



## SDS Touch Base Tuesday Agenda

April 9, 2019

Presenter: Kim

### 1. Trending Topics:

- ✓ How to pull in remaining contract balances for budget projecting?
- ✓ How to use the Budgeting Notes and print reports with them?
- ✓ How to use the Salary Schedule to copy existing contracts, without using a Salary Schedule?

### 2. Enhancements and News:

- ✓ Xconnect Calls from Chicago number
- ✓ New fax number: 312-546-4955
- ✓ STI Checks and Outside Consultants/Trainers – Not trained/approved by SDS

### 3. Looking forward:

- ✓ **UPDATE: SDS OFFICE MOVE IS COMPLETED! YOU MUST COME VISIT US! PLEASE UPDATE YOUR RECORDS**  
**200 E Randolph St.**  
**Suite #5100**  
**Chicago, IL 60601**  
Please notify your tech to double check the following ip addresses, since X-connect has been moved. Below lists the planned ip addresses. Since this is a transitional process please **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
- ✓ **What's Coming in the Next Week – Stay Tuned to your Inbox:**
  - New SDS Website
  - More Course Offerings
  - July Kickoff Webinar Registration
  - September SDS Annual User Conference Registration

✓ **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/>

✓ Next Touch Base Tuesday will be **April 23, 2019**

- **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>