Cash Forecasting Solution

MyTreasur-e
POWERFULLY SIMPLE

| GETTING STARTED	
Module:	Getting Started
Audience:	All users
System:	Okta Login Page Cash Management ⟶ Cashflows ⟶ Cashflow Sheet Reporting ⟶ Positions ⟶ Liquidity Reports

System Process:	• Logging in for Agency users is only possible via the Okta portal
	
	• Once you have been granted access to the MyTreasur-e system, you will need to log into OKTA where you will find an icon for MyTreasur-e.
	
	• Once you have logged into MyTreasur-e. You will need to understand which Agency bank accounts feed into each Account Category as configured in MyTreasur-e. Multiple bank accounts can feed into one Account Category.
	
	There are a maximum of four Account Categories as configured in MyTreasur-e:
	
	   - Unrestricted
	   - Restricted
	   - Crown Revenue
	   - Crown Trust
	
	Refer to the *Concepts and Glossary* for definitions of the Account Categories.

Scenario:	• This guide will provide you an overview of the configuration settings in MyTreasur-e. It is advisable that new starters in MyTreasur-e read this module prior to any other training modules. This module covers the following checks:
	
	   - Logging in
	   - Importing Dashboards
	   - Explanation of Bank Accounts and Account Categories
	   - Cashflow Scenarios

	• If you are unable to access Okta, please contact GovConnect via email https://nswgov.service-now.com/ or call the Service Desk on **1300 697 679** • If you are unable to access MyTreasur-e, please contact the Cash Optimisation team on Cashmanagement@treasury.nsw.gov.au • For further details on terms used in this module, refer to *Concepts and Glossary*. • **RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE**

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Step 1: Logging in

a) Open an internet browser **(Recommended browser: Chrome or Microsoft Edge)** and navigate to: https://dfsi.Okta.com
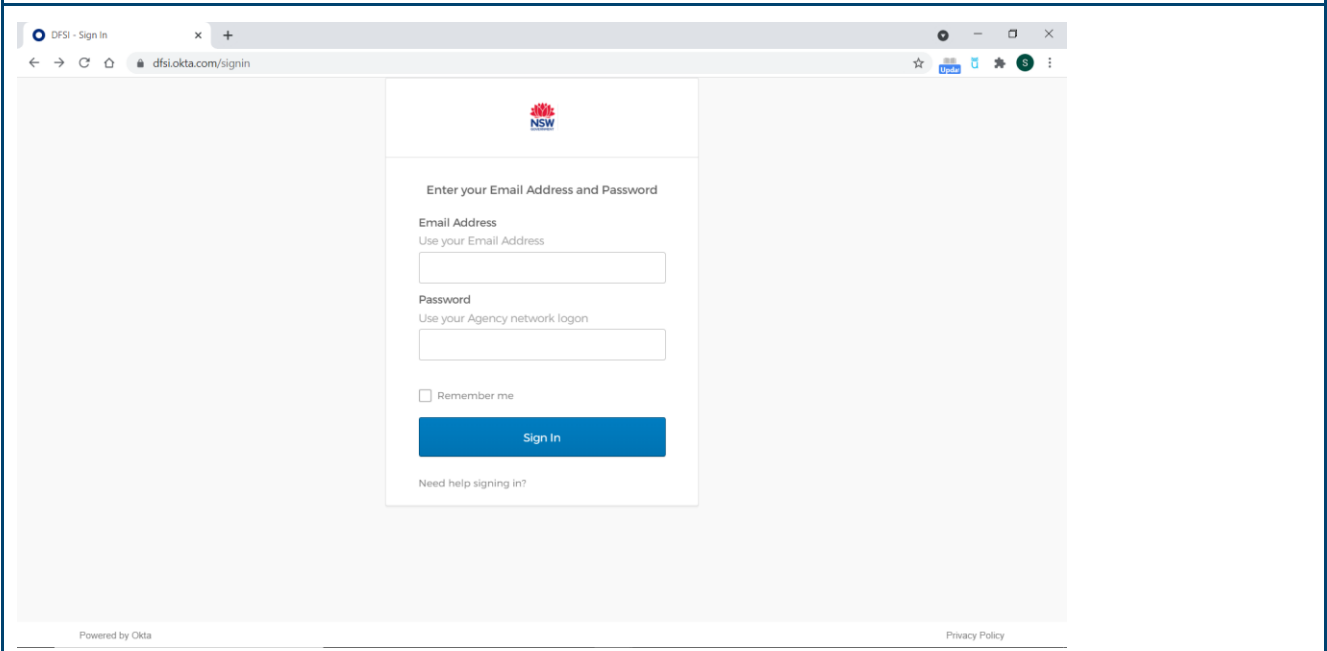
b) Enter your email address and password for Okta.

Step 2: Open MyTreasur-e

a) MyTreasur-e should appear as one of the tiles in your Okta home screen – click on the icon to open MyTreasur-e.
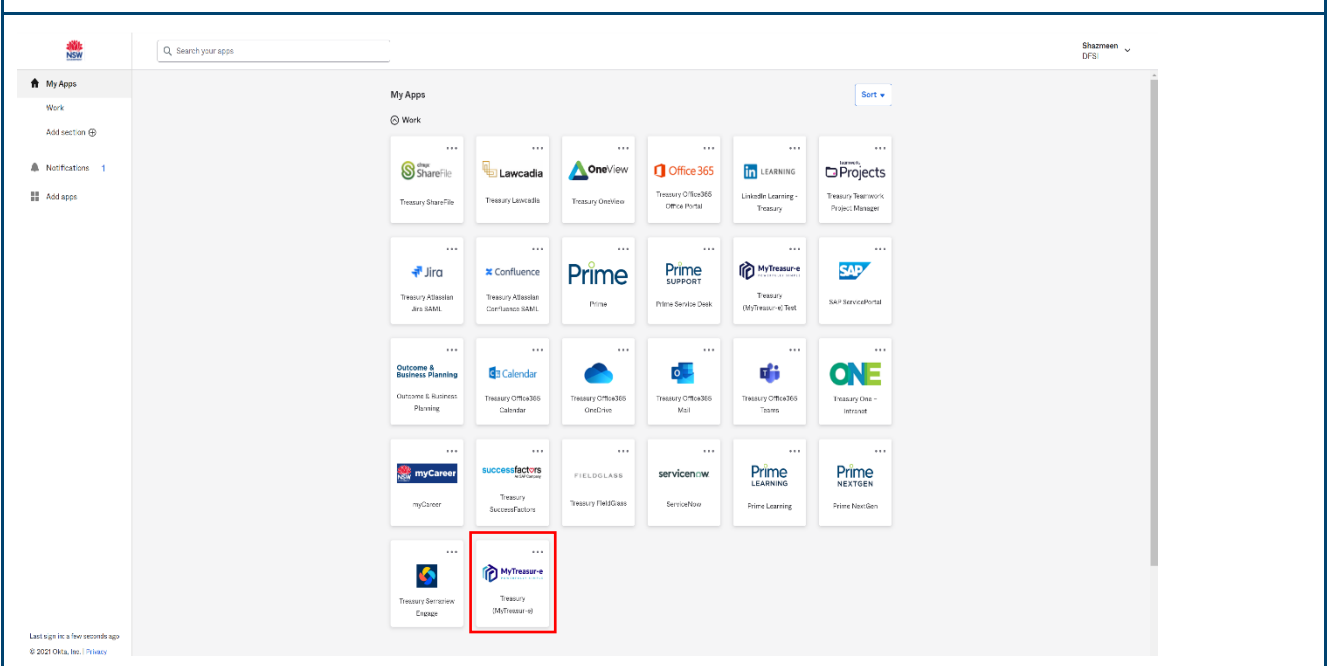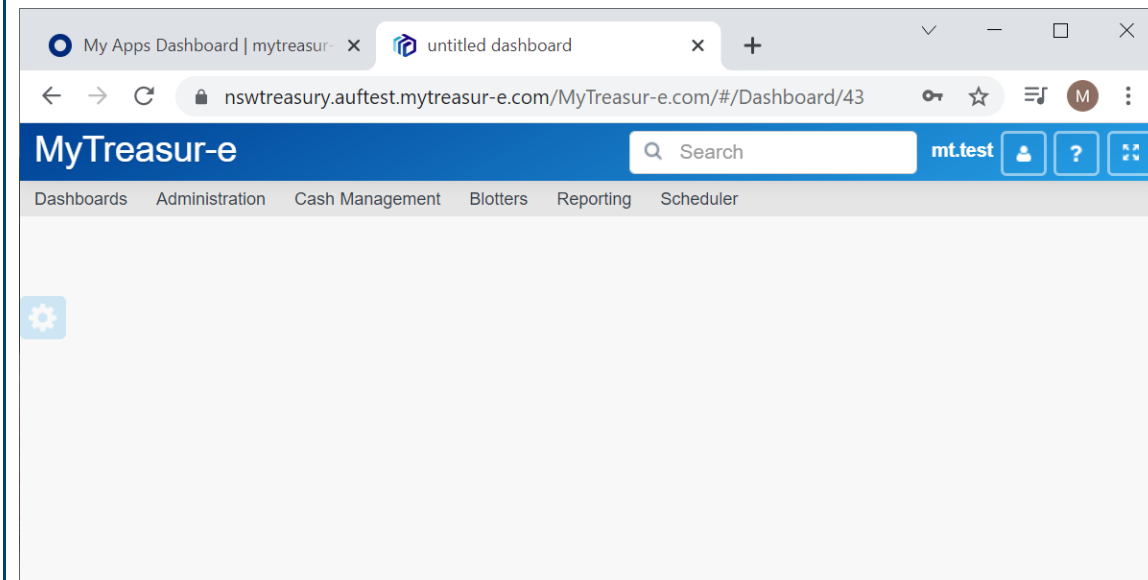
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- Please note there are separate tiles for the Test and Production environments in Okta. You will need to access the Production environment with the tile name **Treasury (MyTreasur-e)**.

b) MyTreasur-e will open on the home screen in a different tab.

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Step 3: Logging in again after logging out
a) If you log out of the system by either selecting Log Out or because of an idle time out (30 minutes), then you will still have your internet browser open. You can re-login simply by selecting the **Continue with Okta** button.
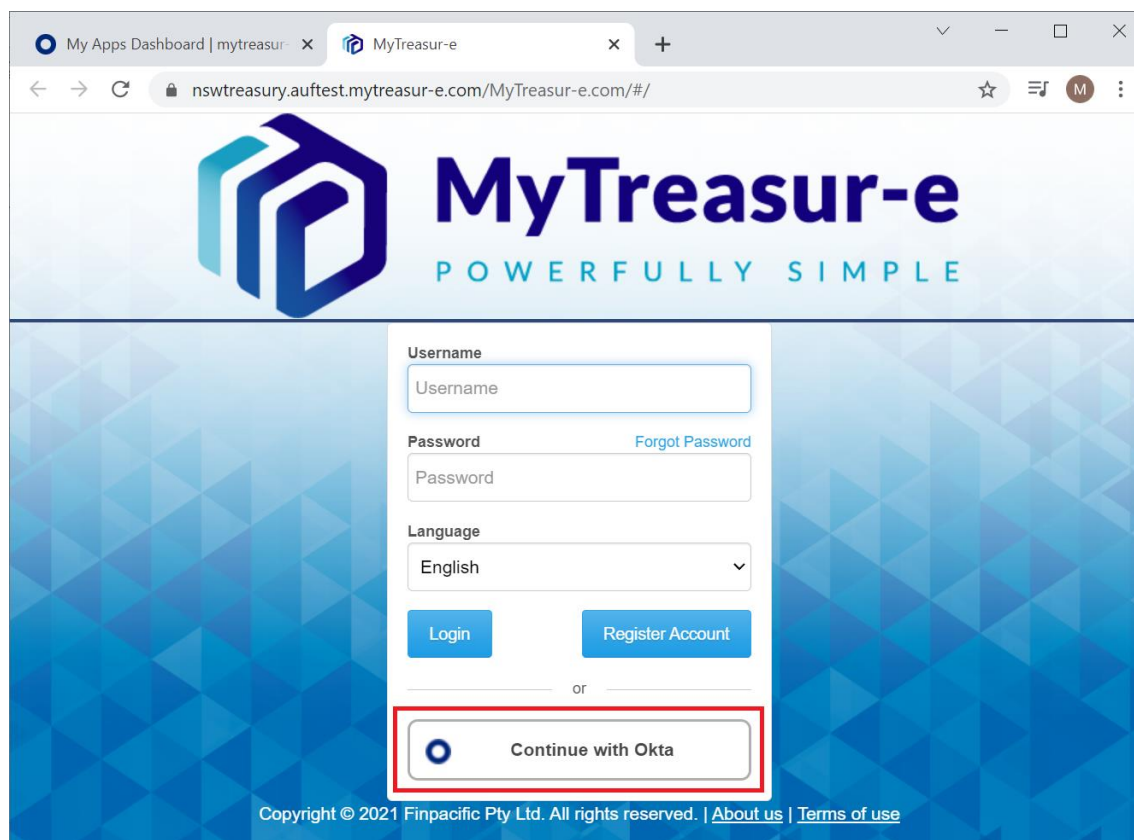
• If you are logged out of MyTreasur-e, simply click on the **Continue with Okta** button. You **do not** need to re-enter your credentials.

b) If you are logged out of **both** MyTreasur-e and Okta, then you will need to re-login to Okta in order to gain access to MyTreasur-e again. Refer to Step 2 for details on re-logging in.

Step 4: Understand the Bank Categories configured in MyTreasur-e
a) All monthly submissions in the Cashflow Sheet and the Daily Adjustment Process in MyTreasur-e are undertaken at an Account Category Level. Individual Agency Bank Accounts will feed into these Account Categories as configured in MyTreasur-e. Each Agency can have a maximum of 4 Account Categories as detailed below: - Unrestricted   - Restricted   - Crown Revenue   - Crown Trust   Refer to *Concepts and Glossary* for definitions of the Account Categories

Step 5: Create pre-configured dashboards
a) Once you log into MyTreasur-e. You will see a blank screen. You can set up dashboards pre-configured by MyTreasur-e. These dashboards will allow you to see your Agency bank accounts and the Account Categories they feed into as configured in MyTreasur-e. To check your Bank Accounts, refer to Step 6.
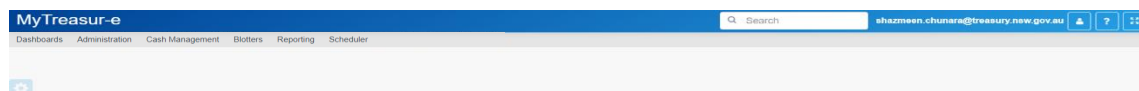
b) To create a Dashboard, click on Dashboards ⟶ New Dashboards
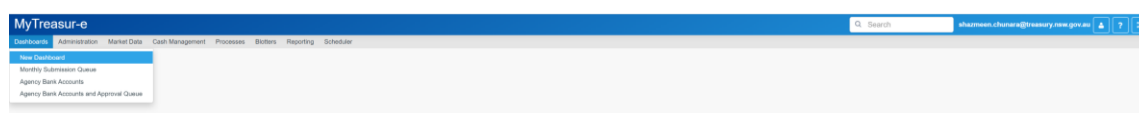
c) On the left hand side you will see a side bar called Dashboard Options. Navigate to **Import Public Dashboard**. You will see a list of public dashboards that you can access.
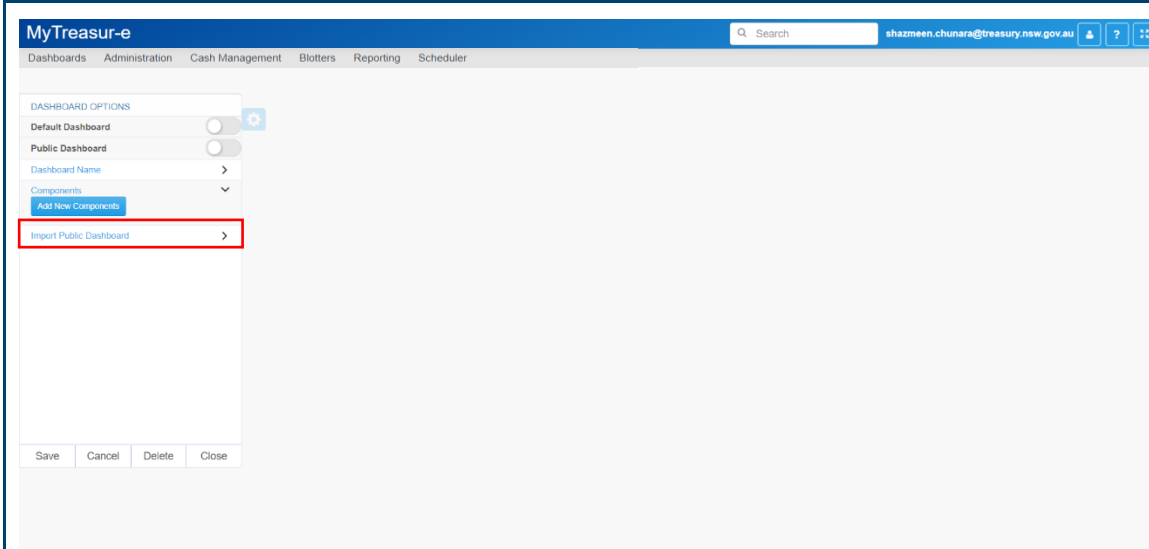
- If you cannot see the side bar Dashboard Options, then on the left hand side of the screen you will see the settings icon. Click on this icon.
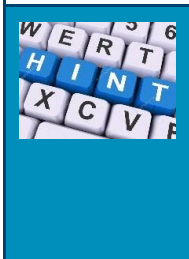
d) At a minimum, you will need to Import the **Agency Bank Accounts and Approval Queue** and the **Agency Forecast Balances** dashboards.

To import the **Agency Bank Accounts and Approval Queue**, click on the name **(1)** of this Dashboard under **Import Public Dashboard**. This will load. To ensure you have access to this dashboard everytime you login, click on **Save (2)**. Then click on **Close (3)**.
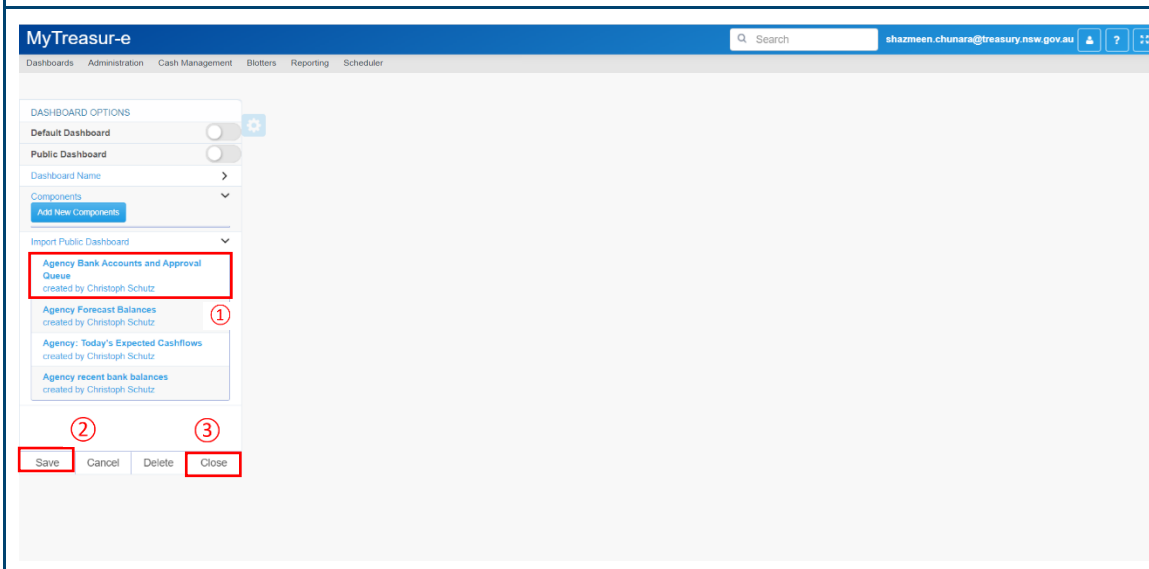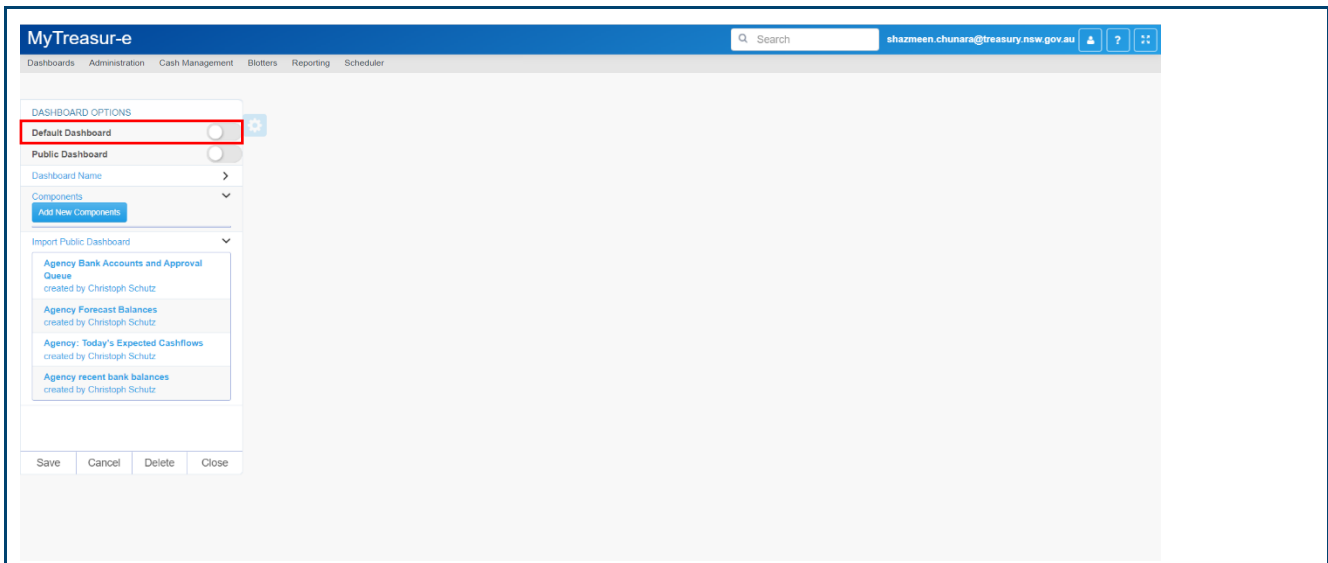
e) Everytime you login and select Dashboards, this will appear as a dashboard in your drop-down list.

f) Repeat this process (Step 5c) to create the **Agency Forecast Balances** dashboard and any other dashboards you may wish to import.

g) You can also choose to select any dashboard as a default dashboard through the **Dashboard options** by using the toggle. Every time you login to MyTreasur-e, this dashboard will appear.

h) You can also choose to rename the dashboard by clicking on **Dashboard Name**. Enter the name **(1)** you wish to use for this dashboard and then click on **Save (2)**. Then **Close (3)** the Dashboard.

i) If you wish to delete a dashboard, go to **Dashboards** and select the dashboard through the drop down menu.

j) On the left-hand side of the screen you will see a settings icon. Click on this to open the **Dashboard Options**.

k) Click on **Delete** to remove the dashboard

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Step 6: Check access to expected Bank Accounts

a) Step 5 above allows you to create Dashboards. The dashboard called **Agency Bank Accounts and Approval Queue** as created in Step 5c consists of a Grid Report called Bank Account Grouping. This report shows you the Account Categories you will be required to forecast for and the individual Agency bank accounts that feed into each Account Category.

You will see the following Columns within this report:

- Parent Bank Account Name = Account Categories (Maximum 4) as configured in MyTreasur-e

- Bank Account Name = Agency Bank Accounts

- Account Number = Bank account Numbers

- Bank Code = Westpac (WBC) or ANZ (ANZ)

- Business Unit Name = Agency Name

- You should only be able to see accounts configured for your Agency. If you can see any bank accounts which are not within your Agency or Cluster, please contact the Cash Optimisation team at NSW Treasury via cashmanagement@treasury.nsw.gov.au
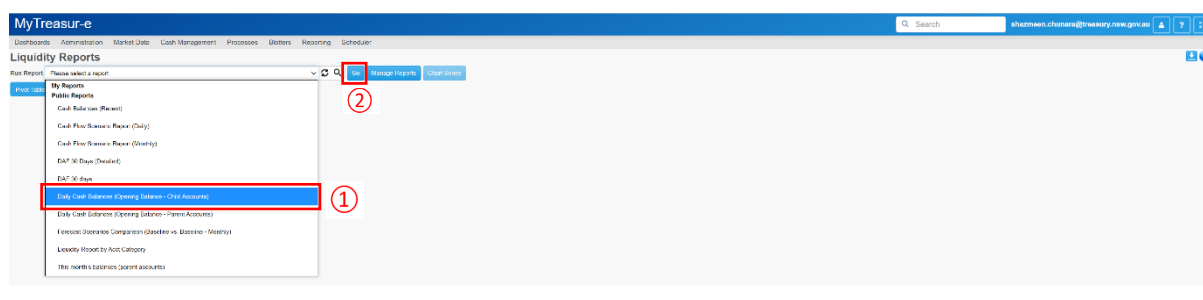
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b) Alternatively, you can also check your Agency's bank accounts and the Account Categories they feed into by running the Liquidity Report in MyTreasur-e. In MyTreasur-e navigate to the Opening Balance – Child Accounts report by going to **Reporting ⟶ 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'.

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

Results:

The **Daily Cash Balances (Opening Balance – Child Accounts)** displays all historical **Opening 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. This will be displayed as the Opening Balance for the current day in MyTreasur-e.

Check that the Opening Balance matches the data that you have received from your bank or can access via a banking online portal.

You can also utilise this report to understand the individual bank accounts that sit within each Account Category (max. 4) as configured in MyTreasur-e. The **Our Bk Acct Group Name** field will show which Account Category a Bank Account has been classified under.

Step 7: Understand the Cashflow Scenarios in MyTreasur-e

a) Cashflow scenarios are used for distinctly grouping and isolating cashflows in MyTreasur-e. Cashflow scenarios will be used for the Monthly Submission process, generating the baseline and tracking daily changes to forecasts through the Daily Adjustment Process.

Cashflow Scenarios that can be used on an ongoing basis include:

Monthly Submission scenario: Used to capture the 12-month forecasting period (inclusive of 2 months daily) that will be submitted by Agencies and Clusters during the submission window. This is submitted for approval to the NSW Treasury Cash Optimisation team. For further details on the Monthly Submission Scenario, refer to the *Monthly Submission Process* procedure manual.

Monthly Baseline scenario: This will be an automatic scenario captured by MyTreasur-e and is snapshot of the Monthly Submission scenario that will be submitted by Agencies and Clusters. This read-only scenario will be created following approval of the Monthly Submission process by the NSW Treasury Cash Optimisation team.

Monthly WIP scenario: This is a testing scenario that you, as an Agency user can utilise to enter dummy data or what-if scenarios. This scenario is not submittable and can be used for draft purposes as required.

Daily Adjusted Forecast (DAF): This will be an automatic scenario captured by MyTreasur-e and is a snapshot of the Monthly Submission scenario that will be submitted by Agencies and Clusters. In this scenario, you as an Agency user can edit current and future day's forecasts on a daily basis. For further details on the Daily Adjustment Process, refer to the *Daily Adjustment Process* procedure manual.

Actuals scenario: This is updated on a daily basis following Bank file importation by the Cash Optimisation team at NSW Treasury. This is actual Bank Statement data and is reflective of real cash flows extracted from Agency Bank Statements. The Actuals scenario can be used to understand variances between forecasts and those extracted from the Bank Statement. For further details on Actuals, refer to the *Daily Adjustment Process* procedure manual.

All the Cashflow Scenarios above are available in the **Cashflow Sheet**. Any of the above can be chosen as **Cashflow Scenario 1 Name**. You can also choose to select another scenario as **Cashflow Scenario 2 Name** if you would like to do a comparison against **Cashflow Scenario 1 Name** (i.e., Baseline vs Daily Adjusted Forecast, Actuals vs Daily Adjusted Forecast).

Appropriations scenarios: This will be used to hold budget information. A new one will be created each month for the current financial year to show the remaining budget amount. This is only applicable to Budget Dependent Agencies and Principal Departments. For further details on appropriation data, refer to the *Reporting* procedure manual.

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