

# LOCIS



# FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

## NEWSFLASH

September 2007

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

AFTER-HOURS SUPPORT



### AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

## Holidays

Labor Day	September 3rd- Closed
Thanksgiving	November 22nd & November 23rd- Closed
Christmas Eve	December 24th- Closed
Christmas Day	December 25th- Closed

## Upcoming Events

Illinois Municipal Clerks Institute:

Week of September 23rd

IML Conference:

October 18th-21st



# 19th Annual

# User Group Meeting

## 19th Annual User Group Meeting

The LOCIS Staff will reiterate changes of LOCIS 6.0, as well as expound on our many new features in LOCIS 7.0. There will also be a review of the new capabilities that LOCIS has to offer with the new release. We will also discuss the changes to our existing services and support.

If you have any questions, contact Darcy at [www.darcy@locis.com](mailto:www.darcy@locis.com)



## November 8

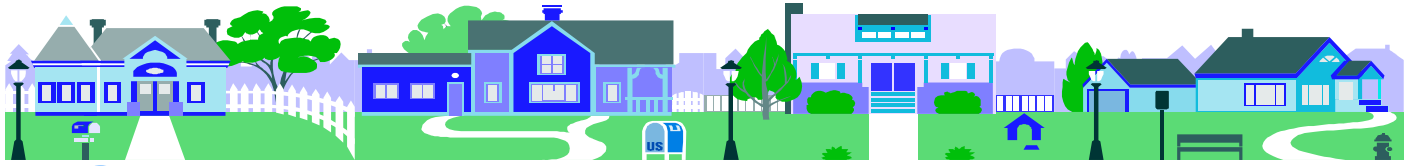
## Bolingbrook, IL

## November 9

## Springfield, IL

There is no fee for attending our meeting. Please come and join us!

# COMMUNITY PROFILES



## City of Pinckneyville

**Founded:** 1888

**City of Pinckneyville**

**Population:** 5,464

**104 South Walnut  
Pinckneyville, IL 62274**

**Slogan:**

*The Friendly Little City*

**Schools:**

*Pinckneyville High School, Jr. High, and Grade School*

**Sports:**

*Football, Basketball, Softball, Baseball, Track and Wrestling*

**How did your community get it's name?**

*From Colonel Pinckney*

**Famous people that lived there:**

*The most famous person was Virginia Marmaduke.*

**Favorite places of residence or historical landmarks:**

*Perry County Courthouse and the Oprea House*

**Tourist Attractions:**

*Pyramid State Park*

***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](mailto:darcy@locis.com) to receive a copy of the Community Profile Sheet. All information will be saved for a future issue!

**Stay Healthy  
During  
The  
Summer**



\*Maintain your energy level by limiting your intake of fat and sugar; focus on carbohydrates, fruits and vegetables.

\*Drink plenty of water. This is very important because your body needs water to prevent dehydration during the warm summer days.

\*Stay cool. Wear light, loose-fitting clothing to help you stay cooler.

\*Wear Sunglasses. This protects your eyes from the sun's dangerous UV rays.

Source: Mama'shealth.com

**Short & Sweet:  
Inspirational Quotes**

"Failure is success if we learn from it."

**-Malcolm Forbes**

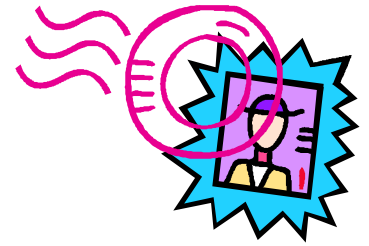
"If you're not confused, you're not paying attention."

**-Tom Peters**

"A goal without a plan is just a wish."

**-Antoine de Saint-Exupery**

# The Mail Bag



## Utility Billing

## Payroll

**Question:** I was running my register update for my penalty bill run and someone looked up an account at the same time and the update stopped and says Record Extracted. What do I do now?

**Answer:** Hit the enter key to get out of the screen and you will need to restart your register update.

**Question:** I entered a miscellaneous charge for the final I am working on and when I calculated the final bill, the miscellaneous charge wasn't on the preview bill listing. What did I do wrong?

**Answer:** When you entered the account number in the miscellaneous charge entry, you used the active account number instead of the closed account number that was assigned during the final entry.

**Question:** I have been setting up Account Classes for my utility billing 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.

**Question:** When I enter some of my employees' earnings through (PEWIN) Earnings Entry, their distribution for the earnings isn't there, what is going on?

**Answer:** Go into (PEMWIN) Employee Master and pull up the employee whose earning distribution is showing up incorrect in Earnings Entry. Click on the Distribution button, the first distribution should always be five stars(\*\*\*\*\*) this is the default distribution and should always be added to every employee first. You can have other distributions for specific earning codes after the default has been entered.

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

**Answer:** Go to Payroll dropdown menu, Maintenance and then Deduction Setup (PDSWIN). Double click on FICAE, left click in the display box labeled Earnings Limit and enter the new value amount. Then click the Add/Save button. Do the same for FICAR deduction.



Enjoy your  
day off,  
you  
deserve it!!!  
Have a great  
Labor Day!

From Your  
LOCIS Staff