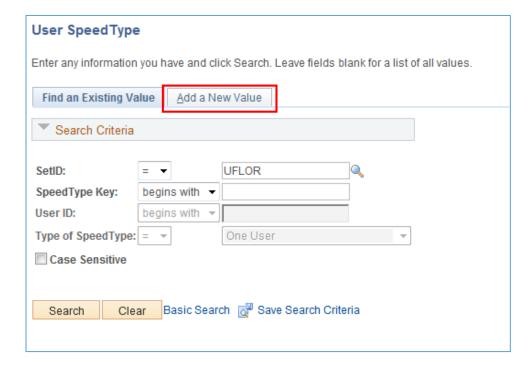## Creating a SpeedType

The SpeedType field is designed for users that frequently enter the same ChartField information. Below is an example of an online journal entry that is entered repeatedly using the same ChartField string.

In this example the ChartField string is 149-68011000-440400-8000-CRRNT. After creating the SpeedType "ID Card" for this particular ChartField string, the user can then populate the full ChartField string in line one (1) by choosing the Speed type name of "ID Card".
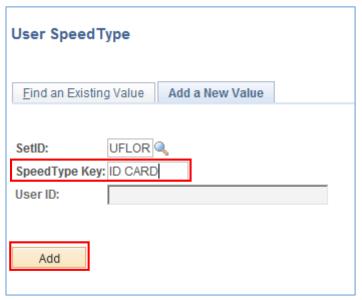
The SpeedType is only used to populate a full or partial ChartField string in the journal lines; it is not an actual ChartField value such as Fund, Department, Project, etc. It therefore will not show in locations such as the Monthly Financial Report or affect Commitment Control.
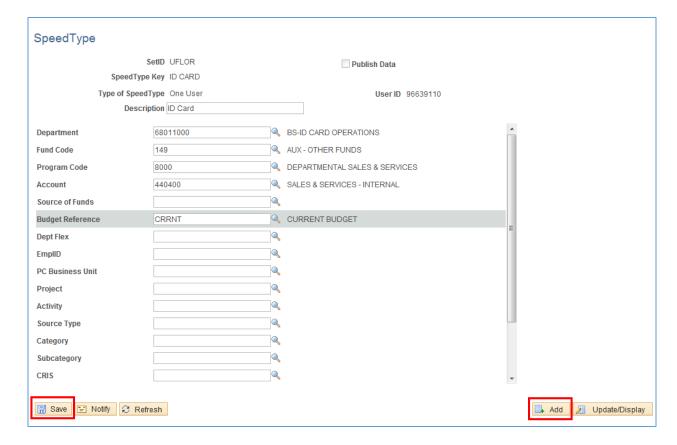
Navigation
1. Click the **Main Menu** button.
2. Click the **Set Up Financial/Supply Chain** menu.
3. Click the **Common Definitions** menu.
4. Click the **Design ChartField** menu.
5. Click the **Define Values** menu.
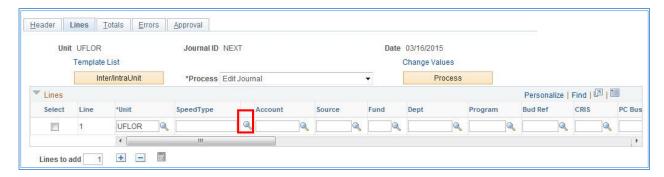6. Click the **User SpeedTypes** tab.

7. Click the **Add New Value** tab.

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User SpeedType

| Find an Existing Value | **Add a New Value** |

SetID: UFLOR 🔍

SpeedType Key: ID CARD

User ID:

Add

8. Enter a name for the new SpeedType in the **SpeedType Key** field.
9. Click **Add**.

SpeedType

SetID UFLOR   ☐ **Publish Data**
SpeedType Key ID CARD
Type of SpeedType One User   User ID 96639110
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		🔍	

🖫 Save   🖃 Notify   ♻ Refresh   🗋 Add   🗐 Update/Display

10. Enter the frequent ChartField information.
11. Click **Save**.
12. If needed, it is possible to add another SpeedType from this screen by clicking the
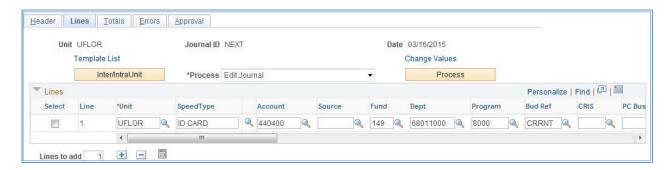   **Add** button.

13. Navigate to the online journal entry.

14. Click on **magnifying glass next to the SpeedType ChartField**.

15. Check the box next to the appropriate **SpeedType**.
16. Click the **OK** button.

17. The selected SpeedType ChartField data will automatically populate the journal line. From here, users are able to edit information as necessary.

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If you need help with…

• Technical issues, contact the UF Help Desk:
  392-HELP
  helpdesk@ufl.edu

• Any other issues, contact the General Accounting Department:
  392-1326
  gahelp@ad.ufl.edu
  http://www.fa.ufl.edu/departments/general-accounting/

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