

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Volume 18, No. 6

June 2006

Windows Upgrades for July 1 Fiscal Year Accounting Clients

There are presently about 60 GMS accounting clients who are using the DOS version of accounting. Some of them may have additional accounting directories that they use for accounting for other corporations. At the time this newsletter went to print, 19 of the agencies had ordered the Windows upgrade for July 1, 2006. We just wanted to remind those with a July 1 fiscal year that if you are intending to wait until July 1, 2007 to upgrade to Windows, that you are prepared to have your year end and audit completed by December 31, 2007 at which time all DOS contracts for License/Warranty and Service/Support will be cancelled.

We will be doing the windows conversions and installing them between June 19, 2006 and July 7, 2007. If you have not ordered yet and your fiscal year begins July 1, there is still time to register on-line for the upgrade. The cost to upgrade is \$2000 and includes the windows software, conversion and installation. Any on-site or off-site training is billed in addition to the upgrade cost. You will receive an email containing a word document that contains additional information and instructions for preparing and doing the backup needed for conversion. Receiving this email is your confirmation that we have received your order. If you do not receive this email, please re-order the windows upgrade on-line. If you have any questions, contact the Maryland office at 800/933-3501.

Reminder- The GMS daily on-site rate will increase to \$500 per day effective July 1, 2006

Remember to Back Up
Your Database!

New Version of Report Writer to be Released later this Month

We are including a new version of the Report Writer in the June revisions that will be posted to our website later this month. The main difference between the two versions is the way you link the tables. The following exercise will show you how to do the links with the new version. After you have installed the June revisions, follow these instructions to see how the links work.

Finding Voucher Information by Check Number

- Open Report Writer
- Choose the organization and click on OK
- Click on Select Tables

To select tables you can either just click on the **+T** to add tables **OR** you can Right click on the blank window and then left click on "Add new table". For this exercise we will only use the **+T** option.

- Click on the **+T** on the tool bar.
- Control Click on tblAPPmts, tblVendor and tblVoucher. Click on OK

To add links you can either just click on the **+L** to add links **OR** you can Right click on the blank window and then left click on "Add new link". For this exercise we will only use the **+L** option.

- Click on the **+L** on the tool bar

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Invoice Checking Can Eliminate Duplicate Payments

Do you ever find that you've paid an invoice more than once by mistake? You're not the only one! Even though proper checking and verification of vouchers to be paid is being done, with a large volume of invoices it's possible that a second copy of an invoice gets vouchered and paid again. To help eliminate this, Supplement #396 Invoice Checking can be incorporated into your voucher data input program.

In windows, you may enter an unlimited number of invoice numbers (alpha or numeric is accepted). However, on the check stubs we only print one line of invoice numbers. Depending on your printer, it may print from four to ten invoice numbers on the one line. In DOS, you may enter up to seven alpha or numeric invoice references on each voucher. The invoice numbers are maintained in a table or an invoice history file indexed by vendor number, voucher batch and document number. In DOS, the invoice history will store the last 250 invoice references per vendor and is stored in the GMSKEEP directory to enable checking from multiple fiscal year directories. In windows, there is no limit on the number of invoice numbers stored per vendor.

How is the Invoice History Used?

First, when you enter an invoice number or reference on a voucher, the table/history file is checked to see if it was previously entered for that specific vendor number. If it was, the screen will display the batch and document number and ask if you wish to continue. You can override the question, proceed entering and record the voucher using the same invoice number (typical when voiding a voucher). Generally, you would stop and research that invoice to make sure it is not being entered again in error.

There is also a "search invoice" routine accessed from the bottom of the data entry menu in DOS and the A/P Supps menu in windows. It allows you to enter a vendor number and all or specific invoice references. If invoice references exist in the file, it will display or print the voucher batch and document number that the invoice was previously entered in. Not only will this help eliminate duplicate payment of invoices, it will assist in researching invoices in response to telephone calls from vendors. The invoice history will begin building at the time the supplement is installed and you start entering invoice references on vouchers.

To order this supplement, go to the GMS Website at www.gmsactg.com or contact the GMS office in Maryland. For more information on Supplement #396 Invoice Checking, refer to your Help Manual or electronic user manual.

We Need Your Conference Evaluations Please!

We rely on the evaluations turned in by attendees of the GMS Conferences in a big way! Suggestions for new sessions are discussed every year by the GMS staff and comments about sessions held are reviewed and discussed to attempt to make them better the next year. Ideas about general topics also help us when we are looking for outside guest speakers. If we only receive evaluations from 10% of the attendees and 1 or 2 people didn't like a session or want to add a new session, it's not a very good average of opinion for the staff to make decisions on. The same is true when rating sessions. With all of the comments and ratings, the staff really looks hard at what you liked and didn't like and what new things you are looking for. If you attended the Annual Conference in St. Pete Beach and haven't had a chance to return your evaluation, please mail or fax it to the Maryland office. If you need a copy, please email your request to service4gms@gmsactg.com. If you wish to talk about your ideas, please call Liz Collins at extension 2.

Annual Conference Suggestion Box

At the annual conference, there was a suggestion box on the registration table for the attendees to put evaluations, software suggestions, supplement orders, specific client problems, questions, etc. It has become a very organized process to make sure all of the above items get to the right GMS staff and all items are addressed properly. Many software suggestions that we receive are put on our proposed work programs and are discussed by the entire staff at our November staff meeting. Many of the comments we received this year are already on our work program and many have been addressed and will be included with the June revisions we send. Some of the questions asked will be answered in next month's newsletter after we have had to time to sort through them all.

CPE Credits from Annual Conference

We received a couple of questions regarding earning CPE credits at the GMS Annual Conference. We do offer these credits, however, different states have different requirements on the form or information to be included. If you attended the conference and want to receive CPE credits, send the form and information required in your state to the GMS office in Maryland, attention Liz Collins. We will return the signed copy to you.

- Once the cursor is over the table it will change to a hand symbol. Click on Voucher Num in tblAPPmts and then click on VoucherNum in tblVoucher
- Click on OK. This will return you to the Data Model Editor and you will see a line between tblAPPmts and tblVoucher

- Click on the **+L** on the tool bar
- Click on VendorCode in tblVoucher and then click on VendorCode in tblVendor

If you need to edit a link you can right click on the line in between tables to Edit the Link or Delete the Link.

- Click OK on the Edit Link form. This will return you to the Data Model Editor and you will see a line between tblVoucher and tblVendor

If you intend to save the data model, click on the diskette icon on the tool bar. Choose where you wish to save the data model, name the file and Save.

- Click OK on the top right corner on the tool bar.
- This returns you to the Main Screen of Report Writer
- Click on the Edit fields
- tblAPPmts, tblVendor and tblVoucher will appear in the left window
- Left click on the + sign to the left of tblAPPmts and all fields within the table will appear
- Choose the following field by double clicking on the field: CheckNum
- Choose the following field added as a sum by single clicking on the field, click on the Add button in the middle of the screen and click on sum:Amount

Result Field Line 2 should read Amount =SUM({amount})

- Left click on the + sign to the left of tblVoucher and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
 - VoucherNum
 - BatchNum
 - Amount
- Left click on the + sign to the left of tblVendor and all fields within that table will appear.
- Choose the following fields by double clicking on each field:
 - VendorCode
 - VendorName
- Make certain that all the fields appear in the window on the right
- Click OK

- This returns you to the Main Screen of Report Writer.
- Above the grid you will see Click here to add new condition. Click on that statement.
- "1. Voucher Num is equal to" is displayed. Click on VoucherNum. Click on tblAPPmts. All of the fields will be displayed.
- Click on CheckNum. It now says "CheckNum is equal to ____". In the blank field, put the check number for which you need the information.
- Click on Run SQL. The information you requested for that check number will be displayed.
- If you want to save this query, click on the Save Query button. Save it with the same name as the data model saved earlier.

To Export Information to Excel:

- Click on Export
- Excel will open and the file will appear

To Retrieve the Report:

- Open Report Writer and click on Select Tables.
- Choose Open and find the data model you saved. Double click on the file. Click OK.
- Click on Retrieve Query and choose the saved query. Double click on the file. Click OK.

Year End Leave Accrual

If your pay period at the end of your fiscal year is split with some of the days worked in the old fiscal year and some days worked in the new fiscal year and you charge any type of leave when it is earned, you can process separate batches through Leave Processing to calculate leave balances as of the last day of your fiscal year.

Enter a timesheet batch for the days the employees worked in the old fiscal year using the last date of the fiscal year for the ending period of this timesheet batch. In Leave Balance Processing, click on Setup Leave Assumptions. Make sure that all classes have a P for prorated under the Pro/Fixed column in the matrix. If your personnel policies state that only a certain number of leave hours can be carried forward to the new fiscal year for all employees, you also need to enter a Y under Max, a Y under Class and enter the maximum hours that can be carried forward to the new fiscal year.

Click on the Year End Accrual button. If you do not normally have the same hours in each pay period, it will ask you how many hours in the pay period. Enter the total hours for this pay period, not just the hours worked in this

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Announcing the Release of RLSS Windows Supplement 813 Write-off Analysis

It is nearly impossible to manage a loan portfolio without needing to eventually write-off bad debts. Some funders require loans be written-off once they reach a specified level of delinquency, sometimes 90 days, 120 days, or another trigger point. Although loans may be written-off at any time, it becomes especially important at the end of a fiscal year. If outstanding loan balances are included in the financials as an asset account (Notes Receivable), the accuracy of year-end reports may depend on clearing bad debts.

In the February, 2006 edition of the GMS Newsletter, accounting procedures to be followed and steps to be taken within RLSS software to write-off loans was explained. If those steps are followed, Write-Off Analysis can give you an overall report of the loans that have been written-off. It reflects the borrower, the original disbursements, the amount written-off, the date of that write-off, and any funds that have been recovered since the write-off took place.

Write-off Analysis allows you to enter a cutoff date, which creates a report that reflects loan activity through the specified cutoff date. Users then enter the range of write-off dates to be included on the report, which is especially helpful for year-end reports. The report offers the standard RLSS report selection criteria, allowing you to print for a specific fund should your funders request this information. A report reflecting your agency's total portfolio may be prepared by not limiting selection criteria when creating the report.

The purchase price is:

1-2 Users: \$200.00/\$30.00

3-4 Users: \$250.00/\$37.50

5+ Users: \$310.00/\$46.50

Feel free to contact GMS staff if you have questions. Orders may be placed on the GMS website at www.gmsactg.com or by contacting our Maryland Office at 800-933-3501.

Year End Leave Accrual... continued from page 3

timesheet batch. It will calculate the prorated earnings for the time worked in this timesheet batch, record leave taken during this time period and show the balance as of the last day of the fiscal year. At this point, if you want to run the Cost Allocation menu for the last month of your fiscal year, you will be able to choose the last day of the fiscal year to use in calculating the accrued leave.

NOTE: If you are selecting more than one batch before clicking in the Year End Accrual button, those batches must all have the same period ending date.

When you are ready to process leave balances using the second timesheet batch for this payperiod, in Leave Balance Processing, click on Setup Leave Assumptions. For the applicable leave type, remove the Y under Max and Class and remove the max hours if your personnel policies allow employees to exceed the maximum during the fiscal year.

Select that second timesheet batch and click on Year End Leave Accrual. It will reflect the opening leave balances as of the first day of your new fiscal year and calculate the earnings based on the hours worked in this timesheet batch, record the leave taken and show the balance as of the last day of the pay period.

When you process payroll, both timesheet batches for this pay period will be available for you to select. The stubs will reflect the total of leave earned and taken from the two timesheet batches and the balances as of the last day of the pay period.

Note: If your agency normally earns leave on a fixed basis, don't forget to go back to Leave Balance Processing, Setup Leave Assumptions and change P for prorated to F for fixed after you finished processing all batches through the year end accrual.

Don't Forget Your 50% Supplement Credit!

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 ordered between the time of registering and July 31, 2006. 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 on the GMS website at www.gmsactg.com, by email to 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. Supplements orders cannot be taken by any other GMS staff not located in the Maryland office.