SPECIALIZED DATA SYSTEMS

SDS Touch Base Tuesday Agenda
May 5, 2020
Presenter: Kim

1. **Trending Topics:**

   - ✓ Creating a New Cash Receipt Adjustment Entry View
   - ✓ What accounts need to be set up to start using a new Fund?
   - ✓ How to verify main users email address is correct?
   - ✓ How to set up and adjust Employee access to the system?

2. **Enhancements and News:**

   - ✓ Illinois TRS – Gemini payroll reporting Free getting started online course is available, by visiting www.sdsuniversity.com , login/create a login and you will receive the free courses in your login. Click on the TRS course to access the manual and video. To print the manual school down to the bottom of the PDF, click on the pink link to print or download.
   - ✓ Check Reconciliation: Adding documentation to statement date
   - ✓ SDS University – One Year All Pass **70% Discount – Continued through April 30th due to COVID-19 and the high increase for our users to learn/grow from home!**
     - VIP All Access Pass Price (through April 30th) = $1575.00
     - Use COUPON CODE: 2020GETSTARTED or CLICK HERE FOR A DIRECT LINK
     - If you have questions on the One Year All Pass, please email Jennifer@schooloffice.com .

3. **Looking forward**:

   - ✓ **What's Coming – Stay Tuned to your Inbox:**
     - **FREE LIVE WEBINARS**
       - **New User Boot Camps** – will be **May 14, 2020 – No need to register, the video will be emailed out to all users.**
       - **Next Touch Base Tuesday** will be **May 19, 2020**
         Click here to register: https://schooloffice.com/tbtfinance/