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News From GMS

G M S , I N C .

## **Discounted On-Site Rates Available for Limited Time!**

We understand that some of our clients may not be feeling the effects of the troubled economy directly because grants and funding are already in place, however we also realize that many of you may depend on contributions from businesses both large and small, as well as individuals, as an additional source of revenue. Unfortunately contributions to not-for-profit organizations can be the first type of discretionary spending taxpayers may cut.

Realizing that every dollar can count, GMS is offering a 10% discount for any accounting client who would like to have on-site training during May and June of 2009. The current on-site rate is \$500.00 per day which will be reduced during this limited time offer to

\$450.00 per day. Also, those agencies that have an on-site visit during this period will be able to order any supplement at a 50% discount during or after the on-site visit through June 30, 2009.

If your organization can benefit from this offer, please email us at [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com) or call 800/933-3501, ext 1.

### **Welcome New Users**

#### **Accounting System**

**Chemung County Child Care Council- Elmira, NY**

Ruth A Krusen – Executive Director

Jane S Dean – Fiscal Manager

## **GMS Staff Assistance with Year End Closing**



GMS field staff may be scheduled to come on-site to assist with closing out the fiscal year and training the fiscal staff regarding the process to be followed to properly close the year. Four to six weeks after your fiscal year ends is typically the best time to have on-site assistance. It is recommended that on-site year end assistance be scheduled at the very least, two to three months in advance. Many GMS clients schedule this assistance a year in advance!

Telephone assistance is also available. A GMS staff member will assist with the

year end activities as well as provide training on all aspects of year end closing over the telephone. Normally, this activity takes place during a pre-scheduled day or days, and often requires periodic phone conversations. The GMS staff member will request your database and review the final month end reports prior to the scheduled phone conversation. This allows the GMS staff member to be prepared to discuss any issues identified or problems which need to be corrected.

### **Cost for GMS Staff Assistance**

**On Site:** \$500 per day plus travel expenses.

**Telephone Assistance:** \$100 per hour. Chargeable time includes preparation time, time spent researching problems and issues, and actual time on the telephone

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

Accounting	1.2.262
RLSS	1.0.308

## Using Drill Downs on R&E Reports

Drill downs are designed to retrieve the detail of all direct charges for the current month and year-to-date. This feature will allow the user to see each entry that was coded to a particular line item.

### *Things You Should Know*

- To view the drill down detail for current and year-to-date amounts, put a check in the checkbox on the Financial Reports form next to *With Drill Down Details*. Since the report takes longer to load when you select drill down detail, it is not automatically included.

- Once the report is displayed, you can double click on any row for a GL code and the current and year-to-date detail will be displayed. The report includes the posting period,

type of book of entry, batch #, document #, description, current and YTD amounts of each item coded to this GL code.

- To close out of the detail form, click on the small x to the left of the printer icon. This will take you back to the Revenue and Expenditure Report with the drill down detail loaded. Should you click on the small x in the upper right corner of the screen to close the report, you will need to re-generate the financial report with the drill down detail.

- Clicking on any of the GL codes that have been set up in the Cost Allocation Setup for salary, leave and fringe benefits will provide a list of the employees with a total of their direct timesheet charges and allocations. However, you

must be given access to Personnel Drill Downs under Tools, Security Menu in order to get that list. For the GL Code assigned for salaries, a list of employees with their timesheet charges will appear. If leave is also set up to be reflected in the same GL code as salaries, the total of the timesheet charges plus leave allocated for each employee is included in the report.

- Should you click on GL Code 59700 or 59900, which are the two reserved GL codes for indirect and common costs, you will not receive any detail as these are control accounts and have no direct charges. This is also true for the transfer codes set up in Supplement #367 Service Unit Allocations and Supplement #381 Special Allocations/Internal Base.

### File Maintenance of Terminated Employees

When an employee is terminated from your organization, in addition to changing their status from A to T and entering a termination date in the Employee File you should remove all leave balances and leave types set up in their file. This is necessary because in addition to simply cleaning up the employee file, should you have the Leave History Detail Supplement these leave types will continue to print on the report until they are removed from the file.

## Don't Forget Your 50% Supplement Credit!

Agencies whose staff attended the GMS Annual Conference are entitled to a 50% savings off all supplements up to a total savings equal to your registration fee between time of registration 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), by email to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com) or fax your order to the Maryland office at (301)933-3502 and the credit will automatically be applied.

## Interested in "Mini" Training Sessions?

One of the services GMS offers is training for small groups or multiple agencies. This is typically a 2-3 day training session plus travel time. If you have ever had conversations with other GMS users and find you are dealing with similar issues or are experiencing the same problems, maybe a group training environment might be a great solution! We allow the user(s) to set the agenda

for these sessions, as they relate to GMS products of course, and we will send one of our field staff to come to your location and provide the training. You can pick the location, make the arrangements with the other organizations and set the dates and times based upon GMS staff availability. The price for this service is our prevailing on-site rate which is currently \$500.00 per day plus all travel expenses.

This can be a tremendous cost savings to you when the fees are split among multiple organizations. As for our standard on site visits, travel time will be included as part of the billable days. *Please note that the discounted rate as stated in the article on page 1 of this newsletter will not apply to the group trainings.*

**GMS, Inc.**

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### CPE Credits from Annual Conference

CPE credits for attending the GMS Annual Conference are offered by GMS, however, different states have different requirements on the form or information to be included. If you attended the conference and want to receive CPE credits, send the form and information required in your state to the GMS office in Maryland, attention Liz Collins. We will return the signed copy to you with any necessary information.

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## Annual Conference Suggestions Box

At every GMS conference we collect conference evaluations, software suggestions, supplement orders, notes regarding specific client problems and questions, etc. in a suggestion box located on the registration table. Please understand that these suggestions are taken seriously. Each item in the suggestion box is carefully reviewed by the appropriate GMS staff person(s) and all items are addressed. Many software suggestions received are added to our proposed work programs and are discussed by the entire staff at the November staff meeting. Some

comments and suggestions have already been addressed and are planned for inclusion in future software revisions. In next month's newsletter some of the questions received at this year's conference will be answered. Be sure to review the questions and answers. Your question or comment may already be included!



"Who picked 'I Can't Get No Satisfaction' to be our on-hold music?"

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### #313 Leave History Detail

Have you needed the ability to retrieve all leave activity for an employee covering a range of pay periods on a per pay period basis? *Supplement # 313 Leave History Detail* will provide you with a running history of leave earned, taken and balances for each pay period by employee for all leave types or a specific type of leave. You can retrieve this information for all or a range of employees, all or a range of department codes or all or a range of site codes.

### Job Opportunities Available - Corcoran, CA

#### Community Development/Loan Servicing Officer

Recruitment will close on **Tuesday, May 19, 2009 at 5:00 p.m.**

\$3,060-\$3,736 monthly

All interested parties must submit the following by the deadline:

- 1) City of Corcoran Employment Application,
- 2) Driving Record-DMV Printout (obtained from the DMV and issued within 2 months),
- 3) Typing Certificate (issued within 6 months)

#### Community Development Director

Recruitment will close on **Friday, May 29, 2009 at 5:00 p.m.**

\$ 7,241 - \$ 8,802 DOQ

All interested parties must submit the following by the deadline:

- 1) City of Corcoran Employment Application,
- 2) Driving Record-DMV Printout (obtained from the DMV and issued within 2 months),
- 3) Copy of Degrees

For more information and full job description please go to [www.cityofcorcoran.com](http://www.cityofcorcoran.com) or contact Lorraine Lopez at (559) 992-2151 ext. 235.

#### Holiday Announcement

The GMS Offices will be closed Monday, May 25th in honor of the Memorial Day holiday. The offices will reopen Tuesday, May 26th with normal business hours.

## RLSS and Handling Bankruptcies

When dealing with high-risk loans, sooner or later your agency will likely be faced with a borrower who has filed for bankruptcy. In general, when a borrower files for bankruptcy, and your agency receives legal notification of that filing, the account is “frozen” until the outcome is determined. The following recommendations are based on routine lending procedures, but we recommend you defer to your own attorney or auditor for the best advice.

There are several steps to be taken in GMS-RLSS software to accommodate the bankruptcy.

- 1) Review the Loan Master File for interest calculation. If the loan is set as Daily interest, it will not need to be edited. If it is set as Amortization, you will want to edit it to Daily interest, at least until further information regarding the bankruptcy is received.
- 2) Using menu option Loan Activity, enter a zero repayment. Use the date the bankruptcy was filed as the activity

date, enter zero under activity total, and enter the previous paid-thru date as the new paid-thru date for this activity. This posting will result in the loan history “accruing” any interest due through the date of the bankruptcy, and the screen should reflect a positive number in the “accrued interest” field. You may want to use the notes section of the screen to document the bankruptcy filing.

- 3) Return to the Loan Master File and change the interest percentage to zero (0.0%) so the loan will not accrue interest until further information is received regarding the bankruptcy.

The court may request a document as proof of claim toward the bankruptcy. Utilizing Loan Payoff, found on your Supplements menu, a document may be printed that reflects the principal balance and interest that has accrued through the date entered in step #2 above.

Once the bankruptcy is settled, you should receive a statement informing you of the amount awarded your claim by the court, along with an interest rate, if any, that may now be applied to the loan. If the new interest rate is zero, no activity needs to be recorded. If a revised rate is now in effect, repeat step #2 above, using the date interest is reinstated as the activity date, and then edit the Loan Master File to reflect the new interest rate. When payments resume, be prepared to see part of the payment applied to accrued interest. This will be reflected as a negative number within the “accrued interest” field on the activity screen.

If the loan was set to Amortization prior to the bankruptcy, once the above steps are taken the Loan Master File may be changed from Daily interest back to Amortization.



### **Congratulations to Our Winners!**

During our conference in Louisville this year, American Solutions for Business was a vendor in attendance providing information and discussing their services with our clients. They also held two raffles during the conference. We want to congratulate Sue Peterson from Impact Community Action for winning a flash drive, and Pamela Blankenship from Volusia County MPO Transportation Planning for winning the Sport tec Fleece Jacket. We'd also like to thank Steve Werle and ASB for their generosity.

## We Need Your Conference Evaluations Please!

**We rely on the evaluations turned in by attendees of the GMS Conferences in a big way!** Suggestions for new sessions are discussed every year by the GMS staff and comments about sessions are reviewed and discussed in an attempt to improve sessions in the following year. Ideas and suggestions about general topics also help us when we are looking for outside guest speakers. If we only re-

ceive evaluations from 10% of the attendees and 1 or 2 of that 10% didn't like a session or want to add a new session, we don't really have a good representation of opinions upon which to base our decisions. This is also true when rating sessions. GMS staff reviews all the comments and ratings to determine what the attendees liked and didn't like and what new ideas have been suggested for future training

sessions. If you attended the Annual Conference in Louisville and haven't had a chance to return your evaluation, please mail or fax a copy to the Maryland office, or email a scanned or pdf copy to [liz4gms@gmsactg.com](mailto:liz4gms@gmsactg.com). Our address and fax number are on page 3 of this Newsletter. If you need an evaluation form please email your request to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com).