

Creating and Using SpeedCharts

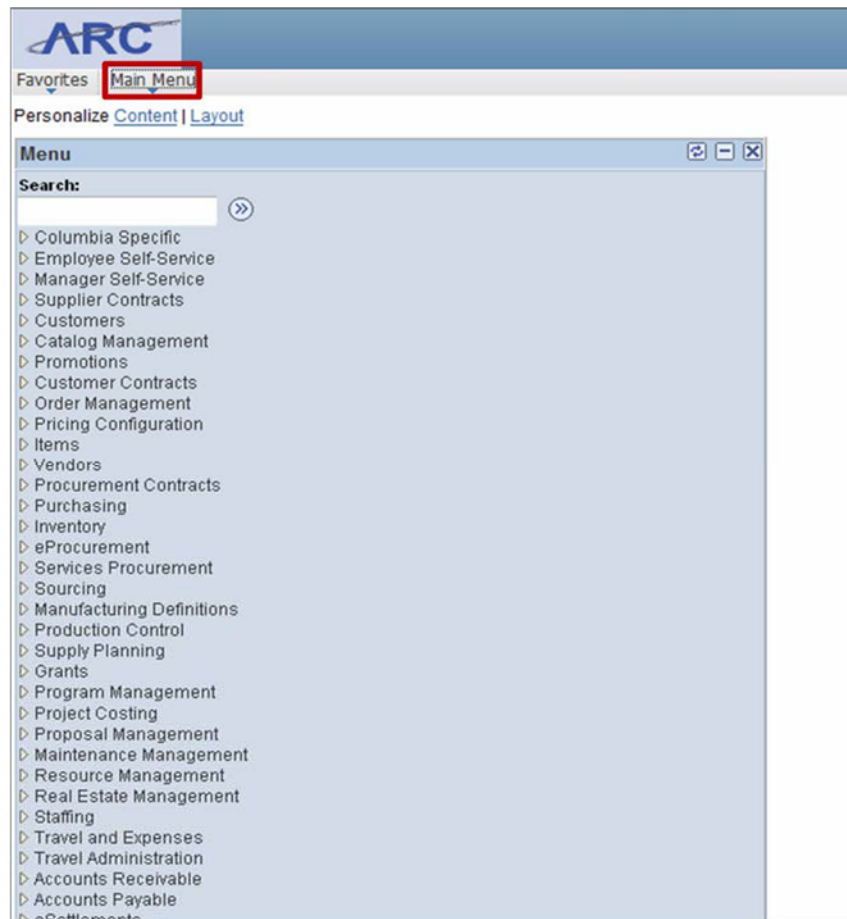
SpeedCharts are an efficiency tool used to decrease time entering Distribution Information on a Voucher (and Requisition). If there are certain ChartStrings you use frequently, you can create a SpeedChart. You can select the SpeedChart from the Voucher Entry (or Requisition Entry) page, which will then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

For basic information, see [SpeedChart Overview web-page](#).

View info about [SpeedChart Naming Conventions](#).

To create a SpeedChart, follow these steps:

1. Click the Main Menu button to see the list of available options.

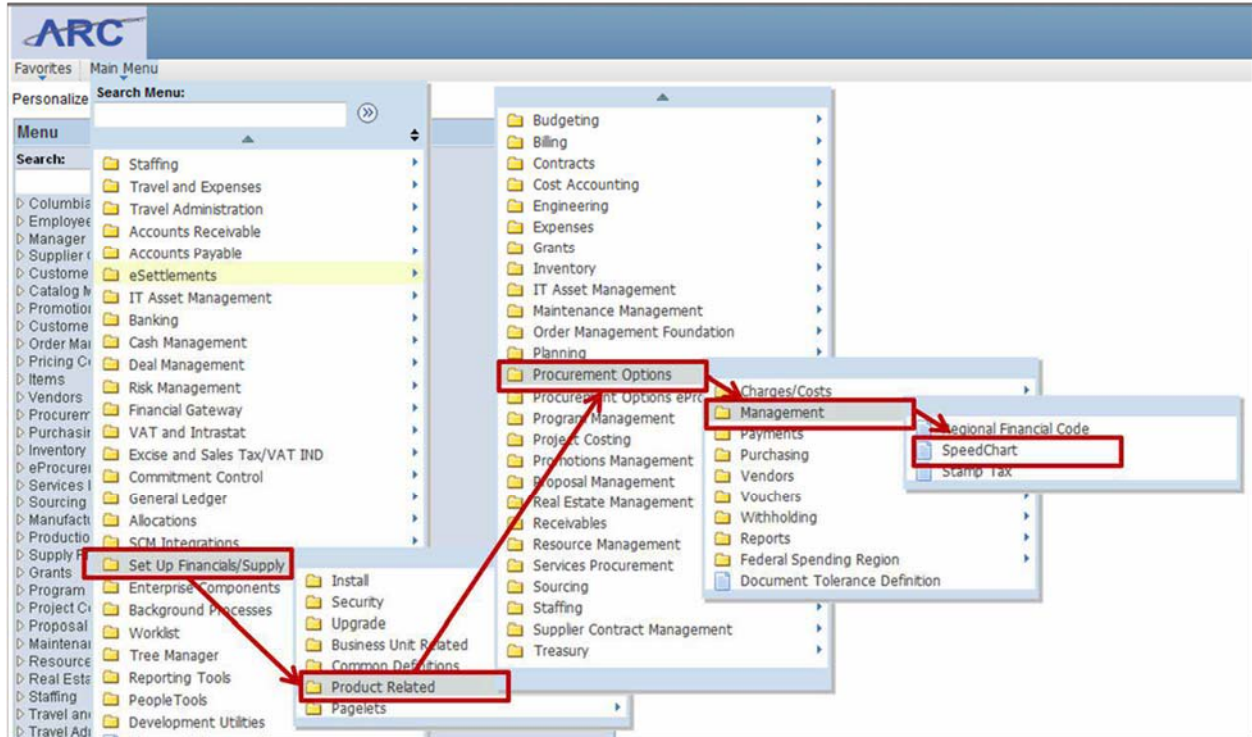


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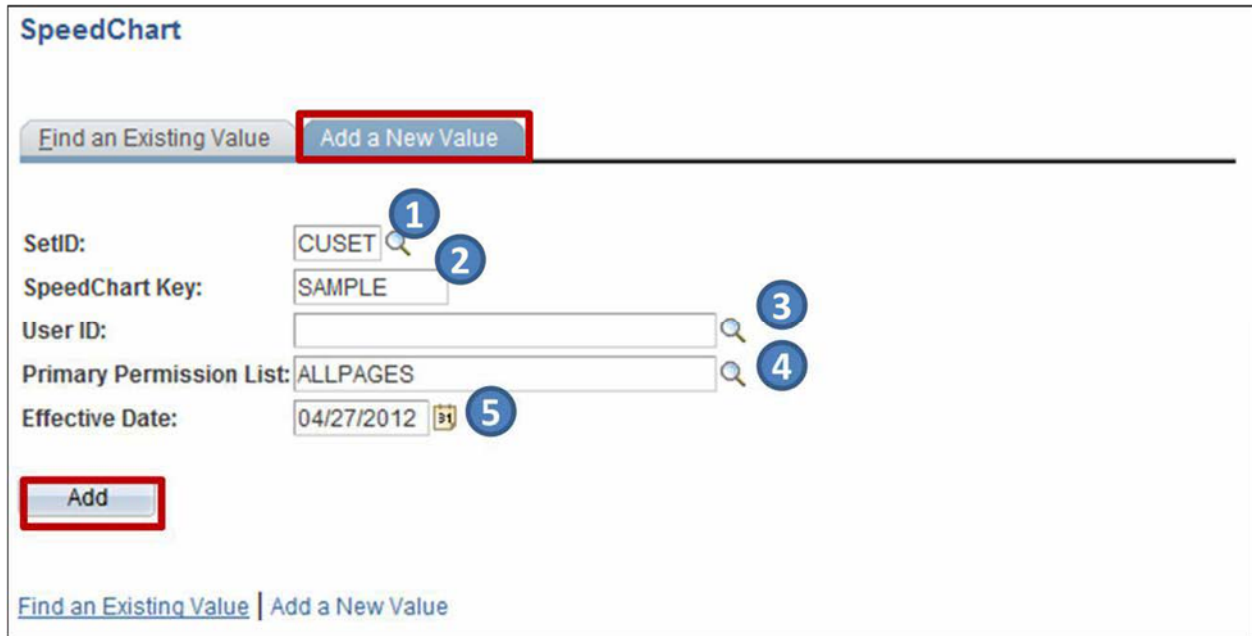


2. The following navigation steps will take you to the “Add a New SpeedChart” page:

Main Menu > Set Up Financials/Supply > Product Related > Procurement Options > Management > SpeedChart

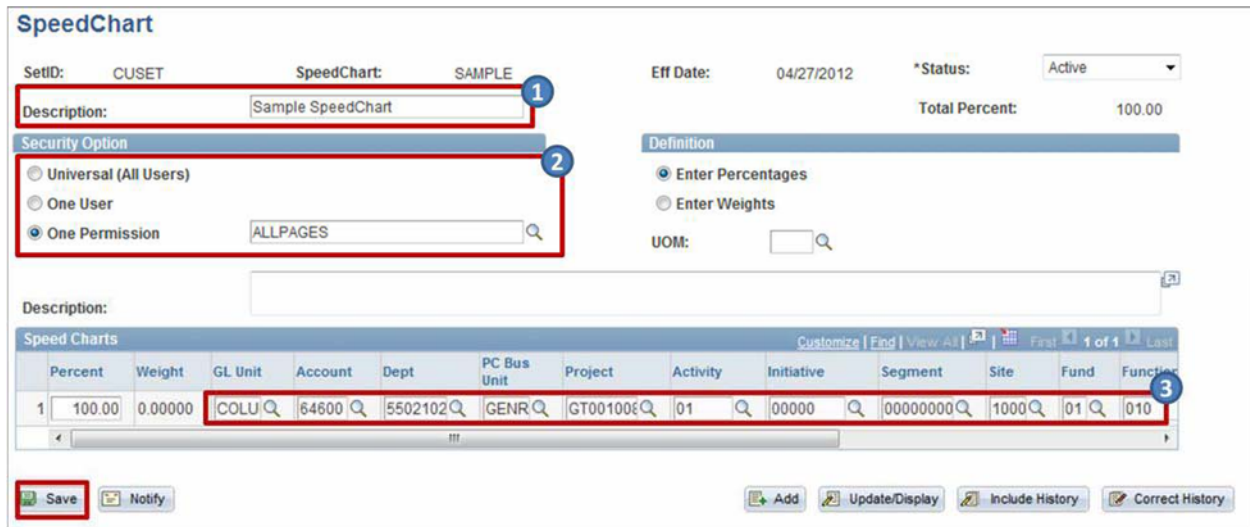


3. The SpeedChart page will be displayed. If you want to create a new SpeedChart, ensure the “Add a New Value” tab is selected. You will then complete the below fields and press “Add”.



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

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.

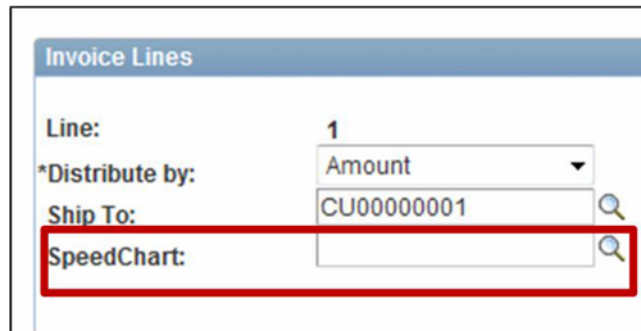


The screenshot shows the 'SpeedChart' configuration page. At the top, 'SetID: CUSET' and 'SpeedChart: SAMPLE' are displayed. A red box labeled '1' highlights the 'Description' field containing 'Sample SpeedChart'. Below this, a red box labeled '2' highlights the 'Security Option' section, where 'One Permission' is selected and 'ALLPAGES' is entered in the search field. To the right, the 'Definition' section shows 'Enter Percentages' selected. At the bottom, a red box labeled '3' highlights a row in the 'Speed Charts' table with the following values: 1, 100.00, 0.00000, COLU, 64600, 5502102, GENR, GT00100, 01, 00000, 00000000, 1000, 01, 010. A 'Save' button is highlighted in red at the bottom left.

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
2. **Security Options:** Select which user(s) you would like to make the SpeedChart available to
3. **SpeedCharts:** Enter the ChartString for which you are making the SpeedChart

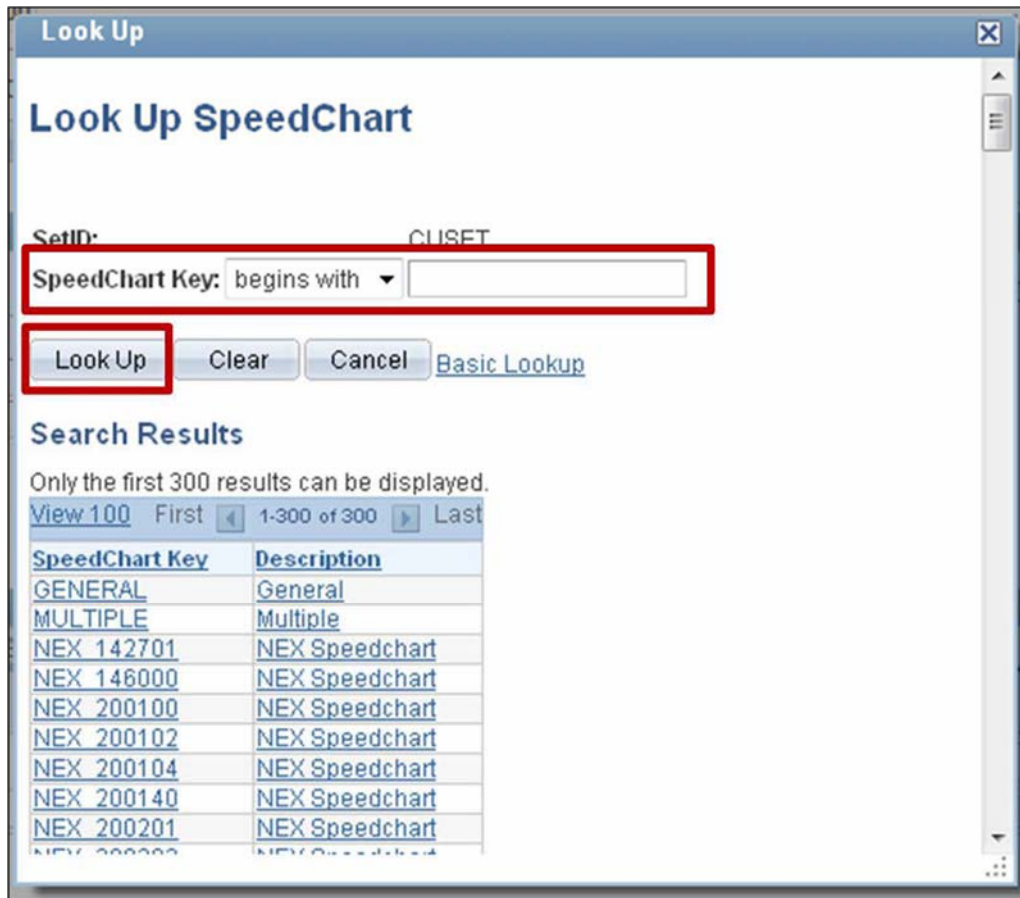
Once you have created the SpeedChart, you can use it on transactions to minimize time needed to enter distribution information on Vouchers and Requisitions. In order to use a SpeedChart on a transaction, follow these steps.

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.



The screenshot shows a web form titled "Invoice Lines". It contains several fields: "Line:" with the value "1"; "*Distribute by:" with a dropdown menu showing "Amount"; "Ship To:" with the value "CU00000001" and a magnifying glass icon; and "SpeedChart:" with an empty text box and a magnifying glass icon. A red rectangular box highlights the "SpeedChart:" field and its 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: CLUSET

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.

JOB AID



Look Up

Look Up SpeedChart

SetID: CUSET
SpeedChart Key: begins with SAMPLE

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: 0.00
Distribute by: Amount Unit Price:
Ship To: CU00000001 Line Amount:
SpeedChart: SAMPLE Description: One Asset

Calculate

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