

Date: April 24, 2025
To: Banner Finance Users
From: Ryan Jones
EWU Office of Controller
RE: Report and query considerations during yearend

The purpose of this memo is to: 1) provide 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 10, 2025, we will begin posting FY 2025 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-2025 |
| "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 2025 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.

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