

Date: May 8, 2023  
To: Banner Finance Users  
From: Ryan Jones  
EWU Office of Controller  
RE: Report and query considerations during yearend

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The purpose of this memo is to: 1) provide you with instructions for printing Banner Finance reports that include fiscal yearend adjustment and accrual transactions, and 2) document how to view prior year information after the first of the year.

- 1) After June month end (fiscal period 12) closes on July 12, 2023, we will begin posting FY 2023 yearend adjustments and accruals in Banner Finance for certain types of funds. These transactions are posted to fiscal period 14 (the yearend accrual period). In order to include these adjustments and accrual transactions in your June month end budget status reports, set the Banner parameters as shown below.

<u>Parameter</u>	<u>Value</u>
"As of Date" or "To Date"	30-JUN-2023
"Include Accrual Period" or "Include Accrual for Last Prd"	Y

Please note that you may print budget status reports for June at any time but the FY 2023 numbers may change until fiscal period 14 is closed at a later date (mid August). More details about the closing timeline are posted on the EWU General Accounting site.

- 2) The following outlines the process for looking back at prior year information in Banner Finance.

When the new fiscal year begins on July 1, 2023, you might notice that certain Banner forms automatically default to FY24. To view financial information for the prior year (FY23), select the field for fiscal year (as shown below), change it and proceed with your query as usual.

If you have any question about viewing prior year financial transactions in Banner, please contact EWU General Accounting.