

## FlexiPurchase Transaction Coding

Generic User Guide 2022.R2

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# Introduction

This Transaction Coding Guide will take you through the process of coding your corporate credit card and cash transactions in FlexiPurchase. You can also refer to the online help by clicking [Help](#) under your name on the top right-hand side of your FlexiPurchase screen.

If you have any questions regarding FlexiPurchase, please contact your primary FlexiPurchase administrator.

## General Employee Responsibilities

As an employee, you must:

- Comply with your organisation's Corporate Expense Policy.
- If you are taking leave, delegate another user to complete your coding.
- Keep and attach all receipts or tax invoices.
- Inform your administrator of any changes to your details (e.g., change in location, role, direct manager, or cost centre)
- Use the correct account codes and GST codes for your transactions.
- Include a description of the expense in the FlexiPurchase coding section.

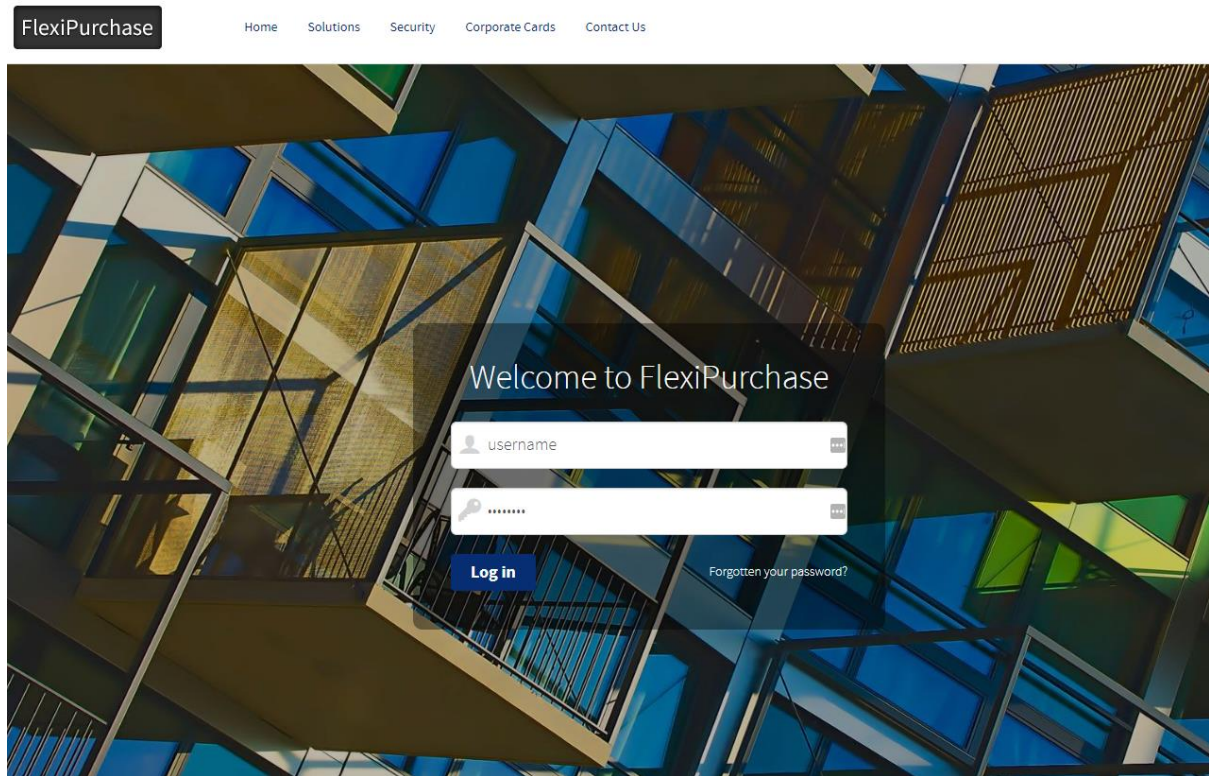
## Cardholder Responsibilities

As a cardholder, you must:

- Complete the mandatory requirements for all transaction in the credit card statement within 10 days of receipt.
- Not use your corporate credit card for any personal expenditure.
- Surrender your corporate credit card and forward any receipts to your manager or administrator when you leave the organisation.

# Logging in

- Go to [FlexiPurchase](#)
- Enter your username and password as provided by your Administrator
- Select the Login icon.



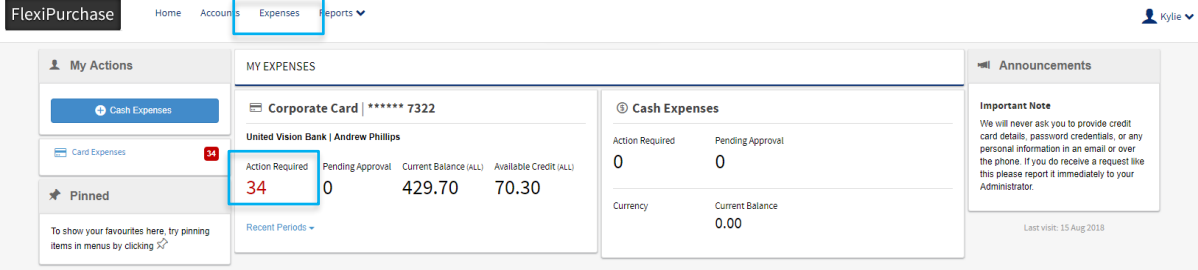
The image shows the FlexiPurchase login page. At the top, there is a navigation bar with the 'FlexiPurchase' logo on the left and links for 'Home', 'Solutions', 'Security', 'Corporate Cards', and 'Contact Us' on the right. The main content area features a large background image of a modern building with a glass facade. Overlaid on this image is a semi-transparent white box containing the text 'Welcome to FlexiPurchase'. Below this text are two input fields: the first is labeled 'username' with a user icon, and the second is labeled 'password' with a key icon. A blue 'Log in' button is positioned below the password field. To the right of the button is a link that says 'Forgotten your password?'.

**Please note:** If you are logging in for the first time, the login disclaimer message may appear. Read the standard terms and conditions and click Accept to proceed.

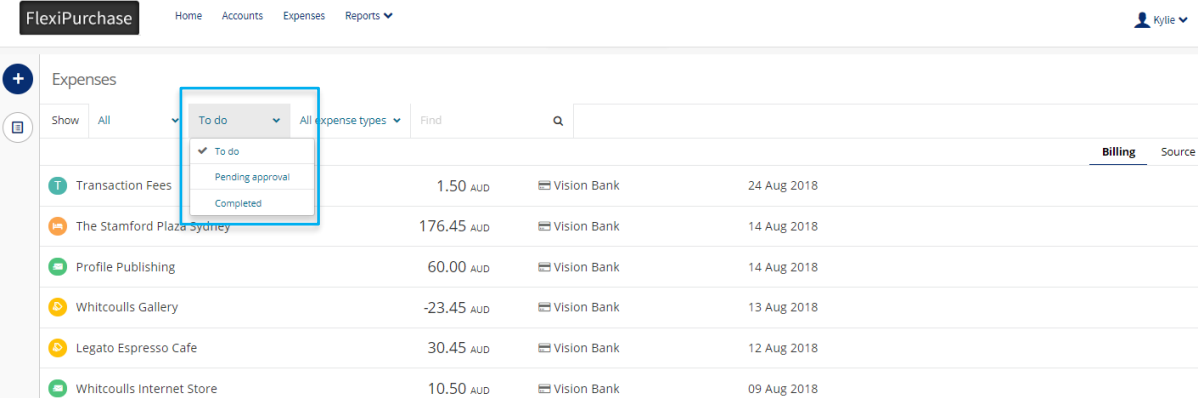
# Coding card transactions

Once logged in, if you have transactions that need coding, you will see the number of transactions in the Expense Panel under Action Required.

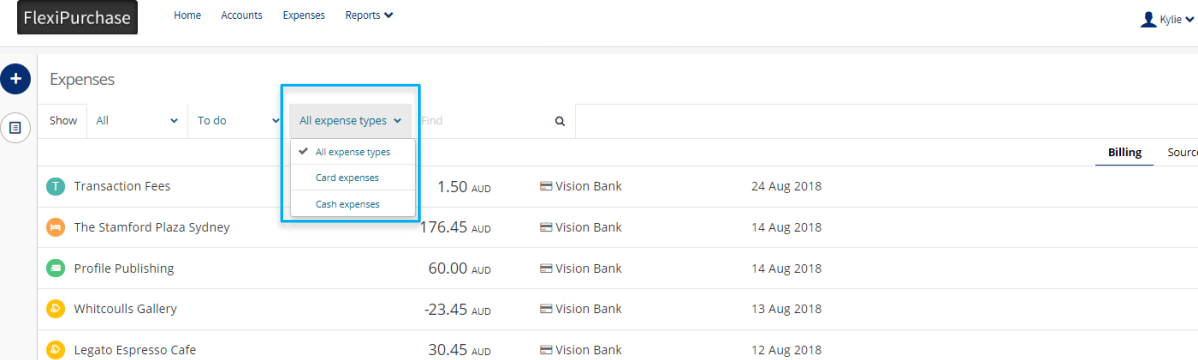
- Either click on **Expenses** or the number under the **Action Required** field



- By default, the system will display only transactions that require your action. However, you can change the filter to view transactions that have been completed or waiting for approval as per the screenshot below



- If you have a credit card and cash account, you can switch between the accounts by changing the “All expenses types” filter as shown below.

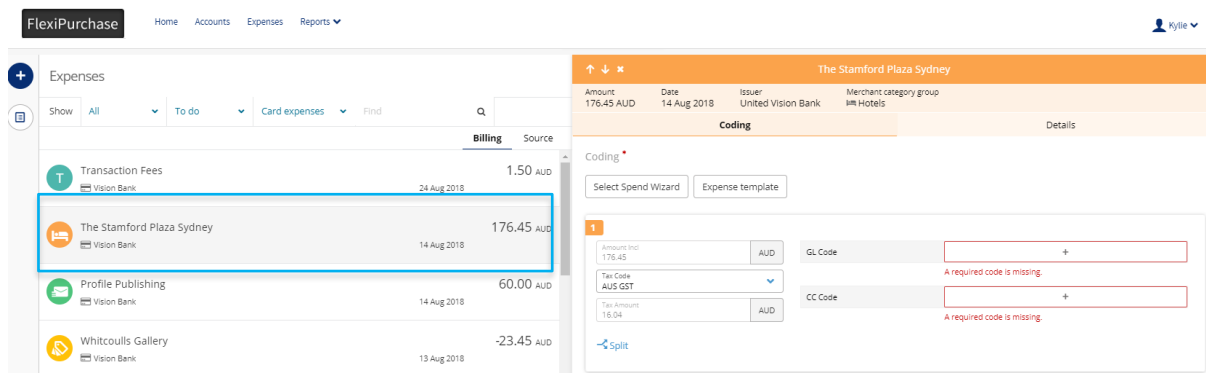


- Tips:** The **Expense Screen** offers the following features:
- Merchant icons to easily identify type of expenditure
  - Search features to quickly find specific transactions to code
  - Filter between coded and approved transactions
  - View Transactions by Billing or Source Currently.

Transactions are loaded daily into FlexiPurchase so generally they will appear within a day or two of spending.

The sections on Cash Expenses and Requests only display if the relevant options have been enabled for your company.

- Click on a transaction that you want to code on the screen. This opens the **Transaction: Details** window.



The screenshot shows the FlexiPurchase interface. On the left, there's a list of transactions under the 'Expenses' tab. The transaction 'The Stamford Plaza Sydney' is highlighted. On the right, the 'Transaction: Details' window is open, showing the transaction details and the 'Coding' section.

Amount	Date	Issuer	Merchant category group
176.45 AUD	14 Aug 2018	United Vision Bank	Hotels

**Coding**

Select Spend Wizard Expense template

1

Amount Incl 176.45 AUD

Tax Code AUS GST

Tax Amount 16.04 AUD

GL Code +

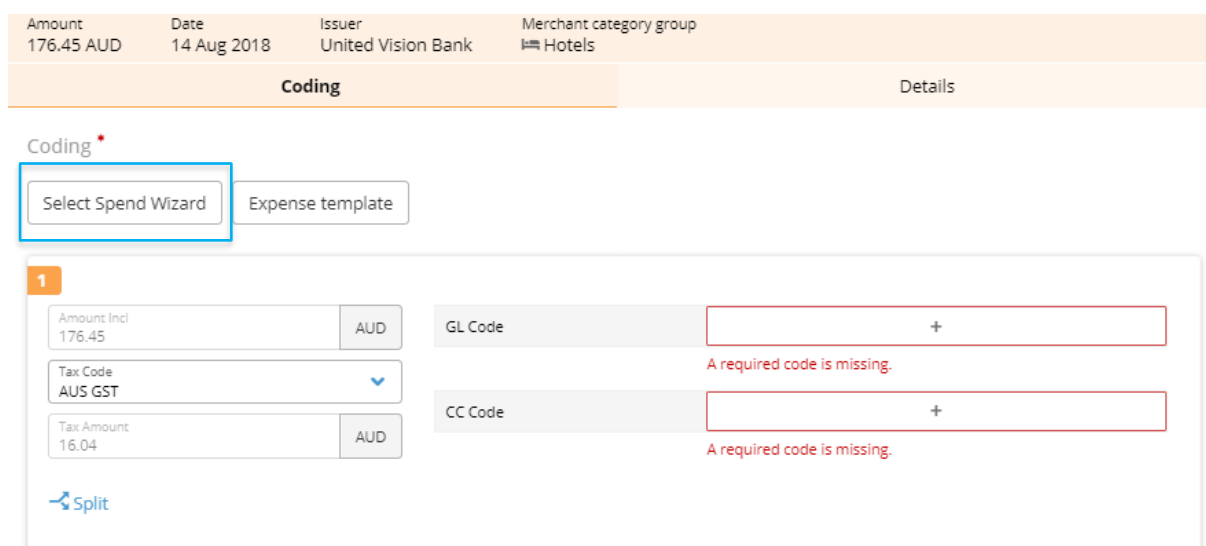
CC Code +

A required code is missing.

A required code is missing.

Split

- Click on the **Select Spend Wizard** button. (The Spend Wizards are configured by your organisation to assist with the reconciliation process and default some or all of the required Financial Codes.)



The screenshot shows the 'Coding' section of the 'Transaction: Details' window. The 'Select Spend Wizard' button is highlighted. Below it, the 'Expense template' section is visible, showing the transaction details and the 'Coding' section.

Amount	Date	Issuer	Merchant category group
176.45 AUD	14 Aug 2018	United Vision Bank	Hotels

**Coding**

Select Spend Wizard Expense template

1

Amount Incl 176.45 AUD

Tax Code AUS GST

Tax Amount 16.04 AUD

GL Code +


CC Code +


A required code is missing.

A required code is missing.

Split

- You can search by keywords to display the Spend Wizard that relates to the expense category of your transaction. Click on the expense spend wizard to display the **Allocation** section.

**Note:** Commonly used Spend Wizards can be added as a favourite by selecting the star  symbol. This will always display the stored Spend Wizard/s at the top of the list.

The Stamford Plaza Sydney			
Amount 176.45 AUD	Date 14 Aug 2018	Issuer United Vision Bank	Merchant category group  Hotels
Coding		Details	



Link receipt

[< Back](#)

What was this expense for?

Type in keywords like 'travel' or 'hotel'



#### Meals / Entertainment

Meals / Entertainment covers any entertainment expense items (such as food, alcohol, non alcohol, tips) incurred by an employee




#### Office

Office is related to costs associated with the running of the office. This includes stationery, printing, postage, couriers and phone and in...



- Click on the appropriate Spend Wizard
- To allocate the balance to the appropriate expense type/field, click on **“Allocate remaining balance”**

**Note:** You can also **split the transaction** across multiple expense types by manually entering the amounts in the respective fields of the Spend Wizard

The Stamford Plaza Sydney			
Amount 176.45 AUD	Date 14 Aug 2018	Issuer United Vision Bank	Merchant category group  Hotels
Coding		Details	

[< Back](#)

Travel - Domestic



Travel - Domestic  **Allocate remaining balance** (176.45 AUD) an employee while travelling domestically.

Airfares

AUD  
0.00



Relates to any airfare expenses within Australia for a general business purpose.

Accommodation

AUD  
0.00

Relates to the accommodation component of accommodation expenses.

Meals - travelling

AUD  
0.00

No. Employees  
0

Add a comment

Relates to meal related costs incurred whilst travelling.

No. Non Employees  
0

Add a comment

Relates to meal related costs incurred whilst travelling.

- Select **Next**
- The financial codes should pre-populate from your profile and/or Spend Wizard (if codes are still missing refer to [Searching for Codes](#))

#### Coding

Select Spend Wizard

Expense template

1 Travel - Domestic - Accommodation

Travel - Domestic

Amount Incl  
176.45

AUD

GL Code

GL123

Sample GL

Tax Code  
AUS GST

▼

CC Code

CC123

Sample cost centre

Tax Amount  
16.04

AUD

Split

- Attach an image of your Tax Invoice by selecting the **Link Receipt** and then **Image Library** option (This option is only visible if the Image Module is enabled for your company)

↑ ↓ ×

The Stamford Plaza Sydney

Amount  
176.45 AUD

Date  
14 Aug 2018

Issuer  
United Vision Bank

Merchant category group  
Hotels

Link receipt ▼


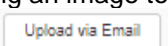
Coding

Details

#### Coding

Select Spend Wizard

Expense template

- The image library stores all your purchase documents (e.g. receipts, invoices). An image is uploaded by:
  - Taking a photo with the mobile app when you incur the expense
  - Dragging and dropping an image from your desktop into the image library.
  - Pressing the **Upload** button 
  - Sending an image to your unique email address by pressing the **Upload via Email** button 
- To apply an image(s) to a transaction click on the image and select the **Link** button. You can view all linked images by pressing the Linked Images button on the top of the screen.



## Image Linking

United Vision Bank: 14 Aug 2018 Amount: \$176.45 AUD

Linked images

Image Library

Upload

Upload via Email

Upload via Fax

Sample Receipt  
Parking  
\$50.00  
27/08/2018

Sample receipt.jpg

14 Aug 2018  
176.45 AUD  
Hotel Receipt

2018-08-28\_17-10-22.jpg

2018-08-28\_17-10-22.jpg

✎

🔍

↺

↻

🔗 Link

✖ Delete

<<

Filters

- If OCR (optical character recognition), where enabled, has already matched the receipt to the transaction, then an image will appear in the window automatically. The symbol indicates that it has been successfully matched by OCR.

- In the **Expense Description** field enter a reason, description or comment for the expense as per the company's expense policy.

### Supplier Information

Purchase The Stamford Plaza Sydney

Expense Description (Mandatory) \*

104 characters left

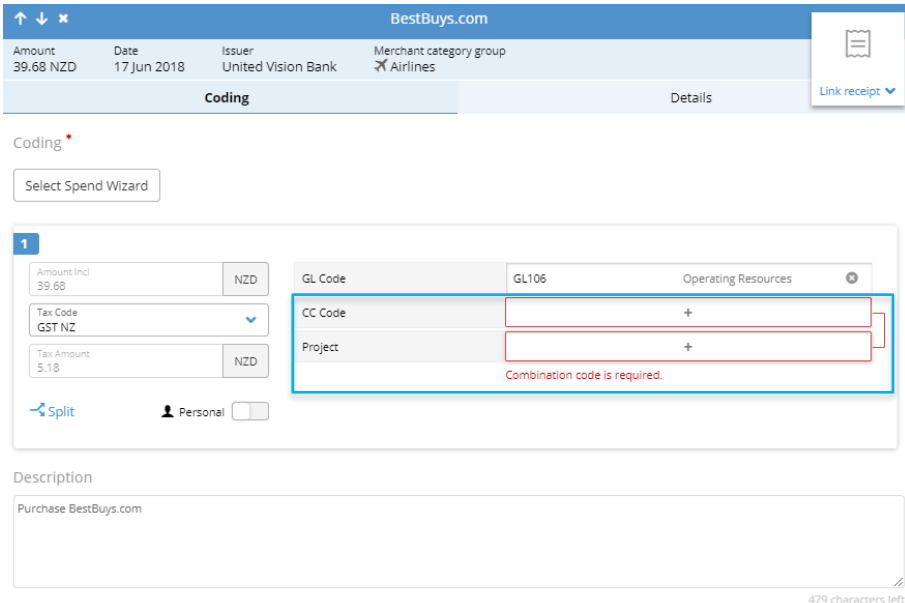
- Select **Complete**.
- You have successfully coded your expense!** The transaction will now move from the To Do list to Completed or Pending Approvals

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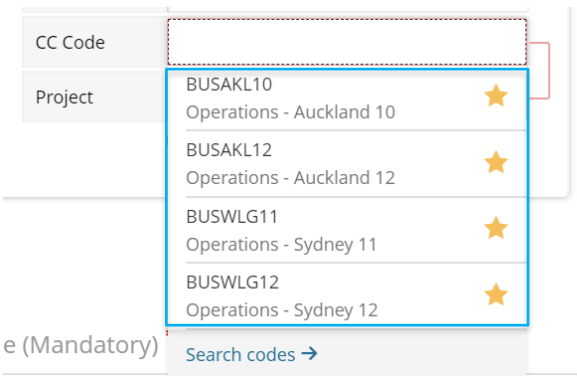
# Other Coding Scenarios

## Searching for Codes

If a charge code has not defaulted from the Spend Wizard or your individual profile it can be added or changed via the transaction details screen. Missing mandatory codes will be highlighted in red and the code can be selected by clicking on the + button.



When the (+) button is pressed, codes set as favourites will appear in the drop-down box. You can select the code that needs to be used for the transaction from the list. Favourite codes are denoted by a solid star★. A favourite can be removed from the list by clicking the star. It doesn't disappear immediately – in case you change your mind – but it will not be listed next time the list is accessed.



If the desired code is not listed as a favourite simply click the **Search Codes** button. The **Search codes** pane displays the first 60 valid codes. To view other codes that are not listed, enter the search criteria in the **Code value** and/or **Description fields**. Both fields accept the “%” wildcard. The % sign allows users to search using part of the description or code value. An example would be to enter

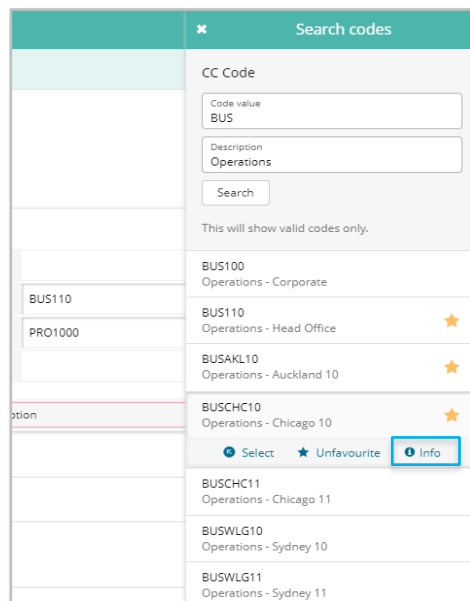
“%Fin” in the description field and the system will search for all codes containing “Fin” as part of the code description.


Three options are displayed when clicking on code:

**Select** – This adds the code to the coding field and closes the **Search codes** pane.

**Favourite /Un-favourite** – This is to mark the code as a favourite, or if it is already a favourite it will un-favourites the code.

**Info** – This displays additional description for the code and lists any code manager(s) set against the code by an administrator. When additional information is displayed, re-clicking **Info** hides the information.



To remove a code, click .




---

**Note:** Some fields may automatically contain values based on default coding and may not be available for editing.

---

Before completing your transaction coding, it is recommended that you review the summary of the Spend Wizard, amount, tax code and coding applied to ensure that you have entered the appropriate information.

## Coding

Select Spend Wizard

Expense template

1
Travel - Domestic - Accommodation

Amount Incl

176.45

AUD

Tax Code

AUS GST

▼

Tax Amount

16.04

AUD

GL Code

GL123

Sample GL

✕

CC Code

CC123

Sample cost centre

✕

Split

## Supplier Information

Purchase The Stamford Plaza Sydney

## Expense Description (Mandatory) \*

Accommodation in Sydney while on XYZ Project

60 characters left

## FBT related Spend (Australia)

For FBT (Fringe Benefits Tax) purposes, your company may need you to split entertainment related transactions between multiple categories such as Employees and Non-Employees and you may also need to provide participant details. The process is as follows:

- Follow the same process as described in the previous procedure and select the relevant Spend Wizard. (Please note: Normally this is an Entertainment Spend Wizard however your company could have used a different title, e.g. meals)

Cannibal Espresso			
Amount 14.40 AUD	Date 30 Jul 2018	Issuer United Vision Bank	Merchant category group Misc Store
Coding		Details	

[< Back](#)

What was this expense for?

Type in keywords like 'travel' or 'hotel'



### Meals / Entertainment

Meals / Entertainment covers any entertainment expense items (such as food, alcohol, non alcohol, tips) incurred by an employee



- In the respective fields, enter the number of participants involved in the transaction.  
Enter the names of the individuals.

Cannibal Espresso			
Amount 14.40 AUD	Date 30 Jul 2018	Issuer United Vision Bank	Merchant category group Misc Store
Coding		Details	

[< Back](#)


### Meals / Entertainment



Meals / Entertainment covers any entertainment expense items (such as food, alcohol, non alcohol, tips) incurred by an employee

Meals


AUD 14.40	No. Employees 1
Add a comment * John Smith	
Relates to all meal entertainment expenses including business lunches, Christmas parties, etc.	
No. Non Employees 1	
Add a comment * Jane Jones	
Non Employees includes suppliers, clients, etc.	

You might also be able to link employees to the transaction (if the option is enabled by your company). To do this, click on the [Link employee](#) icon  to search for employees.

Client  
Entertainment

AUD  
0.00

No. Employees client ent  
0


 Link employees Employees: 0, Benefit count: 0


Add a comment


Coffee, business lunch or dinner at a restaurant or similar venue - Employee and Associ... [More](#)





No. Non Employees ent  
0


Add a comment

In the employee linking screen you can search for the name of an employee (or yourself) via the search bar. Alternatively, you can scroll through a full list of employee names by pressing the [Search](#) button. Once the employee(s) have been found simply press the  button to link them to the transaction.


Forename, surname, or employee ID 




<b>Adam Everett</b> Employee ID: 654992	
<b>Alastair Mackenzie</b> Employee ID: 655762	
<b>Andrew Sharp</b> Employee ID: 649606	
<b>Anthony McCarthy</b> Employee ID: 654499	







All linked employees will appear on the right side of the screen. To unlink an employee click the  button. Once all linking is complete press [Done](#).

Employee linking

Forename, surname, or employee ID 



**Adam Everett**  
Employee ID: 654992

Linked employee(s): 2	Benefit count: 2
<b>Adam Everett</b> Employee ID: 654992	 1  
<b>Darren Nicholls</b> Employee ID: 649040	 1  

On the coding screen the transaction will be split into two lines, normally the non-employee part will be non-taxable:

# Coding <sup>\*</sup>

Select Spend Wizard

Expense template

Meals / Entertainment

## 1 Meals / Entertainment - No. Non Employees

Amount Incl 7.20	AUD
Tax Code AUS GST	▼
Tax Amount 0.65	AUD

GL Code	SampleGL	Sample GL Code	✕
CC Code	CCTest	Test CC	✕

 Split

## 2 Meals / Entertainment - No. Employees

Amount Incl 7.20	AUD
Tax Code No GST	▼
Tax Amount 0.00	AUD

GL Code	SampleGL2	Sample GL two	✕
CC Code	CCTest2	CCTest2	✕


 Split

## Splitting transactions

A transaction can be easily split by selecting the **Split** option  on the coding screen. You can choose to split the transaction evenly or choose your own split percentages.

Select Split once ready.

Once the transaction has been split you will be able to apply different tax codes or charge codes to each line.

Profile Publishing				Split	
Amount 60.00 AUD	Date 14 Aug 2018	Issuer United Vision Bank	Merchant category group Mail Order	AUD 30.00	% 50.00
<b>Coding</b>				AUD 30.00    % 50.00	
Coding <sup>*</sup> <div> <div>Select Spend Wizard</div> <div>Expense template</div> </div> <div> <div>1</div> <div> <div>Amount Incl 60.00    AUD</div> <div>Tax Code AUS GST</div> <div>Tax Amount 5.45    AUD</div> </div> <div> <div>GL Code</div> <div>CC Code</div> </div> </div> <div> <div> Split</div> </div>				<div>+ Add line</div> <div>Split evenly <input checked="" type="checkbox"/></div>	
Supplier Information Purchase Profile Publishing Expense Description (Mandatory) <sup>*</sup> <div></div>					
<div> <div>Complete</div> <div>Save draft</div> <div>Description is required.</div> </div>				<div> <div>Split</div> <div>Cancel</div> </div>	



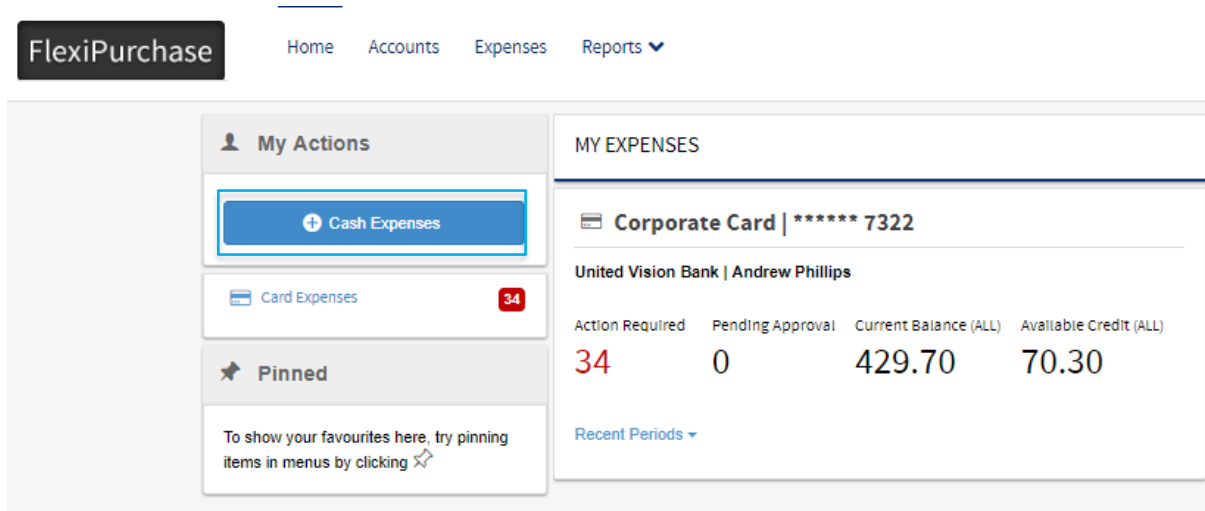
# Create a Cash Expense


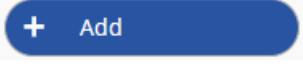
A cash expense covers the following types of transactions:

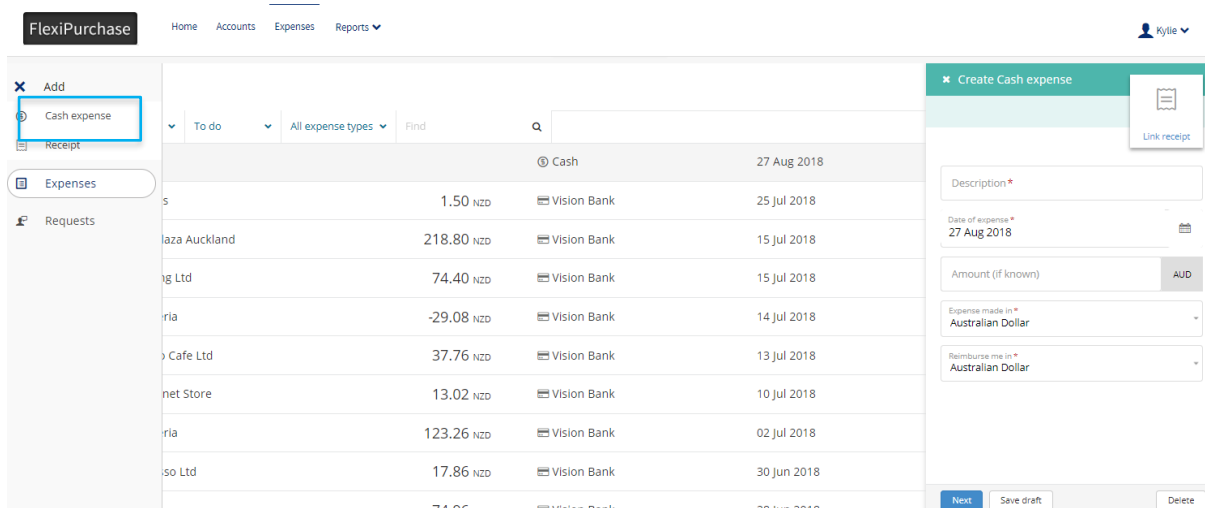
- An out-of-pocket expense, where you used your own money to pay for a service or goods relating to business requirements.

## To raise a cash expense:

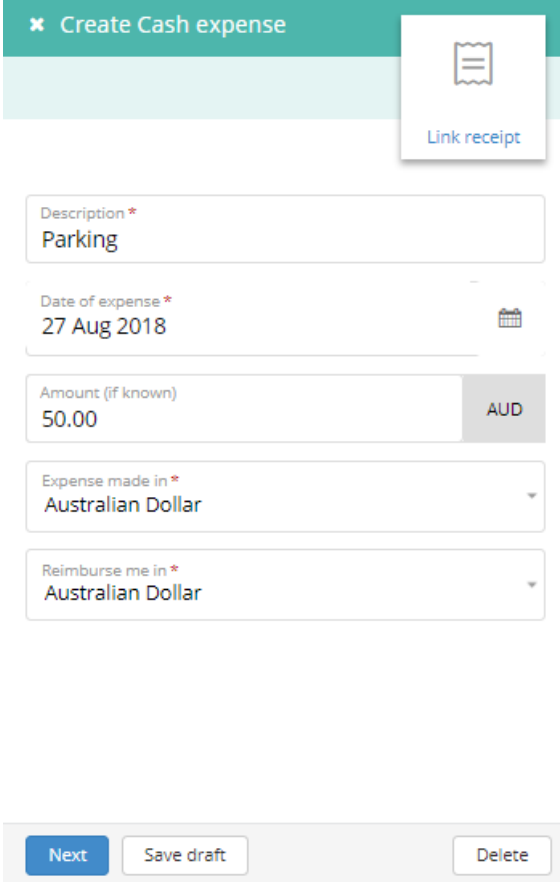
1. From the Home screen, click the **Cash Expense** button to create a new cash expense item.



2. From the Expenses screen, click the **Add** button  or  on the left hand menu and select **Cash Expense** to create a new cash expense item.



In the **Cash Expense: Create New Item** window, enter the expense details as required.



Click **Next** or **Save Draft** to open the **Cash Expense: Details** window.

On the **Spend Wizard** screen of the **Cash Expense: Details** window, click the appropriate category for the transaction you are coding to display the **Allocation** section.

In the **Allocation** section, enter the amount of the expense in the relevant allocation field, and then click **Next**.

Upload

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## Image Linking

United Vision Bank: 14 Aug 2018 Amount: \$176.45 AUD

Linked images

Image Library

Upload

Upload via Email

Upload via Fax

Sample Receipt  
Parking  
\$50.00  
27/08/2018

Sample receipt.jpg

14 Aug 2018  
176.45 AUD  
Hotel Receipt

2018-08-28\_17-10-22.jpg

2018-08-28\_17-10-22.jpg

✎

🔍

↺

↻

Link

Delete

<<

Filters

## Image Linking

Cash Expenses: 27 Aug 2018 Amount: \$50.00 AUD

Upload

Upload via Email

Sample Receipt  
Parking  
\$50.00  
27/08/2018

Sample receipt.jpg

In the **Expense Description** field enter a reason, description or comment for the expense as per the company's expense policy.

Brief description of the expense (Mandatory) \*

180 characters left

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## Other Actions

Under the **Options** button on the coding screen you are able to:

- Go to the **Advanced coding** area for the transaction
- **Dispute** a transaction
- **Reset** the transaction

↑

↓

✕

The Stamford Plaza Sydney

Amount

176.45 AUD

Date

14 Aug 2018

Issuer

United Vision Bank

Merchant category group

Hotels

Coding

Details

Coding

Select Spend Wizard

Expense template

1

Travel - Domestic - Airfares

Travel - Domestic

Amount Incl

176.45

AUD

Tax Code

AUS GST

▼

Tax Amount

16.04

AUD

GL Code

+

CC Code

+

A required code is missing.

A required code is missing.

Split

Supplier Information

Purchase The Stamford Plaza Sydney

Expense Description (Mandatory)

104 characters left

Complete

Save draft

Description is required.

Advanced coding

Dispute

Reset

Options

## Advanced Coding

The advanced coding option will take you to the old coding flow. These screens will allow you to view Approval details on the transaction such as which approver the transaction is sitting with under the Approvals Tab:

## Transaction: Details

**Purchase:** 01 Aug 2018  
**Amount:** \$521.86 AUD  
 The Hertz Corporation, Sydney

Coding

Approval


Summary

Approval

Process

History

Approval Required  
All Transactions > 0



**All Transactions > 0**

Cardholder Comments

Approver Comments

☒ Approval Veto

Close

Save

## Disputing a transaction

If you think your card has been charged incorrectly select Dispute. This option will allow you to mark the transaction as disputed in FlexiPurchase, however you must separately lodge a dispute for the transaction directly with the bank.

To do this:

- Select the dispute button under options
- Read the instructions and select Dispute at the bottom of the page

Dispute expense

**FlexiPurchase Dispute Process**

To dispute this transaction, complete a "Dispute" form, print it, sign it and fax it back to the number provided on the form.

Advanced coding  
 Dispute  
 Reset  
 Options

Dispute

Cancel

- Follow the instructions on the dispute form and provide it to the NAB disputes team for processing.

Dispute Form - Google Chrome

National Australia Bank Limited [AU] | [https://www.flexipurchase.com/custom\\_dp/Custom\\_DP\\_...](https://www.flexipurchase.com/custom_dp/Custom_DP_...)

**Purchasing / Corporate Credit Card**

**Disputed Transaction Advice**



**Email To** NAB Card Disputes  
cardholder.disputes@nab.com.au

**Email Re** Transaction Dispute

**Cardholder**

**Email**

**Phone**

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

[Card Number](#)  
[Transaction Date](#)  
[Transaction Amount](#)  
[Merchant Name](#)  
[Transaction Description](#)  
[Your Reference Number](#)

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
 

## Resetting a transaction

The reset function:

- Removes any Spend Wizards the user applied
- Removes any codes the user added but leaves any default codes
- Removes any descriptions the user added
- Leaves any receipts or files the user attached.

**Note:** The [Reset](#) button only appears for card expenses. A [Delete](#) button appears for unlocked cash expenses and requests.