

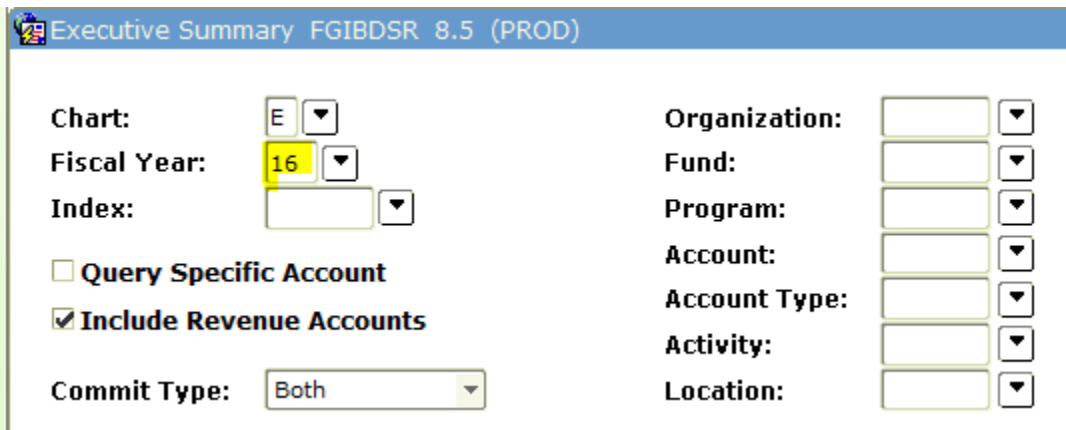
Date: April 29, 2016
To: Banner Finance User Community
From: Ryan Jones
EWU Office of Controller

RE: Viewing prior year financial information in Banner Finance

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

When the new fiscal year begins on July 1, 2016, you might notice that certain Banner forms automatically default to FY17. To view financial information for the prior year (FY16), select the field for fiscal year (as shown below) and change it from 17 to 16 and then proceed with your query as usual.

If you have any question about viewing prior year financial transactions in Banner, please contact EWU General Accounting at 509-359-2467.



The screenshot shows the 'Executive Summary FGIBDSR 8.5 (PROD)' form. The 'Fiscal Year' dropdown menu is highlighted in yellow and shows '16' selected. Other fields include 'Chart' (E), 'Index' (empty), 'Commit Type' (Both), and a list of filters: 'Query Specific Account' (unchecked), 'Include Revenue Accounts' (checked), and 'Organization', 'Fund', 'Program', 'Account', 'Account Type', 'Activity', 'Location' (all empty).

| | | | | | |
|---|------|---|----------------------|--|---|
| Chart: | E | ▼ | Organization: | | ▼ |
| Fiscal Year: | 16 | ▼ | Fund: | | ▼ |
| Index: | | ▼ | Program: | | ▼ |
| <input type="checkbox"/> Query Specific Account | | | Account: | | ▼ |
| <input checked="" type="checkbox"/> Include Revenue Accounts | | | Account Type: | | ▼ |
| Commit Type: | Both | | Activity: | | ▼ |
| | | | Location: | | ▼ |