


General Ledger Setup

Locis Version 7.0 BETA Release T75 Comet Version: 607.388



|| Enter your Locis Password & Hit Enter ||

Computer Date is: 05/28/09 Terminal is: T75


Profile name is rick

Major Update: 01/30/2008 - Small Update: 05/14/2009

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99

Enter the program name to run or select one from the list.

- RICK HOLMES's Favorites
  - Locis
  - Utility Billing
  - Payroll
  - Accounts Payables
  - General Ledger
  - Miscellaneous/Lists
    - Chart of Accounts Setup GMM
    - Chart of Accounts List
    - Purchase Order/Encumbrance List
    - Due To/From Setup
    - Investment Setup
    - Investment List
    - Cash-Investment G/L No Setup
    - Account Number Reassignment
    - Fund Delete
    - Chart Organization List
    - Balance Sheet Analysis
  - Reports/Inquiries
  - Journal Process
  - Project Tracking
  - Summary Reports



7 Local Government Computer and Information Service

Support 1-866-Locis99

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4000 W Jefferson Street  
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Thursday May 28, 2009

RICK HOLMES T75

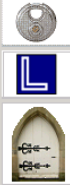


Chart Setup

G/L Chart Setup T75 Term Date: 05/28/09 Date: 05/28/09

Options Help

*G/L Chart Setup*

Select the Fund:

---

Account Number   Account Title

Display the status on main menu?  Active Item(Inactives will not appear on any report)

Account Type  Budget Info

Function Code  Encumberance for May:

Total Level  Balance as of May:

Line Spacing  Unspent Balance as of May:

Indent  Last Impact/Update Date:

Column

Select the fund to maintain or select New to create a new fund

Account	Title	Updated	Type	Functi...	Tot Lev	Spacing	Indent	Column	Status

Favorite?

Account	Title	Updated	Type	Functi...	Tot Lev	Spacing	Indent	Column	Sta
01-00-100	Current Assets	Never	Asset	1		1	9		A
01-00-110	CASH ASSETS	Never	Asset	1		0	4		A
01-00-111	CASH COMMINGLED	09/12/08	Asset	3	4	1	0	1	A
01-00-111.0	CASH COMMINGLED PAYROLL	04/02/04	Asset	3	4	1	0	1	I
01-00-111.01	CASH IN BANK	09/10/05	Asset	3	4	0	0	1	A
01-00-112	PETTY CASH	07/10/08	Asset	3	4	0	0	1	A
01-00-117.39	CASH IN BANK	01/14/03	Asset	3	4	0	0	1	A
01-00-118	SAVINGS	09/10/05	Asset	3	4	0	0	1	A
01-00-119.99	TOTAL CASH	Never	Asset	2	4	0	4	2	A
01-00-120	CURRENT RECEIVABLES	Never	Asset	1		1	4		I
01-00-121	ACCT RECEIVABLE ADM	Never	Asset	3	4	0	0	1	A

- Create a new fund
- Lookup an account
- Change an account

Assets, Liabilities, and Capital must be grouped. They may be set up by department to comply with GASB'S 34

- You can change:
- Description
  - Total level – Balance sheet and GBC option 2
  - Line spacing
  - Indent
  - Column – only balance sheet

**Adding an account**

When adding a new account search for a similar account

Account number structure must be consistent IE:

Fund	Dept	Line
01-	01-	00001.999
01-	11-	10001

Account types A = Assets

- L = Liabilities
- C = Fund Balance
- R = Revenue

Assets, Liabilities and Fund Balance accounts must be grouped and now can be departmentalized

# General Ledger Review

2/14/2011

E = Expense

Functions     1 = Title  
                  2 = Total  
                  3 = Post and print  
                  4 = Post don't print Balance Sheet and Budget Comparison #2

Total levels functional in Balance Sheet and Budget Comparison #2

Line spacing allows advanced to new page or up to 9 lines for manual addition of textual information

Indent            Offset titles to distinguish subtotals and totals

Column           Only applies to the balance sheet  
                     1 - detail account data  
                     2 - subtotals  
                     3 - totals

Last updated    maintained by the system

Budget – Encumb – Balance – Unspent    (Presents this data as of the terminal date)

Don't assign the same line item different titles

01-00-360    Misc. Income  
15-00-360    MFT Receipts  
51-00-360    Water Sales

Next, plan the destination Total Levels for the G/L accounts that will contribute to the printed totals. The destination Total Level of an account is the same Total Level that is used as a source when the accumulation is printed.

Account Number	Account Title	Function Code	Total Level
05-105	CASH IN BANK		06
05-110	CASH IN BANK FOR P/R ACCOUNT		06
05-120	CASH, CURRENT TAXES RECEIVED		06
05-125	TOTAL CASH	02	06 * 07
05-130	MARKETABLE SECURITIES		07
05-135	DUE FROM OTHER FUNDS		06
05-140	DUE FROM SECOND FUNDS		06
05-145	RECEIVABLES		06
05-155	TOTAL RECEIVABLES	02	06 * 07
05-160	INVENTORIES		07
05-190	DEPOSITS		07
05-195	BLANK (Sum Total of Assets)	02	07 * 08

After a total or subtotal is printed, the amount in the specified total level

accumulator is added to the next higher accumulator.

Post to account - Access the account before the one to be added to display  
formatting factors

Asset/Liability/Fund Balance – Verify total levels

Total Account – Balance sheet accounts may require changing total levels on  
other accounts

Revenue/Expense

GBC(1) Will only provide total of accounts since last total

GBC(2) – Verify total levels

Title Accounts - will appear on many reports. Department titles may cause totals  
to appear on some reports

**N O T E S**

Enter seasonal budgets

F/Y	Actual	Budget	%

G/L Number	Title	10 Budget	10 Appropriation	10 Projected

Examples Utility costs, salt expense, franchise fees

**Encumbrance list – Hard copy of line items with open encumbrance amounts**

# General Ledger Review

2/14/2011

[GEL] SYS DATE 101701

DATE 10/17/01

L O C I S  
G / L E N C U M B R A N C E L I S T I N G  
WEDNESDAY OCTOBER 17, 2001  
FOR YEAR 01

G/L ACCT NO	DESCRIPTION	TOTAL	MAY NOV	JUNE DEC	JULY JAN	AUG FEB
=====						
01 GENERAL FUND						
01-11-512	MAINT. SERVICE-EQUIPMENT		.00 .00	.00 .00	.00 .00	.00 .00
01-11-840	VEHICLE	186,000.00	15500.00 15500.00	15500.00 15500.00	15500.00 15500.00	15500.00 15500.00
	** EXPENSE SUBTOTAL		15500.00	15500.00	15500.00	15500.00



Due To From setup

G/L Due To/From Setup T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Due To/From Setup*

Type

Paying fund  Expensing fund

Paying G/L #  Expensing G/L #

Add/Save Delete Print

Type	Due To(Paying) Fund	Due From(Expense) Fund	Due To(paying) G/L	Due From(Expense) G/L
A	01	51	01-00-111	51-00-111
P	01	51	01-00-111	51-00-111

Favorite?

Payroll and Accounts Payable if one (1) fund is used to issue checks  
 The system makes necessary postings to balance each fund  
 Commingled cash or Inter fund payables and receivables

Investment setup

G/L Investment Setup T75 Term Date: 05/29/09 Date: 05/29/09


Options Help

*G/L Investment Setup* Close

Investment #  Purchase date

Description

Institution

G/L number   CASH COMMINGLED

Maturity date  Interest rate

Period of return  How many

Add/Save

	PRINCIPAL	INTEREST
Invested	<input type="text" value="150000.00"/>	<input type="text" value="1017.12"/>
Paid back	<input type="text" value="150000.00"/>	<input type="text" value="1000.00"/>
Balance due	<input type="text" value=".00"/>	<input type="text" value="17.12"/>

Delete

Investment #	Purchased	Description	G/L no.	Due Date	Int. Rate	Period	Length
01-100	04/01/09	90 DAY CD	01-00-111	07/01/09	2.7500	D	90

Favorite?

How to assign investment no's  
 Fund no + a sequence no  
 Simple Interest only  
 Interfaces to Journal entry P#  
 I#

# General Ledger Review

2/14/2011

## Investment List

SYS DATE 101701  
 [GIT]  
 DATE 10/17/01

L O C I S  
 G / L I N V E S T M E N T R E G I S T E R  
 WEDNESDAY OCTOBER 17, 2001

SYS TIME 14:22  
 PAGE 1

INVESTMENT NUMBER	PURCHASE DATE	MATURITY DATE	ACCOUNT NUMBER	PRINCIPAL	INTEREST RATE	INVESTMENT PERIOD	EXPECTED INTEREST	PRINCIPAL PAID BACK	INTEREST RECEIVED	TOTAL DUE
01-100	05/01/00		01-00-116	150000.00	4.7500	90 (D)	1752.05	150000.00	1752.05	.00
	90 DAY CD		INVESTMENT-CERT. OF DEPOSIT							
	1ST NATL BANK									
010002	09/01/01	12/01/01	01-00-111	150000.00	4.5800	90 (D)	1693.97	.00	.00	151693.97
	90 DAY CD		CASH IN BANK WORKING CASH							
	1ST NATIONAL BANK									
010003	07/01/01	01/01/02	01-00-115	300000.00	5.0000	6 (M)	7500.00	.00	.00	307500.00
	6MO CD		INVESTMENT-MONEY MARKET							
	PRESTION INVETMENTS									
3	INVESTMENTS	TOTALS:		600000.00			10946.02	150000.00	1752.05	459193.97

Cash Investment no setup

*G/L Cash/Investment Setup*

Type:  Department:  Account #:  Add/Save

Title:  Delete

Type	Depart...	Account #	Title
C	00	-111	CASH COMMINGLED ACCT
C	00	-111.0	CASH IN BANK PAYROLL
C	00	-111.01	CASH IN BANK GENERAL
C	00	-111.02	CASH IN BANK FIRE
C	00	-111.03	CASH IN BANK CHALLACOMDE
C	00	-111.04	CASH IN BANK CAPITAL IMPROVEMS
C	00	-111.05	CASH IN BANK DRUG ENFORCEMENT
C	00	-111.06	CASH IN BANK DUI
C	00	-111.07	CASH IN BANK HARKEY HOUSE
C	00	-111.08	CASH IN BANK PARK IMPROVEMENT
C	00	-111.10	CASH IN BANK MFT
C	00	-111.11	CASH IN BANK PAYROLL
C	00	-111.14	CASH IN BANK SOCIAL SECURITY
C	00	-111.15	CASH IN BANK SPORT
C	00	-111.16	CASH IN BANK LAKE LOTS DEPOSIT
C	00	-111.17	CASH IN BANK HOUSING GRANT
C	00	-111.18	CASH IN BANK SAND FILTERS

This maintenance program dictates what will and will not print on the GSCI(Statement of Cash and Investments) report. Enter the partial G/L Numbers in the list and those G/L's will total on the report.

Favorite?

Interacts with Statement of cash and Investments

Treasures report

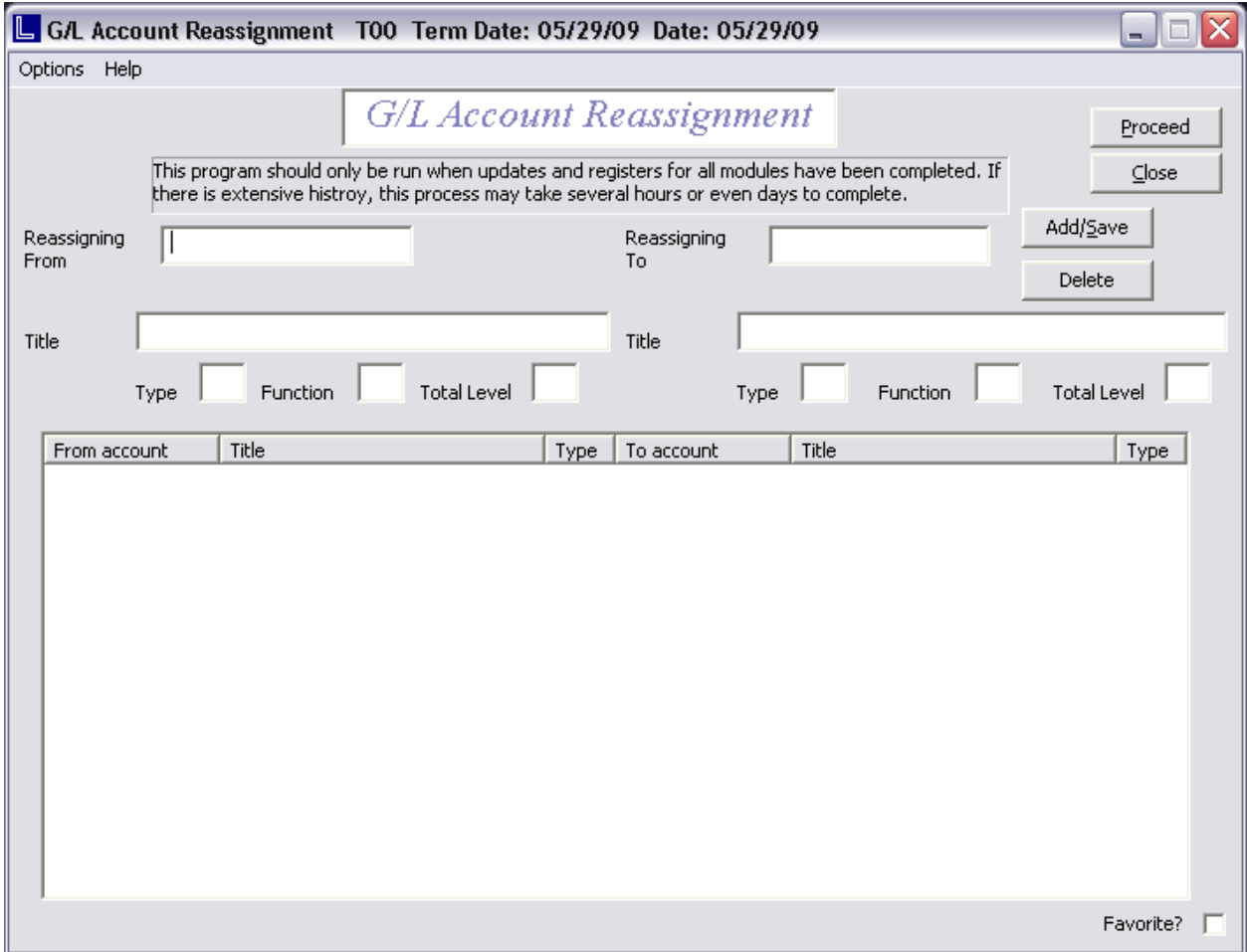
Fund summary report

Enter account numbers excluding the fund no IE:

00-111 Cash in bank

00-115 Money market

Account no reassignment



Run Chart organization list to assist in identifying accounts to change

You can merge multiple accounts into one account as long as they are the same Type.

You can cross funds but Fund Balance and The Gain/Loss account will require Manual adjustment

Has to be done when no other activity is in process.

May take a long time to run

Updates 50 files

A few files have to be corrected manually

The program can be restarted if it abends

GML – CHART LIST

List all or a fund

Chart of account records only

G/L Chart Print T75 Term Date: 05/29/09 Date: 05/29/09

*G/L Chart Print*

Select which accounts to print:

All Chart of Account Records

- or -

Enter advanced print parameters:

Fund or Account Number  Equals

Chart of Account Records Only  Export Results to Excel as well

This program simply prints a listing of your Chart of Accounts.

Favorite?

Proceed

Cancel

# General Ledger Review

2/14/2011

SYS DATE 022701
CITY OF ANYTOWN
SYS TIME 9:48

[GML]
GENERAL LEDGER MASTER LISTING
PAGE 1

DATE 05/30/00
TUESDAY MAY 30, 2000

G/L ACCT
\*\*\*\*\* CODES \*\*\*\*\*

NUMBER	TITLE	A	F	T	S	I	C
--------	-------	---	---	---	---	---	---

15 MOTOR FUEL TAX

15-00-100	ASSETS	A	1		0	9	
15-00-111	CASH	A	3	4	0	0	1
15-00-112	PETTY CASH	A	3	4	0	0	1
15-00-115	INVESTMENT-MONEY MARKET	A	3	4	0	0	1
15-00-116	INVESTMENT CERT. OF DEPOSIT	A	3	4	0	0	1
15-00-124	INTEREST RECEIVABLE	A	3	4	0	0	1
15-00-199	TOTAL ASSETS	A	2	4	1	4	3
15-00-200	LIABILITIES	L	1		1	9	
15-00-211	ACCOUNTS PAYABLE	L	3	3	0	0	1
15-00-241	DUE TO GENERAL FUND	L	3	3	0	0	1
15-00-289	TOTAL LIABILITIES	L	2	3	1	4	2
15-00-290	FUND CONDITION	C	1		1	9	
15-00-291	FUND BALANCE-RESERVED	C	3	3	0	0	1
15-00-292	FUND BALANCE-UNRESERVED	C	3	3	0	0	1
15-00-294	RETAINED EARNINGS-UNRESERVED	C	3	3	0	0	1
15-00-299	TOTAL FUND CONDITION	C	2	3	0	4	2
15-00-299.1	TOTAL LIAB. & FUND BALANCE	C	2	4	1	4	3
15-00-300	REVENUES	R	1		1	0	
15-00-343	MOTOR FUEL TAX	R	3	5	0	0	
15-00-381	INTEREST INCOME	R	3	5	0	0	
15-00-389	MISCELLANEOUS INCOME	R	3	5	0	0	
15-00-399	INTERFUND OPERATING TRANSFER	R	3	5	0	0	
15-00-400	EXPENSES	E	1		1	9	
15-00-532	ENGINEERING SERVICE	E	3	5	0	0	
15-00-652	OPERATING SUPPLIES	E	3	5	0	0	
15-00-655	AUTOMOTIVE FUEL/OIL	E	3	5	0	0	
15-00-830	EQUIPMENT	E	3	5	0	0	
15-00-840	VEHICLE	E	3	5	0	0	
15-00-929	MISCELLANEOUS EXPENSE	E	3	5	0	0	
15-00-999	INTERFUND OPERATING TRANSFER	E	3	5	0	0	
15[PROFIT]	CURRENT GAIN LOSS	E	3	5	1	4	3

THE NUMBER OF RECORDS LISTED IS 31

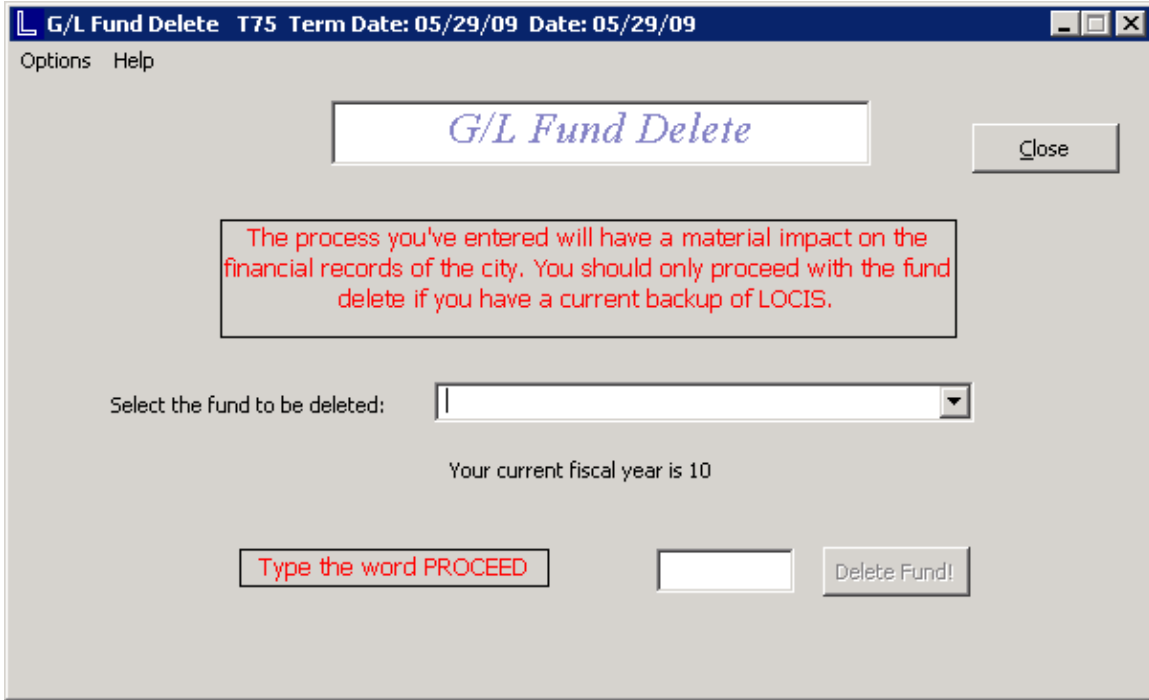
GMLGL - Chart Organization List

SYS DATE 02/27/01 CITY OF ANYTOWN SYS TIME 09:48  
 [GMLGL] G E N E R A L L E D G E R O R G L I S T I N G  
 DATE 05/30/00 TUESDAY MAY 30,2000 PAGE 1

G/L ACCT NUMBER	TITLE	***** CODES *****					
		A	F	T	S	I	C
-----							
FUNDS							
-----							
01	GENERAL FUND						
15	MOTOR FUEL TAX						
51	WATER FUND						
52	SEWER FUND						
53	GAS FUND						
DEPARTMENTS							
-----							
01-11	ADMINISTRATIVE						
01-21	POLICE						
01-22	FIRE						
POSTABLE ACCOUNTS							
-----							
01-00-111	CASH	A	3	4	0	0	1
15-00-111	CASH	A	3	4	0	0	1
51-00-111	CASH IN BANK WATER	A	3	4	0	0	1
52-00-111	CASH	A	3	4	0	0	1
53-00-111	CASH IN BANK WATER	A	3	4	0	0	1
01-00-112	CIB CITY BANK	A	3	4	0	0	1
15-00-112	PETTY CASH	A	3	4	0	0	1
51-00-112	PETTY CASH	A	3	4	0	0	1
52-00-112	PETTY CASH	A	3	4	0	0	1
53-00-112	PETTY CASH	A	3	4	0	0	1
52-00-113	CASH WITH FISCAL AGENT	A	3	4	0	0	1
01-00-115	INVESTMENT-MONEY MARKET	A	3	4	0	0	1
15-00-115	INVESTMENT-MONEY MARKET	A	3	4	0	0	1
51-00-115	INVESTMENTS MM	A	3	4	0	0	1
52-00-115	INVESTMENT-MONEY MARKET	A	3	4	0	0	1
53-00-115	INVESTMENTS MM	A	3	4	0	0	1
01-00-115.1	LONG TERM	A	3	4	0	0	1
51-00-115.1	LONG TERM	A	3	4	0	0	1
53-00-115.1	LONG TERM	A	3	4	0	0	1
01-00-116	INVESTMENT-CERT. OF DEPOSIT	A	3	4	0	0	1
15-00-116	INVESTMENT CERT. OF DEPOSIT	A	3	4	0	0	1
51-00-116	INVESTMENTS CD'S	A	3	4	0	0	1
52-00-116	INVESTMENT CERT. OF DEPOSIT	A	3	4	0	0	1
53-00-116	INVESTMENTS CD'S	A	3	4	0	0	1
51-00-119	INVESTMENTS OTHER	A	3	4	0	0	1
53-00-119	INVESTMENTS OTHER	A	3	4	0	0	1



Fund Delete



Do not ask the system to delete funds during the period when you have created your new fiscal year for budget purposes but have entered no budget activity.

This program has been created to allow you to remove inactive funds. It removes all references to the funds deleted. We would strongly suggest a full system backup, which is then archived, before any deleting is done.

# Journal Processing

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99

Enter the program name to run or select one from the list.

- RICK HOLMES's Favorites
  - Locis
  - Utility Billing
  - Payroll
  - Accounts Payables
  - General Ledger
    - Miscellaneous/Lists
    - Reports/Inquiries
    - Journal Process
      - Manual and Recurring Journal Ent
      - List the Journals
      - Update the Journals
    - Remove or change the date of a Jou
    - Project Tracking
    - Summary Reports
    - Month/Year End Process
  - Accounts Receivables
  - Assessments
  - Permits
  - Fixed Assets
  - Complaint Tracking

3 Journal(s) Entered in this session  
Terminal T03 has journal(s) entered. (but not registered)  
Terminal T66 has journal(s) entered. (but not registered)  
April is the last month of the Fiscal Year  
Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...  
01-00-110 - Updated: Never-Balance: .00  
01-00-110 - Updated: Never-Balance: .00

Support 1-866-Locis99  
Fax 1-815-744-8182  
4000 W Jefferson Street  
Joliet, IL 60431  
Visit [www.Locis.com](http://www.Locis.com)

Automatically place the Cursor focus on the menu?

Friday May 29, 2009 Change the Date

RICK HOLMES T75

**GIP - Journal Entry**

Journal Source code

- Should be meaningful IE:
- REV for revenues
- EXP for expenses
- DEP for depreciation

Journal Description

- 17 characters
- For operator use only.

G/L No. search – Type a ‘?’ at the G/L number prompt and type a search value

Date is defaulted to the terminal date you may override enter the date in the format mmddyy

Amounts may be entered in the format 925.25 or 92525  
or if whole dollars only 925.

‘ENTERED CREDITS ENTER DEBITS display’ lists the totals of transactions which have been posted.

Updating the publication report

G/L Journal Entry for T75

Options Help

*G/L Journal Entry for T75*

Journal Setup

Journal Source: 444    Description: TEST DESC 444    Delete Journal    Move Journal    Create Recurring

G/L Account	Date	Ref Number	Description	Amount	Project ID:
51-00-361	11/21/08	ACE01	TEST 444444	23.23	

\*\* Account is SALE OF WATER in the 51-WATER FUND \*\*

Line	G/L Number	Date	Ref	Description	Amount
002	51-00-361	11/21/08		TEST 444444	23.23
001	01-00-111	11/21/08		TEST 444444	-23.23

Debits: 23.23  
Credits: 23.23  
Diff: .00

Enter the Reference, valid vendor number or ? to locate a vendor to be associated with this Journal

T75

Favorite?

Enter the vendor id in the REF NO field to adjust the publication report

Updating Investments

G/L Investment Setup T75 Term Date: 05/29/09 Date: 05/29/09


Options Help

*G/L Investment Setup* Close

Investment #  Purchase date

Description

Institution

G/L number   CASH COMMINGLED

Maturity date  Interest rate

Period of return  How many

Add/Save

	PRINCIPAL	INTEREST
Invested	<input type="text" value="150000.00"/>	<input type="text" value="1017.12"/>
Paid back	<input type="text" value="150000.00"/>	<input type="text" value="1000.00"/>
Balance due	<input type="text" value=".00"/>	<input type="text" value="17.12"/>

Delete

Investment #	Purchased	Description	G/L no.	Due Date	Int. Rate	Period	Length
01-100	04/01/09	90 DAY CD	01-00-111	07/01/09	2.7500	D	90

Favorite?

**G/L Journal Entry for T75**

Options Help

*G/L Journal Entry for T75*

Journal Setup

Journal Source: CD      Description: CD 01-100      Delete Journal      Move Journal      Create Recurring

G/L Account:      Date: 05/29/09      Ref Number:      Description: I#01-100      Amount: 252.00      Project ID:      Add/Save

\*\*\* The transaction was saved!!! \*\*\*

Line	G/L Number	Date	Ref	Description	Amount
003	01-00-111	05/29/09			-150,252.00
002	01-00-111	05/29/09		I#01-100	252.00
001	01-00-111	05/29/09		P#01-100	150,000.00

Debits: 150252.00  
Credits: 150252.00  
Diff: .00

Enter the G/L associated with this Journal or press ? to find the account

T75      Favorite?

Reversing Journal (GRC)

Reversing Journal Create T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Reversing Journal Create*

Enter the Journal details you need to reverse...

Original Journal Date:

Original Journal ID:

Original List No:

Reversing Journal ID:

Proceed

Close

Enter the original journal date in the format MMDDYY, MM/DD/YY or MM/DD/YYYY

Change the posting Date of a Journal (optional)

Change the posting date

New Posting Date:

Changing the date of a journal first requires you to reverse out the journal and then re-run this program with the new date.

Favorite?

When would the date be changed?

# Project Tracking

Separate tracking system for activities lake Grants, road repairs, facility maintenance, or others

Requires LOCIS to activate

G/L A/P P/R require an additional entry on all activity

Project M/F setup – Establish project id, description, and start date. When finished enter completed date

Project #	Description	Start date	Stop date
02 1 TON	MAINTENANCE	01/01/03	
BACKHOE	MAINTENANCE	01/01/03	
BEACH	NEW BEACH HOUSE	01/01/03	
DURA	DURA PATCHER	11/05/03	
E-601	MAINTENANCE	01/01/03	
E-602	MAINTENANCE	03/01/03	
E-604	MAINTENANCE	01/01/03	
E-605	MAINTENANCE	01/01/03	
HOLT	WORK AT HOLT BLDG	01/01/03	
MAJORHIL	WATER TOWER	01/01/03	
PLAZA	WORK AT PLAZA	01/01/03	
RED 1TON	RED 1 TON STREET	11/05/03	
S-600	MAINTENANCE ON TRUCK		
SWEEPER	MAINTENANCE	01/01/03	



**Project transaction entry**

Add, maintain, or delete transactions

G/L Project Transaction Maint. T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Project Transaction Maint.*

Transaction Details...

Project ID: BACKHOE MAINTENANCE

Transaction Date: 04/08/03 G/L Number: 01-41-513 VEH REPAIRS\_MAINT. EQUIP

Sequence: 001 Type: A/P Ref Name: FAR01

Description: FITTINGS Reg Number: 46 Amount: 94.74

Project #	Trans date	G/L number	Seq #	Ref type	Ref name	Ref description	Reg #
BACKH...	02/11/03	01-41-513	001	A/P	LEES	REPAIRS	23
BACKH...	03/11/03	01-41-513	001	A/P	MART	PARTS	37
BACKH...	03/11/03	01-41-513	002	A/P	MART	PARTS	37
BACKH...	03/11/03	01-41-513	003	A/P	MCCAN	PARTS	37
BACKH...	04/08/03	01-41-513	001	A/P	FAR01	FITTINGS	46
BACKH...	04/08/03	01-41-513	002	A/P	LEES	TIRE	46
BACKH...	05/13/03	01-41-513	001	A/P	MART	JD BACKHOE PARTS	56
BACKH...	09/09/03	01-41-513	001	A/P	LEES	BACKHOE TIRE	102
BACKH...	09/09/03	01-41-513	002	A/P	SIEV	COUPLING/HOSE	102
BACKH...	10/14/03	01-41-513	001	A/P	LEES	TIRE REPAIR	112
BACKH...	11/12/03	01-41-513	001	A/P	MART	SPOOL VALVE	120
BACKH...	12/09/03	01-41-513	001	A/P	LEES	TUBE	136
BACKH...	12/09/03	01-41-513	002	A/P	LEES	TUBE/BOOT	136
BACKH...	12/09/03	01-41-513	003	A/P	MART	PART	136

Close

Add/Save

Delete

Favorite?

Project report

G/L Project Report T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Project Report*

Transaction types to report

- Accounts Payable
- Payroll
- General ledger
- Permits
- Cash Register(POS)

Dates to report

All dates

From date:  To date:

Report order

- G/L account #
- Project #

Projects to list

All project #'s

Select the project:

Funds to list

All funds

Starting:  Ending:

Departments to list

All dept's

Starting:  Ending:

Line items to list

All line items

Starting:  Ending:

Click, to uncheck, the transaction types you don't want reported

Favorite?

Proceed

Close

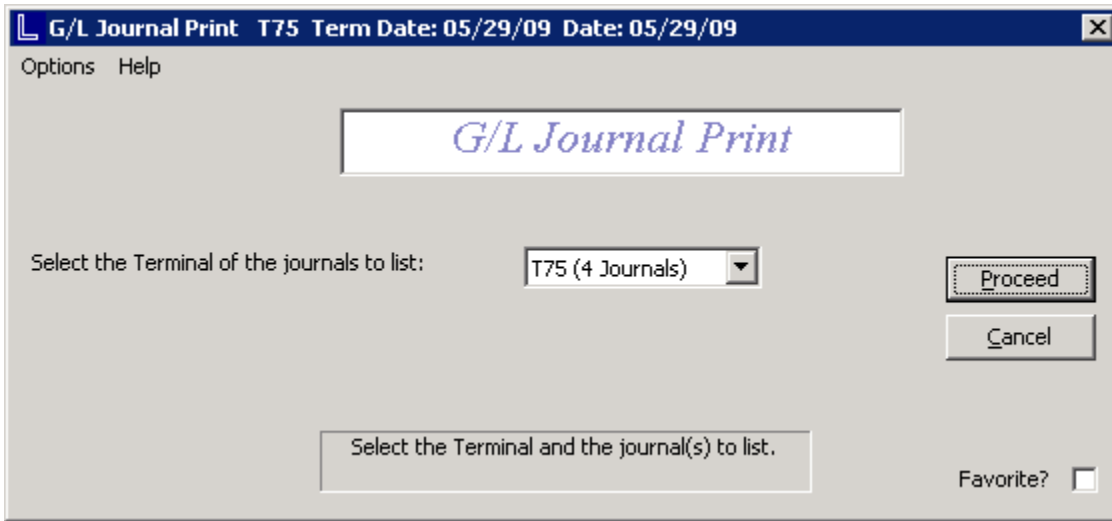
SYS DATE 101701 [GJP] DATE: 10/17/01

L O C I S  
PROJECT TRACKING REPORT  
WEDNESDAY OCTOBER 17, 2001

SYS TIME 14:28  
PAGE 1

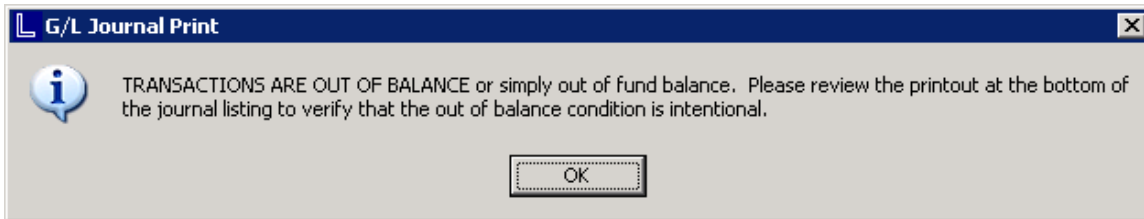
PROJECT ID #	DESCRIPTION	PROJECT DATE	G/L NUMBER	G/L DESCRIPTION	REF TYPE	REF DESC.	AMOUNT
BRUCE	TEST PROJECT	09/01/00	01-00-312	FOREIGN FIRE INSURANCE TA	G/L GRANT CHECK	5,000.00	
		09/01/00	01-00-313	UTILITY REV	G/L GRANT CHECK	15,000.00	
		09/01/00	01-00-313	UTILITY REV	G/L GRANT CHECK	10,000.00	
		09/01/00	01-11-511	MAINT. SERVICE-AUOTS	G/L	500.00-	
		09/01/00	01-11-512	MAINT. SERVICE-EQUIPMENT	G/L	2,500.00-	
		09/01/00	01-11-830	EQUIPMENT	G/L	35,000.00-	
		05/01/99	01-00-555	*** NOT FOUND ***	111 REPAVING BUS DIST	500.00-	
						8,500.00-	

**GPL - Journal List**



You may view entered journals on the screen but the system won't update the General Ledger until the journals have been printed to a hard copy.

**If you see this message:**



It means that you have posted to multiple funds or accounting periods and that updating this journal may cause the funds to be out of balance.

# General Ledger Review

2/14/2011

SYS DATE 022701  
[GPL]

CITY OF ANYTOWN  
JOURNAL INPUT FILE LISTING  
LISTING # 466  
TUESDAY MAY 30,2000

SYS TIME 11:13

PAGE 1

TRANS NO.	DATE	DESCRIPTION	AMOUNT	REFERENCE	FUND CODE	G/L ACCT NUMBER	TITLE	DEBIT	CREDIT
-----------	------	-------------	--------	-----------	-----------	-----------------	-------	-------	--------

JOURNAL EXP MAY EXPENSES

1	05/30/00	CK NO 1152	25.00	-ACE01	01-11-511		MAINT. SERVICE-AUOTS		25.00
2	06/30/00	CK NO 1152	25.00	ACE01	51-00-111		CASH IN BANK WATER	25.00	

TOTAL NUMBER OF TRANSACTIONS... 2

TOTAL DEBITS.... 25.00  
TOTAL CREDITS... 25.00

FUND NO 01 MONTH AND YEAR 05A0 OUT OF BALANCE AMOUNT 25.00-

FUND NO 51 MONTH AND YEAR 06A0 OUT OF BALANCE AMOUNT 25.00

## NOTES

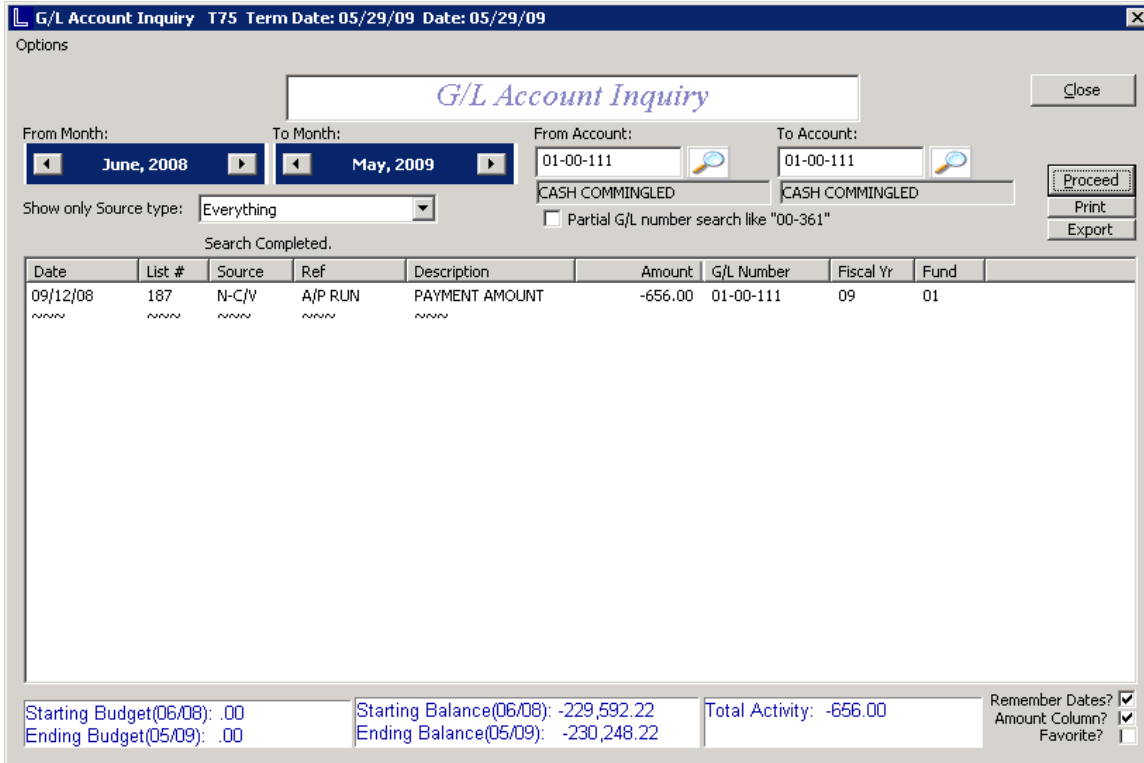
**Reports/Inquiries**

The screenshot shows the Locis 7 software interface. At the top, the title bar reads "Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99". Below the title bar, there is a search field with the prompt "Enter the program name to run or select one from the list." To the left is a tree view menu with the following items: Payroll, Accounts Payables, General Ledger, Miscellaneous/Lists, and Reports/Inquiries (which is highlighted). Under Reports/Inquiries, the following sub-items are listed: Activity Inquiry, Daily Balancing Tool, G/L Fund Balance Check, Journal List, Balance Sheet Print, Treasurer's Report, Budget and Appropriations Report, Budget Analysis, Revenue Analysis, Expense Analysis, Budget Management Report, Budget/Appropriation Report, Budget Report, Income Statement, Three Month Income Statement, Audit report, and Journal Process. To the right of the menu is a large image of a golden scale of justice. Below the image, the text reads "Support 1-866-Locis99", "Fax 1-815-744-8182", "4000 W Jefferson Street", "Joliet IL 60431", and a button that says "Visit www.Locis.com". Below the menu and image, there is a status window containing the following text: "4 Journal(s) Entered in this session", "Terminal T03 has journal(s) entered. (but not registered)", "Terminal T66 has journal(s) entered. (but not registered)", "April is the last month of the Fiscal Year", "Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...", "01-00-110 - Updated: Never-Balance: .00", and "01-00-110 - Updated: Never-Balance: .00". At the bottom left, there is a checkbox "Automatically place the Cursor focus on the menu?" and a date field showing "Friday May 29, 2009" with a "Change the Date" button. At the bottom center, a large box displays the name "RICK HOLMES T75". On the right side, there are three small icons: a floppy disk, a blue square with a white 'L', and a golden archway.

Monthly Activity Inquiry (GTLWIN)

Enter Year – The calendar year  
 Enter Month – The calendar month

If you want to find a transaction posted on April 1 2001 enter the year as 01 and the month as 04



To exit the display for an account Click the Close

To display the details of an accounts payable transaction click on it.

Accounts Payables Detail T75 Term Date: 05/29/09 Date: 05/29/09

*Accounts Payables Detail*

Account Information: Journal Date: List Number: Source:

01-00-111 CASH COMMINGLED

Modular Details | Journal Details

Vend #	Vendor Name	Invoice #	Check Date	Check #	Reference	Inv. Amount	Chk. An
1099	TEN NINETY-NINE	5	08/15/08	1		50.00	50.00
ACE01	Ace hardware	6454	08/15/08	2		56.00	606.00
ACE01	Ace hardware	ACE01	08/15/08	2		550.00	606.00

There is an option to print a hard copy of this information

G/L Account Inquiry T75 Term Date: 05/29/09 Date: 05/29/09

*G/L Account Inquiry*

Options

From Month: June, 2008 To Month: May, 2009 From Account: 01-00-111 To Account: 01-00-111

Show only Source type: Everything

Search Completed.

Date	List #	Source	Ref	Description	Amount	G/L Number	Fiscal Yr	Fund
09/12/08	187	N-C/V	A/P RUN	PAYMENT AMOUNT	-656.00	01-00-111	09	01

Starting Budget(06/08): .00 Starting Balance(06/08): -229,592.22 Total Activity: -656.00

Ending Budget(05/09): .00 Ending Balance(05/09): -230,248.22

Remember Dates?  Amount Column?  Favorite?

**N O T E S**



Monthly Reports

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99


Enter the program name to run or select one from the list.

- Payroll
- Accounts Payables
- General Ledger
  - Miscellaneous/Lists
  - Reports/Inquiries
    - Activity Inquiry
    - Daily Balancing Tool **GTLL**
    - G/L Fund Balance Check
    - Journal List
    - Balance Sheet Print
    - Treasurer's Report
    - Budget and Appropriations Report
    - Budget Analysis
    - Revenue Analysis
    - Expense Analysis
    - Budget Management Report
    - Budget/Appropriation Report
    - Budget Report
    - Income Statement
    - Three Month Income Statement
    - Audit report
  - Journal Process

Automatically place the Cursor focus on the menu?

Friday May 29, 2009

**RICK HOLMES T75**



Support 1-866-Locis99

Fax 1-815-744-8182  
4000 W Jefferson Street  
Joliet IL 60431

Visit [www.Locis.com](http://www.Locis.com)

4 Journal(s) Entered in this session  
Terminal T03 has journal(s) entered. (but not registered)  
Terminal T66 has journal(s) entered. (but not registered)  
April is the last month of the Fiscal Year  
Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...  
01-00-110 - Updated: Never-Balance: .00  
01-00-110 - Updated: Never-Balance: .00

Locis 7 T75 Data dir: \\NT2\DATA\LOCIS7\DATA\RICK\ 1-866-LOCIS99


Enter the program name to run or select one from the list.

- Payroll
- Accounts Payables
- General Ledger
  - Miscellaneous/Lists
  - Reports/Inquiries
  - Journal Process
  - Project Tracking
  - Summary Reports
    - Statement of Cash and Investments **GSCI**
    - Fund Consolidation Comparison
    - Expense Consolidation Comparison
    - Source of Funds Report
    - Realization of Revenue Report
    - Fund Summary Report
  - Month/Year End Process
- Accounts Receivables
- Assessments
- Permits
- Fixed Assets
- Complaint Tracking
- Ticket Processing
- Cemetery

Automatically place the Cursor focus on the menu?

Friday May 29, 2009

**RICK HOLMES T75**



Support 1-866-Locis99

Fax 1-815-744-8182  
4000 W Jefferson Street  
Joliet IL 60431

Visit [www.Locis.com](http://www.Locis.com)

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April is the last month of the Fiscal Year  
Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/...  
01-00-110 - Updated: Never-Balance: .00  
01-00-110 - Updated: Never-Balance: .00

Balance Sheet (GBS)

Select the period to be reported

Select the report type

Only the standard format will allow automatic posting of Gain/Loss

**Balance Sheet Report** T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Balance Sheet Report*

Proceed

Cancel

Select the Reporting Period

Report Month 05 Report Year 2009

Select the Report Style

Standard Format or  Net Change Format

Select the Fund to Report

All funds or select a fund [dropdown]

Suppress Inactive Funds

Consolidated Balance Sheet

Consolidated Balance Sheet

Select the funds to be consolidated [dropdown]

Funds to be consolidated: [text box]

Informational Messages

Last Month Closed is December of 05 and Gain/Loss last Calc'd: 12/28/03

April is the last month of the Fiscal Year

Favorite?

# General Ledger Review

2/14/2011

[GBS]

CITY OF ANYTOWN  
BALANCE SHEET FOR 05/00  
TUESDAY MAY 30, 2000

PAGE 1

01 - GENERAL FUND

CURRENT ASSETS

CASH ASSETS

CASH	210,545.10	
CIB CITY BANK	350,000.00	
INVESTMENT-MONEY MARKET	962,000.00	
LONG TERM	800,000.00	
INVESTMENT-CERT. OF DEPOSIT	600,000.00	
TOTAL CASH		2,922,545.10

CURRENT RECEIVABLES

ACCOUNTS RECEIVABLE	1,732.71	
GARBAGE RECEIVABLE	5,596.00	
TOTAL CURRENT RECEIVABLES		7,328.71

INTERGOVERNMENTAL RECEIVABLES

TOTAL INTRGVRNMTL RECEIVABLES		.00
-------------------------------	--	-----

INTERFUND RECEIVABLES

TOTAL INTERFUND RECEIVABLES		.00
-----------------------------	--	-----

TOTAL ASSETS

2,929,873.81

LIABILITIES

FEDERAL INCOME TAX PAYABLE	37.93-	
G.O. BONDS PAYABLE	1,500,000.00	
TOTAL PAYABLES		1,499,962.07

INTERFUND OBLIGATIONS

TOTAL INTERFUND OBLIGATIONS		.00
-----------------------------	--	-----

TOTAL LIABILITIES

1,499,962.07

FUND CONDITION

FUND BALANCE-UNRESERVED	817,100.00	
INVESTMENTS IN GENERAL F/A	625,000.00	
TOTAL FUND CONDITION		1,442,100.00

TOTAL LIAB. & FUND BALANCE

2,942,062.07

CALCULATED GAIN/LOSS		12,188.26-
----------------------	--	------------

TOTAL CALCULATED LIAB/CAPITAL		2,929,873.81
-------------------------------	--	--------------

# General Ledger Review

2/14/2011

## Balance sheet (GBS) Net change format

SYS DATE 022701

CITY OF ANYTOWN  
BALANCE SHEET FOR 05/00

SYS TIME 13:33

PAGE 1

ACCOUNT NO	DESCRIPTION	PRIOR BALANCE	NET CHANGE	ENDING BALANCE
01 - GENERAL FUND				
<b>A S S E T S</b>				
01-00-111	CASH	224,600.00	14,054.90-	210,545.10
01-00-112	CIB CITY BANK	350,000.00	.00	350,000.00
01-00-115	INVESTMENT-MONEY MARKET	962,000.00	.00	962,000.00
01-00-115.1	LONG TERM	800,000.00	.00	800,000.00
01-00-116	INVESTMENT-CERT. OF DEPOSIT	600,000.00	.00	600,000.00
01-00-121	ACCOUNTS RECEIVABLE	.00	1,732.71	1,732.71
01-00-124	INTEREST RECEIVABLE	.00	.00	.00
01-00-125	GARBAGE RECEIVABLE	5,500.00	96.00	5,596.00
01-00-128	MISCELLANEOUS RECEIVABLE	.00	.00	.00
01-00-131	STATE OF IL.-INCOME TAX REC.	.00	.00	.00
01-00-132	STATE OF IL.-SALES TAX REC.	.00	.00	.00
01-00-133	STATE OF IL.-REPLACEMNT TAX REC.	.00	.00	.00
01-00-134	STATE OF IL.-MOTOR FUEL TAX REC.	.00	.00	.00
01-00-141.15	DUE FROM MFT	.00	.00	.00
01-00-141.51	DUE FROM WATER 51	.00	.00	.00
01-00-141.52	DUE FROM SEWER 52	.00	.00	.00
01-00-174	EQUIPMENT	.00	.00	.00
01-00-175	A/D EQUIPMENT	.00	.00	.00
01-00-176	VEHICLE'S	.00	.00	.00
01-00-177	A/D VEHICLE'S	.00	.00	.00
<b>TOTAL ASSETS</b>		<b>2,942,100.00</b>	<b>12,226.19-</b>	<b>2,929,873.81</b>
<b>L I A B I L I T I E S</b>				
01-00-211	ACCOUNTS PAYABLE	.00	.00	.00
01-00-213	FEDERAL INCOME TAX PAYABLE	.00	37.93	37.93
01-00-214	STATE INCOME TAX PAYABLE	.00	.00	.00
01-00-215	SOCIAL SECURITY PAYABLE	.00	.00	.00
01-00-216	IMRF WITHHELD PAYABLE	.00	.00	.00
01-00-217	MEDICARE PAYABLE	.00	.00	.00
01-00-218	OTHER P/R DED PAYABLE	.00	.00	.00
01-00-221	NOTES PAYABLE	.00	.00	.00
01-00-228	G.O. BONDS PAYABLE	1,500,000.00-	.00	1,500,000.00-
01-00-241	DUE TO OTHER FUNDS	.00	.00	.00
<b>TOTAL LIABILITIES</b>		<b>1,500,000.00-</b>	<b>37.93</b>	<b>1,499,962.07-</b>
<b>RESERVES AND FUND BALANCE</b>				
01-00-291	FUND BALANCE-RESERVED	.00	.00	.00
01-00-292	FUND BALANCE-UNRESERVED	817,100.00-	.00	817,100.00-
01-00-293	PREVIOUS YEARS ENCUMBRED	.00	.00	.00
01-00-294	RETAINED EARNINGS-UNRESERVED	.00	.00	.00
01-00-295	PRIOR YEAR FUND BALANCE	.00	.00	.00
01-00-298	INVESTMENTS IN GENERAL F/A	625,000.00-	.00	625,000.00-
<b>TOTAL RESERVES &amp; FUND BALANCE</b>		<b>1,442,100.00-</b>	<b>.00</b>	<b>1,442,100.00-</b>
<b>TOTAL LIABILITIES, RESERVES, &amp; FUND BALANCE</b>		<b>2,942,100.00-</b>	<b>37.93</b>	<b>2,942,062.07-</b>

**N O T E S**

**Month End Procedures**

Print and review

- (GSCI) Statement of Cash & Investments
  - Current Cash position all funds
- (GCT) Treasurer's Report
  - Cash basis analysis of a fund or all funds
- (GBC) Budget Analysis
  1. Percent used & estimated actual
  2. Last years MTD & YTD figures
  3. Reduced Format
  4. GASB – 34 YE Format
- (GRA) Revenue Analysis
  - Detail revenue review for a fund or all funds
- (GEA) Expense Analysis
  - Detail expense review for a fund or all funds
- (GFC) Fund Consolidation Comparison
  - Summary Revenue/Expense to budget analysis by fund for all funds
- (GFS) Expense Consolidation Analysis
  - Summary Expense to budget report by fund for all funds
- (GSP) Source of Funds Report
  - Report of revenue by type for all funds
  - Monthly or Yearly (GASB) Format
- (GRR) Realization of Revenue
  - Report of total revenue by fund for all funds compared to budget with grand totals
- (GSC) Fund Summary Report
  - Summary cash basis report by fund for all funds with grand totals
- (GBR) Budget Management Report
  - Detail report of revenue/expense compared to budget for a fund or all funds with department and fund totals
- (GBA) Budget Appropriation Report
  - Detail report of revenue/expense compared to appropriation for a fund or all funds
  - With department and fund totals

**Monthly Council Reports**

- (GBS) Balance sheet
- (GSCI) Statement of cash and investments
- (GBC) Budget analysis
- (GST) Summary fund report
- (GIT) Investment report

Monthly Activity Report - Print or view for a fund or all funds, summary or detail

- Use to –
- Verify debit-credit balance
  - Display current gain/loss
  - Review changes in liabilities (Especially PR withholding)
  - Assist in reconciling bank accounts
  - Review reasonableness of revenues
  - Reconcile cross fund postings

**YTD Activity Report**

The screenshot shows a software window titled "Year to date transaction list" with a subtitle "T75 Term Date: 05/29/09 Date: 05/29/09". The window contains the following elements:

- A menu bar with "Options" and "Help".
- A decorative box containing the text "Year to date transaction list".
- A "Fiscal Year to be reported" dropdown menu set to "2009".
- A "Proceed" button.
- A "Close" button.
- A "Select the fund to be reported" dropdown menu.
- A checkbox labeled "All Funds" which is unchecked.
- A checkbox labeled "List all accounts" which is checked.
- A "From Account" text input field.
- A "To Account" text input field.
- A checkbox labeled "Suppress Inactive Accounts" which is checked.
- A "Favorite?" checkbox which is unchecked.

May be view or printed for a fund or all funds for all or a range of accounts within a fund

Printed at fiscal year end for the auditor

Assist in reconciling unreasonable account balances



**Trial Balance Report**

Printed at fiscal year end for the auditor as a work paper or may be exported to a data file in CSV format

Fund total page identifies out of balance conditions

01 GENERAL FUND

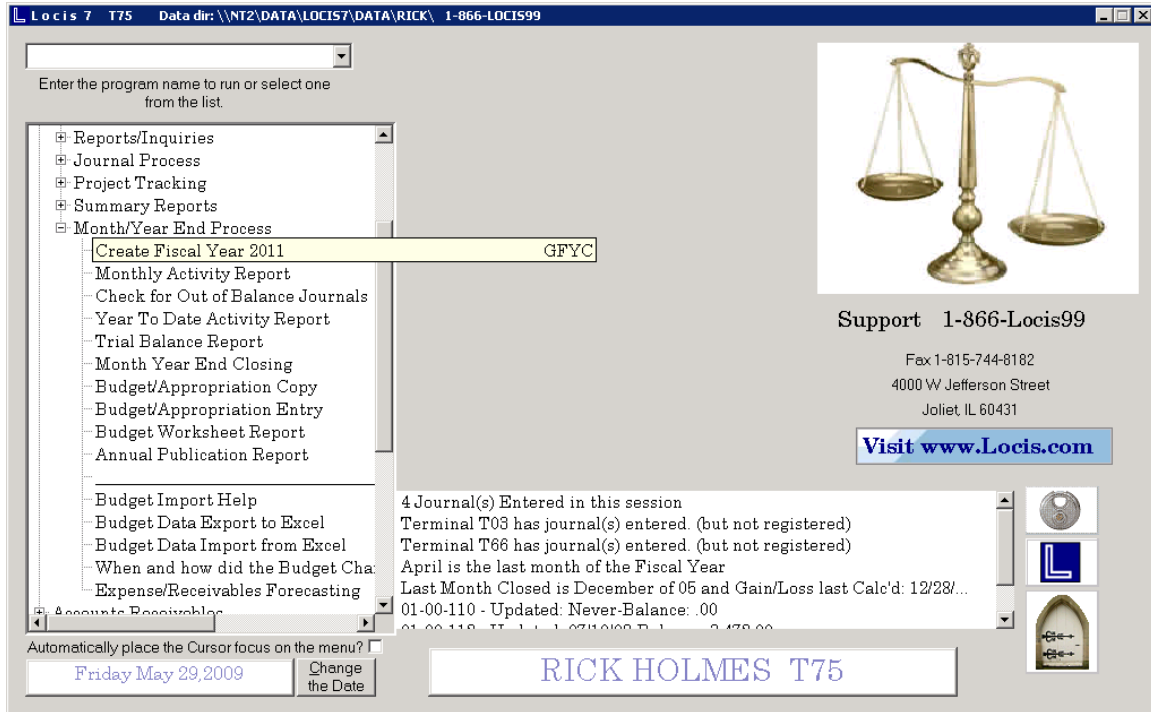
TOTAL ASSETS	2,929,873.81
TOTAL LIABILITIES	1,499,962.07CR
TOTAL FUND CONDITION	1,442,100.00CR
TOTAL REVENUE	1,974.68CR
TOTAL EXPENSE	14,162.94
TOTAL GAIN/LOSS	.00
FUND CONDITION	.00

Month Year End Closing

Options 1 and 2 make no adjustments to data. The reason for closing months and years is to prevent accidental change to previously reported financial statements. This process also confirms an “In Balance” condition for each fund. If a fund is out of balance the program reports that condition and stops executing.

Option 3 ‘Erase a year’ deletes all and only G/L activity for the specified year.

FISCAL YEAR CREATE



Run this program when you are ready to work on next years budget.

Budget Worksheet Report

Prints 3 years actual balances, current budget and allows entry of expected total additional current year activity and proposed new budget/appropriation

SYS DATE 101701 [GBW1] L O C I S SYS TIME 14:49  
 GENERAL LEDGER  
 BUDGET WORK SHEET FOR YEAR 01  
 WEDNESDAY OCTOBER 17,2001 PAGE 1

DATE 10/17/01	G/L	G/L	2 YEARS	LAST	CURRENT	00	
	NEW 01	NUMBER	AGO 98	YR 99	YR 00	BUDGET	PROJECTED CY
	15	MOTOR FUEL TAX					
	15-00-343	MOTOR FUEL TAX	300000.00	325000.00	313000.00	333000.00	
			333000.00.				

Budget Entry

G/L Budget Entry T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*G/L Budget Entry for F/Y 10* Close

G/L Number:

History			
F/Y	Actual	Budget	%
09	.00	.00	0
08	.00	.00	0
07	.00	.00	0
06	17,521.73	.00	0
05	.00	74,304.71	0
04	69,037.55	70,500.00	97

New Information -

New Budget:

New Appropriation:

New Projection:

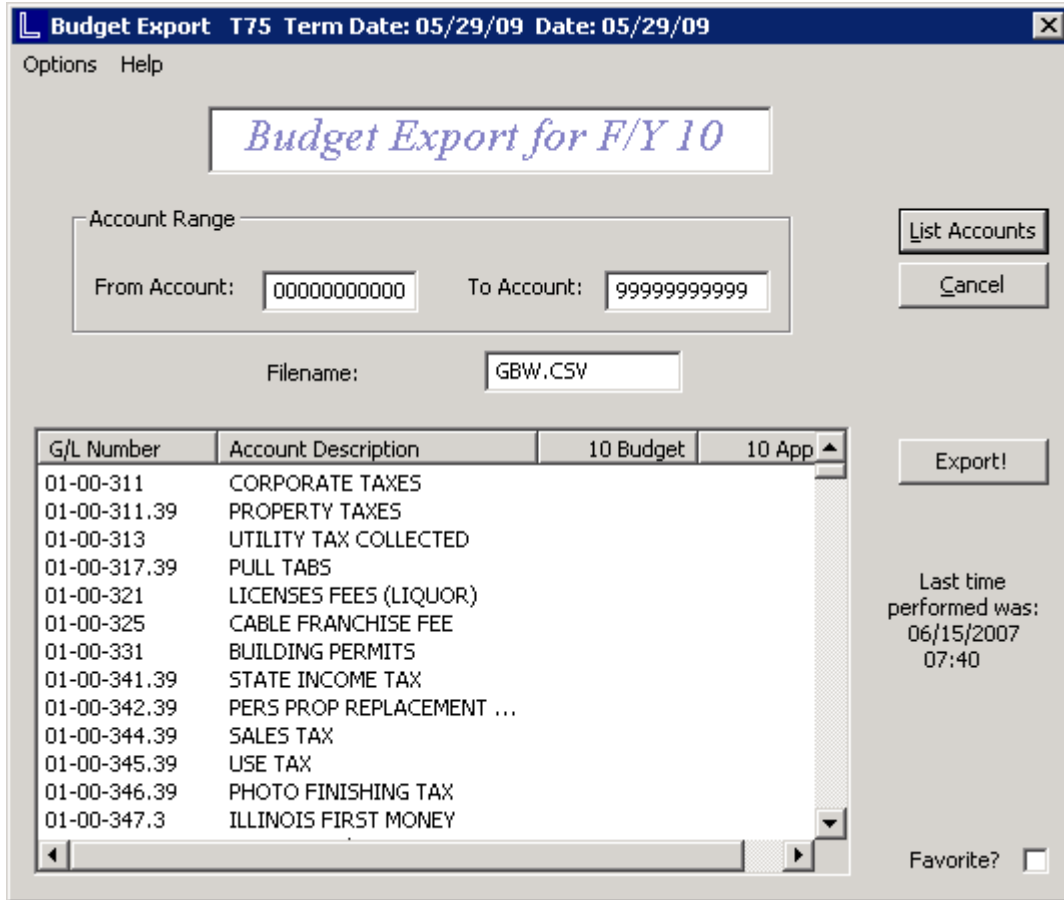
G/L Number	Title	10 Budget	10 Appropriation	10 Projected

Use formula for new budget entries?

Favorite?

**Budget Upload/Download**

This process will create an excel spreadsheet. You can enter your new budget in the spreadsheet and upload those numbers back into LOCIS.



**Budget Import** T75 Term Date: 05/29/09 Date: 05/29/09

Options Help

*Budget Import for F/Y 10*

Account Range

From Account:  To Account:

Filename:

List Accounts  
Cancel

G/L Number	Account Description	10 Budget	Pre-entered

Import!

Last time performed was:  
06/15/2007  
07:40

Favorite?

# General Ledger Review

2/14/2011

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	G/L	2009 Budget	2009 Approp	Title									
2	*01-00-258			4TH OF JULY - FOR NEXT YEAR									
3	*01-00-311			PROPERTY TAX CORP.-CURRENT									
4	*01-00-311			TAXES 127TH									
5	*01-00-311			PROPERTY TAX-127TH ST TIF-PRIOR									
6	*01-00-311			PROPERTY TAX-CORP.-PRIOR									
7	*01-00-312			TAXES - POLICE PROTECTION LEVY									
8	*01-00-312			PROP TAX POLICE PROTECT-PRIOR									
9	*01-00-312			REFUND OF TIF SURPLUS									
10	*01-00-313			UTILITY TAX GAS									
11	*01-00-313			UTILITY TAX ELECTRIC									
12	*01-00-313			UTILITY TAX TELEPHONE (TELECOMMU									
13	*01-00-313			TELECOMMUNICATIONS TAX F/911 SVC									
14	*01-00-314			CODE COMPLIANCES									
15	*01-00-315			PROPERTY TAX TOWNSHIP ROAD & BRID									
16	*01-00-315			TAXES ROAD & BRIDGE-PRIOR PERIOD									
17	*01-00-316			PROPERTY TAX TOWNSHIP RD & BRIDGE									
18	*01-00-321			LIQUOR LICENSES									
19	*01-00-322			VENDING MACHINE LICENSES									
20	*01-00-323			BUSINESS LICENSES									
21	*01-00-323			CONTRACTORS LICENSES									
22	*01-00-323			CODE COMPLIANCES									
23	*01-00-323			HEALTH INSPECTIONS									
24	*01-00-323			ELEVATOR INSPECTIONS									
25	*01-00-324			DOG & CAT LICENSES									
26	*01-00-325			FRANCHISE LICENSES									
27	*01-00-325			CABLE FRANCHISE									
28	*01-00-325			INFRASTRUCTURE FEE & FRANCHISE F									
29	*01-00-328			OTHER LICENSES									
30	*01-00-329			LICENSE,OTHER-SMALL SIGN									
31	*01-00-329			LICENSE,OTHER-LARGE SIGN									
32	*01-00-331			PERMITS & INSPECTIONS									
33	*01-00-338			OTHER PERMITS									
34	*01-00-341			STATE INCOME TAX									
35	*01-00-342			REPLACEMENT TAX									



**NOTES**



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