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# GMS Monthly GMS Newsletter

February 2020

Volume 32, No. 2

## GMS Accounting Summit 2020 35th Annual Financial Management Conference May 17 - 20, 2020 - Memphis, Tennessee



Don't forget to mark your calendars to take part in our 35th Annual GMS Financial Management Conference to be held in Memphis, Tennessee on May 17 - 20, 2020. Sunday, the 17th will kick off at 5:30 p.m. with our "Regiception"! During this Regiception you can pick up your registration packets & name badges, meet with the GMS team, network with your peers and enjoy food, drink, music and games all at the same time and place.

Our 2020 Accounting Summit is being held at The Guest House at Graceland. The Guest House at Graceland is located just steps away from the iconic Graceland Mansion. Enjoy Southern hospitality, royal treatment, and luxurious amenities that would make the King himself proud at this extraordinary resort in the heart of Elvis Presley's Graceland.

For complete summit information, including descriptions on 25+ sessions, new instructors, great networking opportunities, one-on-one appointments and our Software Support Center, please visit the Accounting Summit website. <https://www.gmsactg.com/gms-accounting-summit-2020.html>



## RLSS Summit in Memphis, TN

This year's GMS RLSS Summit will be held on May 21 - 22, 2020, immediately following the GMS Accounting Summit in the Home of Blues, Soul, and Rock-n-Roll, Memphis, Tennessee.

During this summit, all aspects of the GMS-RLSS software will be covered. You will learn how to enter and edit Loan Master Files; enter Loan Activity and how to correct any errors and/or change dates and notes; set up new codes; different ways to prepare Amortization Schedules; which reports are best used for different circumstances; and how the many RLSS features and supplements can make your life easier and save you time. New tips and techniques will be presented and many other items will be discussed.

Arrive a day or two early to tour Elvis Presley's Graceland, located within walking distance of the Summit, or visit downtown Memphis.

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### RLSS Webinar This Month

If you use our Revolving Loan Servicing Software (RLSS), you will not want to miss this month's webinar on how to use Master File Query. Master File Query is a robust report writer feature within the RLSS Software.

This one-hour webinar will teach you how to retrieve data from your loans to produce everything from simple lists to complex reports that will benefit lending staff as well as managers and auditors.

Register for the Master File Query webinar being held on February 19 at 2pmET at the following link. Cost is only \$50.

<https://www.gmsactg.com/rlss-master-file-query.html>



### The Guesthouse at Graceland - FAQs

To help plan your stay at The Guesthouse at Graceland in Memphis, where the 2020 Summits will be held, we have provided a link to their most Frequently Asked Questions.

<https://guesthousegraceland.com/questions-about-staying-at-the-guest-house-at-graceland-answered/>

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## Payroll FAQs

**Q. I just updated timesheets in Leave Processing and have noticed an employee is not earning the correct amount of leave. What should I do?**

**A.** This could be due to different things:

1. Did they work the required number of hours for the pay period? If leave is set up to accrue on a pro-rated basis and the employee does not work all the required hours, then their earning amount would be pro-rated. Nothing further is required.
2. If it was a data-entry error when entering the timesheet, correct the timesheet and update thru the Leave Processing menu again.
3. Do they have an incorrect number of hours to be earned in their Employee File? If yes, correct the hours and update the timesheet thru Leave Processing again.

**Q. I am reviewing the Payroll Register and see that an employee is not being paid the correct amount. What steps do I need to take to correct this?**

**A.** First, check the timesheet batch to make sure number of hours entered is correct. If the problem is due to the rate of pay, go to the Employee File to correct it. Next,

retrieve the Timesheet Batch and select the Employee within the batch. Click on Edit and tap enter thru the information entered. Make sure the correct rate of pay now appears for all line items. Save the edits for this employee. Return to Leave Processing, update the batch there and confirm the report is correct. You may now Prepare Payroll again.

**Q. We pay bi-weekly. Normally there are only two pay periods in the month but due to the way the days fall, this month has three pay periods. I deducted the normal payroll deductions in the first two payrolls this month. How do I not deduct these amounts this pay period?**

**A.** When selecting the Prepare Payroll menu option, you will notice at the bottom of the Timesheet Batches tab is a check box labeled Include all deductions. Remove the checkmark from this box. You will then be directed to the Include deduction/special pay tab. When you remove the checkmark from Include all deductions on this tab, a listing of all payroll deductions will appear. Remove the checkmark from any deduction you do not wish to process this payroll. Typically, these would be your "amount" type deductions. "Percentage" type deductions would normally continue to be deducted.

**Q. I'm reviewing the paychecks on the screen before I print them and I've noticed I forgot to include Expense Reimbursements.**

**A.** Exit the check printing screen and be sure to answer NO to the question asking if you wish to save the check run. Enter the Expense Reimbursements if this has not yet been done. Next, go to Payroll Processing and make certain Include all expense reimbursement batches is checked. Click on the Prepare Payroll button. Review the Payroll Register for accuracy and to confirm Expense Reimbursement batches are now included.

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## Replenish Supplies

Is it time to order Checks? Or maybe you need perforated paper in which to print your RLSS Loan Coupons?

<http://www.gmsactgsupplies.com/store/home.asp>



## Retirements

After over 30 years of service, Sandy Thompson, CFO at CAP of Evansville & Vanderburgh Co. Inc. in Evansville, IN has retired. Erin Fleming is the new CFO. Welcome, Erin!

On December 31, Beth Johnson from Middle Peninsula Planning District Commission in Saluda, VA retired.

Greg Smith, Finance Officer at Mid-Willamette Valley COG in Salem, OR, will be retiring on February 28. Greg has been a GMS client for over 23 years at two different agencies in two different states – Idaho and Oregon.

Best wishes Sandy, Beth, and Greg, as you begin this new chapter in your lives. It's been a pleasure working with all of you.

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## Happy Anniversary

We are proud to announce that on February 27, Software



Technical Support Specialist Barb Rassler will be celebrating her 30th anniversary with GMS. Thanks, Barb, for your many dedicated years!



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## ANNUAL SUMMITS

[GMS ACCOUNTING SUMMIT 2020 - MAY 17 - 20, 2020 - MEMPHIS, TN](#)

[GMS RLSS SUMMIT 2020 - MAY 21 - 22, 2020 - MEMPHIS, TN](#)

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## REGIONAL TRAININGS

***Must register for Charlotte by February 18th***

[OVERVIEW OF THE GMS ACCOUNTING SYSTEM - MARCH 12, 2020 - CHARLOTTE, NC](#)

[YEAR END PROCEDURES/PREPARING FOR AUDIT - OCTOBER 8, 2020 - LOUISVILLE, KY](#)

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## WEBINARS

[RLSS MASTER FILE QUERY - FEBRUARY 19, 2020](#)

[FIXED ASSETS - JULY 15, 2020](#)

[COST ALLOCATION - NOVEMBER 18, 2020](#)

[Sign Up For Our Newsletter](#)



*To save or print the February issue of GMS News:*



Since 1980, GMS, Inc. (Grants Management Systems, Inc.) has designed specialized software with a demonstrated record of success for nonprofit and public organizations throughout the United States. For over 30 years GMS has successfully implemented accounting and revolving loan systems for grant and contract recipients, and continues to provide support long after the initial implementation of these systems, setting us apart from our competitors.

**PRODUCTS & SERVICES**

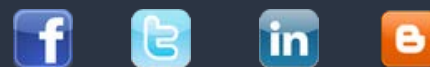
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