

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Windows Report Writer Exercise

How to produce a listing of all elements for each expense code

- 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 table
- Control Click on tblGLFinancialReport, tblGLTransaction and tblProgElement. Click on OK
- Click on the Tables tab
- Click on tblGLFinancialReport
- Click on Add
- tblGLFinancialReport will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on GLCode in the left window
- Click on the combo box for Table 2
- Click on tblGLTransaction
- Click on GLCode 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

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Welcome New Users

Revolving Loan Servicing Systems

Washington Hancock Community Agency - Ellsworth, ME

Tim King, ED

Brian Bowdoin, Dir of Finance

Announcing the Release of RLSS Windows Supplement 831 Credit Bureau Report Metro Status Code II

This supplement was designed in accordance with the specifications provided by the Associated Credit Bureau (ACB). It will create a data file that can be forwarded to the credit bureau. Although there are three national credit reporting organizations (Trans Union, Equifax, and Experian), credit bureaus are operated independently, and reporting requirements vary from one to another. For example, some credit bureaus will not accept an electronic file unless you are reporting on 500 or more loans. For this reason, we strongly recommend you contact your local credit bureau for guidance before purchasing and installing this supplement.

Metro Status Code II guidelines are used in this supplement. The program will retrieve information from Loan Master files and loan histories, and automatically assign a status code based on the payment history with special attention to the loan balance and “next due date.” However, an optional field may be used to override the automatic status code. Additional optional reporting codes may be included in the data file and relate to Special Comments, Compliance Condition, Consumer Transaction

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Report Writer Exercise...
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- Click on tblGLFinancialReport
- Click on Add
- tblGLFinancialReport will open and all fields within the table will appear
- Under Join type, click on Inner.
- Click on Element in the left window
- Click on the combo box for Table 2
- Click on tblProgElement
- Click on ProgCode in the right window
- Click on the add button between the two windows
- Click on OK on the Edit Link form
- 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
- Click on the Edit fields
- tblGLFinancialReport, tblGLTransaction and tblProgElement will appear in the left window
- Left click on the + sign to the left of tblGLFinancialReport and all fields within the table will appear
- Choose the following fields by double clicking on each field:
 - GL Code
 - Element
- Left click on the + sign to the left of tblGLTransaction and all fields within that table will appear.
- Choose the following field by double clicking on the field:
 - Description
- Left click on the + sign to the left of tblProgElement and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
 - Description
- From tblGLFinancialReport, choose the following fields by single clicking on each field, click on the Add button in between the panels and click on SUM.
 - Budget

PriorYear
Current
YTDAmount

- Make certain that all the fields appear in the window on the right
- Click on Field Name from the result fields grid, change the Field Names as follows and tap Enter after you change each:
 - GL Code
 - Element Code
 - GL Description
 - Elem Description
 - Budget
 - Prior Year
 - Current
 - YTD Amount

* the reason we want to have Element Code next to GL Code is because once we run the report it will list all the element codes within each GL code in ascending order. If you need to put GL description next to GL Code, just click on it and drag it above Element Code in the result fields grid.

- Click OK
- This returns you to the Main Screen of Report Writer.
- Click on Run SQL.
- Click on <Click here to add new condition>
- Project is equal to is displayed.
- Click on "Project". Click on tblGLFinancialReport. All the fields will be displayed.
- Click on GLCode
- Click on "is equal to" and choose "is greater than" and put 49999.
- It now says "GLCode is greater than 49999".(this is all of the expense codes)
- Click on Run SQL. You will get a list of all the expense codes with element code.
- Highlight all of the records in the grid. Use Ctrl+C and Ctrl+V to export it into Excel.

Working in Excel spreadsheet:

- Click on the first cell and click on Insert from the menu. Choose Rows.
- Drag down the cell splitter and make the first row twice the size than the regular default cell
- Highlight the first line and all the columns, click on Format—Cells and from Alignment tab check Merge

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Report Writer Exercise...
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Cells. Click on Ok.

- Type in GL Code Detail Summary, center and bold the title.
- If you want to move Description next to GL code, highlight all of the description column starting with row 2 and do a cut. Insert a column next to GL Code and highlight that new column and do a paste. Delete the empty column that is before the program element description.
- Find the starting line for each new GL code, click on Insert/ Rows.
- A new row will be added. Highlight Budget, Current, Prior Year and YTD column on the empty row and click on sign on the menu bar. It will total all the columns for this GL code.
- Repeat the same step to add subtotals for all the GL codes.
- You can save the report format and next time just paste over this report.

Credit Bureau Report Metro Status Code II...
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Type, and ECOA codes. The borrower's date of birth may also be included. Should you desire to use any optional reporting codes, please request a listing of codes from your credit bureau. A booklet including all optional codes is also available for purchase from the ACB.

If for any reason you do not wish to report on all loans within your portfolio, options are included to allow you to be very specific about which loans will be included in the report. An optional field may be created and used to indicate which loans are included, or you may exclude specific statuses, ex: deferred or defaulted loans.

When the data file is created, it will be based on a cutoff date determined by the user. If for any reason the data in GMS-RLSS was inaccurate, a replacement file may be created at any time.

The purchase price is:

1-2 Users: \$300.00/\$45.00

3-4 Users: \$350.00/\$52.50

5+ Users: \$410.00/\$61.50

Feel free to contact GMS staff if you have questions. Orders may be placed by contacting our Maryland Office at 800-933-3501 or emailing service4gms@gmsactg.com.

Annual Conference Suggestion Box

At the annual conference, there is a suggestion box on the registration table for the attendees to put evaluations, software suggestions, supplement orders, specific client problems, questions, etc. It has become a very organized process to make sure all of the above items get to the right GMS staff and all items are addressed properly. Many software suggestions that we receive are put on our proposed work programs and are discussed by the entire staff at our November staff meeting. Many of the comments we received this year are already on our work program and many have been addressed and will be included with the June revisions we send. Some of the questions asked will be answered in next month's newsletter after we have had time to sort through them all.

We Need Your Conference Evaluations Please!

We rely on the evaluations turned in by attendees of the GMS Conferences in a big way! Suggestions for new sessions are discussed every year by the GMS staff and comments about sessions held are reviewed and discussed to attempt to make them better the next year. Ideas about general topics also helps us when we are looking for outside guest speakers. If we only receive evaluations from 10% of the attendees and 1 or 2 people didn't like a session or want to add a new session, it's not a very good average of opinion for the staff to make decisions on. The same is true when rating sessions. With all of the comments and ratings, the staff really look hard at what you liked and didn't like and what new things you are looking for. If you attended the Annual Conference in San Antonio and haven't had a chance to return your evaluation, please mail or fax it to the Maryland office. If you need a copy, please email your request to service4gms@gmsactg.com. If you wish to talk about your ideas, please call Liz Collins at extension 2.

CPE Credits from Annual Conference

We received a couple of questions regarding earning CPE credits at the GMS Annual Conference. We do offer these credits, however, different states have different requirements on the form or information to be included. If you attended the conference and want to receive CPE credits, send the form and information required in your state to the GMS office in Maryland, attention Liz Collins. We will return the signed copy to you.

Don't Forget Your 50% Supplement Credit!

Agencies who attended 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.

This is a great way to save \$\$ on your conference attendance. You can place your orders by email to service4gms@gmsactg.com, fax your order to the Maryland office at (301)933-3502 or call the Maryland office at (800)933-3501 and the credit will automatically be applied.

How the Leave Pool Works

Many GMS clients choose to allocate leave costs to grants and contracts by using the leave pool. When the leave pool is used leave elements must be established identifying the types of leave allowed at the agency. Examples of leave elements are 995100 Annual Leave, 995200 Sick Leave, 995300 Holiday Leave, etc.

Leave Taken charges are tracked by Leave type. Each employee identifies the type of leave being taken on his/her timesheet and the system calculates total leave taken by class and by leave type and lists the totals by class on the Leave Rate Computation and Analysis. If the agency charges leave to grants and contracts at the time it is taken the system divides the total leave taken by the base for allocating leave (usually RT salaries) to calculate the leave rate. The leave rate is then applied by multiplying the regular time worked in each element times the leave rate for each class.

If an agency pays unused leave upon termination, the leave balance amounts are a true liability to the agency and should be charged when earned. If the agency chooses to charge leave to grants and contracts at the time the leave is earned rather than at the time the leave is taken, the GMS system will calculate the amount of the increase or decrease in leave liability for each class and allocate this amount in addition to the leave taken amount.

If leave is charged when earned, the system calculates the total current liability by multiplying the balance of unused leave hours for each employee times the hourly rate.

These amounts are subtotaled by class. The opening leave liability for each class is subtracted from the current liability for the class to calculate the current year leave liability change. The dollar amount of the change in leave liability is added to the total leave taken charges to determine the total leave cost during the current fiscal year for each class. This amount is divided by the base for allocating leave (usually RT salaries) and the leave rate is calculated.

To allocate leave costs to each element, the system multiplies the regular time charges for all employees in each element times the leave rate to determine the amount of leave to be allocated to each grant or contract. These calculations are done by class.

If the agency is required to report Salary costs by employee, Supplement #354, Salary Leave and Fringe detail may be used to produce this information.

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