

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. 4

April 2008

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 20-25 2008.

- (1) Only emergency service calls will be taken on Monday, April 21, 2008 thru Wednesday, April 23, 2008. Only one service staff member will be taking service calls throughout the day. With all of the 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 21st through Wednesday April 23rd. Service hours will be 9:00 a.m. to 5:00 p.m. EDT. Follow the normal practice of either emailing service requests 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 Buffalo, NY so they can participate in sessions and meet with clients. They will be checking our voice mail regularly for service calls.

- (2) 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 (716)856-1234 and requesting voice mail in your hotel room. 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.

continued on page 2

It's not too late to register for the Annual Conference to be held April 20-25, 2008 in Buffalo, NY. Hotel reservations had to be completed by March 23, 2008, to be guaranteed a room at the conference rates.

Have you Installed the March 2008 Accounting Revisions Yet? New Features Added

You should have received an email from GMS on March 21st that included instructions for downloading and installing the latest revisions. It is important that revisions are installed in a timely manner. It is also important that all staff working with the accounting system read through the list of changes so everyone is aware of new features or changed items.

We are excited to announce that several new features are included in the March revisions. One is Supplement #418 Journal Entry Import that allows you to import general journal entries in Excel, comma or tab delimited format. (See more information in this newsletter.) Also, new with this revision, we are now saving the GL codes and Program Elements from each fiscal year. When you roll forward, a copy of your chart of accounts will be saved with that FY. When you reverse, it will put those codes back into the current year table. Another change is that Elements and General Ledger Codes marked as Inactive will no longer appear in the combo boxes. And related to that, those clients

continued on page 3

In This Issue:#418 Journal Entry Import Released...Interest Only Loans...Letter from Linda

Dear Friends:

Later this month many of you will attend the 23rd Annual GMS Financial Management Conference in Buffalo, NY. This year we expect between 200-250 people to attend representing approximately 100 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.

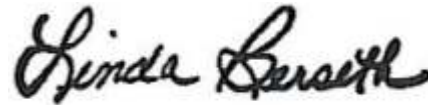
- This year we have several outside speakers coming in to put on sessions that most clients should find very interesting and informative. Probably the most important addressing a very current issue is the revised audit standards and Yellow Book revisions. Based on comments we have heard from many clients, there is a wide range of interpretations by many auditors in the non profit world. There will be two CPA's from Dopkins and Company, LLP from Buffalo, NY presenting this session. I think it will be very interesting to hear their comments, the comments that the clients attending make and also comments from other auditors attending the session.
- Other sessions this year with outside speakers include Hiring and Firing Issues presented by an attorney from Hodgson Russ, LLP. He will address the legal aspects of employment issues from the time of hiring to termination. Also a representative from the APA will present two sessions, Regular Rate of Pay/Overtime Issues and Taxable and Non-Taxable Compensation. For the first time, we are having three vendors that will share time during two session slots that will present their products and services available. There are many new topics this year that should be of great interest to many of our clients..
- Now that the GMS Windows Accounting System has been used by GMS clients for almost six years, we have gone back to only one session for the major processing steps for payroll, accounts payable and month end, each to be run twice. The sessions for each will focus on the processing steps and typical troubleshooting.
- Over the past several years, we have gotten many suggestions and recommendations that we have incorporated into the software. There are several new and revised features that we sent out in the March 2008 revisions that will be covered.
- 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 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

Service During Annual Conference...
continued from page 1

- (3) The hotel has a fax machine if your office needs to communicate with you via fax. Their fax number is (716)856-6157. 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.

- (4) Our Service Chat Room will not be monitored on Monday, April 21st through Wednesday, April 23rd.

*Present versions of Windows
Software are:*

Accounting: 1.2.257 RLSS:1.0.306

RLSS Windows – Frequently Asked Questions

Interest Only Loans

We often receive questions regarding how to handle interest only loans. These loans aren't much different from a loan that is going to start making full payments right away. The only difference is the amount of payment they are going to make in the first months of the loan. Of course, there are some ramifications to activity associated with these loans, so it really isn't quite that simple.

When dealing with the issue of loans that don't start out with regular payments of principal and interest, it is important to remember that the Loan Master file is intended to be a document that changes as the circumstances of the loan change. The regular payment amount, the method of interest calculation, the percentage of interest calculation and the frequency of payment should all reflect the situation as it exists at this point in time. When circumstances change, the Loan Master file should be edited to reflect those changes. For a complete audit trail, GMS recommends that whenever the loan data is changed, the Loan Master should be printed prior to editing, then again following editing. These can then be filed with the documentation that required the change.

Regular Payment Amount

When entering the Loan Master file for a loan that will be making interest only payments for a period of time, override the computer generated regular payment amount and enter the amount the borrower will actually be paying. This amount will usually be one payment cycle's interest. If you would like to have GMS calculate this amount for you, before you enter the Loan Master select Amortizations. Enter the loan amount, the interest rate, the number of payments per year, and the term of the loan. When the amortization schedule is reviewed, the interest for the first payment will be the payment amount while the loan is paying interest only. This is the amount entered as the regular payment. When the borrower begins making full payments, the regular payment amount should be edited to the full payment.

Method of Calculating Interest

The internal management policies of your agency will dictate which method of interest calculation you will use.

If using Amortization, each payment will be applied 100% to interest.

If using Daily interest, there may be some differences in the amount of interest collected from each payment. This is

who use Supplement #521 Terminate Elements will have an additional option to mark the codes Terminated. Codes that are marked Inactive cannot be used. Codes that are marked Terminated can still be used, but a message will appear alerting the user that the code is terminated (See more information on Inactive and Terminated codes below.)

We have moved Expense Reimbursements from the Payroll processing menu and added it to the main Payroll menu after Timesheet Entry. We have removed Timesheet Budgets from the Payroll menu. Timesheet Budgets are entered in General Ledger, Budgets/PY and the Help file for Timesheet Budgets is located under General Ledger, Budgets and P/Y. Supplement #405, Accounts Payable Direct Deposit now includes a direct deposit summary and the ability to reprint stubs has been added. You may now reprint Accounts Payable checks with check numbers. The 2008 FICA maximum wage base has been included in the March revision. Be certain to refer to the Help manual to find additional information on the changes and new items.

Inactive or Terminated???

Effective with the March 2008 revisions, inactive general ledger and program element codes will no longer appear in the combo boxes. Inactive codes cannot be used in data entry nor may they be imported using any of the Import supplements or the Import Budget feature. In addition to the convenience of no longer having inactive codes in the combo boxes, marking a code inactive will assure that nothing will be coded using the inactive element or general ledger code.

For those clients using Supplement #521 Terminate Elements, the GMS system will distinguish the difference between Inactive and Terminated general ledger and element codes. If the code is marked Inactive it will no longer be available for use in data entry as noted above. If the code is marked Terminated, the code will continue to be available in the combo box and can be manually entered in the data entry screens. When a terminated code is selected, the data entry user will receive the message that the Element or GL Code is terminated, and will ask if you wish to override. Marking codes Terminated allows you to make any final year-end adjustments as necessary until the year or grant is closed out, but at the same time, alerts data entry users that the code is terminated and should only be used for any final adjustments. Once the March revisions have been installed, clients using Supplement #521 Terminate Elements, will find that all general ledger codes and elements that previously had the Active box unchecked will now appear as Terminated and will have the checkmark in Active also.

continued on page 4

Interest Only Loans...
continued from page 3

due to timing differences. If the payment is received a few days early, there may be a small amount applied to principal. If the payment is late, there may not be enough to pay all the interest, thus accrued interest will be calculated and carried forward. In either case, GMS-RLSS software will apply the correct amount of interest.

Frequency of Payment

If it will be several months before the first payment is to be made, the First Payment Due date in the Loan Master file should reflect that interval. If this is done, the delinquency and aging reports will not reflect past due payments when the client is abiding by the terms agreed upon. Also, as disbursements are posted, review the Next Payment Due Date carefully prior to saving the activity. If the loan appears inappropriately on a delinquency report, review the history for Paid-thru Dates and Next Payment Due dates. Either of these may be edited through Tools, Build History.

Producing Reports from Your Old Fiscal Year

You may follow the instructions below to set up an old year database so that you may produce reports from your old fiscal year without reversing the roll forward. 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 set up the old fiscal year under GMS1 or GMS2 which will look at your final year end database. If you have multiple companies for which you use GMS accounting you would need assistance from GMS service to accomplish this for each database. This can only be done if you have saved a copy of your final year end database and continue to update the revisions to that copy of the database.

Instructions to set this up are:

G Set up a folder called FY__ database. i.e.

Fy07 database will be used in these instructions.

G Copy and paste the conversion.mdb that contains your final year end data into the Fy07 database folder.

G From your start menu, click on Control Panel.

For Windows 2000, Control Panel will be listed under Settings on your start menu.

G In Control Panel, select Administrative Tools.

G Select Data Sources (ODBC). Select the System DSN tab.

Unless you have more than one database, you should only have convert listed in the window. Some of you may have previous backups listed also.

G Click on the Add button.

G From the list of drivers, double click on Microsoft Access Driver (*.mdb)

This will return you to the ODBC Microsoft Access Setup Form.

G In the Data Source Name field, type convert1. (If convert1 already exists, use convert2)

G Click on Select. In the box on the right, click on the drive in which your Fy07 Database folder is located. Find the Fy07 Database folder and double click on it. (This will put conversion.mdb in the screen on the left. Double click on conversion.mdb. This will put \fy07 Database\conversion.mdb in the ODBC Microsoft Access Setup screen in the middle to the right of the word Database: If on F drive it should say f:\Fy07Database\conversion.mdb. Click ok

You will now be back at the Systems DSN tab and convert1 will be highlighted.

G Click on ok, close out of 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's database is set up using convert1. Select GMS2 if you set it up using convert2. Your database administrator or a GMS representative can change tblCompanies in your database to reflect the correct title of the folder rather than leaving it GMS1 or GMS2.

New Supplement #418, Journal Entry Import, Released

Supplement #418, Journal Entry Import, was released in March 2008. This supplement allows journal entries to be imported in Excel, comma or tab delimited format. The file layout should be description, element, project, GL code, debit and credit. We are using the description to assign the GJ document number. Make sure that each field for each record in the spreadsheet file is filled with something or a zero. Also make sure that the description appears on each line for each journal entry. Once the journal entries have been entered in the spreadsheet file, the date, posting period, and if desired, the batch description should be entered in the Journal Entry Import screen. When the Import button is clicked, a journal entry batch will be automatically created. For clients who prepare their journal entries in spreadsheet files, this supplement will allow those files to be used to create the journal entry batch without having to rekey the information in GMS.