

Fraedom<sup>®</sup>

# Fraedom User Manual

Updated December 2020

# Contents

Introduction.....	3
Valid Tax Receipts/Invoices .....	4
Lost Dockets .....	5
Set Default Code.....	6
Coding via. Desktop.....	8
Searching for a code manually .....	10
Coding an expense code with a Spend Wizard.....	12
Favourite a Spend Wizard.....	14
Linking Employees through the Spend Wizard.....	15
GST.....	16
Submitting a transaction .....	17
Expense Templates.....	18
Uploading Images .....	24
Accessing your image library .....	31
Splitting lines .....	33
Changing Coding.....	36
Deleting Coding .....	37
Responding to queries.....	38
Disputing a transaction.....	40
Credits.....	43
Setting up the Fraedom App .....	44
Coding via. Smart Phone App .....	47
Coding using a Spend Wizard .....	52
Splitting the expense – same Spend Wizard .....	54
Splitting the expense – different Spend Wizards .....	56
Pending/Approved Transactions .....	57
Statements .....	58
Accounts .....	58
Expenses .....	59
Contacts.....	62

## Introduction



Fraedom is the expense management system used by Flinders University for our Purchasing Cards.

Expenses are acquitted either through the desktop version of Fraedom, available through Okta, or through the mobile app. This guide includes step-by-step instructions on how to use Fraedom.

# Valid Tax Receipts/Invoices

A valid tax receipt/invoice should have:

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

Examples of valid tax receipts/invoices:

## What is not a valid tax receipt/invoice?

- Merchant transaction slips that only show a transaction has been paid by EFTPOS
- Not enough information
- Not a tax receipt/invoice



## Lost Dockets

If you lose your receipt, you will be required to fill out a Lost Docket form for each individual transaction and upload it instead of the receipt.

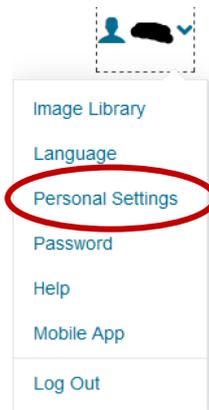
The form can be found by going to the Flinders University services website [www.flinders.edu.au/services](http://www.flinders.edu.au/services) and searching for 'missing credit card invoice'.

# Set Default Code

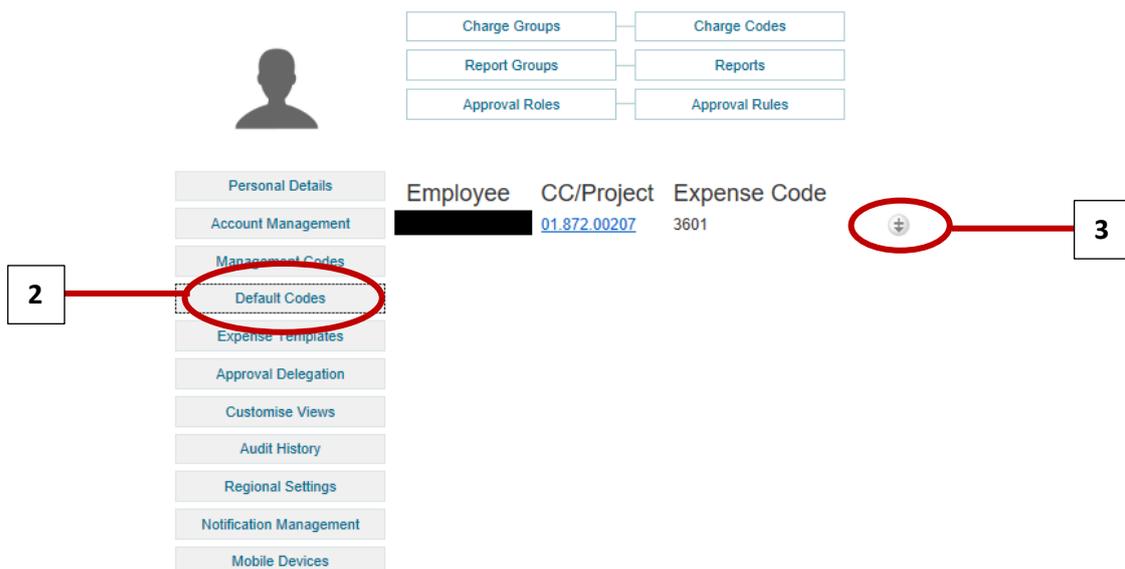
---

If you only use one cost centre/project in your coding, or if you use one more than others, you can set up a 'default code' to be loaded automatically for each transaction. This code can be changed in the coding screen of a transaction if necessary.

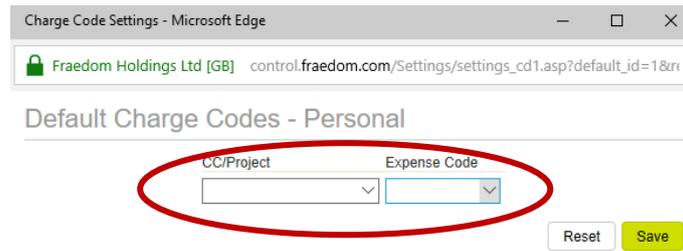
1. Click on your name in the top right corner of the screen and click on 'Personal Settings'.



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.



Charge Code Settings - Microsoft Edge

Fraedom Holdings Ltd [GB] control.fraedom.com/Settings/settings\_cd1.asp?default\_id=1&rx

### Default Charge Codes - Personal

CC/Project	Expense Code
<input type="text"/>	<input type="text"/>

Reset Save

Your default code has now been set. This will appear automatically against all future transactions and can be edited in the coding screen if required.

# Coding via. Desktop

Coding via the Okta Fraedom app can be completed on your computer by following the instructions below:

1. Click on the 'Expenses' tab.

The screenshot shows the Fraedom app interface. The navigation menu at the top includes Home, Administration, Accounts, Expenses (circled in red), Approvals, Reports, and Analytics. The main content area is titled 'ADMINISTRATOR' and displays 'Transactions' for the period '06 Oct 2018 to 05 Nov 2018'. The data is for 'National Australia Bank' and is summarized in a table below.

Transactions	Debit (AUD)	Credit (AUD)
4163	794,068.60	937,284.27

Additional metrics shown in the interface:

- Card Expenses: 523
- Approvals: 336
- Total Transactions: 4163
- Coding Required: 2603
- Pending Approval: 912

2. A transaction list will appear with all transactions for all the cards you have access to. If you are a delegate coder, you can sort the transactions by card holder by clicking on the drop-down box labelled 'All delegates' and picking the relevant name.

The screenshot shows the Freedom Expenses page. The navigation bar includes Home, Administration, Accounts, Expenses, Approvals, Reports, and Analytics. The main heading is 'Expenses'. Below the heading, there is a filter section with a 'Show' dropdown menu set to 'All delegates' (circled in red), a 'Filters' section showing '1 filters set', and a 'Find' search box. The main content area displays a list of transactions:

Transaction	Amount	Card
Qantas Airw	535.27 AUD	NAB
Yellow Cab Sa 132227	25.64 AUD	NAB
Independant 132211	42.73 AUD	NAB
Act Cabs	42.00 AUD	NAB

3. Click on the 'Details' link to open the coding box on the right-hand side of the screen.

The screenshot shows the Freedom Expenses page with a user profile 'Jessica' in the top right. The main heading is 'Expenses'. Below the heading, there is a filter section with a 'Show' dropdown menu, a 'Filters' section showing '1 filters set', and a 'Find' search box. The main content area displays a list of transactions with checkboxes and 'Details' links:

Transaction	Amount	Card	Date	Action
[Redacted]	1,545.00 AUD	NAB [Redacted]	01 Dec 2020	<a href="#">Details</a>
[Redacted]	28.30 AUD	NAB [Redacted]	17 Nov 2020	<a href="#">Details</a>
[Redacted]	-4,245.80 AUD	NAB [Redacted]	06 Nov 2020	<a href="#">Details</a>
[Redacted]	210.00 AUD	NAB [Redacted]	27 Oct 2020	<a href="#">Details</a>

## Searching for a code manually

1. Click on the box in the 'CC/Project' field. If you have set a favourite code/s, they will appear as a list for you to choose from. If you need to pick another code, select 'Search codes' at the bottom to bring up the search screen.

The screenshot shows the Freedom app interface. On the left, a list of expenses is visible, with 'Service Fees' selected. The main area shows the details for this expense: Amount 4,744.74 AUD, Date 10 Oct 2018, Issuer National Australia Bank (2808). The 'Coding' section is active, showing 'CC/Project' in the 'Expense Code' field. A red circle highlights a message box that says: 'No favourite codes found. Click Search codes and add codes to favourites so you can quickly access them here.' Below this message is a 'Search codes' link.

2. You can search for a code by typing it in the 'Code Value' box with the format XX.XXX.XXXXX, or you can search by description.

The screenshot shows the 'Search codes' dialog box. The 'Code value' field is highlighted with a red circle. Below it, the 'Description' field is also visible. The 'Show valid codes only' checkbox is checked. The 'Search' button is at the bottom. A list of codes and descriptions is shown on the right side of the dialog. The main app interface is visible in the background, showing the 'Coding' section with 'CC/Project' in the 'Expense Code' field and a red error message: 'A required code is missing.' Below the dialog, the 'Complete' button is highlighted in green.

- When you have found the code you wish to use, you can click on it to bring up the options menu. Either click 'Select' to enter the coding or click 'Favourite' to add the code to your favourites list.

The screenshot shows the 'Service Fees' form for Linda Humphrys. The main form has a 'Coding' section with 'Select Spend Wizard' and 'Expense template' buttons. Below this is a table with one row containing input fields for 'Amount Incl' (4,744.74 AUD), 'Tax Code' (10% GST), and 'Tax Amount' (431.34 AUD). To the right of these fields are 'CC/Project' and 'Expense Code' fields, both with red error messages: 'A required code is missing.' Below the table is a 'Split' button. Further down are 'Merchant Details' (Service Fees Freedom Pty Ltd) and an 'Expense Description' field. At the bottom are 'Complete', 'Save draft', and 'Description is required.' buttons.

The 'Search codes' sidebar is open on the right, showing a search for '01.872.00207'. The results list '01.872.00207 Bank Charges'. Below the result are three buttons: 'Select', 'Favourite', and 'Info'. The 'Select' button is circled in red.

You can do the same with the Expense Code, or you can use a Spend Wizard to help pick the correct code.

This screenshot is similar to the previous one, but the 'Search codes' sidebar is now set to search for an 'Expense Code'. The 'Code value' field in the sidebar contains '3601'. The 'Select' button for the result '3601 Bank Charges' is not circled. The main form remains the same, with the 'Expense Code' field in the table still showing the 'A required code is missing.' error.

## Coding an expense code with a Spend Wizard

Spend Wizards are available to help with coding expenses. Instead of searching for an expense code, you can choose an applicable Wizard and the expense code will be entered automatically. The Spend Wizards can be searched for common expenses, such as 'parking' or 'coffee', to make picking the correct Spend Wizard even easier.

1. In the coding box, click on 'Select Spend Wizard' in the top left.

The screenshot shows the 'Coding' step of an expense entry form. At the top, there is a header with 'Fraud Reversal' and 'Linda Humphrys'. Below this, there are fields for 'Amount' (-7.04 AUD), 'Date' (30 Jul 2018), 'Issuer' (National Australia Bank (0545)), and 'Merchant category group' (Misc Store). A 'Link receipt' button is visible in the top right. The main section is titled 'Coding' and contains two buttons: 'Select Spend Wizard' (circled in red) and 'Expense template'. Below these buttons, there are input fields for 'Amount Incl' (7.04 AUD), 'Tax Code' (10% GST), and 'Tax Amount' (0.64 AUD). To the right, there are fields for 'CC/Project' and 'Expense Code', both with a '+' sign and a red error message: 'A required code is missing.' Below the input fields, there is a 'Split' button. At the bottom, there is a 'Merchant Details' section with 'Credit Voucher Fraud Reversal' and an 'Expense Description' field with a 160-character limit. At the very bottom, there are buttons for 'Complete', 'Save draft', 'Description is required.', and 'Options'.

2. A list of available Wizards will appear. Either select the required Wizard, or search by expense type in the search bar up the top.

The screenshot shows the 'What was this expense for?' screen. At the top, there is a search bar with the placeholder text 'Type in keywords like 'travel' or 'hotel'' (circled in red). Below the search bar, there is a list of expense categories, each with a star icon and a right-pointing arrow:

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

- Allocate the expense to the correct category within the Spend Wizard. If you click into one of the fields, you will be able to click 'Allocate remaining balance' to allocate the whole transaction. Otherwise, you can manually enter an amount into the field. Then complete any required fields (e.g. number of employees/guests, description of expense), and click 'Next'.

Fraud Reversal  
Linda Humphrys

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

**Coding** Details

< Back

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  
The Airfares component covers the costs of your domestic tickets that are included within this transaction item.

Accommodation  AUD  
The portion of the expense that relates to the room rate for domestic accommodation.

Car Hire/Taxis  AUD  
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

Public Transport  AUD

Meals & Incidentals  AUD

No. Travelling Empl  Employees: 0, Benefit count: 0  
[Link employees](#)

No. Non-Travelling empl  Employees: 0, Benefit count: 0  
[Link employees](#)

NEXT

- The correct expense code will automatically be entered on the coding screen. You will still need to enter the correct CC/Project, if it hasn't already been entered.

Fraud Reversal  
Linda Humphrys

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

**Coding** Details

Select Spend Wizard Expense template

Domestic Travel

Domestic Travel - No. Travelling Empl

Amount Incl	AUD	CC/Project	
7.04			
Tax Code		Expense Code	2022
10% GST			Travel Expenditure- domestic o
Tax Amount	AUD		
0.64			

Merchant Details  
Credit Voucher Fraud Reversal

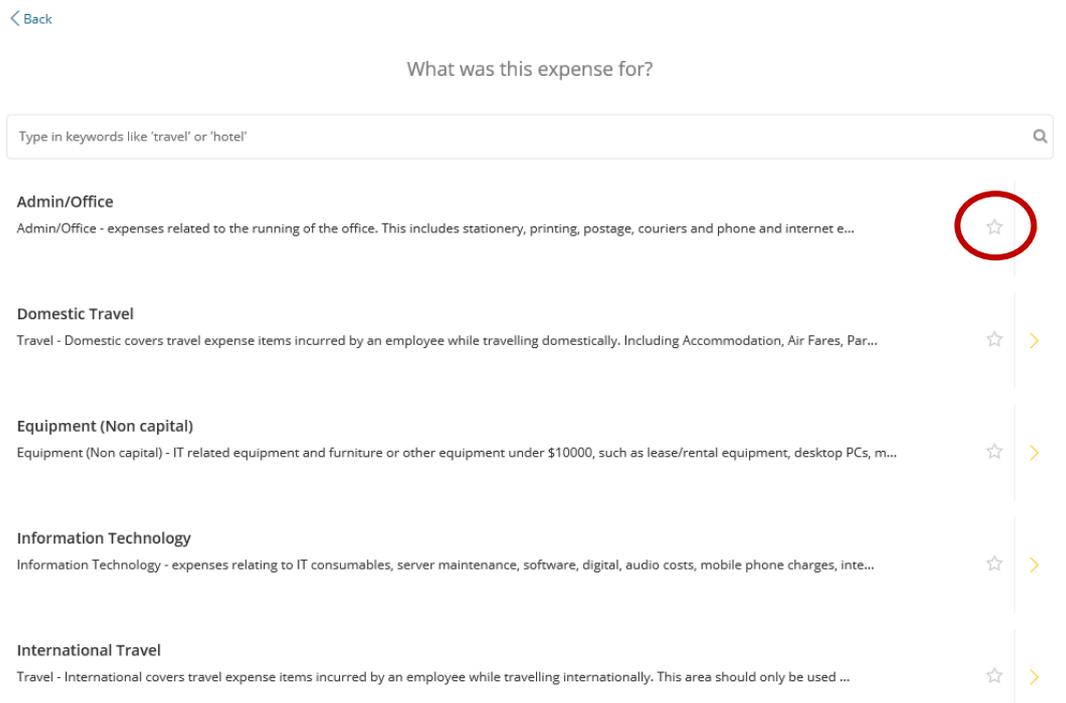
Expense Description  
test

156 characters left

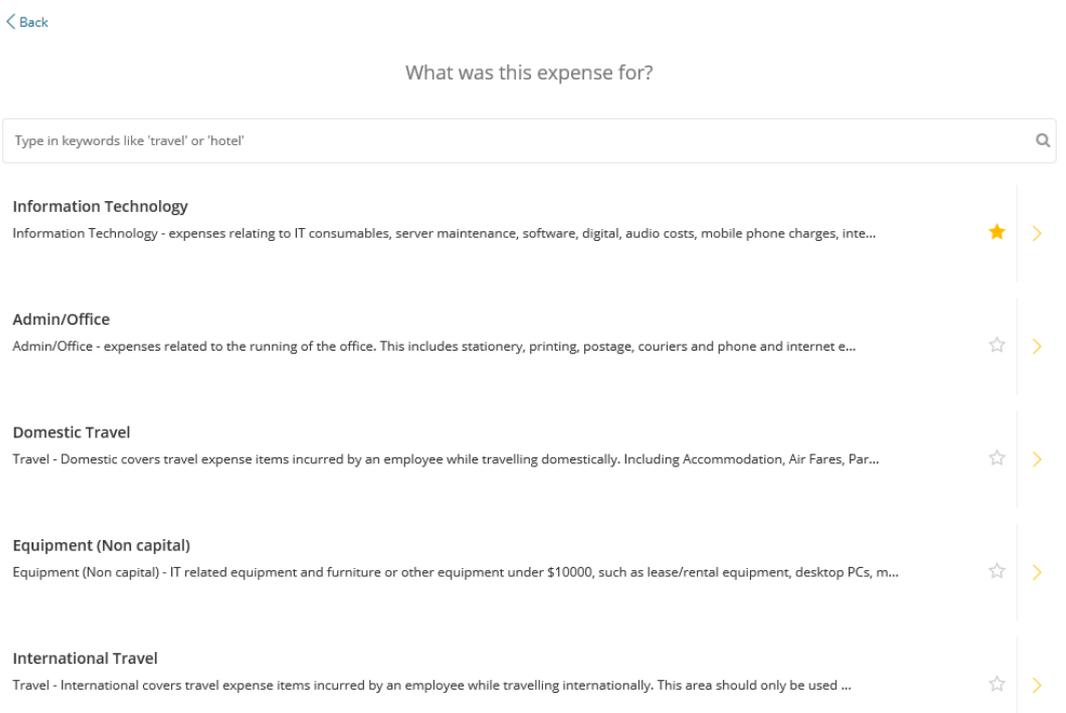
Complete Save draft A required code is missing. Options

## Favourite a Spend Wizard

You can favourite a Spend Wizard that you use often, so that it always comes to the top of the list. While in the Spend Wizard screen, click the star icon on the right-hand side of the screen.



This will move the Spend Wizard to the top of the list, and it will remain there for all future transactions. You can un-favourite a Wizard by clicking on the star again.



## Linking Employees through the Spend Wizard

For some transactions, you will be given the option to link employees (e.g. meals and entertainment transactions). **Please note:** you will only be able to link employees who are already in the Freedom system.

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. If you are travelling please use the International or Domestic wizard. International Conference or Domestic Conference

[Allocate remaining balance \(7.04 AUD\)](#)

Meal Entertainment

AUD 0.00

No. Employees 0

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

Use for any function with alcohol, purely a social function such as Christmas party. A fu... [More](#)

No. Spouse/Relatives 0

Use for any function with alcohol, purely a social function such as Christmas party. A fu... [More](#)

No. Guests & Visitors 0

Use for visitors/associates who consume food or drink off work premises

Other Entertainment

AUD 0.00

No. Empl & Spouses 0

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

Use for any function with alcohol, purely a social function such as Christmas party. A fu... [More](#)

No. Guests & Visitors 0

If you click on the 'Link Employees' button, you will have the option to look employee's up by their name or their FAN. You can then click the 'link' button next to the employee's name to link them to this transaction.

Coding Details

[Back to Meals, Entertainment, Conferences](#)

Employee linking

Forename, surname, or employee ID  
harr0567

Filter by company unit

Search

Linked employee(s)

Jessica Harrison  
Employee ID: harr0567

[link](#)

## GST

You can change the GST code using the drop-down box if required e.g. overseas transactions generally do not attract GST, so you would pick '0% GST'.

The screenshot shows the 'Coding' section of the Ingogo.Mobi Tax P interface. At the top, there is a header with the text 'Www.Ingogo.Mobi Tax P' and 'David Paterson'. Below this is a table with columns: Amount (-26.52 AUD), Date (07 Dec 2018), Issuer (National Australia Bank), and Merchant category group (Transport). A 'Link receipt' button is visible on the right. The 'Coding' section includes 'Spend Wizard' and 'Expense template' buttons. A form with a red circle around the 'Tax Code' dropdown menu is shown. The dropdown menu is open, displaying options: '10% GST', '0% GST', 'Input Tax', 'Duty Tax', and 'N/A'. The 'Tax Code' field currently shows '10% GST'. Other fields in the form include 'Amount Incl' (26.52), 'AUD', 'CC/Project' (01.032.01518), 'Finance & Procurement Services', 'Expense Code' (2022), and 'Travel Expenditure- domestic o'. A '159 characters left' indicator is at the bottom right.

For more information regarding GST, please refer to the Tax Information page on the Flinders University website.

[https://www.flinders.edu.au/finance/tax-information/tax-information\\_home.cfm](https://www.flinders.edu.au/finance/tax-information/tax-information_home.cfm)

## Submitting a transaction

Once your coding is complete, the GST is correct, a receipt has been uploaded and a description has been entered, you will be able to click the 'Complete' button. This will submit your transaction to your approver.

↑ ↓ ✕

Www.Ingogo.Mobi Taxi P  
David Paterson

Amount	Date	Issuer	Merchant category group
-26.52 AUD	07 Dec 2018	National Australia Bank	Transport

Manage

**Coding** Details

Coding \*

Spend Wizard Expense template

1

Amount Incl 26.52	AUD	CC/Project	01.032.01518	Finance & Procurement Services
Tax Code 10% GST		Expense Code	2022	Travel Expenditure- domestic o
Tax Amount 2.41	AUD			

Split

Merchant Details

Credit Voucher Www.Ingogo.Mobi Taxi P

Expense Description \*

Credit for incorrect taxi charge

128 characters left

**Complete** Update Description is required. Options

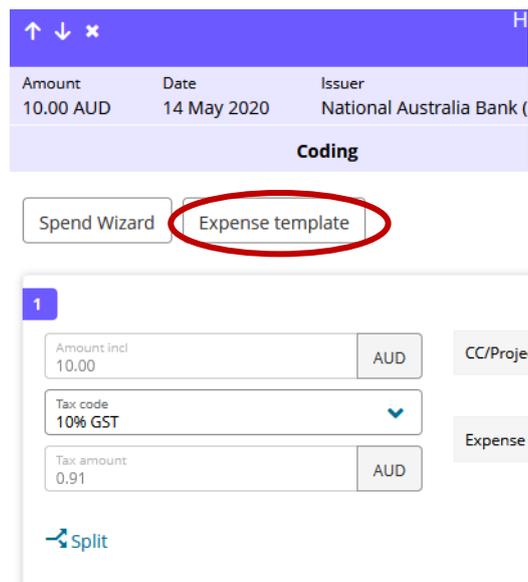
## Expense Templates

If you have a recurring charge on your card, such as a subscription or a membership that needs to be coded the same each time, you can set up an Expense Template to do the coding for you.

There are two ways you can set up an Expense Template, either directly when coding a transaction, or through your personal settings.

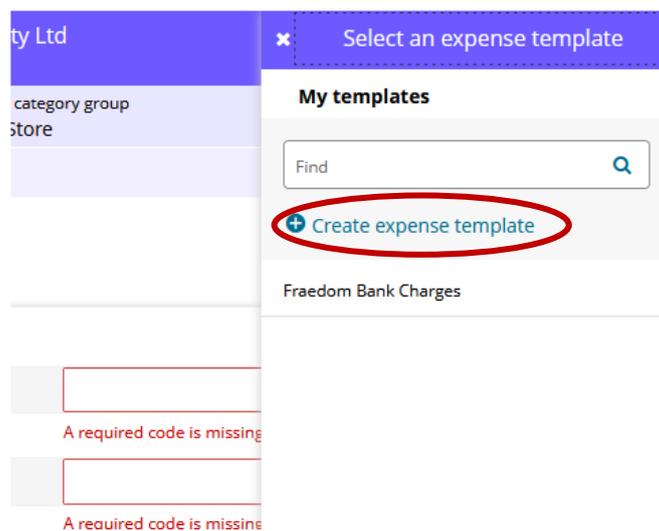
While Coding:

1. Click on 'Expense Template' in the top right of the screen.



The screenshot shows a mobile application interface for coding a transaction. At the top, there is a table with 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, there is a form with fields for 'Amount incl' (10.00 AUD), 'Tax code' (10% GST), and 'Tax amount' (0.91 AUD). There are also buttons for 'CC/Proje' and 'Expense', and a 'Split' button at the bottom.

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



The screenshot shows a mobile application interface for selecting an expense template. A dialog box titled 'Select an expense template' is open. 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, there is a list of templates, with 'Freedom Bank Charges' visible. The background shows a partially obscured form with red error messages: 'A required code is missing'.

3. Give your template a name and enter all the coding details such as cc/project, expense code, GST, description. You can also split the coding across multiple accounts if required.

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

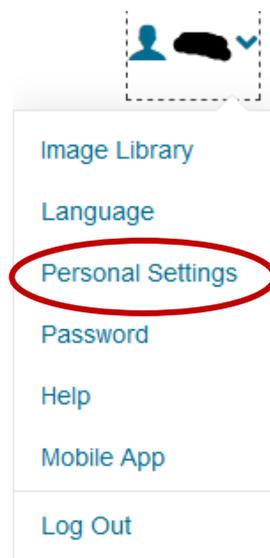
Expense Description

Done Cancel

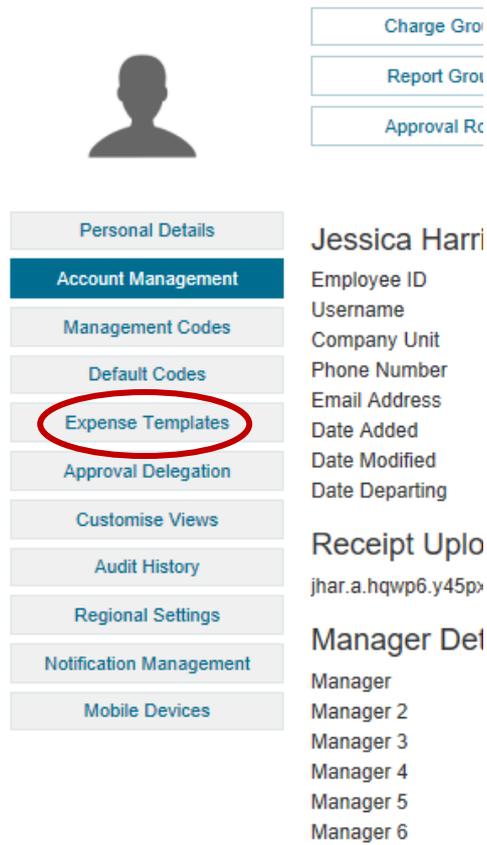
4. Click 'Done' down the bottom to save your template.

#### Personal Settings:

1. Open your Personal Settings

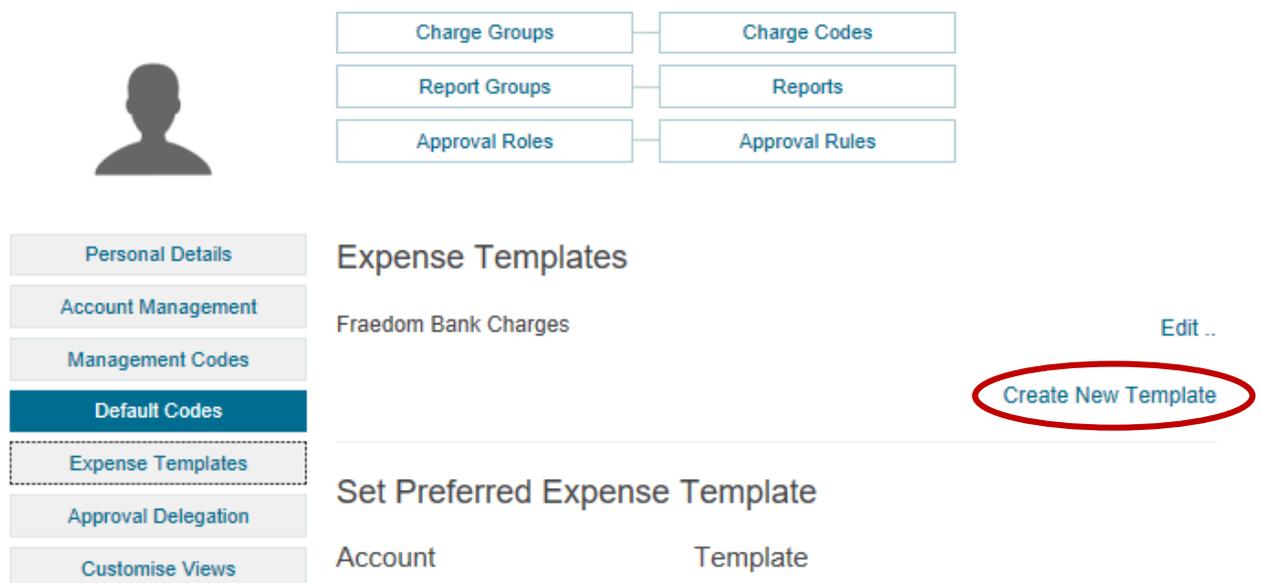


2. Click on 'Expense Templates' on the left.



The user profile card for Jessica Harri includes a silhouette icon, a list of menu items on the left, and a list of details on the right. The 'Expense Templates' menu item is circled in red. The details on the right are organized into sections: 'Personal Details' (Employee ID, Username, Company Unit, Phone Number, Email Address, Date Added, Date Modified, Date Departing), 'Receipt Uplo' (jhar.a.hqwp6.y45p), and 'Manager Det' (Manager, Manager 2, Manager 3, Manager 4, Manager 5, Manager 6).

3. Click 'Create New Template'.



The Expense Templates management interface shows a user profile card on the left with a silhouette icon. The main content area is titled 'Expense Templates' and lists 'Fraedom Bank Charges'. An 'Edit ..' link is visible. A 'Create New Template' button is circled in red. Below the main content, there is a section titled 'Set Preferred Expense Template' with columns for 'Account' and 'Template'.

4. Enter the template details: Template Name, the coding details, and an expense description, then click 'Save'.

The screenshot shows a web browser window titled 'Freedom - Microsoft Edge' with the URL 'control.freedom.com/Coding/CodingTemplates/Create?legacy=true'. The page is titled 'Create New Expense Template'. It features a 'Template Name' input field. Below this is a table with columns: 'Line', 'CC/Project', 'Expense Code', 'Percentage', and 'Tax Code'. The table contains two rows: Row 1 has '1' in the Line column, a dropdown for CC/Project, a dropdown for Expense Code, '100%' in the Percentage column, and '[Default]' in the Tax Code column. Row 2 has '2' in the Line column, a dropdown for CC/Project, a dropdown for Expense Code, an empty Percentage field, and '[Default]' in the Tax Code column. Below the table is a 'Merchant Details' section with a greyed-out input field, and an 'Expense Description' section with an empty input field. At the bottom right, there are 'Save' and 'Cancel' buttons.

You will now be able to select your expense templates when coding transactions. If you are a delegate coder, the expense templates of the cardholder will be shown.

The screenshot shows the Freedom system interface. At the top, there is a blue header with 'Humble Grounds Pty Ltd'. Below this, there is a table with columns: 'Date', 'Issuer', and 'Merchant category group'. The table contains one row: 'May 2020', 'National Australia Bank', and 'Misc Store'. Below the table, there is a 'Coding' section with a button labeled 'Expense template' circled in red. To the right, a modal window titled 'Select an expense template' is open. It has a 'Find' input field and a '+ Create expense template' button. Below these, there is a list of templates: 'Freedom Bank Charges' and 'Milk purchases', both circled in red. A red line connects the 'Expense template' button to the modal window. At the bottom right, there is a small box containing the number '5'.

## Editing/Deleting an expense template

1. Click on the 'Edit' button next to the template you wish to edit/delete.

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to share

Charge Groups | Charge Codes  
Report Groups | Reports  
Approval Roles | Approval Rules

Personal Details | Account Management | Management Codes | Default Codes | **Expense Templates** | Approval Delegation | Customise Views

### Expense Templates

Fraedom Bank Charges [Edit ..](#)  
Fraedom Bank Charges [Edit ..](#)

[Create New Template](#)

### Set Preferred Expense Template

Account: [ ] Template: [ ]

2. To edit the template, change the required fields and then click the 'Save' button down the bottom.

Freedom - Microsoft Edge  
Freedom Holdings Ltd [GB] | control.freedom.com/Coding/CodingTemplates/Edit/3195?legacy=true

### Edit Expense Template - Fraedom Bank Charges

Template Name: Fraedom Bank Charges

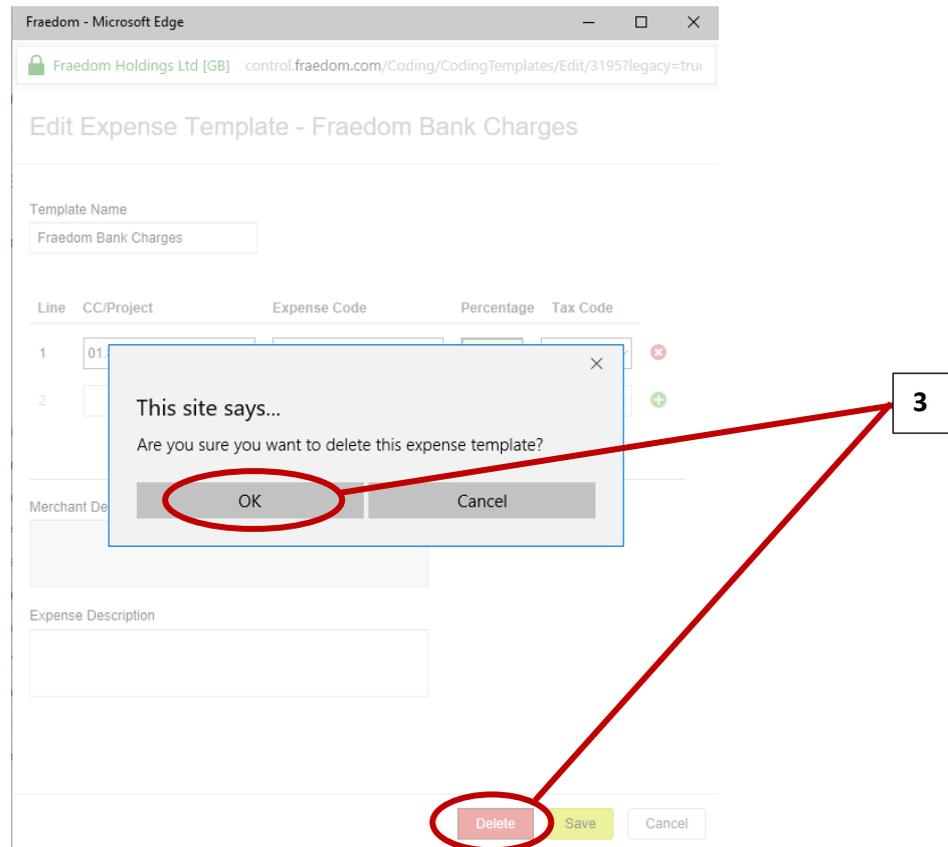
Line	CC/Project	Expense Code	Percentage	Tax Code
1	01.872.00207 - Bank Cl	3601 - Bank Charges	100%	0% GST
2				[Default]

Merchant Details: [ ]

Expense Description: [ ]

[Delete](#) [Save](#) [Cancel](#)

3. To delete the template, click the 'Delete' button down the bottom instead. Click 'Ok' to confirm.



## Uploading Images

It is now a requirement that each transaction has an image associated with it. This image can either be a tax receipt or a lost docket form. You can also attach any backing documentation relating to the transaction, such as additional approval.

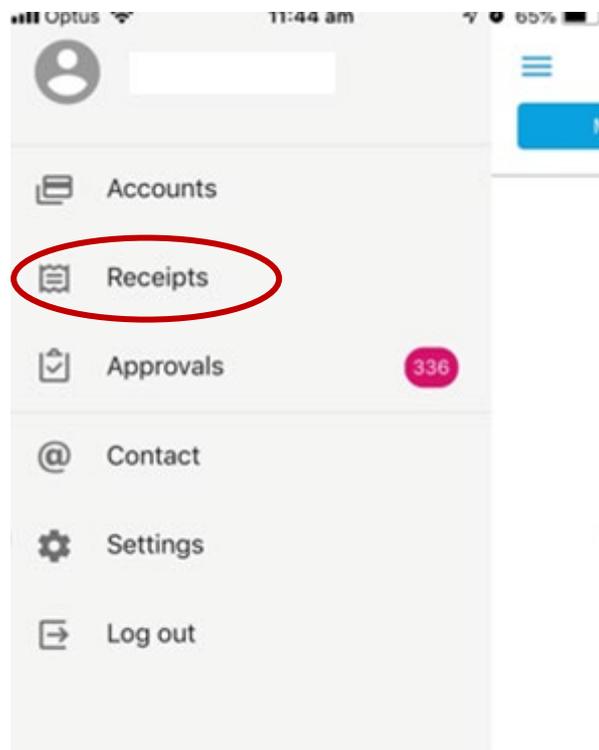
Fraedom uses OCR (Optical Character Recognition) to attempt to match receipts that are uploaded to the correct transactions as they come through.

There are three ways to upload an image into Fraedom.

### Use the Smartphone App

You can use the app to take a picture of your receipt as soon as you receive it.

1. In the app, open the menu and click the 'Receipts' tab.





- Your camera will open on your phone, and you can take a picture of the receipt. If you need to take the picture again, choose 'Retake' in the bottom left. When you are happy with the picture of the receipt, choose 'Use Photo' in the bottom right.

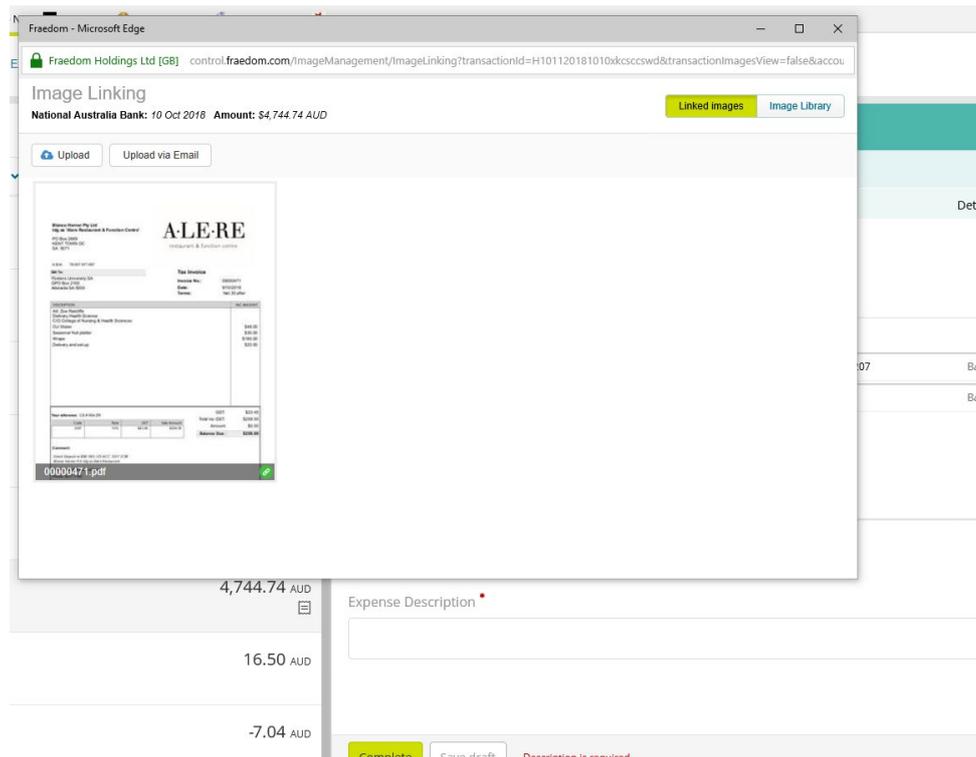


- Your receipt will now be uploaded into your image library, and you will be able to see it in both the app and through the desktop. The OCR will scan the receipt (as depicted by the hourglass in the bottom left, showing the process is running), and when the transaction flows through from the bank it will attempt to auto-match the receipt for you.



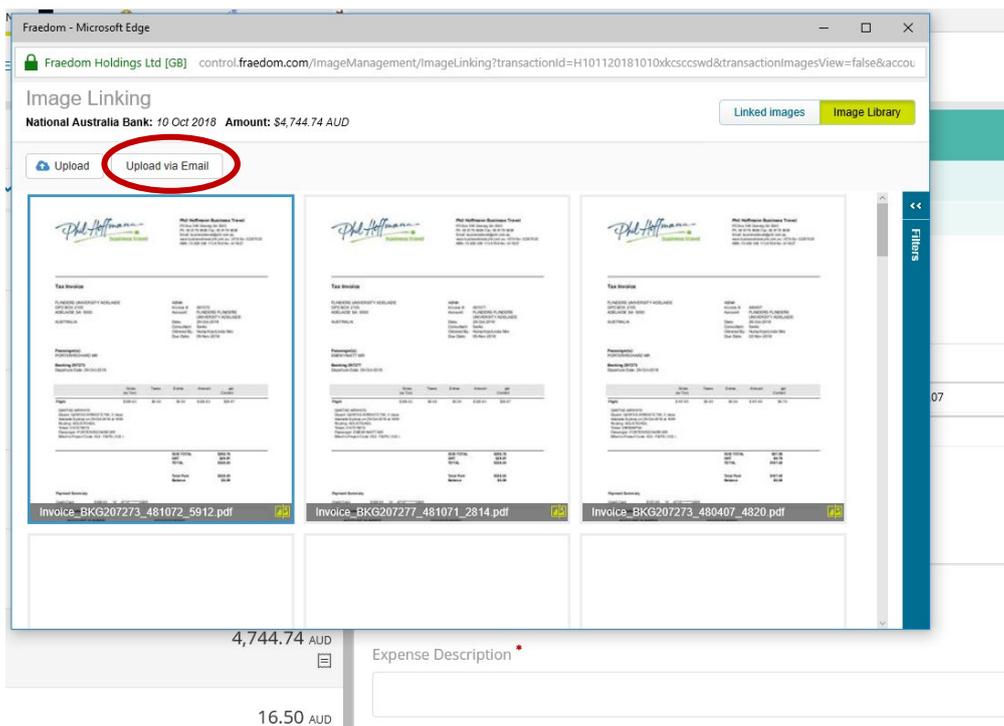


3. The image will now be automatically linked to your transaction.

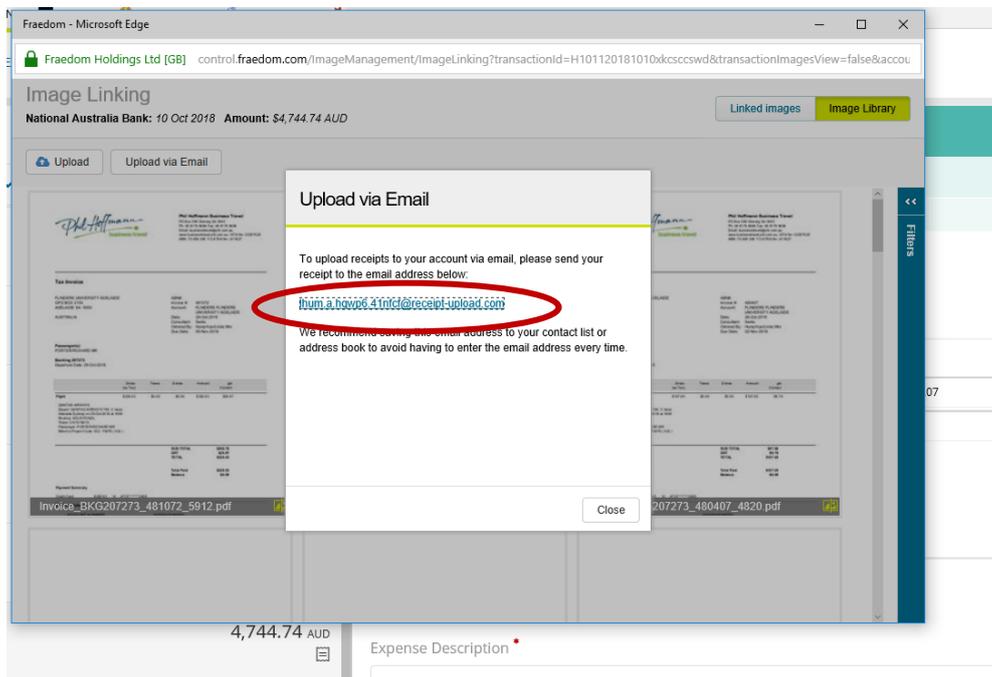


### Email the image through to your unique Freedom email

1. In your image library, click on the 'Upload via Email' button to obtain the unique email address for the card holder that the transaction relates to. If you are a delegate coder, you will need the email address for each of your card holders. It may be a good idea to save these to your address book.

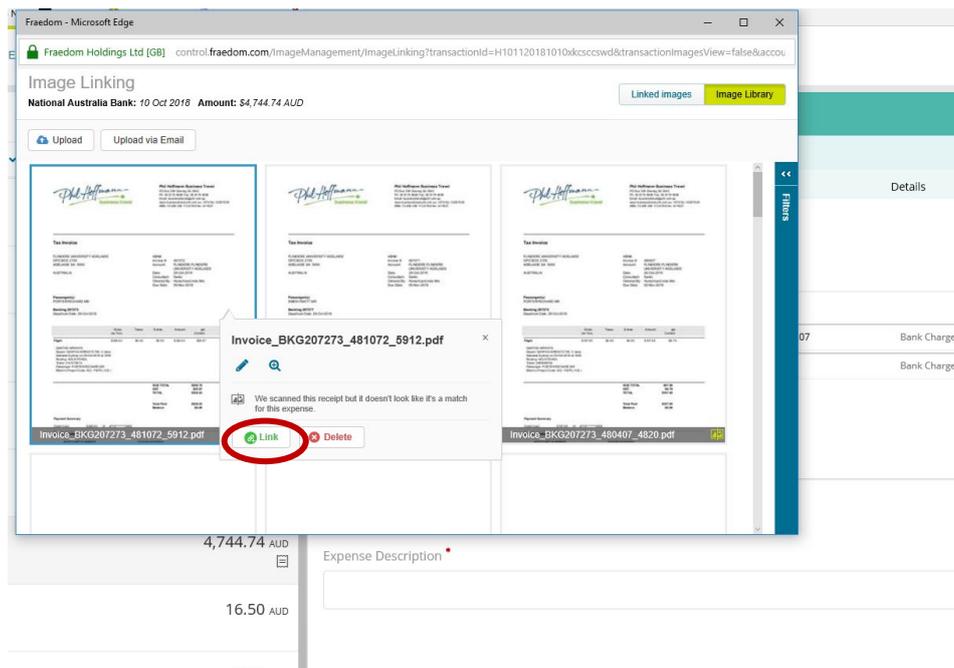


2. You can then email attachments through to this email address and they will automatically be uploaded into your image library. The OCR will scan them and attempt to auto-link them to your transactions, or you can go through and manually link them.



### Linking an image already in your library

- If your image is already sitting in your image library, you can click on it and then click the 'Link' button to manually link it to the relevant transaction.



## Unlinking an image from a transaction

- If you link the wrong image to a transaction, you can unlink it. You can switch between your 'Image Library' and 'Linked Images' in the top right. Click on 'Linked Images', and then click on the receipt image. You will then get the option to 'Unlink'.

The screenshot shows the 'Image Linking' interface in Microsoft Edge. The browser address bar shows the URL: `control.freedom.com/ImageManagement/ImageLinking?transactionId=H101120181010xkccscswd&transactionImagesView=false&accou`. The page title is 'Image Linking' and the transaction details are 'National Australia Bank: 10 Oct 2018 Amount: \$4,744.74 AUD'. In the top right corner, there are two buttons: 'Linked images' (highlighted with a red circle) and 'Image Library'. Below these are 'Upload' and 'Upload via Email' buttons. The main area shows a receipt from 'ALE-RE Restaurant & Function Centre' for '10 Oct 2018' with an amount of '4,744.74 AUD'. A modal window titled '00000471.pdf' is open, displaying a table with the following data:

Date	Summary	Amount
10 Oct 2018	Service Fees	4,744.7 (AUD)

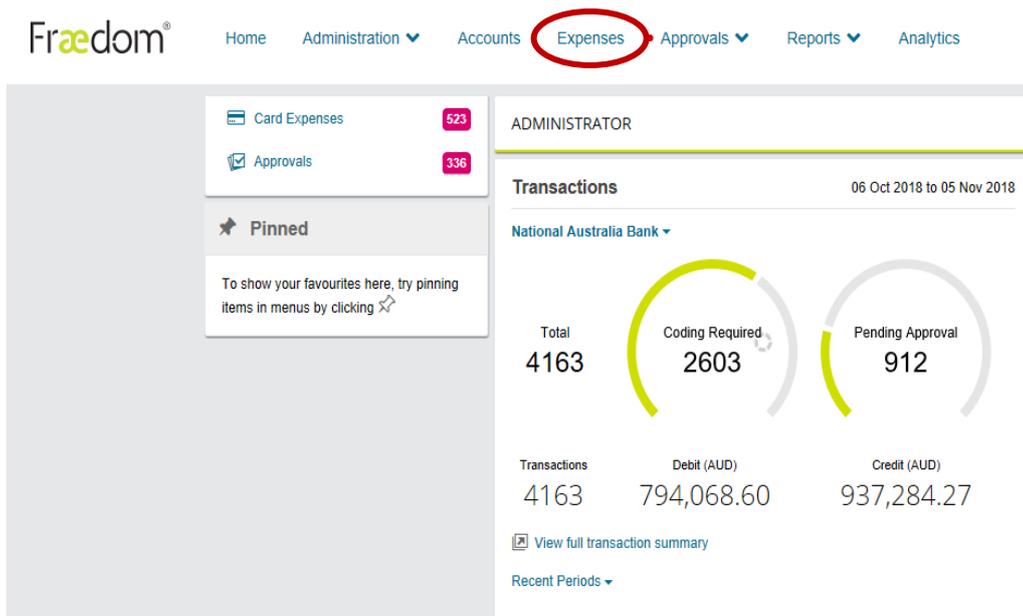
At the bottom of this modal window, there is an 'Unlink' button (highlighted with a red circle). Below the receipt, the total amount '4,744.74 AUD' is shown, followed by 'Expense Description \*' and a text input field. At the bottom of the page, the amount '16.50 AUD' is displayed.

## Accessing your image library

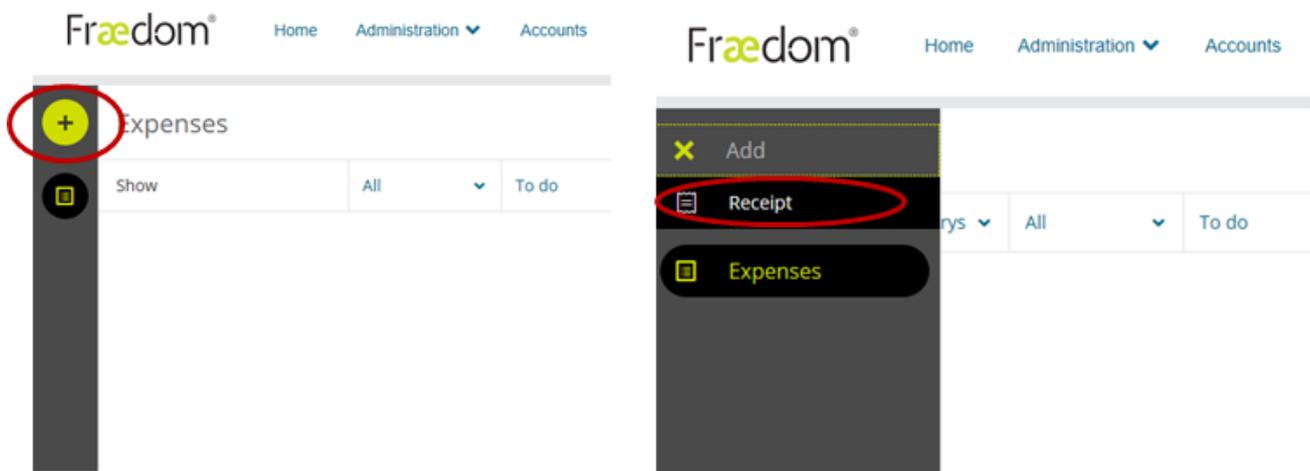
You can access the receipts in your image library via the desktop and the mobile app without having to go through the transaction screen.

### Desktop

1. Click the 'Expenses' tab at the top of the screen.

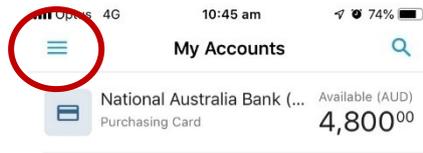


2. Click the '+ Add' icon on the left-hand side of the screen, and then click 'Receipt'.
3. Your image library will appear. You can upload images of receipts from here as per the previous instructions.

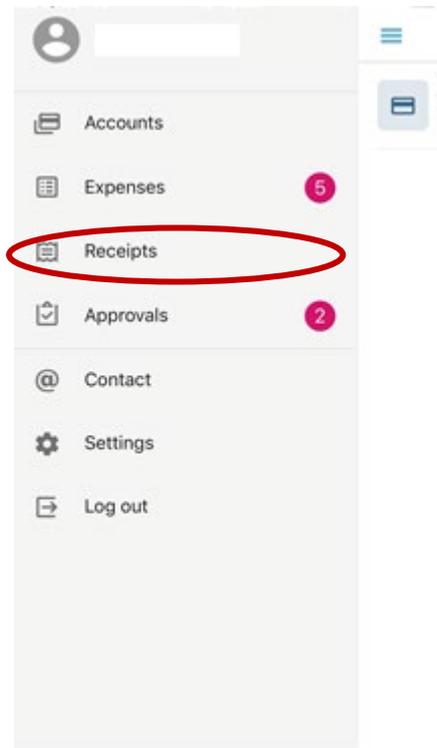


## Mobile

1. Click the menu button in the top left of the screen.



2. Click 'Receipts'.



3. Your image library will appear. You can upload images of receipts from here as per the previous instructions.

## Splitting lines

If you need to code an expense to multiple codes, or if only part of the expense includes GST, you will need to split the coding across multiple lines.

1. In the coding screen, click the 'Split' link. This will bring up a panel on the right-hand side of the screen.

The screenshot shows the 'Coding' screen for a 'Fraud Reversal' transaction. The transaction details are: Amount: -7.04 AUD, Date: 30 Jul 2018, Issuer: National Australia Bank, Merchant category group: Misc Store. The 'Coding' section includes fields for 'Amount Incl' (7.04 AUD), 'Tax Code' (10% GST), and 'Tax Amount' (0.64 AUD). There are also fields for 'CC/Project' and 'Expense Code', both with error messages: 'A required code is missing.' A 'Split' button is circled in red. The 'Merchant Details' section shows 'Credit Voucher Fraud Reversal' and an empty 'Expense Description' field. At the bottom, there are buttons for 'Complete', 'Save draft', and 'Split', along with a 'Balance: 0.00 AUD' indicator.

2. If you need to split the transaction 50/50, you can just hit the 'Split' button down the bottom. Otherwise, you can manually type the amounts in.

The screenshot shows the 'Coding' screen for a 'Fraud Reversal' transaction, with the 'Split' panel open. The transaction details are: Amount: -7.04 AUD, Date: 30 Jul 2018, Issuer: National Australia Bank, Merchant category group: Misc Store. The 'Coding' section includes fields for 'Amount Incl' (7.04 AUD), 'Tax Code' (10% GST), and 'Tax Amount' (0.64 AUD). There are also fields for 'CC/Project' and 'Expense Code', both with error messages: 'A required code is missing.' The 'Split' panel shows two lines: the first line has 'AUD 1.50' and '21.31%', and the second line has 'AUD 5.54' and '78.69%'. The 'Split evenly' checkbox is unchecked. A red box with the number '2' is next to the first line. At the bottom, there are buttons for 'Complete', 'Save draft', and 'Split', along with a 'Balance: 0.00 AUD' indicator. The 'Split' button is circled in red.

- If you need to, you can add more lines by clicking the 'Add line' link, to split the transaction more than two ways. When you've added all the lines you need, click 'Split' down the bottom.

The screenshot shows a 'Fraud Reversal' transaction for 30 Jul 2018, National Australia Bank, with a total amount of -7.04 AUD. The 'Coding' section includes 'Select Spend Wizard' and 'Expense template'. The main form has fields for 'Amount Incl' (7.04 AUD), 'Tax Code' (10% GST), and 'Tax Amount' (0.64 AUD). It also has fields for 'CC/Project' and 'Expense Code', both with error messages: 'A required code is missing.' The 'Merchant Details' section shows 'Credit Voucher Fraud Reversal' and an empty 'Expense Description' field. At the bottom, there are buttons for 'Complete', 'Save draft', and 'Split'. The 'Split' panel on the right shows three lines: AUD 1.50 (21.31%), AUD 4.54 (64.49%), and AUD 1.00 (14.20%). A '+ Add line' button is circled in red in the 'Split' panel, and a 'Split' button is circled in red at the bottom of the main form. A red line connects these two circles, ending in a box with the number '3'.

- Your coding will then be split into the two or more amounts that you specified, and you can code them to different accounts or with different GST codes if necessary.

The screenshot shows three stacked 'Split' panels, each with its own 'Coding' section. The top panel shows a 'Tax Code' of 10% GST and a 'Tax Amount' of 0.14 AUD. The middle panel shows an 'Amount Incl' of 4.54 AUD and a 'Tax Amount' of 0.41 AUD. The bottom panel shows an 'Amount Incl' of 1.00 AUD and a 'Tax Code' of 10% GST. Each panel has fields for 'CC/Project' and 'Expense Code', both with error messages: 'A required code is missing.' The bottom panel has buttons for 'Complete', 'Save draft', and 'Options'.

5. If you need to delete one of your coding lines, you can click the cross in the top right of that line. The remaining amount will be automatically added into one of the other coding lines, so you may need to split them again to correct this.

The screenshot displays two coding lines in a software interface. Each line contains the following fields:

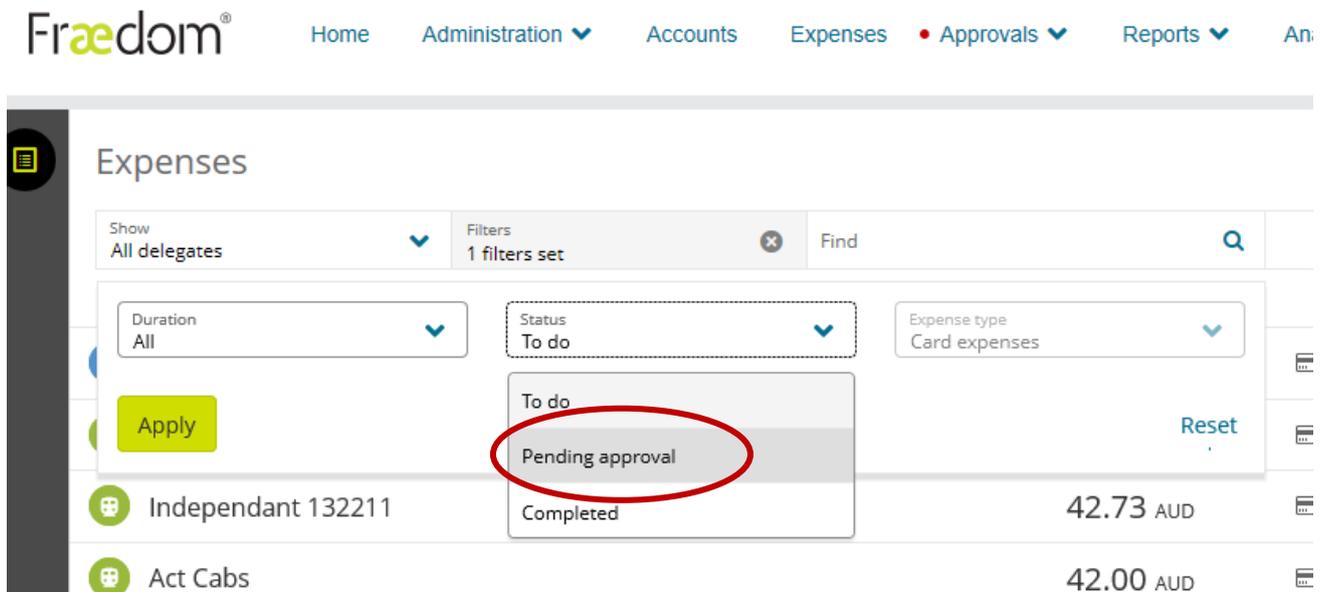
- Amount Incl: 4.54 (top line) / 1.00 (bottom line), AUD
- Tax Code: 10% GST
- Tax Amount: 0.41 (top line) / 0.09 (bottom line), AUD
- CC/Project: [Empty field with a plus sign]
- Expense Code: [Empty field with a plus sign]

Both lines have a red error message: "A required code is missing." A "Delete line" button is circled in red on the right side of the top line. A "Split" button is located at the bottom left of each line. A close button (X) is in the top right corner of the top line's container.

## Changing Coding

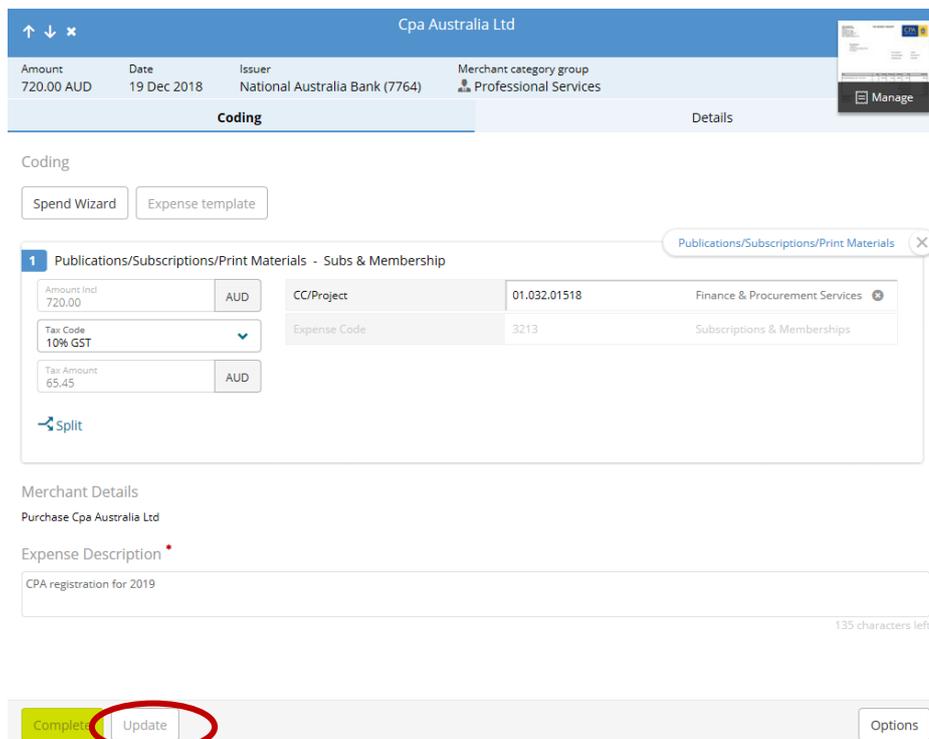
If you have submitted a transaction for approval and then realise you need to change the coding, you can still access the transaction to amend it.

1. In the 'Expenses' tab, click on the 'Filters' drop-down box and change the status to 'Pending approval', and then click 'Apply'.



The screenshot shows the Freedom software interface. At the top, there is a navigation bar with the Freedom logo and menu items: Home, Administration, Accounts, Expenses, Approvals, Reports, and another partially visible item. Below the navigation bar, the main content area is titled 'Expenses'. There are several filter boxes: 'Show All delegates', 'Filters 1 filters set', 'Duration All', 'Status To do', and 'Expense type Card expenses'. A yellow 'Apply' button is located below the 'Duration' filter. The 'Status' dropdown menu is open, showing options: 'To do', 'Pending approval' (highlighted with a red circle), and 'Completed'. Below the filters, there is a table of expenses. The first row shows 'Independant 132211' with an amount of '42.73 AUD'. The second row shows 'Act Cabs' with an amount of '42.00 AUD'.

2. Click on the relevant transaction to bring up the coding screen. Make any changes that are required, and then click the 'Update' button.



The screenshot shows the coding screen for a transaction. At the top, there is a blue header with the text 'Cpa Australia Ltd'. Below the header, there is a table with columns: Amount, Date, Issuer, and Merchant category group. The first row shows: Amount 720.00 AUD, Date 19 Dec 2018, Issuer National Australia Bank (7764), and Merchant category group Professional Services. Below the table, there are two tabs: 'Coding' and 'Details'. The 'Coding' tab is active. There are two buttons: 'Spend Wizard' and 'Expense template'. Below the buttons, there is a dropdown menu with the text 'Publications/Subscriptions/Print Materials'. Below the dropdown menu, there is a form with fields: Amount Incl 720.00 AUD, Tax Code 10% GST, Tax Amount 65.45 AUD, CC/Project 01.032.01518, and Expense Code 3213. Below the form, there is a 'Split' button. Below the form, there is a section titled 'Merchant Details' with the text 'Purchase Cpa Australia Ltd'. Below the merchant details, there is a section titled 'Expense Description' with a text box containing 'CPA registration for 2019'. Below the text box, there is a note '135 characters left'. At the bottom of the screen, there is a bar with three buttons: 'Complete', 'Update' (highlighted with a red circle), and 'Options'.

## Deleting Coding

To delete your coding, click the 'X' button on the right of the code:

Coding \*

Select Spend Wizard   Expense template

1

Amount Incl 7.04	AUD	CC/Project	01.872.00207	Bank Charges	X
Tax Code 10% GST		Expense Code	3601	Bank Charges	X
Tax Amount 0.64	AUD				

Split

Merchant Details

Credit Voucher Fraud Reversal

Expense Description \*

If you have used a Spend Wizard to enter the expense code, you will need to clear the Wizard by clicking on the 'X' in the top right, next to the name of the Spend Wizard:

Coding \*

Select Spend Wizard   Expense template

1 Admin/Office - Consumables <1k

Amount Incl 7.04	AUD	CC/Project	01.872.00207	Bank Charges	X
Tax Code 10% GST		Expense Code	3228	Consumables <1k	
Tax Amount 0.64	AUD				

Split

Admin/Office X

Merchant Details

Credit Voucher Fraud Reversal

Expense Description \*

## Responding to queries

If your approver returns a transaction to you for more information or for amendment, you will need to first action their query, and then respond to them. You will receive a notification from Freedom whenever you have transactions that are being queried.

1. To access their query, go to the 'Expenses' tab. The transactions with queries on them will show a speech bubble next to them. Click on one of the transactions to open the coding screen.

 Oaks Plaza Pier	53.80 AUD		12 Aug 2018	 
 Qantas Airwa0812485600251	819.00 AUD		09 Aug 2018	 
 Oaks Plaza Pier	633.50 AUD		08 Aug 2018	 
 Virgin Aust 7952149344831	1,061.01 AUD		07 Aug 2018	 
 Qantas Airwa0812485512647	378.61 AUD		07 Aug 2018	 

2. In the coding screen, scroll down to the 'Approval Rules' section to view the comment from your approver.

**Coding** Details Manage

 Information required

65.45 AUD

 Split

**Merchant Details**  
Purchase Cpa Australia Ltd

**Expense Description \***  
2020 CPA Subscription fees 135 characters left

**Approval rules**

**Authoriser Approval**

 Test

 Jessica Harrison 10 Mar 2020, 12:09 AM

Ask a question or add a comment... 250 characters left

Comment is required.

3. Make any changes required in the coding screen, and then reply to the query in the text box and click 'Complete'.

Transaction Request

[Split](#)

Merchant Details  
Purchase Cpa Australia Ltd

Expense Description \*  
2020 CPA Subscription fees  
135 characters left

Approval rules

**Authoriser Approval**

Test  
Jessica Harrison 10 Mar 2020, 12:09 AM

Response  
242 characters left

**Complete** Update Options

4. The transaction will now disappear out of your queue and return to your approver.

## Disputing a transaction

If you see a transaction on your account that you do not recognise, or if you require more information about the transaction, you can dispute it directly with the bank through Freedom.

1. In the coding screen, click on the 'Options' button down the bottom, then click 'Dispute'.

Fraud Reversal  
Linda Humphrys

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

Link receipt

Coding

Details

Coding \*

Select Spend Wizard Expense template

1

Amount Incl 7.04 AUD

Tax Code 10% GST

Tax Amount 0.64 AUD

CC/Project +

A required code is missing.

Expense Code +

A required code is missing.

Split

Merchant Details

Credit Voucher Fraud Reversal

Expense Description \*

test

Advanced coding

Dispute

Options

Complete Save draft A required code is missing.

2. A pop-up window will appear on the right of the screen. Click the 'Dispute' button again down the bottom of the screen to open the Dispute Form.

Fraud Reversal  
Linda Humphrys

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

Coding

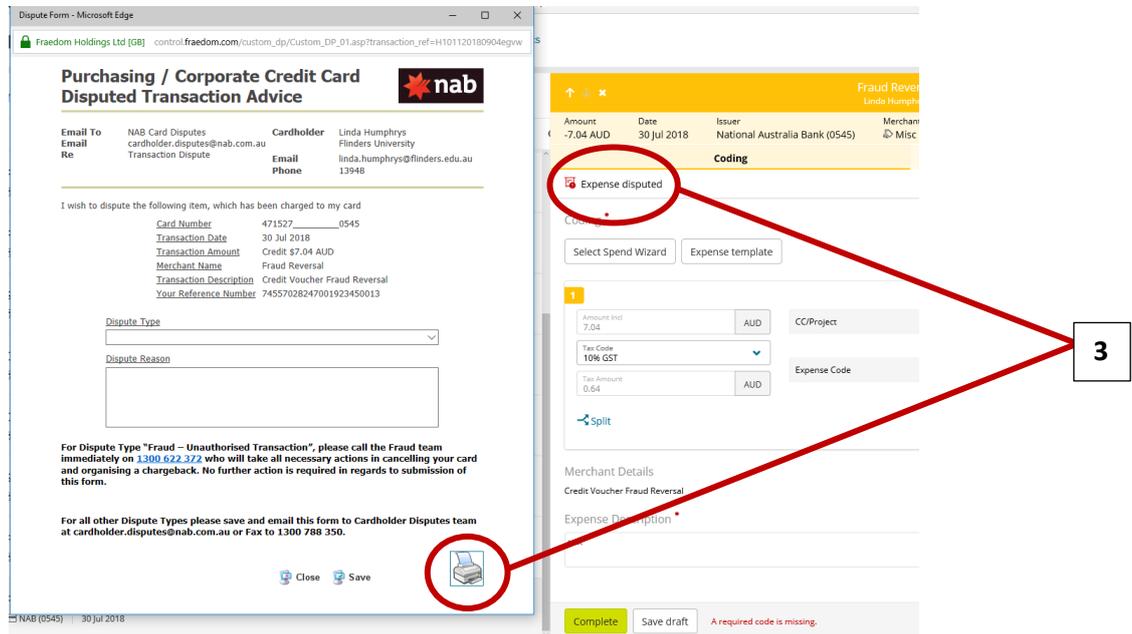
Dispute expense

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

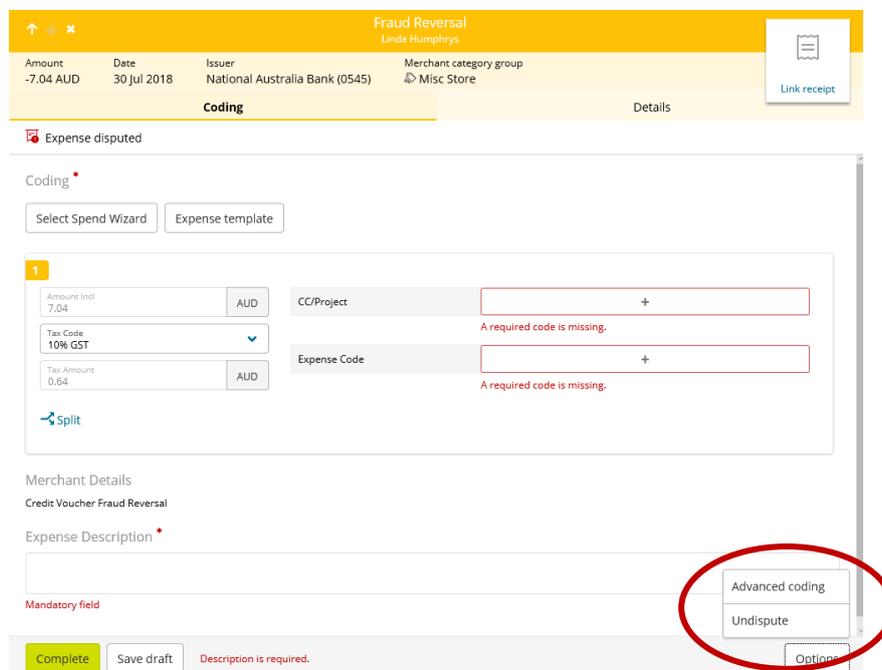
Complete Save draft A required code is missing.

Dispute Cancel

- The dispute form will pop up in a separate window. Fill this form out, then click the print button down the bottom to get a copy of the form. Email this form to [cardholder.disputes@nab.com.au](mailto:cardholder.disputes@nab.com.au). The transaction will then be flagged with an 'Expense disputed' notification.



- You can also reverse a dispute on a transaction if required. Click on the 'Options' button again after a transaction has been disputed and click 'Undispute'. This will remove the disputed flag from the transaction.



The NAB will investigate any disputed transactions they receive and will credit the transaction back if required. The transaction will not disappear from the account, it will still need to be coded and approved. When the credit is received, this will need to be coded to the same account as the original transaction and approved as well.

- Pick one of your cost centre & projects, and code the disputed transaction like normal (including the normal expense code). Attach a copy of the NAB disputed transaction form to the transaction, and in the description note that this is a disputed transaction and should be credited by NAB.

Other Credits

Amount	Date	Issuer
-88.40 AUD	05 May 2020	National Australia Bank

**Coding** Details

Spend Wizard Expense template

1

Amount incl	88.40	AUD	CC/Project	01.872.00207	Bank Charges
Tax code	0% GST		Expense Code	3601	Bank Charges
Tax amount	0.00	AUD			

Split

Merchant Details  
Other Credits Cc Account Rebate

Expense Description  
Disputed transaction

140 characters left

Complete Update Description is required. Options

- Once the credit comes through on your account (this can take up to a few months, depending on how quickly it is actioned by the bank), it will need to be coded. Credits are coded in the exact same way as a normal transaction. Code this credit to the exact same GL account as the original transaction.

## Credits

Coding a credit in Fraedom is the same as coding a normal transaction. Generally, you would code the credit to the same cost centre/project and expense code as the original transaction, to ensure they are applied against each other in the Finance System.

A credit transaction does not need a receipt attached to be completed, however if you have any documentation relating to the credit (such as an email trail or a credit note), this should be attached to the transaction for record keeping purposes.

# Setting up the Fraedom App

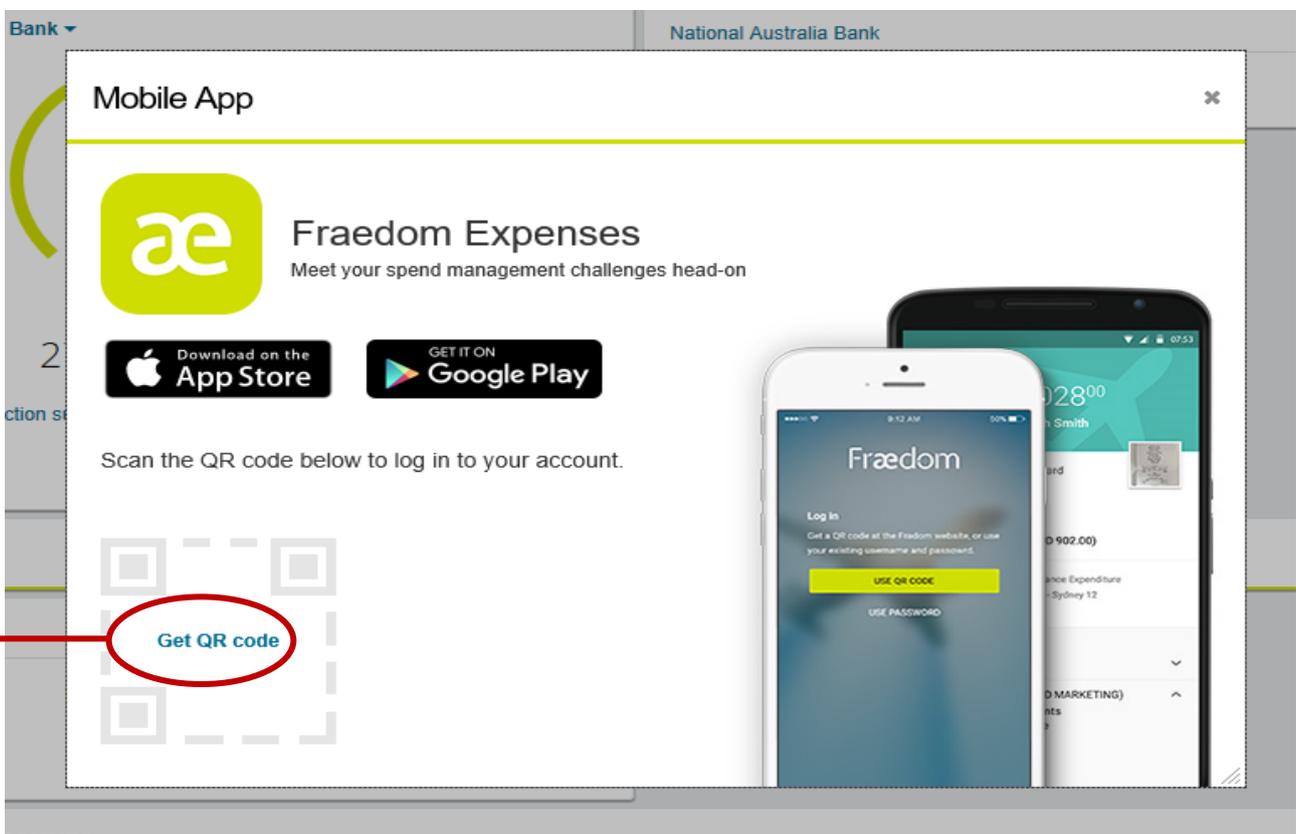
The Fraedom App can be used to capture receipt images and code transactions on the go. Approvers can also use the App to approve transactions.

To get started with the App, you will need to link the app to your Fraedom account by following these instructions:

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

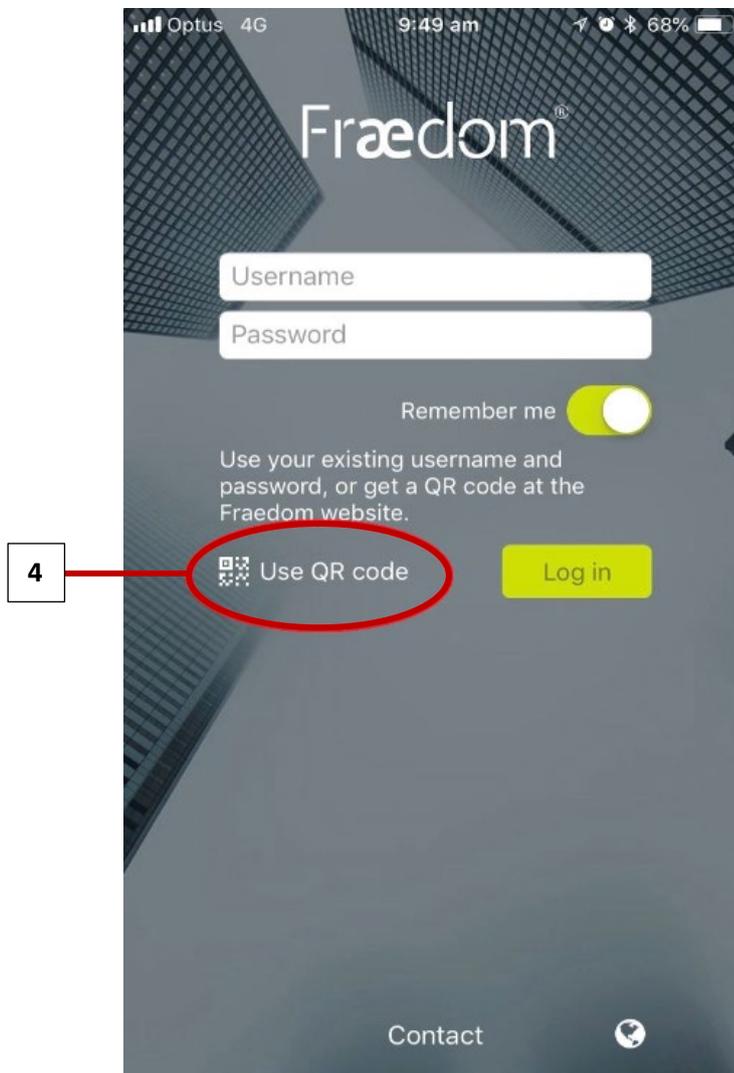
The screenshot shows the Fraedom web interface. At the top right, the user's name 'Jessica' is displayed in a dropdown menu, circled in red with a '1' in a box. Below this, a sidebar menu contains options: 'Image Library', 'Language', 'Personal Settings', 'Password', 'Help', 'Mobile App' (circled in red with a '2' in a box), and 'Log Out'. The main content area displays 'ADMINISTRATOR' and 'Transactions' for the period '06 Oct 2018 to 05 Nov 2018'. It features a summary for 'National Australia Bank' with three gauges: 'Total' (3191), 'Coding Required' (2057), and 'Pending Approval' (701). Below the gauges is a table with columns for 'Transactions', 'Debit (AUD)', and 'Credit (AUD)', showing values 3191, 607,333.95, and 935,465.91 respectively. A 'View full transaction summary' link is also present. The bottom section is labeled 'APPROVALS'. The Flinders University logo and an 'Announcements' section are visible on the right side of the main content area.

3. In the box that pops up on the screen, click the 'Get QR Code' link to generate a unique QR code for your account.



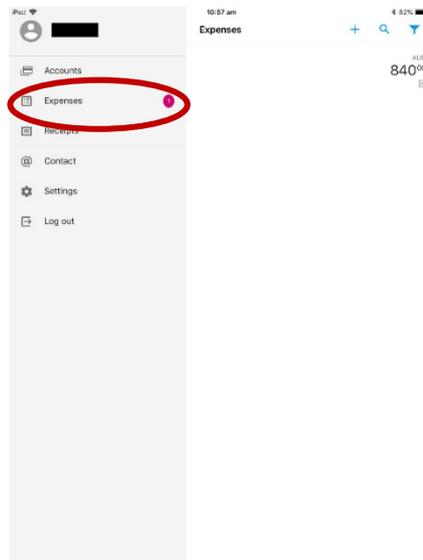
4. Open the App on your phone.
  - Click the 'Use QR Code' button.
  - The camera will open on your app – use this to scan the QR code on your computer.
  - You will then be asked to enter a pin number for future log-ins.

Your app is now linked to your Fraedom account, and you'll be able to log in with your pin in future.

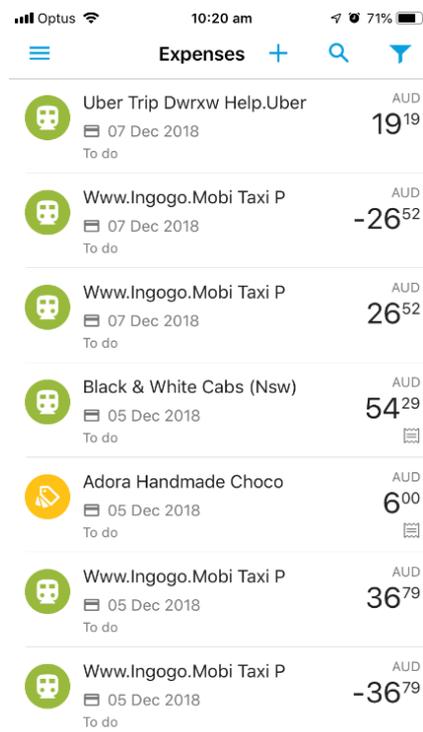


# Coding via. Smart Phone App

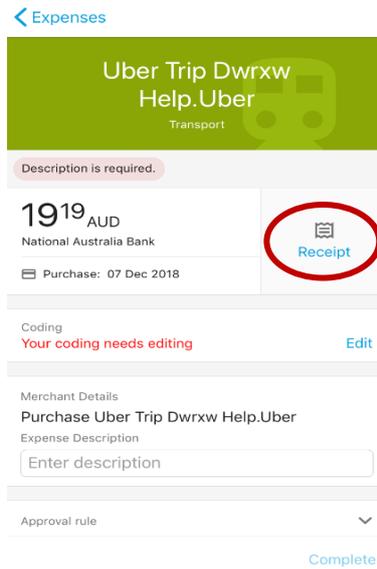
1. When you open the app and log in, the first page you see should be the 'Expenses' page. If not, click on the menu button  in the top left, and then choose 'Expenses'.



2. You will then see a list of all outstanding transactions waiting to be coded. Click on any one of these transactions to enter the coding screen.

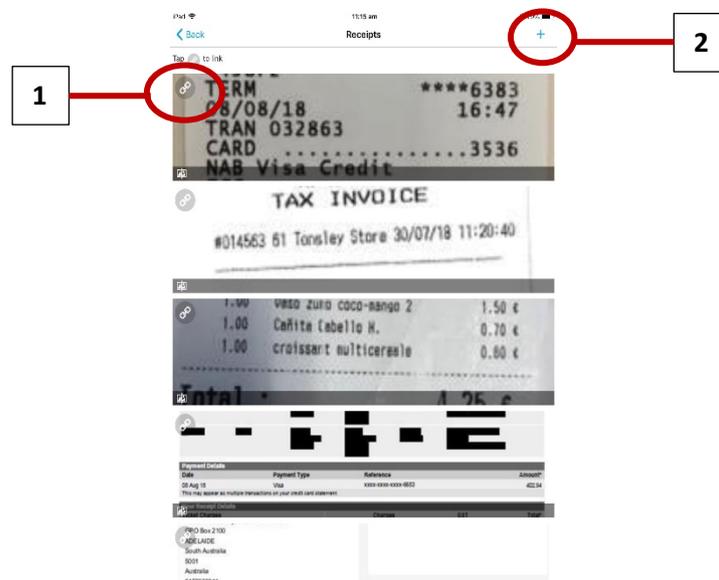


3. If your receipt hasn't been auto-linked, you will need to link it manually. Click on the 'Receipt' button in the top right to open your image library.

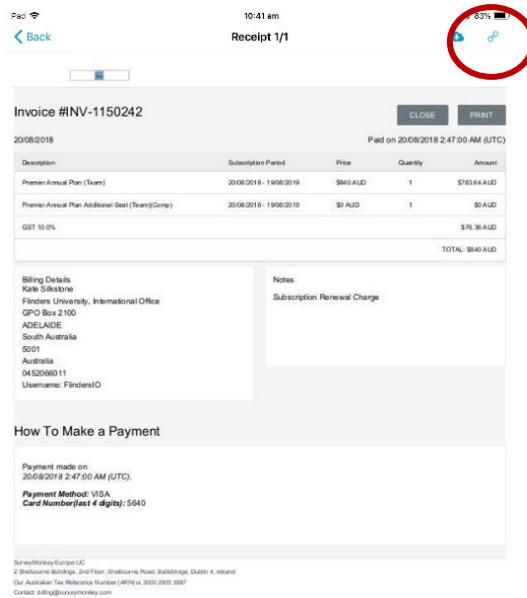


4. You will then see all the images that have already been loaded into your library. You can click on any of these images to see a larger copy of the receipt, or you can click on the link button (1) to link it to the transaction immediately.

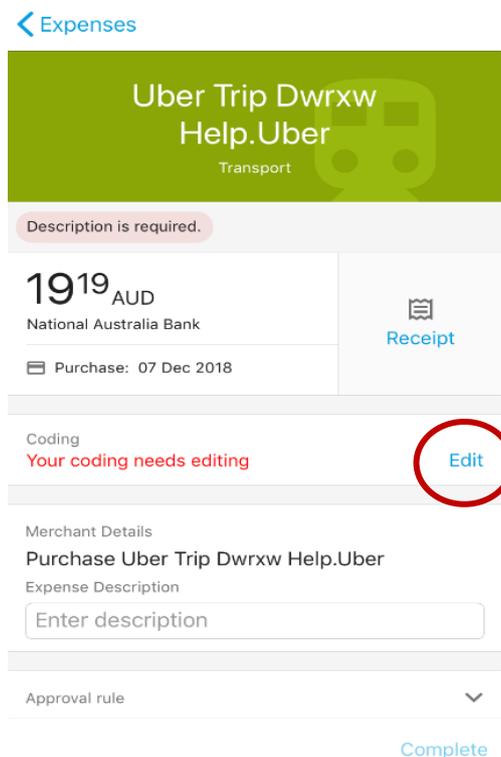
If you need to add a new image, click the plus sign in the top right (2) to take a picture using the camera, or to choose a picture from your gallery.



- After clicking on the relevant image, click the link button in the top right to link it to the transaction. Once a receipt has been linked, either manually or automatically with the OCR, you can complete the coding.

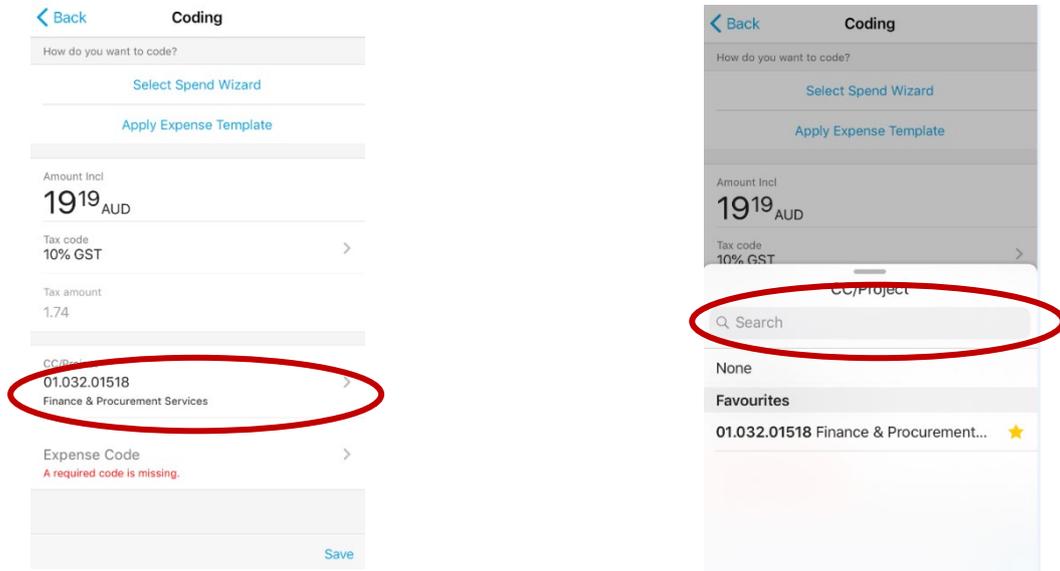


- Click the 'Edit' button to enter the coding screen.

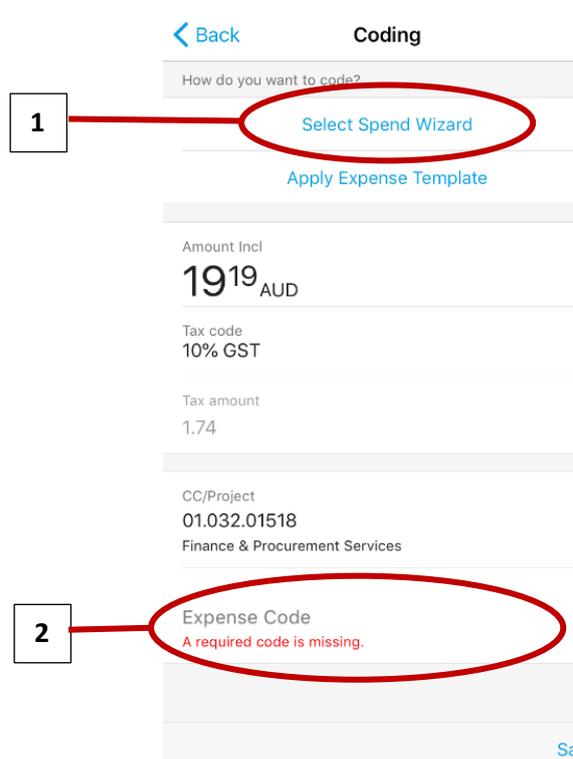


7. If you have a default CC/Project, the account will be loaded in automatically. Otherwise, you will need to manually search for the correct account. You can also change your default code if necessary.

To search for an account, click on the CC/Project field. Your favourite codes appear in a list, and you can click on one of these to use it. Otherwise, search for a code by typing it into the search bar with the format XX.XXX.XXXXX. Click on the relevant code to enter it for that transaction.



8. You will then need to code the expense code, either by clicking the 'Select Spend Wizard' button at the top of the screen (1), or by manually searching for the code by clicking on the 'Expense Code' field (2) and following the same steps as above.



9. You can amend the GST if necessary, by clicking on the 'Tax code' field.

The screenshot shows a mobile application interface for 'Coding'. At the top, there is a '< Back' button and the title 'Coding'. Below this, a section titled 'How do you want to code?' contains two buttons: 'Select Spend Wizard' and 'Apply Expense Template'. The main content area displays the following information:

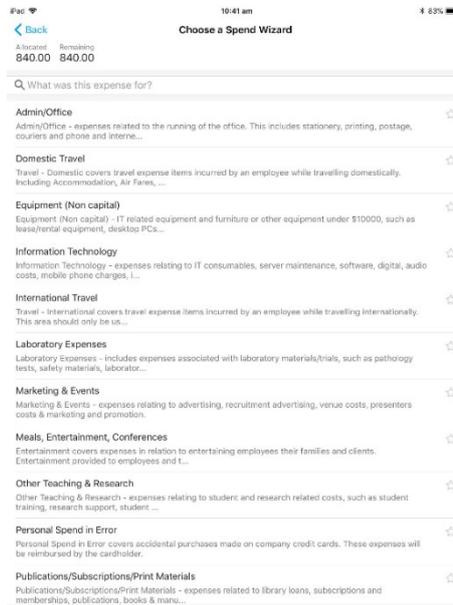
- Amount Incl: 1919 AUD
- Tax code: 10% GST (circled in red)
- Tax amount: 1.74
- CC/Project: 01.032.01518  
Finance & Procurement Services
- Expense Code: A required code is missing.

A 'Save' button is partially visible at the bottom right of the screen.

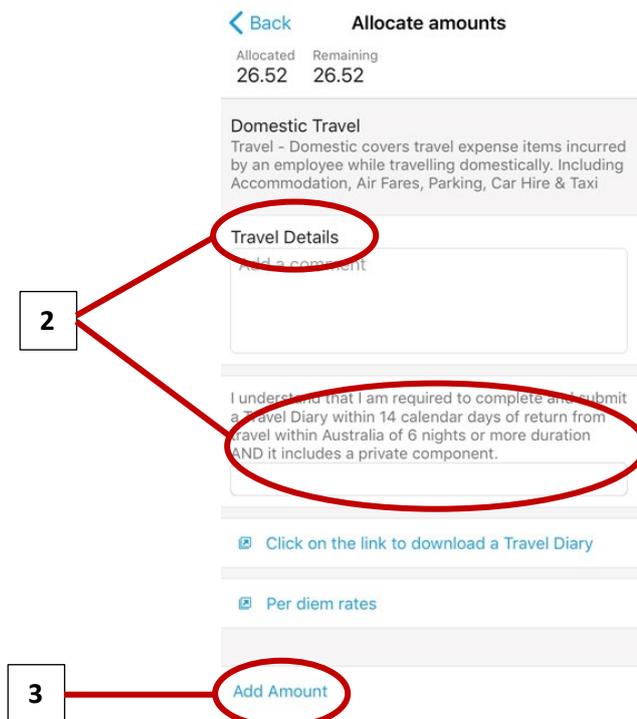
10. Once all the coding has been completed, and a receipt has been attached, the transaction will be sent to your approver, and will disappear from your queue.

## Coding using a Spend Wizard

1. In the coding screen, click on 'Select Spend Wizard'. This will bring up a list of relevant Spend Wizard's. You can then pick the relevant one, or search for the type of expense in the top search bar.



2. You may be asked to enter some additional information, such as a description of the expense or to confirm that a Travel Diary has been completed.
3. Click on the 'Add Amount' link in the bottom left to allocate the transaction to a sub category.



- Pick the relevant category. You will then need to allocate the correct amount to this category. You can manually type the amount (e.g. if you need to split the transaction across two different expenses), or you can click the arrow below to allocate the full amount.

[← 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

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**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

---

**Travel Details**  
Add a comment

---

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](#)

---

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

0.00 AUD

[↑ 19.19 AUD](#)

---

[Add Amount](#) [Apply](#)

- Once the transaction is fully allocated, click the 'Apply' button in the bottom right. This will complete the expense coding.

Optus 4G    11:11 am    70%

[← Back](#)    **Allocate amounts**

Allocated	Remaining
26.52	0.00

---

**Travel Details**  
Travel for meeting

---

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](#)

---

**Car Hire/Taxis** 🗑️  
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

26.52 AUD

---

[Add Amount](#) [Apply](#)

Once you've added your receipt & entered your coding, your transaction will be automatically submitted for approval.

## Splitting the expense – same Spend Wizard

1. To split an expense over multiple expense codes within the same Spend Wizard, you need to allocate the first amount as per the instructions above, and then click the 'Add Amount' button again, down in the bottom left. This will then allow you to choose another category.

Optus 4G 2:41 pm 49%

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

Allocated	Remaining
26.52	16.52

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](#)

**Car Hire/Taxis**  
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

10.00 AUD

↑ 16.52 AUD

**Add Amount** [Apply](#)

2. Once you've finished splitting the transaction, click Apply in the bottom right to finalise your coding.

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

Allocated	Remaining
19.19	0.00

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](#)

**Car Hire/Taxis**  
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

10.00 AUD

**Parking Fee**  
Use for car parking

9.19 AUD

[Add Amount](#) **Apply**

3. If you've split the transaction between two or more expense codes, you can switch between them in the coding screen by swiping left or right at the top of the screen.

**Coding**

1 10.00  
Swipe for more

Spend Wizard  
Domestic Travel – Car Hire/Taxis [Edit](#)

Amount Incl  
10<sup>00</sup> AUD

Tax code  
10% GST >

Tax amount  
0.91

CC/Project  
01.032.01518 >  
Finance & Procurement Services

Expense Code  
2022 >  
Travel Expenditure- domestic o

[Save](#)

**Coding**

2 9.19  
Swipe for more

Spend Wizard  
Domestic Travel – Parking Fee [Edit](#)

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

Tax code  
10% GST >

Tax amount  
0.84

CC/Project  
01.032.01518 >  
Finance & Procurement Services

Expense Code  
2107 >  
Car Parking

[Save](#)

## Splitting the expense – different Spend Wizards

1. To split an expense over multiple expense codes within different Spend Wizards, you need to manually allocate the first amount as per the instructions above, and then instead of clicking 'Add Amount', click 'Apply' in the bottom right.

Optus 4G 2:41 pm 49%

[Back](#) Allocate amounts

Allocated	Remaining
26.52	16.52

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

**Car Hire/Taxis**  
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.

10.00 AUD

16.52 AUD

[Add Amount](#) [Apply](#)

2. The screen will then come up with the remaining balance that needs to be coded. You can then click 'Select Spend Wizard' up the top again to select a different Spend Wizard, or you can manually enter an expense code by clicking 'Expense Code'.

Optus 4G 3:23 pm 56%

[Back](#) Coding

2 21.52  
Swipe for more

How do you want to code?

[Select Spend Wizard](#)

Amount Incl  
**21.52** AUD

Tax code  
10% GST

Tax amount  
1.96

CC/Project  
01.032.01518  
Finance & Procurement Services

Expense Code  
A required code is missing.

[Save](#)

- Once you've finished splitting the transaction, click Apply in the bottom right to finalise your coding.

[← Back](#) **Allocate amounts**

Allocated	Remaining
19.19	0.00

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](#)

**Car Hire/Taxis**  
Taxi fares and car hire charges incurred by an employee while travelling in Australia on University business.  
10.00 AUD

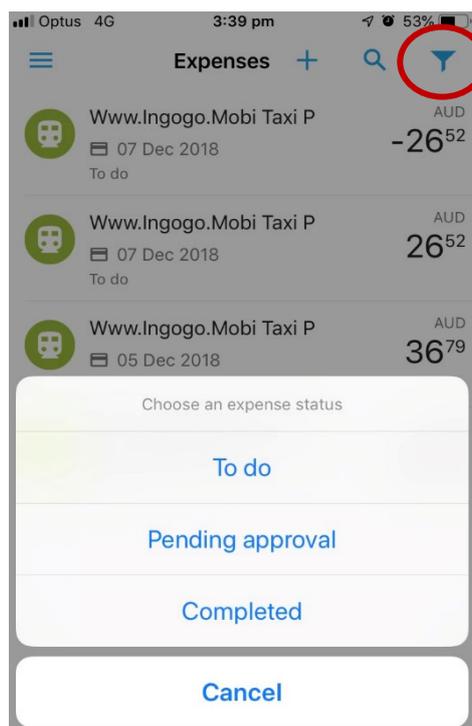
**Parking Fee**  
Use for car parking  
9.19 AUD

[Add Amount](#) [Apply](#)

## Pending/Approved Transactions

You can access transactions that you have already coded via the app.

If you click on the filter button in the top right of your transaction list, you can filter by transactions that are still pending approval, and transactions that have already been approved.



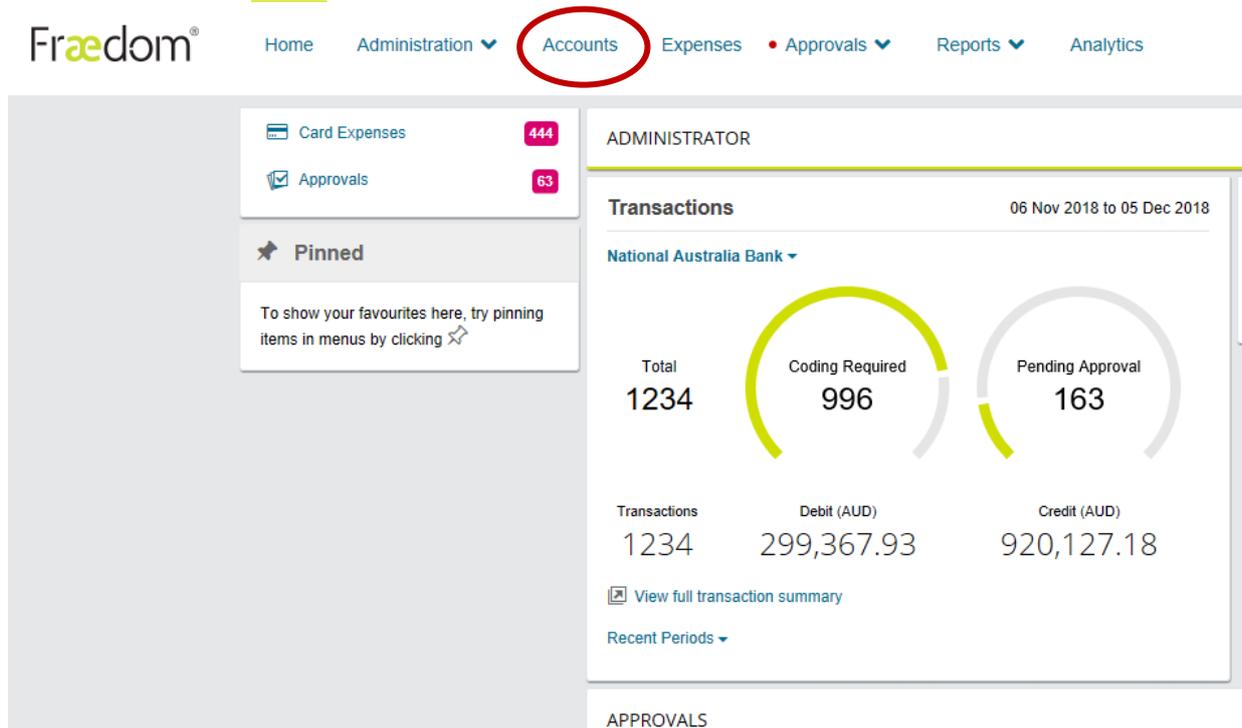
# Statements

If you require a copy of a monthly statement, you can obtain this in two ways; through the 'Accounts' tab, or through the 'Expenses' tab.

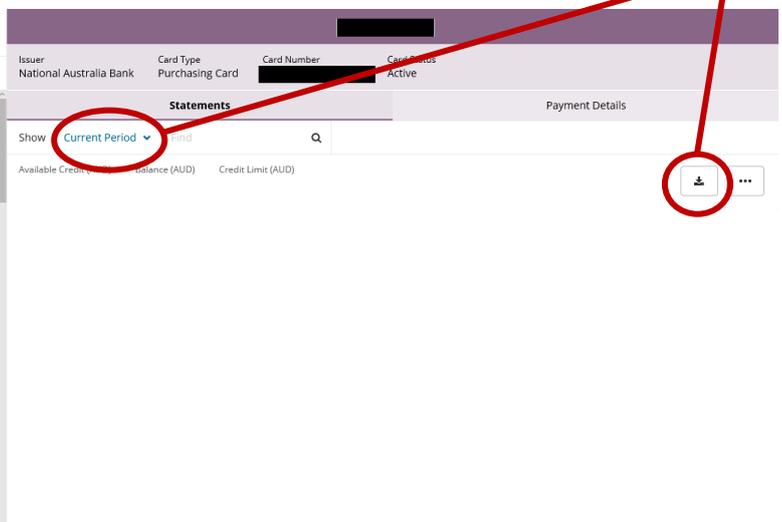
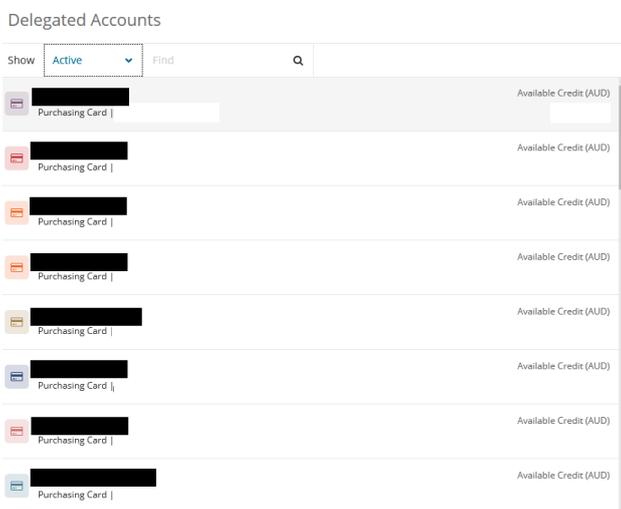
Statements are only available for a certain amount of time. If you require an older statement, please contact a System Administrator.

## Accounts

1. Click on the Accounts tab at the top of the screen.



2. A list of your accounts will show up – if you are not a delegate coder for anyone, you will only see your account. If you are a delegate coder, click on the card holder that you require a statement for.
3. You can choose which period you need by clicking on the 'Current Period' drop down box and selecting an option. Then, click on the  button to download a copy of the statement



## Expenses

1. Click on the Expenses tab at the top of the page.

Frædom® Home Administration Accounts **Expenses** Approvals Reports Analytics

ADMINISTRATOR

Transactions 06 Nov 2018 to 05 Dec 2018

National Australia Bank

Total	Coding Required	Pending Approval
1234	996	163

Transactions	Debit (AUD)	Credit (AUD)
1234	299,367.93	920,127.18

[View full transaction summary](#)

Recent Periods

APPROVALS

2. If you are a delegate coder, use the drop-down box to choose the card holder that you require a statement for.

### Expenses

Show **All delegates** All To do Card expenses Find

Coles 0430	200.00 AUD	NAB
Uber Trip Ovrn	35.51 AUD	NAB
Stamford Plaza Adelaide	165.00 AUD	NAB
Service Fees	4,788.20 AUD	NAB
Adelaide Central Mkt	12.00 AUD	NAB
Greentriangleelctroni	48.35 AUD	NAB
Independant 132211	20.58 AUD	NAB

- Click on a transaction, so that the coding box opens on the right-hand side of the screen. Click on the 'Options' button in the bottom right, and then click 'Advanced Statement'.

- On the statement screen, click 'View Statement Report' to obtain a copy of the statement.

Tran Date	Supplier	Amount Incl	Allocation
06 Nov 2018	Coles 0461	200.00	<a href="#">View</a> ❌ !
13 Nov 2018	Coles 0430	100.00	<a href="#">View</a> ❌ !
13 Nov 2018	Coles 0430	200.00	<a href="#">View</a> ❌ !

5. If a previous statement is required, change the 'All' drop down box to the relevant period, and follow the instructions above. You may also need to change the 'To do' box to Pending Approval or Completed, depending on what stage your coding is at.

## Expenses

Show	All delegates	All	To do	Card expenses	Find
		Last 30 days			
		Last 90 days			
	Coles 0430	Oct 2018			200.00 AUD
	Uber Trip Ovrn	Sep 2018			35.51 AUD
	Stamford Plaza Adel	Aug 2018			165.00 AUD
	Service Fees	Jul 2018			4,788.20 AUD
	Adelaide Central Mkt	Jun 2018			12.00 AUD
	Greentriangleelctroni	May 2018			48.35 AUD

# Contacts

## **General Enquiries**

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