LOCIS FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

NEWSFLASH

June 2008

Sign-Up Today!

Utility Billing and Cash Recepts Training Classes

LOCIS will be conducting 5 training classes in the month of June. The instructor will provided detailed explanations of the modules, review the more challenging aspects of the software, and also open the class to discussions. Take advantage of this great opportunity to learn more about the LOCIS software and improve your skills. Cost for the class is $125.00 per attendee and lunch will be provided. Space is limited and will go fast. Check out the dates and locations and sign up today! Visit our website at *www.locis.com* and click on the newsletter tab. There you will find the registration form. We look forward to hearing from you!

AFTER HOURS SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

Tuesday June 10 Neoga	Wednesday June 11 Joliet
Tuesday June 24 Cherry Valley	
Wednesday June 25 Collinsville	Thursday June 26 Forsyth

COMMUNITY PROFILES

Village of Homer

Founded: 1855

Population: 1,200

Village of Homer
500 East Second Street
Homer, IL 61849

<u>Schools</u>: Heritage

<u>How did your community get it's name</u>? *A* man named Michael Coffen named it Homer because it was more like home.

<u>Historical Facts</u>: Homer was moved by Oxen to it's present location in 1855.

<u>Famous people that lived in your community</u>: Frank Hanly, he was the past Governor of Indiana.

<u>Favorite Place of Residents</u>: Homer Lake (pictured below)

Homer Lake in Homer, IL

Have you returned YOUR community profile sheet?

If you are a newer community to the LOCIS family and have not been featured in the newsletter, please contact the Joliet office at (815) 744-0011, our toll free line (866) 562-4799 or email Darcy at darcy@locis.com to receive a copy of the Community Profile Sheet. All information will be saved for a future issue!

DID YOU KNOW???

If you are unable to make it to a training class, or you have a question on a procedure in the module you are working in, you can visit *www.locis.com* and download and print your very own class handout! Class handouts posted on the website are always the most current. Visit our website and select the Updates Tab. There you will find the class handout of your choice.

Rent a LOCIS Support Specialist

If you need more training on how to get more out of the LOCIS Software, call to schedule a tech to come onsite and train you on all the new features you may not know about. Normal travel and hourly costs will apply. Call the LOCIS Office at (815) 744-0011 today!!

The Mail Bag

Cash Receips General Ledger

Question: When I go into (CRPWIN) Receipts Entry and type in the Utility Bill item code, Qty. 1 and then the cursor stops in the unit cost field. Why doesn't it ask for the account number?

Answer: *When the Utility Bill item code was setup in (CIMWIN) Item Setup, someone forgot to put a check mark in the box Utility Receipt. This is what tells the program to bring up another screen in order to enter the account number, etc.*

Miscellaneous

Question: With respect to Payroll and Accounts Payable, we are going to switch from printing our checks on a Dot Matrix printer to printing them on a Laser printer. Is there anything that needs to be done to ensure that the checks will print correctly?

Answer: *Yes there is. There are flag settings in the System Control records that identify the type of printer being used and there are adjustment settings that may need to be made to raise/lower the printing on the physical checks. Call your LOCIS representative and he/she will help you make the flag and adjustment settings.*

Question: If I run the Month Year End Closing (CMEWIN) program for the month of April, and later have to post audit adjustments to April, will I be able to do so?

Answer: *Only if the month that was closed (April) is re-opened. Contact your LOCIS representative and they will assist you with respect to re-opening the month. This can be done in a matter of a few minutes.*

Question: This past March 10, I posted some manual journal entries to my General Ledger. I misplaced my journal listing and I now need to know what was posted on that day. I do know some of the accounts that were posted to. Can you help me?

Answer: *Yes. What you need to do is: Run the Monthly Activity Inquiry (GTLWIN) program. Run this program for the year of 08, and Month of 03, and enter one of the General Leger accounts that you had posted to. Now scroll through the transactions until you find one of the transactions that you had posted on that day. Record the posting date (03/10/08), the journal source name, and the journal list number. (i.e. The Number Portion only). Now run the Journal Reprint (GJRWIN) program. Enter into this program the three pieces of information you have just recorded. This program will now reprint the journal that you had misplaced.*