Recommended Finance Queries

The following Finance queries are recommended for departments:

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>UHS_AP_INTEREST_BY_DEPT_NODE</td>
<td>Late interest amt by dept node</td>
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<tr>
<td>UHS_AP_SEARCH_FOR_PAYMENTS</td>
<td>Vchr Pmts by Vchr Pmt Date</td>
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<tr>
<td>UHS_AP_SEARCH_FOR_VENDORS</td>
<td>Search for AP/PO vendors</td>
</tr>
<tr>
<td>UHS_AP_SEARCH_FOR_VOUCHERS</td>
<td>Vchr s by Vchr Accounting Date</td>
</tr>
<tr>
<td>UHS_CCTR_LOOKUP_BY_DEPT_NODE</td>
<td>Cost center lookup by DeptID</td>
</tr>
<tr>
<td>UHS_PO_BY_DEPT_NODE</td>
<td>POs by Dept, Project/Grant</td>
</tr>
<tr>
<td>UHS_WF_AP</td>
<td>AP voucher approval history</td>
</tr>
<tr>
<td>UHS_WF_AP_DENY_WITH_COMMENT</td>
<td>AP vouchers-Deny with comment</td>
</tr>
<tr>
<td>UHS_WF_AP_USER_ACTIVITY</td>
<td>AP voucher activity by user</td>
</tr>
<tr>
<td>UHS_WF_BUD</td>
<td>Budget journal appr history</td>
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<tr>
<td>UHS_WF_BUD_DENY_WITH_COMMENT</td>
<td>Budget jrnls-Deny with comment</td>
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<tr>
<td>UHS_WF_BUD_NOT_POST</td>
<td>Bdgt jrnls not posted app hist</td>
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<tr>
<td>UHS_WF_GL</td>
<td>GL journal approval history</td>
</tr>
<tr>
<td>UHS_WF_GL_DENY_WITH_COMMENT</td>
<td>GL journal - deny with comment</td>
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<tr>
<td>UHS_WF_GL_NOT_POST</td>
<td>GL journals not posted</td>
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<tr>
<td>UHS_WF_REQ</td>
<td>Requisition Approval History</td>
</tr>
<tr>
<td>UHS_WF_REQ_DENY_WITH_COMMENT</td>
<td>Requisition-Deny with Comment</td>
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<tr>
<td>UHS_WF_REQ_NOT_APPROVED</td>
<td>Requisition not Approved</td>
</tr>
<tr>
<td>UHS_WF_SC</td>
<td>SC voucher approval history</td>
</tr>
<tr>
<td>UHS_WF_SC_BY_SERVICE_CENTER</td>
<td>SC vchr appr hist by Svc Ctr</td>
</tr>
<tr>
<td>UHS_WF_SC_DENY_WITH_COMMENT</td>
<td>SC vouchers-Deny with comment</td>
</tr>
<tr>
<td>UHS_WF_SC_NOT_POST</td>
<td>SC vouchers not posted</td>
</tr>
</tbody>
</table>

This list is posted on the References page of the Finance website and will be updated as needed. If you have any questions about Finance queries, please contact Mike Glisson at 713.743.8706.
PeopleSoft Navigation to Endowment Terms

- Set Up Financials/Supply Chain.
- Common Definitions.
- Design Chartfields.
- Define Values.
- Chartfield Values.
- Click on Program Code.

**Program**

Find an Existing Value

- SetID: 00730
- Program Code: H8875

**Search Results**

- Program Code Description: CANTEEN, BUS SRS, QUASI END
- Short Description: Canteen, Bus Srs, Quasi End

- Click on your program link.
- Your page will look like this:

**Program Code**

- Effective Date: 06/12/2005
- Status: Active
- Owner: CANTINE, BUS SRS, QUASI END

- Click on the UHS Endowment Acct page link.
- This will provide you with some information about your endowment (the type of endowment (quasi/true)), when the endowment was established, and if the endowment is fully funded.
Click on the Terms link in the middle of the page to review the endowment agreement.

Endowment Terms

Terms:

Memorandum of Understanding
to establish
The Canteen, Business Services, Student Government
Association Quasi Endowed Scholarship
at the
UNIVERSITY OF HOUSTON
1.

This agreement dated April 25, 2006, between Canteen Vending Services/University of Houston Vice President for Student Affairs Business Services and the University of
Houston office of the University Treasurer, to establish the Canteen Business Services Student
Endowment Scholarship.

You may also click on the Print Endowment Program to print a copy of the endowment agreement.

ENDOWMENT FUND SUMMARY
UNIVERSITY OF HOUSTON SYSTEM
Office of the University Treasurer

Business Unit: 09730 University of Houston
Program Code: H9875 CANTEEN, BUS SVRS, QUASI END

Endowment Registry:

University: 09730
College: NON
Established: 04/25/2006
Endowment Name: CANTOEN, BUSINESS SERVICES, STUDENT GOVT ASSOC, QUASI END SCH

System Trust Account: 00730 0511 00550 H9875 /NA
Campus Endowment Fund Account: 06730 0511 H9875 /NA
Income Beneficiary Account: 06730 0429 H9115 04282 /11-4-4129

Endowment Plus: N
IAS assessment fee: Y
Type: QUAS
Classification: SCHOLARSHIPS
Desc ICC:

Memorandum of Understanding to establish The Canteen, Business Services, Student Government Association Quasi Endowed Scholarship at the UNIVERSITY OF HOUSTON. This agreement dated April 25, 2006, between Canteen Vending Services/University of Houston Vice President for Student Affairs Business Services and the University of Houston at Houston, Texas, establishes the Canteen, Business Services, Student Government Association Quasi Endowed Scholarship at the University of Houston. This endowment account consists of money irrevocably given, and to be given, to the University of Houston by Canteen Vending Services and University of Houston Vice President for Student Affairs Business Services. This quasi endowment is funded with unallocated funds that were transferred from the following accounts on April 25, 2006, to fully fund this endowment at $50,000. PeopleSoft Cost Center: 00730-2080-402054-F3775 Amount: $2,747.00 PeopleSoft Cost Center: 00730-3006-H0171-1844 Amount: $8,550.00 PeopleSoft Cost Center: 00730-3006-H0171-0441 Amount: $8,520.00 PeopleSoft Cost Center: 00730-2085-H0717-0874 Amount: $70.93 Canteen, Inc. is the nation’s oldest and largest vending company. It has been in business for 75 years and has 2,000 accounts nationally. Canteen serves the University of Houston as the exclusive provider of snacks, soft beverage, and fresh food in vending. Canteen’s relationship with the University of Houston spans 1989 to present, during that time the company has shown continued support for the mission of the University by donating goods and services. With the signing of a new contract in 2015, Canteen furnished University of Houston with a $9,500 gift for use for scholarship support at UH. The annual distributed income from this endowment will be used to provide scholarship funding at the University of Houston. The recipient(s) of the scholarship will be determined by the UH Office of Scholarship and Financial Aid. The annual distributed income shall be used to support student scholarships based on the following criteria: scholarship applicants must demonstrate financial...
HUB Vendor of the Month

Who:  Dinosaur Plastics
4727 Gulf Freeway, Houston.
Ginny Stephens, President
Independent, locally-owned company serving Houston since 1968

What:  Manufactures and sells signs of all kinds, banners, decals, awards & engravings, and promotional products of all types and price points.

How to Contact:
Call, fax, e-mail or visit our website for help with your signage and promotional products needs.
Telephone:  713.923.2278
Fax:  713.923.4454
E-mail:  info@dinosaurplastics.com
Website:  www.dinosaurplastics.com

One Thing About Our Company We Would Like UH to Know:
We are conveniently located to UH and deliver to campus on a weekly basis or more often as necessary. A number of departments on campus are current customers, and we have provided them signs, door and window decals, name plates, banners, awards, pens, t-shirts, coffee mugs, etc. We pride ourselves on our ability to offer “custom solutions at competitive prices.” We were recently honored by the East End Chamber of Commerce as the “Small Business of the Year.”

Interesting Fact About the Company:
Dinosaur Plastics was founded to manufacture the signage for Sinclair Oil Company whose logo featured the long-necked green dinosaur. The signs were made out of plastic. Hence, the name—Dinosaur Plastics! Even though we do much, much more at this time, the name remains as a Downtown and East End institution!

For further information on this or other HUB vendors contact the University of Houston HUB Operations Department.

Sandra G. Webb - 713.743.5662
E-mail:  sgwebb@central.uh.edu

Please be sure to check out Vendor Special Offers by visiting the HUB Home Page at:
http://www.uh.edu/hub
and selecting the Vendor Special Offers link.
Who’s Who in Finance

Who: Irma Perez
Executive Secretary, Finance

Years of UH Service: 2 years

Department: Office of Finance
Division of Administration & Finance

How to Contact Me: iperez@central.uh.edu or 713.743.8601

Where to Find Me: University Business Park Building 2, Room 215

When to Call Me: Call me when you would like to reserve the training room located at UBP 2 room 224.

What I Like Best About My Job: My job keeps me very busy. Everyday is an adventure in Finance!

W-2 Season—Update your address via PASS

It’s that time of year again…the Payroll department will be mailing W-2’s to all University employees at the mailing address on file by January 31st. Employees should use this opportunity to update their personal data via PASS (People Advantage Self Service).

To log on to PASS open a web browser on your computer and enter http://my.uh.edu/pass in the address bar. Your user id is a capital Z followed by your employee id. (Your employee id can be found on your paycheck stub.) If this is the first time you have accessed the PASS system your default password will be your 8 digit birth date followed by the last 4 digits of your social security number. If you have previously accessed PASS and forgotten your password, you may request a new one using the “Forgot Your Password?” link on the log on screen. A new password will be instantly emailed to the email address on file.

Once you have logged on, select the “My Personal Information” link. Select the “Home/Mailing Addresses” link to view and edit your address. Click on the “Update or correct your current address” link to make any changes to the information displayed. Remember to save the update by selecting the “Save” button. If the mailing address is the same as the home address, no information needs to be entered into the mailing address.

Online W-2 processing via the PASS system will be available, and university employees will once again be given the option to opt-out of the snail mail service. Within the coming weeks all faculty and staff will receive an email with further details on requesting this service.

Questions? Please contact the Customer Service Center at 713.743.3988.
HRMS 8.9 Upgrade Training

Customer Service Training Operations will be offering upgrade training to colleges and divisions during the month of January. Sandra Medellin will be contacting all college and division administrators to schedule this training beginning the week of January 8th.

Public queries in the HRMS system will be adjusted by the HRMS team so that users may seamlessly continue their use in the upgraded system. Private queries, however, must be converted to the new system by the private query owner. To ease this transition, Customer Service Training Operations will offer Query Conversion Training beginning mid-January. Please check the HRMS training website for details.

Customer Service Training Operations will continue to teach the New Employee HR PeopleSoft Classes in the 8.9 system. For a schedule of available classes, please check the HRMS training website.
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January 2007