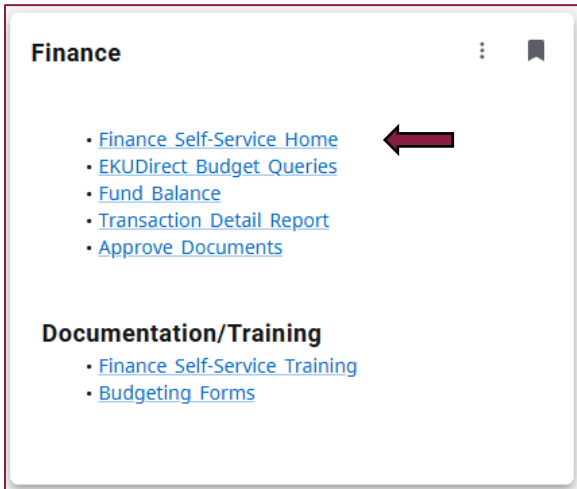


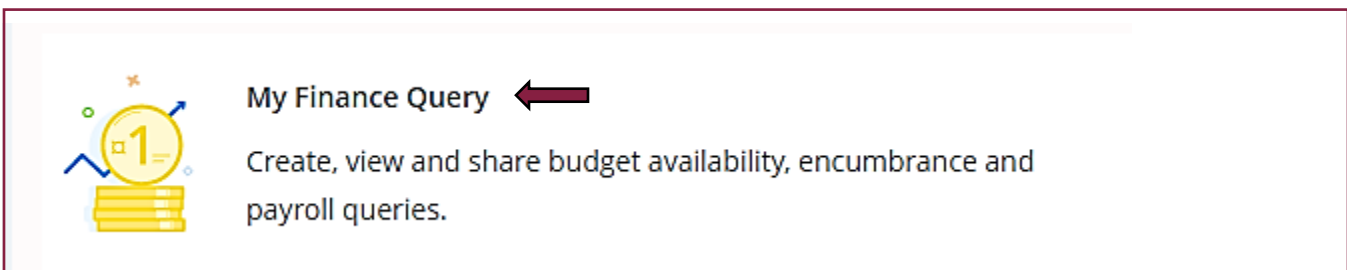
myEKU Finance Encumbrance Query



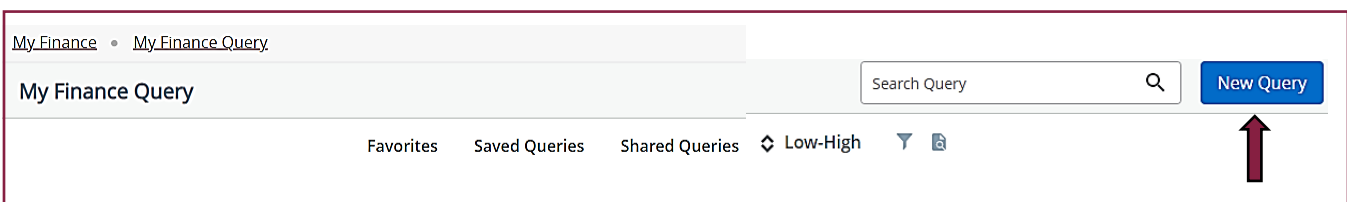
Step 1 – Select Finance Self-Service Home on the myEKU Finance card.



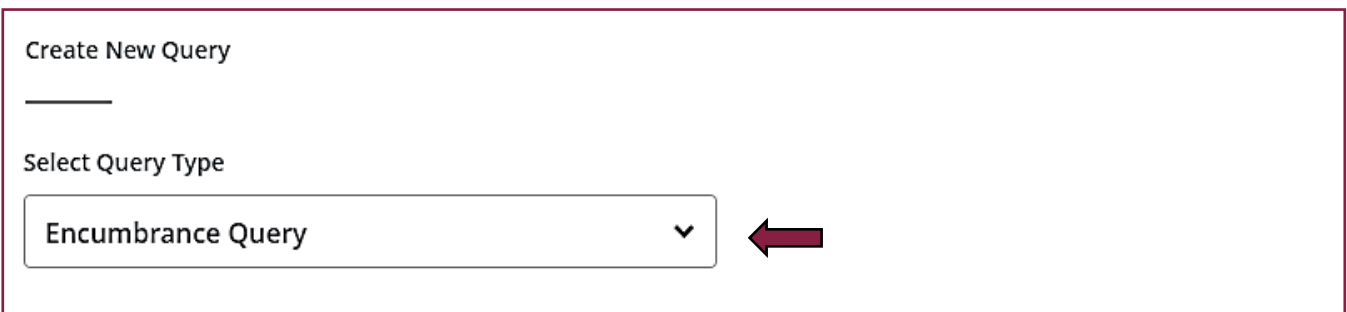
Step 2 – Select My Finance Query on the My Finance page.



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



Step 4 – Select Encumbrance 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 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.
- ★ ○ **Commitment Type** – Select **All**.
- ★ ○ **Encumbrance Status** – Select **Open**, **Closed** or **All**.

Values	
Chart * E Eastern Kentucky University ★ x v	Index Choose Index v
Fund Choose Fund v	Organization * Choose Organization ★ v
Grant * Choose Grant ★ v	Account Choose Account ★ v
Program Choose Program v	Activity Choose Activity ★ v
Location Choose Location v	Fund Type Choose Fund Type v
Account Type Choose Account Type v	Commitment Type All ★ v
Encumbrance Status All ★ v	

Step 6 – Select the **Fiscal Year** and **Fiscal Period**. Click **Submit**.

Fiscal Year *	Choose Fiscal Year ★ ▼	Fiscal Period *	Choose Fiscal Period ★ ▼
 SUBMIT			

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

Email Budgeting at budgeting@eku.edu.

Questions about a purchase order or encumbrance?

Email Purchasing at adm.purchasing@eku.edu.