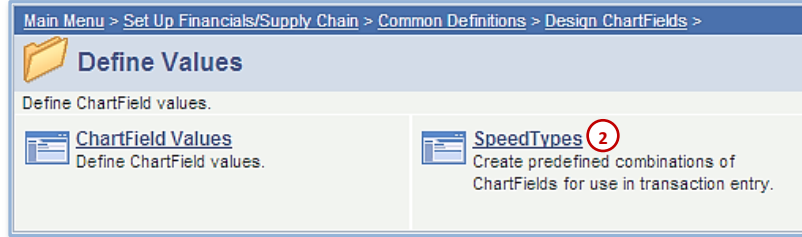# How to Add/Edit/Delete a SpeedType in BFS

1. From your **BFS Home** page menu, select ⟶   **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values**

2. Click the **SpeedTypes** link to open the **SpeedTypes Search** page

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields >

Define Values

Define ChartField values.

ChartField Values
Define ChartField values.

SpeedTypes ②
Create predefined combinations of ChartFields for use in transaction entry.

The ability to enter SpeedTypes is now enabled in BFS, and can be authorized through SARA.

To **ADD** a SpeedType:

3. Click on the **Add a New Value** tab

SpeedTypes

Enter any information you have and click Search. Leave fields blank for a list of all values.

③

Find an Existing Value | Add a New Value

SetID:	= ▾	10000 🔍
SpeedType Key:	begins with ▾	
User ID:	begins with ▾	🔍
Primary Permission List:	begins with ▾	🔍
Type of SpeedType:	= ▾	Universal (All Users) ▾

☐ Case Sensitive

Search   Clear   Basic Search 🖫 Save Search Criteria

Find an Existing Value | Add a New Value

NOTE:

SetID *should always be set to* **10000** *(Berkeley)*

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4. Enter a **SpeedType Key** value.

*The **SpeedType Key** is a 10-character field (alpha and numeric) that should be fairly easily recognized by your department users.*

*For the first two characters, use the **first two letters of your Org Node**. The remaining 8 characters can be used to identify the program or project associated with this SpeedType.*

5. When you have entered your **SpeedType Key** name, click   Add

SpeedTypes

Find an Existing Value | **Add a New Value**

SetID:	10000 🔍
SpeedType Key:	④
User ID:	*Leave blank* 🔍
Primary Permission List:	*Leave blank* 🔍

Add ⑤

Find an Existing Value | Add a New Value

NOTE:

*The **User ID** field should be left blank*

*The **Primary Permission List** field should be left blank*

By leaving these fields blank, the SpeedType key will be created in the "Universal (All Users)" type

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6. On the **SpeedType detail** screen, enter a user-friendly **Description** for this SpeedType.

*The **Description** is a 50-character field that feeds over to BearBuy. A clear Description will help your department Shoppers know where to correctly charge purchases.*

Uc Speedtype | Speedtype Log

SpeedType

SetID:	10000
SpeedType Key:	EE12345678
Type of SpeedType:	Universal (All Users)
Description:	⑥ *Enter a clear Description for each SpeedType*

UC BearBuy

7. Enter your chartstring information for this SpeedType. At a minimum, enter the following:
   - **Fund Code** – a valid 5-character fund code
   - **Department** – a valid 5-character department ID code
   - **Program** – a valid 2-character program code

8. Enter an **Account** if required (e.g., for FedEx), but be aware that the Account field does not pass through to BearBuy

9. Enter **Chartfield 1** and **Chartfield 2** values that should be associated with this SpeedType.

10. When complete, click [Save] at the bottom of the page. SpeedTypes are available in BFS and BearBuy immediately upon Save.

Account: (8)
Alternate Account:
Fund Code: (7)
Department:
Program Code:
Class Field:
Budget Reference:
Product:
Affiliate:
Fund Affiliate:
ChartField 1: (9)
ChartField 2:
ChartField 3:
Project:
Currency Code:
Statistics Code:

> **NOTE:**
> The **Account** field does not pass through to BearBuy.

To LOOK UP a SpeedType:

Follow **Steps 1-2** to access the **SpeedTypes Search** page.

11. Enter the **SpeedType Key** or **Search** using the first two letters of the Org Node

12. Click [Search] to display the results. Click on the desired SpeedType Key to open the detail screen and view the description and chartstring information.

SpeedTypes
Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

SetID: =   10000
(11) SpeedType Key: begins with   FP
User ID: begins with
Primary Permission List: begins with
Type of SpeedType: =   Universal (All Users)
☐ Case Sensitive

(12) [Search] [Clear]   Basic Search   Save Search Criteria

Find an Existing Value | Add a New Value

> **NOTE:**
> The **Type of SpeedType** field should always be set to **Universal (All Users)**

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13. The **SpeedType Detail** screen displays the description and the current values entered in each field.

14. This screen also shows the descriptions for each field where a value has been entered.

15. The blue box at the bottom of the screen identifies the date, time, and User ID of the most recent update to this SpeedType.

To EDIT a SpeedType:

16. The fields on the detail screen are editable. **Enter** the new values into the appropriate fields, or you may **Search** for values by clicking the magnifying glass icon [🔍] next to the field.

17. When complete, click [Save] at the bottom of the page.

> *Note that the blue box transaction data is updated immediately upon Save to reflect the date, time, and User ID of the new entry.*

SetID: 10000
SpeedType Key: FPRSKAUT08
Type of SpeedType: Universal (All Users)
Description: CARMO AUTO SAFETY 69908

Account:
Alternate Account:
Fund Code: 69908   Be Smart About Safety - GAEL
Department: 23285   FPCNT Controls & Risk Mgmt.
Program Code: 72   Inst Support & General Admin   (13)
Class Field:
Budget Reference:
Product:
Affiliate:
Fund Affiliate: (16)
ChartField 1:   FHSBSS   'Be Smart About Safety' Grants
ChartField 2:   FPAUT   Be Smart Safety Auto Liability
ChartField 3:
Project:
Currency Code:
Statistics Code:

(14)

BearBuy Status   Active   Last Update Date/Time   10/05/11 5:01:53PM
Last Update User ID   ECMMSTR   BFS batch   (15)

(17) [Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]

To DELETE a SpeedType:

Follow **Steps 1-2** to access the **SpeedTypes Search** page.

18. Enter the **SpeedType Key** or **Search** using the first two letters of the Org Node

19. Click [Search] to display the results. Click on the desired SpeedType Key to select and open the detail screen.

SpeedTypes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SetID:	= ▼	10000 🔍
⑱ SpeedType Key:	begins with ▼	FP
User ID:	begins with ▼	🔍
Primary Permission List:	begins with ▼	🔍
Type of SpeedType:	= ▼	Universal (All Users) ▼

☐ Case Sensitive

⑲ [Search] [Clear] Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

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20. To **Delete** this SpeedType, click on the trash can icon 🗑 on the right side of the SpeedType detail screen.

21. You will get the warning message:

> **"Are you sure you want to delete SpeedType (XXXXXXXXXX)?"**
>
> [Yes]   [No]

22. Confirm that this is the correct SpeedType, and click "**Yes**" to delete.

Uc Speedtype | Speedtype Log

SpeedType

SetID:	10000	🗑 ⑳
SpeedType Key:	FPRSKAUT08	
Type of SpeedType:	Universal (All Users)	
Description:	CARMO AUTO SAFETY 69908	
Account:	🔍	
Alternate Account:	🔍	
Fund Code:	69908 🔍	Be Smart About Safety - GAEL
Department:	23285 🔍	FPCNT Controls & Risk Mgmt.
Program Code:	72 🔍	Inst Support & General Admin
Class Field:	🔍	
Budget Reference:	🔍	
Product:	🔍	
Affiliate:	🔍	
Fund Affiliate:	🔍	
ChartField 1:	FHSBSS 🔍	'Be Smart About Safety' Grants
ChartField 2:	FPAUT 🔍	Be Smart Safety Auto Liability
ChartField 3:	🔍	