

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

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

The screenshot shows a web form titled "User Speed Type". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs, 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 left of the form, there is a yellow "Add" button.

6. Click **Add**.

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

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

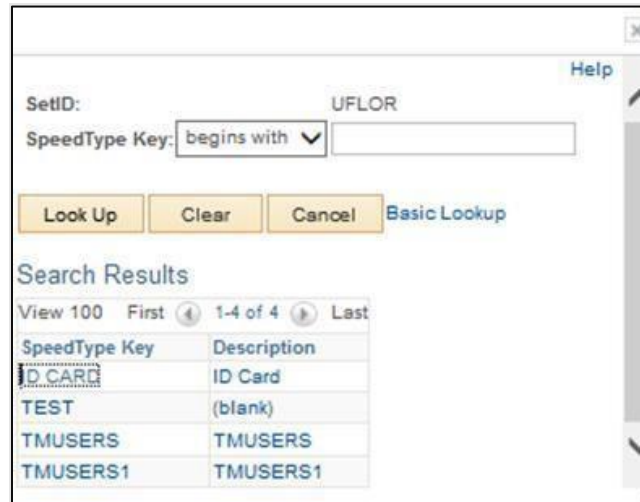
NOTE: If desired, you can create additional SpeedTypes by clicking **Add** button.

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

10. Click the **Speed Type** button.

11. Click the **Search** icon, then the **Look Up** button.

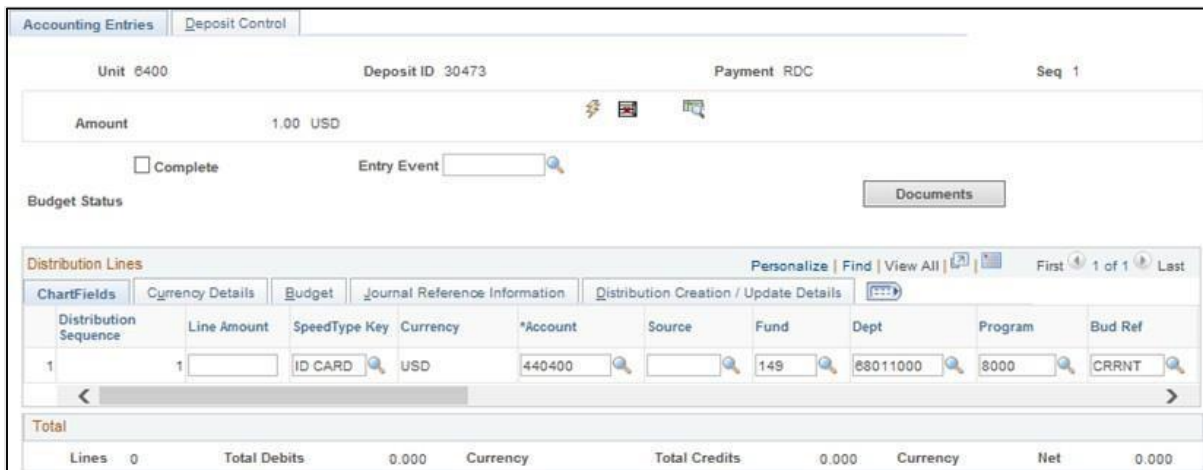
12. Select the appropriate **SpeedType Key** from the search results list.



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.



FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
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helpdesk.ufl.edu

Policies and Directives

Banking & Merchant Services
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