

SDS Touch Base Tuesday Agenda

October 9, 2018

Presenter: Kim

1. Trending Topics:

Employee Portal

- How can employees change their demographics in the Employee Portal?
- How to adjust Data Change entry view for employees?
- How can the employees see the prior Direct Deposits?

2. Enhancements:

- **Colorado State Reporting** - Free Webinar covering the finance data pipeline transmission

3. Looking forward:

- Next Touch Base Tuesday will be **October 23, 2018**
 - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
- **Online Courses**
 - These self paced courses are great to learn or refresh yourself before the year begins on an area of the SDS system. Also, if you are new to the system these courses are perfect for you. If you register for five or more, you will receive a 10% discount. You can get with other users at your school to register for a group of courses today.
 - **Course offerings:**
 - Payroll Timeclock and E-Timesheets
 - Deduction / Benefit Setup
 - Employee Portal
 - Human Resource Center
 - Security
 - Financial Reporting
 - General Accounting Reports
 - Check Reconciliation
 - Accounts Receivable
 - Tips and Tricks (How to help with processing in the Finance area)
 - How to Optimize Payroll and How to Use Custom Payroll Reports
 - ACA Reporting
 - W-2 Reporting
 - 1099 Reporting
 - Purchase Order Security Setup and Processing
 - Employee Portal Processing (From the Employees View)



- Green Accounting
- Look & Browse
- Salary Schedule
- Budget Planning Assistant
- Using the Question and Answer Report Option
- Using "Budget Master" - 5 Areas
- Reoccurring Entry for A/P, Cash Receipts, Transactions + Associated Reports
- Administrative Utilities (Security excluded)
- Fixed Assets
- Accounts Payable
- Awarding of Days

Click here to register: <http://schooloffice.com/sdsservices/sds-online-continuing-ed-courses-registration/>

- **Annual User Conference**
 - Thank you for attending our Annual User Conferences! They were a big success.