

# LOCIS



# FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

## LOCIS 6.0 & 7.0

March 2009

### Fiscal Year End Classes

In the month of April, LOCIS will be hosting 5 training classes on Fiscal Year End Procedures on both LOCIS 6.0 and 7.0 versions on the same date and location. Deadlines for registration is 1 week prior to the class. Visit our website at [www.locis.com](http://www.locis.com) and click on the Classes tab. There you will find the registration form. Check out the dates and locations and sign-up today! We look forward to hearing from you!

### sign-up Today!

Thursday, April 16  
Neoga, IL

Wednesday, April 22  
Sycamore, IL

Thursday, April 23  
Collinsville, IL

Friday, April 24  
Joliet, IL

*Decatur, IL –CANCELLED*

Wednesday, April 29  
Forsyth, IL



#### AFTER-HOURS SUPPORT LINE (815) 325 - 9241

Monday – Friday 5 PM – 9 PM

Weekends & Holidays 9 AM – 5 PM

### New Tax Tables

The new tax tables are now available

You should perform the following payroll changes based on the new stimulus tax tables released this week. Make sure that you perform this upgrade prior to the start of a new P/R run. The changes should be made asap but must be made prior to April 1, 2009. If you are going to manually enter the tax table information, the tax table booklets were to be sent out to all employers starting this week or can be found @ [www.irs.gov](http://www.irs.gov) website.

Options on how to update:

Option 1: PIT/PITWIN and click 'Download from LOCIS'

Option 2: Enter them manually in PIT/PITWIN

Option 3: Call the LOCIS office for a technician to download via network streaming.

If you have any questions, please feel free to call the LOCIS office at 866-LOCIS99.

# LOCIS 2009 Class Schedule

## March 2009

### Utility Billing & Cash Receipts 6.0

March 11	Caseyville, IL
March 12	Cherry Valley, IL
March 19	Forsyth, IL
March 27	Joliet, IL

## April 2009

### Fiscal Year End 6.0 & 7.0

April 16	Neoga, IL
April 22	Sycamore, IL
April 23	Collinsville, IL
April 24	Joliet, IL
April 29	Forsyth, IL

## May 2009

### Payroll 6.0 & 7.0

May 5	Forsyth, IL
May 6	Sycamore, IL
May 7	Collinsville, IL
May 14	Joliet, IL
May 15	Murphysboro, IL

## June 2009

### General Ledger & Accounts Payable 7.0

June 10	Collinsville, IL
June 11	Joliet, IL
June 12	Decatur, IL
June 25	Murphysboro, IL

## July 2009

### Utility Billing & Cash Receipts 7.0

July 15	Fairfield, IL
July 16	Cherry Valley, IL
July 22	Montgomery, IL
July 23	Caseyville, IL– <i>Tentative</i>
July 30	Joliet, IL

## August 2009

### Payroll 6.0 & 7.0

August 6	Decatur, IL
August 12	Fairfield, IL
August 13	Sycamore, IL
August 19	Joliet, IL
August 26	Collinsville, IL

## September 2009

### General Ledger & Accounts Payable 7.0

September 3	Collinsville, IL
September 17	Joliet, IL
September 18	Decatur, IL
September 30	Fairfield, IL

## October 2009

### Utility Billing & Cash Receipts 7.0

October 1	Murphysboro, IL
October 7	Montgomery, IL
October 8	Caseyville, IL– <i>Tentative</i>
October 9	Joliet, IL
October 15	Cherry Valley, IL

## November 2009

### User Group Meetings

November 19	Bolingbrook, IL
November 20	Springfield, IL

## December 2009

### Calendar Year End 6.0 & 7.0

December 4	Decatur, IL
December 9	Collinsville, IL
December 10	Sycamore, IL
December 16	Joliet, IL
December 17	Murphysboro

# Module of the Month

## Vehicle/Permit/License

This module allows the user to issue and maintain licenses and permits to the public including: vehicle stickers, business licenses, liquor license, vending machines, and other revenue sources.

- ◆ *Establish multiple license types*
- ◆ *Track user defined information by license type, including the ability to uniquely identify vehicle information.*
- ◆ *Produce a list of item codes.*
- ◆ *Create accounts within this module or link to Utility Billing module.*
- ◆ *Lookup permits by customer name, address, license number, date issued, or item number.*
- ◆ *Ability to print a license directly from this module.*
- ◆ *Generate renewal notices internally or an export file for 3rd party printing.*
- ◆ *Produce a renewal listing by specific date range or by permit/license type.*
- ◆ *Establish multiple, customizable license forms.*

If you have any interest in this solution, or if you have any additional questions, please feel free to call Darcy at our office on our toll-free number 866-LOCIS99.

# The Mail Bag

## LOCIS 6.0 Accounts Payable

**Question:** I lost my reports for a very small Accounts Payable run that I did on January 28, 2009. Is there a way I can find out what all of the General Ledger postings were for this run?

**Answer:** Yes. Run the Journal Reprint (GJRWIN) program. To run this program you will need to know the Original Journal Date, the Original Journal Source, which is C/V, and the Original Journal List Number.

## Payroll

**Question:** I have setup Direct Deposit for about 75% of the employees in my Payroll system. I will be doing a special payroll in the near future and five direct deposit employees have asked that I print them a check in lieu of direct depositing this special pay. Can this be done?

**Answer:** Yes. For each of the five employees, go into the Employee Master (PEMWIN) program and go to Direct Deposit button. First make a copy of the information and then left click on the button Delete all. Next, go to Options and Print the screen. When you run the Payroll, a check will be issued for the five employees. After the Payroll has completed, go back to the Employee Master program and go to Direct Deposit button and restore the information you had deleted for each of the five employees. When you run the next Payroll, the five employees will be back in the Direct Deposit file.

## LOCIS 7.0 Utility Billing

**Question:** Is there a report in 7.0 that I can find out a range of accounts that were estimated for only water? I would also like to see a bill date and amount of the bill. Do we have one?

**Answer:** Yes. Under Utility Billing, List and Reports, Estimated Bills Listing (UEST). This report will list and isolate the accounts that have been estimated for the last number of bills you specify. You have the ability to choose account order or route order, one account or a range of accounts. You can only list the accounts in which a certain service is or was estimated.

## General Ledger

**Question:** I have entered my audit adjustments after year end but now my balance sheet doesn't balance. What happened?

**Answer:** Assuming you are on a April 30, 2009 fiscal year end, you must enter and post the adjustments in the prior fiscal year of 4/30/09. You then need to run GZMWIN and roll back the last GBS date to the month prior (probably 033109), then run GBSWIN again so the system can properly update the gain/loss. Continue with the current year processing since the system will roll the balances forward.

  
**Happy St. Patrick's Day!**  
