

Link Transactions to International Travel Requisitions in Fraedom

Introduction

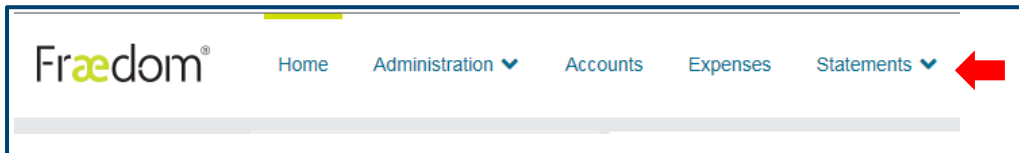
It is imperative from a financial management perspective and for duty of care that international travel for University business is appropriately pre-approved. To support this within the University, international transactions must be linked to the relevant travel requisition in the Expense Management System (Fraedom). It is advisable to link all relevant transactions at once prior to performing the acquittal process.

Procedure

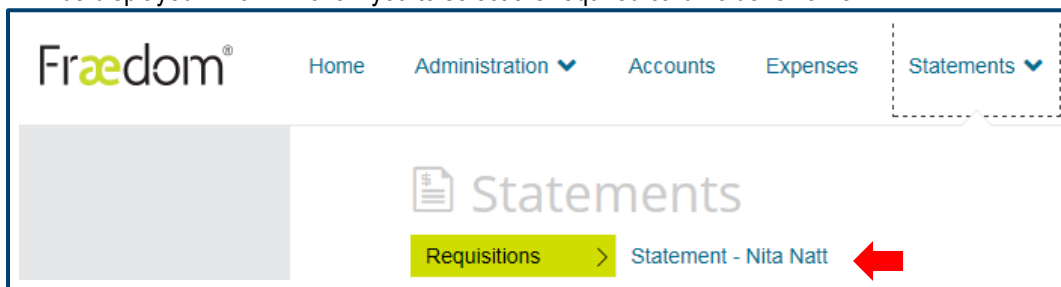
How to link card transactions to an International Travel Requisition.

Step 1:

On the Fraedom main page, click on Statements




The Statement - (card holder's name) will be displayed. Click on the statement. If you are an account nominee, a list of statements field will be displayed which will allow you to select the required card holder's name.





The Account Holder's Summary Statement window will be displayed, Click on the relevant travel requisition's title.

Requisition Summary		Linked Details			
Requisition	Posted	Amount	Items	Total	Balance
Conference and Research Meetings	08 Jun 2017	755.00			
Sweden-UK	06 Jun 2017	0.00			
China Research Visit	21 Dec 2016	500.00	7	464.67	35.33
Conference and Research Meetings	21 Nov 2016	1,700.00	2	2.76	1,697.24

The Requisition: Details window will be displayed. Click on the paper clip 

Requisition: Details [Print Travel Requisition](#)

Tran Date	Summary	Receipt	Image(s)	Source Amount	Amount Tax	Amount Incl	
25 Dec 2016	China Research Visit		No		0.00	500.00	✓ ✓  

The Transaction Linking and Allocation window will be displayed. Select the relevant transaction period from the **drop down option**.



Click 

Transaction Linking & Allocation



Linking Allocation

Please search for the transactions to link to this Requisition

Account: CBA - Account 1

Period: 29 Sep 2018 to 30 Oct 2018  

Step 2:

The Linking pop-up window will be displayed. Select the relevant **Transaction**. Click on the 'left arrow'  to move the transaction amount to the right column. Click on 'Save' and the transaction is now linked. To undo the linking, click the 'right arrow'  to move the transaction back to the left column.


Important Note: Remember to click 'Save' to link or undo the linking.

Transaction Linking & Allocation

Linking Allocation

Please search for the transactions to link to this Requisition

Account: CBA - Account 1

Period: 31 Oct 2018 to 29 Nov 2018 




Tran Date	Description	Amount	
01 Nov 2018	Kathleen Lumley Coll	781.55	
01 Nov 2018	Sb Conference Connec	486.50	
05 Nov 2018	Encanta Event Manageme	650.00	↔
05 Nov 2018	Hindmarsh Island Carav	60.00	↔
05 Nov 2018	Kendall Hall	195.00	↔
05 Nov 2018	Riversea Pty Ltd	330.00	↔
07 Nov 2018	Skybus Coach Services	36.00	↔
07 Nov 2018	Skybus Coach Services	36.00	↔
07 Nov 2018	Us Student&ev I901 Fee	247.74	↔
07 Nov 2018	Miscellaneous Fee - INTNL TRAN ..	6.19	↔
09 Nov 2018	Ustraveldocs.Com - Us	216.00	↔
13 Nov 2018	International Company	1,351.91	↔
13 Nov 2018	Sb Conference Connec	445.00	↔
13 Nov 2018	Sb Conference Connec	400.00	↔
13 Nov 2018	Sb Conference Connec	425.00	↔
13 Nov 2018	Miscellaneous Fee - INTNL TRAN ..	33.80	↔

[Select All](#)

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This window allows you to search and link transactions to this record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the 'Save' button to save the links.

Tran Date	Description	Amount	
01 Nov 2018	Kathleen Lumley Coll	781.55	↔
01 Nov 2018	Sb Conference Connec	486.50	↔
Total Linked		1,268.05	

Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3330 or corporate.cards@adelaide.edu.au