

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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## ***Notice about all GMS DOS Software Applications***

A couple of months ago, GMS announced that we are discontinuing service/support and license agreements on the DOS GMS Accounting and Financial Reporting System and on the DOS RLSS System as of 12/31/2007. In addition, we want to point out that we are also discontinuing all service/support and license agreements with all other GMS DOS software applications as of 12/31/2007.

Years ago, GMS sold HEAP, Section 8, CSBG, Aging, Child Care and transportation information systems. We wanted to make sure that everyone has a sufficient amount of time to shop for new Windows information systems prior to 12/31/2007 if you are still using them..

To clarify what this means, after 12/31/2007 all contracts for GMS DOS license and service/support will be terminated. If you have any questions about this or need clarification on it, please send a service call to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com). Remember, to place your order for the Windows Accounting or RLSS upgrades, log on to [www.gmsactg.com](http://www.gmsactg.com).

## ***Windows Replacement Installation CD's***

We have recently had requests from a couple of windows clients to send new installation CD's. This hadn't come up before and we did not even have a policy in place to handle replacement CD's. All clients when converting were instructed to put their original CD in a safe place because they would need to use it if they upgrade to new computers or add additional users. We have set the policy that a \$75.00 charge will be billed for any windows client who is requesting a replacement installation CD. Please contact [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com), Attn: Linda Berseth, if you have any questions regarding this new GMS policy or need to request a replacement installation CD.

## ***Welcome New Users***

### ***Accounting and Financial Management***

***Honolulu Community Action Program - Honolulu, HI***

**Joan P. White, ED**

**Nani Chang, CFO**

**Lorma Viernes, Sr. Acct.**

## ***RLSS Windows Upgrade Reminder***

As of May, 2005, 45% of RLSS clients have upgraded from RLSS-DOS to RLSS Windows since it was released in June, 2003. RLSS Windows was used for training at our annual conference last month, and those attending were able to practice with the software and the supplements that have been developed for Windows. If you've not yet placed an order for the upgrade, we hope the following information is helpful.

Those of you using RLSS-DOS can upgrade to the Windows version for \$1,000.00. This fee includes the windows software, the conversion of your DOS data into the Windows database and the installation and setup of the software. The information in the Loan Profile converts into Windows Loan Master files, along with the detailed history on each loan. In most situations, the fee is easily offset by the staff time that would be required to pull detailed reports on each loan from the DOS system and manually input that information into the Windows program.

RLSS Windows also includes several features in the basic programming that were only available to be purchased as supplements in DOS. These include:

Loan Coupons	Conversations
Quick Date Listings	Automatic Rate Change

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***In This Issue: Q & A From Annual Conference...Holiday Announcement...Forms Brochure***

## ***Part 1 - Accounting Questions, Suggestions and Comments from Conference***

Thanks again to many of you who left questions, suggestions and comments about the accounting and RLSS software, help manual and the annual conference. Most of the suggestions have been put on our Windows work program to be discussed at our annual staff meeting in November. Also, any suggestions received for DOS software changes will not be made unless they are required by law, i.e. taxes, W2's, etc. The following are some of the questions that were put in our suggestion box with responses. The remainder will be printed in next month's newsletter.

***Q: When using the "Find" button in the vendor master file, I noticed that certain vendors that exist cannot be found.***

**A:** If you type in more digits on the find than the number of digits that exist in the alpha field, it will not find that vendor. If you use less or equal number of digits in the find, it will then find all of the vendors that begin with those letters and you can choose which one you want to edit.

***Q: Doing data entry without entering the slashes would save so much time.***

**A:** It is already on our General Windows Work Program to make all dates consistent with either entering the numbers and no slashes or using the calendar.

***Q: In the DOS system, we had Supplement #310 Payroll Deposit Checkwriter that allowed us to generate checks during payroll for state tax, garnishment, etc. We would like to have that supplement again.***

**A:** We had decided not to rewrite that supplement in a windows version since a majority of DOS clients had not purchased it. However, if we do get several requests to rewrite it, we would consider putting that on our work program to do at some point.

***Q: The combo boxes are not wide enough to read the description, please make them wider.***

**A:** We have added horizontal scroll bars to many of the combo boxes which allows you to shift to the right to see all of the description. If there are particular forms that you would like to see them added to that we have not, send an email to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com), Attn: Linda.

***Q: If I have a PO in for \$350.00 and the invoice comes in for \$450.00, how do I get the \$100.00 difference expensed?***

**A:** You have two choices. As of the June revisions, we have changed the voucher program so you can once again enter an amount in the "To be Paid" field that exceeds the PO amount. The other choice is to enter the \$350.00 in the "To be Paid" field of the voucher distribution, then enter a GL and program element code to expense the \$100.00.

***Q: Can the forms all be made to fit on a full page?***

**A:** When we started writing the Windows version of software, we had looked at several other Windows accounting packages and they all used the fixed size Windows forms rather than full screens. So the decision to use fixed size windows forms rather than a full screen was made back in 2000 and affects every form throughout the entire software. At some point, we can expand the forms to make them larger.

***Q: We print direct deposit stubs on plain paper. We would like to have the agency name printed on the stub without ordering special check stock to have it included.***

**A:** In the Help Manual under Payroll, Processing, Supplement #306 Payroll Direct Deposit, under the Operating Instructions for check formats it states:

"If you are printing on blank paper, you may want to select the windows envelope format so the agency name and address print."

***Q: When entering payroll adjustments, it doesn't show you the last adjustment after you save it, it goes back to the 1<sup>st</sup> payroll adjustment entered. Is there anyway to change this to default to the last entry?***

**A:** In the present version, after saving a payroll adjustment the last adjustment entered remains on the screen. To check to see if you have the latest version of software installed, click on Help and About. It should say Version 1.2.220 or higher..

***Q: When you are in Employee Entry using the Find button, if you have two people with the same last name, it pulls up the lowest employee number. Is there any way to make this like payables where it shows all people with that last name?***

**A:** Due to the design of the form, we did not treat the find in the employee files the same as the vendor files. What we suggest in the Help Manual is:

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“When entering an employee’s last name the system will display the Employee File of the first employee, in alphabetical order, that meets the criteria. For example, you might enter “Smi” and if the only two employees you have that fit that criteria are David Smith and Janice Smith, the system will display David Smith’s Employee File. In order to find Janice Smith, click on inquiry. This will list the employees in alphabetical order. Highlight Janice Smith and click on the Employee File button.”

***Q: Could the GL and program element codes be printed on the accounts payable check stubs?***

**A:** In Crystal Reports, we don’t have the option to count the number of lines that can be printed on each stub. You have to count the number of items, such as the number of vouchers. So right now, it will print 6 vouchers per stub with 2 lines of description per voucher. Clients who use Supplement #396 Invoice Checking, have 1 line of description printing and 1 line of invoice numbers. To include more information per voucher would cut down on the number of vouchers that could be printed on each stub.

***Q: We need a report that includes the indirect detail by line item for the prior year in addition to the current fiscal year. We also need salary and leave by position for the prior year.***

**A:** When we calculate the line item detail for indirect costs, we are using the latest indirect pool and allocations that have been processed in the current fiscal year. The prior year amounts are a result of entering them or rolling forward the R & E and year end into the new fiscal year. The prior year amounts may include amounts from multiple fiscal years. Therefore, the pool and allocated amounts cannot be determined from previous years because it wouldn’t know how much of that prior year belonged to which fiscal year. Supplement #354 Salary, Leave and Fringe by Employee and Activity are prepared on the fiscal year only.

For those projects that you are required to report the prior year amounts in this manner, I would suggest that at the end of the fiscal year after all allocations have been finalized, that you run the two different reports listed above and export them into Excel so you have the line item detail for indirect and the salary and leave by position code for that fiscal year. Then in the new

fiscal year, you can export the two reports into Excel and you have that information for the grant period.

***Q: How long does it take to do all of the set up work after conversion? Can some of this be done before conversion?***

**A:** The time to do all of the windows setups after we have converted your database varies based on the complexity of personnel policies and cost allocation, how familiar the employee is in Windows, how many questions are asked and how prepared they are when we call. The average time we set aside is two to four hours per agency. If printed copies of your present DOS setup files are available, it helps to speed up the process. Since we don’t send you your database until after the conversion is done, none of the setups that are done during the installation call could be done before conversion.

***Q: In Supplement #301 YTD Payroll Detail, could the deductions be broken down by pay period like the gross, taxes and net pay are?***

**A:** In the windows version, you can set up an unlimited number of deductions so it is hard to format a report to make it look nice. We would have to print each deduction on a separate page in order to get the detail by pay period which would make the report extremely long. We would suggest if you need this information for one or more employees that you use the Report Writer and use tblEmpYTDDeduction. Set up conditions for which deduction and employee you want to prepare this information for.

***Q: Can you please add the tax deposit including employers share of FICA and medicare to the end of the Payroll Register like we had in DOS?***

**A:** After adding that feature in DOS, it was never right for every agency. We ended up doing special programming for agencies because special pay and Advanced EIC was handled differently. We could not program it exactly to fit all agency’s needs, so therefore we decided to not include it in the Windows version or we would be stuck in that same situation again.

***Q: Change the font used in the software to Arial. You are now using Times New Roman and many times the “tails” on characters are cluttering and make for difficult reading.***

**A:** We had to make the decision on what font would be used prior to doing any programming of the software. The staff decided at that time that Times New Roman should be used.

## **50% Supplement Credit From Conference Needs to be Used by 7/31/05!**

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](mailto: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.

conversion, preparing your computer(s) for the new software, and how to prepare the backup.

Eventually, as computer systems are upgraded, it may become more difficult to operate DOS systems within the Windows environment. Please consider placing your upgrade order soon.

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## **When does your Fiscal Year End?**

Many GMS clients request on-site assistance in closing out the books for the fiscal year. However, the GMS staff often find that when they get on-site, the books are nowhere close to being ready to be closed out for the fiscal year because so many accounts are unreconciled. Many times an entire week will be spent on-site reconciling accounts and making adjustments that they run out of time before they can assist with the closing entries.

If you know your cash account in the General Ledger is not reconciled to the bank statement, or your accounts payable account does not tie to the Accounts Payable Analysis, or any other balance sheet account isn't reconciled as of now, don't wait until after your year ends to start reconciling those accounts. If you are going to request on-site assistance to help with the reconciliations, don't wait until after your fiscal year ends, request assistance now.

Let us know if you would like our help!



## **Do You Need to Stock Up On Office Forms?**

Enclosed you will find a brochure from Global DocuGraphix - a fantastic place to purchase all of your GMS related forms: laser and dot matrix checks, multi-purpose forms, and RLSS Payment coupon and Payroll direct deposit stubs. GMS has been working with Global DocuGraphix (formerly ABP, Inc.) for many years, giving you a one-stop place for all of your forms needs.

### **RLSS Windows Upgrade Reminder... continued from page 1**

Late Notices	Loan Catch-up
Loan Payoff	Automatic Penalty

Supplements that have been released for RLSS Windows include:

Invoicing	EA. Semi-Annual Report
Year-to-Date Activity	Confirmation Letters
Loan Fund Financials	Credit Bureau Report
IRS 1098's	Direct Deposit

If you have purchased any supplements for your DOS program, you will receive the Windows version at no additional purchase price. The annual license/maintenance will be billed at the windows price based on the number of licensed users.

For ordering information, please go to [www.gmsactg.com](http://www.gmsactg.com), or feel free to contact Liz Collins, RLSS Marketing Director, at 800-933-3501, ext 2. Conversion can take place at the end of any calendar month. Once all transactions have been posted for a month, prior to posting anything for the following month, a backup is prepared and submitted to our Maryland office so we have the most current data to convert. When your order is placed at our website, you will be emailed detailed instructions for the conversion process. These instructions include preparing your data for