

Scanning, Uploading & Linking Receipts

Uploading a receipt

You can upload and manage your images from your image library in the following ways:

 Email directly to your image library using your Unique Fraedom Email address

 Save your Unique Fraedom Email address on your printer/scanner and mobile devices to send directly to your Fraedom image library.

 Browse and upload from your desktop, dropbox or cloud to your image library

 Your Account Delegate will also be able to access the receipts emailed to your Image Library.

Your image library supports the following file formats: .jpg, .jpeg, .gif, .png, .tif, .xls, .xlsx, .doc, .docx and .pdf. (Note: It does not support .bmp files.)

The image library applies a maximum file size of 5MB for each image. If you email an image that exceeds 5MB, Fraedom automatically compresses it without altering its dimensions or quality. If the size still exceeds 5MB after compression, the image will not be uploaded.

Linking receipts

Once you have uploaded your receipt you'll need to link it to the associated transaction, using one of the below methods.

[Manage Receipt Images](#) The new link to Management
[View Statement Report](#) Receipt Images is available from the Account Statement view. Click the Manage Receipt Images link. Select the image and associated transaction and Save. Once your images are linked, then proceed to code your transactions.

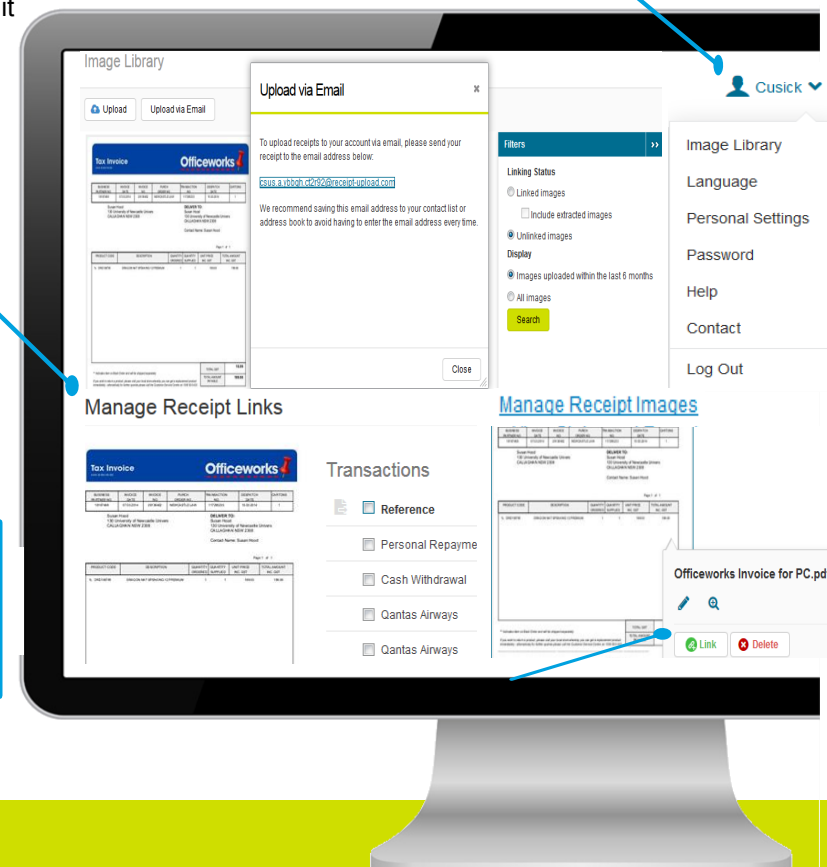
OR

 While coding your transaction, when on the coding screen select the paper clip icon to open your image library, and select the image for this transaction and click **LINK**.

Remember **only 1 image document** per transaction. However you can link multiple transactions to one image.

For example: 2 or more receipts on the 1 Image document linked to 2 or more transactions.

Your personal menu provides access to your Image Library, Personal Settings and Online Help.



Quality Counts!

Ensure all information on the receipt image is legible to qualify as an electronic Tax Invoice/Receipt for retention. For best results:

- Take a picture of one receipt at a time
- If scanning multiple receipts don't over crowd the page
- Place the image on a flat dark surface and reduce glare
- Line up your image, make sure it's in focus and crisp
- Don't obstruct the image with fingers or shadows

Your image receipt must meet quality standards. Your Approver may request a better scanned copy, so keep your receipts until your transactions or claims have been accepted.



For assistance contact CardServices@newcastle.edu.au