

**In this Issue:**

- Books of Entry Imports Available
- Report Writer—Multiple Links
- Printing and Interpreting RLSS Reports

a publication for GMS clients



News From GMS

G M S , I N C .

## June 2009 Accounting Revisions Released

The latest accounting revisions were posted to our website on June 26<sup>th</sup>, 2009. You should have received an email from GMS on June 26<sup>th</sup> that included instructions for downloading and installing these 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 is the addition of a User Tracking feature. The accounting software now tracks the creation of and changes made to all master files and books of entry. The log will provide you with user name, date and time, master file and id number or code, batch type, batch number, document number, type of action and notes regarding the change. (Type of action will include New, Edit, Post, Unpost and Delete.) You can specify the

period for which you wish to generate the report and specify individual or multiple master files and/or batches, and individual or multiple users. This exciting new feature is accessed through the Tools menu. Please make sure and remember to assign rights to Users Tracking to appropriate staff after the June revision is installed. If you have more than one employee sharing the same user name and password, this feature will not be very useful to your agency.

Continued on page 2

### **Welcome New Users**

#### **Accounting Systems**

**Rapides Senior Citizen's Center –  
Pineville, LA**

Juanita Forbes – CEO

Tyra Rabalais – Operations Director



## What Exactly Does the Active Box Do?

In the basic accounting system (not counting supplements) there is an active box on Vendor Entry, GL Codes and Program Elements. Following are the options these boxes provide:

**Vendor** – if you decide to make a vendor “inactive” and uncheck the active box and you subsequently select that vendor during voucher data entry, you will be given a message that the vendor is not active. You will then be given the opportunity to make the vendor active at that time should you desire.

**GL Code** – if you uncheck the active box on a GL code it will not appear in any combo boxes during data entry and is not available for use during coding in any book of entry. Also if the GL code marked as inactive is a Project code and it does not fall within the current fiscal year, it will not be included in list boxes such as the Revenue & Expenditure Report by Project list box.

**Program Elements** – if you uncheck the active box on a Program Element code it will not appear in any combo boxes during data entry and is not available for use during coding in any book of entry. Also if the Program Element code marked as inactive

is assigned to a project that does not fall within the current fiscal year, it will not be included in list boxes such as the Revenue & Expenditure Report by Element list box.

The print options for all three areas are the same. If when printing these master files you select *Active/Inactive*, the system will print all active codes followed by all inactive codes beginning on a new page. (Should you wish to just print the active or inactive you can make that choice by selecting which pages to print in the printer dialog box.) If you select *All*, the system will print the entire code list with the description of active or inactive to the right of each code.

#### **Present versions of Software are:**

Accounting	1.2.263
RLSS	1.0.308

## Printing and Interpreting RLSS Reports

Standard reports within the RLSS program include:

- Master File
- Current/Non-Current Balances
- Monthly Activity Report
- Analysis by Fund
- Journal Entry
- Accrued Interest Analysis
- Payment Status Report
- Borrower Profiles
- Aging Report
- Portfolio Statistics

In order for reports to produce accurate information, Loan Master files must contain the data needed to process the report. For example, if Maturity Date is not completed, the Aging Report will be unable to determine when the loan is due to be repaid in full. It is especially important to complete as many fields as possible on the Loan Terms tab of Loan Master files. If a report produces information that you feel is incomplete or inaccurate, review the Loan Master

file to verify all pertinent fields contain valid data.

Additionally, the loan history must be correct and up-to-date. An accurate 'next payment due' (completed when loan activity is recorded) is vital to creating accurate delinquency reports. The two primary delinquency reports are Payment Status Report and Aging Report. The number of days a loan is considered late is based on the days elapsed between the 'next payment due' date and the report cut-off date. If, for example, a loan's next payment is due July 1, 2009, and the report cut-off date is July 31, 2009, the loan will appear as 30 days late. This calculation also controls the number of payments delinquent as reported on the Aging Report.

The majority of the reports require a cut-off date. Loan activity with an activity date beyond the cut-off date will not be included in the report. This feature allows you to pull reports retroactively when necessary, especially important as a tool for auditing purposes. However, information found within the Loan Master file is not date

sensitive and will print as it is currently saved.

A search criterion on most reports includes fund, county, city, status, loan officer, loan type, and borrower type. If specific criteria is not selected, all loans will be included in the report. The exception is delinquency reports. If the loan balance is zero, it will no longer appear on the report. More than one fund, county, etc. can be included by clicking on the desired selection, then holding down the ctrl key while clicking on subsequent selections.

Once the search criteria has been narrowed by, for example, limiting the funds to be included, it is necessary to select the process button 'Clear Selections' before pulling the report again. Simply removing the dot from the 'no' box will not clear the programming commands, resulting in a report that likely does not include the information expected. "Clear Selections" will result in the opportunity to begin the selection criteria again. Another way to accomplish this

Continued on page 4

### RLSS SQL Server Beta Tester Wanted

Do you currently use the RLSS software and have, or plan to purchase in the very near future, SQL Server software? If yes, would you be willing to be a beta tester for our SQL Server version of RLSS software? We will convert your data to the SQL Server version free of charge if you volunteer to be a tester. Please contact Marilee at [marilee4gms@gmsactg.com](mailto:marilee4gms@gmsactg.com) for more information.

## June 2009 Accounting Revisions Released—continued from page 1

Another change included in the current revision is in the way the accounting software alphabetizes the Vendor Master File. It now alphabetizes the file by the full vendor name. This is particularly helpful if you have multiple vendors with the same first word in their name, such as Kensington Hardware and Kensington Office Supply. **Note - Should you have previously entered vendors that you wish to have the alpha field changed, call up that vendor, click edit, space out the alpha field, put your cursor in the name field, tap enter and click on save.**

The accounting system also now gives you an option as to how you wish to handle

any refunds on payments from a Vendor to whom you would be sending a 1099. On the cash receipt form there is now a check box called 1099 Refund. If the cash receipt you are entering is a refund that would reduce the amount on this vendor's 1099, check this box before saving the cash receipt. When processing 1099's, on the bottom of the 1099 form there is a check box Include 1099 Refunds. By checking this box the system will subtract any cash receipts entered that have been defined as a 1099 refund. Note - Should you have supplement #336 Accounts Receivable, the 1099 refund procedure will only work if your customer and vendor codes are the same for any refunds to be processed.

Another important feature added was a routine for multiple pay rates when importing a timesheet batch using Supplement #411 Timesheet Import. In the file you are importing, use the pay code MR for the hours of the second pay rate. When importing the file, when it finds the MR, it will ask if you are using it for a multiple pay rate. You would click on Yes, and after going through all timesheets it would display all the multiple pay rates for each employee in the setup table. You would put a check in the checkbox next to pay rate you wish to use. The software would then change the MR to RT and import using the selected multiple pay rate.

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**10 % DISCOUNT ON SUPPLIES**

For those of you who order supplies from American Solutions for Business or would like to start, there is a 10% discount on all orders placed through July 31, 2009. You can access their website by clicking on their link under "Links to GMS Associates" from the GMS website [www.gmsactg.com](http://www.gmsactg.com), or going directly to <http://www.gmsactgsupplies.com/store/home.asp> and follow ordering instructions.

***Make sure to enter the promo code CONF2009.***

ERROR: TO HEAR  
"SOUNDS OF THE OCEAN"  
YOU MUST FIRST DOWN-  
LOAD AND INSTALL  
WINDOWS MEDIA PLAYER,  
QUICKTIME, OR REALPLAYER  
MULTIMEDIA SOFTWARE...

**50% Supplement Credit Expires End of Month!!**

**Louisville Conference Attendees** - The deadline for ordering supplements and receiving the credit is July 31, 2009! Agencies whose staff attended the GMS Annual Conference in Louisville, KY are entitled to a credit of up to 50% of the cost of their regular conference registration on all supplements ordered between the time of registering and July 31, 2009. For those agencies whose staff registered for and attended the intensives following the conference, the 50% supplement credit has also been applied. For agencies that sent some employees to the regular conference and other employees to the intensives, the 50% credit has been applied against the larger of the two: conference or intensive registrations. The credit will not be applied against the combination of both conference and intensive registrations. This is a great way to save \$\$ on your conference attendance. You can place your orders on the GMS website at [www.gmsactg.com](http://www.gmsactg.com).

**Books of Entry Imports Available**

In case you didn't know.....GMS has the ability to import externally created files into the software to create Voucher, Timesheet, General Journal or AR Invoice batches.

**Supplement #413 Voucher Import:** Many of our child care clients use a child care management system to track children and provider's activity. In many cases this child care software has the ability to create a text file that can be imported into the GMS Accounting System to create a voucher batch. There is a matrix to be set up to help customize the voucher batch creation to meet your needs. Or, if your organization initially prepares vouchers in spreadsheet software such as Excel, these files can also be imported into GMS.

**Supplement #411 Timesheet Import:** Many of our clients have employees create timesheets in spreadsheet software then submit them to the finance department for data entry. Once these timesheets are in the proper format, a substantial timesaver can be to import these files to create a timesheet batch. Additionally, clients that use a time clock system can use that software to create a file to be imported into GMS.

**Supplement #418 Journal Entry Import:** Client tracking applications, on-line payroll services or other database applications may be providing you with information that needs to be entered into the accounting system. In many cases these external applications can create a file in the proper format to be imported into the GMS Accounting System and create a general journal batch.

**Supplement #417 Invoice Import:** If your agency uses the GMS accounts receivable supplement, the accounting system has the ability to import properly formatted information and create an Accounts Receivable batch. As in the other import supplements, the data to be imported may come from a manually prepared spreadsheet or possibly from client tracking software.

For more detailed information about these supplements you can view the help file in the GMS accounting system, or log on to our website [www.gmsactg.com](http://www.gmsactg.com) and view the supplement catalog.

## Report Writer—Multiple Links Between Two Tables

Have you ever needed to create more than one link between the same 2 tables using Report Writer supplement? An example would be when you are looking up a check number to see the vouchers that were entered for that payment. When you have more than one checking account and the check numbers are the same, the report produced can be confusing, you would see the information for that check number from all bank accounts. Adding the second link for the batch number will allow you to add a second condition for the bank account number.

### **Finding Voucher Information with Check Number when you have multiple bank accounts with the same check number**

- Open Report Writer
- Choose the organization and click on OK

### **Add Tables:**

- Click on Select Tables and Add Tables by clicking on "+T" at the top of the page.
- Control Click on tblAPPmts, tblCheck, tblVendor and tblVoucher. Click OK.

### **Do Links:**

- Do a link between **Voucher Num** in tblAPPmts and **VoucherNum** in tblVoucher by clicking on the "+L" on top of the page, then click on the fields to be linked, and click OK on the edit link form.
- Do a link between **Vendor-**

**Code** in tblVoucher and **VendorCode** in tblVendor by clicking on the "+L" on top of the page, then click on the fields to be linked, and click OK on the edit link form.

- Do a link between **Check Num** in tblAPPmts and **Check Num** in tblCheck by clicking on the "+L" on top of the page, then click on the fields to be linked. Before you click on OK and while still in the Edit Link screen, choose **Batchno** from the table on the left and also the table on the right. Click the Add button in the center of the screen. That will add the second link between these tables. You will be able to see the 2 links in Joined Fields. Click on OK to exit the Edit Link form.

- Click OK on the top right corner on the Tool Bar.
- This returns you to the Main Screen of Report Writer

### **Edit Fields:**

- Click on Edit fields
- Open tblCheck and choose the following by double clicking on each field:
  - Check Num
  - Amount
- Open tblVoucher and choose the following by double clicking on each field:
  - VoucherNum
  - BatchNum
- Open tblAPPmts and choose

the following by double clicking on each field:

- Amount
- Open tblVendor and choose the following by double clicking on each field:
  - VendorCode
  - VendorName
- Make certain that all the fields appear in the window on the right
- Click OK
- This returns you to the Main Screen of Report Writer.

### **Add Conditions:**

- Click on <Click here to add new condition>
- Click on VoucherNum. Click on tblAPPmts. All of the fields will be displayed.
- Click on CheckNum.
- Click on the blank field after "is equal to". In the blank field, put the check number for which you need the information.
- Click on <Click here to add new condition>
- Click on VoucherNum. Click on tblCheck. All of the fields will be displayed.
- Click on BankAccount.
- Click on the blank field after "is equal to". In the blank field, put the GL code for the bank account for which you need the information.
- Click on Run SQL.

Happiness often sneaks in through a door you didn't know you left open.

-John Barrymore



## Printing and Interpreting RLSS Reports—continued from page 2

same task is to "Exit" the report screen and select the report again.

Utilizing Master Query can create additional reports. All fields within Loan Master files and optional master fields, as well as pertinent information from the loan history, are available to be searched for specific data. These same fields are

available to be included on the report. Master Query uses Excel for the actual report production. This offers the option to add calculations, formulas, edit fields, include titles, etc. Master Query can also be utilized to produce mailing labels. An additional feature of all RLSS reports is exporting. By using this option, reports

can be emailed to staff, clients, or auditors. The data may also be exported into a Word document or Excel. This allows you to print on letterhead, add an inside address, or reformat as desired. Keep in mind that utilizing any option from the Reports menu, or Master Query, will not alter the data within the database. They simply utilize

the existing data. For this reason, feel free to explore the many options offered for reporting. With a little practice, you can become a whiz at producing reports that will benefit your loan counselors, administrators, and auditors.