**Creating a SpeedChart**

A SpeedChart is used as a template to help speed up data entry of distribution lines.

Navigate to: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedCharts*:

The *SpeedChart* page will load:

1. Click **Add a New Value** to create a new SpeedChart.

   ![Diagram of SpeedChart page with instructions and highlighted steps]

To find existing SpeedCharts, click **Search**.
To add or remove SpeedChart distribution lines, use the [+] and [-] buttons. Enter a description if needed, and click Save.

**Entering a Voucher Using a SpeedChart**

1. Enter a **Description** for the SpeedChart.
2. Ensure that **Status** is set to **Active**.
3. Select whether the voucher uses **Percentages** or **Weights**.
4. In the **SpeedCharts** section, enter distribution line information, as well as **Percent** or **Weight**.
When using a SpeedChart for Voucher Entry, enter the voucher just as you would a regular voucher. Note that it is possible to use SpeedCharts in conjunction with Control Groups.

In the **Invoice Lines** section of a Voucher, there is an option to include a SpeedChart:

After selecting a SpeedChart, the Voucher’s distribution lines will be automatically filled using the SpeedChart template:

**REMINDER**: The remaining Voucher information must be completed for proper voucher entry before saving.