

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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More Responses to Questions Left in the Suggestion Box at Conference

Q: In Cash Receipts, I need the ability to enter numerous checks received today, then select which receipts go to which bank account.

A: Think of each deposit as a batch. For each deposit entered, you designate the bank account. You can enter numerous checks to each bank account.

Q: Right now, we have special programming that gives us the option to print checks with or without signatures. Will or could this be an option in windows?

A: This will not be an option at this time or during the first year. It has been discussed and more research will be put into it after other priorities have been addressed.

Q: Can the Personnel History data from Supplement #366 be included in the data to convert.

A: No, we will not be converting the personnel history data. Only a fraction of our clients use that supplement. We are only converting the employee files, vendor files, payroll setup files and fixed assets.

Q: How does GMS address the new Financial Reporting requirements under GASB 34?

A: We have not addressed this in the software at all at this time. Since we have not even rewritten some of our present supplements, it will be a while before we consider any new supplements to help with reporting requirements in the windows version and we won't be developing new supplements in the DOS version.

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Welcome New Users

Accounting Systems

Southeast GA Regional Development Ctr. - Waycross, GA

**Lace Futch, ED
Trecinski Jones, Acct.**

**Lisa Cribb, Deputy ED
Patricia Tuten, Bkkpr.**

We Need Your Conference Evaluations Please!

If you attended the Annual Conference in Arlington and have not sent us your evaluation, please fax it to our office at (301)933-3502. Suggestions for new sessions are discussed every year by the GMS staff and comments about sessions held are reviewed and discussed to attempt to make them better the next year. Ideas about general topics also help us when we are looking for outside guest speakers. With all of the comments and ratings, the staff really takes a look at what you liked and didn't like and what new things you are looking for. We know that the more training and education you can get at the conferences not only helps you in your position, but it makes life easier for our staff! If you wish to talk about your ideas, please call Liz Collins at extension 2.

***Mark your calendars and budget now to
attend the 2003 conference in Snowbird, Utah.***

***What a fantastic mountain setting for great
training!***

**Look for more information in upcoming
newsletters!**

In This Issue: RLSS - Changing a Funding Source...Important Windows Issues...

RLSS Frequently Asked Question: What do I do if the funding source or loan fund changes?

Although it is advisable to determine the funding source prior to establishing a loan profile within GMS-RLSS, it sometimes becomes necessary to make changes. Perhaps an administrative decision has been made to utilize a different funding source, or maybe a data entry error was made when the profile was entered. GMS-RLSS can handle funding source changes if specific steps are followed.

First, determine if any transactions have been posted to the loan. If no transactions have been posted, simply edit the loan profile with the new funding source. Since no transactions have yet been posted to the loan's history, there are no repercussions to editing the funding source. It is important that the first line for funding source within the profile is utilized; leaving that field blank can have a detrimental affect on reports.

However, if transactions have been posted, the funding source can still be changed. This just requires a little more effort. Consider that when the activity was originally posted, it became a part of the Monthly Loan Activity Report and was allocated to the funding source within the loan profile at that time. This report may have been utilized by accounting for journal entries, or reports may have been provided to staff or funders which showed the loan as part of the original fund. Since the funding source is now changing, those reports are no longer accurate. The following steps will reverse transactions to the previous funding source and post them to the revised one, resulting in project-to-date figures being correct.

1) As a precaution, it is advised you do a Program Backup before continuing.

2) Print the loan history and have it handy for calculations.

3) Using Process Loan Transactions, (A)djustments, enter a negative disbursement equal to the total disbursements recorded on the loan history you printed in step #2. Use the last valid transaction date within the history as this transaction date, and use the same paid-through date recorded in the most recent transaction. When this transactions is posted, the "new balance" will become a negative number.

4) Using Process Loan Transactions, (A)djustments, enter the repayment totals as negative numbers. This will include negative cash amount equal to total repayments, and negative interest and principal amounts for the totals listed on the loan's history. It may become necessary to post

negative numbers under penalties, fees, etc. Review the loan's history carefully to be certain the adjusting transaction is complete. Use the last valid transaction date within the history as this transaction date, and use the same paid-through date recorded in the most recent transaction. The "new balance" should be zero.

5) Edit the loan profile with the new funding source; remember to utilize the first line within the profile entitled "Fnd". If there is more than one funding source, use consecutive fields.

6) Using Process Loan Transactions, (A)djustments, re-enter the total disbursements to the loan. Do the same with total repayments. Again, use the last valid transaction date within the history as this transaction date, and use the same paid-through date recorded in the most recent transaction. These two transactions will include the same numbers utilized in steps #3 and #4, but will now be positive numbers.

7) Reprint the loan history and compare it to the one you printed prior to the above steps. The loan totals should match the original printout.

Since these transactions become a part of the Monthly Loan Activity Report, you may want to make a notation that the transactions are "non-cash" before forwarding the report to accounting. As a result of the above steps, any future statistical reports will reflect the loan as part of the revised funding source. This may be especially important when printing Loan Analysis by Funding Source and Loan Statistics.

Windows Software - Things you should know....

The void voucher routine did not get completed by the first release. For right now, if you have to void an outstanding voucher **that has not been paid or has not been processed through month end**, you will just delete the voucher from the batch. If the batch has already been posted to the GL, select unpost, then delete the voucher and repost the batch.

If you have to void a voucher **that has been paid but not processed through month end**, just delete the voucher from the batch. If the batch has already been posted to the GL, select unpost, then delete the voucher and repost the batch. In this case you would have to also void the check.

If you have to void a voucher **that has been run through month end and has been paid**, do a journal entry to credit cash and debit the program element and GL code the voucher was originally coded to. Include in your description that this was to void check # ____.

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Q: We use Supplement #304 Timesheet Labels to keep track of timesheets as they come in and put employee numbers on the timecards. What would we do instead of this?

A: Export the Employee Listing into a word processing program, such as Microsoft Word or Corel Word Perfect and print labels from there. They both support Avery Label formats. There is also label software like Avery Label Pro that can be used.

Q: We presently have the supplement Cost Categories. This is a feature in the present report writer. As a current cost category user, will we get Report Writer at no additional cost.

A: Cost Categories is one feature included in our DOS version of Report Writer. If and when you upgraded to the Rev2001 version, you did not automatically get Report Writer because you used Cost Categories. Only those clients who have purchased the DOS version of Report Writer before upgrading to the windows version will get the windows version of Report Writer at no additional cost.

Q: When displaying reports, can we get the column headings to freeze?

A: Most reports fit perfectly on the screen and can be printed in portrait orientation. However, reports like Payroll Register and YTD Payroll Register need to be printed in landscape orientation, therefore you do have to scroll to the right slightly, but most of the information is still on the screen, such as employee name.

Q: How can I get a list of cash receipts by cash account with full detail?

A: At the present time, you can not. What you are referring to, we think, is the Cash Receipts History Supplement. That will not be ready for the first release, but we do plan on rewriting it in the windows version.

Q: If you have an employee who has lived in two states during the calendar year, and you have withheld and reported the taxable wages and taxes appropriately during the year, is there a way to break those numbers out on the W2's?

A: Presently in the DOS system, you use the edit W2 program to make the changes for the two states. We will try to incorporate using the state tax analysis information in our windows version.

Q: We like to use the same GJ batch throughout the entire month. We would like to specify which batch we want to use rather than having multiple batches.

A: A GJ batch you are entering, can continue to be used all month. If you have already posted it so you could get

interim financial reports, you would unpost it and add more GJ's. Only the GJ batches that are automatically produced, such as in payroll processing, are in separate batches.

Q: In the Accounts Receivable supplement, how much space is available for the invoice description?

A: 255 characters are allowed to be typed in for the description. At the present time, it will print all in one line and wrap around to a second line.

Q: In the Accounts Receivable Supplement, I need the ability to select one or two customers to print statements for or be able to print statements by account number.

A: Simply control click on the customers you wish to print statements for. However, at the present time, all customers are listed on the screen. It does not display what their balance is yet, so you would have to look at your Accounts Receivable Analysis to determine which statements you wish to print.

Q: In the Accounts Receivable supplement, I need the ability to use numerous A/R accounts.

A: For right now, all you need to do is click on tools, organization and default GL codes to change the A/R account.

Q: We need to be able to print or view the AR analysis by vendor and by A/R account in addition to the aged analysis.

A: For the first release, we will only have the option of the Aged Accounts Receivable Analysis in invoice # order.

Q: Do you still have the Monthly Cost Summary Report, Cost Allocation Locks and Year End Closing Entries?

A: These are not ready for the first release. It is on our list to be rewritten in the future. Refer to the April, 2002 newsletter for a list of supplements that are ready for the first release.

Q: If any changes are made to the program or sent out as upgrades, does the agency who came up with the idea get a commission?

A: No. Any changes we make because of client's suggestions are because a client wanted it. Just like in the past twenty years, client ideas became supplements in many cases. But good try!

Q: Will there be a feature in the windows software that will automatically allocate timesheet hours based on percentages?

A: No, that option will not be available. Each employee should accurately track the actual time worked on particular programs. There are very few state and federal programs that mandate that a set percentage breakout of salaries must be done.

Backing Up Your Database

For those of you who are converting to the Windows Accounting Software now or in the future, we can't stress to you enough how important it is to make sure that you backup up your database. Like other windows software, there is no backup procedure within the accounting system. At a minimum, everyone needs a good backup system, such as a tape backup. I believe most agencies have a tape backup system that is done daily, and we highly recommend that. In addition, we recommend that you back up your database to a new CD after each month end is closed as a historical backup. There will be times when you want to get a report from a few months back, such as a revenue and expenditure report. It is going to be much faster and easier for you to use that CD to retrieve the report than to recreate the cost allocation as of that time. For any of the timesheet reports or general ledger listing reports, that is not an issue because you can just request the appropriate dates from your present database. But since the allocations are usually done using a YTD base, you would have to rerun the cost allocation menu for the period of time you wanted the Revenue and Expenditure Report from. Then continue to run cost allocation for any months since that time to the present. Sometime in the future, we will be allowing the capability of retrieving any month end's Revenue and Expenditure Report from your present database.

Your present database is stored in a folder on your network drive named convert. The database name is conversion.mdb. During your installation of the windows accounting software, we set up an organization name called Previous Backups that looks at the database in a folder called Previous Backups on the local drive of each workstation. So when you want to get a Revenue and Expenditure Report from a previous month, you would just put in the CD from that month. Go to windows explorer, and copy and paste the conversion.mdb from your CD drive into the folder called Previous Backups. Right click on the conversion.mdb file and select properties. If the read only box is checked, remove the checkmark and click on apply. From your windows desktop, you double click on the Windows accounting icon. When you get to the Login form, click on the combo box for Organization. Select Previous Backups and then enter your user name and password. You will then be able to print the Revenue and Expenditure Report using the database that was on your CD. When finished, remember to quit out of the system, and log back in using GMS as the organization.

*Windows Software .. Things You Should Know
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If you have to void a voucher **that has been run through month end and has not been paid**, enter a fake manual check against the voucher. This will remove it from the A/P Analysis. Then do a journal entry to credit cash and debit the program element and GL code the voucher was originally coded to.

For those agencies that had a pay period where some of the time worked was in the old fiscal year and some of the time worked was in the new fiscal year, we instructed you to enter a timesheet batch in your present DOS system for the time worked in the old fiscal year so it can be expensed. In the new fiscal year in the windows system, you were instructed to enter a timesheet batch for the time worked in the old year with a period ending of 06/30/02 and another timesheet batch for the time worked in the new year. You will then be able to use both timesheet batches to do your payroll. However, in month end under Timesheet Reports, remember not to include the batch with a 06/30/02 period ending, so those amounts will not be included in your July reports.

In Month end, each menu item asks you to enter the Period From and To dates.

- Under Timesheet Reports, the combo box lists the pay period ending dates. So for July month end, if you have a pay period that ends on July 15 and another that ends July 31, you would enter Period From 07/15/02 To 07/31/02.
- Under GL Listings, the combo box for Period From includes the first date of each month. The combo box for Period To lists the posting period dates of the batches. The posting period is normally the last date of each month. However, automatic journal entries prepared and posted during payroll will have a posting date of the pay period ending date.
- Under Cost Allocation, if you use a YTD base for the cost allocation pools that you use, you **MUST** enter the Starting Period as the first date of your fiscal year.
- Under Financial Reports, the dates will default to the cost allocation dates. You will not be able to choose other dates than what was last used in the cost allocation menu.

If you intend to enter Timesheet budgets, under New Budget Creation, you must name the budget as "Timesheet budgets", in order to have the hours field displayed.