Fraedom

Working with your expenses

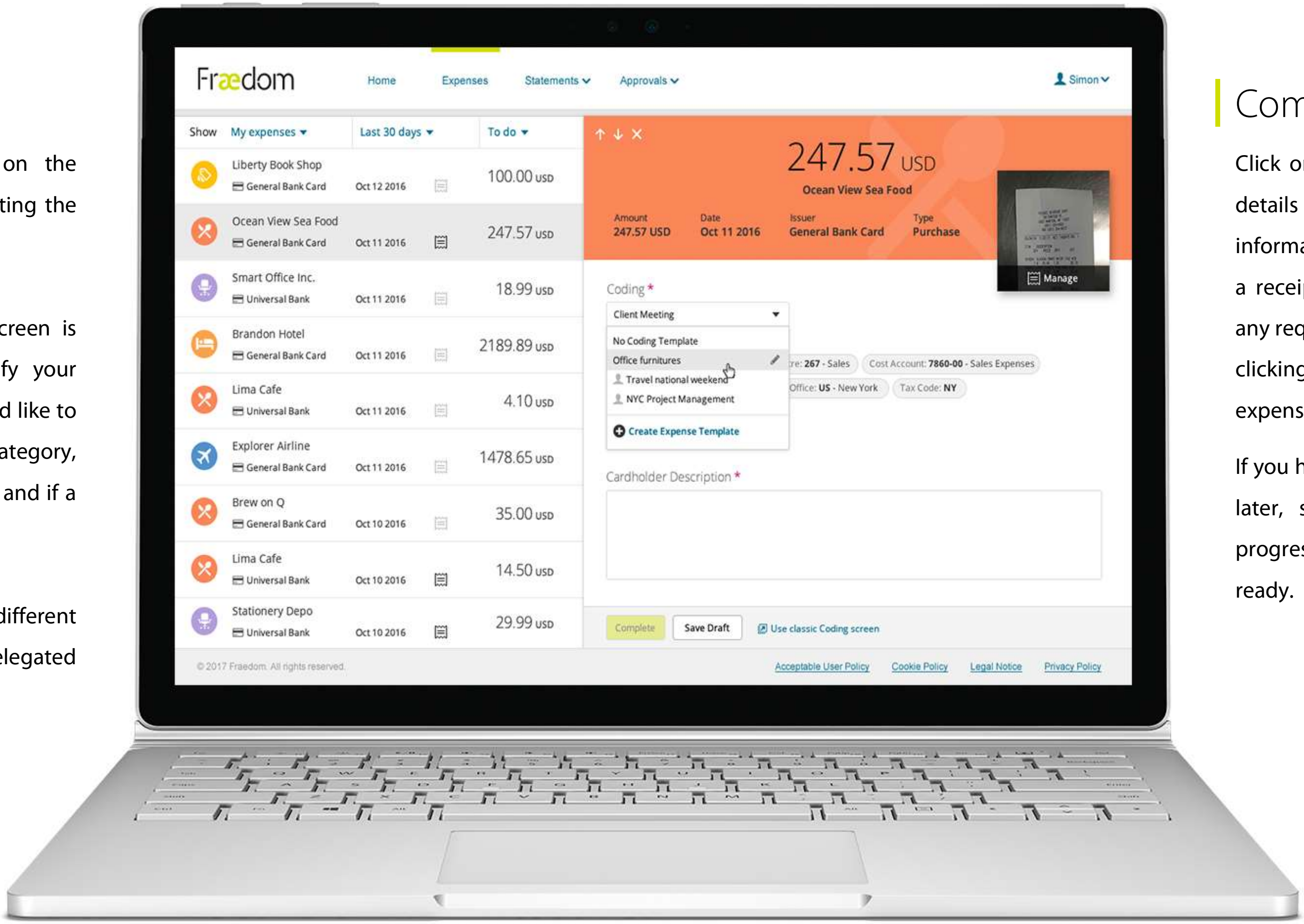
Fraedom's new Expense Listing Screen is all about helping you get a snapshot of how many expenses you have outstanding, and how much work you need to do to get it all completed!

View your expenses

You can view all your expenses on the Expense Listing Screen; start by selecting the menu titled 'Expenses' at the top.

The information displayed on the screen is designed for you to quickly identify your expenses and select the one you would like to work with – including the merchant category, merchant name, spend amount, date, and if a receipt is attached.

Use the filters to locate expenses in different statuses or for accounts you have delegated to you.



Complete an expense

Click on any expense in the list to open the details panel. From here you can view more information about the expense as well as link a receipt, apply a coding template, and add any required comments or descriptions before clicking 'Complete' to move on to the next expense in your list.

If you haven't finished and want to come back later, select 'Save as Draft' to keep your progress and pick it back up when you're ready.

Merchant category icons are associated to every expense so you can see at a glance where your expenses are from

Fraedom

Receipt auto-linking with OCR

Using the power of Optical Character Recognition (OCR) technology, Fraedom is now able to link your receipt images to your expenses automatically! This new enhancement will save you valuable time when completing your expenses. Take a look at the tips below to ensure you're getting the most out of this awesome feature.

Which receipts will auto-link?

Fraedom auto-links those receipts that score the highest potential match ranking. We have a ranking from 1- 5 based on how much data we were able to extract from your receipt using OCR. We only auto-link those receipts that score a 4 or higher, so you can be confident that if it's auto-linked we got it right. You can increase the ranking of your receipts by ensuring they're of the highest quality.

Auto-linked icon

Receipts that have been auto-linked to an expense will be indicated by the Auto-linked icon on the Expense Details Screen. We've made it a magic wand so you know some magic happened behind the scenes to save you valuable time!

Receipt icon

You can see at a glance from the Expense Listing Screen if a receipt is linked to an expense - just look for the receipt icon.

Manually linking vs Auto-linked

If no receipt has been linked to your expense you will need to manually select one from your image library, OCR will ensure that the most likely match is listed first, saving you time!

If your receipt has been auto-linked you will see it in the receipt box with the auto-link magic wand icon, so you know you don't need to do any more work.

Using the classic coding screen

Receipt auto-linking will still work if you're using the classic coding screen. The receipt paperclip icon will be green when you go to code your expense, so you'll know it's already been taken care of.

Quality counts!

In order to increase the number of receipts that auto-link to your expenses you need to make sure you upload the best quality receipt images that you can. We recommend taking photos of receipts as soon as you get them before they get squashed in your pocket. Follow these simple steps below to taking the perfect receipt image:

- Make sure it's one receipt at a time
- Place the image on a flat dark surface
- Line up your image, make sure it's in focus
- Don't obstruct the image with fingers or shadows
- Make sure your image isn't really small

Capturing a cash expense

Spend Wizards help you to allocate your spend to the correct categories by taking you through an easy workflow. Favourite the wizards you use most often so you can quickly code the same type of expense next time.

Creating a new cash expense

You can create new cash expenses from the Home Screen or from the Expense Listing Screen – just click the 'Cash Expense' button to get started.

Delegated accounts

If you have accounts delegated to your profile you can create cash expenses against them through the Expense Listing Screen. Use the dropdown to select the delegated account you would like to work with and then select the 'Cash Expense' button.

OCR Integration

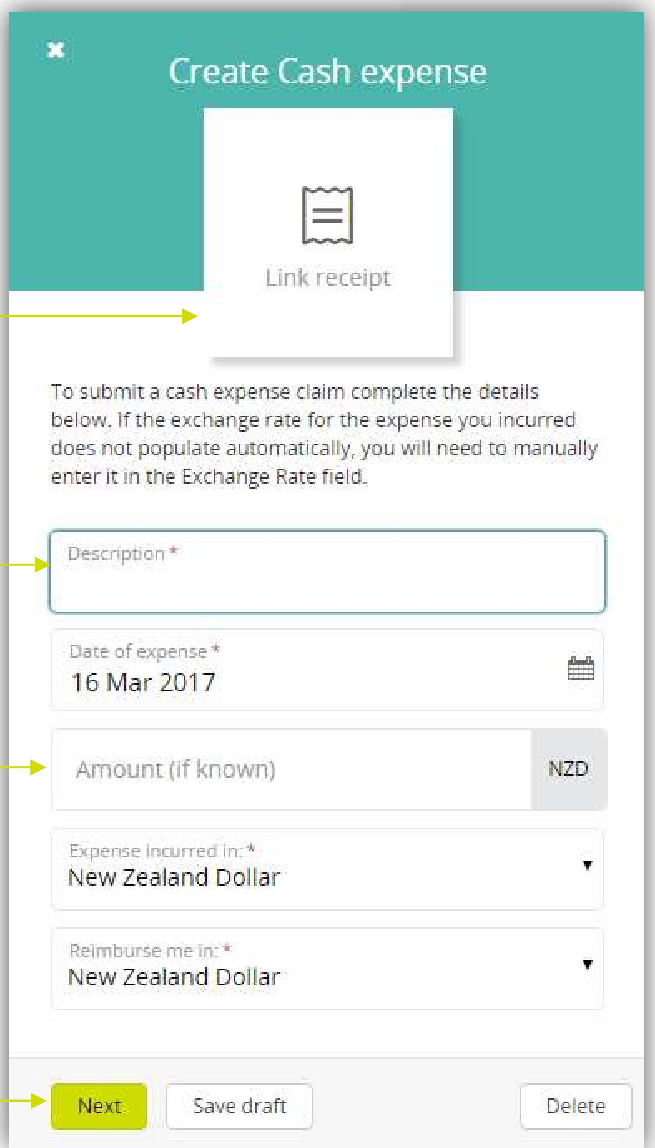
Snap photos of your cash expense receipts as soon as you get them to ensure they get scanned by Fraedom's OCR technology. Then, once you link the receipt to a cash expense the extracted data will automatically populate the form!

Start by uploading a receipt for your expense – if your receipt has been sent for OCR scanning it will automatically populate the date and amount fields once linked!

Enter a description and date for your expense to identify your claim.

You can now enter in the amount of your expense if you know it. If your claim is for mileage or an expense that needs to be calculated leave this field blank.

Select Next once you're ready to move to the next step – 'Spend Wizards: Completing your expense'



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Spend Wizards: Completing your expenses

Spend Wizards help you to allocate your spend to the correct categories by taking you through an easy and intuitive workflow.

Selecting the right Spend Wizard

Spend Wizards are named by the category in which they allocate spend to. If you have been travelling you will want to look for the 'Travel' Wizard.

The description text and title will guide you to choosing the correct Wizard to complete. Once you have identified the correct Wizard click on it to be taken to the detailed entry screen and allocate your spend.

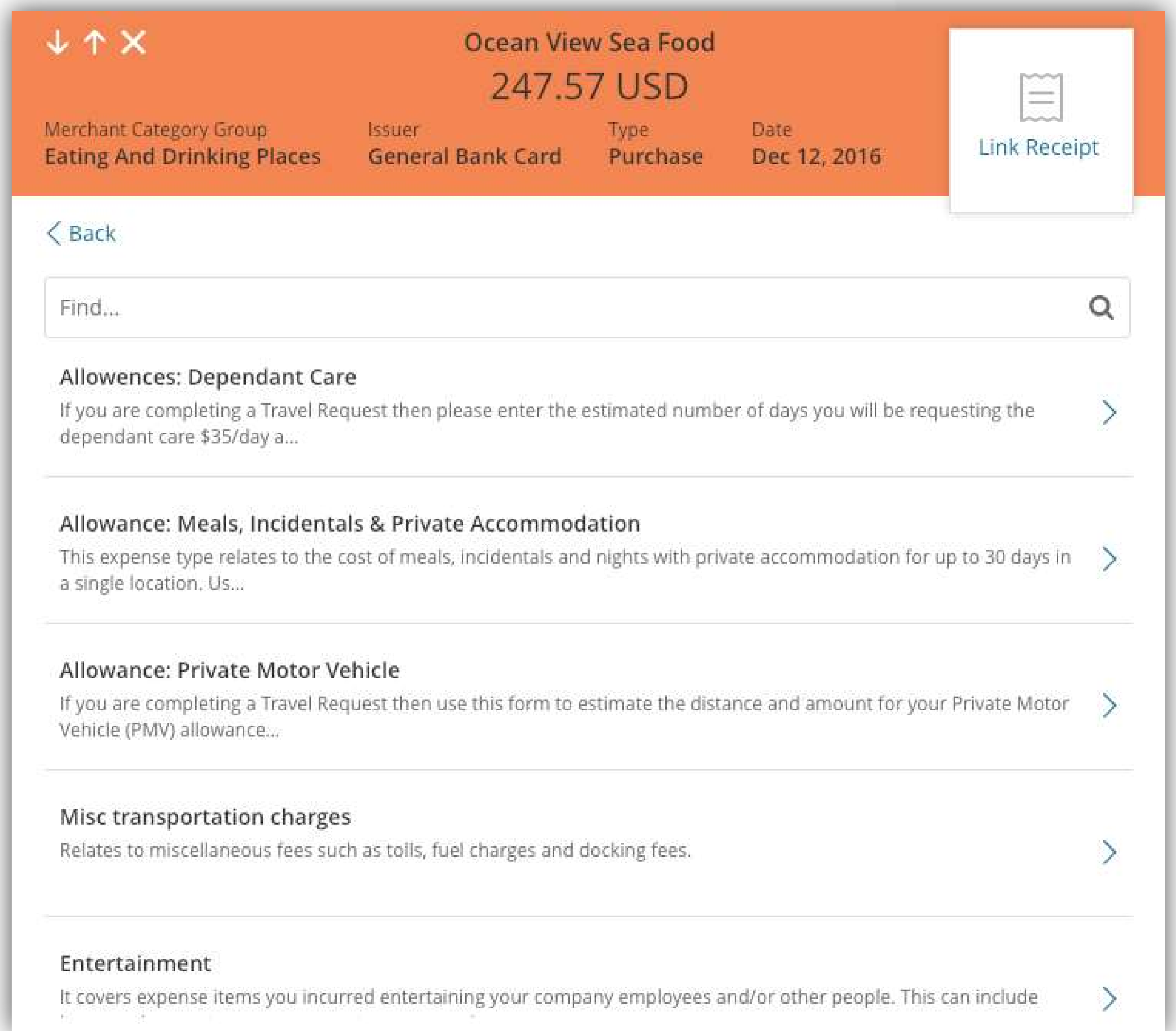
Searching for a Spend Wizard

Use the Find box to search for and locate the correct Spend Wizard. Input keywords about your expense. E.g. searching for keywords such as 'travel' or 'overseas' will return any Wizard with those words in either the heading or description.

Favouriting a Spend Wizard

Select the star icon to the right hand side of a Spend Wizard to mark it as a favourite. This will jump the wizard to the top of your list so it's easier to find next time.

You can favourite as many Wizards as you choose.



Fraedom

Spend Wizards: Completing your expenses

Spend Wizards help you to allocate your spend to the correct categories by taking you through an easy and intuitive workflow..

Allocating your spend

Spend Wizards allow you to allocate spend to different categories so it can be correctly coded when submitted for approval.

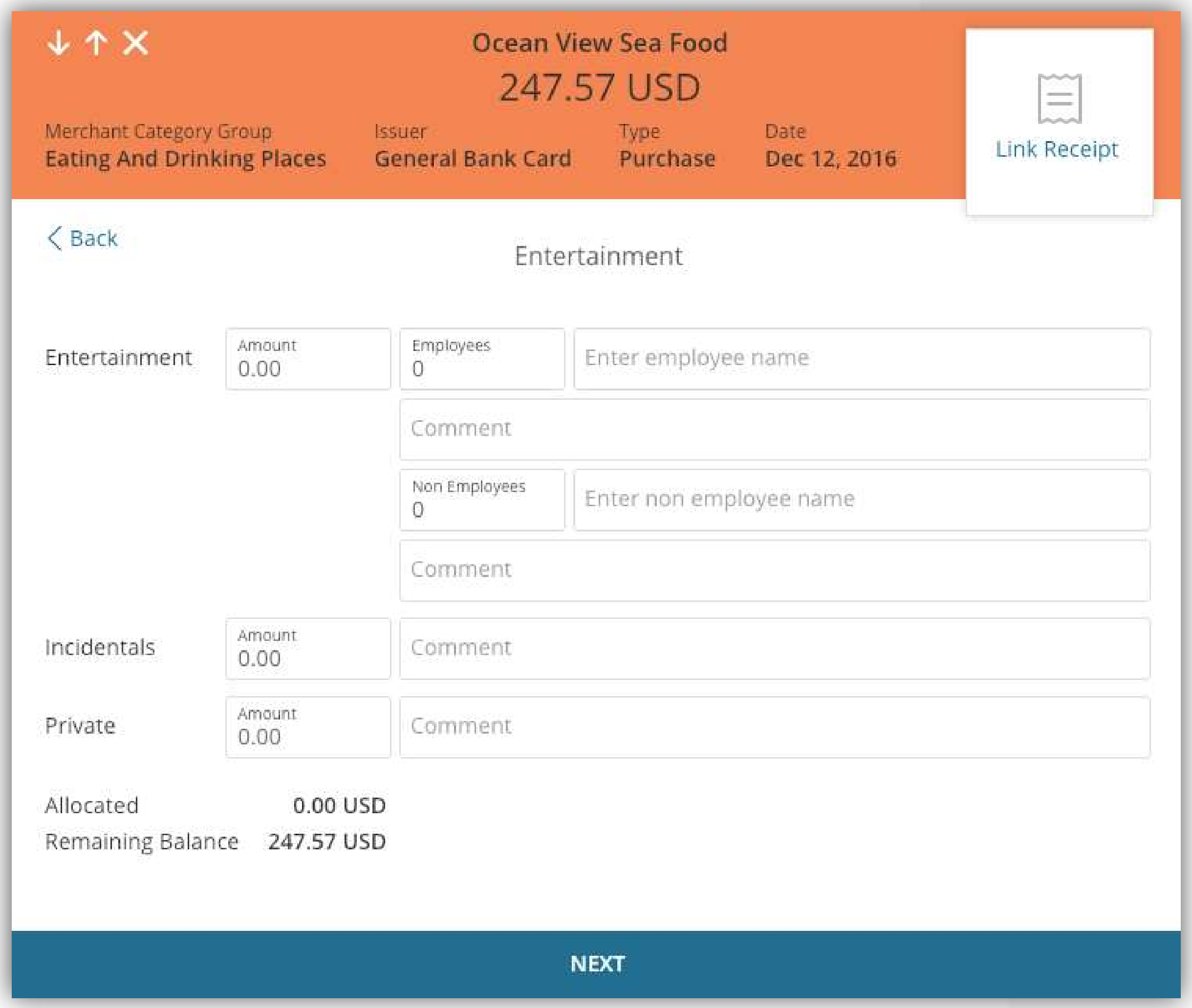
Simply enter in the amount you spent on each section and complete any additionally required information.

Some forms will only require an amount, whilst others may require you to capture the names of employees, distance travelled, or information about the time and date of the expense.

The Allocated amount field tracks how much of this expense has been allocated to a category. Once there is a zero balance in the Remaining field you have allocated all of your expense and are ready to complete your expense.

Completing your expense

Once you have completed allocating all your spend to the correct categories, select the Done button to be taken back to the Expense Details Screen – you will now see the correct coding populated based on your allocation selections. Complete any other required information such as attaching a receipt or adding a comment and click Complete to move on to your next expense!



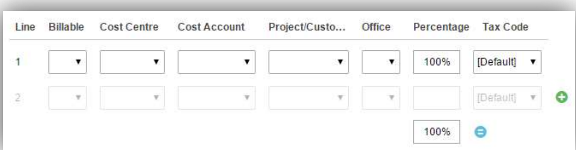
Expense Templates: One-click coding

Expense Templates allow you to complete all coding required information on repetitive expenses with just one click.

Creating a template

You can create new templates directly from the expense details panel. Just select ‘Create expense template’ from the coding dropdown box to be taken to the edit screen.

Select the codes you want to apply to your expense template, and include any description before saving.



You will then be able to reuse this template any time by selecting it directly from the coding dropdown box.

Editing a template

If you want to make a change to an existing template just click on the icon beside the template to launch the edit screen.

Applying a template

Select the template you would like to apply from the coding dropdown box, you will see the corresponding codes appear to indicate they have been applied.

Once you have completed any other mandatory fields on the screen, such as attaching a receipt, you can finish your work on this expense by clicking ‘Complete’.

Managing your templates

Manage your templates from within your personal settings by selecting ‘Expense Templates’ from the left-hand menu. From here you can create, edit, and delete any of your templates.

Set a preferred template for your account and it will automatically populate for each expense, you can then override it with a different template at the time of coding if needed.

Template suggestions

If you have coded an expense exactly the same way twice; Fraedom will now recognise this as repeatable spend and recommend you create a Template for it. If you see the ‘Suggested Template’ icon appear in the top right of your screen, just click it and select ‘Save template’ so it’s ready next time you want to code the same expense.