

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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SQL Server Format Soon to be Released for Accounting

As was announced at our Annual Conference in St. Pete, FL, at the end of September, 2006 you will be able to run the Windows Accounting System using SQL Server as the database application in addition to Microsoft Access that is presently being used by all GMS Windows clients. A big difference between Microsoft Access and SQL Server is that Access is limited to 2 gigabytes of data storage while SQL Server has no limitations. If you choose to order or upgrade to the SQL Server version, you will find that the GMS Accounting System will perform faster. If your agency is familiar with using SQL Server, there are many other features that can be set up and monitored if you choose. Your agency may already own SQL Server and is using it for other applications. If not, you would need to purchase that software before upgrading or purchasing the SQL Server version of GMS Accounting. Pricing of the GMS Accounting and Financial Management Systems now includes the following:

1-2 users	3-4 users	5 + users
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New Client Contracts:

Microsoft Access Version		
\$7,200	\$10,000	\$11,500.00
SQL Server Version		
\$9,200	\$12,000	\$13,500.00

GMS Clients Upgrading to SQL Server:

From Access to SQL Server	\$500.00
From DOS to SQL	\$2,500.00
From DOS to Access	\$2000.00

Welcome New Users

Revolving Loan Servicing Systems

Mercantile Peninsula Bank - Princess Anne, MD

Brent Hurley

Linda Werner, Admin. Asst.

Rural Development Ctr, U of M - Princess Anne, MD

Daniel Kuennen, Dir.

Stephanie Harmon, Admin. Asst.

Accounting Questions from the Suggestion Box At Conference

Several suggestions that were in the suggestion box were already on our work program and many others were added as suggestions to be reviewed by our staff at our annual staff meeting. Some great questions were asked this year!! Some of the comments and questions I have responded to as follows:

General

Q: Please give us the ability to use the center roller on the mouse in whatever screen/processes you can allow.

A: You presently can use the center roller to scroll up and down on a page in all reports in all GMS Software. When the report is displayed, just left click once, and then move the roller.

Q: Many software companies have it set up on their websites so that they can take control of the user's computer and troubleshoot the problem "live". We think this would be a good thing for GMS to check into.

A: We feel that it protects GMS Staff by requesting a copy of your database to research the problem and then to work with you or your IT person to correct anything needed, either

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*Suggestion Box from Annual Conference...
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through the accounting which is preferable or in Access when absolutely necessary.

Q: This is only our second year using Windows and already the lists of vendors, employees, project codes and elements are getting extremely long. All of the drop down boxes show all codes including ones that are no longer used. How can this be shortened?

A: Under Tools, Archive Database, there is a section on Archiving inactive master files. This is the only place that it allows you to remove those inactive master files. Please refer to the Help Manual under Tools to see when these can be archived.

Q: In Windows, do batch and document numbers just keep going up forever?

A: They cannot exceed 9 digits. So at some point, we will have to start them over from the beginning, but clients should have archived by then so that duplicated numbers will not exist in the database.

General Ledger

Q: It would be nice if the General Journal Batch Report would print in the order that it is entered.

A: Any time you edit a GJ, it will change the order on the printout. We had originally given that option with timesheets, but so many service calls were received because it wasn't printing in the order they entered. The reason was because they had edited a few timesheets and it changed the order.

Q: We use Supplement #399 Consolidated Cost Allocation Detail. On those reports, I need to see the detail of fringe benefits and indirect costs from the Prior Year column.

A: We are going to put this on our work program to be discussed at our next staff meeting. We do store the information for previous fiscal years, assuming you used the cost allocation detail supplement in the previous year.

Q: When I roll forward and reverse roll forward, even though I run the cost allocation menu, I cannot get the correct information for the current month in Supplement 320 Agency Program Analysis Spreadsheet.

A: After rolling forward or reversing the roll forward, in addition to running the cost allocation menu, you need to display all of the reports under the Financial Reporting Menu. This supplement, along with several others, uses a table called tblGLFinancialReportDetail to produce the report. This is a temporary table that gets formed when you display the R & E Reports. If you don't display them, they

will contain the information that was in that table from the last time you displayed the R & E reports.

Q: Please add a Help Manual for Report Writer.

A: Instructions for using the Report Writer are already in your Help Manual under General Ledger, GL Supps, Supplement #406 Report Writer.

Accounts Payable

Q: We should be able to list the tax identification number as unknown if you know you will need it but do not have the information when you are setting up the vendor.

A: On our work program we presently have plans to add a checkbox for 1099 eligibility. We are also going to change the button titled "1099 Count" to "1099 Info". It will print the vendor code, name, FID and include the count. We are also adding the 1099 eligibility to the Vendor Listing. When you receive this revision, it will automatically put a check mark in that checkbox for all vendors with a FID entered. We don't allow the word "unknown" in the vendor FID field because the IRS regulations say to leave that field blank if the FID number is unknown.

Q: We would like the ability to uncomplete a completed PO.

A: Change the status of a completed PO to approved.

Q: I would like to see the "from" and "to" dates blocked under the A/P Analysis.

A: On our work program, we presently have that we are going to change the "from" date to default to the first month that vouchers existed in your database. Then depending on what purpose you are printing the Analysis, you would choose your ending date. If you are reconciling to the General Ledger, you should always choose the month ending that coincides with the General Ledger ending date. If you are printing the Analysis to see what all of the outstanding vouchers are, then you would use the end of the your current fiscal year. This is normally what GMS recommends for "from" and "to" dates. However, there is always some special circumstance for an agency when a different "from" date is used.

Q: Can you develop a quicker way to select checks for payment when you have 150 unpaid vouchers in several batches with a various range of voucher numbers and you want to pay 75 of them?

A: The quickest way we have thought of is to use the Due Date field on all vouchers. That way the decision could be made when entering the voucher when it needed to be paid based on the invoice/statement they are entering the voucher from.

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*Suggestion Box from Annual Conference...
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Q: Can a true manual check be written by-passing the voucher and A/P functions?

A: The GMS Accounting and Financial Reporting System has always been designed to be a payable system with regards to checks. All items to be paid are tracked through accounts payable and then the checks issued against those payables just credit cash and debit accounts payable. It has been the basis for the accounting system's payment system.

Q: For the Payment History, it would be wonderful to have the option of either entering the vendor code or searching for the vendor alphabetically.

A: We have two choices of the types of boxes we use. One is a combo box that allows you to type in a code or select one vendor from the list. The other is list boxes, which is presently what is in the Payment History when you uncheck "All Vendors". One list box is by vendor code and one by alpha code. List boxes allow you to choose one, multiple or a range of vendors. Based on what our clients tell us, the list box is the best type for this report.

Payroll

Q: In Employee Entry, when you click on "YTD Detail", the box to enter the four digit year comes up. If you click "Cancel", the report still generates and doesn't take you back to the Employee File Screen.

A: The Cancel button that is used in all of those types of print boxes means to cancel the information you entered. So if you entered 2006, then clicked cancel, it would tell you there are no records because the year is 0. It is not a cancel control button that cancels the print.

Q: In Supplement #301 YTD Payroll Detail, why isn't the Deduction Listing listed by pay period?

A: We presently have it on our work program to add the option to print the Deductions by Summary or by Detail for each pay period.

Q: Is the DOS Supplement #363 Monthly Hours Spreadsheet available in a Windows version or is there another way to get it.

A: No we did not rewrite this supplement in a Windows version because of the limited number of clients who used that supplement. Of course, the hours worked for each month is available on the Monthly Timesheet Charges by Employee, but not in a spreadsheet format showing all 12 months on one report. Report Writer could be used, but all hours worked are stored in the database by pay period so it doesn't have a total per month. Not knowing what you use this report for, it is hard to tell you what to use in its place.

Q: We used to use Supplement #410 Payroll Labels in the DOS system and loved it. Is there ever going to be a windows version of this supplement?

A: Yes, we are going to write that supplement in a Windows version but it got assigned a low priority as we had sold very few of that supplement. It was a great tool to have and very helpful for the auditors and monitors.

Supplement #336 Accounts Receivable

Q: We would like to get a program receivable listing without having to go through Report Writer.

A: For agencies who wish to see the outstanding invoices by program element, you can double click on the query called *rptOSInvoiceAmount*, as stated in the Help manual.

Q: We need to come up with some way to be able to track overpayments in cash receipts when a customer sends more than their outstanding balance.

A: We are presently working on a way to easily handle tracking overpayments. We should have it ready for the September revisions and will include step-by-step instructions in the Help manual.

Supplement #357 Fixed Assets

Q: Is there any way to get rid of a fixed asset after it has been disposed and the fiscal year is completed?

A: Under Tools, Archive Database, there is a section on Inactive Master files. You can enter a date under Monthly Processing that is two or more years older than your current year, and click on Disposed Fixed Assets. For disposed fixed assets, we will compare the disposition date to the Monthly Processing cutoff date. Disposed fixed assets will be deleted from tables related to the inventory, location history, depreciation history and funding sources.

Tools

Check Listing

Q: The Check Listing pulls information by check date rather than posting period. If everything else is geared from posting period, this should be also.

A: It shouldn't matter. There should never be a time when the month of the check date is not the same as the month of the posting period. The month of the check date is the month it should be reflected in the General Ledger.

Do You Need to Stock Up On Office Forms?

Enclosed you will find a brochure from Global DocuGraphix - a fantastic place to purchase all of your GMS related forms: laser and dot matrix checks, multi-purpose forms, Payroll direct deposit stubs, and RLSS Payment coupons. GMS has been working with Global DocuGraphix (formally ABP, Inc.) for many years, giving you a one-stop place for all of your forms needs.

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 attended 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. Supplement orders cannot be taken by any other GMS staff not located in the Maryland office.

RLSS Feature: Loan Payoff

This feature was designed to provide you with an accurate calculation of the amount due to repay a loan in full. Loans may become due in full because the maturity date is nearing, the borrower is planning to repay the loan prior to the maturity date, or possibly the loan has become so delinquent extreme measures for collection are required. The report may also be used to establish legal claim for funds should the borrower be forced to declare bankruptcy.

The report will reflect the principal loan balance, any outstanding accrued interest, interest that has accrued from the last payment until the projected pay off date, and the total due. If additional fees are required at payoff, the report may be edited to include those fees in the total due.

Operating Instructions: From the main menu, click on Supplements, and then select Loan Payoff. In the first field, enter the applicable loan number and tap enter – the Borrower will appear automatically, allowing verification that the correct loan number was entered. In the next field, Payoff Date, enter the projected date the final payment is expected. Because loans sometimes have additional fees due, three optional fields titled Other Fees are included. Entering that information in this screen will allow those fees to be included in the final payoff calculations. There is also

an opportunity to enter an Optional Message. Data entered into this field will appear on the payoff report, offering you the opportunity to add pertinent notes to the document. When fields have been completed as desired, click on Print to produce an on-screen report.

Interpreting the Report: The interest calculations (amortized or daily) established in the Loan Master file will impact some of the calculations.

Days to Pay-off:

Amortized Loans – the number of days that have elapsed between the last paid-thru date and the projected payoff date.

Daily Interest Loans – the number of days that have elapsed between the last activity date and the projected payoff date.

Daily Interest Rate:

Amortized Loans – determined by dividing the Annual Interest Rate by 360.

Daily Interest Loans - determined by dividing the Annual Interest Rate by either 360 or 365, according to the data recorded in the Loan Master File, Loan Terms tab.

Things to Remember: Loan Payoff is especially useful when a loan is established with a daily interest rate. The report indicates the total amount due as of a specified date but often actual payments do not arrive on the exact projected date. Therefore, if the payment comes in prior to the projected date, less interest is usually due. If the payment comes in after the projected date, more interest is usually due. The Daily Interest Amount as reflected on the report can be used to increase/reduce the amount of the final payment if payoff is not received on the projected date.

Pulling the Loan Payoff report prior to posting the final payment to a loan may help with that final posting. As stated above, daily interest loans will only post the exact numbers listed on the payoff report if payment is received on the projected date. When the final payment is entered, review it carefully – remember the goal is a zero loan balance. Attaining that goal may require editing fees, interest amounts, etc. prior to saving the entry. The program will calculate the entry based on the activity date, and the user always has the option to edit the entry prior to recording it.

When the report is created, if negative amounts appear under Additional Accrued Interest or Days to Payoff, it most often indicates the Projected Pay-off Date was entered incorrectly. Also, if the loan is amortized and the paid-thru date is beyond the payoff date, a negative amount may appear here. If any calculations appear to be inaccurate, reviewing the Loan Master file and loan history can sometimes shed light on why unexpected data appears.