

# Western PeopleSoft Financials Speed Codes

## Objectives

By the end of this exercise you will be able to:

- Understand what a Speed Code is
- Translate Speed Codes to the Chartfield combination
- Look up Speed Codes in PeopleSoft

## Content

1. What is a Speed Code and How Does It Relate to a Chartfield
2. Speed Code Inquiry From Chartfield to Speedcode
3. Speed Code Inquiry From Speed Code to Chartfield
4. Using the Speedcode Translator on the Financial Services Web Site
5. Account Codes

**Western PeopleSoft Financials  
Speed Codes**

**1. What is a Speed Code and How Does It Relate to a Chartfield**

Speed Codes have been created to provide shortcuts for look up, data entry, and placing orders with System Contract suppliers and Campus operations.

A **Speed Code** is 4 digits in length and is used in conjunction with a 6 digit **Account Code** (Account Code classifies the type of revenue or expense). The Speed Code represents a larger combination of codes called a **Chartfield** comprised of a Fund, Department, and Program or Project/Grant. The Speed Code/Chartfield combination plus the Account Code is used for all transactional data and in reporting. For example a complete code using the Speed Code could be **AA56 622000**, where AA56 represents the Speed Code and 622000 the Account Code.

The following chart describes this relationship, as well as shows valid Chartfield combinations, that is, which Funds can be combined with a Program which with a Project or Grant.

A Speed Code represents the combination of a Business Unit (**UWO** is the most common) plus Chartfields comprised of Fund, Department, and either Program or Project/Grant.

Fund	Department	Program	Project or Grant	Speed Code	Account
1 digit	6 digits	5 digits	Project                      Grant 99A999    R9999X99 1 2 3 1 RWX indicates grant 2 PI - 4 digits 3 Grant - 3 digits	4 digits	6 digits  5##### Revenue 6##### Expense
	✓ Must be used with all Funds or can only be used with this Fund				
<b>1=Operating</b>	✓	✓		} AA99	✓
<b>2 =Research</b>	✓		✓		✓
<b>3 =Ancillary</b>	✓	✓			✓
<b>4 = Other</b>	✓		✓		✓
<b>5 =Endowed</b>	✓		✓		✓
<b>6 = Capital</b>	✓		✓		✓

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### 2. Speed Code Inquiry From Chartfield to Speedcode

**Navigation:** UWO Menu/UWO Inquiries/Speed Code Inquiry

If you have not previously done so **Add a New Value** named **SpeedCode**. Once you have set up this inquiry you can use the search.

**Speed Code Inquiry**

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](#)

Limit the number of results to (up to 300):

**Search by:** Inquiry Name begins with

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The search will open the next window to enter Speed Code inquiry criteria.

1. Click in the **Speed Code Lookup** selection and the boxes to enter **Dept**, **Program Code** or **Project** will be available.

**Speed Code Inquiry Criteria** | **Speed Code Inquiry Results**

User ID: EGRAY28    Inquiry Name: SPEEDCODE

**Speed Code Inquiry Type**     Speed Code Lookup     Chart of Account Lookup

Speed Code Key:  [View Details](#)

**Speed Code Inquiry Ordering**    **Speed Code Inquiry Column Sort Order**

Ascending    Exclude    1    2    3    4

Descending

<b>Speed Code Key</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Department</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Program Code</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Project / Grant</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Speed Code Inquiry Criteria](#) | [Speed Code Inquiry Results](#)

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2. Type the chartfield value in the appropriate box. If you only know part of the chartfield, you can type what you know, then click on the magnifying glass beside that field to get a list.

A valid chartfield combination will include a Program **or** a Project but never both. Therefore to disallow the selection of both, once you enter a Program Code the Project box will disappear or once you enter a Project the Program Code box will disappear.

Speed Code Inquiry Criteria
Speed Code Inquiry Results

User ID: EGRAY2B    Inquiry Name: SPEEDCODE

Speed Code Inquiry Type     Speed Code Lookup     Chart of Account Lookup

[View Details](#)

Dept:      Program Code:      Project:

**Speed Code Inquiry Ordering**

Ascending

Descending

**Speed Code Inquiry Column Sort Order**

	Exclude	1	2	3	4
Speed Code Key	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program Code	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project / Grant	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Speed Code Inquiry Criteria | [Speed Code Inquiry Results](#)

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3. If you want to look up all Speed Codes for a Department then enter just the Department number.
4. Click **View Details**

Speed Code Inquiry Criteria
Speed Code Inquiry Results

User ID: EGRAY28      Inquiry Name: SPEEDCODE

**Speed Code Inquiry Type**     Speed Code Lookup     Chart of Account Lookup

Dept:     Program Code:     Project:     [View Details](#)

**Speed Code Inquiry Ordering**

Ascending

Descending

**Speed Code Inquiry Column Sort Order**

	Exclude	1	2	3	4
Speed Code Key	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program Code	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project / Grant	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save](#)
[Return to Search](#)
[Notify](#)
[Previous tab](#)
[Next tab](#)
[Add](#)
[Update/Display](#)

Speed Code Inquiry Criteria | [Speed Code Inquiry Results](#)

5. You will be taken to the **Speed Code Inquiry Results** window as in the example below.

Speed Code Inquiry Criteria
Speed Code Inquiry Results

Speed Code Inquiry Parameters					
User ID:	EGRAY28	Inquiry Name:	SPEEDCODE		
Department:	470400	Program Code:	Project:		

Scroll Area End First 1-3 of 3 Last

<b>Speed Code Key:</b>	HK51	Health Svcs-Staff/Faculty-Gene			
<b>Unit:</b>	UWO	<b>Fund:</b>	3	<b>Dept:</b>	470400
		<b>Program:</b>	00000		
<b>Speed Code Key:</b>	HK12	Health Svcs-Staff/Faculty-Bene			
<b>Unit:</b>	UWO	<b>Fund:</b>	1	<b>Dept:</b>	470400
		<b>Program:</b>	38214		
<b>Speed Code Key:</b>	HK11	Health Svcs-Staff/Faculty-Staf			
<b>Unit:</b>	UWO	<b>Fund:</b>	1	<b>Dept:</b>	470400
		<b>Program:</b>	38001		

## Western PeopleSoft Financials Speed Codes

### 3. Speed Code Inquiry From Speed Code to Chartfield

**Navigation:** UWO Menu/UWO Inquiries/Speed Code Inquiry

1. Click in the **Chart of Account Lookup** selection and enter the 4 character Speed Code in the **Speed Code Key** box.

2. Click **View Details**

Speed Code Inquiry Criteria | Speed Code Inquiry Results

User ID: EGRAY28 Inquiry Name: SPEEDCODE

Speed Code Inquiry Type  Speed Code Lookup  Chart of Account Lookup

Speed Code Key:  [View Details](#)

Speed Code Inquiry Ordering  
 Ascending  
 Descending

Speed Code Inquiry Column Sort Order	Exclude	1	2	3	4
Speed Code Key	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program Code	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project / Grant	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Speed Code Inquiry Criteria | [Speed Code Inquiry Results](#)

3. You will be taken to the **Speed Code Inquiry Results** window as in the example below.

Speed Code Inquiry Criteria | Speed Code Inquiry Results

Speed Code Inquiry Parameters

User ID: EGRAY28 Inquiry Name: SPEEDCODE

SpeedType Key: HK11

Scroll Area Find First 1 of 1 Last

Speed Code Key:	HK11	Health Svcs-Staff/Faculty-Staf		
Unit:	Fund:	Dept:	Program: Project:	
UWO	1	470400	38001	

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**4. Using the Speedcode Translator on the Financial Services Web Site**

Speed Codes can also be translated to their full Chartfield combination using the [Speed Code Translator](#) link on the Financial Services website, PeopleSoft Documentation page.

**5. Account Codes**

A comprehensive list of Expense Accounts can be accessed from the Financial Services web site, PeopleSoft Documentation page link [Expense Accounts](#)

The most commonly used non-salary Expense Accounts are listed below.

<b>Account</b>	<b>Description</b>	<b>Account</b>	<b>Description</b>
603460	Subject Fees	622000	Supplies
603465	Subject Fees - Advances	622210	Supplies – Animal Care
603480	Professional Dues	622120	Supplies – Animal Feed
603390	Consultation Fees	625100	Telephone
605400	Computing Equipment	625150	Telephone – Long Distance
605420	Computer – PCs	625250	Telephone – Install/Service Charge
605430	Computer – Peripherals	625330	Cell Phone Air Time
605500	Equipment & Apparatus	625400	Telecommunications
607740	Maintenance – Equipment	625450	Fax Charges
621100	Advertising	631400	Registration Fees
621250	Computer Software	631450	Seminars & Conferences
621400	Printing & Duplicating	631600	Receptions & Entertainment
621410	Photocopying	645000	Travel – General
621800	Postage	645100	Travel – Advance
621830	Courier	645500	Travel – Meals
621930	Services – Lab Fees	646400	Transportation – General
621965	Shop Services	646500	Transportation - Air