



# Accounts Payable Job Aid

## SW AP312 Multiple SpeedCharts on Invoice Line

### About Using Multiple Speedcharts on an Invoice Line

A SpeedChart is a shorthand key that auto-populates some ChartFields in one or more accounting distributions. Cardinal allows the use of a single or multiple SpeedCharts on a single Voucher Invoice Line. Using the multiple SpeedChart feature, you can split the cost of a supplier's goods / services between two or more departments, cost centers, etc. You can add new distribution line(s) or overwrite existing distribution line(s) using SpeedCharts.

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### Adding Multiple SpeedCharts

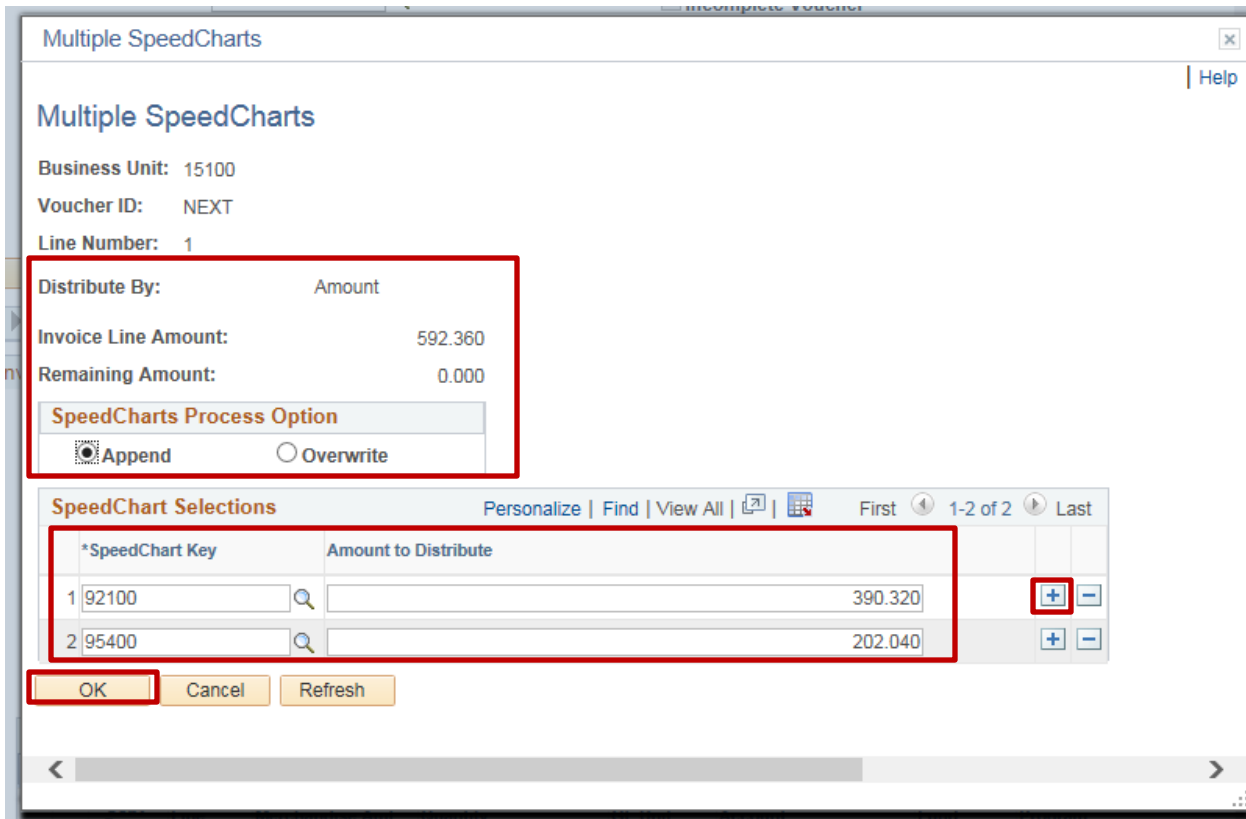
- 1 Navigate to the **Invoice Information** page using the following path:  
**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**
- 2 Open an existing voucher or create a new voucher.

The screenshot displays the 'Invoice Information' page in a software application. The breadcrumb navigation at the top reads: 'Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The page is divided into several sections:

- Invoice Information:** Fields include Business Unit (15100), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (11/15/2016), Invoice Receipt Date (11/21/2016), Goods & Services Receipt Date (11/15/2016), Invoice No (1239255), Accounting Date (11/21/2016), \*Pay Terms (30), Basis Date Type (Prompt Payment), Supplier ID (0000069459), ShortName (STAPLES-001), Location (MAIN), \*Address (1), Responsible Org (10000), Customer Account #, and ROW Acquisition ID.
- Invoice Total:** A summary box showing Line Total (592.36), \*Currency (USD), Miscellaneous, Freight, Total (592.36), and Difference (0.00).
- Copy From Source Document:** A section for copying data from a source document.
- Invoice Lines:** A section for managing invoice lines. The first line is visible with fields for Line 1, \*Distribute by (Amount), Item, Quantity, UOM, Unit Price, and Line Amount (592.36). A red box highlights a 'Multi-SpeedCharts' link below the Line Amount field.
- Distribution Lines:** A table with columns for GL Chart, Copy Down, Line, Merchandise Amt, Quantity, GL Unit, Account, Fund, Program, Department, Cost Center, Task, FIPS, and Asset. The first row shows Line 1 with Merchandise Amt 0.00 and GL Unit 15100.

Buttons for 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print' are visible at the bottom of the form.

- 3 The above screenshot depicts the Voucher Entry – **Invoice Information** page.
- 4 On the invoice line, there is a **Multi-SpeedCharts** link below the **Line Amount** field.
- 5 Click the **Multi-SpeedCharts** link.



Multiple SpeedCharts

Business Unit: 15100  
Voucher ID: NEXT  
Line Number: 1

Distribute By: Amount

Invoice Line Amount: 592.360  
Remaining Amount: 0.000

SpeedCharts Process Option

Append  Overwrite

SpeedChart Selections

*SpeedChart Key	Amount to Distribute
1 92100	390.320
2 95400	202.040

OK Cancel Refresh

- 6 The **Multiple SpeedCharts** page displays. The three key fields are **Invoice Line Amount**, **Remaining Amount**, and **Amount to Distribute**.

The **Remaining Amount** field is calculated by summing the Merchandise Amounts on the existing distribution lines and subtracting that amount from the **Invoice Line Amount**. This calculation is performed for each line added to this page and displays the remaining balance for the Invoice Line.

- 7 If **Append** is selected as the **SpeedCharts Process Option**, 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**), you must adjust the amounts of the distribution lines on the **Invoice Information** page prior to adding new lines via the **Multiple SpeedCharts** page.
- 8 If **Overwrite** is selected as the **SpeedCharts Process Option**, the sum of the **Amount to Distribute** for all lines on the **Multiple SpeedCharts** page cannot exceed the **Invoice Line Amount**. You 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 using Multiple SpeedCharts

Under **SpeedChart Process Option** choose **Append** to add distribution lines using SpeedCharts to an existing voucher line or create multiple distribution lines using SpeedCharts on a new voucher.

- 1 In the **SpeedCharts Process Option** section of the page, select the **Append** option.
- 2 In the **SpeedChart Key** field, enter the SpeedChart value desired for the additional distribution line. The lookup icon can be used to search for existing SpeedCharts.
- 3 In the **Amount to Distribute** field, enter in the desired amount for the additional distribution line.
- 4 If needed, click on the **+** icon to add additional distribution lines.  
  
If the **Remaining Amount** field displays **0.00**, no additional lines can be added. In order to add new SpeedChart lines, you 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.
- 5 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.
- 6 Enter any additional fields that are required to complete the distribution for the SpeedChart you entered. For example, the SpeedChart may be missing Account.
- 7 Complete any other required fields to complete your voucher. Click the **Save** button.

### To Overwrite (Replace) a SpeedChart distribution using Multiple SpeedCharts

Under **SpeedChart Process Option** choose **Overwrite** to replace distribution lines using SpeedCharts to an existing voucher line.

- 1 In the **SpeedCharts Process Option** section of the page, select the **Overwrite** option. All previously entered distributions for this line will be removed and replaced with the newly entered SpeedCharts.
- 2 In the **SpeedChart Key** field, enter the SpeedChart value desired for the new distribution line. The lookup icon can be used to search for existing SpeedCharts.
- 3 In the **Amount to Distribute** field, enter in the desired amount for the new distribution line.
- 4 If needed, click on the **+** icon to add additional distribution lines.  
  
The sum of the lines on the **Multiple SpeedCharts** page cannot exceed the **Invoice Line Amount** when in Overwrite mode.
- 5 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.
- 6 Enter any additional fields that are required to complete the distribution for the SpeedChart you entered. For example, the SpeedChart may be missing the **Account**.
- 7 Complete any other required fields to complete your voucher.
- 8 Click the **Save** button.