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 is the Finance Portal (in myUNSW)

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

No VPN Required

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?
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

Calumo
(Management Reporting)

My Finance
(NS Financials Self Service Portal)
Buying Goods & Services

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

- Find Suppliers
- Frequently Asked Questions
- Procurement Templates
- Purchase Order (Accounts Payable)
- Credit Card
- Reimbursable Expenses

How to buy?

Find Suppliers

Frequently Asked Questions

Procurement Templates

Purchase Order (Accounts Payable)

Credit Card

Reimbursable Expenses

How to pay?

Paying the supplier

- Mobile Receipts
- Vendor Creation
- Buy Software
- Buy Hardware

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Home < >
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

Finance
- Faculty
- Customer

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- Invoice Request Form
- Credit Note Request Form
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
- Set budget process and timetable
- Complete annual research budgeting
- Provide budget letters to faculties and divisions
- Complete budget allocation to schools/units
- Load the budget
- Complete student load planning

**Budgets website**

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

- 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

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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 SERVICES
Contact: Finance Services Team

RESEARCH
Contact: Research Finance

NON RESEARCH
Contact: MR&A
Management Reporting & Analysis

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