

In this Issue:

- Holiday Announcement
- Annual Conference Intensive Sessions on Accounting and RLSS
- Changing Loan Funds in RLSS

a publication for GMS clients



News From GMS

G M S , I N C .

24th Annual GMS Financial Management Conference April 19-24, 2009 – Louisville, Kentucky

Don't forget to mark your calendars and plan to attend the 24th Annual GMS Financial Management Conference to be held in Louisville, Kentucky, April 19-24, 2009. As in previous years, the conference will be divided into two segments with the regular conference April 20-22 followed by intensives April 23-24. Sunday the 19th will offer registration during the day followed by our Get Acquainted Reception Sunday evening.

Our 2009 conference is being held during the Kentucky Derby Festival, a truly remarkable time to be in Louisville, KY. Plan to arrive on Saturday, April 18th and experience *Thunder Over Louisville*, the largest annual fireworks display in North America!

A brochure with the agenda of all conference sessions, along with registration and reservation forms are posted to our website, mailed with your January monthly billing and in email notification. Watch for the February 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 a strictly 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

In addition to sessions led by GMS staff featuring training on the GMS

Continued on pg. 2

Retrieve a list of all GJ Entries for a Fiscal Year

One common request an auditor may make is for a list of all General Journal entries for a fiscal year. There is a much easier way to obtain this info than to print out all 12 monthly Batch Analysis reports, export to Excel and delete the information you don't need. If you have the GMS Report Writer Supplement there is an available download from the GMS website called

Listing of all GJs in Fiscal Year. From our website www.gmsactg.com logon to the user section, then under *Downloads - Prepared Report Writer Structures and Queries* select *Listing of all GJs in Fiscal Year.* Go into the Report Writer and retrieve the data model and query. When answering the conditions question in the query, identify the beginning and ending date of

Present versions of Software are:

Accounting	1.2.260
RLSS	1.0.308

your fiscal year, or any other date range for which you need this list.



24th Annual GMS Financial Management Conference continued from page 1

Accounting and Financial Management System and 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 session and also in the intensives to be held immediately after the regular conference. The computer clinic provides an opportunity for hands-on training working personally with GMS software.

Accounting Sessions

- A/P Processing
- Accounting Setups and Master Files
- Bank Rec and Other Tool Functions (*new this year*)
- Basics of Year End – Part 1 and Part 2

- Ensuring Your Employees are Paid Correctly
- Fixed Asset Inventory
- Flex Spending Accounts/ Cafeteria Plans (*new this year*)
- GMS Cost Allocation Options
- Month End Processing
- Overview of A/P Supplements
- Overview of Payroll Supplements
- Overview of Selected GL Supplements
- Overview of YE and Related Supplements
- Payroll Processing
- Q & A with Accounting Staff
- Recommended Financial Reports (*new this year*)
- Report Writer – Basics
- Report Writer – Advanced

Sessions for RLSS System Users - Sessions held once. All RLSS sessions will be using the new vb.net version of the software!

- Building Credit for Both You and Your Employees (*new this year*)
- Credit Builders Alliance/CB II Reporting (*new this year*)
- Q & A with RLSS Staff (*new this year*)
- Overview of RLSS for New Staff and New Users
- Processing Unusual Loans
- RLSS Reports and Master Query
- RLSS Features and Supplements Part 1 & Part 2

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

Continued on page 4

Microsoft Access Version

It is GMS' recommendation that all computers on which GMS Accounting or GMS RLSS are installed have the same version of Microsoft Access installed in order for the programs to run efficiently and to avoid various Access related problems. Please keep in mind that if one computer is updated to a newer version of Microsoft Access, all workstations on which GMS programs are installed should also be upgraded to the same version.

Training on RLSS - Annual Conference Intensive

See the new vb.net version to be released during 2009

This training will benefit anyone who is a seasoned user or new to GMS-RLSS. In addition to showcasing the new vb.net version of the software, this session will cover every aspect of using GMS-RLSS so you can take full advantage of all of its features. Among the topics 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!

Training on the Accounting System - 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 system 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.

Holiday Announcement

The GMS Offices will be closed Monday, January 19 in honor of Martin Luther King's Birthday. The offices will reopen Tuesday, January 20th with normal business hours.



Happy New
Year from All of
Us at GMS!

GMS Intensive Sessions

April 23-24, 2009

1. Training on the Accounting software
2. Year End Procedures/ Preparing for Audit
3. Laptop Hands-On with Report Writer
4. Training on RLSS
5. A Human Resource Leadership Update For Financial Managers

Changing Loan Funds In RLSS

Although it is advisable to determine the funding source prior to establishing a Loan Master file within RLSS, it sometimes becomes necessary to make changes. Perhaps an administrative decision has been made to utilize a different funding source, or maybe a data entry error was made when the Loan Master file was entered.

Simply editing the Loan Master seems to be the easiest way to change funds, but it is not a good idea if activity has already been posted to the loan. The program has no way of determining when a loan fund is changed, so reports prepared prior to the change would have reported activity under the loan fund that was in place when the report was created. Because reports have likely been prepared and distributed to administrators and funders, keep in mind that those reports contained activity allocated to the fund that was in the Loan Master at the time the report was pulled. The Monthly Activity Report may have been forwarded to accounting, and possibly Journal Entries were made.

Changing the loan fund now will likely invalidate those reports and necessitate adjusting entries. For these reasons, we advise discussing the issue with your accounting office or auditor prior to editing any loan funds.

If it is necessary to change loan funds, it can be accomplished by taking the following steps:

First, determine if activity of any type has been posted to the loan. **If no activity has been posted**, simply edit the Loan Master file with the new funding source. Since no activity has yet been posted to the loan's history, there are no repercussions to editing the funding source.

If activity has been posted, the funding source can still be changed; it just requires a little more effort. The following steps will reverse activity to the previous funding source and "repost" them to the edited fund, resulting in project-to-date figures being correct.

- 1) Print the loan's history and have it handy for calculations.

- 2) Using **Loan Activity, adjustments**, enter a negative disbursement equal to the total disbursements recorded on the loan's history printed in step #1. Use the last valid activity date within the history as the activity date on this adjusting entry, and use the same paid-through date recorded in the most recent activity. When this activity is posted, the "new balance" will become a negative number. Use the "notes" section of the screen to document the reason for the adjusting entry.
- 3) Using **Loan Activity, adjustments**, enter the repayment totals as negative numbers. This will include negative activity total in an amount equal to total repayments, and negative interest and principal amounts for the totals listed on the loan's history. It may become necessary to post negative numbers under penalties, fees, etc. Review the loan's history carefully to be certain the

Continued on page 4

GMS is Going Green

As of January 2009, GMS will no longer be printing the newsletter on paper. *News From GMS* this month is being delivered via email as a direct link to our newsletter on our website. We plan to switch to an html format beginning February 2009. In addition to making an effort to be environmentally conscious,

this format is much easier to share with your colleagues. Please make sure that you forward this email to all staff within your organization that uses the GMS Accounting System and/or the GMS Revolving Loan System. Should you have difficulty viewing the "e-Newsletter", the document can

be downloaded from our website <http://www.gmsact.com/news.php>.



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Prepaid Maintenance Saves You Money!

Prepay a year's worth of maintenance fees and save 7.5%. If your fiscal year is getting ready to start, now is the time to contact Sara Drury at sara4gms@gmsactg.com or (800)933-3501 ext. 3 for further details or to request billing for a whole year. **We must receive payment by the last working day of the month the bill is received in order for you to receive the discount. If not, the billing will be reverted to the original monthly billing amount.**

24th Annual GMS Financial Management Conference
continued from page 2

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.

- Training on the Accounting Software
- Year End Procedures/Preparing for Audit
- Laptop Hands-On with Report Writer
- Hands-On Training on RLSS
- A Human Resource Leadership Update for Financial Managers (*Presented by Pam Pullman*)

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 such as convert1 or convert2, etc. 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 notice of 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

Changing Loan Funds in RLSS

continued from page 3

- adjusting entries are complete. Use the last valid activity date within the history as the activity date on this adjusting entry, and use the same paid-through date recorded in the most recent activity. The "new balance" should be zero. Use the "notes" section of the screen to document the reason for the adjusting entry.
- 4) Edit the **Loan Master** file with the new funding source.
 - 5) Using **Loan Activity, adjustments, reenter the total disbursements to the loan**. Again, use the last valid activity date within the history as the activity date on this entry, and use the same paid-through date recorded in the most recent activity. This activity will include the same numbers utilized in step #2, but
 - 6) Using **Loan Activity, adjustments, reenter the total repayments made for this loan**. Again, use the last valid activity date within the history as the activity date on this entry, and use the same paid-through date recorded in the most recent activity. This activity will include the same numbers utilized in step #3, but will now be entered as positive numbers. Use the "notes" section of the screen to document the entry.
 - 7) Reprint the loan's history and compare it to the one printed prior to taking the above steps.

The loan totals should match the original printout.

Since the above activities become a part of the Monthly Activity Report, you may want to make a notation that they were "non-cash" transactions before forwarding the report to accounting. As a result of the above steps, any future statistical reports will reflect the loan as part of the revised funding source. This may be especially important when printing Loan Analysis by Fund and Portfolio Statistics.

Register for the Annual Conference on-line at www.gmsactg.com

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