
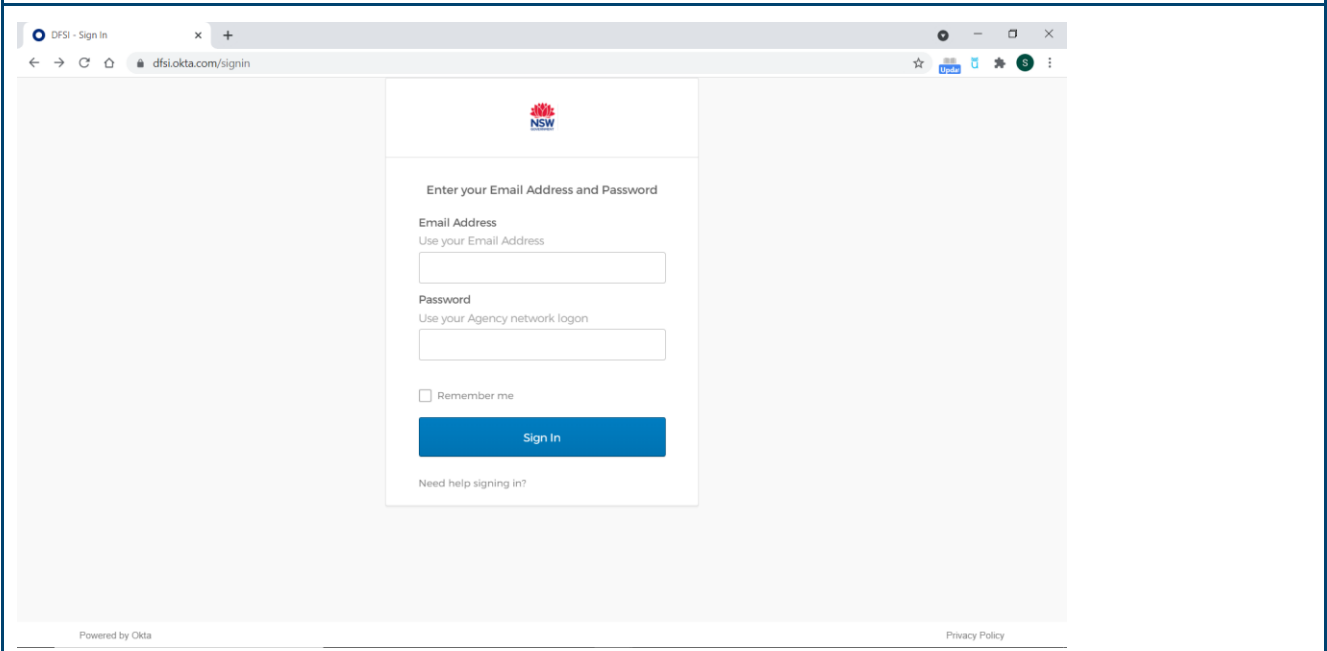


GETTING STARTED	
<b>Module:</b>	Getting Started
<b>Audience:</b>	All users
<b>System:</b>	Okta Login Page  Cash Management → Cashflows → Cashflow Sheet  Reporting → Positions → Liquidity Reports
<b>System Process:</b>	<ul style="list-style-type: none"> <li>• Logging in for Agency users is only possible via the Okta portal</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>There are a maximum of four Account Categories as configured in MyTreasur-e:</p> <ul style="list-style-type: none"> <li>- Unrestricted</li> <li>- Restricted</li> <li>- Crown Revenue</li> <li>- Crown Trust</li> </ul> <p>Refer to the <i>Concepts and Glossary</i> for definitions of the Account Categories.</p>
<b>Scenario:</b>	<ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>- Logging in</li> <li>- Importing Dashboards</li> <li>- Explanation of Bank Accounts and Account Categories</li> <li>- Cashflow Scenarios</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• If you are unable to access Okta, please contact GovConnect via email <a href="https://nswgov.service-now.com/">https://nswgov.service-now.com/</a> or call the Service Desk on <b>1300 697 679</b></li> <li>• If you are unable to access MyTreasur-e, please contact the Cash Optimisation team on <a href="mailto:Cashmanagement@treasury.nsw.gov.au">Cashmanagement@treasury.nsw.gov.au</a></li> <li>• For further details on terms used in this module, refer to <i>Concepts and Glossary</i>.</li> <li>• <b>RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE</b></li> </ul>

## Step 1: Logging in

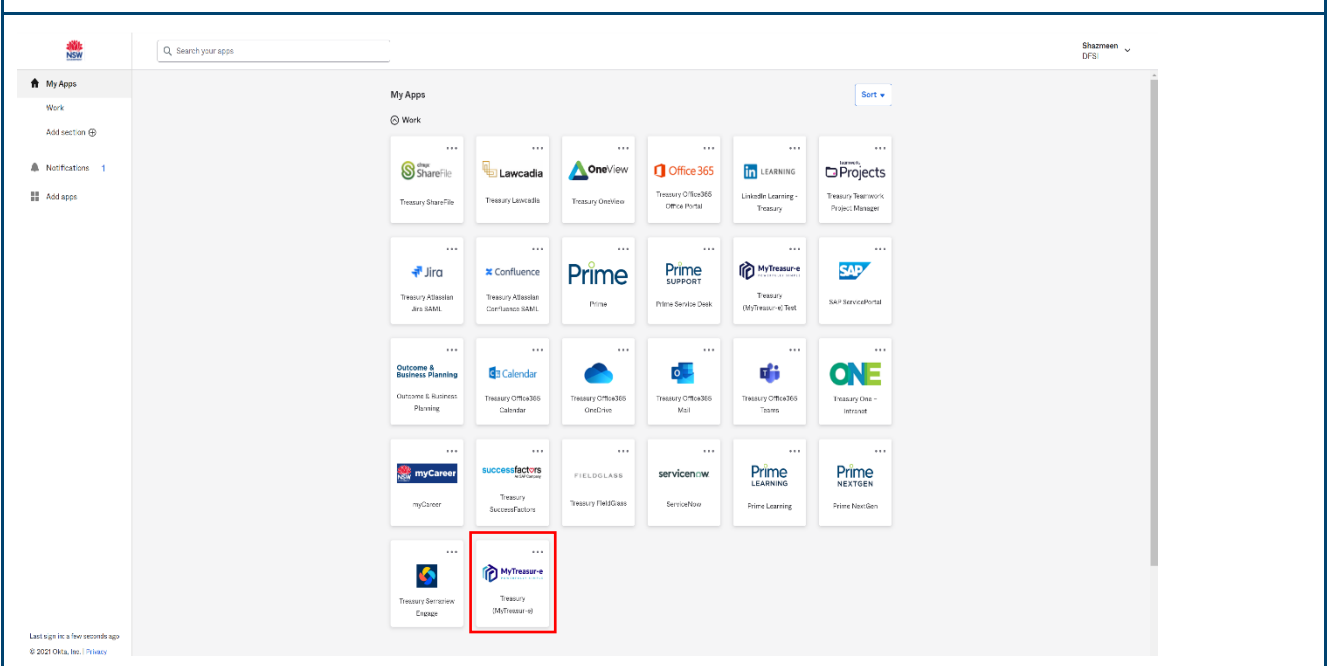
- a) Open an internet browser (**Recommended browser: Chrome or Microsoft Edge**) and navigate to: <https://dfsi.Okta.com>



- 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.

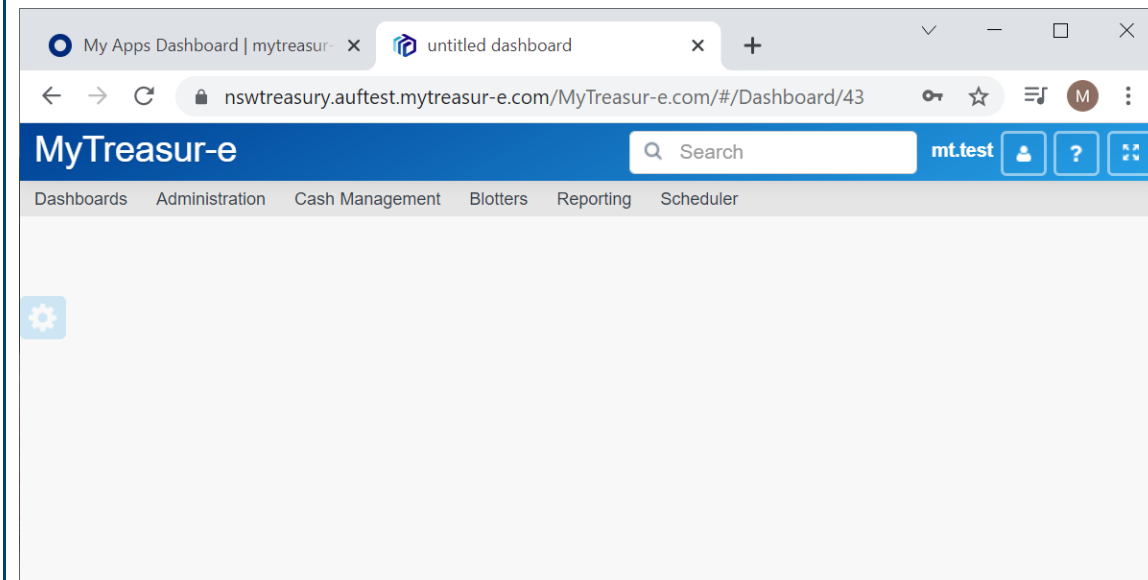


## Cash Forecasting Solution



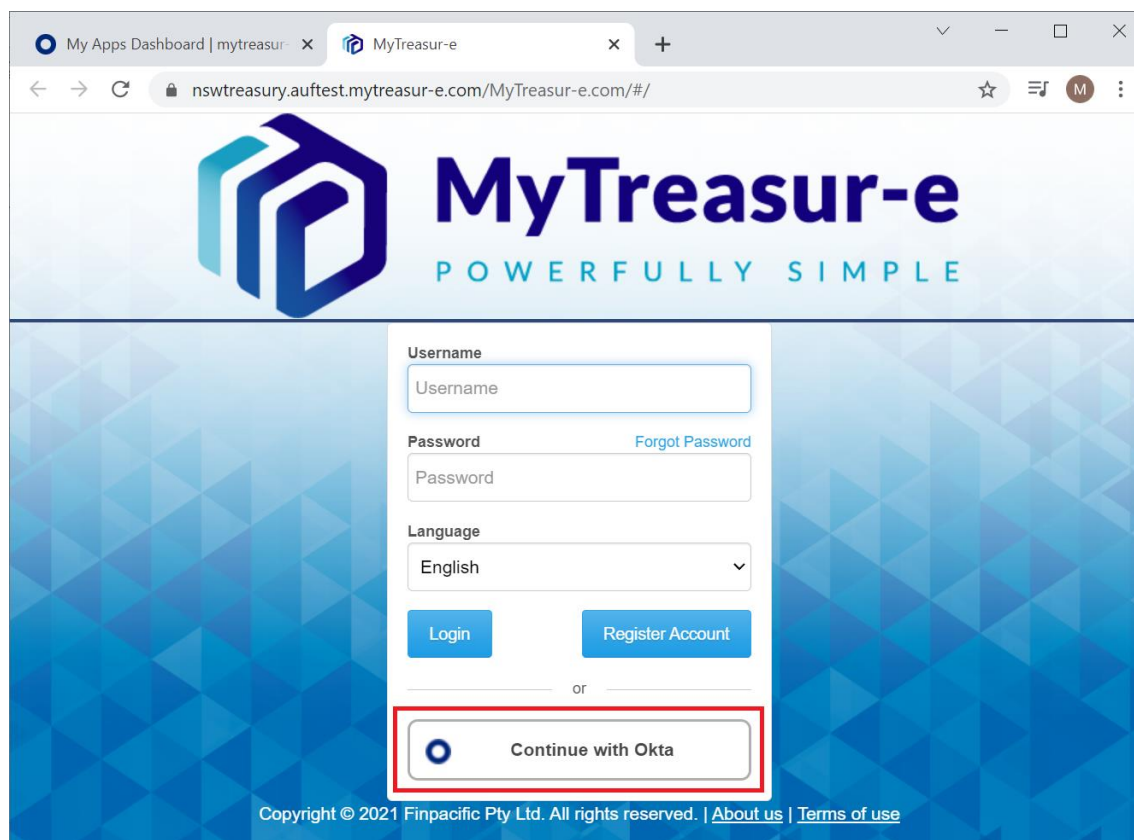
- Please note there are separate tiles for the Test and Production environments in Okta. You will need to access the Production environment with the tile name **Treasury (MyTreasur-e)**.

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



## 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

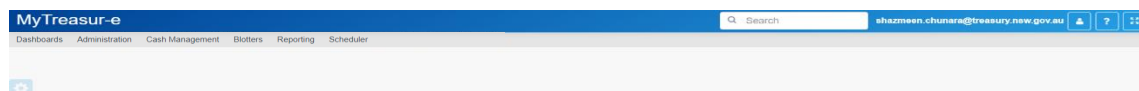
a) All monthly submissions in the Cashflow Sheet and the Daily Adjustment Process in MyTreasur-e are undertaken at an Account Category Level. Individual Agency Bank Accounts will feed into these Account Categories as configured in MyTreasur-e. Each Agency can have a maximum of 4 Account Categories as detailed below:

- Unrestricted
- Restricted
- Crown Revenue
- Crown Trust

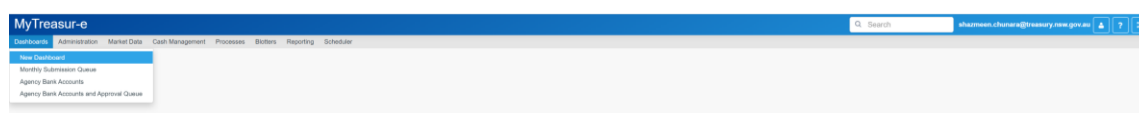
Refer to *Concepts and Glossary* for definitions of the Account Categories

## Step 5: Create pre-configured dashboards

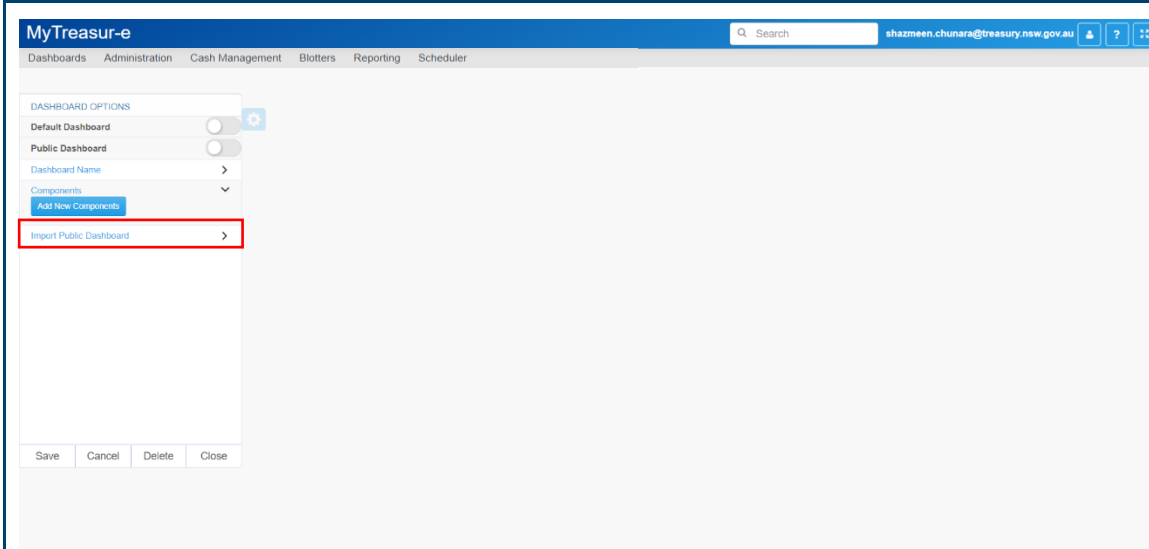
a) Once you log into MyTreasur-e. You will see a blank screen. You can set up dashboards pre-configured by MyTreasur-e. These dashboards will allow you to see your Agency bank accounts and the Account Categories they feed into as configured in MyTreasur-e. To check your Bank Accounts, refer to Step 6.



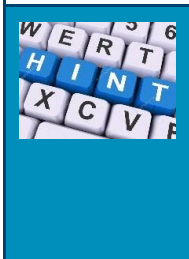
b) To create a Dashboard, click on Dashboards → New Dashboards



- 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.

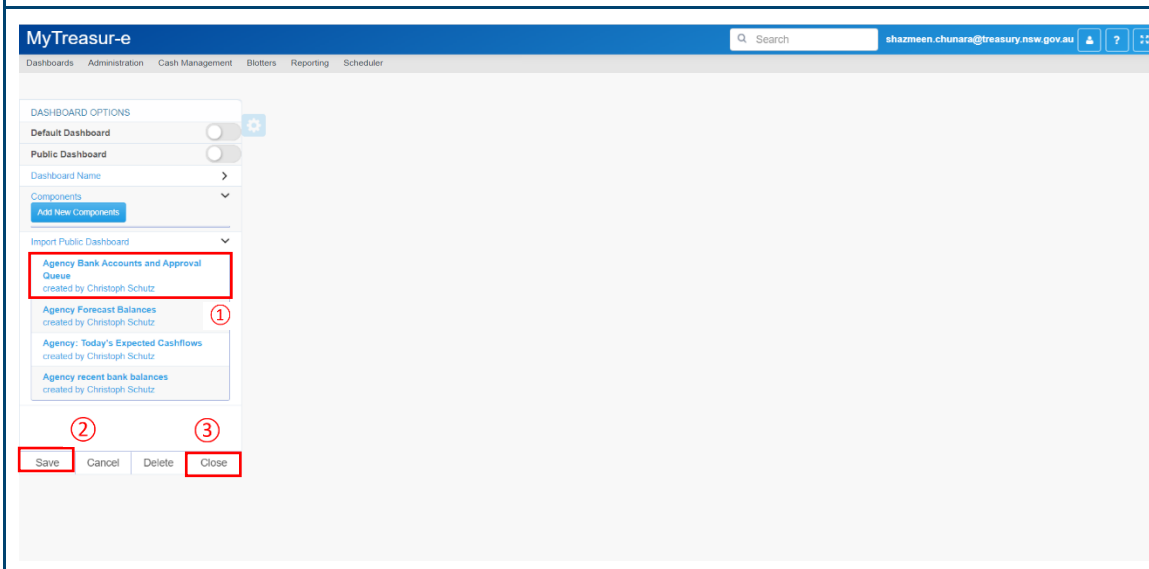


- If you cannot see the side bar Dashboard Options, then on the left hand side of the screen you will see the settings icon. Click on this icon.



- 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)**.



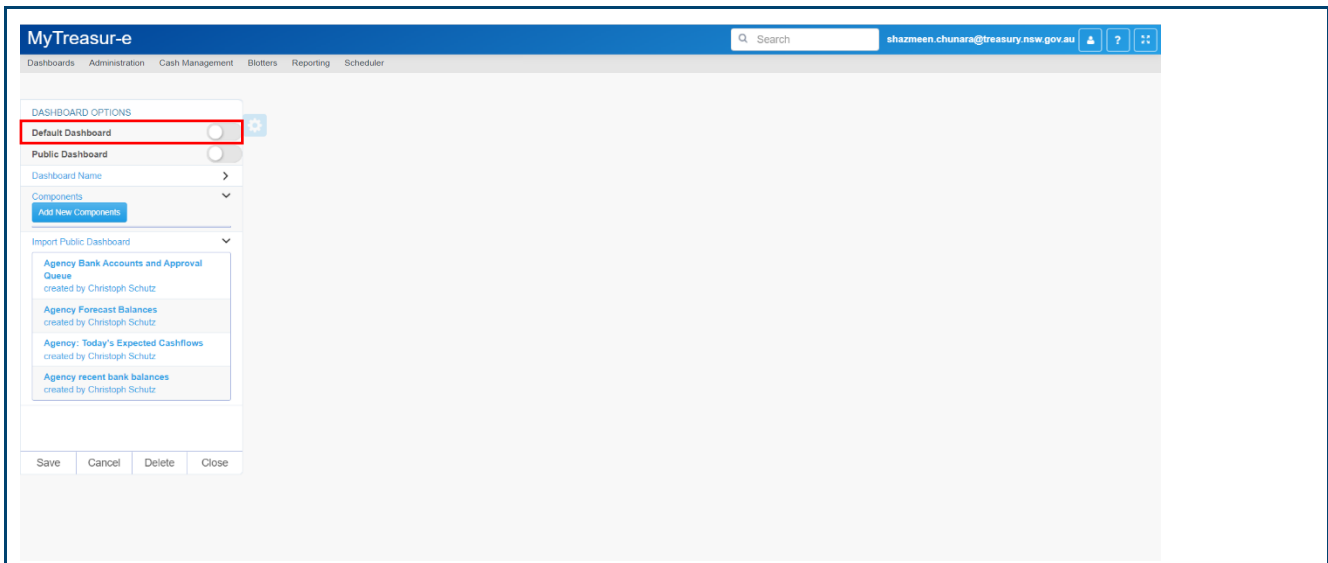
e) Everytime you login and select Dashboards, this will appear as a dashboard in your drop-down list.

The screenshot shows the 'MyTreasur-e' application interface. At the top, there's a navigation bar with 'Dashboards', 'Administration', 'Market Data', 'Cash Management', 'Billers', 'Reporting', and 'Scheduler'. Below this is a search bar and a user profile dropdown for 'shazmeen.chunara@treasury.nsw.gov.au'. The main content area displays a table of bank accounts with columns for 'Bank Account Name', 'Account Number', 'Bank Code', 'Business Unit Name', and 'Status'. A red box highlights the 'Agency Bank Accounts and Agency Details' link in the left-hand navigation menu. Below the table, there are sections for 'Current Period - Cashflow (Select Submissions Outstanding)' and 'End Period - System Approval Status'.

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

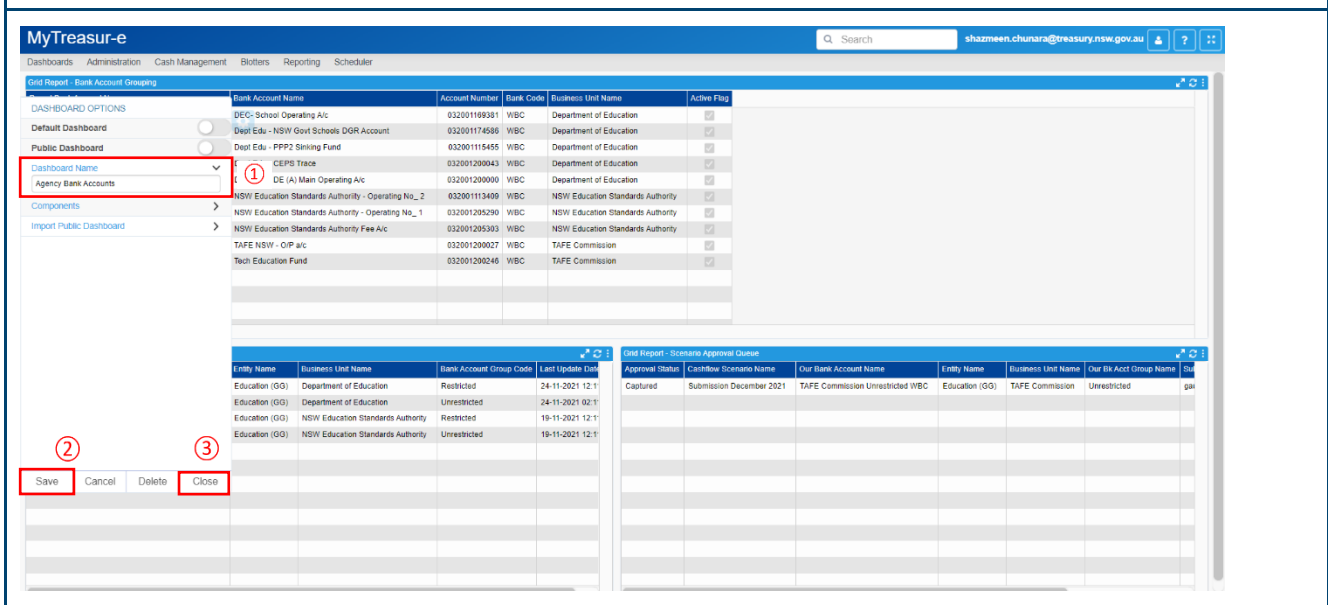
The screenshot shows the 'MyTreasur-e' application interface with the 'Agency Forecast Balances' dashboard selected. The dashboard features a 'Default Dashboard' section with a table of 'Daily Adjusted Foreca...' data. The table has columns for 'Our Bk Acct Group Name', 'Cashflow Scenario Name', and dates from 25-11-2021 to 05-12-2021. A red box highlights the 'Agency Forecast Balances' link in the left-hand navigation menu. Below the table is a 'Chart Series' section with a line chart showing 'DAF 30 days' for various entities like 'Department of Education Restricted' and 'NSW Education Standards Authority Unrestricted'. The chart shows multiple lines representing different forecast scenarios over time.

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.



The screenshot shows the 'MyTreasur-e' interface with the 'Dashboard Options' menu open. The 'Default Dashboard' option is highlighted with a red box. Below it, the 'Public Dashboard' section is visible, including a 'Dashboard Name' field, a 'Components' dropdown, and an 'Add New Components' button. The 'Import Public Dashboard' section lists several pre-defined dashboards such as 'Agency Bank Accounts and Approval Queue' and 'Agency Forecast Balances'. At the bottom of the menu, there are 'Save', 'Cancel', 'Delete', and 'Close' buttons.

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.



This screenshot shows the 'MyTreasur-e' interface with the 'Grid Report - Bank Account Grouping' table. The 'Dashboard Name' field in the left-hand menu is highlighted with a red box and labeled with a circled '1'. The 'Save' and 'Close' buttons at the bottom of the menu are also highlighted with red boxes and labeled with circled '2' and '3' respectively. The main table displays columns for Bank Account Name, Account Number, Bank Code, Business Unit Name, and Active Flag. Below the table, there are two more tables: 'Grid Report - Scenarios Approval Queue' and another table with columns for Entity Name, Business Unit Name, Bank Account Group Code, and Last Update Date.

Bank Account Name	Account Number	Bank Code	Business Unit Name	Active Flag
DEC- School Operating A/c	032001189381	WBC	Department of Education	<input checked="" type="checkbox"/>
Dept Edu - NSW Govt Schools DGR Account	032001174586	WBC	Department of Education	<input checked="" type="checkbox"/>
Dept Edu - PPP2 Sinking Fund	03200115455	WBC	Department of Education	<input checked="" type="checkbox"/>
CEPS Trace	032001200043	WBC	Department of Education	<input checked="" type="checkbox"/>
DE (A) Main Operating A/c	032001200000	WBC	Department of Education	<input checked="" type="checkbox"/>
NSW Education Standards Authority - Operating No_2	032001134009	WBC	NSW Education Standards Authority	<input checked="" type="checkbox"/>
NSW Education Standards Authority - Operating No_1	032001295290	WBC	NSW Education Standards Authority	<input checked="" type="checkbox"/>
NSW Education Standards Authority Fee A/c	032001295303	WBC	NSW Education Standards Authority	<input checked="" type="checkbox"/>
TAFE NSW - OIP a/c	032001290027	WBC	TAFE Commission	<input checked="" type="checkbox"/>
Tech Education Fund	032001290246	WBC	TAFE Commission	<input checked="" type="checkbox"/>



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

The screenshot shows the MyTreasur-e dashboard with the following table data:

Agency Bank Accounts	Business Unit Name	Our BK Acct Group Name	Cashflow Scenario Name	25-11-2021	26-11-2021	27-11-2021	28-11-2021	29-11-2021	30-11-2021	01-12-2021	02-12-2021	03-12-2021	04-12-2021	05-12-2021	06-12-2021
Opening Balance	AUD	Department of Education	Restricted	Daily Adjusted Foreca...	762,398,259	761,398,259	727,398,259	727,398,259	727,398,259	726,398,259	1,473,050,259	1,471,050,259	1,521,850,259	1,519,850,259	1,519,850,259
Cashflows	AUD	Department of Education	Restricted	Daily Adjusted Foreca...	-1,000,000	-34,000,000	0	0	-1,000,000	746,652,000	-2,000,000	50,800,000	-2,000,000	0	0
Closing Balance	AUD	Department of Education	Restricted	Daily Adjusted Foreca...	761,398,259	727,398,259	727,398,259	727,398,259	726,398,259	1,473,050,259	1,471,050,259	1,521,850,259	1,519,850,259	1,519,850,259	1,519,850,259

The chart below the table shows the 'Liquidity Report - DAF 30 days' with a line graph of 'Amount (-)' over time. The legend includes: Department of Education Restricted Daily Adjusted Forecast, Department of Education Unrestricted Daily Adjusted Forecast, and NSW Education Standards Authority Restricted Daily Adjusted Forecast.

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

The screenshot shows the MyTreasur-e dashboard with the same table data as above. A settings gear icon is highlighted in the top left corner of the table area. The chart below the table is identical to the one in the previous screenshot.

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

MyTreasur-e | Search | shazmeen.chunara@treasury.nsw.gov.au

Dashboards Administration Cash Management Budgets Reporting Scheduler

Weekly Report DAF 30 days

DASHBOARD OPTIONS

Our Bk Acct Group Name	Cashflow Scenario Name	25-11-2021	26-11-2021	27-11-2021	28-11-2021	29-11-2021	30-11-2021	01-12-2021	02-12-2021	03-12-2021	04-12-2021	05-12-2021	06-12-2021
Education Restricted	Daily Adjusted Foreca...	762,398,259	761,398,259	727,398,259	727,398,259	727,398,259	726,398,259	1,473,059,259	1,471,059,259	1,471,059,259	1,471,059,259	1,519,850,259	1,519,850,259
Education Restricted	Daily Adjusted Foreca...	-1,000,000	-34,000,000	0	0	-1,000,000	746,652,000	-2,000,000	50,800,000	-2,000,000	0	0	
Education Restricted	Daily Adjusted Foreca...	761,398,259	727,398,259	727,398,259	727,398,259	726,398,259	1,473,059,259	1,471,059,259	1,521,850,259	1,519,850,259	1,519,850,259	1,519,850,259	
Education Unrestricted	Daily Adjusted Foreca...	-1,006,634,506	992,134,506	594,034,506	594,034,506	594,034,506	574,334,506	555,234,506	541,434,506	378,534,506	368,634,506	368,634,506	
Education Unrestricted	Daily Adjusted Foreca...	-14,950,000	-368,100,000	0	0	-19,700,000	-19,100,000	-13,800,000	-162,800,000	-8,900,000	0	0	
Education Unrestricted	Daily Adjusted Foreca...	992,134,506	594,034,506	594,034,506	594,034,506	574,334,506	555,234,506	541,434,506	378,534,506	368,634,506	368,634,506	368,634,506	
Education Restricted	Daily Adjusted Foreca...	443,638	443,638	443,638	443,638	443,638	443,638	515,181	515,181	515,181	515,181	515,181	
Education Restricted	Daily Adjusted Foreca...	0	0	0	0	0	71,543	0	0	0	0	0	
Education Restricted	Daily Adjusted Foreca...	443,638	443,638	443,638	443,638	443,638	443,638	515,181	515,181	515,181	515,181	515,181	

Chart Series

DAF 30 days

Save Cancel **Delete** Close

Legend:

- Department of Education Restricted Daily Adjusted Forecast
- Department of Education Unrestricted Daily Adjusted Forecast
- NSW Education Standards Authority Restricted Daily Adjusted Forecast
- NSW Education Standards Authority Unrestricted Daily Adjusted Forecast

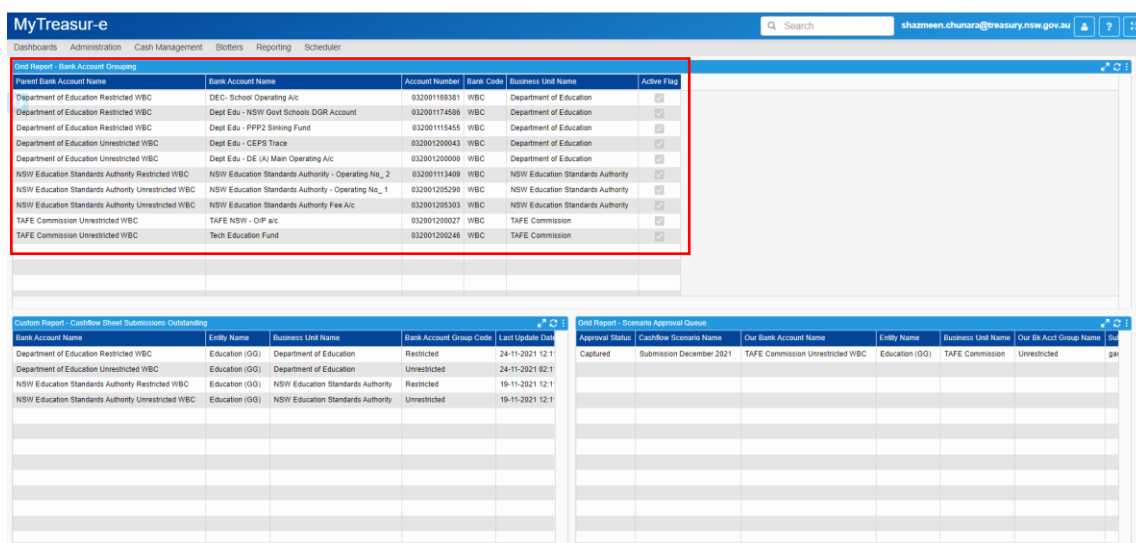
# Cash Forecasting Solution

## 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

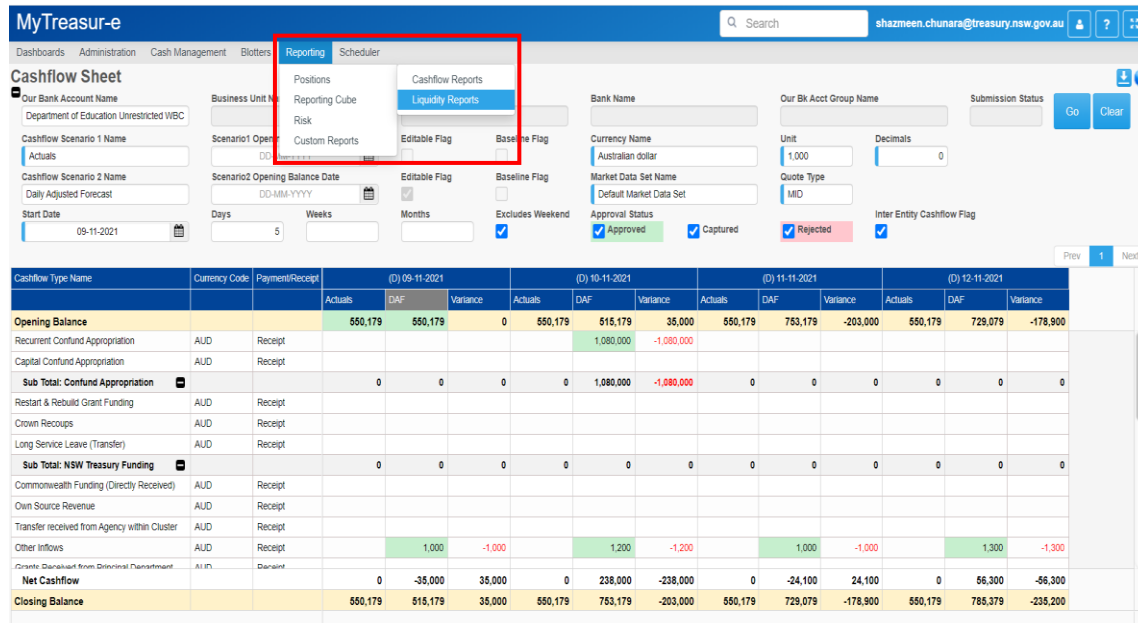


Parent Bank Account Name	Bank Account Name	Account Number	Bank Code	Business Unit Name	Active Flag
Department of Education Restricted WBC	DEC - School Operating A/c	832001193081	WBC	Department of Education	<input checked="" type="checkbox"/>
Department of Education Restricted WBC	Dept Edu - NSW Govt Schools DGR Account	832001174588	WBC	Department of Education	<input checked="" type="checkbox"/>
Department of Education Restricted WBC	Dept Edu - PPP2 Sealing Fund	832001115455	WBC	Department of Education	<input checked="" type="checkbox"/>
Department of Education Unrestricted WBC	Dept Edu - CEPS Trace	832001200043	WBC	Department of Education	<input checked="" type="checkbox"/>
Department of Education Unrestricted WBC	Dept Edu - DE (A) Main Operating A/c	832001200000	WBC	Department of Education	<input checked="" type="checkbox"/>
NSW Education Standards Authority Restricted WBC	NSW Education Standards Authority - Operating No_2	832001113409	WBC	NSW Education Standards Authority	<input checked="" type="checkbox"/>
NSW Education Standards Authority Unrestricted WBC	NSW Education Standards Authority - Operating No_1	832001205290	WBC	NSW Education Standards Authority	<input checked="" type="checkbox"/>
NSW Education Standards Authority Unrestricted WBC	NSW Education Standards Authority Fee A/c	832001295303	WBC	NSW Education Standards Authority	<input checked="" type="checkbox"/>
TAFE Commission Unrestricted WBC	TAFE NSW - OIP a/c	832001200027	WBC	TAFE Commission	<input checked="" type="checkbox"/>
TAFE Commission Unrestricted WBC	Tech Education Fund	832001200246	WBC	TAFE Commission	<input checked="" type="checkbox"/>

- 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](mailto:cashmanagement@treasury.nsw.gov.au)

# Cash Forecasting Solution

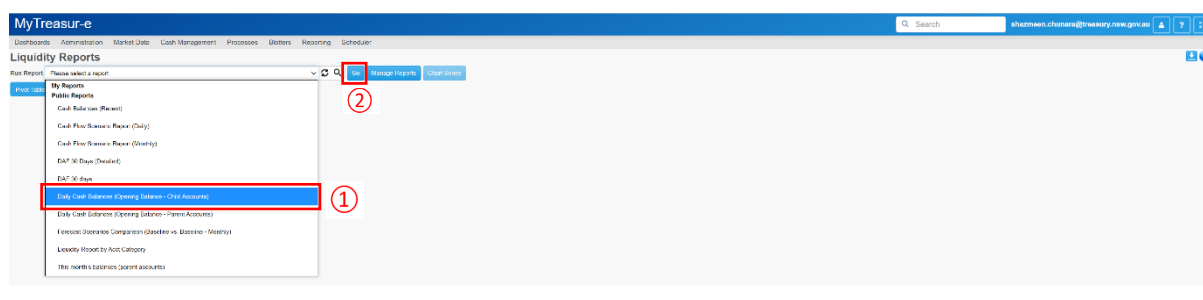
- b) Alternatively, you can also check your Agency's bank accounts and the Account Categories they feed into by running the Liquidity Report in MyTreasur-e. In MyTreasur-e navigate to the Opening Balance – Child Accounts report by going to **Reporting** → **Positions** → **Liquidity Reports**. To make 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'.



The screenshot shows the 'Cashflow Sheet' interface in MyTreasur-e. A red box highlights the 'Reporting' menu, with a sub-menu showing 'Positions', 'Reporting Cube', 'Risk', and 'Custom Reports'. The 'Liquidity Reports' option is highlighted in blue. Below the menu, there are various input fields for 'Our Bank Account Name', 'Business Unit Name', 'Scenario1 Opening Balance Date', 'Scenario2 Opening Balance Date', 'Start Date', 'Days', 'Weeks', 'Months', 'Currency Name', 'Unit', 'Decimals', 'Market Data Set Name', 'Quote Type', 'Approval Status', and 'Inter Entity Cashflow Flag'. A table below displays cashflow data for various categories across four periods: (D) 09-11-2021, (D) 10-11-2021, (D) 11-11-2021, and (D) 12-11-2021. Each period has columns for 'Actuals', 'DAF', and 'Variance'.

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 Disbursement from Divisional Management	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

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



The screenshot shows the 'Liquidity Reports' interface in MyTreasur-e. A red box highlights the 'Run Report' dropdown menu, which is open and showing a list of report options. The option 'Daily Cash Balances (Opening Balance – Child Accounts)' is highlighted in blue and marked with a circled '1'. The 'Go' button is marked with a circled '2'.

## Results:

MyTreasur-e

Dashboards Administration Cash Management Blotters Reporting Scheduler

Liquidity Reports

Run Report Ad-hoc Report

Pivot Table Pivot Chart Grouping Labels Row Labels

Grouping Fields:

	Currency Code	Bank Code	Entity Name	Business Unit Name	Our Bk Acct Group Name	Bank Account Name	Account Number	Cashflow Scenario Name	21-11-2021
Opening Balance	AUD	WBC	Education (GG)	Department of Education	Restricted	DEC - School Operating A/c	032001169381	Actuals	716,493
Opening Balance	AUD	WBC	Education (GG)	Department of Education	Restricted	Department of Education Restricted WBC	EC0201_EB0202_EDU_W_R	Actuals	0
Opening Balance	AUD	WBC	Education (GG)	Department of Education	Restricted	Dept Edu - NSW Govt Schools OGR Account	032001174386	Actuals	14,864
Opening Balance	AUD	WBC	Education (GG)	Department of Education	Restricted	Dept Edu - PPP2 Sinking Fund	03200115465	Actuals	5,644
Opening Balance	AUD	WBC	Education (GG)	Department of Education	Unrestricted	Department of Education Unrestricted WBC	EC0201_EB0202_EDU_W_U	Actuals	0
Opening Balance	AUD	WBC	Education (GG)	Department of Education	Unrestricted	Dept Edu - CEPS Trust	032001200643	Actuals	0
Opening Balance	AUD	WBC	Education (GG)	Department of Education	Unrestricted	Dept Edu - DE (A) Main Operating A/c	032001200060	Actuals	375,006
Opening Balance	AUD	WBC	Education (GG)	NSW Education Standards Author...	Restricted	NSW Education Standards Authority - Operating No...	032001113409	Actuals	499
Opening Balance	AUD	WBC	Education (GG)	NSW Education Standards Author...	Restricted	NSW Education Standards Authority - Restricted WBC	EC0201_EB0204_ESA_W_R	Actuals	0
Opening Balance	AUD	WBC	Education (GG)	NSW Education Standards Author...	Unrestricted	NSW Education Standards Authority - Operating No...	032001205290	Actuals	81,940
Opening Balance	AUD	WBC	Education (GG)	NSW Education Standards Author...	Unrestricted	NSW Education Standards Authority Fee A/c	032001205303	Actuals	-5
Opening Balance	AUD	WBC	Education (GG)	NSW Education Standards Author...	Unrestricted	NSW Education Standards Authority Unrestricted W	EC0201_EB0204_ESA_W_U	Actuals	0
Opening Balance	AUD	WBC	Education (GG)	TAFE Commission	Restricted	Tech Education Fund	032001200246	Actuals	19
Opening Balance	AUD	WBC	Education (GG)	TAFE Commission	Unrestricted	TAFE Commission Unrestricted WBC	EC0201_EB0606_TAFE_W_U	Actuals	0
Opening Balance	AUD	WBC	Education (GG)	TAFE Commission	Unrestricted	TAFE NSW - OIP a/c	032001200027	Actuals	242,564

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 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. 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 a 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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### Cashflow Sheet

Our Bank Account Name  
Department of Education Unrestricted WBC

**Cashflow Scenario 1 Name**

- 2021-12 Base - Baseline December 2021
- 2021-12 Submission - Submission December
- 2021-12 WIP - WIP December 2021
- Actuals - Actuals
- 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

Scenario2 Opening Balance Date  
DD-MM-YYYY

Days:  Weeks:  Months:

Excludes Weekend

Approval Status  Approved  Captured  Rejected

Inter Entity Cashflow Flag

Currency Code	Payments/Receipt	(D) 25-11-2021	(D) 26-11-2021	(D) 29-11-2021	(D) 30-11-2021	(D) 01-12-2021	(D) 02-12-2021	(D) 03-12-2021	(D) 06-12-2021	(D) 07-12-2021	(D) 08-12-2021	(D) 09-12-2021	(D) 10-12-2021	(D) 13-12-2021
<b>Opening Balance</b>		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													
Central Adjustments Inflows	Receipt													
Confund Crown Revenue (Sweep)	Receipt													
<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 Info Import Submission

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### Cashflow Sheet

Our Bank Account Name: Department of Education Unrestricted WBC

Cashflow Scenario 1 Name:

Cashflow Scenario 2 Name: 2021-12 Base - Baseline December 2021

Start Date:

Business Unit Name:

Entity Name:

Bank Name:

Our Bk Acct Group Name:

Submission Status:

Scenario1 Opening Balance Date:

Scenario2 Opening Balance Date:

Days:  Weeks:  Months:

Excludes Weekend:

Approval Status:  Approved  Captured  Rejected

Inter Entity Cashflow Flag:

Currency Code	Payment/Receipt	(D) 25-11-2021	(D) 26-11-2021	(D) 29-11-2021	(D) 30-11-2021	(D) 01-12-2021	(D) 02-12-2021	(D) 03-12-2021	(D) 06-12-2021	(D) 07-12-2021	(D) 08-12-2021	(D) 09-12-2021	(D) 10-12-2021	(D) 13-12-2021
Actuals - Actuals														
DAF - Daily Adjusted Forecast														
Capital Contund Appropriation	Receipt													
<b>Sub Total: Contund 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													
Central Adjustments Inflows	Receipt													
Contund Crown Revenue (Sweep)	Receipt													
<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

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### Cashflow Sheet

Our Bank Account Name: Department of Education Unrestricted WBC

Cashflow Scenario 1 Name:

Cashflow Scenario 2 Name:

Start Date:

Business Unit Name:

Entity Name:

Bank Name:

Our Bk Acct Group Name:

Submission Status:

Scenario1 Opening Balance Date:

Scenario2 Opening Balance Date:

Days:  Weeks:  Months:

Excludes Weekend:

Approval Status:  Approved  Captured  Rejected

Inter Entity Cashflow Flag:

Cashflow Type Name	Currency Code	Payment/Receipt	(D) 01-11-2021			(D) 02-11-2021			(D) 03-11-2021			(D) 04-11-2021			(D) 05-11-2021		
			2021-11 Base	DAF	Variance	2021-11 Base	DAF	Variance	2021-11 Base	DAF	Variance	2021-11 Base	DAF	Variance	2021-11 Base	DAF	Variance
<b>Opening Balance</b>			755,001	756,194	-1,193	739,901	745,635	-5,734	729,191	725,635	496	711,101	718,235	-7,134	662,301	668,635	-15,234
Recurrent Contund Appropriation	AUD	Receipt															
Capital Contund Appropriation	AUD	Receipt															
<b>Sub Total: Contund Appropriation</b>			0	0	0	0	0	0	0	0	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	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	500	500	0	500	500	0	500	500	0	500	500	0	500	500	0
Grants Received from Principal Department	AUD	Receipt															
Internal Transfer in (Intra-Agency)	AUD	Receipt															
Receipts from NSW Agencies outside Cluster	AUD	Receipt															
GST Refund	AUD	Receipt															
<b>Net Cashflow</b>			-15,100	-10,559	-4,541	-13,800	-20,000	6,200	-15,000	-7,400	-7,600	-197,800	-149,700	-8,100	-15,500	-15,500	0
<b>Closing Balance</b>			739,901	746,635	-6,734	726,101	725,635	466	711,101	718,235	-7,134	662,301	668,635	-15,234	637,801	663,635	-15,234