



SDS Touch Base Tuesday Agenda

May 8, 2018

Presenter: Kim Griego

1. Trending Topics:

- ✓ Create New Employee Contracts using the Salary Schedule, without using a Salary Schedule
- ✓ When entering Budget in Budget Planning Assistant, how to use the Budgeting Notes and Print Budget Reports with Notes
- ✓ If making changes to the State Codes of your Budget Master Accounts, verify Security Data Access Control settings Account restrictions are set up correctly

2. Enhancements:

- ✓ Vendor Direct Deposit Setting

3. Looking forward:

- Next Touch Base Tuesday will be May 22.
 - Bi-Monthly Touch Base Tuesday's = <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
 - Online Courses Coming Up
 - 05/14/18 - Accounts Payable
 - 05/28/18 - Awarding of Days
 - 06/18/18 - Payroll Accrual
 - 06/18/18 - Fiscal Year Close
- <http://schooloffice.com/sdsservices/sds-online-continuing-ed-courses-registration/>