

Information Used to Query

Required	Field	Description/Explanation
	Fiscal Year	Represents the university's fiscal year from July 1 st to June 30 th . For example, "2008" relates to the year starting July 1 st , 2007, and ending June 30 th 2008. This field will default to the current year, but can be overridden.
	Fiscal Period	The number of the fiscal month you wish to query. Note: the university fiscal year starts in July. Therefore, if you want to query the month of May, you would enter "11" in this field, instead of "05." The Banner Finance Self Serve module queries on all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self Service module.
	Comparison Fiscal Year	The fiscal year you would compare the first one to. Optional.
	Comparison Fiscal Period	The fiscal month you would like to compare the first one to. Optional. <i>With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.</i>
	Chart of Accounts	Chart of account code. "W" represents WSU's chart of accounts.
	Index	Enter the index number the click "Submit Query" to default the Fund, Organization, and Program Field.
	Fund	Fund code. Represents the source of the funds. The Fund code will default when the Index is used.
	Activity	Activity code. Optional element used for independent reporting needs.
	Organization	Organization code. Department entity or budgetary unit responsible and accountable for the transactions. The Organization code will default when the Index is used.
	Location	Location code. Identifies the physical whereabouts of financial transactions. Optional element used for independent reporting needs.
	Grant	Grant identification number. Only required when viewing Grant inception to date information. All other FOAPAL code numbers must be removed prior to submitting a query on a grant inception to date in order to view the entire grant.
	Fund Type	The type of Fund allowing high-level rollup (consolidation). This could be used if you want to query budget information for a specific organization using only one hierarchy source of funds.