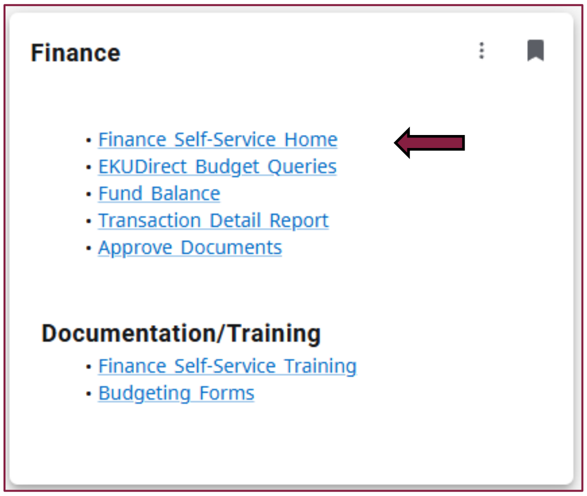
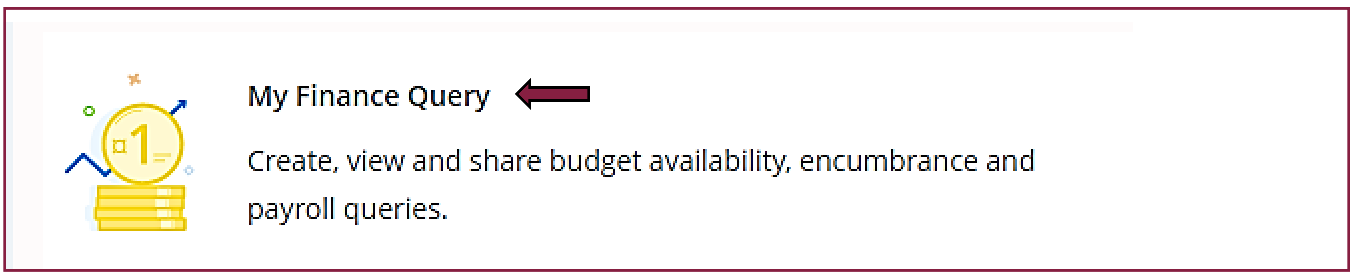
# *myEKU Finance* **Payroll Expense Detail Query**

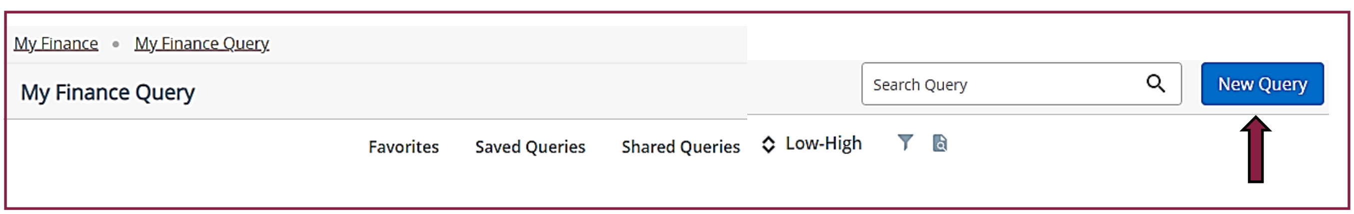
**Step 1** – Select **Finance Self-Service Home** on the **myEKU Finance card**.



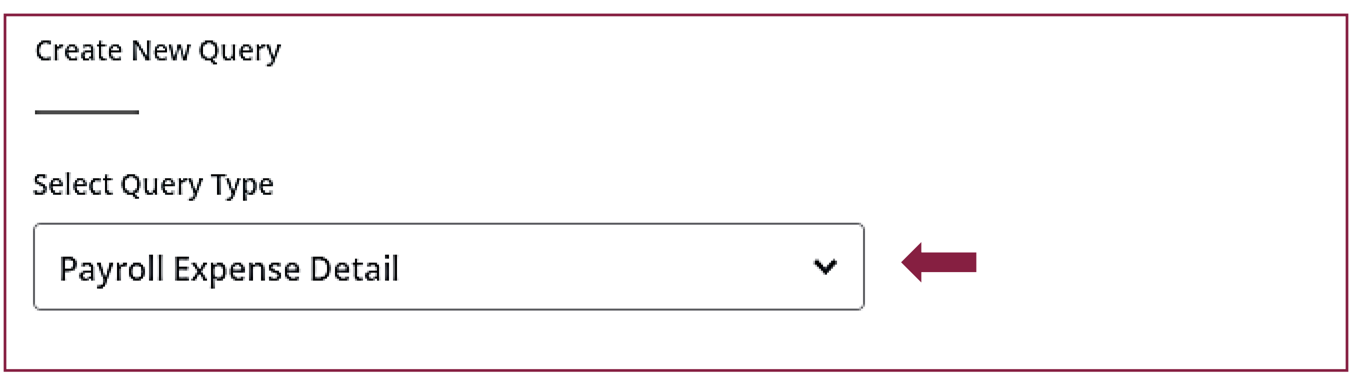

**Step 2** – Select **My Finance Query** on the My Finance page.




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

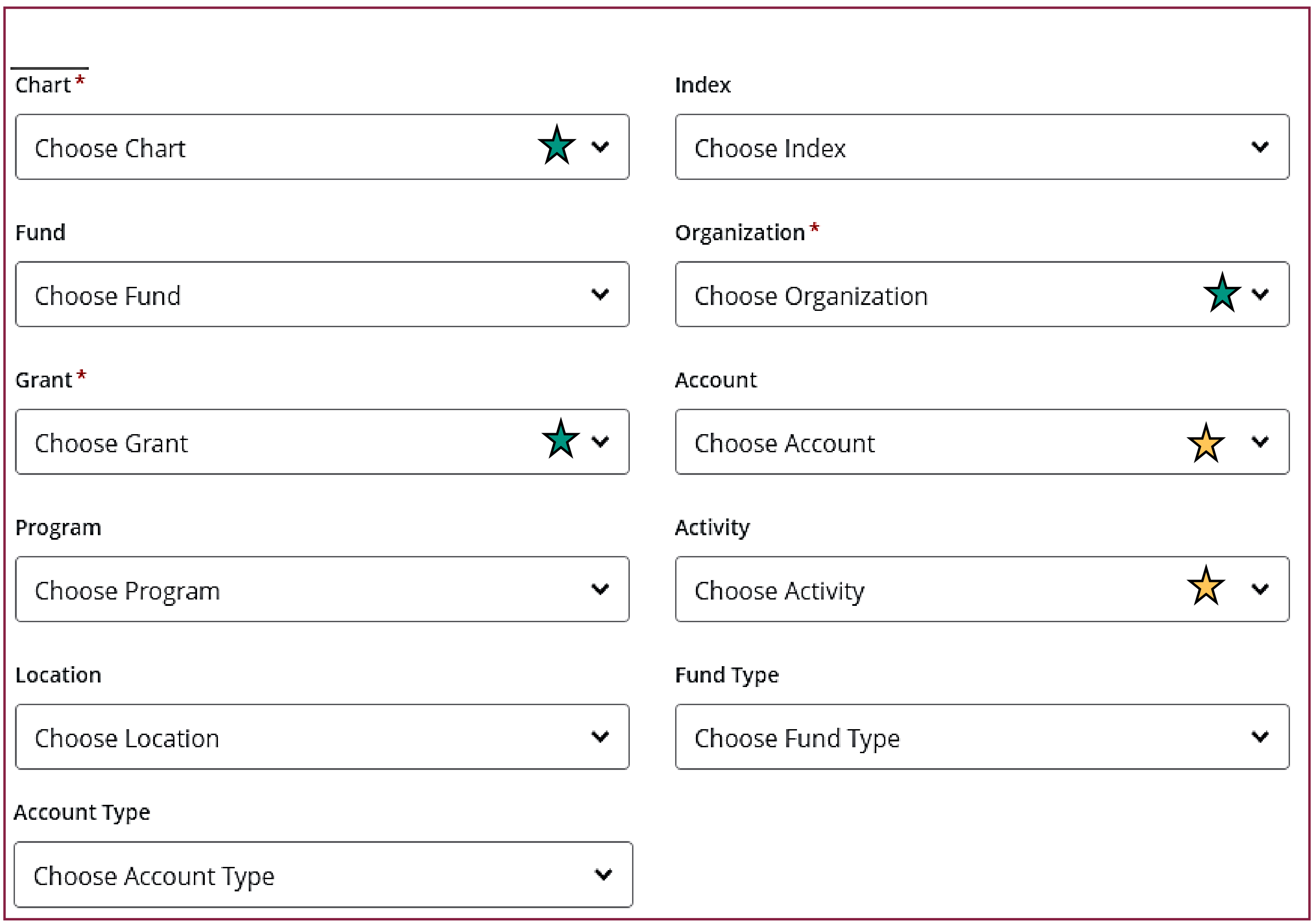



**Step 4** – Select **Payroll Expense Detail** from the **Select Query Type** drop-down menu.

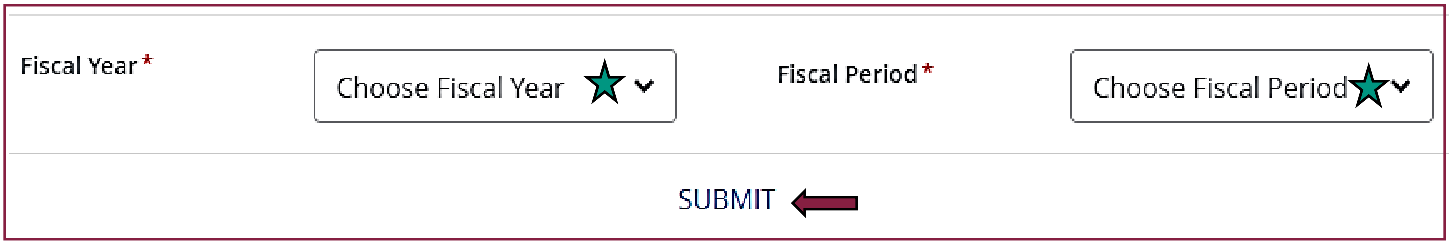


**Step 5** – Enter the query parameters. Required Optional

- **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.



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




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

*Email budgeting@eku.edu.*