



PO.020.290 – ADDING SPEEDCHARTS

Purpose	 To explain the purpose of a Speedchart. To explain how security can be set up for a Speedchart. To add a Speedchart
Description	Speedcharts allow ChartField combinations to be grouped together which reduces the amount of data entry required for frequently used ChartField combinations.
Security Role	BOR_PO_SETUP_CONFIG
Security Role Dependencies/ Constraints	BOR_PO_SETUP_CONFIG None





Procedure

Below are step by step instructions on how to create a Speedchart.

1. Click NavBar icon. 2. Click the Menu icon. 3. Click the Set Up Financials/Supply Chain link. 4. Click the Product Related link. 5. Click the Procurement Options link. 6. Click the SpeedChart link. 7. Click the SpeedChart link. 8. Click the Add a New Value tab. 9. Create a new value for all future use of this SpeedChart in the SpeedChart Key field. 10. Verify the Effective Date is correct. 11. Click the Add button. 12. Enter a short description of the SpeedChart name in the Description field. 13. Verify the Definition is set to Universal (All Users). 14. Verify the Definition is set to Enter Percentages. 15. Verify the UOM field is blank. 16. If needed, enter a long description in the second Description field. 17. Enter the business unit the GL Unit field. 18. Verify the Account field is blank. The Account field will default on the transaction based on the item's category code. 19. When creating the new Speedchart, any or all the following fields can be defined depending on how the business unit wants to use the Speedchart: • Fund <	Step	Action
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