

LOCIS



FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

NEWSFLASH



November 2007

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TECHNICAL SUPPORT



PIONEER TAX FORMS

You will be receiving a fax from Pioneer shortly after the LOCIS User Group Meeting for your tax forms. To simplify orders for tax forms, Pioneer is offering mini packs and standard packs. A mini-pack includes W2's, 1099's and envelopes consisting of 25 sheets for 50 employees. A standard pack includes W2's, 1099's and envelopes consisting of 50 sheets for 100 employees.

Deadline for orders in November 30th.

Additional Comments and Reminders:

- If you have more than 250 W2's, you are now required to file them electronically.
- You must do a Calendar Year End Update for Accounts Payable and Payroll prior to running 1099's and W2s.

Disclaimer: If you buy forms from someone other than Pioneer Office Forms, LOCIS is not held responsible for any problems that may occur.

AFTER-HOURS SUPPORT LINE (815) 325 - 9241

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

Holidays

Thanksgiving	November 22nd & November 23rd- Closed
Christmas Eve	December 24th- Closed
Christmas Day	December 25th- Closed

REMINDER

Sign up TODAY!

November Training Classes

- Nov. 27: Utility Billing Class
Collinsville, IL
- Nov. 28: General Ledger and Accounts Payable Class
Collinsville, IL
- Nov. 29: Payroll and Calendar Year End Procedures
Collinsville, IL
- Nov. 30: Calendar Year End Procedures Class
Decatur, IL

LOCIS will be conducting 3 training classes in the month of November. 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. Sign up today!

Upcoming Events

Bolingbrook User Group Meeting

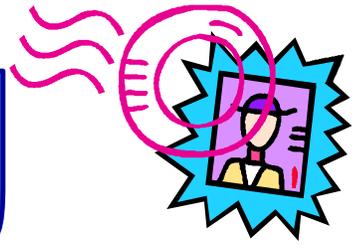
~November 8~

Springfield User Group Meeting

~November 9~



The Mail Bag



Accounts Payable

General Ledger

Question: I made a mistake in my Accounts Payable Check Run and I went to the Cash Requirements Maintenance program (NJM) and decided to erase my Cash Requirements and start over and by mistake I also erased 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 system.

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

Answer: The first thing you should do when the printer starts to jam is - if the printer is still trying to print is turn the printer off line. This will prevent damaging further checks if there are more checks to print in the print spooler. Load paper into the printer and let it finish. Then restart the check print program and reload the checks. Once in the print program you have two options. Depending on how many checks were printed, 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 you a series of questions. It will ask for the first A/P vendor and the last A/P vendor you wish to print. Then it will ask what check number you would like to start with. It will not print any checks before the first vendor.

Question: I was running the Reversing Journal Create program (GRCWIN) to reverse some manual transactions I had posted. I entered the date as 11/30/06, the journal source as MAN, and the journal list number as 81 J. The program did not create a reversing journal. Do you know why?

Answer: Yes. Assuming the date and journal source were correct, you entered the journal list number incorrectly. You entered 81 J, when you should have entered 81.

Question: I recently setup a new General Ledger account and recorded an investment (CD) against that account. When I ran the Treasurers Report (GCTWIN) specifying automatic G/L entry, the investment did not appear on the report. Can you tell me what to do to fix this?

Answer: You need to enter the account number for this investment into the Cash-Investment G/L No Setup (GCTMWIN) program then run GCTWIN again.

