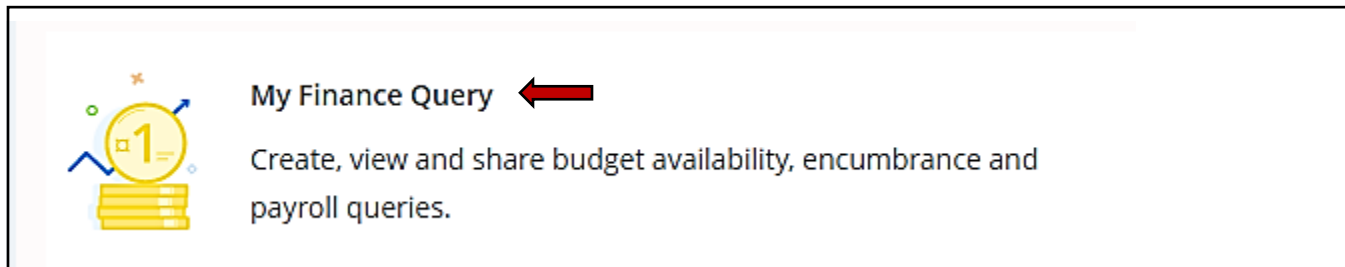


Step 1 – Select **Finance Self-Service Home** on the **myEKU Finance card**.



Step 2 – Select **My Finance Query** on the My Finance page.



Step 3 – Select **New Query** in upper right-hand corner of the My Finance Query page.



Step 4 – Select **Budget Quick Query** from the **Select Query Type** drop-down menu.



Step 5 – Enter the query parameters. ★ Required ☆ Optional

- ★ ○ **Chart** – Enter E (Eastern) or F (Foundation).
- **Index** – Not used.
- ★ ○ **Organization** – Enter six-digit budget org code. Contact Budgeting for access if org is not available.
- ☆ ○ **Account** – Enter account type wildcard (7% for Operating; 6% for Labor; 5% for Revenue). Check “Include Revenue Accounts” if querying revenue. You may also leave this field blank to query all accounts.
- ☆ ○ **Activity** – Optional or leave blank.
- **Location** – Not used.
- ★ ○ **Commitment Type** – Select **All**.
- **Fund** and **Program** will populate automatically based on the org code entered.

| | |
|-------------------------------------|---|
| Values | |
| Chart ★ | Index |
| E Eastern Kentucky University ★ x v | Choose Index v |
| Fund | Organization ★ |
| Choose Fund v | Choose Organization ★ v |
| Account | Program |
| Choose Account ☆ v | Choose Program v |
| Activity | Location |
| Choose Activity ☆ v | Choose Location v |
| Commitment Type | <input type="checkbox"/> Include Revenue Accounts ☆ |
| All ★ v | |

Step 6 – Enter **Fiscal Year** and click **Submit**.

Fiscal Year *  x v

 [SUBMIT](#)

Problems with Fund-Org access? Email budgeting@eku.edu.

Questions about myEKU Finance? Contact Jennifer Wait in Budgeting at budgeting@eku.edu or 622-6260.