



Accounts Payable Job Aid

Multiple SpeedCharts on Invoice Line (Non-PO)

About Using Multiple SpeedCharts on an Invoice Line (Non-PO)

Cardinal allows voucher processors to use multiple SpeedCharts on a Voucher Invoice Line. This feature can be used to either Append new distribution line(s) or Overwrite existing distribution line(s) using SpeedCharts.

The feature can only be used on Non-PO related Invoice Lines. If the Invoice Line is associated to a PO, this feature will be disabled on that line.

The screenshot displays the 'Voucher Entry - Invoice Information' page. Key elements include:

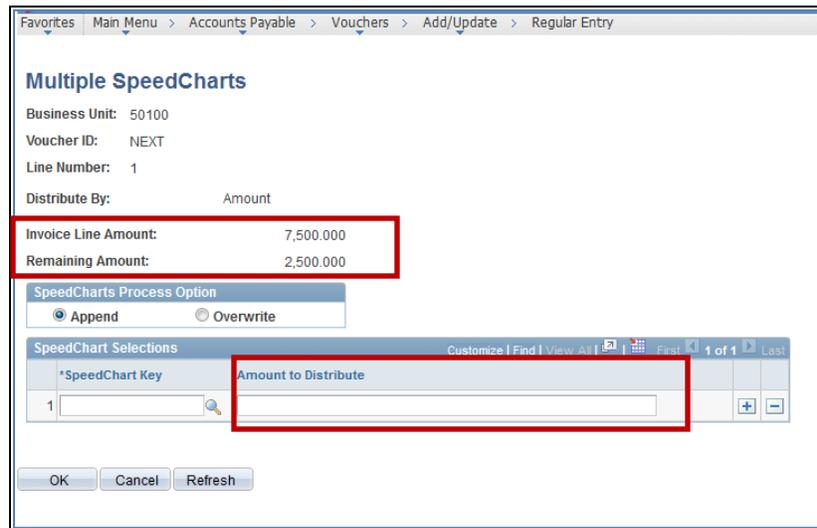
- Invoice Information:** Business Unit (50100), Invoice No. (20120208-TEST-01), Invoice Date (02/03/2012), Voucher ID (NEXT), Voucher Style (Regular Voucher), Accounting Date (02/08/2012).
- Vendor Information:** Vendor ID, ShortName, Location, *Address.
- Payment Terms:** *Pay Terms (30 Net 30), Basis Date Type (Prompt Payment), Responsible Org (12011).
- Invoice Lines:** Line 1, *Distribute by: Amount, Ship To: CNTRL OF1, SpeedChart: 0000000015, Unit Price: 1,500.00000, Line Amount: 1,500.00, Quantity: 1.0000.
- Multi-SpeedCharts:** A hyperlink is visible under the SpeedChart field.
- Distribution Lines Table:**

Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
1	1,500.00	1.0000	50100		04720	603003	19002	

The above screenshot depicts the Voucher Entry – Invoice Information page. On each existing Invoice Line, there is a **Multi-SpeedCharts** hyperlink underneath the **SpeedChart** field. If the SpeedChart field is active, the Multi-SpeedCharts hyperlink is active.

The following screenshots depict the **Multiple SpeedCharts** page. Note that the field names are different depending on whether the Invoice Line **Distribute By** field is set to **Amount** or **Quantity**.

Multiple SpeedCharts on Invoice Line (Non-PO)



Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Multiple SpeedCharts
 Business Unit: 50100
 Voucher ID: NEXT
 Line Number: 1
 Distribute By: Amount

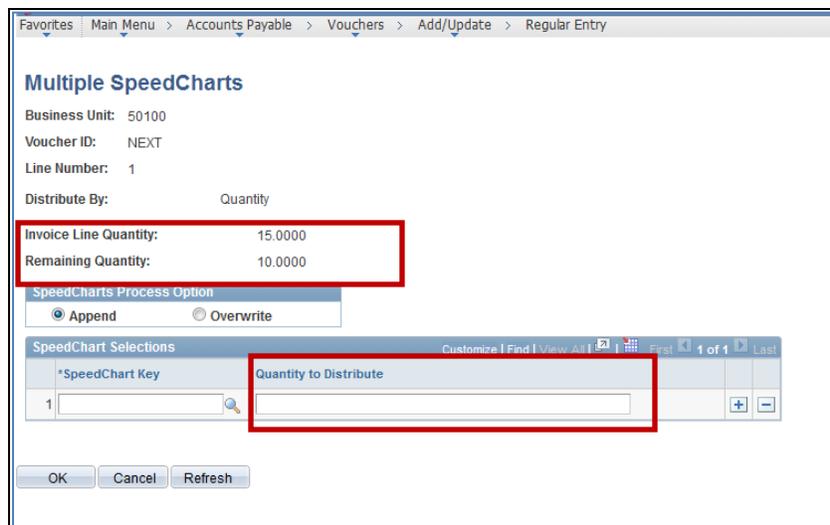
Invoice Line Amount:	7,500.000
Remaining Amount:	2,500.000

SpeedCharts Process Option
 Append Overwrite

*SpeedChart Key	Amount to Distribute
1	

OK Cancel Refresh

Distribute by **Amount**



Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Multiple SpeedCharts
 Business Unit: 50100
 Voucher ID: NEXT
 Line Number: 1
 Distribute By: Quantity

Invoice Line Quantity:	15.0000
Remaining Quantity:	10.0000

SpeedCharts Process Option
 Append Overwrite

*SpeedChart Key	Quantity to Distribute
1	

OK Cancel Refresh

Distribute by **Quantity**

On the Multiple SpeedCharts page, there are three fields that change description – **Invoice Line Amount/Quantity, Remaining Amount/Quantity,** and **Amount/Quantity to Distribute** – depending on the Invoice Line Distribute By option.

The **Remaining Amount/Quantity** field is calculated by summing the Merchandise Amounts or Quantities on the existing distribution lines and subtracting that amount from the Invoice Line Amount or Quantity. This calculation is performed for each line added to this page to inform the voucher processor of what balance remains.

In **Append** mode – The Amount to Distribute for each line added **cannot** exceed the Remaining Amount. If there is not enough Remaining Amount (e.g. Remaining Amount equals 0.00), the

Multiple SpeedCharts on Invoice Line (Non-PO)

voucher processor must adjust the amounts of the distribution lines on the Invoice Information page prior to adding new lines via the Multiple SpeedCharts page.

In **Overwrite** mode – The sum of the Amount to Distribute for all lines on the Multiple SpeedCharts page **cannot** exceed the Invoice Line Amount. The voucher processor can Overwrite existing distribution lines with new lines that total or are equal to, but not greater than, the Invoice Line total.

To Append (Add) a SpeedChart distribution:

- 1 Open the desired voucher or add a new voucher via the Voucher Regular Entry navigation. (**Accounts Payable > Vouchers > Add/Update > Regular Entry**)
- 2 Click on the Invoice Information tab. Locate the desired Invoice Line and click on the **Multi-SpeedCharts** hyperlink. The **Multiple SpeedCharts** page will be displayed.
Note: If the Invoice Line is associated to a PO, the Multi-SpeedCharts hyperlink will be disabled.
- 3 In the **SpeedCharts Process Option** section of the page, select the **Append** button.
- 4 In the **SpeedChart Key** field, enter the SpeedChart value desired for the additional distribution line. The magnifying glass icon can be used to search through a prompt for existing SpeedCharts.
- 5 In the **Amount to Distribute** field, enter in the desired amount for the additional distribution line.
- 6 If needed, click on the + icon to add additional distribution lines.
Note: If the **Remaining Amount** field displays **0.00**, no additional lines can be added. In order to add new SpeedChart lines, the user will need to navigate back to the Invoice Information page and reduce the amounts on the existing Distribution Lines prior to using the Multiple SpeedCharts page.
- 7 Once completed, click **OK** to redisplay the Invoice Information page. The additional SpeedChart distribution(s) have now been added to existing distribution line(s) on the Invoice Line.
- 8 Click the **Save** button.
Your entries are saved.

To Overwrite a SpeedChart distribution:

- 1 Open the desired voucher or add a new voucher via the Voucher Regular Entry navigation. (**Accounts Payable > Vouchers > Add/Update > Regular Entry**)
- 2 Click on the Invoice Information tab. Locate the desired Invoice Line and click on the **Multi-SpeedCharts** hyperlink. The **Multiple SpeedCharts** page will be displayed.
Note: If the Invoice Line is associated to a PO, the Multi-SpeedCharts hyperlink will be disabled.
- 3 In the **SpeedCharts Process Option** section of the page, select the **Overwrite** button.
- 4 In the **SpeedChart Key** field, enter the SpeedChart value desired for the new distribution line. The magnifying glass icon can be used to search through a prompt for existing SpeedCharts.



Accounts Payable Job Aid

Multiple SpeedCharts on Invoice Line (Non-PO)

- 5 In the **Amount to Distribute** field, enter in the desired amount for the new distribution line.
- 6 If needed, click on the **+** icon to add additional distribution lines.

Note: The sum of the lines on the Multiple SpeedCharts page cannot exceed the Invoice Line Amount or Quantity when in Overwrite mode.

- 7 Once completed, click **OK** to redisplay the Invoice Information page. The previous distribution line(s) have now been replaced by the SpeedChart distribution(s) entered on the Multiple SpeedCharts page.
- 8 Click the **Save** button.
Your entries are saved.