

# News From



A Publication for GMS Accounting and Revolving Loan System Clients

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## ***Time to Order W2, 1099 and 1098 Forms***

Can you believe summer is over and it's time to order W2's, 1099's and 1098's again? As in the past, GMS will do its best to ease the strain that this time of year can cause in your fiscal department.

In order to assist our clients, GMS will offer the following three services we hope your agency will take advantage of.

W2, 1099 and 1098 forms will be offered to clients for prices lower than if purchased directly from distributors. GMS orders the forms in bulk so we can offer our clients forms that assure compatibility with our software and at lower prices.

Reminder: When comparing prices with other vendors, factor in the cost for envelopes and W3 and/or 1096 transmittals as GMS prices include these items at no additional cost to you.

GMS will print laser W2, 1099 and 1098 forms for agencies who feel uncomfortable doing this on their own or who do not have adequate printers. However with the types of forms offered again this year, it allows more agencies to print their own tax forms.

Agencies that would like to submit W2 or 1099 information to the IRS/SSA, certain states, or need to meet specific city requirements using magnetic media may arrange for GMS to prepare the files in the required format. Or if you prefer, you can prepare your own files by using Supplement #400 - W2 Magnetic Media Reporting, or Supplement #330 - Complete 1099s which includes the Electronic File Transfer

*continued on page 2*

## ***Join Us in Louisville***

Plan now to attend the 24<sup>th</sup> Annual GMS Financial Management Conference in Louisville, KY. It will be held April 19 – 24, 2009 at the Galt House, a beautiful riverfront hotel located just blocks from downtown Louisville's historic 4<sup>th</sup> Street. This year's conference will overlap with the Kentucky Derby festival, so plan to arrive Saturday April 18<sup>th</sup> and see ***Thunder Over Louisville***, the Nation's largest annual fireworks display.

## ***GMS Off-Site Services Available***

GMS has many off-site services that are available to all accounting and RLSS clients. Year End closing assistance has been a highly requested service for many years and is utilized by many clients each year. Other services we provide are assistance with bank reconciliations, reconciliation of Balance Sheet accounts and step-by-step training on accounts payable, payroll and month end processing. Any function of the accounting system can be covered over the phone, including books of entry, budget maintenance or supplement training. RLSS clients may benefit from our assistance in resolving or correcting entry errors from previous periods, help in cleaning up the history of a particular loan client, or reconciliation of the RLSS reports to the organization's Balance Sheet.

*continued on page 3*

***In This Issue: Order Your Year End Forms Now... Off-site Services Available...***

***Time to Order W2's, 1099's.....  
continued from page 1***

process as a feature of this supplement.

If you are requesting that GMS either print or create the magnetic media file for 1099's, you must have purchased Supplement #330 - Complete 1099's. If you are requesting GMS to either print or create the magnetic media file for 1098's, you must have purchased Supplement #804 - RLSS 1098's.

Please note that as in the past, all forms offered come with the appropriate window envelopes. We have found that it is worth the extra time to stuff the envelopes compared to the problems associated with self mailers. Many clients who have run self-mailer forms in the past had numerous complaints from employees that the copies were smeared and unreadable.

Following is information about W2, 1099 and 1098 forms that we will offer this year:

### ***W2 Forms***

#### ***Dot Matrix W2 Forms***

The "twin sets" style will have two carbonless 4 part sets collated so the employer's and employee's forms are separated. An employer set and a separate employee set are run through the printer in two passes. This design enables the form to run on printers with limited carriage width, and when legibility through 5 or more plies is a problem. The non-mailer employee set is easily inserted into a double window W-2 envelope and mailed to the employee.

The single-wide, carbonless employee set includes Copy B to be filed with employee's federal tax return, Copy C for employee's file, and Copy 2 to be filed with employee's state, city or local income tax return.

The single-wide, carbonless employer set includes Copy A for Social Security Administration, Copy 1 for state, city or local tax department, and Copy D for employer.

This will accommodate cities in states that require 8 part W2s. These will include an additional Copy 1 for state, city or local tax department and Copy 2 for employee's state, city or local income tax.

#### ***Laser W2 2-Up Forms***

We offer two options for Laser W2 forms. The standard option is a 6-part form for those agencies with 250 or less employees who must submit the Federal IRS Copy A to the Social Security Administration. This 2 up laser W2 contains

filing information for two employees. (1 sheet = 2 forms). These forms are run through the printer one part at a time.

#### ***Laser W2 4-Up Horizontal Forms***

The second option of Laser W2 form is a 4-up horizontal version for clients **who are filing with the SSA electronically**. Each 8 ½" X 11" sheet contains four copies for one employee printed 8 lines per inch. The employee's copies and employer's copies are each run through one time. These forms are compatible for those agencies who submit the Federal IRS Copy A to the Social Security Administration electronically since there is no Copy A on the employer's page.

### ***1099 Forms***

#### ***Dot matrix 1099 Forms***

The dot matrix version is a single-wide 4-part carbonless form which comes with window envelopes. The 1099 includes 4 forms - Copy A for IRS, Copy 1 for state tax department, Copy C for payer, and Copy B for recipient in the mailer. Since they are carbonless and do not include a self-mailer, this version should eliminate the smearing problem encountered in previous years.

#### ***Laser 1099 Forms***

The laser form that we offer includes 4 forms just like the dot matrix version, including window envelopes with each order. These forms are also compatible with standard laser print programs.

### ***1098 Mortgage Interest Statement Forms***

#### ***Dot Matrix 1098 Forms***

The dot matrix 1098 form we offer is a 3-part carbonless form including window envelopes with each order. The 1098 includes Copy A for the Internal Revenue Service, Copy B for payer and Copy C for recipient or state.

#### ***Laser 1098 Forms***

We also offer a laser 1098 form which includes 3 forms just like the dot matrix version, including window envelopes with each order.

### ***Arranging for GMS to Print W2s, 1099s, and 1098s***

A number of agencies have experienced printer problems when printing W2, 1099 and 1098 forms because of the thickness of these documents.

However, with the style of forms being offered again this year, many agencies will be able to print their own forms that haven't been able to in the past. GMS will still make this

*continued on page 3*

***Time to Order W2's, 1099's.....  
continued from page 2***

***Off Site Services.....  
continued from page 1***

service available to all clients. Turn around time will be approximately one week from the time the files are received.

Printed forms will be shipped via the service specified on the transmittal form. You may send your files to GMS using email to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com).

***W2 and 1099 Diskettes***

Magnetic media submission is required for organizations submitting 250 or more W2 or 1099 forms. GMS provides this service for a fee for any client requesting it. It does not matter whether we print your forms. Supplements #400 and #330 are available to prepare W2 and 1099 diskettes.

***1098 Forms***

Supplement #804 RLSS 1098's is available for those agencies required to issue 1098's. It also allows creation of a file that must be formed if GMS is requested to print forms for you.

***Placing your Order***

Orders may be placed using the order form included with this newsletter or order on-line at [www.gmsactg.com](http://www.gmsactg.com). All orders must be placed by October 31st to avoid an additional price increase of 10%. Please note: If GMS is printing your forms or preparing your files, your order must still be placed by October 31st to guarantee form availability.

You may want to order more than the number of required forms in the event of printer malfunctions or data errors. GMS orders the forms in bulk based on the number of orders received by clients. If you need to reprint your forms for any reason, GMS may not be able to receive more forms at the bulk price we originally received them.

Should you have any questions or need further assistance, please do not hesitate to contact the GMS office via email to [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com) or call (800) 933-3501 ext. 1.

These services are billed at our prevailing off-site rate, which is currently \$100.00 per hour. Normally, one to three hours are scheduled, however the initial estimate might be higher based on the task at hand. Follow-up time may be scheduled on demand. Off-site training can't replace on-site training that is concentrated one-on-one time spent for 8 or more hours a day for 4 days in a row, but can be a good option when cost or timing play an important factor. To schedule training please place a service call via our website or call 800/933-3501, ext 1.



***Applying Penalties, or "Late Fees" within RLSS***

Loan penalties can only be applied in accordance with the loan documentation. When loan documentation specifies a penalty, it may be applied as payments are posted. The Loan Master, Loan Terms tab, allows you to enter the amount of the potential late fee, along with the number of days that must elapse before the late fee is to be applied.

When the Loan Master has data within the late fee and subsequent days fields, payments posted with an activity date that warrants a late fee will automatically withhold the late fee amount. You can also manually enter the late fee when posting activity. When you do so, this amount will be deducted from the amount of payment going to principal.

If the activity being posted has insufficient cash to cover the current interest plus the late fee, accrued interest will automatically be adjusted to ensure the amount applied to principal is not negative.

**Present versions of Software are:**

**Accounting: 1.2.258      RLSS:1.0.308**

## ***Don't forget to back up your Database!!!***

No matter what backup process you 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 tape backup run each night on the server. The GMS backup utility runs the compact and repair and makes a backup copy of the database in the folder of your choice. *Access users* may want this backup to be saved into the backup folder on the C drive originally created for this purpose but *SQL Server users* store the backup on the network drive. Also note that your SQL Server administrator, or person responsible for your SQL Server activities, should have a maintenance plan in place that does a daily backup automatically.

You should also place a copy of the database on a flash drive for a convenient off site backup. Burning a CD for off site storage is another possibility. *No matter what method you use, please make sure you have an off-site copy of your database.* 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.

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## ***Supplement # 412 R & E Report Designer***

Are you tired of spending a lot of time working in spreadsheets to design your funding source reports? Do you take a stack of Revenue & Expense reports to a large table to sort by program director? If the answer to either of these questions is Yes, we can help you. The R & E Report Designer supplement is designed to retrieve the last set of Revenue & Expenditure Reports you generated and customize them to help meet specific reporting needs. You can take your 2 page Revenue & Expenditure Report and collapse the line items into as many or few categories as you wish, such as: Personnel Costs, Program Costs, and Other. Wouldn't it be nice to be able to go into this supplement during month end processing, and simply select *CSBG Report*? All of your expenses would be grouped as needed for CSBG, ready to transfer to your form to be submitted. And the report formats are endless. You can design as many as you need to simplify your external reporting.

You can also "bundle" or group your projects by department or supervisor. For example, this supplement can be set up to allow you to select *Children's Services* and it will only print the projects or elements you have previously identified as Children's Services projects.....and print

them in the format you desire! Another of the many features of this supplement is to allow you to print Revenue and Expenditure Reports using provisional rates for Fringe, Common and M & G costs even if your organization's rates are set up in the system as actual.

Orders for this supplement may be placed via our website at [www.gmsactg.com](http://www.gmsactg.com) or by contacting our Maryland office at 800.933.3501 or emailing us at [service4gms@gmsactg.com](mailto:service4gms@gmsactg.com).

### ***The purchase price is:***

1-2 users: \$200.00/\$30.00 annual license/maintenance  
3-4 users: \$250.00/\$35.00 annual license/maintenance  
5+ users: \$310.00/\$46.50 annual license/maintenance

## ***Split Bi-weekly Payrolls and Using Ask for Hours***

Service calls are occasionally received asking what to enter when the message "Please enter the hours this employee worked this pay period" is displayed when you are entering two timesheet batches for one pay period for an employee who is either set up for *Ask for Hours* or has a *P* in the A/H/P field of their employee file. (The *P* means the pay rate entered is a per-pay-period amount.) This would be done if the pay period had days in two different months and you wanted to charge the time properly to the month in which the work was performed. This is especially common at your organization's fiscal year end.

Be careful not to make this more difficult than it actually is. The number you need to enter for total hours worked in this pay should be the sum of total hours for both timesheets.

The example below represents an employee who worked 4 days in one month and 6 days in the following month.

First month is 4 days@ 9 hrs per day = 36 hours

Second month is 6 days@ 9 hrs per day = 54 hours

Total Hours = 90 hours

The total number of hours to be entered for this employee would be 90. It will then calculate the correct hourly rate so the total salary cost will be accurate. Please be aware however, that if your organization awards any type of leave on a per pay basis, such as AL, and the leave is awarded on a fixed basis (you can check this in Payroll/Processing/Leave Balance/Set up Leave Assumptions), it needs to be changed from Fixed to Prorated for this payroll only, than changed back to Fixed after the payroll has been completed. This will assure that your employee will earn the proper amount of leave time.