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News From GMS

G M S , I N C .

How Are You Handling the Stimulus Reporting Requirements?

As we are all aware, President Obama signed into affect this past February the American Reinvestment and Recovery Act (ARRA). Part of this act will provide more than \$150 Billion to low income and vulnerable households. There is also money budgeted for funding sources such as DHHS, DOE and CSBG, etc. A large percentage of GMS clients will be responsible in helping to distribute these stimulus funds.

Head Start and Early Head Start recently received notification of the ARRA Cost of Living Award (COLA) which provided a 3.06% salary increase and an additional 1.84% temporary salary increase. In some cases there are special requirements for reporting this money separately. For those of you who are reporting the 1.84% temporary salary increase in a separate element, GMS has developed a timesheet in an Excel format to help you with these calculations. With minimal setup on the spreadsheet this timesheet can calculate the additional salary in-



crease automatically and charge it to an element you designate.

And this timesheet is available **FREE** for download on the GMS website www.gmsactg.com. Simply logon using your client Username and Password and you will see **Sample Stimulus Timesheet** Import in the Download section. You will see, as well as indicated in the files name, that the timesheet is designed to be used in conjunction with *Supplement # 411 – Timesheet Import*. However, if your employees currently do not fill out their timesheets in Excel and you don't

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Welcome New Users

Accounting Systems

South Central Community Action Agency,
Inc. – D'Lo, MS

Jesse Griffin – ED

Blanche Ross – FD

Sheletta Buckley - Accountant

Producing Reports from Your Old Fiscal Year

If you wish to produce reports from your old fiscal year without reversing the roll forward process, you can set up the database in a separate folder and tell the software which fiscal year you wish to access during the login process. On the Login screen you will be able to select, via the Organization combo box, which fiscal year you wish to access. This can be especially helpful during audit time when it is necessary to print reports requested by the auditor; or during a review process from a funding

source. This is a procedure that can be repeated at the end of every Fiscal Year. So it is possible to have Financial Reports available for multiple previous fiscal years.

Timing is very important in this process. You want to make sure that all of your Year End activity has been completed and your books are clean. But you need to do this step before you roll forward to the next fiscal year. Also remember, the copy of the database you will be using for previous

year reports is to be used **only for report generation**. Any subsequent changes that need to be made in the previous fiscal year will have to be made in the current copy of your agency's database. Also, make sure you run UpdateDB.exe for each database that is set up in the Login form.

Instructions for setting up this previous year folder can be found in the Help Manual under General Ledger/Year End/Year End Closeout Procedures/Saving a Copy of your Final Year End Database.

RLSS Master Query: It's Easier Than You Think

Master Query is probably the most powerful and versatile component of the GMS-RLSS program. Beyond the standard selections on the Reports menu, Master Query can provide you with a variety of additional reports. All fields found within Loan Master file, including Optional Fields, can be queried to create a comprehensive report.

Although it might take a bit of practice to become proficient in using Master Query, there are only a few basic steps involved. We've tried

to make it as simple as possible to create reports, including numbering the steps taken to do so.

Select the fields you wish to search – clicking on the drop menu will produce a list of all fields found within Loan Master, as well as some fields related to loan activity, an example being new balance. Think about which loans you want to appear on the report. For example, if you are looking for loans over \$10,000, select "loan amount". If you are looking for loans that have made a payment recently, select "activity date."

Search Criteria – once you have identified which field to search, step 2 gives you opportunity to determine what data you want to find within that field. If you are looking for loans over \$10,000, select "greater than" and enter 9999. If you

are searching for loans that have made a recent payment, select "greater than" and enter the date as mm/dd/yy.

Note: once you have completed step 1 and 2, a screen prompt will appear asking "Do you wish to make more selections?" The search can be narrowed further by clicking on "yes" and making more selections in step 1.

Fields to be included on report – the field(s) selected in step 1 should also be included in step 3 to allow verification that the proper loans were identified, and is selected by clicking on the desired field. Any other available field in step 3 may be included on the report.

Present versions of Software are:

Accounting	1.2.263
RLSS	1.0.308

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How Are You Handling the Stimulus Reporting Requirements?—continued from page 1

intend to have them start soon, the payroll clerk can use the sample timesheet and copy and paste the summary section of the sample into a new worksheet for each employee. Then the clerk can enter the total of all hours per element into the new Excel worksheet, it will automatically calculate the stimulus percentage and import the employee's files into the database.

Another issue some of our clients are encountering is special reporting of Weatherization salaries. Some of the ARRA money is going towards home weatherization assistance. Depending on the region in which you provide these services, since these funds are being used for home construction, you may have to follow the requirements of the Davis Bacon Act. One of these requirements is that employees working on homes funded by this money must be paid on a weekly pay cycle.

If this is the case for your organization you may

want to consider creating new employee class(es) for those employees going on the weekly cycle. This will help assure that federal and state taxes are calculated correctly and avoid possible leave balance issues. **Note: Once you set up these new classes and change the employee class for the appropriate staff there are other issues you may need to consider.**

If your staff earn leave on a per pay period basis you will need to change the amount earned per pay period in their employee files.

Deductions that are a set dollar amount rather than a percentage of salary that were originally calculated for a bi-weekly, semi-monthly or monthly cycle may have to have the pay period amount changed.

If the GMS accounting system expenses any type of leave as it is earned you are going to have to change the opening liability in the Leave Allocation section under Tools/Cost Allocation Setup.

Once you have identified the employees, print the

Leave Rate Computation and Analysis as of the last payroll. The last section of that report identifies the leave accrual amounts for all leave types by employee. Add up the Accrual amounts for the leave types expensed when earned, subtotaled by class for the affected employees. Those total amounts (by class) will need to be subtracted from the appropriate Opening Liability field on the Leave Allocation Tab. Finally, those same opening liability amounts will need to be entered on the Leave Allocation tab for the new employee class(es). Make sure you save a copy of that report for documentation during audit.

Please make sure you keep good notes as to what you have changed, and a copy of this article, because should these special funds cease or the Davis Bacon Act is amended you may need to restore all employees and appropriate files to the original class structure.

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Supplement # 385 – Schedule of Federal Assistance

In addition to the FASB 117 Worksheets and GASB 34 Worksheets supplements mentioned in the article on page 4 of this newsletter, the Schedule of Federal Financial Assistance may also become a report that is your responsibility to prepare. Should that be the case, Supplement 385 – Schedule of Federal Assistance will assist you in its preparation.

Contract master files are maintained for each grant and contract number. Master files are also created for Federal, State and Local agencies. Contract profiles, current year worksheets and the Schedule of Federal Financial Assistance may be printed for all or specific contract numbers, federal agency numbers, state or local agency numbers and CDEA (Catalog of Federal Domestic Assistance) number. These reports may be printed prior to the final closeout of all projects.

Hints For Calendar Date Fields

Do you want to go back in time quickly? Although this isn't possible to do with your life, you can do it with the GMS software. Several date fields have combo boxes (with the little arrow pointing down) that will pull up calendars when you click on the arrow. If you find that you want to go back more than one month, rather than clicking on the left arrow at the top of the calendar, click on the month name. This will bring up a listing of all twelve months that will allow you to quickly select the appropriate month. Likewise, if you want to go to a previous year, click on the year that appears and you'll receive up/down arrows to cycle through the years.

**What are Annual Leave and Sick Leave Termination Pay Codes?**

The GMS Accounting System has two pay codes set aside specifically for paying unused leave to an employee upon termination. These reserved pay codes are AT for Annual Leave Termination Pay and ST for Sick Leave Termination Pay. They also need to have a program element code set up for each. When an employee leaves the organization's employment, if the final payroll check issued is to include the pay out of all unused annual and/or sick leave in accordance with your policies and procedures, you should use the program elements and AT and/or ST codes for this payout. When these special codes are used, no leave earnings will be calculated on those hours.

Please note that there is a special setup step necessary for these pay codes. In Payroll/Setup/Pay Code, when setting up the AT and

ST codes, a column appears with the heading **Subtract**. This column represents the leave type from which you wish these hours subtracted. For example AT hours would be subtracted from the AL balance and ST hours would be subtracted from the SL balance.

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price list.**

RLSS Master Query: It's Easier Than You Think—continued from page 2

To select more than one field in step 3, hold down the ctrl key and click on the additional fields.

Report Format – select “list the data” or “labels”.

Sort Options – reports can be sorted by either the loan number or alphabetically.

Once the 5 steps are completed, there is an option to include the borrower's address. Another option is to save the report selections. This may be especially useful when creating a report that may be needed on an ongoing basis. If the saved criteria is later retrieved and the report created again, it will use updated information recorded in your database through adding or editing Loan Master files or through posting loan activity.

Once you click on “prepare

report” the program will launch Microsoft Excel and move the data into a spreadsheet. At that point, formatting, sorting, adding formulas and saving the report become Excel options.

Things to Remember:

Some fields selected in step 1 relate to combo boxes within the Loan Master file. A good example is “gender”, which when selected results in a display of “male” and “female”, allowing you to check which gender is to be included on the report. Once you have selected the desired response, tap the enter key to move automatically to the “equal to” field in step #2. Click on the circle to the left of “equal to”, then tap enter again to move the choice made in step 1 automatically into step 2.

If the data to be included on

the report includes a date range, it is necessary to select that field twice in step 1. If, for example, you want to pull a report reflecting loans closed in 2008, in step 1 select “closingdate” and in step 2 enter “greater than” 12/31/07. When prompted for more selections, respond “yes” and again select “closingdate” in step 1. This time, in step 2 enter “less than” 01/01/09. The resulting report will show all loans with a closing date within 2008.

Using Optional Fields in the report require a few more steps, and is outlined in the Help section of the program.

With a bit of practice, you'll be able to create reports as needed. As always, feel free to call GMS Service if you need assistance with Master Query.

"The Constitution only gives people the right to pursue happiness. You have to catch it yourself."

-[Benjamin Franklin](#)



Schedules You Should Have Ready for Your Auditor

A major contribution you can make for a smooth and efficient audit is to assemble and have available a number of reference schedules and documents. Your auditors may have specific requests for certain schedules, but following is a general list.

- Chart of Accounts
- Current Year Indirect Cost Plan & Rate Agreement
- Bank Reconciliations
- Schedule of Prepaid Insurances
- Schedule of Other Prepaid Expenses
- Schedule of Advances/Schedule of Deposits
- Schedule of Fixed Assets – including purchases and dispositions
- Accounts Payable Listing
- Schedule of Accrued Leave by Employee
- Schedule of Cost Allocation and Supporting Rate Calculations
- Schedule of Federal and State Accounts Receivable
- Schedule of Other Accounts Receivable
- Schedule of Accrued Interest Income Calculation
- Schedule of Accrued Interest Expense Calculation
- Schedule of Deferred Revenue/Refundable Advances

- Schedule of Grant and Contract Cash To be Returned To Grantors
- Summary of Agency Revenue and Expenses
- Summary of Revenue and Expenditures by Project

In addition to this general list, it might be your responsibility to prepare certain Financial Statements such as the Statement of Financial Position, Statement of Activities Worksheet or Statement of Functional Expenses. If you are a Quasi-governmental agency a Categorized Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance might be required. If any of these reports will be your responsibility, we have **Supplement # 402 FASB 117 Worksheets** and **Supplement # 415 GASB 34 Worksheets** to assist in their preparation. In either case, please have a conversation with your Auditor as to exactly what your responsibility will be in preparation for your audit.

If your auditor uses audit software to prepare your audit report, the above statements will automatically be generated. However, they need to get your end of the year trial balance into their software. To assist with this, we have put Report Writer instructions, the data model and queries under the Download section of our website call “Trial Balance for Auditors”. You can download those and run the Report Writer following the instructions provided. Your auditor will then be able to import that Excel file into their audit software.