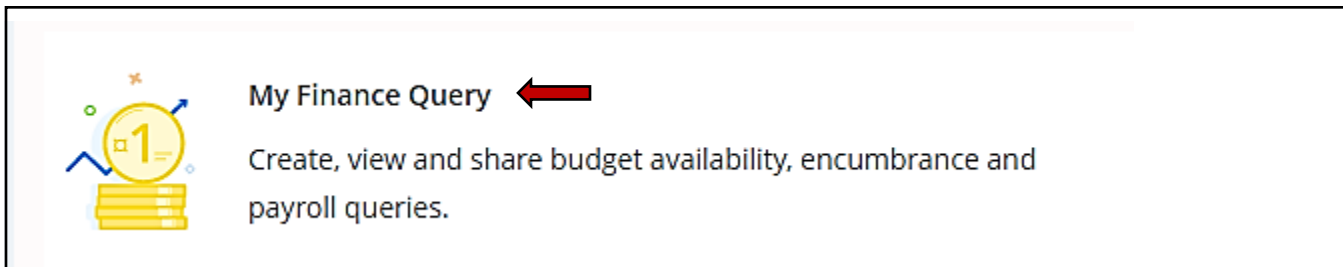


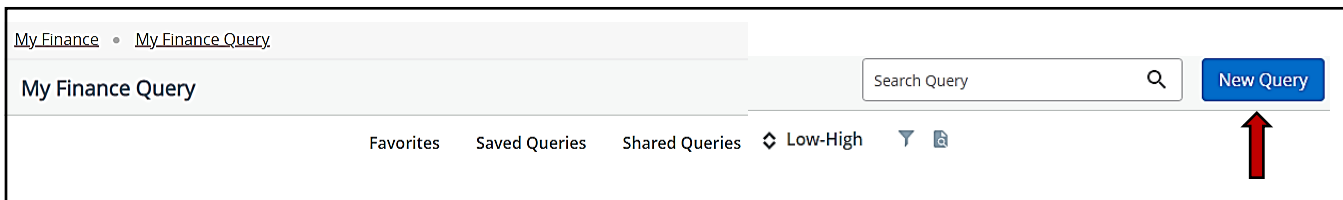
**Step 1** – Select **Finance Self-Service Home** on the **myEKU Finance card**.



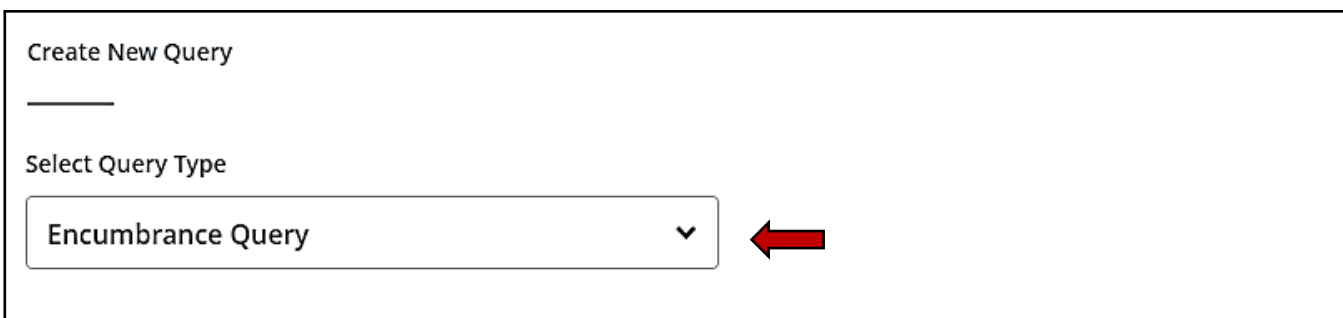
**Step 2** – Select **My Finance Query** on the My Finance page.



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



**Step 4** – Select **Encumbrance 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 org code. Contact Budgeting for access if org is not available. (Org code not required for grants. Enter Grant ID instead.)
- ★ ○ **Grant** (if applicable) – Enter grant ID (usually the same as the grant org code.)
- ★ ○ **Account** and **Activity** – Optional or leave blank.
- **Fund** and **Program** will populate automatically based on the org code.
- **Location, Fund Type** and **Account Type** – We recommend leaving these fields blank.
- ★ ○ **Commitment Type** – Select **All**.
- ★ ○ **Encumbrance Status** – Select **Open, Closed** or **All**.

Values	
<b>Chart</b> ★	<b>Index</b>
E Eastern Kentucky University ★ x v	Choose Index v
<b>Fund</b>	<b>Organization</b> ★
Choose Fund v	Choose Organization ★ v
<b>Grant</b> ★	<b>Account</b>
Choose Grant ★ v	Choose Account ★ v
<b>Program</b>	<b>Activity</b>
Choose Program v	Choose Activity ★ v
<b>Location</b>	<b>Fund Type</b>
Choose Location v	Choose Fund Type v
<b>Account Type</b>	<b>Commitment Type</b>
Choose Account Type v	All ★ v
<b>Encumbrance Status</b>	
All ★ v	

**Step 6** – Select the **Fiscal Year** and **Fiscal Period**. Click **Submit**.

Fiscal Year *	Choose Fiscal Year ▼	Fiscal Period *	Choose Fiscal Period ▼
 SUBMIT			

***Problems with Fund-Org access? Email [budgeting@eku.edu](mailto:budgeting@eku.edu).***

***Questions about myEKU Finance? Contact Jennifer Wait in Budgeting at [budgeting@eku.edu](mailto:budgeting@eku.edu) or 622-6260.***

***Questions about a purchase order or encumbrance? Please contact Purchasing.***