FlexiPurchase Transaction Coding

Generic User Guide 2022.R2

Issue date: 27 July 2022

Contents

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.

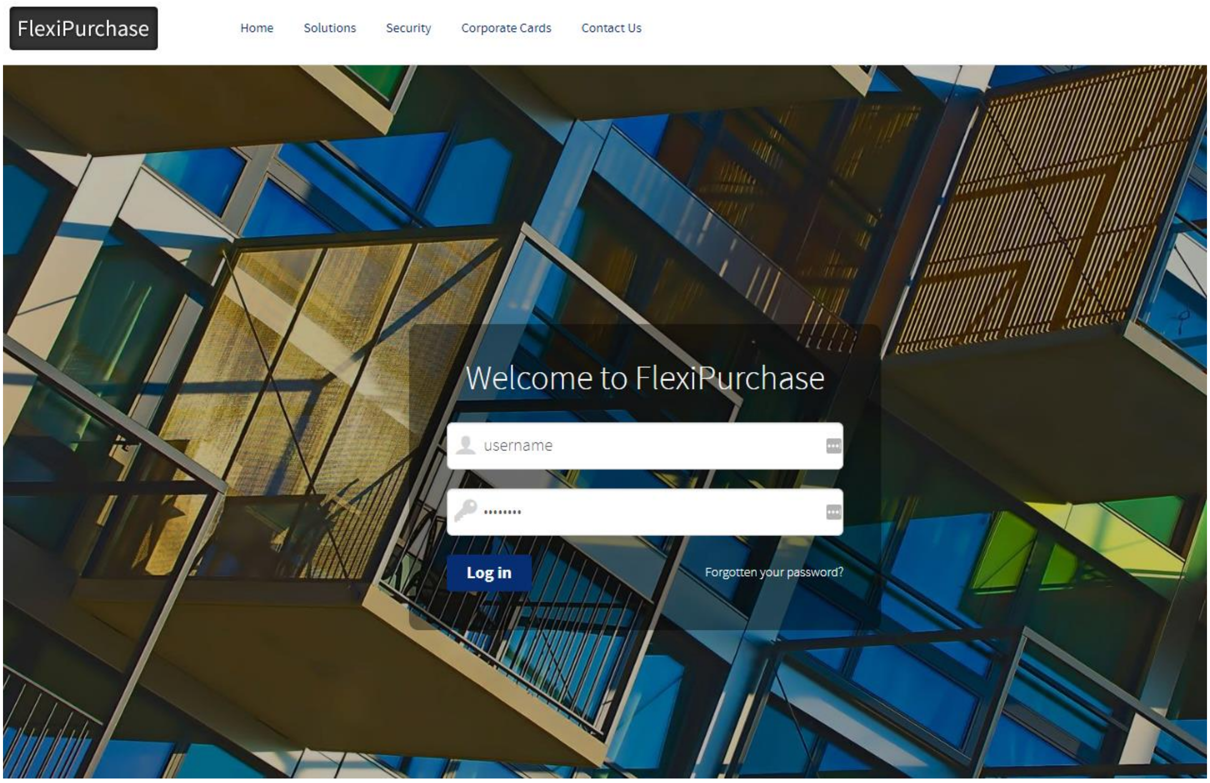
Cardholder Responsibilities

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.

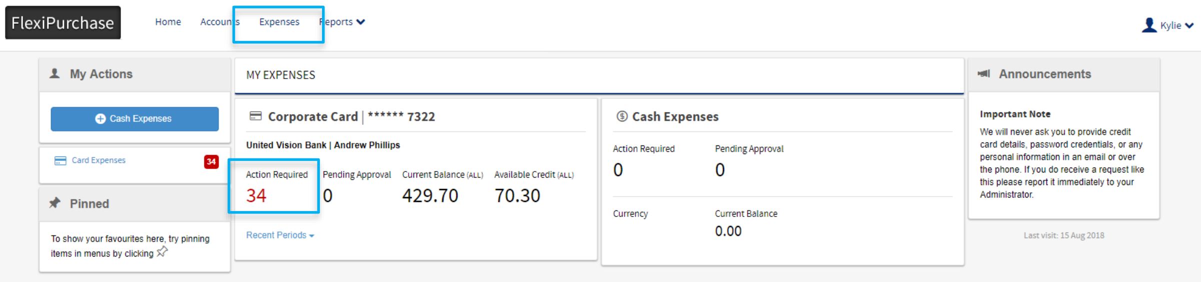


Please note: If you are logging in for the first time, the login disclaimer message may appear. Read the standard terms and conditions and click Accept to proceed.

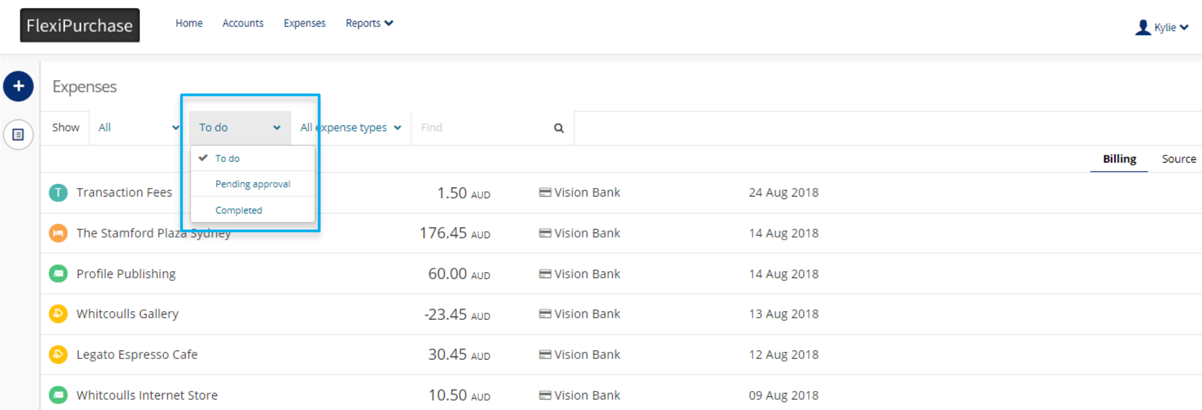
Coding card transactions

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

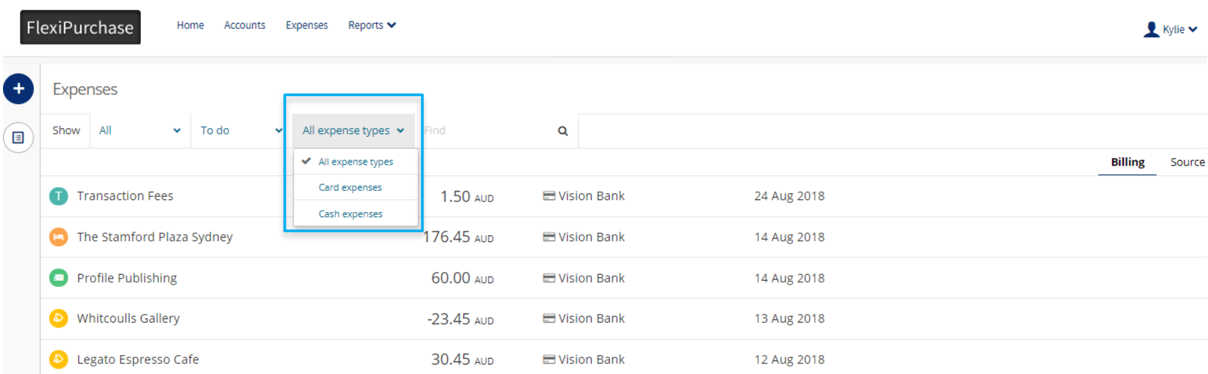
- Either click on **Expenses** or the number under the **Action Required** field



- 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



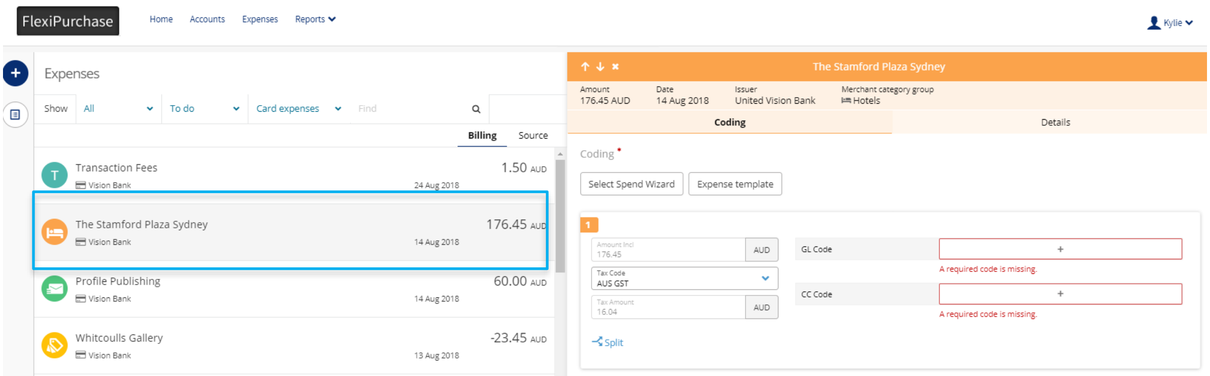
- If you have a credit card and cash account, you can switch between the accounts by changing the "All expenses types" filter as shown below.



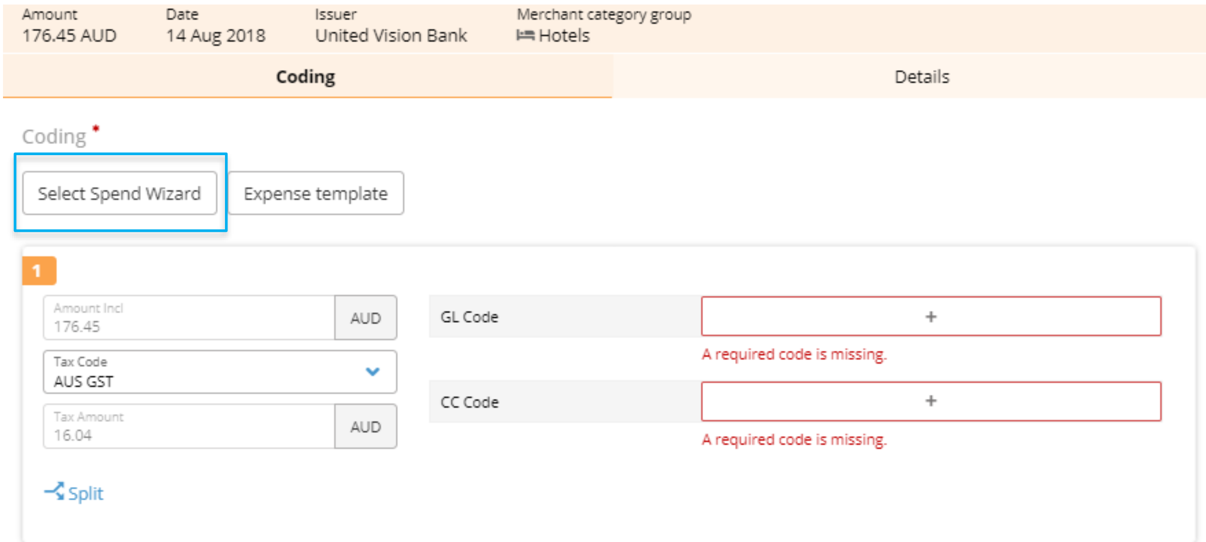
Tips: The **Expense Screen** offers the following features:
Merchant icons to easily identify type of expenditure
Search features to quickly find specific transactions to code
Filter between coded and approved transactions
View Transactions by Billing or Source Currently.

<u>Transactions are loaded daily into FlexiPurchase so generally they will appear within a day or two of spending.</u>
<u>The sections on Cash Expenses and Requests only display if the relevant options have been enabled for your company.</u>

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

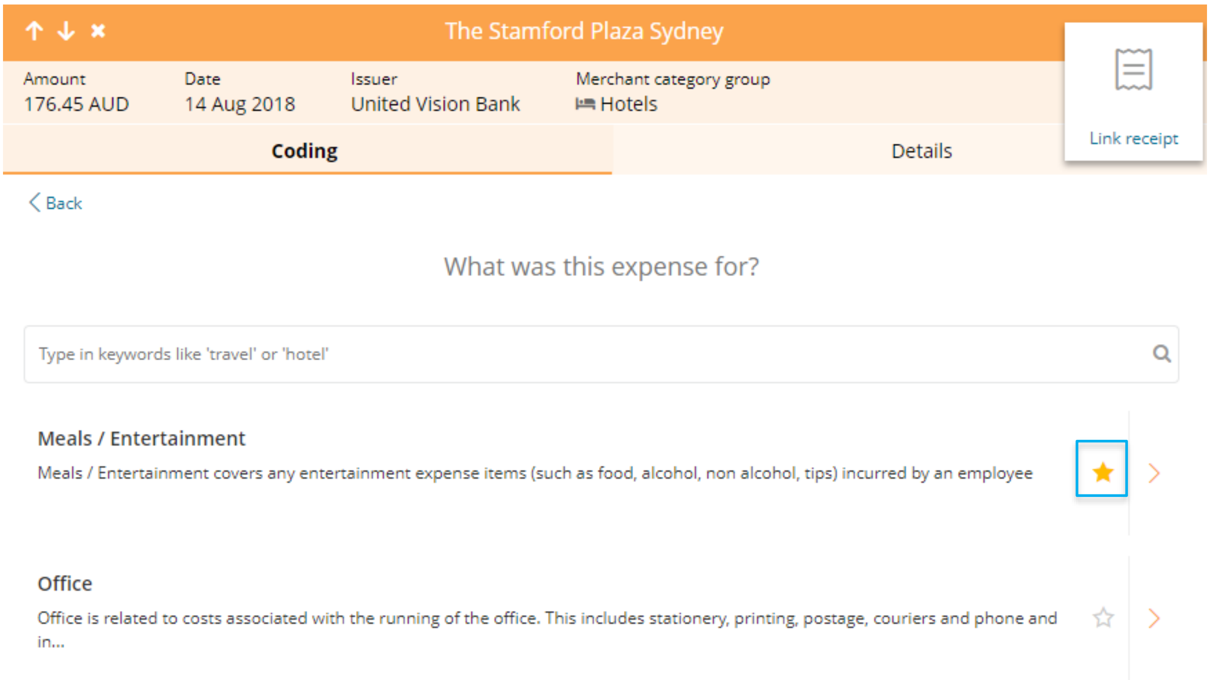


- Click on the **Select Spend Wizard** button. (The Spend Wizards are configured by your organisation to assist with the reconciliation process and default some or all of the required Financial Codes.)



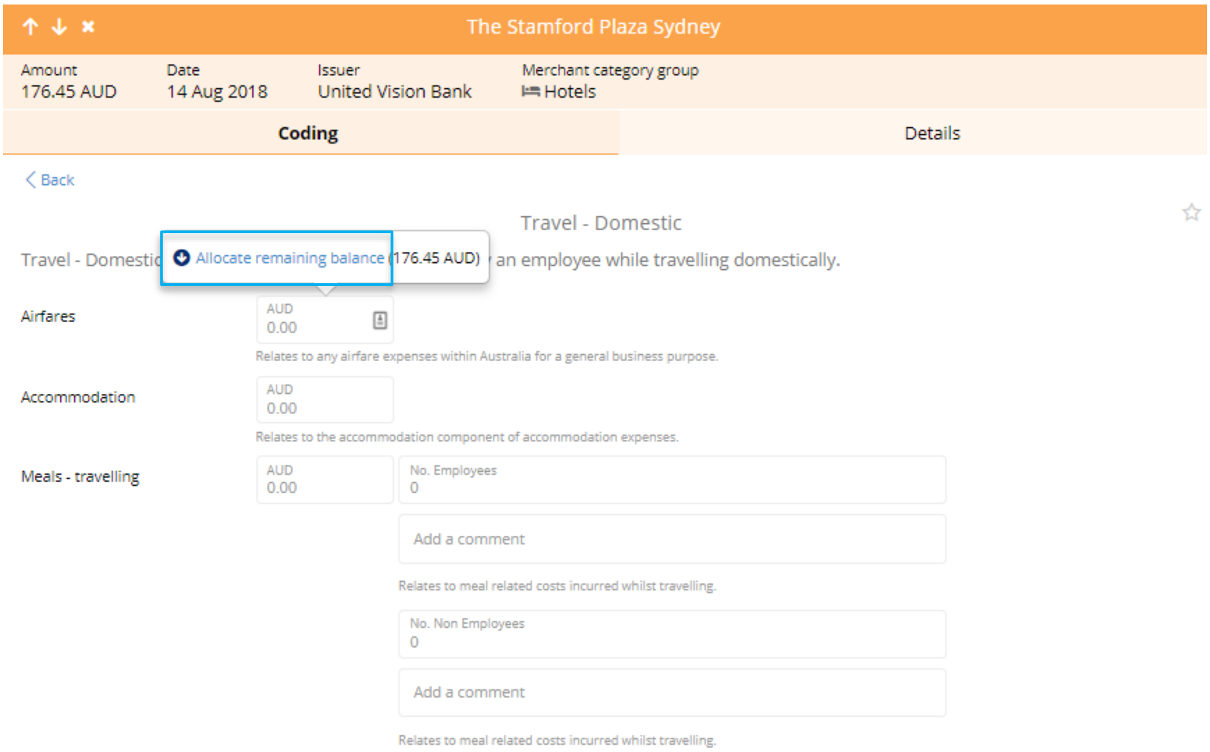
- You can search by keywords to display the Spend Wizard that relates to the expense category of your transaction. Click on the expense spend wizard to display the **Allocation** section.

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

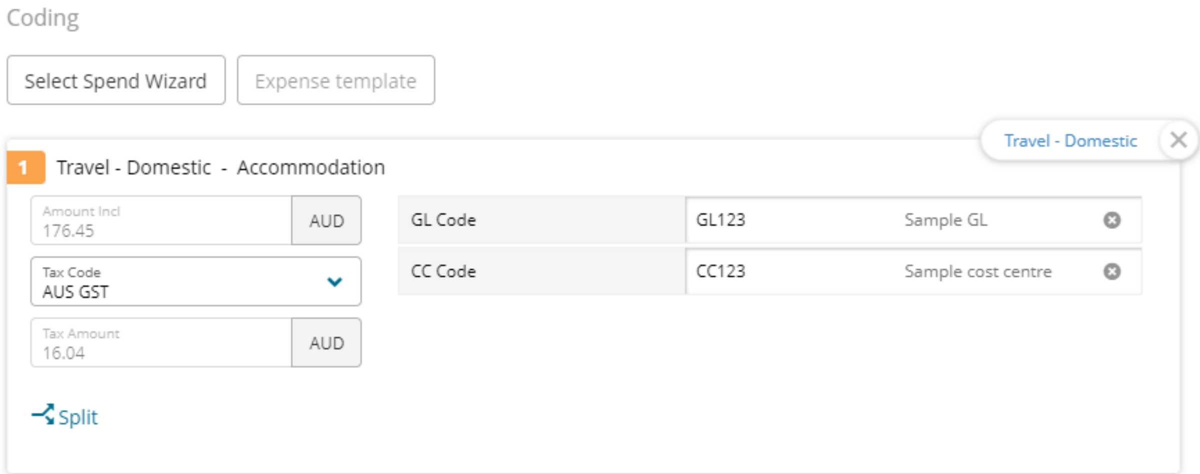


- Click on the appropriate Spend Wizard
- To allocate the balance to the appropriate expense type/field, click on "**Allocate remaining balance**"

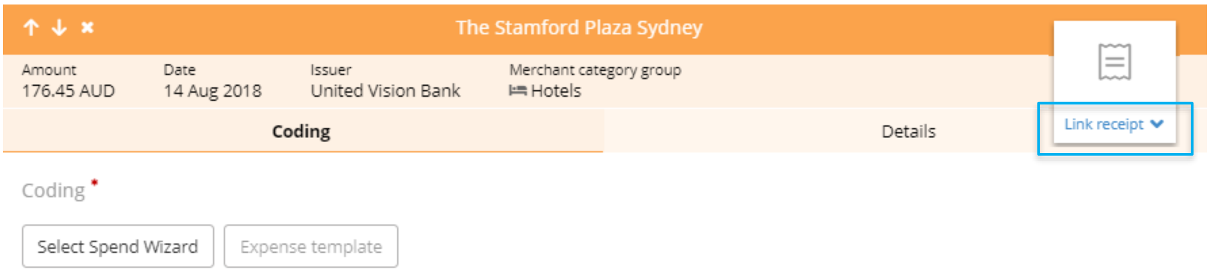
Note: You can also **split the transaction** across multiple expense types by manually entering the amounts in the respective fields of the Spend Wizard

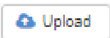


- Select **Next**
- The financial codes should pre-populate from your profile and/or Spend Wizard (if codes are still missing refer to Searching for Codes)



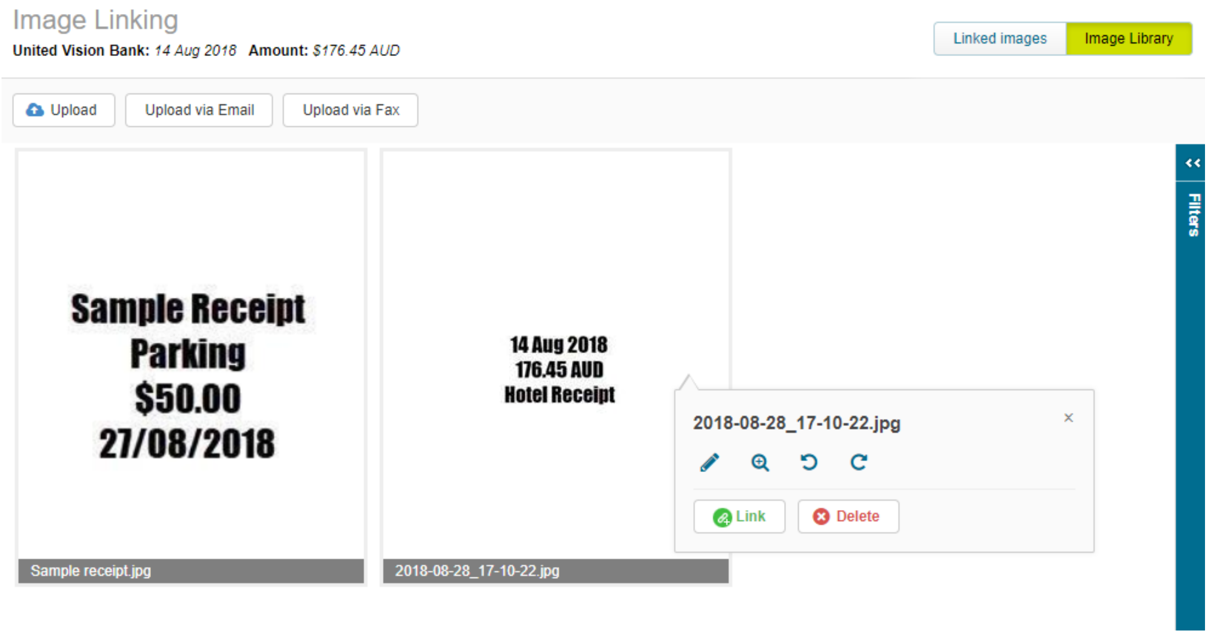
- Attach an image of your Tax Invoice by selecting the **Link Receipt** and then **Image Library** option (This option is only visible if the Image Module is enabled for your company)



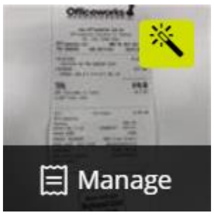
- The image library stores all your purchase documents (e.g. receipts, invoices). An image is uploaded by:
  - Taking a photo with the mobile app when you incur the expense
  - Dragging and dropping an image from your desktop into the image library.
  - Pressing the **Upload** button 

  - 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.



- 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.



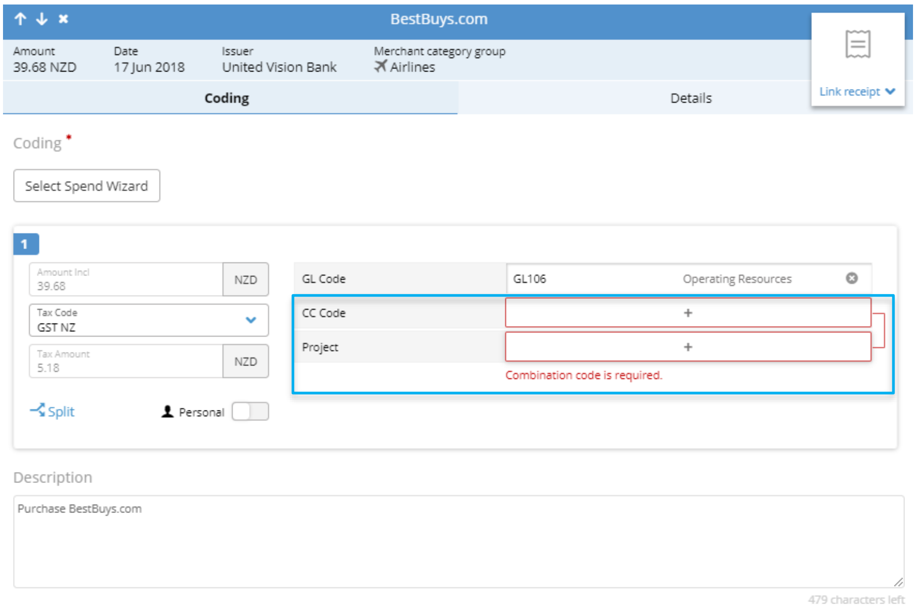
- In the **Expense Description** field enter a reason, description or comment for the expense as per the company's expense policy.

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

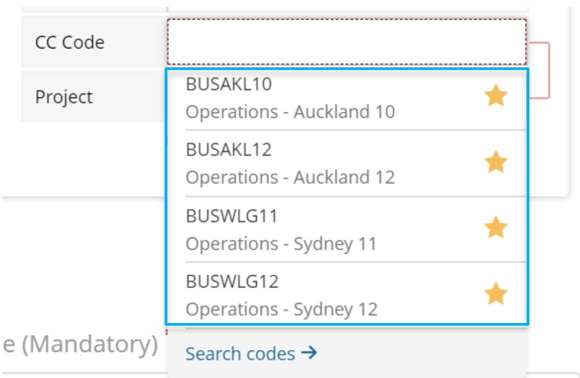
Other Coding Scenarios

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

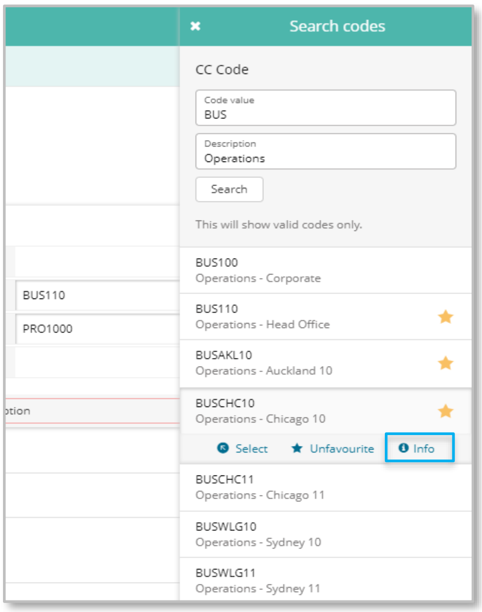
"%Fin" in the description field and the system will search for all codes containing "Fin" as part of the code description.

Three options are displayed when clicking on code:

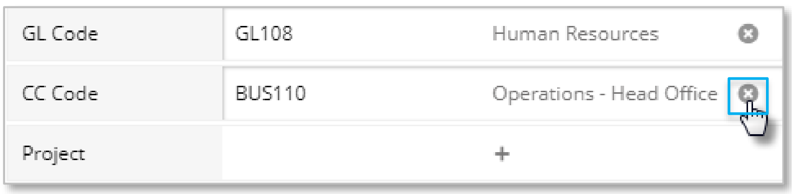
Select – This adds the code to the coding field and closes the **Search codes** pane.

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.

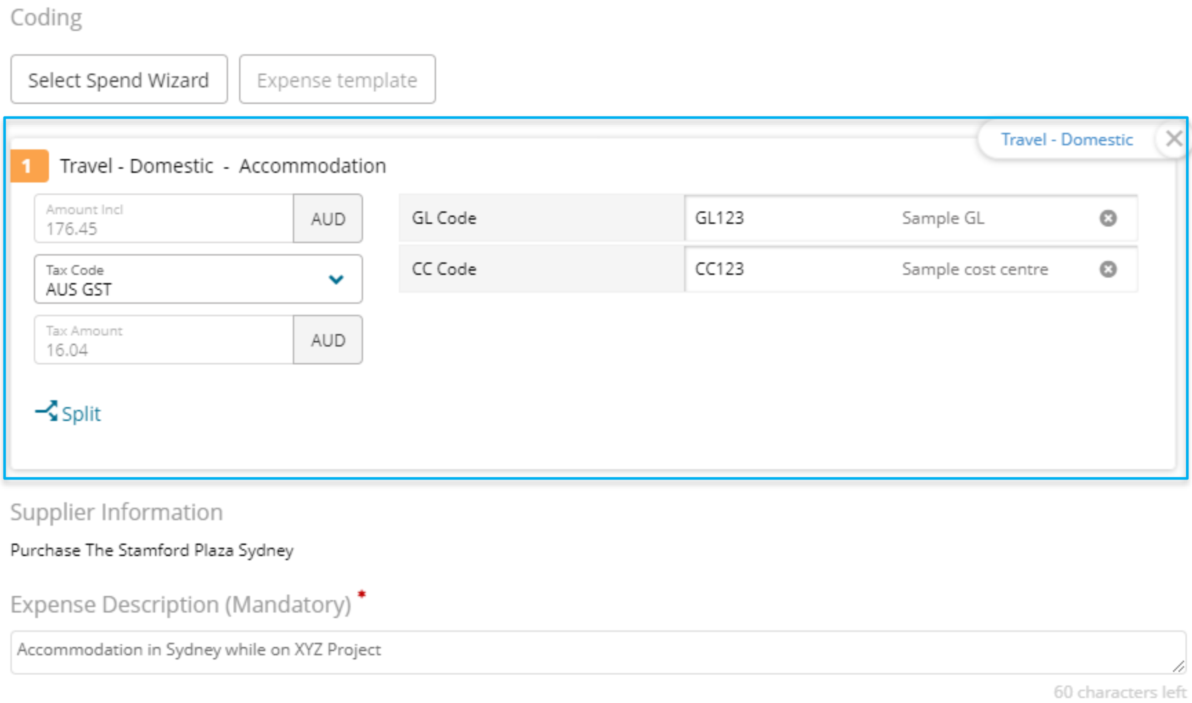


To remove a code, click.



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

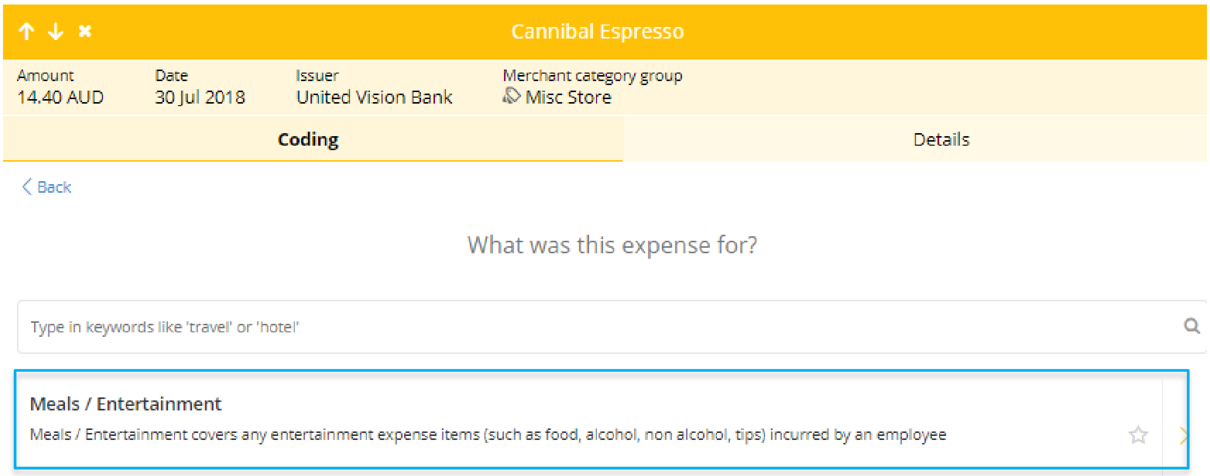
Before completing your transaction coding, it is recommended that you review the summary of the Spend Wizard, amount, tax code and coding applied to ensure that you have entered the appropriate information.


Coding
Select Spend Wizard
Expense template
Travel - Domestic
1 Travel - Domestic - Accommodation
Amount Incl
176.45
AUD
Tax Code
AUS GST
Tax Amount
16.04
AUD
Split
GL Code
GL123
Sample GL
CC Code
CC123
Sample cost centre
Supplier Information
Purchase The Stamford Plaza Sydney
Expense Description (Mandatory) *
Accommodation in Sydney while on XYZ Project
60 characters left

FBT related Spend (Australia)

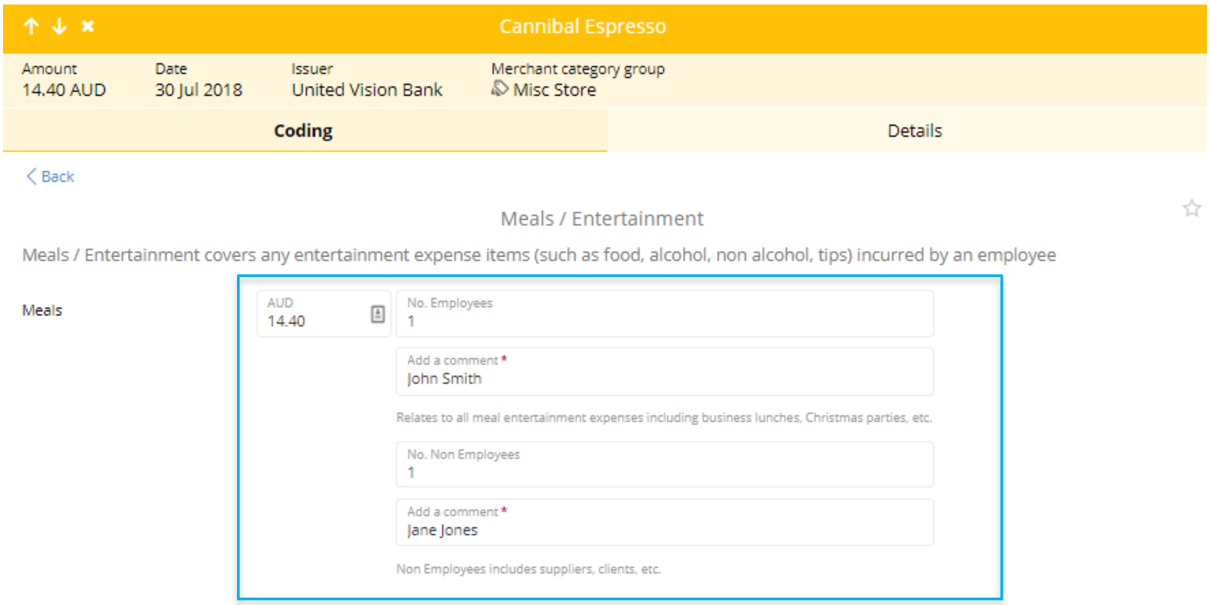
For FBT (Fridge Benefits Tax) purposes, your company may need you to split entertainment related transactions between multiple categories such as Employees and Non-Employees and you may also need to provide participant details. The process is as follows:

- 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)

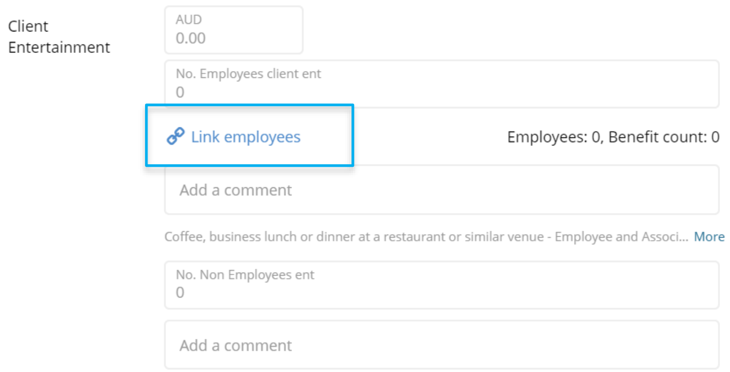


- In the respective fields, enter the number of participants involved in the transaction.

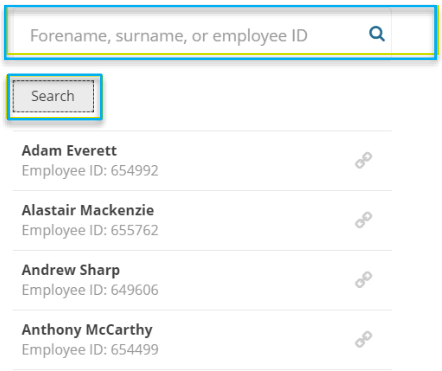
  Enter the names of the individuals.



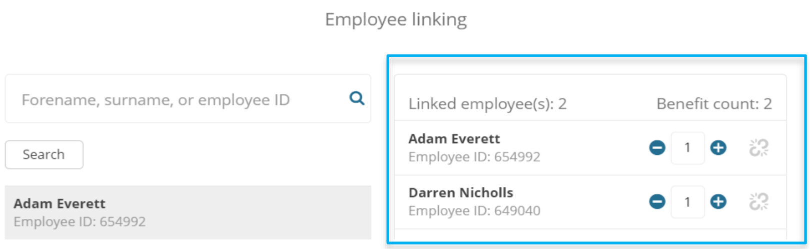
You might also be able to link employees to the transaction (if the option is enabled by your company). To do this, click on the **Link employee** icon to search for employees.



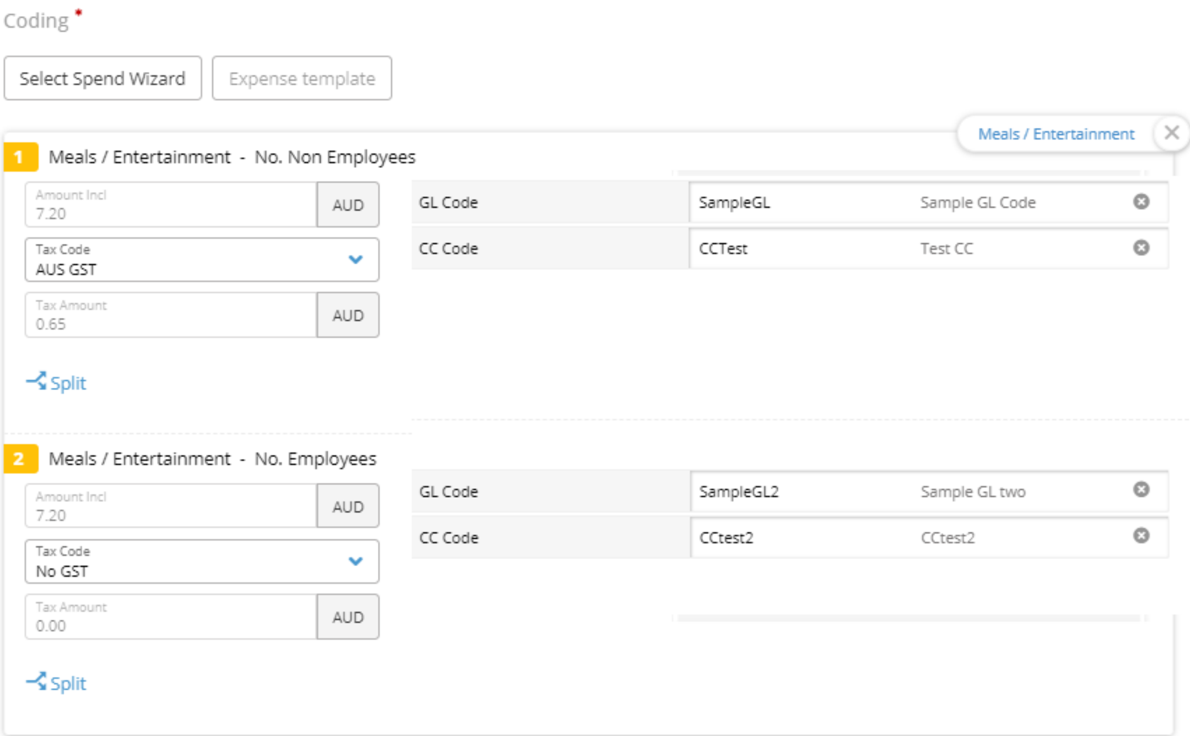
In the employee linking screen you can search for the name of an employee (or yourself) via the search bar. Alternatively, you can scroll through a full list of employee names by pressing the **Search** button. Once the employee(s) have been found simply press the button to link them to the transaction.



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**.



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



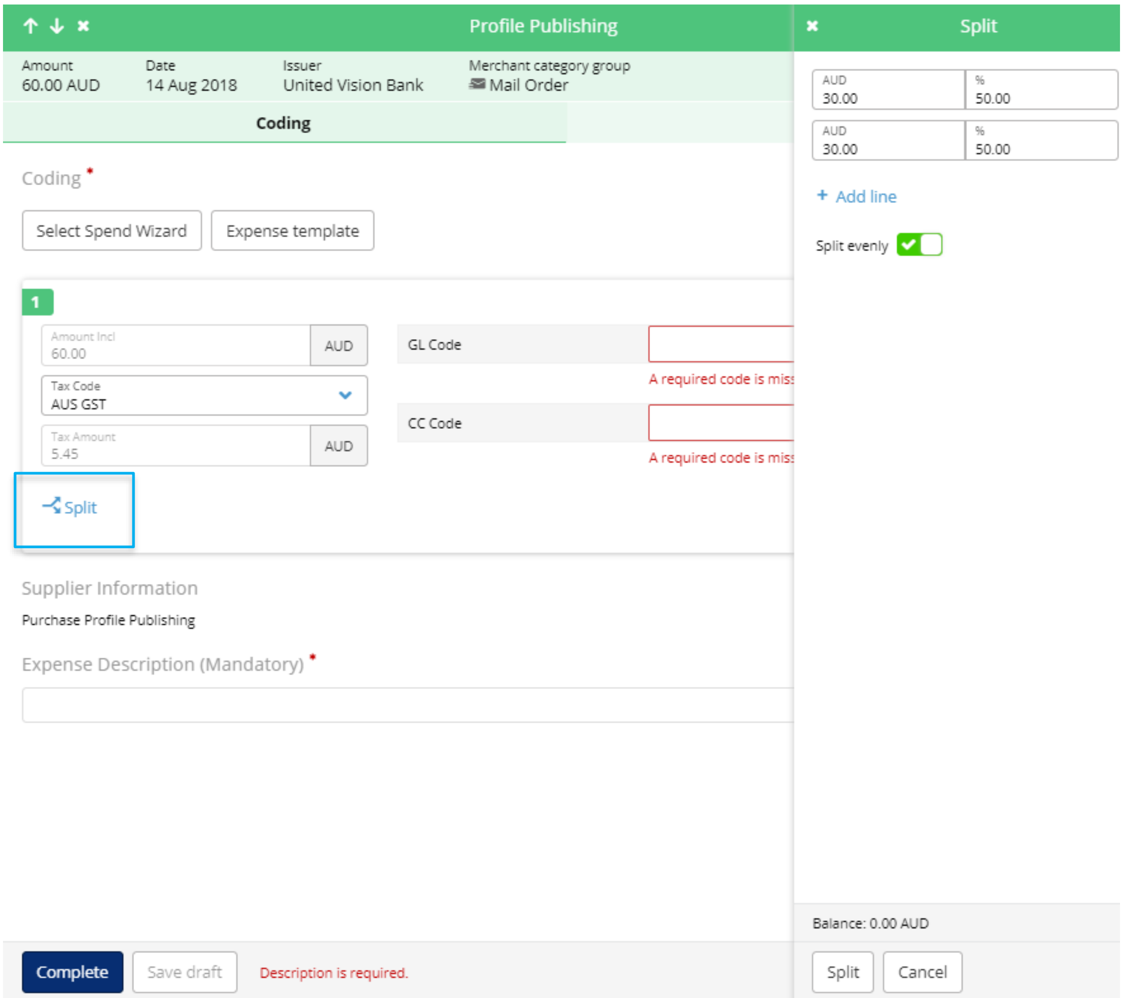
Coding *
Select Spend Wizard
Expense template
Meals / Entertainment
1 Meals / Entertainment - No. Non Employees
Amount Incl
7.20
AUD
Tax Code
AUS GST
Tax Amount
0.65
AUD
Split
GL Code
SampleGL
Sample GL Code
CC Code
CCTest
Test CC
2 Meals / Entertainment - No. Employees
Amount Incl
7.20
AUD
Tax Code
No GST
Tax Amount
0.00
AUD
Split
GL Code
SampleGL2
Sample GL two
CC Code
CCtest2
CCtest2

Splitting transactions

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



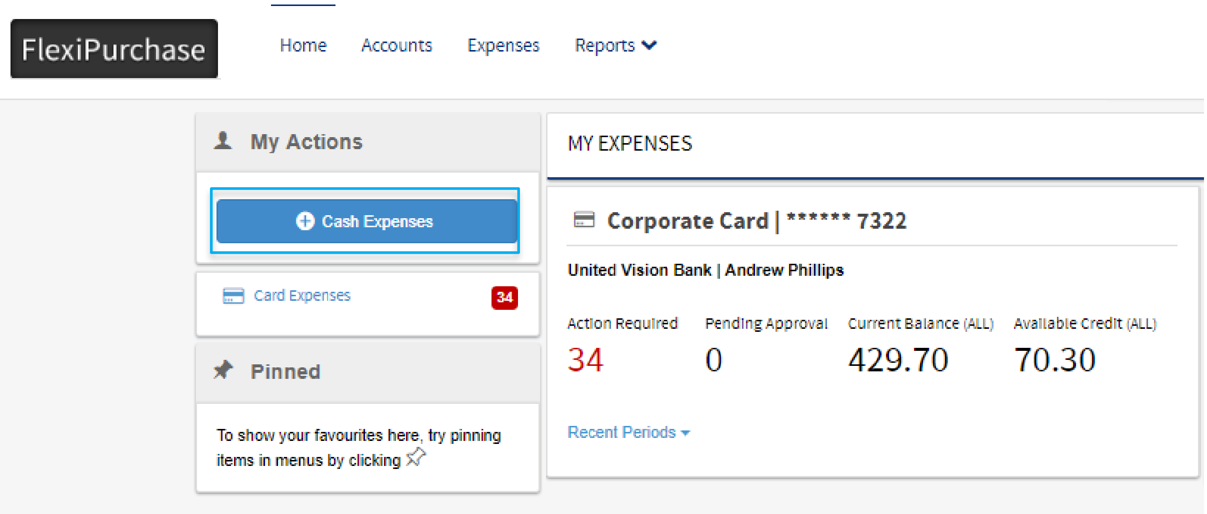
Create a Cash Expense

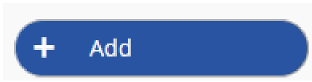
A cash expense covers the following types of transactions:

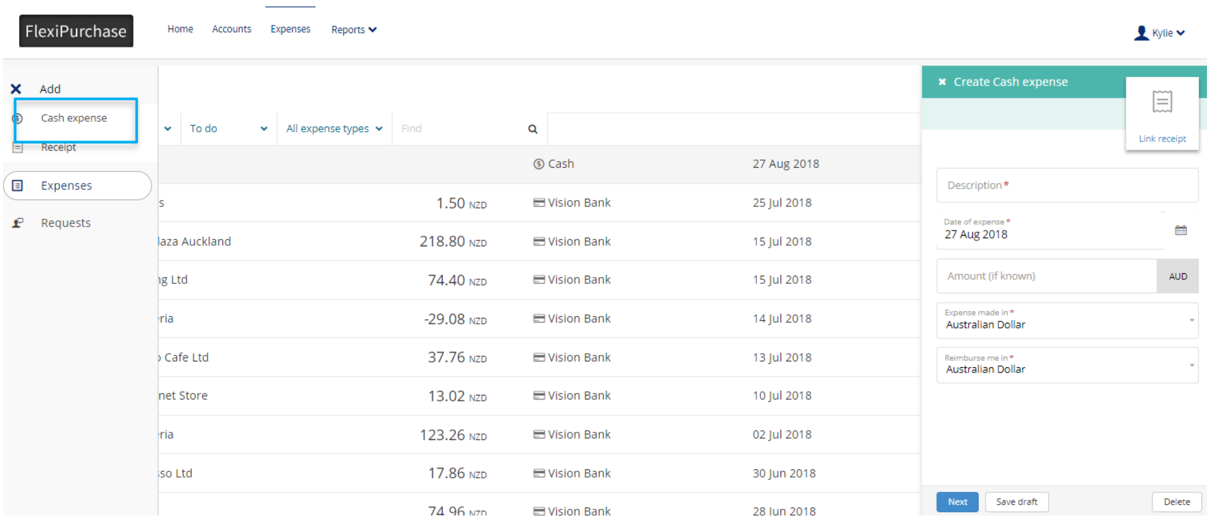
- An out-of-pocket expense, where you used your own money to pay for a service or goods relating to business requirements.

To raise a cash expense:

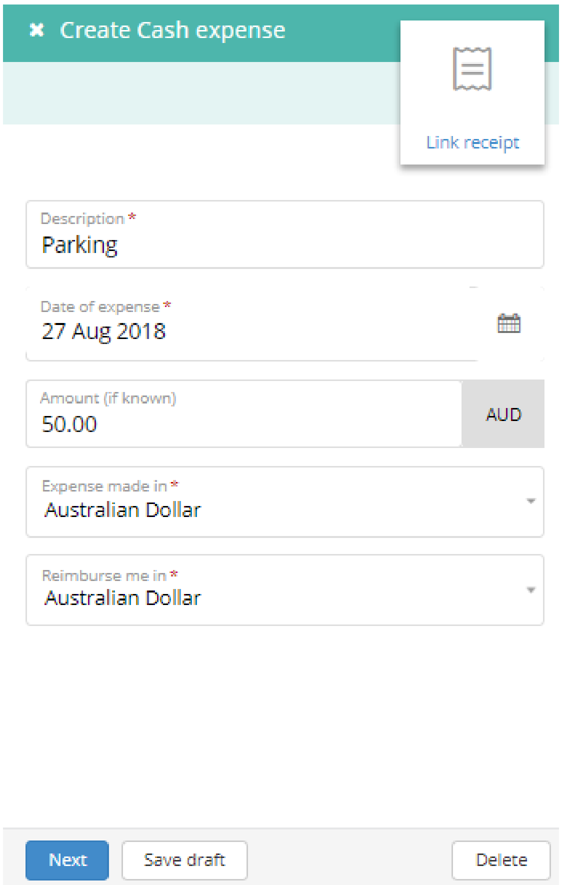
1. From the Home screen, click the **Cash Expense** button to create a new cash expense item.



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.



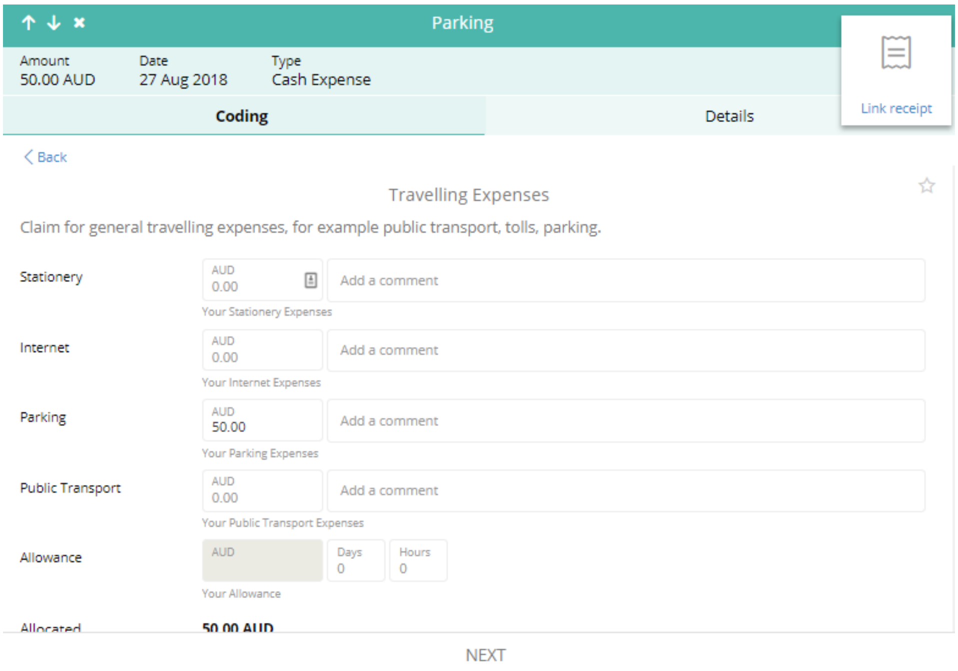
In the **Cash Expense: Create New Item** window, enter the expense details as required.



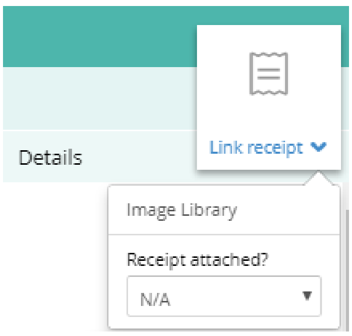
Click **Next** or **Save Draft** to open the **Cash Expense: Details** window.

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**.

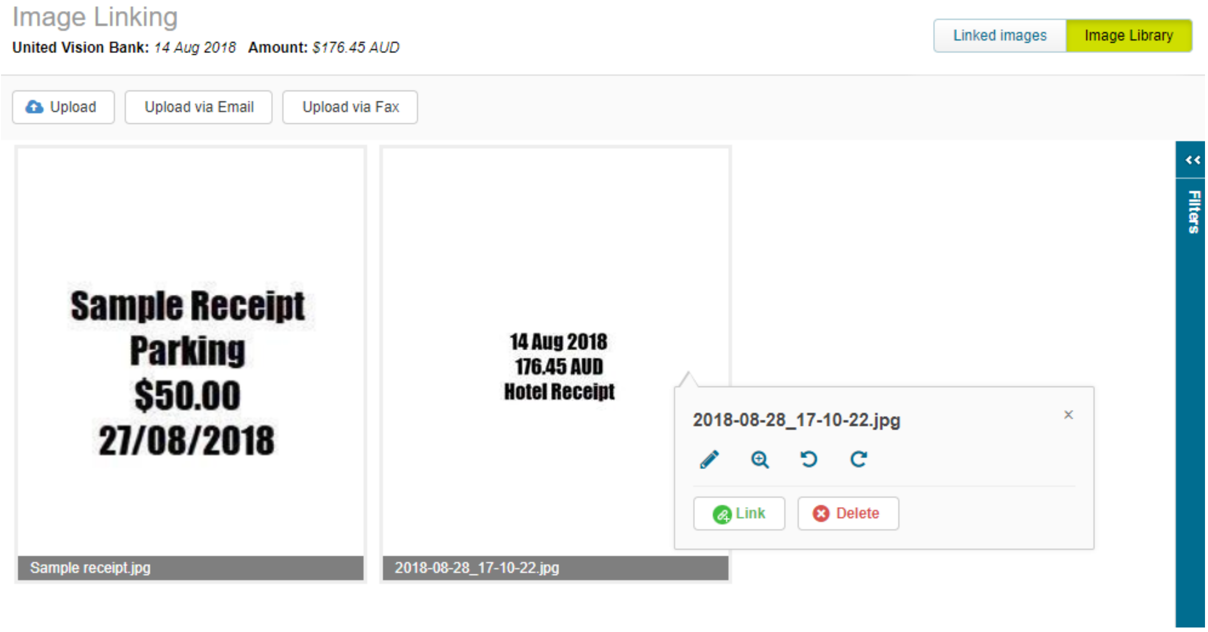


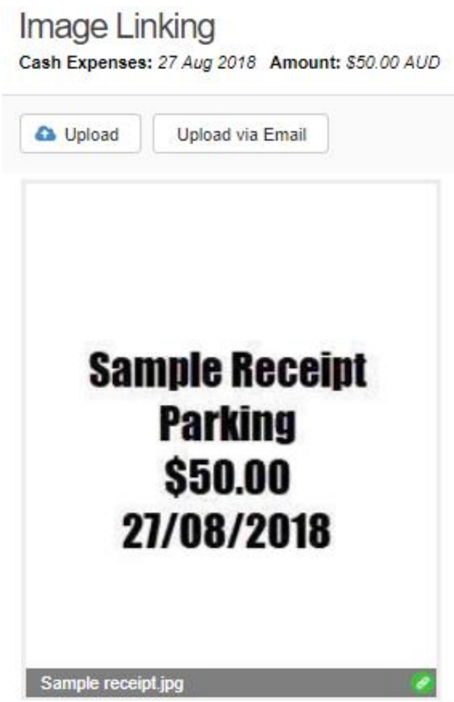
On the next screen click on the **Link Receipt- Image Library** icon on the top right to attach an image of the receipt or invoice to the transaction via the image library.



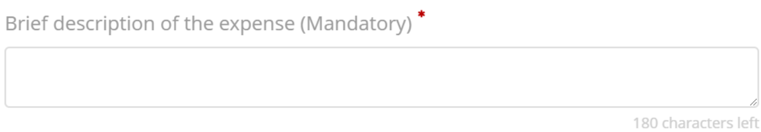
Press the **Upload** button 

Click on the photo and select the **Link** button. You can view all linked images by pressing the **Linked Images** button on the top of the screen.





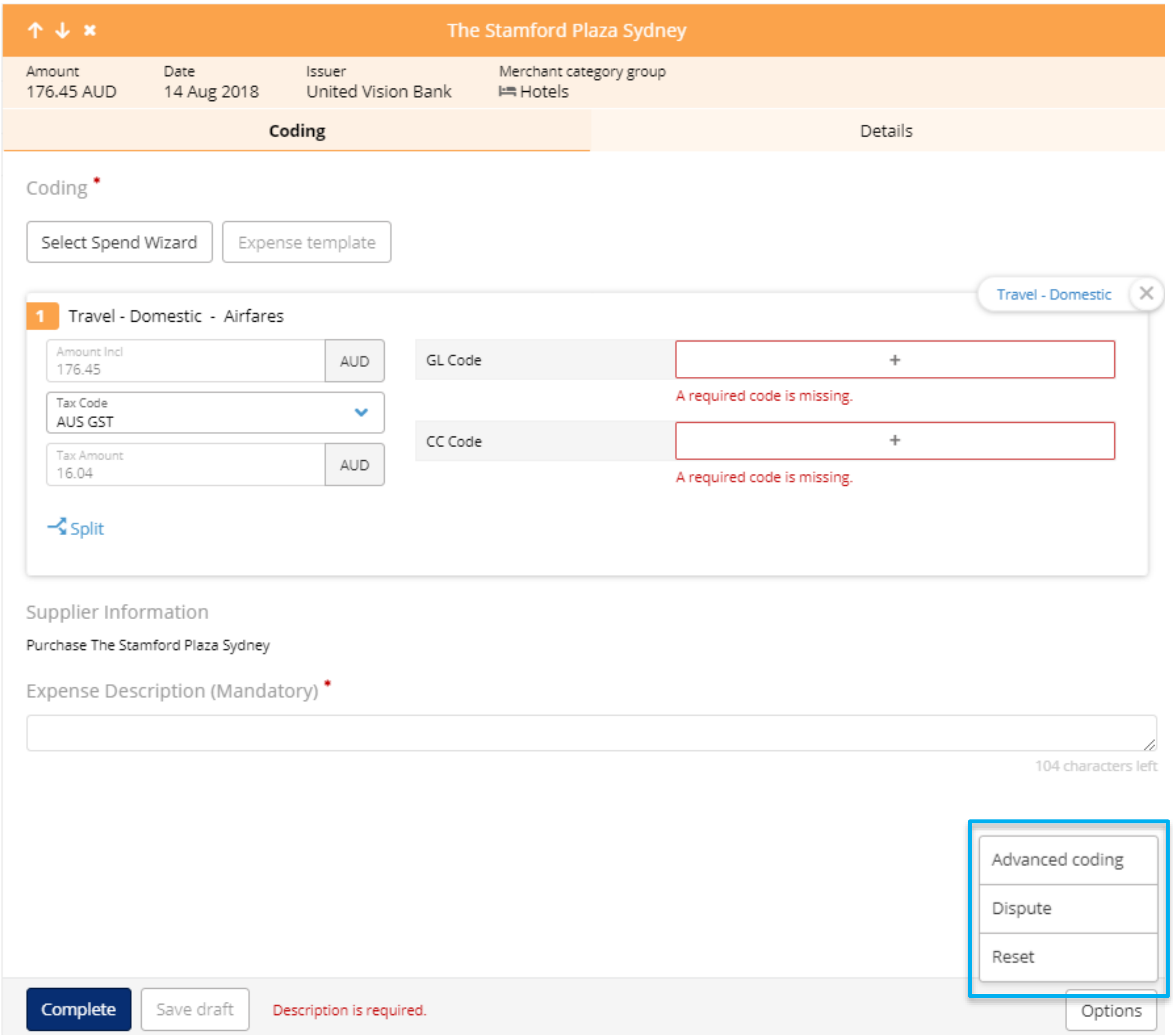
In the **Expense Description** field enter a reason, description or comment for the expense as per the company's expense policy.



Other Actions

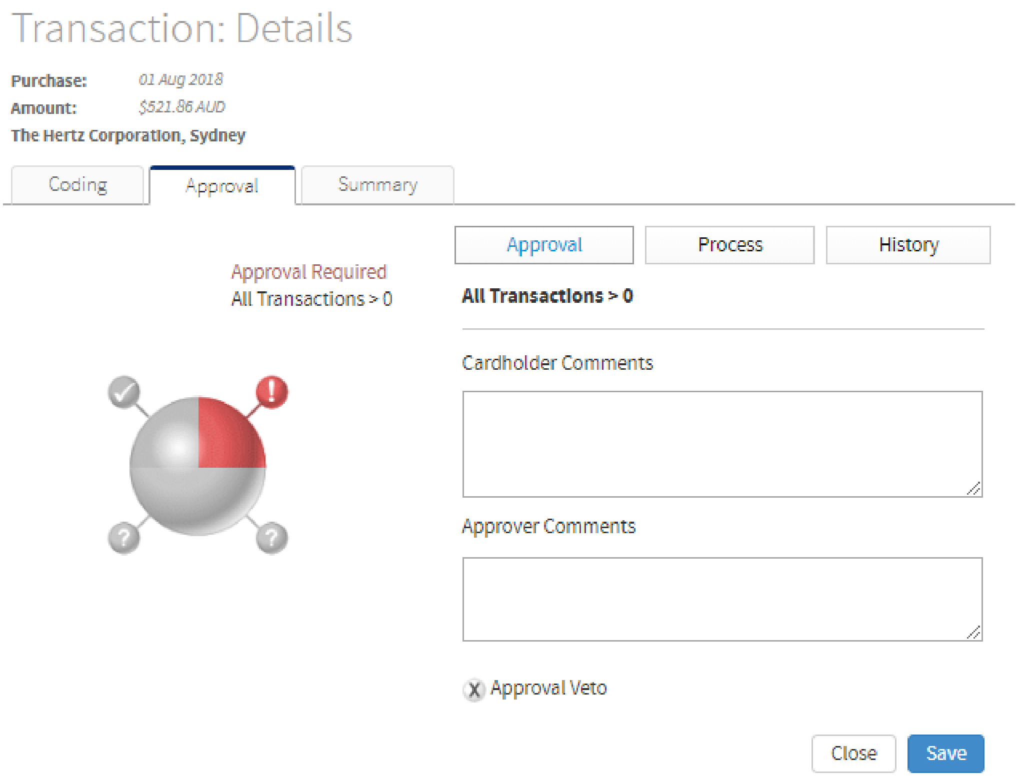
Under the **Options** button on the coding screen you are able to:

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



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:

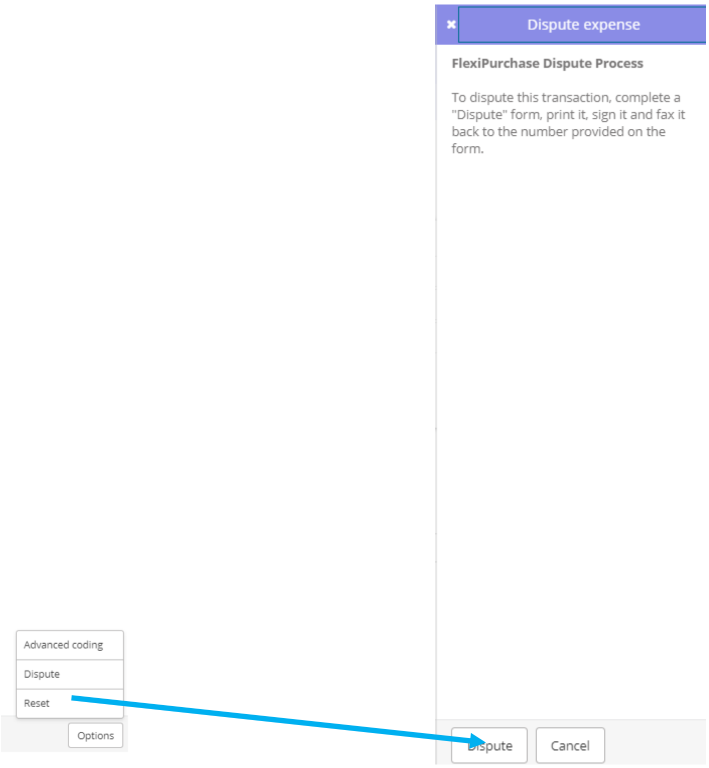


Disputing a transaction

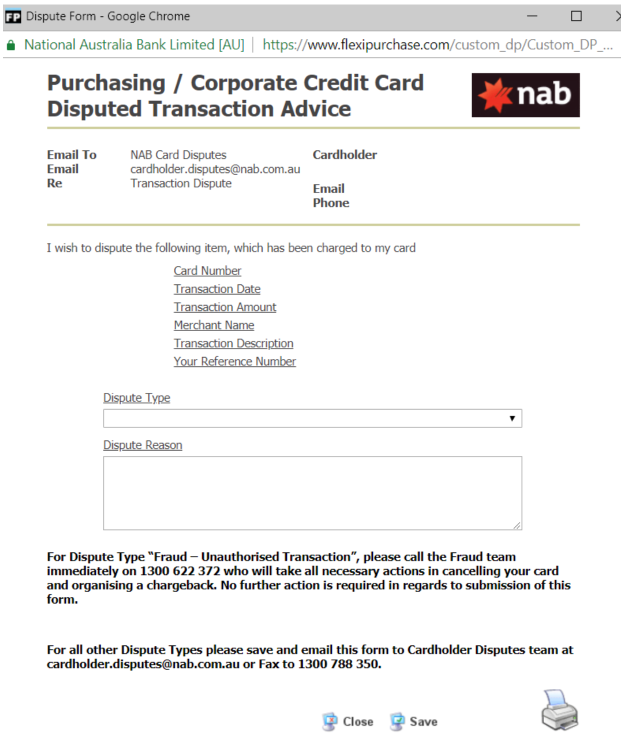
If you think your card has been charged incorrectly select Dispute. This option will allow you to mark the transaction as disputed in FlexiPurchase, however you must separately lodge a dispute for the transaction directly with the bank.

To do this:

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



- 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_...

Purchasing / Corporate Credit Card Disputed Transaction Advice

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