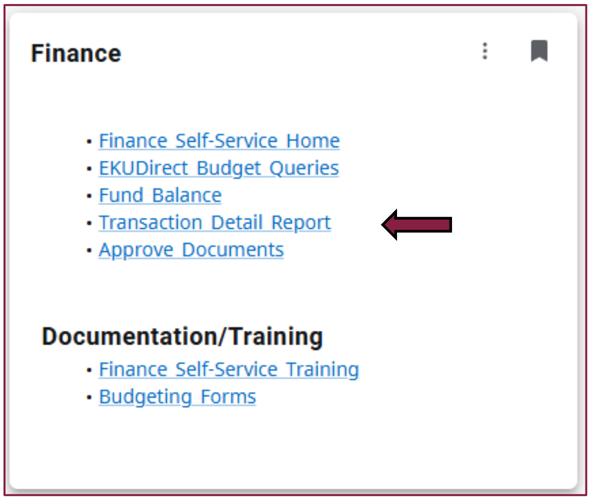
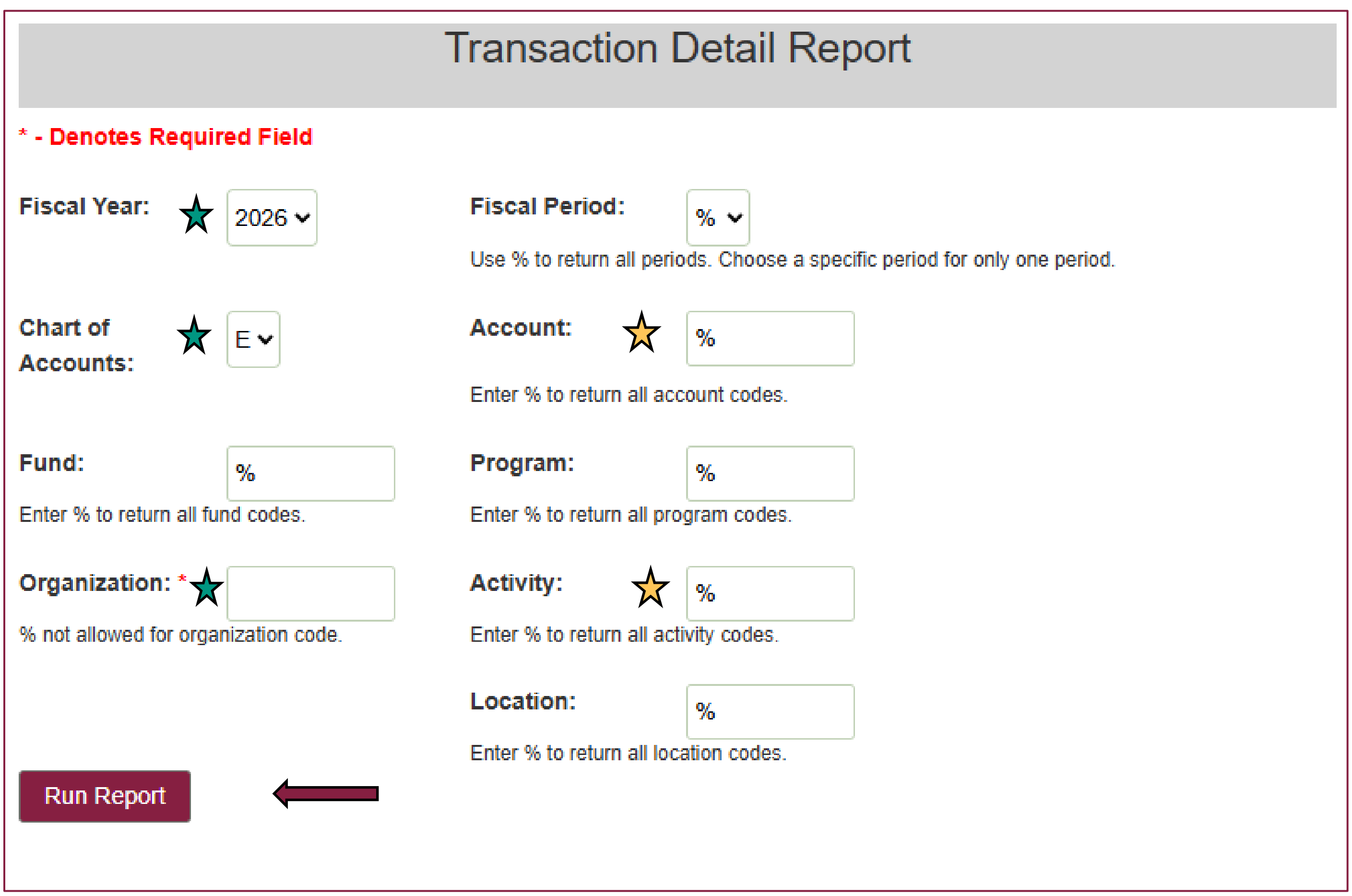
myEKU Finance Transaction Detail Query

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



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**



Step 3 – Click **Run Report**.

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

Email budgeting@eku.edu.