



Calendar Year End Procedures

Prior to beginning Calendar Year End Procedures, ensure you have downloaded the 'Calendar Year End' update which is available on the 'Updates' page at www.locis.com.

Also, review the Calendar Year End procedures document available in PDF or Microsoft Word format. That document can be found on the 'Updates' page as well. There were no W2 or 1099 changes for 2008.

LOCIS 7.0 Training Classes

We have been asked by several customers if we are going to be having training classes for LOCIS 7.0. And the answer is **YES!** Next year starting approximately in May, we will be splitting our classes in two sections: Morning will be review of LOCIS 6.0 modules and the afternoon session will be review of LOCIS 7.0.

AFTER HOURS SUPPORT



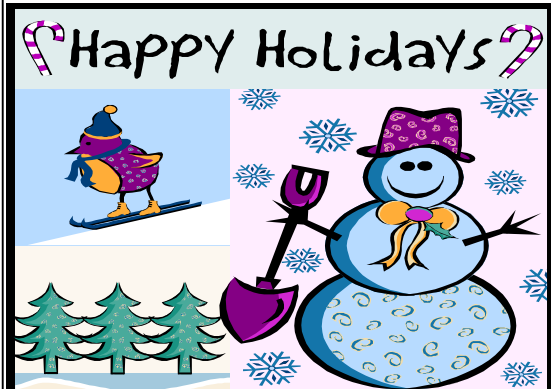
AFTER HOURS SUPPORT LINE

(815) 325-9241

Monday– Friday 5pm—9pm
Weekends & Holidays 9am—5pm

LOCIS CALENDAR

December 2	CYE Class	Neoga, IL
December 3	CYE Class	Joliet, IL
December 11	CYE Class	Collinsville, IL
December 11	CYE Class	Forsyth, IL
December 12	CYE Class	Decatur, IL
December 24	Christmas Eve	Office Closed
December 25	Christmas Day	Office Closed
January 1	New Years Day	Office Closed



20th Annual User Group Meetings

We would like to send out a special thanks to all of those who attended our 20th annual user group meetings this year. We had over 110 communities attend. We truly appreciate all of the beneficial feedback and comments we received on the new LOCIS 7.0 version. Thank you again, and we look forward to seeing all of you next year!



Feedback and Comments

“Liked the pace. Never boring. I obtained useful information to bring back. I can’t wait until we get 7.0.”

“...Always an enjoyable day. Very informative. Thank you LOCIS.”

“Very informative. We are really looking forward to LOCIS 7.0!”

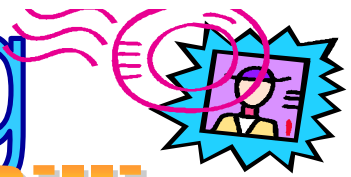
“Thank you for always being helpful, your support is great!”

“Seminar and review session was very interesting. I learned a lot.”

“Very informative and interesting. Not only did you provide us with great info on 7.0, but also learned some things about 6.0. Thanks!”

“...The 7.0 features look like they will add to the software and satisfy some of the concerns our employees have raised in the past. Thank you for a very nice program!”

The 6.0 Mail Bag



Accounts Payable

Question: When I ran the Account Payable Invoice Select (NC) program, I keep having to enter the Cash account number for all the Funds that I select from. Is there any way I can setup those G/L account numbers so I don't have to keep entering them over and over.

Answer: Yes there is. Go to the Main Menu and select the LOCIS Drop Down Menu, Setup, on this menu is a dropdown program titled Default G/L #'s (ZPOSTOP) After selecting. Enter source: (A/R, A/P) Run this program to set up your default G/L account numbers.

Payroll

Question: I was running the Payroll Check/ Register Update (PCRWIN) program and received the follow message: THE G/L DISTRIBUTIONS CANNOT BE FOUND IN THE PROGRAM 'PGRWIN' FOR G/L CODE; P8D0101-1 XMASC or THE DEFAULT G/L CODE OF **ENTER TO RETURN TO THE MENU. CALL LOCIS FOR ASSISTANCE. What does this message mean?

Answer: The message is telling you that the Check Register/Update (PCRWIN) program has not completed because you had added a new deduction called XMASC via the Deduction Setup (PDSWIN) program. When adding a new deduction to Payroll you must also run the General Ledger Interface Setup (PFRWIN) and Earning/De Zref Setup (PSTWIN) programs. Therefore, to correct the above, you need to run the General Ledger Interface Program, and if you had not done so, also run the Earn/Ded Xref (PSTWIN) program. Upon completion of the aforementioned, you may now restart the Check Register/Update (PCRWIN) program, it will run to completion.

Utility Billing

Question: I entered a new customer 001 00000 50 in Utility Billing today and when I run the bills, there was no bill generated. Why?

Answer: The problem is that you created a new number as 00 100000 50 and the system is programmed to know that any number over 00 (last two digits) is a closed account. An Active account must have 2 zeros at the end of the 10 character number. i.e. In General:

XXX	XXXXX	XX
Book #	Acct. #	00 Current Account 01-99 Prior Customers

General

Question: I was under the assumption that when I ran the various register update programs such as Check Register/Update (PCRWIN), Bill Register/Update (UBUWIN), Check Register/Update for Accounts Payable (NCR), etc., the fact that all my reports had printed correctly meant that the program had run successfully to completion. Am I assuming correctly?

Answer: Not necessarily. These programs print the reports first so that they can be checked for accuracy and then they update the applicable files, including the General Ledger. Therefore, it is possible that the program could terminate abnormally after printing the reports, but before the file update is completed. The reason for abnormal termination could be such things as hardware/software failure, the operator clicked on the red X in the right hand corner of the screen, etc. Another reason could be that the operator simply replied NO to a prompt similar to the following: DID THE REPORT PRINT CORRECTLY? This response will cause the program to terminate without updating the files. Therefore, in either of the above scenarios the operator should initiate any necessary corrective action and then restart the program in order to ensure that the files are updated and the program runs through completion.