******State of Kansas**

**Enter and Maintain SpeedCharts**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 11/08/2010 |
| **Version:** | 2.0 |
| **Last Updated:** | 04/26/2017 |
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| **Job Aid** | The following Desk Aid instructs users on how to enter and maintain speedcharts. |
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|  | SpeedCharts are able to be used in the following module areas:   * AP - Vouchers * AP - Expenses * AR – Direct Journal * PO - Requisitions * PO - Purchase Order * PO - PCARD |
|  | SpeedCharts are not module specific and can be used in all of the modules listed. For adding PCARD SpeedCharts, please see the desk aid titled ‘Adding & Maintaining P-Card Holder Profiles’. |
|  | The following security role has ‘View Only’ access to SpeedCharts:   * KAR\_AGY\_ADMIN |
|  | The following security roles have access to add and update SpeedCharts:   * KAP\_AGY\_AP\_MAINTAINER * KAR\_AGY\_CONFIGURATOR |
|  | **SpeedCharts Overview**   * SpeedCharts are predefined chartfield combinations. * SpeedCharts increase the efficiency of data entry by reducing the number of keystrokes required. * SpeedChart codes can have single or multiple accounting distributions and are used by entering a code rather than individual chartfield combinations. * SpeedCharts are not to be confused with Speed Types. |
|  | **SpeedCharts - Effective Dating**   * Upon creation, a SpeedChart is given an effective date. * Users have the option of editing an existing speedchart or creating a new one. * The accounting distribution on a SpeedChart can be changed as long as the new distribution is given a new effective date. |
|  | **Create a new SpeedChart**   1. Navigate to Set Up Financials/Supply Chain>Product Related>Procurement Options>Management>SpeedChart. 2. Enter SetID (Agency Business Unit) and ‘Add a New Value’. 3. Enter SpeedChart Key (name of SpeedChart). 4. Enter the Effective Date. 5. Click ‘Add’. |
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|  | 1. Enter a Description. 2. Select Security Option. 3. Enter Percent and chartfields on line 1. 4. Click the plus sign ‘+’ on the far right to add additional lines. 5. Save.   Note: The total percentage must equal 100% in order to save the SpeedChart. Also, note that the speedchart can be saved without the required chartfields, but the chartfields will be required on the transaction. |
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|  | **Edit an existing SpeedChart**   1. Navigate to Set Up Financials/Supply Chain>Product Related>Procurement Options>Management>SpeedChart. 2. On the ‘Find an Existing Value’ tab, enter SetID (Agency Business Unit). 3. Enter SpeedChart Key and ‘Search’. 4. Select SpeedChart from Search Results list. 5. Click the ‘Correct History’ button. 6. Edit percentages or chartfields. 7. Save. |
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|  | **Inactivate a SpeedChart**   1. Navigate to Set Up Financials/Supply Chain>Product Related>Procurement Options>Management>SpeedChart. 2. On the ‘Find an Existing Value’ tab, enter SetID (Agency Business Unit). 3. Enter SpeedChart Key and ‘Search’. 4. Select SpeedChart from Search Results list. 5. Click the ‘Correct History’ button. 6. Change the Status from ‘Active’ to ‘Inactive’ 7. Save. |
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