A NS Financials Self Service Portal is becoming available in myUNSW. Staff who wish to use self service can now:

- enter and submit their own expense claims
- reconcile their own credit cards
- submit the paperwork for their credit card statements
- perform approvals (if they are financial delegates)

Using self service is optional, you can still use Finance Services.

QUICKLINKS
- myUNSW
- Finance website
Where is the Self Service Portal?

1. Log into myUNSW
2. Click on the My Finance tab
3. Click on NS Financials self service
The Self Service Menu

- **Approval Requests**
  If you are a financial delegate, then your approval requests will appear here

- **Expense Reimbursement**
  You can submit an expense claim or view your previous claims, as well as check approval status and payment details

- **Credit Card**
  If you have a University credit card you can reconcile it here and at the end of the credit card statement period, you come here to provide supporting documentation and submit for approval
Approval Workflow

This is what a typical workflow approval request email looks like.

When you click on Go To Approvals you will be directed to the Self Service Portal in myUNSW.

If you want to use your worklist in NS Financials instead you can ignore this email and go directly there.
Approval Requests

- If you are a financial delegate all request for approval will appear in your Approval Requests list.

- The first column identifies what type of request it is followed by basic details of the request. You can click on the review button to view more details and approve (or deny) the request.

- If your list is long you can use the Unit drop down to filter your approval requests

- You can also filter the requests in your list by their type using the Request Type drop down

- Search for a specific request by number

- Click Review to go into the request to view the details

- Reassign the request to another financial delegate (this is greyed out it cannot be reassigned)
Journal Approval

- Go to the Approval Requests Menu
- If you have a journal to approve it with say Journal in the Request type column
- Click on Review to review the Journal

*Note!* Heavy users can perform their approvals in their NS Financials worklist if they wish. Simply do not click on Go to Approvals in the approval request email but log into NS Financials instead.
1. Journal Details (including any attachments)

2. Approval Status (if this section is collapsed click on the twistie to expand it)

3. Journal Lines (if this section is collapsed click on the twistie to expand it)

4. Click on this icon to combine the tabs (Chartfields, More Chartfields and Currency Details) into one tab

5. Notice how many lines the journal has

6. Click on the download icon to download all the journal lines into Excel

7. The Zoom icon will expand the lines view in order to see more on the screen

8. Action buttons (Approve, Deny and Add Comments)
Approve Expense Claim

When you click on Review you will see the details of the claim you are being asked to approve:

1. The **claim number** and person who is making the claim.
2. A **summary** of the claim.
3. Supporting documentation **attachments**.
4. Line **details** (there can be one, or many, lines in a claim).
5. The **accounting distribution** of the claim.
6. You need to **confirm** that you are performing the approval according to your responsibilities of your delegation.
7. Provide any **comments** (optional).
8. **Approve**, deny or reassign the request.
Approve Credit Card Statement

When you click on Review you will see the details of the statement you are being asked to approve:

1. The cardholder name
2. Status of the approval
3. The person who reviews the supporting documentation (if this is blank no reviewer was selected – a reviewer is optional)
4. Supporting documentation and a copy of the final statement for the period
5. Approve or deny the statement
6. Provide any comments if necessary (optional)
7. Press Apply to apply your actions and OK to leave the page
### Expense Claims View

When you click on Expense Reimbursement you will see this page:

| 1. | You can only view claims for yourself |
| 2. | You can filter the list of claims by their status |
| 3. | Enter a date range for the claims you’d like to see |
| 4. | Press Refresh to apply your criteria to the list |
| 5. | Add a new claim |
| 6. | Go directly into the claim |
| 7. | Link to the payment details of the claim (if there is no link in this column then there are no payment details) |
| 8. | A Link to the transaction so you can review it |

#### Expense Reimbursement

<table>
<thead>
<tr>
<th>Claim ID</th>
<th>Claim Date</th>
<th>Entered By</th>
<th>Description</th>
<th>Approver</th>
<th>Claim Status</th>
<th>Date Approved</th>
<th>Amount (AUD)</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000001</td>
<td>03/05/2023</td>
<td>Petry Baaleish</td>
<td>Test for Training</td>
<td>Jon Snow</td>
<td>Entered</td>
<td></td>
<td>11.00</td>
<td>Paid</td>
</tr>
<tr>
<td>00000000002</td>
<td>26/05/2023</td>
<td>Petry Baaleish</td>
<td>Lunch with Student</td>
<td>Jon Snow</td>
<td>Closed</td>
<td>20/05/15</td>
<td>22.50</td>
<td>Paid</td>
</tr>
</tbody>
</table>

- **Entered**: claim has been entered and saved but not submitted for approval
- **Pend Appr**: claim has been submitted for approval
- **Approved**: claim has been approved for payment
- **Closed**: claim has been paid
- **Claim Canc**: claim has been cancelled
- **Vchr Canc**: claim was approved for payment but cancelled before payment

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**Hint:**

- Add an Expense Claim
- Review Expense Claim
- Expense Claims View
- Approve Expense Claims
- Review Journals
- Journal Approval
- Approval Requests
- Approval Workflow
- The Self Service Menu
- Where is the Self Service Portal?
- About
- Credit Card Attachments
- Credit Card Reconciliation
- Credit Card Dashboard
- Credit Card Statement Period Process
- Need Help?
Review Expense Claim

1. The claim details including claimant, approver and status
2. If the claim does not have a status of closed you will be able to edit it, once closed it cannot be edited
3. Notice how many lines the claim has, you can click on View all to see all the lines on one screen
4. The line details
5. The claim attachments

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9. Approve Credit Card Statement
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12. Add an Expense Claim
13. Credit Card Statement Period Process
14. Credit Card Dashboard
15. Credit Card Reconciliation
16. Credit Card Attachments
17. Need Help?
Add an Expense Claim

1. You can only enter claims for yourself
2. Check your default approver (you can change this if you need to)
3. Claim description (this will appear on your remittance)
4. Select a Business Purpose (i.e., Travel)
5. Describe the purchase
6. If the purchase was not made for you please specify
7. Provide a reason for the purchase
8. The date of the purchase
9. The currency of the purchase
10. The amount exclusive of GST
11. Where you made the purchase
12. The Business Purpose you specified in 4 will default down to the line, you can change it here if you wish
13. Select an Expense Type (i.e., Airfare)
14. This code will default – change it only if you know it is incorrect
15. Enter your speedchart (usually your project ID)
16. The Account will default in so do not change it, if you selected “other” as you expense type you will need to select this manually
17. If you didn’t use a speedchart enter your chartfield (if you used a speedchart the chartfield will self populate)
18. Use the + icon to split this line across two or more chartfields
19. This the + icon to add a new line to your claim
20. Provide supporting documentation
21. Save your claim
22. Budget check the claim and submit it for approval
Credit Card Statement Period Process

1. **Buy**
   - Make purchases on your card - the bank sends your transactions to us daily

2. **Reconcile**
   - You can reconcile your card daily, weekly or monthly – it’s completely up to you!

3. **Wait**
   - You can’t finalise your statement until the billing period date has been reached, this is usually around the 26th of every month - you’ll receive an email from Finance advising you to go ahead, but until then your statement status will say ‘not available’

4. **Submit**
   - Once the statement period is closed you can submit your statement by:
     - Creating the statement
     - Attaching your supporting documentation
     - Submitting for approval

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Credit Card Dashboard

The Credit Card Dashboard allows you to monitor the status of your statements from reconciliation to approval.

1. Set your criteria to find the statement. Click Refresh.
2. Identify complete or incomplete state of reconciliation status. When all lines are verified, then this status will be ‘Complete’, otherwise ‘Incomplete’.
3. Monitor the statement status, which refers to the Credit Card statement status. “Not Available” means the statement is not yet ready, wait until it does at end of the period. “Open” is when the statement is ready for you to process. “Pending Approval” when you have completed and submitted it for review. Then becomes “Approved” or “Denied” depending the outcome of review. If denied, you need to make changes according to the review notes. Click when clickable, to see more details.
4. To view the completed statement, click on the link.
Credit Card Reconciliation

1. Default Tab where all the transactions requiring reconciliation appear
2. Go here to dispute any of your transactions
3. Change the GST treatment here or click the “no tax invoice” box
4. Select/Deselect lines
5. Change status from Staged to Verified when you have reconciled the line
6. Select a Business Purpose (i.e., Travel)
7. Select an Expense Type (i.e., Airfare)
8. Enter comments for your purchase
9. Go here if you want to change the chartfield (otherwise it will use your default chartfield)
10. Select all the lines on the page at once
11. Use these buttons to apply these status to all the lines that have been selected (i.e., bulk instead of one line at a time)
12. Select a line and then split it into two*
13. Select lines and then change the accounting distribution for all the selected lines (i.e., bulk change)
14. Go to the Attachment and submit page
15. Save your statement

* You might want to split one line into two if you need to use two expense types across one transaction, or if you want to change the GST treatment on part of the transaction. Split the line into two and have one line GST free and the other line GST inclusive.
At the end of the statement period when it’s time to finalise your statement and provide your supporting documentation (you will receive an email from the Credit Card Administrator) go to the Credit Card Attachment menu and search for the statement for the billing period you want to finalise.

Ensure you have scanned all your supporting documentation:

1. Attach your supporting documentation
2. Create the statement
3. Submit for approval
Need Help?

Finance Services Teams

Art & Design: FinServ.ArtDesign@unsw.edu.au
Arts & Social Sciences: FinServ.ArtsSocialSciences@unsw.edu.au
Built Environment: FinServ.BuiltEnvironment@unsw.edu.au
Business School: FinServ.BusinessSchool@unsw.edu.au
Divisions: FinServ.Divisions@unsw.edu.au
Engineering: FinServ.Engineering@unsw.edu.au
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We would be very happy to receive your feedback on this booklet. Please contact us.