


SEARCH FOR SPEEDTYPE

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.)

To Look Up by running the query **UHV_COST_CENTERS_BY_DEPT**:

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

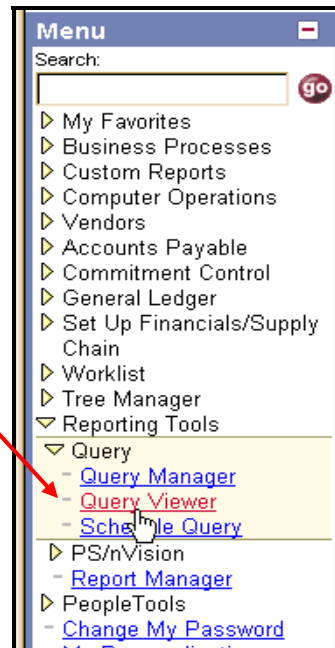
Or, See the [SignOn Financial Production job aid](#).

Remember to use ALL CAPS

NAVIGATION

From the **Menu** select:

- ▶ Reporting Tools
- ▶ Query
- ▶ Query Viewer




Be sure to add to "Favorites"!

SEARCH FOR SPEEDTYPE


INSTRUCTIONS For Running Query

STEP 1: SEARCH FOR QUERY:

If already set as a favorite, skip to Step 2

➤ **Name** - search by Query Name
(Default is **Name**; Or click  for options)

➤ **begins with** – enter **UHV**
Or you can use the Advanced Search to use other fields for look-up

➤ Click on 

Query Viewer

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

*Search By: begins with
 [Advanced Search](#)

To add to Favorites:

➤ Click **Add to Favorites** on the line of **UHV_COST_CENTERS_BY_DEPT** from the list that appears in the **Search Results**.

This query will now appear at the bottom of your screen whenever you access Query Viewer

Search Results

Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_ACCOUNT_BAL_2003	UHS Account Balance	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_CCTR_LOOKUP_BY_PROJECT	Cost Center Lookup By Project	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_COST_CENTER_LISTING	List of cost centers in a dept	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_DEPARTMENTS	Old FIN0051-Valid Departments	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_FUNDS	Old FIN0050_VALID_FUNDS	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_GL_ACCOUNTS	Old FIN0010-GL Accounts	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_NOT_BDGT_CHECKED_VOUCHERS	List for subtracting from BBA	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_SPEEDTYPES	Old FIN0007	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_UNPOSTED_VOUCHERS	Unposted vouchers by dept	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_USAS_ACCOUNT_BAL_2003	USAS Contract Acct Bal by CC	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_USAS_CONTRACT_ACCTS_2003	Balances >=\$10,000	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_COST_CENTERS_BY_DEPT		Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_NACUBO_TW		Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_OUT_OF_ST_TRAVEL	OUT OF STATE TRAVEL	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites

STEP 2: RUN QUERY.

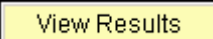
➤ Click **Run to Excel** on the line of **UHV_COST_CENTERS_BY_DEPT** from the list that appears either in **Search Results** or **My Favorite Queries**

Search Results

Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_ACCOUNT_BAL_2003	UHS Account Balance	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_CCTR_LOOKUP_BY_PROJECT	Cost Center Lookup By Project	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_COST_CENTER_LISTING	List of cost centers in a dept	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_DEPARTMENTS	Old FIN0051-Valid Departments	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_FUNDS	Old FIN0050_VALID_FUNDS	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_GL_ACCOUNTS	Old FIN0010-GL Accounts	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_NOT_BDGT_CHECKED_VOUCHERS	List for subtracting from BBA	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_SPEEDTYPES	Old FIN0007	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_UNPOSTED_VOUCHERS	Unposted vouchers by dept	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_USAS_ACCOUNT_BAL_2003	USAS Contract Acct Bal by CC	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_USAS_CONTRACT_ACCTS_2003	Balances >=\$10,000	Private		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_COST_CENTERS_BY_DEPT		Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_NACUBO_TW		Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
UHV_OUT_OF_ST_TRAVEL	OUT OF STATE TRAVEL	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites

STEP 3: ENTER YOUR DEPT ID IN NEW PROMPT WINDOW THAT APPEARS.

➤ Click 

https://my.uh.edu:9980/psc/fsprd_2/EMPLOYEE/ERP/q/?ICAction=ICQryNa...

File Edit View Favorites Tools Help

Back Forward Home Search Favorites

Address https://my.uh.edu:9980/psc/fsprd_2/EMPLOYEE/ERP/q/?ICAction=

UHV_COST_CENTERS_BY_DEPT

Department:

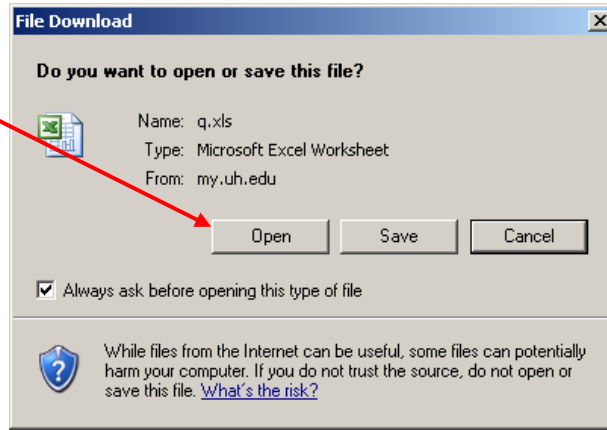
Unit	Eff Date	Status	SpeedType	Fund	DeptID	Program	Descr	Manager	Project
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SEARCH FOR SPEEDTYPE

STEP 3: CLICK

Open

This will open Excel in another separate window.



RESULTS in Excel:

Now you can search for your Program by description or number.

NOTE: the Manager is also listed here, to the far right.

	A	B	C	D	E	F	G	H
1	UHV	361						
2	Unit	Eff Date	Status	SpeedType	Fund	DeptID	Program	Descr
3	00765	9/1/2002	A	11462	1005	V0012	G0273	TUITION REV BOND-HB658
4	00765	9/1/2001	A	10537	1008	V0012	D0246	HEF/INFO SYS/ACAD SUPP
5	00765	9/1/2001	A	10536	1008	V0012	E0229	HEF/INFO SYS/STU SERV
6	00765	9/1/2001	A	11188	1008	V0012	F0282	H.E.F.
7	00765	9/1/2001	A	10535	1008	V0012	F0284	HEF/INFO SYS/GEN INSTIT
8	00765	9/1/2001	A	10161	1017	V0012	F0264	1.31% ORP-INSTIT SHARE
9	00765	9/1/2001	A	10627	1019	V0012	A0245	INSUR-FD1-INSTRUC
10	00765	9/1/1999	I	NA	1019	V0012	B0018	INSUR-FD1-RESEARCH
11	00765	9/1/2001	A	10093	1019	V0012	B0212	INSUR-FD1-RESEARCH

NOTE: if you would like to run the query for another department, the Prompt Window is still open. Just click on it from the Task Bar (at the bottom of your monitor), and repeat from Step 3.