

AP - Speedcharts

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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Steps for SpeedCharts

Process

Users with proper access can create SpeedCharts and modify SpeedCharts.

Creating SpeedCharts

SpeedCharts are used in OAKS FIN as a shortcut to enter frequently used ChartField combinations thereby reducing keystrokes. Distribution Line pre-populates so there is no need for any manual ChartField entry.

Modifying SpeedCharts

Once a SpeedChart is created it can be modified to update or change the chartfields used.

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Creating SpeedCharts

Overview

Use this process to create SpeedCharts. SpeedCharts can be used in AP and/or PO. They can also be used in Direct Journals in AR. SpeedCharts are used in OAKS FIN as a shortcut to enter frequently used ChartField combinations thereby reducing keystrokes. When SpeedCharts are used, the Distribution Line pre-populates so there is no need for any manual ChartField entry.

SpeedCharts are specific to an agency or business unit. The agency determines the naming convention. For example, an agency's naming rule might be to add the division or institution acronym at the beginning of the SpeedChart Key.

Multi-line SpeedCharts can be created to allow split coding. Additionally, SpeedCharts with limited fields completed can be created. For example, agencies that commonly use the same Fund, ALI, Department, and Program can establish a SpeedChart and use it when vouchering. Only the Account needs added on each voucher.

- OAKS FIN role OH_AP_CONFIGURATION_PROCESSOR is needed to create SpeedCharts.

- Funds segregate accounting transactions for activities or objectives and correspond to the fund structure that the State used in legacy systems.
- The Account is a description for a purchase. Account values are classified in five broad account types: Asset, Liability, Equity, Revenue, or Expense.
- The ALI (appropriation line item) code is the legal spending authority authorized by the budget bill.
- The Department is the agency's numeric designation for the section responsible for the cost of the voucher or the source of the revenue.
- The Program ChartField describes a discrete activity within an agency's organization that is intended to provide a specific good or service in response to an identified social or individual need or problem.

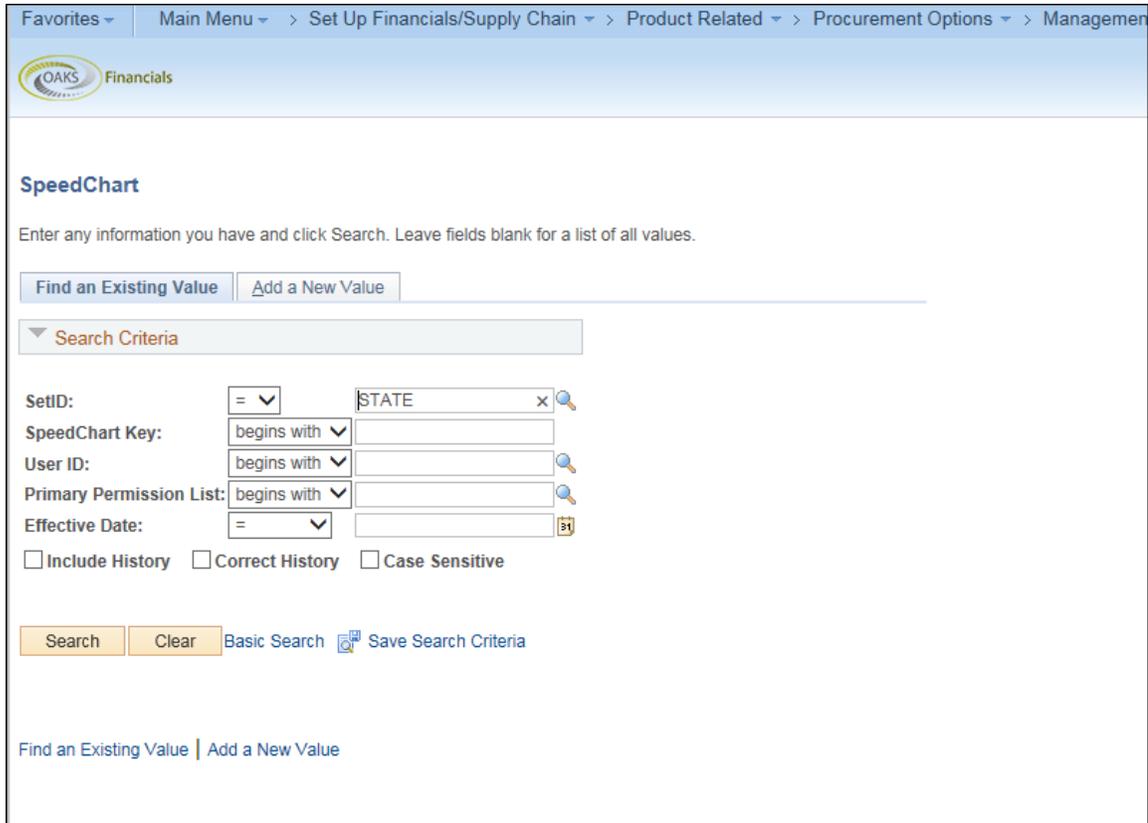
- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

Steps

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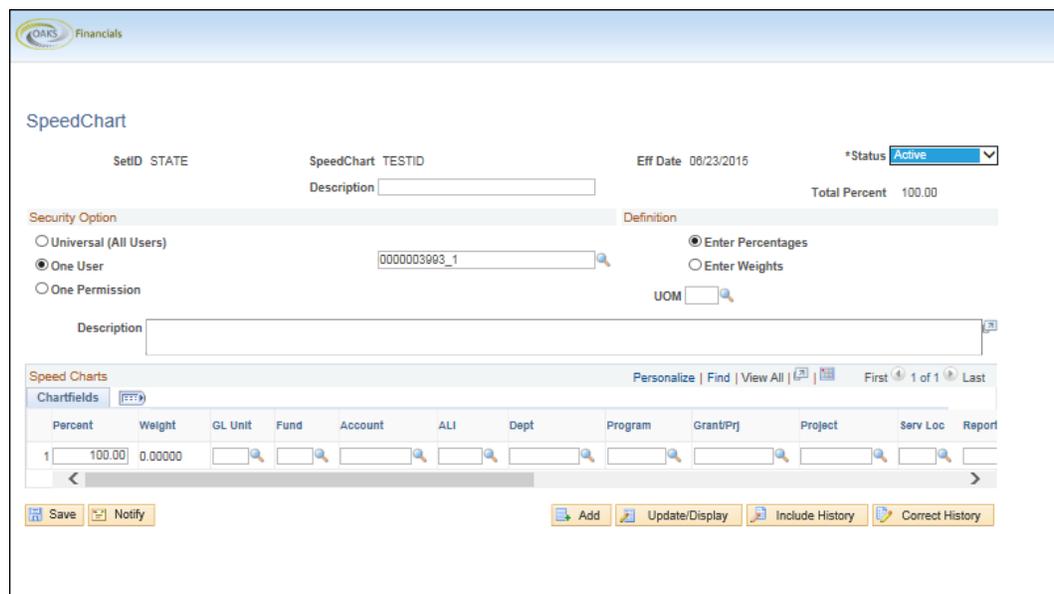
- **OAKS FIN > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart**



1. Click the **Add a New Value** tab.
2. Enter the agency's Business Unit code in the **SetID** field.
 - The SetID field will default to STATE and **must** be updated to reflect the agency's business unit.
3. Enter a name (max 10 alphanumeric characters) for the SpeedChart in the **SpeedChart Key** field.
 - The agency determines the naming convention. For example, an agency's naming rule might be to add the division or institution's acronym at the beginning of the SpeedChart Key.
 - The SpeedChart Key will be displayed when searching for the **SpeedChart** and cannot be modified once saved.

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4. Enter a **User ID** only if the SpeedChart will be available for a specific user. Otherwise, leave the field blank and it will be available for all FIN users within the agency.
5. Enter an **Effective Date**.
 - The SpeedChart can be used after this date. The default is the current date. The effective date must be prior to the date of the first transaction to use this SpeedChart.
6. Click **Add**.
 - The **SpeedChart** page displays.



7. Enter a **Description** up to 30 characters in length.
 - Refer to the agency's guidelines on what information should be entered.
 - The Description will be displayed when searching for the **SpeedChart**.
 8. Select the appropriate **Security Option** to define which users can access this SpeedChart.
 - Universal - All users in the agency.
 - One User - Only the user identified in the User ID field.
 - Since the permission option is the same as the agency's security setup, do not use the Permission option.
- [Click here to watch a quick tutorial on adding SpeedChart coding lines.](#)

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9. Enter "STATE" in the **GL Unit** field.
10. Enter the appropriate ChartFields needed for this SpeedChart:
 - **Fund**
 - **Account**
 - **ALI**
 - **Department**
 - **Program**
 - The agency may require or want to add additional ChartFields.
11. Scroll to the end of the row and click the **plus (+)** symbol to the right of the ChartFields to add a second line of coding.
 - Two lines of coding are used to split the cost between two funds, departments, etc. Fill the ChartFields out as before, but adjust the **Percent** fields of both rows to reflect the percentage that should come from each distribution. The percentages must add up to 100%.
12. Click **Save**.

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Modifying SpeedCharts

Overview

Use this process to modify existing SpeedCharts. SpeedCharts are used in OAKS FIN as a shortcut to enter frequently used ChartField combinations thereby reducing keystrokes. When SpeedCharts are used, the Distribution Line pre-populates so there is no need for any manual ChartField entry.

- OAKS FIN role needed to create SpeedChart:
 - Funds segregate accounting transactions for activities or objectives and correspond to the fund structure that the State used in legacy systems.
 - The Account is a description for a purchase. Account values are classified in five broad account types: Asset, Liability, Equity, Revenue, or Expense.
 - The ALI (appropriation line item) code is the legal spending authority authorized by the budget bill.
 - The Department is the agency's numeric designation for the section responsible for the cost of the voucher or the source of the revenue.
 - The Program ChartField describes a discrete activity within an agency's organization that is intended to provide a specific good or service in response to an identified social or individual need or problem.

Multi-line SpeedCharts can be created to allow split coding. Additionally, SpeedCharts with limited fields completed can be created. For example, agencies that commonly use the same Fund, ALI, Department, and Program can establish a SpeedChart and use it when vouchering. Only the Account needs added on each voucher.

- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

Steps

- **OAKS FIN FIN > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart**

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SpeedChart

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

SetID: = ▾ STATE 🔍

SpeedChart Key: begins with ▾

User ID: begins with ▾ 🔍

Primary Permission List: begins with ▾ 🔍

Effective Date: = ▾ 📅

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Enter the agency's Business Unit code in the **SetID** field.
 - The SetID field will default to STATE and must be updated to reflect the agency business unit.
 2. Check the **Correct History** box.
 3. Enter any other criteria necessary to find the code - for example, the SpeedChart.
 4. Click **Search**.
 - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
 - A list of Search Results displays. If only one result matches the criteria, it will display the SpeedChart rather than Search Results.
1. Click on the item to modify in the **Search Results** list.

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- The **SpeedChart** page displays.

SpeedChart

SetID OBM01 SpeedChart ADMN Eff Date 07/01/2014
 Description ADMN

Security Option **Definition**

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

Description

Speed Charts Personalize | Find | View All |

Chartfields

	Percent	Weight	GL Unit	Fund	Account	ALI	Dept	Program	Grant/Prj
1	<input type="text" value="20.00"/>	<input type="text" value="0.00000"/>	<input type="text"/>	<input type="text" value="GRF"/>	<input type="text"/>	<input type="text" value="042321"/>	<input type="text" value="OBM104000"/>	<input type="text" value="8000B"/>	<input type="text"/>
2	<input type="text" value="30.00"/>	<input type="text" value="0.00000"/>	<input type="text"/>	<input type="text" value="1050"/>	<input type="text"/>	<input type="text" value="042603"/>	<input type="text" value="OBM104000"/>	<input type="text" value="8020B"/>	<input type="text"/>
3	<input type="text" value="14.00"/>	<input type="text" value="0.00000"/>	<input type="text"/>	<input type="text" value="1050"/>	<input type="text"/>	<input type="text" value="042603"/>	<input type="text" value="OBM104000"/>	<input type="text" value="8040B"/>	<input type="text"/>
4	<input type="text" value="36.00"/>	<input type="text" value="0.00000"/>	<input type="text"/>	<input type="text" value="1050"/>	<input type="text"/>	<input type="text" value="042620"/>	<input type="text" value="OBM104000"/>	<input type="text" value="8055B"/>	<input type="text"/>

2. Make any modifications necessary.
3. Click **Save**.
 - View the ChartField combinations for the modified SpeedChart by clicking **Return to Search** and searching for the SpeedChart code that was modified. Do this after clicking **Save**.

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