

# LOCIS FOCUS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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## Classes

*We have suspended classes for the summer due to lack of attendance, we are still offering on-site individual training, please watch upcoming newsletters and the website for future class dates.*

*Memorial day is a day to remember our patriotic heroes who sacrificed their lives to help us breathe the air of freedom. We at Locis appreciate them and in commemoration, our offices will be closed on Monday May 28<sup>th</sup>.*



AFTER-HOURS SUPPORT



## SUPPORT

### AFTER-HOURS SUPPORT LINE

\*\*\*(815) 200-9110\*\*\*

New Number

Monday – Friday  
5 PM – 9PM

Weekends & Holidays  
9 AM – 5PM

### THIS MONTH'S EVENTS

May 28– Office Closed–  
Memorial Day

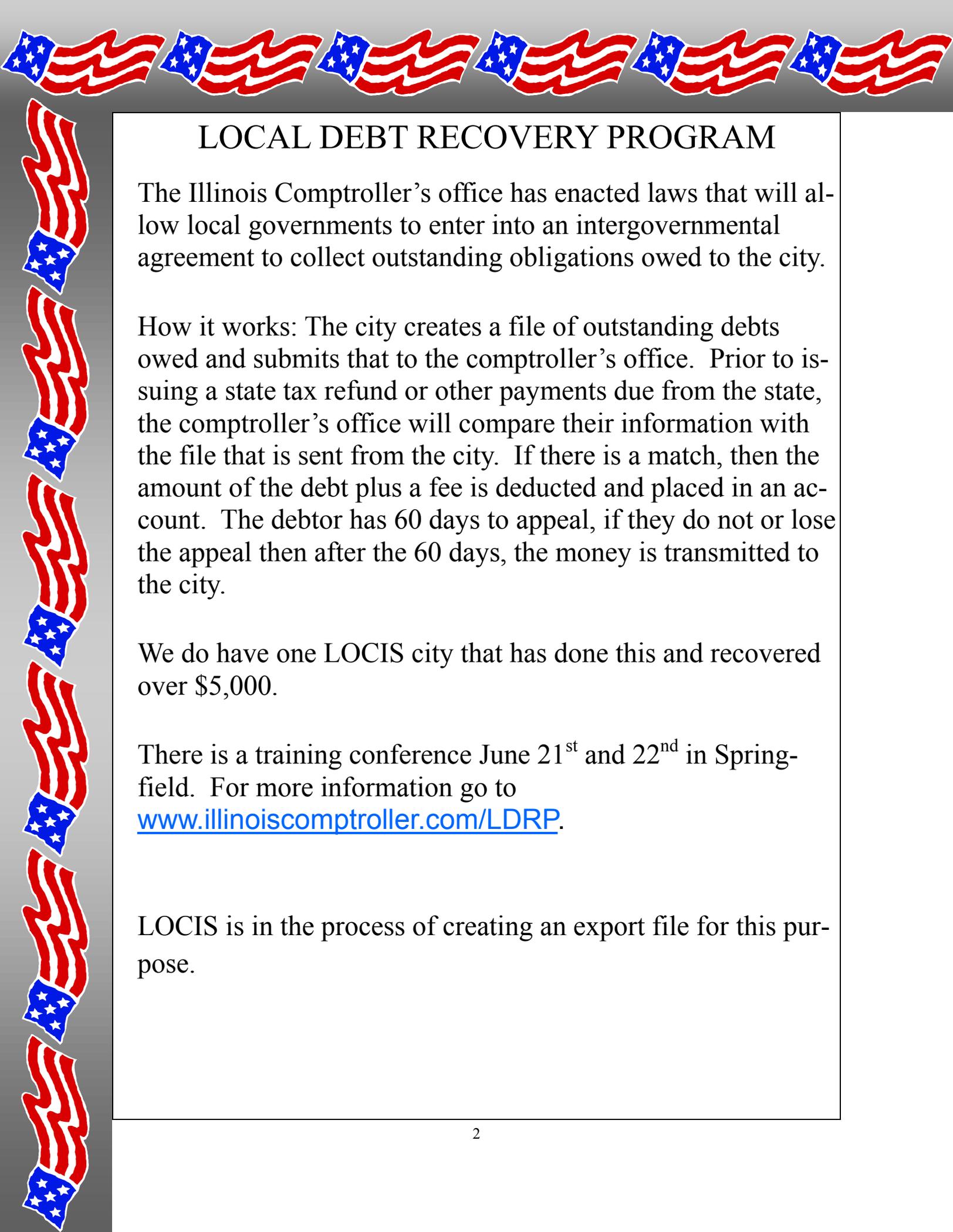
### NEXT MONTH'S EVENTS

June 24-26-IMTA Annual  
Conference-Eagle Ridge, Galena

June 27-30-ILCMA-Summer  
Conference-Eagle Ridge, Galena

## Welcome

City of  
Georgetown, Illinois



## LOCAL DEBT RECOVERY PROGRAM

The Illinois Comptroller's office has enacted laws that will allow local governments to enter into an intergovernmental agreement to collect outstanding obligations owed to the city.

How it works: The city creates a file of outstanding debts owed and submits that to the comptroller's office. Prior to issuing a state tax refund or other payments due from the state, the comptroller's office will compare their information with the file that is sent from the city. If there is a match, then the amount of the debt plus a fee is deducted and placed in an account. The debtor has 60 days to appeal, if they do not or lose the appeal then after the 60 days, the money is transmitted to the city.

We do have one LOCIS city that has done this and recovered over \$5,000.

There is a training conference June 21<sup>st</sup> and 22<sup>nd</sup> in Springfield. For more information go to [www.illinoiscomptroller.com/LDRP](http://www.illinoiscomptroller.com/LDRP).

LOCIS is in the process of creating an export file for this purpose.



# The Mail Bag



## FYE

**Question:** Where can I get instructions of fiscal year end procedures?

**Answer:** Log on to our website [www.locis.com](http://www.locis.com), go to the classes tab, scroll down, you can receive them in word or pdf, view them on the screen, download, or print.

**Question:** Where do I go to enter my budget numbers manually?

**Answer:** General Ledger menu under Month/Year End Process-Budget/Appropriation Entry (GBWM)

## G/L

**Question:** How do I reverse a journal?

**Answer:** A. You can go to remove or change the date of journal (GRC).  
B. or you can look up the transaction in GTL, double click the transaction, click the button in the top right corner that says reverse this journal, and follow the steps.

## U/B

**Question:** I am trying to calculate one account and it does not calculate, why?

**Answer:** When you enter your account number you must enter all ten digits. Also make sure you are using letters, you must use capital letters if it was entered as a capital, small if it was entered as a small letter.

**Question:** I am entering new accounts and when I try and search for them, I cannot find them, why?

**Answer:** Run LREPAIR, and select utility billing than click proceed, that should fix your problem.

**If you have a question you would like answered please submit it to [kim@locis.com](mailto:kim@locis.com).**

**If you have suggestions for the newsletter or useful information to share with others please submit to [kim@locis.com](mailto:kim@locis.com).**

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