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News From GMS

G M S , I N C .

25TH ANNUAL GMS FINANCIAL MANAGEMENT CONFERENCE

**June 20-25, 2010
Charleston, South Carolina**

Don't forget to mark your calendars and plan to attend the 25th Annual GMS Financial Management Conference to be held in Charleston, South Carolina, June 20 - 25, 2010. As in previous years, the conference will be divided into two segments with the regular conference June 21 - 23 followed by intensives June 24 - 25. Sunday the 20th will offer registration during the day followed by our Get Acquainted Reception Sunday evening.

Our 2010 conference is being held at the Francis Marion Hotel in historic downtown Charleston. The hotel has a long history of gracious service and elegant accommodations and its downtown location offers convenient access to attractions such as the harbor and King Street. Smoking rooms are available at the Hampton Inn located across the street from the Francis Marion Hotel.

A brochure with the agenda of all conference sessions, along with registration and reservation forms will be posted to our website and mailed to your office during the month of February. Also, watch for March issue of News From GMS for a brief description of each session.

Who Attends the GMS Conference?

If previous years are an indication, we can expect close to 300 participants from GMS client organizations located throughout the country. Attendees include fiscal staff, auditors, revolving loan management staff, Executive Directors, human resource staff and program managers. Many GMS clients view this as annual in-service training for their fiscal personnel. In addition to the scheduled sessions, the conference offers a great

opportunity to discuss issues and solutions with other GMS clients who might be experiencing the same problems as your agency.

From strictly a GMS viewpoint, we wish all GMS clients could attend, since the conference is our best way to provide you with the most up to date information on using GMS software, audit standards, human resource issues and other information important to all GMS clients. Every member of the GMS staff will be at the conference providing a tremendous opportunity for face-to-face consultation and assistance.

Session Highlights—Continued on page 2!

Welcome New Users

RLSS Systems

EDC Loan Corporation

Kansas City, MO

Doug Nuckolls – Executive Director

Melissa Lesch – Staff Accountant

Carla Nazworthy – Loan Processor

KISRA

Dunbar, WV

Michelle Foster – Executive Director

Patricia Scott – Econ Empowerment Manager



Discounted On-Site Rates Available!!

We are pleased to announce that there will be a 10% discount of the on-site fee for all weeks from April 05, 2010 through July 02, 2010. That's right, the current daily rate of \$500 will be reduced to \$450 per day for that period! (Additional actual travel costs still apply.) **Book now while there are still weeks available!!**

25TH ANNUAL FINANCIAL MANAGEMENT CONFERENCE...

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Session Highlights

In addition to sessions led by GMS staff featuring training on GMS Accounting and Financial Management and the Revolving Loan Servicing System, we will offer sessions by outside speakers on human resource topics, payroll issues, and lending and credit.

Training will take place during the regular sessions and also in the intensives to be held immediately after the regular conference. As in the past, the computer clinic provides an excellent opportunity for hands-on training and working with all aspects of the GMS software.

Four concurrent sessions are scheduled in each time slot providing a choice of topics useful to your organization.

Accounting Sessions

- A/P Processing
- Accounting Setups and Master Files
- Bank Rec and Other Tools Functions
- Basics of Year End – Part 1 and Part 2
- Communicating Payroll Issues to Employees
(*new this year*)
- Fixed Asset Inventory
- GMS Cost Allocation Options
- Importing and Exporting From GMS (*new this year*)
- Month End Processing
- Overview of Payroll Supplements
- Overview of Selected GL Supplements
- Overview of YE and Related Supplements
- Payroll Processing
- Payroll Reconciliation and Tax Reporting (*new this year*)
- Q & A with Accounting Staff
- Recommended Financial Reports
- Report Writer – Basics
- Report Writer – Advanced

Sessions for RLSS System Users - Sessions held once

- Credit Builders Alliance/CB II Reporting
- Handling Special Situations Within GMS-RLSS
- Overview of RLSS for New Staff and New Users
- Q & A with RLSS Staff
- RLSS Reports and Master Query
- RLSS Features and Supplements Part 1 & 2
- Understanding Today's Credit Reporting Industry
(*new this year*)

Computer Clinic

In addition to specific sessions, the Computer Clinic is open throughout the regular conference giving you an opportunity to test drive any GMS product. GMS staff members are available in the Computer Clinic at all times to provide individualized assistance and support. In the Computer Clinic you can experiment and practice as much as you want!

Intensives

The five post-conference Intensives are always well attended. These 1 1/2 day concentrated courses have been refined with years of experience and are in great demand year after year.

Choose from any one of these topics:

- ☑ Training on the Accounting Software
- ☑ Year End Procedures/Preparing for Audit
- ☑ Laptop Hands-On with Report Writer
- ☑ Training on RLSS
- ☑ Fine Tuning Personnel Matters for Finance Managers (*Presented by Pam Pullman*)

We hope that we will see you in Charleston. For further information on conference activities please feel free to contact Liz Collins, our Annual Conference Coordinator at 800-933-3501, extension 2.



GMS Bonus Bucks!

Do you know of any organization that may benefit from the GMS Accounting and Financial Management System, the Revolving Loan Servicing Software or the GMS General Ledger and Financial Reporting System? If you do, there is a way that your organization can save hundreds of dollars on software you acquire from GMS or GMS conference registration fees. The **GMS Bonus Bucks** program offers rewards to existing clients who refer other organizations to GMS. For each agency name you submit that expresses an interest in purchasing the GMS software, your organization will receive a credit good towards the purchase of any GMS supplement or the GMS Annual Conference registration fee. It is your choice as to how you wish to apply the credit! Should the organization you recommend purchase GMS Software, your credit will be *even larger*. Help your organization with some GMS Bonus Bucks while helping another organization become a member of the GMS family!

GMS, Inc.

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Kensington, MD 20895

Phone: 800-933-3501

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E-mail: service4gms@gmsactg.com

Client Backups on the GMS ftp Site

Since hurricane Katrina in the fall of 2005, GMS created a folder on our ftp site <ftp://ftp.gmsactg.com> called Client Backups. The purpose of this folder is to allow any client in a possible threat area to put a copy of their database for safekeeping. Should you feel you need to do this, zip up your database and name it as your client #.zip. For example, client 111's backup would be called 111.zip. Also make sure you zip it with a password that you will remember. However because of the events that may happen, it is easy to forget what password you used when creating the zip file. We recommend that you email service4gms@gmsactg.com and state what the password is you used when zipping up the database. We will store your password in our client file.

Note - This should not replace any of your normal backup procedures and we ask that this only be done when you are in a potential threat area. Also please be aware that as we monitor the ftp site *any backups in the client backup folder that are a year or more outdated will be deleted.*

Good Things Come to Those Who Wait

As databases grow in size, and computers get older, one thing you might experience is that the response time is not as fast as you think it should be. It is important at these times that you be patient and let any process that may be running in GMS finish before you try to move on.

We all know pushing the down button on an elevator multiple times does not make the elevator come any faster. Well, clicking on a post button repeatedly will not post the batch any sooner!! As you are aware, most of our buttons take you to a different form, execute a mechanical step, create a report or at the very least inform you that a process has been completed. It is very important that you let the requested process happen or wait for the proper response before you try to continue. If you are generating a report to the screen, please let the report complete before you close the print job. There may be other things happening in the background of which you are not aware that need to finish.

There are a wide variety of reasons that a computer may be acting sluggish. A daily compact and repair of your GMS database is one way to help assure that the software is performing at its optimal speed. But again, if your computer ... or you are just not having a good day, please be patient and try to not rush the processes. Also if your computer is three or more years old, you may want to consider getting a new computer.

Is it Time to Update the Status of Your Revolving Loans?

We all have busy times throughout the year that don't allow us to pay as much attention to some details as we should. With the start of a new calendar year it might be a good idea to review the "Status" for each of the Loan Master files. Rather than cycling thru each loan's master file you can quickly review the Status by using Master File Query.

To do this, select Master File Query from your GMS-RLSS menu. Next, to help us make good decisions determining if any loan's status needs changing, we will need to decide what other information we'd like to see. Dates, current loan balance and current status will probably give us enough information to decide if we need to further research a particular loan. The Loan ID's and Borrower Names will automatically appear on the report.

To begin, we will want to look at all loans in the portfolio and not just those that meet se-

lected criteria, so we will skip sections 1 & 2 and start with section 3 where we'll select the information we wish to see regarding our loans. In section 3 we'll be selecting multiple items so be sure to keep the control key held down during the selection process or else the earlier selections will be removed. Let's click on ActivityDate, FirstDueDate, MaturityDate, NewBal, NewPTDate, Status, and StatusDate. With these seven items selected, we can proceed to section 4. In section 4, select List the Data. In section 5, select either Loan Number or Alpha. Next, click on the Printer icon at the top of the screen which will cause the loan information selected to be exported to an Excel spreadsheet.

Looking at the Excel spreadsheet, we'll need to expand some of the columns so the data is visible and does not appear as ****. Next, sort the column titled Status to make the report easier to read. Finally, print a paper copy of this to use as

a worksheet. Be sure to select Landscape format.

Begin by looking at the Active status loans. Do any of them show a NewBal of 0.00? If yes, look at the selected date columns to determine if it is a new loan and should have the status of Active or have they paid the loan in full and it should now have a Completed status?

Review the Repaid and Write-off status loans. They should all show a NewBal of 0.00. If not, perhaps adjusting entries need to be made to bring their loan balance to zero. Continue reviewing any other status codes used to determine if they are still appropriate.

Present versions of Software are:

Accounting	1.2.266
RLSS	1.0.0.2

Updating Multiple Databases

Part of your Year End procedures may include making a copy of the previous year's database and placing it in a separate folder. Then under the ODBC setup, you can point the convert1 or convert2, etc. to the copies of databases in the separate folder. This is particularly useful to allow you to go back to a previous fiscal year and generate a report without having to go through the reverse roll forward process. If this is a practice your organization follows, it is **imperative** that as you receive GMS software updates from our office, you follow the update procedure and *update all databases* you access through the GMS software. This is necessary to help assure you will be generating accurate reports from all fiscal years. This rule also applies if you have purchased additional databases from GMS for multiple companies.

Training on RLSS

Annual Conference Intensive

This training will benefit anyone who is a seasoned user or new to GMS-RLSS. The session will cover every aspect of using GMS-RLSS so you can take full advantage of all of its features. Among the topics covered will be setting up new loans, processing loan activity, using database queries, loan reporting and integrating accounting and RLSS. How to use Master Query to produce specialized reports will be demonstrated, plus you'll have the opportunity to use this feature using scenarios provided to you. This session is a great way to make sure that your loan policies and procedures are integrated with your RLSS software. Featuring hands-on training, you will be able to enter new loans, enter and process loan activity and familiarize yourself with all of the functions and proper procedures for running the GMS-RLSS. This will be a great opportunity for all RLSS staff!

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www.glasbergen.com



"We back up our data on sticky notes because sticky notes never crash."

Training on the Accounting Software

Annual Conference Intensive

If you are a new staff member at your agency, have recently acquired a new position within the finance department, or simply feel you need an in-depth review of the GMS Accounting System, this intensive is just what you need. We will cover all areas of the accounting system from the initial setup files to processing steps and mechanical explanations. All aspects of the books of entry, accounts payable processing, payroll processing, general ledger activities, cost allocation and report generation will be shown. Even though concurrent sessions on certain areas of the Accounting Software will take place during the regular annual conference, this 1 ½ day intensive allows more time to spend on all aspects of the system. This is a great session for agencies that have had staff turnover and new staff who did not receive on-site training from the GMS staff.



NORTHWEST COMMUNITY ACTION PARTNERSHIP

270 Pine Street, Chadron, NE 69337

(308) 432-3393

Public Job Opening

Post Date: January 21, 2010

Director of Finance

Northwest Community Action Partnership (NCAP) is seeking a qualified person for a full-time Director of Finance position for Chadron, NE, Salary range \$1,577.11 – \$1,698.83 bi-weekly, plus benefits. **QUALIFICATIONS:** Bachelor's degree in business, accounting or a closely related field required. Three – five years experience in the area of financial management or related area required. Thorough knowledge of the principles and practices of accounting, non-profit experience and GMS experience preferred. Must have ability to analyze financial reports and formulate fiscal and budgetary policy. Must pass background checks. Must have a valid driver's license and be insurable. **RESPONSIBILITIES:** Administer the agency's finance functions; specifically direct the entire general accounting system, payroll, accounts payable, accounts receivable and fixed assets. Complete a variety of grant financial reports, payroll reports and audit reports. Ensure compliance with OMB circulars, grant regulation, and agency policies and procedures. Supervise finance department employees. **TO APPLY:** Applicants must send a cover letter, resume, educational transcripts and NCAP application (available at www.ncap.info) to Workforce Development in Alliance or to NCAP, Attn: Human Resources, 270 Pine St., Chadron, NE 69337 or fax to (308) 432-5799. For more information, call Karen at (308) 432-3393 Ext 27. Closing date for applications is February 11, 2010. NCAP is an Equal Opportunity Employer and is "At Will."

REGISTER FOR THE 25th ANNUAL GMS FINANCIAL MANAGEMENT CONFERENCE AT www.gmsactg.com!