

## **SDS Touch Base Tuesday Agenda**

**October 22, 2019**

Presenter: Kim

### **1. Trending Topics:**

- ✓ [VIP All Access Pass to SDS University – Holiday + End of the Year Special – One Week Only – Offer Ends Friday October 25th - 66% Off](#)
- ✓ SDS is now on Instagram [@specializeddatasystems](#) – FOLLOW US TODAY  
<https://www.instagram.com/specializeddatasystems/>
- ✓ How to Update Supervisor's Employee Restrictions when using Time Clock or eTimesheet?
- ✓ How to Setup new Deduction for FICA over Maximum?
- ✓ In the Deductions/Benefits Master, what is the Distribution Type used for?

### **2. Enhancements and News:**

- ✓ Expense on Date added to Make Check Permanent

### **3. Looking forward:**

- ✓ What's coming?



- [Holiday + End of the Year Special – One Week Only - Offer Ends Friday Oct. 25th - 66% Off](#)
  - The holidays are quickly approaching; which means W2, 1099 and ACA season will be here before we know it, along with SDS's Annual User Masterclass on November 21<sup>st</sup>.
  - We've had many users reach out requesting an all access price for SDS University, so they can purchase everything all at once and take advantage of learning online at their own pace.
  - We're listening and have created a **Holiday + End of the Year offer for ONE WEEK ONLY – OFFER ENDS FRIDAY OCTOBER 25<sup>th</sup>**.



- **What's included?**
  - Three user logins at your school/district (Other districts or locations not included)
  - One User Registration for SDS 2019 Masterclass in Chicago November 21<sup>st</sup> - \$599
  - **15%** All Access Member Coupon for future SDS Events or SDS University Additions
  - ACA, W2 and 1099 Course Bundle - \$338
  - Business Manager – Bookkeeper Course Bundle - \$1799
  - Payroll Course Bundle - \$1875
  - Accounts Payable Course Bundle - \$1238
  - Price of all items purchased separately and bundled after special = **\$5,849**
  - ✓ **Holiday Special ENDS OCT. 25<sup>th</sup> = 1/3 of the cost \$1,988.66 – 66% Off and SAVE \$3,860 - USE COUPON CODE HOLIDAYSDS**

\*This VIP All Access Pass to SDS University will be active from date of purchase, until December 31, 2020 and then the pass will have to be repurchased January 1, 2021 to keep full VIP access.

- **Pros of this package?**
  - Save 2/3 of the cost with holiday special
  - Great for new users of the system or new users coming into your district
  - One user registration to 2019 Masterclass (learn from the founder of SDS, two expert trainers, Jennifer, Shannon and connect with the SDS community face-to-face)
  - Receive all course bundles for all SDS job specific roles at your district
  - Learn at your own pace, play, pause, and rewind as many times as you'd like
  - Learn wherever you have a Internet connection, in a distraction free environment
  - Receive VIP 15% discount off all SDS Events and SDS University Special additions, please note any courses that are updated or pertain to the bundles will be automatically added
- **Q & A?**
  - **Q: Any questions or hesitation...**  
A: Email [Jennifer@schooloffice.com](mailto:Jennifer@schooloffice.com) and we will take care of you.
  - **Q: What if I've already purchased the Masterclass, but want the rest of the special?**  
A: Email [Jennifer@schooloffice.com](mailto:Jennifer@schooloffice.com) and we will get you setup.
  - **Q: What if we have more than one user that will be using different bundles at our district (not another)?**  
A: This VIP all access pass includes three user logins (only for your district) to access SDS University, which will be verified and setup for you. Any additional users email [Jennifer@schooloffice.com](mailto:Jennifer@schooloffice.com) for special multiple user access pricing. SDS University does keep track of user logins, IP addresses to protect user logins and content.



- **Q: Do we have to purchase this?**  
A: You do not have to purchase this package; it's an additional service and platform we are providing you. It is an offer for a great way to immerse yourself in SDS training in person and through our online training courses.
  
- **\*Use Coupon Code **TBT10** for attending today to receive 10% off.**
  
- **FREE LIVE WEBINARS**
  - **New User Boot Camps** – will be **November 14, 2019**
  - **Click here to register:** <https://schooloffice.com/newuserbootcamp/>
  - **Next Touch Base Tuesday** will be **November 12, 2019**
  - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
  
- **ANNUAL EVENTS + SERVICES - **EVENT DETAILS ON NEXT PAGES****
  - **Master Class for Users that want the next level of training**  
<https://www.sdsuniversity.com/p/masterclass>
  
  - **Online Courses & Course Bundles per Job Role**  
[www.sdsuniversity.com](http://www.sdsuniversity.com)



## MASTERCLASS

- **DATE + TIME:** November 21<sup>st</sup> – 9:00 – 3:00 CT
- **LOCATION:** 200 E. Randolph Suite #5100 Chicago, IL 60601
- **WHO:**
  - Masterclass is for SDS users that have been using the system and would like to take their SDS knowledge to the next level. If you want to take your SDS knowledge beyond basic training and increase your job efficiency, then keep reading.
  - This class will be a small group of SDS power users. There are limited seats. This environment provides you with the opportunity to connect with other SDS users face-to-face.
  - Included in the day will be a continental breakfast to start our day, a group lunch to allow more time to connect, and an award ceremony to complete our Masterclass.
  - The date of this course is Thursday, November 21, which is the day before the Illinois School Board Officials Conference and the Chicago Magnificent Mile Light Festival. This is a perfect time to attend our Master Class and the School Board Conference and bring family and friends to enjoy the Light Festival. Join us for a fun weekend in the Windy City. <https://www.themagnificentmile.com/lights-festival/>
- **TRAINERS:** You will be trained by two expert SDS trainers and the **Founder & Head Programmer of SDS Terry Litz!** He will be making a guest appearance to show you amazing features in the system and to come by to say hello!
- **GET:** Masterclass Manual, Continental Breakfast, Goodies, Sit Down Group Lunch (Time to really get to know each other) and Completion Award. Trained by two expert trainers and founder of SDS.
- **AGENDA:**

Below is a brief overview of what we will be covering in Masterclass.

### Hot Topics

- ACA, W2 and 1099
- TRS

### Financial Report Design

- Storing Reports with Changes
- Using Report Examples
- Designing Special Columns
- Charting Values
- Creating Report Groups
- How to Control Report Totals



**Payroll**

- Mass Change
- Fringe Benefit Distribution
- Insurance Benefit Distribution Without a Payroll
- Expense Reimbursements

**Emailing Features**

- Purchasing
- Direct deposit
- Using message center

**Purchase Orders**

- Approval Process – Special Features
- Purchasing Catalog Option

**Green Accounting**

- Ways to Upload Documents
- What and How Can Documents be Loaded

- **COST:**
  - \$599 – Masterclass Manual, Continental Breakfast, Goodies, Sit Down Group Lunch (Time to really get to know each other) and Completion Award. Trained by two expert trainers and **founder of SDS**.
- **REGISTER:** Click the following link <https://www.sdsuniversity.com/p/masterclass>

