Job Aid

Chartfield Values Lookup from SpeedType

Purpose

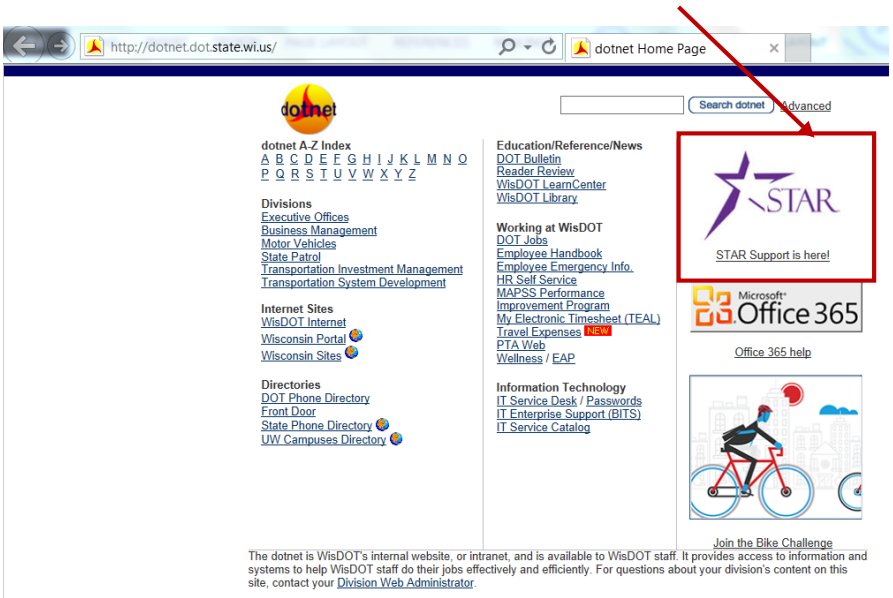
This document explains the procedure for looking up Chartfield values associated with a pre-defined SpeedType, published on WisDOT's Dotnet website. It provides a step-by-step procedural guidance to perform the activity.

Description

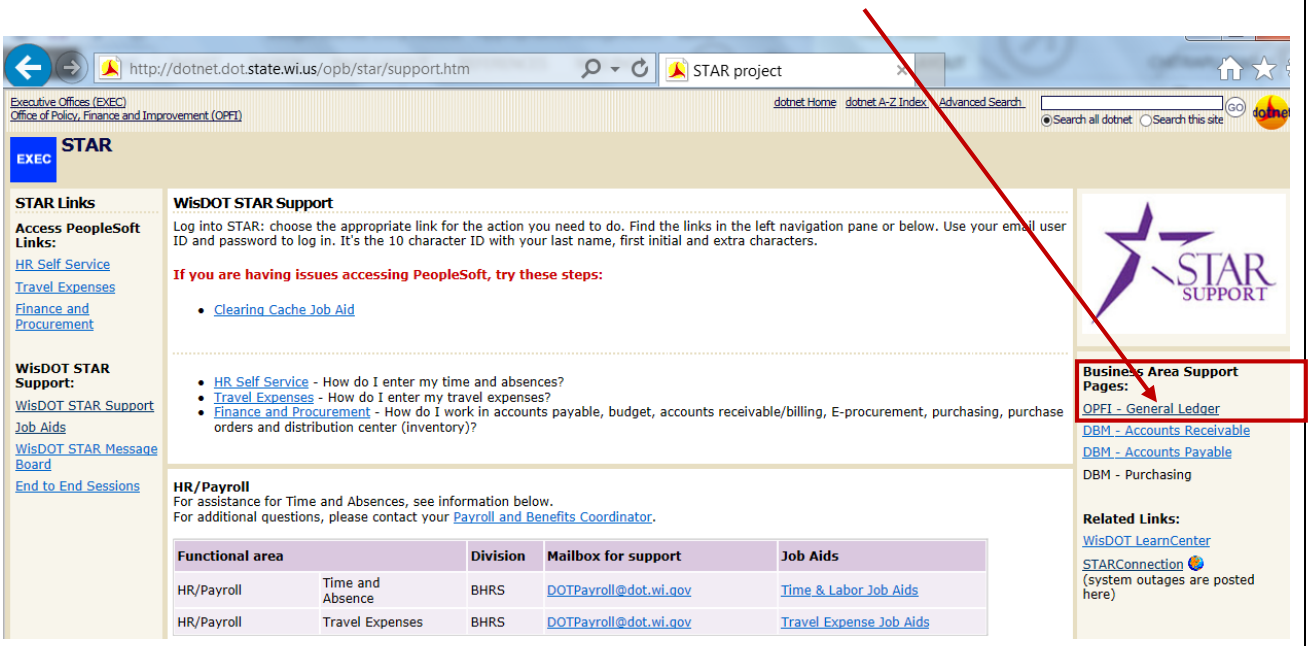
SpeedTypes are shortcut keys for frequently used combinations of Chartfield values. Their values consist of DOT project numbers. SpeedTypes increase the efficiency of Chartfield value entries and reduce errors. However, all the PeopleSoft modules do not provide for the usage of SpeedTypes for choosing Chartfield combination values on transaction lines. The journal entry process uses SpeedTypes to a great extent so details of Chartfield combination values associated with each of the SpeedTypes are pre-defined in the PeopleSoft General Ledger module. These details are published on WisDOT's Dotnet and can be leveraged by other modules wherever applicable.

Chartfield Value Lookup Procedure Steps

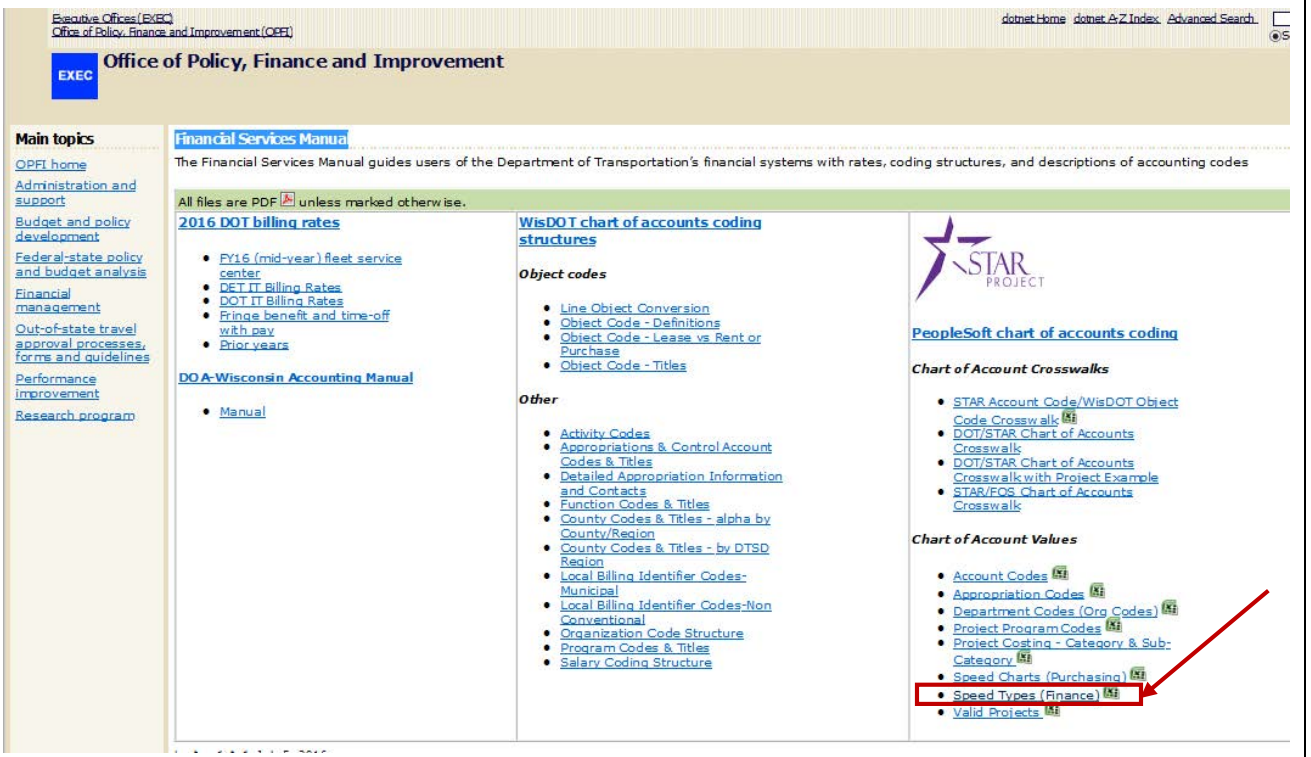
Scenario: In this job aid, you will look up Chartfield combination values for a DOT project number using pre-defined SpeedType published on the Dotnet site.

Step	Action
1.	Navigate to Dotnet home page located at URL: http://dotnet.dot.state.wi.us
2.	Access the *Star Support* page by clicking on the purple *STAR Logo* on Dotnet home page. 

3. Click the *OPFI - General Ledger* hyperlink located in ***Business Area Support*** page section to open a new window with links to OPFI-Financial Manual's content.

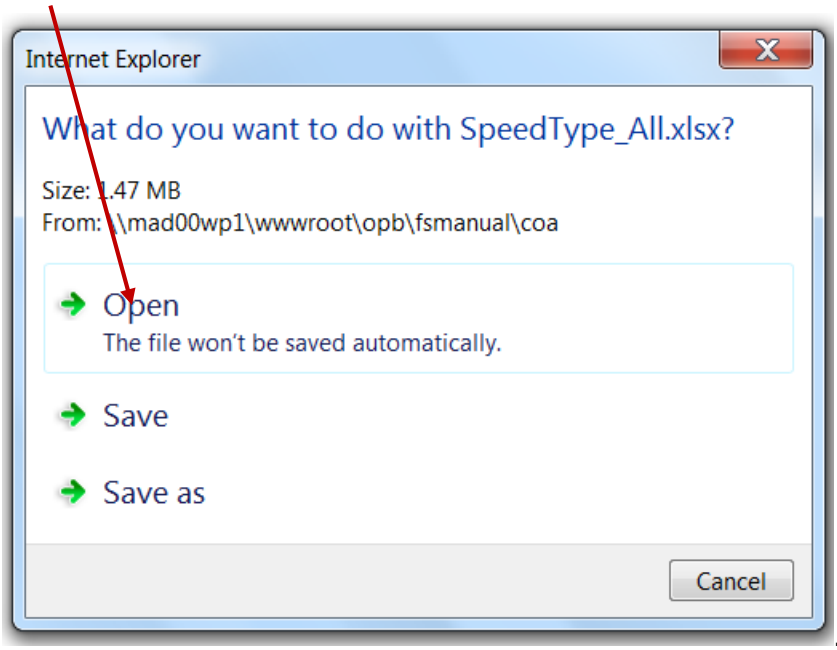


4. Click on the *SpeedTypes (Finance)* hyperlink located in the Chart of Account Values section.



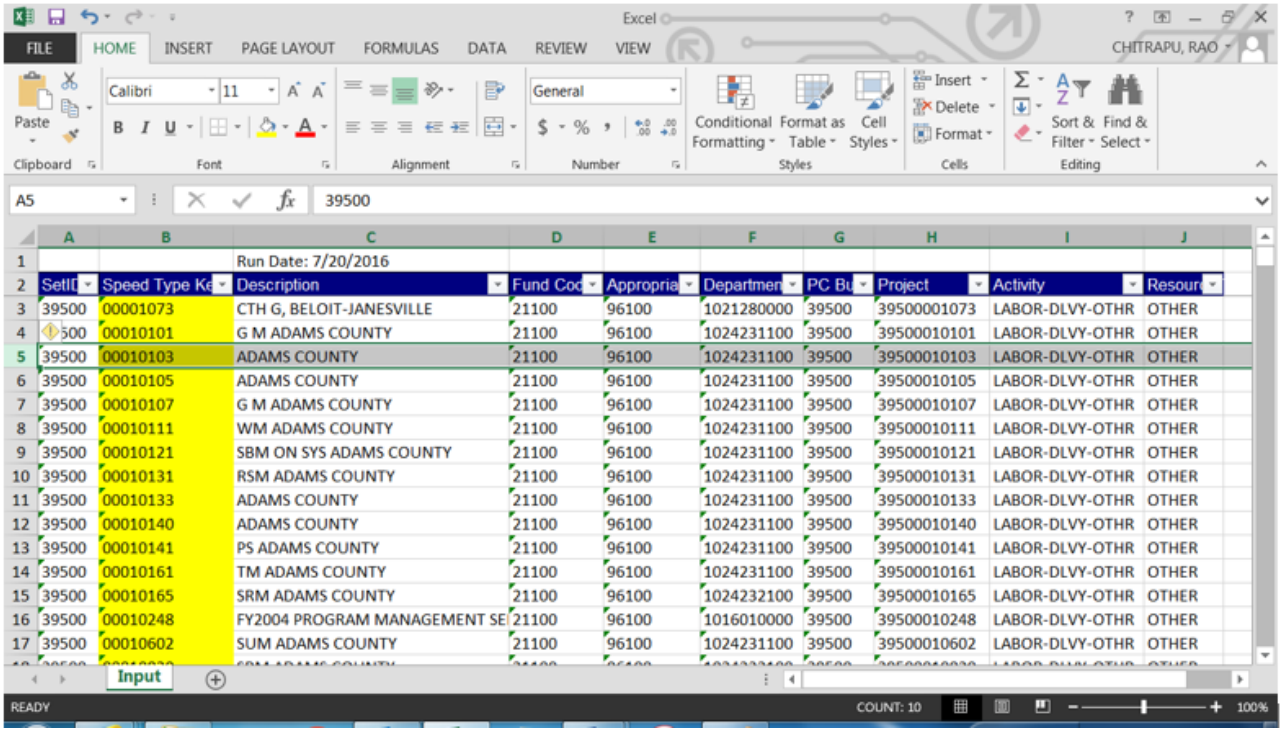
5.

Click *Open* on the pop-up message that reads "What do you want to do with SpeedType_All.xlsx?"



6.

Review the spreadsheet that opens up and notice the Chartfield values listed for each SpeedType. SpeedTypes are listed in column B and associated Chartfields are listed in the corresponding row for the SpeedType.

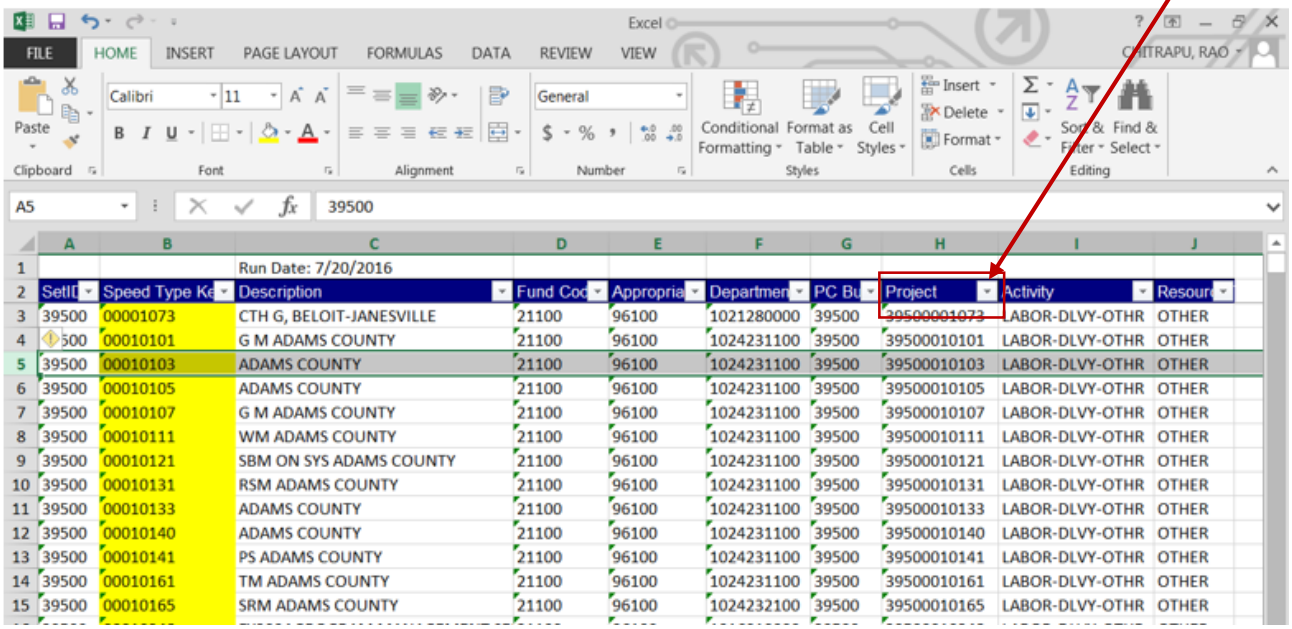
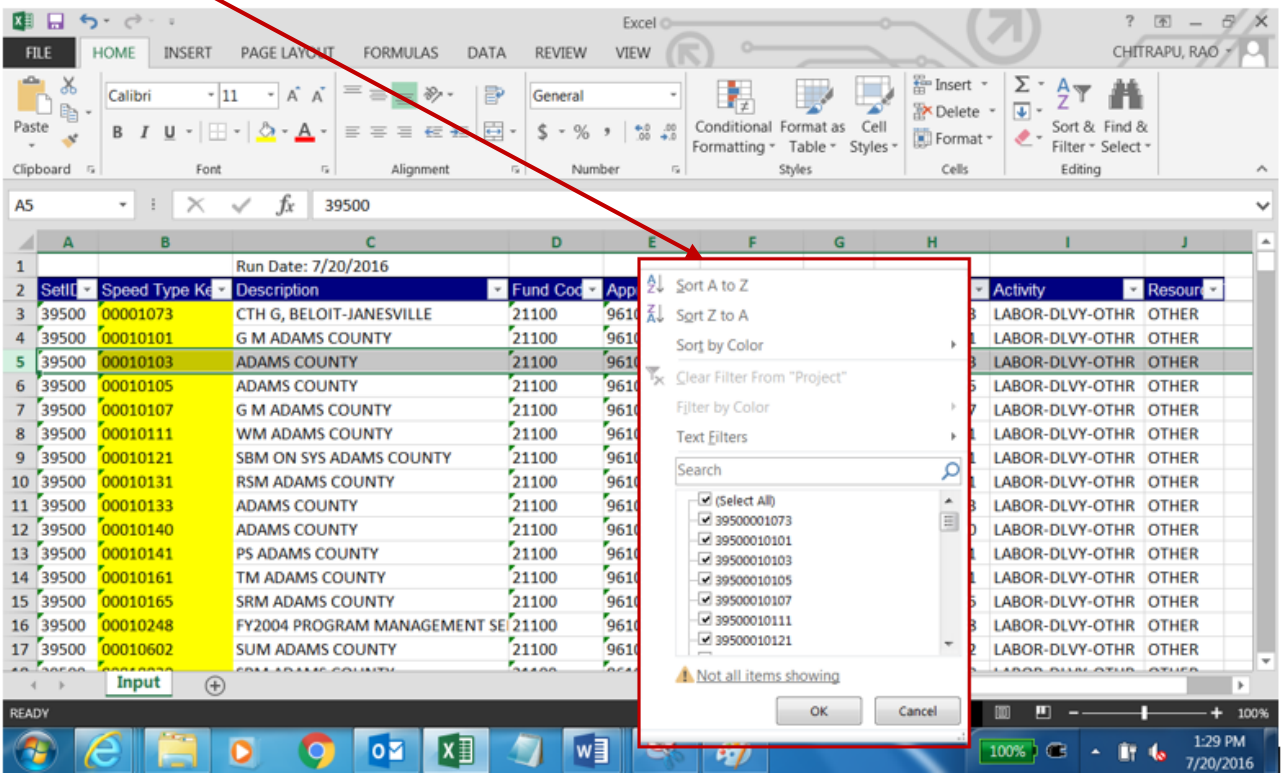


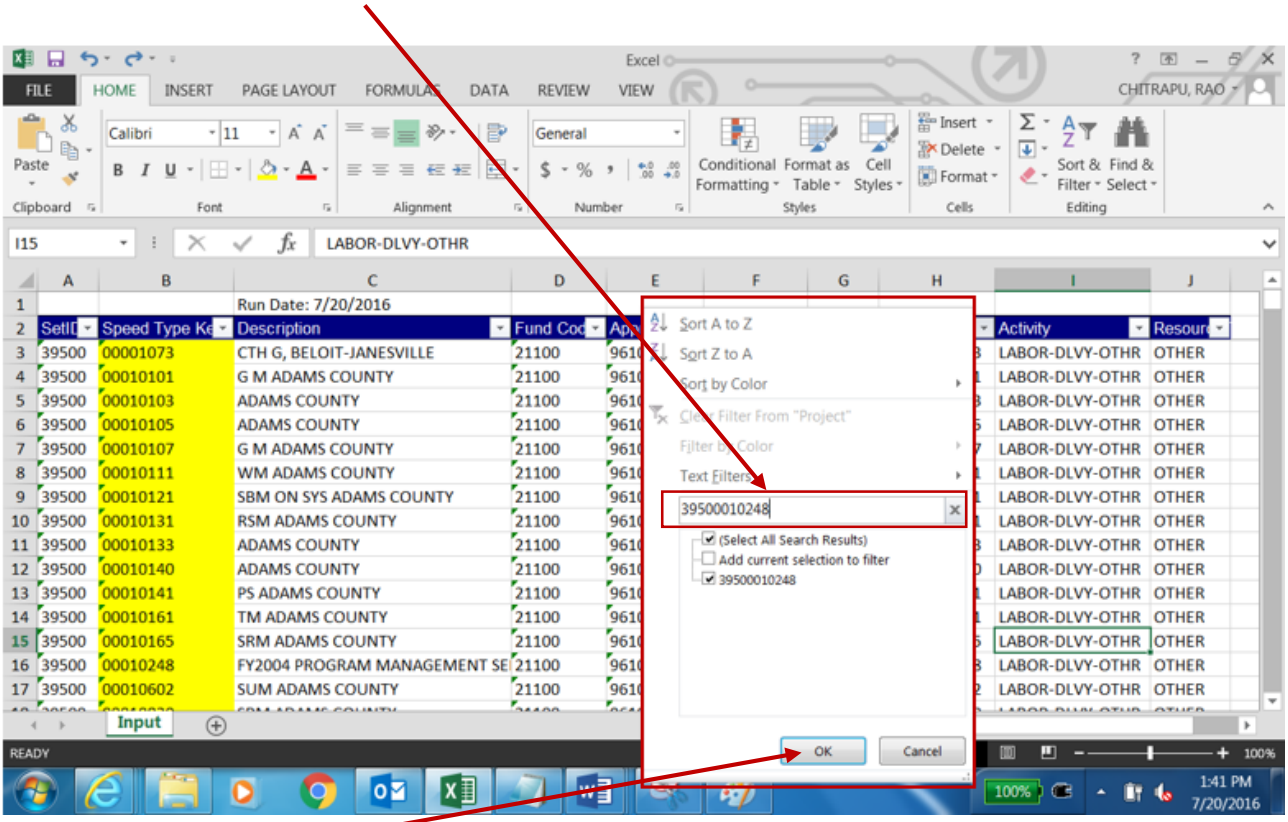
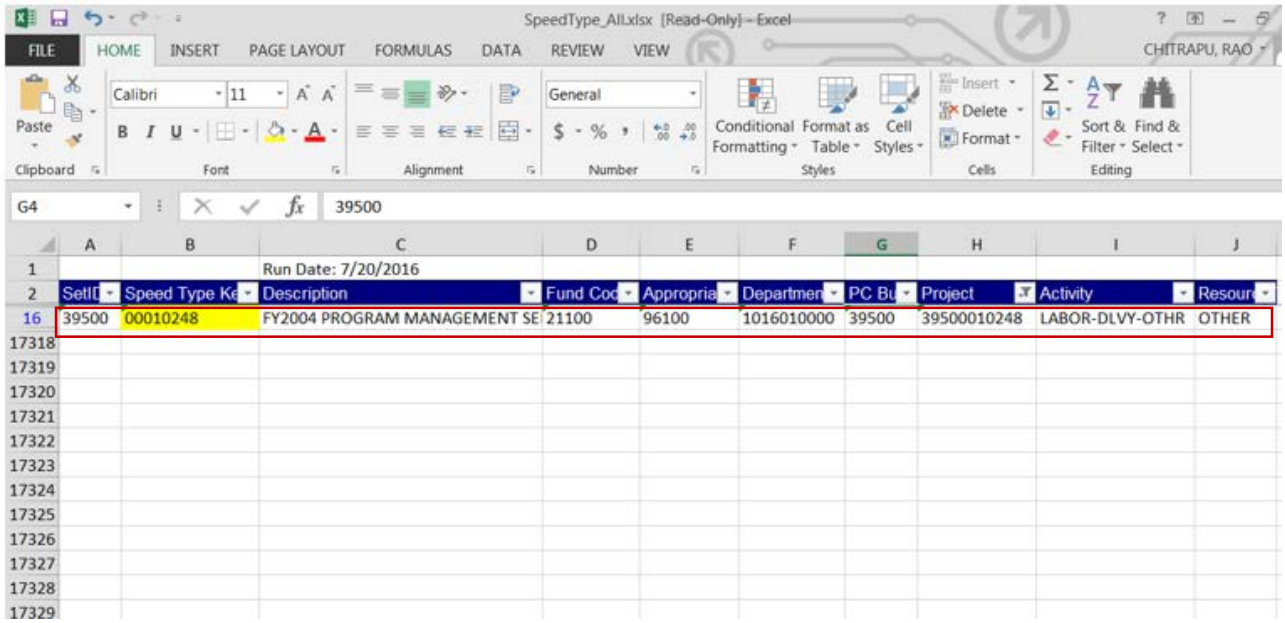
Run Date: 7/20/2016

SetID	Speed Type Key	Description	Fund Code	Appropriation	Department	PC Business Unit	Project	Activity	Resource
39500	00001073	CTH G, BELOIT-JANESVILLE	21100	96100	1021280000	39500	39500001073	LABOR-DLVY-OTHR	OTHER
39500	00010101	G M ADAMS COUNTY	21100	96100	1024231100	39500	39500010101	LABOR-DLVY-OTHR	OTHER
39500	00010103	ADAMS COUNTY	21100	96100	1024231100	39500	39500010103	LABOR-DLVY-OTHR	OTHER
39500	00010105	ADAMS COUNTY	21100	96100	1024231100	39500	39500010105	LABOR-DLVY-OTHR	OTHER
39500	00010107	G M ADAMS COUNTY	21100	96100	1024231100	39500	39500010107	LABOR-DLVY-OTHR	OTHER
39500	00010111	WM ADAMS COUNTY	21100	96100	1024231100	39500	39500010111	LABOR-DLVY-OTHR	OTHER
39500	00010121	SBM ON SYS ADAMS COUNTY	21100	96100	1024231100	39500	39500010121	LABOR-DLVY-OTHR	OTHER
39500	00010131	RSM ADAMS COUNTY	21100	96100	1024231100	39500	39500010131	LABOR-DLVY-OTHR	OTHER
39500	00010133	ADAMS COUNTY	21100	96100	1024231100	39500	39500010133	LABOR-DLVY-OTHR	OTHER
39500	00010140	ADAMS COUNTY	21100	96100	1024231100	39500	39500010140	LABOR-DLVY-OTHR	OTHER
39500	00010141	PS ADAMS COUNTY	21100	96100	1024231100	39500	39500010141	LABOR-DLVY-OTHR	OTHER
39500	00010161	TM ADAMS COUNTY	21100	96100	1024231100	39500	39500010161	LABOR-DLVY-OTHR	OTHER
39500	00010165	SRM ADAMS COUNTY	21100	96100	1024232100	39500	39500010165	LABOR-DLVY-OTHR	OTHER
39500	00010248	FY2004 PROGRAM MANAGEMENT SE	21100	96100	1016010000	39500	39500010248	LABOR-DLVY-OTHR	OTHER
39500	00010602	SUM ADAMS COUNTY	21100	96100	1024231100	39500	39500010602	LABOR-DLVY-OTHR	OTHER

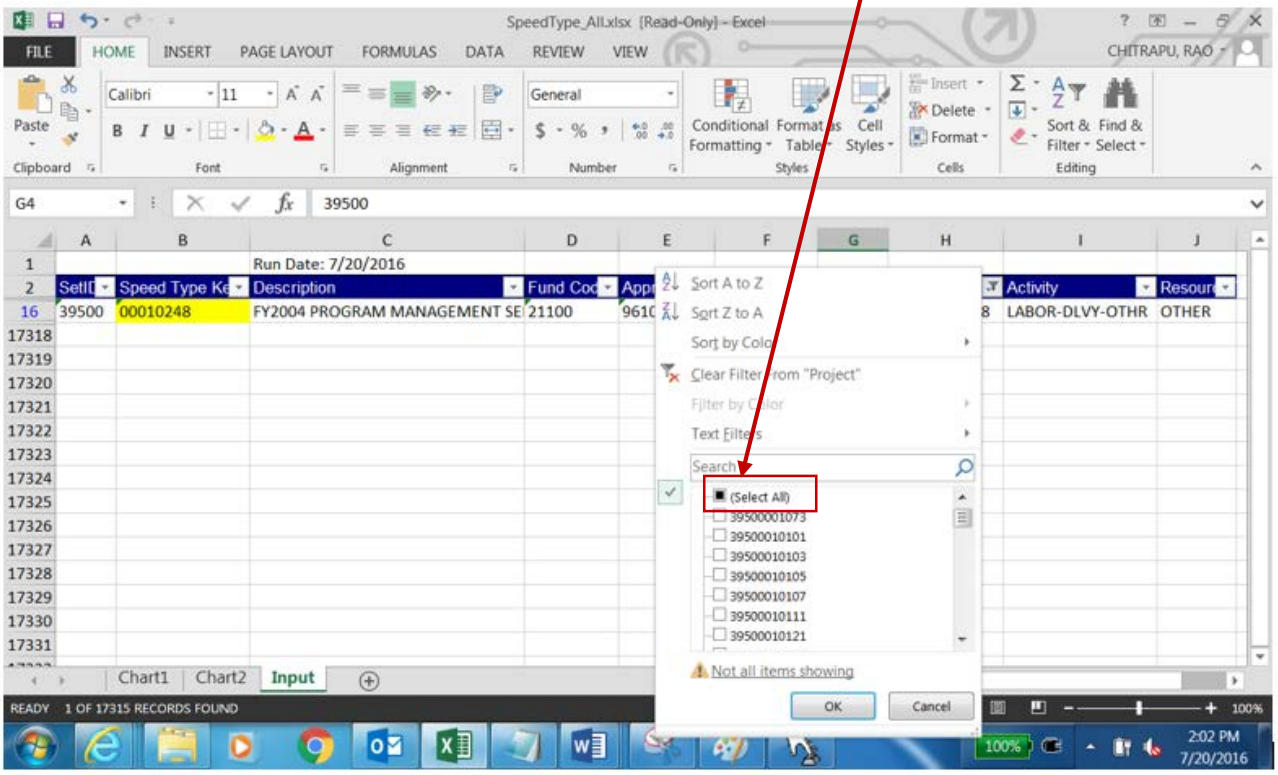
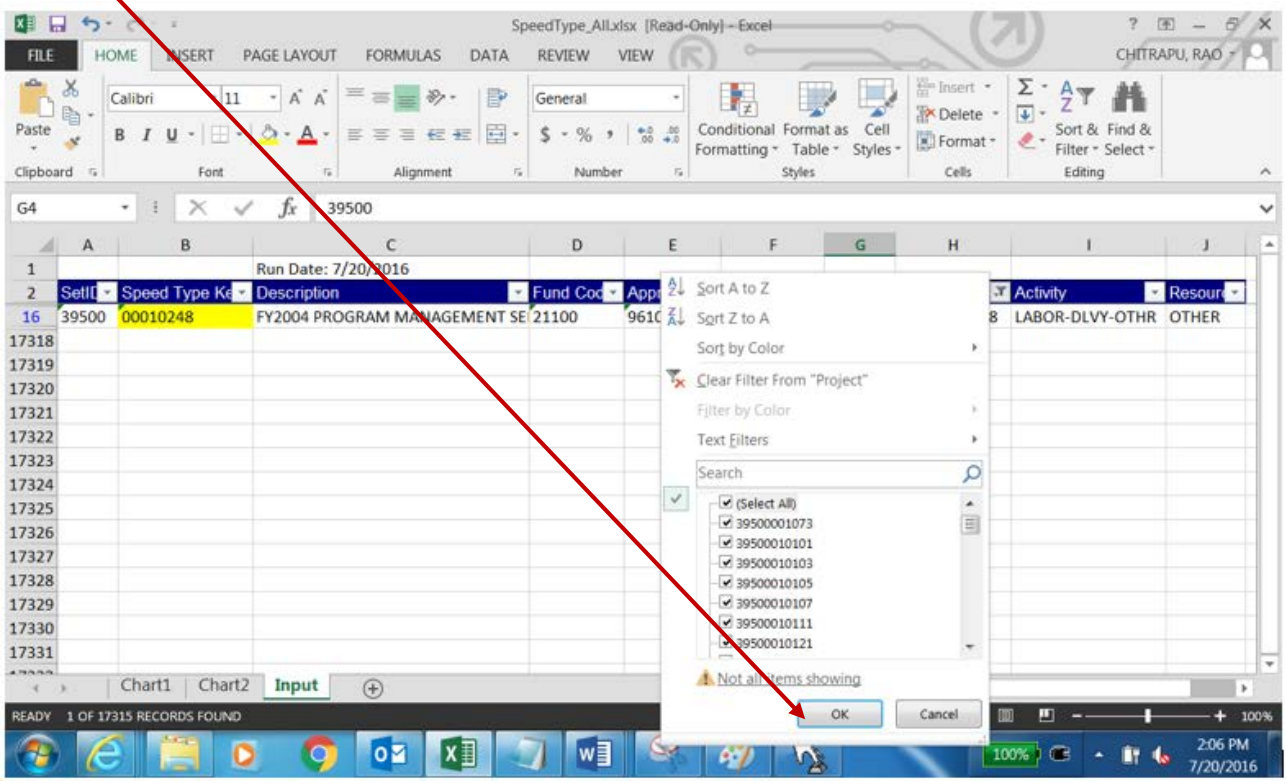
Note: Some of the columns in the spreadsheet have been reduced in width to show defined Chartfields, as above.

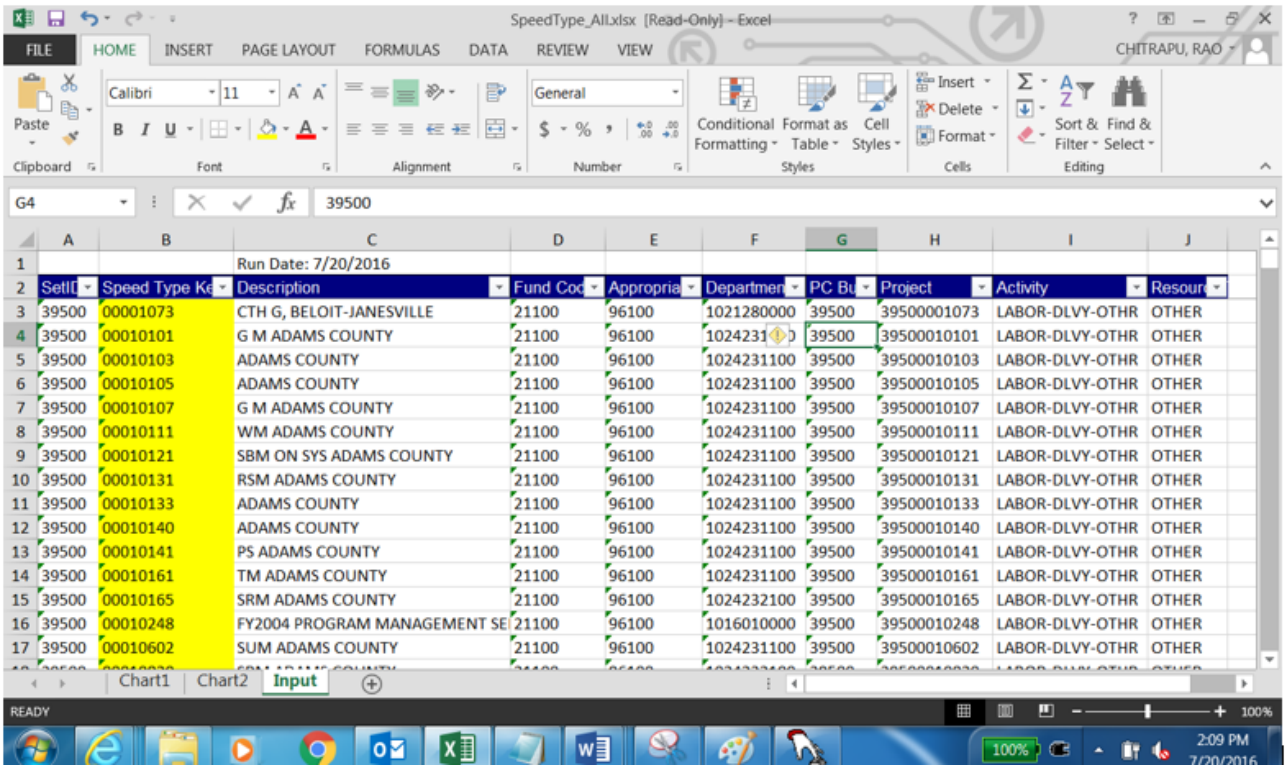
You may have to scroll to the right to view all the Chartfields for normal column widths.

	In the example shown above, SpeedType 00010103 has a Fund Code value of 21100, Appropriation of 96100, Department 1024231100, PCBU 39500 Project 39500010103, Activity LABOR-DLVY-OTHR and Resource Type of OTHER.
7.	To look for a SpeedType and associated Chartfields for a particular Project, click on the ***down arrow*** next to Project in column H 
8.	A window pops up which helps in searching for a specific project. Click the box next to (Select All) to unselect all the projects. 

9.	Enter the Project ID (example 39500010248), in the Search Box and Click *OK*  Click *OK*
10.	Details of SpeedType and associated Chartfields are displayed as below: 

Updated 8.3.2016

	It can be seen from above screenshot that for Project ID 39500010248, the SpeedType is 00010248 and associated Fund Code is 21100, appropriation is 96100, Department is 1016010000, PC Business Unit is 39500, Project is 39500010248, Activity is LABOR-DLVY-OTHR and Resource Type is OTHER.
11.	To search on another project, click on the down arrow next to Project in column H and select the box for ***Select All*** (it is at the top of the list). 
12.	Click ***OK*** 

13.	Filter is removed and all values come in to view: 
14.	If working on more than one Project and need to look for SpeedType details for other Projects, Repeat steps 7 to 13
End of Steps!	