

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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## ***GMS General Ledger and Financial Reporting System Released***

GMS is excited to announce the release of a new GMS product called the GMS General Ledger and Financial Reporting System. It is a cut-down version of the GMS Accounting and Financial Management System. It includes the Chart of Accounts, Cash Receipts, General Journal, Monthly Processing (which includes the GL Listings and Financial Reporting only), Budgeting and Prior Year maintenance.

Since the release of the Windows RLSS, several RLSS clients who do not use the GMS Accounting and Financial Reporting System have requested that GMS develop a basic general ledger package. We also know that there are other small departments of city or county government that want to keep more detailed records regarding their grants or contracts than the city or county provide them, but don't need the capability of producing payroll, accounts payable checks or allocating costs.

The cost for this new product is \$2,000. Installation of the software and any off-site training requested will be billed at our prevailing hourly rate, which is presently \$75.00 per hour. The cost of license and warranty is \$35 per month per user and service and support is \$75.00 per month per organization. Pay as you use support can be implemented at our prevailing hourly rate if the agency chooses to discontinue full support after one year with a 60 day written notice to GMS.

If you know of any agency that is looking for basic general ledger and financial reporting software, please contact our marketing department at [gms@gmsactg.com](mailto:gms@gmsactg.com) or 800/933-3501, ext 2.

## ***Welcome New Users***

### ***Accounting Systems***

***Pike Metropolitan Housing Authority - Piketon, OH***

**Gary Roberts, ED  
Robin Keller, IT**

**Pam Smith, Accountant**

## ***Laptop Hands-On With Windows Report Writer***

### ***Annual Conference Intensive***

Bring your laptop computer (make sure batteries are charged) to this session and learn the step by step functions to develop reports using the GMS Windows Report Writer. ***Make sure you have Microsoft Access and the Windows Report Writer already installed on your laptop prior to conference. Only those clients that are from agencies who have the Windows Report Writer will be allowed to register for this intensive.*** GMS Staff will give instructions on how certain reports are developed and a list of tables that are typically used in the Report Writer. Then, as time permits, each person in the intensive can request instructions on how to develop a report that they want for their particular agency. All participants will then learn step-by-step how to develop those requested reports. When you get back to your office, you can use those queries to create reports using your database. Hopefully, this intensive will help clients in learning which tables are used for the reports they need to prepare most often with the Report Writer. Once the queries and structures are saved, they will be able to retrieve the saved information each time and run a process to include the updated data.

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**Reminder!** If you are planning to attend the GMS Annual Conference in May, You MUST have your hotel reservations in by April 29 or sooner!

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***In This Issue: Annual Conference Session Writeups- Which Will You Attend?....***

## *Annual Conference - Which Sessions Will You Attend?*

To help you finalize plans for the San Antonio conference, here is a brief preview of the accounting and revolving loan service system sessions. Specific dates and times may be found in the enclosed Annual Conference brochure. Sessions are 1½ hours in length unless otherwise noted.

- ❖ Designed for GMS Windows Accounting Users
- ⊕ Designed for GMS DOS Accounting Users

- ⊗ Designed for GMS-RLSS Users
- ◆ General Sessions for All

### **❖ *Accounting Setups, Master Files and Books of Entry***

During this session, you will review all of the setups included in the accounting system from organization information to payroll, leave and cost allocation. Proper procedures for maintaining master files and books of entry will also be reviewed. This session is ideal for staff who are new to using the windows version of accounting or clients who are planning to convert or recently have converted to the windows accounting system.

### **❖ *Answers to the Top 10 Service Questions***

GMS Service Staff, Ann Drago and Marilee Floener, will cover the problems and solutions to, what they believe to be, the top 10 service questions we receive from windows accounting clients. Tips on how to research a problem and procedures to follow when preparing to place a service call will be covered. On an average day, 50-80 service calls are received. Can you imagine how many calls come in during W2 season in January?

### **❖ *A/R Processing***

This session is designed to cover the nuts and bolts of the Accounts Receivable system, from data entry to processing the receivables. What types of receivables are appropriate to be tracked on an outstanding accounts receivable analysis? Review the invoices and statements that can be produced along with the Accounts Receivable History that was added this past year. This session is not divided into Level I and Level II sessions, but common troubleshooting issues will be discussed.

### **❖ ⊕ *Basics of Year End Closing***

Here is a primer on closing the books at year end and getting ready for audit. This session will be run twice for the Windows version and once for the DOS version of accounting. Final run procedures will be reviewed including one of GMS's hottest supplements - Year End Closing Entries. Employees responsible for year end close out are encouraged to attend. Find out what needs to be done at year end, issues you will need to consider, and proper year end techniques.

### **⊗ *Finding, Marketing, and Managing Loan Funds (Part I and II)***

Karen Dabson has many years of experience in non-profit and economic development lending. She has worked closely with SBA, USDA, CDFI, CDBG, and other organizations, and will share the knowledge she's garnered with attendees. She has also served as senior community advisor to the Federal Reserve Bank of Cleveland. This two-part session is designed to assist the Lending Director and other key personnel in locating and securing funds to meet their lending goals. Identifying and reaching target markets will be addressed. The session will also cover internal management of loan funds.

### **❖ *Fixed Asset Inventory***

How does the GMS Fixed Asset Inventory software work? This session will focus on how to maintain your fixed asset inventory and computing depreciation. Entries to record new fixed assets and the disposition of fixed assets will be covered. What are the recommended asset accounts to be established in the chart of accounts? A review of the fixed asset reports will also be given.

### **❖ ⊕ *GMS Cost Allocation Concepts***

One of the most important financial management issues GMS clients face is selecting the right cost allocation procedures. This session details the GMS software alternatives available for leave, fringe benefits, indirect costs, dual indirect pool, service unit and special allocations. Learn about "shifts", "locks", and "line item cost allocation detail".

### **⊗ *Incorporating Lending Programs into Accounting***

This session offers options for establishing internal accounting procedures required to adequately track lending programs. GMS staff with experience in both lending and accounting will share recommendations based on their background. They will also respond to questions about your agency's specific needs, since funding sources often dictate procedures beyond the normal routine.

### ◆ *Intro to the GMS Accounting - Windows*

Designed to give an overview of the GMS Windows Accounting and Financial Reporting System, this session is a great starting point. This session will be held only once this year since over half of the GMS accounting clients have already converted to the windows version. It's a great opportunity for Executive Directors, board members and auditors who don't actually operate the system, but want an overall understanding of the major operating functions and features. System concepts and terminology will be explained.

### ◆ *Intro to Windows RLSS*

This session is designed to introduce you to the Windows version of RLSS. We'll be covering the basics of maintaining the system, along with an overview of reports and new features. This is a "must" session for those of you planning to upgrade from the DOS RLSS to the Windows version.

### ❖ *Learning the Database Tables*

This session will cover what is taking place in the database when running menu items in the windows accounting system. Which tables are being affected when checks are saved? What is really involved in monthly processing? What is happening when you roll forward and reverse roll forward for year end? What tables are affected when you click on the month end button under Financial Reports? Hopefully, this session will give the attendees a better aspect of what is going on in their database.

### ⊕ *Month End, Payroll, and Accounts Payable Activities in Windows for DOS Clients*

These three sessions are designed for DOS clients who want to see what is involved in month end, payroll and accounts payable processing in the windows version of accounting. During these three sessions is the ideal time to ask questions like "This is how I have it set up in DOS now, how do we handle the same thing in windows?" Since we are not going to be answering any DOS questions during the windows training sessions this year, this is the ideal time to get your answers and see first hand the processing steps in the windows version of accounting.

### ❖ *Overview of Payroll and Accounts Payable Supplements*

Based on several requests, we have added a session this year that will give an overview of the Windows payroll and accounts payable supplements. Many clients are not aware of how certain supplements work and what

information can be prepared using these supplements. Often, clients don't realize how much staff time can be saved by using certain supplements.

### ❖ *Overview of Selected GL Supplements*

We have also added this new session to our conference agenda this year based on several requests that we received. Many GL supplements that cover cost allocation and financial reporting will be reviewed. The Windows Report Writer will not be covered during this session since there are separate concurrent sessions designed specifically for the Windows Report Writer.

### ❖ *Overview of Year End and Related Supplements*

Because of the abundant number of GL supplements, we have designed a session specifically for Year End and related supplements. There are many supplements available that can assist you and your auditor with year end closing and preparing the audit report. Find out which supplements may save you staff time when putting the audit schedules together.

### ⊕ *Processing Requests from Creative Loan Counselors*

The nature of non-profit lending usually involves high-risk loans. Sometimes it becomes necessary to handle difficult loans in non-traditional ways. Varying interest rates, periods of non-payment or reduced payment, and loan restructuring will all be discussed. You will have an opportunity to question RLSS staff about how the system can handle your agency's unusual needs.

### ❖ *Q & A with Accounting Staff*

The participants are the ones setting the program for this session. Last year we received a wide range of questions covering the windows accounting software, financial management, accounting procedures, hardware specifications and more. Any question related to the GMS Accounting System is acceptable, so start making your list. It's a fun session with lots of audience participation and hopefully, lots of answers!

### ⊕ *Q & A with RLSS Staff*

This is an opportunity for direct interaction with Karen Secoy, RLSS Director, and Yongling Xin, primary programmer for the RLSS Windows software. Since they are the persons mainly responsible for the RLSS program, you'll have the chance to ask questions about any RLSS issue including the existing software, along with sharing your ideas for improving the system. The conference suggestion box is always available at the registration desk for giving your suggestions to GMS staff.

### ✦ *RLSS-DOS Overview for New Clients*

Staff turnover does not always allow adequate training time for new personnel. This session is designed to assist the new DOS user with the basics of the system, as well as available reports and supplements.

### ✦ *RLSS Reports & Master Query*

There are many standard reports available with the Windows software, as well as new features. One of the most powerful reporting tools available is Master Query, which utilizes the data within Loan Master files and the loan histories to create reports in Microsoft Excel. All of these options will be reviewed during this session.

### ✦ *RLSS Supplements and New Features*

Windows RLSS offers quite a few new features, including several supplements that were in the DOS version of RLSS, along with some brand new supplements. This session will briefly review each of these and how to get the most from each option. You will also be given the opportunity to share your ideas about future supplement development.

### ✦ *Training on the DOS version of GMS Accounting Software*

These sessions are designed for newer staff to make sure that while still using the DOS version of accounting, they are aware of all proper operating procedures and controls and can produce and interpret all the reports necessary in order to maintain the accounting system properly. In addition, many troubleshooting hints and procedures will be covered.

- Accounts Payable Processing
- Payroll Processing
- Month End Processing (Part 1 & 2)

### ✦ *Training on the GMS Windows Accounting Software - Level I*

These sessions will demonstrate how to perform all functions of the windows software, review the windows controls used, and how to generate the reports. Detail packed, these sessions are designed particularly for windows system operators who are fairly new to the windows version. No DOS questions will be addressed. Sessions include:

- Accounts Payable Processing
- Payroll Processing
- Month End Activities
- Windows Report Writer

### ✦ *Training on the GMS Windows Accounting Software - Level II*

These sessions will cover a more in-depth discussion of the processing functions in the GMS Windows software. It is designed particularly for windows system operators who have been using the Windows system for a year or more. Focus will be placed on more of the troubleshooting issues and how to find errors that have been made. Sessions include:

- Accounts Payable Processing
- Payroll Processing
- Month End Activities
- Windows Report Writer

### ✦ *Update on the Fair Labor Standards Act*

Guest speaker, Karen Morinelli, a highly qualified labor and employment attorney will present an update on the Fair Labor Standards Act. She will cover several new labor and employment regulations including the new salaried employee regulation. It is important for Executive Directors and fiscal staff to keep current on new and revised regulations regarding employment issues. Learn the updates from an experienced attorney who deals with these issues on a regular basis.

### ✦ *Using Complete PO's*

This session will take an in-depth look at the GMS Complete Purchase Order supplement. It will provide information to help you assess your internal purchasing procedures and controls. Are requisitions required in your agency? In what department are your purchase orders generated? How does this supplement work and what are the most common problems and issues that need to be considered when using this supplement?

## 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 July 31, 2005. See your conference brochure or our website [www.gmsactg.com](http://www.gmsactg.com) for more information. Another great reason to attend the conference!