How to Code Personal 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.

3. Select Personal Expense in the **Expense Type** drop down menu and click **Apply**.

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**FURTHER INFORMATION**

IMPORTANT!
You will need to refund the total amount of this expense to an ECU cashier. The transaction will be pre-coded in iCMS – please note the details (project, cost centre, activity and location) and quote transaction code xxx along with the project, cost centre etc when refunding the total amount.

4. Enter your receipt number in the Receipt Number field.

5. Click Submit.

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

IMPORTANT!
Please note that under the Coding Header for the transaction it will say Personal use expense.

FURTHER INFORMATION
Email iCMS@ecu.edu.au or visit http://www.fbsc.ecu.edu.au/sys/html/iCMS_Expense_Management_System.cfm