

July 2011

LOCIS



FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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7.0 U/B and Cash Receipts

*During July, LOCIS will be hosting 2 training classes on the Utility Billing and Cash Receipts modules for LOCIS 7.0. Deadline for registration is one 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!
Register Today!*

Happy 4th of July!



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SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

Monday – Friday 5 PM – 9PM

Weekends & Holidays 9 AM – 5PM

THIS MONTH'S EVENTS

July 4– Office Closed

7.0 U/B and Cash Receipts Classes

July 14– Caseyville Village Hall

July 20- Joliet Park District

NEXT MONTH'S EVENTS

No classes scheduled.



www.locis.com

Save the Date

LOCIS 23rd User Group

***March 15, 2012-
South-Springfield***

***March 16, 2012-
North-Bolingbrook***

The Mail Bag



Utility

Billing

Question: I need to get a list of all the accounts that were estimated, where can I find that report?

Answer: Go to Utility Billing, Lists and Reports, it is called Estimated Bills Listing (UEST). You can choose to list in account or route order and choose from account to account. List the Accounts who have been estimated the last ____ bills. Choose which service you are looking into. You can also send the results to excel as well.

Question: Do you have a report that shows an average consumption for a particular account or all accounts?

Answer: In Utility Billing, under Lists and Reports, under Consumption Reports, Average Consumption Report (UAVG). Choose from which customer to which customer, which service you are looking into or all services, from which month to which month, you also have the option to send the results to Excel for ease in sorting or you may just print the totals page. The totals page gives you Total times billed, consumption, and charges, Average Consumption, and charge. You can also choose to view a sample of the report.

Question: I am trying to get a report in Utility Billing for the top ten users in consumption, where can I find that report?

Answer: Go under Utility Billing, under Lists and Reports, under Consumption Reports, Consumption Report by Category (UCHBP). Fill in the information for the report, choose print, pick your printer or document manager, or web browser. It will ask you to enter the count for top customer list__. Max is '25'. It will then ask if you want to print the category report, No just prints the top ?? users for the service chosen, in the time period chosen. Yes will list everyone's monthly average, daily average and total for the service chosen in the time period chosen.

Question: How can I print a list of accounts in a certain route?

Answer: Go under Utility Billing, Utility Billing Setup, and Route Maintenance (URN), select the route you are interested in from the dropdown menu in the upper left and choose print list in the lower right.

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