

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

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Producing Reports from Your Old Fiscal Year

If you wish to produce reports from your old fiscal year without reversing the roll forward process you can set up the database in a separate folder and tell the software which fiscal year you wish to access during the login process. On the Login screen you will be able to select, via the Organization combo box, which fiscal year you wish to access. This can be especially helpful during audit time when it is necessary to print reports requested by the auditor; or during a review process from a funding source. This is a procedure that can be repeated at the end of every Fiscal Year. So it is possible to have Financial Reports available for multiple previous fiscal years.

Timing is very important in this process. You want to make sure that all of your Year End activity has been completed and your books are clean. But you need to do this step **before** you roll forward to the next fiscal year. Also, remember that the copy of the database you will be using for previous year reports is to be used **only for report generation**. Any subsequent changes that need to be made in the previous fiscal year will have to be made in the current copy of your agency's database.

Instructions for setting up this previous year folder can be found in the Help Manual under General Ledger/Year

Welcome New Users

Revolving Loan Servicing Systems

Town of Lisbon – Lisbon, ME

Rosie Bradley, ED

Oregon DHS - Salem, OR

Karen Knight, Housing Investments Coordinator
Christy Orcutt, Admin. Specialist

Welcome Beth Guzman!

GMS is excited to announce that Beth Guzman has joined the GMS staff as a field staff representative. Beth has been with Northland Area Agency on Aging in Decorah, Iowa for the past 10 years as their Fiscal & Human Resource Director. During those 10 years, she has been responsible for all major aspects of the GMS Accounting System so she has a wide background of experience to bring with her. Beth lives with her husband, Julio, in Decorah, Iowa. They have 5 children together, 3 living at home and 2 grown up and living elsewhere. She is also involved in a family-owned winery called Winneshek Wildberry Winery for the past three years. It is located on her mother's home farm, which has been in the family for the past 140 years, right outside of Decorah, close to the Minnesota border. The winery was originally built by the Amish.

ftp Site Address Changed

For our clients that have trouble emailing databases to GMS Service Staff and place their files on our ftp site please be aware that our site address has changed. It is now <ftp://ftp.gmsactg.com>. The old site address has been deactivated however the Username and Password has not changed. If you have previously saved the ftp site address in your favorites list, please make the appropriate change. Instructions for placing and retrieving files from the ftp site are in the Help Manual under Operating Information.

In This Issue: June 2008 Accounting Revision Highlights... Audit Schedules...

Holiday Notice

The GMS offices will be closed Monday, September 1st in honor of Labor Day. We will resume normal business hours Tuesday, September 2.

Monthly Bills Posted to GMS Website Soon!

We are very excited to announce that we are in the process of getting our Website changed so we will be able to post our client's monthly billings. As soon as we have posted the new month's charges and printed the monthly billings, we will post them to our website. Each client will have a separate login and password that allows them to access their own monthly billing. You can then view and print your current month billing which will continue to list all outstanding amounts at the time we posted. That way you can have the billing early in the month to include on any accounts payable run you choose to. We will be sending an email to all clients once it is finalized with exact instructions.

Timesheet Adjustments and How They Can Affect Leave

There will be cases in your organization when a timesheet adjustment is necessary for such tasks as correcting coding errors on an original timesheet. Typically, this type of timesheet adjustment has a zero balance in both the hours and amount columns. For example, if an employee coded a timesheet to a wrong element code, it might have been coded to 300008 when it should have gone to 300009. To correct this you would create a timesheet adjustment and enter the original number of hours and dollars, but as negatives (coded to the incorrect element – 300008), followed by the same hours and dollars as positives (coded to the correct element – 300009). If the original timesheet incorrectly included a leave code, or it didn't include one and should have, you would follow the same procedure but use the appropriate leave element code where necessary. The net result of these timesheet adjustments is zero due to the equal positive and negative amounts. Accordingly, if included in the next payroll they will have no effect on the employee's payroll amount. GMS recommends that these batches be processed in the next payroll with all other batches to assure that any corrections to leave balances be recorded and the batches are posted properly.

Hints for Calendar Date Fields

Do you want to go back in time quickly? Although this isn't possible to do with your life, you can do it with the GMS software. Several date fields have combo boxes (with the little arrow pointing down) that will pull up calendars when you click on the arrow. If you find that you want to go back more than one month, rather than clicking on the left arrow at the top of the calendar, click on the month name. This will bring up a listing of all twelve months that will allow you to quickly select the appropriate month. Likewise, if you want to go to a previous year, click on the year that appears and you'll receive up/down arrows to cycle through the years.

In the GMS Accounting system, you'll find this very helpful in many areas including supplements such as Fixed Assets, Schedule of Federal Assistance and Personnel History.

Within RLSS, this is beneficial for Quick Date Listings, Conversations, Late Notices, Loan Coupons, Credit Bureau Report II, EDA Loan Annual Report, Escrow Analysis, Loan Fund Financials, and Loan Invoicing.

Do you Have any Accounting Positions Open?

If you would ever like to advertise a position opening you have in your accounting department, GMS would be happy to put your ad in our newsletter. It has been extremely helpful to some of our clients in the past when they have an opening for a Fiscal Director where it really helps to have some experience using the GMS system. Send your ad to service4gms@gmsactg.com and we can run it in the next month's newsletter if space permits. Normally our newsletters are put together during the 3rd week of the month.

Highlights from the June 2008 Accounting Revisions

Even though we include a list of all our changes in the revision download each quarter and hope that all accounting staff have a chance to read through the entire memo, we've found that sometimes this does not necessarily occur on a timely basis. Since there were so many changes, even though many were minor, we wanted to point out a few of the more significant changes that you should be aware of. Last month's newsletter announced the release of the full Bank Reconciliation with Import features, so even though that was the biggest highlight from the revisions, we won't go into detail again on it this month. Following are a few of the major highlights that we know some clients have been waiting for.

Reversing GJ's

There is now a feature in the GMS software that allows you to have the system create a reversing General Journal entry in a subsequent month. On the General Journal Batch Control Sheet you now see a button that says Reverse GJ. If you click on that button, a list box opens and displays all GJ Document numbers and allows you to select the entries you wish reversed. Once the New Document Date and Posting Period fields are complete, the Prepare button will create a batch for you to review and post. This can be a great time saver for agencies that do Salary and Social Security accruals on a regular basis as well as other entries that are typically reversed.

Post All Allocations

There is a new button on the cost allocation menu to process all items on the cost allocation menu without going into each report and displaying. This was intended for producing Financial Reports in the middle of the month if you don't need to review any of the cost allocation reports. It should not be used during normal month end processing as each cost allocation report should be reviewed carefully and either printed to paper or exported so a report for each pool would be saved each month.

Importing Timesheet Budgets

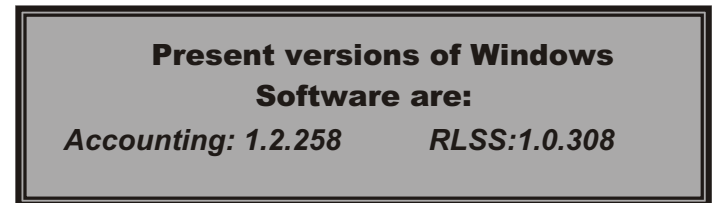
We have added the capability of importing a timesheet budget, using the format, employee code, program element code, project code and hours. You can put 0 for project and it will automatically find the project that belongs to the element listed.

Pay Codes

You can now designate any pay code to be subtracted from a specified leave balance that you track in your employee files. Some of you may have Family Medical leave that can be subtracted from Sick Leave, for one example.

Calculate Taxes in Payroll Adjustments

There is a new checkbox called "calculate taxes" on the payroll adjustment form that will calculate the amounts to withhold for Social Security (checking for max), Medicare, federal, state and local for current adjustments. If a deduction that is deferred from Social Security and Medicare taxable wages is adjusted through a current payroll adjustment, it will also calculate Social Security and Medicare taxes if selected.



Handling Civic Leave

Many Agencies have policies that require employees to reimburse the agency for payment received while on Civic Leave such as Jury Duty or testifying in a court proceeding. These policies are typically in place when an employee receives their normal salary while on this type of leave. If you have a similar policy, following is how you should handle this transaction in the accounting system.

Implementation may take place in two ways: 1) the employee's salary may be reduced to compensate for the government payments received or, 2) the employee may repay the agency after the civic leave has been taken.

If the agency wishes to let the employee keep the payment and will reduce their next paycheck by the amount received, you should:

- Enter a timesheet adjustment using the Civic Leave element code and a minus sign before the dollar amount, which will credit the amount of the payment received. Zero hours should be recorded on the timesheet adjustment as the hours had already been recorded on the original timesheet. Attach documentation of the reduced amount such as a copy of the check or verification from the court.
- Process this timesheet adjustment with the regular batches in your next payroll.

If the employee repays the agency after the civic leave has been taken you should:

- Include the repayment in your normal bank deposit and code the cash receipt to Salaries and Wages – typically GL Account 50000, Element 99700.
- Enter a Timesheet Adjustment as explained above.
- Do **not** process this Timesheet Adjustment through payroll. You will need to manually post this batch through *Tools and Post Timesheet Batches*.

#364 Quarterly Financials

Let the software create quarterly reports in a matter of seconds. You just enter the beginning date and ending date for the quarter in the current fiscal year you need to prepare the information. Revenue and Expenditure reports will be prepared by element and by project, for all or specified projects and elements. The reports include columns for budget, prior year, quarter, year-to-date, project total, and comparison of actual to budget. The Quarterly Financials will not only save time, but ensure accuracy. Refer to your Help Manual for more information on this supplement. If you would like to order this supplement, please do so at the GMS website.

Costs:

	<u>Purchase Price/Annual License/Maintenance</u>
1-2 Users	\$160.00/\$24.00
3-4 Users	\$200.00/\$30.00
5+Users	\$250.00/\$37.50

Schedules You Should Have Ready For Your Auditor

A major contribution you can make for a smooth and efficient audit is to assemble and have available a number of reference schedules and documents. Your auditors may have specific requests for certain schedules, but following is a general list.

Chart of Accounts
Current Year Indirect Cost Plan & Rate Agreement
Bank Reconciliations
Schedule of Prepaid Insurances
Schedule of Other Prepaid Expenses
Schedule of Advances/Schedule of Deposits
Schedule of Fixed Assets
Accounts Payable Listing
Schedule of Accrued Leave By Employee
Schedule of Cost Allocation and Supporting Rate Calculations
Schedule of Federal and State Accounts Receivable
Schedule of Other Accounts Receivable
Schedule of Accrued Interest Income Calculation
Schedule of Accrued Interest Expense Calculation
Schedule of Deferred Revenue/Refundable Advances
Schedule of Grant and Contract Cash To be Returned To Grantors
Summary of Agency Revenue and Expenses
Summary of Revenue and Expenditures by Project

In addition to this general list, due to new audit requirements it might be your responsibility to prepare certain Financial Statements such as the Statement of Financial Position, Statement of Activities Worksheet or Statement of Functional Expenses, or if you are a Quasi-governmental agency a Categorized Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance. If any of these reports will be your responsibility, we have Supplement # 402 FASB 117 Worksheets and Supplement # 415 GASB 34 Worksheets to assist in their preparation. In either case, please have a conversation with your Auditor as to exactly what your responsibility will be in preparation for your audit.

RLSS Supplement #808 Year-to-Date Activity

When auditors come to your agency, they are typically auditing a specific period of time. They will most likely ask to see all loan disbursements and repayments that took place during the audit time frame. To allow you to give this information to them for a specific period of time, we have Supplement #808 Year-to-Date Activity available. This supplement will allow you to specify the beginning and ending date range for which you wish to retrieve the Loan Activity History report for. It will compare this date range with the activity dates entered when posting transactions and include only those entries.

In addition to specifying the date range, you may select a range of loan numbers, to print in alphabetical or numerical order, and if you wish to see the detail of every transaction for the specified time frame or if you just want to see the summary of these transactions.

Additionally, the standard report selections of include all funds, counties, cities, status, loan officer, loan type and borrower type are available for you to further include/exclude loans to meet their requests.

Year-to-Date Activity is also a good document to give your clients at the end of each calendar year as a record of their payments and their distribution to principal, interest, other fees, and the loan balance.

The purchase price is:

1-2 users: \$220.00/\$30.00 annual license/maintenance
3-4 Users: \$250.00/ \$37.50 annual license/maintenance
5+ Users: \$280.00/ \$42.00 annual license/maintenance

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.