News From GMS

A Publication for GMS Accounting and Revolving Loan System Clients

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Producing Reports from Your Old Fiscal Year

Instructions for Microsoft Access Users:

If you wish to produce reports from your old fiscal year without reversing the roll forward process you can set up the old year database in a separate folder and log in GMS1 or GMS2 to look at your final year end database and produce reports only. This is an excellent method for use when printing reports for your auditor, for example.

In order for this process to be effective, you will need to make a copy of your database at the time you have completed the year end closeout procedures. If you are only using the GMS Accounting System for your own agency and do not have any other databases that use the accounting system you may follow the instructions below to set up your old year directory.

- Using Windows Explore, setup a folder called FY____ database. FY07 database will be used in these instructions.
- Copy and paste the conversion.mdb that contains your final year end data into the FY07 database folder.
- From your Start menu, click on Control Panel. For Windows 98 and 2000, control panel will be listed under Settings on your start menu.
- In Control Panel, select Administrative Tools, select Data Sources (ODBC).

  For windows 98, Data Sources (ODBC) is listed on the control panel.
- Select the System DSN tab.
- Unless you have more than one database, you should only have Convert listed in this window. Some of you

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Welcome New Users

Revolving Loan Servicing Systems

Bay Aging, Inc - Urbanna, VA

Allyn Gemerek, ED **Diana Giles, CFO**

University Neighborhood Housing Program, Inc. - Bronx, NY

Ka,es Buckley, ED **Johanna Kletter, FD**
Gregory Jost, Dept. Dir. **Mary Morgan, Intern**

Security Menu Changes

Did your Month End button disappear?

In the June 2007 revisions, we added Month End Button under Tools/Security Menu. In order for the Month End button to be highlighted in Monthly Processing, Financial Reports, the user who has rights to the Security Menu must check the Month End button and click Save for all Users who are authorized to close out the month.

Are you no longer able to see the detail of the Salary Line Item when clicking on "With Drill Down Details"?

In the June 2007 revisions, we also added a Personnel Drill Downs button under Financial Reports on the Security Menu. When printing Revenue and Expenditure reports if you check the box "With Drill Down Details" you have the ability to click on any line item and see the detail of items coded to that line item. If Personnel Drill Downs on the Security Menu is not checked the User will not be able to see the detail for account 50000, Salaries. If Personnel Drill Downs is checked the User will be able to see each employee's name and salary amount that make up account 50000.

In This Issue: Tricks with List Boxes...Things for Your Auditor…Holiday Notice...

GMS- RLSS- How to Handle Deferred Loans

The first step is to establish the Loan Master as usual. If the loan is to accrue no interest during the deferred period, select Amortized as the interest calculation method. By doing this, the first payment posted will allocate interest based on only one payment cycle, usually one month.

If interest is to accrue and be paid when payments begin, select Daily interest. If Daily interest is chosen, be prepared to see a large portion of the first payment going to interest, as the program will collect interest from the activity date of the loan disbursement until the activity date of the first payment.

NOTE: If closing documents indicate daily interest, but that interest is not to accrue, select Amortized as the interest method until the first payment is posted. After that payment is posted, edit the Loan Master to Daily interest. All future payments will then calculate interest from activity date to activity date.

Within the Loan Master there is field titled "First Due Date". Use this field to enter the date the first payment is actually due. Delinquency reports and several pertinent supplements will take this date into consideration when determining if a loan payment is late. It will not be considered late until the First Due Date has passed.

There is a pre-established status code included in the program for deferred loans. Although choosing the appropriate status code for each Loan Master is always your option, consider using the deferred code. By doing this, those loans can be excluded from statistical reports if desired.

You also have the option of establishing an Optional Field to hold the date interest and/or principal payments are to begin. This can be utilized to create "tickler files" to assist staff in monitoring deferred loans. When the Optional Field is established, if the data type selected is "date", Quick Date Listings will produce a report based on a specified date range. For example, a report may be pulled that shows all loans with payments to begin between 08/01/07 to 08/31/07. This feature can be very helpful to staff responsible for monitoring the loans and repayment schedules.

The GMS offices will be closed Monday, September 3rd in honor of Labor Day. We will reopen 9 am Tuesday, September 4th.

Tricks with List Boxes

"List boxes" allow you to select one or more items to be included in your reports. By clicking on just one item, you'll receive only that item for your report. If you want several items that are in a continuous series within your list box, you may select these items by simply dragging your mouse to highlight these items. Should you want multiple items that are not in a continuous series, hold down your Ctrl key as you click on your selections.

To quickly get to an item to be selected that is in the middle or end of your list box, you can select code order, click with your mouse in that list box, and then type in the first number of the item you are wishing to search for. You will automatically be taken to the first occurrence of that number. A good example is if you are in the General Ledger with Current Detail and wish to print only code 50000 Salaries. Simply click in the left hand list box so the computer knows the code you are looking for is contained in that list box and not the list box to the right. Next, type the number 5. You will immediately be taken to the first instance of codes beginning with 5. You may then click on 50000 with your mouse and it will be included in your report.

Another possibility is you may wish to find a certain vendor code in your Payment History supplement. By removing the checkmark in the All Vendor box and then clicking on the Vendor Code box you will bring up the list box of vendors. Click once in this list box and type in the first digit of the vendor code you wish to go to. The first vendor code beginning with that number will appear in your list box.

Hints for Calendar Date Fields

Do you want to go back in time quickly? Although this isn't possible to do with your life, you can do it with the GMS software. Several date fields have combo boxes (with the little arrow pointing down) that will pull up calendars when you click on the arrow. If you find that you want to go back more than one month, rather than clicking on the left arrow at the top of the calendar, click on the month name. This will bring up a listing of all twelve months that will allow you to quickly select the appropriate month. Likewise, if you want to go to a previous year, click on the year that appears and you'll receive up/down arrows to cycle through the years. In the GMS Accounting system, you'll find this very helpful in the Outstanding Check Reconciliation and in supplements such as Fixed Assets, Schedule of Federal Assistance and Personnel History.

Within RLSS, this is beneficial for Quick Date Listings, Conversations, Late Notices, Loan Coupons, Credit Bureau Report II, EDA Semi-Annual Report, Escrow Analysis, Loan Fund Financials, and Loan Invoicing.

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may have previous backups listed also. Click on the Add button.

- From the list of drivers, double click on Microsoft Access Driver (*mdb). Once selected it will return you to the ODBC Microsoft Access Setup Form.
- In the Data Source Name field, type convert1. (If convert1 already exists, use convert2).
- Click on Select. In the box on the right, click on the drive and folder in which your FY07 database exists and double click on conversion.mdb. (This will put conversion.mdb in the screen on the left. Double click on conversion.mdb on the left. This will put \FY07 database\conversion.mdb in the ODBC Microsoft Access Setup screen to the right of the word **Database.** If on the F drive it should say: F:\FY07database\conversion.mdb. Click OK.
- You will now be back at the System DSN tab and convert1 (or convert2 if that was your choice) will be highlighted.
- Click on OK, close out of the Control Panel and return to the desktop.
- When you log into the GMS Accounting System, from the Organization combo box, select GMS1 if your last year database is set up using convert1. Select GMS2 if you set it up using convert2.

Note 1: If your agency currently has an IT person on staff, you can have him or her change the login information on the GMS Accounting System login screen to identify what fiscal year you are logging into. To accomplish this, everyone will need to be out of GMS. The IT Person will need to go into your current conversion.mdb file located in your \convert directory. Go into Tables, and locate tblCompanies. Double click to open the table. Once in the table they may see under the Company column GMS1 and GMS2. Depending on which directory you have selected in the process above (convert1 or convert2), you can change GMS1 and GMS2 in this table to FY07. Once the table has been changed, they may exit the table and exit the database. Now when you log into the GMS Accounting System you will see FY07 instead of GMS1 or GMS2.

Note 2: If your agency anticipates accessing this database in the future, you will need to update this database with the GMS Windows Accounting Revisions that are currently being posted to our website quarterly. You will want to continue updating the copy of the previous year's database for as long as you intend to access it for report purposes in order to ensure compatibility between the database and the program.

Instructions for SQL Server Users:

Note: Attaching the Database is to be done on the server. The DSN setup is done on each individual workstation

Step 1 – Copy the database to a new folder

1. On the server - create a folder under the network drive called Convert1. Each User will needs rights to the Convert1 folder.
2. Copy and paste the ConversionSQL file from the Convert folder into the Convert1 folder. Rename the ConversionSQL to FY____database. i.e. FY06databaseSQL will be used in these instructions.
3. Right Click on FY06databaseSQL. Click on Properties and uncheck Read only if checked. Click on Apply and click on OK or close.

Step 2 - Attach the database to SQL Server

1. Click on Start/Programs/Microsoft SQL Server/ Enterprise Manager or SQL Server Management Studio (some of the terminology may vary depending on the version you are using).
2. On the left panel under Console Root you will see Microsoft SQL Servers. Click on Microsoft SQL Servers and you will see SQL Server Group. Click on the Plus mark to the left of SQL Server Group and you will see (local) (Windows NT)
3. Click on (local)(Windows NT).
4. Right Click on Databases and choose New Database. Type FY06databaseSQL in the Name Box. Click on the second tab - Data Files. Expand the Location column and make sure you know where the data files are stored.
5. Click OK. It may take a couple minutes to create the database.
6. Once it's done you will see FY06databaseSQL on the list of databases. Right click on FY06databaseSQL and highlight All Tasks and choose Restore Database.

   Restore Database form will appear. The name should be FY06databaseSQL. Do not change it. There are three options under Restore: Databases, Filegroup or Files. You need to choose "From Device". Click on Select Device button.
7. Choose Restore Devices form will appear. "Restore from:" is defaulted to Disk. You need to click the Add button. Find the file name FY06databaseSQL and click on Ok.

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Present versions of Windows Software are:

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

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8. You will see the file is listed under Device Name in the list box. Click on Ok to close it. And you are back on Restore Database form.

   Click on the second tab - Options.

9. Check Force restore over existing database option.

10. Under "Restore Database Files as:" the second column "Move to physical file name" check the file path. If this file path is different than the location you checked before when you first created the database, you need to change the file path to match that path. You want to move this backup file into the location where the database was first created.

11. Click on the OK button and it will show the progress of restoring. You will get the message that the database has been restored successfully - or other messages telling you if there is a problem.

(If you have more than one SQL Server database you need to repeat the above steps again and using a different database name.)

Step 3 - Point your database selections to the database on each individual workstation

1. Click on Start/Control Panel/Administrative Tools/Data Sources ODBC

2. Select Systems DSN tab.

3. Select Add. From the list of drivers, click SQL Server. Click Finish.

4. This will bring you to Create New Data Source to SQL Server Form.

5. In the Name field, type Convert1. You can leave the description blank or enter anything you want to describe the database. In the Server: field enter your SQL Server Name. (If installing on a single Work station, choose local)

   Click on Next button.

6. There are 2 options to connect. One is using windows NT login ID and the other is using SQL Server Login ID. If you don't have SQL Server Login ID check "With Windows NT authentication using the network login ID". Otherwise check "With SQL Server authentication using a login ID and password entered by the user". Then you have to enter the user name and password. Also make sure "Connect to SQL Server to obtain default settings for additional configuration options" is checked. Click on Next .

7. Check the box "Change the default database to". It will be defaulted to master. Choose FY06databaseSQL from the combo box. Do not change any other default settings on this page. Click Next.

Don't change anything on the next screen and click on Finish button. You need to click on Test Data Source button. If you get TESTS COMPLETED SUCCESSFULLY then you are done.

Schedules You Should Have Ready For Your Auditor

A major contribution you can make for a smooth and efficient audit is to assemble and have available a number of reference schedules and documents. Your auditors may have specific requests for certain schedules, but following is a general list.

- Chart of Accounts
- Current Year Indirect Cost Plan & Rate Agreement
- Bank Reconciliations
- Schedule of Prepaid Insurances
- Schedule of Other Prepaid Expenses
- Schedule of Advances/Schedule of Deposits
- Schedule of Fixed Assets
- Accounts Payable Listing
- Schedule of Accrued Leave By Employee
- Schedule of Cost Allocation and Supporting Rate Calculations
- Schedule of Federal and State Accounts Receivable
- Schedule of Other Accounts Receivable
- Schedule of Accrued Interest Income Calculation
- Schedule of Accrued Interest Expense Calculation
- Schedule of Deferred Revenue/Refundable Advances
- Schedule of Grant and Contract Cash To be Returned To Grantors
- Summary of Agency Revenue and Expenses
- Summary of Revenue and Expenditures by Project

For more detailed information on the above schedules and documents, refer to your Help manual under Year End Closeout Procedures, Auditing the GMS System.