



Boyce Systems
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Holiday Schedule 2016-2017

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

Sept 5	Labor Day (2016)	Dec 30	New Year's Eve, Phones Close, 3 pm
Nov 24	Thanksgiving Day	Jan 2	New Year's Day
Nov 25	Day after Thanksgiving	May 29	Memorial Day
Dec 23	Christmas Eve Afternoon, Phones Close, 11:30 am	July 4	Observe Independence Day
Dec 26	Christmas Day	Sept 4	Labor Day (2017)



Smiling Faces Reveal a New Happy Chapter: Retirement

Lillian Clay, Tim Wilson, Deb Tiery (L. to R.) have passed the baton and started a new chapter. With 47 total years of service, they have been missed.

After 11 years, Deb left early this year but returned from time to time to assist in training a replacement. Deb worked on the Boyce Forms side and helped our customers with forms orders. Lillian, office manager with 18 years of experience, retired in April and was the "go to" person concerning customers forms orders. Tim, Keystone software developer for 18 years, just recently took his leave to move to southern Indiana and enjoy his retirement. We thank them for their service and loyalty to Boyce and wish them the very best in the years to come.

BOYCE MAIL TIPS ➡ For those of you using the special message box on a regular basis, please upload your new message at least 1 to 2 days BEFORE uploading your billing file. This will help ensure that the new message is applied to your new billing. Also, remember to download your "MOVES" documents so you can update your billing program with the USPS address changes. You can check your billing file date by verifying the date on the right side of your screen after uploading your file. It should be the date you created the file in your billing program. Also, holidays are coming; watch for an upcoming email with Boyce Mail holiday hours.



Since 1899

Key-Bulletin

Fall 2016



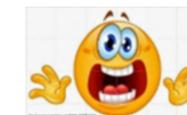
WE ARE GROWING Welcome New Keystone and CompuTrain Customers

January 1, 2016 CompuTrain was acquired by A.E. Boyce Co., Inc. Now under the Boyce Systems umbrella, our helpdesk has been providing support for the CompuTrain products, while introducing our new customers to the Keystone suite of products.

It was a shock to many at first, but over the last nine months we have done our best to show the level of support Keystone displays to all customers. We will not be enhancing Computrain products, but will be here to support them for at least another year.

With Annual Fall User Meetings coming up, we encourage those of you who are interested to join us in Nashville or Wabash. The article below explains a little more about it.

YEAR-END IS COMING! YEAR-END IS COMING! WE CAN'T STOP IT!



Annual User Meetings Slated Again for November

It is again time for our annual gathering. You all should be registered by now, as the deadline was October 3rd. Cities, Towns and Libraries choose between Nashville or Wabash and Schools will meet in Daleville. If you are not yet registered, please call the helpdesk for availability. Here are the dates:

Wednesday, November 2, Seasons Lodge, Nashville
Thursday, November 10, Honeywell Center, Wabash
Friday, November 4, Boyce Systems Office, Daleville

Congratulations new Clerk-Treasurers and new Keystone customers. Welcome to your first time. Gathering together to review year-end procedures is valuable for new folks and experienced ones alike. It also gives our support staff the opportunity to prepare for the triple number of phone calls we receive during year-end. We will be on full alert and ready to help, as your success is our success!

We also demonstrate the program enhancements, so when the download is released you will be ready to jump in and use the new features we are providing. Continental breakfast and lunch will be served. Breakout sessions will cover each of our programs and the Payroll session will include a sneak peek of **Key-Tracks**.

Key-Tracks is an add-on Key-Payroll module for small to medium units. It will track hours, PTO, schedules and messages to employees and interface directly with **Key-Payroll**. We will again be recording a set of sessions for later review. If you are new to our user meetings, please check out the videos on our website. As always the annual user meetings are free to Keystone maintenance customers, however, travel and lodging are on your own.



W-2 Tax Season is here. Your Sales Rep will start taking orders soon.
If you have questions, notify sales@boycesystems.com

Doculivery W-2 Printing and Mailing Service is Ready to Save You Time at Year-End.
Watch for Information Emails

In the Loop with the Boyce Systems President and CEO



Michael B. Galliher

Hello, All, from Daleville, Indiana. We are approaching the 10th anniversary of our move to Daleville. This move combined our three locations into one. It has worked very well blending Boyce Forms, Komputrol, and Keystone under one roof and allowing employees instant access to each other. It has turned out to be much more efficient than trying to communicate across three different towns.

Our original printing business, Boyce Forms, has maintained a nice volume over the years. We still make a lot of our traditional business forms like checks, receipts, envelopes, vouchers and ledgers. We also print or make many other items like minute books, student records, ECA and accounting forms, contracts, fire and tornado drill forms, permits, licenses, etc. Also, a growing part of our business currently is our restoration of old vital records. Please remember us as a resource for your printing needs.

Keystone is growing. Part of that growth stems from the acquisition of CompuTrain, but new customers, not formerly Computrain, have been joining the Boyce Systems family all year long. Libraries have been an important part of that growth. Each new library helps us enhance our products to serve the library sector efficiently and effectively. Our main products, Key-Assets, Key-Fund, Key-Payroll, Key-Ledger, and Key-Billing are designed to work as standalone applications or to interface with each other to meet the needs of each individual customer. Also, growing demands for more reporting from our state and federal governmental agencies spurs the need to keep a productive staff to stay ahead of those demands. They have done a fantastic job, many times working ahead of the final decisions from the government. I have heard and I believe it to be true, that Keystone is often the only one tackling these requirements ahead of the deadlines. Our Keystone products have proven to be efficient and solid and we will continue to improve them as we move toward the future.

Best Regards, Mike

2016 Mass Release of Key-Billing Yields a Much Needed Facelift

Not only is Key-Billing stable, reliable, comprehensive and easy-to-use, now it looks better, too, and is easier to read. Yes, the biggest improvements you will see in this year's update are larger screens and calmer colors. You will see three color theme choices; original, calmer pastels and cool blue.



The master file account information screens are enlarged and there is a new detail button on the customer data screen for easy access to customer history. You will now be able to add a payment to a batch as long as the batch is not yet updated, saving you time. And you can have a separate batch open for each person entering payments.



Disaster Recovery Plan Adding a Cloud Backup Option



Boyce Disaster Recovery is adding a new option for backups. Instead of mailing Flash Drive backups to Daleville, you can choose to automatically backup your Keystone / Computrain data with our new Data Protection Service. Pricing will remain the same in 2017. Your annual agreement packet, which will be mailed in late October, will provide more information and the form to select the new option.

The Data Protection Service was designed to give Keystone clients an added layer of data protection for your unit. DPS is not a replacement for your current full system disaster recovery strategy. DPS will securely backup Keystone or Computrain software data to our remote data centers.

We use fully audited, highly secure datacenters that take advantage of a 2 tiered hybrid approach by backing up software data on the Cloud as well as on premise. Before sending, the data is encrypted using 128 bit AES, 256 bit AES or 448 Blowfish encryption: No need for an extra secure connection or extra security on your storage.

In the case that your data needs to be recovered, Boyce technicians can remotely initiate a full data restore for software data.

New Employees Join the Family

Kate Smith started with us in November 2015 and also works with Boyce Forms customers. She comes to us with 2 years of nursing training and a Bachelor of Science degree from Anderson University. Her prior experience includes time with a law firm and a doctor's office. She also worked at Anderson School Corporation for 10 years.



Kate has 4 grown children, Madeline, Brian, Eric and Michelle. Michelle, the youngest is currently attending Indiana University. Hobbies include art, gardening, fundraising for charities with her passion being art. She has a designated studio in her home for painting and other creative outlets.



Ragan Dalton came to Keystone in August. He is a customer support rep with a concentration in installation and training. His education includes a Bachelor of Arts degree in Film Studies from North Carolina State University.

Ragan recently moved from Raleigh, North Carolina where he owned a Tech Services business. He focused on customer instruction in computer use, email access and getting around in Windows™.

He lives here in Muncie with his partner, Scott and his dog, Samantha. Ragan enjoys traveling, meeting new people and trying new foods. Visiting with his family is also very important and learning about his new home state. He says he is thrilled to join the Boyce/Keystone family and is excited to meet and work with our customers.

Kyle Reese joins us as a Keystone customer support rep with a concentration in installation and training. He graduated from Indiana Wesleyan with a Bachelor of Science in Business Administration and completed three years of computer programming at Ball State University. Kyle has work experience as COO of Flatrock Technology Group and has been a freelance Graphic/Web Designer for over ten years. He resides here in Muncie with his wife, Jamie and daughter, Jessie, and sons, Jude and Jentry.



Kyle's passion is service to others. He will be traveling to Liberia early next year to assist in providing safe drinking water to the people of Liberia. Playing football with Jude also ranks high on his list, as well as creating and developing marketing materials.

Teri Flowers, the third "Teri" to join our staff, is a long-time Anderson resident. She is an Anderson Highland graduate and also has an Associate Degree in Business Administration from Ball State University. She worked at the City of Anderson Utility Office for 18 years then garnered ten more years of accounting experience before coming here. She started at Boyce in February 2016 and serves our customers in the Boyce Forms department.

Teri still resides in Anderson with her husband, Steve, of 19 years. They have two grown children, Heather and Samuel. Heather and her husband Terry have a son, Hayden. Shopping, camping, Colt's football, being outdoors and spending time with family top her list of leisure activities. She says she is happy to be working with a great group of people.



Key-Fund Reminder...

We have held the special new product pricing for 5 years to allow as many as possible to switch to Key-Fund. Effective January 1, 2017, the pricing will increase across the pricing grid. A signed quote acceptance received by December 31, 2016 will hold the current pricing for the first six months of 2017. We would like to have everyone who is interested upgraded to Key-Fund in 2017. Since all new enhancements are going to Key-Fund, using our resources toward this project will make the product better for all users.

Also, if you do not have Key-Budget or Key-Fund and are interested in adding it, now would be the time to take advantage of the 2016 savings prior to the January 1, 2017 price increase.

Fund	Code	Object	Title	Investment Non-Appropriate
101	001	102.000	OP - SALARY OF ASSISTANTS	<input type="checkbox"/>
101	001	103.000	OP - PART TIME	<input type="checkbox"/>
101	001	104.000	OP - OTHER INCOME & BUDGET	<input type="checkbox"/>
101	001	105.000	OP - SALARY OF TREASURER	<input type="checkbox"/>
101	001	106.000	OP - WAGES OF JANITORS	<input type="checkbox"/>
101	001	110.000	OP - EMPLOYER SHARE FICA	<input type="checkbox"/>
101	001	111.000	OP - EMPLOYER SHARE MED	<input type="checkbox"/>
101	001	122.000	OP - UNEMPLOYMENT COMPENSATION	<input type="checkbox"/>
101	001	123.000	OP - PERS CONTRIBUTION	<input type="checkbox"/>
101	001	125.000	OP - HEALTH INSURANCE	<input type="checkbox"/>
101	001	126.000	OP - LIFE & DISABILITY INSURANCE	<input type="checkbox"/>
101	001	211.000	OP - OFFICIAL RECORDS	<input type="checkbox"/>
101	001	212.000	OP - STATIONARY & PRINTING	<input type="checkbox"/>
101	001	213.000	OP - OFFICE SUPPLIES	<input type="checkbox"/>
101	001	221.000	OP - CLEANING & SANITATION SUPPLIES	<input type="checkbox"/>
101	001	222.000	OP - FUEL, OIL & LUBRICANTS	<input type="checkbox"/>