

FlexiPurchase Templates

Transaction Search – Company

This is a good, all-round reporting tool to find most of the information you will need. You can find the report in the 'Reports' tab, under 'Expenditure Analysis'.

Transaction Search - Company

Employee ID
Employee Forename
Employee Surname
Company Unit
Account Number (Last 4 Digits)

Statement Issuer
Statement Period

Start Date
End Date
Execution Range

Posting Date Transaction Date

Export File Name
Export File Type

Summary - Employee Summary - Type Summary - Coding Summary - Company Unit Transaction List

Exclude Payments
 Include Unmapped Transactions
 Group Results
 Selected Unit Only

Transaction Type & Status

Transaction Type
Transaction Status
Approval Status
Policy Status
Internal Reference

Personal Transactions Yes No Both
Linked Transactions Yes No Both
Disputed Transactions

Supplier Groups
Supplier Properties
Currency & Amount
Enhanced Data & Spend Wizard
Coding Information
Extract History Options
Additional Fields
Report Templates

Search

Fields:

- Employee fields – you can use these to search for a specific employee, either by their FAN (employee ID), or by their first/last name.
- Company unit – use this to specify which College to report on. You may need to use the drop-down boxes to get the correct area.
- Statement Period – you can change the period that you are reporting on using this drop-down box.
- Start date/End date – can be used to manually enter the reporting start date and end date.
- Summary – you can change the way the report groups the results using the following options:
 - Summary – Employee groups by employee name
 - Summary – Type groups by transaction type, e.g. purchases and credits
 - Summary – Coding groups by the coding for each transaction
 - Summary – Company Unit groups by University area
 - Transaction list – shows all the individual transactions for each employee.
- Transaction Type & Status – this can be used to search for transactions by approval status or by disputed transactions.
- Supplier Groups – you can use this to search for specific transaction types, such as entertainment or retail.
- Supplier Properties – you can search for transactions to suppliers in certain locations.

- Currency & Amount – you can search for transactions in specific currencies, or for amounts (such as transactions greater than a specific amount).
- Enhanced Date & Spend Wizard – this can be used to search for transactions that have been coded using specific spend wizards. This may be good for checking FBT coding for meals, or for travel transactions.
- Coding Information – this can be used to look for transactions going to certain cost centre & projects, or to certain expense codes.
- Extract History Options – this is mostly used by Central Accounts, however this can be paired with ‘Transaction Type & Status’ to look for transactions that have been approved, but not extracted into TechOne yet.
- Additional Fields – this is you can customise the fields in the report. Some good options may be to add the amount excl of GST, the tax amount, the receipt image, the line coding, or the expense description.
- Report templates – this shows all the report templates that you have access to. The ones with stars next to them are global templates that are available for all Finance staff. The ones without are your personal templates.

Account Search

Another good report to use, this can provide a list of users within your College that have an active card and show you credit/transaction. This can also be found in the ‘Reports’ tab, under ‘Company Administration’.

Please note, changes made through the NAB may take a few days to reflect in FlexiPurchase.

The screenshot shows the 'Account Search' interface with the following elements:

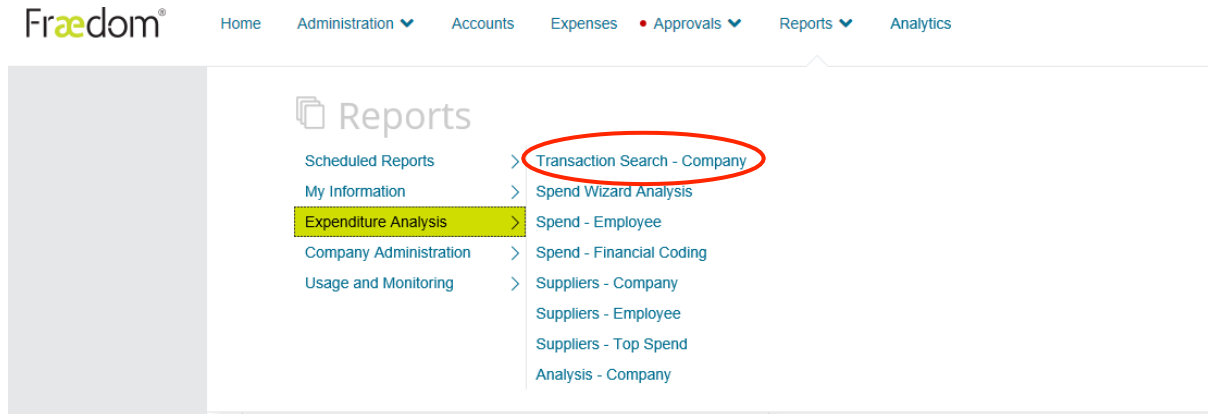
- Account Number (Last 4 Digits):** Text input field.
- Account Issuer:** Dropdown menu with 'National Australia Bank' selected.
- Account Status:** Dropdown menu.
- Company Unit:** Dropdown menu with '[All]' selected.
- Employee ID:** Text input field.
- Search Name by:** Radio buttons for 'Employee Name' (checked) and 'Account Name'.
- Forename:** Text input field.
- Surname:** Text input field.
- Export File Name:** Text input field.
- Export File Type:** Dropdown menu.
- Summary - Issuer:** Radio button (checked).
- Summary - Company Unit:** Radio button.
- Account Listing:** Radio button.
- Unmapped Details:** Radio button.
- Selected Unit Only:** Radio button.
- Account Details:** Section with:
 - Account Mapping:** Radio buttons for 'All accounts' (checked), 'Mapped accounts only', and 'Unmapped accounts only'.
 - Account Activity:** Radio buttons for 'All accounts' (checked), 'Used accounts only', and 'Unused accounts only'.
- Account Date Ranges:** Expandable section.
- Account Limits:** Expandable section.
- Additional Fields:** Expandable section.
- Report Templates:** Expandable section.
- Search:** Yellow button at the bottom.

Relevant fields:

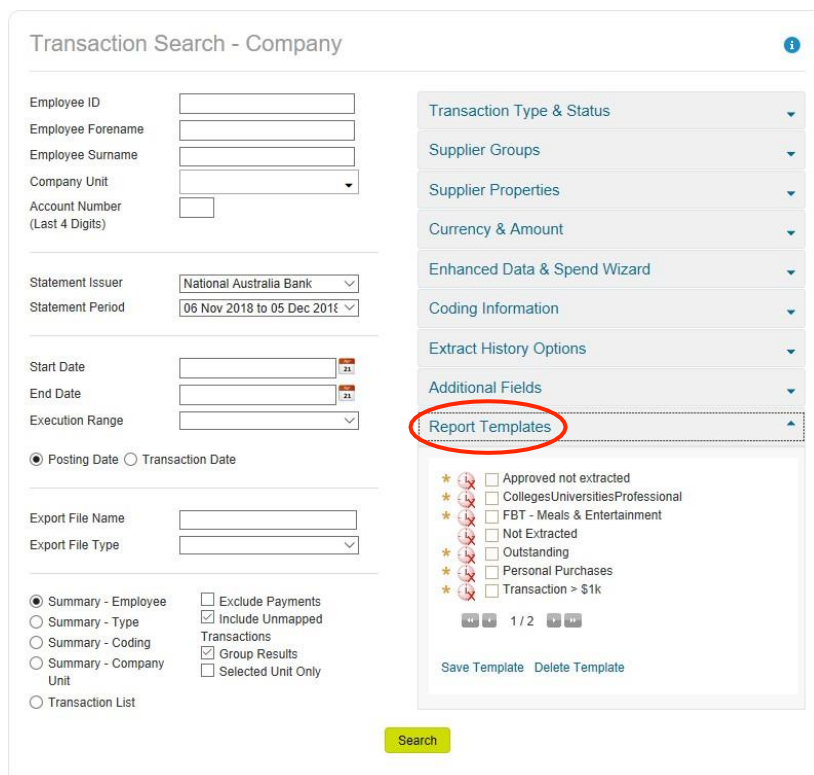
- Account details – you can search by the last 4 digits of a card, or by Account Status (active/inactive). All cards will be issued by NAB.
- Company Unit – this is used to select the relevant College/Portfolio.
- Employee details – you can search by a specific employee as well.
- Account limits – you can use this to find employees with limits over or under the average limits.
- Additional fields – you can use this to customise the report a bit, by including transaction limits, expiry dates, and account delegation (to see any delegate coders).

Pre-loaded templates

To use the pre-loaded templates, open the 'Reports' tab up the top, and then go to 'Expenditure Analysis', and then to 'Transaction Search – Company'.



In the pop-up box, click on the 'Report Templates' link down the bottom right. You can then select any of the existing templates, and the relevant fields will be auto-populated for you.



You will most likely want to limit your results by your College, which you will find under 'Company Unit' in the top left, by dropping down the Flinders University tab. You will also need to specify a date range that you are interested in looking at. You can either use the

Transaction Search - Company

The screenshot shows the 'Transaction Search - Company' form. The 'Statement Issuer' dropdown menu is open, showing a list of options including '[All]', '[Unallocated]', 'Flinders University', 'Central Administration', 'College of Business, Government & Law', 'College of Education, Psychology & Social Work', 'College of Humanities, Arts & Social Sciences', 'College of Medicine & Public Health', 'College of Nursing & Health Sciences', 'College of Science & Engineering', 'Superseded Units', and 'Planning Services'. The 'Flinders University' option is selected. The form also includes fields for Employee ID, Employee Forename, Employee Surname, Company Unit, Account Number (Last 4 Digits), Statement Period, Start Date, End Date, and Execution Range. There are radio buttons for 'Posting Date' (selected) and 'Transaction Date'. On the right side, there are buttons for 'Transact', 'Supplier', and 'Supplier'.

drop down box to pick a specific statement period, or you can manually enter a date range.

When you've set up all the relevant fields required, click the search button down the bottom of the pop-up box to complete the report.

You can export the report to either an Excel spreadsheet or a PDF by scrolling to the bottom of the page and click on the relevant link.

[Export to Excel](#) [Export to PDF](#)

Current templates

Transaction Search - Company

The screenshot shows the 'Transaction Search - Company' form. The 'Statement Issuer' dropdown menu is set to 'National Australia Bank'. The 'Statement Period' dropdown menu is empty. The 'Start Date' field is set to '01 Jan 2018' and the 'End Date' field is set to '04 Dec 2018'. The 'Execution Range' dropdown menu is empty. The form also includes fields for Employee ID, Employee Forename, Employee Surname, Company Unit, and Account Number (Last 4 Digits). There are radio buttons for 'Posting Date' (selected) and 'Transaction Date'.

There are a few global templates that are already set up for you to use. They are:

Transaction Search- Company

- Approved not extracted – this will show all transactions that have been approved in FlexiPurchase but have not yet been brought across into TechOne. This can be used for accrual purposes. This shows a total for each card holder, which can be drilled into for individual transactional information.
- FBT Meals and Entertainment – this will show all transactions that have been coded to the Meals and Entertainment spend wizard. This can be used to make sure the

correct GST is being coded for these expenses. It shows the coding and the GST amounts for each transaction.

- Outstanding – this will show a transaction list of everything that hasn't been coded or approved yet for the year. It will show each transaction for every cardholder, and the coding if any has been completed.
- Personal Purchases – this will show all cardholders that have coded a transaction to the 3254 expense code, which is for personal purchases made in error.
- Transaction > \$1k – this will show all transactions that have gone through that are greater than \$1,000.
- Travel exp 2001 – this will show all transactions that were coded to the travel expense code 2001. It will also show the GST amount and the coding.
- Travel exp 2010 – this will show all transactions that were coded to the travel expense code 2010. It will also show the GST amount and the coding.

Account Search

- Active Cards – this will show a list of all active cards. You can change the company unit to show just the cards in your College. It will show you the number of active cards with the NAB, and you can drill further into the report by clicking on the number. The list will then show the card holders name and company unit, as well as their credit and transaction limit.

Setting up a personal template

To set up a personal template, open the reporting screen and choose all the options that you would like to use. In the example below, we are searching for a transaction list for the College of BGL from 1/1/18 – 4/12/18, for transactions coded to expense code 2010. You can enter as many of these fields as required.

Transaction Search - Company

Employee ID

Employee Forename

Employee Surname

Company Unit **College of Business, Govern**

Account Number (Last 4 Digits)

Statement Issuer **National Australia Bank**

Statement Period

Start Date **01 Jan 2018**

End Date **04 Dec 2018**

Execution Range

Posting Date Transaction Date

Export File Name

Export File Type

Summary - Employee Exclude Payments

Summary - Type Include Unmapped Transactions

Summary - Coding Group Results

Summary - Company Unit Selected Unit Only

Transaction List

Transaction Type & Status

Supplier Groups

Supplier Properties

Currency & Amount

Enhanced Data & Spend Wizard

Coding Information

Missing Finance Code

CC/Project

Expense Code **2010**

Extract History Options

Additional Fields

Report Templates

Search

Then, click on the 'Report Templates' field in the bottom right, and then click 'Save Template'.

Transaction Search - Company



Employee ID
Employee Forename
Employee Surname
Company Unit
Account Number (Last 4 Digits)

Statement Issuer
Statement Period

Start Date
End Date
Execution Range

Posting Date Transaction Date

Export File Name
Export File Type

Summary - Employee Exclude Payments
 Summary - Type Include Unmapped Transactions
 Summary - Coding Group Results
 Summary - Company Unit Selected Unit Only
 Transaction List

Transaction Type & Status
Supplier Groups
Supplier Properties
Currency & Amount
Enhanced Data & Spend Wizard
Coding Information
Extract History Options
Additional Fields
Report Templates

- Approved not extracted
- CollegesUniversitiesProfessional
- FBT - Meals & Entertainment
- Not Extracted
- Outstanding
- Personal Purchases
- Transaction > \$1k

1 / 2

You'll then be asked to give the template a name, and whether you want to set this template to be Company Shared.

Click 'Save' to save the template.

Report Template Administration - Microsoft Edge

Fraedom Holdings Ltd [GB] https://control.fraedom.com/Reports/Report_Templates_i.as

Staff Directory ABN ABN Lookup Expenditure delegatic www2.swift.com

Create New Report Template

Template Name

Set this template to be Company Shared

To access your new template, in the report screen, just click the template name and all the fields will automatically be filled out for you.