



SDS Touch Base Tuesday Agenda

January 8, 2018

Presenter: Kim

1. Trending Topics:

- ✓ Xconnect: Update/Verify information, entering in a case
- ✓ How to change the description on a posted invoice?
- ✓ How to use the Employee YTD Adjustments?
- ✓ How to add extra fields to the employee master?

2. Enhancements:

3. Looking forward:

- Next Touch Base Tuesday will be **January 22, 2019**
 - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
- **Newly released courses you can get today:**
 - ✓ ACA Reporting (12/3/18 - VIDEO RELEASE + 12/10/18 - 1 hr 9:00 - 10:00 CT Live Q & A + RECORDING Call Included)
 - ✓ W-2 Reporting (12/10/18 - VIDEO RELEASE + 12/14/18 - 1 hr 9:00 - 10:00 CT Live Q & A + RECORDING Call Included)
 - ✓ 1099 Reporting (12/10/18 - VIDEO RELEASE + 12/14/18 - 1 hr 11:00 - 12:00 CT Live Q & A Call + RECORDING Included)
 - ✓ **Click here to register:** <http://schooloffice.com/sdsservices/sds-online-continuing-ed-courses-registration/>

- **Other course offerings:**

If you sign up for five or more courses at one time you receive 10% off!

These self paced courses are great to learn or refresh yourself before the year begins on an area of the SDS system. Also, if you are new to the system these courses are perfect for you. If you register for five or more, you will receive a 10% discount. You can get with other users at your school to register for a group of courses today.

- Payroll Timeclock and E-Timesheets
- Deduction / Benefit Setup
- Employee Portal
- Human Resource Center
- Security
- Financial Reporting
- General Accounting Reports



- Check Reconciliation
- Accounts Receivable
- Tips and Tricks (How to help with processing in the Finance area)
- How to Optimize Payroll and How to Use Custom Payroll Reports
- Purchase Order Security Setup and Processing
- Employee Portal Processing (From the Employees View)
- Green Accounting
- Look & Browse
- Salary Schedule
- Budget Planning Assistant
- Using the Question and Answer Report Option
- Using "Budget Master" - 5 Areas
- Reoccurring Entry for A/P, Cash Receipts, Transactions + Associated Reports
- Administrative Utilities (Security excluded)
- Fixed Assets
- Accounts Payable
- Awarding of Days

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Happy New Year!