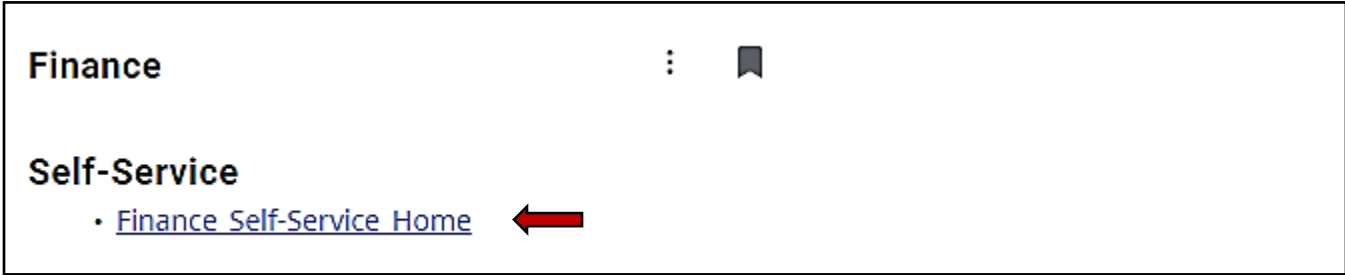
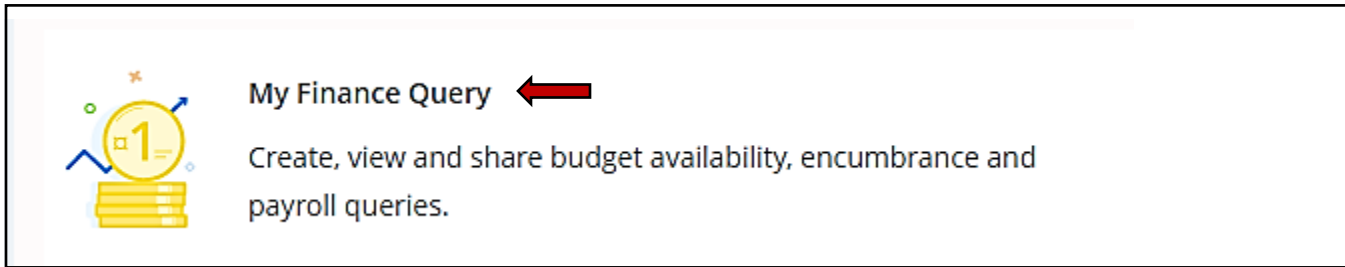


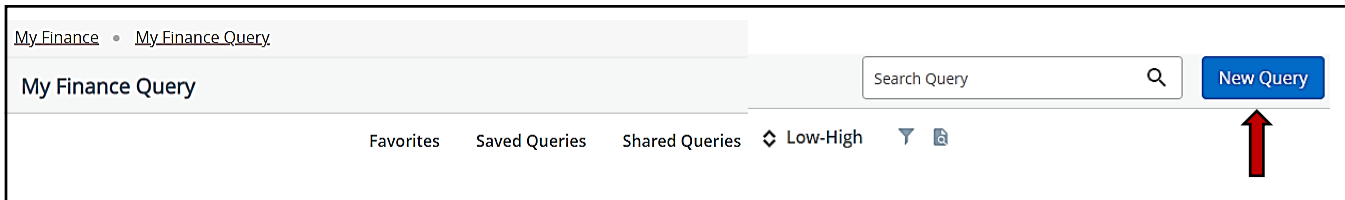
Step 1 – Select Finance Self-Service Home on the myEku Finance card.



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 Status by Account 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, Fund Type** and **Account Type** – We recommend leaving these fields blank.
- ★ ○ **Commitment Type** – Select **All**.
 - **Fund** and **Program** will populate automatically based on the org code.

Values	
Chart ★	Index
E Eastern Kentucky University ★ * 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
Fund Type	Account Type
Choose Fund Type v	Choose Account Type v
Commitment Type	<input type="checkbox"/> Include Revenue Accounts ☆
All ★ v	

Step 6 – Enter **Fiscal Year(s)**, **Fiscal Period(s)**. Check **Operating Ledger** fields as shown below. Click **Submit**.

★ **Required** ★ **Optional**

Fiscal Year *	★	<input type="text" value="Choose Fiscal Year"/>	Fiscal Period *	★	<input type="text" value="Choose Fiscal Period"/>
Comparison Fiscal Year	★	<input type="text" value="None"/>	Comparison Fiscal Period	★	<input type="text" value="None"/>
Operating Ledger					
<input checked="" type="checkbox"/> Adopted Budget ⓘ			<input checked="" type="checkbox"/> Year to Date ⓘ		
<input checked="" type="checkbox"/> Budget Adjustment ⓘ			<input checked="" type="checkbox"/> Encumbrance ⓘ		
<input type="checkbox"/> Adjusted Budget ⓘ			<input type="checkbox"/> Reservation ⓘ		
<input type="checkbox"/> Temporary Budget ⓘ			<input type="checkbox"/> Commitments ⓘ		
<input checked="" type="checkbox"/> Accounted Budget ⓘ			<input checked="" type="checkbox"/> Available Balance ⓘ		
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.