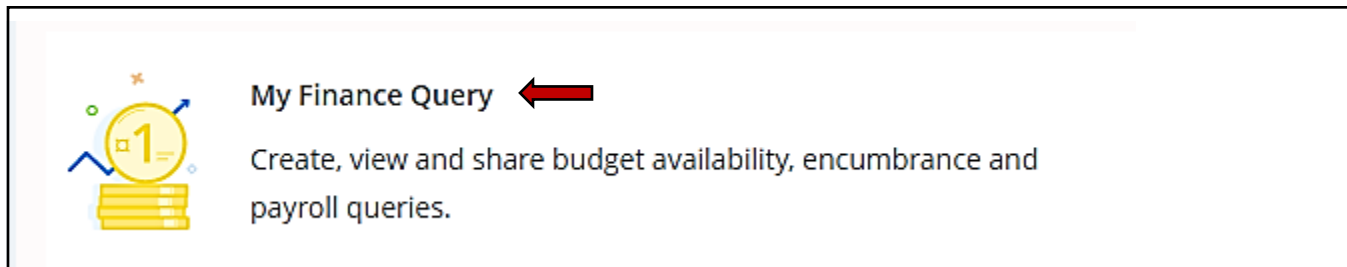


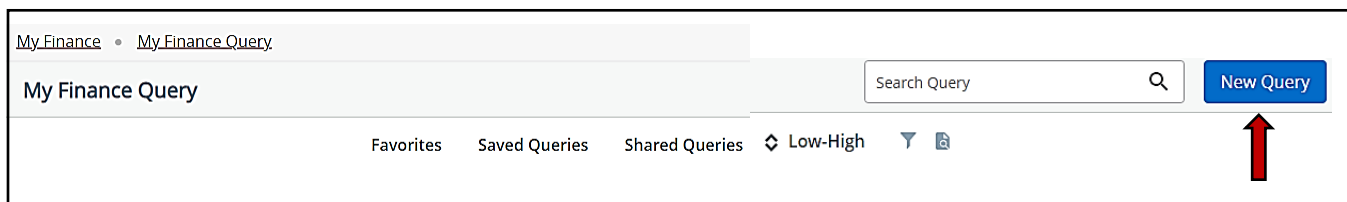
Step 1 – Select Finance Self-Service Home on the myEKU Finance card.



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 Payroll Expense Detail 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.

Chart *	<input type="text" value="Choose Chart"/> ★	Index	<input type="text" value="Choose Index"/>
Fund	<input type="text" value="Choose Fund"/>	Organization *	<input type="text" value="Choose Organization"/> ★
Grant *	<input type="text" value="Choose Grant"/> ★	Account	<input type="text" value="Choose Account"/> ☆
Program	<input type="text" value="Choose Program"/>	Activity	<input type="text" value="Choose Activity"/> ☆
Location	<input type="text" value="Choose Location"/>	Fund Type	<input type="text" value="Choose Fund Type"/>
Account Type	<input type="text" value="Choose Account Type"/>		

Step 6 – Enter Fiscal Year and Fiscal Period. Click Submit.

Fiscal Year *	<input type="text" value="Choose Fiscal Year"/>	Fiscal Period *	<input type="text" value="Choose Fiscal Period"/>
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.