

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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How Will GMS Operate During the Annual Conference?

Here are some things that you need to know about how GMS will operate during the Annual Conference May 22nd-26th.

- (1) Only emergency service calls will be taken on Monday, May 22nd through Wednesday, May 24th. Only one service staff member will be taking service calls throughout the day. With all of the windows training sessions and computer clinic traffic this year, most staff will be involved in sessions or in the computer clinic. We hope this will not inconvenience your agency greatly! We will reduce our service hours for May 22nd through May 24th. For Monday, our service hours will be 10:30 a.m. to 6:00 p.m. EST. For Tuesday and Wednesday, our service hours will be 9:00 am to 6:00 pm EST. Follow the normal practice of either emailing them to service4gms@gmsactg.com, faxing in your service calls at 301/933-3502, or calling our service number (800) 933-3501.

Note: During the conference we will move our entire Service Staff to St. Pete Beach so they can participate in sessions and meet with clients. They will be checking our voice mail regularly for service calls.

- (2) A message center will be set up at the conference registration area at all times during working hours. If you will be attending the conference and your office needs to reach you, we recommend they do so by calling the hotel at (727)367-6461 and requesting your room's voice mail. A message may also be relayed to the registration area to be posted on the message board.

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Reminder! The daily on-site rate will increase to \$500.00 per day effective July 1, 2006.

Windows Accounting Upgrades

We wanted to remind you what is involved with the windows accounting upgrades and the schedule that is followed.

Cost: \$2000 which includes the windows version of software, the conversion of employee files (including quarter-to-date and year-to-date amounts), employee setup files and vendor files. We will also convert your Fixed Asset Inventory if you use that supplement and request us to do so.

Place Your Order: All orders must be placed on our website at www.gmsactg.com. For the fiscal year you are converting on, please specify the beginning month and year of your fiscal year, i.e. 7/1/06.

Instructions: After receiving your order, a conversion memo is emailed to the contact person listed on the order. All instructions should be read thoroughly and followed so you can be assured that your computers are all up-to-date and that your employee and vendor files have been cleaned up and will convert properly. If it is necessary for you to redo your backup, it may cause delays in the schedule that was set up.

Telephone Contact: Approximately one month prior to the beginning of the fiscal year, a GMS representative will call the contact person to review several items, such as service packs and related updates, supplements, and set

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Reminder! The GMS Offices will be closed Monday, May 29th for the Memorial Day Holiday.

*Service Policy During Conference....
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Conference sessions will not be interrupted except for personal emergencies.

- (3) The hotel has a fax machine if your office needs to communicate with you via fax. Their fax number is (727)363-2275. There will be no charge to receive a fax and you will receive a message in your room on the voice mail if you have received a fax. *Please do not use this number for GMS service.*

Our commitment is to provide service and support as usual during the conference period. And, we thank everyone (those attending and those who cannot) for their patience and understanding should any unnecessary delays occur.

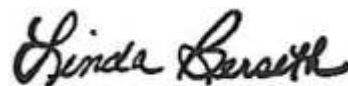
- (4) Our Service Chat Room will not be monitored on May 22nd through May 24th.
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Dear Friends:

Later this month many of you will attend the 21st Annual GMS Financial Management Conference in St. Pete Beach, FL. This year we expect about 250-300 persons to attend representing approximately 150 GMS client organizations. If the past is any indication, non profit organizations from most states will participate.

It is not too late to register. And, if you haven't already we hope that you will. Here are just a few reasons why you and your staff should attend.

- ◆ Again this year the focus is centered around training on the Windows version of the GMS Accounting and Financial Reporting System and Windows RLSS. We will be demonstrating and training on the software during concurrent sessions throughout the entire conference. There will also be four 1 ½ day windows intensives. They include Training on the Windows Accounting Software, Training on Windows RLSS, Year End Procedures/Preparing for Audit, and Laptop Hands-On with Windows Report Writer.
- ◆ Now that the GMS Windows Accounting System has been used by GMS clients for almost four years, we have divided the major windows processing steps for payroll, accounts payable and month end into three different sessions. There will be a level I for Windows clients who are fairly new to using the Windows version. There will be a level II for Windows clients who have been using the Windows version for quite a while and want more in-depth information and troubleshooting. In addition, we are holding a Windows training session for DOS clients. This will give them an opportunity to ask how certain things are



Latest Versions of GMS Windows Software

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

☐ Accounting: 1.2.246 ☐ RLSS: 1.0.300

Preparing Journal Entries in RLSS Windows

The RLSS program includes the option to create a journal entry at the end of any month. When the Monthly Activity Report is created, the summary totals are held in a temporary table and used to create a journal entry. The entry can then be forwarded to your accounting office for entry into their records. There are a few things that need to be in place prior to actually creating the journal entry.

First of all, the general ledger codes from your agency's chart of accounts need to be entered by selecting Codes from the RLSS task bar, then selecting GL Codes. Each general ledger account that will be utilized when the journal entry is created must be entered, along with a description. This step is required regardless of whether your agency is also using GMS Accounting software. If you do use GMS Accounting, you will likely want to select Codes, Elements and enter the elements as you will want them to appear on the journal entry. Elements are not required, but should be helpful when the journal entry is actually entered into the GMS Accounting software.

The next step is to set up the Journal Entry, which is found on the Reports menu. Setup can be agency-wide or fund-by-fund. If all your lending activity is channeled through one bank account, and there is only one account for each type of lending money (ex: principal, interest, late fees, etc.) agency-wide setup is likely adequate for your needs. This is accomplished by clicking on Setup JE, then Setup by Agency, and selecting the appropriate code from the combo box for each category of funds.

If there are separate bank accounts, or separate accounts for interest earned, etc., for each of your loan funds, then select Setup by Fund. Use the combo box to select the fund to be set up, and then select the appropriate account for each type of activity. Repeat this process for each fund.

Once the above setups are completed, creating the journal entry becomes a very easy process. At the end of the month, print a Monthly Activity Report for the appropriate activity period. It is *very important* that all dates be included when this final month-end report is pulled. This is accomplished by selecting the activity period and just clicking on "print." It will then automatically pick up all activity included in that period. Do not type in the beginning and ending dates, because if there are adjustments outside the entered date range, they will not be included.

After the Monthly Activity Report is printed, select Reports, Journal Entry, and you should see the same activity period in the field titled Activity Period. It is automatically completed based on the Monthly Activity Report created just prior to accessing Journal Entry. The batch number is

automatic, and cannot be edited. However, the journal entry number is determined by you. It cannot be left blank, so if the journal entry number is unknown, a generic entry (ex: 0906) may be entered.

Amounts found under Debit and Credit on the journal entry will match the summary totals found on the Monthly Activity Report. And remember, the accounts to be debited and credited are controlled by you through JE Setup.

Sometimes it becomes necessary to recreate journal entries because of adjusting entries, etc. Again, it is a very easy process: simply reprint the Monthly Activity Report, and then recreate the journal entry. A screen message will appear indicating the batch already exists – select "yes" to overwrite the old entry with the new one.

When there is a need to reprint an old journal entry, from the Journal Entry screen, click on the Inquiry button. A listing will appear showing all previously saved journal entries. Simply highlight the one desired, and then click on View Journal Entry. There is no consequence to reprinting as needed.

Understanding the Dates in Organizational Info and Year End Functions

We find that many clients do not fully understand how the dates that are in the Organizational Info work. Some misconceptions are that changing the Fiscal Year, Start Period and Ending Period dates puts the data in the tables for those years. This is NOT true. In fact, there are very few reasons why you would ever change the Fiscal Year, Start Period or Ending Period dates. These will automatically get changed when you do the roll forward and reverse roll forward at year end. The current period date gets advanced one month each time you click on the Month End button under Financial Reports. If someone clicks that more than once by accident, you may have to change the current period date to the correct date.

On the Year End form, there are basically three functions that deal with tables at year end. The first is the Revenue and Expenditures. When you roll forward to 2006, it will make a copy of the budgets and prior year for fiscal year 2005 and store them in a table called tblIREPriorYear labeled with 2005 as the fiscal year and all of the budget names are stored in tblBudgetPY. At that point, the Start period, Ending period and Fiscal Year get advanced one year. The projects and elements that you selected to roll forward will have the budgets and prior year

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up the schedule for when GMS can expect the total directory backup, when GMS will send out the software and database, and the installation appointment. Also, any questions you may have can be discussed at this time. Make sure when you send in your backups, you include your current physical address, so UPS can deliver the CD as scheduled.

We anticipate that a fairly large number of clients will be converting as of 7/1/06, and cannot stress enough how important it will be to make sure that your backups are received in the GMS office according to the schedule that was established. Otherwise, the installation will get postponed.

Training on Windows RLSS

Annual Conference Intensive

This training will benefit any RLSS client, whether you have upgraded to the Windows version yet or not. Taught by GMS staffers Karen Secoy and Marilee Floener, this session will cover every aspect of using GMS-RLSS so you can take advantage of all of its features. Among the topics will be setting up new loans, processing loan activity, using database queries, loan reporting and integrating accounting and RLSS. They will also demonstrate how to use the Master Query which is a database search that replaces the “ask for loan information” used in DOS. The Master Query allows the ability to produce reports that include a large variety of data. This is a great way to make sure that your loan policies and procedures are integrated with your RLSS software. This intensive features hands-on training. You will be able to enter new loans, enter and process loan activity and familiarize yourself with all of the functions and proper procedures for running the windows GMS-RLSS. This will be a great opportunity for RLSS staff!

Don't Forget Your 50% Supplement Credit!

Agencies who attend the GMS Annual Conference are entitled to a credit of up to 50% of the cost of their regular conference registration on all supplements ordered between the time of registering and July 31, 2006. You can place your orders on the GMS website at www.gmsactg.com, by email to service4gms@gmsactg.com or fax your order to the Maryland office at (301)933-3502 and the credit will automatically be applied.

amounts now stored in a table called tblBudgetDetail and tblBudget. When you reverse the roll forward for R & E back to 2005, it takes all of the records from tblBudget and tblBudgetDetail and puts them in tblBudgetPY and tblREPriorYear, respectively. It also takes records with a 2005 year from tblBudgetPY and tblREPriorYear and puts them in tblBudget and tblBudgetDetail. At that point the Fiscal Year, Start Period and Ending Period get put back one year and the current period is changed to match the Ending period.

The second function on the Year End form is Accrue Leave. If your agency charges any leave when it is earned, then the opening liability balances need be used to calculate the change in liability each month. These were first entered under Tools, Cost Allocation Setup, and Leave Allocation the first year you were using the Windows accounting system and stored in a table called tblLeaveAllocation. At year end, you would select the option for Accrue Leave and roll forward to 2006, as an example. It would then take the information entered under Leave Allocation for 2005 and put it into tblLeaveAllocationPrior with a 2005 year. It would also take the ending liability from 2005 along with the other information under Leave Allocation and put it as the opening liability in tblLeaveAllocation. You would then be ready to calculate your new fiscal year's change in leave liability.

The third function on the Year End form is GL Prior Year. If you were rolling this forward from 2005 to 2006, it would take all of the GL codes, descriptions and opening balances from tblGLTransaction and put them into tblGLPriorYear labeled with a 2005 year. It would take your ending General Ledger Balances and put them into tblGLTransaction as the opening balance for 2006. If you would then reverse the roll forward for the GL from 2006 to 2005, it would make a copy of the opening balances for 2006 and put into tblGLPriorYear. It will also look for all of the records with a 2005 year and put into tblGLTransaction.

So basically there are two tables for each function of the Year End Roll Forward. One for storing the current fiscal year information and the other for storing all other years' information labeled by fiscal year. These are the functions that control what fiscal year you are in. Changing the Fiscal Year, Start Period and Ending Period does not change the fact of what tables are being used for those functions.

Don't Forget - All contracts for license/warranty and service/support will be terminated for all GMS DOS software applications as of December 31, 2007
