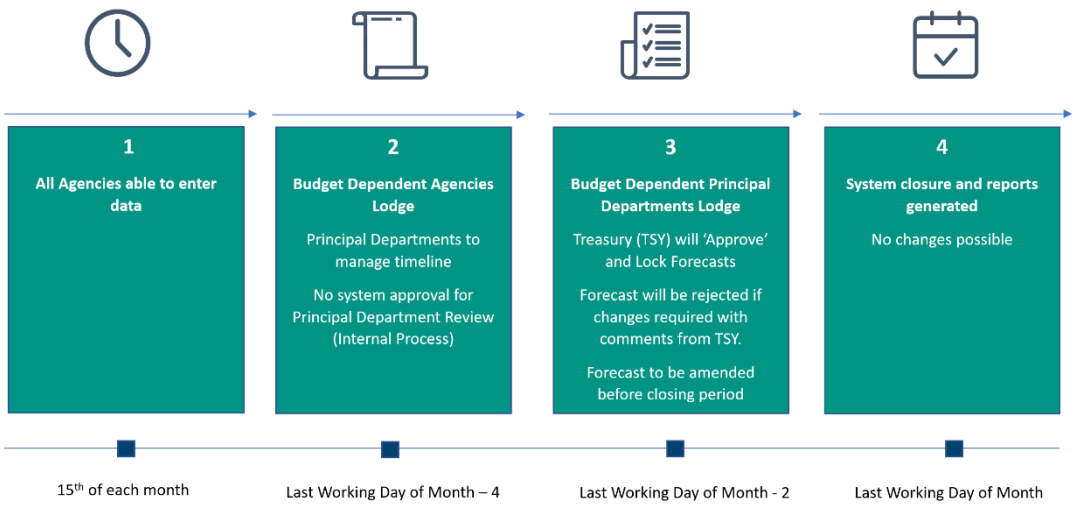
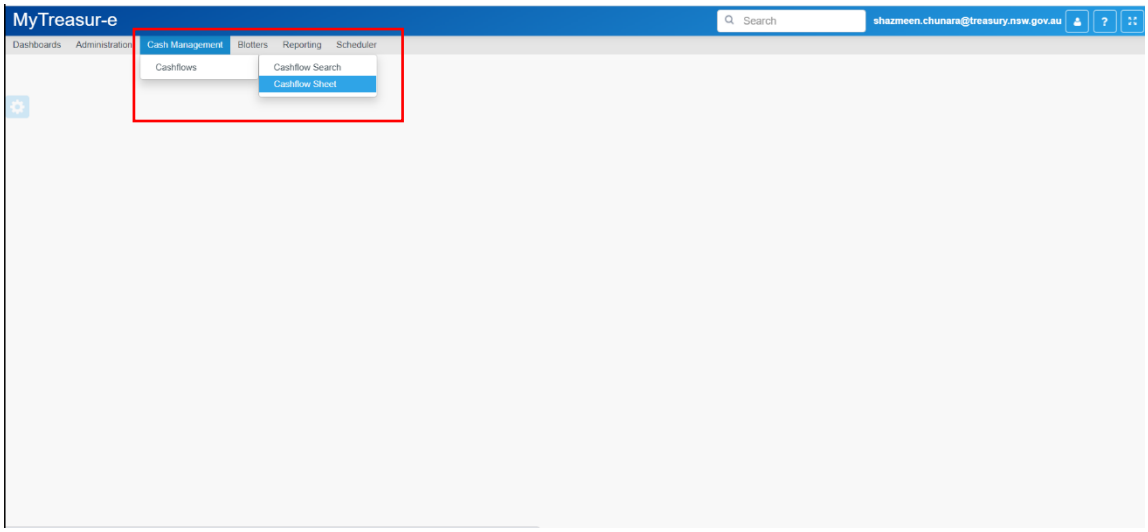
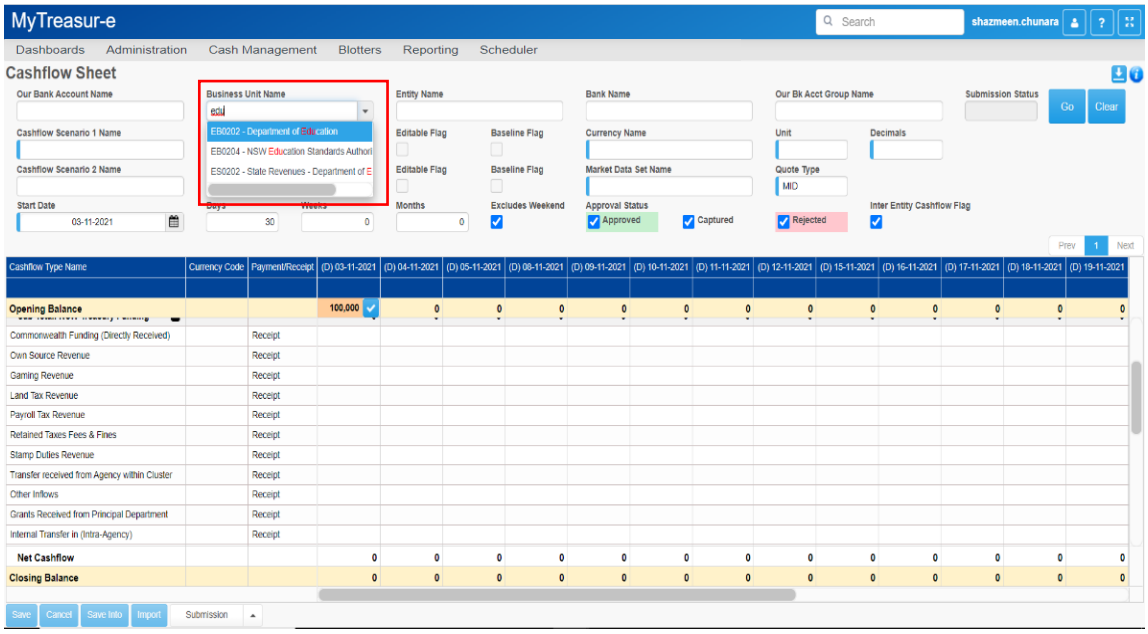
MONTHLY SUBMISSION PROCESS	
Module:	Principal Department review process
Audience:	**Principal Departments and Agency Users**
System:	Cash Mangement → Cashflows → Cashflow Sheet
System Process:	Monthly Submission Window: 
Scenario:	• The monthly submission window opens. • Principal Departments can review all submissions lodged by Agencies within their Cluster.
	• 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

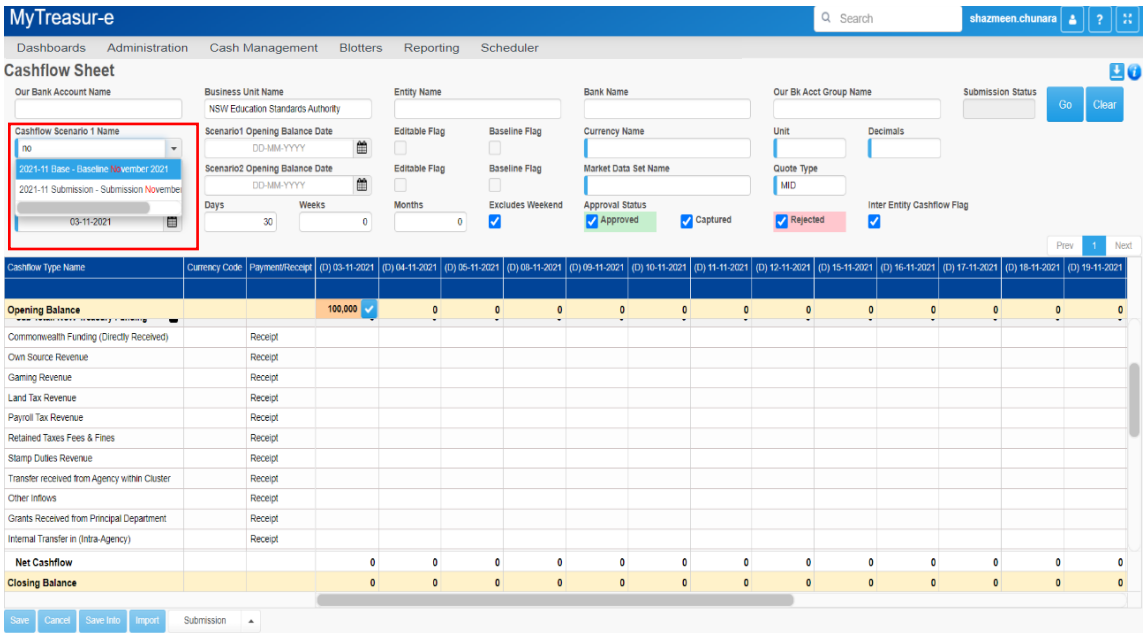


Step 2: Review Agency Forecasts at an Agency Level (Only applicable to Principal Departments)

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.

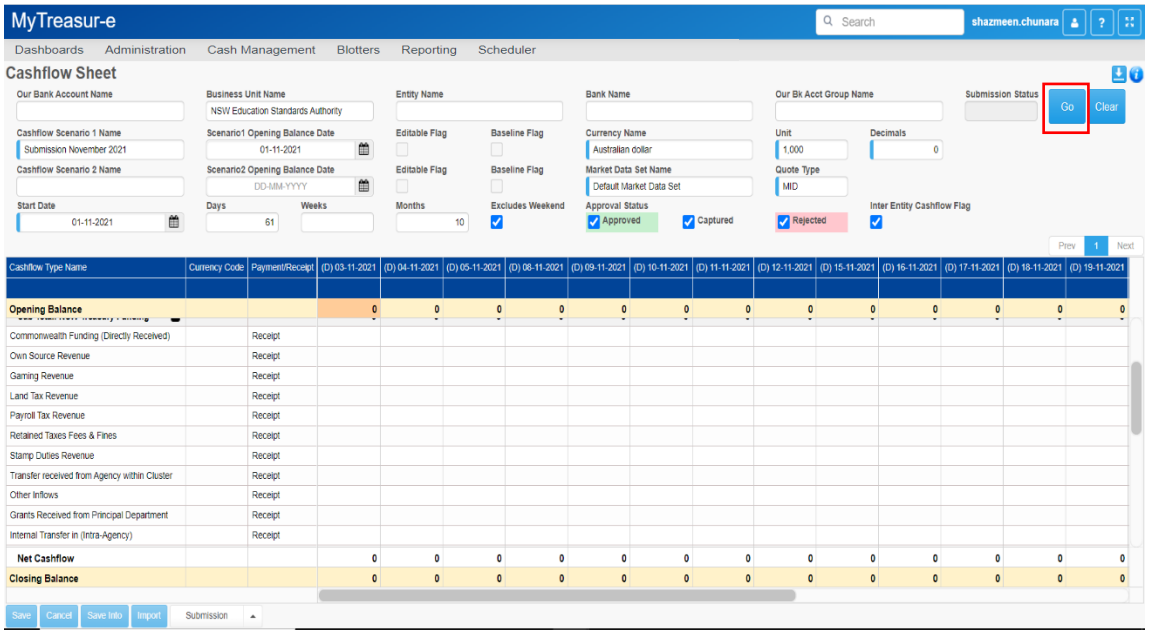


b) Select the relevant Submission month using the **Cashflow Scenario 1 Name** dropdown or alternatively type in the Submission month.

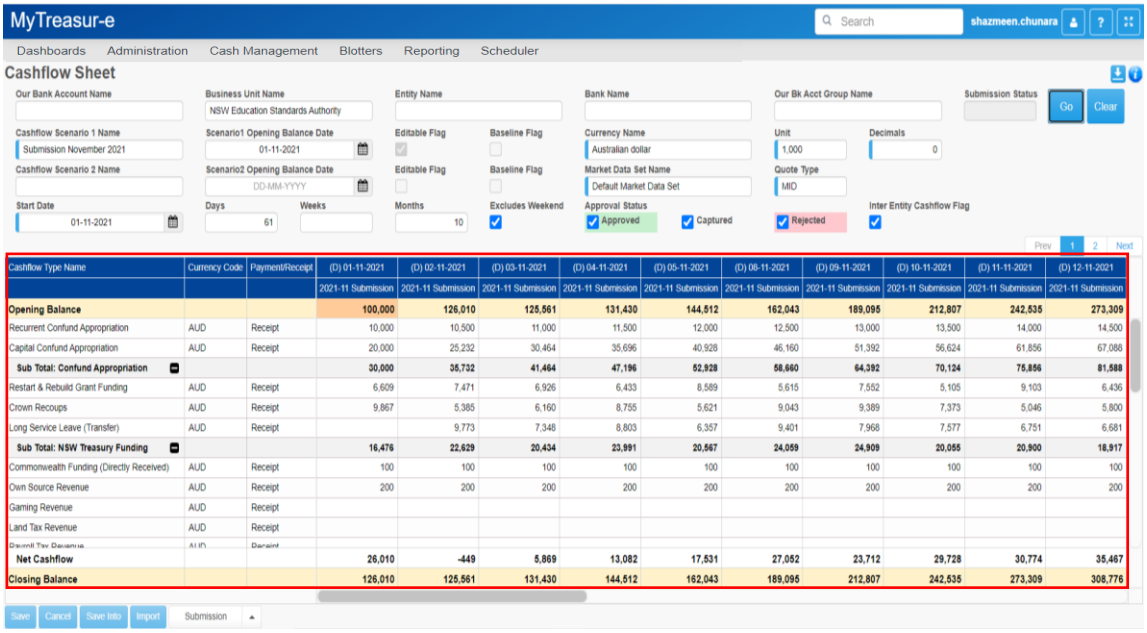


- The relevant submission month will depend on the month you are reviewing forecasts for. You will need to pick **Submission November 2021** if you wish to review the 12-month period ending October 2022 (includes 2 months of daily forecasts for Nov and Dec 2021).

c) Click **Go**

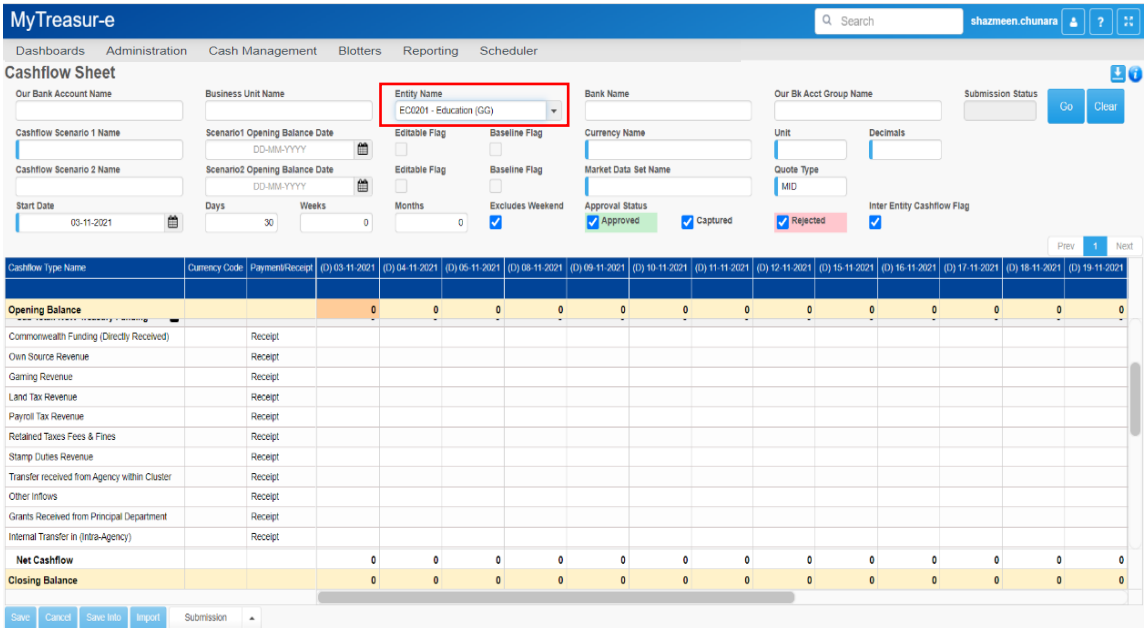


d) All cashflows entered by the Agency will be visible within the Cashflow Sheet and can be reviewed by the Principal Department.



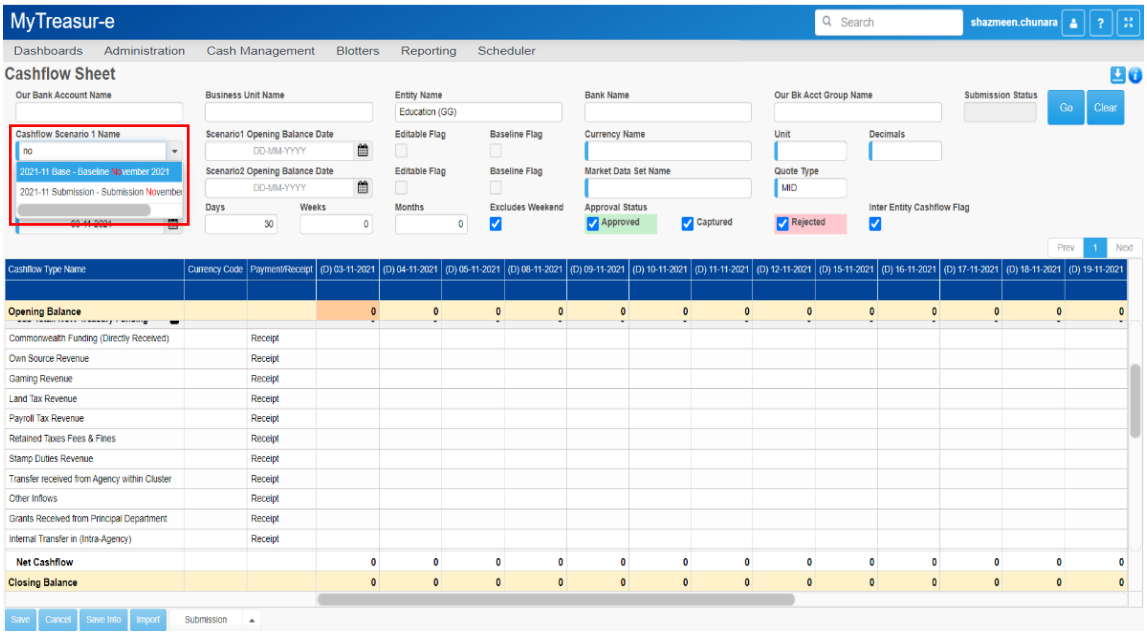
Step 2: Review Agency Forecasts at a Cluster Level (Only applicable to Principal Departments)

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

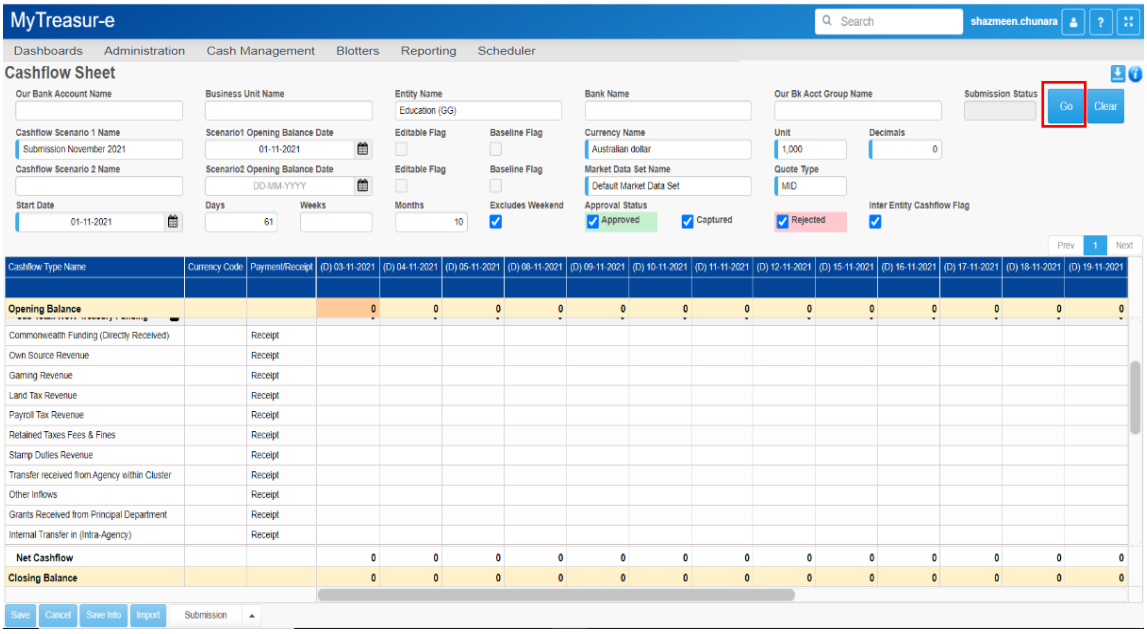


- The **Entity Name** allows you to select your Cluster. The Naming Convention of the Cluster begins with the Prime ID code, followed by the Cluster Name.

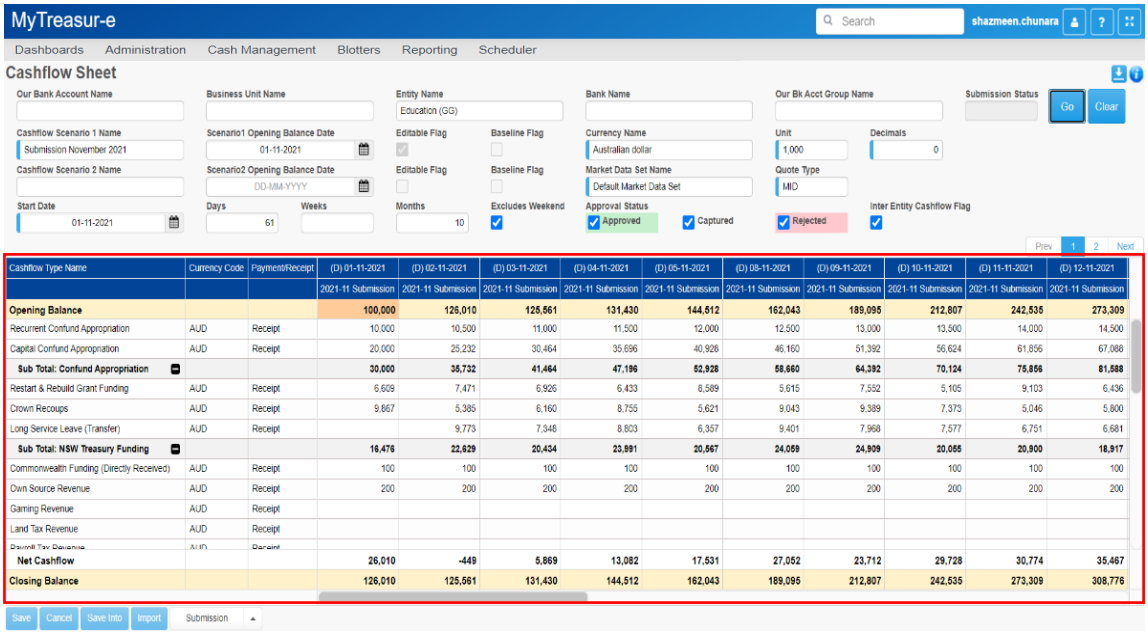
b) Select the relevant Submission month using the **Cashflow Scenario 1 Name** dropdown or alternatively type in the Submission month.



c) Click **Go**

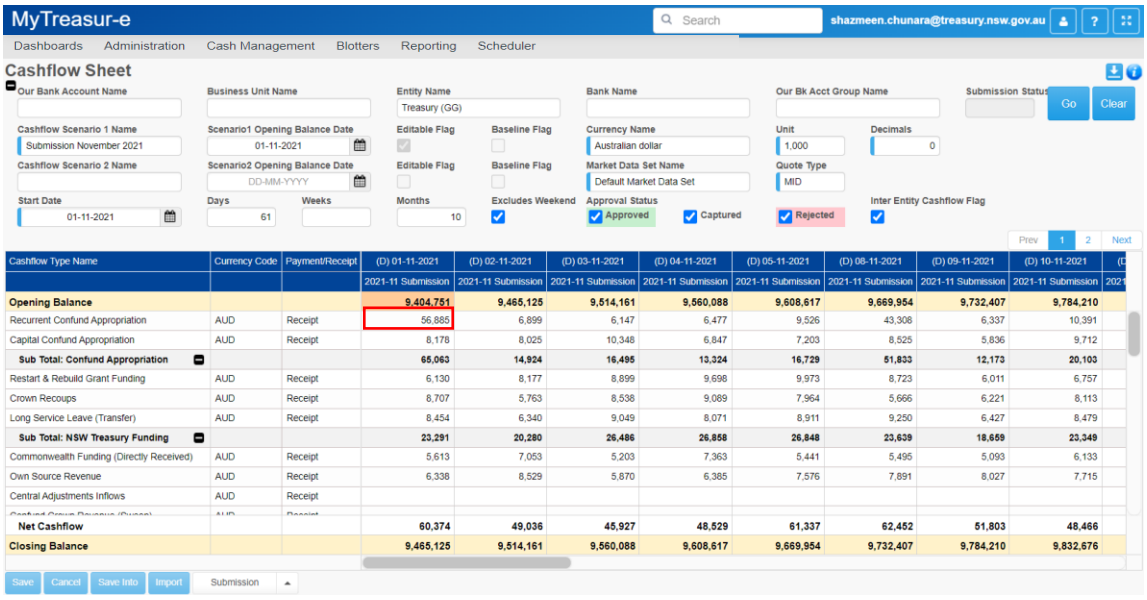


d) All combined cashflows for the Cluster will display in the Cashflow Sheet.

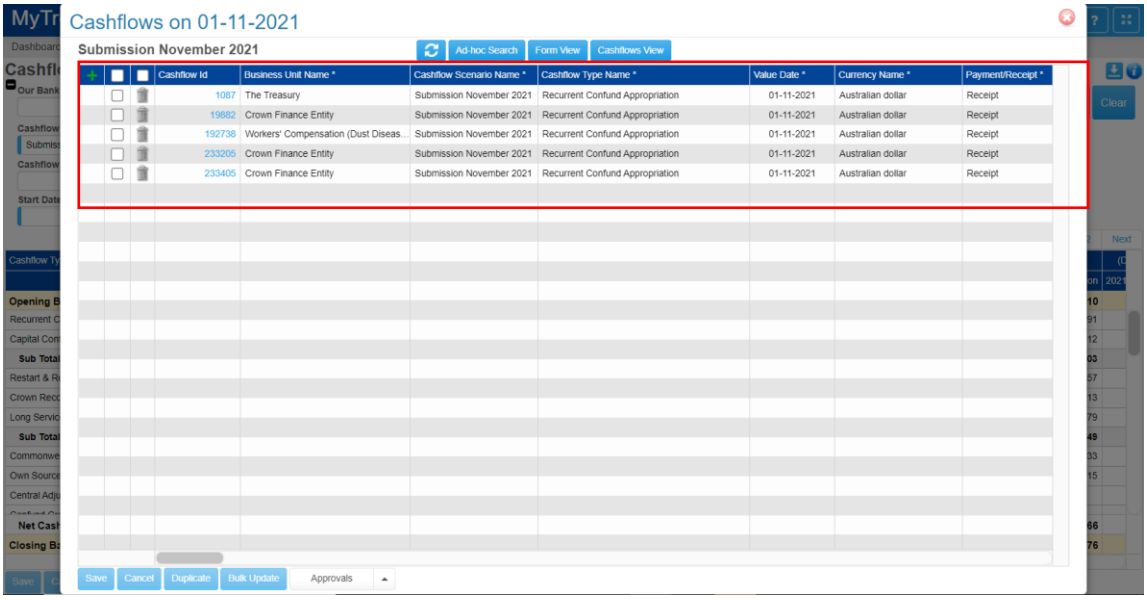


Step 3: Drill down into forecasts at a Business Unit Level (Only available if you select the Entity Name Filter)

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.

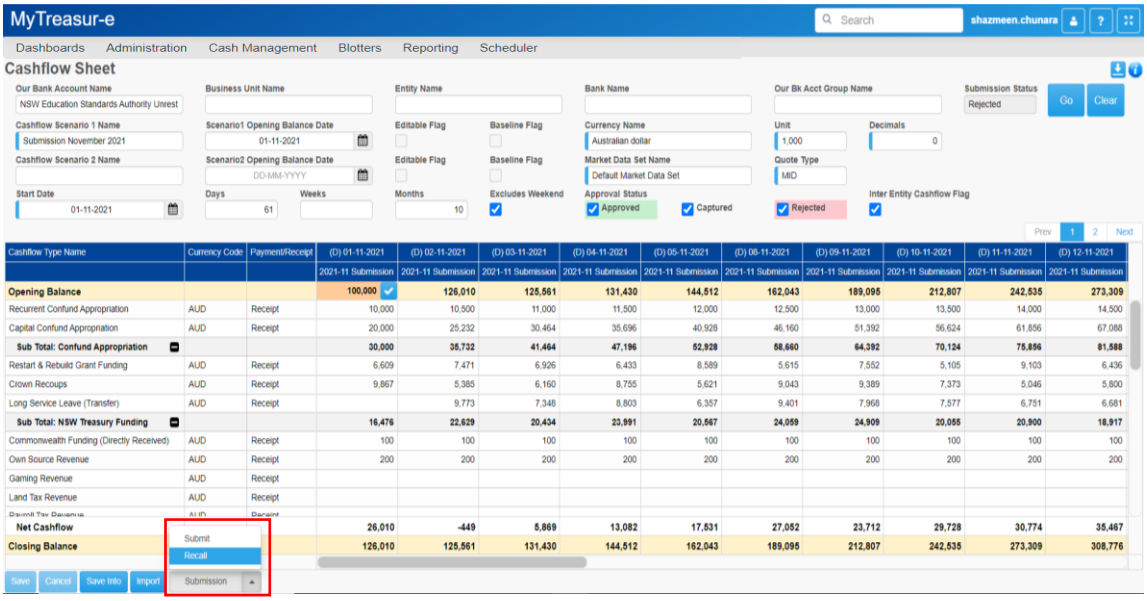


b) A Dailog box will appear with all the forecasts from different Business Units that have submitted for that particular **Cashflow Type** and Date.



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.



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