



RMIT Corporate Card

ICMS User Manual

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How to Use the iCMS Corporate Card System

This section details, in a step by step process, how to use the iCMS system to code your monthly expenditure, and how a line manager will use the system to authorise the expenditure submitted.

1.0 Transaction Download and Processing Timetable Overview

- ◆ Transactional data is downloaded daily from the bank to the RMIT network server, and imported into iCMS throughout a billing period, once the previous monthly processing period has been rolled-over.
- ◆ Each transaction will be available for coding, submitting and authorising as it appears.
- ◆ At the end of the billing period a period of two weeks will be available for transactions to be authorised. Note: cardholders can continue to code and submit during this period.
- ◆ At the expiration of this period, the monthly processing period will be closed, and the system will be rolled-over to the next billing period.

2.0 Accessing the iCMS Corporate Card System

You can access iCMS in the following ways:

1. Typing the following address in the address box of your web browser:
<http://credit.its.rmit.edu.au> or <http://131.170.6.48>
2. Saving the internet address as a bookmark, and selecting this when you want to open the system
3. Save the address as a shortcut on your desktop.

When the following Login box appears, type in Licensee : RMIT ,your username, which is your full employee number, and password.

Please note: when logging in for the first time, enter the username and the temporary password(usually 123456) supplied by the Finance Officer, Credit Cards. You will then be prompted to enter your own password which you will use from then on.

Card Management System Login

icms v3.1.3.04 Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail News RSS Feeds

Address http://131.170.6.48/icms-servlet/icms/ Go Links

Google Search Check AutoLink AutoFill Options

Y! Search Mail Finance My Yahoo! News Music Movies Sign in

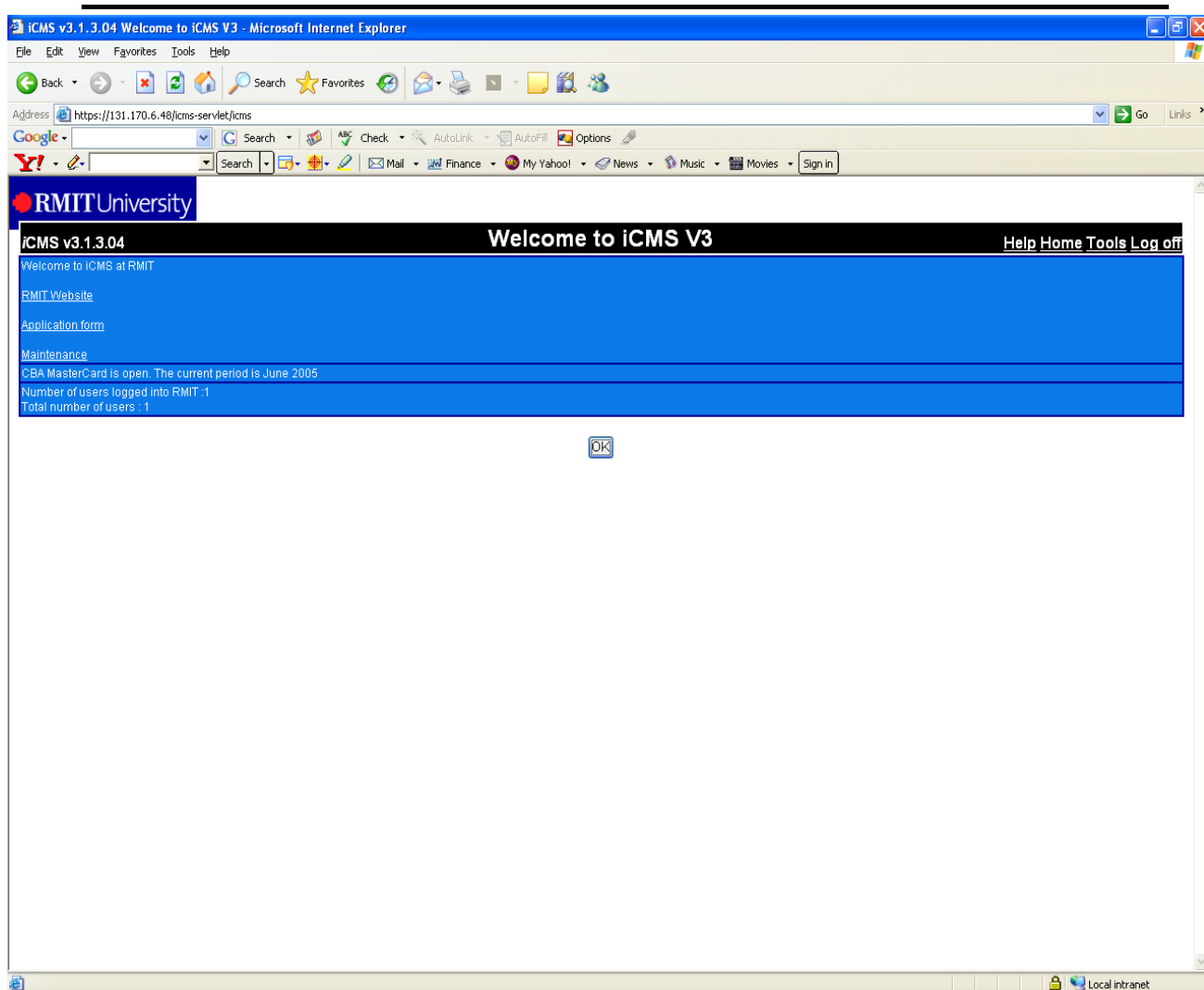
RMIT University

icms v3.1.3.04 Login

Licensee:	RMIT
Username:	E63346
Password:	
OK Reset	

Done Local intranet

- Click the **OK** button to proceed to the **Welcome Screen**



The Welcome screen has three sections.

- The first section displays a message from the *iCMS* supervisor.
- The second section displays the current status of the *iCMS* period.
- The third section displays the number of users currently logged on to *iCMS*. The lower this is the faster you can expect the system to be.

The menu options at the top of the screen are common to all screens and have the following functions.

Help	General help in the use of the <i>iCMS</i> system. It is not specific to RMIT.
Home:	Will return you to the Welcome screen.
Tools:	Allows you to change your password and to store commonly used codes and descriptions to enable easy access when coding expenses.
Log off:	Logs you out of <i>iCMS</i> .

Click the **OK** button to proceed to the **Invoice List**.

3.0 Invoice List

The Invoice List is a listing of all invoices (or statements) for cardholders for which a relationship has been established in iCMS.

- Cardholders who are not an authorising officer or a delegate only see their own invoices.
- If you are an authorising officer or delegate, you will be able to see both your own invoices, as well as invoices for all the cards for which a relationship has been established.

Period	First Name	Last Name	New Charges	U & R	Submitted	Authorised	GL	Action
AUGUST 2005	Mariah	Carey	\$5060.00	\$4515.00	\$545.00	\$0.00	\$0.00	Print Quick Coding Go
AUGUST 2005	John	Farnham	\$5060.00	\$5045.00	\$15.00	\$0.00	\$0.00	Print View Go

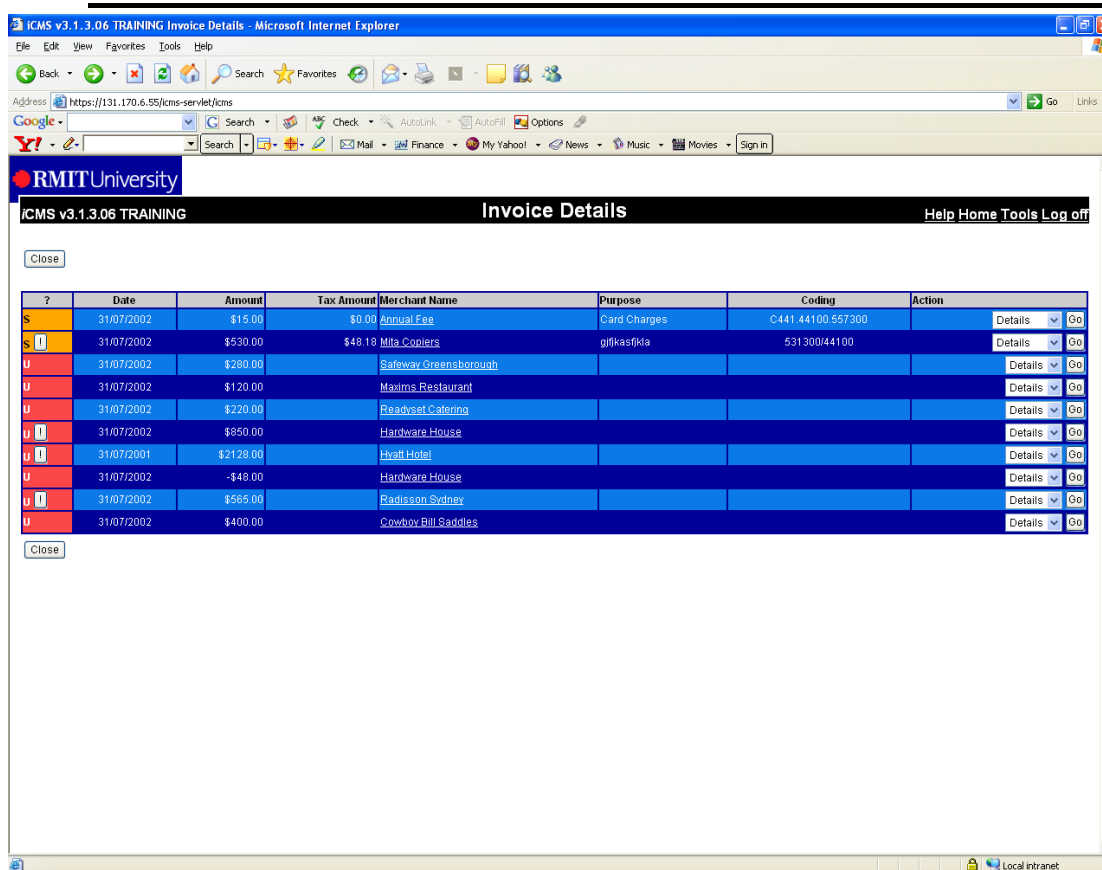
- The Invoice List provides the following information:
 - The Period the invoice was for.
 - The first and last name of the cardholder.
 - The total charges on the invoice.
 - The total of unsubmitted or rejected charges.
 - The total of submitted charges.
 - The total of authorised charges.
 - The total of charges loaded to the GL.

-
- Actions that can be performed – e.g. Print, View or Code.

To view the transactions that make up the invoice, select the View option in the drop down box in the Action column. Click on the **Go** button.

4.0 Invoice Details

- This screen lists all the transactions that have been incurred by the cardholder during the billing period.
- The Invoice Details screen provides the following information:
 - The coding status of the transaction (?) – refer to following table.
 - The date of the transaction.
 - The amount of the transaction.
 - The GST amount of the transaction.
 - The name of the merchant, or description of the transaction.
 - The purpose of the transaction.
 - The internal order number and general ledger code that has been allocated to the transaction.
 - Action that can be performed on the transaction.



The table below explains the coding status codes (?) for the Invoice Details screen

Status Codes

Code	Background Colour	Explanation
U	Red	Unsubmitted
C	Yellow	Coded
S	Orange	Coded and Submitted
A	Green	Authorised
R	Black	Rejected
E	Blue	Uploaded to the General Ledger

5.0 Coding Screen – How to Code Your Expenditure

You can access your transactions for coding in two ways.

1. From the **Invoice List** screen, select View or Coding Screen in the drop down box in the Action Column and click on the Go button. All the transactions are then displayed together with the required fields for coding.
2. From the **Invoice List** screen, select Coding Screen in the drop down box in the Action Column and click on the **Go** button.

You must enter data in all the fields as follows:

Field	Action
Expense Type	Allows you to select the following expenditure types: • General Expense • Project (Property Services Group use only - requires a WBS number) • Personal (Used when a personal item is inadvertently charged to the card – the expense code is pre-coded) • Disputed (Used when a transaction is unknown to the cardholder - the Expense Code is pre-coded).

Tax Status	Select either Inclusive (where the expense includes GST) or Free (where there is no GST).
Documentation	Click the appropriate button. Tax Invoice: You select this button if the invoice complies with the details regarding GST Compliant Invoices in Section 1.4 of this document. Receipt: You select this button if the purchase is supported by a receipt only, or if the transaction relates to an overseas expense. None: You select this option if you did not receive a Tax Invoice or Receipt, or the documentation has been lost. Note: All expenditure you incur for RMIT on your Corporate Card needs to be supported by a Tax Invoice or Receipt.
Purpose	Enter a meaningful description for the transaction. You can enter up to 200 characters in this field. A meaningful purpose should include a description of the item purchased and why the item was purchased.
Internal Order	Enter the relevant internal order number for the expense in the following manner: • Enter a code directly • Use a preset favourite, or • Use a search.
Expense Code	• Enter the relevant general ledger expense code for the expense in the following manner: • Enter a code directly • Use a preset favourite, or • Use a search.

The action buttons across the top of the Coding Screen are for the following functions:

Name	Function
Save	Saves any data you have entered – you can partially code a transaction and complete it at another time.
Wizard	Starts the FBT wizard to help you code transactions that might include FBT. On previous coded transactions, you also use this button to 'Undo' an FBT Split.
Split & Unsplit	Allows you to split a transaction into separate amounts for separate coding. Where the transaction has been split, the option to Unsplit will be available
Submit	Submits the transaction to your line manager for authorisation.
Reset Coding	Removes any data you have entered.
Audit	Displays the logic by which the Wizard function arrives at the expense code.
Close	Returns you to the previous screen.
First	Takes you to the first transaction on the Invoice Details list.
Prev	Takes you to the previous transaction on the Invoice Details list.
Next	Takes you to the next transaction on the Invoice Details list.
Last	Takes you to the last transaction on the Invoice Details list.
Status (Drop down box)	Enables you to navigate through the transactions according to their status.

5.1 Helping You Code

iCMS has functionality to help you code your transactions quickly and easily. The following functions described in this section will help you to code:

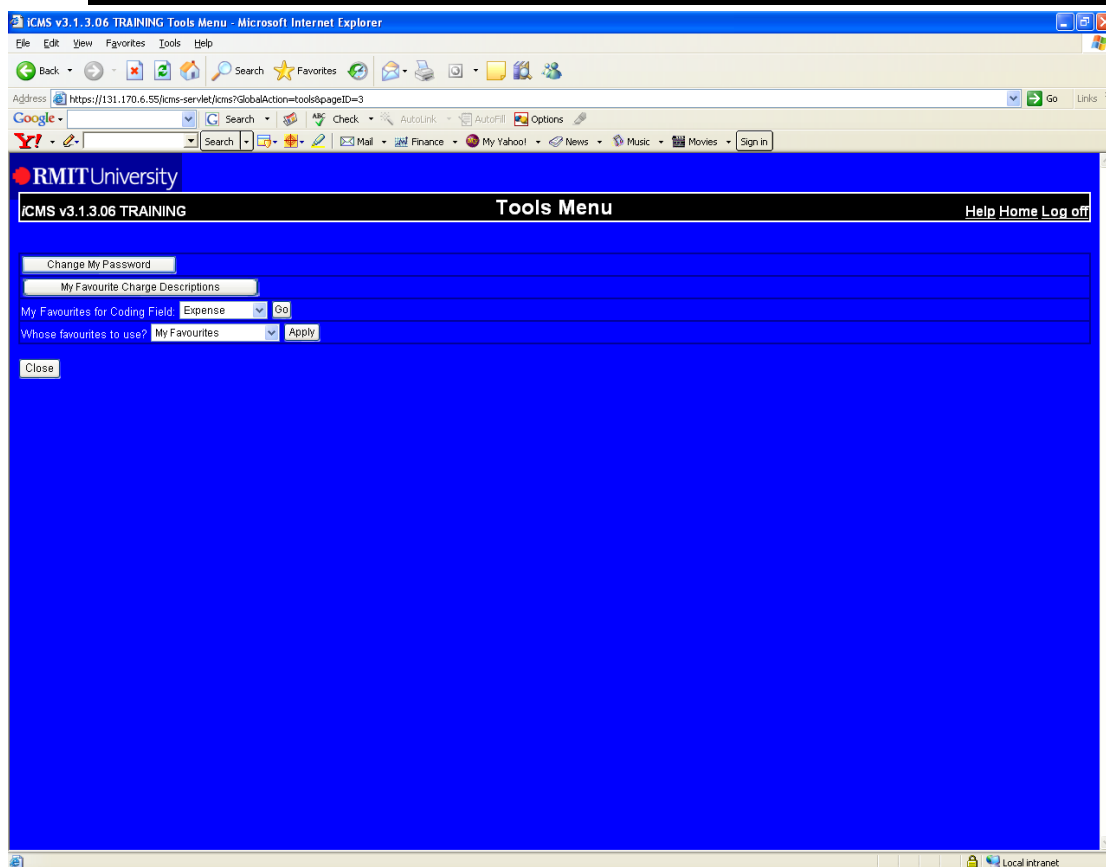
- Favourites
- Wildcard Searches
- Predetermined Coding.

5.1.1 Favourites

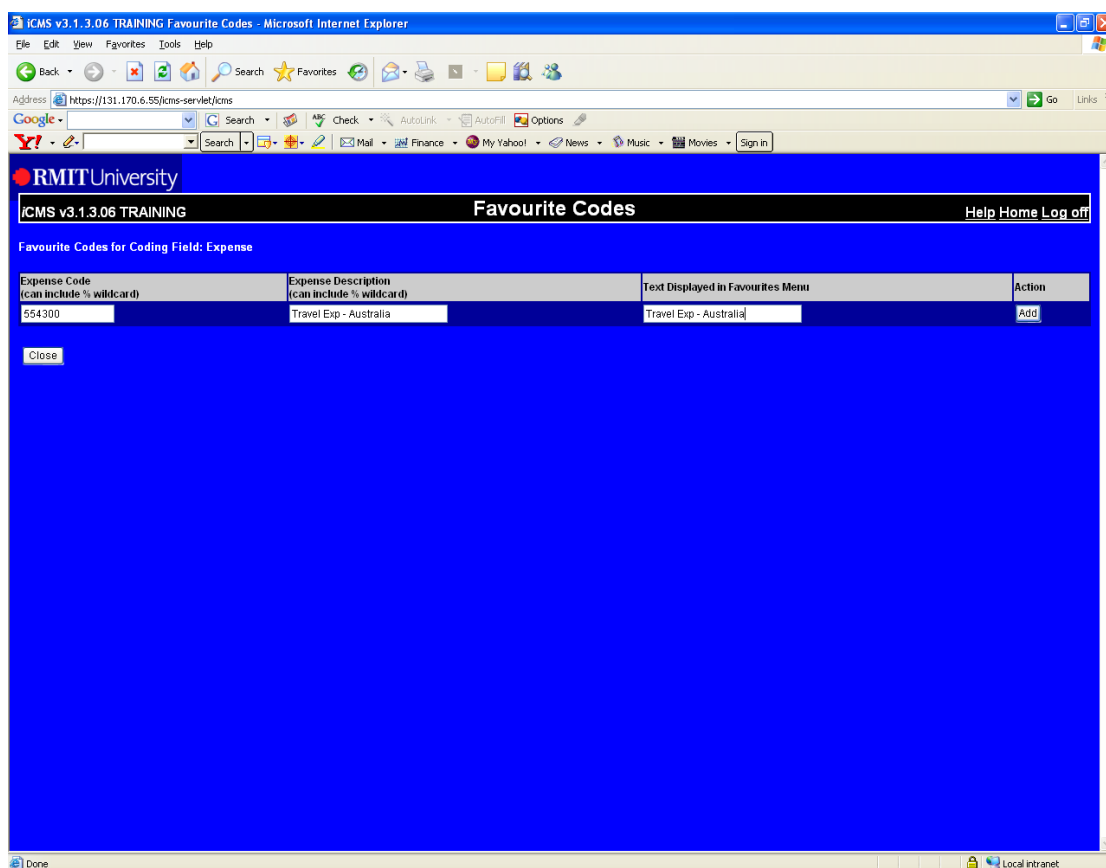
You can create and use Favourites to retrieve your commonly used data for the following fields:

- Purpose
- Internal Order
- Project Code
- Expense Code

Select the Tools option from the Menu bar and the Tools Menu screen will be displayed.



Select a field from the My Favourites for Coding Field from the drop down box and click on Go.



Complete the fields shown and click on the **Add** button.
The **Close** button will return you to the Tools Menu.

Select My Favourites from the “Whose favourites to use?” drop down box and click on the **Apply** button.

The **Close** button will take you back to the screen that you entered the Tools Menu from.

5.1.2 Wildcards

You use the Wildcard search for Internal Orders, WBS Codes and G/L Expense Codes.

When in the Coding Screen you can Use the wildcard character % to search on any of the above fields – e.g. Entering %travel% as the description in the Expense description field and hitting enter will result in all account codes with the word travel in the description being listed in the Search Results.

The screenshot displays the iCMS v3.1.3.06 TRAINING Coding Screen. The interface includes a header with the RMIT University logo and navigation links (Help, Home, Tools, Log off). The main form area contains several sections: Account Holder (Mariah Carey), General Ledger (SAP), Period Type (CBA MasterCard), Relationships, Period (AUGUST 2005), and Default Internal Order (44100 - Property Services). The Expense 3 of 10 is shown. The form fields include Merchant Name (Safeway Greensborough), Expense Status (Unsubmitted), Expense Date (31/07/2002), Custom / CBA MasterCard Merchant Category (Default Licensee Merchant Cat / GROCERY STORES/SUPERMARKETS), Total (\$280.00), Tax, and Original Currency Total (\$280.00). The Expense Type is set to Expense, and the Tax Status is Inclusive. The Purpose field is empty. The Cost Centre is C441, and the Internal Order is 44100. The Expense field contains '%travel%'. The Search Results dropdown is open, showing a list of travel-related expense codes and descriptions, such as '554300 - TRAVEL EXPENSES - WITHIN AUSTRALIA' and '554310 - TRAVEL FARES - WITHIN AUSTRALIA-GST TAXABLE'.

You can then select the one you want and click on the < button to transfer to the Expense Fields.

5.1.3 Predetermined Coding

Bank charges such as annual fees and international transaction charges are recognised as such by iCMS and are automatically coded to the cardholders default internal order and appropriate expense code. They are also submitted automatically.

If you wish to change the internal order you can select the Unsubmit option in the Action column in the Invoice Details screen and click on the **Go** button. You can then change the internal order and submit the transaction again.

5.2 Splitting Transactions/Unsplitting

This functionality is used where a transaction is to be allocated to multiple internal orders and/or expense codes. It is also used where a transaction has a mix of GST inclusive and GST free items. To unsplit transaction go to top line highlighted in grey, not the split line and hit unsplit.

5.2.1 Transactions with Multiple Coding

The Split Expense screen below opens when you click the **Split** button in the **Coding Screen**.

ICMS v3.1.3.06 TRAINING Split Expense

Account Holder: Mariah Carey, General Ledger: SAP, Period Type: CBA MasterCard, Relationships, Period: AUGUST 2005, Default Internal Order: 44100 - Property Services

Original Amount: \$850.00 Type of Documentation: Tax Invoice

Use one of the methods below to split this expense:

1. Divide into: equal parts. OK
2. Divide unequally as follows:
 - By Amount \$
 - By Percentage %
 - By Ratio or Foreign Currency AmountOK
3. Create 2 transactions (one taxed, one untaxed) based on a tax rate of 10% where the tax amount is \$ OK

Cancel

Enter the Type of Documentation – e.g. Tax Invoice.

Use one of the methods below to split the transaction.

1. Divide into equal parts.

Enter the number of equal parts you wish to split the transaction into and click on the **OK** button. This will return you to the Coding Screen. You need to close this screen and go to the split items to do the coding.

2. Divide unequally as follows:

By Amount \$ – Turn on the By Amount \$ indicator and enter the amounts in the space to the left of this indicator. Enter one amount per line by pressing enter after each amount,

You can also enter one or more amounts that add up to less than the transaction amount and turn on the Make up the difference indicator. The system will then calculate the amount for the last split. Click on the **OK** button and you will return to the Coding Screen. You need to close this screen and go to the split items to do the coding.

By Percentage % – Turn on the By Percentage % indicator and enter the percentages in the space to the left of this indicator. Enter a percentage per line by pressing enter after each entry.

You can also enter one or more percentages that add up to less than 100% of the transaction amount and turn on the Make up the difference indicator. The system will then calculate the amount for the last split. Click on the **OK** button and you will return to the Coding Screen. You need to close this screen and go to the split items to do the coding.

By Ratio or Foreign Currency Amount - Turn on the By Ratio or Foreign Currency Amount indicator and enter the ratios/amounts in the space to the left of this indicator. Enter a ratio/amount per line by pressing enter after each entry.

You can also enter one or more ratios/amounts that add up to less than the transaction amount and turn on the Make up the difference indicator. The system will then calculate the amount for the last split. Click on the **OK** button and you will return to the Coding Screen. You need to close this screen and go to the split items to do the coding.

5.2.2 Transactions with GST inclusive and GST free items.

If you have a transaction that includes a mix of GST inclusive and GST free items, iCMS will help you split the transactions to allocate the amounts correctly.

To do this, select the **Split** button on the Coding Screen. This will bring up the Split Expense screen. Choose option 3 and complete as follows.

3. Create 2 transactions (one taxed, one untaxed) based on a tax rate of 10% where the tax amount is \$

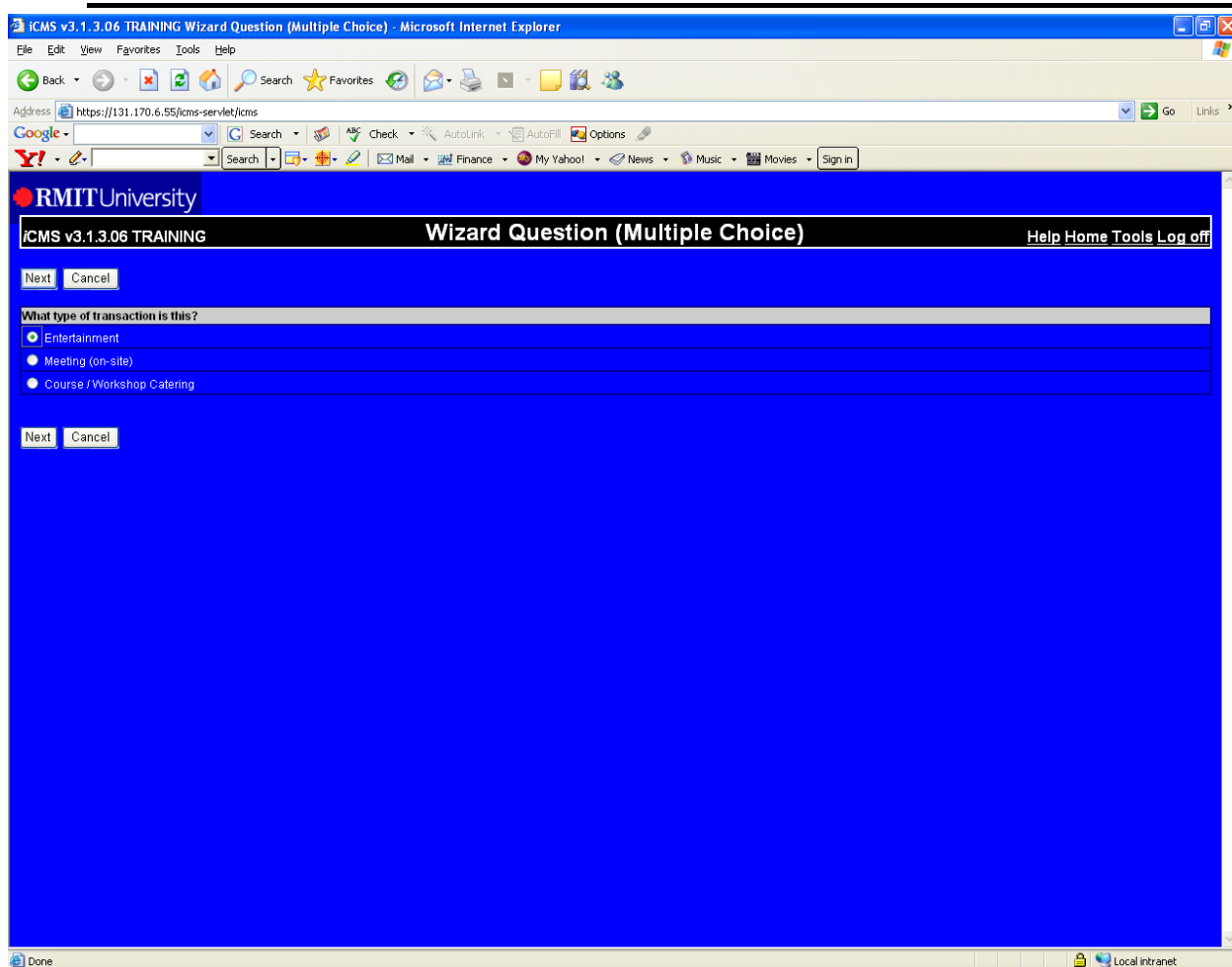
Enter the amount of GST shown on the Tax Invoice in the field following "tax amount is \$" and click on the **OK** button next to this field and you will return to the Coding Screen. The system will have split the transaction into a GST inclusive item and a GST exclusive item. You need to close this screen and go to the split items to do the coding.

5.3 Coding transactions using the FBT Wizard.

The FBT Wizard provides a facility to assist with the coding of transactions that might be subject to Fringe Benefits Tax. A suggestion box will automatically appear when an expense of an entertainment nature is submitted. The cardholder may invoke the FBT wizard, or may choose to code the transaction directly. This feature can also be used at any time by selecting the Wizard button on the Coding Screen. It should be noted that all entertainment expenses require an acquittal in the form of a listing of participants. As such, the FBT wizard would normally be used for most entertainment expense transactions.

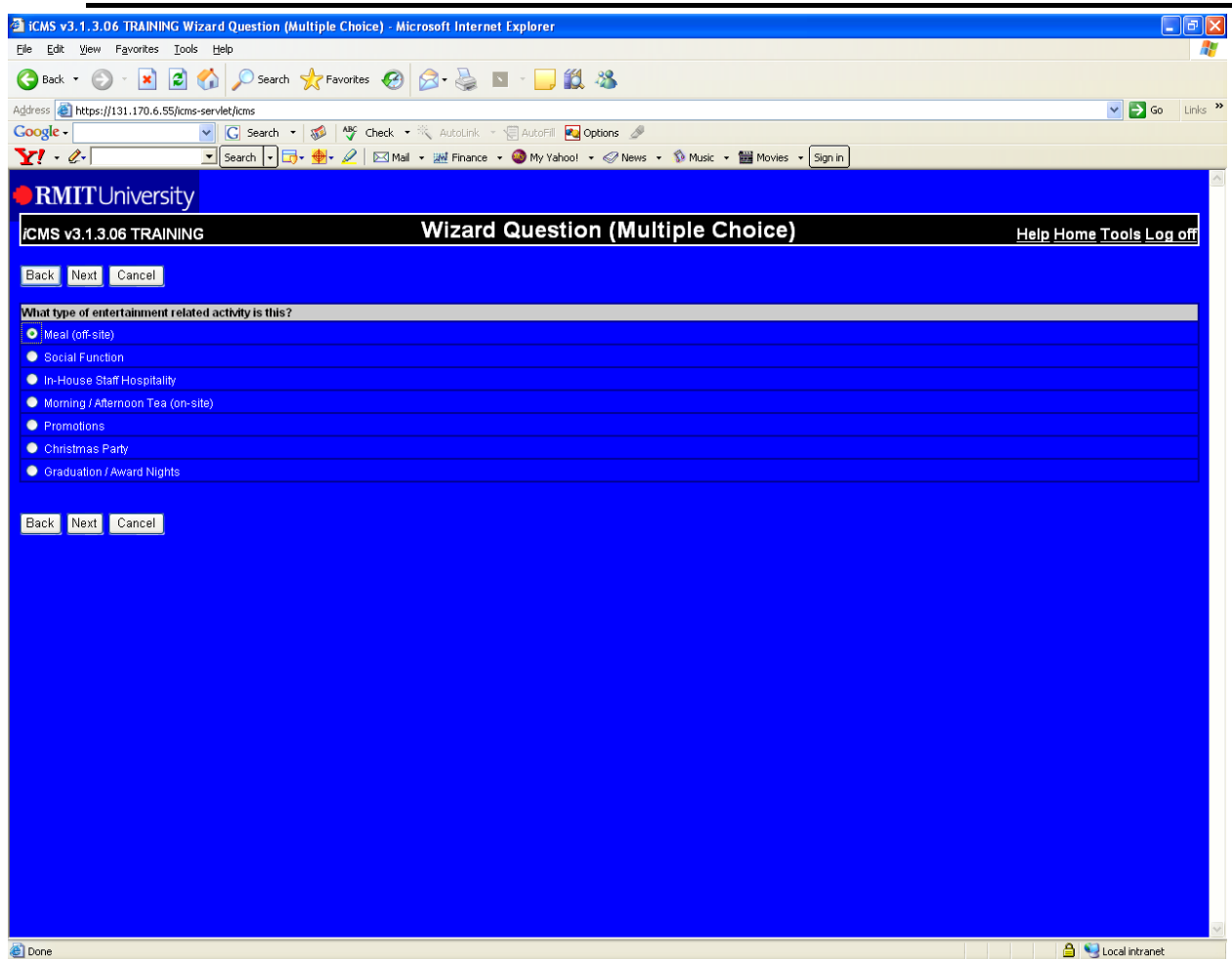
Using the FBT Wizard does not mean that all transactions are subject to FBT. The FBT Wizard simply seeks a series of responses to determine the appropriate Expense Codes to allocate to the expense.

To use the Wizard, enter the Tax Status, Documentation, Purpose and Internal Order on the Coding Screen and click on the **Wizard** button. The following screen will be displayed.

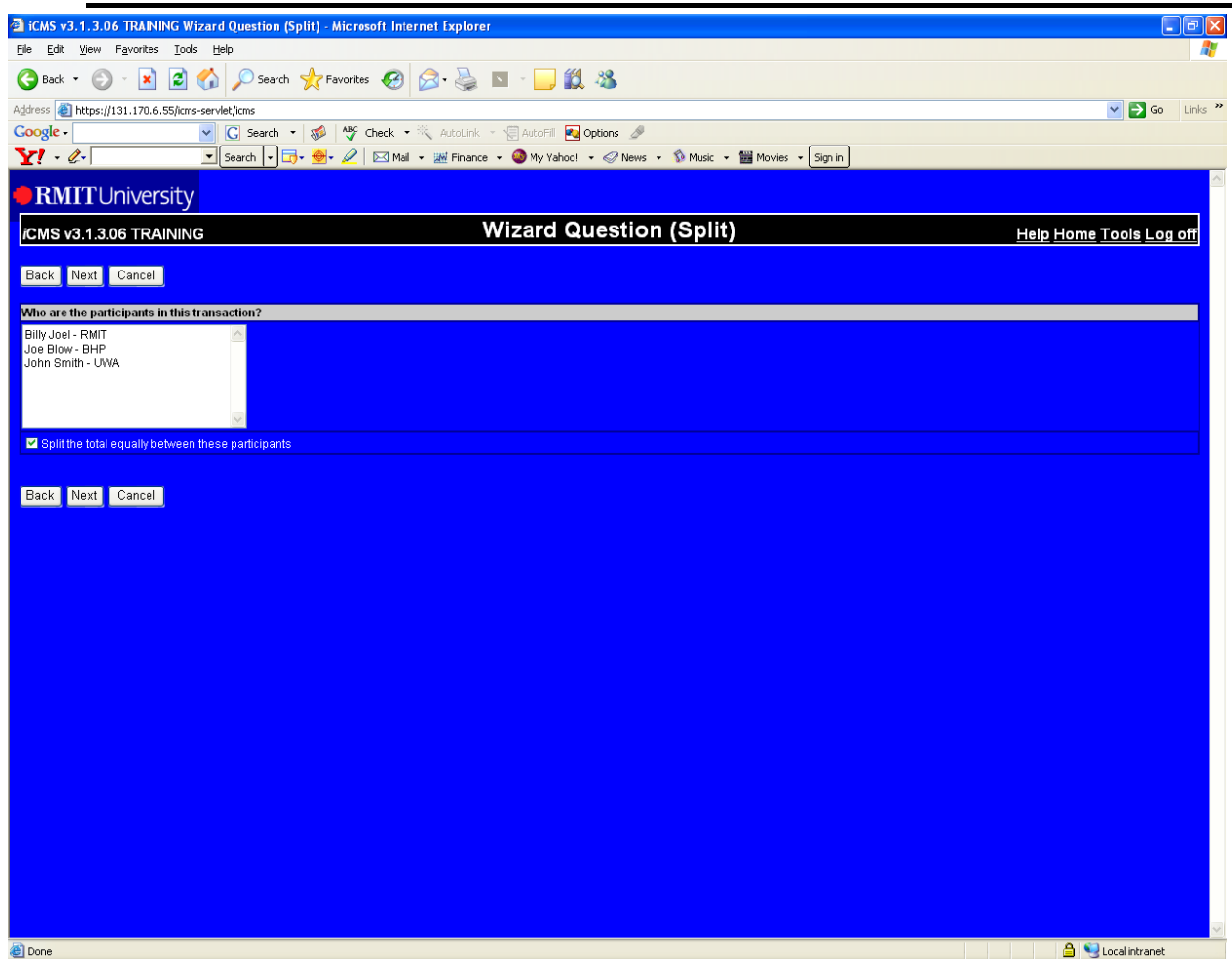


You now need to select the type of transaction. Note that any meetings held off RMIT premises must be processed as Entertainment.

Click on the **Next** button to proceed to the next screen.



Select one of the activities and click on the **Next** button to proceed to the next screen.



Enter the names of all participants involved in the transaction. Enter each participant on a new line by pressing enter after typing in the name.

If you want to evenly divide the expenditure between the participants, select the “Split the total evenly between these participants” box. (If you do not select this option the Manual Split screen will come up next and you will need to enter the amounts against each of the participants.)

Click on the **Next** button.

iCMS v3.1.3.06 TRAINING Wizard Question (Multiple Choice) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail Finance My Yahoo! News Music Movies Sign in

Address <https://131.170.6.55/icms-servlet/icms> Go Links

Google Search Check AutoLink AutoFill Options

Y! Search Mail Finance My Yahoo! News Music Movies Sign in

RMIT University

iCMS v3.1.3.06 TRAINING Wizard Question (Multiple Choice) Help Home Tools Log off

Current splitting details: Billy Joel - RMIT - \$40.00

Back Next Cancel

Type of Participant?

- ☐ Employee (Travelling Domestic)
- ☐ Employee (Travelling Overseas)
- ☒ Employee (Non-Travelling)
- ☐ Spouse / Family (Travelling Domestic)
- ☐ Spouse / Family (Travelling Overseas)
- ☐ Spouse / Family (Non-Travelling)
- ☐ Client (Travelling Domestic)
- ☐ Client (Travelling Overseas)
- ☐ Client (Non-Travelling)

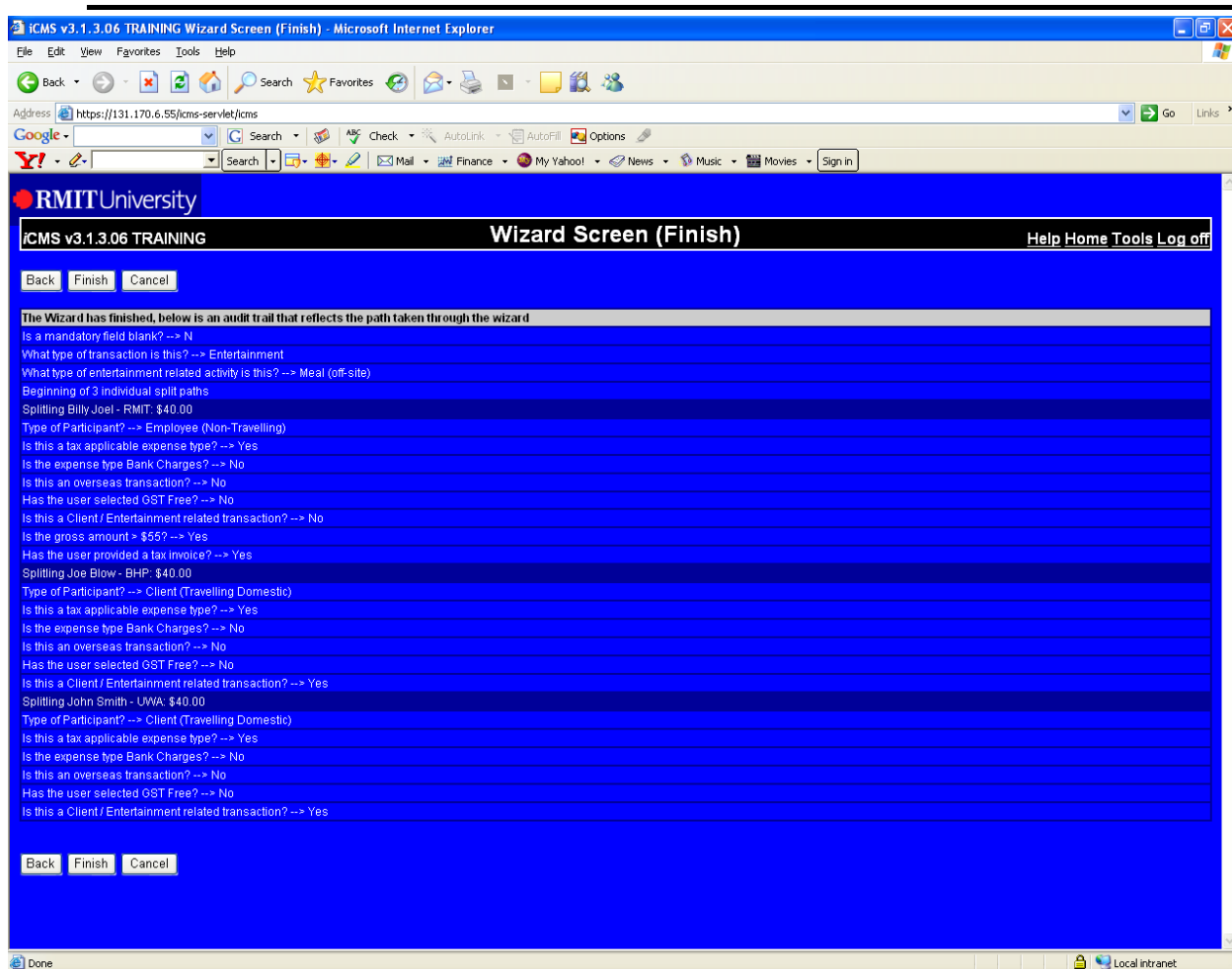
Back Next Cancel

Done Local intranet

You now must enter the type of participant for the first participant listed.

Clicking on the **Next** button will take you to the next participant on the list entered by you.

Complete the details for all participants and click on the **Next** button.



An audit trail is shown of the path taken by the Wizard to determine expense codes.

Click on the **Finish** button and you will return to the Coding Screen. Close this screen to return to the Invoice Details screen and you will see that the transaction has been split and coded according to the information supplied and has been submitted.

iCMS v3.1.3.06 TRAINING Invoice Details

Account Holder: **Billy Joel**, General Ledger: **SAP**, Period Type: **CBA MasterCard**, Relationships, Period: **AUGUST 2005**, Default Internal Order: **41600 - Financial Services**

Buttons:

?	Date	Amount	Tax Amount	Merchant Name	Purpose	Coding	Action
S	31/07/2002	\$15.00	\$0.00	Annual Fee	Card Charges	C416.41600.557300	Details Go
U	31/07/2002	\$530.00		Mita Copiers			Details Go
U	31/07/2002	\$280.00		Safeway Greensborough			Details Go
Split	31/07/2002	\$120.00		Maxims Restaurant	Meeting with kjjk		Details Go
→ S	31/07/2002	\$40.00	\$3.64	Maxims Restaurant	Meeting with kjjk - Billy Joel - RMIT	553200/41600	Details Go
→ S	31/07/2002	\$40.00	\$0.00	Maxims Restaurant	Meeting with kjjk - Joe Blow - BHP	553350/41600	Details Go
→ S	31/07/2002	\$40.00	\$0.00	Maxims Restaurant	Meeting with kjjk - John Smith - UWA	553350/41600	Details Go
U	31/07/2002	\$220.00		Readyset Catering			Details Go
U	31/07/2002	\$850.00		Hardware House			Details Go
U	31/07/2001	\$2128.00		Hyatt Hotel			Details Go
U	31/07/2002	-\$48.00		Hardware House			Details Go
U	31/07/2002	\$585.00		Radisson Sydney			Details Go
U	31/07/2002	\$400.00		Cowboy Bill Saddles			Details Go

Buttons:

6.0 Submission

Transactions can be submitted and authorised at any time. However, no statements should be printed and forwarded to Financial Services until all transactions for the month have been submitted and authorised. Partially acquitted statements will not be accepted.

When all your transactions for the period have been submitted:

1. Print a hardcopy of your statement. (In the Invoice List screen select **Print** from the Action column)
2. Attach all receipts to the statement.
3. Sign and date your printed statement. Note: if a delegate has completed the details and submitted the statement, the signature must be that of the cardholder.
4. Send your signed statement and receipts to your line manager for authorisation. Your line manager must sign the statement as the authorising officer.
5. All original statements and all of the supporting documentation to be kept in their schools/dept.

Note: if transactions are not authorised prior to the rollover of the period, they will be allocated to a default account 552320 within your cost centre. Once authorised, the default account will be credited and the identified expenses lines will be debited during the next rollover process.

7.0 Line Manager Authorisation

As a Line Manager, you are required to approve all your Cardholder's statements during the monthly statement reconciliation period. (Refer to Corporate Card-Rollover Timetable) <http://www.rmit.edu.au/browse;ID=5dmfxgcbq5v4z>

To authorise a cardholder's statement, follow the below instructions:

- Login to the iCMS system
- View the cardholder's statement that you wish to review (refer to Section 3 – Invoice List & Section 4 – Invoice Details)
- Review the cardholder's expenditure by viewing each line.
- Query any transactions that require further explanation
- You can authorise all submitted transactions by clicking on the **Authorise All** button at the top of the screen or you can authorise each transaction separately by selecting Authorise from the drop down box in the Action column and clicking on the Go button.
- Sign the hard copy of the statement.

Appendix A: Glossary

Term	Explanation
Authorising Officer	Able to view and authorise statements submitted by cardholders within the Cost Centre. This is a mandatory relationship within iCMS.
RMIT Corporate Card	The Business Card used by RMIT for purchasing and travelling purposes.
Delegate	Able to view, code and submit a statement on behalf of the cardholder. This is an optional relationship within iCMS. Delegates can also be set up with no authority to submit.
Deputy	Act on behalf of the authorising officer to view and authorise statements submitted by cardholders within the Cost Centre. This access should be given when the authorising officer is absent for a period of time.
GST Exclusive	The quoted amount does not include GST.
GST Inclusive	The quoted amount includes GST.
ICMS System	Intranet Creditor Management System. Referred to as iCMS in this manual.
Merchant Code	A classification assigned to suppliers by Mastercard.
SAP	RMIT's financial system
Save	Saves the details entered on the Coding Screen without submitting for authorisation.
Submit	Forwarding a transaction to your line manager for authorisation.
WBS	Work Breakdown Structure

Appendix B: GST Tax Codes

The following is a detailed listing of the GST Tax Codes that are used in RMIT:

Code	Use this code for...
P0	<i>Acquisitions with no GST and not subject to GST assessment (or includes GST but no Tax Invoice held, although ABN is known)</i> Use this code for: ▪ acquisitions from suppliers who are not GST registered and not required to be GST registered. GST is not included in the price as the supplier cannot charge GST. ▪ acquisitions of GST free supplies, eg. Basic food, most education expenses, essential medical services ▪ acquisitions that do not attract GST, eg. Certain specified taxes, levies, municipal rates, drivers licence fees, registration fees ▪ acquisitions of goods & services from an overseas supplier ▪ transactions related to overseas travel and expenses • acquisitions with GST in the price but the vendor did not provide either: ▪ a Tax Invoice where the GST exclusive value is greater than \$50, or ▪ some other commercial document where the GST exclusive value is \$50 or less.
P1	<i>GST Inclusive acquisitions</i> Use this code for acquisitions for which RMIT can claim an Input Tax Credit. This code is the most commonly applied to acquisitions within RMIT. The acquisition: • Must be a taxable supply to RMIT • Cannot be a foreign purchase (use P0) • Cannot be GST free, eg. Basic food (use P0) • Cannot be one of those specified expenses of a non-deductible nature, eg. Fines (use P5) • Cannot be an Input Taxed supply, eg. Bank fees (use P3) • Must have a compliant tax invoice or one will be provided, where the GST inclusive value is greater than \$55 or \$82.50 from 1 July 2007.
P3	<i>Input Taxed Expense</i> Use this code for expenses for which RMIT cannot claim an Input Tax Credit because they relate to Input Taxed supplies. Eg bank charges, and conversion fees.

P5	<i>Non-deductible expenditure</i> Use this code for certain expenses incurred through acquisitions that are non-deductible for income tax purposes. The acquisition may include GST, however RMIT cannot claim back the GST from the ATO as the acquisition is for a good or service that is not allowable as an income tax deduction. • client entertainment (Non FBT) – GL A/C 556350
P9	<i>Internal expense transactions or pre-GST transactions being processed post-GST introduction – no GST or BAS impact</i> Use this code for: • pre-GST acquisitions where the invoice is being processed on or after 1 July 2000. The acquisition price does not include GST and the value will not appear on the BAS. • internal expense transactions, accruals and adjustments.