

Step-by-Step Guide

Using the Simple SpeedType Query (SSQ)

What is the Simple SpeedType Query?

The Simple SpeedType Query (SSQ) is a snapshot of your SpeedTypes that shows, where applicable, a summary of the beginning net assets, revenues, expenses, transfers and the amount available to spend as of the close of business for the previous business day. The data used in the SSQ calculations come from the Central Information Warehouse (CIW). Therefore, the data are current through the end of the previous business day, and do not include transactions and encumbrances in process in the Finance System today.

Why should you use the SSQ?

You should use the SSQ to check your available balance *prior to* initiating a purchase or making a payment. Using the SSQ in this way helps provide reasonable assurance that the expenses you incur will not exceed the resources you have available.

Calculating the Amount Available

The Step-by-Step Guide [Calculating Amount Available](#) shows the equations used to calculate the Amount Available. The calculation used by the SSQ is based upon fund. For funds in which Expenditure Control has been turned on, the Amount Available calculation also factors in the Available Resource Basis (ARB).



An Amount Available is NOT calculated for funds 11, 50, 51, 60, 71, 73, 74, 75, 76, 77, 79, or 99, nor for SpeedTypes with an ARB of EX for Exempt.

When a SpeedType with one of the above mentioned funds, or with an ARB of EX, is entered in the Manage SpeedTypes area, the following message will appear:

Fund information is not available through the Simple SpeedType Query in the portal for: xxxxxxxx (SpeedType #).

Using the SSQ

The SSQ is located in the myCU portal. For information on logging in to the myCU or CUConnect portals, refer to the Step-by-Step Guide [Logging in to the Portal](#).

Once logged into the portal, select the **MY.TOOLS** tab in myCU. (If using CUConnect, select the **Tools & Resources** tab and click the **TAKE ME TO MYCU** link under the **Simple SpeedType Query** section to access the SSQ in the myCU portal.) Your SpeedType list which you have created within the SSQ will appear on the initial page of the SSQ.

To add a SpeedType

Add Speedtype

In the empty field, enter the SpeedType you wish to include on your list, and click the **ADD** button.

To remove a SpeedType

Click the box for each SpeedType you wish to remove from your list, and click the **REMOVE SELECTED** button.


Remove Speedtype(s)

<input type="checkbox"/>	51019448
<input type="checkbox"/>	51024769
<input type="checkbox"/>	51035130

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To return to the initial page of the SSQ, which is where your list of SpeedTypes and their available balances will appear, click the **MY SPEEDTYPES** link.

Available balances that are in black font represent a favorable balance—the SpeedType still has funds available for appropriate purchases. However, if the **font color is red** and a stop sign is pictured—such as  **\$-14,766.57**—the SpeedType is in deficit and appropriate action must be taken to eliminate the deficit before purchasing occurs.

To take a more in-depth look at the SpeedType, click on the SpeedType link you want to view.

SpeedType: 51019448				
Description: VPBF-CONTROLLER OPERATIONS			Change Fiscal Year <input type="button" value="Go >>"/>	
Available Balance \$22,678.59			Print Friendly Version	
Data As Of: Yesterday			Fund: 10 Org: 50027	
<i>Dollar figures do not include transactions in process.</i>			Program: 10007	
Fiscal Year: 2008 (July 1, 2007 to Sep 27, 2007)			Project ID: Subclass Code:	
Budget Type: BL Ruleset: DAB				
	Budget	Actuals	Encumb.	Available Amount
REVENUES				
MISCELLANEOUS INCOME: 325000 - 334999				
325100 MISC REV - OPERATING	\$0.00	\$300.00	\$0.00	
Subtotal:	\$0.00	\$300.00	\$0.00	
MISCELLANEOUS INCOME: 325000 - 334999				
TOTAL: REVENUES	\$0.00	\$300.00	\$0.00	
EXPENDITURES				
750400 WATER	\$0.00	\$146.64	\$0.00	
Subtotal: UTILITIES:	\$0.00	\$1,227.61	\$0.00	\$-1,227.61
750000 - 752499				
TOTAL: EXPENDITURES	\$1,415,272.00	\$370,635.37	\$1,021,958.04	\$22,678.59
There is an Amount Available in your speedtype of \$22,678.59				
<i>Dollar figures do not include transactions in process.</i>				
[Note:] Expenditure Control is performed at the departmental level (or Org) so available amount can be used by other SpeedTypes in Org.				

This detailed view will indicate information about the SpeedType in the header. Examples include the FOPPS, Budget Type (also known as Available Resource Basis or ARB) and Ruleset (also known as Expenditure Control Rule or ECR). Also, a summary of transactions for each account code range is provided. Subtotals that are included in the Amount Available calculation are in **bold font**. Both in the header and at the bottom of the summary information, the Amount Available is shown. Additionally, if the Ruleset/ECR is DAB/DAN, a reminder note to the fact that other SpeedTypes within your org also have access to your funds will appear at the bottom of the summary information.



To print the detailed view of a SpeedType from the SSQ, click the PRINT FRIENDLY VERSION link in the header.

To go back to your list of SpeedTypes and their available balances, click the **MY SPEEDTYPES** link.