

LOCIS



FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

TECHNICAL SUPPORT



AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

April 10th/Good Friday– OFFICE CLOSED

Monday – Friday 5 PM – 9 PM

Weekends & 9 AM – 5 PM
Holidays

There is still time!

*Sign-up today for the Upcoming
LOCIS 6.0 & 7.0 Fiscal Year End
Class held in April.*

April 16
Neoga, IL

April 22
Sycamore, IL

April 23
Collinsville, IL

April 24
Joliet, IL

April 29
Forsyth, IL

April 2009

LOCIS 6.0 & 7.0 Payroll Review Classes



*In the month of
May, LOCIS will
be hosting 5
training classes
on the Payroll
module for both
LOCIS 6.0 and
7.0 versions on
the same date
and location.*

*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!*

Sign-up Today!

Tuesday, May 5
Forsyth Village Hall

Wednesday, May 6
Sycamore City Hall

Thursday, May 7
Collinsville City Hall

Thursday, May 14
Joliet Park District

Friday, May 15
Murphysboro-Davis-McCann Civic Center

Module of the Month

• LOCIS Cemetery Module

Options:

Cemetery Maintenance

ID Number:

Plot Information:

Cemetery:	AG - ANGEL	Section:	5
Plot type:	01 - MARKED COURL	Row North/South:	4 N
Vault:	1-4	Row East/West:	10 E
Marker:	B	Resale Type:	
PAYMENT:	CHECK	Sale Date:	09/20/1990
USER #2:	GEORGINA DAVIS	Sale price:	1800.00
USER #3:		Care type:	B
CLOSING:		Cost of Care:	200.00

Deceased Information:

Name:	GEORGE DAVIS	Status:	MA-MARRIED
Birth Date:	02/15/1945	Military Service:	MARINE
Death Date:	05/25/2008	War fought in:	VIETNAM
Interred Date:	05/25/2008		

Owner Information:

Name:	GEORGE DAVIS	Address 2:	
Address 1:	1882 LARAWAY RD		
City/State/Zip:	ANYWHERE IL	6871	

Buttons: First, Previous, Next, Last, Print Certificate, Remarks, Delete, Copy, Close. Set User Defined Fields, Favorite.

Establish multiple cemetery locations within a community to identify plots, plot ownership and interment information

- ◆ Establish user defined identifications for each plot or lot for multiple cemeteries
- ◆ Track owners name and address for each plot or lot
- ◆ Identify plots or lots by type, availability for resale and selling price, perpetual care & costs, and deceased name, birth, death, interment dates, military service & war details.
- ◆ Track plots or lots by cemetery, section, and row positioning
- ◆ Track vault or marker types
- ◆ Create up to 4 user-defined fields
- ◆ Lookup or print lists by ID number, Section, Row, or name for one or multiple names
- ◆ Produce a Certificate of Record

If you have any interest in this solution, or if you have any additional questions, please feel free to call Darcy

The Mail Bag



LOCIS 6.0 Utility Billing

LOCIS 7.0 Accounts Payable

Question: I printed all my utility bills and started my register update and I realized that the bills got stuck and half of the bills printed on top of each other. I said yes to: Did the register print correctly? Is there a way I can reprint my bills?

Answer: Several years ago, an option was created to archive bill runs. There is a ZOPT flag, if set to Y, that stores the data and allows you to reprint a group of bills. If set to N, the data was never stored. If you are unsure, contact your LOCIS technician to check your ZOPT setting.

Payroll

Question: I need to delete a deduction for one employee in the next payroll run, only. What can I do?

Answer: Type in Employee Master (PEMWIN) and go into the employee's master record. Left click on the button that says Deductions and double left click on the deduction. Change the frequency code to a code that is NOT used in your system. The deduction will now be disabled (NOT deleted) until you change the frequency code back to its original code.

Question: I need to run a report that gives me just the customer, address, city, state, zip and phone number. Can I get this from LOCIS?

Answer: Yes you can. Under List and Reports you can run (UAL) U/B Account Listing. There are different formats you can choose from. Owner/Renter format, Services list format and/or Account list format: Name order, Active accounts, Closed accounts, or Inactive accounts. Pick the short list, pick All customers and then click on Print.

Question: How can I get a listing of a specific vendor and specific dates of payments to those vendors?

Answer: There are 2 different programs you can run. (NHE) Invoice History List (Simple). This has a Vendor lookup range, date range and option to send to Excel. By selecting the button Print, a report will print for the Vendors and Dates identified. The report will show Vendor, check date, check number and G/L number.

The other report is (NHR) Invoice History List (Advanced). You have the option to select the Report Style: By G/L number-detailed, By Vendor with NO G/L information, By fund-used for the Publication Report or by G/L number (detailed), Select Vendor or Vendor range, Date range, Fund range, Department range and G/L range (if Report for G/L was chosen).

Utility Billing

Question: I printed all my utility bills and started my register update and I realized that the bills got stuck and half of the bills printed on top of each other. I said yes to: Did the register printer correctly? Is there a way I can reprint my bills?

Answer: In the 7.0 version of code, the system automatically saves the information of every registered (updated) bill run, so you can go back into Print bills and left click on Old updated bills button then click the button labeled 'Proceed.' Now a display window will be displayed and you can double click on the batch (date and type of bills) and click the button labeled Reprint these bill(s).