

LOCIS



FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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7.0 G/L and A/P

*During June, LOCIS will be hosting 3 training classes on the General Ledger and Accounts Payable modules for LOCIS 7.0. Deadline for registration is one 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!*

7.0 U/B and Cash Receipts

*During July, LOCIS will be hosting 2 training classes on the Utility Billing and Cash Receipts modules for LOCIS 7.0. Deadline for registration is one 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!*

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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

- 7.0 G/L and A/P Classes
- June 10– Collinsville City Hall
- June 15-17– ILCMA Summer Conf.
- June 22– Joliet Park District
- June 24– Decatur Park District
- June 27-29 IMTA Annual Conf.

NEXT MONTH'S EVENTS

- July 4– Office Closed
- 7.0 U/B and Cash Receipts Classes
- July 14– Caseyville Village Hall
- July 20- Joliet Park District



Happy Summer!!

Manual Check Printing- Revised

This is a revision for printing an A/P check from the Manual Invoice Entry (NEWIN) screen. Enter the invoice normally, and proceed to the distribution screen

A/P Invoice Entry

Vendor: ACE01 Type: BI - Billing Invoice Number: ACE0062541 Date: 05/15/11

Due Date: 05/15/11 Amount: 631.28 Comment: Manual for Pipe Wrench

| Vendor | Invoice Num... | Type | Seq | Date & G/L | Amount | Due Date | Comment |
|--------|----------------|------|-----|------------|--------|----------|------------------------|
| ACE01 | ACE0062541... | BI | 1 | 05/15/11 | 631.28 | 05/15/11 | Manual for Pipe Wrench |

Buttons: Save as Recurring, Close, Register Invoices (NR), Add/Save, Save/Distribute, Delete Invoice, Manual Check

Terminal: T09 Favorite?

There is now a new button on the distribution screen that allows you to select “Manual Check” right from the distribution screen. This button takes you to the “A/P Manual Check Data” screen.

A/P Invoice Distributions

| Seq | G/L Number | Warrant Description | Amount | Project |
|-----|------------|---------------------|--------|----------|
| 2 | 01-11-512 | Water Dept Wrench | 631.28 | 21STREET |

Grand Total: 631.28

Inv Number: ACE0062541 Vendor: ACE HARDWARE Inv Amount: 631.28 In balance: .00

Buttons: Return (Alt-R), Manual Check (Alt-M), Add/Save, Delete, Clear All Distributions

You can now enter all of the manual check information and print the check.

A/P Manual Check Data

Vendor: ACE HARDWARE
Invoice Number: ACE0062541
Inv Amnt: 631.28

Fund Number

Cash Account

Check Number

Check Date

Save Manual Check Data and Return
Cancel Changes
Clear Manual Check Data and Return
Save and Print Check

Manual checks are checks that were manually prepared and are now being recorded as a vendor payment in the accounting system except that no automated check is to be printed

The Mail Bag



Utility Billing

Question: *When I search for an account in the Account Master (UM) search box, my closed and inactive accounts don't show up, where did they go?*

Answer: In the lower right corner of the Account Master (UM) screen there is a box that says active only, if that box is checked it will only give you active accounts. If you need the rest just uncheck the box and run the search again.

Treasurer's Report

Question: *I run treasurer's report (GCT) and my accounts are not showing up, they are lumped into other sources/uses of funds?*

Answer: Run Cash Investment G/L number setup GCTM- you have to indicate to the system that you want these accounts separated. You have type (which is cash or investment), dept (usually 00), and then the account number, just the account number portion, (if your cash account is 01-00-111, then you would put just 111 in that place. Give it a name and click add/save. Once you have added all the detail you want, re-run the treasurer's report and it should have moved them to the proper place.

Payroll

Question: *My IMRF is not coming out of my regular earnings, what do I check?*

Answer: In PES (payroll earnings setup), IMRF wasn't flagged as "subject to IMRF".

Question: *I need to make an earnings code inactive. Where do I go?*

Answer: In the PES (payroll earnings setup) screen there is a box you can check or leave blank to have a code active or inactive. The system defaults the code to active. PEW (earnings work list) will warn you if you are reporting an inactive earning code. This will not affect voids, long term reports or anything. It simply does not allow you to use as inactive earning code. If you used it in the past, it will still be reported.

Question: *In PPR (manual accrual update) is it possible to ignore (not accrue) one or more types of fringes?*

Answer: Yes, PPR (manual accrual update) screen has check boxes so you can ignore one or more of 5 types of fringes.