Financial Reports
The **Financial Reports** suite of reports is intended to provide an overview for a School or Unit including Financial, Credit Card, Purchasing, Debtors, Human Resources and Student information.

**QuickLinks**
- myUNSW
- Calumo
- Finance website

**Other Reporting Books**
- Reporting Handbook
- Project Financials Handbook
- Financial Reports (this book)
How to Access

The reports are available in two ways:

1. Log into myUNSW and click on the My Finance tab at the top of the page where you will see Financial Reports under Resources to the right of the page.

2. Log into Calumo click on the Apps tab where you will see Financial Reports in the report list to the left.

3. For more information about Calumo and reporting in general please refer to the Reporting Handbook.
Parameters

1. Parameters set here will apply to all the reports in the suite. So if you choose an entity to the left, it will remember this when you move to other reports in the suite.

2. Using these parameters to choose your entity will apply to this instance of the report only, if you switch to another report in the suite it will display the entity you specified to the left (in point 1 above). If you use these parameters to change the entity in your report, and you move to another report in the suite and return – the parameters to the left will over ride the entity initially chosen in the report (i.e., point 2).

3. These parameters are specific to the student reports and can be ignored when using the other reports.

TIP!
The parameters to the left will flow through all the reports in the suite, the parameter in the reports header is specific to that report only.
Financial Reports consists of the following suite of reports:

1. **Summary Dashboard**
2. **Financials**
   - Financial Summary
   - Financial Summary Trend
3. **Credit Card**
   - Credit Card Summary
   - CC Workflow Status
4. **Purchasing**
   - Incomplete Expense Claims
   - Purchase Order Approval Report
   - Purchase Order Analysis
   - Purchase Order Vchr Activity
5. **Debtors**
6. **HR**
   - Leave Summary
   - Annual Leave
   - Long Service Leave
   - Multi Purpose HR Report
7. **Student**
   - Generated by Faculty
   - Teaching by Faculty
   - Flash Semester
   - School Revenue & EFTSL
8. **Project Financials**
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   - **Summary Dashboard**
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     - School Revenue & EFTSL
   - **Academic Project Financials**

**TIP!**
Click on the twistie to expand or collapse
The summary dashboard consists of several reports:

1. **Financial Metrics**
   View the Financial metrics for your entity including Revenue, People Costs and non-people costs which are also split out into Actual, budget and forecast. To the right is an addition “Click for Analysis View” report where you can add or remove information from the report.

2. **Student Metrics**
   This report will show you information on your students by student category, Actual and budget. Use the drop down menus in the header of the box to filter the report information.

3. **Leave Metrics**
   This report defaults to Recreational Leave but you can use the drop down menu in the header of the box to view Long Service Leave. The report summaries leave balance, leave taken, future leave etc. Click to the right to view an analysis report.

4. **FTEs**
   View your FTEs by category (Academic, Research, General) and type (Full Time, Contract, Casual). Click to the right to view an analysis report.

5. **Credit Card Outstanding**
   Displays the dollar value of Credit Card transactions that have not been reconciled for more then 3 months and identifies the top three people with the most value. Click to the right of the debtors report for an analysis report.

6. **Debtors**
   Displays the top 3 debtors who have debt greater than 90 days overdue. Click to the right to view an analysis report.

7. **Projects (filterable)**
   View the top 10 in deficit projects in the entity and their associated balances. Click to the right to view an analysis report.
The Financial Summary report provides a summary at a glance of your financials.

1. Revenue
   Shows all internal and external revenue

2. People Costs
   Academic Staff
   General Staff

3. Non People Costs
   Shows all non people costs (excluding depreciation)

4. Total Budget Unit Direct Costs

5. Contribution (before Capex)

6. Total Capital Items

7. Contribution (After Capex)

You can filter the information (in addition to the normal filters in the report banner) by:

- Comparatives
  Actual vs Budget or Actual vs Forecast

- Amount Format
  Reporting Amount or Accounting Amount

- Strategy 2025/BAU
  Strategy 2025, BAU or All
Shows the same financials as in the previous report but split out into:

- Actuals
- Budget
- Actuals vs Budget

... displayed by month

You can filter the information (in addition to the normal filters in the report banner) by:

- Comparatives
  - Actual vs Budget or Actual vs Forecast
- Amount Format
  - Reporting Amount or Accounting Amount
- Strategy 2025/BAU
  - Strategy 2025, BAU or All
There are 11 sections to this report:

1. **Total Credit Card Expenditure** – displays the total expenditure for the month as well as year to date

2. **Card Transaction Status** – displays the value of unapproved transactions for the current month, prior month and other. *Staged* means the transactions have not been reconciled, *Verified* means the transactions have been reconciled but the statement for the period has not been submitted

3. **Top 10 Employee activity for month** – Identifies top 10 active employees in the entity for the month

4. **Top 10 Vendors for month** – Identifies the top 10 vendor spend by the employees in the entity for the month

5. **Top 5 High and Very High Risk Merchant categories** – Lists merchant categories that have been flagged as high risk

6. **Personal Expenditure last 3 months** – Assists in identifying anyone who is using their university credit card for personal expenses and track if they are paying it back

7. **Individual items over $3,000** – identifies large spend

8. **Possible Split/Multi Payments** – attempts to identify if anyone is splitting their payments in order to work around spend or delegation limits

9. **Potential Self Approval Issues** – this report attempts to identify transactions where self approval may be occurring

10. **Risk keywords in Description** – highlights words used that have been flagged as potentially risky

11. **Risk Vendors** – identifies vendors that have been flagged as potentially risky
This report is intended to assist with unreconciled and/or unapproved transactions. While transactions are unreconciled they are accrued, they only go to the actuals ledger once they are approved - once statements have been approved they will no longer appear on this report. Please use the Approver Status Column to determine the status of the approval of the statement.

Approver Status:

- **Open**: the statement has not been submitted for approval
- **Pending**: the statement has been submitted for approval but not yet approved
- **Denied**: Statements with this status are essentially stuck and the cardholder should contact the Finance Helpdesk for assistance. (FYI while statements are in this status the transactions are not going into the ACTUALS ledger, they are being accrued)
- **Administrator Denied**: these transactions are denied by the Card Administrator (usually at the request of the cardholder, reviewer or supervisor)

Card Holder Status:

- **Open**: the statement has not been submitted for approval
- **Pending**: the statement has been submitted for approval but not yet approved
- **Approved**: the statement has been submitted for approval but not all approvals have been performed yet (the name in the approver field is the person the approval is sitting with – regardless of their role in the process)

**TIP!**
You can use the Approver Status drop down menu in the banner to filter by status.
If you run this report and it's empty that is a very good thing, that means that no expense claims are stuck, in error or otherwise not processed through the General Ledger (as the source of truth is the General Ledger).

This makes it important to clean up any incomplete expense claims.

Expense claims could be incomplete for the following reasons:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>WHAT DOES THIS MEAN?</th>
<th>ACTION TO BE TAKEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Claim has been created but not submitted</td>
<td>The claim should either be submitted or cancelled</td>
</tr>
<tr>
<td>Denied</td>
<td>Claim has been denied but the funds have not been returned</td>
<td>To return the expense to the chartfield used budget</td>
</tr>
<tr>
<td></td>
<td>to the budget of the chartfield that was used</td>
<td>the claim should be cancelled</td>
</tr>
<tr>
<td>Error</td>
<td>Claim is in error (most likely due to a chartfield combination</td>
<td>Claim is in error and it should either be corrected or</td>
</tr>
<tr>
<td></td>
<td>error)</td>
<td>cancelled</td>
</tr>
<tr>
<td>Submitted</td>
<td>Claim has been submitted but not approved</td>
<td>The claim should be submitted to an alternative approver or cancelled</td>
</tr>
</tbody>
</table>
Use this report to track the buyer behaviour of the entity specified

- If all goods and services are to be bought with a purchase order then this report will tell you who is using their purchase order to pay an invoice rather than place an order.

- If purchase orders are used to buy goods and services then any orders with outstanding balances will appear in your financial commitments, if not then you will not have visibility of your commitments.

**EPO** = eProcurement Orders

**ONL** = Normal Purchase Orders

**BLK** = Bulk Orders

Ideally orders should be placed with a purchase order. This allows budget owners to have visibility of their commitments and allows the university to analyse where money is being spent and identify opportunities to negotiate discounts.

In these instances the invoice was already received when the order was placed meaning the order was raised purely to pay the invoice. In these instances budget owners have had no visibility of their commitments.
The purpose of this report is to identify if your purchase orders have any open balances against them. The report is sorted by Project ID in the first column and provides a total for each project.

<table>
<thead>
<tr>
<th>PO Amount</th>
<th>Voucher Amount Prior Years</th>
<th>Voucher Amount 2018</th>
<th>Voucher Amount All Years</th>
<th>PO Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,700</td>
<td>564</td>
<td>–</td>
<td>564</td>
</tr>
<tr>
<td>2</td>
<td>120</td>
<td>–</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>3</td>
<td>4,125</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>4</td>
<td>70</td>
<td>–</td>
<td>70</td>
<td>70</td>
</tr>
</tbody>
</table>

1. This shows that the order value was for $1,700 of which $564 has been invoiced leaving a balance of $1,136
2. This shows an order amount of $120 which is fully paid with no outstanding balance
3. This shows a $4,125 order for which nothing has been invoiced leaving the full amount open
4. This shows an order which is fully paid with no outstanding balance

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**TIP!**

This report is particularly helpful when checking if there are any orders with open balances against a specific project ID.
The Debtors report will list all **Sundry debtors**

1. You can filter your report by using the drop down menu’s in the banner
2. Customer names and ID’s
3. Project ID that the bill relates to
4. The current amount (<30 days)
5. Amounts >30 days outstanding

This report only generates up to the last month end. So if you are in March you will need to run the report for February. *March will only generate a report after the March month end.*

All amounts on this report include GST
View a snapshot of your staff annual leave aging (use the drop down menu in the banner to switch between Annual Leave and Long Service Leave aging).

Annual Leave accrues progressively on a fortnightly basis.

Professional Staff: The University may direct an employee to take annual leave where an employee has an accrued entitlement to annual leave of 6 weeks or more to reduce their entitlement to not less than 3 weeks at the conclusion of the leave.

Academic Staff: If at 15 November in any year an employee has not taken or submitted a plan to take their full leave accrual for that leave year, the employee may be directed to take the untaken component of their leave year entitlement prior to 15 February.

TIP! This report is useful when you need to monitor leave aging and identify if there are any staff who have large liability leave balances.
Annual Leave

• The Annual Leave report shows all details for employee annual leave, by hour, day and cost and includes future leave.

Long Service Leave

• The same kind of report is generated to show Long Service Leave commitments.

Multi Purpose HR Report

• This report gives you a snapshot across all the employees, including employee categories and types, and displays budget as well as actuals. Use the “Show hidden columns” drop down menu in the top right of the banner to see more employee HR data. If HR has an end date specified this will also be displayed.
Project Financials is a suite of web based reports to help Portfolio Managers manage the financials of their project (or portfolio of projects) over their lifetime. Data is sourced from financial (NS Financials), human resources (PiMs) systems and InfoEd (grants management system).

The target audience for this suite of reports are Academics, Researchers and Professionals who manage a budget for a project.

This report enables you to see:

- A portfolio of projects
- The full budget, actual and committed amounts to date by project
- Details on specific transactions impacting a project though drilldown feature

Please see the Project Financials book which has been prepared on this subject
Mac users need to use Citrix for Excel reports (but not for web based reports – these can be used as per normal on a Mac).

Google Chrome or Mozilla Firefox are the preferred browsers (as java script is slower in Internet Explorer).
We would be very happy to receive your feedback on this booklet. Please contact us.