Fraedom Approval Guide

Updated March 2020

Contents

Expectations of Approvers

• Ensuring card holders comply with the procedures

• Transactions are legitimate and for University purposes

• No personal expenses

• Transactions are not split to avoid credit/transaction limits

• Transactions are coded correctly, including GST and FBT requirements

• Documentation attached is correct (the right tax receipt or lost receipt form).

> – OCR module should assist here if the App is used for Image Capture

A key thing to remember is that the money is already spent!

Approving - In Practical Terms

• Not every transaction needs to be looked at in-depth, just make sure they appear reasonable.

• Look at a random sample of transactions and spend more time on the ones that don't fit normal spend/card holders transaction patterns.

• Check that GST is coded correctly, especially for transactions that may have FBT implications or Duty Tax.

• If the expense is for Gift Cards, or gifts for staff, are the appropriate approvals attached/mentioned in the expense description? If not, query the transaction.

• Clear out transactions requiring approval regularly, rather than waiting and doing them all in bulk.

• You'll get weekly emails from Fraedom advising you of actions.

Things to look out for

• Split transactions – multiple transactions to the same vendor on the same day or over a

short period of time. This could be someone trying to get around their transaction limit

and should be queried.

• Transactions from unusual places or at unusual times – such as bottle shops and

weekend transactions.

• Transactions that don't fit the cardholders spend pattern – if someone usually buys

coffee and parking, and then suddenly, they're spending money on something

obscure.

• Interstate or overseas transactions when the cardholder hasn't been travelling.

• High value transactions.

• Anything that looks unusual.

Tax receipts – what is an acceptable receipt?

A tax receipt needs to show the following information:

- Name of supplier
- GST clearly shown
- Amount
- Tax invoice/receipt

Examples of acceptable receipts:

What is not an acceptable tax receipt?

Merchant transaction slips that only show a transaction has been paid by EFTPOS.

• Not enough information.

• Not a tax invoice/receipt.

Approval Guide - Desktop

1. Go to Approval tab in Fraedom.
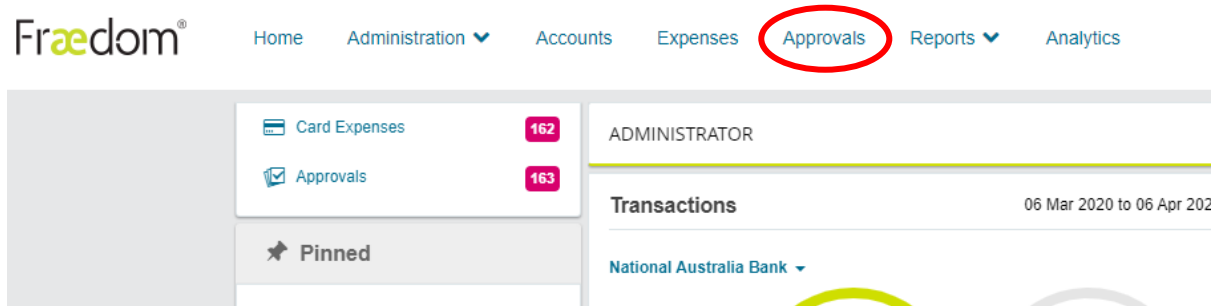
2. This will bring up a list of all transactions that need to be approved, broken down into each cardholder.
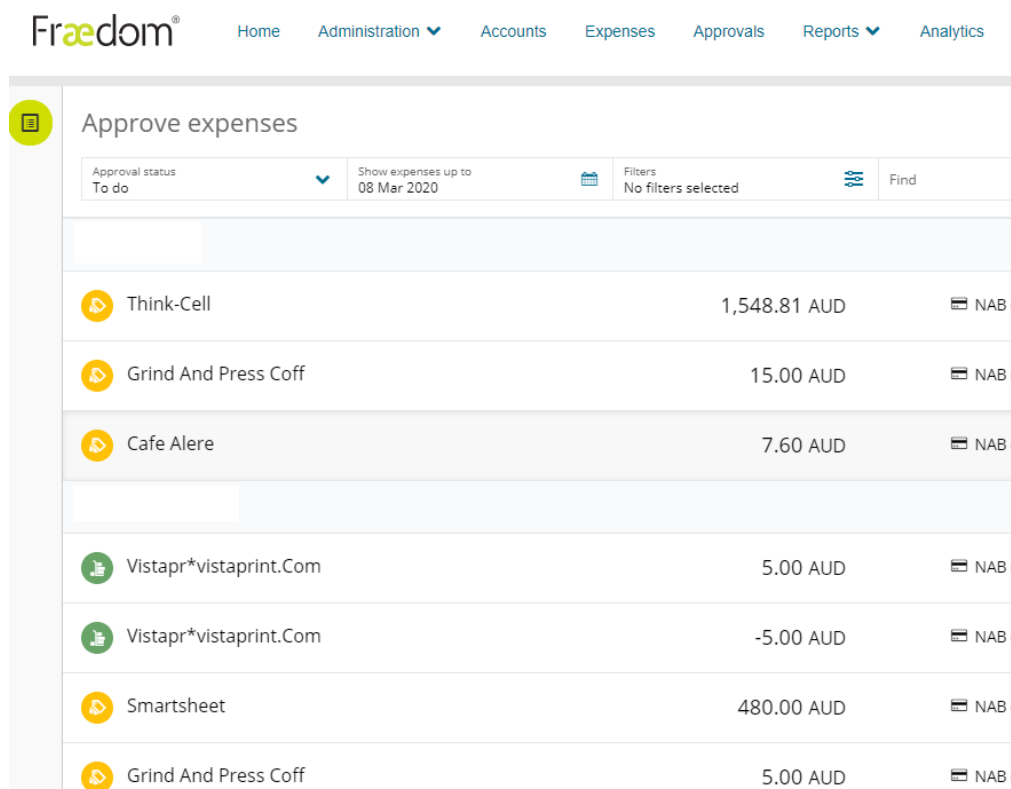
3. Click on a transaction to bring up the approval screen on the right.

4. Open the receipt by clicking on the image in the top right so that it can be checked against the transaction details in Fraedom.

5. The coding can be checked here:

6. If there are any policy flags against the transaction, they will show in the approval screen. Currently, only transactions coded as Personal Purchases will flag, however more policies are coming soon. If a transaction shows a Personal Purchase flag, make sure the receipt for the repayment is attached to the transaction.

Tax code	0% GST	CC/Project	01.556.40962	NT RHMT	
Tax amount	0.00 AUD				

Policy alerts

> ☑ Personal Purchase

Approval rules

> 👤 Authoriser Approval   📑 Approval required   ...

Approve   Options

7. If the transaction needs to be returned to the card holder for more information (e.g. if a personal purchase doesn't have the repayment receipt, or if a description is not sufficient), the transaction can be queried directly in the Approval screen.
Click on the three dots next to 'Approval Required.

Amount	59.01 AUD	Expense Code	2022	Travel Expenditure- domestic o
Tax code	10% GST	CC/Project	01.032.01518	Finance & Procurement Services
Tax amount	5.36 AUD			

Approval rules

> 👤 Authoriser Approval   📑 Approval required   ...

Approve   Options

8. Select 'Query'.

Amount	59.01 AUD	Expense Code	2022	Travel Expenditure- domestic o
Tax code	10% GST	CC/Project	01.032.01518	Finance & Procurement Services
Tax amount	5.36 AUD			

Approve

Query

Decline

Reset rule

Approval rules

> 👥 Authoriser Approval   📇 Approval required   ···

9. Enter the query in the comment box and click 'Send'. This will send the transaction back to the card holder for more information. Once they have responded to the query, the transaction will come back for approval.

Approval rules

∨ ⚹ Authoriser Approval Amount greater than 0 > Transaction Type	📇 Approval required · · ·
Approvers: 📇 Richard Porter	
No comments added	
Ask a question or add a comment	Send

Approve   Options

10. Once you're happy with the transaction, click the 'Approve' button down the bottom, or click the three dots and choose 'Approve'.

Domestic Travel - Car Hire/Taxis

Amount	59.01 AUD	Expense Code	2022
Tax code	10% GST	CC/Project	01.032
Tax amount	5.36 AUD		

Approval rules

> ⚹ Authoriser Approval

Approve

Approval Guide – App

1. When you open the app and log in, the first page you see should be the 'approvals' page. If it is not, click on the three lines in the top left ☰ and then choose 'Approvals'.

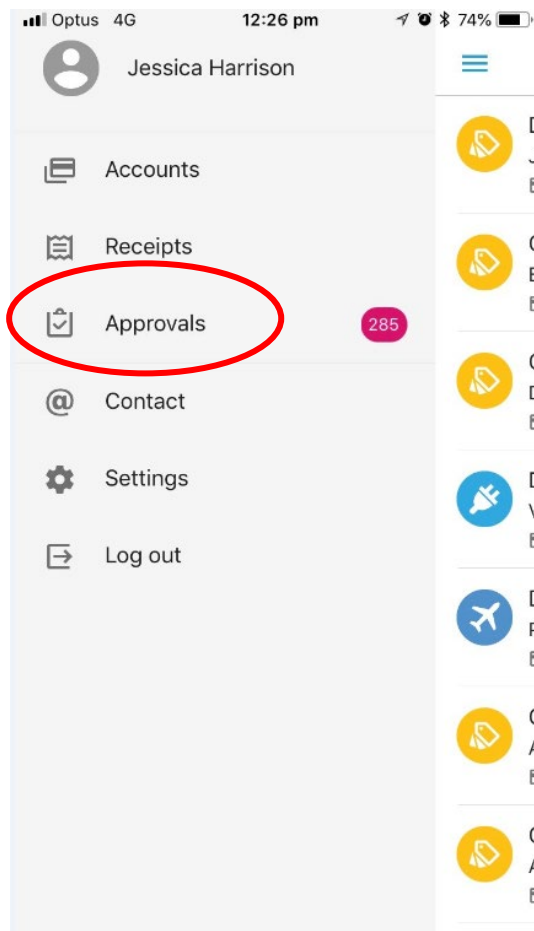2. You will then see a list of all transactions sitting with you for approval. Click on any one of these transactions to see more information about it (receipt image, coding etc.).

3. You can see all the information about the transaction in this screen:

Amount of transaction

Receipt

Coding

GST

Description of expense

4. You can enter a comment in the field at the bottom of the screen and click send. This will send the transaction back to the cardholder pending more information.

5. The query will show up down the bottom of your screen, and it will stay in your queue until approved.

domestic o

Tax code: 10% GST

Merchant Details
Purchase Skybus Coach Service

Expense Description
Sky bus to get from ShineWing office in
Melbourne city to the Airport

Approval rule

Authoriser Approval

07 Sep 2018

Travelling alone or multiple?

Comment   Send

                                          Approve

6. When you're happy with the transaction, click the 'Approve' button down the bottom.

Optus 4G   12:27 pm   74%

< Approvals

Meals, Entertainment, Conferences   View
13.80 AUD Allocated
Amount incl: 13.80 AUD

Spend Wizard: Meals,
                  Entertainment,
                  Conferences -
                  Catering/Light
                  Meals

CC/Project: 01.341.42389   NCGRT Schultz
                                  Beq Operating

Expense Code: 2051   Light Meals/
                                  Snacks (Non:FBT)

Tax code: 10% GST

Merchant Details
Purchase Dulwich Bakery

Expense Description
Research Meeting with Inside Infrastructure

Approval rule

Authoriser Approval

Comment   Send

                                          Approve

Contacts

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