

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Volume 17, No. 5

May 2005

## ***GMS will be Discontinuing Support and Service on the DOS Systems as of December 31, 2007***

Over the past 2 - 3 years, many clients have been asking GMS staff how long we intend to support the DOS Accounting and Revolving Loan Systems. The decision has been made to set December 31, 2007 as the date to discontinue support and service of the DOS systems. In order to give our present DOS clients ample time to decide when they want to upgrade to GMS Windows, we decided to make the announcement now which is over 2.5 years in advance. With the changes in technology, hardware and operating systems, I don't think anyone can predict how long DOS applications can be used. Our greatest fear is that our clients may get to a point where they can't operate the DOS system due to changes in software or hardware that will not support DOS applications. We want to make sure that everyone has plenty of time to update their hardware, if necessary, in order to properly run a Windows database system.

The transition from the GMS DOS Accounting System to the GMS Windows Accounting System is made easier by the fact that all of your employee files and YTD payroll information, vendor files, and fixed assets (if applicable) are converted by GMS. A telephone appointment is scheduled with a GMS staff member to assist you with the Windows installation and setups necessary for you to begin working in your Windows program.

The transition from the GMS DOS RLSS to the GMS Windows RLSS is made easier by the fact that all loan histories, code setups for status, loan officer and funding sources will be converted. The three-digit codes currently in

*Continued on page 2*

**The GMS offices will be closed Monday, May 30 in observance of the Memorial Day holiday.**

## ***How Will GMS Operate During the Annual Conference?***

Here are some things that you need to know about how GMS will operate during the Annual Conference May 23rd-25th.

- (1) Only emergency service calls will be taken on Monday, May 23<sup>rd</sup> through Wednesday, May 25<sup>th</sup>. Only one service staff member will be taking service calls throughout the day. With all of the windows training sessions and computer clinic traffic this year, most staff will be involved in sessions or in the computer clinic. We hope this will not inconvenience your agency greatly! We will reduce our service hours for May 23<sup>rd</sup> through May 25<sup>th</sup>. For Monday, our service hours will be 11:00 a.m. to 6:00 p.m. est. For Tuesday and Wednesday, our service hours will be 9:00 am to 6:00 pm est. Follow the normal practice of either emailing them to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com), faxing in your service calls at 301/933-3502, or calling our service number (800) 933-3501.

*Note: During the conference we will move our entire Service Staff to San Antonio so they can participate in sessions and meet with clients.*

*Continued on page 2*

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***In This Issue: Job Opportunity... RLSS Issues... Year End Closing Help Options...***

place for funding sources will be converted to five-digit codes with the final two digits as zeros.

Now is the time that all DOS clients should begin discussing when they want to make the transition. Accounting clients need to convert at the beginning of their fiscal year. RLSS clients can upgrade after any month is completed. Please contact GMS if you would like to discuss any issues regarding your transition to Windows. More information on the Windows version of GMS Accounting and RLSS is available on our website at [www.gmsactg.com](http://www.gmsactg.com).

***How Will GMS Operate During the Annual Conference?  
continued from page 1***

- (2) A message center will be set up at the conference registration area at all times during working hours. If you will be attending the conference and your office needs to reach you, we recommend they should do so by calling the hotel at (210) 354-2800 and requesting your room's voice mail. A message may also be relayed to the registration area to be posted on the message board. Conference sessions will not be interrupted except for personal emergencies.
- (3) The hotel has a fax machine if your office needs to communicate with you via fax. Their fax number is (210) 354-2700. There will be no charge to receive a fax and you will receive a message in your room on the voice mail if you have received a fax. *Please do not use this number for GMS service.*
- (4) Our Service Chat Room will not be monitored on May 23<sup>rd</sup> through May 25<sup>th</sup>.

Our commitment is to provide service and support as usual during the conference period. And, we thank everyone (those attending and those who cannot) for their patience and understanding should any unnecessary delays occur.

***What GMS Staff Assistance is Available for Year  
End Closing at Conference?***

At the 2005 GMS Annual Conference, sessions titled Basics of Year End Closing-DOS and Basics of Year End Closing-Windows will be offered. A one and a half day post conference intensive on Year End Procedures/Preparing for Audit is also offered. All reconciliations and revenue recognitions will be the same for both windows and DOS Systems. There are minor differences in the close out entries between the DOS and windows systems.

***Dear Friends:***

Later this month many of you will attend the 20th Annual GMS Financial Management Conference in San Antonio, TX. This year we expect about 250-300 persons to attend representing approximately 150 GMS client organizations. If the past is any indication, non profit organizations from most states will participate. It is not too late to register. And if you haven't already, we hope that you will. Here are just a few reasons why you and your staff should attend.

# Again this year the focus is centered around training on the Windows version of the GMS Accounting and Financial Reporting System and Windows RLSS. We will be demonstrating and training on the software during concurrent sessions throughout the entire conference. There will also be four 1 ½ day Windows intensives. They include Training on the Windows Accounting Software, Training on Windows RLSS, Year End Procedures/Preparing for Audit, and Laptop Hands-On with Windows Report Writer.

# Now that the GMS Windows Accounting System has been used by GMS clients for almost three years, we have divided the major Windows processing steps for payroll, accounts payable and month end into three different sessions. This will be a level I for Windows clients who are fairly new to using the Windows version. There is a level II session for Windows clients who have been using the Windows version for quite a while and want more in-depth information and troubleshooting. In addition, we are holding a Windows training session for DOS clients. This will give them an opportunity to ask how certain things are handled in the Windows version that they presently do in the DOS system. We had several requests after last year's conference to divide the sessions up so questions asked in those sessions are relevant to those attending.

# We will also be providing new staff training on our DOS version of accounting and RLSS. The annual conference is our most effective and efficient way to train you - assisting you in making your GMS accounting and RLSS systems work better.

# For GMS-RLSS users, there will be a new two-part session on Finding, Marketing & Managing Loan Funds, taught by Karen Dabson, a partner of OrgMent..

# You will be able to meet face to face with every member of our staff - Service, Field, Programming, Administrative. All of the GMS resources are in one place and at your disposal.

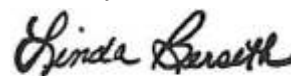
# The *Computer Clinic* offers an opportunity to try out the Windows accounting or RLSS systems in addition to all of the DOS programs including any of the supplements and enhancements - to learn how they work using test data.

# Equally as important, it will give you an opportunity to share your practices and procedures with the other organizations attending and also pick up ideas from others! GMS clients offer a wealth of experience and information.

You can still register. To do so, just call the GMS offices at (800) 933-3501, fax in your registration form to 301/933-3502 or register on-line at [www.gmsactg.com](http://www.gmsactg.com). And, if you can't make it this year, maybe you can next year.

As always, it is our pleasure working with you!

*Sincerely,*



**Linda Berseth  
President/CEO**

## ***Windows RLSS Upgrades***

We wanted to remind you what is involved with the Windows RLSS upgrades and the schedule that is followed.

**Cost:** \$1000 which includes the Windows version of software and the conversion of loan profiles, loan histories and code setups for status, loan officer, and funding sources.

**Place Your Order:** All orders must be placed on our website at [www.gmsactg.com](http://www.gmsactg.com).

**Instructions:** After receiving your order, a conversion memo is emailed to the contact person listed on the order. All instructions should be read thoroughly and followed so you can be assured that your computers are all up-to-date and that your loan profiles have been cleaned up and will convert properly. If it is necessary for you to redo your backup, it may cause delays in the schedule that was set up.

**Telephone Contact:** Prior to the installation appointment, a GMS representative will call the contact person to review several items, such as service packs and related updates, supplements, and set up the schedule for when GMS can expect the total directory backup, when GMS will send out the software and database, and the installation appointment. Also, any questions you may have can be discussed at this time. Make sure when you send in your backups, you include your current physical address, so UPS can deliver the CD as scheduled.

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## ***RLSS Loan Activity “Period”, Monthly Activity Report, and Journal Entry***

**Activity Period:** It is important users understand that when entering loan activity, the activity period will always default to the current month/year based on the computer’s date. However, the period is always under user control. The automatic default period can be overridden and replaced with any other valid month/year combination.

In a situation where a payment is deposited in one month, and now it is being entered into the system in the following month, it is important that you change the automatic default period to the month the deposit was made. If you use the Monthly Activity report to reconcile with bank deposits, it is even more important it is recorded in the period that matches the deposit date. Monthly bank statements can then be reconciled with the Monthly Activity Report. ***If the activity is not an adjustment, the activity date should always be the actual date of the loan activity; the period does not have an impact on the loan history nor any other standard report.***

**Monthly Activity Report:** This is likely the most important report within the RLSS program. It can be used to reconcile with bank deposits and accounting records, and frequent monitoring can ensure all loan activity is being posted properly. When the report is created, the screen has an option to “include all dates”. Recent service calls indicate that not everyone understands this option and its impact on the report results.

We’ve included options for selecting by date range, which is helpful for those clients who do daily or weekly bank deposits. For example, selecting dates 03/21/05 to 03/25/05 will create a report that shows activity that 1) was recorded within the selected period, and 2) has an activity date within the entered range. This can then be reconciled to a weekly bank deposit to ensure all activity was processed through the bank, and that every item deposited was properly posted to RLSS.

Because activity dates sometimes fall outside the month/year used for the activity period, ***it becomes especially important that the response to “include all dates” is “yes” when the final report is created for the month.*** Pulling a report for 03/05 period with a date range of 03/01/05 to 03/31/05 may exclude those activities recorded with dates outside of March, 2005. Creating a comprehensive report that reflects all activity recorded within the period is only accomplished by selecting “yes” for all dates.

The screen used to create the Monthly Activity Report includes a display-only field titled “ending date”. If the user inputs a date range, this field will display the final date of the range entered. When all dates are selected, this field will display the final activity date recorded within the selected period.

**Journal Entry:** The journal entry is created using the activity period totals calculated when the Monthly Activity Report is done. This makes pulling the final Monthly Activity report with all dates even more vital. The data is held in a temporary table, and is then used to create the Journal Entry. The best way to ensure the accuracy of the Journal Entry is to ensure the accuracy of the Monthly Activity Report. Likewise, the best way to ensure the accuracy of the Monthly Activity Report is to include all dates. In the event a Journal Entry is created and then additional loan activity is recorded within the same period, a new Monthly Activity Report should be pulled and a new Journal Entry created.

It's not too late to register for the  
20th Annual Conference May 22-27th!

## Windows Accounting Upgrades

We wanted to remind you what is involved with the Windows accounting upgrades and the schedule that is followed.

**Cost:** \$2000 which includes the Windows version of software, the conversion of employee files (including quarter-to-date and year-to-date amounts), employee setup files and vendor files. We will also convert your Fixed Asset Inventory if you use that supplement and request us to do so.

**Place Your Order:** All orders must be placed on our website at [www.gmsactg.com](http://www.gmsactg.com). For the fiscal year you are converting, please specify the beginning month and year of your fiscal year, i.e. 7/1/05.

**Instructions:** After receiving your order, a conversion memo is emailed to the contact person listed on the order. All instructions should be read thoroughly and followed so you can be assured that your computers are all up-to-date and that your employee and vendor files have been cleaned up and will convert properly. If it is necessary for you to redo your backup, it may cause delays in the schedule that was set up.

**Telephone Contact:** Approximately one month prior to the beginning of the fiscal year, a GMS representative will call the contact person to review several items, such as service packs and related updates, supplements, and set up the schedule for when GMS can expect the total directory backup, when GMS will send out the software and database, and the installation appointment. Also, any questions you may have can be discussed at this time. Make sure when you send in your backups, you include your current physical address, so UPS can deliver the CD as scheduled.

**We anticipate that a large number of clients will be converting as of 7/1/05, and cannot stress enough how important it will be to make sure that your backups are received in the GMS office according to the schedule that**

### ***Don't Forget Your 50% Supplement Credit!***

Agencies who attend 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 July 31, 2005. 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.

## ***Job Announcement for Fiscal Officer***

### **Brief Position Description**

Arlington Community Action Program (ACAP) Inc. is seeking a qualified and experienced candidate with strong knowledge of Accounting Principles and Grants Management Systems (GMS) for the position of Fiscal Officer. Candidate will be responsible for management of budget, taxes, audit, general journal, accounts payable and receivable. Position is exempt-salaried, full time, Monday through Friday, 9:00-5:30 pm. Some flexibility is required for effective operation of the program.

### **Requirements**

Applicant must have a minimum of BA in Finance or related fields, five (5) years of working experience in accounting. Knowledge of Grants Management Accounting System (GMS) is a plus. Candidate must be innovative, creative, energetic team player and proficient in oral and written communication.

### **Salary & Benefits**

- Salary is negotiable and commensurate with experience & qualification
- Group Health, Disability and Life Insurance
- Paid Holidays & Accrued Annual and Sick Leave
- Group Retirement Plan 403(b)

### **Application Process**

- Fax resume and cover letter to Human Resources at 703-241-2666 **-OR-**
- Mail resume and cover letter to Human Resources at ACAP, Inc. PO Box 6250, Arlington, VA 22206

### **Closing Date**

Open until filled.

ACAP, Inc is an Equal Opportunity Employer

## ***What Other GMS Staff Assistance is Available for Year End Closing?***

- You can schedule one of the GMS field staff to come on-site for training and assistance in closing out the fiscal year. Four to six weeks after your fiscal year ends is typically the best time to have on-site assistance. You should schedule this at least two to three months in advance. Many GMS clients schedule a year in advance!
- You can schedule a member of the GMS staff to assist and train you on year end closing activities over the telephone. Normally, this activity takes place during a pre-scheduled day during which time periodic phone conversations may occur.