

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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## Getting Ready for W2s - What You Can Do Now

Although three months remain before you need to prepare W2s, here are some things you can do now to get ready.

- ◆ Make sure that the year-to-date payroll information is correct. Don't wait until after the last payroll of the year is completed to find out that a payroll is missing or doubled up. Use your YTD Payroll Control Sheet to verify amounts.
- ◆ Make certain that terminated employees have a T under their employee status. You should do this for all employees terminating their employment prior to December 1. *Note: Since you may run certain reports in early January which reference employees who worked in December before ending their employment, we recommend that employees terminating in December be retained in the system. In the DOS system, terminated employees will be automatically removed as a part of W2 processing.*

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### Windows Upgrades and Revisions

Quarterly, we send out additions and changes we have made to the windows version of the accounting and RLSS software. It is important that you read through the list of the changes. We may have released supplements that have been written in a windows version and added features that you may not be aware of without reading about them. For those agencies that have an IT staff member to do the installation, you should email the memo to them but make sure that all accounting staff have a chance to read through the changes.

## New RLSS Windows Supplement #833 EDA Semi-Annual Reporting

We are pleased to announce a new supplement, especially written for our Windows clients. This supplement assists with the preparation of an EDA Semi-Annual Report by using information in the RLSS database. Data is moved from the database into a Microsoft Excel spreadsheet template. This data is pulled from the Loan Master file, and includes pertinent information related to loan status, job creation/retention, usage of funds, and loan type. The loan's history is reviewed for disbursement and repayment figures.

Because an Excel spreadsheet format is used, data can be edited and additional information added prior to submitting the report. This is especially important as some information is not tracked within the RLSS program, specifically that related to your original proposal and utilization. The Excel format allows this additional information to be manually added, with formulas already in place to calculate percentages and totals.

Our standard report, Borrower Profiles, has been enhanced to include all information required by the EDA reporting format. It can be printed and attached to the report as Part IV: Portfolio Loan List.

Utilizing this supplement requires you have Microsoft Excel 2000 or higher installed, and basic Excel skills. Establishment of an Optional Field to track which EDA loans are Direct and which are Guaranteed is also necessary.

**The purchase price is:**

<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

Orders may be placed by contacting our Maryland Office at 800-933-3501 or emailing [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com).

***In This Issue: Using Windows Report Writer...Service Chat Room... Invoice Checking***

- ◆ Understand your special W2 requirements particularly for issues such as pension, deferred compensation, dependent care and group life insurance over \$50,000. You may need to check with the IRS or your CPA.
  - ◆ Be familiar with any appropriate federal and state magnetic media reporting requirements that must be met.
  - ◆ Order W2 forms. And, if you need to, arrange for W2 printing or disk preparation with GMS.
  - ◆ Review the W2 processing section in your Help or electronic users manual. It can be found under Payroll Processing.
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### ***GMS Service Chat Room Available Daily***

Have you got a question that will only require a quick response from a GMS service staff member? If so, those kinds of questions are ideal to ask in the GMS Service Chat Room. For easy access, click on your Help menu and select GMS Web Help. That will bring you directly into the GMS website. Or if you prefer to use internet explorer, you can go to [www.gmsactg.com](http://www.gmsactg.com). Click on the option on the left for Service Calls, Service Chat, Support and Downloads. To enter the 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 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 will be asked by the monitoring service staff to place a service call. It will be your responsibility to place the service call in the normal manner. **Remember, while at the web site you can place the call by clicking on the Service Call link.**

When asked about the new GMS Service Chat Room, Dawn Turner, Director of Fiscal Operations at Warren Forest CAA, responded "I love it! Being new to the windows accounting system, when we need a quick answers we get it. Most of the time we just want to confirm how to do something, because we know it will take longer to fix it if we do it wrong." Steve Foor, Controller for Bedford Fulton Housing, said "I think it gives the customers another great service to add to the great service that GMS always provides. It also helps me relate my questions to the service staff better." Jill Hoskins, Fiscal Manager at Metroplan Orlando, added "I'm a very frequent user! It is very convenient because you don't have to wait for a call. It is wonderful and fun!" Even though the service chat room isn't appropriate for all types of service calls, there are many questions that can easily be answered through the chat room. So why not give it a try the next time you have a quick question?

### ***Windows Report Writer Exercise***

#### ***How to produce a Program Check Listing by Month***

This provides the same information as the Program Check Listing included in Supplement #331 Program Payables, except that you can put conditions in to include all checks for a month by Program Element.

- 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, tblCheck, tblLineItem, tblVendor and tblVoucher. Click on OK
- Click on 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 VoucherNum in the left window
- Click on the combo box for Table 2
- Click on tblAPPmts
- 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 VoucherNum in the left window
- Click on the combo box for Table 2
- Click on tblLineItem
- Click on VoucherNum in the right window
- Click on the add button between the two windows
- Click on OK on the Edit Link form

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*Using The Windows Report Writer....  
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- This will return you to the Tables tab
- Click on tblVendor
- Click on Add
- TblVendor 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 tblVoucher
- Click on VendorCode 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 tblCheck
- Click on Add
- TblCheck will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on CheckNum in the left window
- Click on the combo box for Table 2
- Click on tblAPPmts
- Click on CheckNum 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
- 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

***Things To Do This Month***

- Run End of Quarter Payroll Processing before the first paycheck issued in October
- Clear state/local taxes before first paycheck in October (DOS version)
- Order W2/1099/1098 forms from GMS before October 31. You can order online at [www.gmsactg.com](http://www.gmsactg.com)!
- Mark your calendars for the 2005 Annual Conference May 22-27, in San Antonio, TX

- Click on the Edit fields
- tblAPPmts, tblCheck, tblLineItem, tblVendor and tblVoucher will appear in the left window
- Left click on the + sign to the left of tblLineItem and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
  - Element
  - GLCode
- 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:
  - Voucher Date
  - VoucherNum
- Left click on the + sign to the left of tblVendor and all fields within the table will appear
- Choose the following fields by double clicking on each field:
  - Vendor Name
- Left click on the + sign to the left of tblAPPmts and all fields within the table will appear
- Choose the following fields by double clicking on each field:
  - Description
  - Amount
  - CheckNum
- Left click on the + sign to the left of tblCheck and all fields within the table will appear
- Choose the following fields by double clicking on each field:
  - Check Date
- Make certain that all the fields appear in the window on the right.
- You may rearrange the order of listed fields by dragging the line you wish to move and dropping it where you want the column to appear.
- 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. \_\_\_\_\_ is equal to \_\_\_ " is displayed. Click on the first underlined field. Click on tblCheck. All of the fields will be displayed.
- Click on CheckDate. It now says "CheckDate is equal to \_\_\_\_\_".

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- Click on is equal to and choose greater than or equal to from the list of choices. It now says "CheckDate greater than or equal to \_\_\_\_".

In the blank field, put the 1<sup>st</sup> day of the month for which you want the check listing (i.e. 7/01/2004).

- Above the grid, you will see Click here to add new condition. Click on that statement to add a second condition.
- "2. \_\_\_\_\_ is equal to \_\_\_\_ " is displayed. Click on the first underlined field. Click on tblCheck. All of the fields will be displayed.
- Click on CheckDate. It now says "CheckDate is equal to \_\_\_\_".
- Click on is equal to and choose is less than or equal to from the list of choices. It now says "CheckDate is less than or equal to \_\_\_\_".

In the blank field, put the last day of the month for which you want the check listing (i.e. 7/31/2004).

- Above the grid, you will see Click here to add new condition. Click on that statement to add a third condition.
- "3. \_\_\_\_\_ is equal to \_\_\_\_ " is displayed. Click on the first underlined field. Click on tblLineItem. All of the fields will be displayed.
- Click on GLCode. It now says "GLCode is equal to \_\_\_\_".
- Click on is equal to and choose is greater than from the list of choices. It now says "GLCode is greater than \_\_\_\_".
- In the blank field, put 50000
- Click on Run SQL. All of the requested information will be displayed. You may sort using any field. If it puts the information in Z-A order, click the column again to sort in A-Z order.
- Click on Print Preview to print the report or you may export the information to Excel or Word to make the report look nicer if desired.
- 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 or Word:**

1. Highlight the entire table by first clicking on Line 1 under Element. Move the cursor to the checkdate column 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 or Microsoft Word. Hold down the control key and type v. (control v is the same as paste).
4. The file will be exported into Excel or Word.
5. Group and total the information as fits your needs best.

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## ***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, Supplement #396 Invoice Checking can be incorporated into your voucher data input program.

In the Windows version, you can enter as many invoices per voucher as you want, however, we are only printing one line of invoice numbers on the stub. Depending on your printer and the length of each invoice number, it may print anywhere from four to ten invoice numbers on that line. The invoice numbers are stored in the voucher table. An unlimited number of invoices per vendor can be stored in the table.

In DOS, you may enter up to seven alpha or numeric invoice references on each voucher. The invoice numbers are maintained in an invoice history file indexed by vendor number, voucher batch and document number. 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.

### **How is the invoice history used?**

First, when you enter an invoice number or reference on a voucher, the voucher table or invoice 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. 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 or from the A/P supplement menu in Windows. It allows you to enter a vendor number and all or specific invoice references. If invoice references exist, 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 email, telephone or fax. For more information on Supplement #396 Invoice Checking, refer to your electronic user manual or Help manual.