

September 2010

LOCIS FOCIS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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7.0 G/L and A/P

In the month of September LOCIS will be holding two training classes on the G/L and A/P module for LOCIS 7.0. Deadline for registration is 1 week prior to the class.

Visit our website at 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!

In an effort to be 'Green' we are discontinuing the paper faxing of our Locis Focis Newsletter. If we do not have an e-mail on file for you please call or email the office so we can update our records.

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

7.0 G/L and A/P

September 16– Joliet Park District
September 17-Decatur Park District

NEXT MONTH'S EVENTS

User Group

October 28– North– Holiday Inn Hotel & Suites Bolingbrook
October 29-South-Norhtfield Inn, Suites & Conference Center-Springfield

If you are interested in upgrading to LOCIS 7.0 please call the office

LOCIS' 22nd Annual User Group Meeting

*Watch for your invitation
Coming soon.*

*October 28-North-Bolingbrook
October 29- South-Springfield*

*The invitation can also be found on
our website www.locis.com*

Helpful Bank Rec/Asset Account Methods...

With the popularity of E-Pay, Lockboxes and Direct Debit on the rise, your city having more bank accounts in more locations will be on the rise as well. Generally, the more bank accounts mean reconciling your bank statements more difficult and usually means more manual journals each month. Locis has a couple solutions which may help.

Downloading EPAY payments from the payments gateway.

Locis assigns a 'source' of these payments as EP (EPAY Payments)

Downloading Direct Debit payments after the bank informs you of no problems.

Locis assigns a 'source' of these payments as DD (Direct Debit Payments)

Downloading over the counter cash/check Cash Receipts(POS) payments from the Locis Cash Receipts module.

Locis assigns a 'source' of these payments as CR (Cash Receipts U/B Payments)

Downloading at the counter Credit Card Cash Receipts(ALT) payments from the Locis Cash Receipts module.

Locis assigns a 'source' of these payments as CX (Alternate Cash Receipts U/B Payments)

Manually Inputting payments perhaps from a spreadsheet where the money is stored at Bank 1.

Locis assigns a 'source' of these payments as B1 (Bank 1 Payments)

Manually Inputting payments perhaps from a spreadsheet where the money is stored at Bank 2.

Locis assigns a 'source' of these payments as B2 (Bank 2 Payments)

Manually Inputting payments perhaps from a spreadsheet where the money is stored at Bank 3.

Locis assigns a 'source' of these payments as B3 (Bank 3 Payments)

Manually Inputting 'Mail In' payments.

Locis assigns a 'source' of these payments as MI (Mail In Payments)

All of the above 'sources' can affect different cash accounts.

A resident pays 50.00

30 dollars – Water fund (Fund 51)

A Normal Payment might impact 51-00-111

An EPAY Payment might impact 51-00-111.ep

A Direct Debit Payment might impact 51-00-111.dd

A POS Payment might impact 51-00-111.cr

A POS(alternate) Payment might impact 51-00-111.cx

A Bank 1 Payment might impact 51-00-111.b1

A Bank 2 Payment might impact 51-00-111.b2

A Bank 3 Payment might impact 51-00-111.b3

A Mai-in Payment might impact 51-00-111.mi

12 dollars – Sewer fund (Fund 52)

A Normal Payment might impact 52-00-111

An EPAY Payment might impact 52-00-111.ep

A Direct Debit Payment might impact 52-00-111.dd

A POS Payment might impact 52-00-111.cr

A POS(alternate) Payment might impact 52-00-111.cx

A Bank 1 Payment might impact 52-00-111.b1

A Bank 2 Payment might impact 52-00-111.b2

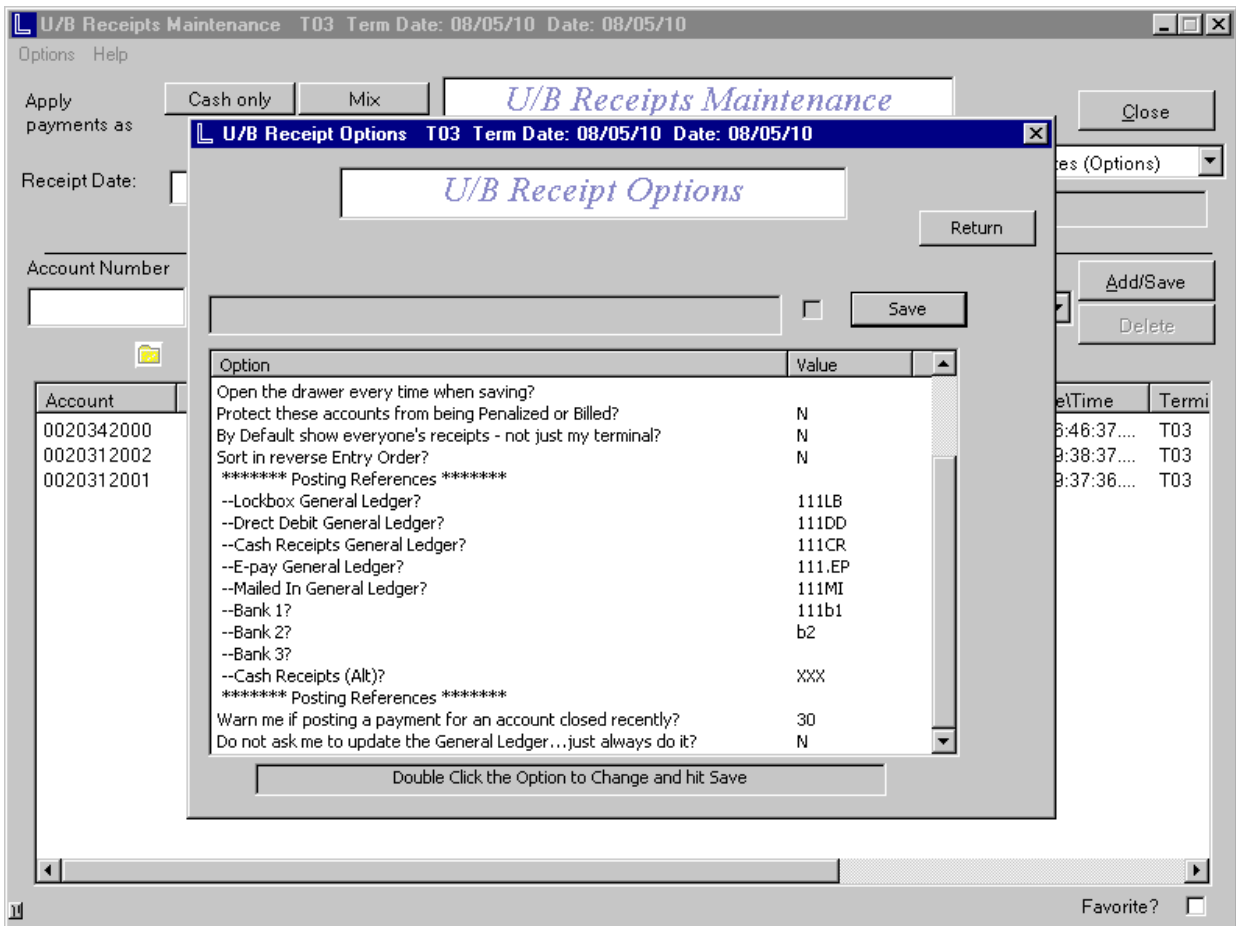
A Bank 3 Payment might impact 52-00-111.b3

A Mai-in Payment might impact 52-00-111.mi

8 dollars – Refuse (Fund 01)

- A Normal Payment might impact 01-00-111
- An EPAY Payment might impact 01-00-111.ep
- A Direct Debit Payment might impact 01-00-111.dd
- A POS Payment might impact 01-00-111.cr
- A POS(alternate) Payment might impact 01-00-111.cx
- A Bank 1 Payment might impact 01-00-111.b1
- A Bank 2 Payment might impact 01-00-111.b2
- A Bank 3 Payment might impact 01-00-111.b3
- A Mai-in Payment might impact 01-00-111.mi

Locis creates the G/L accounts ‘on the fly’ in the respective funds during their first usage. These options can be setup in URE (UB Receipts Entry) – ‘Setup how this program operates’



Locis Cash Receipts (POS/ALT) setup...

Locis Cash Receipts (POS/ALT) setup...

In Locis Cash Receipts Item Setup(CIM) one can flag an item as a U/B Receipt. These items should have the same Debit and Credit G/L Account because the G/L will be impacted on the U/B side and not C/R side (CRR).

The U/B Payments taken in with this method will have a source (See above) as 'CR'. If the first character of the item DESCRIPTION is an asterisk (*), It will assign the source as 'CX' instead of 'CR'. The UB Receipts with a source of CX can be Credit Card UB payments (the money is stored in alternate checking account). These payments can affect a different Locis G/L Cash account (51-00-111.cx) as opposed to 51-00-111 or even 51-00-111.cr.

C/R Item Code Setup T03 Term Date: 08/05/10 Date: 08/05/10

Options Help

C/R Item Code Setup

Close

Print List

Item Code:

Description:

Department:

Default Fee:

Debit G/L:

Credit G/L:

Utility Receipt

Cash Drawer Item?

(If this is not checked this item won't appear in the Department Register)

Add/Save

Delete

Active Item? (Inactives won't appear in Receipts Entry)

Enter a description for this item

Item	Description	Dept	Fee	Debit	Credit
SAL TA	SALES TAX	TAX	.00	01-00-111	01-00-
SOL...	SOLICITATION PER...	PRT	25.00	01-00-111	01-00-
TEL TX	TELECOMMUNICATI...	TAX	.00	01-00-111	01-00-
U	UB Receipts	UTL	.00	01-00-111	01-00-
UE	*UB Receipts Cr Card	UTL	.00	01-00-111	01-00-
End of Codes					

If linking to Permits - precede the Item Code with a * and use the same item code as you did in the Permit System.

Favorite?

The Mail Bag

LOCIS 7.0

Payroll General Ledger

Question: I have an employee that works two different departments and get's two different rates of pay. Is there a way to do this without me having to remember to change it?

Answer: Yes. In PEM, there is a rate button, this will allow you to assign a different rate of pay to an earnings code. So you could have REG earnings code at \$15.00/hour and then PRK at \$12.00/hour.

Utility Billing

Question: I need to know customers that have a balance of less than zero?

Answer: Run UBTB or UATB and change the setting to report only customers who's balance is less than zero.

Question: Is there an easy way to see if my funds are out of balance?

Answer: Yes, GARQ-G/L Fund Check is a new feature in 7.0. Choose the month you are wanting and check the box to only report funds with conditions, click proceed.

You will see it run through and if the screen remains blank, you don't have conditions, if the system finds any conditions it will list those on the screen.

Question: If my funds are OOB, then what?

Answer: You can run GCHECK, this utility will list any journals that the system shows as out of balance.

Question: When I key in my general ledger number do I have to put in the dashes?

Answer: Yes and no, in GIP there is a box at the bottom right that you would need to check and not have to key the dashes. In GMM-you always have to key the dashes. In most other places if your account number is 01-00-111, then you could key 0100111 and the system will format it for you. Even if your number is 01-00-111.50, you could key 01000111.50 and the system will format it.