

SDS Touch Base Tuesday Agenda

March 26, 2019

Presenter: Peri

1. Trending Topics:

- ✓ How to search for an account to use in Journal Entries, Accounts Payable or Cash Receipt?
- ✓ How to change an activity date on a posted transaction?
- ✓ What is the difference between the Entry Type codes for a Journal Entry?
- ✓ What is “Show Finance and Payroll Summary Information?” used for?

2. Enhancements:

- ✓ Positive Pay standard csv format file creation; selections to **Include Header** and **Flip Payee Name**
- ✓ Viewing cleared checks in Look and Browse
- ✓ Print Time Sheet report: Individual employee eTimesheet report – the ability to run the eTimesheet report by selected employee

3. Looking forward:

- **SDS Office Moving April 1, please update your records today. *This move will not affect your SDS system.**

ADDRESS:

200 E Randolph St.
Suite #5100
Chicago, IL 60601

FAX NUMBER:

312-546-4955

Notify your tech in the next week to double check the following since X-connect will be moving soon, planned ip addresses below. Since this is a transitional process they will need to **add and not change the existing entries in their firewall, proxy, spam filter, etc.**

- 68.65.208.43 – xconnect, help, downloading updates (if non-hosted) – http, https, ftp (ports 20 & 21) sc.schooloffice.com, help.schooloffice.com, updates.schooloffice.com
- 68.65.208.44 – for sending/retrieving files on SDS ftp site - https, ftp (ports 20 & 21) ftp.schooloffice.com
- 68.65.208.46 – smtp server

mailout.schooloffice.com, mailoutsds.schooloffice.com

- Setup your firewall to allow the office access to their hosted website/network the your new office ip address will be 68.65.208.45

- Next Touch Base Tuesday will be **April 9, 2019**
 - **Click here to register:** <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>

- **Course offerings:**

If you sign up for five or more courses at one time you receive 10% off!

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.

- *More Courses COMING SOON TOO!**
- 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/>

