



SDS TOUCH BASE TUESDAY AGENDA

04/24/2018

Presenter: Carla

TRENDING TOPICS

- Illinois Site Based Reporting - Q &A Webinar
- Update User Profile for Receiving State Emails
- Send Personnel Updates to Sherrie@schooloffice.com
- Purchase Orders-Current/Next Year Indicator
- Budget Adjustments vs Budget Transfers
- Payroll—Adding New Employees to a Open Payroll

LOOKING FORWARD

- April 26 - Spring User Group Meeting-Auburn, IL
- May 8 – Touch Base Tuesday- Changes Coming
- May 3 – Spring User Group Meeting-Webinar

Morning Agenda:

- Financial Reports
- General Ledger Processing-Check Reconciliation
- Human Resources-Add/Change Employee Information
- Employee Distribution Adjustment
- Deductions & Benefits Master
- Employee Deductions & Benefits
- Payroll Processing-Customizable Reports

Afternoon Agenda:

- Group Question and Answer Discussion

Register today by clicking below:

<http://schooloffice.com/sds-spring-user-meeting-2018/>



- May 22 - Touch Base Tuesday
- SDS In Attendance
 - May 9-11- IASBO Annual Meeting-Booth #802
- Online Courses Coming Soon
 - 04/30/18 - Administrative Utilities (Security Excluded)
 - 05/01/18 - Fixed Assets
 - 05/14/18 - Accounts Payable
 - 05/28/18 - Awarding of Days
 - 06/18/18 – Payroll Accrual
 - 06/18/18 – Fiscal Year Close

Register today by clicking below:

<http://schooloffice.com/sdsservices/sds-online-continuing-ed-courses-registration/>

- Questions