UNSW Finance 101

Welcome to UNSW!

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

1. Log into myUNSW and click on the My Finance tab
2. Finance Services is where you will find UNSW’s buying catalogue, online forms and where you request access to finance systems
3. 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
4. Finance 101 – this document
5. Service Catalogue – the Finance Service Catalogue
6. Project Financials – see page 10
7. Financial Reporting – see page 7
8. Finance website – link to the Finance website
9. 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.
Buying Goods & Services

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

Buying Starts Here

- Find Suppliers
- Frequently Asked Questions
- Source to Pay Education Program
- Procurement Templates

Approval

- Purchase Order (Paid by Accounts Payable)
- Credit Card (UNSW Card)
- Reimbursable Expenses (Employee)

Paying the supplier

- Paying the supplier

Home

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?
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**
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)

   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

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

Finance

Faculty

UNSW Customer
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.
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

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(for past, current and future budgeting information including:
- Budget Timetable
- Financial management Framework
- Budget Companion
- Budget Logistics)
Forecasts

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

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**Set forecast assumptions / parameters**
- Finance Business Partner

**Set process and timetable**
- Group Financial Control

**Complete forecast with 3 year outlook**
- Finance Business Partner

**Complete Forecast for group consolidation**
- Finance Business Partner

**Complete student load process**
- Finance Business Partner

**Complete monthly FY forecast**
- Schools / Centres / FBPs

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**BUDGET TIME**

**QUARTERLY**

**CENSUS TIME**

**MONTHLY**

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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)

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

**External Research 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. 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