

**BYU - Financial Services  
Function: General Ledger  
GLP13**

Revision: 1  
Effective Date: 01/01/07

**Notes:**

① This opens up Excel with nVision in the menu bar.

② Separate reporting templates or layouts have been created for the following annual long form finance report schedules: Exhibit A, Exhibit B, and the following schedules A3, A4, A5, A6, A7, A8, A10, A11, A12, A13, A14, A15, B1, B2, & B3.

③ This process is for the following annual long form financial report schedules: Exhibit C, A-1, A-2, & A9.

④ Copies of the Annual Long form are distributed to the following: Chief Financial Officer, Managing Director of Compliance and Audit, Director of Budget, Director of Student Financials, Controller, Assistant Controller, Director of Regulatory Accounting, Financial Accounting Administration (5), Regulatory Accounting Administration (5), Church controller and committee (3).

**Annual Long Form Financial Report Schedules**

