**SpeedCharts**

### Using SpeedCharts

A SpeedChart is a pre-saved combination of ChartFields – ie a shortcut code for a full account (area, school, dept, account…)

**Navigation**  
Set Up Financials/Supply Chain - Product Related - Procurement Options – Management - SpeedChart

**Key Points**  
SpeedCharts are most useful when established at your Business Office level.

Can be selected when creating a voucher or a purchase requisition (on a requisition, you must distribute by amount).

When entering vouchers/requisitions, to use the speed chart either type the value or select by clicking on magnifying glass in the speed chart field.
**Tips**  
Make sure you specify your Business Unit as the SetID when adding SpeedCharts relevant to your area (ie override ANUID with your Business Unit).

Make the SpeedChart key meaningful and don’t restrict it to your Operator ID, otherwise, other staff in your business unit won’t be able to take advantage of your shortcut.