

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Using the Windows Report Writer

How to check for missing timesheets using the timesheet batch from a previous payroll and comparing to the timesheet batch for the current payroll

- 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
- Double Click on tblTimesheetBatch click on Ok to close Structure Editor. This returns you to the Main Screen of Report Writer
- Click on the Edit fields
- tblTimesheetBatch will appear in the left window
- Left click on the + sign to the left of tblTimesheetBatch and all fields within the table will appear
- Choose the following fields by double clicking on each field:

EmpNum	EmpName	BatchNum
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- Make certain that all the fields appear in the window on the right
- If you intend to save this structure, click on Save to save the structure on the Structure Editor form.

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Welcome New Users

Accounting Systems

Digital Learning Group, Inc. - Eldersburg, MD

Joan Foley , Director

Windows RLSS

Paid-thru Dates and Next Payment Due Dates

An accurate activity date is vital to proper interest calculation for daily interest loans, as it determines the days elapsed between payments. The activity date should always be the actual date the activity took place, regardless of whether it is a disbursement or a repayment. If the loan is set to follow an amortization schedule instead of daily interest, it is still important to enter an accurate activity date to assess the timeliness of repayments.

As with the DOS GMS-RLSS program, the paid-through date should reflect the date the payment being posted was due. If, for example, the payment being posted was due on March 1, 2004 and received on March 15, 2004, the activity date will be 03/15/04 and the paid-through date will be 03/01/04.

In the Windows version of GMS-RLSS, there is a new field in Loan Activity titled "Next Payment Due." This field is used when delinquency reports and aging reports are prepared. The program will review the most recently recorded activity for next payment due and not consider the

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Reminder! If you are planning to attend the GMS Annual Conference in May, You MUST have your hotel reservations in by MAY 1 to guarantee a room

In This Issue: Annual Conference Session Writeups- Which will you Attend?....

Annual Conference - Which Sessions Will You Attend?

To help you finalize plans for the New Orleans 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 other noted.

❖ Designed for GMS Accounting Users

⊛ Designed for GMS-RLSS Users

◆ General Sessions for Both

❖ *Answers to the Top 10 Service Questions - Windows*

GMS Service Staff, Ann Dragoo and Marilee Floener, will cover the problems and solutions to, what they believe to be, the top 10 service questions we receive from windows clients. 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?

⊛ *Bankruptcy Issues*

Learn how to deal with the difficult situation that arises when a borrower declares bankruptcy, not just the legalities of processing the bankruptcy, but also steps you can take to protect your agency's investment. This session will be taught by a Louisiana bankruptcy specialist.

❖ *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 the Windows version and once for the 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.

◆ *Deferred Compensation Plans*

◆ *Flexible Benefit Plans and Cafeteria Plans*

A representative from the American Payroll Association, Lisbeth Green, CPP, will be the speaker for these two personnel related sessions. Each session will be held twice. Ms. Green will cover the benefits of having deferred compensation, flexible benefit and cafeteria plans and how to obtain and administer these plans. Both sessions should be of great interest to Executive Directors, Fiscal Directors and Human Resource staff.

❖ *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".

⊛ *Incorporating Lending Programs into Accounting*

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. And, if you do use GMS Accounting and Financial Reporting, find out techniques to simplify this very important issue.

◆ *Intro to the GMS Accounting -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.

◆ *Intro to 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.

⊛ *Processing Unusual Loans*

Because most of the lending GMS clients do is "high risk", we sometimes have to get creative in scheduling repayment. This could mean deferring payment, accepting interest only payments, seasonal loans, restructures, adjusting interest rates, and other options that are necessary to keep the portfolio viable. This session can teach you how to utilize the RLSS software to help track these special loans.

❖ *Q & A with Accounting Staff*

The participants are the ones setting the program for this session. Last year we received a wide range of questions covering the new windows software, 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 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-DOS Overview for New Clients*

When staff turnover results in new personnel, sometimes time simply doesn't allow enough overlap to fully train the new user on RLSS programming. This session will instruct new users on the basic essentials required to maintain the system, as well as how to utilize reports and other functions. Attendees will have opportunity to ask GMS staff questions specific to their agency's lending policies and learn how the software can help facilitate their lending programs.

❖ *RLSS Windows Reports & Master Query*

If you are required to collect and monitor information regarding your borrowers, and use the staff resources to input that information into your software, it's only logical that you need ways to retrieve that data and present it in an understandable manner. We will review the standard reporting options included within the RLSS programming, optional supplements, and how to use Master Query effectively.

❖ *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)

❖ *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

❖ *Windows Accounting - Things You Should Know*

This session will cover what is taking place when running menu items in the windows accounting system. Which tables are being affected when checks are saved? What is really involved in monthly processing? What is happening when you roll forward and reverse roll forward for year end? What tables are affected when you click on the month end button under Financial Reports. Hopefully, this session will give the attendees a better aspect of what is going on in their database.

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 all aspects of the accounting system from the setup files to processing steps 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 shown. 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.

- 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 tblTimesheetBatch. All of the fields will be displayed.
- Click on BatchNum. It now says “BatchNumber is equal to ___”. In the blank field, put the number of the previous timesheet batch.
- Click on Run SQL. All of the employee codes and names contained in that batch will appear. If you want the report in alphabetical order, click the EmployeeName column. If it puts them in Z-A order, click the column again. If you want them sorted numerically by employee number click on the EmployeeCode column. If it sorts highest to lowest click again.
- 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.
- Export the information to Excel using the instructions below. Click on the first empty column to the right of your imported data so that the next data imported will be placed to the right of the original data imported. Minimize Excel. Report Writer will appear on the screen.
- Change the BatchNumber to the number of the latest timesheet batch and click on Run SQL. Sort the information in the same manner the original information was sorted (i.e. numerically by code or alphabetically by employee.
- Export the information to Excel using the instructions below. Compare the two listings in Excel to check for missing timesheets. You can move your columns around if you want to so EmpNum from the two pay periods are right next to each other.

To Export the Information to Excel:

1. Highlight the entire table by first clicking on Line 1 under EmpNum. Move the cursor to the BatchNum 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.

Windows Revisions

To make sure that you have received all of the most recent accounting and RLSS windows revisions, you should check the GMS ftp site on the internet. For accounting revisions, look in the folder titled Windows Acctg Revisions. Compare the dated folder names listed to the names of your mdb files that are in the convert directory. For RLSS revisions, look in the folder titled Windows RLSS Revisions. Compare the dated folder names listed to the names of your mdb files that are in the RLSS Revisions folder. Instructions on going to the GMS ftp site and password are included at the end of every revision memo you have received since we set up the ftp site.

Windows RLSS - Paid Thru Date... continued from page 1

loan delinquent until that date has passed. This field was created to assist in tracking loans that may make irregular payments, especially seasonal loans. As an example, if a loan is making seasonal payments related to the school year, when the June payment is posted the paid-thru date will be June, but the next payment due date may be entered as September. This method reflects both the current status of the loan (paid-through 06/04) as well as when the deferred payment is expected (next payment due 09/04).

If the Master File contains a valid first payment due date and frequency of payment, when activity is posted the program will calculate the paid-through date and next payment due date automatically. As payments continue to be posted, these dates will advance appropriately. Although the dates may be calculated automatically, you can always edit prior to saving the activity.

If a delinquency report reflects information you feel is incorrect, review the loan history to verify the paid-through date and next payment due dates are accurate. When you select Display History, the paid-through date will appear. If you need to review the next payment due date, use either Loan Activity or Build History, select the Prev/Next buttons until the most recent activity is on screen, and verify the dates are correct.

Once an activity has been saved, it is still possible to edit the paid-through or next payment due dates by using Tools, Build History. Although the Build History feature will not allow the activity calculations to be edited, these two dates, along with the Notes section, may be edited and resaved.

Windows RLSS Supplement #816 Direct Deposit will be released in March, 2004. Watch the next newsletter or check the website (www.gmsactg.com) for more information.