



Boyce Systems
9401 Innovation Dr., Suite 400
P O Box 669
Daleville, IN 47334-0669

AFTER YEARS OF SERVICE, SMILES SHOW THE REWARDS OF RETIREMENT



Anita Thornburg, who very adeptly took over for Lillian Clay in the Boyce Forms office when Lillian retired, will shortly be taking her turn to move on. Anita is planning to retire at the end of 2018. She started out in the Boyce Office Supply Store as a sales clerk 20 years ago; now as office manager Anita still puts our customers first. She is currently training her replacement to maintain the patience and attention to detail she displays with both customers and staff.



Above you can see the smiles coming from **Rick Griffiths** and his wife Linda. After 32 years of dedicated service at Boyce, Rick hung up his hat in June and started a new chapter. Rick has been a mainstay of Boyce and is a genuinely good person.

Always ready to help another, he trained much of the staff on the printing side through the years. Although he is missed, we wish him well and thank him for all he has done.



Keystone developer **Joseph Young** will also be retiring at the first of next year. Known to many over his 24 years of service as the "Gentle Giant", Joseph's calm demeanor and patience have helped customers through many complicated issues and calculations. He has been the "go to guy" for utility billing customizations for many years. Joseph and wife Forelyn intend to travel the United States and visit all the places they have been wanting to see.



Since 1899

KEY-BULLETIN

Fall 2018

Hooray! It's Annual User Meeting Time Again!

Keystone looks forward to the annual user meetings every year. Face to face communication reminds us all that we are human and gives us the opportunity to welcome new users. Online registration for this year's meetings will open on September 4th with the deadline being October 1st.

You will notice on the registration a **NEW session called "LUNCH."** Since we need an accurate lunch count, we are asking that you select the LUNCH session. If you are coming for only 2 sessions, morning or afternoon, but do intend to join us for lunch, then please select the LUNCH session. If you will not be staying for lunch, then do not select the lunch session. Please help us out with this change. Watch for the registration email. The dates are set:

Friday, October 26, Library & School Meeting, Boyce Systems Office, Daleville
Thursday, November 1, North Meeting, Honeywell Center, Wabash
Friday, November 9, South Meeting, Seasons Lodge, Nashville

As you can see, we have set aside a day for our Libraries and Schools. The breakout sessions will include School-Budget, Key-Fund, Key-Payroll, and Tax Guidelines with David Lewis. If, as a library or school official, you cannot make the October 26th date, you are welcome to register for either the north or south meeting to fit your schedule.

For Wabash and Nashville locations, the breakout sessions will include Key-Fund, Key-Payroll, Key-Billing, and Tax Guidelines with David Lewis. Continental breakfast and lunch will be served.

We will again be recording a set of sessions for later review. If you are new to our user meetings, feel free to check out prior meeting videos on our website. The videos will include year-end procedures for Key-Ledger and an elaboration on the W2 procedures. As always, the annual user meetings are free to Keystone maintenance customers, however, travel and lodging are on your own.



New Gateway Upload Requirements Start in 2018

As a reminder, SBOA has developed a new Gateway Application Titled **Monthly and Annual Engagement Uploads**. This year (2018) the SBOA is requiring all cities, towns, townships, libraries, and special districts to upload monthly and annual reports to Gateway. Keystone programs are equipped to meet the SBOA's monthly and annual uploading requirements.



For the monthly reports, we will provide upload accessible files for Bank Reconciliation (Cleared Transactions, Outstanding Transactions, and Depository Statement and Cash Reconciliation reports), and Funds Ledger (Fund report). You may upload multiple bank reconciliation files to Gateway if transactions are used within multiple banks.

Keystone also has files accessible to meet your annual requirements for upload to Gateway. SBOA would prefer Excel or CSV files, but will accept PDFs.

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



Greetings Everyone,

As you can tell from this newsletter, we are going through some amazing changes. By year-end we will have three new retirees and their years of service are a testament to the dedication of our staff. Each one is wonderfully unique, but the one common thread is that they are all three great individuals who care about their fellow staff and our customers. They will be greatly missed.

Michael B. Galliher

We are excited about the five new staff members. Each one brings a new dynamic, as well as energy and enthusiasm. They are becoming knowledgeable contributors and are very mindful of the Boyce culture of customer care.

Changes are inevitable and therefore, best embraced, especially external ones you cannot control. The State of Indiana is in the process of heaping many changes upon you and your procedures. Our concentration has been on assisting, as best we can, to get you through this.

Internal changes to our programs and procedures will be shared, as always, at the upcoming User Meetings. We will discuss improvements, enhancements, deadlines and more. We look forward to seeing you there.

Thank you all for your business and trust in Boyce. Best Regards, Mike

New Fund Feature Released: Accounts Payable Electronic Payments

APEP Module is available for customers who wish to pay vendors electronically. Similar to Direct Deposit for Payroll, APEP allows you to add bank information to a vendor master file, mark it for electronic payment and create a file to send to your bank. Your bank will then distribute payments to vendors listed in that file. For more information contact sales@boycesystems.com.

Preparations are Underway for School Account Changes in January

While HEA 1009 takes effect January 1st, setup and budgeting are currently in full force. Many hours have been spent interpreting requirements, attending workshops, as well as studying strategies for the new Education and Operations Funds.

New and existing features of our software provide options to assist with the implementation of the new funds/accounts.

Accounts for the Education and Operations Funds can be created by using our Year-End | Set Up Budget for Next Year. Don't forget to change **Key-Payroll** for any linking accounts.

We have done the following changes in **Key-School**:

- New School ID and Subcategory Drop downs on the Appropriation Accounts edit form.
- New Admin | School Building table to track all your School Buildings. Plus added an option to automatically update the School IDs based on the Appropriation's Cost Center numbers.
- When generating, editing and printing the Set Up Budget for Next Year, it now includes the School ID and Subcategory.
- When generating Form 9, it will now sort by the new School ID.
- Added option to choose School ID range in the following reports:
 - Appropriation
 - Appropriation Chart of Accounts
 - Set Up Budget for Next Year
 - Form 9 Transaction
 - Detail of Receipts and Expenditures by Fund
 - Statement of Encumbrances



We will review new options at the October Users' Meeting. Online registration will open in early September. Watch for your email notification. We wish you well as you transition to the new funds.

New Employees Comment on Our Warm, Welcoming Atmosphere



Jack Roberts has been with Boyce Systems for nearly a year, but just missed the cutoff date for last year's newsletter. We are happy to introduce him here. Jack came to us after serving four years in the Marine Corps. He is no longer active duty but is subject to recall if needed. Jack works in the Shipping

Department and has become a real asset to the organization. He is living in Albany with his girlfriend Michaela and enjoys hunting, fishing and sports in his spare time. "I work with a great bunch of people."

Baylee Bell recently graduated from Ball State University with a major in Business Administration. Assigned to the Keystone Customer Support staff, some of you may have met her as she shadows our current installers for part of her training. Baylee lives here in Muncie; she has a younger brother and an older sister. Her favorite right now is her 4-month-old Yellow Lab puppy named Trooper. She says she is happy to work for such a great company and appreciates the warm welcome from everyone.



Before coming to work at Boyce, **Diane Sheets** was with Marsh Supermarkets for nearly 28 years. Most of that period was an IT Quality Assurance Systems Analyst. Here, she will be working in Customer Support as well as Quality Assurance for Boyce School Financials. Diane and her partner Bob have lived in Huntington for over 22 years. She enjoys traveling, reading, exercising and eating! Feeling very fortunate to join the Boyce family, she says "Everyone has been so welcoming".

Renay Campbell joined the Boyce Systems staff this past February. She is spending this year working with Anita to become office manager on the Boyce Forms side after Anita retires.



She comes to us with much experience in detailed orders and billing as her prior work experience includes positions with BCBS and Home Health Depot. Working with her five horses, Stormey, Angel, Freckle, Tango and Stella is a mainstay for her, along with helping to run Hartmeyer Stables in Muncie. She lives close, in Chesterfield, and is thankful for the opportunity to join Boyce Systems. "I am looking forward to this journey."

Lisa Clark earned an associate degree in Medical Assisting and worked in that field for many years. She then branched out to Clinical Training Specialist, and Software Trainer for electronic medical records and now is working with the Boyce School Financials Customer Support team. Lisa lives in Gaston with her husband Shamus. They have two grown sons, Austin who is currently serving our country in the Navy, and Brett. The empty nest affords her time with Shamus to go to concerts and watch favorite movies. "Having worked for both large and small companies, I prefer the small companies where you are treated as an actual person instead of a number. Boyce has such a long history, I am thrilled to be part of it."



EDDA 2.0 Available Now

We are in the process of upgrading EDDA-Email Direct Deposit Advices for Key-Payroll. There is no charge for the upgrade and the original setup fee will remain the same. The major benefit of this version is Boyce Systems will be providing the Email Server.

Many of our EDDA users have had trouble sending emails out because of the number of emails, email server configuration changes or email server updates. Some local servers cannot handle the volume and others caused network slowdowns. In order to maintain the email server for all our users, we will be implementing a nominal annual maintenance fee. The new fee will go into effect at your next renewal.

If you are currently using EDDA, our Engineers will be contacting you to upgrade your EDDA version and get it setup on the new email server. Let us know if you have any questions.

If you are using Direct Deposit and are interested in adding the EDDA service, you can contact sales@boycesystems.com.



Holiday Schedule 2018-2019 Boyce / Keystone / Komputrol Offices will be closed in observance of the following:

Nov 22 Thanksgiving Day
Nov 23 Day after Thanksgiving
Dec 21 Phones Close at 3 pm
Dec 24 Christmas Eve
Dec 25 Christmas Day

Dec 31 New Year's Eve, Phones Close 3 pm
Jan 1 New Year's Day -2019
May 27 Memorial Day-2019
July 4 Independence Day-2019
Sept 2 Labor Day-2019