

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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## ***New downloads available on the GMS Website***

At the conference in Las Vegas in April we received requests to post sample import files and Report Writer structures and queries on the GMS Website for client use. In response to these requests we have posted the following new files under Service Calls, Service Chat and Downloads on the website.

### ***Sample Timesheet Import to be Downloaded and Customized***

We have added sample timesheet files in Excel format which can be downloaded and customized for use at your agency. Once the employee has entered the hours worked into the spreadsheet, the information necessary to import using Supplement #411 Timesheet Import, is automatically filled in and the timesheet is ready to be imported into GMS accounting.

These files can also be used if you do not use Timesheet Import but would like for your employees to use Excel spreadsheet files instead of manually writing in the information regarding hours worked, leave taken, etc. on paper forms. You are invited to download a timesheet file and try it out!

Also we have added ***Sample Import Files*** to illustrate the format to be used when creating spreadsheets for use with Budget Import, Voucher Import (Supplement #413), and Invoice Import (Supplement #417).

### ***Prepared Report Writer Structures and Queries***

Under downloads you will now find several Report Writer structures and queries. If you wish to use any of these prepared reports, simply download the zip file to your computer and unzip the file into the location of your choice, open Report Writer and click on Select Tables. On the Data

*continued on page 2*

## ***Welcome New Users***

### ***Accounting Systems***

***WeCare of South Dade - Florida City, FL***

***Kametra Driver, ED***

***Neli Murguia, Fin. Coord.***

## ***GMS Offers Additional Off-site Services***

As of July 2007, GMS will begin offering additional off-site services to all GMS accounting clients for doing bank reconciliations, accounts payable reconciliations, timesheet and paid salary reconciliation or entire balance sheet reconciliations. We will now have additional staff available to help new staff process their first payroll, accounts payable or month end processing. Our staff would have a contact person in your agency that they would work with on any additional research required from the records in the office.

There are many occasions where our clients have staff turnover and day to day activities fall behind schedule until new staff are hired and trained to maintain the workload that is required. With the service GMS can provide, it may take the pressure off your present staff who are trying to meet their own specified job requirements. This service is an expansion of the present off-site services advertised which, in the past, have been requested mostly for year end closeouts. Off-site year end closeout has been a very popular request for many years and has successfully accomplished good results at a reasonable cost.

If you would like to schedule any off-site assistance and training, please send an email to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com), send a service call from the GMS website at [www.gmsactg.com](http://www.gmsactg.com) or call 800/933-3501, ext 1.

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***In This Issue: RLSS Escrow Analysis Released...Creating Employee Labels...***

Model Editor screen, click on the yellow open file folder on the top left, locate the dbs file you downloaded and double click on it. The table(s), complete with any necessary links, will appear, then click OK on the top right. Click Retrieve Query. Locate the qry file you downloaded and double click on it. Click Run SQL and the information will be retrieved.

### ***RLSS Backups and Compact & Repair Utility***

RLSS clients may now use the Backup and Compact & Repair Utility. This utility, called BackupDB.exe was included with the May RLSS revision..

Instructions for setting up an icon to access it were included with the revision instructions. This utility allows you to select the Microsoft Access database you wish to backup and/or compact and repair. Once the database is selected, clicking on the Compact Database button automatically runs compact and repair. There is no need to open your database in Access to do this now. The Backup Database button will automatically place a copy of your database (rlss.mdb) in the location you have selected.

We recommend RLSS clients run the Compact & Repair weekly if your database contains 50-500 loans. If your database is larger, you may wish to run it daily. Likewise, if it is smaller, monthly may be frequently enough for you. There is no harm in running the Compact & Repair Utility more frequently than is recommended. You should always Compact & Repair before making the Backup. Your Backup should be done on a similar schedule, however, if you are doing a lot of data entry, you may wish to back up more frequently. It is important that you understand that everyone must be out of the GMS RLSS system before either the backup or compact and repair is run. We also recommend that you continue any other backup procedures you may have in place such as nightly tapes, burning a cd, copying to a flash drive, etc.

### ***RLSS Multiple Borrowers***

After installing the May, 2007 RLSS revision you may have noticed a new feature. In Loan Master File, you now have the option to enter up to four additional borrowers. Information that may be entered is salutation, first, middle initial and last name, address, city, state, zip, phone number, Social Security number and birth date. Whenever the Master File Report is printed, these additional borrowers will be included.

### ***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 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 on the Year End Accrual button, those batches must all have the same period ending date.

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### ***Reminder for GMS DOS Users***

For those of you presently using any of the GMS DOS programs please be reminded that now is the time to plan to upgrade to the Windows version of your software. All DOS license/warranty and service/support contracts will be discontinued 12/31/2007. Accounting conversions are normally done at the beginning of the fiscal year. If your fiscal year begins July-October of 2007 and you intend to upgrade, place your order soon. RLSS Windows conversions can be done at the beginning of any month. Place your order now for your GMS Windows conversion on our website at [www.gmsactg.com](http://www.gmsactg.com). Instructions regarding how to prepare for your conversion will be emailed upon receipt of your order. Remember you may need time to upgrade your computers, printers and possibly network setups. *Note: Peer to peer networks cannot be used with any of the GMS Windows software.*

*Year End Leave Accrual...*  
*continued from page 2*

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 polices 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 have finished processing all batches through the year end accrual.

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## JOB OPPORTUNITY

Accountant- A large non-profit is seeking an individual with at least five years experience in governmental or fund accounting. A degree in accounting is preferred. Experience with GMS accounting software would be a plus. The accountant is responsible for accounting of all funds and grants, controlling and reconciling all general ledger accounts and production of budgets and financial reports. We offer an excellent salary and benefit package. Apply or send resume to: Nancy Spears, Director Alabama Council on Human Relations, Inc. P.O. Box 409, Auburn, Alabama 36830-409 or please fax your resume to 334-826-6397 or email to [wayne@achr.com](mailto:wayne@achr.com)

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### **Important Note!**

Always run the Microsoft Update at [www.microsoft.com](http://www.microsoft.com) whenever GMS software is installed on a new or different computer. Work with your IT staff to set up the automatic update best suited for your computer.

## **Announcing the Release of RLSS Windows Supplement #809 Escrow Analysis**

Do you need to prepare an annual escrow analysis for your clients to determine if you need to increase or decrease their monthly payment amount for the upcoming year? If yes, Supplement #809 Escrow Analysis will make this process much easier for you. The Escrow Analysis is designed to compute loan escrow amounts, print an escrow analysis for mailing to loan recipients, and automatically change the payment and escrow amounts in the Loan Master File upon posting.

Up to five individual escrow items per loan may be specified. The required escrow amount to be withheld from each repayment is computed by taking the total amount to be paid, frequency of payment, and number of months since the last payment. In addition, it calculates what the required escrow balance needs to be as of the effective date and includes 1/12<sup>th</sup> of this overage/shortage in the escrow amount for the upcoming year so that you will have enough on hand as escrow payouts become due. You may select to post this escrow calculation to the Loan Master File, updating both the Payment including Service Fee & Escrow and the Escrow 1 Amount. The Escrow Analysis can be saved for later retrieval, editing and/or posting.

### **The purchase price is:**

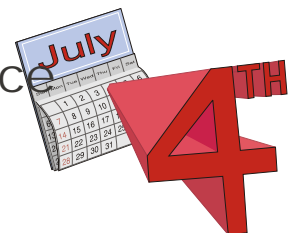
**1-2 Users: \$160.00/\$24.00**

**3-4 Users: \$200.00/\$30.00**

**5+ Users: \$250.00/\$37.50**

Feel free to contact GMS staff if you have questions. Orders may be placed on the GMS website at [www.gmsactg.com](http://www.gmsactg.com) or by contacting our Maryland office at 800-933-3501.

GMS offices will be closed July 4 in celebration of Independence Day



## ***Creating Employee Address Labels***

One of the Report Writer Structures and Queries in Downloads on the GMS website is titled Creating Employee Address Labels. You may download this file and export it to Excel, then using Microsoft Word you can create employee address labels, file folder labels, etc.

Once the Report Writer file is exported to Excel, insert a row on line one and type in headings:

First Name  
Last Name  
Street  
City  
State  
Zip

Save the file with a name such as Employee Mailing Labels so you can locate the file to convert to labels in Microsoft Word. In our example we have saved the file on the desktop and named it Labels. You may save it anywhere you wish including on a diskette in the A drive.

### ***To Create Labels using Microsoft Word 2002 or 2003***

- G Open Microsoft Word
- G Click on Tools
- G Click on Letters & Mailings
- G Click on Mail Merge Wizard
- G Choose Labels by clicking the circle to the left of labels on the right.
- G Click on Next: Starting document.
- G Click on Label Options
- G From the Label Options Window select the labels you will use. In the example we are using 5160 – Address labels. Click OK in the Label Options Window.
- G The label setup will appear.
- G Click on Next: Select recipients
- G Click on Use an existing list under Select Recipients
- G Click on Browse
- G Locate your file and double click on it.
- G The Select Table window will appear with Sheet1\$ highlighted. Click OK.
- G The Mail Merge Recipients List will appear with all employees selected. You can sort or select only those employees for whom you need labels in this screen.
- G Click OK in the Mail Merge Recipients Screen.
- G Click Next: Arrange your labels
- G Click on More Items. The Insert Merge Field window will appear.
- G Format the label set up by arranging the information as you want it to appear.

***To arrange the labels - In the Insert Merge Field window:***

- G Click on First Name, click Insert – you will see First Name appear on the label.
- G Click Close (The cancel button will change to Close when you click Insert)
- G You must add the punctuation and spacing as you set up your label, so insert a space after First Name
- G Click More Items
- G Click on Last Name, click Insert – you will see Last Name appear on the label.
- G Click Close
- G Tap enter so the cursor goes to the next line
- G Click More Items
- G Click on Street, click Insert – you will see Street appear on the second line of the label
- G Click Close
- G Tap enter so the cursor goes to the next line
- G Click More Items
- G Click on City, click Insert – you will see City appear on the third line of the label
- G Click Close
- G Type in a space after City
- G Click More Items
- G Click on State, click on Insert – you will see State appear after the space on the third line
- G Click Close
- G Add 1 space after State
- G Click More Items
- G Click Zip, click on Insert
- G Click Close.

Your Label is now formatted

- G Click Update all labels – under Replicate labels.
- G All labels will now show in the format to be used
- G Click Next: preview your labels
- G Your labels will appear.
- G Click Next: Complete the merge.
- G At this point you may edit individual labels if necessary
- G Click Print to print your labels
- G Click OK in the Merge to Printer window and send the print job to your printer.

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***Las Vegas Conference Attendees - Don't forget your 50% Supplement Credit!***  
***See the May 2007 newsletter for details. Credits may be used on Supplements purchased through July 31, 2007.***

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*Present versions of Windows Software are:*  
**Accounting: 1.2.251      RLSS:1.0.303**