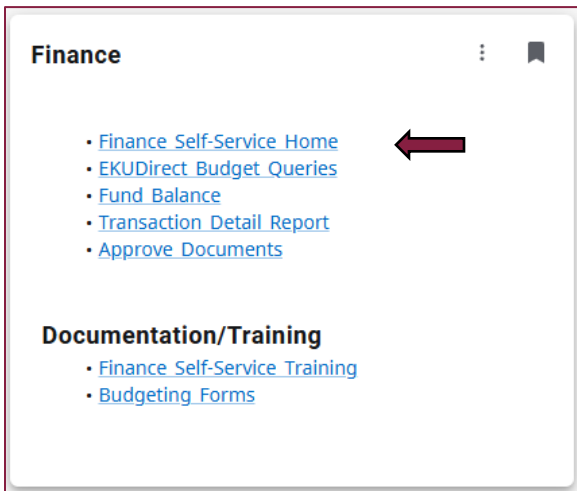


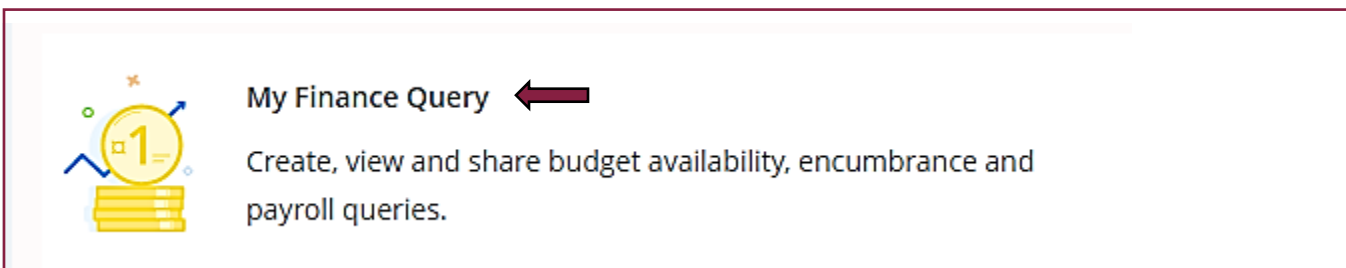
myEKU Finance Payroll Expense Detail Query



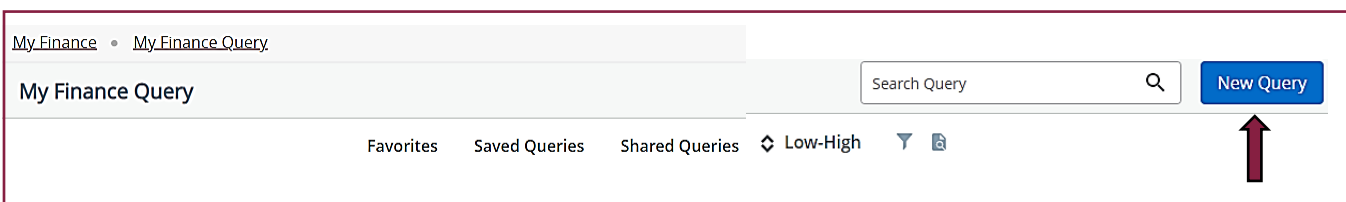
Step 1 – Select Finance Self-Service Home on the myEKU Finance card.



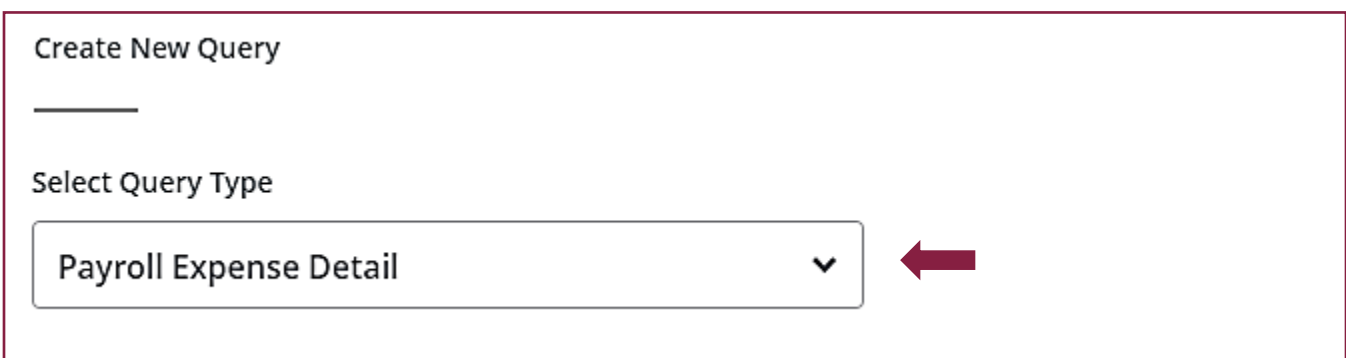
Step 2 – Select My Finance Query on the My Finance page.



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.

Chart ★	Index
Choose Chart ★ ▼	Choose Index ▼
Fund	Organization ★
Choose Fund ▼	Choose Organization ★ ▼
Grant ★	Account
Choose Grant ★ ▼	Choose Account ★ ▼
Program	Activity
Choose Program ▼	Choose Activity ★ ▼
Location	Fund Type
Choose Location ▼	Choose Fund Type ▼
Account Type	
Choose Account Type ▼	

Step 6 – Enter 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@eku.edu.