

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.

1. 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”.

SpeedChart

Find an Existing Value | **Add a New Value**

SetID: CUSET 1

SpeedChart Key: SAMPLE 2

User ID: 3

Primary Permission List: ALLPAGES 4

Effective Date: 04/27/2012 5

Add

[Find an Existing Value](#) | [Add a New Value](#)

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

- 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.

SpeedChart

SetID: CUSET SpeedChart: SAMPLE Eff Date: 04/27/2012 *Status: Active

Description: Sample SpeedChart Total Percent: 100.00

Security Option

Universal (All Users)
 One User
 One Permission ALLPAGES

Definition

Enter Percentages
 Enter Weights
 UOM:

Description:

Percent	Weight	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Function
100.00	0.00000	COLU	64600	5502102	GENR	GT00100E	01	00000	00000000	1000	01	010

Buttons: Save, Notify, Add, Update/Display, Include History, Correct History

- 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.

- 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.

Invoice Lines

Line: 1

*Distribute by: Amount

Ship To: CU00000001

SpeedChart: [Magnifying Glass Icon]

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

Look Up

Look Up SpeedChart

SetID: CUSET

SpeedChart Key: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

SpeedChart Key	Description
GENERAL	General
MULTIPLE	Multiple
NEX_142701	NEX Speedchart
NEX_146000	NEX Speedchart
NEX_200100	NEX Speedchart
NEX_200102	NEX Speedchart
NEX_200104	NEX Speedchart
NEX_200140	NEX Speedchart
NEX_200201	NEX Speedchart
NEX_200202	NEX Speedchart

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

Look Up

Look Up SpeedChart

SetID: CUSET

SpeedChart Key: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

SpeedChart Key	Description
SAMPLE	Sample SpeedChart

4. Notice that the Distribution information entered on the SpeedChart is now populated on the voucher.

Invoice Lines

Line: 1 Item: UOM: Quantity: One Asset

*Distribute by: Amount Unit Price: Quantity: 0.00

Ship To: CU00000001 Line Amount: Description:

SpeedChart: SAMPLE

Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	First	1 of 1	Last							
+	-	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
			1	0.00		COLUM	64600		01	5502102	00000	010	GENR