**Help Descriptions Index** 

| Help Descriptions Index                                  |                    |
|--|--------------------|
| Help Description   | E-Manual           |
| Entering a New Fund Code                                 | Finance            |
| Setting Budget Level for Purchase Order Process          | Finance            |
| Budget Revisions   | Finance            |
| Appropriation Request: Uploading Your Budget             | Finance            |
| Creating Signatures for Requisition/Purchase Orders      | Finance            |
| Processing A Journal Entry                               | Finance            |
| Reclassify Transactions with Bills & Memos               | Finance            |
| Asset/Liability Coding using 65XX & 66XX                 | Finance            |
| Using Liability codes for Student Activity               | Finance            |
| Add Employee Checklist                                   | HR                 |
| Entering Court Ordered Deductions                        | HR                 |
| Adding Contractors as Teacher for Reporting Purposes     | HR                 |
| Leave Groups Checklist                                   | HR                 |
| Adjusting Leave on an Employees Service Record           | HR                 |
| Promote Service Record Checklist                         | HR                 |
| Employee Termination Checklist                           | HR                 |
| Tax Treatment Cheat Sheet for Payroll Plans & TRS        | HR                 |
| Adding a Leave Form                                      | Payroll            |
| Payroll Checklist  | Payroll            |
| Supplemental Payroll Group Checklist                     | Payroll            |
| Correcting a Returned ACH from a Direct Deposit File     | Payroll            |
| Creating a System Message on Direct Deposit Email Stubs  | Payroll            |
|  | <u> </u>           |
| How do I Change an Employee's Direct Deposit Election??  | Payroll            |
| Refund TRS Deduction                                     | Payroll            |
| Posting Workers Comp & Unemployment for Payroll Clearing | Payroll            |
| Adding a Vendor  | Purchasing & A/P   |
| Merging a Vendor   | Purchasing & A/P   |
| Entering Credit Card Transactions                        | Purchasing & A/P   |
| Creating Requisitions: Requisition Creator               | Purchasing & A/P   |
| Approving Requisitions into PO's                         | Purchasing & A/P   |
| Credit Memos   | Purchasing & A/P   |
| Payables: Receiving (Updates)                            | Purchasing & A/P   |
| Checklist-AP Check Run                                   | Purchasing & A/P   |
| Creating A Credit Card Account                           | Banking & Reciepts |
| Checklist-Creating a Receipt                             | Banking & Reciepts |
| Checklsit-Creating a Bank Charge                         | Banking & Reciepts |
| Checklist-Creating a Bank Transfer                       | Banking & Reciepts |
| Reclassify a Transaction Using Bill & Credit Memos       | Banking & Reciepts |
| Checklist - Bank Reconciliation                          | Monthly            |
| Bank Account Reconciliation Reports                      | Monthly            |
| Checklist for Payroll - Monthly                          | Monthly            |
| TRAQS: Creating an MD25                                  | Monthly            |
| TRAQS: Creating an MD30                                  | Monthly            |
| TRS/TRAQS Checklist                                      | Monthly            |
| 941 Quarterly Checklist                                  | Quarterly          |
| TWC/Unemployment Checklist                               | Quarterly          |
| Calendar 1099/1096 Check list                            | Annual             |
| CalandarW2/W3 Checklist                                  | Annual             |
| Fiscal Finance - Checklist for End of Year Process       | Annual             |
| Fiscal Opening a New Ledger                              | Annual             |
| Fiscal Budget: Preparing New Budget                      | Annual             |
| Fiscal EOY Budget Review & Budget Amendment Preparation  | Annual             |
| Fiscal Promote Service Record Checklist                  | Annual             |
| Fall PEIMS - Collection 1                                | Peims              |
|  |                    |
| Mid Year PEIMS - Collection 2                            | Peims              |
| Logging Into WebSmart                                    | Admin              |
| Creating A Security Pattern                              | Admin              |
| Creating a Message on Direct Deposit Stubs               | Admin              |
| Assign Portal Rights                                     | Admin              |
| Adding Users Using Templates                             | Admin              |
|  |                    |
| Browser Settings Mozilla Firefox Cache Settings          | Admin              |
|  |                    |