**Transcript**

Here’s how to code your transactions in NAB FlexiPurchase.

Start by opening the expenses tab on the top left, which takes you to the to do list of transactions to be coded.

Select one of them to bring up the coding window.

Click on ‘Select Spend Wizard’ and choose the category that best describes the transaction.

To allocate the amount, click inside the box next to the relevant expense type and select ‘Allocate remaining balance’.

Click ‘Next’ and the correct code will be applied automatically.

Next, you’ll add your receipt image.

Click ‘Link receipt’ and select ‘Image Library’. That’s where you’ll find all the receipts you’ve uploaded to FlexiPurchase, whether by email or the app.

Select the correct receipt image and link it to the transaction.

Add a short description of the expense, click complete and you’re done!

The transaction will move from the to do list to pending approval if approval is required or to completed if not.

To view those, just click on ‘To do’ and select the relevant list.