

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Info on Jet Database Engine and MDAC

If you have upgraded to Microsoft Access 2003, there are two files that need to be downloaded and installed from the Microsoft Web Site. They are the Jet 4.0 Service Pack 8 (SP8) and MDAC2.8. Also if you are experiencing any database connection problems with your present version of Access, you will also want to download and install these two files to any workstation that does not run any other database applications besides Microsoft Access. In most cases, GMS accounting staff do not run other database applications on their workstations, but there may be exceptions to this. Two clients have had to download and install these two files. In one case, leave balances were not getting posted the employee files when payroll checks were saved. But on a different workstation in the same agency, leave balances were getting posted to the employee files. Another client would display a Revenue and Expenditure Report on one workstation that was missing certain line item expenses, but on a different workstation it would show all of them correctly. Downloading and installing these two files on both workstations solved their problem. We can't lay out all of the specific problems you may experience or why one workstation is different than another, but in any case, if there are no other database applications being run on a workstation, these can safely be downloaded and installed.

Based on past experience, if your agency does not have hardware/network tech employees in-house, it may be confusing what to actually download. To assist those agencies, the instructions are as follows:

Go to www.microsoft.com. From the Microsoft home page, select More downloads. Depending on the version of windows you are using, a little different terminology may be used.

- ◆ Under Product/Technology, select Jet Database Engine, click on GO

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GMS Field Staff Position Available

GMS is accepting resumes for a field staff position through April 30, 2004. The position is available as of July 2004. Responsibilities include on-site client visits for the conversion and training of the windows version of the GMS Accounting and Financial Management System, training on the windows system for present GMS clients converting from DOS, training on the DOS system for new staff at present GMS DOS clients, year end closeout assistance on both versions, and participation at the annual GMS conference.

Qualifications required are three or more years of non-profit accounting and management responsibilities, two or more years operating either version of the GMS Accounting System, six months or more of operating the windows version of GMS Accounting and good communication skills. An average of two to four weeks of travel will be required monthly.

Those interested should email their resumes to Linda Berseth at gms@gmsactg.com or mail to the GMS office in Maryland.

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:New Supplements Released.... Using Windows Report Writer

New Supplements Released in March!

Feel free to contact GMS staff if you have questions. Orders may be placed by contacting our Maryland Office at 800-933-3501 or emailing service4gms@gmsactg.com.

#414 Quarterly Unemployment Reports Supplement -Windows Accounting

The Quarterly Unemployment Reports supplement allows you to choose the columns you need to include on your Quarterly Unemployment Report in accordance with your state requirements. Presently the column choices include social security number, last name, first name initial, first name, middle initial, quarter-to-date gross wages, quarter-to-date taxable wages, year-to-date federal taxable wages, year-to-date state withholding, weeks worked, employer identification number, location code and the maximum unemployment wage. You may also specify if the amounts should be reported with cents or rounded to the nearest dollar. The report may be printed in site or alphabetical order. This supplement also allows for tracking weeks worked. Weeks worked can either be posted manually or by timesheet batch. Print options for proofing weeks worked are also available.

Presently, GMS has only been contacted by clients in the states of Georgia and New York requesting that we develop the format for magnetic media files in accordance with their state's reporting requirements. New York required employers with more than 250 employees to file by magnetic media. Georgia requires employers with more than 100 employees to file by magnetic media. Agencies who have more employees than the state's limitation can no longer file a paper copy or have on-line services or state provided software available. Both states encourage all employers to file by magnetic media. We have included their file specifications in the supplement when it was released at the end of March. For agencies that are required to file by magnetic media only, contact GMS to request that we prepare a magnetic media file format according to your state's file specifications.

Cost	<u>Annual License/Maintenance</u>	
1-2Users	\$300.00	\$45.00
3-4Users	\$350.00	\$52.50
5+Users	\$410.00	\$61.50

Enhancement #621 Georgia Unemployment Diskette Reporting-DOS

As required by the state of Georgia, we have developed a Georgia Unemployment Diskette Reporting enhancement in the DOS version of accounting. As of the first quarter in 2004, Georgia requires that employers with more than 100 employees file the quarterly unemployment report by

magnetic media and will no longer accept paper copy of the report. They also do not have on-line service or state provided software available for reporting. All employers in Georgia are encouraged to file by magnetic media. The report includes employee number, employee name, social security number, quarter-to-date gross wages, and unemployment taxable wages. It has an automatic switch for the special pay setup file, and a switch can be turned on to make the taxable wages equal to FICA deferred wages. A report may be printed for proofing. After the information is proofed, you can write the report to a file for submission to the state. **Cost: \$150.00.**

#816 Direct Deposit-Windows RLSS

Sometimes the best way to ensure prompt payment with high-risk lending is to automatically withdraw funds from your borrower's bank account. Supplement #816 Direct Deposit can assist with this process.

There are a few issues to be explored when considering this supplement. First of all, check with your bank and make certain their policies and procedures conform to your needs. For example, you will want notification from your bank when funds are transferred. Experience has shown that some banks only reflect the transfer on the end-of-month bank statement. This is usually not an acceptable time-frame, because you want to know the funds were transferred when the payment was due. Second, you need authorization from your borrowers to access their bank accounts. Check your closing documents and see if this is allowable, and if not, consider a mailing informing borrowers of your plans to begin using the supplement. Your bank can provide you with authorization forms to be completed by your borrowers, which will allow access to their account. As usual, we recommend you check with your auditor or legal advisor prior to instituting any new practices within your lending program.

This supplement will allow you to identify which loans are to be accessed, when the transfer is to take place, and the amount of the payment, or funds, to be transferred into your account. It will create a file that can be submitted to your bank detailing the transfer specifics. Loan Activity is processed for payments transferred, a report may be prepared detailing the transfer, and Loan Acknowledgment forms are available for printing. Any transfers will appear

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on the Monthly Activity Report with a notation that it was processed via Direct Deposit and the date of the transfer.

You can see that this supplement could be a timesaving tool for your lending personnel, and also help ensure timely payments – a benefit to both you and your borrowers. In addition, by allowing the system to automatically post repayments, the risk of data entry errors is limited. This can also assist in saving staff time by reducing the need for adjustments, which are necessary to correct data entered inaccurately.

<u>Cost:</u>	<u>Annual License/Maintenance</u>	
1-2 Users	\$800	\$120
3-4 Users	\$1100	\$165
5+ Users	\$1200	\$180

#825 Confirmation Letters-Windows RLSS

If your agency is subject to an annual audit, you are likely required to send letters to your borrowers confirming their loan balance as of the end of the fiscal year. Supplement #825 Confirmation Letters is designed as a tool to assist with this task.

This supplement produces letters for mailing to your borrowers, specifying the loan balance as of a cutoff date. Opportunity is given for borrowers to indicate their agreement or disagreement with the loan balance. You can include all loans, or select by loan fund, loan number, or even optional field. Confirmation Letters setup allows you to input the auditor's name and address, as well as who will be signing the letters and their title. The Windows export feature allows you to use word processing to format as desired, which might include printing on letterhead.

<u>Cost:</u>	<u>Annual License/Maintenance</u>	
1-2 Users	\$200.00	\$30.00
3-4 Users	\$250.00	\$37.50
5+ Users	\$310.00	\$46.50



*Happy
Easter!*

Laptop Hands-On With Windows Report Writer

Annual Conference Intensive

Bring your laptop computer (make sure batteries are charged) to this session and learn the step by step functions to develop reports using the GMS Windows Report Writer. GMS Staff will give instructions on how certain simple reports are developed. Then, as time permits, each person in the intensive can request instructions on how to develop a report that they want for their particular agency. All participants will then learn step-by-step how to develop those requested reports. When you get back to your office, you can use those queries to create reports using your database. Hopefully, this intensive will help clients learn which tables are used for the reports they need to prepare most often with the Report Writer. Once the query and structure are saved, they will just be able to retrieve the saved information each time and run a process to include the updated data.

Using the Windows Report Writer

How to produce a Pay Period and Quarterly Wage Analysis by Site including site descriptions.

Note: *These two reports were produced in the DOS version if you used Enhancement #504 Site Quarterly Unemployment Summary. It has not yet been rewritten in a windows version, but will be available by June 30, 2004. Using the following instructions, you will be able to produce this report using the Windows Report Writer.*

- 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, tblEmpYTDPayroll and tblSiteCodesDescriptions 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
- Click on the combo box for Table 2
- Click on tblEmpYTDPayroll
- Click on Employee Code in the right windows
- Click on Add
- Click on Ok on the Edit Link Form

It will then display a list of Jet 4.0 Service Pack (SP8) for each type of windows operating system. Select the one that applies to the work station you are downloading to. Download it to the system folder on that workstation which is on the C drive. For Windows XP, download to Windows\system32. For Windows 2000 Professional, Windows 2000 or Windows NT download to WINNT\system32. For Windows 98 and Millennium, download to Windows\System.

- ◆ Under Product/Technology, select MDAC. Select MDAC 2.8. Download that one also to the system folder on that workstation.

To install them, right click on Start and click on Explore. On the C drive, find the system folder applicable to that workstation. In the system folder, find the file name for the Jet 4.0 Service Pack 8 (SP8). The files name will be WindowsXP-KB829558-x86-ENU.exe for Windows XP, Windows2000-KB829558-x86-ENU.exe, and Windows 98-Jet40SP8_9XNT.EXE. Double click on the exe file to install it. Then find the MDAC file which is called MDAC_TYP.EXE.

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- Make sure tblEmpMaster is highlighted, and click on Add
- tblEmpMaster will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on SiteCode in the left window
- Click on the combo box for Table 2
- Click on tblSiteCodesDescriptions
- Click on 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, tblEmpYTDPayroll and tblSitesCodesDescriptions will appear in the left window
- Left click on the + sign to the left of tblSiteCodesDescriptions and all fields within the table will appear
- Double click on Code
- Double click on Description
- Left click on the + sign to the left of tblEmpYTDPayroll and all fields within that table will appear.

- Highlight Employee Code, click on the Add button and click on Count
- Double click on curAmt
- Under the Expression column in the Result fields, Highlight =(curAmt).
- Under Available fields, highlight OTAMT and click on the Add button, click on Add to result field.
- If Special pay is to be included in wages, highlight Specialpayamt under Available fields.
- Click on the Add button, click on Add to result field.
- Make certain that all the fields appear in the window on the right
- Click on Ok on the Result Fields Editor form. That will bring you back to the main Report Writer screen.
- If you want to save the query, click the Save query button.
- Click where is says, click here to add new condition
- Click on Employee Code and select tblEmpYTDPayroll
- Select checkdate
- "is equal to " will appear. For the Pay Period Analysis by Site, click on the blank line
- The combo box defaults to the current date. You can either type in the check date for the pay period or use the calendar to select the check date.
- For the Quarterly Wage Analysis by Site, when "is equal to" is displayed, click on it and select "greater than or equal to"
- click on the blank line, and enter the first paycheck date in the quarter
- Add new condition. Click on Employee Code and select tblEmpYTDPayroll
- Select checkdate
- "is equal to" will appear. Click on it and select "is less than or equal to"
- Click on the blank line, and enter the last paycheck date in the quarter.
- Click on Run SQL.
- Click on Print Preview to print the report or you may export the information to Excel or a different spreadsheet to make the report look nicer if desired..

To Export the Information to Excel:

1. Highlight the entire table by first clicking on Line 1 under Code. Move the cursor to the curAmt field of the last code 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.