

# Fraedom User Training

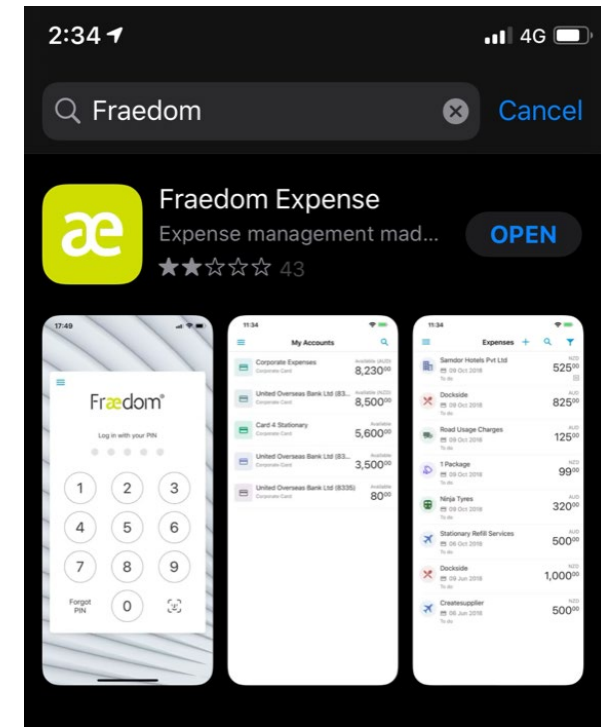
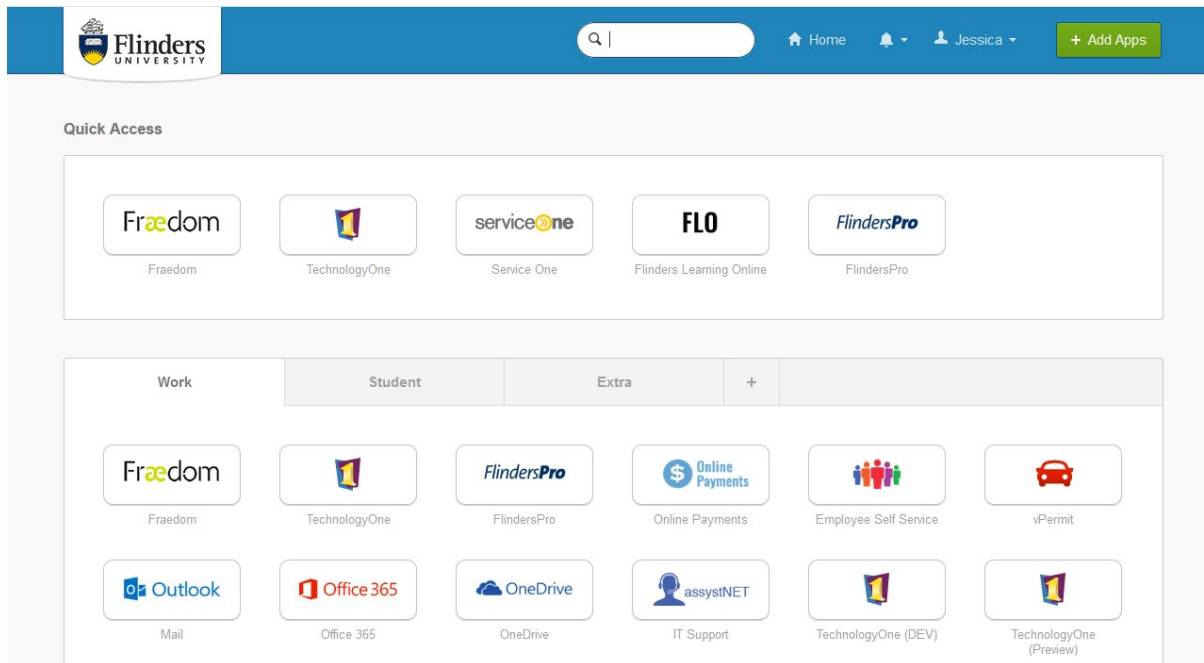
Updated December 2020

# Introduction to Fraedom

- Expense management system for University Purchasing Cards
- All transactions require coding & approval in Fraedom
- Functionality in place to help card users process their transactions:
  - OCR (Optical Character Recognition) to scan receipts and attempt to automatically match to transaction & code GST
  - 12 Spend Wizards to help choose the correct expense code
  - Smart phone app – useful for uploading receipts & coding on the go

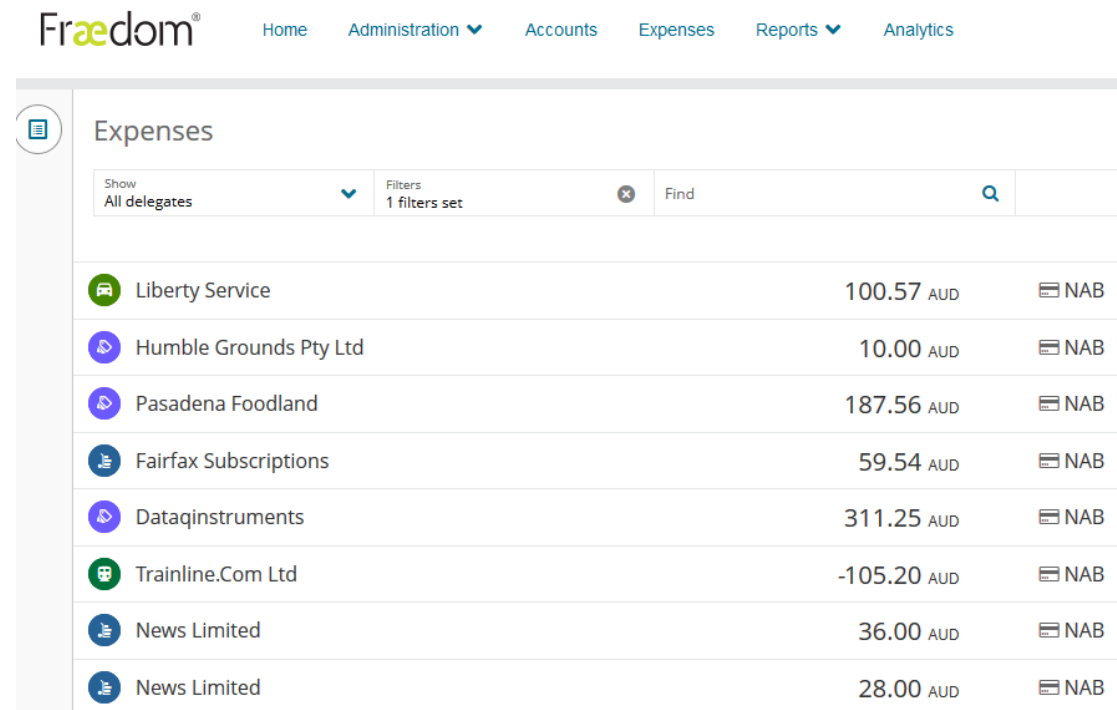
# Accessing Fraedom

Fraedom is accessible via your Okta dashboard on a computer, or through the mobile app.



# Coding in Fraedom (desktop)

In the Expenses tab, you will be able to see a list of all transactions that need to be actioned.



Frædom® Home Administration Accounts Expenses Reports Analytics

Expenses

Show All delegates Filters 1 filters set Find

Liberty Service	100.57 AUD	NAB
Humble Grounds Pty Ltd	10.00 AUD	NAB
Pasadena Foodland	187.56 AUD	NAB
Fairfax Subscriptions	59.54 AUD	NAB
Dataqinstruments	311.25 AUD	NAB
Trainline.Com Ltd	-105.20 AUD	NAB
News Limited	36.00 AUD	NAB
News Limited	28.00 AUD	NAB

Click on the 'Details' link to open the coding box.

Frædom® Home Administration Administration Accounts Expenses Reports Reports Analytics Jessica

### Expenses

Show [redacted] Filters 1 filters set Find

Select all Code selected expenses

<input type="checkbox"/>		[redacted]	1,545.00 AUD	NAB [redacted]	01 Dec 2020	<a href="#">Details</a>
<input type="checkbox"/>		[redacted]	28.30 AUD	NAB [redacted]	17 Nov 2020	<a href="#">Details</a>
<input type="checkbox"/>		[redacted]	-4,245.80 AUD	NAB [redacted]	06 Nov 2020	<a href="#">Details</a>
<input type="checkbox"/>		[redacted]	210.00 AUD	NAB [redacted]	27 Oct 2020	<a href="#">Details</a>

Click on 'Spend Wizard'.

Grind And Press Coff

Amount	Date	Issuer	Merchant category group
28.30 AUD	17 Nov 2020	National Australia Bank	Misc Store

**Coding** Details

**Spend Wizard** Expense template

1 Meals, Entertainment, Conferences - No. Employees Meals, Entertainment, Conferences

Amount incl 28.30 AUD

Tax code 10% GST

Tax amount 2.57 AUD

CC/Project +

A required code is missing.

Expense Code 2050 Entertain/Catering (FBT)

Split

Merchant Details

Purchase Grind And Press Coff

Expense Description \*

Coffee supplied for a meeting with the DOCs

117 characters left

Complete Update A required code is missing. Options

The Spend Wizards are set up to help you allocate the spend to an expense code.

You can either select the relevant Spend Wizard or you can use the search bar at the top.

If you know the expense code, you can also enter it manually without a Spend Wizard.

However, travel and meal expenses must be entered via a Spend Wizard.

**Coding** Details

< Back

What was this expense for?

Type in keywords like 'travel' or 'hotel'

**Admin/Office**  
Admin/Office - expenses related to the running of the office. This includes stationery, printing, postage, couriers and phone and internet e...

**Domestic Travel**  
Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, Par...

**Duty tax**  
Duty tax - where the University has been invoiced for GST only, such as GST for imports or on custom invoices

**Equipment (Non capital)**  
Equipment (Non capital) - IT related equipment and furniture or other equipment under \$10000, such as lease/rental equipment, desktop PCs, m...

**Information Technology**  
Information Technology - expenses relating to IT consumables, server maintenance, software, digital, audio costs, mobile phone charges, inte...



# Favouriting a Spend Wizard

< Back

What was this expense for?

Type in keywords like 'travel' or 'hotel'

## International Travel

Travel - International covers travel expense items incurred by an employee while travelling internationally. This area should only be used ...

## Admin/Office

Admin/Office - expenses related to the running of the office. This includes stationery, printing, postage, couriers and phone and internet e...

## Domestic Travel

Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, Par...

## Duty tax

Duty tax - where the University has been invoiced for GST only, such as GST for imports or on custom invoices

## Equipment (Non capital)

Equipment (Non capital) - IT-related equipment and furniture or other equipment under \$10000, such as laptops, travel equipment, desktop PCs...



If you use one Spend Wizard more than any others, you can favourite it to make sure it comes to the top every time.

Click on the star on the right of the Spend Wizard to favourite it.



When you click on a Spend Wizard, you will see all expense categories within that Wizard.

If you click into the field next to the correct expense, you will be able to 'Allocate remaining balance' to enter the full transaction amount, or click into the field to manually type the amount.

Click the Next button to submit. The expense code will be automatically filled out for you.

< Back

Admin/Office

Admin/Office - **Allocate remaining balance (10.00 AUD)** e. This includes stationery, printing, postage, couriers and phone and internet expe

Printing	AUD 0.00	Use for Printing
Stationery	AUD 0.00	Use for Office Max stationery such as folders, pens, cartridges and similar
Postage/Freight	AUD 0.00	Use for postage/freight
Courier	AUD 0.00	Use for Courier Charges
Consumables <1k	AUD 0.00	Use for teaching materials, art supplies, items that do not fit into other categories
Staff Recruitment	AUD 0.00	Use for Staff Recruitment & Assoc Costs
Licences-Excl S/ware	AUD 0.00	Use for Licences/Registration (Excluding Software)
Allocated	<b>0.00 AUD</b>	
Remaining balance	<b>10.00 AUD</b>	

NEXT

# Travel

All travel should be processed through the Domestic or International Spend Wizard, and allocated to the correct sub category.

Domestic Travel ☆

Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, Parking, Car Hire & Taxi

Airfares	AUD 0.00	The Airfares component covers the costs of your domestic tickets that are included within this transaction item.
Accommodation	AUD 0.00	The portion of the expense that relates to the room rate for domestic accommodation.
Car Hire/Taxis	AUD 0.00	Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.
Public Transport	AUD 0.00	Public transport ( Bus, Train Ferry etc) charges incurred by an employee while travelling in Australia on University business.
Meals & Incidentals	AUD 0.00	No. Travelling Empl 0

[Link employees](#) Employees: 0, Benefit count: 0

Record the number of current employees travelling and select them from the link.

No. Non-Travelling empl 0
------------------------------

[Link employees](#) Employees: 0, Benefit count: 0

Record the number of non travelling employees and select them from the link.

Travel codes are only accessible through this Spend Wizard, as additional information needs to be collected (such as travel details and travel diary requirements).

Use this code when you need to enjoy a personal purchase on your credit card. The University must be reimbursed for these expenses.

Allocated	<b>0.00 AUD</b>
Remaining balance	<b>10.00 AUD</b>

Travel Details \*

1000 character(s) left

I understand that I am required to complete and submit a Travel Diary within 14 calendar days of return from travel within Australia of 6 nights or more duration AND it includes a private component.

Yes

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

NEXT

# Meals, Entertainment & Conferences

All meal/entertainment expenses should be processed through the Meals, Entertainment & Conferences Spend Wizard.

The number of employees, relatives & guests/visitors need to be recorded through the Spend Wizard so that FBT can be calculated correctly.

Linking employees is not necessary, as only employees with access to Fraedom will be available.

These codes are also only available through the Spend Wizard.

[← Back](#) Meals, Entertainment, Conferences ☆

Entertainment covers expenses in relation to entertaining employees their families and clients. Entertainment provided to employees and their families is subject to FBT.Meals entertainment - entertainment by way of food and drink including catering, drinks, coffee, morning tea, nibbles or lunch and celebration cakes.Other entertainment - includes golf days, team building exercises, theatre shows etc that are attended by employees or guests and visitors and paid for by the University.NB: If you are travelling please use the International or Domestic wizard. International Conference or Domestic Conference

Meal Entertainment	AUD 0.00	No. Employees 0
		<a href="#">Link employees</a> <span style="float: right;">Employees: 0, Benefit count: 0</span>
<small>Use for any function with alcohol, purely a social function such as Christmas party. A lu... <a href="#">More</a></small>		
		No. Spouse/Relatives 0
<small>Use for any function with alcohol, purely a social function such as Christmas party. A lu... <a href="#">More</a></small>		
		No. Guests & Visitors 0
<small>Use for visitors/associates who consume food or drink off work premises</small>		

Other Entertainment	AUD 0.00	No. Empl & Spouses 0
		<a href="#">Link employees</a> <span style="float: right;">Employees: 0, Benefit count: 0</span>
<small>Use for any function with alcohol, purely a social function such as Christmas party. A lu... <a href="#">More</a></small>		
		No. Guests & Visitors 0
<small>Use for visitors/associates who consume food or drink off work premises</small>		

NEXT

Click on the plus button next to CC/Project.

Coding Details

Spend Wizard Expense template

1 Meals, Entertainment, Conferences - Catering/Light Meals

Amount incl 10.00 AUD

Tax code 10% GST

Expense Code 2051

Light Meals/Snacks (Non:FBT)

Merchant Details

Purchase Humble Grounds Pty Ltd

Expense Description \*

159 characters left

Complete Update Description is required. Options

Meals, Entertainment, Conferences

CC/Project

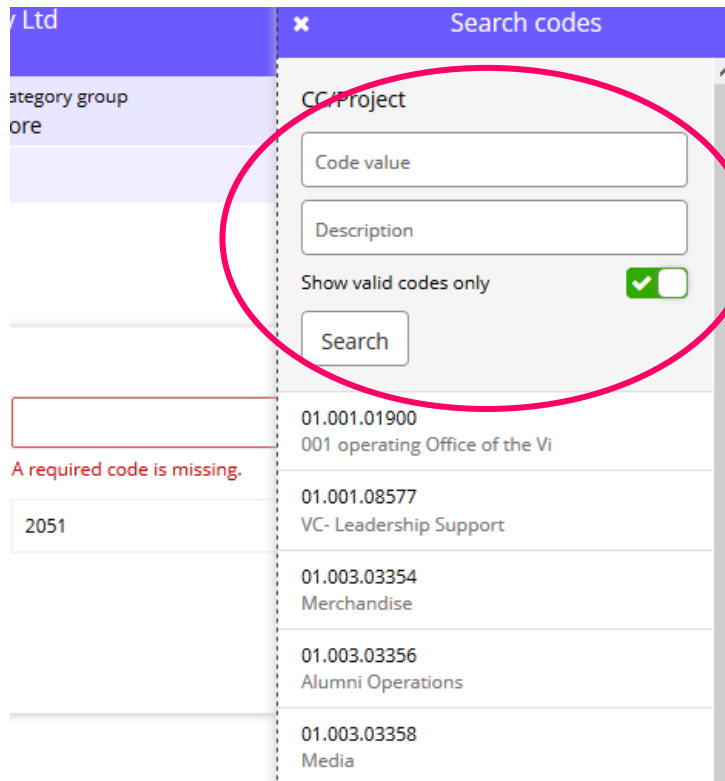
Expense Code

- 01.295.09446 Discretionary Reseach Theme In
- 01.513.06265 Research Operating
- 01.872.00207 Bank Charges

Search codes ->

You can either pick from a list of your favourite codes, or search for a code down the bottom.

# Searching for a cost centre/project



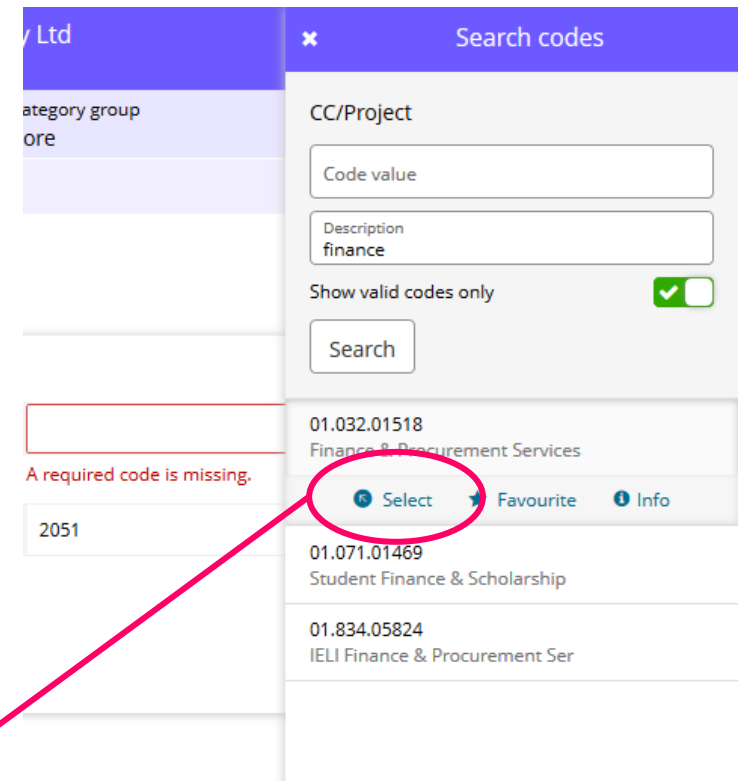
The screenshot shows a 'Search codes' pop-up window. The search fields for 'Code value' and 'Description' are circled in red. Below the search fields, there is a 'Show valid codes only' toggle switch which is turned on. A 'Search' button is located below the toggle. The search results list includes:

Code value	Description
01.001.01900	001 operating Office of the Vi
01.001.08577	VC- Leadership Support
01.003.03354	Merchandise
01.003.03356	Alumni Operations
01.003.03358	Media

When you click on Search Codes, a pop up box will appear on the right hand side.

You can search either by the code value (e.g. 01.XXX.XXXXX) or by description (e.g. 'finance').

When you find the code you would like to use, click on it and then click 'Select'.



The screenshot shows the 'Search codes' pop-up window with search results. The 'Description' field contains the text 'finance'. The search results list includes:

Code value	Description
01.032.01518	Finance & Procurement Services
01.071.01469	Student Finance & Scholarship
01.834.05824	IELI Finance & Procurement Ser

The 'Select' button for the first result is circled in red.

# Favouriting a cost centre/project

If you use a code a lot, you can favourite it so you don't need to search for it every time.

Instead of clicking 'Select' when searching for a code, click 'Favourite' to add it to your list of favourites.

This code will now show up in your list when you click on the field next to cost centre/project.

Search codes

CC/Project

Code value

Description  
finance

Show valid codes only

Search

01.032.01518  
Finance & Procurement Services

A required code is missing.

Select Favourite Info

01.071.01469  
Student Finance & Scholarship

01.834.05824  
IELI Finance & Procurement Ser

If necessary, change the GST to match the receipt for the transaction. More information on GST is available in the GST Code Reference Guide.

1 Meals, Entertainment, Conferences - Catering/Light Meals

Amount incl	10.00	AUD	CC/Project	01.032.01518
Tax code	10% GST		Expense Code	2051
Meals	10% GST			
Purchase	0% GST			
	Input Tax			
	Duty Tax			
	N/A			

Enter a description at the bottom of the coding screen.

Ensure this description is meaningful – a description of “meals” or “books” is not enough.

1 Meals, Entertainment, Conferences - Catering/Light Meals

Amount incl	10.00	AUD	CC/Project	01.032
Tax code	10% GST		Expense Code	2051
Tax amount	0.91	AUD		

[Split](#)

Merchant Details  
Purchase Humble Grounds Pty Ltd

Expense Description \*

Meals for visiting Academics for ..... project



# Splitting a transaction

If a transaction needs to be coded to multiple codes, or if only part of the expense contains GST, you will need to split the coding across multiple lines.

Amount	Date	Issuer	Merchant category group
-7.04 AUD	30 Jul 2018	National Australia Bank	Misc Store

**Coding**

Select Spend Wizard | Expense template

1

Amount Incl: 7.04 AUD | CC/Project: [ ] | Tax Code: 10% GST | Tax Amount: 0.64 AUD | Expense Code: [ ]

Merchant Details: Credit Voucher Fraud Reversal

Expense Description: [ ]

Balance: 0.00 AUD

Complete | Save draft | Description is required. | Split | Cancel

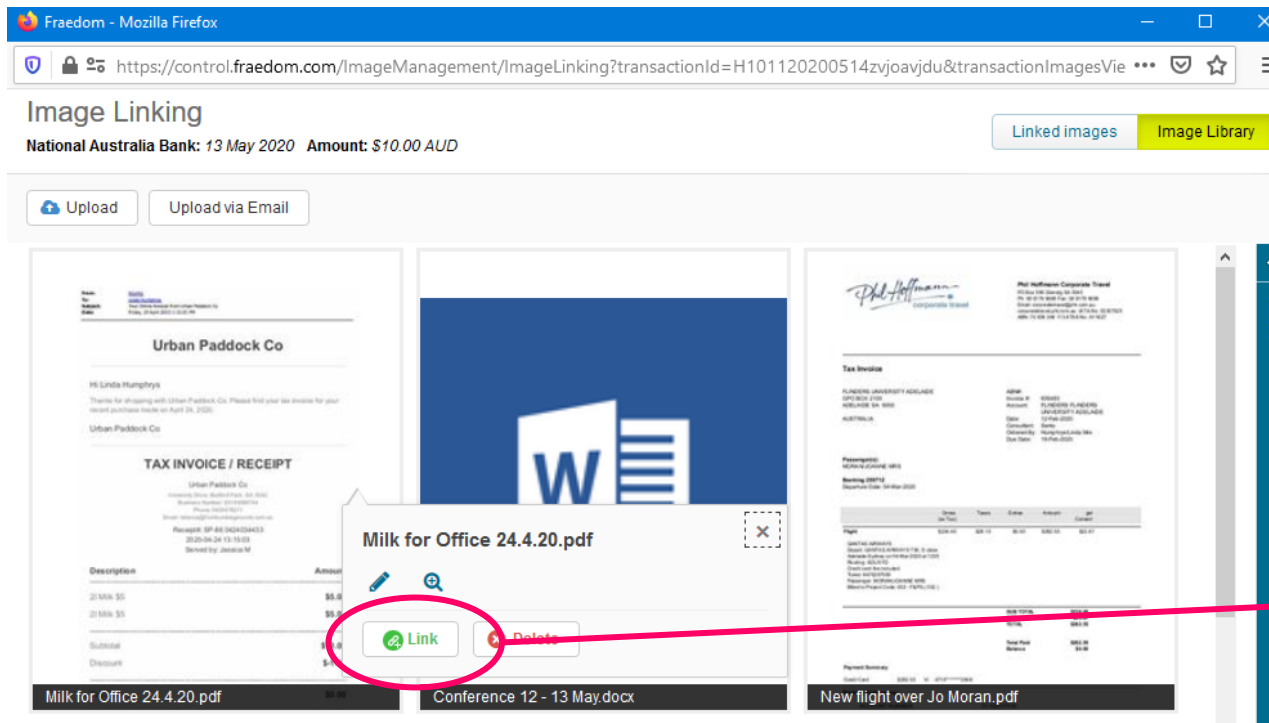
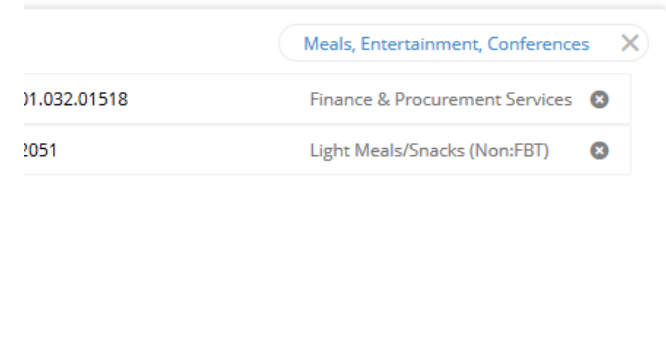
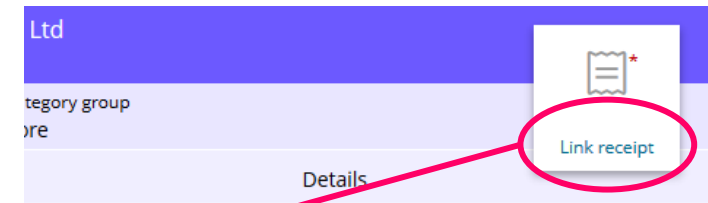
Click the 'Split' button underneath the GST information.

You can either split the transaction evenly, or manually enter the amounts (or percentages) at the top. You can also add more lines if required.

Click 'Split' down the bottom of the screen. You will then have multiple lines and can code them to different accounts, or with different GST.

# Uploading a receipt

Click on 'Link Receipt' in the top right to attach a receipt.



This will open your image library in a separate pop up. If you have previously loaded your receipt, click on the relevant receipt and then click 'Link'. You can then close the pop up box.

There are multiple ways to upload a receipt via the desktop.

When you open your image library, you can:

- Click 'Upload' to browse your computer, and find a receipt previously saved.
- Click 'Upload via Email' to see your unique Fraedom email. Any attachments that you email to this address will be loaded into your image library automatically. We suggest saving this email into your contacts for future use.

https://control.fraedom.com/ImageManagement/ImageLinki

## Image Linking

National Australia Bank: 13 May 2020 Amount: \$10.00 AUD

Upload Upload via Email

Urban Paddock Co

### Upload via Email

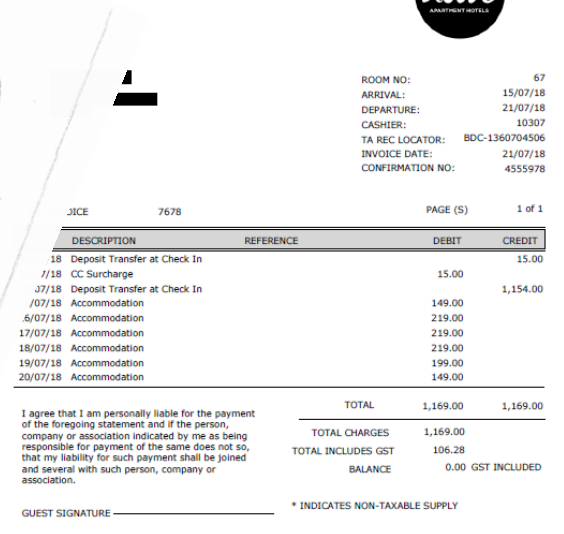
To upload receipts to your account via email, please send your receipt to the email address below:

[jn\\_1a.howp6.41nfcf@receipt-upload.com](mailto:jn_1a.howp6.41nfcf@receipt-upload.com)

We recommend saving this email address to your contact list or address book to avoid having to enter the email address every time.

# Acceptable Tax Receipts

- Name of Supplier
- GST clearly shown (if domestic receipt)
- Amount
- Tax invoice/receipt is stated on the document



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: 02-6330 0650, 1300 1 ABODE (22633)  
 Email: reservations@abodehotels.com.au



# Not a Tax Receipt

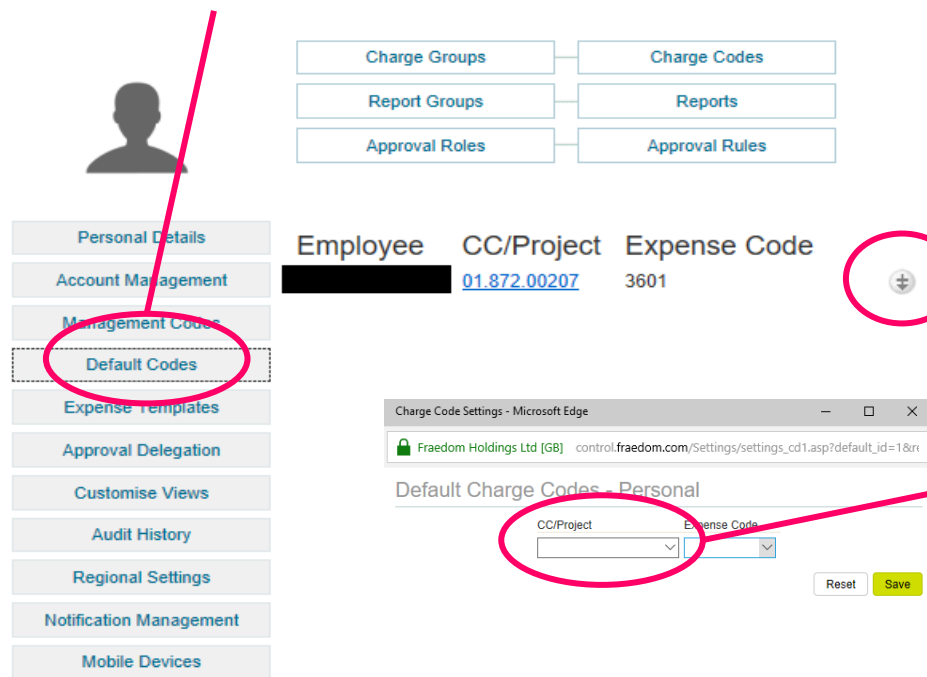
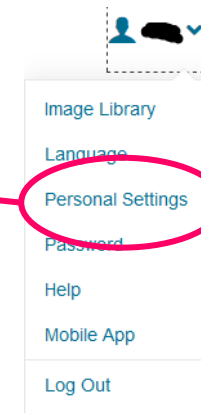
Merchant Transaction slips that only show a transaction has been paid by EFTPOS

- Not enough information
- Not a tax invoice/receipt

**ANZ**  
ANZ CUSTOMER COPY  
FLINK COFFEE & FOOD -  
FLINK COFFEE AND FOOD  
CLOVELLY PARK SA 584  
TERMINAL ID 08185239701  
VISA <C> CR  
7764  
PUR 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

# Adding a Default Code - Desktop

1. Click on your name in the top right corner for the screen, and click on 'Personal Settings'.
2. Click 'Default Codes' in the menu on the left.



3. Click on the arrow next to the account number fields.

4. Search for your account in the drop down boxes, and then click save.

# Adding an Expense Template - Desktop

Expense Templates are useful if you have a recurring spend that needs to be coded the same way each time.

The screenshot shows a coding screen with a table at the top containing columns for Amount, Date, and Issuer. Below the table is a 'Coding' section with two buttons: 'Spend Wizard' and 'Expense template'. The 'Expense template' button is circled in red. Below the buttons is a form with three input fields: 'Amount incl' (10.00 AUD), 'Tax code' (10% GST), and 'Tax amount' (0.91 AUD). There are also buttons for 'CC/Proje' and 'Expense' on the right side of the form.

To set up a new template, click on Expense Template in the coding screen.

Click 'Create expense template' in the top right of the screen.

The screenshot shows a dialog box titled 'Select an expense template'. It has a search bar with the text 'Find' and a magnifying glass icon. Below the search bar is a button labeled '+ Create expense template', which is circled in red. Below the button is a list of templates, with the first one being 'Fraedom Bank Charges'. There are also two red error messages visible: 'A required code is missing'.



## Create expense template

Template name

1

Percentage 100	CC/Project	+
Tax code No default tax code	Expense Code	+

+ Add expense line

Total percentage: 100% [Allocate percentage evenly](#)

Merchant Details

Expense Description

Done Cancel

Give your template a name, and enter all the coding details like you normally would.

Click 'Done' down the bottom to save your template.

Now, when you click on 'Expense Template', you will see your new template on the right hand side. If you click on it, it will populate the coding information for you.

The screenshot displays a software interface for expense management. At the top, a blue header bar shows the company name 'Humble Grounds Pty Ltd'. Below this, a table lists transaction details: 'May 2020', 'National Australia Bank', and 'Misc Store'. A 'Coding' section is visible below the table. On the left, a button labeled 'Expense template' is circled in red. On the right, a panel titled 'Select an expense template' is open, showing a search bar, a '+ Create expense template' button, and a list of templates. The 'Milk purchases' template is circled in red, and a red line connects it to the 'Expense template' button on the left.

Date	Issuer	Merchant category group
May 2020	National Australia Bank	Misc Store

**Expense template**

**Select an expense template**

**My templates**

Find

+ Create expense template

Freedom Bank Charges

**Milk purchases**

# Disputing a transaction - Desktop

Sometimes, you may not recognise a transaction that has gone through on your card. If this happens, you will need to dispute it with the bank.

Some of the reasons you may dispute a transaction are:

- The amount is different to what is shown on the receipt
- A supplier has put through a duplicate charge
- You don't know what the transaction is and you need more information

If you notice a transaction on your account that you know you didn't make, please call the NAB Fraud Assist Team immediately on 1300 622 372 to report it and send an email to [purchasingcards@flinders.edu.au](mailto:purchasingcards@flinders.edu.au) to let us know.

Fraud Reversal  
Linda Humphys

Amount: -7.04 AUD    Date: 30 Jul 2018    Issuer: National Australia Bank (0545)    Merchant category group: Misc Store

**Coding**    Details

Coding

Select Spend Wizard    Expense template

1

Amount Incl: 7.04 AUD    CC/Project:  +  
Tax Code: 10% GST    A required code is missing.

Tax Amount: 0.64 AUD    Expense Code:  +  
A required code is missing.

Split

Merchant Details  
Credit Voucher Fraud Reversal

Expense Description  
test

Complete    Save draft    A required code is missing.    Options

Dispute expense

Please use the attached NAB Disputed Transaction form. Once completed fax to NAB on 1300 788 350.

To dispute a transaction, click the 'Options' button in the coding screen, and click 'Dispute'.

A pop-up window will appear on the right, click the 'Dispute' button again to open the dispute form.

Dispute    Cancel

The dispute form will pop up in a separate window. Fill this form out, then click the print button to get a copy of this form (save as a PDF to your computer).

Email this form to [cardholder.disputes@nab.com.au](mailto:cardholder.disputes@nab.com.au).

The transaction will then be flagged as 'Expense disputed' in Fraedom.

The screenshot displays a 'Dispute Form' in a Microsoft Edge browser window. The URL is [control.fraedom.com/custom\\_dp/Custom\\_DP\\_01.asp?transaction\\_ref=H101120180904egww](http://control.fraedom.com/custom_dp/Custom_DP_01.asp?transaction_ref=H101120180904egww). The form is titled 'Purchasing / Corporate Credit Card Disputed Transaction Advice' and features the NAB logo. It contains the following information:

<b>Email To</b>	NAB Card Disputes cardholder.disputes@nab.com.au	<b>Cardholder</b>	Linda Humphrys Flinders University
<b>Email Re</b>	Transaction Dispute	<b>Email Phone</b>	linda.humphrys@flinders.edu.au 13948

I wish to dispute the following item, which has been charged to my card

<u>Card Number</u>	471527 _____ 0545
<u>Transaction Date</u>	30 Jul 2018
<u>Transaction Amount</u>	Credit \$7.04 AUD
<u>Merchant Name</u>	Fraud Reversal
<u>Transaction Description</u>	Credit Voucher Fraud Reversal
<u>Your Reference Number</u>	74557028247001923450013

Fields for 'Dispute Type' and 'Dispute Reason' are present. A red circle highlights the 'Print' icon at the bottom right of the form. Below the form, instructions state: 'For all other Dispute Types please save and email this form to Cardholder Disputes team at [cardholder.disputes@nab.com.au](mailto:cardholder.disputes@nab.com.au) or Fax to 1300 788 350.'

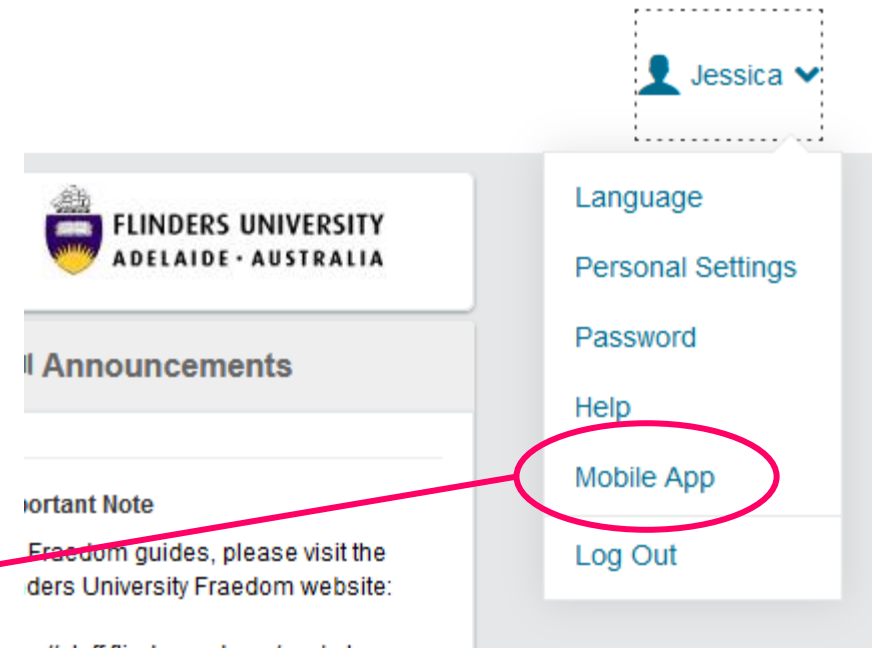
The right side of the image shows a partial view of the Fraedom system interface. It includes a table with transaction details:

Amount	Date	Issuer	Merchant
-7.04 AUD	30 Jul 2018	National Australia Bank (0545)	Misc

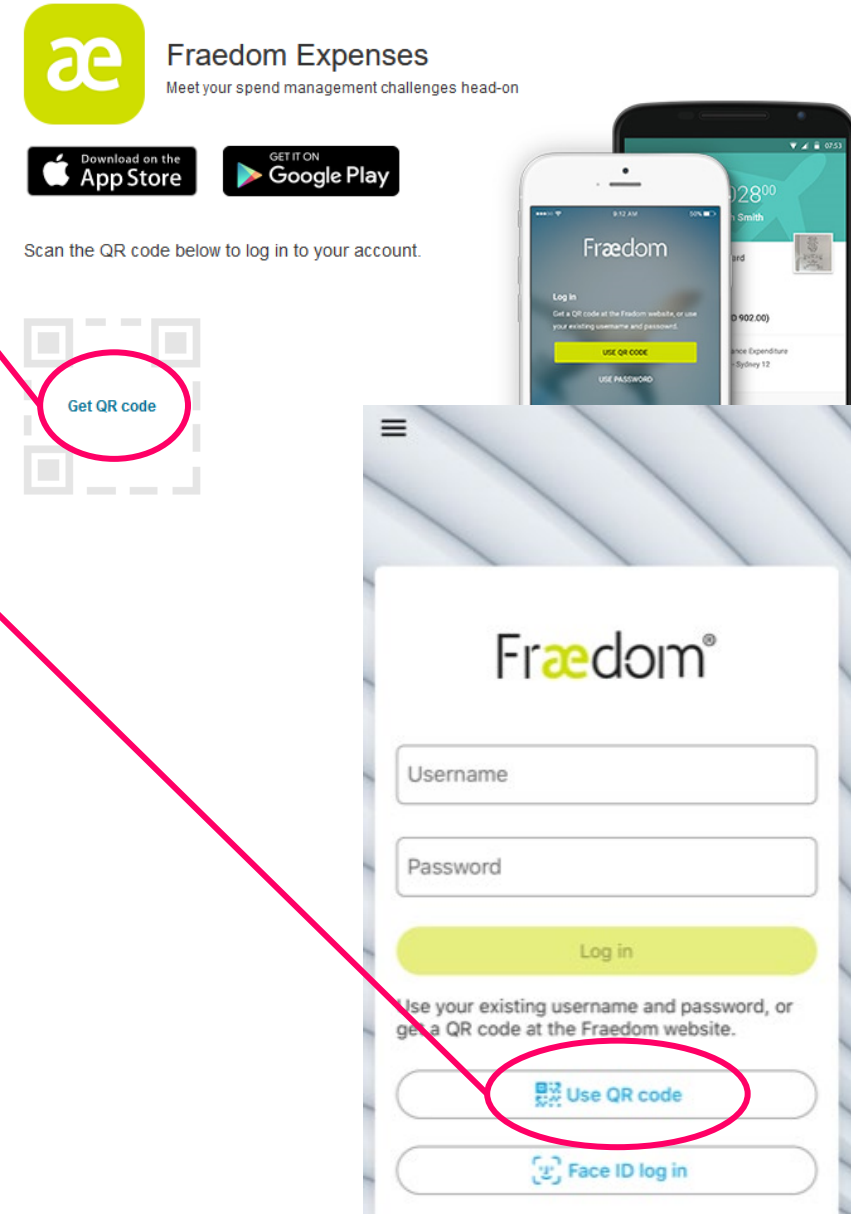
Below the table, the status 'Expense disputed' is shown. The interface also includes a 'Coding' section with buttons for 'Select Spend Wizard' and 'Expense template', and a 'Merchant Details' section with 'Credit Voucher Fraud Reversal'. At the bottom, there are buttons for 'Complete', 'Save draft', and a message 'A required code is missing.'

# Fraedom App – Getting Started

- Download the App onto your mobile device/tablet.
- Log in to Fraedom via the desktop.
- Click on your name in the top right corner of the screen.
- In the drop down box, click on the 'Mobile App' option.



- Click the 'Get QR Code' link to generate a unique QR code for your account.
- Open the app on your phone, and click the 'Use QR Code' button.
- The camera will open in your app – use this to scan the QR code on your computer.
- Set up a PIN to be used when you log in.
- Your app is now linked to your Fraedom account.

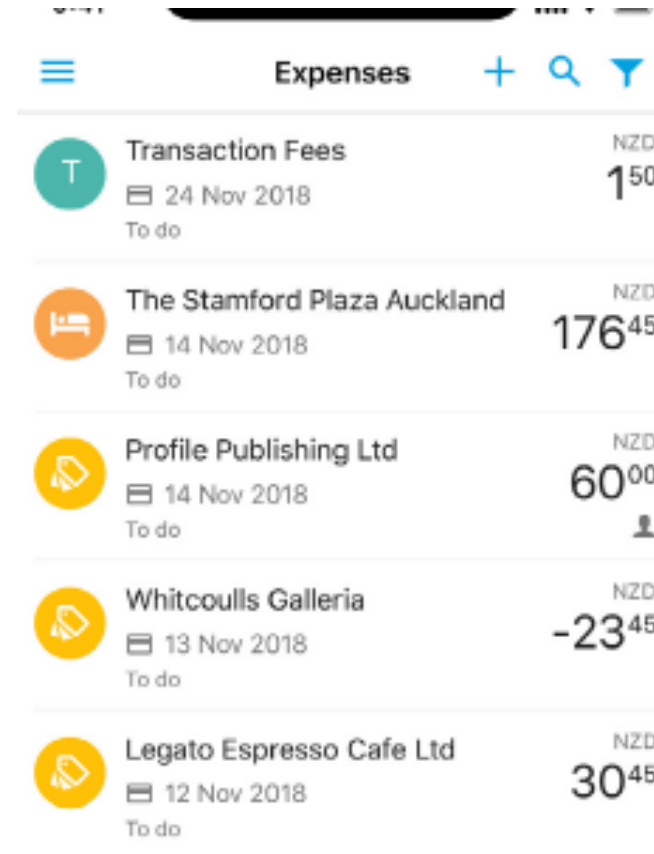




# Coding in Fraedom (app)

When you open the Fraedom app, your expenses will show up in a list with the newest expense at the top.

Click on an expense to open up the coding screen.



The screenshot shows the 'Expenses' screen in the Fraedom app. The title 'Expenses' is centered at the top, with a menu icon on the left and a search and filter icon on the right. Below the title is a list of five expense entries, each with a circular icon, a description, a date, and a monetary value in NZD. The entries are: Transaction Fees (150), The Stamford Plaza Auckland (176.45), Profile Publishing Ltd (60.00), Whitcoulls Galleria (-23.45), and Legato Espresso Cafe Ltd (30.45). Each entry also has a 'To do' label below the date.

Icon	Description	Date	Amount (NZD)
T	Transaction Fees	24 Nov 2018	150
Fi	The Stamford Plaza Auckland	14 Nov 2018	176 <sup>45</sup>
Fi	Profile Publishing Ltd	14 Nov 2018	60 <sup>00</sup>
Fi	Whitcoulls Galleria	13 Nov 2018	-23 <sup>45</sup>
Fi	Legato Espresso Cafe Ltd	12 Nov 2018	30 <sup>45</sup>

The coding screen will look very similar to the desktop.

Click on the 'Receipt' button in the top right to link a receipt.

< Expenses

Uber Trip Dwrwx  
Help.Uber  
Transport

Description is required.

19<sup>19</sup> AUD  
National Australia Bank

Purchase: 07 Dec 2018

Receipt

Coding  
Your coding needs editing [Edit](#)

Merchant Details  
Purchase Uber Trip Dwrwx Help.Uber  
Expense Description

Approval rule ▼

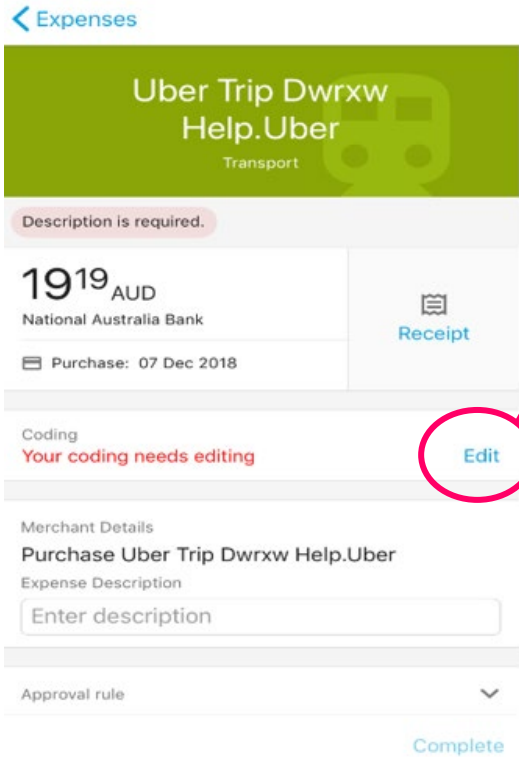
[Complete](#)

Your image gallery will appear, and you can link any of these receipts by clicking on the link button.

Fraedom OCR will try to match these receipts automatically, but if it can't, it will show you the best matches (as evidenced by the bar at the bottom of the image).

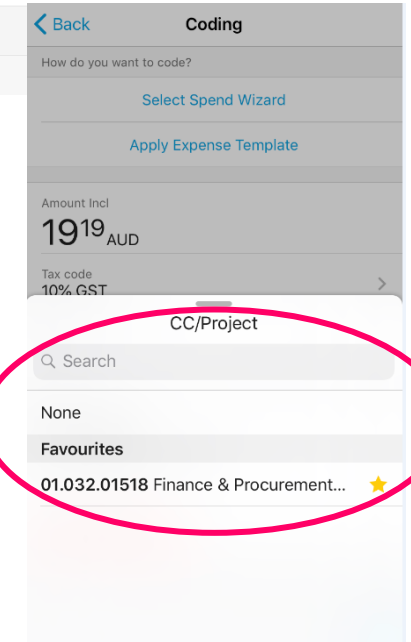
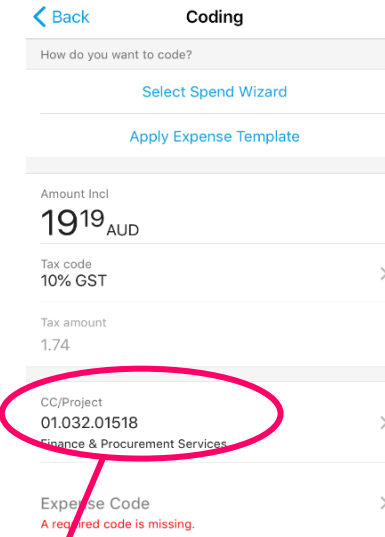
You can also add a receipt by clicking the plus button, and either use your phone's camera or choose a picture from your phone's gallery.





Click the Edit button to enter the coding screen.

To search for an account, click on the CC/Project or the Expense Code field. You can then pick from one of your favourites, or manually search for a code.



[Back](#) **Coding**

How do you want to code?

**Select Spend Wizard**

[Apply Expense Template](#)

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Amount Incl  
**19<sup>19</sup>** AUD

Tax code  
10% GST

Tax amount  
1.74

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CC/Project  
01.032.01518  
Finance & Procurement Services

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Expense Code  
A required code is missing.

Sa

You can also use a Spend Wizard to search for an expense code. Click the ‘Select Spend Wizard’ button at the top of the screen.

Choose the relevant Spend Wizard from the list. You can also search for the type of expense in the search bar at the top.

[Back](#) **Choose a Spend Wizard**

Allocated Remaining  
840.00 840.00

What was this expense for?

- Admin/Office  
Admin/Office - expenses related to the running of the office. This includes stationery, printing, postage, couriers and phone and interne...
- Domestic Travel  
Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, ...
- Equipment (Non capital)  
Equipment (Non capital) - IT related equipment and furniture or other equipment under \$10000, such as lease/rental equipment, desktop PCs...
- Information Technology  
Information Technology - expenses relating to IT consumables, server maintenance, software, digital, audio costs, mobile phone charges, I...
- International Travel  
Travel - International covers travel expense items incurred by an employee while travelling internationally. This area should only be us...
- Laboratory Expenses  
Laboratory Expenses - includes expenses associated with laboratory materials/trials, such as pathology tests, safety materials, laborator...
- Marketing & Events  
Marketing & Events - expenses relating to advertising, recruitment advertising, venue costs, presenters costs & marketing and promotion.
- Meals, Entertainment, Conferences  
Entertainment covers expenses in relation to entertaining employees their families and clients. Entertainment provided to employees and t...
- Other Teaching & Research  
Other Teaching & Research - expenses relating to student and research related costs, such as student training, research support, student ...
- Personal Spend in Error  
Personal Spend in Error covers accidental purchases made on company credit cards. These expenses will be reimbursed by the cardholder.
- Publications/Subscriptions/Print Materials  
Publications/Subscriptions/Print Materials - expenses related to library loans, subscriptions and memberships, publications, books & manu...

[Back](#) **Allocate amounts**

Allocated	Remaining
26.52	26.52

**Domestic Travel**  
Travel - Domestic covers travel expense items incurred by an employee while travelling domestically. Including Accommodation, Air Fares, Parking, Car Hire & Taxi

**Travel Details**  
Add a comment

I understand that I am required to complete and submit a Travel Diary within 14 calendar days of return from travel within Australia of 6 nights or more duration AND it includes a private component.

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

**Add Amount**

Enter any additional information required (e.g. travel information).

Click 'Add Amount' down the bottom to allocate the transaction to the sub-category within the Spend Wizard.

[Back](#) **Select amount**

**Airfares**  
The Airfares component covers the costs of your domestic tickets that are included within this transaction item. If booking travel outside of a TMC you are reminded of the University OHS&W requirement to have detailed itineraries for all staff. This is to ensure they can be contacted in the event of an emergency or the need to advise them of important matters relating to their personal health and safety

**Accommodation**  
The portion of the expense that relates to the room rate for overseas accommodation.

**Car Hire/Taxis**  
Taxi or car hire charges incurred when travelling overseas.

**Public Transport**  
Public transport charges incurred when travelling overseas

**Meals & Incidentals**  
Meals and incidentals of the travelling employee such as breakfast, lunch and dinner. Expenses are limited to the daily amounts set by the ATO.

**Other Expense**  
Incidental travelling expenses such as laundry

[← Back](#)   **Allocate amounts**

Allocated	Remaining
19.19	19.19

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**Travel Details**

Add a comment

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I understand that I am required to complete and submit a Travel Diary within 14 days of return from International Travel.

[Click on the link to download a Travel Diary](#)

[Per diem rates](#)

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**Car Hire/Taxis** 🗑️

Taxi or car hire charges incurred when travelling overseas

0.00	AUD
<a href="#">↑ 19.19 AUD</a>	

[Add Amount](#)   [Apply](#)

You can then click the arrow underneath the sub-category field to allocate the entire expense to this category. You can also manually type the amount into the field.



Click Apply to finish the expense coding.

Once all the information has been entered, click 'Complete' down the bottom to send the transaction to your approver.

[← Expenses](#)

**Uber Trip Dwrwxw Help.Uber**  
Transport

Description is required.

<b>19<sup>19</sup></b> AUD	
National Australia Bank	<a href="#">Receipt</a>
 Purchase: 07 Dec 2018	

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Coding  
**Your coding needs editing**   [Edit](#)

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Merchant Details  
**Purchase Uber Trip Dwrwxw Help.Uber**

Expense Description

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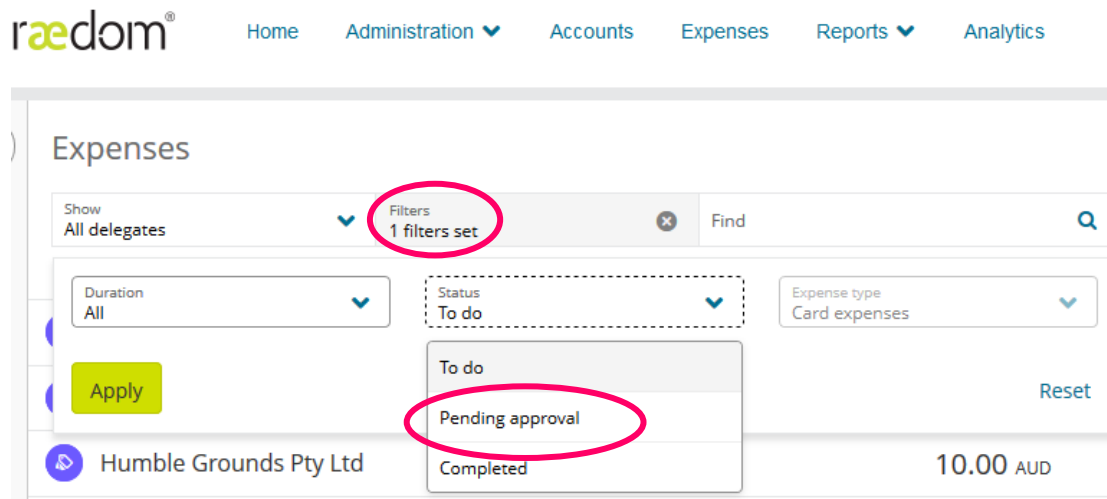
Approval rule ▼

[Complete](#)

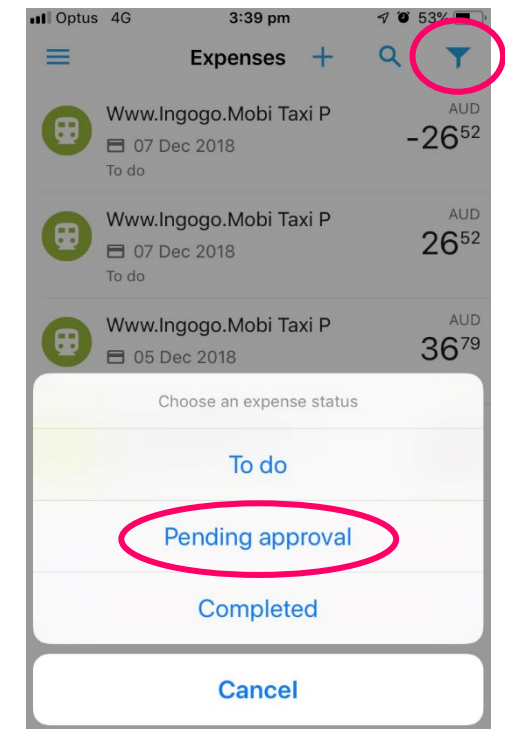


# Changing coding

You can make changes to your coding as long as the transaction has not been approved. To access a transaction you've previously submitted, you will need to change the filter on status from 'To do' to 'Pending Approval'.



Desktop



Mobile

# Purchasing Card information & Fraedom Guides

More information on Purchasing Cards is available on the Flinders University website, under Finance.

<https://staff.flinders.edu.au/workplace-support/finance/purchasing-card>

All Fraedom guides, including the training information and a Fraedom User Manual for more advanced coding techniques & system information are also available.

<https://staff.flinders.edu.au/workplace-support/digital-services/fraedom>

# Contacts

Jodie Blight - Administrator  
7421 9151

David Paterson – Associate Director,  
Procurement Services  
8201 2224