Newsflash

April 2008

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There's still time... Sign-up today!

After Hours Support

In a couple of weeks, LOCIS will be hosting 4 training classes on Fiscal Year End Procedures and a General Overview of General Ledger, Accounts Payable, and Payroll. Deadlines for registration is 1 week prior to the class. Visit our website at www.locis.com and click on the newsletter tab. There you will find the registration form. Check out the dates and locations and sign-up today! We look forward to hearing from you!

April 10	April 10
Neoga,IL	Joliet, IL
April 17	April 17
Williamsville, IL	Collinsville, IL

*These locations may be cancelled due to low enrollment. Please keep in mind that LOCIS is trying to accommodate customers from all over the state to our best ability, but if the numbers of attendees do not increase, we will no longer host at these communities in the future.

AFTER-HOURS SUPPORT LINE
(815) 325 - 9241

Monday – Friday	5 PM – 9 PM
Weekends & Holidays	9 AM – 5 PM

Welcome!

The Village of Homer

Mark Your Calendars!

User Group Meeting dates have been made:
Northern User Group November13

Southern User Group November 14
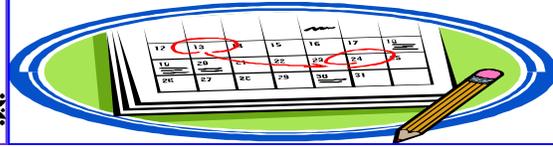
The Mail Bag

General Ledger

Question: I ran the Distribution History Report (NHR) for General Ledger account number 01-52-854 and did not get anything on the printout. What could be wrong?

Answer: *You probably entered the General Ledger account number information incorrectly. Rerun the report and prompt FOR ALL FUNDS: Enter an N. At the prompt ENTER FUND NUMBER RANGE: Enter 01 as the starting/ending fund number. At the prompt FOR ALL G/L NUMBERS?: Enter an N. At the prompt ENTER LINE NUMBER RANGE: Enter 854 as the starting/ending line number. At the prompt FOR ALL DEPARTMENTS?: Enter an N. At the prompt ENTER DEPARTMENT NUMBER RANGE: Enter 52 as the starting/ending department number.*

Question: I ran the Balance Sheet Print (GBSWIN) program to post Gain/Loss for the month of June 2007, and got the message: "The last Gain/Loss posting was as of 04/30/07. If you proceed to post multiple month's Gain/Loss to this month it will be out of balance!!! Do you wish to continue (Y)es (N)o? " Why am I getting this message?

Answer: *You are getting this message because: 1) You did not run GBSWIN for May 2007. If this is the case, run GBSWIN for May 2007; or 2) After running GBSWIN for May 2007, you went back and reran GBSWIN for April 2007 and did not reset the date in the General Ledger control record from April 30, 2007, to May 31, 2007. If this is the case, you need to reset the date in the General Ledger control record by running the program GZM, and inserting the date of 053107 into GBSWIN LAST DTE.*

Cash Receipts

Question: I ran the Cash Requirement Report (NJ) and none of my invoices printed on the report. Prior to running the Cash Req Rep (NJ), I had entered my invoices via Warrant Entry (NEWIN), ran the Fixed Exp/Warrant Edit List (NR) and said YES that the register printed correctly, and had run Invoice Select (NC), and had selected ALL invoices. What is wrong?

Answer: *If your description of the events is accurate, then what you had was an OUT OF BALANCE(S) condition when you ran the Fixed Exp/Warrant Edit List)NR) and did not notice it. Review your NR printout and correct the out of balance(s) via NEWIN. Once this is done you will be able to successfully run NR, NC and NJ.*

Utility Billing

Question: I create a new account, 0010600350 in UMWIN that the Handheld does not recognize and the system doesn't print them a bill. What is wrong?

Answer: *The new account was set up with the numbers 50 at the end. The software recognizes that anything more that a 00(zero/zero) at the end of the account is a Closed account and won't bill it. The account number should have been 0010600300.*

Question: I am still trying to get used to the LOCIS 6.0 version of the software and I entered a cash payment in U/B Cash Receipts and when I go back into the entry, they are not there. How do I delete this payment?

Answer: *Go to the Utility Billing dropdown menu and left click on Cash/Adj. Then left click on Delete a Reregistered Receipt(URED).*