

RLSS – Did You Know?

We at GMS are constantly making changes to our software to make it better for you. Many of these changes are suggestions received from you, the user of our software, because you know what will make your job easier. When software revisions have been installed by your IT department, oftentimes the list of changes we had made were not being forwarded on to you resulting in you not taking advantage of these improvements. In 2012 we added the most recent list of changes to your Help Menu to allow you to always be aware of these. To locate them, click on Help, select Latest Revision. Some of the improvements made in the last few years that you may not be utilizing are listed below.

Loan Activity: If you enter your activity on a daily basis and discover after saving the entry that you made a mistake, you may delete that activity using the red X at the top of the screen. If the activity is no longer on the screen, use Loan Activity List View to locate the activity, click on the row that contains it. Once it appears on your screen, you may then delete the activity. Note: The activity date must be the same as the current calendar date in order to use this feature. If it is an older activity, you must use the Adjustment screen to reverse it.

Monthly Activity Report: When entering Non-Cash activity, such as writing off a bad debt, if you put the words “noncash”, “noncash” or “non cash” in the Notes section of that activity, when you print your Monthly Activity Report you may put a checkmark in the box located near the bottom of the screen “Include Non-Cash Activity”. When you do this, you will receive an additional total line on the Summary page that includes only this activity. This will assist you in reconciling, allowing you to easily subtract this line away from the Totals line to arrive at the dollars actually affecting your bank account.

Late Payment Notice: Up to five user-defined messages will automatically print on your notices if the loan is late by the number of days specified in this setup. Select the Set Up Disclaimer tab when in Late Payment Notices to set this up. You will want to use date ranges, such as 10-30 days, 31-60 days, etc. for each of your messages. Note: Optional Messages will not print if you use the user-defined disclaimers. Additionally, we’ve added a cut-off coupon option to the bottom of the Late Payment Notices.

Conversations: Any conversation you’ve had with your client may be entered into the Conversations screen accessed from within the Loan Master file or from the Features menu. If you wish to see these conversations appear on the bottom of the Loan Master screen or the Loan Activity screen, go to the Features menu, select Conversations, Screen Alert Setup tab. Enter the number of months for a screen alert, such as 24. After doing this, if a conversation has been entered for the loan within the last 24 months then the last conversation entered will appear at the bottom of the screen whenever the loan is accessed on either the Loan Master or Loan Activity screens. This can be very helpful if you need to remember to collect an NSF fee from their next repayment or if you need to discuss something with your client the next time they come into your office.