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News From GMS

G M S , I N C .

Laptop Hands-On With Report Writer - Annual Conference Intensive

Bring your laptop computer to this session and learn the step-by-step functions to develop reports using the GMS Report Writer. Power strips will be available and you may want to bring a mouse to use. You will be emailed detailed instructions regarding preparing your laptops for this intensive. You must have Microsoft Access, the Report Writer supplement and all other items noted in the instructions emailed to you installed on your laptop prior to conference. Only those clients whose agencies have the Report Writer Supplement will be allowed to register for this intensive.

GMS Staff will provide instructions for developing certain reports and a list of tables that are typically used when preparing reports using the Report Writer supplement. Then, as time permits, each person in the intensive can request instructions on how to develop and save a report that they want for

their particular agency. All participants will learn, step-by-step, how to develop those requested reports. Upon returning to your office, participants can use those structures and queries to create reports using their agency's database. Hopefully, this intensive will help clients learn which tables are used for the reports they need to prepare most often using the Report Writer. Once the queries and structures are saved, the saved information can be retrieved and new reports may be created to produce reports that include updated information.

Present versions of Software are:

Accounting	1.2.261
RLSS	1.0.308

Stimulus Bill—Watch for Upcoming Federal Tax Revisions

As stated recently in a separate email to our accounting clients, revised Federal Tax Withholding Rates will be posted on our website in accordance with the American Recovery and Reinvestment Act of 2009. Watch your email from GMS for notifications that these revisions have been posted!

Need Help with Reconciliations?

If your fiscal year ends June 30, don't wait until year end to start reconciling accounts on your Balance Sheet! GMS offers both on-site and off-site assistance to help you.

Email service4gms@gmsactg.com now to schedule your desired assistance.



Welcome New Users
Accounting System

Trehab, Inc. - Montrose, PA
Dennis Phelps – Executive Director
Renee Towner – Comptroller

An Important Reminder Regarding Backing Up Your Database

Prepared Report Writer Structures and Queries

On the GMS Website under downloads, we have posted several of the more popular Report Writer structures and queries. If you wish to use any of these prepared reports, simply download the zip file to your computer and unzip the file into the location of your choice, open Report Writer and click on Select Tables. On the Data Model Editor screen, click on the yellow open file folder on the top left, locate the dbs file you downloaded and double click on it. The table(s), complete with any necessary links, will appear. Click OK on the top right. Click Retrieve Query. Locate the qry file you downloaded and double click on it. Check the condition(s) that may be included with that particular query to see if you need to edit the criteria. Click Run SQL and the information will be retrieved.

The most convenient way to back up your database is by using the GMS backup utility. If you do not have this utility installed on your desktop you may download it from the GMS website at www.gmsactg.com. Once you have logged on to the GMS website, under downloads you will find the GMS Backup utility. You may save this exe file in the GMS Revisions folder on your network drive (or C drive if you are not networked) or, if you regularly clean out your GMS Revisions folder, save the file in c:\program files\gms or c:\program files\rlss. The password required to unzip this utility program can be found in the GMS Help Manual under Operating Information/Recommended Backup Procedures. To create a shortcut for the backup utility on your desktop: Right click on a blank spot on your desktop where you want the shortcut to appear. Left click on New, left click on Shortcut. Click the browse button and click on the drive letter where the folder containing BackupDB.exe is located. Click on the folder to open it, click on BackupDB.exe, then click ok. Back at the *Create Shortcut* window click Next. Change the name from BackupDB.exe to GMS Backup Utility and click finish. Instructions for using the backup utility can be found under Operating Information in the Help manual in the section titled *Recommended Database Backup Procedures*.

Accounting clients using Microsoft Access should use the Backup Utility to compact and

repair their database and also to make both on site and off site backups daily. SQL server clients should use the utility to create daily backups. Accounting clients who run payroll in house should backup the database both before and after payroll preparation into the appropriate payroll backup folders. RLSS clients are asked to back up at least weekly. We can't stress strongly enough the importance of backing up your database regularly.

No matter what backup process your organization may be using for the regularly scheduled backup of the files on your server, there is always the possibility of the data being lost or not recoverable. The backup utility runs the compact and repair and makes a backup copy of the database in the folder of your choice. **Access users may** want this backup to be saved into the backup folder on the C drive originally created for this purpose **but SQL Server users store the backup on the network drive**. You may also put a copy of the database on a flash drive for convenient off-site storage. Burning a CD for your off-site copy is another possibility. If your agency is in threat of a hurricane or other weather related disaster, you can also copy and paste a copy of your database in the Client Backup folder on the GMS Website at <ftp://ftp.gmsactg.com>. Make sure you put a password in when you zip it so it can not be accessed by unauthorized users. There are many creative ways to assure that your database can be recovered and restored easily. A few seconds backing up each day can save hours, or even weeks, reentering lost data manually.

Indirect Cost Proposal Preparation Assistance Available

An experienced GMS staff member is available to assist you in developing and preparing your indirect cost proposal. This will include gathering the necessary information during an on-site visit, having extensive discussions and preparing an analysis to assure that the most equitable base is used and providing a written proposal in a format ready for submission to your cognizant agency or funding sources for approval. The cost is \$3,500 plus actual travel ex-

penses for GMS clients and \$4,300 plus actual travel expenses for non-clients. For further information you may review the brochure on our website at www.gmsactg.com by selecting Cost Allocation Proposal Preparation, or you may contact our Sales and Marketing staff at (800) 933-3501 ext. 2 or emailing service4gms@gmsactg.com.

Room Reservation Reminder

If you are planning to attend the GMS Annual Conference in April, you **MUST** have your hotel reservations in by **March 25, 2009** or earlier to guarantee a room at the designated rates.



Buying New Computers?

At this time, GMS recommends that any new server(s) or computer(s) purchased that will be using GMS software, are a 32 bit system and Microsoft compatible.

Helping Your Clients Build a Credit History

Credit reporting is fast becoming one of the most cost-effective credit building and asset building tools for non-profits and government entities offering small loans to low and moderate income entrepreneurs and individuals. GMS clients can use Supplement #831 Credit Bureau Reporting to create a Metro Status Code II file to be submitted to the credit bureau of your choice, allowing your clients to build a credit history. If your loan portfolio is not large enough to allow you to report your loans, you may choose to become a member of Credit Builder's Alliance (CBA), a non-profit organization. CBA combines smaller files of like agencies into one larger file that is then submitted to Experian.

At the GMS Conference, Vikki Frank, Executive Director of Credit Builders Alliance, will present policy successes, research, tools and strategies for building credit. You'll also see the GMS Credit Bureau Reporting supplement demonstrated and learn what CBA does with this file once it is sent to them.

You may purchase this supplement at a reduced price using your conference credits. See "Attend the GMS Conference and Get a 50% Supplement Credit" on page 4 in this newsletter for more information.

Another session being presented by Vikki Frank is "Building Credit for Both You and Your Employees". In today's economy, a 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 envi-

ronment where colleagues and employees can not only survive but thrive in our current credit economy.

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. 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. Help your organization with some GMS Bonus Bucks while helping another organization become a member of the GMS family!

1950 or 2050????

As we continue in the 21st century, you may find it necessary to change how your computer views 2-digit years. When it sees 1/5/50, do you want it to think the year 50 is 1950 or 2050? This setting can be easily changed thru the Control Panel on your computer.

To check or change your settings, click on the Start button on your Windows desktop and select Control Panel.

For Windows XP:

- Select Regional and Language Options.
- On the Regional Options tab, click on Customize.

- Select the Date tab.
- Under Calendar, it will say "When a two-digit date is entered, interpret it as a year between:"
- We recommend the setting be 1950 and 2049.
- Click on Apply, followed by OK, if you made a change.

For Windows Vista:

- Select Regional and Language Options.
- On the Formats tab, click on Customize this format.
- Select the Date tab.
- Under Calendar, it will say "When a two-digit date is entered, interpret

it as a year between:"

- We recommend the setting be 1950 and 2049.
- Click on Apply, followed by OK, if you made a change.

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

GMS, Inc.

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E-mail: service4gms@gmsactg.com

Attend the GMS Conference and Get a 50% Supplement Credit

Agencies attending the GMS Annual Conference in Louisville, KY will be entitled to a 50% supplement credit. This is a 50% credit on the purchase price of any supplement(s) up to your agency's total registration price for either the regular conference or intensive sessions, whichever is greater! This credit is valid from the time of your registration through July 31, 2009. See your conference brochure or our website www.gmsactg.com for more information. Another great reason to attend the conference!

For Clients with Multiple Companies - Opening more than one database at a time

Do you have more than one company for which you use GMS accounting? Have you ever wished you could open more than one company's database at the same time and keep the different companies minimized on the tool bar? If so, here are the instructions.

Create a separate folder for each additional directory on the C or local drive on each workstation where multiple databases are accessed. Name the folder(s) with the company name for each additional directory. Copy and Paste (do not Cut and Paste) the project1.exe file from C:\Program Files\GMS folder into each new folder. Each folder must contain the latest version of Project1.exe. Create an Icon on your desktop for each additional company folder using the company name as the name for the shortcut. When opening each database use the shortcut for that company and select the appropriate company at the login screen. You may then minimize the database that is open and open a different database using the shortcut on your desktop for that database.

For our example below we will use ABC Community Action as our main directory and ABC County LLC as our additional directory.

At the time you installed GMS Windows Accounting the Project1.exe was automatically installed in C:\Program Files\GMS and the shortcut on the desktop was automatically named GMS Windows Accounting. Right click on the GMS Windows Accounting Shortcut and left click on Rename. Type in

the name of your main directory, i.e., ABC Community Action. Use this Shortcut to open your main directory database.

After creating a folder on the local drive for the additional directory, i.e. ABC County LLC, and copying in the Project1.exe, create a shortcut on your desktop and change the name from Project1.exe to the Company name, i.e., ABC County LLC. Use this shortcut to open your additional directory.

If both directories are minimized on the tool bar, both will show GMS Accounting and Financial Management System as the program name on the tool bar. You will need to check carefully when you maximize GMS Accounting to make certain that you are in the correct database.

After GMS revisions are installed you will be notified that a newer version of the project1 exists the first time you open each of the databases. When you click OK the latest project1 will be copied into each directory's folder.

If you want to change the company names that appear in the combo box at the login screen have your IT person open tblCompanies in conversion.mdb in the Convert folder or in your SQL database and change the names from GMS, GMS1, GMS2, etc. to the company name you wish to see at the login screen.

If you wish GMS assistance with setting up multiple companies on your desktop(s) you may place a service call (800) 933-3501, email your request to service4gms@gmsactg.com, or enter a service call on the GMS website. GMS service staff will email you the instructions for setting up the additional databases, or you may request telephone assistance. For telephone assistance there will be a fee of \$100 per hour charged applied in 15 minute increments. Estimated time to set up each directory on an individual workstation is 15 minutes or less if the setup is done by an IT or an individual familiar with Windows Explorer and Windows operating systems.

Do you Have Supplement #414 - Quarterly Unemployment Reports?

If you have Supplement #414, Quarterly Unemployment Reports and use the Weeks Worked feature, don't forget to Save the weeks for the old Fiscal Year before posting weeks and running reports for 2009. After you have completed and finalized the fourth quarter reports for 2008 and before posting weeks for 2009, you will need to do the save weeks step.

You will find the supplement by selecting Payroll, PR Supp menu, Quarterly Unemployment Reports. To clear/post/review Weeks Worked, select the Weeks Worked Routine tab. You will need to select Save Weeks, which will save all the weeks

worked entries in the table to a Prior Year table for future reference. This will allow you to print previous fiscal year quarterly reports if you ever have the need to do so. The step will also clear all the information in the weeks worked table in preparation for posting the new calendar year weeks. You will only want to do this step one time each calendar year, after you have submitted fourth quarter reports and before posting and submitting first quarter information.

Following these steps will assure that the quarterly unemployment reports for 2009 are correct and trouble-free!

