



Keystone NEWS

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REPORT WRITER KNOWS THE ANSWER!

Life is full of questions. Sometimes you need or want to research something you know is in your data, but do not know how to get at it. Sometimes it just a simple list, or sometimes you want a more sophisticated report. Sometimes you may want some of your data exported into Excel or Word. These are all functions that Report Writer can do for you.

We deliver over 150 sample Report Writer reports with your Keystone Systems software. These are reports that we thought would be useful or that other companies wanted for various reasons. This is more reports than all of the "built-in" standard reports listed under Reports in the various module menus!

It is a good idea to dive in and work with this feature BEFORE you need it. It will probably take one or two hours to become comfortable.

The best place to start is to run through our training video. Start one of our programs, such as Trucking or Accounts Payable. Go to Help in the menu bar, then select Help Videos. Now click on the "+" to the left of VIDEOS IN ORDER OF IMPLEMENTATION to expand the list. Click the "+" to the left of "Report Writer," then double-click "Report Writer Introduction (20 minutes)." Now watch as a report is created on the screen.

If you are more of a "text oriented" person, view our written sample. From any Keystone Systems program menu, go to Help, then Help. Click the green link for [GENERAL HELP](#), then [Report Writer Help](#). After reading the introduction, click on the [Report Writer Example](#) link to follow along.

As you work with Report Writer, you may have questions as to where to find a particular piece of information. The best way is to again go to HELP in a program menu, and click "Hint shows Database Field Name." Then go to the place in the program where you enter this field. Point your mouse at the field and a pop-up hint will appear, telling you the table and field in which the data is stored.

Report Writer is a tool that only reads your data, so you can not do any harm to your data by using it. So give it a try and explore the possibilities.

Play with making and modifying your report until you are comfortable. It is not difficult, but if you have not done anything like this before, it will feel awkward at first. After investing a little time you will find it a very handy tool.



TAX FORMS REMINDER

Remember to order your 2006 tax forms early for the best price! Discounts end October 15, 2006.

YEAR END TIP

If you show year-to-date miles on your settlements, make sure you zero them out before your first Driver Settlement for the new year. Go into Payroll, select Activities from the menu, then PR Close. Click the button at the bottom right corner of the screen: ZERO YTD miles on Settlements. This totally separate from the Payroll close and can be done at any time after your final 2006 settlement and before your first 2007 settlement.

If you are not using the option to show YTD miles on settlements, you do not need to worry about doing this step.

TECH TIPS

Have you, in the heat of the moment, while trying to finish driver payroll, done a final settlement and forgotten to print it? Previously, it was impossible to reprint it without marking all the trips and Miscellaneous Pay/Deduct transactions as "not paid." Final Driver Settlement reports are now saved on your computer hard drive. You can retrieve these settlements and reprint them at the computer where the final settlements were originally run.

Just pull up one of our "canned" reports like TR, Reports, and Driver Information, for example, and review it to your screen. Once the report is on your screen, click on the menu item "File," then "Open." Click the down arrow for the drop-down box labeled "Look in:" Look for the line "Local Disk (C:)," and select it with your mouse. Next, double-click on the Program Files folder, then Keystone (for the Flash version) or KeystonePrograms (Nexus version) and then Final Close Reports. You will see reports listed for any subsidiary closings (AR, PR, etc.) that have been done on this computer. You will also see all finalized settlements. They will be listed with the date and time, such as Settlement060928_114403_2886.ace. This would be the final settlement for September 28, 2006, printed at about 11:44 in the morning. Double-click on the file name to view the original settlement report.

DO YOURSELF A BIG FAVOR:

BACKUP YOUR DATA!

We know you are probably tired of articles about backing up your data files--we certainly are. Unfortunately, it has become clear in the last few weeks that we still are not getting the message out well enough. Perhaps it is just those of you who read this newsletter who are actually doing an adequate job of protecting your company records.

One company in Montana sent us a copy of their backup CD to research a question. The CD was empty and their last good backup was from 2004.

A client in Idaho has been backing up onto another section of the same hard drive. If the hard drive goes out, or if someone steals their computer, their records are gone.

Another Montana client had the server with their only CD burner go out. They just moved their data to a different computer and decided not to bother with external backups. They had never had to restore to a backup, so no big deal, right? Their hard drive was also full, so they were not even doing a "BK-Backup" (Keystone's temporary, before closing backup to the same hard disk drive). Talk about living on the wild side!

An Indiana client did not know how to make a backup of their data.

Neither did a Washington client.

A SUGGESTION: Make a backup today and then restore it to another computer or section of your hard drive. Make sure you

end up with the same number and size files., and they have the same dates. If you want, you can even add new desk top icons and an alias so you can access this copy of your data files.

AN OFFER: Make a backup today onto CD and send to us with a note asking us to read it. We are not interested in the details, but would like to know you are successfully backing up your data. That way, you will know that if your computer should fail, you have data than can easily be transferred to a new computer and you will be up and running with the least disruption to your business.

If you are uncomfortable or do not know how do either of these options, your hardware person may be able to help you, possibly with help from Keystone's support.

HOT NEW FEATURES GL 08/30/2006 NEW REPORT, CHECKING ACCOUNT REGISTER

You can find this new report in the General Ledger program, Activities, Bank Reconciliation. Click the PRINT REGISTER

button. This report will give you a running checking account activity, including all PR checks, AP checks, deposits, direct deposits, and bank transfers. The account balance will show at the end of each day.

GE 07/28/2006 NEW MEMORY MANAGER

We have purchased a separate memory manager that replaces the Windows memory manager for our programs. This should give a 8% performance improvement for these programs. This might not be enough to "feel" but every little bit helps.

AP 07/05/2006 AGING & PIE CHART ADDED WHEN YOU SELECT WHO TO PAY

We have added an AP aging to the Select / Pay Invoice screen. This will make it easier to spot any vendors with old outstanding invoices. You can also sort your information by clicking the title bar of the grid. Say you want to see who you owe 91 days or more, just click the title bar for the 91+ column. You also have a pie chart that will show you the aging distribution of your total outstanding accounts payable. You can also double-click any vendor to call up their vendor information.

HOLIDAYS

Keystone will be closed:

Monday, October 9
Friday, November 10
Thursday & Friday, November 23,24
Monday, December 25
Monday, January 1, 2007

Columbus Day
Veterans Day
Thanksgiving
Christmas
New Years

