



Monthly GMS Newsletter

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Registration is now open for the GMS Summits in beautiful St. Pete Beach, Florida this fall. The Accounting Summit will take place October 24-27, 2021, followed by the RLSS Training Summit on October 28-29. To register, please click on the link(s) below. Once you have registered, you will receive information as to how to reserve your room at The Don CeSar at our greatly discounted rate.

In upcoming newsletters, we will be providing more information regarding featured speakers and class offerings so be certain to watch for these.

Annual Summits

The GMS Annual Summits are known to be the best learning opportunity for both GMS Accounting and GMS RLSS clients. The **most** topics in one location, the **best** instructors and the **greatest** attendees!

Accounting Summit registration: <https://www.gmsactg.com/accounting-summit-registration.html>

RLSS Summit registration: <https://www.gmsactg.com/rlss-summit-registration.html>

Don't miss this annual training event and the opportunity to network with your colleagues! Register today!

Maximizing GMS Performance

There are two procedures that you should be following routinely to assure that the GMS Accounting and GMS Revolving Loan software are performing at their optimum ability. First, make sure that you have downloaded and installed all available updates. This applies to the GMS revisions we send to our clients as well as **all appropriate updates from Microsoft**. These need to be done in a timely manner and you may want to have a conversation with your IT personnel to assure that the best update procedures, for all sources, are in place. To determine if you are using the latest version of GMS accounting or revolving loan, when logged in to your software, click on Help/About and note the version number. Next, click on Help/Help/Contents. For accounting, select List of Changes and for RLSS, select Revision Changes. Select the most current date from the listing. The version number will appear at the top of the document to compare.

Second, make sure you perform your daily compact and repair if you are using the Microsoft Access version of the accounting or revolving loan software. As you use a database and add transactions, the database is naturally going to get larger. Also, during the normal operation of GMS software, empty spaces can be created within the database. These empty spaces may cause items to open more slowly and normal operations may generally seem to take longer. The compact and repair step will remove these empty spaces and help your accounting or revolving loan software run smoother.

If you are using the SQL version of GMS software, your IT person or database administrator should write a maintenance plan for the management of the database(s).

All users will need to be logged out of the software when performing any of the above steps.

For use along with the recommendation of your IT staff, GMS has created a Backup Utility.

Accounting software clients will find this backup utility in the folder that the latest software revision was unzipped to. The file name is BackupDatabase. We suggest creating a shortcut on your desktop to access this. When accessing this Backup Utility, you will have the option to select Access database or SQL Database. Access clients will have the options to Compact & Repair or Backup Database, while SQL clients will only have the option to backup the database.

RLSS software clients can obtain the GMSbackuputility.exe at <https://gms-inc.sharefile.com/d-52179c4373dca4860972595c45e6298af>. Please call for the password to unzip or inquire thru chat. We also recommend creating a shortcut on your desktop to access this utility. RLSS clients will have the same Access and SQL options as noted for Accounting software clients.

The GMS Help files contain detailed backup instructions and recommendations. In the GMS Accounting Help Manual, these are located in Operating Information\Recommended Database Backup Procedures. For GMS RLSS, they are located in General Operating\Database Maintenance Backups.

Monthly Processing - FAQ

Following are some of the most frequently asked questions regarding monthly processing.

Q. The Reconciling Items page on the Balance Sheet shows some discrepancies. Where should I look to find what is causing these?

A. (1) If timesheets are posted to one month but not paid until the following month, you may see a discrepancy here that is equal to the timesheet batch(es). This is normal, however, at fiscal year end an accrual GJ should be entered to bring this into balance. If the discrepancy is not due to a timing issue, the problem should be researched and corrected.
Paid Salaries are: Obtained from After Payroll Journal Entry amount that is coded to 997000-50000. Print General Ledger with Current Detail for the 50000 account to see the detail.
Timesheets show: Timesheet batches that have been entered. Batch Analysis (first menu item under Monthly Processing) is the best place to review for detail.
Print both reports discussed above for the month of the discrepancy. Each after payroll GJ should equal the total of one or more of the timesheet batches.

(2) Leave accrued this year: If you expense leave as it is earned you will carry a balance here until the end of the agency fiscal year when year end closing entries are completed.

(3) Fringe: Typically a line item is not set up in the fringe pool that has been coded using the element 998000 will cause this discrepancy, OR you use a Fixed Rate instead of Actual Costs.
Fringe Pool is: Review the top portion of the Fringe Benefit Rate Computation and Analysis for any line items that are not normally part of your fringe pool. Detail can be found by selecting that line item when printing the General Ledger with Current Detail.
Fringe allocated is: This is the amount that is allocated to your program elements based upon your fringe allocation matrix set up under Tools, Cost Allocation Setup. Did you recently add a class of employees or a new fringe benefit line item that did not get set up here?

(4) Indirect Pool: Generally a balance is found here if you use a Fixed Indirect Rate rather than Actual.
Indirect Pool is: This contains costs coded to element 999000 or above. Detail for individual line items can be found in the General Ledger with Current Detail.
Indirect Allocated is: This is the amount that is allocated to your program elements based upon your indirect allocation matrix set up under Tools, Cost Allocation Setup.

Q. How do I verify the Salary, Fringe and/or Indirect amounts on the Revenue & Expenditure Reports for my auditors?

A. In the Help Manual under General Ledger, Monthly Processing, you will find a section titled "Selected Cost Allocation Newsletter Articles". These articles discuss how the calculations are made for the Leave Pool, Fringe Benefit Pool, and Indirect Cost Pool plus how these pools affect your financial reports. These are not only a great reference for you, but oftentimes your auditor will want to include a copy of these in his/her audit report.

Q. I am reviewing my Revenue and Expenditure Reports and am noticing that the Current month & YTD amounts are the same for Salaries, Fringe, and Indirect.

A. This usually indicates the Month End button on the Financial Reports menu was not clicked after completing the prior month. To correct this, go to Tools, Organization and edit the Current Month to be the previous month. For example, if you noticed this problem when running your R&E reports for April, you would want to edit the current period to be 03/31/21. Next, on the Cost Allocation menu, select Post All Allocations. (If it asks for pay period ending, select the pay period you used when closing 3/31 per this example.) After completion of posting allocations, go to Financial Reports and Post All Financials. When this is completed, click the Month End button. You may now reprocess April.

Q. I am reviewing my Revenue and Expenditure Reports and am noticing there are no amounts listed for Salaries, Fringe, and Indirect.

A. On the Cost Allocation menu, Cost Allocation Locks was not completed. Return to the Cost Allocation menu and either print the Cost Allocation Locks or select Post All Allocations.

Q. I have posted my Cost Allocation items but when I go to the Financial Reports menu, the bottom of the

screen says Cost allocation amounts have been posted to the Financial Reports as of the prior month.

- A. The date in this message will not change until after the Agencywide Revenue and Expenditure Report has been prepared.

Possibility of Earning Additional Revenue for Your Agency

In these times of budget reductions, is your agency looking for additional sources of revenue? Many agencies are now contracting with other agencies to do their accounting and/or loan portfolio management. To keep their records separated from your records, you would purchase an additional database from us to use to manage their accounting or loan portfolio. All supplements that you currently utilize would be available to be used in the additional database(s). For more information regarding pricing, please contact us at service@gmsactg.com.



Following are some interesting facts regarding The Don Cesar, the site of our 2021 Summits as stated in the [Guide to Pinellas County Blueways](#) prepared by Pinellas County Planning Department.

Built in 1924 by Thomas Rowe, the Don Cesar fulfilled his dream to build a pink castle. The 'Don' has hosted a number of rich and famous guests, including F. Scott Fitzgerald, Franklin D. Roosevelt and Al Capone. Facing financial troubles during the Depression, the New York Yankees signed a 3-year contract with the Don to house the players during spring training, bringing in substantial funds and an entourage of sports writers and editors, nearly filling the hotel to capacity and saving the Don from closure.

In 1944, the US Army seized the hotel and used it as a convalescence center for troops wounded in the battlefield. The Army left in 1945, but the hotel was subsequently taken over by the Veteran's Administration and other government offices, before being vacated and falling into severe disrepair. The hotel was refurbished and re-opened in 1973, being named to the National Register of Historic Places in 1975, and continues to operate as a hotel to this day.

Memorial Day Closure

The GMS offices will be closed Monday, May 31, 2021, in honor of Memorial Day. We will reopen Tuesday, June 1 for normal business hours.



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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.

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10559 Metropolitan Avenue - Kensington, MD 20895
800.933.3501

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