


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  button.


SpeedChart


SetID: 


SpeedChart Key:

User ID: 

Primary Permission List: 

Effective Date: 



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

SpeedChart

SetID: NCC55 SpeedChart: STIPEND Eff Date: 07/01/2018 *Status: Active

Description: Total Percent: 0.00

Security Option **Definition**

Universal (All Users) Enter Percentages



One User Enter Weights UOM:


Permission

Description:

Speed Charts


Percent	Weight	GL Unit	Account	Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	PC Bus Unit	Pr
1	0.00	0.00000	NCC55	54154	12	10393	300	9999	99999	999999	9999		

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.

Invoice Lines Find | View All First 1 of 1




Line	*Distribute by	Item	Description
1	Amount		

Ship To: RF-567 **SpeedChart** 

Look Up SpeedChart

SetID: NCC55

SpeedChart Key: begins with

   [Basic Lookup](#)

Search Results

View 100 First 1 1-2 of 2 Last

SpeedChart Key	Description
STIPEND	(blank)
TEST	test - UAT

Business Unit: NCC55 Balan

GL Chart Exchange Rate Statistics Assets

*GL Unit	Account	Oper Unit	Fund	Dept	Program	MP	Sp Init	Fnd Src	PC Bus Unit
NCC55	54154	9999	12	75125	30012	100	9999	999999	