

Entering Funding Strings & Using Speed Charts in ShopUW+

Background

ShopUW+ requesters on the Stevens Point campus are advised to utilize Speed Chart functionality when entering funding. If funding includes a 7-character Project ID, enter in the SpeedChart field. Otherwise, enter the 6-digit department ID. Upon doing so, the Fund, Department and Program are automatically populated. If entering a project ID, 'UWSTP' should also be entered in the PC Business Unit field.

Procedures

Funding String								
LINE								
GL Business Unit	Speed Chart	Account	Fund	Department	Program	PC Business Unit	Project	Class
UWSTP UW Stevens Point	AAJ1525_STP 144 5 DHS Emerging Leaders 202	2620 Services - Professional	144 Fed Aid-Special Projects	400418_STP Academic Aff-Fed Pub Serv Grnt	5 Public Service	UWSTP UW Stevens Point	AAJ1525_STP DHS Emerging Leaders 2021	<i>no value</i>

GL Business Unit	UWSTP (must enter to activate Speed Chart)
Speed Chart	If funding includes a 7-character Project ID, enter as the SpeedChart. Otherwise, enter the 6-digit department ID.
Account	4-digit expense account code
Fund	Automatically populates when Speed Chart is entered
Department	Automatically populates when Speed Chart is entered
Program	Automatically populates when Speed Chart is entered
PC Business Unit	UWSTP (must populate if entering a 7-character project ID)
Project	Automatically populates when Speed Chart is entered
Class	[rarely used] 4-character building code – required for capital expenses