

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Introducing Two New GMS Services

We are happy to announce two new ways of obtaining service from GMS. There are now two new options on our web site for service. One is the ability to leave a service call on line and the other is a service chat room.

On the home page of www.gmsactg.com, you will find an option on the left for Service Calls, Service Chat, Support & Downloads. If you select that option, you will move to a screen with a direct link to each of those options. To place a service call, click on the link for Service Calls and enter the information as required. When you click "submit" the information will automatically be sent to our service department and processed in the normal manner.

The new service chat room is designed for quick, easy questions. There will be a GMS service representative in the chat room between the hours of 9:00 am through 5:00 pm EST, Monday through Friday. The purpose of the chat room is to allow you to get a quick answer to an easy question, without waiting for a return service call.

To enter the service chat room, click on the link to service chat and enter your chat nickname. We ask that you use your client number followed by your first name, for example, 0111_Sara. You do not need a password to enter the room. Upon entry you may type in your question, and you will receive a response from a service staff member. In the case that there are many people in the room at the same time, you may receive your answer in the form of a private chat in order to eliminate the confusion of multiple conversations. If the question is one that cannot be answered quickly or if it requires more conversation, you may be asked by the monitoring service staff person to place a service call. It will be your responsibility to place the service call in the normal

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Welcome New Users

Revolving Loan Servicing Systems

Southeast LA Area Health Education Ctr, Hammond, LA

Brian Jakes Sr., ED

Richard Blouin, Sr. Loan Coord.

Patrick Cavart, Loan Specialist

Part 2 - Accounting Questions, Suggestions and Comments from Conference

Thanks again to many of you who left questions, suggestions and comments about the accounting software, help manual and the annual conference. The following are the rest of the questions that were put in our suggestion box with responses.

- Q:** Is there some way to track what steps have been completed in A/P Processing, Payroll Processing and Month End processing?
- A:** In the Help manual, under each processing step, there is a generic checklist you can print and check off. In a future revision, we can have a checklist that is automatically created for your specific menu selections so supplements will also be included on the checklist.
- Q:** When a voucher has been paid, why can't you add additional distribution lines to that voucher?
- A:** When distribution lines are entered into the grid, they are assigned a line number. When the voucher is paid, the CD tracks that line # in one of the check tables. If they are different, amounts that are on your A/P reports will be incorrect.

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In This Issue: RLSS Applying Penalties/Late Fees...Projects & Program Elements..

RLSS Windows: Applying Penalties, or “Late Fees”

Loan penalties can only be applied in accordance with the loan documentation. When loan documentation specifies a penalty, it may be applied as payments are posted. The Loan Master, Loan Terms tab, allows you to enter the amount of the potential late fee, along with the number of days that must elapse before the late fee is to be applied.

When the Loan Master has data within the late fee and subsequent days fields, payments posted with an activity date that warrants a late fee will automatically withhold the late fee amount. You can also manually enter the late fee when posting activity. When you do so, this amount will be deducted from the amount of payment going to principal.

If the activity being posted has insufficient cash to cover the current interest plus the late fee, you may see a negative amount in principal. This adds the penalty to the principal, which means interest will then accrue on the penalty amount because it has now become part of the loan balance. If you do not want this result, increase the accrued interest field by the amount needed to result in no change to principal.

Important note: If the activity, before any penalty/accrued interest adjustment is made, results in a negative accrued interest, it indicates the loan is behind on interest (accrued interest) and the program is attempting to collect the delinquent interest. To accomplish the adjustment explained in the paragraph above, decrease the accrued interest field by the same amount entered as the late fee, which should result in zero effect on principal. The amount of that decrease will then remain as outstanding interest, and will be collected through future payments.

If you plan to upgrade to Windows and have the DOS Supplement #820 Automatic Penalties, please be aware that the penalty setup will not convert. The DOS supplement handles all loans in a similar fashion. For example, setup could indicate penalties be applied at 10 days late, 15 days late, etc. However, this became applicable for all loans. The Windows system allows you to establish each loan with penalties that apply to that loan only, which gives more flexibility if your loan documents indicate varied penalties.

Correction!!!

The discount for prepaid yearly maintenance is 7.5% not 7.65 as stated in the July 04 News. If you are interested, please contact Sara at the Maryland office.

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manner. Remember, while at the web site you can place the call by clicking on the Service Call link.

The service chat room should not replace calls or emails for: On-site or off-site scheduling, ordering supplements, questions about your GMS bill, questions involving database research, suggestions for software changes or personal conversations.

As always, it is our wish to provide the best service available as we continue to work with you and your staff.

Projects and Program Elements in Windows

For those of you who are using the windows version of the GMS Accounting and Financial System, multiple fiscal years are maintained in one database in one folder (directory). Depending on the size of your agency, after a period of time you will want to archive your database because the more records that are maintained in a database will slow down the operation of your accounting system. We will be developing our archive software over this next year. For each new fiscal year, the system includes roll forward procedures that tracks budgets, prior year revenue and expenditures, opening GL balances and opening leave liabilities of the old fiscal year and records them in prior year tables with the fiscal year date.

GMS recommends that at the beginning of each grant year, you set up new projects and elements for all of your grants and contracts that have ended, including those that end at the same time as your fiscal year ends. Mechanically, it does not affect the operation of your accounting system if you decide you do not want to set up new projects and elements for those grants that ended on your fiscal year. However, the following reasons are why GMS staff recommend doing so:

- If someone went into General Ledger Listings, chose either the Project/Element Charge Listing or General Ledger with Current Detail and checked a particular project number that was used for two different grant years, they would have to be careful to put the exact dates of the grant year they wanted, otherwise information from two grant years would be obtained. This is also true with YTD Timesheet Reports by Employee and Activity.
- When using the Report Writer, for any table you are researching information for a particular project or

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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, 2004. 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, and fixed assets 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. If you need assistance, please contact our service staff.

[] 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

[] Go to the Main Menu of the applicable system

[] Select Backup Procedures

Accounting - Menu selection #8

RLSS - Menu selection #6

Fixed Assets - Menu selection #5

[] Next select

Accounting - Menu Selection #4 Program Backup

RLSS - Menu Selection #3 Program Backup

Fixed Assets - Enter Start to begin

[] The automatic program backup will begin. Follow screen prompts.

[] Label each diskette with "GMS Program Backup", your agency name, type of system (accounting, RLSS or Fixed Assets) 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.

[] Prepare a second set of program backups for your files - repeat the above steps for each system.

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element, you would have to put conditions in on the dates you wanted included. However, in some of the tables the date field is designated as a text field. The present version of the Report Writer does not allow putting conditions in for a text field.

- When you roll forward GL balances, the same GL code which are stored in tblGLTransaction are used for both fiscal years. Therefore, for the first year you have entered project dates such as 10/01/03 to 09/30/04. Then after you roll forward balances you would manually have to go into GL Codes and change your dates. Then when you reverse roll forward, you would have to remember to go change those dates back before you printed financial reports. This could get very confusing and easy to confuse staff that are reviewing the financial reports if dates weren't properly changed.

Schedules You Should Have Ready For Your Auditor

A major contribution you can make for a smooth and efficient audit is to assemble and have available a number of reference schedules and documents. Your auditors may have specific requests for certain schedules, but following is a general list.

- ◆ Chart of Accounts
- ◆ Current Year Indirect Cost Plan & Rate Agreement
- ◆ Bank Reconciliations
- ◆ Schedule of Prepaid Insurances
- ◆ Schedule of Other Prepaid Expenses
- ◆ Schedule of Advances/Schedule of Deposits
- ◆ Schedule of Fixed Assets
- ◆ Accounts Payable Listing
- ◆ Schedule of Accrued Leave By Employee
- ◆ Copies of the final Leave, Fringe and Indirect Rate Computation and Analysis reports
- ◆ Schedule of Federal and State Accounts Receivable
- ◆ Schedule of Other Accounts Receivable
- ◆ Schedule of Accrued Interest Income Calculation
- ◆ Schedule of Accrued Interest Expense Calculation
- ◆ Schedule of Deferred Revenue/Refundable Advances
- ◆ Schedule of Grant and Contract Cash To be Returned To Grantors
- ◆ Summary of Agency Revenue and Expenses
- ◆ Summary of Revenues and Expenditures by Project

Q: Could you please add check numbers to the Board Payment Listing or add descriptions to the Check Register?

A: The Board Payment Listing is printed before the checks are printed, so therefore the check numbers have not been assigned. We could either move the Board Payment Listing so it is printed after checks have been printed and saved, since most agencies don't use that list to give to the board before checks are made or add to Check Register. Will discuss/decide in November.

Q: In the O/S Check Reconciliation, we want to be able to print a list of cleared checks, not just the outstanding checks.

A: Print the check listing before you remove the cleared checks. It will give you both the outstanding and cleared checks with totals for each. Just print the pages of the cleared checks if you want that first.

Q: Can we get a current list of available GMS supplements that includes prices and supplement detail?

A: Our windows Supplement Catalog is posted on our website and includes all of the windows supplements with descriptions and prices.

Q: When will the Timesheet Import supplement be available in windows?

A: Sometime within the next year we will have the supplement re-written in windows so you can import timesheets from Excel.

Q: In windows, we want to enter wasted check numbers with a zero amount to account for all check numbers.

A: We will be making that change so it will allow you to enter wasted check numbers.

Q: When selecting individual vouchers for payment, it is very time consuming to find all of the distribution lines for a vendor I want to pay.

A: The grid is now sorted by vendor name so it should speed up the process tremendously. However we need to sort it using the alpha field to match the unpaid items listing.

Q: In DOS, we used a vendor # when entering cash receipts. It saved a lot of time rather than having to type the name each time. Is there a way to do this in windows?

A: Absolutely! If you have Supplement #336 A/R Processing you set them up in the customer setup. If you don't have that supplement installed, you can enter the names in the vendor file like you did in DOS, and they will appear in the customer combo box in cash receipts.

Running Mid-Month Financial Reports

For those windows clients who used to use Quick Financials in DOS, and now want to prepare mid-month financial reports, there are a couple of things you need to be aware of that may affect your agency. If you direct charge workers comp, a journal entry is prepared and posted to the General Ledger. This is run from the Timesheet Reports menu. Also, if you use Supplement #392 Monthly Cost Center Allocations, you are also preparing a journal entry and posting it to the General Ledger. This is run from the General Ledger Listings menu. If you use either of those, you must remember to prepare and post the journal entries or those costs will not be included on your mid-month financial reports. Prior to preparing another mid-month or your final month end closing, you need to delete the workers comp and Monthly Cost Center Allocation journal entries so they can once again be prepared with the latest data entered.

Job Opportunity

The Coastal Georgia Regional Development Center seeks a qualified candidate for the position of Finance Director. Undergraduate degree in accounting, finance or business administration or related field required; CPA preferred; minimum of 8-10 years experience, with supervisory skills. Successful candidate must have sufficient experience with federal, state, and local governmental accounting and auditing requirements; indirect cost allocation plans; developing and administering grants and contracts, and knowledge of Grants Management (GMS) software. Position is responsible for handling agency's \$6 million budget, keeping Executive Director informed on all financial matters, and supervising three fiscal analysts. Position is also responsible for developing annual work program and budget and other reports as needed. Strong computer skills, work ethic, ability to get along with staff, department heads, and others also required. Agency serves 10 counties and 35 cities in coastal Georgia. Office located in historic downtown Brunswick. Salary DOE. Excellent fringe benefits. EOE, MFH. Provide resume, cover letter including current salary and salary requirements by email vmartin@coastalgeorgiadc.org or mail to Executive Director, P.O. Box 1917, Brunswick, GA 31521. Position will be filled upon selection of individual deemed to be the most qualified.

**The GMS offices will be closed
on September 6th for Labor
Day!**
