

# 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](http://www.gmsactg.com)

Volume 15, No. 3

March 2003

## Using the Windows Report Writer

### How to produce a site leave report

- Open Report Writer
- Click on Select Tables
- In Structure Editor - Click on Clear – Answer yes to clear all tables
- Right click on the blank white window
- Left click on add tables
- Control Click on tblEmpLeave and tblEmpMaster and click on OK
- Click on the Tables tab
- Click on tblEmpMaster
- Click on Add
- TblEmpMaster will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on Employee Code in the left window
- Click on the combo box for Table 2
- Click on tblEmpLeave
- Click on Employee Code in the right window
- Click on the add button between the two windows
- Click on OK on the Edit Link form
- If you intend to save this query, click on Save to save the structure on the Structure Editor form.
- Click on OK on the Structure Editor form. This returns you to the Main Screen of Report Writer
- Click on the Edit fields
- tblEmpMaster and tblEmpLeave will appear in the left window
- Left click on the + sign to the left of tblEmpMaster and all fields within the table will appear.

## Windows Supplement Catalog Available On-Line

The GMS Windows Supplement Catalog is now available on-line at the GMS website at [www.gmsactg.com](http://www.gmsactg.com). It presently contains all of the accounting supplements that are available in the windows version. As more supplements are rewritten in the windows version, they will be added to the supplement catalog. If you are waiting for a specific supplement to be re-written in the windows version, check the supplement catalog to see if it has been added. In 2003, you will see many supplements being added to the catalog. It will be great to have the latest up-to-date supplement information at your fingertips!

## Beta Testing on Windows RLSS

The Windows version of the GMS-RLSS has been installed at several beta sites for testing. They will be testing every aspect of the RLSS system from entering loans, processing transactions to producing reports. They will submit reports to GMS on any problems they encounter and our programmers will make any necessary changes. We are now seeing the light at the end of the tunnel! We will be showcasing the Windows RLSS at the 2003 Annual Conference at Snowbird Resort, right outside of Salt Lake City, UT.

There will be a one-time cost of \$1,000 to convert from the DOS version of RLSS to the Windows version. Since fiscal years are irrelevant in the timing of RLSS, client conversions can take place at any time after its release.

Continued on page 4

***In This Issue: Annual Conference Session Writeups... Dual Indirect Cost Pool...***

# *Annual Conference - Which Sessions Will You Attend?*

To help you finalize plans for the Snowbird Resort, UT conference, here is a brief preview of the accounting and revolving loan service system sessions. Specific dates and times may be found in the enclosed Annual Conference brochure. Sessions are 1 ½ hours in length unless otherwise noted.

■ Designed for GMS Accounting Users

⊛ Designed for GMS-RLSS Users

❖ General Sessions for Both

---

## ⊛ *Accounting for RLF*

If you use GMS-RLSS, you have to deal with the issue of accounting for your revolving loans. Learn the recommended procedures to follow - applicable whether you use GMS accounting or not. If you do use the GMS Accounting and Financial Reporting, find out techniques to simplify this very important issue.

## ■ *Answers to the Top 10 Service Questions*

GMS Service Staff, Ann Drago, will cover the problems and solutions to, what GMS believes to be, the top 10 service questions we receive. This session will be run twice for Windows users and one time for DOS users. Tips on how to research a problem and procedures to follow when preparing to place a service call will be covered. On an average day, 50-80 service calls are received. Can you imagine how many calls come in during W2 season in January?

## ■ *Basics of Year End Closing*

Here is a primer on closing the books at year end and getting ready for audit. This session will be run twice for both the Windows version and DOS version of accounting. Final run procedures will be reviewed including one of GMS's hottest supplements - Year End Closing Entries. Employees responsible for year end close out are encouraged to attend. Find out what needs to be done at year end, issues you will need to consider, and proper year end techniques.

## ■ *GMS Cost Allocation Concepts*

One of the most important financial management issues GMS clients face is selecting the right cost allocation procedures. This session details the GMS software alternatives available for leave, fringe benefits, indirect costs, service unit and special allocations. Learn about "shifts", "locks", and "line item cost allocation detail".

## ❖ *Introduction to the GMS Accounting System-Windows*

Designed to give an overview of the GMS Windows Accounting and Financial Reporting System, this session is a great starting point. This session will be held twice to accommodate all of the participants. It's a great opportunity for Executive Directors, board members and

auditors who don't actually operate the system, but want an overall understanding of the major operating functions and features. System concepts and terminology will be explained.

## ⊛ *Managing a Successful Loan Program (Pt 1 & 2)*

Presenting this two-part session is Will Armitage, Executive Director of Biddeford-Saco Area Economic Development Corporation in Saco, Maine. Managing a Successful Loan Program is designed for individuals who oversee economic development loan portfolios, although the basic techniques used are appropriate for any loan portfolio, especially those established with public funds. Course topics include: collecting and accounting for payments, maintaining collateral, reviewing individual loan files, compliance with federal rules and managing problem loans.

## ■ *Q & A with Accounting Staff*

The participants are the ones setting the program for this sessions. Last year we received a wide range of questions covering the new windows software, program revisions, networking, financial management, accounting procedures and more. Any question related to the GMS Accounting System is acceptable, so start making your list. It's a fun session with lots of audience participation and hopefully, lots of answers!

## ⊛ *Q & A with RLSS Staff*

Similar to the Q & A with Accounting Staff session, it will give all RLSS attendees the opportunity to ask any questions related to the RLSS system, the new windows software, administration of loans, accounting procedures for loans and any others you can think of. Start making your list of questions and hopefully you'll get them all answered!

## ⊛ *RLSS Troubleshooting and Handling Special Situations*

This session will be held twice- one time using the DOS version of RLSS and another session using the windows RLSS. How do you enter a loan transaction? How does the system calculate the transaction? What do the date fields mean? What is accrued interest and do you have it? Time to ask "How do I fix that?" How to handle

special situations like interest only loans, write offs, recoveries, seasonal loans, lines of credit, fully paid off loans, restructured loans, delinquent loans and defaulted loans will be discussed. How to use the GMS-RLSS features to help you service these special cases and entering the specific transactions required for proper accounting and loan servicing will be demonstrated.

#### ❖ *Showcasing Windows RLSS*

This session will provide an overview of the windows version of the GMS RLSS System. The basic loan information, loan histories, and statistical reports will be introduced. A good session to attend if you are planning to upgrade to the new windows version or just want to see how the new software looks and works. This session will also be run twice to accommodate all participants.

#### ■ *Training on the DOS version of GMS Accounting Software*

These sessions are designed for newer staff to make sure that while still using the DOS version, they are aware of all proper operating procedures and controls and can produce and interpret all the reports necessary in order to maintain the accounting system properly. In addition, many troubleshooting hints and procedures will be covered.

- Accounts Payable Processing
- Payroll Processing
- Month End Processing (Part 1 & 2)
- Accounts Receivable
- Fixed Asset Inventory
- Using Complete Purchase Orders

#### ■ *Training on the GMS Windows Accounting Software*

These sessions will demonstrate how to perform all functions of the windows software, review the windows controls used, and how to generate the reports. Detail packed, these sessions are designed particularly for the system operators, but everyone is welcome to attend. Sessions include:

- Accounts Payable Processing
- Payroll Processing
- General Ledger and Related Activities (Part 1 & 2)
- Accounts Receivable Processing
- Fixed Asset Inventory
- Using Complete Purchase Orders
- Intro to Report Writer

### ***Training on the Windows Accounting Software***

#### ***Annual Conference Intensive***

If you already have or are planning to upgrade to the GMS Windows Accounting Software during the next year or so or just want to see how the entire system works, this intensive will give you a complete overview of the accounting system. You will see how windows controls are being used, which buttons and tabs are used for different sections, what navigation capabilities have been built in and how the GMS accounting integrity has been maintained in the windows version. All aspects of the books of entry, accounts payable processing, payroll processing, general ledger activities, cost allocation and report generation will be showcased. Even though concurrent sessions on certain areas of the Windows Accounting Software will take place during the regular annual conference, this 1 ½ day intensive allows more time to spend on all aspects of the system.

### ***How do you know if the Dual Indirect Cost Pool approach is for you?***

We believe that many GMS clients may benefit by using the Dual Indirect Cost Pool. Here are some criteria for assessing your situation.

#### **1. Do you presently direct charge a variety of common costs?**

If you do, then you may find that using the dual indirect cost pool will enable you to significantly reduce the volume of your accounting transactions and to more appropriately allocate these common costs to programs. Often, using a single base for the distribution of these costs (such as personnel costs or modified total direct costs) will result in a fair and equitable allocation without the massive amount of work required for direct charging.

#### **2. Are there common costs which are now in your indirect cost pool which make your indirect costs appear high when compared to other organizations?**

Obviously, this is an issue filled with redundancy since total costs will remain unchanged whether you use one or two indirect cost pools. However, using the dual indirect cost pool will remove common costs from your indirect cost pool possibly reducing your indirect cost rate and making it easier for outsiders to compare the overhead costs between organizations.

*Continued on page 4*

*Using the Report Writer...*  
*Continued from page 1*

- Choose the following fields by double clicking on each field:
  - EmployeeCode
  - Lname
  - Fname
  - SiteCode
- Left click on the + sign to the left of tblEmpLeave and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
  - LeaveType
  - LeaveEarn
  - LeaveTaken
  - Balance
- Make certain that all the fields appear in the window on the right
- Click OK
- This returns you to the Main Screen of Report Writer
- Above the grid, you will see Click here to add new condition. Click on that statement.
- "1. EmpCode is equal to" is displayed. Click on EmpCode. Click on tblEmpMaster. All of the fields will be displayed.
- Click on SiteCode. It now says "Site Code is equal to \_\_\_\_". In the blank field, put site 1.
- Click on Run SQL. All of your employees and the leave information you requested will be displayed for site 1. If you want the report in alphabetical order, click the Lname column. If it puts them in Z-A order, click the column again.
- Click on Print Preview to print the report or you may export the information to Excel or spreadsheet to make the report look nicer if desired.
- Just change site 1 to 2, and click on Run SQL. Continue with all of your site codes.

***To Export the Information to Excel:***

1. Highlight the entire table by first clicking on Line 1 under Employee Code. Move the cursor to the balance field of the last employee on that list. Hold down the shift key and click. The entire table should be highlighted.
2. Hold down the control key and type c (control c is the same as copy)
3. Open Microsoft Excel. Hold down the control key and type v. (control v is the same as paste).
4. The file will be exported into Excel.

*Dual Indirect Cost Pool...*  
*Continued from page 3*

**3. Would it simplify budgeting and reporting if you were able to report all common costs under one line item rather than individually identifying each line item of cost?**

Using the dual indirect pool will result in a new line item - common costs, and will generally replace many specific line items such as office supplies, postage, audit and so forth. Many agencies will find that it will be better to budget these individual line items as a single amount and that using a rate for this purpose will improve and simplify budgeting and reporting. Our argument is that these costs are generally distributed using some type of allocation basis anyway - so why not budget in the same manner?

We developed this software to be compatible with many other GMS products and attempted to simplify complying with certain accounting and reporting requirements.

➤Supplement #383, Shift Indirect only shifts costs allocated to expense code 597. Therefore, you may shift central management and administrative costs to the Administration component, but have the common costs reflected under all elements of the grants and contracts.

➤Supplement #402, FASB 117 Worksheets allows you to designate how both 597 and 599 costs are to be reflected on the worksheets. For those that don't use this supplement, the dual indirect cost pools will assist you and your auditor in preparing the audit statements in conformance with FASB 117.

➤Supplement #389 Cost Allocation Locks will accommodate locking in 599 costs.

➤The Dual Indirect Pool will assist you in the preparation of IRS Form 990.

If you intend to use the Dual Indirect Pool supplement, make sure that you have revised your cost allocation plan to reflect the treatment of the common costs and have done your homework on the reporting requirements for each of the grants and contracts you administer. This supplement must be installed at the beginning of your fiscal year, in order to eliminate the need to make adjusting entries to move costs to new element numbers.

For more information on Supplement 403, Dual Indirect Pool, refer to your electronic user manual under Supplements and Enhancements. It is included in the Cost Allocation Issues section.