# LOCIS FOCIS

## Locis 7.0 Payroll Training Classes

**July 2009**

*In the month of August, LOCIS will be hosting 5 training classes on the Payroll module for LOCIS 6.0 and 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!*

**August 6   Decatur, IL**
**August 12  Fairfield, IL**
**August 13  Sycamore, IL**
**August 19  Joliet, IL**
**August 26  Collinsville, IL**

*" ...I was happy to get the information I needed to get the work done."*

**- Staci Fairchild**
**Village of Roanoke**

### AFTER-HOURS SUPPORT

### AFTER-HOURS SUPPORT LINE

(815) 325 - 9241
Monday – Friday        5 PM – 9PM
Weekends & Holidays 9 AM –  5PM

### UPCOMING EVENTS

*July 3:* OFFICE CLOSED
*July 15:* Fairfield 7.0 U/B & C/R Class
*July 16:* Cherry Valley 7.0 U/B & C/R Class
*July 22:* Montgomery 7.0 U/B & C/R Class
*July 23:* Caseyville 7.0 U/B & C/R Class
*July 30:* Joliet 7.0 U/B & C/R Class

Inspirational Quote
Excellence In Your Work

" Desire is the key to motivation, but it's determination and commitment to an unrelenting pursuit of your goal -- a commitment to excellence -- that will enable you to attain the success you seek. "

-Mario Andretti

# New Partnership with
# Third Millennium Associates, Incorporated

*The Locis Staff is proud to announce a new partnership with a company called Third Millennium Associates, Inc. TMA and Locis now work together for our customers Bill Printing. Through Locis, you will now be able to purchase this module that will work with Third Millennium directly. TMA will be able to produce and mail your community's utility bills and they also have the ability to mail other documents that your community sends on a regular basis, such as newsletters or reports. Together we believe that this solution will decrease the money spent on your communities utility bill stock and save the time that it takes to prepare and mail utility bills on a regular basis. If you have any questions or are interested in a quotation, please contact Darcy at the Locis office at 815.744.0011 for information on this streamline process with Third Millennium and Locis.*

## NOW OFFERING SMALL QUANTITY LASER CHECKS

*As part of our ongoing effort to provide more value to LOCIS users, Pioneer Office Forms is now able to offer single and double-stub laser checks in two smaller quantities for use with the LCOIS software. LOCIS users can now order checks in the quantities of 100 or 250 checks. Previously, the smallest quantity was 500 checks. By offering these smaller quantities, communities can now utilize the LOCIS software for municipal accounts that have smaller check writing needs.*

*Please give us a call if you would like more information regarding these new lower order quantities.*

*Pioneer Office Forms*
*(708) 922-3590*

# The Mail Bag

## LOCIS 6.0

### Accounts Payable

**Question:** I lost my reports for a very small Accounts Payable run I did on March 28, 2009. Is there any way I can find out what all the General Ledger postings were for this run?
**Answer:** *Yes there is. All you need to do is run the Journal Reprint (GJRWIN) program. To run this program you will need to know the Original Journal Date, the Original Journal Source, which is C/V, and the Original Journal List Number.*

**Question:** After I print my employee paychecks the program asks me: Deduction Checks To Be Issued… Proceed? (Y/N). I always say Y and print my deduction checks. What happens if I say No?
**Answer:** *If you say N the deduction checks will not be printed. Instead the deduction checks will be processed in the same manner that an accumulated deduction is processed. That is, an invoice for each deduction will be created and the invoices will be sent to the Accounts Payable Open Invoice file for payment at a later time.*

### Utility Billing

**Question:** I was trying to calculate only one Account #001406 in Utility Billing but it wouldn't calculate the bill. What am I doing wrong?
**Answer:** *You were putting in the account number as 001406 and eliminating the last 4 zeros. The computer program is looking for a 10 character account number and that is why it wouldn't calculate the bill.*

**Question:** I have entered my cash receipts (UREWIN) but have not updated them yet. I need to delete one account payment. What do I do?
**Answer:** *Double click on the account payment and click on the delete button. If you had already registered the receipts but didn't update, you would go into the program Cash Receipts delete (URED) and double click on the account and payment and delete.*

## LOCIS 7.0

### Utility Billing

**Question**: Is there a report in 7.0 that I can find accounts with out a range of consumption so I can estimate only for water? I would also like to see a bill date and amount of the bill.
**Answer:** *Yes. Under Utility Billing, List and Reports, Estimated Bills Listing (UEST). This report will list and isolate the accounts that have been estimated for the last number of bills you specify. You have the ability to choose account order or route order, one account or a range of account. You can Only list the account in which a certain services is or was estimated.*

### Miscellaneous

**Question**: Has Locis found a new solutions for Psion Handhelds since they have been discontinued?
**Answer:** *The Locis Staff is currently testing different handheld options with larger color displays and touch screens. Stay tuned for information in the next newsletter on the handheld specifications and costs.*

Happy
Independence
Day!

-From Your Locis Family