



Maintaining SpeedTypes

UGA Financials Management System
General Ledger



OneSource
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Today's Agenda

- Introductions
- Understanding SpeedTypes and Accounting Tags
- Adding a New SpeedType
- Deleting a SpeedType
- Summary and assignments



Objectives

By the end of this training, you will be able to:

- Describe what SpeedTypes are and how they are used
- Add a new SpeedType and use it in a transaction
- Delete a SpeedType

Understanding SpeedTypes and Accounting Tags

Maintaining SpeedTypes



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Changes from Legacy

The old chartstring



12 digit Account Code with a 5 digit Object Code = 17 total characters

Chartstring includes 11 individual ChartFields (not all required); SpeedTypes and Accounting Tags are used as entry shortcuts

▼ Lines												Personalize	Find		
Select	Line	*Unit	*Ledger	SpeedType	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref				
<input type="checkbox"/>	1	18000	ACTUALS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personalize								Find		
PC Bus Unit	Project	Activity	An Type	ChartField 1	Fund Affil	Amount	Budget Date			
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	03/06/2018			



Purpose of SpeedTypes/Accounting Tags

These are shortcuts of two or more ChartFields:

1. Used as a “Quick Entry” method in the UGA Financial Management System
 - They are only a shortcut entry and are not stored on the PeopleSoft transaction. As soon as they are entered the actual ChartFields appear
2. Used as a “Quick Entry” method in other systems
3. Used as the only entry method in some systems
 - Some 3rd party systems can’t accept a full Chart String, so the SpeedType is used instead



SpeedType or Accounting Tag?

- Different PeopleSoft Modules use different names for the “short cuts” for entry
- UGA has decided to sync these two types of short cuts for efficiency
- All SpeedTypes created in the GL Module create an equal Accounting Tag for AP and Expenses
- As we talk about SpeedType, we also mean Accounting Tag

The SpeedType Maintenance Process

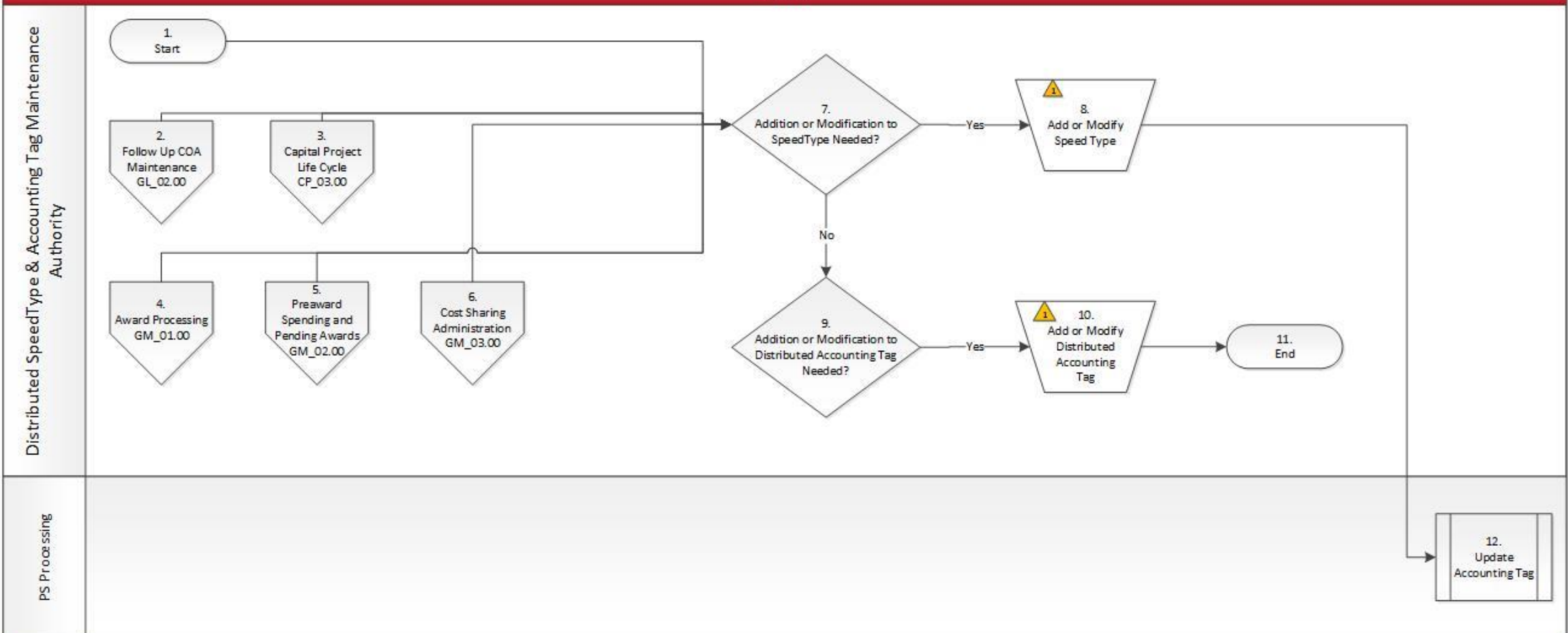
Function: General Ledger

Process Owner: Central Accounting

Process: SpeedType & Distributed Accounting Tag Creation/Maintenance

Date: 07/31/2017

Draft



Use in UGA Financial Management System

SpeedType is NOT STORED on the transaction.

- It is simply used for data entry
- You cannot query or report against it
- It does not have to be “complete” (include all ChartFields)
 - It may only enter some of the required ChartFields so that the user will record the rest.

Incomplete: What Chart Fields are included?

- Consist of 2 or more Chart Fields.
- SpeedTypes do not include Account Code or Budget Reference
- Incomplete tags can contain any combination of the remaining Chartfields: Fund, Program, Class, Department ID, Operating Unit, ChartField1 or Project ID
- If you use a Project ID, you are required to have a PC Business Unit and an Activity ID



Complete: What Chart Fields are included?

A complete SpeedType/Accounting Tag includes the following chart fields:

<i>Expenditure and Revenue Transactions:</i>
<i>Fund</i>
<i>Program</i>
<i>Class</i>
<i>Department ID</i>
<i>Operating Unit (if used)</i>
<i>Chartfield1 (if used)</i>
<i>Project ID (if used)</i>
<i>PC Business Unit (required if Project ID is Used)</i>
<i>Activity ID (required if Project ID is used)</i>

Important to remember (Works)

- **SpeedType is STORED and Required**
 - You can query and report against it
 - Full Chartstring is NOT available
 - You cannot edit individual ChartFields
 - It has to be a Complete SpeedType



Good to know (Works)

- Only Complete SpeedTypes come over from Financials to Works
- Speedtypes must contain the fields in **Blue**
- SpeedTypes may contain the fields in Black

Fund **Program** **Class** **Department ID**

Operating Unit Chartfield 1 Project ID

PCBU & Activity ID (these are required if Project ID is used)

Important to remember (UGAmart)

- **SpeedType is STORED if not edited**

- You can query and report against it
- You can use it to start an entry and then edit individual Chart Fields but you lose the ability to report against it
- It does not have to be “complete”



Good to know (UGAmart)

- All SpeedTypes come over from Financials
- Final Transactions must contain the fields in **Blue**
- Final Transactions may contain the fields in Black

Fund **Program** **Class** **Department ID**

Operating Unit Chartfield 1 Project ID

PCBU & Activity ID (these are required if Project ID is used)

Quick Reference Guide: Systems using SpeedTypes

Complete SpeedType/Accounting Tag vs Incomplete SpeedType/Accounting Tag

PeopleSoft Module Or Third Party System	Use of SpeedType is REQUIRED and the SpeedType must be complete.	Use of Accounting Tag is optional. If Accounting Tag is used it can be complete or incomplete*.	Use of SpeedType is optional. If SpeedType is used it can be complete or Incomplete*.	SpeedType/Accounting Tag is NOT used.
Works (PCard)	X			
Expense Module		X		
AP Module Payment Request		X		
General Ledger Module			X	
Commitment Control Module			X	
UGAmart			X	
Hyperion				X
Click (Pre-Award)				X
Billing Module				X
Accounts Receivable Module				X
Vehicle Rental (FMD)				X
Work Request Site (FMD)			X	
Financial Look-Up (FMD)			X	

*If an incomplete SpeedType/Accounting Tag is used on a transaction, any additional required chart fields needed for the transaction can be added on the transaction entry page.



Creating a SpeedType and Accounting Tag

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When a SpeedType is No Longer Needed

- To make searching for SpeedTypes shorter, you should delete those you no longer need.
- An automatic process that is run every 30 minutes will remove the related Accounting Tag. Please note that this enhancement was made in June of 2022. Prior to that enhancement, it was necessary to separately inactivate the Accounting Tag.

OneSource Training Library Practice

- Practice
 - Deleting a SpeedType





Terminology to Remember

- SpeedTypes
 - Complete
 - Incomplete
- Accounting Tags
- Chartstrings
- ChartFields

Wrap Up

Maintaining SpeedTypes



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Summary

- SpeedTypes and Accounting Tags are both used as shortcuts to enter the many ChartFields used on each financial transaction. After you create a SpeedType, a corresponding Accounting Tag will be created
- SpeedTypes are used in GL transactions and in the other financial systems – Works and UGAmart
- Accounting Tags are used in Accounts Payable and Expenses
- The OneSource Online Library contains information on how to create and delete SpeedTypes and how to inactivate Accounting Tags



Resources

- [OneSource Online Library](https://training.onesource.uga.edu): training.onesource.uga.edu
- References in the OneSource Online Library
 - Creating a SpeedType and an Accounting Tag
 - Deleting a SpeedType
- OneSource website [Speedtypes](#)
- [General Ledger Crosswalk](#)



Other GL Courses

- Working with GL Journals
- Working with Budget Journals

Contact Us

Project Information

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The screenshot shows the OneSource website header with the University of Georgia logo and a search bar. Below the header, there is a main content area with a 'Training: May - June 2018' announcement and a 'Learn more' link. To the right of this announcement is a 'Training Information' box with the dates 'May - June 2018' and a contact email 'onesource@uga.edu'. Below the main content area is a grid of six navigation buttons: 'UGA Budget Management System', 'UGA Financial Management System', 'OneUSG Connect System', 'Data Analysis and Reporting', 'Resources', and 'Help'. To the right of the grid is a 'Highlights' section with a list of updates and news items.

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OneSource search by keyword(s)

Training: May - June 2018

Registration is now open and available for May - June 2018 training courses.

[Learn more](#)

Training Information

May - June 2018

For more information, contact onesource@uga.edu

UGA Budget Management System

UGA Financial Management System

OneUSG Connect System

Data Analysis and Reporting

Resources

Help

Highlights

- UGA Budget Management System
- HCM Business Process Review and Forum: April 30, May 1, and May 3
- Monthly Status Call - May 17
- Readiness Kit
- Spring 2018 Key Messages
- Learn about who is your Change Champion Project Coordinator



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