

# 2022 Annual Conference Agenda

<b>Welcome</b>	2
SDS Services	2
Navigate our website	2
Resources Online	2
<b>Build a Strong Foundation</b>	
<b>Look &amp; Browse</b>	3
Accounts, Vendors & Customers	3
Searching Data	4
Exporting Data into Excel	14
Cash Display Information	25
<b>Master File Importance</b>	
Budget Master Views	31
Budget Notes	39
District Information	40
Ledger Interface	43
State Codes (fund, function, object)	47
Vendor Master Views	49
Document Posting and Retrieval	60
<b>TRACK PURCHASE ORDERS</b>	
<b>Purchase Order Processing</b>	
Order for Master	62
Set Up Request/Approval Group	65
Add a New Vendor	71
Entering a Requisition	71
Purchase Request Authorization	77

Printing a Purchase Order	81
Make Purchase Orders Permanent	82
Sending the Purchase Order by Email	84
Record Received Merchandise	85
Invoice Entry with a Purchase Order	86
Accounts Payable Screen/Purchase Orders	86
A Link to Look and Browse – Viewing Pos	89

## **OPTIMIZE DATA ENTRY**

○ <b>Accounts Payable</b>	91
○ Activate Type of Payment	
○ Using Past Entries for Current Entry	
○ Batch Numbers/Due Dates	
○ Expense on Date	
○ Item Type	
○ Reclassification of Entries	
○ Entered By options – Added to Grid	
○ Report Options	
○ Check Printing – Sort Options	
○ A Link to Look and Browse – Viewing Check images	
○ <b>Cash Receipts</b>	107
○ Using Past Entries for Current Entry	
○ Receipt Date Importance	
○ Entered by Option	
○ Report Options	
○ <b>Transactions</b>	116
○ Transaction Date Importance	
○ Which JE Code to Use? Does it Matter?	
○ Journal Entry Options – Screen Right	
○ Entry to Prior Year Journal Entries	
○ Making Transactions Permanent	

## **MANAGE HUMAN RESOURCES**

Human Resources Control Center -Deduction and Benefit Master	121
• Logical Section Layout	
Employee Attendance Entry -Description Options for Timecard Creation	128
Employee Document Posting and Retrieval	134

## **DEFINE PAYROLL PROCESSING**

Add, Change Employee Information	136
<ul style="list-style-type: none"><li>• Advantage of Use</li><li>• Menu Option Overview</li><li>• State Reporting Fields-Color Code</li></ul>	
Gross Pay Entry Options	153
<ul style="list-style-type: none"><li>• Who Options</li><li>• Quick Entry</li><li>• Retain Value Options</li><li>• Fields to Consider</li></ul>	
Compute Net Pay	157
<ul style="list-style-type: none"><li>• Define Timing Codes</li><li>• Evaluate Pre-Compute Reports</li></ul>	

## **EXPAND REPORTING CONTROL**

<b>General Accounting Reports</b>	161
<i>Building on the Basics</i>	
<ul style="list-style-type: none"><li>• Financial System Setup</li><li>• Payroll and Human Resources</li></ul>	
Active and Inactive Account Selection	
Exporting to Excel	
Quick Reports	
<b>Financial Reports</b>	172
<ul style="list-style-type: none"><li>• Build Report Groups</li><li>• Report Type</li><li>• Report Format</li><li>• Export to Excel</li><li>• Design Options<ul style="list-style-type: none"><li>○ Select Report Columns</li><li>○ Select Subtotals</li><li>○ Active and Inactive Account Selections</li></ul></li></ul>	