

LOCIS FOCUS

October 2009



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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21st Annual User Group Meeting

*Get educated on what the new release of LOCIS 7.0 has to offer. We will also discuss any changes to our existing services and support. There is **no fee** for attending our meeting. Please come and join us! If you have any questions, contact Kim at kim@locis.com.*

Welcome

To our
New Customer

South Palos Township
Sanitary District



AFTER HOURS SUPPORT

SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

THIS MONTH'S EVENTS

Oct 1 U/B & C/R Class Murphysboro
Oct 7 U/B & C/R Class Montgomery
Oct 8 U/B & C/R Class Caseyville
Oct 9 U/B & C/R Class Joliet
Oct 15 U/B & C/R Class Cherry Valley
Oct 6-8 H2O Expo-Kentucky
Oct 12-16 IML-Clerks Institute-Springfield
Oct 20 & 21 Illinois Rural Water Association Conference-Rockford

NEXT MONTH'S EVENTS

User Group Meetings

November 19 Bolingbrook, IL
November 20 Springfield, IL



Happy
Halloween

The Mail Bag

LOCIS 6.0 Accounts Payable

Question: Can I produce a report on the impact an individual vendor had on ALL funds in the General Ledger?

Answer: Yes. From the main accounts payable menu, select the Accounts Payable program (NHR) Distribution History Report and select the particular vendor and specify ALL funds.

Question: In Accounts Payable, when you have entered a void check multiple times, how can you just start over?

Answer: Go back under Accounts Payable and Void Check Entry. Type in the fund number and in Vendor ID, type *DEL*. A message will come up and ask you if you want to erase and start over.

Payroll

Question: I need to delete a deduction for one employee in the next payroll run, only. What can I do?

Answer: Type in Employee Master (PEMWIN) and go into the employee's master record. Left click on the button that says Deductions and double left click on the deduction you want to delete. Change the frequency code to a code that is NOT used in your system. The deduction will now be disabled (NOT deleted) until you change the frequency code back to its original code.

LOCIS 7.0 Utility Billing

Question: Where do I obtain the mailing labels for all accounts in Utility Billing?

Answer: Utility Billing dropdown, Setup, Account Master (UM). Go to the Master screen of an account and click on the magnifying glass; in the upper right hand corner is the picture of a label. Also, under Route Maintenance (URN) you can print labels by route order.

Question: I set up a new rate code in the rate setup; Service type/Penalty/Rate Setup (USST) as RESI and put in all the information needed. When I saved the rate it did not show in the display box. Why?

Answer: You used a four character rate code. The rate codes are made up of three characters.

Accounts Payable

Question: I was in accounts payable and entered a manual check. I saved and distributed the invoice and when the invoice screen came back, I clicked on Manual Check and the program said an invoice number was required. What did I miss?

Answer: You need to double click on the invoice you want to make a Manual Check first.