**SPEED CHART**

SCROLL TO **SET UP FINANCIAL SUPPLY CHAIN**

SELECT **PRODUCT RELATED**

SELCECT **PROCUREMENT OPTION**

SELECT **MANAGEMENT**

SELECT **SPEED CHART**

CLICK TAB **ADD A NEW VALUE**

SET ID = Select a Business unit like UNDP1

SPEED CHART KEY: USE YOUR FIRST NAME or other naming convention

EFFECTIVE DATE **(TODAY’S DATE)**

PRESS: **ADD BUTTON**

ENTER DESCRIPTION**: e.g. PREMISES TEST**

# UNDER SECURITY

CHECK MARK **UNIVERSAL BOX**

# UNDER SPEED CHARTS

SCROLL TO THE RIGHT: **CLICK + BUTTON TO ADD 1 LINE**

(project is funded by >1 donor/Fund)

ENTER PERCENTAGES: **USE 50 IN EACH LINE**

ENTER GL UNIT IN EACH LINE AS UNDP1

LEAVE ACCOUNT BLANK (all accounts will be split the same way)

OPER UNIT = H03

DEPT: 16203

PROJECT: CLICK ON IT AND IN NEXT SCREEN

CLICK MAGNIFYING GLASS AND SELECT PC Business Unit eg. UNDP1

CLICK MAGNIFYING GLASS IN PROJECT BOX AND SELECT A PROJECT

PULL IN ACTIVITY1

CLICK OK

AGENT: UNDP

DONORS/FUND SELECT FROM THE LIST (2 DIFFERENT DONORS/FUND)

SAVE

GO TO MENU

SCROLL TO **ACCOUNTS PAYABLE HOME PAGE**

SELECT **VOUCHERS HOME**

CLICK **VOUCHER ENTRY**

CLICK **ADD A PNEW VALUE TAB**

SELECT BUSINESS UNIT = UNDP1

SELECT A VENDOR ID

INVOICE #: TEST

INVOICE DATE: TODAY’S DATE

GIVE INVOICE AMOUNT $500

CLICK ADD

IN THE INVOICE SCREEN

SCROLL TO **INVOICE LINES**

CLICK **SPEED CHART**

SEARCH

SELECT joys TEST

CLICK VIEW ALL

FILL IN ACCT

SELECT PAYMENT METHOD

SAVE