

News From

A Publication for GMS Accounting and Revolving Loan System Clients

GMS, Inc. • 10559 Metropolitan Avenue, Kensington, MD 20895 (800) 933-3501 • Fax (301) 933-3502 • www.gmsactg.com

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Windows Version of Accounting Supplements and Enhancements

Many calls have been received since last month's newsletter regarding supplements and enhancements. We want to clarify which supplements will be included in the masters of the windows accounting system, list the prices for those supplements that are not part of the masters but are ready for release and those supplements and enhancements that we do intend to rewrite in a windows version. We have also listed those we are unsure of at this time, when and if we will be rewriting in a windows version.

Supplements and Enhancements that will be included in the Masters

Over the years we have added some supplements, that were once sold separately, to our masters. When we developed the windows version of the accounting we have added more supplements to the masters. We want to clarify exactly which programs are now part of the masters that may have been supplements years ago and from that point on. If you are presently paying an annual maintenance fee for any of the following supplements or enhancements that have been added to the masters, you will no longer pay that fee after upgrading to the Windows version of accounting software.

Payroll and Personnel

- #379 Payroll Journal Entry
- #380 Expense Journal Entry
- #512 Earned Income Credit
- #501 & #502 Site & Department Payroll Checks
- #523 Salary by Pay Period
- #515 & 508 Site & Department Leave Reports
- #511 Leave Balance Check
- #512 Multiple Pay Rates

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Welcome New Users

Accounting Systems

Community Action Org. Of Erie Co. - Buffalo, NY

Nettie Anderson, Acting ED Bob Carlton, Interim FD

Revolving Loan Servicing Software

Greenwood Community Development Corp. - Tulsa, OK

Reuben Grant, ED Victoria Holmes, Accountant

Additional Hardware Requirements for New Windows Based Accounting Software

In the past, with GMS DOS based software, program and data backups were kept on diskettes and a copy of the program backup was sent in to the GMS office twice a year. These copies were kept on our server so that staff could access them at any time to assist with service calls. It also offered an off-site place where copies could quickly be retrieved if the agency had a crash and did not have them in their office. We will not be able to provide this service with the new software as the size of the files prohibits us from doing so.

Program and database file backups will become the sole responsibility of each agency once the new software is installed. This will mean you will need to make sure you have a good in-house backup device and a good schedule for backing up your software. Some agencies may already have this in place, such as a tape backup system. Those of you who don't will need to add this to your hardware requirements list.

You may also consider having a CD Read/Write available on your network. This would allow you to burn a CD copy of software/files in the event that GMS may require a large file be sent to the office.

In This Issue: Windows Version of Supplements... Additional Hardware Requirements

#516 & #509 Payroll & Deduction Register by Site & Department
 Pay Period Workers Comp Analysis
 Pay Period Unemployment Analysis
 #522 Ask for Hours

Accounts Payable/Vendor Payments

#325 Payment History	#352 O/S Check Reconciliation	#334 Print Vouchers
#407 Print Books of Entry	#397 Voucher portion of Document # Checking	
#518 Monthly Check Listing	#530 Default Voucher Due Date	#519 Voucher Repeat Key

Year End - Getting Ready for Audit

#338 YTD General Ledger

System Maintenance

#395 Employee Access Code

Supplements and Enhancements that can be purchased or that you may have previously purchased that have been rewritten in the windows version and are ready for the 1st release.

If you previously purchased any of the following supplements or enhancements that have been rewritten in the windows version, you will automatically receive them when you upgrade to the Windows version of accounting at no extra purchase price. However, your annual license and maintenance fee will be adjusted to the prevailing rate. For example, if an agency with 1 to 2 users/work stations purchases Supplement #301 YTD Payroll Detail, the cost of the supplement will be \$160.00 with an annual license and maintenance fee of \$24.00. If an agency with 3 to 4 users/work stations purchases Supplement #301 YTD Payroll Detail, the cost of the supplement will be \$200.00 with an annual license and maintenance fee of \$30.00. If an agency with 5 or more users/work stations purchased Supplement #301 YTD Payroll Detail prior to upgrading to the windows version of accounting, there would be no additional purchase price billed, but the annual license and maintenance fee would be increased to \$37.50 at the time of conversion. If you have already been billed your annual license and maintenance fee for the year during which you upgrade to the windows version, you will only be billed for any additional cost. No credits will be issued.

Purchase Price / Annual License and Maintenance

Supplement	1-2 Users	3-4 Users	5 + Users
<u>Payroll and Personnel</u>			
#301 YTD Payroll Detail	\$160.00/\$24.00	\$ 200.00/\$30.00	\$250.00/\$37.50
#306 Direct Payroll Deposit	\$800.00/\$120.00	\$1,100.00/\$165.00	\$1,200.00/\$180.00
#313 Leave History Detail	\$200.00/\$ 30.00	\$250.00/\$37.50	\$310.00/\$46.50
#366 Personnel History	\$140.00/\$ 21.00	\$175.00/\$ 26.50	\$220.00/\$33.00
#400 W2 Magnetic Media	\$120.00/\$ 40.00	\$150.00/\$ 50.00	\$190.00/\$63.00
<u>Financial Reporting</u>			
#406 Report Writer	\$1,800.00/\$270.00	\$1,900.00/\$285.00	\$2,000.00/\$300.00
<u>Accounts Payable/Vendor Payments</u>			
#327 Purchase Orders	\$1,200.00/\$180.00	\$1,400.00/\$210.00	\$1,500.00/\$225.00
#328 Voucher Labels	\$100.00/\$15.00	\$125.00/\$18.75	\$155.00/\$23.25
#330 1099's & #401 Magnetic Media (Combined)	\$280.00/\$ 85.00	\$350.00/\$105.00	\$440.00/\$135.00
#331 Program Payables	\$120.00/\$18.00	\$150.00/\$22.50	\$190.00/\$28.50
#332 Vendor Labels	\$100.00/\$15.00	\$125.00/\$18.75	\$155.00/\$23.25
#390 A/P History	\$120.00/\$18.00	\$150.00/\$22.50	\$190.00/\$28.50
#396 Invoice Checking	\$160.00/\$24.00	\$200.00/\$30.00	\$250.00/\$37.50
#408 Automatic Vendor Disc	\$120.00/\$18.00	\$150.00/\$22.50	\$190.00/\$28.50

Accounts Receivable

#336 A/R Processing/#372 A/R History/#382 Standard Invoice & Statement (All combined in 1 supp)
\$1,500.00/\$225.00 \$2,000.00/\$300.00 \$2,200.00/\$330.00

Inventories

Fixed Asset Inventory \$2,000.00/\$300.00 \$2,500.00/\$375.00 \$2,800.00/\$420.00

Supplements and Enhancements we are presently planning on rewriting in the windows version in the future

Payroll and Personnel

#302 Deduction Listing	#311 YTD Workers Comp Analysis
#393 Paycheck Signout Log	#410 Payroll Labels
#411 Timesheet Import	#510 Sort by SS# for Taxable Unemployment Wages
#504 Site Quarterly Unemployment Summary	#517 Retirement Report
Direct Monthly Workers Comp	

Financial Reporting

#314 Board of Directors' Reports	#337 Monthly Cost Summary Combined
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Accounts Payable/Vendor Payments

#388 Subcontractor Reporting	#396 Invoice Checking	#405 Accounts Payable Direct Deposit
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Year End - Getting Ready for Audit

#342 YTD Cost Summary	#362 Cash Receipts History	
#385 Schedule of Federal Assistance	#398 Year End Closing Entries	#402 FASB 117 Worksheets

Accounting Aids

#377 Bank Balance Analysis	#404 Recurring Batches	#521 Terminate Elements
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Budgeting Tools

#348 Budget Worksheet

Cost Allocation

#354 Salary, Leave and Fringe Detail by Employee	#383 Shift Indirect
#399 Consolidated Cost Allocation Detail	
#367 Service Unit Allocations	#381 Sp. Allocations/Int base
#389 Cost Allocation Locks	#392 Mo Cost Center Alloc
#403 Dual Indirect Cost Pool	

State Specific Enhancements

We need to look at all of these and determine if one report will satisfy several of the states requirements, i.e. unemployment reporting. Other than unemployment enhancements, state specific enhancements that are presently being used will be rewritten in a windows version.

Supplements and Enhancements that will not be rewritten in the Windows version.

There have been some supplements over the years that we have discontinued because of various reasons. You may have noticed certain supplements that were removed from the Supplement Catalog one year that were listed the previous year. This was based on a decision that very few agency's found a need to use a particular supplement and it wasn't beneficial to GMS to maintain them and make the upgrades to the supplements that we have over the years. There are other supplements that are presently being used today, but because of the nature of the windows software, become irrelevant in our new system.

Windows Version of Supplements... continued from page 3

Following is the key used to explain why each of the supplements won't be rewritten:

D= Supplement has been discontinued sometime in the past

W=Supplement has been discontinued because it has become irrelevant in the Windows version

L= Supplement has been discontinued because of the few clients using them

O= Supplement has been discontinued because of other reasons.

Payroll and Personnel

- #363 Monthly Hours Spreadsheet - L
- #374 Current TI Charges by Activity and Employee - W
- #391 Employee Revision Worksheet - L
- #514 Enhanced Ask for Employee Data - W (Report Writer will give this)

Financial Reporting

- #315 Combine Element/Combine Project - D (Now part of #406 Report Writer)
- #317 Display Financial Reports - D (Removed when display option was included in Rev2001)
- #318 Quick Financials - W (With real time posting, reports can be generated mid-month)
- #321 Cost Categories - D (Now part of #406 Report Writer)
- #322 Summarize Program Elements - D
- #323 Agencywide Line Item Detail - L
- #324 Functional Reporting - D
- #364 Quarterly Financials - W (Will be able to choose start and end period on R & E)
- #371 Agencywide Project Summary - L
- #378 Spreadsheet Exporting - D (Write to file options available in Rev2001 & Windows)
- #394 Sum Up Elements - L & W (Present and new Report Writer will combine elements)
- #505 Head Start Reporting - L & W (Present and new Report Writer will combine elements)
- #507 R & E Reports Using Provisional Rates - W

Year End - Getting Ready for Audit

- #339 Trial Balance Worksheet - O (Presently part of Year End Closing Entries)
- #376 Roll Forward Prior Year - W (One directory will be used for all fiscal years-date sensitive)
- #528 Enhanced Ask for YTD General Ledger - L
- #529 Workers Comp Code by Element - L

Accounting Aids

- #345 General Ledger Listing by Account - O (can request only one account now and the future)
- #346 Transaction Code Analyzer - L
- #347 Super Voucher Register - L

#387 Batch Log - W (Processing procedures are date sensitive)

#397 Document # Checking - W (document #'s are automatically assigned)

#520 Automatic Voucher Due Date - L

Budgeting Tools

- #349 Budgeting for the Future - L
- #351 YTD Timesheet Budget Reports - L
- #375 Roll Forward Budgets - W (One directory will be used for all fiscal years-date sensitive)

System Maintenance

#361 The Label Maker - L

Supplements and Enhancements that we are unsure of, at this time, when and if they will be rewritten in the Windows Version

Down the road, after the GMS-RLSS and all other accounting supplements that we presently feel we want rewritten in the Windows version are completed, we will make a decision when and if we rewrite any of the remaining ones in a windows version. At that time, a decision will be based on how many clients were using it in the DOS version and how many requests we get to rewrite it in the windows version. At this time, supplements and enhancements that we are really unsure about are:

Payroll and Personnel

- #304 Timesheet Labels
- #309 Missing Timesheets
- #310 Payroll Deposit Checkwriter
- #312 Monthly Payroll Analysis
- #335 Employee Expense Analysis
- #373 Monthly Timesheet Charges by Employee

Financial Reporting

- #316 Executive Directors' Report
- #319 Balance Sheet Categories
- #320 Agency Program Analysis Spreadsheet
- #506 HCFA Reporting
- #527 Program Receivables

Accounts Payable/Vendor Payments

- #326 Vendor Payment Analysis
- #333 Repetitive Payments
- #365 O/S Purchase Order Reporting

Year End - Getting Ready for Audit

- #340 Revenue/Expenditure Worksheet
- #384 Audit Check Sampler

Accounting Aids

- #343 Cost Log
- #525 GMS/TDS Child Care Integration

Budgeting Tools

- #350 Complete Budgets
- #409 Budget Checking