

PeopleSoft Financials – Look Up Signature Authority

Used for: To search for signature authority by program or department.
 (If a grant/project, see job aid "84 Search for Signature Authority by Proj_Grt".)
 Can use to search for proper Account number to use by **(use 00797)**

- Description, or
- Partial account number

Can use to search for any cost center chartfield by **(use 00765)**

- Description, or
- Partial number

**Managers are also listed in the Query:
 UHV_COST_CENTERS_BY_DEPT.
 (See Search for SpeedType)**

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

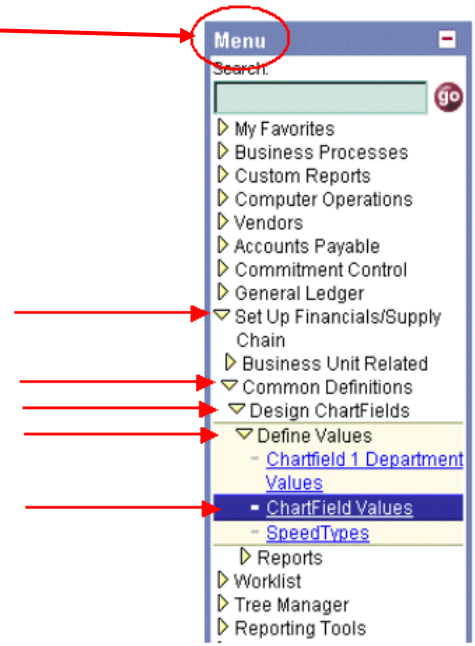
Or, See the [SignOn Financial Production](#) job aid.

**Remember to use
 ALL CAPS**

NAVIGATION / PATH

Under **Menu** click on:

- ▶ **Set up Financials/Supply Chain**
- ▶ **Common Definitions**
- ▶ **Design ChartFields**
- ▶ **Define Values**
- ▶ **ChartField Values**



INSTRUCTIONS

Look up criteria for each Chartfield:

CF:	SetID:	Parameters:
Account	00797	Account Number Descr Account Type
Fund	00765	Fund Code
Dept	00765	Dept Number Manager Name
Program	00765	Program Code Descr
Project	00765	Project Number

STEP 1: In the **ChartField Values** Panel:

➤ Click on desired selection; for this exercise, use **Program Code**

STEP 2: Enter data to search for:

➤ **SetID:** change to **00765**

Can click on to choose another option if necessary.

➤ Enter **Program Code**, either complete or partial.

OR

Enter a **Description** (either a word or phrase-do not use “%” here.)

➤ Click on .

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STEP 3: In the Search Results, if any:
If none, go to Step 4.

At the bottom, a listing is given for the Program Codes (or description) that matches the given criteria.

➤ Click anywhere on the link to display the panels.

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

Find an Existing Value

SetID: [=] 00765

Program Code: begins with A0375

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-10 of 10 Last

Program Code	Description	Short Description
A0370	WHARTON ISD/STAFF DEV	(blank)
A0371	ENGINEERING & TECH CONSORTIUM	(blank)
A0372	CAPITAL OUTLAY REDUC-INSTRUCT	(blank)
A0373	UHSSL BIO LAB	(blank)
A0374	LEADERSHIP INSTITUTE (CNL)	(blank)
A0375	EXTENDED ACCESS & SUPPORT	(blank)
A0376	MBA FE	(blank)
A0377	CNP DISC	(blank)
A0378	ED M&O/SALARIES	(blank)
A0379	BUSINESS M&O/SALARIES	(blank)

STEP 4: Manager will be listed on the right side of the panel

Program UHS Endowment Acct

Program Code

SetID: 00765 Program Code: A0375

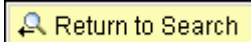
Effective Date Customize Find View All First 1 of 1 Last

Effective Date	Status	Descr	Short Description	Manager Name	Attributes
1 06/27/2003	Active	EXTENDED ACCESS & SUPPORT		BERAN,WAYNE	Attributes

Save Return to Search Notify Previous tab Next tab

Program | UHS Endowment Acct

If this is not the correct Program, click



Program UHS Endowment Acct

Program Code

SetID: 00765 Program Code: A0378

Effective Date Customize Find View All First 1 of 1 Last

Effective Date	Status	Descr	Short Description	Manager Name	Attributes
1 09/01/2004	Active	ED M&O/SALARIES		NATIVIDAD,MARY	Attributes

Save Return to Search Notify Previous tab Next tab

Program | UHS Endowment Acct

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To search for another Program, enter the desired information

To search using another chartfield, click **Chartfield Values** in the menu

Menu

- Search:
- My Favorites
- Business Processes
- Custom Reports
- Computer Operations
- Vendors
- Purchasing
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Business Unit Related
- Common Definitions
- Design ChartFields
- Define Values
 - ChartField Values
 - SpeedTypes
- Reports
- User Preferences
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools

Program

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

Find an Existing Value

SetID: [dropdown] 00765

Program Code: begins with [dropdown] A0375

Description: begins with [dropdown]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-10 of 10 Last

Program Code	Description	Short Description
A0370	WHARTON ISD/STAFF DEV	(blank)
A0371	ENGINEERING & TECH CONSORTIUM	(blank)
A0372	CAPITAL OUTLAY REDUC-INSTRUCT	(blank)
A0373	UHSSL BIO LAB	(blank)

No lookup currently exists to find **SpeedType** BY DESCRIPTION. Will need to:

EITHER

- 1 - Look up the program by descr to get the Program Code (*instructions in Lookup Cost Centers by Description*), **then/or**
- 2 – using the Program code, use **Business Processes** (*instructions in Lookup Cost Centers by Chartfield*)

OR

Use the query: **UHV_COST_CENTERS_BY_DEPT**
(To get a listing of all the cost centers & their speedtypes by department.) (instructions in 84 Search for SpeedType.)