

Step 1 – Select Transaction Detail Report on the myEKU Finance card.

Finance ⋮ 

Self-Service

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Step 2 – Enter the query parameters.

- **Required** – Fiscal Year, Fiscal Period, Chart of Accounts, and Organization
- **Optional** – Account and Activity
- **Not used (Leave as %)** – Program and Location

Transaction Detail Report

*** - Denotes Required Field**

Fiscal Year:	<input type="text" value="2022"/>	Fiscal Period:	<input style="border: none; border-bottom: 1px solid black; padding: 2px 5px; font-size: small; font-weight: normal; color: gray; text-decoration: none; cursor: pointer; width: 100%;" type="text" value="%"/>
Chart of Accounts	<input type="text" value="E"/>	Account	<input style="border: none; border-bottom: 1px solid black; padding: 2px 5px; font-size: small; font-weight: normal; color: gray; text-decoration: none; width: 100%;" type="text" value="%"/>
Fund	<input style="border: none; border-bottom: 1px solid black; padding: 2px 5px; font-size: small; font-weight: normal; color: gray; text-decoration: none; width: 100%;" type="text" value="%"/>	Program	<input style="border: none; border-bottom: 1px solid black; padding: 2px 5px; font-size: small; font-weight: normal; color: gray; text-decoration: none; width: 100%;" type="text" value="%"/>
Organization*	<input style="border: none; border-bottom: 1px solid black; padding: 2px 5px; font-size: small; font-weight: normal; color: gray; text-decoration: none; width: 100%;" type="text" value=""/>	Activity	<input style="border: none; border-bottom: 1px solid black; padding: 2px 5px; font-size: small; font-weight: normal; color: gray; text-decoration: none; width: 100%;" type="text" value="%"/>
		Location	<input style="border: none; border-bottom: 1px solid black; padding: 2px 5px; font-size: small; font-weight: normal; color: gray; text-decoration: none; width: 100%;" type="text" value="%"/>

Step 3 – Click Submit Query.

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.