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**

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**

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**

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.
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.

### 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.

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.*
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.

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)?”

22. Confirm that this is the correct SpeedType, and click “Yes” to delete.