

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Windows Accounting Upgrades

We wanted to again explain what is involved with the windows accounting upgrades and the schedule that is followed as a reminder to everyone.

Cost: \$2000 which includes the windows version of software, the conversion of employee files (including quarter-to-date and year-to-date amounts), employee setup files and vendor files, and installation and setups.

Place Your Order: All orders must be placed on our website at www.gmsactg.com. For the fiscal year you are converting on, please specify the beginning month and year of your fiscal year, i.e. 7/1/04.

Instructions: After receiving your order, a conversion memo is emailed to the contact person listed on the order. All instructions should be read thoroughly and followed so you can be assured that your computers are all up-to-date and that your employee and vendor files have been cleaned up and will convert properly. If it is necessary for you to redo your backup, it may cause delays in the schedule that was set up.

Telephone Contact: Approximately one month prior to the beginning of the fiscal year, a GMS representative will call the contact person to review several items, such as service packs, supplements, and set up the schedule for when GMS can expect the total directory backup, when GMS will send out the software and database, and the installation appointment. Also, any questions you may have can be discussed at this time. Make sure when you send in your backups, you include your current physical address, so UPS can deliver the CD as scheduled.

We anticipate that a large number of clients will be converting as of 7/1/04, and cannot stress enough how important it will be to make sure that your backups are received in the GMS office according to the schedule that was established. Otherwise, the installation will get postponed.

Welcome New Users

Revolving Loan Servicing Systems

City of Moreno Valley - Moreno Valley, CA

Mitch Slagerman, ED Annie Clark, Financial Analyst
Dorothy Farmer, Housing Program Assist.

How Will GMS Operate During the Annual Conference?

Here are some things that you need to know about how GMS will operate during the Annual Conference (Regular conference, May 24-26 and Intensives, May 27-28)

- (1) Only emergency service calls will be taken on Monday, May 24th through Wednesday, May 26th. Only one service staff member will be taking service calls throughout the day. With all of the windows training sessions and expected high computer clinic traffic this year, most staff will be involved in sessions or in the computer clinic. We hope this will not inconvenience your agency greatly! We will reduce our service hours for May 24th through May 26th. For Monday, our service hours will be 11:00 a.m. to 7:00 p.m. For Tuesday and Wednesday, our service hours will be 9:00 a.m. to 7:00 p.m. Follow the normal practice of either faxing in your service calls at 301/933-3502, calling our service number (800) 933-3501 or email them to service4gms@gmsactg.com.

Note: During the conference we will move our entire Service Staff to New Orleans so they can participate in sessions and meet with clients. They will be checking our voice mail regularly for service calls.

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In This Issue: Using Windows Report Writer... Letter from Linda Berseth...Job Opportunities

Dear Friends:

Later this month many of you will attend the 19th Annual GMS Financial Management Conference in New Orleans, LA. This year we expect about 300-350 persons to attend representing approximately 150 GMS client organizations. If the past is any indication, non profit organizations from most states will participate. It is not too late to register. And, if you haven't already we hope that you will. Here are just a few reasons why you and your staff should attend.

- ❖ Again this year the focus is centered around training on the Windows version of the GMS Accounting and Financial Reporting System and Windows RLSS. We will be demonstrating and training on the software during concurrent sessions throughout the entire conference. There will also be four 1 ½ day windows intensives. They include Training on the Windows Accounting Software, Training on Windows RLSS, Year End Procedures/Preparing for Audit, and Laptop Hands-On with Windows Report Writer.
- ❖ In addition, we also have a new intensive this year on Employment and Training taught by attorney, Denny Bryce. This session should be a great session to help stay current on the latest laws and Fair Labor Standards issues.
- ❖ Now that the GMS Windows Accounting System has been used by GMS clients for almost two years and the Windows RLSS has been used by GMS clients for almost one year, we have gotten many suggestions and recommendations that we have incorporated into the software.
- ❖ We will also be providing new staff training on our DOS version of accounting and RLSS. The annual conference is our most effective and efficient way to train you - assisting you to make your GMS accounting and RLSS systems work better.
- ❖ For GMS-RLSS users, there will be a new concurrent session on Bankruptcy Issues, taught by attorney, Gerard Salassi.
- ❖ You will be able to meet face to face with almost every member of our staff - Service, Field, Programming, Administrative. All of the GMS resources are in one place and at your disposal.
- ❖ The *Computer Clinic* offers an opportunity to try out the windows accounting system in addition to all of the DOS programs including any of the supplements and enhancements - to learn how they work using test data.
- ❖ Equally as important, it will give you an opportunity to share your practices and procedures with the other organizations attending and also pick up ideas from others! GMS clients offer a wealth of experience and information.

You can still register. To do so, just call the GMS offices at (800) 933-3501, fax in your registration form to 301/933-3502 or register on-line at www.gmsactg.com. And, if you can't make it this year, maybe you can next year. As always, it is our pleasure working with you!

Sincerely,



Linda Berseth
President/CEO

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 in New Orleans, LA on Thursday, May 27 (9:00 - 4:30) and on Friday, May 28 (9:00 - 12:00 noon).

This 1½ 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.

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.

Using the Windows Report Writer

How to prepare a report showing the number of male and female employees paid during a pay period.

If preparing this report before the Payroll Journal entry has been completed follow these instructions:

- 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 table
- Double Click on tblEmpCurrentPayroll click on Ok to close Structure Editor. This returns you to the Main Screen of Report Writer
- Click on the Edit fields tab
- tblEmpCurrentPayroll will appear in the left window
- Left click on the + sign to the left of tblEmpCurrentPayroll and all fields within the table will appear
- Double click on field titled Sex
- Highlight the field titled Sex and click on Add. Click on Count.

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- (2) A message center will be set up at the conference registration area at all times during working hours. If you will be attending the conference and your office needs to reach you, we recommend they should do so by calling the hotel at (504)962-0500 and requesting your room's voice mail. A message may also be relayed to the registration area to be posted on the message board. Conference sessions will not be interrupted except for personal emergencies.
- (3) The hotel has a fax machine if your office needs to communicate with you via fax. Their fax number is (504)962-0500. There will be no charge to receive a fax and you will receive a message in your room on the voice mail if you have received a fax. *Please do not use this number for GMS service.*

Our commitment is to provide service and support as normal during the conference period. And, we thank everyone (those attending and those who cannot) for their patience and understanding should any unnecessary delays occur.

Attend the GMS Conference and Get A 50% Supplement Credit

Agencies attending the GMS Annual Conference will be 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, 2004. For those agencies who do not register for the regular conference but register and attend the intensives following the conference, the 50% supplement credit will also be applied. For agencies that send some employees to the regular conference and other employees to the intensives, the 50% credit will be 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 conference attendance. Contact the Maryland office for further information.

**Next Windows
Accounting Revisions
scheduled for the week of
June 14, 2004**

- 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. The total number of male and female employees for the pay period will be displayed.

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

- 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 table
- Control Click on tblEmpMaster and tblEmpYTDPayroll 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 EmployeeCode in the left window
- Click on the combo box for Table 2
- Click on tblEmpYTDPayroll
- Click on EmployeeCode 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 OK on the Structure Editor form. This returns you to the Main Screen of Report Writer
- Click on the Edit fields
- tblEmpMaster and tblEmpYTDPayroll will appear in the left window
- Left click on the + sign to the left of tblEmpMaster and all fields within that table will appear.
- Double click on field titled Sex
- Highlight the field titled Sex and click on Add. Click on Count.
- 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 “Click here to add new condition”
- Click on EmployeeCode and select tblEmpYTDPayroll
- Click on checkdate
- Select the checkdate you wish to prepare the report for.
- Click on Run SQL. The requested information will appear.

Supplement #327 Complete Purchase Orders

If you're looking for a comprehensive system to produce and monitor purchase orders, try the GMS Complete Purchase Order supplement. Data entry features include entry of requisition number, optional and default shipping detail, as well as a separate tab for obligating program expenses and finding requisitions. PO's are cleared through voucher data entry. A voucher can reference an unlimited number of PO's and expense distribution detail is automatically transferred to the voucher. (The DOS version is restricted to referencing six PO's on each voucher). When obligating expenses to programs, it checks for the availability of funds against the budget less expenses and other obligations. In the Ask for Purchase Order reporting option you may include a range of PO numbers, to and from dates, all or specific vendors, projects, elements, expense codes and status. The status of a purchase order may be designated as approved, denied, requested, or completed. This information may be displayed, printed or exported.

The Complete Purchase Order program can, in addition to producing and printing a purchase order, produce Revenue and Expenditure reports that reflect the overall financial condition, including outstanding purchase order amounts of your programs to assist management in procurement decisions.

Check the Help section/User Manual for further information regarding the Complete Purchase Orders to see if it could assist your agency.

RLSS Windows: How to Handle Deferred Loans

The first step is to establish the Loan Master as usual. If the loan is to accrue no interest during the deferred period, select Amortized as the interest calculation method. By doing this, the first payment posted will allocate interest based on only one payment cycle, usually one month. If interest is to accrue and be paid when payments begin, select Daily Interest. If Daily interest is chosen, be prepared to see a large portion of the first payment going to interest, as the program will collect interest from the activity date of the loan disbursement until the activity date of the first payment.

NOTE: If closing documents indicate daily interest, but that interest is not to accrue, select Amortized as the interest method until the first payment is posted. After that payment is posted, edit the Loan Master to Daily interest. All future payments will then calculate interest from activity date to activity date.

Within the Loan Master there is field titled "First Due Date". Use this field to enter the date the first payment is actually due. Delinquency reports and several pertinent supplements will take this date into consideration when determining if a loan payment is late. It will not be considered late until the First Due Date has passed.

There is a pre-established status code included in the Windows programming for Deferred loans. Although choosing the appropriate status code for each Loan Master is always your option, consider using the Deferred code. By doing this, those loans can be excluded from statistical reports if desired.

You also have the option of establishing an Optional Field to hold the date interest and/or principal payments are to begin. This can be utilized to create "tickler files" to assist staff in monitoring deferred loans. If the data type selected when the Optional Field is established is "date", Quick Date Listings will produce a report based on a specified date range. For example, a report may be pulled that shows all loans with payments to begin between 07/01/04 to 07/31/04. This feature can be very helpful to staff responsible for monitoring the loans and repayment schedules.

Windows Accounting - Things You Should Know...

When you save a GL code in the class setup for designation of coding salaries, leave and fringe benefits on the Revenue and Expenditure Report, that GL code becomes a control number and you cannot code anything directly to that GL code and a program element other than 997000. GL codes set up as transfer codes in the cost allocation supplements are also examples of GL codes that become control numbers. When this control GL code is saved in a matrix, at that time it will remove those GL codes from the GL list box in the indirect cost setup. If at some point you no longer use that GL code as a control number, and you do include other direct costs as part of your indirect base, you need to go into your indirect cost setup under Tools, Cost Allocation Setup and click on edit and save to put that GL code back into the list box.

Job Opportunity

GRANTS ACCOUNTANT/BUDGET MANAGER, Hollywood, FL \$40,000-\$70,000. Requires equiv. undergraduate degree in accounting, minimum five years experience in public agency grants accounting and financial reporting required. CPA preferred. Knowledge of GMS accounting system preferred. Able to perform all grant and financial accounting functions, prepare and analyze grants and agency budgets and reports; advise senior management on all financial matters. Good communication and computer skills. Send resume and salary history by May 15, 2004 to SFRPC, 3440 Hollywood Blvd, #140, Hollywood, FL 33021.