

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 "shortcut" for entering a full ChartField string.

Here is an example of a full ChartField string that must be entered repeatedly for processing direct 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.

NAVIGATION

Login to myUFL with your GatorLink username/password.

- 1. Click Nav Bar > Main Menu > Financials
- 2. Click Set Up Financial/Supply Chain > Common Definitions > Design ChartField > Define Values
- 3. Click on User SpeedTypes tab

CREATE A SPEEDTYPE

- 4. Click the Add a New Value tab.
- 5. Enter a name for the new SpeedType in the **SpeedType Key** field.

Find an Exis	ting Value	Add a New Value	
SetID:	UFLOR	2	
SpeedType K	ey: ID CARE		
User ID:			

6. Click Add.

7. Enter the frequent ChartField string information into the appropriate fields.

SDI	SettD UFLOR HedType Key ID CARD	Dublish Data		
	SpeedType One User	UserID 96639110		
	Description ID Card			
Department	68011000	S-ID CARD OPERATIONS	-	
Fund Code	149	AUX - OTHER FUNDS		
Program Code	8000	CEPARTMENTAL SALES & SERVICES		
Account	440400	SALES & SERVICES - INTERNAL		
Source of Funds		0.		
Budget Reference	CRRNT	Q CURRENT BUDGET		
Dept Flex		0.	1	
EmpliD		9.		
PC Business Unit		0.		
Project		0.		
Activity		0		
Source Type	-	9.		
Category		0.		
Subcategory		0.		
CRIS		9	-	

- When complete, click the Save button.
 NOTE: If desired, you can create additional SpeedTypes by clicking Add button.
- Navigate to the Create Accounting Entries screen Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries.

Unit 6400		Deposit ID 30473			Pa	yment RDC			Seq 1	
Amount	1.00 USD			1	and The				1000	
Comple		Entry Event	Q.							
udget Status								Documents		
istribution Lines						Personali	ze Fi	nd View All	First 🕢	t of t 🛞 La
	/ Details <u>B</u> udget	Journal Reference Inf	formation	Distributi	on Creation			nd View All [7]	First 🛞	1 of 1 🏵 La
ChartFields Currency	1.7. 5	Journal Reference Inf	formation *Accourt		on Creation Source				First S	Bud Ref
ChartFields Currency	tribution					/ Update De				
ChartFields Currence Speed Type Dis	tribution	mount Currency				/ Update De	tails		Program	

- 10. Click the **Speed Type** button.
- 11. Click the **Search** icon, then the **Look Up** button.

			Help
SetID: SpeedType Key:		UFLOR	^
Look Up	Clear Cano	Basic Lookup	1
Search Results	8		
		Last	
View 100 First (SpeedType Key		Lest	- 1
View 100 First (SpeedType Key	🚯 1-4 of 4 🚯 1	Last	
View 100 First (SpeedType Key	 1-4 of 4 Description 	Ləst	
D CARD	1-4 of 4 Description ID Card	Last	v

12. Select the appropriate **SpeedType Key** from the search results list.

13. 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.

14. Click Lightning Bolt icon to save entry.

Unit	6400		Deposit ID 30473			Payn	nent RDC		Seq	t
Amount		1.00 USD			移 🗷	F				
	Complete		Entry Event	Q						
Budget Status								Document	ts	
Distribution Line	15						Personalize	Find View All	First) 1 of 1 🕑 La
Distribution Line ChartFields	Currency Details	Budget	Journal Reference	Information	Distribu	ition Creation / I			First	0 1 of 1 🛞 La
	Currency Details	L	Journal Reference	Information	Qistribu				Program	9 1 of 1 🛞 La Bud Ref
ChartFields Distribution	Currency Details	SpeedTyp	-		<u>D</u> istribu	tion Creation / I	Update Details			
ChartFields Distribution	Currency Details	SpeedTyp	e Key Currency	*Account		tion Creation / I	Update Details Fund	Dept	Program	Bud Ref
Distribution Sequence	Currency Details	SpeedTyp	e Key Currency	*Account		tion Creation / I	Update Details Fund	Dept	Program	Bud Ref

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu Policies and Directives Banking & Merchant Services

352-392-9057 TM DepositSupport@admin.ufl.edu