

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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June 2004

Windows Accounting Supplements Ready for Release in June, 2004

There are two more windows accounting supplements that have been rewritten and will be included in the June revisions that will be sent during the week of June 14th. They are the Deduction Listing and Missing Timesheets.

Supplement #302 Deduction Listing

Print a Deduction Listing for a pay period to receive a concise listing of employees and amounts for all or specified deductions. It lists each deduction on a new page with totals printed for each deduction. Use the listing as a remittance form for paying certain applicable payroll withholding items. The report includes employee code, employee name, social security number and deduction amount.

Cost: 1-2 Users 3-4 Users 5+ Users
\$100.00/15.00 \$125.00/18.75 \$155.00/23.25

Supplement #309 Missing Timesheets

Generate a list of missing timesheets each pay period using the Missing Timesheet supplement. All you do is select your current pay period ending date and the pay period ending date of the pay period you wish to compare timesheets with, and you can generate a list containing those employees who had a timesheet in the previous pay period but not for this pay period. Or, you can prepare a list of all employees in the previous pay period and it will show "missing" next to those employees who do not have a timesheet entered for the current pay period. This supplement can assist in making sure that all timesheets have been entered prior to current period processing.

Cost: 1-2 Users 3-4 Users 5+ Users
\$120.00/18.00 \$150.00/22.50 \$190.00/28.25

Welcome New Users

Accounting/Financial Management System

Heart of GA Altamaha RDC - Eastman, GA

Debbie Grinstead, FD Jana Mullis, Fin. Asst.
Annette Fish, AAA Cord. Kay Weldon, Acct. Clerk

Revolving Loan Servicing Systems

Pioneer Valley Planning Commission - W. Springfield, MA

Timothy Brennan, ED James W. Grey, Princpl. Plnr.
Marie Brady, Fin. Coord.

Annual Conference Suggestion Box

At the annual conference, there was 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 will be answered in next month's newsletter after we have had time to sort through them all.

After leaving the conference, if you have additional questions, comments or suggestions, send an email to service4gms@gmsactg.com.

In This Issue: Windows Report Writer... RLSS Interest Only Issues... Invoice Checking...

Windows Report Writer Exercise

How to quickly find the Vendor Name and Number, Voucher Number and Voucher Batch Number for specified Check Numbers

This can be helpful when your auditor gives you a list of check numbers and you must pull the backup documentation.

- 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 tblAPPmts, tblVoucher and tblVendor. Click on OK
- Click on the Tables tab
- Click on tblAPPmts
- Click on Add
- TblAPPmts will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on VoucherNum in the left window
- Click on the combo box for Table 2
- Click on tblVoucher
- Click on VoucherNum 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 tblVoucher
- Click on Add
- TblVoucher will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on VendorCode in the left window
- Click on the combo box for Table 2
- Click on tblVendor
- Click on VendorCode 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
- tblAPPmts, tblVoucher and tblVendor will appear in the left window
- Left click on the + sign to the left of tblAPPmts and all fields within the table will appear

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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. 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.

When Does Your Fiscal Year End?

Many GMS clients request on-site assistance in closing out the books for the fiscal year. However, the GMS staff often find that when they get on-site, the books are no where close to being ready to be closed out for the fiscal year because so many accounts are unreconciled. Many times an entire week will be spent on-site reconciling accounts and making adjustments and they run out of time before they can assist with the closing entries.

If you know your cash account in the General Ledger is not reconciled to the bank statement, or your accounts payable account does not tie to the Accounts Payable Analysis, or any other balance sheet account isn't reconciled as of now, don't wait till after your year ends to start reconciling those accounts. If you are going to request on-site assistance to help with the reconciliations, don't wait until after your fiscal year ends, request assistance now.

Let us know if you would like our help!

RLSS Windows – Frequently Asked Questions

Interest Only Loans

We often receive questions regarding how to handle interest only loans. These loans aren't much different from a loan that is going to start making full payments right away. The only difference is the amount of payment they are going to make in the first months of the loan. Of course, there are some ramifications to activity associated with these loans, so it really isn't quite that simple.

When dealing with the issues of loans that don't start out with regular payments of principal and interest, it is important to remember that the Loan Master file is intended to be a document that changes as the circumstances of the loan change. The regular payment amount, the method of

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Windows Report Writer..
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- Choose the following field by double clicking on the field:
 CheckNum
 - Choose the following field added as a sum by single clicking on the field, click on the Add button in the middle of the screen and click on sum:
 Amount
- Result Field Line 2 should read Amount=SUM({amount})
- Left click on the + sign to the left of tblVoucher and all fields within that table will appear.
 - Choose the following fields by double clicking on each field:
 VoucherNum
 BatchNum
 Amount
 - Left click on the + sign to the left of tblVendor and all fields within that table will appear.
 - Choose the following fields by double clicking on each field:
 VendorCode
 VendorName
 - 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. Voucher Num is equal to" is displayed. Click on VoucherNum. Click on tblAPPmts. All of the fields will be displayed.
 - Click on CheckNum. It now says "CheckNum is equal to ____". In the blank field, put the check number for which you need the information.
 - Click on Run SQL. The information you requested for that check number will be displayed.
 - Export the information to Excel so you can create additional information in Report Writer
 - Change the Check Number and click on Run SQL to research additional checks and export to the same Excel worksheet.
 - 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.

To Export the Information to Excel:

1. Highlight the entire table by first clicking on Line 1 under CheckNum. Move the cursor to the VendorName field of the last check on the 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.

***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, 2004. For those agencies who registered for and attend 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.

***We Need Your Conference Evaluations
Please!***

We rely on the evaluations turned in by attendees of the GMS Conferences in a big way! Suggestions for new sessions are discussed every year by the GMS staff and comments about sessions held are reviewed and discussed to attempt to make them better the next year. Ideas about general topics also helps us when we are looking for outside guest speakers. If we only receive evaluations from only 10% of the attendees and 1 or 2 people didn't like a session or want to add a new session, it's not a very good average of opinion for the staff to make decisions on. The same is true when rating sessions. With all of the comments and ratings, the staff really look hard at what you liked and didn't like and what new things you are looking for. If you attended the Annual Conference in New Orleans and haven't had a chance to return your evaluation, please mail or fax it to the Maryland office. If you need a copy, please email your request to service4gms@gmsactg.com. If you wish to talk about your ideas, please call Liz Collins at extension 2.

Invoice Checking Can Eliminate Duplicate Payments

Do you ever find that you've paid an invoice more than once by mistake? You're not the only one! Even though proper checking and verification of vouchers to be paid is being done, with a large volume of invoices it's possible that a second copy of an invoice gets vouchered and paid again. To help eliminate this, Supp 396 Invoice Checking can be incorporated into your voucher data input program.

In windows, you may enter an unlimited number of invoice numbers (alpha or numeric is accepted). However, on the check stubs we only print one line of invoice numbers. Depending on your printer, it may print from four to ten invoice numbers on the one line. In DOS, you may enter up to seven alpha or numeric invoice references on each voucher. The invoice numbers are maintained in a table or an invoice history file indexed by vendor number, voucher batch and document number. In DOS, the invoice history will store the last 250 invoice references per vendor and is stored in the GMSKEEP directory to enable checking from multiple fiscal year directories. In windows, there is no limit on the number of invoice numbers stored per vendor.

How is the invoice history used?

First, when you enter an invoice number or reference on a voucher, the table/history file is checked to see if it was previously entered for that specific vendor number. If it was, the screen will display the batch and document number and ask if you wish to continue. You can override the question, proceed entering and record the voucher using the same invoice number (typical when voiding a voucher). Generally, you would stop and research that invoice to make sure it is not being entered again in error.

There is also a "search invoice" routine accessed from the bottom of the data entry menu in DOS and the A/P Supplements menu in windows. It allows you to enter a vendor number and all or specific invoice references. If invoice references exist in the file, it will display or print the voucher batch and document number that the invoice was previously entered in. Not only will this help eliminate duplicate payment of invoices, it will assist in researching invoices in response to telephone calls from vendors. The invoice history will begin building at the time the supplement is installed and you start entering invoice references on vouchers.

To order this supplement, contact the GMS office in Maryland by mail, telephone, fax or email. For more information on Supplement #396 Invoice Checking, refer to your Help or electronic user manual.

*Interest Only Issues....
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interest calculation, the percentage of interest calculation and the frequency of payment should all reflect the situation as it exists at this point in time. When circumstances change, the Loan Master file should be edited to reflect those changes. For a complete audit trail, GMS recommends that whenever the loan data is changed, the Loan Master should be printed prior to editing, then again following editing. These can then be filed with the documentation that required the change.

Regular Payment Amount

When entering the Loan Master file for a loan that will be making interest only payments for a period of time, override the computer generated regular payment amount and enter the amount the borrower will actually be paying. This amount will usually be one payment cycle's interest. If you would like to have GMS calculate this amount for you, before you enter the Loan Master select Amortizations. Enter the loan amount, the interest rate, the number of payments per year, and the term of the loan. When the amortization schedule is reviewed, the interest for the first payment will be the payment amount while the loan is paying interest only. This is the amount entered as the regular payment. When the borrower begins making full payments, the regular payment amount should be edited to the full payment.

Method of Calculating Interest

The internal management policies of your agency will dictate which method of interest calculation you will use.

If using Amortization, each payment will be applied 100% to interest.

If using Daily interest, there may be some differences in the amount of interest collected from each payment. This is due to timing differences. If the payment is received a few days early, there may be a small amount applied to principal. If the payment is late, there may not be enough to pay all the interest, thus accrued interest will be calculated and carried forward. In either case, GMS-RLSS software will apply the correct amount of interest.

Frequency of Payment

If it will be several months before the first payment is to be made, the First Payment Due date in the Loan Master file should reflect that interval. If this is done, the delinquency and aging reports will not reflect past due payments when the client is abiding by the terms agreed upon. Also, as disbursements are posted, review the Next Payment Due Date carefully prior to saving the activity. If the loan appears inappropriately on a delinquency report, review the history for Paid-thru Dates and Next Payment Due dates. Either of these may be edited through Tools, Build History.

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