

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Preparing for RLSS Windows Conversion

As we look forward to the eagerly awaited GMS-RLSS Windows version release, there are a few things you can do now that will help you be better prepared. Loan profile fields within the DOS version will be expanded in the windows version. There will be quite a few new fields to help you track data. Some examples are: e-mail address, loan approval date, gender and ethnicity of borrower, veterans status, and zoning codes. Jobs tracking fields have been expanded to include “projected” jobs and “actual” jobs to better help you track adherence to business plans. For these new fields there is no data to convert. At a very minimum, loan number, borrower name, address, phone, and the loan histories will be converted.

Another major difference developed into the windows version is separating basic loan information into “business” and “personal”. When we convert your data, the format of the data within the “Company” field in the profile will determine whether we move that data into business fields or personal fields. If the field is completed with no commas it will be moved to business information in the windows version. If the field contains commas, we will convert that information into the personal loan area. Whether all your loans are to business, all to individuals, or a mixture, the following direction applies. You should review the loan profiles within your system in preparation for conversion, and insure consistency as follows: 1) If “Company” is to convert into business loan information fields, be certain the data within that field in the profile contains no commas. For example, a business name entered as “The Toy Store, Inc.” will not convert properly because the comma after Store will indicate the loan is to an individual. To properly convert to

Using the Windows Report Writer

How do I produce a list of employees whose anniversary date falls in the month of January so I can check to see if leave earnings need to be changed based on years of service?

- 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
- Choose tblEmpMaster by double clicking on the table
- tblEmpMaster will open and all fields within the table will appear
- Click OK
- This returns you to the Main Screen of Report Writer
- Click on Edit Fields
- tblEmpMaster will appear in the left window
- Left click on the + sign to the left of the table and all fields within the table will appear
- Choose the following fields by double clicking on each field
 - EmployeeCode
 - Lname
 - Fname
 - HireDate
- 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
- Click on Run SQL. All the requested information will appear in the grid at the bottom.

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the business section of the new master files, it should be entered as "The Toy Store Inc." without the comma. 2) If "Company" is to convert into personal loan information, be certain the data within that field is last name, comma, space, first name, space, middle initial (if appropriate). An example would be: Smith, Susan E. Whether or not there is a period after the middle initial is not important. 3) The final line of "address" should contain city, comma, space, 2-capital letters for state, space, zip code, example: Kensington, MD 20895. Whether the zip code is 5 digits or 9 digits is not important. If the address only requires two lines, then the second line becomes the "final line" of the address. Likewise, if the address requires three lines for entry, then the third line becomes the "final line". Please do not use the first and third line of the address fields, leaving the second line blank. Note: The "space" is important - when "space" is referred to in the above, it means tapping the space bar only one time.

As we finalize the conversion process, you will be provided with additional instruction. It is certain that all data within the new profile will not be converted, and you will need to carefully review the master files within the Windows version and edit as necessary. 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 release.

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Export the Information to Excel:

1. Highlight the entire table by first clicking on Line 1 under Employee Code. Move the cursor to date field to the right of the last employee on the 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. Click on the hire date column to highlight the column and click the sort button on the tool bar at the top (an A over a Z with a down arrow to the right) – This will sort the list by month, day and year. Delete all lines except those with employees who have anniversary dates in the month of January. (To delete lines in Excel, highlight the lines to

be deleted by clicking on the first in the series to be deleted and holding down the shift key, click on the last line to be deleted – Click on Edit, choose Delete, click on Entire Row and OK. Repeat until all rows are deleted except the rows containing employees with hire dates in January.)

Year End Procedures / Preparing for Audit

Annual Conference Intensive

One of the most highly attended post conference intensives held each year is Year End Procedures and Preparing for Audit. It will be held again this year immediately following the Annual Conference at the Snowbird Resort, Utah on Thursday, May 22 (9:00 - 4:30) and on Friday, May 23 (9:00 - 12:00 noon).

This 1 1/2 day training program focuses on four important aspects of fiscal year end - analyzing balance sheet accounts, closing pools - control accounts - projects, processing closing runs and preparing audit schedules. Instructions will be given on what needs to be done in the Windows version to work on new year activity before the old fiscal year activity is closed out. For DOS users, instructions on how to set up the new year directory and process the closing runs will be covered.

This session includes the actual preparation and manual posting of all closing entries using sample financial reports and Trial Balance Worksheets that will be provided. Even though most clients do not manually post to a Trial Balance Worksheet anymore, it really helps to understand the accounting concepts of closing the control accounts in the General Ledger to the project equity accounts. Using revenue and expenditures worksheets to record the revenue recognition entries, also helps to understand how and why revenue recognitions are figured differently for the different types of grants and contracts.

All attendees should bring battery operated calculators to assist them with this task (previous experience has taught us not to rely on solar energy or individual electrical plugs in hotel meeting rooms). Supplements to assist you during year end closing will also be demonstrated.

You may register for this intensive at the same time as you register for the regular conference by sending your registration form by mail or fax to the GMS office in Maryland or register on line at www.gmsactg.com.

***Doing accounting is like walking down a railroad track,
the end seems in sight, but never is!***

Windows Accounting Supplements Ready for Release in Mid April, 2003

We have three more windows accounting supplements that have been developed so far. They include:

Supplement # 517 Retirement Report

The Retirement Report supplement allows you to maintain up to three different retirement plans within your agency. The Retirement Report is prepared and printed before the Payroll Journal Entry is prepared. It contains current and year-to-date amounts. The information included on the report is determined by a user defined retirement matrix. It provides for the designation of employee eligibility, adjustments to gross wages, required and optional amounts for employees, required and optional employer match, and loan information in the case an employee borrowed from the plan and is now having an amount deducted from their net pay. In addition to the information calculated from the assumptions established in the matrix, the report includes employee's number, name, social security number, birth date, hire date and total contributions. With all of the options available, the Retirement Report should accommodate most retirement plan's reporting requirements.

Supplement #399 Consolidated Cost Allocation Detail

The Consolidated Cost Allocation Detail supplement can assist agencies with reporting the line item detail of allocated costs on a percentage basis. It includes preparing the detail for the fringe benefit, indirect (or dual pool if used), service unit and special allocations/internal base pools. For any or all of the cost allocation pools used, it produces consolidated financial reports reflecting the line item detail of selected pools.

GMS has always recommended that if you set up the accounting structure using cost allocation pools, budgeting and reporting should be done in the same format. However, there may be a timing issue of getting your first Indirect Cost Plan approved so therefore, budgets have not yet been revised and submitted. There are also other circumstances where certain funding sources, even though they are aware of the cost pool accounting, require reporting by line item and not by allocated amounts. This supplement can help with reporting in those cases mentioned above.

Supplement #412 R & E Report Designer

The R & E Report Designer allows you to design a revenue and expenditure report in a format and with the information you desire. You can prepare the report with total allocated cost allocation amounts or with cost allocation detail if you use Supplement #399 Consolidated Cost

Allocation Detail. Specify which projects and elements you wish to include in the report by using a combine element/combine project format number or just entering the desired codes. All columns from the regular month end revenue and expenditure report will be included. However, if you do not want to include all columns on your final report, export it into a spreadsheet and delete the columns you do not wish to include. Cost categories can be established and you can assign your revenue and expenditure codes to these categories and save in different format numbers. You may have the report reflect individual line item revenue and expenditures, or choose to use a cost category format. Your report format can be saved so it can be retrieved the next time you wish to prepare the report.

Those agencies who have converted to the windows version April 1, 2003 or before and have previously purchased the above supplements, will automatically get the supplement passwords e-mailed to them by mid April. At that time we will also be sending a new project1 and applicable tables and queries that need to be added to your database.

Those agencies who had purchased the DOS Report Writer prior to upgrading to the windows version, received the Windows Report Writer at the time they upgraded to the Windows version at no additional cost. So therefore, since Supplement #412 R & E Report Designer is considered to be a new supplement in the Windows version, no one at this time will automatically receive it without purchasing the supplement.

The cost of the three supplements are as follows:

<u>Supplement</u>	<u>1-2users</u>	<u>3-4users</u>	<u>5+users</u>
#517 Retirement Report	\$175.00/26.50	\$200.00/30.00	\$240.00/36.00
#399 Consolidated Cost Allocation Detail	\$280.00/42.00	\$350.00/52.50	\$440.00/66.00
#412 R & E Report Designer	\$200.00/30.00	\$250.00/37.50	\$310.00/46.50

**Don't Forget To Register for
the 18th Annual Financial
Management Conference
May 18-23, 2003 in
Snowbird, Utah!**

Windows RLSS Supplements

We are continuing to develop the windows version of GMS-RLSS, and know that some of our clients are interested in which supplements will be included in the package. Also of interest is which supplements will be available later. This article is intended to assist your agency in planning a schedule for upgrading to windows RLSS.

Some supplements will no longer be considered "supplements". The expanded fields within the windows program, and the nature of the programming itself, will make the following supplements obsolete:

- #812 Access Codes
- #824 360/365 Days Option
- #820 Automatic Penalty
- #830 Participation Loans

Windows RLSS Supplements included in basic program

Some of the most popular supplements will be included in the basic package. These include:

- #802 Loan Payment Coupons
- #819 Late Payment Notices
- #803 RLSS Conversations
- #826 Loan Catch-up
- #806 Loan Payoff
- #828 Automatic Interest Rate Change
- #818 Quick Date Listings

If you have purchased any of these seven supplements in the past, and are paying an annual license and maintenance fee, that fee will no longer be applicable. The fee you pay for the windows license and maintenance will cover these supplements because they will now be a part of the basic program.

Windows RLSS Supplements that will become available for purchase

The following supplements will not be available at the time of initial windows release. They will be developed and marketed over the next 18 months. Of course, we will give priority to #804 IRS 1098's because it will be needed by December 31, 2003. If you have purchased any of these in the past for your DOS system, you will receive the windows version of the same supplement at no cost. However, you will be responsible for the annual license and maintenance fee relevant for that supplement at the time it is released.

- #804 IRS 1098's
- #813 Write-off Analysis
- #805 Loan Invoicing
- #814 Portfolio Analysis
- #808 Year-to-Date Transactions
- #821 Loan Fund Financials

Windows RLSS Supplements that we are not certain if or when they will be rewritten in the windows version

There are a several supplements that only a very few clients are presently using, and we are unsure, at this time, if or when they will be rewritten in the windows version. We will continue to review this list, and decisions will be made based on current client usage and potential client need. If any of these are vital to your agency's loan portfolio management, we need your feedback to help make this decision in the future.

- #809 Escrow Analysis
- #827 Five-year Projections
- #816 Direct Deposit
- #829 Red Flag
- #822 Loan Ratios
- #831 Credit Bureau Reporting II
- #823 Credit Bureau Reporting I
- #832 Reminder List
- #825 Confirmation Letters

RLSS Supplements that will not be rewritten in the Windows version

The following three supplements will not be developed for the windows version. This decision was made based on one of two factors: 1) very, very few clients use them, or 2) the nature of windows programming does not allow the function.

- #810 RLSS Books
- #811 Modified Accounting
- #815 Client Option

If you have any questions about the information in this article, please contact Liz Collins, GMS-RLSS Marketing Director, at 800-933-3501, ext. 2.