

# BCMS Upgrade Enhancements



The BCMS has been upgraded to the latest software version and as you will see the look and feel has not changed at all. A new colour scheme has been introduced and some exciting new enhancements have been added. The enhancements will assist you in coding transactions more efficiently.

Where writing is in **RED** it is a 'click here' link and once selected will provide additional information.




If you require any assistance with the new BCMS version please call the BCMS Help Desk on 3780 or alternatively e-mail [credit.cards@utas.edu.au](mailto:credit.cards@utas.edu.au) and the BCMS Team will be able to assist to you.

## Resetting Your Own Password

Cardholders are now able to re-set their own password by selecting the 'Reset Password' tab from the Log On screen. A new temporary password will be sent to you via e-mail.

Please enter or copy and paste the password into the password field where you will be prompted to select your own unique password.

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**UTAS** iCMS v3.1.5.04.03  
Uni Tasmania

Licensee :	<input type="text" value="Uni Tas"/>
Username :	<input type="text" value="scrack"/>
Password :	<input type="password"/>
	<input type="button" value="OK"/> <input type="button" value="Reset"/> <input type="button" value="Reset Password"/>

Type in your new password and select the 'Change' tab for the new password to take effect.



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**Change Password**

**Your password has expired.**

Please ensure you use at least one number and a mixture of case

Password Last Changed On:	01/09/2011 9:52 AM
Username:	SCRACK
Type in new password:	<input type="password" value="....."/>
Confirm new password:	<input type="password" value="....."/>

## The Welcome Screen Changes

The Welcome Screen 'OK' tab has been replaced with an 'I Agree' tab. Please select the 'I Agree' tab to continue to the coding screen. Further down the track there will be more enhancements made and this screen will contain a declaration.



iCMS v3.1.5.04.03

Welcome to BCMS V3

Welcome to the BCMS Production version at the University of Tasmania

[BCMS Policy & Procedures](#)

[BCMS Forms](#)

[For queries please phone the BCMS Help Desk on 3780 or e-mail \[credit.cards@utas.edu.au\]\(mailto:credit.cards@utas.edu.au\)](#)

### Welcome to the New and Improved BCMS

Business Card is open. The current period is August 2011

Number of users logged into Uni Tas : 1

Total number of users : 1



## Viewing Transaction and Monthly Card Limits

From the Claim List screen cardholders are now able to view individual transaction and monthly limits. If any amendments are made to the limits this information will automatically be updated once the changes take effect.



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**Claim List**

Search

Close

Claim Type	Period limit	Transaction limit	Period	First Name	Last Name	New Charges	Unsubmitted
Business Card	\$3000.00	\$1000.00	May 2011	Sarah	White	\$10.00	\$0.00



## Viewing Relationships from the Quick Coding Screen

From the Quick Coding screen you can now easily view your Delegate and Manager Relationships anytime by clicking on the 'Relationships' link at the top of the screen.



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### Quick Coding Screen

Only use this screen to code to your default Project

Account Holder: Jo-Anne Rohwedder, General Ledger: TechnologyOne Financials, Period Type: Business Card, **Relationships**, Period: August 2011, Default Project No: 057600 - Profile & Operating - Financial Services

By clicking on the 'View' tab you will be able to view your Delegate or Manager Relationship.



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### Employee Relations

[Help Home Tools](#)

Relationship	Description	Jo-Anne Rohwedder is a ... of	Is a ... of Jo-Anne Rohwedder
Delegate	A delegate can code (and optionally submit) expenses on behalf of an account holder.	<input type="button" value="View"/>	<input type="button" value="View"/>
Manager	A manager can authorise or reject submitted expenses.	<input type="button" value="View"/>	<input type="button" value="View"/>
Deputy	A deputy can authorise expenses on behalf of a manager.	<input type="button" value="View"/>	<input type="button" value="View"/>

## The Apply Tab has been Removed from the Expense Type



Cardholders no longer have to hit the 'Apply' tab from the detailed coding screen when changing the Expense Type, simply use the drop down box to select the Expense Type and this change will automatically apply.



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**Coding Screen**


Account Holder: Jo-Anne Rohwedder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: August 2011

Save FBT Wizard Split Submit Reset Coding Audit Close

Merchant Name	UNIVERSITY OF TAS	Expense
Expense Date	27/06/2011	Custom
Total	\$261.80	Original
	GST	
Expense Type	Staff Training and Conference/Course Costs	GST Co
GST Included	<input checked="" type="radio"/> Yes <input type="radio"/> No	Docume

## The Budget Centre can now be Viewed from the Detailed Coding Screen

Cardholders can now view their budget centre on screen. If the project account is changed the budget centre relating to that project account will automatically back fill on the screen



**UTAS** iCMS v3.1.5.04.03 **Coding Screen**

Account Holder: Jo-Anne Rohwedder, General Ledger: TechnologyOne Financials, Period Type: Business Card, Relationships, Period: August 2011,

Merchant Name	UNIVERSITY OF TAS	Expense
Expense Date	27/06/2011	Custom
Total	\$261.80	Original
	GST	
Expense Type	Staff Training and Conference/Course Costs	GST Cod
GST Included	<input checked="" type="radio"/> Yes <input type="radio"/> No	Docume
Description	Training course <input type="button" value="Clear"/>	Favourit
Invoice No (Optional)	<input type="text"/> <input type="button" value="Clear"/>	Favourit
Ledger Code	OP - Operations	
Fund Source	10 - Operating Resources	
Budget Centre	762 - Financial Services	
Project No	057600 Profile & Operating - Financial Services <input type="button" value="Clear"/>	Favourit
Natural Account Code	33000 Staff Conference/Course Registration - Tasmania <input type="button" value="Clear"/>	Favourit
Activity Code	<input type="text"/> <input type="button" value="Clear"/>	Favourit
Instructions	Enter Account Code or % Enter to select from drop down list	
FBT Flag	N - FBT Not Applicable	
FBT Type		

## The FBT Wizard Questions and Answers now turned off

Once you have completed the FBT wizard you no longer need to receive a list of the questions and answers at the end. The transaction will be submitted automatically.

The FBT Wizard has finished, below is an audit trail that reflects the path taken through the wizard.  
Due to tax implications the FBT Wizard may have overridden your Account Code.

What is the best description for this transaction? --> Entertainment & Special Events
What is the nature of the expense? --> Drinks and nibbles
Beginning of 4 individual split paths
Splitting Jo-Anne Rohwedder: \$62.50
Please select the participant type --> Employee
Is the Expense Type Tax Applicable? --> No
Splitting Sarah White: \$62.50
Please select the participant type --> Employee
Is the Expense Type Tax Applicable? --> No
Splitting Alana Whelan: \$62.50
Please select the participant type --> Employee
Is the Expense Type Tax Applicable? --> No
Splitting Megan Tacker: \$62.50
Please select the participant type --> Employee
Is the Expense Type Tax Applicable? --> No