

Using **UHS\_HUB\_ELIGIBLE\_PMTS\_FY06** query

**USED FOR:**

- ◆ verifying transactions and balances by department
- ◆ to look up prior budget period activity
- ◆ ability to print department reports on-demand, & for only reports & departments needed.

Access the 8.4 Financial Production database: <https://my.uh.edu/fs>

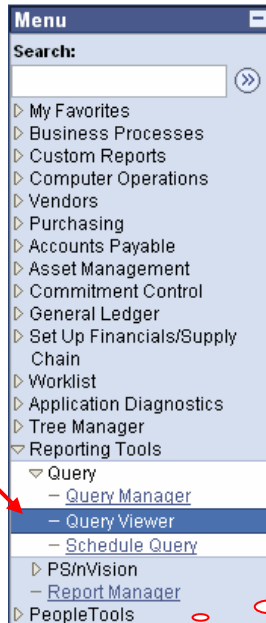
Or, See the [84 SignOn Financial Production job aid](#).

Remember to use **ALL CAPS**

**NAVIGATION**

From the Menu select:

- ▶ Reporting Tools
- ▶ Query
- Query Viewer

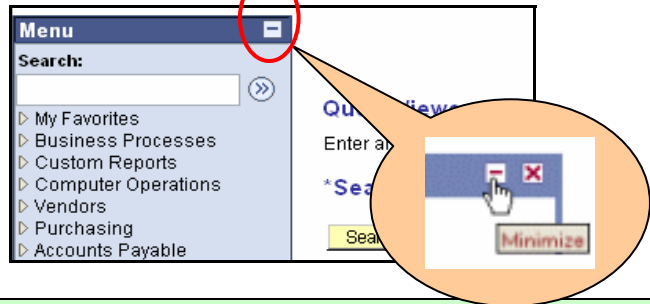


Be sure to add to "Favorites"!

**Option:**

In order to have more viewing of Query Viewer panel, minimize the Menu by clicking on the red minus sign.

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



**INSTRUCTIONS**

**STEP 1: SEARCH METHOD FOR QUERY:**

- **IF Query Favorites** – if you have the query listed on [My Query Favorites](#), skip to Step 3.
- Otherwise, you will have to search for the query – go to Step 2.

Query Viewer

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

Search By: Query Name begins with

Search | Advanced Search

Query Name	Description	Owner	Folder	Customize	Print	Print	Print	Last
UHS_FRSLQRT_DATES_UHV_IC	Project & Grants Dates	Private		Run to HTML	Run to Excel	Schedule		
UHV_UNPOSTED_VOUCHERS	Unposted vouchers by dept	Private		Run to HTML	Run to Excel	Schedule		
OBV_UNAPP_BUD_JRNL_BY_DEPT	Unapproved Bud Jmils by Dept	Public		Run to HTML	Run to Excel	Schedule		
UHS_AP_SEARCH_FOR_VENDORS	Search for AP/PO vendors	Public		Run to HTML	Run to Excel	Schedule		
UHS_AP_UNPOSTED_BY_VENDOR	Unposted vouchers by vendor	Public		Run to HTML	Run to Excel	Schedule		
UHS_AP_UNPOSTED_VOUCHERS	Unposted vouchers by dept	Public		Run to HTML	Run to Excel	Schedule		
UHS_FRS_ACCT_LOOKUP_BY_CCTR	FRS Acct Lookup by Cost Center	Public		Run to HTML	Run to Excel	Schedule		
UHS_FRS_ACCT_LOOKUP_BY_DEPT	FRS Account Lookup by DeptID	Public		Run to HTML	Run to Excel	Schedule		
UHS_HUB_ELIGIBLE_PMTS_FY06	HUB eligible payments	Public		Run to HTML	Run to Excel	Schedule		
UHV_COST_CENTERS_ALL	All CCs w/program mgr & descr	Public		Run to HTML	Run to Excel	Schedule		

## PEOPLESOFT FINANCIALS 8.4 – TO RUN HUB REPORT QUERY

### STEP 2: SEARCH FOR QUERY:

➤ **Search By** - preferable is by the default: **Query Name**.

(Click  for options, or use [Advanced Search](#) for more options.)

➤ **begins with** – enter **UHS\_HUB** in the text field. (Wildcard [%] not needed.)  
(to search by **contains**, you must go to [Advanced Search](#))

➤ Click on

**NOTE:** In this query, the payments are only those made directly to the vendor, it does **not** include procard payments.

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

Search By: Query Name begins with UHS\_HUB

[Advanced Search](#)

May want to "Add to Favorites" first, if not already set up.

### STEP 3: SELECT QUERY & RPT FORMAT:

On the line of the desired report:

**(UHS\_HUB\_ELIGIBLE\_PMTS\_FY06)**

➤ To run the query to the screen, click once on the [Run to HTML](#) link.

➤ To run the query to excel, click once on the [Run to Excel](#) link.

Prompts will open in a new window.

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

Search By: Query Name begins with UHS\_HUB

[Advanced Search](#)

Search Results

Folder View: --All Folders--

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UHS_HUB_ELIGIBLE_PMTS_FY06	HUB eligible payments	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>
UHS_HUB_ELIGIBLE_PMTS_FY06	HUB eligible payments	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>
UHS_HUB_VENDORS		Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>

### STEP 4: ENTER PROMPT DATA & RUN:

➤ **Business Unit** = 00765

➤ **Payment Date From:** beginning date of desired month

➤ **Payment Date To:** ending date of desired month

➤ **DeptID Like:** your department ID, (i.e., V0012 for Finance Department)

➤ Click on

UHS\_HUB\_ELIGIBLE\_PMTS\_FY06 - HUB eligible payments

Business Unit:

Payment Date From:

Payment Date To:

DeptID Like:

HUB Credit	Non-HUB Credit	Sum Amount	Exp Date	HUB Exp Dt	HUB Status	DeptID	Account	Account Description	Vendor ID	Vendor Name	PO Class	TINS	Attribute Value	Alt Acct	HUB Gender	HUB Ethnic
------------	----------------	------------	----------	------------	------------	--------	---------	---------------------	-----------	-------------	----------	------	-----------------	----------	------------	------------

## PEOPLESOFT FINANCIALS 8.4 – TO RUN HUB REPORT QUERY

### **STEP 5: HTML RESULTS:**

When the query is complete, a listing will come up of all HUB vouchers in your department.

If another department is needed:

➤ Enter new data at top

OR

If another query is needed:

➤ Close window and repeat from Step 3.

UHS\_HUB\_ELIGIBLE\_PMTS\_FY06 - HUB eligible payments

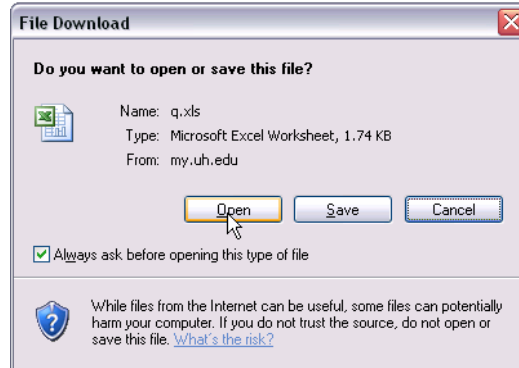
Business Unit: 00765  
 Payment Date From: 02/01/2006  
 Payment Date To: 02/28/2006  
 DeptID Like: V0012

Download results in: Excel Spreadsheet CSV TextFile (1 Mb)

HUB Credit	Non-HUB Credit	Sum Amount	Exp Date	HUB Exp Dt	HUB Status	DeptID	Account	Account Description	Vendor ID	Vendor Name	PO	Class	TMS	Attribute Value	AR Acct
0.00	19.97	19.970				V0012	52805	TELECOMMUNICATION SERVICES	0000007857	CINGULAR WIRELESS TRIPLE D		Out-of-State Corp	17429550688	LOCAL	7516
0.00	238.65	238.650				V0012	53811	FREIGHT/TRANSPORTATION	0000007399	SECURITY INC	0000002151	Texas Corporation	17423214372	STATE	7286

### **STEP 6: CREATE EXCEL FILE:**

➤ Click  to create excel file.

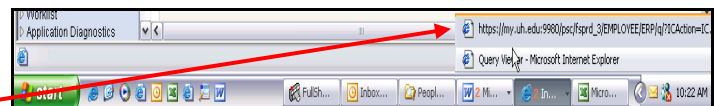


Microsoft Excel - my.uh.edu [Read-Only]

HUB Credit	Non-HUB Credit	Sum Amount	Exp Date	HUB Exp Dt	HUB Status	DeptID	Account	Account Description	Ven
0.00	19.97	19.970				V0012	52805	TELECOMMUNICATION SERVICES	0000
0.00	238.65	238.650				V0012	53811	FREIGHT/TRANSPORTATION	0000

In Excel, if another dept is needed:

- Close window
- Switch back to the "query prompt" that is still open by clicking on the appropriate program listed on the task bar (at the bottom of your monitor).
- Repeat from Step 4.



In Excel, if another query is needed:

- Switch back to the "query viewer" that is still open by clicking on the appropriate program listed on the task bar (at the bottom of your monitor).
- Repeat from Step 3 or Step 2 and enter new data to search for another query.

