



2007
Summer

JUSTInfo

President's Letter

Floods, fires, tornadoes, and maybe even some La Niña induced hurricanes to top it off. Isn't summer grand!! It is tough to predict the weather and there is not much we can do about what develops, but there is at least one thing we can do to insure against its aftermath.

USTI's JUSTIncase now has over 80 users signed up and who are receiving daily remote backups of their important data. This includes financial data as well as any other files that you would like not to lose in a disaster (Word documents, spreadsheets, emails, etc.). It is easy to set up, can back up your data from anywhere on your network, and runs on your schedule (like 2:00 am so it is working when you are sleeping). In addition, it is inexpensive, especially when compared to the cost of reproducing all that lost data.

You probably have fire insurance, flood insurance, and maybe even windstorm insurance. You probably do not have insurance against hard drive failure, inadvertent file deletion, or power outages in the middle of an update. Here is a form of insurance that starts as low as \$29.95 per month that will provide you insurance against all these potential data losses. It is a small price for peace of mind.

What do you mean it's gone?



USTI's Sales Representative Edward Ragsdale interviews:

**Danny Parker,
City Manager
City of Olney, TX**



Olney's name

Olney's name comes from Mr. Richard Olney, who was secretary of state during the Grover Cleveland administration. The town of Olney was incorporated in Young County in 1909.

Can you tell us a little about your City and Fund Accounting and billing?

We have a population of just over 3500 and bill out around 1800 accounts including customers just outside our City Limits. When I got here in 2005, we were using a DOS based billing program on 8 year old computers. Upgrading our system became a priority.

How was it converting to asyst from CPS?

We purchased **asyst** along with several modules, including general ledger, cash receipts, accounts payable and payroll at the beginning of the budget year and made the conversion this spring. We had Donetta come out for onsite training and started using the billing system shortly thereafter. There have been a few bumps, but the support staff from **asyst** is great when you need their help. We are still learning new things about the system every day and plan on being "experts" in no time!

What other information do you feel might be interesting or helpful to other customers?

The cash receipts module is probably one of our favorites. Having the payments go directly to the billing program from our cash terminal is great. And our daily checkup has been streamlined. It is also nice to be able to give our customers a receipt from the printer instead of handwriting everything in a receipt book.

Can you tell us something about your office staff?

Our City Secretary is a wonderful lady that has held the position for over 26 years! I don't know where the rest of us would be without her. The other 2 ladies have been here for 2 and 4 years respectively. They are all fast becoming seasoned pros on **asyst**.

GENERAL INFORMATION

USTI New Employee Corner
proudly introduces the following employees!

Jenné Culbertson- Software Sales



Jenné is originally from Memphis, Tennessee, but has lived in several states including Maine, North Carolina, Indiana before finally settling in Lexington, KY. She has a BA in Finance from the University

of Memphis.

Jenné has over 10 years experience supporting construction accounting software and 3 years as Finance Director for a large non-profit organization.

Jenné is married and has a daughter Madelyn, 13 and a son Riley 9. The family also shares their home with a boxer, Ripple (named after his coloring, not the cheap wine)!

In her spare time, she enjoys music, cooking and hanging out with her kids.

David Martin - Software Sales



David has an Associate degree from Sullivan University in Computer Science, with primary concentration in Information Technology. He has

over six year's experience working with IT companies. David's employment experience ranges from production control, managing project coordination, and now sales.

On another note, David is married and has two children, ages 5 and 2. He enjoys time off with his family either at the lake or going camping.

Julie Robinson - Customer Support



Julie was born in Fort Worth, Texas and graduated from Northwest High School. Julie's career background is in desktop support with hardware and software.

On weekends Julie enjoys spending time with her two beautiful girls, Madalyn and Ana. They love watching movies and just being together.



Support Team Spotlight Linette Howe Customer Support

Linette graduated from the University of Kentucky in 1983 with a Data Processing Degree. She went to work for Mentor Systems in 1984 where she started in support and training. Linette was promoted to Product Management where she gained a great deal of experience with a department of approximately 30. In 1991, she went to work remotely for Wismer Martin headquartered in Spokane, WA in software support and add-on sales.

In 1994 Linette had her first child Tatum Michelle and in 1996 her second child Samantha Paige. She was a stay-at-home Mom doing a little medical transcription work for a few doctors in Lexington, KY before coming to work with us. Linette joined **USTI** in 2004 as a customer support representative working remote.

When Linette is not busy taking support calls she spends her free time on weekends with friends and her kids. She enjoys horseback riding, reading, knitting and she likes to crochet. Her favorite job of all is being a Mom.

notjUSTImages...

This may be a stretch for our naming convention, but the newest improvement to **asyst:AP**, **UB**, **PR**, **BP** and **CE** with additional **asyst** applications over the next year, isn't just an image enabling of existing **asyst** applications. It allows images (e.g., scanned documents) to be attached to invoice and credit memo transactions within **asyst:AP** but it also allows any Windows file to be attached as well (photos, Word and Excel documents, Adobe® PDF documents, video and audio files and many more). Soon, all kinds of files will be able to be attached (and retrieved with a mouse click) to many different records within a variety of **asyst** applications.

It's **FREE**. That's right, the **notjUSTImages...** software is included in each application which we've enabled, at no additional charge to you. You can use it if you choose, or simply ignore the Attachments Tab that has been added to some of the **asyst** applications. A paper clip icon will indicate that there are images or other files attached. We feel certain that these new enhancements will save you a tremendous amount by eliminating the wasted time of searching through stacks of files. Now the electronic files are just one click away!

Call 1-800-456-8784 to get the latest info on
this exciting new free enhancement!

Northern Exposure

USTI's Barbara Barnes interviews: **Municipality of Killarney-Turtle Mountain**

The Town of Killarney and the RM of Turtle Mountain amalgamated into the Municipality of Killarney-Turtle Mountain on January 1, 2007. Since 1970 the two municipalities have shared a combined office and administrative staff. It was during the planning and change over that they also moved to **asyst**.

1) How did the overall process go?

The migration went very smoothly – considering that we decided to do the switch from Solomon to **asyst** at the same time as the amalgamation. So I can only imagine how easy it would have been for one municipality to switch to **asyst** with nothing else happening. (Note: I have been involved in 2 other software changes in my time in this municipal office).

2) What proved to be the most challenging?

We had to combine 2 sets of books into 1 – the Tax Roll #'s had to be renumbered for the Urban Ward (Town of Killarney) (because the Town and RM had the same roll numbers) – and **USTI** worked on that with us – so when we reached the time to download the Assessment and Tax Info – it went as smooth as anything!

3) How was the hardware installation portion of the project?

We purchased all our hardware via **USTI** – Mike Patrick came in and installed everything – he comes and goes – and everything works wonderfully when he is finished. And little or no disruption at all to the office.

4) Tell us about the software implementation and training:

The support is great – and believe me we had a lot of questions – some the same question over and over again – and the support staff was patient and knowledgeable!! **asyst** works great – we are really enjoying using it – and we find that they are always updating and making the product better! Your comments and thoughts are taken into consideration. **asyst** is very affordable! Key people: Mike Patrick – super Computer Guy – the best!!, Debbie and Margaret for the conversion work, and the great training – Jim especially – we love doing a training session with Jim.

5) Any advice/tips for others that are considering the change?

Expect to do a lot of prep work – you can't change a product without lots of work. You do your part – **USTI** will do theirs.

6) What is next?

Next Challenge – we would like to take it quieter here for a while!! We are looking at adding some of the other modules in a year or so. Cemetery module looks very interesting – Project module....Fixed asset module....

PSAB 3150 – Get Ready!

January 1, 2009 may seem like a long way off, but the clock is ticking down to the date when PSAB 3150 Tangible Capital Assets reporting, as well as changed financial statement formats will be the law of the land. You shouldn't panic, but you should prepare.

Here's what **USTI** is doing to make the transition as smooth as possible:

- **asyst:Fixed Assets** is, and has been, ready to record and amortize all your capital assets. Implementing **asyst:FA** is easy. But the job of compiling all the historical costs for all the assets, both infrastructure and other capital assets is not. We've even implemented an Excel spreadsheet import feature in **asyst:FA** so you can easily upload spreadsheet data about fixed assets directly into **asyst:FA** without re-keying.
- **asyst:AP** is designed to make recording of newly acquired (through a purchase resulting in an invoice) tangible capital assets almost automatic. Any time an invoice is entered which contains tangible capital asset GL accounts, the operator will be prompted to automatically create a fixed asset record for that asset.
- **asyst:Report Xlence** is available to easily create any new GL report formats necessitated by PSAB 3150.

USTI will modify, prior to the required dates, the **asyst:GL** to provide PSAB formatted Statement of Financial Position (Balance Sheet) Statement of Operations (Statement of Revenues and Expenditures)

And, there's no time like the present to start. While not widely touted, to be able to produce the new comparative statements envisioned by PSAB3150, you must not only begin in 2009, but you must have 2008 financial data available in the new format for required comparative purposes.

We're ready when you are!

Centralized Parcel Inquiry

How many times have you wanted to know information about a parcel and you have had to look up information in multiple **asyst** modules (Building Permits, Code Enforcement, Business License and Utility Billing)? A new enhancement has been released that will allow you to see **everything** that is associated with a parcel on one screen. The new inquiry will allow you to look up a parcel in **asyst:Land Management** and by clicking tabs across one screen you will see building permit information, code violations, utility billing information and business license information. All clients that have support for **asyst:Land Management** will receive this update. The additional tabs of information will only appear if you have those **asyst** modules licensed.



UserForm London, ON

Thursday, October 18th—Friday, October 19th 2007
Best Western Lamplighter Inn & Conference Centre



Scanners

Give Jessica Robinson a call at 1 (800) 456-8784 or email her at Jessica.robinson@usti.us if you need pricing on scanners so that you can start scanning in documents and attaching to **asyst:Accounts Payable** with the new image enabled enhancement. **USTI** will be adding the ability to attach images to the other **asyst** applications through out the year. Keep an eye out for the updates!

Training Schedule For 2007

January	NO Training Classes
February	Week of 19th
March	Week of 19th
April	Week of 23rd
May	Week of 14th
June	Week of 18th
July	Week of 23rd
August	Week of 20th
September	Week of 17th
October	Week of 22nd
November	Week of 12th
December	Week of 10th



These training sessions are for **asyst** and are held in **Dallas, TX**.

Your E-Mail Address

E-mail is the preferred delivery method of important information regarding your software. It is critical that your e-mail address is correct to receive important updates and announcements. Please notify us immediately if your e-mail address has changed. Or if you have recently set up a new e-mail account please contact us with your new e-mail address.

Please let us know of personnel changes so that we may correct your customer record. Accurate customer information is necessary to keep your organization updated with the latest and greatest services than we can provide.

2 ways to notify us:

Call 800-456-8784 Press "0" and give the info to the operator or e-mail nancy.murphy@usti.us.

The United States Offices Will be Closed the Following Days:

New Years Day	Monday	01/01/07
Memorial Day	Monday	05/28/07
Independence Day	Wednesday	07/04/07
Labor Day	Monday	09/03/07
Thanksgiving	Thursday	11/22/07
Thanksgiving (After)	Friday	11/23/07
Christmas Eve	Monday	12/24/07
Christmas	Tuesday	12/25/07

The Canada Offices Will be Closed the Following Days:

New Years Day	Monday	01/01/07
Good Friday	Friday	04/06/07
Victoria Day	Monday	05/21/07
Canada Day	Monday	07/02/07
Civic Holiday	Monday	08/06/07
Labour Day	Monday	09/03/07
Thanksgiving Day	Monday	10/08/07
Christmas Day	Tuesday	12/25/07
Boxing Day	Wednesday	12/26/07

Comments to the Editor
E-mail nancy.murphy@usti.us