

News From



A Publication for GMS Accounting and Revolving Loan System Clients

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Getting Ready for W2s – What You Can Do Now

Although three months remain before you need to prepare W2s, here are some things you can do now to get ready.

- ◆ Make sure that the year-to-date payroll information is correct. Don't wait until after the last payroll of the year is completed to verify this information. Your YTD Payroll Control Sheet is an excellent tool to use to verify these amounts.
- ◆ Understand your special W2 requirements particularly for issues such as pension, deferred compensation, dependent care and group life insurance over \$50,000. You may need to review the IRS requirements or consult your CPA.
- ◆ Be familiar with any appropriate federal and state magnetic media reporting requirements and deadlines that must be met.
- ◆ Order W2 forms, and if you need or would desire to, arrange for W2 printing or magnetic media preparation with GMS.
- ◆ Review the W2 processing section in your Help files. These instructions are located under Payroll/Annual.

Please Note: W2, 1099 or 1098 forms will not be sent to any clients whose accounts are in arrears. Forms will be sent in December to all clients who have paid their balances due as of October 31, 2008. Those agencies requesting that GMS print their forms or prepare magnetic media for 2008 also may not have an overdue balance.

Have you Installed the Latest Accounting Revisions?

You should have received an email from GMS in September 2008 that included instructions for downloading and installing the latest GMS Accounting Software revisions.

It is important that these revisions are installed in a timely manner. We find that service calls are sometimes placed for issues that were resolved in a recent revision. Also, it is important that all staff working with the accounting system read through the list of changes that is included with every revision so that everyone is aware of new or changed items.

What's New With RLSS?

GMS is excited to announce an upcoming new improved version of RLSS software. We are currently rewriting our software in VB.NET. Utilizing the newest technology, VB.NET will allow more search options and greater functionality. Your screens will have a more updated look but you will not lose any of the great RLSS features you've become accustomed to using. This software is currently in the testing phase. Once this is completed it will be sent to all RLSS clients at no additional charge. *Look for this before the end of the year!*

After the completion of the VB.NET version, we will then begin working on a SQL Server version of GMS-RLSS. The SQL Server version is designed for clients with larger databases. There will be a fee associated with this upgrade. We also recommend that you have an IT person on staff if you choose to upgrade. Watch *News from GMS* for the release date of the SQL Server version.

In This Issue: Using the GMS FTP Site...Tricks With List Boxes...#416 Check Signatures...

GMS Software and Your Computer

If you are going to install GMS Accounting or GMS RLSS on a Vista computer, you need to turn off the UAC (user account control) first. You can locate the UAC from the Control Panel. After turning off the user account control, the computer must be restarted before installing GMS.

Also all computers using GMS must have the Microsoft Service Packs up-to-date and all critical updates installed or else errors may occur when operating the software. Our Memo that accompanies each software revision always lists what the most recent Service Packs are for the various Microsoft Operating Systems. However to be sure that you are current with these downloads, log onto Microsoft.com, click on Downloads & Trials, and then click on Microsoft Updates to ensure all critical updates are in place. Our software is designed and updated with the assumption that your system is current with all critical Microsoft updates. There are settings on your computer that can automatically download and install these updates. However, if you have an I.T. person on staff or on a consultant basis, you should check with them to see what settings they desire for your computer.

Software Tips – Things You Should Know....

- ❑ In order to use the scroll wheel on the top of your mouse to move the pages of a report up and down, you need to left click on the displayed report and then move the scroll wheel and your page will move.
- ❑ When using Report Writer and you are in the Edit Fields tab, if you have added fields to the result fields and you want to rearrange the order of the fields on your report, click and hold your mouse on the number to the left of the field you wish to move. Move your mouse to the number of the position in which you want the field and release the mouse button. The field you moved will appear in the new order.



Happy
Halloween From
All of Us
at GMS!

Supplement #416 Check Signatures

Are you looking for an alternative to handwritten signatures on your checks? Is the monthly lease on your check signing machine a costly expense? If the answer to either of those questions is Yes, why not consider ordering Supplement #416 Check Signatures? It allows an authorized user to include scanned images of signatures to be printed on accounts payable, payroll and manual checks. A setup form is maintained to assign designated signatures and authorize specified users for each General Ledger cash account. There are also print options that can be set up to reflect your agency's policies regarding the dollar amount of the checks when the scanned images can be or cannot be used. When a user is ready to print checks, it compares the user name of the person logged in to the check signature file to see if they are an authorized user of the signature for this account. If they are, a message will be given stating "This GL account has signature files. Do you wish to include signatures?"

This supplement is designed to only be used by agencies whose authorized users of scanned signatures have their own identifying user name and password. High security of scanned signatures must be in place in order to maintain a tight internal control. Be sure to read over the GMS recommendations and Things You Should Know sections in the Help Manual for this supplement if you are planning to order it. You may also want to contact your auditor to discuss any additional precautions that should be taken or considered in accordance with the fraud and internal control questionnaire they usually fill out during the audit.

1-2 Users: \$160.00/24.00
3-4 Users: \$200.00/30.00
5+Users: \$250.00/37.50

Don't forget, supplements can be ordered from the GMS website at www.gmsactg.com.

Do You Need to Stock Up On Office Forms?

GMS is a partner with American Solutions for Business to make GMS related forms available to our clients. Should you need laser or dot matrix checks, multi-purpose forms, RLSS payment coupons or payroll direct deposit stubs, American Solutions for Business provides forms which are compatible with your GMS software. For more information, click on Links to GMS Partners on our website at gmsactg.com. A product brochure, pricing information and an email address for placing orders are available on the GMS website. More information about American Solutions for Business is available on their website at americanbus.com.

Using the GMS FTP Site

The GMS FTP site is used for several things such as GMS staff putting certain files on for clients to download or for clients to put their database on so GMS staff can research problems they are having. Instructions for connecting to the ftp site can be found in your Help Manual under Operating Information. Whenever you put a file on the ftp site you will want to be sure it is password protected. Otherwise any GMS client could download your database and be able to see all of your data. ***GMS is not responsible for any databases put on the ftp site that are not password protected.***

You should always zip up your database, which is when you would enter the password. The Winzip and 7 Zip programs will allow you to add a password to the file while other software, such as the Windows XP and Windows Vista operating system zip utilities, don't have the capability of adding passwords. Any time you put a file on the GMS ftp site you would want it to be password protected so it can only be opened by an authorized person that has been given that password.

Present versions of Software are:

Accounting: 1.2.259 RLSS:1.0.308

Tricks with List Boxes

"List boxes" allow you to select one or more items to be included in your reports. By clicking on just one item, you'll receive only that item for your report. If you want several items that are in a continuous series within your list box, you may select these items by simply dragging your mouse to highlight the desired items or use shift click to click on the beginning and ending item in the range. Should you want multiple items that are not in a continuous series, hold down your Ctrl key as you click on your selections.

To quickly get to an item to be selected that is in the middle or end of your list box, you can select code order, click with your mouse in that list box, and then type in the first number of the item you are wishing to search for. You will automatically be taken to the first occurrence of that number.

A good example is if you are in the General Ledger with Current Detail and wish to print only code 50000 Salaries. Simply click in the left hand list box so the computer knows the code you are looking for is contained in that list box and not the list box to the right. Next, type the number 5. You

will immediately be taken to the first instance of codes beginning with 5. You may then click on 50000 with your mouse and it will be included in your report.

Another possibility is you may wish to find a certain vendor code in your Payment History supplement. By removing the checkmark in the All Vendor box and then clicking on the Vendor Code box you will bring up the list box of vendors. Click once in this list box and type in the first digit of the vendor code you wish to go to. The first vendor code beginning with that number will appear in your list box.

RLSS Loan Activity Period, Monthly Activity Report, and Journal Entry

Activity Period: It is important users understand that when entering loan activity, the activity period will always default to the current month/year based on the computer's date. However, the period is always under user control. The automatic default period can be overridden and replaced with any other valid month/year combination.

In a situation where a payment is deposited in one month, and now it is being entered into the system in the following month, it is important that you change the automatic default period to the month the deposit was made. If you use the Monthly Activity Report to reconcile with bank deposits, it is even more important it is recorded in the period that matches the deposit date. Monthly bank statements can then be reconciled with the Monthly Activity Report. ***If the activity is not an adjustment, the activity date should always be the actual date of the loan activity; the period does not have an impact on the loan history nor any other standard report.***

Monthly Activity Report: This is likely the most important report within the RLSS program. It can be used to reconcile with bank deposits and accounting records, and frequent monitoring can ensure all loan activity is being posted properly. When the report is created, the screen has an option to "include all dates". Recent service calls indicate that not everyone understands this option and its impact on the report results.

We've included options for selecting by date range, which is helpful for those clients who do daily or weekly bank deposits. For example, selecting dates 09/22/08 to 09/26/08 will create a report that shows activity that 1) was recorded within the selected period, and 2) has an activity date within the entered range. This can then be reconciled to a weekly bank deposit to ensure all activity was processed

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***RLSS Loan Activity “Period”...
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through the bank, and that every item deposited was properly posted to RLSS.

Because activity dates sometimes fall outside the month/year used for the activity period, *it becomes especially important that the response to “include all dates” is “yes” when the final report is created for the month.* Pulling a report for 09/08 period with a date range of 09/01/08 to 09/30/08 may exclude those activities, such as adjustments for an NSF check, recorded with dates outside of September, 2008. Creating a comprehensive report that reflects all activity recorded within the activity period is only accomplished by selecting “yes” for all dates.

The screen used to create the Monthly Activity Report includes a display-only field titled “ending date”. If the user inputs a date range, this field will display the final date of the range entered. When all dates are selected, this field will display the final activity date recorded within the selected period.

Journal Entry: The journal entry is created using the activity period totals calculated when the Monthly Activity Report is done. This makes pulling the final Monthly Activity report with all dates even more vital. The data is held in a temporary table, and is then used to create the Journal Entry. The best way to ensure the accuracy of the Journal Entry is to ensure the accuracy of the Monthly Activity Report. Likewise, the best way to ensure the accuracy of the Monthly Activity Report is to include all dates. In the event a Journal Entry is created and then additional loan activity is recorded within the same period, a new Monthly Activity Report should be pulled and a new Journal Entry created.

Downloads available on the GMS Website

As you might be aware, creating spreadsheets in Excel to import data into the GMS software, or identifying tables, establishing links, and picking fields in the GMS Report Writer supplement can be time consuming tasks. In order to help you with some of these tasks, GMS has created some of these files and are available to you for download, at no cost, from the GMS website. Some of these available files are:

Sample Timesheet Import to be Downloaded and Customized

We have added sample timesheet files in Excel format which can be downloaded and customized for use at your agency. Once the employee has entered the hours worked

into the spreadsheet, the information necessary to import using Supplement #411 Timesheet Import, is automatically filled in and the timesheet is ready to be imported into GMS accounting.

Also we have added ***Sample Import Files*** to illustrate the format to be used when creating spreadsheets for use with Budget Import, Voucher Import (Supplement #413), and Invoice Import (Supplement #417).

Prepared Report Writer Structures and Queries

Under downloads you will find several Report Writer structures and queries ready to use. Some of the more requested Report Writer exercises that are available for download are: *AR by Element with Invoice Number and Cash Receipt, Employee Address Labels, Schedule of Fixed Asset Additions, and Trial Balance Worksheet.* Once you have downloaded these files, all you will have to do is follow the normal Report Writer procedure of loading the dbs file and retrieving the query for the appropriate report.

Can You Zip and Unzip Files?

One of the things your staff needs to be familiar with is zipping and unzipping files. Software used in zipping and unzipping files comes from an outside source, not GMS, and it is extremely helpful if everyone using GMS software is familiar with their program and the procedure for zipping and unzipping files.

GMS regularly posts revisions of our software to our website, and a part of the instructions for installing the revisions is to be able to unzip the file to a specific location. If you are using a program that you are not familiar with and it is different than the one being used by the GMS service representative, it is difficult for us to walk you through the steps. You must be able to select the correct location of the resulting file after unzipping.

Another instance where you need to be familiar with the zip program you use is when being asked to zip your database. Sometimes when talking with a GMS service representative you will be asked to zip your database and send to us or put it on our ftp site. Again, you need to know how to use the program on your computer in order to zip the files to send to us.

Join Us in Louisville

Plan now to attend the 24th Annual GMS Financial Management Conference in Louisville, KY, April 19 – 24, 2009 at the Galt House!
