KEYSTONE Accounting

User Manual

And Reference

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Keystone Accounting User Manual and Reference

Contents At a Glance

Chapter 1

Keystone Accounting Overview

Chapter One briefly describes the operation and overall organization of Keystone Accounting software. Read this chapter to gain an understanding of how Keystone operates, what major functions are available, when to run the functions and how they fit into your overall operating routine. Please refer to the succeeding chapters for detailed instructions.

Chapter 2

Keystone Accounting Basics

Chapter Two contains a concise set of instructions for every Keystone user. It gives a quick run-down on working with the Windows family of operating systems, as well as keyboard shortcuts and other basic methods for using Keystone Accounting. The information presented here is also contained in the *Keystone Accounting Basics Guide;* every user should read through it before attempting to use Keystone Accounting.

Chapter 3

User Procedures

Chapter Three gives instructions for standard business operations using Keystone Accounting. For clarity, these instructions are given in the form of simple step-by-step recipes. A basic knowledge of Keystone methods and menu options is assumed.

Chapter 4

Running Keystone: The Main Window

Chapter Four describes in detail the functions available on the main window of Keystone Accounting, including backup and restore options. This is the startup window of Keystone Accounting and remains open for the duration of your session. It contains the Keystone Accounting Main Menu, which in turn contains all other Keystone menus and functions.

Chapter 5

Invoicing

Chapter Five has detailed instructions for running the ticket handling and invoicing functions of Keystone Accounting. The functions on the Invoicing menu allow you to bring data into the system in the form of printed tickets, and produce printed invoices. There are functions for entering, importing, reviewing, editing and invoicing tickets, as well as reports for monitoring profitability and fleet activity. For a full description of the invoicing process see Chapter 1, Keystone Accounting Overview.

Chapter 6

Accounts Receivable

Chapter Six contains detailed instructions for running the accounts receivable functions and reports of Keystone Accounting. The functions on the Accounts Receivable menu help you control your charge accounts. Accounts Receivable includes reports that show the status of unpaid balances. In addition there are functions to post cash receipts, print statements, and apply service charges to overdue accounts. For a full description of Keystone Accounting accounts receivable functions please see Chapter 1, Keystone Accounting Overview.

Chapter 7

File Maintenance and File Lists

This chapter describes Keystone Accounting File Maintenance functions and File Lists, including instructions for running them and detailed descriptions of each kind of data record that can be maintained or listed. Data fields are described, with their meanings and, where appropriate, explanations of their roles in the overall system. For basic information on data entry methods and reporting, refer to Chapter 2, Keystone Accounting Basics.

Chapter 8

Sales Analysis

Chapter Eight describes Keystone Accounting Sales Analysis reports and functions, including general instructions for running sales analysis reports, and detailed descriptions of each report.

Chapter 9

Month End

Chapter Nine gives detailed instructions for running the month end functions and reports of a Keystone Accounting system. These Month End functions are normally performed as part of closing a month, or whatever other accounting period you use. Most are reports to be run as needed, while Month/Year End Processing is a necessary step to insure continued correct operation of your system. The primary purpose of the Month/Year End Processing function is *purging* data; that is, removing records older than a specified date.

Chapter 10

Setup/Utilities

Chapter Ten contains detailed instructions for running several of the Keystone setup and updating utilities.

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Introduction

Keystone Accounting is a comprehensive suite of business software for the construction materials industry. This manual, the ***Keystone Accounting User Manual and Reference***, is designed with two purposes:

1. **To give complete instructions for operation** of your Keystone Accounting software during the normal course of business.

2. **To give descriptions of Keystone features** so that you can find ways to use them to improve your operations.

Scope and Organization of This Manual

Scope—What Is Covered

This manual is a complete guide to the use of the **Keystone Accounting Accounts Receivable** system. It includes an overview of features and operations, software conventions and methods, operational procedures and a complete reference to all functions of Keystone including Billing and Accounts Receivable. You can configure Keystone Accounting for a wide variety of business procedures and preferences; the manual describes in detail the standard configuration, with brief descriptions of the many optional variations and additional modules available.

Accounts Receivable is the core system of Keystone Accounting, with a complete set of functions for Invoicing, Accounts Receivable and Sales Analysis. Optional modules are also available for **Inventory Control**, **Ticketing** and **Quote Management**, as well as a full suite of financial management software: **Accounts Payable**, **Payroll**, **General Ledger**, and **Cash Management** systems. The Billing and Accounts Receivable system interfaces directly with the General Ledger and Cash Management systems. This manual also covers the requirements and operation of this interface.

NOTE: Please review the **Release Notes** on your Keystone software CD for the latest on Keystone. This file is located in the **DOC** folder of the CD.

Organization—Where to Find It

We organized this manual into chapters for ease of use. The chapter title shows at the top of each page at the inside margin. The table below describes the chapter contents. For a fuller description of the chapter contents see the *Contents At a Glance* on page i.

Who Should Read What and When

All Keystone users should read through Chapters 1 and 2– the *Keystone Accounting Overview* **and Keystone Accounting Basics– before attempting to use Keystone Accounting Software.**

All operators will need to learn the routine procedures in Chapter 3, **User Procedures**. Refer to the rest of the chapter (system setup, recovery and contingency procedures) as needed. Chapters 4 through 10 are intended for use as a reference to assist in choosing and running Keystone functions. They contain detailed instructions on each function: what it does, how to run it, the meanings of data fields, report samples and other relevant information.

Other Documents

There are several companion documents to this manual:

- The *Keystone Accounting Setup and Installation Guide* gives instructions for setting up and configuring a new Keystone installation.

- The *Keystone Accounting Basics Guide* is the same as Chapter 2 of this manual. It contains fundamental Keystone knowledge; every user should have a copy on hand.

- Users will also find the *Keyboard Shortcuts* handy as a cheat-sheet for learning and using special keystrokes to speed up their work.

Keystone Accounting Overview

This chapter gives a brief description of the operations and overall organization of Keystone Accounting software. Read this chapter to gain an understanding of how Keystone operates, what major functions are available, when to run the functions and how they fit into your overall operating routine. Refer to the succeeding chapters for detailed instructions.

Chapter Contents

Ticketing Overview

Tickets feed the Keystone invoicing process. Tickets pass through four stages; this section fully describes each stage.

1. **Entry**– ticket typed in computer format.

2. **Transfer**– (if necessary) ticket moved to main ticket file.

3. **Reporting/Editing**– (optional) ticket remains in main ticket file.

4. **Billing**– ticket removed from main ticket file and placed in invoice register as part of an invoice.
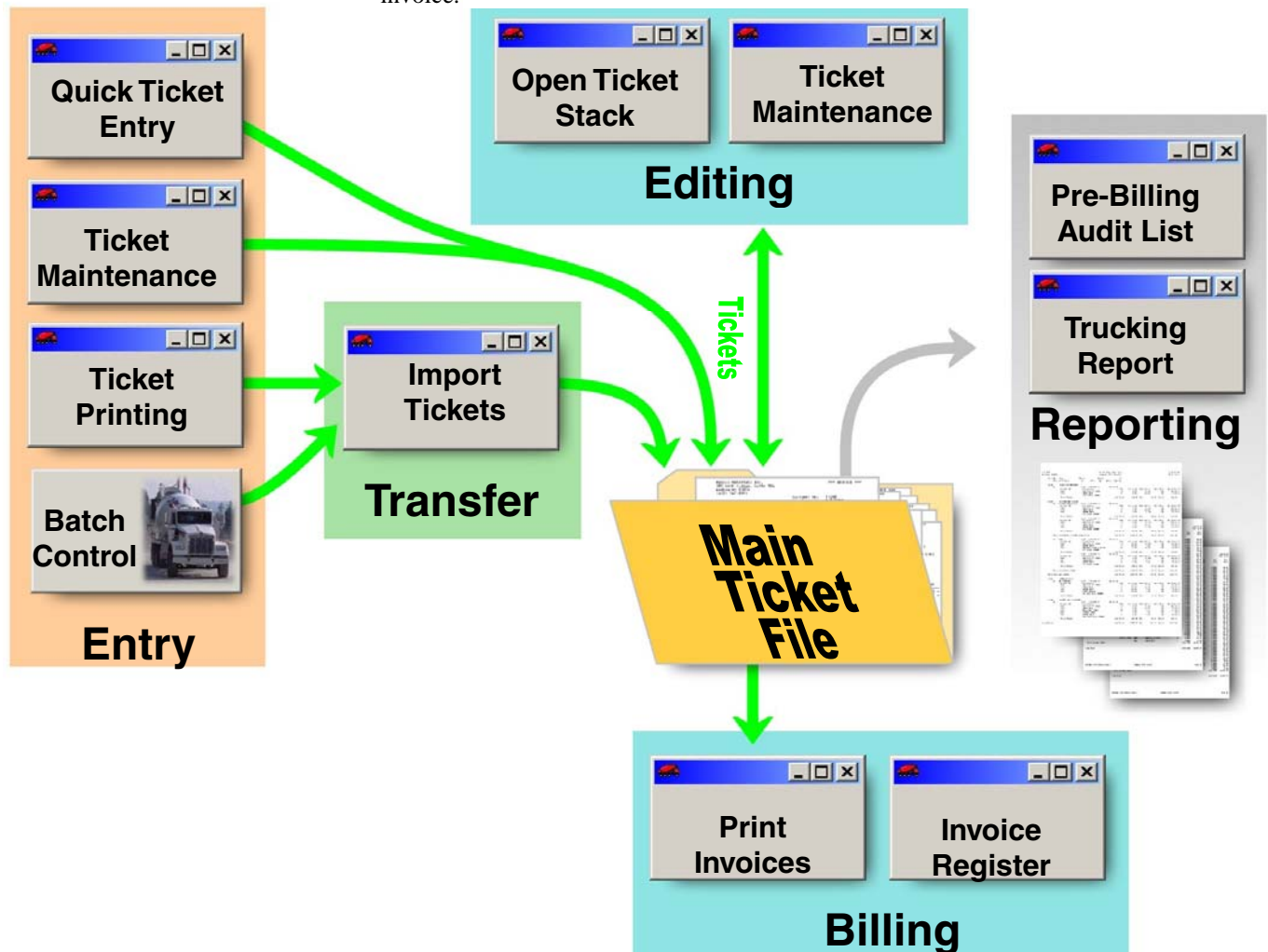
The diagram above shows the flow of tickets through the four stages. The gray arrow toward "Reporting" indicates that you are only viewing tickets, not moving or changing them. The optional **Ticket Printing** module provides printed tickets, order management and other extra features in the Ticket Entry stage.

Ticket Entry

You may have one or more of the following ways of entering tickets into Keystone Accounting:

1. **Manual entry** of handwritten tickets. You use **Ticket Maintenance** or **Quick Ticket Entry** to enter tickets into your main ticket file. Keystone features can increase your efficiency in several ways:

   - Shortcut entry for customer and product Ids (see Chapter 2, Keystone Accounting Basics, for full details).

   - Automatic entry of customer and product information, including tax status.

   - Automatic Pricing– by list price, by special customer or job prices (see Pricing, page 18), or manual override.

   - You can automatically add Products to tickets by meeting appropriate conditions, such as hot water, Saturday delivery, fuel surcharges, etc. (See Automatic Product, page 71).

2. **Keystone Accounting Ticket Printing** at point-of-sale or scale house. This is similar to manual entry and offers the same advantages described above, plus produces printed tickets and order management. Multiple plants may feed tickets to one Keystone Accounting system. Tickets entered in this way are stored in separate files for each plant. See your *Keystone Accounting Order Entry & Ticketing Quick Overview* for key concepts.

3. **From a batching computer**. Tickets entered at the batch plant are stored on the batching computer, and transferred to Keystone later.

Transfer

When you enter tickets on a batch computer, or through **Ticket Printing** at a remote plant computer, you must transfer them to your main computer by diskette, USB drive, modem or network. The final destination of these tickets is your main ticket file.

Batching Tickets

You transfer batching tickets from remote plants by running Import Tickets. Keystone converts products on the batching tickets according to specifications you set up on the batch *Xref* tab in **Products** file maintenance and loads them into your main ticket file.

Keystone Accounting Printed Tickets

Tickets printed from Keystone Accounting **Ticket Printing** at remote plants and on-line ticketing stations accumulate in separate ticket files at each plant. You transfer the tickets into the main ticket file by running **Import Tickets** for each plant. For the remote plants you may load a diskette brought from the remote site, or use a telephone line or network.

Reporting And Editing

After tickets enter the Keystone main ticket file, you may review them by printing the **Pre-Billing Audit List** or the **Ticket Activity Report**, and edit them on the **Open Ticket Stack** or through **Ticket Maintenance**. You should always print a **Pre-Billing Audit List** before printing invoices to check the accuracy of the tickets. If there are errors or other reasons to change any tickets, you can use **Ticket Maintenance** to change them. You may also run the **Trucking Report** to get a summary of your fleet's activity in delivering the current tickets.

REMEMBER - As the diagram shows, tickets will only show on these reports when:

1. They have made their way to the main ticket file, and

2. They have not yet been printed out on invoices.

Billing

Tickets flow out of the main ticket file into the **Invoice Register** when you "bill" the tickets by running **Print Invoices**. ("Billing" tickets also updates Accounts Receivable, Inventory and General Ledger to include the invoice created. See the Invoicing Overview, below).

Invoicing Overview

The invoicing process in Keystone brings tickets and all the information on them into your Accounts Receivable records, and produces printed invoices. Keystone records all invoices in the **Invoice Register**, where sales tax is calculated and added. It also updates Sales History, General Ledger Distributions (optional) and Inventory records (optional).

Invoicing is an important process in the day-to-day operation of your Keystone Accounting system; the act of "billing" invoices involves updates to many parts of the system. This section explains the invoicing process, including invoice entry, billing, and the handling of sales tax and job names.

Entry and Registering of Invoiced Charges
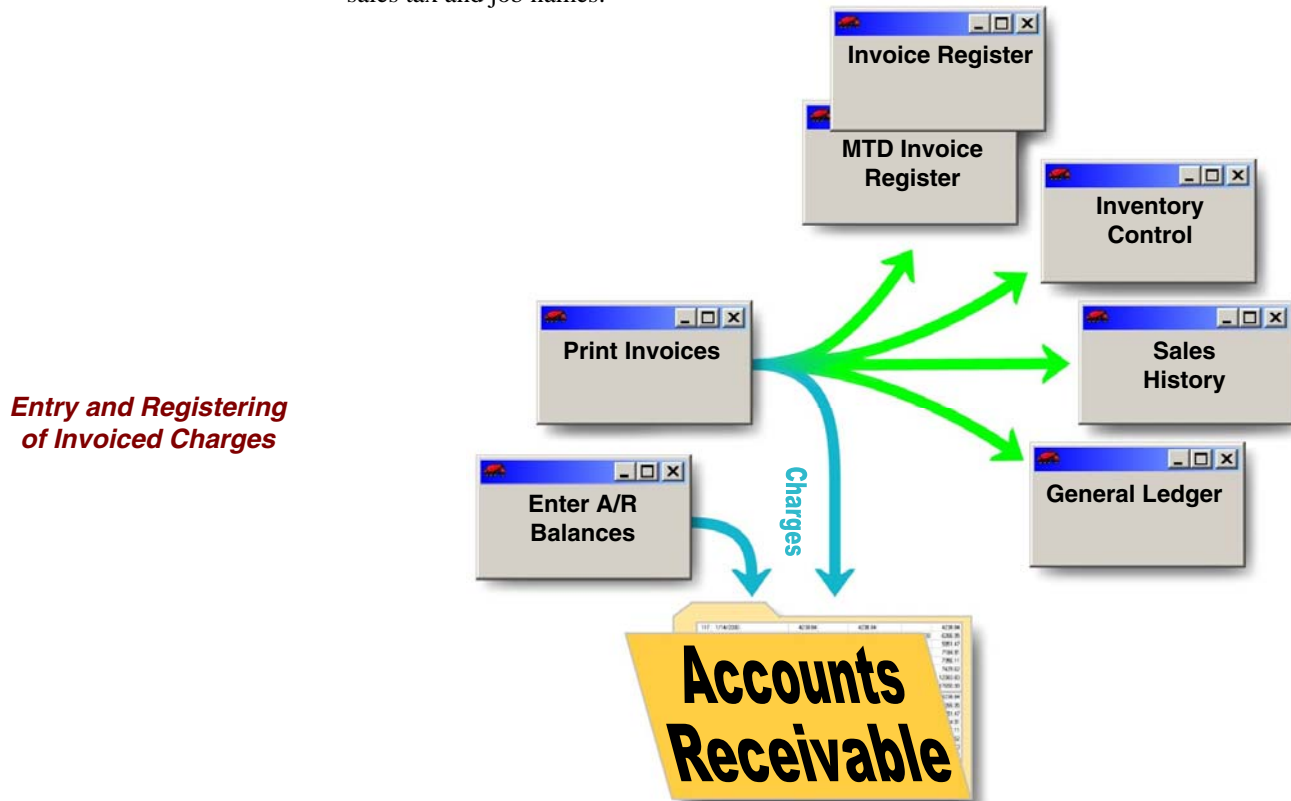
Invoice Entry

The diagram above shows two ways invoices can enter Accounts Receivable:

1. From tickets, through **Print Invoices**. This is the usual route by which charges are invoiced: they are first entered on tickets, which are then "billed" by running **Print Invoices**.

2. From manual entry, through **Enter A/R Balances**. This method is fundamentally different from the first two– because Keystone considers these invoices already *billed* (see below). It is **only** for entering old balances when first setting up your system.

The *billing* of invoices is the most critical step in the process, because Keystone not only records the invoices in A/R but also in several other areas. **Enter A/R Balances** does not perform these updates because Keystone considers these invoices already billed. Keystone records all invoices in the **Invoice Register** as they come in.

In addition, charges may enter Accounts Receivable as finance charges for late payment, through **Apply Service Charges**. We omit these charges from the diagram because they are not invoices for goods sold. Sales History, Inventory and the **Invoice Register** are not affected. We discuss **Apply Service Charges** later (page 14) since it is an Accounts Receivable function.

The following table summarizes the updates to Keystone data when you enter invoices.

	Records Updated					
Entry Method	Printed Invoice	Accounts Receivable	Invoice Register	Sales History	GL Distributions	Inventory
Print Invoices	X	X	X	X	X	X
Enter A/R Balances		X				
Apply Service Charges		X			X	

Invoices from Tickets

*It is time-consuming to clean up a ticket once billed. Print a **Pre-Billing Audit List** and review carefully. Also make a Hard-Disk Backup (see page 42) before running **Print Invoices**.*

Ticketing Overview, page 7, describes the ticket entry process. When you *bill* your tickets by running **Print Invoices** they merge into Accounts Receivable, Sales History, etc. (see diagram, page 10). Usually, Keystone is set up to separate invoices by customer, job, and purchase order number. That is, Keystone prints one invoice for each purchase order on each job's tickets, in order by customer. You may have Keystone set up to print one invoice for each ticket, or one invoice for each customer's tickets.

Manual Entry of Old Balances

*IMPORTANT: the **Enter A/R Balances** function does not bill invoices and must only be used for initial system setup.*

When first setting up your system, you can enter outstanding invoice balances without having to enter detail about them, by running **Enter A/R Balances**. Keystone does not record invoices in the Sales History or General Ledger entered in this way because they contain only balances.

The Invoice Register

The **Invoice Register** and **Cash Posting Register** are the gatekeepers of Keystone data. Keystone enters every invoice recorded in A/R, Sales History, etc. in the **Invoice Register** and the **Month-to-Date Invoice Register**. Keystone empties the **Invoice Register** when printed, so each invoice appears on just one **Invoice Register**. The **Month-to-Date Invoice Register** accumulates invoices; Keystone does not empty it until you choose to purge it (usually at month-end). You should always keep Printed registers on file; they provide a complete record of all invoices.

Sales Tax

How Keystone Invoicing Charges Sales Tax

Tax Authorities

Keystone calculates sales tax as you bill invoices. Each invoice contains a *Tax Authority* that determines the tax rate charged. To accommodate taxing by point of origin and by point of delivery, you may take the tax authority from the customer's record or from the plant of origin when you enter tickets. Tax rates are usually a simple percentage, but you can set up split rates if needed. Tax authorities and rates are set up in **Tax Rates** file maintenance.

Combined Taxation

In some states both the state and local entities—county, city etc. charge sales tax. In such states Keystone can use *tax localities* to track each entity's taxes. You can combine the tax localities into tax authorities (also known as *jurisdictions*) that specify what set of localities are in effect (example: state and county). Tax localities are set up in **Tax Localities** file maintenance.

Exempt Sales

Some sales may be tax exempt. Each invoiced item has a *Tax Code* that determines its exempt status. Both customers and products may have tax-exempt status and cause an exempt tax code to come up on tickets.

How Keystone Invoicing Reports Sales Tax

Keystone can accommodate either of the two basic methods of sales tax accounting: *Charged Basis* or *Collection Basis*. Charged Basis is simpler to use and normally recommended. Collection Basis is more complex to use and will probably subject you to closer scrutiny by your tax collector. You should only use it on the explicit approval of your accountant.

The **Sales Tax Report** page of the **Invoice Register** shows the totals of sales tax charged. Monthly totals are on the monthly **Sales Tax Report**.

Tax Adjustments for Discounts Taken

Some states allow reductions or rebates of sales tax liability for paid-on-time discounts taken. Keystone reports these reductions on the **Sales Tax Adjustments Report**.

Job Names

Keystone refers to job names as *Job Ids.* They have two main uses in Keystone billing:

- Special Pricing and quoting– see Pricing, page 18
- Invoice separation– when invoices are printed, tickets with the same Job Id can be grouped together on the same invoice

Invoice separation may be set up to print one invoice per ticket, one invoice per P.O., one invoice per job, or one invoice per customer.

Accounts Receivable Overview

The Accounts Receivable (A/R) sub-system tracks open balance items due from your charge customers. As the diagram below illustrates, invoiced charges flow mostly from the Invoicing sub-system and from the **Apply Service Charges** function. Payments and discounts flow in mainly from the **Cash Posting** function. All payments are recorded in the **Cash Posting Register** as they come in to A/R. Invoices are stored in Accounts Receivable until you collect the entire balance through cash receipts, discounts, and other allowances. Keystone keeps paid off invoices in A/R until *purged* during **Month End Processing**.

Flow of Charges and Payments into Accounts Receivable
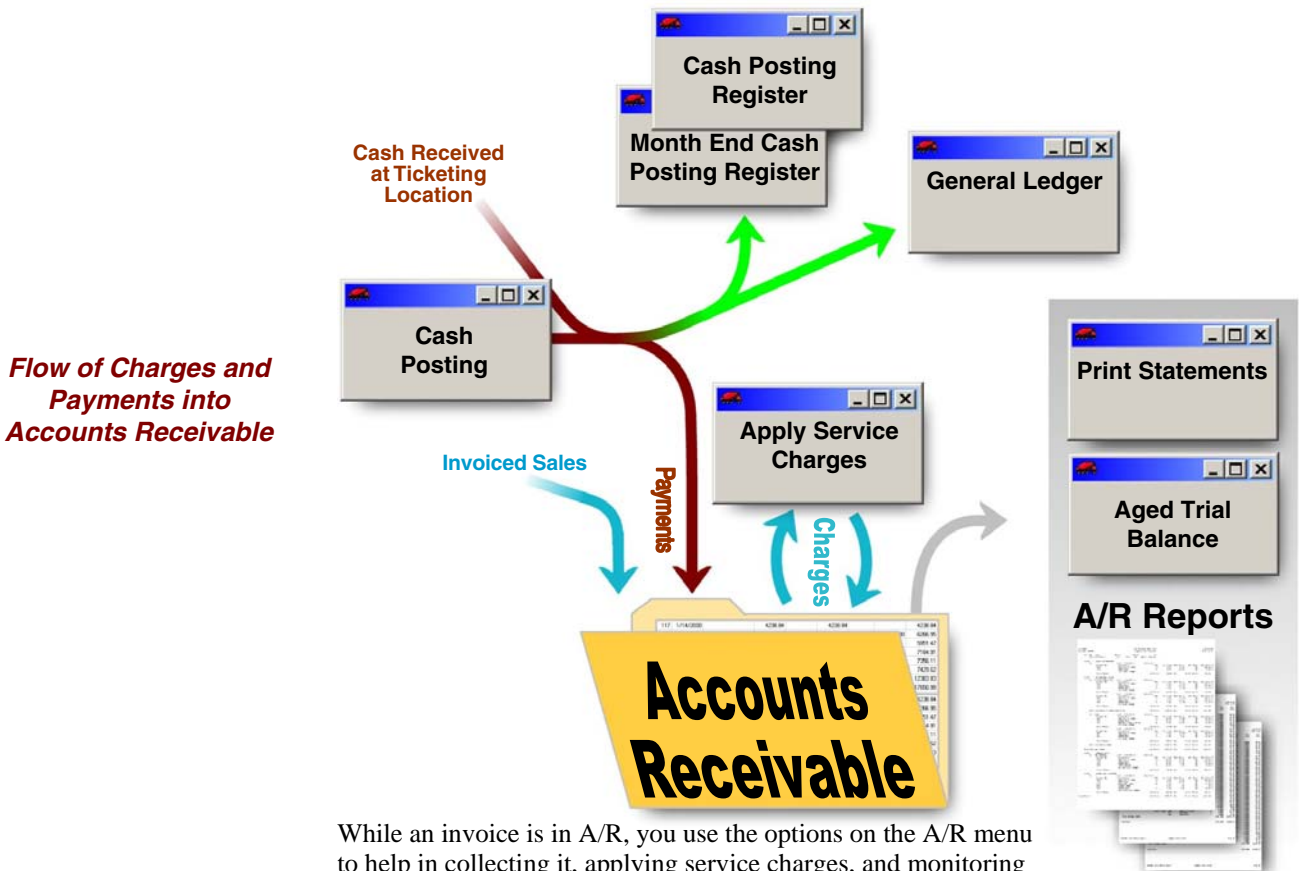
While an invoice is in A/R, you use the options on the A/R menu to help in collecting it, applying service charges, and monitoring charge customers and their balances. A/R records also trigger a warning during ticket printing if a customer is near their credit limit. You can optionally have Keystone block sales or require office authorization for customers over their credit limit.

Charges

Invoiced Sales

Keystone records every invoice entered in Accounts Receivable as a balance due. See Invoicing Overview, page 10.

Service Charges

At regular intervals (usually monthly) you may apply service charges for past due balances. Applying service charges is usually the last step before running customer statements. Finance charges for late payment are automatically calculated and applied to individual customers or groups of customers. You may assign different interest rates and terms of credit to the groups, or you may forgive them completely. The service charges are stored as invoices numbered 0. To comply with legal restrictions, Keystone never compounds service charges but calculates on sale invoices and old balances only. See **Apply Service Charges**, page 105, for full instructions.

Payments

Cash Posting

Use **Cash Posting** to record payments and paid-on-time discounts. You enter other adjustments to customer accounts, called *Allowances,* through **Cash Posting**. Some common allowances: Bad Debt, Delivery Damage, and Service Charge Waiver.

Ticket Printing

Use Keystone Accounting **Ticket Printing** to produce priced tickets. You may receive payments when you generate the sale ticket. Keystone Accounting automatically enters any such payments into A/R records as you bill your tickets during **Print Invoices**.

Cash Posting Register

Keystone records all payments posted to Accounts Receivable on the **Cash Posting Register** and **Month-to-Date Cash Posting Register**. As with the **Invoice Register**, Keystone empties the **Cash Posting Register** each time it is printed, so each item will appear only once. It shows a complete list of all payments posted. It also prints a bank deposit slip listing checks, amounts and total for each deposit account.

Accounts Receivable Reports

A/R Reports give various views of the status of your current accounts. Note the difference between A/R reports, which report current (unpaid) balances, and Sales Analysis reports, which report *all* sales history.

- **Print Statements**– printed in your style and format, with three levels of dunning messages and other customizable messages.
- **Credit Limit Report**– shows customers who have unpaid invoices and open delivery slips totaling more than 80% of their credit limit.
- **A/R Inquiry**– shows on-screen A/R detail information for any customer.
- **Discounts Offered Report**– lists paid-on-time discount customers currently have available.
- **Aged Trial Balance**– detail, summary, one-line summary or control total. Shows customers' balances by age (30, 60, 90, 120-day) and may be run retroactively.

Sales Analysis Overview

The Keystone Accounting Sales Analysis system provides many different ways of looking at your sales history. They contain a record of all detail of every invoice processed.

Using Keystone Accounting Sales Analysis reports, you can examine your sales history at any time. Each report can be run in many different ways, by choosing different options for the report *sequence, selection* and *dates.* Print Sales Reports on paper or display them on the screen– useful for experimenting with dates, sequence and selection without wasting paper. Some reports include estimated cost and gross profit figures.

Sequence and Selection

Sequence

By choosing sequence options, you can have reports sorted, grouped and subtotaled in different ways: by job, customer, product, plant, salesperson, customer *classes,* product *classes* (see below), or by combinations of the above. You can even print **Customer Sales** or **Product Sales** sequenced by sales volume.

Selection

Selection criteria enable you to filter out just the part of a report that you need. You select ranges of data (customers, products, classes, etc.) to include by specifying beginning and ending points. (For example, you might include only customers "Able" through "Baker".)

Classes

A *class* is a group of customers or products that have something in common. They make it easy for you to run Sales Analysis reports broken down into those groups. (You can also use *Product Classes* for special pricing.)

Dates

By choosing different dates, you can compare sales for various yearly and monthly periods. Many reports are comparison reports and display figures side-by side in adjacent columns.

Estimated Cost Reporting

Keystone keeps cost-of-sales totals along with sale amounts in Sales History. Keystone bases the cost information on standard (unit) costs you assign to each product using **Products** file maintenance. Mix products can automatically inherit the costs of their ingredients—see **Product Cost** Rollup. Many reports include gross profit and percent profit measures based on the Sales History cost totals.

General Ledger Interface

If you choose to have this optional feature, Keystone Accounts Receivable automatically generates General Ledger transactions. You can automatically post these transactions to Keystone General Ledger, print them on a report for manual posting, or export them to an external system if you keep your General Ledger in some other way. This section explains how Keystone A/R generates transactions and how to set them up correctly for your chart of accounts.

If you have the Keystone General Ledger system installed please refer to the G/L user manual for instructions on its operation.

Setup for General Ledger

Keystone needs to know the correct G/L account numbers, in order to generate correct transactions for your chart of accounts. Unless you change your chart of accounts you will need to set up standard G/L account numbers only once. Four different functions are used to enter them:

1. **Default G/L Accounts**   Here you assign G/L Account numbers for the activity generated during invoicing, cash receipts and assessing service charges. Keystone uses these accounts only when a more specific account is unspecified. Enter default G/L account numbers through the **Default G/L Accounts** function.

   There are default accounts for A/R (Accounts Receivable), Cash, Discounts Given, Sales, Service Charges, and Sales Tax. Keystone uses the Sales and Sales Tax account only when a specific account for the product sold or the taxing authority is unspecified. Operators can also override Cash, A/R and Service Charges accounts.

2. **Allowance Accounts**   You must also enter G/L account numbers for each *allowance class* you have defined (see Accounts Receivable Overview, page 13). For example, if you use allowance class 1 for backing out service charges, a corresponding G/L account must be set up to assure that the proper G/L transaction is generated. Enter G/L account numbers for your allowances through Allowance Classes file maintenance.

3. **Product Sales Accounts**   Use **Products** file maintenance to enter the G/L (sales) account for each product. When you call up a product not assigned a G/L account, the default Sales account will appear, or the Sales account for the product class if you assigned one.

4. **Sales Tax Payable Accounts**   Use **Tax Rates** file maintenance to set up specific accounts for each tax authority.

Generating General Ledger Transactions in Keystone Accounting

The table below outlines the three functions that generate General Ledger transactions. The diagrams on pages 10 and 13 also show the flow of G/L transactions from Keystone functions. Keystone saves generated transactions in the distribution file until it posts and updates the data to the General Ledger.

Keystone Functions	Transactions Posted	
	Credit	**Debit**
Print Invoices	Sales Account, Sales Tax Payable	Accounts Receivable
Service Charges	Service Charge	Accounts Receivable
Cash Posting	Accounts Receivable	Cash, Discounts, or Allowances

Reporting And Updating

Transactions accumulate in the distribution file until you run **A/R Distributions To G/L**. Keystone prints the accumulated transactions on a report, and then clears them from the distribution file. The optional Keystone General Ledger system automatically posts the transactions; otherwise you would use the report as a posting journal and enter the transactions manually into your General Ledger.

Pricing

Keystone Pricing is the management of *prices* and *paid-on-time discounts*. It ensures accuracy and saves labor in ticket entry, order entry, and ticket import. There are many special pricing methods available to fit your business.

Discounts and Markdowns

Keystone uses the term *Discounts* to refer to on-time-payment incentives offered to customers. These discounts may be offered in percentages or dollars per unit sold. The term *Markdown* refers to a straight reduction of unit price. Use Discounts and Markdowns together or separately in pricing.

Pricing is automatic on ticket entry and order entry screens, and on unpriced tickets imported from remote locations. The accounts receivable system tracks the discount offered (if any) and terms of credit, revokes it if it expires, and awards the correct discount amount during payment entry. At each step the operator (if authorized) can override manually.

Pricing Methods

The basic price is the *List Price*. This is the standard price. You can offer Preferred pricing to specific customers (*Customer Pricing*) or an entire group of customers (*Group Pricing*). These prices can be for individual products, or entire *Product Classes* (for example, $3 off all concrete products). You can quote Prices for a specific job (*Job Prices*), based on delivery location (*Zone Pricing*) and even *Price-Linked* to other products. Regardless of the source, the resulting price on the ticket or invoice is the *Ticket Price*.

The following table shows which kinds of pricing you can apply to different groups of products—single products, products classes, or all products.

	Price		Discount		Zone Charge
	Override	Adjustment	Per Unit	%	
Individual Product	X		X	X	
Product Class		X	X	X	X
All Products				X	

List Price and Quantity Pricing

Every product has a List Price: the price you charge the general public. You can assign quantity breaks to List prices if needed; quantity pricing *only* applies to the list price. List Prices and quantity breaks are set up in **Products** file maintenance.

Special Prices

You can apply Special Prices to customers or jobs. They *override* the List Price.

Special Customer Prices

Enter Customer Prices through the **Customer Prices** file maintenance. There are two ways to assign Customer Prices:

- Direct to the customer.
- To a Customer Price Group: you may assign customers to a group whose members share the same pricing.

In cases where a customer is eligible for more than one Special Price, the "Direct to the Customer" price overrides any Group Price.

Special Job Prices

You enter Job Prices through the **Job Prices** file maintenance. They will apply to any purchases by the customer delivered to that particular job. They override the List Price and any Special Customer Prices.

Link Pricing

Link Pricing allows several products to share a single price. The "master" product specifies the price, and linked products point to this master price. When you change the master price, all linked products' prices change as well. There are two exceptions:

1. If any Special Pricing is applied to the *actual* products, the link is disregarded.
2. Order Pricing applied to the master product is disregarded. (The *actual* products should be placed on the order.)

Adjustments

Keystone *subtracts* Price adjustments from whatever base price is in effect. This is different from special prices that *override* other pricing.

Product Class Adjustments

Product Class Adjustments (PCAs) are a simple way to give a markdown and/or discount to an entire class of products (Concrete, Sand, etc.) For example, you might give a customer $1.00 per yard off all mixes, and at the same time offer them $0.50 per yard discount for prompt payment. As with special prices, you may give them to a Group, Customer or Job.

There are two advantages to this method:

- If List prices change, the customer's prices will follow automatically.
- You don't have to enter separate special prices for every product in the class.

Blanket Adjustments

You may also give PCAs for *all* products—Keystone refers to these adjustments as *Blanket Discounts*. You must give them as a percentage discount, because different units of measure may be included.

It is important to remember that PCAs apply only to List Prices; any other Special Prices for the customer, group or job will override the PCA. See **Customer Prices**, page 128, for full instructions on giving PCAs.

Zone Charges

You can apply Zone charges to any product class, plant of origin and delivery zone. For example, you may wish to charge a $1.00 per yard surcharge on all mix products delivered to zone 2 from plant 1.

Zone charges apply to any price *except* job prices. (Job Prices should have the delivery costs already figured in because they always go to the same zone.) See **Zones** file maintenance for full instructions on setting up zone charges.

Order Prices

As you enter products on customer orders, Keystone prices come up automatically. Saving an order locks in the prices showing on the order and *overrides any other pricing on tickets printed from the order.* This assures you that your orders get priced as quoted, even if List Prices or other prices change in the meantime.

Price Source Codes

With a large potential variety of pricing mechanisms in effect, it can be difficult to tell why you charged a price in a particular situation. To make it a little easier, some Keystone screens and reports give an indication of where displayed prices came from. The following one-letter codes are used; pricing that comes from a price-linked product (see above) are assigned separate codes. Codes are normally a capital letter; a lower-case code indicates that a Zone or Product Class adjustment is also in effect.

Price Source Codes

Price Source	Price Code	Price Code if Linked Product
List		L
Job	J	K
Customer	C	D
Group	G	H
Statement Customer	S	T
Statement Customer Group	E	F
Discount (Blanket or Product Class Adjustment)	P	Q
Zone Charge (on list price)	Z	n/a
Order	R	n/a
Manually Entered	M	n/a

Pricing Summary

In cases where many pricing methods are in use, it may be difficult to keep track of which takes precedence, and to what the adjustments are applied. The following rules and diagram summarize the order of priority for determining prices. Refer to whichever one you find easier to understand.

Rules of Pricing Priority

> ### Price-Override Rules
> List Price, (possibly adjusted by a Product Class Adjustment), is overridden by a Group Price, which is overridden by a Customer Price. Any of the above (possibly adjusted by a Zone Adjustment) is then overridden (including adjustments) by a Job Price, which is overridden by an Order Price.
>
> ### Adjustment-Override Rules
> Adjustments given to a Job override Adjustments given to a Customer, which override Adjustments given to a Group.

Pricing Priority Diagram

The diagram below shows Pricing override rules by *stacking* Pricing methods. Each price in a stack overrides the prices below it. For example, an Order Price overrides a Job Price, which overrides all other prices (including adjustments!). Arrows pointing to the right indicate Price Adjustments. For example, you can apply Zone Charges to any price except Job and Order Prices.
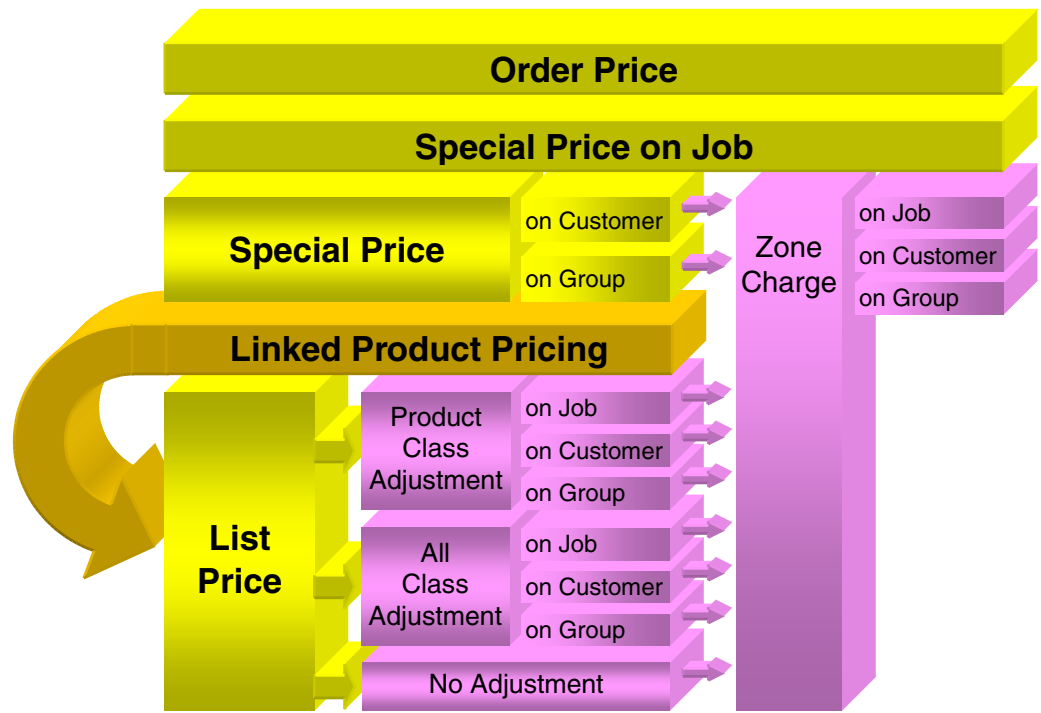
Pricing Priority

Keystone Accounting Basics

This Chapter is a Must-Read for every Keystone user!

This chapter contains a concise set of instructions for every Keystone user. It gives a quick run-down on working with the Windows family of operating systems, as well as keyboard shortcuts and other basic methods for using Keystone Accounting. The information presented here is also contained in the *Keystone Accounting Basics Guide;* every user should read through it before attempting to use Keystone Accounting.

Chapter Contents

Working with Windows

Each Keystone function appears on your screen in its own *window*. Keystone windows work the same way as all other Windows software. Here is a summary of what you need to know to work efficiently with Windows.

Multiple Windows

Notice that you can have several windows, even several Keystone windows, open at the same time. Your Keystone Main Window will always remain open (even though it may be behind another window). Notice also that every active window, Keystone and others, has a corresponding button on the Windows Task Bar:

A Maximized Window

Three Keystone Accounting Windows and their Buttons on the Task Bar
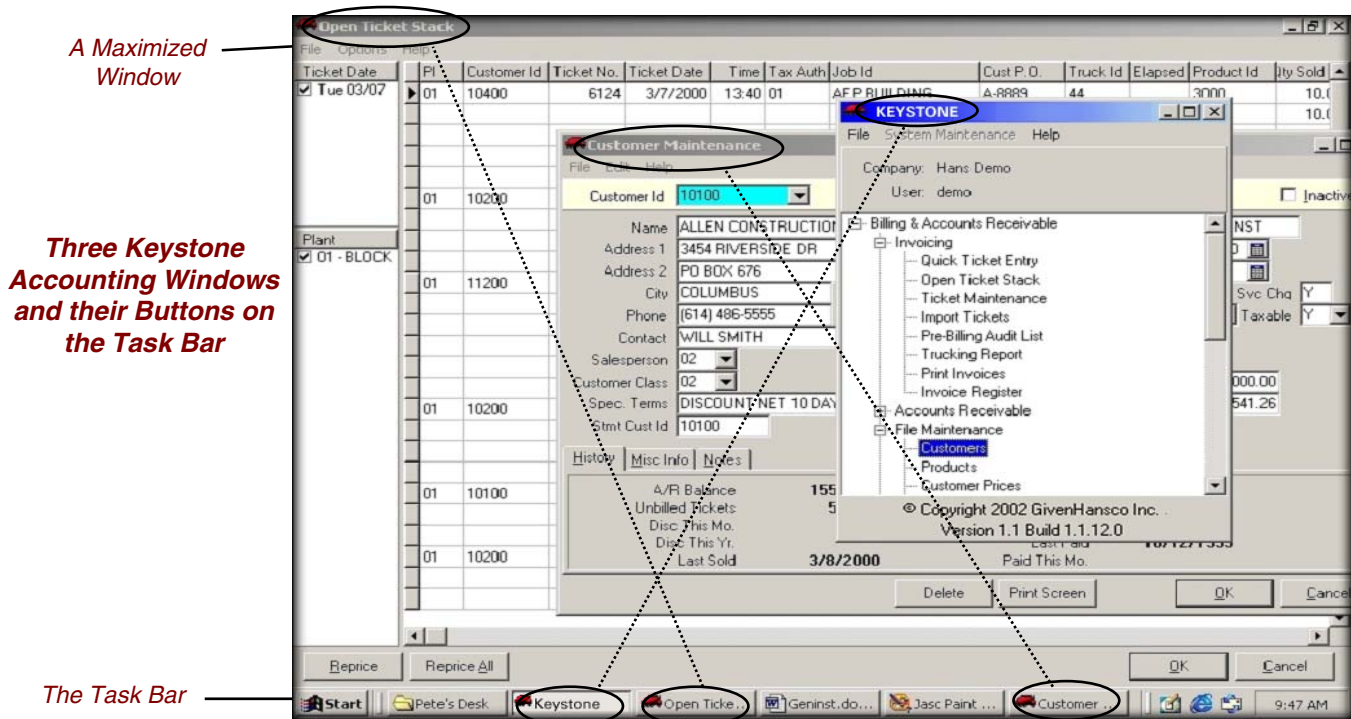
The Task Bar

The Windows Task Bar

The Task Bar is always on your Windows screen (at the bottom, unless you moved it). It always shows a complete list of the currently running windows, as clickable buttons. Adding tasks shortens window names to fit the bar. Click on a button to bring its window to the top and activate it. In a standard Windows XP configuration, the Task Bar looks something like this:

Start Button   A clickable button for each window   Current Time

The Title Bar

The Title Bar is the colored bar across the top of each window. From left to right it contains:

An   The name   ... and the three buttons that are
icon   of the window   common to every window.
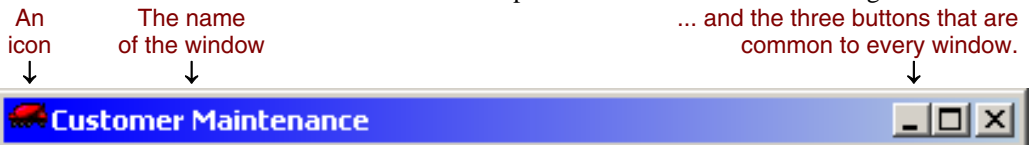
Three Buttons

The three buttons at the right-hand end of a window's Title Bar control how the window appears. Clicking on them with the mouse results in the following actions:

Minimize — The window becomes invisible (except for its button on the Task Bar) but remains in existence.

Maximize — The window expands to fill the entire screen (except for the Task Bar). When you maximize the window, this button changes to look like this: Click on that to return to a normal window.

Close — The window goes away completely. You terminate anything happening in the window. (Some windows will not allow you to close them while something is happening within them.)

Switching Between Windows

However many windows you have open on your screen, one and one only is the *Active Window*. The Active Window is on top of any other windows, and any keys you press on the keyboard go to it. Its Title Bar shows in a different (usually brighter) color. (The exact color depends on the Windows Color Scheme that you have set up). There are several ways to switch to another window and make it the Active Window:
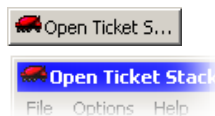
Task Bar — Click on the button on the Task Bar that represents the window you want.

Click In — Click on any visible part of the window you want to activate.

Alt-Tab — Hold down the Alt key and press Tab. A small window appears in the middle of your screen showing the icons of all open windows. As long as you keep the Alt key down, you can repeatedly press Tab until you get to the one you want. Then release Alt and the selected window comes to the top.

Where Did The Window Go?

If you were working with a window and then can't find it, there are three possibilities:

1. You closed the window. If this is the case you're not going to find it anywhere. You'll have to start up another copy of whatever kind of window it was.

2. The window is behind another window. A corner or side of it may be visible. If so you can get back to it by clicking on the visible part. A button representing it will still be visible on the Task Bar, and you can also get to it with Alt-Tab [Alt][Tab].

3. You minimized the window. The only ways to get to it in this case are Alt-Tab and the button on the Task Bar.

Accelerator Keys

You'll notice underlined characters in many windows. An underlined character means that an Accelerator Key is available as an alternative to mouse clicking at the location of the underlined character. To use the Accelerator Key, hold down the ALT key [Alt] and type the character.

For example, on the **Order Maintenance** screen (as shown at left) there are three page tabs at the bottom: Products, Delivery Info and Notes. ALT-p, ALT-d and ALT-n respectively will activate the three tabs, just as if you had clicked on them.

Working in Keystone Accounting Screens

The Keystone Accounting Main Window

There is a very important difference between activating a Keystone function by selecting it from the Keystone Main Window, and activating it by one of the "switching-to" methods described above: the Keystone Main Window *creates a new window*, while the switching-to methods merely select a window that was already running. For example, you might go to the Customer Maintenance screen to examine a Customer's data, then switch back to the Main Window and go into **Ticket Maintenance** to enter a ticket. If you then want to go back into Customer Maintenance, you should do it by switching back into the already-running session in the window you opened earlier (which is now behind the **Ticket Maintenance** and Main Windows). If instead you were to select Customer Maintenance from the Main Window, you would now have *two* sessions of Customer Maintenance running at the same time. Not fatal, but could be confusing, especially if you tried to change the same Customer's data in both windows.

Getting Around Keystone Accounting—
Functions and Menus

Keystone *Functions* are the tools available to you for operating your business. You run functions by selecting them from the Keystone *Menus*.

Menus

A menu is a list of functions or other menus. You can tell the menus from the functions by the small box that appears to the left of each menu name.

You can *collapse* a menu to save space or *expand* it to show its contents. When collapsed ("closed") the menu has a "+" in the box to its left. When expanded ("open") it has a "–" and its contents are laid out below it. The example below shows the Invoicing and Accounts Receivable menus in their collapsed and expanded states:

Expanded and Collapsed Menus

Expanded   Collapsed

You can move around menus by using either the mouse or the keyboard. With the keyboard, move up and down the menus with the up- and down-arrow keys, ⬆ and ⬇. There are several methods for expanding and collapsing menus:

Menu methods

	Keyboard Highlight menu name and Press… ⬇	**Mouse** ⬇
Expand	⏎ Enter	Double-click on menu name: ⊞ Invoicing
	-or-	
	→ (Right-arrow)	Click on "+" to the left: ⊞ Invoicing
Collapse	⏎ Enter	Double-click on menu name: ⊟ Invoicing — Quick Ticket Entry — Open Ticket Stack
	-or-	
	← (Left-arrow)	Click on "–" to the left: ⊟ Invoicing — Quick Ticket Entry — Open Ticket Stack

Data Entry

Keystone data entry functions all share a common set of rules and methods to make it easy for you to access and enter information quickly and accurately. Most of the data entry you will do is simply typing letters and numbers such as prices, customer numbers, names, etc.

Mouse-free Option

While you can always use the mouse to move around Keystone screens, it is often faster and more convenient to use the keyboard, especially in dusty environments where a mouse breaks down frequently. Refer to the instructions in this section for "mouse-free" methods.

Function Keys

F-keys

***Keystone Accounting
Standard Keys***

The Function keys or F-keys are a row of 12 keys labeled "F1" to "F12" across the top of your keyboard.

The following F-key actions are standard in Keystone Accounting:

Key	Name	What it does	Button
F2	Accept Screen	Save the information as shown on the screen.	F2 OK
F3	Delete Item	Delete the record currently on the screen.	F3 Delete
F4	Lookup	Available only in light blue Search fields (see below).	▼
F5 F6 F7 F8		Different special functions on different screens.	
F9	Drill-Down	Display detail underlying the currently selected item.	
F11	Preview	For reports and lists: display a preview on the screen.	F11 Preview
F12	Print	For reports and lists: initiate printing.	F12 Print
Page Up	Page-Up	Save (as F2) and go to the previous record.	
Page Down	Page-Down	Save (as F2) and go to the next record.	

Data Entry Screens

Keystone uses a standard appearance for data entry screens, *as long as you use standard Windows color settings.* All the illustrations in this manual are based on the "Windows Standard" color scheme.

Editing Fields

A Data Field

Keystone refers to individual items in records as *fields.* For example, Phone Number and Credit Limit are fields in each customer record. A *field* is also an area on a data-entry screen where you enter information using the keyboard or mouse. It appears as a "sunken" area within the gray background, as shown at left. The *active* or *current* field is the one where typed characters appear. It contains a flashing cursor, on most Keystone screens.

The Cursor and the Mouse Pointer

The cursor appears as a flashing vertical line within a field, indicating where you are currently typing. The mouse pointer is not necessarily in the same place, and has two different appearances depending on where it is.

The standard mouse pointer looks like this:

If you move the mouse pointer over a data field it changes to this:

Any text typed on the keyboard will still appear at the cursor, until you click the left button on the mouse to bring the cursor to the location of the mouse pointer.

Typing In Data

While typing data into a field, you can use left-arrow and right-arrow keys to move the cursor, Backspace and Delete to make changes. The Esc key will cancel any changes you have made within the field (unlike clicking the "Cancel" button, which cancels all changes on the entire screen). If there is already something in the field, what you type will write over it, unless you have first pressed Insert. When finished, press Tab or Shift-Tab to move to another field. The table below summarizes the keys you can use within a field, without leaving the field.

*Data Entry Keys—
within a field*

Key	Name	What it does
Esc	**Cancel**	Cancel all changes made to the current field.
← →	**Left, Right Arrow**	Move one space left or right (without erasing).
Home	**First Character**	Go to the first character in the field.
End	**Last Character**	Go to the last character in the field.
Delete	**Delete**	Erase the character to the right of the cursor.
Backspace	**Backspace**	Erase the character to the left of the cursor.

Illegal entries
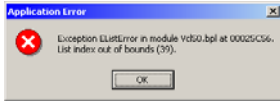
A Data Entry Error

If you enter unacceptable data into a field, the computer will BEEP at you and in some cases display an error message (as at left). For instance, fields such as prices, quantities, and dates are numeric and will not accept anything but the numbers 0-9, the decimal point (".") and the minus sign ("-").

Keystone checks many alphanumeric fields such as Tax Authority for validity. Only valid, existing codes are accepted.

Dates and Times

Some special types of data such as dates and times have special methods for entry and validation.

Date Entry

You may either type in dates or use the drop-down calendar to enter dates. Type dates in "mmddyy" format—for example "060301" for June third 2001. The numbers you type will type over whatever is already there. To use the drop-down calendar, click on the little calendar icon (⊞) to the right of the date field. You can now choose a date by clicking on the calendar.

Click to roll calendar →

1 Year Forward	►►
1 Year Back	◄◄
1 Month Forward	►
1 Month Back	◄

Drop-down Calendar
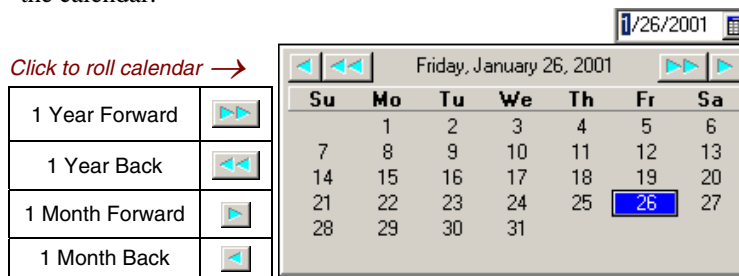
Click as shown to set the month and year, then click on a day of the month.

Time Entry

Times of day are entered in 24-hour military style: for 5:00 PM you would type in "1700". Don't type the colon (":")—it will show on the screen as "17:00".

Drop-Down Lists

Fields that contain data chosen from a list of allowable values or codes, such as salesperson, customer class, etc., may be entered via a drop-down list. To the right of such fields you will see a downward-pointing arrowhead (▼). To activate the drop-down list, click on it, press the down-arrow key, or type in the field.

A Drop-down List
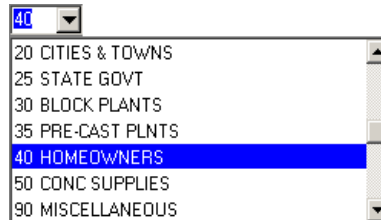
You can then use the up/down-arrow keys, the page-up and page-down keys, or the mouse to move up and down the list. Then press Tab to select the highlighted entry (or click on an entry). Notice that if you activate the list by typing, the highlight will automatically go to the first entry that matches what you have typed. In this example, "4" was typed so the highlight went to "40 HOMEOWNERS".
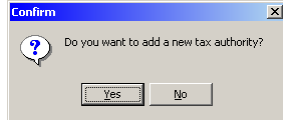
If you don't want to use the drop-down list, just type in your code and press Tab to go to the next field. If you type in a code that does not exist, you will hear the 'error beep'. Many codes are *user-defined*, meaning that you can add new values to the list. For these fields you can create the missing code 'on the fly' (as at left). The apostrophe and quote characters, (**'**) and (**"**), are not allowed in new codes.

Searches— Customers and Products

Some Index Fields such as Customers and Products appear in a light blue field. This indicates the availability of a Search. Instead of typing in the Id code directly, you can search for a name or description by pressing F4, and typing in a part of the name.

Customer Search

To find CHAMPION BUILDERS on the Customer Maintenance screen, go to the *Customer Id* field, press F4 then type "c".

Name Search Example
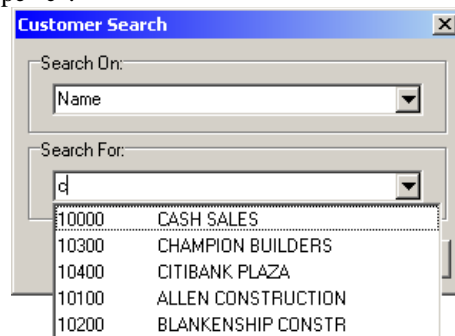
The system will bring up a drop-down list with the first matching customer highlighted. You can now use the up- and down-arrow keys or the mouse to move to the customer you want. Press Enter to select it.

Notice that "ALLEN CONSTRUCTION" and "BLANKENSHIP CONSTR" match because the second word begins with "C". The search will match the beginning of any word. To narrow the search, type more letters: in the example above, typing "ch" instead of just "c" would get you "CHAMPION BUILDERS" only.

Product Search

Product Search works the same way as Customer Search, except that you have the option to search on Description 2 if needed.

Product Search Example
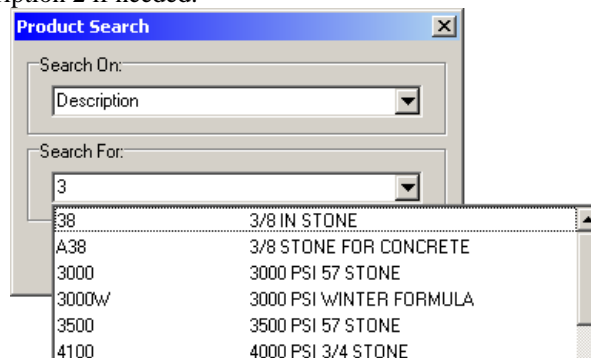
The example on the previous page is from the **Ticket Maintenance** screen: to find products with *any word* in the description beginning with "3", press F4 then type "3". Note that "4000 PSI 3/4 STONE" comes up because "3/4" begins with "3".

Moving Between Records

Usually a data record appears as a screen-full of data fields (as in **Customers** file maintenance). There are two basic ways to move from one data record to another: either by changing the *index field* or by using the page-up/down and Ctrl-home/end keys. (View Data records as rows in a *grid*—see below.)
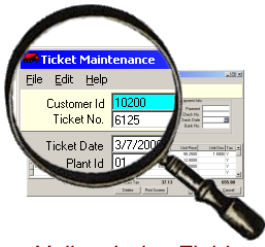
Index Fields

Yellow Index Fields

You will notice a yellow bar across the top of most Keystone screens. You cannot edit *Key* or *Index* fields, the fields in the yellow bar. If you change an index field you are not actually changing the data—you are going to a different data record. For example, when you change the *Ticket No.* field on the **Ticket Maintenance** screen you are not changing the number on the ticket; instead you are pulling up a different ticket. If the new ticket number doesn't exist yet, it will be a brand new ticket.

You can change an index field, like any other field, by typing a value, by using the drop-down, or by using the Search (F4) when available.

Page-up/Page-down keys

The table below summarizes these keyboard shortcuts. When you use them Keystone automatically saves any changes you may have made, *before* jumping to the next record, and *stays in the same field*. This makes it a very convenient way to edit one particular field across many different records. For example, if you needed to change the customer class of a large number of customers (as you would when creating a new customer class), begin at your first customer that needs to be changed. Change the customer class then immediately press page-down until you reach the next customer to change.

Keys for Moving Between Records

Key	Name	What It Does
Page Down	**Record Forward**	Save changes and switch to the next record (next Customer, next Ticket, etc.).
Page Up	**Record Back**	Save changes and switch to the previous record.
Ctrl Home	**First Record**	Save changes and switch to the first record in the database.
Ctrl End	**Last Record**	Save changes and switch to the last record in the database.

Moving Between Fields

When you enter information into data fields, use the TAB key to move to the next field, Shift-TAB to move back to the previous field, and the Enter key to accept the screen. The table below summarizes these three keyboard shortcuts and other standard keys.

Key	Name	What it does
Enter **Accept Screen**		Save the information as shown on the screen.
Tab **Field Forward**		Move to the next data field.
Shift Tab **Field Back**		Move back to the previous data field.
Ctrl Tab **Next Page**		Flip to the next Tab in a page control.
Ctrl Shift Tab **Previous Page**		Flip to the previous Tab in a page control.
↓ **Drop- down**		While in a data field, activate a drop-down list.

Keys for Moving Between Fields

Data Grids

A Data Grid

Many Keystone screens contain *grids* for entering data. A grid is a way of grouping many data records together, for example the detail lines of a ticket. A grid has rows corresponding to data records and columns displaying the fields within them. In many ways it works like a small spreadsheet.

Grid Shortcut Keys

Several keys work differently within a grid, to make it easier and faster to move around in the grid.

Key	Name	What it does
Tab **Field Forward**		Move to the next *editable* data field. Informational fields are skipped
Shift Tab **Field Back**		Move back to the previous *editable* data field.
↑ **Up Arrow**		Move up a row.
↓ **Down Arrow**		Move down a row. If in the last row, add a row.
Alt ↓ **Grid Drop-down**		Activate a drop-down list.
Page Up **Page Up**		Scroll up one page.
Page Down **Page Down**		Scroll down one page.
Ctrl Home **First Row**		Go to the first row.
Ctrl End **Last Row**		Go to the last row.
Ctrl Delete **Delete Row**		Delete the current row/line. *Not* the same as F3 (see Data Entry, page 28), which deletes the entire screen.

Keys for Working in Data Grids
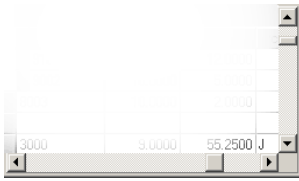
Scroll Bars

Scroll Bars on a Grid

Scroll bars appear when a grid is larger— either horizontally or vertically—than the screen it is in. The scroll bars allow you to move the grid to access the parts that are off the screen. You will find full details on using scroll bars on page 36.

Data Processing and Reporting

When you run GivenHansco data-processing functions such as invoice-printing, or reports such as the **Pre-Billing Audit List** and Sales Analysis reports, you will use the same methods to control what data they operate on and how. This section explains the basics of setting up, previewing and printing reports.

The Keystone Accounting Database

The Keystone *database* store records for customers, products, plants, trucks, orders, and special customer Prices, and job names. This information is kept up-to date using File Maintenance. Other data files store tickets, invoices, accounts receivable records, cash receipts, sales history, and (optionally) General Ledger transactions and inventory stocks.

If you operate more than one company with separate books, Keystone can keep each company's data in separate areas. A practice area is always available for training and exploration without endangering your real data.

Reports and Lists

You initiate Keystone reports and lists are from a setup screen. On this screen you can choose printers, specify *sequence and selection* criteria, and set other options specific to that report. To run the report or list, click on either the "Preview" button or the "Print" button at the bottom right. The **F11** and **F12** keys are shortcuts for the same actions.

Sequence and Selection

Sequence and Selection choices are provided for most reports and data-processing functions. *Registers* do not have sequence and selection because by definition they print and update all items that have accumulated since the last register run.

Sequence

Report *sequence* governs report sort order and subtotals. Sequence choices offered depend on the particular report, and you must choose only one. For example, you might run an **Aged Trial Balance** report in "Highest Total Due First" sequence. There would be no subtotals, and the customers would appear in descending order of total balance due.

Alternatively, you could choose "Salesperson /Customer Class /Customer Number" sequence. This sequence specification means that the customers will first be sorted by their assigned salesperson; then, within each salesperson group, by customer class; finally, within

each customer class by customer number. This sequence choice has three *levels* (separated by "/"s in the sequence specification), so there will be two levels of subtotals:

1. For Each Salesperson;

2. For Each Customer Class Within The Salesperson Group.

Selection

Selection governs what items are included in a report or data processing function. There may be any number of selection options, and you can specify *beginning* and *ending criteria* for each one. Only items that fall in between the beginning and ending criteria on ALL the selection options will be included.

For example, the **Customer Price List** has three selection options: Customer Id, Product Id, and Change Date. Suppose you entered beginning and ending values as shown:

Selection Criteria Example

Field	Beginning	Ending
Customer Id	10200	10200
Product Id		
Change Date	01/01/00	12/31/01

The list would print all customer prices that meet all three conditions:

1. The customer is numbered between 10200 and 10200 (that is, customer 10200 only);

2. The product code is between blank (zero) and blank; that is, it may be anything.

3. The change date (the last time this price was changed) is between 1/01/00 and 12/31/01.

The net result is that you get a list of all special prices given to customer 10200 since 1/01/00.

Default Selection Criteria

When a Keystone Report Setup window comes up, all the Selection Criteria are blank to start with. If you leave the *beginning* and *ending* selection values blank when running reports, all items will be included in the report.

Empty Reports
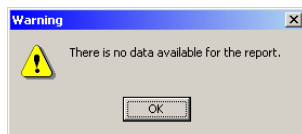
If you print or preview a report that would result in a blank page, the system will give you a message instead of just printing the blank page. There are two possible causes to check into:

1. There really is *no data* to report. A common example is running the Pre-Billing Audit List when all tickets have already been invoiced.

2. You may have filtered out all the data with selection criteria.

Screen Viewing

You can view most GivenHansco reports on the computer screen as well as print them on paper. Screen viewing saves paper, saves time, and provides a search capability. When you are experimenting with sequence and selection or other options to find the most informative way to run a report, you can run it to the screen until you are happy with it, and then print out a copy. To view a report on the screen, choose sequence, selection, and other report options, and then click the "Preview" button at the bottom right. The **F11** key has the same function.

Here is an example showing a **Customer Sales History Report**.

Report Preview Screen
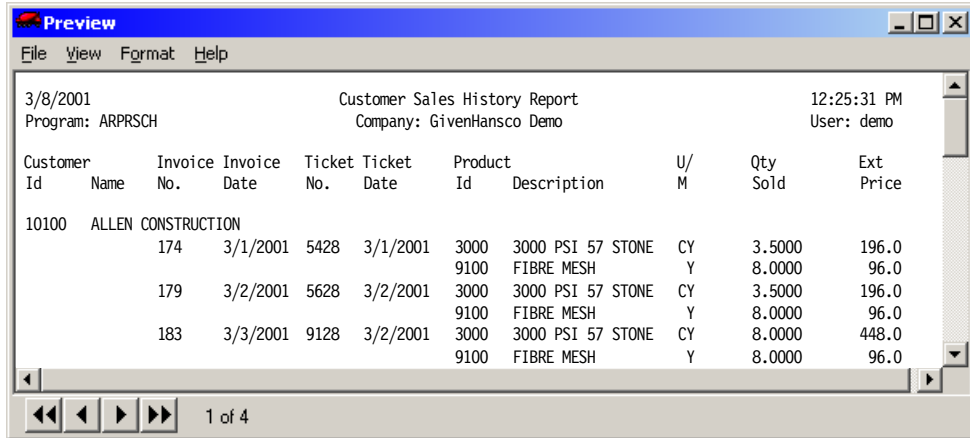
The previewer shows you what the report will look like divided into pages and printed. You can zoom in on selected portions, move around within or between pages, or zoom out to see whole pages.

Moving Within A Page

There are several means for moving the screen around within a page (*scrolling*) and resizing the view (*zooming* in and out). Use the horizontal and vertical *scroll bars* or the up- and down-arrow keys to scroll; zoom options are on the **View** menu and also have keyboard shortcuts.

Scrolling the Screen

The report viewer has *scroll bars* just like those on data grids, to allow you to access the parts that are off the screen. Shortcut keys allow some of the same motions without using the mouse. Here is an example of a vertical scroll bar showing its parts and how to use them. The *scroll box* or *thumb* is the name of the raised box in a scroll bar.

	Mouse Action	Key	Result
	click	↑	move **up** by one row or line
	click above thumb	Page Up	move **up** one full screen at a time
"Thumb" —	drag thumb	none	scroll smoothly up or down
	click below thumb	Page Down	move **down** one full screen at a time
	click	↓	move **down** by one row or line

Horizontal scroll bars work in exactly the same way, with the obvious differences: mouse clicks move the screen left and right, and you use the left- and right-arrow keys.

The appearance of the vertical scroll bar gives information on your current location within the grid or report. The length of the scroll bar represents the length of the whole grid or report, and the "thumb" represents, both in size and in position, what is currently showing on the screen. An example makes this clear:

Near the middle of a long report:

Near the middle of a shorter report:

Near the top of a shorter report:
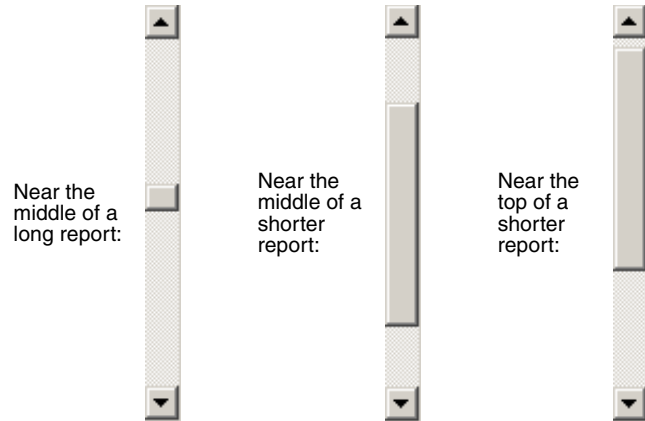
The thumb appears larger on the shorter reports because one full screen is a larger proportion of the size of the whole report.

The View Menu

Click on **View** in the top left menu bar to *zoom* in or out (change the size of the report). The **Go to page** option is also located here.

Preview View Menu

| Preview |
| File View Format Help |

Go To...		— *Jump to a chosen page. Useful for very long reports*
Zoom In	Ctrl+Num +	— *Make the view larger*
Zoom Out	Ctrl+Num -	— *Make the view smaller (fit more on the screen)*
Fit in Width		— *View as large as possible with all columns visible*
Entire Page		— *View entire page, top to bottom, as large as possible*
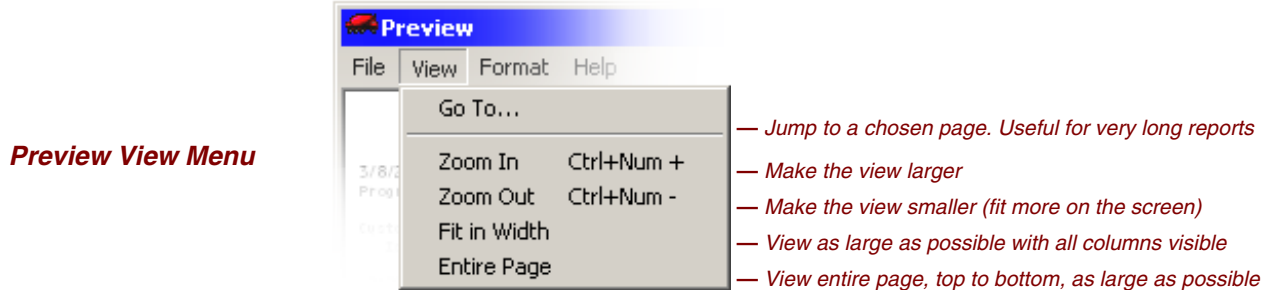
Moving From Page To Page

When a report has more than one page, you can move between pages by using the keyboard, the *paging control buttons*, or the **Go to** function. The viewer takes you from part of the page showing to the same place on the new page.

Go to function

If a report is very long and you know what page you want, you can jump to the chosen page without needing to hit the page-down key hundreds of times or search with the scroll thumb. Pull down the **View** menu (see above), select **Go to**, and type in the page number.

Paging Control Buttons and Keys

At the bottom left of the screen is a paging control with four buttons and a couple of numbers, as shown below.

Preview Paging Control Buttons and Keys

First Page = CRTL + HOME
Previous Page = PAGE UP
Next Page = PAGE Down
Last Page = CRTL + END
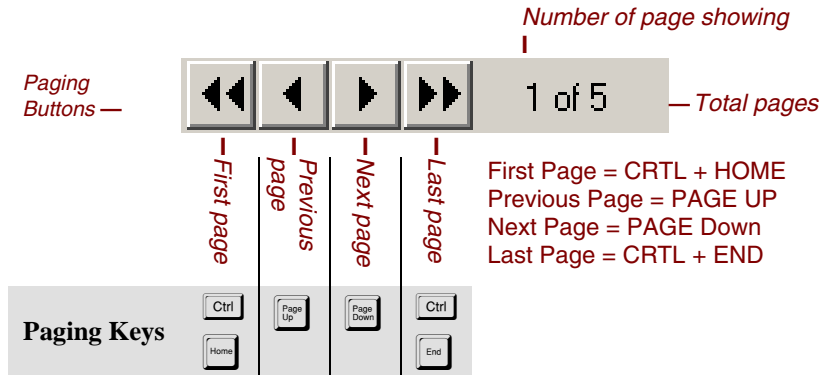
Click on the buttons to move from page to page, or use the Page-up, Page-down, Ctrl-Home and Ctrl-End keys to accomplish the same movements.

Screen Viewing Keys

Here is a summary of keyboard methods for screen-viewing reports and lists.

Keys for Screen Viewing

Key	Name	What it does
Alt X	**Exit**	Close the preview screen.
Ctrl Home	**First Page**	Go to the first page.
Ctrl End	**Last Page**	Go to the last page.
Page Up	**Page Up**	Scroll up one page.
Page Down	**Page Down**	Scroll down one page.
↑ → ← ↓	**Arrow Keys**	Move one "unit" (row, column, line, etc.).
Ctrl -	**Zoom Out**	Make the view smaller.
Ctrl +	**Zoom In**	Make the view larger.
		*Note: use the '+' and '-' key on the **numeric keypad** to zoom*

Working with Diskettes

In operating Keystone Accounting you may use diskettes for transferring data to and from remote locations and/or backing up data. Here are some guidelines for trouble-free use.

Disk types

"Diskette" or just "Floppy" is the common term for removable data storage diskettes. The 3½" kind, now a universal standard, has a rigid plastic casing, but it is still called a floppy. Diskette capacity is measured in Kilobytes (usually called just "K") or Megabytes (1,000 K, usually called "Meg"). A 3½" disk holds 1.44 Meg of data.

This diagram may help you identify some of the important features of diskettes.

Insert in this direction ——

3½" Diskette

*Write Protect Tab
closed: write enabled
open: protected* ——

—— *"HD" logo stands for
High Density*

—— *A hole here means
High Density. No hole
means Low Density.*
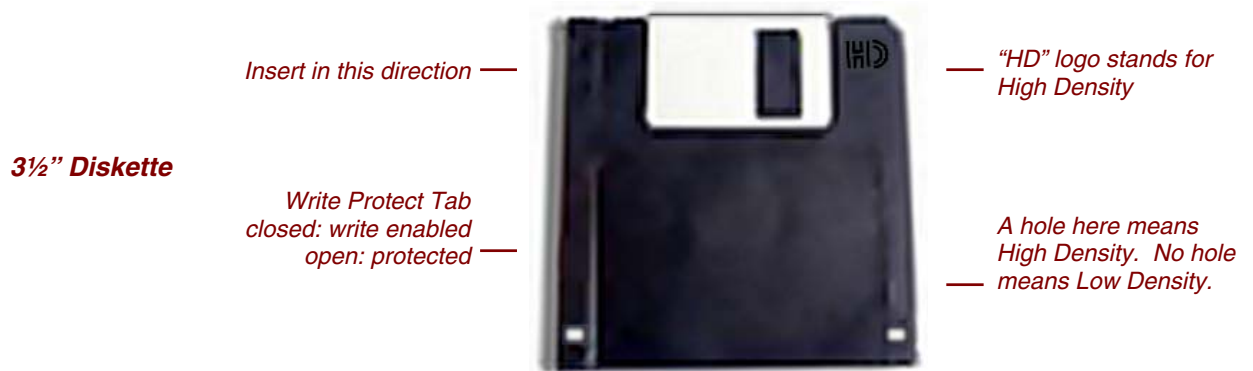
Formatting diskettes

Use only correctly *formatted* Diskettes. Most disks are pre-formatted when you buy them. If you suspect that you have a damaged diskette, reformat it to find out. (Use Windows Explorer "Tools"). Formatting a diskette **wipes out all the data** on it, so be sure not to format a disk that contains data you may need.

Handling diskettes

Always label the floppies you use. Put a stick-on label on them. Handle diskettes with care, and *keep them away from anything magnetic or electromagnetic such as computer monitors, high-current electrical wires, electric motors, refrigerator magnets*, etc. A magnetic field can wipe out the data. Always store and transport floppies in their protective. The dust and grit in the air around supply yards can get inside the disk casing and make the disk unreadable. Reformat diskettes when you have been using and reusing them for many weeks (such as backup diskettes), to verify that they have not become damaged. Don't leave disks in the disk drives.

Chapter 3

User Procedures

This chapter gives instructions for standard business operations using Keystone Accounting. For clarity we give you these instructions in the form of simple step-by-step recipes. We assume that you have a basic knowledge of Keystone methods and menu options.

You accomplish all the described procedures by using Keystone menu options; refer to Chapters 5 through 10, which give detailed descriptions of those menus and functions, and Chapter 2, Keystone Accounting Basics, for full instructions on how to run them.

You, the Keystone user, must do your part to maintain the correct and efficient operation of your Keystone Accounting system. We designed these procedures to simplify the process of entering and maintaining the necessary information.

User procedures fall into three categories:

- System Setup– One-time procedures when you start your system or add new features.

- Routine Procedures– Data entry and processing, including backups that should happen on a regular basis: daily, weekly, monthly or yearly. Includes ticketing, invoicing, receiving payments, etc.

- Recovery and Contingency Procedures– What to do when special needs arise, such as correcting data entry errors, accounting irregularities, or damaged data.

The ***Keystone Accounting Setup and Installation Guide*** covers System setup procedures.

Chapter Contents

Routine Procedures

Backups

Backing up your data regularly is the most important thing you can do to protect against catastrophic data loss due to hardware failure or operator error. Use the Backup options on the System Maintenance menu (see Backup, page 54, for detailed instructions). Even if your server performs nightly backups, you must still do Keystone backups. Restoring from a system tape backup is time-consuming, and changes files outside Keystone as well.

Hard Disk Backups

Hard disk backups are useful for making quick backups before major updates such as invoicing. You should always make a hard disk backup right *before* running any function that changes a lot of data at once—Print Invoices for example. If anything goes seriously wrong during the function you can then easily restore your data to the way it was before. Keystone stores Hard disk backups on the workstation that made it, so if a restore is required you must do it at the same workstation.

Permanent Backups

You must also make and keep *permanent* backups on diskettes or tape cartridges. These backups are your only protection against catastrophic loss of data due to natural disaster, crime, etc. You should make permanent backups at regular intervals using the following methods. (If you have tape backup equipment, substitute the word "cartridge" for "disk" in these instructions.)

Daily Backups

Format five sets of disks (six if you are open Saturday) and label them 1 through 5. Each evening make a backup on the next set of diskettes in sequence, writing over the backup from one week before. This way you will always have a week's worth of day-end backups. Keep a backup log in a small notebook, and make an entry every time you make a backup.

Date	Data Area (directory)	Diskette Set #	Initials

Sample Backup Log Book

Monthly Backups

Format and label twelve sets of disks with the months of the year. Each month before running Month End Processing make a backup on the corresponding set of diskettes, writing over the backup from a year before. Note that this is a separate backup from the day-end backup on the last day of the month. Write the year on the label.

Year-end Backups

In the same way as for daily and monthly backups, label as many sets of disks as you are going to keep year-end backups, and make year-end backups on them in rotation. Be sure to re-label them with the year each time you use them.

Daily Invoicing Procedure

You may choose to perform this procedure less frequently than daily (every other day, for example) if the volume of your tickets is low enough to be manageable for a longer interval.

1. Enter Tickets. If your tickets come from a remote ticketing computer, transfer them first thing in the morning to the office computer using **Import Tickets**.

2. Print a **Pre-Billing Audit List**.

3. Use **Ticket Maintenance** and/or the **Open Ticket Stack** to correct any errors on tickets. Print another **Pre-Billing Audit List** to check the corrected tickets. Keep the last audit list printed before printing invoices.

4. (optional) **Trucking**, **Driver**, **Profit Alert** and/or **Ticket Activity** reports - If you choose to print daily trucking and costing reports, you must print them before printing invoices.

5. Make a hard disk backup.

6. **Print Invoices**.

7. Post payments received in **Cash Posting**.

8. Print **Invoice Register** and **Cash Posting Register**. Keep them for at least a year.

9. Post totals from **Cash Receipts Register** and **Invoice Register** to your manual control sheet (see below).

10. Make inquiries as required.

11. Add data as required– customers, special prices, job prices, etc.

12. Backup to Hard Disk at lunch-time, and to diskettes at night.

Manual Control Procedure

IMPORTANT: make sure the Include Inactive Customers *box is checked when you run the Control Total.*

You should enter a line on your Manual Control Sheet every time you print a register (Invoice or Cash Posting) or apply service charges. Each line begins with an A/R balance that you know is correct. Enter the totals from all registers not yet entered on the Control Sheet: add the invoice totals and subtract the cash totals. The final total should match the total given when you run an A/R Control Total (Accounts Receivable menu, **Aged Trial Balance** option). Always file your registers, as you would any original accounting document, and mark them to indicate if you recorded them on the Control Sheet.

Date	Old Balance	+ Invoice total	- Cash receipts	+ Service Charges	= New Balance

Sample Manual Control Sheet

Monthly Procedure

Perform the following at the end of the month, *after* completing all daily procedures (Invoicing and **Cash Posting**, **Invoice Register** and **Cash Posting Register**).

1. Make a hard disk backup.

2. Print month-to-date registers (**MTD Invoice Register** and **MTD Cash Posting**

Register) and **Sales Tax Report**.

3. If you assess finance charges on overdue balances, run **Apply Service Charges** and post the total to your manual control sheet.

4. Check your total A/R balance on your manual control sheet against an A/R control total (**Aged Trial Balance** report). If there is a discrepancy, use invoice registers and cash posting registers to locate the error(s).

5. If you need adjustment entries, use the contingency procedures below. When you finish all adjustments, run another A/R control total to be sure that you balance.

6. Print a summary **Aged Trial Balance** dated the first of the new month.

7. Back up your A/R data onto diskettes or tape. Label this set of diskettes as a Month End Backup, date and file for at least two years.

8. Run **Print Statements**. You can also do this at mid-month.

9. Run **A/R Distributions To G/L**.

10. Run the **Month/Year End Processing** function. This will reset monthly sales totals to zero and prepare you for a new month of business.

Annual Procedure

At the end of your fiscal year, perform your Monthly Procedure as usual, with two exceptions:

1. When running **Month/Year End Processing**, choose End of Year.

2. Purge your data to remove records older than the age you have decided on (normally one year). You may want to wait until the end of January to do this, if you have not finished running comparison reports for the year just finished.

Recovery and Contingency Procedures

Occasionally you will enter wrong information into Keystone Accounting, whether through a typing error, a bounced check, or other reason. You may also encounter other difficult situations such as hardware breakdowns, electrical surges, or network communication problems. Use the procedures outlined here to bring your data back to normal.

If you are in any doubt, call GivenHansco for assistance at (800) 548-9754.

The best safeguard against problems is *a frequent backup.* Remember to back up at regular intervals and *before things go wrong.* See Backups (above, page 42) for recommended backup routines. If you back up after things go wrong you may destroy your previous backup and with it your only chance of getting back to correct data.

Backing-out Procedures

FABLE:
FIXING MISTAKES
There was a man from our own,
And he was wondrous wise.
He jumped into a bramble bush
And scratched out both his eyes.

And when he saw his eyes were out,
With all his might and main–
He jumped into another bush
And scratched them in again!

The general guideline for making correcting entries is:

You must *back it out* the same way you originally put it in.

When you enter invoices and payments, they may affect many parts of your data: Accounts Receivable, General Ledger Distributions, Sales History, and Inventory. To reverse all the effects of an invoice it is essential to use the same method of entry to back it out as you used to put it in. For example, you *cannot* correct an invoiced ticket error by posting an allowance or by using **Enter A/R Balances**.

To correct an invoice you must back it out, and then enter a correct ("rebilling") invoice. Remember that you do not need to back tickets out unless you billed them. Simply edit unbilled tickets with **Ticket Maintenance**.

Credits - Invoice Corrections and Allowances

You must first determine the nature of credit—is it an *invoice correction* or an *allowance*?

Use an *invoice correction* in the case of a billing error, such as:

- Wrong price
- Sales tax issue
- Wrong account billed
- Product return

Issue an *allowance* for credits that are not directly caused by an invoicing mistake, such as:

- Rounding error (overpayment)
- Writing off bad debt
- Writing off finance charges

Invoice Corrections

Invoice corrections fall into two major categories:

- **Completely backing out an invoice:** It makes sense to back out an invoice when you print an incorrect invoice, but have not mailed it.

- **Adjustment invoices:** Adjustment invoices make sense when an error such as price or sales tax has occurred on several invoices.

Backing out an Invoice

To back out an invoice there are two major steps. First you must enter a correcting invoice (create a credit memo). Then you must apply the correcting credit to the original invoice in **Cash Posting**.

Important fields for backing out an invoice:
Ticket number— 9,000,000 + original invoice number.
Date— today's date.
Job Id— original job name.
Qty Sold— the negative of the quantity on the original ticket.
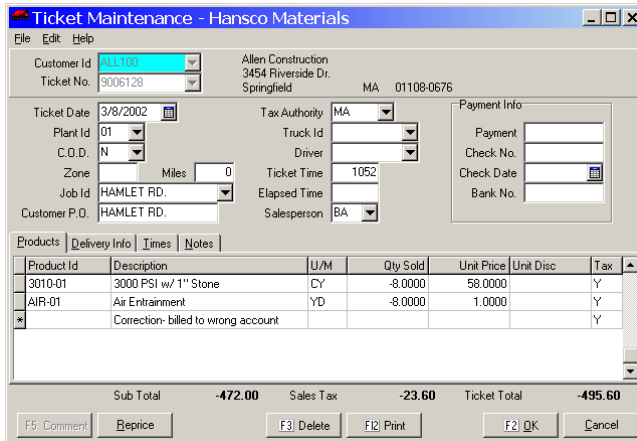
Ticket Maintenance– Backing out a Ticket

I. Enter a correcting invoice

1. Get a copy of the original invoice. If it is unavailable, print a **Customer Sales History**, selecting the customer and date of the original tickets.

2. Print an **Invoice Register** (to empty it so that the next **Invoice Register** will have only correcting invoices on it).

3. Create credit ticket(s) in **Ticket Maintenance**:

   a) Select the customer.

   b) Create a ticket number based on the original invoice number (e.g. 9081111 for invoice number 81111).

   c) *Completely* back out every ticket that has any errors. You can consolidate all the tickets into one ticket as long as they come from one plant. If some of the products on the ticket are correct, you must still back out the entire ticket (you will enter a correct ticket later).
   To back out a ticket, enter a new ticket *exactly* the same as the original ticket *except* the quantity delivered of each product. Use the original ticket date, tax authority, Job Id, P.O., plant etc. For each product on the original invoice, enter a detail line on the ticket with the *negative* of the total quantity of the product. Be sure to enter the original selling price and tax code.

   d) Enter a comment (F5) describing the credit (original invoice #, reason for adjustment, etc.).

4. *Optional*: Print a **Pre-Billing Audit List** to verify entries (pay attention to selection options if there are other open tickets).

5. Make a **Backup** to Hard Disk (System Maintenance menu).

6. Print Invoices to bill the credit ticket(s) entered in step 3:

a) Select only the correcting tickets just entered (important if other unbilled tickets are in the ticket file).

b) Use today's date for Invoice Date and G/L Date.

c) Use the Preview option to verify all information is correct.

d) Print the invoice and click "YES" to update.

7. Use normal ticket entry and invoicing procedure to recreate the corrected invoice: use **Ticket Maintenance** with the original ticket #s and date. Enter the tickets correctly. Make another **Backup** to Hard Disk, then **Print Invoices,** selecting only the tickets just entered.

8. Print another **Invoice Register** and write "Adjustment" on it. It should contain only the correcting ticket(s) just entered.

II. Apply the correcting credit

1. Print a **Cash Posting Register** (to empty it so that the next **Cash Posting Register** will have only corrections on it).

2. Bring up the customer in **Cash Posting**. Enter:

Check No.	leave blank
Check Amount	zero (leave blank)

3. Go to the correcting (negative) invoice and click the "Post Cash" button. Post a *negative* cash amount equal to the amount of the credit. Leave allowance amount and discount amount 0.

4. This will give you the amount of the credit as a positive amount in *Amount Remaining*. You can now go to the original (erroneous) invoice and pay it off by posting *positive* cash to it.

5. Click "OK" to post the changes.

6. Print another **Cash Posting Register** and label it "Adjustment".

Creating an adjustment invoice

To create an adjustment invoice you will need to know the following:

- The total quantity of each product that needs to be adjusted.

- The original selling price of each product.

- The original tax authority and tax code.

Then follow these steps:

1. Print an **Invoice Register** (to empty it so that the next **Invoice Register** will have only correcting invoices on it).

2. Create an adjustment ticket in **Ticket Maintenance**:

a) Select the customer.

b) Create a ticket number based on the original invoice number. (e.g. 9081111 for invoice number 81111).

c) Use the original ticket date, tax authority, Job Id, P.O. etc.

d)   For each product to be corrected enter two lines with the following information:

	Product Id	Qty Delvd	Unit Price	Tax Code
Line 1	Original	Negative quantity (total from all tickets on the invoice)	Original selling price	Original tax code
Line 2	Original	Correct (positive) quantity	Correct selling price	Correct tax code

Enter a comment (F5) describing the adjustment (original invoice #, reason for adjustment, etc.)

3.   *Optional*: Print a **Pre-Billing Audit List** to verify entries (pay attention to selection options if there are other open tickets).

4.   Make a **Backup** to Hard Disk (System Maintenance menu)

5.   **Print Invoices** to bill the adjustment ticket entered in step 2:
   a)   Select only the correcting tickets just entered (important if other unbilled tickets are in the ticket file).
   b)   Use today's date for Invoice Date and G/L Date.
   c)   Use the Preview option to verify all information is correct.
   d)   Print the invoice and click "YES" to update.

6.   Print another **Invoice Register** and write "Adjustment" on it. It should contain only the adjustment ticket(s) just entered.

Backing Out Billed Sales Tax

Charged-Basis Sales Tax Accounting

Important: NEVER use allowances to write off sales tax in a CHARGED-BASIS accounting company.

You may find out after billing a ticket (or tickets) that the customer was tax-exempt. The simplest way to correct such a situation is to back out all the affected invoices and re-bill them with the correct tax code information, but there is an acceptable shortcut. If you are going to use this shortcut, you will have to set up (only once!) a special product called "Sales Tax Adjustment". Use **Products** file maintenance to enter the special product; give it a product Id like "TXA". The product class should be 99.

Once you have a tax adjustment product, follow these steps each time you need to back out sales tax.

1.   Find out the total pre-tax sale amount (may be from many products) you erroneously taxed and billed to the customer. Get this from a **Pre-Billing Audit List**, **Invoice Register**(s), or **Sales Inquiry**.

2.   Print an **Invoice Register** (to empty it so that the next **Invoice Register** will have only correcting invoices on it).

3.   Go to **Ticket Maintenance**.

4.   Enter a ticket to the customer with two product lines containing the following information:

	Product Id	Qty Delvd	Unit Price	Tax Code
Line 1	TXA	-1	Total pre-tax sale	Original tax code
Line 2	TXA	1	Total pre-tax sale	Correct tax code

5.   **Print Invoices** to bill the tax adjustment ticket

a) Select only the ticket just entered (important if other unbilled tickets are in the ticket file).

b) Use today's date for Invoice Date and G/L Date.

c) Use the Preview option to verify all information is correct.

d) Print the invoice and click "YES" to update.

6. Print another **Invoice Register** and write "Tax Adjustment" on it. It should contain only the tax adjustment ticket.

Collection-Basis Sales Tax Accounting

Important: use allowances for sales tax adjustments ONLY if you base your sales tax accounting on COLLECTIONS. NEVER use allowances to write off sales tax in a CHARGED-BASIS accounting company.

If you report sales tax receipts based on payments collected, you may use a simpler procedure to correct invoices with sales tax billed incorrectly. If the invoice is paid (and the payment posted) there are some additional steps. You must have an allowance class set up for tax adjustments. Use **Allowance Classes** file maintenance to set it up if necessary.

If invoice is not yet paid

1. Find out the tax amount billed in error: refer to an **Invoice Register** or **MTD Invoice Register**.

2. Print a **Cash Posting Register** (to empty it so that the next **Cash Posting Register** will have only corrections on it).

3. Bring up the customer in **Cash Posting**. Enter:

Check No.	"TAX ADJ"
Check Amount	zero

4. Select the invoice you are correcting.

5. Press F7 or click "Post Allowance".

6. Select the sales tax adjustment allowance, and enter the amount of tax billed in error on this invoice.

7. Click "OK" to post the allowance, and again to post the changes.

8. Print another **Cash Posting Register** and label it "Tax Adjustment".

If invoice is paid

1. Back out the payment using the instructions below (Backing Out a Check, page 49). You can wait until after step 2 to print the final **Cash Posting Register**.

2. Write off the sales tax using the instructions above as if the invoice was never paid.

3. Re-enter the payment using **Cash Posting**. Post cash in the amount of the payment, then if necessary post an open credit (F8) in the amount of the sales tax billed in error (to reduce the Amount Remaining to zero).

Backing Out a Check

To back a check out of the system you will need to know the following:

- The check amount of the bad check.
- The Customer Id.
- The invoices to which you applied the bad check, and how much you applied to each invoice. You may need to refer to **Cash Posting Registers**. If you applied the check to multiple invoices or if there was a partial payment, discount or allowance applied, you can view the payment history on the **A/R Inquiry** screen by double-clicking the invoice or pressing F9.

Then follow these steps:

1. Print a **Cash Posting Register** (to empty it so that the next **Cash Posting Register** will have only corrections on it).

2. Bring up the customer in **Cash Posting**. Enter:

Check No.	original check no.
Check Amount	negative of the amount of the check
Show Paid Invoices	

3. Select the first invoice you applied the bad check to. Press F9 or double-click if you need to see the payment history.

4. Press F5 or click "Post Cash", and enter the negative of the amount of the bad check that was applied this invoice.

5. If you applied a discount and want to remove it, enter the negative of the discount amount applied to this invoice.

6. Click "OK" to post the negative cash and discount if any.

7. If you applied an allowance and want to remove it, press F7 or click "Post Allowance". Enter the negative amount of the allowance applied to this invoice.

8. Repeat steps 3 through 7 until you have corrected all invoices. The amount remaining should be zero.

9. Click "OK" to post the changes.

10. Print another **Cash Posting Register** and label it "Adjustment".

Running Keystone: The Main Window
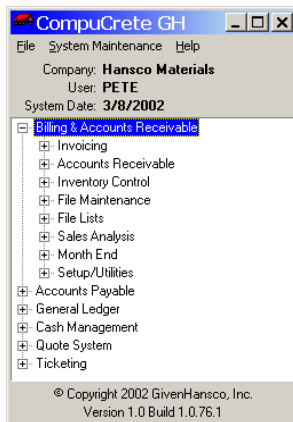
The Keystone Accounting Main Window

This chapter describes in detail the functions available on the main window of Keystone Accounting, including backup and restore options. This is the window that starts up when you log in to Keystone Accounting and remains open for the duration of your session. It contains the Keystone Accounting Main Menu, which in turn contains all the other menus of Keystone functions.

For basic instruction on how to get around windows, menus and functions, refer to Chapter 2, Keystone Accounting Basics.

Chapter Contents

Logging in to Keystone Accounting

You must specify a user name and password when you start Keystone Accounting, and select a company (you may have one or many companies to work with). Consult your system administrator for user names and passwords.
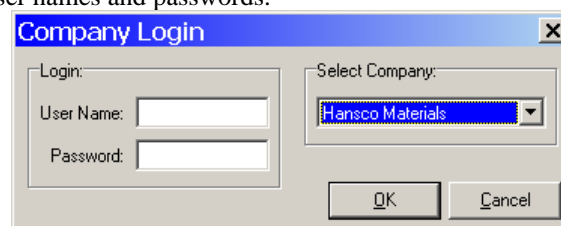
Keystone Accounting Company Login screen

Once logged in with a valid user name and password, the Keystone Accounting Main Window is visible.

Keystone Accounting Main Menu

A Keystone Accounting Main Menu

The Keystone Accounting Main Menu provides access to all the Keystone applications installed on your system. Billing and Accounts Receivable is always present, plus any or all of the optional modules: Accounts Payable, General Ledger, Cash Management, Quote System, Ticketing. The example at left shows all optional modules.

By default the Billing and Accounts Receivable menu is expanded when Keystone Accounting starts, to show the submenus within it. For full information on using menus see Chapter 2, Keystone Accounting Basics.

This manual covers in detail the core function of Keystone: Accounts Receivable *PLUS*. Optional modules have their own manuals. You may or may not have the optional Inventory Control module installed on your system. It too is covered in its own manual.

The chapters that follow describe in detail the submenus within Accounts Receivable *PLUS*.

Menu Name	Chapter	Page	Function
Invoicing	**5**	59	Entry, processing and reporting of tickets and invoices.
Accounts Receivable	**6**	89	Entry, management and reporting of charges, payments and sales tax.
File Maintenance, File Lists	**7**	115	Entry and reporting of customer, product, pricing and other information.
Sales Analysis	**8**	155	Configuring and generating operations analysis reports from sales history records.
Month End	**9**	175	Reporting and processing for closing an accounting period.
Setup/Utilities	**10**	187	Initial setup; as-needed reorganization of data; special reporting and updating.

Features of the Main Window

The Main Window has three drop-down menus at the top, several informational items, and the Keystone Accounting Main Menu in the center.

File, System Maintenance and

Help drop-down menus ——

The Main Menu ——
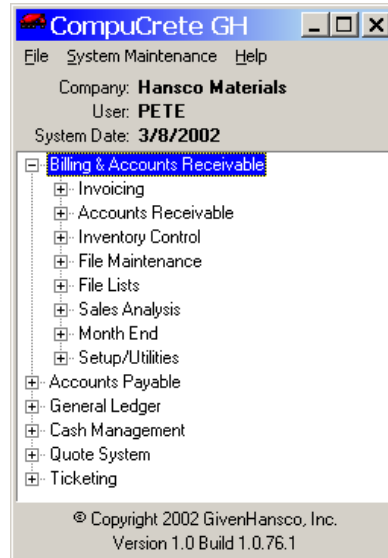
Keystone Accounting Main Window

Informational Fields on the Main Window

Field Name	Usage
Company	Accounts Receivable entity whose data is currently loaded for operations.
User	Id or name of authorized user currently logged in.
System Date	Keystone activity date for all actions taken in the current session. Change it on *File* menu.
Version	Software version and build number for support purposes.

Drop-down Menus on the Main Window

At the top left of the main window are three drop-down menus: **File**, **System Maintenance** and **Help**. Click on them to drop them down**.**

File Menu
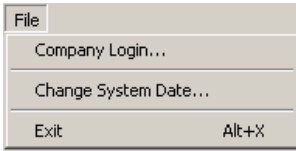
Main Window File Menu

Menu Option	Usage
Company Login	Brings up the Company Login screen to allow you to change companies and/or users.
Change System Date	Keystone activity date for all actions taken in the current session. Change it on *File* menu.
Exit	End Keystone Accounting. Can also be done with Alt-F4 or by clicking on the ☒. This closes all other open Keystone windows.

System Maintenance Menu
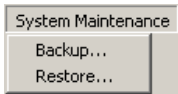
Main Window System Maintenance Menu

The Backup and Restore options on the System Maintenance menu are only available to users designated as *backup* users. Consult with your system administrator for more information.

Menu Option	Usage
Backup	Brings up a setup screen from which you can make data backups to various media. See below under *Backup and Restore* for detailed instructions.
Restore	Brings up a setup screen from which you can restore data from a backup. See below under *Backup and Restore* for detailed instructions.

Help Menu
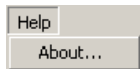
Main Window Help Menu

Menu Option	Usage
About. . .	Brings up a system information window. On that window, click on the "System Info" button for a complete set of information, more than is shown on the Main Window itself. You may need this information for support purposes, including license, serial number, location and database versions.

Backup and Restore

Backup

Backing up is the process of making a separate copy of data to guard against errors or hardware failure. For guidelines on the use of backups to protect your system, see Routine Procedures, page 42.

To make a backup, select **Backup** from the System Maintenance menu to bring up the Backup options screen.
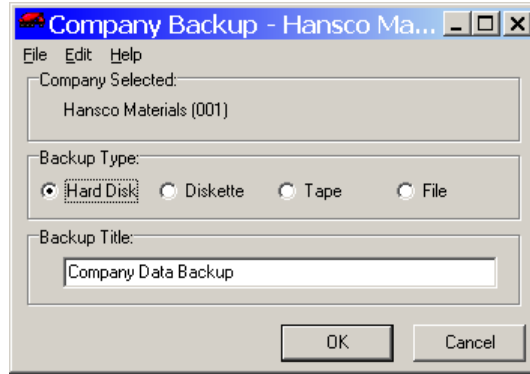
Backup options screen

Set the backup options appropriately before clicking "OK" to make the backup. For details see the table below. Keystone always tags the backup with the company and user name, date and time, so that you can reliably identify it in case it ever needs restored.

Backup Options

Option	Usage
Company Selected	Verifies which company you are backing up. If you want to back up a different company, cancel the backup, pull down the **File** menu and go to **Company Login** (previous, page 54).
Backup Type	There are four possible physical locations to put a data backup:
⦿ *Hard Disk*	Keystone copies the data to a designated area on your computer's internal disk drive. The system will store up to nine separate backups before cycling through and writing over them. Note that each workstation will have its own separate set of Hard Disk Backups.
⦿ *Diskette*	You copy the data to one or more diskettes. If the backup does not all fit on one disk, Keystone asks you to insert another.
⦿ *Tape*	You copy the data to a magnetic tape device. Tape and diskette backups are useful for *off-site* backups. Remember to label your diskettes and tapes.
⦿ *File*	You copy the data to a file and path of your choosing. You might use this if you want to put a backup on your network server so that other users can access it. A window comes up for you to specify the file path and name: Navigate to the desired folder, or just type in the entire file path, then click on "SAVE".
Backup Title	Type in an additional title or description to attach to the backup.

Whichever backup location you use, the system will notify you when it is finished:

Click "OK" (or press Enter) to return to the Main Window.

Restore

For each Backup option on the System Maintenance menu, there is a corresponding Restore data option. Restoring data means two things are done:

1. The current data in the selected company is thrown out and

2. The data on the Backup is made into current data.

Restore returns your data to the exact state it was in *when you made the backup*. It is easy to see that you need to be much more careful about restoring data than about backing up, because the process of restoring *destroys data.*

The Restore Data options correspond to the Backup options (see above), except the option to *preserve current company data if restore fails*. You should check this option in most cases.

Keystone shows the company currently selected at the top of the options screen. Make sure it is the right one, because this is the company whose data you are about to throw out and replace with the backed-up data. If you need to change companies, cancel the restore, pull down the **File** menu and go to **Company Login** (page 54).

Now select the location of the backup in the same way as when you created the backup—Hard Disk, Diskette, Tape or File. Once you click "OK" to begin the restore, there is a warning message:

Verify that you have the correct backup—especially the company name. The Restore procedure continues in a parallel way to the Backup procedure. Keystone asks you to insert

the media for tape and diskette restores, and for file restore you enter the file path in a dialog box.

This chapter gives detailed instructions for running the ticket handling and invoicing functions of Keystone Accounting. These functions allow you to bring data into the system in the form of printed tickets, and produce printed Invoices. You can enter, import, review, edit and invoice tickets, as well as produce reports on profitability and fleet activity. For a full description of the invoicing process see Chapter 1, Keystone Accounting Overview.

Invoicing Functions

Please find the following Keystone functions on the Invoicing menu.

Menu Option Name	Description
Quick Ticket Entry	Rapid entry of handwritten delivery tickets.
Open Ticket Stack	Viewing and editing delivery tickets before invoicing.
Ticket Maintenance	Entering and editing delivery tickets before invoicing.
Import Tickets	Transfers tickets from ticketing locations into invoicing.
Prepare Remote Ticketing Data	Loads current system information onto a transfer medium for transfer to remote ticketing locations.
Pre-Billing Audit List	Prints a detail list of unbilled tickets.
Profit Alert Report	Prints a cost-profit analysis of unbilled concrete tickets.
Trucking Report	Prints a listing of truck activity.
Driver Report	Prints a listing of trucking activity by driver.
Ticket Activity Report	Prints a condensed listing of open tickets.
Print Invoices	Prints invoices from accumulated ticket data.
Invoice Register	Prints a listing of invoices printed since last Invoice Register.
Re-Print Invoices	Prints copies of previously printed invoices.

Chapter Contents

Quick Ticket Entry

See also

Data Entry
Ticket Maintenance
Open Ticket Stack
Print Invoices
Pricing
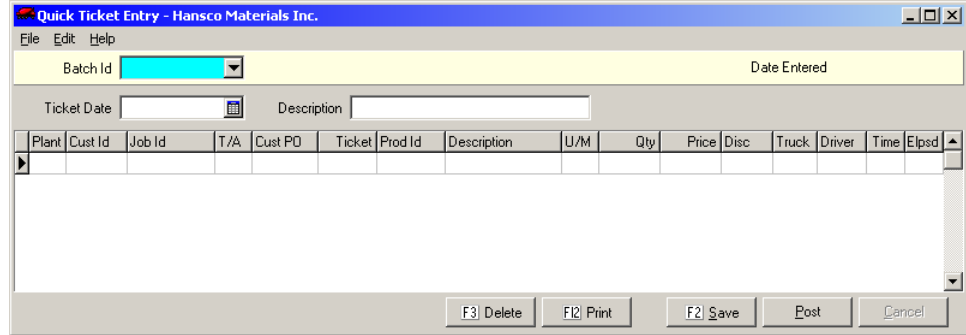
Instructions For Use

Quick Ticket Entry allows you to rapidly enter product and customer information onto new delivery tickets. It uses automatic repeat of data entry to minimize the number of keystrokes needed to enter sequences of similar tickets. Use it for keying in hand-written tickets. Keystone keeps the tickets on file until you complete the invoicing process ("bill" the tickets) by running **Print Invoices**. See the Ticketing Overview, page 7, for more information.

You enter Tickets in *batches* to facilitate review of data entry. Keystone does not make the tickets in a batch "live" and available for invoicing until you *post* the batch. You may saves Batches for later editing and posting.

There are three steps to entering tickets:

1. Create a batch or select an existing batch;
2. Enter tickets;
3. Post or save the batch.

Creating or Selecting a Ticket Batch

Quick Ticket Entry groups your tickets in batches. Before you enter any ticket data you must pull up an existing batch or create a new one. You can save Batches for later posting, or you can post them immediately.

Creating a New Batch

TIP: use the day of the week and plant # as the Batch Id *(example: "Tues02").*

To create a new ticket entry batch, just type in a new *Batch Id*. Give it a *Description* if necessary to make its purpose clear (example: "South Plant 06/03/02").

Selecting an Existing Batch

To pull up a previously saved batch, type in the *Batch Id*, use the dropdown, or use page-up and page-down keys to flip through all existing batches.

Entering Tickets

To take full advantage of the repeat-ticket features, sort your hand-written tickets by customer and job before beginning the entry process.

Enter ticket data from left to right along each line. The system will not let you leave the line until you have filled in all required fields such as *Ticket* number and *Cust Id*. When you go to a new line by pressing down-arrow (or Tab from the rightmost field), the system automatically fills in the first six fields the same as the line above. This enables you to enter multi-line tickets without re-entering the customer, ticket number etc.

Repeat Tickets

To begin a new ticket, just change the ticket number on the new line. The system will bring up the same first-line product as the previous ticket (with the same customer, job, etc.) This enables you to enter repeat tickets without re-keying.

Automatic Products
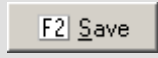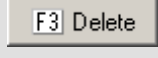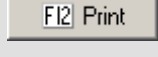
Products may be set up to add automatically to tickets when appropriate conditions are met, such as hot water, Saturday delivery, fuel surcharges, etc. (See Automatic Product, page 71).

Posting and Saving Batches

When you are finished, press F2 or click on "Save" to save the batch without posting, or "Post" to post immediately. Once posted, the batch "goes away" and the tickets become live open tickets, which you can view and edit using either **Ticket Maintenance** or the **Open Ticket Stack**.

Quick Ticket Entry F-keys and Buttons

In addition to Keystone standard F-keys and buttons (see Chapter 2, Keystone Accounting Basics), the following actions are available on the **Quick Ticket Entry** screen.

Button	Key	Function	Use to…
Post		**Post Batch**	Post the current batch as live open tickets.
F2 Save	F2	**Save Batch**	Save this batch.
F3 Delete	F3	**Delete Batch**	Delete entire batch if it was saved earlier.
F12 Print	F12	**Print Screen**	Print an image of the screen.
	Ctrl -Del	**Delete Line**	Delete the current line.

Quick Ticket Entry Data Fields

Field Name	Usage
Batch Id	(Index field) Type in a Batch Id, use the dropdown, or press F4 to search by description.
Ticket Date	Delivery date of all tickets in the batch. Defaults to the system date.
Description	(optional) For ease of identification.

Ticket Grid

Column Name	Usage	Value on new line comes from…
Plant	Enter a valid plant code.	Last plant used
Cust Id	Type in a Customer Id, use the dropdown, or press F4 to search by customer name.	Last customer used
Job Id	Job code, purchase order code or location. Up to 18 numbers or letters. You may set Keystone to accept only a Job Id that already has job prices set up (see **Job Prices**, page 132). For more information and options, see **Job Names**, page 12.	Job if any
T/A	Tax Authority— State, County or City for sales tax rate. Valid Tax Authority codes only.	Job if any, or customer
Cust PO	Customer's purchase order number if applicable.	Job if any
Ticket	Ticket Number	
Prod Id	Identifies the product sold on this line. Type in a code, use the dropdown, or press F4 to search for a description. See Chapter 2, Keystone Accounting Basics, for full instructions on data entry methods.)	
Description	You can change the description; the change will stay for this ticket only. To find a product by its description, go back to *Product Id* and press F4.	Product
U/M	Unit of measure of the product. You can't change it unless it is blank.	Product

Ticket Grid (continued)
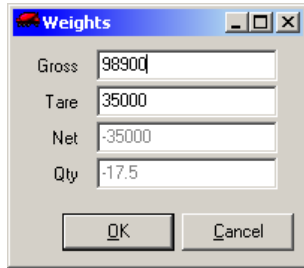
Column Name	Usage	Value on new line comes from…
Qty	Quantity of product delivered. You may have Keystone set up to do gross and tare weights: when you are entering a new ticket and *UM* is "TN", a Weights Box comes up on the screen, as shown at left: *Weights Box (when UM is "TN")*	Product—*Qty Default*

Weights Box

	Tare	Empty weight of truck in pounds.	Truck if any
	Gross	Weight of truck and load in pounds.	
	Net	Calculated automatically as *Gross* minus *Tare* (in pounds).	
	Qty	Calculated automatically as Net weight in tons.	
Price, Disc		Price per unit, paid-on-time discount per unit. You may have Keystone set up to skip over the discount. Override price and discount on current ticket or permanently. (See Pricing, page 18.)	Job, Customer, Price Group or Product
Truck		(optional) Truck delivering this ticket. Needed for trucking reports—see page 78. If you specify a Truck Id, Keystone automatically enters Tare Weight (below) from the Truck records.	
Driver		(optional) Driver delivering this ticket. Needed for driver reports—see page 79.	Truck
Time		(optional) Time of day in 24-hr. "*hhmm*" format, as in "1335" for 1:35 PM.	System clock
Elpsd		(optional) Elapsed time. *hhmm* format.	

Open Ticket Stack

See also

Data Entry
Pre-Billing Audit List
Ticket Maintenance
Quick Ticket Entry
Print Invoices
Pricing

Instructions For Use

The **Open Ticket Stack** provides a grid to view and edit *open* delivery tickets. Keystone only shows the most important fields for each ticket. You can edit the ticket data directly on the grid, or drill down to the ticket's full detail on the **Ticket Maintenance** screen. If you need to correct the *Customer Id* or *Ticket Number*, use the **Open Ticket Stack**— you cannot make these changes in **Ticket Maintenance**.

Viewing options

There are a number of ways to configure the **Open Ticket Stack** screen to facilitate your work. Clicking on the column headings controls ticket sorting and moving/resizing columns. Please find the Ticket selection options on the *View* menu.

Sorting Tickets

The ticket grid will sort tickets on any of the first ten columns, or the *Void* column. These columns correspond to ticket header data—it does not change within a ticket. Click on any column heading to sort on that column. Click again to reverse the sort order. For full details on working with grids, see Chapter 2, Keystone Accounting Basics.

Moving and Resizing Columns

You may have your own preferences for which columns to group near the left—click and drag the column headings to move them around. To change the column widths, click and drag the *borders* of the column headings. To return all columns to their standard configuration, use the *View* menu Default Layout option (below).

View Menu

In the top left there is a *View* menu available. On the view menu you can select dates and plants to reduce the amount of detail on the screen. You may also choose whether to show dates and plants in their own pane on the left. Finally there is a Default Layout option to return the screen to its standard configuration if you have moved or resized columns.
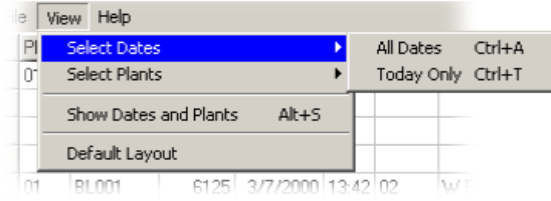
Open Ticket Stack View menu
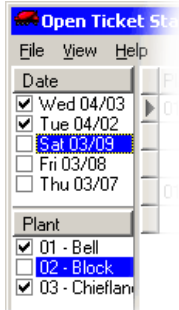
Dates and Plants selection

View Menu Options	Usage
Select Invoice Dates	
All Dates	Include tickets regardless of date.
Today Only	Include only tickets for the current day.
Select Plants	
All Plants	Include tickets regardless of the plant they came from.
Current Plant	Include only tickets from the current plant.
Show Dates and Plants	Click to switch back and forth. If the option is checked , a separate pane shows at the left of the screen, as shown at left. Check or un-check dates and plants to select the tickets you need.
Default Layout	If you have moved or resized columns, or sorted tickets, click here to return the ticket grid to its standard settings. It will not change ticket selection.

Editing Tickets

Click into any field to edit. If you need to see the full detail on any ticket, you can drill down to the **Ticket Maintenance** screen by double-clicking on the ticket number or pressing F9 anywhere in the ticket.

Voiding a Ticket

To void a ticket, go to the "V" (void) column and change the value to "Y".

Pricing

Price Sources

The *Src* column displays a code indicating where the price on each line came from. The most common price sources are blank for list price, "J" for job price, "C" for customer price. Click and hold the mouse pointer over the *Src* column, and a small yellow label will come up showing the meaning of the code. For a complete list of price source codes and their meanings, and further information on Keystone pricing, see page 20.

Repricing

The "Reprice" and "Reprice All" buttons allow you to have the current ticket, or all tickets showing, re-priced according to your pricing structure. This way if you correct a job name on a ticket, you can force the ticket to pick up the correct pricing for the job. Similarly if you change a customer price or a job price, you can force the change through to all tickets for that customer or job. You can also selectively apply your pricing structure to tickets that comes in from another location already priced—Keystone applies the repricing only to tickets showing on the screen.

WARNING: use "Reprice All" carefully—you may override manual price adjustments.

Open Ticket Stack F-keys and Buttons

In addition to Keystone standard F-keys and buttons (see Chapter 2, Keystone Accounting Basics), the following actions are available on the **Open Ticket Stack** screen.

Button	Key	Function	Use to…
		Reprice Ticket	Apply Job and Customer pricing to the current ticket.
		Reprice All	Apply Job and Customer pricing to all open tickets.
	Ctrl -Del	**Delete Ticket**	Delete the entire ticket that contains the current line.

Open Ticket Stack Ticket Grid

Column Name	Usage
Plant	Enter a valid plant code.
Cust Id	Type in a Customer Id, use the dropdown, or press F4 to search by customer name.
Ticket	Ticket Number.
Date	Delivery date.
Time	(optional) Time of day in 24-hr. *hhmm* format, as in "1335" for 1:35 PM.
T/A	Tax Authority— State, County or City for sales tax rate. Valid Tax Authority codes only.
Job Id	Job code, purchase order code or location. Up to 18 numbers or letters. The drop-down list indicates quoted jobs with a "$": those Job Ids that already have job prices set up. You may set Keystone to accept only quoted jobs (see **Job Prices**, page 132). For more information and options, see **Job Names**, page 12.
Cust PO	Customer's purchase order number if applicable.
Truck	(optional) Truck delivering this ticket. If a Truck Id is specified, Tare Weight (below) will be automatically entered from the Truck records.
Elpsd	(optional) Elapsed time. *hhmm* format.
Prod Id	Identifies the product sold on this line. Type in a code, use the dropdown, or press F4 to search for a description.
Qty	Quantity of product delivered. You may have Keystone set up to do gross and tare weights: when you are entering a new ticket and *UM* is "TN", a Weights Box comes up on the screen, as shown at left.

Price	Price per unit. You may override the price and discount either temporarily or permanently. (See Pricing, page 18.)
Src	Identifies where the price came from. (see Price Sources, above)
Disc	Paid-on-time discount per unit. You may have Keystone set up to skip over the discount. You may override the price and discount either temporarily or permanently. (See Pricing, page 18.)
Tx	Taxable code. "Y" for Taxable, 1-9 for Exempt. The table below shows how exempt customers and products interact.

If product and customer are…	Tax code on new ticket line is…
Both taxable	Taxable ("Y")
Exempt product, taxable customer	Product's *Taxable* exemption code
Exempt customer, taxable product	Customer's *Taxable* exemption code
Both exempt	Governed by a system setup option—your choice of product or customer exemption code.

V (void)	Void flag. To void a ticket, set to "Y".

Ticket Maintenance

See also

Data Entry
Ticket Printing
Print Invoices
Pricing
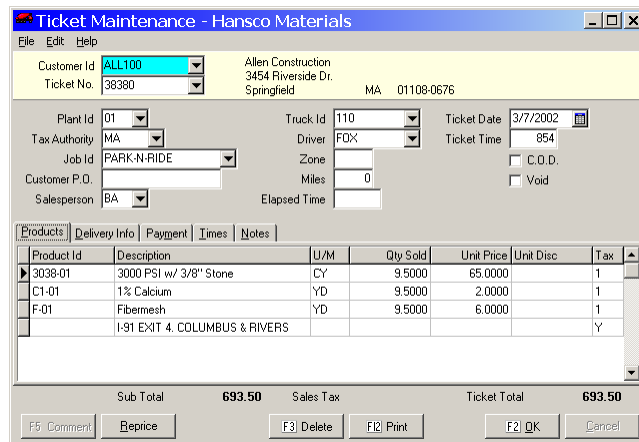
Instructions For Use

Ticket Maintenance allows you to enter product and customer information onto Keystone tickets. You can either create new tickets or edit tickets already on file. Keystone keeps the tickets on file until you complete the invoicing process ("bill" the tickets) by running **Print Invoices**. (See Ticketing Overview, page 7.) Enter **Ticket Maintenance** from the Invoicing menu, or from the Open Ticket Stack (see page 64).

Entering New Tickets

To use **Ticket Maintenance** to key in handwritten or other externally generated tickets, bring up the customer and key in the ticket number. If you have attached the ticket to a job, enter the *Job Id*. Many of the fields on the ticket will fill in based on the job and customer. Verify all the information in the top part of the screen, then key in the product detail on the *Products* tab. If needed, enter delivery addresses, time data and miscellaneous notes on the other page tabs.

Editing Existing Tickets
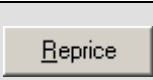
You can use **Ticket Maintenance** to edit tickets already entered through **Ticket Maintenance** or **Quick Ticket Entry**, or tickets brought in through **Import Tickets**. Bring up the customer and ticket, and then make any changes needed. If you change the *Job Id*, Keystone brings in field values from the new job, but pricing will not change unless you use the "Reprice" button (see below). To remove a product line from a ticket, use the Ctrl-Delete key combination (see below).

Voiding a Ticket

To void a ticket, check the *Void* box in the upper right.

Ticket Maintenance F-keys and Buttons

In addition to Keystone standard F-keys and buttons (see Chapter 2, Keystone Accounting Basics), the following actions are available on the **Ticket Maintenance** screen.

Button	Key	Function	Use to…
Reprice		**Reprice Ticket**	If the Job Id was changed or prices were changed, set all unit prices to what they should be for the customer and job showing.
F2 OK	F2	**Save Ticket**	Save this ticket.
	F4	**Search**	While in Cust Id field, search for a customer or ticket number.
F3 Delete	F3	**Delete Ticket**	Delete entire ticket if it was saved earlier.
F5 Comment	F5	**Insert Comment**	Enter a comment on a new product line, such as a delivery address, a different P.O. number for the same job, the numbers of other tickets entered to the same job, etc.
F12 Print	F12	**Print Screen**	Print an image of the screen.
	Ctrl -Del	**Delete Line**	Delete the current line of the ticket.

Ticket Maintenance Data Fields

Field Name	Usage	Value on new ticket comes from…
Customer Id	(Index field) Select a customer. Type in a Customer Id, use the dropdown, or press F4 to search by customer name or ticket number.	
Ticket No.	(Index field) Ticket number of existing ticket, or a new number for a ticket you are creating. Activate the dropdown (press Alt-down-arrow or click ▾) to list existing tickets. You can also use the page-down key to flip through tickets.	
Plant Id	Enter a valid plant code.	Last plant used
Tax Authority	State, County or City for sales tax rate. Valid Tax Authority codes only.	Job if any, or customer
Job Id	Job code, purchase order code or location. Up to 18 numbers or letters. The drop-down list indicates quoted jobs with a "$": these are the Job Ids that already have job prices set up. You may set Keystone to accept only quoted jobs (see **Job Prices**, page 132). For more informa-tion and options, see **Job Names**, page 12.	
Customer P.O.	Customer's purchase order number if applicable.	Job if any
Salesperson	(optional)	Customer
Truck Id	(optional) Truck delivering this ticket. If you specify a Truck Id, Keystone automatically enters Tare Weight (below) from the Truck records.	
Driver	(optional) Driver delivering this ticket.	Truck
Zone	(optional) Delivery zones for transportation pricing. (see Pricing, page 18).	Job if any
Miles	Miles to Deliver	Job if any
Elapsed Time	(optional) *hhmm* format, as in "1335" for 1:35 PM. Used to calculate cost factors for trucking and profitability reports.	
Ticket Date	Delivery date.	System date
Ticket Time	(optional) Time of day in 24-hr. *hhmm* format, as in "1335" for 1:35 PM.	System clock
☑ *C.O.D.*	Check box if order is C.O.D.	Customer
☑ *Void*	Check box to void the ticket.	

To change the ticket number or Customer Id of an existing ticket, use the Open Ticket Stack. If you change the ticket number or Customer Id here it will bring up a new ticket.

Use different Job Ids to create separate invoices— see Print Invoices, page 81.

Products Tab

Column Name	Usage	Value on new line comes from…
Product Id	Identifies the product sold on this line. Type in a code, use the dropdown, or press F4 to search for a description.	
Description	You can change the description; the change will stay for this ticket only. To find a product by its description, go back to *Product Id* and press F4.	Product
UM	Unit of measure of the product.	Product
Qty Sold	Quantity of product delivered. You may have Keystone set up to do gross and tare weights: when you are entering a new ticket and *UM* is "TN", a Weights Box comes up on the screen, as shown at left.	Product—*Qty Default*

	Weights Box (when UM is "TN")	
Tare	Empty weight of truck in pounds.	Truck if any
Gross	Weight of truck and load in pounds.	
Net	Calculated automatically as *Gross* minus *Tare* (in pounds).	
Qty	Net weight in tons.	

Column Name	Usage	Value on new line comes from…
Unit Price Unit Disc	Price per unit, paid-on-time discount per unit. You may have Keystone set up to skip over the discount. You may override the price and discount either temporarily or permanently. (See Pricing, page 18.)	Product, Price Group, Customer or Job
Tax	Taxable code. "Y" for Taxable, 1-9 for Exempt. The table below shows how exempt customers and products interact.	Product or Customer

If Unit of Measure (UM) *is "TN",* Qty Sold *comes from* Net *Weight. If any other* UM*, you enter* Qty Sold *manually.*

If product and customer are…	Tax code on new ticket line is…
Both taxable	Taxable ("Y")
Exempt product, taxable customer	Product's *Taxable* exemption code.
Exempt customer, taxable product	Customer's *Taxable* exemption code.
Both exempt	Governed by a system setup option—your choice of product or customer exemption code.

Delivery Info tab

On the delivery info tab enter any delivery information to be stored with the ticket in sales history.

Field Name	Usage
Ship To	A mailing or delivery address for the shipment.
Delv Inst	Special instructions for delivery.

Payment Tab

If payment was received with the ticket it is shown here and can be edited.

Field Name	Usage
Payment	Amount of payment received.
Check No., Check Date, Bank No.	From customer's check if paid by check.

Times Tab

You can use the Times tab to enter actual clock timing data if available. Standard Keystone does not report or use the time data, so do not enter times here unless you have special reporting. Enter times in military format with out any punctuation, for example "1330" for 1:30 PM.

Notes Tab

The Notes tab is a free-form memo box for any additional information or notes you need to store.

Ticket Maintenance Optional Features

GivenHansco can activate the following features if you need them. If not in use we normally suppressed to simplify processing.

Automatic Product

To save data entry time and increase accuracy, you may want certain products inserted automatically onto tickets when the appropriate conditions are met. The most common examples include transportation charges, hot water, Saturday delivery, short-load charges, fuel surcharges, etc. Please contact your GivenHansco support staff to set up Automatic Products.

"Hold" Tickets

You may wish to have the capability to put selected tickets on "hold" so they will not be billed the next time you run **Print Invoices**. If you choose to activate this option a simple checkbox is visible on each ticket.

Price Changes

You may have Keystone set up to allow permanent customer price changes here. If so, it checks the unit prices (and/or unit discounts) when you save the ticket. If either was changed, Keystone brings up a box to verify the price change:

If you choose to make the price permanent, it will become the *customer price* for this customer on this product (see **Pricing**, page 18). You may also have Keystone set up to skip the verification and update the customer prices without asking.

Import Tickets

See also

Ticket Maintenance
Products file maintenance
Ticketing Overview
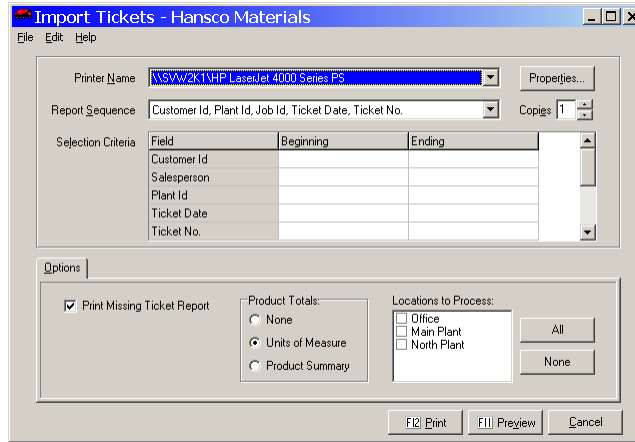
Instructions For Use

Use the **Import Tickets** function to bring tickets into the system from ticketing locations. This makes the tickets available for auditing, correcting and invoicing using the other options on the Invoicing menu. Print an import register for review before updating the tickets. You may find it most convenient to preview the report (F11 or click "Preview") before importing; then you can fix any errors due to missing customers, products or jobs before approving the import.

Whether you preview or print, Keystone asks you to confirm each ticket file the system finds for the locations selected (as shown below). If the locations are set up for diskette transfer, insert the diskettes in the proper order when prompted. To complete the process, you must eventually choose "Print" and answer "Yes" to "Proceed to import tickets".
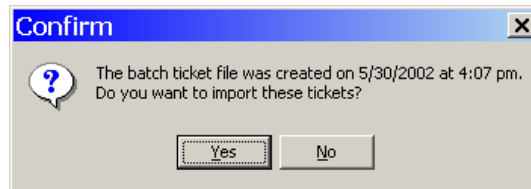
Confirm each ticket file for import
*(Must be done whether previewing or printing and **is not final**)*
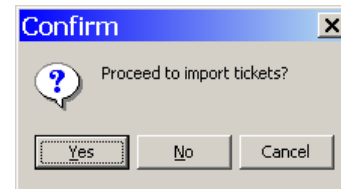
Confirm the import
*(Only once after printing and **is final**)*

Once you do so, Keystone merges the tickets into your main ticket file.

Import Tickets Options

Option	Usage
☑ *Print Missing Ticket Report*	Check this box to print a listing at the end of the report detailing any ticket numbers missing from the sequence between the first ticket number and last ticket number appearing on the report.
Product Totals	This option determines what summaries, if any, you want printed at the end of the report.
⊙ *None*	No summaries.
⊙ *Units of Measure*	Print yardage and tonnage totals of all tickets listed. Totals are printed for all units of measure that are set up to subtotal— for a product to add into UM totals, *both* its Unit of Measure and its Product Class must have *Subtotals* checked. (see Units of Measure file maintenance, page 153.)
⊙ *Product Summary*	Print product totals for all tickets listed. Keystone prints Totals for all products that are set up to subtotal. As with UM totals, products whose Unit of Measure and Product Class have *Subtotals* checked will be included. For each product, five summary statistics are printed: total quantity sold, number of tickets, average load size, total dollar sales and the average unit price charged.
Locations to Process	Select any or all of your remote ticketing locations for import. Use the "All" button to select them all in one step.

Ticketing locations

There are three types of ticketing locations that may produce tickets for import into
Keystone Accounting:

1. Batching systems.

2. *Online* Keystone Accounting Ticket Printing. These locations are part of your main-office system and are connected to the same database.

3. *Remote* Keystone Accounting Ticket Printing. These locations are not directly connected to your main office database.

Transfer methods

Each location has a specified ticket transfer method. The most common method is via a
diskette; other methods include network cable, dial-up phone line/modem, email and the
Internet. The system administrator sets up locations, so that **Import Tickets** picks up
tickets from the appropriate medium for each location.

Diskette Transfer

If you use diskettes, it is important to keep track of which day's data is on a diskette. One
of the best ways to do this is to number the diskettes 1 through 31; always use the diskette
numbered with the date of the tickets you are transferring. For more tips on diskette use
and handling see Working with Diskettes, page 39.

Other Transfer Methods

If a ticket transfer method other than diskette is set up for your system, GivenHansco staff
will provide you with special instructions for your installation.

Tickets from batching system locations

If your ticketing location is equipped with a batching computer you can transfer the accumulated ticket data to Keystone each day. Consult your batching computer vendor for instructions on exporting tickets to begin the transfer. The batch plant operator exports tickets daily, usually on to a diskette.

Keystone can translate between your own Product Id numbers and those used by the batching system. You set up this translation on the product's file maintenance screen (see page 122). In addition to Product Id translation, there are several other ways in which you must coordinate your batching system and Keystone operations. Consult with GivenHansco staff for full information on setting up for batching system ticket transfer.

Tickets from Keystone Accounting ticket printing locations

If you have Keystone Accounting ticket printing locations you must transfer the accumulated ticket data each day. The process begins by the ticket-printing operator running **End Of Day** to produce a transfer file. **Import Tickets** then picks the tickets up via the appropriate transfer method for the location.

For online locations **Import Tickets** picks up the tickets directly from the main system database. If a previous day's tickets are re–imported by mistake, **Import Tickets** will warn you that there are duplicate tickets.

Prepare Remote Ticketing Data

See also

Import Tickets
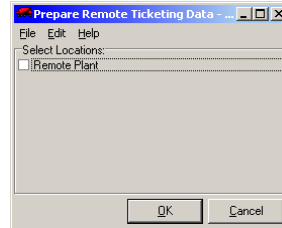
Instructions for Use

If your system includes Keystone Accounting Ticket Printing at remote locations, you need to update the remote locations with the latest customer, product, pricing and Accounts Receivable information on a regular basis (usually daily). **Prepare Remote Ticketing Data** is the first step in this process; you have completed the process when the remote ticketing operator runs **Beginning of Day**. The diagram below summarizes data transfer between Office and Remote locations.
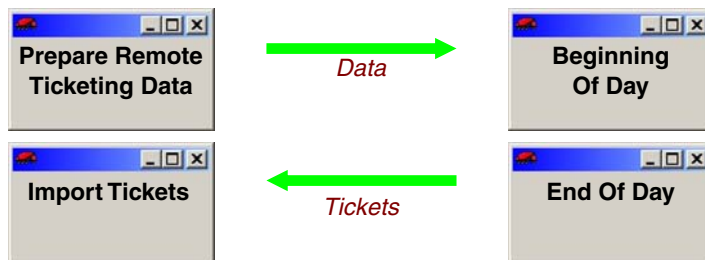
Data transfer between Office and Remote locations

Each location has a specified transfer method. The most common method is via diskette or USB drive; other methods include network cable, dial-up phone line/modem, email and the Internet. The system administrator sets up locations, so that **Prepare Remote Ticketing Data** uses the appropriate medium for each location.

If you use the standard diskette transfer, **Prepare Remote Ticketing Data** will prompt you to insert the diskette(s), and notify you when finished.

Pre-Billing Audit List

See also

Ticket Maintenance
Quick Ticket Entry
Open Ticket Stack
Import Tickets
Ticket Activity Report
Print Invoices
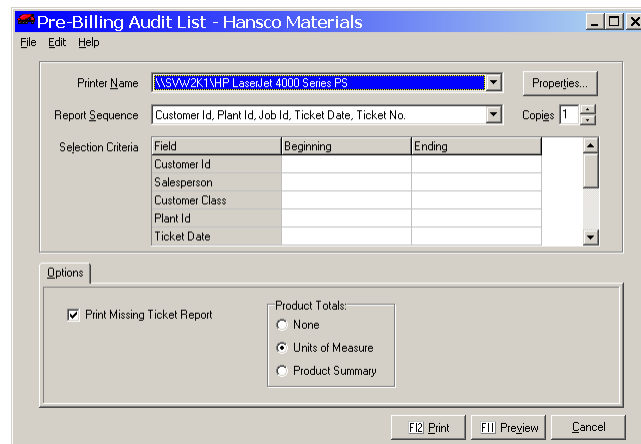
Instructions For Use

TICKETS MISSING?
Tickets will not show up on the Pre-Billing Audit List if they are:
- *Still in an online ticketing location (entered via **Ticket Printing**)*
- *In a **Quick Ticket Entry** batch not yet posted*
- *Billed—already printed on invoices.*

The **Pre-Billing Audit List** provides a detail list of tickets entered, whether they came from **Ticket Maintenance**, **Quick Ticket Entry** or **Import Tickets**. These are the tickets in the main ticket file, and are open, *unbilled* tickets. See the diagram on page 7 for a complete view of ticket flow in and out of the main ticket file.

Run the Audit List after entering and transferring tickets and before running **Print Invoices**, to verify all quantities, prices, and other data entered. This is the point in the invoicing process to catch any mistakes on the tickets. Keystone prints warning messages on the Audit List for any errors that it can detect (such as an invalid Tax Authority). One possible error is entering two tickets belonging to the same job with different Job Ids. This would cause two invoices to print. The Missing Ticket Report at the end gives you a heads-up if any ticket numbers are missing from the sequence(s).

File the **Pre-Billing Audit List** as a record of the detail entered during ticket entry.

Pre-Billing Audit List Options

Sequence and Selection

The **Pre-Billing Audit List** can be sequenced either by Customer, by Plant or by Ticket Number to facilitate crosschecking. Use selection options to match your invoicing selections, if you invoice selectively.

Options tab

Option	Usage
☑ *Print Missing Ticket Report*	Check this box to print a listing at the end of the report detailing any ticket numbers missing from the sequence between the first ticket number and last ticket number appearing on the report.
Product Totals	This option determines what summaries, if any, you want printed at the end of the report.
⦿ *None*	No summaries.
⦿ *Units of Measure*	Print yardage and tonnage totals of all tickets listed. Totals are printed for all units of measure that are set up to subtotal— for a product to add into UM totals, *both* its Unit of Measure and its Product Class must have *Subtotals* checked. (see Units of Measure file maintenance, page 153.)
⦿ *Product Summary*	Print product totals for all tickets listed. Totals print for all products that you set up to subtotal. As with UM totals, products whose Unit of Measure and Product Class have *Subtotals* checked will be included. For each product, five summary statistics are printed: total quantity sold, number of tickets, average load size, total dollar sales and the average unit price charged.

Profit Alert Report

See also

Product Cost Report by Job
Product Cost Roll-Up
Sales Cost Report
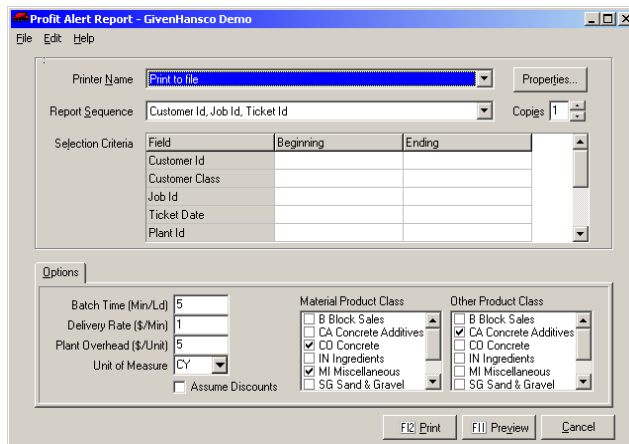
Instructions For Use

This function prints an estimated-cost report of all open concrete tickets. Keystone lists he tickets together for each job, with a job total and a per-yard average for the job. Unlike other estimated-cost reports, Keystone calculates cost and profit *by the ticket,* not just for the mix product. Three additional subcategories of cost are included, to give a more complete profit measure:

1.   Other product costs (usually admixes) on the same ticket.

2.   Delivery cost (dollars per minute).

3.   Plant cost (dollars per unit).

The delivery cost is calculated as the Delivery Rate times the total ticket time; total ticket time includes both elapsed time from the ticket and batching time because trucking costs must include the time waiting at the plant. These additional cost estimates are based on how you configure the report: you set up standard delivery and plant costs, and define which Product Classes will be included in "other" costs. See Options below for details.

The Product Cost Report by Job (page 167) prints a similar analysis for invoiced sales.

Profit Alert Report Options

The *Options* page tab at the bottom of the Profit Alert screen allows you to set up default rates and choose product classes for the report. Note that the first three settings are defaults; they are only used if the plant of origin has no setting.

Field Name	Usage
Batch Time	If the plant of origin does not have a Batch Time constant set, the report will use this constant. Number of minutes to batch a load.
Delivery Rate	If the plant of origin does not have a Delivery Rate set, the report will use this rate. Cost in dollars per minute to keep a truck running and pay the driver.
Plant Overhead	If the plant of origin does not have a Plant Overhead rate set, the report will use this rate. Cost in dollars per unit to maintain and operate the plant.
Unit Of Measure	The unit of measure the report uses. You must specify the Plant Overhead rate in these units, whether specified here or for each plant in Plants file maintenance (page 140).
☑ *Assume Discounts*	Check this box to have gross profit figures calculated by assuming that you will take any paid-on-time discounts offered. The report assumes no discounts taken if the box is unchecked.
Material Product Class	Select the product class(es) containing the mixes you want to cost.
Other Product Class	Select the product classes containing the admixes and other products whose costs are factored in.

Trucking Report

```
6/20/2002                              Trucking Report (Unbilled Tickets)                        4:01:07 PM
Program: ARPRTRK                          Company: Hansco Materials                              User: PETE

                               In Sequence By Truck Id, Customer Id, Ticket No.

Truck                              Cubic              Elapsed
  Id                               Yards     Miles    Time
110                   5 Tickets    43.50      .00     :00
111                   4 Tickets    32.50      .00     :00
112                   4 Tickets    39.50      .00     :00
214                   5 Tickets    50.00      .00     :00
215                   5 Tickets    43.00      .00     :00
216                   5 Tickets    39.00      .00     :00
Grand Total          28 Tickets   247.50      .00     :00
```

Instructions For Use

TIP: To get a listing of each truck's loads in order hauled, choose the Detail *option and sequence by Truck Id, Ticket No.*

The **Trucking Report** summarizes the activity of your fleet in delivering the products on the current unbilled tickets (so you must print it before you run **Print Invoices**). Keystone only lists trucks marked with a "Y" in the *Include On Trucking Reports* field of Truck File Maintenance, unless you check the *Include Unreported Trucks* box. You may print a detail list by ticket or a summary (as shown above) giving only the totals for each truck.

Trucking Report Columns

Column Name	Usage	Detail/Subtotal
Truck Id	Truck delivering current ticket.	Subtotal
Customer Id, Name	(Detail report only) From customer records.	
Ticket Number	(Detail report only)	Detail
Delivery Date	(Detail report only) Ticket date.	
(Unit of Measure columns)	Normally there are columns for Cubic Yards and Tons. More columns can be included if needed, by setting up your units of measure appropriately—see Units of Measure maintenance, page 153. A column is included for every unit of measure that meets these conditions: a) it is set up to subtotal; b) there were sales under the unit of measure on the report.	
Miles	On tickets delivered by current truck.	
Elapsed Time	On tickets delivered by current truck.	

Driver Report

```
6/20/2002                              Driver Report (Unbilled Tickets)                          4:05:42 PM
Program: ARPRDRV                          Company: Hansco Materials                               User: PETE

                                   In Sequence By Driver, Customer Id, Ticket No.

Driver                             Cubic              Elapsed
  Id                               Yards     Miles     Time

FOX                    4 Tickets   33.50      .00      :00
HASTI                  5 Tickets   42.50      .00      :00
HEYWO                  5 Tickets   39.00      .00      :00
JENNI                  5 Tickets   43.00      .00      :00
PORTE                  4 Tickets   39.50      .00      :00
SANTO                  5 Tickets   50.00      .00      :00
Grand Total           28 Tickets  247.50      .00      :00
```

Instructions For Use

TIP: To get a listing of each driver's loads in order hauled, choose the Detail *option and sequence by Driver, Ticket No.*

The **Driver Report** summarizes trucking activity for each driver. If your drivers are not always driving the same truck, use the **Driver Report** rather than the **Trucking Report**. Like the **Trucking Report** it reports open tickets, so you must print it before you run **Print Invoices**. You may print a detail list by ticket or a summary (as shown above) giving only the totals for each driver.

Driver Report Columns

The **Driver Report** has the same columns as the Trucking Report (above), except that the first column is *Driver Id* instead of *Truck Id.*

Ticket Activity Report

```
3/08/2002                                Ticket Activity Report                                  11:38:50 AM
Program: ARPRTKA                          Company: Hansco Materials                               User: PETE

                                        In Sequence By Ticket No.
                                      Ticket No. 38383 thru 99999

                                                      U/     Qty     Matl      Delv             Sales T Tax     Ticket
 Ticket  Date Truck Customer Id/Name    Job Id       Product Id  M   Sold    Charge   Charge Zone   Tax  x Auth   Total

 38383  3/07  110  HUN100 Hunts Poured ENFIELD        3510-01   CY  10.00   690.00      .00         34.50 Y MA   724.50
                                                      F-01      YD  10.00                                 Y
 38384  3/07  110  JAM100 James & Jame CAMPGROUND      3010-01   CY   4.00   256.00      .00         12.80 Y MA   268.80
                                                      C1-01     YD   4.00                                 Y
 38385  3/07  112  HUN100 Hunts Poured ENFIELD        3510-01   CY  10.00   690.00      .00         34.50 Y MA   724.50
                                                      F-01      YD  10.00                                 Y
 38386  3/07  111  HUN100 Hunts Poured ENFIELD        3510-01   CY  10.00   690.00      .00         34.50 Y MA   724.50
                                                      F-01      YD  10.00                                 Y
 38387  3/07  110  HUN100 Hunts Poured ENFIELD        3510-01   CY  10.00   690.00      .00         34.50 Y MA   724.50
                                                      F-01      YD  10.00                                 Y
 38388  3/07  112  COD CASH SALES      PARKER,ROB      3010-01   CY  10.00   610.00    15.00   1     30.50 Y MA   655.50
 38389  3/07  111  COD CASH SALES      GILBERT,DAN     3010-01   CY  10.00   620.00      .00         31.00 Y MA   651.00
 38390  3/07  110  LUC100 Luchessi Poo BERKSHITE DR.   4010-01   CY  10.00   790.00    65.00   2     39.50 Y MA   894.50
                                                      C1-01     YD  10.00                                 Y
                                                      AIR-01    YD  10.00                                 Y
                                                      F-01      YD  10.00                                 Y
                                                            ======== ======== ========        ======== =========
 Grand Total                                                    74.00  5036.00    90.00         251.80   5367.80
```

Instructions For Use

The **Ticket Activity Report** is a summary listing of current unbilled tickets (so you must print it before you run **Print Invoices**). It shows the same tickets as the **Pre-Billing Audit List** in a more condensed format. Tickets list one product per line and do not show comments. Keystone gives merchandise, delivery charge and sales tax totals for each ticket. The report is most useful for 1- and 2-line tickets such as aggregate shipments with hauling charges.

Ticket Activity Report Columns

Column Name	Usage
Ticket	Ticket number.
Date	Ticket delivery date.
Truck	Current ticket delivered by this truck number.
Customer Id/Name	From customer records.
Job Id	Current ticket delivered to this job.
Product Id, U/M	From product records.
Qty Sold	Units of current product sold on current ticket.
Matl Charge	Total charges for merchandise on current ticket.
Delv Charge	Total charges for delivery (if any) on current ticket Delivery charges are determined by the *Product Type* of the product— see page 125.
Zone	Delivery zone (if any).
Sales Tax	Tax total on current ticket.
Tx	Tax-exempt code for current product, or "Y" if taxable.
Tax Auth	Taxing authority of current ticket.
Ticket Total	Total charges after tax on current ticket.

Print Invoices

See also

Ticket Maintenance
Ticket Printing
Invoice Register
Pre-Billing Audit List
Enter A/R Balances
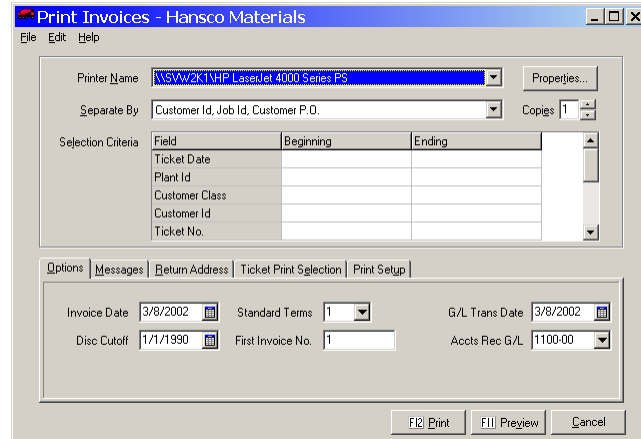
Instructions For Use

The **Print Invoices** function prints invoices from open tickets. This is *the* critical function of Keystone billing because it updates many parts of the system with large amounts of ticket data, in addition to producing printed invoices to send to customers.

Printed Invoices

Your GivenHansco representative will set up the contents and layout of your printed invoices according to your specifications, whether on plain paper or preprinted forms.

Invoice Updating

Updating invoices consists of adding the invoices to customers' accounts, generating General Ledger transactions, updating sales history, inventory and registers. Keystone discards invoiced tickets to prevent invoicing them again. See the Invoicing Overview, page 10, for a diagram and full discussion of the invoicing process.

Running Print Invoices

Before you print invoices make sure you have thoroughly checked the Pre-Billing Audit list, and backed up your A/R data. To run **Print Invoices**, use F11 (Preview) and check the invoices on-screen. If necessary make changes to **Print Invoices** settings (described below) and preview again. The system will remember the settings, so once you have them set correctly you shouldn't have to change them for every invoice run.

Automatic Backup

When you set all options and messages to your satisfaction, use F12 to print the invoices. Because invoicing is a data-critical process that affects many parts of the system, we suggest an automatic backup before printing (see Backups, page 42). After Keystone prints the invoices, the system asks for a confirmation before updating:
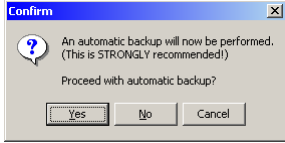
Important: if you print invoices and choose NOT to update, DESTROY the printed invoices! They are not valid.
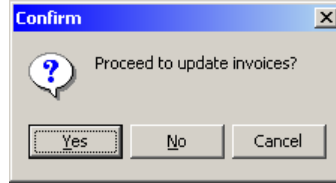
This allows you to print again in case of any printer or paper problems; it also gives you a last chance to fix any ticket errors and print the invoices again without losing anything except some paper. Should you choose to continue and update, and later on find a problem on the invoices, you have two alternatives to correct the situation:

- Restore from backup and correct the problem. All transactions since your last backup will have to be re-entered.

- Back out the invoice and re-enter it the correct way.

Invoicing Settings

Invoice Separation

Where most reports and lists have *Sequence* options, **Print Invoices** has a field called *Separate By.* Choose the appropriate option for the way you ticket and the way you invoice.

TIP: Customer P.O. can be used to specify a lot number within a job.

Customer Id, Job Id, Customer P.O. Use this option when you have customers you must invoice separately by purchase order.

Customer Id, Job Id Customers with multiple jobs active will usually want a separate invoice for each job; use this option.

Customer Id Generate one invoice per customer.

Each Ticket Generate one invoice per delivery ticket.

Selection Criteria

If you use selection criteria to select a subset of open tickets for invoicing, remember to run **Print Invoices** again later to invoice the remaining tickets.

Print Invoices Options and Messages

The **Print Invoices** screen has five page tabs at the bottom where you set up the messages and other options to control how your invoices print.

Options Tab

Field Name	Usage
Invoice Date	All invoices from the current run will have this date on the printed invoice and in A/R records.
Disc Cutoff	Old balance cutoff date: if a customer has any older balance due, no paid-on-time discounts will be offered to them on this invoice run.

Standard Terms	These are the terms that will print on the invoice if the customer does not have special terms (see Customers file maintenance, page 118). Choose from the *Terms Classes* that you have set up (see Credit Terms Classes file maintenance, page 146).
First Invoice No.	The next invoice in sequence gets this number. If you use preprinted invoice numbers on your forms, be sure it matches.
G/L Trans Date	(only if General Ledger is installed) Any General Ledger transactions generated during the invoicing run use this date.
Accts Rec G/L	(only if General Ledger is installed) The accounts receivable side of each General Ledger transaction posts to this account.

Messages Tab

Field Name	Usage
Standard Messages	Use up to four lines of text to print your message on your invoices.
Discount Message	This text prints on invoices only when the invoice is eligible for paid-on-time discount. Use square brackets around the words AMOUNT and DATE to print the dollar amount and discount expiration date. Example: "You are entitled to a discount of [AMOUNT] if balances paid by [DATE]."

Return Address Tab

On the return address tab, set up the return address to print on the invoices: up to four lines of text.

Ticket Print Selection Tab

You may have both *priced* and *unpriced* tickets ready for invoicing.

Unpriced tickets are imported tickets that came from the ticketing location without prices on them, and picked up Keystone pricing at the office.

Priced tickets received their price at the ticketing location.

Field Name	Usage
☑ *Print Cash Customer Tickets*	Cash sale tickets (issued to the Cash Customer) are normally invoiced without generating a printed invoice. If you want printed invoices for the cash sale tickets, check this box.
☑ *Print Priced Tickets*	Check this box to include priced tickets in the invoicing run.
☑ *Treat Priced Tickets as Invoices*	Only available if *Print Priced Tickets* is checked. Check this box to have each priced ticket printed as its own separate invoice, using the ticket number as the invoice number.
☑ *Print Unpriced Tickets*	Check this box to include unpriced tickets in the invoicing run.

Print Setup Tab

Use this tab to choose optional fields to print on the invoices. Some options may not apply or not be available for your individual invoice format. Consult with your GivenHansco representative about your invoice format.

Option	Usage
☑ *Print Blank Line Between Tickets*	Check this box to add a blank line between tickets on multi-ticket invoices.
☑ *Print Non-taxable Total*	Check this box to print the dollar total of non-taxable merchandise on each invoice.
Product Totals	(This option determines what summaries, if any, Keystone prints on each invoice.)
◉ *None*	No summaries.
◉ *Units of Measure*	Print yardage and tonnage totals on each invoice. Totals are printed for all units of measure that are set up to subtotal— for a product to add into UM totals, *both* its Unit of Measure and its Product Class must have *Subtotals* checked. (see Units of Measure file maintenance, page 153.)
◉ *Product Summary*	Print product totals for the invoice. Keystone prints Totals for all products that are set up to subtotal. As with UM totals, products whose Unit of Measure and Product Class have *Subtotals* checked will be included.
Print Ticket Comments	(This option determines what comment lines from your invoiced tickets print on your invoices.)
◉ *None*	No comments.
◉ *First Ticket Only*	Select this option to suppress repetitive comments on multi-ticket invoices.
◉ *All*	Print all comments from all invoiced tickets.

Invoice Register

```
3/8/2002                                    Invoice Register                                1:18:08 PM
Program: ARPRIVR                         Company: Hansco Materials                           User: PETE

                                    In Sequence By Current Posting Only

Invoice    Invoice Customer                     Invoice      Merch    Taxable   Sales Tax    Avail              Tax
  No.        Date    Id      Name               Amount      Amount    Amount     Amount    Discount Job Id      Auth
  19219    3/8/2002 ALL100   Allen Constru      1569.50     1569.50      .00        .00       .00 PARK-N-RIDE   MA
  19220    3/8/2002 COD      CASH SALES          651.00      620.00    620.00      31.00      .00 GILBERT,DAN   MA
  19221    3/8/2002 COD      CASH SALES          640.50      610.00    610.00      30.50      .00 PARKER,ROB    MA
  19222    3/8/2002 COD      CASH SALES          651.00      620.00    620.00      31.00      .00 DAVIS,PETER   MA
  19223    3/8/2002 COD      CASH SALES          277.20      264.00    264.00      13.20      .00 DEAN,MARK     MA
  19224    3/8/2002 COD      CASH SALES          325.50      310.00    310.00      15.50      .00 SWANSON,GARY  MA
  19225    3/8/2002 COD      CASH SALES          328.60      310.00    310.00      18.60      .00 JARVIS,TOM    VT
  19226    3/8/2002 COL100   Collins Const       512.40      488.00    488.00      24.40      .00 FOX HILL RD   MA
  19227    3/8/2002 HUN100   Hunts Poured       4347.00     4140.00   4140.00     207.00      .00 ENFIELD       MA
  19228    3/8/2002 INVALID  INVALID OR MI       268.80      256.00    256.00      12.80      .00 CAMPGROUND    MA
  19229    3/8/2002 JAM100   James & James       268.80      256.00    256.00      12.80      .00 CAMPGROUND    MA
  19230    3/8/2002 KLE100   Klesson & Smi      5400.00     5400.00      .00        .00       .00 MT. HERMON SCHOOL VT
  19231    3/8/2002 LUC100   Luchessi Pool       829.50      790.00    790.00      39.50      .00 BERKSHITE DR. MA

                             Grand Total       16069.80    15633.50   8664.00     436.30      .00
```

Invoice Register

```
3/8/2002                               Invoice Register - Sales Tax Report                   1:18:08 PM
Program: ARPRIVR                         Company: Hansco Materials                           User: PETE

Tax                          Gross Sale    Taxable   Sales Tax      Tax Exempt
Auth Description               Amount       Amount    Amount        Amount/Reason

MA   Massachusetts Sales Tax   9923.50     8354.00    417.70        1569.50 Reseller
VT   Vermont Sales Tax         5710.00      310.00     18.60        5400.00 Non-Profit Organization


Grand Total                   15633.50     8664.00    436.30        1569.50 Reseller
                                                                    5400.00 Non-Profit Organization
```

Invoice Register—Sales Tax Report

Instructions For Use

The **Invoice Register** prints a list of all invoices printed in **Print Invoices** and you have not yet cleared from the register. Keystone clears Invoices from the register as soon as they have appeared on one **Invoice Register** and you answered "Yes" to clear the register.
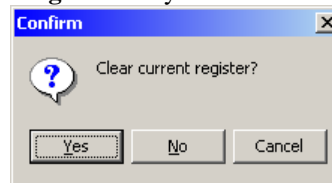
Keystone prints the Sales Tax Register at the end of the **Invoice Register**. It summarizes gross sales, sales tax, and exemptions for each taxing authority.

File the **Invoice Register** as a record of invoices entered. When you verify your A/R total each day, take the total increase in A/R from the day's **Invoice Register**s.

Selection Options

In addition to the usual invoice-based selections, the **Invoice Register** allows you to select Keystone *User Names* so that you can print separate registers for each operator.

Invoice Register Columns

Column Name	Usage
Invoice No., Date	As invoiced.
Customer Id, Name	From customer records.
Invoice Amount	Gross invoice amount including sales tax.
Merch Amount	Pre-tax invoice total.
Taxable Amount	Total taxable sales on invoice.
Sales Tax Amount	Sales tax charged on invoice.
Avail Discount, Job Id, Tax Auth	As invoiced.

Sales Tax Report Columns

Column Name	Usage
Tax Auth, Description	Taxing authority code and description from tax authority records.
Gross Sale Amount	Total invoiced under current tax authority.
Taxable Amount	Total taxable sales invoiced under current tax authority.
Sales Tax Amount	Total sales tax charged under current tax authority.
Tax Exempt Amount/Reason	Total nontaxable sales invoiced under current tax authority. In the rightmost column of the lines following, this amount is bro-ken down into the exempt classes under which you invoiced it.

Reprint Invoices

See also

Print Invoices
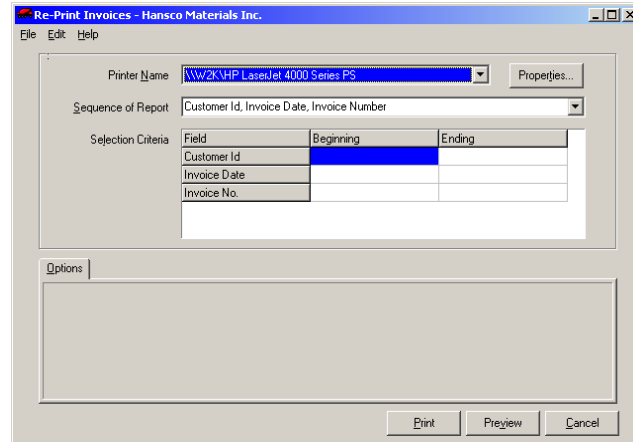
Instructions For Use

Use **Re-Print Invoices** to generate printed copies of invoices printed earlier. You can select invoices to print by customer, date or invoice number. Keystone reprints the invoice using the invoice format *currently* in effect, not necessarily the format in effect when you originally printed the invoices.

Accounts Receivable

Accounts Receivable
- A/R Inquiry
- Invoice Job Corrections
- Cash Posting
- Cash Posting Register
- Aged Trial Balance
- Apply Service Charges
- Print Statements
- Credit Limit Report
- Discounts Offered Report
- Enter A/R Balances

The Accounts Receivable Menu

This chapter gives detailed instructions for running the accounts receivable functions and reports of Keystone Accounting. The functions on the Accounts Receivable menu help you control your charge accounts. Many are reports that show the status of unpaid balances. In addition there are functions to post cash receipts, print statements, and apply service charges to overdue accounts. For a full description of Keystone Accounting accounts receivable functions see Chapter 1, Keystone Accounting Overview.

Accounts receivable stores each invoice as a separate record that includes the date, amount, and remaining balance of that invoice. You apply money you receive directly to specific invoices through **Cash Posting**.

When running any accounts receivable reports, the proper use of dates is essential. Keystone considers an invoice due on the day *after* you invoice it. If you run a report with its action date set to the last day of a month, any invoice on the last date will show up in the future column. The bottom line: you should always run accounts receivable reports and statements dated the first day of the new month.

Accounts Receivable Functions

Please find the following Keystone functions on the Accounts Receivable menu.

Menu Option Name	Description
A/R Inquiry	Displays a customer's total due and detail of each invoice.
Invoice Job Corrections	Correcting job names and/or discounts on open invoices.
Cash Posting	Applying payments, discounts, credits and allowances to a customer's invoices.
Cash Posting Register	Prints a record of each transaction made in Cash Posting.
Aged Trial Balance	Prints A/R aging reports with various levels of detail.
Apply Service Charges	Calculates and applies finance charges to customer balances.
Print Statements	Prints customer statements on plain paper or pre-printed forms.
Credit Limit Report	Prints a list of customers near or over credit limit.
Discounts Offered Report	Prints a list of paid-on-time discounts currently on offer.
Enter A/R Balances	Entering initial account balance information

Chapter Contents

A/R Inquiry

See also

Customer Maintenance
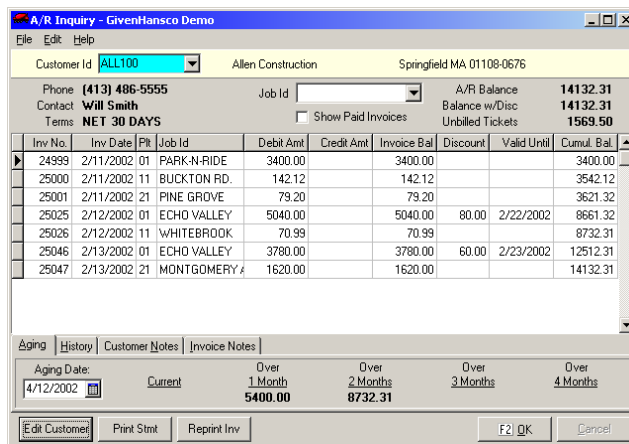
Instructions For Use

A/R Inquiry is useful for quick access to bill collection information. You can view on the screen (and obtain a printout of) summary information including name, Customer Id and open invoices, and alter the terms of credit, credit limit, and special notes for a customer.

The main screen has customer information including credit terms and balances, invoice detail and aging. Drill down on any invoice to view detailed payment and ticket history. You can also reprint any invoice in its original format, and generate a statement for the customer. Invoice and customer notes are available to view and edit. The bottom section details the customer's open invoices.

A/R Inquiry F-keys and Buttons

In addition to Keystone standard F-keys and buttons (see Chapter 2, Keystone Accounting Basics), the following actions are available on the **A/R Inquiry** screen.

Button	Key	Function	Use to…
Cancel		**Cancel Changes**	Discard all changes made to customer notes made since the last *Save*.
F2 OK	F2	**Save**	Save any changes made to customer notes.
	F4	**Search**	While in *Cust Id* field, bring up a search dialog to find a customer by name or by invoice number.
(double-click invoice)	F9	**Invoice Drill-down**	Show ticket and payment detail for selected invoice.
Edit Customer		**Edit Cust**	Bring up the current customer's file maintenance screen.
Print Stmt		**Print Statement**	Print a current account statement for the current customer, using the standard format.
Reprint Inv		**Reprint Invoice**	Reprint the currently selected invoice in original format.

TIP: if you have a fax printer installed, use the Print Statement and Reprint Invoice buttons to print statements and invoices directly to your customer's fax machine.

A/R Inquiry Fields

Customer Search

Invoice Search: to find an invoice when you don't know the customer, press F4 while in the Customer Id field, and then choose Invoice Number to search on.

Field Name	Usage
Customer Id	(Index field) Select a customer or find an invoice by number. Type in a Customer Id, use the dropdown, or press F4 to search by customer name or invoice number. Keystone displays the customer name, city, state and zip to the right; move the mouse pointer over either one to view the full address.
Phone, Contact, Terms	From the customer's record—phone number, contact person and credit terms.
Job Id	To select only invoices for a particular job, enter the Job Id here.
Show Paid Invoices	Check this box to include fully paid invoices.
A/R Balance	Customer's total balance due.
Balance w/Disc	Total balance due minus any available paid-on-time discount
	This is what the customer will pay on current open invoices if they claim all discounts.
Unbilled Tickets	Total due on all open tickets for the customer (*not* included in A/R Balance).

Aging Tab

The aging tab breaks the customer's total on account into columns by age of invoice, relative to the *Aging Date*. Age your accounts by monthly, thirty-day or custom method—**A/R Inquiry** uses the method set in Print Statements (page 108).

History Tab

The history tab summarizes the customer's recent sales history.

Field Name	Usage
Credit limit	Limit of unpaid balance you have set for this customer.
High Credit	Highest unpaid balance the customer has yet run.
Paid This Mo.	Amount customer has paid in current month.
Last Paid	Date of last payment.
Cust Started	From customer record—date customer account was entered into Keystone.
Last Sold	Date of last sale to customer.

Invoice Notes and Customer Notes tabs

You can attach any additional information or notes to either the invoice or the customer on these tabs.

Invoice Drill-down

View the full detail behind an invoice by double-clicking the invoice or by pressing F9 while you have the invoice selected. A window appears displaying all tickets billed on the invoice and all payments posted to the invoice. Keystone shows tax and invoice subtotals at the bottom.
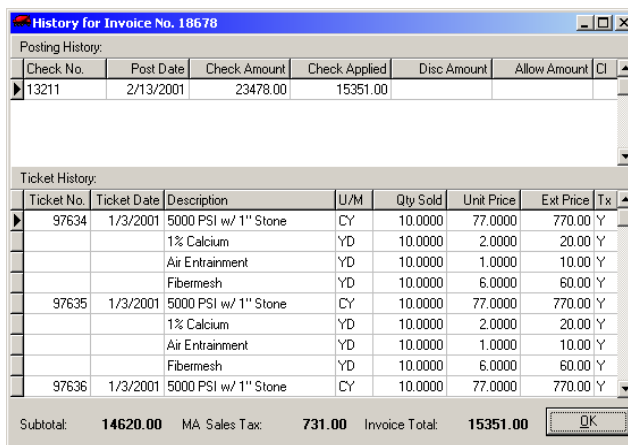
A/R Inquiry Invoice Drill-down

Posting History Grid

Column Name	Usage
Check No., Post Date, Check Amount	As received on this check.
Check Applied	Amount of this check applied to current invoice.
Disc Amount, Allow Amount	As applied to current invoice (typically applied with a payment).
Cl	Allowance class code.

Ticket History Grid

Column Name	Usage
Ticket No., Ticket Date	Each ticket billed on the current invoice is included.
Description, U/M	Description and unit of measure of product in ticket detail.
Qty Sold	Quantity of product sold on this ticket.
Unit Price	Price per unit as invoiced.
Ext Price	*Qty Sold* x *Unit Price*.
Tx	Tax Code (exempt code) as invoiced.

Invoice Total Fields

Field Name	Usage
Subtotal	Merchandise total for invoice (the sum of Ext Price over all ticket detail on the invoice).
Sales Tax	The taxing authority code is given at the left of the Sales Tax label. Sales tax as calculated on the invoice.
Invoice Total	Invoice gross (Subtotal + Sales Tax).

Invoice Job Corrections

See also

Print Invoices
Invoice Register
Pricing Overview

Instructions For Use

Job names and paid-on-time discount offers are common sources of errors on billed invoices. **Invoice Job Corrections** allows you to fix such errors easily by editing the relevant fields of the invoice on a data grid. To facilitate finding invoices sort the grid by *Customer Id, Customer Name, Invoice Number*, or *Job Id*.

Editing invoices

Click or tab into the *Job Id* or *Disc Offered* field to edit. These are the only fields you can change here.

Viewing options

There are a number of ways to configure the **Invoice Job Corrections** screen to facilitate your work. You control invoice sorting and moving/resizing columns by clicking on the column headings. Find Invoice selection options on the *View* menu.

Sorting Invoices

The invoice grid will sort invoices on any of the first five columns. Click on any column heading to sort on that column. Click again to reverse the sort order. For full details on working with grids, see Chapter 2, Keystone Accounting Basics.

Moving and Resizing Columns

You may have your own preferences for which columns to group near the left—click and drag the column headings to move them around. To change the column widths, click and drag the *borders* of the column headings. To return all columns to their standard configuration, use the *View* menu Default Layout option (below). In any case, every time you close and re-open **Invoice Job Corrections** Keystone resets the columns.

View Menu

In the top left there is a *View* menu available. On the view menu you can select dates and customers to reduce the amount of detail on the screen. You may also choose whether to show dates and plants in their own pane on the left. Finally there is a Default Layout option to return the screen to its standard configuration if you have moved or resized columns.
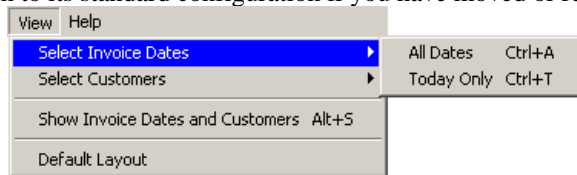
Invoice Job Corrections View menu
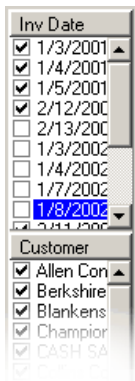
Dates and Customers selection

View Menu Option	Usage
Select Invoice Dates	
All Dates	Include invoices regardless of date.
Today Only	Include only invoices for the current day.
Select Customers	
All Customers	Include invoices regardless of the customer they came from. All customers will show up as checked in the selection pane at left, if showing (see below).
No Customers	Un-check all customers in the selection pane. Use this if you want to view only one customer's or a few customers' invoices, then click to check the customers you want individually.

Show Invoice Dates and Customers	Click to switch back and forth. If the option is checked ✓, a separate pane shows at the left of the screen, as shown at left. Check or un-check dates and customers to select the invoices you need.
Default Layout	If you have moved or resized columns, or sorted invoices, click here to return the invoice grid to its standard settings. It will not change invoice selection.

Invoice Drill-down

The same invoice drill-down capability is available here as on the A/R Inquiry screen. You can view the full detail behind an invoice by double-clicking the invoice or pressing F9 while you have the invoice selected. A window comes up displaying all tickets billed on the invoice and all payments posted to the invoice. Keystone shows tax and invoice subtotals at the bottom. See A/R Inquiry, page 92, for more information.

Invoice Job Corrections F-keys and Buttons

In addition to Keystone standard F-keys and buttons (see Chapter 2, Keystone Accounting Basics), the following actions are available on the **Invoice Job Corrections** screen.

Button	Key	Function	Use to…
F2 OK	**F2**	**Save**	Save all changes to invoices.
	F4	**Search**	While in *Cust Id* field, bring up a search dialog to find a customer by name or by invoice number.
(double-click invoice)	**F9**	**Invoice Drill-down**	Show ticket and payment detail for selected invoice.

Invoice Job Corrections Grid

You can only edit the Job and Discount fields in the invoice data grid. The rest of the columns are for reference only.

Column Name	Usage
Customer Id	Customer account of current invoice.
Name	Customer name.
Inv No.	Invoice number. Service charges are shown with invoice number of 0 (see Apply Service Charges, page 89).
Inv Date	Invoice Date.
Job Id	Job code, purchase order code or location. Up to 18 numbers or letters. For more information and options, see **Job Names**, page 12.
Disc Offered	Paid-on-time discount per unit. (See Pricing, page 18.)
Disc Date	Expiration date of paid-on-time discount offer.
Debit Amt	Actual amount charged on invoice.
Credit Amt	The total of cash payments, allowances, and discounts already applied toward the invoice balance.
Invoice Bal	The invoice amount minus the credit amount.

Cash Posting

See also

Cash Posting Register
General Ledger Interface
Recovery Procedures
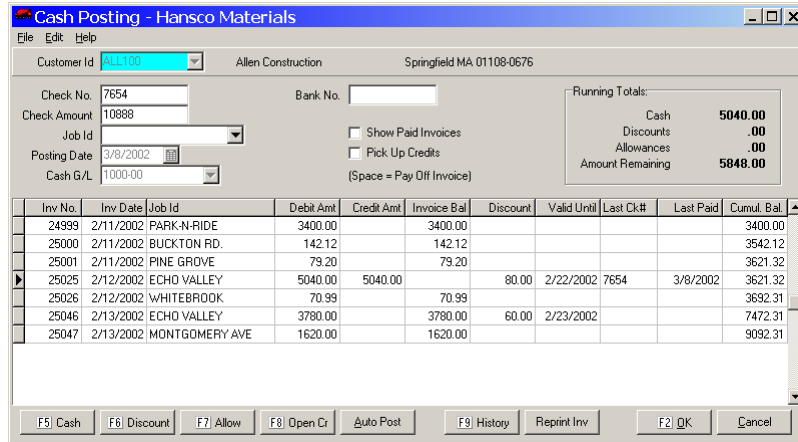
Instructions For Use

Use **Cash Posting** to enter payments and other credits to customer accounts. You can post manually to individual invoices, and/or use Keystone features to

- Post payments to invoices automatically.
- Post open credits to invoices automatically.
- Award paid-on-time discounts automatically.

You can also apply *allowances* to invoices. Allowances are adjustments such as waiver of service charges, delivery damage or bad debt. You may also use **Cash Posting** in Recovery procedures for situations such as bounced checks and errors on invoices. See Recovery and Contingency Procedures, page 45.

General Ledger Transactions

If you have the General Ledger Interface, **Cash Posting** activity will create transactions. For all posting actions Keystone generates a General Ledger transaction: a credit to A/R and a debit to the account posted. Keystone sends these actions to A/R Distributions. For more information see General Ledger Interface, page 16. The following table summarizes the debits and credits generated by cash posting actions.

| | Keystone generates | |
When you post	Debits to	Credits to
Cash	Cash	A/R
Discount	Discounts	A/R
Allowance	Allowances	A/R
Open Credit	Cash	A/R

Cash Management Transactions

Cash Posting activity also updates the cash accounts of the Keystone Cash Management

system. Keystone posts all cash posted during a session to each *Cash G/L* account as a deposit transaction to the corresponding bank account. For more information consult the ***Keystone Accounting Cash Management System User Manual.***

Using the Cash Posting Screen

The Posting window has two sections. The top section shows customer and payment information. The bottom section contains a data grid of invoices to which you can post payments, discounts and allowances.

Keystone displays the information in the top section for verification– you can't change it here. The running totals at top right will change automatically as you post.

Receiving Payments

To receive a payment, bring up the appropriate customer account and enter the check number and amount. The check amount will immediately show up as the *Amount Remaining* in the running totals. To complete the cash posting session , you must post the entire Amount Remaining to invoices. Repeat the following steps until Amount Remaining shows 0.00:

1.   Move the highlight to the invoice you want to post to.

2.   Press F5, F6, F7 or F8 to Post Cash, Discount, Allowance or Open Credit (see below).

3.   Correct (if necessary) the amounts posted and press F2.

Automatic Posting

TIP: to quickly enter payments by job, enter the Job Id, and then use auto-post.

Often we want to apply cash receipts simply to invoices in turn, starting with the oldest. Keystone can accomplish this simple procedure automatically, without having to select and post to each invoice.

1.   Enter all check information.

2.   Enter a Job Id if the money is to be applied to one job only.

3.   If negative (credit) balances should be reduced to zero and added to the check amount, check the Pick Up Credits box.

4.   Click on "AUTO POST".

5.   In the Auto Post Options window (see below) select the appropriate discount and selection options and press F2.

Picking up Credits

Credit balances may occur on open credits, adjustment (negative) invoices or overpaid invoices. The process of posting negative cash to credit balances is known as picking up the credits, and can be done either by posting to the individual invoices or by auto-posting with the Pick Up Credits box checked.

Invoice Drill-down

The same invoice drill-down capability is available here as on the **A/R Inquiry** screen. You may view the full detail behind an invoice by double-clicking the invoice or pressing F9 while you select the invoice. A window comes up displaying all tickets billed on the invoice and all payments posted to the invoice. Keystone shows tax and invoice subtotals at the bottom. See **A/R Inquiry**, page 92, for more information.

Cash Posting F-keys and Buttons

Button	Key	Function	Use to…
Cancel		Cancel Changes	Discard all changes made since the last *Apply*. If you made any irreversible mistakes choose this.
F2 OK	F2	Apply	Choose when finished posting. You must reduce the *Amount Remaining* to zero by posting credits before Keystone will let you choose this.
	F4	Search	While in *Cust Id* field, bring up a search dialog to find a customer by name or by invoice number.
F5 Cash	F5 or *spacebar*	Post Cash	Post cash, and discount if desired, to the highlighted invoice. See Posting Windows below.
F6 Discount	F6	Post Discount	Post a discount to the highlighted invoice. As always in Keystone, a discount means a paid-on-time discount. See Posting Windows below.
F7 Allow	F7	Post Allowance	Give an allowance to the highlighted invoice. Allowances are any credit adjustment other than paid-on-time discounts. Examples are Service Charge waivers, Delivery Damage allowances, etc. See Posting Windows below.
F8 Open Cr	F8	Post Open Credit	Apply amount in *Amount Remaining* to an open credit. Use this when you want to post the amount to the account, but not to any specific invoice.
F9 History *(or double-click invoice)*	F9	Invoice Drill-down	Show ticket and payment detail for selected invoice.
Auto Post		Auto Post	Post *Amount Remaining* to selected invoices. See Posting Windows below for details.
Reprint Inv		Reprint Invoice	Reprint the currently selected invoice in original format.

Cash Posting Fields

Invoice Search: to find an invoice when you don't know the customer, press F4 while in the Customer Id field, and then choose Invoice Number to search on.

Field Name	Usage
Customer Id	(Index field) Select a customer or find an invoice by number. Type in a Customer Id, use the dropdown, or press F4 to search by customer name or invoice number.
Check No.	Customer's check number. If credit card payment, enter "CC" or the abbreviation for the specific card (MC, VI, AX, etc.).
Check Amount	The amount of the check.
Job Id	Enter a Job Id to select only invoices for a particular job.
Posting date	The date at which transactions will be posted.
Cash G/L	The cash account to which this check will be deposited.
Bank No.	(optional) Id number of bank on which check is drawn. If credit card payment, enter the authorization number.
☑ Show Paid Invoices	Check this box to include fully paid invoices in the invoice grid.
Running Totals:	

Cash	Total cash posted to invoices in this session.
Discounts	The total discounts given to this customer in this session.
Allowances	The total allowances given to this customer in this session.
Amount Remaining	The amount of cash you have left to post to invoices. Keystone will not allow you to apply the posted payments until the *Amount Remaining* reaches zero.

Invoice Grid

Each line of the invoice grid displays one invoice, in order by invoice date.

Column Name	**Usage**
Inv No.	Invoice number. Service charges appear with invoice number of 0 (see **Apply Service Charges**, page 89).
Inv Date	Invoice date.
Job Id	Job name. Service charges have "SERVICE CHARGE" as the Job Id.
Debit Amt	Actual amount charged on invoice.
Credit Amt	The total of cash payments, allowances, and discounts already applied toward the invoice balance.
Invoice bal	The invoice amount minus the credit amount.
Discount	Paid-on-time discount originally offered on the invoice
Valid Until	Expiration date of paid-on-time discount offer.
Last Ck #	Check number of most recent payment applied to invoice.
Last Paid	Date of most recent payment applied to invoice.
Cumul. Bal.	The customer's A/R balance up to and including this invoice.

*IMPORTANT: If you use Collection-Basis Sales Tax accounting, always post discounts and allowances **first** (see* **Accounts Receivable** *Overview, page 13).*

Posting Windows

When you post cash, discount or allowance by using the F-keys or buttons, a small window comes up to accept options and amounts.

Auto Post Options Window

The auto post option can save you work by allowing you to post a check to many invoices in one step. Keystone applies the money to invoices in order until depleted or there are no more invoices.
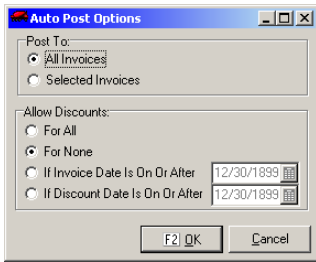
AutoPost Options window

Auto Post Option	Usage
Post To	
⦿ All Invoices	Apply money to all invoices in customer account.
⦿ Selected Invoices	Apply money to selected invoices only. To select more than one invoice, hold down the Ctrl key and click on the invoices, or hold down the shift key and use the up- and down-arrow keys.
Allow Discounts	
⦿ For All	Post all available discount to all auto-posted invoices.
⦿ For None	Post no discounts to auto-posted invoices.
⦿ If Invoice Date Is On Or After	Post discounts only to eligible invoices, based on the invoice date.
⦿ If Discount Date Is On Or After	Post discounts only to eligible invoices, based on the invoice's discount (*Valid Until*) date.

Cash and Discount Windows

By default Keystone posts just enough cash to pay off the invoice, after deducting the discount. The Post Discount window is identical to the Post Cash window, except *Cash Amount* is not included.
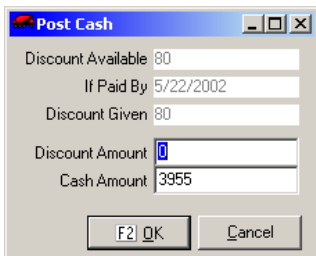
Cash Window

Field Name	Usage
Discount Available	The largest amount of discount the customer can get on this invoice, if paid on time.
If Paid By	The customer must pay invoice by this date to earn the *Discount Available*.
Discount Given	The amount of discount already applied to this invoice.
Discount Amount	The amount of discount you want to give (default: Discount available - Discount Given, if Posting Date is before "If Paid By" date). To give the amount of discount the customer would get under their credit terms, just press Enter to accept the default.
Cash Amount	(only in Cash Posting Window) The amount of cash you want to apply to this invoice (default: invoice amount - *Discount Amount*, or *Amount Remaining*, whichever is less)

Press F2 to accept the Cash and Discount Amounts, or ESC to cancel the posting operation. Keystone deducts the cash amount from *Amount Remaining*, and adds the total of cash and discount to the credit amount for the highlighted invoice.

Allowance Window
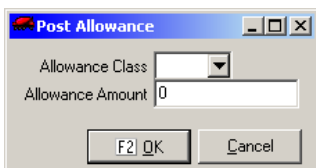
Allowance Window

Field Name	Usage
Allowance Class	Must be one of the codes you have defined in Allowance Classes file maintenance (page 145).
Allowance Amount	The amount to deduct from the invoice balance for this allowance (default: 0).

Open Credit Window

When you post an open Credit Keystone creates a "dummy" zero-balance invoice and posts Amount Remaining to it. You can "pick up" this credit later and post it to specific invoices.
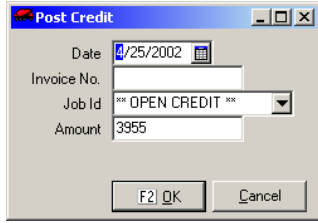
Open Credit Window

Field Name	Usage
Date	Date for the dummy invoice (default: posting date).
Invoice No.	Invoice number for the dummy invoice (default: 0).
Job Id	Assign a Job Id to the open credit if necessary. By default Keystone uses "** OPEN CREDIT **"; change it if necessary to specify which job was overpaid.
Amount	Keystone enters *Amount Remaining* as the amount credited. Edit if necessary.

Cash Posting Register

```
3/8/2002                                    Cash Posting Register                                       1:04:09 PM
Program: ARPRCSH                           Company: Hansco Materials                                     User: PETE

                                    In Sequence By Current Posting Only

Cust      Name        Invoice     Old        A/R        Allowance        Discount     New       Last      Posting    Check
No.       Inv. No.    Date        Balance    Amount     Amount Code      Amount       Balance   Paid      Date       No.

COL100    Collins Construction
          24452   1/8/2002     14631.75    14331.75       .00              .00        30.00               2/12/2002  3521
          24452   1/8/2002        30.00       30.00     30.00  3           .00          .00    2/12/2002  2/12/2002  ADJ
   Total Customer COL100                   14631.75       .00              .00

KLE100    Klesson & Smith Co., Inc.
          24350   1/3/2002      3688.80     3688.80       .00              .00          .00               2/5/2002   3471
          24388   1/4/2002      4057.68     4057.68       .00              .00          .00               2/5/2002   3471
          24418   1/7/2002     12508.00    12508.00       .00              .00          .00               2/5/2002   3471
          24460   1/8/2002       686.88      686.88       .00              .00          .00               2/5/2002   3471
   Total Customer KLE100                   20941.36       .00              .00

MAS100    Mass. Dept. of Transportation
          25044  2/12/2002     12540.00    12540.00       .00              .00          .00               2/28/2002  841433
   Total Customer MAS100                   12540.00       .00              .00

          Grand Total                      48113.11     30.00              .00
```

Cash Posting Register

```
3/8/2002                              Cash Posting Register - Bank Deposit                              1:17:39 PM
Program: ARPRCSH                           Company: Hansco Materials                                     User: PETE

                    Bank        Check           Check      Posting   Cust
                    No.         No.             Amount     Date      No.      Name

                                cred            100.00     3/8/2002  ALL100   Allen Construction

                                876            6000.00     3/8/2002  BER100   Berkshire Power

                                68689         10000.00     3/8/2002  HAR100   Hartford D.P.W.

             CRED Total                         100.00
             Check Total                      16000.00

      Cash G/L Acccount 1000-00 Total         16100.00

Grand Total                                   16100.00
```

Cash Posting Register Bank Deposit

Instructions For Use

The **Cash Posting Register** is a record of each transaction made in **Cash Posting**. You should print it after each session of **Cash Posting**. When you verify your A/R total each day (see Manual Control Procedure, page 43), use the total of the day's **Cash Posting Registers** as the total reduction to A/R.

The **Cash Posting Register** prints a list of all invoices to which cash, discounts, or allowances have been applied in **Cash Posting** since the register was last cleared. It also prints a bank deposit slip for each cash account affected. Keystone clears transactions from the register as soon as they appear on the **Cash Posting Register** and you answer yes to clear the register.
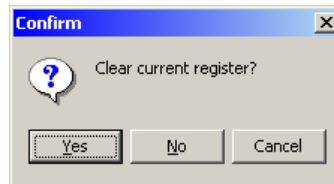
File the **Cash Posting Register** as a record of payments received.

Selection Options

In addition to the usual invoice-based selections, the **Cash Posting Register** allows you to select Keystone *User Names* so that you can print separate registers for each operator who may have posted cash receipts.

Cash Posting Register Columns

Cash Posting Register

Column Name	Usage
Cust No., Name	From customer records.
Inv. No., Date	As invoiced.
Old Balance	Invoice balance before current posting.
A/R Amount	Reduction to receivable balance: allowance amount or cash amount plus discount awarded.
Allowance Amount, Code	If current posting was an allowance, amount allowed and allowance class code.
Discount Amount	Paid-on-time discount awarded with current posting.
New Balance	Invoice balance after current posting.
Last Paid	Date of previous posting to current invoice
Posting Date	Date of current posting action.
Check No.	If cash received, payer's check number.

Bank Deposit

The bank deposit prints separate totals for checks (check numbers that are all numeric), and for each distinct word entered as a check number (e.g. "ADJ" for adjustments, "CC" for

credit cards).

Column Name	Usage
Bank No.	Of payer's checking account, if entered when cash was posted
Check No.	Payer's check number, blank for cash or other identifier entered when cash was posted
Check Amount	Subtotaled at the bottom separately for checks, cash and credit cards
Posting Date	As entered when cash was posted
Cust No., Name	Of payer, from customer records.

Aged Trial Balance

```
3/8/2002                                     A/R Aged Trial Balance - Summary                                    1:50:59 PM
Program: ARPRATB                                Company: Hansco Materials                                        User: PETE

                                                In Sequence By Customer Id
                                                   Aging Date: 3/13/2002

Customer                                                                      Over        Over        Over        Over
   Id      Name                    Phone            Total      Current      1 Month    2 Months    3 Months    4 Months

BER100     Berkshire Power         (413) 499-2100
           Job Id BELMONT RESERVOIR                6429.90         .00      6429.90         .00         .00         .00
           Job Id PERKINS POND                     3412.50         .00      3412.50         .00         .00         .00

    Total Customer BER100                          9842.40         .00      9842.40         .00         .00         .00

BLA100     Blankenship Construction (860) 456-1212
           Job Id EDGEWATER ESTATES               11791.40         .00     11791.40         .00         .00         .00
           Job Id                                  2051.48         .00         .00      2051.48         .00         .00

    Total Customer BLA100                         13842.88         .00     11791.40      2051.48         .00         .00

COD        CASH SALES
           Job Id DAVIS,PETER                       651.00      651.00         .00         .00         .00         .00
           Job Id DEAN,MARK                         277.20      277.20         .00         .00         .00         .00
           Job Id GILBERT,DAN                       651.00      651.00         .00         .00         .00         .00
           Job Id JARVIS,TOM                        328.60      328.60         .00         .00         .00         .00
           Job Id PARKER,ROB                        640.50      640.50         .00         .00         .00         .00
           Job Id SWANSON,GARY                      325.50      325.50         .00         .00         .00         .00

    Total Customer COD                             2873.80     2873.80         .00         .00         .00         .00
```

Instructions For Use

Aged Trial Balance reports print the open (unpaid or partly-paid) invoices in customer accounts, broken out into five columns by age of invoice. Four different levels of detail are available, from Detail to Control Total. Other options include

- Past Due reports for printing only customers with past due balances, to help locate problem accounts.
- Payment cutoff for mid-month aging.

See the **Options** on next page for full information.

Options

Customer Id
Highest A/R Balance, Customer Id
Oldest Invoice Date, Customer Id
Salesperson, Customer Id
Zip Code, Customer Id
Customer Class, Customer Id
Salesperson, Customer Class, Customer Id
Sequence Code
Price Group, Customer Id

Aged Trial Balance Sequence Options

Sequence Options

The **Aged Trial Balance** report has two special sequence options in addition to the usual customer-based sequence options:

Highest A/R Balance	Use this option to bring your largest accounts to the top.
Oldest Invoice Date	Use this option to bring your latest payers to the top. Keystone sorts customers by the age of their oldest *unpaid* invoice.

Options Tab

Type:
○ 1-Line Summary
○ Summary
○ Detail
○ Control Total

Option	Usage
Type	(This option determines the level of detail of the report.)
◉ *1-Line Summary*	Prints one line for each customer with the customer's total A/R balance broken down into aging columns, and condensed customer data.
◉ *Summary*	Same as the One-line Summary, except that it includes more customer data (address, last paid, contact person, etc.). Its purpose is to help you track slow paying customers.
◉ *Detail*	Same customer information as the Summary, and also lists every open invoice in the customer's A/R. This is an important report to file each month because it gives you a hard copy of each open invoice for each customer.
◉ *Control Total*	Prints only a grand total line. Use this option in your manual control procedure (see page 43) to compare your daily registers to the day's change in total A/R.

Aging Method:
◉ Monthly
○ 30 Days
○ Custom

Option	Usage
Aging Method	(This option determines the date ranges of the aging columns.)
◉ *Monthly*	Each aging column goes back by one calendar month.
◉ *30 Days*	Each aging column goes back by exactly thirty days.
◉ *Custom*	You can manually enter individual dates for each aging column. These dates are saved for the next use.

Aging Date 3/13/2002
Payment Cutoff 3/13/2002
Past Due Date

Option	Usage
Aging Date 🔳	Keystone computes Aging backward from this date. The default is the current system date. Keystone excludes any invoice dated after the aging date from the report.
Payment Cutoff 🔳	All payments up to the *Payment Cutoff* date are included on the report. Must be equal to or later than the *Aging Date*. Default is the *Aging Date.* To run a mid-month aging that includes current-month payments but not current-month invoices, set *Aging Date* to the last day of the previous month, and *Payment Cutoff* to today's date. Keystone ignores a payment cutoff earlier than the aging date.
Past Due Date 🔳	Enter a date here to print a "past-due" report— only those customers with at least one open invoice older than the *Past Due Date* will be included.

☑ Job Subtotals
☐ Double-spaced
☐ Separate Service Charges
☑ Include Inactive Customers

Aged Trial Balance Options

Option	Usage
☑ *Job Subtotals*	Check this box to include subtotals by job within each customer's invoices (Detail report only).
☑ *Double-spaced*	Check this box to print a blank line between customers (1-Line Summary only).

☑ *Separate Service Charges* — Check this box to include a separate column for service charges (i.e. service charges are removed from the aging columns).

☑ *Include Inactive Customers* — Check this box to include customers marked *inactive* on the report. Default: checked.

Aged Trial Balance Columns

Column Name	Usage
Customer Id, Name, Phone	From customer records. On the Detail and Summary reports, the full address and contact information is included as well as credit history information.
Job Id	(detail report only) Job name if any on current invoice.
Inv No., Inv Date	(detail report only) Number and date of current invoice.
Total	Total due on current line (invoice, job or customer).
Current	For invoices within the most recent aging period. The amount in the Total column carries over to this column.
(Aging Columns)	("Over 1 Month", etc.) The aging column headings depend on the aging method chosen (see above). There is one column for each aging period. Each invoice's Total amount appears in just one of the aging columns or the Current column.
Service Charges	(only when "Separate Service Charges" is checked) Total of service charges assessed to current customer or job.
# Days	(detail report only) Number of days from invoice date to aging date.

Apply Service Charges

```
3/8/2002                              Apply Service Charges                         9:58:35 AM
Program: ARPRSVC                      Company: Hansco Materials                      User: PETE

                                  In Sequence By Customer Id
                                  Transaction Date: 2/28/2002

        Customer                                          Total        Past     Finance
          Id        Name                                   Due         Due      Charge

        BLA100     Blankenship Construction             13842.88     2051.48      30.77
        FLY100     Fly By Night Landscaping             12859.00    12834.00     192.51
        HAB100     Habitat for Humanity                  5500.00     2400.00      36.00
        HAR100     Hartford D.P.W.                       3789.49     2097.05      31.46
        HUN100     Hunts Poured Walls                   45085.88    40738.88     611.08
        JAM100     James & James                         2501.94      307.16       4.61
        JOL100     Jolter & Associates                  17136.43     1710.00      25.65
        MAS200     Mass. Turnpike Authority             13401.68     6900.23     103.50
        ROY100     Roy's Plowing Service                   93.88       93.88       1.41

Grand Total                                            114211.18    69132.68    1036.99
```

Instructions For Use

This function automatically applies service charges to groups of customers and prints a register showing how much each customer was charged. You can select customers in the same way as for a report (by choosing high and low Customer Ids, salesperson numbers and customer classes). You can also run charges by the job, or for groups of customers according to their Service Charge codes (which are set up on the Customers file

maintenance screen, page 118).

Keystone calculates service charges by applying the specified interest rates to each customer's open invoices older than a date you specify. Service charges are *not* compounded—they are never applied to previous service charges.

Running Apply Service Charges

Set up the dates and other options, and press F12 or click "Print" to run the charges. The Service Charges report prints a listing of the calculated charges, then asks you to confirm:
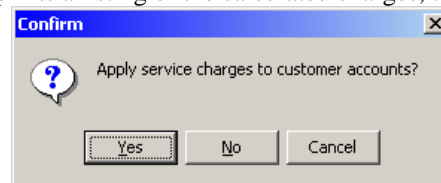
Service Charges verification

Only after you look over the report and verify that they are correct does Keystone automatically post the charges.

Service Charges Options

Sequence Options

You can assess service charges by the job if necessary. Choose Customer ID/Job Id sequence. It is important to note that this may result in different total charges because Keystone charges the minimum amount to each job separately.

Options Tab

Option	Usage
Interest Type	Choose annual or monthly rate.
Minimum Chg.	Keystone bumps calculated service charge amounts less than this amount up to this amount (usually $1.00). If you run service charges by job, Keystone applies the minimum to each job's calculated charge, not to the customer's account as a whole.
% Rate	Enter interest rate as a percentage.
Code	(one character) "Y" is the default; use it to run your standard charges. Keystone will only give service charges to those customers with the same code in the *Svc Chg* field of their customer record.
Cut Off Date	Keystone considers invoices older than this date overdue (default: first day of current month if running after 15th, otherwise first day of previous month).
Trans. Date	The posting date to use for posting the charges to the customer accounts (default: last day of current month if running after 15th, otherwise last day of previous month).
Accts. Rec. G/L, Svc. Chg. G/L	(only if General Ledger is installed) Keystone generates General ledger transactions are for all posted charges. The two balancing halves of the transaction go to these accounts.
☑ *Include Inactive Customers*	If you want to charge your inactive accounts for old balances, check this box.

Service Charges Report Columns

Column Name	Usage
Customer Id, Name	From customer records.
Job Id	(Customer/job sequence only) Job name.
Total Due	Total due on current line (job or customer).
Past Due	Total balance subject to finance charge—invoices dated before the *Cutoff Date*.
Finance Charge	Calculated from *Past Due* total by applying the percentage rate over the period from the cutoff date to the transaction date.

Print Statements

```
                              GH Materials, Inc.
                              185 West Ave. #304
                              Ludlow, MA  01056
                               (413) 547-8991

                       * * * STATEMENT OF ACCOUNT * * *
                                  3/8/2002

  BLA100      Blankenship Construction      It may be warm during the day,
              4455 Bomar Rd.                but it still gets cold at night.
              Stafford CT 06047             Be sure to insulate your concrete
                                            if curing overnight!

                                          Your Terms Are NET 30 DAYS

      Date    Invoice        Charges      Credits      Balance Job Id
  ------------------------------------------------------------------------
  1/8/2002   24430          2051.48          .00      2051.48
  2/12/2002  25028          5585.40          .00      5585.40 EDGEWATER ESTATES
  2/13/2002  25049          6206.00          .00      6206.00 EDGEWATER ESTATES



  ------------------------------------------------------------------------
                  Over         Over         Over         Over
      Current   1 Month     2 Months     3 Months     4 Months    Total Due
  ------------------------------------------------------------------------
     11791.40      .00      2051.48          .00          .00     13842.88

            Your account is past due.  Please remit payment.
```

Instructions For Use

The **Print Statements** function allows you to print statements for your customers. Keystone can customize the format of your statements for pre-printed forms or for plain paper (shown above). They can show the Customer Id, name, address, special terms, date and invoice information— including, if desired, an aging summary breaking the open balance into periods. You can print most customer and account data on the statement— consult with GivenHansco staff to set up a form for your needs.

When you run Month/Year End Processing (page 185), Keystone marks paid invoices so that they will appear on only one more statement. This way your customers can see their credits on their statements, but paid invoices drop off the statements in later billing.

Print Statements Options and Messages

The **Print Statements** screen has six page tabs at the bottom where you set up the messages and other options to control how your statements print.
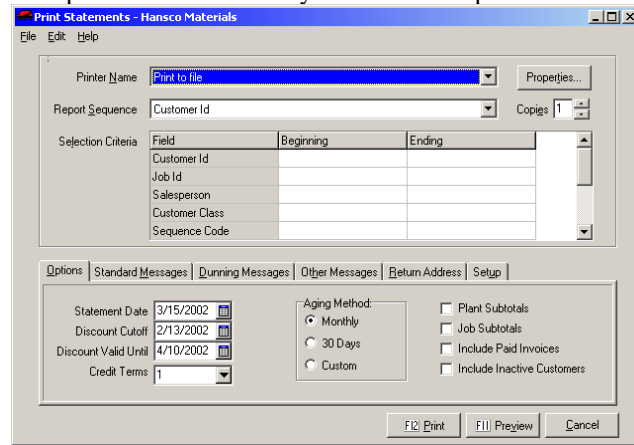
Options Tab

Field Name	Usage
Statement Date	All statements from the current run will have this date on the printed statement and in A/R records.
Discount Cutoff	Old balance cutoff date: if a customer has any older balance due, no paid-on-time discounts will be offered to them on this statement run.
Discount Valid Until	Payment deadline (for paid-on-time discount) to print on the statements.
Credit Terms	These are the terms that will print on the statement if the customer does not have special terms. Choose from the terms classes that you have set up (see **Customers** file maintenance, page 118; **Credit Terms Classes** file maintenance, page 146).
Aging Method	(This option determines the date ranges of the aging columns.)
Monthly	Each aging column goes back by one calendar month.
30 Days	Each aging column goes back by exactly thirty days.
Custom	You can manually enter individual dates for each aging column. Keystone saves these dates for the next use.
Plant Subtotals	Check this box to include subtotals by plant on statements.
Job Subtotals	Check this box to include subtotals by job on statements.
Include Paid Invoices	Check this box to include zero-balance (paid-off) invoices on statements. Paid invoices will appear on one statement, and then drop off the next month's statement.
Include Inactive Customers	Check this box to include statements for customers marked *inactive*. Default: unchecked.

Standard Messages Tab

On the Standard Messages tab, set up messages to print on the statements: up to four lines of text.

Dunning Messages Tab

On the Dunning Messages tab, set up five different messages to print on the statements. The appropriate message will print according to the age of the oldest unpaid invoice, for all customers who are set up for dunning (see **Customers** file maintenance, page118.)

Other Messages Tab

Field Name	Usage
Discounts	This text prints on statements only when the statement is eligible for paid-on-time discount. Use square brackets around the words AMOUNT and DATE to indicate the dollar amount and discount expiration date. Example: "You are entitled to a discount of [AMOUNT] if balances paid by [DATE]."
Credit Limit	Message to print next to the customer's credit limit and available credit. Use square brackets around the words LIMIT and AVAIL to indicate the dollar amount. Example: "You have [AVAIL] available credit."
Payments Received	Message to print next to the amount received from the customer in the past month. Use square brackets around the word AMOUNT to indicate the dollar amount. Example: "We have received payments of [AMOUNT] this month."

Return Address Tab

On the return address tab, set up the return address to print on the statements: up to four lines of text.

Setup Tab

Use this tab to choose optional fields to print on the statements.

Field Name	Usage
☑ *Print Balance Forward*	Check this box to include a previous balance line on statements. Keystone summarizes invoices from previous months into a single total.
☑ *Print Credit Limit*	Check this box to include a credit limit message on statements (see Other Messages tab, above).
☑ *Print Discounts*	Check this box to include a discount available message on statements (see Other Messages tab, above).
☑ *Print Payments Received*	Check this box to include a "Payment Received" message on statements (see Other Messages tab, above).
☑ *Print Dunning Messages*	Check this box to include an appropriate dunning message on statements (see Dunning Messages tab, above).
☑ *Print Zero Balance Customers*	Check this box to print statements for customers with no open balance.

Credit Limit Report

```
3/8/2002                              Credit Limit Report                          11:28:49 AM
Program: ARPRCLR                     Company: Hansco Materials                      User: PETE

                                     In Sequence By Customer Id

Customer                              A/R        Open      Credit    Credit   Credit          Oldest
   Id      Name                      Balance    Tickets     Limit   Available Status          Invoice

BLA100    Blankenship Construction   13842.88    456.89   15000.00    700.23 NEAR LIMIT (80%)  1/8/2002
COD       CASH SALES                  2873.80       .00        .00       .00 CASH              3/8/2002
FLY100    Fly By Night Landscaping   12859.00       .00        .00       .00 BLOCKED           1/3/2002
JAM100    James & James               2501.94       .00    1500.00       .00 OVER LIMIT        1/7/2002
ROY100    Roy's Plowing Service         93.88     25.20        .00       .00 WARN              1/3/2002
```

Instructions For Use

This report prints a list of customers who are approaching or have exceeded their credit limit. If a customer's A/R balance, including open tickets, is nearer to their credit limit than the percentage you choose, Keystone prints them on the report.

The Credit Status column of the report identifies the customer's current status: it may be NEAR LIMIT, OVER LIMIT or, if you choose to include COD customers, the customer's COD code. Customers' COD code and credit limit are set up on the **Customers** file maintenance screen (page 118).

Credit Limit Report Options

Field Name	Usage
☑ *Include COD Customers*	COD customers are those flagged for 'no credit' in the *C.O.D.* field in Customers file maintenance (page 118). They may be blocked, credit warning, COD or a cash sale customer. Check this box to include them on the report.
Credit Limit Threshold (%)	Enter the percentage of credit limit you want to consider "near" the limit for the report.
☑ *Include Inactive Customers*	Check this box to include customers marked *inactive*. Default: unchecked.

Credit Limit Report Columns

Column Name	Usage
Customer Id, Name	From customer records.
A/R Balance	Customer's total current account balance due.
Open Tickets	Total charged to customer on unbilled tickets.
Credit Limit	As assigned in Customers file maintenance.
Credit Available	*Credit Limit* minus *A/R Balance* minus *Open Tickets.*
Credit Status	For non-COD customers, "NEAR LIMIT" or "OVER LIMIT". For COD customers (those whose COD code is not "N"), the COD code: COD, CASH, BLOCKED or WARN.
Oldest Invoice	Date of customer's earliest unpaid invoice.

Discounts Offered Report

```
3/8/2002                              Discounts Offered Report                          12:03:13 PM
Program: ARPRDIS                      Company: Hansco Materials                          User: PETE

                                   In Sequence By Customer Id

Customer                     Invoice    Invoice    Invoice    Discount    Discount
   Id       Name             Number     Date       Balance    Offered     Available Job Id

ALL100     Allen Construction    25025  2/12/2002    5040.00      80.00        80.00 ECHO VALLEY
           Springfield MA         25046  2/13/2002    3780.00      60.00        60.00 ECHO VALLEY
           Phone: (413) 486-5555
           Last Paid: 3/8/2002 $26809.17

Customer Total                            A/R Total:  15601.81     140.00       140.00

JOL100     Jolter & Associates   25021  2/11/2002    3986.82      54.00        54.00 ALEWIFE BROOK
           Somerset CT           25041  2/12/2002    5681.70      90.00        90.00 ALEWIFE BROOK
           Phone: (860) 356-5755  25066  2/13/2002    5523.88      87.50        87.50 ALEWIFE BROOK
           Last Paid: 3/1/2001 $7410.01

Customer Total                            A/R Total:  17136.43     231.50       231.50

Grand Total                                                        371.50       371.50
```

Instructions For Use

The **Discounts Offered Report** prints a listing of the paid-on-time discount your customers can currently claim. Print it before running statements to get an idea of how paid-on-time discount affects your A/R totals. The summary report gives the total Discount Available, Discount Offered and A/R total for each customer, and the detail report gives the same information for each invoice.

Discounts Offered Report Options

Field Name	Usage
⊙ *Summary/Detail*	Choose the level of detail: summary (customer) or detail (invoice).
☑ *Include Non-Discounted Invoices*	(detail report only) Check this box to include all of a customer's invoices on the report, if they have any discount available on any invoice.
☑ *Include Inactive Customers*	Check this box to include statements for customers marked *inactive*. Default: unchecked.
Discount Cutoff 🗓	Old balance cutoff date: if a customer has any older balance due, Keystone considers them to have no paid-on-time discounts available.

Discounts Offered Report Columns

Column Name	Usage
Customer Id, Name	From customer records.
A/R Balance	(Summary report) Customer's total current account balance due.
Invoice Number, Invoice Date	(Detail report) Of current invoice.
Invoice Balance	(Detail report) Remaining unpaid balance.
Discount Offered	Original discount offered when invoiced, if not yet expired.
Discount Available	*Discount Offered* minus any discount already claimed.
Job Id	(Detail report) Job name, if invoiced to a single job.

Enter A/R Balances

See also

System Setup
Customer Maintenance
A/R Inquiry
Cash Posting
Invoice Register
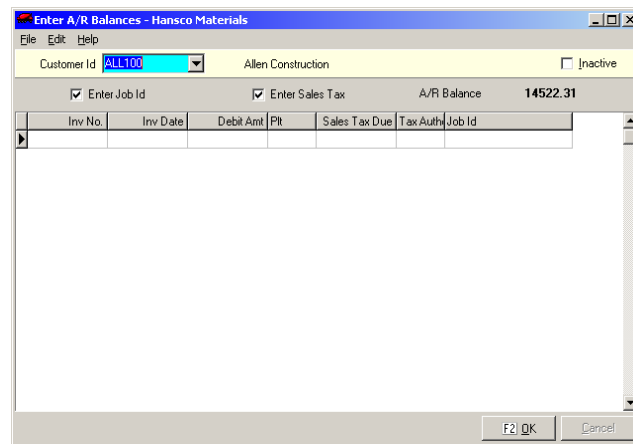
Instructions For Use

IMPORTANT: **Enter A/R Balances** *should* only *be used to enter balances during initial setup,* never *for invoice adjustments.*

Use this function only during system setup to enter unpaid invoices into your accounts receivable. You need it during the initial set up of the system, when you must get all of your open A/R into Keystone records. You should enter old A/R balances at the close of a monthly cycle for simplicity.

You can enter old A/R data in three ways. You may:

1. Enter each unpaid invoice.

2. Enter monthly totals for each customer.

3. Enter one total for each customer.

Keystone brings the invoices into the billing cycle by updating the A/R, just as if you had produced the invoices with Print Invoices (see page 81) except that they are **not** entered into Sales History, General Ledger Distributions or the Invoice Register.

You can also change a customer's *Inactive* flag on the **Enter A/R Balances** screen.

Enter A/R Balances F-keys and Buttons

In addition to Keystone standard F-keys and buttons (see Chapter 2, Keystone Accounting Basics), the following actions are available on the **Enter A/R Balances** screen.

Button	Key	Function	Use to…
F2 OK	**F2**	**Save**	Choose when finished with the customer.
	F4	**Search**	While in *Cust Id* field, bring up a search dialog to find a customer by name.

Enter A/R Balances Fields

Field Name	Usage
Customer Id	(Index field) Select a customer. Type in a Customer Id, use the dropdown, or press F4 to search by customer name.
☑ *Enter Job Id*	Un-check this box to save time by skipping over the Job Id on each invoice you enter.
☑ *Enter Sales Tax*	Un-check this box to save time by skipping over the Sales Tax Due on each invoice you enter.
A/R Balance	Displays the customer's current total account balance, including the invoices showing on the screen.

Invoice Grid

Each line of the invoice grid represents a new invoice. Fill in the following fields:

Column Name	Usage
Inv No.	Invoice number.
Inv Date	Invoice date.
Debit Amt	Actual amount charged on invoice.
Plt	Plant of origin (if any specified).
Sales Tax Due	Sales tax total from the invoice.
Tax Authority	Taxing entity to which sales tax is due.
Job Id	Job name.

File Maintenance and File Lists

File Maintenance
  Customers
  Products
  Customer Prices
  Group Prices
  Job Prices
  Trucks
  Truck Classes
  Drivers
  Owners
  Plants
  Zones
  Tax Rates
  Allowance Classes
  Credit Terms Classes
  Customer Classes
  Exempt Classes
  Product Classes
  Salespeople
  G/L Accounts
  Units of Measure

This chapter describes Keystone Accounting File Maintenance functions and File Lists, including instructions for running them and detailed descriptions of each kind of data record you can maintain or list. This chapter also describes Data fields, with their meanings and, where appropriate, explanations of their roles in the overall system. For basic information on data entry methods and reporting, refer to Chapter 2, Keystone Accounting Basics.

You use the functions on the File Maintenance menu to enter the basic information about your business into Keystone records, and to keep it current. The corresponding lists on the File Lists menu provide listings of each set of data, printed on paper or previewed on the screen.

There are two kinds of information in Keystone records:

- Constant information– names, descriptions, prices, truck weights, etc. These records only change when you manually change (or add) them to reflect new information.

- Accounting information– tickets, invoices, accounts receivable, sales history, etc. Keystone maintains these records automatically to keep track of your business activity in ticketing, billing, receiving payments, etc.

You must *maintain* (keep up-to-date) the first kind of data record (constant information) by using the functions on the File Maintenance menu.

Chapter Contents

How To Use File Maintenance and List screens

File List setup screens
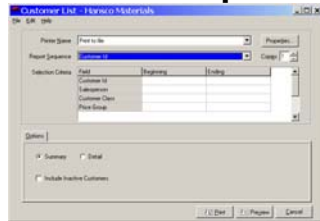
File List setup screen

All setup screens for Keystone file lists have the same basic features. The Printer dropdown shows what printer you use. Sequence and selection enable you to configure the list exactly as needed. Other options vary from list to list, but often include a detail/summary option, and the option to include inactive items in the list. You may preview all lists on the screen or send them directly to a printer, by using either the "Preview" button (F11 key) or the "Print" button (F12 key). For full instructions on setting up, viewing and printing lists, refer to Chapter 2, Keystone Accounting Basics.

File Maintenance screens

File Maintenance screen

Keystone Accounting has a file maintenance screen for each kind of data record—customers, products, trucks, plants, prices, etc. The screen has *data controls*— edit boxes, grids and page tabs—for editing the data. Keystone displays the data item you are editing in the yellow index field at the top of the screen. For full instructions on index fields, editing data and moving between records, refer to Chapter 2, Keystone Accounting Basics.

Some file maintenance screens also display additional information for reference only, such as sales history figures on the customer and product screens.

F-keys and Buttons

Use standard Keystone function keys and shortcut keys to initiate actions on file maintenance screens. For full details see Chapter 2, Keystone Accounting Basics. Note especially:
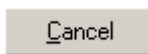
  The "Cancel" button cancels *all* changes, while the ESC key cancels changes made to the current field only;
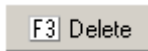
  The "Delete" button (or F3 key) deletes the *entire record* showing; to delete one line of a grid, use the Ctrl-Delete key combination;

   Page-up and Page-down keys *save the current record* before jumping—so you can use them to change the same field over many records.

  The F4 key does a name/description search in most index fields.

Customers

See also

Data Entry
Pricing
Customer Classes
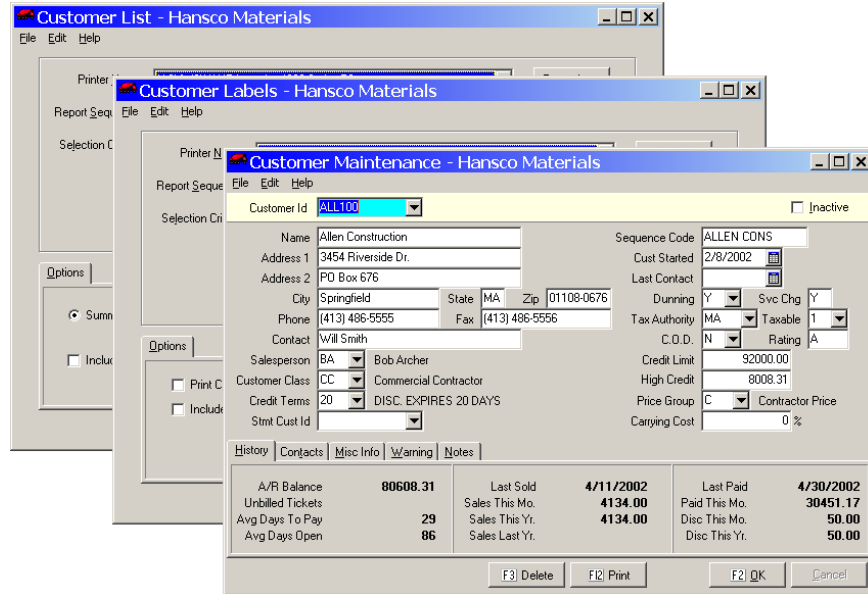
Instructions For Use

Use **Customer Maintenance** to add, change, and delete your Customer records. The Customer records contain information such as name and address, special prices, discounts, and credit terms. There are also several invoicing/statement options that determine how Keystone processes the customer's billing, such as prices on tickets, whether a customer is taxable, etc.; see below for detailed information.

Customer List and Customer Labels

The **Customer List** prints out the information in the Customer records. It is useful for reference purposes, and for checking the accuracy of your data entry in **Customer Maintenance**. Whenever you have added new customers, print a new **Customer List** to keep on hand.

Use the **Customer Labels** menu option to print mailing labels. You can customize the layout to any label sheet.

Customer List Options

The Customer List offers a summary option with one line per customer or a detail listing with accounts receivable and sales history. Use the sequence option, Sales This Yr. (Descending) to bring the most important customers to the top.

Customer Labels has an option to print the customer contact name as part of the address.

Customer Maintenance

Adding a customer

To add a new customer, just type an unused *Customer Id* code. Keystone will warn you that you are adding a new customer and give you an empty customer record to fill in. Save the record by pressing F2 or clicking "OK".

Deleting a Customer

If the customer has open tickets or accounts receivable, Keystone will not let you delete it. In most cases it is better to mark a customer *Inactive* (see below) than to delete it outright. Inactive customers will not show up on reports, but their records remain in the system.

Editing an Existing Customer

Pull up an existing customer for editing by typing in a *Customer Id,* selecting from the drop-down list, or searching for a customer's name using F4. You can also flip through customers by pressing the page-up and page-down keys. When finished making changes, save the record by pressing F2 or clicking "OK".

Customer Data Fields

Please find the following customer data fields on the file maintenance screen and customer lists.

Field Name	Usage
Customer Id	(Index field) Type in a Customer Id, use the dropdown, or press F4 to search by customer name.
☑ *Inactive*	Check this box to de-activate the customer. If checked, the customer will not appear in drop-downs or searches, and you can omit them from certain reports. To pull up an inactive customer you must type in the Cust Id or use page-down to get to it.
Name, Address, City, State, Zip	Enter as it should appear on tickets, invoices and statements.
Phone, Fax	Enter in your preferred format.
Contact	Primary contact person for account.
Salesperson	Salesperson code assigned to this customer. Select from the drop-down or type a code.
Customer Class	Customer class assigned to this customer– two characters. Select from the drop-down or type a code. Keystone allows you to run many of your reports for just specific customer classes, or in customer class sequence. To move a customer to a different class, change the number. To change the name of a class (without changing the customers that are in it), you must use Customer Classes file maintenance.
Credit Terms	Special credit terms that you may be offering this customer. Use the drop-down to choose from the *Terms Classes* that you have set up, or type in a new code if needed (see Credit Terms Classes file maintenance, page 146). If you leave this field blank, the standard terms print on invoices and statements. (see Print Invoices, page 81.)

Stmt Cust Id	If you need to send this customer's statements to an address other than their own, enter the customer number of the other business. If you send invoices to a customer's branch offices, but the statements to the main office, enter the customer number of the main office as the *Stmt Cust Id* for each branch office. Keystone updates Sales history to the branch office accounts, while it charges the main office with the accounts receivable.
Sequence Code	Used by Keystone for sorting on reports, and for matching customer data with a batching computer if connected. When you first enter a customer, Keystone gives a sequence code consisting of the first 10 letters of the customer name (dropping "The" if necessary). You can change it, but the sequence codes should still preserve the alphabetical order of customer names.
Cust Started 🔲	Date you added this customer to the records. Defaults to current date.
Last Contact	Date of last communication with customer.
Dunning	One-character code governing the printing of this customer's statements: Y Print appropriate dunning message on statement; N Do not print dunning message; * Do not print statement at all.
Svc Chg	"Y" if service charges should be applied to this customer's balances. Any other character here allows you to use different rates for different classes of customers in calculation of the service charges. (See **Apply Service Charges**, page 105.)
Tax Authority	Taxing entity most usually applicable to this customer—two characters. Type in a code or select from the drop-down. Appears automatically on tickets entered to this customer (unless you have point-of-origin taxing and have set up a tax authority for the plant), and you can then override if necessary. See **Tax Rates** file maintenance, page 143.
Taxable	"Y" if sales tax should be collected on this customer's purchases. If the customer is *ever* charged sales tax, set the flag to "Y". If you use "N", or 1-9 for specific exempt codes, Keystone will not allow the customer to be charged sales tax.
C.O.D.	One-character code governing type of credit checking done when ticketing this customer (see the ***Keystone Accounting Ticketing User Manual*** for more information): **Y** (COD) Not allowed to purchase on credit; **N** (not COD) Authorized credit up to limit set below; **C** (Cash Sale) No credit checking is done; **B** (Blocked) Not allowed to purchase at all (blocks entry of any orders or tickets); **W** (Warning) Display customer-specific credit warning (below) when you ticket customer.
Rating	Credit rating of this customer.
Credit Limit	Credit limit you have set for this customer. A credit warning comes up on the ticket-printing screen if the customer's total balance exceeds the limit. (Total balance includes open tickets).

NOTE: if you want to suppress printing statements for a customer, set the Dunning code to "*".

High Credit	Largest balance held by this customer. Normally not entered by you, but rather accumulated automatically during the year. Use this information in establishing credit limits, or for reporting to credit control agencies.
Price Group	Price group this customer belongs to—one character. Allow you to set up special prices for a group of customers (through Group Prices file maintenance– see page 130).
Carrying Cost	Use this field if needed to record overhead rates associated with selling to particular customers.

Additional Customer Data Fields

The **Customers** file maintenance screen has five page tabs at the bottom with additional information and options.

History Tab

The information on the History tab is for reference only and you cannot change it.

Field Name	Usage
A/R Balance	Total due on customer's account.
Unbilled Tickets	Total due on open tickets (not yet invoiced).
Avg Days To Pay	For customers *paid* invoices, the average number of days from date of invoicing to date when invoice paid in full.
Avg Days Open	Average age in days of customer's *open* invoices.
Last Sold	Date of last sale invoiced to customer.
Sales This Mo.	Total sales to customer since Month End Processing was last run.
Sales This Yr.	Total sales to customer since Year End Processing was last run.
Sales Last Yr.	Previous year sales to customer at time of Year End Processing.
Last Paid	Date of last payment received from customer.
Paid This Mo.	Total payments received from customer since you last ran Month End Processing.
Disc This Mo.	Total paid-on-time discounts awarded to customer since you last ran Month End Processing.
Disc This Yr.	Total paid-on-time discounts awarded to customer since you last ran Year End Processing.

Contacts Tab

The Contacts tab contains a data grid of contact information, allowing you to enter any number of contacts. On each line of the grid you may enter name, title, phone number, fax number and email address for one customer contact person.

Misc Info Tab

The Misc Info tab has six fields that you may use for any special purposes you require.

Warning Tab

If the customer's *C.O.D.* code is "W" (see above), Keystone ticketing can put a warning on the ticketing screen whenever the customer is ticketed. Enter the text of the warning here;

for example, "Only accept cash".

Notes Tab

The Notes tab is a free-form memo box for any additional information or notes you need.

Products

See also

Data Entry
Ticketing
Pricing
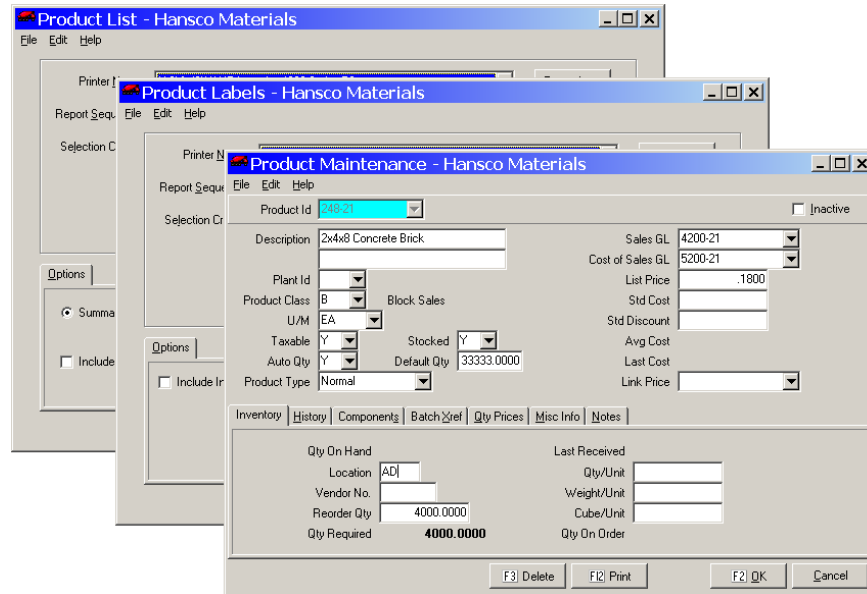
Instructions For Use

Use **Products** file maintenance to add, change, and delete your product records. The product records contain information about each product such as price, description, and how you want it ticketed.

Keystone uses your product records for automatic entry of prices, descriptions, and other information on tickets and invoices, and keeps track of each product sales.

Product List and Product Labels

The **Product List** prints out the information in the Product records. It is useful for reference purposes, and for checking the accuracy of your data entry in **Products** file maintenance. Whenever you have added new products, print a new **Product List** to keep on hand.

Use the **Product Labels** menu option to print inventory labels. You can customize the layout to any label sheet.

Product List Options

The Product List offers a summary option with one line per product or a detail listing with full inventory information. Among the sequence options, note that you can list products by plant. There are up to four additional options if you install optional modules:

Option	Usage
☑ *Show Quantity On Hand*	(if Inventory Control is installed) On summary list, print the on hand count for each product.
☑ *Show Batch Product Ids*	(if Ticket Import Cross-reference is installed) Print each product's list of translated Batch Product Ids.
☑ *Show Components*	(if Product Structure is installed) Print each product's list of ingredients or components.
☑ *Show Assemblies*	(if Product Structure is installed) Print each product's list of mixes or assemblies in which it is an ingredient or component.

Product Maintenance

Adding a Product

If you are setting up your system, refer to the **Keystone Accounting Setup and Installation Guide** *for help in assigning codes to new products.*

To add a new product, just type an unused *Product Id* code. Keystone will warn you that you are adding a new product and give you an empty product record to fill in. as soon as you fill in the *Product Class,* several fields pick up default values from the product class (see below for details). Save the record by pressing F2 or clicking "OK".

Deleting a Product

If the product is on open tickets or in the sales history, Keystone will not let you delete it. In most cases it is better to mark a product *Inactive* (see below) than to delete it outright. Inactive products will not show up on lookups when entering tickets and orders, however Keystone maintains their records in the system.

Editing an Existing Product

Pull up an existing product for editing by typing in a *Product Id,* selecting from the drop-down list, or searching for a product's description using F4. You can also flip through products by pressing the page-up and page-down keys. When finished making changes, save the record by pressing F2 or clicking "OK".

Product Data Fields

Find the following product data fields on the file maintenance screen and product lists. When you enter a new product Keystone provides some fields initial default values; the table below shows the value or the source of the value under New Product default.

Field Name	Usage	New Product default
Product Id	(Index field) Type in a Product Id, use the dropdown, or press F4 to search by product description.	
☑ *Inactive*	Check this box to de-activate the product. If checked, the product will not appear in drop-downs or searches, and you can omit them from certain reports. To pull up an inactive product you must type in the Product Id or use page-down to get to it.	Not checked
Description	Product's name. This is what you will normally print on invoices. (You can override it in ticket entry.) You can also store a second line (30 letters) of description.	
Plant Id	Plant of origin from where you sell the product. Leave blank if sold at all plants.	Product Class
Product Class	Product class assigned to this product– two characters. Select from the drop-down or type a code. Keystone allows you to run many of your reports for just specific product classes, or in product class sequence. To move a product to a different class, change the number. To change the name of a class (without changing the products that are in it), you must use Product Classes file maintenance.	
U/M	Two characters standing for the units you sell the product by; type in or select from the drop-down. Keystone has standard units of measure and you can add others. See Units of Measure file maintenance, page 153.	Product Class
Taxable	The tax-exempt code that applies to this product. "Y" if sales tax should be collected on this product, "N" if not, or 1-9 for specific exempt codes. See Invoicing Overview, page 10.	Product Class
Stocked	(only if Inventory Control is installed) Enter "Y" for products that you want to maintain inventory counts.	Product Class
Auto Qty	When you enter this product on a ticket, *Auto Qty* determines what quantity to automatically enter for you: **Y** (Yes) As specified in *Default Quantity* (below). **N** (No) Zero (blank). **B** (Bring Down) Same quantity as the first line of the ticket (used with concrete additives and transportation products). **O** (Order Qty) Entire quantity ordered, repeated on every load. Only used when printing tickets from orders. Use this for products (such as transportation surcharge) that you ship in the same quantity on every shipment of an order, and enter the per-shipment amount as the Quantity Ordered (see the ***Keystone Accounting Ticketing User Manual***). **R** (Order Remain) Entire quantity ordered minus what you already shipped. Only used when printing tickets from orders. Use this for load-on supplies such as rebar that are normally shipped all on the first load.	Product Class

Field Name	Usage	New Product default
Default Qty	Used if you set *Auto Qty* (above) "Y". If there is a usual quantity shipped of this product (often 1), you can save a lot of time in ticket entry by specifying it here. Per-load services and surcharges, such as short-load charge would have a *Default Qty* of 1.	Product Class
Product Type	Determines how the product "rolls up" into the first-line product's unit price on tickets and invoices, and whether the product is considered merchandise or transportation.	Product Class

Normal	Use for most products.
Other Rollup	The product "rolls up" on tickets and invoices: Keystone does not print it and adds its unit price to the main unit price. It remains as a separate ticket line in sales history.
Delivery Rollup	Rollup for delivery charges. Used for special reporting on invoices of hauling products.
Delivery Non-Rollup	This allows special reporting on invoices for delivery products that Keystone does *not* roll into the Unit Price.

Field Name	Usage	New Product default
Sales GL	(only if General Ledger is installed) The General Ledger account number to which Keystone posts sales of this product. See General Ledger Interface, page 16.	Product Class
Cost of Sales GL	(only if General Ledger is installed) The General Ledger account number to which Keystone posts costs of this product. See General Ledger Interface, page 16.	Product Class
List Price	The usual price for the product, the price you charge customers who don't have special prices. During ticket entry you can override any price that shows. See Pricing, page 18.	
Std Cost	The cost per unit that you usually pay for this product. If you set the product up as a mix or assembly, Keystone can automatically update the standard cost from the component/ingredient costs—for instructions see Product Cost Rollup, page 188.	
Std Discount	Standard paid-on-time discount per unit for the product. See Pricing, page 18.	
Avg Cost	(only if Inventory Control is installed) Average cost in stock—calculated automatically as total actual purchase cost of stock on hand divided by total quantity on hand.	
Last Cost	(only if Inventory Control is installed) Cost at which you most recently purchased the product.	
Link Price	If the product should derive its list price from another "master" product, enter that product's Id here. See Pricing, page 18.	

Additional Product Data Fields

The Product screen has four page tabs at the bottom with additional information and options. Up to three more page tabs will show for Inventory Control, Product Structure and Batch System Cross-Reference if you installed those options.

History Tab

The information on the History tab is for reference only and you cannot change it.

Field Name	Usage
# Sold This Mo.	Total quantity of product sold since you last ran Month End Processing.
# Sold This Yr.	Total quantity of product sold since you last ran Year End Processing.
# Sold Last Mo.	Previous month quantity sold at time of last Month End Processing.
$ Sold This Mo.	Total dollar sales of product since you last ran Month End Processing.
$ Sold This Yr.	Total dollar sales of product since you last ran Year End Processing.
Gr Profit This Yr.	Gross sales profit based on standard cost: total dollar sales minus total quantity times standard cost.

Qty Prices Tab

On the Quantity Pricing tab you can set up quantity levels for the list price. Set up as many levels as you need; on each line enter a number of units and the list price you want to charge for quantities up to and including that number. The standard list price remains in effect for larger quantities. Example:

List Price	22.5000		*With a List Price of $22.50, and the following quantity pricing:*

Quantities Up To	Unit Price
5	31
10	29
100	26

0 to 5 units are priced at $31.00.

6 to 10 units are priced at $29.00.

11 to 100 units are priced at $26.00.

…and because of the List Price,   101 or more units are priced at $22.50.

Quantity Pricing example

Remember that quantity pricing is strictly a *list* price. Any special customer, job or group pricing overrides the quantity prices. See Pricing, page 18, for full information.

Misc Info Tab

The Misc Info tab provides four fields that you may use for any special purposes you require.

Notes Tab

The Notes tab is a free-form memo box for any additional information or notes you need to store.

Inventory Tab

The Inventory tab is only available if you have Inventory Control installed. For full information on the use of these fields consult your *Keystone Accounting Inventory Control User Manual*.

Field Name	Usage
Qty On Hand	Current quantity of product in stock. Updated automatically in ticketing and invoicing.
Location	Enter an identifier for where you stock the product.
Vendor No.	Vendor number supplying this product.
Reorder Qty	Minimum amount on hand. (If quantity on hand drops below this level, you should place a vendor order.)
Qty Required	*Reorder Qty* minus *Qty On Hand*.
Last Received	Date of most recent purchase of product.
Qty/Unit	For block products, eight-inch equivalent.
Weight/Unit	Weight of one unit.
Cube/Unit	Cubes per unit.
Qty On Order	Amount ordered from vendor but not yet received.

Components Tab

The Components tab is only available if you have Product Structure install. It consists of a grid in which you set up a mix design or component list. Enter one line for each ingredient or component.

Component Grid

Column Name	Usage
Product Id	Identifies the product sold on this line. Type in a code, use the dropdown, or press F4 to search for a description.
Description, U/M	For reference only— from product. You cannot change it here.
Sequence	Line number where this component appears in the list. Do not change it unless you want to change the order of ingredients.
Qty per Unit	Amount of the product on this line (ingredient or component) required to make one unit of the mix or assembly.

Batch Xref Tab

The Batch Xref tab is only available if you have Ticket Import cross-referencing installed. It consists of a grid in which you enter any and all batching system product codes that need converted to the current product on imported tickets. On each line enter a *Batch Product Id*. Consult with GivenHansco staff if you need to set up ticket import cross-referencing.

Customer Prices

See also

Data Entry
Pricing
Product Classes
Customer Maintenance
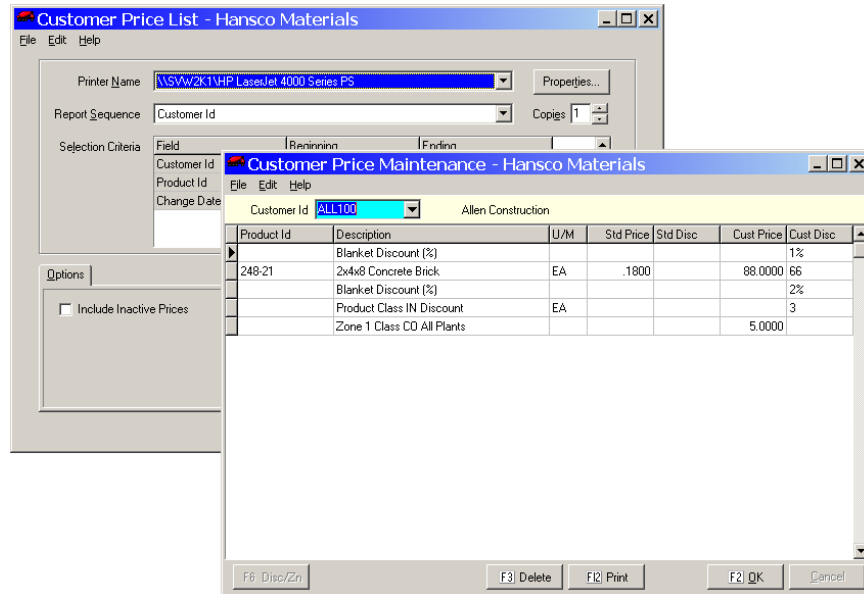
Instructions For Use

Use Customer Price maintenance to set up special pricing for individual customers. The screen consists of a pricing grid, where each line represents a special pricing consideration. You can give the customer four different kinds of considerations:

- Special prices and/or paid-on-time discounts on particular products;
- Price adjustments and/or special paid-on-time discounts on entire product classes;
- Percentage paid-on-time discounts on all products;
- Special rates on zone charges

Review the Pricing overview on page 18 for full information on Keystone pricing mechanisms.

Customer Price List

The **Customer Price List** prints out a full listing of customer pricing, including adjustments and zone charges. It is useful for reference purposes, and for checking the accuracy of your data entry in **Customer Price Maintenance**.

Customer Price List Options

Note that you can sequence the customer price list by Product Id to give a listing of customers with special prices on each product.

Customer Price Maintenance

Choose a customer account in the index field, and then add lines to the pricing grid for each special price.

Product prices and discounts

Enter a *Product Id* in the pricing grid. Keystone displays the standard price and discount for reference, and you can enter a customer price, a customer discount, or both. When you enter a ticket or order for this customer, the customer price and discount will come up instead of list.

Price adjustments

Product Class Discounts, Blanket Discounts and Zone Charges are entered by using the Discount/Zone function. Go to a new (empty) line in the product grid, and click on the "Disc/Zn" button (or press F6). A Discount/Zone Info dialog box comes up as shown at left. Select the pricing mechanism and proceed as follows:

Product Class prices and discounts

Select *Product Class Discount*, and use the drop-down to enter the product class. Click "OK" or press Enter to return to the pricing grid. On the new line Keystone fills in "Product Class XX Discount"; the customer price you enter functions as an *adjustment* to list price—it will be deducted from list. The discount functions the same as for an individual product—it replaces standard discount whenever you ticket the customer.

Blanket (all-product) discounts

Select *Blanket Discount (%)*, and Click "OK" or press Enter to return to the pricing grid. On the new line Keystone fills in "Blanket Discount (%)"; you can enter only a percentage discount. Keystone always uses this percentage as the customer's paid-on-time discount.

Zone charges

Select *Zone Charge,* and then select the Product Class, Zone and Plant for which you are giving a special rate. Click "OK" or press Enter to return to the pricing grid. On the new line Keystone fills in the zone, product class and plant; you can enter only a customer price. This price will override any standard charge for the specified zone, product class and plant.

Customer Price F-keys and Buttons

In addition to standard Keystone F-keys and buttons (see Chapter 2, Keystone Accounting Basics), F6 is available on the customer-pricing screen to initiate discount/zone price adjustments.

Discount/Zone Info dialog box— for Price Adjustments

Button	Key	Function	Use to…
F6 Disc/Zn	**F6**	**Discount/ Zone**	Enter a Product Class Discount, Blanket Discount, or Zone Charge.

Customer Price Data Fields—Pricing Grid

All special pricing is set up as a line in the pricing grid. Find the following columns in the pricing grid and the customer price list.

Column Name	Usage
Product Id	Identifies the product granted special pricing.
Description, U/M	Shown for reference; you cannot change it here.
Std Price	List price of the product; you cannot change it here.
Std Disc	Standard paid-on-time discount for the product; you cannot change it here.
Cust Price	Enter the special price you are offering to this customer.
Cust Disc	Enter the special paid-on-time discount you are offering to this customer—either dollar amount per unit or as a percentage. To enter a percentage discount, just type in the two digits followed by the percent sign (%), as in "10%".

Group Prices

See also

Data Entry

Pricing

Product Classes

Customer Price List

Customer Maintenance
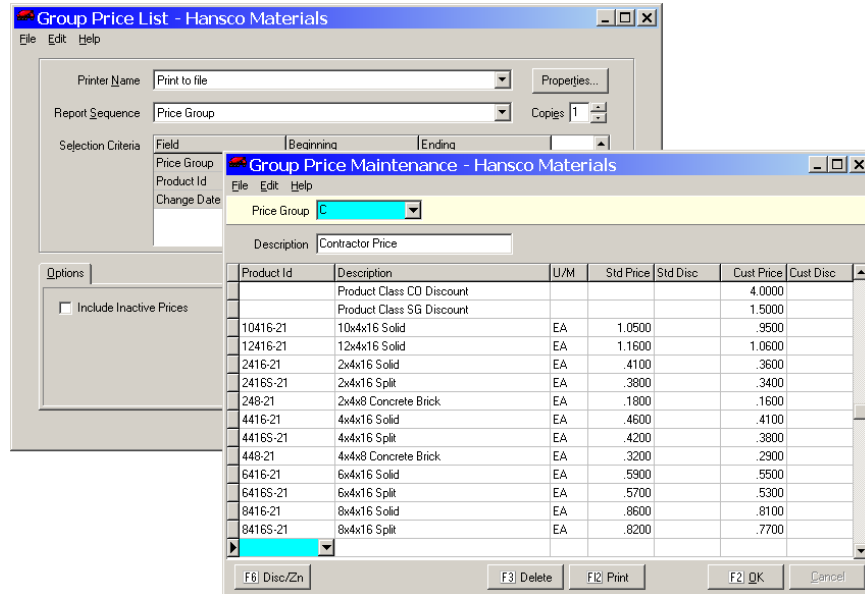
Instructions For Use

Use **Group Prices** file maintenance to set up special customer pricing that applies to whole groups of customers. Keystone applies the prices assigned here to all customers whose *Price Group* you set to the same code. Individual customer pricing always overrides group pricing.

Group Price List

The **Group Price List** prints out a full listing of group pricing, including adjustments and zone charges. It is useful for reference purposes, and for checking the accuracy of your data entry in **Group Price Maintenance**.

Group Price List Options

Note that you can sequence the group price list by Product Id to give a listing of groups with special prices on each product.

Group Price Maintenance

To set up group pricing, first create a price group: type in a group code and enter a description. Then use the pricing grid in the lower part of the screen to enter special prices and/or pricing adjustments. Follow the instructions (above) for **Customer Prices** file maintenance—the only difference is that Keystone the pricing you set is applies to the group instead of an individual customer. Finally, use **Customers** file maintenance to assign customers to the group.

Price Group Data Fields

The fields on the group pricing screen and group price list are the same as those for customer pricing, with the addition of the following fields:

Field Name	Usage
Price Group	(Index field) Type in a Price group code, use the dropdown, or press F4 to search by description.
Description	Name or reason for pricing consideration: e.g. "Contractors"; "Preferred Customers", etc.

Pricing Grid

The fields and use of the group pricing grid are exactly the same as on the **Customer Prices** screen described on page 130.

Job Prices

See also

Data Entry
Pricing
Product Classes
Job Price List

Instructions For Use

Use **Job Prices** file maintenance to set up both pricing and other job characteristics. Contact and delivery information can be stored in a job, as well as a number of invoicing and ticketing options.

Job prices are the most specific type of Keystone special prices and discounts– those that you offer to customers for particular products only for shipment to a particular job (see Pricing, page 18). One customer may have many jobs running, and you can offer different special prices (on any number of products) at each job.

Job Price List

The **Job Price List** prints out a full listing of job pricing, including adjustments and zone charges, as a job-status sheet with one job per page. The same job status sheet can be printed for one job at a time by using the F12 "Print Job" button on the file maintenance screen.

Job Names List

The **Job Names List** prints out a more condensed listing of priced jobs. The summary version prints one job per line while the detail version also includes all pricing for the jobs.

Job List Options

Note that you can sequence both job lists by customer, by job, or even by batch job code.
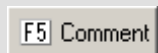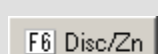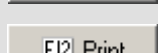
Job Price Maintenance

To set up job pricing,

1. Create a job: type in a job code and enter relevant job information. See below for detailed field descriptions.

2. Then use the pricing grid in the lower part of the screen to enter special prices and/or pricing adjustments. Follow the instructions for **Customer Prices** file maintenance (page 128)—the only difference is that Keystone applies the pricing you set to the job instead of a customer.

Job Price F-keys and Buttons

In addition to Keystone standard F-keys and buttons (see Chapter 2, Keystone Accounting Basics), the following actions are available on the Job Pricing screen:

Button	Key	Function	Use to…
F5 Comment	**F5**	**Insert Comment**	Enter a comment on a new pricing line.
F6 Disc/Zn	**F6**	**Discount/ Zone**	Enter a Product Class Discount, Blanket Discount, or Zone Charge.
F12 Print	**F12**	**Print Job**	Print a job status sheet with all job prices and quantities shipped to-date.

Job Price Data Fields

Priced jobs have a standard set of information that you set up here. Many of these fields will come up as defaults when entering tickets to the job.

Field Name	Usage
Customer Id	(Index field) Type in a Customer Id, use the dropdown, or press F4 to search by customer name.
Job Id	(Index field) Job Id of existing job, or a new code for a job you are creating. Activate the dropdown (press Alt-down-arrow or click ▼) to list existing jobs for the selected customer. You can also use the page-down key to flip through jobs.
Phone	If there is a separate number to reach the customer at this job.
Contact	Job-specific contact person.
Class	(optional) Up to two characters to specify groupings of jobs.
C.O.D.	"Y" if job is C.O.D., "N" if not.
Customer P.O.	Customer's purchase order number for this job, if applicable.

|	
PO Required	"Y" if a purchase order is required for orders to this job.
Tax Authority	Taxing entity most usually applicable to this job—two characters. Type in a code or select from the drop-down. Appears automatically on tickets entered to this job, and you can then override if necessary. See **Tax Rates** file maintenance, page 143.
Taxable	"Y" if sales tax should be collected on this job. If the job is *ever* charged sales tax, set the flag to "Y". If you use "N", or 1-9 for specific exempt codes, Keystone will not allow the job to be charged sales tax.
Credit Terms	Any special terms applicable to this job. Choose from the drop-down (see Credit Terms Classes file maintenance, page 146).
Salesperson	Salesperson code assigned to this job. Select from the drop-down or type a code.
Job Starts 🖩 Job Ends 🖩	Enter dates if the job has a specific schedule.
Zone	(optional) Delivery zones for transportation pricing. (see Pricing, page 18).
Miles	Miles to deliver to the job.
Batch Job Code	If the Job Id does not exactly match the job code used on a batch control, enter the batch control's job code here so that Keystone can translate it when tickets are imported.
Invoice Desc.	If you want a more descriptive name to print on invoices in place of the Job Id, enter it here.
Purge Date 🖩	Expiration date for the job, if any.

Products tab—Pricing Grid

All special pricing is set up as a line in the pricing grid. Find the following columns in the pricing grid and the job price list.

Column Name	Usage
Product Id	Identifies the product granted special pricing.
Description, U/M	From product records.
Qty Ord	If the job pricing applies to a specified quantity of the product, enter the quantity here.
Qty Invcd	Amount of product already invoiced to this job.
Qty Open	Amount of product shipped to this job on open (unbilled) tickets.
Unit Price	Enter the special price you are offering on this job.
Unit Disc	Enter the special paid-on-time discount you are offering on this job—either dollar amount per unit or as a percentage. To enter a percentage discount, just type in the two digits followed by the percent sign (%), as in "10%".
Tax	If you want the product taxed differently than usual on this job, enter the correct tax code here ("Y" for taxable or an exempt code).

Delivery Info tab

The delivery info tab contains information used when entering tickets to the job and when printing out the job.

Field Name	Usage
Ship To	A mailing or delivery address for the job. Prints on job status sheet and carries over to tickets.
Comments	For reference only—these will *not* appear on job status sheet or tickets.
Delv Inst	Special instructions for job deliveries. Prints on job status sheet and carries over to tickets.
Notes	For reference only—these will *not* appear on job status sheet or tickets.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the job.

Trucks

See also

Data Entry
Trucking Report
Ticketing
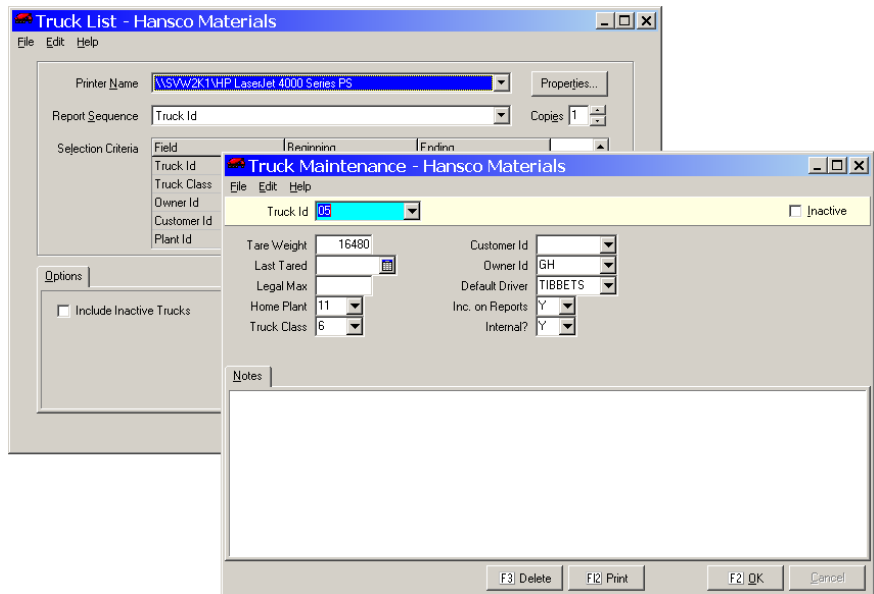
Instructions For Use

Use **Trucks** file maintenance to add, change, and delete truck records. These contain data such as tare weight, owner's name and whether the truck should be included on the **Trucking Report** (see page 78). If you maintain correct weights in your truck records you can save time in ticket entry by having tare weights entered automatically on scale tickets.

Truck Data Fields

Field Name	Usage
Truck Id	(Index field) Type in a Truck Id, use the dropdown, or press F4 to search by driver.
Tare Weight	Current empty weight of truck, used in ticketing. Keystone can automatically enter the weight from a scale during ticketing.
Last Tarred 🔳	Date of last weighing.
Legal Max	Legal maximum weight for the truck.
Home Plant	Plant code of the plant this truck normally operates from.
Truck Class	Select from your truck classes—two-character code.
Customer Id	Customer Id of customer who owns this truck or to whom you this assigned truck.
Owner Id	Id code of truck owner. Use the drop-down to select one of the owners you set up in **Owners** file maintenance.
Default Driver	Id code of truck's usual Driver. Use the drop-down to select one of the owners you set up in **Drivers** file maintenance.
Inc. on Reports	"Y" to have the truck included on the Trucking report and Month End Trucking report.
Internal?	"Y" designates a truck you own/operate, to be included in trucking payable reporting.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the truck.

Truck Classes

See also

Data Entry
Trucking Report
Trucks
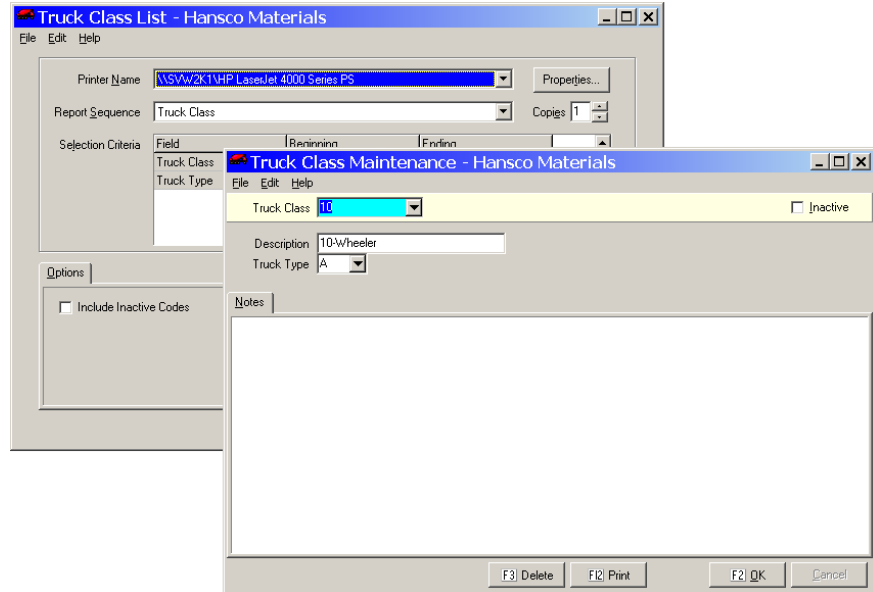
Instructions For Use

Use **Truck Classes** file maintenance to add, change, and delete truck class records. Truck *types* and truck *classes* are not the same. Keystone has three truck types: aggregate, block and concrete. Most companies subdivide each type into several classes based on capacity, number of axles, front versus rear-discharge, manufacturer etc.

Truck Class Data Fields

Field Name	Usage
Truck Class	(Index field) Type in a code (two characters), use the dropdown, or press F4 to search by description.
Description	Class of vehicle.
Truck Type	Cargo type of trucks in this class. Choose "A", "B", or "C" for aggregate, block or concrete.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the truck class.

Drivers

See also

Data Entry
Driver Report
Ticketing
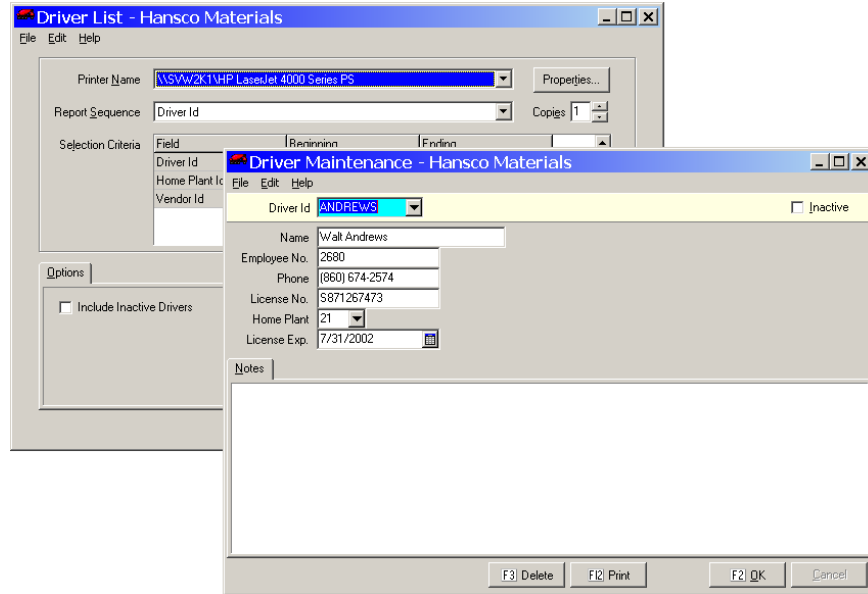
Instructions For Use

Use **Drivers** file maintenance to add, change, and delete driver records. The driver records contain data about each driver such as license information and home plant.

Driver Data Fields

Field Name	Usage
Driver Id	(Index field) Type in a Driver Id, use the dropdown, or press F4 to search by name.
Name	Full name of driver.
Employee No.	If you reference the driver by a payroll system, enter the employee id code (up to 10 characters) here.
Phone	Driver's principal telephone number.
License No.	Driver's motor vehicle license id.
Home Plant	Plant code of the plant this driver normally operates from.
License Exp.	Expiration date of current license.

Notes tab

The notes tab has space for miscellaneous information you wish to keep with the driver.

Owners

See also

Data Entry

Trucks

Ticketing
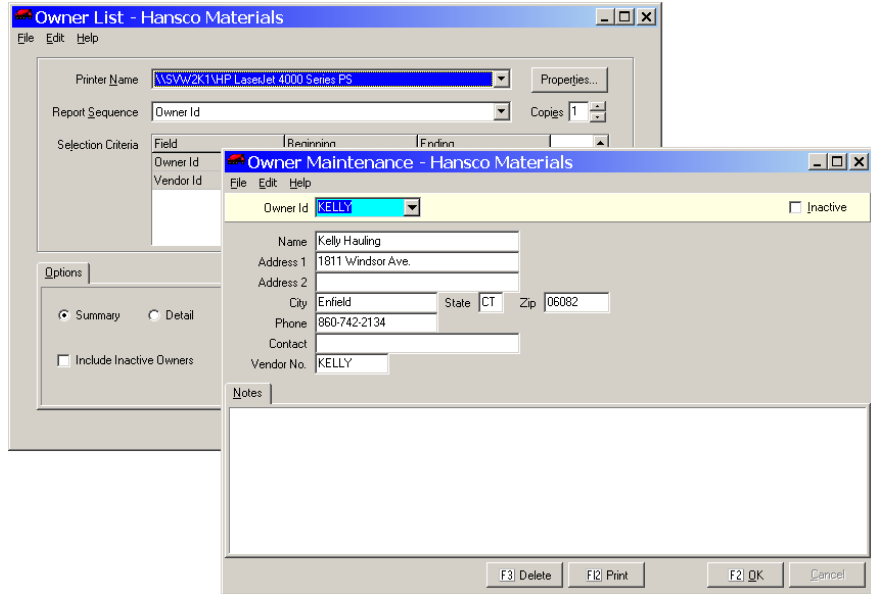
Instructions For Use

Use **Owners** file maintenance to add, change, and delete truck owner records, which contain data about each owner such as contact information and accounts payable code. The detail option of the owner list prints the full address of each owner.

Owner Data Fields

Field Name	Usage
Owner Id	(Index field) Type in an Owner Id, use the dropdown, or press F4 to search by name.
Name, Address, City, State, ZIP, Phone	Full name and address of owner.
Contact	Contact person at owner company.
Vendor No.	If you reference the owner company by accounts payable, enter the vendor id code (up to 10 characters) here.

Notes tab

The notes tab has space for miscellaneous information you wish to keep with the owner.

Plants

See also

Data Entry

Ticketing

Truck File Maintenance

Detail Product Sales Report

Instructions For Use

Even if you have just one plant, you must enter it into plant records.

Use **Plants** file maintenance to add, change, and delete your Plant records. The Plant records contain data about each plant such as name, phone number and ticket printing options. To control the assignment of products to particular plants, use **Products** file maintenance. The detail option of the plant list prints the full address of each plant.

Plant Data Fields

Field Name	Usage
Plant Id	(Index field) Type in a Plant Id, use the dropdown, or press F4 to search by *Screen Id*.
Screen Id	Shorter names for the plant, used on Keystone screens to help ticketing operators select the plant.
Name, Address, Phone	Full contact information for plant. Give the plant name, as it should appear on delivery tickets.
Ticket Form	Do not change this unless instructed to do so by GivenHansco staff. Ticket forms control the print layout of tickets and it must carefully match your forms.
Plant Type	A single-letter code. Keystone uses "C" for Concrete, "A" for Aggregate, "P" for Point-of-Sale and "O" for Other.
Location Id	Select a location from those set up in your system (see your ***Keystone Accounting System Administration Guide*** for more information).

Ticket No. Source	If the plant shares a ticket numbering sequence with another plant, enter the other plant code here.
Last Ticket No.	Normally shows the number printed on the last ticket issued from the plant. To reset the sequence, change the number here.
Invoice No. Source	If the plant shares an invoice numbering sequence with another plant, enter the other plant code here.
Last Invoice No.	Normally shows the number printed on the last invoice issued from the plant. To reset the sequence, change the number here.
G/L Mask	Used when plants are set up as separate cost centers. Specifies general ledger account segments for allowances, discounts and sales tax on invoices for this plant. Consult with GivenHansco staff for assistance in setting up the segments.

Defaults tab

On the Defaults tab you set up standard rates and codes for tickets issued at the plant. The first four are estimates used by the **Profit Alert** and **Product Cost Report by Job.**

Field Name	Usage
Batch Time (Min/Ld)	(used for cost reporting) Number of minutes to batch a load.
Plant Overhead ($/Unit)	(used for cost reporting) Cost in dollars per unit to maintain and operate the plant.
Delivery Rate ($/Min)	(used for cost reporting) Cost in dollars per minute to keep a truck running and pay the driver.
Admin Overhead ($/Unit)	(used for cost reporting) Additional cost in dollars per unit of administrative support.
Tax Authority	If your locality charges sales tax by point of origin rather than point of delivery, enter the tax authority for deliveries from this plant. Keystone then ignores the tax authority of the customer.
Salesperson	If you wish to credit sales to the salesperson handling the plant, enter their code here. When ticketing this will override the customer's assigned salesperson.
Load Size	Standard load size for the plant.
Accts. Rec. G/L, Cash G/L, Discount G/L, Svc. Chg. G/L	(if separate A/R by plant is installed) General ledger account numbers you want used in invoicing, receiving payments and assessing service charges for this plant.

Devices tab

Keystone ticketing interfaces with truck scales and batching systems. Use this tab to set up parameters of the interface. Do not use without assistance of GivenHansco staff.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the plant.

Zones

See also

Data Entry
Pricing
Product Classes
Plants
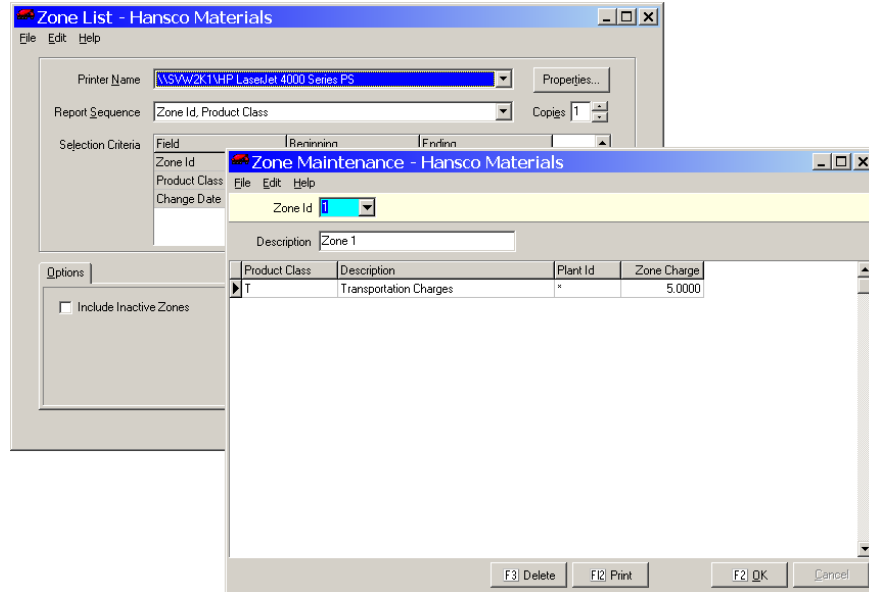
Instructions For Use

Use **Zones** file maintenance to set up zone charges for delivery tickets. Zone charges are *per unit:* Keystone adds them to the unit price of all products in a particular product class when you ship to the zone specified. (You may also specify plant of origin.)

To set up flat or per-load charges, assess the zone charge on a transportation product that will be on every ticket in the quantity 1.

The **Zone List** prints a listing of all zone charges in effect. Remember that customers, jobs and price groups may also have their own special zone charges.

Zone Data Fields

Field Name	Usage
Zone Id	(Index field) Type in a Zone code, use the dropdown, or press F4 to search by description.
Description	Name or geographic entity identifying the zone.

Zone Pricing Grid

All zone charges are set up as a line in the pricing grid. Enter a line for every product class/plant combination that should incur a zone charge for the current zone.

Column Name	Usage
Product Class	Identifies the product class on which Keystone assesses zone charges.

Description	Shown for reference; you cannot change it here.
Plant Id	Select a plant if setting up a zone charge that depends on plant of origin. If the zone is the same for all plants, choose "*" (All Plants).
Zone Charge	Amount per unit to add to unit price.

Tax Rates

See also

Tax Localities
Data Entry
Ticketing
Sales Tax
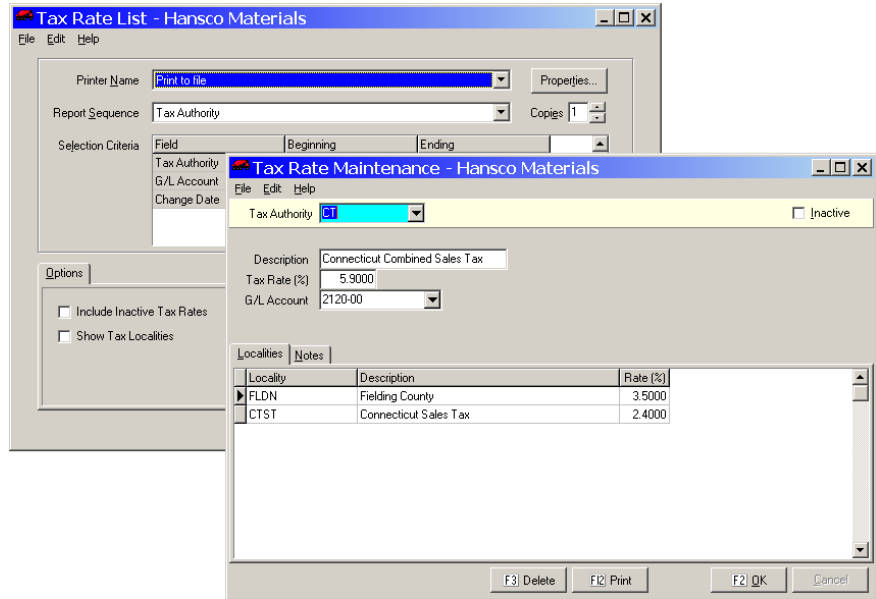
Instructions For Use

You use **Tax Rates** file maintenance to add, change, and delete information about each taxing authority or jurisdiction (state, county and/or city, etc.) under which you do business. You assign four-digit codes to the taxing authorities for easy entry in Ticketing and other procedures. Keystone stores the tax rates for each authority in order to charge correctly on tickets and invoices.

Combined Sales Tax Jurisdictions

Set up multiple taxing entities, where each charges a portion of the net sales tax, in **Tax Rates** file maintenance by combining a set of *tax localities* (see page 144). You can list the tax localities on the Tax Rate list by checking the *Show Tax Localities* box.

Tax Rate Data Fields

Field Name	Usage
Tax Authority	(Index field) Type in a code (up to four characters), use the dropdown, or press F4 to search by description.
Description	Enter the name of the taxing entity.

Tax Rate (%)	Enter the sales tax rate as a two-digit percentage.
G/L Account	(only if General Ledger is installed) Enter the general ledger account number where you want sales taxes accrued under this authority posted.

Localities Tab

LocalitiesGrid

This page tab is visible only if your Keystone is set up for combined taxation. See page 12 for more information. In the grid of the localities tab you simply select all the tax localities in effect in the tax jurisdiction (*authority*) you are maintaining. The net tax rate for the authority is the sum of all the rates for the individual localities. In the example shown at left, the county and state tax rates combine to yield a net sales tax rate of 5.9%.

If, when you save changes, the localities' tax rates in the grid do not add up to the tax rate in the main part of the screen, Keystone will recalculate it subject to your confirmation:
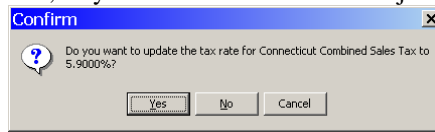
Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the tax rate.

Tax Localities

See also

Tax Rates
Data Entry
Ticketing
Sales Tax
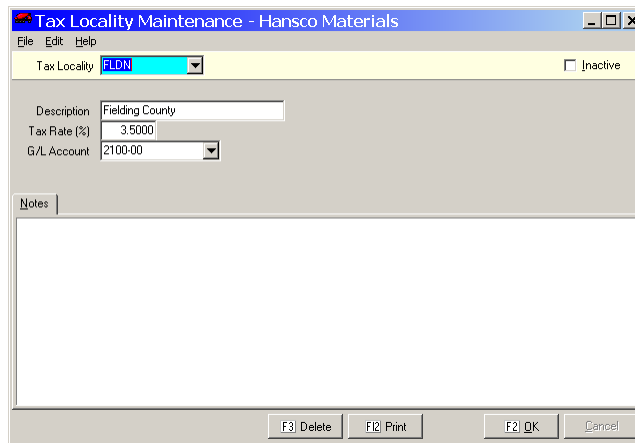
Instructions For Use

Use **Tax Localities** file maintenance to add, change, and delete information about each taxing entity (State, County or City) under which you do business. You assign four-digit codes to the tax localities, which you then use in **Tax Rates** file maintenance to set up combined sales tax rates. You print out the list of tax localities on the **Tax Rates** file list (see page 144).

Tax Localities Data Fields

Field Name	Usage
Tax Locality	(Index field) Type in a code (up to four characters), use the dropdown, or press F4 to search by description.
Description	Enter the name of the taxing entity.
Tax Rate (%)	Enter the sales tax rate as a two-digit percentage.
G/L Account	(only if General Ledger is installed) Enter the general ledger account number where you want sales taxes accrued under this entity posted.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the tax rate.

Allowance Classes

See also

Data Entry
Cash Posting
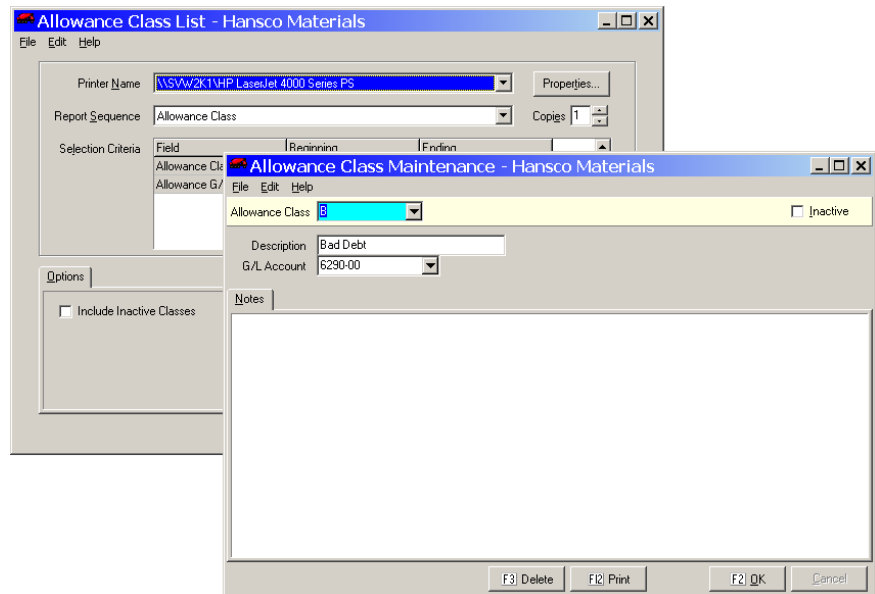
Instructions For Use

Use **Allowance Classes** file maintenance to add, delete and change the names of Allowance Class codes. Allowances represent adjustments to accounts receivable. Keystone stores them as two-letter codes. Here you assign names to them, so that Keystone can print descriptive names on many reports and data entry windows. For more information on the uses of allowances see Cash Posting, page 96.

Allowance Class Data Fields

Field Name	Usage
Allowance Class	(Index field) Type in a code (up to two characters), use the dropdown, or press F4 to search by description.
Description	Enter the name or reason for the allowance (e.g. "Bad Debt").
G/L Account	(only if General Ledger is installed) Enter the general ledger account number where you want adjustments made under this allowance posted.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the allowance class.

Credit Terms Classes

See also

Data Entry
Ticketing
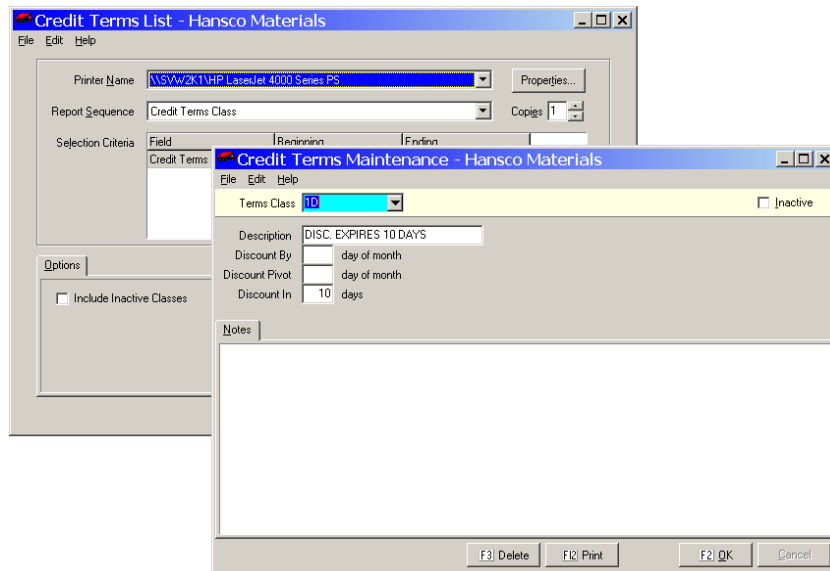
Instructions For Use

Use **Credit Terms Classes** file maintenance to add, delete and change the names of Credit Terms Classes. Each class specifies a set of credit and discount handling parameters that you can assign to customers or jobs; Keystone stores them as two-letter codes. Three discount-handling fields specify when paid-on-time discounts expire.

Terms Class Data Fields

Field Name	Usage
Terms Class	(Index field) Type in a code (up to two characters), use the dropdown, or press F4 to search by description.
Description	Enter the name or type of terms (e.g. "Net due on 10th")
Discount By	If discounts expire based on day of the month, enter the day here.
Discount Pivot	If using a *Discount By* date, invoices after the *Discount Pivot* date are not expired until the following month.
Discount In	If discounts should expire after a given number of days from the invoice date, enter the number of days here. Leave blank if discounts should expire based on day of the month.

Notes tab

The notes tab has space for miscellaneous information to keep with the terms class.

Customer Classes

See also

Data Entry
Customers
Sales Analysis
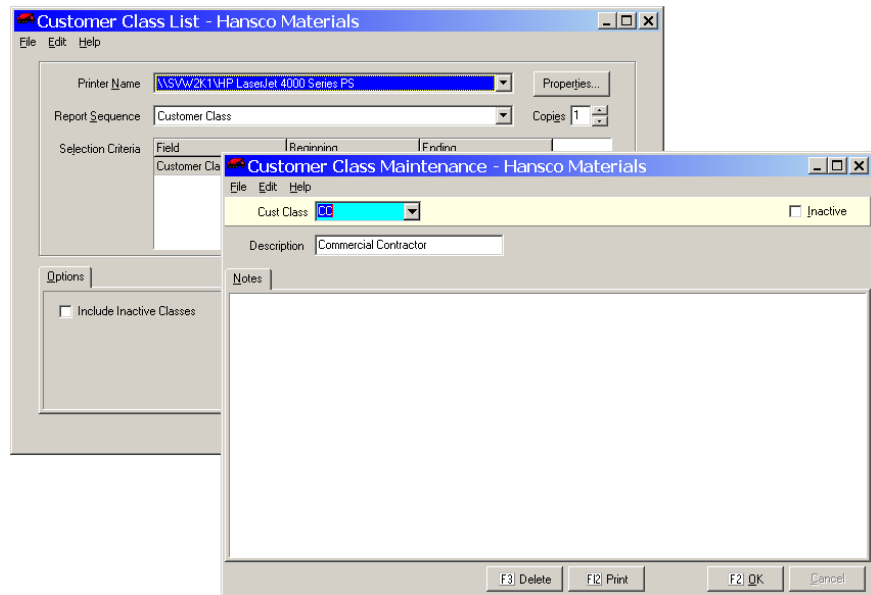
Instructions For Use

Use **Customer Classes** file maintenance to add, delete and change the names of Customer Classes. You can print many Keystone reports for specific customer classes, or in customer class sequence. Keystone stores these items as two-letter codes. Here you assign names to them, so that Keystone can print descriptive names on many reports and data entry windows.

Customer Class Data Fields

Field Name	Usage
Customer Class	(Index field) Type in a code (up to two characters), use the dropdown, or press F4 to search by description.
Description	Enter the name or type of customer (e.g. "Landscapers").

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the customer class.

Exempt Classes

See also

Data Entry
Ticketing
Sales Tax
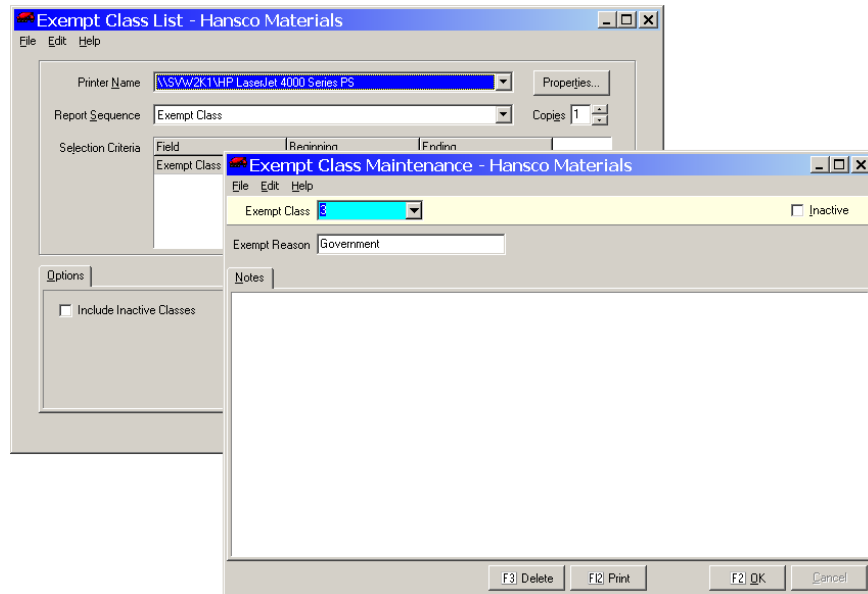
Instructions For Use

Use this function to add, delete and change the names of sales tax exemption classes. Keystone stores these items as two-letter codes. Here you assign names to them, so that Keystone can print the exempt reason on many reports and data entry windows.

Exempt Class Data Fields

Field Name	Usage
Exempt Class	(Index field) Type in a code (up to two characters), use the dropdown, or press F4 to search by Exempt Reason.
Exempt Reason	Enter the type of tax exemption (e.g. "Government").

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the exempt class.

Product Classes

See also

Data Entry
Ticketing
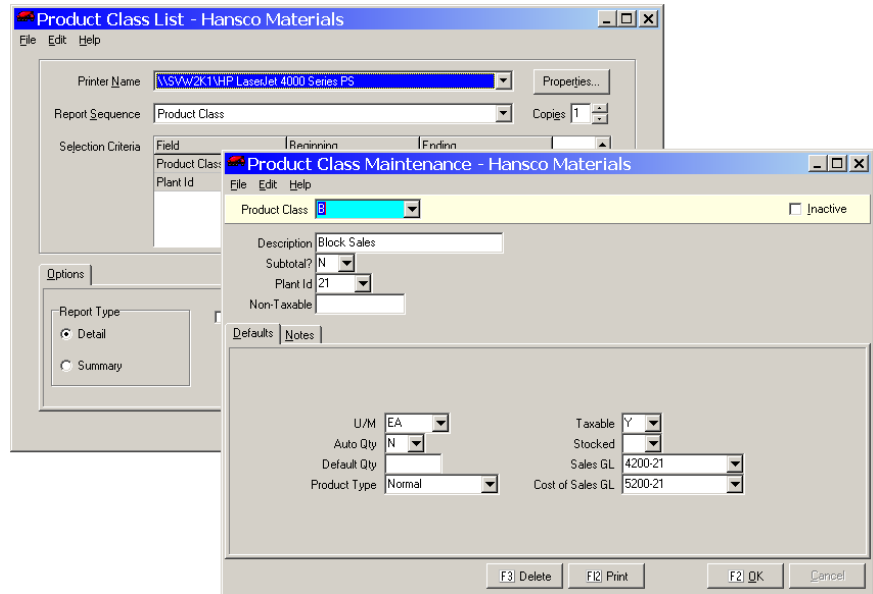
Instructions For Use

Use **Product Classes** file maintenance to add, delete and change Product Class data. Keystone stores these items as two-letter codes. Here you assign names to them, so that Keystone can print descriptive names on many reports and data entry windows. Product classes also store default values used when setting up new product records.

You can print the **Product Class List** in summary or full detail; both print one line per product class.

Product Class Data Fields

Field Name	Usage
Product Class	(Index field) Type in a code (up to two characters), use the dropdown, or press F4 to search by description.
Description	Enter the name or type of product (e.g. "Sand & Gravel").
Subtotal?	Enter "Y" if you want products in the class included in unit of measure totals and product summaries on invoices, statements and reports.
Plant Id	Plant of origin from where you sell products in the class. Leave blank if sold at all plants.

| Non-Taxable | If this product class is subject to a tax-exempt limit, enter it here. Keystone automatically applies it to sales tax calculations. |

Defaults tab

Keystone uses the eight fields on the Defaults tab as initial values for any new products added to the class (see **Products** file maintenance, page 122).

Field Name	Usage
U/M	Two characters standing for the units you sell the product by; type in or select from the drop-down. Keystone has standard units of measure and you can add others. See Units of Measure file maintenance, page 153.
Auto Qty	When you enter a product in this class on a ticket, *Auto Qty* determines what quantity Keystone automatically brings up. See **Products** file maintenance, page 122.
Default Qty	Used if you set *Auto Qty* (above) to "Y". See **Products** file maintenance, page 122.
Product Type	Determines how products in the class "roll up" into the first-line product's unit price on tickets and invoices. See **Products** file maintenance, page 122.
Taxable	The tax-exempt code that applies to products in this class. "Y" if sales tax should be collected on these products, "N" if not, or 1-9 for specific exempt codes. See Invoicing Overview, page 10.
Stocked	(only if Inventory Control is installed) Enter "Y" for product classes you wan to maintain inventory counts.
Sales GL	(only if General Ledger is installed) Enter the General Ledger account number where you want sales of products in this class posted. See General Ledger Interface, page 16.
Cost of Sales GL	(only if General Ledger is installed) Enter the General Ledger account number where you want costs of products in this class posted. See General Ledger Interface, page 16.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the product class.

Salespeople

See also

Data Entry

Ticketing

Sales Analysis
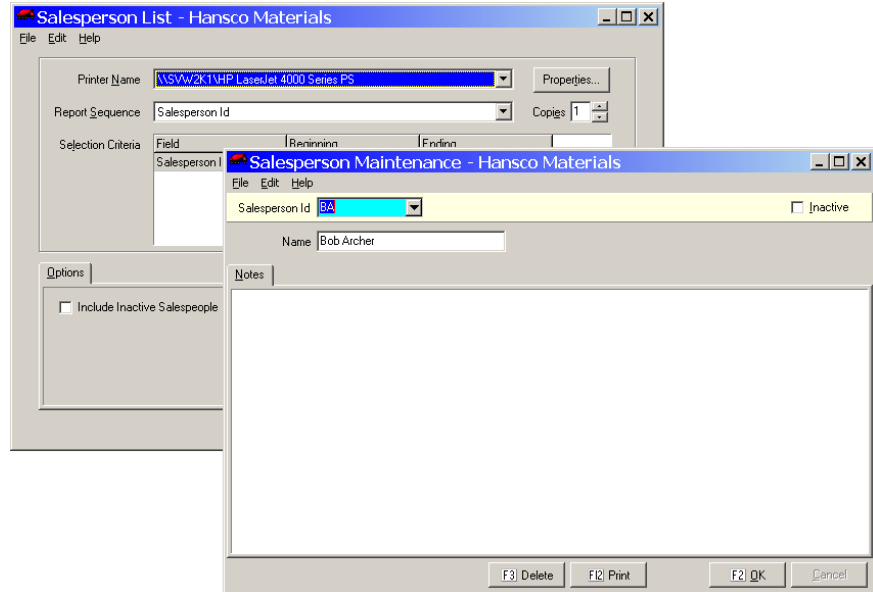
Instructions For Use

Use **Salesperson** file maintenance to add, delete and change the names of Salespeople. Keystone stores these items as two-letter codes. Here you assign descriptive names to them for reports and data entry windows. Keystone tracks and reports sales by salesperson for purposes of evaluation and determining commissions. For more information on the uses of Salesperson codes see the Sales Analysis Overview, page 15.

Salesperson Data Fields

Field Name	Usage
Salesperson Id	(Index field) Type in a code (up to two characters), use the dropdown, or press F4 to search by name.
Name	Enter the salesperson's full name.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the salesperson.

G/L Accounts

See also

Data Entry
Ticketing
General Ledger Interface
Default G/L Accounts
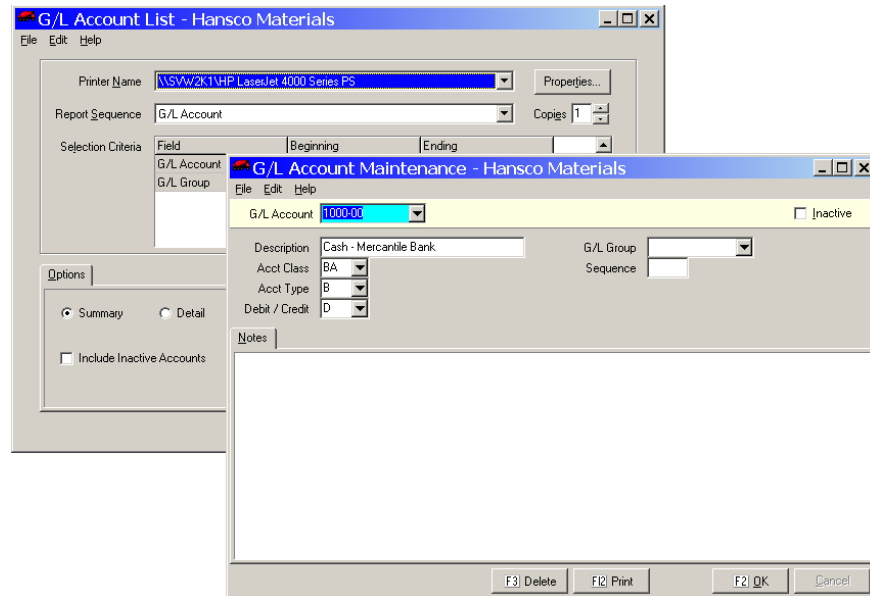
Instructions For Use

Use **G/L Accounts** file maintenance to enter and maintain a chart of General Ledger accounts when you do no have the system connected to an active General Ledger system. In order to print or export G/L activity, you must select all default G/L accounts, and sales and cash accounts from the chart of accounts. The G/L Account List provides a printed reference.

For full information on designing and setting up your chart of accounts, consult you general ledger system manual.

G/L Account Data Fields

Field Name	Usage
G/L Account	(Index field) Type in a code (up to 20 characters), use the dropdown, or press F4 to search by description.
Description	Title or name of account.
Acct Class	Category or function of account. Cash accounts are class 'BA'; sales accounts are class 'SA', etc.
Acct Type	'B' for balance sheet accounts, 'I' for income statement.
Debit/Credit	'D' for debit accounts, 'C' for credit.
G/L Group	Used on financial statement.
Sequence	Used on financial statement.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the G/L account.

Units of Measure

See also

Data Entry
Ticketing
Products
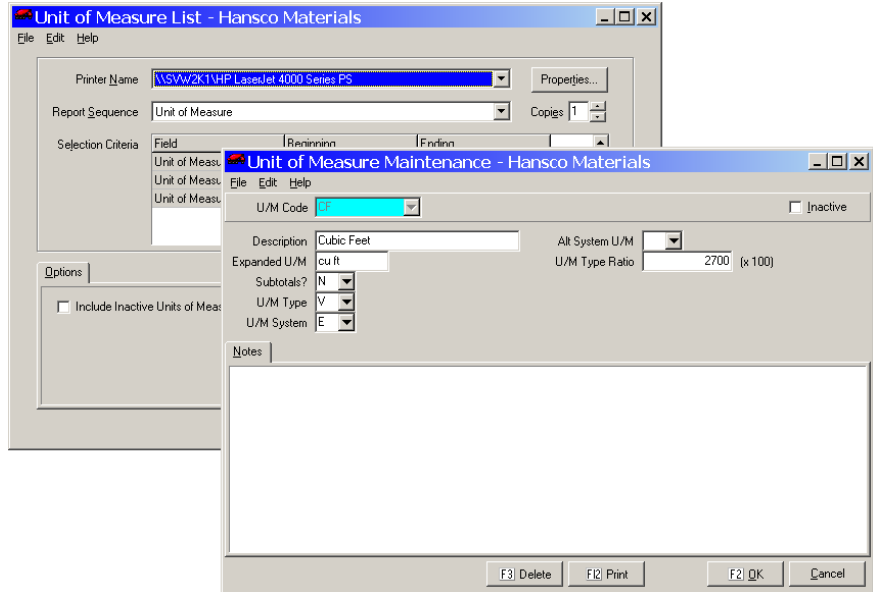
Instructions For Use

Use **Units of Measure** file maintenance to add, delete and change the names and characteristics of the units of measure by which you sell your products. Keystone is equipped with a standard set of units; if you need others you can add them here.

Unit of Measure Data Fields

Field Name	Usage
U/M Code	(Index field) Type in a code (up to two characters), use the dropdown, or press F4 to search by description.
Description	Full name of unit (e.g. "Cubic Feet").
Expanded U/M	A shorter (8-character) description for use on screens and reports.
Subtotals?	Set to "Y" if products with this unit of measure should have subtotals printed on invoices, statements and reports. For a product to add into Unit of Measure totals, *both* its Unit of Measure and its Product Class must have Subtotals set to "Y".
U/M Type	Type of physical quantity measured: volume, weight, linear, unit or "other". Use "other" for time units.
U/M System	English or metric.

Alt System U/M	Select the unit of measure you want used when sales need reported in the "other" (English or metric) system. For example, the *Alt System U/M* for cubic yards (CY) is cubic meters (CM).
U/M Type Ratio	You can freely convert quantities within each *U/M Type*. The *Type Ratio* gives the conversion factor to the base unit of the type, multiplied by 100. For example, CY is the base unit of type Volume—it has a *Type Ratio* of 1. CF, cubic feet, has a *Type Ratio* of 2700 because there are 27 cubic feet per cubic yard.

Notes tab

The notes tab contains space for any miscellaneous information you wish to keep with the unit of measure.

Sales Analysis

The Sales Analysis Menu

This chapter describes Keystone Accounting Sales Analysis reports and functions, including general instructions for running sales analysis reports, and detailed descriptions of each report.

GivenHansco designed Keystone Accounting Sales Analysis reports to provide the information you need to run your business more efficiently. Several of the reports include estimated cost and/or profit figures. You have reporting breakdowns available in many categories, including customers, products, customer and product classes, plants, jobs, etc. For a full description of Keystone Accounting Sales Analysis, see Chapter 1, Keystone Accounting Overview.

Keystone bases Sales Analysis reports on sales history records and keeps every line of every ticket on file— normally for all of the current year and the previous year. You control the purging (erasing) of old Sales History records during **Month End Processing**, usually at year-end (see **Month/Year End Processing**, page 185).

Sales Analysis Functions

Sales Report	Description
Customer Sales	Prints a summary of sales to each customer with gross profit.
Customer Sales by Job	Prints a sales summary for every customer job.
Customer Sales by Product	Prints a detail list of product sales to each customer.
Customer Sales History	Prints a detail list of all invoiced items by customer.
Comparative Customer Sales	Prints a yearly comparison of sales to each customer.
Product Sales	Prints a summary of sales of each product with gross profit.
Product Sales by Customer	Prints a breakdown of sales of each product.
Product Sales History	Prints a list of all invoice lines detailing each product.
Product Cost Report by Job	Prints a cost/profit analysis of concrete tickets by job.
Sales Cost Report	Prints cost totals of concrete mixes.
Daily Plant Sales Report	Prints day-by-day totals of sales out of each plant.
Summary Sales	Prints sales totals for salespeople and/or product classes.
Sales Charts	Displays or prints charts to represent sales history data visually.
Sales Inquiry	Displays on the screen a customer's invoices with subtotals and sales tax.

Chapter Contents

How To Run Sales Analysis Reports

Sales Report Options

Most Keystone Sales Analysis reports share the same set of options, principally sequence, selection and reporting dates.
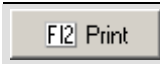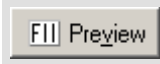
Dates

When you run Sales Analysis reports Keystone will ask you to enter the dates the report should cover. These dates are standard: the *period beginning and ending* dates and the *year beginning and ending* dates for the current and previous year. Depending on how you set the dates, you can create monthly, quarterly, and annual sales reports. Keystone keeps these eight dates on file and recalls them for the next report. If you change some of them for a special purpose, you can reset them based on the current system date by using the "Reset Dates" button.

Sequence and Selection

Keystone Accounting Sales Analysis provides a full set of sequence and selection options so that you can break sales down by customer class, product class, salesperson, plant, etc. Customer and Product sales reports also provide *year-to-date sales descending* as a sequence option, to bring the most important accounts or products to the top of the report. For full instructions on using sequence and selection refer to Chapter 2, Keystone Accounting Basics.

Sales Report Setup Screen F-keys and Buttons

The following actions are available on Sales Report setup screens.

Button	Key	Function	Use to…
F12 Print	**F12**	**Print**	Print report to the chosen printer.
F11 Preview	**F11**	**Preview**	Display report on the screen.
Reset Dates		**Reset Dates**	Set reporting dates to the current month, current calendar year and previous calendar year.

Screen Viewing of Reports

You can print Keystone reports on paper, or view them on the screen. Screen viewing saves you time, paper and printer wear-and-tear when you only need a quick look at the desired report (as when you try out dates and options to get the most meaningful report). Many reports, of course, will not fit on a single screen, so you must use the keyboard to move around in the report. The concepts, methods and keyboard conventions for Screen Viewing are fully explained in Chapter 2, Keystone Accounting Basics.

Customer Sales

```
3/8/2002                                      Customer Sales                                    3:38:08 PM
Program: ARPRSCS                           Company: Hansco Materials                            User: PETE

                                          In Sequence By Customer Id
                                      Last Year 4/8/2001 thru 4/20/2001
                                          Year beginning 1/1/2002
                                   For the period 2/1/2002 thru 2/28/2002

Cust                                                      M-T-D        Y-T-D    Last Year     M-T-D       Y-T-D
No.      Name                      City                   Sales        Sales      Sales     Gr. Profit  Gr. Profit     %

ALL100   Allen Construction        Springfield         14132.31     20785.80       .00       8254.18    14468.25    69.6
BER100   Berkshire Power           Pittsfield          15088.00     26008.00       .00       7661.48    13307.45    51.2
BLA100   Blankenship Construction  Stafford            11020.00     18487.59       .00       5056.47    12524.06    67.7
CHA100   Champion Builders         Pittsfield           6140.00     29209.00       .00       2862.22    13656.54    46.8
```

Instructions For Use

This report prints a summary of the sales to each customer. Sales totals are broken down by time period: by default Keystone gives you the current year, previous year, and the most recent complete month. Gross profit figures are included, calculated from the cost at time of sale.

Customer Sales Options

Note that *Sales this Yr. (Descending)* is available as a sequence option to bring the most important customers to the top of the report.

Customer Sales Columns

Column Name	Usage
Cust No., Name, City	From customer records.
M-T-D Sales	Total of all sales transactions dated between *This Period* beginning and ending.
Y-T-D Sales	Total of all sales transactions dated between *This Year* beginning and *This Period* ending.
Last Year Sales	Total of all sales transactions dated between *Last Year* beginning and ending.
M-T-D Gr. Profit	Total gross profit for all sales transactions dated between *This Period* beginning and ending. Keystone bases gross profit on cost at the time of sale.
Y-T-D Gr. Profit	Total gross profit for all sales transactions dated between *This Year* beginning and *This Period* ending.
%	Year to date gross profit as a percent of total sales.

Customer Sales by Job

```
3/8/2002                              Customer Sales by Job Report                                4:39:28 PM
Program: ARPRSCJ                        Company: Hansco Materials                                  User: PETE

Customer    Name                      Customer Class                  M-T-D      Y-T-D      M-T-D      Y-T-D
   Id       Product Class         Product                             Qty        Qty        Sales      Sales

BLA100     Blankenship Construction       GC General Contractor
  Job: EDGEWATER ESTATES
          CO Concrete
   Total Job EDGEWATER ESTATES                                        .0000    380.0000       .00    11020.00

  Job: HOME PLANT
          SG Sand & Gravel        MS-11       Masonry Sand            .0000     21.5300       .00      123.80

  Job: PINE RIDGE
          B  Block Sales          6416S-21    6x4x16 Split            .0000    500.0000       .00      265.00
                                  8416S-21    8x4x16 Split            .0000   1000.0000       .00      770.00

   Total Customer BLA100                                              .0000   4471.7800       .00    22227.59
```

Instructions For Use

This report prints a sales summary for every customer job, listing quantity and dollar sales totals for each product sold during the reporting periods, and including overall subtotals for each job.

Customer Sales by Job Columns

Column Name	Usage	Detail/ Subtotal
Customer Id, Name	From customer records.	Subtotal
Customer Class	From customer records.	
Product Class	Of current product.	
Product	Prints both Product Id and description.	Detail
Job	You invoiced sales under this Job Id.	Subtotal
M-T-D Qty.	Total number of units sold between *This Period* beginning and ending.	
Y-T-D Qty.	Total number of units sold between *This Year* beginning and *This Period* ending.	
M-T-D Sales	Total of all sales transactions dated between *This Period* beginning and ending.	
Y-T-D Sales	Total of all sales transactions dated between *This Year* beginning and *This Period* ending.	

Customer Sales by Product

```
3/8/2002                              Customer Sales by Product Report                        9:39:05 AM
Program: ARPRSCD                         Company: Hansco Materials                            User: PETE

                              In Sequence By Customer Id, Product Class, Product Id
                                          Year beginning 1/1/2002
                                    For the period 2/1/2002 thru 2/28/2002

Customer   Name                        Customer Class                M-T-D      Y-T-D      M-T-D      Y-T-D
   Id      Product Class       Product                                Qty        Qty      Sales      Sales

HAR100     Hartford D.P.W.           G  Government Agency
           SG Sand & Gravel    34-12        3/4" Stone              21.9100    21.9100    241.01     241.01
                               57-12        5/7" Stone               .0000    514.5500      .00     4502.31
                               FS-11        Fill Sand              201.0800   201.0800   1055.69    1055.69
                               RS-12        Road Sand                .0000    998.2200      .00     5140.87

     Total Product Class SG                                        222.9900  1735.7600   1296.70   10939.88

           T  Transportation Charg T-11        Transportation      201.0800   201.0800    351.92     351.92
                               T-12        Transportation          21.9100   1534.6800     43.82    2497.69

     Total Product Class T                                        222.9900  1735.7600    395.74    2849.61

     Total Customer HAR100                                        445.9800  3471.5200   1692.44   13789.49
```

Instructions For Use

This report prints a sales summary for every customer, listing quantity and dollar sales totals for each product sold during the reporting periods, with subtotals for each product class.

Customer Sales by Product Columns

Column Name	Usage	Detail/ Subtotal
Customer Id, Name	From customer records.	Subtotal
Customer Class	From customer records.	
Product Class	Of current product.	Subtotal
Product	(Detail field) Product Id and description are both printed.	Detail
M-T-D Qty.	Total number of units sold between *This Period* beginning and ending.	
Y-T-D Qty.	Total number of units sold between *This Year* beginning and *This Period* ending.	
M-T-D Sales	Total of all sales transactions dated between *This Period* beginning and ending.	
Y-T-D Sales	Total of all sales transactions dated between *This Year* beginning and *This Period* ending.	

Customer Sales History

```
3/8/2002                              Customer Sales History Report                        10:10:24 AM
Program: ARPRSCH                        Company: Hansco Materials                             User: PETE

               In Sequence By Customer Id, Invoice Date, Invoice No., Ticket Date, Ticket No.
                              For the period 2/1/2002 thru 2/28/2002

Cust Id   Name                          Product                                U/   Quantity        Ext
          Inv No.  Inv Date  Tkt No.  Tkt Date   Id        Description         M      Sold        Price

CHA100    Champion Builders
          25029  2/12/2002   119112  2/12/2002   6SKG-03   6 Sack Grout        CY   10.0000      610.00
                                                 C1-03     1% Calcium          YD   10.0000       20.00
                             119115  2/12/2002   6SKG-03   6 Sack Grout        CY   10.0000      610.00
                                                 C1-03     1% Calcium          YD   10.0000       20.00
                             119118  2/12/2002   6SKG-03   6 Sack Grout        CY   10.0000      610.00
                                                 C1-03     1% Calcium          YD   10.0000       20.00
                             119121  2/12/2002   6SKG-03   6 Sack Grout        CY   10.0000      610.00
                                                 C1-03     1% Calcium          YD   10.0000       20.00
                             119124  2/12/2002   6SKG-03   6 Sack Grout        CY   10.0000      610.00
                                                 C1-03     1% Calcium          YD   10.0000       20.00
                             119127  2/12/2002   6SKG-03   6 Sack Grout        CY   10.0000      610.00
                                                 C1-03     1% Calcium          YD   10.0000       20.00
          25050  2/13/2002   119176  2/13/2002   3010F-02  3000 PSI w/ 1" Stone (FA)  CY  10.0000  570.00
                                                 C1-02     1% Calcium          YD   10.0000       20.00
                             119178  2/13/2002   3010F-02  3000 PSI w/ 1" Stone (FA)  CY  10.0000  570.00
                                                 C1-02     1% Calcium          YD   10.0000       20.00
                             119180  2/13/2002   3010F-02  3000 PSI w/ 1" Stone (FA)  CY  10.0000  570.00
                                                 C1-02     1% Calcium          YD   10.0000       20.00
                             119183  2/13/2002   3010F-02  3000 PSI w/ 1" Stone (FA)  CY  10.0000  570.00
                                                 C1-02     1% Calcium          YD   10.0000       20.00
    Total Customer CHA100                                                                      6140.00
```

Instructions For Use

This report prints customer sales history in full detail: every line of every ticket on the invoices billed to the customer during the reporting period. Keystone gives you subtotals for each customer. To locate specific tickets by customer and time period, set the report dates to the time period and select for the customer.

Customer Sales History Options

You can sequence the report by ticket number to get a complete history regardless of customer. If sequenced by job within each customer, Keystone does not show invoice numbers and prints product subtotals for each job (for units of measure and product classes that you set up to subtotal—see Units of Measure maintenance, page 153).

Customer Sales History Columns

Column Name	Usage	Detail/ Subtotal
Cust Id, Name	From customer records.	Subtotal
Customer Class	From customer records.	
T/A	(job sequence only) Tax authority.	
Job Id	(job sequence only) Job name.	Subtotal
Inv No.	(invoice sequence only)	
Inv Date	(invoice sequence only)	

Tkt No.	Ticket number as invoiced.	
Tkt Date	Date ticket issued (may be different from invoice date).	
Product Id, Description	Product Id and description are both printed.	Detail
Quantity Sold	Total number of units sold on detail line of ticket.	
Ext Price	Merchandise total on detail line of ticket.	

Comparative Customer Sales

```
3/8/2002                              Comparative Customer Sales Report                    4:14:40 PM
Program: ARPRSCC                          Company: Hansco Materials                        User: PETE

                                        In Sequence By Customer Id
                                       Customer Id JAM100 thru LUC100
                                     Last Year 1/1/2001 thru 12/31/2001
                               Last Year for the period 2/1/2001 thru 2/28/2001
                                        This Year beginning 1/1/2002
                               This Year for the period 2/1/2002 thru 2/28/2002

Customer                                      ---------Current Month--------- ----------Year to Date---------- Last Year
   Id      Name                    City       This Yr Last Yr   Diff    %    This Yr Last Yr   Diff    %     Total

JAM100    James & James            W. Springfield  1844     487   1357   279    4048     607   3441   567      607
JOL100    Jolter & Associates      Somerset       14433    6911   7522   109   16143    7136   9007   126     7136
KLE100    Klesson & Smith Co., Inc. Winchester    23185    4200  18985   452   42941   15780  27161   172    15780
LUC100    Luchessi Pools           Chicopee         954       0    954     0    2014       0   2014     0        0

Grand Total                                       40416   11597  28819   248   65146   23522  41624   177    23522
```

Instructions For Use

This report prints total sales to each customer for the current month, year-to-date, the comparison periods from the previous year, and previous year's total. For each sales number, the change from previous year to current year is printed both as a simple dollar amount and as a percentage of previous year.

Comparative Customer Sales Options

Note that *Sales this Yr. (Descending)* is available as a sequence option to bring the most important customers to the top of the report.

Comparative Customer Sales Columns

Column Name	Usage
Cust No., Name, City	From customer records.
Current Month—	
This Yr	Total of all sales transactions dated between *THIS YEAR Period* beginning and ending.
Last Yr	Total of all sales transactions dated between *LAST YEAR Period* beginning and ending.
Diff	Change from last year to this year.

%	Percent change from last year to this year.
Year to Date—	
This Yr	Total of all sales transactions dated between *THIS YEAR Year* beginning and *Period* ending.
Last Yr	Total of all sales transactions dated between *LAST YEAR Year* beginning and *Period* ending.
Diff	Change from last year to this year.
%	Percent change from last year to this year.
Last Year Total	Total of all sales transactions dated between *LAST YEAR Year* beginning and ending.

Product Sales

```
3/8/2002                                    Product Sales Report                                11:34:42 AM
Program: ARPRSPS                          Company: Hansco Materials                              User: PETE

                                   In Sequence By Product Class, Product Id
                                           Year beginning 1/1/2002
                                        Last Period beginning 1/1/2002
                                     For the period 2/1/2002 thru 2/28/2002

Product                          U/ Pr  Last Mo.     M-T-D      Y-T-D      M-T-D      Y-T-D      Y-T-D
Code       Description           M  Cl    Qty         Qty        Qty       Sales      Sales    Gr. Profit     %

Product Class CA  Concrete Additives

AIR-01     Air Entrainment       YD CA     4.00      56.00      60.00      56.00      60.00      60.00 100.0
AIR-02     Air Entrainment       YD CA    24.00     194.00     218.00     194.00     218.00     218.00 100.0
AIR-03     Air Entrainment       YD CA    17.00     113.00     130.00     113.00     130.00     130.00 100.0
C1-01      1% Calcium            YD CA   562.00    1164.50    1726.50    2329.00    3453.00    2158.12  62.5
C1-02      1% Calcium            YD CA    55.00     317.50     372.50     635.00     745.00     465.62  62.5
C1-03      1% Calcium            YD CA   594.00      65.00     659.00     130.00    1318.00     823.75  62.5
C2-01      2% Calcium            YD CA   205.00        .00     205.00        .00     820.00     512.50  62.5
C2-02      2% Calcium            YD CA     9.00        .00       9.00        .00      36.00      22.50  62.5
F-01       Fibermesh             YD CA   560.00     153.00     713.00     918.00    4278.00    3030.25  70.8
F-02       Fibermesh             YD CA      .00      90.00      90.00     540.00     540.00     382.50  70.8

Total Product Class CA                  2030.00    2153.00    4183.00    4915.00   11598.00    7803.24  67.3
```

Instructions For Use

This function prints a summary of the sales of each product. Sales totals are broken down by time period: by default Keystone gives you the current year, current month and the most recent complete month. Gross profit figures are included, calculated from the cost at time of sale.

Product Sales Options

Note that *Sales this Yr. (Descending)* and *Qty this Yr. (Descending)* are available as a sequence option to bring the most important products to the top of the report. When sequenced by product class or vendor, Keystone prints subtotals for the product class or vendor.

Product Sales Columns

Column Name	Usage
Product Code, Description, U/M, Pr Cl	From product records: Id, Description, Unit of Measure, Product Class.
M-T-D Qty	Total number of units sold between *This Period* beginning and ending.
Y-T-D Qty	Total number of units sold between *This Year* beginning and *This Period* ending.
M-T-D Sales	Total of all sales transactions dated between *This Period* beginning and ending.
Y-T-D Sales	Total of all sales transactions dated between *This Year* beginning and *This Period* ending.
Last Year Sales	Total of all sales transactions dated between *Last Year* beginning and ending.
M-T-D Gr. Profit	Total gross profit for all sales transactions dated between *This Period* beginning and ending. Keystone bases gross profit on cost at the time of sale.
Y-T-D Gr. Profit	Total gross profit for all sales transactions dated between *This Year* beginning and *This Period* ending.
%	Year to date gross profit as a percent of total sales.

Product Sales by Customer

```
3/8/2002                            Product Sales by Customer Report                           12:06:18 PM
Program: ARPRSPD                       Company: Hansco Materials                                  User: PETE

                            In Sequence By Product Class, Product Id, Customer Id
                                          Year beginning 1/1/2002
                                   For the period 2/1/2002 thru 2/28/2002

Prod Description                     M-T-D        Y-T-D        M-T-D       Y-T-D Customer
Cls  Product     U/M Description      Qty          Qty         Sales       Sales   Id        Name

 B   Block Sales
     6416-21      EA  6x4x16 Solid
                                    144.0000     144.0000       79.20       79.20 ALL100    Allen Construction
     6416S-21     EA  6x4x16 Split
                                       .0000     500.0000         .00      265.00 BLA100    Blankenship Construction
                                    100.0000     388.0000       57.00      221.16 COD       CASH SALES
                                       .0000    2000.0000         .00     1100.00 JAM100    James & James
                                  22000.0000   22000.0000    12540.00    12540.00 MAS100    Mass. Dept. of Transportation
     Total Product 6416S-21        22100.0000   24888.0000    12597.00    14126.16

     8416-21      EA  8x4x16 Solid
                                   2000.0000    2000.0000     1620.00     1620.00 ALL100    Allen Construction
                                       .0000     288.0000         .00      233.28 BLA100    Blankenship Construction
                                    144.0000     288.0000      123.84      247.68 COD       CASH SALES
                                   1150.0000    1150.0000      954.50      954.50 LUC100    Luchessi Pools
     Total Product 8416-21         3294.0000    3726.0000     2698.34     3055.46
```

Instructions For Use

This report prints a sales summary for every product, listing quantity and dollar sales to each customer during the reporting periods, with subtotals for each product class. It shows the same information as the **Customer Sales by Product**, but sorts by product instead of by customer.

Product Sales by Customer Columns

Column Name	Usage	Detail/ Subtotal
Prod Cls, Description	From product class records.	Subtotal
Product, U/M, Description	From product records.	Subtotal
M-T-D Qty	Total number of units sold between *This Period* beginning and ending.	
Y-T-D Qty	Total number of units sold between *This Year* beginning and *This Period* ending.	
M-T-D Sales	Total of all sales transactions dated between *This Period* beginning and ending.	
Y-T-D Sales	Total of all sales transactions dated between *This Year* beginning and *This Period* ending.	
Customer Id, Name	From Customer records.	Detail

Product Sales History

```
3/8/2002                              Product Sales History Report                           12:31:28 PM
Program: ARPRSPH                       Company: Hansco Materials                              User: PETE

                          In Sequence By Product Class, Product Id, Invoice Date, Invoice No.
                                     For the period 2/1/2002 thru 2/28/2002

   Product                       Invoice  Invoice Customer                        Sls U/       Qty        Ext
     Id         Description        No.     Date     Id     Name                   pn  M        Sold      Price

Product Class B  Block Sales
   12416-21     12x4x16 Solid     25017 2/11/2002 COD      CASH SALES             H  EA      120.0000    139.20
                                  25063 2/13/2002 COD      CASH SALES             H  EA      288.0000    334.08
      Total Product 12416-21                                                                 408.0000    473.28

    2416-21     2x4x16 Solid      25062 2/13/2002 COD      CASH SALES             H  EA       26.0000     10.66

    6416-21     6x4x16 Solid      25001 2/11/2002 ALL100   Allen Construction     BA EA      144.0000     79.20

    6416S-21    6x4x16 Split      25036 2/12/2002 COD      CASH SALES             H  EA      100.0000     57.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
                                  25044 2/12/2002 MAS100   Mass. Dept. of Transportation  DS EA    2000.0000   1140.00
      Total Product 6416S-21                                                               22100.0000  12597.00
```

This report prints a list of all invoice lines detailing each product during the reporting period.

Instructions For Use

This report prints product sales history in full detail. For each product it includes every ticket line detailing the product on invoices billed during the reporting period. Keystone gives you subtotals by product and product class. This is the same information as the **Customer Sales History**, only sorted by product instead of by customer.

Product Sales History Columns

Column Name	Usage	Detail/ Subtotal
Product Id	As invoiced.	Subtotal
Description	Prints descriptions for both product and product class.	
Product Class	From product records.	Subtotal
Invoice No.	As invoiced.	Detail
Invoice Date	As invoiced.	
Customer Id, Name	As invoiced; name from customer records	
Slspn	Salesperson as invoiced.	
U/M	Unit of measure from product records.	
Qty Sold	Total number of units sold on detail line of ticket.	
Ext Price	Merchandise total on detail line of ticket.	

Product Cost Report by Job

```
3/8/2002                                      Product Cost Report by Job                                    12:59:57 PM
Program: ARPRSPJ                              Company: Hansco Materials                                     User: PETE

                                       In Sequence By Customer Id, Job Id, Ticket Id

Ticket    Ticket  Material        CYs   Material    Other    Delivery    Plant     Total    Selling   Discount   Gross
  No.      Date   Product Id            Cost        Cost     Cost        Cost      Cost     Price     Offered    Profit      %

Cust CHA100      Champion Builders        Job Id CHERRYWOOD LANE
119112  2/12/2002 6SKG-03    10.0000    343.01      7.50     42.75      10.00    403.26    630.00       .00     226.74    36.0
119115  2/12/2002 6SKG-03    10.0000    343.01      7.50     44.25      10.00    404.76    630.00       .00     225.24    35.8
119118  2/12/2002 6SKG-03    10.0000    343.01      7.50     47.25      10.00    407.76    630.00       .00     222.24    35.3
119121  2/12/2002 6SKG-03    10.0000    343.01      7.50     46.50      10.00    407.01    630.00       .00     222.99    35.4
119124  2/12/2002 6SKG-03    10.0000    343.01      7.50     48.00      10.00    408.51    630.00       .00     221.49    35.2
119127  2/12/2002 6SKG-03     3.0000    132.90      2.25     53.25       3.00    194.40    189.00       .00       5.40-    2.8-
        Total CHERRYWOOD LANE 53.0000   1847.95    39.75    282.00      53.00   2225.70   3339.00       .00    1113.30    33.3
        Per CY                            34.87      .75      5.32       1.00     41.99     63.00       .00      21.00
                                          Job Id CLIFFWOOD
119176  2/13/2002 3010F-02   10.0000    286.18      7.50     66.00      10.00    369.68    590.00       .00     220.32    37.3
119178  2/13/2002 3010F-02   10.0000    286.18      7.50     76.50      10.00    380.18    590.00       .00     209.82    35.6
119180  2/13/2002 3010F-02   10.0000    286.18      7.50     78.75      10.00    382.43    590.00       .00     207.57    35.2
119183  2/13/2002 3010F-02   10.0000    286.18      7.50     76.50      10.00    380.18    590.00       .00     209.82    35.6
        Total CLIFFWOOD      40.0000   1144.72     30.00    297.75      40.00   1512.47   2360.00       .00     847.53    35.9
        Per CY                            28.62      .75      7.44       1.00     37.81     59.00       .00      21.19
```

Instructions For Use

This report prints an estimated-cost report of all concrete tickets during the reporting period. Keystone lists the tickets together for each job, with a job total and a per-yard average for the job. Unlike other estimated-cost reports, cost and profit are calculated by the entire ticket, not just for the mix product. Three additional subcategories of cost are included, to give a more complete profit measure:

1. Other product costs (usually admixes) on the same ticket.

2. Delivery cost (dollars per minute).

3. Plant cost (dollars per unit).

The delivery cost is calculated as the Delivery Rate times the total ticket time; total ticket time includes both elapsed time from the ticket and batching time because trucking costs must include the time waiting at the plant. These additional cost estimates are based on how you configure the report: you set up standard delivery and plant costs, and define which Product Classes will be included in "other" costs. See Options below for details.

The Profit Alert Report (page 76) prints a similar analysis for open (unbilled) tickets.

Product Cost Report by Job Options

Sequence

The sequence options also control the level of detail of the report You can summarize by customer, job or ticket.

Dates

The report includes *all* tickets in the sales history, regardless of the most recent setting of the standard sales analysis dates. To narrow down the reporting period, select by ticket date in the selection options.

Options page tab

The *Options* page tab allows you to set up default rates and choose product classes for the report. Note that the first three settings are defaults; they are only used if the plant of origin has no setting.

Field Name	Usage
Batch Time	If the plant of origin does not have a Batch Time constant set, the report will use this constant. Number of minutes to batch a load.
Delivery Rate	If the plant of origin does not have a Delivery Rate set, the report will use this rate. Cost in dollars per minute to keep a truck running and pay the driver.
Plant Overhead	If the plant of origin does not have a Plant Overhead rate set, the report will use this rate. Cost in dollars per unit to maintain and operate the plant.
Unit Of Measure	You want the report given in this Unit of Measure. You must give the Plant Overhead rate in these units, whether specified here or for each plant in Plants file maintenance (page 140).
☑ *Assume Discounts*	Check this box to have gross profit figures calculated by assuming that you took any paid-on-time discounts offered. If the box is unchecked, the report assumes that you took no discounts.
Material Product Class	Select the product class(es) containing the mixes you want to cost.
Other Product Class	Select the product classes containing the admixes and other products whose costs you want factored in.

Product Cost Report by Job Columns

Column Name	Usage	Detail/ Subtotal
Ticket No.	As invoiced.	Detail
Ticket Date	As invoiced.	
Material Product Id	Product id of product in the *Material Product Class* sold on current line.	Subtotal
[U/M]s	The column heading (Normally 'CYs') will reflect the Unit of Measure chosen on the options tab. Quantity of product sold on the current line.	
Material Cost	Calculated as standard cost of *Material Product* at time of invoicing, times the quantity sold.	

Other Cost	Calculated as standard cost times quantity sold of any products in the *Other Product Class* sold with the Material Product.
Delivery Cost	Calculated as *Delivery Rate* times (*Batch Time* + ticket time).
Plant Cost	Calculated as *Plant Overhead* times quantity sold
Total Cost	Sum of all four cost categories above.
Selling Price	Pre-tax sales total as invoiced.
Discount Offered	Total discount offered on sale.
Gross Profit	Calculated as *Selling Price* minus *Total Cost*. If you check the *Assume Discounts* option, Keystone also deducts *Discount Offered*.
%	*Gross Profit* as a percentage of *Selling Price*.
Cust	Prints both Customer Id and Name.
Job Id	As invoiced.

Sales Cost Report

```
3/8/2002                                    Sales Cost Report                                    12:58:22 PM
Program: ARPRSCR                         Company: Hansco Materials                               User: PETE

                                  In Sequence By Cost of Sales GL Account, Product Id
                                       For the period 2/1/2002 thru 3/31/2002

G/L                            Product                                                        Usage
Number                         Code     Description                Quantity    U/M            Cost

5010-01  Additive Costs - Main  AIR-01   Air Entrainment              40.00    YD              .00
                                C1-01    1% Calcium                  138.00    YD           103.50
                                F-01     Fibermesh                   306.00    YD           535.50
                                         Total G/L Number 5010-01    484.00               639.00
```

Instructions For Use

This report prints a summary of cost of sales during the reporting period. Totals are broken down by GL account and then by product. Use it as a posting register if you track cost of sales on your General Ledger.

Sales Cost Report Columns

Column Name	Usage	Detail/ Subtotal
G/L Number	Cost of sales GL account assigned to current product. (see **Products** file maintenance, page 122.)	Subtotal
Product Code, Description,U/M	From product records.	Detail
Quantity	Total quantity of product invoiced during the reporting period under current cost of sales GL.	

Usage Cost	Total dollar cost of product invoiced during the reporting period. Invoicing cost calculated as quantity sold times current standard cost.

Daily Plant Sales Report

```
3/8/2002                           Daily Plant Sales Report                        4:47:25 PM
Program: ARPRSPL                   Company: Hansco Materials                       User: PETE

                              In Sequence By Plant Id, Ticket Date
                              For the period 2/1/2002 thru 2/28/2002

Plant                              Cubic                      Total
 Id   Name                  Date   Yards          Tons        Sales

 01   GH Concrete Co., Inc.
                            2/11/2002   129.0000    .0000     8792.00
                            2/12/2002   316.0000    .0000    19054.00
                            2/13/2002   275.5000    .0000    16606.50
      Total Plant 01                    720.5000    .0000    44452.50

 11   Springfield Sand & Gravel
                            2/11/2002     .0000   277.8600    2084.88
                            2/12/2002     .0000   584.4400    4403.67
                            2/13/2002     .0000   663.9800    4127.96
      Total Plant 11                      .0000  1526.2800   10616.51
```

Instructions For Use

This report prints day-by-day totals of plant sales. Keystone prints a total for every day in the reporting period that has any sales from the plant. It also prints the total sales amount for each day, plus total quantities of all units of measure (normally cubic yards and tons) that you set up to subtotal.

Daily Plant Sales Report Columns

Column Name	Usage
Plant Id, Name	From plant records.
Date	A line is included for every date on which there were sales invoiced from the current plant.
(Unit of Measure columns)	Normally there are columns for Cubic Yards and Tons. More columns can be included if needed, by setting up your units of measure appropriately (see Units of Measure maintenance, page 153). A column is included for every unit of measure that meets these conditions: a) it is set up to subtotal; b) there were sales under the unit of measure during the reporting period.
Total Sales	Total of all sales from the plant for current day.

Summary Sales

```
3/8/2002                                    Summary Sales Report                                  9:35:30 AM
Program: ARPRSSU                           Company: Hansco Materials                              User: PETE

                              In Sequence By Salesperson, Customer Id, Product Class
                                          Year beginning 1/1/2002
                                      For the period 2/1/2002 thru 2/28/2002

            Customer                                                                     M-T-D          Y-T-D
Salesperson Id       Name                      City          St Product Class            Sales          Sales

TC Tom Cross
            BLA100   Blankenship Construction  Stafford      CT B  Block Sales             .00        1268.28
                                                               SG Sand & Gravel            .00        4846.22
                                                               T  Transportation Charges   .00        1353.09
                     Total Customer BLA100                                                 .00        7467.59

            DUR100   Durst Brothers            Hartford      CT SG Sand & Gravel         2231.51       4876.50
                                                               T  Transportation Charges  506.46       1114.30
                     Total Customer DUR100                                              2737.97        5990.80

            HAR100   Hartford D.P.W.           Hartford      CT SG Sand & Gravel         1296.70      10939.88
                                                               T  Transportation Charges  395.74       2849.61
                     Total Customer HAR100                                              1692.44       13789.49

            HUN100   Hunts Poured Walls        Enfield       CT SG Sand & Gravel           .00         498.87
                                                               T  Transportation Charges   .00          58.69
                     Total Customer HUN100                                                 .00         557.56

            JOL100   Jolter & Associates       Somerset      CT B  Block Sales             .00        1710.00
                     Total Customer JOL100                                                 .00        1710.00

  Total Salesperson TC                                                                  4430.41      29515.44
```

Instructions For Use

This report prints sales totals for salespeople and/or product classes during the reporting period and year-to-date. Four different levels of breakdown are available.

Summary Sales Report Options

Sequence Options

The sequence options also control the level of detail of the report. You can break down each salesperson's sales totals by customer, by product class, or both (in this case the breakdown is by product class within each customer); or you can lump all salespeople together and have total sales broken down by product class only. The product class report includes quantity columns as well as sales dollars.

Summary Sales Report Columns

Column Name	Usage
Customer Id, Name, City, St	From customer records.
Salesperson	From salesperson records. Id and Name are both printed.
Product Class	From product class records. Prints both Class Code & Description.
M-T-D Qty	(Product class sequence only) Total number of units sold between *This Period* beginning and ending.
Y-T-D Qty	(Product class sequence only) Total number of units sold between *This Year* beginning and *This Period* ending.
M-T-D Sales	Total of all sales transactions dated between *This Period* beginning and ending.

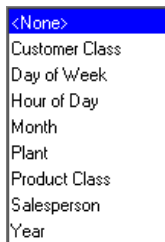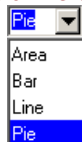| *Y-T-D Sales* | Total of all sales transactions dated between *This Year* beginning and *This Period* ending. |

Sales Charts
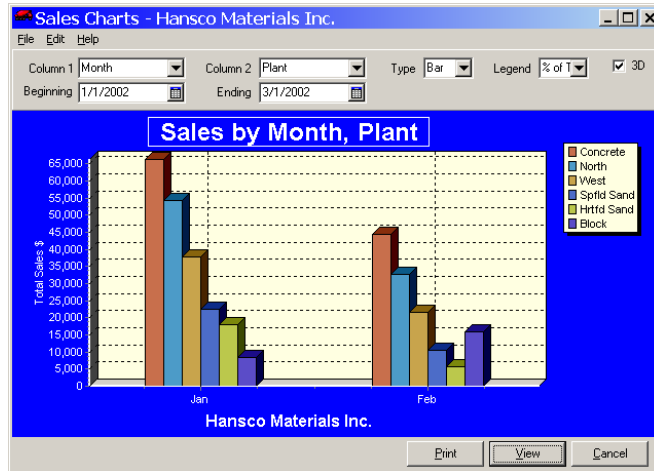
Instructions For Use

This function generates charts to represent sales history data visually. Choose which set of data to graph, and what type of graph to use. You may view the charts on the screen or print them.
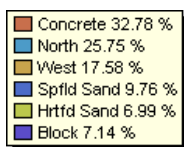
Sales Charts depict total sales for the reporting period, broken down into subtotals by various categories. You choose either one or two categories by which to break down the graph. (Bar charts require two categories.) Categories may be any of Customer Class, Day of Week, Hour of Day, Month, Plant, Product Class, Salesperson, or Year. Depending on your actual sales history, the number of plants, salespeople, product classes and customer classes you have, the date range you choose, and the type of graph you choose, not all combinations of categories will yield useful charts.

Data Columns Selection

Type Selection

Data Legend

Sales Chart Setup Fields

Field Name	Usage
Column 1	Choose what data to use for the main data set of the graph.
Column 2	(Bar charts only) Choose what data to use for the subsidiary data set of the graph. For all types except bar charts you must choose *<none>* here.
Beginning 📅	Enter the invoice date at which to begin the sales history graph.
Ending 📅	Enter the invoice date at which to end the sales history graph.
Type	Choose the type of graph to display: Area, Bar, Line or Pie. Bar charts require two data sets to graph against each other; the other types all require only one set of data.
Legend	Here you choose whether to see sales totals as a dollar value or a percentage: for area, line and pie charts (those with a single set of data) there is a data legend at the top right (as shown at left). It identifies the data values and gives their sales total either dollars or in percentage of the overall sales total.
☑ *3D*	The chart may show the data with or without a "3-dimensional" effect.

Sales Inquiry
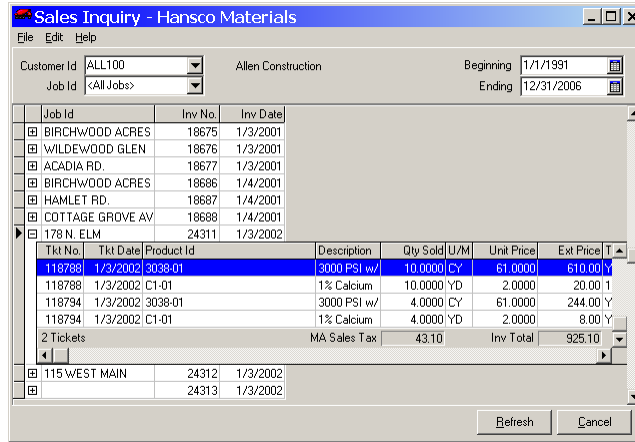
Instructions For Use

Sales Inquiry enables you to display on the screen a customer's invoice history, sorted by job and invoice date. Keystone subtotals merchandise total and sales tax by invoice. Sales Inquiry dates are *not* based on the standard reporting dates that you set and use for other Sales Analysis reports.

Sales Inquiry Fields

Field Name	Usage
Customer Id	Choose the customer whose history you wish to view. Keystone displays the full customer name to the right.
Job Id	To select out a single job, enter it here. You may choose <All Jobs> to view all customer's invoices, or <All Blank Jobs> to view invoices not attached to any job.
Beginning 🔲	Enter the invoice date at which to begin the display.
Ending 🔲	Enter the invoice date at which to end the display.

Sales Inquiry Invoice grid

The invoice grid displays all invoices for the customer, job and date range chosen. Keystone displays one line for each invoice; to view the ticket detail on the invoice, click on the '+' at the left of the invoice. It shows the invoice total and sales tax at the bottom of each invoice.

This chapter gives detailed instructions for running the month end functions and reports of a Keystone Accounting system. The functions on the Month End menu are functions you normally perform as part of closing a month, or whatever other accounting period you use. Most are reports, run as needed, while Month/Year End Processing is a necessary step to insure continued correct operation of your system. The primary purpose of the Month/Year End Processing function is *purging* data; that is, removing records older than a specified date.

Find the following Keystone functions on the Month End menu. Functions that you *must* run at regular intervals are marked in the right-hand (Required) column.

Menu Option Name	Description	Required
Invoice Register	Prints a listing of accumulated invoices.	
Cash Posting Register	Prints a listing of accumulated cash receipts.	
Invoiced Tickets List	Prints a listing of all tickets in Sales history.	
Trucking Report	Prints a report of truck activity from sales history.	
Driver Report	Prints a report of driver trucking activity from sales history.	
Sales Tax Report	Prints a report of sales tax charged under each taxing authority with exempt sales summary.	
Sales Tax Adjustments Report	Prints a report of tax liability reductions due to sales discounts awarded.	
A/R Distributions to G/L	Posts or reports accumulated General Ledger transactions.	
Month/Year End Processing	Purges (erases) accumulated sales history and other data and updates monthly totals.	

Chapter Contents

MTD Invoice Register

```
3/8/2002                                    MTD Invoice Register                                    1:32:53 PM
Program: ARPRMIV                          Company: Hansco Materials                                 User: PETE

                                     In Sequence By Invoice No., Invoice Date
                                       Invoice Date 2/1/2002 thru 2/28/2002

Invoice   Invoice  Customer                      Invoice      Merch     Taxable    Sales Tax    Avail                        Tax
No.        Date       Id     Name                 Amount      Amount     Amount      Amount    Discount Job Id               Auth

 24999  2/11/2002 ALL100   Allen Constru         3400.00     3400.00       .00         .00        .00 PARK-N-RIDE           MA
 25000  2/11/2002 ALL100   Allen Constru          142.12      142.12       .00         .00        .00 BUCKTON RD.           MA
 25001  2/11/2002 ALL100   Allen Constru           79.20       79.20       .00         .00        .00 PINE GROVE            MA
 25002  2/11/2002 BER100   Berkshire Pow         3412.50     3250.00    3250.00      162.50       .00 ASHLEY RD.            MA
 25003  2/11/2002 COD      CASH SALES             470.40      448.00     448.00       22.40       .00 BURNS, TED            MA
 25004  2/11/2002 COD      CASH SALES             470.40      448.00     448.00       22.40       .00 DIPIETRO, SAL         MA
 25005  2/11/2002 COD      CASH SALES             441.00      420.00     420.00       21.00       .00 ERNIES TEXACO         MA
 25006  2/11/2002 COD      CASH SALES             367.50      350.00     350.00       17.50       .00 THERRIEN, LES         MA
 25007  2/11/2002 DUR100   Durst Brother          278.38      263.76     208.81       14.62       .00 MEADOWBROOK           CT
 25008  2/11/2002 HAR100   Hartford D.P.          284.83      284.83       .00         .00        .00 DEQE #277             CT
 25009  2/11/2002 JAM100   James & James          180.66      173.40     145.17        7.26       .00 172 COULTER AVE       MA
```

Instructions For Use

TIP: to view a customer's purchase history— select the Customer Id (beginning and ending) and select beginning and ending dates for the period you want to see.

The **Month To Date Invoice Register** prints a history of all invoicing since the last purge. Note this important difference from the (regular) **Invoice Register**; the regular invoice register empties itself every time it prints, whereas the **MTD Invoice Register** empties only when you purge it during **Month/Year End Processing**.

Check the **Month To Date Invoice Register** grand totals against the total of all the (individual) invoice registers printed during the month. If the totals match, you can file the MTD Register as your record of invoices, and get rid of all the individual registers. If the totals don't match, investigate to find the source of the discrepancy: usually post-dated or pre-dated invoicing dated outside the current period.

MTD Invoice Register Options

Sequence Options

You can sequence the **MTD Invoice Register** with subtotals by customer, or simply by invoice number or date.

Selection Options

NOTE: select invoice dates for the desired month to avoid reporting every invoice ever billed.

To print a monthly register, select the first and last days of the current month for the beginning and ending Invoice Date. Also, in addition to the usual invoice-based selections, the **MTD Invoice Register** allows you to select Keystone *User Names* so that you can print separate registers for each operator who may have printed invoices.

MTD Invoice Register Columns

Column Name	Usage
Invoice No., Date	As invoiced.
Customer Id, Name	From customer records.
Invoice Amount	Gross invoice amount including sales tax.

Merch Amount	Pre-tax invoice total.
Taxable Amount	Total taxable sales on invoice.
Sales Tax Amount	Sales tax charged on invoice.
Avail Discount, Job Id, Tax Auth	As invoiced.

MTD Cash Posting Register

```
3/8/2002                                  MTD Cash Posting Register                          3:12:12 PM
Program: ARPRMCS                          Company: Hansco Materials                          User: PETE

                                   In Sequence By Customer Id, Posting Date
                                    Posting Date 2/1/2002 thru 2/28/2002

Cust        Name        Invoice     Old        A/R       Allowance    Discount     New       Last    Posting   Check
No.         Inv. No.    Date        Balance    Amount    Amount Code  Amount       Balance   Paid    Date      No.

ALL100      Allen Construction
            25046  2/13/2002        3780.00    3780.00      .00        60.00        .00              2/13/2002 678
      Total Day 2/13/2002                      3780.00      .00        60.00

   Total Customer ALL100                       3780.00      .00        60.00

CHA100      Champion Builders
            25029  2/12/2002        3969.00    3969.00      .00         .00         .00              2/28/2002 3131
            25050  2/13/2002        2478.00      50.00    50.00 D       .00        2428.00           2/28/2002 777
            25050  2/13/2002        2428.00    2428.00      .00         .00         .00    2/28/2002 2/28/2002 777
      Total Day 2/28/2002                      6447.00    50.00         .00

   Total Customer CHA100                       6447.00    50.00         .00
```
MTD Cash Posting Register

```
3/8/2002                          MTD Cash Posting Register - Allowance Summary           10:39:36 AM
Program: ARPRMCS                          Company: Hansco Materials                        User: PETE

                   Allow
                   Code  Description                        Amount

                   D     Donation                            50.00
                   R     Rounding (Over/Short)                 .03
```
MTD Cash Posting Register Allowance Summary

Instructions For Use

The Month To Date **Cash Posting Register** prints a history of all cash posting done since the last purge. Note this important difference from the (regular) **Cash Posting Register**; the regular **Cash Posting Register** empties itself every time it prints, whereas the MTD **Cash Posting Register** empties only when you purge. The report has three parts:
1. MTD Cash Posting Register: a listing of every item posted
2. Allowance Summary: totals of each allowance class.
3. Bank Deposit Summary: a listing of checks received.

TIP: to view a customer's payment history (e.g. for lien waivers)— select the Customer Id (beginning and ending) and select beginning and ending dates for the period you want to see.

At month end, run the **MTD Cash Posting Register** using the first and last days of the completed month for date selection. Check the grand total against the total of all the (individual) **Cash Posting Register**s printed during the month. If the totals match, you can file the MTD Register as your record of cash receipts, allowances and sales tax collected. If the totals don't match, investigate to find the source of the discrepancy: usually post-dated or pre-dated posting dated outside the current period.

MTD Cash Posting Register Options

Sequence Options

You can sequence the **MTD Invoice Register** with subtotals by customer and/ or job, or chronologically by posting date with customer subtotals for each day.

Selection Options

To print a monthly register, select the first and last days of the current month for the beginning and ending Posting Date. Also, in addition to the usual invoice-based selections, the **Cash Posting Register** allows you to select Keystone *User Names* so that you can print separate registers for each operator who may have posted cash receipts.

Daily Totals

Check the Daily Totals option to print subtotals for each day you posted cash. If you sequence the register by Customer Id, Posting Date or by Customer Id, Job Id, Posting Date, daily totals print for each job and/or customer.

MTD Cash Posting Register Columns

Cash Posting Register

Column Name	Usage
Cust No., Name	From customer records.
Inv. No., Date	As invoiced.
Old Balance	Invoice balance before current posting.
A/R Amount	Reduction to receivable balance: allowance amount or cash amount plus discount awarded.
Allowance Amount, Code	If current posting was an allowance, amount allowed and allowance class code.
Discount Amount	Paid-on-time discount awarded with current posting.
New Balance	Invoice balance after current posting.
Last Paid	Date of previous posting to current invoice
Posting Date	Date of current posting action.
Check No.	If cash received, payer's check number.

Allowance Summary

Column Name	Usage
Allow Code, Description	Allowance class code and description from allowance class records.
Amount	Total allowed on register as printed under the current allowance.

Bank Deposit

Column Name	Usage
Bank No.	Of payer's checking account, if entered when you posted cash.
Check No.	Payer's check number, blank for cash or other identifier entered when you posted cash.

Check Amount	Subtotaled at the bottom separately for checks, cash and credit cards.
Posting Date	As entered when you posted cash.
Cust No., Name	Of payer, from customer records.

Invoiced Tickets List

```
3/8/2002                              Invoiced Tickets List                              3:29:32 PM
Program: ARPRMTK                   Company: Hansco Materials Inc.                        User: PETE

               In Sequence By Customer Id, Plant Id, Job Id, Ticket Date, Ticket No.
                             Ticket Date 2/1/2002 thru 2/28/2002

Cust Id    Name                                                                                    T
           Product Id              Description              U/M    Qty Sold  Unit Price  Unit Disc  Ext Price x

ALL100       Allen Construction
    Plant 01                             01
      Tax Auth MA    Job Id ECHO VALLEY
        Ticket # 119062   2/12/2002 06:19        Truck 112              Slspn BA
          3010F-01              3000 PSI w/ 1" Stone (FA)    CY    10.00     55.00J      1.00      550.00 1
          C1-01                 1% Calcium                  YD    10.00      2.00        .00        20.00 1
          F-01                  Fibermesh                   YD    10.00      6.00        .00        60.00 1
       Total Ticket                      Discount    10.00  Sub-Total   630.00  Tax       .00  Total    630.00
```

Instructions For Use

The **Invoiced Tickets List** is a listing of all (or selected) tickets in the Sales History. (After you "bill" or invoice a day's tickets– see Print Invoices, page 81– Keystone keeps them in the Sales History until you purge data. It is most useful when used with selection criteria to print a small number of tickets; a complete listing for a small- to medium-sized business is a very long report even for a few weeks' tickets.

Invoiced Tickets List Options

Selection Options

Use ticket date selection to produce a monthly report. Customer selection is available to produce a detail customer ticket history. You may also select by other customer and ticket related fields such as salesperson, job and plant.

Sequence Options

There are many ways to sequence the **Invoiced Tickets List** depending on what breakdowns and subtotals you need. The simplest is merely in order of ticket number. Tickets may be broken down by customer and/or plant, with or without job subtotals.

Options Tab

Option	Usage
☑ *Print Missing Ticket Report*	Check this box to print a listing at the end of the report detailing any ticket numbers missing from the sequence between the first ticket number and last ticket number appearing on the report.
Product Totals	This option determines what summaries, if any, print at the end of the report.
◉ *None*	No summaries.

⊙ *Units of Measure*	Print yardage and tonnage totals of all tickets listed. Totals are printed for all units of measure that are set up to subtotal— for a product to add into UM totals, *both* its Unit of Measure and its Product Class must have *Subtotals* checked. (see Units of Measure file maintenance, page 153.)
⊙ *Product Summary*	Print product totals for all tickets listed. Keystone prints totals for all products set up to subtotal. As with UM totals, products whose Unit of Measure and Product Class have *Subtotals* checked will be included. For each product, five summary statistics are printed: total quantity sold, number of tickets, average load size, total dollar sales and the average unit price charged.

Invoiced Tickets List Columns

Column Name	Usage	Detail/ Subtotal
Cust Id, Name	From customer records.	Subtotal
Product Id	Product on current line of current ticket.	Detail
Description, U/M, Qty Sold, Unit Price, Unit Disc	Current line of current ticket, *as ticketed*: product description, unit of measure, quantity ticketed, price per unit, and paid-on-tine discount per unit.	
Ext Price	*Qty Sold* times *Unit Price.*	
Tx	Taxable code: blank if taxable, exempt class code if non-taxable.	
Plant	Current ticket plant of issue.	Subtotal
Tax Auth	Taxing authority.	
Job Id	Customer job (if any).	Subtotal
Ticket #	Current ticket.	Subtotal
Truck	Delivered current ticket.	
Slspn	Salesperson (if any).	
Total Ticket:		
Discount	Paid-on-time discount offered, as invoiced.	
Subtotal	Total of *Ext Price* for the ticket.	
Tax	Sales tax charged, as invoiced.	
Total	Gross for current ticket, as invoiced.	

Product Totals Report

The Product Totals Report appears at the end of the invoiced tickets list if you select the Product Summary option.

Column Name	Usage	Detail/ Subtotal
U/M	Unit of measure.	Subtotal
Product Id, Description	From product records.	Detail
Total Quantity	Of current product on tickets listed.	
Total Tickets	Number of tickets listed that include current product.	

Average Load Size	*Total Quantity* divided by *Total Tickets*.
Total Sales	Total dollar sales of current product as invoiced on tickets listed.
Average Unit Price	*Total Sales* divided by *Total Quantity*.

Monthly Trucking Report

```
3/8/2002                                Trucking Report (Invoiced Tickets)                      2:13:15 PM
Program: ARPRMTR                          Company: Hansco Materials Inc.                        User: PETE

                                   In Sequence By Truck Id, Customer Id, Ticket No.
                                         Ticket Date 2/1/2002 thru 2/28/2002

Truck                              Cubic                              Elapsed
  Id                               Yards        Tons      Miles        Time

06                    1 Ticket       .00       16.13        .00         :34
07                    4 Tickets      .00       54.48        .00        2:37
08                    6 Tickets      .00       86.28        .00        3:49
09                   14 Tickets      .00      208.40        .00        8:44
10                   14 Tickets      .00      204.10        .00        8:09
110                  19 Tickets   180.00         .00        .00       24:32
111                  22 Tickets   211.00         .00        .00       28:45
112                  18 Tickets   171.50         .00        .00       26:07
113                  17 Tickets   158.00         .00        .00       25:44
```

Instructions For Use

The Monthly **Trucking Report** is a report of trucking activity based on tickets in the Sales History. (Keystone keeps them in the Sales History until you purge data.) Keystone only lists trucks you mark with a "Y" in the *Include On* **Trucking Report**s field of Truck File Maintenance here, unless you check the *Include Unreported Trucks* box. You may print a detail list by ticket or a summary (as shown above) giving only the totals for each truck.

Monthly Trucking Report Columns

Column Name	Usage	Detail/ Subtotal
Truck Id	Truck delivering current ticket.	Subtotal
Customer Id, Name	(Detail report only) From customer records.	
Ticket Number	(Detail report only)	Detail
Delivery Date	(Detail report only) Ticket date.	

(Unit of Measure columns)	Normally there are columns for Cubic Yards and Tons. More columns can be included if needed, by setting up your units of measure appropriately—see Units of Measure maintenance, page 153. A column is included for every unit of measure that meets these conditions:
	
	    a) it is set up to subtotal;
	
	    b) there were sales under the unit of measure during the reporting period	

Miles	On tickets delivered by current truck.	
Elapsed Time	On tickets delivered by current truck.	

Monthly Driver Report

```
3/8/2002                              Driver Report (Invoiced Tickets)                        3:00:03 PM
Program: ARPRMDR                       Company: Hansco Materials Inc.                          User: PETE

                                  In Sequence By Driver, Customer Id, Ticket No.
                                      Ticket Date 2/1/2002 thru 2/28/2002

Driver                                Cubic                          Elapsed
  Id                                  Yards        Tons     Miles    Time

COLEMAN                14 Tickets     125.00        .00       .00     20:15
FOX                    19 Tickets     180.00        .00       .00     24:32
FRYE                   15 Tickets     127.00        .00       .00     21:17
HASTINGS               21 Tickets     201.00        .00       .00     27:17
HEYWOOD                12 Tickets     102.00        .00       .00     17:23
JENNINGS               16 Tickets     137.00        .00       .00     25:40
KEATING                15 Tickets       .00      326.18       .00      9:52
```

Instructions For Use

The Monthly **Driver Report** summarizes trucking activity for each driver based on tickets in the Sales History. (Keystone keeps them in the Sales History until you purge data.). If your drivers are not always driving the same truck, use the **Driver Report** rather than the **Trucking Report**. You may print a detail list by ticket or a summary (as shown above) giving only the totals for each driver.

Monthly Driver Report Columns

Column Name	Usage	Detail/ Subtotal
Driver Id	Driver delivering current ticket.	Subtotal
Customer Id, Name	(Detail report only) From customer records.	
Ticket Number	(Detail report only)	Detail
Delivery Date	(Detail report only) Ticket date.	
(Unit of Measure columns)	Normally there are columns for Cubic Yards and Tons. More columns can be included if needed, by setting up your units of measure appropriately—see Units of Measure maintenance, page 153. A column is included for every unit of measure that meets these conditions: a) it is set up to subtotal; b) there were sales under the unit of measure during the reporting period	
Miles	On tickets delivered by current driver.	
Elapsed Time	On tickets delivered by current driver.	

Sales Tax Report

```
3/08/2002                              Sales Tax Report                              3:28:49 PM
Program: ARPRSTX                  Company: Hansco Materials Inc.                     User: PETE

                                  In Sequence By Tax Authority
                                Invoice Date 2/1/2002 thru 2/28/2002

Tax                          Gross     Exempt    Taxable    Tax        Tax
Auth Description             Sales      Sales      Sales     Rate      Amount    Tax G/L Account

CT   Connecticut Sales Tax  31608.45   2853.32   28755.13  7.0000%    2012.86   2120-00
                                                                                        Reseller          234.03
                                                                                  Transportation         926.85
                                                                                      Government         1692.44

MA   Massachusetts Sales Tax 76054.57  37565.59  38488.98  5.0000%    1924.45   2100-00
                                                                                        Reseller        14132.31
                                                                                  Transportation         2437.25
                                                                                      Government        17871.03
                                                                        Non-Profit Organization          3100.00
                                                                         Service / Non-taxable             25.00

VT   Vermont Sales Tax       23185.00   6048.00  17137.00  6.0000%    1028.22   2110-00
                                                                        Non-Profit Organization          6048.00

Grand Total                                                           4965.53
```

Instructions For Use

The Monthly **Sales Tax Report** summarizes gross sales and sales tax charged under each taxing authority. Keystone also prints summaries of tax-exempt sales under each exempt class. Run it at month-end, selecting the current month with beginning and ending invoice dates. You can then use it to provide tax liability information to the taxing authorities. The individual **Invoice Register**s printed during the month also total the sales taxes for each authority, and should add up to the monthly total. As with the Month to Date Invoice register gross sales totals, discrepancies may result from post-dated or pre-dated invoicing dated outside the current period.

Sales Tax Report Columns

Column Name	Usage
Tax Auth, Description	Taxing authority code and description from tax authority records.
Gross Sales	Total invoiced under current tax authority.
Exempt Sales	Total nontaxable sales invoiced under current tax authority. Keystone breaks this amount down into the exempt classes as invoiced.
Taxable Sales	Total taxable sales invoiced under current tax authority.
Tax Rate	From tax authority records.
Tax Amount	Total sales tax charged under current tax authority.
Tax G/L Account	From tax authority records.

Sales Tax Adjustments Report

```
3/8/2002                              Sales Tax Adjustments Report                        4:44:18 PM
Program: ARPRSTA                      Company: Hansco Materials Inc.                       User: PETE

                                        In Sequence By Tax Authority
                                     Posting Date 1/1/2002 thru 1/31/2002
Tax                                        Cash          Discount         Adjusted            Tax
Auth     Description                      Amount            Taken         Discount       Adjustment

MA       Massachusetts Sales Tax        23831.45           391.00           372.38            18.62


         Grand Total                    23831.45           391.00           372.38            18.62
```

Instructions For Use

The **Sales Tax Adjustments Report** totals all cash received and paid-on-time discounts taken during the reporting period, for each tax authority. If your state allows you to pay sales tax on cash receipts *after discount*, use this report to determine your allowable reduction in accrued sales tax liability.

A/R Distributions To G/L

```
3/8/2002                                A/R Distributions to G/L                          9:30:45 AM
Program: ARPRGL                         Company: Hansco Materials                         User: PETE

                              In Sequence By G/L Account, Transaction Date

G/L            Account              Trans.    Trans.              Debit       Credit      Ref  Src
Account        Name                 Date      Description         Amount      Amount      No.  Table

1000-00        Cash - Mercantile    2/13/2002 Cash Posting        3720.00                  39   C
                                    2/28/2002 Cash Posting        2428.00                  40   C
   Total G/L Account                                             6148.00         .00

1100-00        Accounts Receivable  2/13/2002 Cash Posting                    3780.00      39   C
                                    2/28/2002 Cash Posting                    2478.00      40   C
                                    3/8/2002  Invoicing          15801.00                   2   I
   Total G/L Account                                            15801.00      6258.00

2100-00        Sales Tax Payable - Massachusetts  3/8/2002 Invoicing           404.90       2   I
   Total G/L Account                                                .00         404.90

2110-00        Sales Tax Payable - Vermont        3/8/2002 Invoicing            18.60       2   I
   Total G/L Account                                                .00          18.60
```

Instructions For Use

This option allows you to post accumulated Accounts Receivable transactions to General Ledger. As Accounts Receivable generates G/L transactions they are stored as distributions. When you run A/R Distributions To G/L, Keystone first prints a report of all the stored transactions. You look over the report and if you verify that they are correct Keystone

1. Posts the stored transactions automatically (if you have Keystone General Ledger installed—see General Ledger Interface, page 16).

2. Removes the posted transactions from the distributions in preparation for accumulating the next month's transactions.

If your Keystone is set up for General Ledger Interface, but you don't use Keystone G/L, you should post all G/L transactions on the report to your General Ledger.

A/R Distributions to G/L Options

The only option in running A/R Distributions To G/L is date selection. Normally you would report and post all distributions, but if you have begun business for a new month and want to post only the activity for the recently completed month, you can use an ending transaction date.

Month/Year End Processing

See also

Sales Analysis
Month to Date reports
Purge Selected History Data

Instructions For Use

During normal operation Keystone takes in large amounts of data each day. Sooner or later your computer system's storage capacity will overflow if you don't regularly *purge* or remove old data. Keeping the amount of data under control also helps speed up searches and sorts. The main function of **Month/Year End Processing** is to remove old data in a controlled way. It also marks paid invoices so that they will not be printed on statements in future, and purges the stored images of printed invoices from which invoices are reprinted.

Always back up your data before running **Month/Year End Processing**. **Month/Year End Processing** does *not* take care of all the things you need to do at month or year-end. See the Monthly Procedure (page 43) and Annual Procedure instructions (page 44) for a full explanation of what to do at month end.

End of Month

To run month end processing, choose End of Month at the top of the screen, and verify that the dates for the period you are closing and the new period are correct. Click "OK" to begin processing; you will get a reminder to back up your data before proceeding. Keystone resets the monthly sales totals for each customer and product, and cash receipts totals for each customer. The previous-month totals are also set.

End Of Year

At year-end, choose End of Year processing and verify all dates. Click "OK" to begin processing; you will get a reminder to back up your data before proceeding. Keystone first

performs End of Month processing, and then in addition resets the yearly sales totals for each customer and product.

Month/Year End Processing Fields

Field Name	Usage
Select Option	
⦿ *End of Month*	Select at end of each month (except December).
⦿ *End of Year*	Select at end of year.
Last Year ▦	(Beginning and Ending) Verify correct dates for the year you are closing.
Current Year ▦	(Beginning and Ending) Verify correct dates for the new year.
Closing Month ▦	(Beginning and Ending) Verify correct dates for the period you are closing.
New Month ▦	(Beginning and Ending) Verify correct dates for the new period.

Setup/Utilities

Setup/Utilities
— Default G/L Accounts
— Product Cost Rollup
— Product Price Changes
— Query Export
The Setup/Utilities Menu

This chapter gives detailed instructions for running several of the Keystone setup and updating utilities.

The Setup/Utilities menu contains special functions only used for setup, configuration or customized processing. Only use the **Query Export** function under explicit instruction of GivenHansco technical staff.

Chapter Contents

Default G/L Accounts

See also

General Ledger Interface
Products file maintenance
Cash Posting
Print Invoices
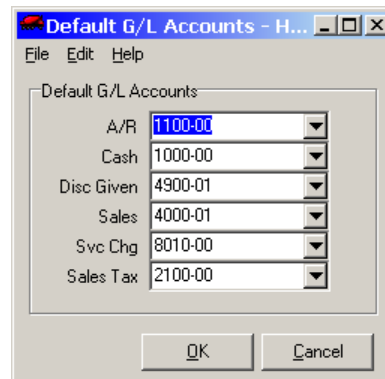
Instructions For Use

If your Keystone is set up with General Ledger Interface, you must maintain consistency of the account numbers used on the G/L. When Keystone generates G/L transactions, it uses the account numbers you enter here. The Sales account number is only an initial default–you can change the G/L account for any individual product. For full details of how Keystone uses the **Default G/L Accounts**, see the General Ledger Interface, page 16.

Default G/L Accounts Fields

Field Name	Usage
A/R	Accounts Receivable: used in invoicing, applying service charges and cash posting. One half of every transaction generated is a debit or a credit to this default A/R account. (The other half is an equal and opposite posting to one of the other Default, Sales, or Allowance accounts.) The operator can override in invoicing and service charges.
Cash	Used in cash posting. When you receive cash, Keystone generates a debit to this account. The operator can override any cash posting session.
Disc Given	Used in cash posting. When you award a paid-on-time discount, Keystone generates a debit to this account.
Sales	Used in invoicing. When you make a sale, Keystone generates a credit to the sales account. Keystone uses the default Sales account for items that have not had their own account number assigned. Each Product Class may have its own default sales account. Similarly, each Product may also have its own default sales account.
Svc Chg	When you assess a service charge, Keystone generates a credit to this account. The operator can override.
Sales Tax	Used in invoicing. Whenever you make a taxable sale, Keystone generates a credit to this account. Also known as Sales Tax Payable. Each tax authority may have its own Sales Tax G/L account.

Product Cost Rollup

See also

Products file maintenance
Product Cost Report by Job
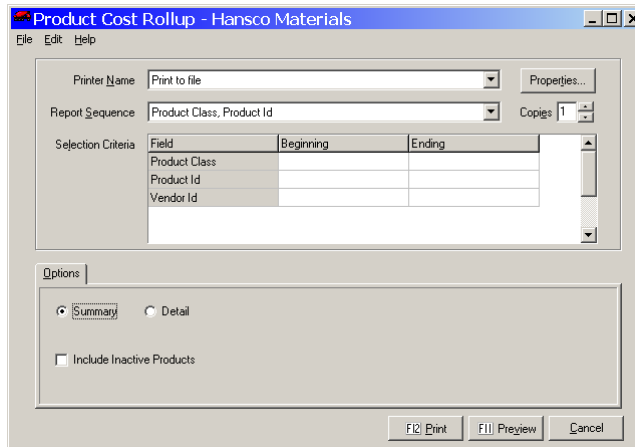
Instructions For Use

This function calculates the total cost of product assemblies (mixes) on the basis of the standard costs of the components, and updates the standard cost of the assembly products to equal the total cost. Before updating Keystone prints a report for review, showing the old and new standard costs (before and after the rollup). To ensure correct cost estimates in your Sales History (for running cost/profit reports), always run a **Product Cost Rollup** after changing any standard costs of component products.

Product Cost Rollup Options

You may sequence the cost rollup report in several ways, and print it either as a summary (one line per assembly/mix product) or in full detail (listing all components of each assembly). None of these options affect how Keystone updates assembly costs.

You may also use selection criteria if you want to only update certain products.

Product Price Changes

See also

Products file maintenance
Customer Price Maintenance
Job Price Maintenance
Pricing

Instructions For Use

Use **Product Price Changes** to make across-the-board price updates in one step. It can save hours of time in making annual price increases. You may apply price changes to all products or one product class at a time. You may also update customer/job pricing. Price changes are specified either as a percentage of list, or as a dollar amount, and are rounded to the nearest dollar, 50 cents or 25 cents.

Specifying Price Changes

Whether you are changing list, customer or job prices, you specify the amount of the change and the rounding level in the upper left of the screen. For changes of a constant amount, enter the amount in the "Dollars" edit box; for percentage changes enter the percentage in the "Percent" edit box. Choose a rounding level. When you click "Calculate", the price changes specified are calculated and the resulting prices displayed in the grid. You can repeatedly adjust the amount, rounding level and selection and recalculate prices. Keystone does not actually save the price change until you Click "OK" to save.

List Prices

To change list prices, select the List Prices page tab. To work with one product class at a time, select the product class in the drop-down at the top right. The grid displays all products in the selected class, or all products if you do not select a class.

Customer and Job Prices

Make global changes to customer and job prices on the Customer Price and Job Price page tabs.

Query Export

Instructions For Use

Use **Query Export** to provide custom processing for your system. If your business procedures require processing not performed by standard Keystone reporting, such as special reporting, exporting data to an external system, data cross-checking, etc., it can be set up to run as a query export. GivenHansco technical staff will consult with you on your needs, set up the procedures, and provide you with instructions for their use. Do not attempt to run **Query Export** without such instruction.

Appendix

Glossary of Terms

Activity Log Listing of all activity on the System since you last printed the activity log. You should print it each day and file for at least three months.

Aging Process of breaking down and totaling outstanding dollar amounts into different time periods. For example, you might break down data into CURRENT, OVER-30, OVER-60, FUTURE categories.

Alphanumeric Combination of letters and numbers.

Application A program or package of software that handles a particular set of tasks. Keystone Accounting applications include Accounts Receivable *PLUS*, Accounts Payable, Payroll, etc.

Main Menu The first menu you see when you enter the system. From here you can select any Keystone application, or perform any of the system maintenance functions.

Backup Copying information or programs from a fixed disk drive to diskettes, tape cartridge, or another location on fixed disk. The BACKUP procedure ensures availability of data in the event of loss or damage to the original information.

Boot Process of starting the computer accomplished by turning the computer and any peripheral devices on, (COLD BOOT) or pressing the ALT, CTRL, and DEL keys (WARM BOOT).

Byte An amount of computer memory equal to one character.

Cash Flow The receipt and/or disbursement of cash, used to plan for purchases, borrowing, etc.

Cash Customer Id A "dummy" Customer Id used by Keystone to determine which tickets are cash sale tickets. Normally 'COD'.

Character Any number, letter, punctuation mark or blank.

Code A set of numbers, alphabetic characters, or symbols that represent something else, such as a longer description or name.

Code Book A printed listing of codes and their meanings.

Cursor A flashing line or blank that indicates where data entered from the keyboard will appear on the display screen.

Data Information entered into or used by the computer.

Digit Any number 0 through 9.

Directory A group of files on a computer storage device.

Discount Paid-on-time incentive markdown of billed charges.

Discount Date Date by which you have to make payment to be eligible for discount.

Diskette A storage device consisting of a flexible magnetic disk inside a protective plastic jacket. Use diskettes to transfer files (such as software updates) and to store backup data.

Diskette Drive A device that reads and writes data on an inserted diskette. Operating systems designate drives by a single letter (A, B, etc.) to distinguish between multiple drives.

Distribution The process of allocating A/R and A/P transactions to G/L accounts.

Due Date The date on which payment of an invoice is due.

Field   Set of characters that contains one unit of information, such as a stock number, a date, a quantity, an amount, a code.

File   A collection of related records, such as invoices or customers.

File Maintenance   The process of adding to, changing, or deleting the records in a file.

Flag   A single-letter code, often "Y" or "N" that indicates the setting of an option or the status of an item.

Floppy Disk   (or Floppy) Another name for a diskette. Still called "Floppies" although the current standard 3½" size is contained in a rigid plastic case.

G/L   General Ledger System that maintains financial information.

Gig or **Gigabyte**   One billion bytes of computer memory or storage.

Gross Amount   The total amount due on an invoice before any discounts.

Hard Disk   A fixed durable disk used for storing information, permanently located inside the computer.

Hardware   The physical parts of the computer and its peripheral equipment.

Invoice   Document that itemizes the cost of goods shipped and/or services rendered with quantities and prices.

K or **Kilobyte**   One thousand bytes of computer memory or storage.

Meg or **Megabyte**   One million bytes of computer memory or storage.

Menu   A list of functions or other menus. You get around Keystone software by moving between menus.

Monitor   Computer screen.

Net Amount   The amount due on an invoice after you take all discounts and allowances.

Open Invoice   Invoice of which the balance is not yet fully paid.

Operating System   The set of programs necessary to operate a computer. Keystone Accounting software works on the Microsoft Windows® family of operating systems.

Override   Changing a field displayed on the screen by entering data from the keyboard.

Procedure   A step-by-step set of instructions for the software operator to follow.

Program   A set of computer instructions. When you choose a menu option, the corresponding program runs. Programs are commonly known as *software*.

Prompt   A character or word displayed on the screen to indicate the computer is waiting for the user to type something.

RAM   Random Access Memory, the fast internal memory inside a computer. Unlike disk storage, the contents of RAM are lost when the computer is switched off.

Re-Boot   The process of starting the computer without turning the power off. Accomplish a REBOOT by simultaneously pressing the ALT, CTRL, and DEL keys or by selecting *Restart* in Windows®.

Record   A collection of related information. A record is made up of *fields*.

Report   A printed analysis made up of columns of data, often breaking the data into groups with subtotals.

Restore   The process of replacing current data with data from a previous *backup*.

Root Directory   The main directory on a disk.

Status Line   Line appearing at the bottom of the screen that provides information about the system.

Sub-directory   A directory that branches off from another directory.

System Date   Used in many functions for setting up data and printing reports. This is the date Keystone considers 'today'.

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