

PeopleSoft Financials –Search for Cost Center and Speed Type

Used for: Searching for Cost Centers by Chartfield
 Searching for SpeedType
 Listing all CCs in department (non-printable) – for printable list, see job aid [84 Search for SpeedType](#)

Access the Financial Production database: <https://my.uh.edu/fs>

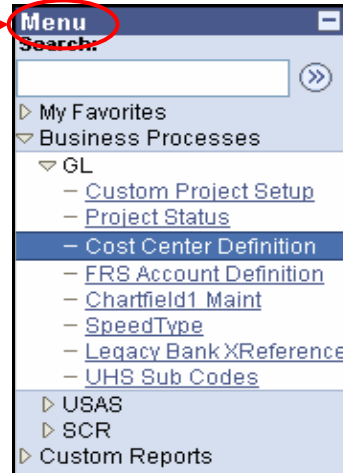
Or, See the [SignOn Financial Production](#) job aid.

Remember to use
ALL CAPS

NAVIGATION / PATH

From the Menu select:

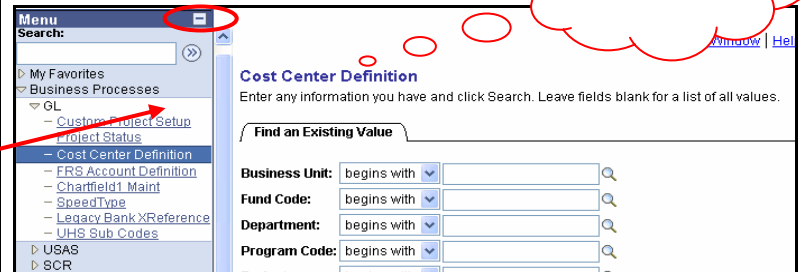
- ▶ **Business Processes**
- ▶ **GL**
- ▶ **Cost Center Definition**



Option:

In order to have more viewing of the panels, collapse (minimize) the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button if needed again.



INSTRUCTIONS

STEP 1: In Cost Center Definition, Find an Existing Value Panel:

- Enter **Business Unit**,
- Enter any one or all of the following:
 - Fund Code**
 - Department** (will list all CCs in dept.)
 - Program Code** (best search unless a grant)
 - Project Code**

➤ Click on Search.

Cost Center Definition
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

Fund Code:

Department:

Program Code:

Project:

Include History

Search
Clear
[Basic Search](#)

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If multiple values result, please select from the list that will appear, or narrow search.

Search Results

View All First 1-56 of 56 Last

Business Unit	Fund Code	Department	Program Code	Project
00765	1061	V0021	A0221	NA
00765	1061	V0021	A0222	NA
00765	1061	V0021	A0226	NA
00765	1061	V0021	D0213	NA
00765	1061	V0021	D0282	NA
00765	1061	V0021	D0295	NA

When you select from list, or If only one value results, it will appear as such:

In **Cost Center** Tab:
SpeedType appears

Cost Center

Unit:	Fund Code:	Department:	Program:	Project:
00765	2077	V0021	A0262	NA

Find | View All First 1 of 4 Last

Effective Date: 09/01/2001
 Fund: 2077
 Department: V0021
 Program: A0262
 Project/Grant: NA
SpeedType: 10423
 Status: Active
 DESIG-INVESTMENT INCOME
 SCHOOL OF EDUCATION
 EDU DISC
 NA
 2077-V0021-A0262-NA

PCA:
 User ID: PS Dt Modify: 09/03/2001

Click on **Return to Search** to search for others.

Save **Return to Search** Notify Up