	Australian dollar	
account9@mytreasur-e.com	2021-07-26 11:59:54	Agency 01	Agency 01	Cluster A	NSW Treasury	Modify	Australian dollar	
] nswt.malcolm	2021-08-13 15:03:15	Department of Educat	Department of Education	Education	NSW Treasury	Modify	Australian dollar	
nswt.malcolm	2021-08-13 15:04:59	Dpt of Education	Department of Education	Education	NSW Treasury	Modify	Australian dollar	

