# Table of Contents

**iCMS - Introduction** ................................................................................................................................. 1-1  
  iCMS Expense Management System ........................................................................................................ 1-2  
  Housekeeping ............................................................................................................................................ 1-3  
  Course Abbreviations ............................................................................................................................... 1-4  
  Important Information ............................................................................................................................... 1-5  
  Objectives .................................................................................................................................................. 1-6  
  What is an Expense Management System? .............................................................................................. 1-7  
  How does iCMS work? ............................................................................................................................... 1-8  
  Schedule of Events ................................................................................................................................... 1-9  
  Reconciliation Process overview .............................................................................................................. 1-11  
  Benefits of using iCMS ............................................................................................................................. 1-13  
  Corporate Credit Cards - Policy (AD041) ................................................................................................. 1-14  
  Summary .................................................................................................................................................. 1-15

**iCMS - Getting Started** ................................................................................................................................ 2-1  
  Getting Started ......................................................................................................................................... 2-2  
  Objectives ................................................................................................................................................ 2-3  
  Who to contact for assistance? .................................................................................................................. 2-4  
  Logging into the System ............................................................................................................................ 2-5  
  Practice ...................................................................................................................................................... 2-7  
    Practice - Log into iCMS ........................................................................................................................ 2-8  
    Solution – Log into iCMS ...................................................................................................................... 2-9  
  iCMS Welcome screen ............................................................................................................................... 2-10  
  Getting Help ............................................................................................................................................ 2-12  
  Using the Tools Menu ............................................................................................................................... 2-13  
  Changing your Password ........................................................................................................................... 2-14  
  Favourites List .......................................................................................................................................... 2-15  
  Favourites List - in action ......................................................................................................................... 2-17  
  Practice ...................................................................................................................................................... 2-18  
    Practice - Develop Favourites .............................................................................................................. 2-19  
    Solution – Develop Favourites ........................................................................................................... 2-20  
  Summary .................................................................................................................................................. 2-23

**iCMS - Reconciling Statements** .................................................................................................................. 3-1  
  Reconciling Statements .............................................................................................................................. 3-2  
  Objectives ................................................................................................................................................ 3-3  
  Statement List .......................................................................................................................................... 3-4  
  Searching for a Statement ........................................................................................................................ 3-6  
  Guided Demonstration .............................................................................................................................. 3-9  
    Guided Demonstration - Search for statements .................................................................................... 3-10  
  Statement Details .................................................................................................................................... 3-11  
  Statement Details - Expense Statuses ...................................................................................................... 3-12  
  Statement Details - Expense Alerts ......................................................................................................... 3-13  
  Employee Relationships ............................................................................................................................ 3-15  
  Coding screen .......................................................................................................................................... 3-17  
  Expense Types ......................................................................................................................................... 3-20  
  Coding Wizard ....................................................................................................................................... 3-22  
  Splitting a Transaction ............................................................................................................................. 3-25  
  Practice ...................................................................................................................................................... 3-27  
    Example Invoices for Practice ............................................................................................................. 3-28  
    Practice - Code and submit expenses ............................................................................................... 3-29  
    Solution – Code and submit expenses ............................................................................................... 3-41  
  Printing Statements ................................................................................................................................. 3-50  
  Printing a Statement ............................................................................................................................... 3-51  
  Guided Demonstration ............................................................................................................................. 3-53  
    Guided Demonstration - Print a reconciled statement ....................................................................... 3-54  
  Expense Audit History .............................................................................................................................. 3-55
<table>
<thead>
<tr>
<th>Practice</th>
<th>3-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice - View Audit History for an expense</td>
<td>3-57</td>
</tr>
<tr>
<td>Solution – View Audit History for an expense</td>
<td>3-58</td>
</tr>
<tr>
<td>Summary</td>
<td>3-59</td>
</tr>
<tr>
<td>Practice</td>
<td>3-60</td>
</tr>
<tr>
<td>Practice - Remove your Favourites list</td>
<td>3-61</td>
</tr>
<tr>
<td>Solution – Remove your Favourites list</td>
<td>3-62</td>
</tr>
<tr>
<td>How to get a login</td>
<td>3-64</td>
</tr>
</tbody>
</table>
iCMS - Introduction

Chapter 1
iCMS Expense Management System
Housekeeping

- Mobile phones
- Evacuation procedure
- Evaluation sheet
- Facilities
- Respect
Some common abbreviations used in this course:-

- (B) = Button
- (I) = Icon
- (H) = Hyperlink

Common Abbreviations

During this training session you will come across some standard abbreviations that are used through the iCMS documentation.
Important Information

Do not use the internet browser navigation whilst in iCMS.

iCMS stands Integrated Creditor Management System.

Important Information

It is very important that you use only the navigation provided within iCMS (i.e. buttons and links) and do not use the back / forward buttons on the browser toolbar, or any other mechanism to change pages, as an error message will be displayed and you will be returned back to the first screen which can prove to be quite annoying.
Objectives

After completing this module you should be able to do the following:

- Define an Expense Management System
- Understand how the system works
- Read and understand the schedule of events
- Understand the benefits of using an Expense Management System
- Understand the ECU Corporate Credit Card Policy and how it affects cardholders
What is an Expense Management System?

An Expense Management System (EMS) is a system that facilitates the electronic reconciliation of expenditure on your corporate credit card.

Currently credit card holders receive a paper credit card statement each month. They code each transaction on the statement and attached supporting documentation. The hard copy is passed to their manager for approval and forwarded to Shared Services Finance for entry into the financial system (Oracle 11i).

The iCMS Expense Management System will provide cardholders with details of their credit card transactions electronically so they can be reconciled anywhere, anytime.
How does iCMS work?

The iCMS Expense Management System will provide cardholders with details of their credit card transactions electronically.

- Cardholders will code transactions through iCMS, then print out a hard copy of the reconciled statement.
- Supporting invoices and documentation will be attached to the hard copy and this will be forwarded to the cardholders manager for approval.
- Managers will approve the statement and forward to Shared Services Finance who will upload the information from iCMS into Oracle 11i.

Note: Shared Services Finance still require supporting invoices and documentation to meet our statutory and taxation obligations.

Note: ECU is not currently implementing electronic approvals but this is functionality we hope to turn on in the near future.
## Schedule of Events

### Current Month

**28th** – New Period opened, transactions relating to that period are loaded into iCMS and users are allowed back into the system to start coding.

### Next Month

- **15th** – Last day for transactions to be loaded into iCMS for the current period.
- **16th – 26th** – No transactions loaded into iCMS to allow cardholders and delegates time to code and submit the transactions for the current period.
- **27th** – Last day for Shared Services Finance (SSF) to receive your approved reconciled statement. iCMS closed to end users to allow the transactions to be received and exported to Oracle GL.

This cycle will repeat for each subsequent new Period.

**Note:** As a cardholder it is your responsibility to ensure that your approved reconciled statement reaches SSF by the 27th of each month to ensure that the transactions are recorded in Oracle GL in the correct period.
Every Monday the iCMS Administrator will load expenses marked as received in the system into Oracle GL. This means that if you choose to reconcile your expenses on a daily or weekly basis, and your approver authorises them and sends them to SSF they will be recorded in the Oracle GL quicker and able to be reported on which will make your reports more up-to-date and accurate.
Reconciliation Process overview

1.0 **Incur expense** – cardholder purchases goods / services and charges the expense to their University Corporate Card.

2.0 **Load trans file from VISA** – VISA collates received transactions into a data file to be manually retrieved by iCMS Admin from the VISA website on a daily basis.

3.0 **Code and submit expenses for approval** – cardholder logs into iCMS to code expenses and submit them for approval.

4.0 **Collate papers; forward to approver** – cardholder prints and signs reconciled statement from iCMS, attaches it to all substantiating paperwork and sends to approver through internal mail.

5.0 **Approve expenses** – approver reviews reconciled statement and substantiating paperwork and signs the printed reconciled statement.

6.0 **Forward appr docs to SSF** – approver sends authorised paperwork to Shared Services Finance for audit and filing.

7.0 **SSF Review** – Shared Services Finance will audit ‘target groups’ to ensure compliance with ECU policies and procedures.

8.0 **Mark expenses as ‘received’** - Shared Services Finance mark all expenses authorised by an approver as Received in iCMS to allow export to GL.
9.0 Load approved expenses in Oracle GL – During the month the iCMS Administrator will load all approved expenses into Oracle GL so that they are reportable as soon as possible.

10.0 Load ALL expenses (PIA) in Oracle GL – At month-end the iCMS Administrator will load all expenses into Oracle GL (unapproved expenses will use a PIA (Pay in Absence) account code that will have to be reconciled).
Benefits of using iCMS

The Expense Management System provides a number of benefits over the current manual coding of paper credit card statements.

• Eliminates the current multiple handling of credit card statements, this also minimises the associated risks of lost paper statements.

• Cardholders can now code credit card transactions online anytime, anywhere.

• iCMS will automatically allocate your standard flexfield to transactions to save time coding and will store your ‘favourite’ codes to streamline the coding process.

• Coding information is entered only once, minimising data entry errors.

• iCMS captures information on expenditure with suppliers and can produce management reports on the expenditure.

• System ‘wizards’ are available to simplify the process of applying the correct FBT (Fringe Benefits Tax) to expenditure.
Corporate Credit Cards - Policy (AD041)

The Purchasing Policy
The ECU policy governing Corporate Credit Cards (AD041) can be found at http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000068

The policy states the principles, accountabilities and procedures governing the use of the University's Corporate Credit Card and the acquittal of the expenditure.
Summary

You should now be able to do the following:

- Define an Expense Management System
- Understand how the system works
- Read and understand the schedule of events
- Understand the benefits of using an Expense Management System
- Understand the ECU Corporate Credit Card Policy and how it affects cardholders
Getting Started
Objectives

After completing this module you should be able to do the following:

- Know who to contact for assistance
- Be able to log into the system
- Understanding the Welcome screen terms and conditions
- Know how to change your password
- Know how to establish a set of favourite codes
Who to contact for assistance?

For any queries or problems using iCMS, please contact the iCMS Administrator on:

**Email:** icms@ecu.edu.au

**Phone:** 6304 2079

If you have any problems or queries using the iCMS, please contact the iCMS Administrator.

They can be contacted by email on icms@ecu.edu.au or by phone 6304 2079.
Logging into the System

The iCMS Expense Management System can be accessed from the FBSC Online Financial Applications page at the following link http://www.fbsc.ecu.edu.au/sys/html/applications.cfm

You can also navigate to this page from the ECU homepage by following the path below:-

- ECU Homepage > Administration Centres > Finance & Business Services Centre > Online Financial Application (under the Quick Links menu)

The login screen will authenticate your user details and allows your access to iCMS.

To log in:-

1. Navigate to the iCMS Login screen
2. Ensure the Licensee field reads ECU.
3. Ensure the Username field reads the same as your ADS Username (if it doesn't, type in your ADS username).
4. Enter your iCMS password (initially the password will not be your ADS password, but we hope to bring in this functionality in the future).
5. (B) OK.
To reset your password:--
1. (B) Reset Password.
2. The system will send you an email with a temporary password in it.
3. Use this temporary password with your existing Username and try to log in again.
4. You will be prompted to change your password upon successfully logging into iCMS using the temporary password.
5.

To change the Licensee details if the field doesn’t read ‘ECU’:-
1. Click the ECU link at the top left of the screen.
2. Attempt to log in again.

Note: If the Licensee details aren't correct then the screens may not display in the ECU way, and may revert back to the standard package which could cause confusion. If your screens don't look the same as they did in training try logging out, clicking the ECU link at the top left of the screen, and logging back in again. The screens should now look like ECU screens. If they don't, please contact the iCMS Administrator (icms@ecu.edu.au).

To request an account to log into iCMS:-
1. Click the word ‘here’ up the top left (where it reads “Don’t have an account yet? Click here to request one!”).
2. Complete the details required on the online form and submit it.
3. Wait for the iCMS Administrator to contact you with your login details.

Note: Remember not to use the browser navigation and to use only the buttons / links providing within the iCMS application.
Practice – Log in to iCMS
Practice - Log into iCMS

Overview

In this practice, you will do the following:

- Log into iCMS
- Confirm the correct language is being used
- Read and acknowledge the Welcome message

Assumptions

- You must have access to the Training database to complete this practice.
- Where xx is referenced, you will use the number allocated to you during the training session.

Tasks

Login Details
- Licencsee = ecu_trng
- Username = trainxx
- Password = trainxx

1. Confirm the correct language is being used.
2. Read and acknowledge the Welcome message.
Solution – Log into iCMS

Login Details
− Licencee = ecu_trng
− Username = train
− Password = train

Log into iCMS

1. Navigate to the iCMS Login screen.

2. Ensure the Licencee field reads ECU.

3. Ensure the Username field reads the same as your ADS Username (if it doesn't, type in your ADS username).

4. Enter your iCMS password.

5. (B) OK.

To change the Licencee details if the field doesn't read 'ECU':-

6. Click the ECU link at the top left of the screen.

7. Attempt to log in again.

To agree to the Employee Policies and Procedures (on the Welcome screen) and continue logging into the iCMS application:

8. (B) I Agree.
Each time you successfully log into iCMS the Welcome screen will appear. This screen provides a link to the Corporate Credit Card policy (AD041) and advises any terms and conditions that you need to agree to before continuing to log into iCMS. Please note that the terms and conditions are subject to change and, as such, you should read them each time you log into iCMS because by clicking the I Agree button you are agreeing to abide by them.

In the future it will also provide a link to frequently asked questions and / or step-by-step and quick references guides.

The Welcome screen may also used to post bulletins for cardholders.

**To review the Employee Policies and Procedures:**
1. Click the Employee Policies and Procedures link.
2. Elect to view the document as text or PDF.
3. Read the document.
4. Close the resulting browser window and either continue to log into iCMS, or not.
To agree to the Employee Policies and Procedures and continue logging into the iCMS application:

1. (B) I Agree.

Note: by clicking the I Agree button you are indicating your willingness to comply with the ECU policy governing Corporate Card usage and any other terms and condition identified within the Welcome message.

If you do not agree and do not wish to continue logging into the iCMS application:

1. Close the browser window.

Note: the terms and conditions are subject to change and users should read the Welcome message each time they log in, to check for changes.
Although there is a Help menu link at the top right of screen, it is generic help and is not customised to ECU’s usage of iCMS.

To get ECU context-specific help, please click on any screen title that is underlined as this will open up a new browser window and give you ECU-specific help about the page you are on.
Using the Tools Menu

The Tools Menu can be accessed from most screens within iCMS. From the Tools Menu you can:

- Change your password,
- Set up Favourites for coding segments, and
- Elect whose favourites you want to use (primarily for delegates)

To access the Tools Menu:-
1. (H) Tools

To return to the previous screen:-
1. (B) Close.
Changing your Password

You are required to change your password in iCMS every 30 days and your password must be at least 6 characters long.

To change your password:-
1. (B) Change My Password.
2. Type in your old (current) password.
3. Type in your new password.
4. Confirm your new password.
5. (B) Change button to save the change (or the Cancel button to back out of the change).

Note: This change will take effect the next time you log into iCMS.
Favourites List

Favourites can be set up from the Tools menu and are designed to accelerate the coding process. Favourites can take a little time to set up initially, but will save time when coding credit card transactions.

Favourites can be set up for any segment of the Chart of Accounts including: -

- Projects
- Cost Centres
- Accounts
- Activities
- Locations
- and also the iCMS-specific field, Purpose

To create a list of favourites:-
1. Select which coding field (flexfield segment) you want to change.
2. (B) Go.
3. Enter the segment Code OR segment Description you want use as a favourite.
Note: if you put both a code and a description, iCMS will return results matching both fields, not one or the other.

4. Enter the text you want to be displayed in the Favourites pulldown list on the coding screen.
5. (B) Add and repeat steps 3 - 4 for each new favourite you want to set up for this segment.
6. When you have added all the favourites you want to set up for this segment click the Close button to return to the Tools menu.

Suggestion: Create a wildcard favourite against the Cost Centre, Activity and Location segments. To do this, create a favourite where the segment Code is % (you can put the text to be displayed in the Favourites pulldown as '%' also). This means that when you enter or select your Project, and use the wildcard favourite for the other coding segments, the system can search for valid combinations. In most instances there will be only one, so the system will populate the other coding segments for you. In the scenario where there are a couple of valid combinations the system will report to you what those combinations are, and allow you to select from a pulldown list of search results. Don't use a wildcard favourite against the account segment because there are far too many combinations. Instead, set up the ones you use the most (taxi fares, accommodation, morning tea, conference registration, etc).

To change whose favourites to use:-
1. Select whose favourites to use. Choose from:
   • My Favourites
   • Cardholder Favourites
   • All Favourites
2. (B) Apply.
Favourites List – in action

As you can see in the screenshot above – favourites have been set up for all available coding fields, including the purpose.
Practice

- Develop Favourites

Practice – Develop Favourites
Practice - Develop Favourites

Overview

In this practice, you will do the following:

- Develop a Favourites List

Assumptions

- You must have access to the Training database to complete this practice.
- Where xx is referenced, you will use the number allocated to you during the training session.

Tasks

Login Details
- Licenccée = ecu_trng
- Username = trainxx
- Password = trainxx

Develop a Favourites Project List

1. Create two Favourite project codes.

2. Create a wildcard Favourite for each of the other Chart of Accounts segments (except account).

3. Create three Favourite account codes.

4. Create two Favourite purposes.
Solution – Develop Favourites

Login Details
- Licencee = ecu_trng
- Username = trainxx
- Password = trainxx

Create two Favourite Projects
1. Create two Favourites for Coding Field = Project
   - (H) Tools (if you’re not already on the Tools Menu)
   - Select ‘Project’ from the pulldown list next to ‘My Favourites for Coding Field’
   - (B) Go
   - Project Code = 68000
   - Text Displayed in Favourites Menu = FBSC
   - (B) Add
   - Project Code = 68%
   - Text Displayed in Favourites Menu = Begin with 68
   - (B) Add
   - (B) Close

Create a wildcard favourite for each of the other Chart of Account segments (except account)
2. Create a Favourite for Coding Field = Cost Centre
   - Select ‘Cost Centre’ from the pulldown list next to ‘My Favourites for Coding Field’
   - (B) Go
   - Cost Centre = %
   - Text Displayed in Favourites Menu = % search
   - (B) Add
   - (B) Close

Create a Favourite for Coding Field = Activity
   - Select ‘Activity’ from the pulldown list next to ‘My Favourites for Coding Field’
• (B) Go
• Activity = %
• Text Displayed in Favourites Menu = % search
• (B) Add
• (B) Close

Create a Favourite for Coding Field = Location

• Select ‘Location’ from the pulldown list next to ‘My Favourites for Coding Field’
• (B) Go
• Location = %
• Text Displayed in Favourites Menu = % search
• (B) Add
• (B) Close

Create three Favourite account codes.

3. Create a Favourite for Coding Field = Account

• Select ‘Account’ from the pulldown list next to ‘My Favourites for Coding Field’
• (B) Go
• Account = 3110
• Text Displayed in Favourites Menu = Taxis
• (B) Add
• Account = 4014
• Text Displayed in Favourites Menu = Consumables
• Account = 4000
• Text Displayed in Favourites Menu = Media Materials
• (B) Add
• (B) Close

Create two Favourite Purposes

4. Create a Favourite for Coding Field = Purpose
- Purpose = Taxi fare
- Text Displayed in Favourites Menu = Taxi
- (B) Add
- Purpose = blank DVDs
- Text Displayed in Favourites Menu = DVDs
- (B) Add
- (B) Close
Summary

You should now be able to do the following:

- Know who to contact for assistance
- Log into the system
- Understand the Welcome screen terms and conditions
- Know how to change your password
- Know how to establish a set of favourite codes
Objectives

- Statement List
- Searching for a Statement
- Statement Details
- System Alerts
- Coding Transactions
- Using System Wizards
- Splitting Transactions
- Printing a Statement
- iCMS Expense Audit History
Once you have agreed to the terms on the Welcome homepage, iCMS will take you into the Statement List.

This screen shows a list of open Statements that are awaiting coding, authorising, receipt or export to GL. On this screen you can see the following amounts against each open Statement:

- **Total Charges** - this is the total amount of expenses downloaded against your credit card from the VISA website.
- **Unsubmitted** - this amount represents that which has not yet been coded or submitted.
- **Submitted** - this amount represents that which has been electronically submitted, but the paperwork has not yet been received in Shared Services Finance (SSF).
- **Received** - this amount represents that which has been authorised by your approver and the paperwork has been received and verified in SSF.
- **GL** - this amount presents that which has been authorised, received in SSF, and now exported into the Oracle General Ledger (GL). It is at this point that the expenses are able to been seen in your reports.
If you are a delegate of a cardholder only, you will see their statements; If you are a cardholder only, you will see your statements; If you are both a delegate and a cardholder, you will see their statements and your own statements. You can be a delegate of more than one cardholder.

**To view the expenses for a specific Statement:**
1. Select View from the Action pulldown field.
2. (B) Go.

**To go directly to the coding screen:**
1. Select Coding Screen from the Action pulldown field.
2. (B) Go.

**To search for other Statements:**
1. (B) Search (see next slide for further information about searching for other Statements).

**To print a Statement:**
1. Click the Print Statement Form link (see slide later for further information about printing Statements).

**To sort the list:**
1. Where a column header is underlined you can click on it to sort the list A -> Z.
2. Click the column header again to sort the list Z -> A.
Searching for a Statement

You can search for other Statements on this screen, but you will only be allowed to see other cardholder's results where you have a relationship with them defined in iCMS. You will always be able to find your own Statements.

This screen isn't going to be of much use to most users. It will probably be of most use to cardholders when they want to review expenses incurred in previous periods. It will be quite useful for Auditors and Shared Services Finance.

To search for other Statements:-

1. Enter / select search criteria (see Searchable Fields section below).
   
   **Note:** all fields are optional, and no search criteria needs to be entered to execute a search.
   
   You can enter search criteria in one or more fields, but remember, the more criteria you specify, the more refined your search becomes and the less results you make actually return. If you are not getting results, just widening your search criteria.

2. (B) Search.
To cancel the search and return to the previous screen:-
1. (B) Cancel.

Searchable Fields:-

Account Holder Details
- **Last Name starts with** - enter the surname of the cardholder / employee you want to search for. Optionally, you can just enter the first couple of characters.
- **First Name starts with** - enter the surname of the cardholder / employee you want to search for. Optionally, you can just enter the first couple of characters.
- **Employee No. starts with** - enter the employee number of the cardholder / employee you want to search for.
- **Company** - leave the default value of All. ECU only has one Company at the moment, so there is no need to change the default. That may change in the future, so this field is included for future growth.
- **Management Unit** - either leave the defaulted value of All, or select one or more specific Management Units (hold ctrl down whilst selecting values to select more than one).
- **Account Number starts with** - enter the credit card number of the cardholder you want to search for. Optionally, you can just enter the first couple of characters.

Statement Details
- **Statement Number is** - enter the Statement number you want to search on. The Statement number is printed on the Statement form and is the first column (called ID) on the Statement List screen.
- **Status** - choose from: Any - the period is either opened or closed, you do not want to limit the results by period status.
- **Open** - the period is open, you do not want to see results where the period is closed.
- **Closed** - the period is closed, you do not want to see results where the period is open.
- **Where any expenses are** - choose from (use CTRL-click to select multiple values):
  - **Any** - the expenses status is in any status, you do not want to limit the results by expense status.
  - **Unsubmitted** - you only want to see statements with expenses that are unsubmitted.
  - **Committed** - you only want to see statements with expenses that are committed.
  - **Submitted** - you only want to see statements with expenses that are submitted.
  - **Received** - you only want to see statements with expenses where Shared Services Finance have indicated that they have received the approved paperwork.
  - **Sent to GL** - you only want to see expenses statements with that the Administrator has loaded into the Oracle General Ledger (GL).
  - **Rejected** - you only want to see statements with expenses that have been rejected.
- **Period** - either leave the defaulted value of All, or select one or more specific Management Units (hold ctrl down whilst selecting values to select more than one).
Display results in the following format:-

• **Statement List** - list the matching results on the Statement List screen

• **Send email to the account holders and their delegates** - send an email to the cardholders' (and their delegates) that match the criteria you specified. You will have the opportunity to write whatever content you want in the email.

• **Send email to the account holders' manager and their deputies** - send an email to the cardholders' manager (and their deputies) that match the criteria you specified. You will have the opportunity to write whatever content you want in the email.
- Search for statements
Guided Demonstration - Search for statements

In this guided demonstration you will show how to search for statements. The trainees can’t do it themselves because they can only see their own current statement. In the real world, some of them may be delegates for multiple people, and may have a need to search for statement from prior periods.

Login Details

- Licenc ee = ecu_trng
- Username = train1
- Password = ecuicms

Search for a Statement

1. Navigate to the Statement Search screen
   - Log into iCMS
   - (H) Coding Module
   - (B) I Agree on the Welcome screen
   - (B) Search on the Statement / Claim list screen

2. Enter the search criteria
   - Search for statements for a specific employee
     - Employee No. Starts with: 9
   - Search for all Unsubmitted expenses that you have access to
     - Where any expenses are: Unsubmitted
   - Search for Unsubmitted expenses just for Employee Nos. that begin with 9
     - Employee No. Starts with: 9
     - Where any expenses are: Unsubmitted

3. (B) Search

This will return you to the Statement / Claim List screen displaying the results of your search.

Once the search has returned results you can then drilldown to view the expenses, and again to view the details of the expenses.

4. (B) Go (on the Statement / Claim List screen for the expenses you want to interrogate).
Statements Details

This screen shows a list of expenses incurred on the statement period shown in the red title bar (for a list and explanation of the different expense statuses please see the next slide). If you see a icon preceding one of the status codes above it is because the expense has been split.

You may see a button with ! on it next to one of your expense statuses. This is to advise that there is a reportable alert against this expense (or your expense has been rejected - see table above). For a list and explanation of the different Alerts see the slide later.

Note: the Alerts can't actually stop transactions from occurring, they are simply there so that Management Units can report on it if they choose to.

To code and submit the transaction:-
1. (B) Go.

To view relationship details for this cardholder:-
1. Click the Relationships link shown in the red title bar (see slide coming up for further instructions).

To return to the Statement List screen:-
1. (B) Close.
Statement Details - Expense Statuses

This screen shows a list of expenses incurred on the statement period shown in the red title bar. For each expense you can see the status of it in the first column. Possible statuses are:

- **U** – Unsubmitted. This expense has not yet been coded and submitted for approval.
- **Split** – Split. This expense has been split into two or more parts, either by the wizard, or by the cardholder to indicate mixed supply, or that more than one flexfield combination is involved in the payment.
- **S** – Submitted. This expense has been coded and submitted for approval.
- **Rec'd** – Received. This expense has been approved, and Shared Services Finance have received the paperwork.
- **I** – Ignored. This expense is shown for information only - it will not be sent to the GL and does not require coding.
- **R** – Rejected. This expense has been rejected. Click the ! button to find out why.
- **→ GL** – Sent to GL. This expense has been sent to GL and is now visible in your GL reports.
- **C** – Committed. This expense has been coded and submitted by a delegate who doesn't have authority to submit. Cardholder approval is required before the expense can be listed as Submitted.

If you see a preceding one of the status codes above it is because the expense has been split.
Statement Details - Expense Alerts

Expense Alerts - !

You may see a button with ! on it next to one of your expense statuses. This is to advise that there is a reportable alert against this expense (or your expense has been rejected - see table on previous slide). The following alerts are currently active and reportable:

- **Amount greater than CreditorAccount Limit** - a transaction limit has been assigned to your user account in iCMS and this expense breaches that limit.
- **Cash Withdrawal** - you have used your Corporate card to withdraw cash instead of to purchase a good or service.
- **Expense on Sat** - a transaction occurred on a Saturday.
- **Expense on Sun** - a transaction occurred on a Sunday.
- **Invoice Creditor Account Period Limit** - a period limit has been assigned to your user account in iCMS and this expense takes you over that limit.
- **Invoice Creditor Account Reasonable Limit** - a reasonable limit has been assigned to your user account in iCMS (usually Period Limit less 10%) and this expense takes you over that limit. This lets the cardholder know that they are close to their period limit.
- **Licensee Merchant Cat Period Limit** - a period limit has been assigned to the ALERT merchant category, and this expense takes you over that limit.
- **Licensee Merchant Cat Transaction Limit** - a transaction limit has been assigned to the ALERT merchant category, and this expense breaches that limit.
• **Same Day Same Merchant Spending** - multiple transactions have occurred on the same day with the same vendor. This is important, because it could be that the Merchant inadvertently put through the expense more than once.

**Note:** the Alerts can't actually stop transactions from occurring, they are simply there so that Management Units can report on it if they choose to.

**To view Alert details:-**

1. (B) ! (next to the expense where there is an alert you want to see the details for).
2. Review Alert details.
3. (B) Close to return to Statement Details screen.
Employee Relationships

Relationships have been set up in iCMS to control the various roles employees can perform in relation to other iCMS Users. For example you may be able to code expenses for another cardholder. In this example you are a delegate of that cardholder.

On this screen you can view the following relationships:

- Where you are the Delegate of another cardholder
- Where another employee is a Delegate of yours
- Where you are the Receiver of another cardholder
- Where another employee is a Receiver of yours
- Where you are the Deputy of another cardholder
- Where another employee is Deputy of yours.

A Delegate can be any employee set up in iCMS to code on behalf of someone else.

A Receiver is only ever Shared Services Finance staff members.
A Deputy can be any employee set up in iCMS to approve on behalf of someone else. We do not use Deputies at ECU at all.

**Note:** you can have more than one relationship set up in iCMS for more than one iCMS user.

**To see a relationship:**
1. (B) View (for the relationship you want to view).

**To return to the previous screen:**
1. (B) Close.

**Note:** If you would like to request that a delegate relationship is established, please complete the online iCMS account request form.
The coding screen provides details of an expense, including information extracted from the transaction load file (from VISA), default settings for the cardholder (including default coding where applicable). This screen allows the cardholder (or a delegate) to enter further details and submit the expense.

You can navigate through all the expenses on the current Statement by using the Go To navigation buttons on the top right of screen. You can even filter on expense status to (for example) cycle through only the unsubmitted expenses that require your attention.

The actions that can be performed on the expense will depend on the status of the expense. The following list should act as a reference / guide.

- **Unsubmitted / Rejected**
  - Edit details in the expense form using the combination of drop-down lists and text boxes.
  - Clear existing contents of coding fields.
  - Populate coding fields with selections from the **Available**, **Favourites** or **Search Results** fields.
  - Save selections / entries in the coding screen.
– Run the coding wizard.
– Split the expense into two or more amounts.
– Submit selections/entries in the coding screen.
– View the reason why an expense was rejected (Rejected expenses only).

• **Submitted**
  • Unsubmit a submitted expense to allow further edits.
  • View the audit trail and GST wizard path.

• **Received**
  • View the audit trail and GST wizard path.

**To code a transaction:-**

1. Select the appropriate Expense Type (see table on next slide).
2. Indicate whether this expense is GST-inclusive or GST-Free.
3. Provide a purpose for the expense (a brief description, eg. taxi fare, morning tea, etc).
4. Complete the coding fields by:
   • typing values directly into the coding fields, or
   • selecting from a favourites list, or
   • searching and select from a Search List, or
   • selecting from an Available list.

**Note:** the system will display an error if you try to code to an invalid combination.

**To search for a code:-**

1. Enter search criteria (including the % wildcard if required) into a coding field.
2. Press the Enter key to execute the search.
3. If only value is matches your search criteria then the coding field will populate with this value.
4. If more than one value matches your search criteria then a Search Results list is built on the right hand side of the screen for you to select a value from.

**To select a value from a Search Results list:-**

1. Select the value you want to populate the coding field with.
2. (B) < to move the selected value to the coding field.

**To use a favourite code:-**

1. Select the Favourite you want to use.
2. (B) < to move the selected value to the coding field.

**To select an available code:-**

1. Select the Available code you want to use
2. (B) < to move the selected value to the coding field.

**To clear existing coding:-**
1. (B) X at the end of the coding field you want to clear the value for.

**To run the coding wizard:-**
1. (B) Wizard, or (B) Submit (see slide a bit further on for more information).

**To split an expense:-**
1. (B) Split (see slide a bit further on for more information).

**To save coding changes to come back to later:-**
1. (B) Save/Refresh.

**To navigate between expenses:-**
1. (B) **First** to display the first expense for this statement.
2. (B) **Prev** to display the previous expense.
3. (B) **Next** to display the next expense.
4. (B) **Last** to display the last expense for this statement.

  **Note:** you can filter on Expense Status by using the pulldown list (for example, to navigate through only the unsubmitted expenses, select Unsubmitted from the pulldown list, then use the appropriate navigation button).

  **Note:** a counter is displayed to the left of the navigation buttons indicating which expense is displayed and how many expenses there are in total (eg Expense 3 of 11).

**To reset expense coding back to the original state**
1. (B) Reset Expense Coding.

**To view why an expense was rejected:-**
1. (B) ! in the Expense Status field.
2. You can then re-code and resubmit your expense as required.

**To view the audit path:-**
1. (B) Audit (see slide a bit further on for more information).

**To submit an expense:-**
1. (B) Submit.

**To return to the Statement Details screen:-**
1. (B) Close.

  **Note:** you will lose any unsaved changes, and you will not be warned, so click the Save/Refresh button before clicking the Close button to be sure.
Expense Types

Expense Types are used to classify expenses. The type of expense drives the FBT wizard to ask you specific questions relating to the expense to help select the correct account code, and advise on whether manual forms are required to be completed before your expenses are sent to your manager for approval.

**Suggestion:** If you code a transaction as a DISPUTE, don't submit it until you know if it is real or not.
- If you submit it, and the transaction proves to be real you will have to resolve the coding in the Oracle General Ledger (by way of a journal).
- If you leave the transaction unsubmitted and the transaction proves to be real, you can simply change the Expense Type, code it and submit it at that point.
- If the dispute proves to be real, you can code both the original expense and the credit as a DISPUTE and submit them both at the same time (they will negate each other in the General Ledger).

**Note:** The preferred method for dealing with a disputed transaction is to:
- code it as a disputed expense,

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Use this expense type when your transaction relates to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>no other Expense Type category.</td>
</tr>
<tr>
<td>Travel and Accommodation</td>
<td>accommodation, airfares, travel club membership, car hire, other transport (excluding taxis), sundry travel costs.</td>
</tr>
<tr>
<td>Entertainment</td>
<td>general food and drink, or functions and entertainment.</td>
</tr>
<tr>
<td>Gift Related</td>
<td>gifts you have purchased on behalf of the University.</td>
</tr>
<tr>
<td>Staff Training/Welfare</td>
<td>staff development and training, or staff welfare (laundry, OH&amp;S, uniforms, etc).</td>
</tr>
<tr>
<td>Communication Costs</td>
<td>phones, faxes, paging services, radio communications etc.</td>
</tr>
<tr>
<td>Software</td>
<td>any software purchases for Individuals or Site.</td>
</tr>
<tr>
<td>Asset</td>
<td>art, equipment, furniture &amp; furnishings, vehicles.</td>
</tr>
<tr>
<td>Personal</td>
<td>accidental use of ECU Corporate Card for personal expenses. You must reimburse the total of the expense to the cashier.</td>
</tr>
<tr>
<td>Dispute</td>
<td>a transaction you want to challenge the validity of with ANZ.</td>
</tr>
</tbody>
</table>
• wait for the credit to appear,
• code the credit as a disputed transaction,
• submit both the original transaction and the credit.

**Note:** Any dispute sitting in iCMS that is older than four (4) months will be coded to miscellaneous expenses (a/c 4014) by the Administrator and submitted to General Ledger.

**Note:** The cardholder is always responsible to follow up with ANZ regarding any disputed transactions against their credit card.
There are actually two wizards, but they work in conjunction with each other, so you may not be aware where one stops and the other starts. The two wizards are specifically for FBT and GST.

**GST Wizard:-**

- Tax status of every transaction defaults to GST Inclusive. If a transaction is GST free, you must click the button control that says "Free".
- When you select that a purchase is GST Inclusive, the GST will calculate at 10%. If you have purchased a mixed supply (i.e. a purchase from Coles that has some GST free purchases and some GST inclusive purchases) you will need to split the transaction into its GST inclusive & GST free components. Once your expense has submitted, you will see the calculated GST amount on the Statement Details screen. If this amount is not correct, you will need to unsubmit the expense and change the GST treatment to make it correct.
- If you are consistently getting messages that you have failed to keep a tax invoice, this means ECU cannot claim back the GST on your purchase and will be out of pocket. It is important you note these messages and keep better records in the future. You may be asked to provide explanations of why you are not keeping the proper records if you do this consistently.
FBT Wizard:-

- Please follow all instructions in the wizards and provide "real" information. Some fields are not validated (e.g. the date field in the travel wizard or the names entered in the Entertainment wizard) so you can enter any text, but this information is important for ECU to perform internal audits and must be correct. In addition, some dollar amounts are not validated (e.g. you may have a transaction for $50 but incorrectly select that this payment is for a gift over $300). You need to be aware of this and be careful with your selections. Clicking the wrong button could result in the wrong tax treatment.

- The system will prompt when a manual form is required to be completed. Do not ignore any messages that are generated by the wizard. I.e. a message may read "Please ensure that you forward a travel diary to Shared Services". By clicking "OK" you are agreeing to this message and must complete the travel diary form. Note; No FBT entertainment forms will need to be completed now, or any 100% business use declaration for credit card holder.

Note: Manual forms, when prompted by the wizard, are still required for travel diaries and 100% business use declarations for expenses incurred on your credit card for another staff member (i.e. not the credit card holder).

The coding wizard is designed to:-

- make it easier to derive the correct account code by asking you a series of questions
- Prompt you to complete some manual documentation, and
- Negate the need for some types of documentation (100% Business Use, FBT Entertainment forms).

Once you click the Submit button the coding wizard will start. Alternatively, you can elect to click the Wizard button.

If any of the mandatory fields on the Coding screen are still blank the coding wizard will not start, and you will be advised which field requires a value. Once you have provided a value in that field you can try to start the wizard again.

To start the coding wizard:-

1. (B) Submit or (B) Wizard.

To split the expense between a number of participants:-

1. When asked the question about participants, list each participant on a separate line.
2. If you want to split the costs equally between each participant, leave the "Split the total equally between these participants" checkbox ticked.
3. If you want to allocate the split to each participant, remove the tick in the "Split the total equally between these participants" checkbox and manually elect how the split should occur.

Note: if you then want to change the charge account you will need to unsubmit the expense, change the coding then resubmit the expense. It may be best to split the expense first and go through the wizard individually for each expense. Neither way is wrong, it'll come down to user preference.
To review your responses to wizard questions:-
1. Answer all the wizard questions.
2. Review your responses on the Wizard Screen (Finish) page.
3. (B) Back (as required) to make a change to one or more of your responses.
4. (B) Next button (as required) to return to the Wizard Screen (Finish) page.

To stop the coding wizard without submitting your expense:-
1. (B) Cancel at any time during the wizard questions to stop the wizard and return to the coding screen without submitting your expense.
   **Note:** Your responses will not be saved, and you will need to re-answer any questions answered before clicking the Cancel button.

To submit your expense after completing the wizard:-
1. (B) Finish on the Wizard Screen (Finish) page to indicate that you are happy with your responses and want to submit the expense coding for approval.
Splitting a Transaction

The Split Expense screen allows you to divide an expense into two or more separate transactions. Once an expense has been split, the resulting transactions can then be coded as normal.

The different methods you can choose to split a transaction are:-
1. By splitting into equal portions
2. By dividing unequally by;
   - Amount
   - Percentage
   - Ratio or foreign currency amount
3. By creating two transactions, one taxed and one not taxed

If a transaction has been split, it will create new lines on the statement. Each of the lines becomes a new transaction and needs to be coded individually and submitted.

The status of the original transaction will be listed as ‘Split’ and the new lines will be directly under it.
To split an expense equally into multiple parts:-
1. In Section 1 indicate how many equal parts you want to split this expense into.
2. (B) OK in Section 1.

To split an expense unequally by amount:-
1. Select By Amount $ in Section 2.
2. Indicate the amounts (each amount should be on a separate line) in the tall entry field on the left hand side of Section 2.
3. If you want the system to create an additional split to cater for any roundings or miscalculations, select the Make up the difference checkbox .
4. (B) OK in Section 2.

To split an expense unequally by percentage:-
1. Select By Percentage % in Section 2.
2. Indicate the percentages (each percentage should be on a separate line) in the tall entry field on the left hand side of Section 2.
3. If you want the system to create an additional split to cater for any roundings or miscalculations, select the Make up the difference checkbox .
4. (B) OK in Section 2.

To split an expense unequally by ratio or foreign currency:-
1. Select By Ratio or Foreign Currency Amount in Section 2.
2. Indicate the ratios / amounts (each ratio / amount should be on a separate line) in the tall entry field on the left hand side of Section 2.
3. If you want the system to create an additional split to cater for any roundings or miscalculations, select the Make up the difference checkbox .
4. (B) OK in Section 2.

To create two transactions where one is taxed and the other is not (mixed supply):-
1. In Section 3 indicate how much tax was incurred.
2. (B) OK in Section 3.

To stop creating a split and return to the coding screen:-
1. (B) Cancel.
Practice – Code and Submit expenses
## Example Invoices for Practice

### iCMS v3.1.4.06_01 - TRAINING

#### Statement / Claim Details

**Account Holder:** Trainer ECUTRN, **General Ledger:** ECU, **Period Type:** ANZ Visa, **Relationships,** **Period:** January 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Merchant Name</th>
<th>Tax Amount</th>
<th>Tax Code</th>
<th>Documentation Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/04/2003</td>
<td>$92.50</td>
<td>THE UNIVERSITY CLUB</td>
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<td>TaxInvoice</td>
<td>Details</td>
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<td>CHEAP LIQUOR COMPANY</td>
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<td>30/04/2003</td>
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<td>30/04/2003</td>
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<td>Details</td>
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<td>30/04/2003</td>
<td>-$261.99</td>
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<td></td>
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<td>Details</td>
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<td>10/11/2005</td>
<td>-$450.00</td>
<td>AUTOMATIC PAYMENT</td>
<td></td>
<td></td>
<td>TaxInvoice</td>
<td>Details</td>
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</tbody>
</table>
CATERING CO

Atten:

GPO Box 252-23
HOBART
TAS 7001

---

Tax Invoice

63 263 308 589

Invoice No: 5763
Invoice Date: 11/05/2005

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lunch at the Uni Club on Wednesday 11 May for 6 people</td>
<td>84.09</td>
<td></td>
<td>8.41</td>
<td>92.50</td>
</tr>
</tbody>
</table>

Total excluding GST $84.09
Total including GST $92.50
GST $8.41
Amount Paid $0.00
Amount Due $92.50

Prompt payment within 7 days is appreciated. Payment by credit cards incur a 2% fee.

The University Club, GPO Box 252-20, Hobart, Tas 7001
Phone: (03) 6226 2493 Facsimile: (03) 6226 7104
Christine Delpere Tessa Picone
Tax invoice - Reprint Copy

ECU-SHARED SERVICES FINANCE
BLOG 1
100 JONDALUP DRIVE
JONDALUP, WA 6027

ABN: 20 003 279 556

Invoices: 1530555
Account: ECU
Date: 10-Oct-2006
Consultant: YVETTE BIRCH
Ordered by: YVETTE BIRCH
Booking Method: Email
Due Date: 02-Nov-2006

Passenger(s):

Mr. [redacted]

BALANCE PAID TO [redacted] CORPORATE CREDIT CARD - THANKYOU ...

Booking 1277724
Departure Date: 27-Oct-2006

| Flight: DUBAI / MAHE ISLAND SC / DUBAI / BAHRAIN / DUBAI |
| Depart: 28/10/2006 at 02:30 hrs |
| Flight No: EK 718 Ticket Number: 6142141788 |
| 1 of 4 tickets |

| Cost Centre: ECU |
| Gross (ex GST): $4471.00 |
| GST: $86.90 |
| Total Amount: $4558.90 |

| Transaction Fee: KISTEND TRAVEL |
| INTERNATIONAL TRANSACTION FEE |
| Cost Centre: ECU |
| Gross (ex GST): $150.00 |
| GST: $0.00 |
| Total Amount: $150.00 |

| Total: |
| Gross (ex GST): $4631.00 |
| Tax (ex GST): $68.90 |
| GST: $0.00 |
| Total Amount: $4719.90 |

Please forward any outstanding monies to:
KISTENDCAMPUS TRAVEL
G.P.O. BOX 1883
MELBOURNE VIC 3001

Copyright © Edith Cowan University, 2007. All rights reserved.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.05</td>
<td>Mastercard</td>
<td></td>
<td>834.13</td>
<td></td>
</tr>
</tbody>
</table>

**Total Balance S$ 834.13**

- **GST Taxable Amount**: S$761.08
- **GST at 5%**: S$38.05
- **Non Taxable Amount**: S$35.00

Guest Signature

I agree that any liability for this bill is not waived and agree to be held personally liable in the event that the individual, company or organization fails to pay for any part or the full amount of the above charges. Please make your cheque payable to City Hotels Pte Ltd.
Further Information

REGISTRATION FEES
Fees include technical materials and morning tea.
- Single registration: $10.00 (incl. of $10.00 GST)
- 2 or more delegates from the same firm: $100.00 (incl. of $9.09 GST) per delegate

BOOKING CONFIRMATION
A booking confirmation email will be sent upon receipt of registration.

CANCELLATION POLICY
Cancellations must be received in writing or by email no later than 3 days prior to the seminar.

REGISTRATION FORM / TAX INVOICE

CONTACT DETAILS

NAME (Mr/Mrs/Ms/Miss)__________________________
MEMBERSHIP NO.______________________________
FIRM__________________________________________
ADDRESS_______________________________________
POSTCODE______________________________________
PHONE_________________________________________
FAX___________________________________________
EMAIL_________________________________________

REGISTRATION

☐ Single registration at the seminar at $110.00 (inc. $10.00 GST) $

☐ 2 or more registrants from the same firm at $100.00 per delegate (Inc. $9.09 GST) $
  Please attach names of delegates if registering 2 or more delegates

TOTAL (Inc. GST) $

PAYMENT

☐ CHEQUE. Enclosed is a cheque for the amount of $ (Cheque payable to Taxation Institute of Australia)

☐ CREDIT CARD. Please charge my credit card with $ □ Visa □ MasterCard □ AMEX □ Diners Club
  Card No.________________________ Card Name________________________
  Expiry Date______________ Signature________________________

RETURN REGISTRATIONS

Please complete and Fax to 1800 520 292 or Mail to Suite 585, 550 Little Collins St, Melbourne VIC 3000
For enquiries please telephone Megan Smith or George Frangiskakis on 1800 620 222

This document will be a TAX INVOICE for GST when completed and you make a payment.

Retain original copy for your records.
**Tax Invoice** 00992855

**Delivery Address:**
University of Tasmania
Newnham Drive
Newnham
Launceston TAS 7248

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Code</th>
<th>Description</th>
<th>Unit Price (ex-GST)</th>
<th>Discount %</th>
<th>Total (ex-GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,000</td>
<td>SU-SBNN401</td>
<td>Superstrips, Black, Narrow, A4</td>
<td>$0.50</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>1,000</td>
<td>SU-SBMA401</td>
<td>Superstrips, Black Medium, A4</td>
<td>$0.61</td>
<td></td>
<td>$610.00</td>
</tr>
</tbody>
</table>

**Date:** 08/06/05
**Your Ref:**
**Terms:** Net 30

University of Tasmania
A/c Payable (03) 5324 3889
Financial & Business Services
Locked Bag 1-353
LAUNCESTON Tasmania 7250

**Delivery Via:** TNT Specialised Expr
**Delivery Date:**
**Salesperson:** JJ

*Have a good day*

**How to pay**

- **by mail**
  - Detach this section and mail your cheque to...

  Fastbind Pty Ltd

- **credit card by phone**
  - Call 02 9500 7990 to pay via Bankcard, MasterCard or VISA.
  - Minimum payment $10.00, Maximum payment $50,000.
  - Quote Ref: 00992855

- **EFT**
  - **National Australia Bank (NAB)**
    - BSB: 082-387
    - Account Number: 47-826-7994

**Invoice #: 00992855**  **Amount Due: $0.00**
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rocket Baby Leaves 120g</td>
<td>1</td>
<td>$3.75</td>
<td>$3.75</td>
</tr>
<tr>
<td>Melon Watermelon Seedless</td>
<td>1.543</td>
<td>$2.82/kg</td>
<td>$4.40</td>
</tr>
<tr>
<td>Melon Rockmelon Half Each</td>
<td>1</td>
<td>$1.81</td>
<td>$1.81</td>
</tr>
<tr>
<td>Thompson Seedless GR Perlo</td>
<td>1</td>
<td>$4.10</td>
<td>$4.10</td>
</tr>
<tr>
<td>Grapes, Navel Medium</td>
<td>0.217</td>
<td>$3.38/kg</td>
<td>$0.74</td>
</tr>
<tr>
<td>Nid Hungarian Salad Perrig</td>
<td>3.91</td>
<td>$3.41</td>
<td>$13.21</td>
</tr>
<tr>
<td>Tasmanian Dairy Pate</td>
<td>150g</td>
<td>$3.41</td>
<td>$3.41</td>
</tr>
<tr>
<td>South Cape Cheese</td>
<td>200g</td>
<td>$2.26</td>
<td>$4.52</td>
</tr>
<tr>
<td>Black Swan French on 200g</td>
<td>1</td>
<td>$2.26</td>
<td>$2.26</td>
</tr>
<tr>
<td>Deli Calamata Large Perrig</td>
<td>3.07</td>
<td>$3.07</td>
<td>$9.21</td>
</tr>
<tr>
<td>South Cape Brie Cheese</td>
<td>200g</td>
<td>$4.40</td>
<td>$4.40</td>
</tr>
<tr>
<td>Tasmanian Smoked Salmon 200g</td>
<td>1</td>
<td>$6.07</td>
<td>$6.07</td>
</tr>
<tr>
<td>Tasmanian Smoked Salmon 200g</td>
<td>1</td>
<td>$6.07</td>
<td>$6.07</td>
</tr>
<tr>
<td>Smiths Cheese 150g</td>
<td>2.26</td>
<td>$2.26</td>
<td>$4.52</td>
</tr>
<tr>
<td>Ralef Original Water 125g</td>
<td>1</td>
<td>$2.26</td>
<td>$2.26</td>
</tr>
<tr>
<td>Nick Smith Crackers WATER</td>
<td>1</td>
<td>$1.23</td>
<td>$1.23</td>
</tr>
<tr>
<td>Roasted Crackers 250g</td>
<td>1</td>
<td>$4.15</td>
<td>$4.15</td>
</tr>
<tr>
<td>Just Juicy Orange Pr 2lt</td>
<td>1</td>
<td>$2.89</td>
<td>$2.89</td>
</tr>
<tr>
<td>Just Juice Paradise 2lt</td>
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</tr>
<tr>
<td>Nittos #1300 Potato Chips Original</td>
<td>1</td>
<td>$2.28</td>
<td>$2.28</td>
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<tr>
<td>Nescafe Chocettes 100g</td>
<td>1</td>
<td>$2.99</td>
<td>$2.99</td>
</tr>
<tr>
<td>Always Fresh Baby Cu 350g</td>
<td>1</td>
<td>$2.49</td>
<td>$2.49</td>
</tr>
<tr>
<td>Xgino Fries Allin Serve Nmt 80p</td>
<td>1</td>
<td>$1.35</td>
<td>$1.35</td>
</tr>
<tr>
<td>Aplate Plastic Snack 2pack</td>
<td>1</td>
<td>$3.12</td>
<td>$3.12</td>
</tr>
<tr>
<td>Aplate Plastic Simko 2pack</td>
<td>1</td>
<td>$3.12</td>
<td>$3.12</td>
</tr>
<tr>
<td>Xgino Plates, Steak 6 Pk</td>
<td>1</td>
<td>$3.55</td>
<td>$3.55</td>
</tr>
<tr>
<td>Nlily Pizzazz Cups Par 20pack</td>
<td>1</td>
<td>$2.59</td>
<td>$2.59</td>
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<tr>
<td>Nlil Pizzazz Cups Par 20pack</td>
<td>1</td>
<td>$2.59</td>
<td>$2.59</td>
</tr>
</tbody>
</table>

Total for 20 Items: $90.05

Gst Included in Total: $2.01

Please retain receipt for refund or exchange purposes. * = Taxable Item
# TAX INVOICE

**Account**

<table>
<thead>
<tr>
<th>CHARGE TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY OF TASMANIA - FINANCIAL AND BUSINESS</td>
</tr>
<tr>
<td>LOCKED BAG 1353</td>
</tr>
<tr>
<td>ATTN:</td>
</tr>
<tr>
<td>LAUNCESTON TAS 7250</td>
</tr>
<tr>
<td>A.B.N. 5076437682</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DELIVER TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY OF TASMANIA - FINANCIAL AND BUSINESS SERVICE</td>
</tr>
<tr>
<td>ELD B ROOM 1446 NEWNHAM L'TON</td>
</tr>
<tr>
<td>NEWNHAM TAS 7248</td>
</tr>
<tr>
<td>(03) 63243513</td>
</tr>
<tr>
<td>C-CTR: 603</td>
</tr>
</tbody>
</table>

---

**Special Instructions**

**T10**

**Credit Card Automatically Charged Electronically**

---

**YOUR ORDER NO**

<table>
<thead>
<tr>
<th>ITEM CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A25030770</td>
</tr>
</tbody>
</table>

**INVOICE ENTERED BY**

<table>
<thead>
<tr>
<th>ORDER CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOTTIA</td>
</tr>
</tbody>
</table>

**ACCOUNT NO**

| CUSTOMER SUPPORT 132644 |
| VAUGHN 040856180 |
| T109 |
| 10:43 |

**DELIVERY ROUTE**

<table>
<thead>
<tr>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:43</td>
</tr>
</tbody>
</table>

**PACKED BY**

<table>
<thead>
<tr>
<th>CHECKED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
</tr>
</tbody>
</table>

**PICKING NO**

| P487222 |

---

**ITEM CODE**

| SUPPLIED |
| QTY & O/D |
| REFERENCE |
| DESCRIPTION |
| UNIT PRICE |
| UNIT |
| AMOUNT |
| GST |
| TOTAL |
| # A25030770 |
| 10 |
| 10 |
| 0 |
| UNIT LAUNCESTON LOCKED BAG 1353 DL W/F |
| 23.50 |
| EX |
| 235.00 |
| 25.35 |
| 256.35 |

---

**All Queries**

101 Invermay Rd, Launceston 7248 Ph: 6331 1373 / Fax: 6331 5106

**ITEMS MARKED WITH "S" ARE NOT STOCK ITEMS AND HAVE BEEN SPECIALLY ORDERED FOR YOU**

**PLEASE SEE OVER FOR THE TERMS AND CONDITIONS OF SALE**

---

**TOTAL PARCELS: 0**

**PARCELS: 0/All zones = 0**

**Credit details already provided**

**Cust. Contact is**

---

**SUBTOTAL**

| 233.50 |

**GST TOTAL**

| 23.35 |

**TAX INVOICE TOTAL**

| 256.85 |
CASHCHARGE
TRANSACTION
RECEIPT FROM THE NATIONAL
COMBINED 93322888
DATE 05/07/05   AM 12:25
MERCHANT ID: 9412277
TERMINAL ID: 024822
CLIENT ID: 06670
DRIVER ID: 0
DRIVER NAME:

PICK UP CITY:
DEPT  400  DOM  04PT
32.0000  151.1801

CARD: SS0OS
EXP: 08/06
DEBIT CREDIT CREDIT AV/C

PAY: $27.45
TIP: $0.00

TOTAL PAY: $27.45
INC. GST: $2.75
SERVICE FEE: $2.75
GST ON SERVICE FEE: $0.29

TOTAL: $30.49
AUD

APPROVED: A
AUTH NO: 023536

** CUSTOMER RECEIPT **
05/07/05  12:25  023536
ORIGINAL CREDIT ADJUSTMENT NOTE

BILL TO:
UNIV OF TASMANIA
CHURCHILL AV
SANDY BAY TAS 7005
AUSTRALIA

SOLD TO:
UNIV OF TASMANIA
FINANCIAL SERVICES
LOCKED BAG 1353
LAUNCESTON TAS 7250
AUSTRALIA

SHIP TO:
UNIV OF TASMANIA
ATT:
CHURCHILL AV
SANDY BAY TAS 7009
AUSTRALIA

INVOICE INFORMATION

INVOICE NUMBER: 505822028
PURCHASE ORDER NO:

SOLD TO CUSTOMER: 45610483
SHIPPING DATE:
INVOICE DATE: 14.04.2005
TERMS/GEN CODE: CREDIT CARD

Contact:

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Qtn/UM</th>
<th>Delivered From</th>
<th>Delivery No</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1767-5MXS 1 KILO GRAM FROM TRITICUM VULGARIS, WH, &amp; 2504.00/CH/1100670</td>
<td>1 KILO GRAM</td>
<td>206.80</td>
<td>206.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>206.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trans/Handling/Pac</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total GST</td>
<td>25.13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>231.93</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount Charged to Credit Card Number:

"To ensure proper posting of your payment, please indicate invoice numbers on your payment advice & mail it to the remittance address indicated. Thank you."

Page 1/1
Overview

In this practice, you will do the following:

- Code and Submit a transaction from a credit card statement

Assumptions

- You must have access to the Training database to complete this practice.
- Where xx is referenced, you will use the number allocated to you during the training session.

Tasks

Login Details
- Licencsee = ecu_trng
- Username = trainxx
- Password = trainxx

Code and Submit expenses

There are 10 invoices that require coding. Please put into practice what you have learnt thus far to code them appropriately.

1. Code an invoice that attracts FBT.
   - 6 people attended of which 4 were employees and 2 were clients.

2. Code an invoice that relates to travel.
   - You have booked flights for John Smith.

3. Code a merchant slip.
   - You have bought some wine to give to employees as gifts.

   - You have booked accommodation for Jane Doe.

5. Code an invoice that isn’t a tax invoice until it’s paid (then it is).

6. Code an invoice that attracts GST.
   - Be careful, the freight line is ex-GST!

7. Code an invoice where only some of it attracts GST (mixed supply)
   - Not only is it mixed supplier (like the last invoice) but it’s for a staff barbeque.

8. Dispute an invoice.

9. Code an invoice as ‘personal use’.
10. Code a credit.
   - This credit relates to goods that you returned to the supplier; not a previously disputed transaction.
Solution – Code and submit expenses

Login Details
− Licencee = ecu_trng
− Username = trainxx
− Password = trainxx

Prerequisite step
• Navigate to the Statement / Details screen
  − Log into iCMS
  − (B) I Agree in the Welcome screen
  − (B) Go on the Statement / Claim List screen

Code an invoice that attracts FBT
1. (B) Go - on the expense line for ‘The University Club’.
2. Code the expense:
   • Expense Type = Entertainment Expense
   • (B) Apply
   • Tax Status = GST Inclusive
   • Purpose = lunch at the Uni Club
   • Coding fields (as per your favourites / defaults)
   • (B) Submit
3. Respond to wizard questions:
   • Do you have Tax Documentation = Yes, valid tax invoice
   • (B) Next
   • What best describes this expense = General Food & Drink > Off-campus social function or business lunch.
   • (B) Next
   • Where any other participants involved in this expense = Employee; Client
     − Don’t forget to attach a list of names of the people who attended to your paperwork.
   • Split the total equally between these participants = N (remove the tick)
   • (B) Next
   • Enter amount for split = By Percentage > Employee = 60; Client = 40
• (B) Next
• What best described the above participant (employee) = Employee
• (B) Next
• What best described the above participant (client) = Client / Student
• (B) Next
• Review the Wizard Screen (finish) > (B) Finish
• (B) Close (to return the Statement / Claim Details screen)

**Code an invoice that relates to travel**

4. (B) Go on the expense line for ‘Kistend Campus Travel’.

5. Code the expense:
   • **Expense Type** = Travel and Accommodation Expense
   • (B) Apply
   • **Tax Status** = Free
   • **Purpose** = Return flight to Dubai
   • Coding fields (as per your favourites / defaults)
   • (B) Submit

6. Respond to wizard questions:
   • **Do you have Tax Documentation** = Yes, valid tax invoice
   • (B) Next
   • **What best describes this expense** = Airfare
   • (B) Next
   • **Where any other participants involved in this expense** = John Smith
   • (B) Next
   • **What best described the above participant (client)** = Employee - Travelling
   • (B) Next
   • **Does this expense relate to overseas travel** = Yes
   • (B) Next
• **What is the duration of this trip** = 6 nights and over

• (B) Next

• **Last Date of Business Trip** = 31-DEC-06

• **Please ensure you forward your travel diary with the statement to SSF** > (B) OK

• Review the Wizard Screen (finish) > (B) Finish

• (B) Close (to return the Statement / Claim Details screen)

**Code a merchant slip**

7. (B) Go on the expense line for ‘Cheaper Liquor Company’.

8. Code the expense:

   • **Expense Type** = Gift Related Expense

   • (B) Apply

   • **Tax Status** = GST Inclusive

   • **Purpose** = Wine

   • Coding fields (as per your favourites / defaults)

   • (B) Submit

9. Respond to wizard questions:

   • **Do you have Tax Documentation** = Yes, receipt

   • (B) Next

   • **What best describes this expense** = Gifts – Cost less than $300 per head

   • (B) Next

   • **Where any other participants involved in this expense** = Employee

     – Don’t forget to attach a list of names of the recipients to your paperwork

   • (B) Next

   • **What best described the above participant (employee)** = Employee

   • (B) Next

   • Read the Wizard Question (message) about tax invoices

   • (B) OK
• Review the Wizard Screen (finish) > (B) Finish

• (B) Close (to return the Statement / Claim Details screen)

**Code an invoice issues overseas**

10. (B) Go on the expense line for ‘Orchard Hotel’.

11. Code the expense:

• **Expense Type** = Travel and Accommodation Expense

• (B) Apply

• **Tax Status** = Free
  – Even though the invoice shows a GST component – it is not Australian GST and therefore we cannot claim it back

• **Purpose** = Accommodation

• Coding fields (as per your favourites / defaults)

• (B) Submit

12. Respond to wizard questions:

• **Do you have Tax Documentation** = Yes, receipt
  – It is **not** a valid tax invoice for Australia

• (B) Next

• **What best describes this expense** = Accommodation

• (B) Next

• **Where any other participants involved in this expense** = Jane Doe

• (B) Next

• **What best described the above participant** = Employee - Travelling

• (B) Next

• **Does this expense relate to overseas travel** = Yes

• (B) Next

• **What is the duration of this trip** = under 6 nights

• Review the Wizard Screen (finish) > (B) Finish

• (B) Close (to return the Statement / Claim Details screen)
Code an invoice that isn’t a tax invoice until it’s paid (then it is)

13. (B) Go on the expense line for ‘Taxation Institute of Australia’.

14. Code the expense:
   - **Expense Type** = Staff Training / Welfare Expense
   - (B) Apply
   - **Tax Status** = GST Inclusive
   - **Purpose** = Tax seminar
   - Coding fields (as per your favourites / defaults)
   - (B) Submit

15. Respond to wizard questions:
   - Do you have Tax Documentation = Yes
   - (B) Next
   - What best describes this expense = Staff Development and Training > Short Course / Workshop / Seminar
   - (B) Next
   - Review the Wizard Screen (finish) > (B) Finish
   - (B) Close (to return the Statement / Claim Details screen)

Code an invoice that attracts GST

16. (B) Go on the expense line for ‘Fastbind’.

17. Code the expense:
   - **Expense Type** = General Expense
   - (B) Apply
   - (B) Split
   - 3. Create 2 transaction … where the tax amount is $164
   - (B) OK

   **Note:** You now have two transactions created from the one expense, where one transaction can be coded to attract GST, and the other can be coded as tax free.

   - (B) Next (top right) to code the first transaction
• Tax Status = GST Inclusive
• Purpose = binding
• Coding fields (as per your favourites / defaults)
  – Account = 4000 (Media Materials)
• (B) Submit

18. Respond to wizard questions:
• Do you have Tax Documentation = Yes
• (B) Next
• Review the Wizard Screen (finish) > (B) Finish

19. Code the second transaction:
• (B) Next (top right) to code the second transaction
• Tax Status = Free
• Purpose = freight
• Coding fields (as per your favourites / defaults)
  – Account = 4013 (Freight Inwards)
• (B) Submit

20. Respond to wizard questions:
• Do you have Tax Documentation = Yes
• (B) Next
• Review the Wizard Screen (finish) > (B) Finish
• (B) Close (to return the Statement / Claim Details screen)

**Code an invoice where only some of it attracts GST (mixed supply)**

21. (B) Go on the expense line for ‘Coles Supermarket Australia Pty Ltd’.

22. Code the expense:
• Expense Type = Entertainment Expense
• (B) Apply
• (B) Split
• 3. Create 2 transaction … where the tax amount is $2.61
• (B) OK

Note: You now have two transactions created from the one expense, where one transaction can be coded to attract GST, and the other can be coded as tax free.

• (B) Next (top right) to code the first transaction

• **Tax Status** = GST Inclusive

• **Purpose** = staff barbeque

• Coding fields (as per your favourites / defaults)

• (B) Submit

23. Respond to wizard questions:

• **Do you have Tax Documentation** = Yes

• (B) Next

• **What best describes this expense** = General Food & Drink > Off-campus social function or business lunch.

• (B) Next

• **Where any other participants involved in this expense** = Employee

• (B) Next

• **What best described the above participant (employee)** = Employee

• (B) Next

• Review the Wizard Screen (finish) > (B) Finish

• (B) Close (to return the Statement / Claim Details screen)

24. Code the second transaction:

• (B) Next (top right) to code the second transaction

• **Tax Status** = Free

• **Purpose** = staff barbeque

• Coding fields (as per your favourites / defaults)

• (B) Submit

25. Respond to wizard questions:
• Do you have Tax Documentation = Yes

• (B) Next

• What best describes this expense = General Food & Drink > Off-campus social function or business lunch.

• (B) Next

• Where any other participants involved in this expense = Employee

• (B) Next

• What best described the above participant (employee) = Employee

• (B) Next

• Review the Wizard Screen (finish) > (B) Finish

• (B) Close (to return the Statement / Claim Details screen)

**Dispute an invoice**

26. (B) Go on the expense line for ‘Corporate Express’.

27. Code the expense:

• Expense Type = Disputed Expense

• (B) Apply

• Disputed Use Message = click the “click here” link to open the “Visa Credit Card” webpage on the Strategic Procurement website.

• Click “ANZ Disputed Transaction Form” to open the Commercial Cards Disputed Transactions form.

• Print, complete, and fax the form to the number shown at the top of the form
  – Do not do this step in training, it is provided for your information only

• Close the web page that opened up, and return to the iCMS application

**Note:**

If you do submit the disputed expense in iCMS and the dispute proves to be incorrect, you will have to correct the coding using a GL Journal in Oracle.

If you do submit the disputed expense in iCMS and the dispute proves to be correct, you will need to submit the credit as a dispute when it appears in your transactions.

• (B) Close (to return the Statement / Claim Details screen)

**Note:** The preferred method for dealing with a disputed transaction is to:
• code it as a disputed expense,
• wait for the credit to appear,
• code the credit as a disputed transaction,
• submit both the original transaction and the credit.

**Code an invoice as ‘personal use’**

29. (B) Go on the expense line for ‘Cabcharge’

30. Code the expense:

   - **Expense Type** = Personal Expense
   - (B) Apply

   **Note:** If you incur a personal expense on your Corporate Credit Card you are required to repay that amount to the cashiers, record the receipt number in iCMS, and attach the receipt to your paperwork.

   - **Receipt Number** = JO/01/12345
   - (B) Submit

**Code a credit**

32. (B) Go on the expense line for ‘Sigma-Aldrich’.

33. Code the expense:

   - **Expense Type** = General Expense
   - (B) Apply
   - **Tax Status** = GST Inclusive
   - **Purpose** = Inv 506549033 - chemicals
   - Coding fields (as per your favourites / defaults)
     - **Account** = 4003 (Chemical Medical and Scientific Suppliers)
     - Account should be the same as you coded the original expense to
   - (B) Submit

34. Respond to wizard questions:

   - **Do you have Tax Documentation** = Yes
   - (B) Next
   - Review the Wizard Screen (finish) > (B) Finish
   - (B) Close (to return the Statement / Claim Details screen)
Printing your Statement for approval

Once you have reconciled all the transactions on your statement and submitted them, you need to print out a copy of the statement to attach your receipts and pass to your manager for approval.
Printing a Statement

The printed Statement form shows:

- a summary of expenses being submitted by expense type;
- a set of statements that as employees of ECU and approvers you are acknowledging and space for you to sign to indicate your acceptance of these statements;
- a detailed analysis of the expenses being submitted.

To display the above screen you will have clicked the Print Statement Form link on the Statement Details screen.

Along with the actual Statement to be printed, the Print dialogue box will pop up so that you can select the printer you want to print to.

**Note:** *ECU currently only reconciles Corporate Cards with iCMS. In the future we will also use it to facilitate employee personal expense claim reimbursements.

**To print the Statement form:-**

1. Click the Print Statement Form link on the Statement Details screen.
2. Select the printer you want to print to (in the Print dialogue box), or leave the default selected.

3. Click the Print button (on the Print dialogue box).

**Note:** Once the statement has been printed, attach all supporting documentation and forward to your manager for approval.

When your manager has approved the statement (physical signature required), all the documentation needs to be forwarded to Shared Services Finance who will file the paperwork and export the transactions from iCMS into Oracle General Ledger (GL) so it is shown on your reports.
Guided Demonstration

- Print a reconciled statement

Guided Demonstration – Print a reconciled statement

The instructor will now demonstrate printing a statement as the training rooms do not have access to printers.
Guided Demonstration - Print a reconciled statement

In this guided demonstration you will be shown how to search for statements. The trainees can’t do it themselves because they can only see their own current statement. In the real world, some of them may be delegates for multiple people, and may have a need to search for statement from prior periods.

Login Details

- Licencee = ecu_trng
- Username = train1
- Password = ecuicms

Search for a Statement

1. Navigate to the Statement / Claim List screen
   - Login to iCMS
   - (H) Coding Module
   - (B) I Agree on the Welcome screen

2. Print the statement
   - (H) Print Statement / Claim Form
   - (B) Print (on the Print dialogue box)
Expense Audit History

iCMS provides an audit feature which will show the wizard path(s) taken for any submitted transaction. For unsubmitted transactions you will only see the Expense History (if any exists).

This can be especially useful if you have many relationships set up where delegates can code and submit transactions on your behalf.

The audit will show:-
- A history of the expense i.e. (the person who submitted it, the person who received it etc).
- Options chosen during the wizards (coding wizard, tax wizard etc).
- Status of the expense i.e. (whether received etc).

To view the audit log:-
1. From the Coding Screen, (B) Audit.

To close the audit screen and return to the coding screen:-
1. (B) Close.
- View the Audit History for an expense
Practice - View Audit History for an expense

Overview

In this practice, you will do the following:

- View the Audit History for an expense

Assumptions

- You must have access to the Training database to complete this practice.
- Where xx is referenced, you will use the number allocated to you during the training session.

Tasks

Login Details
- Licencee = ecu_trng
- Username = trainxx
- Password = trainxx

View the Audit History for an expense you have submitted today

1. Navigate to the expense you want to view the Audit History for.
2. View the Audit History.
3. Close the Audit History screen and return to the Statement / Claim Details screen.
Solution – View Audit History for an expense

Login Details
- Licencsee = ecu_trng
- Username = trainxx
- Password = trainxx

Navigate to the expense you want to view the Audit History for.
1. Log into iCMS.
2. (B) I Agree (on the Welcome screen).
3. Identify the statement that has the expense you want to audit on it.
4. (B) Go (on the Statement / Claim List screen).
5. Identify the expense you want to audit.
6. (B) Go (on the Statement / Claim Details screen).

View the Audit History.
7. (B) Audit (on the Coding screen).

Close the Audit History screen and return to the Statement / Claim list screen.
8. (B) Close (on Expense Audit History screen).
9. (B) Close (on Coding screen).
10. (B) Close (on the Statement / Claim Details screen).
Summary

- Statement List
- Searching for a Statement
- Statement Details
- System Alerts
- Coding Transactions
- Using System Wizards
- Splitting Transactions
- Printing a Statement
- iCMS Expense Audit History
Practice

Clean up - Remove your Favourites list

Practice – Remove your favourites list
Practice - Remove your Favourites list

Overview

In this practice, you will do the following:

- Delete the Favourites List you created earlier

Assumptions

- You must have access to the Training database to complete this practice.
- Where xx is referenced, you will use the number allocated to you during the training session.

Tasks

Login Details
- Licencee = ecu_trng
- Username = trainxx
- Password = trainxx

Delete the Favourites you created earlier today

1. Navigate to the Tools menu.
2. Delete your Favourites.
3. Logout of iCMS.
Solution – Remove your Favourites list

Login Details
− Licencee = ecu_trng
− Username = trainxx
− Password = trainxx

Navigate to the Tools menu.
1. Log into iCMS.
2. (B) I Agree (on the Welcome screen).
3. (B) Tools (top right on yellow title bar).

Delete your Favourites.
4. Delete Favourite Projects
   − My Favourite for Coding Field = Project.
   − (B) Go
   − (B) Delete for each Favourite Project you created earlier today
   − (B) Close

5. Delete Favourite Cost Centre
   − My Favourite for Coding Field = Cost Centre.
   − (B) Go
   − (B) Delete for each Favourite Cost Centre you created earlier today
   − (B) Close

6. Delete Favourite Accounts
   − My Favourite for Coding Field = Account.
   − (B) Go
   − (B) Delete for each Favourite Account you created earlier today
   − (B) Close

7. Delete Favourite Activities
   − My Favourite for Coding Field = Activity.
   − (B) Go
   − (B) Delete for each Favourite Activity you created earlier today
   − (B) Close

8. Delete Favourite Locations
   − My Favourite for Coding Field = Location.
   − (B) Go
   − (B) Delete for each Favourite Location you created earlier today
   − (B) Close

9. Delete Favourite purposes
   − My Favourite for Coding Field = Purpose.
Logout of iCMS.

10. (B) Log Off (top right on yellow title bar).

We are holding several training sessions each day on the iCMS training environment.

Because of this, we ask that you remove the favourites that you set up at the beginning of the session so it is blank for the next session being conducted.
How to get a login

Complete the online iCMS Account Request form located at:


Once we have received your request it will be scheduled for setup.