Welcome to UNSW!

Please use this information pack to familiarise yourself with the services that Finance provide to Faculties and Divisions.

Please also be sure to look at the Finance Service Catalogue.
My Finance

Finance Services
- Contact Finance Services
- Submit details for expense claims
- Ask any finance related question

NS Financials Self Service
- Claim a Reimbursable Expense
- Reconcile your Credit Card
- Manage your approvals

Resources
- Finance web page
- Project Reporting link
- Financial Reporting link

My Finance is the Finance Portal (in myUNSW)
Accessing Finance Systems

- All employees are given access to the **My Finance NS Financials Self Service Portal** (no need to request access)
- To access management reporting please complete the access request form
  - Information regarding access to Project Reporting can be found on the **Financial Reporting (Research)** page
- If you’ll be approving financial transactions you will need to apply for Financial Delegation
Buying Goods & Services

1. What can you buy?
2. How to buy?
3. Approval
4. How to pay?
5. Paying the supplier

Find Suppliers
Procurement Templates
Frequently Asked Questions
Source to Pay Education Program
Purchase Order (Accounts Payable)
Credit Card
Reimbursable Expenses

UNSW Finance 101
1. My Finance
2. Accessing Finance Systems
3. Buying Goods & Services
4. Billing External Customers
5. Business Performance
6. Budgeting
7. Forecasting
8. Research Reporting
9. Quick References & FAQs
10. Need Help?

- Mobile Receipts
- Vendor Creation
- Buy Software
- Buy Hardware
Billing External Customers

1. Request Invoice
   - Complete the Invoice Request form (there are instructions in the form)

2. Raise Invoice
   - Raise the bill in the system in accordance with the information provided and send it to the person who requested it

3. Send Invoice to the Customer
   - Once the pdf bill has been provided (and you are happy with it) you can send it to the customer

4. Monitor Payment of Invoice
   - Finance will perform any required collection activities and keep you updated if there are any concerns

5. Pay Invoice
   - Customers have several ways of paying the university, when paying invoices this is usually by EFT

6. Receipt Payment
   - Once a payment is received we will receipt it to the invoice

In addition Finance will:
- Maintain Customer records
- Monitor Customer accounts
- Raise Credit Notes as requested
- Perform Write Offs as requested
- Assist with any online payment needs

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Financials
Financial information around people costs & non people costs, revenue & expenses, actual to budget and budget to forecast

Credit Card
Information around credit card spend by employee as well as merchant, identifies who is using their university credit card for personal expenses and monitoring it's repaid, any potential self approval activities as well as identifying any potential risky transactions. Also provides information around unreconciled and unapproved transactions

Purchasing
Monitor incomplete expense claims, purchase order approvals and some analysis on buying behaviour

Debtors
View the sundry debtors for your unit

HR
Monitor leave balances, payroll and other people costs, employee grades and FTE information

Student
View reports on student revenue

To ensure an accurate reflection of budget remaining, the following should be considered:
- Where there is a gap between ordering items and the invoice being received it is particularly important to request a purchase order before you receive the invoice. A purchase order reduces the budget left to spend in your financials
- If a purchase order does not exist, the budget left to spend will be overstated, impacting your ability to make informed decisions on future spend.
- Only reconciled credit card expenses with the project code recorded reduce the budget left to spend. These should therefore be reconciled monthly and can also be reconciled progressively during the month.
- Only submitted and approved time sheets for casual employees reduce the budget left to spend. An alternative option for reducing the budget for casuals is to record the end date in the HR system (encumbrance/commitment).
- Employee expense reimbursement items will only reduce the budget once they are submitted for approval
Facilitate the annual budget process

- Set budget assumptions / parameters
  - Finance Business Partner
- Set budget process and timetable
  - Management Reporting & Analysis
- Complete annual research budgeting
  - Research Finance
- Provide budget letters to faculties and divisions
  - Finance Business Partner
- Complete budget allocation to schools/units
  - Finance Business Partner
- Load the budget
  - Management Reporting & Analysis
- Complete student load planning
  - Finance Business Partner

- Budgets website
  (for past, current and future budgeting information including:
  - Budget Timetable
  - Financial management Framework
  - Budget Companion
  - Budget Logistics)
Facilitate business forecasts

- **Set forecast assumptions / parameters** (Finance Business Partner)
- **Set process and timetable** (Research Finance)
- **Complete forecast with 3 year outlook** (Finance Business Partner)
- **Complete monthly FY forecast** (Research Finance)
- **Complete Research Forecast** (Research Finance)
- **Complete student load process** (Finance Business Partner)

- **Faculties and Divisions:** Facilitate the completion of a forecast for inclusion in the UNSW Group forecast covering the current year plus the following 2 years.
- **School / Centre or Unit:** Each month complete a full year review of the current financial year plans as appropriate.
Research Reporting

Internal Reporting

- **BUDGET**
  - Funds allocated

- **EXPENDITURE**
  - Accounts Payable
  - Employee Expense Claims
  - Credit Card transactions
  - GL Transfer journals
  - Payroll actuals (from PiMs)

- **COMMITMENTS**
  - Uninvoiced Purchase Orders
  - Unreconciled Credit Card Transactions
  - Payroll Commitments (encumbrances from PiMs)

**PROJECT FINANCIALS REPORT** (for reporting at a project level)

Contact your Research Finance Accountant for:
- Research Accounting
- Project Creation
- Management Reporting
- Budgeting and Forecasting
- Analysis and advice
- External Research Reporting

External Reporting

- External Research Financial Statements and Acquittals (ARC, NHMRC, etc)
- Higher Education Research Data Collection HERDC

The Project Financials Report is designed to report against any project - is not limited to Research Reporting.

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- Research Finance
Quick References & FAQs

1. Travel at a glance
2. Financial Delegation Summarised
3. Everything you need to know about approval/approving
4. What you need to know when spending the University's money
5. All about Credit Card and Employee Reimbursable Expenses
6. Overview of incoming payments
7. Overview of outgoing payments
8. Insurance Explained
9. UNSW Financial Year and Reporting Calendar
10. Fund Codes and Chartfields Explained
11. Receiving Online Payments
12. Finance Roles & Responsibilities

Policies
- Business Expense Policy
- Credit Card Policy
- Procurement Policy

Procedures
- Procurement Procedure
- Business Expense Procedure
- Purchase Order Procedure
Need Help?

- Finance Roles & Responsibilities
- Please, send Finance your feedback
- Contact Finance Guidance