How to Code a mixed transaction of between Projects/Cost Centres

Prerequisite: Log into iCMS.

Prerequisite: Search for a statement if not displayed.

1. Select the GO button on the statement required.

2. Click the GO button on the specific transaction you want to code.
3. Click the **Split** button.

4. Choose the option that matches the receipt for example option 2 (Creates 3 transactions (one for each area/cost centre you have ordered for)). Once you have entered the amounts Click **OK**.

**FURTHER INFORMATION**
! IMPORTANT!

Please note you are unable to view the Project/Account details on the Coding Screen.

5. Click the Close button to return to the Statement/claims details screen.

6. As a result of the split you have just made there will be 4 lines one is the original expense the other three will be for the expenses for each cost centre. You will need to submit each of the 3 new transactions individually to do so click the GO button next to the expenses.

FURTHER INFORMATION  Email iCMS@ecu.edu.au or visit http://www.fbsc.ecu.edu.au/sys/html/iCMS_Expense_Management_System.cfm
7. Enter the coding (eg project, cost centre, account (if not automatically selected) activity and location).

8. Click the Submit button.

9. 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.

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10. Click the **Finish** button 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”.

! IMPORTANT !

Remember to Submit All expenses that have resulted from the split by repeating steps 6-10.

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