News From GMS

A Publication for GMS Accounting and Revolving Loan System Clients

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Using Optional Personnel Fields in Employee Master Files

Agency personnel handling human resource responsibilities will find the optional personnel fields a valuable tool for tracking personnel information. The fields are set up in Payroll Setups and the information is entered in each employee file under the Optional Q's tab.

The number of fields you may set up is unlimited. Fields may be designated as Alpha, Numeric, Date, Dollar Amount or Percentage. Using Supplement #406 Report Writer you may create reports listing information for each code. Due to the fact that all personnel codes are stored in one column in the table, personnel items cannot be separated into diffent columns on the report.

Instructions for producing a listing of employees and the personnel information follows.

In this example we will produce a listing of employees and their driver's license number. All optional fields are originally selected and included in the report after which you may request only the field or fields needed. For the purpose of this exercise we will assume that driver's license number is set up as personnel code #1.

- Open Report Writer
- Choose the organization and click on OK
- Click on Select Tables.

*To select tables you can either click on the **+T** to add tables **OR** you can Right click on the blank window and then left click on "Add new table". For this exercise we will only use the **+T** option.*

- Click on the +T on the tool bar
- Control Click on tblEmpMaster, tblEmpPersonnel and tblPersonnelBoxCode, and click on OK.

continued on page 4

Welcome New Users

Accounting Systems

Columbus-Franklin Co. CAA - Columbus, OH

Rochelle Dennis Twinning, ED

RLSS Supplement #831 Credit Bureau Reporting

Have you wanted to report the status of your Revolving Loan clients to the credit bureau but found you did not have enough loans to meet their minimum policies? We now have a possible solution for you.

Using GMS Supplement #831 Credit Bureau Report II, you can create a Metro Status Code II file containing the loans you've selected to be reported. This file will then be sent to Credit Builder's Alliance (CBA), a non-profit organization, where your file will be combined with others collected from agencies like yours, creating one large file. This large file will be submitted to Experian by CBA.

Your clients build a credit history when you report their loan activity to a credit bureau. CBA allows smaller agencies this reporting option, which has been out of reach for many small organizations for years because of requirements for large numbers of loans or cost. Additional information regarding Supplement #831 may be found in your Help Manual, or you may call our service line at 800-933-3501. For more information regarding CBA, their website is www.creditbuildersalliance.org.

continued on page 2

In This Issue: Entering Cash Receipts in GMS Windows...50% Supplement Credit…

Credit Bureau Reporting…
continued from page 1

We have also added a new feature to our Credit Bureau Report II supplement. If a loan has multiple borrowers, you may now report on up to four additional people. First, in the Loan Master file, you will add these additional borrowers by clicking on the Multiple Borrowers button on the Borrower tab. When you prepare your credit bureau file, you'll simply click on Multiple Borrowers. It will then include these additional individuals in your report.

Don't Forget Your 50% Supplement Credit!

The deadline for ordering supplements and receiving the credit is July 31, 2007! Agencies whose staff attended the GMS Annual Conference in Las Vegas 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 whose staff 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.

Security Menu Changes

After installing the June 2007 accounting revisions you will see the addition of "Read Only" rights under Tools/Security Menu for GL Master Files, Vendor Entry, Employee Files, and Customer Setup. The user that has access to the Security menu may now assign read only rights for these 4 master files for staff who need to look up information but may not edit the files and make changes. Also under Monthly Processing we have added the ability to assign rights for those staff who should have access to the Month End button. The user that has access to the Security menu should make the appropriate changes for each affected user and save the new security setup.

Important Reminder for GMS DOS Users!

For those of you presently using any of the GMS DOS programs please be reminded that all contracts for license/warranty and service/support will be discontinued on December 31, 2007. For those of you who have not yet converted, final deadlines are approaching quickly for upgrading to the Windows version of your software.

Final Conversion Dates:

- Accounting Clients – October 1, 2007
- Revolving Loan Clients – November 30, 2007

Accounting conversions are normally done at the beginning of the fiscal year. 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. 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.

Reconciling Active Fixed Assets Totals to the General Ledger

In the June 2007 revisions we added the ability to print new or disposed fixed assets within a date range. This change provides a simple way to produce the end of the year schedules for purchases and disposals of Fixed Assets normally requested by your auditor. However, the Fixed Asset Report now includes all fixed assets, both active and disposed. To easily find the total of Active Fixed Assets for monthly reconciliation to the General Ledger, follow the steps below:

G Open Fixed Assets
G Click on FA Report
G Make certain "Include all fixed assets" is checked
G Click Print.
G All fixed assets, including disposed assets will be included
G Click on the Group Toggle Tree (the Icon to the Right of the Export Icon)
G Click on D
G This takes you to the first page of the Disposed Items
G Go back one Page
G This will take you to the total page for Active Fixed Assets.

The Totals for Active Fixed Assets should be used to reconcile to the General Ledger Asset Account(s)

Don't forget to back up your database!!!

No matter what backup process you may be using for the nightly backup of the files on your server, there is always the possibility of the data being lost or not recoverable. A variety of backups might be considered rather than relying totally on the tape backup run each night on the server. The backup utility runs the compact and repair and makes a backup copy of the database in the folder of your choice. Access users may want this backup to be saved into the backup folder on the C drive that was originally created for this purpose but SQL users should store the backup on the network drive. You may also put a copy of the database on a flash drive for a convenient off site backup. Burning a CD for off site storage is another possibility. There are many creative ways to assure that your database can be recovered and restored easily. A few seconds backing up each day can save hours, or even weeks, reentering lost data manually.

How to check your operating system to identify if Jet Database Engine 4.0 Service Pack 8(SP8) and MDAC 2.8 have been downloaded and installed onto the workstation

Note: If you are using Windows XP Service Pack 2, Vista, Access 2003 or 2007, the Jet 4 Database Engine 4.0 Service Pack 8(SP8) and MDAC 2.8 are included and you do not need to check for these files.

- Go to your desktop, Right Click on Start, and select Search, and change the Look in to Local Disk C
- To identify the version of MDAC 2.8 that is installed, type in the search field Msadox.dll and click on Search.
- The locations of this file will appear on the right. Place your cursor over the file name located in the C:\Windows\System32 directory for Windows XP users or C:\Winnt\System32 directory for Windows 2000 Professional, Windows 2000, and Windows NT users. The file information will display and the File Version should 2.8.1117.0 or higher.
- To identify the version of Jet Database Engine 4.0 Service Pack 8(SP8) that is installed, type in the search field msjet40.dll and click on Search.
- The locations of this file will appear on the right. Place your cursor over the file name located in C:\Windows\System32 directory for Windows XP users or C:\Winnt\System32 directory for Windows 2000 Professional, Windows 2000 or Windows NT users. The file information will display and the File Version should be 4.08618.0.

If in either case you identify that these files have not been installed, you will need to go to the Microsoft Web Site to download and install.

If your agency does not have an IT person on staff, it may be confusing what to actually download. To assist those agencies instructions are as follows:

- Go to www.microsoft.com. From the Microsoft home page, click on Downloads.
- On the Download Center Home Page, in Search ~ All downloads ~ Type in Jet Database Engine, click on Go. It will then display a list of Jet 4.0 Service (SP8) for each type of Windows operating systems. Select the one that applies to the workstation you are downloading to. Click on Download and click on Run to install it on your computer.
- To download MDAC 2.8 from the Download Center Home Page, in Search ~ All Downloads~ Type in MDAC 2.8, click on Go. It will display various MDAC components and you need to select the MDAC 2.8. Click on Download and click on Run to install it on your computer.

Have You Had A Change in Staff, Email Addresses, Phone Numbers, Name Changes for Existing Staff?

If you have had any changes, could you please take a minute and update our records. Our client system shows the name of your Executive Director, Fiscal Director and any staff member who is a contact and could call in for service on any of your GMS software.

On our website www.gmsactg.com you will find an option on the menu (left hand side of the page) called Client Information Update. This makes it very easy to provide the new information for us to input in the system. Another way is to just send an email to service4gms@gmsactg.com with the information as to what has changed, who has left and who replaced them. Please include extension numbers!

It is really helpful for us to have this information correct in the system and helps us provide better service in the future!

Present versions of Windows Software are:

Accounting: 1.2.252 ***RLSS:1.0.303***

Using Optional Personnel Fields…
continued from page 1

To add links you can either click on the ***+L*** *to add links* ***OR*** *you can Right click on the blank window and then left click on "Add new link". For this exercise we will only use the* ***+L*** *option.*

G Click on the +L on the tool bar
G Once the cursor is over the table it will change to a hand symbol. Click on EmployeeCode in tblEmpMaster and then click on EmpCode in tblEmpPersonnel
G Click OK on the Edit Link form. This will return you to the Data Model Editor and you will see a line between tblEmpMaster and tblEmpPersonnel

G Click on the +L on the tool bar
G Click on BoxCode in tblEmpPersonnel and then click on Code in tblPersonnelBoxCode

If you need to edit a link you can right click on the line in between tables to Edit the Link or Delete the Link.

G Click OK on the Edit Link form. This will return you to the Data Model Editor and you will see a line between tblEmpPersonnel and tblPersonnelBoxCode.

If you intend to save the data model, click on the diskette icon on the tool bar. Choose where you wish to save the data model, name the file and Save.

G Click OK on the top right corner on the Tool Bar.
G This returns you to the Main Screen of Report Writer
G Click on Edit Fields
G tblEmpMaster, tblEmpPersonnel and tblPersonnelBoxCode will appear in the left window
G Left click on the + sign to the left of tblEmpMaster and all fields within the table will appear
G Choose the following fields by double clicking on each field:

EmployeeCode
Lname
Fname
Status

G Left click on the + sign to the left of tblEmpPersonnal and all fields within the table will appear
G Double Click on BoxCode and Response to add the fields under Result Fields grid on the right.
G Left click on the + sign to the left of tblPersonnelBoxCode and all fields within the table will appear
G Double Click on Description to add the field under Result Fields grid on the right.

In the Result Fields grid on the right, click on the number 7 to the left of description. Hold the left mouse button down and drag and drop description on line 6. This will cause the personal code description column to appear to the right of the personnel code number in the report.

G Click Ok to exit Result Field Editor.
G This returns you to the Main Screen of the Report Writer.
G Click on <Click here to add new condition
G EmployeeCode is equal to ___. is displayed.
G Click on EmployeeCode. Click on tblEmpMaster. All the fields will be displayed.
G Click on Status. It now says " Status starts with". In the blank field, put A. The result will be that only active employees will be included in the report.
G Click on Run SQL. All of your employees and personnel boxes will be displayed.
G Click on <Click here to add new condition
G EmployeeCode is equal to ___. is displayed.
G Click on EmployeeCode. Click on tblEmpPersonnel. All the fields will be displayed.
G Click on BoxCode. It now says " BoxCode is equal to ___". In the blank field, put 1. The result will be that only Personnel Box Code 1 will be included in the report.

If you want to report in alphabetical order, click the Lname column. If it puts them in Z-A order, click the column again.

If you need to delete a condition, left click on the condition number in the circle to the left of Code is equal to ___ and choose "Delete Current Row"

G Click on Print Preview to print the report or you may export the information to Excel by clicking the Export button.
G You may change the Box Code number and click on Run SQL to produce reports for other personnel codes.

Click on the Save Query button if you need to save this query. Save with the same name as the data model saved earlier.

To Export Information to Excel:

G Click on Export
G Excel will open and the file will appear
G To Retrieve the Report:
G Open Report Writer and click on Select Tables.
G Choose Open and find the data model you saved. Double click on the file. Click OK.
G Click on Retrieve Query and choose the saved query. Double click on the file. Click OK.
G Click on Run SQL. All the information will be listed with the latest data.

If you would like to download and run a similar exercise without creating the worksheet yourself, the structure and query can be found on our website under downloads – Optional Personnel Fields. In that example Personnel Field #1 is Cell Phone Number. By changing the Box Code number, information may be retrieved for any personnel fields used by your agency.