



## SDS Touch Base Tuesday Agenda

May 14, 2019

Presenter: Vicki

### 1. Trending Topics

- ✓ How to add the Time Clock Report for Employees to print?
- ✓ Why are my checks not printing correcting?

### 2. Enhancements and News:

- ✓ Employee Attendance: Substitute Attendance Summary Display (Vertical)
- ✓ Illinois Unemployment (TaxNet) Report selection
- ✓ Accounts Receivable Key for Green Accounting, not needed
- ✓ New Check Reconciliation Processing by Statement Date online course, released 5/10/19

### 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**
- ✓ **What's Coming – Stay Tuned to your Inbox:**
  - New SDS website coming soon
  - Registration will open for the following on our new site:
    - Free Monthly **New User Boot Camps** – Starting May 30<sup>th</sup>
    - New **Online Courses** are Coming, plus course packages
    - July 19<sup>th</sup> **Kickoff Webinar**
    - September SDS **Annual User Conference** Registration
    - November **Master Class** for experienced users
    - **New Purchase Packages** to attend our Kick Off, User Conference and Master Class will be available as well, so you can go to more than one for an amazing cost.
- ✓ Next Touch Base Tuesday will be **June 11, 2019**
  - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>