

News From

A Publication for GMS Accounting and Revolving Loan System Clients

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Windows and Supplement Maintenance

We will be handling the billing of supplement annual license and maintenance fees in the following manner for those agencies that are converting to the Windows version of software.

At the time you upgrade to the Windows version of accounting software, for any supplement that has already been rewritten in the windows version, if you have already been billed your annual license and maintenance fee for the year during which you upgrade, you will only be billed for any additional cost.

For any supplement that has not been rewritten but is on the list that we presently plan on rewriting or unsure that we are going to rewrite, we will stop the maintenance fees at the time you upgrade. When the supplements have been rewritten and we send out a new program, the annual license and maintenance fee will be billed at that time. If you have already been billed your annual license and maintenance fee for the year in which you upgrade, you will only be billed for any additional cost. You will not be billed any additional purchase price.

For any supplements that are never going to be written in a windows version, we will cancel that supplement in your client file.

Holiday Announcement.....

The GMS offices will be closed Monday September 2, 2002 for Labor Day. The offices will reopen Tuesday, September 3rd at 9 am.

Have a Great Holiday!

Start Planning for W2s and 1099s

We wish we were kidding, but ... Watch for the W2, 1099 and 1098 order form in next month's newsletter.

Since newer clients may be unfamiliar with this service, we wanted to mention it now before forms are ordered from other sources. GMS bulk orders W2, 1099 and 1098 forms as a way to get lower prices for our clients and to assure that the forms are compatible with our software.

Each year our September newsletter contains a form for you to use to order W2, 1099 and 1098 forms and to arrange for specialized GMS services including GMS printing of W2s, 1099s and 1098s and preparation of IRS submittal diskettes.

If you have any questions or need further information at this time, please contact the GMS Service Staff.

Be sure to go to the GMS website at www.gmsactg.com and print out newsletters every month so that each person in the accounting or RLSS department has their own copy!

In This Issue: Windows Software-Things you should know.. Handling Deferred Loans

Important Note for Windows Version of Accounting- Before Running Payrolls

GMS strongly recommends that prior to starting Leave Balance Processing on your Payroll Processing menu, that you go into Windows Explorer. Go to the drive where your convert folder was set up. If you are on a network, it will be located on your network drive. If you are not on a network, it will be on your C drive. Double click on the CONVERT folder. Make yourself a note of the modified date of conversion.mdb. Right click on conversion.mdb and click copy. Go to the C drive and right click on the folder titled Previous Backups and click paste. Look at the modified date and make sure that it has the same date that you noted above. That way, if something is done incorrectly during payroll processing and you need to start over, GMS Service Staff can assist you in importing the correct tables back into your current conversion.mdb file so you may start over.

Handling Deferred Loans in GMS-RLSS

The first step is to establish the loan Profile as usual. If the loan is to accrue no interest during the deferred period, select (A)mortized as the interest calculation method. By doing this, the first payment posted will allocate interest based on only one payment cycle, usually one month. If interest is to accrue and be paid when payments begin, select (D)aily interest. If (D)aily interest is chosen, be prepared to see a large portion of the first payment going to interest, as the program will collect interest from the disbursement date until the first payment date.

NOTE: If closing documents indicate (D)aily interest, but that interest is not to accrue, select (A)mortized as the interest method until the first payment is posted. After that payment is posted, edit the profile to (D)aily interest. Any future payments will then calculate interest from transaction date to transaction date.

If you have RLSS 2001, there is a field within the loan profile entitled "1st pay due". This is the field in which you will enter the date the first payment is actually due. Delinquency reports and several pertinent supplements will take this date into consideration when determining if a loan payment is late. It will not be considered late until one day after the "1st pay due" date.

If you still use RLSS 2000, you will need to pay close attention to the paid-through date when the first transaction is posted. Since delinquency reports are based on paid-thru dates, you may want to enter a future paid-thru date. For example: funds are disbursed 07/01/02, but first payment is not due until 10/01/02. By entering the paid-thru date

09/01/02, the program will recognize that no payment is due until October, and therefore the loan will not show as delinquent on your reports. This scenario applies to the majority of loans, which make monthly payments. If the payment cycle is other than 12 per year, you will need to determine a paid-through date to be entered that is one payment cycle prior to the next due date.

Another option is to establish a special Loan Status for Deferred Loans so they can be excluded from statistical reports if necessary. Setting up an optional question to hold the date interest and principal payments begin may serve as a reminder for staff. A "Tickler File" report can be generated from Ask For Loan Information. Please refer to that section of the User Manual for detailed instructions.

Windows Software - Things You Should Know...

- If you have the same vendor name entered under two vendor codes because they have two different addresses, you need to make something different in the name field. This is because in the windows version, you can now choose a vendor by their name in addition to vendor code, so it does a search by name. The lower vendor code is found first and it will use that.
- A few questions have come up about posting journals and how to print out a posting journal if it was not printed at the time it was displayed on the screen. The posting journals were never intended to become part of your filing system, only as a checkpoint for you to see on the screen that it posted correctly. Your batch reports are your original books of entry and are the reports that need to be filed for record keeping purposes.
- When you are editing or entering information in a grid, other than the books of entry, you need to use your mouse and click on the field in the grid you want to change. After entering the information, use your cursor to move to another field. For example, under Accounts Payable, manual checks, after you have entered the amount of the manual check, you should click on the field in the grid under the Amount to Pay column. If you are paying the entire voucher amount, you can tap enter on the highlighted field and it will put the entire voucher amount in that column. If the manual check only paid a part of the voucher amount, type in the amount of the check next to the appropriate voucher and either tap enter or cursor down until the amount of the check appears on the lower part of the screen. In the books of entry, you cannot make changes in the grid, you must double click on a line to delete it and then re-enter the correct information.

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Send DOS Program Backups In Please

All GMS clients using GMS DOS software should make program backups of all GMS software they use and submit it to our Maryland office no later than August 31, 2002. Additional program backups should be made for your files. For the accounting system, backups should be made from your current directory.

Up-to-date program backups make it easy to assist you in getting your Accounting, RLSS, Fixed Assets and Ohio HEAP systems up and running properly should problems occur with your computer. If it is necessary for GMS to redo program revisions due to not having a recent program backup, we will charge \$75 per hour.

Program backups will be requested in February and August from now on. However, if program changes occur during the year, we strongly encourage you to make a new program backup at that time. Below are instructions for preparing program backups. If you need assistance, please contact our service staff.

[] New or reformatted diskettes should be used for each set of program backups.

Quantity required:

Accounting - at least 5 diskettes

RLSS - 2 diskettes

Fixed Assets- 1 diskette

Ohio HEAP - 1 diskette

[] Go to the Main Menu of the applicable system

[] Select Backup Procedures

Accounting - Menu selection #8

RLSS - Menu selection #3

Fixed Assets - Menu selection #5

Ohio HEAP - Menu selection #4

[] Next Select

Accounting- Menu Selection#4Program Backup

RLSS- Menu Selection #3 Program Backup

Fixed Assets - Enter Start to begin

Ohio HEAP - Enter P=Program Backup

[] The automatic program backup will begin. Follow screen prompts.

[] Label each diskette with "GMS Program Backup", your agency name, type of system (accounting , RLSS, Fixed Assets, or Ohio HEAP) client number, and current date. Number the diskettes in the order they are used during the backup - this helps us locate programs faster.

Utility Programs on the Diagnostics Menu of Rev2001 Accounting Software...

Plus or Minus YTD Files

This series of programs is utility software that are most often used with assistance from the GMS service staff. However, as clients have become more familiar with how they are used and what functions they perform, they are being used to solve many problems with incorrect data, rebuilding data files and removing data from files.

Extreme caution should be used with many of these utility programs since accumulator files are being altered with many of these programs. We would advise that you do a Master File and Accumulator backup before using the utility programs that affect these files.

The Plus or Minus YTD files utility is used to add or subtract current amounts to year-to-date or accumulator files. It includes adding or subtracting the current payroll file to various employee related files and programs that accumulate check numbers. It also includes updating a current monthly file to month end accumulator files. After selecting any of the menu items, you should immediately check the applicable reports to make sure that the proper additions or subtractions took place.

(1) YTD & QTD Payroll

This menu item will take the current payroll file (CURDAT.TXT) from the after payroll backup diskette you select and add or subtract based on your instructions.

(2) General Ledger

This utility is used to add or subtract a monthly general ledger file from the hard drive to the General Ledger with Current Detail (GMSTRANS.TXT). Documentation should be made on the next General Ledger printed if this function is ever used, since there would be no paper trail.

(3) Fringe Benefits

This utility is used to add or subtract a monthly general ledger file from the hard drive to the Fringe Benefit pool (GMSFRING.TXT). Documentation should be made on the next Fringe Benefit Analysis if this function is ever used, since there would be no paper trail. This step only affects the pool itself. The reallocation to programs will take place the next time the Fringe Benefit Analysis is run.

(4) Indirect Costs

This utility is used to add or subtract a monthly general ledger file from the hard drive to the Indirect Cost pool (GMSINDIR.TXT). Documentation should be made on the next Indirect Rate Computation and Analysis if this

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function is ever used, since there would be no paper trail. This step only affects the pool itself. The reallocation to programs will take place the next time the Indirect Rate Computation and Analysis is run.

(5) Leave Costs

This utility is used to add or subtract a monthly timesheet file from the hard drive to the Leave pool (GMSPCOD.TXT). Documentation should be made on the next Leave Rate Computation and Analysis if this function is ever used, since there would be no paper trail. This step only affects the pool itself. The reallocation to programs will take place the next time the Leave Rate Computation and Analysis is run.

(6) Timesheet Summary

This utility is used to add or subtract a monthly timesheet file from the hard drive to the Timesheet summary file (GMSACC.TXT). This file is used to produce the Current and YTD Employee Salary Charges report. Documentation should be made on the next Current and YTD Employee Salary Charges report if this function is ever used, since there would be no paper trail.

(7) Direct Charges on Cost Reports

This utility is used to add or subtract revenues and direct expenses from a monthly general ledger file from the hard drive to the Revenue and Expenditure report file (GMSLITEM.TXT). Documentation should be made on the next Revenue and Expenditure reports printed if this function is ever used, since there would be no paper trail.

(8) Timesheet Detail

This utility is used to add or subtract a monthly timesheet file from the hard drive to the Timesheet detail file (GMSYTDTI.TXT). This file is used to produce the YTD Timesheet Charges by Employee and Activity reports. Documentation should be made on the next YTD Timesheet Charges by Employee and Activity reports if this function is ever used, since there would be no paper trail.

(9) +/- Payroll Detail

This function is used only if Supplement 301 YTD Payroll Detail has been installed. It is typically used to rebuild the Payroll Detail file from the beginning of the calendar year (or chosen beginning period) if the supplement was not installed at that time. This step only affects the payroll detail file, whereas in menu item (1) it also gets affected along with the other employee-related files.

This menu item will take the current payroll file (CURDAT.TXT) from the after payroll backup diskette you

select and add or subtract based on your instructions to the payroll detail file (GMSPRDET.TXT).

(A) +/- Curdat from Check Reconciliation

This menu item will take the current payroll file (CURDAT.TXT) from the after payroll backup diskette you select and add or subtract based on your instructions to the outstanding check reconciliation file (GMSBNK1.TXT). This utility would typically be used if a particular payroll was not updated to the outstanding check reconciliation file. The most common reason for this happening would be if (Y)es was answered to Any Problems? following paycheck printing.

(B) +/- Curdat from Monthly Check Listing

This menu item will take the current payroll file (CURDAT.TXT) from the after payroll backup diskette you select and add or subtract based on your instructions to the complete monthly check listing file (GMSCKREX.TXT). This utility would typically be used if a particular payroll was not updated to the outstanding check reconciliation file. The most common reason for this happening would be if (Y)es was answered to Any Problems? following paycheck printing.

***REMEMBER... IF YOU ARE
BUYING A NEW PRINTER FOR
YOUR DOS BASED SOFTWARE...
Make sure it will print from DOS. Some
new printers are made for Windows based
software only!***

Windows Software .. Things You Should Know
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- The check run process can only be done by one user at a time. For example, if someone has prepared payroll but has not written checks and saved the check run you will not be able to print accounts payable checks. After the check run is saved, you will now be able to proceed with accounts payable.

The reason for this is that a temporary table is used for all check runs. This is where the check numbering takes place and you have to completely finish the process in order for that table to be blank so it may be used for a different check run process.