STAR-INFO

Newsletter for Sage ERP MAS 90 and 200

Keystone SOFTWARE SOLUTIONS inc

Year End 2010

What's Inside

What's New And What's Coming

A Review Of 2010 And A Look Forward To 2011

As the year comes to a close, we highlight some of the news for Sage ERP MAS 90 and 200 in 2010, and look forward to what is coming in 2011.

The Year In Review

Product Roadmap

The first public product roadmap provided customers with a long-range view of the future direction of the product line. The roadmap looks forward as far as 2012 and includes important milestones. Some of the milestones have already been reached; for example, Sage ERP MAS 90 and 200 Version 4.4, and the replacement product for FRx were released. Sage also executed on the plan to deliver more value to customers on a regular basis, releasing four Product Updates for Version 4.4 that included a substantial number of usability enhancements.

Sage ERP MAS 90 And 200 Version 4.4

Version 4.4 was released early in 2010. This significant release included the completion of three more modules in the Business Framework: Inventory, Purchase Order, and Bill of Materials. Completing these modules enabled Sage to expand the size of the customer and inventory item number fields. Extensive enhancements within the modules include batch entry of purchase orders, improved usability for physical count, and the ability to update standard costs automatically.

Also included in Version 4.4 is the Parallel Migration Wizard. It provides customers with the ability to migrate from one version of Sage ERP MAS 90 or 200, Version 3.71 or later, to Version 4.4 in a phased process. Parallel migration gives you more freedom and control over your upgrade by removing some of the time constraints previously experienced. You can test the new installation under various scenarios before going live while you continue to run your business on the previous version. Once your testing is complete, the Wizard can be used to re-migrate current data to the new installation.

Version 4.4 also introduced e-Business Web Services. This set of tools was designed to facilitate the integration between an existing e-business website and Sage ERP MAS 90. The eBusiness Web Services solution allows you to connect your Sage ERP MAS 90 data to the internet using any popular programming environment.

What's New And What's Coming

(continued from cover)

Sage ERP MAS 90 and 200 gained powerful enhancements to Customizer in Version 4.4. Now events can run without user interaction, so, for example, you do not have to remember to click a button to perform a custom calculation, such as a warranty expiration date—it can be set to run as you tab off of a field.

Sage MAS Intelligence

FRx financial reporting was retired by Microsoft and Sage MAS Intelligence is its replacement. Sage MAS Intelligence improves on FRx by giving customers the ability to report on data across all modules in the software. FRx was limited to reporting only on General Ledger data.

The module includes predefined financial and operations reports for management, sales, purchases, and inventory, along with dashboards and trend analysis reports. Sage MAS Intelligence gives you the ability to consolidate data from multiple ERP companies and databases, all protected with solid user-level security.

Similar to FRx, Sage MAS Intelligence includes various components that can be selected to meet your organization's particular needs. The Viewer provides basic editing capabilities and drill-down functionality on existing reports; the Report Manager enables you to easily create and modify reports and set user permissions; Sage MAS Intelligence Designer allows for easy drag-and-drop creation of reports and analysis of what-if scenarios; and the Connector component allows users to consolidate data from multiple companies and multiple databases.

Many customers have purchased various add-on products for FRx, and Sage has taken that into account with Sage MAS Intelligence. Each on-plan customer will receive one free Report Manager license to replace FRx. Customers who have purchased additional FRx Licenses and Modules will receive the module and license mix that is most comparable to what they are currently using.

You should have received your keys to unlock your Sage MAS Intelligence components. Give us a call if you need assistance. Keep in mind Sage will maintain compatibility with FRx up to at least Version 4.5, so you will have plenty of time to get familiar with the new software and convert your FRx reports.

Product Updates

As planned, Sage released four product updates for Sage ERP MAS 90, all of which included usability enhancements and program fixes. Here are just a few highlights:
» PU 1: Enter cash receipts by invoice number without knowing the customer.
» PU 2: Pay vendors electronically and save the records in Paperless Office.
» PU 3: Enter bank adjustments in Bank Reconciliation and post them to the General Ledger.
» PU 4: Interim Release Download (IRD) with Year-end tax law changes.

What's Coming in 2011

Product Update 5

Product Update 5 for Version 4.4 is planned for March 2011, and will include some great usability features such as the ability to set a different background color for each company code and a multiple company aged invoice report for Accounts Payable.

Sage ERP MAS 200 SQL Version 4.5

In the second half of 2011, Sage will release the current Sage ERP MAS 200 product on the Microsoft SQL Server platform as an option for existing customers, combining SQL Server's reliable, scalable, easy-to-manage, high performance database platform with the ease of use of Sage ERP MAS 200.

Flexible licensing options will allow customers to purchase SQL server licenses from Sage or use existing licenses they own. All modules that have been updated to the Business Framework™ will be available for the SQL version. The Business Framework allows the same programs that run on the Providex database to run under SQL, so the SQL Server version can always be current with the other versions of the software.

Version 4.5 Enhancements

Version 4.5 will include benefits for all customers including the merging of the Extended Enterprise Suite with the core product line. All on-plan customers will receive a single-user copy of SageCRM, allowing them to try all the features and functionality of SageCRM.

A powerful collection of core usability features will be added in this release, such as: enhanced benefit accrual in Payroll; Lot/Serial Distribution Entry From Sales Order; and Customers with National Accounts.

Retirements

Sage plans to retire support for the following Versions in 2011:
» Sage ERP MAS 200 SQL Edition Version 3.7x will be retired June 1, 2011.
» Sage ERP MAS 90 and 200 Versions 4.0, 4.05, and 4.1 will be retired September 30, 2011.

Please call us with any questions you may have.

Creating A New Company In Sage ERP MAS 90 Is Easy As 1-2-3

At year end, it is useful to establish an archive company for the year's data using the Copy Company feature. This gives you a readily accessible copy of the current year's data even after you perform year-end processing in your live company. To make a copy, select the Company Maintenance task from the Library Master module, Main Menu. Create a company code that is easy to identify, such as A for archive and the last two digits of the year—A10 for the year 2010. Next, from the new company's Company Maintenance screen, click on the Copy button and type in the Company Code of your current year's live company. You will be presented with a list of the installed modules in that company and you can select which modules you wish to copy to your archive company. The steps below provide an overview of the process.

1. Set Up A New Company:

Create a new (archive) Company Code into which your 2010 data will be copied. Next, enter in the source company code (your current live company) to copy the data from.

2. Select Modules To Copy:

For the purpose of creating an archive company, we suggest you select all modules and copy them to your new company code.

3. Confirm:

After you have confirmed your selection, answer *Yes* to the prompt to copy all selected data files to the archive company. It is that easy.

IRD (Product Update 4) And The HIRE Act

The Interim Release Download (IRD) and final Product Update for Version 4.4 will consist of year-end changes required for Payroll and Accounts Payable 1099 forms. Both the Tax Table Update (TTU) and IRD (PU 4) are scheduled to be available for download by December 17th. Here we will cover some of the major changes.

For Payroll, the main changes for 2011 include a reformatted Form W-2 to accommodate the provisions of the HIRE Act, which went into law early in 2010. The HIRE Act is intended to stimulate hiring. Its primary effect on payroll and year-end processing relates to the provision for relief from paying the Employer's share of Social Security tax when hiring new employees who have been out of work for over 60 days (Qualified Employee). Sage added a new field with the second quarter 2010 Payroll Update that allowed you to flag Qualified Employees. In order for the amounts to appear properly on W-2 forms, you will need to follow some special instructions. If you have hired Qualified Employees in 2010, be sure to read the Frequently Asked Questions (FAQ) and Release Notes included with the Year End Update with particular care. The instructions vary depending on the version of Sage ERP MAS 90 or 200 you are running.

In the Accounts Payable module, there are changes required for Forms 1099 DIV and 1099 INT. There are no changes this year to the most commonly used Form 1099 MISC. As with last year, the Forms 1099 DIV and 1099 INT changes will be made only in Sage ERP MAS 90 and 200 Versions 4.2 and above.

Call us if you need assistance with year-end planning.

Module Closing Sequence

The order that modules are closed is very important. The period-end and year-end processes performed in one module often write data to another module, so to close the modules out of order may cause damage to your data.

Note: Before you begin any year-end closing procedures, ensure that you have a complete and verified back up of your data.

Modules should be closed in the following order—after you back up your data:

» **Bill of Materials[1]**
» **Work Order[1]**

[1]**Note:** While there is no formal year-end processing procedure in these modules, all transactions should be entered and posted before proceeding with year-end processing in the other distribution modules.

» **Bar Code**
» **Purchase Order**
» **Sales Order**
» **Inventory Management**
» **MRP**
» **TimeCard[2]**
» **Electronic Reporting[2]**

[2]**Note:** While there is no formal year-end processing procedure in these modules, all transactions should be entered and posted before proceeding with year-end processing in Payroll.

» **Payroll**
» **Accounts Receivable**
» **Accounts Payable**
» **Job Cost**
» **General Ledger**

If you are running modules not on this list, for example e-Business Manager, one or more Sage ERP MAS 90 Extended Solutions, or a third-party product, there may be special considerations involved in year-end closing. Give us a call and we will advise you on the best procedure for closing your year in Sage ERP MAS 90 and 200.

General Module Closing For Sage ERP MAS 90 And 200

Here we provide general module closing procedures for the most common modules. For your convenience we indicate the version that a module was updated to the Business Framework. Modules that have not been updated to the Business Framework maintain buckets of data by year (year-to-date, prior-year, etc.). These data receptacles are initialized during year-end processing, so year-end processing is time sensitive and must be performed in the first month of the new year. Regardless of your version, the Payroll module is the most time sensitive when it comes to year-end processing because there is no future period.

Use this document as a guide. If you are using Paperless Office, we highly recommend that you save time, paper, and filing cabinet space by using the Period End feature to electronically archive the reports.

Purchase Order

Updated to Business Framework in Version 4.4

Ideally, Sage ERP MAS 90 and 200 Purchase Order Year-End Processing should be performed before any transactions are updated for the new year. If that is not possible, remember that for Versions 4.3 and prior that the future posting capability for Purchase Order is limited to one accounting period beyond the current period. Failure to close Purchase Order before the end of that one future period will cause the summarized totals for the current or future period to not match the transaction detail reports. If you have upgraded to Version 4.4, the limit of one future accounting period no longer applies.

1. Before closing the Purchase Order module for the year, be certain that:
» All purchase orders for the prior year have been entered.
» All receipts, invoices, returns, and issues have been entered and updated.
» The current Purchase Order date agrees with the period-end date.
» A backup of Purchase Order files is made.

2. From the Reports Menu the following reports should be created and retained:
» Open Purchase Order
» Open Purchase Order by Item (optional)
» Purchases Clearing by Item and by Product Line Reports (should reconcile to the General Ledger Control account)
» Cash Requirements (optional)
» Receipt History
» Purchase History
» Purchase Order Recap (optional)

3. The Purchase Order Full Period and Year-End Processing performs the following housekeeping tasks:
» Sets the PTD and YTD quantity and dollars purchased fields to zero.
» Removes completed purchase orders according to the number of days designated in the Purchase Order Setup options.
» Removes master and repeating orders that have expiration dates on or prior to the period-end date from the open purchase order file.
» Advances current period in Purchase Order Setup Options to the next period and year.

Sales Order

Updated to Business Framework in Version 4.1

Ideally, Sales Order Year-End Processing should be performed before any invoices are updated for the new year. If that is not possible, remember that for Versions 4.0 and earlier the future posting capability for Sales Order is limited to one accounting period beyond the current period. Failure to close Sales Order before the end of that one future period will cause the summarized totals for the current or future period to not match the transaction detail reports. Sales orders may be entered with a date of the new year without adverse consequence.

1. Before closing the Sales Order module for the year, be certain that:
» All Sales Order invoices for the current year have been entered and updated.
» The current Sales Order date agrees with the period-end date.
» A backup of the Sales Order data files has been made.

2. From the Reports Menu the following reports should be created and retained:
» Open Sales Orders
» Open Orders By Item (optional)
» Back Order (if applicable)
» Customer Sales History (optional)
» Monthly Recap (optional)

3. The Sales Order Full Period and Year End Processing performs the following housekeeping tasks:
» Resets the PTD and YTD Sales, Cost of Goods Sold, and Quantity Sold fields in the daily and monthly Sales Recap files to zero.
» Resets the periods for current year, quantity shipped, dollars sold, and cost of goods sold; and moves current year Quantity Sold to Prior Year Quantity Sold in the Sales Order Customer Sales History file.
» Removes master and repeating orders from the open sales order file that have expiration dates on or prior to the period-end date.
» Advances current period in Sales Order Setup Options to the next period.

General Module Closing For Sage ERP MAS 90 And 200

Inventory Management
Updated to Business Framework in Version 4.4

Ideally, Inventory Year-End Processing should be performed before any transactions are updated for the new year. If that is not possible, remember that for Versions 4.3 and prior that the future posting capability for Inventory Management is limited to one accounting period beyond the current period. Failure to close Inventory Management before the end of that one future period will cause the summarized totals for the current or future period to not match the transaction detail reports. If you have upgraded to Version 4.4, the limit of one future accounting period no longer applies.

The Inventory year-end process should occur immediately after Purchase Order and Sales Order year-end processing and before Accounts Receivable year-end processing.

1. Before closing Inventory for the year, be certain that:
» All adjustments have been entered and registers updated.
» Current Inventory date agrees with period-end date.
» A backup of Inventory files has been made.
2. From the Reports Menu the following reports should be created and retained:
» Inventory Trial Balance (should tie to the inventory accounts on the G/L Trial Balance for the same period).
» Stock Status (quantities reflect day printed.
» Inventory Valuation; it should tie to G/L inventory account as of the day it is printed.
» Inventory Negative Tier Adjustment (from Period-End Menu). Be certain to update this report.

Note: Any negative tiers should be resolved before closing and making any new year entries.
3. The Inventory Full Period End and Year End Processing performs the following housekeeping tasks:

» Calculates beginning average cost (by item by warehouse) and average on-hand quantity.
» Resets PTD and YTD quantity sold and issued, quantity returned, dollars sold, and cost of goods sold.
» Moves current year information to prior year fields in the Inventory Item Warehouse Detail file.
» Removes any zero quantity costing tiers for LIFO, FIFO, Lot, or Serial items (if applicable).
» Advances current period in Inventory Setup Options to next period and year.

To perform year-end processing, select the option Full Period End Processing. This ensures that the ending period is the last period of your year.

Payroll

The Payroll module is based on a calendar year. There is no future period in Payroll. You cannot post a payroll with a check date in a future quarter until the current quarter is closed by selecting Quarter and Year End Processing from the Period End menu. Before proceeding with year-end processing, make sure the Quarterly Governmental Report, Quarterly 941 Form, and employee W-2 forms have been printed. Consider creating a company to archive your 2010 information and review year-end update information (see page 3).

1. Before closing the Payroll module for the year, be certain that:
» All payroll cycles have been entered and updated for the quarter.
» All checks written during the quarter (including manual) have been entered and updated.
» Payroll System Date is set to the last day of the calendar year.
» Proper year tax tables are installed (2010 for 2010 Year-End Processing).
» W-2 forms are printed and verified.

» Electronic Reporting files, if applicable, are processed and created.
» A backup of the payroll files has been made. Check and double-check the backup.
2. The following reports should be created and retained:
» Quarterly Tax
» Payroll Check History
» Quarterly Pay Period Recap
» Earnings
» Deductions
» Quarterly Governmental
» Quarterly 941 Form
» Benefit Accrual
» Workers' Compensation
3. Be certain to reconcile QTD and YTD totals on all reports.
4. Payroll Period-End Processing performs the following housekeeping tasks:
» Resets the QTD and YTD employee fields to zero.
» Increments the current year to the next year.
» Changes the current quarter from 4 to 1.
» Resets employee benefit limits according to Payroll Options Setup.
» Resets Pension Plan, Cafeteria Plan

Deduction, Allocated Tips, Fringe Benefits, Non-Qualified Plan, and Dependent Care Benefits fields to zero.
» Sets all quarterly/yearly reports to zero.
» Removes check history and perpetual

General Module Closing For Sage ERP MAS 90 And 200

history depending upon your system settings.

» Purges terminated employees.

» Purges standard deductions that have met goals.

Once you have completed year-end processing for Payroll, be certain to install the Q1 2011 TTU (tax table update) for 2011 before the first payroll run of the year.

Accounts Receivable
Updated to Business Framework in Version 4.1

Ideally, Accounts Receivable Year-End Processing should be performed before any transactions are updated for the new year. If that is not possible, remember that for Versions 4.0 and earlier the future posting capability for Accounts Receivable is limited to one accounting period beyond the current period. Failure to close Accounts Receivable before the end of that one future period will cause the summarized totals for the current or future period to not match the transaction detail reports.

1. Before closing the Accounts Receivable module for the year, be certain that:

» All invoices and cash receipts have been entered and updated.

» Finance charges have been run and updated (if applicable).

» Customer statements have been printed (if applicable).

» The Accounts Receivable System Date is set to the last day of your fiscal year.

» A backup of the Accounts Receivable files has been made.

» Any AP from AR Clearing has been processed.

2. From the Reports Menu the following reports should be created and retained:

» Aged Invoice

» Trial Balance (this amount should agree and be reconciled to the General Ledger account before completing year-end processing)

» Customer Sales Analysis

» Cash Receipt Report

» Sales Analysis by Salesperson

» Salesperson Commission

» Sales Tax (if applicable, this report should be printed and cleared each month)

» Monthly Sales Analysis (optional)

» Monthly Cash Receipts

» Accounts Receivable Analysis

3. The Accounts Receivable Full Period and Year End Processing performs the following housekeeping tasks:

» Purges AR Monthly Cash Receipts file (unless retained in AR Options).

» All PTD and YTD fields in the Customer Masterfile are reset.

» Purges PTD and YTD COG in AR Analysis by Salesperson. Moves current
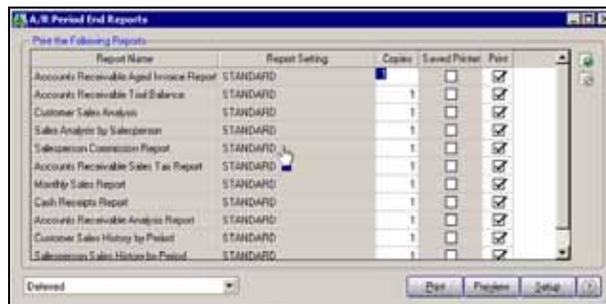
year information to prior year. PTD and YTD sales, gross profit, and commission amounts are reset in the AR Salesperson masterfile. YTD information is moved to the prior-year field.

» Purges all temporary customers with zero balances.

» Purges various customer history files according to the parameters you selected in Accounts Receivable Options. We recommend you check these parameters prior to performing year end.

» Sets current fiscal year to next sequential year and the current period changes to 1.

Accounts Payable
Updated to Business Framework in Version 4.2

Ideally, Accounts Payable Year-End Processing should be performed before any transactions are updated for the new year. You do not need to print 1099 forms before proceeding with the Accounts Payable year-end processing because Sage ERP MAS 90 and 200 has a separate 1099 calendar year in Accounts Payable options.

1. Before closing the Accounts Payable module for the year, be certain that:

» All invoices have been recorded in both the Accounts Payable and Purchase Order modules.

» All checks are printed and updated.

» All manual checks written during the month have been entered.

» The current Accounts Payable date agrees with the period-end date.

» Accounts Payable files are backed up.

» AP from AR clearing has been processed.

» 1099 data for the calendar year is verified.

Note: If your 1099 information is not correct, please check with us for instructions before proceeding with year-end closing.

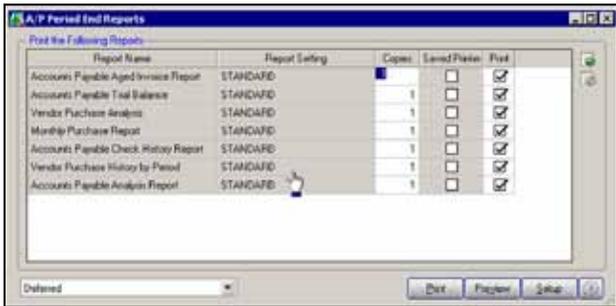2. From the Reports Menu the following reports should be created and retained:

» Aged Invoice

» Trial Balance (this amount should agree and be reconciled to the General Ledger account before completing period-end processing)

» Vendor Purchase Analysis

» Monthly Purchase

» Check History

» Accounts Payable Analysis

» 1099 printing to paper (verification only)

3. Year-end processing takes place automatically when period-end processing is

General Module Closing For Sage ERP MAS 90 And 200

performed for the last period of the fiscal year. The Accounts Payable Full Period End and

Year End Processing performs the following housekeeping tasks:

» Resets the PTD and YTD purchases, payments, and discounts fields in the vendor master file to zero. Moves current year information to prior-year fields.
» Removes all temporary vendors, and any associated memos, with zero balances from the vendor master file.
» Purges vendor, 1099, and check history according to the number of days to retain history in Accounts Payable Setup Options.
» Sets current fiscal year to next sequential year and the current period changes to 1.

General Ledger

Updated to Business Framework in Version 4.0

Sage ERP MAS 90 or 200 allows you to post to unlimited future periods/years; however, you can only print accurate financial statements for one future year.

1. Before closing General Ledger for the year, be certain that:

» The current General Ledger date agrees with the year-end date.
» Balance Sheet is in balance.
» Budget revisions are entered through Budget Revision Entry and the Budget Revision Register is run.
» All activity and adjustments in modules integrated with General Ledger are complete in the year to be closed.

» Recurring Journals have been printed and updated.
» Allocations have been posted if necessary and the Allocation Journal has been updated.
» General Journal adjustments have been entered.

Note: The General Ledger Worksheet is a useful tool in determining which adjustments to make.

» Daily Transaction Register is printed and updated.
» A backup of the General Ledger files has been made. This is even more important for General Ledger than the other modules. Do not neglect this step. Label and store the backup for safekeeping.
» A second backup has been performed. Label and store the backup for safekeeping, once year-end processing is completed.

2. From the Period End Report Selection menu confirm the list of reports you wish to print during year-end processing. The reports you select here will print automatically during year-end processing if you check the Print Period End Reports box on the Period End Processing window. At a minimum, the following reports should be created and retained:

» General Ledger Detail (the reports for periods 01–12 should be printed and retained)
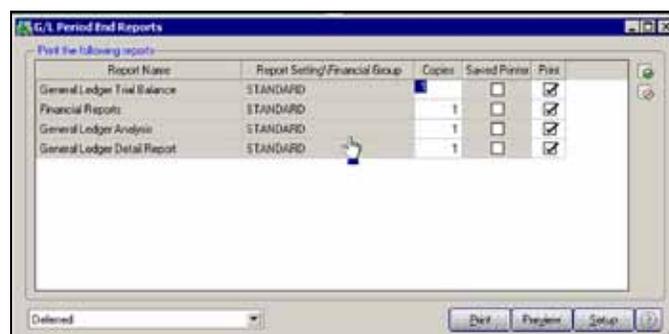
» Trial Balance
» Standard Financial Statements
» General Ledger Analysis
» General Ledger Worksheet
» Balance Sheet

3. Year-end processing takes place automatically when period-end processing is performed for the last period of the fiscal year. Year-end processing performs the following housekeeping tasks:

» Sets current fiscal year to next sequential year and the current period changes to 1.
» Clears all income and expense account balances and posts net profit to the Retained Earnings account.
» Creates next year's budget based on your setup options in the Auto Budget feature in General Ledger Options.

Note: Options determine how you create next year's Current Budget. The options are: copy this year's Actual or do nothing to next year's Current Budget.

» Transaction history may be purged based on how you have set the Number of Years to Retain General Ledger History setting in the General Ledger Options. It is advisable to retain at least seven years of history.
» To perform period-end processing, select the option Period-End Processing from the General Ledger period-end menu, ensuring that the period number displayed is your final period of the year.

Please call us if you have any questions or concerns regarding year-end processing—we would be happy to assist you. ✦

IN THE SPOTLIGHT:

Tips To Help Year-End Processing Run Smoothly

Determine If Your Installed Tax Table Update (TTU) Is Current

Because government agencies may make changes to tax rates at the last minute, Sage may release several TTUs in late 2010 and in early 2011. Here is how you can check if you have the latest TTU installed:

First check the year, quarter, and release date of the latest TTU available on Sage Software Online as follows:

1. Log on to Sage Software Online, and access the Sage ERP MAS 90 and 200 support page.
2. In the Download area, click the Tax Table Update link.
3. Click the Download the TTU link for the desired tax table. Note the date, quarter, and year, which are displayed near the top of the download page.

The quarter and year also are included as part of the download file name (for example: 2010Q1TTU.exe)

Next, check the TTU version on your installed software as follows:

1. Expand Library Master and Reports. Double-click Installed Module Listing.
2. Click the Preview button to display the report, and note the year and quarter for the tax table displayed in the Modules/Enhancement column (for example: 2010-Q4 Tax Tables). Also compare the date listed in the Release Date column (for example 11/12/2010).

This tip applies to Version 4.0 and later. Give us a call for assistance. ✴

Filing Forms And Reports

Federal and State eFiling and Reporting was introduced in Sage ERP MAS 90 and 200 Version 4.3 to streamline your tax reporting processes. Over 230 federal and state forms are included, such as: Unemployment, Withholding, New Hire reports, Form W-2, and Form W-3. You are able to automatically eFile W-2 and 1099 forms to the appropriate state and federal agencies, print and mail the forms to your employees, or choose to use the fee-based eFiling service.

When you use the electronic forms within Sage ERP MAS 90 or 200, they will look very familiar, as they replicate the pre-printed government forms. However, the on-screen form will have much of the information already populated in the appropriate fields. Simply select the form from within Sage ERP MAS 90 or 200, view and edit the information on your screen, and then the form is ready to print.

You can avoid the hassle of aligning pre-printed forms by using blank, perforated W-2 and 1099 forms. You also can go green by using Sage eFiling Service, offered on a transaction-fee basis. The flexible service allows you to choose which documents you want to eFile. Hard copies will automatically be sent to you and your employees as appropriate. You also can provide employees with access to their copy on a secure website. Forms are kept up-to-date automatically, so you never have to worry about having the current form or report. All forms are saved in a history file for easy retrieval.

The fees for the W-2 and 1099 form eFiling service range from $.49 to $1.49 per employee, depending on how much of the service you want to use. Volume pricing is available for those with large numbers of W-2 or 1099 forms to file. A $24.95 minimum applies to all Form W-2 filings. Please give us a call for assistance with eFiling. ✴

Keystone SOFTWARE SOLUTIONS inc

844 Centre Avenue
Reading, PA 19601
(610) 685-2111
(800) 289-9109 toll free
(610) 685-2112 fax
info@keystonesoftware.com
www.keystonesoftware.com

sage Authorized Partner

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