News From GMS
A Publication for GMS Accounting and Revolving Loan System Clients
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New Look for the Chat Room

If you have been in the chat room since April 8, you will notice we now have a new look! The login page is a little different, but you will still log in as before. In the field titled Username, type in your agency number, underscore and your name, such as 111_Mary. You don't need to fill in the other 2 fields at all, after typing in the Username just click on Enter Chat Room.

After you are in the chat room, there a few additional options you may want to check out. If you click on Options, you can put a check by Extended Room Sounds Enabled. This will alert you when someone types into the window. If this feature is turned on, you will hear a sound anytime there is activity in the chat room, helping to remind you that you are still in the chat room and that someone there has sent a new message. This feature may also help to remind you (after your conversation is finished) to select Log Off and exit the chat room once your questions have been answered.

The next button that will be helpful to you is the Text button. You have the availability to change Background color if you wish. Also, probably the most helpful feature you will find here is the Mode option. Transcript Mode is the default, and while in this mode it may be easier for you to read the conversation, as it highlights users' names making it easier to identify who is typing what message. If you select Text and then click on Transcript Mode, it will automatically change the window to be Graphics Mode. This is the feature that will allow you to copy and paste your conversation. After selecting this feature, right click in the chat window, choose Select all text, then right click again and select Copy. You can then paste the conversation to a word document on your workstation. You can also, while in this Graphics

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Welcome New Users

Accounting Systems

Comlinks – Malone, NY

Nancy Reich, CEO **Brenda Mallette-Glennon, CFO**

GMS Releases New Updated Website!

In April, 2008, GMS revealed our newly updated website. The site has been revamped to be more appealing and to include much more information regarding our software products and services, as well as a client only area that requires a "log in". Information about the updated website and instructions for logging in to download revisions, place orders etc. has been emailed to all clients.

All items previously available, such as downloads and chat are still available and work the same – except they can now be found under the Client section after logging in.

We invite you to visit our updated website and get acquainted with it. We will continue to add items for clients in the future to enhance the GMS staff-client relationship.

Memorial Day Holiday Notice

The GMS offices will be closed Monday, May 26 in observance of the Memorial Day holiday

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Mode, highlight certain parts of the conversation if you don't want to select all, and you can still right click and select Copy.

In order to have a Private Chat conversation, you would highlight a User's name on the left, then click on the button that says Chat. That will bring up a private chat window you can use for a private chat with someone. You do not have to click this button however in order to use the chat room, just log in and then start typing in your conversation!

If you aren't a regular user of the chat room, you may want to check us out! You can log in while you are in GMS by clicking on Help, GMS Web Help, or you can just connect to the internet using your web browser and type in the address www.gmsactg.com. Once you are connected to our web page, select Clients, then enter your Client Username and Password. On the left side select Service Chat, then log in to chat as described above, using your agency number and name. But please remember, chat is only for the short, easy questions! If you have questions about year end, roll forward, cost allocation or other complicated issues that will need a discussion with staff, you can still reach us by emailing us at service4gms@gmsactg.com, entering a service call from our web site, calling 800-933-3501 and selecting 1 for service, or faxing a request to 301-933-3502.

GMS Staff Assistance with Year End Closing

GMS field staff may be scheduled to come on-site to assist with closing out the fiscal year and training the fiscal staff regarding the process to be followed to properly close the year. Four to six weeks after your fiscal year ends is typically the best time to have on-site assistance. It is recommended that on-site year end assistance be scheduled at the very least, two to three months in advance. Many GMS clients schedule this assistance a year in advance!

Telephone assistance is also available. A GMS staff member will assist with the year end activities as well as provide training on all aspects of year end closing over the telephone. Normally, this activity takes place during a pre-scheduled day or days, and often requires periodic phone conversations. The GMS staff member will request your database and review the final month end reports prior to the scheduled phone conversation. This allows the GMS staff member to be prepared to discuss any issues identified or problems which need to be corrected.

Cost for GMS Staff Assistance

On Site: $500 per day plus travel expenses

Telephone Assistance: $100 per hour. Chargeable time includes preparation time, time spent researching problems and issues, and actual time on the telephone.

CPE Credits from Annual Conference

CPE credits for attending the GMS Annual Conference are offered by GMS, however, different states have different requirements on the form or information to be included. If you attended the conference and want to receive CPE credits, send the form and information required in your state to the GMS office in Maryland, attention Liz Collins. We will return the signed copy to you.

#816 RLSS Direct Deposit

Sometimes the best way to ensure prompt payment with high-risk lending is to automatically withdraw funds from your borrower's bank account. Supplement #816 Direct Deposit can assist with this process.

There are a few issues to be explored when considering this supplement. First of all, check with your bank and make certain their policies and procedures conform to your needs. For example, you will want notification from your bank when funds are transferred. Experience has shown that some banks only reflect the transfer on the end-of-month bank statement. This is usually not an acceptable time-frame, because you want to know the funds were transferred when the payment was due. Second, you need authorization from your borrowers to access their bank accounts. Check your closing documents and see if this is allowable, and if not, consider a mailing informing borrowers of your plans to begin using the supplement. Your bank can provide you with authorization forms to be completed by your borrowers, which will allow access to their account. As usual, we recommend you check with your auditor or legal advisor prior to instituting any new practices within your lending program.

This supplement will allow you to identify which loans are to be accessed, when the transfer is to take place, and the amount of the payment, or funds, to be transferred into your account. It will create a file that can be submitted to your bank detailing the transfer specifics. Loan Activity is processed for payments transferred, a report may be

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prepared detailing the transfer, and Loan Acknowledgment forms are available for printing. Any transfers will appear on the Monthly Activity Report with a notation that it was processed via Direct Deposit and the date of the transfer.

You can see that this supplement could be a timesaving tool for your lending personnel, and also help ensure timely payments - a benefit to both you and your borrowers. In addition, by allowing the system to automatically post repayments, the risk of data entry errors is limited. This can also assist in saving staff time by reducing the need for adjustments, which are necessary to correct data entered inaccurately.

	Cost	Annual License/Maintenance
1-2 Users	$800	$120
3-4 Users	$1100	$165
5+ Users	$1200	$180

Rolling Forward General Ledger Balances

In the March 2008 revisions changes were made regarding inactivating GL Codes and Program Elements. After the March revisions are installed inactive codes will no longer show in the combo boxes and cannot be used for data entry. As a part of this change the GMS recommendation regarding rolling forward your GL balances before you have closed the cost allocation control accounts has changed. It is now recommended that you DO roll forward your General Ledger balances at the same time you roll forward the R/E. The GL and Program Element codes from each year are saved with their status of active or inactive. Until the cost allocation control accounts are closed in the old year, the balances for salary, fringe and indirect cost line items will roll forward and appear on the Balance Sheet and in the General Ledger with current detail. Although the opening GL Balances will not be in balance until you have closed the cost allocation control accounts, the Balance Sheet and General Ledger will be in balance due to the inclusion of the old year salary, fringe and indirect line items. Obviously, the Balance Sheet and General Ledger will be inaccurate, as they include old year amounts, however, rolling forward General Ledger balances at this time allows you to save the chart of accounts for the old year. In addition, you will be able to inactivate any old projects or elements in the new fiscal year that should no longer appear in the combo boxes.

Using Drill Downs on R & E Reports

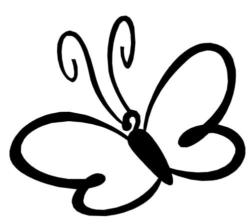
Drill downs are designed to be used to get the detail of all direct charges for the current month and year-to-date. This feature will allow the user to see each entry that was coded to a particular line item.

Things You Should Know

- To get the drill down detail for current and year-to-date amounts, put a check in the checkbox on the Financial Reporting form next to Include drill down detail. Since the report takes longer to load when you select drill down detail, it is not automatically included.
- Once the report is displayed, you can double click on any column for a GL code and the current and year-to-date detail will be displayed. The report includes the posting period, type of book of entry, batch #, document #, description, current and YTD amounts of each item coded to this GL code.
- To close out of the detail form, click on the small x to the left of the printer icon.
- Clicking on any of the GL codes that have been set up in the Cost Allocation Setup for salary, leave and fringe benefits will provide a list of the employees with a total of their direct timesheet charges and allocations for those employees who have been given access to Personel Drill Downs in the Security Menu. For the GL Code assigned for salaries, a list of employees with their timesheet charges will appear. If leave is also set up to be reflected in the same GL code as salaries, the total of the timesheet charges plus leave allocated for each employee is included in the report.
- For 59700 and 59900, which are the two reserved GL codes for indirect and common costs, you will not get any detail if you double click on them because there is nothing directly charged to them. This is also true for the transfer codes set up in Supplement #367 Service Unit Allocations and Supplement #381 Special Allocations/Internal Base.

Present versions of Windows Software are:

Accounting: 1.2.257 ***RLSS:1.0.306***



HAPPY SPRING!

Don't Forget Your 50% Supplement Credit!

Agencies whose staff attended the GMS Annual Conference 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, 2008. 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.

We Need Your Conference Evaluations Please!

We rely on the evaluations turned in by attendees of the GMS Conferences in a big way! Suggestions for new sessions are discussed every year by the GMS staff and comments about sessions are reviewed and discussed in an attempt to improve sessions in the next year. Ideas about general topics also help us when we are looking for outside guest speakers. If we only receive evaluations from 10% of the attendees and 1 or 2 people didn't like a session or want to add a new session, we really don't have a good average of opinion upon which to base our decisions. This is also true when rating sessions. The staff reviews all the comments and ratings to determine what the attendees liked and didn't like and what new ideas have been suggested for future training sessions. If you attended the Annual Conference in Buffalo and haven't had a chance to return your evaluation, please mail or fax a copy to the Maryland office, or email a scanned or pdf copy to liz4gms@gmsactg.com. Our address and fax number are on page 1 of this newsletter. If you need an evaluation form please email your request to service4gms@gmsactg.com.

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Supplement #412 R & E Report Designer

The R & E Report Designer allows you to design a revenue and expenditure report in the format you need and with the information you request. You can prepare the report with total allocated cost amounts or with cost allocation detail if you use Supplement #399 Consolidated Cost Allocation Detail. Specify which projects and elements you wish to include in the report by using a combine element/combine project format number or by just entering the desired codes. All columns from the regular month end revenue and expenditure report will be included. However, if you do not want to include all columns on your final report, export it into a spreadsheet and delete the columns you do not wish included. Cost categories can be established and you can assign your revenue and expenditure codes to these categories and save in different format numbers. You may have the report reflect individual line item revenue and expenditures, or choose to use a cost category format. Your report format can be saved so it can be retrieved the next time you wish to prepare the report. It is such a time saver each month to have all of your grant/contract reporting categories set up for each grant and contract. Once they are set up, every month you only need to retrieve each format and print and the information will be presented in the format required for each grant or contract external report.

Refer to your Help manual for additional information on this supplement. It will be under GL Supplements on the Table of Contents. You may order this supplement on our newly updated website at www.gmsactg.com under Client Logon/Supplement Orders.

Annual Conference Suggestion Box

At every GMS conference we collect conference evaluations, software suggestions, supplement orders, notes regarding specific client problems, questions, etc. in a suggestion box located on the registration table. Each item in the suggestion box is carefully reviewed by the appropriate GMS staff person(s) and all items are addressed. Many software suggestions received are added to our proposed work programs and are discussed by the entire staff at the November staff meeting. Some comments and suggestions have already been addressed and are planned for inclusion in future software revisions. In next month's newsletter some of the questions received at this year's conference will be answered. Be sure to review the questions and answers. Your question or comment may already be included!