

LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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UPCOMING CLASSES

Sign-up Today!
THERE IS STILL TIME...
G/L & A/P TRAINING CLASSES

*Friday, February 6
 Decatur, IL*

*Wednesday, February 11
 Joliet, IL*

*Thursday, February 26
 Collinsville, IL*

February 2009

After Hours Support



**AFTER-HOURS SUPPORT
 LINE**
 (815) 325 - 9241

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

LOCIS 6.0
Utility Billing and Cash Receipts
In March, LOCIS will be hosting 4 training classes on the Utility Billing and Cash Receipts modules. Deadlines for registration is 1 week prior to the class. Visit our website at www.locis.com and click on the Classes 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!

March 11	Caseyville, IL
March 12	Cherry Valley, IL
March 19	Forsyth, IL
March 27	Joliet, IL

Need training?

If you are in need of more training or want to learn more about your LOCIS Software, call to schedule a tech to come onsite and train you on all the features you may not know about. Normal travel and hourly costs will apply. Call the LOCIS office at (815) 744-0011 today!

Mark Your Calendar



2009 User Group Meetings

November 19th
 Bolingbrook, IL

November 20th
 Springfield, IL

Inspirational Quote

“The future depends on what we do in the present.”

-Mahatma Gandhi

Module of the Month

E-Pay

Electronic Payment Services Program

Local governments and state agencies use E-Pay to offer their customers easier, faster payment choices. E-Pay participants can choose to accept credit cards, bankcards and/or electronic check payments online, by phone or in person.

- Residents can now pay their bills online
- Payments can be made by the use of credit cards
- Save time collection NSF checks
- Accelerate your cash flow
- Customers now have more payment options
- You have access to your transactions online 24/7

For one payment of \$500.00 and a membership of \$5.00 per month, you can own this easy-to-use module.

If you have any interest in this solution, or if you have any additional questions, please feel free to call Darcy at our office on our toll-free number 866-LOCIS99.

The Mail Bag

LOCIS 6.0

LOCIS 7.0

Check Reconciliation

Question: I need a report that shows every check written for the fiscal year and who it was written to. Any suggestions?

Answer: Go to the dropdown labeled *Other* and run the *Check Register Listing (CKL)*.

General

Question: When I turned on my PC I got an error message that said *Stack Overflow*. What can I do now?

Answer: Have everyone turn his or her computer off and reboot the server.

Question: Can you explain the purpose of the *PLAY* password?

Answer: The *PLAY* password allows you to access the “*PLAY*” database. You can use the “*PLAY*” database to test and exercise the *LOCIS* application software. (i.e. *General Ledger*, *Payroll*, *Utility Billing*, etc.) that you have purchased. The “*PLAY*” database can also be used to test and exercise *LOCIS* application software that you are considering for purchase. Because it is a “*PLAY*” database, no matter what you do, you won’t hurt anything. Should you have any questions regarding the “*PLAY*” database at your site, you should contact your *LOCIS* representative.

Cash Receipts

Question: I’m doing the new *Utility Billing Cash Receipts 7.0* program. I have entered many payments but I don’t know where to go to update the payments?

Answer: While you are in the *Cash Receipts* screen, to the upper right of the screen is a button labeled *Select Options* with a dropdown arrow. Click on the dropdown arrow and then click on *Update/Print the Listed receipts*.

Utility Billing

Question: Is there a report that tells me what customers have a certain type/rate?

Answer: There are four different reports you can obtain this information: 1. *FLAT RATE ANALYSIS REPORT (USRATE)* *Utility Billing* dropdown, *Lists and Reports*, *Flat Rate Analysis Report*. The program lists and tells you what to expect in flat rate revenue per billing cycle. 2. *METER READ LIST (UMEL)* *Utility Billing* dropdown, *Regular Bill Process*, *Meter Read List*. 3. *METER DATA LIST (UMTL)* *Utility Billing* dropdown, *Regular Bill Process*, *Meter Data List*. 4. *UTILITY BILLING ACCOUNT LISTING (UAL)* *Utility Billing* dropdown, *Setup*, *Account Listing*.
Service to list? Rate to list?



Happy Valentine's Day!

From your *LOCIS* Family