

LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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7.0 U/B and Cash Receipts

*During November, 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!*

6.0 and 7.0 Calendar Year End

*During December, LOCIS will be hosting 3 training classes on the Calendar Year End for LOCIS 6.0 & 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!*

AFTER HOURS



SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

THIS MONTH'S EVENTS

- U/B and Cash Receipts Classes
- Nov 9-Joliet Park District
- Nov 10-Caseyville Village Hall
- Nov 13-17 Illinois Municipal Treasurer's Institute-Bloomington, IL

Nov 24-25– Thanksgiving-Office Closed

NEXT MONTH'S EVENTS

- Calendar Year End Classes
- Dec 7-Joliet Park District
- Dec 9-Collinsville City Hall
- Dec 14– Decatur Park District (Scovill)
- Dec 23-Christmas– Office Closed
- Dec 26-Christmas– Office Closed



Balancing Utility Billing Why-Why Not-Why ask Why?

There are two parts to utility billing: One is the customer information, address, balance, history, etc. The other is how it impacts the general ledger, even if you don't use the LOCIS general ledger (which you should) it is impacting your financials somehow. And, at any given time, these two should be in balance.

The process is simple, at the end of each month after all processing has been updated most of you run three reports, the Utility Billing Trial balance (UBTB), Utility Billing Aged Trial Balance (UATB), and the Open Detail Report (UPDL). In a perfect world, all three of these should give you the same total.

Next; you will need to know the balance in your utility billing accounts receivable general ledger account as of the end of the month. This may be only one account, it may be several, if you have more than one accounts receivable account for utility billing, you will need to add them together.

If the total on the reports and the general ledger account(s) match, you are in balance. If they don't you have issues. The first place I look is to make sure no one has accidentally posted something incorrectly in the general ledger. I confirm that my starting balance for this month is the same as my ending balance from last month. If it is not, someone has back dated a transaction. You will also need to confirm that all of your utility billing activity properly posted to the general ledger. Someone could have inadvertently told the system not to update the GL, this will cause the utility side to be updated and not the GL and will end in an out of balance condition.

Keeping your UB/GL in balance will make your auditors very happy.


LOCIS EMAIL MODULE

This module is designed to allow the operator to electronically transmit Utility Bills to the owner, bill-to or even the renter.

Once you have purchased the module, some setup has to be done. On the LOCIS main menu, go to LOCIS Setup, Email Setup (LMAIL)

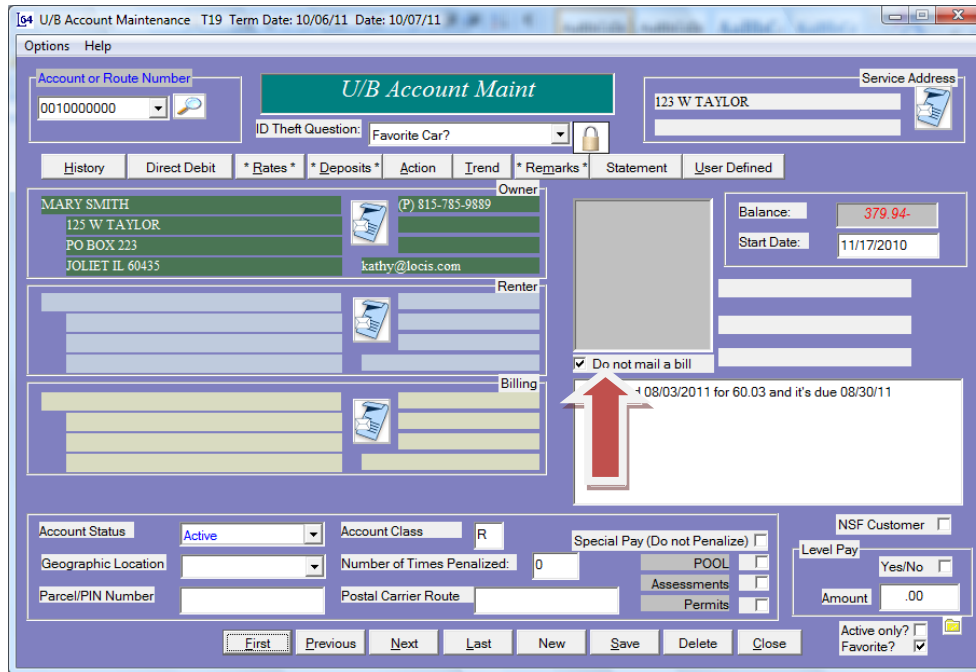
Profile	From	Friendly Name	SMTP Server	Subject	Default?
Bills	noreply@locis...	Utility Billing	secmail.locis...	City of Anyto...	N
DD	noreply@locis...	Payroll Clerk	secmail.locis...	Payroll Direct ...	N
Gary Wojcik	gary@locis.com	Gary	secmail.locis...	E-Mailed stuff...	Y
JOE SMITH	JOE@YAHOO...	JOE	secmail.locis	WORK ORDER	N
Jacob Smith	noreply@locis...	Jacob Smith (...)	secmail.locis...	Your Payroll I...	N
Mary Johnson	noreply@locis...	Mary Johnso...	secmail.locis...	City of Anyto...	N

The profile above called 'Bills' is required for the emailing of Utility Bills. Locis can assist you in setting up the module and this screen.

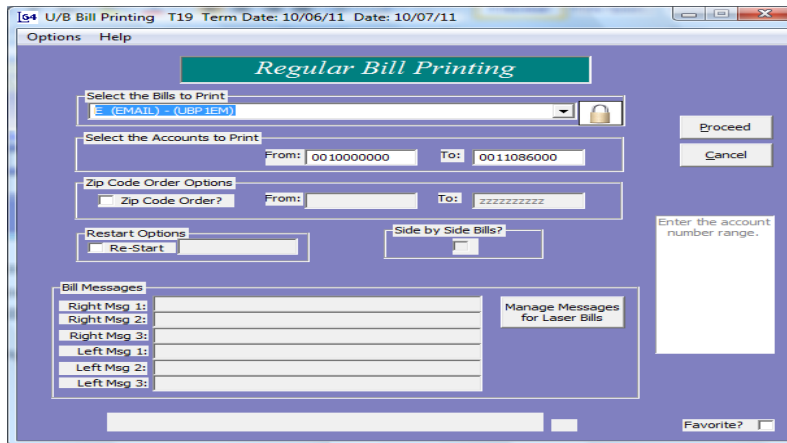
Your next step you would go to the account's master screen (UM) and click on  edit (example) Owner: Enter the correct e-mail address:

Last Name	DURANDO		
First Name	BUTCH		
Address 1	2060	E	HUGH ST
Address 2			
City/State/Zip	DIAMOND	IL	60416
Phone	815 634-8909		
Phone			
Phone			
Email Address	john@lor		

Also when you email a bill to a customer, you probably will not want to mail them a physical paper bill. Go into the Master Screen (UM) and check the box – Do Not Mail Bill.



Once the setup is completed, you should calculate the bills just as you normally would and print bills you normally would. You will notice during physical bill print, the accounts with the 'Do not mail a bill' button checked, will not have a paper copy to mail. Once the bill printing is completed, you should re-run the bill print but select 'Email' as the Bill Style.



You need to click on the 'Lock' in order to open up the options for the print type. Then click Proceed and the recipients in the current bill run with email address' on file will receive emailed copies of their bills. A log file will print listing the accounts/recipients that were emailed. The copy of the emailed bill appears in the print out.

When this process is finished, you will update your bills (UBU) normally.



Credit Card Acceptance Made Easy! Fully Integrated Into LOCIS!

LOCIS and E-PAY Electronic Payment Services Program

Local governments and state agencies use E-Pay to offer their customers easier, faster payment choices. E-Pay participants can choose to accept credit cards, bankcards and/or electronic check payments online, by phone or in person.



- Residents can now pay their bills online
- Payments can be made by the use of credit cards
- Save time collecting NSF checks
- Accelerate your cash flow
- Customers now have more payment options
- You have access to your transactions online 24/7

IF YOU HAVE RECEIVED REQUESTS FOR
CREDIT CARD PAYMENTS, E-PAY ALLOWS
YOU TO SAY **YES!**

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The Mail Bag



Utility Billing

Question: I need to do an adjustment on an account that is a direct debit customer. I have not calculated my next bill run yet, and I need to give a credit for a bad read before I calculate the next bill, what do I do?

Answer: Do the adjustment so the account balance is correct and proceed with regular billing. The adjusted amount will show as a previous balance on the next utility bill.

QR Code

If your phone has a QR code reader this will link you to our website.
www.locis.com



Tax Forms 2011

Pioneer Office Forms would like to remind all the members of the Locis community that it is now time to order your W-2's and 1099's for 2011.

By this time, all the communities that ordered tax forms last year should have received a fax from us detailing their order from last year. If you have not received a fax from us, are a new community this year or have not ordered in the past, but would like to order from us this year, please give us a call and we will get the necessary information out to your community.

If you have already sent your order back to us, thank you. If you have not responded or have any questions, please give us a call so that we can process your order as soon as possible.

When you receive your order, PLEASE OPEN IT IMMEDIATELY AND MAKE SURE THAT WHAT YOU ORDERED IS WHAT YOU RECEIVED.

Sometimes picking errors occur at the warehouse and it is much easier to correct them in November and early December, rather than on January 27th, 2012.

Again Thank You for your trust and support in ordering from Pioneer and we hope that the tax form season goes smoothly for all the Locis users.

Pioneer Office Forms
(708) 922-3590

To subscribe or unsubscribe to this newsletter please contact Kim@locis.com.