

Date: May 22, 2018  
 To: Banner Finance Users  
 From: Ryan Jones  
 EWU Office of Controller  
 RE: Special procedures for printing Banner Finance reports to include fiscal yearend adjustments

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The purpose of this memo is to provide you with instructions for printing Banner Finance reports that include fiscal yearend adjustment and accrual transactions.

After June month end (fiscal period 12) closes on July 11, 2018, we will begin posting FY 2018 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. The first screen shot shows parameters for FGRBDSC (budget summary), the second for FGRODTA (transaction detail).

Parameter	Value
"As of Date" or "To Date"	30-JUN-2018
"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 2018 numbers may change until fiscal period 14 is closed at a later date (early August). More details about the closing timeline are posted on the EWU General Accounting site.

If you have not previously printed budget status reports in Banner, please see the EWU General Accounting site. For specific questions or if you need assistance contact EWU General Accounting at 509-359-2467.

Process Submission Controls GJAPCTL 8.8 (PROD)

Process: FGRBDSC Budget Status (Current Period) Parameter Set: [ ]

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**Printer Control**

Printer: DATABASE Special Print: [ ]

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**Parameter Values**

Number	Parameters	
07	From Account Code	
08	To Account Code	
09	As of Date (DD-MON-YYYY)	30-JUN-2018
10	Include Accrual Period	Y
11	Print Report Totals	Y
12	Print Net Totals	Y
13	Commitment Type Indicator	
14	Print Zero Amount Lines	N

Process: FGRODTA Organization Detail Activity

Parameter Set:

### Printer Control

Printer: DATABASE Special Print:

### Parameter Values

Number	Parameters	
06	To Fund Code	
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-JUN-2018
10	To date (DD-MON-YYYY)	30-JUN-2018
11	Include Accrual for Last Prd	Y
12	Print Organization Totals	Y
13	Commitment Type	U