



The  
Treasury

Treasury Banking System Agencies'

# Cash Forecasting System Procedure Manual

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## Introduction

Treasury commenced collecting agency cash flow forecasts via Cash Management System – CASHMAN on 1 August 1998. CASHMAN has now been replaced with the **Cash Forecasting System (CFS)**. CFS went live on 31 August 2007 for data collection. Agencies are able to Log In via Toes – SAP 777.

The new **Cash Forecasting System** enables agencies to transmit their cash flow forecasts on the last working day of the month **prior to 10.00 am**. This will assist agencies with improved forecasting and assist Treasury in receiving more accurate information.

## CFS - Requirements

Agencies operating in the Treasury Banking System (TBS) are required to provide daily/monthly cash forecasts as per the following;

1. Months 1 and 2 will require a daily split of total other inflows and outflows for each account category;
2. Additional column for Treasury Inflow has been included in the daily cash flows.
  - a. Treasury Inflow column allows for the Treasury CADIS system to populate agencies recurrent appropriations.
  - b. Should agencies be advised prior to submitting cash forecasts of additional recurrent appropriations approved, agencies are requested to input the additional approved amount in the “other inflow daily” column and in the “other” for monthly.
  - c. Once data has been submitted agencies should advise via the 11.30 am variation advice of the change.
3. Months 1 to 6 will require total monthly inflows and outflows for each account category;
4. 30 June Predicted Balance for each account category;
5. Agencies **MUST** transmit their data no later than **10.00 am** on the last working day of the month.
6. Agencies who fail to comply with the above requirement risk forfeiting interest earnings for that month.

## Access to CFS via Toes- SAP 777

CFS is available to agencies 6 working days prior to the last working day of the month. A Treasury email notification will be sent to agencies every month advising CFS is available.

### 11.30 am Daily Variation Advice

The 11.30 am update will now be available via SAP 777. Agencies will be required to -

1. login
2. input data and
3. save variation prior to 11.30 am

Agencies will be required to contact Treasury of the 11.30 am variation advice by phone and email should the following occur:

1. Should agencies log in prior to 11.30 am and do not click **SAVE** by 11.30 am, variation advice will not be updated and will prompt agencies to contact Treasury
2. Should agencies log in after 11.30 am the system will block access and will prompt agencies to contact Treasury

Whether agencies are performance or standard interest scheme all **agencies** that reside in the Treasury Banking System **MUST** notify Treasury of any variation in excess of (+) or (-) \$1m by account category.

Non advice of variations in excess of (+) or (-) \$1m may impact on the Treasury set-off and cause the Treasury Banking System (TBS) into overdraft. Should this occur agencies will be required to pay overdraft fee at the rate charged by the contracted banker. This is applicable for **ALL** TBS agencies.

### Agency Contact Changes

Agencies are requested to notify Treasury's Banking Area Team via email should changes occur due to restructures, amalgamations and/ or staff changes.

## Treasury Contacts

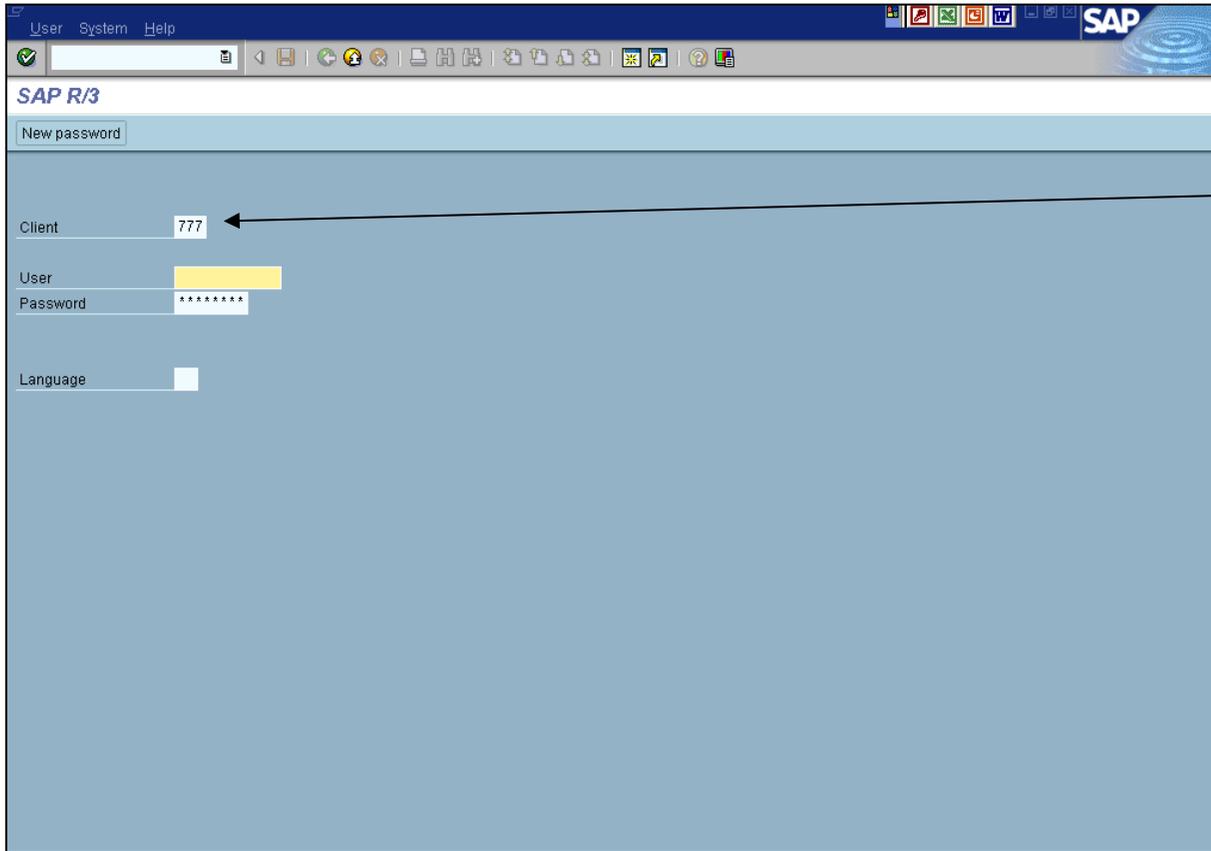
### Cash Management and Banking:

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jin Kang	Finance Officer	9228 4150	<a href="mailto:Jin.Kang@treasury.nsw.gov.au">Jin.Kang@treasury.nsw.gov.au</a>
Ronelle Bach	Finance Officer	9228 4112	<a href="mailto:Ronelle.Bach@treasury.nsw.gov.au">Ronelle.Bach@treasury.nsw.gov.au</a>
Henriette Prego	Finance Manager Banking	9228 3873	<a href="mailto:Henriette.Prego@treasury.nsw.gov.au">Henriette.Prego@treasury.nsw.gov.au</a>

### Technical Support:

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Davis Ho	FIS Support Officer	9228 4034	<a href="mailto:Davis.Ho@treasury.nsw.gov.au">Davis.Ho@treasury.nsw.gov.au</a>

# LOGIN to SAP 777



## To Login In

- When agencies login into SAP the system will default to **CLIENT 666**
- This must be changed to **CLIENT 777** for every log in.
- Input User Name
- Enter Password
- Click Execute



Or

- **“Enter”** on keyboard

## User Menu Page

Cash Forecasting System will appear as part of your overall menu.

Menu folder is as follows:-



### **CASH FORECASTING SYSTEM**

- Cash Predictions Data Entry
- 11.30 Update Data Entry Screen

## ICONS



Execute/ Enter



Exit (shift + F3)



Accepted



Cancel (F12)



Execute (F8)



Print (Ctrl + P)



Back (F3)



Customising of Local Layout (Alt + F12)

## Cash Predictions Data Entry – Daily

Cash Predictions Data Entry

su01\

Cash Predictions Data Entry

Daily Report Monthly Report

Agency 10 Legislature - CADIS Test

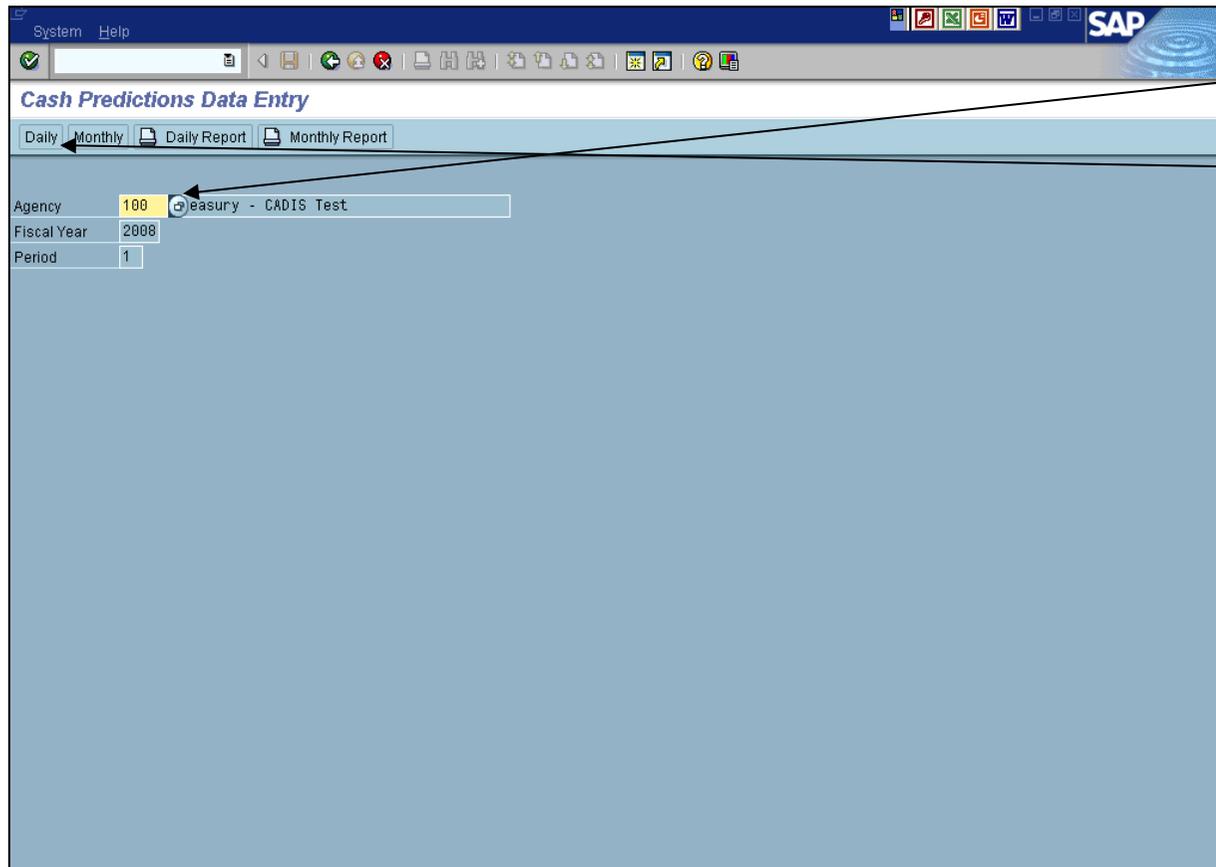
Fiscal Year 2008

Period 2

- Type Agency Financial Information System (FIS) Number e.g. 10
- Click Enter or



## Cash Predictions Data Entry – Daily

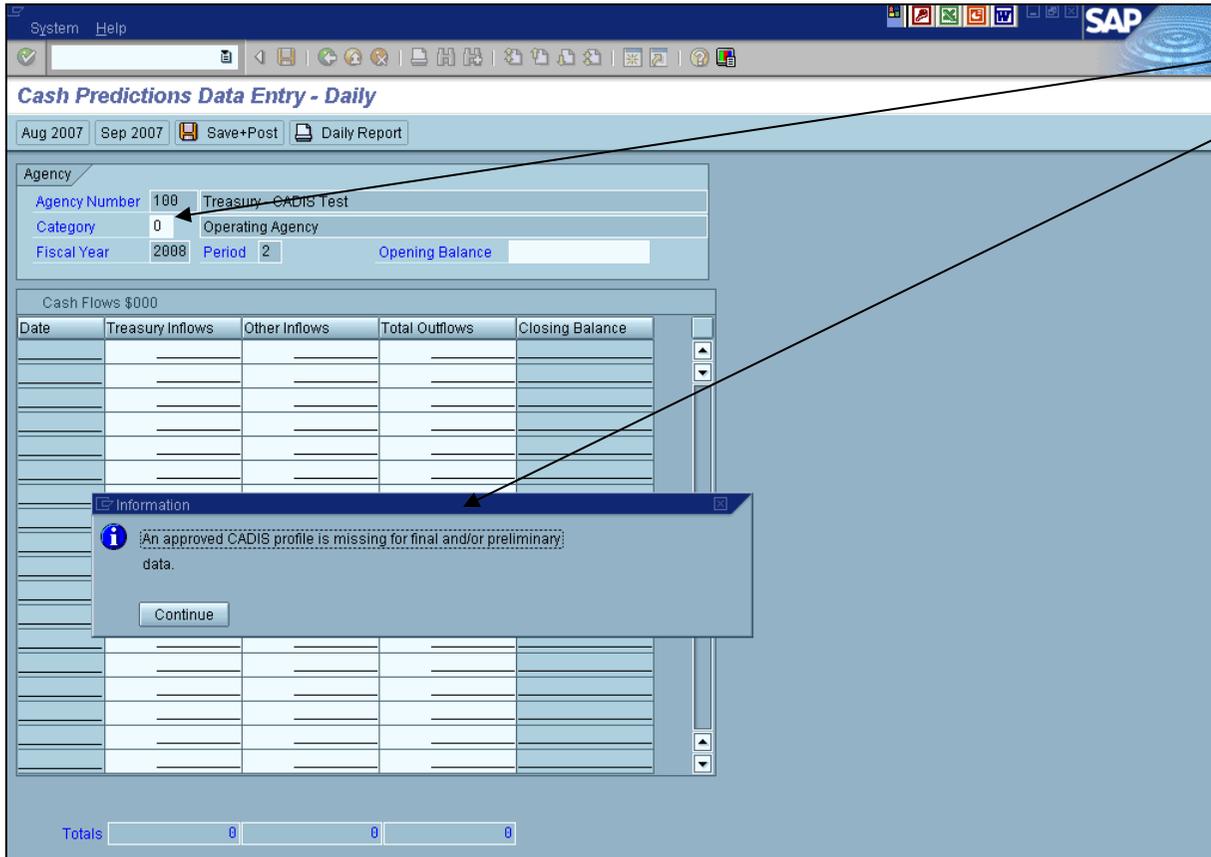


- Agency Financial Information System (FIS) Number e.g. 100

- Click Daily

- Data entry screen will follow

# Cash Predictions Data Entry - daily



- Select Account Category
- This message may appear due to timing issues with the input of the recurrent appropriations in the CADIS System by Treasury and is only applicable for “O” category accounts.
  - Should this message appear **click continue** and populate the data for agency appropriations in the Treasury Inflow column for daily/monthly recurrent appropriations.

## Cash Predictions Data Entry – Daily

System Help

**Cash Predictions Data Entry - Daily**

Jul 2007 Aug 2007 Save+Post Daily Report Bank Accounts

Agency

Agency Number 100 Treasury - CADIS Test

Category Operating Agency

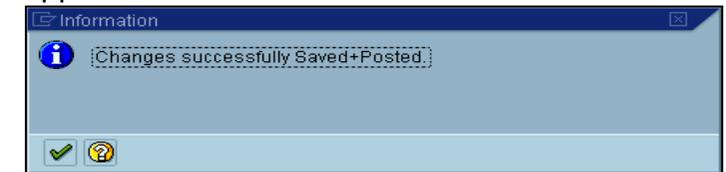
Fiscal Year 2008 Period 1 Opening Balance 18,488

Cash Flows \$000

Date	Treasury Inflows	Other Inflows	Total Outflows	Closing Balance
02.07.2007				18,488
03.07.2007				18,488
04.07.2007		10		18,498
05.07.2007				18,498
06.07.2007				18,498
09.07.2007				18,498
10.07.2007				18,498
11.07.2007				18,498
12.07.2007				18,498
13.07.2007		10		18,508
16.07.2007				18,508
17.07.2007				18,508
18.07.2007				18,508
19.07.2007				18,508
20.07.2007			20	18,488
23.07.2007				18,488
24.07.2007				18,488
25.07.2007				18,488
<b>Totals</b>	0	60	20	

### Data Entry - daily

- Opening balance to be revised by agency.
  - Input other inflows and outflows.
  - To navigate in cells use Tab key and Up and Down keys can be used in the input data fields.
  - Once first month is completed click second month for daily input.
  - Opening balance for second month will be carried forward from previous screen.
  - Once other inflows and outflows have been input click **Save & Post**.
  - The following message will appear once **Save & Post** is selected.



he process is repeated for each account category except for “T”.

## Cash Predictions Data Entry – Daily

Agency

Agency Number: 100 Treasury - CADIS Test

Category: T Treasurer's Accounts

Fiscal Year: 2008 Period: 1 Opening Balance: 0

Cash Flows \$000

Date	Treasury Inflows	Other Inflows	Total Outflows	Closing Balance
01.08.2007	0	0	0	0
02.08.2007	0	100	0	100
03.08.2007	0	0	0	100
06.08.2007	0	0	0	100
07.08.2007	0	0	0	100
08.08.2007	0	100	0	200
09.08.2007	0	0	0	200
10.08.2007	0	0	0	200
13.08.2007	0	0	0	200
14.08.2007	0	0	0	200
15.08.2007	0	100	0	300
16.08.2007	0	0	0	300
17.08.2007	0	0	0	300
20.08.2007	0	0	0	300
21.08.2007	0	100	0	400
22.08.2007	0	0	0	400
23.08.2007	0	0	0	400
24.08.2007	0	0	0	400
Totals	0	400	0	0

For “T” account category the following applies:

- Treasury Inflow Blocked
- Total Outflows Blocked
- Opening Balance Blocked

**Agencies are required to input other inflows only.**

For all account categories other than “O” all Treasury Inflow amounts are zero.

# Cash Predictions Data Entry – Daily

**Click Bank Account Icon**

- Provides agencies a list of active and or inactive accounts for the agency account category selected.

**Daily Reports**

This enables agency to print daily report once data is saved & posted.

Select



To continue.

To proceed to Monthly Data Entry Screen click



## Cash Predictions Data Entry – Monthly

System Help SAP

**Cash Predictions Data Entry - Monthly**

Save+Post Monthly / 30th June Monthly Report Bank Accounts

Agency Number 100 Treasury - CADIS Test  
 Category 0 Operating Agency  
 Fiscal Year 2008 Period 2

	Aug 2007	Sep 2007	Oct 2007	Nov 2007	Dec 2007	Jan 2008
Opening Balance	18,528	18,528	18,528	18,528	18,528	18,528
<b>Inflows \$000</b>						
SALES OF GOODS AND SERVICES						
RETAINED TAXES, FEES AND FINES						
CONS. FUND ALLOCATION - RECU...						
CONS. FUND ALLOCATION - CAPIT...						
COMM. FUNDING (CROWN ONLY)						
OTHER						
Total Inflows	0	0	0	0	0	0
<b>Outflows \$000</b>						
EMPLOYEE RELATED						
GRANTS AND SUBSIDIES						
FINANCE COSTS						
OTHER						
Total Outflows	0	0	0	0	0	0
Closing Balance	18,528	18,528	18,528	18,528	18,528	18,528

Information

**i** An approved CADIS profile is missing for one or more months.

Continue

- This message may appear due to timing issues with the input of the recurrent appropriations with Treasury’s CADIS System and is only applicable to “O” category account.
- Should this message appear **click continue**.
- Agencies will be required to populate data in the **Cons Fund Allocation Recurrent** field.
- The monthly inflow/outflow totals for the first 2 months should reconcile with the daily input for the required 2 months.

## Cash Predictions Data Entry – Monthly

Agency

Agency Number 100 Treasury - CADIS Test

Category 0 Operating Agency

Fiscal Year 2008 Period 2

	Aug 2007	Sep 2007	Oct 2007	Nov 2007	Dec 2007	Jan 2008
Opening Balance	18,528	18,538	30,680	48,822	66,964	66,964
<b>Inflows \$000</b>						
SALES OF GOODS AND SERVICES	30	2,920	2,920	2,920	2920	2920
RETAINED TAXES, FEES AND FINES						
CONS. FUND ALLOCATION - RECU...		11,680	11,680	11,680		
CONS. FUND ALLOCATION - CAPIT...		150	150	150		
COMM. FUNDING (CROWN ONLY)						
OTHER		51,736	57,736	57,736	1000	1000
Total Inflows	30	66,486	72,486	72,486	0	0
<b>Outflows \$000</b>						
EMPLOYEE RELATED	20	6,688	6,688	6,688	6688	6688
GRANTS AND SUBSIDIES						
FINANCE COSTS						
OTHER		47,656	47,656	47,656	1000	1000
Total Outflows	20	54,344	54,344	54,344	0	0
Closing Balance	18,538	30,680	48,822	66,964	66,964	66,964

- Select Account Category
  - input monthly data
  - select enter key
  - click **Save & Post/30 June**
  - 30 June predicted balance screen will follow.
- The process is repeated until all agency account categories monthly input has been completed.
- Monthly Report function enables agency to print report after information is saved and posted.
- **SAVE & POST** - Changes can be made to daily/monthly data after save and post has been selected.

## Cash Predictions Data Entry – 30 June Predicted Balance

System Help

Cash Predictions Data Entry - 30th June Predicted Balance

Continue Save

Agency

Agency Number 100 Treasury - CADIS Test

Category T Treasurer's Accounts

Fiscal Year 2008 Period 1

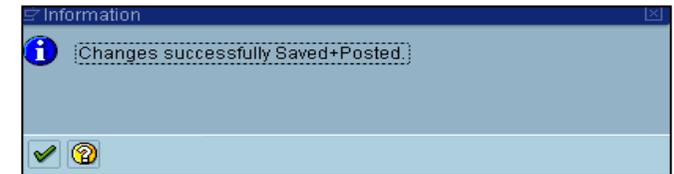
30th June Predicted Balance (\$000) 100

Agencies are required to input 30 June predicted account balance for each account category held by agencies.

- Input 30 June predicted balance.

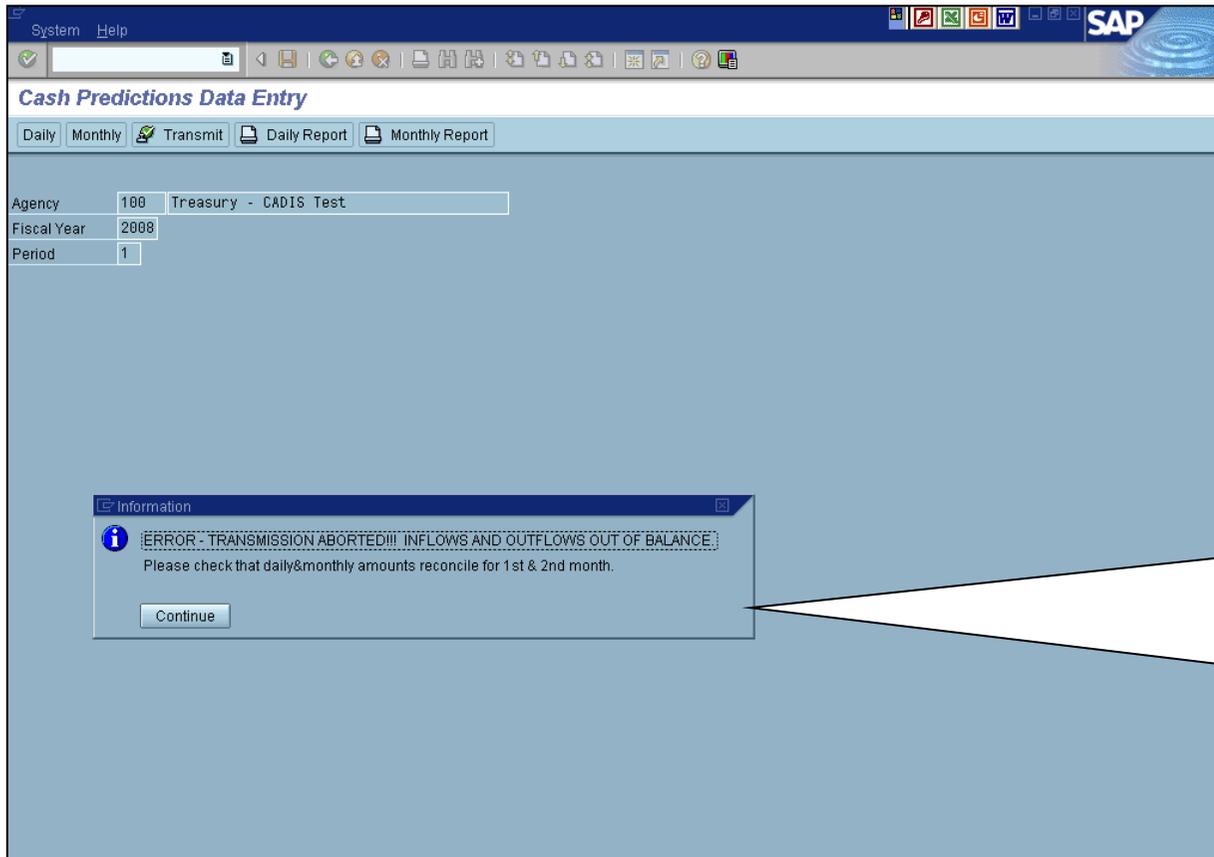


- **Click.**
- The following message will appear once monthly data is successfully transmitted.



- Once all account categories are completed and successfully saved & posted agencies will be able to transmit.

## Cash Predictions Data Entry - Final processes

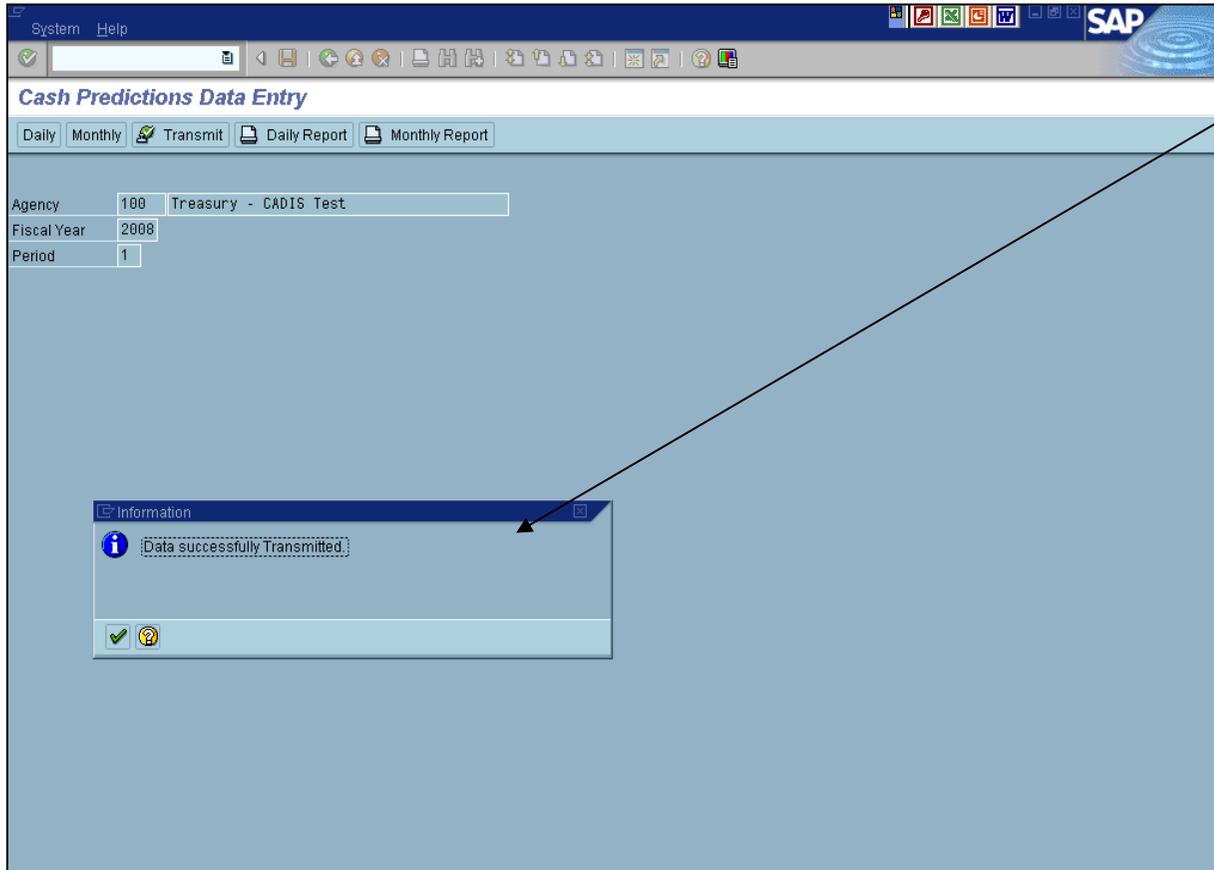


Click



- Should this message appear agencies are required to reconcile daily and monthly for first and second months.
- Once data is checked and re input for daily and or monthly. Agencies will be able to transmit.
- Agencies must transmit prior to 10.00 am on the last working day of the month.

## Cash Predictions Data Entry - Transmitted

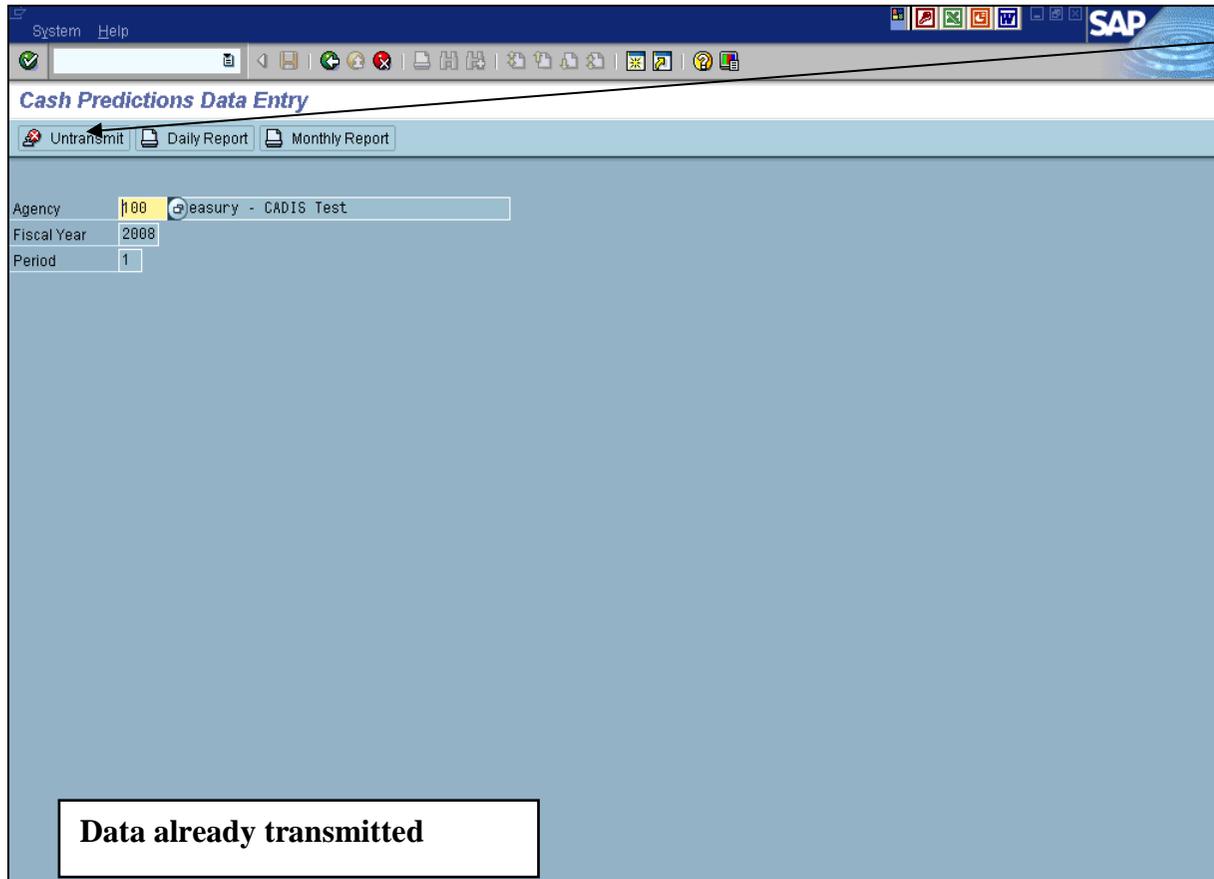


**Agencies must successfully transmit data to Treasury prior to 10.00 am.**



click

## Cash Predictions Data Entry – Un-transmit

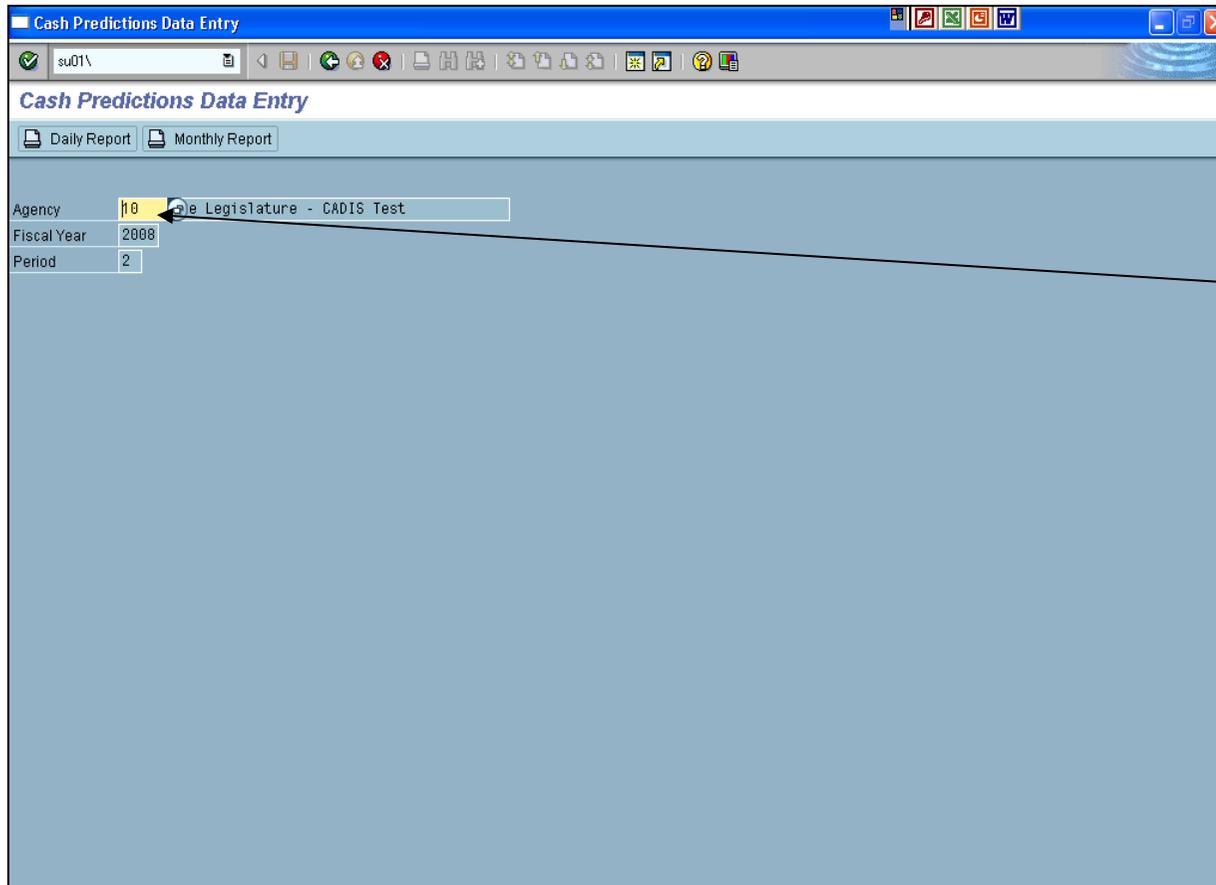


- **Un-transmit function** is available should agencies need to change data after transmitting.

- **Please note data must be re-transmitted to Treasury prior to 10.00 am on the last working day of the month.**

- Once Treasury uploads information this function will not be available.

## Cash Predictions Data Entry – Reports

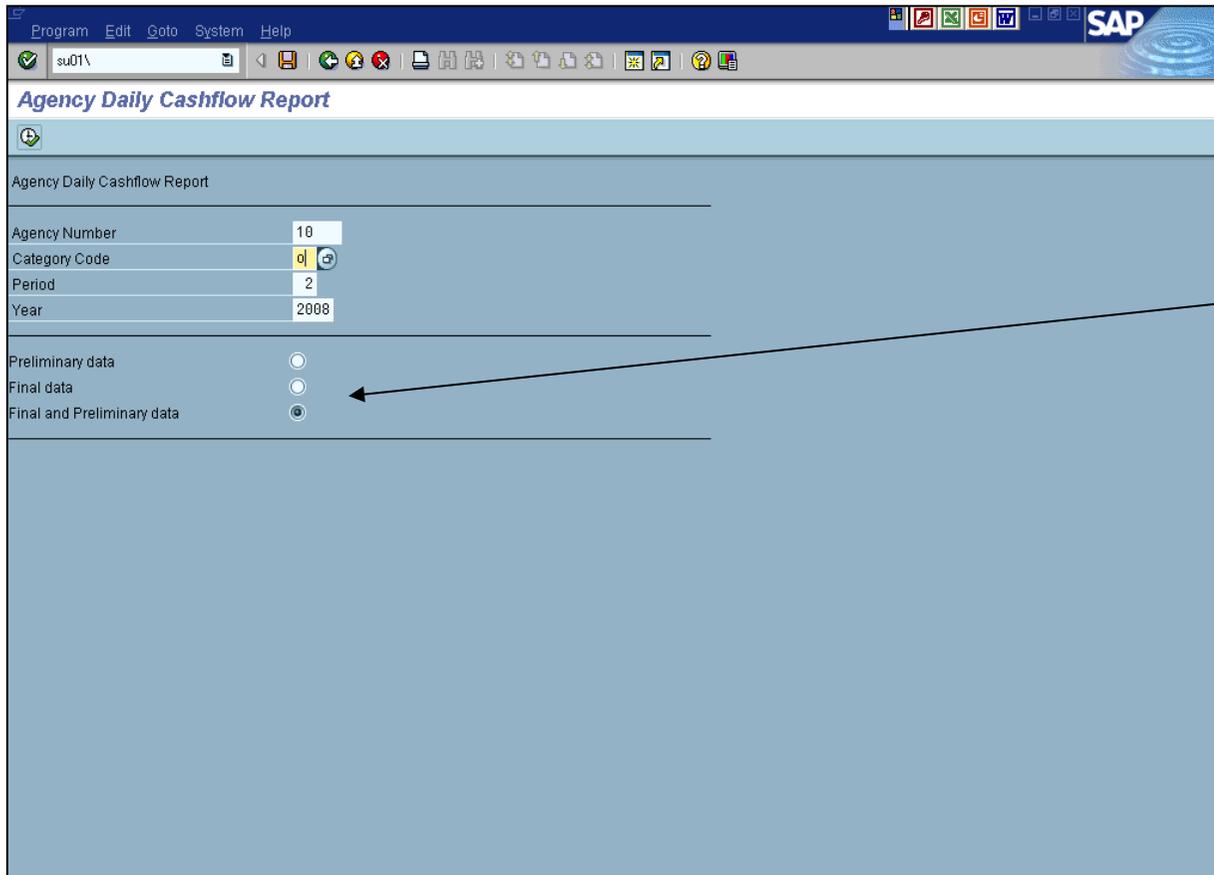


**Cash Predictions Data Entry** screen enables agencies to view monthly and daily reports.

- Input agency FIS number,
- **Click** daily or monthly to view reports,
- **Click**



## Cash Predictions Data Entry – Daily



The screenshot shows the SAP 'Agency Daily Cashflow Report' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Agency Daily Cashflow Report' and contains a form with the following fields:

Agency Number	10
Category Code	01
Period	2
Year	2008

Below the form, there are three radio button options for data selection:

- Preliminary data
- Final data
- Final and Preliminary data

An arrow points from the 'Final and Preliminary data' radio button to the 'Click' bullet point in the instructions on the right.

Agencies are able to view and print reports for Preliminary and Final data for each account category.

- Select account category
- **Click**
  - Preliminary Data or
  - Final Data or
  - Final & Preliminary Data



**Click Execute**

- Agencies are only able to view current period e.g. Period 2 – August (Final) and September (Preliminary).

## Cash Predictions Data Entry – Daily Report

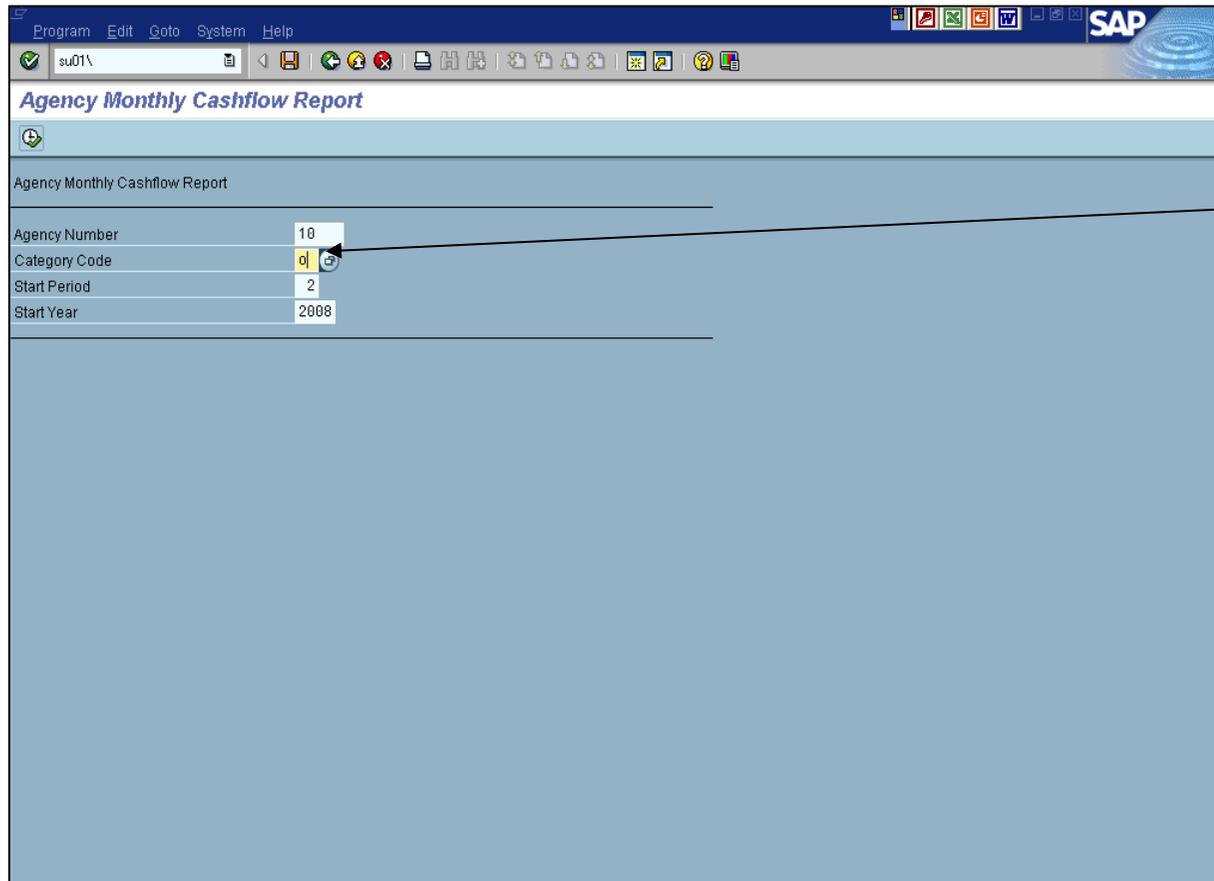
The screenshot displays the SAP 'Agency Daily Cashflow Report' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area shows the report title and a table of data.

Run Date: 06.07.2007      NSW Treasury      Page: 1  
 Run Time: 12:01:37      Agency Daily Cashflow Report      ABAP: ZCRPTAPD  
 Client : 050      USER: PRE60H

Agency 10      Year 2008 ( 2007 )  
 Category 0      Operating Agency      Period 02 ( August )

Date	Treasury Inflows \$000	Other Inflows \$000	Total Outflows \$000	Closing Balance \$000
01.08.2007	0	0	0	1,752
02.08.2007	0	100	50	1,802
03.08.2007	0	0	0	1,802
06.08.2007	0	0	0	1,802
07.08.2007	0	300	0	2,102
08.08.2007	0	0	50	2,052
09.08.2007	0	0	0	2,052
10.08.2007	0	0	0	2,052
13.08.2007	0	0	0	2,052
14.08.2007	0	300	500	1,852
15.08.2007	0	0	0	1,852
16.08.2007	0	0	0	1,852
17.08.2007	0	0	0	1,852
20.08.2007	0	0	0	1,852
21.08.2007	0	0	0	1,852
22.08.2007	0	0	0	1,852
23.08.2007	0	100	50	1,902
24.08.2007	0	100	0	2,002
27.08.2007	0	0	100	1,902
28.08.2007	0	0	0	1,902
29.08.2007	0	0	0	1,902
30.08.2007	0	0	0	1,902
31.08.2007	0	100	100	1,902

## Cash Predictions Data Entry – Monthly



The screenshot shows the SAP 'Agency Monthly Cashflow Report' interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main area contains a form with the following fields:

Agency Number	10
Category Code	01
Start Period	2
Start Year	2008

An arrow points from the 'Category Code' field to the 'Select account category' bullet point in the adjacent text.

Agencies are able to view and print reports for monthly cashflow for each account category.

- Select account category
- **Click Execute**



## Cash Predictions Data Entry – Monthly Report

Agency Monthly Cashflow Report

Run Date: 06.07.2007  
Run Time: 11:51:34  
Client : 050

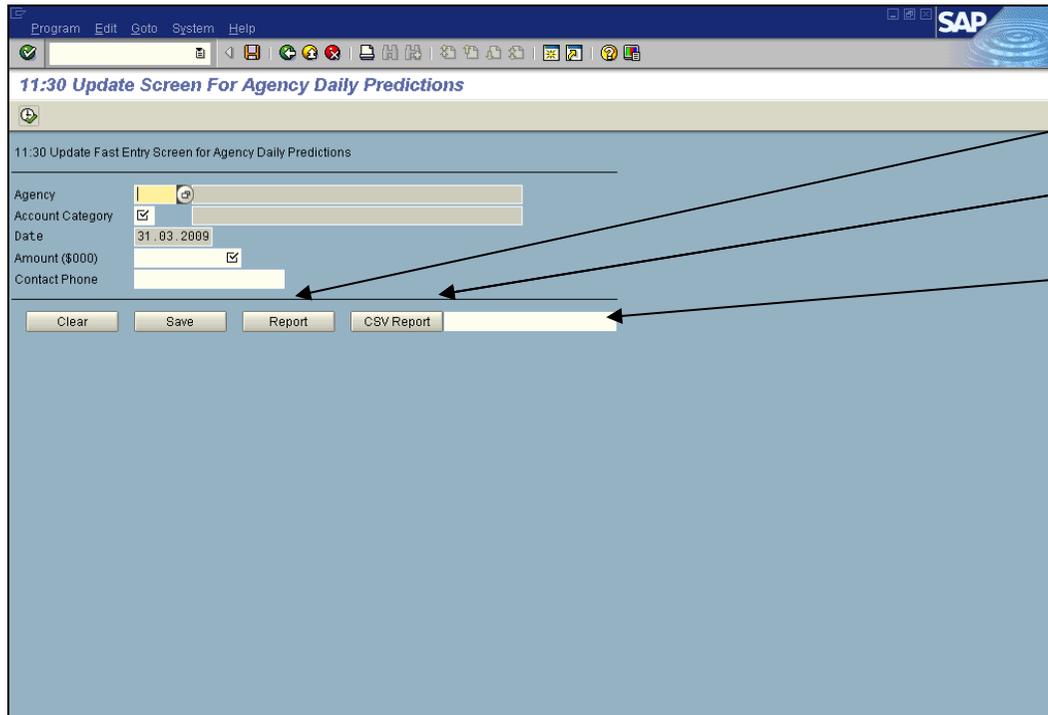
NSW Treasury  
Agency Monthly Cashflow Report

Agency: 10  
Category: 0 Operating Agency

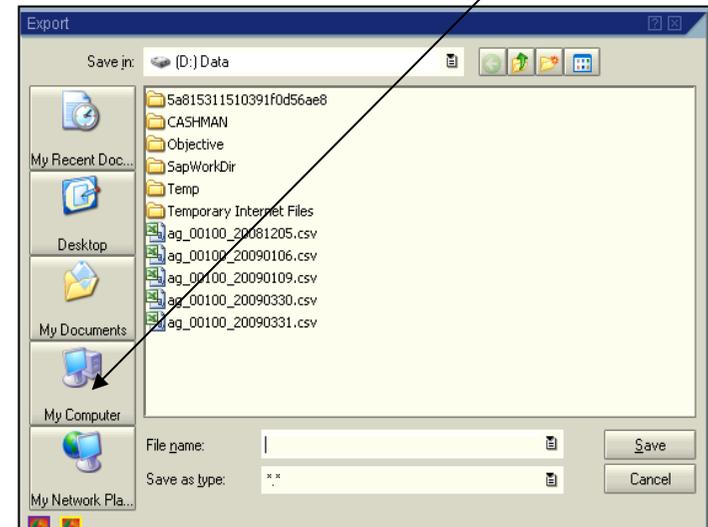
	08/2007	09/2007	10/2007	11/2007	12/2007
Opening Balance:	1,752	1,902	2,086	5,182	5,216
<b>Inflows \$000</b>					
SALES OF GOODS AND SERVICES	150	400	400	400	400
RETAINED TAXES, FEES AND FINES	0	0	0	0	0
CONS. FUND ALLOCATION - RECURRENT	500	7,384	11,076	7,384	7,384
CONS. FUND ALLOCATION - CAPITAL	0	100	100	100	100
COMM. FUNDING (CROWN ONLY)	0	0	0	0	0
OTHER	350	350	350	350	350
<b>Total Inflows:</b>	<b>1,000</b>	<b>8,234</b>	<b>11,926</b>	<b>8,234</b>	<b>8,234</b>
<b>Outflows \$000</b>					
EMPLOYEE RELATED	400	3,850	4,630	4,000	4,000
GRANTS AND SUBSIDIES	0	0	0	0	0
FINANCE COSTS	0	0	0	0	0
OTHER	450	4,200	4,200	4,200	4,200
<b>Total Outflows:</b>	<b>850</b>	<b>8,050</b>	<b>8,830</b>	<b>8,200</b>	<b>8,200</b>
<b>Net Movement:</b>	<b>150</b>	<b>184</b>	<b>3,096</b>	<b>34</b>	<b>34</b>
Closing Balance:	1,902	2,086	5,182	5,216	5,250

- **Monthly Report –** agencies will be able to view the 6 monthly data available on screen and when the report is printed.

## 11.30 Update Screen for Agency Daily Predictions



- **Report** - allows agency to print report once data is saved.
- **CSV Report** - allows agency to save report once data is input and saved.
- By selecting this area the icon enables agency to select own file path.



## 11.30 Variation Data Input

The screenshot shows the SAP '11:30 Update Screen For Agency Daily Predictions'. The form contains the following fields and values:

Agency	100
Account Category	0
Date	31.03.2009
Amount (\$000)	1500
Contact Phone	TEST 9228 3873

Buttons: Clear, Save, Report, CSV Report

- Input agency FIS number
- Select Account Category
- Input Variation amount (+) or (-) \$1m
- Contact phone Number
- Select **SAVE**



- This message will confirm the data has been saved.

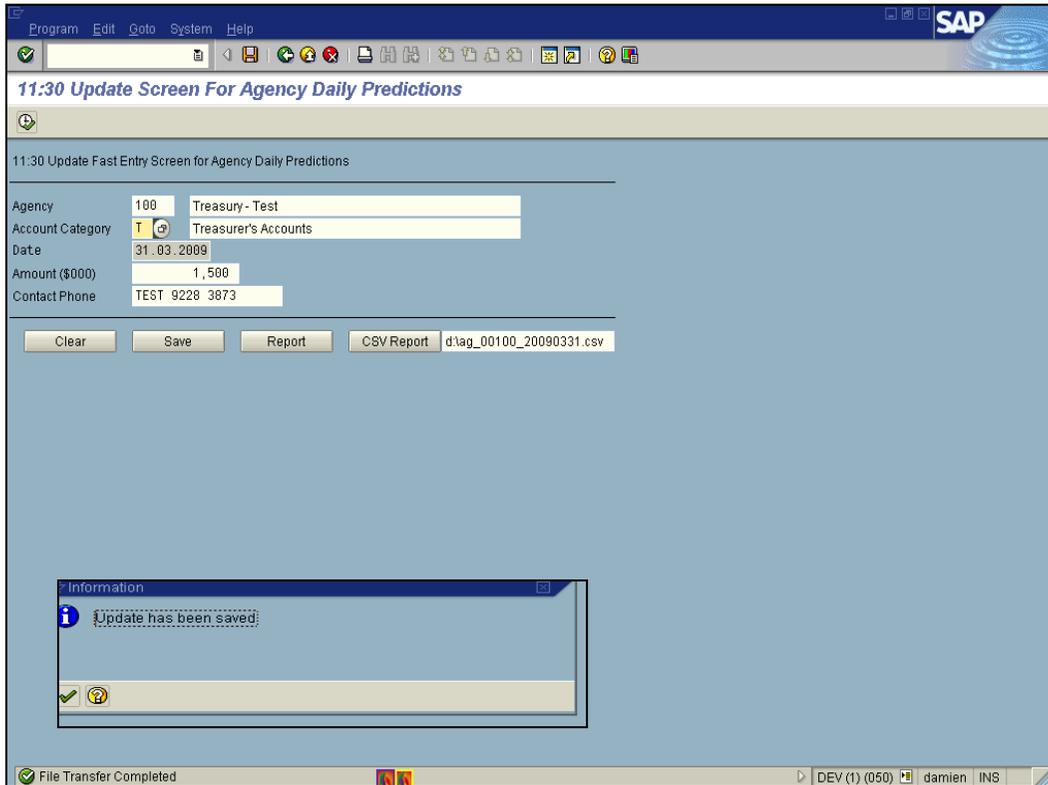
Once data is saved agencies have several options -

1. Print a report – this function does not save a copy of the report
2. Save as CSV file -default save path is “D” drive
3. Or select own CSV file path

### NOTE:

- Variation **MUST** be **SAVED** prior to 11.30 am
- Variation advice is applicable to all agencies that reside in the Treasury Banking System.
- Repeat the 11.30 am variation advice process for each account category that has a variation of (+) or (-) \$1m. Remember to select **SAVE** after each account category. The message **update has been saved** will reappear after each account category updated.
- Once all variations are input you then can print report or save in agency directory this will show all the variations made on the day.

## 11.30 Variation Report option 1



### To print a report only option

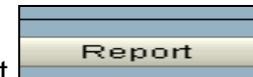
- Input data



- Select

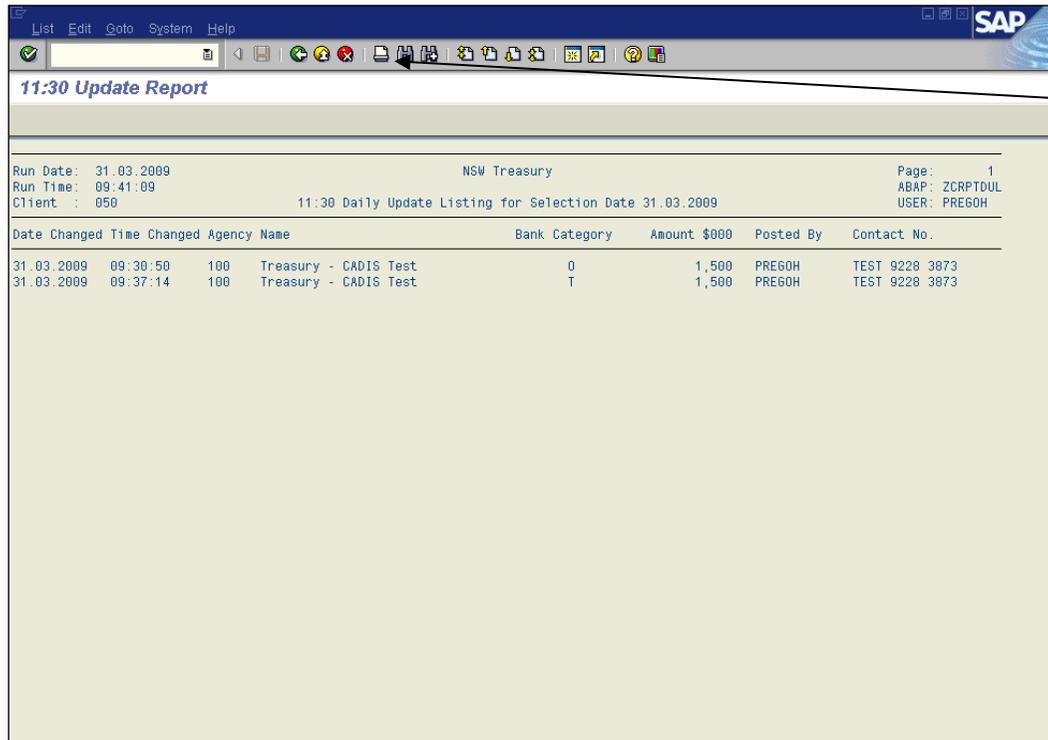


- Select



- Select

## 11.30 Variation Update Report



The screenshot shows the SAP interface for the '11:30 Update Report'. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report header displays the following information:

- Run Date: 31.03.2009
- Run Time: 09:41:09
- Client: 050
- NSW Treasury
- 11:30 Daily Update Listing for Selection Date 31.03.2009
- Page: 1
- ABAP: ZCRPTDUL
- USER: PREGOH

The main data table is as follows:

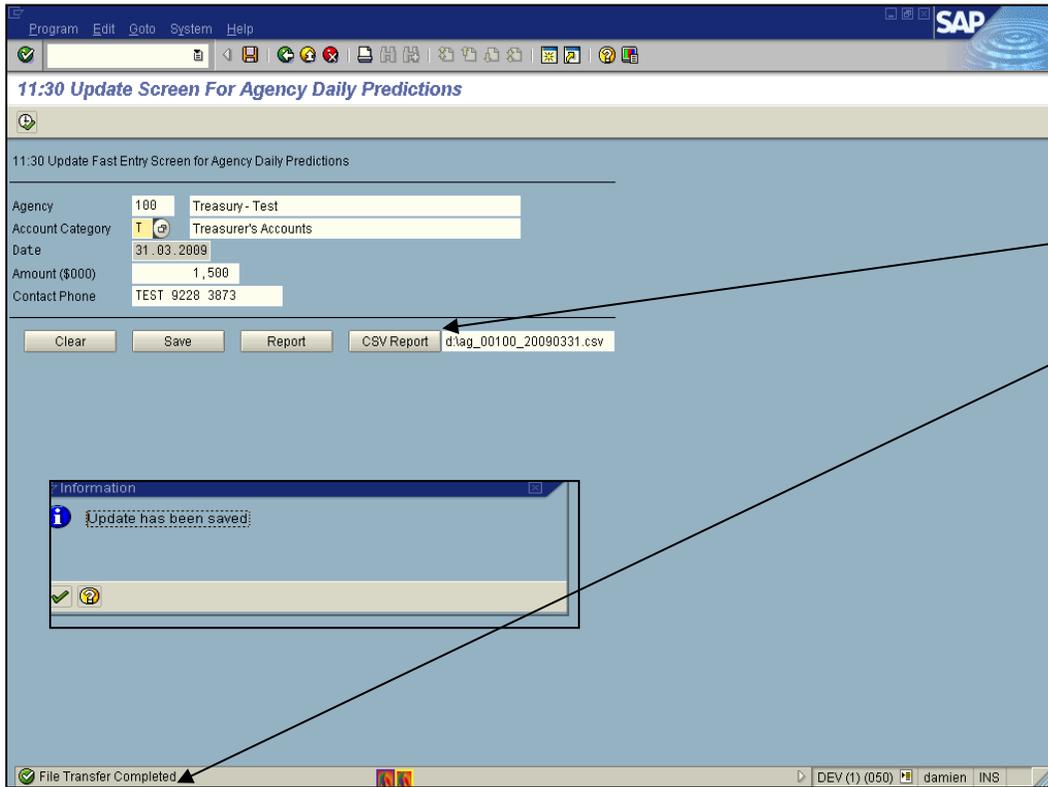
Date	Changed	Time	Changed	Agency Name	Bank Category	Amount \$000	Posted By	Contact No.
31.03.2009	09:30:50	100	Treasury - CADIS Test	0	1,500	PREGOH	TEST 9228 3873	
31.03.2009	09:37:14	100	Treasury - CADIS Test	T	1,500	PREGOH	TEST 9228 3873	

- Select the print icon in order to print report



- Report provides agencies with a record of variation input.

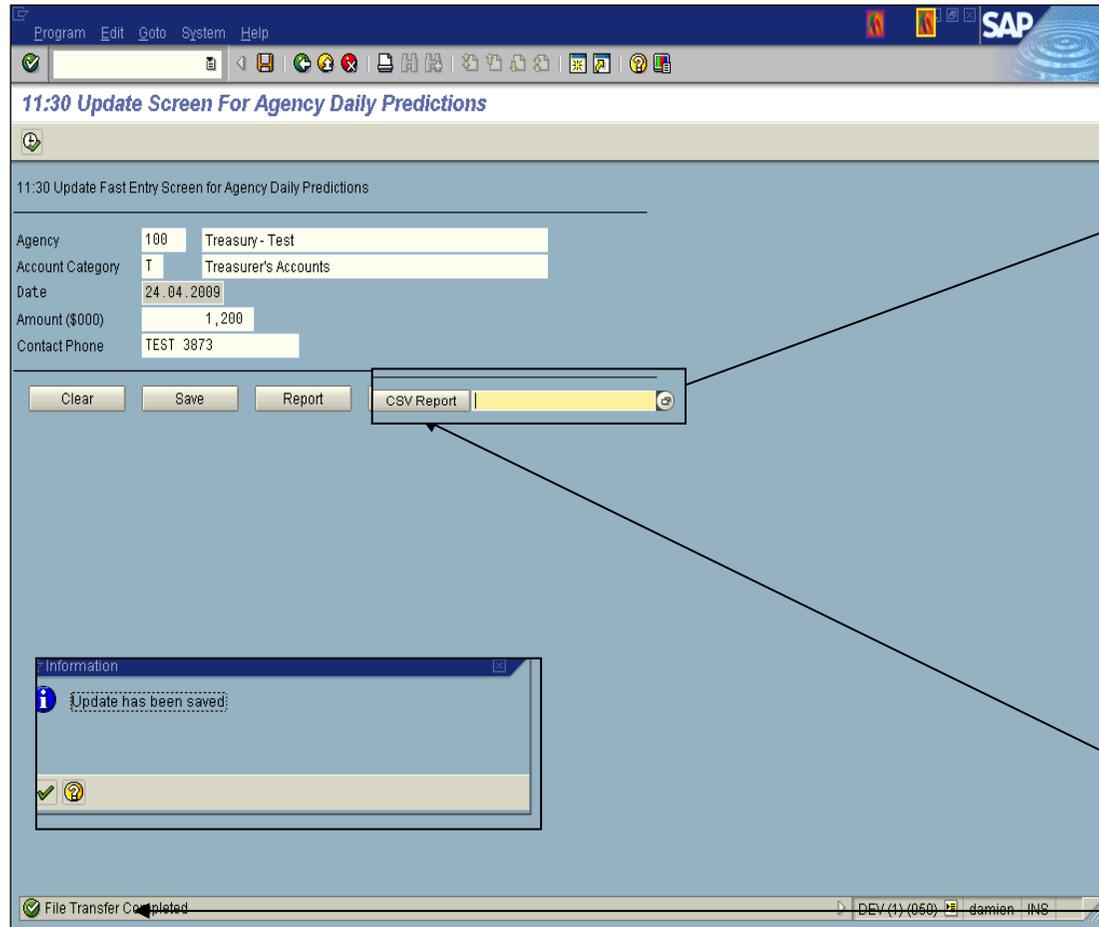
## 11.30 Variation report saved in agency directory



### To save data in agency directory Option 1.

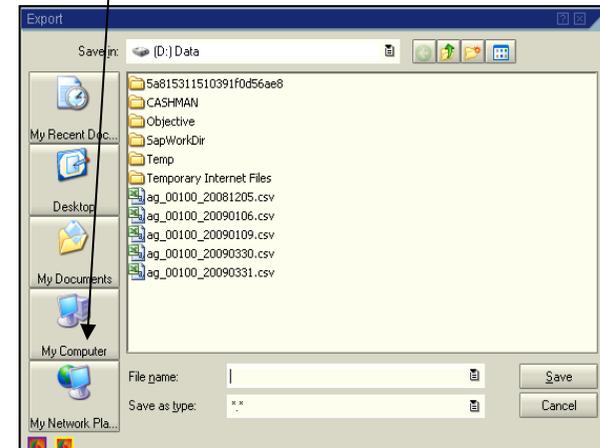
- Input Data
- Select Save
- Select 
- Select **CSV Report** –default save path is “D” drive
- File Transfer Completed will appear.  
The variation will be saved as per file path shown on agency screen.

## 11.30 Variation report saved in agency directory

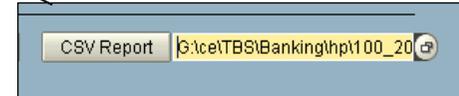


### Option 2.

- Input data
- Select Save
- Select 
- Select -
- Choose your file path, this should be saved as a CSV file.

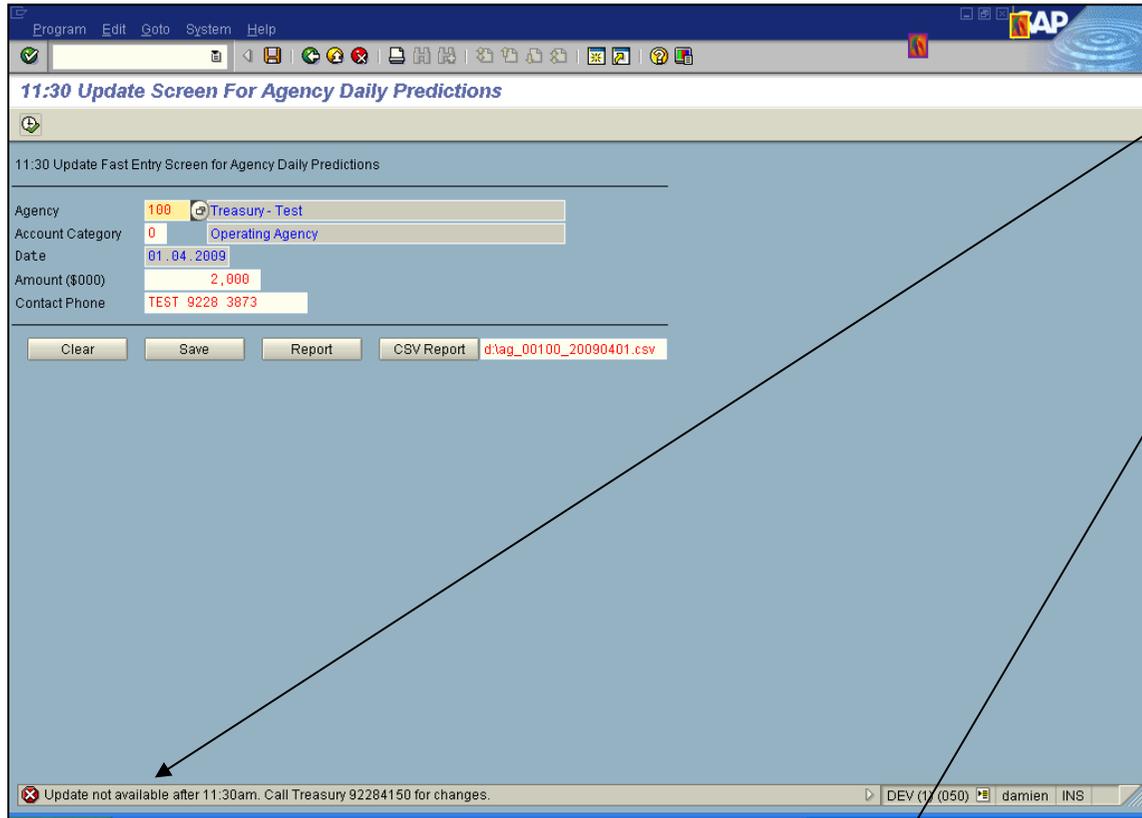


- Once file path is selected click CSV



- the file path will be displayed where it has been saved and File Transfer Completed will appear.

## 11.30 Variation update screen error messages

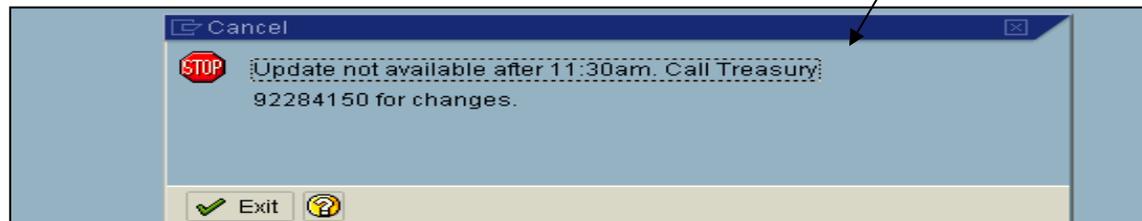


- If agencies log in prior to 11.30 am and do not select Save prior to 11.30 am agencies will not be able to save the variation.

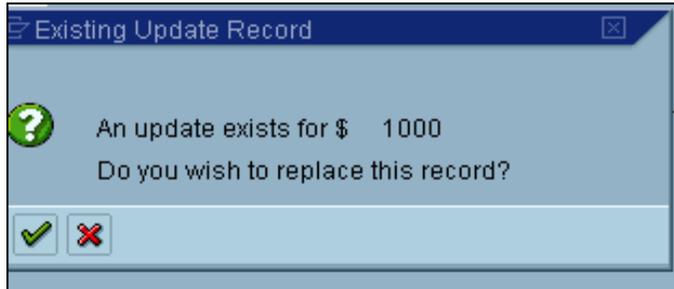
- Access will be denied should agencies attempt to login after 11.30 am.

- In the event of these situations agencies are required to
  - **advise Treasury of their variation immediately by**
    - telephone and
    - email

**Note: All agencies that reside in the TBS are expected to provide Treasury on a daily basis with any variation to cashflows of (+) or (-) \$1m.**

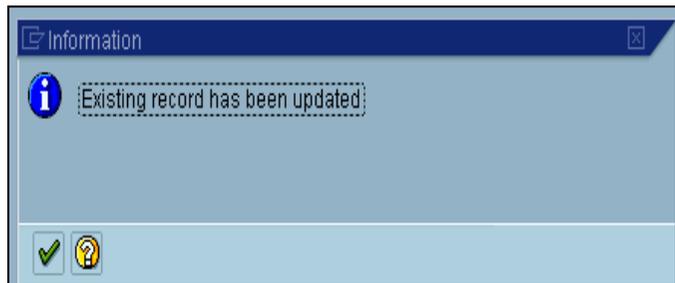


### 11.30 Update Screen for Agency Daily Predictions – change of amount



- Agencies can go back to the 11.30 Update screen and change amount originally saved prior to 11.30 am and save again.

- Click



**In cases where a change to an amount saved prior to 11.30 am occurs after 11.30 am agencies MUST notify Treasury by phone and email to make the change.**

## Variation notification after 11.30 am – Email Advice

Any variation after 11.30am must be notified to Treasury as per the following:

1. Phone Jin Kang
2. and Email

### Facsimile Transmission

To: NSW Treasury  
 Attention: Jin Kang  
 Fx: (02) 9228 4150

From: Agency .....  
 Contact: .....  
 Ph No: .....

Date: \_\_\_\_\_

### DAILY 11.30 am CASHFLOW VARIATION ADVICE

daily variances in excess of (+) or (-) \$1m

Agency Name: \_\_\_\_\_

Agency FIS No. \_\_\_\_\_

Date: \_\_\_\_\_

Category Type: \_\_\_\_\_

*Nb. A separate advice is required for each Category Type ie. (O, C, S, T, W)*

	Original Forecast \$'000 (1)	Revised Forecast 11am Update \$'000 (2)	<u>Variance</u> <u>(2) – (1) + or - \$'000</u>
Inflow			
Outflow			
Net Variation			

### Please Note:

*The forecast "Opening" and "Closing" bank balance is not part of this computation. However, when determining any variance agencies need to be mindful that their "Opening Balance" is updated each day by the CFS to reflect the previous day's **actual** closing balance.*