

# VISA ONLINE

## Adding Favorites

Enter the GL Account, Project costing and Activity. At the end click "ADD AS FAVORITE"

Name (Length)	PROJECT COSTING (10)	EQUIPMENT (10)	CAPITAL PROJECT (10)	WORK ORDER (10)	ACTIVITY (4)	GENERAL UNITS (10)	TAX CODE (1)	Favorite
	0				0			Add as Favorite

Next time you want to code a transaction to AISI SUPPLIES now you can look it up under "change to:"

Ability to view, add, or edit the tax and/or allocation information on a

Source: None

Source: None

Allocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

Click the "Save Allocations" button to save changes.

Allocation Source: User Last Changed By: JACKSON, DEBBIE G

Amount	Alloc %	Prepopulated Accounting Code Selection	Change To:	Accounting Code - Segment
Current Name				GL ACCOUNT (2s)
Allocation Amt: \$ 1926.81	OR 100.00 %		--Change Current Value--	5-195-370-610-000-00
Net Allocation Amt: \$ 1926.81			--Change Current Value--	
National Tax: \$ 0.00			Card Account Default Accounting Code	
Regional Tax: \$ 0.00			#DHS AISI SUPPLIES	

100.00 % **Set All to Default Accounting Code**

0.00 % Additional Allocation(s): 1 **Add**