IMPORTANT! SPENDVISION UPDATE
Changes to screen at www.spendvision.com

Please take note of the following changes that were recently implemented at Spendvision.com. We hope that these changes will make it easier to navigate and understand the screens.

1) CODING SCREEN:

1. This was labelled as: SUMMARY previously.
   Click here if you wish to view the Supplier information

2. This was labelled as: DETAILS previously.
   Click here for FBT (Entertainment), Asset or Dispute coding.
2) ‘SEARCH’ CLASS, RC OR PROJECT CODES:

The ‘Search’ option, which was last in the list, has now been moved to the top.

3) SPLITTING THE LINES:
DO NOT CLICK ON IF YOU DO NOT WISH TO SPLIT THE TOTAL COST.

Clicking on will split the total cost in two lines, with each line amount being 50% of the cost. It will also populate the default RC and Project Codes in the second line.

4) CODING DESCRIPTION:

After an FBT or Asset or Dispute transaction is coded through the FBT/Asset/Dispute panel, it will now display the information on the coding page.

See example of coding page below.