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## Create Online Journal Process Overview

Journals are identified by a combination of Business Unit, Journal ID and Journal Date. So, it is possible for you to use the same Journal ID if desired, as long as the Journal Date is different.

<b>Process Frequency</b>	Process is done ad hoc whenever a journal needs to be added.
<b>Dependencies</b>	None
<b>Assumptions</b>	None
<b>Responsible Parties</b>	Both users at the individual institutions and UWSA perform this business process.
<b>Alternate Scenarios</b>	None

## Process Detail


### I. Create Journal

*Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries*


Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

### Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit:  

Journal ID:

Journal Date:  

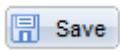
1. **Enter** *Business Unit*: 'UW\*\*\*\*'
2. **Leave** *Journal ID* to default 'NEXT' if you are using auto-numbering, otherwise, enter Journal ID.
3. **Enter** *Journal Date*
4. **Click**

## II. Complete Header page

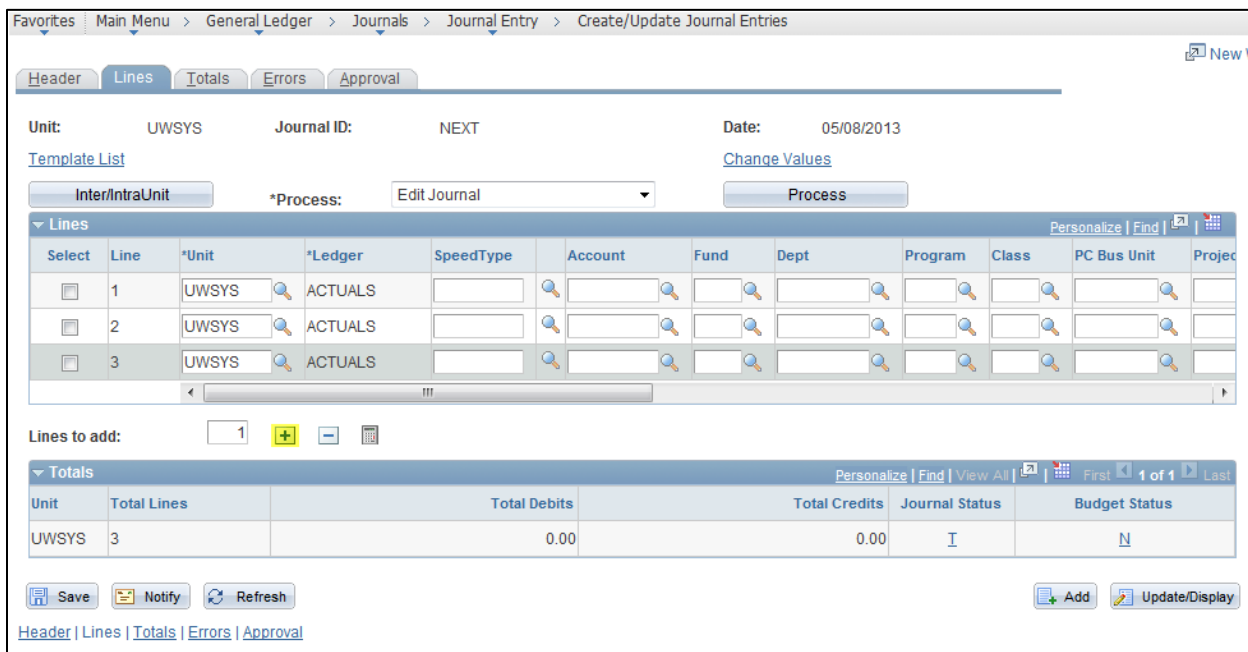
1. On the **Header** tab, **Enter Long Description**.
2. **Select Ledger Group:** 'ACTUALS'
3. **Select Adjusting Entry:** 'Non-Adjusting Entry'
4. **Select Source:** 'INT' for most journals. You can setup a default general ledger source code in your user preferences.
5. **Enter Reference Number** – your preference but not necessary.
6. **Leave Journal Class** field blank.
7. **Leave Transaction Code** field default as 'GENERAL'.
8. **Leave SJE Type** field blank.
9. If you want this entry automatically reversed (i.e. an accrual), **select Reversal: Do Not Generate Reversal** hyperlink.
10. **Select** the appropriate reversal option:
  - 'Do Not Generate Reversal' - assumes no automatic reversal of this entry. This is the default.
  - 'Beginning of Next Period' - creates a reversing entry dated the first day of the next accounting period.
  - 'End of Next Period' - creates a reversing entry dated the last day of the next accounting period.

- 'Next Day'
- 'Adjustment Period'
- 'On Date Specified By User' - creates a reversing entry on the date you specify.

11. Click 

12. Click  This will generate a journal ID.

### III. Complete Lines page






Header | Lines | Totals | Errors | Approval

Unit: UWSYS Journal ID: NEXT Date: 05/08/2013

Template List Change Values

Inter/IntraUnit \*Process: Edit Journal Process

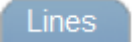
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
<input type="checkbox"/>	1	UWSYS	ACTUALS								
<input type="checkbox"/>	2	UWSYS	ACTUALS								
<input type="checkbox"/>	3	UWSYS	ACTUALS								

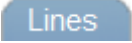

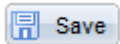

Lines to add: 1   

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWSYS	3	0.00	0.00	I	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Use the  page to record the transaction lines.

1. Click  tab.
2. Enter Complete required Chartfield values or SpeedType (see [Configure SpeedTypes](#))
3. Enter Amount.
4. Click  to add additional lines. Journal must balance.
5. Click 
6. Click the  tab. This page allows you to use control totals for debit and credit amounts and the number of lines.

**Note:** Starting with the upgrade to PeopleSoft 9.1 ChartField Balancing functionality has been enabled for the ACTUALS Ledger. During the Journal Edit process\* cash offset (account 6100) rows will be inserted as new journal lines for any unbalanced ChartField string (Fund, Department, Project, and Program Code).

Chartfield Balancing rows can't be changed. A change to one of the Non-Chartfield Balancing rows will require the journal to be re-edited and the Chartfield Balancing rows will be updated if necessary.

Journals may still be created with cash offset and if the journal is already balanced at the Chartfield Balancing level no new cash rows will be added during the edit process.

\*Debits must equal credits for Actual Ledger journals prior to running the Journal Edit.

#### IV. Journal Copy

To save on keying, you can use an existing journal entry as the basis for a new journal entry.

*Navigation: General Ledger > Journals > Journal Entry > Copy Journals*

1. If you have previously run this process, **click** the **Find an Existing Value** tab. If adding a new *Run Control ID* value, skip to step 4.
2. **Select** existing *Run Control ID*

**Copy Journals**

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID: begins with | COPY

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | First | 1 of 1 | Last

Run Control ID	Language Code
COPY JRNL\$	English

3. **Click** **Search** to open an existing run control, and skip to step 7.

4. If new, click the **Add a New Value** tab.

**Copy Journals**

Find an Existing Value | **Add a New Value**

Run Control ID:

**Add**

5. **Enter Run Control ID:** COPY\_JRNLS'
6. **Click** **Add**
7. **Enter or search** *Journal ID* for the journal you want to copy.

**Copy Journals Request**

Run Control ID: COPY\_JRNLS [Report Manager](#) [Process Monitor](#) **Run**

*Process Frequency	*Unit	*Journal ID	*Date	ADB Date	*New Journal ID	New Date	New ADB Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	UWSY	000316943	04/12/2013	04/12/2013	NEXT	05/08/2013		Reversal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save** **Notify** **Refresh** **Add** **Update/Display**

8. **Enter New Journal ID.** When using auto numbering be certain to leave 'NEXT' in the new journal.
9. **Enter New Date**
10. **Click** **Run**
11. **Select Server Name:** 'PSUNX'

University of Wisconsin System  
 SFS Business Process  
 GL.1.01 – Online Journal:  
 Create, Attachments, Copy, Delete

**Process Scheduler Request**

User ID: 00450050      Run Control ID: COPY\_JRNL

Server Name: PSUNX      Run Date: 05/08/2013  
 Recurrence:      Run Time: 2:46:31PM      [Reset to Current Date/Time](#)  
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Copy Process	GL_JRNL_COPY	Application Engine	Web	TXT	Distribution

[OK](#)   [Cancel](#)   [Refresh](#)

12. Click [OK](#)
13. Click *Process Monitor* hyperlink.

**Copy Journals Request**

Run Control ID: COPY\_JRNL      [Report Manager](#)   [Process Monitor](#)   [Run](#)

Process Instance: 6641339

*Process Frequency	*Unit	*Journal ID	*Date	ADB Date	*New Journal ID	New Date	New ADB Date
Once	UWSY	0000316943	04/12/2013	04/12/2013	JRNLCOPY01	04/15/2013	

14. Click [Refresh](#) until *Run* and *Distribution* Statuses change to 'Success' and 'Posted'.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Copy Journals

Process List   [Server List](#)

**Actions**

User ID: 00450050    Type:    Last:    1    Hours:    [Refresh](#)

Server:    Name:    Instance:    to:   

Run Status:    Distribution Status:     Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6641339		Application Engine	GL_JRNL_COPY	00450050	05/08/2013 2:46:31PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Copy Journals](#)

[Save](#)   [Notify](#)

[Process List](#) | [Server List](#)

15. Click *Go back to Copy Journals* hyperlink.

OR

*Navigation: General Ledger > Journals > Create/Update Journal Entries*

Using the **Find an Existing Value** tab to search for the Journal ID you want to copy, enter your search criteria.

**Create/Update Journal Entries**

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

Search Criteria

Use Saved Search: [dropdown]

Business Unit: [dropdown] = [text: UWXXX] [magnifying glass]

Journal ID: [dropdown] begins with [text]

Journal Date: [dropdown] = [text]

Document Sequence Number: [dropdown] begins with [text]

Line Business Unit: [dropdown] = [text] [magnifying glass]

Journal Header Status: [dropdown] = [dropdown]

Budget Checking Header Status: [dropdown] = [dropdown]

Source: [dropdown] = [text] [magnifying glass]

Entered By: [dropdown] begins with [text] [magnifying glass]

Attachment Exist: [dropdown] = [dropdown]

Search | Clear | Basic Search | Save Search Criteria | Delete Saved Search

1. Click on the **Lines** tab
2. Select the 'Copy Journal' option in *Process* drop down list.
3. Click **Process**

Header | **Lines** | Totals | Errors | Approval

Unit: UWSYS    Journal ID: 0000306901    Date: 10/18/2012     Errors Only

[Template List](#)    [Search Criteria](#)    [View Audit Logs](#)

\*Process: Copy Journal    **Process**    Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
<input type="checkbox"/>	1	UWSYS	ACTUALS		3702	131	400938	1			



4. The Journal ID will default to 'NEXT' or you can enter a new Journal ID and/or date.

5. Click 

6. The copied journal will come up. **Review** Header information and make any necessary changes (Note that the data/information from the original journal is copied to the new journal).

7. Click 

## V. Add an Attachment

Click the *Attachments* link to access the Attachments page where you can attach any relevant files that are related to the journal entry. The Attachments link on the Journal Header page displays the number of attachments that are included with the journal entry. Each attachment is assigned a unique attachment ID and attachment information is stored on a single cross reference table.

**NOTE:** Attachments added to posted transactions CANNOT be deleted.

1. Click *Attachments* hyperlink to attach any relevant files that are related to the journal entry.

Unit: UWSYS      Journal ID: NEXT      Date: 05/08/2013

Long Description:

\*Ledger Group: ACTUALS      Adjusting Entry: Non-Adjusting Entry

Ledger:       Fiscal Year: 2013

\*Source:       Period: 11

Reference Number:       ADB Date: 05/08/2013

Journal Class:

Transaction Code: GENERAL

SJE Type:

Currency Defaults: USD / CRRNT / 1

**Attachments (0)**      Commitment Control

Reversal: Do Not Generate Reversal

Entered By: user id      User Name

Entered On:

Last Updated On:

Save    Notify    Refresh      Add    Update/Display

2. Click **Add Attachment**

Journal Entry Attachments

Attachments

Unit: UWSYS      Journal ID: NEXT      Date: 05/09/2013

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

**Add Attachment**    OK    Cancel    Refresh

3. Click **Browse...** to locate the file you are attaching
4. Click **Upload**

5. Enter a brief *Description* of the attachment
6. Click 

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
SAMPLE_EXCEL.xlsx	<input checked="" type="checkbox"/>	EXCEL			
SAMPLE_PDF.pdf	<input checked="" type="checkbox"/>	PDF			
SAMPLE_WORD.docx	<input checked="" type="checkbox"/>	WORD			

## VI. View Attachments

*Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries*

To view journals in SFS with attachments you can search using the *Attachment Exist* field by *Business Unit* and entering any other known journal information.

**Create/Update Journal Entries**

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

Search Criteria

Use Saved Search:

Business Unit:

Journal ID: contains

Journal Date:

Document Sequence Number: begins with

Line Business Unit:

Journal Header Status:

Budget Checking Header Status:

Source:

Entered By: begins with

Attachment Exist:

Search    Clear    Basic Search    Save Search Criteria    Delete Saved Search

**Search Results**

View All First 1-2 of 2 Last

Business Unit	Journal ID	Journal Date	InPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	Entered By	Attachment Exist
UWSYS	0000306901	10/18/2012	0	(blank)	UWSYS	Posted	Valid	ACTUALS	INT	USD	12	463.04	0	TRF FR 131400938 TO VARIOUS	00055124	Y
UWSYS	0000316963	01/10/2013	0	(blank)	UWSYS	Posted	Valid	ACTUALS	INT	USD	4	713.38	0	COPIED LSD. TRF FR 106 611000 00450050		Y

1. Click on the *Attachments* hyperlink

Header    Lines    Totals    Errors    Approval

Unit: UWSYS    Journal ID: 0000306901    Date: 10/18/2012

Long Description: TRF FR 131400938 TO VARIOUS

\*Ledger Group: ACTUALS    Adjusting Entry: Non-Adjusting Entry

Ledger:

\*Source: INT    Fiscal Year: 2013

Reference Number:

Journal Class:

Transaction Code: GENERAL     Auto Generate Lines

SJE Type:

Save Journal Incomplete Status

Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

[Attachments \(3\)](#)    [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Entered By: 00055124    JAEGER, KAREN

Entered On: 10/18/2012 1:39:41PM

Last Updated On: 10/18/2012 1:40:49PM

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval

2. Click on the *File Name* hyperlink for each document to view.

University of Wisconsin System  
 SFS Business Process  
 GL.1.01 – Online Journal:  
 Create, Attachments, Copy, Delete

**Journal Entry Attachments**

**Attachments**

Unit: UWSYS      Journal ID: 0000306901      Date: 10/18/2012

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
REL1_0000306901.pdf	<input checked="" type="checkbox"/>	PDF	00450050	LINDA DIRING	04/29/2013 7:44:20AM
REL1_0000306901.xlsx	<input checked="" type="checkbox"/>	EXCEL	00450050	LINDA DIRING	04/29/2013 7:44:20AM
REL1_UWSYS_306901.docx	<input checked="" type="checkbox"/>	WORD	00450050	LINDA DIRING	04/29/2013 7:44:20AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Any Journal that has an attachment(s) is also available to view in WISDM. **NOTE:** The maximum filename for an attachment to appear in WISDM is 64 characters which includes the file extension.

UNIVERSITY OF WISCONSIN SYSTEM  
**UW WISDM**  
 Wisconsin Data Mart for PeopleSoft Financials

JOURNAL 0000306901

Main Menu    Comment        UWSYS - 2013

View as: Web    Go

GL Jrnl ID      0000306901

Jrnl Date      10/18/2012

Acct Period    4

Ledger        ACTUALS

Source        INT

Status        Posted

Descr         TRF FR 131400938 TO VARIOUS

System Source    PNL

Jrnl Total Lines    12

Jrnl Total Debits    463.04

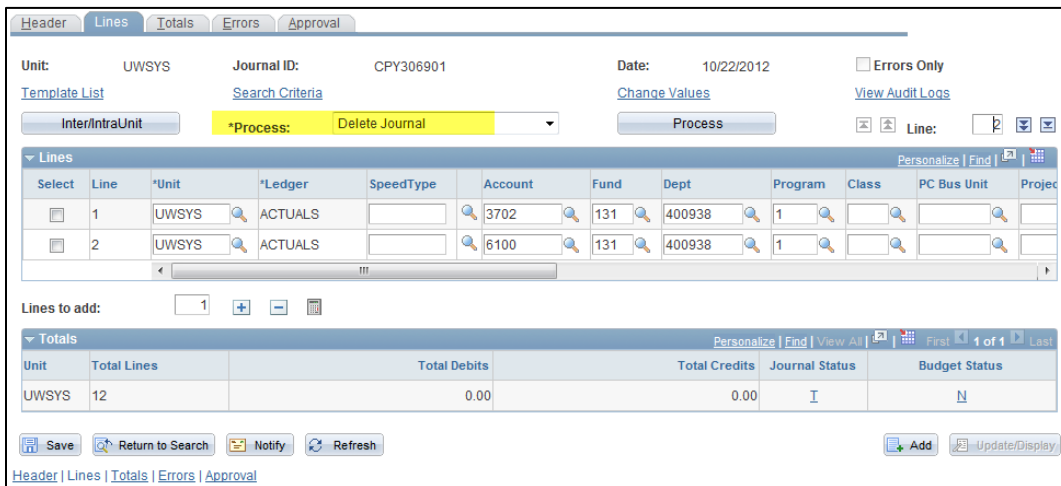
Jrnl Total Credits    463.04

Line No	Acct	Fund	Dept	Prog	Project/Grant	Sub-Class	Description	PO	Vchr ID	DR	CR
1	3702	131	400938	1			FY12 UWEX INST COM SYS				(17.61)
2	6100	131	400938	1			Cash			17.61	
3	3702	131	400944	1			FY12 UWEX INST COM SYS			17.61	
4	6100	131	400944	1			Cash				(17.61)
5	3702	131	400938	1			FY12 UWEX INST COM SYS				(183.58)
6	6100	131	400938	1			Cash			183.58	
7	3702	131	400925	1			FY12 UWEX INST COM SYS			183.58	
8	6100	131	400925	1			Cash				(183.58)
9	3702	131	400938	1			FY12 UWEX INST COM SYS				(30.33)
10	6100	131	400938	1			Cash			30.33	
11	3702	131	400923	1			FY12 UWEX INST COM SYS			30.33	
12	6100	131	400923	1			Cash				(30.33)

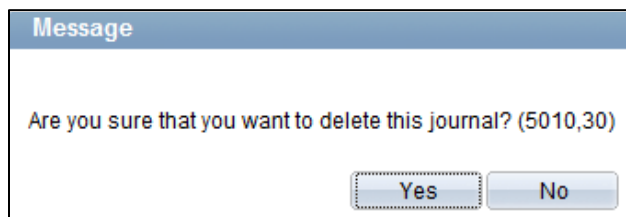
**VII. Journal Delete**

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

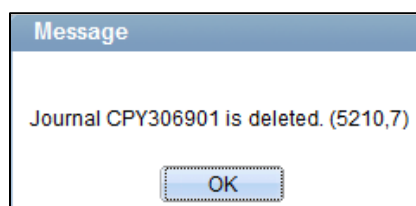
1. Select **Find an Existing Value** tab
2. Enter *Business Unit*: 'UW\*\*\*\*'
3. Enter *Journal ID*
4. Click **Search**
5. Select **Lines** tab
6. Select *Process*: 'Delete Journal' from pull down menu.
7. Click **Process**



8. SFS will display a message verifying deletion before it deletes the journal.
9. Click **Yes** to delete the journal.



10. The following message indicates that the journal has been deleted.



**VIII. Review Audit Logs**

Click the *View Audit Logs* hyperlink in the top right hand corner of the Create/Update Journal Entries page to open Search Audit Logs Page with journal audit log information.

Unit: UWSYS    Journal ID: 0000316936    Date: 05/13/2013     Errors Only

Template List    Search Criteria    Change Values    **View Audit Logs**

Inter/IntraUnit    \*Process: Edit Journal    Process    Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
<input type="checkbox"/>	1	UWSYS	ACTUALS		1643						

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWSYS	1	0.00	0.00	N	N

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

The following example shows a journal audit log:

Application Name: General Ledger    Document Name: GL JOURNAL

Search Criteria

\* Business Unit: is equal to UWSYS

GL Journal ID: is equal to 0000316936

Journal Date: = 2013-05-13

Journal Process: is equal to

Event Code: is equal to

Event Date: is equal to

User ID: is equal to

Process Instance: is equal to

Include Archive  
 Include Batch Changes  
 Include Purge Logs

Buttons: Search, Clear

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
UWSYS	0000316936	2013-05-13	0	01	CREATE	Create Journal	05/13/2013 5:08:56.000000PM	00768516		Journal has been created by Create/Update Journal Entries component.

## IX. Configure SpeedTypes

You often have transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called SpeedTypes for these frequently used combinations of ChartFields, you can greatly increase journal entry efficiency and reduce errors.

*Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes*

**SpeedTypes**

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

**Search Criteria**

SetID: = UWMIL

SpeedType Key: begins with

User ID: begins with

Primary Permission List: begins with

Type of SpeedType: = One User

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | First | 1-2 of 2 | Last

SetID	SpeedType Key	User ID	Primary Permission List	Type of SpeedType
UWMIL	KW_PARK	RDS	(blank)	User
UWMIL	KW_PARK_CR	RDS	(blank)	User

Find an Existing Value | Add a New Value

### A. How To Find an Existing SpeedType Key:

1. **Click** Find an Existing Value
2. **Enter** SetID
3. **Enter or leave 'BLANK'** SpeedType Key. This is any combination of up to 10 alpha/numeric characters. This will be the value will populate the Journal Line with your predefined Chartfield string values. You can use whatever makes sense. Examples: UWMIL has KW\_PARK\_CR for entering credits for the Kenilworth housing parking department.



4. Either
  - a. **Enter or leave 'BLANK'** *User ID* for the one person that will have access to this SpeedType Key. OR
  - b. **Select or leave 'BLANK'** *Primary Permission List* if this SpeedType Key will be available for all users for a particular institution that all have a particular Primary Permission List access.  
OR
  - c. **Leave both** *User ID* and *Primary Permission List* 'BLANK'. Leaving these fields blank means you want this *SpeedType Key* available to all users for the Institution (*SetID*)  
**NOTE:** If you populate both the *User ID* AND *the Primary Permission List*, the system will default to the 'One User' option.
5. **Select** *Type of SpeedType* based on if this SpeedType Key will be created for
  - a. 'One User'. The user that you specify in the User ID field is authorized to use this combination.
  - b. 'One Permission'. Permission that you specify in the Primary Permission List field is authorized to use this combination.
  - c. 'Universal (All Users)'. All users are authorized to use this combination. To create a Universal SpeedType.
6. **Click**
7. **Select** any result hyperlinks to view the SpeedType Key chartfield setup

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

### SpeedType

SetID: UWML

SpeedType Key: KW\_PARK\_CR

Type of SpeedType: One User      User ID: RDS

Description:

Account:  Trfs-Same Funds/Same Unit

Fund Code:  Auxiliary Enterprises

Department:  Kenilworth Housing Financing

Program Code:  Auxiliary Enterprises

Class Field:

PC Business Unit:

Project:

Activity:

Affiliate:

Currency Code:

Statistics Code:

B. How to Add a New SpeedType Key:

1. Click
2. Enter *SetID*
3. Enter *SpeedType Key*. This is any combination of up to 10 alpha/numeric characters. This will be the value will populate the Journal Line with your predefined Chartfield string values. You can use whatever makes sense. Examples: UWMIL has KW\_PARK\_CR for entering credits for the Kenilworth housing parking department.
4. Either
  - a. Enter *User ID* for the one person that will have access to this SpeedType Key. OR
  - b. Select *Primary Permission List* if this SpeedType Key will be available for all users for a particular institution that all have a particular Primary Permission List access.  
OR
  - c. Leave both *User ID* and *Primary Permission List* 'BLANK'. Leaving these fields blank means you want this *SpeedType Key* available to all users for the Institution (*SetID*)  
**NOTE:** If you populate both the *User ID* AND *the Primary Permission List*, the system will default to the 'One User' option.
5. Click

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

### SpeedType

SetID: UWSYS  
 SpeedType Key: HEALTH\_AP  
 Type of SpeedType: One User      User ID: 00768516  
 Description: Health Ins Payable - State  
 Account: 7224      Health Insurance Payable-State  
 Fund Code: 980      Employer's Share Fr Ben Clrng  
 Department: 980980      Fringe Clearing  
 Program Code: 1      Institutional Support  
 Class Field:  
 PC Business Unit:  
 Project:  
 Activity:  
 Affiliate:  
 Currency Code:  
 Statistics Code:

Save    Notify    Refresh      Add    Update/Display

6. **Enter** *Description*. Up to 30 characters
7. **Enter** any combination of Chartfield values that will always be entered for this type of *SpeedType Key*
  - a. *Account*
  - b. *Fund Code*
  - c. *Department*
  - d. *Program Code*
  - e. *Class Field*
  - f. *PC Business Unit*
  - g. *Project*
  - h. *Activity*
  - i. *Affiliate* – UW does not need this field configured here
  - j. *Currency Code* – UW does not need this field configured here
  - k. *Statistics Code* – UW does not need this field configured here
8. **Click** Save

C. How to Delete a single SpeedType

1. Follow the instructions on [How to Find an Existing SpeedType Key](#) above.

2. Click . You will receive a confirmation pop up message.

3. Click . You will be returned to the SpeedType Search page.

### Revision History

Author	Version	Date	Description of Change
Martha Mendoza	1.0	12/10/2012	Initial Draft
Linda Diring	1.1	05/13/2013	Revised and updated
Susan Kincanon	1.2	05/13/2013	Review and edit
Linda Diring	1.3	05/16/2013	Added Audit Logs section
Susan Kincanon	1.4	05/16/2013	Final review and publish to website
Jon Ahola	1.5	06/27/2013	Final review
Susan Kincanon	2.0	08/05/2013	Added Configure SpeedTypes section
Linda Diring	2.1	08/18/2013	Suggestions and changes to SpeedType section
Susan Kincanon	2.2	08/26/2013	Changes incorporated into doc, added WISDM filename size limitation, republish