

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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You Can Now Prepare your Bank Reconciliation within GMS Software!

As of the June 2008 update, the GMS software now includes a fully integrated Bank Reconciliation feature. This option is accessible on the *Tools* menu.

In addition to the outstanding and cleared check listings which have previously been a feature of the GMS software, the program automatically incorporates all Cash Receipts and General Journal entries that have affected the selected cash account. In a similar fashion to the previous Outstanding Check feature, you are given the ability to clear Deposits and Journal Entries that have been processed by the bank. These clear steps can be done by selecting individual transactions or a range of entries. The Bank Reconciliation feature also has the ability to download your account transactions directly from your financial institution to be matched up automatically with cash entries in the General Ledger! Several bank formats are available in addition to allowing you to set up your own bank format.

There is also the ability to enter adjustments directly into the Bank Reconciliation that are not a result of General Ledger transactions. Once this process is completed you will have a Bank Reconciliation that is a permanent part of your GMS database.

Welcome New Users

Revolving Loan Servicing Systems

Lowcountry Council of Govts. – Yemassee, SC

L. Criswell Bickley, ED Sherry Smity, FD
Michael Knight, C&ED Dir. Nan Mills, Fin Clerk

Accounting Revisions

The latest accounting revisions were posted to our website on June 27, 2008. If for any reason you did not receive a notification emailed to you, please send an email to service4gms@gmsactg.com requesting the instructions be emailed to you.

There were many changes included with this revision, so the memo is rather lengthy. We are excited to release a full ***Bank Reconciliation*** routine that replaced the outstanding check reconciliation under the Tools menu. It includes an import feature that allows you to download and import your bank file into your database which automatically clears all deposits, checks and other withdrawals. ***Reversing journal entries*** has also been added in these revisions.

Don't forget to back up your database!!!

No matter what backup process you or your IT Department 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 IT 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. You most likely will want this backup to be saved into the backup folder on the C drive that was originally created for this purpose. You may also copy and paste the database to 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.

In This Issue: Year End Leave Accrual...2 RLSS Supplements...50% Supplement Credit...

REPORT WRITER – MULTIPLE LINKS BETWEEN 2 TABLES

Have you ever needed to create more than one link between the same 2 tables using Report Writer supplement? An example would be when you are looking up a check number to see the vouchers that were entered for that payment. When you have more than one checking account and the check numbers are the same, the report produced can be confusing if you don't add the second link; you would see the information for that check number from all bank accounts. Adding the second link for the batch number will allow you to add a second condition for the bank account number. You can follow the exercise below to get this information.

Finding Voucher Information with Check Number when you have multiple bank accounts with the same check number

- Open Report Writer
- Choose the organization and click on OK

Add Tables:

- Click on Select Tables and Add Tables.
- Control Click on tblAPPmts, tblCheck, tblVendor and tblVoucher. Click OK.

Do Links:

- Do a link between **Voucher Num** in tblAPPmts and **VoucherNum** in tblVoucher. Click on OK to exit the Edit Link form.
- Do a link between **VendorCode** in tblVoucher and **VendorCode** in tblVendor. Click on Ok to exit the Edit Link form.
- Do a link between **Check Num** in tblAPPmts and **Check Num** in tblCheck. When still in the Edit Link screen, choose **Batchno** from the table on the left and also the table on the right. Click the Add button in the center of the screen. That will add the second link between these tables. You will be able to see the 2 links in Joined Fields. Click on OK to exit the Edit Link form. (This is how you would create multiple links between 2 tables.)
- Click OK on the top right corner on the Tool Bar.
- This returns you to the Main Screen of Report Writer

Edit Fields:

- Click on Edit fields
- Open tblAPPmts and choose the field titled **CheckNum**

Don't Forget Your 50% Supplement Credit!

The deadline for ordering supplements and receiving the credit is July 31, 2008! Agencies whose staff attended the GMS Annual Conference in Buffalo, NY 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.

Have You Had A Change in Staff, Email Addresses, Phone Numbers, Name Changes for Existing Staff?

If you have had any changes, could you please take a minute and update us? Our client system shows the name of your Executive Director, Fiscal Director and any staff member who is a contact and could call in for service on any of your GMS software.

On our website www.gmsactg.com login by selecting the Clients option on the top of the page then entering your 4 digit client number and the password. (The password was sent to your organization in an e-mail dated April 15th or April 16th 2008). You will then find an option on the menu (left hand side of the page) called Client Information Update. This makes it very easy to provide the new information for us to input in our system. Another way is to send an email to service4gms@gmsactg.com with the information as to what has changed, who has left and who replaced them, etc. **Please make sure all contact's e-mail addresses are current.**

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RLSS Supplement #825 Confirmation Letters

If your agency is subject to an annual audit, you are likely required to send letters to your borrowers confirming their loan balance as of the end of the fiscal year. Supplement #825 Confirmation Letters is designed as a tool to assist with this task.

This supplement produces letters for mailing to your borrowers, specifying the loan balance as of a cutoff date. Opportunity is given for them to indicate their agreement or disagreement with the loan balance. You can include all loans, or select by loan fund, loan number, or even optional field. Confirmation Letters setup allows you to enter the person's name and title that will be signing the letter as well as the auditor's name and address allowing the borrowers to return the form directly to your auditor.

The purchase price is:

1-2 Users \$200.00 and \$30.00 annual license/maintenance
3-4 Users \$250.00 and \$37.50 annual license/maintenance
5+ Users \$310.00 and \$46.50 annual license/maintenance

RLSS Supplement #833 EDA Semi-Annual Reporting

Do you have EDA funding for your loan portfolio and are you required to report to them on a semi-annual basis? If yes, you'll find Supplement #833 EDA Semi-annual Reporting to be an excellent time saver. Your seven page EDA report is prepared in a matter of minutes by using information in the RLSS database. Data is moved from the database into a Microsoft Excel spreadsheet template. This data is pulled from the Loan Master file, and includes pertinent information related to loan status, job creation/retention, usage of funds, and loan type. The loan's history is reviewed for disbursement and repayment figures.

Because an Excel spreadsheet format is used, data can be edited and additional information added prior to submitting the report. This is especially important as some information is not tracked within the RLSS program, specifically that relates to your original proposal and utilization. The Excel format allows this additional information to be manually added, with formulas already in place to calculate percentages and totals.

Our standard report, Borrower Profiles, has been enhanced to include all information required by the EDA reporting format. It can be printed and attached to the report as Part IV: Portfolio Loan List.

Utilizing this supplement requires you have Microsoft Excel 2000 or higher installed, and basic Excel skills. Establishment of an Optional Field to track which EDA loans are Direct and which are Guarantee is also necessary.

The purchase price is:

1-2 Users \$300.00 and \$45.00 annual license/maintenance
3-4 Users \$350.00 and \$52.50 annual license/maintenance
5+ Users \$410.00 and \$61.50 annual license/maintenance

Feel free to contact GMS staff if you have questions. Orders may be placed via our website at www.gmsactg.com or by contacting our Maryland office at 800-933-3501 or emailing service4gms@gmsactg.com.

Present versions of Windows Software are:

Accounting: 1.2.258 RLSS:1.0.308

Year End Leave Accrual

If your pay period at the end of your fiscal year is split with some of the days worked in the old fiscal year and some days worked in the new fiscal year and you charge any type of leave when it is earned, you can process separate batches through Leave Processing to calculate leave balances as of the last day of your fiscal year.

Enter a timesheet batch for the days the employees worked in the old fiscal year using the last date of the fiscal year for the ending period of this timesheet batch. In Leave Balance Processing, click on Setup Leave Assumptions. Make sure that all classes have a P for prorated under the Pro/Fixed column in the matrix. If your personnel policies state that only a certain number of leave hours can be carried forward to the new fiscal year for all employees, you also need to enter a Y under Max, a Y under Class and enter the maximum hours that can be carried forward to the new fiscal year.

Click on the Year End Accrual button. If you do not normally have the same hours in each pay period, it will ask you how many hours in the pay period. Enter the total hours for this pay period, not just the hours worked in this timesheet batch. It will calculate the prorated earnings for the time worked in this timesheet batch, record leave taken during this time period and show the balance as of the last day of the fiscal year. At this point, if you want to run the Cost Allocation menu for the last month of your fiscal year, you

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Year End Leave Accrual... ***continued from page 3***

will be able to choose the last day of the fiscal year to use in calculating the accrued leave.

NOTE: If you are selecting more than one batch before clicking on the Year End Accrual button, those batches must all have the same period ending date.

When you are ready to process leave balances using the second timesheet batch for this pay period, in Leave Balance Processing, click on Setup Leave Assumptions. For the applicable leave type, remove the Y under Max and Class and remove the max hours if your personnel policies allow employees to exceed the maximum during the fiscal year.

Select that second timesheet batch and click on Year End Leave Accrual. It will reflect the opening leave balances as of the first day of your new fiscal year and calculate the earnings based on the hours worked in this timesheet batch, record the leave taken and show the balance as of the last day of the pay period.

When you process payroll, both timesheet batches for this pay period will be available for you to select. The stubs will reflect the total of leave earned and taken from the two timesheet batches and the balances as of the last day of the pay period.

Note: If your agency normally earns leave on a fixed basis, don't forget to go back to Leave Balance Processing, Setup Leave Assumptions and change P for prorated to F for fixed after you finish processing all batches through the year end accrual.

Report Writer... ***continued from page 2***

- Open tblCheck and choose the following by double clicking on that field:
Amount
- Open tblVoucher and choose the following by double clicking on each field:
VoucherNum
BatchNum
Amount
- Open tblVendor and choose the following by double clicking on each field:
VendorCode
VendorName

- Make certain that all the fields appear in the window on the right
- Click OK
- This returns you to the Main Screen of Report Writer.

Add Conditions:

- Click on <Click here to add new condition>
- Click on VoucherNum. Click on tblAPPmts. All of the fields will be displayed.
- Click on CheckNum.
- Click on the blank field after "is equal to". In the blank field, put the check number for which you need the information.
- Click on <Click here to add new condition>
- Click on VoucherNum. Click on tblCheck. All of the fields will be displayed.
- Click on BankAccount.
- Click on the blank field after "is equal to". In the blank field, put the GL code for the bank account for which you need the information.
- Click on Run SQL. The information you requested for that check number will be displayed.

Invoice Checking Can Eliminate Duplicate Payments

Do you ever find that you've paid an invoice more than once by mistake? You're not the only one! Even though proper checking and verification of vouchers to be paid is being done, with a large volume of invoices it's possible that a second copy of an invoice gets vouchered and paid again. To help eliminate this, Supplement #396 Invoice Checking can be incorporated into your voucher data input program.

How is the invoice history used?

First, when you enter an invoice number or reference on a voucher, the table is checked to see if it was previously entered for that specific vendor number. If it was, the screen will display the batch and document number and ask if you wish to continue. You can override the question, proceed entering and record the voucher using the same invoice number (typical when voiding a voucher). There is also a "Search Invoice" routine accessed from the A/P Supps menu.

To order this supplement, go to the GMS Website at www.gmsactg.com or contact the GMS office in Maryland. For more information on Supplement #396 Invoice Checking, refer to your Help Manual.