

	DAILY ADJUSTMENT PROCESS
Module:	Daily Adjustment Process
Audience:	Principal Departments and Agency Users
System:	Cash Mangement — Cashflows — Cashflow Sheet
	Reporting> Positions> Liquidity Reports
System Process:	Agency Users will have till 11:30am each day to make changes to their Daily Adjustment Forecast (DAF) in order to reflect the most current expectations for cash movements. Changes can be made for the current and future days.
Scenario:	 Every morning the Cash Optimisation team will load in a bank file for all Agency accounts operating within the Treasury Banking System (TBS) and run a reconciliation process. The reconciliation will map transactional data within the bank statement to respective cash flow line items and will update the closing balance for the previous day and opening balance for the current day. This manual details the steps required to for an Agency to verify Opening
	Balances for the current day, identify variances, make daily adjustments and provide comments as required.
WERT HIN	 Daily adjustments will only need to be Saved in MyTreasur-e. There is no submission step.
XCVI	RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE



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b) Navigate to the Account Category report by going to Reporting -Positions -≁ Liquidity Reports. To make it easier to compare screens, open Liquidity Reports in a separate tab. To do this, right click on Liquidity Reports and select 'Open link in new tab'.

Dashboards Administration Cash Ma	inagement Bl	lotters Reportin	g Scheduler												
ashflow Sheet		Positi	ons	Cashflow	Reports										
Our Bank Account Name	Business	Unit N Repor	ting Cube	Liquidity	Reports		Bank Name			Our Bk A	cct Group Name		Submissi	on Status	
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Cashflow Scenario 1 Name	Scenario	1 Open r Custo	m Reports	Editable Flag	g Ba	sel ne Flag	Currency N	ame		Unit		Decimals			
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Cashflow Type Name	Currency Code	e Payment/Receipt		(D) 09-11-2021			(D) 10-11-2021			(D) 11-11-2021			(D) 12-11-2021		
			Actuals	DAF	Variance	Actuals	DAF	Variance	Actuals	DAF	Variance	Actuals	DAF	Variance	
Opening Balance			550,179	550,179	(550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	
Recurrent Confund Appropriation	AUD	Receipt					1,080,000	-1,080,000							
Capital Confund Appropriation	AUD	Receipt													
Sub Total: Confund Appropriation			0	0	(0	1,080,000	-1,080,000	0	0	0	0	0	0	
Restart & Rebuild Grant Funding	AUD	Receipt													
Crown Recoups	AUD	Receipt													
ong Service Leave (Transfer)	AUD	Receipt													
Sub Total: NSW Treasury Funding			0	0	0	0	0	0	0	0	0	0	0	0	
Commonwealth Funding (Directly Received)	AUD	Receipt													
Dwn Source Revenue	AUD	Receipt													
Fransfer received from Agency within Cluster	AUD	Receipt													
Other Inflows	AUD	Receipt		1,000	-1,000		1,200	-1,200		1,000	-1,000		1,300	-1,300	
Prants: Deceived from Drincinal Denartment Net Cashflow	AUD	Danaint	0	-35,000	35,000) 0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300	
Closing Balance			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200	









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Results:	MyTre	asur-e	Cash Managama	a Distance Day	and an Antonia						Q Search		shazmeon.cl	hunara@treasu	ry.nsw.gov.au 🔺	?:::	
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b) From the Run Report drop-down, select Daily Cash Balances (Opening Balance) (1) and then click Go (2). MyTreasur-e Q Searc asury.nsw.gov.au 🔺 ? 💱 20 Liquidity Reports Daily Cash Balances (Ope My Reports Public Reports Cash Balances (Re 2 Cash Flow Scenario Report (Daily) Cash Flow Scenario Report (Monthly DAF 30 Days (Detailed) 1 ort by Acct Category MyTreasur-e **Results:** 80 Liquidity Report 59 00 cation Standards Authority - Operating No. 2 cation Standards Authority - Operating No. 1 N SW Edu N SW Edi WBC WBC NSW Education Standards Authority Fee A/c Tech Education Fund nce AUD The Daily Cash Balances (Opening Balance) displays all historical Closing balances for Bank Accounts for your Agencies and Clusters. The report details Actual Bank Accounts that feed into each Bank Account catgeory. However, please note that because this report is at the bank account level it will not match with the Actual scenario which is at the Account Category level. The Closing Balance will be imported by the Cash Optimisation team every morning for the prior day and will be highlighted in green. Check that the Closing Balance matches the data that you have received from your bank or can access via a banking online portal. All reports can be downloaded as an excel spreadsheet using the download • button to understand any variances.





Step 5: Perform a Variance analysis between the previous day's Actuals (Extracted from the Bank Statement) and the previous day's Forecast (DAF)

a) For the prior day, compare the **Actuals** column against values in the **Daily Adjusted Forecast (DAF)**. Variances (If any) between the **Actuals** and the **DAF** will display in the **Variance** column.

MyTreasur-e										Q Se	earch	s	hazmeen.chur	nara@treasury	nsw.gov.au	▲ ? ≍
Dashboards Administration Cash	Management E	Blotters Rep	orting Sche	duler												
Cashflow Sheet																00
Our Bank Account Name	Busines	s Unit Name			Entity Name			Bank Name			Our Bk Ac	ct Group Name		Submissio	n Status	
Department of Education Unrestricted Wi	c														G	o Clear
Cashflow Scenario 1 Name	Scenario	1 Opening Bala	ance Date		Editable Flag	Bas	eline Flag	Currency Na	me		Unit	0	ecimals			
Actuals		DD-MM-YYY	ſΥ	Ê				Australian o	ollar		1,000		0			
Cashflow Scenario 2 Name	Scenario	2 Opening Bala	ince Date		Editable Flag	Base	eline Flag	Market Data	Set Name		Quote Typ	e				
Daily Adjusted Forecast		DD-MM-YYY	rY		\checkmark			Default Mar	ket Data Set		MID					
Start Date	Days		Weeks		Months	Excl	udes Weekend	Approval Sta	tus	Conturned	E Daiaa	II III	ter Entity Cashfi	ow Flag		
09-11-2021		5						Abbiove	• 🗹	Captured	Reject	ted S				_
															Pr	ev 1 Next
Cashflow Type Name	Currency Cod	e Payment/Rec	:eipt	(D) 09-11-2021			(D) 10-11-2021			(D) 11-11-2021			(D) 12-11-2021		
			Actuals		DAF Va	ariance	Actuals	DAF	/ariance	Actuals	DAF	Variance	Actuals	DAF	Variance	
Opening Balance	100	recorps	55	0,179	550,179	0	550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	
internal Transfer in (Intra-Agency)	AUD	Receipt												14,000	-14,000	
Receipts from NSW Agencies outside Cluste	r AUD	Receipt														
GST Refund	AUD	Receipt												90,000	-90,000	
Sub Total: Other Inflows	•			0	1,000	-1,000	0	1,200	-1,200	0	1,000	-1,000	0	105,300	-105,300	
Total: Inflows	-			0	1,000	-1,000	0	1,081,200	-1,081,200	0	1,000	-1,000	0	105,300	-105,300	
Payments to Commonwealth	AUD	Payment														
	AUD	Payment														
Grants Paid to Cluster Agencies		Payment			0	0		640,000	-640,000		0	0		12,500	-12,500	
Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency)	AUD							127 100	-127,190		0	0		0	0	
Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency) Transfer paid to Agency within Cluster	AUD	Payment			0	0		121,100								
Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency) Transfer paid to Agency within Cluster Payments to NSW Agencies Outside Cluster	AUD AUD AUD	Payment Payment			0	0		0	0		0	0		0	0	
Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency) Transfer paid to Agency within Cluster Payments to NSW Agencies Outside Cluster Restart & Rebuild Grant Funding (Outflow)	AUD AUD AUD AUD	Payment Payment Payment			0	0		0	0		0	0		0	0	
Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency) Transfer paid to Agency within Cluster Payments to NSW Agencies Outside Cluste Restart & Rebuild Grant Funding (Outflow) Net Cashflow	AUD AUD AUD AUD	Payment Payment Payment		0	0	0 0 35,000	0	0	0	0	-24,100	0 24,100	0	0 56,300	0	

b) View the Variance amount in the Total: Inflow and the Total: Outflow line item for the prior day. If this shows a material variance, the detailed transactions can be viewed by clicking on the cell.

Construction of Administration Casil IN	anagement Di	ionora Neporani	y ounequier												
Cashflow Sheet															L 0
Our Bank Account Name	Business	Unit Name		Entity Name			Bank Name			Our Bk Ac	ct Group Name		Submissi	on Status	
Department of Education Unrestricted WBC														G	o Clear
Cashflow Scenario 1 Name	Scenario	1 Opening Balance	Date	Editable Flag	Base	ine Flag	Currency Na	ime		Unit	D	ecimals			
Actuals		DD-MM-YYYY	Ê				Australian	dollar		1,000		0			
Cashflow Scenario 2 Name	Scenario	2 Opening Balance	Date	Editable Flag	Base	ine Flag	Market Data	Set Name		Quote Typ	e				
Daily Adjusted Forecast		DD-MM-YYYY		\checkmark			Default Ma	rket Data Set		MID					
Start Date	Days	Wee	rks	Months	Exclu	des Weekend	Approval St	atus	0		In	iter Entity Cashfi	low Flag		
09-11-2021		5					Approve	NG 🗸	Captured	Reject	ted 🔽				
														Pre	ev 1 Next
Cashflow Type Name	Currency Code	e Payment/Receipt		(D) 09-11-2021			(D) 10-11-2021			(D) 11-11-2021			(D) 12-11-2021		
			Actuals	DAF	Variance /	Ictuals	DAF	Variance	Actuals	DAF	Variance	Actuals	DAF	Variance	
Opening Balance		(Norman	550,179	550,179	0	550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	
Internal Transfer in (Intra-Agency)	AUD	Receipt											14.000	-14.000	
Receipts from NSW Agencies outside Cluster	AUD	Receipt													
GST Refund	AUD	Receipt											90,000	-90 000	
Sub Total: Other Inflows			0	1.000	-1.000		1.200	-1.200	0	1.000	-1.000	0	105.300	-105.300	
	1		0	1.000	-1.000	0	1.081.200	-1.081.200	0	1.000	-1.000	0	105.300	-105.300	
Total: Inflows															
Total: Inflows	AUD	Payment													
Total: Inflows Payments to Commonwealth Grants Paid to Cluster Agencies	AUD	Payment													
Total: Inflows Payments to Commonwealth Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency)	AUD AUD	Payment Payment Payment		0	0		640.000	-640 000		0	0		12 500	-12 500	
Total: Inflows Payments to Commonwealth Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency) Transfer paid to Agency within Cluster	AUD AUD AUD AUD	Payment Payment Payment Payment		0	0		640,000	-640,000		0	0		12,500	-12,500	
Total: Inflows Payments to Commonwealth Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency) Transfer paid to Agency within Cluster Payments to NSV Agencies Outsider Cluster	AUD AUD AUD AUD AUD	Payment Payment Payment Payment Payment		0	0		640,000 127,190	-640,000 -127,190		0	0		12,500	-12,500	
Total: Inflows Payments to Commonwealth Grants Paid to Cluster Agencies Internal Transfer out (Intra-Agency) Transfer paid to Agency within Cluster Payments to NSW Agencies Outside Cluster Restart & Rebuild care Funding (Outford)	AUD AUD AUD AUD AUD AUD	Payment Payment Payment Payment Payment Payment		0 0	0 0		640,000 127,190 0	-640,000 -127,190 0		0	0		12,500 0 0	-12,500 0 0	
Total: Inflows Cartinove and Cartinove and Cartinove and Cartinove Agencies Cartinove Agencies Cartinove and Cartinove Agency Transfer paid to Agency within Cluster Payments to NSW Agencies Outside Cluster Restart & Rebuild Grant Funding (Outflow) Nea Carbifnow	AUD AUD AUD AUD AUD AUD	Payment Payment Payment Payment Payment Payment		0	0 0 0 35.000		640,000 127,190 0	-640,000 -127,190 0		0	0 0 24 100		12,500 0 0	-12,500 0 0	



					Ad-hoc Scarch	Form View Ca	shflows View								
hflow Id	Business Uni	it Name *	Cashflow Scenario Name *	Cashflow	Type Name *	Value Date *	Currency	Name *	Payment/Receipt *	Amount *	Third Party	Name		Cur	ency Pair Code
als 🔺															
ljusted l	orecast (\	/ariance: -1,000,000.	.00)		C Ad-hoc Search	Form View Ca	shflows View								
V Cast	flow Id E	Business Unit Name *	Cashflow Scen	ario Name *	Cashflow Type Name *	N N	/alue Date *	Currency Name	 Paymenti 	Receipt* Ar	mount *	Third Part	Name		Currency
	36696	Department of Education	Dealling And Street and	E	Other and a first second		00 44 2024	A contraction of a line.							
		Department of Education	Daily Adjusted	Porecast	Other Inflows		05-11-2021	Australian dollar	Receipt		500,000.00				
	246573	Department of Education	Daily Adjusted Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar Australian dollar	Receipt Receipt		500,000.00 500,000.00				
	246573	Department of Education	Daily Adjusted	Forecast	Other Inflows	_	09-11-2021	Australian dollar	Receipt		500,000.00				
	246573	Department of Education	Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000.00 500,000.00				
	246573	Department of Education	Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000.00				
	246573 [Department of Education	Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000.00 500,000.00				
	246573	Department of Education	Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000.00				
	246573 [Department of Education	Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000.00				
	246573 [Department of Education	Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000.00				
	246573 (Department of Education	Daily Adjusted	Forecast	Other Informs		09-11-2021	Australian dollar	Receipt		500,000.00				
	246573 (Department of Education	Daily Adjusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000.00				
	246573 I	opprintent of Education	Lain Adusted	Forecast	Other Inflows		09-11-2021	Australian dollar	Receipt		500,000,00 500,000,00				
	246573 (opartment of Education	Latin Adjusted	Forecast	Other Inflores		09-11-2021	Australian dollar	Receipt		500,000 00 500,000 00				
Sancel	246573 (upicatio Belik	Updat Records	Latin Adjusted	Forecast	Other Inflores Other Inflores		09-11-2021	Australian dollar	Receipt		500,000.00				
2ancel D	246573 (upicate Butr	Update Records	Latin Adjusted Dain Adjusted	Forecast	Other Inflows		09-11-2021	Australan dolar	Recept		500,000.00				
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- The **Opening Balances** for the previous day's **Actuals** and the **DAF** will also be highlighted green, indicating that these have been extracted from the Bank Statement.
- c) Analyse and check that the **Variance** amounts are correct. This can be utilised to adjust any forecasts for the current or future days.

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Dashboards Administration Cash Ma	anagement Bl	lotters Reportir	ng Scheduler								_				
Cashflow Sheet															De
Our Bank Account Name	Business	Unit Name		Entity Name	,		Bank Name			Our Bk A	cct Group Name		Submissi	on Status	
Department of Education Unrestricted WBC															Go Clear
Cashflow Scenario 1 Name	Scenario1	Opening Balance	Date	Editable Fla	g Bas	eline Flag	Currency M	lame		Unit	0	ecimals			
Actuals		DD-MM-YYYY					Australiar	dollar		1,000		c			
Cashflow Scenario 2 Name	Scenario2	Opening Balance	Date	Editable Fla	g Bas	eline Flag	Market Dat	a Set Name		Quote Ty	pe				
Daily Adjusted Forecast		DD-MM-YYYY		\checkmark			Default M	larket Data Set		MID					
Start Date	Days	We	eks	Months	Exc	ludes Weekend	Approval S	status	Captured	Pain	I	nter Entity Cashf	low Flag		
09-11-2021		5					Abbio	-	Captured	C reje	Linera E				_
						1								P	rev 1 Next
Cashflow Type Name	Currency Code	Payment/Receipt		(D) 09-11-2021			(D) 10-11-2021			(D) 11-11-2021			(D) 12-11-2021		
			Actuals	DAF	Variance	Actuals	DAF	Variance	Actuals	DAF	Variance	Actuals	DAF	Variance	
Opening Balance	100	recept	550,17	550,179	0	550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	
Internal Transfer in (Intra-Agency)	AUD	Receipt											14,000	-14,000	
Receipts from NSW Agencies outside Cluster	AUD	Receipt													
GST Refund	AUD	Receipt											90,000	-90,000	
Sub Total: Other Inflows	1			1,000	-1,000	٥	1,200	-1,200	0	1,000	-1,000	0	105,300	-105,300	
Total: Inflows	1			1,000	-1,000	0	1,081,200	-1,081,200	0	1,000	-1,000	0	105,300	-105,300	
Payments to Commonwealth	AUD	Payment													
Grants Paid to Cluster Agencies	AUD	Payment													
Internal Transfer out (Intra-Agency)	AUD	Payment		0	0		640,000	-640,000		0	0		12,500	-12,500	
Transfer paid to Agency within Cluster	AUD	Payment		0	0		127,190	-127,190		0	0		0	0	
Payments to NSW Agencies Outside Cluster	AUD	Payment		0	0		0	0		0	0		0	0	
Restart & Rebuild Grant Funding (Outflow)	AUD	Payment													
Net Cashflow				-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300	
Closing Balance			550,17	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200	
Restart & Rebuild Grant Funding (Outflow) Net Cashflow Closing Balance Save Clance Save tato Import	AUD	Payment	550,17	0 -35,000 9 515,179	35,000 35,000	0 550,179	238,000 753,179	-238,000 -203,000	0 550,179	-24,100 729,079	24,100 -178,900	0 550,179	56,300 785,379	-56,300 -235,200	





Step 6: Enter Adjustments for the current day

a) Adjustments (if any) can be entered in the **DAF** column directly in the Cashflow Sheet. The cell colour will change from green to white once an adjustment is entered. This indicates that the number entered has overridden the previously approved forecast.







d) Once all adjustments and comments have been entered, Click on **Save** to ensure changes are reflected in the Cashflow Sheet.

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Dashboards Administration Cash Ma	anagement Blo	otters Report	ting Scheduler												
ashflow Sheet															
Our Bank Account Name	Business	Unit Name		Entity Name			Bank Name			Our Bk Acct	Group Name		Submissio	n Status	
Department of Education Unrestricted WBC														Go	
Cashflow Scenario 1 Name	Scenario1	Opening Balan	ce Date	Editable Flag	Ba	seline Flag	Currency Na	ime		Unit	D	ecimals			
Actuals		DD-MM-YYYY					Australian	dollar		1,000		0			
Cashflow Scenario 2 Name	Scenario2	Opening Balan	ce Date	Editable Flag	Ba	seline Flag	Market Data	Set Name		Quote Type					
Daily Adjusted Forecast		DD-MM-YYYY		12 A	_		Default Ma	rket Data Set		MID					
Start Date	Days	- N	leeks	Months	Ex	cludes Weekend	Approval St	atus	Cantured	Rejecte	1	nter Entity Cashfi	ow Flag		
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						1								Prev	1
ashflow Type Name	Currency Code	Payment/Recei	pt	(D) 09-11-2021			(D) 10-11-2021		(D) 11-11-2021			(D) 12-11-2021		
			Actuals	DAF	Variance	Actuals	DAF	Variance	Actuals [DAF \	ariance	Actuals	DAF	Variance	
pening Balance	100	recorpt	550,179	550,179	0	550,179	515,179	35,000	550,179	753,179	-203,000	550,179	728,079	-177,900	
ernal Transfer in (Intra-Agency)	AUD	Receipt											14,000	-14,000	
eceipts from NSW Agencies outside Cluster	AUD	Receipt													
PT Defund	AUD	Receipt											90,000	-90,000	
STReiuliu															
Sub Total: Other Inflows	1		c	1,000	-1,000	0	1,200	-1,200	0	1,000	-1,000	0	105,300	-105,300	
Sub Total: Other Inflows	1		0	1,000	-1,000	0	1,200	-1,200 -1,081,200	0	1,000	-1,000	0	105,300 105,300	-105,300	
Sub Total: Other Inflows Total: Inflows ayments to Commonwealth	AUD	Payment	0	1,000	-1,000 -1,000	0	1,200 1,081,200	-1,200 -1,081,200	0	1,000 1,000	-1,000 -1,000	0	105,300 105,300	-105,300 -105,300	
Sub Total: Other Inflows Total: Inflows ayments to Commonwealth rants Paid to Cluster Agencies	AUD AUD	Payment Payment	0	1,000	-1,000 -1,000	0	1,200 1,081,200	-1,200 -1,081,200	0	1,000	-1,000 -1,000 0	0	105,300 105,300	-105,300 -105,300	
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Working Cherrinflows Working Cherrinflows Total: Inflows Working Cherrinflows ayments to Commonwealth rants Paid to Cluster Agency ansfer paid to Agency within Cluster	AUD AUD AUD AUD AUD	Payment Payment Payment Payment	0	0 1,000	-1,000 -1,000 0	0	1,200 1,081,200 640,000 127,190	-1,200 -1,081,200 -640,000 -127,190	0	1,000 1,000 1,000 0	-1,000 -1,000 0 -1,000 0	0	105,300 105,300 12,500 0	-105,300 -105,300 -12,500 0	
Stretinin Total: Inflows Total: Inflows ayments to Commonwealth arrants Paid to Chuster Agencies termal Transfer out (Intra-Agency) ansfer paid to Agency within Chuster aments to NSW Agencies Outside Chuster	AUD AUD AUD AUD AUD AUD AUD	Payment Payment Payment Payment Payment		0 1,000 0 1,000 0 0 0	-1,000 -1,000 0 0 0	0	1,200 1,081,200 640,000 127,190 0	-1,200 -1,081,200 -640,000 -127,190 0	0	1,000 1,000 1,000 0 0	-1,000 -1,000 0 -1,000 0 0	0	105,300 105,300 12,500 0 0	-105,300 -105,300 -12,500 0 0	
Si nelinità totai: Inflows Totai: Inflows Totai: Inflows Email: Diamon Market temai: Parto I Calster Agencies temai: Transfer ord. Intra-Agency ansfer pato I bagencies Outside Cluster agments Io NSW Agencies Outside Cluster estaria: A Rebuild Grant Funding (Outflow)	AUD AUD AUD AUD AUD AUD AUD AUD	Payment Payment Payment Payment Payment Payment		1,000 1,000 0 0 0	-1,000 -1,000 0 0	0	1,200 1,081,200 640,000 127,190 0	-1,200 -1,081,200 -640,000 -127,190 0	0	1,000 1,000 1,000 0 0	-1,000 -1,000 0 -1,000 0 0	0	105,300 105,300 12,500 0 0	-105,300 -105,300 -12,500 0 0	
S neurino Sub Total: cither inflows Total: inflows Sub Total: commonwealth rants Paid to Cluster Agencies temai Transfer out (nitra-Agency) ansfer paid to Agency within Cluster syments to NSW Agencies Outside Cluster estant & Rebuild Grant Funding (Outflow) Net Cashflow	AUD AUD AUD AUD AUD AUD AUD	Payment Payment Payment Payment Payment Payment		1,000 1,000 0 0 -35,000	-1,000 -1,000 0 0 35,000	0	1,200 1,081,200 640,000 127,190 0 238,000	-1,200 -1,081,200 -640,000 -127,190 0 -238,000	0	1,000 1,000 1,000 0 0 -25,100	-1,000 -1,000 0 -1,000 0 0 25,100	0	105,300 105,300 12,500 0 0 56,300	-105,300 -105,300 -12,500 0 0 -56,300	

 e) A dialog box will appear confirming your changes and if you wish to proceed. If you are satisfied with these changes, click **Yes**. Otherwise, if you wish to make further changes, click **No**.

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Dashboards Administration Cash Ma	anagement Bl	lotters Reporting	Scheduler												
Cashflow Sheet															
Our Bank Account Name	Business	Unit Name		Entity Name			Bank Name			Our Bk Acc	t Group Name		Submissi	on Status	
Department of Education Unrestricted WBC															
Cashflow Scenario 1 Name	Scenario1	1 Opening Balance I	Date	Editable Flag	Bas	eline Flag	Currency Nar	ollar		Unit		ecimals			
Cashflow Scenario 2 Name	Scenario2	2 Opening Balance I	Date	Editable Flag	Base	line Flag	Market Data	Set Name		Quote Type		Ŭ			
Daily Adjusted Forecast		DD-MM-YYYY	(Default Mar	ket Data Set		MID					
Start Date	Days	Wee	ks	Months	Excl	udes Weekend	Approval Sta	tus			In	ter Entity Cashfi	ow Flag		
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Cashflow Type Name	Currency Code	Payment/Receipt		(D) 09-11 <mark>-</mark> 2 Ca	ashflow Sh	eet				(D) 11-11-2021			(D) 12-11-2021		
			Actuals	DAF					1	DAF	Variance			Variance	
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Capital Confund Appropriation	AUD	Receipt							_						
Sub Total: Confund Appropriation	1		0					Yes	NO	0	0	0	0	0	
Restart & Rebuild Grant Funding	AUD	Receipt													
Crown Recoups	AUD	Receipt													
ong Service Leave (Transfer)	AUD	Receipt													
Sub Total: NSW Treasury Funding	1		0	0	0	0	0	0	0	0	0	0	0	0	
Commonwealth Funding (Directly Received)	AUD	Receipt								1,000	-1,000				
Own Source Revenue	AUD	Receipt									0				
Transfer received from Agency within Cluster	AUD	Receipt													
Other Inflows	AUD	Receipt		1,000	-1,000		1,200	-1,200		1,000	-1,000		1,300	-1,300	
Grante Danaisard from Drinning Danastmant	ALID	Danaint	-6.015	-35,000	28,985	0	238,000	-238,000	0	-23,100	23,100	0	56,300	-56,300	
Closing Balance			544,164	515,179	28,985	544,164	753,179	-209.015	544,164	730.079	-185,915	544,164	786.379	-242.215	



- Please note that the DAF can only be edited for today and future days and not for previous days.
- Adjustments are <u>only</u> required for material changes to your forecast.
- All changes should be Saved. Daily Adjustments are not required to be Submitted.



Step 7: Enter Adjustments for future days

a) Review your cashflows for the next two weeks by changing the filter value in **Days** to 10 and clicking Go. Repeat step above if any adjustments are required over this timeframe.

Administration Cash Management B Tilow Sheet Bark Account Name attimes of Education Unrestricted WBC flow Scenario 1 Name Scenario Adjusted Forcesant Date 09-11-2021	Opening Balance Date	r					- Ocar	ch	3110	izmeen.chunai	ra@ueasury.		
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b) In the dialog box, scroll to the right to find **Comments**. Type in any comments you may wish to capture or will be relevant for the Cash Optimisation team at NSW Treasury. Click **Save** and close the dialog box.

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c) Alternatively, to Step 5b, comments can also be entered by selecting the **checkbox (1)** for the adjustment and clicking on **Form View (2)**.

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Forecast amounts in the dialog box will be displayed as actual units, but will be displayed in thousands in the Cashflow Sheet.



d) Type in any comments within the Comments (1) section. Click Save (2) and close the dialog	
box.	

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Step 9: Approval and Rejection of Daily Adjusted Forecast

a) Daily Adjustments will be approved by the Cash Optimisation team at NSW Treasury which will result in the adjustment entered in the **DAF** to change colour from white to green. If a Daily Adjustment is rejected by the Cash Optimisation team at NSW Treasury, the submitter will receive an automated email from MyTreasur-e stating that the adjustment was rejected. This email will also provide comments and feedback from the Cash Optimisation team regarding the rejection. Errors can be remediated by logging back into the MyTreasur-e and making the changes requested in the DAF and saving.

Step 10: Repeat for each Account Category

a) The steps above should be repeated for each Account Category of Daily Adjusted Forecast.

