LOCIS FOCIS

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

May 2009

Locis 7.0 General Ledger & Accounts Payable Training Classes

In the month of June, LOCIS will be hosting 4 training classes on the General Ledger and Accounts Payable modules for LOCIS 7.0. Deadlines for registration are 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!

A Few Kind Words…

"As always, Rick makes the class light and fun. He is very east to understand a real asset to our Locis family. I have to say, Rick has made a huge difference in my understanding of the whole Locis system."

- Dawn Lakenburges

Check out page 2 for details on Locis 7.0 Release

Welcome!

American Garbage Disposal

City of Shawneetown

Village of Oakwood

AFTER HOURS SUPPORT

AFTER-HOURS SUPPORT LINE
(815) 325 - 9241

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

Locis Upcoming Events

May 5: 6.0 & 7.0 P/R Forsyth Class Cancelled
May 6: 6.0 & 7.0 P/R Sycamore Class Cancelled
May 7: 6.0 & 7.0 P/R Collinsville Class
May 14: 6.0 & 7.0 P/R Joliet Class
May 15: 6.0 & 7.0 P/R Murphysboro Class
May 19-23: Illinois Municipal Clerks Annual Conference
May 25: Memorial Day– Office Closed
June 1: Full Release of Locis7.0
June10: 7.0 G/L & A/P Collinsville Class
June 11: 7.0 G/L & A/P Joliet Class
June 12: 7.0 G/L & A/P Decatur Class
June 14-16: Illinois Municipal Treasurers Conference
June 25: 7.0 G/L & A/P Murphysboro Class

May 25

Honor Those Who Died While in the United States Military this Memorial Day

Release of Locis 7.0 Scheduled to begin in June

Locis will begin to release version 7.0 to Locis clients in the month of June. After several months of successful testing, we are confident that Locis 7.0 will bring you and your co workers an improved, easy-to-use software. Contact Darcy Kaapke at the Locis office at 815.744.0011 to be put on the list for the 7.0 upgrade.

Comments from Locis 7.0 users:

"Locis 7.0 is very user friendly. The 'tree' on the left side is easy to navigate through. The wording has been changed to better reflect the task you are actually performing."

-Sandra M. Ripley, City of Murphysboro

"Locis 7.0 has lots of great features and some features that need to be tweaked. Billing, final billing, posting and reports are easy to use. If you have problems or if you have an error that needs to be corrected by Locis, they are very fast to respond and get you back working."

-Verdonna J. Otey, City of Murphysboro

"I love it, could never go back to Locis 6.0! When Locis 7.0 becomes available to you, don't hesitate the upgrade to 7.0. You will be glad that you made the switch."

-Kristi Wickiser, Village of Diamond

"Overall, as usual, Locis finds ways to improve the software. Even the little changes save time in your work to be done. There are still some features that I hope will improve, but I am sure they will keep working on them...there is always 8.0."

-Leslie Houch, Village of Dwight

Pressure Seal Forms and Machine Update

Pioneer Office Forms, Inc. realizes there is a great deal of pressure from the U.S. Post Office to eliminate post card   billing and also address the issue of privacy with billing
information. Pressure seal documents have been developed to work with Locis Software to address these by folding and sealing the document into a secure mailing piece after
printing on an ink-jet or laser printer. The pressure seal documents also help to increase office efficiency at a time when many office staffs are being asked to take on more work and assignments.

Pioneer has worked with Locis to provide a cost effective way for communities to convert to pressure seal documents and machines. Locis software presently supports the printing of utility bills, accounts payable checks, payroll checks and vehicle permit applications in the pressure seal format. There are two machines we recommend for Locis user, the ISM
machine which is rated at 1,800 documents per hour and the LMQ II which is rated at 5,000 documents per hour. We
currently have communities that are using these machines based on their printing requirements with great success.

If your community would like more information about these
products, please call our office at 708.922.3590 and ask for Ted or Karen. We will be happy to answer any additional questions you may have and also send you literature on the pressure seal machines and samples of the documents.

We are also happy to provide you with an on-site
demonstration at your community at your convenience.

The Mail Bag

LOCIS 6.0

Accounts Payable

Question: Because I was to be off on Wednesday, I ran my Accounts Payable bills through the Check Print (NCP) program on Tuesday. I did not run the Board List (NB) program or the Check/Reg Update (NCR) program. I intend to run the aforementioned program when I returned to work on Thursday. On Wednesday, the other person in the office entered the next batch of bills into Warrant Entry (NEWIN) program and then ran the Fixed Exp/Warrant Edit List (NR). It is now Thursday morning-have we mixed the bills or otherwise really messed things up? Help!

Answer: *No. The bills that were processed Wednesday through the Warrant Entry (NEWIN) and Fixed Exp/Warrant Edit List (NR) and now sitting in the open invoice file awaiting selection via the Invoice Select (NC) program. Because you didn't finish running the Board List (NB) and Check/Reg Update (NCR) for Tuesday's activity, the system will not let you run the Invoice Select (NC) program for Wednesday's activity. Therefore, all you need to do is run the Board List (NB) and Check/Reg Update (NCR) programs (the system will know that it is for Tuesday's activity) and everything will be ok for Tuesday's activity. Upon completion, you will then be able to run the Invoice Select (NC) program for Wednesday's activity.*

Question: Can I produce a report on the impact an individual vendor had on ALL funds in the General Ledger?

Answer: *Yes. From the main accounts payable menu, RPTS & INQ then select program (NHR) Distribution History Report and select the particular vendor and specify ALL funds.*

LOCIS 7.0

Miscellaneous

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

Answer: *The PLAY password allows you to access the "Play" database. This database is used to test and exercise the Locis application software (i.e. General Ledger, Direct Debit, Payroll, Utility Billing, etc.) that you have purchased or are considering to purchase. Because it is a "Play" database, no matter what you do, you won't hurt anything. Should you have any questions on this database, contact your Locis representative.*

Utility Billing

Question: I am trying to write off a utility customer with multiple open dates. When I enter Adjustments Entry (UAE), do I have to adjust each bill?

Answer: *No. In Adjustments Entry (UAE) you can make an unapplied adjustment to the current date for the total amount of the write-off and run Unapplied Cash Process (UUCP) to have the credit distributed. Remember when you enter the dollar/cents amount don't forget to type a minus sign. In 7.0 there is also a comment field for the adjustment.*

Question: Someone by mistake entered/ created a new utility billing account number U<….0000. I need to delete it. The status says Closed, the balance on the account is zero and there is no history and no rates.

Answer: *Go into (UM) Utility Master and bring up that account # UM….000. Click on the down arrow and change the status to Active. As long as the balance is zero you can left click on the Delete button.*