

Instructions for Updating Your FINANCIER™ User Guide

After printing the update, prepare the printout for 2-sided duplicating. Check the detail list below to be sure you have all the pages in the order listed, and that blank pages are inserted where they should be. Then duplicate using a 2-sided setting. Make a copy for each copy of the User Guide at your institution, and insert updated pages into the manuals.

A 2-sided page is designated by its front and back page numbers. For example, 1-1/1-2 refers to the page that has 1-1 on the front and 1-2 on the back.

Remove page(s):	Insert page(s):	Description of Change
Title page/blank	Title page/blank	Change maintenance date on title page
2-39/2-40 thru 2-41/2-42	2-39/2-40 thru 2-41/2-42	Update reference to maximum number of school codes to ten; update CPS Communication screen image
2-49/2-50 thru 2-51/2-52	2-49/2-50 thru 2-51/2-52	Update Verification screen image and add how-to for new detail window displaying IRS Data Retrieval field flags