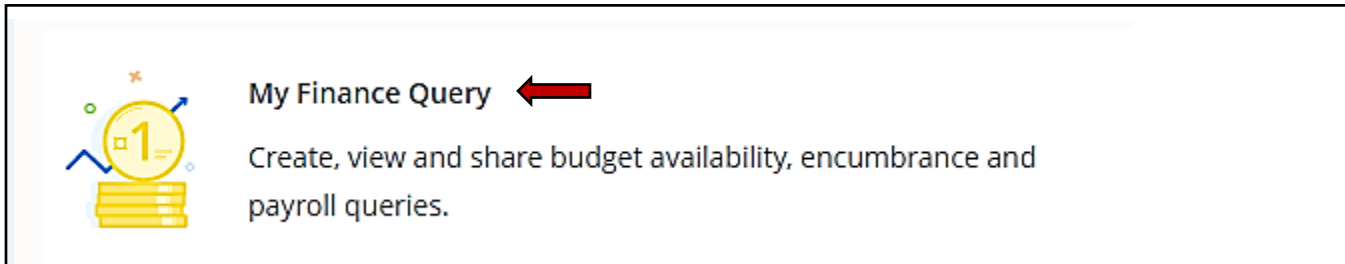


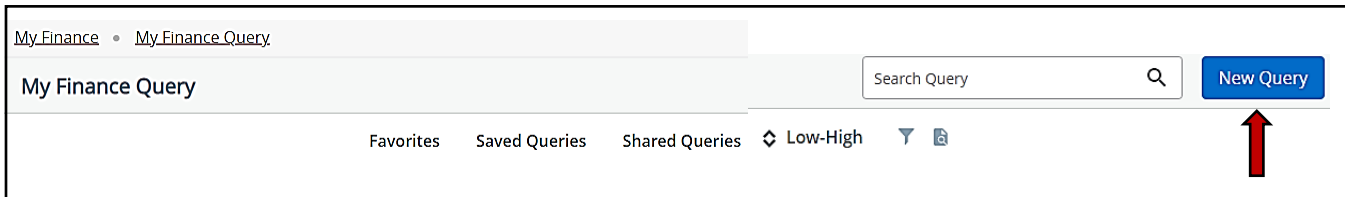
**Step 1** – Select Finance Self-Service Home on the myEKU Finance card.



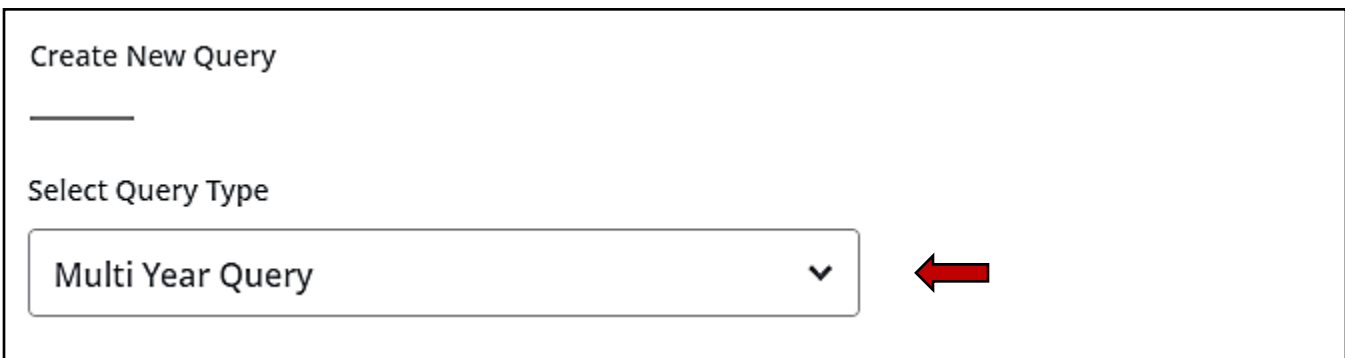
**Step 2** – Select My Finance Query on the My Finance page.



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



**Step 4** – Select Multi Year Query from the Select Query Type drop-down menu.



**Step 5** – Enter the query parameters.


★ Required

★ Optional

- ★ ○ **Chart** – Enter E (Eastern).
- **Index** – Not used.
- ★ ○ **Grant** – Enter six-digit grant ID (usually the same as the grant org code.)  
Contact Budgeting for access if Grant ID 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.
- **Fund, Org** and **Program** – Leave blank. These fields will default based on the grant ID entered.

<b>Chart</b> ★ E Eastern Kentucky University ★ *v	<b>Index</b> Choose Index v
<b>Fund</b> Choose Fund v	<b>Grant</b> ★ Choose Grant v
<b>Organization</b> Choose Organization v	<b>Account</b> Choose Account ★ v
<b>Program</b> Choose Program v	<b>Activity</b> Choose Activity ★ v
<b>Location</b> Choose Location v	<b>Fund Type</b> Choose Fund Type v
<b>Account Type</b> Choose Account Type v	<input type="checkbox"/> Include Revenue Accounts ★

**Step 6** – The **Date From** parameters will default based on the inception of the grant in Banner. Enter the **Date To** parameters. Check the **Grant Ledger** fields as suggested below and click **Submit**.

Date From *	04 x v	2021 x v
Date To	12 x v	2022 x v
Grant 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](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 your grant?** Please contact Sponsored Programs Accounting.