SPECIALIZED DATA SYSTEMS

SDS Touch Base Tuesday Agenda

June 11, 2019
Presenter: Kim

1. **Trending Topics:**

   ✓ Submitting an xconnect and entering all detailed information.
   ✓ How to allow Auditor access to view items in the system but not be able to change anything?
   ✓ When to enter in the Ending bank balance, when starting a new month in Check Reconciliation.

2. **Enhancements and News:**

   ✓ Updated Illinois Budget Forms for 2020
   ✓ Customer Master Active/Inactive
   ✓ Manual Time Card Entry Verification Report
   ✓ Payroll Register Quarter to date report to include employee count
   ✓ New Payroll Accrual process coming soon
   ✓ NEW SDS Website

3. **Looking forward**:

   ✓ We moved our office this year and the ***post office*** is requesting our suite number be ***on the same line as our address*** for any mail we have coming in as shown below. Please double check your records for SDS.

   Specialized Data Systems, Inc.
   200 E. Randolph St., Ste. 5100
   Chicago, IL. 60601

   ✓ **What's Coming – Stay Tuned to your Inbox:**
      o Registration opened for the following on our new site:
         • Free Monthly **New User Boot Camps** – Starting June 27th
         • New **Online Courses** are coming
         • July 19th **Kickoff Webinar**
         • September SDS **Annual User Conference** Registration
         • November **Master Class** for advanced users (Must apply to get accepted in.)

- **New Purchase Packages** to attend our Kick Off, User Conference and Master Class will be available as well.
- Next Touch Base Tuesday will be **June 25, 2019 – Registration will be on the new site.**