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

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.
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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