
# Keystone NEWS

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## DOCUMENT SCANNING AND RETRIEVAL

You already know the benefits of scanning, including reducing your office storage requirements, ease of retrieval, and the ability to e-mail your invoices with documentation attached.

This new feature takes it one step further than stand-alone systems by allowing you to process and access everything from within your Keystone Systems Transportation Software.

When you call up (or create) an invoice, there will be a new button which takes you to the Scan screen.

You will be able to scan documents to a user-defined list of document types (BOL, POD, etc.) to be associated with this invoice. These documents are stored in a centralized folder on your network so anyone can process new scans or access existing ones. The folder is sub-divided by year and month to facilitate later archiving and removal — which you will maintain yourself.

Any time you call up the invoice, you can return to the scan screen and double click on any associated document to view and/or print it. If you e-mail the invoice, the program attaches these documents by default along with the invoice. You can, of course delete or withhold inclusion any of the attachments.

Call today to learn more about this exciting new feature and our introductory pricing!

## KEEP YOUR BALANCE SHEET BALANCED!

Did you struggle getting things wrapped up for your year end? Other than possibly a few minor year end adjustments, your December close should be pretty much like any other month of the year! You may, for example, need to adjust interest versus principal payments for your loans or adjust a few dollars on your tax liabilities versus payments made. If you have your final figures for depreciation, you can enter them before you close. If not, you can make General Ledger journal entries to a prior period to fine tune December / year end balances when those numbers become available.

So how do you make it that easy? One key is to stay on top of it each month throughout the year. That way, there should be no surprises or

*(continued next column)*

big emergencies when it comes time to wrap things up for the year. After all, some of us would rather be out playing in the snow and / or sunsine than working every weekend through January and February!

Marci, in tech support, recommends these six monthly steps to help you be ready at year end:

- Do your Bank Reconciliations. This will help ensure that no checks, bank deposits or transfers are missing in your system. This should always be done before any monthly closings.
- Review your Accounts Payable and Accounts Receivable aging reports You should look for any AP Invoices that need to be deleted, any AR Invoices that need to be written off to bad debts, and Payments that have not been allocated to invoices or adjusted to a General Ledger account.
- Do your BK back up. If your system crashes or has any problems with the close, your life will be <u>much</u> simpler if you can just restore and start over. Things that can trip you up include power outages, network problems, other hardware issues like hard disk space or operationg system lock-up’s. Someone may decide they can slip into the program and check on a number without you noticiing. They may get away with it or, they may cause your close to crash! You are probably familiar with Murphy’s Law: Whatever can go wrong, will go wrong! If you are more optomistic, you still might as well be prepared, just in case someone else in the office does believe in Murphy’s Law.
- Close all your modules (AR, AP, PR, Maintenance, Battery Inventory) and post them to the GL.
- Reconcile any asset and liability accounts you can. Always compare your AP and AR Aging to you Balance Sheets amounts for this two accounts.

  If the agings do not match exactly to the General Ledger, someone has probably made a GL entry to these accounts, rather than properly handing it through the subsidiary module (AP, AR). You will need to research the difference and get it fixed before closing General Ledger for the month. If you ignore them, or do not bother to even check, the problem just becomes more difficult to track down.
- Your payroll tax liabilities should match your state and federal tax amounts for that month or quarter, depending on how often you are required to remit the funds. You may want to have separate liability accounts for each taxing authority to whom you make deposits. This will make it easier to zero in on any differences.

Your company should normally have up-to-date financials for the prior month by the middle of the following month. If you do this steps each month, you will save yourself from a lot of clean up work at the end of the year.

## SOFTWARE ENHANCEMENTS AND OPTIONAL UPGRADES

Keystone Systems is continually working to improve the productivity, efficiency, professionalism and profitability of our clients' businesses. We also want to continue to attract new clients, and are therefore driven to offer what people are looking for.

Some features have general appeal, and can justifiably be paid for by Management Package fees paid by all our clients. Others, like our recently added Mobile Communications interface to @Road, or our new EFS Interactive option, have a very limited audience. It does not seem fair to make all clients, in effect, pay through higher base costs and Management Package fees for these features they will never use.

As you can see, when a new feature is added to Keystone's software, we have to consider whether it should be an automatic addition to our standard "base package," or an extra cost option. Several considerations go into this decision. Some changes are a natural extension of what is already in the package. Recently, for example, we added the ability for clients to download current fuel tax rates from the official IFTA web site. Although this took a significant amount of research and programming to implement, we decided it would be a free enhancement for clients covered under Keystone Systems' Management Package. A large percentage of our clients will be able to take advantage of this feature, without extensive training or support on our part. Most transportation software vendors, if they do not charge for the feature, at least charge an additional fee to access the rates. Not only are we not charging for the feature, but allow you to download the rates at no cost.

Another new feature recently released is our Document Scanning and Retrieval option, described elsewhere in this newsletter. Although we see this as a great time-saving and storage-saving tool, this is a feature which will interest only some of our clients. It may require our clients to purchase new scanning equipment if they do not already have suitable units. It will probably require some assistance from us to get it set up and working with their scanner. This project took even more time to research, program and test. Rather than spread the cost of this new feature over all clients, some of whom will use it extensively, some not at all, we felt this should be and add-on option, to be paid for by clients who will actually benefit from the feature.

Changes to our software may be initiated for different reasons. We try to keep track of what clients and prospects need, and keep abreast of industry trends. We do not jump into every new fad that comes along, since some will not survive and some are of not interest to our clients or prospects. Sometimes a client will want a specific feature and be willing to pay for it, or a few clients may be interested in a bigger project and we team with them to get it done. Often, we see something that would benefit a large number of clients. It may be a completely new feature or just a better way of doing what we already do. It may be something that will add functionality, make it more clear or help you keep you out of trouble with your records or books. We ask questions, prioritize the jobs and features, and complete them.

We plan to continue to evolve with the software and transportation industries over the years. You can see from the above examples, this often involves partnering with our clients. You may be asked for ideas, or even financial participation. Some projects may become a part of the standard package or, occasionally, become optional add-on's. Either way, we must all benefit for it to make sense. Keystone needs to continue to evolve so we remain a strong player in the market, and you need to continue to have the tools to keep your business successful in this changing world.

"We rarely back up our data. We'd rather not keep a permanent record of everything that goes wrong around here!"

### HOLIDAYS

Keystone will be closed:

Monday, May 26 Memorial Day

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