

# School Finance Memos

## Add Memo

Add Content – School Finance Memos

Enter memo title (ie, [Monthly Memo 01-2012](#)) month/year

Then browse to the I drive to upload memo

Home > Add content

### Create School Finance Memo

**Memo \***

**Categorization**

**Title \***

**MEMO DATE**

**Month Year**

Apr 2014

**School Finance Memo**

Browse Attach

Choose file – locate file, upload, select next, then save.

**Topic:**

Available Options:

- ACH
- ASBR
- Attendance
- Audit
- Basic Formula Budgeting
- Birth Certificates
- Boundary Change
- Budget
- Calendar
- CDL Regulations...

+ Selected Options

- Select a value -

- Select one or more topics, hitting + in between
- You do not need to set anything under categorization
- Select Save – this will automatically add to School Finance Memo page

## To locate and edit an already entered School Finance Memo

Content Find Content – filter by type – school finance memo

Locate memo, hit edit, make changes and hit save.

You can also delete school finance memos via the find content option by selecting “delete” after locating the memo in the list.