

Locis



Focus

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

Newsflash

January 2007

4000 W. Jefferson St. Joliet IL 60431 Ph:(815) 744-0011 Fx:(815) 744-8182 Tech Support: 866-LOCIS99 www.locis.com

Comet Comet Serve 32

**Soon to be required of
LOCIS**

**Customers
ORDER TODAY!!!**

Comet Serve 32 not only increases your processing speed and performance for a Windows network (Both Peer-Peer on Windows Server Environment) by becoming a True Client-Server System. In Locis 6.0 and required for Locis 7.0, there will be new features that will not run without it. There is a 2006 special price available through February 2007. Note: Any single user environment does not require this product. For more details or to take advantage of this limited offer call the LOCIS office at (815) 744-0011.



After Hours Support

AFTER-HOURS SUPPORT LINE
(815) 325 - 9241

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

Holidays

Good Friday	April 6th Closed
Memorial Day	May 28th Closed
Independence Day	July 4th Closed
Labor Day	September 3rd Closed
Thanksgiving	November 22nd November 23rd Closed
Christmas Eve	December 24th Closed
Christmas Day	December 25th Closed

COMMUNITY PROFILES



Village of Braceville

Founded: 1880

Village of Braceville

102 West Main Street

Population: 797

Braceville, IL 60407

Historical Facts:

The village of Braceville, Illinois was platted by Nathan Cotton in 1861. During these times, the village was populated by people directly interested in mining coal.

Interesting Notes:

Home of Orange Crush when they first opened.

Places to Visit:

Route 66 and Mazonia State Fish and Wildlife Area. Excellent waterfowl, fishing, bird watching and fossil hunting can be found here.



Have you returned YOUR community profile sheet?

If you are a newer community to the LOCIS family and have not been featured in the newsletter, please contact the Joliet office at (815) 744-0011, our toll free line (866) 562-4799 or email Darcy at darcy@locis.com to receive a copy of the Community Profile Sheet. All information will be saved for a future issue!

Inspirational Quote

"If a man empties his purse into his head no one can take it away from him. An investment in knowledge always pays the best interest."

-Benjamin Franklin



Just For Fun

Can you find my hat from New Years Eve in this LOCIS FOCIS???

The Mail Bag

Utility Billing

Question: After running our Municipality's regular bill run and penalty run, I noticed that penalties were assessed to the local school district. How can I prevent penalties from accruing on non-profit customers?

Answer: In Account Maint. Setup (UMWIN) put in the account number and in the bottom right hand corner of the page displayed is a small box titled Special Pay. Just left click the box with your mouse arrow to place a check mark in that box and they will not be penalized or receive a collection letter.

Question: I am still trying to get used to the new 6.0 version of the software and I entered a cash payment in U/B Cash Receipts and when I go back into the entry, they are not there. How do I delete this payment?

Answer: Go to the Utility Billing dropdown menu and left click on Cash/ADJ. Then left click on Delete a Reregistered Receipt. (URED)

Question: I have been setting up Account Classes for my utility accounts and following the recommended letters that LOCIS suggests (C-Commercial, R-Residential, etc.) but I have a section of town that is only town homes. Can I set an account class up? If so, how?

Answer: Yes, definitely. Go to Account Master Setup (UMWIN) and enter the account number. In the lower right corner of the screen is a blank field titled Account Class. You could type a "T" for Town Homes. Make sure you write the code down and keep it in a safe place because you will need it for different reports that ask for account class.

Accounts Payable

Question: I ran my Accounts Payables today and I would like to print an equivalent of the Accounts Payable Board List, prior to printing my Accounts Payable checks. How can I do that?

Answer: The Cover Letter is available (which impresses the board) and/or run the Warrant List (NW) program. When the prompt comes up: PRINT DISTRIBUTION DETAIL?> (Y/N). Type N, then Depress (ENTER). The program will then print the check information only.

Payroll

Question: Where do I put the dollar amount for FICAE and FICAR Earning Limit?

Answer: Go to the Payroll dropdown menu, Maintenance and then Deduction Setup (PDSWIN). There is a field just above the display box that is titled Earnings Limit. Left Click in that field and enter the dollar amount. After you save the change it will ask you if you want the Employer Master File Updated. Select Yes and it will update all employees on files.

Cash Receipts

Question: Is there any way to put outstanding checks in the system from BEFORE I was on the LOCIS system?

Answer: Yes. Enter the information of the check in Maintenance/List/Export/Purge (CKMWIN) and set the Status of the check to 'O' for outstanding. This check will now print on the outstanding list.

HAPPY NEW YEAR FROM YOUR LOCIS STAFF!!!

