

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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## ***Time to Order W2, 1099 and 1098 Forms***

Can you believe summer is over and it's time to order W2's, 1099's and 1098's again? As in the past, GMS will do its best to ease the strain that this time of year can cause in your fiscal department.

In order to assist our clients, GMS will offer the following three services we hope your agency will take advantage of.

W2, 1099 and 1098 forms will be offered to clients for prices lower than if purchased directly from distributors. GMS orders the forms in bulk so we can offer our clients forms that assure compatibility with our software and at lower prices.

**Reminder: When comparing prices with other vendors, factor in the cost for envelopes and W3 and/or 1096 transmittals as GMS prices include these items at no additional cost to you.**

GMS will print W2, 1099 and 1098 forms for agencies who feel uncomfortable doing this on their own or who do not have adequate printers. However, with the types of forms offered again this year, it allows more agencies to print their own W2's. This service is available to both DOS clients and Windows clients.

Agencies required to submit W2 or 1099 information to IRS/SSA using magnetic media may arrange for GMS to prepare diskettes in the required IRS format. You can also prepare your own diskettes by using Supplement #400 W2 Magnetic Media Reporting, or Supplement #401 1099 Magnetic Media Reporting.

### ***Welcome New Users***

#### ***Revolving Loan Servicing Systems***

*City of South Lake Tahoe - South Lake Tahoe, CA*

David Jinkens., ED

Andra Burnam, ED Spec.

Cathy Kope, Loan Program Spec.

### ***RLSS Windows: Reports Retroactive to Pre-conversion Date***

GMS has added controls to the Windows program that were not in place in RLSS DOS. This has been done in an attempt to assist with accurate data entry. For example, if a repayment results in a negative loan balance, a screen message appears alerting the user to verify the accuracy of the activity prior to saving it. Some transactions recorded in DOS are unacceptable to Windows reports, including posting current interest to a disbursement. The DOS program was very flexible in allowing unusual entries, regardless of whether the entry was in-line with standard lending procedures.

When DOS data is converted into RLSS Windows, it is sometimes necessary to manually add records to tblLoanActivity to ensure any unusual entries are accurately recorded in each loan's history. One of the final steps GMS staff takes prior to sending you the new program with converted data is to pull Analysis by Fund reports from both DOS and Windows. The date of conversion is used as the cutoff date, and the reports are carefully reviewed to be certain the portfolio totals match.

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***In This Issue: Annual Conference Dates...Deduction Maximums... R&E Report Designer***

If you are requesting GMS to either print or form the magnetic media file for 1099's, you must have purchased Supplement #330 Complete 1099's. If you are requesting GMS to either print or form the magnetic media file for 1098's, you must have purchased Supplement #804 RLSS 1098's.

Please note that all forms offered this year come with window envelopes like last year's forms. We found that the extra time it takes to stuff the envelopes is worth it compared to the problems associated with self mailers. Many clients who have run self-mailer forms in the past had numerous complaints from employees that the copies were smeared and unreadable.

Following is information about W2, 1099 and 1098 forms that we will offer this year:

### **W2 Forms**

#### **Dot Matrix W2 Forms**

This year's "twin sets" style will have two carbonless 4 part sets collated so the employer's and employee's forms are separated. An employer set and a separate employee set are run through the printer in two passes. This design enables the form to run on printers with limited carriage width, and when legibility through 5 or more plies is a problem. The non-mailer employee set is easily inserted into a double window W-2 envelope and mailed to the employee.

The single-wide, carbonless employee set includes Copy B to be filed with employee's federal tax return, Copy C for employee's file, and Copy 2 to be filed with employee's state, city or local income tax return.

The single-wide, carbonless employer set includes Copy A for Social Security Administration, Copy 1 for state, city or local tax department, and Copy D for employer.

This will accommodate cities in states that require 8 part W2's. These will include an additional Copy 1 for state, city or local tax department and Copy 2 for employee's state, city or local income tax.

#### **Laser W2 Forms**

The laser form we will offer is a 6-part form identical to last year's style. The 2 up laser W2 contains filing information for two employees. (1 sheet = 2 forms). These forms are run through the printer one part at a time. These forms are compatible for those agencies with 250 or less employees who must submit the Federal IRS Copy A to the

Social Security Administration. Envelopes are also included with laser form orders.

### **1099 Forms**

#### **Dot matrix 1099 forms**

The dot matrix version is a single-wide 4-part carbonless form which comes with window envelopes. The 1099 includes 4 forms - Copy A for IRS, Copy 1 for state tax department, Copy C for payer, and Copy B for recipient in the mailer. Since they are carbonless and do not include a self-mailer, this version should eliminate the smearing problem encountered in previous years.

#### **Laser 1099 forms**

The laser form that we will offer includes 4 forms just like the dot matrix version, including window envelopes with each order. These forms are also compatible with standard laser print programs.

### **1098 Mortgage Interest Statement Forms**

#### **Dot Matrix 1098 forms**

The dot matrix 1098 form we will offer is a 3-part carbonless form including window envelopes with each order. The 1098 includes Copy A for the Internal Revenue Service, Copy B for payer and Copy C for recipient or state.

#### **Laser 1098 forms**

Identical to last year, we are offering a laser 1098 form which includes 3 forms just like the dot matrix version, including window envelopes with each order.

### **Arranging for GMS to Print W2s, 1099s, and 1098s**

A number of agencies have experienced printer problems when printing W2, 1099 and 1098 forms because of the thickness of these documents.

However, with the style of forms being offered again this year, many agencies will be able to print their own forms that haven't been able to in the past. GMS will still make this service available to all clients. Turn around time will be approximately one week in the GMS office.

Printed forms will be shipped via the service specified on the transmittal form. You may send your files to GMS using email to [sara4gms@gmsactg.com](mailto:sara4gms@gmsactg.com)

### **W2 and 1099 Diskettes**

Magnetic media submission is required for organizations submitting 250 or more W2 or 1099 forms. GMS provides this service for a fee for any client requesting it. It does not matter whether we print your forms. Supplements #400 and #401 are available to prepare W2 and 1099 diskettes.

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### 1098 Forms

Supplement #804 RLSS 1098's is available for those agencies who are required to issue 1098's. It also allows creation of a file if GMS is requested to print forms for you.

### Placing your Order

Orders may be placed using the order form included with this newsletter or order on-line at [www.gmsactg.com](http://www.gmsactg.com). All orders must be placed by October 31st to avoid an additional price increase of 10%. **Please note: If GMS is printing your forms or preparing a diskette, your order must still be placed by October 31st to guarantee form availability.**

**We suggest that you order twice the number of forms you need as a precaution in the event of printer malfunctions or data errors.**

Should you have any questions or need further assistance, please do not hesitate to contact the GMS office at (800) 933-3501 ext. 1.

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### How do Deduction Maximums Work in the Windows Accounting System?

Under Payroll Setups, you can designate deductions to be used in conjunction with YTD or pay period maximums. If the YTD maximum option is selected, you may put maximums in the employee file and the deduction will be withheld until such time as the maximum is reached. For the pay period maximum, this option can only be used with a percentage of gross wages deduction. If this option has a Yes in the setup grid, enter the Pay Period maximum amount for this deduction in the grid in the employee file. During payroll processing, as this percentage deduction is calculated based on the gross wages, the result will not exceed the maximum as defined. To turn either maximum option off, just edit the deduction grid and change the applicable maximum to No. Then the deduction amount will be withheld each pay period.

Using the maximum fields can be very useful for deductions such as garnishment, Christmas funds or any deduction where you are to withhold amounts up to a set amount.



### Status of Windows Revisions

At the present time, all GMS Windows accounting clients should be using at least the 1.2.224 version of accounting. For those clients who need to do the Year End Roll Forward before the end of September, you should have downloaded and installed the revision posted on 8-2-05 which is version 1.2.233. Click on Help and About to check the version installed on each workstation.

RLSS clients should be using 1.00.290. Click on Help and About to check the version installed on each workstation.

### Supplement #412 R & E Report Designer

The R & E Report Designer allows you to design a revenue and expenditure report in a format and with the information you desire. You can prepare the report with total allocated cost allocation amounts or with cost allocation detail if you use Supplement # 399 Consolidated Cost Allocation Detail. Specify which projects and elements you wish to include in the report by using a combine element/combine project format number or just enter the desired codes. All columns from the regular month end revenue and expenditure report will be included. However, if you do not want to include all columns on your final report, export it into a spreadsheet and delete the columns you do not wish to include. Cost categories can be established and you can assign your revenue and expenditure codes to these categories and save in different format numbers. You may have the report reflect individual line item revenue and expenditures, or choose to use a cost category format. Your report format can be saved so it can be retrieved the next time you wish to prepare the report.

Refer to your Help manual for additional information on this supplement. It will be under GL Supplements on the Table of Contents. To order this supplement, you can place a service call from our website at [www.gmsactg.com](http://www.gmsactg.com).

#### Costs:

	<u>Purchase Price</u>	<u>Annual License/Maintenance</u>
1-2 Users:	\$200.00	\$30.00
3-4 Users:	\$250.00	\$37.50
5+ Users:	\$310.00	\$46.50

**Plan now to attend GMS's 21st Annual Financial Management Conference - May 21-26, 2006 in St. Pete Beach, Florida**

If additional records are required, they are added to the end of tblLoanActivity. This process may invalidate any retroactive reports pulled from Windows. This means, retroactive reports (those with cutoff dates prior to the conversion date) must be pulled from DOS.

Once the Windows program is installed, GMS staff will not remove the older DOS version from your system. That decision is best made by you and your technical staff. However, you will want to keep the DOS software installed at least until the next year-end audit is completed in order to pull any retroactive reports that may be required.

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## ***DOS Revised 2005 FICA Change– Downloading and Installation Instructions Only***

### **No Diskette will be sent**

*Since we posted the AccountingDOSTaxes05.ZIP we have found an error in the maximum Social Security calculation.* A software revision to correct this calculation was posted to our website on July 26, 2005. *You should download and install this revision before your next payroll if you have employees who will reach an annual salary of more than \$90,000 during the calendar year.* Below are instructions for downloading the revision from the GMS website and installing them.

### ***Instructions for Downloading the GMS 2005 Tax Revisions***

1. Connect to the Internet.
2. In the address field, type [www.gmsactg.com](http://www.gmsactg.com). You will then come to the GMS Web site.
3. Click on Service Calls, Service Chat & Downloads.
4. Click on Downloads.
5. From the Revisions form, click on ***2005DOSFICATaxRevision.ZIP***.
6. You will be asked “Do you want to open or save this file?” Click on Save.
7. Insert a diskette into the A drive. In the “Save In” field, select the A drive from the combo box. The file name will automatically be displayed in the “file name” field.
  1. Click on the Save button.
  2. Close out of the GMS website.

## ***Loading Your 2005 FICA Tax Revision***

**Follow these instructions in the directory where you are issuing paychecks dated in 2005. Also if you have other directories (other organizations using GMS software), please repeat these instructions in those directories.**

- 1. Place the diskette that you downloaded the 2005DOSFICATaxRevision.ZIP to in the floppy drive.
- 2. If you have some type of a windows zip program, right click on the Start button on your tool bar and click on Explore. On the left side of the screen, double click on the A drive. On the right side of the screen, the file 2005DOSFICATaxRevision.ZIP should appear. If you use WinZip or some other type of windows zip program, unzip the file to the A drive and go to step 4.

If you do not have a windows zip program, go to step 3.

- 3. Go into your fiscal year accounting directory where you issue your 2005 paychecks. From the main menu, select S for the Supplement Menu. Hit the F2 key to clear your screen.

(type) Shell “Copy A:\*. \* (tap enter) (It should say 1 file copied)

(type) Shell “PKUNZIP 2005DO~1.ZIP (tap enter)

Go to Step (8) if you used the pkunzip command to unzip the file. If you used some type of windows unzipping program, proceed to step 4.

- 4. Go to the Main menu in your current GMS accounting directory.
- 5. Select S for the Supplement menu.
- 6. Hit the F2 key. This should clear your screen
- 7. If your diskette drive is the A drive (type) SHELL “COPY A:\*. \* (tap enter)  
It should say 2 files copied.
- 8. (type) LOAD “GMSPRUP2(-it should say OK-if not, retype)  
(type)MERGE “GMSPRUP2.J05 (J-zero-5)  
(-it should say OK-if not, retype)  
(type) SAVE “GMSPRUP2  
(-it should say OK-if not, retype)
- 9. Hit the F2 key, you will be back at the Supplement menu.

Should you need further assistance or have questions, please do not hesitate to contact us at 1/800-933-3501.