

- ▶ **Financial Services is developing an online application to supplement several of our services.**
- ▶ **Financial Services Online Tools will provide tools to assist users with financial activities**

- ▶ **The application serves as a central location for the development of in-house tools to assist users**
- ▶ **By developing the tools in-house, functionality can be customised for University users**
- ▶ **The interface and data can be updated periodically based on user feedback**



Welcome to Financial Service Online Tools:

The Financial Services Online Tools (FSOT) provides applications to supplement Financial Services operations and systems. These applications are available for both Financial Services and general university staff members.

Publically viewable applications currently include:

- Chart of Accounts Guide.
- Projects Listing.

Restricted applications (require login access):

- Online Cheque Register.
- Unused Projects Register.

To get started: Just click a tab on the top right.

Note: Some applications have restricted functionality that require a login to utilise. To login, click the login text at the top right.

Publicly viewable applications will include:

- **Chart of Accounts Guide**
- **Projects Listing**

Restricted applications (require login access):

- **Online Cheque Register**
- **Unused Projects Register**

- ▶ **Cheques entering the University are required to be tracked or registered**
- ▶ **The Cheque Register is a centralised cheque database for entering cheque details**

How will it work? – Cheque Register

Financial Systems Review

[Logout](#)



Financial Services Online Tools

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Cheque Register

[Reset](#)

[Add Cheque](#)

Search [Go](#)

Receipt/Cancel	<u>Entry Date</u>	Entry By	Organisation Name	Amount	Currency	<u>Receipt No.</u>	<u>Cheque No.</u>	Registered At	Update By	<u>Update Date</u>	<u>Status</u>	Bank Name
	25-MAR-09	TLAVELLE	James Bennett Pty Limited	56.95	AUD		0157457	603 - Financial Services			New	NAB - National Australia Bank
	25-MAR-09	TLAVELLE	DA Information Services Pty Ltd	30.50	AUD		346774	603 - Financial Services			New	NAB - National Australia Bank
	25-MAR-09	TLAVELLE	Family Planning Tasmania Inc	194.00	AUD		012896	603 - Financial Services			New	CBA - Commonwealth Bank Australia
	25-MAR-09	TLAVELLE	Australasian Society for the Study of Intellectual Disability	5,000.00	AUD		200518	603 - Financial Services			New	WBC - Westpac bank
	24-MAR-09	ANNEEO	Southern Farming Systems Ltd	6,930.00	AUD		011604	603 - Financial Services			New	NAB - National Australia Bank
	24-MAR-09	LCGEARD	Susan Hutchinson	75.00	AUD		001507	253 - Rural Health Unit			New	ANZ - Australia New Zealand

- ▶ The Project Listing tool allows a user to search for project details

Users can search by:

Project Name
Project Number
Budget Centre
Status of the project (open or closed)

How will it work? – Project Listing

Financial Services
Online Tools

[Logout](#)



Financial Services Online Tools

Main

Chart of Accounts

Project Listing

Cheque Register

Main | **Search for Projects** | Project Register

Search for Projects

Search for Projects

Project Number:

OR

Budget Centre Number:

Project Name:

Status

Open

Closed

[Click to view all projects \(may take some time\)](#)

Results:

Project Number	Project Name	Shorthand Combination	BCC Number	Budget Centre	Status
57600	Profile & Operating - Financial Services	1.10.603.57600.	603	Financial Services	Open

1 - 1

Account codes enabled for 57600:

Project Number	GI Combination	Account	Account Name
57600	1.10.603.57600.2901	2901	Accumulated Funds - Carried Forward
57600	1.10.603.57600.3800	3800	Sales-Taxable
57600	1.10.603.57600.3803	3803	Miscellaneous Income (non-Research)
57600	1.10.603.57600.3804	3804	Proceeds of Sales of Assets
57600	1.10.603.57600.3805	3805	Proceeds of Sales of Assets

- ▶ **The Chart of Accounts Guide will provide guidance for the use of the elements of the Chart of Accounts**

Available Information will include:

- **Account and fund source definitions**
- **Recommended transactions for accounts**
- **Account availability: “Can I use this account?”**



Account: 4940 - New Appointment Expenses

[Edit](#)[Create](#)

Account Class

Expense

Account Description

This account is used to capture all costs associated with the appointment and recruitment of staff. This includes:

- Advertising for positions
- Costs associated with interviews (including travel for applicants)
- Amounts paid to recruitment agencies for interviewing/selecting or providing successful applicant
- Relocation costs (travel, removal expenses)

The account should not be used for contract staff salary payments paid to third parties such as recruitment agencies.

It is important that all relevant costs are captured against this code, as UTAS separately reports this expenditure in both internal management reports (finance reports to Committees) and in the annual financial statements.

Allowable Transactions:

Accounts Payable
BCMS
IDRS
Journals

- **The Cheque Register is live for authorised users**
- **Project Search is ready for use and is awaiting approval to go live. Users will be notified when this is available.**
- **The Chart of Account guide is under construction and currently being populated with information.**
- **Users will be able to see the Chart of Accounts Guide when the Project Listing goes live, but development of the guide is a long term project and will be updated on an ongoing basis.**
- **Once approved to go live, FMIS users and relevant budget centre members will receive access information by email.**