How to code Morning Tea Expenses

**Prerequisite:** Log into iCMS

**Prerequisite:** Search for a statement if not displayed.

1. Select the **Go** Button on the statement required.

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

**FURTHER INFORMATION**
3. Select **Entertainment Expense** from the Expense Type drop down menu and Click the **Apply** button.

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

5. Enter the purpose of the expense.

**IMPORTANT!**
The account code will be chosen by the on-submit coding wizard. The on-submit coding wizard automatically chooses the account code for you after you answer a series of questions relating to the expense.

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

7. Click the **Submit** button.

8. This will result in the Wizard Question “**Do you have Tax Documentation of any kind for this expense?**” Select the **Next** button.

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**FURTHER INFORMATION**
9. Select what best describes this expense? (for this expense it will be General Food and Drink) Then select the **Next** button.

10. Select what best describes this expense? (for this expense it will be **on-campus light meals, morning teas or afternoon teas**) Then select the **Next** button.
11. If more than one person relates to the expense you will need to list their names in the box (one person on each line) and make sure you select ☑ “Split the total equally between these participants”. Select the Next button.

! IMPORTANT !

If the morning tea is for a centre/school rather than listing each employee separately you can group them together (eg FBSC – will cover a morning tea for all FBSC staff).
12. Identify which best describes the participant then select the Next button (for each line you will be asked to describe the participants).

13. Click the Finish button.

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