



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

NEWSFLASH

March 2007

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AFTER-HOURS SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

MARCH SPECIAL

17" or 19" Flat Screen Monitor

17" LCD Display with Black Speakers: \$225

19" LCD Display with Black Speakers: \$250

***You must mention the March Newsletter to receive this special deal!**

Upcoming Events

- | | |
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| Good Friday | April 6 <i>Closed</i> |
| LOCIS Utility Billing Class | April 17 in <i>Collinsville, Il</i> |
| LOCIS Payroll Class | April 18 in <i>Collinsville, Il</i> |
| LOCIS General Ledger & Fiscal Year End Class | April 19 in <i>Collinsville, Il</i> |
| LOCIS Fiscal Year End Class | April 20 in <i>Decatur, Il</i> |
| LOCIS Utility Billing Class | April 24 in <i>Joliet, Il</i> |
| LOCIS Payroll Class | April 25 in <i>Joliet, Il</i> |
| LOCIS General Ledger & Fiscal Year End Class | April 26 in <i>Joliet, Il</i> |

Inspirational Quote

"Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime."

-Chinese Proverb



Cunat Water Co.

Village of New Athens

The Mail Bag

Accounts Payable

Question: I'm trying to void an already issued check, but when I run NVE (Vendor Check Void Entry), the program doesn't recognize the invoice number. What can be done?

Answer: First, verify the check has not been cleared in CKE (Cleared Check Entry) then check the actual recorded invoice and check number by looking in NIWIN (Accounts Payable Inquiry) for the information on the check to be voided. Many times the information being typed is different than what is actually posted to the system. Double-check the check number, date, and especially the entire invoice number. Watch out for the number zero and the letter "O". They may look the same to us, but are two completely different creatures to a computer. If this doesn't work and everything else seems to be in order, call your LOCIS representative for further assistance.

Question: If I should accidentally void a vendor check twice in NVE (Vendor Check Void Entry) but have not yet updated can I correct my mistake?

Answer: Yes, you can correct the condition easily as long as you have answered NO to your printout being printed correctly. Re-enter NVE and put in the Fund number and then for the Vendor# type *DEL* (asterisk). Then, press enter and it will allow you to delete all the entries and start over.

Payroll

Question: There is an employee listed on my preview listing that should not get a check. How do I get it off?

Answer: Use the PEWIN (Earning Entry)

Program and double click on the employee that is listed in the display box and click the button Delete this Earning. Reprint the PEWIN (Earning Work List). If the employee should no longer get checks, change the status to "I" for Inactive, in his PEMWIN (Employee Master).

General Ledger

Question: Back in April, I posted a journal of manual transactions to my General Ledger that had transactions with a mixture of different dates. I now need to reprint the journal. When I go to run the Journal Reprint (GJRWIN) program, what date do I enter at the "Original Journal Date" prompt.

Answer: If multiple dates were assigned to the transactions in the journal, the entry of any one of those dates will cause all transactions that comprise the journal to be printed.

Utility Billing

Question: I'm running the Utility Billing Label Print (ULAB) but nothing prints out. What did I miss?

Answer: There are two questions in this process that a lot of people have seem to misread. After you enter Matrix or Laser, the next question asks Enter Service or Enter for all Enter Rate of Enter for all. The common mistake is to put in the letter A (for All) but you should hit the enter key.

Question: I need to print just one bill for a customer that was missed. I went into Calculation and put in the account number to the same account number, cancelled, it said 0 bills were calculated?

Answer: You MUST type ALL ten characters of the



Happy
St. Patrick's
Day!!

