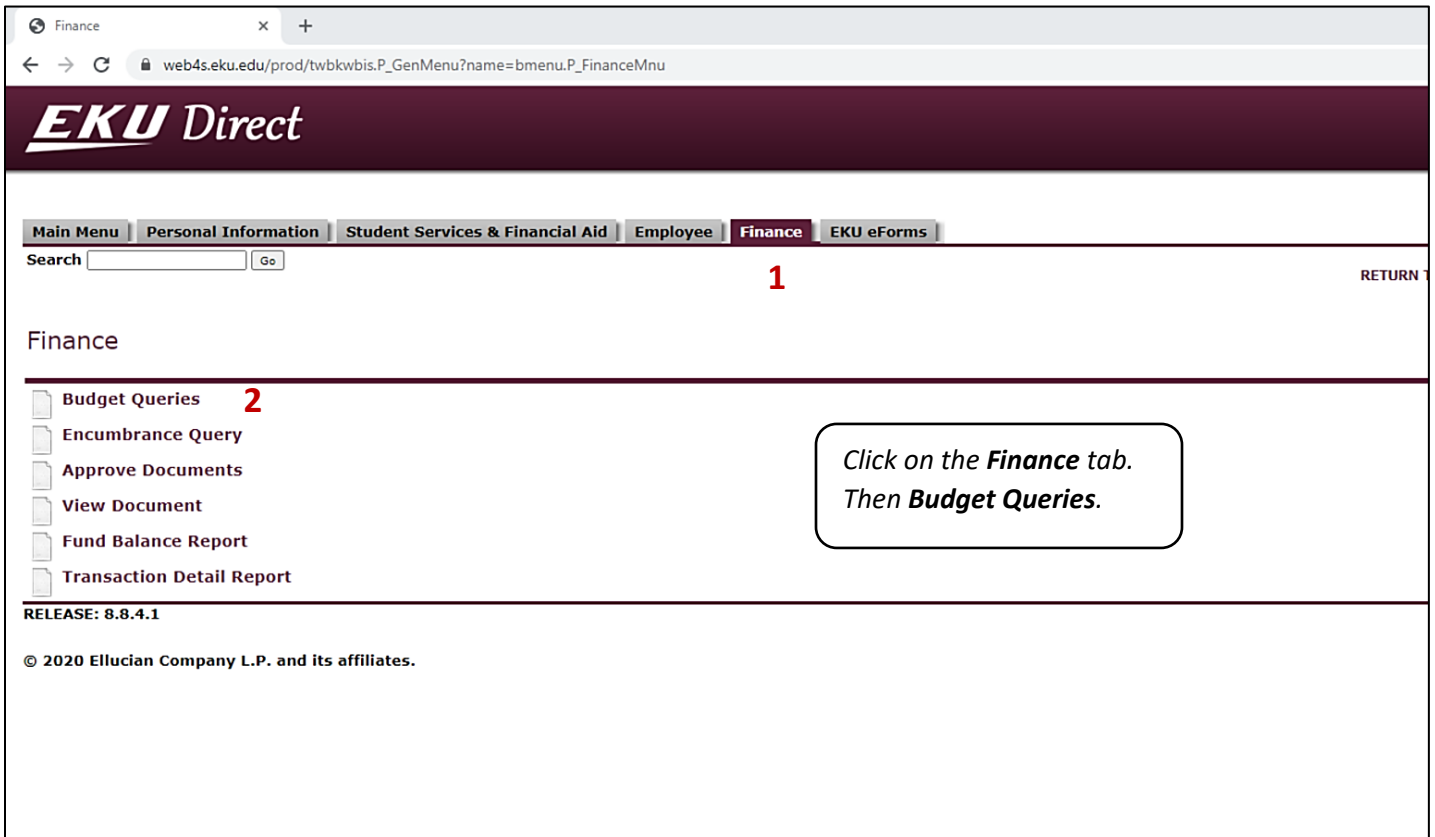
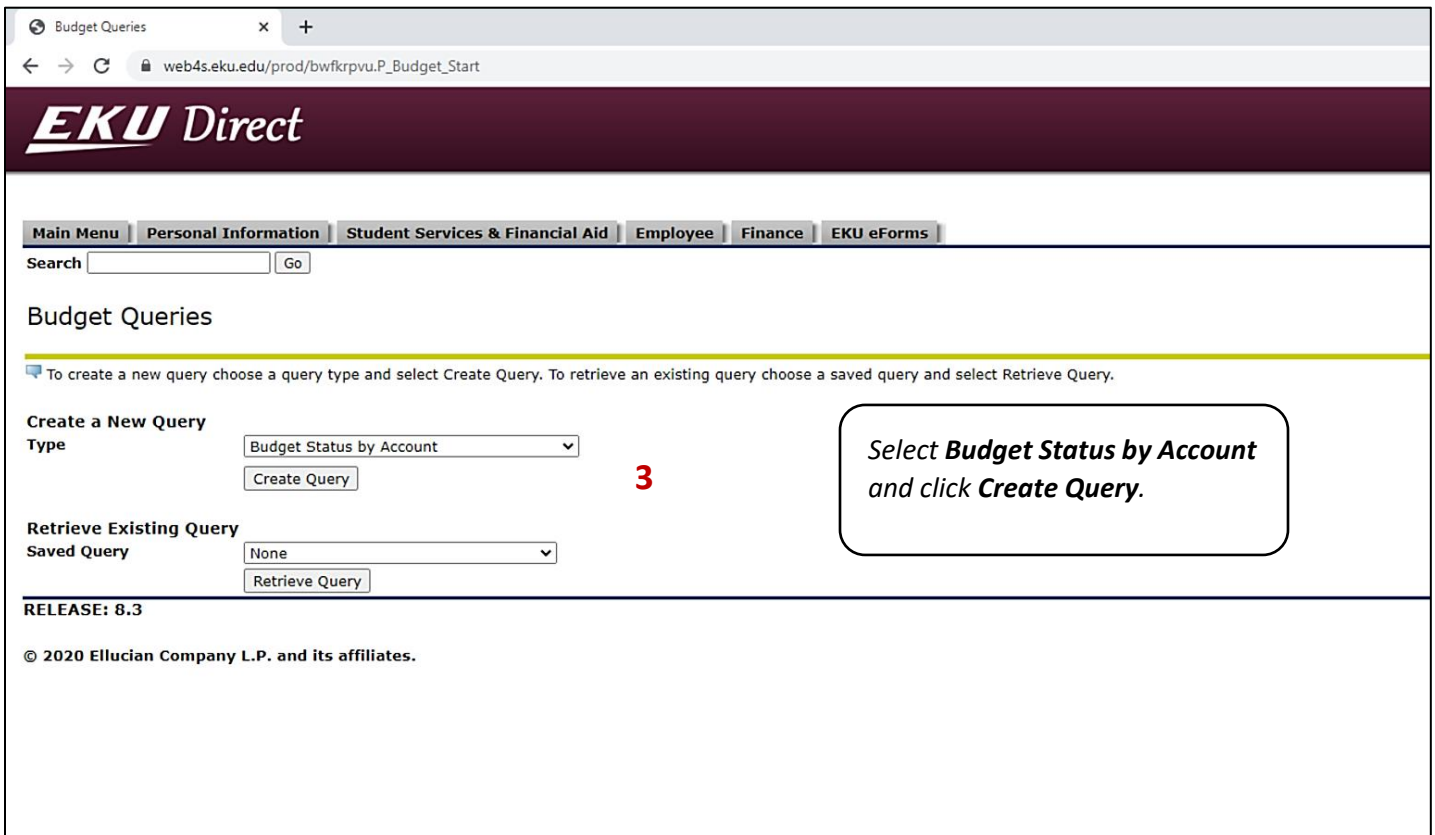


EKU Direct – Budget Query



The screenshot shows the EKU Direct website's Finance menu. At the top, there is a navigation bar with tabs for Main Menu, Personal Information, Student Services & Financial Aid, Employee, Finance, and ECU eForms. The Finance tab is highlighted. Below the navigation bar is a search field with a 'Go' button. A red number '1' is placed above the search field. The main content area is titled 'Finance' and contains a list of menu items: Budget Queries (with a red number '2'), Encumbrance Query, Approve Documents, View Document, Fund Balance Report, and Transaction Detail Report. A callout box on the right side of the page contains the text: 'Click on the **Finance** tab. Then **Budget Queries**.' Below the menu items, there is a release note: 'RELEASE: 8.8.4.1' and a copyright notice: '© 2020 Ellucian Company L.P. and its affiliates.'



The screenshot shows the EKU Direct website's Budget Queries page. At the top, there is a navigation bar with tabs for Main Menu, Personal Information, Student Services & Financial Aid, Employee, Finance, and ECU eForms. The Finance tab is highlighted. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Budget Queries' and contains a yellow horizontal line. Below the line is a blue icon and the text: 'To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.' There are two sections: 'Create a New Query' and 'Retrieve Existing Query'. The 'Create a New Query' section has a 'Type' dropdown menu with 'Budget Status by Account' selected and a 'Create Query' button. A red number '3' is placed to the right of the 'Create Query' button. The 'Retrieve Existing Query' section has a 'Saved Query' dropdown menu with 'None' selected and a 'Retrieve Query' button. A callout box on the right side of the page contains the text: 'Select **Budget Status by Account** and click **Create Query**.' Below the sections, there is a release note: 'RELEASE: 8.3' and a copyright notice: '© 2020 Ellucian Company L.P. and its affiliates.'

Budget Queries

web4s.eku.edu/prod/bwfkprvu.P_Budget_Start

EKU Direct

Main Menu | Personal Information | Student Services & Financial Aid | Employee | Finance | EKU eForms

Search

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

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RELEASE: 8.3

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Select report criteria and click **Continue**.

Budget Queries

web4s.eku.edu/prod/bwfkprvu.P_Budget_Start

EKU Direct

Main Menu | Personal Information | Student Services & Financial Aid | Employee | Finance | EKU eForms

Search

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of A information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the period.

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Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Commitment Type:

Chart of Accounts	<input type="text" value="E"/>	Index	<input type="text"/>
Fund	<input type="text" value="110000"/>	Activity	<input type="text"/>
Organization	<input type="text" value="200005"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text" value="7%"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		

Include Revenue Accounts → Unchecked for operating & labor accounts.

Save Query as:

Shared

Select **Fiscal Year and Fiscal Period (14 = YTD)**.

Enter **Chart, Fund, Org, Account (5% = Revenue; 6% = Labor; 7% = Operating)**.

Click **Submit Query**.