Locis Focis

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

Newsflash

June 2007

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

Mark Your Calendars!

User Group Dates Have Been Set

November 8th:
Holiday Inn Hotel & Suites
Bolingbrook, IL 60440

November 9th:
Northfield Inn, Suites & Conference Center
Springfield, IL 62702

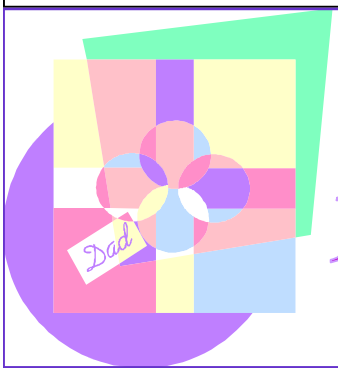
Registration forms will be sent out in the near future!

AFTER-HOURS SUPPORT LINE
(815) 325 - 9241

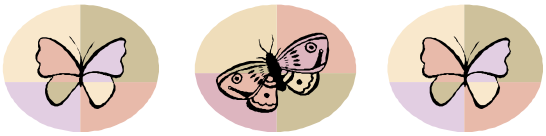
Monday – Friday	5 PM – 9 PM
Weekends & Holidays	9 AM – 5 PM

Holidays

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**



Happy Father's Day!



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Updated 2007 LOCIS Class Calendar

JULY 2007			
Day	**Instructor**	**Class**	**Location**
18 New!!	Greg Estes	Utility Billing	Williamsville
19 New!!	Greg Estes	Payroll	Williamsville
20 New!!	Greg Estes	Accounts Payable and General Ledger	Williamsville

NOVEMBER 2007			
Day	**Instructor**	**Class**	**Location**
8 New!!	LOCIS Staff	User Group Meeting	Bolingbrook
9 New!!	LOCIS Staff	User Group Meeting	Springfield
27	Greg Estes	Utility Billing	Collinsville
28	Greg Estes	General Ledger and Accounts Payable	Collinsville
29	Greg Estes	Payroll and Calendar Year End Procedures	Collinsville
30	Greg Estes	Calendar Year End Procedures	Decatur

DECEMBER 2007			
Day	**Instructor**	**Class**	**Location**
4	Greg Estes	Utility Billing	Joliet
5	Greg Estes	General Ledger and Accounts Payable	Joliet
6	Greg Estes	Payroll and Calendar Year End Procedures	Joliet

Inspirational Quote

"Dreams are the true interpreters of our inclinations, but art is required to sort and understand them."

-Michel de Montaigne

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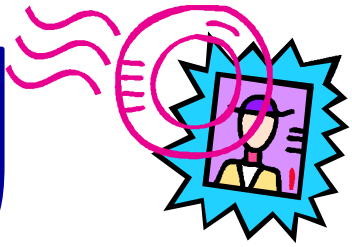
The Mail Bag



Utility Billing

Question: I was calculating my water bills today and this message came up: Account 0331728000...Account balances is 'UAM' and 'UR1' are not EQUAL.
Difference is 4.18-
(P)rocess this account
(B)ypass this account
(E)nd
Enter Choice_
I always forget what to do?

Answer: Always (P)rocess the account. You can write the account down and when your Utility Billing run is done, call LOCIS and tell one of the techs. If you ran a UBCHECK this account would be listed. The only time the account will be a problem is when you apply cash against it. The update will end abnormally because it will be out of balance. We need to go into a specific file and fix the records that were written to this file. Sometimes these records are incorrect because (for example) a power surge happened just as you were updating this account and it missed writing it. So, don't worry, just call and we will fix it.

Cash Receipts

Question: I entered my Cash transactions on an incorrect date or 02/09/07 and it should have been 02/14/07. When I go to update the General Ledger, I realized I had put in the incorrect date. I really need to update the General Ledger for the correct date of 02/14/07. Can I do that?

Answer: Yes you can. When the prompt comes up to enter the date to update the General Ledger, you can enter 02/14/07. Then you will need to call LOCIS and have a tech assist you with this next fix There is a program that we can run to fix the date problem in all the account histories. The program runs through all of the Utility Billing Account histories looking for the date 02/09/07 and rewrites the date of 02/14/07.

General Ledger

Question: Can you tell me what the Account Number Reassignment (GNRWIN) program does?

Answer: This program is used to transfer account information from an existing account to a new account (One to One basis). The program can also be used to transfer information from more than one existing account to a new account (Many to One). When transferring information the existing and new accounts should be of the same account type (i.e. Expense to Expense, Asset to Asset, etc.). Therefore, if you intend to transfer information from an account of one type, (For example, a Capital Account), to an account of a different type, (For example, a Revenue account), keep in mind that Asset/Expense accounts carry Debit balances, and Capital/ Liability/Revenue accounts carry Credit balances. Lastly, you should be aware that this program does not "fix" anything. What it does is transfer account information per the above discussion, and updates applicable files to reflect the account number reassignment.

Happy Father's Day!!!

From Your Locis Family

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