

State of Oklahoma Training

Speed Type Instructions

Office of Management & Enterprise Services



OKLAHOMA

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Speed Types Overview

Speed Types can be used in General Ledger and Accounts Receivable modules. For purposes of this document, the following screen prints were taken from Accounts Receivable.

Users often have common transactions in which they must enter the same combination of ChartField values repeatedly. By creating shortcut keys called Speed Types for these frequently used combinations of ChartFields, users can increase deposit entry efficiency and reduce errors.

Assume that a user regularly posts deposits to a specific ChartField string. Each time the user creates a deposit entry for this type of transaction, they enter the same business unit, account, sub-account, fund type, class-funding, dept, CFDA#, and Program Code. Using a Speed Type key that the user defines, they can type in one alphanumeric code that automatically enters most of these ChartField values.



Step 1 – Set Up Speed Type

Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define Speed Type

SpeedTypes

Find an Existing Value Add a New Value

*SetID 09000

*SpeedType Key REVOLVING

User ID

Primary Permission List

Add

SETID – Enter Business Unit number.

Speed Type Key – Assign a meaningful name to the Speed Type based on the accounting distribution defined in the Speed Type, (be descriptive to help determine the type of Speed Type you are using).

User ID – Enter User ID.

NOTE: A Speed Type can be shared with others within agency if leaving User ID blank.

Click the **Add** button. The Speed Type page will appear.



Speed Type Page

Speed Type

SetID 09000
☐ Publish Data

SpeedType Key REVOLVING

Type of SpeedType One User
User ID BBENN06

Description

Account	<input type="text"/>	
Sub-Account	<input type="text"/>	
Fund Type	<input type="text" value="1000"/>	General Fund - No Divisions
Class-Funding	<input type="text" value="20000"/>	Revolving Fund
Dept	<input type="text" value="1000001"/>	Administration
Bud Ref	<input type="text"/>	
CFDA#	<input type="text"/>	
Program	<input type="text" value="NP000"/>	NO_PROGRAM
PC Business Unit	<input type="text"/>	
Project	<input type="text"/>	
Activity	<input type="text"/>	
Source Type	<input type="text"/>	
Category	<input type="text"/>	
Subcategory	<input type="text"/>	
Operating Unit	<input type="text"/>	

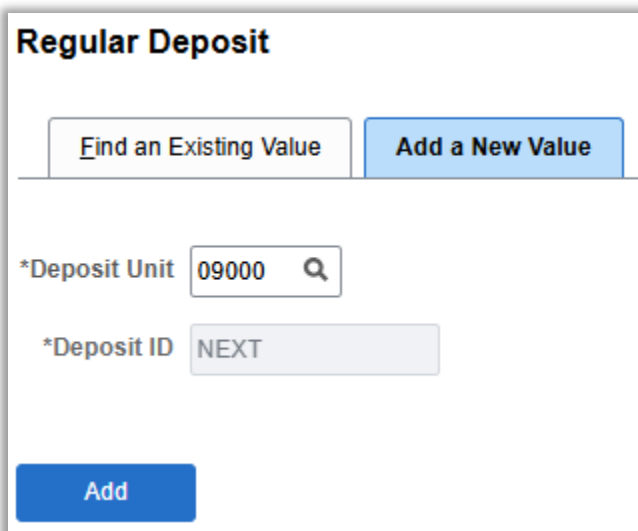
Enter the desired chartfield values to be assigned to the Speed Type. The number of chartfields entered can vary based on the user's preference.

Once the chartfields have been entered, **click** the **Save** button. This completes the setup of Speed Types.




Step 2 – Use the Speed Type in the Deposit Entry

Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit > Add a New Value Tab

A screenshot of a web form titled "Regular Deposit". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being highlighted in blue. Below the tabs, there are two input fields. The first is labeled "*Deposit Unit" and contains the text "09000" followed by a magnifying glass icon. The second is labeled "*Deposit ID" and contains the text "NEXT". At the bottom left of the form is a blue button labeled "Add".

Regular Deposit

[Find an Existing Value](#) [Add a New Value](#)

*Deposit Unit 

*Deposit ID

[Add](#)

Click the [Add](#) button to view the Regular Deposit pages.



Regular Deposit Page

Totals

Payments

Unit: 09000
Deposit ID: NEXT
Delete Deposit

BatchCode
99
*
11/08/2024
Accounting
Date:
7628
*Bank
Code:
0030
*Bank
Account:
4209000314_090
*Deposit
Type:
C
BancFirst
Control Currency: USD
Format Currency: USD
Rate Type: CRRNT
Customer
Exchange Rate: 1.00000000

Control Totals

Control Total Amount:	100.00	*	Count:	1
Entered Total Amount:	0.00		Count:	1
Difference Amount:	100.00		Count:	0
Posted Total Amount:	0.00		Count:	0
Journalled Total Amount:	0.00		Count:	0

Control Data

Received: 11/08/2024
*Expected: 11/08/2024
Posted:
Assigned: BBENN06
User: BBENN06

Save
Notify
Refresh
Add
Update/Display

On the **Totals** Tab - enter necessary fields to complete a deposit.

Click the **Payments** Tab.



Totals

Payments

Unit 09000
Deposit ID NEXT
Expected 11/08/2024
Balance
Balanced

Payment Information

Payment Seq 1
Amount 100.00
Rate Type CRRNT
Payment Predictor
Payment Method Check

*Payment ID 1234
Currency USD
Exchange Rate 1.00000000
Journal Directly
Attachments (0)

*Accounting Date 11/08/2024
Range of References
Apply Payment

Comments

Customer Information

Customer ID
Remit From
Corporate SubCust1
MICR ID

Business Unit
Remit SetID
Corporate SetID
SubCust2
Link MICR

Detail References

Reference Information

Qual Code	Reference	To Reference
1		

Save

Notify

Refresh

Add

Update/Display

Enter Payment ID field.

Enter Amount field.

Check Journal Directly box.

Click the Save button.

Click the [Apply Payment](#) link.



Accounting Entries | Deposit Control

Unit 09000 Deposit ID 0900052259 Payment 1234 Seq 1

Amount 100.00 USD
Notes

☐ Complete

Budget Status

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

*GL Unit	Speed Type	Line Amount	Currency	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1 09000	Speed Type		USD						

Total

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
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Save | Return to Search | Notify

On the Accounting Entries Tab – Distribution Lines ChartFields **click the Speed Type** button.

Accounting Entries | Deposit Control

Unit 09000 Deposit ID 0900052259 Payment 1234 Seq 1

Amount 100.00 USD
Notes

☐ Complete

Budget Status

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

*GL Unit	Speed Type Key	Line Amount	Currency	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bu
1 09000	<input type="text"/>		USD							

Total

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
-------	---	--------------	-------	----------	---------------	-------	----------	-----	-------

Save | Return to Search | Notify

If known, input the Speed Type Key to default the chartfield values from the Speed Type.

If not, click the lookup icon in the Speed Type Key field.



Look Up SpeedType Key ×

[Help](#)

SetID 09000

SpeedType Key begins with

[Basic Lookup](#)

Search Results

View 100 ◀◀ 1-1 of 1 ▶▶

SpeedType Key	Description
REVOLVING	Revolving Fund

On the Speed Type Search Results page, click the [Speed Type Key](#) link.

Accounting Entries **Deposit Control**

Unit 09000 Deposit ID 0900052259 Payment 1234 Seq 1

Amount 100.00 USD

Notes

[Payments](#)

☐ Complete

Budget Status

Distribution Lines

◀◀ 1-1 of 1 ▶▶ [View All](#)

ChartFields **Currency Details** **Budget** **Journal Reference Information** **Distribution Creation / Update Details**

	*GL Unit	SpeedType Key	Line Amount	Currency	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bu
1	09000	REVOLVIN		USD			1000	1000001	NP000	20000	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000	Currency	0.000	Currency	0.000

On the Accounting Entries – Distribution Lines ChartFields page the Fund Type, Class-Funding, Dept, and Program Code fields have been populated. Enter the Account and any other fields that are required. The entry is ready for normal Deposit Entry processing.

NOTE: See the Deposit Entry section of COR121 Deposit/Transfer Entry Manual if you need a refresher on other aspects of the deposit entry.

