

LOCIS



Focus

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

Newsflash

February 2007

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After Hours Support

AFTER-HOURS SUPPORT LINE (815) 325 - 9241

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

Upcoming Holidays and Special Events

| | |
|--|-------------------------------------|
| Illinois Rural Water Association Conference | February 19– 21 In Effingham, IL |
| Good Friday | April 6 Closed |
| LOCIS Utility Billing Class | April 17 in Collinsville, IL |
| LOCIS Payroll Class | April 18 in Collinsville, IL |
| LOCIS General Ledger & Fiscal Year End Class | April 19 in Collinsville, IL |
| LOCIS Fiscal Year End Class | April 20 in Decatur, IL |
| LOCIS Utility Billing Class | April 24 in Joliet, IL |
| LOCIS Payroll Class | April 25 in Joliet, IL |
| LOCIS General Ledger & Fiscal Year End Class | April 26 in Joliet, IL |

Comet Serve 32

Soon to be required of LOCIS Customers

Comet Serve 32 not only increases your processing speed and performance for a Windows network (Both Peer-Peer on Windows Server Environment) by becoming a True Client-Server System. In Locis 6.0 and required for Locis 7.0, there will be new features that will not run without it. There is a 2006 special price available through February 2007. Note: Any single user environment does not require this product. For more details or to take advantage of this limited offer call the LOCIS office at (815) 744-0011.



Order Today!

2007 LOCIS Class Calendar

| APRIL 2007 | | | |
|---------------|------------|---|--------------|
| Day | Instructor | Class | Location |
| 17 | Greg Estes | Utility Billing | Collinsville |
| 18 | Greg Estes | Payroll | Collinsville |
| 19 | Greg Estes | General Ledger and Fiscal Year End Procedures | Collinsville |
| 20 | Greg Estes | Fiscal Year End | Decatur |
| 24 | Greg Estes | Utility Billing | Joliet |
| 25 | Greg Estes | Payroll | Joliet |
| 26 | Greg Estes | General Ledger and Fiscal Year End Procedures | Joliet |
| NOVEMBER 2007 | | | |
| Day | Instructor | Class | Location |
| 27 | Greg Estes | Utility Billing | Collinsville |
| 28 | Greg Estes | General Ledger and Accounts Payable | Collinsville |
| 29 | Greg Estes | Payroll and Calendar Year End Procedures | Collinsville |
| 30 | Greg Estes | Calendar Year End Procedures | Decatur |
| DECEMBER 2007 | | | |
| Day | Instructor | Class | Location |
| 4 | Greg Estes | Utility Billing | Joliet |
| 5 | Greg Estes | General Ledger and Accounts Payable | Joliet |
| 6 | Greg Estes | Payroll and Calendar Year End Procedures | Joliet |

In the upcoming months, registration forms will be sent out to you. Please keep these dates in mind for future reference. If you have any questions or comments please contact us at the LOCIS office (815) 744-0011. We are looking forward to seeing you there!!!

The Mail Bag

Accounts Payable

Question: I am trying to close the month and I can't run Cash Requirements Report (NJ) because I erased all my manual checks. What can I do now?

Answer: Go back to the check process and go through Manual Checks (NCM) and re-enter all the information from the manual checks and then the manual checks will be recognized by the system.

Question: My Accounts Payable checks jammed in my printer during printing, what should I do?

Answer: Well, the first thing you should do when the printer starts to jam, if still trying to print, is turn the printer off line. This will prevent damaging further checks. Load paper into the printer and let it finish. Once having done this you can start the print program over. Reload the checks. Once in the print program you have two options: If you have not printed very many checks, you may find it easier to tell the system it is not a restart and start from the beginning. If you would like however, you can tell the system it is a restart and it will ask a series of questions including what check you would like to start with. It will not print any checks before the first check that you give it.

General Ledger

Question: How come my Balance Sheet print (GBSWIN) isn't posting my FULL gain/loss per Monthly Activity Report (GARWIN) for any of my funds?

Answer: It appears that the Balance Sheet Print (GBSWIN) was being run multiple times

per month. GBSWIN should be run at the end of each month to post the gain/loss for that month. If you run it 10 times per month as a means of reporting only the gain/loss figures that are posted, are the ones that are obtained at the first running of GBSWIN Balance Sheet Print. GBSWIN isn't a good periodic reporting venue. A better method would be to use a report such as a Treasurer's Report (GCTWIN). This report simply collects figures not like GBSWIN program that actually posts values in the General Ledger.

Utility Billing

Question: I just calculated my water bills and realized I have about 10 payments I forgot to put in the system (cash receipts). Can I stop now and put those payments in and then recalculate my bills?

Answer: What you need to do is go back to your bill calculation and click the box that says Clear Calculation. IF you don't clear the file you accounts will come up and say they are busy. Make sure you use a different date then the mail date of your bills. You can use the day prior if you like. After you update the cash receipts , go back into utility billing and calculate the bills.

Question: I calculated my penalties and when I check the list that it printed, it had zeros on it. Why didn't it penalize my water bills?

Answer: It is a good rule of thumb to check an account and make sure of the last MAIL date that was used when you calculated the bills for the month. The date will be displayed on the account master screen in the bottom left hand corner, labeled the Last Billing Date. In this case, the operator put in the date of Nov. 2, 2006 instead of the actual mail date of Nov. 1, 2006. We re-ran penalties using the correct MAIL date and the program did calculate penalties. We re-ran the penalties using the correct MAIL date and the program did successfully



Happy
Valentine's
Day!!!

From
Your
Locks
Family

