



## SDS Touch Base Tuesday Agenda

June 8, 2021

Presenter: Kim w/ Guest Shannon

### 1. Enhancements and News:

- ✓ **SDS Email:** changed from schooloffice.com to linq.com, please whitelist linq.com emails.
- ✓ **SDS Change Address/ACH Payments:** Please note a change of Address and ACH payments for SDS as noted below.

#### i. **Address:**

Specialized Data Systems  
PO Box 745000  
Atlanta, GA 30374-5000

#### ii. **ACH Payments:**

Routing: 021052053  
Account: 99781407

- ✓ Illinois: Uniform Budget Summary for 2022
- ✓ SDS Security Web Services – Green Accounting: As of the update on 5/18/2021, we have made changes to the web services programs used for green accounting and file exporting and you need to download the latest version of the files from your SDS site. Follow these instructions starting at step 12 to download the new files  
<http://help.schooloffice.com/financehelp/#!Documents/securitywebservices.htm>

### 2. Trending Topics:

- ✓ 20/21 Fiscal Year End Procedures:
  - i. Finance & Payroll Webinar and Finance Help Instructions released
- ✓ Employee Contracts: Contract Type Codes
- ✓ Security Application Access: Adjusting User security restrictions.
- ✓ Budget Master: Searching for specific account numbers.
- ✓ Combine/Merge Accounts vs Inactivating Accounts.

### 3. Looking Forward:

- ✓ **Annual Conferences (REGISTER TODAY, EVENT PACKAGE SAVE 20%)**
  - September 9<sup>th</sup> – Joint Annual Conference – Day One (Includes All States)
  - September 10<sup>th</sup> – State Specific Annual Conference – Day Two (Time slots for each state to cover state reporting)
  - October 7<sup>th</sup> – SDS Reporting Conference
  - November 18<sup>th</sup> – Masterclass
  - REGISTER = [Click Here to Register Today](#)
  
- ✓ **Illinois TRS Gemini webinars**
  - **June 18 - Webinar Release - “Gemini Reporting Process within SDS”**
    1. Access the TRS Gemini Course in SDS University for instructions on all aspects of Gemini File Creation
  - **TBD - “Let’s Talk Gemini”**
    1. A second LIVE Q&A session date will be released at a later time.
  
- ✓ **Sales**
  - November 19-21, 2021 - IASB-IASA-IASBO Joint Annual Conference Chicago, IL