

myEKU Finance Transaction Detail Query



Step 1 – Select Transaction Detail Report on the myEKU Finance card.

Finance

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Step 2 – Enter the query parameters.

- ★ ○ **Required** – Fiscal Year, Fiscal Period, Chart of Accounts, and Organization
- ★ ○ **Optional** – Account and Activity
- **Not used (Leave as %)** – Program and Location

Transaction Detail Report

* - Denotes Required Field

Fiscal Year: ★	2026 ▼	Fiscal Period: % ▼	Use % to return all periods. Choose a specific period for only one period.
Chart of Accounts: ★	E ▼	Account: ★	%
			Enter % to return all account codes.
Fund: %		Program: %	
			Enter % to return all fund codes.
Organization: ★	%	Activity: ★	%
			Enter % to return all activity codes.
		Location: %	
			Enter % to return all location codes.

Run Report

Step 3 – Click **Run Report**.

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

Email budgeting@eku.edu.