

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Annual Conference - Which Sessions Will You Attend?

To help you finalize plans for the Las Vegas conference, here is a brief preview of the accounting and revolving loan service system sessions. This year we have made more staff available in the computer clinic in order to provide more one-on-one troubleshooting assistance and training. Specific dates and times may be found in the enclosed Annual Conference brochure. Sessions are 1 ½ hours in length unless otherwise noted.

- ❖ Designed for GMS Windows Accounting Users
- ❖ Designed for GMS-RLSS Users
- ♦ General Sessions for All

❖ Accounting Setups, Master Files and Books of Entry

During this session, you will review all of the setups included in the accounting system from organization information to payroll, leave and cost allocation. Proper procedures for maintaining master files and books of entry will also be reviewed. This session is ideal for staff who are new to using the Windows version of accounting or clients who are planning to convert or recently have converted to the Windows accounting system.

❖ AR Processing

This session is designed to cover the nuts and bolts of the Accounts Receivable system, from data entry to processing the receivables. What types of receivables are appropriate to be tracked on an outstanding accounts receivable analysis? Review the invoices and statements that can be produced along with the Accounts Receivable

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Welcome New Users

Accounting Systems

NW PA RP&DC - Oil City, PA

Denise McClosley, ED Lori Mild

Loan Servicing Software Systems

Pittsfield Dept. of Community Dev. - Pittsfield, MA

Deanna Ruffer, ED Bonnie Gallant, Comm Dev.

Release of New RLSS Supplements

Supplement # 827 Five Year Projections

This supplement will produce five-year cash flow projections related to your loan portfolio. It can be used to project total amount to be repaid, principal to be repaid, interest to be paid, and loan balances. Additionally, criteria may include specific loan fund, county, city, loan officer, loan type, or borrower type. If the information is only needed for a specific loan, that report may be produced by using the loan id number as selection criteria.

The accuracy of the report is dependent upon accurate information within the Loan Master file, including interest rate, payment amount, and payment frequency. An amortization schedule is run using that data, along with the current loan balance, to project cash flow based on the assumption of timely payments.

Although the report is usually run with a month-end or year-end cutoff date, it can be run as often as desired.

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

In This Issue: Year End Annual Conference Intensive...Other Year End Assistance Available

*New RLSS Supplements Released...
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Predicting cash flow can assist with future lending plans as well as expected interest income.

The purchase price is:

1-2 Users: \$250.00/\$37.50

3-4 Users: \$300.00/\$45.00

5+ Users: \$375.00/\$56.25

Supplement # 829 Red Flag

Red Flag provides a quick and easy way to determine if a loan is delinquent or needs attention for other reasons. The supplement highlights the selected loans by putting a red border around the input screen in both Loan Master files and Loan Activity. Any user with access to those programming features, whether full access or view only, can quickly see the loan needs attention.

Loans may be flagged in a variety of situations:

- o All loans are flagged automatically when they become delinquent;
- o All loans within a selected fund(s) are flagged (useful if annual reports are due from those borrowers);
- o All loans are flagged that contain "yes" in an optional field created for that purpose (useful for situations where a one-time alert is needed, for example, time to renegotiate the interest rate);
- o Loans are identified and flagged one by one using the loan id number.

Red Flag is accessed through the Supplement Menu, and any of the above 4 choices can be used to flag the loan. If option 1 is chosen, once the loan is no longer delinquent, the flag will cease. If options 2, 3, or 4 are chosen, resetting the selections will clear those loans.

The purchase price is:

1-2 Users: \$250.00/\$37.50

3-4 Users: \$300.00/\$45.00

5+ Users: \$375.00/\$56.25

Supplement #810 RLSS Books

This supplement is only available to clients using both GMS Accounting and Financial Management System and GMS Revolving Loan Servicing System. It allows the cash receipts batch entered into accounting to be pulled into the RLSS system for posting loan payments without duplicate data entry.

Some setup is initially required: 1) borrowers are entered into the accounting program as customers or vendors, and 2) each of those customers/vendors identified as a borrower is attached to a loan id number within the RLSS system. When the batch is posted in RLSS, the user

will determine the activity period, thus ensuring the payments are reflected on the Monthly Activity Report for the chosen period.

It is recommended that the loan payments are entered into a separate cash receipt batch in the accounting system. However, if mixed revenue is included in the same batch, it can be eliminated from the posting once the batch is in RLSS. Also, separation of duties is often a part of internal control and accounting procedures, and this supplement may impact that procedure. You may want to discuss it with your comptroller or auditor prior to ordering the supplement.

The purchase price is:

1-2 Users: \$350.00/\$52.50

3-4 Users: \$400.00/\$60.00

5+ Users: \$475.00/\$71.25

Important Note: Once the 12/29/06 RLSS Revision is installed, the Help section will include operating instructions for these new supplements. Prior to ordering, please review the Help file, especially the "Things You Should Know" section.

Reminder!

If you are planning to attend the GMS Annual Conference in April, You MUST have your hotel reservations in by March 23 or earlier to guarantee a room at the designated rates.

What Other GMS Staff Assistance is Available for Year End Closing?

- You can schedule one of the GMS field staff to come on-site for training and assistance in closing out the fiscal year. Four to six weeks after your fiscal year ends is typically the best time to have on-site assistance. You should schedule this at least two to three months in advance. Many GMS clients schedule a year in advance!
- You can schedule a member of the GMS staff to assist and train you on year end closing activities over the telephone. Normally, this activity takes place during a pre-scheduled day during which time periodic phone conversations may occur.

*Present versions of Windows
Software are:*

Accounting: 1.2.250

RLSS:1.0.302

Annual Conference Sessions...
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History. This session is not divided into a Basics and Advanced session and will only be held once, but common troubleshooting issues will be discussed.

❖ *Basics of Year End - Part 1 and 2*

Here is a primer on closing the books at year end and getting ready for audit. This session will address the mechanics of year end and the actual closing entries. Supplement #398 Year End Closing Entries will be reviewed and demonstrated. Employees responsible for year end close out are encouraged to attend. Find out what needs to be done at year end, issues you will need to consider and proper year end techniques. This year we have divided this session into a two-part session so more time can be spent on each section rather than trying to squeeze all of the information into two 1½ hour sessions.

❖ *Cost Allocation Options*

One of the most important financial management issues GMS clients face is selecting the right cost allocation procedures. This session details the GMS software alternatives available for leave, fringe benefits, indirect costs, dual indirect pool, service unit and special allocations. Learn about “shifts”, “locks”, and “line item cost allocation detail”. How are your cost allocation procedures set up in your accounting system? What is the difference between agency administrative costs and program administrative costs? What cost allocation software can best be used to achieve equitable allocations of your type of support costs?

❖ *Fixed Asset Inventory*

How does the GMS Fixed Asset Inventory software work? This session will focus on how to maintain your fixed asset inventory and running depreciation. Entries to record new fixed assets and the disposition of fixed assets will be covered. What are the recommended asset accounts to be established in the chart of accounts? A review of the fixed asset reports will also be given. This session will only be run one time.

❖ *Future Software Revisions*

Based on several requests, we are having a new session this year to provide a list of all of the items we presently have on our work programs that the staff have already decided we want to include in the future. This will be a great opportunity to ask questions of why certain things work the way they do and about the items we plan to add in the future. Since it will be almost five years since we released the Windows version of the GMS Accounting system, we can now start focusing on improvements that we want to make in the software. So many issues have had to be

resolved in the last five years as DOS clients were upgrading to the Windows version and new procedures had to be put in place. With 2007 being the last year for all conversions of DOS, we only have a few conversions left to do so not as many client issues will still have to be addressed.

❖ *How Financially Fit is Your Organization*

Need a report card on your financial operation? This session will help you assess your financial policies and the performance of your financial system and staff. What are the vital signs to watch? What criteria can be used by the staff, Board of Directors and funding sources to see if an organization is financially fit? Grade yourself using the GMS financial fitness index!

◆ *Intro to Windows RLSS*

This session is designed to introduce you to the Windows version of RLSS. We'll be covering the basics of maintaining the system, along with an overview of reports and new features. This is a “must” session for those of you planning to or recently have upgraded from the DOS RLSS to the Windows version.

❖ *Overview of A/P Supplements*

Based on several requests, we are doing this session again this year that will give an overview of the Windows A/P supplements. Many clients are not aware of how certain supplements work and what information can be prepared using these supplements. Often, clients don't realize how much staff time can be saved by using certain supplements.

❖ *Overview of Payroll Supplements*

Based on several requests, we are also doing this session again this year that will give an overview of the Windows payroll supplements. There are several supplements that can help provide you with information you need for internal reporting as well as external reporting such as for the Workers Comp audit, assistance in reporting unemployment claims, leave histories for program managers, just to name a few.

❖ *Overview of Selected GL Supplements*

We are also doing this session again this year based on several requests that we received. There are many GL supplements that cover different financial reporting formats that will be reviewed. The Windows Report Writer and cost allocation supplements will not be covered during this session since there are separate concurrent sessions designed specifically for the Windows Report Writer and Cost Allocation Options.

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Annual Conference Sessions...
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❖ *Overview of Year End and Related Supplements*

Because of the abundant number of GL supplements, we have designed a session specifically for Year End and related supplements. There are many supplements available that can assist you and your auditor with year end closing and preparing the audit report. Find out which supplements may save you staff time when putting the audit schedules together.

❖ *Processing Unusual Loans*

The nature of non-profit lending usually involves high-risk loans. Sometimes it becomes necessary to handle difficult loans in non-traditional ways. Varying interest rates, periods of non-payment or reduced payment, and loan restructuring will all be discussed. It will give you an opportunity to question RLSS staff about how the system can handle your agency's unusual needs.

❖ *Q & A with Accounting Staff*

The participants are the ones setting the program for this session. Last year we received a wide range of questions covering the Windows accounting software, SQL Server version, accounting procedures, hardware specifications and more. Any question related to the GMS Accounting System is acceptable, so start making your list. It's a fun session with lots of audience participation and hopefully, lots of answers!

❖ *RLSS Reports & Master Query*

There are many standard reports available with the Windows software, as well as new features. One of the most powerful reporting tools available is Master Query, which utilizes the data with Loan Master files and the loan histories to create reports in Microsoft Excel. All of these options will be reviewed during this session.

❖ *New RLSS Features and Supplements - Part 1 and 2*

Windows RLSS offers quite a few features, including several supplements that were in the DOS version of RLSS. In addition, supplements you may have had in DOS are now available as supplements in Windows, along with some brand new supplements. This session will briefly review each of these and how to get the most from each option. You will also be given the opportunity to share your ideas about future supplement development. This year we have divided this session into a two part session since there are a few new supplements to go over and allow more time on all of the supplements and features now included in the master version of the software.

❖ *Training on the GMS Windows Accounting Software - Basics*

These sessions will demonstrate how to perform all functions of the Windows software, review the Windows

controls used, and how to generate the reports. Detail packed, these sessions are designed particularly for Windows system operators who are fairly new to the Windows version and no DOS questions will be addressed. Sessions include:

1. Accounts Payable Processing
2. Payroll Processing
3. Month End Activities
4. Report Writer

❖ *Training on the GMS Windows Accounting Software - Advanced*

These sessions will cover a more in-depth discussion of the troubleshooting involved in processing functions in the GMS Windows software. It is designed particularly for Windows system operators who have been using the Windows system for a year or more. Focus will be placed on more of the troubleshooting issues and how to find errors that have been made and proper correction procedures. Sessions include:

1. Accounts Payable Processing
2. Payroll Processing
3. Month End Activities
4. Report Writer

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 Las Vegas, NV. on Thursday, April 19, 2007 (9:00 - 4:30) and on Friday, April 20, 2007 (9:00 - 12:00 noon). This 1 1/2 day 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.