

Creating AR Speed Types

Purpose: Use this document as a reference for how to create an AR Speed Type or SpeedTypes in ctcLink.

Audience: Finance/Billing.

 A **Speed Type** is another word for a valid ChartString filled with valid Chartfield values. In the HCM pillar, there's *Combo Codes* that hold payroll data. In the CS pillar, there's *Item Types* that hold student-related tuition and fees. In Finance, there's *Billing Charge Codes* and *AR Speed Types*. All these different terms really say the same thing: the ChartString. These are the values are what hold the financial part of our pillars together. In Finance, setting up *Billing Charge Codes* and *AR Speed Types* can reduce errors and expedite processes by auto-filling pre-approved ChartStrings.

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

- ZD GL Local Config Inquiry
- ZZ GL Local Configuration

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

Creating an AR Speed Type

Navigation: Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define Speed Type

1. The **SpeedTypes** search page displays. Select the **Add a New Value** tab.
2. In the SetID field, look up or enter the **Business Unit**.
3. In the SpeedType Key field enter a name for the new **AR Speed Type**.
4. Select **Add**.

 Check with your local college business practices for a naming convention. Some colleges use their Business Unit as part of the AR Speed Type, i.e. 220-RS = WA220 *Running Start*. Others have opted to use specific Department number, i.e. 01007 = *Running Start Department*.

💡 Optional to select a specific 'User ID' or 'Primary Permission List' which limits access to the AR Speed Type values. When these fields are left blank, it will populate the Type of Speed Type to 'Universal (All users)'.

SpeedTypes

*SetID

*SpeedType Key

User ID

Primary Permission List

5. The **SpeedType** page displays. Enter a **Description**.
6. Enter valid ChartField values to complete your AR SpeedType.
7. Select the **Save** button.

💡 Check with your Finance or Business Office Director for a complete valid ChartString before setting up an AR Speed Type. Also notice the 'garbage can' icon is available to quickly delete incorrect/unused existing AR Speed Types.

SpeedType

SetID WA180
SpeedType Key RUN_START
Type of SpeedType Universal (All Users)
Description **Running Start Program**

Account	4021067	Running Start
Operating Unit	7180	Big Bend Community College
Fund Code	146	Local Contracts
Appropriation Index		
Department	47020	Running Start
Class Field	111	Instr/Dept Research
State Purpose	N	Null
PC Business Unit		
Project		
Currency Code		
Statistics Code		

Save Notify Refresh Add

10. 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.

Video Tutorial Via Panopto

View the external link to [Creating AR Speed Types](#). This link will open in a new tab/window.