

July 2010

# LOCIS



# FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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## 7.0 U/B and Cash Receipts

*In the month of July LOCIS will be holding two training classes on the U/B and Cash Receipts modules for LOCIS 7.0. Deadline 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!*

*Register Today!*

Calendar Year 2011 possible W2 changes...

Be assured that Locis is preparing for the new Health Care Reform changes that will affect the calendar year 2011 W2's.

### **For Example - What health benefit amounts will be reported on Forms W-2?**

*Employers must include on annual Forms W-2 the aggregate cost of group health plan benefits (excluding FSA, HSA, or Archer MSA contributions, or the cost of long term care, and certain other excepted benefits) provided to employees for taxable years beginning on or after January 1, 2011 (i.e., Forms W-2 issued in 2012 for 2011 wages, and issued thereafter for subsequent years).*

*We will communicate more details as they emerge.*

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## SUPPORT

### **AFTER-HOURS SUPPORT LINE**

(815) 325 - 9241

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

### **THIS MONTH'S EVENTS**

July 5– Office Closed

7.0 U/B and Cash Receipts

July 22-Villae of Caseyville

July 30-Joliet Pak District

### **NEXT MONTH'S EVENTS**

7.0 Payroll

August 5-Decatur Park District

August 20– Joliet Park District

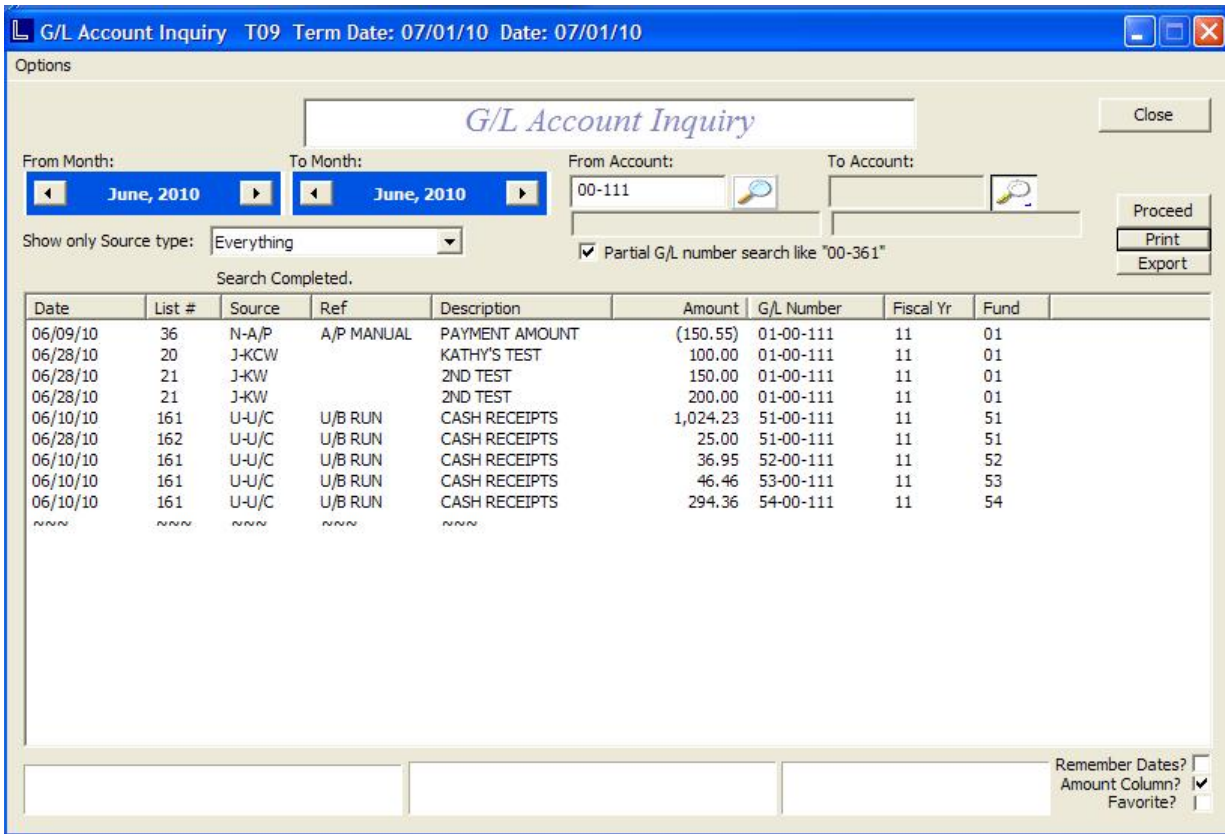
# Welcome

To our new Customers

Village of Flanagan  
And  
Village of Marissa

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**New G/L reports in G/L Transaction Inquiry (GTL) and G/L Daily Balancing Tool (GTLL)**



**In G/L Transaction Inquiry (GTL)...**

First, choose a one month range. Second, click 'Partial G/L number Search'. Lastly enter part of the G/L number such as -00- (for all transactions for department 00 in all funds) or 111.1 (for all Cash in Bank Accounts in all funds).

**In G/L Daily Balancing Tool (GTLL)...**

First, select the Year to report. Second, select the Month. Lastly enter part of the G/L number such as -00- (for all transactions for department 00 in all funds) or 111.1 (for all Cash in Bank Accounts in all funds).

The results in both programs will show all transactions for the date range specified for the G/L Numbers which contain the Search Criteria entered. Once the Transactions appear on the screen, simply hit the 'Print' button and the report will print.

```

SYS DATE 070110          GARYVILLE          SYS TIME 15:24
G/L ACTIVITY FOR ACCOUNTS CONTAINING 00-111
07/01/10          Thursday July 1,2010          PAGE 1
=====
FUND  ACCOUNT          DATE          DESCRIPTION          AMOUNT
=====
FUND: 01-GENERAL FUND
01-00-111  -CASH IN BANK          BEGINNING BALANCE:          313,848.18CR
06/09/10  36-N A/P A/P MANUAL PAYMENT AMOUNT          150.55CR
06/28/10  20-J KCW          KATHY'S TEST          100.00
06/28/10  21-J KW          2ND TEST          150.00
06/28/10  21-J KW          2ND TEST          200.00
-----
01-00-111  ENDING BALANCE:          299.45
01-00-111  06/10 ACTIVITY:          313,548.73CR
-----
FUND 01 TOTAL ACTIVITY:          299.45

FUND: 51-WATER FUND
51-00-111  -CASH IN BANK WATER          BEGINNING BALANCE:          932,965.38
06/10/10  161-U U/C U/B RUN          CASH RECEIPTS          1,024.23
06/28/10  162-U U/C U/B RUN          CASH RECEIPTS          25.00
-----
51-00-111  ENDING BALANCE:          1,049.23
51-00-111  06/10 ACTIVITY:          934,014.61
-----
FUND 51 TOTAL ACTIVITY:          1,049.23

FUND: 52-SEWER FUND
52-00-111  -CASH          BEGINNING BALANCE:          291,958.79
06/10/10  161-U U/C U/B RUN          CASH RECEIPTS          36.95
-----
52-00-111  ENDING BALANCE:          36.95
52-00-111  06/10 ACTIVITY:          291,995.74
-----
FUND 52 TOTAL ACTIVITY:          36.95

FUND: 53-GAS FUND
53-00-111  -CASH IN BANK GAS          BEGINNING BALANCE:          3,897.67
06/10/10  161-U U/C U/B RUN          CASH RECEIPTS          46.46
-----
53-00-111  ENDING BALANCE:          46.46
53-00-111  06/10 ACTIVITY:          3,944.13
-----
FUND 53 TOTAL ACTIVITY:          46.46
-----
SYS DATE 070110          GARYVILLE          SYS TIME 15:24
G/L ACTIVITY FOR ACCOUNTS CONTAINING 00-111
07/01/10          Thursday July 1,2010          PAGE 2
=====
FUND  ACCOUNT          DATE          DESCRIPTION          AMOUNT
=====
FUND: 54-ELECTRIC FUND
54-00-111  -CASH IN BANK ELEC          BEGINNING BALANCE:          2,464,998.71
06/10/10  161-U U/C U/B RUN          CASH RECEIPTS          294.36
-----
54-00-111  ENDING BALANCE:          294.36
54-00-111  06/10 ACTIVITY:          2,465,293.07
-----
FUND 54 TOTAL ACTIVITY:          294.36

TOTAL ACTIVITY OF ALL FUNDS:          1,726.45

```

# The Mail Bag

## LOCIS 7.0

### Utility Billing

### Payroll

**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 for them?

**Answer:** Go into Utility Billing Calculation (UBC) and enter the first account to the same account number and click calculate. A message will come up that 1 account was calculated. Go back into the Bill Calculation and enter the next account number to the same account and click calculate. The message box will come up again and say 2 accounts were calculated. Continue with the rest of the accounts and then follow normal billing procedure to complete the bill run.

**Question:** How can I print routes and their accounts?

**Answer:** Go to the Utility Billing dropdown menu, Utility Billing, Setup Route Setup, choose the route you want to get the information from and print it.

If you need to be added to or removed from, either the e-mail list or the fax list, to receive this newsletter. Please contact [kim@locis.com](mailto:kim@locis.com) or call the office. This newsletter is also available on our website.

**Question:** I have setup Direct Deposit for most 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 physical check in lieu of direct depositing this special pay. Can this be done?

**Answer:** Yes. For each of the five employees you need to go into the Employee Master program (PEM) click the direct deposit button and check the (disable direct deposit for the employee) button, then add/save. Run your payroll. Before you run the next payroll make sure you go back in and uncheck that same box for all five employees.

**Question:** I have an employee who never cashed his payroll check and now cannot find it. Can it just be re-printed?

**Answer:** No. You must void that check and re-issue a one person payroll.

Happy 4th of July!

