

Using SpeedTypes in UGAmart and Works UGA Financial Management System Purchasing



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Changes from Legacy 000 73300 196 GH The old chartstring 10 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 | 💷 | Select Line *Unit *Ledger SpeedType Account Fund Dept Program Class Bud Ref Q ACTUALS Q 1 18000 0 Q Q Q Q 0 ≮ Personalize | Find | 💷 | 🔜 PC Bus Unit Project Activity An Type ChartField 1 Fund Affil Amount Budget Date Q Q 03/06/2018 Q Q 0

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

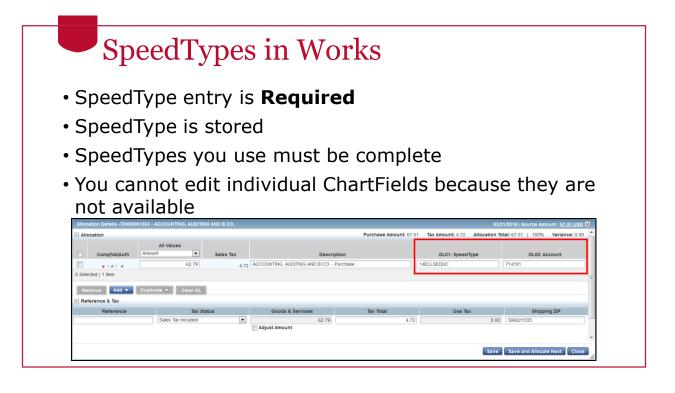
Required ChartFields

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

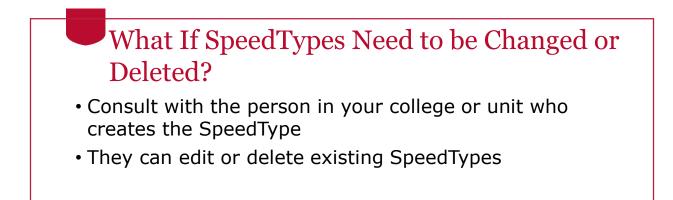
Optional ChartFields

- Operating Unit
- Project-Activity
- ChartField 1

| | | | | | | Accounting C | odes | | | | |
|-----------------------------|--|-------------------------------|--|-------------------------------|-------------------------------|--|---------------------------------|----------------|----------------------|-----------------------------|--------------|
| 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 | | | | |

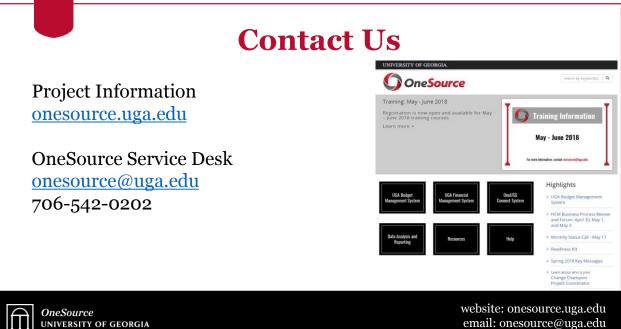


| Require | ed ChartF | ields | Optio | onal Cha | rtFields |
|--|--|---|-----------------------------|---|---|
| Speed7 | vne | | • Non | P | |
| Specu | 120 | | | | |
| Accoun | t | | | | |
| | - | | | | |
| Ilocation Details -TXN000010 | 3 - ACCOUNTING, AUDITING AND B CO. | | | | 03/21/2018 Source Amount : 67.51 USD 🗙 |
| Allocation | | | Purchase Amount | : 67.51 Tax Amount: 4.72 Allocatio | |
| | All Values | | | | n Total: 67.51 100% Variance: 0.00 |
| Comp[Val]Auth A | mount Sales Tax | Descripti | ion | GL01: Speed Type | |
| Comp Val Auth A | mount Sales Tax | Descripti 72 ACCOUNTING, AUDITING AND B CO Pu | ion | GL01: SpeedType | n Total: 67.51 100% Variance: 0.00 |
| Selected 1 item | sales Tax 62.79 4. | | ion | GL01: SpeedType | n Total: 67.51 100% Variance: 0.00 |
| ComplVallAuth A | mount Sales Tax | | ion | GL01: SpeedType | n Total: 67.51 100% Variance: 0.00 |
| ComplVallAuth | sales Tax 62.79 4. | | ion | GL01: SpeedType 14COLLECTR UGAF COLLECTORS FUND MOREH 14DIETZCON UGAF DIETZ CONSERVATMOREH 14EDUCWOR EDUCATIONAL | n Total: 67.51 100% Variance: 0.00 |
| ComplVallAuth | nount G2.70 | 72 ACCOUNTING, AUDITING AND B CO Pu | lon ırchase | GL01: SpeedType 14COLLECTR UGAF COLLECTORS FUND MOREH 14DIETZCON UGAF DIETZ CONSERVATMOREH 14EDUCWOR EDUCATIONAL | 1 Total: 67.51 100% Variance: 0.0 GL02: Account |
| ComplVallAuth A x I V I V ed 1 item ove Add V Du rence & Tax | nount G2.70 | ACCOUNTING, AUDITING AND B CO Pu Goods & Services | ion urchase Tax Total | GL01: SpeedType 14COLLECTR UGAF COLLECTORS FUND MOREH 14DIETZCON UGAF DIETZ CONSERVATIMOREH 14EDUZWORI, EDUCATIONAL ART WORKSHOPS 14ELLEBOUG UGAF ELLIS ED | Total: 67.51 100% Variance: 0.00 |
| ComplVallAuth A x V V ted 1 item nove Add V Du erence & Tax | nount Sales Tax 62.79 4 plicate Clear GL Tax Status | ACCOUNTING, AUDITING AND B CO Pu Goods & Services 62.70 | ion urchase Tax Total | GL01: SpeedType 14COLLECTR UGAF COLLECTORS FUND MOREH 14DIETZCONIGAF DIETZ CONSERVATIMOREH 14EDUCWOR EDUCATIONAL ART WORKSHOPS | Total: 67.51 100% Variance: 0.00 GL02: Account Shipping ZIP |



Resources

- <u>OneSource website Resources page</u>
- OneSource Training Library
 - Additional training available on Purchasing and SpeedTypes in the Library



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