How to code General Expenses

Prerequisite: Log into iCMS.

Prerequisite: Search for a statement if not displayed.

1. Click the Go button on the statement required.

2. Click the Go Button on the specific Transaction you want to code.

FURTHER INFORMATION Email iCMS@ecu.edu.au or visit http://www.fbsc.ecu.edu.au/sys/html/iCMS_Expense_Management_System.cfm
3. Select **General Expenses** from the Expense Type drop down menu and select **Apply**.

![Coding General Expenses](image)

4. Select Tax Status of either **GST Inclusive** or **Free**.

5. Enter the purpose of the expense.

6. Enter the coding (eg project, cost centre, account (if you know it) activity and location).

! IMPORTANT !

If account code is unknown search for code by description using the % as a wildcard, press enter. Search results will be displayed on the right side of the table replacing the list of favorites. (eg. %Misc% will result in 4014-Consumables Miscellaneous Other and 4396 – Miscellaneous Other).

![Account Code Search](image)

7. Type in the Account code or Select the desired code from the search results drop-down list on the right hand side.

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8. Click the left pointing arrowhead (or less than symbol) to copy the code and description fields.

**IMPORTANT!**
Wildcards can be used in both the code and description fields. To delete an existing entry in a coding field, click the ‘X’ button. If the search returns only one result it will populate the coding field automatically.

9. Once coding is completed click Submit button on the header banner.

10. This will result in the Wizard Question “Do you have Tax Documentation of any kind for this expense?” Select the **Next** button at which time the audit trail will be displayed.

11. Click finish and you will be returned back to the coding screen where the transaction now has a status in the top right hand corner as “Submitted”.

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To continue coding transactions click the next button on the header banner and repeat steps 1-11.

12. Click the Close button to return to the Statement List Screen OR the Next button to code the next expense.