

# LOCIS



# FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

## NEWSFLASH

July 2008

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## August Training Classes

### LOCIS Payroll Module

#### Sign-up Today!

LOCIS will be conducting 4 training classes in the month of July. The instructor will not only provide a general overview of the payroll module, but also open the class to discussions and review of the more challenging aspects of the software.

Make the most of the LOCIS software and improve your skills. Space is limited and will go fast. Cost for class is \$125.00 and lunch will be provided. All classes begin at 9:30am. Sign-up today!

August 19\*  
Neoga, IL

August 20  
Joliet, IL

August 27\*  
Collinsville, IL

August 28\*  
Williamsville, 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

#### UPCOMING HOLIDAYS

**Independence Day July 4** *Office Closed*

*We are closing early...*

*On Friday, August 1st the LOCIS office will be open from 8:00 am to 3:30 pm. On Monday we will be back to operating our normal business hours. We apologize if this causes you any inconvenience in advance.*



## Welcome!

*Village of Catlin*

# The Mail Bag

## Utility Billing

**Question:** I am running the Utility Billing Label Print (ULAB) but nothing is printing out. What did I miss?

**Answer:** *There are 2 questions in this process that a lot of people seem to misread. After you enter Matrix or Laser, the next question asks Enter Service or [Enter] for all Enter Rate or [Enter] for all. The common mistake is to put in the letter A (for All) but you should only hit the Enter key.*

**Question:** I needed to print just one bill for a customer that was missed. I went into Calculation and put in the account number to the same account number and after it calculated, it said 0 bills were calculated. What happened?

**Answer:** *You MUST type ALL ten characters of the account number in the From and To fields.*

**Question:** After running our Municipality's regular bill run and penalty run, I noticed that the penalties were assessed to the local school district. How can I prevent penalties from accruing on non-profit customers?

**Answer:** *In Account Maint. Setup (UMWIN) put in the account number and in the bottom right hand corner of the page displayed is a small box titled Special Pay. Just left click the box with your mouse arrow to place a check mark in that box and they will not be penalized or receive a collection letter.*

**Question:** I am still trying to get used to the new 6.0 version of the software and when I ran #2 Verify Amounts, in Utility Billing Cash Receipts, I realized I had entered a cash payment in error and said no to, did

The register print correctly? When I go back into the cash receipts entry program, 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 Pre-registered Receipts (URED). Don't forget to DOUBLE click on the payment you want to delete and click the delete button.*

## Accounts Payable

**Question:** I ran my Accounts Payables today and I would like to print an equivalent of the Accounts Payable Board List, prior to printing my Accounts Payable checks.

**Answer:** *The Cover Letter is available (which impresses the board) and/or run the Warrant List (NW) program. When the prompt comes up: PRINT DISTRIBUTION DETAIL? (Y/N) Type N, then Depress (Enter). The program will then print the invoice information only. Since the checks haven't been printed, you will not receive the check numbers.*

## General Ledger

**Question:** Back in April I posted a journal of manual transactions to my General Ledger that had transactions with a mixture of different dates. I now need to reprint the journal. When I go to run the Journal Reprint (GJRWIN) program, What date do I enter at the "Original Journal Date" prompt?

**Answer:** *If multiple dates were assigned to the transactions in the journal, the entry of any one of those dates will cause the transactions that comprise the journal to be printed.*