

LOCIS



FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

NEWSFLASH

May 2008

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

TECHNICAL SUPPORT



Words of Appreciation...

**“You have a great staff of people, its always a pleasure to speak with them. Kathy is the bomb, she has such a delightful personality and is so knowledgeable in her field..
I’m so very grateful for her assistance..”**

**Sincerely,
Teresa Brooks
Village of Capron**

AFTER-HOURS SUPPORT LINE (815) 325 - 9241

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

UPCOMING HOLIDAYS

Memorial Day May 26 Office Closed

Independence Day July 4 Office Closed

Quote of the Day

“Laughing is the sensation of feeling good all over and showing it principally in one spot.”

-Bob Hope

Congrats!

**To Our 26 Annual IRWA
Conference Winners!**

**Water Plant of the Year
City of Paxton**

**Wastewater Plant Operator of the
Year
Scott Seniff, Village of Danvers**

**Wastewater Plant of the Year
Coal City**



April showers bring May flowers...

COMMUNITY PROFILES



Village of Midlothian

Founded: 1927

Village of Midlothian
14801 S. Pulaski Rd.
Midlothian, IL 60445

Population: 14,350



Slogan: "The Community Pride Built"

Schools: S.D. # 143-(4 schools), S.D #228 Breman High School, St. Christopher School

Sports: Mid-Crest Panthers Youth Football, Mid-Boys Basketball, Mid-Girls Softball

How did your community get it's name? Midlothian took its name from the Midlothian Country Club, founded in 1898 by wealthy Chicago businessmen, such as Montgomery Ward and Marshall Field, who sought a retreat from the city. They moved their families and domestic staffs to Midlothian, due to the Club. Club members had a short line railway built from the Rock Island stop to the Midlothian Country Club, approximately two miles long. The newly founded country club reminded its founding members of the green knolls and rolling fairways of Midlothian, Scotland, as related in Sir Walter Scott's, The Heart of Midlothian, thus the name was chosen for the Country Club. The Rock Island named its stop Midlothian and so, when the Village was incorporated in 1927, it also took the name Midlothian.

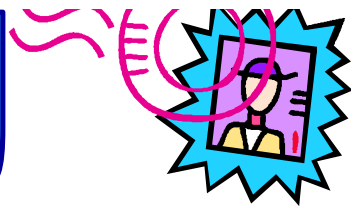
Favorite places of residence or historical landmarks: The Midlothian Historical Society, located at 14609 S. Springfield Ave. has materials that tell much about life in earlier days. The Society also has an extensive Scottish display, donated by the late Gordon Sinclair Flaws. Another special place is Hansen Commons and Veterans Memory Lane, a small garden spot at the southwest corner of 149th Street and Pulaski that has a walking path with bricks bearing the names of veterans from all wars from WWI to the Iraq war. Memory Lane at Hansen Commons is a quiet place to reflect and remember.



**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 to receive a copy of the Community Profile Sheet. All information will be saved for a future issue!

The Mail Bag



Accounts Payable

Question: I ran my Accounts Payables today and I would like to print an equivalent of the Accounts Payable Board List, prior to printing my Accounts Payable checks?

Answer: The Cover Letter is available (which impresses the board) and/or run the Warrant List (NW) program. When the prompt comes up: PRINT DISTRIBUTION DETAIL?> (Y/N). Type N, then Depress (Enter). The program will then print the check information only.

Question: In the Accounts Payable System, how do I find unpaid invoices for any given vendor?

Answer: Run the A/P History Inquiry program (NIWIN). Enter the Vendor ID that you want to review unpaid invoices for. Click on the button titled UNPAID. Now click on the DISPLAY button. The unpaid invoices for the vendor you selected will now be displayed in the LIST BOX.

Utility Billing

Question: I have six (6) Utility Billing accounts that the system wouldn't calculate. I did find out they were marked as Inactive. I changed them to Active but now I need to generate them a bill. Since I've already done the monthly billing, what do I do now?

Answer: Go into Utility Billing Bill Calculation (UBCWIN) and enter the first Account number to the same account number

and click calculate. A message will come up that one account was calculated. Go back into the Bill Calculation and enter the next account number to the same account number and click calculate. The message box will come up again and say that two accounts were calculated. Continue with the rest of the accounts and then follow the Utility Billing menu to complete the bill run.

Payroll

Question: I ran the first pension payroll where a retired person wanted Federal Income Tax calculated and withheld from her check on the gross amount. I know I setup the tax tables correctly, yet no Federal Tax was taken out of her check. What is wrong?

Answer: Go into the Employee Master (PEMWIN) program. Click on the PENSION button. Put 100 into the field titled TAXABLE %. The tax calculation will now take place on the gross amount.

Miscellaneous

Question: I was interested to see what the Lien module was all about. When I went to the Utility Billing dropdown, Action, Lien module manual, nothing came up. Where is it?

Answer: Go to the main screen of LOCIS. Go to the help dropdown menu, Manuals, Lien Processing (Action). This is a separate module that you need to purchase. If you would like to test it for 30 days, call the LOCIS office and ask our staff to turn it on in DEMO mode and give you a brief explanation on how it works with the LOCIS U/B module.



Honor Those Who Served Our Country This Memorial Day

