News From GMS a GMS publication for GMS clients

GMS, INC.

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ANNUAL CONFERENCE-WHICH SESSIONS WILL YOU ATTEND?

To help you finalize plans for the Charleston, SC conference, here is a brief preview of the accounting and revolving loan service system sessions. This year we have added four new sessions. Two of the new sessions are being presented by our returning guest presenter Ron Moser of American Payroll Association. These two sessions are Communicating Payroll Issues to Employees and Payroll Reconciliation and Tax Reporting. A new RLSS related session is being offered by another returning guest presenter Vikki Frank, Executive Director of Credit Builders Alliance. She will present Understanding Today's Credit Reporting Industry. In addition to offering varied perspectives on topics, outside speakers allow more GMS staff to be available in the computer clinic to provide one-on-one troubleshooting assistance and training. A new session presented by GMS staff this year is Importing and Exporting from GMS. Specific dates and times may be found on the GMS website http://www.gmsactg.com/conf2010/agenda.html. Sessions are 1 ½ hours in length unless otherwise noted.

♦ ***Designed for GMS Accounting Users***
◘ ***Designed for GMS-RLSS Users***
♣ ***General Sessions for All***

♦ ***Accounting Setups and Master Files***
During this session, all of the setups and Master Files for General Ledger, Accounts Payable and Payroll Processing will be reviewed. This session is ideal for new clients and staff who are new to using the GMS accounting system.

♦ ***Bank Rec and other Tools Functions***
The Bank Reconciliation function in the GMS software is a complete and easy way to reconcile all of your organization's cash accounts. Information is automatically brought over from the General Ledger and check printing processes and in most cases your bank statement can be imported into this software! Learn about this feature and many other useful items and set-up areas in the tools section of GMS.

♦ ***Basics of Year End - Part 1 and 2***
Here is a primer on closing the books at year end and getting ready for audit. This session will address the mechanics of year end and the actual closing entries. Supplement #398 Year End Closing Entries will be reviewed and demonstrated. Employees responsible for year end close out are encouraged to attend. Find out what needs to be done at year end, issues you will need to consider and proper year end techniques. This is a two-part session presented in two time slots and attendees should plan to attend both sessions.

◘***Credit Builders Alliance/CB II Reporting***
Credit reporting is fast becoming one of the most cost-effective credit building and asset building tools for not-for-profits and government entities offering small loans to moderate and low income entrepreneurs and individuals. This workshop will highlight the credit reporting features as well as share Credit Builders Alliance's (CBA) policy successes, research, tools and strategies for building credit.

♦ ***GMS Cost Allocation Options***
One of the most important financial management issues GMS clients face is selecting the right cost allocation procedures. This session details the GMS software alternatives available for leave, fringe benefits, indirect costs,

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Reminder!

If you are planning to attend the GMS Annual Conference in June which will be held in Charleston, SC, you MUST have your hotel reservations in by May 28, 2010 to receive the designated rates. These special conference rates will apply 3 days before and 3 days after the conference based on availability.

WHICH SESSIONS WILL YOU ATTEND?...

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dual indirect pool, service unit and special allocations. Learn about "shifts", "locks", and "line item cost allocation detail". How are your cost allocation procedures set up in your accounting system? What is the difference between agency administrative costs and program administrative costs? What cost allocation software can best be used to achieve equitable allocations of your type of support costs?

♦ ***Fixed Asset Inventory***

How does your organization define fixed assets? Do you receive conflicting guidelines from multiple funding sources? How does the GMS Fixed Asset Inventory software work? This session will focus on how to maintain your fixed asset inventory and running depreciation. Entries to record new fixed assets and the disposition of fixed assets will be covered. What are the recommended asset accounts to be established in the chart of accounts? A review of the fixed asset reports will also be given. This session will only be run one time.

¤ ***Handling Special Situations within GMS-RLSS***

The nature of non-profit lending usually involves high-risk loans. Sometimes it becomes necessary to handle difficult loans in non-traditional ways. Varying interest rates, periods of non-payment or reduced payment, and loan restructuring will all be discussed. This session will provide an opportunity for you to question RLSS staff about how the system can handle your agency's unusual needs.

¤ ***Overview of RLSS for New Staff and New Users***

This session is designed to introduce you to GMS RLSS. We'll be covering the basics of maintaining the system, along with an overview of reports and features. This is a "must" session for new GMS RLSS clients and staff who are new to using the GMS RLSS system. This session will be run only one time.

♦ ***Overview of Payroll Supplements***

Based on several requests, we are offering this session again this year giving an overview of the payroll supplements. There are several supplements that can help provide information needed for internal reporting as well as external reporting including preparation for the Workers Compensation audit, assistance in reporting unemployment claims, and leave histories for program managers, just to name a few. This session will only be run one time.

♦ ***Overview of Selected GL Supplements***

There are many GL supplements that cover a variety of financial reporting formats. Preparing reports for the Executive Director and Board of Directors, providing detail of costs charged to individual programs, preparing customized Revenue and Expenditure reports for internal and external reporting are among the supplements that will be reviewed. The Report Writer and cost allocation supplements will not be covered during this session as there are separate concurrent sessions designed specifically for the Report Writer and Cost Allocation Options. This session will be run only one time.

♦ ***Overview of Year End and Related Supplements***

Because of the abundant number of GL supplements, we have designed a session specifically for Year End and related supplements. There are many supplements available that can assist you and your auditor with year end closing and preparing the audit report. Find out which supplements may save you staff time when putting the audit schedules together. This session will be run only one time.

♦ ***Q & A with Accounting Staff***

The participants set the program for this session. In previous years we have received a wide range of questions covering all aspects of the accounting software, SQL Server version, accounting procedures, hardware specifications and more. Any question related to the GMS Accounting System is acceptable, so start making your list. It's a fun session with lots of audience participation and hopefully, lots of answers!

¤ ***Q & A with RLSS Staff***

Modeled after the popular Q&A with Accounting Staff session, here GMS RLSS clients will have the ability to ask questions pertaining to all areas of the RLSS software. The participants of this session set the agenda! Come armed with your questions and notes to participate in what will be a very informative session.

♦ ***Recommended Financial Reports***

Are your funding sources receiving proper information? Do you provide financial reports to your Board of Directors and Program Managers that enable them to perform their duties? In this session, participants will be divided in groups to recommend what financial reports should be given to specific parties that will address the issue of making sure you are getting the right information to the right people. Explore the vast selection of reports available from the GMS Accounting System and learn what employees from other organizations use to meet their reporting needs.

¤ ***RLSS Reports & Master Query***

There are many standard reports available within the RLSS software. One of the most powerful reporting tools available is Master Query, which utilizes the data in Loan Master files and the loan histories to create reports in Microsoft Excel. All of these options will be reviewed during this session.

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

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Need to Remove a Selection in a List Box?

If you ever find yourself wanting to remove an item selected in a list box, for example in the General Ledger with Current Detail you have selected a GL code that you do not want included in the report, there is an easy way to fix this. Simply hold down the control key and click on the code not wanted. This will remove it from your selections.

Annual Conference Intensive

Fine Tuning Personnel Matters for Finance Managers

This intensive workshop will address the key areas of supervision in the nonprofit workplace, including but not limited to:

1. Providing constructive feedback and performance evaluations to employees;
2. Working with and/or supervising the difficult employee.
3. Tips for team building;
4. Resolving workplace differences
5. Personal bias and personnel matters.

A discussion of key personnel policies and procedures will include interactive sketches and handout materials. If you are looking to turn up the volume on your supervisory and leadership skills, then tune in for this fun-filled intensive workshop.

About the Trainer....Pam Pullman is a Consultant, Trainer & Coach in Human Resources, and has over 20 years work experience in the nonprofit and community action network. She holds a bachelors and law degree from St. Louis University, and has past college level teaching experience in business law. Pam has conducted over 500+ workshops reaching over 50,000 people, and has flown over a million miles helping nonprofits and businesses achieve success.
www.pampullman.com or 800.730.2PAM

Audit Check Sampler for Invoices!!

Has your auditor asked you to provide the details behind specific Accounts Receivable Invoice Numbers? If you have Supplement #336 Accounts Receivable, chances are this is part of your auditor's normal testing process. In the March 2010 Accounting Revisions, Supplement #384 Audit Check Sampler will be revised as Supplement #384 Audit Check & Invoice Sampler. We are adding an additional tab to the current form for accounts receivable invoices. You will be able to enter the invoice numbers your auditor has given you as their sample and produce a report that will show the cash receipt information associated with each invoice. It will be a great addition to this supplement and a benefit to all clients who use the Accounts Receivable supplement.

Prior to using the revised Audit Check & Invoice Sampler, we had developed a Report Writer exercise that can dramatically cut down the time you spend pulling information from different places in the accounting system, or even searching through file cabinet drawers.

You simply identify the period in which you wish to search and the invoice number(s) identified. For the invoices requested, the report will supply you with the Cash Receipt batch and document number(s); customer number and name; check amount, date and number for the checks that were received against the identified invoice number(s). *Note: If you are requesting information for multiple invoices the results might not be in the same order in which you requested. So please be cautious if you are copying and pasting the results to a spreadsheet that already contains the invoice numbers. If this becomes a problem, you can identify the invoices one at a time.*

All you need to do is go to the GMS website www.gmsactg.com, login as a client and go to the Prepared Report Writer Structures and Queries section. Then download the exercise called CR Associated with Invoices.

"If you want to yell at a Customer Service agent, don't press 1. If you have a complaint, but can't find a copy of your order, don't press 2. If you're going to blame us for your mistake, don't press 3."

Present versions of Software are:

Accounting	1.2.266
RLSS	1.0.0.2

WHICH SESSIONS WILL YOU ATTEND?...

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¤ RLSS Features and Supplements - Part 1 and 2

This session will review the features and supplements in GMS RLSS and how to get the most from each option. You will also be given the opportunity to share your ideas about future supplement development. The session is divided into two parts to allow time to review all of the supplements and features now included in the master version of the software. Attendees should plan to attend both Part 1 and Part 2.

♦ Training on the GMS Accounting Software

These sessions will demonstrate how to perform all functions of the software and will include a review of the Windows controls used, and how to generate the reports. Detail packed, these sessions are designed particularly for GMS accounting system operators and will cover everything from the "how to" basics to troubleshooting issues and finding errors and making the appropriate corrections.

Sessions include:

1. Accounts Payable Processing
2. Payroll Processing
3. Month End Processing
4. Report Writer

New This Year

♣ Communicating Payroll Issues to Your Employees

One of the biggest challenges a payroll department faces is assisting employees to understand payroll issues that affect their pay. This session will explore available tools to communicate payroll situations and events to employees in a timely and understandable manner.

Charleston, SC

One of the East Coast's most picturesque cities, Charleston is known for its antebellum row homes, incredible civil war history, a spectacular waterfront and fabulous Low Country cooking. Spend a day or two before or after the conference and tour Fort Sumter or one of the country's older plantations. In the evenings after the conference sessions end, you can fill your time with shopping, carriage rides, or a dinner cruise to experience the Low Country cooking associated with South Carolina and Georgia. This is a town you don't want to miss! For more information about things to do in Charleston, please see the conference hotel's website: http://www.francismarionhotel.com.

♦ Importing and Exporting From GMS Software

Did you know that most books of entry can be imported into the GMS Accounting System? Do you do your initial Budget Preparation in spreadsheet software? This session will explore the importing and exporting features of the GMS Accounting System, show how it can communicate with other software, and very possibly give your organization some great time saving ideas.

♣ Payroll Reconciliation & Tax Reporting

This session will show you some very simple techniques to keep everything in balance to avoid problems with your auditors, federal and state agencies. Help keep your W2's in balance with your 941 reports and avoid those IRS out of balance notices.

¤ Understanding Today's Credit Reporting Industry

What sources of data are banks really using to underwrite loans? Who's providing them this data? How are they using the data? Who else is using the data? This session will provide an overview of today's credit economy and trends we expect to see in the future with respect to access to credit, creditors and types of products.

Payroll Direct Deposit to Pay Cards

Some of you have asked us recently if Supplement # 306 Payroll Direct Deposit can transmit an employees pay to a pay card? The answer to that question is Yes!

A pay card can be used as an alternative to the traditional direct deposit for employees without bank accounts. It works somewhat like a prepaid debit card and most major banks and some credit card companies offer this service. After the card is issued, the employee's net pay gets deposited into this virtual account and the funds become available through the same means as a standard debit card attached to an existing bank account. In addition to having the ability to withdraw the cash from an ATM machine, some of these cards can be used as a credit card as well. This can also help with the situation where an employee is unable to participate in payroll direct deposit because they do not have an account at a bank.

If you are considering offering this option to your employees and you use Supplement #306 GMS Payroll Direct Deposit, please be aware that the NACHA requirements for these cards follow the same guidelines as a standard bank account. This means that once a pay card is issued to an employee, his/her card has a unique routing number and account number assigned to it that would then be recorded in the employee's file in the GMS software. Then in the course of normal payroll processing during the Create Direct Deposit step, the NACHA file created and subsequently transmitted to the bank will load that employee's pay card with their net pay to make the funds available.