Date: May 29, 2015

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, 2015, you might notice that certain Banner forms automatically default to FY16. To view financial information for the prior year (FY15), select the field for fiscal year (as shown below) and change it from 16 to 15 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.

![Organization Budget Status FGIBDST 8.5 (PROD)](image)

Chart: E ▼
Fiscal Year: 15 ▼
Index: ▼

[Query Specific Account]
[Include Revenue Accounts]
Commit Type: Both ▼

Organization: ▼
Fund: ▼
Program: ▼
Account: ▼
Account Type: ▼
Activity: ▼
Location: ▼