



SDS Touch Base Tuesday Agenda

May 22, 2018

Presenter: Kim Griego

1. Trending Topics:

- a. How to attach employee documentation to an employee master record?
- b. How to make Budget adjustments in the Budget Planning Assistant?
- c. How to create the dropdown selections for data entry in Master Code Field Definition area?

2. Enhancements:

- ✓ AP Voucher settings
 - The District address has been added to the top and bottom stub of the Accounts Payable Vouchers so when they print their district information will print on it.
- ✓ New Payroll Reports
 - Payroll Employee Benefit Report
 - Payroll Employee Earnings, Tax and Deductions Report

3. Looking forward:

- Next Touch Base Tuesday will be June 12.
 - Bi-Monthly Touch Base Tuesday's = <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
 - Online Courses Coming Up
 - 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/>