Welcome to UNSW!

Please use this information pack to familiarise yourself with the services that Finance provide to Faculties and Divisions.
Log into myUNSW and click on the My Finance tab.

Finance Services is where you will find UNSW’s buying catalogue, online forms and where you request access to finance systems.

The Finance Portal is where purchase order, general ledger journals and other such approvals are performed. You can also find historical information (pre July 2019) data for reimbursable expenses and credit card transactions.

Finance 101 – this document

Service Catalogue – the Finance Service Catalogue

Project Financials – see page 10

Financial Reporting – see page 7

Finance website – link to the Finance website

My Expenses – Reimbursable expenses and corporate credit cards (SAP Concur EMS)
All employees are given access to the appropriate finance system according to their role, there’s no need to apply for access - unless you need additional access or if you require access to management reporting (Calumo).

Concur access is given to all active employees.

To request access to management reporting please complete the access request form

- For department or faculty reporting see page 7
- For Research or Project reporting see page 10

If you'll be approving financial transactions you will need to apply for Financial Delegation
**Expenses**

Staff Reimbursable Expenses and Corporate Credit Cards

1. **CAPTURE**
   
   **Capture** an image of your receipt and send it to Concur
   
   - Use the Concur Mobile App (ExpenseIt feature); or
   - Email the image to receipts@expenseit.com

   You will find your receipt in the Available Expenses section of Concur

2. **CREATE**
   
   **Create** an expense claim
   
   **If Credit Card:**
   - The bank will send credit card transactions every evening
   - When you send a receipt to Concur it will match to a credit card transaction
   - Select the matched receipt and credit card transaction and move it into an expense claim
   
   **If Reimbursable Expense**
   - Select the receipt(s) and move into an expense claim

3. **COMPLETE**
   
   **Complete and submit the claim**
   
   Complete all mandatory fields and submit the claim for approval

   **Note:** Concur will know what is a credit card transaction and what is a reimbursable expense

**Expense Risk Dashboard**

For managers or analysts - available in Calumo - access the Expense Risk Dashboard from the landing page when you log into Calumo. This dashboard will identify unreconciled credit card transactions, unapproved claims (both reimbursable expenses and credit card transactions) as well as cash advances that have not been acquitted.
Please use UNSW’s Travel Management System when travelling
Click on an item in the menu below to find out more
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 will perform any required collection activities and keep you updated if there are any concerns.

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

- Invoice Request Form
- Credit Note Request Form
- Payments
Business Performance

Use the **Financial Reporting** suite of reports to track and measure your business performance. The Financial Reporting suite can be found on Calumo’s landing page.

- **Financials Snapshot**
  Provides a summary of the reports listed below
- **Financials**
  Financial information around people costs & non people costs, revenue & expenses, actual to budget and budget to forecast
- **Projects**
  Provides a view of projects, both current year as well as year to date
- **People Costs**
  Monitor leave balances, payroll and other people costs, employee grades and FTE information
- **Expenses**
  View your expenses from Purchasing, employee expenses, corporate credit card and spend by vendor
- **Teaching Revenue and EFTSLs**
  View reports on student revenue
- **Assets**
  A list of your assets
- **Debtors and Revenue**
  Revenue details and aging debtors

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.

*This is what the report menu looks like*
Budgeting

Facilitate the annual budget process

UNSW Faculty Funding Model: our expenditure budget flexes based on the following:
(each faculty may vary the way they allocate funds, please contact your Finance Business Partner to discuss)

- **PRICE**
  - Uplift based on the staff salary increases agreed in the Enterprise Bargaining Agreement

- **VOLUME**
  - The volume adjustment is based on the students we actually teach.
  - Reflects the marginal cost of teaching more / less students.
  - A 2-year rolling average EFTSL figure is used for this calculation

- **TRPI**
  - Under the Teaching Revenue Price Incentive, the faculty expenditure will be increased (or decreased) if the increase in budgeted dollar per EFTSL is higher than the Universities increase in base costs. i.e. a higher proportion of international students will give us additional expenditure budget
Forecasting

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/Project Reporting

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

**BUDGET**
- Funds allocated to the project

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

**COMMITMENTS**
- Unpaid Purchase Orders
- Unreconciled Credit Card Transactions
- Payroll Commitments

**PROJECT FINANCIALS** is a report designed to provide the financials of a project (both research and non-research, so can be used by Academics as well as Professionals).

If you’re a Researcher or Project Manager:
1. log into myUNSW
2. click on the My Finance tab
3. select Project Financials

(contact your finance representative if you have any questions)

**External Research Reporting**

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

Contact your Finance Representative for:
- Accounting advice
- Project Creation/Maintenance
- Management Reporting Questions
- Budgeting and Forecasting
- Analysis and advice
- Research Grants
- External Research Reporting
Quick References & FAQs

1. Travel at a glance
2. Financial Delegation Summarised
3. What you need to know when spending the University’s money
4. Corporate Credit Cards
5. Employee Reimbursable Expenses
6. Insurance Explained
7. UNSW Financial Year and Reporting Calendar
8. Fund Codes and Chartfields Explained
9. Conferences & Events
10. Finance Roles & Responsibilities

More FAQs

• Business Expense Principles