The university has over fourteen hundred active credit card holders who spend more than 40 million dollars annually.

This makes it important for you to make yourself familiar with our Credit Card Policy and Procedure so that you know what your responsibilities as a credit card holder are.

You’ll also find a summary of these responsibilities on our website.
Roles

Cardholder – the person who’s name is on the card.

Reconciler – the person who reconciles the card (this can be the cardholder or someone to whom the cardholder has delegated the task).

Verifier – means the same as Reconciler.

Reviewer – the person who checks the accounting, receipts and other supporting documentation once the card has been reconciled but before the statement goes to the approver. This is an optional step if the approver also performs this check.

Approver – the person who approves the card expenditure (this is usually the cardholder’s supervisor).

Supervisor – means the same as approver.
Reconciling your Credit Card

- How do I reconcile my card?
- Can someone reconcile my card on my behalf?
- Do I need to keep Receipts?
- What do I do with the original receipts once I have loaded them?
- What if I lose a receipt?
- What if I can’t reconcile my card within 30 days?

To watch this video please click on the picture below.

- Online support
- Card Reconciliation Quick Reference Guide
- Online Approval Quick Reference Guide
If you find a charge on your card that you want to dispute you should contact the supplier and request a credit, then you should:

1. reconcile the transaction (using the Dispute Transaction Business Purpose and Expense Type)
2. mark it as in dispute
3. verify and approve it in the normal way

When the supplier refunds the money you will see a credit appear on your statement, then you should:

1. reconcile the credit in exactly the same way you reconciled the dispute
2. mark the dispute as “credit collected” using the Review Disputes menu which you will find underneath the Reconcile menu under Credit Card.

You can dispute all, or part of, a transaction.

• If your dispute is granted and you receive a credit from the Merchant you will need to go to the Review Disputes menu and click on the Credit Collected checkbox
• If you’ve established that the transaction is valid all you need to do is go to the Review Disputes menu and click on the Credit Collected checkbox
• If the dispute is not granted you can then dispute the transaction with the bank (see next slide)
If you have already raised your dispute with the Merchant and they are not accepting your dispute, you can raise the dispute with the bank by:

1. reconcile the transaction (using the Dispute Transaction Business Purpose and Expense Type)
2. mark it as in dispute
3. verify and approve it in the normal way
4. Complete the dispute transaction form found on the finance website and send it to the Finance Help Desk who will raise the dispute with the bank on your behalf

When the supplier refunds the money you will see a credit appear on your statement, then you should:

1. reconcile the credit in exactly the same way you reconciled the dispute
2. mark the dispute as “credit collected” using the Review Disputes menu which you will find underneath the Reconcile menu under Credit Card.

- Disputes should be raised within 90 days of the transaction date as bank will lose all charge back rights and the merchant is not obligated to respond.
- The bank will accept and process disputes when raised up until the 89th day. If you realise that it’s close to 90 days, send an email to financehelp@unsw.edu.au who will be running the weekly dispute report.
You only need a tax invoice for transactions over the value of AU$82.50 (including GST), so if your transaction is AU$82.50 or less, and you don’t have a tax invoice, you can reconcile it in the normal way (i.e., as you would if you had a tax invoice).

However, for amounts over AU$82.50 (including GST) where GST has been charged, and you don’t have a tax invoice, it means we have to exclude the GST from our tax calculations.

In order to do that, you need to tick the “No tax invoice” checkbox and change the tax code for the transaction to NIAO. This tax code will still calculate tax for the transaction but our tax reports will not pick it up (as we are unable to claim it from the tax department). The GST will instead be recorded as an additional cost to the expense.

If you have no tax invoice for purchases over the value of $82.50 (including GST) you will also need to supply a transaction declaration as supporting documentation for the purchase.

**Note!** For overseas purchases or where no GST was charged, these can be reconciled as per normal (as the No Tax Invoice checkbox should only be used for Transactions over the value of AU$82.50 where tax was charged but cannot be claimed from the ATO.)
Although we are sure you make every effort not to use your university credit card on personal business we understand there might be times when this is unavoidable.

If so the money should be repaid to the university as soon as possible and the transaction and the refund reconciled to the personal spend expense types so that they can off set each other.

1. The expense should be reconciled to the Private Expenditure – UNSW Card (P002000) expense type.

2. The payment should be reconciled to the Private Expenditure-Payment (P001900) expense type.

- Repay your personal spend using BPAY
- Use Biller code 5181
- Put your university credit card number in the reference field
- Wait for the credit to appear on your statement
- Reconcile both the expense and the repayment using the relative Private Expenditure expense types.
Fringe Benefits Tax (FBT)

Expense Types that incur FBT have been identified by the tax team and, when selected, the system will prompt you for additional information. All you need to do is answer the questions.

If you want to make changes to the information you have provided you can click on the calculator icon in your statement.

If there is no calculator then FBT is not applicable for that expense type.

If you have any questions on FBT please contact the finance help desk financehelp@unsw.edu.au on ext 53330.
Valid tax invoices must be provided by UNSW and to UNSW to support all transactions over $75 (exclusive), other transactions less than $75 should be supported by cash register docket, receipts or invoices.

As a GST-registered business, the University collects GST on its sales and remits this to the ATO. It can also claim a credit for any GST included in the price of any goods and services it buys for use in its business. This is called a GST credit (or an input tax credit – a credit for the tax included in the price of your business inputs).

You cannot claim GST credits for purchases that do not have GST in the price (such as some basic food, wages or where no GST was charged), purchases to make input-taxed supplies (for example, financial services) or purchases for private use.

To deal with the different GST treatments, GST (or VAT) codes are assigned to each Expense Type. There may be times when you will need to change the GST code assigned by the system.

<table>
<thead>
<tr>
<th>Merchant</th>
<th>Transaction Amount</th>
<th>Curr</th>
<th>Billing Amount</th>
<th>VAT Calculated Amount</th>
<th>Business Purpose</th>
<th>Expense Type</th>
<th>No Tax Invoice</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYPAL</td>
<td>32.06</td>
<td>AUD</td>
<td>32.05</td>
<td>2.91</td>
<td>Consumable</td>
<td>L000200</td>
<td></td>
<td>Verified</td>
</tr>
<tr>
<td><a href="mailto:PES@WWW.ICTC10.ORG">PES@WWW.ICTC10.ORG</a></td>
<td>548.03</td>
<td>AUD</td>
<td>554.47</td>
<td>0.00</td>
<td>TrvConflint</td>
<td>C001500</td>
<td></td>
<td>Verified</td>
</tr>
</tbody>
</table>
There may be times when you need to split the charge for a transaction across multiple budgets (chartfields).

To do this you need to go into the chartfield where you can distribute the accounting accordingly.
Sometimes you may find a transaction that has a mixture of GST treatment. I.e.; the receipt lists many items, some incur GST and some do not.

In these cases you need to split the items that are GST free onto a separate line from those that incur GST.
Sometimes you may find a transaction needs to be split across multiple Expense Types.

In these cases you need to split the transactions using the Split Line link. You can split one line into multiple lines where you can then use different expense types for each line.
Supporting Documentation

Your supporting documentation (such as receipts) need to be scanned and attached to your statement - this is an ATO/Audit requirement.

Attaching your supporting documentation is done after you have reconciled your statement, before you submit it for approval.

You will find the **Credit Card Attachment** menu in the credit card menu, you should search for the statement by date (as statements are issued monthly) where you will find the functionality to:

1) add your attachments;
2) create/attach your statement; and
3) submit for approval.

*Finance do not require hard copies of your receipts.*

**Tip!** Scan all your supporting documentation into one file and load them all at once.

To watch this video please click on the picture below.

Duration 1:27
Create/Generate Statement

- All transactions for the billing period must be marked as verified before creating your statement.
- Your supporting documentation should be scanned and attached (using the Credit Card Attachment menu).
- Check that your supervisor has been selected to approve the statement.
- If your supervisor has advised that they are using a reviewer to review the accounting and supporting documentation you should enter their employee id into the reviewer field – alternatively you can leave it blank.
- Once that is all done you can click on the Create / Attach statement which will create and attach your statement for you.
- You are then ready to submit the statement for approval.
Understanding Approval

1. **USE CARD**
   - Daily
     - Spend money
     - Banks sends transactions to NS Financials electronically

2. **RECONCILE CARD**
   - At least monthly
     - Assign Accounting Distribution to each transaction
     - Mark transactions as "verified"

3. **CREATE STATEMENT**
   - Monthly*
     - Attach supporting documentation
     - Click on Create/Attach Statement button
     - Submit for approval

4. **APPROVE**
   - Monthly
     - Cardholder approval
     - Reviewer approval (if required)
     - Supervisor approval

*Within 14 days of the end of the statement period (you will be advised when this is)
If the cardholder reconciles their own statement approval will be assumed and the status will change to “Self Approved”.

If the cardholder has delegated their reconciliation to someone else then a request for approval will go to the cardholder when the reconciler submits the statement for approval.

If a reviewer has been nominated to check the supporting documentation and accounting then they will get a request to approve once the cardholder has performed their approval.

Nominating a reviewer is optional and if none is selected then this step is skipped.

Once the cardholder and reviewer (if one was nominated) have performed their approval the supervisor will receive a request to approve.

Once this has been done the cycle is complete.

Credit Card Approval

Approval History

EMPLID=7801603, CREDIT_CARD_VENDOR=WPAC, CRDMEM_ACCT_NBR=vWG6b95G1qaaMppOmmLLs

1. Self Approved
   - Cardholder
   - Approved

2. Approved
   - Statement Reviewer
   - Approved

3. Approved
   - Cardholder’s Supervisor
   - Approved

Supervisor Approval

Cardholder Approval

Reviewer Approval

Approval Steps

1. About Credit Cards
2. Roles
3. Reconciling your credit card
4. Disputing a charge with a Merchant
5. Disputing a charge with the bank
6. If you have no tax invoice
7. Personal Spend
8. Fringe Benefits Tax (FBT)
9. Goods & Services Tax (GST)
10. Splitting Accounting Distribution
11. Splitting GST Distribution
12. Splitting Across Expense Types
13. Supporting Documentation
14. Create Generate Statement
15. Understanding Approval
16. Approval Steps
17. Approving
18. Workflow Notifications
19. Reporting
20. Need Help?
Cardholder: If you reconciled your own card you will not need to approve it. If someone reconciled your card on your behalf you will receive an email requesting your approval. Please follow the instructions in the email.

Reviewer: If your card has a reviewer (optional) they will receive an email requesting their approval once the cardholder has performed their approval.

Supervisor: Your supervisor will receive an email requesting their approval only once the cardholder and reviewer approval has been performed.
• Once all transactions for the period have been loaded you will receive a workflow email advising that your statement is available for reconciliation, this is generally on or around the 26th of each month.

• Credit cards must be reconciled within 14 days of statement availability. If, after 14 days you still have unreconciled transactions you will receive a notification.

• If you have an outstanding approval the system will notify you fortnightly that there is an outstanding approval.

• If your card has been approved or denied you will receive confirmation notifications.
There is a credit card dashboard in Calumo which will show you all the information you need to know about your (or your departments) credit card transactions.

This includes:
- Spend by cardholder by period
- Spend by Merchant by period
- Unreconciled items
- Spend that could potentially be risky

To watch this video please click on the picture below.

Duration 3.15
Need Help?

Contact:

The Finance Help Desk
financehelp@unsw.edu.au

Finance Guidance
fti@unsw.edu.au

Join the Credit Card Community and you will:

- Receive a notification when this book is updated
- Join an email distribution group where you can share information with each other
- Receive notifications (such as announcements and/or tips) regarding Credit Card
- Have access to guidance where you can ask questions

Click here to join the Credit Card Community