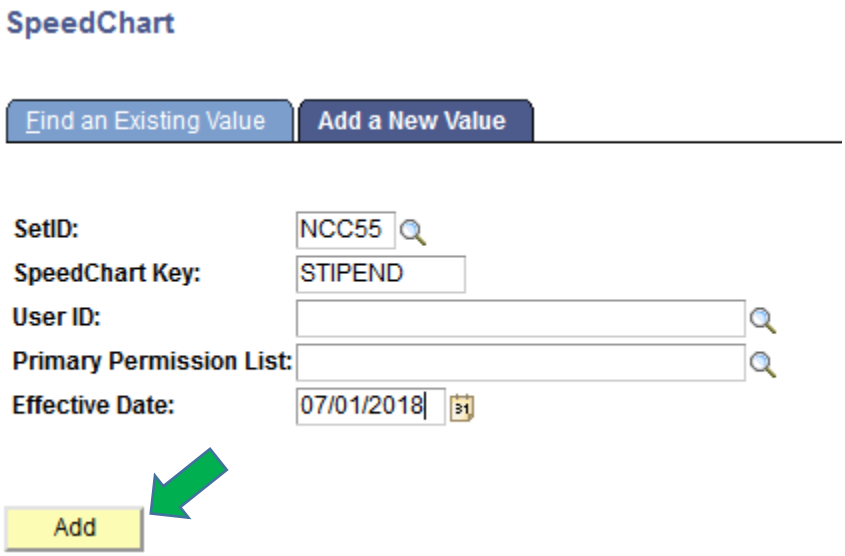
CREATING A SPEEDCHART

Non-tax levy entities will have a large number of non-PO vouchers to create in the system. SpeedCharts increase data efficiency by reducing the number of keystrokes required to enter chartfield information on the distribution lines of the voucher.

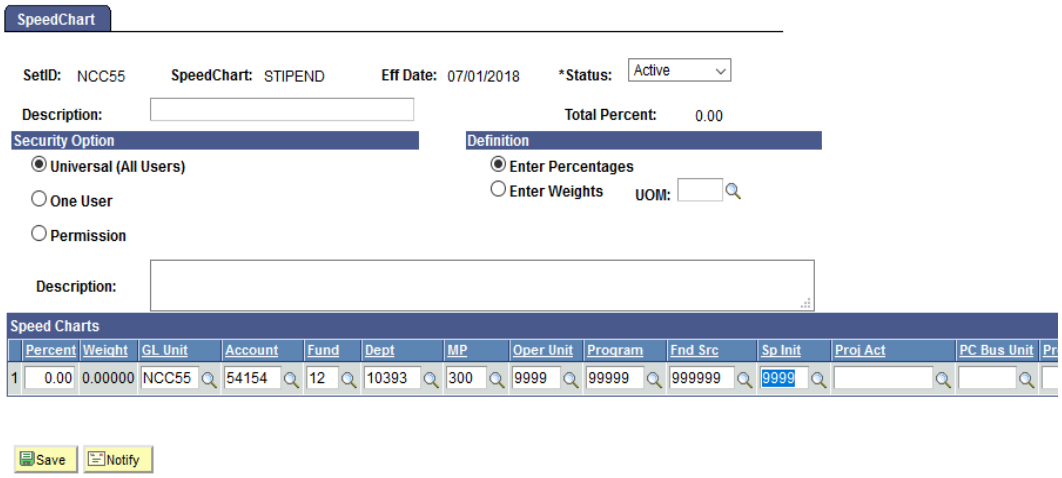
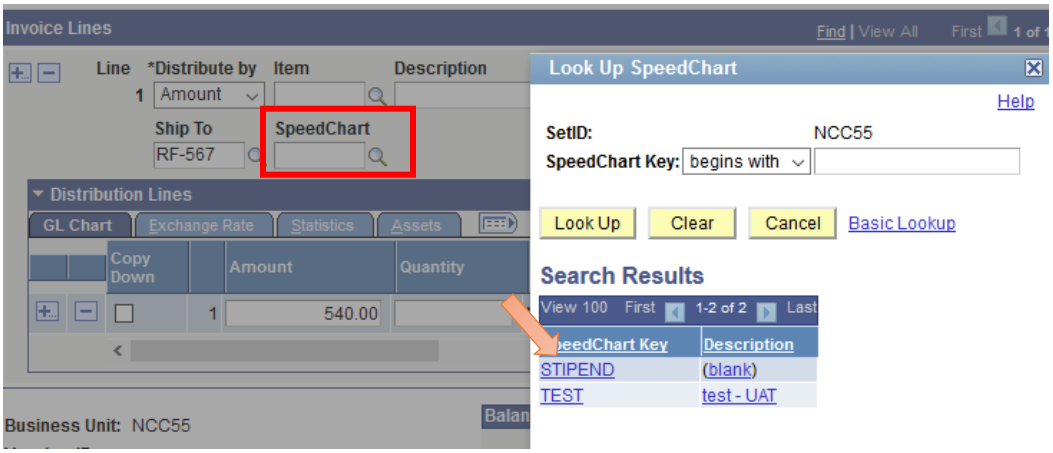
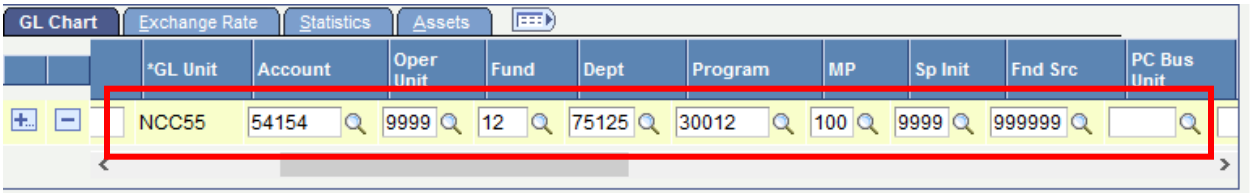
SpeedCharts will be unique to each non-tax levy entity in CUNYfirst. Only voucher approvers can create SpeedCharts but voucher entry users will be able to access the SpeedCharts on the voucher.

Step 1: Navigate to Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

Step 2: Enter the SetID, which is equivalent to the non-tax levy entity, a Speedchart key indicate it's use and the Effective Date, which should be the first day of the current fiscal year. Click on the Add button.



Step 3: Enter the description of the SpeedChart as well as the chartfield string related to the recurring expense. Click on the Save button.



As the AP entry person, when entering a non-PO voucher, can select the search icon next to the Speedchart field. Once selected it will populate the chartfield values.