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## Creating a SpeedType

The Speedtype field is designed for users that frequently enter the same ChartField information for multiple entries. It's a type of easily-remembered "shortcut" for entering a full ChartField string.

Here is an example of a full ChartField string that must be entered repeatedly for processing journal deposits: 149-68011000-440400-8000-CRRNT

After creating the SpeedType shortcut of "ID Card" for the above ChartField string, the user can then populate the full ChartField string by choosing "ID Card" from the list of available SpeedType names.

A SpeedType is only used to populate a full or partial ChartField string in the journal lines. It is not an actual ChartField value such as Fund, Department, Project, etc. Therefore, it will not show on monthly financial reports or affect Commitment Control.

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## Navigation

1. Navigate through **Nav Bar > Main Menu > Financials > Set Up Financial/Supply Chain > Common Definitions > Design ChartField > Define Values** and click on the **User SpeedTypes** tab.
2. Click the **Add a New Value** tab.
3. Enter a name for the new SpeedType in the **SpeedType Key** field.

### User SpeedType

The screenshot shows a web interface for adding a new SpeedType. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons, there are three input fields: "SetID:" with the value "UFLOR" and a magnifying glass icon; "SpeedType Key:" with the value "ID CARD"; and "User ID:" which is currently empty. At the bottom of the form is an "Add" button.

4. Click **Add**.

- Enter the frequent ChartField string information into the appropriate fields

**SpeedType**

SetID UFLOM  Publish Data

SpeedType Key ID CARD

Type of SpeedType One User User ID 95639110

Description ID Card

Department	68011000	BS-ID CARD OPERATIONS
Fund Code	149	AUX - OTHER FUNDS
Program Code	8000	DEPARTMENTAL SALES & SERVICES
Account	440400	SALES & SERVICES - INTERNAL
Source of Funds		
Budget Reference	CRRNT	CURRENT BUDGET
Dept Flex		
EmplID		
PC Business Unit		
Project		
Activity		
Source Type		
Category		
Subcategory		
CRIS		

When complete, click the **Save** button.

**NOTE:** If desired, you can create additional SpeedTypes by clicking the **Add** button.

- Navigate to the Create Accounting Entries screen **Main Menu>Accounts Receivable>Payments>Direct Journal Payments>Create Accounting Entries**

Accounting Entries | Deposit Control

Unit 6400      Deposit ID 30473      Payment RDC      Seq 1

Amount 1.00 USD

Complete      Entry Event

Budget Status Documents

Distribution Lines										
ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details						
Speed Type	Distribution Sequence	Line Amount	Currency	*Account	Source	Fund	Dept	Program	Bud Ref	
1 Speed Type		1	USD							
<b>Total</b>										
Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000	

7. Click the **Speed Type** button.
8. Click the **Search** icon, then the **Look Up** button.
9. Select the appropriate **SpeedType Key** from the search results list.

SetID: UFLOR

SpeedType Key: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

SpeedType Key	Description
ID CARD	ID Card
TEST	(blank)
TMUSERS	TMUSERS
TMUSERS1	TMUSERS1

10. Confirm all appropriate ChartField values populate appropriately in the distribution line.  
**NOTE:** At this point, users can edit information as necessary. Sometimes a user can only set up a portion of the ChartField that will always remain the same for example; (Dept, Fund, Program) then the GL Account, Flex, Source, Project may be different.
11. Click the **Lightning Bolt** icon to save entry.

Accounting Entries Deposit Control

Unit 6400 Deposit ID 30473 Payment RDC Seq 1

Amount 1.00 USD

Complete Entry Event Documents

Budget Status

Distribution Lines Personalize Find View All First 1 of 1 Last

ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details					
Distribution Sequence	Line Amount	SpeedType Key	Currency	*Account	Source	Fund	Dept	Program	Bud Ref
1	1	ID CARD	USD	440400		149	68011000	8000	CRRNT

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu
- Policies and Directives,
  - Contact Treasury Management at 392-9057 or tmhelp@admin.ufl.edu
  - Refer to Cash Handling and Controls at <http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/>

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University of Florida, Gainesville, FL 32611