SPECIALIZED DATA SYSTEMS

SDS Touch Base Tuesday Agenda

April 23, 2019
Presenter: Peri

1. **Trending Topics:**
   - ✓ How to verify Budgets are on track for end of year?
   - ✓ How to update Employee Contracts for the new year?

2. **Enhancements and News:**
   - ✓ New Horizontal Entry Screen
   - ✓ New SDS Web Office setting for AP check printing
   - ✓ New Illinois setting regrading FICA and Medicare Wages

3. **Looking forward**:

   - ✓ UPDATE: The SDS office move is completed. Please double check your records, that our address has been updated. Thank you and we hope you can come visit us in the Windy City!
   200 E Randolph St.
   Suite #5100
   Chicago, IL 60601

   - ✓ **Touch Base Tuesday recordings are now all listed in the Help Console and will be posted their moving forward.**

   - ✓ **What's Coming – Stay Tuned to your Inbox:**
     - o New SDS Website Coming this Week, an email will go out to all users
     - o Registration will open for the following on our new site:
       - Free Monthly **New User Boot Camps** – Starting May 9
       - New **Online Courses** are coming
       - July 19th **Kickoff Webinar**
       - September SDS **Annual User Conference** Registration
       - November **Master Class** for advanced users (Must apply to get accepted in.)
       - **New Purchase Packages** to attend our Kick Off, User Conference and Master Class will be available as well.

✓ **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 **May 14, 2019**
   - ○ **Click here to register:** http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/

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