

Quick Reference to Forms and Processes

(Addresses for University of Houston users. UH-Clear Lake, UH-Downtown and UH-Victoria financial offices will advise users at those campuses.)

Type of Transaction	Form	Processing Office	Outlook Global Address	Email Address
Accounts Payable vouchers	Online	Accounts Payable	<i>Dept. enters online and submits coversheet to AP.</i>	
Budget transfer or adjustment	PSGL002	Budget Office	FS_H_Budget	FS_H_Budget@central.uh.edu
Campus accounting transactions (ABC and general ledger)	PSGL001	Financial Accounting	FS_H_FinAcct	FS_H_FinAcct@central.uh.edu
Cash Deposit	PSGL001	Student Financial Services	FS_H_StFinSvc	FS_H_StFinSvc@central.uh.edu
Cash Disbursement	PSGL001	General Accounting	FS_H_GenAcct	FS_H_GenAcct@central.uh.edu
Endowment Cash Receipts	PSGL001	Treasury	FS_H_Treasury	FS_H_Treasury@central.uh.edu
Expenditure Reallocation/Correction – Accounts Payable	Online journal voucher	Accounts Payable	<i>Dept. enters online and submits coversheet to AP.</i>	
Expenditure Reallocation/Correction – General Ledger	PSGL001	General Accounting	FS_H_GenAcct	FS_H_GenAcct@central.uh.edu
General ledger entries, including: <ul style="list-style-type: none"> • Accounts receivable • Inventory • Cost of goods • Fund Transfers 	PSGL001	General Accounting	FS_H_GenAcct	FS_H_GenAcct@central.uh.edu
PeopleSoft Financials access <ul style="list-style-type: none"> • Operator ID • General Ledger • Payables 	FS001 FS002 FS003	FAST Office	<i>Fax to: 713/743-4658 Or Interoffice mail: FAST-0934</i>	
Property Management general ledger corrections	PSGL001	Financial Accounting	FS_H_FinAcct	FS_H_FinAcct@central.uh.edu
Purchase Order payment – blanket PO or encumbered contract	Online	Accounts Payable	<i>Dept. enters online and submits coversheet to AP. (UH only)</i>	

Purchase Order payment - standard	Receiver	Accounts Payable	<i>Fax to: 713/743-8709 Or Interoffice mail: AP-0900 (UH only)</i>	
Research Accounting general ledger corrections	PSGL001	Financial Accounting	FS_H_FinAcct	FS_H_FinAcct@central.uh.edu
Service Center Request	SCR	General Accounting	<i>Campus mail</i>	
Service Center Request – corrections	PSGL001	General Accounting	FS_H_GenAcct	FS_H_GenAcct@central.uh.edu
Travel reimbursement – employee, prospective employee, or student	Travel Request, Travel Voucher, and online	Accounts Payable	<i>Dept. enters online and submits TR, TV, and coversheet to AP. (UH only)</i>	
Vendor setup – companies, contractors, and research study participants (existing vendor with change of address)	Invoice with federal ID number or W-9 Form	Accounts Payable	<i>Dept. faxes to: 713/743-8709 with instructions to add address.</i>	
Vendor setup – companies, contractors, and research study participants (new vendor)	Vendor Setup or W-9 Form	Accounts Payable	<i>Vendor faxes to: 713/743-8709 Or Mails to: PO Box 948 Houston, TX 77001-0948</i>	
Vendor setup – employees, students, prospective employees, refund recipients	Individual Setup Form or equivalent	Accounts Payable	FS_H_AcctPay	FS_H_AcctPay@central.uh.edu