

# LOCIS



# FOCIS

**LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH**

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**AFTER HOURS SUPPORT**



**AFTER-HOURS SUPPORT LINE**

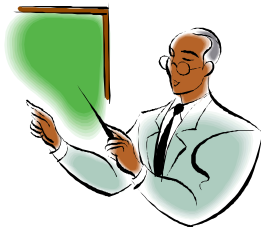
(815) 325 - 9241

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

**UPCOMING HOLIDAYS**

January 1- New Years Day  
Office Closed

**COMING SOON!**



**LOCIS 2009 CLASS SCHEDULE**

*Your LOCIS STAFF would like to wish you*

**A HAPPY NEW YEAR**

**January 2009**

**Don't Forget!!!**

**Calendar Year End Procedures**

**All LOCIS Users:** Don't perform any of your Calendar Year End Procedures such as 1099s and W2s until you have received the latest Code Update on our website at [www.locis.com](http://www.locis.com) 'Updates' tab on the home page. This will direct you to "Click here for the small W-2 update."

**Payroll Users:** Visit the LOCIS website and select the 'Updates' tab. Then select "2009 Circular E" to download. \*Remember: After completing all Payrolls for 2008 and prior to your first payroll run of 2009 you must perform the following: You must set your terminal date for 2009 and make sure you download the Federal Tax Tables in Payroll Tax Setup Utility (PITWIN) and click the button "Download from LOCIS." In Payroll Control Record (PZPWIN): The "State U.C. Tax Wages" field should be 12300.00. If your Federal Unemployment, State Unemployment, and/or IMRF Rates have changed, you can make the appropriate changes as well. In Payroll Deduction Setup Utility (PDSWIN): Change FICA or FICAE (Employee Deductions) and FICAR (Employer Deductions) to 106800.00 and the 6.2% remains the same.

**Inspirational Quote**

*"Only through focus can you do world class things, no matter how capable you are."*

*-Bill Gates*

# Don't Forget...

*If you are unable to make it to a training class, or if you have a question on a specific procedure, you can visit our website at [www.locis.com](http://www.locis.com) and download and print your very own class handout! Class handouts posted on the website are always the most current. If you select the "Classes" tab on the home page, then scroll down you will find the list of all of the classes that we host. Click on the one you wish to view, and print out a copy of your very own!*

**LOCIS**  
LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE  
Utility Billing and Fund Accounting Experts

Proudly Been Servicing Illinois Communities For Over 21 years!

A SERVICE OF ILLINOIS COMMUNITIES FOR LOCAL GOVERNMENTS  
Visit [www.locis.org](http://www.locis.org)

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### Class Handouts

Click on class handout you wish to review. You then have the option to save to your computer or print a copy for personal use. Class handouts posted are the most current revisions.

Module Format	PDF Format	Microsoft Word
Calendar Year End	<a href="#">CYE PDF</a>	<a href="#">CYE Word</a>
Fiscal Year End	<a href="#">FYE PDF</a>	<a href="#">FYE Word</a>
Utility Billing & Cash Receipts	<a href="#">UB &amp; CR PDF</a>	<a href="#">UB &amp; CR Word</a>
General Ledger	<a href="#">GL PDF</a>	<a href="#">GL Word</a>
Accounts Payable	<a href="#">AP PDF</a>	<a href="#">AP Word</a>
Payroll	<a href="#">PR PDF</a>	<a href="#">PR Word</a>

**Contact Information**  
Phone: 815.744.0011  
Toll-Free: 866.LOCIS99  
Fax: 815.744.8182  
Postal: 4000 West Jefferson St  
Joliet, Illinois 60431

## Feedback from LOCIS 7.0 Beta Test Site

*"I think you did a great job today, Rick. I really appreciate that you even managed to keep everyone calm. That's priceless in my department."*

*Tamara Ammann, Director of Finance  
City of Collinsville*

## Rent A Tech

*If you are in need of more training or want to learn more about your LOCIS Software, call to schedule a tech to come onsite and train you on all the features you may not know about. Normal travel and hourly costs will apply. Call the LOCIS office at (815) 744-0011 today!*

# Upcoming Review Classes

*\*February 2009\**

## General Ledger & Accounts Payable

Friday, February 6	Decatur Park District	Instructor: Rick Holmes
Wednesday, February 11	Joliet Park District	Instructor: Gary Wojcik
Thursday, February 26	Collinsville City Hall	Instructor: Rick Holmes

*\*March 2009\**

## Utility Billing & Cash Receipts

Wednesday, March 11	Caseyville Village Hall	Instructor: Rick Holmes
Thursday, March 12	Cherry Valley Village Hall	Instructor: Gary Wojcik
Thursday, March 19	Forsyth Village Hall	Instructor: Gary Wojcik
Friday, March 27	Joliet Park District	Instructor: Kathy Wojcik

*\*April 2009\**

## Fiscal Year End Procedures

Thursday, April 16	Neoga City Hall	Instructor: Rick Holmes
Wednesday, April 22	Sycamore City Hall	Instructor: Gary Wojcik
Thursday, April 23	Collinsville City Hall	Instructor: Rick Holmes
Friday, April 24	Joliet Park District	Instructor: Gary Wojcik
Wednesday, April 29	Decatur Park District	Instructor: Rick Holmes

*DON'T FORGET TO VISIT [WWW.LOCIS.COM](http://WWW.LOCIS.COM) FOR REGISTRATION FORMS  
AVAILABLE ONE MONTH BEFORE CLASS DATE  
AND A PRINTABLE MAP FOR YOUR CLASS LOCATION*

# The Mail Bag



## LOCIS 6.0

## LOCIS 7.0

### General Ledger

**Question:** I was running unapplied cash (UUCP) and everything printed except the last page that shows the general ledger breakdown. There was a message that said general ledger was not updated. Why?

**Answer:** *There is a Control flag that needs to be set to Y (Yes) which is unapplied Auto G/L update. Yours was set to N (No) for NOT to update the general ledger.*

### Accounts Payable

**Question:** I think I've had a mental block. What is the code in Accounts Payable for entering a credit memo?

**Answer:** *In Invoice Entry (NEWIN), after entering the invoice number the next field is for the type of transaction. List type of transactions example CM, DM, BI, you are doing. You can use the dropdown arrow so you don't have to remember anything.*

**Question:** I was running Accounts Payable and after I printed the Cash Requirements Report (NJ), I discovered that I had entered a manual payment as a regular payment. How do I correct this mistake?

**Answer:** *What you need to do is: Run the Cash Req. Maint. (NJM) program and select option 1. CHANGE/DELETE CASH REQUIREMENTS, whereby you will delete the erroneously entered invoice. Now run the Manual Checks (NCM) program and enter the manual payment. Next re-run the Cash Requirement Report (NJ) and your report and payments will now be correct.*

### Utility Billing

**Question:** I moved a couple of services in my Utility Billing Cash Application Order (URCS) and then clicked on Rebuild. A message came up that said: This process will rebuild the cash application sequence. A major file will be rebuilt upon existing... Are you sure you want to do this? What should I do?

**Answer:** *First, make sure no one is processing anything in Utility Billing. Then you can click on the Rebuild button*

**Question:** Is there a way in the new 7.0 to find out what adjustments I've done in the past months?

**Answer:** *Yes. Go to Utility Billing dropdown, Lists and Reports, Periodic Adjustments Report (UALL). You can select a date range to print a list of adjustments that have been done.*

**Question:** Is there a report in 7.0 that I can find out a range of accounts that were estimated for only water? I would also like to see a bill date and amount of the bill. Do we have one?

**Answer:** *Yes. Under Utility Billing, List and Reports, Estimated Bills Listing (UEST). This report will list and isolate the accounts that have been estimated for the last number of bills you specify. You have the ability to choose account order or route order, one account or a range of accounts. You can only list the accounts in which a certain service is or was estimated.*