LOCIS FOCIS

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

September 09

4000 W. Jefferson
Joliet, IL 60431

Phone(815)744-0011
Fax(815)744-8182

Tech Support=1-866-LOCIS99

Utility Billing & Cash Receipts 7.0 Training Classes

In the month of October, LOCIS will be hosting 4 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!

October 1	**Murphysboro, IL**
October 7	**Montgomery, IL**
October 8	**Caseyville, IL**
October 9	**Joliet, IL**
October 15	**Cherry Valley, IL**

Happy Labor Day

AFTER HOURS SUPPORT

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

UPCOMING EVENTS
Oct 1	*U/B & C/R Class*	Murphysboro
Oct 7	*U/B & C/R Class*	Montgomery
Oct 8	*U/B & C/R Class*	Caseyville
Oct 9	*U/B & C/R Class*	Joliet
Oct 15	*U/B & C/R Class*	*Cherry Valley*
Oct 6-8	H2O Expo	
Oct 13-16	IML-Clerks Institute	
Oct 20 & 21	Illinois Rural Water Association Conference	

WELCOME

To our New Customers

Village of Kirkwood
City of Albion

WELCOME

LOCIS' 21th Annual User Group Meeting

Watch for your invitation

November 19– Bolingbrook
November 20– Springfield

More information to follow

The Mail Bag

LOCIS 6.0

General Ledger

Question: This past March 10, I posted some manual journal entries to my General Ledger. I misplaced my journal listing and now I need to know what was posted on that day. I do know some of the accounts that were posted to. Can you help me?

Answer: Yes. What you need to do is run the Monthly Activity Inquiry (GTLWIN) program. Run this program for the year of '09, and the Month of '03, and enter one of the General Ledger accounts that you posted to. Now scroll through the transactions until you find one of the transactions that you posted on that day. Record the posting date, the journal source name, and the journal list number (i.e. the number portion only). Now run the Journal Reprint (GJRWIN) program. Enter into this program the three pieces of information you have just recorded. This program will now reprint the journal that you have misplaced.

General

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

Answer: The PLAY password allows you access to the "play" database. You can use the "play" database to test and exercise the LOCIS application software (i.e. General Ledger, Payroll, Utility Billing, etc.) that you have purchased. The "play" database can also be used to test and exercise LOCIS application software you are considering for purchase. Because it is a "play" database, no matter what you do, you won't hurt anything.

LOCIS 7.0

Utility Billing

Question: When I set up some of my utility billing accounts, I assigned a GEO location of (example: Briarwood) and I now need it blank. I have tried to delete the line and Save and I still can't seem to get rid of it. Can you help?

Answer: Yes I can. When you are in the master record, left click on the down arrow of the Geo Location run box and left click on the first (blank) line that comes up and Save. Now it will be blank.

Question: How do I print the account number on the labels I am printing?

Answer: After you choose the labels to print, before you actually pick the printer, you need to put a check mark in the box labeled "Include ID Column on label?". Under the ID column you will see the account number associated with the customer.

Payroll

Question: In Payroll, can I enter vacation time for some employees as hours and for other employees as days?

Answer: No, For any fringe benefit the time must be entered as either days or hours the same for everyone.