



Using Multiple SpeedCharts on an Invoice Line Overview

A SpeedChart is a shorthand key that auto-populates some ChartFields in one or more accounting distribution fields. Cardinal allows the use of a single or multiple SpeedCharts on a single Voucher Invoice Line.

Using the multiple SpeedChart feature, allows users to split the cost of a Supplier's goods/services between two or more departments, cost centers, etc.

Users can add new Distribution Line(s) or overwrite existing Distribution Line(s) using SpeedCharts.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send emails notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Using the Multiple SpeedCharts Options.....	3
Append (add) a SpeedChart Distribution using Multiple SpeedCharts.....	4
Overwrite (replace) a SpeedChart Distribution using Multiple SpeedCharts	11



Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Baseline.



Using the Multiple SpeedCharts Options

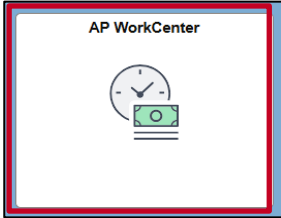
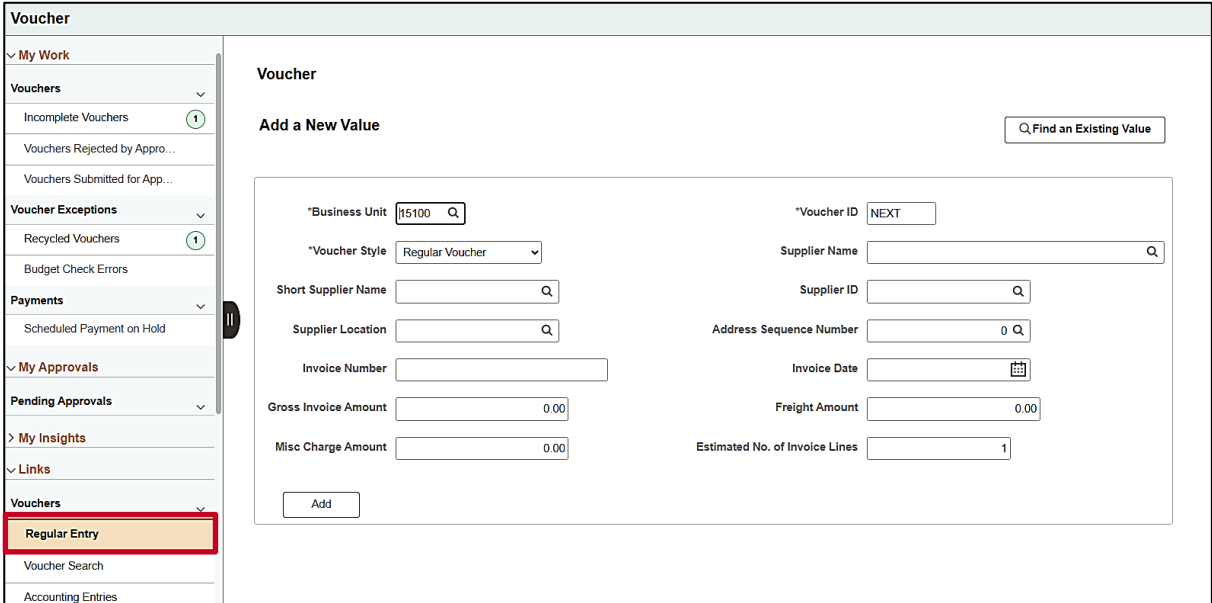
When using the **Multiple SpeedCharts** page, there are some key fields which are:

- **Invoice Line Amount:** This field displays the total amount of the Invoice.
- **Remaining Amount:** This 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.
- **SpeedChart Key:** This field is used to enter each specific SpeedChart for cost distribution.
- **Amount to Distribute:** This field is used to list the specific amount to be charged to each SpeedChart Key that is entered.

These fields impact the entry of the **SpeedCharts Process Options** which are "Append" and "Overwrite".

- When "Append" is selected, 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 user must adjust the amounts on the Distribution Lines on the **Invoice Information** page prior to adding new Lines via the **Multiple SpeedCharts** page.
- When "Overwrite" is selected, the sum of the "Amount to Distribute" for all lines on the **Multiple SpeedCharts** page cannot exceed the "Invoice Line Amount". Users can overwrite existing Distribution Lines with new Lines that total or are equal to, but not greater than, the Invoice Line total.

Append (add) a SpeedChart Distribution using Multiple SpeedCharts

Step	Action
1.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Regular Entry



Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action
	The Voucher Add a New Value page displays. Voucher Add a New Value Find an Existing Value *Business Unit15100 *Voucher IDNEXT *Voucher StyleRegular Voucher Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number0 Invoice Number Invoice Date Gross Invoice Amount0.00 Freight Amount0.00 Misc Charge Amount0.00 Estimated No. of Invoice Lines1 Add
3.	Complete the Voucher page based on the Invoice. For details about entering a Voucher, see the Job Aid titled AP312 Reviewing Supplier Information and Entering a Voucher. This Job Aid is located on the Cardinal website in Job Aids under Learning.
4.	Click the Add button. Add



Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action
------	--------

The **Invoice Information** page displays.

Regular Entry

[New Window](#) | [Help](#) | [Persons](#)

Invoice Information | Payments | Voucher Attributes

Business Unit15100Invoice No5987

Voucher IDNEXTAccounting Date03/30/2026

Voucher StyleRegular Voucher*Pay Terms30Net 30

Invoice Date03/27/2026Basis Date TypePrompt Payment

Invoice Receipt Date

Goods & Services Receipt DateThe Metropolitan Business League

Supplier ID0000055225Control Group

ShortNameTHE METROP-001

LocationMAIN

*Address3

Responsible Org10001

Customer Account #

ROW Acquisition ID

☐ Final Voucher

☐ Incomplete Voucher

Invoice Total

Line Total5,789.24

*CurrencyUSD

Miscellaneous

Freight

Total5,789.24

Difference0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments(0)

Withholding

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

SaveSave For Later

Action

RunCalculatePrint

> Copy From Source Document

Invoice Lines

Line 1Copy Down

*Distribute byAmount

Item

Quantity

UOM

Unit Price

Line Amount5,789.24

SpeedChart

Ship ToCOVA

Description

Packing Slip

☐ One Asset

Calculate

Multi-SpeedCharts

Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

1-1 of 1

View All

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS
	☐	1	5,789.24		15100						

SaveSave For Later

NotifyRefresh

AddUpdate/Display



Accounts Payable Job Aid

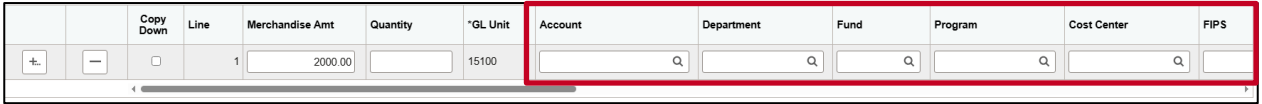
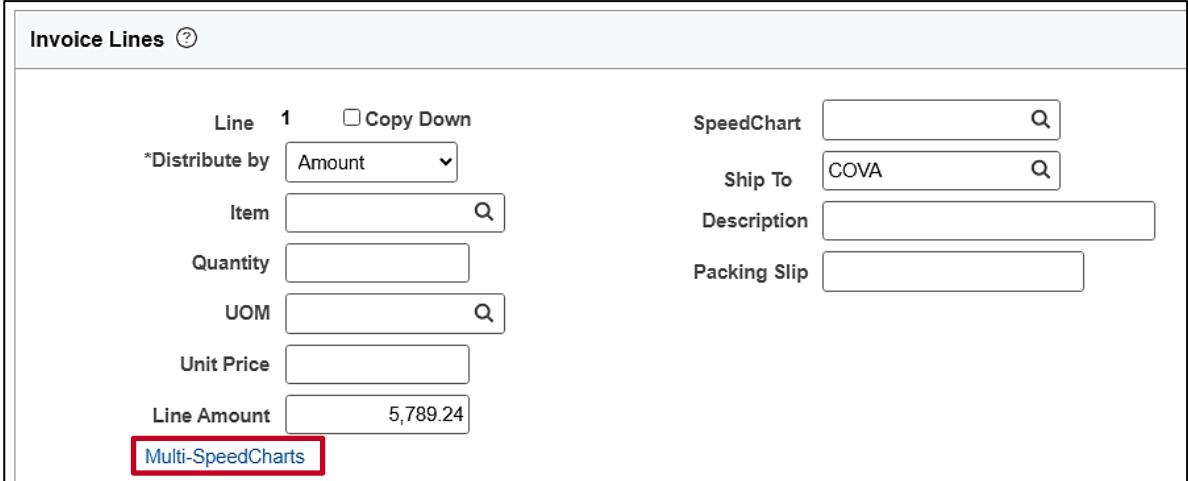
AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action
5.	Enter the applicable information in the Header section of this page based on the Invoice. Invoice Information Payments Voucher Attributes Business Unit 15100 Invoice No 6987 Voucher ID NEXT Accounting Date 03/30/2026 Voucher Style Regular Voucher *Pay Terms 30 Net 30 Invoice Date 03/27/2026 Basis Date Type Prompt Payment Invoice Receipt Date Goods & Services Receipt Date Supplier ID 000055225 Control Group ShortName THE METROP-001 Location MAIN *Address 3 Responsible Org 10001 Customer Account # ROW Acquisition ID Final Voucher Incomplete Voucher Save Save For Later Action Run Calculate Print > Copy From Source Document Invoice Total Line Total 5,789.24 *Currency USD Miscellaneous Freight Total 5,789.24 Difference 0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Withholding Template List Advanced Supplier Search Supplier Hierarchy Supplier 360

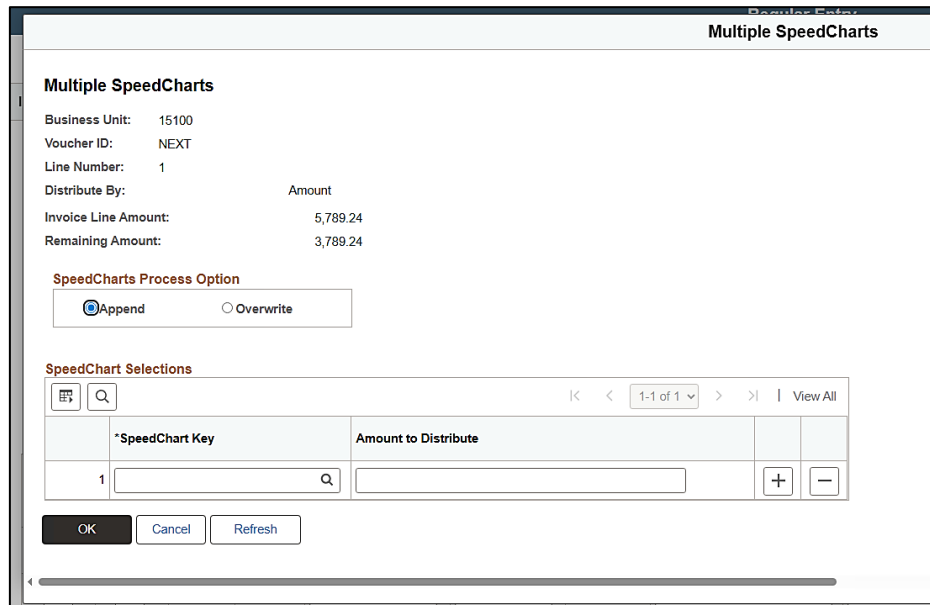


Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action
8.	Enter the charge distribution information as applicable. 
9.	Click the Multi-SpeedCharts link in the Invoice Lines section. 

The **Multiple SpeedCharts** page displays in a pop-up window.



Step	Action
	In the SpeedCharts Process Option section, the “Append” radio button option defaults as selected. Do not change. When using the “Append” option, the total entered on this page cannot exceed the total displayed in the Remaining Amount field on this page.
10.	Enter or select the applicable SpeedChart in the SpeedChart Key field. 
11.	Enter the amount to be charged for the SpeedChart in the Amount to Distribute field. 
12.	Click the Add Row (+) icon to add an additional row. 
13.	Repeat Steps 9 - 12 until all SpeedCharts and amounts have been entered.
14.	Click the OK button to return to the Invoice Information page. 

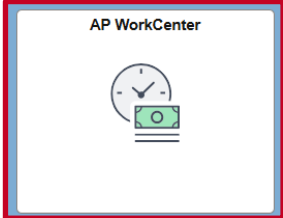
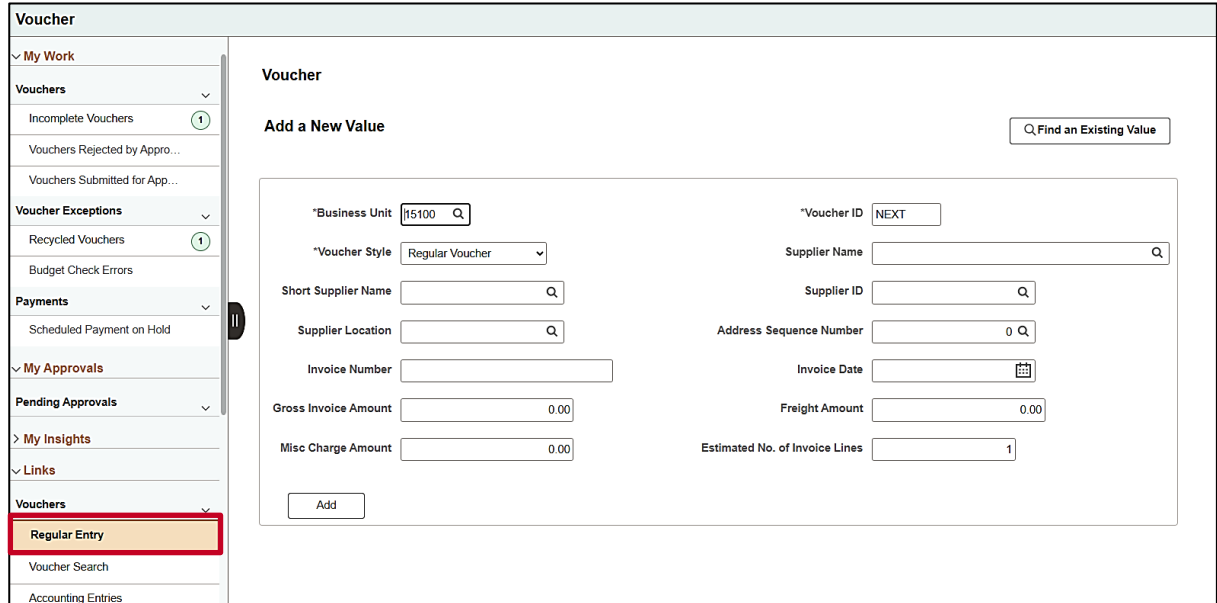


Accounts Payable Job Aid

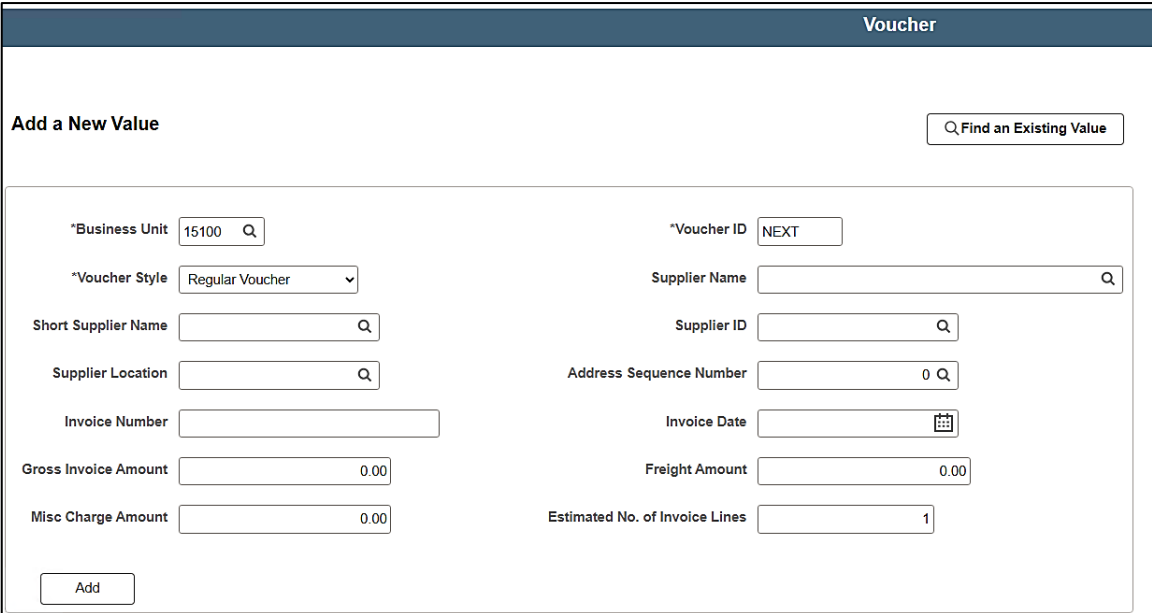
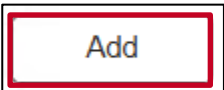
AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action																																																																	
	The Invoice Information page redispays. Invoice Lines ⓘ Line 1 ☐ Copy Down *Distribute by Amount Item Quantity UOM Unit Price Line Amount 5,789.24 Multi-SpeedCharts SpeedChart Ship To COVA Description Packing Slip ☐ One Asset Calculate ▼ Distribution Lines < > 1-1 of 3 ▼ > View All GL Chart Exchange Rate Statistics Assets ▶ <table><thead><tr><th></th><th></th><th>Copy Down</th><th>Line</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Department</th><th>Fund</th><th>Program</th><th>Cost Center</th><th>FIPS</th></tr></thead><tbody><tr><td> ⊕ </td><td> ⊖ </td><td>☐</td><td>1</td><td>2,000.00</td><td></td><td>15100</td><td>5012750</td><td>92100</td><td>01000</td><td>799001</td><td></td><td></td></tr></tbody></table> Save Save For Later 15. Click the View All link in the Distribution Lines section to see all the Distribution Lines for the Voucher. View All 16. Enter any additional fields that are required to complete the distribution for the SpeedChart(s) entered. For this scenario, the Account field must be completed. ▼ Distribution Lines < > 1-3 of 3 ▼ > View 1 GL Chart Exchange Rate Statistics Assets ▶ <table><tbody><tr><td> ⊕ </td><td> ⊖ </td><td>☐</td><td>1</td><td>2,000.00</td><td></td><td>15100</td><td>5012750</td><td>92100</td><td>01000</td><td>799001</td><td></td><td></td></tr><tr><td> ⊕ </td><td> ⊖ </td><td>☐</td><td>2</td><td>2,000.00</td><td></td><td>15100</td><td></td><td>95400</td><td>06090</td><td>711008</td><td></td><td></td></tr><tr><td> ⊕ </td><td> ⊖ </td><td>☐</td><td>3</td><td>1,789.24</td><td></td><td>15100</td><td></td><td>95900</td><td>01000</td><td>799001</td><td></td><td></td></tr></tbody></table> 17. Complete any other required fields for the Voucher. 18. Click the Save button. Save Save For Later			Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS	⊕	⊖	☐	1	2,000.00		15100	5012750	92100	01000	799001			⊕	⊖	☐	1	2,000.00		15100	5012750	92100	01000	799001			⊕	⊖	☐	2	2,000.00		15100		95400	06090	711008			⊕	⊖	☐	3	1,789.24		15100		95900	01000	799001		
		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS																																																						
⊕	⊖	☐	1	2,000.00		15100	5012750	92100	01000	799001																																																								
⊕	⊖	☐	1	2,000.00		15100	5012750	92100	01000	799001																																																								
⊕	⊖	☐	2	2,000.00		15100		95400	06090	711008																																																								
⊕	⊖	☐	3	1,789.24		15100		95900	01000	799001																																																								

Overwrite (replace) a SpeedChart Distribution using Multiple SpeedCharts

Step	Action
1.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Regular Entry

AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action
	The Voucher Add a New Value page displays. 
3.	Complete the Voucher page based on the Invoice. For details about entering a Voucher, see the Job Aid titled AP312 Reviewing Supplier Information and Entering a Voucher. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
4.	



Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

Step Action

The Invoice Information page displays.

Regular Entry

[New Window](#) | [Help](#) | [Personal](#)

Invoice Information | Payments | Voucher Attributes

Business Unit15100Invoice No5987

Voucher IDNEXTAccounting Date03/30/2026

Voucher StyleRegular Voucher*Pay Terms30Net 30

Invoice Date03/27/2026Basis Date TypePrompt Payment

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID0000055225The Metropolitan Business LeagueControl Group

ShortNameTHE METROP-001

LocationMAIN

*Address3

Responsible Org10001

Customer Account #

ROW Acquisition ID

☐ Final Voucher

☐ Incomplete Voucher

Invoice Total

Line Total5,789.24

*CurrencyUSD

Miscellaneous

Freight

Total5,789.24

Difference0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments(0)

Withholding

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

SaveSave For Later

Action

RunCalculatePrint

[Copy From Source Document](#)

Invoice Lines

Line1Copy Down

*Distribute byAmount

Item

Quantity

UOM

Unit Price

Line Amount5,789.24

SpeedChart

Ship ToCOVA

Description

Packing Slip

☐ One Asset

Calculate

Multi-SpeedCharts

Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS
+ -	☐	1	5,789.24		15100						

SaveSave For Later

NotifyRefresh

AddUpdate/Display

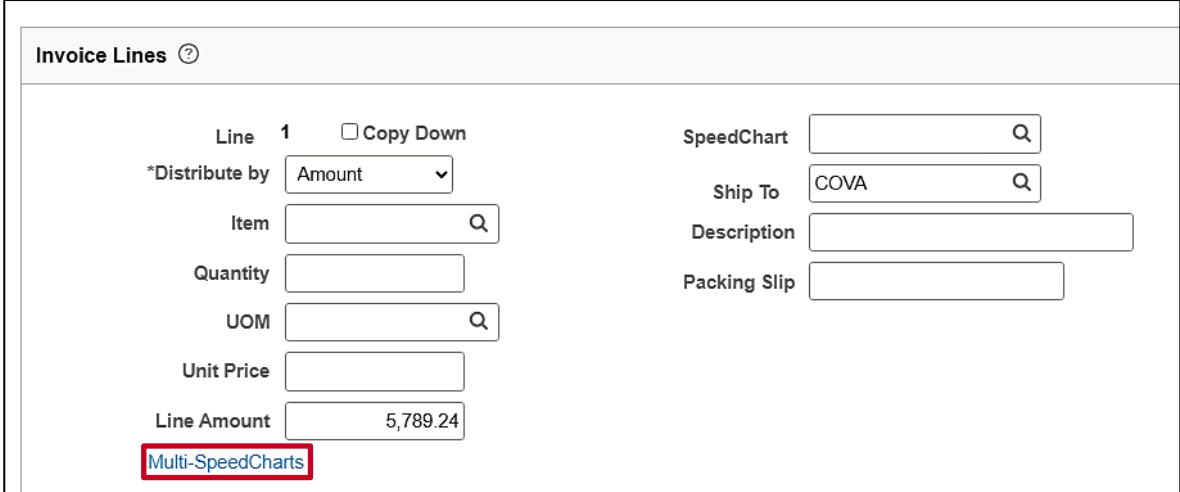
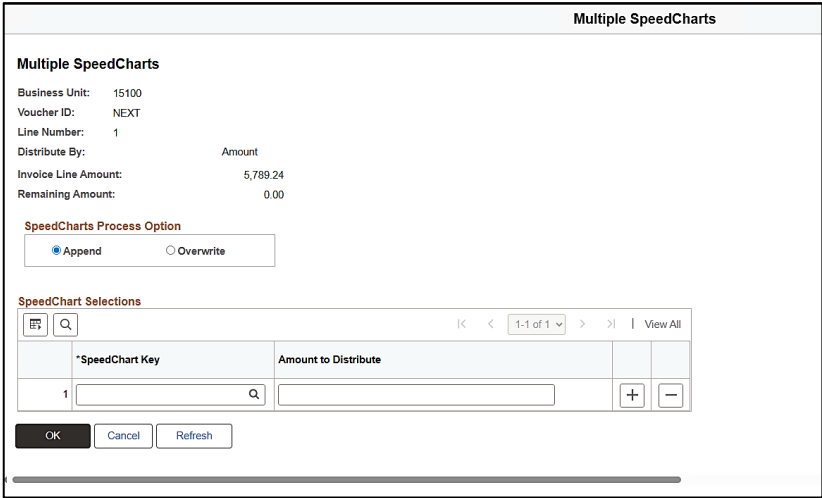
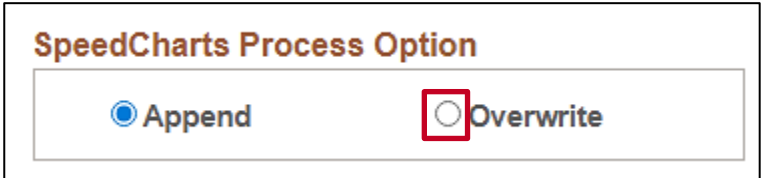
Invoice Information | Payments | Voucher Attributes



Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

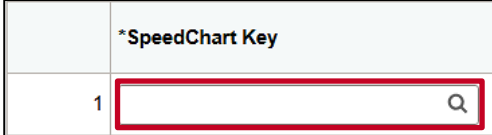
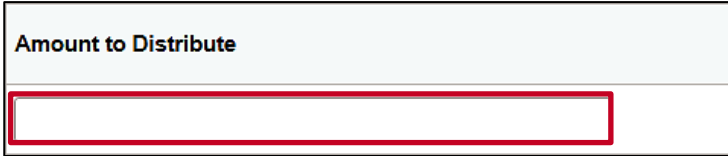
Step	Action
5.	Enter the applicable information in the Header section of this page based on the Invoice. Invoice Information Payments Voucher Attributes Business Unit 15100 Invoice No 5987 Voucher ID NEXT Accounting Date 03/30/2026 Voucher Style Regular Voucher *Pay Terms 30 Net 30 Invoice Date 03/27/2026 Basis Date Type Prompt Payment Invoice Receipt Date Goods & Services Receipt Date Supplier ID 0000055225 Control Group ShortName THE METROP-001 Location MAIN *Address 3 Responsible Org 10001 Customer Account # ROW Acquisition ID Final Voucher Incomplete Voucher Save Save For Later Action Run Calculate Print > Copy From Source Document Invoice Total Line Total 5,789.24 *Currency USD Miscellaneous Freight Total 5,789.24 Difference 0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Withholding Template List Advanced Supplier Search Supplier Hierarchy Supplier 360
6.	Scroll down the page to the Invoice Lines section of the page. Invoice Lines Line 1 Copy Down *Distribute by Amount Item Quantity UOM Unit Price Line Amount 5,789.24 SpeedChart Ship To COVA Description Packing Slip One Asset Calculate Distribution Lines GL Chart Exchange Rate Statistics Assets Copy Down Line 1 Merchandise Amt 5,789.24 Quantity *GL Unit 15100 Account Department Fund Program Cost Center FIPS Save Save For Later

Step	Action
7.	Click the Multi-SpeedCharts link. 
The Multiple SpeedCharts page displays in a pop-up window. 	
8.	Select the Overwrite radio button option in the SpeedCharts Process Option section. 



Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action
9.	Enter or select the SpeedChart in the SpeedChart Key field. 
10.	Enter the amount to be charged for the SpeedChart in the Amount to Distribute field. 
11.	Click the Add Row (+) icon to add an additional row. 
12.	Repeat Steps 8 - 11 until all SpeedCharts and amounts have been entered.
13.	Click the OK button to return to the Invoice Information page. 

The **Invoice Information** page redispays.

> Copy From Source Document

Invoice Lines ⓘ

Line 1 ☐ Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 5,789.24

Multi-SpeedCharts

SpeedChart

Ship To COVA

Description

Packing Slip

☐ One Asset

1 of 1

1-1 of 2

GL Chart Exchange Rate Statistics Assets ID

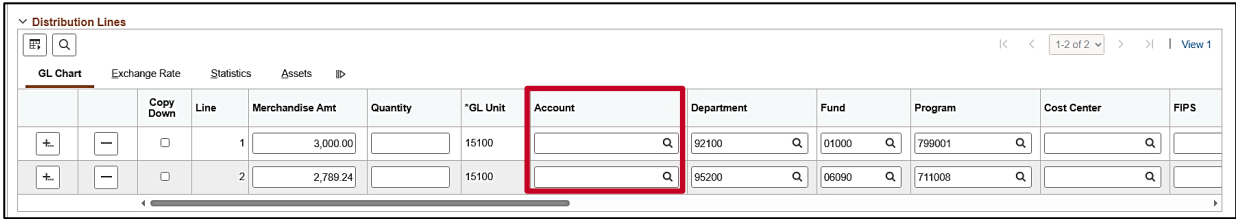
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS
+	-	☐	1	3,000.00		15100		92100	01000	799001	

Save Save For Later



Accounts Payable Job Aid

AP312 Using Multiple SpeedCharts on an Invoice Line

Step	Action
14.	Click the View All link in the Distribution Lines section to see all distributions for the SpeedCharts entered. 
15.	Enter any additional fields that are required to complete the distribution for the SpeedChart(s) entered. For this scenario, the Account field must be completed. 
16.	Complete any other required fields for the Voucher as applicable.
17.	Click the Save button. 