SDS Touch Base Tuesday Agenda

February 25, 2020
Presenter: Carla

1. **Trending Topics:**

   - ✓ How to print a report with Employee Contract balances?
   - ✓ Why a substitute is not listed to select from, and their Pay field is "Y"?
   - ✓ How to update State Code descriptions?
   - ✓ Budget Planning Assistant: Getting Started for the New Budget
   - ✓ Budget Planning Assistant: Working with Notes
   - ✓ ACA Electronic upload: Verify you are using the correct TCC Code
   - ✓ Monthly Balancing Tips:
     http://help.schooloffice.com/FinanceHelp/#!Documents/monthlybalancingtips.htm

2. **Enhancements and News:**

   - ✓ Colorado: CDE 18 20-21 Uniform Budget Summary

3. **Looking forward**:

   - ✓ **What's Coming – Stay Tuned to your Inbox:**
     - Stay updated with the **SDS News Page** https://schooloffice.com/sdsnews/
       (Password in all lowercase is gosds)
     - Make note of **new SDS email**, verify it is not in Spam **newsletter@schooloffice.com**
     - **FREE LIVE WEBINARS**
       - **New User Boot Camps** – will be **March 19th (Video format, One from last week coming soon!)**
         Click here to register: https://schooloffice.com/newuserbootcamp/
       - **Next Touch Base Tuesday** will be **March 10th**
         Click here to register: http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/

     - **SDS UNIVERSITY – Online Courses**
       - Hot Courses Right Now: **ACA and Payroll Setup** www.sdsuniversity.com
       - *Use Coupon Code TBT10 for attending today to receive 10% off.