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publication for GMS clients



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News From GMS

GMS, INC.

New RLSS Release!!!

Autumn has arrived and before the end of October your new RLSS software will arrive too. With the rewriting of the RLSS software in VB.NET and SQL, we've made several improvements and changes per requests from clients like you.

We've added a new item to the Loan Activity screen titled Additional Loan Costs. This allows you to track costs, such as attorney fees or insurance payments, that you do not wish to have included in the principal balance so no interest will be charged upon them. You may also enter any repayments of these costs. The total of these Additional Loan Costs will appear at the bottom of your Loan Activity Reports (loan histories) and as a separate line item on the Loan Payoff.

Multiple Borrowers entry screen now appears at the bottom of your Loan Master File screen so that you may easily see if information has been entered here.

When printing Loan Master Files, you now have the option to include/exclude Social Security/Federal ID numbers for greater client security.

The Next Payment Due Date is utilized on many reports and calculations such as Late Payment Fees, Aging Report, and Late Payment Notices. Also, you may have advanced this date for seasonal loans when the last payment was received before the hiatus. You

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September 2009 Accounting Revisions Released

The latest accounting revisions were posted to our website September 18, 2009 and reposted on September 29, 2009 to fix an A/P Analysis Due Date problem. You should have received an email from GMS that included instructions for downloading and installing these revisions and also another email notification about the reposting. It is important that revisions are installed in a timely manner. It is also important that all staff working with the accounting system read through the list of changes so everyone is aware of the new features or changed items.

One of the changes included in this revision affects our "Import" supplements and

procedures. Supplements # 413 *Voucher Import*, # 411 *Timesheet Import*, # 418 *General Journal Import* and # 417 *Invoice Import* have been modified to check for inactive elements and GL codes. Should any of these supplements find an inactive element or GL code during the import process, the process will be aborted and a list of inactive codes displayed.

If during the budget import process an inactive element is discovered the process will be aborted and a list of inactive elements displayed. Data **will be imported** however for GL codes marked as inactive.

Another change included in the current revision is in the

way we are preparing certain payroll reports. This change will affect the Payroll Register, YTD Payroll Register and Supplement # 517 *Retirement Report*. We are now using payroll run numbers rather than check dates to generate these reports. For example, if you have a current payroll check date of 10/05/09 that you included a padj dated 10/07/09 in the same processing run # 80 you will see the 10/05/09 PR#:80 in the combo box. The report will include the padj dated

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Present versions of Software are:

Accounting	1.2.264
RLSS	1.0.308



Happy Halloween
from all of us at GMS!

September Accounting Release-
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10/07/09 as it was processed in run # 80. Also, if your payroll run only includes padj's with varying check dates, it will display the latest check date in that payroll run.

A change to year end payroll procedures is an issue you may have to deal with in the near future. On the W2 Magnetic Media form and on the GMS W2 Transmittal we have added a third party sick pay checkbox. When checked you will need to enter the amount of income tax withheld by the third party that is included in box 2 of the W2's.

You also now have the ability to delete an employee file if no timesheets have been entered or no records exist in the YTD payroll tables. *Please note that if any YTD payroll information exists or a timesheet has been entered for an employee, deleting the employee file is not an option!*

New RLSS Release—continued from page 1

will now be able to easily view this date with its addition to all Loan Activity Reports.

Search View to allow you to enter a name, address, interest rate, date, funding source, etc., and find any loan matching the criteria has been added.

Another new addition is List Views. Loan Master List View will list every loan in your portfolio along with their basic information in columnar format. You may click on the particular column to sort it in ascending/descending order. This is another method of searching for a particular loan(s). Once you've located the loan, you may click on it to view the Loan Master File. Loan Activity also has a List View that operates similarly but instead of including basic loan information it includes the last activity (repayment or disbursement) recorded for each loan.

Above are just a few of the many changes and additions we have made. The VB.NET version is free of charge to all RLSS clients. When ready for release it will be posted to the GMS Website and an email notification will be sent to you. If you wish to upgrade to the SQL version, there will be a charge of \$500. The SQL version is designed for those with large databases currently using or planning to install Microsoft SQL Server in the near future. It is highly recommended you have an on-site IT person when using SQL Server.

NOTE: If you've had any RLSS or IT staffing changes or email address changes in the last two years, please log on to www.gmsactg.com. To update your information to ensure you receive your notification, complete the "Client Information Update" option.

Getting Ready for W2s – What You Can Do Now

Although three months remain before you need to prepare w2s, here are some things you can do now to get ready.

- ◆ Make sure that the year-to-date payroll information is correct. Don't wait until the last payroll of the year is completed to verify this information. A YTD Payroll Control Sheet is an excellent tool to use to verify these amounts, if you maintain one.
- ◆ Understand your special W2 requirements particularly for issues such as pension, deferred compensation, dependent care and group life insurance over \$50,000. You may need to review the IRS requirements or consult your CPA.
- ◆ Be familiar with any appropriate federal, state and local magnetic media reporting requirements that must be met.
- ◆ Order sufficient W2 forms, and should you need or desire to, you can arrange for W2 printing or magnetic media preparation with GMS.
- ◆ Review the W2 processing section in your Help files. These instructions are located under Payroll/Annual.

Please Note: W2, 1099 or 1098 forms will not be sent to any clients whose accounts are in arrears. Forms will be sent in December to all clients who have paid their balances due as of October 31, 2009. Those agencies requesting that GMS print their forms or prepare magnetic media for 2009 also may not have a past due balance.

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Join us in Charleston

Plan now to attend
the 25th Annual GMS
Financial Management
Conference in
Charleston, SC.,
June 21 through 25,
2010 at the Francis
Marion Hotel.

What is a Pay Cycle?

There are a few critical set up items within the payroll section of the GMS software that help assure the correct amount of taxes are withheld from your employee's pay checks. One of these is **PP Year** (Pay Periods per Year) located on the *Class Setup* tab in *Cost Allocation Set Up* under *Tools*. The way this "Pay Cycle" is set up should be based strictly on the frequency your organization pays its employees. The number of weeks a particular class of employee is scheduled to work during the year should not be considered when this field is set up.

For example, if your organization pays all employees bi-weekly, the **PP Year** field would have 26 in it (26 pay periods in a year). If within your organization you have a certain class of employee who only works and is paid part of the year, for example Head Start teachers, you would keep the **PP Year** entry for that class at 26. **Do not** reduce the 26 to a lesser number based on

the actual pay periods worked/paid in the course of a year. Recording a lesser number than 26 could have an effect on the taxes withheld.

The software takes the current gross pay for an employee and multiplies it by the pay cycle (26 in our example). The result is what GMS uses to calculate tax withholdings. So if you have reduced the 26 to 18 because a particular class of employee does not get paid for 8 weeks in the summer, the current gross will be multiplied by a smaller number resulting in a smaller annualized salary used for tax calculation. This could cause less taxes to be withheld than desired.

Typically the only numbers that would be entered into the **PP Year** field are 12 for Monthly, 24 for semi-monthly, 26 for Bi-weekly and 52 for weekly.

Recurring Batches

Do you make the same rent payments to the same vendors every month? Are you keying in the same monthly depreciation entries? These transactions as well as maintenance agreements and service provider payments are just a few examples of entries that are duplicated on a continuing monthly basis. *Supplement # 404 Recurring Batches* can help alleviate this repetitive data entry. The supplement allows you to retrieve an existing batch (Vouchers, General Journals, Timesheets, Employee Expense Reimbursements and Accounts Receivable) and create a new batch with a new posting period and document dates. All you do is select the batch to be duplicated, specify the new document date and posting period and the software does the rest. Once the

new batch is created, changes can be made through normal editing procedures. Even if you have a batch with 20 entries of which 18 need to be duplicated, you can duplicate the original batch then simply delete or edit the 2 entries as appropriate. It is easy to forget to delete an entry if you don't review the entire batch. Think of the data entry time this supplement can save for repetitive transactions!

One issue to be aware of is timing. You may have a GJ batch that you want to use recurring batches for every month. Besides remembering to always use the latest batch recreated in the previous month, think about the timing when you are creating the new batch. For example, if you have entries in the batch for EFTPS and other tax

payments along with depreciation entries, there may be a large period of time during the month before these entries get edited and updated for current month costs. Your first tax payments may have to be made by the end of the first week of the month but your depreciation isn't processed until the last week in the month has finished. For those of you who need to monitor the revenues and expenses throughout the month, it may not be a good idea to combine all of these types of entries in 1 batch. You could have a recurring batch week 1, recurring batch week 2, etc. Make the period represented in the batch less than a whole month depending on the timing of when you need to review reports.

Employees Who Receive Multiple Advances in a Calendar Year

If you give salary or travel advances to staff you probably use a payroll deduction and the max field to collect the repayment of the advances. Remember that the max field defines the maximum for a full calendar year. This creates a special situation for an employee who receives multiple advances in the same calendar year. Should you give an employee a second (or more) advance within a single calendar year, make sure you add the previous YTD amount for the appropriate deduction number to the new advance amount and enter the total in the YTD max field on the employees tax/deduction tab.

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"THE COMPUTER SAYS I NEED TO UPGRADE MY BRAIN TO BE COMPATIBLE WITH ITS NEW SOFTWARE."

GMS SOFTWARE AND YOUR COMPUTER

If you are going to install GMS Accounting or GMS RLSS on a Vista computer, you need to turn off the UAC (user account control) first. You can locate the UAC from the Control Panel. After turning off the user control account, the computer must be restarted before installing GMS.

Also all computers using GMS must have the Microsoft Service Packs up-to-date and all critical updates installed or else errors may occur when operating the software. To be sure that you are current with these downloads, log onto Microsoft.com, click on

Downloads & Trials, and then click on Microsoft Updates. Microsoft will check your computer to ensure all critical updates are in place as well as verify the most current version of their update retrieval software. Remember that our software is designed and updated with the assumption that your system is current with all critical Microsoft updates. To help assure that the software runs at its peak performance, having all critical Microsoft updates is crucial.

There are settings on your computer that can automatically download and install

Can You Zip and Unzip Files?

One of the things your staff needs to be familiar with is zipping and unzipping files. Software used in zipping and unzipping files comes from an outside source, not GMS, and it is extremely helpful if everyone using GMS software is familiar with the procedure for zipping and unzipping files.

GMS regularly posts revisions of our software to our website, and a part of the instructions for installing the revisions is to be able to unzip the file to a specific location. If you are using a program that you are not familiar with and it is different than the one being used by the GMS service representative, it may be difficult for us to walk you through the steps. You must be able to select the correct location of the resulting file after unzipping.

Another instance where you need to be familiar with a zip program you use is when being asked to zip your database. Sometimes when talking with a GMS service representative you will be asked to zip your database and send to us or put it on our ftp site. Again, you need to know how to use the program on your computer in order to zip the files to send to us.

There is software such as Winzip and 7 Zip available for this task which allows for the addition of passwords for extra security. Your Microsoft operating system will also contain a limited file zip feature.

these updates. However, if you have an I.T. person on staff or on a consultant basis, you should check with them to see what settings they desire for your computer.

Should you need to install your GMS program(s) on new or additional computers, refer to your Help Manual under Operating Procedures. The latest installation package is available on our website at www.gmsactg.com under downloads.

