University of South Australia

FlexiPurchase System Guidelines

Updated Feb 2009

Monthly Statement Cut Off Dates

On the first working day after the close of each statement period, the FlexiPurchase controller runs a closing procedure. An interface routine picks up unverified transactions (purchases) processed during the statement period and all verified transactions and posts them to the Finance 1 general ledger. Therefore, authorised transactions need to be verified by the last day of each Statement Period.

The List below shows the monthly statement cycle dates for 2009.

JAN-2009	30/12/2008	28/01/2009
FEB-2009	29/01/2009	27/02/2009
MAR-2009	28/02/2009	27/03/2009
APR-2009	28/03/2009	28/04/2009
MAY-2009	29/04/2009	28/05/2009
JUN-2009	29/05/2009	29/06/2009
JUL-2009	30/06/2009	28/07/2009
AUG-2009	29/07/2009	28/08/2009
SEP-2009	29/08/2009	28/09/2009
OCT-2009	29/09/2009	28/10/2009
NOV-2009	29/10/2009	27/11/2009
DEC-2009	28/11/2009	29/12/2009

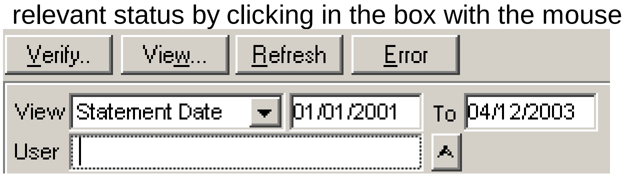
How to View Transactions for an Individual Cardholder

When an Admin Centre Controller logs onto FlexiPurchase, the system automatically defaults to the ***Transactions*** window showing unverified and/or disputed transactions for all cardholders assigned to the allocated Admin Centre/s with a date range 3 months prior to the current day.

1. Type the surname of the relevant cardholder in upper case in the 'User' field and press the tab key on your keyboard.

2. Double click on the cardholder name.

3. Amend the date range by clicking in the relevant date field and type in the required date. Click the Refresh button, or press the Tab key on your keyboard. To view transactions by status, choose the relevant status by clicking in the box with the mouse



4. To view transactions by different statuses, click in the box next to the relevant status symbol you wish to view. Click the Refresh button to display the transactions matching your selection within your date range.

How to Verify a Transaction

- All entries are to be entered in capitals only
- Do not use the apostrophe ‘ or quotation “ ” key
- All transactions must be verified by the last day of each Statement Period. *(Refer to monthly cut off dates table)*

1. Double click on the purchase you wish to verify.

2. Place the cursor in box stating "Purpose". In this box type the main reason and/or description of the purchase. Eg, Conf Reg, Accom, Meals, Cash Advance for J Smith, Fuel, Stationery etc

3. Tab to "Tax Receipt" box. If a tax invoice is attached for the purchase, then “tick the box” by pressing the space bar once or clicking in the box with your mouse. Note: a FS82 is not a tax invoice. (Please see the definition of a tax invoice/receipt)

4. Tab to "Description" box. Use this field as your secondary reference field however if you wish to leave it blank, just press the ‘space bar’ once, as it is a mandatory field.

   Note: Do not repeat the information typed in the “Purpose” field as both fields print on the Finance 1 cost centre reports.

5. Tab to "Quantity" (do not amend).

6. Tab to "Price" (if you need to split the transaction between cost centres, item or GST codes refer to instructions for "How to Verify a split Transaction"

7. Tab to "Tax Code" and select the appropriate tax code from the drop down box.

T = Taxable	GST included at 10 % of taxable supplies (or $1/11^{th}$ of the tax inclusive amount)
F = Free	GST free supply under the legislation
I = Input Taxed	Only for Whyalla student accommodation
N = Non Taxable	Non taxable transaction Eg overseas transactions, Cash Advance reimbursements
G = GST Only	Only used where the GST component is being paid by the use of the credit card (eg payment of GST through customs), and transactions through the GST clearing account 70-79000-9931.

8. Tab to “Chart “and select the appropriate Sub Ledger code for the purchase.
For Sub Ledger codes;

- **AD** – Administration, follow step A
- **TN** – Transnational, follow step A
- **PG** – Projects and Grants, follow step A
- **PD** – Professional Development, follow step B

A) Chart - Enter the relevant Sub Ledger code AD, TN or PG, press tab,
Part 1 - Enter the relevant Cost centre, press tab,
Part 2 - Enter the relevant Item Code, press tab,
Part 3 - leave field blank, press tab,
Part 4 - leave field blank, press tab.

Chart	Part1	Part2	Part3	Part4
AD	888888	8888		

B) Chart - Enter the Sub Ledger code PD, press tab,
Part 1 - Enter the relevant Fund Type, press tab,
Part 2 - Enter the relevant Year, press tab,
Part 3 - Enter the relevant Staff ID, press tab,
Part 4 - Enter the relevant Item Code, press tab.

Chart	Part1	Part2	Part3	Part4
PD	88	88	888888	8888

If you wish to look at the current Chart of Accounts, the web address is
http://www.unisa.edu.au/fin/COA/default.asp

9. Once all the fields have been correctly filled in, click the “OK” button
Note: The screen will revert back to the original window and the transaction status changes from unverified to verified. You will not see the verified transaction unless you have a tick in the "Verified" box. See figure below

10. Proceed to the next entry.

11. On-line cardholders (transactions verified by cardholders prior to authorisation) MUST print a verified transactions report when all transactions are verified. It must be signed, have relevant receipts and documentation attached and be authorised by the cardholder’s supervisor.

How to Verify a Split Transaction

From time to time you will have a transaction where you need to split the purchase between GST codes, Item codes or Cost Centres.

- ❖ All entries are to be entered in capitals only
- ❖ <u>Do not</u> use the apostrophe ‘ or quotation “ ” key
- ❖ All transactions must be verified by the last day of each Statement Period. *(Refer to monthly cut off dates table)*

1. Double click on the purchase you wish to verify.
2. Place the cursor in box stating "Purpose". In this box type the main reason and/or description of the purchase. Eg, Conf Reg, Accom, Meals, Cash Advance for J Smith, Fuel, Stationery etc
3. Tab to "Tax Receipt" box. If a tax invoice is attached for the purchase, then “tick the box” by pressing the space bar once or clicking in the box with your mouse. Note: a FS82 is not a tax invoice. (Please see the definition of a tax invoice/receipt)
4. Tab to "Description" box. Use this field as your secondary reference field however if you wish to leave it blank, just press the ‘space bar’ once, as it is a mandatory field Note: Do not repeat the information typed in the “Purpose” field as both fields print on the Finance 1 cost centre reports.
5. Tab to "Quantity" (do not amend).
6. Tab to "Price" and change the price to reflect the amount required for the first line.
7. Tab to "Tax Code" and select the appropriate tax code from the drop down box.

T = Taxable	GST included at 10 % of taxable supplies (or 1/11th of the tax inclusive amount)
F = Free	GST free supply under the legislation
I = Input Taxed	Only for Whyalla student accommodation
N = Non Taxable	Non taxable transaction Eg overseas transactions, Cash Advance reimbursements
G = GST Only	Only used where the GST component is being paid by the use of the credit card (eg payment of GST through customs), and transactions through the GST clearing account 70-79000-9931.

8. Tab to "Chart "and select the appropriate Sub Ledger code for the purchase.
   For Sub Ledger codes;
   - **AD** – Administration, follow step A
   - **TN** – Transnational, follow step A
   - **PG** – Projects and Grants, follow step A
   - **PD** – Professional Development, follow step B

A) Chart - Enter the relevant Sub Ledger code AD, TN or PG, press tab
Part 1 - Enter the relevant Cost centre, press tab,
Part 2 - Enter the relevant Item Code, press tab,
Part 3 - leave field blank, press tab,
Part 4 - leave field blank, press tab.

Chart	Part1	Part2	Part3	Part4
AD	888888	8888		

B) Chart - Enter the Sub Ledger code PD, press tab,
Part 1 - Enter the relevant Fund Type, press tab,
Part 2 - Enter the relevant Year, press tab,
Part 3 - Enter the relevant Staff ID, press tab,
Part 4 - Enter the relevant Item Code, press tab.

Chart	Part1	Part2	Part3	Part4
PD	88	88	888888	8888

If you wish to look at the current Chart of Accounts, the web address is
http://www.unisa.edu.au/fin/COA/default.asp

9. Click on the "Add" button on the right hand side

10. Complete the "Description" for line 2

11. Tab to "Quantity" (do not amend)

12. Tab to "Price". (Note: the price in the new line will always show the remaining unassigned amount). If required, change the amount for line 2.

13. Tab to "Tax Code" and select the appropriate tax code from the drop down box.

14. Tab to "Chart" and enter the relevant Sub Ledger code, Part 1, Part 2, Part 3 and Part 4 (ref to step 8)

15. f you wish to add more lines, repeat from step 9
    Note: If you need to delete a line, simply click in any field of the line you wish to delete and click the "Delete" button on the right hand side and choose Yes.

16. Once all items have been correctly filled in, click the OK button and the screen will revert back to the original window. Note: The transaction status changes from unverified to verified and you will not see the transaction unless you have a tick in the "Verified" box.

How to select an Assigned Authority

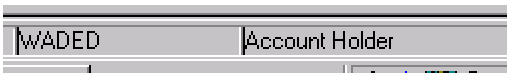
Upon request the Company Controller will assign an Admin Centre Controller ‘Account Holder’ rights for a nominated cardholder within their Admin Centre. Only Account Holder access will allow you to:

- Unlink (unverify)
- Dispute
- Cancel a dispute
- Resolve a transaction

1. Select Authority, then Assigned Authorities to open your Authority List box.

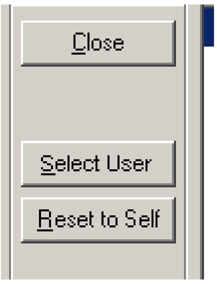
2. Double click on the relevant Account Holder name assigned to you by the FlexiPurchase Controller from your Authority List

3. Look at bottom R/H corner to confirm the relevant Cardholders User ID name and that the Authority level is ‘Account Holder’



4. With Account Holder access, you have 3 additional buttons in the Transactions window
Note: The Unlink button will only highlight when you highlight a verified transaction.
(Refer to ‘How to Un-Verify (Unlink) a Transaction)

5. To return to Admin Centre Controller authority, follow step 1 and click on the ‘Reset to Self’ button.

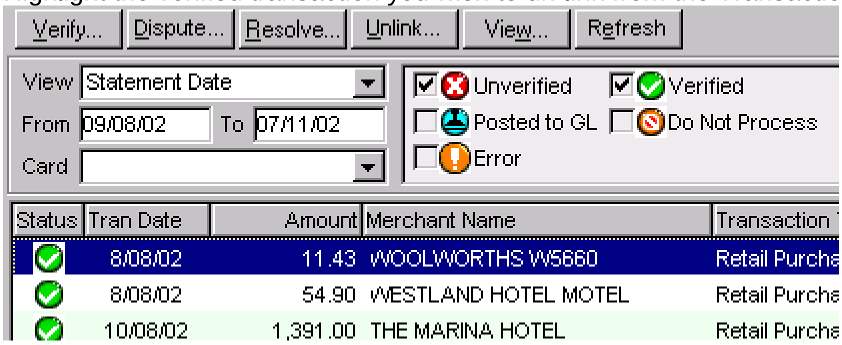


How to Un-Verify (Unlink) a Transaction

You can un-verify a verified transaction that has not been exported to the Finance 1 General Ledger System. This procedure will change the status from verified to unverified.

Only Account Holder access will allow you to unlink a verified transaction. Upon request the Company Controller will assign the Admin Centre Controller 'Account Holder' rights for a nominated cardholder within their Admin Centre. Refer to 'How to select an assigned authority'.

1. Highlight the verified transaction you wish to un-link from the Transaction Window



2. Click on the 'Unlink' button

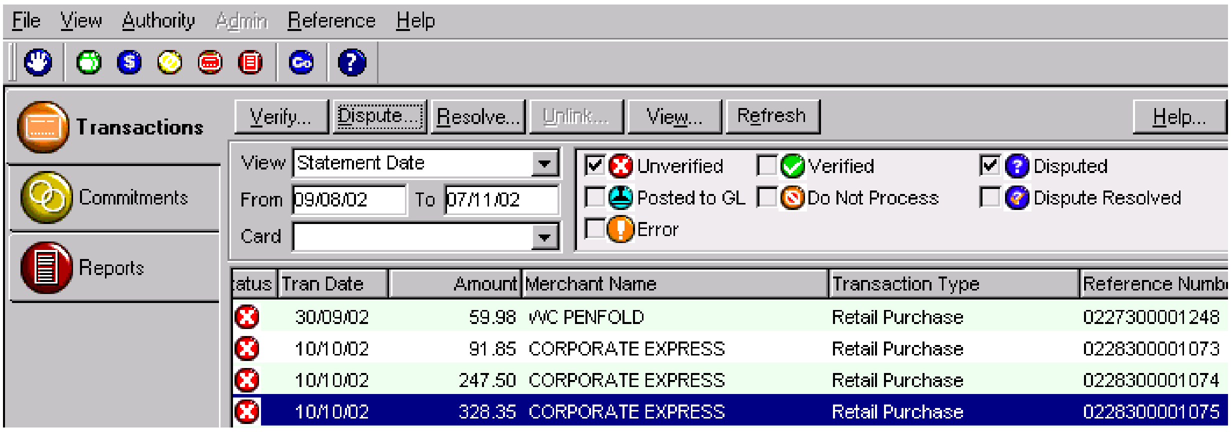
3. Click Yes. Note: If you click No, FlexiPurchase does not change the status of the transaction

4. Click OK

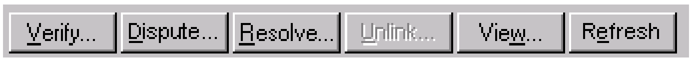
How to Dispute a Transaction

Only Account Holder access will allow you to dispute a transaction. Upon request the Company Controller will assign the Admin Centre Controller 'Account Holder' rights for a nominated cardholder within their Admin Centre. Refer to 'How to select an assigned authority'.

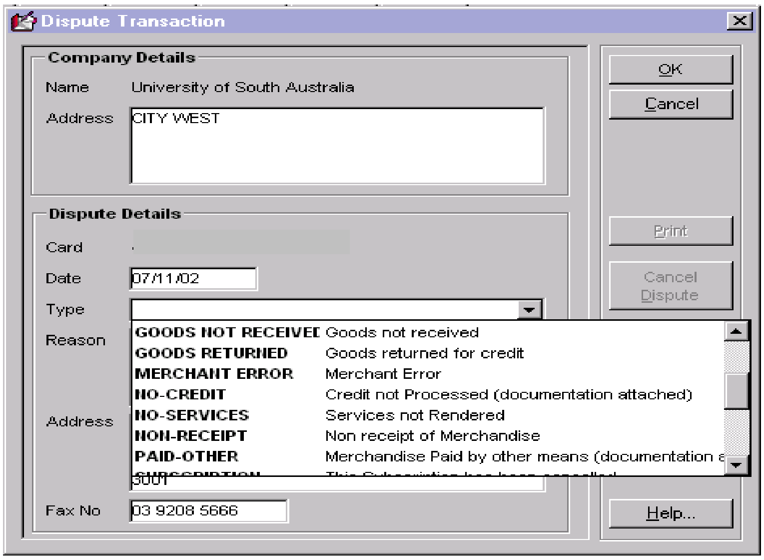
1. Highlight the transaction you wish to dispute from the Transaction Window



2. Click on the 'Dispute' button to open the Dispute Transaction Window



3. Click in the 'Type' field and select the most appropriate dispute type from the drop down list



4. Click in or tab to the 'Reason' field and type in specific reason information as to why the transaction is being disputed.

5. Once you are satisfied that all the information is correct, click on the OK button and FlexiPurchase will display a message asking if the Dispute fax is ready to be printed.

6. Click OK to print the dispute letter, which must be signed by the cardholder and faxed to the bank if not resolved with the merchant.

7. Click OK again to return to the Transaction window.

How to Cancel a Disputed Transaction

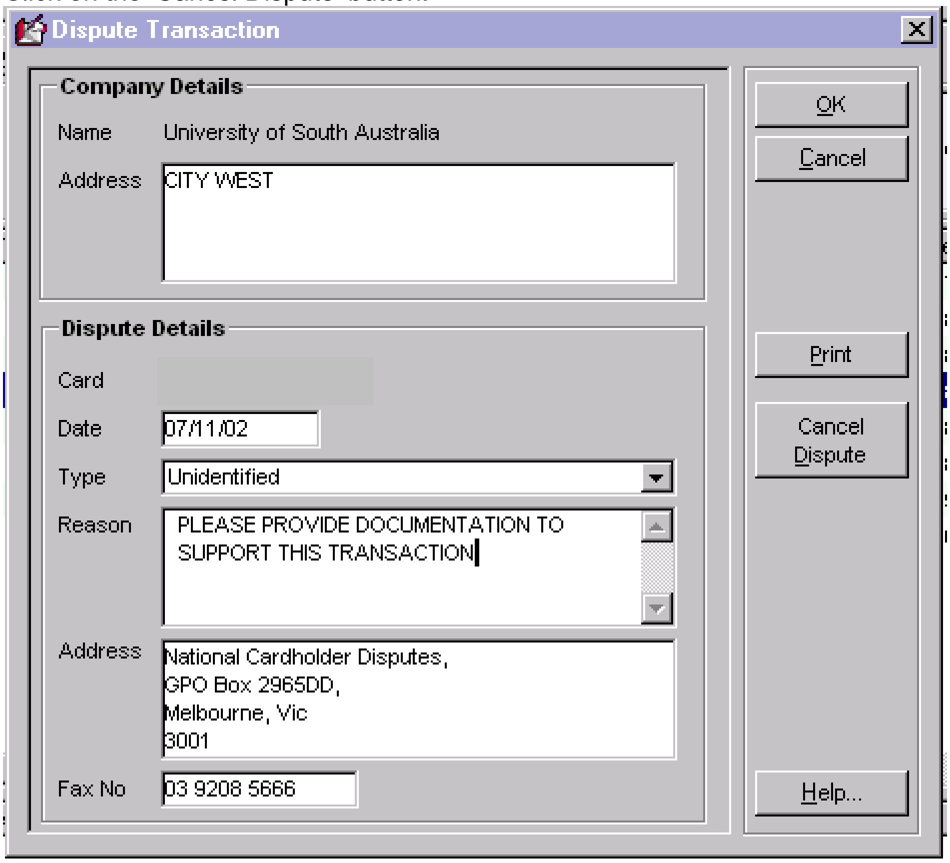
Canceling a transaction is necessary after the bank has investigated the dispute and finds in favor of the merchant. The transaction needs to be returned to a status of unverified and then processed to a verified status.

Only Account Holder access will allow you to cancel a disputed transaction. Upon request the Company Controller will assign the Admin Centre Controller 'Account Holder' rights for a nominated cardholder within their Admin Centre. Refer to 'How to select an assigned authority'.

1. Highlight the disputed transaction from the Transaction Window.

2. Click on the 'Dispute' button to open the Dispute Transaction window.

3. Click on the 'Cancel Dispute' button.



4. FlexiPurchase prompts you by asking if you want to cancel the dispute and return the status of the transaction back to unverified.

5. Click Yes. Note: If you click No, FlexiPurchase does not change the status of the disputed transaction.

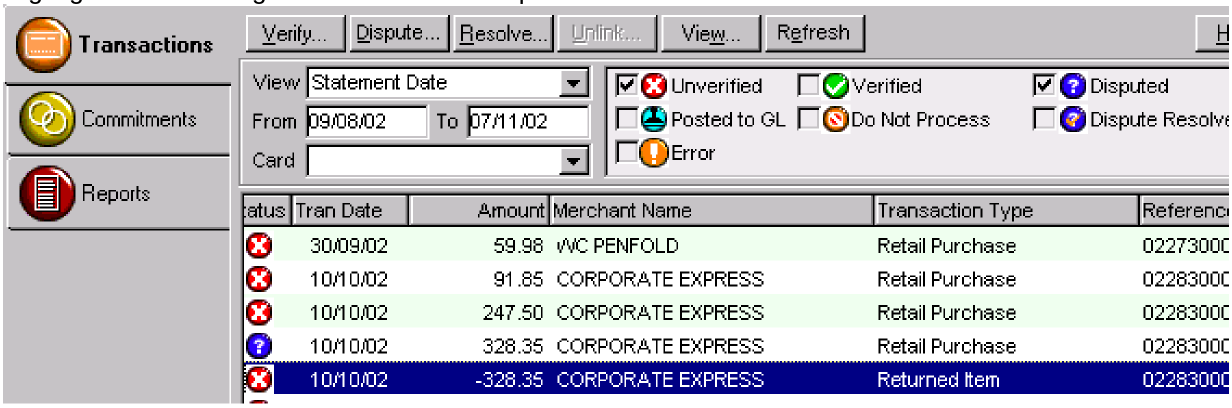
6. Click OK

How to Resolve a Disputed Transaction

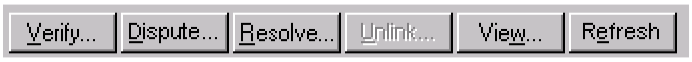
When a disputed transaction is found in favour of the Cardholder, the bank issues a reversing transaction equal in amount to the disputed transaction. The transaction is then resolved by the FlexiPurchase Controller, Admin Centre Controller or Account Holder with on-line access to cancel out the disputed transaction. Unlike a verified transaction, a dispute resolved transaction would not be exported to the Finance 1 General Ledger.

Only Account Holder access will allow you to resolve a disputed transaction. Upon request the Company Controller will assign the Admin Centre Controller 'Account Holder' rights for a nominated cardholder within their Admin Centre. Refer to 'How to select an assigned authority'.

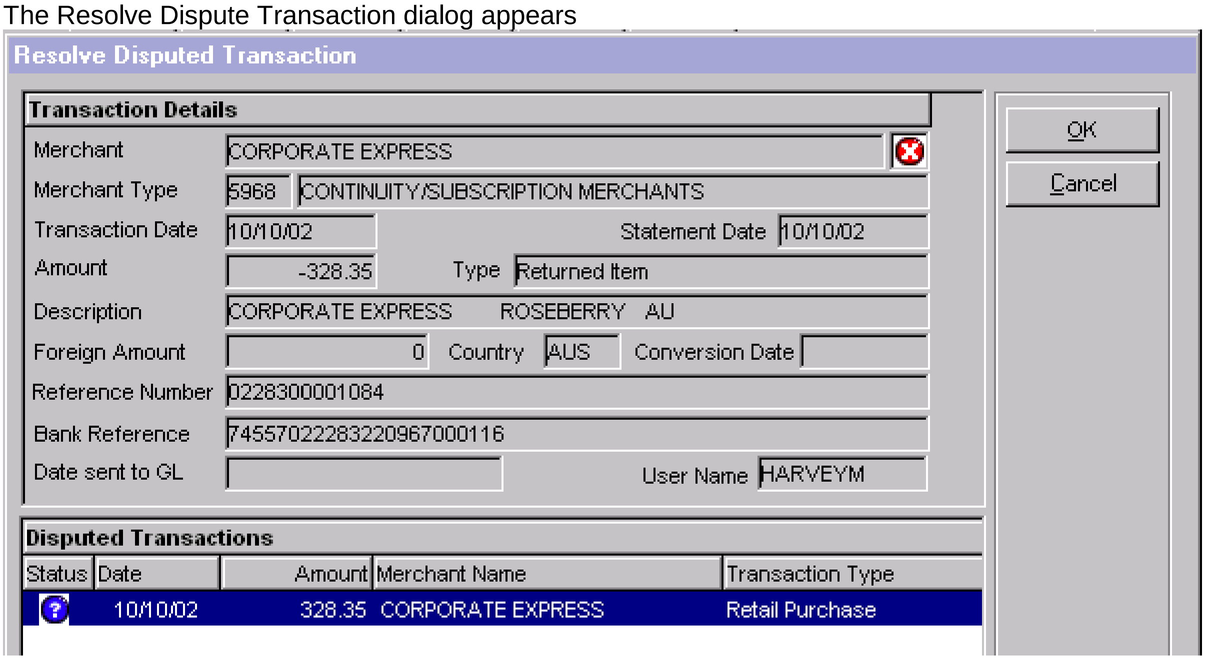
1. Highlight the reversing transaction to the disputed transaction from the Transaction Window.



2. Click on the 'Resolve' button



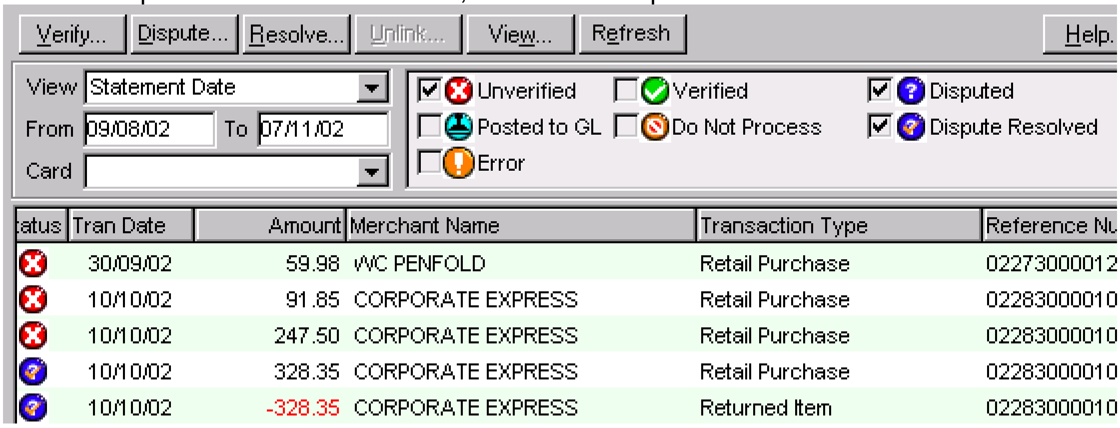
3. The Resolve Dispute Transaction dialog appears



4. Select the disputed transaction matching the reversing transaction at the bottom of the Resolve Dispute Transaction dialog.

5. Click OK. FlexiPurchase changes the status of the disputed transaction to Dispute Resolved, and retains the transaction. They are not passed to the Finance 1 General Ledger system.

6. To view Dispute Resolved transactions, click in the ‘Dispute Resolve’ filter box and click on Refresh



How to Print a Transaction Report

1. Click on the "Reports" window button.

2. Highlight "Transaction By User" found under Account Holder Management.

3. Click on the "Cycle Date" drop down box and highlight the correct cycle date or change the "Date From" & "Date To" fields if required.

4. Click in the "User" box and highlight the cardholder User ID.

5. Click on the "Report" button (top left) and the screen will display a Print Preview of all your FlexiPurchase transactions (you will have to zoom up to 100% to see this).

6. Click on the "Print" button to print the report. Sign and attach all relevant documentation.

7. Have the transactions report authorised by your supervisor.

8. Return all authorised documentation including original tax invoices/receipts to your Admin Centre Controller for filing.

Most Commonly used Reports

1. **Transaction by User** (4th green icon from bottom)
   Cardholder statements.

2. **Accounts Credit Limit** (1st green icon from top)
   Shows remaining credit left for the months spending. Note: You must make allowances for any recent purchases that do not appear on the report.

3. **Account List** (1st blue icon from top)
   Cardholders Default Cost Centre, transaction & monthly credit limit, expiry date.

4. **Unverified transactions** (2nd blue icon from bottom – not summary)
   Note: Each month, an interest charge will be debited to the cardholders default cost centre for transactions outstanding 90 days or more.

5. **Audit Trail** (1st brown icon from top)
   Shows dates of when each transaction was imported, verified, disputed and posted.

Tax Invoices/Receipts

For purchases in Australia, the card should only be used with suppliers that have an ABN and who can provide a tax invoice/receipt.

Tax receipts must be collected for all purchases made in Australia over $55.
Tax receipts must contain all of the following:

- Suppliers name
- Australian Business Number (ABN)
- Company address
- Date of transaction
- Brief description of goods or services
- Words tax invoice/receipt
- GST inclusive price

Lost tax invoices/receipts
Purchases up to $82.50 - Record on the FlexiPurchase statement that the documentation has been lost/mislaid. Code GST (T) for Australian taxable items and GST (N) for overseas purchases.

Purchases over $82.50 - If the cardholder is unable to obtain a copy from the merchant, a statutory declaration must be completed as supporting documentation. Code GST (N).

Hospitality/Entertainment Expenses

FBT Coding
A guideline table (refer web link below) has been provided to assist you to determine whether the food or drink provided in a given circumstance constitutes meal entertainment. A column has been included to indicate whether each of the examples shown is a reportable fringe benefit or not. http://www.unisa.edu.au/fin/tax/fbt/EntertainmentGuide.doc
The FS71 Entertainment Expenditure form can also be used as a guide.

FBT does not apply to food and drink that is consumed by an employee whilst travelling away from home for University business that is intrastate, interstate or international where it does not include entertainment. Use the appropriate travel item codes 1701, 1702 or 1801 in this instance.

If the employee dines with a client whilst travelling away from home for University business that is intrastate, interstate or international split the total amount between item code 2974 for the client and the appropriate travel item code 1701, 1702 or 1801 for the employee portion.

FBT applies if the employee is not travelling and dines of the Uni Premises with a client. Split the total amount between 2974 for the client portion and 2973 for the employee portion.
Note: Names of attendees should be recorded on the FS71 or receipt.

Contact Kristian Thoroughgood on 8302 1922 or email kristian.thoroughgood@unisa.edu.au for FBT & GST enquiries.

Credit Card Procedures

Visit this site to view the University's credit card procedures:
http://www-p.unisa.edu.au/fin/policies/creditcard.pdf