

SDS Touch Base Tuesday Agenda

May 19, 2020

Presenter: Kim

1. Trending Topics:

- ✓ Customizing Menu Tree folders
- ✓ How to unlock a journal entry?
 - Does unlocking a journal entry affect Check Reconciliation?
- ✓ How to set up Auditor access for just viewing only?
- ✓ How to restrict users to view specific accounts or employees?

2. Enhancements and News:

- ✓ SDS Office will be closed on Monday in honor of Memorial Day!
- ✓ **NEW! Personal Protective Equipment** – *Now you can purchase (Masks for ADULTS OR STUDENTS, N95 Masks, KN95 Masks, Cotton Masks, FDA Masks, Hand Sanitizer, Antibacterial Wipes, Medical Gloves and Touchless Thermometer). Prepare for now and the new year by ordering today. [CLICK HERE TO ACCESS THE ONLY PDF and ORDER FORM](#)*
- ✓ **Payroll Information on Payday Report Screen**
- ✓ **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.
- ✓ **SDS University** – One Year All Pass **70% Discount – Continued through May 31st due to COVID-19 and the high increase for our users to learn/grow from home!**
 - VIP All Access Pass Price (through May 31st) = \$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 Webinars**
 - **New User Boot Camps** – will be **June 18, 2020**
Click here to register: [To register for future LIVE sessions + recording](#)
Please note, June sessions will return to live webinars with recordings, so that we can answer individual questions and connect with each of you.
 - **Next Touch Base Tuesday** will be **June 9, 2020**
Click here to register: <https://schooloffice.com/tbtfinance/>
 - **Annual User Webinar Conferences Dates Booked** – Please save the dates.
Registration coming soon, individually and packages!
 - 06/05/20 – FYE Kick Off the School Year Conference
 - 09/10/20 - Annual User Webinar Conference for Colorado School Districts
 - 09/11/20 - Annual User Webinar Conference for Illinois/Wisconsin (All States)
 - 09/17/20 - Annual User Webinar Conference for Colorado Charters
 - 09/18/20 - Annual User Webinar Conference for Michigan/Indiana

- 11/19/20 - Master Class Webinar (This will become face to face + webinar if things lift this year)
- **Annual School Board Conferences**
 - * Many conferences have been canceled or rescheduled due to COVID-19. This is the schedule we have to date. Hope to see you face to face soon.
 - IASBO Conference – Rescheduled to 11/3 – 11/5 - Peoria Civic Center, Peoria, IL
 - Indiana ASBO - 11/8 – 11/10 - French Lick, Indiana
 - IASB Conference – 11/20 – 11/22 – Hyatt Chicago

