Create and Update SpeedType Keys

Purpose: Use this document as a reference for how to add or update speed keys in ctcLink.

Audience: Student Financials staff

❗ You must have at least one of these local college managed security roles:

- ZD SACR SF All Config
- ZZ SACR SF GL Config

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Create a New SpeedType

Navigation: Set Up SACR > Product Related > Student Financials > General Ledger Interface > SpeedTypes

1. The SpeedTypes search page displays.
2. Select the **Add a New Value** tab.
3. Enter the **SetID**.
4. Enter the **SpeedType Key**.
5. Select the **Add** button and the SpeedTypes page displays.
6. In the **SpeedType Data** section:
   A. Enter the **Description**.
   B. Select the **Type of SpeedType**: *Typically* **Universal (All Operators).**
      I. **One Operator:** Only the operator specified in the User ID box can use this key combination.
      II. **One Operator Class:** Only the operator class specified in the Primary Permission List can use this key combination.
      III. **Universal (All Operators):** All operators are authorized to use this combination.

7. In the **ChartField Values** section, enter or search for the:
   A. **GL Business Unit**.
   B. **Ledger**: *Typically* **LOCAL.**

8. *Optional*: **Bypass Edits** checkbox. Bypassing the edits enables you to set up an incomplete speed type.
9. In the ChartField Values table, enter the **ChartField** information.
   A. **Operating Unit**

B. **Account**
C. **Fund Code**
D. **Class Field**
E. **Department**
F. **Chartfield 2: N**

10. Select the **Save** button.
11. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to **Create a SpeedType**. This link will open in a new tab/window.

Update a SpeedType

Navigation: Set Up SACR > Product Related > Student Financials > General Ledger Interface > SpeedTypes

1. The SpeedTypes search page displays.
2. Enter the **SetID**.
3. Select the **Search** button.
4. Select the appropriate **SpeedType Key** link and the SpeedTypes page displays.
5. Update as needed.
6. Select the **Save** button.
7. Process complete.