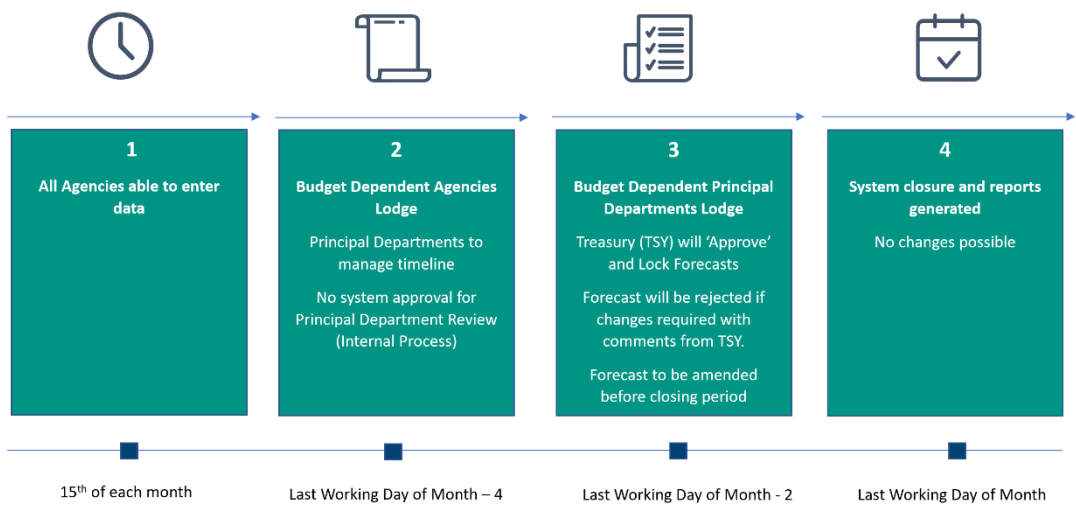

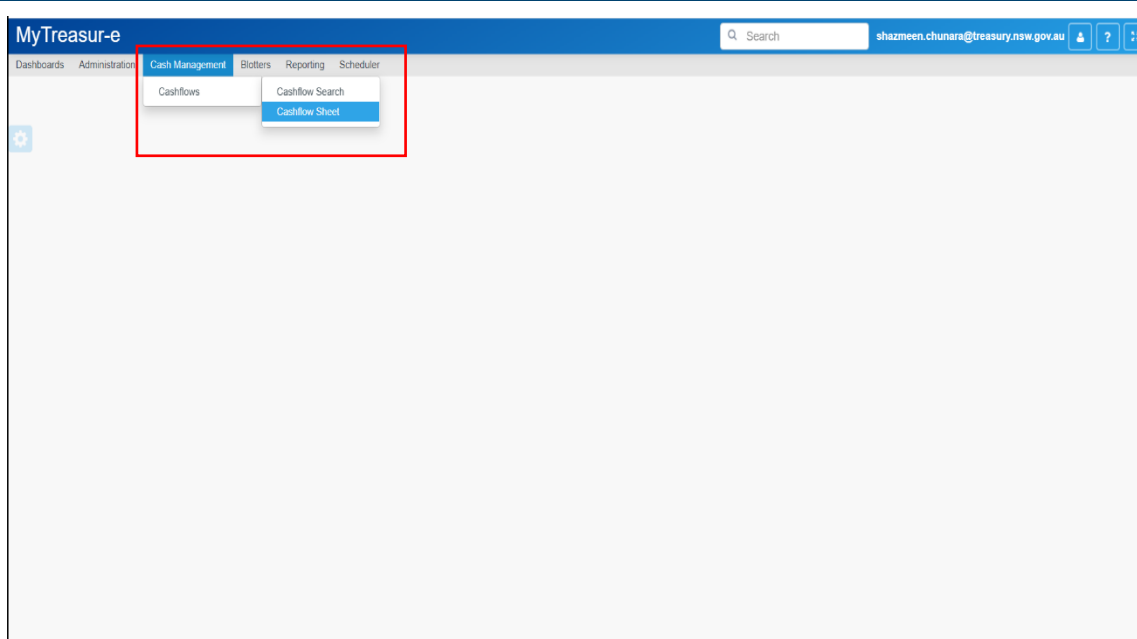


MONTHLY SUBMISSION PROCESS

Module:	Entering and uploading a forecast
Audience:	Principal Departments and Agency Users
System:	Cash Mangement → Cashflows → Cashflow Sheet
System Process:	<p>Monthly Submission Window:</p> 
Scenario:	<ul style="list-style-type: none"> The monthly submission window opens. Agency users have prepared their forecasts for each account category and are ready to upload. This module assumes that forecasts are uploaded from an Excel spreadsheet. Alternatively, detailed instructions are provided within the module if a user wishes to Copy/Paste their forecasts.
	<ul style="list-style-type: none"> Align bank accounts to correct categories (Restricted, Unrestricted, Crown Trust and Crown Revenue accounts). Files can be integrated as part of your processes, but formulas must be removed (hard-coded) for entry. The template must be the 1st tab in the workbook being uploaded. Only existing line items can be used. New line items cannot be added. Irrelevant line items can be left blank or deleted. Line items must be placed in Column A and Dates in Row 1. The template must be populated in \$000s. RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE

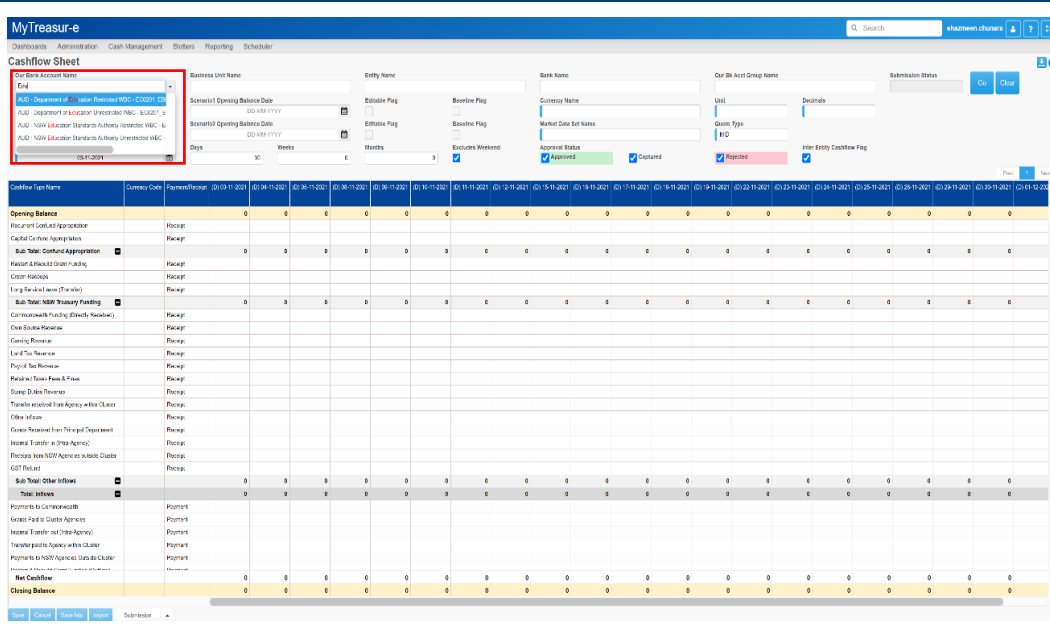
Step 1: Navigate to the Cashflow Sheet in MyTreasur-e

a) Click on Cash Mangement → Cashflows → Cashflow Sheet



Step 2: Select the required fields to generate the Cashflow Sheet for your Agency and Account category

a) Using the drop-down menu in **Our Bank Account Name** select your relevant Agency and Account category for each bank provider you use, or filter by typing the name of your Agency.

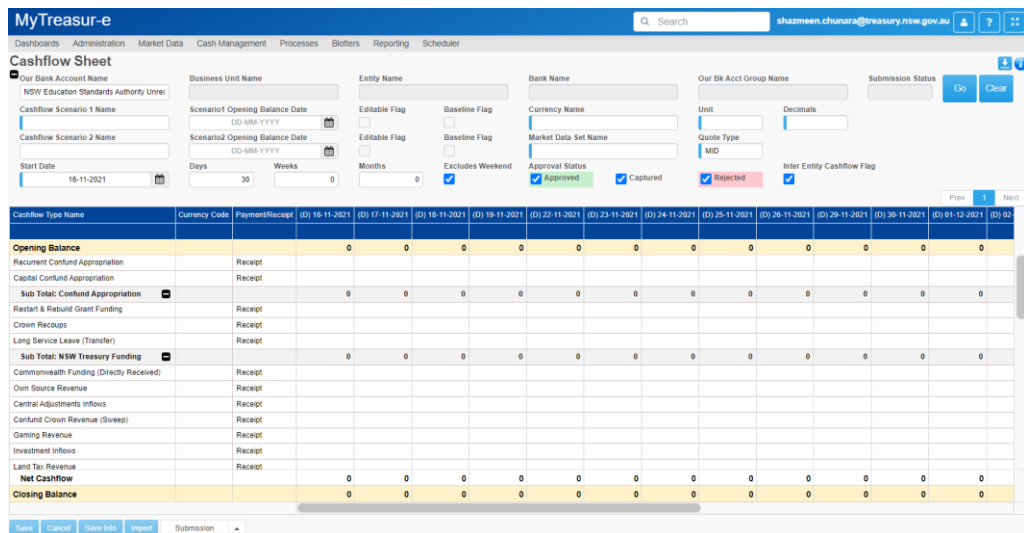


Cash Forecasting Solution



- The naming convention in **Our Bank Account Name** is standardised to ensure easier selection of accounts. All Bank Account Names commence with the Agency Name, followed by the Account Category (Restricted, Unrestricted, Crown Trust and Crown Revenue). This is then followed by the Bank Account provider (Westpac or ANZ) and the Prime ID code.
- You will have a maximum of four Bank Account Names.

Results:



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

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Unres

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

Cashflow Scenario 1 Name: Scenario1 Opening Balance Date: Editable Flag: Baseline Flag: Currency Name: Unit: Decimals

Cashflow Scenario 2 Name: Scenario2 Opening Balance Date: Editable Flag: Baseline Flag: Market Data Set Name: Quote Type: MID

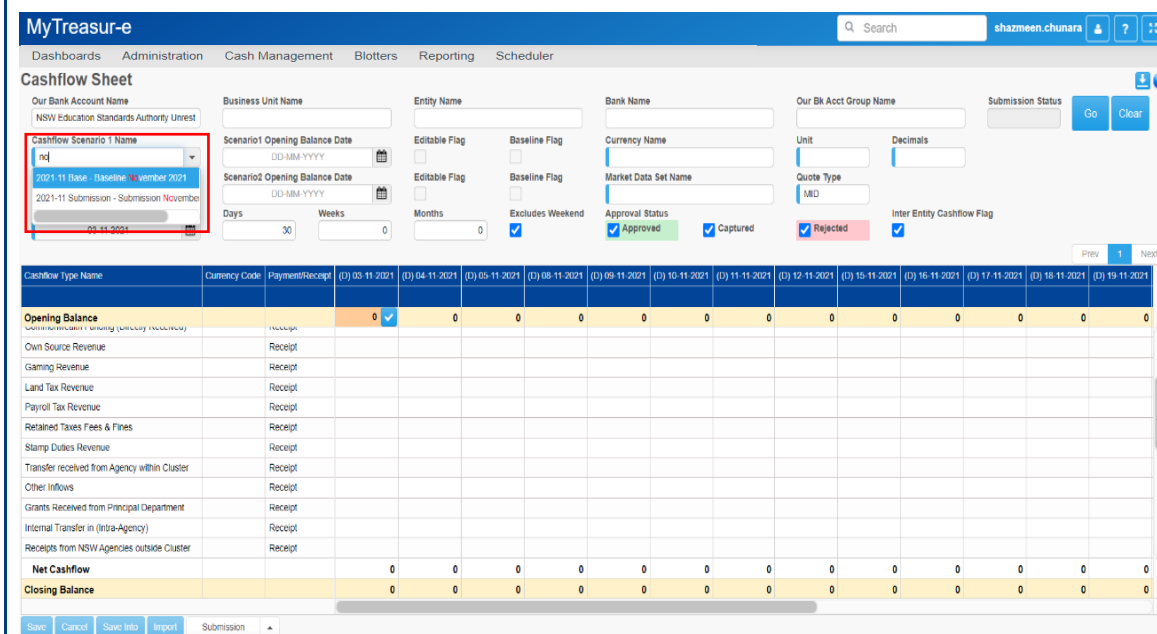
Start Date: 16-11-2021 | Days: 30 | Weeks: 0 | Months: 0 | Excludes Weekend: | Approval Status: Approved | Captured | Rejected | Inter Entity Cashflow Flag:

Cashflow Type Name	Currency Code	Payment/Receipt	(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	(D) 28-11-2021	(D) 30-11-2021	(D) 01-12-2021	(D) 02-12-2021
Opening Balance			0	0	0	0	0	0	0	0	0	0	0	0	0
Recurrent Confund Appropriation		Receipt													
Capital Confund Appropriation		Receipt													
Sub Total: Confund Appropriation			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													
Sub Total: NSW Treasury Funding			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													
Gaming Revenue		Receipt													
Investment Inflows		Receipt													
Land Tax Revenue		Receipt													
Net Cashflow			0	0	0	0	0	0	0	0	0	0	0	0	0
Closing Balance			0	0	0	0	0	0	0	0	0	0	0	0	0

- 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**.

Cash Forecasting Solution

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



MyTreasur-e

Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Unrest

Cashflow Scenario 1 Name: [Dropdown menu with options: 2021-11 Base - Baseline November 2021, 2021-11 Submission - Submission November 2021]

Scenario1 Opening Balance Date: DD-MM-YYYY

Scenario2 Opening Balance Date: DD-MM-YYYY

Days: 30 Weeks: 0 Months: 0

Excludes Weekend:

Approval Status: Approved Captured Rejected

Inter Entity Cashflow Flag:

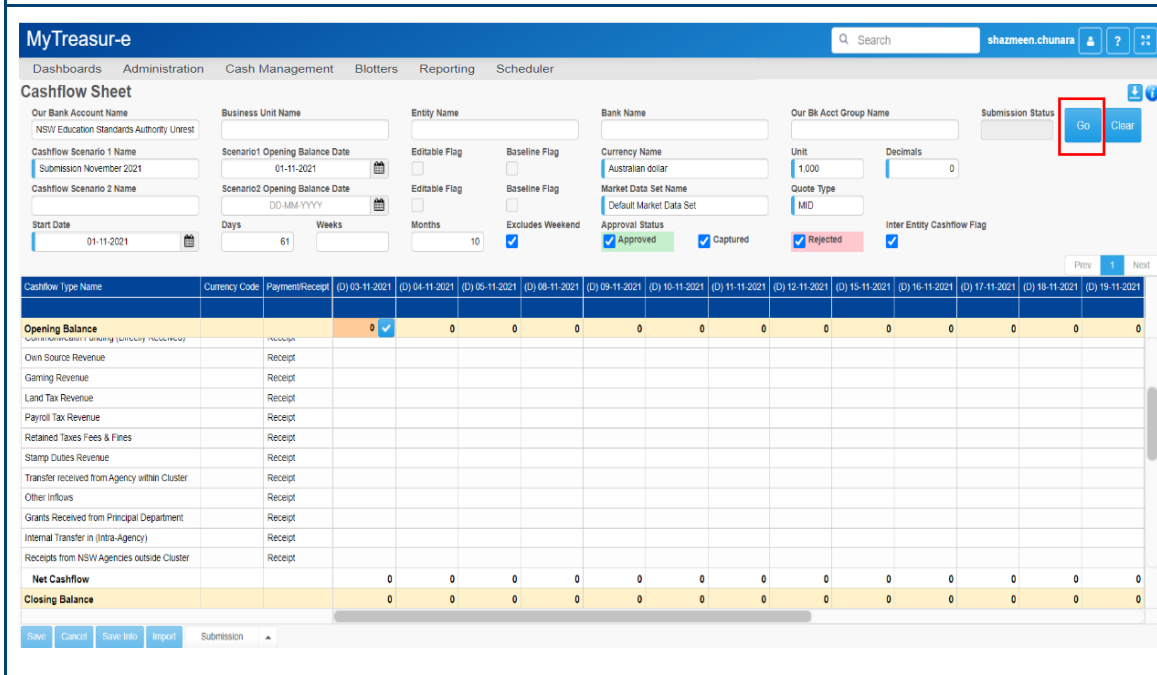
Cashflow Type Name	Currency Code	Payment/Receipt	(D) 03-11-2021	(D) 04-11-2021	(D) 05-11-2021	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021	(D) 13-11-2021	(D) 14-11-2021	(D) 15-11-2021	(D) 16-11-2021	(D) 17-11-2021	(D) 18-11-2021	(D) 19-11-2021
Opening Balance		Receipt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Own Source Revenue		Receipt																	
Gaming Revenue		Receipt																	
Land Tax Revenue		Receipt																	
Payroll Tax Revenue		Receipt																	
Retained Taxes Fees & Fines		Receipt																	
Stamp Duties Revenue		Receipt																	
Transfer received from Agency within Cluster		Receipt																	
Other Inflows		Receipt																	
Grants Received from Principal Department		Receipt																	
Internal Transfer in (Intra-Agency)		Receipt																	
Receipts from NSW Agencies outside Cluster		Receipt																	
Net Cashflow			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Closing Balance			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save Cancel Save Info Import Submission



- The relevant submission month will depend on the month you are submitting forecasts for. You will need to pick **Submission December 2021** if you are submitting for the 12-month period ending November 2022 (includes 2 months of daily forecasts for Dec 2021 and Jan 2022).

c) Click on **Go**



MyTreasur-e

Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Unrest

Cashflow Scenario 1 Name: Submission November 2021

Scenario1 Opening Balance Date: 01-11-2021

Scenario2 Opening Balance Date: DD-MM-YYYY

Days: 61 Weeks: 0 Months: 10

Excludes Weekend:

Approval Status: Approved Captured Rejected

Inter Entity Cashflow Flag:

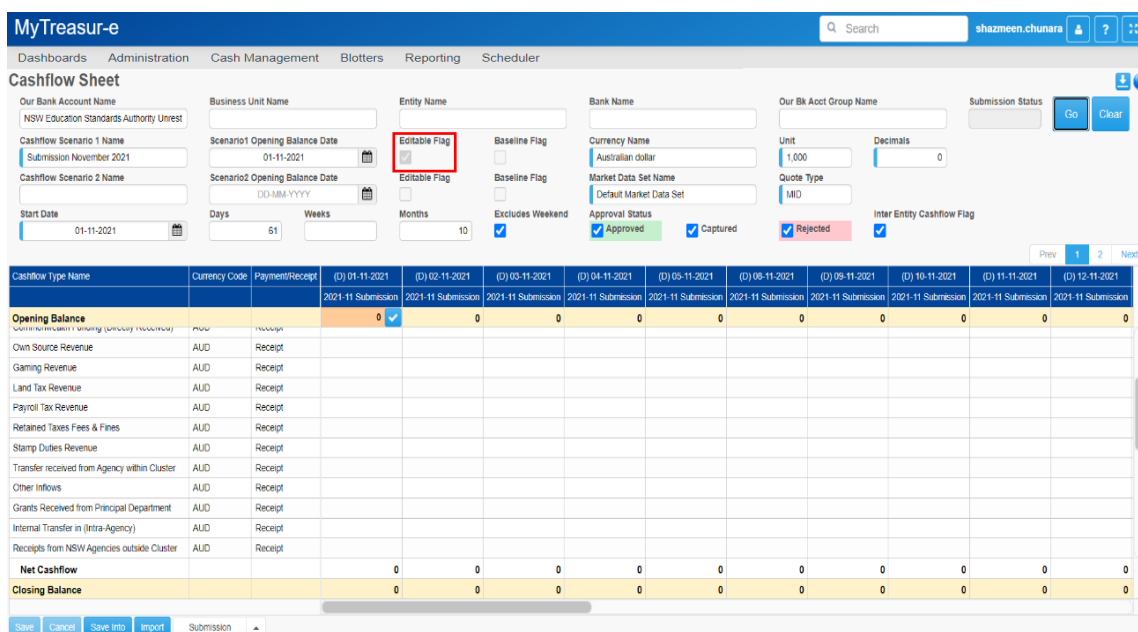
Go Clear

Cashflow Type Name	Currency Code	Payment/Receipt	(D) 03-11-2021	(D) 04-11-2021	(D) 05-11-2021	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021	(D) 13-11-2021	(D) 14-11-2021	(D) 15-11-2021	(D) 16-11-2021	(D) 17-11-2021	(D) 18-11-2021	(D) 19-11-2021
Opening Balance		Receipt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Own Source Revenue		Receipt																	
Gaming Revenue		Receipt																	
Land Tax Revenue		Receipt																	
Payroll Tax Revenue		Receipt																	
Retained Taxes Fees & Fines		Receipt																	
Stamp Duties Revenue		Receipt																	
Transfer received from Agency within Cluster		Receipt																	
Other Inflows		Receipt																	
Grants Received from Principal Department		Receipt																	
Internal Transfer in (Intra-Agency)		Receipt																	
Receipts from NSW Agencies outside Cluster		Receipt																	
Net Cashflow			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Closing Balance			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save Cancel Save Info Import Submission

Cash Forecasting Solution

- d) The **Editable Flag** will be ticked, indicating that the Cashflow Sheet is open and forecasts can be entered.

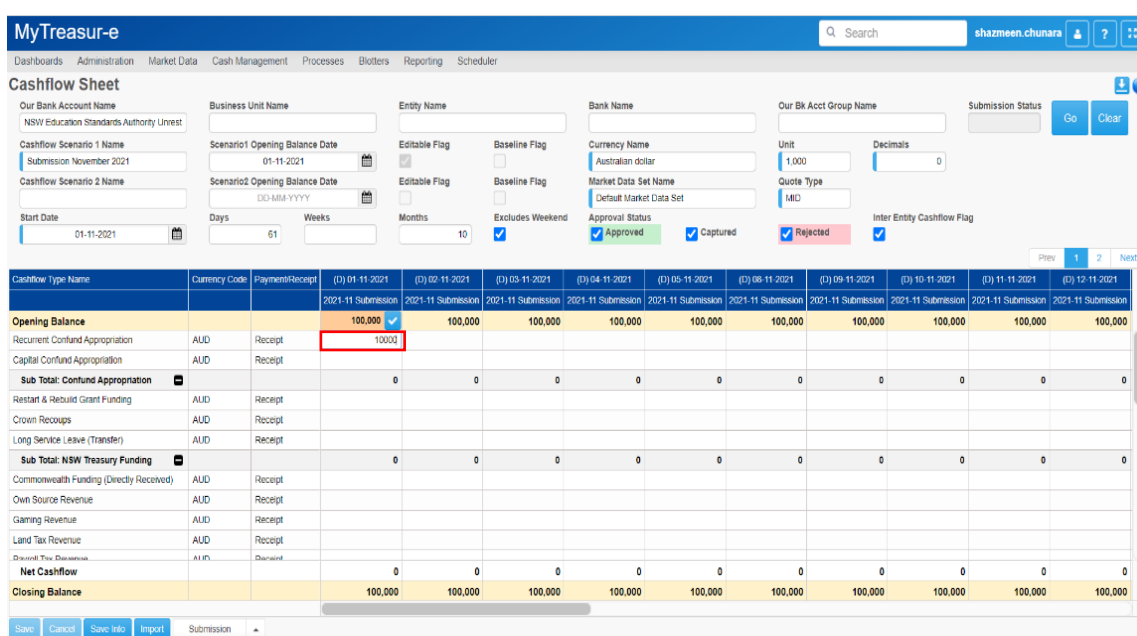



- You can directly search within any of the drop-down menu fields to enable filtering and easier selection.
- **HIGH PRIORITY TIP:** Anytime you change the Account Category or Scenario, click on **Go** to refresh the Cashflow Sheet. If you change a drop-down value, but do not hit **Go** it will not have refreshed the screen.

Cash Forecasting Solution

Step 3: Enter the Cashflow forecasts for required line items in the Cashflow Sheet. This can be done in three ways:

a) Directly enter forecasts within the Cashflow Sheet. Refer to Step 4 for more detailed instructions on entering Opening Balances. If using this method, skip Step 5 and 6.



MyTreasur-e Search shazmeen.chunara

Dashboards Administration Market Data Cash Management Processes Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Uninvest
 Business Unit Name: Entity Name: Bank Name: Our Bk Acct Group Name: Submission Status: Go Clear

Cashflow Scenario 1 Name: Submission November 2021
 Scenario1 Opening Balance Date: 01-11-2021 Editable Flag: Baseline Flag: Currency Name: Australian dollar Unit: 1,000 Decimals: 0

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

Start Date: 01-11-2021 Days: 61 Weeks: Months: 10 Excludes Weekend: 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	(D) 06-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Recurrent Confund Appropriation	AUD	Receipt	10000									
Capital Confund Appropriation	AUD	Receipt										
Sub Total: Confund Appropriation			0	0	0	0	0	0	0	0	0	0
Restart & Rebuild Grant Funding	AUD	Receipt										
Crown Receipts	AUD	Receipt										
Long Service Leave (Transfer)	AUD	Receipt										
Sub Total: NSW Treasury Funding			0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)	AUD	Receipt										
Own Source Revenue	AUD	Receipt										
Gaming Revenue	AUD	Receipt										
Land Tax Revenue	AUD	Receipt										
Disposal Tax Revenue	AUD	Receipt										
Net Cashflow			0	0	0	0	0	0	0	0	0	0
Closing Balance			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000

Save Cancel Save Info Import Submission

b) Copy and paste forecasts from an external file to the Cashflow Sheet (Ctrl C + Ctrl V)

c) Import an Excel spreadsheet. If using this method, please skip Step 4 and refer to Step 5 onwards.



- The Cashflow Sheet can be saved any time. You can re-login and come back to it later at your own convenience.

Cash Forecasting Solution

Step 4: Insert an Opening Balance for the Starting Date of the submission period directly within the Cashflow Sheet

- a) The **Opening Balance** is highlighted in orange and has a blue tick mark adjacent to it. For the first day of the submission period, an **Opening Balance** must be entered.

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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Unrest

Cashflow Scenario 1 Name: Submission November 2021

Cashflow Scenario 2 Name: [Empty]

Start Date: 01-11-2021

Business Unit Name: [Empty] Entity Name: [Empty] Bank Name: [Empty] Our Bk Acct Group Name: [Empty]

Scenario 1 Opening Balance Date: 01-11-2021

Scenario 2 Opening Balance Date: DD-MM-YYYY

Days: 61 Weeks: [Empty] Months: 10

Excludes Weekend: Approved: Captured: Rejected: Inter Entity Cashflow Flag:

Cashflow Type Name	Currency Code	Payment/Receipt	(D) 03-11-2021	(D) 04-11-2021	(D) 05-11-2021	(D) 06-11-2021	(D) 09-11-2021	(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
Opening Balance			0												
Own Source Revenue		Receipt													
Gaming Revenue		Receipt													
Land Tax Revenue		Receipt													
Payroll Tax Revenue		Receipt													
Retained Taxes Fees & Fines		Receipt													
Stamp Duties Revenue		Receipt													
Transfer received from Agency within Cluster		Receipt													
Other Inflows		Receipt													
Grants Received from Principal Department		Receipt													
Internal Transfer in (Intra-Agency)		Receipt													
Receipts from NSW Agencies outside Cluster		Receipt													
Net Cashflow			0	0	0	0	0	0	0	0	0	0	0	0	0
Closing Balance			0	0	0	0	0	0	0	0	0	0	0	0	0

Save Cancel Save Into Import Submission

- b) Enter an **Opening Balance** amount in thousands.

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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Unrest

Cashflow Scenario 1 Name: Submission November 2021

Cashflow Scenario 2 Name: [Empty]

Start Date: 01-11-2021

Business Unit Name: [Empty] Entity Name: [Empty] Bank Name: [Empty] Our Bk Acct Group Name: [Empty]

Scenario 1 Opening Balance Date: 01-11-2021

Scenario 2 Opening Balance Date: DD-MM-YYYY

Days: 61 Weeks: [Empty] Months: 10

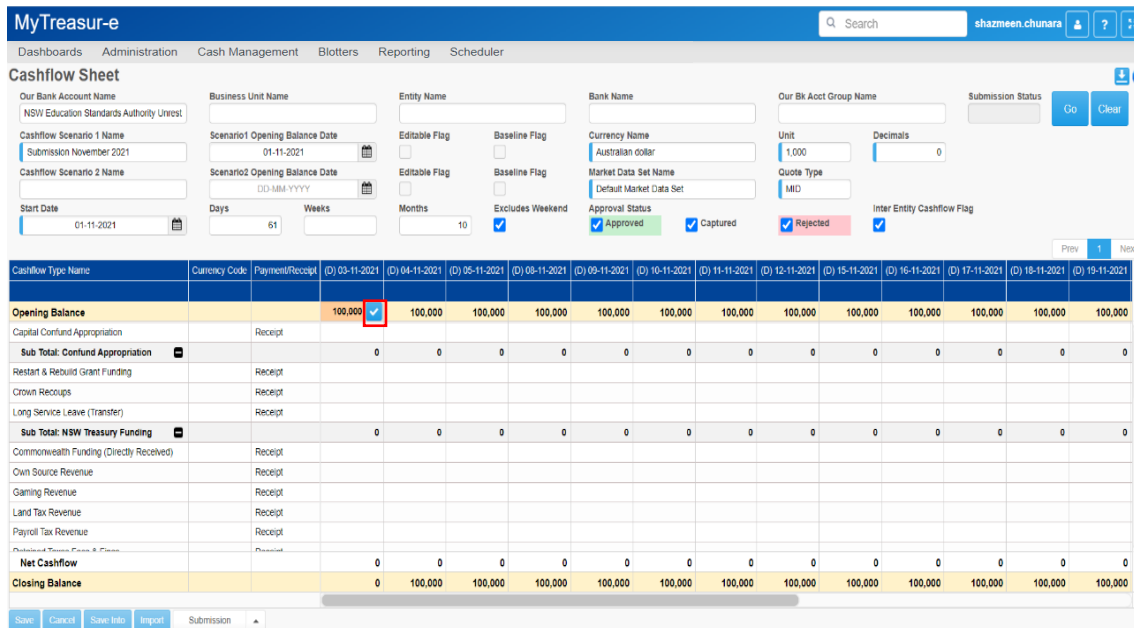
Excludes Weekend: Approved: Captured: Rejected: Inter Entity Cashflow Flag:

Cashflow Type Name	Currency Code	Payment/Receipt	(D) 03-11-2021	(D) 04-11-2021	(D) 05-11-2021	(D) 06-11-2021	(D) 09-11-2021	(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
Opening Balance			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Capital Contund Appropriation		Receipt													
Sub Total: Contund Appropriation			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													
Sub Total: NSW Treasury Funding			0	0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)		Receipt													
Own Source Revenue		Receipt													
Gaming Revenue		Receipt													
Land Tax Revenue		Receipt													
Payroll Tax Revenue		Receipt													
Retained Taxes Fees & Fines		Receipt													
Net Cashflow			0	0	0	0	0	0	0	0	0	0	0	0	0
Closing Balance			0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000

Save Cancel Save Into Import Submission

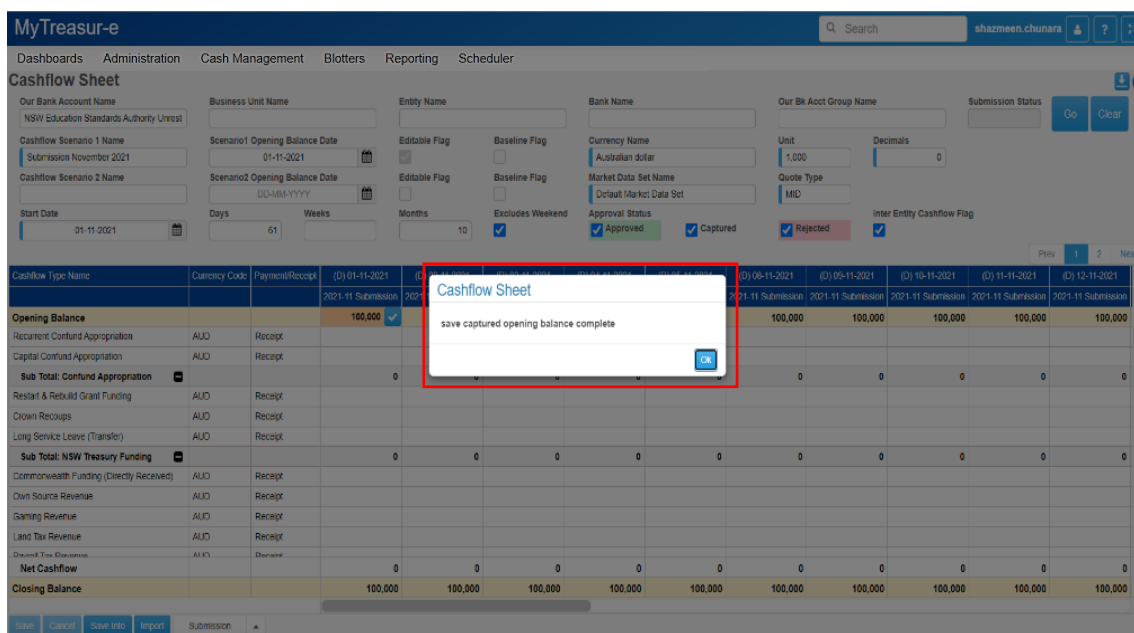
Cash Forecasting Solution

c) Click on the **blue tick mark** to confirm the balance.



The screenshot shows the 'Cashflow Sheet' interface. The 'Opening Balance' row is highlighted in yellow. The value '100,000' is entered in the '2021-11 Submission' column, and a blue tick mark is visible in the cell. The interface includes various input fields for business unit, entity, bank, and currency, as well as a table with columns for different submission periods.

d) A Dialog box **Save Captured Opening Balance Complete** will appear confirming that the Opening Balance has been saved in the Cashflow Sheet. Click **OK**.



The screenshot shows the same 'Cashflow Sheet' interface as in the previous step, but with a dialog box overlaid. The dialog box is titled 'Cashflow Sheet' and contains the text 'save captured opening balance complete' and an 'OK' button. The dialog box is highlighted with a red border.

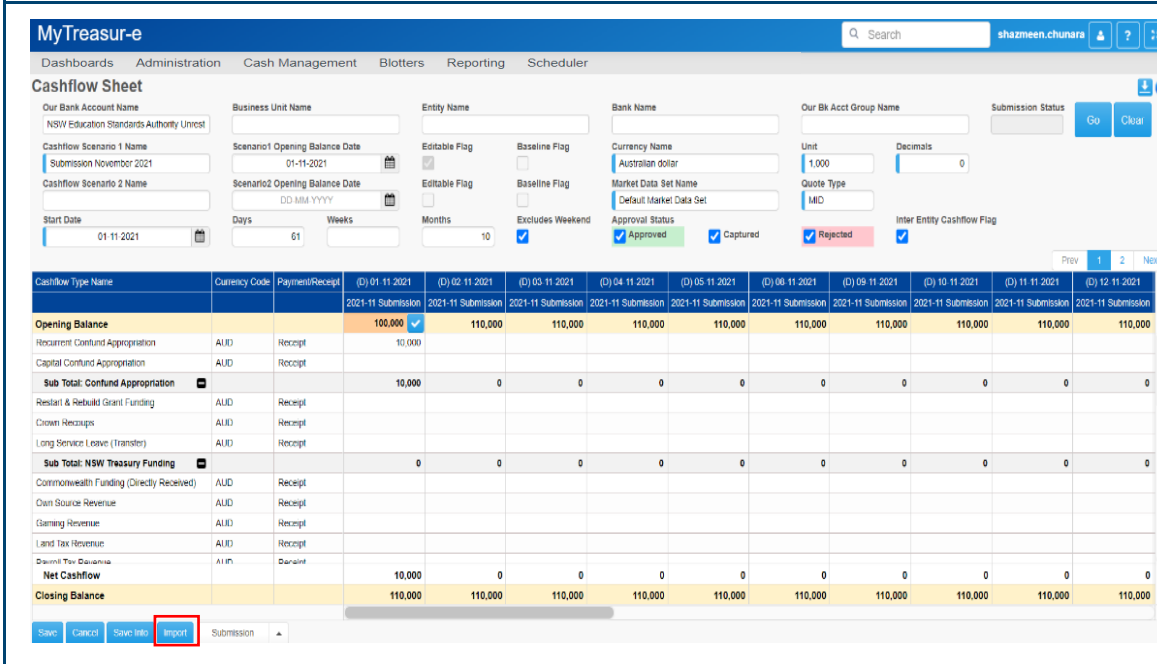


- Opening Balances must be entered in \$000s. The Opening Balance for all dates within the submission period will auto-populate based on the amount initially entered.

Cash Forecasting Solution

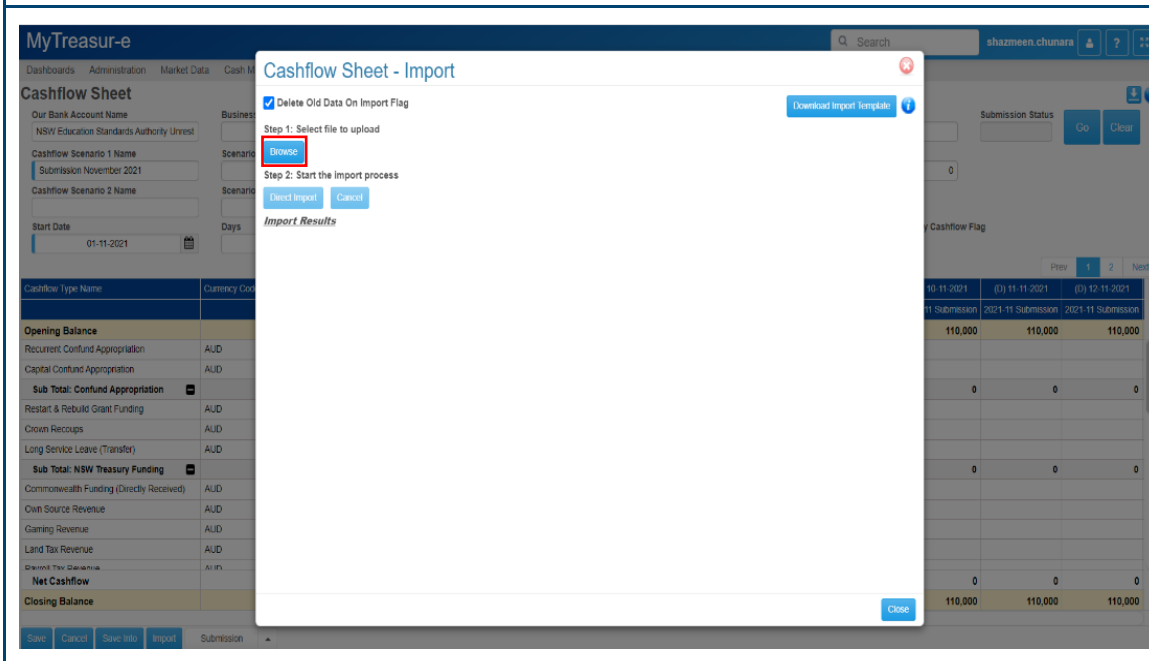
Step 5: Import the populated excel spreadsheet

a) Navigate to the Cashflow Sheet in MyTreasur-e and click on **Import**



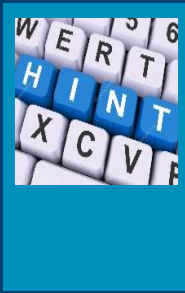
The screenshot shows the MyTreasur-e Cashflow Sheet interface. The 'Import' button is highlighted with a red box. The interface includes a search bar, user profile, and navigation tabs. The main area contains a form for setting up the cashflow sheet, including fields for Business Unit Name, Entity Name, Bank Name, and various flags. Below the form is a table with columns for Cashflow Type Name, Currency Code, Payment/Receipt, and multiple submission dates from 2021-11-01 to 2021-11-12. The table shows values for Opening Balance, Recurrent Confund Appropriation, Capital Confund Appropriation, and various revenue sources, leading to a closing balance of 110,000.

b) Click on **Browse** to locate your file.



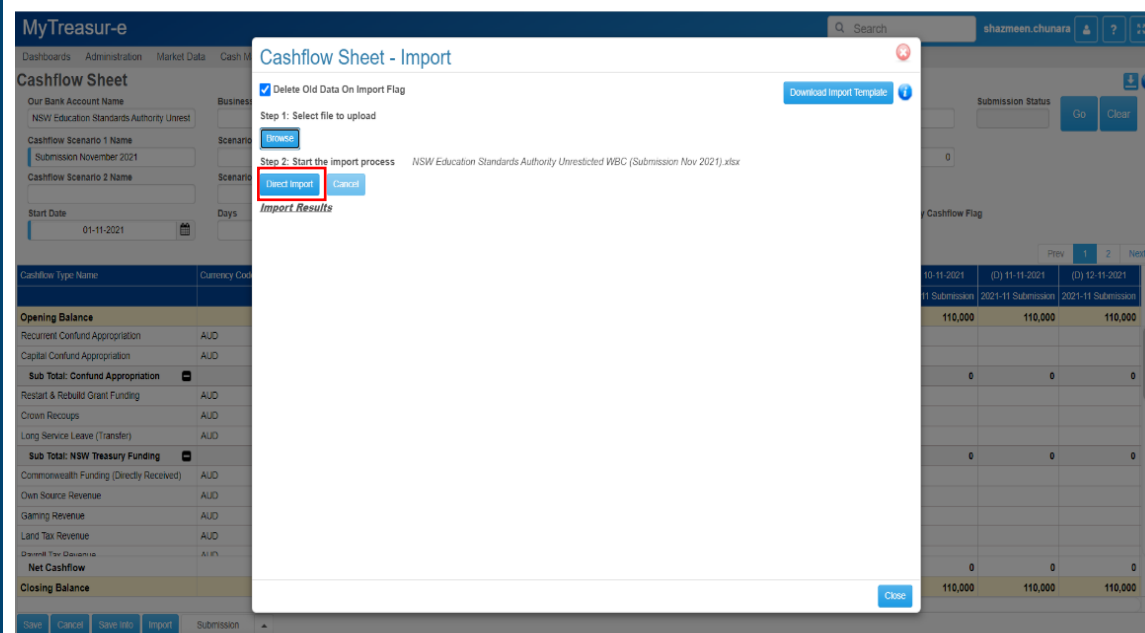
The screenshot shows the MyTreasur-e Cashflow Sheet - Import dialog box. The 'Browse' button is highlighted with a red box. The dialog box has a title bar and a close button. It contains a checkbox for 'Delete Old Data On Import Flag' which is checked. Below this, there are two steps: 'Step 1: Select file to upload' with a 'Browse' button, and 'Step 2: Start the Import process' with 'Direct Import' and 'Cancel' buttons. At the bottom, there is an 'Import Results' section and a 'Close' button.

Cash Forecasting Solution



- The flag **Delete Old Data on Import Flag** can be used to refresh numbers in the Cashflow Sheet. Leaving the box ticked which is the default option will replace all numbers within the Cashflow Sheet with the excel template uploaded. If unticked, any cashflows in the Cashflow Sheet (Original cashflows) will stay the same and a new cashflow will be created to make up the difference between the cashflows in the Cashflow Sheet (Original cashflows) and imported forecasts in the Excel template.

c) Click on **Direct Import** to start the importing process



Cashflow Sheet - Import

Delete Old Data on Import Flag

Download Import Template

Step 1: Select file to upload

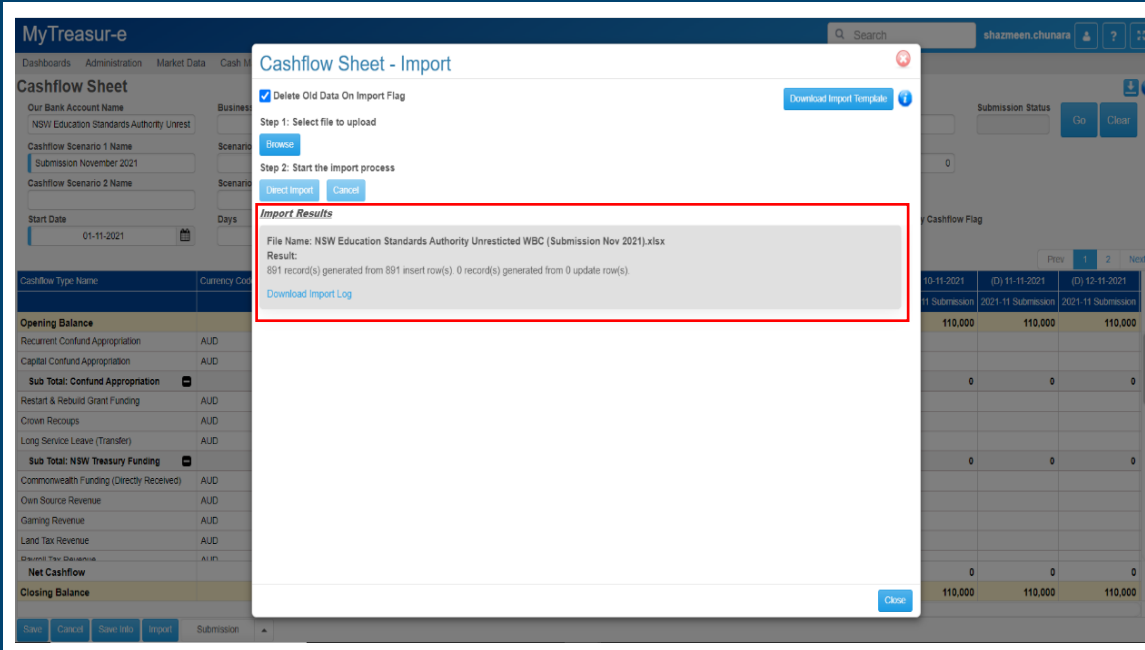
Browse

Step 2: Start the import process

Direct Import Cancel

Import Results

d) The **Import Results** should show the records imported if successful. This will also be sent to you via email. If unsuccessful, the **Import Results** will display 0 records generated.



Cashflow Sheet - Import

Delete Old Data on Import Flag

Download Import Template

Step 1: Select file to upload

Browse

Step 2: Start the import process

Direct Import Cancel

Import Results

File Name: NSW Education Standards Authority Unrestricted WBC (Submission Nov 2021).xlsx
 Result:
 891 record(s) generated from 891 insert row(s), 0 record(s) generated from 0 update row(s).

Download Import Log

e) Close the Dialog box.

Results:

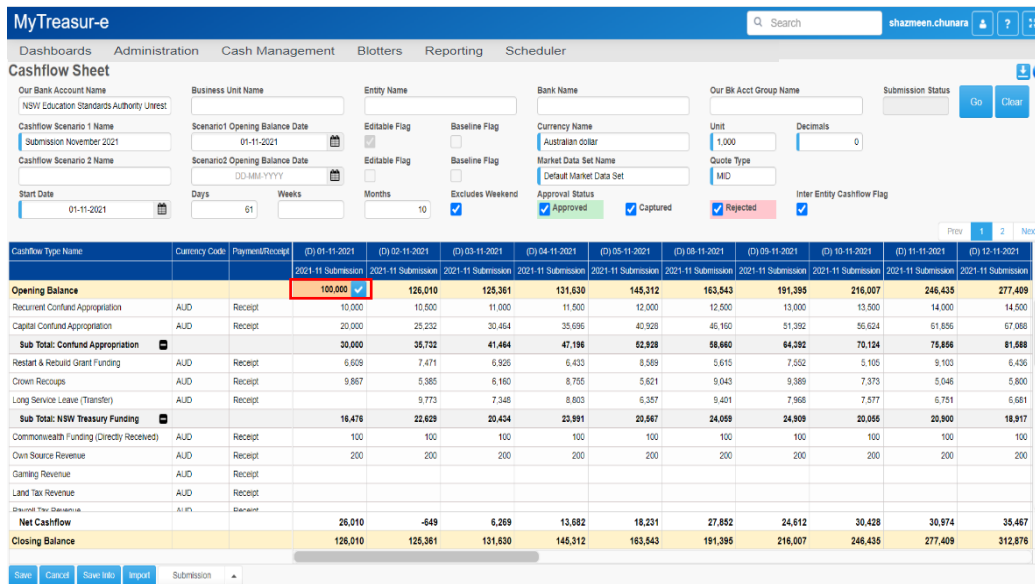
Cashflow Type Name	Currency Code	Payment/Receipt	(D) 01-11-2021	(D) 02-11-2021	(D) 03-11-2021	(D) 04-11-2021	(D) 05-11-2021	(D) 06-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
			2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission
Opening Balance			100,000	126,010	126,361	131,630	145,312	163,543	191,395	216,007	246,435	277,409
Recurrent Confund Appropriation	AUD	Receipt	10,000	10,500	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500
Capital Confund Appropriation	AUD	Receipt	20,000	25,232	30,464	35,696	40,928	46,160	51,392	56,624	61,856	67,088
Sub Total: Confund Appropriation			30,000	35,732	41,464	47,196	52,928	58,660	64,392	70,124	75,856	81,588
Restart & Rebuild Grant Funding	AUD	Receipt	6,609	7,471	8,325	9,183	10,041	10,900	11,758	12,616	13,474	14,332
Own Recoups	AUD	Receipt	9,867	5,385	6,160	6,935	7,710	8,485	9,260	10,035	10,810	11,585
Long Service Leave (Transfer)	AUD	Receipt		9,773	7,348	8,803	6,357	9,401	7,968	7,577	6,751	5,681
Sub Total: NSW Treasury Funding			16,476	22,629	20,434	23,991	20,567	24,069	24,909	20,056	20,500	18,917
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt										
Land Tax Revenue	AUD	Receipt										
Divest The Database	AUD	Receipt										
Net Cashflow			26,010	-449	6,209	13,582	18,231	27,852	24,612	30,428	30,974	35,467
Closing Balance			126,010	125,361	131,630	145,312	163,543	191,395	216,007	246,435	277,409	312,876

- The Cashflow Sheet in MyTreasur-e should now be updated and align with numbers in the Excel template.

Cash Forecasting Solution

Step 6: Confirm the Opening Balance in the Cashflow Sheet

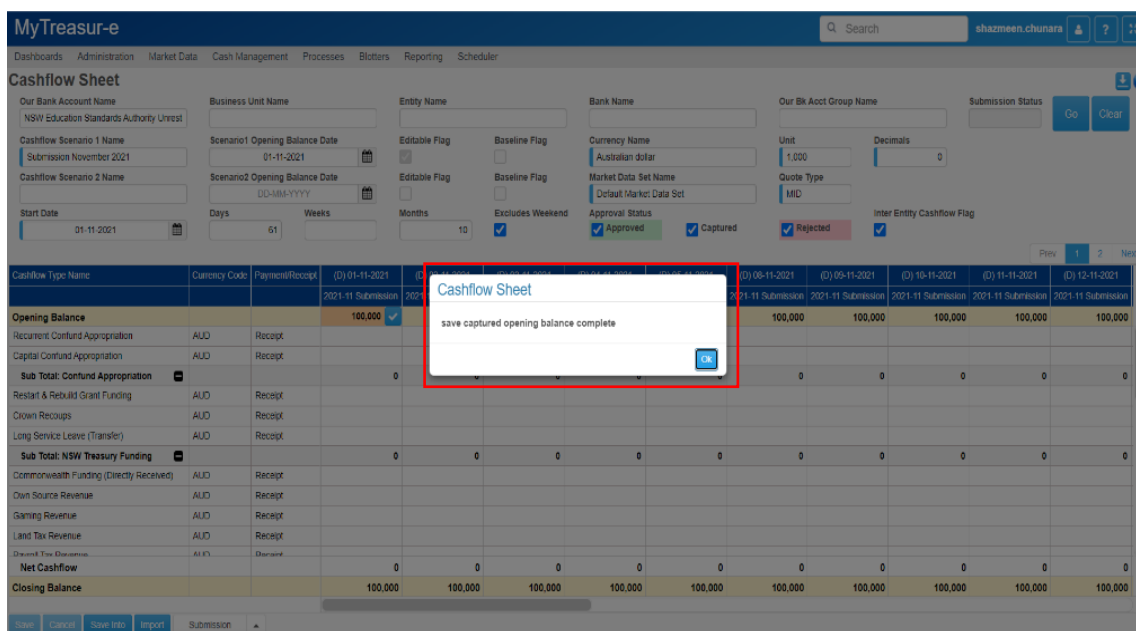
- a) The **Opening Balance** is highlighted in orange and has a blue tick mark adjacent to it. For the first day of the submission period, an **Opening Balance** must be confirmed. Click on the **blue tick mark** to confirm the balance.



The screenshot shows the MyTreasur-e Cashflow Sheet interface. The 'Opening Balance' row is highlighted in orange and has a blue tick mark in the '2021-11 Submission' column. The table below shows the following data:

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	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000											
Recurrent Confund Appropriation	AUD	Receipt	10,000	10,500	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500	15,000	15,500
Capital Confund Appropriation	AUD	Receipt	20,000	25,232	30,464	35,696	40,928	46,160	51,392	56,624	61,856	67,088	72,320	77,552
Sub Total: Confund Appropriation			30,000	35,732	41,464	47,196	52,928	58,660	64,392	70,124	75,856	81,588	87,320	93,052
Restart & Rebuild Grant Funding	AUD	Receipt	6,509	7,471	8,433	9,395	10,357	11,319	12,281	13,243	14,205	15,167	16,129	17,091
Crown Recoups	AUD	Receipt	9,867	5,385	6,163	6,941	7,719	8,497	9,275	10,053	10,831	11,609	12,387	13,165
Long Service Leave (Transfer)	AUD	Receipt	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773
Sub Total: NSW Treasury Funding			16,479	22,629	20,454	23,991	20,567	24,099	24,909	20,056	20,900	18,917	18,917	18,917
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt												
Land Tax Revenue	AUD	Receipt												
Net Cashflow			26,010	-649	6,259	13,682	18,231	27,852	24,612	30,428	30,974	35,467	35,467	35,467
Closing Balance			126,010	125,361	131,630	145,312	163,543	191,395	216,007	246,435	277,409	312,876	312,876	312,876

- b) A Dialog box **Save Captured Opening Balance Complete** will appear confirming that the Opening Balance has been saved in the Cashflow Sheet. Click **OK**.



The screenshot shows the MyTreasur-e Cashflow Sheet interface with a dialog box overlaid. The dialog box contains the text 'Cashflow Sheet' and 'save captured opening balance complete' with an 'OK' button. The table below shows the following data:

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	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000											
Recurrent Confund Appropriation	AUD	Receipt	10,000	10,500	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500	15,000	15,500
Capital Confund Appropriation	AUD	Receipt	20,000	25,232	30,464	35,696	40,928	46,160	51,392	56,624	61,856	67,088	72,320	77,552
Sub Total: Confund Appropriation			30,000	35,732	41,464	47,196	52,928	58,660	64,392	70,124	75,856	81,588	87,320	93,052
Restart & Rebuild Grant Funding	AUD	Receipt	6,509	7,471	8,433	9,395	10,357	11,319	12,281	13,243	14,205	15,167	16,129	17,091
Crown Recoups	AUD	Receipt	9,867	5,385	6,163	6,941	7,719	8,497	9,275	10,053	10,831	11,609	12,387	13,165
Long Service Leave (Transfer)	AUD	Receipt	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773
Sub Total: NSW Treasury Funding			16,479	22,629	20,454	23,991	20,567	24,099	24,909	20,056	20,900	18,917	18,917	18,917
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt												
Land Tax Revenue	AUD	Receipt												
Net Cashflow			26,010	-649	6,259	13,682	18,231	27,852	24,612	30,428	30,974	35,467	35,467	35,467
Closing Balance			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000

Step 7: Add Third Party Names to Intra-Agency Transfers (Only applicable to some Agencies)

a) For Inter-Entity Cashflows, users can nominate to enter a **Third Party Name**. This includes, but is not limited to:

- Grants Paid to Cluster Agencies
- Internal Transfer Out (Intra-Agency)
- Transfer paid to Agency within Cluster
- Payments to NSW Agencies outside Cluster

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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Lircrest

Cashflow Scenario 1 Name: Submission November 2021

Cashflow Scenario 2 Name: [Empty]

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

Scenario1 Opening Balance Date: 01-11-2021 Editable Flag: Baseline Flag: Currency Name: Australian dollar Unit: 1,000 Decimals: 0

Scenario2 Opening Balance Date: [Empty] Editable Flag: Baseline Flag: Market Data Set Name: Default Market Data Set Quote Type: MID

Start Date: 01-11-2021 Days: 61 Weeks: [Empty] Months: 10 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	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
			2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission
Opening Balance			100,000	126,010	125,361	131,630	145,312	163,543	191,395	216,007	246,435	277,409		
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt												
Land Tax Revenue	AUD	Receipt												
Payroll Tax Revenue	AUD	Receipt												
Retained Taxes Fees & Fines	AUD	Receipt												
Stamp Duties Revenue	AUD	Receipt												
Transfer received from Agency within Cluster	AUD	Receipt			500	600	700	500	500	500	500	500	500	500
Other Inflows	AUD	Receipt		5,903	7,458	8,322	6,340	5,105	7,516	7,516	8,422	7,523	7,523	
Grants Received from Principal Department	AUD	Receipt			200	400	400	400	400	400	400	400	400	400
Internal Transfer in (Intra-Agency)	AUD	Receipt			200			200			200		200	
Net Cashflow			26,010	-649	6,269	13,682	16,231	27,852	24,612	30,428	30,674	35,467		
Closing Balance			126,010	125,361	131,630	145,312	163,543	191,395	216,007	246,435	277,409	312,876		

Save Cancel Save into Import Submission

b) On the relevant forecast in the Cashflow Sheet, right click and a Dialog box will appear.

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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: NSW Education Standards Authority Unrest

Cashflow Scenario 1 Name: Submission November 2021

Cashflow Scenario 2 Name:

Start Date: 01-11-2021

Business Unit Name:

Scenario1 Opening Balance Date: 01-11-2021

Scenario2 Opening Balance Date: DD-MM-YYYY

Days: 61 Weeks: Months: 10

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	(D) 06-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	126,010	126,361	131,630	145,312	163,543	191,395	216,007	246,435	277,409	
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100	
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200	
Gaming Revenue	AUD	Receipt											
Land Tax Revenue	AUD	Receipt											
Payroll Tax Revenue	AUD	Receipt											
Retained Taxes Fees & Fines	AUD	Receipt											
Stamp Duties Revenue	AUD	Receipt											
Transfer received from Agency within Cluster	AUD	Receipt			500	600	700	500	500	500			
Other Inflows	AUD	Receipt		5,900	7,458	8,322	6,340	5,105	7,516	7,516	8,422	7,523	
Grants Received from Principal Department	AUD	Receipt			200	400	400	400	400				
Internal Transfer in (Intra-Agency)	AUD	Receipt			200			200		200	200		
Net Cashflow			26,010	-649	6,269	13,682	18,231	27,852	24,612	30,428	30,874	35,467	
Closing Balance			126,010	125,361	131,630	145,312	163,543	191,395	216,007	246,435	277,409	312,876	

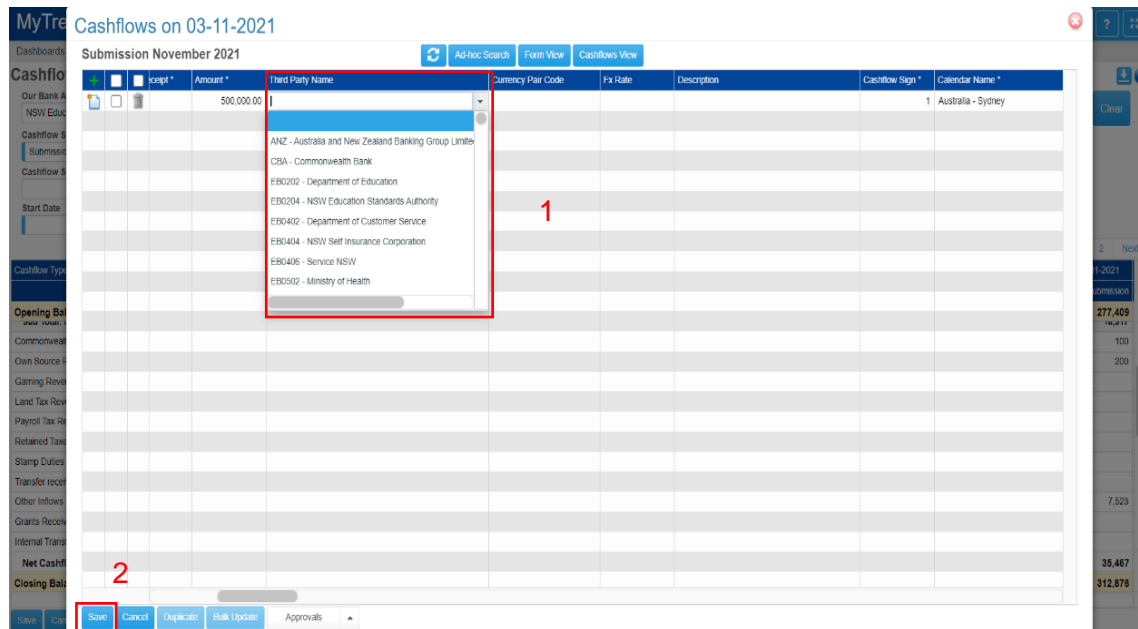
Cashflows on 03-11-2021

Submission November 2021

Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party
	NSW Education Standards Authority	Submission November 2021	Transfer received from Agency within Cluster	03-11-2021	Australian dollar	Receipt	500,000.00	

Cash Forecasting Solution

- c) In the Dialog box, scroll to the right to find **Third Party Name (1)**. This dropdown can be used to select a Third Party or alternatively type the name of the Agency/Cluster. Once selected, click **Save (2)** and close the Dialog box.



Cashflows on 03-11-2021

Submission November 2021

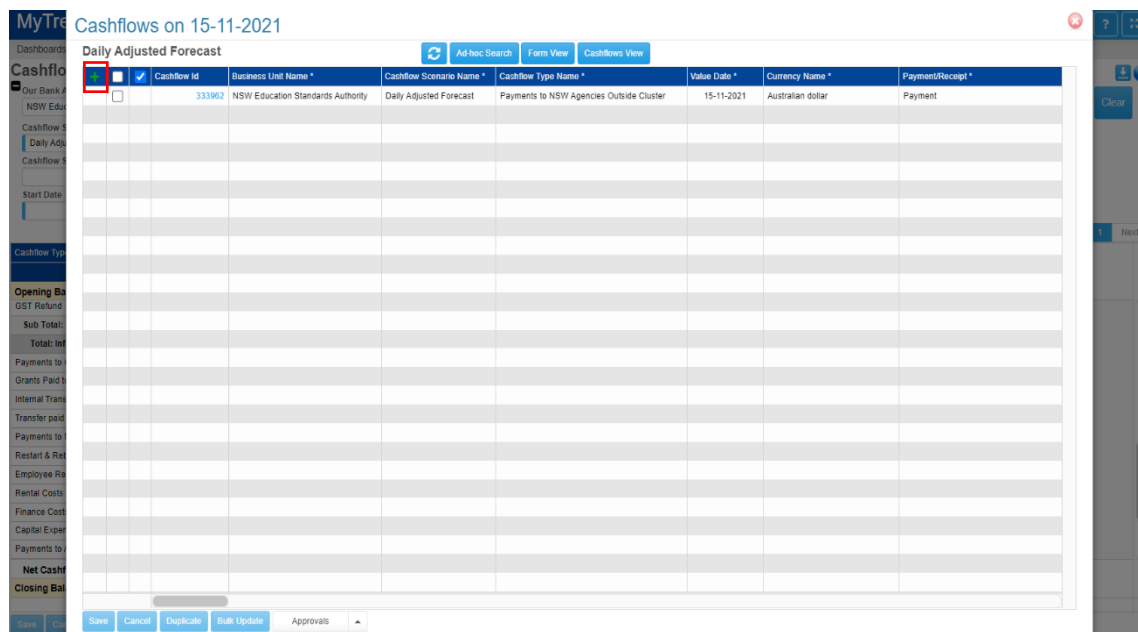
Amount *	Third Party Name	Currency Pair Code	FX Rate	Description	Cashflow Sign *	Calendar Name *
500,000.00	[Dropdown]				1	Australia - Sydney

Dropdown options:

- ANZ - Australia and New Zealand Banking Group Limited
- CBA - Commonwealth Bank
- EB0202 - Department of Education
- EB0204 - NSW Education Standards Authority
- EB0402 - Department of Customer Service
- EB0404 - NSW Self Insurance Corporation
- EB0406 - Service NSW
- EB0502 - Ministry of Health

Buttons: Save, Cancel, Duplicate, Bulk Update, Approvals

- d) If there is more than one intra-Agency transfer, you can create as many Cashflows as required by clicking on the plus icon.



Cashflows on 15-11-2021

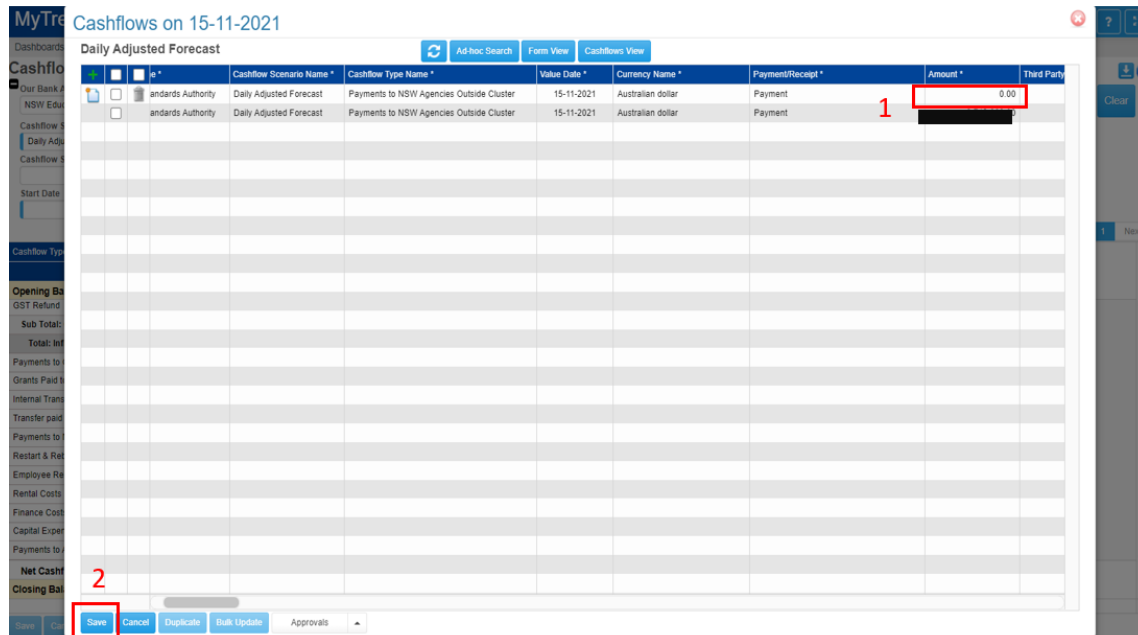
Daily Adjusted Forecast

Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *
[+]	333902 NSW Education Standards Authority	Daily Adjusted Forecast	Payments to NSW Agencies Outside Cluster	15-11-2021	Australian dollar	Payment

Buttons: Save, Cancel, Duplicate, Bulk Update, Approvals

Cash Forecasting Solution

- e) This will create an extra cashflow with a nil amount. You will be required to populate the **Amount (1)** and any **Third Party Name** as required. Once you have created the extra cashflows, click on **Save (2)**.



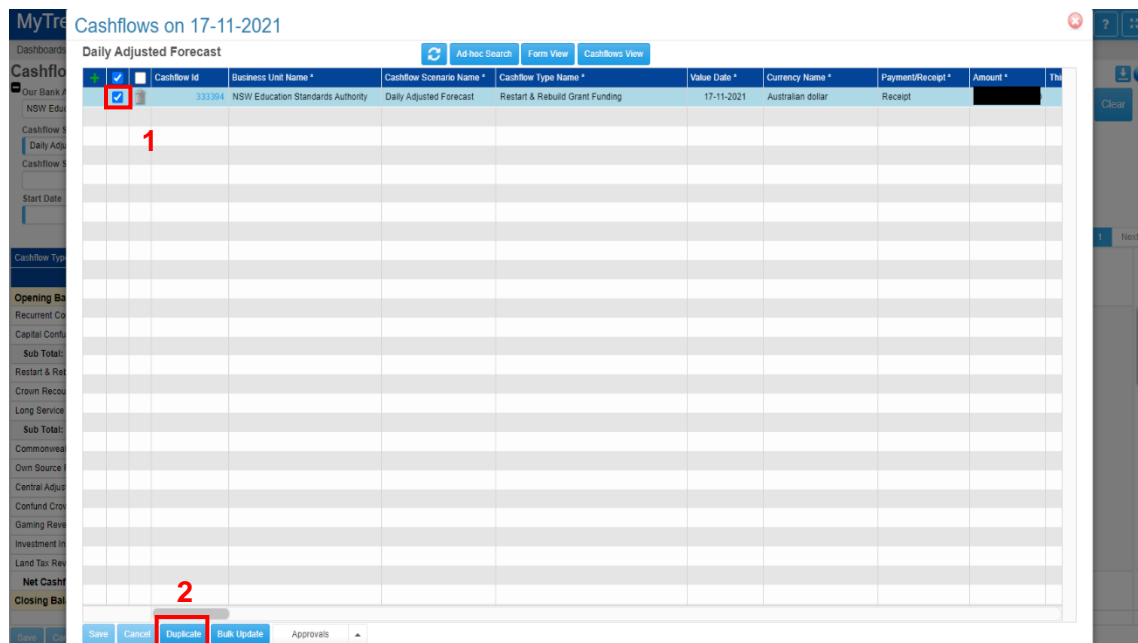
Cashflows on 15-11-2021

Daily Adjusted Forecast

	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party
<input type="checkbox"/>	Standards Authority	Daily Adjusted Forecast	15-11-2021	Australian dollar	Payment	0.00	
<input type="checkbox"/>	Standards Authority	Daily Adjusted Forecast	15-11-2021	Australian dollar	Payment	1	

Buttons: Save, Cancel, Duplicate, Bulk Update, Approvals

- f) You can also duplicate a cashflow. This can be done by ticking the **Checkbox (1)** and then clicking on **Duplicate (2)**. This will create a new cashflow with the same properties (including Amounts) as the original cashflow.



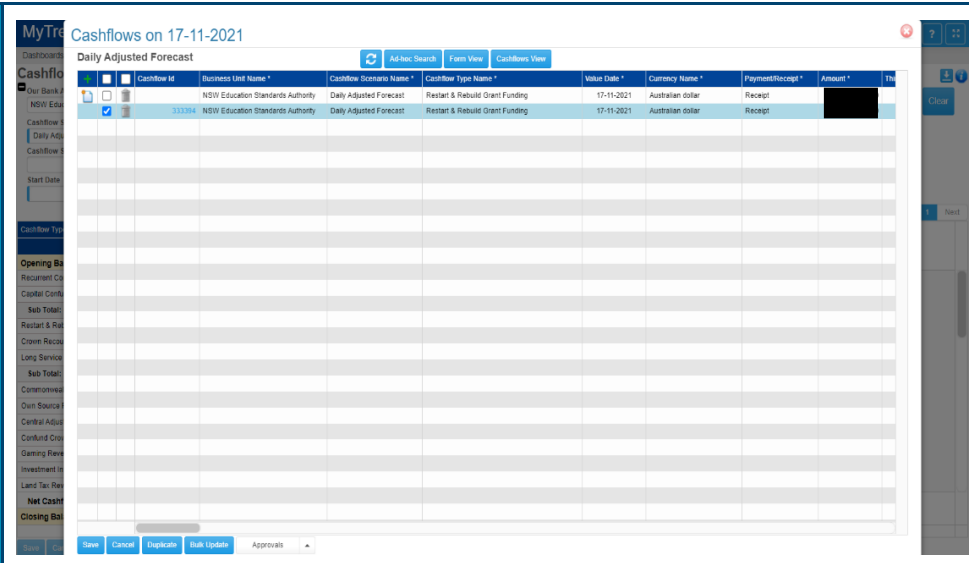
Cashflows on 17-11-2021

Daily Adjusted Forecast


	Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party
<input checked="" type="checkbox"/>	333394	NSW Education Standards Authority	Daily Adjusted Forecast	Restart & Rebuild Grant Funding	17-11-2021	Australian dollar	Receipt		

Buttons: Save, Cancel, Duplicate, Bulk Update, Approvals

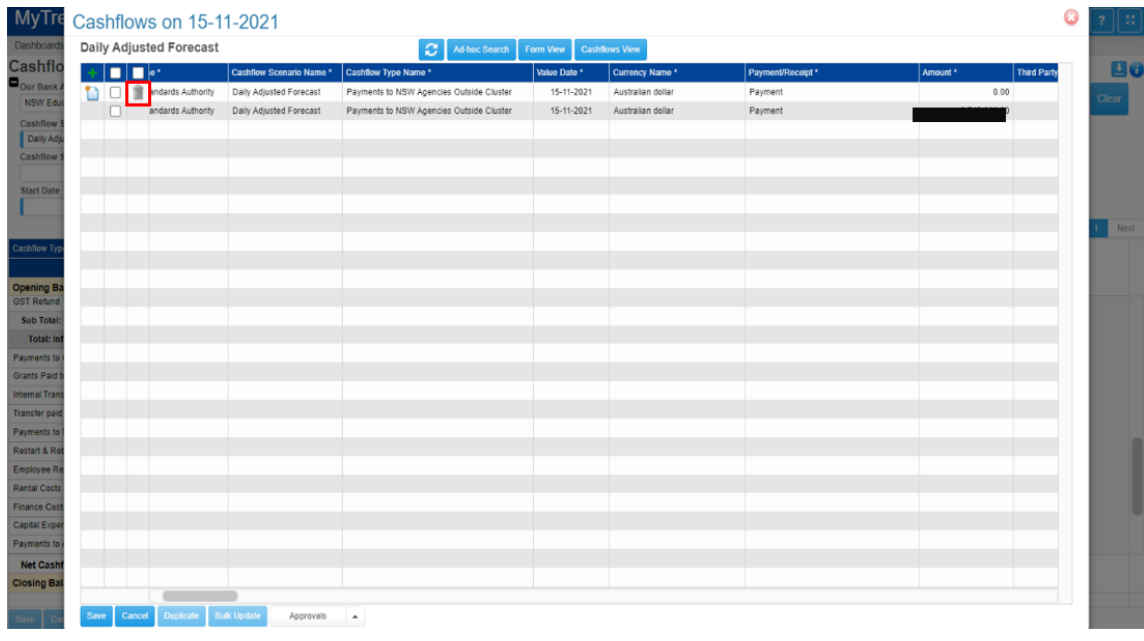
Results:



Cashflow ID	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party
313284	NSW Education Standards Authority	Daily Adjusted Forecast	Restart & Rebuild Grant Funding	17-11-2021	Australian dollar	Receipt	0.00	

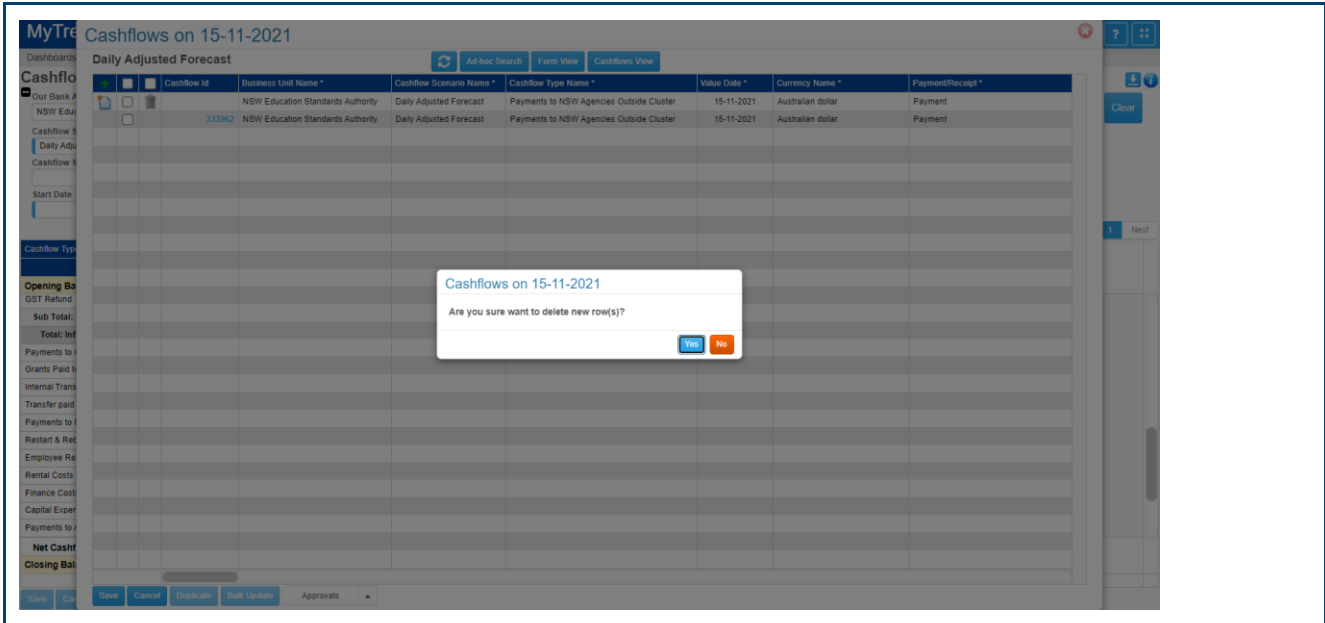
- 
- Forecast amounts in the dialog box will be displayed as actual units, but will be displayed in thousands in the Cashflow Sheet.

g) To delete a cashflow, click on the trash icon. A Dialog box will appear confirming if you wish to proceed with the deletion. If satisfied, click **'Yes'**. Otherwise, click **'No'**.



Cashflow ID	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party
	NSW Education Standards Authority	Daily Adjusted Forecast	Payments to NSW Agencies Outside Cluster	15-11-2021	Australian dollar	Payment	0.00	
	NSW Education Standards Authority	Daily Adjusted Forecast	Payments to NSW Agencies Outside Cluster	15-11-2021	Australian dollar	Payment	0.00	

Cash Forecasting Solution



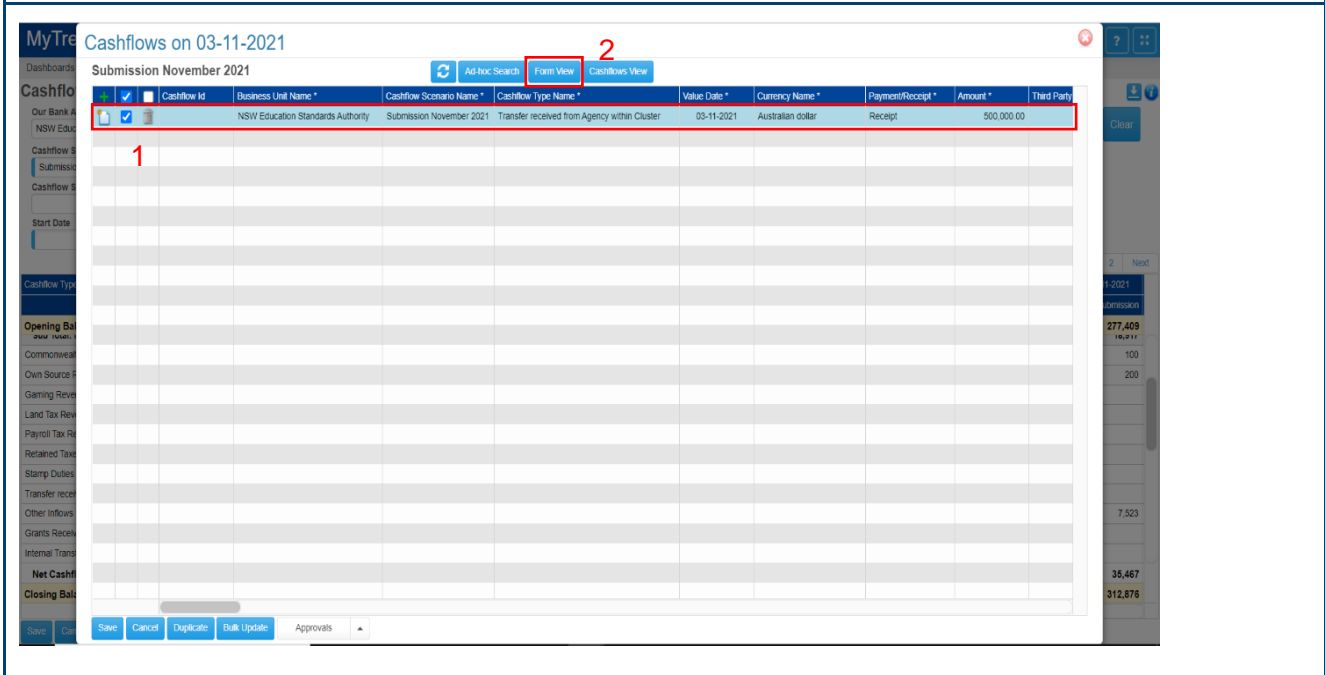
Cashflows on 15-11-2021

Are you sure want to delete new row(s)?

Yes No

Cashflow ID	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *
333982	NSW Education Standards Authority	Daily Adjusted Forecast	Payments to NSW Agencies Outside Cluster	15-11-2021	Australian dollar	Payment

h) Alternatively for Step 7c) above, Third Party details can be added by selecting the checkbox (1) and then clicking on **Form View** (2).



Submission November 2021

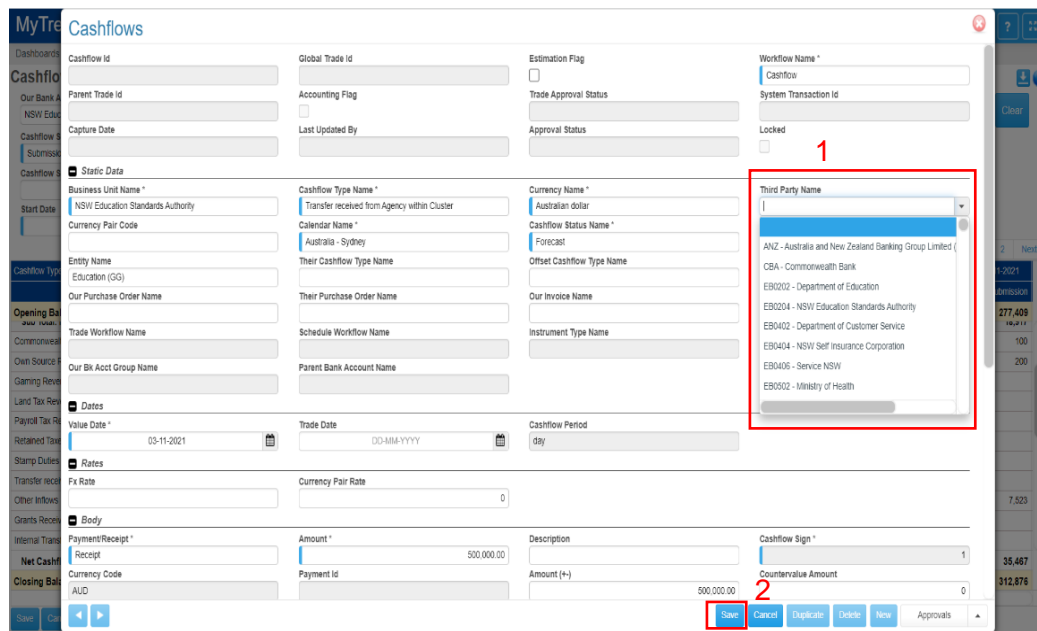
Form View (2)

Add Third Party (1)

Cashflow ID	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *	Amount *	Third Party
	NSW Education Standards Authority	Submission November 2021	Transfer received from Agency within Cluster	05-11-2021	Australian dollar	Receipt	500,000.00	

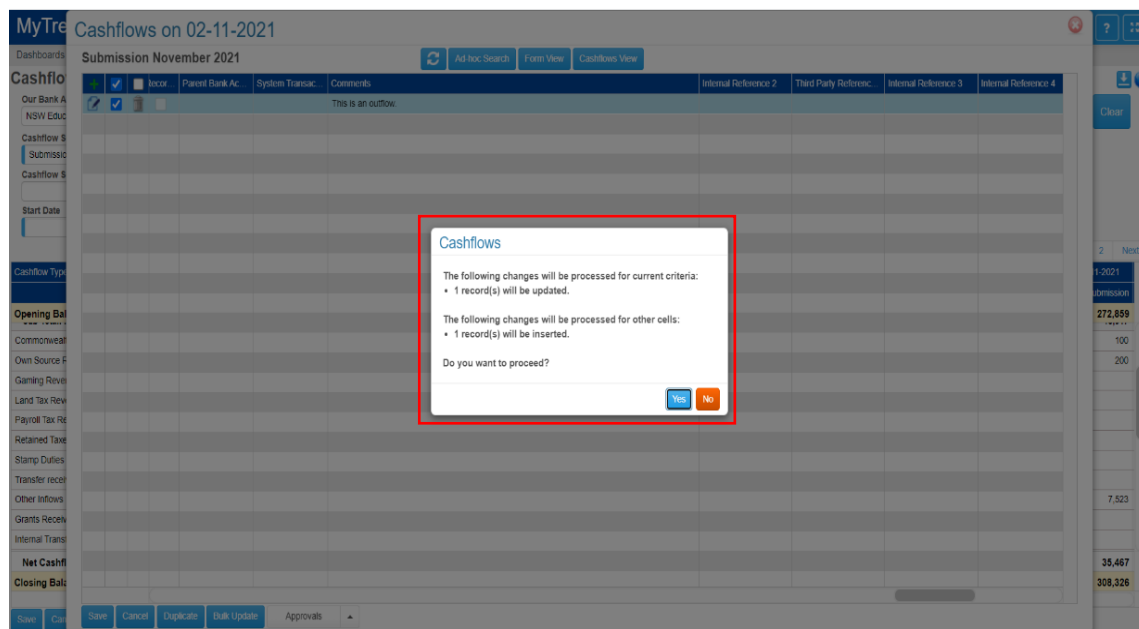
Cash Forecasting Solution

- i) The Third Party can be selected or typed using the dropdown **Third Party Name (1)**. Once selected, click **Save (2)**.



The screenshot shows the 'Cashflows' form in the MyTreasur-e system. The 'Third Party Name' dropdown menu is open, displaying a list of organizations such as ANZ - Australia and New Zealand Banking Group Limited, CBA - Commonwealth Bank, and various government departments like the Department of Education and the Ministry of Health. A red box labeled '1' highlights this dropdown menu. At the bottom of the form, the 'Save' button is highlighted with a red box and labeled '2'. Other fields visible include Business Unit Name, Cashflow Type Name, Currency Name, and various dates and rates.

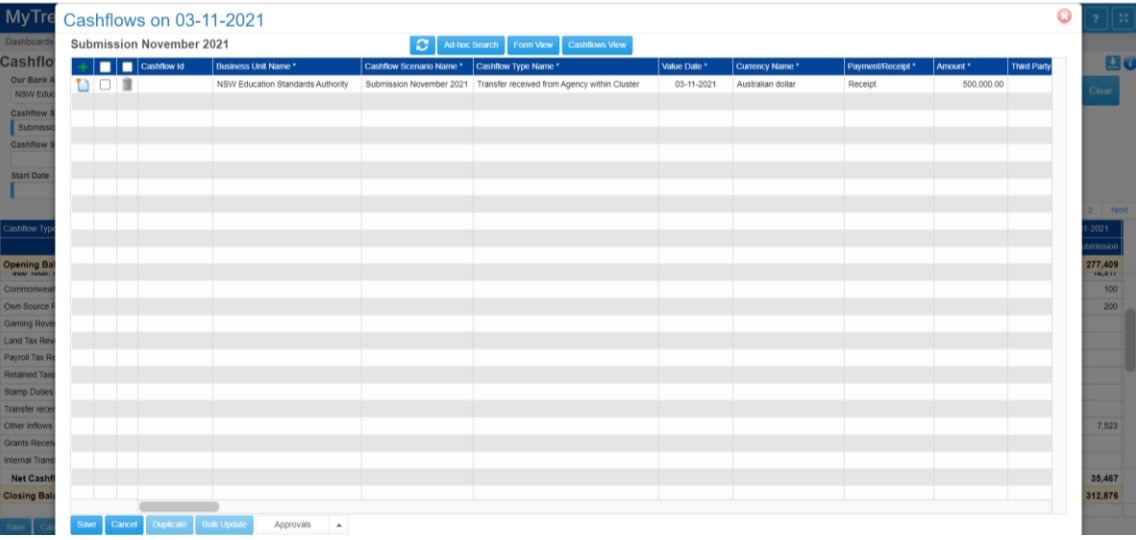
- j) A Dialog box will confirm the records updated. If you are satisfied with the all the updates, click **Yes**. Close all Dialog boxes.



The screenshot shows the 'Cashflows on 02-11-2021' submission screen. A dialog box is open in the center, displaying the following text: 'The following changes will be processed for current criteria: • 1 record(s) will be updated. The following changes will be processed for other cells: • 1 record(s) will be inserted. Do you want to proceed?'. The dialog box has 'Yes' and 'No' buttons. A red box highlights the dialog box. The background shows a table with columns for 'Income', 'Parent Bank Ac.', 'System Transac.', 'Comments', 'Internal Reference 2', 'Third Party Referenc.', 'Internal Reference 3', and 'Internal Reference 4'. The table is currently empty, with a message 'This is an outflow.' displayed.

Step 8: Add Comments to Forecasts (Not Mandatory)

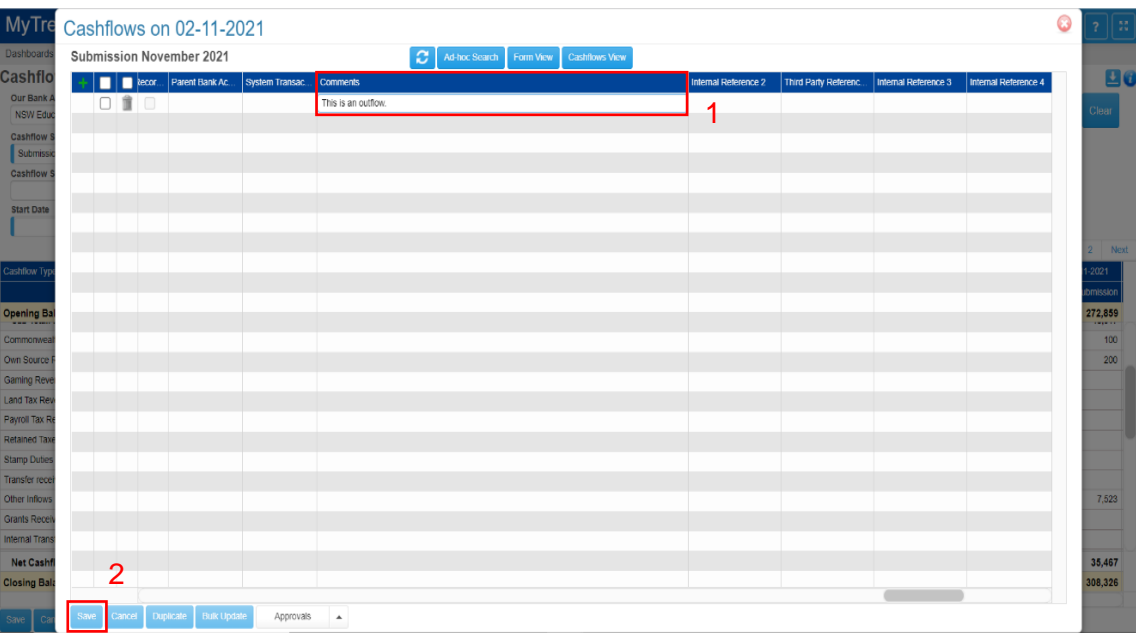
- a) For any forecasts entered in the Cashflow Sheet, a comment can be added if required by right clicking the Forecast you wish to add the comment to. A Dialog box will appear.



Cashflows on 03-11-2021

Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payments/Receipt *	Amount *	Third Party
	NSW Education Standards Authority	Submission November 2021	Transfer received from Agency within Cluster	03-11-2021	Australian dollar	Receipt	500,000.00	

- b) Scroll to the right to find **Comments (1)**. Type in any comments you wish to capture or may be deemed relevant for the Cash Optimisation team at NSW Treasury. Once entered, click **Save (2)**.

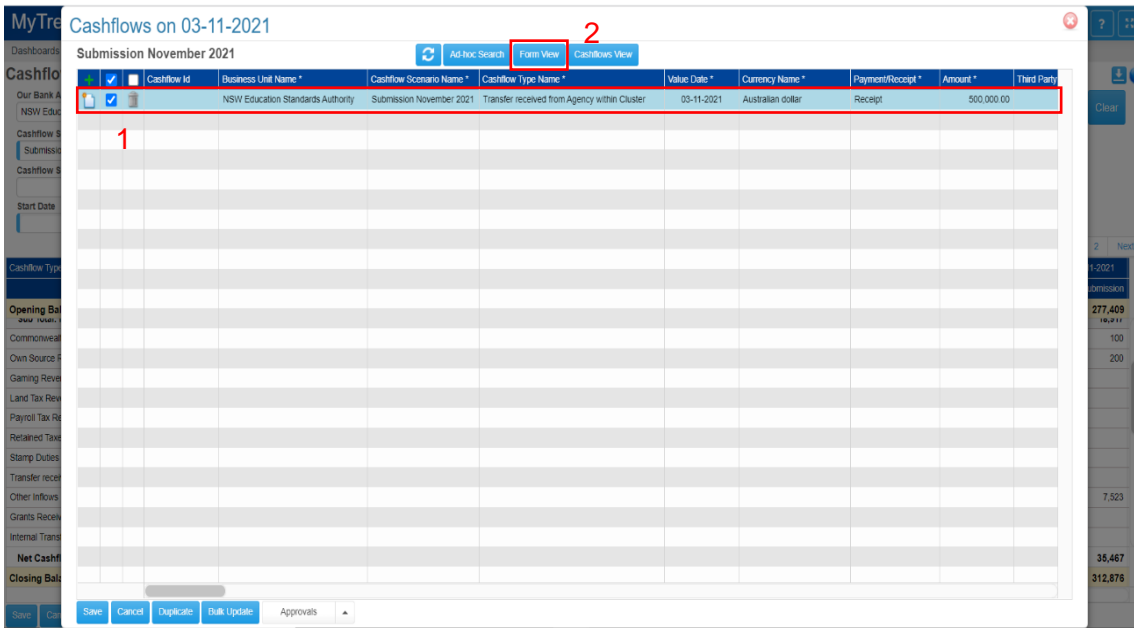


Cashflows on 02-11-2021

Account	Parent Bank Ac.	System Transac.	Comments	Internal Reference 2	Third Party Referenc.	Internal Reference 3	Internal Reference 4
			This is an outflow.				

Cash Forecasting Solution

c) Alternatively, to Step 8b) comments can be entered by selecting the **checkbox (1)** for the forecast you wish to provide comments for. Then click on **Form View (2)**.



Cashflows on 03-11-2021

Submission November 2021

Ad-hoc Search Form View Cashflows View

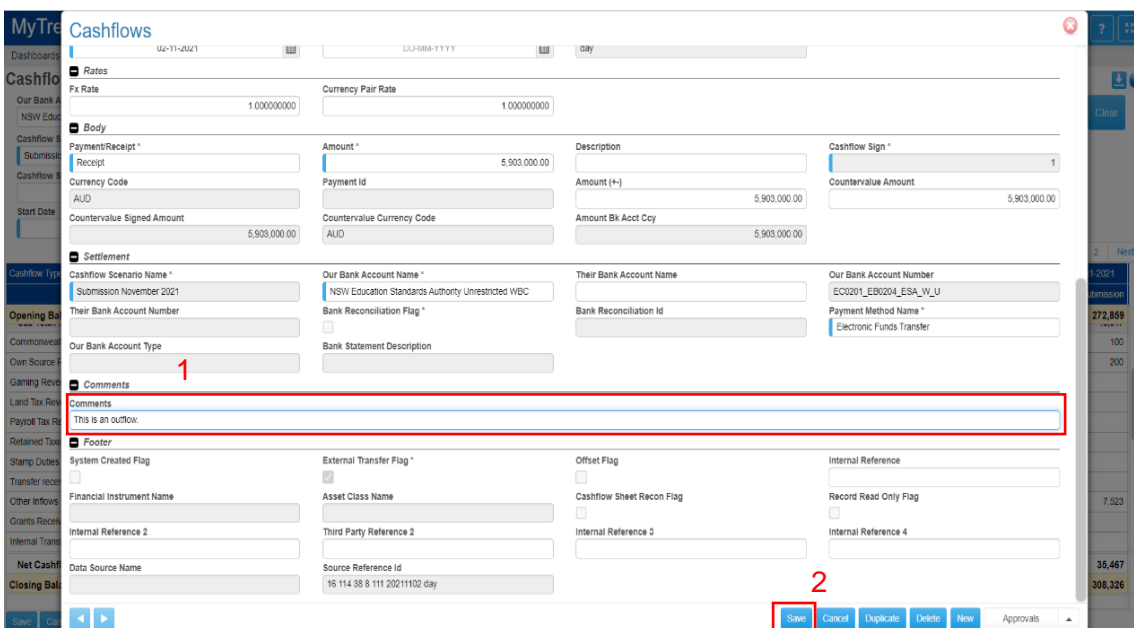
<input type="checkbox"/>	Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payments/Receipt *	Amount *	Third Party
<input checked="" type="checkbox"/>		NSW Education Standards Authority	Submission November 2021	Transfer received from Agency within Cluster	03-11-2021	Australian dollar	Receipt	500,000.00	

1

2

Save Cancel Duplicate Bulk Update Approvals

d) Type comments under the **Comments (1)** section and click **Save (2)** to close the Dialog box.



Cashflows

02-11-2021 LU-000-YYYY day

Rates

FX Rate 1.00000000 Currency Pair Rate 1.00000000

Body

Payment/Receipt * Amount * Description Cashflow Sign *

Receipt 5,903,000.00

Currency Code AUD Payment Id Amount (+) 5,903,000.00 Countervalue Amount 5,903,000.00

Countervalue Signed Amount 5,903,000.00 Countervalue Currency Code AUD Amount Bk Acct Ccy 5,903,000.00

Settlement

Cashflow Scenario Name * Submission November 2021 Our Bank Account Name * NSW Education Standards Authority Unrestricted WBC Their Bank Account Name Our Bank Account Number EC0201_EB0204_ESA_W_U

Their Bank Account Number Bank Reconciliation Flag * Bank Reconciliation Id Payment Method Name * Electronic Funds Transfer

Our Bank Account Type Bank Statement Description

Comments

Comments This is an outflow.

Footer

System Created Flag External Transfer Flag * Offset Flag Internal Reference

Financial Instrument Name Asset Class Name Cashflow Sheet Recon Flag Record Read Only Flag

Internal Reference 2 Third Party Reference 2 Internal Reference 3 Internal Reference 4

Data Source Name Source Reference Id 16 114 38 8 111 20211102 day

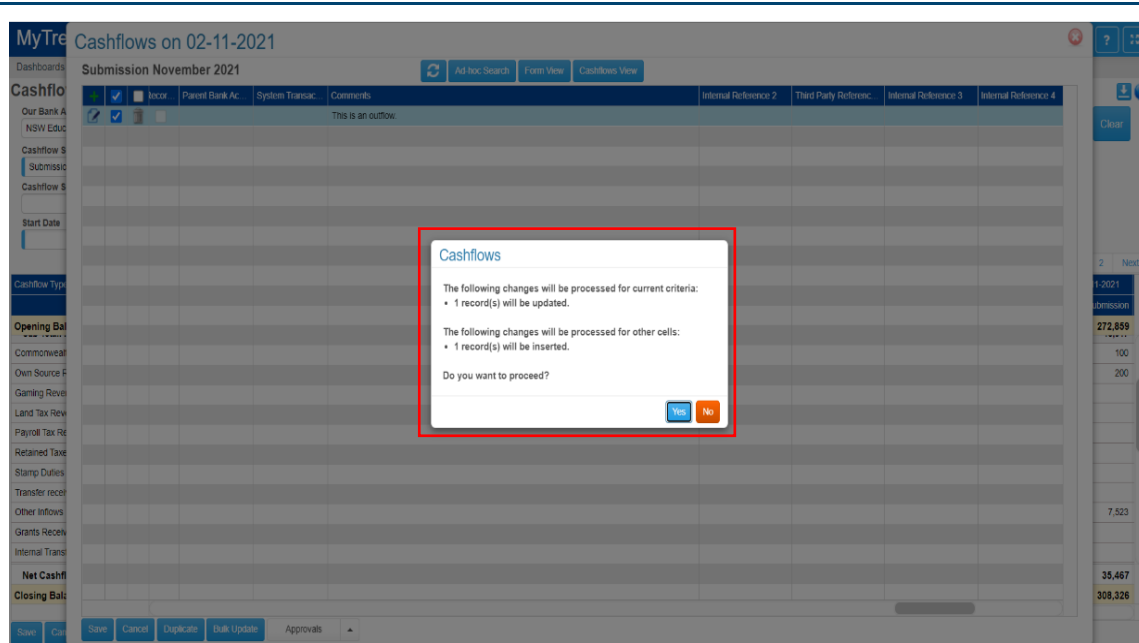
1

2

Save Cancel Duplicate Delete New Approvals

Cash Forecasting Solution

e) A Dialog box will confirm the records updated and if you wish to proceed. If you are satisfied with the all the updates, click **Yes**. Close all Dialog boxes.



The screenshot shows the 'Cashflows on 02-11-2021' interface. A dialog box titled 'Cashflows' is centered on the screen, containing the following text:

The following changes will be processed for current criteria:
 • 1 record(s) will be updated.

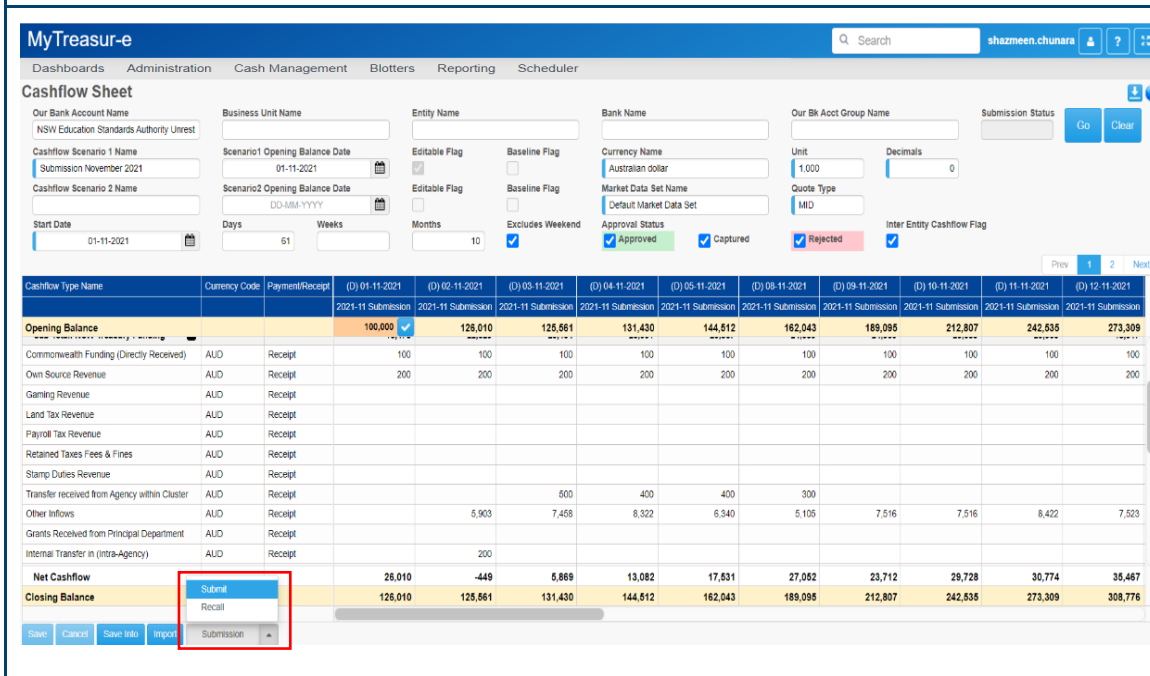
The following changes will be processed for other cells:
 • 1 record(s) will be inserted.

Do you want to proceed?

Buttons for 'Yes' and 'No' are visible at the bottom of the dialog box.

Step 9: Review the Cashflow Sheet and Submit

a) Following internal review, click on **Submit**.



The screenshot shows the 'Cashflow Sheet' interface. The top navigation bar includes 'Dashboards', 'Administration', 'Cash Management', 'Blotters', 'Reporting', and 'Scheduler'. The user 'shazmeen.chunara' is logged in.

The 'Cashflow Sheet' section includes various input fields for account names, business unit, entity, bank, and submission status. Below these fields is a table with columns for 'Cashflow Type Name', 'Currency Code', 'Payment/Receipt', and monthly submission data from (D) 01-11-2021 to (D) 12-11-2021.

The table data is as follows:

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	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	128,010	128,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt										
Land Tax Revenue	AUD	Receipt										
Payroll Tax Revenue	AUD	Receipt										
Retained Taxes Fees & Fines	AUD	Receipt										
Stamp Duties Revenue	AUD	Receipt										
Transfer received from Agency within Cluster	AUD	Receipt			600	400	400	300				
Other Inflows	AUD	Receipt		5,903	7,458	8,322	6,340	5,105	7,516	7,516	8,422	7,523
Grants Received from Principal Department	AUD	Receipt										
Internal Transfer in (Intra-Agency)	AUD	Receipt		200								
Net Cashflow			26,010	-449	5,869	13,082	17,531	27,052	23,712	29,728	30,774	35,487
Closing Balance			126,010	128,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309	308,776

The 'Submit' button is highlighted in a red box in the bottom left corner of the interface.

b) A message will appear indicating that the Cashflow Sheet has been submitted.

The screenshot shows the 'Cashflow Sheet' form in MyTreasur-e. A red box highlights a modal dialog box that appears after submission, containing the text: 'Cashflow Scenario Submission November 2021 for NSW Education Standards Authority Unrestricted WBC has been submitted successfully'. The dialog has an 'OK' button.

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	(D) 06-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000									
Commonwealth Funding (Directly Received)	AUD	Receipt	100									
Own Source Revenue	AUD	Receipt	200									
Gaming Revenue	AUD	Receipt										
Land Tax Revenue	AUD	Receipt										
Payroll Tax Revenue	AUD	Receipt										
Retained Taxes Fees & Fines	AUD	Receipt										
Stamp Duties Revenue	AUD	Receipt										
Transfer received from Agency within Cluster	AUD	Receipt			500	400	400	300				
Other Inflows	AUD	Receipt		5,903	7,458	8,322	6,340	5,105	7,516	7,516	8,422	7,523
Grants Received from Principal Department	AUD	Receipt										
Internal Transfer in (Intra-Agency)	AUD	Receipt			200							
Net Cashflow			26,010	-449	5,869	13,082	17,531	27,052	23,712	29,728	30,774	35,467
Closing Balance			126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309	308,776

Results:

The screenshot shows the 'Cashflow Sheet' form with the 'Submission Status' field updated to 'Captured'. A red box highlights this field. The data table below shows the updated closing balance values.

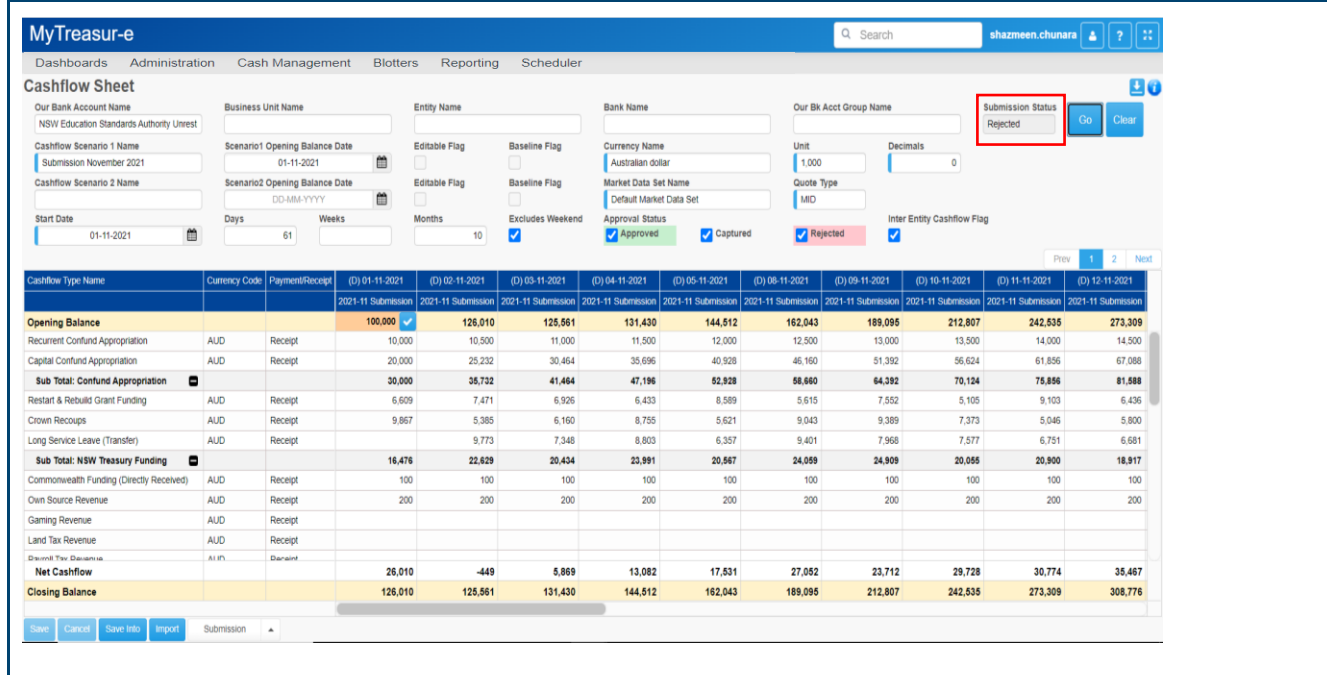
Cashflow Type Name	Currency Code	Payment/Receipt	(D) 01-11-2021	(D) 02-11-2021	(D) 03-11-2021	(D) 04-11-2021	(D) 05-11-2021	(D) 06-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt										
Land Tax Revenue	AUD	Receipt										
Payroll Tax Revenue	AUD	Receipt										
Retained Taxes Fees & Fines	AUD	Receipt										
Stamp Duties Revenue	AUD	Receipt										
Transfer received from Agency within Cluster	AUD	Receipt			500	400	400	300				
Other Inflows	AUD	Receipt		5,903	7,458	8,322	6,340	5,105	7,516	7,516	8,422	7,523
Grants Received from Principal Department	AUD	Receipt										
Internal Transfer in (Intra-Agency)	AUD	Receipt			200							
Net Cashflow			26,010	-449	5,869	13,082	17,531	27,052	23,712	29,728	30,774	35,467
Closing Balance			126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309	308,776

- The Submission Status will change to **Captured** and will be received by the Cash Optimisation team at NSW Treasury. There is no workflow for an internal review in MyTreasur-e, as such any internal reviews must be co-ordinated by Agencies and Principal Departments.

Cash Forecasting Solution

Step 10: Rejection of a Cashflow Sheet (only applicable if your Cashflow Sheet is rejected)

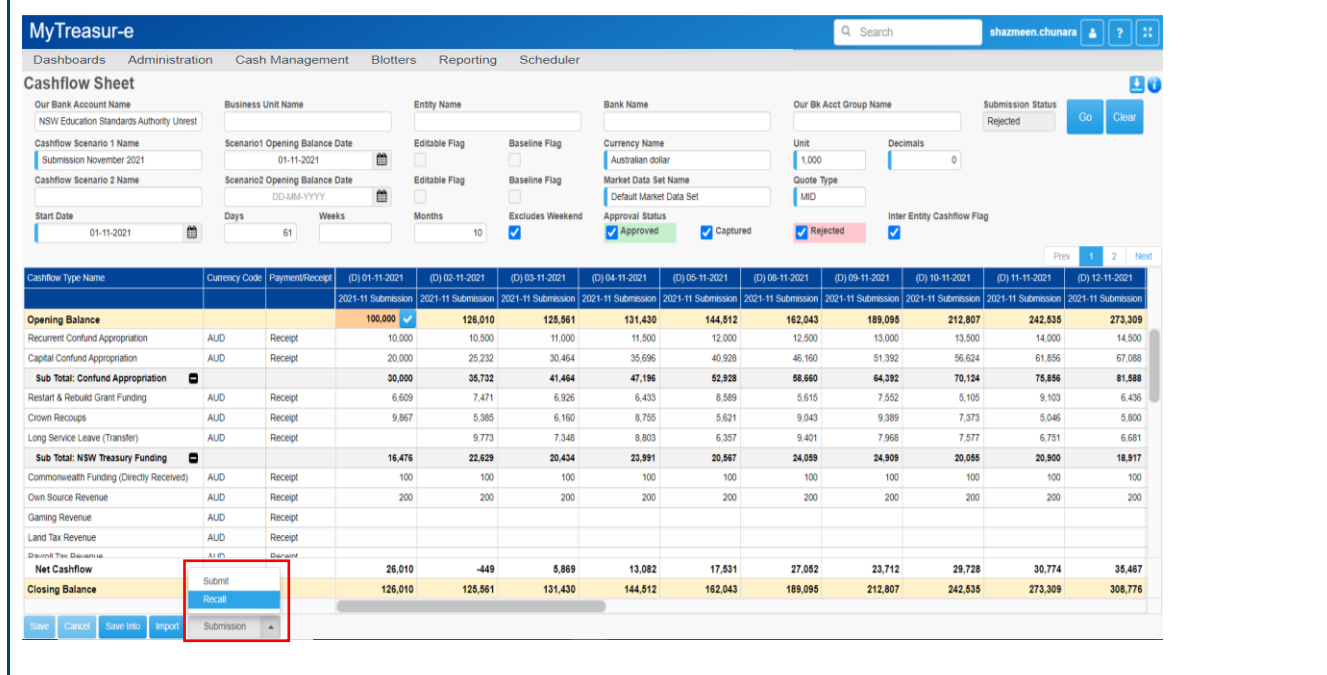
a) If the Cashflow Sheet for the submission period is rejected by the Cash Optimisation team, the Agency user who has submitted the Cashflow Sheet will be notified via email of the rejection and comments (if any) from the Cash Optimisation team at NSW Treasury. You will need to login to MyTreasur-e and repeat Steps 1 and 2. The Cashflow Sheet for the relevant Submission period will display a Submission Status of Rejected.



The screenshot shows the MyTreasur-e Cashflow Sheet interface. The 'Submission Status' is set to 'Rejected', highlighted with a red box. The table below shows the cashflow data for various categories over time.

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	(D) 06-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309
Recurent Confund Appropriation	AUD	Receipt	10,000	10,500	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500
Capital Confund Appropriation	AUD	Receipt	20,000	25,232	30,464	35,696	40,928	46,160	51,392	56,624	61,856	67,088
Sub Total: Confund Appropriation			30,000	35,732	41,464	47,196	52,928	58,660	64,392	70,124	75,856	81,588
Restart & Rebuild Grant Funding	AUD	Receipt	6,609	7,471	8,326	9,188	10,050	10,912	11,774	12,636	13,500	14,364
Crown Recoups	AUD	Receipt	9,867	5,385	6,160	8,755	5,621	9,043	9,389	7,373	5,046	5,800
Long Service Leave (Transfer)	AUD	Receipt	9,773	7,348	8,803	6,357	9,401	7,968	7,577	6,751	6,581	
Sub Total: NSW Treasury Funding			16,476	22,629	20,434	23,991	20,567	24,059	24,909	20,655	20,900	18,917
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt										
Land Tax Revenue	AUD	Receipt										
Net Cashflow			26,010	-449	5,869	13,082	17,531	27,052	23,712	29,728	30,774	35,467
Closing Balance			126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309	308,776

b) Click on Recall to be able to edit the Cashflow Sheet.

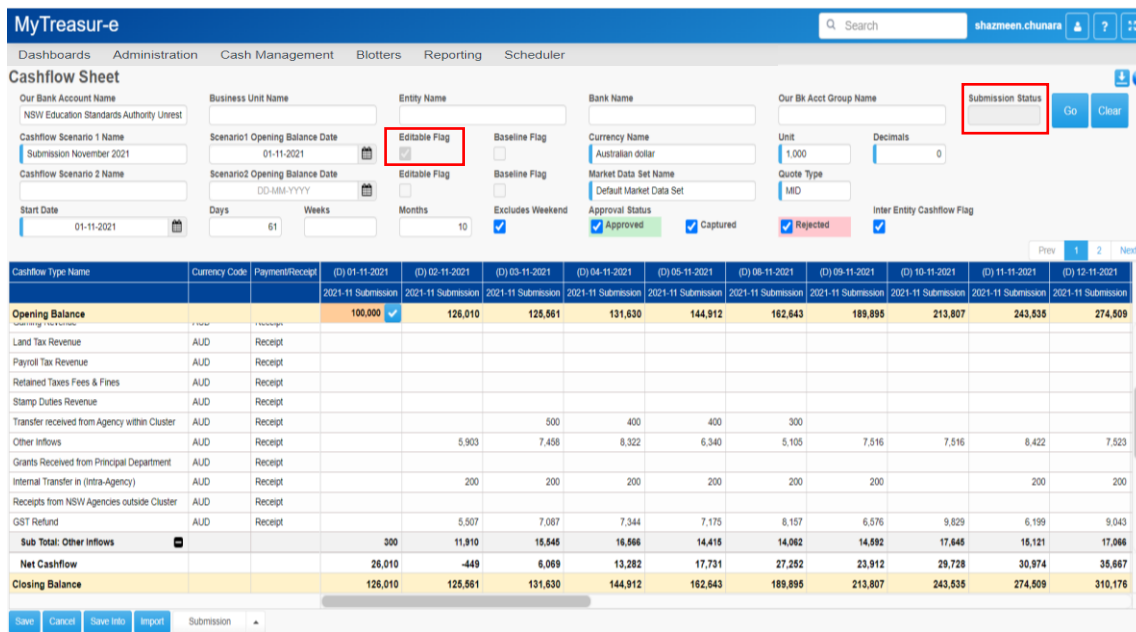


The screenshot shows the MyTreasur-e Cashflow Sheet interface. The 'Submission Status' is 'Rejected'. The 'Recall' button is highlighted with a red box, indicating it can be used to edit the sheet.

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	(D) 06-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309
Recurent Confund Appropriation	AUD	Receipt	10,000	10,500	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500
Capital Confund Appropriation	AUD	Receipt	20,000	25,232	30,464	35,696	40,928	46,160	51,392	56,624	61,856	67,088
Sub Total: Confund Appropriation			30,000	35,732	41,464	47,196	52,928	58,660	64,392	70,124	75,856	81,588
Restart & Rebuild Grant Funding	AUD	Receipt	6,609	7,471	8,326	9,188	10,050	10,912	11,774	12,636	13,500	14,364
Crown Recoups	AUD	Receipt	9,867	5,385	6,160	8,755	5,621	9,043	9,389	7,373	5,046	5,800
Long Service Leave (Transfer)	AUD	Receipt	9,773	7,348	8,803	6,357	9,401	7,968	7,577	6,751	6,581	
Sub Total: NSW Treasury Funding			16,476	22,629	20,434	23,991	20,567	24,059	24,909	20,655	20,900	18,917
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200
Gaming Revenue	AUD	Receipt										
Land Tax Revenue	AUD	Receipt										
Net Cashflow			26,010	-449	5,869	13,082	17,531	27,052	23,712	29,728	30,774	35,467
Closing Balance			126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309	308,776

Cash Forecasting Solution

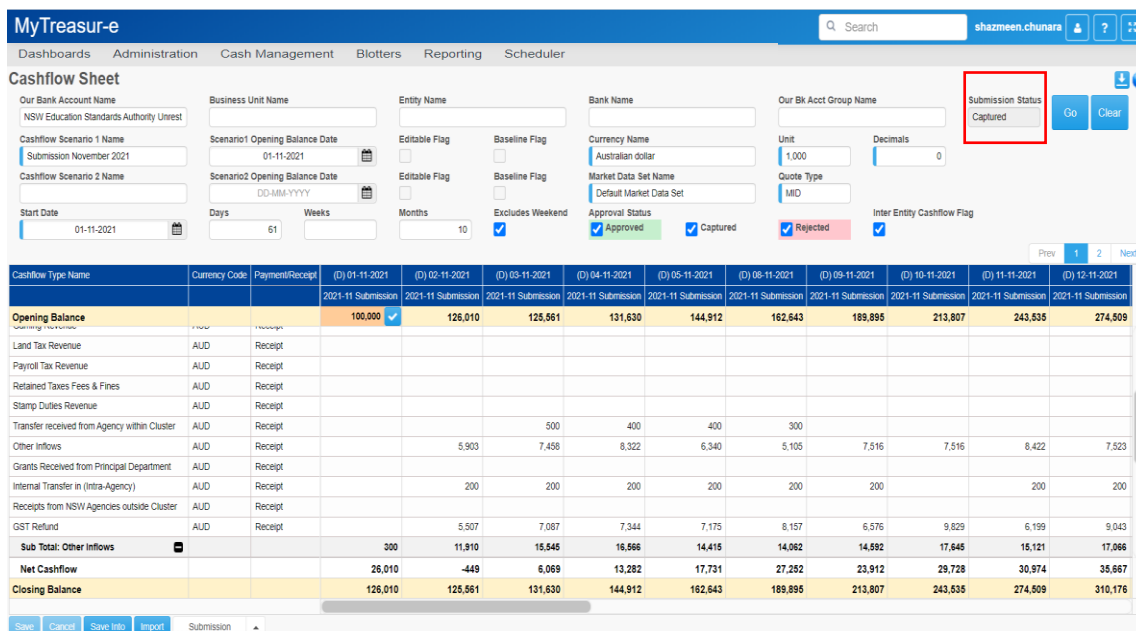
c) The Editable Flag will become ticked, and the Submission Status will become blank which means the Cashflow Sheet is now Editable. Add in the relevant forecasts as required.



The screenshot shows the MyTreasur-e Cashflow Sheet interface. The 'Editable Flag' is checked, and the 'Submission Status' is blank. The 'Submission Status' field is highlighted with a red box. The 'Submission Status' button is also highlighted with a red box. The 'Submission Status' field is currently blank, indicating the sheet is now editable.

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	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	126,010	126,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176	
Land Tax Revenue	AUD	Receipt												
Payroll Tax Revenue	AUD	Receipt												
Retained Taxes Fees & Fines	AUD	Receipt												
Stamp Duties Revenue	AUD	Receipt												
Transfer received from Agency within Cluster	AUD	Receipt			500	400	400	300						
Other Inflows	AUD	Receipt		5,903	7,458	8,322	6,340	5,105	7,516	7,516	8,422	7,523		
Grants Received from Principal Department	AUD	Receipt												
Internal Transfer in (Intra-Agency)	AUD	Receipt		200	200	200	200	200	200	200	200	200	200	
Receipts from NSW Agencies outside Cluster	AUD	Receipt												
GST Refund	AUD	Receipt		5,507	7,087	7,344	7,175	8,157	6,576	9,829	6,199	9,043		
Sub Total: Other Inflows			300	11,910	15,545	16,566	14,415	14,062	14,592	17,645	15,121	17,066		
Net Cashflow			26,010	-449	6,069	13,282	17,731	27,252	23,912	29,728	30,974	35,697		
Closing Balance			126,010	126,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176		

d) Submit the Cashflow Sheet as per Step 9. The Submission Status will change to Captured.



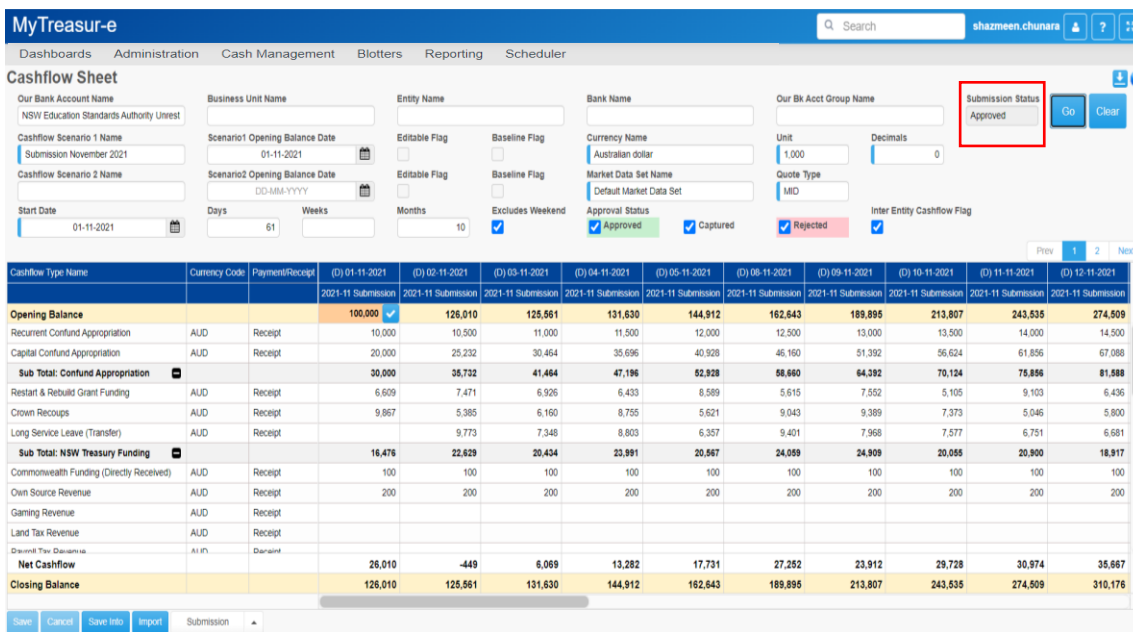
The screenshot shows the MyTreasur-e Cashflow Sheet interface. The 'Submission Status' is now 'Captured', which is highlighted with a red box. The 'Submission Status' button is also highlighted with a red box. The 'Submission Status' field is now 'Captured', indicating the sheet has been submitted.

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	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	126,010	126,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176	
Land Tax Revenue	AUD	Receipt												
Payroll Tax Revenue	AUD	Receipt												
Retained Taxes Fees & Fines	AUD	Receipt												
Stamp Duties Revenue	AUD	Receipt												
Transfer received from Agency within Cluster	AUD	Receipt			500	400	400	300						
Other Inflows	AUD	Receipt		5,903	7,458	8,322	6,340	5,105	7,516	7,516	8,422	7,523		
Grants Received from Principal Department	AUD	Receipt												
Internal Transfer in (Intra-Agency)	AUD	Receipt		200	200	200	200	200	200	200	200	200	200	
Receipts from NSW Agencies outside Cluster	AUD	Receipt												
GST Refund	AUD	Receipt		5,507	7,087	7,344	7,175	8,157	6,576	9,829	6,199	9,043		
Sub Total: Other Inflows			300	11,910	15,545	16,566	14,415	14,062	14,592	17,645	15,121	17,066		
Net Cashflow			26,010	-449	6,069	13,282	17,731	27,252	23,912	29,728	30,974	35,697		
Closing Balance			126,010	126,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176		

Cash Forecasting Solution

Step 11: Approval of Cashflow Sheet

- a) Once a Cashflow Sheet is approved by the Cash Optimisation team at NSW Treasury. The Submission Status for the submitted Cashflow Sheet will change to Approved.



The screenshot shows the MyTreasur-e Cashflow Sheet interface. The 'Submission Status' is highlighted in a red box and set to 'Approved'. The interface includes various input fields for business unit, entity, bank, and currency, as well as a table of cashflow data.

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	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	126,010	125,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509		
Recurrent Confund Appropriation	AUD	Receipt	10,000	10,500	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500		
Capital Confund Appropriation	AUD	Receipt	20,000	25,232	30,464	35,696	40,928	46,160	51,392	56,624	61,856	67,088		
Sub Total: Confund Appropriation			30,000	35,732	41,464	47,196	52,928	58,660	64,392	70,124	75,856	81,588		
Restart & Rebuild Grant Funding	AUD	Receipt	6,609	7,471	8,332	9,194	10,056	10,918	11,780	12,642	13,504	14,366		
Crown Recoups	AUD	Receipt	9,867	5,385	6,160	6,935	7,710	8,485	9,260	10,035	10,810	11,585		
Long Service Leave (Transfer)	AUD	Receipt		9,773	7,348	8,803	6,357	9,401	7,968	7,577	6,751	6,681		
Sub Total: NSW Treasury Funding			16,476	22,629	20,434	23,991	20,567	24,089	24,909	20,055	20,900	18,917		
Commonwealth Funding (Directly Received)	AUD	Receipt	100	100	100	100	100	100	100	100	100	100		
Own Source Revenue	AUD	Receipt	200	200	200	200	200	200	200	200	200	200		
Gaming Revenue	AUD	Receipt												
Land Tax Revenue	AUD	Receipt												
Dividend Tax Revenue	AUD	Receipt												
Net Cashflow			26,010	-449	6,069	13,282	17,731	27,252	23,912	29,728	30,974	35,667		
Closing Balance			126,010	125,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176		



- Once a Cashflow Sheet is approved, a snapshot of all cashflows will be taken by MyTreasur-e and flow to the Monthly Baseline and Daily Adjusted Forecast (DAF) for the submission period. For details on the Daily Adjusted Forecast, refer to the *Daily Adjusted Forecast* procedure manual.
- The Submission Status of the Cashflow Sheet will change during the workflow. Please refer below for a detailed understanding of the Submission Status:

Blank	Forecasts can be imported via a spreadsheet, copied and pasted or directly entered within the Cashflow Sheet
Captured	The forecasts have already been uploaded and submitted by the Agency/Principal department.
	The Cashflow Sheet is not editable The Cashflow Sheet can be recalled by a user and updated as necessary before re-submitting again
Approved	The Cashflow Sheet for the relevant submission period been approved by the Cash Optimisation team at NSW Treasury The Monthly Baseline and Daily Adjusted Forecast (DAF) have automatically been populated by MyTreasur-e The Cashflow Sheet is not editable
	Rejected