

News From



A Publication for GMS Accounting and Revolving Loan System Clients

GMS, Inc. • 10559 Metropolitan Ave., Kensington, MD 20895 • (800)933-3501 • Fax (301) 933-3502 • www.gmsactg.com

Volume 19, No. 4

April 2007

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 April 16-20 2007.

G Only emergency service calls will be taken on Monday, April 16, 2007 thru Wednesday, April 18, 2007. 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 Monday, April 16 through Wednesday, April 18. Our service hours will be 11:00 a.m. to 8:00 p.m. est, which is 8:00 a.m. to 5:00 p.m. Pacific time. Follow the normal practice of either emailing them to service4gms@gmsactg.com, or calling our service number (800) 933-3501 and leaving a voice mail message.

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

G 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 should do so by calling the hotel at 702-734-5110 and requesting your room's voice mail. A message may also be relayed to the registration area to be posted on the message board. Conference sessions will not be interrupted except for personal emergencies.

GMS FTP Site Address has Changed

We have changed the address of the GMS FTP site. The new address is: <ftp://ftp.gmsactg.com>.

To easily access the FTP site, click on Start, My Computers and type it in the address field. This will bring you to the GMS ftp site.

Laptop Hands-On With Report Writer Annual Conference Intensive

Bring your laptop computer to this session and learn the step by step functions to develop reports using the GMS Report Writer. *You will be emailed step by step instructions on how to get your laptops ready for this intensive. Make sure you have Microsoft Access, the Report Writer and all other items noted on our instructions that we emailed to you already installed on your laptop prior to conference . Only those clients that are from agencies who have the Report Writer Supplement will be allowed to register for this intensive.* GMS Staff will give instructions on how certain reports are developed and a list of tables that are typically used in the Report Writer. Then, as time permits, each person in the intensive can request instructions on how to develop and save a report that they want for their particular agency. All participants will then learn step-by-step how to develop those requested reports. When you get back to your office, you can use those queries to create reports using your database. Hopefully, this intensive will help clients to learn which tables are used for the reports they need to prepare most often with the Report Writer. Once the queries and structures are saved, they will be able to retrieve the saved information each time and run a process to include the updated data.

continued on page 2

In This Issue: Supp #399 Cost Allocation Detail for PY... Supp #813 Write-off Analysis...

*Service During Annual Conference...
continued from page 1*

G The hotel has a fax machine if your office needs to communicate with you via fax. Their fax number is 702-794-9663. 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.

G Our Service Chat Room will not be monitored on Monday, April 16th through Wednesday, April 18th.

Dear Friends:

Later this month many of you will attend the 22nd Annual GMS Financial Management Conference in Las Vegas, NV. This year we expect between 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 five years, we have divided the major Windows processing steps for payroll, accounts payable and month end into two different sessions. There will be basic sessions for Windows clients who are fairly new to using the Windows version. There will be advanced sessions for Windows clients who have been using the Windows version for quite a while and want more in-depth information and troubleshooting. We had several requests in the past few years to divide the sessions up so questions

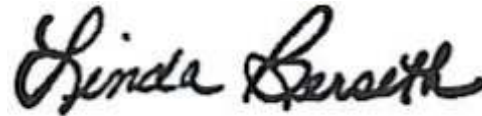
asked in those sessions are relevant to those attending.

- ◆ Over the past several years, we have received many suggestions and recommendations that we have incorporated into the software. There are several new and revised features that we will be sending out this year.
- ◆ You will be able to meet face to face with every member of our staff - Service, Field, Programming, and Administrative. All of the GMS resources are in one place and at your disposal either during the regular conference or the intensives.
- ◆ The *Computer Clinic* offers an opportunity to try out the Windows accounting and RLSS systems including all of the supplements - to learn how they work using test data.
- ◆ Equally as important, it will give you an opportunity to share your practices and procedures with the other organizations attending and also pick up ideas from others! GMS clients offer a wealth of experience and information.

You can still register. To do so, register on-line at www.gmsactg.com, call the GMS offices at (800) 933-3501 or fax in your registration form to 301/933-3502. And, if you can't make it this year, maybe you can next year.

As always, it is our pleasure working with you!

Sincerely,



**Linda Berseth
President/CEO**

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.

Present versions of Windows Software are:
Accounting: 1.2.251 RLSS: 1.0.302

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, 2007. 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. Supplement orders cannot be taken by any other GMS staff not located in the Maryland office.

GMS Database Backup Released in March

In the March 2007 revisions, we included a backup database utility called BackupDB.exe that can be set up as an icon on your desktop. For Microsoft Access users, you can do a backup, compact and repair your database with this utility. For SQL Server users, we can only provide you with the ability to backup. However, in the revised Help manual that was included with the March revisions are instructions for setting up a maintenance plan in SQL Server for scheduled backups. It is located under Operating Information and Recommended Backup Procedures.

To set up an icon for the Backup, do the following:

- G Right click on a blank spot on the desktop, select New and Shortcut. (SQL users must set this up on the server)
- G "Type the location of the item": If you left the file in the GMSRevisions folder on the network, use the browse button or enter **f:\GMSRevisions\BackupDB.exe**. (Change the network drive and folder name as appropriate). Click on Next.
- G "Type in the name for this shortcut": Enter **GMS Backup**. Click on Finish

Cost Allocation Detail for Prior Year

In the March, 2007 revisions, we included the change to Supplement #399 Consolidated Cost Allocation Detail, that now gives the option to have the cost allocation detail for allocated amounts in the prior year column on the R & E reports in that supplement, if the following are true:

- If you check "include prior fiscal year cost allocation detail for Prior Year column."
- Supplement #399 Consolidated Cost Allocation Detail was installed in the previous fiscal year prior to rolling forward the R/E.
- The cost allocation detail was prepared for the last month in the old fiscal year.
- Verification that the cost allocation detail report matched the totals under the YTD column on the month end financial reports.
- The Month End button on the Financial reporting menu was clicked **AFTER** the last time the financial reports were displayed **AND AFTER** the last time cost allocation detail was prepared for the last month of the fiscal year.
- If the prior year amounts were rolled forward and not manually entered into the accounting system.

If a grant/contract continues for three years, keep in mind that projects that are rolled forward for more than one year, must have the detail prepared for all allocated amounts included in the prior year. For example, the first year was the agency's first year using the GMS Windows Accounting System so the prior year amounts were manually entered. In the second year of the grant, the cost allocation detail was prepared for each month of the fiscal year, but there was no cost allocation detail for the prior year. Then when it was rolled forward to the third year, the prior year column would be incorrect since no detail was prepared for the first year.

When a copy of the cost allocation detail is saved each month, it is posted to a table called tblCostAllocationDetailPrior with the last date of that month saved in the table. When you roll forward a project, if the detail exists for the last month of the fiscal year, the prior year detail will be reflected under the Prior Year column on the Cost Allocation Detail Reports. If it didn't exist when you rolled forward, it will not be reflected on your report.

Drill Down detail is now available in Supplement #412 R & E Report Designer.

How The Fringe Benefit Pool Works

Most GMS clients use the fringe benefit pool to allocate fringe benefit costs to programs. Using the pool, costs accumulated to element 998000 are automatically distributed to programs monthly using the ratio of year to date fringe benefit expenses to the base, which typically is year to date regular and overtime salaries including leave by employee class.

Establishing the Fringe Benefit Pool

Use of the fringe benefit pool begins with the definition of fringe benefit expense categories and the assignment of fringe benefit expense codes. Generally, fringe benefit expense categories include FICA, Unemployment, Health Insurance, Workers Compensation, Life Insurance, Pension and the like. Most GMS clients code fringe benefits in the 50600 to 51500 area of their chart of accounts - although any allowable expense code may be used.

Once individual fringe benefit items are defined and assigned, a determination must be made as to which classes of employees are to share in the cost of a particular benefit. This determination will permit you to use separate fringe benefit rates for each class of employee - to allocate the appropriate fringe benefits to the program where the employees charged their time.

Within the system you are able to assign each employee to one of the employee classes. Typically classes such as full time, part time and temporary help are used. Also employees that work for programs such as Head Start are assigned to a class of their own since several employees don't work the entire twelve months of the fiscal year and may have different leave and fringe benefit policies. Normally fringe benefits are extended differently to these classes. For example, FICA, Unemployment and Workers Compensation may apply to all employees. Health and life insurance, in contrast, might be extended only to full time employees. Generally, we recommend making this determination using eligibility as the criteria. Thus, all employees eligible to receive pension should share in the cost of pension.

This classification of fringe benefits is maintained in a setup file. When the system was first installed, the GMS Field Staff helped you set up your Fringe Benefit Matrix. Whenever you add a benefit or a personnel policy changes that affects a fringe benefit, you must consider the implications for your fringe benefit pool and matrix. Matrix assignments print on your monthly Fringe Benefit Rate Computation and Analysis. To change the matrix, go to Tools, Cost Allocation Setup and select Fringe Allocation.

Using The Fringe Benefit Pool

To use the fringe benefit pool, charge expenses to element 998000 (fringe benefit pool) and to the appropriate

line item expense category. Any expense charged in this manner will be automatically posted to the fringe pool assuming the fringe benefit matrix has that code set up.

When you run Month End - Cost Allocation - Fringe Benefit Rate Calculation and Analysis, your fringe benefit amounts will be analyzed, fringe benefits rates will be computed by employee class and resulting allocations posted to all programs using account 50500 (or another fringe code designation) Fringe Benefits. Since rates are computed on a fiscal year to date basis, any adjustments you may make to salaries or benefits will automatically cause fringe benefit rates to recompute and resulting distribution changes posted.

RLSS 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. 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.

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.

Orders for this supplement may be placed on the GMS website at www.gmsactg.com or by contacting our Maryland Office at 800-933-3501. See the on-line catalog for more info!

Supplement #521 Terminate Elements Expanded

We have revised Supplement #521 Terminate Elements to also include the option to terminate GL codes. Project codes will typically be the most common GL codes that are terminated, but any GL code can be terminated. Several changes were made to this supplement and included with the March 2007 revisions. If you use this supplement, read through the list of changes that were downloaded with the March revisions and refer to the Help manual.