



SDS Touch Base Tuesday Agenda

February 12, 2019

Presenter: Kim

1. Trending Topics:

- ✓ How to order Accounts Payable or Payroll checks?
- ✓ Ordering check stock from SDS.
- ✓ New Chicago office coming in April – we will be notifying all users of the address change.
- ✓ New SDS website coming next week! Stay Tuned!
- ✓ What Online courses are available and where to sign up for them?

2. Enhancements:

- ✓ Check Reconciliation
 - i. Make transactions permanent posting selection
 - ii. Statement date
- ✓ Accounts Payable Disbursement Entry
 - i. Printing AP reports by user that entered invoices
- ✓ Payroll Compute screen
- ✓ Control Center – File Transfer
 - i. Password protect data file when sending data to SDS
- ✓ WI Site Based Reporting

3. Looking forward:

- ✓ New Chicago office coming in April – we will be notifying all users of the address change.
- ✓ New SDS website coming next week! Stay Tuned!
- ✓ Next Touch Base Tuesday will be **February 26, 2019**
 - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>

✓ **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.

- *ACA Reporting Course
- 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

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