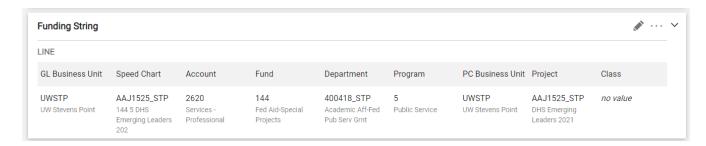
## **Entering Funding Strings & Using Speed Charts in ShopUW+**

## 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**



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