gms

NONPROFIT ACCOUNTING AND FINANCIAL MANAGEMENT SYSTEMS
&
REVOLVING LOAN SERVICING SOFTWARE

SUPPLEMENT CATALOG

{*Enhance your Accounting and RLSS Systems with a GMS Supplement*}

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The Monthly Direct Workers Comp supplement is an optional feature available to calculate workers compensation costs each month based on gross wages. It is designed for organizations who choose to charge their workers comp costs directly to programs rather than include them as part of the fringe benefit pool because they have several workers comp codes with a wide variation of rates. This menu item provides two reports - The Monthly Workers Compensation Analysis and the Monthly Workers Compensation by Activity. It calculates the workers comp costs for the month for each employee and distributes the costs to the program element each employee worked on during the month. A journal entry will be prepared so it can be posted to the General Ledger. Once installed, the Accrued Workers Comp menu item on the Payroll Processing menu will be disabled, since it is charged directly using the timesheet information in month end.

Monthly Workers Compensation by Activity

GMS Demonstration with Supplements

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Period: 02/28/11

Employee	Name	WC	Hours	RT	OT	Comp	Total	WC Cost
Project: 31008	**Head Start Program (Spec Alloc)-Cost Reimb**							
Element:	100800	HS Program Admin Spec Alloc Pool						
1501	Johnson, George	2	51.00	762.82	0.00	0.00	762.82	27.21
	Element Total:		51.00	762.82	0.00	0.00	762.82	27.21
Element:	100801	HS Education Svcs Spec Alloc Pool						
1501	Johnson, George	2	15.00	224.36	0.00	0.00	224.36	8.00
	Element Total:		15.00	224.36	0.00	0.00	224.36	8.00
Element:	100802	HS Health Svcs Spec Alloc Pool						
1501	Johnson, George	2	8.00	119.66	0.00	0.00	119.66	4.27
	Element Total:		8.00	119.66	0.00	0.00	119.66	4.27
Element:	100803	HS Park Ave Site						
1506	Baker, Linda	3	8.00	112.00	0.00	0.00	112.00	3.15
1503	Jones, Dolly	1	16.00	160.00	0.00	0.00	160.00	1.60
1502	Smith, John	2	12.00	150.00	0.00	0.00	150.00	5.35
	Element Total:		36.00	422.00	0.00	0.00	422.00	10.10
Element:	100804	HS Gibson Street Site						
1506	Baker, Linda	3	6.00	84.00	0.00	0.00	84.00	2.36
1503	Jones, Dolly	1	4.00	40.00	0.00	0.00	40.00	0.40
1502	Smith, John	2	13.00	162.50	0.00	0.00	162.50	5.80
	Element Total:		23.00	286.50	0.00	0.00	286.50	8.56
	Project Total:		133.00	1,815.34	0.00	0.00	1,815.34	58.14
Project: 31508	**Congregate Meals Program-Perform Based**							
Element:	150800	Congregate Meals						
1502	Smith, John	2	22.00	275.00	0.00	0.00	275.00	9.81
	Element Total:		22.00	275.00	0.00	0.00	275.00	9.81
	Project Total:		22.00	275.00	0.00	0.00	275.00	9.81
Project: 32008	**Home Delivered Meals Program-Perform Based**							
Element:	200800	Home Delivered Meals						
1502	Smith, John	2	19.00	237.50	0.00	0.00	237.50	8.47
	Element Total:		19.00	237.50	0.00	0.00	237.50	8.47
	Project Total:		19.00	237.50	0.00	0.00	237.50	8.47
Project: 32509	**Economic Development Prog FY09-Cost Reimb**							
Element:	250900	EDA-Admin FY09						
1505	Wallburg, Harvey	3	15.00	324.11	0.00	0.00	324.11	9.12

Sample of Monthly Workers Direct Comp Report

Costs:

There are no costs associated with this supplement.

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The YTD Payroll Detail includes one report which lists each employee's gross to net amounts for each pay period and another report which lists the deduction information. You may print, display or export a listing of payroll checks for all or a range of employees and all or specific classes. The Payroll Detail includes check number, check date, hours worked, and complete gross to net amounts with a subtotal of all deductions. Also included is a YTD Deduction register by employee, either by summary or detail. This supplement is a terrific tool for researching unemployment claims. You may specify a range of paycheck dates to be included on your listing. All year-to-date payroll detail information for a specific employee can be printed, displayed or exported from that employee's master file for quick reference.

Employee YTD Payroll Detail

GMS Demonstration with Supplements

Run Date: 12/28/2010
Run Time: 6:10:49 am
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Include All Classes
Pay Check Date From 01/01/11 to 02/28/11

Date	Reg Hrs	OT Hrs	Reg Pay	OT Pay	Sp A	Sp B	Empr Hlth	Tot Pay	Soc Sec	Med	Federal	State	Local	Expenses	Ded	Net Pay	Check #
1506		Baker, Linda															
1/17/11	72.00	0.00	1,008.00	0.00	0.00	0.00	0.00	1,008.00	58.28	13.63	47.75	31.27	0.00	0.00	125.16	731.91	0
1/31/11	72.00	0.00	1,008.00	0.00	0.00	0.00	0.00	1,008.00	58.28	13.63	47.75	31.27	0.00	200.00	125.16	931.91	0
2/14/11	72.00	0.00	1,008.00	0.00	0.00	0.00	0.00	1,008.00	58.28	13.63	47.75	31.27	0.00	81.00	125.16	812.91	0
2/28/11	72.00	0.00	1,008.00	0.00	0.00	0.00	0.00	1,008.00	58.28	13.63	47.75	31.27	0.00	174.00	125.16	905.91	0
2/28/11	72.00	0.00	1,008.00	0.00	0.00	0.00	0.00	1,008.00	39.48	13.63	47.37	29.98	0.00	0.00	125.16	752.38	0
Total:	360.00	0.00	5,040.00	0.00	0.00	0.00	0.00	5,040.00	272.60	68.15	238.37	155.06	0.00	455.00	625.80	4,135.02	
1501		Johnson, George E															
1/17/11	87.00	0.00	1,346.15	0.00	0.00	0.00	0.00	1,346.15	78.50	18.36	131.65	51.18	13.46	12.00	133.85	931.15	0
1/31/11	94.00	0.00	1,346.16	0.00	0.00	0.00	0.00	1,346.16	78.50	18.36	131.65	51.18	13.46	28.00	133.85	947.16	0
2/14/11	87.00	0.00	1,346.15	0.00	0.00	0.00	0.00	1,346.15	78.50	18.36	131.65	51.18	13.46	33.00	133.85	952.15	0
2/28/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.24	0.29	0.00	0.00	0.00	0.00	-20.00	18.47	0
2/28/11	90.00	0.00	1,346.16	0.00	0.00	0.00	0.00	1,346.16	78.50	18.36	131.65	51.18	13.46	16.00	133.85	935.16	0
2/28/11	90.00	0.00	1,346.16	0.00	0.00	0.00	0.00	1,346.16	53.18	18.36	132.04	51.18	13.46	0.00	133.85	944.09	0
Total:	448.00	0.00	6,730.78	0.00	0.00	0.00	0.00	6,730.78	368.42	92.09	658.64	255.90	67.30	89.00	649.25	4,728.18	
1503		Jones, Dolly P															
1/17/11	80.00	2.00	800.00	30.00	0.00	0.00	0.00	830.00	51.46	12.04	54.12	27.27	0.00	0.00	12.00	718.88	1
1/31/11	70.00	0.00	700.00	0.00	0.00	0.00	0.00	700.00	43.40	10.15	34.62	20.77	0.00	0.00	12.00	637.30	3
2/14/11	80.00	1.00	800.00	15.00	0.00	0.00	0.00	815.00	50.53	11.82	51.87	26.52	0.00	12.00	12.00	721.47	18
2/28/11	70.00	0.00	948.50	3.00	0.00	0.00	0.00	951.50	58.99	13.80	72.34	34.19	0.00	41.00	12.00	835.30	21
2/28/11	70.00	0.00	700.00	0.00	0.00	0.00	0.00	700.00	29.40	10.15	33.85	20.77	0.00	0.00	12.00	593.83	12345
Total:	370.00	3.00	3,948.50	48.00	0.00	0.00	0.00	3,996.50	233.78	57.96	246.80	129.52	0.00	53.00	60.00	3,506.78	

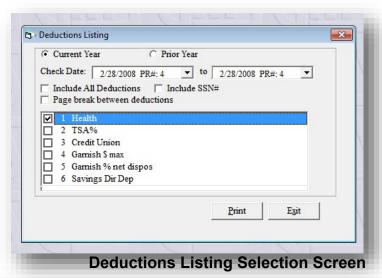**Example of Employee YTD Payroll Detail Report**

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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Print a Deduction Listing at any time to receive a concise listing of employees and amounts for all or specified deductions and for all or specified check dates. You have the option to have page breaks between deductions and to print social security numbers. Each deduction will be subtotaled. Use the listing as a remittance form when submitting pay period, monthly or quarterly reports.

Deductions Listing Selection Screen
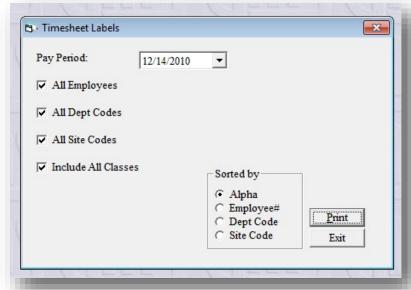
Example of Deductions Listing Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$100.00	$15.00
3-4 Users	$125.00	$18.75
5+ Users	$155.00	$23.25

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Print timesheet labels to be affixed to timesheets each pay period to insure that proper employee numbers are stated on the timesheet. The labels include employee number, name, pay period ending date, site code and department code. The labels can be printed in alpha, employee number, site code or department code order. You may print labels for all or specific site or department codes, include a range of employee numbers and include all or specific classes of employees.

The software is designed to print on 1 x 2 5/8 inch laser labels, printing 30 labels per page. There are 3 labels across and 10 labels down. After printing labels, you can print the label information on plain paper to be used as a checklist to make sure all timesheets are collected.

Timesheet Labels selection screen

Sample of Timesheet Labels

Costs:
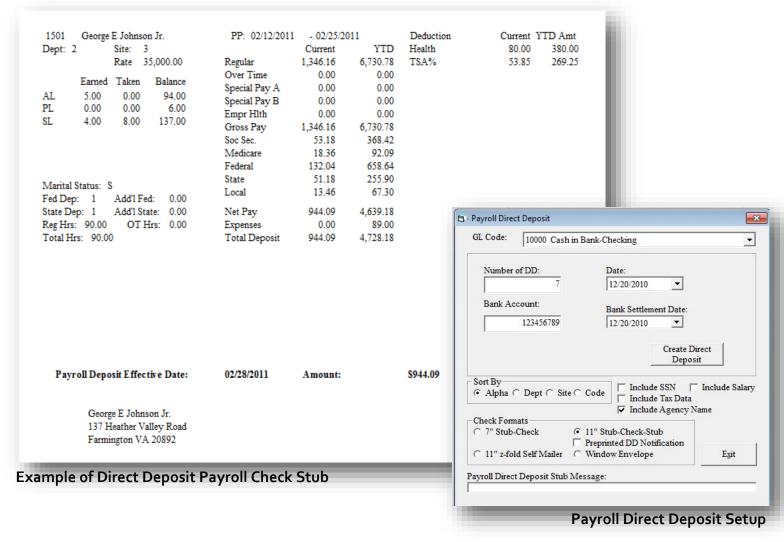
	Purchase Price	Annual License/Maintenance
1-2 Users	$100.00	$15.00
3-4 Users	$125.00	$18.75
5+ Users	$155.00	$23.25

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Direct Payroll Deposit enables your GMS payroll software to prepare data for your bank to automatically deposit net pay and unlimited other payroll withholdings directly to employee checking or savings accounts. The data is prepared in accordance with National Automated Clearing House (NACH) procedures. These procedures permit your bank to deposit funds into employee bank accounts even if they bank with other institutions. The software allows you to give employees the option for direct deposit or to receive a paycheck. Those opting for direct deposit may receive a paycheck stub. A data file is formed for a transmittal to the bank.

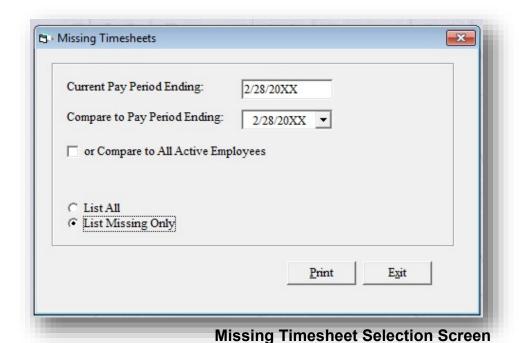**Example of Direct Deposit Payroll Check Stub**

Payroll Direct Deposit Setup

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$0.00	$120.00
3-4 Users	$0.00	$165.00
5+ Users	$0.00	$180.00

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Generate a list of missing timesheets each pay period using the GMS Missing Timesheet supplement. After timesheet batches have been entered for the current pay period, you can designate a previous pay period or select all active employees to compare the current list of employees to. You can produce a list of all employees who were included on the previous pay period that are not included in the current pay period's timesheet batches. You can also produce a list of all employees from the previous pay period and it will list "ok" next to those employees who have a timesheet entered for the current pay period, and "missing" next to those who do not have a timesheet entered for the current pay period. It is a quick easy way to determine if you have entered all appropriate timesheets before starting to prepare the payroll.

Missing Timesheet Selection Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.25

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The Year-To-Date Workers Comp Analysis reflects hours and gross wages for the twelve month period that your workers comp policy is in effect. The workers comp base that can be used for this supplement is salaries or hours. If salaries are chosen, you have the option to select regular time, leave taken, a percentage of overtime and subtract selected deductions. If hours are selected for the base, the options are paid hours, working hours or total hours. The analysis includes employee number, name, and subtotaled amounts for each workers comp code. You also have the option to have position descriptions print. When payroll checks are saved, the workers comp table is updated and will continue to accumulate amounts until the plan year is changed. If the software is not installed prior to the first paycheck issued in your workers comp plan year, a query is included in the database to allow the user to build the workers comp table from the beginning of the plan year. Generating this report will significantly reduce staff time when preparing the final payroll totals for the workers comp audit or comparing the amount billed to actual costs of each workers comp code.

Year to Date Workers Comp Analysis

GMS Demonstration with Supplements

Run Date: 12/14/2010
Run Time: 9:49:27 am
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Plan Year: 01/01/08 - 12/31/08
Workers Comp Base: RT Salary + 100.00 % OT Salary

Employee#	Name		Hours	RT Salary	OT Salary	Taxable	Exempt
1	Clerical	Rate: 1.00%					
1503	Jones, Dolly		303.00	3,248.50	48.00	3,296.50	0.00
1507	Williams, Juanita		279.25	5,585.00	0.00	5,585.00	0.00
	Subtotals 1 Clerical		582.25	8,833.50	48.00	8,881.50	0.00
	Workers Comp Cost					88.82	
2	Salespersons	Rate: 3.00%					
1501	Johnson, George		358.00	5,384.62	0.00	5,384.62	0.00
1502	Smith, John		317.00	3,962.50	0.00	3,962.50	0.00
1504	Stone, Donald		300.00	3,600.00	0.00	3,600.00	0.00
	Subtotals 2 Salespersons		975.00	12,947.12	0.00	12,947.12	0.00
	Workers Comp Cost					388.42	
3	Outside Employees	Rate: 2.50%					
1506	Baker, Linda		288.00	4,032.00	0.00	4,032.00	0.00
1505	Wallburg, Harvey		364.00	7,692.32	0.00	7,692.32	0.00
	Subtotals 3 Outside Employees		652.00	11,724.32	0.00	11,724.32	0.00
	Workers Comp Cost					293.11	
	Report Totals		2,209.25	33,504.94	48.00	33,552.94	0.00
	Workers Comp Cost					770.35	

Example of Year to Date Workers Comp Analysis

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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Expand your leave balance reporting with a running history of leave earned, taken and balances for each pay period by employee. You may print, display or export the history for all or a range of employees, all or a range of department codes or all or a range of site codes. You may request the information in alpha, department code or site code order. When printing the history for all employees, you may request page breaks between employees.

All leave history information for a specific employee can be printed, displayed or exported from that employee's master files. The leave history is maintained on the calendar year.

Employee Leave Balance History

GMS Demonstration with Supplements

Run Date: 12/14/2010
Run Time: 9:58:51 am
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Date	Employee Name	Leave Type	Opening	Earned	Taken	Balance
1506	Baker, Linda					
02/29/2008		Annual Leave	75.80	1.16	0.00	76.96
02/29/2008		Sick Leave	94.20	0.78	0.00	94.98
1501	Johnson, George					
02/29/2008		Annual Leave	89.00	2.00	0.00	91.00
02/29/2008		Personal Leave	6.00	0.00	0.00	6.00
02/29/2008		Sick Leave	141.00	1.60	5.00	137.60
1502	Smith, John					
02/29/2008		Annual Leave	139.85	1.60	0.00	140.00
02/29/2008		Personal Leave	1.00	0.00	0.00	1.00
02/29/2008		Sick Leave	104.89	1.20	0.00	106.09
1504	Stone, Donald					
02/29/2008		Annual Leave	120.25	1.50	4.00	117.75
02/29/2008		Sick Leave	63.88	1.13	0.00	65.01
1505	Wallburg, Harvey					
02/29/2008		Annual Leave	35.00	2.40	0.00	37.40
02/29/2008		Personal Leave	8.00	0.00	0.00	8.00
02/29/2008		Sick Leave	260.00	2.00	0.00	260.00
	Total		1,138.87	15.37	9.00	1,141.79

Example of Leave History Detail Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

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Looking for an easy but concise and professional way to maintain a history of all employee personnel actions? The Personnel History program does just that. It allows for entering, displaying, printing or exporting personnel actions for each employee from the employee master file. Each history item includes the date and up to 255 characters of descriptive personnel action. A printout of an employee's history can be very useful during an appraisal to review the salary increases and promotions awarded and/or probationary periods, goals established, and performance results. Since this program accesses the employee master files already established in the accounting system, it eliminates the need to establish new master files to record the personnel history.

Personnel History

Code	1501	Name	Johnson, George		Phone	302-932-9810
Status	A	Address	137 Heather Valley Road			
Class	1				Rate	35,000.00
			Farmington VA 20892		A/H/P	A

Action#	Description	Date
4	4% cost of living increase	01/01/2008
3	Evaluation performed by E.D. - given a $1000 raise.	10/16/2007
2	Awarded employee of the year by Board of Director's. Given additional 8 hours of personal leave.	01/01/2005
1	Promoted from Lead Teacher to Head Start Director at an annual salary of $21000	10/16/1985

Example of Personnel History Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$140.00	$21.00
3-4 Users	$175.00	$26.50
5+ Users	$220.00	$33.00

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Documentation for the distribution of payroll checks can be easily obtained with the use of the Paycheck Signout Log. For all employees who received a paycheck for the current payroll period, it lists the employee number, name, check number, blank lines for a signature and date and the total number of checks issued.

If paychecks are distributed to each employee directly from the accounting office, you may wish to print the signout log in alphabetical order. If a site or department manager picks up the paychecks from the accounting office for all employees within their respective site or department, you may wish to print the signout log in site or department code order. When the option for either code order is selected, the log has page breaks between codes so the corresponding log for each code can accompany the group of paychecks. This log can be signed by employees within each department or site when checks are received. Either code option also prints a summary page to be retained in the accounting office, listing each code and description, number of checks for each code and signature and date line to be signed by the respective manager.

The Paycheck Signout Log may be a simple way to eliminate confusion or problems with employees not receiving their paychecks.

Paycheck Signout Log

GMS Demonstration with Supplements

Run Date: 12/21/2010
Run Time: 10:18:12 am
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Check Date: 02/28/2011

Pay Period: 02/12/2011 to 02/25/2011

Employee		Check#	Signature	Date
1503	Jones, Dolly	12345	_____	_____
1506	Baker, Linda	0	_____	_____
1501	Johnson, George	0	_____	_____
1502	Smith, John	0	_____	_____
1504	Stone, Donald	0	_____	_____
1505	Wallburg, Harvey	0	_____	_____

# of Checks: 1
# of Direct Deposits: 5

Example of Paycheck Signout Log

Costs:

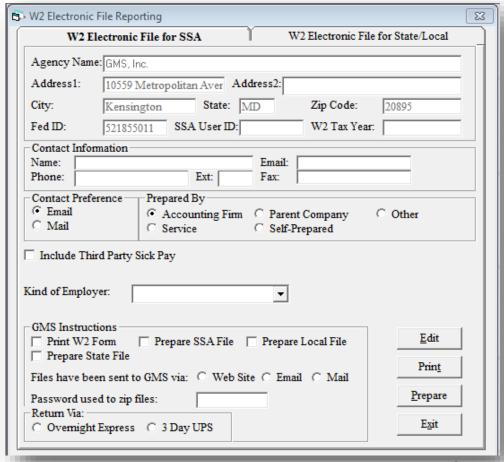|	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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Organizations filing 250 or more W2 forms must submit W2 data to the Social Security Administration using electronic filing. Organizations submitting fewer forms are also encouraged to do so.There are also several state and local formats set up to allow forming the required file format for those jurisdictions that won't accept the SSA format.

The W2 Electronic File Reporting software enables you to prepare your own file. Required updates will automatically be added to the software to assure that you meet current federal and state reporting requirements. GMS accounting clients who do not wish to prepare their own diskette may request this service from GMS.

W2 Electronic Filing Input Screen
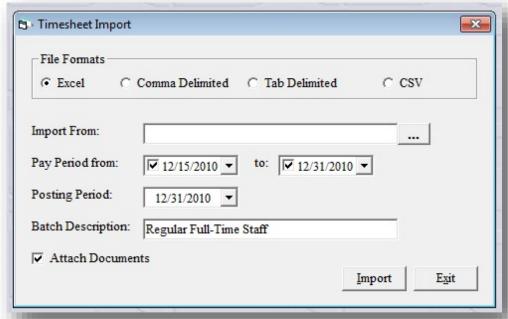
Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$40.00
3-4 Users	$150.00	$50.00
5+ Users	$190.00	$63.00

Create a timesheet batch by importing a timesheet from spreadsheet files or from files created by time clock software. The individual spreadsheet files or the time clock file must be in Excel, comma delimited or tab delimited, or CSV format. The first four fields of the file must contain employee number, program element number, paycode, total hours and total amount, in that order. If the amount is left blank, the amount will be automatically calculated using the rate in the employee file. You can select one or multiple files to import at one time. Several items are checked to make sure that codes and paycodes used in the file you are importing exist in your database. It will give you a list of the problems found that need to be corrected. This supplement will also automatically attach the imported documents to the employee's timesheet. If you have any backup documentation for a timesheet, it can be automatically attached to the timesheet. To do so, scan the backup documentation into a file with the title beginning with the employee's code and make sure to save it in the same folder as the imported document. As you import your document, this backup file will be attached.

Example of Timesheet Import Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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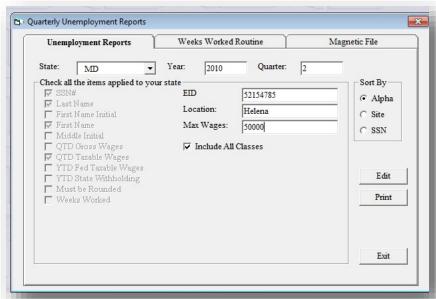
The Quarterly Unemployment Reports supplement allows you to choose the columns you need to include on your Quarterly Unemployment Report in accordance with your state requirements. Presently the column choices include social security number, last name, first name initial, first name, middle initial, quarter-to-date gross wages, quarter-to-date taxable wages, year-to-date federal taxable wages, year-to-date state withholding, weeks worked, employer identification number, location code and the maximum unemployment wages. You may also specify if the amounts should be reported with cents or rounded to the nearest dollar. The report may be printed in site or alphabetical order. This supplement also allows for tracking weeks worked. Weeks worked can either be posted manually or by timesheet batch. Print options for proofing weeks worked are also
available.

For agencies that are required to file by electronically, an electronic file can be prepared. Electronic file formats have only been developed for a minimum number of states. If GMS is informed by clients that they no longer can report by paper copy or have on-line services or state provided software available, an electronic file format will be developed for that state.

Example of Quarterly Unemployment Report Setup

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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If you use an Excel spreadsheet to have employees fill out their expense reimbursement requests, by simply adding a summary section at the top of the form this data can be imported into the accounting software. The file needs to be saved in an Excel, text (comma, tab) or Comma Separated Value (CSV) format. The information you are importing must be in the following order: Employee code in column A, program element code in column B, GL code in column C and amount in column D. Should you wish to add an optional description of the expense reimbursement, that will appear in column E. Several items are checked during the import process to assure that you are using existing and active codes in the spreadsheet. If we encounter a problem with any of the codes used during the import, we halt the process and supply you with a message stating the problem. This supplement will also **automatically attach** the imported documents to the employee's expense reimbursement form or the batch in general. Also, receipts and other backup documentation can be automatically attached to the expense reimbursement. To do so, scan the backup documentation into a file with the title beginning with the employee's code and make sure to save it in the same folder as the imported document. As you import your document, this backup file will be attached. Think of the time this can save of not having to do the data entry into the software or individual document attachments!

Sample of Employee Expense Reimbursement Report

Costs:

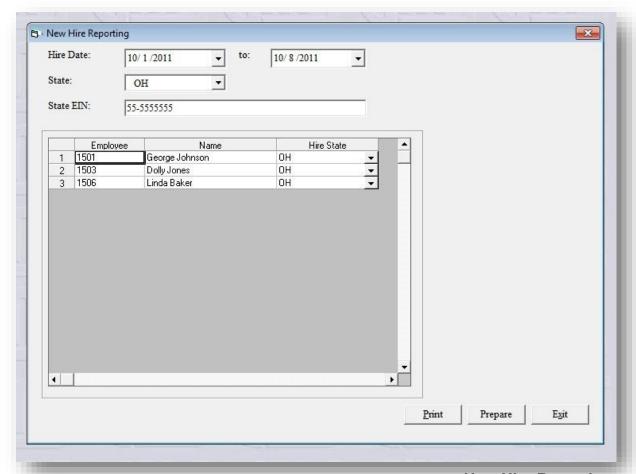|	Purchase Price	Annual License Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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Order

Most states now allow for electronic reporting of new hires. It varies by state how often you report new hires, but all states require it. You now can have the capability of having a fixed length ASCII file prepared for your state using the New Hire Reporting supplement right from your accounting software. All you do is select the range of dates you wish to include in the file, the state for which you are preparing for and, depending on the state, sometimes other information like insurance availability for the employee and dependents is requested. Based on each state's file specifications, an electronic file is then prepared. It appears that most states allow you to upload the file on-line making the whole process very accurate and efficient.

If you are interested in having GMS prepare an electronic format for your state, send your request to service4gms@gmsactg.com.

New Hire Reporting

Costs:

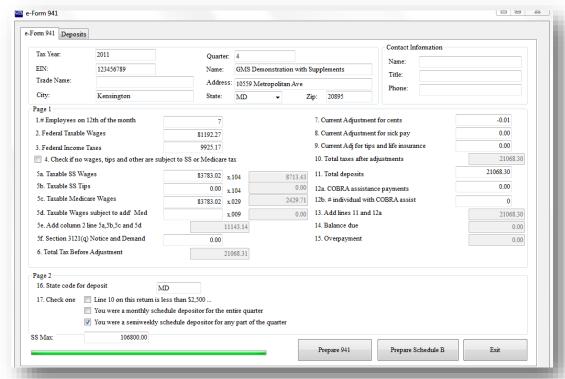|	Purchase Price	Annual License/Maintenance
1-2 Users	$100.00	$15.00
3-4 Users	$125.00	$18.75
5+ Users	$155.00	$23.25

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Order

Software is available to prepare your Form 941 and Schedule B electronically using Supplement #423 e-Form 941. Once you have completed all payrolls paid in the calendar quarter and have recorded and posted all the EFTPS payments, you will be able to use this supplement to prepare your forms. Once you enter the tax year and quarter, all Federal, Social Security and Medicare taxable wages and Federal taxes withheld will be populated on the GMS form in the supplement. Social Security and Medicare taxes will be calculated and also populated on the form. Click on the Deposits tab. Select GJ or CD, select bank account and you also have a choice to enter key search words to find your entries for EFTPS payments. It will be very helpful if each description begins in a similar manner. However, if your descriptions vary, you can leave the key word search field blank and it will list all entries that have a credit to cash based on your selection of GJ or CD.

Once you have proofed all information on the screen, you can then Prepare the 941 form and Schedule B. Print both forms to paper to submit to IRS. Since we are using the PDF version available on the IRS website, you are not allowed to save it as a PDF file. We strongly recommend that you download a free PDF printer on-line, such as Bullzip PDF printer, so you can print it to a file and store your copy on your computer. Otherwise, you will have to print out the reports and file the paper reports or scan them as your copy.

e-Form 941

Costs:

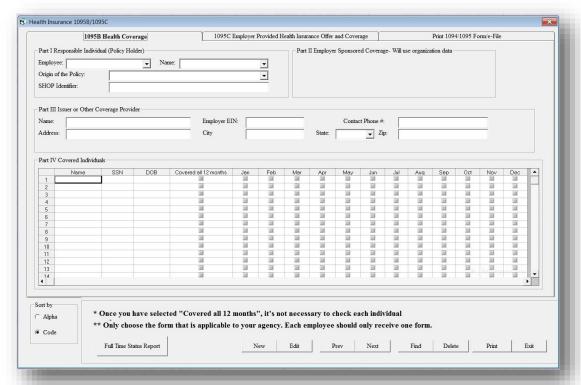|	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

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Order

Organizations filing 250 or more 1095 forms are required to file electronically. Organizations submitting fewer forms are also encouraged to do so.

The 1094 and 1095 Electronic File Reporting software enables you to prepare your own file for transmission. Required updates are automatically incorporated into the software to assure you always meet current federal reporting requirements. GMS accounting clients who do not wish to prepare their own file may request this service from GMS.

ACA 1094-1095 e-File

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$40.00
3-4 Users	$150.00	$50.00
5+ Users	$190.00	$63.00

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The Site Unemployment Summary provides information on the number of employees and wage paid by site for each pay period to assist in reporting these amounts for the pay period on or nearest the 12th of every month. A second report may be run at the end of each quarter that totals amounts by site. This supplement helps to meet the unemployment reporting requirements in many states.

Site Unemployment Summary

GMS Demonstration with Supplements

Run Date: 12/16/2010
Run Time: 12:49:41 pm
Page 1 of 1

Include All Classes
Wages Subject to Unemployment: 7,000.00
Check Date: 02/28/08

Site#	Description	# of Employees	Unemployment Taxable Wages	Hours
1	Central Office	2	2,182.26	159.00
2	Park Office	2	2,405.00	150.25
3	Gibson Office	3	3,354.16	242.00
	Total	**7**	**7,941.42**	**551.25**

Sample of Site Unemployment Summary

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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Order

If employees have more than one rate of pay due to multiple job classifications with class eligibility being significantly different, you may choose to assign two different employee codes for them. This will result in an employee receiving two pay checks and two W2 forms. However, the salary costs will be reflected in the base for the appropriate class. If this option is chosen, you will want to combine the gross wages paid to this employee under both employee codes when calculating taxable unemployment wages. This supplement accomplishes this by sorting the employees by social security number for the Pay Period Unemployment Analysis, Quarterly Reporting Register, Supplement #414 Quarterly Unemployment Reports and Supplement #504 Site Unemployment Summary.

QTD Payroll Register

GMS Demonstration with Supplements

Period from: 01/01/08 to 03/31/08

Run Date: 12/16/2010
Run Time: 12:58:20 pm
Page 1 of 2

	Reg Hrs	OT Hrs	Reg Pay	OT Pay	Sp Pay	Tot Pay	Soc Sec	Med	Federal	State	Local	Expenses	Ded	EIC	Net Pay
1506 Baker, Linda					777-66-4444										
Check Total: 288.00	0.00	4,032.00	0.00	0.00	4,032.00	233.12	54.52	191.00	125.08	0.00	455.00	500.64	0.00	3,382.64
1501 Johnson, George E					123-45-6789										
Check Total: 358.00	0.00	5,384.62	0.00	0.00	5,384.62	315.24	73.73	526.60	204.72	53.84	89.00	515.40	0.00	3,784.09
1503 Jones, Dolly P					555-55-4444										
Check Total: 300.00	3.00	3,248.50	48.00	0.00	3,296.50	204.38	47.81	212.95	108.75	0.00	53.00	48.00	185.34	2,912.95
1502 Smith, John Q					987-65-4321										
Check Total: 317.00	0.00	3,962.50	0.00	1,600.00	5,562.50	344.88	80.66	435.24	203.97	0.00	0.00	222.50	0.00	4,275.25
1504 Stone, Donald L					111-41-3455										
Check Total: 300.00	0.00	3,600.00	0.00	0.00	3,600.00	210.80	49.32	298.44	125.92	0.00	401.00	950.88	0.00	2,365.64
1505 Wallburg, Harvey J					121-21-2212										
Check Total: 364.00	0.00	7,692.32	0.00	0.00	7,692.32	458.32	107.20	423.84	328.96	153.84	478.00	1,264.60	0.00	5,433.56
1507 Williams, Juanita S					445-55-9922										
Check Total: 279.25	0.00	5,585.00	0.00	0.00	5,585.00	346.27	80.98	754.38	251.85	0.00	192.00	190.00	0.00	4,153.52

Example of QTD Payroll Register with employee with two codes

Quarterly Reporting Register

GMS Demonstration with Supplements
Unemployment Wage Limit: 7,000.00
Fica Wage Maximum: 106,800.00
Includes Classes: (1,2,3)

Quarter Ended: 3/31/2008
Run Date: 12/16/2010
Run Time: 1:00:54 pm
Page 1 of 1

Emp # Employee Name	SSN	Wages QTR	Federal Taxable	Federal Exempt	Social Security Taxable	Social Security Exempt	Medicare Taxable	Medicare Exempt	Unemployment Taxable	Unemployment Exempt
1506 Baker, Linda	777-66-4444	4,032.00	3,679.36	352.64	3,760.00	272.00	3,760.00	272.00	4,032.00	0.00
1501 Johnson, George	123-45-6789	5,384.62	4,869.22	515.40	5,084.62	300.00	5,084.62	300.00	5,384.62	0.00
1503 Jones, Dolly	555-55-4444	3,296.50	3,296.50	0.00	3,296.50	0.00	3,296.50	0.00	3,296.50	0.00
1502 Smith, John	987-65-4321	5,562.50	5,340.00	222.50	5,562.50	0.00	5,562.50	0.00	3,962.50	0.00
1504 Stone, Donald	111-41-3455	3,600.00	3,328.00	272.00	3,400.00	200.00	3,400.00	200.00	3,600.00	0.00
1505 Wallburg, Harvey	121-21-2212	7,692.32	7,007.72	684.60	7,392.32	300.00	7,392.32	300.00	7,000.00	692.32
1507 Williams, Juanita	445-55-9922	5,585.00	5,585.00	0.00	5,585.00	0.00	5,585.00	0.00	5,585.00	0.00
Totals		35,152.94		2,047.14		1,072.00		1,072.00		692.32
* Employees with more than one employee codes			33,105.80		34,080.94		34,080.94		32,860.62	

Example of QTD Reporting Register w/employee combined for unemployment calculation

Costs:
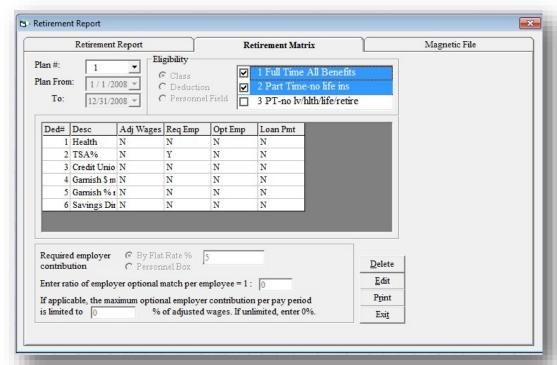
	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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Order

The Retirement Report supplement allows you to maintain up to three different retirement plans within your agency. The Retirement Report is prepared and printed before the Payroll Journal Entry is prepared. It contains current and year-to-date amounts. The information included on the report is determined by a user defined retirement matrix. It provides for the designation of employee eligibility, adjustments to gross wages, required and optional amounts for employees, required and optional employer match, and loan information in the case an employee borrowed from the plan and is now having an amount deducted from their net pay. In addition to the information calculated from the assumptions established in the matrix, the report includes employee's number, name, social security number, birth date, hire date and total contributions. With all of the options available, the Retirement Report should accommodate most retirement plan's reporting requirements.

Retirement Report Matrix Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$175.00	$26.50
3-4 Users	$200.00	$30.00
5+ Users	$240.00	$36.00

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Order

This program accumulates school tax information and prints an analysis of each employee's current period, monthly, quarterly, and year-to-date gross wages and school tax withholdings for each school district number.

Ohio School Tax Analysis

GMS Demonstration with Supplements

Date: 12/31/08
Run Date: 12/16/2010
Run Time: 1:33:55 pm
Page 1 of 1

Employee#	Name	Current Payroll/Tax		Month Payroll/Tax		Quarter Payroll/Tax		YTD Payroll/Tax	
0									
1506	Baker, Linda	0.00	0.00	0.00	0.00	0.00	0.00	3,679.36	0.00
1501	Johnson, George E	0.00	0.00	0.00	0.00	0.00	0.00	4,869.22	0.00
1503	Jones, Dolly P	0.00	0.00	0.00	0.00	0.00	0.00	3,296.50	0.00
1502	Smith, John Q	0.00	0.00	0.00	0.00	0.00	0.00	5,340.00	0.00
1504	Stone, Donald L	0.00	0.00	0.00	0.00	0.00	0.00	3,328.00	0.00
1505	Wallburg, Harvey J	0.00	0.00	0.00	0.00	0.00	0.00	7,007.72	0.00
1507	Williams, Juanita S	0.00	0.00	0.00	0.00	0.00	0.00	5,585.00	0.00
	Subtotals	0.00	0.00	0.00	0.00	0.00	0.00	33,105.80	0.00
	Totals	0.00	0.00	0.00	0.00	0.00	0.00	33,105.80	0.00

Sample Ohio School Tax Analysis

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$220.00	$33.00
3-4 Users	$250.00	$37.50
5+ Users	$280.00	$42.00

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gms

Order

If you're using spreadsheets to prepare financial statements in summary form to give to your Board of Directors, you may be interested in using the Board of Directors' Reports supplement. It prepares three financial reports organized specifically for the Board of Directors. The first report is a Project Financial Report which lists each project's total expenditures including budget, current month, project total, under/over and percent of budget spent. It also lists the total receipts for each project and the balance of receipts over expenditures. The second report is a Balance Sheet by Category that allows you to group selected assets, liabilities and equity accounts. The third report is an Agencywide R & E by Category that allows you to group selected revenue and expenditure codes.

Project Financial Report

GMS Demonstration with Supplements

Run Date: 12/16/2010
Run Time: 1:40:04 pm
Page 1 of 1

Period Ending: 02/29/08

		Expenditures						
Code	Description	Budget	Current	Project Total	Un/Over	% Budget	Revenues	Balance
31008	Head Start Program (Spec	400,000.00	78,010.18	105,299.64	294,700.36	26.32%	102,250.00	-3,049.64
31508	Congregate Meals Progra	64,000.00	5,418.05	64,526.27	-526.27	100.82%	74,488.20	9,961.93
32008	Home Delivered Meals P	47,200.00	4,243.97	8,242.52	38,957.48	17.46%	14,399.60	6,157.08
32508	Economic Development F	200,000.00	0.00	166,727.85	33,272.15	83.36%	169,000.00	2,272.15
32509	Economic Development F	210,000.00	7,751.20	7,751.20	202,248.80	3.69%	8,000.00	248.80
33008	Weatherization-Perform F	41,100.00	4,421.63	39,717.82	1,382.18	96.64%	48,500.00	8,782.18
33509	Comm Svcs Block Grant	100,000.00	3,804.73	3,804.73	96,195.27	3.80%	6,000.00	2,195.27
34008	City of Sunset Contract-F	1,700.00	229.60	1,678.49	21.51	98.73%	2,500.00	821.51
35009	Orange County Mapping (	5,000.00	1,183.87	1,183.87	3,816.13	23.68%	0.00	-1,183.87
37508	Facility Monthly Cost Po	0.00	0.01	0.02	-0.02	0.00%	0.00	-0.02
38008	Transportation Serv Unit	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
38208	Nutrition Service Unit Po	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
38508	Resource Center Spec All	0.00	0.02	0.02	-0.02	0.00%	0.00	-0.02
39008	Current Year Unrestricted	5,700.00	254.33	1,124.85	4,575.15	19.73%	12,809.00	11,684.15
	Totals:	1,074,700.00	105,317.59	400,057.28	674,642.72	37.23%	437,946.80	37,889.52

Sample Board of Directors' Reports

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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Order

Provide your Executive Director with a concise analysis of project activity with the Executive Director's Report each month. It lists each project's expenditures including budget, current month, project total, and comparisons of actual to budget in dollars and percent. It also lists total receipts and the balance of receipts over expenditures. It provides an analysis of the financial status of each project.

Executive Director's Report

GMS Demonstration with Supplements

Run Date: 12/16/2010
Run Time: 2:04:03 pm
Page 1 of 1

Period Ending: 02/29/08

| Code | Description | Budget | | Expenditures | | | Revenues | Balance |
			Current	Project Total	Un/Over	% Budget		
31008	Head Start Program (Spec	400,000.00	78,010.18	105,299.64	294,700.36	26.32%	102,250.00	-3,049.64
31508	Congregate Meals Progra	64,000.00	5,418.05	64,526.27	-526.27	100.82%	74,488.20	9,961.93
32008	Home Delivered Meals P	47,200.00	4,243.97	8,242.52	38,957.48	17.46%	14,399.60	6,157.08
32508	Economic Development F	200,000.00	0.00	166,727.85	33,272.15	83.36%	169,000.00	2,272.15
32509	Economic Development F	210,000.00	7,751.20	7,751.20	202,248.80	3.69%	8,000.00	248.80
33008	Weatherization-Perform F	41,100.00	4,421.63	39,717.82	1,382.18	96.64%	48,500.00	8,782.18
33509	Comm Svcs Block Grant	100,000.00	3,804.73	3,804.73	96,195.27	3.80%	6,000.00	2,195.27
34008	City of Sunset Contract-F	1,700.00	229.60	1,678.49	21.51	98.73%	2,500.00	821.51
35009	Orange County Mapping (	5,000.00	1,183.87	1,183.87	3,816.13	23.68%	0.00	-1,183.87
37508	Facility Monthly Cost Po(	0.00	0.01	0.02	-0.02	0.00%	0.00	-0.02
38008	Transportation Serv Unit]	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
38208	Nutrition Service Unit Po	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
38508	Resource Center Spec All	0.00	0.02	0.02	-0.02	0.00%	0.00	-0.02
39008	Current Year Unrestricted	5,700.00	254.33	1,124.85	4,575.15	19.73%	12,809.00	11,684.15
	Totals:	1,074,700.00	105,317.59	400,057.28	674,642.72	37.23%	437,946.80	37,889.52

Sample Executive Director's Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.25

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Order

Enhance the presentation of your balance sheet using the Balance Sheet Categories supplement. Organize your balance sheet into categorical groupings. The balance sheet may be printed without detail listing the category description and the aggregate amounts. This reflects a concise, easy to read balance sheet for presentation to the finance committee or Board of Directors. Printing with detail gives an excellent trail for preparing the external balance sheet to be included in the audit report. You can set up and save as many different formats of balance sheet categories as you need. Reconciling items that normally appear are posted to a cost allocation control account shown under the liability section of the balance sheet.

Sample Balance Sheet With Detail

Sample Balance Sheet Without Detail

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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Order

This supplement will create spreadsheet presentations of project or element financial activity by line item or cost category. You select which type of information you want to include in each column - budgets, prior year, current month, current year, or project to date data. You have the choice to prepare the analysis using regular month end data or cost allocation detail, if you use Supplement #399 Consolidated Cost Allocation Detail. With the flexibility of retaining groups of projects and elements, its use is unlimited. Some examples are developing departmental reports based on contract year, an analysis of all program administration elements, determining fiscal year grantor costs for the audit report which grant and contract years vary from the agency's fiscal year, and budget analysis preparation.

Agencywide Current Year Analysis

GMS Demonstration with Supplements

Cost Allocation Detail
Element Combine Format#: 1 Admin Elements-proj rev will not appear
Columns: Current Year
Period 01/01/08 to 02/29/08

Run Date: 12/20/2010
Run Time: 6:00:07 am
Page 1 of 1

	Total	100800 HS Program Admin Spec Alloc Pool	250800 EDA-Admin FY08	250900 EDA-Admin FY09	300800 Weatherization-Admin	350901 CSBG-Admin
42500 Weatherization Revenue	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Total	3,000.00	0.00	0.00	0.00	3,000.00	0.00
50000 Salaries	14,483.92	5,852.09	2,759.72	2,953.94	1,506.48	1,411.69
50600 FICA Fringe Benefit	1,115.95	450.88	221.79	218.45	116.06	108.77
50700 Unemployment Fringe Benefit	255.80	103.36	50.83	50.07	26.61	24.93
50800 Health Ins Fringe Benefit	1,689.50	920.37	327.13	328.66	78.89	34.45
50900 Life Ins Fringe Benefit	240.90	131.22	46.65	46.86	11.25	4.92
51000 TSA Retirement Fringe Benefit	452.63	246.57	87.63	88.06	21.14	9.23
51500 Workers Com Fringe Benefit	299.88	121.16	59.59	58.70	31.20	29.23
52000 Contractual-Audit	5,094.66	1,948.19	407.31	1,409.53	925.53	404.10
52150 Contractual-Other	254.74	97.41	20.37	70.48	46.27	20.21
53000 Staff Travel	983.48	653.54	81.76	122.23	69.37	56.58
54000 Program Materials	26.77	17.00	3.84	3.19	1.18	1.56
55000 Printing	565.66	120.30	409.18	18.80	11.17	6.21
55500 Telephone	320.10	122.41	25.59	88.57	58.14	25.39
56000 Office Supplies	336.58	126.43	28.77	93.43	60.78	27.17
59000 Depreciation Expense	294.23	112.51	23.52	81.41	53.45	23.34
60000 Facility Cost Pool Allocated	2,155.40	629.32	385.49	275.30	629.32	235.97
62000 HS Admin Pool Allocated	-11,652.77	-11,652.77	0.00	0.00	0.00	0.00
Total	16,917.43	-0.01	4,939.17	5,907.68	3,646.84	2,423.75
Balance	-13,917.43	0.01	-4,939.17	-5,907.68	-646.84	-2,423.75

Sample Agency Program Analysis Spreadsheet

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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Order

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The Cost Summary supplement has two reports within the supplement. One is the Monthly Cost Summary and the other is the Year to Date Cost Summary. The Monthly Cost Summary is the best subsidiary report to the revenue and expenditure reports that you can offer your program managers. This one report shows all current month activity including individual employee timesheet charges, direct Charges for all selected GL Codes and allocated costs for all or specific elements and projects. The Year to Date Cost Summary includes all of the same information but from the beginning of the fiscal year to the specified date. Grantor monitors find this report useful when conducting on-site financial and compliance reviews. The allocated costs to each element will include all of the pools used in the accounting system-leave, fringe, indirect, service unit or special allocation pools. The detail can also be printed for the fringe benefit and indirect pool elements.

Sample Cost Summary

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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Order

If you're spending too much time adding line item expenditures to prepare your quarterly financial reports for grantor agencies, let the software create the quarterly information in a matter of seconds. You enter the month's beginning and ending dates for the quarter you need to prepare the information. Revenue and Expenditure reports will be prepared by element and by project, for all or specified projects and elements. The reports include columns for budget, prior year, quarter, year-to-date, project total, and comparison of actual to budget. Also, if your agency maintains cost categories in your database, you will have the option to print by cost category. The Quarterly Financials will not only save time, but ensure accuracy.

Quarterly Revenue/Expense Report by Element

GMS Demonstration with Supplements

Run Date: 12/20/2010
Run Time: 6:10:48 am
Page 1 of 1

Period 02/01/08 to 02/29/08
Cost Category: 2 Head Start Report

Code & Description	Budget	Prior Year	Quarter	YTD	Proj Tot	Un/Ovr	% Bud
31008 Head Start Program (Spec Alloc)-Cost Reimb			Project Period 01/01/08		to 12/31/08		
100800 HS Program Admin Spec Alloc Pool							
Expenses							
2001 Salaries	34,000.00	0.00	2,324.70	4,469.90	4,469.90	29,530.10	13.15%
2002 Fringe Benefits	13,000.00	0.00	760.40	1,579.80	1,579.80	11,420.20	12.15%
2100 Indirect-Common & N	17,000.00	0.00	3,224.58	4,341.42	4,341.42	12,658.58	25.54%
9999 Other Costs	-64,000.00	0.00	-6,571.87	-10,653.31	-10,653.31	-53,346.69	16.65%
Expenses	0.00	0.00	-262.19	-262.19	-262.19	262.19	0.00%
Element Balance:	0.00	0.00	262.19	262.19	262.19		
Project Revenues:	0.00	0.00	0.00	0.00	0.00		
Project Expenses:	0.00	0.00	-262.19	-262.19	-262.19		
Project Balance:	0.00	0.00	262.19	262.19	262.19		

Sample Quarterly Financials
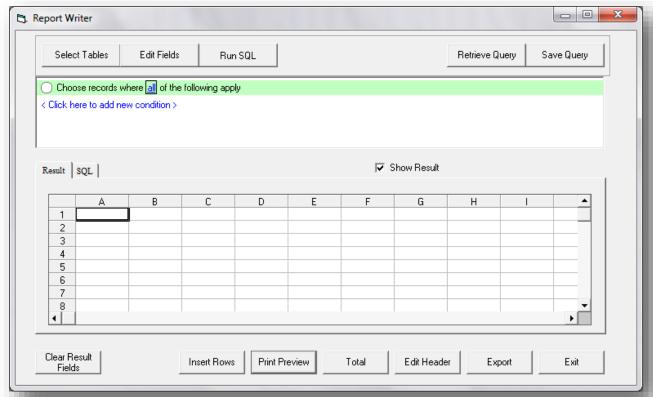
Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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gms

Order

Do you need to develop specialized reports in addition to the reports available through the accounting system? Do you want to develop reports by specifying which fields you want to include from a table? The Report Writer allows you to design the report format and content that you desire. You pick which tables you want to develop the report from. Then you link certain fields between the tables in order to include the information you want to receive. It's a great tool for using as an "Ask for" for employee files, vendor files, fixed assets, accounts receivable and more. You can add conditions to the information asked for as long as the condition is for a number field, such as specific site or department codes or fixed asset funding source codes.
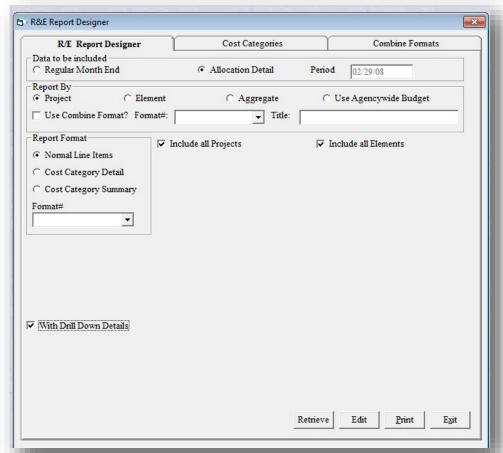

Report Writer Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$ 900.00	$135.00
3-4 Users	$ 950.00	$142.50
5+ Users	$1,000.00	$150.00

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gms

Order

The R & E Report Designer allows you to design a revenue and expenditure report in a format and with the information you desire. You can prepare the report with total allocated cost allocation amounts or with cost allocation detail if you use Supplement # 399 Consolidated Cost Allocation Detail. Specify which projects and elements you wish to include in the report by using a combine element/combine project format number or just entering the desired codes. If Aggregate or Agencywide Budget is the report format selected, you also have the option to include indirect detail. All columns from the regular month end revenue and expenditure report will be included. However, if you do not want to include all columns on your final report, export it into a spreadsheet and delete the columns you do not wish to include. Cost categories can be established and you can assign your revenue and expenditure codes to these categories and save in different format numbers. You may have the report reflect individual line item revenue and expenditures, or choose to use a cost category format. Include drill down details is an option on all report formats. Your report format can be saved so it can be retrieved the next time you wish to prepare the report.
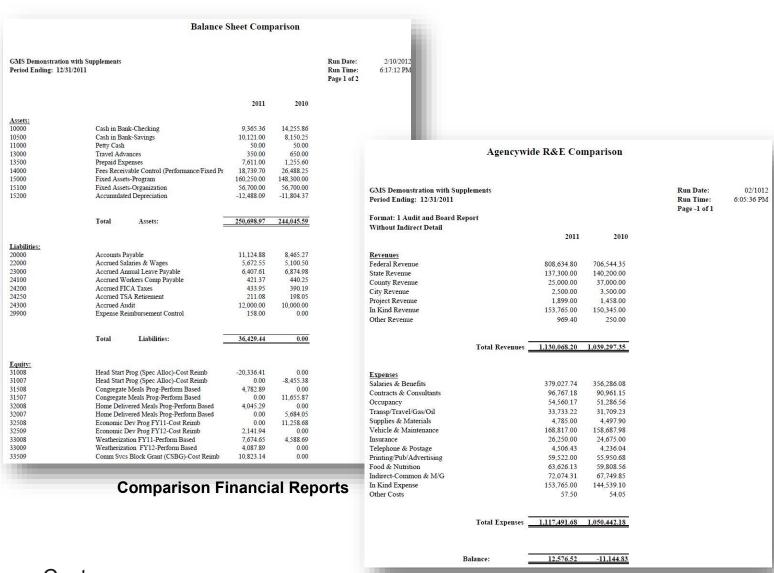

R&E Report Writer Design Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

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Order

The Comparison Financial Reports supplement allows you to generate a comparative report for your Balance Sheet and Agencywide Revenue and Expense report. You can select 2, 3, 4 or 5 years to be compared. Of course the prior years must be on your GMS database in order to generate the reports. Cost Categories can also be set up for both comparison reports and you can choose to generate the category reports with or without category detail.

Balance Sheet Comparison

GMS Demonstration with Supplements
Period Ending: 12/31/2011

Run Date: 2/10/2012
Run Time: 6:17:12 PM
Page 1 of 2

		2011	2010
Assets:			
10000	Cash in Bank-Checking	9,365.36	14,255.86
10500	Cash in Bank-Savings	10,121.00	8,150.25
11000	Petty Cash	50.00	50.00
13000	Travel Advances	350.00	650.00
13500	Prepaid Expenses	7,611.00	1,255.60
14000	Fees Receivable Control (Performance/Fixed Pr	18,739.70	26,488.25
15000	Fixed Assets-Program	160,250.00	148,300.00
15100	Fixed Assets-Organization	56,700.00	56,700.00
15200	Accumulated Depreciation	-12,488.09	-11,804.37
	Total Assets:	250,698.97	244,045.59
Liabilities:			
20000	Accounts Payable	11,124.88	8,465.27
22000	Accrued Salaries & Wages	5,672.55	5,100.50
23000	Accrued Annual Leave Payable	6,407.61	6,874.98
24100	Accrued Workers Comp Payable	421.37	440.25
24200	Accrued FICA Taxes	433.95	390.19
24250	Accrued TSA Retirement	211.08	198.05
24300	Accrued Audit	12,000.00	10,000.00
29900	Expense Reimbursement Control	158.00	0.00
	Total Liabilities:	36,429.44	0.00
Equity:			
31008	Head Start Prog (Spec Alloc)-Cost Reimb	-20,336.41	0.00
31007	Head Start Prog (Spec Alloc)-Cost Reimb	0.00	-8,455.38
31508	Congregate Meals Prog-Perform Based	4,782.89	0.00
31507	Congregate Meals Prog-Perform Based	0.00	11,655.87
32008	Home Delivered Meals Prog-Perform Based	4,045.29	0.00
32007	Home Delivered Meals Prog-Perform Based	0.00	5,684.05
32508	Economic Dev Prog FY11-Cost Reimb	0.00	11,258.68
32509	Economic Dev Prog FY12-Cost Reimb	2,141.94	0.00
33008	Weatherization FY11-Perform Based	7,674.65	4,588.69
33009	Weatherization FY12-Perform Based	4,087.89	0.00
33509	Comm Svcs Block Grant (CSBG)-Cost Reimb	10,823.14	0.00

Comparison Financial Reports

Agencywide R&E Comparison

GMS Demonstration with Supplements
Period Ending: 12/31/2011

Run Date: 02/1012
Run Time: 6:05:36 PM
Page -1 of 1

Format: 1 Audit and Board Report
Without Indirect Detail

	2011	2010
Revenues		
Federal Revenue	808,634.80	706,544.35
State Revenue	137,300.00	140,200.00
County Revenue	25,000.00	37,000.00
City Revenue	2,500.00	3,500.00
Project Revenue	1,899.00	1,458.00
In Kind Revenue	153,765.00	150,345.00
Other Revenue	969.40	250.00
Total Revenues	1,130,068.20	1,039,297.35
Expenses		
Salaries & Benefits	379,027.74	356,286.08
Contracts & Consultants	96,767.18	90,961.15
Occupancy	54,560.17	51,286.56
Transp/Travel/Gas/Oil	33,733.22	31,709.23
Supplies & Materials	4,785.00	4,497.90
Vehicle & Maintenance	168,817.00	158,687.98
Insurance	26,250.00	24,675.00
Telephone & Postage	4,506.43	4,236.04
Printing/Pub/Advertising	59,522.00	55,950.68
Food & Nutrition	63,626.13	59,808.56
Indirect-Common & M/G	72,074.31	67,749.85
In Kind Expense	153,765.00	144,539.10
Other Costs	57.50	54.05
Total Expenses	1,117,491.68	1,050,442.18
Balance:	12,576.52	-11,144.83

Costs:

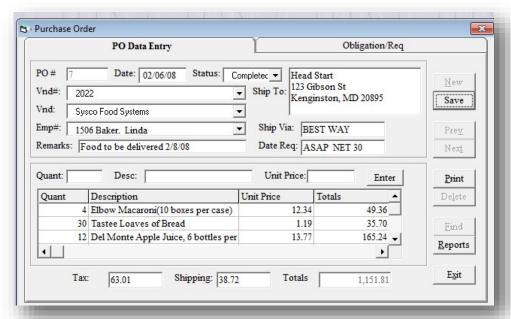|	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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gms

Order

If you're looking for a comprehensive system to produce and monitor purchase orders, try the GMS Complete Purchase Order supplement. Data entry features include entry of requisition number, optional and default shipping detail, as well as a separate tab for obligating program expenses and finding requisitions. PO's are cleared through voucher data entry. A voucher can reference an unlimited number of PO's and expense distribution detail is automatically transferred to the voucher. When obligating expenses to programs, it checks for the availability of funds against the budget less expenses and other obligations. In the Ask for Purchase Order reporting option you may include a range of PO numbers, to and from dates, all or specific vendors, projects, elements, expense codes and status. The status of a purchase order may be designated as approved, denied, requested, or completed. This information may be displayed, printed or exported.

The Complete Purchase Order program can, in addition to producing and printing a purchase order, produce Revenue and Expenditure reports that reflect the overall financial condition, including outstanding purchase order amounts of your programs to assist management in procurement decisions.

PO Data Entry Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$600.00	$90.00
3-4 Users	$700.00	$105.00
5+ Users	$750.00	$112.50

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gms

Order

For each cash disbursement batch created, you can print labels to affix on the vouchers that the checks paid. The program is designed to print on 1x2 5/8 inch laser labels. It prints 30 labels per page. Each label shows the vendor name, date paid, check number, voucher number and the amount paid. If more than one voucher was paid on a check, additional labels are automatically generated. Printing labels will save you time, reduce mistakes and reflect a neat and professional appearance on all vouchers.

ABC Travel Services		Mother Bell	
Voucher #	5	Voucher #	21
Paid Amount	1,330.00	Paid Amount	147.00
Check #	22	Check #	29
Check Date	02/29/2008	Check Date	02/29/2008
ABC Travel Services		Paper Printers	
Voucher #	31	Voucher #	32
Paid Amount	940.98	Paid Amount	229.00
Check #	22	Check #	30
Check Date	02/29/2008	Check Date	02/29/2008
Acme Janitorial Services		Sysco Food Systems	
Voucher #	22	Voucher #	26
Paid Amount	800.00	Paid Amount	1,042.54
Check #	23	Check #	31
Check Date	02/29/2008	Check Date	02/29/2008
Bo Peep Consultants		Sysco Food Systems	
Voucher #	17	Voucher #	35
Paid Amount	987.00	Paid Amount	1,126.68
Record #	DD-7	Check #	31
Check Date	02/29/2008	Check Date	02/29/2008
Carfixer's Garage		We Insure It	
Voucher #	24	Voucher #	23
Paid Amount	800.00	Paid Amount	2,000.00
Check #	24	Record #	DD-5
Check Date	02/29/2008	Check Date	02/29/2008

Example of Printed Voucher Labels

Costs:
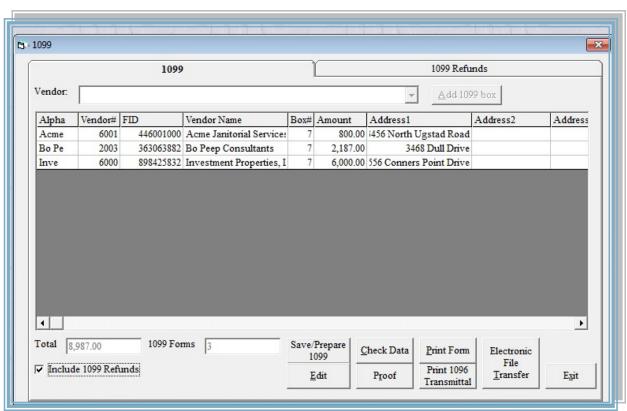
	Purchase Price	Annual License/Maintenance
1-2 Users	$100.00	$15.00
3-4 Users	$125.00	$18.75
5+ Users	$155.00	$23.25

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gms

Order

Consider using the Complete 1099 supplement if several 1099's need to be issued to vendors each year. Vendor master files store the federal ID or Social Security numbers for applicable vendors and YTD payment information. At the end of the calendar year, the YTD payment information is posted to the 1099 table. You will also be instructed to enter the minimum payment amount made to vendors for determining which vendors should be issued a 1099, and the default 1099 Box. Specific vendors may be edited to change box numbers. Additionally, you may specify any cash receipt(s) that contain a refund of an overpayment to a vendor so that this amount will be subtracted from the amount reported.

After all instructions have been given, you may print, display or export a proof listing and edit any vendor information required. 1099 forms will automatically be printed based on final verification and edits. The IRS diskette with electronic file requirements can be prepared by clicking on the Electronic File Transfer button.

1099 Setup Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$280.00	$85.00
3-4 Users	$350.00	$105.00
5+ Users	$440.00	$135.00

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gms

Order

Program Payables can assist many agencies in grantor billing, cash flow reporting, cash advance requests and bank transfers. A Program Payable Analysis is produced which reflects the outstanding accounts payable by program element. For each cash disbursement batch that is created, a Program Check Listing may be printed showing all paid vouchers that were coded directly to each program element. Even though the regular accounts payable file is maintained on a single agencywide basis and reconciles to the single general ledger liability account, producing the subsidiary reports by program element may save staff time when information is requested at that level.

Program Check Listing

GMS Demonstration with Supplements

Run Date: 12/21/2010
Run Time: 10:48:44 am
Page 1 of 2

CD Batch: 9

Date	VR#	Batch#	Vendor#	Vendor Name	GL#	Description	Amount	Check#
Project	**31008**		**Head Start Program (Spec Alloc)-Cost Reimb**					
Element	100800	HS Program Admin Spec Alloc Pool						
02/28/2011	5	1	2000	ABC Travel Services	53000	Staff Travel	443.33	22
						Element Totals	443.33	
Element	100801	HS Education Svcs Spec Alloc Pool						
02/28/2011	27	3	2020	Meals Unlimited	52300	Catering Costs	230.00	26
						Element Totals	230.00	
Element	100802	HS Health Svcs Spec Alloc Pool						
02/28/2011	17	1	2003	Bo Peep Consultants	52100	Contractual-Child Medica	987.00	DD-7
						Element Totals	987.00	
Element	100803	HS Park Ave Site						
02/28/2011	20	2	2004	Mother Bell	55500	Telephone	125.00	28
						Element Totals	125.00	
Element	100804	HS Gibson Street Site						
02/28/2011	21	2	2004	Mother Bell	55500	Telephone	147.00	29
						Element Totals	147.00	
						Project Totals	1,932.33	
Project	**37508**		**Facility Monthly Cost Pool-Central Office**					
Element	750800	Facility Cost Pool-Central Office						
02/28/2011	15	1	6002	Kensington Water, Light & P	57100	Utilities	239.86	25
02/28/2011	22	2	6001	Acme Janitorial Services	57200	Janitorial Services	800.00	23
						Element Totals	1,039.86	
						Project Totals	1,039.86	
Project	**38008**		**Transportation Serv Unit Pool**					
Element	800800	Transportation Service Unit Pool						
02/28/2011	23	2	2005	We Insure It	52900	Vehicle Insurance	2,000.00	DD-5
02/28/2011	24	2	2019	Carfixer's Garage	52800	Vehicle Repair	800.00	24
						Element Totals	2,800.00	
						Project Totals	2,800.00	
Project	**38208**		**Nutrition Service Unit Pool**					
Element	820800	Nutrition Service Unit Pool						
02/28/2011	5	1	2000	ABC Travel Services	53000	Staff Travel	443.34	22
02/28/2011	26	2	2022	Sysco Food Systems	52400	Raw Food Costs	1,042.54	31
02/28/2011	35	3	2022	Sysco Food Systems	52400	Raw Food Costs	1,126.68	31
						Element Totals	2,612.56	

Sample Program Check Listing Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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gms

Order

Using this software, you may select to print labels for all or a range of vendors included in your vendor master file. It is designed to print on 1 x 2 5/8 inch laser labels and are printed in alphabetical order. It prints 30 labels per page. Each label includes the vendor number, name and address. You have the option of including the federal ID#. Only active vendors will print unless you select to include inactive vendors too. It's great for sending notices to vendors and for file folder labels any time you need them.

10
All My Relations
P.O. Box 123
2299 Main Street
Albany OH 45710

6001
Acme Janitorial Services
3456 North Ugstad Road
Kensington MD 20895

2006
Crayons Unlimited
5555 Bright Street
Silver Spring MD 20997

15
Alice Jones
3399 State Route 692 South
Pomeroy OH 45722

6003
Allegiance Carpet Cleaning, Inc.
1001 Winston Drive
Kensington MD 20895

1504
Donald Stone

14
Smith's Hauling
P.O. Box #333
Albany OH 45710

4001
Anytown City Council
100 State Street
Anytown MD 20805

3003
Economic Development Adm
125 H Street
Washington DC 10001

17
Edwin Foley
General Delivery
Wilkesville OH 22339

2021
Atlantic Credit Union
699 Money Drive
Willow Way MD 20999

1501
George Johnson
137 Heather Valley Road
Farmington VA 20892

Example of Printed Vendor Labels

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$100.00	$15.00
3-4 Users	$125.00	$18.75
5+ Users	$155.00	$23.25

Back

Order

Track all vouchers, payments, and balance due for each vendor using the Accounts Payable History. It can be used as a subsidiary document to the Accounts Payable Analysis since it reflects the payments made against each voucher with an account balance for each vendor . The listing includes the voucher description for easy reference. This allows the user quick access to research paid and unpaid invoices for a range or specific vendors. The user may select the start and end dates that they want to include in the history. It may be printed by vendor code or name order for active or inactive vendors.

Sample of Accounts Payable History

Costs:
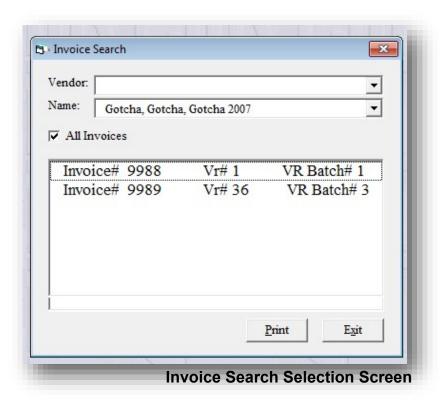
	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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gms

Order

Do you ever find that you've paid an invoice more than once by mistake? You're not the only one! Even though proper checking and verification of vouchers to be paid is being done, with a large volume of invoices, it's possible that a second copy of an invoice gets vouchered and paid again. To help eliminate this problem, this supplement is available to track invoice numbers entered on vouchers per vendor code. When entering vouchers, if an invoice number for a vendor is entered that was previously entered for the same vendor code, the batch and document number previously used will be displayed. The option to override is available for voiding vouchers or other unusual circumstances.
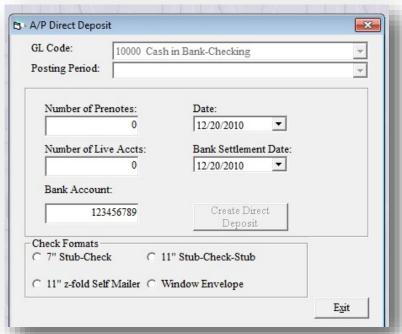
Invoice Search

Vendor:

Name: Gotcha, Gotcha, Gotcha 2007

☑ All Invoices

Invoice# 9988	Vr# 1	VR Batch# 1
Invoice# 9989	Vr# 36	VR Batch# 3

Print   Exit

Invoice Search Selection Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

Back   gms   Order

Use the Accounts Payable Direct Deposit for those vendors who have given authorization to deposit directly into their bank account. You enter the vendor's bank account and routing number in their master file. The agency information is set up under Tools, Organization and AP Direct Deposit. Here you can designate if you want pre-noted vendors to automatically be switched to live after one check has been issued to them. However, if you don't think you will get a confirmation from all banks requiring the pre-note process prior to running the next accounts payable process, you would not want to designate the automatic updating. Once they are approved by the bank through the pre-noting process, you can change their direct deposit status to active in the vendor master file and no more checks will be written for those vendors. Accounts payable processing and related reports remain basically the same, plus a file is formed for transmittal to the bank. Optional check stubs may be printed for direct deposit vendors if desired. The General Ledger and other reports that document check numbers will be referenced as DD and the negative record number.

A/P Direct Deposit Setup Screen

Costs:
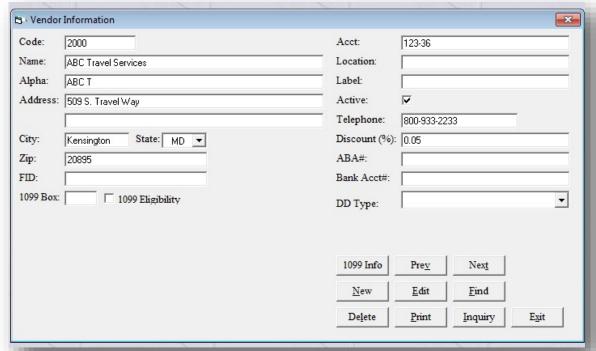
	Purchase Price	Annual License/Maintenance
1-2 Users	$800.00	$120.00
3-4 Users	$1,100.00	$165.00
5+ Users	$1,200.00	$180.00

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gms

Order

Do you purchase goods and services from vendors on a regular basis who are willing to give you an automatic discount? You may be surprised to find out that there are several vendors like office supply dealers, hardware stores, lumber yards and others who are willing to give an agreed upon discount on all purchases if you do regular business with them. If you have or can get an arrangement with any of your vendors like this, use the automatic vendor discount supplement to apply the discount to appropriate vouchers. When you use this supplement you have an additional field in your vendor master file to enter the discount for each applicable vendor. When entering vouchers for these vendors, it will ask you if you want to use the automatic discount. If so, the voucher software will automatically calculate and adjust the entered amount to reflect the discount that applies. It will save staff time and make sure the discount does get applied to all the invoices of that vendor.

Vendor Information for Setup of Discount

Costs:
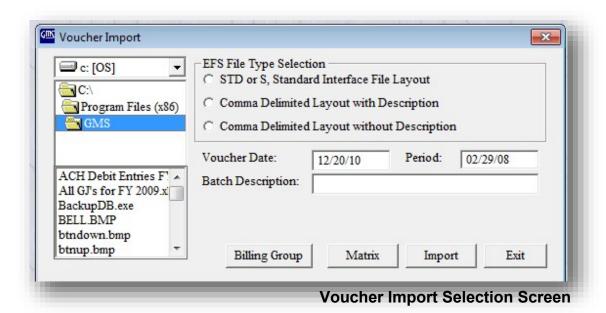
	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

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gms

Order

Many child care clients use a child care management system to track children and providers that will form a text file that can be imported into the GMS Accounting System to form a voucher batch. You will have a matrix to deal with match, elements and transaction codes and gold seal payments. Since the chart of account structure in the windows version of GMS has changed to six digit element codes and five digit GL codes, the child care program will have to be changed to accommodate this structure. Batch and document numbers will automatically be assigned. Once the batch is formed, you can go to vouchers and print the batch. Proceed with accounts payable processing as normal. Many child care agencies use the Accounts Payable Direct Deposit supplement for their child care payments. This supplement can save a lot of staff time rather than entering all of the vouchers
manually.

Voucher Import Selection Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$280.00	$42.00
3-4 Users	$350.00	$52.50
5+ Users	$440.00	$66.00

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gms

Order
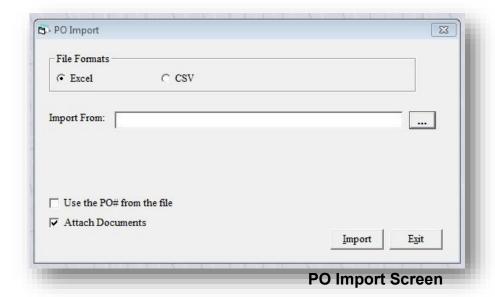
Create purchase orders by importing from spreadsheet files or from files created by other software. Individual spreadsheet files must be in Excel or CSV format. The fields in the file may contain the following:

a. PO#	i. Shipping address 2	q. Shipping
b. PO Date	j. City,State,Zip	r. Req1
c. Status	k. Ship Via	s. Req2
d. Vendor #	l. Date Req	t. Req3
e. Employee	m. Quantity	u. Req 4
f. Remarks	n. Description	v. GL
g. Ship to name	o. Unit Price	w. Elem
h. Shipping address1	p. Tax	x. Amt

You can select one or multiple files to import at one time. Several items are checked to make sure that codes and paycodes used in the file you are importing exist in your database. It will give you a list of the problems found that need to be corrected.

PO Import Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

Back   gms   Order
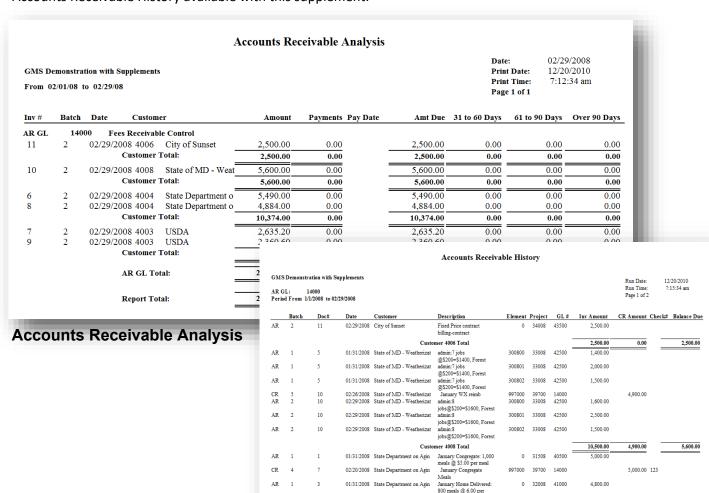
Maintain an Accounts Receivable Analysis for outstanding accounts receivable for one or more asset accounts by invoice number or by vendor and subtotaled by account number. This supplement includes an accounts receivable data entry program, complete tracking of outstanding receivables, and posting of received items through cash receipts. It also includes the options to print invoices and customer statements. In addition, you have an Accounts Receivable History available with this supplement.

Accounts Receivable Analysis

Accounts Receivable History

Costs:
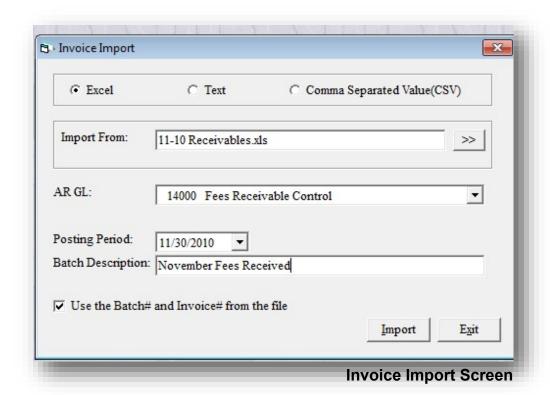
	Purchase Price	Annual License/Maintenance
1-2 Users	$750.00	$112.50
3-4 Users	$1,000.00	$150.00
5+ Users	$1,100.00	$165.00

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gms

Order

Create an accounts receivable batch by importing invoices from a file with an Excel, text (comma, tab) or comma separated value (CSV) format. It is designed to import from another application that has generated invoice information, such as client tracking applications. The information you are importing must be in the following order: invoice number, batch number, date, amount, customer number, description, GL code, project code, element code and order number. All fields must contain data or a zero with the exception of order number. That is an optional field and can be left blank if desired. For example, if you code revenues to the project level, then the element code field can be zero. You can select one or multiple files to import at one time. Several items are checked to make sure that codes used in the file you are importing exist in your database. It will give you a list of the problems found that need to be corrected. This supplement eliminates the need for double entry into the accounting system.

Invoice Import Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

Back

Order
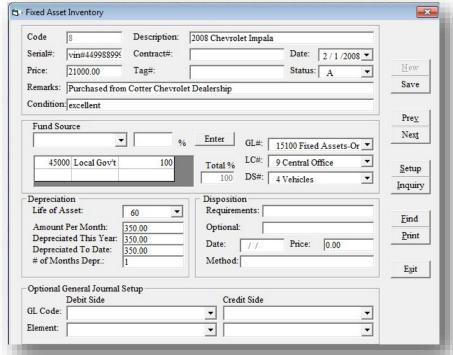
Organize and keep track of your fixed assets using the GMS Fixed Asset Inventory supplement. Setup fields are established for general ledger asset codes, location codes, description codes, funding source codes, and depreciation codes. A master file is established for each fixed asset which allows for documenting all pertinent purchase information, designation of setup file codes, funding source participation, depreciation information and recording disposition information. Depreciation is automatically calculated on a straight line basis for those items and the length of time specified in the master file. A Fixed Asset Listing and Depreciation Schedule may be printed for documentation purposes.

The fixed asset reports available include a Fixed Asset Listing and Depreciation Schedule and Analysis by funding source, location code, description code, GL code and by Fixed Asset code. Maintaining a complete and accurate fixed asset inventory system puts your agency in compliance with OMB Circular A-110 and A-102, assists in responding to grant/contract documentation requirements, assists in conducting a physical inventory and preparing for the audit.

Fixed Asset Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$350.00	$52.00
3-4 Users	$400.00	$60.00
5+ Users	$475.00	$71.25

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Order

Do you still have grantor agencies that require reporting personnel costs by employee? If so, preparing those reports manually becomes a very time-consuming project if you are using any cost allocation pools.

The Salary, Leave and Fringe Detail by Employee supplement calculates leave and fringe costs attributed to each employee based upon their class and the leave and fringe rates developed for the period of time selected. If the current month is selected, it will use the year-to-date leave and fringe rates developed as of the month selected by taking the amounts of the selected month less the previous month's amounts. If year to date is selected, it will take the year to date salary, leave and fringe as of the ending month selected. The report can be prepared by program element or by employee.

Salary, Leave and Fringe Detail by Element

GMS Demonstration with Supplements

Run Date: 12/20/2010
Run Time: 7:34:51 am
Page 1 of 13

Year to Date: 1/1/2008 to 2/29/2008

Project# 31008   Head Start Program (Spec Alloc)-Cost Reimb

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
Element#	100800 HS Program Admin Spec Alloc Pool								
1501	Johnson, George	1	237.00	3,604.17	0.00	0.00	616.73	4,220.90	1,551.06
1503	Jones, Dolly	3	23.00	249.00	0.00	0.00	0.00	249.00	28.74
	Element Total:		260.00	3,853.17	0.00	0.00	616.73	4,469.90	1,579.80
Element#	100801 HS Education Svcs Spec Alloc Pool								
1501	Johnson, George	1	59.00	894.05	0.00	0.00	152.99	1,047.04	384.76
	Element Total:		59.00	894.05	0.00	0.00	152.99	1,047.04	384.76
Element#	100802 HS Health Svcs Spec Alloc Pool								
1501	Johnson, George	1	24.00	361.67	0.00	0.00	61.89	423.56	155.65
	Element Total:		24.00	361.67	0.00	0.00	61.89	423.56	155.65
Element#	100803 HS Park Ave Site								
1506	Baker, Linda	2	27.00	378.00	0.00	0.00	40.61	418.61	143.16
1503	Jones, Dolly	3	29.00	310.00	0.00	0.00	0.00	310.00	35.78
1502	Smith, John	1	55.00	687.50	0.00	0.00	117.64	805.14	295.87
	Element Total:		111.00	1,375.50	0.00	0.00	158.25	1,533.75	474.81
Element#	100804 HS Gibson Street Site								
1506	Baker, Linda	2	24.00	336.00	0.00	0.00	36.10	372.10	127.26
1503	Jones, Dolly	3	23.00	260.00	0.00	0.00	0.00	260.00	30.01
1502	Smith, John	1	64.00	800.00	0.00	0.00	136.89	936.89	344.28
	Element Total:		111.00	1,396.00	0.00	0.00	172.99	1,568.99	501.54
	Project Total:		565.00	7,880.39	0.00	0.00	1,162.85	9,043.24	3,096.55

Sample of Salary, Leave and Fringe Detail by Element

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$220.00	$33.00
3-4 Users	$250.00	$37.50
5+ Users	$280.00	$42.00

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gms

Order

Are certain shared costs being coded on an arbitrary basis? If so, you may want to consider allocating these costs based on the number of year-to-date units served. You can establish an unlimited number of pools that will be allocated to specific program elements that provided the units of service. For example, you may receive four grants or contracts to provide congregate meals for the elderly. Each may have specific guidelines for the clients that are served. Contain costs such as cooks, site managers, raw food costs, etc. can be accounted for in a nutrition pool and allocated to the four programs based on the number of meals serviced to qualifying clients. Your financial reports will better reflect the true costs for each program.

YTD Service Unit Allocation Summary

GMS Demonstration with Supplements

Run Date: 12/23/2010
Run Time: 1:41:53 pm
Page 1 of 2

Period From 01/01/2011 to 02/28/11

Pool   800800   Transportation Service Unit Pool   Transfer Code   61000

Project 38008   Transportation Serv Unit Pool

Elem	Description	Project	Pool Amt	Base Amt	Dist Amt
800800	Transportation Service Unit Pool	38008	6,264.00	0.00	-6,264.00
100801	HS Education Svcs Spec Alloc Pool	31008	0.00	1,550.00	3,233.17
100802	HS Health Svcs Spec Alloc Pool	31008	0.00	435.00	907.37
150800	Congregate Meals	31508	0.00	307.00	640.38
200800	Home Delivered Meals	32008	0.00	711.00	1,483.08
	Project Totals			3,003.00	0.00
	Pool Totals		6,264.00	3,003.00	0.00

Total Pool Cost   6,264.00

Total Base   3,003.00

Distribution Rate   2.0859

Sample of YTD Service Unit Allocation Summary Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$220.00	$33.00
3-4 Users	$250.00	$37.50
5+ Users	$280.00	$42.00

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Order

Some grants and contracts have certain expenses that are not easily identifiable to the different work components within that program. This may include coordination activities, program managers, program supplies, etc. You may find that charging these types of costs to a specific program pool element and allocating them to the different work components within the grant/contract using an internal base is the most equitable basis of reflecting the costs under each component. An internal base consists of hours worked, personnel costs, or total direct costs. Software is available to do the allocation based on a user defined element matrix. A special Year-To-Date Cost Allocation Summary is produced to document the trail of the debits and credits resulting from the allocation. It may eliminate the common practice of arbitrarily expending program shared costs.

Sample of YTD Special Allocation Summary Report
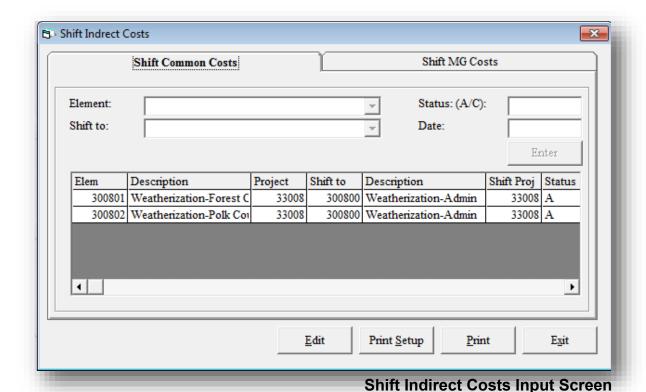
Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$220.00	$33.00
3-4 Users	$250.00	$37.50
5+ Users	$280.00	$42.00

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Order

Some grants and contracts may require the reporting of indirect costs under one specific component, i.e. Administration. If this is true for your agency, use Shift Indirect Costs to reflect all indirect costs of designated elements to the desired program elements to assist in preparing your external report. The program does not affect or change the proper allocation of indirect costs as set up in accordance with your Indirect Cost Plan, but takes the resulting amounts of the allocation and reports the costs under a specified element. It also makes it easier for program managers to compare total expenditures to the budgeted amounts, since the indirect budget includes all of the indirect costs for the entire project.

Shift Indirect Costs Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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Order

Do you have grants and contracts that end during the fiscal year? Are you required to submit final financial reports prior to the close of the agency fiscal year? Do you use actual rates determined by using a year-to-date base for any of the allocation pools - leave, fringe benefits, indirect costs and/or special allocations? Will your grantor agency approve the transfer of actual versus reported allocated amounts to the new contact year?

If the answer to all of the above questions is yes, you may want to consider using the Cost Allocation Locks supplement. This program allows for a user defined matrix to establish the locked amounts to be transferred between elements which results in the locked amounts being reflected on the Revenue and Expenditure reports. The advantage in automating these entries is that amounts can be transferred using the applicable expenditure codes such as 50000 salaries, 50500 fringe benefits, etc. and that exact amounts will be reflected on the Revenue and Expenditure Reports each month.

Cost Allocation Locks

GMS Demonstration with Supplements

Run Date: 12/21/2010
Run Time: 10:56:19 am
Page 1 of 1

Period From 01/01/11 to 02/28/11

32508   Economic Development Prog FY08-Cost Reimb

####### EDA-Admin FY08   01/31/2011

Locked	50000	Salaries	@	1,709.82	and moved	-10.69 to	250900	EDA-Admin FY09	in Project 32509
Locked	50500	Fringe Benefits	@	579.75	and moved	-41.07 to	250900	EDA-Admin FY09	in Project 32509
Locked	59700	Indirect-M&G Costs	@	747.03	and moved	164.78 to	250900	EDA-Admin FY09	in Project 32509
Locked	59900	Indirect-Common Costs	@	115.50	and moved	578.60 to	250900	EDA-Admin FY09	in Project 32509
Locked	63000	Resource Ctr Pool Allocated	@	986.59	and moved	-109.59 to	250900	EDA-Admin FY09	in Project 32509

Total Amount Moved: 582.03

####### EDA-Program FY08   01/31/2011

Locked	50000	Salaries	@	566.32	and moved	-8.17 to	250901	EDA-Program FY09	in Project 32509
Locked	50500	Fringe Benefits	@	207.17	and moved	-16.29 to	250901	EDA-Program FY09	in Project 32509
Locked	59700	Indirect-M&G Costs	@	252.37	and moved	52.83 to	250901	EDA-Program FY09	in Project 32509
Locked	59900	Indirect-Common Costs	@	39.02	and moved	193.30 to	250901	EDA-Program FY09	in Project 32509
Locked	63000	Resource Ctr Pool Allocated	@	333.30	and moved	-39.76 to	250901	EDA-Program FY09	in Project 32509

Total Amount Moved: 181.91

Sample of Cost Allocation Locks Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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Order

The Monthly Cost Center Allocations program is another alternative in allocating common cost centers to appropriate program elements. It uses an external, usually non-financial base to distribute the monthly costs of the designated cost center pool. The allocations are posted to programs with a general journal entry that is automatically prepared. The current month expenses of the cost center pool are determined by using the monthly timesheet charges, calculating the appropriate leave and fringe benefit costs and picking up the direct costs from the monthly general ledger table. It performs like a direct cost allocation rather than allocating costs using a rate. This allocation takes place before indirect costs are computed. Costs may be allocated to both regular program elements and/or to indirect cost pool elements.

Monthly Cost Center Allocations - Pool Line Item Detail

GMS Demonstration with Supplements

Period Ending: 02/28/11
Run Date: 12/21/2010
Run Time: 10:57:58 am
Page 1 of 1

GL#	Description	Budget	Prior	Current	YTD Amt	Proj Total	Und/Ov	% Budget
Pool	750800 Facility Cost Pool-Central Office							
Expenses								
57000	Rent	6,000.00	0.00	3,000.00	6,000.00	6,000.00	0.00	100.00%
57100	Utilities	500.00	0.00	301.65	541.51	541.51	-41.51	108.30%
57200	Janitorial Services	1,800.00	0.00	841.00	1,641.00	1,641.00	159.00	91.17%
57500	Insurance-Property	1,100.00	0.00	0.00	1,100.00	1,100.00	0.00	100.00%
60000	Facility Cost Pool Allocated	-9,400.00	0.00	0.00	-5,139.85	-5,139.85	-4,260.15	54.68%
	Balance	0.00	0.00	4,142.65	4,142.66	4,142.66		

Base for Distribution	Square Footage
Total Number of Units	7,900.00
Cost Per unit	0.52
Total amount Distributed	4,142.66

Monthly Cost Center Allocations - Base Allocations

Pool 750800 Facility Cost Pool-Central Office

Elem	Description	Project	GL Dr	GL Cr	Base Amt	Dis Amt	Dist %
100800	HS Program Admin Spec Alloc P	31008	60000	60000	500.00	262.19	6.33%
100801	HS Education Svcs Spec Alloc P	31008	60000	60000	550.00	288.41	6.96%
100802	HS Health Svcs Spec Alloc Pool	31008	60000	60000	550.00	288.41	6.96%
150800	Congregate Meals	31508	60000	60000	2,200.00	1,153.65	27.85%
200800	Home Delivered Meals	32008	60000	60000	600.00	314.63	7.59%
250900	EDA-Admin FY09	32509	60000	60000	525.00	275.30	6.65%
250901	EDA-Program FY09	32509	60000	60000	525.00	275.30	6.65%
300800	Weatherization-Admin	33008	60000	60000	500.00	262.19	6.33%
300801	Weatherization-Forest County	33008	60000	60000	350.00	183.54	4.43%
300802	Weatherization-Polk County	33008	60000	60000	350.00	183.54	4.43%
350900	CSBG-Operating	33509	60000	60000	450.00	235.97	5.70%
350901	CSBG-Admin	33509	60000	60000	450.00	235.97	5.70%
500900	Orange County Mapping Contract	35009	60000	60000	350.00	183.54	4.43%
					7,900.00	4,142.64	100.00%

Sample of Monthly Cost Center Allocations Report

Costs:
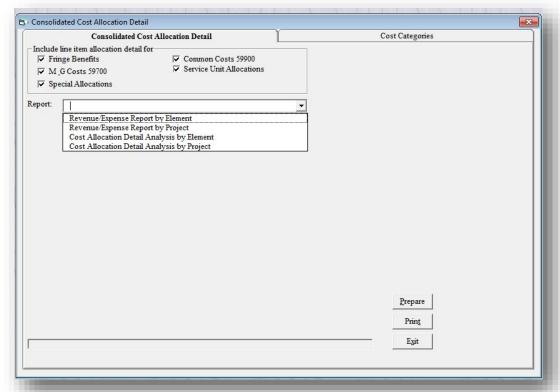
	Purchase Price	Annual License/Maintenance
1-2 Users	$220.00	$33.00
3-4 Users	$250.00	$37.50
5+ Users	$280.00	$42.00

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gms

Order

The Consolidated Cost Allocation Detail supplement can assist agencies with reporting the line item detail of allocated costs on a percentage basis. It includes preparing the detail for the fringe benefit, indirect (or dual pool if used), service unit and special allocations/internal base pools. For any or all of the cost allocation pools used, it produces consolidated financial reports reflecting the line item detail of selected pools. The Revenue and Expenditure Reports by Element and Project can be printed with the cost allocation detail only or including all revenue and expenditures. You may also print a Cost Allocation Detail Analysis by element or project which lists the line item detail for each pool selected in separate columns. The first month the supplement is installed and the tables prepared, the current column for the pools that were chosen to prepare the detail will equal year-to-date amounts because the table used to store previous month's allocation detail has no records. Therefore, there is nothing to subtract from the year-to-date amounts to get the current month.

Consolidated Cost Allocation Detail Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$280.00	$42.00
3-4 Users	$350.00	$52.50
5+ Users	$440.00	$66.00

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Order
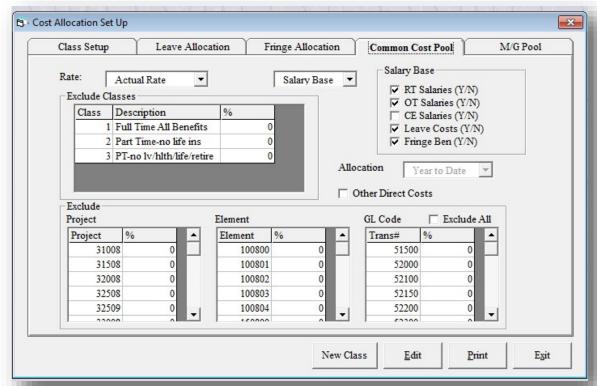
Are you looking for a way to allocate certain common costs to programs using a single base rather than including them in your indirect pool with central and administrative costs or allocating them by line item using individual bases? If so, the Dual Indirect Cost Pool supplement may work for you. It is designed for common costs, such as office supplies, to be posted to elements 999000-999400. This pool is allocated to program activities and the management & general (M&G) pool. The M&G pool includes all central and administrative related costs coded to 999500-999900 in addition to the allocation from the common cost pool. Each pool is allocated using its own identifying expense code.

The Dual Indirect Cost Pool supplement will assist in the preparation of the IRS 990 form, allow reporting of central and administrative costs to the administration component of programs, and enable you to allocate common costs using a single base. This supplement should be installed at the beginning of your fiscal year and should be implemented with your cost allocation plan.

Common Cost Pool Setup Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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Order

Produce a listing of all cash receipts using the Cash Receipts History. The history can include all or specified payers, projects, elements and GL codes. It is printed in alphabetical payer name order and subtotaled for each payer. You can also request that the report include the description entered on each cash receipt document and the invoice number reference if you have supplement #336 Accounts Receivable. It is a great tool for analyzing the grant and miscellaneous receivable accounts and also for verifying proper classification of project and revenue codes. Many auditors find it extremely useful when tying the confirmation letters received from the grantor agencies to the revenue and expenditure reports.

Cash Receipt History

GMS Demonstration with Supplements

Run Date: 12/23/2010
Run Time: 11:17:52 am
Page 1 of 2

Bank Account: 10000 Cash in Bank-Checking
Period From 01/01/2011 to 02/28/2011

Batch#	Doc#	Check#	Date	Payer #	Payer	Project#	Elem#	GL#	GL Description	Payment
2	5	4499	01/10/2011	4001	Anytown City Council	39008	0	45000	Local Gov't Contributions	1,100.00
									Subtotal	1,100.00
1	2	0	01/02/2011	4005	Economic Development Adminis	39700	997000	14500	Contributions Receivable	7,500.00
1	2	0	01/02/2011	4005	Economic Development Adminis	32508	0	42000	EDA Revenue	9,000.00
7	14	0	02/28/2011	4005	Economic Development Adminis	32509	0	42000	EDA Revenue	8,000.00
									Subtotal	24,500.00
3	6	0	01/22/2011	4002	Head Start Administration	31008	0	40000	Head Start Revenue	8,000.00
7	12	0	02/28/2011	4002	Head Start Administration	31008	0	40000	Head Start Revenue	68,000.00
									Subtotal	76,000.00
1	1	77	01/02/2011		John Smith	39008	0	46500	Miscellaneous Contributions	50.00
									Subtotal	50.00
8	15	0	02/28/2011		Polk County	39008	0	45000	Local Gov't Contributions	9,000.00
									Subtotal	9,000.00
2	3	0	01/10/2011		Project Income	31508	0	44500	Project Income	234.00
									Subtotal	234.00
6	11	0	02/28/2011		Project Income-Cash Donations	31508	0	44500	Project Income	90.00
6	11	0	02/28/2011		Project Income-Cash Donations	32008	0	44500	Project Income	35.00
									Subtotal	125.00
4	7	123	02/20/2011	4004	State Department on Aging	39700	997000	14000	Fees Receivable Control	5,000.00
4	8	129	02/20/2011	4004	State Department on Aging	39700	997000	14000	Fees Receivable Control	4,800.00
									Subtotal	9,800.00
5	10	0	02/26/2011	4008	State of MD - Weatherization Divi	39700	997000	14000	Fees Receivable Control	4,900.00
									Subtotal	4,900.00
7	13	0	02/28/2011	4009	State of MD-CSBG	33509	0	43000	CSBG Revenue	6,000.00
									Subtotal	6,000.00
5	9	0	02/26/2011	4003	USDA	39700	997000	14000	Fees Receivable Control	4,720.00

Sample of Cash Receipt History Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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gms

Order

When your auditor gives you a list of 25-200 check numbers or Accounts Receivable Invoice numbers and you need to pull all of the backup documentation pertaining to each check or invoice, use the Audit Check/Invoice Sampler to create a listing to assist you. You begin by specifying the beginning and ending dates. For checks, you'll also need to select the bank account number and the check numbers you wish to locate. A listing will print showing the check date, check number, name and check amount. For non-payroll checks, the voucher batch, document number and expense distribution amounts are included on the report. If a check number is entered for a payroll check, it will print "payroll" rather than the voucher batch and document number. For A/R Invoices, you'll select the GL Account number and invoice numbers. You will receive a listing showing the invoice number and batch it was entered in. If a cash receipt has been entered against this invoice, the printout will also show the CR batch & document #, customer # & name, the amount received, date, and check #. If the Invoice is still outstanding, that will be stated and no cash receipt information will appear. These two reports can save you a tremendous amount of time when the auditor comes on-site.

Audit Check Sampler

GMS Demonstration with Supplements

Run Date: 12/23/2010
Run Time: 11:51:14 am
Page 1 of 1

Bank Account: 10000

Period From 01/01/2011 to 02/28/2011

Check Date	Check#	Paid To	Amount	Bat	VR#	Date	Element	Project	GL	Dist Amt
02/01/2011	14	We Insure It	2,229.00							
				3	33	02/01/2011	997000	39700	21400	546.00
				3	33	02/01/2011	998000	39800	50800	1683.00
						Voucher Total				2,229.00
		Check Total	2,229.00							
02/01/2011	15	Investment Properties, Ltd	3,000.00							
				3	28	02/06/2011	750800	37508	57000	3000.00
						Voucher Total				3,000.00
		Check Total	3,000.00							
02/11/2011	16	Meals Unlimited	149.00							
		Check Total	149.00							
02/11/2011	17	Mother Bell	90.00							
		Check Total	90.00							
02/14/2011	18	Jones, Dolly	721.47							
		Check Total	721.47							
02/14/2011	19	Williams, Juanita	1,009.45							
		Check Total	1,009.45							
02/28/2011	20	Williams, Juanita	1,055.87							
		Check Total	1,055.87							
02/28/2011	21	Jones, Dolly	835.30							
		Check Total	835.30							

Audit Invoice Sampler

GMS Demonstration with Supplements

GL Account: 14000 Fees Receivable Control

Run Date: 12/23/2010
Run Time: 11:53:03 am
Page 1 of 1

Period From 01/01/2011 to 02/28/2011

Invoice	AR Batch#	CR Batch#	CR Doc#	Customer#	Customer Name	CR Amount	CR Date	Check#
1	1	4	7	4004	State Department on Aging	5,000.00	02/20/2011	123
2	1	5	9	4003	USDA	4,720.00	02/26/2011	0
3	1	4	8	4004	State Department on Aging	4,800.00	02/20/2011	129
4	1	5	9	4003	USDA	4,720.00	02/26/2011	0
5	1	5	10	4008	State of MD - Weatherization Di	4,900.00	02/26/2011	0
6	2				Outstanding Invoice			
7	2				Outstanding Invoice			
8	2				Outstanding Invoice			
9	2				Outstanding Invoice			
10	2				Outstanding Invoice			

Sample of Audit Invoice Sampler Report

Sample of Audit Check Sampler Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

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gms

Order

Let this supplement assist you in preparing the Schedule of Federal Financial Assistance to be incorporated in your audit report. Contract master files are maintained for each grant and contract number. Masters files are also set up for federal and state/local agencies indicating a code number and description.

Current year worksheets can be printed prior to the final close-out of all projects. During each project's calculation of revenue recognition, the federal receipts and federal and other expenditures are documented on the current year worksheets. These amounts are entered under an edit option.

Contract profiles, current year worksheets and the Schedule of Federal Financial Assistance may be printed for all or specific contract numbers, federal agency numbers, state/local agency numbers and CFDA numbers with beginning and ending dates specified.

Schedule of Federal Assistance Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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Order

At fiscal year end, do you find that it takes forever to write up all of the entries to close out the cost allocation expense codes and control accounts in the General Ledger? Then, if you use some of the cost allocation supplements, you also have the closing entries for service unit pools, special allocation/internal base pools, and cost allocation locks. Why don't you let your computer produce the proper entries? The Year End Closing Entries supplement provides you with a menu of all the possible areas that need to be addressed during the preparation of the final closing entries. The items that are applicable to your agency will automatically be highlighted.

For the salary and leave entries, it makes the determination whether you expense certain types of leave when it is earned or taken and displays the information for your review before proceeding with the entries. Just think of the time you could save in just closing the salary, fringe and indirect control accounts to 50 or 80 projects!

Under revenue recognitions, for each project, it displays all of the revenue codes, descriptions and amounts from the last month end run that you did. It also shows you total revenue and total expenses. You then enter the entries that you need in order to properly recognize the actual revenue at year end. If you prefer to wait until the audit field work is completed, these entries can be done and processed at that time. Work papers can also be printed for you and your auditor which provides a great audit trail and backup support for the final entries that are prepared.

Wait! There's more - Based on all of the calculated amounts discussed above and any other GJ batches that have not been posted to the General Ledger that you wish to include, you can print a Trial Balance Worksheet for your review before the automatic preparation of the journal entries. Time savings and accuracy is what you'll gain from using this supplement.
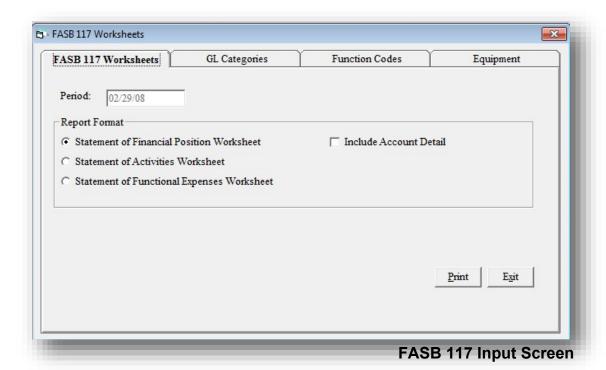
Year End Closing Entries Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$360.00	$55.00
5+ Users	$450.00	$67.50

Back

Order

Looking for a way to save time for you and your auditor? Consider FASB 117 Worksheets - a supplement designed to assist you in meeting the not-for-profit reporting standards established by the Financial Accounting Standards Board (FASB). SFAS No. 117 requires not-for-profits to issue statements of financial position, activity, cash flows and functional expenses in accordance with prescribed standards. This supplement produces each of the required statements in a worksheet format except for the statement of cash flows. User defined setup
files enable you to easily adapt these worksheets for your organization.

FASB 117 Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

Back

gms

Order
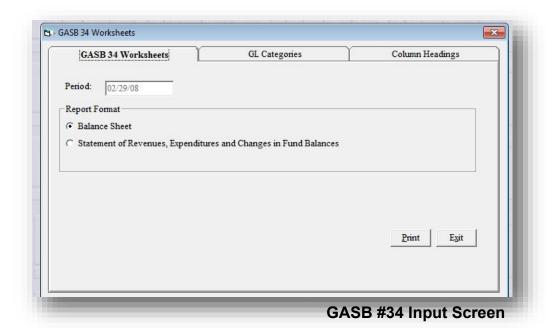
Looking for a way to save time for you and your auditor? Consider GASB 34 Worksheets - a supplement designed to assist state and local governments fulfill the financial reporting requirements as established by the Governmental Accounting Standards Board in their Statement No. 34. This supplement includes a Balance Sheet that allows you to set up category descriptions for assets, liabilities and equity accounts and assign each Balance Sheet GL code to a category. It also allows you to set up column headings for each fund that needs to be reported
and assign each Balance Sheet GL code to the column. In the event that a Balance Sheet account needs to be assigned to more than one column, the supplement allows for entering the amount for each column. This supplement also includes a Statement of Revenues, Expenditures and Changes in Fund Balance. It allows you to set up category descriptions for revenue and expenditure codes and assign each code to a category. You can also assign project and/or element codes to the column headings.

Even though you typically are preparing these worksheets after all closing entries are posted, it may be run at any time of the year. Any reconciling items on the Balance Sheet will be reflected in the Liability section next to a category called Cost Allocation Control and also reflected under a column heading titled Cost Allocation Control.

GASB #34 Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

Back

Order
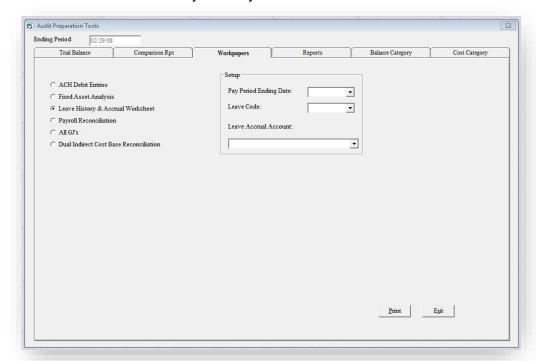
Have you wanted to cut down on your auditor's field work time? I'm sure many clients are currently preparing several files that auditors can use for their audit testing and documentation. In addition to what you're currently providing, Supplement #419 Audit Preparation Tools is now available to help you even more. It produces the following files to assist the auditors:

◊ A Trial Balance in Excel format which includes all assets, liabilities, project equity accounts, revenues and expenditures. It can be prepared at the agencywide, project or element level with the option to include indirect detail.

◊ Comparison reports to the prior fiscal year for the Balance Sheet and the Agencywide Revenue and Expenditure Report, with or without category detail.

◊ Audit work papers in Excel format for ACH entries, Fixed Asset and Depreciation Reconciliation, Leave History and Accrual Worksheet, Payroll Reconciliation and a listing of all GJ's for the fiscal year.

◊ Several reports from the accounting system that we've organized under one tab that are typically given to auditors.

The above items may be ones that you or your auditor have been preparing manually or using Report Writer for that can now be automatically created. This supplement gets added to the list of year end tools that can be used to save time for you and your auditor.

Audit Preparation Tools Input Screen

Costs:
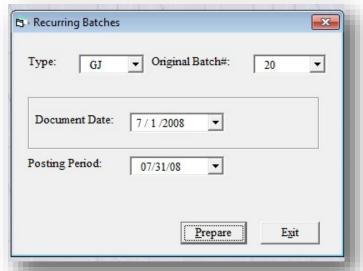
	Purchase Price	Annual License/Maintenance
1-2 Users	$350.00	$52.50
3-4 Users	$410.00	$61.50
5+ Users	$480.00	$72.00

Back

Order

Do you find yourself entering some of the same entries month after month? Some examples of repetitive entries could be depreciation, rent and maintenance agreements. These entries are typically made through voucher and general journal data entry. You can save yourself some time if you enter those repetitive entries in a batch by themselves and use the Recurring Batches supplement to write that batch to a new batch. The supplement allows you to develop new batches for journal entries, vouchers, timesheets, employee expense reimbursements and invoices for those that use Supplement #336 Accounts Receivable Processing. Receivables for lease billings may be a typical type of entry that is repetitive every month. . You specify the original batch number, document date, and posting period. For voucher batches you can specify a new due date and for timesheet batches you can specify the starting and ending pay period dates - the software does the rest! If necessary, any changes to the new batch can be made through normal editing procedures. This supplement can be a real time saver with data entry for repetitive types of entries!

Recurring Batches Input Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

Back

gms

Order

This supplement 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 can not 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 a 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. If you are unable to develop your own scanned signatures, GMS will prepare the scanned images for you at a cost of $50.00 per signature.

Check Signature Setup Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

Back

Order
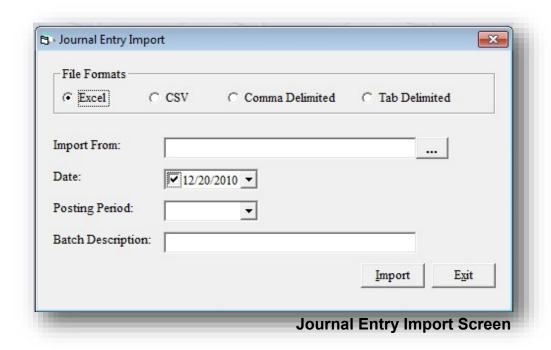
Create a General Journal batch by importing journal entries from a file with an Excel, comma delimited or tab delimited (CSV) format. It is designed to import from another application that has generated journal entry information, such as client tracking applications, on-line payroll services or other database applications for conversion to the GMS Accounting System. The information you are importing must be in the following order: description, program element, project, GL code, debit and credit. Also, the description needs to be repeated for each line of an entry. Document numbers will be assigned for each different description that is found. You can select one file to import at one time to form the batch. Several items are checked to make sure that codes used in
the file you are importing exist in your database. It will give you a list of the problems found that need to be corrected. This supplement eliminates the need for double entry into the accounting system.

Journal Entry Import Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$120.00	$18.00
3-4 Users	$150.00	$22.50
5+ Users	$190.00	$28.50

Back

Order

Terminate Elements alerts you if any coding is entered for elements you have unchecked the Active box for. This alert mechanism is available in timesheets, vouchers, cash receipts, journal entries, accounts receivables, purchase orders and expense reimbursements.

Agencies using this supplement find that Terminate Elements is a great way to reduce coding errors when program years change. The alert mechanism tells you that the element is terminated but gives you the option to override and use that element for coding.

When new elements are entered, they are automatically assigned an active status unless you indicate otherwise. When changing the status of an element, you have the option to terminate or activate all elements within the same project.

Terminate Elements Notification

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$100.00	$15.00
3-4 Users	$125.00	$18.75
5+ Users	$155.00	$23.25

Back   gms   Order
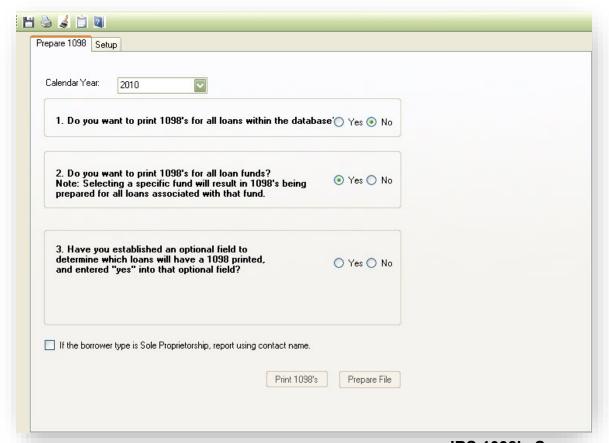
If you are required to prepare 1098's for your borrowers, this supplement can make the process easier and faster. The program reviews all loan activity, identifies which activities fall within a calendar year, and totals the interest portion of appropriate repayments for 1098 reporting. You can print 1098's for all the loans in your portfolio, or be as specific as necessary. The supplement prepares a report prior to printing the 1098 forms, allowing you to review the accuracy of the data prior to actually printing on IRS forms. There is also an option to prepare a file to be sent electronically.

Even if you don't send IRS form 1098 to your borrowers, you can use the report feature of this supplement to document total interest paid within a calendar year. This information can then be communicated to the client without actually printing IRS forms.

IRS 1098's Screen

Costs:
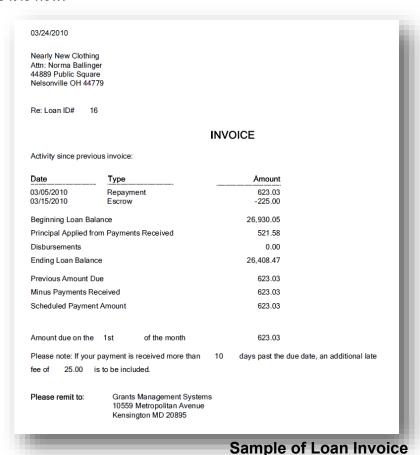
	Purchase Price	Annual License/Maintenance
1-2 Users	$280.00	$ 85.00
3-4 Users	$350.00	$105.00
5+ Users	$440.00	$135.00

Back

gms

Order

This supplement is designed to produce monthly invoices to be forwarded to your borrowers. Invoicing is routinely done once a month for each loan. If you have loan payments all due on the same day of the month, a simple monthly routine utilizing this supplement will result in printed invoices with up-to-date information. If your loans are due on different days of the month, the program can be run more than once a month. The process hinges on the field "payment dates" in the Loan Master file, which holds the day of the month when the payment is due. Invoices can be run for loans due on the 1st and then again for loans that are due on the 15th. Invoicing batches are identified by the due date along with the invoicing cutoff date.

Operating in a manner similar to credit card invoicing, the amount due from the last invoice is shown, as well as any payments received, and a revised amount due which includes the next scheduled payment. The invoice also shows the beginning loan balance, any activity recorded since the last invoice, as well as the loan balance as it is now.

03/24/2010

Nearly New Clothing
Attn: Norma Ballinger
44889 Public Square
Nelsonville OH 44779

Re: Loan ID#   16

INVOICE

Activity since previous invoice:

Date	Type	Amount
03/05/2010	Repayment	623.03
03/15/2010	Escrow	-225.00

Beginning Loan Balance	26,930.05
Principal Applied from Payments Received	521.58
Disbursements	0.00
Ending Loan Balance	26,408.47
Previous Amount Due	623.03
Minus Payments Received	623.03
Scheduled Payment Amount	623.03

Amount due on the   1st   of the month   623.03

Please note: If your payment is received more than   10   days past the due date, an additional late fee of   25.00   is to be included.

Please remit to: Grants Management Systems
                       10559 Metropolitan Avenue
                       Kensington MD 20895

Sample of Loan Invoice

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$480.00	$72.00
3-4 Users	$550.00	$82.50
5+ Users	$620.00	$93.00

Back

gms

Order

There are several ways to review a complete loan history in RLSS software. However, the reporting requirements of funders may require reports showing activity within a given date range. This could be an issue when submitting quarterly, semi-annual, or even annual reports. It is also likely an issue during an annual audit. This supplement allows entry of a specific date range, producing a report that reflects loan activity within that range. Selection criterion allows you to limit the loans which will appear on the report, especially helpful if reporting to a specific funder. Reports can be in Detail (each activity within the selected date range itemized) or Summary (reflecting totals only for each selected loan).

Year-to-Date Activity Selection Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$220.00	$33.00
3-4 Users	$250.00	$37.50
5+ Users	$280.00	$42.00

Back   gms   Order
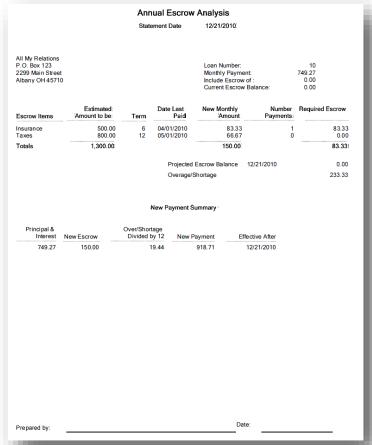
Do you need to prepare an annual escrow analysis for your clients to determine if you need to increase or decrease their monthly payment amount for the upcoming year? The Escrow Analysis is designed to compute loan escrow amounts, print an escrow analysis for mailing to loan recipients, and automatically change the payment and escrow amounts in the Loan Master upon posting.

Up to five individual escrow items per loan may be specified. The required escrow amount to be withheld from each repayment is computed by taking the total amount to be paid, frequency of payment, and number of months since the last payment. In addition, it calculates what the required escrow balance needs to be as of the effective date and includes 1/12th of this overage/shortage in the escrow amount for the upcoming year so that you will have enough on hand as escrow payouts become due. You may select to Post this escrow calculation to the Loan Master, updating both the Payment including Service Fee & Escrow and the Escrow 1 Amount. The Escrow Analysis can be saved for later retrieval, editing and/or posting.

Annual Escrow Analysis

Statement Date   12/21/2010

All My Relations
P.O. Box 123
2299 Main Street
Albany OH 45710

Loan Number:					10
Monthly Payment:					749.27
Include Escrow of :					0.00
Current Escrow Balance:					0.00

Escrow Items	Estimated Amount to be	Term	Date Last Paid	New Monthly Amount	Number Payments	Required Escrow
Insurance	500.00	6	04/01/2010	83.33	1	83.33
Taxes	800.00	12	05/01/2010	66.67	0	0.00
Totals	1,300.00			150.00		83.33

Projected Escrow Balance	12/21/2010		0.00
Overage/Shortage			233.33

New Payment Summary

Principal & Interest	New Escrow	Over/Shortage Divided by 12	New Payment	Effective After
749.27	150.00	19.44	918.71	12/21/2010

Prepared by: _____   Date: _____

Sample of Escrow Analysis

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$160.00	$24.00
3-4 Users	$200.00	$30.00
5+ Users	$250.00	$37.50

Back   gms   Order
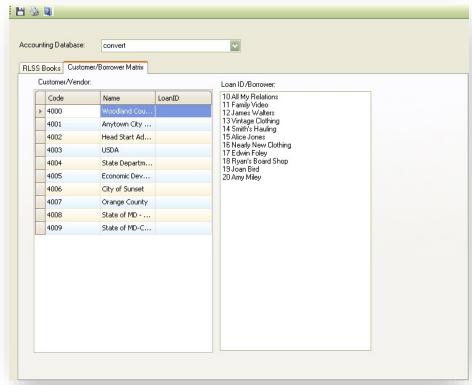
This supplement is only available to clients using both GMS Accounting and Financial Management System and GMS Revolving Loan Servicing System. It allows the cash receipts batch entered into accounting to be pulled into the RLSS system for posting loan payments without duplicate data entry. Additionally, it allows the voucher batch to be pulled in for posting of disbursements.

Some setup is initially required: 1) borrowers are entered into the accounting program as customers or vendors, and 2) each of those customers/vendors identified as a borrower is attached to a loan ID number within the RLSS system. When the batch is posted in RLSS, the user will determine the activity period, thus ensuring the disbursements and repayments are reflected on the Monthly Activity Report for the chosen period.

It is recommended that the loan payments and disbursements are entered into a separate cash receipt or voucher batch in the accounting system. However, if mixed revenue or disbursements are included in the same batch, they can be eliminated from the posting once the batch is in RLSS. Also, separation of duties is often a part of internal control and accounting procedures, and this supplement may impact that procedure. You may want to discuss it with your comptroller or auditor prior to ordering the supplement.

RLSS Books Setup Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$350.00	$52.50
3-4 Users	$400.00	$60.00
5+ Users	$475.00	$71.25

Back

gms

Order

It is nearly impossible to manage a loan portfolio without needing to eventually write-off bad debts. Some funders require loans be written-off once they reach a specified level of delinquency, sometimes 90 days, 120 days, or another trigger point. Although loans may be written-off at any time, it becomes especially important at the end of a fiscal year. If outstanding loan balances are included in the financials as an asset account (Notes Receivable), the accuracy of year-end reports may depend on clearing bad debts.

Write-off Analysis allows you to enter a cutoff date, which creates a report that reflects loan activity through the specified cutoff date. Users then enter the range of write-off dates to be included on the report, which is especially helpful for year-end reports. The report offers the standard RLSS report selection criteria, allowing you to print for a specific fund should your funders request this information. A report reflecting your agency's total portfolio may be prepared by not limiting selection criteria when creating

Write-off Analysis Report

Grants Management Systems
Funds: All

City: All
County: All
Loan Officer: All
Includes Loans Written-off 01/01/2009 to 12/21/2010

Cutoff Date: **12/21/2010**
Run Date: 12/21/2010
Run Time: 10:20:54 am
Page 1 of 1

Loan	Company/Borrower	Amount Disbursed	Principal Repaid	Balance as of Write-off	Date of Write-off	Write-off Amount	Recovered Amount	Balance
12	James Walters	10,000.00	445.68	9,554.32	12/31/2009	9,554.32	0.00	0.00
	Totals:	10,000.00	445.68	9,554.32		9,554.32	0.00	0.00

* Loans without valid write-off date in Loan Master File.

Sample of Write-Off Analysis Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

Back

gms

Order

Managers, administrators and funders often ask for a report showing the condition of the lending portfolio in total. This supplement provides an easy-to-read report that reflects loans that are current, those delinquent 1-30 days, 31-60, 61-90 days, and so forth. The report shows the number of loans falling within each category, along with the loan balances for those loans. A calculation is provided indicating the percentage of the total portfolio for each category.

The validity of the report depends on accurate "next payment due" dates being recorded when loan activity is posted, as well as the loan's status as recorded in the Loan Master file. There are specific categories on the report for loans with the status of delinquent, default, and write-off. The report will recognize the status of the loan as it is when the report is generated.

Portfolio Analysis

Funds:	All
Status:	All
City:	All
County:	All
Loan Officer:	All
Loan# From 10 to 17	

Cutoff Date:	05/01/2010
Run Date:	12/21/2010
Run Time:	10:22:49 am
Page 1 of 1	

	Number	Balance	Percent%
All Outstanding Loans			
Current Accounts	1	25,000.00	21.95%
Past due 1-30 days	4	86,711.39	76.14%
Past due 31-60 days	0	0.00	0.00%
Past due 61-90 days	1	2,166.35	1.90%
Past due 91-120 days	0	0.00	0.00%
Past due 121-150 days	0	0.00	0.00%
Past due 151-180 days	0	0.00	0.00%
Greater than180 days	0	0.00	0.00%
Total Portfolio	6	113,877.74	100.00%
Contaminated Portfolio	1	2,166.35	1.90%

Loans identified as being delinquent by 30 or more days and having a balance greater than zero as of the cutoff date.

Delinquent Loans	0	0.00	0.00%

Loans identified by delinquent status in Loan Master, and having a balance greater than zero as of the cutoff date.

Default Loans	0	0.00	0.00%

Loans identified by default status in Loan Master, and having a balance greater than zero as of the cutoff date.

Write-off Loans	0	0.00	0.00%

Loans identified by write-off status in Loan Master, and having a balance greater than zero as of the cutoff date.

Sample of Portfolio Analysis Report

Costs:

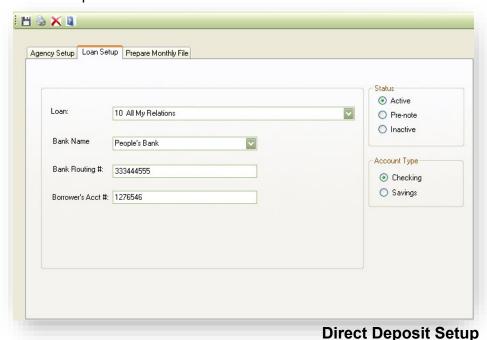|	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

Back   gms   Order

Sometimes the best way to ensure prompt payment with high-risk lending is to automatically withdraw funds from your borrower's bank account. Supplement #816 Direct Deposit can assist with this process.

There are a few issues to be explored when considering this supplement. First of all, check with your bank and make certain their policies and procedures conform to your needs. For example, you will want notification from your bank when funds are transferred. Experience has shown that some banks only re-flect the transfer on the end-of-month bank statement. This is usually not an acceptable timeframe, be-cause you want to know the funds were transferred when the payment was due. Second, you need au-thorization from your borrowers to access their bank accounts. Check your closing documents and see if this is allowed, and if not, consider a mailing informing borrowers of your plans to begin using the supple-ment. Your bank can provide you with authorization forms to be completed by your borrowers, which will allow access to their account. As usual, we recommend you check with your auditor or legal advisor prior to instituting any new practices within your lending program.

This supplement will allow you to identify which loans are to be accessed, when the transfer is to take place, and the amount of the payment, or funds, to be transferred into your account. It will create a file that can be submitted to your bank detailing the transfer specifics. Loan Activity is processed for pay-ments transferred, a report may be prepared detailing the transfer, and Loan Acknowledgement forms are available for printing. Any transfers will appear on the Monthly Activity Report with a notation that it was processed via Direct Deposit and the date of the transfer.

Direct Deposit Setup

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$ 300.00	$ 45.00
3-4 Users	$ 350.00	$ 52.50
5+ Users	$ 410.00	$ 61.50

Back   gms   Order

A frequent issue with non-profit lending is "How much money do we have to lend?" Combining lending activity tracked automatically within the RLSS software and a bit of optional data related to revenue and expense, this supplement will produce a Revenue and Expense report to assist in fund monitoring.

Not only does it produce a fund balance available for lending, but revenues and expenses are reported by current month, fiscal year-to-date, and cumulated totals. The user determines the fiscal year, inputs pertinent revenue and expenses (beyond loan disbursements and repayments) and selects an ending date. Because the user controls cutoff date and fiscal year, the report will provide timely information to assist with lending plans. It may also be helpful when reconciling lending records with your accounting system. Each loan fund can be set up to create reports specific to that fund. Reports can then be created for each specific fund, or the total lending portfolio. As new sources of revenue are found, they are easily added to the report. The process of entering miscellaneous expenses is just as easy. If accurate data is maintained, this report can provide loan counselors and managers with details of a fund's activity from its inception. It can also be a valuable tool during audits.

Loan Fund Financial Report

Grants Management Systems
Fund: All
Fiscal Year From: 01/01/2010 to 12/31/2010
Cutoff Date: 03/31/2010

Run Date: 12/21/2010
Run Time: 10:27:26 am
Page 1 of 1

	Current Month	Current Year	Cumulated To Date
Loan Fund Revenues			
Loan Principal Repaid	2,087.03	8,125.12	20,067.94
Loan Interest Paid	1,126.24	1,955.65	4,557.52
Late Fees	25.00	25.00	150.00
Savings Interest Income	158.12	426.55	426.55
Total Revenues	3,396.39	10,532.32	25,202.01
Loan Fund Expenses			
Loans Disbursed	1,000.00	1,000.00	133,945.68
Administrative Expenses	765.00	2,851.00	2,851.00
Total Expenses	1,765.00	3,851.00	136,796.68
Balance of Investments and Revenues over Expenses	1,631.39	6,681.32	-111,594.67
Summary of Escrow Account Activity			
Escrow Received	10.00	160.00	430.00
Escrow Disbursed	(225.00)	(225.00)	(225.00)
Escrow Balance	(215.00)	(65.00)	205.00

Sample of Loan Fund Financial Report

Costs:

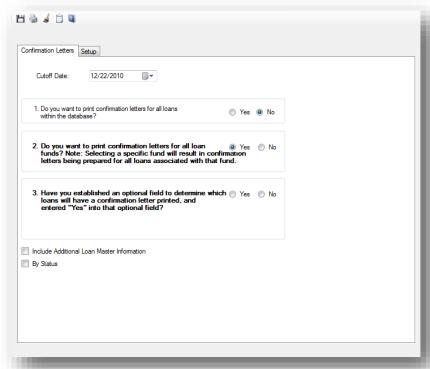|	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

Back

gms

Order

If your agency is subject to an annual audit, you are likely required to send letters to your borrowers confirming their loan balance as of the end of the fiscal year. Supplement #825 Confirmation Letters is designed as a tool to assist with this task.

This supplement produces letters for mailing to your borrowers, specifying the loan balance as of a cutoff date. An option is available to also include loan closing date, loan amount, maturity date, payment amount and frequency, and interest rate. Opportunity is given for the borrower to indicate their agreement or disagreement with the loan balance. You can include all loans, or select by loan fund, loan number, status, or even optional field. Confirmation Letters setup allows you to enter the auditor's name and address, as well as who will be signing the letters and their title. The export feature allows you to use word processing to format as desired, which might include printing on letterhead.

Confirmation Letters Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

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gms

Order

This supplement will produce five-year cash flow projections related to your loan portfolio. It can be used to project total amount to be repaid, principal to be repaid, interest to be paid, and loan balances. Additionally, criteria may include specific loan fund, county, city, status, loan officer, loan type, or borrower type. If the information is only needed for a specific loan, that report may be produced by using the loan ID number as selection criteria.

The accuracy of the report is dependent upon accurate information within the Loan Master file, including interest rate, payment amount, and payment frequency. An amortization schedule is run using that data, along with the current loan balance, to project cash flow based on the assumption of timely payments. Although the report is usually run with a month-end or year-end cutoff date, it can be run as often as desired. Predicting cash flow can assist with future lending plans as well as expected interest income.

5 Year Loan Principal Projections

Grants Management Systems
Funds: All
City: All
County: All
Status: All
Loan Officer: All
Loan# From 10 to 17

Cutoff Date: 11/30/2010
Run Date: 12/21/2010
Run Time: 10:23:54 am
Page 1 of 1

Borrower	Disbursed	Current Balance	Principal 1st Year	Principal 2nd Year	Principal 3rd Year	Principal 4th Year	Principal 5th Year
10 All My Relations	25,000.00	16,588.15	8,351.49	8,235.80	0.86	0.00	0.00
11 Family Video	25,000.00	22,089.59	4,631.02	4,892.23	5,168.20	5,459.73	1,938.41
13 Vintage Clothing	25,000.00	25,000.00	251.65	264.39	277.77	291.84	306.61
14 Smith's Hauling	25,000.00	21,625.18	14,126.62	7,498.54	0.00	0.00	0.00
16 Nearly New Clothing	30,000.00	26,408.47	5,562.70	5,876.52	6,207.99	6,558.17	2,203.08
17 Foley Edwin	2,500.00	2,166.35	470.69	482.59	494.79	507.31	210.97
Report Totals	132,500.00	113,877.74	33,394.17	27,250.07	12,149.61	12,817.05	4,659.07

* Calculations can not be provided. Please check loan terms in loan master file.

Sample of 5 Year Projections Report

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$250.00	$37.50
3-4 Users	$300.00	$45.00
5+ Users	$375.00	$56.25

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Red Flag provides a quick and easy way to determine if a loan is delinquent, or needs attention for other reasons. This supplement alerts the user that the loan is "flagged" by posting a red statement listing the reason at the bottom of the data entry screen in both Loan Master files and Loan Activity for any loans meeting the setup criteria. Any user with access to those programming features, whether full access or view only, can quickly see the loan needs attention. Loans may be flagged in a variety of situations:

> All loans are flagged automatically when they become delinquent;
>
> All loans within a selected fund(s) are flagged (useful if annual reports are due from those bor-rowers);
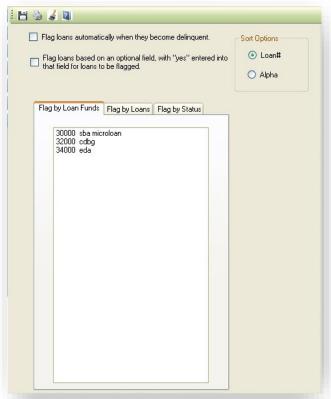>
> All loans are flagged that contain "yes" in an optional field created for that purpose (useful for sit-uations
>
> where a one-time alert is needed, for example, time to renegotiate the interest rate);
>
> Loans are identified and flagged one by one using the loan ID number:
>
> Loans within a particular status(es) are flagged.

Red Flag is accessed through the Supplement Menu, and any of the above 5 choices can be used to flag the loan. If option 1 is chosen, once the loan is no longer delinquent, the flag will cease. If options 2, 3, 4 or 5 are chosen, "clear selections" icon must be used to reset the loans.

Red Flag Setup Screen

Costs:

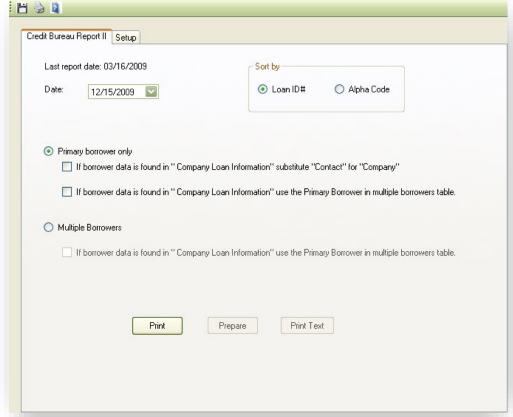|	Purchase Price	Annual License/Maintenance
1-2 Users	$250.00	$37.50
3-4 Users	$300.00	$45.00
5+ Users	$375.00	$56.25

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This supplement was designed in accordance with the specifications provided by the Associated Credit Bureau (ACB). It will create a data file that can be forwarded to the credit bureau. Although there are four national credit reporting organizations (Trans Union, Equifax, Innovis and Experian), credit bureaus are operated independently, and reporting requirements vary from one to another. For example, some credit bureaus will not accept an electronic file unless you are reporting on 500 or more loans. For this reason, we strongly recommend you contact your local credit bureau for guidance before purchasing and installing this supplement.

Metro Status Code II guidelines are used in this supplement. The program will retrieve information from Loan Master files and loan histories, and automatically assign a status code based on the payment history with special attention to the loan balance and "next due date." However, an optional field may be used to override the automatic status code. Additional optional reporting codes may be included in the data file and relate to Special Comments, Compliance Condition, Consumer Transaction Type, and ECOA codes. The borrower's date of birth may also be included. Should you desire to use any optional reporting codes, please request a listing of codes from your credit bureau. A booklet including all optional codes is also available for purchase from the ACB.

Credit Bureau Report II Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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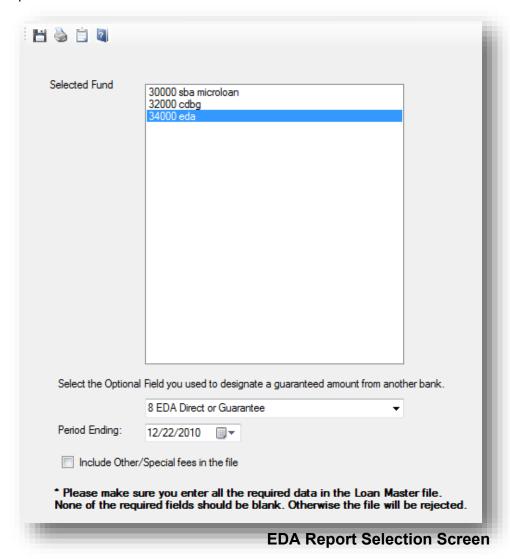
Designed to assist with the semi-annual reporting requirements of EDA, this supplement moves data from the RLSS database into an Excel report template creating the .csv file for uploading. Information from the Loan Master files related to loan status, job creation, usage of funds, and loan type are utilized, along with Loan Activity records to determine dollars associated with EDA loans. The Excel format allows editing of data as you see fit.

This supplement does require you have Microsoft Excel 2000 or higher installed, and basic Excel skills. Establishment of an Optional Field to track which EDA loans are Direct and which are Guaranteed is also required.

EDA Report Selection Screen

Costs:

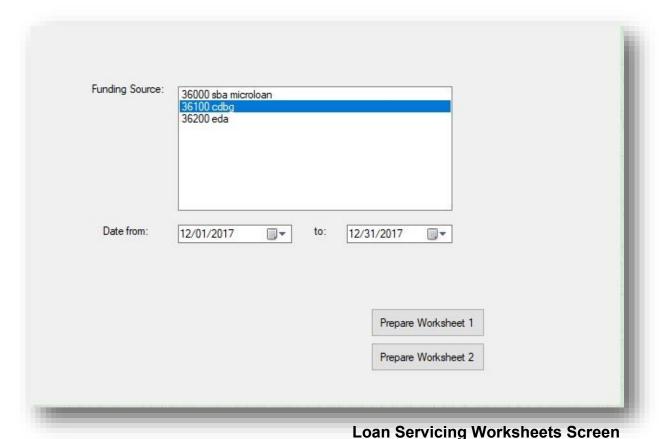|	Purchase Price	Annual License/Maintenance
1-2 Users	$300.00	$45.00
3-4 Users	$350.00	$52.50
5+ Users	$410.00	$61.50

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This new supplement will create two different Excel spreadsheets. First, select your Loan Fund(s) and then select the From and To dates. The first worksheet includes all Repayments received within the specified timeframe and will list the Loan #, Loan Name, Activity Date, Repayment Amount, and Totals for number of clients and Repayment Amounts. The second worksheet will list all loans that are not included in the first worksheet that have Conversations for the selected timeframe. This worksheet will list Loan #, Loan Name, Conversation Date, Conversation and if the loan has a $0 balance that will be noted and will total the number of clients on the report. Colorado clients reporting to the Colorado Division of Housing will find these worksheets meet their reporting backup documentation needs.

Loan Servicing Worksheets Screen

Costs:

	Purchase Price	Annual License/Maintenance
1-2 Users	$200.00	$30.00
3-4 Users	$250.00	$37.50
5+ Users	$310.00	$46.50

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