News From GMS
A Publication for GMS Accounting and Revolving Loan System Clients

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*Volume 20, No.6* *June 2008*

## *Q & A from the Suggestion Box at Conference*

Several notes and suggestions were left in the suggestion box at conference. However, every year there seem to be fewer and fewer that are left. Obviously, the revisions made to the software since the Windows version has been released is the main reason for the decline in suggestions. In this article, we'll try to answer some of the questions or address some of the comments we received.

### *General Accounting System*

***Q: Can you make sure that all date fields are defined with a date data type.***

A: This change affects mainly employee files/payroll and fixed assets. It is a very massive change since it involves changes to the database, data entry and all of the reports. Unfortunately, when those areas were first programmed, it was arbitrarily decided that date fields that are not mandatory, such as birth date and review dates, would be defined as text fields and only those date fields that were required were defined as date fields. A change like this can be very disruptive to the system.

***Q: When exporting reports, is it possible to have a default set up for the format and the location to put the file.***

**A:** We don't have much control over the Export function which is from Crystal Reports.

***Q: Can a button be added to create charts and graphs?***

A: Yes, this can be done but it needs to be done individually for each report and then there are choices to make. For example, if it is added to the Agencywide R & E,

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**GMS offices will be closed July 4th in celebration of Independence Day**

## *Kaye Palmer Retires!*

As with most good things, they usually come to an end! And that is the case for GMS now as Kaye retired from GMS on May 31st after almost 14 years. Kaye started working for GMS in July of 1994 as a field staff. She spent several years traveling to clients' offices and the result of her work has contributed to the many success stories that GMS clients can be thankful for. In June 1998, Kaye started doing a few off-site appointments in addition to traveling. By 2004, the off-site business had increased and Kaye was doing both equally until 2007 when she didn't do on-site visits anymore.

Kaye and her husband, Russell reside in Gulf, NC. They hope to start doing more travel after retirement and it will also give them more opportunity to see their two children and four grandchildren ages 13, 12, 7 and 4. If anyone would like to email her a note, you can do so at kaye4gms@embarqmail.com.

The rest of the GMS staff wish Kaye a happy retirement and a big thank-you for all the hard work and dedication she has given over the years!

***In This Issue: Error Messages When Opening GMS Software .... RLSS OptionalFields…***

do you select a separate chart or graph for revenues and then a separate one for expenses? Those are the kinds of options that would have to be decided upon once the decision of what reports it gets added to. We would need some feedback from our clients on what reports this option should be made available..

### General Ledger

**Q:** ***It would be very helpful if we could get a report from Supplement #337 Cost Summary that would could cross fiscal years so we could get one report for each grant year.***

A: The reason you can't get the report from anything but the current fiscal year is because the cost allocation pools run on the fiscal year. Part of the grant year has allocations from one fiscal year's pools and the remainder of the grant from a different fiscal year. We would suggest exporting the report for the grant period from each fiscal year and combining on one report for the total grant.

***Q: Do you have an approximate release date for the Auditor's Trial Balance?***

A: We just put together the instructions for developing a Trial Balance for the Auditor using Report Writer prior to our annual conference and posted it to our website. As was stated at conference, we are waiting for feedback from our clients to see if it is a real benefit to the auditor before we decide if we will write it as a supplement.

### Accounts Payable

***Q: Several comments were received about the revised Board Payment Listing in Accounts Payable. They missed not having the voucher description on the listing.***

A: The main revision to the Board Payment Listing was to list checks rather than vouchers. When the individual vouchers were removed, so were the voucher descriptions, since there is no description for a check. What we have decided to do is leave the check listing as it is showing the check # and amount but add the option to list each voucher's description that was paid with the checks listed. This will be included in the June revisions.

***Q: Add a find button to the Payment History.***

A: This was added in the March 2008 revisions. Once you have that revision installed, it will be on the form.

*Q:* ***Under Voucher entry, it would be nice if the cursor would automatically go to the separate check box so we don't have to use the mouse.***

A: Even if we had the cursor go to the Separate Check checkbox, you will still have to use your mouse to put a checkmark in there. Tapping enter doesn't put a check mark in it.

### Payroll

***Q: When entering a timesheet, after you have fully entered the hours for each element, the hours should equal the total hours in the pay period and the cursor should go to the Save button so you could just tap enter on Save rather than having to use your mouse.***

A: If your payroll is semi-monthly or monthly, it asks for the number of hours in the pay period before you enter the first timesheet in the batch. It also asks for each employee if they have "ask for hours" checked in their employee file. However, if you have a weekly or bi-weekly payroll, part time employees or employees that work overtime, the software wouldn't know when you have completed entering the hours so the cursor could automatically go to the Save button.

**Present versions of Windows Software are:**

***Accounting: 1.2.257*** ***RLSS:1.0.308***

## Setting Up and Retrieving Data from RLSS Optional Fields

Do you need to track additional information for your loans that is not part of the standard Loan Master programming? This additional information might be the date the client needs to update their financial statements or proof of insurance, date of interest rate change or the date more coupons need to be printed for the client, their UCC Code, jurisdiction they are in, or codes to be included in the credit bureau report, and so forth. If yes, Optional Fields will allow you to do this. By using Optional Fields, you may customize the software to meet your agency's reporting or monitoring needs.

To begin using Optional Fields, select Tools, Optional Master Fields. Select New, type in the Description of the item you wish to track. Click on Type to select whether the response will be Text, Date, or Number. Click on Save. This field is now ready to be used to enter the response that applies to your individual loans.

Next, select Loan Master and find the loan you wish to complete the Optional Field for. Once the loan is on the screen, click on the Optional Fields button at the top of the screen. Click on Edit, select the Field, tap enter, type in the response in the Data box and click on Save.

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***RLSS Optional Fields…***
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Once you've entered data in the Optional Field for your loans, you may then create your own customized reports by using Master Query. Because Optional Fields and the data within those fields are held in a separate table within the database, using Master Query and Optional Fields requires some special processing.

In the combo box under step 1 (search criteria) in Master Query, you will find a listing for "Optional Fields". When you select Optional Fields and tap enter, a display will show all the optional fields in your database. Select the one you wish to search for specific data. Then go to step 2 and enter the specific data within that field you want to find.

When additional search criteria is desired, and the screen prompts "Do you wish to make more selections", click on "Yes", and repeat steps 1 and 2 for any additional criteria.

In step 3, select both "Optional Fields" and "Optional Fields Data" by holding down on the Ctrl key as you click on them. This will result in both the Optional Field Title and the data within that field (as selected in step 1) showing on the report.

A good example of this process would be an optional field titled "Financial Y/N", established as a text field. Data entry would then provide opportunity to enter a Yes or No response to assist with tracking which borrowers are responsible for submitting financial reports. A report could be pulled listing the loans that have "Yes" within the field by taking the following steps:

- Select "Optional Fields" from combo box in step 1.
- Select "Financial Y/N" from the accompanying combo box and tap enter.
- Select "Equal to" in step 2, and enter the response you are looking for (Yes or Y, depending on your method of data entry).
- When prompted for further selections, respond "No".
- Select both "Optional Fields" and "Optional Fields Data" from combo box in step 3.
- Complete steps 4 and 5 as desired.
- Confirm Excel is not currently open.
- Click on Prepare Report.

When the report is generated in Excel, Optional Fields will be one column, and Optional Fields Data will be listed in the next column. Using Excel features to sort the information within this column will result in a report that is easy to read.

If you need the report to include a date range (example: which loans are due for UCC renewal in June, 2008) in step 1 select Optional Field "UCC Renewal", tap enter, and then in step 2, enter "greater than" 05/31/08. When prompted "Do you wish to make more selections?" respond "yes". Repeat step 1 and again select Optional Field "UCC Renewal", tap enter, and in step 2, enter "less than" 07/01/08. This will result in the program locating loans with UCC Renewal dates from 06/01/08 to 06/30/08. In step 3, be sure to select both "Optional Fields" and "Optional Fields Data". Additional data may be included by selecting more than those two fields in step 3.

In situations where a range of dates is desired *Quick Date Listings* found on the Supplement Menu is a good alternative. The data included on the Quick Date Listings report is standardized and cannot be altered. It contains loan number, borrower name, and contact information only.

<u>When a report is desired that reflects data within a multitude of Optional Fields, but it is not necessary to limit the search to specific criteria within those fields</u>, select the fields to be displayed in step #1. To select more than one question, hold down the Ctrl key and click on the desired fields. Tap Enter, and when the cursor moves to step #2, click on the "equal to" indicator, and tap Enter again. When the screen prompts for additional criteria, select "no". Proceed to step #3, and select Optional Fields and Optional Fields data. The resulting report will include all the data within the selected Optional Fields.

<u>Important Note</u>: If search criteria is to include data found within Optional Fields along with other data, such as loan amount, it is important that the data that is *not* connected to an Optional Field be chosen prior to selecting from the Optional Fields.

***Buffalo Conference Attendees –***

***Don't forget your 50% Supplement Credit!***

See the May 2008 newsletter for details. Credits may be used on Supplements purchased through July 31, 2008.

## *Important Note!*

Always run the Microsoft Update at www.microsoft.com whenever GMS software is installed on a new or different computer. Work with your IT staff to set up the automatic update best suited for your computer.

## *Using Shortcut Keys in GMS Accounting*

Voucher Data Entry: The slash key is a shortcut key which allows you to repeat the description entered on the previous voucher. In the description field if a slash (/) is entered in the first digit only, the description on the previous voucher will be repeated.

Voucher Data Entry: The backslash key (\) is a shortcut key which allows you to repeat the due date entered on the previous voucher.

Invoice Data Entry: The slash key is a shortcut key which allows you to repeat the description entered on the previous invoice. In the description field if a slash (/) is entered in the first digit only, the description of the previous invoice will be repeated.

Accounts Payable Payment Selection: When selecting individual vouchers, tap the Enter key in the To Be Paid column and the full amount on the line selected will be filled in automatically.

Manual Check Data Entry: Tap the Enter key in the Amount to Pay column and the full amount on the line selected will be filled in automatically.

Using these shortcuts can reduce the number of keystrokes required and save a great deal of data entry time.

**Note:** Information regarding using these shortcut keys will be included in the Help Manual under Operating Information/Navigation and/or Windows Controls Used Throughout the GMS System effective with the release of the June 2008 accounting revisions.

## *Error Messages When Opening GMS Accounting or GMS RLSS*

Numerous calls are received by the GMS service staff regarding error messages when opening GMS programs. Most often the "fix" is to run compact and repair in Microsoft Access. Should you encounter this problem please run compact and repair prior to placing a service call. The instructions below are to be followed if you are using the Access version of GMS and have the Automatic Backup Utility set up on your desktop. Should you wish to run Compact and Repair Manually refer to instructions in your Help Manual under Operating Instructions/Recommended Database Backup Procedures. Please note that there are separate instructions in the Help Manual for Access 2007 users.

If you are using the Access version of GMS and have the GMS Automatic Backup set up on your desktop:

1. Open the GMS Backup Utility
2. Click on Microsoft Access Database
3. Select the database that you wish to Compact and Repair
4. Click Compact Database

GMS recommends that you Compact your database each day prior to completing your daily backup. By following this recommendation you may avoid the waste of time and frustration of not being able to open your database.

### *Year End Leave Accrual Reminder*

If your fiscal year ends June 30 and you accrue your leave liability don't forget to follow the instructions in the Help manual under Payroll/Processing/Leave Balances-Year End Leave Accrual to properly accrue your leave as of June 30.

## *Using Optional Personnel Fields in Employee Master Files*

Human resource personnel and those of you who handle the human resource responsibilities at your agency 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 different columns on the report.

**If your fiscal year ends June 30, 2008 and you feel you need year end assistance from the GMS staff, now is the time to schedule your off site appointment or on site visit. Contact us at 800/933-3501 Ext. 1, email us at service4gms@gmsactg.com or place a service call in the clients section on our website located at www.gmsactg.com.**