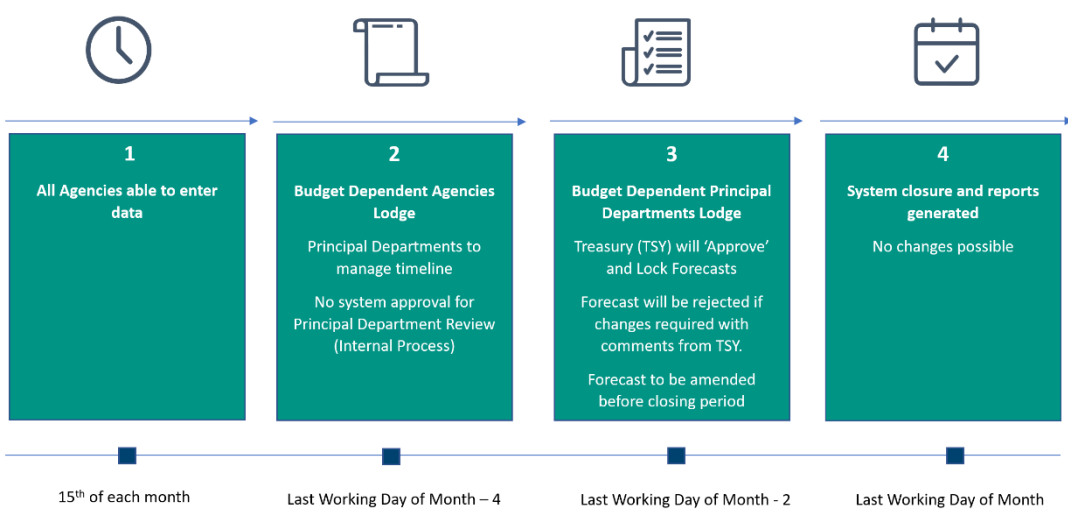

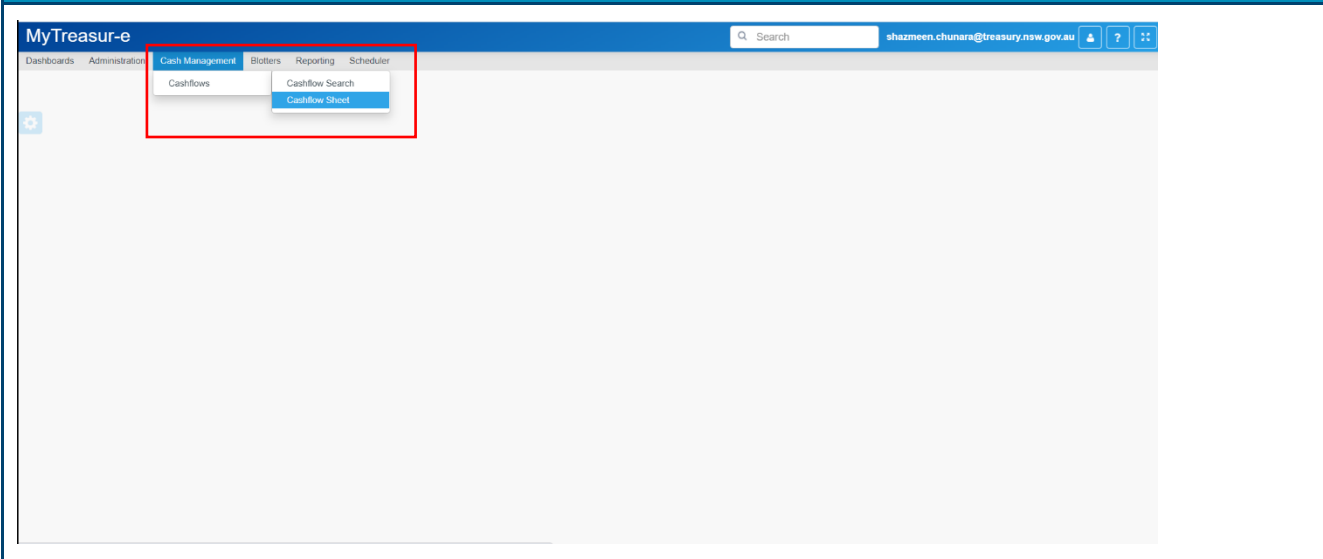


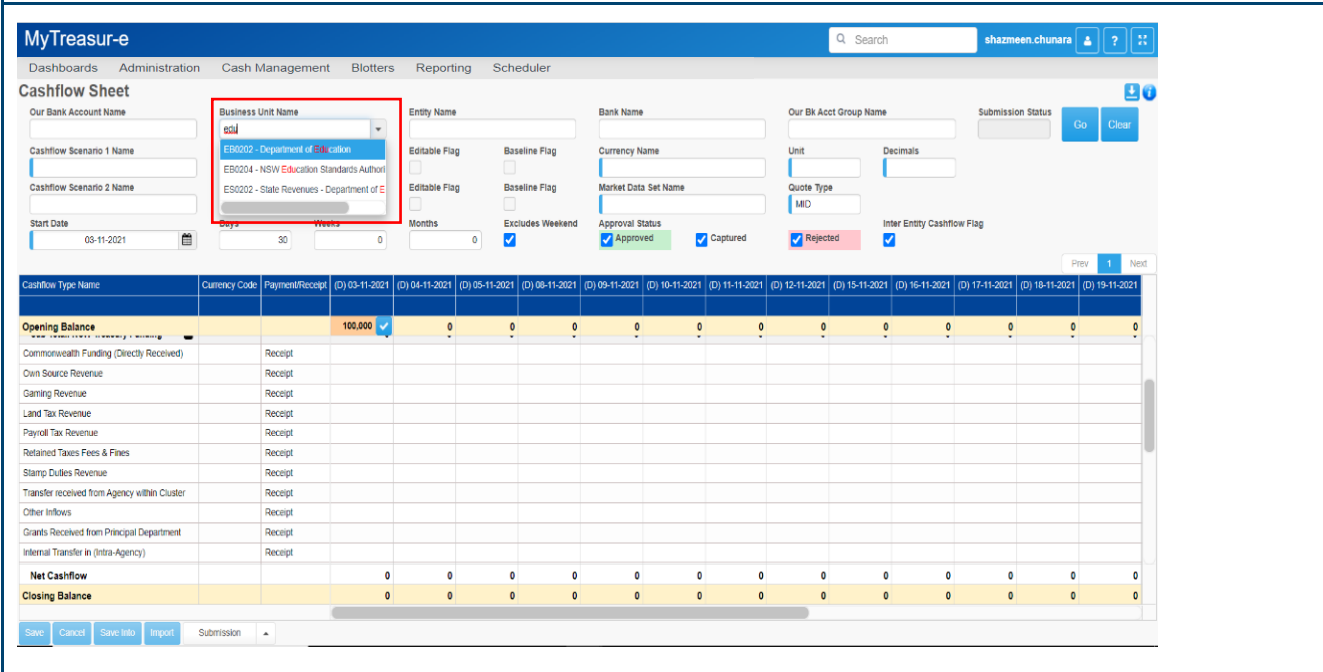
MONTHLY SUBMISSION PROCESS	
Module:	Principal Department review process
Audience:	Principal Departments and Agency Users
System:	Cash Mangement → Cashflows → Cashflow Sheet
System Process:	<p>Monthly Submission Window:</p>  <ol style="list-style-type: none"> 1 All Agencies able to enter data 2 Budget Dependent Agencies Lodge Principal Departments to manage timeline No system approval for Principal Department Review (Internal Process) 3 Budget Dependent Principal Departments Lodge Treasury (TSY) will 'Approve' and Lock Forecasts Forecast will be rejected if changes required with comments from TSY. Forecast to be amended before closing period 4 System closure and reports generated No changes possible <p>15th of each month Last Working Day of Month - 4 Last Working Day of Month - 2 Last Working Day of Month</p>
Scenario:	<ul style="list-style-type: none"> The monthly submission window opens. Principal Departments can review all submissions lodged by Agencies within their Cluster.
	<ul style="list-style-type: none"> Principal Departments can review submissions lodged by Agencies either at an individual Agency level or a Cluster Level. Cashflow Sheets submitted will directly flow to the Cash Optimisation team at NSW Treasury. There is no formal review process for Principal Departments. It is advisable that Principal Departments review Agency submissions and internally communicate any adjustments that may be required prior to system closure. RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE

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



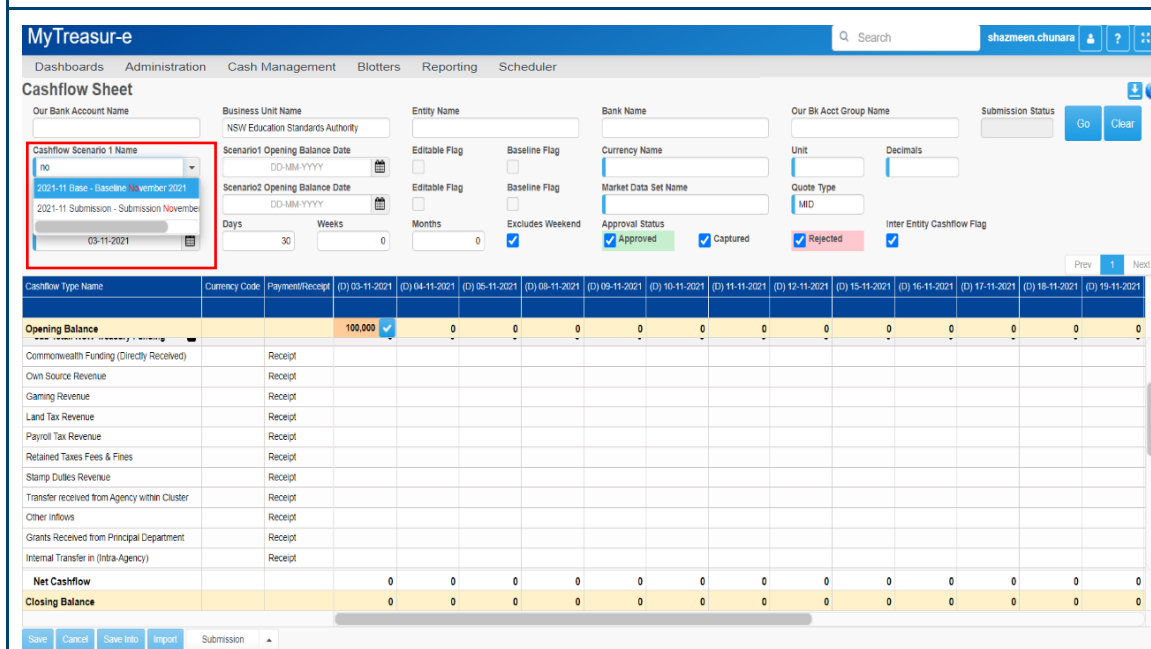
Step 2: Review Agency Forecasts at an Agency Level (Only applicable to Principal Departments)

- a) To review the Monthly Submission at an *Agency level*, select from the **Business Unit Name** dropdown to select the relevant Agency or alternatively type the Agency name.



Cash Forecasting Solution

- b) Select the relevant Submission month using the **Cashflow Scenario 1 Name** dropdown or alternatively type in the Submission month.



MyTreasur-e

Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

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

Cashflow Scenario 1 Name: **2021-11 Submission - Submission November 2021** Scenario1 Opening Balance Date: DD-MM-YYYY Editable Flag: [] Baseline Flag: [] Currency Name: [] Unit: [] Decimals: []

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

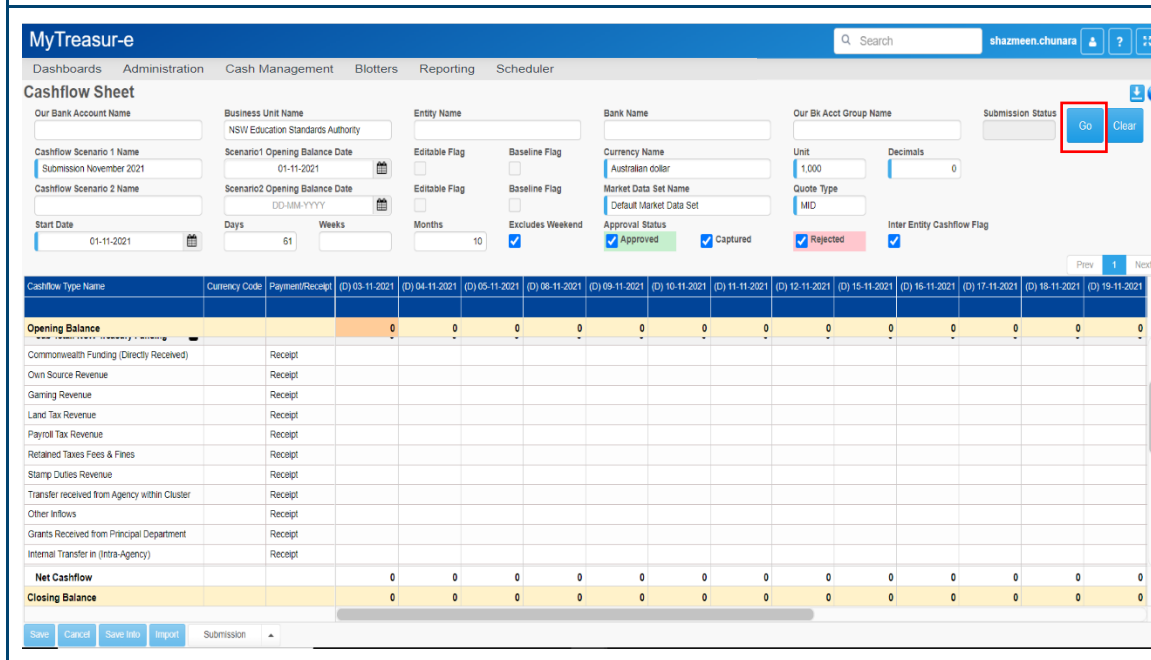
Start Date: 03-11-2021 Days: 30 Weeks: 0 Months: 0 Excludes Weekend: [checked] Approval Status: [checked] Approved [checked] Captured [checked] Rejected [checked] Inter Entity Cashflow Flag: [checked]

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			100,000	0	0	0	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																		
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																		
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 Into Import Submission

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

- c) Click Go



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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: [] Business Unit Name: NSW Education Standards Authority 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

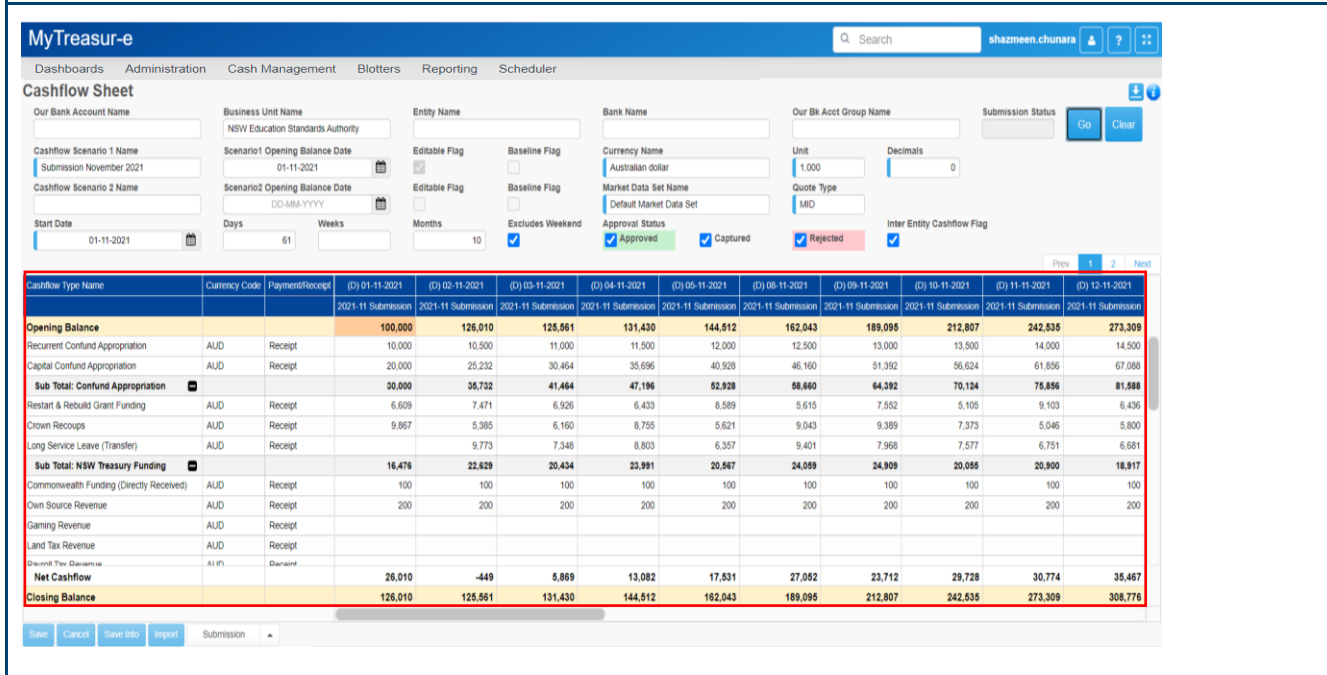
Start Date: 01-11-2021 Days: 61 Weeks: [] Months: 10 Excludes Weekend: [checked] Approval Status: [checked] Approved [checked] Captured [checked] Rejected [checked] Inter Entity Cashflow Flag: [checked]

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			0	0	0	0	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																		
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																		
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 Into Import Submission

Cash Forecasting Solution

- d) All cashflows entered by the Agency will be visible within the Cashflow Sheet and can be reviewed by the Principal Department.



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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: [] Business Unit Name: NSW Education Standards Authority 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

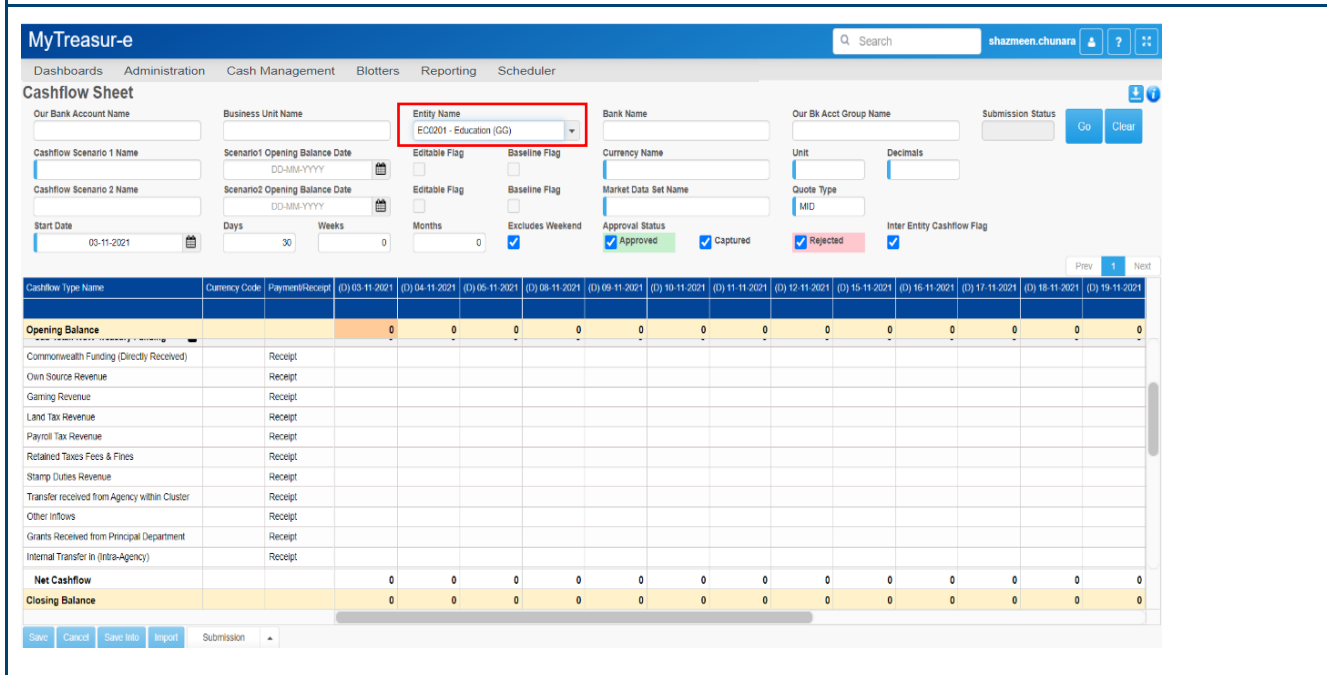
Start Date: 01-11-2021 Days: 61 Weeks: [] Months: 10 Excludes Weekend: [] Approval Status: [] Inter Entity Cashflow Flag: []

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	126,010	126,561	131,430	144,612	162,043	189,095	212,807	242,635	273,309
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	8,326	9,183	10,040	10,897	11,754	12,611	13,468	14,325
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	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	24,059	24,909	20,085	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										
Payroll Tax Revenue	AUD	Receipt										
Retained Taxes Fees & Fines	AUD	Receipt										
Stamp Duties Revenue	AUD	Receipt										
Transfer received from Agency within Cluster	AUD	Receipt										
Other Inflows	AUD	Receipt										
Grants Received from Principal Department	AUD	Receipt										
Internal Transfer in (Intra-Agency)	AUD	Receipt										
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	125,561	131,430	144,612	162,043	189,095	212,807	242,635	273,309	308,776

[Save] [Cancel] [Save Info] [Import] Submission

Step 2: Review Agency Forecasts at a Cluster Level (Only applicable to Principal Departments)

- a) Select from the **Entity Name** dropdown to select your Cluster.



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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: [] Business Unit Name: [] Entity Name: EC0201 - Education (GG) Bank Name: [] Our Bk Acct Group Name: [] Submission Status: [] [Go] [Clear]

Cashflow Scenario 1 Name: [] Scenario1 Opening Balance Date: DD-MM-YYYY Editable Flag: [] Baseline Flag: [] Currency Name: [] Unit: [] Decimals: []

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

Start Date: 03-11-2021 Days: 30 Weeks: 0 Months: 0 Excludes Weekend: [] Approval Status: [] 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			0	0	0	0	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																	
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																	
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



- The **Entity Name** allows you to select your Cluster. The Naming Convention of the Cluster begins with the Prime ID code, followed by the Cluster Name.

b) Select the relevant Submission month using the **Cashflow Scenario 1 Name** dropdown or alternatively type in the Submission month.

The screenshot shows the 'Cashflow Sheet' interface. The 'Cashflow Scenario 1 Name' dropdown is highlighted with a red box. The dropdown menu is open, showing three options: 'no', '2021-11 Base - Baseline November 2021', and '2021-11 Submission - Submission November 2021'. The '2021-11 Submission - Submission November 2021' option is selected. The interface also shows various input fields for business unit, entity name, bank name, and submission status, along with a table for cashflow data.

c) Click Go

The screenshot shows the 'Cashflow Sheet' interface with the 'Go' button highlighted by a red box. The 'Cashflow Scenario 1 Name' dropdown is now set to 'Submission November 2021'. The 'Go' button is located next to the 'Submission Status' field. The interface also shows various input fields for business unit, entity name, bank name, and submission status, along with a table for cashflow data.

Cash Forecasting Solution

d) All combined cashflows for the Cluster will display in the Cashflow Sheet.

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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: [] Business Unit Name: [] Entity Name: Education (GG) 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: [x] 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: [x] Approval Status: [x] Approved [x] Captured [x] Rejected [x] Inter Entity Cashflow Flag: [x]

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	125,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309
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	8,326	9,188	10,049	10,911	11,772	12,634	13,496	14,358
Crown Recoups	AUD	Receipt	9,667	5,385	6,160	8,755	5,621	9,043	9,389	7,373	5,046	5,900
Long Service Leave (Transfer)	AUD	Receipt	9,773	9,773	7,345	8,603	6,357	9,401	7,968	7,577	6,751	6,681
Sub Total: NSW Treasury Funding			16,478	22,629	20,454	23,991	20,567	24,059	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	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

Save Cancel Save Into Import Submission

Step 3: Drill down into forecasts at a Business Unit Level (Only available if you select the Entity Name Filter)

a) Principal Departments can also drill down into consolidated forecasts to determine which **Business Unit** or Agency has provided forecasts for a particular **Cashflow Type**. Right click a forecast to drill down.

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Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow Sheet

Our Bank Account Name: [] Business Unit Name: Treasury (GG) 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: [x] 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

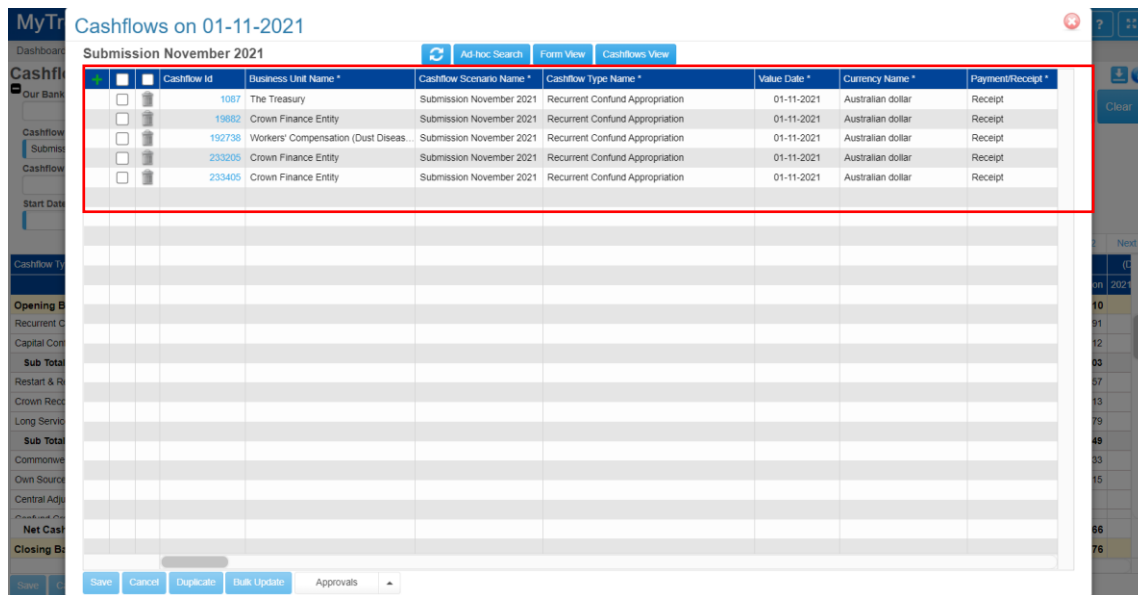
Start Date: 01-11-2021 Days: 61 Weeks: [] Months: 10 Excludes Weekend: [x] Approval Status: [x] Approved [x] Captured [x] Rejected [x] Inter Entity Cashflow Flag: [x]

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			9,404,751	9,465,125	9,514,161	9,560,088	9,608,517	9,669,954	9,732,407	9,784,210	9,832,676	9,881,103
Recurrent Confund Appropriation	AUD	Receipt	56,885	6,899	6,147	6,477	9,526	43,308	6,337	10,391		
Capital Confund Appropriation	AUD	Receipt	8,178	8,025	10,348	6,847	7,203	8,525	5,836	9,712		
Sub Total: Confund Appropriation			65,063	14,924	16,495	13,324	16,729	51,833	12,173	20,103		
Restart & Rebuild Grant Funding	AUD	Receipt	6,130	8,177	8,899	9,698	9,973	8,723	6,011	6,757		
Crown Recoups	AUD	Receipt	8,707	5,763	8,538	9,089	7,964	5,666	6,221	8,113		
Long Service Leave (Transfer)	AUD	Receipt	8,454	6,340	9,049	8,071	8,911	9,250	6,427	8,479		
Sub Total: NSW Treasury Funding			23,291	20,280	26,486	26,858	26,848	21,639	18,659	23,249		
Commonwealth Funding (Directly Received)	AUD	Receipt	5,613	7,053	5,203	7,363	5,441	5,495	5,093	6,133		
Own Source Revenue	AUD	Receipt	6,338	8,529	5,870	6,385	7,576	7,891	8,027	7,715		
Central Adjustments Inflows	AUD	Receipt										
Net Cashflow			60,374	49,036	45,927	48,529	61,337	62,452	51,803	48,466		
Closing Balance			9,465,125	9,514,161	9,560,088	9,608,517	9,669,954	9,732,407	9,784,210	9,832,676		

Save Cancel Save Into Import Submission

Cash Forecasting Solution

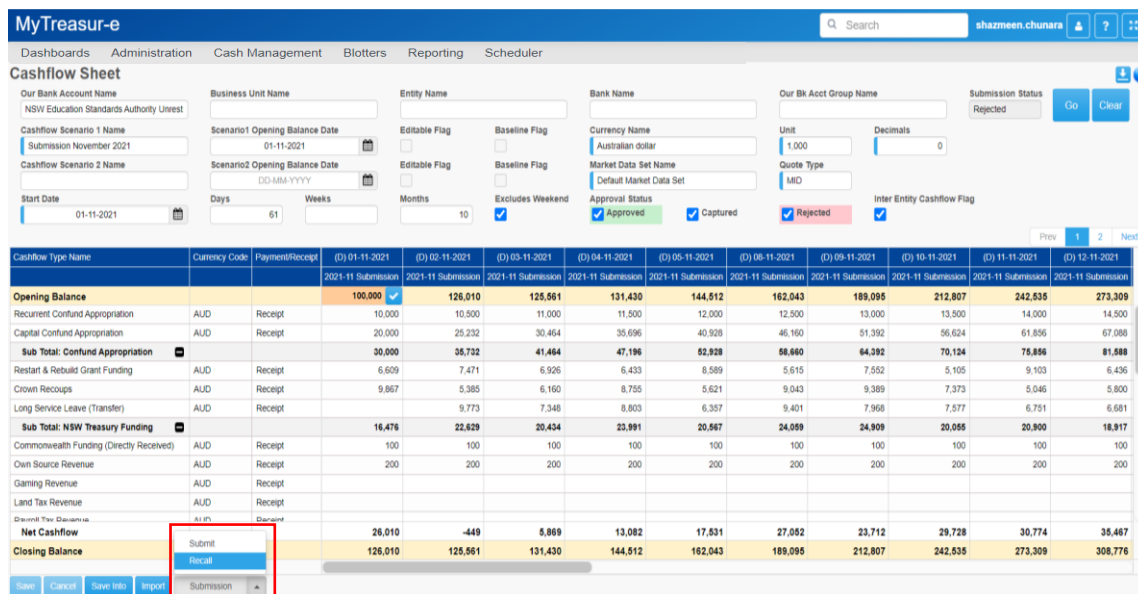
b) A Dialog box will appear with all the forecasts from different Business Units that have submitted for that particular **Cashflow Type** and Date.



Cashflow Id	Business Unit Name *	Cashflow Scenario Name *	Cashflow Type Name *	Value Date *	Currency Name *	Payment/Receipt *
1087	The Treasury	Submission November 2021	Recurrent Confund Appropriation	01-11-2021	Australian dollar	Receipt
19882	Crown Finance Entity	Submission November 2021	Recurrent Confund Appropriation	01-11-2021	Australian dollar	Receipt
192738	Workers' Compensation (Dust Diseas...	Submission November 2021	Recurrent Confund Appropriation	01-11-2021	Australian dollar	Receipt
233205	Crown Finance Entity	Submission November 2021	Recurrent Confund Appropriation	01-11-2021	Australian dollar	Receipt
233405	Crown Finance Entity	Submission November 2021	Recurrent Confund Appropriation	01-11-2021	Australian dollar	Receipt

Step 4: Amending the Cashflow Sheet for an Agency

a) Following Principal Department review, if a change is required within the Cashflow Sheet then the Principal Department will need to internally communicate these changes to the relevant Agency. The Agency user will be required to **Recall** the Cashflow 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) 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	131,430	144,512	162,043	189,095	212,807	242,535	273,309	
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	6,509	7,471	8,432	9,393	10,354	11,315	12,276	13,237	14,198	15,159	
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	10,257	11,712	13,167	14,622	16,077	17,532	
Sub Total: NSW Treasury Funding			16,476	22,629	20,434	23,991	27,547	31,104	34,661	38,218	41,775	45,332	
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	27,082	33,712	39,728	45,744	51,760	
Closing Balance			126,010	125,561	131,430	144,512	162,043	189,095	212,807	242,535	273,309	308,776	

b) Once adjustments are made by the Agency user manually within the Cashflow Sheet, this can then be **Resubmitted**.