



Using SpeedTypes in UGAmart and Works

UGA Financial Management System

Purchasing



OneSource
UNIVERSITY OF GEORGIA

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Changes from Legacy

The old chartstring



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

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

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

Personalize Find [X] [Grid]							
PC Bus Unit	Project	Activity	An Type	ChartField 1	Fund Affil	Amount	Budget Date
							03/06/2018



Purpose of SpeedTypes/Accounting Tags

These are shortcuts of two or more ChartFields:

- Used as a “Quick Entry” method in the UGA Financial Management System
- As soon as a SpeedType is entered the actual ChartFields appear on the accounting distribution line and the SpeedType disappears.
- Does not include the Account or Budget Reference.

There is one person in each college or unit designated to create SpeedTypes as needed.



Complete vs. Incomplete

SpeedTypes can be Complete or Incomplete

- A complete SpeedType has all of the ChartFields required to process a transaction.
 - Fund
 - Program
 - Class
 - Department ID
- Incomplete SpeedTypes do not have all of the required Chartfields so that the initiator must enter the missing fields on each transaction



Incomplete: What Chart Fields are Included?

- Consist of 2 or more Chart Fields.
- 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 on the accounting distribution line



Complete SpeedTypes

The ChartFields required for a complete SpeedType may include:

- Fund
- Program
- Class
- Department ID
- Operating Unit (if used)
- ChartField 1 (if used)



Complete SpeedTypes

Regular Transactions

- Fund
- Program
- Class
- Department ID
- Operating Unit (if used)
- ChartField 1 (if used)

Sponsored or Non-Sponsored Projects also need

- Project ID
- PC Business Unit
- Activity ID



SpeedTypes in UGAmart

- Sync from UGA Financial Management System
- Usage is optional
- If you enter a SpeedType on your purchase request, it is stored and you can query and report against it in UGAmart
- It does not have to be complete
 - You can use it to start an entry and then edit individual Chart Fields but you lose the ability to report against it

ChartFields Used in UGAmart

Required ChartFields

- Account
- Budget Reference
- Fund
- Program
- Department
- Class

Optional ChartFields

- Operating Unit
- Project-Activity
- ChartField 1

Accounting Codes											
SpeedType	Account	Budget Reference	Fund	Program	Department	Class	Non-Restricted Federal Funds	Operating Unit	Project-Activity	Restricted Federal Funds	ChartField 1
++ "Open ChartFields"	no value Required field	no value Required field	no value Required field	no value Required field	no value Required field	no value Required field	no value	no value	no value	no value	no value

SpeedTypes in Works

- SpeedType entry is **Required**
- SpeedType is stored
- SpeedTypes you use must be complete
- You cannot edit individual ChartFields because they are not available

Allocation Details - TXN00001033 - ACCOUNTING, AUDITING AND B CO. 03/21/2018 | Source Amount: 67.51 USD

Purchase Amount: 67.51 Tax Amount: 4.72 Allocation Total: 67.51 | 100% Variance: 0.00

Comp/Vol/Auth	Amount	Sales Tax	Description	GL01: SpeedType	GL02: Account
1	62.79	4.72	ACCOUNTING, AUDITING AND B CO. - Purchase	14ELLSUEDUC	714101

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	62.79	4.72	0.00	306021535

Adjust Amount

Save Save and Allocate Next Close

ChartFields Used in Works

Required ChartFields

- SpeedType
- Account

Optional ChartFields

- None

Allocation Details - TXN0001033 - ACCOUNTING, AUDITING AND B CO.

Purchase Amount: 67.51 Tax Amount: 4.72 Allocation Total: 67.51 | 100% Variance: 0.00

Reference	Tax Status	Goods & Services	Tax Total
	Sales Tax Included	62.79	4.72

GL01: SpeedType

- 14COLLECTR | UGAF
- 14DIETZCON | UGAF DIETZ
- 14EDUCWOR | EDUCATIONAL ART WORKSHOPS
- 14ELLSSEUC | UGAF ELLIS ED
- 14GMOADEV | GEORGIA MUSEUM OF ART
- 15IADERHLD | UGAF OC

GL02: Account

Shipping ZIP

306021535

Save Save and Allocate Next Close

What If SpeedTypes Need to be Changed or Deleted?

- Consult with the person in your college or unit who creates the SpeedType
- They can edit or delete existing SpeedTypes

Resources

- [OneSource website Resources page](#)
- [OneSource Training Library](#)
 - Additional training available on Purchasing and SpeedTypes in the Library

Contact Us

Project Information
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The screenshot displays the OneSource website for the University of Georgia. At the top, the header includes the University of Georgia logo and the OneSource logo, along with a search bar. The main content area features a 'Training: May - June 2018' announcement stating that registration is open for May and June 2018 training courses, with a 'Learn more' link. To the right, a 'Training Information' box highlights the 'May - June 2018' period and provides contact information: 'For more information, contact onesource@uga.edu'. Below the training announcement, there are six navigation buttons: 'UGA Budget Management System', 'UGA Financial Management System', 'OneUSG Connect System', 'Data Analysis and Reporting', 'Resources', and 'Help'. On the right side, a 'Highlights' section lists several items: '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', and 'Learn about who is your Change Champion Project Coordinator'.



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