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a publication for GMS clients



News From GMS

G M S , I N C .

Annual Conference—Which Sessions Will You Attend?

To help you finalize plans for the Louisville, KY conference, here is a brief preview of the accounting and revolving loan service system sessions. This year we have added six new sessions. Three of the new sessions are RLSS and Credit Building related topics. Vikki Frank, Executive Director of Credit Builders Alliance, will present sessions titled Credit Builders Alliance/CB II Reporting and Building Credit for Both You and Your Employees. A new Q&A with RLSS Staff session will be moderated by Marilee Floener, GMS RLSS Director and Yongling Xin, GMS Programmer. Other new sessions will include Flex Spending Accounts/ Cafeteria Plans presented by the American Payroll Association, Recommended Financial Reports and Bank Rec and Other Tools Functions, both presented by GMS staff. In addition to offering a varied perspective, the outside speaker presentations will allow more GMS staff to be available in the computer clinic to provide one-on-one troubleshooting assistance and training. Specific dates and times may be found on the GMS website <http://www.gmsactg.com/conf2009/agenda.html>. Sessions are 1 ½ hours in length unless otherwise noted.

- ◆ Designed for GMS Accounting Users
- Designed for GMS-RLSS Users
- ♣ General Sessions for All

◆ Accounting Setups and Master Files

During this session, all of the setups and Master Files for General Ledger, Accounts Payable and

Payroll Processing will be reviewed. This session is ideal for new clients and staff who are new to using the GMS accounting system.

◆ Basics of Year End - Part 1 and 2

Here is a primer on closing the books at year end and getting ready for audit. This session will address the mechanics of year end and the actual closing entries. Supplement #398 Year End Closing Entries will be reviewed and demonstrated. Employees responsible for year end close out are encouraged to attend. Find out what needs to be done at year end, issues you will need to consider and proper year end techniques. This is a two-part session presented in two time slots and attendees should plan to attend both sessions.

♣ Ensuring Your Employees are Paid Correctly

This session will discuss how minimum wage, overtime and regular rate of pay impact an individual's paycheck. Ron Moser, from the A.P.A will explain the importance of the Fair Labor Standards Act and its impact on the minimum wage and overtime. You will also learn how payments such as bonuses, shift differentials, on-call pay and other incentive payments affect the regular rate of pay and overtime.

◆ GMS Cost Allocation Options

One of the most important financial management issues GMS clients face is selecting the right cost allocation procedures. This session details the GMS software alternatives available for leave, fringe bene-

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Have you Installed Your 2009 Tax Changes Yet?

The 2009 tax changes were posted on the GMS website under revisions on January 16, 2009. All clients were emailed instructions for downloading and installing the tax changes.

If you are unsure if the latest revisions including the 2009 tax changes have been installed go to Help and About. If the version is

1.2.261 you have the latest revisions installed. If that isn't the version listed, go to www.gmsactg.com/downloads.php, download AccountingJanuary09.exe and follow the instructions emailed to your agency on January 16, 2009.

Present versions of Software are:

Accounting	1.2.261
RLSS	1.0.308



Exciting RLSS Changes are Forthcoming



Need to Remove a Selection in a List Box?

If you ever find yourself wanting to remove an item selected in a list box, for example in the General Ledger with Current Detail you have selected a GL code that you do not want included in the report, there is an easy way to change this. Simply hold down the control key and click on the code not wanted. This will remove it from your selections.

We have been busily working this fall and winter on a new, improved version of your GMS-RLSS software. It is being rewritten in vb.net. This will give it a more updated look. There will also be several additions/improvements made to the software. For now, we'll keep these exciting changes a surprise. This vb.net version will be sent to you at no additional charge later this spring or early summer. We will also be showcasing this version at our 24th Annual GMS Conference in Louisville, KY on April 19-24, 2009.

To ensure you'll be ready to install the vb.net version, now is the time to confirm all of your software and service packs are up-to-date on all computers. Perform the following checks:

1. Right click on Start, left click on Explore. Go to C:\program files\rlss and look for rlsshelp.chm. The date on this file should be 12/04/08.
2. Launch GMS-RLSS, click on Help, and About. The version should be 1.0.308. If it is not, this indicates a previous update was not processed. In this situation, please locate the May, 2008 RLSS Revision memo that was emailed to you on May 6, 2008 and follow the instructions. If you are unable to locate this email, please contact GMS Service so that a copy may be forwarded to you.
3. Click on Help, Help to access the RLSS Help Manual. Click on the book to the left of General Operating Instructions so that it opens. Select Service Packs & Microsoft Updates. Check all computers using GMS-RLSS to make certain

the Microsoft Access, Microsoft Windows, Jet Database Engine 4.0 (SP8) & MDAC 2.8 service packs and all critical updates are current and in the location specified in this document.

Once you've confirmed the three items above, you'll be ready to install our vb.net version when it arrives!!!!

Annual Conference Intensive

A Human Resource Leadership Update for Financial Managers

Ever wonder why you are sometimes the last person to know about key changes – staff terminations, grant, contract or program changes, or what the funding source said? Is the finance department blamed when agency staff do not get their requests approved? Does the board still not understand the monthly finance reports? Are you still chasing down board members for check signatures? Still cannot explain why staff mileage reports differ to and from the same location? Is sick leave costing the agency an arm and a leg? Successful financial management means being 'inside the loop' and fiscal managers must be ready to re-do the budget, cut the check now or get the report done today because everyone else was late in turning in their information!

Learn:

- the key personnel policies that impact financial management,
- the real reasons why finance directors should play an important role in board and policy council member orientations

- strategies that will strengthen you AND the entire management team
- how to use the annual clean audit as a marketing tool
- how to give constructive feedback to difficult people
- key board monitoring & oversight questions for finance directors
- how to be invaluable to the Executive Director AND the agency and MORE!

After an eight-year hiatus, we are pleased to welcome Pam Pullman back for an exciting 1 ½ day intensive workshop. Pam is a former not-for-profit Executive Director with 20 years experience in workshop facilitation. She will share best practices, real life sketches and a no-nonsense human resources management approach sprinkled with humor guaranteed to make you glad you came. **This is one NOT to miss!!**

Register for the GMS Annual Conference at www.gmsactg.com!

Annual Conference-Which Sessions Will You Attend?

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fits, indirect costs, dual indirect pool, service unit and special allocations. Learn about “shifts”, “locks”, and “line item cost allocation detail”. How are your cost allocation procedures set up in your accounting system? What is the difference between agency administrative costs and program administrative costs? What cost allocation software can best be used to achieve equitable allocations of your type of support costs?

◆ *Fixed Asset Inventory*

How does your organization define fixed assets? Do you receive conflicting guidelines from multiple funding sources? How does the GMS Fixed Asset Inventory software work? This session will focus on how to maintain your fixed asset inventory and running depreciation. Entries to record new fixed assets and the disposition of fixed assets will be covered. What are the recommended asset accounts to be established in the chart of accounts? A review of the fixed asset reports will also be given. This session will only be run one time.

■ *Overview of RLSS for New Staff*

This session is designed to introduce you to GMS RLSS. We'll be covering the basics of maintaining the system, along with an overview of reports and new features. This is a “must” session for new GMS RLSS clients and staff who are new to using the GMS RLSS system.

◆ *Overview of A/P Supplements*

This session is being offered again this year providing an overview of the A/P supplements. Many clients are not aware of how certain supplements work and what information can be prepared using these supplements. Often, clients don't realize how much staff time can be saved by using certain supplements.

◆ *Overview of Payroll Supplements*

Based on several requests, we are offering this session again this year giving an overview of the payroll supplements. There are several supplements that can help provide information needed for internal reporting as well as external reporting including preparation for the Workers Compensation audit, assistance in reporting unemployment claims, and leave histories for program managers, just to name a few. This session will only be run one time.

◆ *Overview of Selected GL Supplements*

There are many GL supplements that cover a variety of financial reporting formats. Preparing reports for the Executive Director and Board of Directors, providing detail of costs charged to individual programs, preparing customized Revenue and Expenditure reports for internal and external reporting

are among the supplements that will be reviewed. The Report Writer and cost allocation supplements will not be covered during this session as there are separate concurrent sessions designed specifically for the Report Writer and Cost Allocation Options.

◆ *Overview of Year End and Related Supplements*

Because of the abundant number of GL supplements, we have designed a session specifically for Year End and related supplements. There are many supplements available that can assist you and your auditor with year end closing and preparing the audit report. Find out which supplements may save you staff time when putting the audit schedules together.

■ *Processing Unusual Loans*

The nature of non-profit lending usually involves high-risk loans. Sometimes it becomes necessary to handle difficult loans in non-traditional ways. Varying interest rates, periods of non-payment or reduced payment, and loan restructuring will all be discussed. This session will provide an opportunity for you to question RLSS staff about how the system can handle your agency's unusual needs.

◆ *Q & A with Accounting Staff*

The participants set the program for this session. In previous years we have received a wide range of ques-

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New in 2009 – Adjustment or Refund for Forms 941 and 944

If you discover an error on a previously filed Form 941 or Form 944 after December 31, 2008, make the correction using the new Form 941-X or Form 944-X. (Prior to January 1, 2009 these corrections were made on either Form 941-C or claiming a refund on Form 843.) Forms 941-X and 944-X are stand alone forms, meaning taxpayers can file them when the error is discovered rather than wait until the end of a quarter or end of a year as done in the past. For more detailed information, visit the IRS website at www.irs.gov and enter the keyword *Correcting Employment Taxes*.

Are You Importing the Bank File Yet?

If you're downloading and importing the monthly bank file in order to do your bank reconciliation, you'll agree that it is a real time saver. In addition to saving you time, it also gives you special reports that you don't otherwise get. After importing, it will give you a report of each deposit, check and miscellaneous debit that are in the bank file but not found in the General Ledger. In certain cases, some items cancel each other because of how they were entered into the accounting system. For example, the bank file will show a miscella-

neous debit for a returned check, however, in the accounting system if you use the A/R Supplement, you need to enter it as a negative cash receipt. Therefore, it would show on the original report under Miscellaneous and also on the outstanding deposit listing. Those are easy to see and clear off the outstanding listing.

If you're not importing the bank file yet because.....

- You found out your bank does not offer the csv format, you need to inform GMS staff what format is offered.

- You are unsure how to set up the import matrix, you need to ask for help.
- You don't know how to format the bank file because you have blank lines in the file or a column isn't formatted correctly, you need to ask for help.
- You weren't aware you had the capability of importing it, please review your Help Manual under Tools, Bank Reconciliation.

You will be very excited to see how easy it works and how efficient doing the bank reconciliation can really be!

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Start off the GMS Conference With a Bang!!

The 2009 GMS Financial Management Conference in Louisville, KY is being held during *Thunder Over Louisville*, a major attraction of the annual Kentucky Derby Festival. Two highlights of “*Thunder*” you don’t want to miss are the Air Show and Fireworks. Both of these events occur on Saturday April 18, 2009, the day before the start of the GMS conference. The air show begins at 3:00PM, boasting over 100 different aircraft, with continuous performances and fly-bys until 9:30PM. Then at 9:30PM a truly spectacular fireworks display takes place. One of the top pyrotechnics companies in the world put on the largest annual display in North America. Truly an event you have to see to believe. And it all happens right on the river by the Galt House Waterfront Hotel, *the GMS Conference site!* Why not make your GMS Conference experience a truly memorable trip and come early to enjoy these events? For more information on what Louisville has to offer during the festival you can check out some links from our hotels website at www.galthouse.com or the festival website at www.kdf.org.

Annual Conference –Which Sessions Will You Attend?

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tions covering all aspects of the accounting software, SQL Server version, accounting procedures, hardware specifications and more. Any question related to the GMS Accounting System is acceptable, so start making your list. It’s a fun session with lots of audience participation and hopefully, lots of answers!

▣ **RLSS Reports & Master Query**

There are many standard reports available within the RLSS software. One of the most powerful reporting tools available is Master Query, which utilizes the data in Loan Master files and the loan histories to create reports in Microsoft Excel. All of these options will be reviewed during this session.

▣ **RLSS Features and Supplements - Part 1 and 2**

This session will review the features and supplements in GMS RLSS and how to get the most from each option. You will also be given the opportunity to share your ideas about future supplement development. The session is divided into two parts to allow time to review all of the supplements and features now included in the master version of the software. Attendees should plan to attend both Part 1 and Part 2.

◆ **Training on the GMS Accounting Software**

These sessions will demonstrate how to perform all functions of the software and will include a review of the Windows controls used, and how to generate the reports. Detail packed, these sessions are designed particularly for GMS accounting system operators and will cover everything from the “how to” basics to troubleshooting issues and finding errors and making the appropriate corrections. Sessions include:

1. Accounts Payable Processing
2. Payroll Processing
3. Month End Activities
4. Report Writer

New This Year

◆ **Bank Rec and Other Tools Functions**

The Bank Reconciliation function in the GMS software is a complete and easy way to reconcile all of your organization’s cash accounts. Information is automatically brought over from the General Ledger and check printing processes and in most cases your bank statement can be imported into this software! Learn about this feature and many other useful items and set-up areas in the Tools section of GMS.

◆ **Flexible Spending Accounts/Cafeteria Plans**

Trying to determine if a flexible benefit plan is really a benefit to employees in your agency? What are the administrative responsibilities

associated with administering a cafeteria plan? If you have questions regarding these types of plans but haven’t got the answers, attend this session to learn more about what types of plans are available and best suited for your agency.

♣ **Building Credit for Both You and Your Employees**

In today’s economy, a good credit score is a valuable financial asset. Come learn how to strengthen your financial resume, build credit not debt, and be part of creating a work environment where colleagues and employees can not only survive but thrive in our current credit economy.

▣ **Credit Builders Alliance/CB II Reporting**

Credit reporting is fast becoming one of the most cost-effective credit building and asset building tools for not-for-profits and government entities offering small loans to moderate and low income entrepreneurs and individuals. This workshop will highlight the new GMS credit reporting features as well as share Credit Builders Alliance’s (CBA) policy successes, research, tools and strategies for building credit.

◆ **Recommended Financial Reports**

Are your funding sources receiving proper information? Do you provide financial reports to your Board of Directors and Program Managers that enable them to perform their duties? In this session, participants will be divided in groups to recommend what financial reports should be given to specific parties that will address the issue of making sure you are getting the right information to the right people. Explore the vast selection of reports available from the GMS Accounting System and learn what employees from other organizations use to meet their reporting needs.

▣ **Q & A with RLSS Staff**

Modeled after the popular Q&A with Accounting Staff session, here GMS RLSS clients will have the ability to ask questions pertaining to all areas of the RLSS software. The participants of this session set the agenda! Come armed with your questions and notes to participate in what will be a very informative session.

Room Reminder!
If you are planning to attend the GMS Annual Conference in April, you **MUST** have your hotel reservations in by March 25, 2009 to receive the designated rates.

