

# Upload receipts to the Expense Management System

## Introduction

Corporate credit cardholders must upload images of tax invoices and any other supporting documentation for all transactions into the Expense Management System (Fraedom) in order to acquit their transactions.

If the cardholder is unable to provide a tax invoice for a purchase a [Lost or Unobtainable Tax Invoice/Receipt Declaration form](#) must be completed (authorised for amounts greater than \$20.00) and uploaded.

All tax invoices, Lost or Unobtainable Tax Invoice/Receipt Declaration forms and other documents must be retained by the cardholder until the transaction is approved.

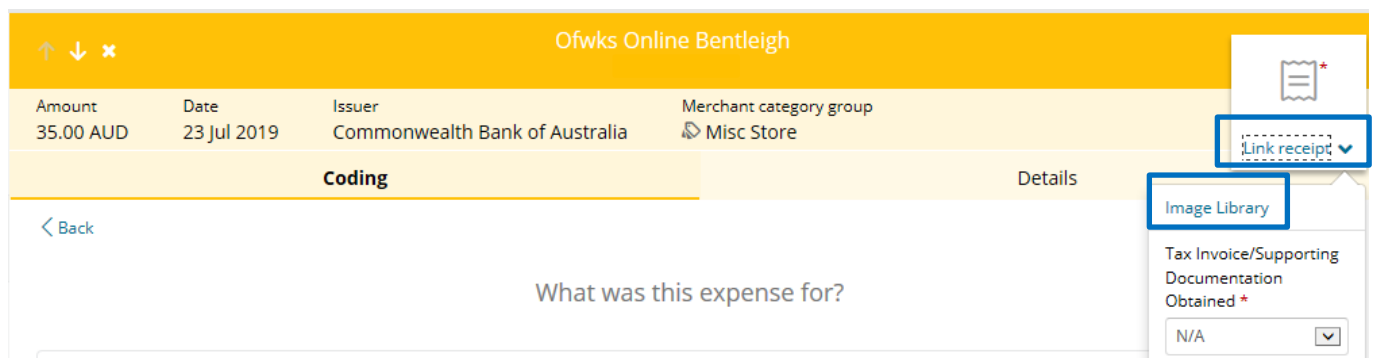
Tax invoices may be photographed or scanned (the preferred formats are JPG, GIF, PNG and PDF). You can upload images from your computer, email or photograph them to your Image Library in Fraedom. Photographing through the Fraedom App is quick and easy and allows maximum time for Optical Character Recognition (OCR) to attempt to link the receipt to transactions for you. Methods are explained later in this document.

## Procedure

Click on [Expenses](#):



- Click on the transaction you would like to attach a document for.
- Attach an image of your Tax Invoice by clicking [Link Receipt](#) and then [Image Library](#)



Amount	Date	Issuer	Merchant category group
35.00 AUD	23 Jul 2019	Commonwealth Bank of Australia	Misc Store

**Coding** Details

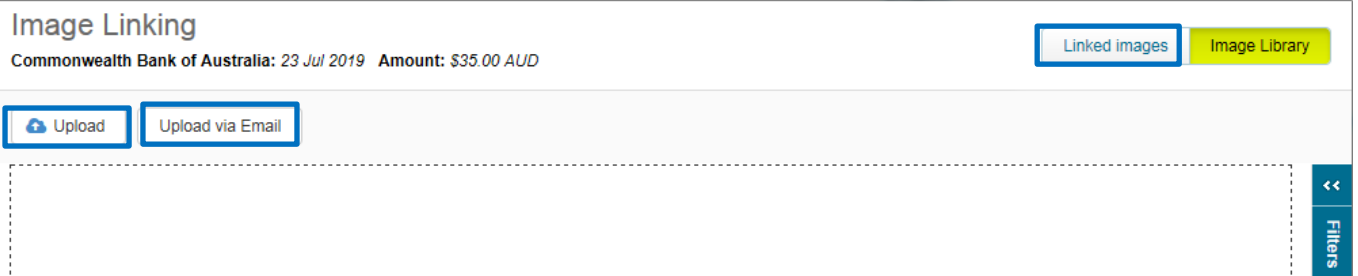
[Back](#)

What was this expense for?

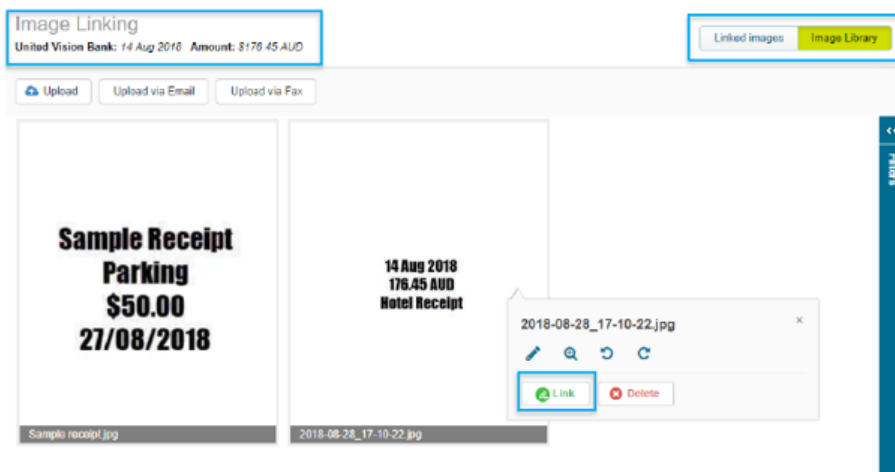
Image Library  
Tax Invoice/Supporting Documentation Obtained \*  
N/A


- The Image Library stores all your purchase documents (e.g. tax invoices, receipts).
- An image is uploaded to the [Image Library](#) by:
- Taking a photo with the Fraedom App when you incur the expense.

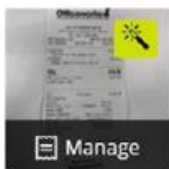
- Dragging and dropping an image from your desktop into the [Image Library](#).
- Clicking the [Upload](#) button in the image library and locating the pre-saved document.
- Sending an image to your unique email address which can be obtained by clicking the [Upload via Email](#) button




- To apply an image(s) to a transaction, click on the image and select the [Link](#) button.
- To unlink the image in linked in error, select it and press unlink.
- You can view all linked images by clicking on the [Linked images](#) button on the top of the screen.

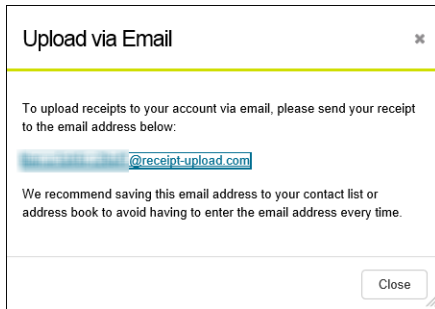


- OCR runs overnight in Fraedom and attempts to read information on receipts and link them to the matching transaction
- If OCR has already matched the receipt to the transaction, then an image will appear in the window automatically. The  symbol indicates that it was successfully matched by OCR



## Email images to the Image Library in Fraedom

- On the Fraedom homepage, click  next to your name in the top right hand corner and select [Image Library](#).
- In the Image Library window click [Upload via Email](#) to display the [Upload via Email](#) dialogue box which contains a unique email address for your Expense Management System account.



- Use your unique email address to send your images as an attachment to the Image Library.
- The image must be attached to the email you are forwarding. If the tax invoice is embedded in the email you must convert the email to an acceptable format such as PDF and attach it as a document as previously described.

**NOTE:** Saving this email address to your contact list or address book will avoid having to enter the email address every time you use it.

## Photograph images to the Image Library from a Smart Phone

- Receipts can be photographed into the Image Library using the Fraedom Expense app.
- Follow the instructions below to download the app.

# Fraedom<sup>®</sup>

## Fraedom Expense app – getting started

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

### Download the app

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

Available on the

### Log in

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

- 1 Log into the Fraedom website on your desktop, open the user settings menu and select 'Mobile App'
- 2 Click 'Get QR Code' to generate your unique account barcode.
- 3 Launch the Fraedom app on your mobile device and select 'Use QR Code' to scan the code generated on the website.

### Create a PIN

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

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

### Manage your devices

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

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

### Mobile Devices

You can register another device via the Mobile App window.

Device name	Registration date	Last login date	Remove
2degrees LGE Nexus 5	03 Jul 2016	-	Remove
Huawei Nexus 6P	03 Jul 2016	03 Jul 2016 21:28:29	Remove
Skinny HUAWEI ALE-L02	04 Jul 2016	-	Remove

### Need Help?

For further support or questions, contact Finance & Procurement Services on (08) 8313 3330 or [corporate\\_cards@adelaide.edu.au](mailto:corporate_cards@adelaide.edu.au)

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