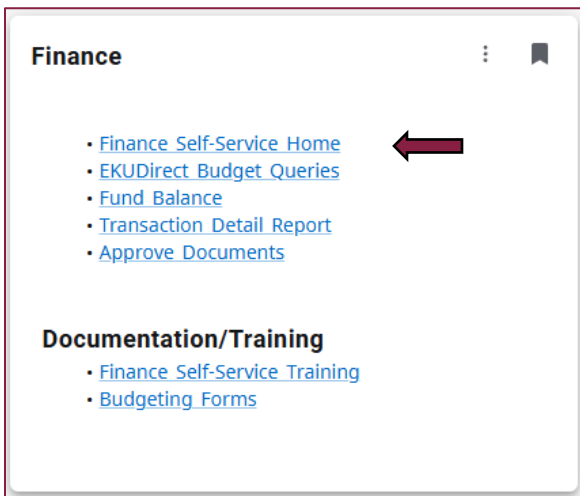


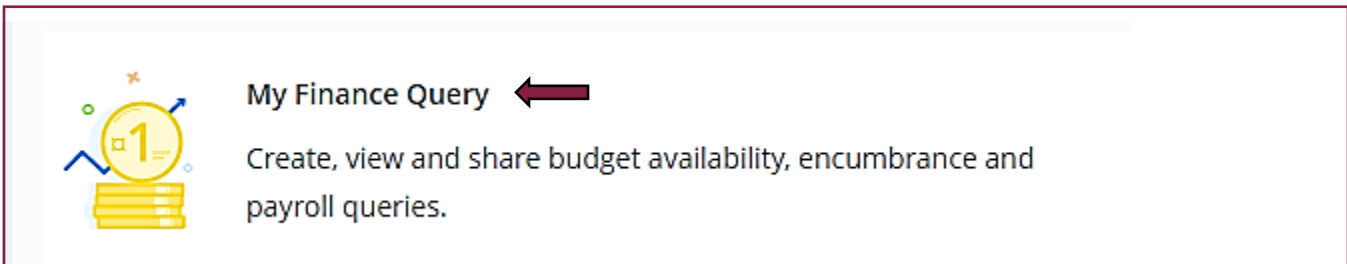
myEKU Finance Budget Quick Query



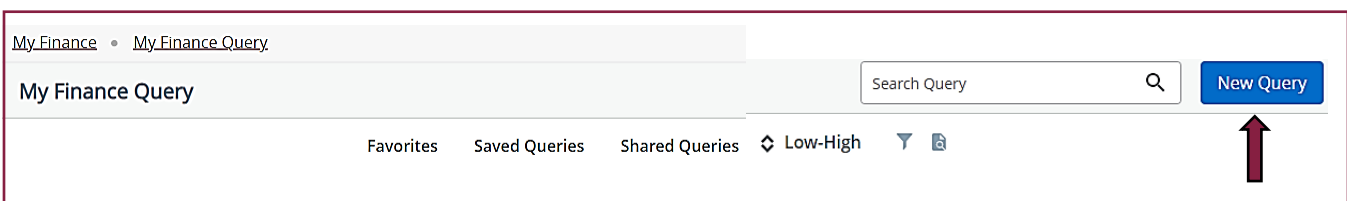
Step 1 – Select Finance Self-Service Home on the myEKU Finance card.



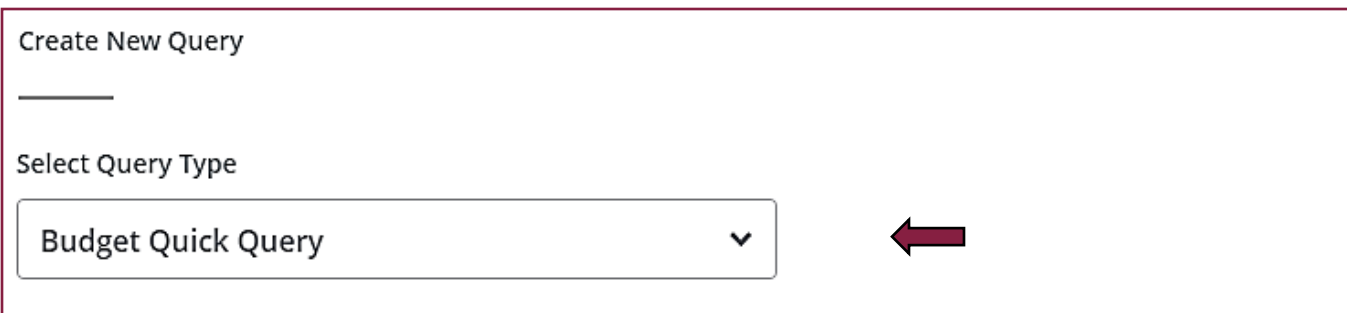
Step 2 – Select My Finance Query on the My Finance page.



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



Step 4 – Select Budget Quick Query from the **Select Query Type** drop-down menu.



Step 5 – Enter the query parameters.

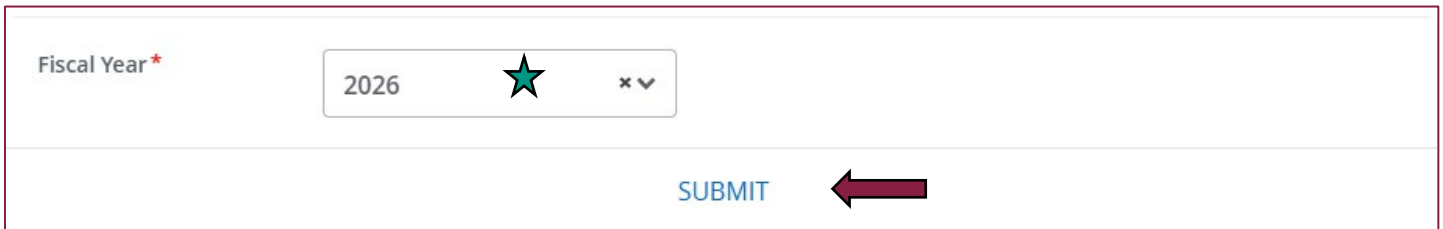
★ Required

★ Optional

- ★
 - **Chart** – Enter E (Eastern) or F (Foundation).
 - **Index** – Not used.
- ★
 - **Organization** – Enter six-digit 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** – Not used.
- ★
 - **Commitment Type** – Select **All**.
 - **Fund** and **Program** will populate automatically based on the org code entered.

Values	
Chart ★	Index
E Eastern Kentucky University ★ x 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
Commitment Type	☐ Include Revenue Accounts ★
All ★ v	

Step 6 – Enter Fiscal Year and click Submit.



Fiscal Year*

2026

SUBMIT

NOTE: This report provides a summary by account code only, with no drill-down capability to see transactions. Please use the Budget Status by Account report for more detailed information.

Problems with Fund-Org access or any questions about myEKU Finance?

Email budgeting@eku.edu.