



LOCIS



Focus

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

Newsflash

October 2007

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LOCIS Upcoming Events

Sign-up today!

Visit www.locis.com
-Newsletter
-User Group Registration

Bolingbrook User Group Meeting
- November 8th -

Springfield User Group Meeting
- November 9th -

Utility Billing Training Class
Collinsville, IL
- November 27th -

General Ledger and Accounts Payable Training Class
Collinsville, IL
- November 28th -

Payroll and Calendar Year End Procedures Training Class
Collinsville, IL
- November 29th -

Calendar Year End Procedures Training Class
Decatur, IL
- November 30th -



After Hours Support
(815) 325-9241

Celebrating LOCIS' 20th Anniversary

THANK YOU

Thank you for your continuing support and helping LOCIS grow to over 235 customers!

Meet Our Newest Employee

Hi. My name is Rick Holmes and I am the newest member of the LOCIS technical staff. I was born and raised in St. Louis and moved to the Village of Millstadt when I got married in 1996. I have two children named Gabby (7 years old) and Max (2 years old). I have my MBA and a Bachelor's degree in accounting. I have over 14 years in accounting in various industries including, radio, newspaper, banking, real estate, fuel/oil distributors, and aviation. I am greatly looking forward to working at LOCIS and getting to know all of our customers, will talk to you soon!



*Village of
Sun River Terrace*

Inspirational Quote

“It is much better to know something about everything than to know everything about one thing.”

- Blaise Pascal



Celebrating Our 20th Anniversary

The Mail Bag

General Ledger

The Mail Bag

Utility Billing



Question: I am running my Cash and Investments Report but not all of the cash and investment accounts show up. Why?

Answer: *Go to Maint/Lists and then Cash-Investment G/L # Setup (GCTMWIN). You need to set them up here in order for them to show up on the report.*

Question: I am trying to reassign a general ledger number. I am in Account Number Reassignment (GNRWIN), I put in the G/L # from and to and clicked on Proceed and nothing prints?

Answer: *You need to click on the Add/Save button first and then the Proceed button.*

Question: Why isn't my Balance Sheet Print (GBSWIN) 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 multiple times a month as a means of reporting only 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 the Treasurer's Report (GCTWIN). This report simply collects figures not like the GBSWIN program that actually posts values to the General Ledger.*

Question: When I run my unapplied cash (UUCP) and check my general ledger, they are not posted. What do I need to do have the system update the general ledger?

Answer: *Call the LOCIS office and a tech will help you set a ZOPT flag that tells the system to automatically update the general ledger.*

Question: I am still trying to get used to the new 6.0 version of the software and I entered a cash payment in U/B Cash Receipts and when I go back into the entry, they are not there. How do I delete this payment?

Answer: *Go to the Utility Billing dropdown menu and left click on Cash/Adj. Then left click on Delete a Pre-Reregistered Receipt (URED).*

Question: How do I change the laser bill message? I only need to change one line of text.

Answer: *You need to go into the Laser Bill Setup which is located under Utility Billing, Setup, Full page laser bill message setup (UBPMWIN). Click on the line you want to make changes to and after they are made, click on the Save/Close button on the right of the screen. Note: You have 60 characters per line.*



Happy Halloween!

From Your
LOCIS Staff

