



AFTER HOURS SUPPORT



AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

UPCOMING EVENTS

June 10	G/L & A/P Class	Collinsville
June 11	G/L & A/P Class	Joliet
June 12	G/L & A/P Class	Decatur
June 14-16	Illinois Municipal Treasurers Conference Springfield	
June 24	G/L & A/P Class	Murphysboro

Inspirational Quote

“Each time a man stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope, and...those ripples build a current which can sweep down the mightiest walls of oppression and resistance.”

-Robert F. Kennedy

Locis 7.0 June 2009

Utility Billing & Cash Receipts Training Classes

In the month of July, LOCIS will be hosting 5 training classes on the Utility Billing and Cash Receipts 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!



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| July 15 | Fairfield City Hall |
| July 16 | Cherry Valley Village Hall |
| July 22 | Montgomery Water Department |
| July 23 | Caseyville Village Hall |
| July 30 | Joliet Park District |

“I’m glad these classes are offered. The system is very user friendly but I always leave the class having learned a new shortcut or something new that I hadn’t seen. I also like networking with others in the class. Thank you.”

*-Karla S. Daubs
City of Mason City*

Questions and Answers on LOCIS 7.0

Question: I have heard that Locis 7.0 will be released soon. Why should we go to Locis 7.0?

Answer: *Locis 7.0 offers many new features that will not only be a major gain for you but will also save time on your daily activities. Locis 7.0 Beta sites comment on how it is much more user-friendly. Many of these new features came from Locis user's feedback and suggestions from User Group Meetings and comments on the Locis software. Locis 7.0 has been in beta testing for over 8 months now, and over 20 communities have been running Locis 7.0 successfully. Here are some examples of the new features that they find to be the best improvements made:*

"In the A/P Vendor History Screen you now go to one screen to get all information such as check number and G/L distribution."

"In the Utility Billing module in remarks, it automatically sets the date and time. In Adjustments, entering remarks will also automatically go in the remarks screen in UM. UM remembers your look up value when searching for an account by name or address. MapQuest maps are now available. Landlord and tenant info is now available. Can print labels from accounts. In misc. charge entry you can post to the account immediately"

"The check number or whatever you may use shows up in history."

"In receipts entry, you can now see both the name and address which entered."

"The history in Payroll has improved. You also now have the ability to make multiple direct deposits."

"Now you have your own favorites at the top of the main menu."

Question: Will we be updated automatically?

Answer: *No. If you wish to be upgraded to Locis 7.0, you must contact Darcy Kaapke at the Locis Office to be added on the upgrade list. Then an onsite or remote installation (for single user only) will be scheduled for your community.*

Question: What is the cost?

Answer: *There is no cost for the software. Installation by the Locis Staff however is required due to operating system updates as well as some training that is required which is billable. The Locis Staff highly recommends that you have an onsite with your Locis technician so you can have training one-on-one on all of the new features Locis 7.0 has to offer. This will be billed at normal onsite and travel rates. For installation remotely (for single users only), there will be a small charge for installation and training over the phone.*

Question: Will Locis 6.0 still run?

Answer: *Yes. Please remember that there is no urgency to be upgraded on Locis 7.0. Locis 6.0 will still be supported for several years to come. But there will be no future upgrades made to Locis 6.0.*

Contact Darcy Kaapke at the Locis office at 815.744.0011 to be put on the list for the 7.0 upgrade. We are confident that Locis 7.0 will bring you and your co workers an improved, easy-to-use software.

The Mail Bag

LOCIS 6.0

Utility Billing

Question: *I was trying to run unapplied cash (UUCP), a message appeared, it couldn't proceed because I had records in the UAM-3 file. What does that mean?*

Answer: *You had calculated your bills but did not finish the completion of the run. The calculations of bills occupy the UAM-3 file and that file has to be empty before UUCP can run. Delete the bill run and then run UUCP and you will be fine.*

General Ledger


Question: *All of my Funds are in balance, yet when I run the Month Year End closing (GMEWIN) program it won't close the Month. What is wrong?*

Answer: *You did not post the Gain/Loss for the Month. Before posting to the General Ledger, you need to change some dates. Run the Balance Sheet Print (GBSWIN) program with month end date you are closing. Upon completion, you will be able to close the Month. If you have any problems, call the Locis office for help.*

Question: *I posted some audit adjustments against various Revenue/Expense accounts in my General Ledger. I then ran the Balance Sheet Print (GBSWIN) program to calculate and post the Gain/Loss. The program did not produce a Profit/Loss register, nor did it post the Gain/Loss. Why?*

Answer: *When this situation occurs it means that the Gain/Loss for the subject period had been previously posted. Run the GZM program and reset the date in Last GBS Date and the last month end PRIOR to the month that you want to post into. The Balance Sheet Print (GBSWIN) program will now calculate*

The Mail Bag



LOCIS 7.0

Utility Billing

Question: *In 6.0 for the Periodic cash report, I could only get a report for the present month as long as I had cleared out the prior month. Anything different in 7.0?*

Answer: *Go to the Utility Billing dropdown menu, List and Reports, Periodic Receipts Report (URM). Now you have the ability to select a date range to print a list of receipts. There is also an option to send the report to Excel, get a detailed report (first part of the report shows posting date, entry date, account, payer name, service address, cash amount, check amount, total, operator, register number and terminal number. The second part of the report shows date, amount, payer name, service address, service/rate, amount, tax, penalty and total) and source. Example being DD, Epay, Normal, etc.*

Miscellaneous

Question: *I often use the QSPOOL feature (Printer SP1) in lieu of printing my reports to paper. As a result, I currently have quite a few jobs in QSPOOL. How do I delete those jobs that I no longer want to keep?*

Answer: *Go to the QSPOOL Menu and select the Select Jobs Option. You will then be prompted for the Job Number Range. After you enter the Range of Jobs you want to delete you will be prompted for the Option. Enter a D for Delete. You will then be prompted again for an Option. Enter G for Go. The Job Number Range you had previously entered will now be deleted from QSPOOL.*