

Using Multiple Speedcharts on an Invoice Line Overview

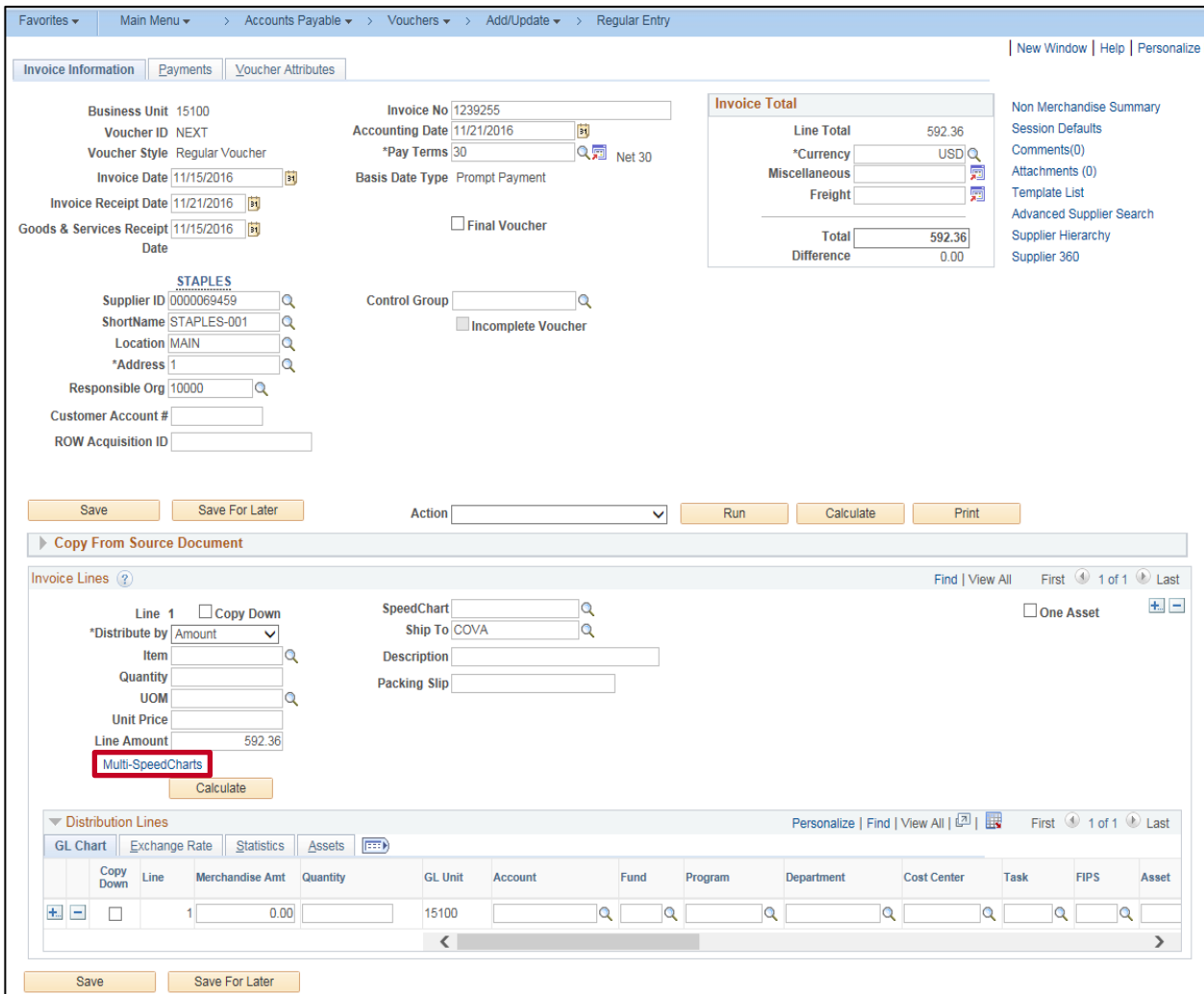
A SpeedChart is a shorthand key that auto-populates some ChartFields in one or more accounting distributions. Cardinal allows the use of a single or multiple SpeedCharts on a single **Voucher Invoice Line**. Using the multiple SpeedChart feature, you can split the cost of a supplier's goods/services 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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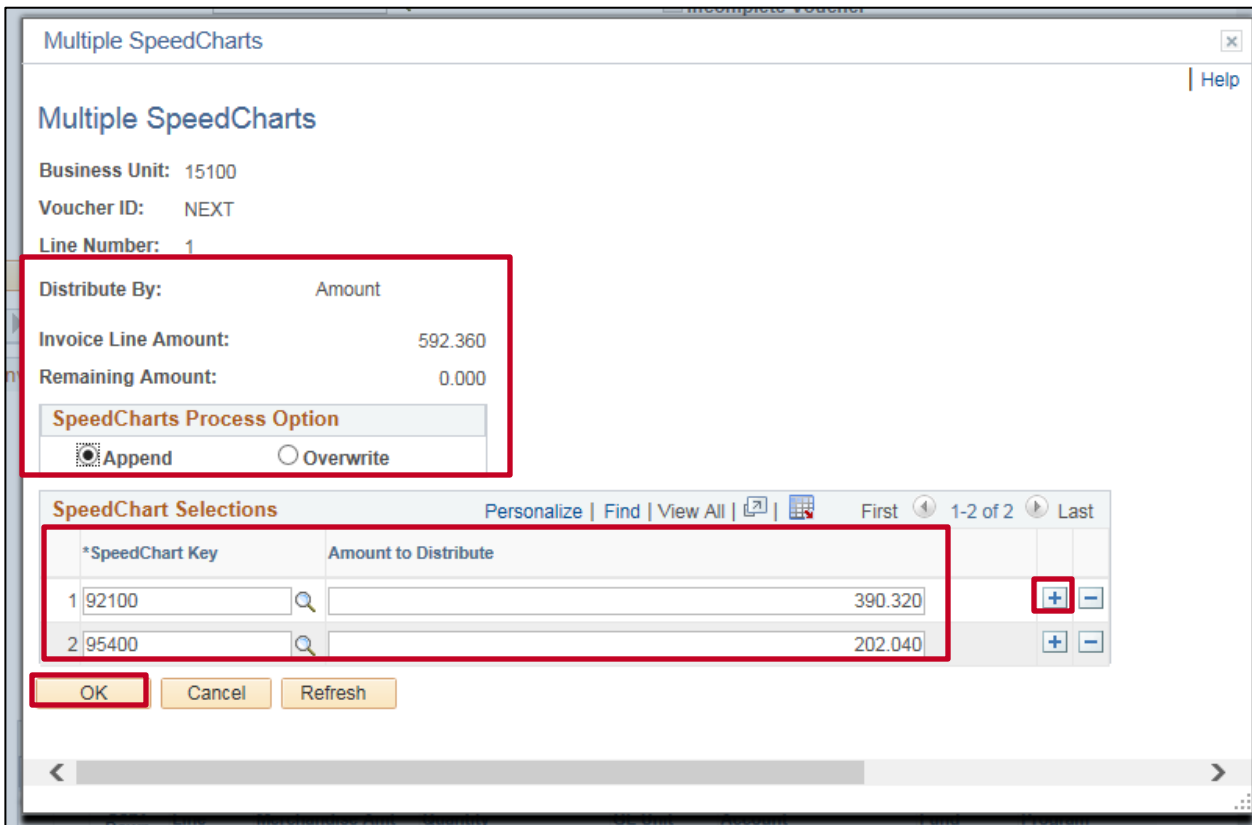
Adding Multiple SpeedCharts

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. Key fields include: Business Unit 15100, Invoice No 1239255, Accounting Date 11/21/2016, Invoice Date 11/15/2016, and Supplier ID 0000069459. The 'Invoice Total' summary shows a Line Total of 592.36. Below the 'Line Amount' field (592.36), a link labeled 'Multi-SpeedCharts' is highlighted with a red box. The 'Distribution Lines' table at the bottom contains one entry with Line 1, Merchandise Amt 0.00, and GL Unit 15100.

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

- 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.

- 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.
- 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.

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 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 display 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.

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 the (+) icon to add additional distribution lines.
5. The sum of the lines on the **Multiple SpeedCharts** page cannot exceed the **Invoice Line Amount** when in Overwrite mode.
6. Once completed, click **OK** to display the **Invoice Information** page. The previous distribution line(s) have now been replaced by the SpeedChart distribution(s) entered on the **Multiple SpeedCharts** page.
7. 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**.
8. Complete any other required fields to complete your voucher.
9. Click the **Save** button.