

SDS Touch Base Tuesday Agenda

October 12, 2021

Presenters: Kim & Leslie w/ Guest Delta

1. Looking forward:

- ✓ **Annual Conferences (REGISTER TODAY, EVENT PACKAGE SAVE 20%)**
 - [Click Here to Register Today](#)
 - November 18th – Masterclass – WEBINAR only
- ✓ **Sales**
 - November 18, 2021 – 75th Annual Indiana ASBO Conference Ft. Wayne, IN – In Person
 - November 19-21, 2021 - IASB-IASA-IASBO Joint Annual Conference Chicago, IL

2. Enhancements and News:

- ✓ Tell us Your Story Survey: [Tell us your SDS Story \(office.com\)](#)
- ✓ Reports Update: Vendor Legal Name field added to Vendor Reports
- ✓ Cash Receipts: Field Entered By has been added to the entry view
- ✓ Employee Attendance: Descriptive column headings added to Employee Attendance Summary view

3. Trending Topics:

- ✓ Check Reconciliation: Using Check Reconciliation selections
- ✓ How to resend AP check copies to preview in Look and Browse?
- ✓ How to combine vendors, customers, or employees?
- ✓ X – Connect – Utilize X- Connect to reference prior cases, [click here to access](#).

4. State of Illinois Gemini TBT Tip:

- ✓ How to print a TRS Pay Period Report?