

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Volume 15, No. 6

June 2003

## Windows Upgrades for July 1 Accounting Clients

We will be doing a majority of the windows conversions during the week of June 23<sup>rd</sup>. If you have not ordered yet and your fiscal year begins July 1, there is still time to register on-line for the upgrade. The cost to upgrade is \$2000 and includes the windows software, conversion and installation. Any on-site or off-site training is billed in addition to the upgrade cost. You will receive an e-mail containing an MS Word document that contains additional information and instructions for preparing and doing the backup needed for conversion. Receiving this e-mail is your confirmation that we have received your order. If you do not receive this e-mail, please reorder the windows upgrade on-line. If you have any questions, contact the Maryland office at 800/933-3501, ext. 1.

## Revised Federal Withholding Tax Tables

The federal withholding tax tables have been revised as a result of the recently passed Jobs and Growth Tax Relief Reconciliation Act of 2003. The new tables will appear in Publication 15-T and is scheduled to be mailed to employers by June 18, 2003. GMS will send diskettes with the revised tables to DOS clients along with the June statement and newsletter. Windows clients will be sent the revised table along with other revisions towards the end of June. The tax changes should be installed when you receive them so they will be used for your next payroll processing. There will be a slight decrease in withholding amounts for most tax brackets.

## Welcome New Users

### Accounting Systems

#### Southwest Mississippi Opportunity, Inc.-McComb, MS

Dorothy Rogers, FO

Remonia Camel, Bkkpr.

William Franklin Jr., ED

#### The Citizenship Trust

Thomas Walker Jr., ED

Katherine Leonard, Bus. Mgr.

## Annual Conference Suggestion Box

At the annual conference, there is a suggestion box on the registration table for the attendees to put evaluations, software suggestions, supplement orders, specific client problems, questions, etc. It has become a very organized process to make sure all of the above items get to the right GMS staff and all items are addressed properly. Many software suggestions that we receive are put on our proposed work programs and are discussed by the entire staff at our November staff meeting. Many of the comments we received this year are already on our work program and many have been addressed and will be included with the June revisions we send. Some of the questions asked were:

**After a cash receipt has been received for a partial amount of an invoice and the batches have been posted, are we able to do an adjustment for the remaining amount outstanding on the invoice since we will never receive that amount?**

Yes, you will be able to enter a void invoice for that invoice number and change the distribution amounts to negative amounts.

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***In This Issue: Windows RLSS Release Update... New Windows Accounting Supplements...***

## ***Windows Accounting Supplements Ready for Release in late June, 2003.***

We have two more windows accounting supplements that will be released in late June of 2003. They are the Accounts Payable Direct Deposit and Voucher Import. They are:

### ***Supplement #405 Accounts Payable Direct Deposit***

Use the Accounts Payable Direct Deposit for those vendors who have given authorization to deposit directly into their bank account. You enter the vendor's bank account and routing number in their master file. The agency information is set up under Tools, Organization and AP Direct Deposit. Here you can designate if you want pre-noted vendors to automatically be switched to live after one check has been issued to them. However, if you don't think you will get a confirmation from all banks requiring the pre-note process prior to running the next accounts payable process, you would not want to designate the automatic updating. Once they are approved by the bank through the pre-noting process, you can change their direct deposit status to active in the vendor master file and no more checks will be written for those vendors. A negative record number is assigned to each direct deposit so they can be posted to the database properly. Accounts payable processing and related reports remain basically the same, except a file is formed for transmittal to the bank. Optional direct deposit or payment stubs may be printed for direct deposit vendors if desired. The General Ledger and other reports that document check numbers will be referenced as DD and the negative record number.

### ***Supplement #413 Voucher Import***

Many child care clients use a child care management system to track children and providers that will form a text file that can be imported into the GMS Accounting System to form a voucher batch. You will have a matrix to deal with match, elements and transaction codes and gold seal payments. Since the chart of account structure in the windows version of GMS has changed to six digit element codes and five digit GL codes, the child care program will have to be changed to accommodate this structure. Batch and document numbers will automatically be assigned. Once the batch is formed, you can go to vouchers and print the batch. Proceed with accounts payable processing as normal. Many child care agencies use the Accounts Payable Direct Deposit supplement for their child care payments. This supplement can save a lot of staff time rather than entering all of the vouchers manually.

## ***Windows Accounting Software - Things You Should Know....***

- ◆ To close out of the GMS Accounting System, in addition to clicking on the X in the top right corner of your screen, you can click on Help and select Exit GMS Accounting System.
- ◆ When running the quarterly reporting register under Payroll, when you are typing in the classes of employees to be included on the report, make sure you put commas in between each class number.
- ◆ The new supplement #412 R & E Report Designer allows you to set up cost categories and combine element/project formats.

## ***DOS RLSS Backup Procedures: Possible Disk Problems***

Because RLSS backup procedures usually involve sending files to a disk, there can be potential problems:

- 1) The disk could be damaged or otherwise unusable.
- 2) The disk drive assigned for backup has changed.
- 3) The disk may already contain files which utilize space, creating the need for additional disks to complete the backup.

If situation 1 or 2 occurs, the screen may display "Problems Encountered - Contact GMS". Before placing the service call, there are several steps that can be taken to remedy the problem.

First, try using another disk. If the second disk works properly, it usually indicates the original disk was unusable. You may try reformatting that disk, or it may become necessary to simply discard it.

Second, confirm the backup is directed to the proper drive. From the RLSS Backup Procedures Menu, select X=Change Default Drive from the task bar. This will result in a screen displaying the assigned drive. If incorrect, change it to the proper drive and try the backup again.

Third, the task bar also offers the option of C=Check Diskette. When C is entered, the program will review the disk for existing files and display those on screen. Option is then offered to delete those files. You may want to save the files, in which case using another disk for backup is recommended.

If none of these steps result in a successful backup, please call GMS Service for assistance.

**In DOS we had quick changes for employee and fixed asset files. Is that going to be added in windows?**

It's not necessary in windows. Before we had Quick Employee File Changes in DOS, after you entered the employee number, you had to tap enter down to the field you wished to change. In windows, after you enter the employee number, you can just click edit, click on the field you need to change, make the change and click save.

**When you are in month end, GL listings, after you select the from and to dates, and the desired report, it lists the batches that are not posted for the corresponding posting period. However, it does not show me batches that were not posted in the previous months.**

If you want to see all of the batches for the fiscal year that have not been posted, change the from date to the beginning of the fiscal year.

**With regard to life insurance coverage in excess of \$50,000, what is the best way to withhold the appropriate tax amounts without affecting their net pay?**

If you want to withhold the tax amounts each pay period, you would set up a special pay not to affect net pay. In the windows version, this can be set up under Payroll, Setups. In DOS, this can be set up under Master File Maintenance, Employee Data, S=Setups, Maintain Special Tax Fields and S=Spec Pay.

If you want to do it just one time before you prepare your quarterly reports for the fourth quarter, you could do two payroll adjustments. One adjustment would be for showing the taxable amount in either Regular Time for Special Pay. You would need to enter a fake check number so it would not affect current payroll (in case you are processing it with your last payroll of the year). Then you would enter a second payroll adjustment, without a check number, to withhold the FICA and other appropriate tax amounts.

**In DOS, when deleting obsolete vendors, is there a way to avoid deleting new vendors that were set up for purchase orders, but have not yet been paid?**

No, not using the purge obsolete vendor routine. That routine just checks the payment history file and those vendors that are not in that file will be purged.

**In DOS, how do we print or display a summary of all voucher batches that have been updated to the Accounts Payable file throughout the year?**

Under the Accounts Payable Processing menu, select (2) Update Accounts Payable File. Select S=Summarize. A list of all voucher and cd batches will be displayed.

***Don't Forget Your 50% Supplement Credit!***

Agencies who attended the GMS Annual Conference are entitled to a credit of up to 50% of the cost of their regular conference registration on all supplements and enhancements ordered between the time of registering and June 30, 2003. For those agencies who registered for and attended only the intensives following the conference, the 50% supplement credit has also been applied. For agencies that sent some employees to the regular conference and other employees to the intensives, the 50% credit has been applied against the larger of the two-conference or intensive registrations. The credit will not be applied against the combination of both conference and intensive registrations.

This is a great way to save \$\$ on your supplement purchases. You can place your orders through email at [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com) or fax your order to the Maryland office at (301)933-3502 and the credit will automatically be applied.

***Using the Windows Report Writer***

**How to produce a list of YTD Gross Payroll Amounts by Department Code**

- 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 tblEmpMaster and tblEmpYTD 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 tblEmpYTD
- 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.

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## ***CPE Credits from Annual Conference***

We received a couple of questions regarding earning CPE credits at the GMS Annual Conference. We do offer these credits, however, different states have different requirements on the form or information to be included. This year, we had some attendees bring along with them to conference the form needed and we signed it there. If you attended the conference and want to receive CPE credits, send the form and information required in your state to the GMS office in Maryland, attention Liz Collins. We will return the signed copy to you.

### ***Windows Report Writer... Continued from page 3***

- 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 tblEmpYTD will appear in the left window
- Left click on the + sign to the left of tblEmpMaster and all fields within the table will appear
- Choose the following fields by double clicking on each field:
  - EmployeeCode
  - Lname
  - Fname
  - Department
- Left click on the + sign to the left of tblEmpYTD and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
  - YTDRegEarnings
  - YTDOTEarnings
- 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 Department. It now says "Department is equal to \_\_\_\_". In the blank field, put 1.
- Click on Run SQL. All of your employees and the YTD Regular and OT amounts will be displayed for

department code 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 Department 1 to 2, and click on Run SQL. Continue with all of your department 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 YTDOT Earnings 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.

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## ***RLSS Windows Release Update***

Conference sessions related to the new GMS-RLSS Windows were a success. Not only did clients learn about using the new program, but RLSS staff had the opportunity to hear clients' responses. All ideas shared by clients will be given consideration, and many of those ideas will be incorporated into the system prior to final release.

RLSS conversion can take place as of the end of any calendar month, June 30, 2003 being the earliest. Once you have completed all entries and any required adjusting entries for the month, pulled reports and verified accuracy, you'll prepare a backup to send us with the data to be converted into the Windows program.

If you are ready to order, there is an order form at our web site [www.gmsactg.com](http://www.gmsactg.com). When we receive your order, we will respond by e-mail with instructions for processing the order. There are several steps you will need to take prior to sending us the backup, and these are explained in the instructions. It also includes information related to cost, the planned schedule for conversion, and what you can expect from GMS.

Feel free to contact RLSS Marketing Director Liz Collins at 800-933-3501, ext 2, if you have any questions.

Mark Your  
Calendars for the 19th GMS Financial Management  
Conference - May 17-21, 2004 in New Orleans, LA!