

# LOCIS•FOCIS

MONTHLY NEWSLETTER

June 2014

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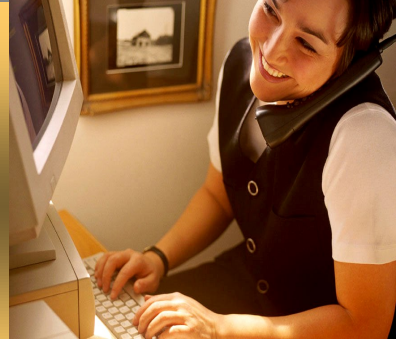
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## Classes

*Locis offers on-site 'One on One' training or even locally hosted 'Group Training' events! Please watch upcoming newsletters and the website for future class and training dates.*



AFTER  
HOURS  
SUPPORT



SUPPORT

### AFTER-HOURS SUPPORT LINE

(815) 200-9110

Monday – Friday

5 PM – 9PM

Weekends & Holidays

9 AM – 5PM

### THIS MONTH'S EVENTS

**ILCMA June 11-13**

**Summer Conference,  
Eagle Ridge Galena**

**IMTA June 22-24**

**Fairview Heights, IL**

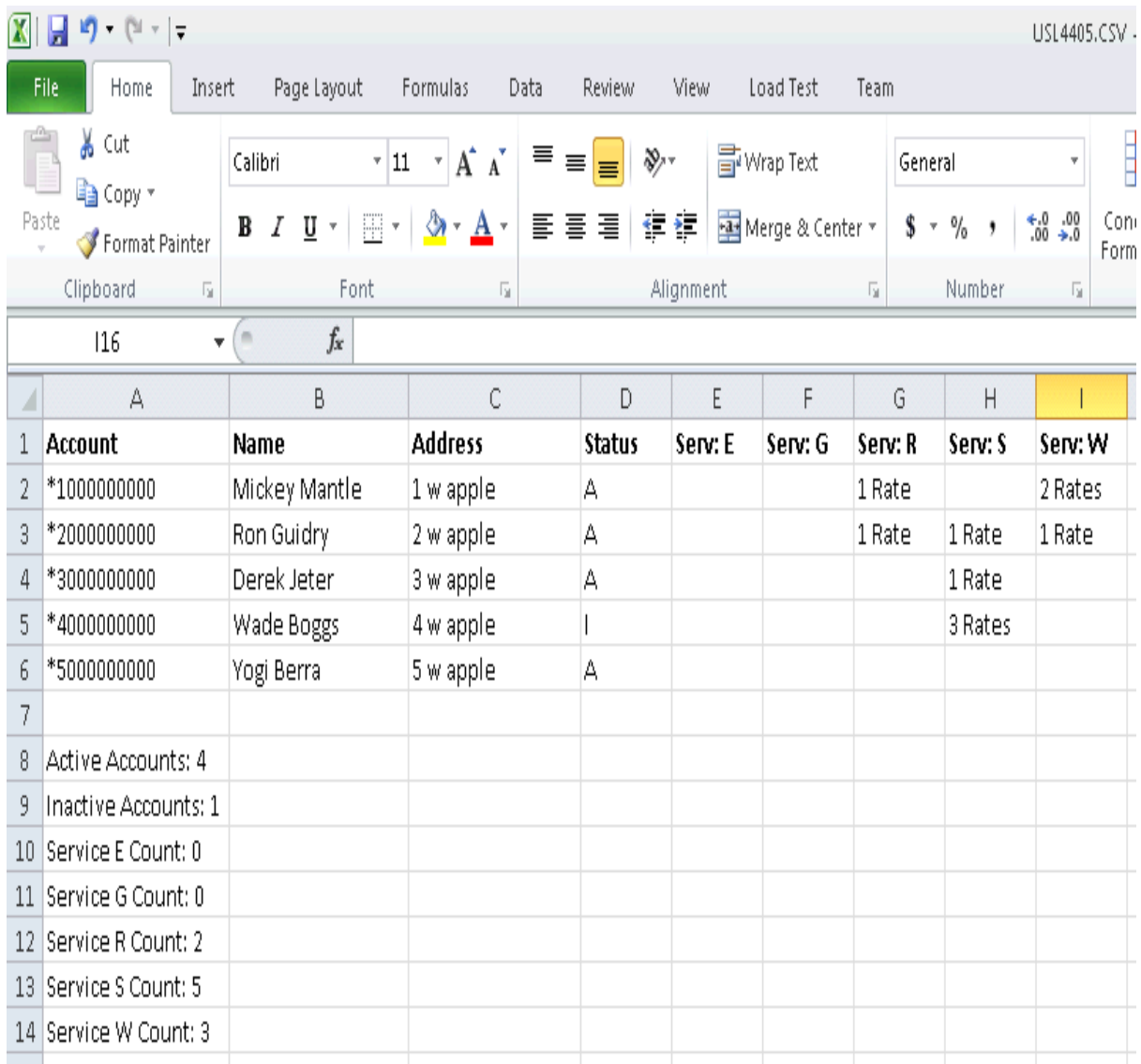
### NEXT MONTH'S EVENTS

**July 4th—Office Closed**

**Welcome**  
*Village of*  
**Sammons Point**

## New Utility Service Analysis Tool!

The program name is USEXCP1 and it will list each account and the services/Rate Count on the account. Totals are given near the bottom of the spreadsheet. This is useful to determine who might be missing Sewer or perhaps who might be missing a Water Admin surcharge/fee or perhaps an active account which has no services/rates on the account.



	A	B	C	D	E	F	G	H	I
1	<b>Account</b>	<b>Name</b>	<b>Address</b>	<b>Status</b>	<b>Serv: E</b>	<b>Serv: G</b>	<b>Serv: R</b>	<b>Serv: S</b>	<b>Serv: W</b>
2	*1000000000	Mickey Mantle	1 w apple	A			1 Rate		2 Rates
3	*2000000000	Ron Guidry	2 w apple	A			1 Rate	1 Rate	1 Rate
4	*3000000000	Derek Jeter	3 w apple	A				1 Rate	
5	*4000000000	Wade Boggs	4 w apple	I				3 Rates	
6	*5000000000	Yogi Berra	5 w apple	A					
7									
8	Active Accounts:	4							
9	Inactive Accounts:	1							
10	Service E Count:	0							
11	Service G Count:	0							
12	Service R Count:	2							
13	Service S Count:	5							
14	Service W Count:	3							

# The Mail Bag



## Utility Billing

**Question:** When I search for an account in the Account Master (UM) search box, my closed and inactive accounts don't show up, where did they go?

**Answer:** In the lower right corner of the Account Master (UM) screen there is a box that says active only, if that box is checked it will only give you active accounts, If you need the rest just uncheck the box and run the search again.

## Payroll

**Question:** I have an employee that works in two different departments and get's two different rates of pay. Is there a way to do this without having to remember to change it?

**Answer:** Yes. In PEM, there is a rate button, this will allow you to assign a different rate of pay to an earnings code so you can have REG earnings code at \$15.00 /hr. and then PRK at \$12.00/hr.

## General Ledger

**Question:** Is there an easy way to see if funds are out of balance?

**Answer:** Yes, GARQ-G/L Fund Check. Choose the month you want and check the box to only report funds with conditions, click proceed. You will see it run through and if the screen remains blank, you don't have conditions, if the system finds any conditions it will list those on the screen.

*If you have a question you would like answered, a suggestion for the newsletter, or useful information to share, please submit to [clerical@locis.com](mailto:clerical@locis.com).*

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