



## SDS Touch Base Tuesday Agenda

December 11, 2018

Presenter: Kim

### 1. Trending Topics:

- ✓ How to change the amount or percent of a Deduction/Benefit code?
- ✓ What is the difference between timing codes and payout categories?
- ✓ How to enter in bonus/merit payroll manual entries?
  - How to use specific timing codes when computing payroll?
  - How to print manual checks for the bonus/merit payroll?

### 2. Enhancements:

- ✓ MICR AP check printing setting

### 3. Looking forward:

- Next Touch Base Tuesday will be **January 8, 2019 – Merry Christmas and Happy New Year!**
  - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
- **Newly released courses you can get today:**
  - ✓ ACA Reporting (12/3/18 - VIDEO RELEASE + 12/10/18 - 1 hr 9:00 - 10:00 CT Live Q & A + RECORDING Call Included)
  - ✓ W-2 Reporting (12/10/18 - VIDEO RELEASE + 12/14/18 - 1 hr 9:00 - 10:00 CT Live Q & A + RECORDING Call Included)
  - ✓ 1099 Reporting (12/10/18 - VIDEO RELEASE + 12/14/18 - 1 hr 11:00 - 12:00 CT Live Q & A Call + RECORDING Included)
- **Other course offerings:**  
**If you sign up for five or more courses at one time you receive 10% off!**
  - 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



- 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/>

**Merry Christmas & Happy New Year!**