

SDS Touch Base Tuesday Agenda

June 26, 2018

Presenter: Kim

1. Trending Topics:

- a. How to use the Budgeting Forecast fields?
- b. When changing Budget Master Accounts, how to change Security Data restrictions?

2. Enhancements:

- ✓ Customizable Reports: **Payroll Register (Earnings, Tax, Deductions, Benefits) & Payroll Register (ETDB – Extended Format)**

These new report includes Four reporting areas:

- Earnings with various gross wage totals.
- Tax and Net that contains withheld taxes.
- Deductions in which reduced gross earnings.
- Benefits in which are paid by the district.

- ✓ **P.O. Authorization History Report**

This new report is available under the Purchasing reports. It includes the detailed history of the Requisition during the Authorization process.

3. Looking forward:

- Next Touch Base Tuesday will be July 10.
 - Bi-Monthly Touch Base Tuesday's registration
<http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
 - Online Courses Recently Released
 - Payroll Accrual & Fiscal Year Close
<http://schooloffice.com/sdsservices/sds-online-continuing-ed-courses-registration/>
- Annual User Conference
 - 09/06/18 - Residence Inn (DIA – Airport) 16490 East 40th Circle Aurora, CO 80011
 - 09/13/18 - Hyatt House Chicago/Oak Brook 210 W 22nd Street Oak Brook, IL 60523
 - 09/20/18 - I-Hotel & Conference Center 1900 South First Street Champaign, IL 61820
 - 09/20/18 - North Conejos Re 1- 17890 US 285 La Jara, CO 81140
 - 09/26/18 - Otsego Club & Resort 696 M-32 East Gaylord, MI 49734
 - 09/27/18 - Wexford-Missaukee ISD 9907 E. 13th Street Cadillac, MI 49601
 - 10/04/18 - LIVE WEBINAR ANNUAL CONFERENCE - 9:00 - 3:00PM

Click here to register: <http://schooloffice.com/2018-sds-user-conference-registration/>