

# LOCIS



# FOCIS

## LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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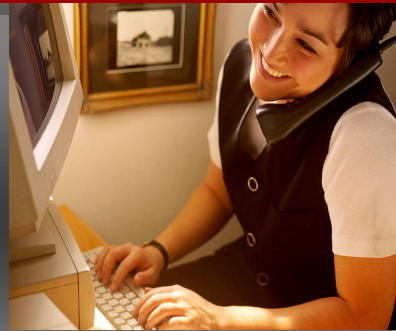
### 7.0 Utility Billing and Cash Receipts

*During March, LOCIS will be hosting four 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](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!*

### 6.0 and 7.0 Fiscal Year End

*During April LOCIS will be hosting four training classes on the Fiscal Year for LOCIS 6.0 and 7.0. Deadline for registration is one 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!*

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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 U/B and Cash Receipts

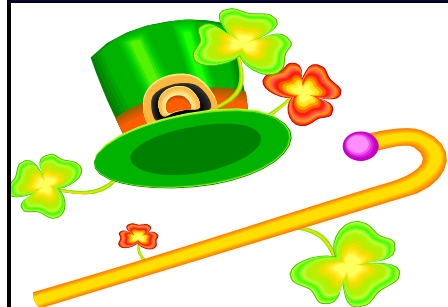
- March 10– Caseyville
- March 11– Cherry Valley
- March 23– Joliet Park District
- March 24– Forsyth

#### NEXT MONTH'S EVENTS

6.0 and 7.0 FYE

- April 13– Joliet
- April 14- Forsyth
- April 28- Collinsville

April 22– Good Friday– Office Closed



Happy  St. Patricks Day

# Check Endorsement Features

Locis Cash Receipts Entry has the ability to 'Endorse Checks'. A check endorsement printer is of course required. Prior to the next Locis 7 release, one would actually have to accept a CRP payment via a check to endorse a check. Now, one can endorse checks from any source by running 'Check Endorsement Setup' (lendorse) from the Locis main menu. You can simply endorse a pile of checks over and over again by clicking the 'Endorse!' button.

**Check Endorsement Setup** T03 Term Date: 02/18/11 Date: 02/18/11

Options Help

*Check Endorsement Setup*

Endorsement Line: PAY TO THE ORDER OF

Endorsement Line: PARKWAY BANK & TRUST COMPANY

Endorsement Line: FOR DEPOSIT ONLY <XXXXXXXXXX>

Endorsement Line: VILLAGE OF ANYTOWN

Endorsement Line: SEWER AND WATER REVENUE

Endorsement Line: 343434344

Endorsement Line:

Printer Address: lpc

Save/Close

Cancel

Endorse!

This will print the 'endorsement' data on the back of the checks. An Endorsement printer is required.

Favorite?

# Net Check Calculation Totals

The March Update will allow you to print the grand totals for all deduction codes (Employee and Employer) in Net Check Calculation (PCC). This is useful, since the Employee and Employer FICA percentages are now different.

GRAND TOTALS	HOURS	EARNINGS
1.00 TIME	1305.00	41961.30
	-----	-----
	1305.00	41961.30
Deduction Grand Totals...		
ACDNT	3.14	AFLA1 50.12
CINS	8.00	AFLA2 24.76
FICAR	945.83	DC 35.00
HIE	507.06	FICAE 640.71
IMRFR	5822.14	FIT 4013.72
SIT	1260.60	GARN1 1.00
UNION	44.33	IMRFE 545.06
		MEDIE 588.66
		MEDIR 588.66
		UC 1416.51
		UNIFM 14.94
		F.I.T. 4013.72
		S.I.T. 1260.60
		FICA 640.71
		MEDI 588.66
		-----
	TOTAL TAXES	6503.69
	OTHER EMPL DED'S	1301.64
	TOTAL DEDUCTIONS	-----
		7805.33

# Cash Receipts Project Option

The March release gives the ability to force a 'Project' to be associated with a Cash Receipts Item Code. In Item Maintenance (CIM) you can select the project associated with the Item code.

**C/R Item Code Setup** T03 Term Date: 02/19/11 Date: 02/19/11

Options Help

Item Code: ANOCSH Description: non cash Department: FNS Project: TEST1 Default Fee: .00

Debit G/L: 01-00-111 CASH IN Credit G/L: 01-00-351 ANIMAL CONTROL FINES

Utility Receipt:  Cash Drawer Item?:  (If this is not checked this item won't appear in the Department Register)

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

Enter a 6 digit Item Code or a \* and dept for permit linking

Item Code	Credit	Active	Cash Drwr	Project
0-111	01-00-111	Y	Y	
0-111	01-00-111	Y	N	
0-111	01-00-351	Y	Y	
0-111	01-00-351	Y	Y	
0-111	01-00-351	Y	N	TEST1
0-111	55-00-332	Y	Y	
0-111	01-00-328	Y	Y	
0-111	01-00-321	Y	Y	
0-111	01-00-321	Y	Y	
0-111	01-00-341	Y	Y	
0-111	01-00-387	Y	Y	
0-111	01-00-321	Y	Y	

If linking to Permits - precede the Item Code with a \* and use the same item code as you did in the Permit System. If linking to A/R- the item code must begin with a "\*" symbol.

Favorite?

When the operator in Receipts Entry (CRP) selects an Item which has a project assigned, the project will forcibly be assigned to the receipt. The receipt detail will make it into the Project Tracking report during Cash Receipts Register. (CRR)

**Cash Receipts Entry** T03 Term Date: 02/19/11 Date: 02/19/11

Options Help

Void/Reprint Receipts Change Operator

Saturday February 19, 11 Backdoor T03

Sequence: 06033 Item Code: ANOCSH Item Description: non cash Quantity: 1 Item Cost: .00 Item Total: .00

Line No Item Item Description Qty Unit cost Item Total

Total Amount Due on this receipt: .00

Receipt Comment:

Cash Amount Received: Check Amount Received: Credit Card Amount Received:

Total Amount Received: .00 Total Change Due: .00

Project: TEST1

Save Item Delete Item Enter the Unit Cost Print Receipt Open Drawer Validate Save Receipt Options Favorite?

# Document Manager Security

The March release gives the ability to assign a 'Password' to each user. This password if present will deny the ability to delete/rename documents in Document Manager. If a password is present, the user will be prompted for the password inside of Document Manager when attempting to delete or rename a document.

The screenshot shows the 'Security and Settings' window for user 'TEST PASSWORD'. The window title is 'Security and Settings T04 Term Date: 02/19/11 Date: 02/21/11'. The 'Doc Manager Security' section includes a 'User's Doc Manager Password' field, which is highlighted by a red arrow. Below this are two sections for program permissions: 'Programs this user CAN NOT run' and 'Programs this user CAN run'. The 'CAN run' list contains 'CKE', 'CKL', 'CKM', 'CKMWIN', and 'CKO'. A note at the bottom states: 'Users with pension databases can be maintained but not created in this program... Call Lucis for more details'. The bottom status bar shows 'REL UTL COS CED SPL EML WDL SDL USE SRC USE SDL WDL EML MEN' and a 'Favorite?' checkbox.

# New Earnings Project Feature

The March release gives the ability to force a 'Project' to be associated with an Earning Distribution Code. In Employee Maintenance (PEM) you can select the project associated with the distribution. This will alleviate one from having to assign the project during Earnings Entry. (PEN)

This was implemented in all 4 methods of inputting earnings in the system. Auto Earnings Entry(PAE), Manual Earnings Entry (PEN) and finally both of our Excel Spreadsheet import utilities. One can still 'over-ride' the assigned project in Manual Earnings Entry.

Options Help

ID: LNDRTH *P/R Emp. G/L Distribution* Enter a Valid Emp. ID, '?' to lookup, or select from the options below.

Name: Barron, Tony D - (A)

Earning Code: G/L Number: Title Project Percentage

Save Distribution  
Delete Distribution

Earnings Code	Seq	G/L Number	Title	Project	Percent
***** - DEFAULT	01	01-00-422	SALARIES-ELECTED	TEST	100.00 100.00 %

First Previous Next Last Close

# The Mail Bag



## LOCIS 7.0

### IMRF

**Question:** I am importing my IMRF and keep getting errors about Microsoft excel format. What do I do?

**Answer:** IMRF is moving to the excel format but will still accept the text format. In your import screen you have an option of text or excel format and IMRF is defaulting to excel. You just need to select the text format and proceed with the import.

### Cash Receipts

**Question:** I entered some items in the cash register and I need to void two of them before I start the update. Where do I go to void them?

**Answer:** When you go into cash register entry (CRP), put in your password, go to the void receipts button in the upper left hand corner, click on the button and all your entries will be displayed. Double click on the receipt you wish to void and click on the button labeled void receipts.

### Utility Billing

**Question:** Where do I go to print Labels for my accounts?

**Answer:** Go into UM- account maintenance, click the magnifying glass in the upper left hand corner. Click on the Account number button, In the look up value box put a zero (0), click display. You can either print labels by clicking on the button that looks like a label, you can export the list to excel by clicking the button with a green E., the button that looks like a printer will print the list you are looking at on the screen, or the stamp will print on envelopes.

### Fiscal Year End

**Question:** Where do I go to create my new fiscal year?

**Answer:** Under General Ledger click on Month/Year End process, the first line says create fiscal year end 2012, double click it, you will be asked if you are ready to proceed, click yes, read the next box and click OK if you are ready.

**To subscribe or unsubscribe to this newsletter please contact [Kim@locis.com](mailto:Kim@locis.com).**