



Holiday Schedule 2014-2015:

Boyce / Keystone / Komputrol Offices will be closed in observance of the following holidays.

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|---|-----------------------------------|
| Nov 27 -Thanksgiving Day | Jan 1 - New Year's Day |
| Nov 28 - Day after Thanksgiving | May 25 - Memorial Day |
| Dec 24 - Christmas Eve Afternoon - Phones Close at 11:30 am | July 3 - Observe Independence Day |
| Dec 25 - Christmas Day | Sept 7 - Labor Day |
| Dec 31 - New Year's Eve - Phones Close at 3 pm | |

Key-School Budget Update Released

Key-Budget for School Users, if you are purchasing new computers with the 64-bit operating system on your workstations, you must have the Key-Budget Upgrade. There is no charge for this upgrade and our goal is to have everyone converted before year end.

Thank you to those who are already converted; we appreciate your time and attention to this. Please remember, you do not have to have a 64-bit computer to use this upgrade. It will work on your current system, but you must have it installed before switching to a 64-bit OS.

W2 Tax Season is here. Your Sales Rep will start taking orders soon.

If you have questions notify sales@boycesystems.com

Doculivry for Payroll Users Remember our W2 Printing and Mailing Service is Available and Ready to Save You Time at Year-End.

KeyBulletin

HIGH PERFORMANCE INFORMATION SOLUTIONS

HELPDESK Gearing Up for Year-End



DON'T LET YOUR COMPUTER TURN INTO A MONSTER. CALL US. WE ARE HAPPY TO HELP

For those of you new to Keystone this will be your first newsletter. Welcome! After speaking to the support staff, there are a few things they would like to share with you. For those who have been with us awhile this information will just serve as a reminder.

When you call our office, a receptionist will answer and route the call. There are no machine menus unless we are closed or all lines are in use. Our helpdesk works via a queue system. The receptionist will take basic information and assign the call to the correct queue. Calls are then pulled from the queue in order by the next available support representative. If you ask to speak with a specific person, this may delay response time if he or she is unavailable. If you are working with someone already and follow up is required, we will notify that person. Also, let us know if you are in a crisis situation; we will do our best to get help to you as soon as possible.

If you recently had a new product installed and have questions, you do not have to ask and wait for the installer to return your call. He or she may be onsite with another customer and unable to respond. Our installers and helpdesk staff work closely together, so you can receive the attention you need from any of our support representatives.

That being said...YEAR-END IS COMING and our call volume will quadruple. All of our customers will be closing the year, opening the new budget, doing year-end reporting, issuing W2s and more. Keystone Support Staff is fully staffed for calls the last week of December through the third week of January. We do our best to return all calls within two hours at year-end, but depending on volume, it may take a little longer. Please have patience with us during this busy time of the year. Customer service has been and always will be our priority.

Enhancement Highlights for Key-Fund and Key-Payroll

The year-end version for Key-Payroll will include a new feature for Direct Deposit customers. Special Direct Deposit will allow the user to mark certain employee withholdings as a Direct Deposit entry. Section 125 withholdings, Annuities, Deferred Comp, and Employer Share Deferred Comp will be able to be added to the Direct Deposit ACH file after taxes are appropriately calculated.

The W-2 and 1099 procedures are now separated. Also combining multiple data sets for W2 and 1099 reporting is now an import export procedure

that will allow the printing of a merged report.

Key-Fund year-end release will add the Attachment Feature. APVs, POs, Receipts, Vendors and Miscellaneous Transactions can all receive attachments such as scanned Invoices, 1782 Budget Notice, W-9 Forms, Ordinances, Resolutions, Notes, Letters or Contracts. You can even scan and attach copies of your Certificates of Deposit to your investment records. This has the potential to lessen your carbon footprint with fewer paper files.



In the Loop with the Boyce Systems President and CEO

Hello All,

At first we thought winter would never end and now 2014 seems to be flying by. As I grow older, each year goes by a little faster.

Welcome new customers! Thank you for choosing our software for your financial accounting needs. As a matter of fact, thanks to all our customers for your ongoing support of Boyce, Keystone and Komputrol. Our company is very lucky to have customers like you. We have a staff of good, dedicated people whose focus is to enhance and support our products to keep your experience successful. I am proud to mention that to this point of 2014, we are on track of having two straight years of no personnel turnover. Good customers and good staff make for excellent long-term relationships.

By the time this reaches you, we will have gone through the series of association conferences for 2014. For the staff members who attend IASBO, ILMCT, IACT, etc., this is an opportunity to enjoy a more casual time with you. The conversations and interactions with us and with each other are critical to garnering information and ideas. This is especially important as our jobs become more and more complex each year.

Our next opportunity to be together will be our Annual User Meetings coming in November. I encourage all to attend. The meetings are vital for picking up even little bits of information to make your jobs easier; and keeping up with federal tax law is reason enough to sit in on the session with David Lewis, CPA. Being together with your peers using the same software often leads to helpful hints for your jobs that even we don't know about.

Best regards,
Mike



Michael B. Galliher

Keystone Annual User Meetings Slated for November

- Thursday, November 6** City/Town User Meeting, South at Seasons Lodge in Nashville, IN
- Wednesday, November 12** .. City/Town User Meeting, North at the Honeywell Center in Wabash, IN
- Thursday, November 20**..... School Corporation User Meeting at Boyce Systems in Daleville, IN

Yes, User Meetings happen every fall, but It is amazing how many new discussion items pop up through the year. South will again be held at the Seasons Lodge in Nashville and north at the Honeywell Center in Wabash. Our School customers will meet at Boyce Systems in Daleville. We will be recording the sessions presented for later review on our website. Continental breakfast and lunch will be served. Breakout sessions will cover each of our programs. If you are new to our user meetings, please check out the videos on our website.

There is a change in online registration this year. Each attendee must be registered individually to ensure that session choices are correctly recorded. When the registration form asks 'Number of Attendees', your only choice will be 1. This then opens a name field. Please put only one name in the field. To register a second person while still logged in to your account, click on the calendar date, go through the process again with the second name and session choices. For assistance with this process, please call the helpdesk at the Keystone office.



Sherry Slavin

Let us know in advance if you have particular questions or procedures that you are interested in and we will do our best to address them in the appropriate session.

Look for online registration available in mid-September. If you do not have internet access, the helpdesk will be glad to assist on the phone. As always the annual user meetings are free to Keystone maintenance customers, however travel and lodging are on your own.

"We are looking forward to spending the day with you."



Penny Nelson

New Employee and Intern Join the Team

Andrew Schilling graduated with a Computer Science degree from DePauw University in 1984.



He comes to Boyce with thirty years of programming experience with long term tenure in each of his previous employments. He's worked for Simon Property Group, IBM, Master Software and others, giving him a wealth of development knowledge.

He and his wife, Susan, live in Muncie, making for an easy commute to Boyce. They have four grown children, sons Drew and Adam, daughters Jessica and Rhiannon.

Enjoying an active lifestyle, his hobbies include camping, biking, and racquetball. Free time is filled with music, board games, computer games and cards.

"I'm very happy to have found Boyce Systems. I've worked for small companies and large companies and really prefer the small. Here I can get to know the other employees and have a positive impact on the success of the company." Andrew commented.



Justin Prather, a Ball State University Computer Science major, is here working as an intern alongside the Boyce development staff. Justin spends three days a week at the Boyce Systems office while he completes his senior year.



Boyce participates in the Ball State Career Fair when positions are available, hence the introduction to Justin Prather. Subsequent interviews proved Justin to be a good match for the organization. Brice Wright, VP of Development, commented that Justin adds a youthful vigor and provides a

welcome set of eyes and hands as the launch date nears for the web-based Boyce School Financial package.

Living here in Muncie with his wife, Sarah and daughters Lillian, 9 and Evelyn, 6, Justin is not your stereotypical computer geek; he likes to ride dirt bikes and plays paintball. Justin says he likes being at the Boyce Systems Office. It is close to home so he has more time to spend with his family.

Boyce, always a proponent and supporter of education, appreciates Justin's effort and hard work and would consider another intern in the future.

NEW ANNUAL MAINTENANCE ACCEPTANCE FORM COMING

Currently you receive two copies of our software maintenance agreement each year that outline the terms, conditions and dates of our service for your Keystone products. You are asked to sign them and return one copy to our office. In order to advance our green initiative, we have developed a two page signature form that refers to and incorporates the complete agreement; it lists your products, fees and dates of service. This form will also include any amendments that may have been added to the original agreement.

Beginning in 2015 you will receive two copies of this new acceptance form along with the invoice for your renewal. For continuation of the annual license and maintenance service, you will retain one signed copy to file with your original complete agreement and return one copy of the acceptance form to our office. In subsequent years, you will receive the acceptance form only. This method will save you time, postage and reduce filing space. The cover letter you receive with your first new format maintenance agreement will explain the procedure in detail.