

Ways to Quickly Enter Recurring Multiple Line Vouchers

Creating a SpeedChart

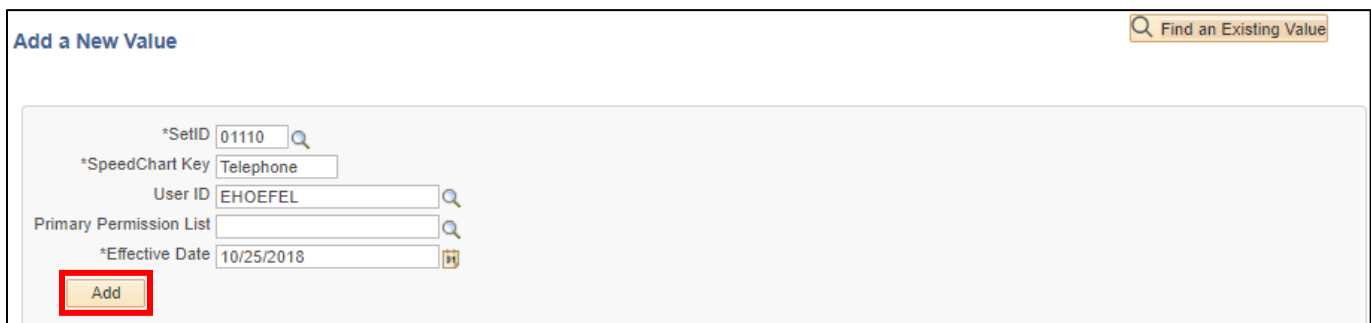
SpeedCharts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own SpeedCharts or they can be set up so that many people in a business unit can use them. SpeedCharts are effective dated so new chart field information may not be usable in an existing SpeedChart. You will need to inactivate the existing SpeedChart and enter a new effective dated speedchart.

SpeedCharts are Business Unit specific but can be used on any voucher within the business unit no matter the supplier.

Required Fields: Set ID; SpeedChart Key; User ID; Effective Date; Description; Security; Percent; GL Unit; Account; Fund; Department ID

Navigator Menu navigation: Set Up Financials /Supply Chain > Product Related > Procurement Options > Management> SpeedChart > Add a New Value

The **SpeedChart** panel displays, click on the **Add a New Value** button:



SetID defaults in as equal to STATE but MUST be changed to your AP Business Unit.

1. **SetID** - Enter appropriate business unit
2. **SpeedChart Key** - Enter what you want the SpeedChart to be called
3. **User ID** - Enter your User ID or click on the magnifying glass and select from the list
4. **Effective Date** - Enter the date that you would like the SpeedChart to be available for use
5. Click **Add**

The **SpeedChart** page displays:

SpeedChart

SetID 01110 SpeedChart TELEPHONE Eff Date 10/25/2018 *Status Active

Description Total Percent 50.00

Security Option **Definition**

Universal (All Users) Enter Percentages

One User Enter Weights

One Permission UOM

Description

Speed Charts Personalize | Find | View All | First 1 of 1 Last

Percent	Weight	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Stat
1	50.00	0.00000	01110	516600	10000	1110003000				

Save Notify Add Update/Display Include History Correct History

The information entered on the Add page has populated onto this page. Status defaults in as Active.

6. Description - Enter a brief description of what the SpeedChart is used for

7. Security Options - Select the Security that should apply to the SpeedChart. Select **Universal** if anyone within the business unit should have access to the SpeedChart or select **One User** and fill in the username if only that user should have access to the SpeedChart. The **One Permission** option is not used by the State of Vermont

8. SpeedCharts -

- Enter **Percent** that should be applied to row **1**
- Enter **GL Unit**
- Enter **Account**
- Enter **Fund**
- Enter **Dept ID**
- Enter **Program** (if used by your dept)
- Enter **Class** (if used by your dept)
- Enter **Project** (if used by your dept)

9. Scroll to the right and click on the + sign beside row 1 to add a new row

The screenshot shows the SpeedChart application interface. At the top, it displays 'SetID 01110', 'SpeedChart TELEPHONE', 'Eff Date 10/25/2018', and '*Status Active'. Below this, there are fields for 'Description' and 'Total Percent 50.00'. The 'Security Option' section has radio buttons for 'Universal (All Users)', 'One User' (selected), and 'One Permission'. The 'Definition' section has radio buttons for 'Enter Percentages' (selected) and 'Enter Weights', along with a 'UOM' field. The 'Speed Charts' section features a table with columns: Weight, GL Unit, Account, Fund, Dept, Program, Class, Project, Affiliate, and Stat. The first row contains values: 1.00000, 01110, 516600, 10000, 1110003000, and several empty fields. A red box highlights a '+' button at the end of the first row. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

A new row opens:

This screenshot shows the SpeedChart application after a new row has been added. The 'Speed Charts' table now has two rows. The first row is identical to the previous screenshot. The second row is highlighted with a red border and contains the following values: '2' in the 'Weight' column, '50.00 x' in the 'Percent' column, and empty fields for 'GL Unit', 'Account', 'Fund', 'Dept', 'Program', 'Class', 'Project', 'Affiliate', and 'Stat'. The 'Total Percent' at the top right has updated to '100.00'. The rest of the interface remains the same as in the previous screenshot.

10. Fill in percent of split that should be applied to row 2 accounting information

11. SpeedCharts for row 2

- Enter **Percent** that should be applied to row 2
- Enter **GL Unit**
- Enter **Account**
- Enter **Fund**
- Enter **Dept ID**
- Enter **Program** (if used by your dept)
- Enter **Class** (if used by your dept)
- Enter **Project** (if used by your dept)

The percentages between all the rows must equal 100 percent:

SpeedChart

SetID 01110 SpeedChart TELEPHONE Eff Date 10/25/2018 *Status Active

Description Total Percent 100.00

Security Option **Definition**

Universal (All Users) Enter Percentages
 One User Enter Weights
 One Permission UOM

Description Telephone, fax.

Speed Charts Personalize | Find | View All | First 1-2 of 2 Last

Chartfields	Percent	Weight	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Stat
1	50.00	0.00000	01110	516600	10000	1110003000					
2	50.00	0.00000	01110	516626	10000	1110006000					

Save **Notify** **Add** **Update/Display** **Include History** **Correct History**

12. Click **Save**

Using a SpeedChart in a Voucher

WorkCenter navigation: Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value

The **Voucher Entry** page displays:

Voucher

Add a New Value Find an Existing Value

*Business Unit 01110

*Voucher ID NEXT

*Voucher Style Regular Voucher

Supplier Name Vermont State Colleges

Short Supplier Name VTSTCOLLEG-001

Supplier ID 0000042882

Supplier Location MACHCCV

Address Sequence Number 11

Invoice Number SC111418

Invoice Date 10/12/2018

Gross Invoice Amount 1000.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines 1

Add

Your default BU will appear in the Business Unit field. Voucher ID will be NEXT. Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **Supplier ID** - Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate
Note: If you need to search for a supplier use the following navigation:
WorkCenter navigation: Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab
Navigator Menu navigation: Suppliers > Supplier Information > Add/Update > Supplier
3. **Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**
Note: If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request.
4. **Invoice Date** - As per the supplier's invoice
5. **Gross Invoice Amount** - Enter the gross invoice amount
6. Click **Add**

The Invoice Information page displays:

Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the 1099 Reporting section in the Accounts Payable manual and the exercise for Enter a Regular Voucher with Reportable and Non-Reportable Lines for more information.

The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- Accounting Date = current date (this must never be changed manually)
- Currency = USD
- Distribute by = Amount
- Ship To = default ship to location for your Business Unit
- GL Unit

Scroll down the screen and the **Invoice Lines** box can be seen:

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 1,000.00

SpeedChart
 Ship To PFMMP001
 Description
 C/P Indicator

One Asset
 Calculate

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	1,000.00		01110							11/14/2018

6. Click on the magnifying glass next to SpeedChart

Look Up SpeedChart Help

SetID 01110
 SpeedChart Key begins with

Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1-3 of 3 Last

SpeedChart Key	Description
FEF0WH	FEDERAL WITHHOLDING
SC1114	AP1114
TELEPHONE	(blank)

7. Select the SpeedChart by clicking on the link

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 1,000.00

SpeedChart SC1114
 Ship To PFMMP001
 Description
 C/P Indicator

One Asset
 Calculate

▼ Distribution Lines Personalize | Find | View All | First 1 of 2 Last

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget Date
<input type="checkbox"/>	1	250.00		01110	519020	10000	1110006000					11/14/2018
<input type="checkbox"/>	2	750.00		01110	519020	10000	1110003000					11/14/2018

8. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

9. Under **Distribution Lines** click **View All**

▼ Distribution Lines Personalize | Find | View 1 | First 1-2 of 2 Last

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget Date
<input type="checkbox"/>	1	250.00		01110	519020	10000	1110006000					11/14/2018
<input type="checkbox"/>	2	750.00		01110	519020	10000	1110003000					11/14/2018

Save Save For Later

The chart field information has automatically filled in on the distribution lines. The amount of the invoice has been split 25/75 as was set up in the SpeedChart.

10. Click on **Payments** tab

The **Payments** page displays:

The screenshot shows the 'Payments' tab selected. The 'Invoice Information' section includes: Business Unit 01110, Voucher ID NEXT, Voucher Style Regular Voucher, Total Amount 1,000.00, Supplier Name Vermont State Colleges, Invoice No SC111418, Invoice Date 10/12/2018, and Pay Terms NET00 Due Now. The 'Payment Information' section shows Payment 1 with Remit to 0000042882, Location MACHCCV, and Address 11. The Gross Amount is 0.00 USD and the Discount is 0.00 USD. The Scheduled Due date is 10/12/2018. The supplier address is Vermont State Colleges, % Debbie Clark, Community College of VT, PO Box 489, Montpelier, VT 05601-0489.

Review Payment information that defaulted in from the supplier.

Note: Gross Amount shows \$0, but the correct amount will fill in when the voucher is saved.

Note: The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

11. Click **Save**

Voucher is saved

- Voucher ID # has been assigned. You can find the ID # in the upper left-hand side of the page (see below).
- Gross Amt is now filled in.

The screenshot shows the 'Payments' tab with the 'Voucher ID' field now populated with 00007680. The 'Gross Amount' field is now 1000.00 USD. The 'Scheduled Due' date has changed to 11/14/2018. The 'Net Due' date remains 10/12/2018. The 'Discount' field remains 0.00 USD. The 'Payment Inquiry' section includes options for Discount Denied, Late Charge, Express Payment, Payment Comments(0), and Holiday/Currency.

The voucher will need to be budget checked and submitted for approval.

Enter a New Voucher using a Template

Template vouchers allow users to create a Voucher that can be used to copy from in the future. Template Vouchers are built specifically for an AP Business Unit and Supplier. Minimal field values are required to save the Template Voucher.

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

Add a New Value Find an Existing Value

*Business Unit 01110

*Voucher ID NEXT

*Voucher Style Template Voucher

Supplier Name J.A. Russo Paving Inc.

Short Supplier Name J.A. RUSSO-001

Supplier ID 0000362458

Supplier Location MULTIPLE

Address Sequence Number 1

Invoice Number INV NUMBER

Invoice Date 09/30/2018

Gross Invoice Amount 100.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines 1

Add

Voucher page displays. Your default BU will appear in the BU field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”

1. **Business Unit** - Enter BU (if not using your default BU)
2. **Voucher Style** - Select Template Voucher
3. **Enter Supplier ID** - Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate
4. **Invoice Number** - Enter Supplier’s Invoice number
5. **Invoice Date** - As per the Supplier’s invoice
6. **Gross Invoice Amount** - Enter the gross invoice amount
7. Click **Add**

The **Invoice Information** page displays. Invoice and Supplier information defaults from previous page:

Invoice Information | Payments | Voucher Attributes

Business Unit 01110
Voucher ID NEXT
Voucher Style Template Voucher
Invoice Date 09/30/2018
Invoice Received
Supplier ID 0000362458
ShortName J.A. RUSSO-001
Location MULTIPLE
*Address 1

Invoice No INV NUMBER
Accounting Date 10/31/2018
*Pay Terms NET30 Net 30
Basis Date Type Inv Date
Control Group
Grant ID
CFDA#

Invoice Total
Line Total 100.00
*Currency USD
Miscellaneous
Freight
Total 100.00
Difference 0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments(0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines
Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 100.00
SpeedChart
Ship To PFMMTP001
Description
One Asset
Calculate

Distribution Lines
Personalize | Find | View All | First | 1 of 1 | Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	100.00		01110	520000	10000	1110003000				10/31/2018

Save Save For Later

Notify Refresh Add Update/Display

8. Enter invoice line(s) and distribution line(s) based on the splits that will be used for future voucher entry.

9. Click the **Template** link

The **Template Voucher Details** window opens:

Template Voucher Details

Help

Save as a Template Voucher

Template ID RUSSOTMP
Description Russo Paving Template

OK Cancel Refresh

10. **Template ID** - Enter a Template ID

11. **Description** - Enter a description

12. Click **OK**

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 01110
 Voucher ID 00007673
 Voucher Style Template Voucher
 Invoice Date 09/30/2018
 Invoice Received

Invoice No INV NUMBER
 Accounting Date 10/31/2018
 *Pay Terms NET30 Net 30
 Basis Date Type Inv Date

J.A. Russo Paving, Inc.
 Supplier ID 0000362458
 ShortName J.A. RUSSO-001
 Location MULTIPLE
 *Address 1

Control Group
 Grant ID
 CFDA#

Invoice Total
 Line Total 100.00
 *Currency USD
 Miscellaneous
 Freight
 Total 100.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 Template
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 100.00

SpeedChart
 Ship To PFMMP001
 Description

One Asset Calculate

Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			1	100.00		01110	520000	10000	1110003000				10/31/2018

Save

Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

13. Click **Save** - A Voucher ID is generated, and you now have a Template Voucher that can used in Regular Voucher Entry steps as follows

WorkCenter Navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry

Navigator Menu Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

The **Voucher Entry** page displays:

Voucher

Add a New Value Find an Existing Value

*Business Unit 01110

*Voucher ID NEXT

*Voucher Style Regular Voucher

Supplier Name J.A. Russo Paving Inc.

Short Supplier Name J.A. RUSSO-001

Supplier ID 0000362458

Supplier Location MULTIPLE

Address Sequence Number 1

Invoice Number 123456789

Invoice Date 10/15/2018

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines 1

Add

Your default BU will appear in the BU field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”

1. **Supplier ID** - Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate
2. **Invoice Number** - Enter Supplier’s Invoice number
3. **Invoice Date** - As per the Supplier’s invoice
4. **Gross Invoice Amount** - **The amount should always be \$0.00**
5. Click **Add**

The **Invoice Information** page displays:

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No 123456789
Voucher ID NEXT Accounting Date 10/31/2018
Voucher Style Regular Voucher *Pay Terms NET30 Net 30
Invoice Date 10/15/2018 Basis Date Type Inv Date
Invoice Received
J.A. Russo Paving, Inc.
Supplier ID 0000362458 Control Group
ShortName J.A. RUSSO-001 Incomplete Voucher
Location MULTIPLE Grant ID
*Address 1 CFDA#

Invoice Total
Line Total 0.00
*Currency USD
Miscellaneous
Freight
Total 0.00
Difference 0.00

Non Merchandise Summary
Session Defaults
Comments (0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document
PO Unit PO Number Copy PO Copy From Template Go

Invoice Lines
Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 0.00
SpeedChart
Ship To PFMMP001
Description
C/P Indicator

Distribution Lines
GL Chart Exchange Rate Assets
Personalize Find View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
	1	0.00		01110							10/31/2018

Save Save For Later
Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

6. Expand the **Copy From Source Document** section by clicking on the chevron arrow
7. Select **Template** from the **Copy From** drop-down menu
8. Click **Go**

The **Voucher Template** page displays:

Voucher Template

Business Unit 01110 Invoice Number
Voucher ID NEXT Supplier J.A. Russo Paving, Inc.
Invoice Date ID 0000362458

Select Template to Copy
Template ID RUSSOTMP Russo Paving Template Copy from template

Back to Invoice

9. Select the **Template ID** that will be used to create this Regular voucher
10. Click the **Copy from template** button

You are returned to the **Invoice Information** page:

The screenshot shows the 'Invoice Information' page with the following details:

- Business Unit:** 01110
- Invoice No:** 123456789
- Accounting Date:** 10/31/2018
- *Pay Terms:** NET30
- Net 30**
- Invoice Total:** Line Total 100.00, *Currency USD, Total 100.00, Difference 0.00
- Supplier:** J.A. Russo Paving, Inc. (Supplier ID: 0000362458, ShortName: J.A. RUSSO-001)
- Control Group:** (with 'Incomplete Voucher' checkbox)
- Invoice Lines:** Line 1, Description: C/P Indicator C (highlighted in red)
- Buttons:** Save (highlighted in red), Save For Later, Run, Calculate, Print

Note: If you see a **Withholding** hyperlink next to the **Invoice Total** box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the 1099 Reporting section in the Accounts Payable manual and the exercise for Enter a Regular Voucher with Reportable and Non-Reportable Lines for more information.

11. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher
12. Click **Save**

A Voucher ID is assigned and you can now proceed with further steps including Budget Checking and Submit Approval.

The screenshot shows the 'Invoice Information' page with the following details:

- Business Unit:** 01110
- Voucher ID:** 00007674 (highlighted in green)
- Invoice No:** 123456789
- Accounting Date:** 10/31/2018
- *Pay Terms:** NET30
- Net 30**
- Invoice Total:** Line Total 100.00, *Currency USD, Total 100.00, Difference 0.00
- Supplier:** J.A. Russo Paving, Inc. (Supplier ID: 0000362458, ShortName: J.A. RUSSO-001)
- Buttons:** Save, Run, Calculate, Print