LOCIS FOCIS
LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

Newsflash

August 2008

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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

There's still time...
Sign-up today!

Payroll Training Classes
Registration is due 1 week prior to class.

August 19
Neoga, IL

August 20
Joliet, IL

August 27
Collinsville, IL

August 28
Williamsville, IL

Please fill out registration form and fax to (815) 744-8182 or email it to darcy@locis.com.

Overview of General Ledger & Accounts Payable Training Classes

In September, LOCIS will be hosting 4 training classes on an overview of the General Ledger and Accounts Payable modules. Deadlines for registration is 1 week prior to the class. Visit our website at www.locis.com and click on the newsletter tab. There you will find the registration form. Check out the dates and locations and sign-up today! We look forward to hearing from you!

September 9   Neoga, IL

September 11   Forsyth, IL

September 16   Decatur, IL

September 19   Joliet, IL

The Mail Bag

Payroll

Question: What are 'memo' earnings? How can I use this feature?

Answer: The dollar amount for certain usages such as personal use of employer's paid cell phone, automobile, etc. can be classified as memo earnings. In the program PESWIN (Earnings Master File), enter a 'Y' under the memo field to record as total earnings but DO NOT PAY. Taxes are taken out on the specified amount of the gift and recorded on the employee's records.

Accounts Payable

Question: I'm trying to void an already issued check, but when I run NVE (Vendor Check Void Entry), the program doesn't recognize the invoice number. What can be done?

Answer: First, verify the check has not been cleared in CKE (Cleared Check Entry), then check the actual recorded invoice and check number by looking in NI (Accounts Payable Inquiry) for the information on the check to be voided. Many times the information being typed is different then what is actually posted to the system. Double-check the check number date and especially the entire invoice number. Watch out for the number zero "0" and the letter "O". They may look the same to us, but they are two completely different characters to a computer. If this doesn't work and everything else seems to be in order, call your LOCIS representative for further assistance.

Question: I was trying to void a check in the Accounts Payable program and the system says it can't find the check number but I can't understand why?

Answer: When the operator put the check number in and the date, they put forward slashes in by mistake. So, I had them put the date in with the forward slashes and the system was able to find that particular check number and they could now void the check.

Utility Billing

Question: I calculated my penalties and when I checked the list that printed it had zero's 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 May 2, 2008 instead of the actual MAIL date of May 1, 2008. We reran the penalties using the correct MAIL date and the program did calculate the penalties.

Question: Can I print a listing of all my Water/Sewer Inactive accounts?

Answer: Yes you can. Go into (UALWIN) Account Master Listing and the first question is: INACTIVE ACCOUNTS ONLY? Y/N
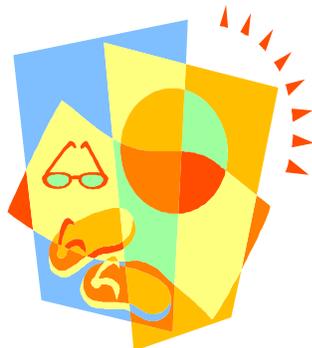
Continue to have a happy and safe summer!

-From your LOCIS Family