

SDS Touch Base Tuesday Agenda

October 23, 2018

Presenter: Carla

1. Trending Topics:

- Touch Base Tuesday-Location of Agenda and Recording
- Site Based Reporting
- W2 and 1099 forms
- Order Form
- Continuing Ed Course
- ACA

2. Enhancements:

- Folder Menu System
<http://help.schooloffice.com/FinanceHelp/#!Documents/loginandnavigatethesystemwithfolders.htm>
Note: If you have trouble with the above link, copy and paste into your browser.
- Checklists-Updated
- Michigan REP Reporting-Termination Date Field added

3. Looking forward:

- Next Touch Base Tuesday will be **November 13, 2018**
 - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
- **Online Courses – W2, 1099 and ACA Courses REGISTRATION COMING THIS WEEK!**
 - 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 *New one coming soon
- W-2 Reporting *New one coming soon
- 1099 Reporting *New one coming soon
- 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/>

- **New SDS Website Coming**