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6.0 and 7.0 Calendar Year End Review Classes

In the month of December, LOCIS will be hosting 5 review classes on Calendar Year End for 6.0 and 7.0. Deadlines for registration are 1 week prior to the class. Visit our website at www.locis.com and click on the Classes 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! Please remember there is a fee for all review classes.

| December 16 | Joliet Park District |
| December 17 | Murphysboro City Hall |

A F T E R   H O U R S

SUPPORT

Merry Christmas

Thank you for making our 21st Annual User Group a huge success.

Based on the wide acceptance of Locis 7 and all the future enhancement requests you have made it easy for us to make future changes to make the Locis software even better than it is presently.

It was great to get together with everyone and share ideas on the future of LOCIS Inc. and help shape the direction of the software for today, tomorrow and into the future.

UM (Liens, Permits and Assessments) and UAMC

In UAMC (Utility Billing Setup) you can rename the three Utility Maintenance fields that are normally called Liens, Permits and Assessments. This concept has been around for a couple years in Locis 6 and since the inception of Locis 7. Starting with the November update of Locis 7, a user can check a check-box next to those fields in UMAC to be notified during Receipts, Adjustments and Miscellaneous Charge Entry that the account being processed has one or more of those flags flipped. This concept could be useful to the operator at the counter or the operator doing adjustments that the account being processed has a lien on it or is on a special payment plan or is currently shutoff (depending on how these fields are named).

The Mail Bag

LOCIS 6.0 or 7.0 Utility Billing

LOCIS 7.0 Utility Billing

Question: **I set up a new account and when I calculated my bills, it did not calculate this one. Why?**

Answer: **You set the account number up with a 50 at the end. For an active account you myst have a 10 character number with two zero's at the end. If you have any number from 01 to 99, the computer considers this a closed account.**

Question: **Do I have to run penalties every month or can I skip a month?**

Answer: **That all depends on the municipality. The LOCIS software does not require you to penalize every period, but if you don't run the penalty process, no customer will be charged the penalty dollar amount. This may confuse the customers who paid late and paid the gross amount. The difference between net and gross, equal the penalty dollar amount and that amount will become a credit on the next bill.**

Question: **When I run my penalty bills, I always get confused on the dates to use in the calculation program. Could you explain them to me?**

Answer: **Service Dates-The From and To dates from your last bill run. Penalty Mail Date– Normally the Gross date from your last bill run. Payment Due Date– If you are not sending out a penalty bill, use the same date as the mail date. If you send out the bills, it is your choice of when the payment amount is due. You also have the option to: Don't penalize if the Penalty charge calculates to les than $_____. Also, Don't penalize if the customer's balance is less than $_____.**

General

Question: **I want to change my Username. Where do I go?**

Answer: **Under LOCIS, Change whatever your username is under 7.0. (LNAME) Shows the current name and new name. Change the username and left click on OK.**