What is Finance Services?

Finance Services is a place where you can do requests for:

- Making expense claims and attaching supporting documentation
- Reconciling your UNSW credit card and attaching supporting documentation
- Submitting a finance related queries using the Finance General Inquiry form

You’ll receive an email with a reference number when you submit a request.

Benefits of Using Finance Services

- Tracking of submissions: When you submit any request, you will receive an email with a trackable reference number
- Mobile version: Upload and manage your receipts via your mobile device, in order to attach to your claims and reconciliations submission

More services will be coming in the future.
Access Finance Services (login)

myUNSW
Log into myUNSW and click on the My Finance link at the top of the page

or

Use the Direct Link
Go to https://financeservice.unsw.edu.au/nav/ (bookmark it in your browser)

or

Use the Mobile version
Add the mobile version to your mobile device

Quick Reference Guides
- Log into Finance Services from myUNSW
- Direct link login
- Add the mobile version to your device
Log into myUNSW and click on My Finance in the top menu.
More services will be coming in the future
Finance Services in your Browser

1. Go to the Finance Services website
   https://financeserve.unsw.edu.au

2. Bookmark it for future use
Use the Mobile version so that you can claim your expenses and/or send your credit card expenses to your Finance Services Team from anywhere.

You can use the web version or the mobile version depending on where you are.

• Add the mobile icon to your device
• Attaching Receipts (Mobile)
Claiming Expenses

1. Click on submit an expense claim, confirm your details or click on Complete for someone else and prove their details
2. Provide a contact number
3. Specify your organisation
4. Tell us what this claim is about
5. Provide your approver’s name
6. Add items to your claim (you can have one, or many, items. Keep clicking Add Item until you are ready to submit the claim)
   1. Describe the item you are claiming
   2. Provide a currency
   3. Specify the amount
   4. Select the transaction detail
   5. Provide a reason for the purchase
   6. Answer and FBT question (if you click ‘no’ you will be asked a couple of additional questions)
   7. Provide a chartfield (minimal information required are project id and project description)
7. Attach your supporting documentation
8. Submit the claim
1. Click on submit credit card expenses
2. Confirm your details or click on Complete for someone else and prove their details
3. Provide a contact number
4. Specify your organisation
5. Provide your approver’s name
6. Add items to your claim (you can have one, or many, items. Keep clicking Add Item until you are ready to submit the claim)
   1. Describe the item you are claiming
   2. Provide a currency
   3. Specify the amount
   4. Select the transaction detail
   5. Provide a reason for the purchase
   6. Answer and FBT question (if you click ‘no’ you will be asked a couple of additional questions
   7. Provide a chartfield (minimal information required are project id and project description)
7. Attach your supporting documentation
8. Submit the form
You can add a receipt against every line; or
you can bulk your receipts together and load them all together.
There may be times when you have an item that you need to charge across multiple projects (or chartfields).

**Splitting your items charge:**

1. Enter your expense or credit card item and click on add item.
2. The item will display at the bottom of the page.
3. Click on edit in the line you want to charge across multiple projects.
4. Press the Add new line button.
5. Distribute the accounting for the line (by percentage).
6. Press OK when finished.

Please note this is not available on the mobile version.
General Inquiry

You can submit a general inquiry to ask us anything Finance related

Can't find what you are looking for? General enquiry →

Submitting a General Inquiry:

1. Scroll to the bottom of the page and click on General Inquiry
2. Confirm your details (or enter someone else’s details if you are submitting the inquiry on behalf of someone else)
3. Provide a contact number
4. Say where you are from
5. Tell us what your enquiry is about
6. Provide more details on
7. Attach a document (optional)
8. Submit your request
9. Receive an email with a reference number
10. Receive a response within 3 business days
From here you can log into NS Financials and:

- enter an expense reimbursement for yourself or for someone else;
- reconcile your credit card and submit your supporting documentation;
- Approve a transaction that has been submitted to you for approval.
From here you can:

- Go to the Finance website
- See the Project Financials for your portfolio of projects (for Academics and Professionals)
- View the Financial Reporting for your school, unit or department
Finance Services Teams

- Art & Design: FinServ.ArtDesign@unsw.edu.au
- Arts & Social Sciences: FinServ.ArtsSocialSciences@unsw.edu.au
- Built Environment: FinServ.BuiltEnvironment@unsw.edu.au
- Business School: FinServ.BusinessSchool@unsw.edu.au
- Divisions: FinServ.Divisions@unsw.edu.au
- Engineering: FinServ.Engineering@unsw.edu.au
- Law: FinServ.Law@unsw.edu.au
- Medicine: FinServ.Medicine@unsw.edu.au
- Science: FinServ.Science@unsw.edu.au