

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 20, No. 3

March 2008

Information for Everyone Planning to Attend the April, 2008 GMS Conference in Buffalo, NY.

On Sunday April 20th from 1 until 5 pm buses will be available at the hotel to take conference participants and their families and/or friends to the Casino. The casino is about 20 minutes from the hotel and in addition to offering gambling opportunities you can walk around the town of Niagara and see the falls if you wish.

On Tuesday, April 22nd at 6:30 pm, buses will be available at the hotel to take conference participants, friends and/or families to Niagara Falls-U.S. side. The last bus will leave to return to the hotel at 9. Niagara Falls at night is absolutely beautiful. This is a “must see” opportunity while in Buffalo. More information will be provided to attendees.

For many other things to see and do in Buffalo go to <http://www.visitbuffaloniagara.com/>. This is a great website offering ways to search for whatever is of interest to you.

If you are planning to cross the border into Canada you need to be aware that a passport or enhanced driver's license will be needed. For more information about entry into Canada and reentering the United States, visit the U.S. Customs and Border Security website www.cbp.gov.

Instructions for obtaining a passport were printed in the September 2007 GMS Newsletter, which is available on our website at www.gmsactg.com. Select “News from GMS”.

Continued on page 2

Attend the GMS Conference and Get a 50% Supplement Credit

Agencies attending the GMS Annual Conference will be 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, 2008. See your conference brochure or our website www.gmsactg.com for more information. Another great reason to attend the conference!

Field Staff Opening

GMS is presently accepting resumes for a field staff position that will be available starting June 1, 2008. Responsibilities include on-site client visits for training on the GMS Accounting and Financial Reporting System, year end closing assistance, on-site client assistance and reconciliation and participation at the annual GMS conference. Must be willing to travel (normally by air) from 2 to 4 weeks every month.

Qualifications required are 5 or more years experience with GMS Accounting Software and at least 2 years of experience using the Windows version of the accounting. In addition, a good background in non-profit accounting is important as well as good communication skills. Two to four weeks of travel will be required each month.

Those interested should email their resume to service4gms@gmsactg.com to the attention of Linda Berseth.

Reminder!

If you are planning to attend the GMS Annual Conference in April, you MUST have your hotel reservations in by March 28, 2008 or earlier to guarantee a room at the designated rates.

In This Issue: Backups ... Report Writer Intensive.. Weeks Worked Reminder...

There still may be time to obtain a passport, however, you should apply right away as it takes from 3 to 5 weeks to receive the passport once the application is accepted.

Enhanced Driver's Licenses: What Are They?

You should check with your state driver's license office to see if they are available. State-issued enhanced driver's licenses provide proof of identity and U.S. citizenship. These new documents are being developed by many states to comply with travel rules under the Western Hemisphere Travel Initiative (WHTI). Enhanced drivers licenses can be used by U.S. citizens instead of a passport to cross the border with Canada and Mexico. See more information about the [Western Hemisphere Travel Initiative \(WHTI\) requirements](#).

Enhanced driver's licenses will make it quicker and easier to cross the border back into the United States because they will contain a vicinity [Radio Frequency Identification \(RFID\)](#) chip.

An Important Reminder Regarding Backing up Your Database

The most convenient way to back up your database is by using the GMS backup utility. If you do not have this utility installed on your desktop you may download it from the GMS website at www.gmsactg.com. Click on Service Calls Service Chat and Downloads, and click on GMSBackupUtility.exe. You may save this exe file in the GMS Revisions folder on your network drive (or C drive if you are not networked) or, if you regularly clean out your GMS Revisions folder, save the file in c:\program files\gms or c:\program files\rlss. To create a shortcut for the backup utility on your desktop: Right click on a blank spot on your desktop where you want the shortcut to appear. Left click on New, left click on Shortcut. Click the browse button. Click on the drive letter where the folder containing backupdb.exe is located, click on the folder to open it, click on backupdb.exe, click ok. Back at the Create Shortcut window click Next. Change the name from backupdb.exe to GMS Backup and click finish. Instructions for using the backup utility can be found under Operating Information in the Help manual.

Accounting clients using Microsoft Access should use the Backup Utility to compact and repair their database and also to make both on site and off site backups daily. SQL server clients should use the utility to create daily backups. Accounting clients who run payroll in house should backup the database both before and after payroll preparation into the appropriate payroll backup folders. RLSS clients are asked to back up at least weekly. We can't stress strongly

enough the importance of backing up your database regularly.

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 originally created for this purpose ***but SQL Server users 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.

For Clients with Multiple Companies - Opening More Than One Database at a Time

Do you have more than one company for which you use GMS accounting? Have you ever wished you could open more than one company's database at the same time and keep the different companies minimized on the tool bar? If so, here are the instructions.

Create a separate folder for each additional directory on the C or local drive on each workstation where multiple databases are accessed. Name the folder(s) with the company name for each additional directory. Copy and Paste (do not Cut and Paste) the project1.exe file from C:\Program Files\GMS folder into each new folder. Each folder must contain the latest version of Project1.exe. Create an Icon on your desktop for each additional company folder using the company name as the name for the shortcut. When opening each database use the shortcut for that company and select the appropriate company at the login screen. You may then minimize the database that is open and open a different database using the shortcut on your desktop for that database. For our example below we will use ABC Community Action as our main directory and ABC County LLC as our additional directory.

At the time you installed GMS Windows Accounting the Project1.exe was automatically installed in C:\Program Files\GMS and the shortcut on the desktop was automatically named GMS Windows Accounting. Right click on the GMS Windows Accounting Shortcut and left click on Rename. Type in the name of your main directory,

continued on page 4

1950 or 2050????

As we continue in the 21st century, you may find it necessary to change how your computer views 2-digit years. When it sees 1/5/50, do you want it to think the year 50 is 1950 or 2050? This setting can be easily changed thru the Control Panel on your computer.

To check or change your settings, click on the Start button on your Windows desktop and select Control Panel.

For Windows XP:

- ◆ Select Date, Time, Language, and Regional Options.
- ◆ Select Regional and Language Options.
- ◆ On the Regional Options tab, click on Customize.
- ◆ Select the Date tab.
- ◆ Under Calendar, it will say “When a two-digit date is entered, interpret it as a year between:”

We recommend the setting be 1950 and 2049.

- ◆ Click on Apply, followed by OK, if you made a change.

For Windows Vista:

- ◆ Select Regional and Language Options.
- ◆ On the Formats tab, click on Customize this format.
- ◆ Select the Date tab.
- ◆ Under Calendar, it will say “When a two-digit date is entered, interpret it as a year between:”

We recommend the setting be 1950 and 2049.

- ◆ Click on Apply, followed by OK, if you made a change.

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 detailed instructions regarding preparing your laptops for this intensive. You must have Microsoft Access, the Report Writer and all other items noted in the instructions emailed to you installed on your laptop prior to conference . Only those clients whose agencies have the Report Writer Supplement will be allowed to register for this intensive.

GMS Staff will provide instructions for developing certain reports and a list of tables that are typically used when preparing reports using the Report Writer supplement. 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 learn, step-by-step, how to develop those requested reports. Upon returning to your office, participants can use those structures and queries to create reports using their agency’s database. Hopefully, this intensive will help clients learn which tables are used for the reports they need to prepare most often using the Report Writer. Once the queries and structures are saved, the saved information can be retrieved and new reports may be created to produce reports that include updated information.

Prepared Report Writer Structures and Queries

On the GMS website under downloads, we have posted 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 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.

Indirect Cost Proposal Preparation Assistance Available

An experienced GMS staff member is available to assist you in developing and preparing your indirect cost proposal, from gathering the necessary information during an on-site visit through providing a written proposal in a format ready for submission to your cognizant agency or funding sources for approval. The cost is \$3,500 plus actual travel expenses for clients and \$4,300 plus actual travel expenses for non-clients. For further information you may review the brochure on our website at www.gmsactg.com by selecting Cost Allocation Proposal Preparation, or you may contact our Sales and Marketing staff at (800) 933-3501 or by email at service4gms@gmsactg.com.

Present versions of Windows
Software are:

Accounting: 1.2.256 RLSS:1.0.306

Assistance Available on the Website For Using the GMS Import Features and Supplements

Sample timesheet files in Excel format can be downloaded from the GMS website 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 the summary at the top of the file 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. Electronic signatures can be put on the timesheet so they can be printed or retained in the accounting department. You are invited to download a timesheet file and try it out. At the GMS website click on Service Calls, Service Chat and Downloads. Select Downloads and scroll down until you see the Sample Import files.

Also under ***Sample Import Files*** there are illustrations of the format to be used when creating spreadsheets for use with Budget Import, Voucher Import (Supplement #413), and Invoice Import (Supplement #417).

Using #414 Quarterly Unemployment Reports with Weeks Worked Feature

If you have supplement 414, Quarterly Unemployment Reports and use the Weeks Worked feature, don't forget to clear the weeks for the new calendar year before posting weeks and running reports for 2008. After you have completed and finalized the fourth quarter reports for 2007 and before posting weeks for 2008, you will need to do the clear weeks step.

You will find the supplement by selecting Payroll, PR Supp menu, Quarterly Unemployment Reports. To clear/post/review Weeks Worked, select the Weeks Worked Routine tab. You can clear all the weeks for the entire year by selecting the Clear Weeks tab, then enter 1-56 as the weeks you want to clear. This will clear the table that was posted

last calendar year, and will prepare you for posting weeks worked for 2008. If you have already posted some of the weeks for 2008 payrolls and have verified that the report is correct, you can clear only the remaining weeks prior to posting them. Just make sure that the report for the weeks worked that you have already posted is correct, and doesn't have any carry-over information left from calendar year 2007. In the event that what you have already posted is not correct, you can clear all weeks as described above, then start again posting the 2008 weeks.

Following these steps will assure that the quarterly unemployment reports for 2008 are correct and trouble-free!

Opening More than Once Database... continued from page 2

i.e., ABC Community Action. Use this Shortcut to open your main directory database.

After creating a folder on the local drive for the additional directory, i.e. ABC County LLC, and copying in the Project1.exe, create a shortcut on your desktop and change the name from Project1.exe to the Company name, i.e., ABC County LLC. Use this shortcut to open your additional directory.

Notes: If both directories are minimized on the tool bar, both will show GMS Accounting and Financial Management System as the program name on the tool bar. You will need to check carefully when you maximize GMS Accounting to make certain that you are in the correct database.

After GMS revisions are installed you will be notified that a newer version of the project1 exists when you open each of the databases. When you click OK the latest project1 will be copied into each directory's folder. If you want to change the company names that appear in the combo box at the login screen have your IT person open tblCompanies in conversion.mdb in the Convert folder and change the names from GMS, GMS1, GMS2, etc. to the company name you wish to see at the login screen.

If you wish GMS assistance with setting up multiple companies on your desktop(s) you may place a service call (800) 933-3501, email your request to service4gms@gmsactg.com, or enter a service call on the GMS website. GMS service staff will email you the instructions for setting up the additional databases, or you may request telephone assistance. For telephone assistance there will be a fee of \$100 per hour charged applied in 15 minute increments. Estimated time to set up each directory on an individual workstation is 15 minutes or less if the setup is done by an IT or an individual familiar with Windows Explorer and Windows operating systems.