

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Time to Order W2, 1099 and 1098 Forms

Can you believe summer is over and it's time to order W2's, 1099's and 1098's again? As in the past, GMS will do its best to ease the strain that this time of year can cause in your fiscal department.

In order to assist our clients, GMS will offer the following three services we hope your agency will take advantage of.

W2, 1099 and 1098 forms will be offered to clients for prices lower than if purchased directly from distributors. GMS orders the forms in bulk so we can offer our clients forms that assure compatibility with our software and lower prices.

Reminder: When comparing prices with other vendors, factor in the cost for envelopes and W3 and/or 1096 transmittals as GMS prices include these items at no additional cost to you.

GMS will print W2, 1099 and 1098 forms for agencies who feel uncomfortable doing this on their own or who do not have adequate printers. However, with the types of forms offered again this year, it allows more agencies to print their own W2's. This service is available to both DOS clients and Windows clients.

Agencies required to submit W2 or 1099 information to IRS/SSA using magnetic media may arrange for GMS to prepare diskettes in the required IRS format. You can also prepare your own diskettes by using Supplement #400 W2 Magnetic Media Reporting, or Supplement #401 1099 Magnetic Media Reporting.

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RLSS Frequently Asked Question: Changing Loan Funds in Windows

Although it is advisable to determine the funding source prior to establishing a Loan Master file within RLSS Windows, it sometimes becomes necessary to make changes. Perhaps an administrative decision has been made to utilize a different funding source, or maybe a data entry error was made when the Loan Master file was entered.

Simply editing the Loan Master seems to be the easiest way to change funds, ***but it is not a good idea if activity has already been posted to the loan.*** The program has no way of determining ***when*** a loan fund is changed, so reports prepared prior to the change would have reported activity under the loan fund that was in place ***when the report was created.*** Because reports have likely been prepared and distributed to administrators and funders, keep in mind that those reports contained activity allocated to the fund that was in the Loan Master at the time the report was pulled. The Monthly Activity Report may have been forwarded to accounting, and possibly Journal Entries were made. Changing the loan fund now will likely invalidate those reports and necessitate adjusting entries. For these reasons, we advise discussing the issue with your accounting office or auditor prior to editing any loan funds.

If it is necessary to change loan funds, it can be accomplished by taking the following steps:

First, determine if activity of any type has been posted to the loan. ***If no activity has been posted,*** simply edit the Loan Master file with the new funding source. Since no activity has yet been posted to the loan's history, there are no repercussions to editing the funding source.

If activity has been posted, the funding source can still be changed; it just requires a little more effort. The

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If you are requesting GMS to either print or form the magnetic media file for 1099's, you must have purchased Supplement #330 1099 Magnetic Media Reporting. If you are requesting GMS to either print or form the magnetic media file for 1098's, you must have purchased Supplement #804 RLSS 1098's.

Please note that all forms offered this year come with window envelopes like last year's forms. We found that the extra time it takes to stuff the envelopes is worth it compared to the problems associated with self mailers. Many clients who have run self-mailer forms in the past had numerous complaints from employees that the copies were smeared and unreadable.

Following is information about W2, 1099 and 1098 forms that we will offer this year:

W2 Forms

Dot Matrix W2 Forms

Identical to last year's "twin sets" style, they have separated the carbonless 6 part one-wide form to make two carbonless 3 part sets collated so the employer's and employee's forms are separated. An employer set and a separate employee set are run through the printer in two passes. This design enables the form to run on printers with limited carriage width, and when legibility through 5 or more plies is a problem. The non-mailer employee set is easily inserted into a double window W-2 envelope and mailed to the employee.

The single-wide, carbonless employee set includes Copy B to be filed with employee's federal tax return, Copy C for employee's file, and Copy 2 to be filed with employee's state, city or local income tax return.

The single-wide, carbonless employer set includes Copy A for Social Security Administration, Copy 1 for state, city or local tax department, and Copy D for employer.

For cities in states that require 8 part W2's, we will have the 4 part "Twin Sets" available. These will include an additional Copy 1 for state, city or local tax department and Copy 2 for employee's state, city or local income tax. Clients who reside in the states of Alabama, Delaware, Kentucky, Michigan, Missouri, Ohio and Pennsylvania will be asked to specify whether the 4 part "Twin Set" is required or not.

Laser W2 Forms

The laser form we will offer is a 6-part form identical to last year's style. The 2 up laser W2 contains filing

information for two employees. (1 sheet = 2 forms). These forms are run through the printer one part at a time. These forms are compatible for those agencies with 250 or less employees who must submit the Federal IRS Copy A to the Social Security Administration. Envelopes are also included with laser form orders.

1099 Forms

Dot matrix 1099 forms

The dot matrix version is a single-wide 4-part carbonless form which comes with window envelopes. The 1099 includes 4 forms - Copy A for IRS, Copy 1 for state tax department, Copy C for payer, and Copy B for recipient in the mailer. Since they are carbonless and do not include a self-mailer.

Laser 1099 forms

The laser form that we will offer includes 4 forms just like the dot matrix version, including window envelopes with each order. These forms are also compatible with standard laser print programs.

1098 Mortgage Interest Statement Forms

Dot Matrix 1098 forms

The dot matrix 1098 form we will offer is a 3-part carbonless form including window envelopes with each order. The 1098 includes Copy A for the Internal Revenue Service, Copy B for payer and Copy C for recipient or state.

Laser 1098 forms

Identical to last year, we are offering a laser 1098 form which includes 3 forms just like the dot matrix version, including window envelopes with each order.

We suggest that you order twice the number of forms you need as a precaution in the event of printer malfunctions or data errors.

Arranging for GMS to Print W2s, 1099s, and 1098s

A number of agencies have experienced printer problems when printing W2, 1099 and 1098 forms because of the thickness of these documents.

However, with the style of forms being offered again this year, many agencies will be able to print their own forms that haven't been able to in the past. GMS will still make this service available to all clients. Turn around time will be approximately 1 week in the GMS office.

Printed forms will be shipped via the service specified on the transmittal form. You may send your files to GMS using email to sara4gms@gmsactg.com

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W2 and 1099 Diskettes

Magnetic media submission is required for organizations submitting 250 or more W2 or 1099 forms. GMS provides this service for a fee for any client requesting it. It does not matter whether we print your forms. Supplements #400 and #401 are available to prepare W2 and 1099 diskettes.

1098 Forms

Supplement #804 RLSS 1098's is available for those agencies who are required to issue 1098's. It also allows creation of a file if GMS is requested to print forms for you.

Placing your Order

Orders may be placed using the order form included with this newsletter or order on-line at www.gmsactg.com. All orders must be placed by October 31st to avoid an additional price increase of 10%. **Please note: If GMS is printing your forms or preparing a diskette, your order must still be placed by October 31st to guarantee form availability.**

Should you have any questions or need further assistance, please do not hesitate to contact the GMS office at (800) 933-3501 ext. 1.

Supplement #415 GASB 34 Worksheets to be Released in September

Included with the September Windows accounting upgrades that will be sent during the week of September 20, 2004, will be a new windows supplement #415 GASB 34 Worksheets. It will include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for Governmental Funds. These worksheets are intended to be run after year end closing entries have been posted to the General Ledger.

The Balance Sheet will allow setting up balance sheet categories and assigning each Balance Sheet GL code to a category. It will also allow the user to set up column headings for the different funds and assign each Balance Sheet GL code to a column. Any GL codes not assigned to a column will be reflected under the column "Other Governmental Funds". Then all columns will be added together and be reflected under "Total Governmental Funds".

The Statement of Revenues, Expenditures and Changes in Fund Balance will allow setting up GL categories and assigning each revenue and expenditure code to a category.

It will also allow the user to assign projects or elements to the column headings previously established. You can either assign an entire project to a column or each element within that project, not a combination of both. Any projects or elements not assigned to a column will be reflected under the column "Other Governmental Funds". Then all columns will be added together and be reflected under "Total Governmental Funds".

The cost for this new windows supplement is as follows:

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

Outstanding Invoices by Program Element

GMS decided not to rewrite Enhancement #527 Program Receivables in a windows version because of the limited number that was sold in the DOS version. However, since a few clients need to see the outstanding invoices by program element, we will be including a query called *rptOSInvoiceAmount* with the September revisions. For those agencies that use Supplement #336 Accounts Receivable, you can double click on this query to produce the outstanding invoices by program element. You can copy and paste it into Excel to prepare the format that you need.

Plan now to attend GMS's 20th Annual Financial Management Conference - May 22-27, 2005 in San Antonio, Texas

The GMS Supplement Catalog for Windows software is on our website at www.gmsactg.com in pdf format. Print a copy for yourself or just review the supplements that are available. The easy access to the catalog assures you of the most up-to-date information on supplements.

RLSS-Changing Loan Funds
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following steps will reverse activity to the previous funding source and “repost” them to the edited fund, resulting in project-to-date figures being correct.

- 1) Print the loan’s history and have it handy for calculations.
- 2) Using **Loan Activity, adjustments**, enter a negative disbursement equal to the total disbursements recorded on the loan’s history printed in step #1. Use the last valid activity date within the history as the activity date on this adjusting entry, and use the same paid-through date recorded in the most recent activity. When this activity is posted, the “new balance” will become a negative number. Use the “notes” section of the screen to document the reason for the adjusting entry.
- 3) Using **Loan Activity, adjustments**, enter the repayment totals as negative numbers. This will include negative activity total in an amount equal to total repayments, and negative interest and principal amounts for the totals listed on the loan’s history. It may become necessary to post negative numbers under penalties, fees, etc. Review the loan’s history carefully to be certain the adjusting entries are complete. Use the last valid activity date within the history as the activity date on this adjusting entry, and use the same paid-through date recorded in the most recent activity. The “new balance” should be zero. Use the “notes” section of the screen to document the reason for the adjusting entry.
- 4) Edit the **Loan Master** file with the new funding source.
- 5) Using **Loan Activity, reenter the total disbursements to the loan**. Again, use the last valid activity date within the history as the activity date on this entry, and use the same paid-through date recorded in the most recent activity. This activity will include the same numbers utilized in step #2, but will now be entered as a positive number. Use the “notes” section of the screen to document the entry.
- 6) Using **Loan Activity, adjustments, reenter the total repayments made for this loan**. Again, use the last valid activity date within the history as the activity date on this entry, and use the same paid-through date recorded in the most recent activity. This activity will include the same numbers utilized in step #3, but will now be entered as positive numbers. Use the “notes” section of the screen to document the entry.

Important Note: If the loan totals used for the above entries involve accrued interest, separate adjusting entries may be required. Refer to the Help section in RLSS Windows, Loan Activity, Handling Special Situations, Adjusting Accrued Interest for details.

- 7) Reprint the loan’s history and compare it to the one printed prior to taking the above steps. The loan totals should match the original printout.

Since the above activities become a part of the Monthly Activity Report, you may want to make a notation that they were “non-cash” transactions before forwarding the report to accounting. As a result of the above steps, any future statistical reports will reflect the loan as part of the revised funding source. This may be especially important when printing Loan Analysis by Fund and Portfolio Statistics.

Current Position Available

Executive Director for non-profit community action agency operating multiple government sponsored social services programs. Agency serves two-county area in Central Texas with \$8 million budget and over 200 employees. Minimum of Bachelor’s degree in Public Business Administration or related field. Master’s degree preferred. Minimum of three years at a supervisory administrative level at a CAA or related organization, with working knowledge of government funding. Proven verbal and written communication skills. Salary negotiable depending on experience. Send resume to P.O. Box 740 Georgetown, TX 78627-0740 or email [wbco@wbco.net](mailto:wbc@wbco.net). EOE.

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@coastalgeorgiardc.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.