

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Getting Ready for W2s - What You Can Do Now

Although three months remain before you need to prepare W2s, here are some things you can do now to get ready.

Make sure that the year-to-date payroll information is correct. Don't wait until after the last payroll of the year is completed to find out that a payroll is missing or doubled up. Use your YTD Payroll Control Sheet to verify amounts. Make sure that any adjustments for deductions deferred from taxable wages were entered correctly.

Make certain that terminated employees have a T under their employee status. For DOS clients, you should do this for all employees terminating their employment prior to December 1. Since you may run certain reports in early January which reference employees who worked in December before ending their employment, we recommend that employees terminating in December be retained in the system. In the DOS system, terminated employees will be automatically removed as a part of W2 processing. In the Windows version, all employees who have terminated as of December 31 should have a T under their employee status.

Understand your special W2 requirements particularly for issues such as pension, deferred compensation, dependent care and group life insurance over \$50,000. You may need to check with the IRS or your CPA.

Be familiar with any appropriate federal and state magnetic media reporting requirements that must be met.

Order W2 forms. And, if you need to, arrange for W2 printing or disk preparation with GMS.

Review the W2 processing section in your Help manual or electronic users manual. It can be found under Payroll Processing.

Welcome New Users

Accounting Systems

El Paso Empowerment Zone Corp. - El Paso, TX

Phyllis Rawley, ED Larry Romero, FD

Revolving Loan Servicing Systems

El Paso Empowerment Zone Corp. - El Paso, TX

Phyllis Rawley, ED Larry Romero, FD

Delta Housing Authority - Delta, CO

Rich Englehart, ED Cecilia Tafoya, Admin Svcs.

Maryland Capital Enterprises, Inc. - Salisbury, MD

Hayley Gallagher, ED

January Fiscal Year DOS Accounting Clients

There are only 26 GMS accounting clients with a January fiscal year that are still using the DOS system. In order for us to plan on sufficient staffing for installations, it would be helpful for those that intend to upgrade to the Windows Accounting System as of January, 2007 to order the upgrade soon if you haven't already. We have already received orders from 10 of those clients. This will be the **last chance** for January 1 FY DOS clients to upgrade to the Windows version since all DOS contracts for license/warranty and service/support will be cancelled as of 12/31/07, which would not allow time to close out your old fiscal year.

All January conversions and installations are usually done during the first few weeks of December so that it does not interfere with the holiday season. No YTD

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payroll information gets converted since W2's will be processed in the old year directory. However, leave balances will have to be updated in the Windows database after the last payroll in DOS is completed. This process has worked well over the past four years for January conversions. Clients find that they have sufficient time to enter the chart of accounts, edit leave balances, start entering budgets and familiarize themselves with the new system.

To order the Windows upgrade, go to the GMS website at www.gmsactg.com. Fill out the order form and submit it. Shortly after that you will be sent an email with the conversion instructions attached. It is important that everyone read the instructions carefully and begin checking their employee and vendor files for proper formatting of the names and addresses as described in the memo. Also those clients who intend to continue printing checks on dot matrix checks must make absolutely sure that their printer has the capability of printing a 7" format. Many dot matrix printers do not have that capability. You also need to make sure that your computers are updated with the latest critical updates and service packs for the Windows operating system, Microsoft Access or SQL Server, depending on the version you order.

YE Rolling Forward and Reversing R&E

It has come to our attention that a few clients may have misunderstood exactly what projects/elements they are to roll forward to the new fiscal year when doing the roll forward for R & E. The first time you do it for a fiscal year ending, you should be selecting those projects/elements whose program year did not end on your fiscal year. When you are in your new fiscal year, you will enter budgets for grants and contracts that begin in your new fiscal year. At some point you will want to reverse the roll forward so you can make additional entries and do the final year end closing entries. After doing that, when you are ready to once again roll forward to the new fiscal year, all of your projects/elements that you originally checked will still be checked. Only if errors were made the first time, would you change your selections. **NOTE: do NOT select the new projects that you entered in your new fiscal year in order to enter the budgets.** Since those budgets did not exist in your old year, you will wipe out any budgets that you have entered in your new fiscal year.

RLSS Supplement #833 EDA Semi-Annual Reporting

This supplement assists with preparation of an EDA Semi-Annual Report by using information in the RLSS database. Data is moved from the database into a Microsoft Excel spreadsheet template. This data is pulled from the Loan Master file, and includes pertinent information related to loan status, job creation/retention, usage of funds, and loan type. The loan's history is reviewed for disbursement and repayment figures.

Because an Excel spreadsheet format is used, data can be edited and additional information added prior to submitting the report. This is especially important as some information is not tracked within the RLSS program, specifically that relates to your original proposal and utilization. The Excel format allows this additional information to be manually added, with formulas already in place to calculate percentages and totals.

Our standard report, Borrower Profiles, has been enhanced to include all information required by the EDA reporting format. It can be printed and attached to the report as Part IV: Portfolio Loan List.

Utilizing this supplement requires you have Microsoft Excel 2000 or higher installed, and basic Excel skills. Establishment of an Optional Field to track which EDA loans are Direct and which are Guaranteed is also necessary.

The purchase price is:

| | |
|----------|---|
| 1-2Users | \$300.00/\$45.00 annual license/maintenance |
| 3-4Users | \$350.00/\$52.50 annual license/maintenance |
| 5+ Users | \$410.00/\$61.50 annual license/maintenance |

Feel free to contact GMS staff if you have questions. Orders may be placed on our website at www.gmsactg.com, by contacting our Maryland office at 800-933-3501 or emailing service4gms@gmsactg.com.

ANNOUNCEMENT - 2007 Conference Held in New Month!

The 22nd Annual GMS Financial Management Conference will be held **April 15-20, 2007** in Las Vegas, Nevada at the Riviera Hotel & Casino.

Don't forget to mark your calendars and plan to attend this event. It's the perfect opportunity to brush up on your GMS software, get training if you will be converting in 2007, or train staff new to your agency. Sessions on both the Accounting and Loan Servicing Software will be available.

SQL Server Version for Accounting Systems Available Soon

The SQL server version of the GMS Accounting and Financial Management System will be available by the end of October. You must have SQL Server 2000 with SP4. If your agency already owns that software, you just need to upgrade your database.

Over time, most database applications grow, become more complex, and need to support more users. For larger clients, at some point in the life of your Access application, you may want to consider upsizing to Microsoft SQL Server to optimize database and application performance, scalability, security, reliability, recoverability, and availability.

Tracking Overpayments in Accounts Receivable

If you use Supplement #336 Accounts Receivable, you can track payments received from customers that exceed the amount of outstanding invoices. For example, if you had outstanding invoices for a client for \$350.00, but you received a check for \$500.00, you would record that as follows: In cash receipts, enter the \$500.00 as the check amount but do not enter an invoice number. Enter the customer. All outstanding invoices will be displayed in the grid with \$350.00 reflected in the receipt column. To enter the remaining \$150.00, click on GL Code and enter your asset code for A/R. It will ask you what invoice you want to apply it to. Enter the last one or one desired. In the amount field, \$150.00 will be displayed. Click or tap enter to put it in the grid. Save the cash receipt.

The next time you are entering a CR for the same customer, in the grid it will show a negative \$150.00 in the Amt OS column. Enter a negative (-150.00) amount in the Receipt column on the same line in the grid. That will increase the amount of the new check to apply to unpaid invoices by \$150.00. The overpayment from the previous month can then be applied to the current month outstanding invoices.

Need Assistance in Preparing Your Indirect Cost Plan?

If your agency would like assistance in preparing your Indirect Cost Plan, our field staff can be scheduled to come on-site to assist and train the accounting staff in preparing your plan. We usually estimate 2-3 days on-site to gather all the information and provide training. The plan is put together after GMS staff leaves your office. A draft plan is sent to your office for review. We will follow up with any changes

requested and send a final copy to you for submission to your cognizant agency. When assistance in preparing an indirect plan is requested, a fixed-priced contract will be sent to your office. The cost for this service is \$3,500 for clients utilizing the GMS system, plus actual travel expenses. Most agencies who have requested our assistance are preparing their first Indirect Cost Plan or making major revisions to their present plan. Our staff are trained to prepare the plans, so agencies actually save money rather than having their staff spend an enormous amount of time trying to put the first plan together.

If you are interested in receiving assistance in preparing your Indirect Cost Plan, contact Sandy West at the GMS office in Maryland (1-800-933-3501 ext. 2).

Supplement #399 Consolidated Cost Allocation Detail

The Consolidated Cost Allocation Detail supplement can assist agencies with reporting the line item detail of allocated costs on a percentage basis. It includes preparing the detail for the fringe benefit, indirect (or dual pool if used), service unit and special allocations/internal base pools. For any or all of the cost allocation pools used, it produces consolidated financial reports reflecting the line item detail of selected pools.

GMS has always recommended that if you set up the accounting structure using cost allocation pools, budgeting and reporting should be done in the same format. However, there may be a timing issue of getting your first Indirect Cost Plan approved so therefore, budgets have not yet been revised and submitted. There are also other circumstances where certain funding sources, even though they are aware of the cost pool accounting, require reporting by line item and not by allocated amounts. This supplement can help with reporting in those cases mentioned above.

As of the September 18, 2006 revisions, there were two items related to this supplement added to the program. The first addition was the ability to produce the fringe benefit detail for elements that have been set up to lock the amount of the fringe benefit control account using Supplement #389 Cost Allocation Locks. In the future, we will add the ability to prepare the detail for all cost allocation pools when amounts have been locked.

The second addition was to the supplement #412 R & E Report Designer. If the data type chosen is allocation detail, it will now let you choose which of the cost allocation pool's detail you want to include on the report's design rather than automatically including all of them. Both of these new options assisted several GMS clients to meet external reporting requirements more easily.

Welcome Kim Felder!

GMS is excited to announce that Kim Felder has accepted the field staff position that was recently advertised. Kim lives in Denmark, SC. She has been with Bamberg County Office on Aging and has been using the GMS Accounting and Financial Management System for the past seven years. She has used both the DOS and Windows version of the software. She has been responsible for all aspects of the software, so she has a wide background in all of the major functions that the GMS software performs. She has done the year end closeouts on her own for seven years and has required very little assistance from GMS staff. She's been such an outstanding client, we almost hate to lose her in that position but we are excited to have such an experienced person join the GMS staff. If you don't get a chance to have her on-site at your agency, come to the GMS Annual Conference next year so you can meet her.

information from two grant years would be obtained. This is also true with YTD Timesheet Reports by Employee and Activity.

- ◆ When using the Report Writer, for any table you are researching information for a particular project or element, you would have to put conditions in on the dates you wanted included. However, in some of the tables the date field is designated as a text field. You can't use > or < conditions for a text field.
- ◆ When you roll forward GL balances, the same GL codes which are stored in tblGLTransaction are used for both fiscal years. Therefore, for the first year you have entered project dates such as 10/01/03 to 09/30/04. Then after you roll forward balances you would manually have to go into GL Codes and change your dates. Then when you reverse roll forward, you would have to remember to go change those dates back before you printed financial reports. This could get very confusing to staff that are reviewing the financial reports if dates weren't properly changed.

Projects and Program Elements in Windows

We often get asked why GMS staff recommend that new projects/elements get set up each fiscal year when the project ends on the fiscal year. Multiple fiscal years are maintained in one database in one folder (directory). Depending on the size of your agency, after a period of time you will want to archive your database because the more records that are maintained in a database, the more it will slow down the operation of your accounting system. For each new fiscal year, the system includes roll forward procedures that tracks budgets, prior year revenue and expenditures, opening GL balances and opening leave liabilities of the old fiscal year and records then in prior year tables with the fiscal year date.

GMS recommends that at the beginning of each grant year, you set up new projects and elements for all of your grants and contracts that have ended, including those that end at the same time as your fiscal year ends. Mechanically, it does not affect the operation of your accounting system if you decide you do not want to set up new projects and elements for those grants that ended on your fiscal year. However, the following reasons are why GMS staff recommend doing so:

- ◆ If someone went into General Ledger Listings, chose either the Project/Element Charge Listing or General Ledger with Current Detail and checked a particular project number that was used for two different grant years, they would have to be careful to put the exact dates of the grant year they wanted, otherwise

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: 1.2.248 ☐ RLSS: 1.0.301

Changes to GMS Website Coming Soon!

We are revising the navigation on our website and will also make several other changes in regard to ordering the Windows version of Accounting. Look for these changes in the month of October. Hopefully, when ordering Windows upgrades, it will be easier for you to know which order form should be used for the appropriate database application. Your new choices are:

Windows Accounting Upgrade for DOS Clients

This section provides information for DOS clients who are upgrading to the Windows Accounting System. The order form located at the end of this section now allows you to designate if you are ordering the Access or SQL Server version.

SQL Server Upgrade for Accounting Access Users

This contains the order form and instructions if you are presently using the Access version of the Windows Accounting System and would like to upgrade to the SQL Server version.