Cash Forecasting Solution

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MONTHLY SUBMISSION PROCESS	
Module:	Preparing a Forecast
Audience:	**Principal Departments and Agency Users**
System:	Cash Mangement ⟶ Cashflows ⟶ Cashflow Sheet
System Process:	Monthly Submission Window:
Scenario:	• The monthly submission window opens. • Agency users will be required to prepare their forecasts by using the MyTreasur-e Cashflow Sheet template. • This module assumes that forecasts will be prepared by uploading an Excel template. • Alternatively, detailed instructions are also provided in the *Entering and Uploading* module if a user wishes to copy/paste their forecasts.
	• 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**

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Step 1: Determine which Agency operating bank accounts are in each Account Category (Restricted, Unrestricted, Crown Trust and Crown Revenue accounts)
a) Please contact your respective Cluster Lead to understand the alignment between bank accounts and the Account categories as configured in MyTreasur-e or alternatively refer to the *Reporting* module. There are a maximum of 4 Account Categories in MyTreasur-e: - Restricted - Unrestricted - Crown Trust - Crown Revenue
Step 2: Navigate to the Cashflow Sheet in MyTreasur-e
a) Click on Cash Mangement ⟶ Cashflows ⟶ Cashflow Sheet
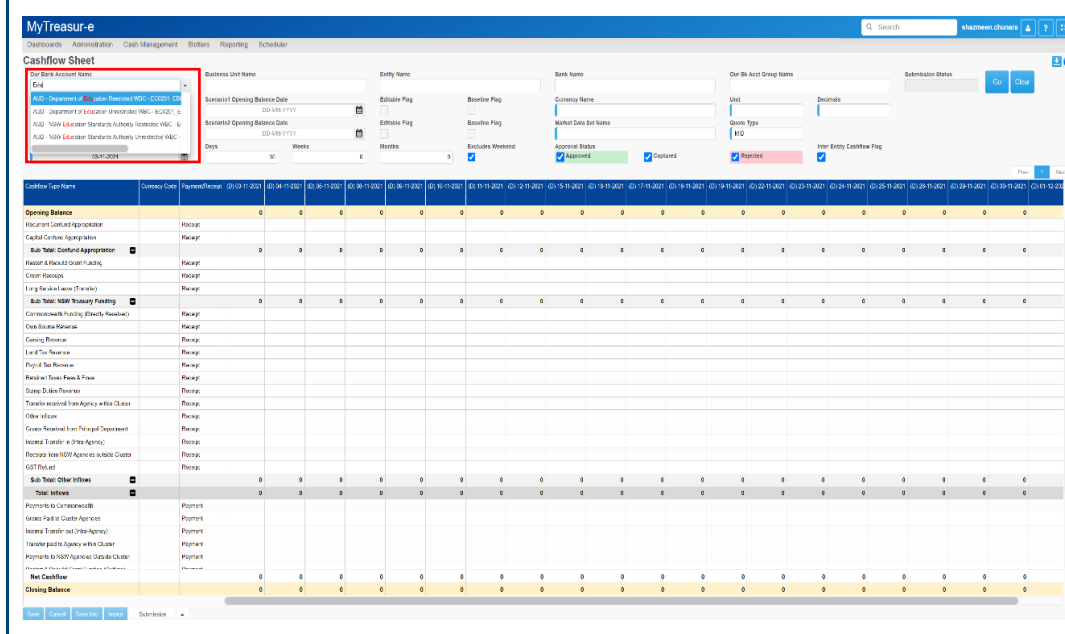
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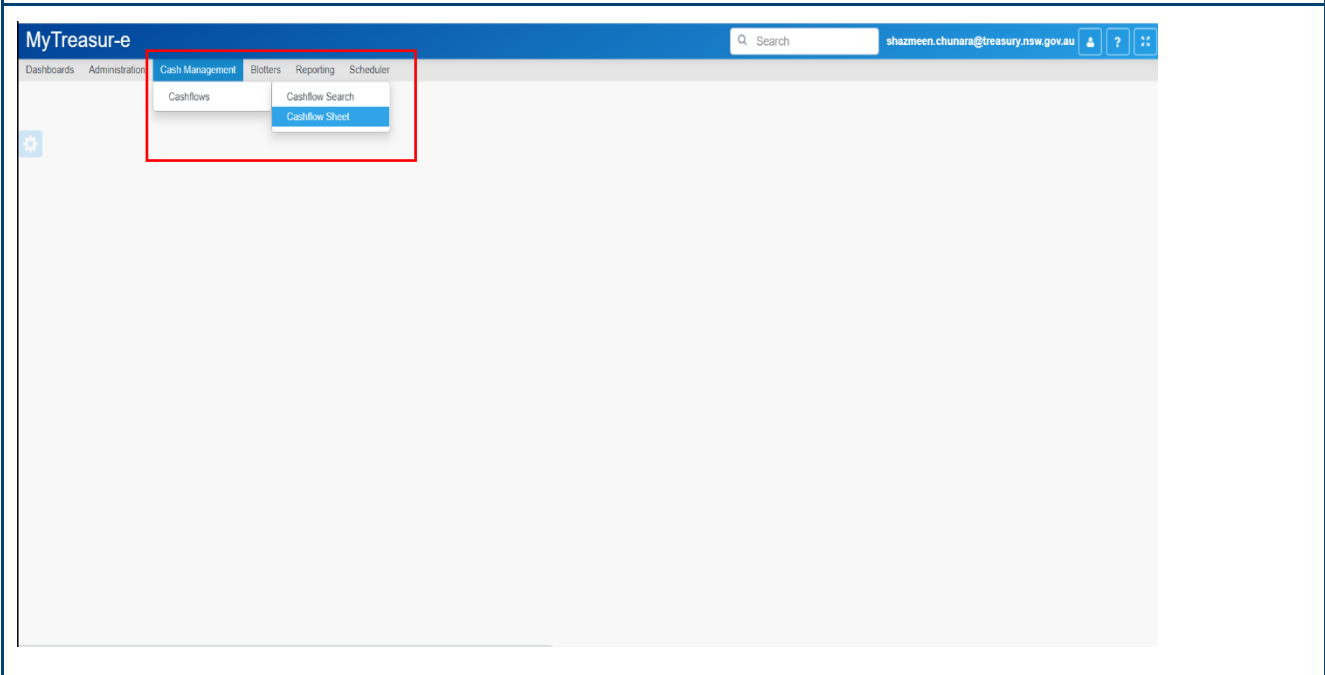
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Step 3: Select the required fields to generate the Cashflow Sheet for your Agency and Account category

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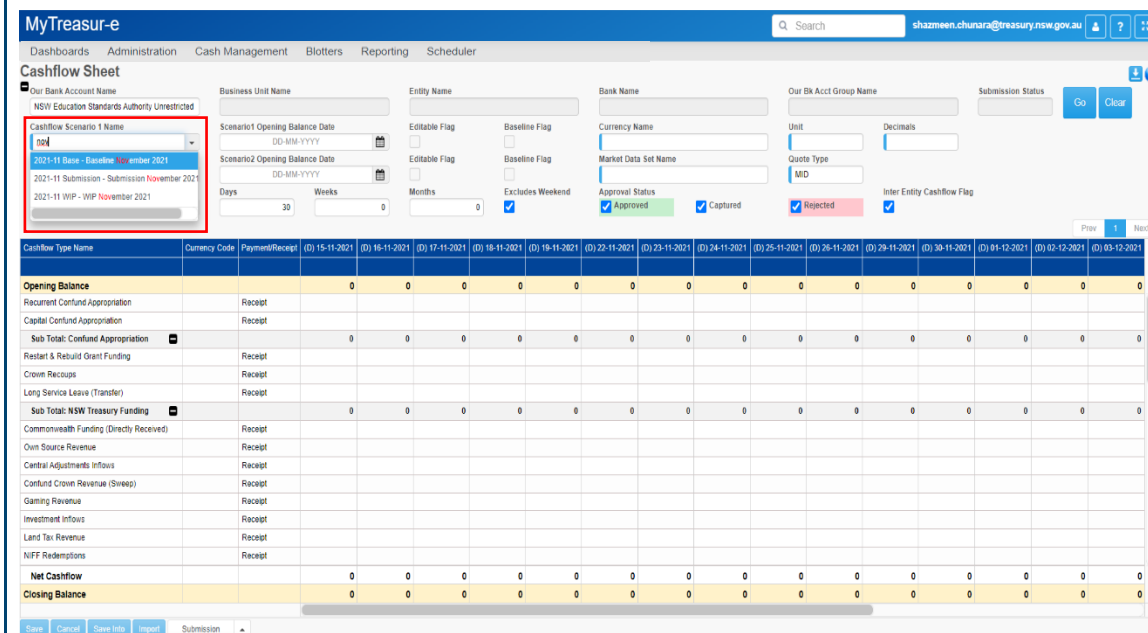
- The naming convention in **Our Bank Account Name** is standardised to ensure easier selection of accounts. All Bank Account Names commence with the Agency Name, followed by the Account Category (Restricted, Unrestricted, Crown Trust and Crown Revenue). This is then followed by the Bank Account provider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

- You will have a maximum of four Bank Account Names.
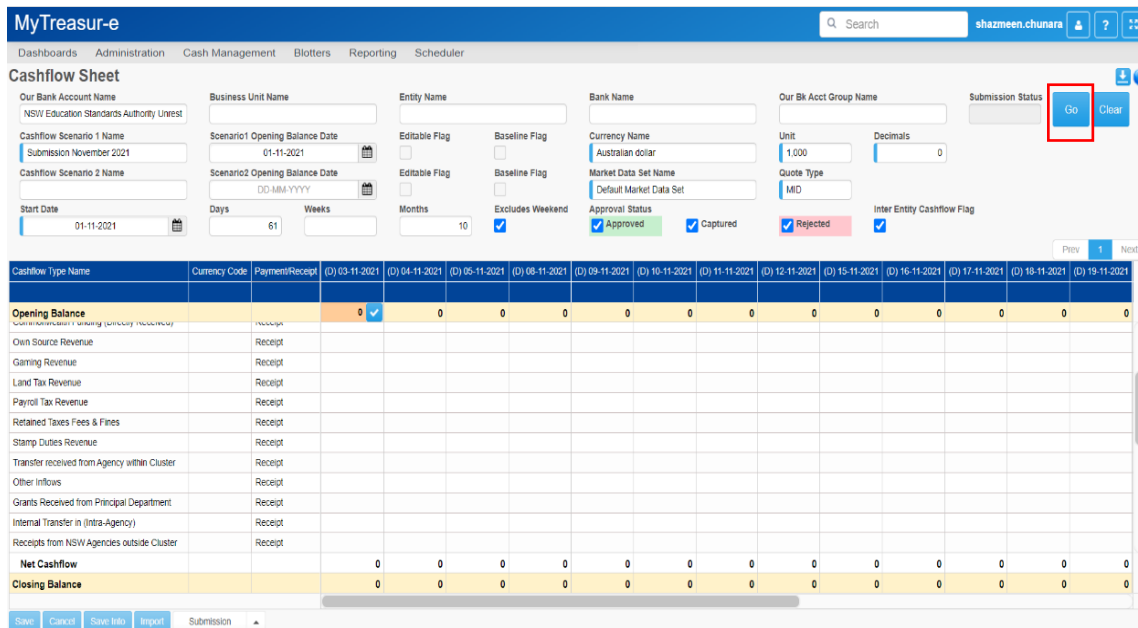
b) Using the drop-down menu in **Cashflow Scenario 1 Name** select the relevant submission month or alternatively type the name of the scenario.

- Once you select the Agency and Account Category using **Our Bank Account Name**, all other fields such as the **Business Unit Name**, **Entity Name**, **Bank Name** and **Our Bkt Acct Group Name** will grey out. To enter, upload or adjust any forecasts in the Cashflow Sheet, only use the **Our Bank Account Name** filter.

- 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**

d) The **Editable Flag** will be ticked, indicating that the Cashflow Sheet is open and forecasts can be entered.
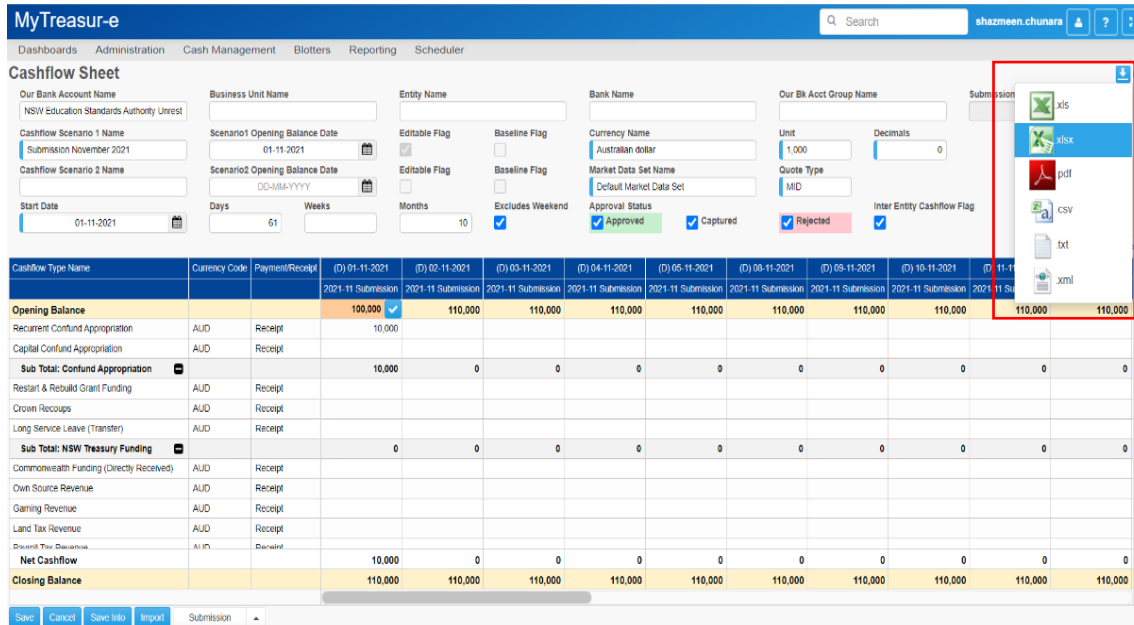
- You can directly search within any of the drop-down menu fields to enable filtering and easier selection.
- HIGH PRIORITY TIP: Anytime you change the Account Category or Scenario, click on **Go** to refresh the Cashflow Sheet. If you change a drop-down value, but do not hit **Go** it will <u>not</u> have refreshed the screen.

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Step 4: Download the Excel Spreadsheet from MyTreasur-e

a) Click on the download icon to download a .xls or .xlsx template for the relevant submission month.

- The default setting for the Cashflow Sheet is to exclude Weekends and this will be ticked. If there are cashflows that are required to be forecast on Weekends, this box will need to be unticked. Once unticked, click on Go and reload the Cashflow Sheet template. Weekends will show up in grey.

- If uploading a template that includes Weekends, ensure it aligns with the Cashflow Sheet columns and that Weekend is also turned on in MyTreasur-e.

b) In the Excel template downloaded, delete Columns A-C and Row 2. This will result in the import file having Cashflow Type Name as the first column and the Opening Balances for all the dates in the second row. The Dates must also be in the first row. This is essential as it will aid in the import process.

c) Populate the Excel template as required. See the tips below which will aid in this process.

- No formulas should be present in the spreadsheet. All numbers must be hardcoded.

- The template must be the 1st and only tab in the workbook.

- Only existing Cashflow Line Types can be used. New line items cannot be added. Irrelevant line items can be left blank or deleted.

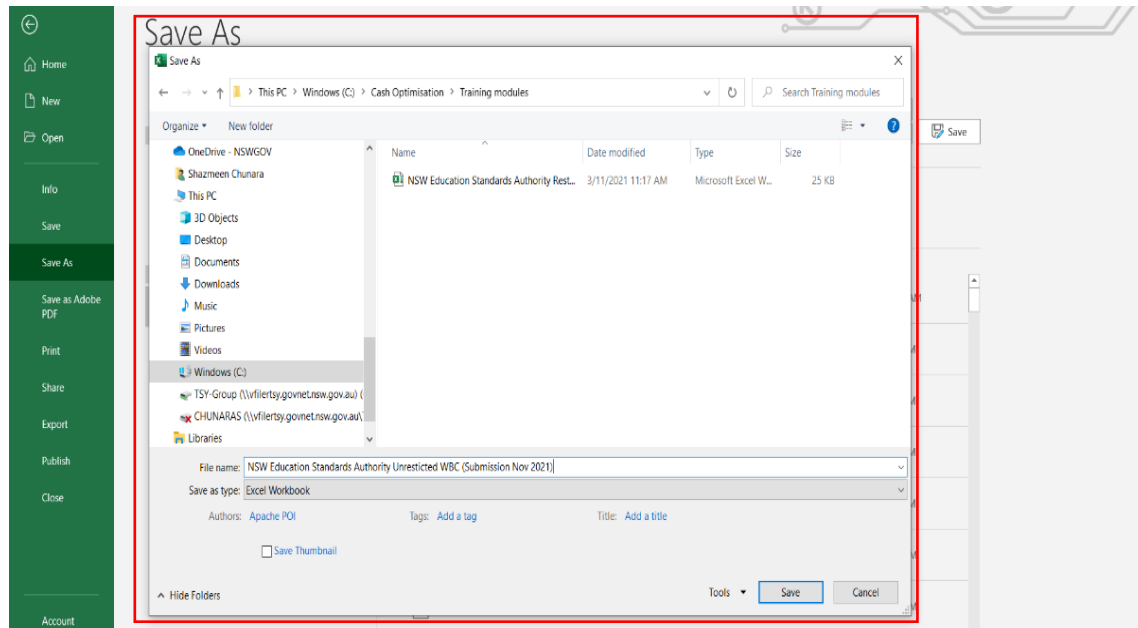- Enter forecasts in $000. The MyTreasur-e system will recognise and upload the values in the spreadsheet in $000.

- Opening Balances for the first day of the Submission period must be entered in **Cell B2** for the import process to successfully capture the Opening Balance in the Cashflow Sheet.

d) Save the file to your local folder.

Step 5: Populate the Excel template for all Account Categories for your Agency

a) Repeat Steps 1 and 2 for all Account Categories relevant to your Agency. If you have more than one Account Category, you must populate the templates for all individual Account Categories separately (i.e. if your Agency has 2 Account Categories, you will need to populate 2 separate excel templates)