

Fraedom[®]

Fraedom Approval Guide

Updated March 2020

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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:

QANTAS
E-Ticket Itinerary, Receipt and Tax Invoice

Your Booking Reference

Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. You must bring it with you to the airport for check-in, and it is recommended you retain a copy for your records.
- Each passenger traveling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total*
[REDACTED]	[REDACTED]	[REDACTED]	08 Aug 18	402.94
Ticket Total for all passengers*				402.94

*Amounts are displayed in AUD (AUD)

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Payment Details

Date	Payment Type	Reference	Amount*
08 Aug 18	Visa	XXXX-XXXX-XXXX-6653	402.94

This may appear as multiple transactions on your credit card statement.

Your Receipt Details

Ticket Charges	Charges	GST	Total*
Total	361.96		
Card Payment Fee	4.45		
Total Amount Payable*	366.41	36.53	402.94

*Includes Taxes/Fees/Carrier Charges

Tax Information

GST is included for taxable sales
GST Paid 36.53

Issued by
Qantas Airways on 08 Aug 18

Flying With Us

Before Check-in

- Ensure that each passenger carries a printed copy of this document when traveling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

Getting Away On Time

- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.

Check-in

- Visit qantas.com/checkout to choose the check-in option best for you.

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available at qantas.com

funk
COFFEE+FOOD

ABN: 61 987 057 341
Funk Coffee + Food
6 WAB Eastern Promenade Teravancy E21
Clovelly Park SA 5042
PH: 08 8374 2882

TAX INVOICE

#014563 61 Tonsley Store 30/07/18 11:20:40

11

PICCOLO LATTE*	\$3.90
FLAT WHITE*	\$3.90
-> DINE IN CUP	
TOTAL	\$7.80
GST Subtotal	\$7.80
GST Amount	\$0.71
EFTPOS	\$7.80


tonsley@funkcoffeeandfood.com.au

TAX INVOICE
Adelaide Airport

Receipt 057123
Casual Parking Ticket
Long Term Car Park
078659

Entry: 06/08/18 05:04
Payment: 08/08/18 16:46
(GST) \$66.00
PaymentMID *49872
TERM *****6383
08/08/18 16:47
TRAN 032863
CARD3536
NAB Visa Credit
ICC

PURCHASE
AID A000000031010
PAN SEQ 00
AUTH CODE 516907
AMOUNT \$66.00
TOTAL \$66.00
(00) APPROVED

Net total \$60.00
GST 10% \$6.00

98FAC0E6 - 1/1

365
NIF: B66573221
C/. VALENCIA, 227
BARCELONA - 08007
Tel. 93 252 99 04

Atas Per : KATHERIN viernes 06-07-18 07:14

Factura simplificada N: 352,044

Quantitat	Article	Import
1.00	Cafe con leche	1.25 €
1.00	Ueso zuro coco-mango 2	1.50 €
1.00	Cañita Cabello H.	0.70 €
1.00	croissant multicereales	0.80 €
Total :		4.25 €

Detall Iva

Base Iva	Iva	Import
3.86 €	10%	0.39 €
		4.25 €

!! Pagar amb Targeta !!

Si desitja connectar-se a la WIFI de la tenda el PIN és:
***** PIN WIFI: SDQKDO <*****

Gràcies per la seva compra.

abode

ROOM NO: 67
ARRIVAL: 15/07/18
DEPARTURE: 21/07/18
CASHIER: 10307
TA REC LOCATOR: BOC-1360704506
INVOICE DATE: 21/07/18
CONFIRMATION NO: 455978

TAX INVOICE 7678 PAGE (5) 1 of 1

DATE	DESCRIPTION	REFERENCE	DEBIT	CREDIT
14/07/18	Deposit Transfer at Check In			15.00
14/07/18	CC Surcharge		15.00	
15/07/18	Deposit Transfer at Check In			1,154.00
15/07/18	Accommodation		149.00	
16/07/18	Accommodation		219.00	
17/07/18	Accommodation		219.00	
18/07/18	Accommodation		219.00	
19/07/18	Accommodation		199.00	
20/07/18	Accommodation		149.00	
TOTAL			1,169.00	1,169.00
TOTAL CHARGES			1,169.00	
TOTAL INCLUDES GST			106.28	
BALANCE			0.00	GST INCLUDED

I agree that I am personally liable for the payment of the foregoing statement and if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joined and several with such person, company or association.

GUEST SIGNATURE _____ * INDICATES NON-TAXABLE SUPPLY

Please make payment to:
Account Name: Abode The Apartment Hotel Narrabundah Pty Ltd ATF Abode Narrabundah Unit Trust
Bank: Commonwealth Bank of Australia
BSB No: 062 900
Account No: 1090 6453
Abode Narrabundah
ABN: 62 636 246 307
61 Jerrabomberra Avenue NARRABUNDAH ACT 2604
PO Box 4519 KINGSTON ACT 2604
Phone: 02 6130 0650, 1300 1 ABODE (12633)
Email: reservations@abodehotels.com.au

What is not an acceptable tax receipt?

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

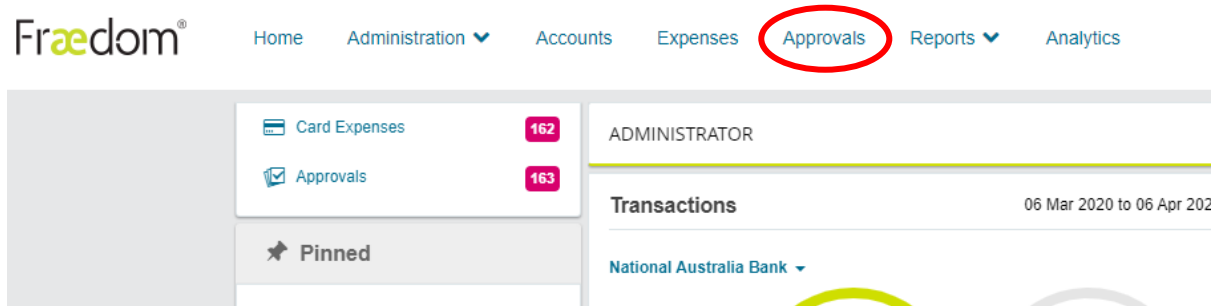
- Not enough information.
- Not a tax invoice/receipt.



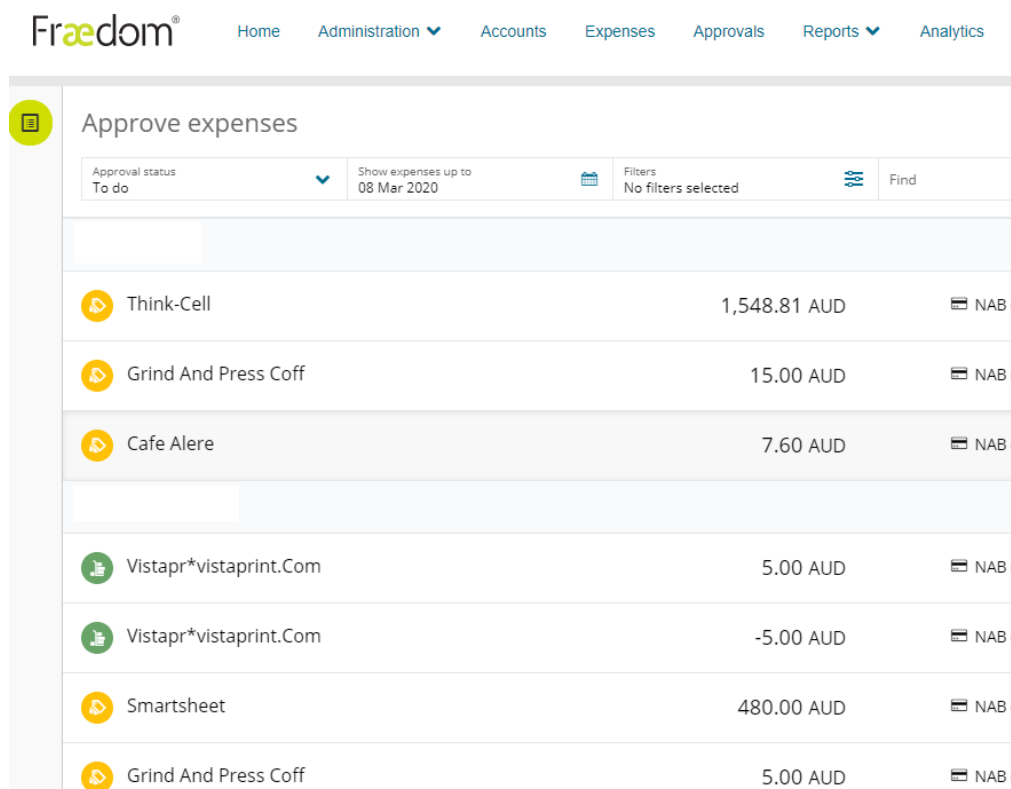
ANZ
ANZ CUSTOMER COPY
FUNK COFFEE & FOOD -
FUNK COFFEE AND FOOD
CLOVELLY PARK SA 584
TERMINAL ID 08185239701
VISA <C> CR
7764
PLR ALD \$7.80
NAB Visa Credit
AID A0000000031010
TUR 0000000000
APSN 00 P00007 ATC 0028
APPROVED AUTH 325405
STAN 049843
30/07/18 11:20
THANK YOU
FOR YOUR CUSTOM
PLEASE RETAIN FOR YOUR RECORD

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.

The screenshot shows the 'Approve expenses' interface. On the left, a list of transactions is displayed with columns for merchant name, date, and amount. The 'Uber *trip' transaction is highlighted. On the right, a detailed view of this transaction is shown, including merchant details, expense description, coding, and approval rules.




Merchant	Date	Amount
Uber *trip	30 Dec 2019	11.70 AUD

Transaction Details:
 Amount: 11.70 AUD, Date: 30 Dec 2019, Issuer: NAB, Type: Purchase, Merchant category group: Transport.
 Expense Description: Personal Uber Fare accidentally booked to Uni card. Reversed to personal card - credit following.
 Coding: Domestic Travel - Car Hire/Taxis.
 Approval rules: Authoriser Approval, Approval required.

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.

This screenshot shows the Uber receipt overlaid on the Fraedom transaction details. The receipt includes the text 'Thanks for riding, We hope you enjoyed your ride this morning.' and 'Total A\$11.70 Tue, Dec 31, 2019'. A red circle highlights a small receipt image in the top right of the transaction details panel, which is the one to be clicked to open the full receipt.

5. The coding can be checked here:

Workflow	Additional information															
<p>Merchant Details Purchase Uber *trip</p> <p>Expense Description Personal Uber Fare accidentally booked to Uni card. Reversed to personal card - credit following</p>																
<p>Coding</p> <div style="border: 2px solid red; padding: 10px;"><p>Domestic Travel - Car Hire/Taxis Domestic Travel</p><table><tr><td>Amount</td><td>11.70 AUD</td><td>Expense Code</td><td>2022</td><td>Travel Expenditure- domestic o</td></tr><tr><td>Tax code</td><td>10% GST</td><td>CC/Project</td><td>01.032.01518</td><td>Finance & Procurement Services</td></tr><tr><td>Tax amount</td><td>1.06 AUD</td><td></td><td></td><td></td></tr></table></div>		Amount	11.70 AUD	Expense Code	2022	Travel Expenditure- domestic o	Tax code	10% GST	CC/Project	01.032.01518	Finance & Procurement Services	Tax amount	1.06 AUD			
Amount	11.70 AUD	Expense Code	2022	Travel Expenditure- domestic o												
Tax code	10% GST	CC/Project	01.032.01518	Finance & Procurement Services												
Tax amount	1.06 AUD															
<p>Approval rules</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>>  Authoriser Approval  Approval required ...</p></div>																

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			

Approval rules

> Authoriser Approval

Approval required

- Approve
- Query
- Decline
- Reset rule

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		

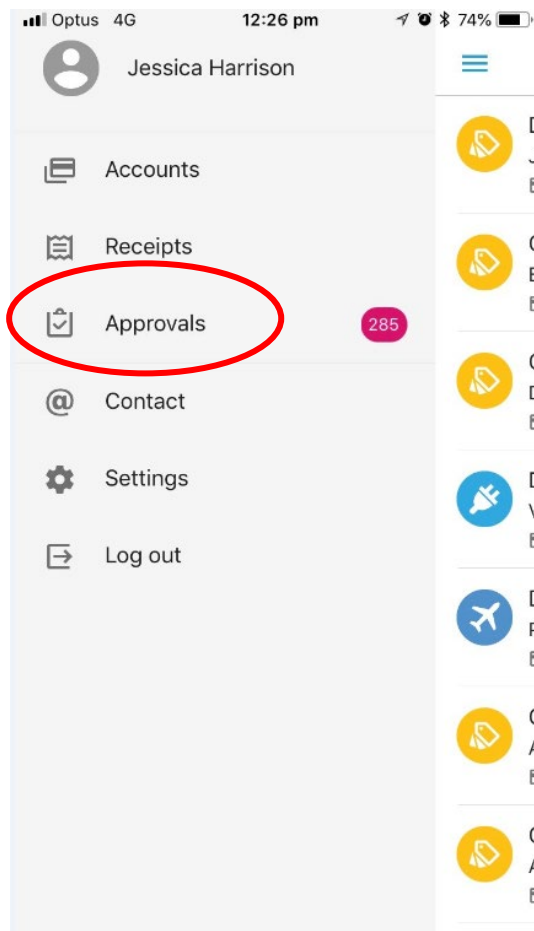
Approval rules

> 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.).

Merchant	Date	Amount (AUD)
Jbhifi.Com.Au	11 Apr 2018	139 ⁰⁰
Better World Arts	05 May 2018	59 ⁸⁰
Dulwich Bakery	08 May 2018	13 ⁸⁰
Virgin Mobile H/o	14 May 2018	19 ⁰⁰
Pelican Airlines Pty	14 May 2018	458 ⁵⁴
Aroma Cafe	18 May 2018	28 ⁵⁰
Apple Itunes Store	24 May 2018	1 ⁴⁹

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

The screenshot displays a mobile application interface for transaction approvals. The top status bar shows 'Optus 4G', '12:26 pm', and '74%' battery. The app header is 'Approvals' with a back arrow. The transaction is categorized as 'Retail' with a redacted name. The amount is '1380 AUD' from 'National Australia Bank', purchased on '08 May 2018'. A receipt image is shown. The 'Coding' section includes 'Spend Wizard: Meals, Entertainment, Conferences' and 'Amount incl: 13.80 AUD'. The 'CC/Project' is '01.341.42389 NCGRT Schultz Beq Operating' and the 'Expense Code' is '2051 Light Meals/Service (Non-FRT)'. The 'Tax code' is '10% GST'. The 'Merchant Details' are 'Purchase Dulwich Bakery'. The 'Expense Description' is 'Research Meeting with Inside Infrastructure'. There is an 'Approval rule' section for 'Authoriser Approval' and a 'Comment' field with a 'Send' button. An 'Approve' button is at the bottom.

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.

The screenshot shows a mobile application interface for an expense claim. At the top, there is a yellow header bar with a black redaction box. Below the header, the text reads "Meals, Entertainment, Conferences" with a "View" link to the right. Underneath, it says "13.80 AUD Allocated" and "Amount incl: 13.80 AUD". A "Spend Wizard" section lists "Meals, Entertainment, Conferences - Catering/Light Meals". The "CC/Project" field shows "01.341.42389" and "NCGRT Schultz Beq Operating". The "Expense Code" is "2051" and "Light Meals/ Snacks (Non:FBT)". The "Tax code" is "10% GST". Below this is a "Merchant Details" section for "Purchase Dulwich Bakery" with an "Expense Description" of "Research Meeting with Inside Infrastructure". An "Approval rule" section is titled "Authoriser Approval". At the bottom, there is a "Comment" input field and a "Send" button, both of which are circled in red. Below the "Send" button is an "Approve" link.

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

Jodie Blight – Administrator

7421 9151

**David Paterson – Associate Director,
Procurement Services**

08 8201 2224