

LOCIS



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LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

NEWSFLASH

September 2008

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There is still time... Sign-up for the upcoming General Ledger and Accounts Payable Review Class



LOCIS will be conducting 4 training classes this month. The instructor will provide 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!

September 9
Neoga City Hall

September 11
Forsyth Village Hall

September 16
Decatur

September 18
Joliet Park District

AFTER-HOURS SUPPORT



AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

Monday – Friday 5 PM – 9 PM

Weekends & Holidays 9 AM – 5 PM

UPCOMING HOLIDAYS

September 1-Labor Day

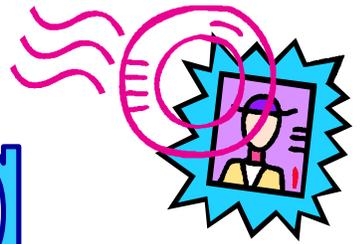
****IMPORTANT****

We would like to bring to your attention a policy that hasn't always been enforced but we feel necessary to address at this time. Please be sure to read the formal letter on this issue of phone support.

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



Utility Billing

Question: I ran a UDLWIN (Deposit Service Report) and some accounts are not included on the list. What is wrong?

Answer: From the run box, type LREPAIR and click on U/B (Utility Billing). When completed, return to UDLWIN (Deposit service report) and the accounts that were not there the first time will appear.

Question: After running our Municipality's regular bill run and penalty run, I noticed that 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. 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: From the Utility Billing dropdown menu and select Cash/Adj. Then left click on Delete a Pre-registered Receipt (URED).

DOUBLE click on the payment you want to delete and click the delete button.

Check Reconciliation

Question: Is there any way to put outstanding checks from before I was on LOCIS into the system?

Answer: Yes. Enter the information in CKMWIN (Maintenance/List/Export/Purge) and set the Status to 'O' for outstanding. This check will now print on the outstanding list.

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. Can I do that?

Answer: Yes. 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 check information only.

Enjoy the day off...

Happy Labor Day!

-From your LOCIS family