

SDS Touch Base Tuesday Agenda

March 12, 2019

Presenter: Peri

1. Trending Topics:

- ✓ Check reconciliation statement date
- ✓ Net pay posting to the check reconciliation
- ✓ Exporting checks to the message center if they have already been locked (posted to the ledger)
- ✓ Exporting payroll direct deposit vouchers to the message center after the payroll has been closed
- ✓ Exporting purchase orders to the message center after they have been locked (posted to the ledger)
- ✓ TRS will change to a monthly reporting process starting 7/1/2020.

2. Enhancements:

- ✓ A check box has been added in the vendor master view to control showing active or inactive vendors
- ✓ TRS will change to a monthly reporting process starting 7/1/2020
- ✓ The Preset Customized Payroll reports have the XCE for the TRS Creditable earnings

3. Looking forward:

- **SDS Office Moving April 1, please update your records for April.**
200 E Randolph St.
Suite #5100
Chicago, IL 60601
Notify your tech in the next week to double check the following since X-connect will be moving soon, planned ip addresses below. Since this is a transitional process they will need to **add and not change the existing entries in their firewall, proxy, spam filter, etc.**
 - 68.65.208.43 – xconnect, help, downloading updates (if non-hosted) – http, https, ftp (ports 20 & 21) sc.schooloffice.com, help.schooloffice.com, updates.schooloffice.com
 - 68.65.208.44 – for sending/retrieving files on SDS ftp site - https, ftp (ports 20 & 21) ftp.schooloffice.com
 - 68.65.208.46 – smtp server
mailout.schooloffice.com, mailoutsds.schooloffice.com

- Setup your firewall to allow the office access to their hosted website/network the your new office ip address will be 68.65.208.45
- Next Touch Base Tuesday will be **March 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.

- 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/>