GL.010.011 - CREATING AND MAINTAINING SPEEDTYPES

Purpose	• To identify the purpose of a SpeedType. • To identify where SpeedTypes can be used. • To create a SpeedType.
Description	SpeedTypes are a type of code representing a combination of ChartField values, which simplify the entry of ChartFields commonly used together. SpeedTypes can be used in General Ledger and budget transactions only. SpeedTypes are not available for use in other modules. Any General Ledger accounting user can add SpeedTypes. When creating SpeedTypes, users can designate access to it for one user or for all users.
Security Role	BOR_GL_CHARTFIELDS
Dependencies/ Constraints	Note the difference between SpeedTypes and SpeedCharts. SpeedTypes are for use in General Ledger and budget transactions, and are not available for use in other modules. SpeedCharts are used in Accounts Payable and Purchasing.
Additional Information	None

Procedure

Below are step by step instructions on how to create a SpeedType.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Design ChartFields** link.
6.	Click the **Define Values** link.
7.	Click the **SpeedTypes** link.
8.	Click the **Add a New Value** tab.
9.	Enter a SpeedType Key name in the **SpeedType Key** field.
10.	Users can utilize either a single **User ID** that allows only one user access to the SpeedType or a Universal SpeedType available to all users. • Option 1: Select a User ID that allows only one user to access the SpeedType by either entering the specific User ID into the field or selecting the spyglass icon to search for a user. • Option 2: Use a Universal SpeedType by leaving the User ID blank and clicking the Add button.
11.	Leave the **Primary Permission List** field blank as Georgia*FIRST* Financials does not utilize this field.
12.	Click the **Add** button. The system navigates to the SpeedType page.
13.	Enter a Description in the **Description** field.
14.	Enter each ChartField value into the corresponding field. Users may include any combination of these fields needed to build the SpeedType.
15.	Click the **Save** button.
16.	After saving the SpeedType, ChartField titles appear. At this point, users can apply the SpeedType to transactions.