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a publication for GMS clients



News From GMS

G M S , I N C .

New NACHA Requirements

The National ACH Association (NACHA) is implementing a new rule effective September 18, 2009 that may affect how you send international and certain domestic ACH transactions. The rule defines a new international ACH Transaction type, IAT. For any ACH transactions you send that are classified as IAT under the new definition, additional information may be required. If your organization buys or sells to organizations outside the territorial jurisdiction of the United States, the IAT may impact you.

If your agency uses Supplement # 306 Payroll Direct Deposit or Supplement # 405 Accounts Payable Direct Deposit to pay vendors or employees with addresses outside the United States, we are asking you to contact us to discuss this issue. Contact us at 800.933.3501 Ext. 1, place a service call on the Service Call Order

Form in the client section of our website at www.gmsactg.com, or email us at service4gms@gmsactg.com.



Selected Questions and Comments Received at Recent Annual Conference

We want to thank those of you who left comments and suggestions in the suggestion box at conference. It's really helpful when you leave your name and client # on the notes, since it allows us to call you to discuss an issue so we can better understand your suggestion. Following we have shared some of those suggestions and responses that we thought would be interesting to many clients. The suggestion or comment will be marked with S and the response with R.

General Ledger

S: We need a way to easily identify terminated elements and projects in pulling R&E reports. Could you change the color or something so they're easily identifiable?

R: It is hard to know when you say "terminated" if you mean projects and elements that have been marked "terminated" using Supplement #521 Terminate Elements or if you are referring to making them inactive. Some clients use the term interchangeably so without asking we are never sure. However, if you mean inactive, two things we are changing in the software in the near future are to add the option to "Print all active Projects/Elements" and also if a project is marked as inactive and the project start and end dates do not fall in the current fiscal year, they will no longer be included in the combo box or list box. If you do mean terminated using Supplement #521 Terminate Elements, please send an email to service4gms@gmsactg.com

referencing this suggestion and it will be added to our work program suggestions.

S: On the R/E reports, can you add a checkbox for "Print all Active Reports".

R: Yes, this is being added in the June revisions.

Accounts Payable

S: In PO's, it is very time consuming to arrow, enter or tab through 4 fields on the second page just to get to the GL code

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Present versions of Software are:	
Accounting	1.2.262
RLSS	1.0.308

Year End Leave Accrual

If your fiscal year ends June 30, 2009 and you would like year end assistance from the GMS staff, now is the time to schedule your off site appointment or an on site visit. Contact us at 800.933.3501 Ext. 1, place a service call on the Service Call Order Form in the client section of our website at www.gmsactg.com, or email us at service4gms@gmsactg.com.

If your pay period at the end of your fiscal year is split with some days worked in the old fiscal year and some days worked in the new fiscal year and you charge any type of leave when it is earned, a batch(es) should be entered for the days worked in the old fiscal year and a batch(es) should be entered for the days worked in the new fiscal year. This will enable you to properly calculate the leave balance value as of the last day of your fiscal year.

Enter a timesheet batch for the days the employees worked in the old fiscal year using the last date of the fiscal year for the ending period of this timesheet batch. *If your organization has multiple old fiscal year timesheet batches to process through year end leave accrual for the payroll that crosses fiscal years, the period ending date must be the same on all batches or the year end leave accrual will not calculate correctly.*

In Leave Balance Processing, click on Setup Leave Assump-

tions. Make sure that all classes have a P for prorated under the Pro/Fixed column in the matrix. If your personnel policies state that only a certain number of leave hours can be carried forward to the new fiscal year for all employees, you also need to enter a Y under Max, a Y under Class and enter the maximum hours that can be carried forward to the new fiscal year.

Click on the Year End Accrual button. If you do not normally have the same hours in each pay period, it will ask you how many hours in the pay period. Enter the total hours for this pay period, not just the hours worked in this timesheet batch. It will calculate the prorated earnings for the time worked in this timesheet batch, record leave taken during this time period and show the balance as of the last day of the fiscal year. At this point, if you want to run the Cost Allocation menu for the last month of your fiscal year, you will be able to choose the last day of the fiscal

year to use in calculating the accrued leave.

Note: At no time during this process for the split payroll should you click the Print Leave Report button. You must click Year End Leave Accrual for both batches. If you click the Print Leave Report button it will negate the special accrual you have done.

When you are ready to process leave balances using the second timesheet batch for this pay period, in Leave Balance Processing, click on Setup Leave Assumptions. For the applicable leave type, remove the Y under Max and Class and remove the max hours if your personnel policies allow employees to exceed the maximum during the fiscal year. Select that second timesheet batch and click on Year End Leave Accrual. It will reflect the opening leave balances as of the first day of your new fiscal year and calculate the earnings based on the hours worked in this timesheet batch, record the leave taken and show the balance as of the last day of the pay period.

Using Shortcut Keys in GMS Accounting

Voucher Data Entry: The slash key is a shortcut key which allows you to repeat the description entered on the previous voucher. In the description field if a slash (/) is entered in the first digit only, the description on the previous voucher will be repeated.

Voucher Data Entry: The backslash key (\) is a shortcut key which allows you to repeat the due date entered on the previous voucher.

Invoice Data Entry: The slash key is a shortcut key which allows you to repeat the description entered on the previous invoice. In the description field if a slash (/) is entered in the first digit only, the description of the previous invoice will be repeated.

Accounts Payable Payment Selection: When selecting individual vouchers, tap the Enter key in the To Be Paid column and the full amount on the line selected will be filled in automatically.

Manual Check Data Entry: Tap the Enter key in the Amount to Pay column and the full amount on the line selected will be filled in automatically.

Using these shortcuts can reduce the number of keystrokes required and save a great deal of data entry time!

When you process payroll, both timesheet batches for this pay period will be available for you to select. The stubs will reflect the total of leave earned and taken from the two timesheet batches and the balances as of the last day of the pay period. **Note:** If your agency normally earns leave on a fixed basis, don't forget to go back to Leave Balance Processing, Setup Leave Assumptions and change P for prorated to F for fixed after you have finished processing all batches through the year end accrual.

RLSS USDA Semi-Annual Report

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Louisville Conference Attendees – Don't forget your 50% Supplement Credit!

See the May 2009 newsletter for details. Credits may be used on Supplements purchased through July 31, 2009.

Supplements are often developed due to client requests. Many years ago we were asked to develop a supplement that would prepare the USDA Semi-Annual Report for RLSS clients. At that time, we found there was not a standardized report that was used by everyone. At the 2009 conference in Louisville, we have once again been asked to consider writing this supplement. In order to consider this further, I need more information from you. If you report your RLSS funds to USDA on a semi-annual basis, please email a copy of a blank report along with your

agency number and contact information to

marilee4gms@gmsactg.com. If I find that there is now a standardized reporting format and enough of you reporting to USDA, we will discuss at our November staff meeting the possibility of making this a future supplement.

Supplement 833 EDA Semi-Annual Report originated in this manner. This supplement creates the seven page EDA report in Excel, thus allowing you to enter external accounting data too. More information regarding this supplement can be found in your Help Manual.

Important Note!

Always run the Microsoft Update at www.microsoft.com whenever GMS software is installed on a new or different computer. This is critical to help assure the best performance of the GMS software as well as other applications on your computer. Work with your IT staff to set up the automatic update features best suited for your computer.



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Error Messages When Opening GMS Accounting or GMS RLS

On occasion the GMS service staff receive calls from clients using the Microsoft Access version of our software regarding error messages when opening GMS programs. Most often the "fix" is to run compact and repair in Microsoft Access. Should you encounter this problem please run compact and repair prior to placing a service call. The instructions below are to be followed if you have the Automatic Backup Utility set up on your desktop. Should you wish to run Compact and Repair manually, refer to instructions in your Help Manual under Operating Instructions/Recommended Database Backup Procedures. Please note that there are separate instructions in the Help Manual for Access 2007 users.

If you are using the Access version of GMS and have the GMS Automatic Backup set up on your desktop:

1. Open the GMS Database Utility
2. Click on Microsoft Access Database
3. Select the database that you wish to Compact and Repair
4. Click Compact Database

GMS recommends that you Compact your database each day prior to completing your daily backup. By following this recommendation you may avoid the waste of time and frustration of not being able to open your database.

The GMS Backup Utility is available for download from the user section of the GMS website at www.gmsactg.com.

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field.

R: We recommend that after you click on the Obligation/Req tab, just click using your mouse in the GL code field.

S: In vouchers, only existing distribution lines can be changed when correcting a previously paid voucher batch. I have been told that this is due to Windows. Can this be changed?

R: The reason you can't add or delete distribution lines is because when a voucher is saved in the table, a line number is assigned to each line of distribution. When that voucher is paid, the payment is tied to the line number in the voucher table. That way it is no longer showing outstanding on the A/P Analysis or Unpaid Items Listing. If we had not decided to assign line numbers for each line of distribution, you would not be able to partially pay a voucher or void only part of the voucher.

S: In the Payment History, we select the alpha sort option. When our report prints, its only sorting by the first 4 characters of the name, so when it prints vendors that start with City of..., they are not in any particular order.

R: In the vendor master file, the alpha field defaults to the first 4 characters of the vendor name. However, you can change those characters or you can expand the number of characters in that field. Since this alpha field is used in many reports throughout the accounting system, you would benefit

by putting the entire vendor name in the alpha field. *However, in the June revisions we are changing the alpha field to default to the entire name.*

Payroll

S: It would be glorious if we could print the tax checks with the payroll processing like we used to do in DOS instead of having to run them through the accounts payable.

R: In DOS, you used Supplement #310 Payroll Deposit Checkwriter to accomplish that. Since most taxes are paid through EFTPS and many other deductions are now paid on-line, rewriting this supplement got put as a low priority but presently is still on our work program.

S: On your current work program, you have listed that you are going to add the option to set up hire flags. We would like to make sure that 3 months is one of the options.

R: Even though we have not discussed the specifics of how this would be set up, I'm confident that it will include some type of a matrix that each user will be able to define the years of service or time periods to set up the flags.

S: I really need the ability to correct posted timesheet batches. As long as there is some check to make sure that the entry adds up to what was processed I don't see why these cannot be altered. This might mean that additional lines

are needed. Not being able to adjust posted timesheet batches requires adjustments to be made on the next payroll.

R: We are going to discuss this issue at our November staff meeting. As long as the total payroll amount cannot be changed, it may work to take the block off of editing the timesheet after it has been paid. We need to think through all the mechanics of cost allocation and the affects it will have when editing it after it is paid.

Accounts Receivable

S: In invoice entry, please add backlash feature in the description field like there is in vouchers so it repeats the previous document's description.

R: Presently in both voucher and invoice entry, if you enter a forward slash (/) in the first digit of the description, it will repeat the previous document's description.

Tools

Bank Reconciliation

S: Clicking on an item in the grid puts a Y under the Clear column. To remove the Y, could you change to just click on it again?

R: The way we designed it this year was by clicking on an item puts the Y, double click or typing N removes the Y.

A perfect summer day is when the sun is shining, the breeze is blowing, the birds are singing, and the lawn mower is broken.

-- James Dent



Using Optional Personnel Fields in Employee Master Files

Human resource personnel and those of you who handle the human resource responsibilities at your agency will find the optional personnel fields a valuable tool for tracking personnel information. Physical exam requirements, recertification dates, emergency contact information and cell phone numbers are just a few examples of information that can be tracked in these fields. The fields are set up in

Payroll Setups and the information is entered in each employee file under the Optional Q's tab.

The number of fields you may set up is unlimited. Fields may be designated as Alpha, Numeric, Date, Dollar Amount or Percentage. Using Supplement # 406 Report Writer will enable you to retrieve this personnel information and create reports under a variety of criteria.

