

After Hours Support



**AFTER-HOURS SUPPORT LINE**  
(815) 325 - 9241

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

## Upcoming Holidays

Good Friday	April 6th- Closed
Memorial Day	May 28th- Closed
Independence Day	July 4th- Closed
Labor Day	September 3rd- Closed
Thanksgiving	November 22nd & November 23rd- Closed
Christmas Eve	December 24th- Closed
Christmas Day	December 25th- Closed

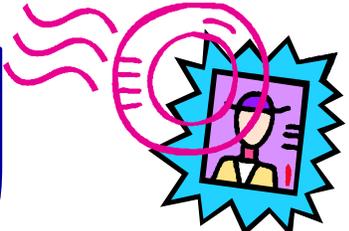
<p><b>Collinsville</b></p> <p><i>April 17th</i> Utility Billing Class</p>	<p><b>Collinsville</b></p> <p><i>April 18th</i> Payroll Class</p>	<p><b>Collinsville</b></p> <p><i>April 19th</i> General Ledger and Fiscal Year End Class</p>
	<p><b>Decatur</b></p> <p><i>April 20th</i> Fiscal Year End Class</p>	
<p><b>Joliet</b></p> <p><i>April 24th</i> Utility Billing Class</p>	<p><b>Joliet</b></p> <p><i>April 25th</i> Payroll Class</p>	<p><b>Joliet</b></p> <p><i>April 26</i> General Ledger and Fiscal Year End Class</p>

# UPCOMING LOCIS TRAINING CLASSES

LOCIS will conduct 7 training classes in the month of April. To make these classes *even more beneficial*, the instructor will not only provide a general overview of the featured modules, but will also open the class up to discussions and review of the more challenging aspects of the software. These discussions will be based on feedback received through Tech Support phone calls as well as your direct input from those attending the class. Make the most of the LOCIS software and improve your skills. Sign up today! Space is limited and will go fast. Cost for class is \$100.00 and lunch will be provided. All classes start at 9:30 am.

# The Mail Bag

## Geneal Ledger



**Question:** I ran the Fiscal Year Create (GFYCWIN) program to create the General Ledger files for the Fiscal Year 2008. I then ran the Budget Worksheet Report (GBWWIN) to print worksheets for the new fiscal year, but didn't get a single account number to print on the worksheets. What could be wrong?

**Answer:** When the Budget Worksheet Report (GBWWIN) program was initialized there should NOT be a check mark in the box next to SUPPRESS ZERO NEW BUDGET ACCOUNTS? And SUPPRESS NO BUDGET ACCOUNTS?

**Question:** All my funds are in balance, yet when I run the Month Year End Closing (GMEWIN) program, it won't close the month. What is wrong?

**Answer:** The Gain/Loss for the Month was not posted. Run the Balance Sheet Print (GBSWIN) program, to calculate and post the Gain/Loss. Upon completion, you will be able to close the month. GZMW is setup to autopost. If not setup a manual journal entry needs to be run to post gain/loss.

## Utility Billing

**Question:** I need to get a list of just my Inactive accounts in Utility Billing. Is there a report that will produce this?

**Answer:** Yes. Go into Utility Billing, Setup, Account Master (UAL). The first question will ask what type of accounts you want this program to list. Type "I" for Inactive.

## Payroll

**Question:** After I print my employees paychecks, the program asks me: Deduction Checks To Be Issued...Proceed? (Y/N). I always say "Y" and print my deduction checks. What happens if I say "N"?

**Answer:** If you answer "N" the deduction checks will not be printed. Instead, the deduction checks

will be processed in the same manner that an accumulated deduction is processed. That is, an invoice for each deduction will be created and the invoices will be sent to the Accounts Payable Open Invoices File for payment at a later time.

## Accounts Payable

**Question:** When I did the last Accounts Payable run, I expensed one of my invoices to the wrong General Ledger account. How do I correct this?

**Answer:** There are 2 different ways to do this:

A: 1. Post an adjusting General Ledger journal entry  
2. Run the Distribution History Maint (NHM) program to correct the General Ledger number in Field #12-G/L NUMBER (EXPENSE).

B: 1. Void the issued check  
2. Reenter the check as a manual check with all of the Voided check information.

**Question:** When I run the Accounts Payable Invoice Sheet (NC) program, I keep having to enter the Cash Account number for all the Funds that I select from. Is there any way I can setup these G/L account numbers so I don't have to keep entering them over and over again?

**Answer:** Yes. Go to the Main Menu and selected the "LOCIS" dropdown menu, Setup, and then the program titled Default G/L Setup (ZPOSTOP). Enter the source: (A/P) and continue to run this program to setup your G/L account numbers.



**HAPPY  
EASTER!**

From Your LOCIS Family