

LOCIS



FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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7.0 Payroll

During May, LOCIS will be hosting 3 training classes on the Payroll module 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 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!

**Welcome
To our new
Customer
Village of Phoenix**

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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 Payroll Classes
- May 13– Collinsville City Hall
- May 18–Joliet Park District
- May 19-Forsyth Village Hall
- May 30-Office Closed– Memorial Day

NEXT 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.

**Happy Memorial Day
Thank a Vet!**



A/P Manual Check Print

Vendor	Invoice Num...	Type	Seq	Date & G/L	Amount	Due Date	Comment
ACE01	ACE006254...	BI	1	04/15/11	631.28	04/15/11	Manual for Pipe Wrench

Printing a manual check from the Invoice entry screen (NEWIN).

1. Enter Invoice normally.
2. Distribute Invoice normally.
3. After returning to the Invoice entry screen, **DOUBLE click** the desired invoice, once the invoice is in the edit area click the Manual Check button, this will take you to the **A/P Manual Check Data** screen.
4. **Fund Number:** Choose the cash account Fund where this invoice is paid from.
5. **Cash Account:** The system will enter the default G/L cash number for this fund.
6. **Check Number:** Enter the Check number for this check.
7. **Check Date:** Select the date for this check.
8. Click **Save and Print Check.**
9. The system will print a standard check either single stub or double stub.

64 A/P Manual Check Data T09 Term Date: 04/29/11 Date... [min] [max] [close]

Options Help

A/P Manual Check Data

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

Fund Number: 01 [dropdown]

Cash Account: 01-00-111 [text] [magnifying glass icon]

Check Number: 39217 [text]

Check Date: 4/15/2011 [dropdown]

L - LASER CHECK [dropdown]

Save Manual Check Data and Return

Cancel Changes

Clear Manual Check Data and Return

Save and Print Check

Enter the check number of this manual 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

MODULE OF THE MONTH

LOCIS CASH RECEIPTS

Post revenue not recorded by the Accounts Receivable or Utility Billing module.

PARTIAL LIST OF FEATURES INCLUDE:

- Provides historical reporting of monies received
- Automatic journalization to the General Ledger module
 - Establish multiple users
 - Establish reporting groups for types of receipts to process
- Ability to enter multiple non-utility billing payments for a single account on one receipt
 - Ability to track start-of-day cash in drawer
- Ability to automatically trigger opening of cash drawer (if drawer acquired)
- Record cashing of checks for which no receipt entry is required
- Produce a department register to assist in balancing drawer
 - Produce a receipts register by terminal, by date
 - Produce a General Ledger distribution report
 - Produce a department summary listing by date, by item
 - Produce a listing of operators
 - User-defined item codes
- Interface to permit module for processing of permit data change and renewal dates
- Interface to Utility Billing Module for processing of U/B payments
- Interface to A/R module for processing of A/R payments

The Mail Bag



Utility Billing

Question: All my meter readings have been entered but one is incorrect. What is the fastest way to correct it before I calculate?

Answer: Go to the Utility Billing Master (UM), put in an account number click the rates button, left click on the W (water) line at the bottom, and change the new reading and save.

Question: Can you tell me how to change my rates?

Answer: Go to U/B setup, Service Type/ Penalty/Rate setup (USST). ie. Type in W for water and double left click on the line of the rate you want to change. Change the flat rate if needed. Then click on the Line Items button, Double left click on the line you need to change, change it as needed, then click save. Now, just click on the return button. Continue changing as needed.

Question: My penalties are not calculating correctly. Where do I go to check it?

Answer: Go to U/B setup, Service Type/ Penalty/Rate Setup (USST). ie. Type in W for water, double click the line of the rate you want to check, and look on the right side of the screen for the penalty set up. Check the amount of the penalty and then type (either percentage or flat).

Fiscal Year End

Question: When can I run my fiscal year end reports?

Answer: Generally speaking, anytime after you have finished processing all things for your previous fiscal year but before you start processing anything for the new fiscal year.