

AR.070.060 – RUNNING BOR YEAR END FOOTNOTE 3 REPORT

Purpose	To run the BOR Year End – Footnote 3 Report.
Description	This business process demonstrates how to run the BOR Year End – Footnote 3 Report.
Security Role	BOR_GL YE_REPORTS
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the BOR Year End – Footnote 3 Report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Reports link.
6.	Click the Year End Reports link.
7.	Click the Footnote 3 - Accts Receivable link.
8.	Click the Add a New Value tab.
9.	Enter " YE_FN3 " in the Run Control ID field.
10.	Click the Add button.
11.	Enter " 2007 " in the For Fiscal Year Ending field.
12.	Click the Run button.
13.	Click the OK button.

Step	Action
14.	Click the Process Monitor link.
15.	Click the Refresh button.
16.	Click an entry in the Details column.
17.	Click the View/Trace Log link.
18.	Click the .PDF entry in the Name column to see the resulting PDF file.
19.	Review the report. Click the Close button.
20.	Click the .txt entry in the Name column to view a text file of the report.
21.	Click the Close button.
22.	Click the Return button.
23.	Click the OK button.
24.	Click the Go back to Footnote 3 - Accts Receivable link.