LOCIS FOCIS
LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

NEWSFLASH
May 2007

AFTER HOURS SUPPORT

AFTER-HOURS SUPPORT LINE
(815) 325 - 9241

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

Holidays

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**

Inspirational Quote

"Thoughts lead on to purposes; purposes go forth in action; actions form habits; habits decide character; and character fixes our destiny."-Tyron Edwards

Upcoming Training Classes
Sign up today!!!

Williamsville, IL

Instructor: Greg Estes

LOCIS will be conducting 3 training classes in the month of July. The instructor will not only provide a general overview of the featured modules, but also open the class to discussions and review of the more challenging aspects of the software. Make the most of the LOCIS software and improve your skills. Space is limited and will go fast. Cost for class is $100.00 and lunch will be provided. All classes begin at 9:30am.

July 18th:
Utility Billing Training Class
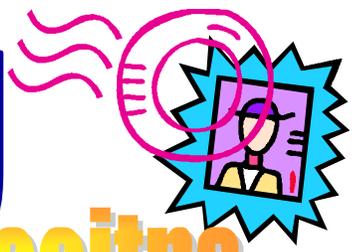
July 19th:
Payroll Training Class

July 20th:
Accounts Payable and General Ledger Training Class

The Mail Bag

Accounts Receivable

Question: *I entered transactions in A/R Memo/ Invoice Entry (ARME) and then I ran the A/R Memo/ Invoice Register Printing (ARMR) and got the question, did the register print correctly? Y/N and I answered 'N'. Then the program returned to the basic A/R menu and never asked the question if I wanted to update the General Ledger. Why?*

Answer: *There were 2 account transactions that were out of balance. The program will not let you go to the update G/L prompt unless everything is in balance. You need to go to A/R Memo/Invoice Entry (ARME) and fix the 2 transactions by saying 'N' (No, this isn't correct) or you can CANCEL the transaction and reenter it correctly and then go back and rerun the register update A/R Memo/Invoice Register Printing (ASMR).*

Question: *I was updating my cash in the Accounts Receivable module and got a program termination #32. What does this mean?*
Answer: *What happened was between entering cash receipts and updating the cash, the vendor, already entered in the cash receipts, was deleted. Now, the program can't find the record in order to apply cash against it. Just reenter the vendor and then rerun the ARJ (Register Update).*

Cash Receitps

Question: *I entered some items in the cash register and I need to void 2 of them before I start the update. Where do I go to VOID them?*

Answer: *When you go into CRPWIN, put in your password, go to the Void Receipts Button in the upper left hand corner, click on the button and all your entries will be displayed. Double click on the receipt you wish to void and next click on the button labeled Void.*

Miscellanious

Question: *I often use the QSPOOL feature (Printer SP1) in lieu of printing my reports to paper. As a result, I currently have quite a few jobs in QSPOOL. How do I delete those jobs I no longer want to keep?*

Answer: *Go into QSPOOL Menu and select the Select Jobs Option. You will then be prompted for the Job Number Range. After you enter the Range of Jobs you want to delete you will be prompted for the Option. Enter a 'D' for Delete. You will then be prompted again for an Option. Enter 'G' for GO. The Job Number Range you had previously entered will now be deleted from QSPOOL.*

Utility Billing

Question*: I need to do an adjustment on an account that is a Direct Debit customer. I haven't done my next month bills yet and I need to give him credit for a bad read before I calculate his next bill, what do I do?*

Answer: *Just do the adjustment so the account balance is now what you want it to be. Now, the adjusted amount will show as a previous balance on his next utility bill.*

Happy Mother's Day!

MOM

~From Your LOCIS Family