

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Can You Zip and Unzip Files?

If you have the Windows version of GMS software, one of the things your staff needs to be familiar with is zipping and unzipping files. Software used in zipping and unzipping files comes from an outside source, not GMS, and it is extremely helpful if everyone using GMS software is familiar with their program and the procedure for zipping and unzipping files. When we send revisions there is a file that must be unzipped to complete the installation, and in order to solve some service issues you may be asked to zip your database and send to a service representative.

GMS regularly sends out revisions to our software, and a part of the instructions for installing the revisions is to be able to unzip the file to a specific location. When you are using a program other than the one being used by the GMS service representative, it is difficult for us to walk you through the steps. You must be able to select the correct location of the resulting file after unzipping. Installation of revisions will only be completed properly if the files are unzipped to the location indicated in our instructions.

Another instance where you need to be familiar with the zip program you use is when being asked to zip your database. Sometimes when talking with a GMS service representative you will be asked to zip your database and send to us. Again, you need to know how to use the program on your computer in order to zip the files to send to us. At times the file may be too large to be emailed even after zipping. In that case we may ask you to put the file on the GMS ftp site. Instructions for connecting to the ftp site can be found on the last page of any of the instructions you have received from GMS for installing revisions. Whenever you put a file on the ftp site you will want to be sure it is password protected or encrypted as referred to in some versions of zip software. Otherwise any GMS client could download your

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Welcome New Users

Loan Servicing Systems

City of Brunswick - Brunswick, GA

Artie Jones III , ED

Shauntae Tyson, CDBG Spec.

Valerie Stallworth, Admin Asst.

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. **You will be emailed step by step instructions on how to get your laptops ready for this intensive. Make sure you have Microsoft Access and the Windows Report Writer and all other notes we email to you 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 just be able to retrieve the saved information each time and run a process to include the updated data.

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 St. Pete Beach 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 1 ½ hours in length unless other 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 will cover the problems and solutions to what she believes to be the top 10 service questions we receive from Windows 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. This session is not divided into Level I and Level II sessions, but common troubleshooting issues will be discussed.

❖ Basics of Year End

Here is a primer on closing the books at year end and getting ready for audit. This session will address the mechanics of year end in the Windows version of the Accounting System but the actual closing entries are very similar in DOS and Windows. Supplement #398 Year End Closing Entries will be reviewed and demonstrated. 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.

❖ 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 calculate 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.

❖ GL Supplement Troubleshooting

Where does the period ending date come from that is displayed on many of the GL supplement forms? Why does the information on the supplements showing revenues and expenditures show last month's amounts when I finished all cost allocation processing? Many of the GL supplements allow for setting up categories and assigning GL codes to categories. What if I don't remember to go to those setup matrixes and add new GL codes that I've entered? On the Monthly Cost Summary, how are the cost allocation amounts calculated? These are just a few of the many questions clients have about the GL supplements. This session will try to give you a few troubleshooting ideas on most of the GL supplements. Questions are welcomed at the end of the session.

❖ ⊕ GMS Cost Allocation Options

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". How are your cost allocation procedures set up in your accounting system? What is the difference between agency administrative costs and program administrative costs? What cost allocation software can best be used to achieve equitable allocations of your type of support costs? Each cost allocation option available in the GMS Accounting System will be demonstrated during this session.

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❖ ***How Financially Fit is Your Organization***

Need a report card on your financial operation? This session will help you assess your financial policies and the performance of your financial system and staff. What are the vital signs to watch? What criteria can be used by the staff, Board of Directors and funding sources to see if an organization is financially fit? Grade yourself using the GMS financial fitness index!

❖ ***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 65% 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.

⊕ ***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. The content of the session will be identical to the Level I sessions.

❖ ***Overview of A/P Supplements***

Based on several requests, we are doing this session again this year that will give an overview of the Windows A/P 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 Payroll Supplements***

We are also doing this session again this year that will give an overview of the Windows payroll supplements. Many clients are not aware of what supplements are available 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 are also doing this session again this year based on several requests that we received. There are many GL supplements that cover cost allocation and financial reporting that 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.

❖ ***Payroll & A/P Supplement Troubleshooting***

When is the right time to save 1099 data? Do I have to print my 1099's before issuing checks in the new calendar year? My agency has more than one retirement plan. Can I still use the Retirement supplement and track different plans on different plan years? I used to have the Payroll Label supplement. Is that the same as Timesheet Labels in Windows? What if I forgot to print my direct deposit stubs on paper? Do I have to have the YTD Payroll Detail supplement installed at the beginning of the calendar year in order to show all payrolls since the beginning of the calendar year? Many, many more questions regarding payroll and accounts payable supplements will be addressed. These are just a sample of the types of typical questions that our clients ask.

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⊗ *Processing Unusual Loans*

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. It will give you 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 RMS Accounting System is acceptable, so start making your list. It's a fun session with lots of audience participation and hopefully, lots of answers!

⊗ *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 with 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 RMS 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 and no DOS questions will be addressed. Sessions include:

1. Accounts Payable Processing
2. Payroll Processing
3. Month End Activities
4. Windows Report Writer

❖ *Training on the RMS Windows Accounting Software - Level II*

These sessions will cover a more in-depth discussion of the processing functions in the RMS 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:

1. Accounts Payable Processing
2. Payroll Processing
3. Month End Activities
4. Windows Report Writer

Attend the RMS Conference and Get A 50% Supplement Credit

Agencies attending the RMS 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, 2006. See your conference brochure or our website www.rmsactg.com for more information. Another great reason to attend the conference!

Can You Zip and Unzip Files?... continued from page 1

database and be able to see all of your data. ***RMS is not responsible for any databases put on the ftp site that are not password protected.*** The Winzip program will allow you to add a password to the file while other software, such as the Windows XP version, doesn't have the capability of adding passwords. Any time you put a file on the RMS ftp site, including saving a copy of your database or DOS directory on the ftp site under Client Backups, you would want it to be password protected so it can only be opened by an authorized person that has been given that password.

**Don't Forget to Reserve Your Hotel
Room by April 28 if planning on
attending the annual conference in
May!**
