

FlexiPurchase

Expense management

FlexiPurchase app – getting started

From receipt capture and coding, to approvals and reconciliation, the FlexiPurchase app makes it simple for you to complete all your expense tasks on the move.

Download the app

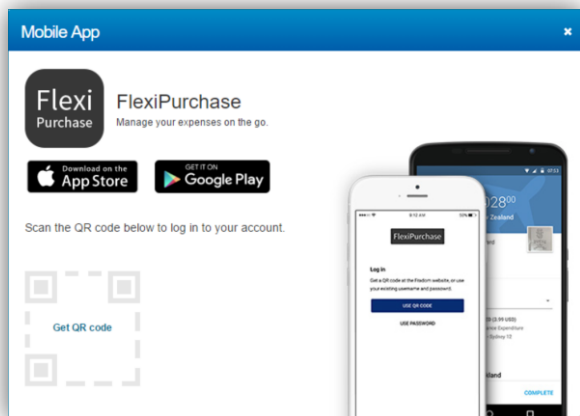
The FlexiPurchase app is available for both Apple and Android devices. Download it by searching 'Freedom'.



Log in

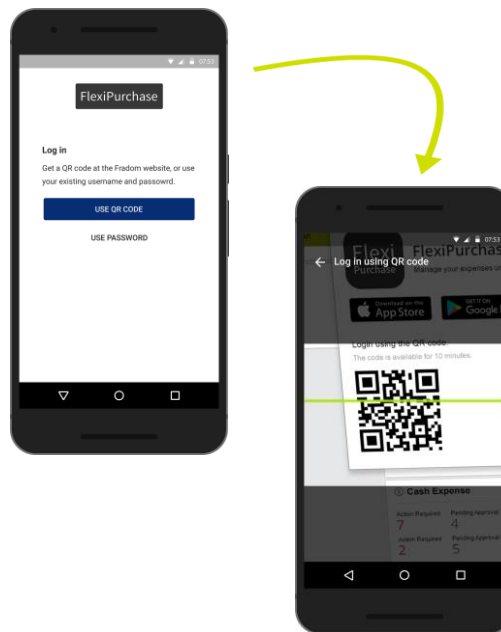
The first time you log in to the FlexiPurchase app you will be asked to register it against your profile. Follow these 3 easy steps:

- 1 Log into the FlexiPurchase website on your desktop, open the user settings menu and select 'Mobile App'



- 2 Click 'Get QR Code' to generate your unique account barcode.

- 3 Launch the FlexiPurchase app on your mobile device and select 'Use QR Code' to scan the code generated on the website.



Already know your username and password?

If you usually log in to the FlexiPurchase website with your username and password you can select 'Use Password' when you launch the app to skip the process above.

Create a PIN

We recommend creating a PIN for your device so you can log in to the FlexiPurchase app quickly next time.

Your PIN needs to be 5 digits long and cannot contain repetitive or consecutive numbers. Your PIN can be managed from within the settings menu in the app

Manage your devices

You can log into the FlexiPurchase app on multiple supported devices, each will be registered under your user settings menu so you can manage the devices you want to grant access to.

To view and manage your devices select the User Settings menu > Personal Settings > Mobile Devices

Device name	Registration date	Last login date	
YES OPTUS HUAWEI Che2-L12	06 Sep 2016	06 Sep 2016 03:18:58	Remove
Telstra Mobile LGE Nexus 5	06 Sep 2016	-	Remove

Working with your expenses in the app

Expense Listing

Expense Details

Select the Menu icon to access more features

Search or filter to quickly work with your expenses

Use the icons to easily identify your type of spend

Key information at a glance

Snap receipt photos quickly and easily

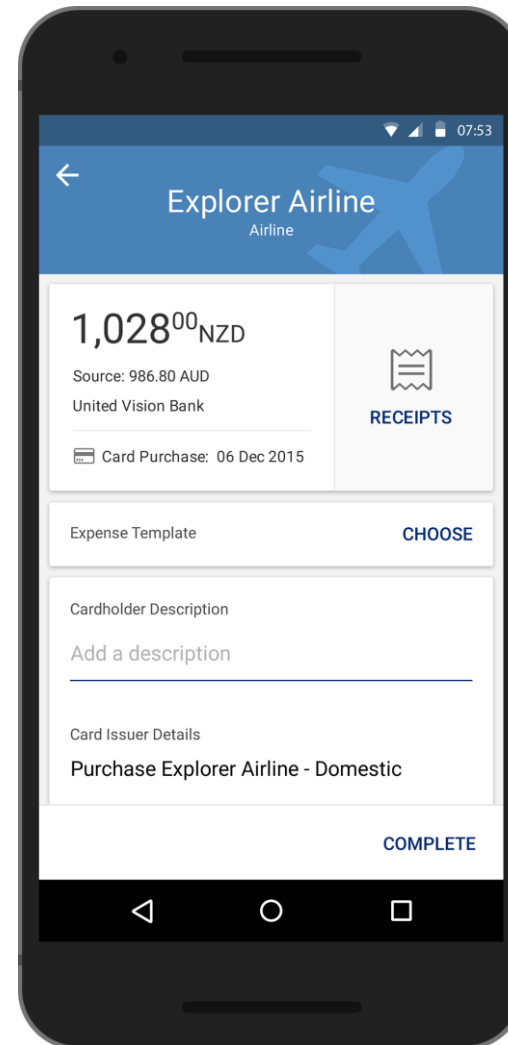
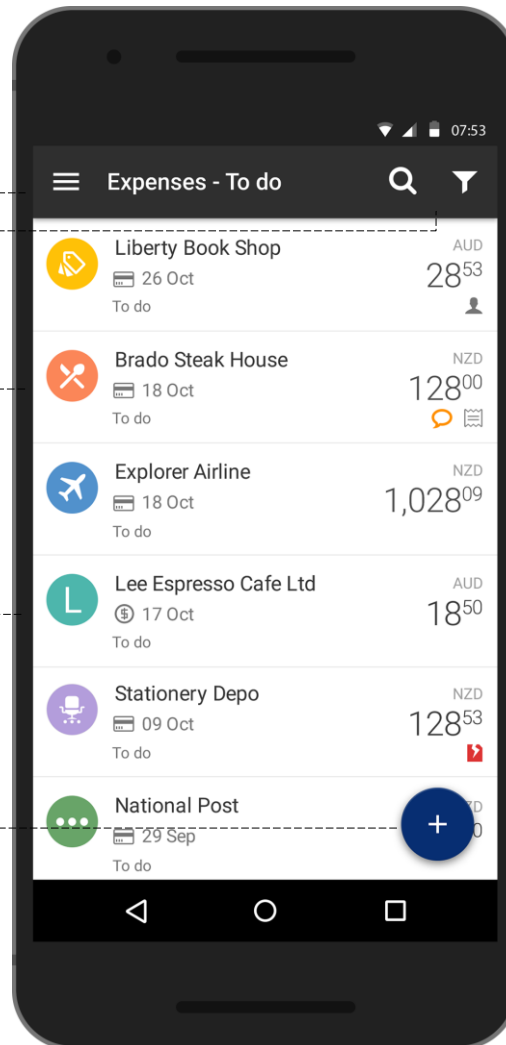
Quickly see key expense information

Link receipts from your image library, device gallery, or snap a photo

Apply an expense template for one-click coding.

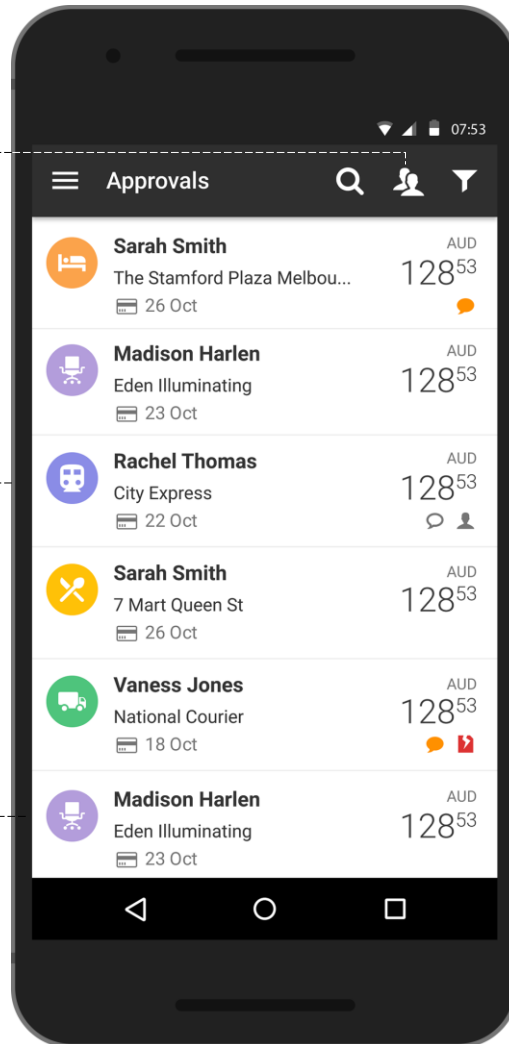
Note: If Spend Wizards are mandatory for your company you will not see this option.

Complete your expense on the move!



Approving expenses in the app

Approval Listing

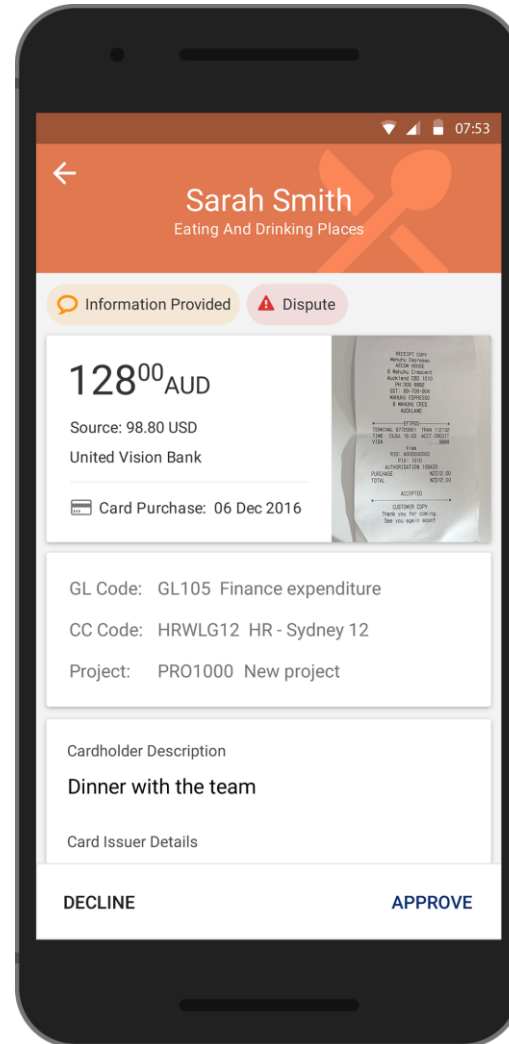


Search for expenses, or use the filter options to quickly work with your approvals

Merchant category group icons identify where spend occurred

Key expense information at a glance

Approval Details



Key expense information at a glance

View receipt to confirm expense is within company policy

View and confirm correct coding has been applied

Approve and Decline expenses on the move!