

After Hours Support



AFTER-HOURS SUPPORT LINE (815) 325 - 9241

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

Upcoming Holidays

Christmas Eve

December 24: Office Closed

Christmas Day

December 25: Office Closed

New Years Day

January 1: Office Closed



Reminder to ALL LOCIS Customers!

- ◆ Do not perform any of your Calendar Year End Procedures such as 1099's, W2s, etc. until you have received the latest **Code Update**.

How to: Go to the LOCIS website at www.locis.com and select the "Updates" tab on the left hand side. Then select "Click here for the small W-2 update."

- ◆ For all who use the LOCIS Payroll Module, don't forget to update the new **Federal Tax Table** just prior to starting your first payroll run of 2008.

How to: Again, go to the LOCIS website and select the "Updates" tab. On this page you will be able to download the federal tax table. This feature will be available no later than the end of December or in PITWIN, select "Download from Locis."



LOCIS 2007 User Group Meeting

A special thank you to all who attended this year's meeting! We had an excellent turnout with over 100 communities and over 200 attendees. We appreciate all of your constructive feedback and comments, especially pertaining to the upcoming version of LOCIS 7.0. Again, thank you and we hope to see you all next year!



Bolingbrook User Group Meeting

Here is some of our comments from the meeting:

“Great info! Can't wait for 7.0 Version!”

-Terri D'Amato, Village of Kirkland

“Class was very informative. I like the changes you have made. Thanks.”

-Kristi Wickiser, Village of Diamond

“Thank you. We got a lot of information from this session. Many questions were answered.”

-Dale Strazzante, Village of Indian Head Park

“I enjoyed the class today and think you made a lot of excellent upgrades and changes! Thank you! Thank you for lunch, it was excellent!”

-Missy Tovo, Village of Monee

“The newer version looks great and I can't wait to get it!”

-Taunya Fischer, Village of Kirkland

“ I think that the User Group Meetings and classes are very informative. I am excited for the new stuff on LOCIS 7.0.”



From Left: Dan Marshall:Locis, Greg Estes: Locis, Ted Ostrowski:Pioneer Office Forms, Karen Bauer: Pioneer Office Forms, Darcy Duncan:Locis, Gary Wojcik: Locis, Frank McKay: Locis.

The Mail

Accounts Payable

Question: I have just received the 6.0 version of LOCIS and when I go into NIWIN (A/P History Inquiry) I want to see the comments on the particular vendor, but I can't seem to figure where to go?

Answer: When you go to NIWIN and put in the Vendor ID, you can then choose what you want to be displayed. Show only: Unpaid, Invoices to a certain date, or Transaction date later than. Click the DISPLAY button. In the display box the following is displayed: Invoice #, Date, Due Date, Code, Check #, PO #, Amount Discount, and **Comment**. To the right of the display button, it says *** you can sort by clicking the column headings ***.

Question: When processing manual checks through the Accounts Payable system can a zero be entered/recorded as the first digit or digits of the check number?

Answer: Yes, an example is check # 003468.

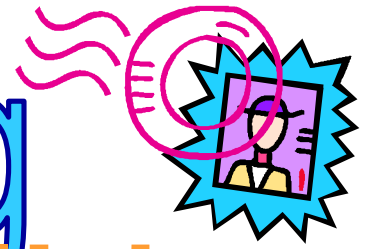
Utility Billing

Question: I ran a (UDLWIN) Deposit listing for all outstanding deposits and some of the account deposits were not listed. Can you tell me why?

Answer: Proceed to UMWIN (Account Master) and bring up the account, you need to click on the button DEPOSITS. The deposit was listed but the dollar amount was listed under APPLIED AMOUNT instead of DEPOSIT AMOUNT. The computer recognized the deposit as re-funded, not outstanding.

Bag

General Ledger



Question: I ran the Month Year End Closing (GMEWIN) program to close a month and had an out of balance condition in one of my funds. What would you recommend that I do first to diagnose the problem?

Answer: Run the Monthly Activity Report (GARWIN) program. Run this program to print on the terminal screen and to print the summary. When you tab to display totals you will be able to: 1) See if the Debits/Credits are equal-they should be. 2) See if the Gain/Loss has been posted-if it was posted, the amount on the bottom line titled "Current Month Gain/Loss" will be equal to the amount on the line titled "Gain/Loss" under the column titled "Net Change" and; 3) See if $Assets = Liabilities \text{ plus or minus Capital-They should be equal, and if } Revenue = Expense \text{ plus/minus Gain/Loss-They should be equal. When all three have been completed successfully, you should be able to complete the month end.}$

Payroll

Question: With respect to payroll, I have been asked to provide all of the earning / deduction amounts for an employee for calendar year 2007. What program would I run that would provide this information?

Answer: The Check History List (PCLWIN) program will allow you to print all checks for one employee issued between January 1 and December 31, 2007. This will provide grand totals for each of the earning/deduction amounts.

