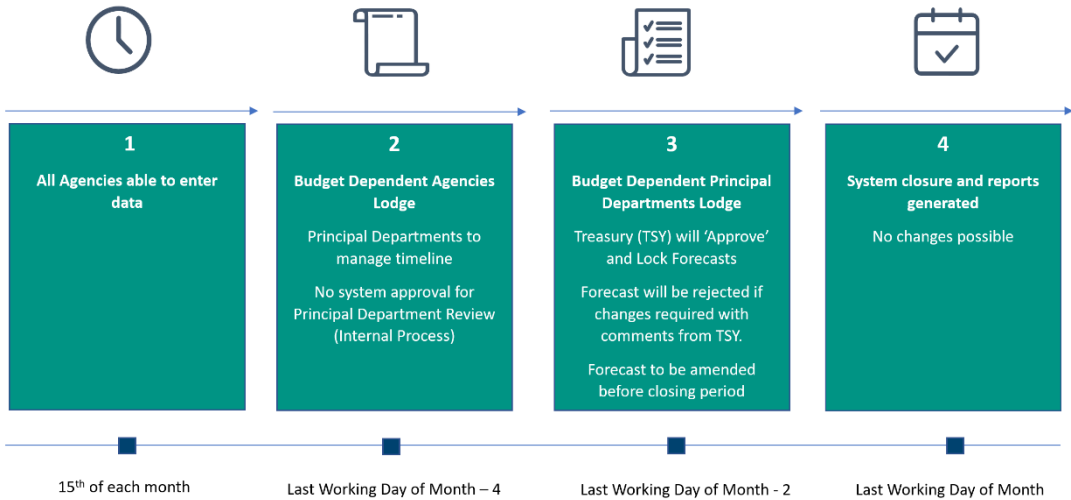



MONTHLY SUBMISSION PROCESS	
Module:	Preparing a Forecast
Audience:	Principal Departments and Agency Users
System:	Cash Mangement → Cashflows → Cashflow Sheet
System Process:	<p>Monthly Submission Window:</p> 
Scenario:	<ul style="list-style-type: none"> The monthly submission window opens. Agency users 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 <i>Entering and Uploading</i> 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

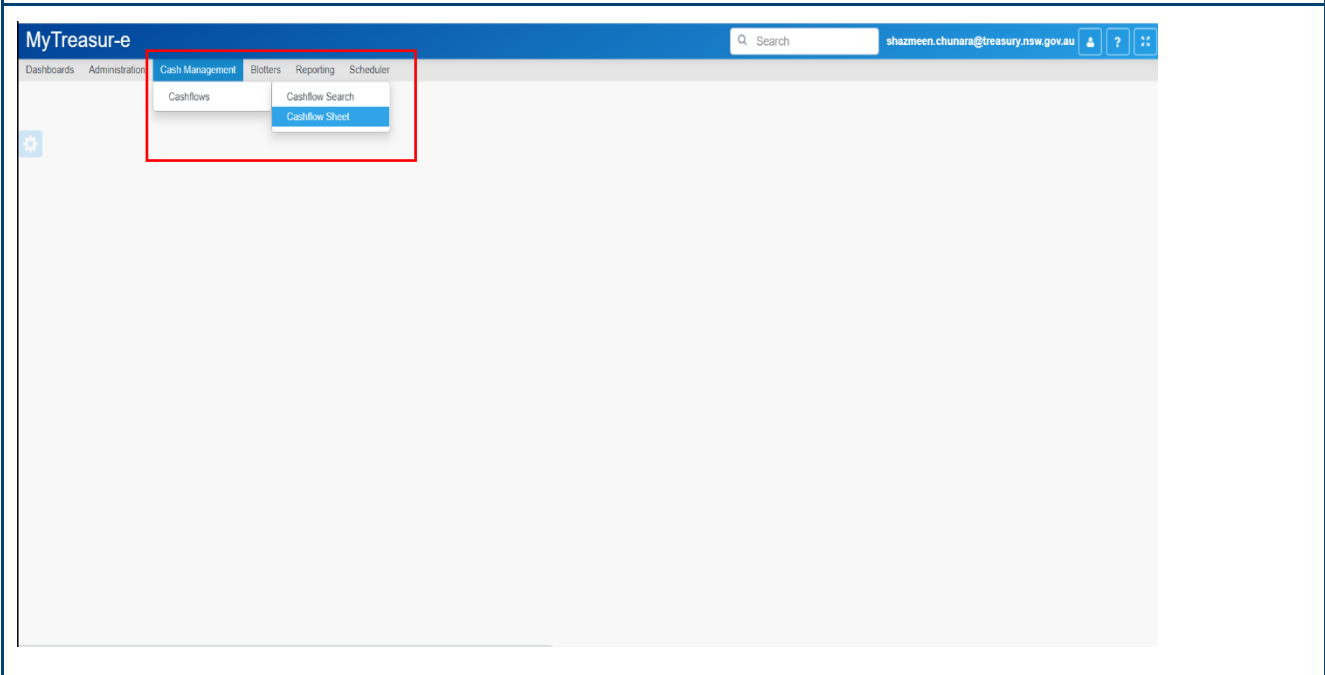
Step 1: Determine which Agency operating bank accounts are in each Account Category (Restricted, Unrestricted, Crown Trust and Crown Revenue accounts)

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

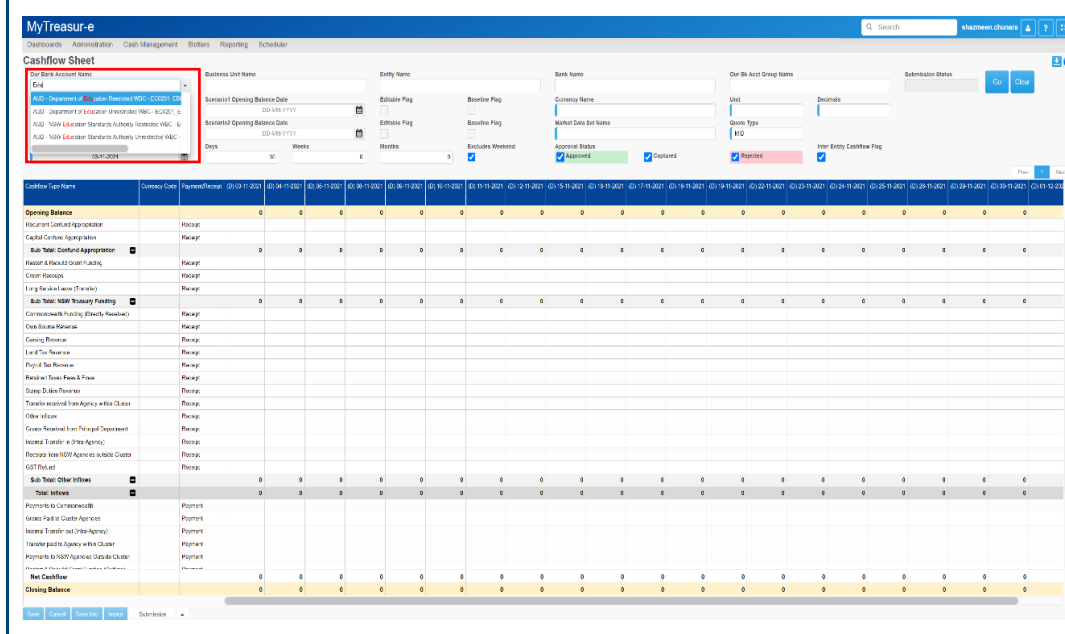
a) Click on Cash Mangement → Cashflows → Cashflow Sheet



Cash Forecasting Solution

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.

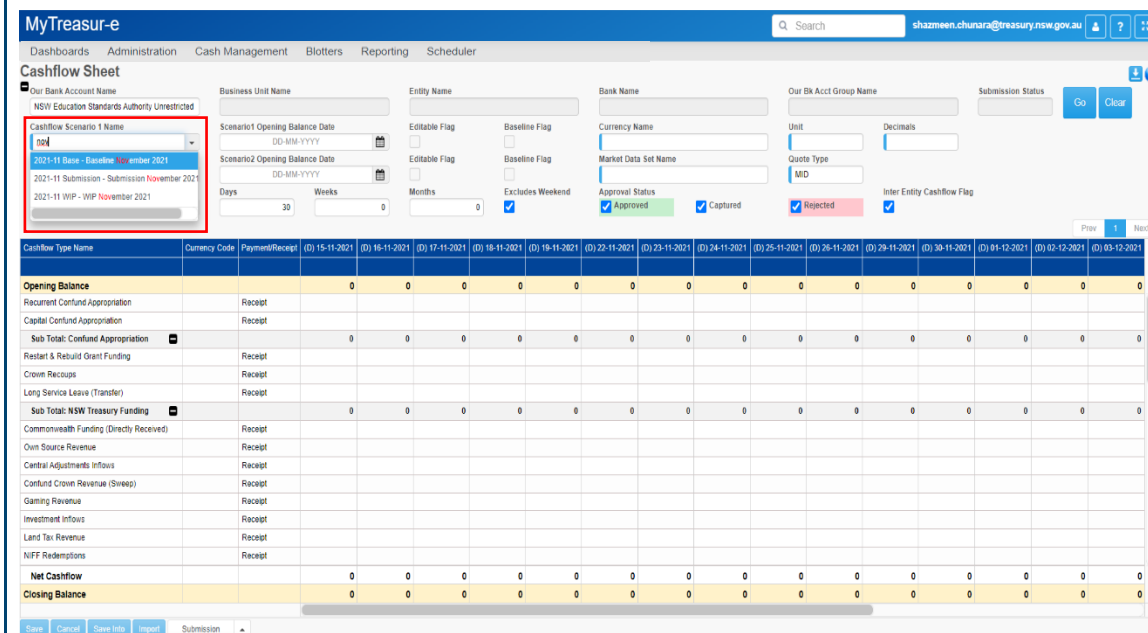


The screenshot shows the 'Cashflow Sheet' configuration page in MyTreasur-e. A red box highlights the 'Our Bank Account Name' dropdown menu, which contains a list of account names. The main table below shows columns for 'Cashflow Item Name', 'Currency Code', and a grid of dates from 01-01-2021 to 01-31-2024. The table includes rows for 'Opening Balance', 'Receipts', and 'Payments', with a 'Net Cashflow' row at the bottom.



- 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.

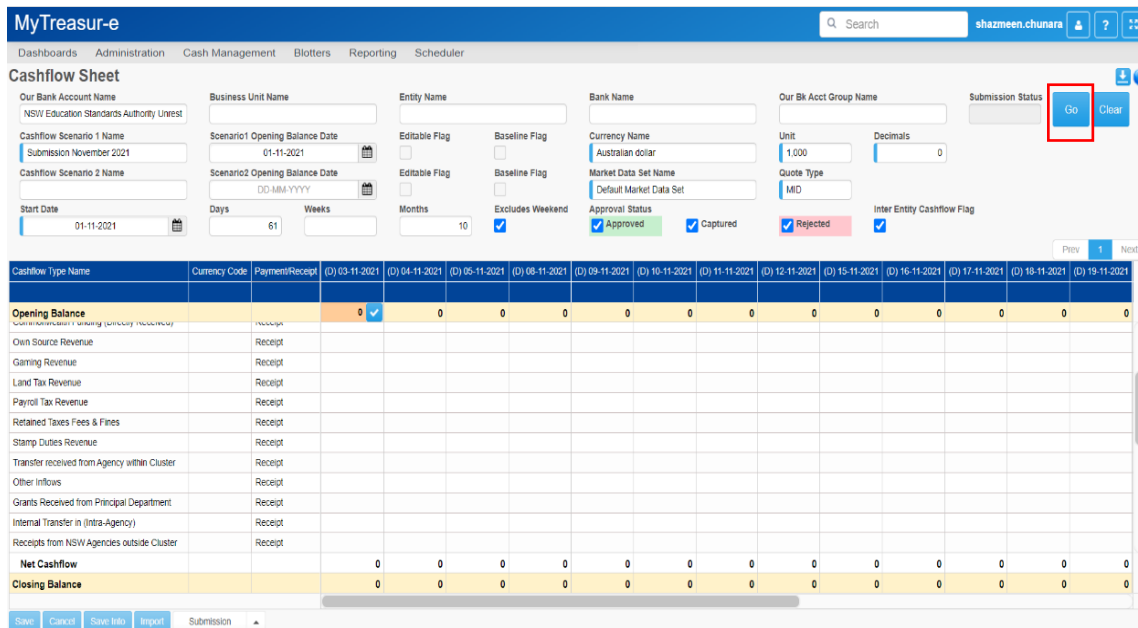
- b) Using the drop-down menu in **Cashflow Scenario 1 Name** select the relevant submission month or alternatively type the name of the scenario.




- 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).

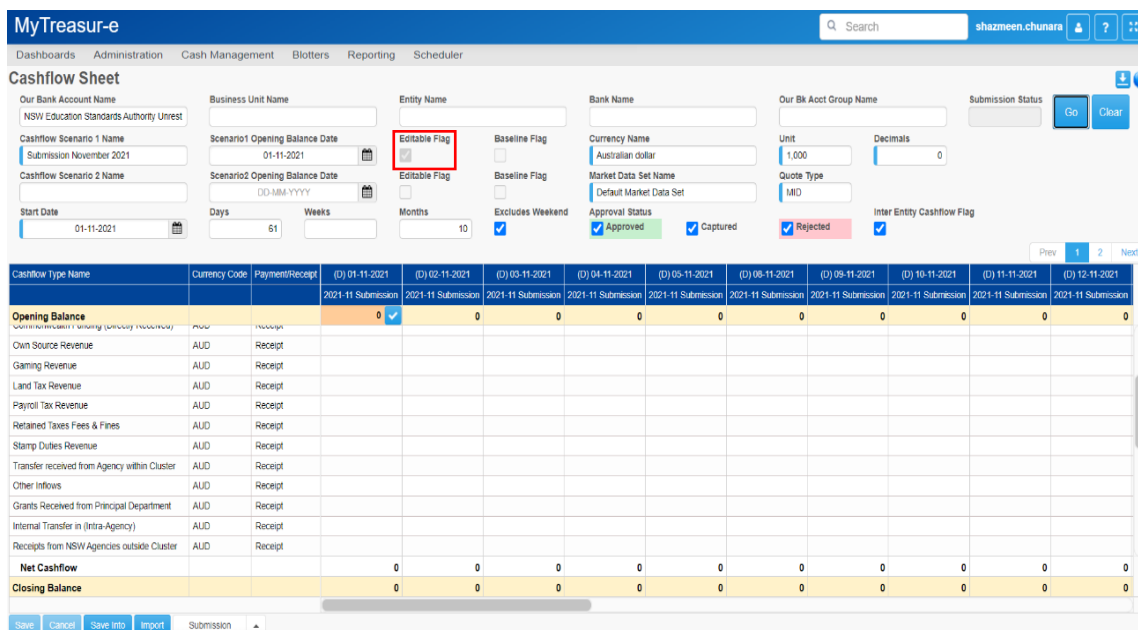
Cash Forecasting Solution

c) Click on Go



The screenshot shows the 'Cashflow Sheet' form in MyTreasur-e. The 'Go' button in the Submission Status section is highlighted with a red box. The form includes fields for Bank Account Name, Business Unit Name, Entity Name, Bank Name, and Our Bk Acct Group Name. It also has dropdown menus for Scenario 1 and 2 names, opening balance dates, and start dates. There are checkboxes for Editable Flag, Baseline Flag, Excludes Weekend, Approved, Captured, and Rejected. A table below the form shows cashflow data for various categories like Opening Balance, Own Source Revenue, Gaming Revenue, etc., across multiple months from 03-11-2021 to 19-11-2021.

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



The screenshot shows the 'Cashflow Sheet' form with the 'Editable Flag' checked and highlighted in a red box. The 'Go' button is now disabled. The table below the form shows cashflow data for various categories across multiple months from 01-11-2021 to 12-11-2021, with submission dates listed in the headers.

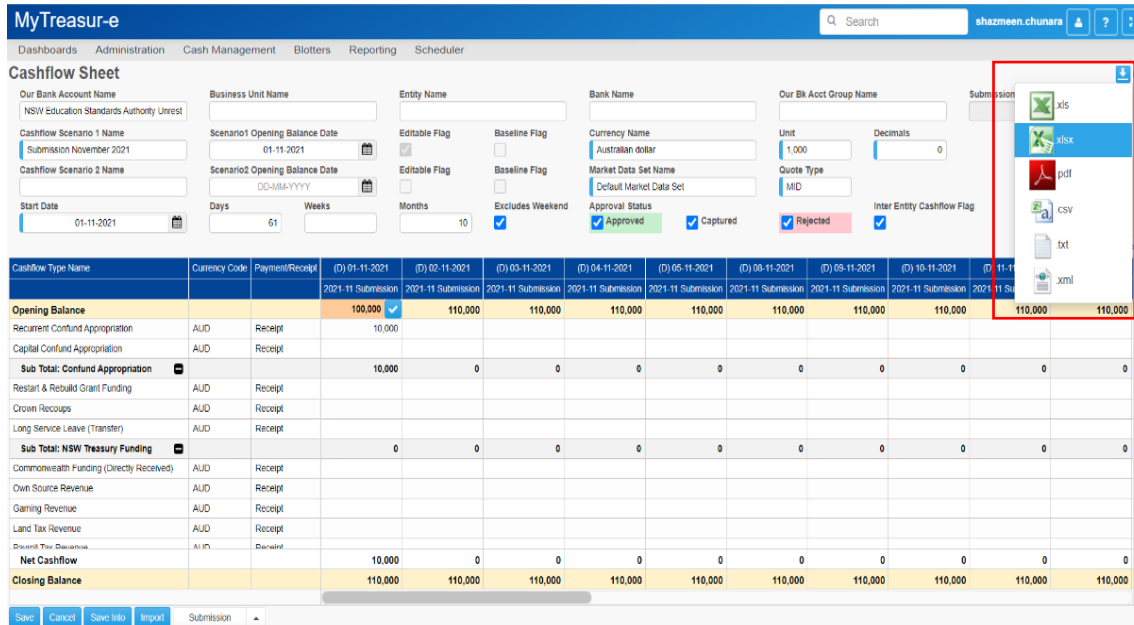


- You can directly search within any of the drop-down menu fields to enable filtering and easier selection.
- **HIGH PRIORITY TIP:** Anytime you change the Account Category or Scenario, click on **Go** to refresh the Cashflow Sheet. If you change a drop-down value, but do not hit **Go** it will not have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

Cash Forecasting Solution

Step 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 screenshot displays the 'Cashflow Sheet' interface in MyTreasur-e. At the top, there are navigation tabs: Dashboards, Administration, Cash Management, Blotters, Reporting, and Scheduler. The main area is divided into a form for configuration and a data table. The form includes fields for 'Our Bank Account Name', 'Business Unit Name', 'Entity Name', 'Bank Name', 'Our Blk Acct Group Name', 'Submission', 'Cashflow Scenario 1 Name', 'Cashflow Scenario 2 Name', 'Start Date', 'Scenario1 Opening Balance Date', 'Scenario2 Opening Balance Date', 'Days', 'Weeks', 'Months', 'Excludes Weekend', 'Currency Name', 'Unit', 'Decimals', 'Market Data Set Name', 'Quote Type', 'Approval Status', 'Inter Entity Cashflow Flag', and 'Submission'. A dropdown menu is open, showing file format options: xls, xlsx, pdf, csv, txt, and xml. The xlsx option is highlighted. Below the form is a table with columns for submission months and rows for various cashflow categories like Opening Balance, Recurrent Contund Appropriation, Capital Contund Appropriation, etc.

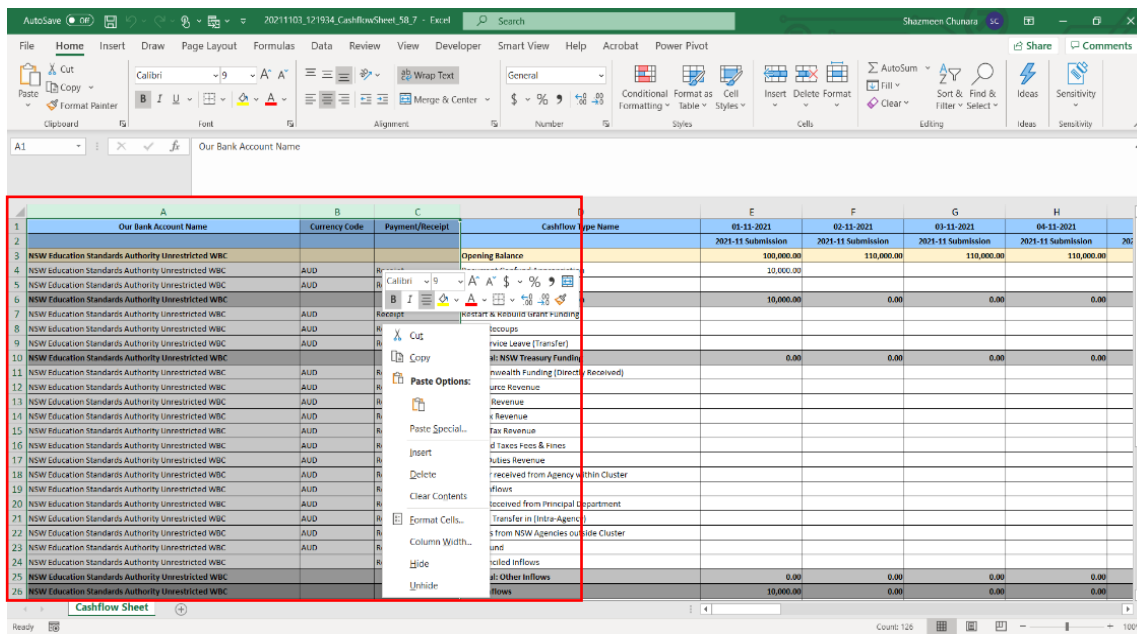
Cashflow Type Name	Currency Code	Payment/Receipt	(D) 01-11-2021	(D) 02-11-2021	(D) 03-11-2021	(D) 04-11-2021	(D) 05-11-2021	(D) 06-11-2021	(D) 07-11-2021	(D) 08-11-2021	(D) 09-11-2021	(D) 10-11-2021	(D) 11-11-2021	(D) 12-11-2021
Opening Balance			100,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000
Recurrent Contund Appropriation	AUD	Receipt	10,000											
Capital Contund Appropriation	AUD	Receipt												
Sub Total: Contund Appropriation			10,000	0	0	0	0	0	0	0	0	0	0	0
Restart & Rebuild Grant Funding	AUD	Receipt												
Crown Recoups	AUD	Receipt												
Long Service Leave (Transfer)	AUD	Receipt												
Sub Total: NSW Treasury Funding			0	0	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												
Dividend Tax Revenue	AUD	Dividend												
Net Cashflow			10,000	0	0	0	0	0	0	0	0	0	0	0
Closing Balance			110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000



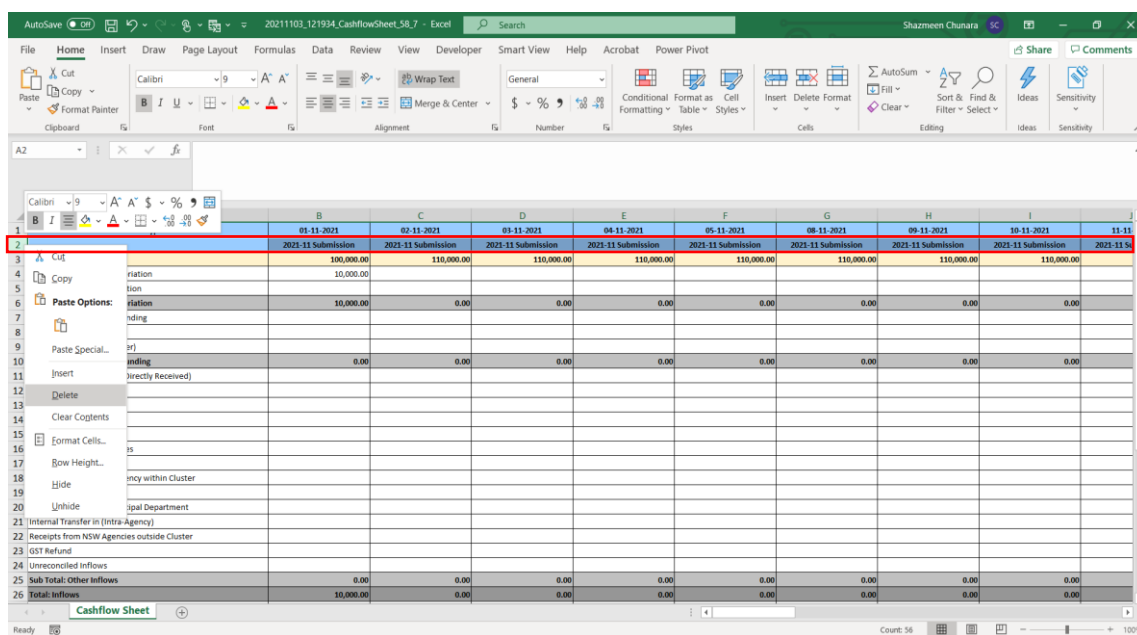
- The default setting for the Cashflow Sheet is to exclude Weekends and this will be ticked. If there are cashflows that are required to be forecast on Weekends, this box will need to be unticked. Once unticked, click on Go and reload the Cashflow Sheet template. Weekends will show up in grey.
- If uploading a template that includes Weekends, ensure it aligns with the Cashflow Sheet columns and that Weekend is also turned on in MyTreasur-e.

Cash Forecasting Solution

- 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.



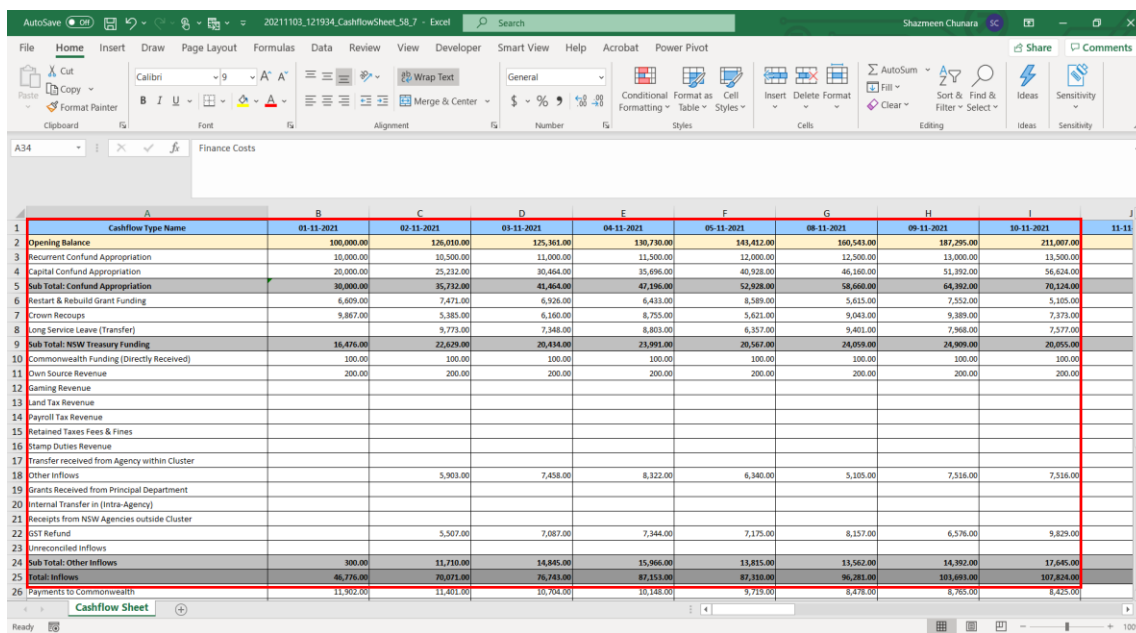
	A	B	C		E	F	G	H
1	Our Bank Account Name	Currency Code	Payment/Receipt	Cashflow Type Name	01-11-2021	02-11-2021	03-11-2021	04-11-2021
2				Opening Balance	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission
3	NSW Education Standards Authority Unrestricted WBC				100,000.00	110,000.00	110,000.00	110,000.00
4	NSW Education Standards Authority Unrestricted WBC	AUD						
5	NSW Education Standards Authority Unrestricted WBC	AUD						
6	NSW Education Standards Authority Unrestricted WBC				10,000.00	0.00	0.00	0.00
7	NSW Education Standards Authority Unrestricted WBC	AUD						
8	NSW Education Standards Authority Unrestricted WBC	AUD						
9	NSW Education Standards Authority Unrestricted WBC	AUD						
10	NSW Education Standards Authority Unrestricted WBC				0.00	0.00	0.00	0.00
11	NSW Education Standards Authority Unrestricted WBC	AUD						
12	NSW Education Standards Authority Unrestricted WBC	AUD						
13	NSW Education Standards Authority Unrestricted WBC	AUD						
14	NSW Education Standards Authority Unrestricted WBC	AUD						
15	NSW Education Standards Authority Unrestricted WBC	AUD						
16	NSW Education Standards Authority Unrestricted WBC	AUD						
17	NSW Education Standards Authority Unrestricted WBC	AUD						
18	NSW Education Standards Authority Unrestricted WBC	AUD						
19	NSW Education Standards Authority Unrestricted WBC	AUD						
20	NSW Education Standards Authority Unrestricted WBC	AUD						
21	NSW Education Standards Authority Unrestricted WBC	AUD						
22	NSW Education Standards Authority Unrestricted WBC	AUD						
23	NSW Education Standards Authority Unrestricted WBC	AUD						
24	NSW Education Standards Authority Unrestricted WBC				0.00	0.00	0.00	0.00
25	NSW Education Standards Authority Unrestricted WBC				0.00	0.00	0.00	0.00
26	NSW Education Standards Authority Unrestricted WBC				10,000.00	0.00	0.00	0.00



		B	C	D	E	F	G	H	I
1		01-11-2021	02-11-2021	03-11-2021	04-11-2021	05-11-2021	06-11-2021	09-11-2021	10-11-2021
2		2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission	2021-11 Submission
3	A Cit	100,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00
4		10,000.00							
5									
6		10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7									
8									
9									
10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25	Sub Total Other Inflows	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	Total Inflows	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Cash Forecasting Solution

- 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.

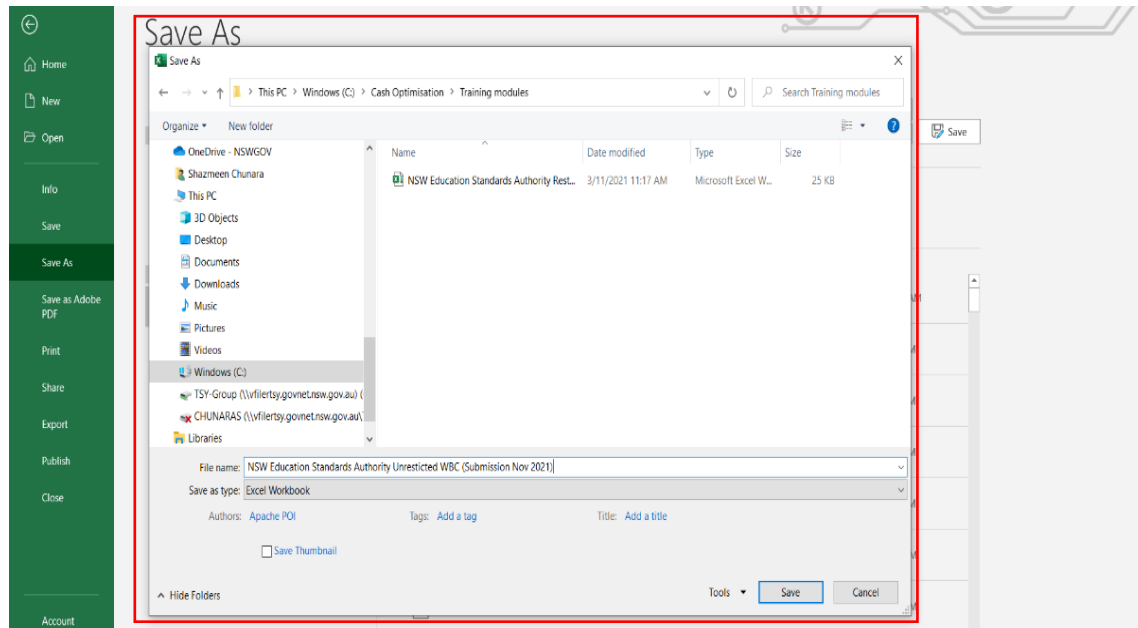


Cashflow Type Name	01-11-2021	02-11-2021	03-11-2021	04-11-2021	05-11-2021	06-11-2021	07-11-2021	08-11-2021	09-11-2021	10-11-2021	11-11-2021
Opening Balance	100,000.00	126,010.00	125,361.00	130,730.00	143,412.00	160,543.00	187,295.00	211,007.00			
Recurrent Confund Appropriation	10,000.00	10,500.00	11,000.00	11,500.00	12,000.00	12,500.00	13,000.00	13,500.00			
Capital Confund Appropriation	20,000.00	25,732.00	30,464.00	35,196.00	40,928.00	46,660.00	52,392.00	58,124.00			
Sub Total: Confund Appropriation	30,000.00	36,232.00	42,464.00	47,696.00	52,928.00	58,660.00	64,392.00	70,124.00			
Restart & Rebuild Grant Funding	6,609.00	7,471.00	8,332.00	9,193.00	10,054.00	10,915.00	11,776.00	12,637.00			
Crown Receipts	9,887.00	5,385.00	6,160.00	6,935.00	7,710.00	8,485.00	9,260.00	10,035.00			
Long Service Leave (Transfer)		5,773.00	7,344.00	8,915.00	10,486.00	12,057.00	13,628.00	15,199.00			
Sub Total: NSW Treasury Funding	16,476.00	22,629.00	20,434.00	23,991.00	20,567.00	24,099.00	24,909.00	20,055.00			
Commonwealth Funding (Directly Received)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00			
Own Source Revenue	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00			
Gaming Revenue											
Land Tax Revenue											
Payroll Tax Revenue											
Refunded Taxes Fees & Fines											
Stamp Duties Revenue											
Transfer received from Agency within Cluster											
Other Inflows		5,903.00	7,458.00	8,322.00	6,340.00	5,185.00	7,516.00	7,516.00			
Grants Received from Principal Department											
Internal Transfer in (Intra-Agency)											
Receipts from NSW Agencies outside Cluster											
GST Refund		5,507.00	7,087.00	7,344.00	7,175.00	8,117.00	6,576.00	5,823.00			
Unreconciled Inflows											
Sub Total: Other Inflows	300.00	11,710.00	14,845.00	15,966.00	13,815.00	13,562.00	14,392.00	17,645.00			
Total Inflows	46,776.00	70,071.00	76,743.00	87,153.00	87,310.00	101,693.00	107,823.00	107,823.00			
Payments to Commonwealth	11,902.00	11,401.00	10,704.00	10,148.00	9,719.00	8,478.00	8,765.00	8,425.00			

- 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)