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a publication for GMS clients



News From GMS

G M S , I N C .

## How Will GMS Operate During the Annual Conference?

Here are some things that you need to know about how GMS will operate during the Annual Conference April 19-24 2009.

1. Only emergency service calls will be taken on Monday, April 20<sup>th</sup>, 2009 thru Wednesday, April 22<sup>nd</sup>, 2009. Only one service staff member will be taking service calls throughout the day. With all of the training sessions and computer clinic traffic this year, most staff will be involved in sessions or in the computer clinic. We hope this will not inconvenience your agency greatly! We will reduce our service hours for Monday, April 20<sup>th</sup> through Wednesday, April 22<sup>nd</sup>. Service hours will be 9:00 am to 5:00 pm ET. Follow the normal practice of either emailing service requests to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com), or calling our service number (800) 933-3501.

**Note:** *During the conference we will move our entire Service Staff to Louisville, KY so they can participate in sessions and meet with clients, however, there will be a receptionist answering the phones and monitoring the service email. One service staff will respond to service calls during the times stated above.*

2. A message center will be set up at the conference registration area at all times during working hours. If you will be attending the conference and your office needs to reach you, we recommend they should do so by calling the hotel at (800) 843-4258 and requesting voice mail in your hotel room. Any message left with the hotel will be held at the registration desk. Conference sessions will not be interrupted except for personal emergencies.
3. The hotel has a fax machine if your office needs to communicate with you via fax. Their fax number is (502)585-4266. There will be no charge to receive a fax and you will receive a message in your room on the voice mail if you have received a fax. *Please do not use this number for GMS service.*
4. *Our Service Chat Room will not be monitored on Monday, April 20<sup>th</sup> through Wednesday, April 22<sup>nd</sup>.*

Our commitment is to provide service and support as usual during the conference period. And, we thank everyone (those attending and those who cannot) for their patience and understanding should any unnecessary delays occur.

## Magnetic Media Option for Retirement Supplement

In the June 2009 revisions, we are going to be including a magnetic media format for the Massachusetts State Board of Retirement. GMS was contacted by a representative requesting this option be added to the Retirement Supplement. If you belong to a state retirement system or work with a major retirement company that offers reporting to them via an electronic file, GMS is willing to

add the magnetic media formats using their specific file specifications. If you are interested, please send an email to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com) and include the link for the file specifications.

### Present versions of Software are:

Accounting	1.2.262
RLSS	1.0.308



## Dear Friends:

Later this month many of you will attend the 24th Annual GMS Financial Management Conference in Louisville, KY. This year we expect between 200-250 persons to attend representing approximately 140 GMS client organizations. If the past is any indication, non profit organizations from most states will participate.

It is not too late to register and if you haven't already we hope that you will. Here are just a few reasons why you and your staff should attend.

- This year we have a couple of outside speakers coming to put on sessions during the regular conference that most clients should find very interesting and informative. Vikki Frank, Executive Director of Credit Builders Alliance will put on two sessions for RLSS clients and Ron Moser, representing the American Payroll Association, will put on two payroll/human service related sessions for accounting clients.
- For the 1 ½ day intensives following the regular conference, Donn Blank, with Blank & Ingram, CPA's will be one of the speakers in the Year End Procedures/Preparing for Audit intensive. Also, Pam Pullman is joining us once again to speak on A Human Resources Management Update for Financial Managers. It's been eight years since Pam was at our GMS Conference Intensives.
- We will be doing one session for the major processing steps for payroll, accounts payable and month end, each to be run twice. The sessions for each will focus on the processing steps and typical troubleshooting. These sessions are very important for employees who are new to an agency or particular function in the accounting department.
- Over the past several years, we have received many suggestions and recommendations that we have incorporated into the software and many that have not yet been added. All attendees will receive a list of our current accounting work programs so

they know what we have planned for software changes before making suggestions this year that are already included.

- You will be able to meet face to face with every member of our staff - Service, Field, Programming, and Administrative. All of the GMS resources are in one place and at your disposal during the regular conference and some of the staff will be there for the intensives.
- The *Computer Clinic* offers an opportunity to try out the accounting and RLSS systems including all of the supplements - to learn how they work using test data.
- Equally as important, it will give you an opportunity to share your practices and procedures with the other organizations attending and also pick up ideas from others! GMS clients offer a wealth of experience and information.

You can still register. To do so, register on-line at [www.gmsactg.com](http://www.gmsactg.com), call the GMS offices at (800) 933-3501 or fax in your registration form to 301/933-3502. And, if you can't make it this year, maybe you can next year.

*As always, it is our pleasure working with you!*

Sincerely,



Linda Berseth  
President/CEO

**It's not too late to register for the Annual Conference to be held April 19-24, 2009 in Louisville, KY. Please contact the hotel for current room rates.**

## Have you Installed the March 2009 Accounting Revisions Yet? Stimulus Bill Changes Included!

You should have received an email from GMS on March 23<sup>rd</sup> that included instructions for downloading and installing the latest revisions. It is important that revisions are installed in a timely manner. It is also important that all staff working with the accounting system read through the list of changes so everyone is aware of new features or changed items.

One of the changes included in this revision are the new Federal Tax Withholding rates as defined by the American Recovery and Reinvestment Act of 2009. In addition to the changes in withholding rates, there are new software features included in this revision. New with this revision, for both Supplement # 306

*Payroll Direct Deposit* and Supplement # 405 *Accounts Payable Direct Deposit* we have added a new print format option for those organizations that use pre-printed direct deposit notifications. Two other changes are within the Employee file. First, when you click on the Find Button and enter a last name, if it finds more than one employee with that same last name it will now sort the names alphabetically by the last name, first name and middle initial. The employee(s) status will also be displayed. Also, if you click on the Inquiry button to list all employees, it will now sort the listing by last name, first name, middle initial and show their status. Also, Supplement # 311 *YTD Worker's Comp* now includes the option to print position descriptions on the report.

## Line of Credit Loans

Line of Credit loans are not that much different from your normal loans. Because you may want to generate reports that include only your line of credit loans, you may wish to establish a new Status Code for these. This is done by selecting Codes, Status. Click on New. Assign the code number and description and then click on Save.

Next, you will need to set up your loan in the Loan Master file. If you set up a new line of credit status, be sure to use it when entering data on the Borrower tab. On the Loan Terms tab under Funds/Amts, enter the maximum amount this client may receive. Also, establish the loan as Daily interest. The Basic Payment is up to you to decide. You may choose to edit this Basic Payment each month to reflect a certain percentage of the balance, or you may choose to enter their minimum payment amount or maybe you'll enter the

maximum payment amount or some other variation. Whichever method you choose, keep in mind this amount will appear on Loan Coupons, Late Payment Notices, Loan Master File, Aging Report, Payment Status Report, and the supplements Loan Invoicing, Credit Bureau Report and Direct Deposit.

Loan Activity is your next step. As with any loan, your first entry will be the disbursement. This will be the amount you gave them in the initial check. As they request additional funds, you'll enter these as they occur, paying particular attention to the Activity Date. Because the loan is established as Daily Interest, all interest is calculated based upon Days Elapsed between Activity Dates, therefore it is extremely important to enter Disbursements and Repayments with the Activity Date that the transaction took place on.

As you enter additional Disburse-

ments, you'll see a positive dollar amount in Accrued Interest. This is interest due to you and is calculated on the current Principal Balance. As Repayments are then entered, you may see a negative amount appear in Accrued Interest. This is collecting the previously accrued interest. Do not remove Accrued Interest from either of these types of transactions. The software will never collect more interest than has been accrued.

### PDF File Conversion Software

Would you like to email a copy of a GMS financial report that is not in an Excel Format and for some reason you can't get the PDF format under Export to work? PDF file conversion software might be the answer. There are many versions of this type of software available on line as free-ware. That's right, they cost you nothing! PDF file conversion software loads as a virtual print driver that allows you to convert any printable document or image to a pdf file format. All you need to do is after selecting print, choose the PDF conversion software as your print driver, and save the file in a location of your choice.

Three examples of highly rated PDF conversion software are Bullzip, pdf995 and PrimoPDF. These companies each offer freeware that currently have no expiration dates. They also have other versions of their product(s) for purchase that contain many other features and capabilities.

## Examples Available on the Website for Using the GMS Import Features and Supplements

Sample timesheet files in Excel format can be downloaded from the GMS website and customized for use at your agency. Once the employee has entered the hours worked into the spreadsheet, the information necessary to import using **Supplement #411 Timesheet Import**, is automatically filled in the summary at the top of the file and the timesheet is ready to be imported into GMS accounting.

These files can also be used if you do not use Timesheet Import but would like for your employees to

use Excel spreadsheet files instead of manually writing in the information regarding hours worked, leave taken, etc. on paper forms. Remember, electronic signatures can be put on the timesheet so they can be printed or retained in the accounting department. You are invited to download a timesheet file and try it out. At the GMS website click on Client Login. After you are logged in you will see Downloads. Scroll down until you see the Sample Import files.

Also under **Sample Import Files**

there are illustrations of the format to be used when creating spreadsheets for use with Budget Import, **Voucher Import (Supplement #413)**, and **Invoice Import (Supplement #417)**.



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## Did you know?

We've had numerous questions recently about the "B" status for Federal Tax Withholding in Employee files. "B" is the IRS designation for Married but withhold at the higher single rate. This "B" is a federal designation and does not have any effect on State withholding.

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## Producing Reports from Your Old Fiscal Year

You may follow the instructions below to set up an old year database so that you may produce reports from your old fiscal year without reversing the roll forward. If you are only using the GMS Accounting System for your own agency and do not have any other databases that use the accounting system, you may set up the old fiscal year under GMS1 or GMS2 which will look at your final year end database. If you have multiple companies for which you use GMS accounting you would need assistance from GMS service to accomplish this for each database. This can only be done if you have saved a copy of your final year end database.

*Note: These instructions are for Microsoft Access clients.*

### Instructions to set this up are:

Set up a folder called FY\_\_ database. i.e. FY08 database will be used in these instructions.

Copy and paste the conversion.mdb that contains your final year end data into the FY08 database folder.

From your start menu, click on control panel. For Windows 2000, control panel will be listed under Settings on your start menu.

In control panel, select Administrative Tools. Select Data Sources (ODBC). Select the System DSN tab.

Unless you have more than one database, you should only have convert listed in the window.

Some of you may have previous backups listed also. Click on the Add button. From the list of drivers, double click on Microsoft Access Driver (\*.mdb)

This will return you to the ODBC Microsoft Access Setup Form.

In the Data Source Name field, type convert1. (If convert1 already exists, use convert2)

Click on Select. In the box on the right click on the drive in which your FY08 Database folder is located. Find the FY08 Database folder and double click on it. (This will put conversion.mdb in the screen on the left. Double click on conversion.mdb. This will put \FY08 Database\conversion.mdb in the ODBC Microsoft Access Setup screen in the middle to the right of the word Database: If on F drive it should say F:\FY08Database\conversion.mdb. Click ok

You will now be back at the Systems DSN tab and convert1 will be highlighted.

Click on ok, close out of Control Panel and return to the desktop.

When you log into the GMS Accounting System, from the Organization combo box, select GMS1 if your last year's database is set up using convert1. Select GMS2 if you set it up using convert2. *Your database administrator or a GMS representative can change tblCompanies in your database to reflect the correct title of the folder rather than leaving it GMS1 or GMS2.*

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## Things to Do while in Louisville...



"My screen is hard to read. Can I have a bigger monitor?"

For those of you planning to attend the GMS conference this year you will find a wide variety of attractions to see during your stay.

If you have planned to come in on Saturday the all-afternoon Air Show and the Thunder Over Louisville fireworks display Saturday night will both be something not to miss.

In addition to the events specific to the Kentucky Derby Festival, Louisville boasts such attractions as the Louisville Slugger Museum, the Muhammad Ali Museum and the Louisville Science Center....just to name a few. Louisville is also home to some of the areas finer restaurants. See you there!!