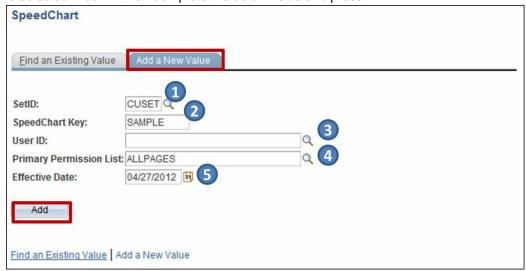
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Job Aid: Creating and Using SpeedCharts

SpeedCharts are an efficiency tool used to decrease time entering Distribution Information on a Voucher (and Requisition). If there are certain ChartStrings you use frequently, you can create a SpeedChart. You can select the SpeedChart from the Voucher Entry (or Requisition Entry) page, which will then automatically populate the Distribution Information on the transaction instead of having to populate each individual field manually.

- Navigate to the NavBar > Set Up Financials/Supply > Product Related > Procurement Options > Management >
 SpeedChart
- 2. The SpeedChart page will be displayed. If you want to create a new SpeedChart, ensure the "Add a New Value" tab is selected. You will then complete the below fields and press "Add".

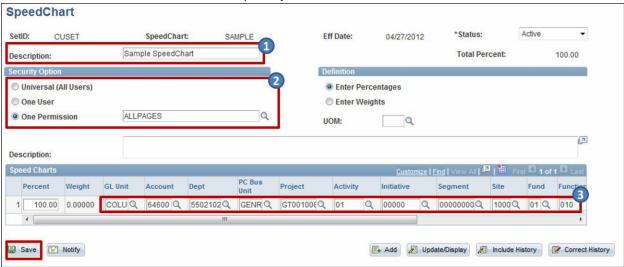


- 1. SetID: The SetID identifies which group of Business Units/Functional Modules the SpeedChart will apply to
- 2. SpeedChart Key: The SpeedChart Key identifies the SpeedChart (almost like the SpeedChart name). You will use the SpeedChart Key to identify a specific SpeedChart from a transaction. When setting up SpeedCharts in ARC for Staples, the SpeedChart may contain up to 10 characters, and it is recommended that you begin these SpeedCharts with the prefix "STP" for reference (e.g. STP_#####)
- 3. User ID: If you only want one specific user to be able to access/use the SpeedChart you're creating, you will enter their User ID in this field
- 4. Primary Permission List: If you want a set of users to be able to access/use the SpeedChart you're creating, you will enter the name of the Permission List in this field
- 5. Effective Date: Indicates what day this SpeedChart will be available for use on different transactions

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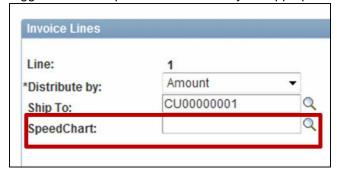
4. You will then enter a description for the SpeedChart, security options for the SpeedChart, and the SpeedChart Distribution information. When this is complete, you will click the "Save" button.



- 1. **Description:** Allows you to enter a description for the SpeedChart, which can help you identify the SpeedChart when you add it to a transaction
- Security Options: Select which user(s) you would like to make the SpeedChart available to
 SpeedCharts: Enter the ChartString for which you are making the SpeedChart

Once you have created the SpeedChart, you can use it on transactions to minimize time needed to enter distribution information on Vouchers and Requisitions. In order to use a SpeedChart on a transaction, follow these steps.

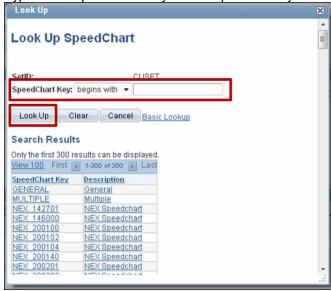
1. From the Invoice Information page on a voucher, you will locate the SpeedChart field. Click the magnifying glass to trigger the Look-Up function and identify the appropriate SpeedChart.



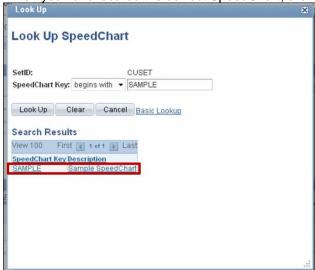
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Job Aid: Creating and Using SpeedCharts

2. Type in the SpeedChart key for the SpeedChart you would like to use and click the "Look Up" button.



3. When you have located the correct SpeedChart, click the SpeedChart Key name link in the Search Results.



4. <u>Notice that the Distribution information entered on the SpeedChart is now populated on the voucher.</u>

