

LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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August 2009

General Ledger & Accounts Payable

7.0 Training Classes



In the month of September, 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!*

September 3
September 17
September 18
September 30

Collinsville, IL
Joliet, IL
Decatur, IL
Fairfield, IL



HAPPY SUMMER



AFTER-HOURS
SUPPORT

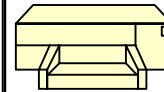
AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

UPCOMING EVENTS

Sept 3	G/L & A/P Class	Collinsville
Sept 17	G/L & A/P Class	Joliet
Sept 18	G/L & A/P Class	Decatur
Sept 30	G/L & A/P Class	Fairfield
Sept 23 thru Sept 27	IML Annual Conference-Chicago	



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The Mail Bag

LOCIS 6.0

Payroll

Question: I ran the first pension payroll where a retired person wanted Federal Income Tax calculated and withheld from the check on gross amount. I know I setup the tax tables correctly, yet no Federal Tax was taken out of the check. What could be wrong?


Answer: Go to Employee Master (PEMWIN) program. Click on the PENSION button. Put 100 into the field title TAXABLE%. The tax calculation will now take place on the gross amount.

Accounts Payable

Question: When I do my Accounts Payable Processing I am aware that all invoices for the same vendor are rolled up together and printed on a single check. My question is: If I entered 3 invoices for one vendor could I print 3 separate checks for that single vendor.

Answer: Yes. After the invoices have been registered via the Fixed EXP/Warrant Edit List (NR) program, run the Maintenance (NM) program to bring up each of the 3 invoices that had been registered. When you bring up the first invoice put a 1 in Field#03-HOLD/PAY. When you bring up the second invoice put a 2 in this field, and when you bring up the third invoice put a 3 in this field. The aforementioned activity will cause 3 separate checks to be printed for the same vendor

The Mail Bag



LOCIS 7.0

Utility Billing

Question: When I ran my utility bills this month, I noticed that a new account with a status of Active didn't produce a bill. Can you tell me why?

Answer: This particular account was setup with a start date of 05/08/09, the billing cycle was from 04/01/09 to 04/30/09. The program looks at the start date of the account when it calculates and it wasn't in the cycle you were billing for.

General Ledger

Question: What kind of report does the Chart Organization List (GMLGL) program produce?

Answer: This program prints a listing of Funds, Departments, Postable accounts, Title records, and Total records that comprise your chart of accounts by fund.

General

Question: We are a three person office and we run Utility Billing, Accounts Payable, Payroll, and General Ledger. I personally run the Payroll application. As things stand we all use the same LOCIS password and therefore, we all have access to everything. Is there any way the system can be set up so that only I have access to Payroll?

Answer: Yes. Contact your LOCIS representative and he/she will assist you in this activity by establishing individual passwords and program/module access.