


General Ledger Setup

Locis Version 7.0 BETA Release T75 Comet Version: 607.388




**Enter your Locis Password & Hit Enter**

Computer Date is: 05/28/09 Terminal is: T75  
Profile name is rick  
Major Update: 01/30/2008 - Small Update: 05/14/2009

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99

Enter the program name to run or select one from the list.

- RICK HOLMES's Favorites**
- Locis
- Utility Billing
- Payroll
- Accounts Payables
- General Ledger
- Miscellaneous/Lists
  - Chart of Accounts Setup** GMM
  - Chart of Accounts List
  - Purchase Order/Encumbrance List
  - Due To/From Setup
  - Investment Setup
  - Investment List
  - Cash-Investment G/L No Setup
  - Account Number Reassignment
  - Fund Delete
  - Chart Organization List
  - Balance Sheet Analysis
- Reports/Inquiries
- Journal Process
- Project Tracking
- Summary Reports



7 Local Government Computer and Information Service

Support 1-866-Locis99  
Fax 1-815-744-8182  
4000 W Jefferson Street  
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Thursday May 28, 2009

**RICK HOLMES T75**

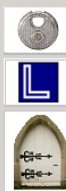


Chart Setup

G/L Chart Setup T75 Term Date: 05/28/09 Date: 05/28/09

Options Help

*G/L Chart Setup*

Select the Fund:

---

Account Number   Account Title

Display the status on main menu?  Active Item(Inactives will not appear on any report)

Account Type  Budget Info

Function Code  Encumberance for May:

Total Level  Balance as of May:

Line Spacing  Unspent Balance as of May:

Indent  Last Impact/Update Date:

Column

Select the fund to maintain or select New to create a new fund

| Account | Title | Updated | Type | Functi... | Tot Lev | Spacing | Indent | Column | Status |
|---------|-------|---------|------|-----------|---------|---------|--------|--------|--------|
|         |       |         |      |           |         |         |        |        |        |

Favorite?

- Create a new fund
- Lookup an account
- Change an account

Assets, Liabilities, and Capital must be grouped. They may be set up by department to comply with GASB'S 34

- You can change:
- Description
  - Total level – Balance sheet and GBC option 2
  - Line spacing
  - Indent
  - Column – only balance sheet

**Adding an account**

When adding a new account search for a similar account

Account number structure must be consistent IE:

|      |      |           |
|------|------|-----------|
| Fund | Dept | Line      |
| 01-  | 01-  | 00001.999 |
| 01-  | 11-  | 10001     |

Account types A = Assets

L = Liabilities

C = Fund Balance

R = Revenue

Assets, Liabilities and Fund Balance accounts must be grouped and now can be departmentalized

# General Ledger Review

2/14/2011

E = Expense

Functions     1 = Title  
                  2 = Total  
                  3 = Post and print  
                  4 = Post don't print Balance Sheet and Budget Comparison #2

Total levels functional in Balance Sheet and Budget Comparison #2

Line spacing allows advanced to new page or up to 9 lines for manual addition of textual information

Indent            Offset titles to distinguish subtotals and totals

Column           Only applies to the balance sheet  
                     1 - detail account data  
                     2 - subtotals  
                     3 - totals

Last updated    maintained by the system

Budget – Encumb – Balance – Unspent    (Presents this data as of the terminal date)

Don't assign the same line item different titles

01-00-360    Misc. Income  
15-00-360    MFT Receipts  
51-00-360    Water Sales

Next, plan the destination Total Levels for the G/L accounts that will contribute to the printed totals. The destination Total Level of an account is the same Total Level that is used as a source when the accumulation is printed.

| Account Number | Account Title                | Function Code | Total Level |
|----------------|------------------------------|---------------|-------------|
| 05-105         | CASH IN BANK                 |               | 06          |
| 05-110         | CASH IN BANK FOR P/R ACCOUNT |               | 06          |
| 05-120         | CASH, CURRENT TAXES RECEIVED |               | 06          |
| 05-125         | TOTAL CASH                   | 02            | 06 * 07     |
| 05-130         | MARKETABLE SECURITIES        |               | 07          |
| 05-135         | DUE FROM OTHER FUNDS         |               | 06          |
| 05-140         | DUE FROM SECOND FUNDS        |               | 06          |
| 05-145         | RECEIVABLES                  |               | 06          |
| 05-155         | TOTAL RECEIVABLES            | 02            | 06 * 07     |
| 05-160         | INVENTORIES                  |               | 07          |
| 05-190         | DEPOSITS                     |               | 07          |
| 05-195         | BLANK (Sum Total of Assets)  | 02            | 07 * 08     |

After a total or subtotal is printed, the amount in the specified total level

accumulator is added to the next higher accumulator.

Post to account - Access the account before the one to be added to display  
formatting factors

Asset/Liability/Fund Balance – Verify total levels

Total Account – Balance sheet accounts may require changing total levels on  
other accounts

Revenue/Expense

GBC(1) Will only provide total of accounts since last total

GBC(2) – Verify total levels

Title Accounts - will appear on many reports. Department titles may cause totals  
to appear on some reports

**NOTES**

Enter seasonal budgets

| F/Y | Actual | Budget | % |
|-----|--------|--------|---|
|     |        |        |   |

| G/L Number | Title | 10 Budget | 10 Appropriation | 10 Projected |
|------------|-------|-----------|------------------|--------------|
|            |       |           |                  |              |

Examples Utility costs, salt expense, franchise fees

**Encumbrance list – Hard copy of line items with open encumbrance amounts**

# General Ledger Review

2/14/2011

[GEL] SYS DATE 101701

DATE 10/17/01

L O C I S  
G / L E N C U M B R A N C E L I S T I N G  
WEDNESDAY OCTOBER 17, 2001  
FOR YEAR 01

| G/L ACCT NO     | DESCRIPTION              | TOTAL      | MAY<br>NOV           | JUNE<br>DEC          | JULY<br>JAN          | AUG<br>FEB           |
|-----------------|--------------------------|------------|----------------------|----------------------|----------------------|----------------------|
| =====           |                          |            |                      |                      |                      |                      |
| 01 GENERAL FUND |                          |            |                      |                      |                      |                      |
| 01-11-512       | MAINT. SERVICE-EQUIPMENT |            | .00<br>.00           | .00<br>.00           | .00<br>.00           | .00<br>.00           |
| 01-11-840       | VEHICLE                  | 186,000.00 | 15500.00<br>15500.00 | 15500.00<br>15500.00 | 15500.00<br>15500.00 | 15500.00<br>15500.00 |
|                 | ** EXPENSE SUBTOTAL      |            | 15500.00             | 15500.00             | 15500.00             | 15500.00             |

Due To From setup

G/L Due To/From Setup T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Due To/From Setup*

Type

Paying fund  Expensing fund

Paying G/L #  Expensing G/L #

Add/Save Delete Print

| Type | Due To(Paying) Fund | Due From(Expense) Fund | Due To(paying) G/L | Due From(Expense) G/L |
|------|---------------------|------------------------|--------------------|-----------------------|
| A    | 01                  | 51                     | 01-00-111          | 51-00-111             |
| P    | 01                  | 51                     | 01-00-111          | 51-00-111             |

Favorite?

Payroll and Accounts Payable if one (1) fund is used to issue checks  
 The system makes necessary postings to balance each fund  
 Commingled cash or Inter fund payables and receivables

Investment setup

G/L Investment Setup T75 Term Date: 05/29/09 Date: 05/29/09


Options Help

*G/L Investment Setup* Close

Investment #  Purchase date

Description

Institution

G/L number   CASH COMMINGLED

Maturity date  Interest rate

Period of return  How many

Add/Save

|             | PRINCIPAL                              | INTEREST                             |
|-------------|--|--------------------------------------|
| Invested    | <input type="text" value="150000.00"/> | <input type="text" value="1017.12"/> |
| Paid back   | <input type="text" value="150000.00"/> | <input type="text" value="1000.00"/> |
| Balance due | <input type="text" value=".00"/>       | <input type="text" value="17.12"/>   |

Delete

| Investment # | Purchased | Description | G/L no.   | Due Date | Int. Rate | Period | Length |
|--------------|-----------|-------------|-----------|----------|-----------|--------|--------|
| 01-100       | 04/01/09  | 90 DAY CD   | 01-00-111 | 07/01/09 | 2.7500    | D      | 90     |

Favorite?

How to assign investment no's  
 Fund no + a sequence no  
 Simple Interest only  
 Interfaces to Journal entry P#  
 I#

# General Ledger Review

2/14/2011

## Investment List

SYS DATE 101701  
 [GIT]  
 DATE 10/17/01

L O C I S  
 G / L I N V E S T M E N T R E G I S T E R  
 WEDNESDAY OCTOBER 17, 2001

SYS TIME 14:22  
 PAGE 1

| INVESTMENT NUMBER | PURCHASE DATE       | MATURITY DATE | ACCOUNT NUMBER              | PRINCIPAL | INTEREST RATE | INVESTMENT PERIOD | EXPECTED INTEREST | PRINCIPAL PAID BACK | INTEREST RECEIVED | TOTAL DUE |
|-------------------|---------------------|---------------|-----------------------------|-----------|---------------|-------------------|-------------------|---------------------|-------------------|-----------|
| 01-100            | 05/01/00            |               | 01-00-116                   | 150000.00 | 4.7500        | 90 (D)            | 1752.05           | 150000.00           | 1752.05           | .00       |
|                   | 90 DAY CD           |               | INVESTMENT-CERT. OF DEPOSIT |           |               |                   |                   |                     |                   |           |
|                   | 1ST NATL BANK       |               |                             |           |               |                   |                   |                     |                   |           |
| 010002            | 09/01/01            | 12/01/01      | 01-00-111                   | 150000.00 | 4.5800        | 90 (D)            | 1693.97           | .00                 | .00               | 151693.97 |
|                   | 90 DAY CD           |               | CASH IN BANK WORKING CASH   |           |               |                   |                   |                     |                   |           |
|                   | 1ST NATIONAL BANK   |               |                             |           |               |                   |                   |                     |                   |           |
| 010003            | 07/01/01            | 01/01/02      | 01-00-115                   | 300000.00 | 5.0000        | 6 (M)             | 7500.00           | .00                 | .00               | 307500.00 |
|                   | 6MO CD              |               | INVESTMENT-MONEY MARKET     |           |               |                   |                   |                     |                   |           |
|                   | PRESTION INVETMENTS |               |                             |           |               |                   |                   |                     |                   |           |
| 3                 | INVESTMENTS         | TOTALS:       |                             | 600000.00 |               |                   | 10946.02          | 150000.00           | 1752.05           | 459193.97 |

Cash Investment no setup

Options Help

*G/L Cash/Investment Setup* Close

Type  Department  Account #  Add/Save

Title  Delete

| Type | Depart... | Account # | Title                          |
|------|-----------|-----------|--------------------------------|
| C    | 00        | -111      | CASH COMMINGLED ACCT           |
| C    | 00        | -111.0    | CASH IN BANK PAYROLL           |
| C    | 00        | -111.01   | CASH IN BANK GENERAL           |
| C    | 00        | -111.02   | CASH IN BANK FIRE              |
| C    | 00        | -111.03   | CASH IN BANK CHALLACOMDE       |
| C    | 00        | -111.04   | CASH IN BANK CAPITAL IMPROVEMS |
| C    | 00        | -111.05   | CASH IN BANK DRUG ENFORCEMENT  |
| C    | 00        | -111.06   | CASH IN BANK DUI               |
| C    | 00        | -111.07   | CASH IN BANK HARKEY HOUSE      |
| C    | 00        | -111.08   | CASH IN BANK PARK IMPROVEMENT  |
| C    | 00        | -111.10   | CASH IN BANK MFT               |
| C    | 00        | -111.11   | CASH IN BANK PAYROLL           |
| C    | 00        | -111.14   | CASH IN BANK SOCIAL SECURITY   |
| C    | 00        | -111.15   | CASH IN BANK SPORT             |
| C    | 00        | -111.16   | CASH IN BANK LAKE LOTS DEPOSIT |
| C    | 00        | -111.17   | CASH IN BANK HOUSING GRANT     |
| C    | 00        | -111.18   | CASH IN BANK SAND FILTERS      |

This maintenance program dictates what will and will not print on the GSCI(Statement of Cash and Investments) report. Enter the partial G/L Numbers in the list and those G/L's will total on the report.

Favorite?

Interacts with Statement of cash and Investments

Treasures report

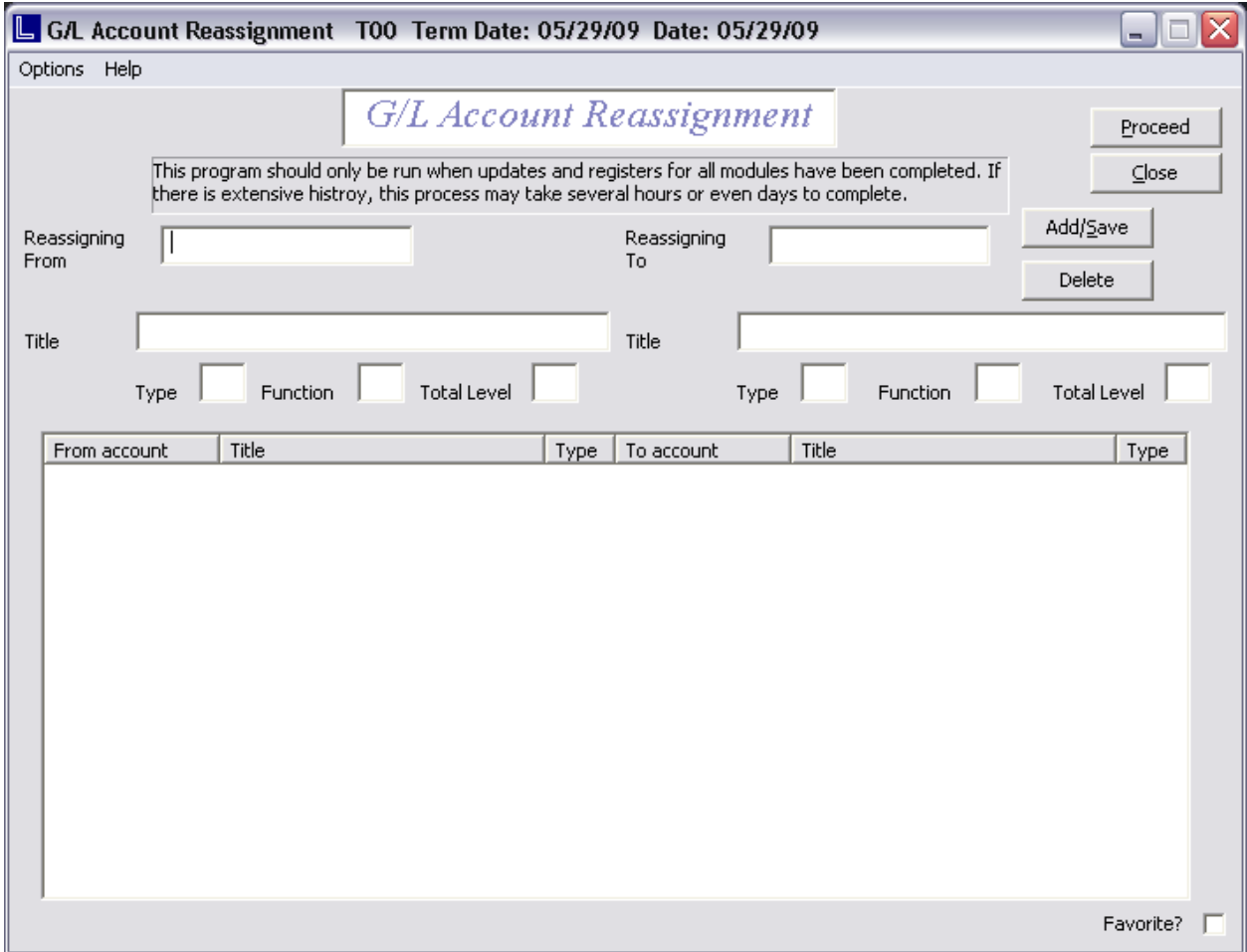
Fund summary report

Enter account numbers excluding the fund no IE:

00-111 Cash in bank

00-115 Money market

Account no reassignment



Run Chart organization list to assist in identifying accounts to change

You can merge multiple accounts into one account as long as they are the same Type.

You can cross funds but Fund Balance and The Gain/Loss account will require Manual adjustment

Has to be done when no other activity is in process.

May take a long time to run

Updates 50 files

A few files have to be corrected manually

The program can be restarted if it abends

GML – CHART LIST  
List all or a fund  
Chart of account records only

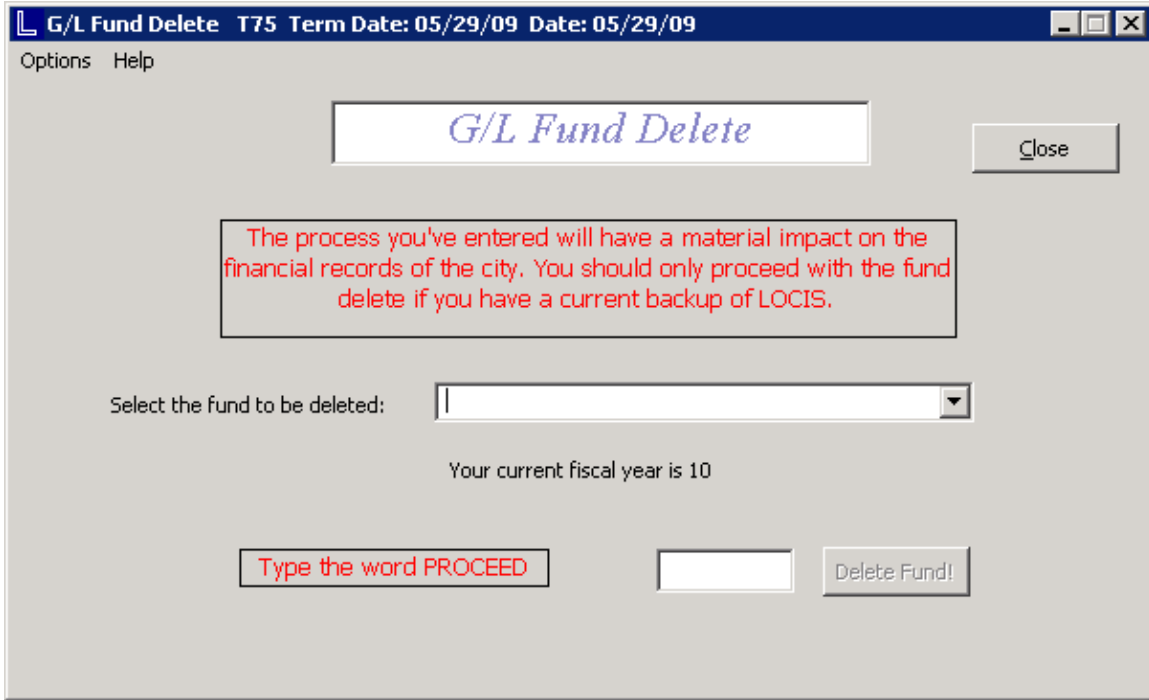


GMLGL - Chart Organization List

SYS DATE 02/27/01 CITY OF ANYTOWN SYS TIME 09:48  
 [GMLGL] G E N E R A L L E D G E R O R G L I S T I N G  
 DATE 05/30/00 TUESDAY MAY 30,2000 PAGE 1

| G/L ACCT<br>NUMBER | TITLE                       | ***** CODES ***** |   |   |   |   |   |
|--------------------|-----------------------------|-------------------|---|---|---|---|---|
|                    |                             | A                 | F | T | S | I | C |
| -----              |                             |                   |   |   |   |   |   |
| FUNDS              |                             |                   |   |   |   |   |   |
| -----              |                             |                   |   |   |   |   |   |
| 01                 | GENERAL FUND                |                   |   |   |   |   |   |
| 15                 | MOTOR FUEL TAX              |                   |   |   |   |   |   |
| 51                 | WATER FUND                  |                   |   |   |   |   |   |
| 52                 | SEWER FUND                  |                   |   |   |   |   |   |
| 53                 | GAS FUND                    |                   |   |   |   |   |   |
|                    |                             |                   |   |   |   |   |   |
| DEPARTMENTS        |                             |                   |   |   |   |   |   |
| -----              |                             |                   |   |   |   |   |   |
| 01-11              | ADMINISTRATIVE              |                   |   |   |   |   |   |
| 01-21              | POLICE                      |                   |   |   |   |   |   |
| 01-22              | FIRE                        |                   |   |   |   |   |   |
|                    |                             |                   |   |   |   |   |   |
| POSTABLE ACCOUNTS  |                             |                   |   |   |   |   |   |
| -----              |                             |                   |   |   |   |   |   |
| 01-00-111          | CASH                        | A                 | 3 | 4 | 0 | 0 | 1 |
| 15-00-111          | CASH                        | A                 | 3 | 4 | 0 | 0 | 1 |
| 51-00-111          | CASH IN BANK WATER          | A                 | 3 | 4 | 0 | 0 | 1 |
| 52-00-111          | CASH                        | A                 | 3 | 4 | 0 | 0 | 1 |
| 53-00-111          | CASH IN BANK WATER          | A                 | 3 | 4 | 0 | 0 | 1 |
| 01-00-112          | CIB CITY BANK               | A                 | 3 | 4 | 0 | 0 | 1 |
| 15-00-112          | PETTY CASH                  | A                 | 3 | 4 | 0 | 0 | 1 |
| 51-00-112          | PETTY CASH                  | A                 | 3 | 4 | 0 | 0 | 1 |
| 52-00-112          | PETTY CASH                  | A                 | 3 | 4 | 0 | 0 | 1 |
| 53-00-112          | PETTY CASH                  | A                 | 3 | 4 | 0 | 0 | 1 |
| 52-00-113          | CASH WITH FISCAL AGENT      | A                 | 3 | 4 | 0 | 0 | 1 |
| 01-00-115          | INVESTMENT-MONEY MARKET     | A                 | 3 | 4 | 0 | 0 | 1 |
| 15-00-115          | INVESTMENT-MONEY MARKET     | A                 | 3 | 4 | 0 | 0 | 1 |
| 51-00-115          | INVESTMENTS MM              | A                 | 3 | 4 | 0 | 0 | 1 |
| 52-00-115          | INVESTMENT-MONEY MARKET     | A                 | 3 | 4 | 0 | 0 | 1 |
| 53-00-115          | INVESTMENTS MM              | A                 | 3 | 4 | 0 | 0 | 1 |
| 01-00-115.1        | LONG TERM                   | A                 | 3 | 4 | 0 | 0 | 1 |
| 51-00-115.1        | LONG TERM                   | A                 | 3 | 4 | 0 | 0 | 1 |
| 53-00-115.1        | LONG TERM                   | A                 | 3 | 4 | 0 | 0 | 1 |
| 01-00-116          | INVESTMENT-CERT. OF DEPOSIT | A                 | 3 | 4 | 0 | 0 | 1 |
| 15-00-116          | INVESTMENT CERT. OF DEPOSIT | A                 | 3 | 4 | 0 | 0 | 1 |
| 51-00-116          | INVESTMENTS CD'S            | A                 | 3 | 4 | 0 | 0 | 1 |
| 52-00-116          | INVESTMENT CERT. OF DEPOSIT | A                 | 3 | 4 | 0 | 0 | 1 |
| 53-00-116          | INVESTMENTS CD'S            | A                 | 3 | 4 | 0 | 0 | 1 |
| 51-00-119          | INVESTMENTS OTHER           | A                 | 3 | 4 | 0 | 0 | 1 |
| 53-00-119          | INVESTMENTS OTHER           | A                 | 3 | 4 | 0 | 0 | 1 |

Fund Delete



Do not ask the system to delete funds during the period when you have created your new fiscal year for budget purposes but have entered no budget activity.

This program has been created to allow you to remove inactive funds. It removes all references to the funds deleted. We would strongly suggest a full system backup, which is then archived, before any deleting is done.

# Journal Processing

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99

Enter the program name to run or select one from the list.

- RICK HOLMES's Favorites
  - Locis
  - Utility Billing
  - Payroll
  - Accounts Payables
  - General Ledger
    - Miscellaneous/Lists
    - Reports/Inquiries
    - Journal Process
      - Manual and Recurring Journal Ent
      - List the Journals
      - Update the Journals
    - Remove or change the date of a Jou
  - Project Tracking
  - Summary Reports
  - Month/Year End Process
- Accounts Receivables
- Assessments
- Permits
- Fixed Assets
- Complaint Tracking

3 Journal(s) Entered in this session  
Terminal T03 has journal(s) entered. (but not registered)  
Terminal T66 has journal(s) entered. (but not registered)  
April is the last month of the Fiscal Year  
Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...  
01-00-110 - Updated: Never-Balance: .00  
01-00-110 - Updated: Never-Balance: .00

Automatically place the Cursor focus on the menu?

Friday May 29, 2009

RICK HOLMES T75

Support 1-866-Locis99  
Fax 1-815-744-8182  
4000 W Jefferson Street  
Joliet, IL 60431  
[Visit www.Locis.com](http://www.Locis.com)

**GIP - Journal Entry**

**Journal Source code**

- Should be meaningful IE:
- REV for revenues
- EXP for expenses
- DEP for depreciation

**Journal Description**

- 17 characters
- For operator use only.

G/L No. search – Type a ‘?’ at the G/L number prompt and type a search value

Date is defaulted to the terminal date you may override enter the date in the format mmddyy

Amounts may be entered in the format 925.25 or 92525  
or if whole dollars only 925.

‘ENTERED CREDITS ENTER DEBITS display’ lists the totals of transactions which have been posted.

Updating the publication report

G/L Journal Entry for T75

Options Help

*G/L Journal Entry for T75*

Journal Setup

Journal Source: 444    Description: TEST DESC 444    Delete Journal    Move Journal    Create Recurring

| G/L Account | Date     | Ref Number | Description | Amount | Project ID: |
|-------------|----------|------------|-------------|--------|-------------|
| 51-00-361   | 11/21/08 | ACE01      | TEST 444444 | 23.23  |             |

\*\* Account is SALE OF WATER in the 51-WATER FUND \*\*

| Line | G/L Number | Date     | Ref | Description | Amount |
|------|------------|----------|-----|-------------|--------|
| 002  | 51-00-361  | 11/21/08 |     | TEST 444444 | 23.23  |
| 001  | 01-00-111  | 11/21/08 |     | TEST 444444 | -23.23 |

Debits: 23.23  
Credits: 23.23  
Diff: .00

Enter the Reference, valid vendor number or ? to locate a vendor to be associated with this Journal

T75

Favorite?

Enter the vendor id in the REF NO field to adjust the publication report

Updating Investments

G/L Investment Setup T75 Term Date: 05/29/09 Date: 05/29/09


Options Help

*G/L Investment Setup* Close

Investment #  Purchase date

Description

Institution

G/L number   CASH COMMINGLED

Maturity date  Interest rate

Period of return  How many

Add/Save

|             | PRINCIPAL                              | INTEREST                             |
|-------------|--|--------------------------------------|
| Invested    | <input type="text" value="150000.00"/> | <input type="text" value="1017.12"/> |
| Paid back   | <input type="text" value="150000.00"/> | <input type="text" value="1000.00"/> |
| Balance due | <input type="text" value=".00"/>       | <input type="text" value="17.12"/>   |

Delete

| Investment # | Purchased | Description | G/L no.   | Due Date | Int. Rate | Period | Length |
|--------------|-----------|-------------|-----------|----------|-----------|--------|--------|
| 01-100       | 04/01/09  | 90 DAY CD   | 01-00-111 | 07/01/09 | 2.7500    | D      | 90     |

Favorite?

G/L Journal Entry for T75

Options Help

*G/L Journal Entry for T75*

Journal Setup

Journal Source: CD      Description: CD 01-100      Delete Journal      Move Journal      Create Recurring

G/L Account:      Date: 05/29/09      Ref Number:      Description: I#01-100      Amount: 252.00      Project ID:      Add/Save

\*\*\* The transaction was saved!!! \*\*\*

| Line | G/L Number | Date     | Ref | Description | Amount      |
|------|------------|----------|-----|-------------|-------------|
| 003  | 01-00-111  | 05/29/09 |     |             | -150,252.00 |
| 002  | 01-00-111  | 05/29/09 |     | I#01-100    | 252.00      |
| 001  | 01-00-111  | 05/29/09 |     | P#01-100    | 150,000.00  |

Debits: 150252.00  
Credits: 150252.00  
Diff: .00

Enter the G/L associated with this Journal or press ? to find the account

T75      Favorite?

Reversing Journal (GRC)

Reversing Journal Create T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Reversing Journal Create*

Enter the Journal details you need to reverse...

Original Journal Date:

Original Journal ID:

Original List No:

Reversing Journal ID:

Proceed

Close

Enter the original journal date in the format MMDDYY, MM/DD/YY or MM/DD/YYYY

Change the posting Date of a Journal (optional)

Change the posting date

New Posting Date:

Changing the date of a journal first requires you to reverse out the journal and then re-run this program with the new date.

Favorite?

When would the date be changed?

# Project Tracking

Separate tracking system for activities lake Grants, road repairs, facility maintenance, or others

Requires LOCIS to activate

G/L A/P P/R require an additional entry on all activity

Project M/F setup – Establish project id, description, and start date. When finished enter completed date

| Project # | Description          | Start date | Stop date |
|-----------|----------------------|------------|-----------|
| 02 1 TON  | MAINTENANCE          | 01/01/03   |           |
| BACKHOE   | MAINTENANCE          | 01/01/03   |           |
| BEACH     | NEW BEACH HOUSE      | 01/01/03   |           |
| DURA      | DURA PATCHER         | 11/05/03   |           |
| E-601     | MAINTENANCE          | 01/01/03   |           |
| E-602     | MAINTENANCE          | 03/01/03   |           |
| E-604     | MAINTENANCE          | 01/01/03   |           |
| E-605     | MAINTENANCE          | 01/01/03   |           |
| HOLT      | WORK AT HOLT BLDG    | 01/01/03   |           |
| MAJORHIL  | WATER TOWER          | 01/01/03   |           |
| PLAZA     | WORK AT PLAZA        | 01/01/03   |           |
| RED 1TON  | RED 1 TON STREET     | 11/05/03   |           |
| S-600     | MAINTENANCE ON TRUCK |            |           |
| SWEEPER   | MAINTENANCE          | 01/01/03   |           |

**Project transaction entry**

Add, maintain, or delete transactions

G/L Project Transaction Maint. T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Project Transaction Maint.*

Transaction Details...

Project ID: BACKHOE MAINTENANCE

Transaction Date: 04/08/03 G/L Number: 01-41-513 VEH REPAIRS\_MAINT. EQUIP

Sequence: 001 Type: A/P Ref Name: FAR01

Description: FITTINGS Reg Number: 46 Amount: 94.74

| Project # | Trans date | G/L number | Seq # | Ref type | Ref name | Ref description  | Reg # |
|-----------|------------|------------|-------|----------|----------|------------------|-------|
| BACKH...  | 02/11/03   | 01-41-513  | 001   | A/P      | LEES     | REPAIRS          | 23    |
| BACKH...  | 03/11/03   | 01-41-513  | 001   | A/P      | MART     | PARTS            | 37    |
| BACKH...  | 03/11/03   | 01-41-513  | 002   | A/P      | MART     | PARTS            | 37    |
| BACKH...  | 03/11/03   | 01-41-513  | 003   | A/P      | MCCAN    | PARTS            | 37    |
| BACKH...  | 04/08/03   | 01-41-513  | 001   | A/P      | FAR01    | FITTINGS         | 46    |
| BACKH...  | 04/08/03   | 01-41-513  | 002   | A/P      | LEES     | TIRE             | 46    |
| BACKH...  | 05/13/03   | 01-41-513  | 001   | A/P      | MART     | JD BACKHOE PARTS | 56    |
| BACKH...  | 09/09/03   | 01-41-513  | 001   | A/P      | LEES     | BACKHOE TIRE     | 102   |
| BACKH...  | 09/09/03   | 01-41-513  | 002   | A/P      | SIEV     | COUPLING/HOSE    | 102   |
| BACKH...  | 10/14/03   | 01-41-513  | 001   | A/P      | LEES     | TIRE REPAIR      | 112   |
| BACKH...  | 11/12/03   | 01-41-513  | 001   | A/P      | MART     | SPOOL VALVE      | 120   |
| BACKH...  | 12/09/03   | 01-41-513  | 001   | A/P      | LEES     | TUBE             | 136   |
| BACKH...  | 12/09/03   | 01-41-513  | 002   | A/P      | LEES     | TUBE/BOOT        | 136   |
| BACKH...  | 12/09/03   | 01-41-513  | 003   | A/P      | MART     | PART             | 136   |

Close

Add/Save

Delete

Favorite?

Project report

G/L Project Report T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Project Report*

Transaction types to report

- Accounts Payable
- Payroll
- General ledger
- Permits
- Cash Register(POS)

Dates to report

All dates

From date:  To date:

Report order

- G/L account #
- Project #

Projects to list

All project #'s

Select the project:

Funds to list

All funds

Starting:  Ending:

Departments to list

All dept's

Starting:  Ending:

Line items to list

All line items

Starting:  Ending:

Click, to uncheck, the transaction types you don't want reported

Favorite?

Proceed

Close

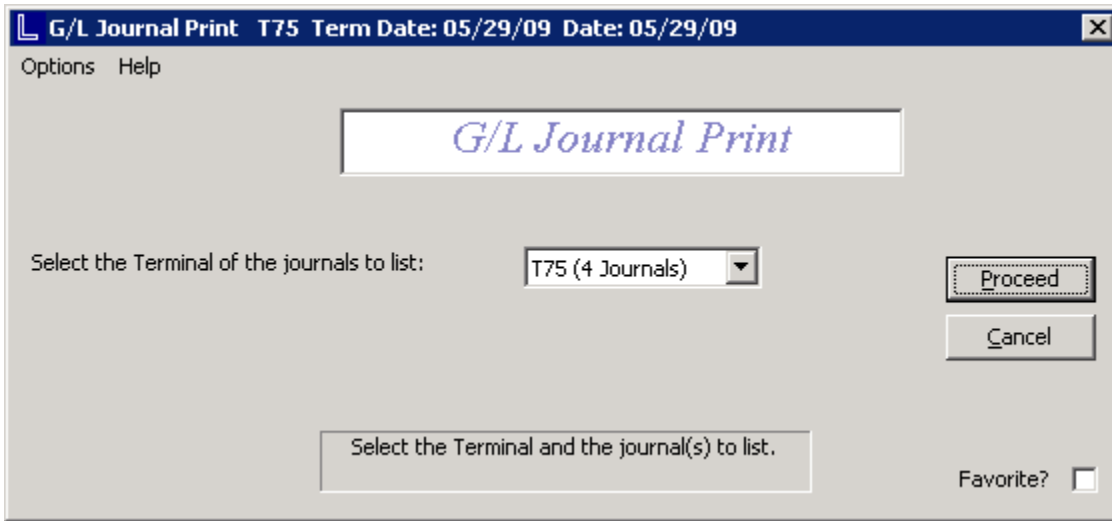
SYS DATE 101701 [GJP] DATE: 10/17/01

L O C I S  
PROJECT TRACKING REPORT  
WEDNESDAY OCTOBER 17, 2001

SYS TIME 14:28  
PAGE 1

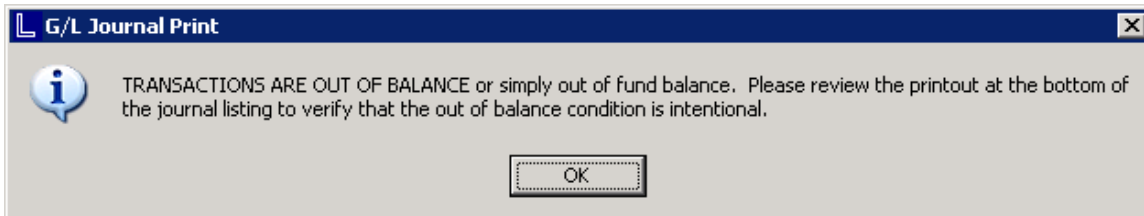
| PROJECT ID # | DESCRIPTION  | PROJECT DATE | G/L NUMBER | G/L DESCRIPTION           | REF TYPE | REF DESC.         | AMOUNT     |
|--------------|--------------|--------------|------------|---------------------------|----------|-------------------|------------|
| BRUCE        | TEST PROJECT | 09/01/00     | 01-00-312  | FOREIGN FIRE INSURANCE TA | G/L      | GRANT CHECK       | 5,000.00   |
|              |              | 09/01/00     | 01-00-313  | UTILITY REV               | G/L      | GRANT CHECK       | 15,000.00  |
|              |              | 09/01/00     | 01-00-313  | UTILITY REV               | G/L      | GRANT CHECK       | 10,000.00  |
|              |              | 09/01/00     | 01-11-511  | MAINT. SERVICE-AUOTS      | G/L      |                   | 500.00-    |
|              |              | 09/01/00     | 01-11-512  | MAINT. SERVICE-EQUIPMENT  | G/L      |                   | 2,500.00-  |
|              |              | 09/01/00     | 01-11-830  | EQUIPMENT                 | G/L      |                   | 35,000.00- |
|              |              | 05/01/99     | 01-00-555  | *** NOT FOUND ***         | 111      | REPAVING BUS DIST | 500.00-    |
|              |              |              |            |                           |          |                   | 8,500.00-  |

**GPL - Journal List**



You may view entered journals on the screen but the system won't update the General Ledger until the journals have been printed to a hard copy.

**If you see this message:**



It means that you have posted to multiple funds or accounting periods and that updating this journal may cause the funds to be out of balance.

# General Ledger Review

2/14/2011

SYS DATE 022701  
[GPL]

CITY OF ANYTOWN  
JOURNAL INPUT FILE LISTING  
LISTING # 466  
TUESDAY MAY 30,2000

SYS TIME 11:13

PAGE 1

| TRANS NO. | DATE | DESCRIPTION | AMOUNT | REFERENCE | FUND CODE | G/L ACCT NUMBER | TITLE | DEBIT | CREDIT |
|-----------|------|-------------|--------|-----------|-----------|-----------------|-------|-------|--------|
|-----------|------|-------------|--------|-----------|-----------|-----------------|-------|-------|--------|

JOURNAL EXP MAY EXPENSES

|   |          |            |       |        |           |  |                      |       |       |
|---|----------|------------|-------|--------|-----------|--|----------------------|-------|-------|
| 1 | 05/30/00 | CK NO 1152 | 25.00 | -ACE01 | 01-11-511 |  | MAINT. SERVICE-AUOTS |       | 25.00 |
| 2 | 06/30/00 | CK NO 1152 | 25.00 | ACE01  | 51-00-111 |  | CASH IN BANK WATER   | 25.00 |       |

TOTAL NUMBER OF TRANSACTIONS... 2

TOTAL DEBITS.... 25.00  
TOTAL CREDITS... 25.00

FUND NO 01 MONTH AND YEAR 05A0 OUT OF BALANCE AMOUNT 25.00-

FUND NO 51 MONTH AND YEAR 06A0 OUT OF BALANCE AMOUNT 25.00

## NOTES

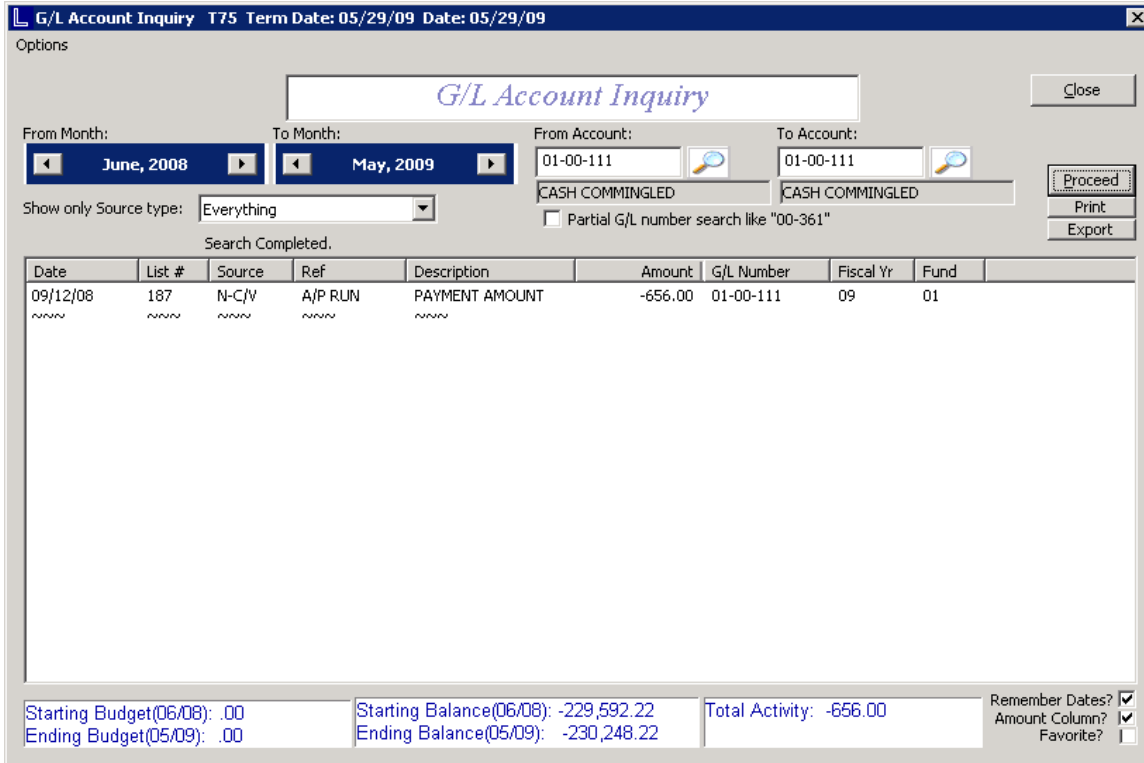
Reports/Inquiries

The screenshot shows the Locis 7 software interface. At the top, the title bar reads "Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99". Below the title bar, there is a search field with the prompt "Enter the program name to run or select one from the list." To the left is a tree view menu with the following items: Payroll, Accounts Payables, General Ledger, Miscellaneous/Lists, and Reports/Inquiries (which is highlighted). Under Reports/Inquiries, the following sub-items are listed: Activity Inquiry, Daily Balancing Tool, G/L Fund Balance Check, Journal List, Balance Sheet Print, Treasurer's Report, Budget and Appropriations Report, Budget Analysis, Revenue Analysis, Expense Analysis, Budget Management Report, Budget/Appropriation Report, Budget Report, Income Statement, Three Month Income Statement, Audit report, and Journal Process. To the right of the menu is a large image of a golden scale of justice. Below the image, the text reads "Support 1-866-Locis99", "Fax 1-815-744-8182", "4000 W Jefferson Street", "Joliet IL 60431", and a button that says "Visit www.Locis.com". Below the menu and image, there is a status window with the following text: "4 Journal(s) Entered in this session", "Terminal T03 has journal(s) entered. (but not registered)", "Terminal T66 has journal(s) entered. (but not registered)", "April is the last month of the Fiscal Year", "Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...", "01-00-110 - Updated: Never-Balance: .00", and "01-00-110 - Updated: Never-Balance: .00". At the bottom left, there is a date field showing "Friday May 29, 2009" and a "Change the Date" button. At the bottom center, there is a large box containing the text "RICK HOLMES T75".

Monthly Activity Inquiry (GTLWIN)

Enter Year – The calendar year  
 Enter Month – The calendar month

If you want to find a transaction posted on April 1 2001 enter the year as 01 and the month as 04



To exit the display for an account Click the Close

To display the details of an accounts payable transaction click on it.

Accounts Payables Detail T75 Term Date: 05/29/09 Date: 05/29/09

*Accounts Payables Detail*

Account Information: Journal Date: List Number: Source:

01-00-111 CASH COMMINGLED

Modular Details | Journal Details

| Vend # | Vendor Name     | Invoice # | Check Date | Check # | Reference | Inv. Amount | Chk. An |
|--------|-----------------|-----------|------------|---------|-----------|-------------|---------|
| 1099   | TEN NINETY-NINE | 5         | 08/15/08   | 1       |           | 50.00       | 50.00   |
| ACE01  | Ace hardware    | 6454      | 08/15/08   | 2       |           | 56.00       | 606.00  |
| ACE01  | Ace hardware    | ACE01     | 08/15/08   | 2       |           | 550.00      | 606.00  |

There is an option to print a hard copy of this information

G/L Account Inquiry T75 Term Date: 05/29/09 Date: 05/29/09

*G/L Account Inquiry*

Options

From Month: June, 2008 To Month: May, 2009 From Account: 01-00-111 To Account: 01-00-111

Show only Source type: Everything

Search Completed.

| Date     | List # | Source | Ref     | Description    | Amount  | G/L Number | Fiscal Yr | Fund |
|----------|--------|--------|---------|----------------|---------|------------|-----------|------|
| 09/12/08 | 187    | N-C/V  | A/P RUN | PAYMENT AMOUNT | -656.00 | 01-00-111  | 09        | 01   |

Starting Budget(06/08): .00 Starting Balance(06/08): -229,592.22 Total Activity: -656.00

Ending Budget(05/09): .00 Ending Balance(05/09): -230,248.22

Remember Dates?  Amount Column?  Favorite?

**N O T E S**

Monthly Reports

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99


Enter the program name to run or select one from the list.

- Payroll
- Accounts Payables
- General Ledger
  - Miscellaneous/Lists
  - Reports/Inquiries
    - Activity Inquiry
    - Daily Balancing Tool **GTLL**
    - G/L Fund Balance Check
    - Journal List
    - Balance Sheet Print
    - Treasurer's Report
    - Budget and Appropriations Report
    - Budget Analysis
    - Revenue Analysis
    - Expense Analysis
    - Budget Management Report
    - Budget/Appropriation Report
    - Budget Report
    - Income Statement
    - Three Month Income Statement
    - Audit report
  - Journal Process

Automatically place the Cursor focus on the menu?

Friday May 29, 2009

**RICK HOLMES T75**



Support 1-866-Locis99

Fax 1-815-744-8182  
4000 W Jefferson Street  
Joliet IL 60431

Visit [www.Locis.com](http://www.Locis.com)

4 Journal(s) Entered in this session  
Terminal T03 has journal(s) entered. (but not registered)  
Terminal T66 has journal(s) entered. (but not registered)  
April is the last month of the Fiscal Year  
Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...  
01-00-110 - Updated: Never-Balance: .00  
01-00-110 - Updated: Never-Balance: .00

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99


Enter the program name to run or select one from the list.

- Payroll
- Accounts Payables
- General Ledger
  - Miscellaneous/Lists
  - Reports/Inquiries
  - Journal Process
  - Project Tracking
  - Summary Reports
    - Statement of Cash and Investments **GSCI**
    - Fund Consolidation Comparison
    - Expense Consolidation Comparison
    - Source of Funds Report
    - Realization of Revenue Report
    - Fund Summary Report
  - Month/Year End Process
- Accounts Receivables
- Assessments
- Permits
- Fixed Assets
- Complaint Tracking
- Ticket Processing
- Cemetery

Automatically place the Cursor focus on the menu?

Friday May 29, 2009

**RICK HOLMES T75**



Support 1-866-Locis99

Fax 1-815-744-8182  
4000 W Jefferson Street  
Joliet IL 60431

Visit [www.Locis.com](http://www.Locis.com)

4 Journal(s) Entered in this session  
Terminal T03 has journal(s) entered. (but not registered)  
Terminal T66 has journal(s) entered. (but not registered)  
April is the last month of the Fiscal Year  
Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...  
01-00-110 - Updated: Never-Balance: .00  
01-00-110 - Updated: Never-Balance: .00

Balance Sheet (GBS)

Select the period to be reported

Select the report type

Only the standard format will allow automatic posting of Gain/Loss

**Balance Sheet Report** T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Balance Sheet Report*

Select the Reporting Period

Report Month: 05 Report Year: 2009

Select the Report Style

Standard Format or  Net Change Format

Select the Fund to Report

All funds or select a fund [ ]  Suppress Inactive Funds

Consolidated Balance Sheet

Consolidated Balance Sheet

Select the funds to be consolidated [ ]

Funds to be consolidated: [ ]

Informational Messages

Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/03

April is the last month of the Fiscal Year

Proceed

Cancel

Favorite?

# General Ledger Review

2/14/2011

[GBS]

CITY OF ANYTOWN  
BALANCE SHEET FOR 05/00  
TUESDAY MAY 30, 2000

PAGE 1

01 - GENERAL FUND

## CURRENT ASSETS

### CASH ASSETS

|                             |            |              |
|-----------------------------|------------|--------------|
| CASH                        | 210,545.10 |              |
| CIB CITY BANK               | 350,000.00 |              |
| INVESTMENT-MONEY MARKET     | 962,000.00 |              |
| LONG TERM                   | 800,000.00 |              |
| INVESTMENT-CERT. OF DEPOSIT | 600,000.00 |              |
| TOTAL CASH                  |            | 2,922,545.10 |

### CURRENT RECEIVABLES

|                           |          |          |
|---------------------------|----------|----------|
| ACCOUNTS RECEIVABLE       | 1,732.71 |          |
| GARBAGE RECEIVABLE        | 5,596.00 |          |
| TOTAL CURRENT RECEIVABLES |          | 7,328.71 |

### INTERGOVERNMENTAL RECEIVABLES

|                               |  |     |
|-------------------------------|--|-----|
| TOTAL INTRGVRNMTL RECEIVABLES |  | .00 |
|-------------------------------|--|-----|

### INTERFUND RECEIVABLES

|                             |  |     |
|-----------------------------|--|-----|
| TOTAL INTERFUND RECEIVABLES |  | .00 |
|-----------------------------|--|-----|

### TOTAL ASSETS

2,929,873.81

### LIABILITIES

|                            |              |              |
|----------------------------|--------------|--------------|
| FEDERAL INCOME TAX PAYABLE | 37.93-       |              |
| G.O. BONDS PAYABLE         | 1,500,000.00 |              |
| TOTAL PAYABLES             |              | 1,499,962.07 |

### INTERFUND OBLIGATIONS

|                             |  |     |
|-----------------------------|--|-----|
| TOTAL INTERFUND OBLIGATIONS |  | .00 |
|-----------------------------|--|-----|

### TOTAL LIABILITIES

1,499,962.07

### FUND CONDITION

|                            |            |              |
|----------------------------|------------|--------------|
| FUND BALANCE-UNRESERVED    | 817,100.00 |              |
| INVESTMENTS IN GENERAL F/A | 625,000.00 |              |
| TOTAL FUND CONDITION       |            | 1,442,100.00 |

### TOTAL LIAB. & FUND BALANCE

2,942,062.07

|                      |  |            |
|----------------------|--|------------|
| CALCULATED GAIN/LOSS |  | 12,188.26- |
|----------------------|--|------------|

|                               |  |              |
|-------------------------------|--|--------------|
| TOTAL CALCULATED LIAB/CAPITAL |  | 2,929,873.81 |
|-------------------------------|--|--------------|

# General Ledger Review

2/14/2011

## Balance sheet (GBS) Net change format

SYS DATE 022701

CITY OF ANYTOWN  
BALANCE SHEET FOR 05/00

SYS TIME 13:33

PAGE 1

| ACCOUNT NO   | DESCRIPTION                      | PRIOR BALANCE        | NET CHANGE        | ENDING BALANCE       |
|--|----------------------------------|----------------------|-------------------|----------------------|
| 01 - GENERAL FUND                                      |                                  |                      |                   |                      |
| <b>A S S E T S</b>                                     |                                  |                      |                   |                      |
| 01-00-111  | CASH                             | 224,600.00           | 14,054.90-        | 210,545.10           |
| 01-00-112  | CIB CITY BANK                    | 350,000.00           | .00               | 350,000.00           |
| 01-00-115  | INVESTMENT-MONEY MARKET          | 962,000.00           | .00               | 962,000.00           |
| 01-00-115.1  | LONG TERM                        | 800,000.00           | .00               | 800,000.00           |
| 01-00-116  | INVESTMENT-CERT. OF DEPOSIT      | 600,000.00           | .00               | 600,000.00           |
| 01-00-121  | ACCOUNTS RECEIVABLE              | .00                  | 1,732.71          | 1,732.71             |
| 01-00-124  | INTEREST RECEIVABLE              | .00                  | .00               | .00                  |
| 01-00-125  | GARBAGE RECEIVABLE               | 5,500.00             | 96.00             | 5,596.00             |
| 01-00-128  | MISCELLANEOUS RECEIVABLE         | .00                  | .00               | .00                  |
| 01-00-131  | STATE OF IL.-INCOME TAX REC.     | .00                  | .00               | .00                  |
| 01-00-132  | STATE OF IL.-SALES TAX REC.      | .00                  | .00               | .00                  |
| 01-00-133  | STATE OF IL.-REPLACEMNT TAX REC. | .00                  | .00               | .00                  |
| 01-00-134  | STATE OF IL.-MOTOR FUEL TAX REC. | .00                  | .00               | .00                  |
| 01-00-141.15   | DUE FROM MFT                     | .00                  | .00               | .00                  |
| 01-00-141.51   | DUE FROM WATER 51                | .00                  | .00               | .00                  |
| 01-00-141.52   | DUE FROM SEWER 52                | .00                  | .00               | .00                  |
| 01-00-174  | EQUIPMENT                        | .00                  | .00               | .00                  |
| 01-00-175  | A/D EQUIPMENT                    | .00                  | .00               | .00                  |
| 01-00-176  | VEHICLE'S                        | .00                  | .00               | .00                  |
| 01-00-177  | A/D VEHICLE'S                    | .00                  | .00               | .00                  |
| <b>TOTAL ASSETS</b>                                    |                                  | <b>2,942,100.00</b>  | <b>12,226.19-</b> | <b>2,929,873.81</b>  |
| <b>L I A B I L I T I E S</b>                           |                                  |                      |                   |                      |
| 01-00-211  | ACCOUNTS PAYABLE                 | .00                  | .00               | .00                  |
| 01-00-213  | FEDERAL INCOME TAX PAYABLE       | .00                  | 37.93             | 37.93                |
| 01-00-214  | STATE INCOME TAX PAYABLE         | .00                  | .00               | .00                  |
| 01-00-215  | SOCIAL SECURITY PAYABLE          | .00                  | .00               | .00                  |
| 01-00-216  | IMRF WITHHELD PAYABLE            | .00                  | .00               | .00                  |
| 01-00-217  | MEDICARE PAYABLE                 | .00                  | .00               | .00                  |
| 01-00-218  | OTHER P/R DED PAYABLE            | .00                  | .00               | .00                  |
| 01-00-221  | NOTES PAYABLE                    | .00                  | .00               | .00                  |
| 01-00-228  | G.O. BONDS PAYABLE               | 1,500,000.00-        | .00               | 1,500,000.00-        |
| 01-00-241  | DUE TO OTHER FUNDS               | .00                  | .00               | .00                  |
| <b>TOTAL LIABILITIES</b>                               |                                  | <b>1,500,000.00-</b> | <b>37.93</b>      | <b>1,499,962.07-</b> |
| <b>RESERVES AND FUND BALANCE</b>                       |                                  |                      |                   |                      |
| 01-00-291  | FUND BALANCE-RESERVED            | .00                  | .00               | .00                  |
| 01-00-292  | FUND BALANCE-UNRESERVED          | 817,100.00-          | .00               | 817,100.00-          |
| 01-00-293  | PREVIOUS YEARS ENCUMBRED         | .00                  | .00               | .00                  |
| 01-00-294  | RETAINED EARNINGS-UNRESERVED     | .00                  | .00               | .00                  |
| 01-00-295  | PRIOR YEAR FUND BALANCE          | .00                  | .00               | .00                  |
| 01-00-298  | INVESTMENTS IN GENERAL F/A       | 625,000.00-          | .00               | 625,000.00-          |
| <b>TOTAL RESERVES &amp; FUND BALANCE</b>               |                                  | <b>1,442,100.00-</b> | <b>.00</b>        | <b>1,442,100.00-</b> |
| <b>TOTAL LIABILITIES, RESERVES, &amp; FUND BALANCE</b> |                                  | <b>2,942,100.00-</b> | <b>37.93</b>      | <b>2,942,062.07-</b> |

**N O T E S**

**Month End Procedures**

Print and review

- (GSCI) Statement of Cash & Investments
  - Current Cash position all funds
- (GCT) Treasurer's Report
  - Cash basis analysis of a fund or all funds
- (GBC) Budget Analysis
  1. Percent used & estimated actual
  2. Last years MTD & YTD figures
  3. Reduced Format
  4. GASB – 34 YE Format
- (GRA) Revenue Analysis
  - Detail revenue review for a fund or all funds
- (GEA) Expense Analysis
  - Detail expense review for a fund or all funds
- (GFC) Fund Consolidation Comparison
  - Summary Revenue/Expense to budget analysis by fund for all funds
- (GFS) Expense Consolidation Analysis
  - Summary Expense to budget report by fund for all funds
- (GSP) Source of Funds Report
  - Report of revenue by type for all funds
  - Monthly or Yearly (GASB) Format
- (GRR) Realization of Revenue
  - Report of total revenue by fund for all funds compared to budget with grand totals
- (GSC) Fund Summary Report
  - Summary cash basis report by fund for all funds with grand totals
- (GBR) Budget Management Report
  - Detail report of revenue/expense compared to budget for a fund or all funds with department and fund totals
- (GBA) Budget Appropriation Report
  - Detail report of revenue/expense compared to appropriation for a fund or all funds
  - With department and fund totals

**Monthly Council Reports**

- (GBS) Balance sheet
- (GSCI) Statement of cash and investments
- (GBC) Budget analysis
- (GST) Summary fund report
- (GIT) Investment report

Monthly Activity Report - Print or view for a fund or all funds, summary or detail

- Use to –
- Verify debit-credit balance
  - Display current gain/loss
  - Review changes in liabilities (Especially PR withholding)
  - Assist in reconciling bank accounts
  - Review reasonableness of revenues
  - Reconcile cross fund postings

YTD Activity Report

Year to date transaction list T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Year to date transaction list*

Fiscal Year to be reported 2009 Proceed

Select the fund to be reported Close

All Funds  Suppress Inactive Accounts

List all accounts From Account To Account

Favorite?

May be view or printed for a fund or all funds for all or a range of accounts within a fund

Printed at fiscal year end for the auditor

Assist in reconciling unreasonable account balances

**Trial Balance Report**

Printed at fiscal year end for the auditor as a work paper or may be exported to a data file in CSV format

Fund total page identifies out of balance conditions

01 GENERAL FUND

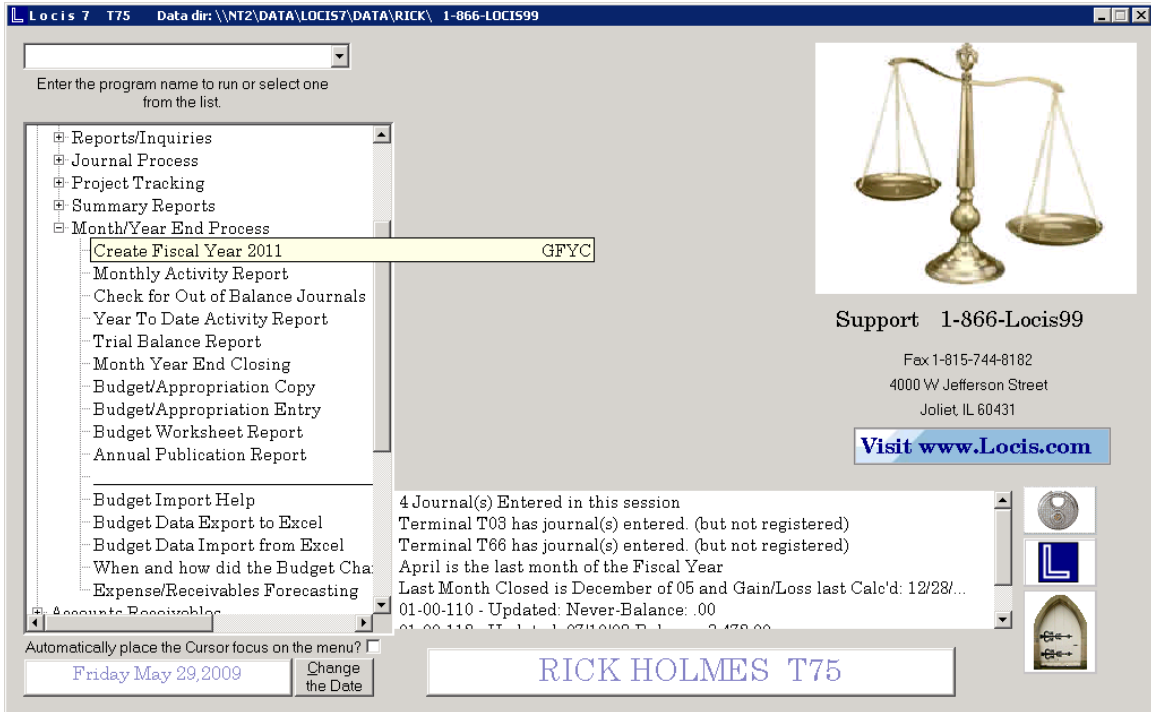
|                      |                |
|----------------------|----------------|
| TOTAL ASSETS         | 2,929,873.81   |
| TOTAL LIABILITIES    | 1,499,962.07CR |
| TOTAL FUND CONDITION | 1,442,100.00CR |
| TOTAL REVENUE        | 1,974.68CR     |
| TOTAL EXPENSE        | 14,162.94      |
| TOTAL GAIN/LOSS      | .00            |
| FUND CONDITION       | .00            |

Month Year End Closing

Options 1 and 2 make no adjustments to data. The reason for closing months and years is to prevent accidental change to previously reported financial statements. This process also confirms an “In Balance” condition for each fund. If a fund is out of balance the program reports that condition and stops executing.

Option 3 ‘Erase a year’ deletes all and only G/L activity for the specified year.

FISCAL YEAR CREATE



Run this program when you are ready to work on next years budget.

Budget Worksheet Report

Prints 3 years actual balances, current budget and allows entry of expected total additional current year activity and proposed new budget/appropriation

SYS DATE 101701 [GBW1] L O C I S SYS TIME 14:49  
 GENERAL LEDGER  
 BUDGET WORK SHEET FOR YEAR 01  
 WEDNESDAY OCTOBER 17,2001 PAGE 1

| DATE 10/17/01 | G/L        | G/L            | 2 YEARS   | LAST      | CURRENT   | 00        |              |
|---------------|------------|----------------|-----------|-----------|-----------|-----------|--------------|
|               | NEW 01     | NUMBER         | AGO 98    | YR 99     | YR 00     | BUDGET    | PROJECTED CY |
|               | 15         | MOTOR FUEL TAX |           |           |           |           |              |
|               | 15-00-343  | MOTOR FUEL TAX | 300000.00 | 325000.00 | 313000.00 | 333000.00 |              |
|               | 333000.00. |                |           |           |           |           |              |

Budget Entry

G/L Budget Entry T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Budget Entry for F/Y 10* Close

G/L Number:

History

| F/Y | Actual    | Budget    | %  |
|-----|-----------|-----------|----|
| 09  | .00       | .00       | 0  |
| 08  | .00       | .00       | 0  |
| 07  | .00       | .00       | 0  |
| 06  | 17,521.73 | .00       | 0  |
| 05  | .00       | 74,304.71 | 0  |
| 04  | 69,037.55 | 70,500.00 | 97 |

New Information -

New Budget:

New Appropriation:

New Projection:

| G/L Number | Title | 10 Budget | 10 Appropriation | 10 Projected |
|------------|-------|-----------|------------------|--------------|
|            |       |           |                  |              |

Use formula for new budget entries?

Favorite?

**Budget Upload/Download**

This process will create an excel spreadsheet. You can enter your new budget in the spreadsheet and upload those numbers back into LOCIS.

**Budget Export** T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Budget Export for F/Y 10*

Account Range

From Account: 0000000000 To Account: 9999999999

Filename: GBW.CSV

| G/L Number   | Account Description       | 10 Budget | 10 App |
|--------------|---------------------------|-----------|--------|
| 01-00-311    | CORPORATE TAXES           |           |        |
| 01-00-311.39 | PROPERTY TAXES            |           |        |
| 01-00-313    | UTILITY TAX COLLECTED     |           |        |
| 01-00-317.39 | PULL TABS                 |           |        |
| 01-00-321    | LICENSES FEES (LIQUOR)    |           |        |
| 01-00-325    | CABLE FRANCHISE FEE       |           |        |
| 01-00-331    | BUILDING PERMITS          |           |        |
| 01-00-341.39 | STATE INCOME TAX          |           |        |
| 01-00-342.39 | PERS PROP REPLACEMENT ... |           |        |
| 01-00-344.39 | SALES TAX                 |           |        |
| 01-00-345.39 | USE TAX                   |           |        |
| 01-00-346.39 | PHOTO FINISHING TAX       |           |        |
| 01-00-347.3  | ILLINOIS FIRST MONEY      |           |        |

Export!

Last time performed was:  
06/15/2007  
07:40

Favorite?

**Budget Import** T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Budget Import for F/Y 10*

Account Range

From Account:  To Account:

Filename:

List Accounts  
Cancel

| G/L Number | Account Description | 10 Budget | Pre-entered |
|------------|---------------------|-----------|-------------|
|            |                     |           |             |

Import!

Last time performed was:  
06/15/2007  
07:40

Favorite?

# General Ledger Review

2/14/2011

|    | A          | B           | C           | D                                 | E | F | G | H | I | J | K | L | M |
|----|------------|-------------|-------------|-----------------------------------|---|---|---|---|---|---|---|---|---|
| 1  | G/L        | 2009 Budget | 2009 Approp | Title                             |   |   |   |   |   |   |   |   |   |
| 2  | *01-00-258 |             |             | 4TH OF JULY - FOR NEXT YEAR       |   |   |   |   |   |   |   |   |   |
| 3  | *01-00-311 |             |             | PROPERTY TAX CORP.-CURRENT        |   |   |   |   |   |   |   |   |   |
| 4  | *01-00-311 |             |             | TAXES 127TH                       |   |   |   |   |   |   |   |   |   |
| 5  | *01-00-311 |             |             | PROPERTY TAX-127TH ST TIF-PRIOR   |   |   |   |   |   |   |   |   |   |
| 6  | *01-00-311 |             |             | PROPERTY TAX-CORP.-PRIOR          |   |   |   |   |   |   |   |   |   |
| 7  | *01-00-312 |             |             | TAXES - POLICE PROTECTION LEVY    |   |   |   |   |   |   |   |   |   |
| 8  | *01-00-312 |             |             | PROP TAX POLICE PROTECT-PRIOR     |   |   |   |   |   |   |   |   |   |
| 9  | *01-00-312 |             |             | REFUND OF TIF SURPLUS             |   |   |   |   |   |   |   |   |   |
| 10 | *01-00-313 |             |             | UTILITY TAX GAS                   |   |   |   |   |   |   |   |   |   |
| 11 | *01-00-313 |             |             | UTILITY TAX ELECTRIC              |   |   |   |   |   |   |   |   |   |
| 12 | *01-00-313 |             |             | UTILITY TAX TELEPHONE (TELECOMMU  |   |   |   |   |   |   |   |   |   |
| 13 | *01-00-313 |             |             | TELECOMMUNICATIONS TAX F/911 SVC  |   |   |   |   |   |   |   |   |   |
| 14 | *01-00-314 |             |             | CODE COMPLIANCES                  |   |   |   |   |   |   |   |   |   |
| 15 | *01-00-315 |             |             | PROPERTY TAX TOWNSHIP ROAD & BRID |   |   |   |   |   |   |   |   |   |
| 16 | *01-00-315 |             |             | TAXES ROAD & BRIDGE-PRIOR PERIOD  |   |   |   |   |   |   |   |   |   |
| 17 | *01-00-316 |             |             | PROPERTY TAX TOWNSHIP RD & BRIDGE |   |   |   |   |   |   |   |   |   |
| 18 | *01-00-321 |             |             | LIQUOR LICENSES                   |   |   |   |   |   |   |   |   |   |
| 19 | *01-00-322 |             |             | VENDING MACHINE LICENSES          |   |   |   |   |   |   |   |   |   |
| 20 | *01-00-323 |             |             | BUSINESS LICENSES                 |   |   |   |   |   |   |   |   |   |
| 21 | *01-00-323 |             |             | CONTRACTORS LICENSES              |   |   |   |   |   |   |   |   |   |
| 22 | *01-00-323 |             |             | CODE COMPLIANCES                  |   |   |   |   |   |   |   |   |   |
| 23 | *01-00-323 |             |             | HEALTH INSPECTIONS                |   |   |   |   |   |   |   |   |   |
| 24 | *01-00-323 |             |             | ELEVATOR INSPECTIONS              |   |   |   |   |   |   |   |   |   |
| 25 | *01-00-324 |             |             | DOG & CAT LICENSES                |   |   |   |   |   |   |   |   |   |
| 26 | *01-00-325 |             |             | FRANCHISE LICENSES                |   |   |   |   |   |   |   |   |   |
| 27 | *01-00-325 |             |             | CABLE FRANCHISE                   |   |   |   |   |   |   |   |   |   |
| 28 | *01-00-325 |             |             | INFRASTRUCTURE FEE & FRANCHISE F  |   |   |   |   |   |   |   |   |   |
| 29 | *01-00-328 |             |             | OTHER LICENSES                    |   |   |   |   |   |   |   |   |   |
| 30 | *01-00-329 |             |             | LICENSE,OTHER-SMALL SIGN          |   |   |   |   |   |   |   |   |   |
| 31 | *01-00-329 |             |             | LICENSE,OTHER-LARGE SIGN          |   |   |   |   |   |   |   |   |   |
| 32 | *01-00-331 |             |             | PERMITS & INSPECTIONS             |   |   |   |   |   |   |   |   |   |
| 33 | *01-00-338 |             |             | OTHER PERMITS                     |   |   |   |   |   |   |   |   |   |
| 34 | *01-00-341 |             |             | STATE INCOME TAX                  |   |   |   |   |   |   |   |   |   |
| 35 | *01-00-342 |             |             | REPLACEMENT TAX                   |   |   |   |   |   |   |   |   |   |

**NOTES**



**N O T E S**