
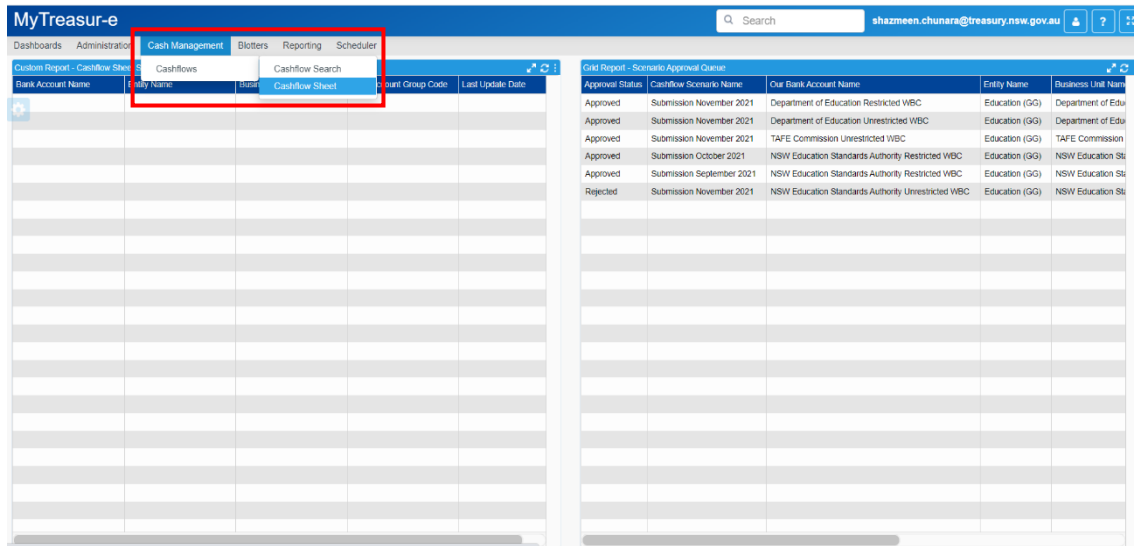


DAILY ADJUSTMENT PROCESS	
<b>Module:</b>	Daily Adjustment Process
<b>Audience:</b>	<b>Principal Departments and Agency Users</b>
<b>System:</b>	Cash Mangement → Cashflows → Cashflow Sheet Reporting → Positions → Liquidity Reports
<b>System Process:</b>	Agency Users will have till <b>11:30am</b> each day to make changes to their <b>Daily Adjustment Forecast (DAF)</b> in order to reflect the most current expectations for cash movements. Changes can be made for the current and future days.
<b>Scenario:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
	<ul style="list-style-type: none"> <li>• Daily adjustments will only need to be Saved in MyTreasur-e. There is no submission step.</li> <li>• <b>RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE</b></li> </ul>

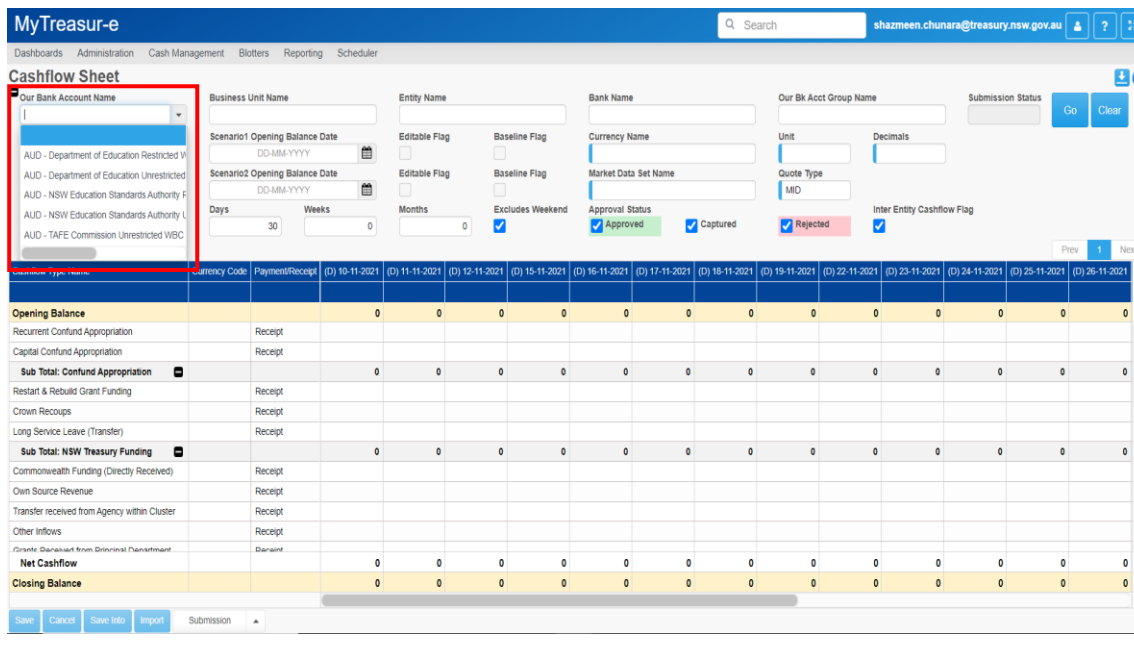
## Step 1: Navigate to the Cashflow Sheet in MyTreasur-e

a) Navigate to Cash Management → Cashflows → Cashflow Sheet



## Step 2: Review prior day cash position

a) Using the drop-down menu in **Our Bank Account Name**, select the relevant Agency and Bank Account Category, or alternatively type the Agency Name to get started.



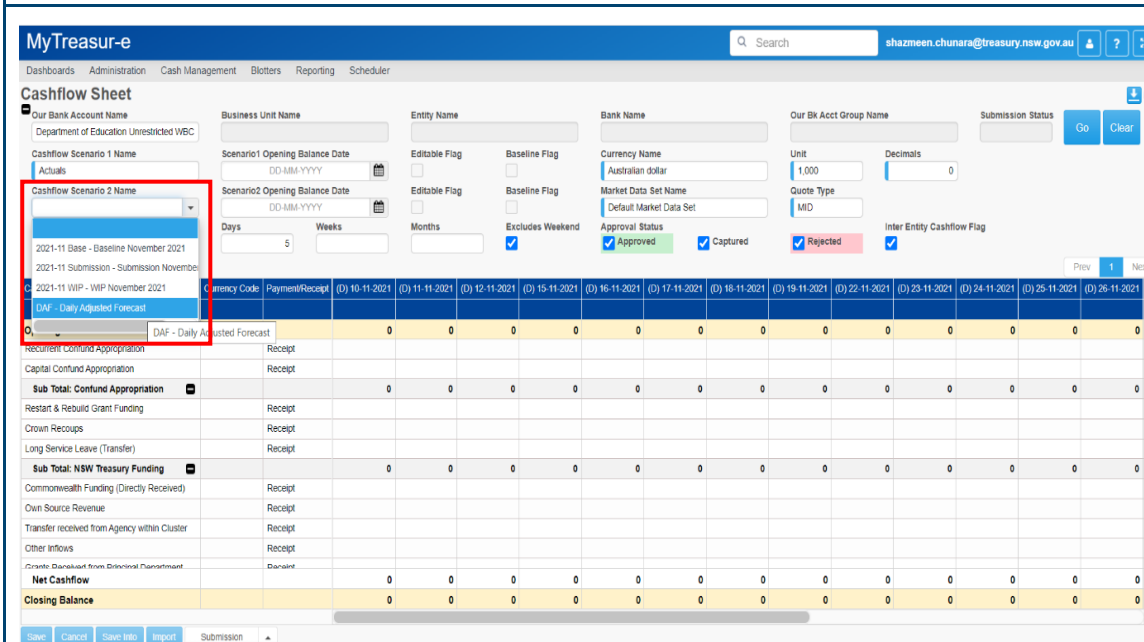
## Results:

Once **Our Bank Account Name** is selected in MyTreasur-e, then the fields **Business Unit Name**, **Entity Name**, **Bank Name** and **Our Bkt Acct Group Name** will grey out. When entering any data (including Monthly submissions and Daily adjustments) into the Cashflow Sheet, you must only select **Our Bank Account Name**.

b) Using the drop-down menu in **Cashflow Scenario Name 1** select or type in Actuals.

# Cash Forecasting Solution

c) Using the drop-down menu in **Cashflow Scenario Name 2** select or type in Daily Adjusted Forecast.



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Dashboards Administration Cash Management Blotters Reporting Scheduler

### Cashflow Sheet

Our Bank Account Name: Department of Education Unrestricted WBC

Cashflow Scenario 1 Name: Actuals

**Cashflow Scenario 2 Name** (highlighted): DAF - Daily Adjusted Forecast

Business Unit Name: Entity Name: Bank Name: Our BK Acct Group Name: Submission Status: [Go] [Clear]

Scenario1 Opening Balance Date: DD-MM-YYYY | Editable Flag:  | Baseline Flag:  | Currency Name: Australian dollar | Unit: 1,000 | Decimals: 0

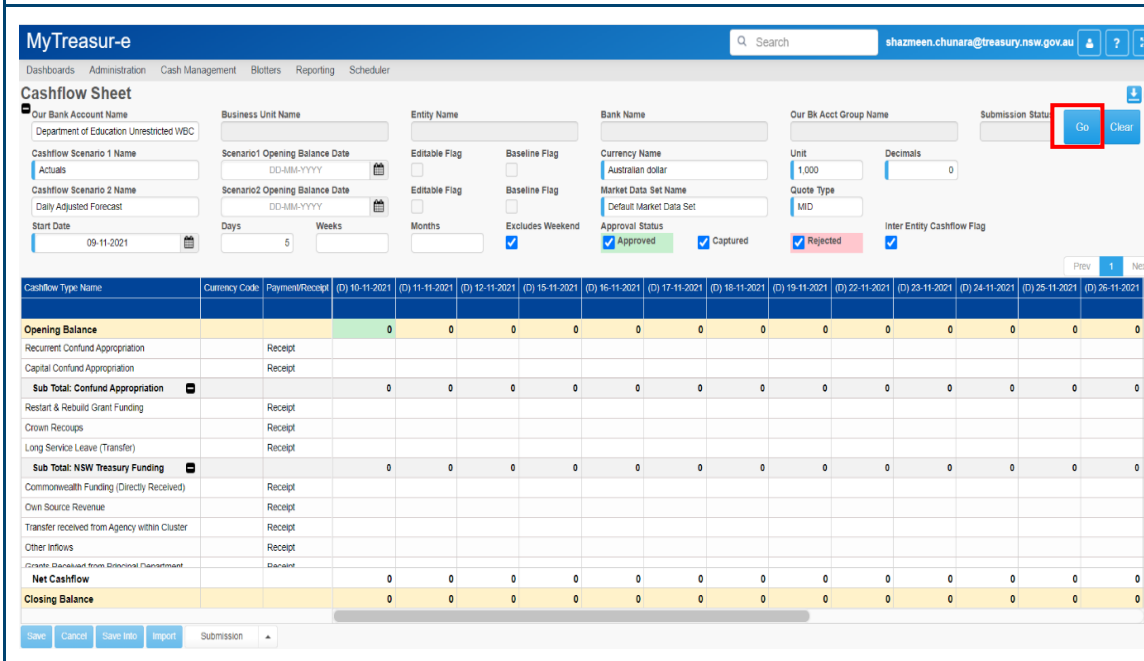
Scenario2 Opening Balance Date: DD-MM-YYYY | Editable Flag:  | Baseline Flag:  | Market Data Set Name: Default Market Data Set | Quote Type: MID

Start Date: 09-11-2021 | Days: 5 | Weeks: | Months: | Excludes Weekend:  | Approval Status:  Approved |  Captured |  Rejected | Inter Entity Cashflow Flag:

Currency Code	Payment/Receipt	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021	(D) 15-11-2021	(D) 16-11-2021	(D) 17-11-2021	(D) 18-11-2021	(D) 19-11-2021	(D) 22-11-2021	(D) 23-11-2021	(D) 24-11-2021	(D) 25-11-2021	(D) 26-11-2021
DAF - Daily Adjusted Forecast	DAF - Daily Adjusted Forecast	0	0	0	0	0	0	0	0	0	0	0	0	0
Recurrent Confund Appropriation	Receipt													
Capital Confund Appropriation	Receipt													
<b>Sub Total: Confund Appropriation</b>		0	0	0	0	0	0	0	0	0	0	0	0	0
Restart & Rebuild Grant Funding	Receipt													
Crown Recoups	Receipt													
Long Service Leave (Transfer)	Receipt													
<b>Sub Total: NSW Treasury Funding</b>		0	0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	Receipt													
Own Source Revenue	Receipt													
Transfer received from Agency within Cluster	Receipt													
Other Inflows	Receipt													
Grants Disbursed from Disposal Management	Disburse													
<b>Net Cashflow</b>		0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>		0	0	0	0	0	0	0	0	0	0	0	0	0

[Save] [Cancel] [Save into] [Import] Submission

d) Click on **Go**.



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Dashboards Administration Cash Management Blotters Reporting Scheduler

### Cashflow Sheet

Our Bank Account Name: Department of Education Unrestricted WBC

Cashflow Scenario 1 Name: Actuals

Cashflow Scenario 2 Name: Daily Adjusted Forecast

Business Unit Name: Entity Name: Bank Name: Our BK Acct Group Name: Submission Status: [Go] [Clear] (Go highlighted)

Scenario1 Opening Balance Date: DD-MM-YYYY | Editable Flag:  | Baseline Flag:  | Currency Name: Australian dollar | Unit: 1,000 | Decimals: 0

Scenario2 Opening Balance Date: DD-MM-YYYY | Editable Flag:  | Baseline Flag:  | Market Data Set Name: Default Market Data Set | Quote Type: MID

Start Date: 09-11-2021 | Days: 5 | Weeks: | Months: | Excludes Weekend:  | Approval Status:  Approved |  Captured |  Rejected | Inter Entity Cashflow Flag:

Currency Code	Payment/Receipt	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021	(D) 15-11-2021	(D) 16-11-2021	(D) 17-11-2021	(D) 18-11-2021	(D) 19-11-2021	(D) 22-11-2021	(D) 23-11-2021	(D) 24-11-2021	(D) 25-11-2021	(D) 26-11-2021
Opening Balance		0	0	0	0	0	0	0	0	0	0	0	0	0
Recurrent Confund Appropriation	Receipt													
Capital Confund Appropriation	Receipt													
<b>Sub Total: Confund Appropriation</b>		0	0	0	0	0	0	0	0	0	0	0	0	0
Restart & Rebuild Grant Funding	Receipt													
Crown Recoups	Receipt													
Long Service Leave (Transfer)	Receipt													
<b>Sub Total: NSW Treasury Funding</b>		0	0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	Receipt													
Own Source Revenue	Receipt													
Transfer received from Agency within Cluster	Receipt													
Other Inflows	Receipt													
Grants Disbursed from Disposal Management	Disburse													
<b>Net Cashflow</b>		0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>		0	0	0	0	0	0	0	0	0	0	0	0	0

[Save] [Cancel] [Save into] [Import] Submission

# Cash Forecasting Solution

## Results:

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
<b>Opening Balance</b>			550,179	550,179	0	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												
<b>Sub Total: Confund Appropriation</b>			0	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												
Long Service Leave (Transfer)	AUD	Receipt												
<b>Sub Total: NSW Treasury Funding</b>			0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	AUD	Receipt												
Own Source Revenue	AUD	Receipt												
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
Grants Disbursed from Divisional Parliament	AUD	Disburse												
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200

The Start Date for the Scenario automatically defaults to yesterday.

The First **Editable Flag** will be unticked indicating that the Actuals are not Editable. The Second **Editable Flag** will be ticked, indicating that the Cashflow Sheet is Open, and a Daily Adjustment can be entered for the current or future day.

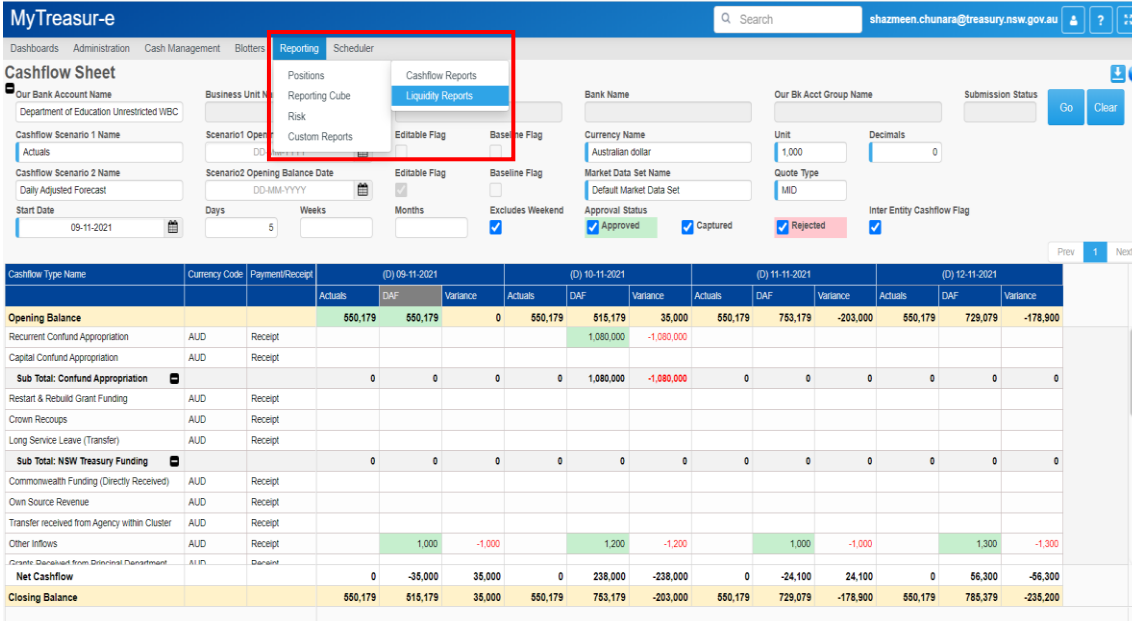
## Step 3: Check that the Opening Balance is correct at the Account Category level

a) Obtain the **Opening Balance** for Today's Day using the **Actuals** column.

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
<b>Opening Balance</b>			550,179	550,179	0	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												
<b>Sub Total: Confund Appropriation</b>			0	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												
Long Service Leave (Transfer)	AUD	Receipt												
<b>Sub Total: NSW Treasury Funding</b>			0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	AUD	Receipt												
Own Source Revenue	AUD	Receipt												
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
Grants Disbursed from Divisional Parliament	AUD	Disburse												
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200

## Cash Forecasting Solution

- 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'.



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**Cashflow Sheet**

Our Bank Account Name: Department of Education Unrestricted WBC

Cashflow Scenario 1 Name: Actuals

Cashflow Scenario 2 Name: Daily Adjusted Forecast

Start Date: 09-11-2021

Business Unit Name: Department of Education Unrestricted WBC

Scenario1 Opening Balance Date: DD-MM-YYYY

Scenario2 Opening Balance Date: DD-MM-YYYY

Days: 5

Weeks: Months: Excludes Weekend:

Bank Name: Our BK Acct Group Name: Submission Status:

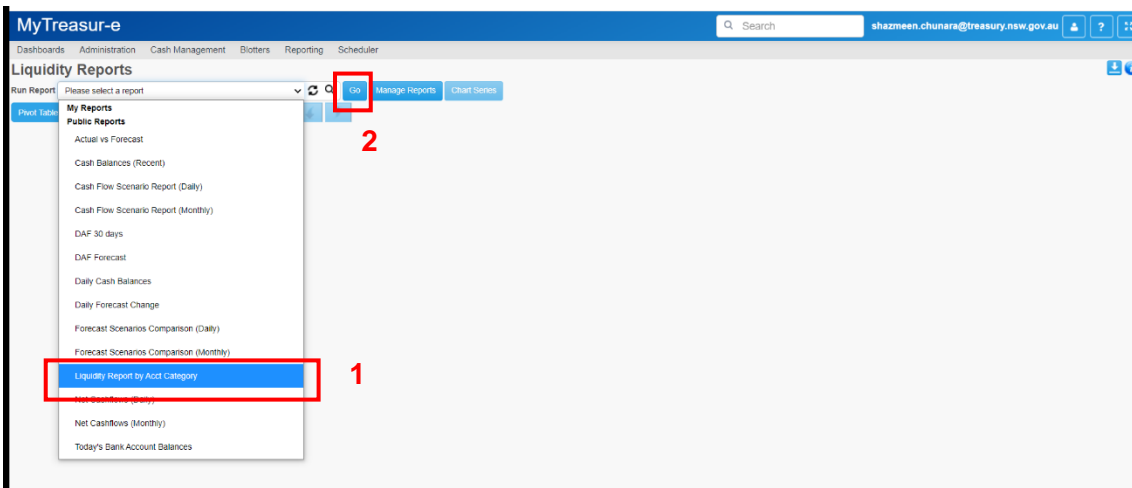
Currency Name: Australian dollar | Unit: 1,000 | Decimals: 0

Market Data Set Name: Default Market Data Set | Quote Type: MID

Approval Status:  Approved  Captured  Rejected  Inter Entity Cashflow Flag

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
<b>Opening Balance</b>			550,179	550,179	0	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												
<b>Sub Total: Confund Appropriation</b>			0	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												
Long Service Leave (Transfer)	AUD	Receipt												
<b>Sub Total: NSW Treasury Funding</b>			0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	AUD	Receipt												
Own Source Revenue	AUD	Receipt												
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
Grants Disbursed from Divorced Parentment	AUD	Disburse												
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	66,300	-66,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200

- c) From the Run Report drop-down, select **Liquidity Report by Account Category** and then click **Go**.



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**Liquidity Reports**

Run Report: Please select a report

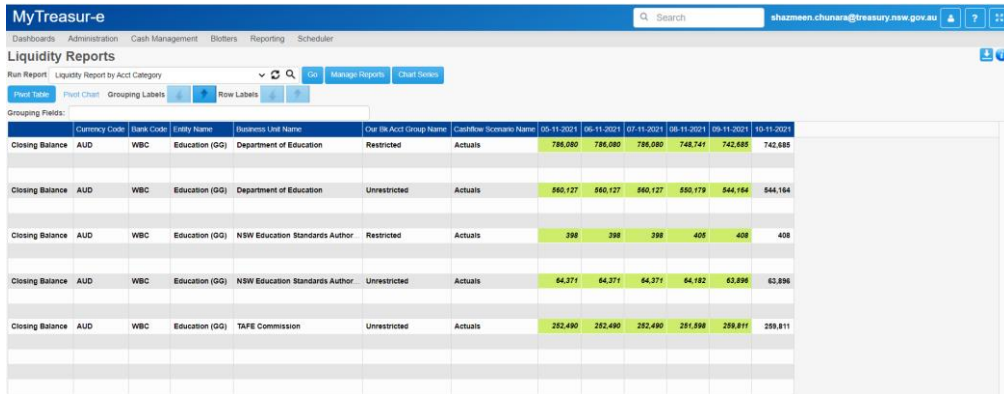
Check Table:

- My Reports
- Public Reports
  - Actual vs Forecast
  - Cash Balances (Recent)
  - Cash Flow Scenario Report (Daily)
  - Cash Flow Scenario Report (Monthly)
  - DAF 30 days
  - DAF Forecast
  - Daily Cash Balances
  - Daily Forecast Change
  - Forecast Scenarios Comparison (Daily)
  - Forecast Scenarios Comparison (Monthly)
  - Liquidity Report by Acct Category** (1)
  - Net Cashflows (Monthly)
  - Today's Bank Account Balances

- d) For your chosen Account Category, compare the Opening balance on the **Actual Scenario** with the Opening balance on the **Liquidity Report by Account Category** to check that they match.

# Cash Forecasting Solution

## Results:



The screenshot shows the 'Liquidity Reports' interface in MyTreasur-e. It displays a table with columns for Currency Code, Bank Code, Entity Name, Business Line Name, Our Bk Acct Group Name, and Cashflow Scenario Name. The data is organized by account category, showing closing balances for various entities like the Department of Education and NSW Education Standards Author across different dates from 09-11-2021 to 10-11-2021.

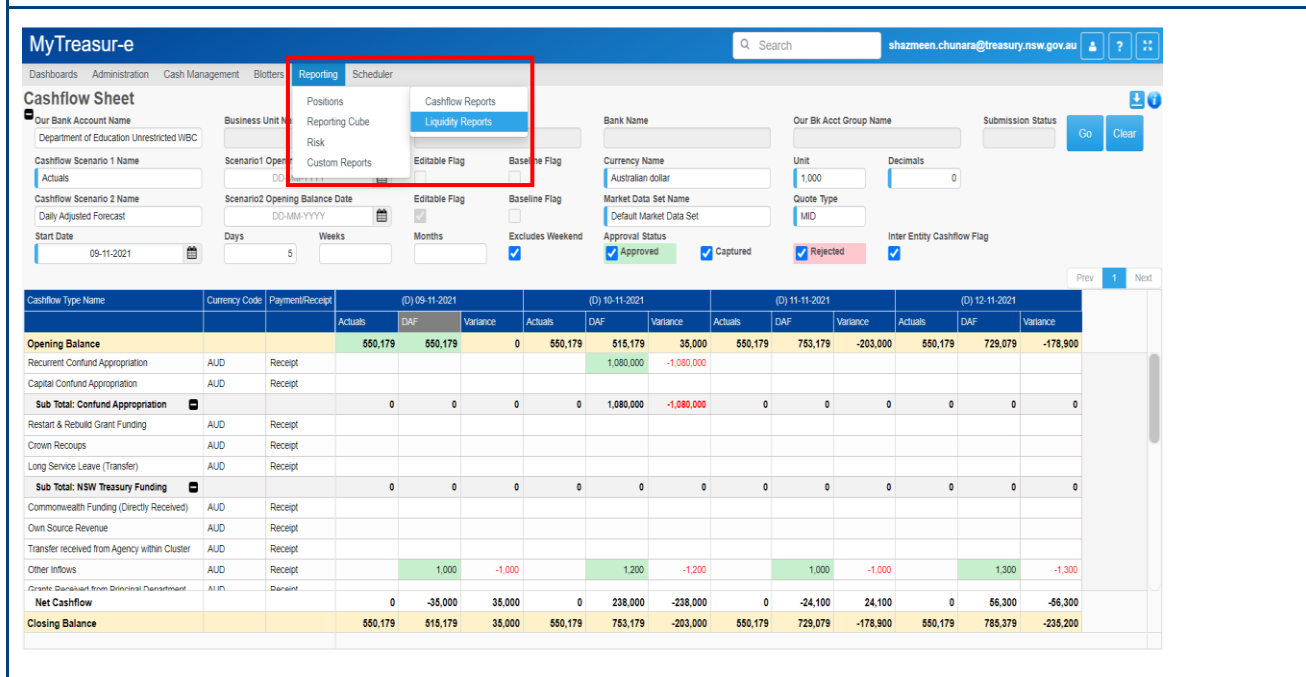
The **Liquidity Report by Account Category** aggregates the bank statement data to the Account Category level, allowing it to be directly compared with the **Actual** scenario.

The report will display all historical **Closing balances** for Bank Accounts for your Agencies and Clusters. The report details Actual Bank Accounts that feed into each Bank Account category which will aid in reconciling the Closing Balance between the Bank Statement and the Daily Adjusted Forecast (DAF) for the prior day.

The **Closing Balance** for the previous day should also match the Opening Balance for the Current Day.

## Step 4: Check that the Opening Balance is correct at the Bank Account level

- a) Navigate to the Account Category report by going to **Reporting** → **Positions** → **Liquidity Reports**

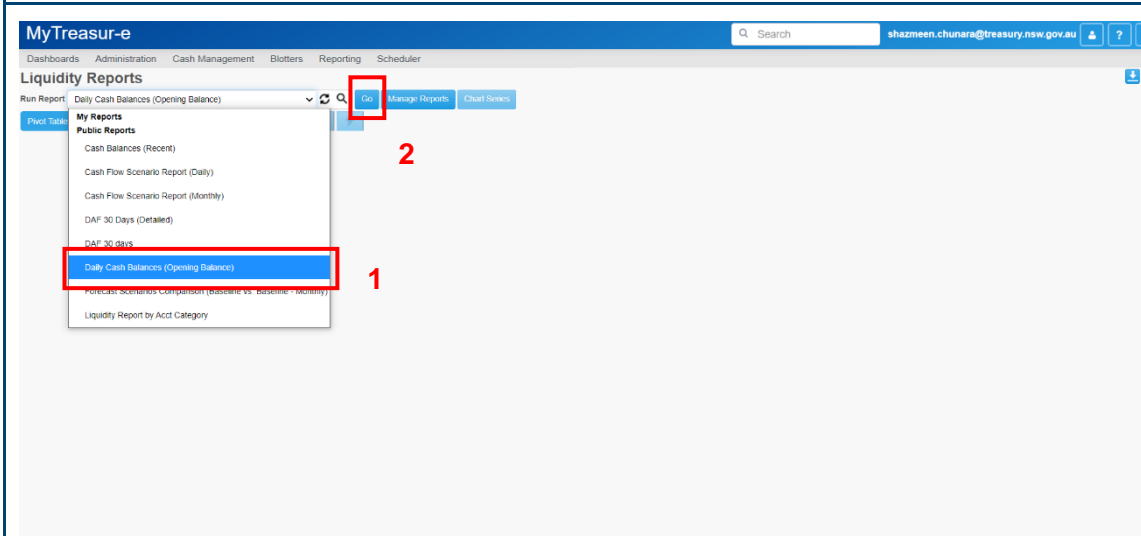


The screenshot shows the 'Cashflow Sheet' interface in MyTreasur-e. A red box highlights the navigation path: Reporting → Positions → Liquidity Reports. The main table displays cashflow data for various scenarios across four dates: 09-11-2021, 10-11-2021, 11-11-2021, and 12-11-2021. The table includes columns for Cashflow Type Name, Currency Code, Payment/Receipt, and Actuals/DAF/Variance for each date.

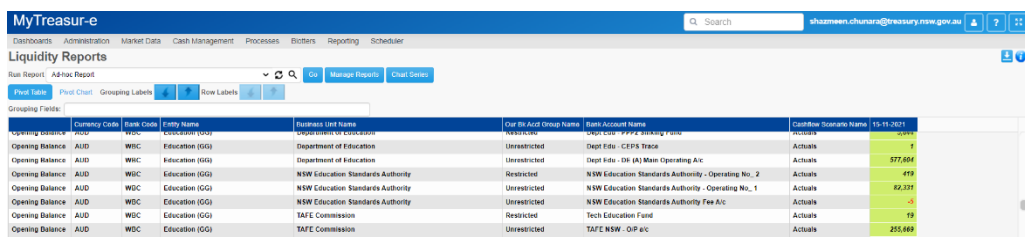
Cashflow Type Name	Currency Code	Payment/Receipt	(D) 09-11-2021			(D) 10-11-2021			(D) 11-11-2021			(D) 12-11-2021		
			Actuals	DAF	Variance	Actuals	DAF	Variance	Actuals	DAF	Variance	Actuals	DAF	Variance
Opening Balance			550,179	550,179	0	550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900
Recurrent Confund Appropriation	AUD	Receipt					1,080,000	-1,080,000						
Capital Confund Appropriation	AUD	Receipt					1,080,000	-1,080,000						
<b>Sub Total: Confund Appropriation</b>			0	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												
Long Service Leave (Transfer)	AUD	Receipt												
<b>Sub Total: NSW Treasury Funding</b>			0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	AUD	Receipt												
Own Source Revenue	AUD	Receipt												
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
Transfer Disallowed from Original Parliament	AUD	Receipt												
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	763,179	-203,000	550,179	729,079	-178,900	550,179	765,379	-235,200

# Cash Forecasting Solution

- b) From the Run Report drop-down, select **Daily Cash Balances (Opening Balance) (1)** and then click **Go (2)**.



## Results:



Opening Scenario	Currency Code	Bank Code	Entity Name	Business Unit Name	Our Biz Acct Group Name	Bank Account Name	Cashflow Scenario Name	15-11-2021
Opening Balance	AUD	WRC	Education (GG)	Department of Education	Unrestricted	Dept Edu - CEPIS Trace	Actuals	1
Opening Balance	AUD	WRC	Education (GG)	Department of Education	Unrestricted	Dept Edu - DR (A) Main Operating A/c	Actuals	577,604
Opening Balance	AUD	WRC	Education (GG)	NSW Education Standards Authority	Restricted	NSW Education Standards Authority - Operating No. 2	Actuals	479
Opening Balance	AUD	WRC	Education (GG)	NSW Education Standards Authority	Unrestricted	NSW Education Standards Authority - Operating No. 1	Actuals	22,321
Opening Balance	AUD	WRC	Education (GG)	NSW Education Standards Authority	Unrestricted	NSW Education Standards Authority Fee A/c	Actuals	-1
Opening Balance	AUD	WRC	Education (GG)	TAFE Commission	Restricted	Tech Education Fund	Actuals	19
Opening Balance	AUD	WRC	Education (GG)	TAFE Commission	Unrestricted	TAFE NSW - O/P A/c	Actuals	255,669

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 category. 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.





# Cash Forecasting Solution

## 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.

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
<b>Opening Balance</b>			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
<b>Sub Total: Other Inflows</b>			0	1,000	-1,000	0	1,200	-1,200	0	1,000	-1,000	0	105,200	-105,200
<b>Total: Inflows</b>			0	1,000	-1,000	0	1,081,200	-1,081,200	0	1,000	-1,000	0	105,200	-105,200
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		0	0		0	0		0	0		0	0
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200

- 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.

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
<b>Opening Balance</b>			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
<b>Sub Total: Other Inflows</b>			0	1,000	-1,000	0	1,200	-1,200	0	1,000	-1,000	0	105,200	-105,200
<b>Total: Inflows</b>			0	1,000	-1,000	0	1,081,200	-1,081,200	0	1,000	-1,000	0	105,200	-105,200
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		0	0		0	0		0	0		0	0
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200

# Cash Forecasting Solution

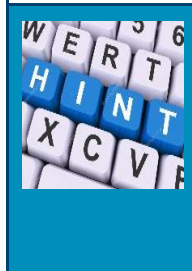
Cashflows on 09-11-2021

Actuals

Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party Name	Currency Pair Code
36696	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		

Daily Adjusted Forecast (Variance: -1,000,000.00)

Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party Name	Currency Pair Code
36696	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		



- The **Daily Adjusted Forecast (DAF)** are snapshots taken by the system following approval of the Monthly submission by the Cash Optimisation team and will be highlighted green.
- 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.

MyTreasur-e

Search: shazmeen.chunara@treasury.nsw.gov.au

Dashboards Administration Cash Management Blotters Reporting Scheduler

### Cashflow Sheet

Our Bank Account Name: Department of Education Unrestricted WBC

Business Unit Name: [ ] Entity Name: [ ] Bank Name: [ ] Our BK Acct Group Name: [ ] Submission Status: [ ]

Cashflow Scenario 1 Name: Actuals Scenario1 Opening Balance Date: DD-MM-YYYY Editable Flag: [ ] Baseline Flag: [ ] Currency Name: Australian dollar Unit: 1,000 Decimals: 0

Cashflow Scenario 2 Name: Daily Adjusted Forecast Scenario2 Opening Balance Date: DD-MM-YYYY Editable Flag: [ ] Baseline Flag: [ ] Market Data Set Name: Default Market Data Set Quote Type: MID

Start Date: 09-11-2021 Days: 5 Weeks: [ ] Months: [ ] Excludes Weekend: [ ] Approval Status: [ ] Inter Entity Cashflow Flag: [ ]

Approval Status: [ ] Captured: [ ] Rejected: [ ]

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
<b>Opening Balance</b>			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										90,000		-90,000
GST Refund	AUD	Receipt												
<b>Sub Total: Other Inflows</b>			0	1,000	-1,000	0	1,200	-1,200	0	1,000	-1,000	0	105,300	-105,300
<b>Total: Inflows</b>			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												
Grants Paid to Cluster Agencies	AUD	Payment												
Internal Transfer out (Intra-Agency)	AUD	Payment				640,000		-640,000					12,500	-12,500
Transfer paid to Agency within Cluster	AUD	Payment				127,190		-127,190					0	0
Payments to NSW Agencies Outside Cluster	AUD	Payment											0	0
Restart & Rebuild Grant Funding (Outflow)	AUD	Payment											0	0
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-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.

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
<b>Opening Balance</b>			550,179	550,179	0	550,179	615,179	36,000	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											90,000	-90,000
GST Refund	AUD	Receipt											90,000	-90,000
<b>Sub Total: Other Inflows</b>			0	1,000	-1,000	0	1,200	-1,200	0	1,000	-1,000	0	165,300	-165,300
<b>Total: Inflows</b>			0	1,000	-1,000	0	1,081,200	-1,081,200	0	1,000	-1,000	0	165,300	-165,300
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	1000	0	0		12,500	-12,500
Transfer paid to Agency within Cluster	AUD	Payment		0	0		127,190	-127,190	0	0	0		0	0
Payments to NSW Agencies Outside Cluster	AUD	Payment		0	0		0	0	0	0	0		0	0
Restart & Rebuild Grant Funding (Outflow)	AUD	Payment		0	0		0	0	0	0	0		0	0
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200

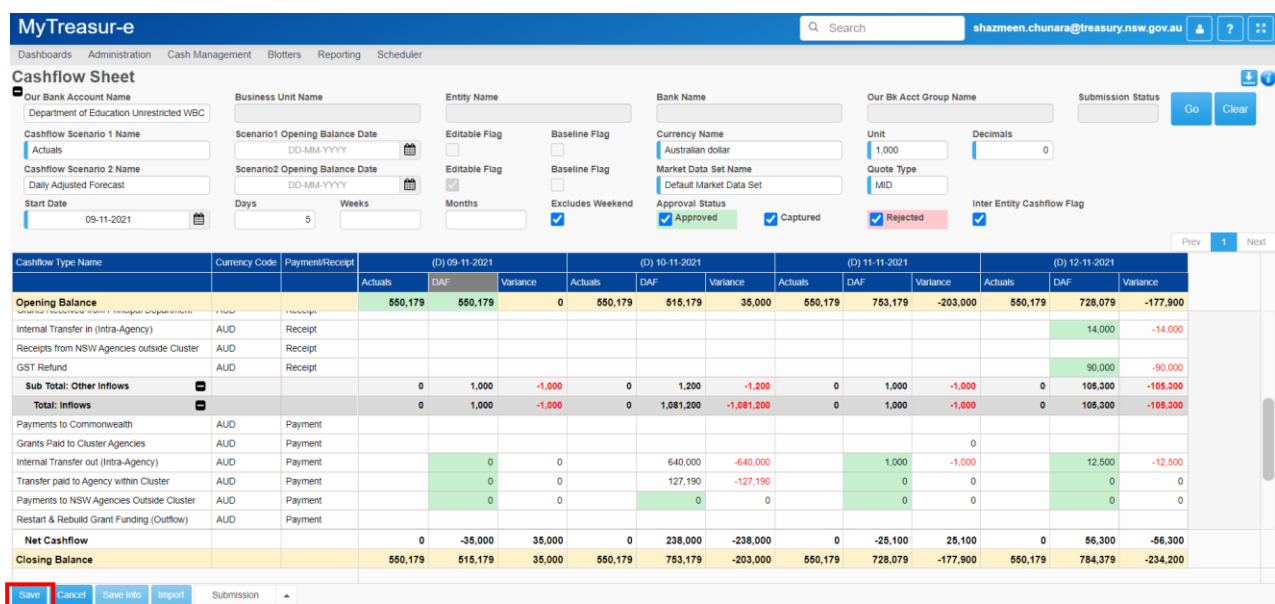
- b) The **Closing Balance** of the current day will automatically update following any adjustments. Check that the **Closing Balance** shown reflects the expected cash position for end of the current day.

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
<b>Opening Balance</b>			550,179	550,179	0	550,179	615,179	36,000	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											90,000	-90,000
GST Refund	AUD	Receipt											90,000	-90,000
<b>Sub Total: Other Inflows</b>			0	1,000	-1,000	0	1,200	-1,200	0	1,000	-1,000	0	165,300	-165,300
<b>Total: Inflows</b>			0	1,000	-1,000	0	1,081,200	-1,081,200	0	1,000	-1,000	0	165,300	-165,300
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	1000	0	0		12,500	-12,500
Transfer paid to Agency within Cluster	AUD	Payment		0	0		127,190	-127,190	0	0	0		0	0
Payments to NSW Agencies Outside Cluster	AUD	Payment		0	0		0	0	0	0	0		0	0
Restart & Rebuild Grant Funding (Outflow)	AUD	Payment		0	0		0	0	0	0	0		0	0
<b>Net Cashflow</b>			0	-35,000	35,000	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300
<b>Closing Balance</b>			550,179	515,179	35,000	550,179	753,179	-203,000	550,179	729,079	-178,900	550,179	785,379	-235,200

- c) Add **comments** if required as described in Step 8.

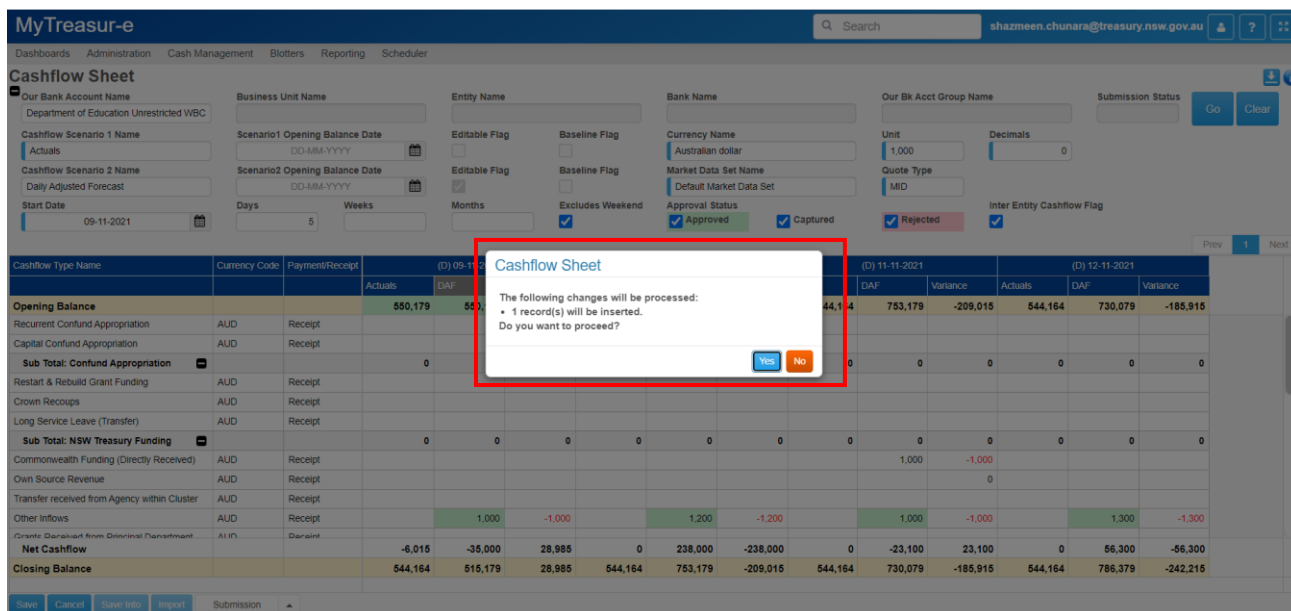
# Cash Forecasting Solution

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



The screenshot shows the MyTreasur-e Cashflow Sheet interface. At the top, there are navigation tabs: Dashboards, Administration, Cash Management, Blotters, Reporting, Scheduler. The user is logged in as shazmeen.chunara@treasury.nsw.gov.au. The main area is titled 'Cashflow Sheet' and contains several input fields for configuration, including Business Unit Name, Entity Name, Bank Name, and various flags. Below this is a large table with columns for Cashflow Type Name, Currency Code, Payment/Receipt, and four periods: (D) 09-11-2021, (D) 10-11-2021, (D) 11-11-2021, and (D) 12-11-2021. Each period has sub-columns for Actuals, DAF, and Variance. The 'Closing Balance' row shows values of 550,179, 515,179, 35,000, 550,179, 753,179, -203,000, 550,179, 728,079, -177,900, 550,179, 784,379, and -234,200. At the bottom left, the 'Save' button is highlighted with a red box.

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**.



This screenshot shows the same MyTreasur-e Cashflow Sheet interface as above, but with a confirmation dialog box overlaid on the table. The dialog box is titled 'Cashflow Sheet' and contains the text: 'The following changes will be processed: • 1 record(s) will be inserted. Do you want to proceed?'. There are 'Yes' and 'No' buttons at the bottom of the dialog box. The 'Save' button in the background is still highlighted with a red box.



- Please note that the DAF can only be edited for today and future days and not for previous days.
- Adjustments are only 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.

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			550,179	550,179	0	544,164	515,179	28,985	544,164	753,179	-209,015	544,164	729,079	-184,915	544,164
Recurrent Confund Appropriation	AUD	Receipt					1,080,000	-1,080,000							
Capital Confund Appropriation	AUD	Receipt													
<b>Sub Total: Confund Appropriation</b>			0	0	0	0	1,080,000	-1,080,000	0	0	0	0	0	0	0
Restart & Rebuild Grant Funding	AUD	Receipt													
Crown Recoups	AUD	Receipt													
Long Service Leave (Transfer)	AUD	Receipt													
<b>Sub Total: NSW Treasury Funding</b>			0	0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	AUD	Receipt													
Own Source Revenue	AUD	Receipt													
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	
Grants Disbursed from Divisional Department	AUD	Disburse													
<b>Net Cashflow</b>			-6,015	-35,000	28,985	0	238,000	-238,000	0	-24,100	24,100	0	56,300	-56,300	0
<b>Closing Balance</b>			544,164	515,179	28,985	544,164	753,179	-209,015	544,164	729,079	-184,915	544,164	785,379	-241,215	544,164

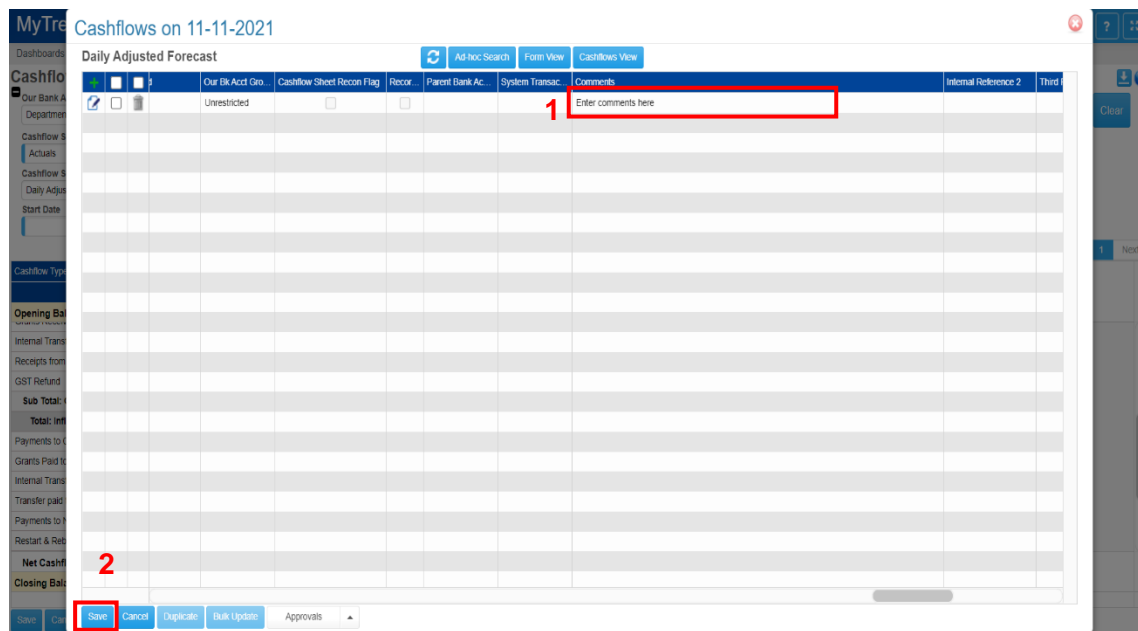
## Step 8: Add comments to Adjustments (Not mandatory)

a) For any adjustments entered in the **DAF** column, a comment can be added. On the relevant adjustment, right click. A dialog box will appear.

Cashflow ID	Business Unit Name	Cashflow Scenario Name	Cashflow Type Name	Value Date	Currency Name	Payment/Receipt	Amount	Third Party
36707	Department of Education	Daily Adjusted Forecast	Internal Transfer out (Intra-Agency)	11-11-2021	Australian dollar	Payment	0.00	

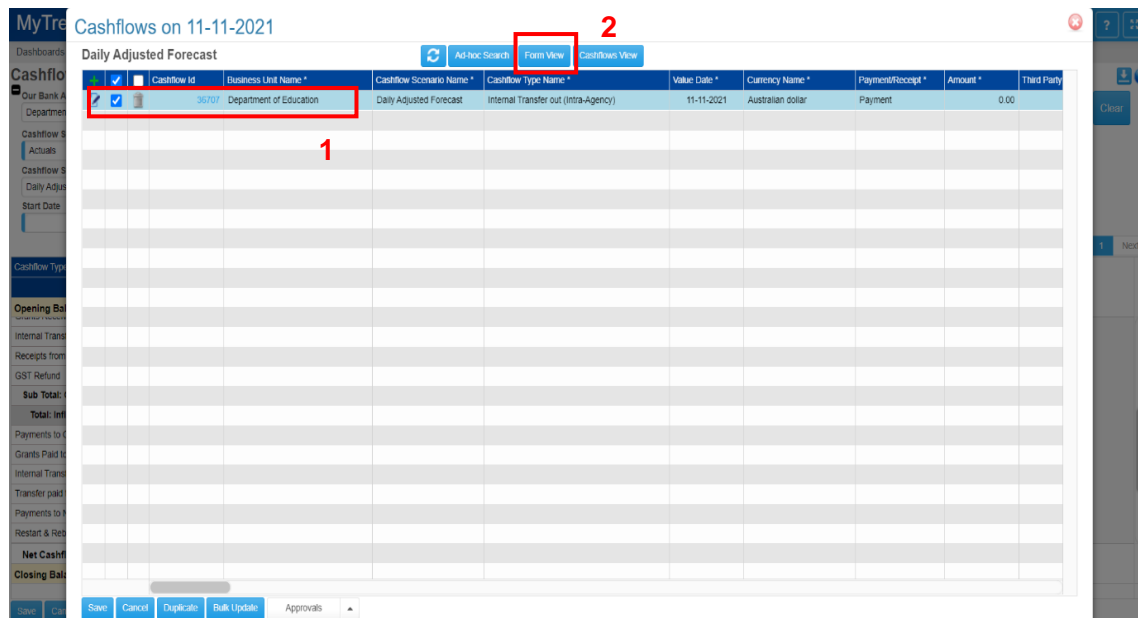
## Cash Forecasting Solution

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.



The screenshot shows the 'Daily Adjusted Forecast' dialog box in the MyTreasur-e system. The interface includes a sidebar on the left with various menu options like 'Dashboards', 'Cashflow', and 'Opening Bal'. The main area displays a table with columns for 'Our BK Acct Gro.', 'Cashflow Sheet Recon Flag', 'Recon', 'Parent Bank Ac.', 'System Transac.', 'Comments', 'Internal Reference 2', and 'Third Party'. A red box labeled '1' highlights the 'Comments' column header, and another red box labeled '2' highlights the 'Save' button at the bottom left of the dialog box.

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



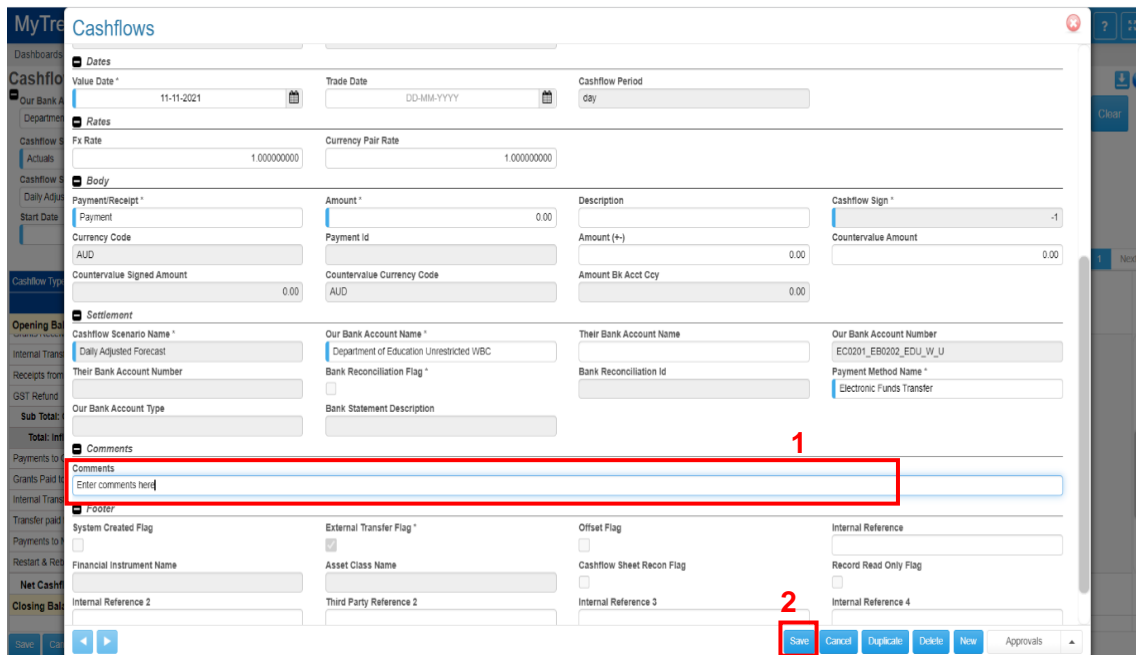
The screenshot shows the 'Daily Adjusted Forecast' dialog box in the MyTreasur-e system. The interface includes a sidebar on the left with various menu options like 'Dashboards', 'Cashflow', and 'Opening Bal'. The main area displays a table with columns for 'Cashflow Id', 'Business Unit Name', 'Cashflow Scenario Name', 'Cashflow Type Name', 'Value Date', 'Currency Name', 'Payment/Receipt', 'Amount', and 'Third Party'. A red box labeled '1' highlights the checkbox in the first row, and another red box labeled '2' highlights the 'Form View' button at the top of the dialog box.



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

## Cash Forecasting Solution

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



The screenshot shows the 'Cashflows' form in the MyTreasur-e system. The form includes various input fields for dates, rates, and settlement details. A red box labeled '1' highlights the 'Comments' field, which is currently empty except for the placeholder text 'Enter comments here'. Another red box labeled '2' highlights the 'Save' button at the bottom right of the form.

### 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.