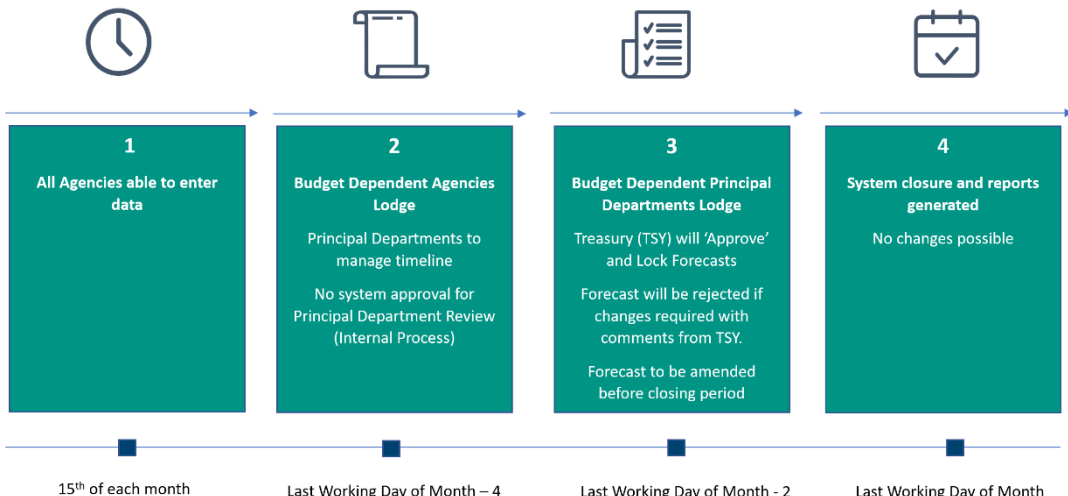
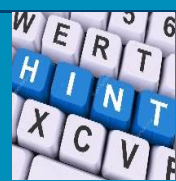


VIEWING THE MONTHLY BASELINE	
<b>Module:</b>	<b>Viewing the Monthly Baseline</b>
<b>Audience:</b>	<b>Principal Departments and Agency Users</b>
<b>System:</b>	Cash Mangement → Cashflows → Cashflow Sheet
<b>System Process:</b>	<p>Monthly Submission Window:</p> 
<b>Scenario:</b>	<ul style="list-style-type: none"> <li>The monthly submission window has closed.</li> <li>Agency users have prepared their forecasts for each account category and have entered or uploaded their forecasts. This module assumes that forecasts have been submitted and approved by the Cash Optimisation team.</li> <li>Once approved, the Baseline will be created. This module walks through the steps to view the Baseline. Detailed instructions are provided on the Monthly Baseline and how this can be utilised by Agencies and Principal Departments to review initial submissions.</li> </ul>
	<ul style="list-style-type: none"> <li>Once a Cashflow Sheet is submitted by Agencies, this will be reviewed and either Approved or Rejected by the Cash Optimisation team at NSW Treasury.</li> <li>If Rejected, you will be notified via Email and will need to follow the steps outlined in the <i>Entering and Uploading a Forecast</i> procedure manual.</li> <li>If Approved by the Cash Optimisation team, MyTreasur-e will automatically take a snapshot of the Cashflow Sheet. This will directly flow to the <i>Monthly Baseline</i> for the submission month and to the <i>Daily Adjusted Forecast (DAF)</i>.</li> <li>For further details on the terms used in this module, refer to <i>Concepts &amp; Glossary</i>.</li> </ul>

## Monthly Baseline Forecast

- a) The Monthly Baseline Forecast can be utilised to view the cashflows that have been approved by the Cash Optimisation team at NSW Treasury. Using the drop-down menu in **Our Bank Account Name** select the relevant Agency and Account category or alternatively type the name of the Agency.

The screenshot shows the 'Cashflow Sheet' interface in MyTreasur-e. The 'Our Bank Account Name' dropdown menu is highlighted with a red box, showing a list of options including 'EDU - Department of Education Restricted W...', 'EDU - Department of Education Unrestricted', 'NSW Education Standards Authority F...', and 'NSW Education Standards Authority L...'. The 'base' option is selected. Other fields include 'Business Unit Name', 'Entity Name', 'Bank Name', 'Our BK Acct Group Name', 'Submission Status', 'Scenario1 Opening Balance Date', 'Scenario2 Opening Balance Date', 'Days', 'Weeks', 'Months', 'Excludes Weekend', 'Approval Status', 'Captured', 'Rejected', and 'Inter Entity Cashflow Flag'. The table below shows cashflow data for various categories like 'Opening Balance', 'Recurrent Confund Appropriation', 'Capital Confund Appropriation', 'Sub Total: Confund Appropriation', 'Restart & Rebuild Grant Funding', 'Crown Recoups', 'Long Service Leave (Transfer)', 'Sub Total: NSW Treasury Funding', 'Commonwealth Funding (Directly Received)', 'Own Source Revenue', 'Gaming Revenue', 'Land Tax Revenue', 'Net Cashflow', and 'Closing Balance'.

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

The screenshot shows the 'Cashflow Sheet' interface in MyTreasur-e. The 'Cashflow Scenario Name 1' dropdown menu is highlighted with a red box, showing a list of options including 'base', '2021-09 Base - Baseline September 2021', '2021-10 Base - Baseline October 2021', '2021-11 Base - Baseline November 2021', and '2021-12 Base - Baseline December 2021'. The 'base' option is selected. Other fields are the same as in the previous screenshot. The table below shows cashflow data for various categories like 'Opening Balance', 'Recurrent Confund Appropriation', 'Capital Confund Appropriation', 'Sub Total: Confund Appropriation', 'Restart & Rebuild Grant Funding', 'Crown Recoups', 'Long Service Leave (Transfer)', 'Sub Total: NSW Treasury Funding', 'Commonwealth Funding (Directly Received)', 'Own Source Revenue', 'Gaming Revenue', 'Land Tax Revenue', 'Net Cashflow', and 'Closing Balance'.



- The relevant submission month will depend on the month you are reviewing Baseline forecasts for. You will need to pick Submission December 2021 if you wish to review 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 interface showing the Cashflow Sheet configuration. The 'Go' button is highlighted in red. The interface includes fields for Business Unit Name, Entity Name, Bank Name, and various flags like Editable Flag and Baseline Flag. The Submission Status is set to 'Approved'.

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												
Recurrent Confund Appropriation		Receipt													
Capital Confund Appropriation		Receipt													
<b>Sub Total: Confund Appropriation</b>			0	0	0	0	0	0	0	0	0	0	0	0	0
Restart & Rebuild Grant Funding		Receipt													
Crown Recoups		Receipt													
Long Service Leave (Transfer)		Receipt													
<b>Sub Total: NSW Treasury Funding</b>			0	0	0	0	0	0	0	0	0	0	0	0	0
Commonwealth Funding (Directly Received)		Receipt													
Own Source Revenue		Receipt													
Gaming Revenue		Receipt													
Land Tax Revenue		Receipt													
<b>Net Cashflow</b>			0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Closing Balance</b>			0	0	0	0	0	0	0	0	0	0	0	0	0

- d) The Editable Flag will be unticked, indicating that the Cashflow Sheet is not editable and is for viewing purposes only. Cashflows that have been approved by the Cash Optimisation team at NSW Treasury will display green, whilst those that have been rejected will be displayed red.**

MyTreasur-e interface showing the Cashflow Sheet configuration. The 'Go' button is highlighted in red. The interface includes fields for Business Unit Name, Entity Name, Bank Name, and various flags like Editable Flag and Baseline Flag. The Submission Status is set to 'Approved'.

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	(D) 15-11-2021	(D) 16-11-2021	(D) 17-11-2021
Opening Balance			100,000	126,010	125,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176	343,624	401,547
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	16,000
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	82,784
<b>Sub Total: Confund Appropriation</b>			30,000	35,732	41,464	47,196	52,928	58,660	64,392	70,124	75,856	81,588	87,320	93,052	98,784
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	15,182	16,039	16,896
Crown Recoups	AUD	Receipt	9,867	5,385	6,160	8,755	5,621	9,043	9,389	7,373	5,046	5,800	5,530	8,867	7,677
Long Service Leave (Transfer)	AUD	Receipt		9,773	7,348	8,803	6,357	9,401	7,968	7,577	6,751	6,681	7,234	9,541	8,371
<b>Sub Total: NSW Treasury Funding</b>			16,476	22,629	20,434	23,991	20,567	24,059	24,909	20,095	20,900	18,917	19,882	26,886	24,684
Commonwealth Funding (Directly Received)	AUD	Receipt	100	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	200
Gaming Revenue	AUD	Receipt													
Land Tax Revenue	AUD	Receipt													
<b>Net Cashflow</b>			26,010	-449	6,069	13,282	17,731	27,282	23,912	29,728	30,974	35,667	33,448	57,923	61,372
<b>Closing Balance</b>			126,010	125,561	131,630	144,912	162,643	189,895	213,807	243,535	274,509	310,176	343,624	401,547	482,919

## Cash Forecasting Solution



- The Monthly Baseline forecasts, including any Opening Balances cannot be changed as they are snapshots taken by the system following approval by the Cash Optimisation team. Any adjustments required will need to be undertaken through the daily adjusted forecast within MyTreasur-e. For further details on this, refer to the *Daily Adjustment Process* procedure manual.