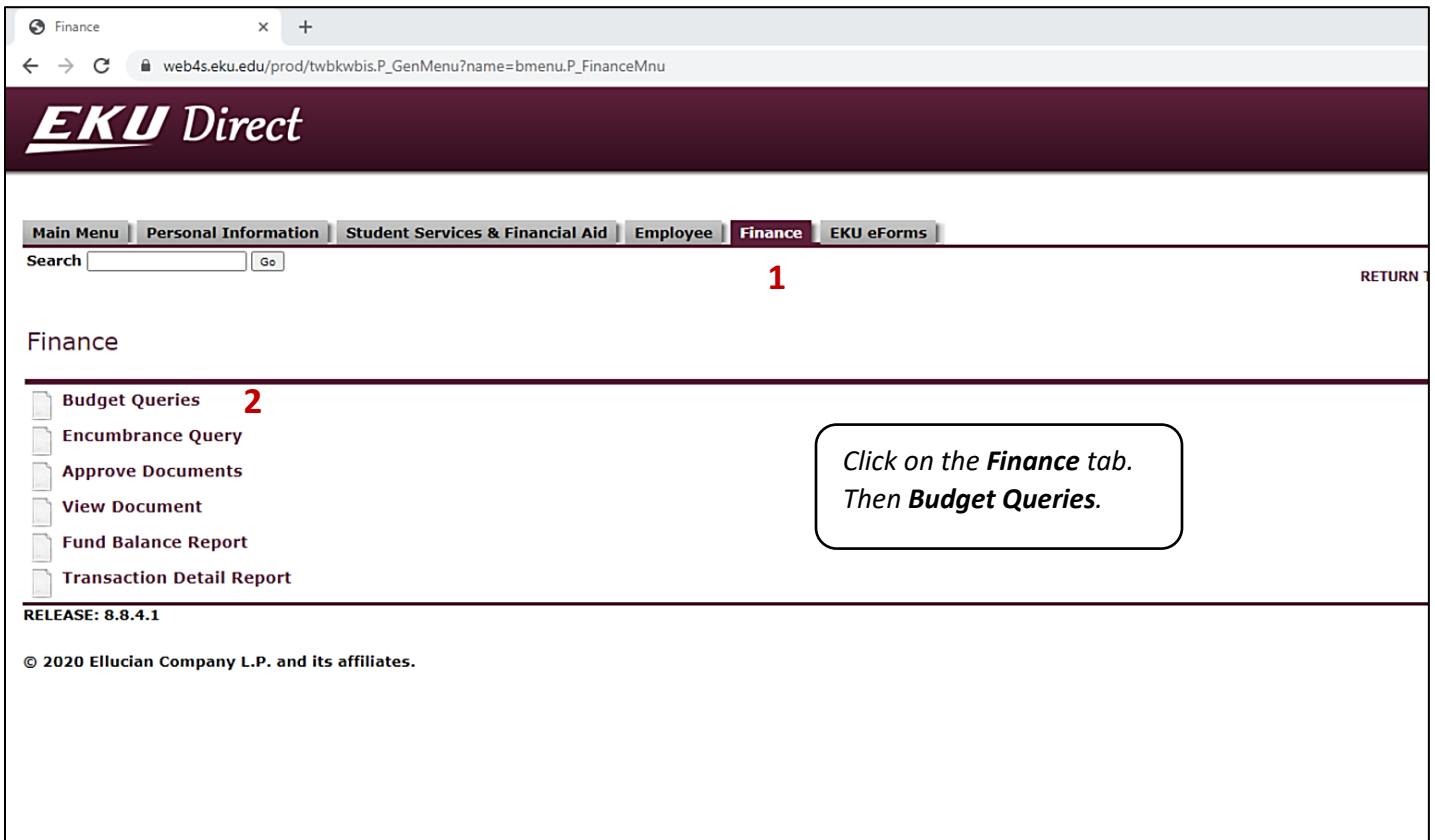
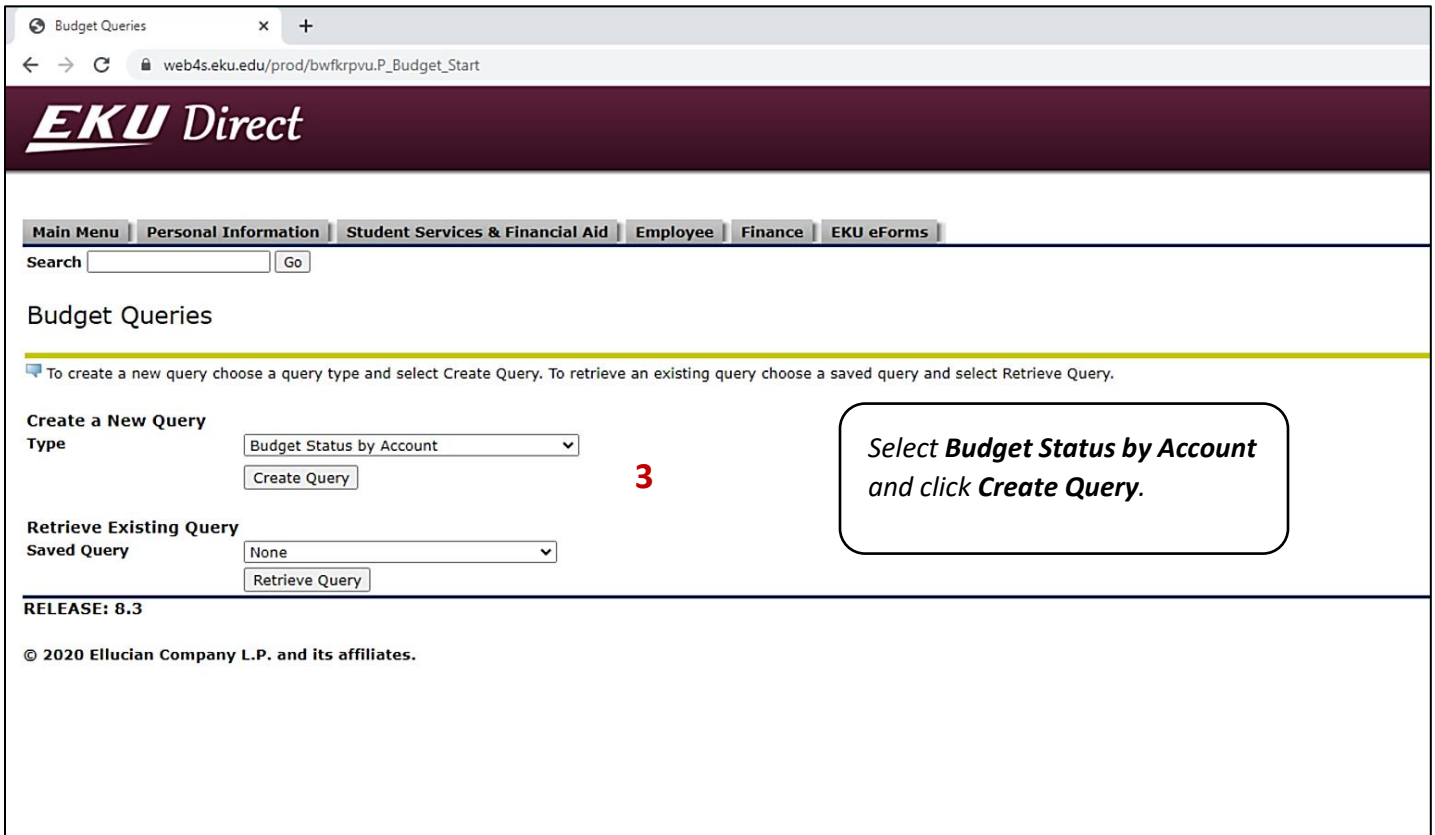


EKU Direct – Grant Budget Query



The screenshot shows the EKU Direct website's Finance menu. The browser address bar displays "web4s.eku.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu". The navigation bar includes "Main Menu", "Personal Information", "Student Services & Financial Aid", "Employee", "Finance", and "EKU eForms". A search bar is present with a "Go" button. A red "1" is placed above the search bar. Below the navigation bar, the "Finance" section is active, showing a list of options: "Budget Queries" (marked with a red "2"), "Encumbrance Query", "Approve Documents", "View Document", "Fund Balance Report", and "Transaction Detail Report". A callout box on the right contains the text: "Click on the **Finance** tab. Then **Budget Queries**." At the bottom, it says "RELEASE: 8.8.4.1" and "© 2020 Ellucian Company L.P. and its affiliates."



The screenshot shows the EKU Direct website's Budget Queries page. The browser address bar displays "web4s.eku.edu/prod/bwfkprvu.P_Budget_Start". The navigation bar is the same as in the previous screenshot. Below the navigation bar, the "Budget Queries" section is active. A yellow horizontal line is present. Below the line, there is a help 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". In the "Create a New Query" section, the "Type" dropdown is set to "Budget Status by Account" (marked with a red "3") and the "Create Query" button is visible. In the "Retrieve Existing Query" section, the "Saved Query" dropdown is set to "None" and the "Retrieve Query" button is visible. A callout box on the right contains the text: "Select **Budget Status by Account** and click **Create Query**." At the bottom, it says "RELEASE: 8.3" and "© 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 Go

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

Continue **4**

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 Go

Budget Queries

Note: By entering the Grant ID, EKU Direct will query information from the grant start date.

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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 Accounts 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.

Fiscal year: 2021 Fiscal period: 14

Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: E Index

Fund: 249199 Activity

Organization: 454052 Location

Grant: 454052 Fund Type

Account: Account Type

Program:

Include Revenue Accounts **Unchecked for operating & labor accounts.**

Save Query as:

Shared

Submit Query

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

Enter **Chart, Fund, Org, Grant ID** (usually grant org code).

Optional: Enter **Account filter** (5% = Revenue; 6% = Labor; 7% = Operating).

Click **Submit Query**.