

October 2010

LOCIS



FOCUS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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WORLDWIDE SUPPORT

21st Annual User Group Meeting

*See what is new with Locis!
Remember that this is a FREE meeting that is designed to provide you with better knowledge of our software and to provide us with your feedback for future releases*

We will also discuss any changes to our existing services and support. Please come and join us! If you have any questions, contact Kim at kim@locis.com.

Welcome
To our new employee
Kristi Wickiser

“Hello LOCIS users! My name is Kristi and I have a Bachelor’s Degree in accounting and 11 years of accounting experience. I’m new to the LOCIS family, however, I’m not new to the software. Before joining LOCIS, I used their software to perform my duties as the accountant for the Village of Diamond.”



AFTER-HOURS SUPPORT

SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

THIS MONTH’S EVENTS

October 25-27– IRWA Northern Conference

User Group

October 28– North– Holiday Inn Hotel & Suites Bolingbrook

October 29–South–Northfield Inn, Suites & Conference Center–Springfield

NEXT MONTH’S EVENTS

November 14-18–Illinois Municipal Treasurers Institute

November 25 and 26 Thanksgiving Holiday
Office Closed

Welcome to our new
Customers
**Village of
Limestone
&
City of Lincoln**

A/P Vendor Maintenance T09 Term Date: 06/22/10 Date: 06/22/10

Options Help

Vendor: 100 *A/P Vendor Maintenance*

History Distributions Summary *User Defined* Direct Pay F/Y G/L Maintenance

Name: COUNTRYSIDE MEATS
 Address line 1: 2055 GRAND AVE
 Address line 2:
 City, State, Zip: SPRINGFIELD IL 62704
 Add a DBA name and address

Attention: Joselyn Country

Vendor Acct #: LO62987
 Email Address:
 Web Address:
 Print on check stub (Laser Checks Only)
 Send Direct Pay stubs via Email (if applicable)

Phone / 1099 data
 Phone #:
 Ext:
 Fax #:
 Send 1099:
 SSN / FEIN:
 Inactive:
 ID Theft Question:

Date	Type	Number
01/15/10	Invoice	PR011510-08
01/29/10	Invoice	PR012910-08
02/12/10	Invoice	PR021210-08
03/26/10	Invoice	PR032610-08
Total:		

Purchase Data
 Last pay date: 06/10/09 Last P/O date: 0/03/31 Discount %: .00
 Last pay amt: 9.00 Last P/O amt: 9.00 Terms:
 *** First Vendor in File ***

First Previous Next Last New Save Delete Close Favorite?

You now have the ability to void an issued A/P check from the Vendor Maintenance screen. First choose the Vendor in VM click the history button and simply select the check that you wish to void, the system will ask if you wish to void this check.

A/P Invoice Inquiry T09 Term Date: 06/22/10 Date: 06/22/10

Options Help

A/P Invoice Inquiry Return

Vendor: 100 COUNTRYSIDE MEATS
 2055 GRAND AVE
 SPRINGFIELD, IL 62704
 All Vendors Refresh

Date Range: Start: 1/ 1/2000 End: 1/ 1/2014

Display Options:
 Show Only Unpaid
 Hide Invoices
 Hide Payments
 Show/Print Distributions?
 Print List
 Export List
 Summary

Invoice Number	Vendor	Trans. Date	Due/Check Date	Type	Check Number	PO/GL Num	Amount	Comment	Reg #
25-4567	100	2000/03/01	2000/04/01	Invoice			258.90		13
25-4567	100	2000/04/05	2000/05/01	Payment	77777777		258.90		5
PR010909-08-689	100	2009/01/09	2009/01/09	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	154
PR010909-08-689	100	2009/02/06	2009/01/09	Payment	64528716		9.00	PAYMENT FOR P/R DEDUCTI...	18
PR011510-08-738	100	2010/01/15	2010/01/15	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	158
PR012508-07-660	100	2008/01/25	2008/01/25	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	152
PR012508-07-660	100	2008/09/15	2008/01/25	Payment	71565489		9.00	PAYMENT FOR P/R DEDUCTI...	14
PR012910-08-746	100	2010/01/29	2010/01/29	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	159
PR021210-08-754	100	2010/02/12	2010/02/12	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	160
PR032009-08-705	100	2009/03/20	2009/03/20	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	156
PR032009-08-705	100	2009/04/10	2009/03/20	Payment	79256		9.00	PAYMENT FOR P/R DEDUCTI...	19
PR032610-08-762	100	2010/03/26	2010/03/26	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	161
PR042409-08-713	100	2009/04/24	2009/04/24	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	157
PR042409-08-713	100	2009/05/10	2009/04/24	Payment	526		9.00	PAYMENT FOR P/R DEDUCTI...	19
PR090205-07-559	100	2005/09/02	2005/09/02	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	148
PR090205-07-559	100	2006/10/15	2005/09/02	Payment	56497639		9.00	PAYMENT FOR P/R DEDUCTI...	10
PR100308-07-681	100	2008/10/03	2008/10/03	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	153
PR100308-07-681	100	2008/10/01	2008/10/03	Payment	394259		9.00	PAYMENT FOR P/R DEDUCTI...	16
XXXX	100	2006/10/15	1997/05/12	Payment	56497639		12,156.66		10
test	100	2008/07/01	2008/07/01	Invoice			125.45	THIS IS A TEST OF THE COM...	25
test	100	2008/08/22	2008/07/01	Payment	85510002		125.45	THIS IS A TEST OF THE COM...	13

21 Transactions Found - Double Click on a Check above to void it.

Favorite?

A/P Invoice Inquiry T09 Term Date: 06/22/10 Date: 06/22/10

Options Help

A/P Invoice Inquiry

Return

Vendor: 100 Refresh COUNTRYSIDE MEATS
2055 GRAND AVE
SPRINGFIELD, IL 62704

All Vendors

Date Range
Start: 1/ 1/2000
End: 1/ 1/2014

Display Options
 Show Only Unpaid
 Hide Invoices
 Hide Payments
 Show/Print Distributions?

Print List

Export List

Summary

Invoice Number	Vendor	Trans. Date	Due/Check Date	Type	Check Number	PO/GL Num	Amount	Comment	Reg #
234567	100	2000/03/01	2000/04/01	Invoice			238.50		13
234567	100	2000/04/05	2000/03/01	Payment	77777777		238.50		5
PR010909-08-689	100	2009/01/09	2009/01/09	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	154
PR010909-08-689	100	2009/02/06	2009/01/09	Payment	64528716		9.00	PAYMENT FOR P/R DEDUCTI...	18
PR011510-08-738	100	2010/01/15	2010/01/15	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	158
PR012508-07-660	100	2008/01/25	2008/01/25	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	152
PR012508-07-660	100	2008/09/15	2008/01/25	Payment	71365489		9.00	PAYMENT FOR P/R DEDUCTI...	14
PR012910-08-746	100	2010/01/29	2010/01/29	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	159
PR021210-08-754	100	2010/02/12	2010/02/12	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	160
PR032009-08-705	100	2009/03/20	2009/03/20	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	156
PR032009-08-705	100	2009/06/10	2009/03/20	Payment	79236		9.00	PAYMENT FOR P/R DEDUCTI...	19
PR032610-08-762	100	2010/03/26	2010/03/26	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	161
PR042409-08-713	100	2009/04/24	2009/04/24	Invoice			9.00	PAYMENT FOR P/R DEDUCTI...	157
PR042409-08-713	100	2009/06/10	2009/04/24	Payment	526		9.00	PAYMENT FOR P/R DEDUCTI...	19
PR090205-07-559	100	2005/09/0					9.00	PAYMENT FOR P/R DEDUCTI...	148
PR090205-07-559	100	2006/10/					9.00	PAYMENT FOR P/R DEDUCTI...	10
PR100308-07-681	100	2008/10/					9.00	PAYMENT FOR P/R DEDUCTI...	153
PR100308-07-681	100	2008/10/					9.00	PAYMENT FOR P/R DEDUCTI...	16
XXXX	100	2006/10/					12,156.66		10
test	100	2008/07/					125.45	THIS IS A TEST OF THE COM...	25
test	100	2008/08/					125.45	THIS IS A TEST OF THE COM...	13

A/P Invoice Inquiry

Would you like to void check # 526 for vendor 100 ?

Yes No

21 Transactions Found - Double Click on a Check above to Void it.

Favorite?

Once you answer yes that you wished to void this check the system will ask if you wish to continue when you answer yes the system will ask you to enter the cash G/L number after you have entered the G/L number the system will state that the voided check has been entered but not registered do you wish to continue. Once you answer yes to this question the system will return you to the VM screen so that you can enter more checks if needed. Once you exit the vendor maintenance screen the system will state that there are A/P checks ready to be voided would you like to do so now when you answer yes to this question the system will do the void check register update

Beginning with the October Update...

If one has a Cash Receipt Item code (CIM) which begins with a '#' symbol, during Cash Receipts Entry(CRP), the A/R Payments Entry (ARE) screen will appear.

- The Cash Receipts Item code should have the same debit/credit G/L because the G/L will be impacted during A/R Payments Update (ARJ).
- The A/R customer name, number and invoice amount will appear as a comment in Cash Receipts Entry(CRP) and the check number will transfer to Cash Receipts Entry (CRP) as well.
- If one later voids that Cash Receipts Entry(CRP), the payment will be deleted from the A/R side.
- At the end of the day, Cash Receipts Register(CRR) will give a total A/R payments and a count in the batch being processed.
- When Cash Receipts Register (CRR) is completed, one must run A/R Payments Update (ARJ).

A yellow oval background with the words "HAPPY HALLOWEEN" in a green, jagged, gothic-style font. Two black bat silhouettes are positioned on either side of the word "HAPPY".



The Mail Bag

A letter from Pioneer Office Forms

Just a friendly reminder to all LOCIS users that it will soon be tax season. Very shortly you will be receiving a tax form re-order sheet from Pioneer Office Forms. This sheet will be faxed to your community and will show what you ordered last year for W-2's and 1099's. You can simply sign it and fax it back to us at Pioneer if you don't have any changes from last year. You may also make any changes on the order form regarding quantities you feel need to be changed.

The State of Illinois is a 6 part W2 and 1099R requirement state. The prepackaged set that is being offered this year will meet this requirement. We have adjusted your tax order form to reflect this requirement. Also, this year we will also feature a new smaller pre-package set for W-2's and 1099's. A 10 sheet laser pack with 20 envelopes is now available for communities who need smaller packs. Please be aware that laser w-2's are always preferable to dot matrix, if you have access please use laser forms.

If you are a new community to LOCIS in the last year please call us so that we can make sure we have you on our list. Please remember to order early and open and inspect your tax forms when you receive them. And as always, please feel free to call us with any question on tax forms that you might have.

Pioneer (708) 922-3590

Fax (708) 922-3593