In this Issue:

- Service Policy During the GMS Staff Meeting
- Leave Maximum Options
- List View in GMS-RLSS
- Exporting Large Files to Excel

Volume 21, No. 11

November 2009

News From GMS a GMS publication for GMS clients

GMS, INC.

Tax Form Season is Upon Us

For those of you who have ordered your 2009 tax forms from GMS, we thank you for your order and encourage you to check your confirmations to ensure that all the proper forms and services ordered from GMS are correct. The appropriate W2, 1099 and 1098 procedures will be included in the December 2009 GMS software revisions. ***Remember, do not run the Edit/ Prepare W2 step or the Save/Prepare 1099 step until the December 2009 revisions have been installed.*** GMS will begin shipping forms the last week in November, so that you can expect to receive your forms via UPS beginning the first week in December.

For clients who have requested that GMS print their forms, the normal turn-around time is one week once we have received your database. This service will begin in January 2010. Once you have completed preparing your database, it is to be zipped up and transmitted to GMS for processing. Our preferred method to receive your database is the GMS ftp site. Instructions for zipping the database and placing it on the ftp site are contained in the Help Manual under Payroll/Annual/W2 processing or in the section Accounts Payable/AP Supplements/# 330 Complete 1099's. Should you not be able to access the ftp site, the zipped file can be emailed or mailed. Remember, if you have requested GMS to print 1099 or 1098 forms, you must use Supplement #330 Complete 1099's or Supplement #804 RLSS 1098's to prepare the file you send to GMS. Most orders will be shipped via UPS unless otherwise specified, and the shipping fee will be applied to the total of your tax form order. UPS delivery usually ranges from 3-5 days.

The Help Manual also includes all instructions for those clients who have requested that GMS prepare the IRS Magnetic Media for their agency. These prepared files will be emailed to the contact person you have specified.

If you haven't placed your order yet, it is still not too late to order your tax forms. GMS will accept all tax form orders up until December 1, 2009, however a 10% late fee will be applied to all orders received after October 31, 2009. Should you have any questions, please feel free to contact us at service4gms@gmsactg.com or call 800.933.3501 ext 1.

Filing Requirements for W2 Magnetic Media to States

Make sure you know what your state requirements are for filing W2 magnetic media. Most states have a requirement that W2s must be reported via magnetic media when you have a certain number of employees to report. In some states, this number is being reduced each year, such as in Minnesota. ***Be sure to check your current filing requirements and find out if your state accepts the SSA format or requires a special format. All requests for adding special state file formats must be received in our office prior to December 10, 2009.***

In addition to the states that have electronic filing requirements there are many states where the electronic filing method is the recommended procedure. Please make sure you are familiar with your state(s) filing procedures as well as any requirements for local taxing jurisdictions.

Supplement #400 W2 Magnetic Media Reporting, can help you meet your electronic filing needs. In addition to the file that is transmitted to the Social Security

Continued on page 2

Dear Friends,

Later this month, the GMS Staff will join together in St Louis, Missouri to hold our annual staff meeting. At this meeting we will be reviewing all of the suggestions we have received this year and will be establishing our 2010 work programs for both the accounting and revolving loan systems. We will also be finalizing the agenda for next year's annual conference, discussing our service policies and procedures and going over any administrative matters required.

We value the input we receive from our clients and appreciate any suggestions. If you have additional comments to make on any of the above topics, please send an email to service4gms@gmsactg.com, attention Linda.

Sincerely,

Linda Berseth

Linda Berseth
President/CEO

Service Policy during GMS Staff Meeting

The GMS annual staff meeting will be held on November 22-23, 2009 in St Louis, MO. In addition to the two meeting days, Tuesday November 24th is a travel day for the majority of the GMS staff. Accordingly, our service hours for that period will be as follows.

Monday, November 23rd - We will check for service calls every two hours from 8:30 AM EST – 5:00 PM EST and return emergency calls ONLY on that day.

Tuesday, November 24th – Normal service calls will be accepted from 8:30 AM EST – 5:00 PM EST with limited service staff.

There will be **no** service staff monitoring the **Service Chat room on the 23rd or 24th**.

For emergency calls, you should call the toll free number and leave a message or send an email. There will **NOT** be service available after 5:00 PM EST during those two days. If calls can be returned on Wednesday, November 25th or the following week, please help us prioritize our responses and specify so when placing your service call.

One item we will be discussing during the staff meeting is our client service procedures, so if you have suggestions or ideas on how we can improve service, please contact any member of the GMS Service Staff.

We hope that this two day temporary change in service does not inconvenience your agency. We will resume our normal service hours on Wednesday, November 25th.

GMS Service Call Numbers:

Voice Mail: 800/933-3501 ext 1

GMS Website: www.gmsactg.com

Email: service4gms@gmsactg.com

Filing Requirements for W2 Magnetic Media to States—continued from page 1

Administration, the supplement creates the magnetic media file for various state submissions that won't accept the same format as the SSA.

As of 2009 states that have special formats, meaning they differ from the standard SSA format, are Alabama, Georgia, Indiana, Kentucky, Maryland, Pennsylvania and Utah. There are also special electronic reporting needs for the cities of Warren and Ravenna, Ohio. Our Magnetic Media supplement will meet all of those needs.

Orders for the W2 Magnetic Media supplement may be placed via our website at www.gmsactg.com or emailing us at service4gms@gmsactg.com.

The purchase price is:

1-2 users:	$120.00/$40.00 annual license/maintenance
3-4 users:	$150.00/$50.00 annual license/maintenance
5+ users:	$190.00/$63.00 annual license/maintenance

Present versions of Software are:

Accounting	1.2.264
RLSS	1.0.0.1

Thanksgiving Holiday Schedule

The GMS offices will be closed Thursday, November 26 and Friday, November 27 for the Thanksgiving holiday. We will resume normal business hours Monday, November 30. All of us at GMS would like to wish you a Happy Thanksgiving!

GMS, Inc.

10559 Metropolitan Avenue
Kensington, MD 20895

Phone: 800-933-3501
Fax: 301-933-3502
E-mail: service4gms@gmsactg.com

Watch for Next Month's Emails and Mailings

During the last month of each quarter we send an email notice that the current quarterly revisions to the GMS Accounting software are available on our website. It is important that everyone download and install these revisions in a timely manner each quarter, but this is especially important in December when the updates for W2's and 1099's are included. Also included in the revision will be the updated Help manual containing instructions for W2s, 1099s and 1098s. If we do not receive the 2010 tax changes in time to include them in the December revisions, a separate email will be sent notifying you when these changes become available.

In our normal monthly mailing sent out early each month we include the link to the current newsletter, your invoice and occasionally brochures and announcements. Be sure to watch for your monthly mailing from GMS!

Leave Issue: Maximum Available Balance or Maximum Carryover

One of the features in the GMS Accounting software can help you manage your leave balances on either an ongoing basis or at year end. The set up for this feature is found in Payroll under Processing\Leave Balances then Setup Leave Assumptions. Once you are in this form and you have selected a Leave Type on the combo box, a grid will appear titled Setup Flags and Maximums. The last four columns on this grid, Max, Emp, Class and Max Hr are what is used to define the maximum leave balance procedures.

If your organization has a maximum number of hours employees can have (for the leave type identified) at any time during the course of the year, there should be a Y in the Max field and a Y in either the Emp or Class field. If the maximum number of hours is employee specific, possibly based on tenure, there should be a Y in the Emp field and the maximum number of available hours would be entered in each employee file. Then when the employee's balance reaches the defined maximum number of hours, it will always be cut off at that balance until some hours are used to reduce the leave balance under the maximum amount of hours. If the maximum is based on an employee class, there should be a Y in the Max field and a Y in the class field. Then the appropriate number of hours is entered under Max on this form for each class.

If however, your organization does not have a maximum number of hours available during the year, but allows employees to only carry over a certain number of hours at the end of a year, the setup is slightly different. The same initial procedure for setting up the maximums is followed that is described above, as it relates to whether you use the max by employee or class fields. However the number of hours entered into the max field on either the grid or in the employee file represents the maximum hours that can be carried over at the end of the year. The additional step is that once the maximum amounts have been properly defined, change the Y to an N in the Max column on the Leave Balance Assumptions form. This will allow the employees to continue to build their leave balances during the course of the year. At the end of the fiscal year **before** you run your last leave balance report for that period, go to this form and change the N to Y for the appropriate classes. When you process the next leave report the system will remove any additional leave hours that exceed the amount that can be carried into the next period. Once the payroll has been completed you must remember to go back to the Leave Balance Assumptions form and change the Y's back to N's for those classes. This can be a tremendous time saver as compared to individually changing each employee file to the maximum carryover balance!

Some agencies also have in their policies that there is not a maximum amount of hours that can be carried forward from one pay period to the next or to the new fiscal year, but upon termination, will only get paid for a maximum amount of unused hours or maximum dollar amount. If you accrue any of your leave costs, meaning you charge the leave when earned, you can set up maximum hours or a dollar amount by class of employee. To set up a maximum accrual amount, select Tools, Cost Allocation Setup, Leave Allocation and then select each applicable class of employee to set up this maximum liability for. Under the Max D/H column, specify if your maximum is based on a maximum of hours or dollar amount. Then enter the maximum amount under the Max Amt column. Save each class before selecting the next class. Every time the Leave Rate Computation and Analysis is prepared, it will only accrue the costs up to the maximum entered.

List Views in GMS-RLSS

Your vb.net version of GMS-RLSS contains three List Views which may be found under the Loan Master, Loan Activity and Loan Amortizations sections. These are new to the RLSS system and were added to assist you in quickly locating information.

Perhaps you received a personal check from a client but are unsure of the name of the business they are associated with. You may go to Loan List View, click on the Last name column to sort it in ascending order. (Clicking a second time will sort in descending order.) You should then be able to find the individual's name. Once located, you will see the following information: Loan ID, Status, Borrower type, Company name, Last name, First name, Address, City, State, Zip, and Loan amount. Should you wish to view the Loan Master for that loan, just double-click on the row containing the loan and the Loan Master will appear.

Loan Activity List View allows you to view the last disbursement or repayment for each loan entered through the Loan Activity screen. The columns within Loan Activity List View are Loan ID, Borrower name, Activity date, Activity type, Loan balance, Paid-thru date, Next payment due date, and Notes. You may sort these columns in ascending and descending order also. Double-clicking on the line in which the loan appears will take you to that transaction within the Loan Activity screen.

Amortization List View displays saved amortization schedules. Columns appearing here are Loan ID (the name and/or loan number the amortization was saved under), Loan amount, Interest rate, Number of months amortized, Payment amount, Total payment including service fees, Note date, First payment due date, and Maturity date. These columns also may be sorted by clicking on the column heading. Double-clicking on the loan opens the saved amortization schedule.

Join us in Charleston

Plan now to attend the 25th Annual GMS Financial Management Conference in Charleston, SC, June 20 – 25, 2010 at the Francis Marion Hotel! Come help celebrate the 25th anniversary with us as we will be sharing "Reflections of GMS over the past 25 years"!

ARE YOU EXPORTING LARGE FILES TO EXCEL?

If you are trying to export very large files from GMS into an Excel file there is a line limit you need to be aware of. As you may know GMS utilizes Crystal Reports when generating report images to the screen as well as providing the software with some of its controls and features. When exporting a very large report such as the General Ledger with Current Detail for an entire fiscal year, you need to be aware that there is a 65,536 line limit on what can be exported. What that means is all information on line 65,537 and beyond will not be exported even though it appears on the GMS screen. One solution to this problem is to generate two smaller reports in GMS, export them separately into Excel then combine the two resulting spreadsheets into one.

The hardest part of this process might be to figure out where line 65,536 will be within the report to know where to split it. A solution to answer that question would be to first export the entire report even if you know it will exceed the limit. For example if you export the General Ledger with Current Detail, view the result in Excel and notice that line 65,536 (where it stopped exporting) falls within project 31400, do not save that Excel file and then regenerate the report in GMS for all General Ledger Codes through the project immediately preceding 31400. Once that Excel file is saved, generate another General Ledger with Current Detail from project 31400 through the end. Export that report into Excel and save it. Now you have the 2 necessary files to combine into one spreadsheet!

"We rarely back up our data. We prefer not to keep a permanent record of everything that goes wrong around here."