

# LOCIS FOCUS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

## NEWSFLASH



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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

### Inspirational Quote

*“Coming together is a  
beginning, staying  
together is progress,  
and working together  
is success.”*

*-Henry Ford*



*Village of  
Chandlerville*

## Please be patient with us...

Dear LOCIS Customers-

*In the next coming weeks, the  
LOCIS office located in Joliet will be  
going through restorations. The entire  
staff will be re-located to another part  
of the building. We appreciate your  
understanding and patience with us  
during this time until this process is  
completed.*

*Thank-you,  
Your LOCIS Staff*

## **April Training Classes**

## **Fiscal Year End & G/L, A/P, P/R Overview**

LOCIS will be conducting 4 training classes in the month of April. The instructor will not only provide a general overview of the featured modules, but also open the class to discussions and review of the more challenging aspects of the software. Make the most of the LOCIS software and improve your skills. Space is limited and will go fast. Cost for class is \$125.00 and lunch will be provided. All classes begin at 9:30am. Sign-up today!

# The Mail Bag

## Accounts Payable Utility Billing



**Question:** When I do my Accounts Payable processing I am aware that all invoices for the same vendor are rolled up together and printed on a single check. My question is if I entered 3 invoices for one vendor, could I print 3 separate checks for that single vendor?

**Answer:** Yes you can. After the invoices have been registered via the Fixed Exp/Warrant Edit List (NR) program, run the Maintenance (NM) program to bring up each of the 3 invoices that have been registered. When you bring up the first invoice put a 1 in Field #03-HOLD/PAY. When you bring up the second invoice, put a 2 in this field, and when you bring up the third invoice, put a 3 in the field. The aforementioned activity will cause 3 separate checks to be printed for that same vendor.

## Accounts Receivable

**Question:** I was updating my cash in the Accounts Receivable module and got a program termination #32. What does this mean?

**Answer:** What happened was between entering cash receipts and updating the cash, the vendor, already entered in the cash receipts, was deleted. Now, the program can't find the record in order to apply cash against it. Just reenter the vendor and then rerun the Register Update (ARJ).

**Question:** I was calculating my water bills today and this message came up: Account 0331728000.....Account balances in 'UAM' and 'UR1' are not EQUAL.

Difference is 4.18-  
(P)rocess this account  
(B)ypass this account  
(E)nd  
Enter Choice\_

What am I suppose 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. It will crash in URR (Update) 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 can fix it.



Happy St. Patrick's Day! *From Your Locis Family*

