# KEYSTONE Accounting

# Basics

**Fundamental Operations Guide**

# Keystone Accounting Basics

## 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 thought 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*
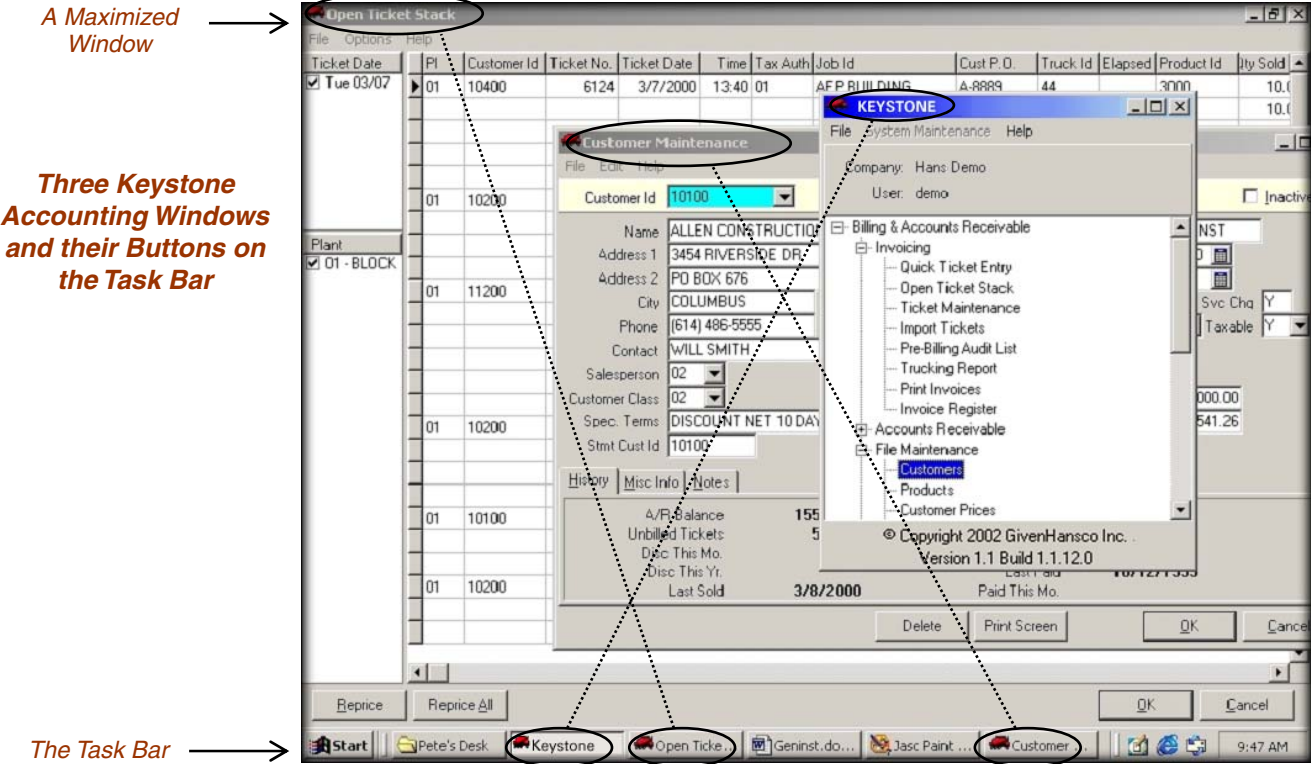
*The Task Bar*

# 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. Windows sometimes shortens long names to fit the button. 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
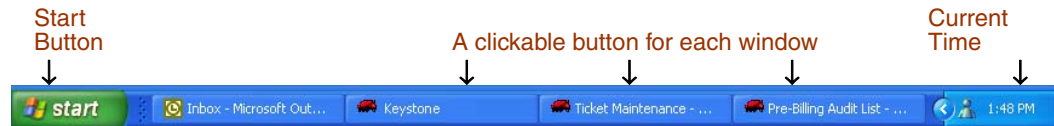
# The Title Bar

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

An icon    The name of the window    ...and three buttons that are 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). With a maximized window this button changes to look like this: Click on that to return to a normal window.

**Close** — The window goes away completely. Whatever is happening in the window is terminated. (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 all other windows, and any keys you press on the keyboard work on 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:
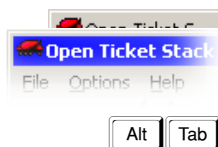
**Task Bar** — Click on the button on the Task Bar that represents the window you want.
**Click In** — Click on any visible part of the window you want to activate.

Alt-Tab — Hold down the Alt key and press Tab. A small window comes up 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.

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## Where Did The Window Go?

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

1. The window is closed. 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.
3. The window is minimized. 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 some underlined characters in many windows. An underlined character means that you can use an *Accelerator Key* as an alternative to mouse clicking at the location of the underlined character. To use the Accelerator Key, hold down the ALT key 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.

# Navigating 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.

*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*
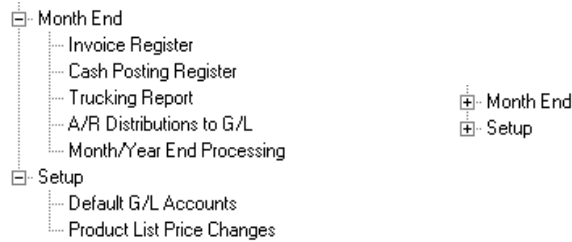


       *Expanded*       *Collapsed*

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<br>Highlight menu name and Press…<br>↓ | Mouse<br>↓ |
|---|---|---|
| **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's 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:

| 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 data entry screens have a standard appearance, *as long as you use standard Windows color settings.* This manual uses the "Windows Standard" color scheme for all illustrations.

# Editing Fields



*A Data Field*

*Fields* are individual items in records. 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 used 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
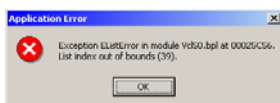


*A Data Entry Error*

If you enter something not allowed into a data 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.
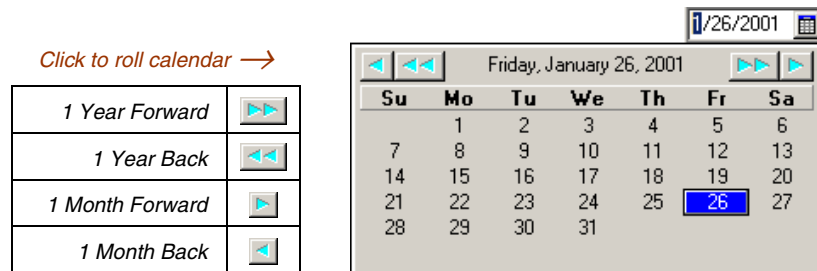
## Dates and Times

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.

*Drop-down Calendar*

*Click to roll calendar →*

| | |
|---|---|
| 1 Year Forward | ▶▶ |
| 1 Year Back | ◀◀ |
| 1 Month Forward | ▶ |
| 1 Month Back | ◀ |

Click as shown to set the month and year, and 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".
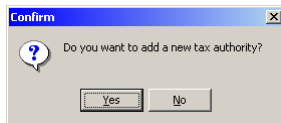
## Drop-Down Lists

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*
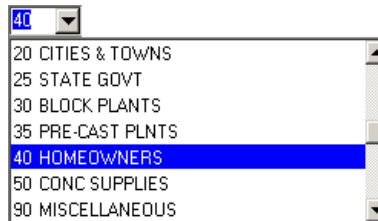
You can then use the up- and down-arrow keys, the page-up and page-down keys, or the mouse to move up and down the list. Then press Tab to select the highlighted entry (or click on an entry). Notice that if you activate the list by typing, the highlight will automatically go to the first entry that matches what you have typed. In the example above, "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. You are given the chance to create the missing code "on the fly" (as at left) for these fields. The apostrophe and quote characters, (') and ("), are not allowed in new codes.

## Searches— Customers and Products

Keystone show some Index Fields such as Customers and Products 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*
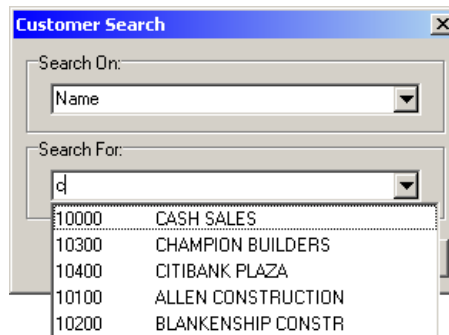


The system will bring up a drop-down list with the first matching Customer highlighted. You can now use the up- and down-arrow keys or the mouse to move to the Customer you want. Press Enter to select it.

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 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*
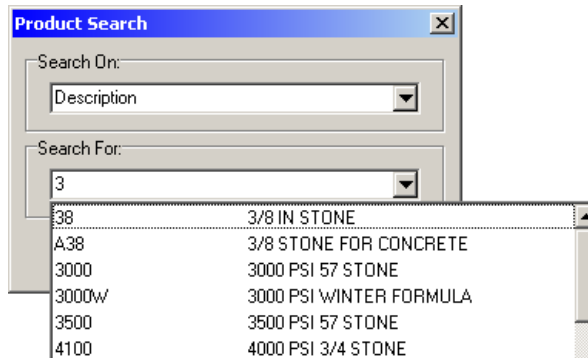


The example above is from the Ticket Maintenance screen: to find Products with *any word* in the description beginning with "3", press F4 then type "3". Note that "4000 PSI 3/4 STONE" comes up because "3/4" begins with "3".

# Moving Between Records

Usually you view a data record as a screen full of data fields (as in Customer file maintenance). There are two basic ways to move from one data record to another: either by c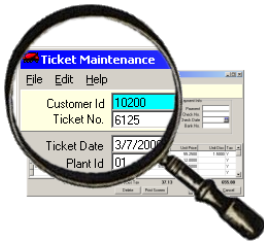hanging the *index field* or by using the page-up/down and Ctrl-home/end keys. (You also view data records as rows in a *grid*—see below.)

## Index Fields



*Yellow Index Fields*

You will notice a yellow bar across the top of most Keystone screens. You cannot edit the fields in the yellow bar, the *Key* or *Index* fields. 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 Number 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**

| | | |
|---|---|---|
| [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 are entering 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 next table 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

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.

| Product Code | Description | U/M | List Price | Ur |
|---|---|---|---|---|
| **D05 | CONCRETE DISCOUNT | | 0 | |
| BS | SAND, 50LB BAG | EA | 4.95 | |
| TRLS | TROWEL, SMALL | EA | 4.75 | |
| * | | | | |

*A Data Grid*

### 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 (page 7), which deletes the entire screen. |

*Keys for Working in Data Grids*

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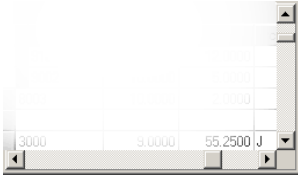
### Scroll Bars



When a grid is larger—horizontally or vertically—than the screen it is in, *scroll bars* appear as at left. 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 below on page 15.

# 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, 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

Keystone reports and lists are initiated 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 register was last run.

### Sequence

Report *sequence* governs how a report is sorted and subtotaled. Sequence choices offered depend on the particular report, and you must choose one only. 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, they will be sorted 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 Number, Product Code, 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
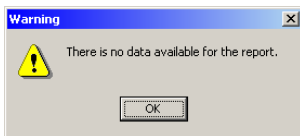


If you print or preview a report that would result in a blank page, the system will give you a message instead of just printing the blank page. There are two possible causes to check into:

1. There really is *no data* to be reported. A common example would be 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

Most GivenHansco reports can be viewed on the computer screen as well as printed 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*
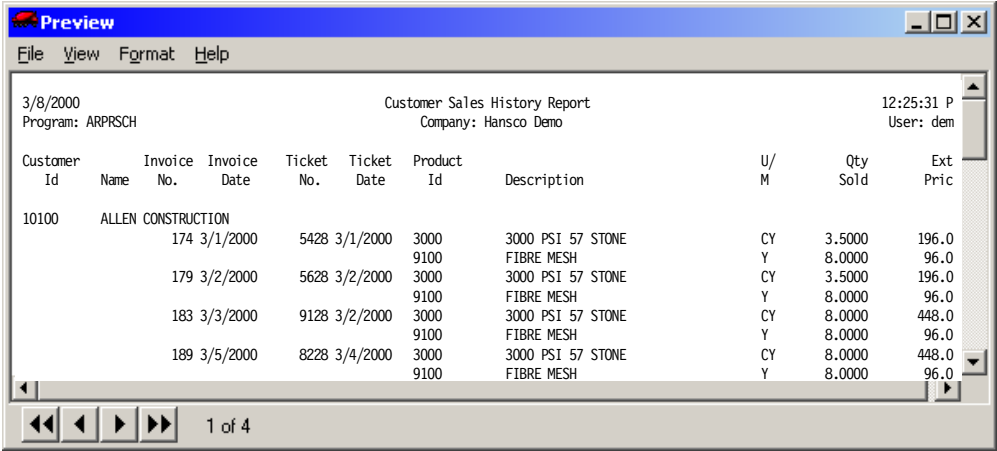


The previewer shows you what the report will look like divided into pages and printed. You can zoom in on selected portions, move around within or between pages, or zoom out to see whole pages.

## 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.
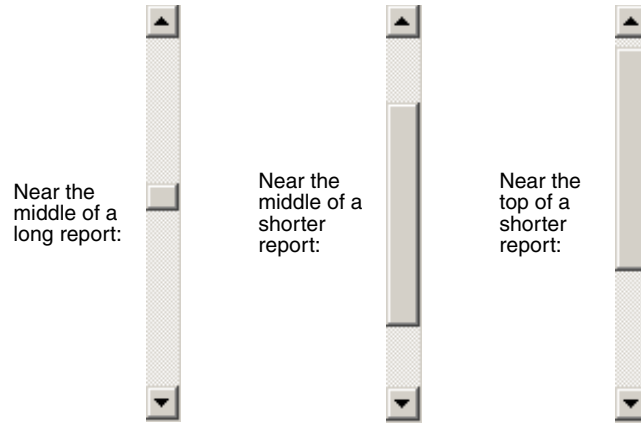
### Scrolling the Screen

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 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 screen at a time* |
| *"Thumb"* — | drag thumb | none | scroll smoothly up or down |
| | click below thumb | Page Down | *move **down** one 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:
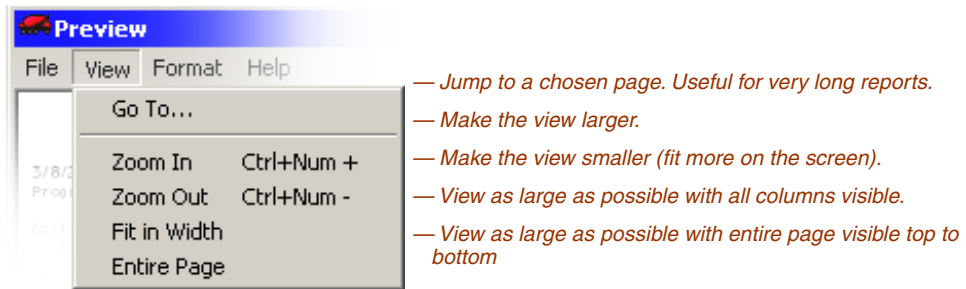
Near the middle of a long report:

Near the middle of a shorter report:

Near the top of a shorter report:

The thumb appears larger on the shorter reports because one 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*

— *Jump to a chosen page. Useful for very long reports.*

— *Make the view larger.*

— *Make the view smaller (fit more on the screen).*

— *View as large as possible with all columns visible.*

— *View as large as possible with entire page visible top to bottom*
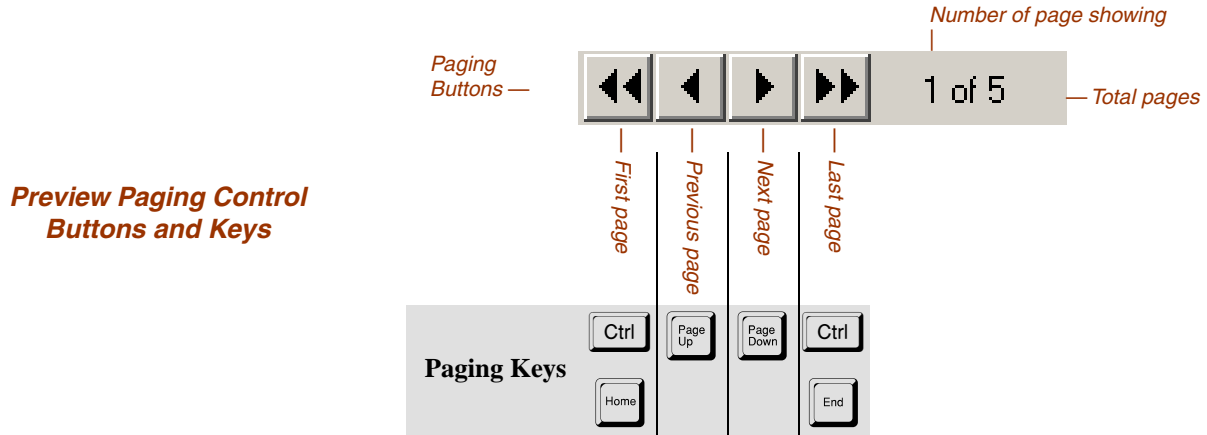
## Moving From Page To Page

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. Whatever part of the page you started on, the viewer takes you 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.

*Number of page showing*

*Paging Buttons* —

◄◄  ◄  ►  ►►  1 of 5  — *Total pages*

*Preview Paging Control Buttons and Keys*

*First page*  *Previous page*  *Next page*  *Last page*

| | | | |
| Ctrl | Page Up | Page Down | Ctrl |
| Home | | | End |

**Paging Keys**

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 '-' on the **numeric keypad** to zoom*