

News From



A Publication for GMS Accounting and Revolving Loan System Clients

GMS, Inc. • 10559 Metropolitan Ave., Kensington, MD 20895 • (800)933-3501 • Fax (301) 933-3502 • www.gmsactg.com

Volume 18, No. 4

April 2006

#416 Check Signatures Released in the March Revisions

Are you looking for an alternative to handwritten signatures on your checks? Did you just start using laser checks and your check signer won't work anymore? You now have the opportunity to order Supplement #416 Check Signatures, which allows an authorized user to include scanned images of signatures to be printed on accounts payable, payroll and manual checks. A setup form is maintained to assign designated signatures and authorize specified users for each General Ledger cash account. There are also print options that can be set up to reflect your agency's policies regarding the dollar amount of the checks when the scanned images can or can not be used. When a user is ready to print checks, it compares the user name of the person logged in to the check signature file to see if they are an authorized user of the signature for this account. If they are, a message will be given stating "This GL account has signature files. Do you wish to include signatures?"

This supplement is designed to only be used by agencies whose authorized users of scanned signatures have their own identifying user name and password. High security of scanned signatures must be in place in order to maintain a tight internal control. Be sure to read over the GMS recommendations and Things You Should Know sections in the Help Manual under Tools for this supplement if you are planning to order it. You may also want to contact your auditor to discuss any additional precautions that should be taken or considered in accordance with the fraud and internal control questionnaire they usually fill out during the audit.

Continued on page 4

Reminder! If you are planning to attend the GMS Conference, You MUST have your hotel reservations in by APRIL 29 to guarantee a room. Don't forget to register with GMS! ALSO: the correct zip code for the hotel is 33706.

Have you Installed the Windows Accounting Revisions Yet? New Features Added

You should have received an email from GMS on March 27th that included a memo of the list of changes and a memo with installation instructions for the March quarterly revisions. It is important that the revisions are installed in a timely manner. We find that service calls are sometimes placed for something that got changed or added in a recent revision. Also it is important that all staff working with the accounting system read through the list of changes so you are aware of new or changed items.

We are excited to announce that several new features are included with the revisions. One is the new Supplement #416 Check Signatures that allows you to print scanned signatures on payroll, accounts payable and manual checks. We have also added the ability to obtain detailed information for line items on the Revenue and Expenditure Reports using drill down routines. It allows you to double click on any GL code and see the detail of everything that has been coded to it for the current month and fiscal year. (See more information on Drill Downs inside this newsletter.) You can also now create Expense Reimbursement (TR) batches using Supplement #404 Recurring Batches. Be sure to refer to the Help manual to find additional information on the new items added.

In This Issue: Drill Downs Available in R&E ...Recommended Backup Procedures

DOS Clients with a July 1 Fiscal Year

Is your fiscal year July 1? If you have not yet upgraded to the Windows version of the GMS Accounting System and plan to do so, you can either upgrade as of July 1, 2006 or July 1, 2007, assuming you will be finished with your audit and no longer need access to the DOS directory after December 31, 2007. ***As a reminder, GMS is discontinuing all license/warranty and service/support contracts for all DOS applications as of 12/31/07.*** As of now, there are 60 GMS accounting clients with a July 1 FY who are still using the DOS version of the GMS Accounting System. To help with scheduling of installations and any on-site training requests we get, it would be very helpful for those that are planning to upgrade as of July 1, 2006 to submit their order as soon as possible. Since the timing between when your last payroll is issued in the old fiscal year and when you need to start getting payroll information into the system for the new fiscal year is on such a tight schedule, we need to make sure that we can accommodate the schedule that is most closely associated with your agency's timetable.

To order the Windows upgrade, go to www.gmsactg.com and fill out the order form. Approximately two months prior to your new fiscal year, the contact person you have listed on the order form will be emailed a conversion memo giving you several instructions on how to make sure your present employee and vendors files are in the proper format for converting. Approximately one to one and a half months prior to your fiscal year, a GMS representative will call you to go over some of the information that was in the conversion instructions, review your present list of active supplements, check for special programming that was done in the DOS system and answer any questions you may have.

Each agency upgrading should make sure they have someone in their office who is responsible for keeping the computers up to date with the latest service packs and critical updates. They also need to make sure someone is capable of downloading and installing revisions that we post on our website so your agency always has the latest software updates available. If these things are done properly, your accounting system should run very smooth. If you have any questions please place a service call from our website or email service4gms@gmsactg.com.

Latest Versions of GMS Windows Software

At the time you receive this newsletter, the latest versions of GMS Windows software you should be using is:

- Accounting: 1.2.246
- RLSS: 1.0.300

Year End Procedures / Preparing for Audit

Annual Conference Intensive

One of the most highly attended post conference intensives held each year is Year End Procedures and Preparing for Audit. It will be held again this year immediately following the Annual Conference in St. Pete Beach, Florida on Thursday, May 25 (9:00 - 4:30) and on Friday, May 26 (9:00 - 12:00 noon).

This 1 ½ day Windows training program focuses on four important aspects of fiscal year end - analyzing balance sheet accounts, closing pools - control accounts - projects, processing closing runs and preparing audit schedules. Instructions will be given on what needs to be done to work on new year activity before the old fiscal year activity is closed out and review all closing entries.

This intensive will be taught by GMS Field Staffer, Deann Hasbrook and Donn Blank, CPA. Donn will share his expertise on what you can do to make the audit go as smooth as possible and what things you should have prepared when the auditor arrives. They both will cover items to be included in a Balance Sheet Analysis and what documentation is to be attached. Deann will review processing procedures for closing out the old year.

Supplements to assist you during year end closing will also be demonstrated with an emphasis on Supplement #398 Year End Closing Entries. You may register for this intensive at the same time you register for the regular conference by sending your registration form by mail or fax to the GMS office in Maryland or register on line at www.gmsactg.com.

Setting Your Mouse Properties

Did you know you can set up your mouse properties so that the mouse pointer will automatically go to the default button? This can easily be set up. Go into your Control Panel and double click on Mouse. Select Pointer Options. Put a checkmark in the checkbox that says "Automatically move pointer to the default button in dialog box". Click on Apply and Ok. Then close out.

To see how it works, go to a report and click on print. When the report is displayed, click on the printer icon. As the printer dialog boxes appear, you will notice that the pointer automatically goes to the Ok button without moving your mouse.

RLSS Windows: The Very Important Difference between Activity Date and Paid-through Date

Although this article has been in the newsletter previously, staff turnover and DOS clients converting to Windows result in new RLSS Windows users. Also, service calls indicate it continues to be a relevant issue. There really is a significant difference between the way Activity Dates and Paid-through Dates are used by GMS-RLSS software.

Activity Date: This is the date the money actually “changes hands” – either loan funds are disbursed *to* a borrower or a payment is received *from* a borrower. It is especially important to enter the correct Activity Date when loans are based on daily interest calculation, because this is the date the software uses to calculate the interest portion of the payment. If you're not calculating daily interest, entering the actual date it was received is a good way to document the history of a loan. It's often important to both staff and borrowers to have a good record of actual dates disbursements and repayments took place.

If the loan is established to calculate daily interest, interest will begin to accrue as of the Activity Date on the first disbursement. When the first payment is received, interest will be posted based on how many days have elapsed, or “passed”, since the funds were disbursed. In most cases, this calculation and posting will then bring the loan's interest “current”. It then begins to accrue again as of the Activity Date entered with the repayment, and so on.

Activity date has no impact on delinquency reports – it is used to determine interest due and assist in documenting when loan activities take place. If an activity date is recorded incorrectly, an adjusting entry is usually required. Please refer to the Help manual in RLSS Windows for more information about adjusting entries.

Paid-through Date: In nearly every situation, this is the date the payment was actually due. If appropriate fields are completed within the Loan Master file, the program will automatically calculate the new paid-through date as payments are recorded. Of course, you always have the option to override, which may become necessary if partial payments are received, or if more than one payment is received with the same activity date.

Being certain an accurate Paid-through Date and Next Payment Due date are recorded when payments are posted will help with calculating delinquencies. It can quickly be determined by looking at a loan history if the account is current, or how delinquent it may have become. In most situations, this is the date used to calculate delinquencies on reports. The Next Payment Due date determines the delinquent days when printing the Payment Status Report or

Aging Report. It is also used when Late Payment Notices are prepared. When a loan is seasonal, or there is another reason for deferring the next payment beyond one payment cycle (usually a month), edit the Next Payment Due field to reflect the date the next payment is actually due prior to saving the activity. Reports and supplements will not consider the loan delinquent until the Next Payment Due date has passed.

The Paid-through Date has no impact on interest calculations – it is used to determine the status of the loan, ex: current or delinquent. If the Paid-through Date or Next Payment Due date are inaccurately recorded, they may be corrected utilizing Build History, found under the Tools menu in GMS-RLSS. Once the appropriate loan is brought on-screen, click on the “prev” or “next” buttons to locate the desired activity, click on “edit” and manually change the dates as desired.

IMPORTANT NOTE: If you plan to use Late Notices, found under the supplement menu, the accuracy of the paid-through date becomes vital. It will also impact the program's ability to accurately calculate late fees.

Drill Downs Now Available on R & E Reports

In the March, 2006 revisions, we included a new feature that allows the user to get the drill down detail on all of the Revenue and Expenditure Reports under Financial Reporting. It is designed to be used to get the detail of all direct charges for the current month and year-to-date. It is a great feature that will allow you to see each book of entry that was coded to a particular line item.

Things You Should Know

To get the drill down detail for current and year-to-date amounts, put a check in the checkbox on the Financial Reporting form next to “Include drill down detail”. Since the report takes longer to load when you select drill down detail, we don't have it automatically included.

Once the report is displayed, you can double click on any column of a GL code and it will display the current and year-to-date detail. It will display a new report reflecting the posting period, type of book of entry, batch #, document #, description, current and YTD amounts of each item coded to this GL code.

To close out of the detail form, click on the small x to the left of the printer icon.

Continued on page 4

The cost of this supplement is:

1-2 Users:	\$160.00/24.00
3-4Users:	\$200.00/30.00
5+Users:	\$250.00/37.50

Don't forget, supplements can be ordered from the GMS website at www.gmsactg.com.

Job Opportunity

Controller - A large non-profit is seeking an individual with a minimum of 5 years experience in governmental or fund accounting. A college degree is required and CPA certification preferred. Experience with accounting software helpful. The controller will review and monitor all agency budgets and recommend cost saving changes to the Executive Director. The agency offers an excellent salary and benefits package.

Apply or send resume to Lisa Baker-Kaufman at Warren County Community Services, 570 North State Route 741, Lebanon, Ohio 45036, fax (513) 695-2277 or lisabk@wccsinc.org **EOE/DFWP**.

DOS Accounting Clients Using 7 inch Dot Matrix Checks?

If your agency has not yet started to use the GMS Windows Accounting System, and your goal is to continue using 7" dot matrix checks, you need to make absolutely sure that your printer has the capability of printing 7" dot matrix checks in a Windows application. In DOS, we did not use print drivers to print, it was all programmed in the software. In Windows, there is no choice, the print drivers automatically are used.

We don't want any of our clients to have any last minutes surprises and find out that their dot matrix printer is not capable of printing 7" check formats properly, especially a few days before checks need to be printed. We have tried in the past to make everyone aware of the possible problems that may come up if you have not properly tested printing checks. GMS recommends that everyone who is upgrading to the windows version of the GMS Accounting System and wishes to continue printing on 7" dot matrix checks, order a copy of the working demo by sending a service call from our website at www.gmsactg.com or emailing service4gms@gmsactg.com. That way you can install the demo and print out at least five accounts payable and payroll checks to test your printer.

Because of the way we designed the table in the database that stores the timesheets and the allocation of leave and fringe benefit costs, you can click on any of the GL codes that have been set up in the Class Setup for salary, leave and fringe benefits and it will give you a list of the employees with a total of their direct timesheet charges and allocations. For the GL Code assigned for salaries, you will get a list of employees with their timesheet charges. If leave is also set up to be reflected in the same GL code as salaries, it will give you a total of the timesheet charges plus leave allocated for that employee.

For 59700 and 59900, which are the two reserved GL codes for indirect and common costs, you will not get any detail if you double click on them because there is nothing directly charged to them. This is also true for the transfer codes set up in Supplement #367 Service Unit Allocations and Supplement #381 Special Allocations/Internal Base.

Recommended Accounting Database Backup Procedures

- ◆ GMS recommends that every client uses a good tape or disk backup.
- ◆ In addition, the database should be copied and pasted to the previous backup folder every night after doing the compact and repair.
- ◆ For the person producing the payroll, we recommend that after entering timesheets, payroll adjustments and expenses, that they copy and paste their database to the Previous Backup/Before Payroll Backup folder on their work station prior to processing leave balances. After payroll has been completed, we recommend that you copy and paste your database to the Previous Backup/After Payroll Backup folder.
- ◆ For the person running month end, after the final month end reports have been run, proofed and filed, you should burn the database to a cd that is labeled appropriately for that month. Some have chosen to set up directories for each month on their workstation, rather than burning them to a cd.

Recommended RLSS Database Backup Procedures

- ◆ GMS recommends that every client uses a good tape or disk backup.
- ◆ In addition, the database should be copied and pasted to the rlssbackup folder. This should be done, at a minimum, weekly. For extra precaution, we would recommend backing it up daily.