

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Volume 15, No. 8

August 2003

Converting DOS RLSS Data to Windows

In order to properly convert the data within your DOS GMS-RLSS program to work in the new Windows version, it is very important that data be of consistent format when you send GMS your backup disk.

A major improvement developed into the Windows version is separating basic loan information into “business” and “personal”. When data is converted, the format of the data within the “Company” field in the profile will determine whether that data is moved into business fields or personal fields.

- ◆ If the company/borrower field is completed with no commas it will be converted to business information in the windows version.
- ◆ If the company/borrower field contains commas, it will be converted into the personal loan area.

Whether all your loans are to businesses, all to individuals, or a mixture, the following direction applies. Review the loan profiles within the DOS 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 as a business loan because the comma after Store will indicate the loan is to an individual. To properly convert to 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

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Welcome New Users

Revolving Loan Servicing Systems

City of Avenal - Avenal, CA

Melissa Whitten, ED Steven Sopp, Comm. Dev. Dir.
Angie Ortiz, Comm. Dev. Asst.

Community Transportation of America - Washington, DC

Dale Marsico, ED Patrick Kellogg, Program Dir.

Supplement #337 Cost Summary Released in Windows Version

The windows version of the Cost Summary Supplement has been written and released in late July. It allows the user to produce both the Monthly and YTD Cost Summaries which were two separate supplements in DOS. Windows clients who have previously purchased either Supplement #337 Monthly Cost Summary or Supplement #342 Year to Date Cost Summary will receive this supplement at no additional purchase price but will have their annual license and maintenance fee adjusted for the windows rate. The cost to purchase the windows version is:

1-2 users: \$300.00/45.00 3-4 Users: \$350.00/52.50
5+ users: \$410.00/61.50

Holiday Announcement

The GMS offices will be closed Monday September 1 for the Labor Day Holiday.

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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.
- 4) If there is information under "contact", it must be first name, space, last name (ex: John Smith) or first name, space, middle initial, period, space, last name (ex: John Q. Smith). If the contact field within your DOS program includes a title (ex: OffMgr) please remove it from the field. Once the Windows program is in place, you can edit the Master File and enter the contact's position in a field designed for that use.
- 4) Loan histories will be converted in total. The new Windows programming uses a field entitled "next due date" when repayments are posted to calculate delinquencies, a vital part of several reports and supplements. Because there is not a similar field within DOS, our conversion process will review the most recently recorded transaction on each loan's history to determine the "paid-through" date. That date will be advanced by one payment cycle (usually a month) and the resulting date entered in Windows as the "next payment due" date. For this reason, it is very important the paid-through date on your loan's histories be accurate. Furthermore, the field within Loan Profile titled "Payments per year" must be completed and not left blank.

Master Files in Windows contains a new field titled "Borrower Type" and an expanded field titled "Loan Type". Loans within the DOS programming will be converted so that both of these new fields are "Other". This is something else you may want to edit as time allows.

Once the Windows upgrade and converted data is installed in your office, you will want to review all Master Files for completeness and edit as desired. When the next activity is entered, opportunity is given to edit both the "new paid-through date" and "next payment due" to ensure both are accurate

If data on backup disks is inconsistent in format, GMS may be unable to properly convert your data to Windows. If this occurs, we will contact you and request data be edited and a new backup diskette sent to our office.

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, 2003. 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 are requested in February and August. 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.

- 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 Asset - Menu selection #5

Ohio HEAP - Menu selection #4

- Next Select

Accounting - Menu Selection #4 Program 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.

- Mail diskettes to GMS, ATTENTION: BACKUPS.

Using the Windows Report Writer

How to produce a deduction listing for individual deductions

- Open Report Writer
- Click on Select Tables
- In ' Click on Select TablesStructure Editor - Click on Clear – Answer yes to clear all tables
- Right click on the blank white window
- Left click on add tables

If preparing this report before the Payroll Journal Entry has been completed follow these instructions.

If preparing this report after the Payroll Journal Entry has been prepared skip to those instructions on page 4:

- Control Click on tblDeductionCode and tblEmpCurrentDeduction and tblEmpMaster and click on OK
- Click on the Tables tab
- Click on tblDeductionCode
- Click on Add
- TblDeductionCode will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on DeductionCode in the left window
- Click on the combo box for Table 2
- Click on tblEmpCurrentDeduction
- Click on DeCode in the right window
- Click on the add button between the two windows
- Click on OK on the Edit Link form

This will return you to 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 EmployeeCode in the left window
- Click on the combo box for Table 2
- Click on tblEmpCurrentDeduction
- Click on EmpCode 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 structure, 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

tblDeductionCode, tblEmpCurrentDeduction, and tblEmpMaster will appear in the left window

- Left click on the + sign to the left of tblEmpMaster and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
 - EmployeeCode
 - Lname
 - Fname
 - SS
- Left click on the + sign to the left of tblEmpCurrentDeduction and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
 - DeCode
 - Amt
- Left click on the + sign to the left of tblDeductionCode and all fields within the table will appear
- Choose the following fields by double clicking on each field:
 - Description
- 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. _____ is equal to___ ” is displayed. Click on the first underlined field. Click on tblDeductionCode. All of the fields will be displayed.
- Click on DeductionCode. It now says “DeductionCode is equal to ____”. In the blank field, put 1.
- Click on Run SQL. All of your employees with Deduction Code, Description, Amounts, Social Security Number and Employee number will be displayed for deduction 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 Word to make the report look nicer if desired..
- Just change Deduction Code 1 to 2, and click on Run SQL. Continue with all desired deduction codes.
- If you want to save this query, click on the Save Query button. Save it as the same name that you saved the structure in.

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If preparing this report after the payroll journal entry has been run:

- Control Click on tblDeductionCode, tblEmpMaster and tblEmpYTDDeduction and click on OK
- Click on the Tables tab
- Click on tblDeductionCode
- Click on Add
- TblDeductionCode will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on DeductionCode in the left window
- Click on the combo box for Table 2
- Click on tblEmpYTDDeduction
- Click on DeCode in the right window
- Click on the add button between the two windows
- Click on OK on the Edit Link form

This will return you to 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 EmployeeCode in the left window
- Click on the combo box for Table 2
- Click on tblEmpYTDDeduction
- Click on EmpCode 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
- tblDeductionCode, tblEmpYTDDeduction, and tblEmpMaster will appear in the left window
- Left click on the + sign to the left of tblEmpMaster and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
 - EmployeeCode
 - Lname
 - Fname
 - SS
- Left click on the + sign to the left of tblEmpYTDDeduction and all fields within that table will appear.

- Choose the following fields by double clicking on each field:

DeCode

Amt

Pay Period

- Left click on the + sign to the left of tblDeductionCode and all fields within the table will appear
- Choose the following field by double clicking on the field:
 - Description
- 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. _____ is equal to ___" is displayed. Click on the first underlined field. Click on tblDeductionCode. All of the fields will be displayed.
- Click on DeductionCode. It now says "DeductionCode is equal to ___". In the blank field, put 1.
- Click on Run SQL. All of your employees with Deduction Code, Description, Amounts, Social Security Number, Employee number and Payroll dates will be displayed for deduction code 1. Click on the PayPeriod column to sort the payroll dates. Make certain the date of the latest payroll is at the top.
- Export the information to Excel.
- At the main Report Writer screen, just change Deduction Code 1 to 2, and click on Run SQL. Continue with all desired deduction codes.

To Export the Information to Excel

1. Highlight the print area by first clicking on Line 1 under LName. Move the cursor to the Pay Period column of the last employee listed for the desired pay period. Hold down the shift key and click. The portion of the table that should be highlighted includes only the pay period for which you wish a current deduction listing.
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

Mark Your Calendars for the 19th Annual
GMS Financial Management Conference!
May 23-28, 2004 In New Orleans, Louisiana
Astor Crowne Plaza Hotel!