State of Oklahoma Training

Speed Type Instructions

Office of Management & Enterprise Services

OKLAHOMA

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Speed Types Overview

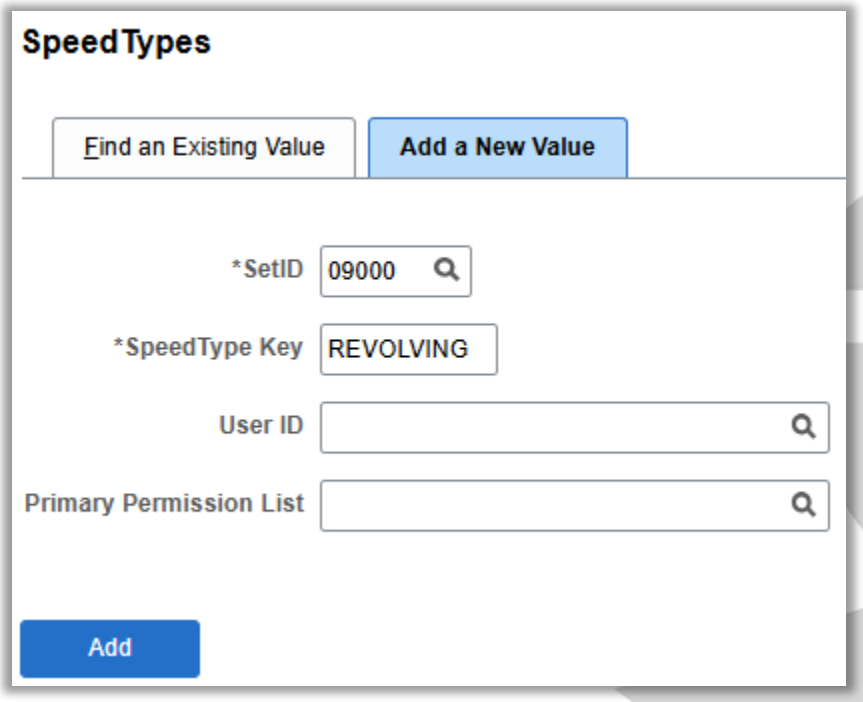
Speed Types can be used in General Ledger and Accounts Receivable modules. For purposes of this document, the following screen prints were taken from Accounts Receivable.

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



SETID – Enter Business Unit number.

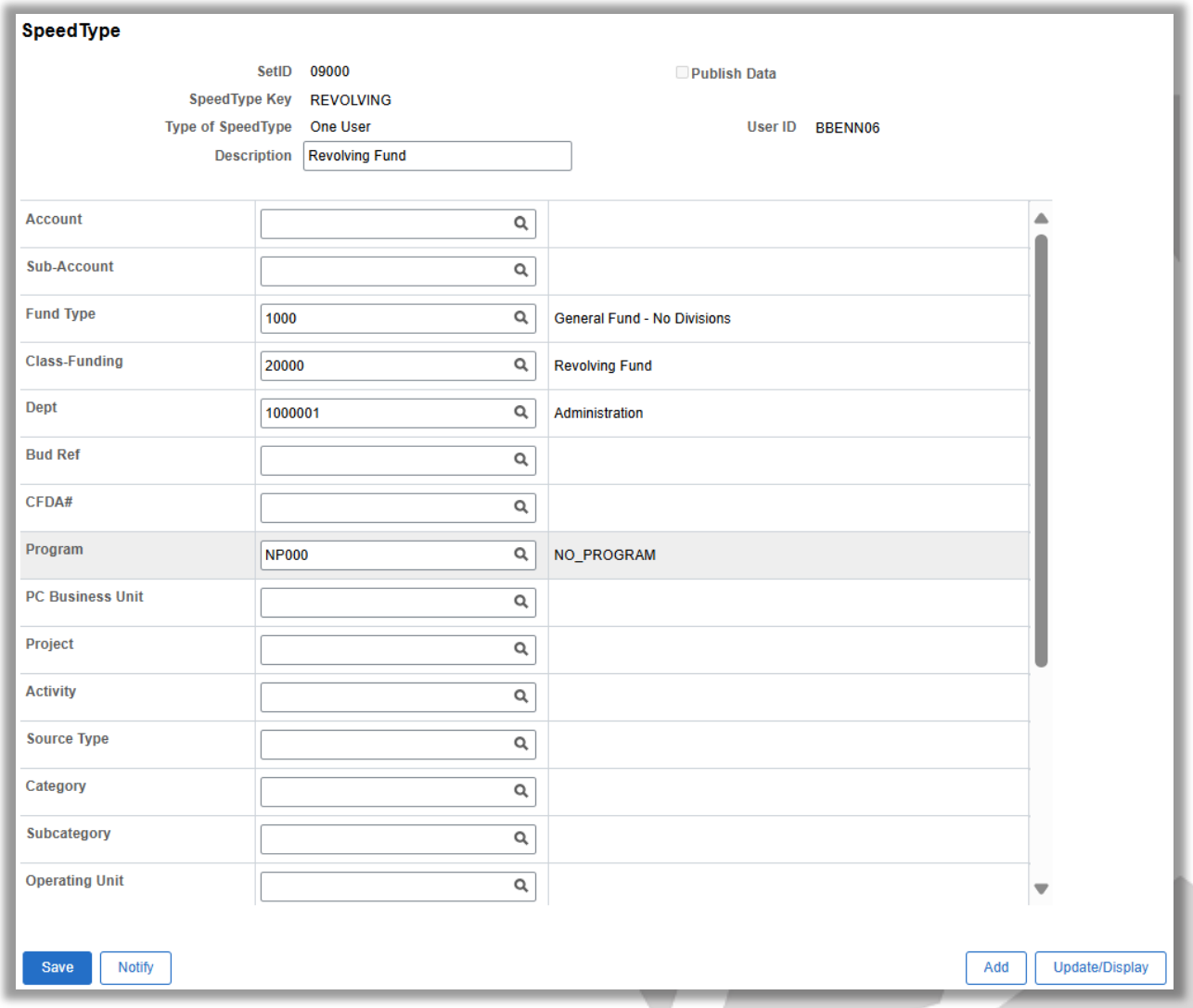
Speed Type Key – Assign a meaningful name to the Speed Type based on the accounting distribution defined in the Speed Type, (be descriptive to help determine the type of Speed Type you are using).

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

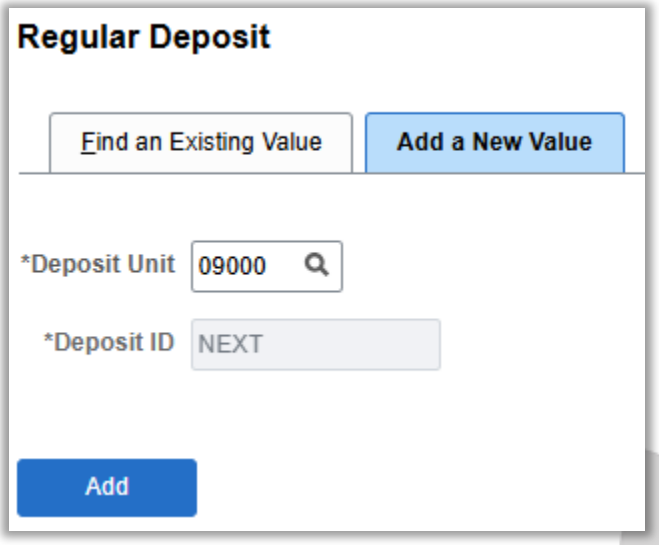


Enter the desired chartfield values to be assigned to the Speed Type. The number of chartfields entered can vary based on the user's preference.

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

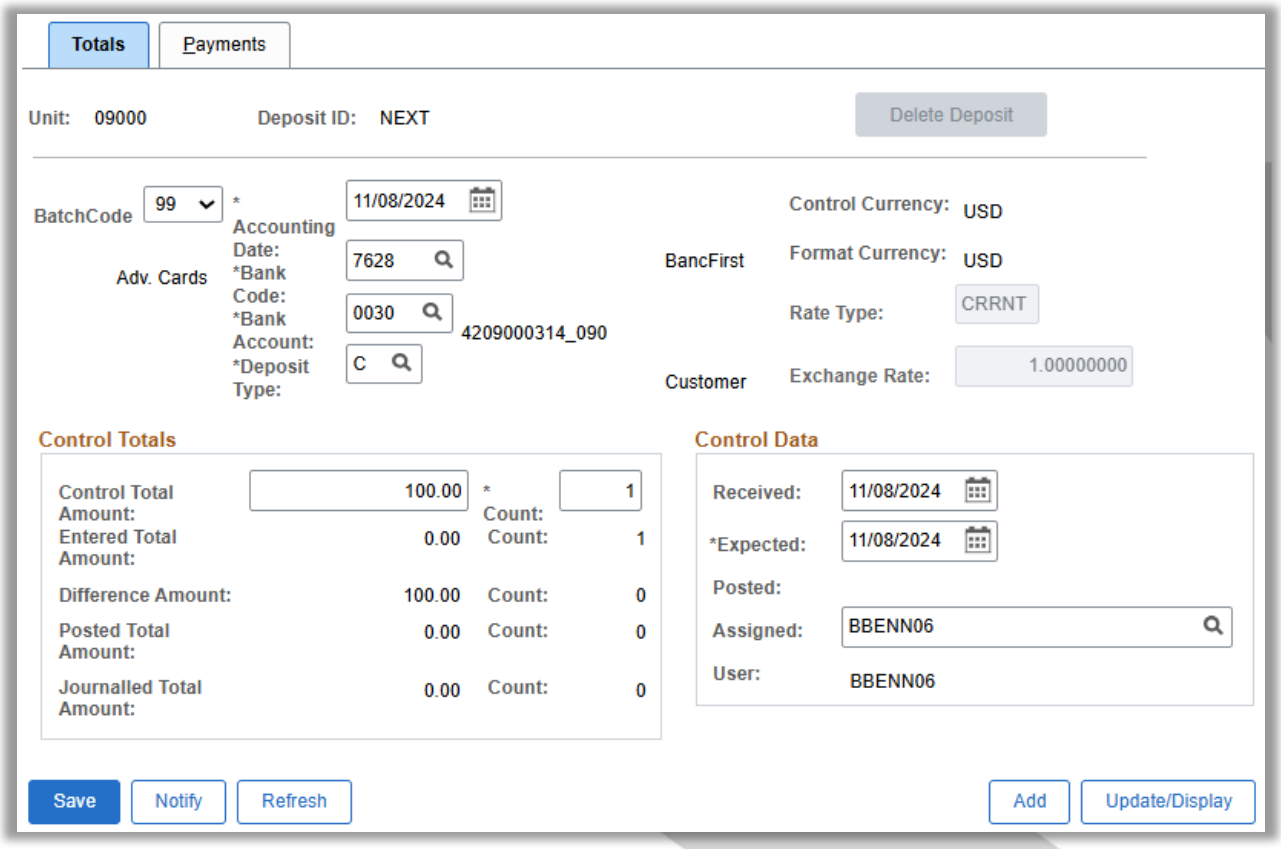
Step 2 – Use the Speed Type in the Deposit Entry

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



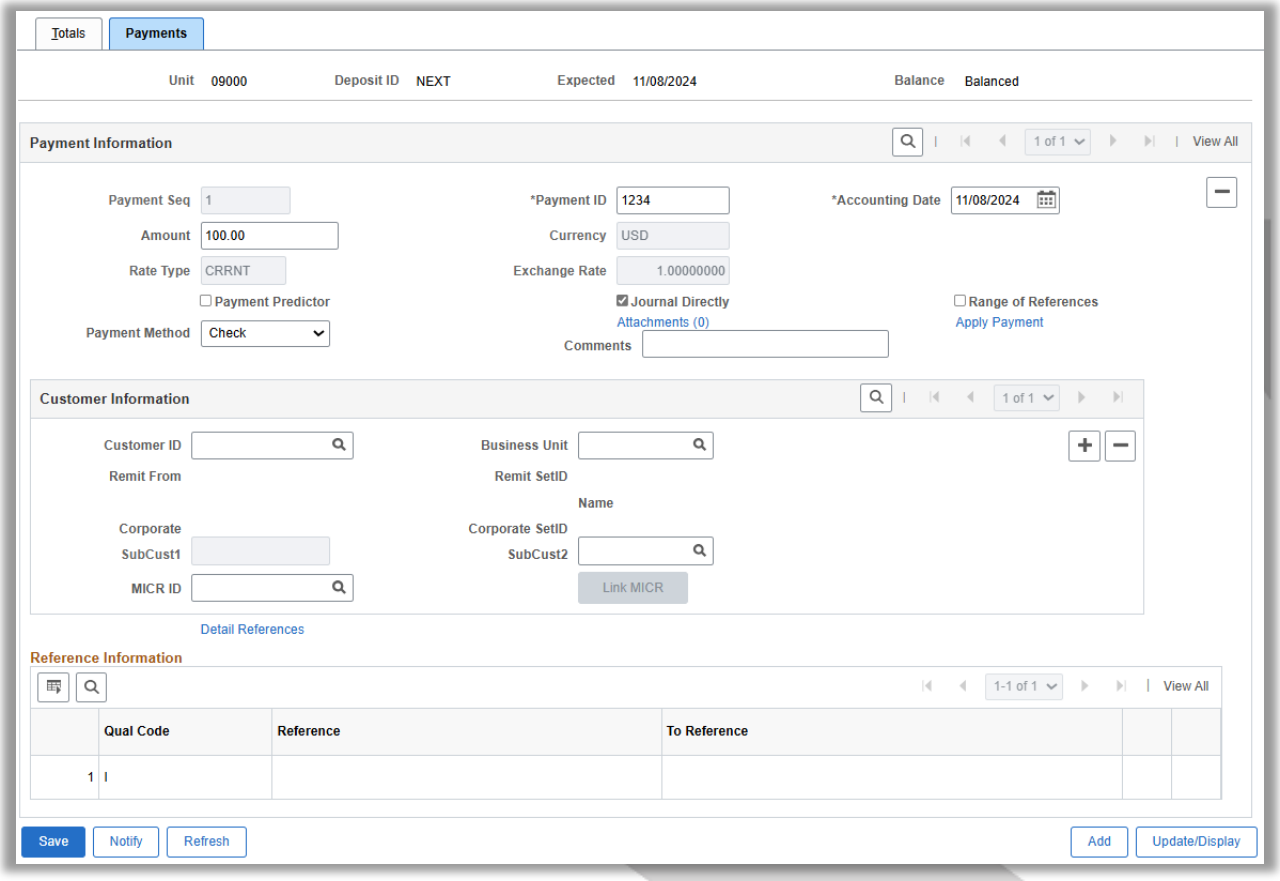
Click the **Add** button to view the Regular Deposit pages.

Regular Deposit Page



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

Click the **Payments** Tab.



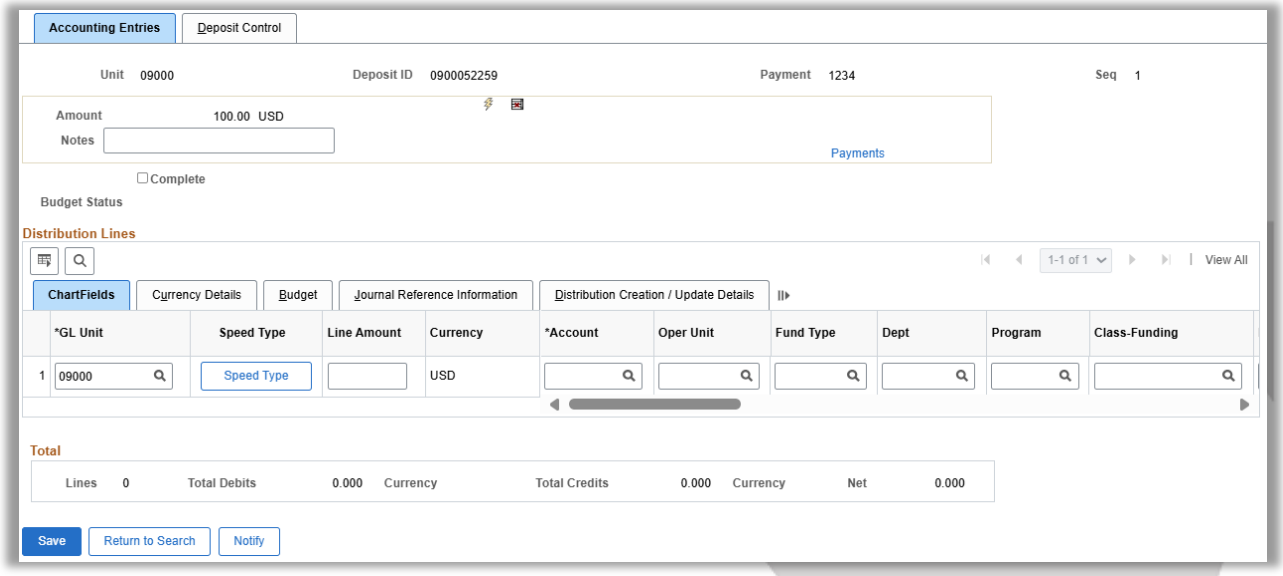
Enter Payment ID field.

Enter Amount field.

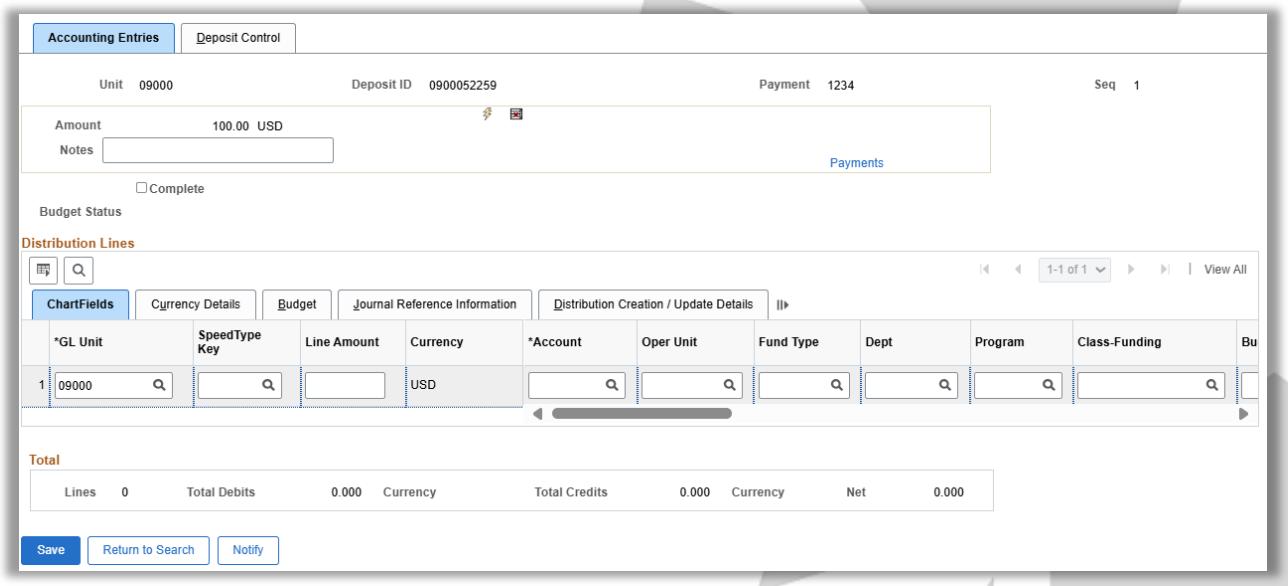
Check Journal Directly box.

Click the **Save** button.

Click the **Apply Payment** link.

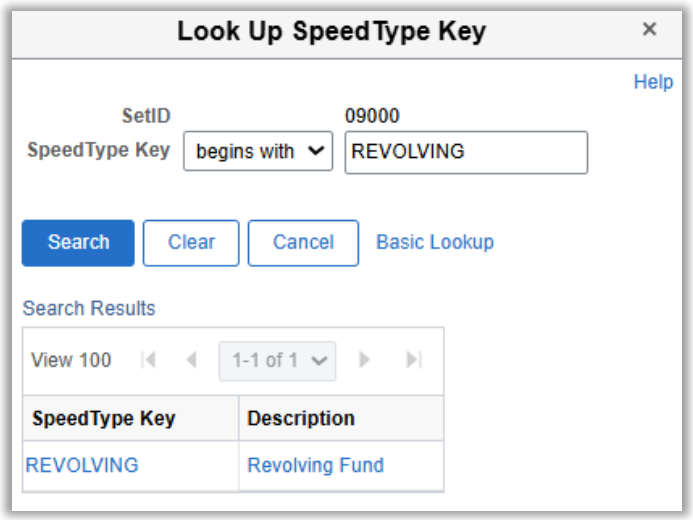


On the Accounting Entries Tab – Distribution Lines ChartFields **click** the **Speed Type** button.

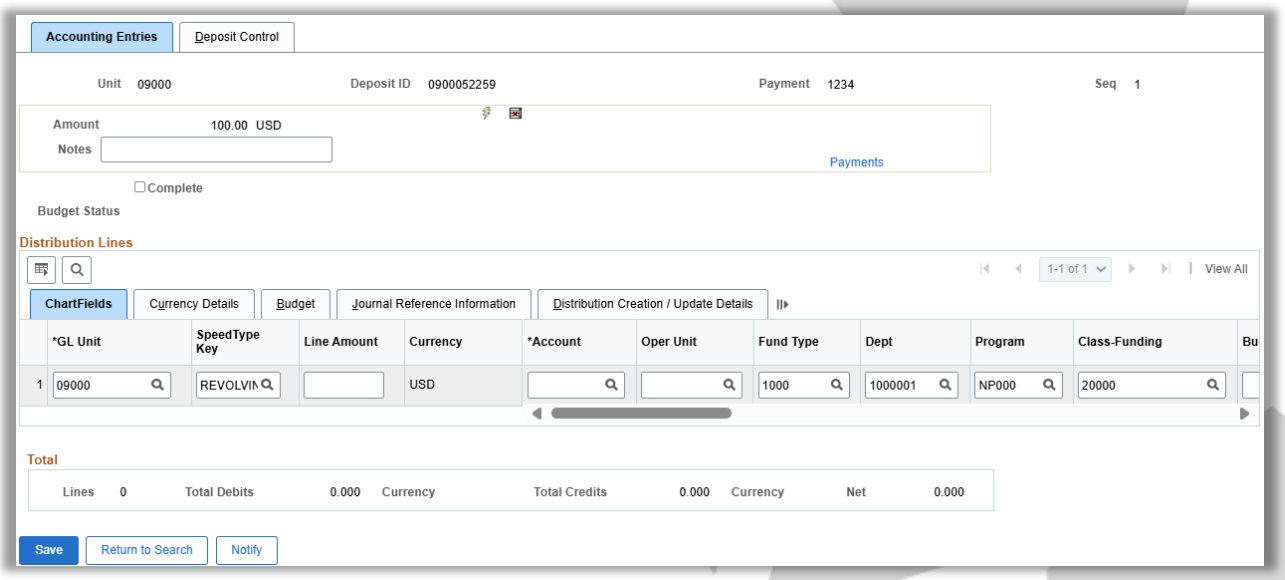


If known, input the Speed Type Key to default the chartfield values from the Speed Type.

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



On the Speed Type Search Results page, **click** the Speed Type Key link.



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.
