

# FlexiPurchase

## FlexiPurchase Approval Guide

Updated June 2023

### Contents

Expectations of Approvers .....	2
Approving - In Practical Terms .....	3
Things to look out for .....	4
Tax receipts – what is an acceptable receipt? .....	5
What is not an acceptable tax receipt? .....	7
Approval Guide - Desktop .....	8
Approval Guide – App .....	14
Contacts .....	20

# Expectations of Approvers

- Ensuring card holders comply with the procedures
- Transactions are legitimate and for University purposes
- No personal expenses
- Transactions are not split to avoid credit/transaction limits
- Transactions are coded correctly, including GST and FBT requirements
- Documentation attached is correct (the right tax receipt or lost receipt form).
  - OCR module should assist here if the App is used for Image Capture

**A key thing to remember is that the money is already spent!**

# Approving - In Practical Terms

- Not every transaction needs to be looked at in-depth, just make sure they appear reasonable.
- Look at a random sample of transactions and spend more time on the ones that don't fit normal spend/card holders transaction patterns.
- Check that GST is coded correctly, especially for transactions that may have FBT implications or Duty Tax.
- If the expense is for Gift Cards, or gifts for staff, are the appropriate approvals attached/mentioned in the expense description? If not, query the transaction.
- Clear out transactions requiring approval regularly, rather than waiting and doing them all in bulk.
- You'll get weekly emails from FlexiPurchase advising you of actions.

# Things to look out for

- Split transactions – multiple transactions to the same vendor on the same day or over a short period of time. This could be someone trying to get around their transaction limit and should be queried.
- Transactions from unusual places or at unusual times – such as bottle shops and weekend transactions.
- Transactions that don't fit the cardholders spend pattern – if someone usually buys coffee and parking, and then suddenly, they're spending money on something obscure.
- Interstate or overseas transactions when the cardholder hasn't been travelling.
- High value transactions.
- Anything that looks unusual.

# Tax receipts – what is an acceptable receipt?

A tax receipt needs to show the following information:

- Name of supplier
- GST clearly shown
- Amount
- Tax invoice/receipt

# Examples of acceptable receipts:

**QANTAS**  
E-Ticket Itinerary, Receipt and Tax Invoice

**Important Information**

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. You must bring it with you to the airport for check-in, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

**Passenger Ticket Information**

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total*
			08 Aug 18	402.94
<b>Ticket Total for all passengers*</b>				<b>402.94</b>

\*Amounts are displayed in AUD (AUD)

**Your Itinerary**

Date	Flight Number	Departing	Arriving	Status	Flight Information

**Payment Details**

Date	Payment Type	Reference	Amount*
08 Aug 18	Visa	XXXX-XXXX-XXXX-6653	402.94

This may appear as multiple transactions on your credit card statement

**Your Receipt Details**

Ticket Charges	Charges	GST	Total*
Total*	361.86		
Card Payment Fee	4.45		
<b>Total amount Payable*</b>	<b>366.31</b>	<b>36.63</b>	<b>402.94</b>

\*Includes Taxes/Passenger Charges

**Tax Information**

GST is included for taxable sales  
GST Paid 36.63

Issued by  
Qantas Airways on 08 Aug 18

**Flying With Us**

**Before Check-in**

- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

**Getting Away On Time**

- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times, information for Qantas and QantasLink flights is in the Travel Information section attached.

**Check-in**

- Visit [qantas.com/checkin](http://qantas.com/checkin) to choose the check-in option best for you.

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply  
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available at [qantas.com](http://qantas.com)

**funk**  
COFFEE+FOOD

ABN: 61 987 057 341  
Funk Coffee + Food  
6 MAB Eastern Promenade Tenancy E21  
Clovelly Park SA 5042  
PH: 08 8374 2882  
**TAX INVOICE**

#014563 61 Tonsley Store 30/07/18 11:20:40

11

PICCOLO LATTE*	\$3.90
FLAT WHITE*	\$3.90
-> DINE IN CUP	
<b>TOTAL</b>	<b>\$7.80</b>
GST Subtotal	\$7.80
GST Amount	\$0.71
<b>EFTPOS</b>	<b>\$7.80</b>

[tonsley.funkcoffeeandfood.com.au](http://tonsley.funkcoffeeandfood.com.au)

\*\*\*TAX INVOICE\*\*\*  
Adelaide Airport

Receipt 057123  
Casual Parking Ticket  
Long Term Car Park  
078659  
Entry: 06/08/18 05:04  
Payment: 08/08/18 16:46  
(GST) \$66.00  
PaymentMID \*  
\*49872  
TERM \*\*\*\*\*6383  
08/08/18 16:47  
TRAN 032863  
CARD \*\*\*\*\*3536  
NAB Visa Credit  
ICC  
PURCHASE  
AID A0000000031010  
PAN SEQ 00  
AUTH CODE 516907  
AMOUNT \$66.00  
TOTAL \$66.00  
(00) APPROVED

Net total \$60.00  
GST 10% \$6.00

365  
NIF: B66573221  
C/. VALENCIA, 227  
BARCELONA - 08007  
Tel. 93 252 99 04

Ates Per : KATHERIN viernes 06-07-18 07:14

Factura simplificada N: 352.044

Quantitat	Article	Import
1.00	Cafe cor. leche	1.25 €
1.00	Vaso zuro coco-nango 2	1.50 €
1.00	Cañita (abelló H.	0.70 €
1.00	croissant multicereale	0.80 €
<b>Total :</b>		<b>4.25 €</b>

Detail Iva

Base Iva	Iva	Import
3.86 €	10% : 0.39 €	4.25 €

!! Pagat amb Targeta !!

Si desitja connectar-se a la WIFI de la tenda el PIN és:  
\*\*\*\*\* PIN WIFI: SDQKDO \*\*\*\*\*

Gràcies per la seva compra.

**abode**

ROOM NO: 69  
ARRIVAL: 15/07/18  
DEPARTURE: 21/07/18  
CASHIER: 10307  
TA REC LOCATOR: BDC-1360704506  
INVOICE DATE: 21/07/18  
CONFIRMATION NO: 4555978

**TAX INVOICE** 7678 PAGE (5) 1 of 1

DATE	DESCRIPTION	REFERENCE	DEBIT	CREDIT
14/07/18	Deposit Transfer at Check In			15.00
14/07/18	CC Surcharge		15.00	
15/07/18	Deposit Transfer at Check In			1,154.00
15/07/18	Accommodation		149.00	
16/07/18	Accommodation		219.00	
17/07/18	Accommodation		219.00	
18/07/18	Accommodation		219.00	
19/07/18	Accommodation		199.00	
20/07/18	Accommodation		149.00	
<b>TOTAL</b>			<b>1,169.00</b>	<b>1,169.00</b>

I agree that I am personally liable for the payment of the foregoing statement and if the person, company or association indicated by me as being responsible for payment of the same does not so, that my liability for such payment shall be joined and several with such person, company or association.

GUEST SIGNATURE \_\_\_\_\_ \* INDICATES NON-TAXABLE SUPPLY

Please make payment to:  
Account Name: Abode The Apartment Hotel Narrabundah Pty Ltd ATF Abode  
Narrabundah Unit Trust  
Bank: Commonwealth Bank of Australia  
BSB No: 082 400  
Account No: 1090 6453  
Abode Narrabundah  
ABN: 61 636 246 307  
61 Jerrabomberra Avenue NARRABUNDAH ACT 2604  
PO Box 4519 KINGSTON ACT 2604  
Phone: 02-6130 0650, 1300 1 ABODE (128333)  
Email: [reservations@abodehotels.com.au](mailto:reservations@abodehotels.com.au)

# What is not an acceptable tax receipt?

Merchant transaction slips that only show a transaction has been paid by EFTPOS.

- Not enough information.
- Not a tax invoice/receipt.



# Approval Guide - Desktop

## 1. Go to Approval tab in FlexiPurchase.

Expense **Approvals** Reports Analytics Search

Card Expenses 365

Approvals 620

Pinned

To show your favourites here, click the pin icon on a menu item.

ADMINISTRATOR

Transactions 06 Jun 2023 to 05 Jul 2023

Bank: National Australia Bank

Total 161

Coding Required 161

Pending Approval 0

Transactions 161

Debit (AUD) 36,944.76

Credit (AUD) 2,728.96

View full transaction summary

Recent Periods 06 Jun 2023 to 05 Jul 2023

Account Management

Unmapped 0

Active 927

National Australia Bank

ANZ 0 0

Flinders University

Announcements

Important Note

Please note the new Purchasing Card Procedure is out now. Available online through the Policy Library:

<https://www.flinders.edu.au/content/dam/documents/staff/policies/fees-finance/purchasing-card-procedures.pdf>

For FlexiPurchase guides, please visit the Flinders University FlexiPurchase website:

<https://staff.flinders.edu.au/workplace-support/digital-services/flexipurchase>

General information about cards can be found on the Flinders University Purchasing Cards website:

<https://staff.flinders.edu.au/workplace-support/finance/purchasing-card>

Last visit: 07 Jun 2023

APPROVALS

Approvals 32 Employees

Approval Required 620

Info Provided 0

Info Required 0

DELEGATED ACCOUNTS

National Australia Bank 39 Delegations

Attention Required

## 2. This will bring up a list of all transactions that need to be approved, broken down into each cardholder.

FlexiPurchase Home Administration Accounts Expenses Approvals Reports Analytics Search

Expenses

Approve expenses

Filter

To do • 07 Jun 2021 to 07 Jun 2023

Approval status ☒ To do ☐ Awaiting response ☐ Completed

Date range Start date 07 Jun 2021 End date 07 Jun 2023

Expense type Card issuer 2 selected

Amount range Minimum amount Maximum amount

Options Receipt linked ☒ All ☐ Yes ☐ No  
Disputed ☒ All ☐ Yes ☐ No  
Policy alert ☒ All ☐ Yes ☐ No  
Credit ☒ All ☐ Yes ☐ No

Show results Reset

NIWS Limited	28.00 AUD	NAB (4267)	23 Jun 2021		
News Limited	59.29 AUD	NAB (4267)	12 Jul 2021	Yes	
News Limited	28.00 AUD	NAB (4267)	22 Jun 2022	Yes	
News Limited	40.00 AUD	NAB (4267)	23 Jun 2022	Yes	
News Limited	28.00 AUD	NAB (4267)	20 Jul 2022	Yes	
News Limited	40.00 AUD	NAB (4267)	21 Jul 2022	Yes	
News Limited	28.00 AUD	NAB (4267)	17 Aug 2022	Yes	
News Limited	40.00 AUD	NAB (4267)	18 Aug 2022	Yes	
News Limited	28.00 AUD	NAB (4267)	14 Sep 2022	Yes	
News Limited	40.00 AUD	NAB (4267)	15 Sep 2022	Yes	
News Limited	28.00 AUD	NAB (4267)	12 Oct 2022	Yes	
News Limited	40.00 AUD	NAB (4267)	13 Oct 2022	Yes	
Apple Com/Au	3,009.00 AUD	NAB (4267)	08 Nov 2022		
News Limited	28.00 AUD	NAB (4267)	09 Nov 2022		
News Limited	40.00 AUD	NAB (4267)	10 Nov 2022		

Privately provided by **brnz** **nab**

Copyright National Australia Bank. All rights reserved.



### 3. Click on a transaction to bring up the approval screen on the right.

The screenshot shows the 'Approve expenses' interface. On the left is a list of transactions, and on the right is a detailed view of a selected transaction.

Transaction	Amount
SCHILLER VEREIN WOLFE	4170.34 AUD
Qantas Valet Parking A	93.92 AUD
Suburban Taxi 131008	12.35 AUD
Georges On Waymouth	38.40 AUD
Virgin Austr7951855609027	70.00 AUD
Virgin Austr7951855609026	70.00 AUD
Uber *trip	11.70 AUD
Cpa Australia Ltd	720.00 AUD
Jotform Inc.	27.70 AUD

The detailed view for 'Uber \*trip' shows the following information:

- Amount: 11.70 AUD
- Date: 30 Dec 2019
- Issuer: NAB
- Type: Purchase
- Merchant category group: Transport

**Workflow**

- Merchant Details: Purchase Uber \*trip
- Expense Description: Personal Uber Fare accidentally booked to Uni card. Reversed to personal card - credit following
- Coding: Domestic Travel - Car Hire/Taxis
- Amount: 11.70 AUD
- Tax code: 10% GST
- Tax amount: 1.06 AUD
- Expense Code: 2022
- CC/Project: 01.032.01518
- Travel Expenditure: domestic o
- Finance & Procurement Services

**Approval rules**

- Authoriser Approval: Approval required

Buttons: Approve, Options

### 4. Open the receipt by clicking on the image in the top right so that it can be checked against the transaction details in FlexiPurchase.

The screenshot shows an email receipt for an Uber ride and the corresponding transaction details in the FlexiPurchase system.

**Email Receipt:**

- From: Uber Receipts
- To: [business] your Friday morning trip with Uber
- Subject: Monday, 13 January 2020 10:29:24 AM
- Date: Mon, 10 Jan 2020 10:29:24 AM
- Attachments: Uber Receipts

Total: A\$11.70  
Tue, Dec 31, 2019

Thanks for riding,  
We hope you enjoyed your ride this morning.

Total A\$11.70


We refunded A\$11.70 to your card ending in \*\*\*\* 7764 and switched payment for the trip to card ending in \*\*\*\* 6371

**FlexiPurchase Transaction Details:**

- Issuer: NAB
- Type: Purchase
- Merchant category group: Transport
- Expense Code: 2022
- CC/Project: 01.032.01518
- Travel Expenditure: domestic o
- Finance & Procurement Services

Buttons: Approve, Options

## 5. The coding can be checked here:

Workflow	Additional information
Merchant Details Purchase Uber *trip	
Expense Description Personal Uber Fare accidentally booked to Uni card. Reversed to personal card - credit following	

### Coding

Domestic Travel - Car Hire/Taxis

Domestic Travel

Amount	11.70 AUD	Expense Code	2022	Travel Expenditure- domestic o
Tax code	10% GST	CC/Project	01.032.01518	Finance & Procurement Services
Tax amount	1.06 AUD			

### Approval rules

>  Authoriser Approval

 Approval required




6. If there are any policy flags against the transaction, they will show in the approval screen. Currently, only transactions coded as Personal Purchases will flag, however more policies are coming soon. If a transaction shows a Personal Purchase flag, make sure the receipt for the repayment is attached to the transaction.


10 | Page


Tax code	0% GST	CC/Project	01.556.40962	NT RHMT
Tax amount	0.00 AUD			


Policy alerts

>  Personal Purchase

Approval rules

>  Authoriser Approval

 Approval required



Approve

Options

10 | Page


7. If the transaction needs to be returned to the card holder for more information (e.g. if a personal purchase doesn't have the repayment receipt, or if a description is not sufficient), the transaction can be queried directly in the Approval screen.

Click on the three dots next to 'Approval Required'.

Amount	59.01 AUD	Expense Code	2022	Travel Expenditure- domestic o
Tax code	10% GST	CC/Project	01.032.01518	Finance & Procurement Services
Tax amount	5.36 AUD			

Approval rules

> Authoriser Approval

Approval required 

Approve

Options

8. Select 'Query'.

Amount	59.01 AUD	Expense Code	2022	Travel Expenditure- domestic o
Tax code	10% GST	CC/Project	01.032.01518	Finance & Procurement Services
Tax amount	5.36 AUD			


Approve


Query

Decline

Reset rule

Approval rules

>  Authoriser Approval

 Approval required 

...

9. Enter the query in the comment box and click 'Send'.  
This will send the transaction back to the card holder for more information. Once they have responded to the query, the transaction will come back for approval.

Approval rules

▼ Authoriser Approval

Amount greater than 0 > Transaction Type

Approval required

Approvers: Richard Porter

No comments added

Ask a question or add a comment Send

Approve Options

10. Once you're happy with the transaction, click the 'Approve' button down the bottom, or click the three dots and choose 'Approve'.

Domestic Travel - Car Hire/Taxis

Amount	59.01 AUD	Expense Code	2022
Tax code	10% GST	CC/Project	01.032
Tax amount	5.36 AUD		

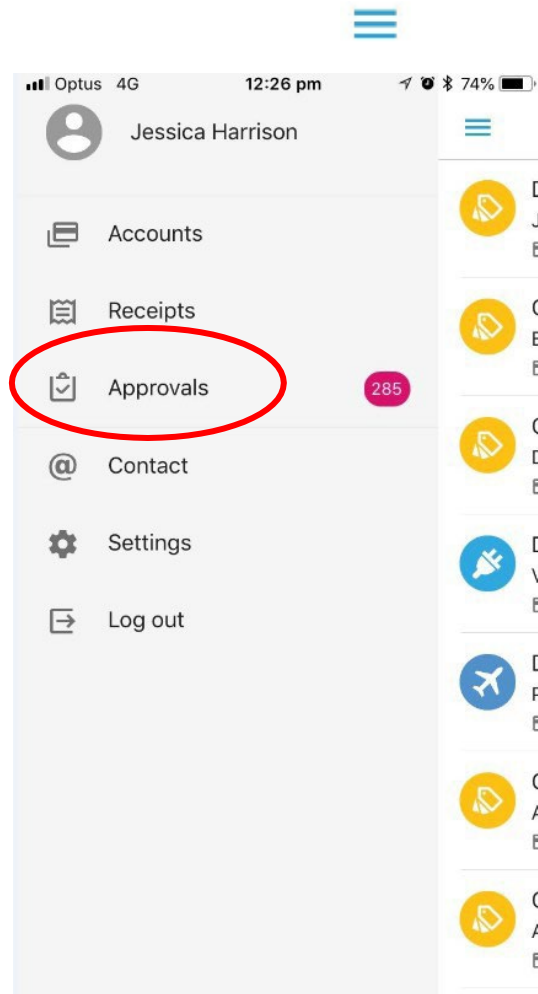
Approval rules

> Authoriser Approval

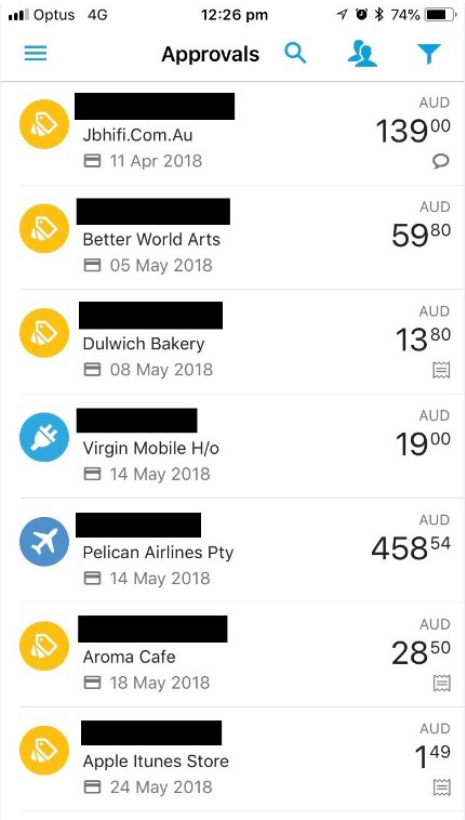
Approve

# Approval Guide – App

1. When you open the app and log in, the first page you see should be the 'approvals' page. If it is not, click on the three lines in the top left and then choose 'Approvals'.



2. You will then see a list of all transactions sitting with you for approval. Click on any one of these transactions to see more information about it (receipt image, coding etc.).



The screenshot shows a mobile application interface for 'Approvals'. The status bar at the top indicates 'Optus 4G', '12:26 pm', and '74%' battery. The app has a blue header with the title 'Approvals' and icons for a menu, search, and user profile. Below the header is a list of transactions, each with a circular icon, a merchant name, a date, and an amount in AUD. The transactions are as follows:

Icon	Merchant	Date	Amount (AUD)
Yellow circle with a receipt icon	Jbhifi.Com.Au	11 Apr 2018	139 <sup>00</sup>
Yellow circle with a receipt icon	Better World Arts	05 May 2018	59 <sup>80</sup>
Yellow circle with a receipt icon	Dulwich Bakery	08 May 2018	13 <sup>80</sup>
Blue circle with a mobile phone icon	Virgin Mobile H/o	14 May 2018	19 <sup>00</sup>
Blue circle with an airplane icon	Pelican Airlines Pty	14 May 2018	458 <sup>54</sup>
Yellow circle with a receipt icon	Aroma Cafe	18 May 2018	28 <sup>50</sup>
Yellow circle with a receipt icon	Apple Itunes Store	24 May 2018	1 <sup>49</sup>

3. You can see all the information about the transaction in this screen (i.e. GST, Amount of Transaction, Coding, Receipt, Description of Expense):

The screenshot shows an expense approval interface. At the top, the status is 'Retail' with a red box over the name. Below this, the amount '1380 AUD' is circled in red with an arrow pointing to it. To the right is a receipt image, also circled in red with an arrow. Below the receipt, the 'Coding' section is visible, with 'Meals, Entertainment, Conferences' selected. The 'Spend Wizard' section shows 'Amount incl: 13.80 AUD' and 'Spend Wizard: Meals, Entertainment, Conferences - Catering/Light Meals'. The 'CC/Project' and 'Expense Code' fields are circled in red with an arrow. The 'Tax codes' section shows '10% GST' circled in red with an arrow. The 'Expense Description' section shows 'Research Meeting with Inside Infrastructure' circled in red with an arrow. At the bottom, there is a 'Comment' field and a 'Send' button, followed by an 'Approve' button.

Optus 4G 12:26 pm 74%

< Approvals

Retail

1380 AUD

National Australia Bank

Purchase: 08 May 2018

Coding

Spend Wizard

Meals, Entertainment, Conferences View

13.80 AUD Allocated

Amount incl: 13.80 AUD

Spend Wizard: Meals, Entertainment, Conferences - Catering/Light Meals

CC/Project: 01.341.42389 NCGRT Schultz Beq Operating

Expense Code: 2051 Light Meals/ Conferences (Non-ERT)

Approve

Tax codes 10% GST

Merchant Details

Purchase Dulwich Bakery

Expense Description

Research Meeting with Inside Infrastructure

Approval rule

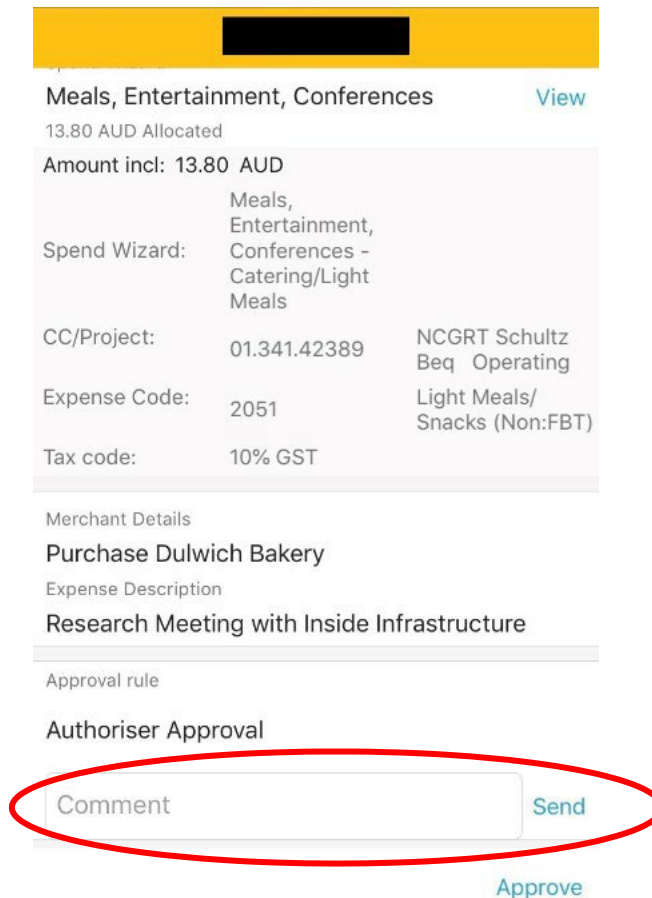
Authoriser Approval

Comment Send

Approve



4. You can enter a comment in the field at the bottom of the screen and click send. This will send the transaction back to the cardholder pending more information.



The screenshot shows a web interface for an expense claim. At the top, there is a yellow header bar with a black rectangle. Below it, the text "Meals, Entertainment, Conferences" is displayed in bold, with a "View" link to its right. Underneath, it says "13.80 AUD Allocated" and "Amount incl: 13.80 AUD". A section titled "Spend Wizard:" contains a table with the following details:

Spend Wizard:	Meals, Entertainment, Conferences - Catering/Light Meals	
CC/Project:	01.341.42389	NCGRT Schultz Beq Operating
Expense Code:	2051	Light Meals/ Snacks (Non:FBT)
Tax code:	10% GST	

Below this table, there are sections for "Merchant Details" (Purchase Dulwich Bakery), "Expense Description" (Research Meeting with Inside Infrastructure), and "Approval rule". Under "Authoriser Approval", there is a "Comment" input field and a "Send" button, both of which are circled in red. At the bottom right, there is an "Approve" button.

5. The query will show up down the bottom of your screen, and it will stay in your queue until approved.

domestic o

Tax code: 10% GST

Merchant Details

**Purchase Skybus Coach Service**

Expense Description

**Sky bus to get from ShineWing office in Melbourne city to the Airport**

Approval rule

**Authoriser Approval**

07 Sep 2018

Travelling alone or multiple?

Comment [Send](#)

[Approve](#)

6. When you're happy with the transaction, click the 'Approve' button down the bottom.

Optus 4G 12:27 pm 74%

[Approvals](#)

**Meals, Entertainment, Conferences** [View](#)

13.80 AUD Allocated

Amount incl: 13.80 AUD

Spend Wizard: Meals, Entertainment, Conferences - Catering/Light Meals

CC/Project: 01.341.42389 NCGRT Schultz Beq Operating

Expense Code: 2051 Light Meals/ Snacks (Non:FBT)

Tax code: 10% GST

Merchant Details

**Purchase Dulwich Bakery**

Expense Description

**Research Meeting with Inside Infrastructure**

Approval rule

**Authoriser Approval**

Comment [Send](#)

[Approve](#)

# Contacts

**Jodie Blight – Administrator**

7421 9151

**David Paterson – Associate**

**Director, Procurement Services**

08 8201 2224