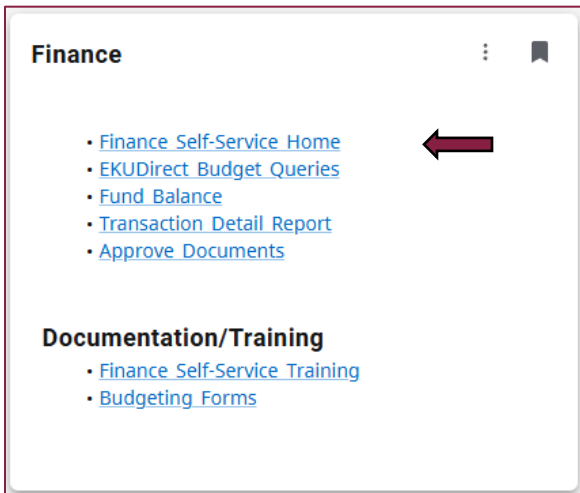
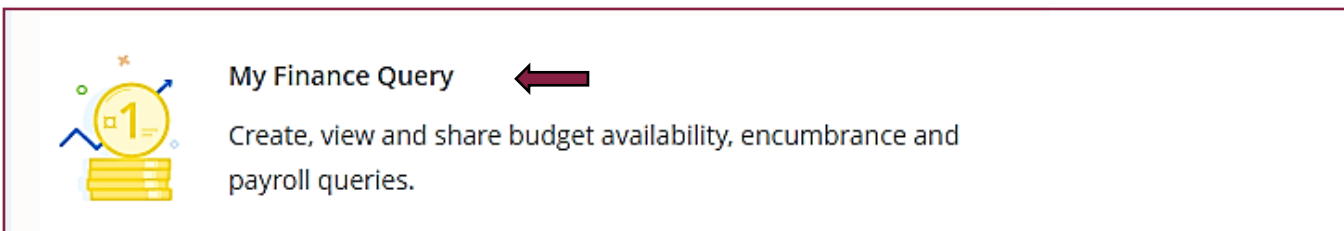


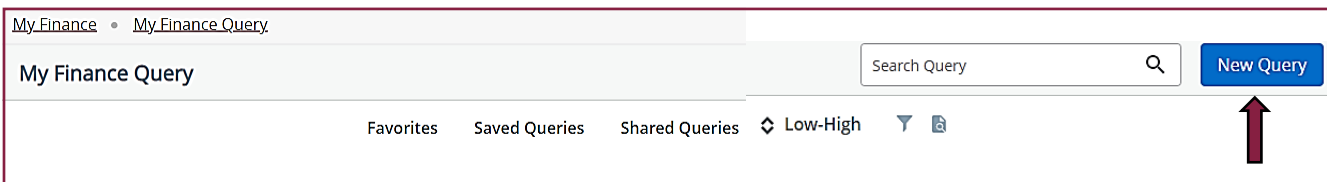
Step 1 – Select Finance Self-Service Home on the myEKU Finance card.



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



Step 3 – Select New Query in upper right-hand corner.



Step 4 – Select Budget Status by Account 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**, **Fund Type** and **Account Type** – We recommend leaving these fields blank.
- ★
 - **Commitment Type** – Select **All**.
 - **Fund** and **Program** will populate automatically based on the org code.

Values	
Chart *	Index
E Eastern Kentucky University ★ × 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
Fund Type	Account Type
Choose Fund Type v	Choose Account Type v
Commitment Type	☐ Include Revenue Accounts ★
All ★ v	

Step 6 – Finish entering the query parameters. ★ Required ★ Optional

- ★ ○ Enter **Fiscal Year(s)**, **Fiscal Period(s)**.
- Check **Operating Ledger** fields as shown below.
- Click **Submit**.

Fiscal Year *	★	Choose Fiscal Year	Fiscal Period *	★	Choose Fiscal Period
Comparison Fiscal Year	★	None	Comparison Fiscal Period	★	None
Operating Ledger					
☒ Adopted Budget ⓘ			☒ Year to Date ⓘ		
☒ Budget Adjustment ⓘ			☒ Encumbrance ⓘ		
☐ Adjusted Budget ⓘ			☐ Reservation ⓘ		
☐ Temporary Budget ⓘ			☐ Commitments ⓘ		
☒ Accounted Budget ⓘ			☒ Available Balance ⓘ		
SUBMIT 					

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

Email budgeting@eku.edu.