

FlexiPurchase

FlexiPurchase User Manual

Updated June 2023

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FlexiPurchase

Expense management

FlexiPurchase is the expense management system used by Flinders University for our Corporate Credit Cards.

Expenses are acquitted either through the desktop version of FlexiPurchase, available through Okta, or through the mobile app. This guide includes step-by- step instructions on how to use FlexiPurchase.

Valid Tax Receipts/Invoices

A valid tax receipt/invoice should have:

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

Examples of valid tax receipts/invoices:

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 *45872
TERM *****6383
08/08/18 16:47
TRAN 032863
CARD3536
NAB Visa Credit
ICC
PURCHASE A000000031010
AID
PAN SEQ 00
AUTH CODE 516907
AMOUNT \$66.00
TOTAL \$66.00
(00) APPROVED

Net total \$60.00
GST 10% \$6.00

365
NIF: 846673221
C/ VALENCIA, 227
BARCELONA - 08007
Tel. 93 252 99 04

Ata Per : KATHERIN viernes 08-07-18 07:14

Factura simplificada N: 352,044

Quantitat	Article	Import
1.00	Cafe con leche	1.25 €
1.00	Vaso zoro coco-nango 2	1.50 €
1.00	Delita (abelló H.	0.70 €
1.00	croissant multicereal	0.80 €

Total : 4.25 €

Desa Iva Iva Import
3.86 € 10% 0.39 € 4.25 €

!! Pagar amb Targeta !!

Si desitja connectar-se a la WiFi de la tenda el PIN és:
***** PIN WIFI: 50000 *****

Gràcies per la seva compra.

funk
COFFEE+FOOD

ABN: 61 997 067 341
Funk Coffee + Food
6 W&B Eastern Promenade Tenancy E21
Clowelly Park SA 5042
Ph: 08 8374 2882

TAX INVOICE
#014563 81 Tonsley Store 30/07/18 11:20:40

11		
PICCOLO LATTE*	\$3.90	
FLAT WHITE*	\$3.90	
-> DINE IN CUP		
TOTAL	\$7.80	
GST Subtotal	\$7.80	
GST Amount	\$0.71	
EFTPOS	\$7.80	


tonsley@funkcoffeeandfood.com.au

abode
Abedon Hotels

ROOM NO: 67
ARRIVAL: 15/07/18
DEPARTURE: 21/07/18
CASHIER: 10307
TA REC LOCATOR: BDC-1360704506
INVOICE DATE: 21/07/18
CONFIRMATION NO: 4553978

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	
	TOTAL		1,149.00	1,169.00
	TOTAL CHARGES		1,169.00	
	TOTAL INCLUDES GST		106.28	
	BALANCE		0.00	GST INCLUDED

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 do 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: 062 000
Account No: 1090 6453
Abode Narrabundah
ABN: 62 636 248 307
61 Jerrabomberra Avenue NARRABUNDAH ACT 2604
PO Box 4519 KINGSTON ACT 2604
Phone: 02-6130 0650, 1300 1 ABODE (226333)
Email: reservations@abodehotels.com.au

QANTAS
E-Ticket Itinerary, Receipt and Tax Invoice

Your Booking Reference
[Redacted]

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 Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total*
[Redacted]	[Redacted]	[Redacted]	05 Aug 18	402.34
				Ticket Total for all passengers* 402.34
(*Amounts are displayed in AUD - INCL)				

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Payment Details

Date	Payment Type	Reference	Amount*
05 Aug 18	Via	XXXX-XXXX-XXXX-0003	402.34
This may appear as multiple transactions on your credit card statement			

Your Receipt Details

Ticket Charges	Charges	GST	Total*
Tax	301.56		301.56
Card Payment Fee	4.45		4.45
Tax Total (incl. Payment)	306.01	36.63	402.34
*Includes Taxes/Airline Charges			

Tax Information
GST is included for taxable sales
GST Paid 36.63

Issued by
Qantas Airways on 05 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 ready 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

- Use Qantas connect-in to choose the check-in option best for you.

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees - These may apply to some booking changes, travel insurance and consultant-related services. Details are available at qantas.com

What is not a valid tax receipt/invoice?

- Merchant transaction slips that only show a transaction has been paid by EFTPOS
- Not enough information
- Not a tax receipt/invoice



Lost Dockets

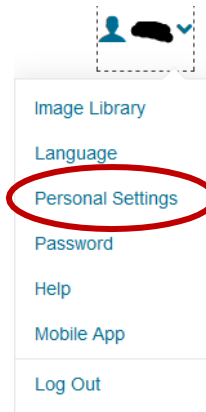
If you lose your receipt, you will be required to fill out a Lost Docket form for each individual transaction and upload it instead of the receipt.

The form can be found by going to the Flinders University services website www.flinders.edu.au/services and searching for 'missing credit card invoice'.

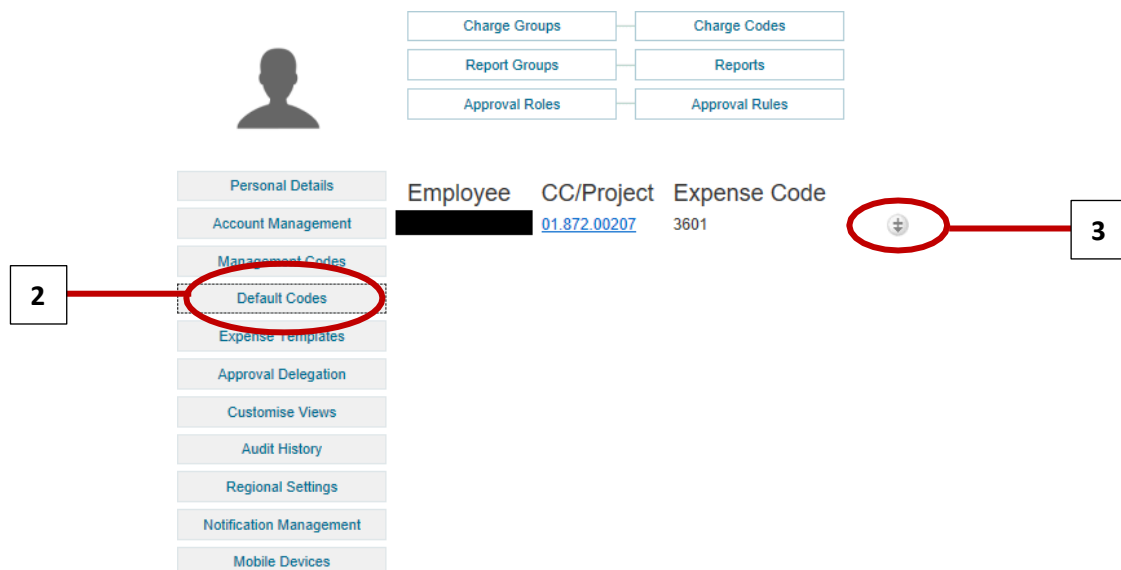
Set Default Code

If you only use one cost centre/project in your coding, or if you use one more than others, you can set up a 'default code' to be loaded automatically for each transaction. This code can be changed in the coding screen of a transaction if necessary.

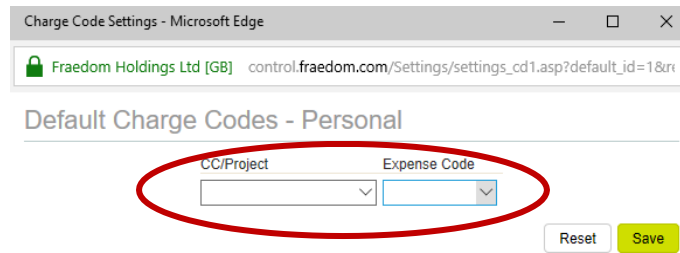
1. Click on your name in the top right corner of the screen and click on 'Personal Settings'.



2. Click 'Default Codes' in the menu on the left.
3. Click on the arrow next to the account number fields.



4. Search for your account in the drop-down boxes, and then click save.



Charge Code Settings - Microsoft Edge

Fraedom Holdings Ltd [GB] control.fraedom.com/Settings/settings_cd1.asp?default_id=1&rt

Default Charge Codes - Personal

CC/Project	Expense Code
<input type="text"/>	<input type="text"/>

Reset Save

Your default code has now been set. This will appear automatically against all future transactions and can be edited in the coding screen if required.

Coding via. Desktop

Coding via the Okta FlexiPurchase app can be completed on your computer by following the instructions below:

1. Click on the 'Expenses' tab.

FlexiPurchase Home Administration Account **Expenses** Approvals Reports Analytics Search Jodie

ADMINISTRATOR

Transactions 06 May 2023 to 05 Jun 2023

Issuer: National Australia Bank

Total: 5481 Coding Required: 2222 Pending Approval: 778

Transactions: 5481 Debit (AUD): 1,108,341.57 Credit (AUD): 848,295.77

View full transaction summary

Recent Periods: 06 May 2023 to 05 Jun 2023

Account Management

	Unmapped	Active
National Australia Bank	0	927
ANZ	0	0

APPROVALS

Approvals 32 Employees

Approval Required	Info Provided	Info Required
620	0	0

DELEGATED ACCOUNTS

National Australia Bank 39 Delegations

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: 06 Jun 2023

Proudly provided by **bnz** **nab**

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2. A transaction list will appear with all transactions for all the cards you have access to. If you are a delegate coder, you can sort the transactions by card holder by clicking on the drop-down box labelled 'All delegates' and picking the relevant name.

The screenshot shows the FlexiPurchase interface. The top navigation bar includes 'Home', 'Administration', 'Accounts', 'Expenses', 'Approvals', 'Reports', 'Analytics', and 'Search'. The user 'Jodie' is logged in. The 'Expenses' section is active, showing a list of transactions. The 'All delegates' dropdown menu is circled in red. The 'Details' link for the first transaction is also circled in red.

Transaction	Amount	Card	Date	Cardholder	Details
Cash Interest Fees	0.32 AUD	NAB (0545)	05 Jun 2023	Linda Humphrys	Details
Coles 0430	25.00 AUD	NAB (1242)	04 Jun 2023	Lerryn Pennell	Details
Live Payments	25.32 AUD	NAB (8821)	04 Jun 2023	Daniel King	Details
Coles 0430	175.00 AUD	NAB (1242)	04 Jun 2023	Lerryn Pennell	Details
Amazon Web Services	158.13 AUD	NAB (1824)	03 Jun 2023	Andrew Vakulin	Details
Amazon Web Services	538.32 AUD	NAB (4480)	03 Jun 2023	Wenhao Li	Details
Ap Katoomba Post Shop	17.57 AUD	NAB (2809)	02 Jun 2023	Giles Hamm	Details
The Daily Kitchen Co.	16.50 AUD	NAB (8961)	02 Jun 2023	David Copley	Details
Tonsley Hotel	-100.00 AUD	NAB (8961)	02 Jun 2023	David Copley	Details
Google Cloud Nxlmdt	79.83 AUD	NAB (4480)	02 Jun 2023	Wenhao Li	Details
Grind And Press Coff	24.40 AUD	NAB (8259)	02 Jun 2023	David Paterson	Details
Grind And Press Coff	16.50 AUD	NAB (8961)	02 Jun 2023	David Copley	Details
Icms Australasia Pty Limi	1,210.00 AUD	NAB (2814)	02 Jun 2023	Melissa Schlein	Details

3. Click on the 'Details' link to open the coding box on the right-hand side of the screen.

Searching for a code manually

1. Click on the box in the 'CC/Project' field. If you have set a favourite code/s, they will appear as a list for you to choose from. If you need to pick another code, select 'Search codes' at the bottom to bring up the search screen.

The screenshot shows the FlexiPurchase interface. On the left, there's a sidebar with 'Add' and 'Expenses' buttons. The main area displays a list of expenses with columns for 'Show', 'David Paterson', 'Filters', 'Find', and 'Expenses'. The 'Expenses' list includes items like 'Grind And Press Coff', 'Cafe Alere', 'Grind And Press Coff', 'Phil Hoffmann Travel', 'Virgin Austr7959646633788', 'Transportfornsw Opal', 'Adelaide Airport Limited', 'Adelaide Airport Limited', 'Qantas Airw', and 'Phil Hoffmann Travel'. The 'Coding' modal is open, showing 'Amount incl 24.40 AUD', 'Date 02 Jun 2023', 'Issuer National Australia Bank', and 'Merchant category group Misc Store'. The 'CC/Project' field is highlighted with a red circle, and the 'Search codes' button is also highlighted with a red circle. The 'Expense Code' field is empty, and a message 'Required code is missing.' is displayed. The 'Merchant Details' section shows 'Purchase Grind And Press Coff' and 'Expense Description'.

2. You can search for a code by typing it in the 'Code Value' box with the format XX.XXX.XXXXX, or you can search by description.

The screenshot shows the FlexiPurchase interface with the 'Search codes' modal open. The 'Search codes' modal has a 'Code value' field highlighted with a red circle. Below the 'Code value' field, there's a 'Description' field and a 'Show valid codes only' checkbox. The 'Search' button is also visible. The 'Expenses' list on the left is partially visible, showing items like 'Grind And Press Coff', 'Cafe Alere', 'Grind And Press Coff', 'Phil Hoffmann Travel', 'Virgin Austr7959646633788', 'Transportfornsw Opal', 'Adelaide Airport Limited', 'Adelaide Airport Limited', 'Qantas Airw', and 'Phil Hoffmann Travel'. The 'Coding' modal is also open, showing 'Amount incl 24.40 AUD', 'Date 02 Jun 2023', 'Issuer National Australia Bank', and 'Merchant category group Misc Store'. The 'CC/Project' field is highlighted with a red circle, and the 'Search codes' button is also highlighted with a red circle. The 'Expense Code' field is empty, and a message 'Required code is missing.' is displayed. The 'Merchant Details' section shows 'Purchase Grind And Press Coff' and 'Expense Description'.

3. When you have found the code you wish to use, you can click on it to bring up the options menu. Either click 'Select' to enter the coding or click 'Favourite' to add the code to your favourites list.

The screenshot shows the FlexiPurchase interface. On the left, the 'Expenses' list displays various transactions, including 'Grind And Press Coff' for 24.40 AUD. The 'Coding' modal is open for this transaction, showing the amount, date, issuer, and merchant details. The 'Search codes' panel on the right shows a list of codes, with the 'Select' button highlighted by a red circle.

You can do the same with the Expense Code, or you can use a Spend Wizard to help pick the correct code.

The screenshot shows the FlexiPurchase interface. On the left, the 'Expenses' list displays various transactions, including 'Grind And Press Coff' for 24.40 AUD. The 'Expense Code' modal is open for this transaction, showing the amount, date, issuer, and merchant details. The 'Expense Code' panel on the right shows a list of codes, with the 'Expense Code' field highlighted by a red circle.

Coding an expense code with a Spend Wizard

Spend Wizards are available to help with coding expenses. Instead of searching for an expense code, you can choose an applicable Wizard and the expense code will be entered automatically. The Spend Wizards can be searched for common expenses, such as 'parking' or 'coffee', to make picking the correct Spend Wizard even easier.

1. In the coding box, click on 'Select Spend Wizard' in the top left.

Fraud Reversal
Linda Humphrys

Amount: -7.04 AUD | Date: 30 Jul 2018 | Issuer: National Australia Bank (0545) | Merchant category group: Misc Store

Coding | Details

Select Spend Wizard | Expense template

1
Amount Incl: 7.04 AUD | Tax Code: 10% GST | Tax Amount: 0.64 AUD

CC/Project: [] | Expense Code: []
A required code is missing. | A required code is missing.

Split

Merchant Details
Credit Voucher Fraud Reversal

Expense Description: []
160 characters left

Complete | Save draft | Description is required. | Options

2. A list of available Wizards will appear. Either select the required Wizard, or search by expense type in the search bar up the top.

Fraud Reversal
Linda Humphrys

Amount: -7.04 AUD | Date: 30 Jul 2018 | Issuer: National Australia Bank (0545) | Merchant category group: Misc Store

Coding | Details

< Back

What was this expense for?

Type in keywords like 'travel' or 'hotel'

Admin/Office
Admin/Office - expenses related to the running of the office. This includes stationery, printing, postage, couriers and phone and internet e...

Domestic Travel
Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, Par...

Equipment (Non capital)
Equipment (Non capital) - IT related equipment and furniture or other equipment under \$10000, such as lease/rental equipment, desktop PCs, m...

Information Technology
Information Technology - expenses relating to IT consumables, server maintenance, software, digital, audio costs, mobile phone charges, inte...

International Travel
Travel - International covers travel expense items incurred by an employee while travelling internationally. This area should only be used ...

3. Allocate the expense to the correct category within the Spend Wizard. If you click into one of the fields, you will be able to click 'Allocate remaining balance' to allocate the whole transaction. Otherwise, you can manually enter an amount into the field. Then complete any required fields (e.g. number of employees/guests, description of expense), and click 'Next'.

The screenshot shows the 'Fraud Reversal' interface for Linda Humphrys. The 'Coding' tab is active, showing a transaction for 30 Jul 2018 from National Australia Bank (0545) for -7.04 AUD. The 'Details' tab shows the transaction is categorized as 'Domestic Travel'. The 'Coding' section has a 'Public Transport' category selected, with a button to 'Allocate remaining balance (7.04 AUD)'. Below this, there are fields for 'No. Travelling Empl' and 'No. Non-Travelling empl', both with 'Link employees' buttons. A red box with the number '3' points to the 'Allocate remaining balance' button. Another red circle highlights the 'Link employees' button for 'No. Travelling Empl'.

4. The correct expense code will automatically be entered on the coding screen. You will still need to enter the correct CC/Project, if it hasn't already been entered.

The screenshot shows the 'Coding' screen for the 'Domestic Travel - No. Travelling Empl' section. The 'Expense Code' field is highlighted with a red circle and contains the value '2022'. A red box with the number '3' points to the 'Expense Code' field. The 'CC/Project' field is empty. The 'Expense Description' field contains the text 'test'. The 'Merchant Details' section shows 'Credit Voucher Fraud Reversal'. The 'Expense Description' section shows 'test' with a character count of 156 characters left. The 'Complete' button is highlighted in green.


Favourite a Spend Wizard


You can favourite a Spend Wizard that you use often, so that it always comes to the top of the list. While in the Spend Wizard screen, click the star icon on the right-hand side of the screen.


< Back


What was this expense for?


Type in keywords like 'travel' or 'hotel'

Admin/Office
Admin/Office - expenses related to the running of the office. This includes stationery, printing, postage, couriers and phone and internet e... 

Domestic Travel
Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, Par...  >

Equipment (Non capital)
Equipment (Non capital) - IT related equipment and furniture or other equipment under \$10000, such as lease/rental equipment, desktop PCs, m...  >

Information Technology
Information Technology - expenses relating to IT consumables, server maintenance, software, digital, audio costs, mobile phone charges, inte...  >


International Travel
Travel - International covers travel expense items incurred by an employee while travelling internationally. This area should only be used ...  >


This will move the Spend Wizard to the top of the list, and it will remain there for all future transactions. You can un-favourite a Wizard by clicking on the star again.


< Back


What was this expense for?


Type in keywords like 'travel' or 'hotel'

Information Technology
Information Technology - expenses relating to IT consumables, server maintenance, software, digital, audio costs, mobile phone charges, inte...  >

Admin/Office
Admin/Office - expenses related to the running of the office. This includes stationery, printing, postage, couriers and phone and internet e...  >

Domestic Travel
Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, Par...  >

Equipment (Non capital)
Equipment (Non capital) - IT related equipment and furniture or other equipment under \$10000, such as lease/rental equipment, desktop PCs, m...  >

International Travel
Travel - International covers travel expense items incurred by an employee while travelling internationally. This area should only be used ...  >

Linking Employees through the Spend Wizard

For some transactions, you will be given the option to link employees (e.g. meals and entertainment transactions). **Please note:** you will only be able to link employees who are already in the FlexiPurchase system.

< Back

Meals, Entertainment, Conferences

Entertainment covers expenses in relation to entertaining employees their families and clients. Entertainment provided to employees and their families is subject to FBT. Meals entertainment - entertainment by way of food and drink including catering, drinks, coffee, morning tea, nibbles or lunch and celebration cakes. Other entertainment - includes golf days, team building exercises, theatre shows etc that are attended by employees or guests and visitors. If you are travelling please use the International or Domestic wizard. International Conference

[Allocate remaining balance \(7.04 AUD\)](#)

Meal Entertainment

AUD 0.00

No. Employees 0

[Link employees](#) Employees: 0, Benefit count: 0

Use for any function with alcohol, purely a social function such as Christmas party. A lu... [More](#)

No. Spouse/Relatives 0

Use for any function with alcohol, purely a social function such as Christmas party. A lu... [More](#)

No. Guests & Visitors 0

Use for visitors/associates who consume food or drink off work premises

Other Entertainment

AUD 0.00

No. Empl & Spouses 0

[Link employees](#) Employees: 0, Benefit count: 0

Use for any function with alcohol, purely a social function such as Christmas party. A lu... [More](#)

No. Guests & Visitors 0

If you click on the 'Link Employees' button, you will have the option to look employee's up by their name or their FAN. You can then click the 'link' button next to the employee's name to link them to this transaction.

Coding Details

< Back to Meals, Entertainment, Conferences

Employee linking

Forename, surname, or employee ID

Filter by company unit

Search

Linked employee(s)

Jessica Harrison
Employee ID: harr0567

[link](#)

GST

You can change the GST code using the drop-down box if required e.g. overseas transactions generally do not attract GST, so you would pick '0% GST'.

The screenshot shows the 'Coding' section of the Ingogo Mobi Tax P interface. At the top, there's a header bar with 'Www.Ingogo.Mobi Tax P' and 'David Paterson'. Below this, a table displays transaction details: Amount (-26.52 AUD), Date (07 Dec 2018), Issuer (National Australia Bank), and Merchant category group (Transport). A 'Link receipt' button is visible on the right. The 'Coding' section includes 'Spend Wizard' and 'Expense template' buttons. A form labeled '1' contains fields for 'Amount Incl' (26.52), 'AUD', 'CC/Project' (01.032.01518), 'Finance & Procurement Services', 'Expense Code' (2022), and 'Travel Expenditure- domestic o'. A red circle highlights the 'Tax Code' dropdown menu, which is currently set to '10% GST'. The dropdown list shows options: '10% GST', '0% GST', 'Input Tax', 'Duty Tax', and 'N/A'. A '159 characters left' indicator is at the bottom right.

Amount Incl	AUD	CC/Project	01.032.01518	Finance & Procurement Services
26.52		Expense Code	2022	Travel Expenditure- domestic o

Tax Code: 10% GST

10% GST

0% GST

Input Tax

Duty Tax

N/A

159 characters left

For more information regarding GST, please refer to the Tax Information page on the Flinders University website.

https://www.flinders.edu.au/finance/tax-information/tax-information_home.cfm

Submitting a transaction

Once your coding is complete, the GST is correct, a receipt has been uploaded and a description has been entered, you will be able to click the 'Complete' button. This will submit your transaction to your approver.

↑ ↓ ✕

Www.Ingogo.Mobi Taxi P
David Paterson

Amount
-26.52 AUD

Date
07 Dec 2018

Issuer
National Australia Bank

Merchant category group
Transport

Manage

Coding

Details

Coding *

Spend Wizard

Expense template

1

Amount Incl
26.52
AUD

Tax Code
10% GST

Tax Amount
2.41
AUD

CC/Project
01.032.01518
Finance & Procurement Services ✕

Expense Code
2022
Travel Expenditure- domestic o ✕

Split

Merchant Details

Credit Voucher Www.Ingogo.Mobi Taxi P

Expense Description *

Credit for incorrect taxi charge

128 characters left

Complete

Update

Description is required.

Options

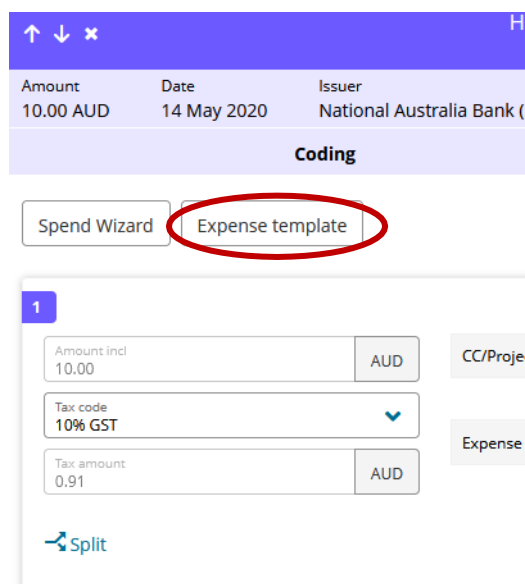
Expense Templates

If you have a recurring charge on your card, such as a subscription or a membership that needs to be coded the same each time, you can set up an Expense Template to do the coding for you.

There are two ways you can set up an Expense Template, either directly when coding a transaction, or through your personal settings.

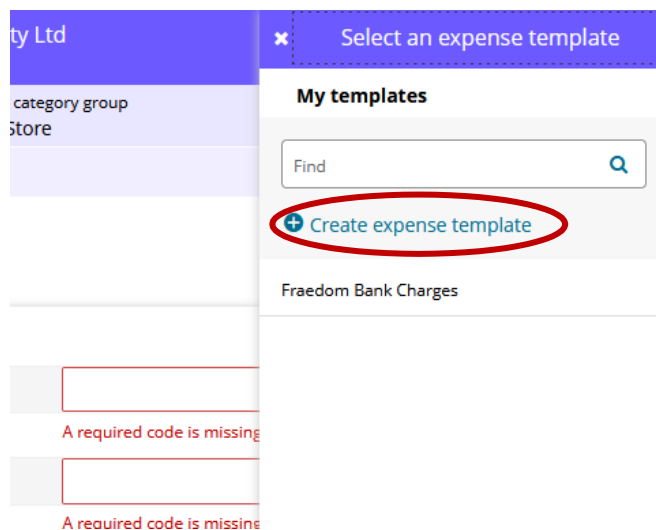
While Coding:

1. Click on 'Expense Template' in the top right of the screen.



The screenshot shows the 'Coding' section of a transaction interface. At the top, there's a table with transaction details: Amount (10.00 AUD), Date (14 May 2020), and Issuer (National Australia Bank). Below this, the 'Coding' section contains two buttons: 'Spend Wizard' and 'Expense template'. The 'Expense template' button is circled in red. Below the buttons, there's a form with fields for 'Amount incl' (10.00), 'Tax code' (10% GST), and 'Tax amount' (0.91), all with currency dropdowns set to AUD. To the right of these fields are labels for 'CC/Proje' and 'Expense'. At the bottom left, there's a 'Split' button with a plus icon.

2. Click 'Create expense template' in the top right of the screen.



The screenshot shows a 'Select an expense template' dialog box. The dialog has a title bar with a close button and the text 'Select an expense template'. Below the title bar, there's a section titled 'My templates' which includes a search bar labeled 'Find' with a magnifying glass icon. Below the search bar, there's a button labeled '+ Create expense template' which is circled in red. Below this button, there's a list of templates, with 'Freedom Bank Charges' visible. In the background, there's a form with two red-bordered input fields, each with a red error message below it: 'A required code is missing'.

3. Give your template a name and enter all the coding details such as cc/project, expense code, GST, description. You can also split the coding across multiple accounts if required.

Create expense template

Template name

1

Percentage
100

Tax code
No default tax code

CC/Project

Expense Code

+ Add expense line

Total percentage: 100% [Allocate percentage evenly](#)

Merchant Details

Expense Description

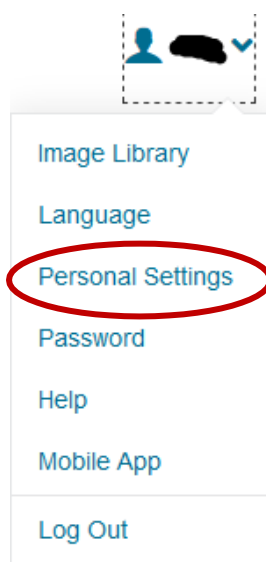
Done

Cancel

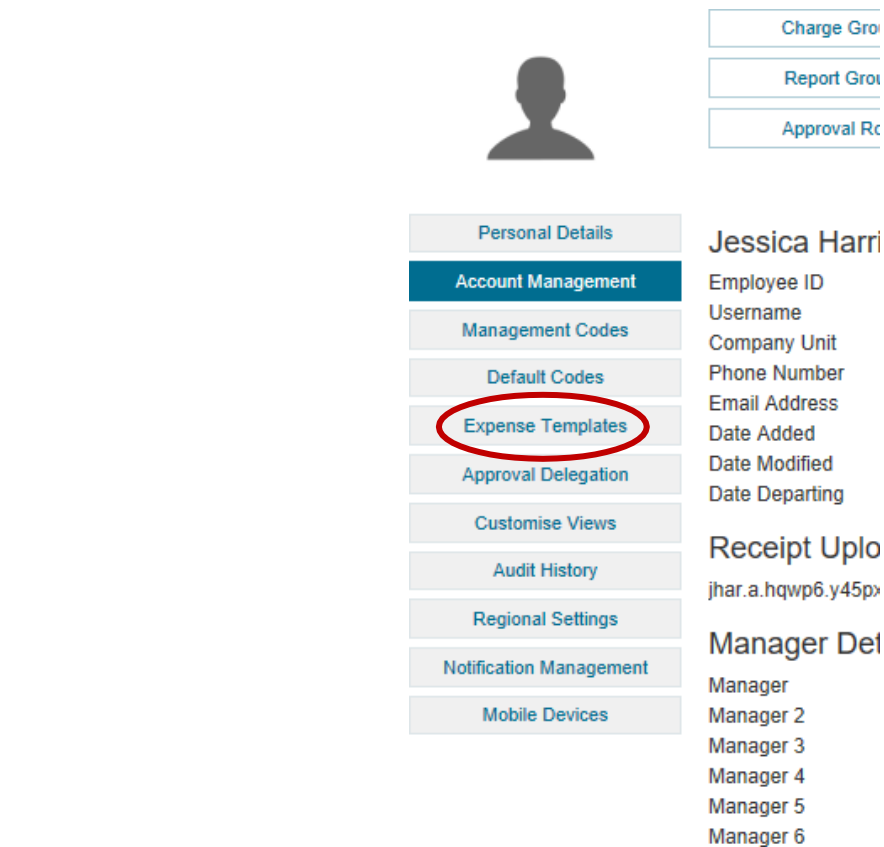
4. Click 'Done' down the bottom to save your template.

Personal Settings:

1. Open your Personal Settings



2. Click on 'Expense Templates' on the left.



Charge Groups
Report Groups
Approval Roles

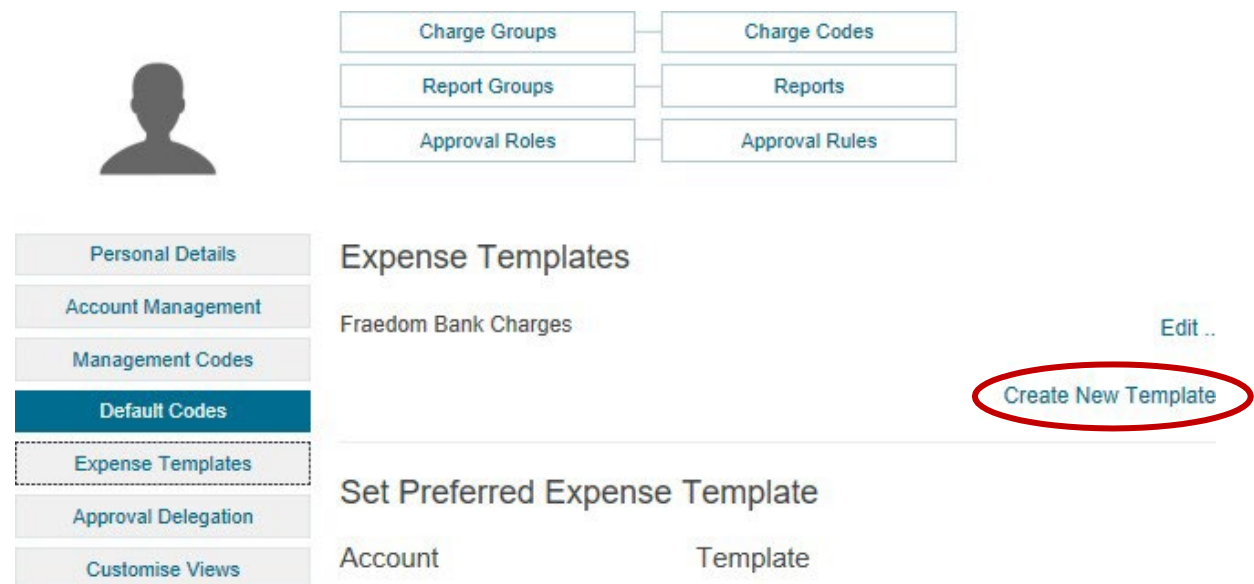
Personal Details
Account Management
Management Codes
Default Codes
Expense Templates
Approval Delegation
Customise Views
Audit History
Regional Settings
Notification Management
Mobile Devices

Jessica Harri
Employee ID
Username
Company Unit
Phone Number
Email Address
Date Added
Date Modified
Date Departing

Receipt Uplo
jhar.a.hqwp6.y45p»

Manager Del
Manager
Manager 2
Manager 3
Manager 4
Manager 5
Manager 6

3. Click 'Create New Template'.



Charge Groups
Report Groups
Approval Roles

Charge Codes
Reports
Approval Rules

Personal Details
Account Management
Management Codes
Default Codes
Expense Templates
Approval Delegation
Customise Views

Expense Templates
Freedom Bank Charges
Edit ..
Create New Template

Set Preferred Expense Template

Account	Template
---------	----------

4. Enter the template details: Template Name, the coding details, and an expense description, then click 'Save'.

The screenshot shows a web browser window titled 'Freedom - Microsoft Edge' with the URL 'control.freedom.com/Coding/CodingTemplates/Create?legacy=true'. The page is titled 'Create New Expense Template'. It features a 'Template Name' input field. Below this is a table with columns: 'Line', 'CC/Project', 'Expense Code', 'Percentage', and 'Tax Code'. The table has two rows. Row 1 has values: '1', a dropdown, a dropdown, '100%', and '[Default]'. Row 2 has values: '2', a dropdown, a dropdown, a dropdown, and '[Default]'. There is a '+100%' button and a '-'100%' button. Below the table is a 'Merchant Details' section with a text area. Below that is an 'Expense Description' section with a text area. At the bottom right are 'Save' and 'Cancel' buttons.

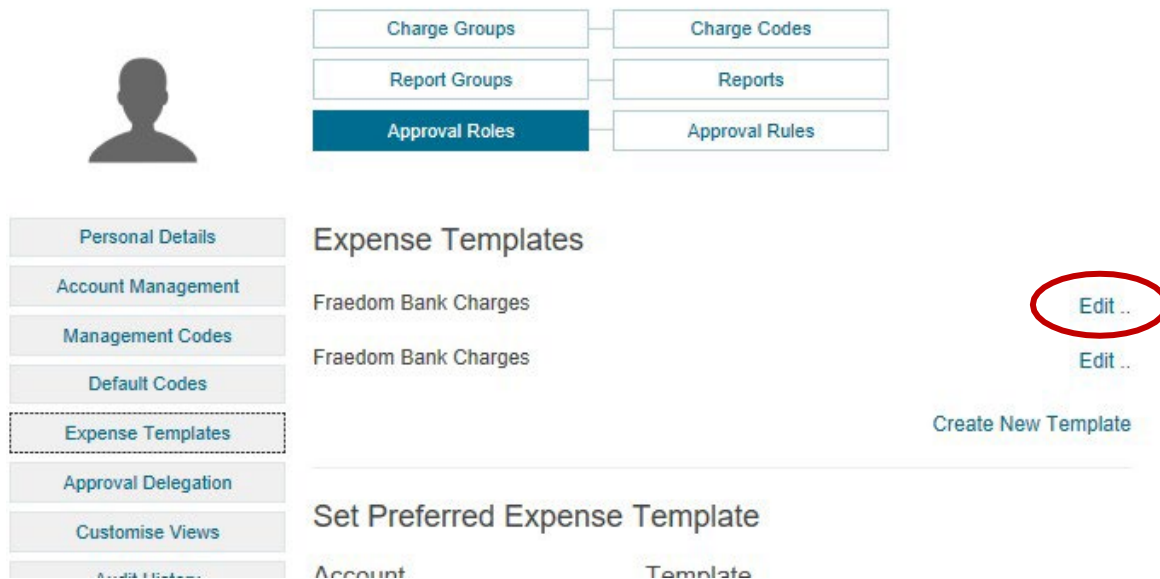
You will now be able to select your expense templates when coding transactions. If you are a delegate coder, the expense templates of the cardholder will be shown.

The screenshot shows the 'Coding' interface for 'Humble Grounds Pty Ltd'. The header includes 'te', 'May 2020', 'Issuer: National Australia Bank', and 'Merchant category group: Misc Store'. The 'Coding' section has a dropdown menu labeled 'Expense template'. A red circle highlights this dropdown, and a red line connects it to a red circle around the 'Select an expense template' modal. The modal shows 'My templates' with a search bar and a list of templates: 'Freedom Bank Charges' and 'Milk purchases'. A red circle highlights the 'Milk purchases' template, and a red line connects it to a box containing the number '5'.

Editing/Deleting an expense template

1. Click on the 'Edit' button next to the template you wish to edit/delete.

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or need to learn



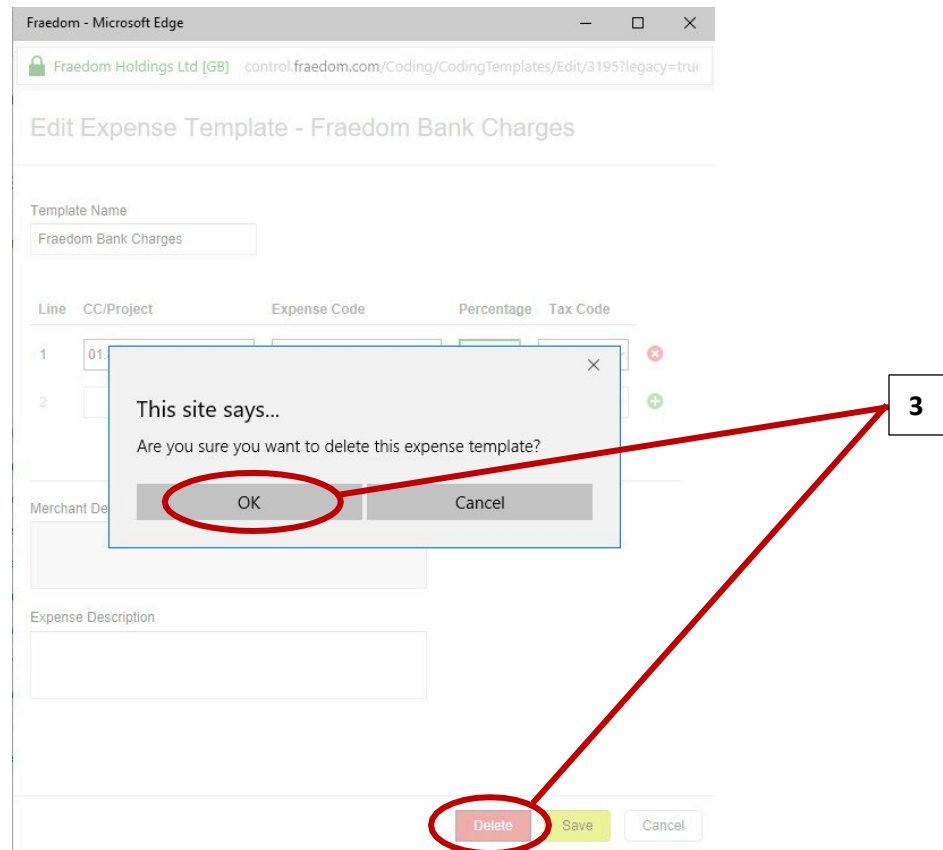
2. To edit the template, change the required fields and then click the 'Save' button down the bottom.

The screenshot shows a web browser window titled 'Freedom - Microsoft Edge' with the URL 'control.freedom.com/Coding/CodingTemplates/Edit/3195?legacy=true'. The page title is 'Edit Expense Template - Freedom Bank Charges'. The form contains the following fields:

- Template Name:** A text box containing 'Freedom Bank Charges'.
- Table:** A table with columns 'Line', 'CC/Project', 'Expense Code', 'Percentage', and 'Tax Code'.

Line	CC/Project	Expense Code	Percentage	Tax Code
1	01.872.00207 - Bank CI	3601 - Bank Charges	100%	0% GST
2				[Default]
- Merchant Details:** A large empty text box.
- Expense Description:** A large empty text box.
- Buttons:** At the bottom right, there are three buttons: 'Delete' (red), 'Save' (yellow, circled in red), and 'Cancel' (white).

3. To delete the template, click the 'Delete' button down the bottom instead. Click 'Ok' to confirm.



Uploading Images

It is now a requirement that each transaction has an image associated with it. This image can either be a tax receipt or a lost docket form. You can also attach any backing documentation relating to the transaction, such as additional approval.

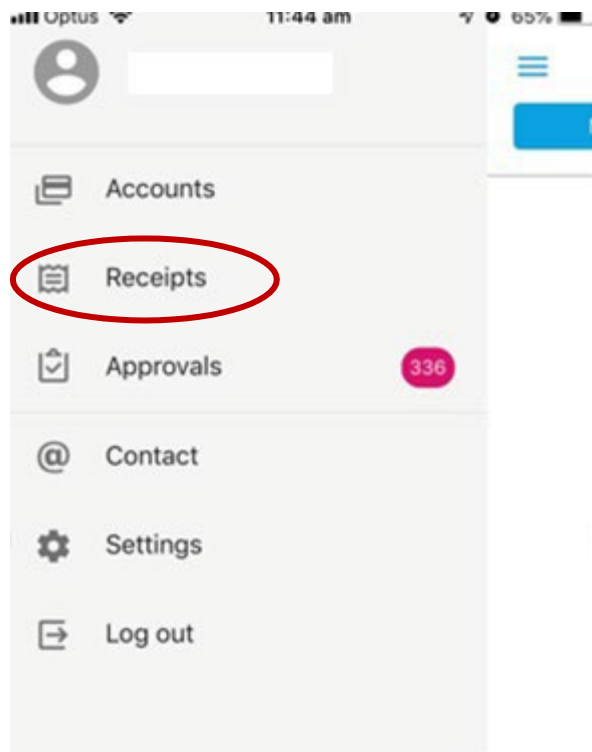
FlexiPurchase uses OCR (Optical Character Recognition) to attempt to match receipts that are uploaded to the correct transactions as they come through.

There are three ways to upload an image into FlexiPurchase.

Use the Smartphone App

You can use the app to take a picture of your receipt as soon as you receive it.

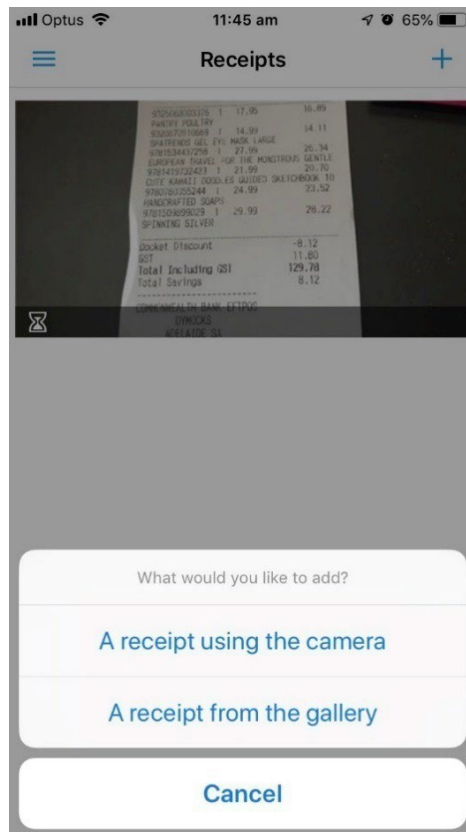
1. In the app, open the menu and click the 'Receipts' tab.



2. Your image library will open and show all your unmatched receipts. To add a new receipt, click the plus symbol in the top right of the screen.



3. To take a picture of the receipt, choose 'A receipt using the camera'. You can also upload a picture you already have in your phone by choosing 'A receipt from the gallery' instead.



4. Your camera will open on your phone, and you can take a picture of the receipt. If you need to take the picture again, choose 'Retake' in the bottom left. When you are happy with the picture of the receipt, choose 'Use Photo' in the bottom right.



5. Your receipt will now be uploaded into your image library, and you will be able to see it in both the app and through the desktop. The OCR will scan the receipt (as depicted by the hourglass in the bottom left, showing the process is running), and when the transaction flows through from the bank it will attempt to auto-match the receipt for you.



Upload an image via. your computer

You can also scan a copy of the receipt and save it to your desktop. You can then upload it when coding the transaction through the desktop.

1. In the coding screen, click on the 'Link Receipt' button in the top right.

Service Fees

Amount 4,744.74 AUD Date 10 Oct 2018 Issuer National Australia Bank (2808)

Coding Details

Link receipt

Coding

Select Spend Wizard Expense template

1

Amount Incd 4,744.74 AUD Tax Code 10% GST Tax Amount 431.34 AUD

CC/Project 01.872.00207 Bank Charges Expense Code 3601 Bank Charges

Split

Merchant Details

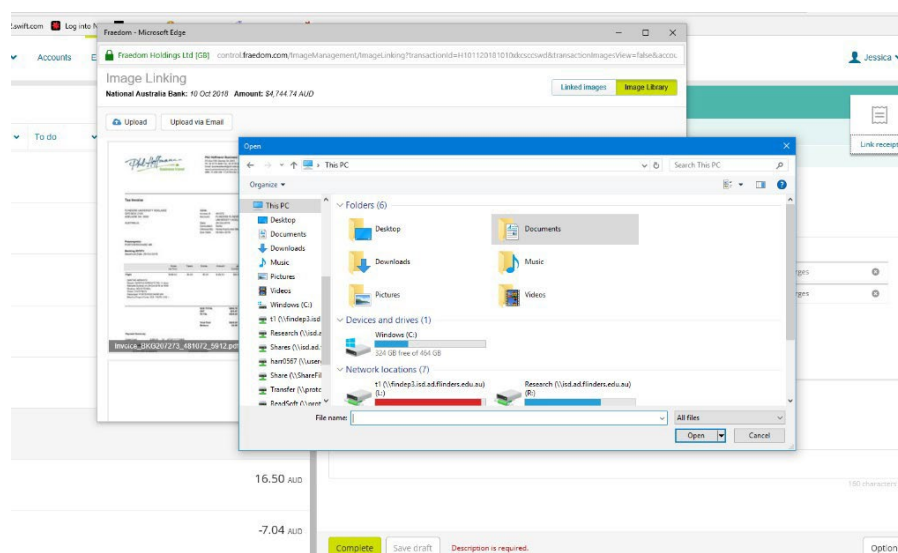
Service Fees Freedom Pty Ltd

Expense Description

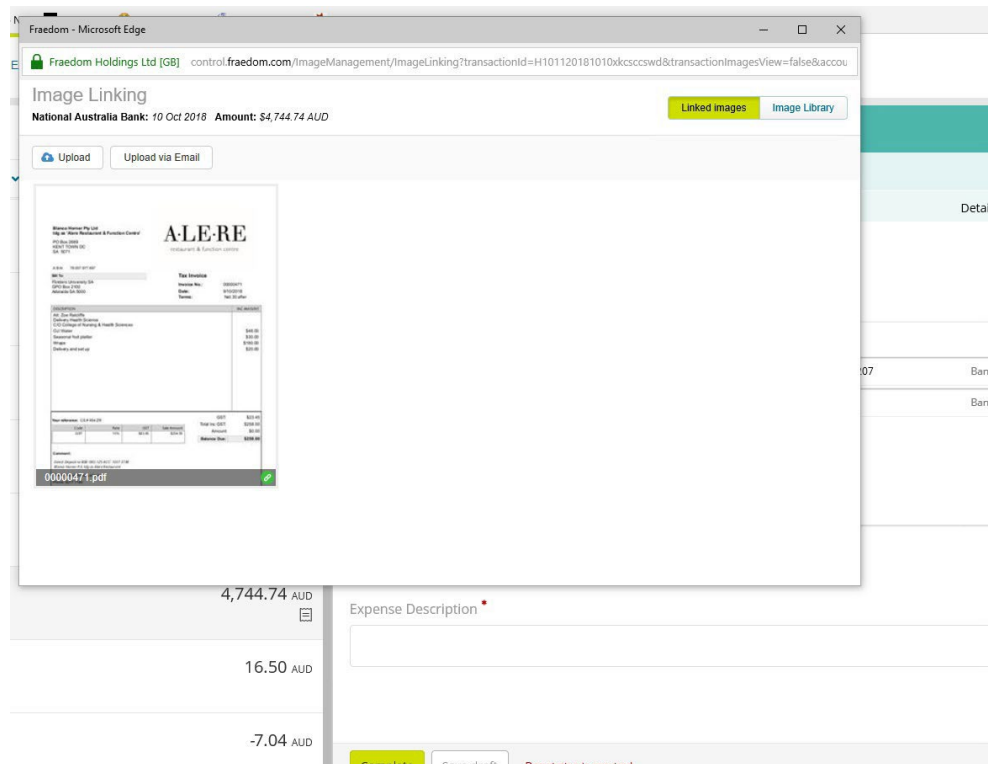
160 characters left

Complete Save draft Description is required. Options

2. This will bring up your image library. Click on the 'Upload' button in the top left and browse to the place on the computer that you have saved your receipt. Double click on the file to upload it.

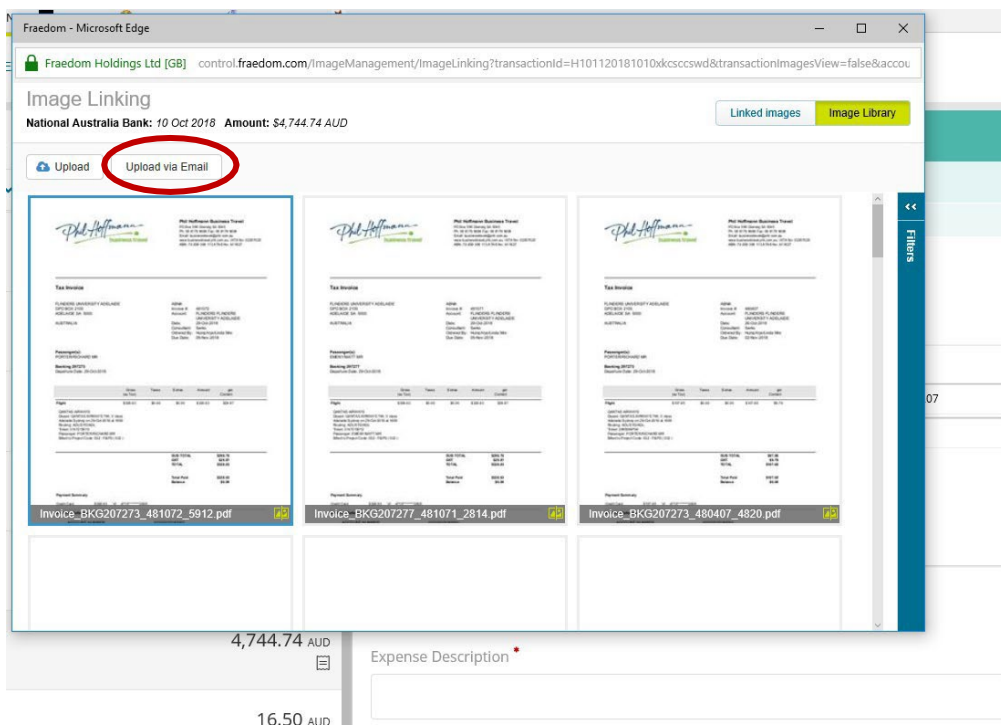


3. The image will now be automatically linked to your transaction.

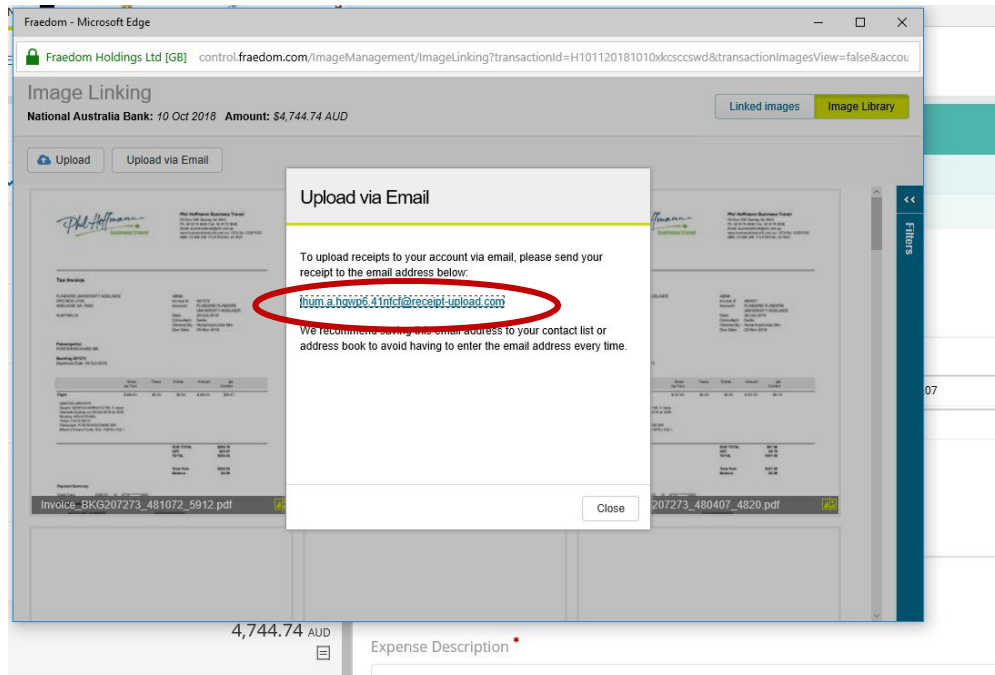


Email the image through to your unique FlexiPurchase email

1. In your image library, click on the 'Upload via Email' button to obtain the unique email address for the card holder that the transaction relates to. If you are a delegate coder, you will need the email address for each of your card holders. It may be a good idea to save these to your address book.

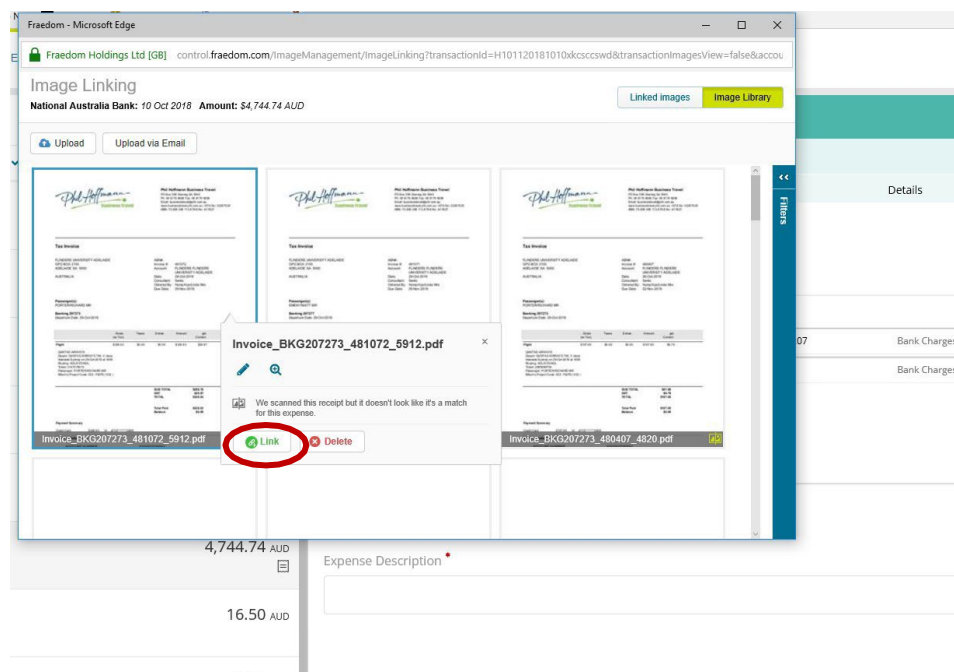


2. You can then email attachments through to this email address and they will automatically be uploaded into your image library. The OCR will scan them and attempt to auto-link them to your transactions, or you can go through and manually link them.



Linking an image already in your library

- If your image is already sitting in your image library, you can click on it and then click the 'Link' button to manually link it to the relevant transaction.



Unlinking an image from a transaction

- If you link the wrong image to a transaction, you can unlink it. You can switch between your 'Image Library' and 'Linked Images' in the top right. Click on 'Linked Images', and then click on the receipt image. You will then get the option to 'Unlink'.

Freedom - Microsoft Edge

Freedom Holdings Ltd [GB] control.freedom.com/imageManagement/imageLinking?transactionId=H101120181010xkccscswd&transactionImagesView=false&accou

Image Linking

National Australia Bank: 10 Oct 2018 Amount: \$4,744.74 AUD

Upload Upload via Email

00000471.pdf

Date	Summary	Amount
10 Oct 2018	Service Fees	4,744.7 (AUD)

Unlink

4,744.74 AUD

Expense Description *

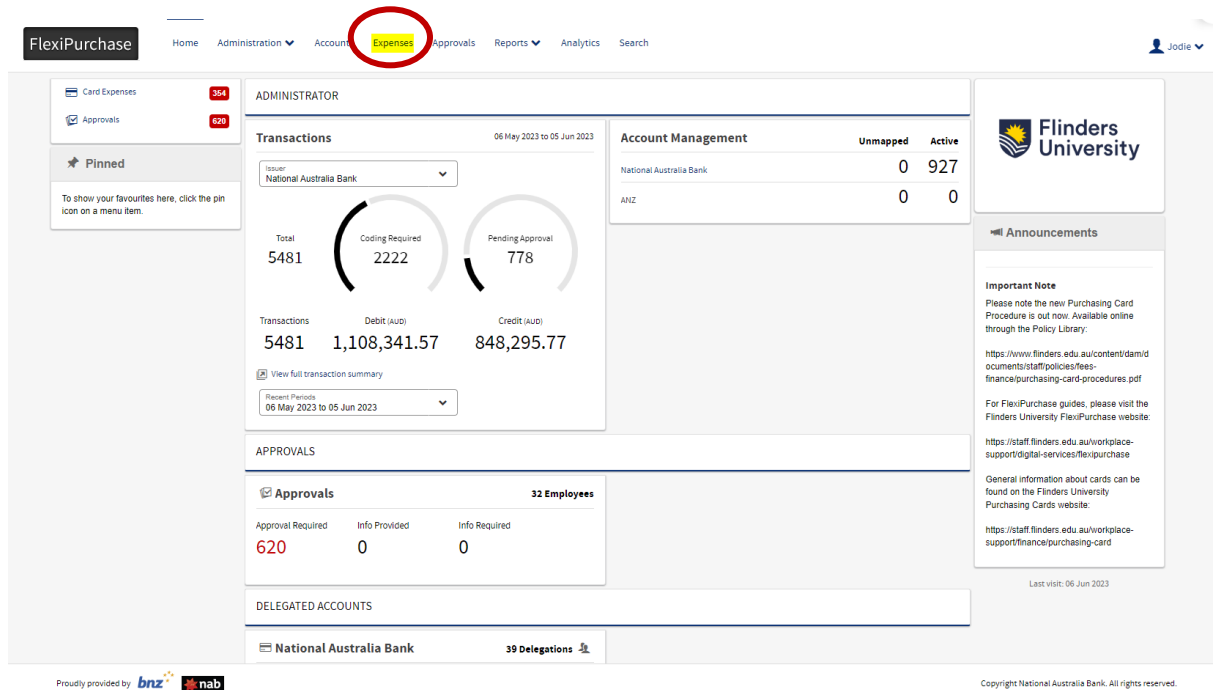
16.50 AUD

Accessing your image library

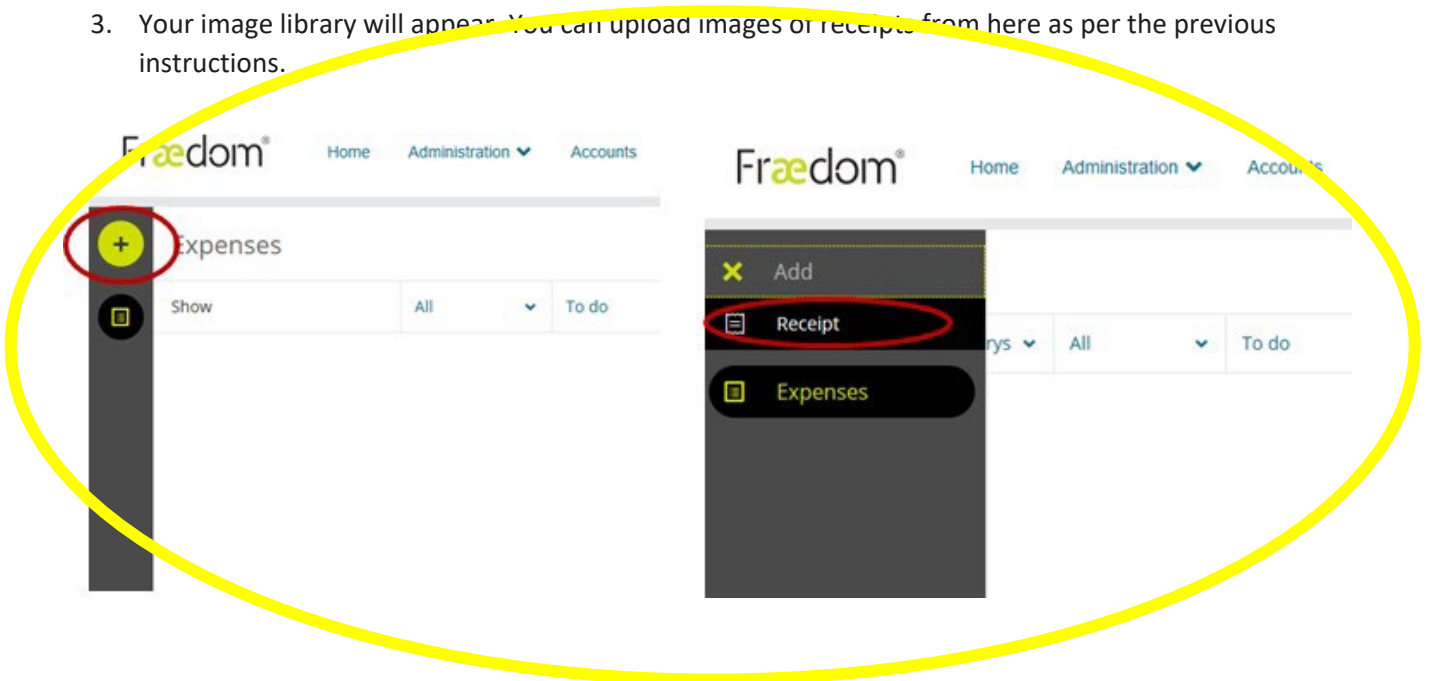
You can access the receipts in your image library via the desktop and the mobile app without having to go through the transaction screen.

Desktop

1. Click the 'Expenses' tab at the top of the screen.

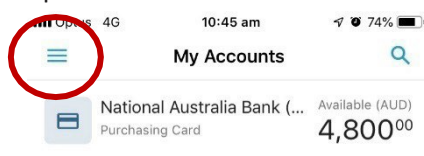


2. Click the '+ Add' icon on the left-hand side of the screen, and then click 'Receipt'.
3. Your image library will appear. You can upload images or receipts from here as per the previous instructions.

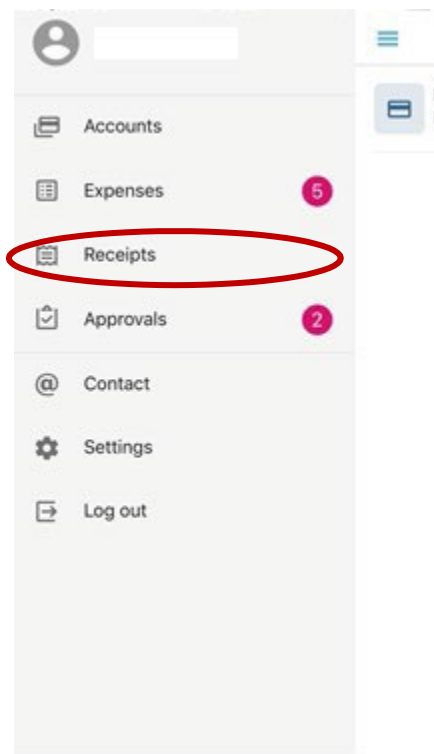


Mobile

1. Click the menu button in the top left of the screen.



2. Click 'Receipts'.



3. Your image library will appear. You can upload images of receipts from here as per the previous instructions.

Splitting lines

If you need to code an expense to multiple codes, or if only part of the expense includes GST, you will need to split the coding across multiple lines.

1. In the coding screen, click the 'Split' link. This will bring up a panel on the right-hand side of the screen.

The screenshot shows the 'Coding' screen for a 'Fraud Reversal' transaction. The transaction details include: Amount: -7.04 AUD, Date: 30 Jul 2018, Issuer: National Australia Bank, and Merchant category group: Misc Store. The 'Coding' section has a 'Split' link circled in red. The 'Split' panel on the right shows two lines with AUD 3.52 each, representing a 50/50 split. The 'Split evenly' checkbox is checked. The bottom of the screen shows a 'Complete' button, a 'Save draft' button, and a 'Description is required.' message. The 'Balance' is 0.00 AUD.

2. If you need to split the transaction 50/50, you can just hit the 'Split' button down the bottom. Otherwise, you can manually type the amounts in.

The screenshot shows the 'Split' panel with manual values entered: AUD 1.50 (21.31%) and AUD 5.54 (78.69%). The 'Split evenly' checkbox is unchecked. A red arrow points from a box labeled '2' to the 'Split' button at the bottom of the panel. The 'Split' button is also circled in red. The 'Complete' button, 'Save draft' button, and 'Description is required.' message are visible at the bottom of the screen. The 'Balance' is 0.00 AUD.

3. If you need to, you can add more lines by clicking the 'Add line' link, to split the transaction more than two ways. When you've added all the lines you need, click 'Split' down the bottom.

The screenshot shows the 'Fraud Reversal' form. The top bar is orange with 'Fraud Reversal' and 'Split' tabs. Below the top bar, there's a table with columns: Amount, Date, Issuer, and Merchant category group. The table contains one row: Amount: -7.04 AUD, Date: 30 Jul 2018, Issuer: National Australia Bank, Merchant category group: Misc Store. Below this is the 'Coding' section. It has a 'Select Spend Wizard' button and an 'Expense template' button. The 'Coding' section is divided into two parts: '1' and '2'. Part '1' shows 'Amount Incl: 7.04 AUD', 'Tax Code: 10% GST', and 'Tax Amount: 0.64 AUD'. Part '2' shows 'CC/Project' and 'Expense Code' fields, both with a red error message: 'A required code is missing.' Below these is a 'Split' button. To the right of the 'Coding' section is the 'Split' section. It has a table with columns: Amount, %, and a button. The table contains three rows: AUD 1.50, 21.31, AUD 4.54, 64.49, and AUD 1.00, 14.20. Below the table is a 'Split evenly' checkbox. A red arrow points from the 'Add line' button (circled in red) to a box labeled '3'. At the bottom of the form, there's a 'Balance: 0.00 AUD' section and a 'Split' button (circled in red) next to a 'Cancel' button. The 'Split' button is also circled in red.

Amount	Date	Issuer	Merchant category group
-7.04 AUD	30 Jul 2018	National Australia Bank	Misc Store

Coding

Select Spend Wizard Expense template

1

Amount Incl: 7.04 AUD
Tax Code: 10% GST
Tax Amount: 0.64 AUD

2

CC/Project
Expense Code

A required code is missing.
A required code is missing.

Split

Merchant Details
Credit Voucher Fraud Reversal

Expense Description

Balance: 0.00 AUD

Complete Save draft Description is required. Split Cancel

4. Your coding will then be split into the two or more amounts that you specified, and you can code them to different accounts or with different GST codes if necessary.

The screenshot shows the 'Fraud Reversal' form with three lines. Each line has a 'Split' button. The first line has 'Amount Incl: 7.04 AUD', 'Tax Code: 10% GST', and 'Tax Amount: 0.14 AUD'. The second line has 'Amount Incl: 4.54 AUD', 'Tax Code: 10% GST', and 'Tax Amount: 0.41 AUD'. The third line has 'Amount Incl: 1.00 AUD', 'Tax Code: 10% GST', and 'Tax Amount: 0.14 AUD'. Each line also has 'CC/Project' and 'Expense Code' fields, both with a red error message: 'A required code is missing.' Below the lines is a 'Split' button. At the bottom of the form, there's a 'Balance: 0.00 AUD' section and a 'Split' button (circled in red) next to a 'Cancel' button. The 'Split' button is also circled in red.

Amount	Date	Issuer	Merchant category group
-7.04 AUD	30 Jul 2018	National Australia Bank	Misc Store

Coding

Select Spend Wizard Expense template

1

Amount Incl: 7.04 AUD
Tax Code: 10% GST
Tax Amount: 0.14 AUD

2

Amount Incl: 4.54 AUD
Tax Code: 10% GST
Tax Amount: 0.41 AUD

3

Amount Incl: 1.00 AUD
Tax Code: 10% GST
Tax Amount: 0.14 AUD

CC/Project
Expense Code

A required code is missing.
A required code is missing.
A required code is missing.

Split

Merchant Details
Credit Voucher Fraud Reversal

Expense Description

Balance: 0.00 AUD

Complete Save draft Description is required. Split Cancel

5. If you need to delete one of your coding lines, you can click the cross in the top right of that line. The remaining amount will be automatically added into one of the other coding lines, so you may need to split them again to correct this.

The screenshot displays a software interface for managing coding lines. It features two distinct sections, each representing a coding line. The top section includes input fields for 'Amount Incl' (4.54), 'Tax Code' (10% GST), and 'Tax Amount' (0.41), all in AUD. It also has fields for 'CC/Project' and 'Expense Code', both marked with a red error message: 'A required code is missing.' A 'Split' button is located below these fields. The bottom section is similar but with 'Amount Incl' (1.00) and 'Tax Amount' (0.09). A 'Delete line' button, accompanied by a close icon (X), is circled in red on the right side of the top section. A vertical dashed line separates the two sections.

Changing Coding

If you have submitted a transaction for approval and then realise you need to change the coding, you can still access the transaction to amend it.

1. In the 'Expenses' tab, click on the 'Filters' drop-down box and change the status to 'Pending approval', and then click 'Apply'.

The screenshot shows the FlexiPurchase 'Expenses' page. At the top, there's a navigation bar with 'Home', 'Administration', 'Accounts', 'Expenses', 'Approvals', 'Reports', 'Analytics', and 'Search'. Below this, the 'Expenses' section is active. On the left, there's a sidebar with '+ Add' and 'Expenses'. The main area shows a list of expenses. A red circle highlights the 'Status' filter dropdown, which is currently set to 'Pending approval'. Another red circle highlights the 'Apply' button. The table below shows various transactions with columns for item name, amount, currency, and date.

Item	Amount	Currency	Date
Grind And Press Coff	11.10	AUD	24 May 2023
Phil Hoffmann Travel	16.50	AUD	15 May 2023
Virgin Austr7959646633788	531.60	AUD	15 May 2023
TransportforNSW Opal	40.00	AUD	15 May 2023
Adelaide Airport Limited	43.00	AUD	12 May 2023
Adelaide Airport Limited	90.00	AUD	04 May 2023
Qantas Airw	474.80	AUD	02 May 2023
Phil Hoffmann Travel	16.50	AUD	02 May 2023
M. Marinos Pty. Ltd.	24.50	AUD	13 Apr 2023
M. Marinos Pty. Ltd.	22.60	AUD	13 Apr 2023
Coopers Stadium	5.00	AUD	07 Apr 2023

2. Click on the relevant transaction to bring up the coding screen. Make any changes that are required, and then click the 'Update' button.

The screenshot shows the 'Cpa Australia Ltd' coding screen. At the top, there's a header with 'Cpa Australia Ltd' and a 'Manage' button. Below this, there's a table with columns for 'Amount', 'Date', 'Issuer', and 'Merchant category group'. The 'Coding' tab is selected. The 'Coding' section shows a list of transactions. The first transaction is highlighted. The 'Expense Code' is 3213. The 'Expense Description' is 'CPA registration for 2019'. At the bottom, there's a red circle around the 'Update' button.

Amount	Date	Issuer	Merchant category group
720.00 AUD	19 Dec 2018	National Australia Bank (7764)	Professional Services

Coding

1 Publications/Subscriptions/Print Materials - Subs & Membership

Amount Incl: 720.00 AUD

Tax Code: 10% GST

Tax Amount: 65.45 AUD

CC/Project: 01.032.01518

Expense Code: 3213

Finance & Procurement Services

Subscriptions & Memberships

Merchant Details

Purchase Cpa Australia Ltd

Expense Description

CPA registration for 2019

135 characters left

Complete Update Options

Deleting Coding

To delete your coding, click the 'X' button on the right of the code:

Coding *

Select Spend Wizard

Expense template

1

Amount Incl 7.04	AUD	CC/Project 01.872.00207	Bank Charges	X
Tax Code 10% GST	▼	Expense Code 3601	Bank Charges	X
Tax Amount 0.64	AUD			

Split

Merchant Details

Credit Voucher Fraud Reversal

Expense Description *

If you have used a Spend Wizard to enter the expense code, you will need to clear the Wizard by clicking on the 'X' in the top right, next to the name of the Spend Wizard:

Coding *

Select Spend Wizard

Expense template

1 Admin/Office - Consumables <1k

Amount Incl 7.04	AUD	CC/Project 01.872.00207	Bank Charges	X
Tax Code 10% GST	▼	Expense Code 3228	Consumables <1k	
Tax Amount 0.64	AUD			

Split

Merchant Details





















Credit Voucher Fraud Reversal

Expense Description *

Responding to queries

If your approver returns a transaction to you for more information or for amendment, you will need to first action their query, and then respond to them. You will receive a notification from FlexiPurchase whenever you have transactions that are being queried.

1. To access their query, go to the 'Expenses' tab. The transactions with queries on them will show a speech bubble next to them. Click on one of the transactions to open the coding screen.


	Oaks Plaza Pier	53.80 AUD		NAB	12 Aug 2018	 
	Qantas Airwa0812485600251	819.00 AUD		NAB	09 Aug 2018	 
	Oaks Plaza Pier	633.50 AUD		NAB	08 Aug 2018	 
	Virgin Aust 7952149344831	1,061.01 AUD		NAB	07 Aug 2018	 
	Qantas Airwa0812485512647	378.61 AUD		NAB	07 Aug 2018	 

2. In the coding screen, scroll down to the 'Approval Rules' section to view the comment from your approver.

Coding


Details

Manage

 Information required

65.45

AUD

 Split

Merchant Details

Purchase Cpa Australia Ltd

Expense Description *

2020 CPA Subscription fees

135 characters left

Approval rules

Authoriser Approval

Test

Jessica Harrison 10 Mar 2020, 12:09 AM


Ask a question or add a comment...

Comment is required.

250 characters left

3. Make any changes required in the coding screen, and then reply to the query in the text box and click 'Complete'.

Information required

 Split

Merchant Details
Purchase Cpa Australia Ltd

Expense Description *

2020 CPA Subscription fees

135 characters left

Approval rules

Authoriser Approval

Test

Jessica Harrison 10 Mar 2020, 12:09 AM

Response

242 characters left

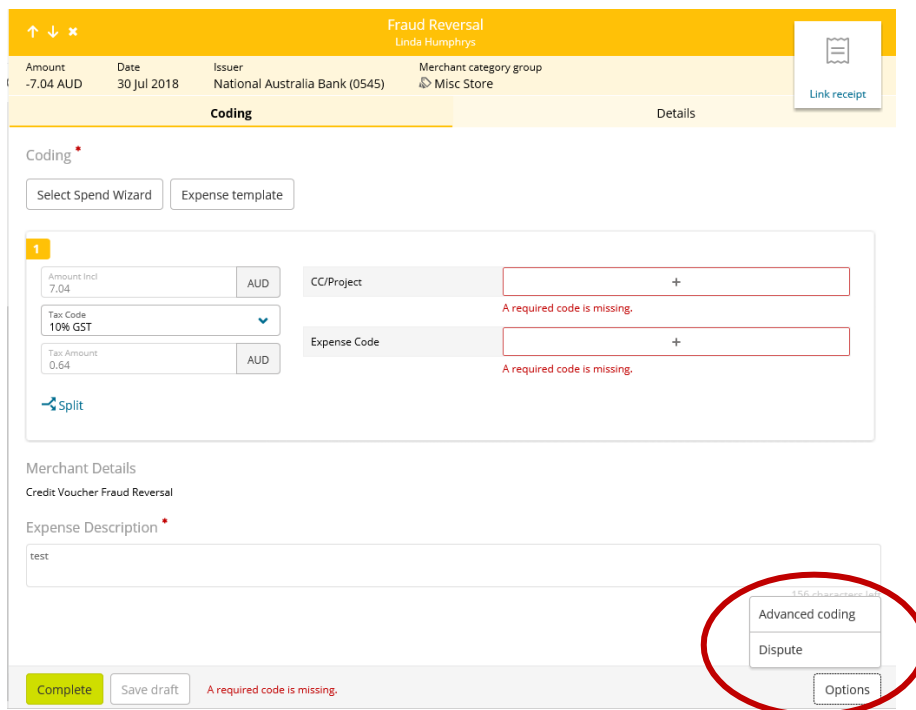
Complete Update Options

4. The transaction will now disappear out of your queue and return to your approver.

Disputing a transaction

If you see a transaction on your account that you do not recognise, or if you require more information about the transaction, you can dispute it directly with the bank through FlexiPurchase.

1. In the coding screen, click on the 'Options' button down the bottom, then click 'Dispute'.



Fraud Reversal
Linda Humphrys

Amount	Date	Issuer	Merchant category group
-7.04 AUD	30 Jul 2018	National Australia Bank (0545)	Misc Store

Coding Details

Link receipt

Coding *

Select Spend Wizard Expense template

1

Amount Incl 7.04 AUD CC/Project +
Tax Code 10% GST A required code is missing.
Tax Amount 0.64 AUD Expense Code +
A required code is missing.

Split

Merchant Details
Credit Voucher Fraud Reversal

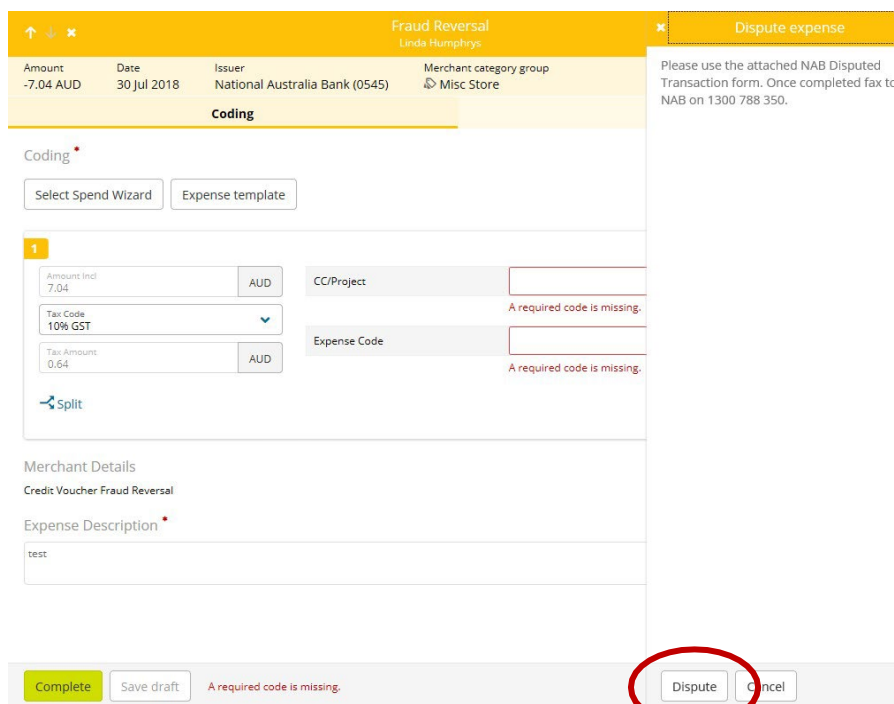
Expense Description *

test

Complete Save draft A required code is missing.

Advanced coding
Dispute
Options

2. A pop-up window will appear on the right of the screen. Click the 'Dispute' button again down the bottom of the screen to open the Dispute Form.



Fraud Reversal
Linda Humphrys

Amount	Date	Issuer	Merchant category group
-7.04 AUD	30 Jul 2018	National Australia Bank (0545)	Misc Store

Coding

Coding *

Select Spend Wizard Expense template

1

Amount Incl 7.04 AUD CC/Project +
Tax Code 10% GST A required code is missing.
Tax Amount 0.64 AUD Expense Code +
A required code is missing.

Split

Merchant Details
Credit Voucher Fraud Reversal

Expense Description *

test

Complete Save draft A required code is missing.

Dispute Cancel

Dispute expense

Please use the attached NAB Disputed Transaction form. Once completed fax to NAB on 1300 788 350.

- The dispute form will pop up in a separate window. Fill this form out, then click the print button down the bottom to get a copy of the form. Email this form to cardholder.disputes@nab.com.au. The transaction will then be flagged with an 'Expense disputed' notification.

Dispute Form - Microsoft Edge

Freedom Holdings Ltd (545) | control.freedom.com/custom_dp/Custom_DP_01.asp?transaction_ref=H101120180904egvw

Purchasing / Corporate Credit Card Disputed Transaction Advice

Email To: NAB Card Disputes
Email Re: cardholder.disputes@nab.com.au
Cardholder: Linda Humphrys
Email: linda.humphrys@flinders.edu.au
Phone: 13948

I wish to dispute the following item, which has been charged to my card

Card Number	471527 0545
Transaction Date	30 Jul 2018
Transaction Amount	Credit \$7.04 AUD
Merchant Name	Fraud Reversal
Transaction Description	Credit Voucher Fraud Reversal
Your Reference Number	74557028247001923450013

Dispute Type:

Dispute Reason:

For Dispute Type "Fraud - Unauthorised Transaction", please call the Fraud team immediately on 1300 622 372 who will take all necessary actions in cancelling your card and organising a chargeback. No further action is required in regards to submission of this form.

For all other Dispute Types please save and email this form to Cardholder Disputes team at cardholder.disputes@nab.com.au or Fax to 1300 788 350.

Close Save

Fraud Reversal
Linda Humphrys

Amount	-7.04 AUD	Date	30 Jul 2018	Issuer	National Australia Bank (0545)	Merchant	Misc
--------	-----------	------	-------------	--------	--------------------------------	----------	------

Coding

Expense disputed

Select Spend Wizard Expense template

1

Amount Incl 7.04 AUD CC/Project

Tax Code 10% GST

Tax Amount 0.64 AUD Expense Code

Split

Merchant Details

Credit Voucher Fraud Reversal

Expense Description *

Complete Save draft A required code is missing.

3

- You can also reverse a dispute on a transaction if required. Click on the 'Options' button again after a transaction has been disputed and click 'Undispute'. This will remove the disputed flag from the transaction.

Fraud Reversal
Linda Humphrys

Amount	-7.04 AUD	Date	30 Jul 2018	Issuer	National Australia Bank (0545)	Merchant category group	Misc Store
--------	-----------	------	-------------	--------	--------------------------------	-------------------------	------------

Coding

Expense disputed

Select Spend Wizard Expense template

1

Amount Incl 7.04 AUD CC/Project

Tax Code 10% GST

Tax Amount 0.64 AUD Expense Code

Split

Merchant Details

Credit Voucher Fraud Reversal

Expense Description *

Mandatory field

Complete Save draft Description is required.

Advanced coding

Undispute

Options

The NAB will investigate any disputed transactions they receive and will credit the transaction back if required. The transaction will not disappear from the account, it will still need to be coded and approved. When the credit is received, this will need to be coded to the same account as the original transaction and approved as well.

5. Pick one of your cost centre & projects, and code the disputed transaction like normal (including the normal expense code). Attach a copy of the NAB disputed transaction form to the transaction, and in the description note that this is a disputed transaction and should be credited by NAB.

Other Credits

Amount -88.40 AUD Date 05 May 2020 Issuer National Australia Bank

Coding Details

Spend Wizard Expense template

1

Amount Incl 88.40 AUD

Tax code 0% GST

Tax amount 0.00 AUD

Split

CC/Project 01.872.00207 Bank Charges

Expense Code 3601 Bank Charges

Merchant Details

Other Credits Cc Account Rebate

Expense Description

Disputed transaction

140 characters left

Complete Update Description is required. Options

6. Once the credit comes through on your account (this can take up to a few months, depending on how quickly it is actioned by the bank), it will need to be coded. Credits are coded in the exact same way as a normal transaction. Code this credit to the exact same GL account as the original transaction.

Credits

Coding a credit in FlexiPurchase is the same as coding a normal transaction. Generally, you would code the credit to the same cost centre/project and expense code as the original transaction, to ensure they are applied against each other in the Finance System.

A credit transaction does not need a receipt attached to be completed, however if you have any documentation relating to the credit (such as an email trail or a credit note), this should be attached to the transaction for record keeping purposes.

Setting up the FlexiPurchase App

The FlexiPurchase App can be used to capture receipt images and code transactions on the go. Approvers can also use the App to approve transactions.

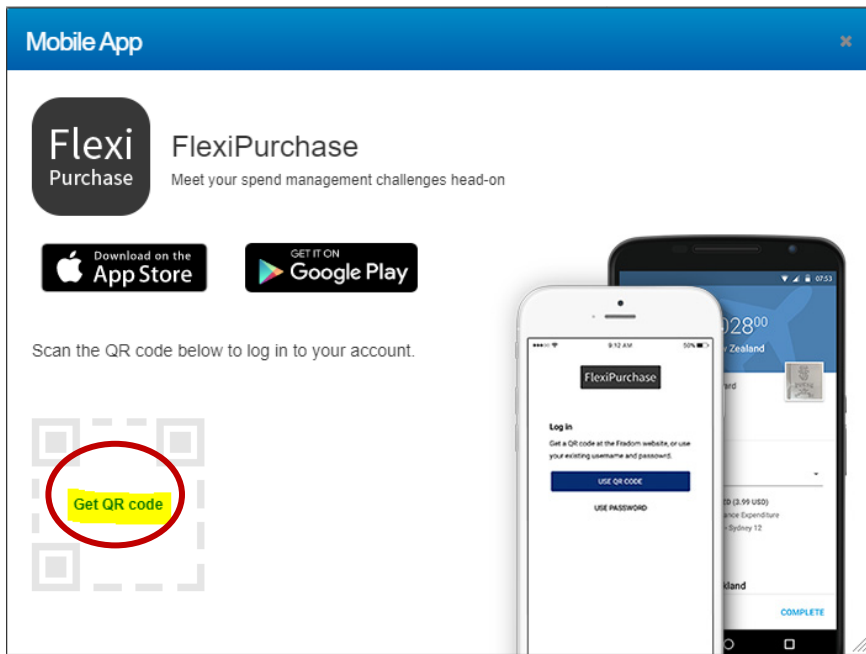
To get started with the App, you will need to link the app to your FlexiPurchase account by following these instructions:

- Download the App onto your mobile device/tablet.
 - Log in to FlexiPurchase via the desktop.
1. Click on your name in the top right corner of the screen.

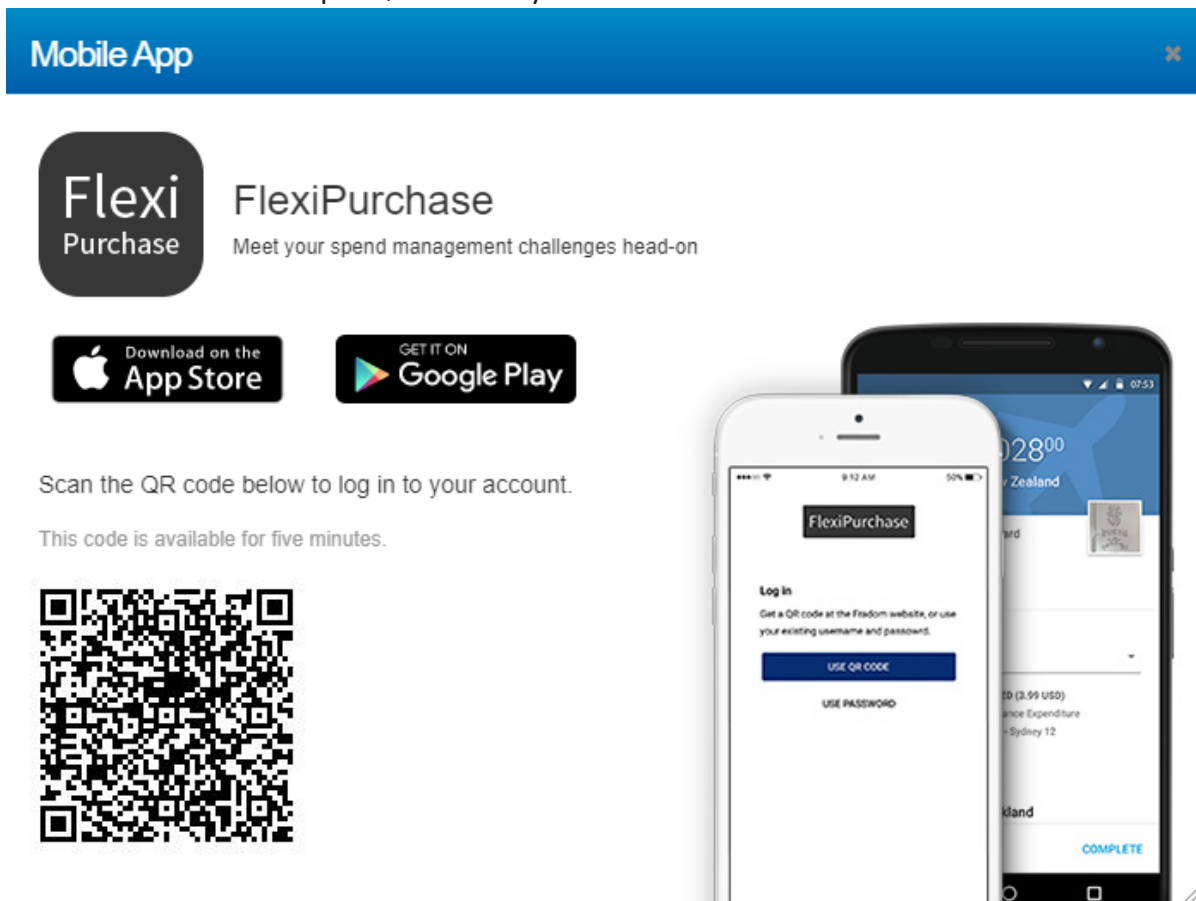
The screenshot displays the FlexiPurchase web interface. At the top, there is a navigation bar with links for 'counts', 'Expenses', 'Approvals', 'Reports', and 'Analytics'. The 'Approvals' link is highlighted with a red dot. In the top right corner, the user's name 'Jessica' is displayed next to a dropdown arrow, which is circled in red and labeled with a '1'. Below this, a dropdown menu is visible, containing options: 'Image Library', 'Language', 'Personal Settings', 'Password', 'Help', 'Mobile App', and 'Log Out'. The 'Mobile App' option is circled in red and labeled with a '2'. The main content area is divided into two sections: 'ADMINISTRATOR' and 'APPROVALS'. The 'ADMINISTRATOR' section shows a 'Transactions' summary for the period '06 Oct 2018 to 05 Nov 2018'. It includes a 'National Australia Bank' dropdown and three circular progress indicators for 'Total' (3191), 'Coding Required' (2057), and 'Pending Approval' (701). Below these, there is a table with columns for 'Transactions', 'Debit (AUD)', and 'Credit (AUD)', showing values of 3191, 607,333.95, and 935,465.91 respectively. A link to 'View full transaction summary' is also present. The 'APPROVALS' section is currently empty.

Transactions	Debit (AUD)	Credit (AUD)
3191	607,333.95	935,465.91

2. In the drop-down box, click on the 'Mobile App' option.




3. In the box that pops up on the screen, click the 'Get QR Code' link to generate a unique QR code for your account.

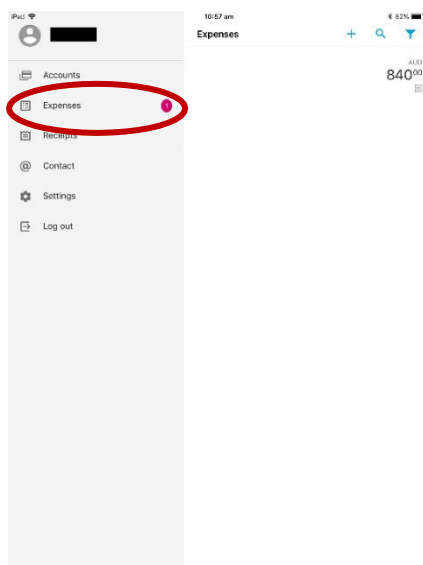


4. Open the App on your phone.
 - Click the 'Use QR Code' button.
 - The camera will open on your app – use this to scan the QR code on your computer.
 - You will then be asked to enter a pin number for future log-ins.

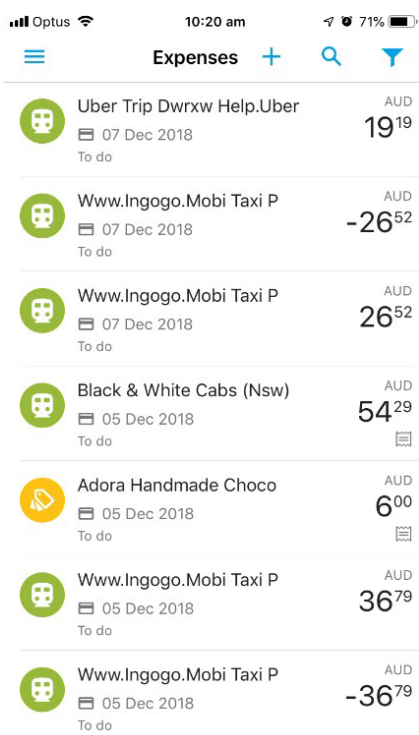
Your app is now linked to your FlexiPurchase account, and you'll be able to log in with your pin in future.

Coding via. Smart Phone App

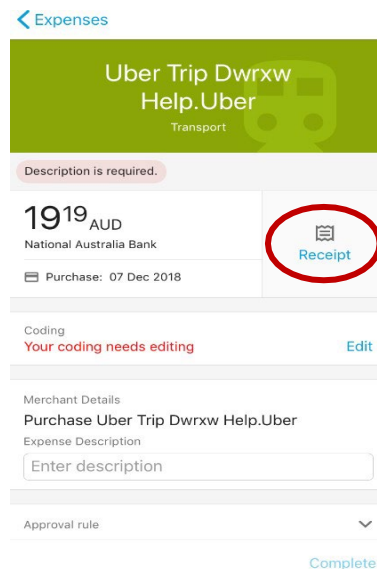
1. When you open the app and log in, the first page you see should be the 'Expenses' page. If not, click on the menu button  in the top left, and then choose 'Expenses'.



2. You will then see a list of all outstanding transactions waiting to be coded. Click on any one of these transactions to enter the coding screen.

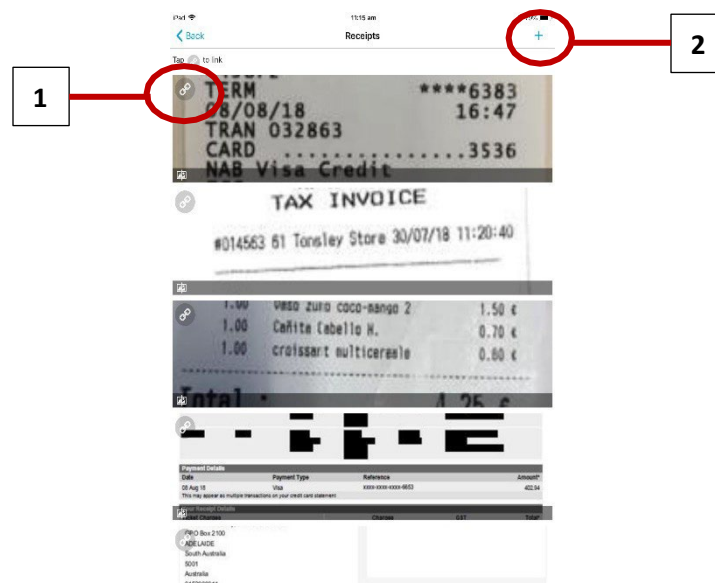


3. If your receipt hasn't been auto-linked, you will need to link it manually. Click on the 'Receipt' button in the top right to open your image library.



4. You will then see all the images that have already been loaded into your library. You can click on any of these images to see a larger copy of the receipt, or you can click on the link button (1) to link it to the transaction immediately.

If you need to add a new image, click the plus sign in the top right (2) to take a picture using the camera, or to choose a picture from your gallery.



5. After clicking on the relevant image, click the link button in the top right to link it to the transaction. Once a receipt has been linked, either manually or automatically with the OCR, you can complete the coding.

Pad 10:41 am 83%
Receipt 1/1

Invoice #NV-1150242

CLOSE PRINT

20/08/2018 Paid on 20/08/2018 2:47:00 AM (UTC)

Description	Subscription Period	Price	Quantity	Amount
Premier Annual Plan (Team)	20/08/2018 - 19/08/2019	\$840.00 AUD	1	\$763.64 AUD
Premier Annual Plan Additional Seat (Team) (Comp)	20/08/2018 - 19/08/2019	\$0.00 AUD	1	\$0.00 AUD
GST 10.0%				\$76.36 AUD
TOTAL:				\$840.00 AUD

Billing Details
Kate Silksbome
Flinders University, International Office
GPO Box 2100
ADELAIDE
South Australia
5001
Australia
0452066011
Username: FlindersIO

Notes
Subscription Renewal Charge

How To Make a Payment

Payment made on:
20/08/2018 2:47:00 AM (UTC)
Payment Method: VISA
Card Number (last 4 digits): 5540

SurveyMonkey Europe Ltd
2 Shelburne Buildings, 2nd Floor, Shelburne Road, Sutherland, Sydney, NSW 1518
Our Australian Tax Reference Number (ABN) is 3630 0833 3637
Contact: silksb@surveymonkey.com

6. Click the 'Edit' button to enter the coding screen.

Expenses

Uber Trip Dwrwx
Help.Uber
Transport

Description is required.

1919¹⁹ AUD
National Australia Bank

Purchase: 07 Dec 2018

Receipt

Coding
Your coding needs editing

Edit

Merchant Details
Purchase Uber Trip Dwrwx Help.Uber

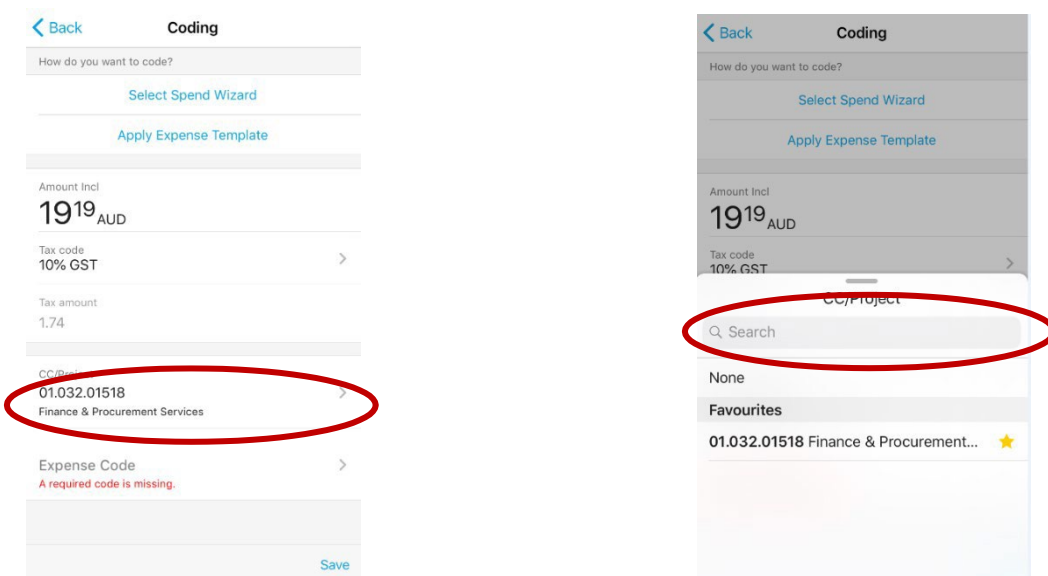
Expense Description
Enter description

Approval rule

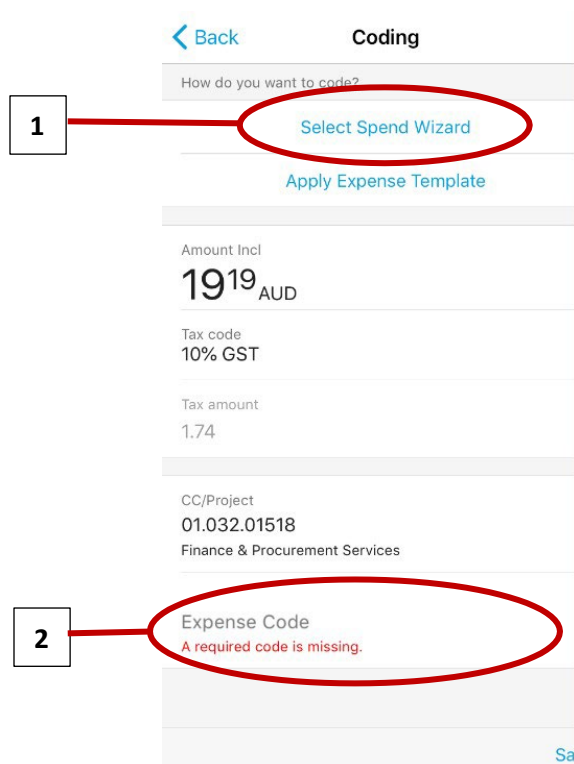
Complete

7. If you have a default CC/Project, the account will be loaded in automatically. Otherwise, you will need to manually search for the correct account. You can also change your default code if necessary.

To search for an account, click on the CC/Project field. Your favourite codes appear in a list, and you can click on one of these to use it. Otherwise, search for a code by typing it into the search bar with the format XX.XXX.XXXXX. Click on the relevant code to enter it for that transaction.



8. You will then need to code the expense code, either by clicking the 'Select Spend Wizard' button at the top of the screen (1), or by manually searching for the code by clicking on the 'Expense Code' field (2) and following the same steps as above.



9. You can amend the GST if necessary, by clicking on the 'Tax code' field.

< Back Coding

How do you want to code?

Select Spend Wizard

Apply Expense Template

Amount Incl
1919^{AUD}

Tax code
10% GST

Tax amount
1.74

CC/Project
01.032.01518
Finance & Procurement Services

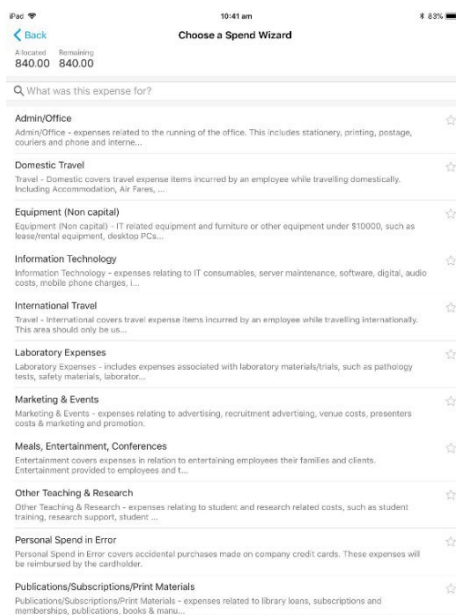
Expense Code
A required code is missing.

Save

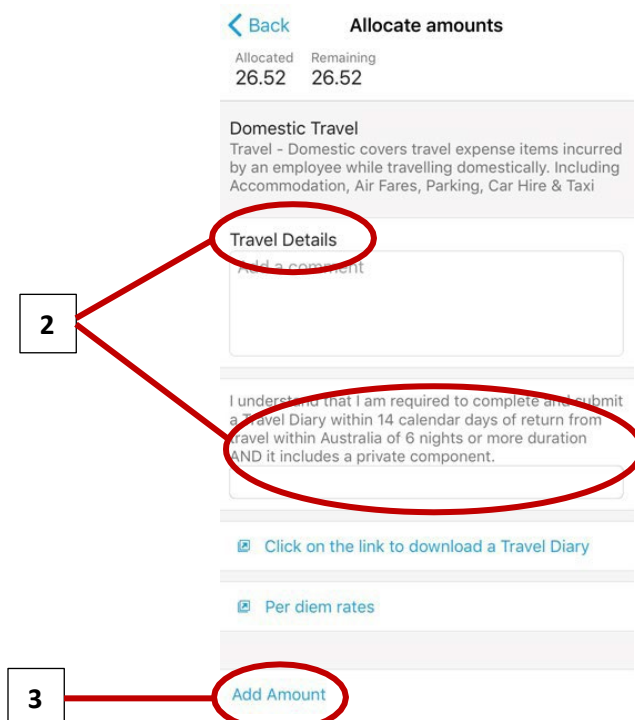
10. Once all the coding has been completed, and a receipt has been attached, the transaction will be sent to your approver, and will disappear from your queue.

Coding using a Spend Wizard

1. In the coding screen, click on 'Select Spend Wizard'. This will bring up a list of relevant Spend Wizard's. You can then pick the relevant one, or search for the type of expense in the top search bar.



2. You may be asked to enter some additional information, such as a description of the expense or to confirm that a Travel Diary has been completed.
3. Click on the 'Add Amount' link in the bottom left to allocate the transaction to a sub-category.



4. Pick the relevant category. You will then need to allocate the correct amount to this category. You can manually type the amount (e.g. if you need to split the transaction across two different expenses), or you can click the arrow below to allocate the full amount.

[< Back](#) **Select amount**

Airfares

The Airfares component covers the costs of your domestic tickets that are included within this transaction item. If booking travel outside of a TMC you are reminded of the University OHS&W requirement to have detailed itineraries for all staff. This is to ensure they can be contacted in the event of an emergency or the need to advise them of important matters relating to their personal health and safety

Accommodation

The portion of the expense that relates to the room rate for overseas accommodation.

Car Hire/Taxis

Taxi or car hire charges incurred when travelling overseas.

Public Transport

Public transport charges incurred when travelling overseas

Meals & Incidentals

Meals and incidentals of the travelling employee such as breakfast, lunch and dinner. Expenses are limited to the daily amounts set by the ATO.

Other Expense

Incidental travelling expenses such as laundry

[< Back](#) **Allocate amounts**

Allocated Remaining
19.19 19.19

Travel Details

Add a comment

I understand that I am required to complete and submit a Travel Diary within 14 days of return from International Travel.

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

Car Hire/Taxis

Taxi or car hire charges incurred when travelling overseas.

0.00

AUD

[19.19 AUD](#)

[Add Amount](#)

[Apply](#)

5. Once the transaction is fully allocated, click the 'Apply' button in the bottom right. This will complete the expense coding.

Optus 4G 11:11 am 70%

[< Back](#) **Allocate amounts**

Allocated Remaining
26.52 0.00

Travel Details

Travel for meeting

I understand that I am required to complete and submit a Travel Diary within 14 calendar days of return from travel within Australia of 6 nights or more duration AND it includes a private component.

Yes

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

Car Hire/Taxis

Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

26.52

AUD

[Add Amount](#)

[Apply](#)

Once you've added your receipt & entered your coding, your transaction will be automatically submitted for approval.

Splitting the expense – same Spend Wizard

1. To split an expense over multiple expense codes within the same Spend Wizard, you need to allocate the first amount as per the instructions above, and then click the 'Add Amount' button again, down in the bottom left. This will then allow you to choose another category.

Optus 4G 2:41 pm 49%

[Back](#) Allocate amounts

Allocated	Remaining
26.52	16.52

I understand that I am required to complete and submit a Travel Diary within 14 calendar days of return from travel within Australia of 6 nights or more duration AND it includes a private component.

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

Car Hire/Taxis
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

10.00 AUD

16.52 AUD

[Add Amount](#) [Apply](#)

2. Once you've finished splitting the transaction, click Apply in the bottom right to finalise your coding.

[Back](#) Allocate amounts

Allocated	Remaining
19.19	0.00

I understand that I am required to complete and submit a Travel Diary within 14 calendar days of return from travel within Australia of 6 nights or more duration AND it includes a private component.

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

Car Hire/Taxis
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

10.00 AUD

Parking Fee
Use for car parking

9.19 AUD

[Add Amount](#) [Apply](#)

3. If you've split the transaction between two or more expense codes, you can switch between them in the coding screen by swiping left or right at the top of the screen.

< Back

Coding

1 10.00
Swipe for more

Spend Wizard

Domestic Travel – Car Hire/Taxis [Edit](#)

Amount Incl

10⁰⁰ AUD

Tax code

10% GST >

Tax amount

0.91

CC/Project

01.032.01518 >
Finance & Procurement Services

Expense Code

2022 >
Travel Expenditure- domestic o

[Save](#)

< Back

Coding

2 9.19
Swipe for more

Spend Wizard

Domestic Travel – Parking Fee [Edit](#)

Amount Incl

9¹⁹ AUD

Tax code

10% GST >

Tax amount

0.84

CC/Project

01.032.01518 >
Finance & Procurement Services

Expense Code

2107 >
Car Parking

[Save](#)

Splitting the expense – different Spend Wizards

1. To split an expense over multiple expense codes within different Spend Wizards, you need to manually allocate the first amount as per the instructions above, and then instead of clicking 'Add Amount', click 'Apply' in the bottom right.

Optus 4G 2:41 pm 49%

[Back](#) Allocate amounts

Allocated	Remaining
26.52	16.52

I understand that I am required to complete and submit a Travel Diary within 14 calendar days of return from travel within Australia of 6 nights or more duration AND it includes a private component.

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

Car Hire/Taxis
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

10.00 AUD

[16.52 AUD](#)

[Add Amount](#) [Apply](#)

2. The screen will then come up with the remaining balance that needs to be coded. You can then click 'Select Spend Wizard' up the top again to select a different Spend Wizard, or you can manually enter an expense code by clicking 'Expense Code'.

Optus 4G 3:23 pm 56%

[Back](#) Coding

2 21.52
Swipe for more

How do you want to code?
[Select Spend Wizard](#)

Amount Incl
21.52 AUD

Tax code
10% GST

Tax amount
1.96

CC/Project
01.032.01518
Finance & Procurement Services

Expense Code
A required code is missing.

[Save](#)

- Once you've finished splitting the transaction, click Apply in the bottom right to finalise your coding.

[Back](#) **Allocate amounts**

Allocated 19.19 Remaining 0.00

I understand that I am required to complete and submit a Travel Diary within 14 calendar days of return from travel within Australia of 6 nights or more duration AND it includes a private component.

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

Car Hire/Taxis
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.
10.00 AUD

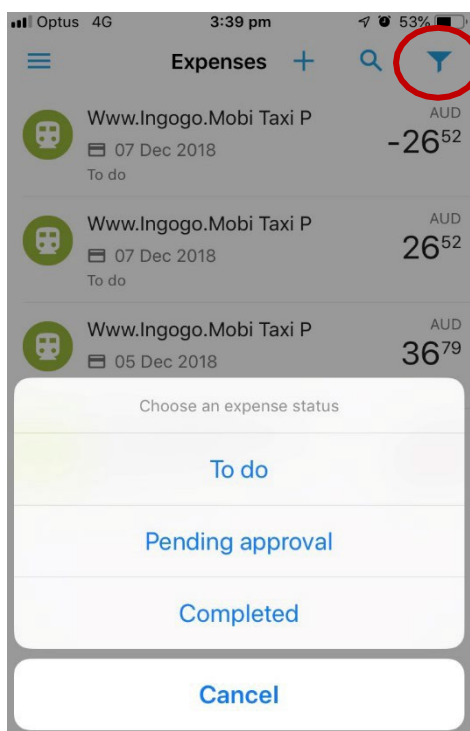
Parking Fee
Use for car parking
9.19 AUD

[Add Amount](#) [Apply](#)

Pending/Approved Transactions

You can access transactions that you have already coded via the app.

If you click on the filter button in the top right of your transaction list, you can filter by transactions that are still pending approval, and transactions that have already been approved.



Statements

If you require a copy of a monthly statement, you can obtain this in two ways; through the 'Accounts' tab, or through the 'Expenses' tab.

Statements are only available for a certain amount of time. If you require an older statement, please contact a System Administrator.

Accounts


1. Click on the Accounts tab at the top of the screen.

The screenshot shows the FlexiPurchase dashboard with the 'Accounts' tab selected in the top navigation bar. The dashboard displays various metrics and sections:

- Transactions:** Issuer: National Australia Bank. Total: 5481. Coding Required: 2222. Pending Approval: 778. Transactions: 5481. Debit (AUD): 1,108,341.57. Credit (AUD): 848,295.77. View full transaction summary. Recent Periods: 06 May 2023 to 05 Jun 2023.
- Account Management:** Unmapped: 0. Active: 927. National Australia Bank. ANZ: 0, 0.
- Approvals:** 32 Employees. Approval Required: 620. Info Provided: 0. Info Required: 0.
- DELEGATED ACCOUNTS:** National Australia Bank. 39 Delegations.

Footer: Proudly provided by **bnz** and **nab**. Copyright National Australia Bank. All rights reserved.

2. A list of your accounts will show up – if you are not a delegate coder for anyone, you will only see your account. If you are a delegate coder, click on the card holder that you require a statement for.

3. You can choose which period you need by clicking on the 'Current Period' drop down box and selecting an option. Then, click on the  button to download a copy of the statement

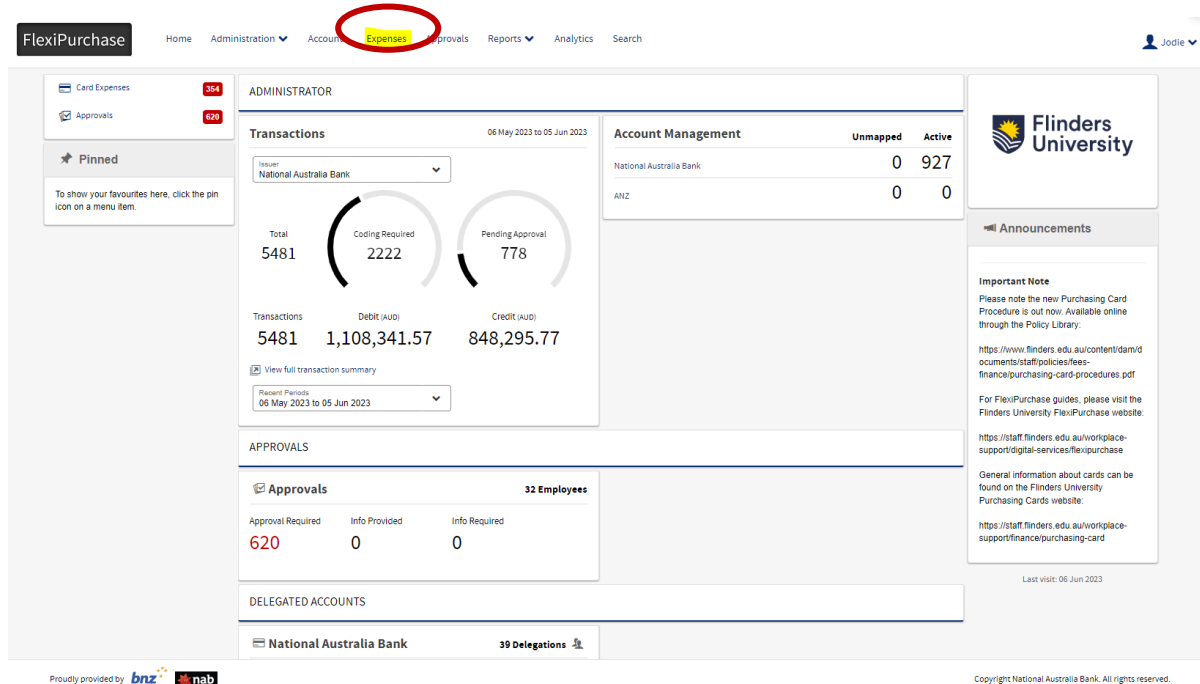
The screenshot shows the 'Delegated Accounts' page. On the left, there is a list of accounts with columns for 'Show' (Active), 'Find', and 'Available Credit (AUD)'. On the right, there is a detailed view of a selected account with the following information:

- Issuer:** National Australia Bank
- Card Type:** Purchasing Card
- Card Number:** [Redacted]
- Card Status:** Active
- Statements:** Show: Current Period (dropdown menu), Find, and a download icon (circled in red).
- Payment Details:** Available Credit (AUD), Balance (AUD), and Credit Limit (AUD).

A red line connects the 'Current Period' dropdown menu to the '3' in the list item above, indicating the next step in the process.

Expenses

1. Click on the Expenses tab at the top of the page.



2. If you are a delegate coder, use the drop-down box to choose the card holder that you require a statement for.

Expenses

Show	All delegates	All	To do	Card expenses	Find	Q
	Coles 0430	200.00 AUD		NAB		
	Uber Trip Ovrn	35.51 AUD		NAB		
	Stamford Plaza Adelaide	165.00 AUD		NAB		
	Service Fees	4,788.20 AUD		NAB		
	Adelaide Central Mkt	12.00 AUD		NAB		
	Greentriangleelctroni	48.35 AUD		NAB		
	Independant 132211	20.58 AUD		NAB		

3. Click on a transaction, so that the coding box opens on the right-hand side of the screen. Click on the 'Options' button in the bottom right, and then click 'Advanced Statement'.

The screenshot shows the 'Coding' tab of a transaction interface. It includes a 'Details' section with a 'CC/Project' field set to '01.032.01518' and a 'Finance & Procurement Services' dropdown. Below this is an 'Expense Code' field with a red border and a '+' icon, accompanied by the error message 'A required code is missing.' At the bottom right, a menu is open with options: 'Advanced coding', 'Advanced statement' (highlighted with a red circle), 'Dispute', and 'Options'.

4. On the statement screen, click 'View Statement Report' to obtain a copy of the statement.

The screenshot displays the 'Account Statement' for a 'NAB Account' covering the period '06 Nov 2018 to 05 Dec 2018'. It features an 'Expense Templates' section with a 'Select Template' dropdown and 'Apply'/'Preview' buttons. Below is a table of transactions:

<input type="checkbox"/>	Tran Date	Supplier	Amount Incl	Allocation	
<input type="checkbox"/>	06 Nov 2018	Coles 0461	200.00	View	
<input type="checkbox"/>	13 Nov 2018	Coles 0430	100.00	View	
<input type="checkbox"/>	13 Nov 2018	Coles 0430	200.00	View	

At the bottom, there are links for 'Manage Receipt Images' and 'View Statement Report', with the latter highlighted by a red circle. The bottom status bar shows '100.00 AUD', 'Complete' and 'Save draft' buttons, and a 'Description is required' error message.

5. If a previous statement is required, change the 'All' drop down box to the relevant period, and follow the instructions above. You may also need to change the 'To do' box to Pending Approval or Completed, depending on what stage your coding is at.

Expenses

Show

All delegates▼

All▼To do▼Card expenses▼Find

	Last 30 days	
	Last 90 days	
Coles 0430	Oct 2018	200.00 AUD
Uber Trip Ovrn	Sep 2018	35.51 AUD
	Aug 2018	
Stamford Plaza Adel	Jul 2018	165.00 AUD
	Jun 2018	
Service Fees	May 2018	4,788.20 AUD
Adelaide Central Mkt		12.00 AUD
Greentriangleelctroni		48.35 AUD

Contacts

General Enquiries

purchasingcards@flinders.edu.au

Jodie Blight – Administrator

742 19151

**David Paterson – Associate Director, Procurement
Services**

08 8201 2224

