Using SpeedTypes Job Aid
User Role(s): *Agency GL Journal Processor*
Last Updated: *07/02/2024*

Overview

Agencies using the Create/Update Journal Entries Process for any type of recurring journal entry with the exception of Simplified Disinvestment Journals, have the option to set up shortcut keys, called SpeedTypes, to efficiently and accurately populate ChartField values on disinvestment journals in the General Ledger of Florida PALM. If necessary, ChartField values may subsequently be edited on the journal line prior to processing. Using SpeedTypes will reduce and simplify data entry when creating disinvestment journals only when using the Create/Update Journal Entries Process.

Disinvestment journals consist of a minimum of four lines, as shown in Figure 1 below. Two of the lines represent the agency's disinvestment account and offset cash account respectively. Agencies using SpeedTypes will establish an agency unique SpeedType for each agency related disinvestment journal line (i.e., set up two SpeedTypes) to populate the corresponding ChartField values. The final two lines represent the Treasury Pool 1 liability account (SpeedType = TRPOOL1LIA) and Treasury offset InterUnit cash account (SpeedType = TRIUCASH). Agencies may use these enterprise wide SpeedTypes to populate the corresponding ChartField values.
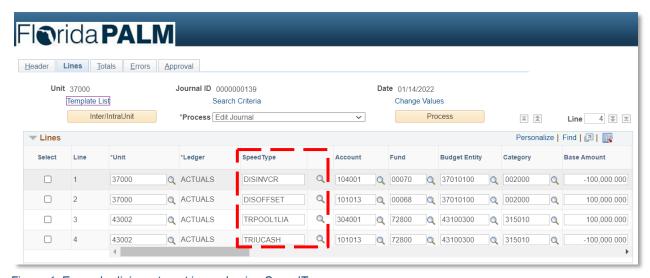

Figure 1: Example disinvestment journal using SpeedTypes

Once a SpeedType is entered on a journal line, the SpeedType used will only remain visible in the field while an end user is still on the page. End users are not able to view SpeedTypes entered on journals after exiting the journal page or once the journal is edited. To view SpeedTypes used on an existing journal, the agency may create a query from the JRNL_LN table to view the SpeedType referenced to populate the ChartFields on the respective journal line for historical reference.

How To Use a SpeedType on a Journal

View the steps below to learn how to use SpeedTypes to auto-populate ChartField values on your disinvestment journals using the online entry method.

Note: When creating a redistribution journal (Source = RED) to reverse a disinvestment journal, it is recommended that end users copy the applicable disinvestment journal being reversed, then change the debit/credit signs (lines that were once positive are now negative and vice versa). However, users may create a RED journal using a SpeedType to populate the ChartFields, then enter the appropriate debits/credits signs. See the *Reversal Journal Job Aid* on the User Support page for more details on creating RED journals.

1. Navigate to the **Create/Update Journal Entries** page.
   a. Path: **NavBar > Menu > General Ledger > Journals >Journal Entry> Create/Update Journal Entries**
2. Create a new disinvestment.
3. Select your agency's SpeedType to auto-populate the ChartField values for the agency Pool 1 disinvestment journal line and enter an associated negative **Base Amount.** If you do not know which SpeedType to use, contact your supervisor or agency's Tier 0 team.
4. Enter your agency's SpeedType to auto-populate the ChartField values for the agency InterUnit cash journal line and an associated positive **Base Amount.** If you do not know which SpeedType to use, contact your supervisor or agency's Tier 0 team.
5. Select the **TRPOOL1LIA** SpeedType under the 43002 Business Unit to auto-populate the ChartField values for the Treasury Pool 1 liability journal line and enter an associated positive **Base Amount**.
6. Select the **TRIUCASH** SpeedType under the 43002 Business Unit to auto-populate the ChartField values for the Treasury InterUnit cash journal line and enter an associated negative **Base Amount**.
7. Review the populated ChartField values; you may edit any of the agency values, if needed.
8. Click the **Save** button.
9. Continue processing your disinvestment journal. **Note:** you will be unable to view the SpeedTypes entered online after exiting the journal or processing the journal.

SpeedType NOTES:
- Once a SpeedType is entered, the corresponding ChartField values will automatically populate on the journal line
- The values populated by the SpeedType can be edited, if needed
- SpeedTypes are not visible on the online journal page after exiting or processing the journal
- Agency Query Writers can query the JRNL_LN table to view what SpeedType was used on a journal for reporting purposes, if needed
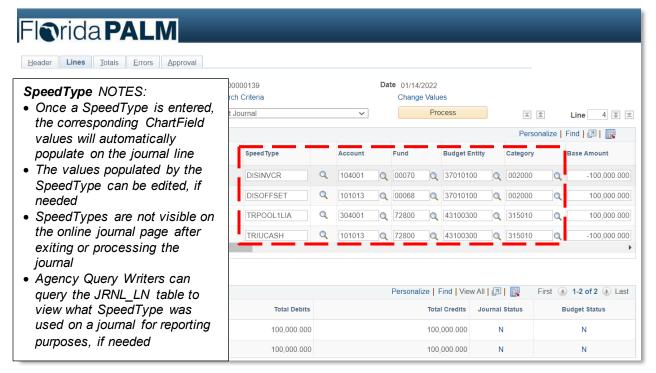
Figure 2: How to use a SpeedType on a journal

Still have questions?
Please contact the **Florida PALM Solution Center**.