

February 2010

# LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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## Sign Up Today

### 7.0 General Ledger and Accounts Payable

*In the month of February, LOCIS will be hosting three training classes on the General Ledger and Accounts Payable modules for LOCIS 7.0. Deadlines for registration are 1 week prior to the class. Visit our website at [www.locis.com](http://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.*

# Welcome

To our new Customer

New Lenox Fire Protection District

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## SUPPORT

### AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

### THIS MONTH'S EVENTS

7.0 G/L & A/P Classes  
February 5– Decatur Park District  
February 11-Joliet Park District  
February 16-18 IRWA Annual Conf.  
February 26– Collinsville

### NEXT MONTH'S EVENTS

7.0 U/B and Cash Receipts  
March 11– Caseyville  
March 12– Cherry Valley  
March 18– Forsyth  
March 25– Joliet Park District



www.locis.com

## Locis 7 Owner/Renter Billing...

A new feature of Locis 7 is Owner/Renter Billing. It allows you to send a full page laser bill to a group of accounts (Secondary properties) to one Account (Primary landlord). Under Utility Billing Setup menu the option exists to create your Primary/Secondary relationships. After establishing the relationships, you can optionally go into Account Maintenance and flag the Secondary Accounts to "Do Not Mail a Bill".

Options

*Owner/Renter Billing Setup* Close

Primary (Owner) Account:

Secondary (Renter) Account:

Add/Save  
Delete

Primary(Owner)	Secondary(Renter)
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Check the 'do not mail' box in UM for any account to bypass it when printing bills normally. After printing bills, run 'UMASPRNT' for these accounts.

That program will print a full page laser bill addressed to the Primary (Owner) accounts which have Secondary(Renter) accounts specified.

Favorite?

After your Normal Bill Printing you would select the Print the Owner/Renter bills off of the Regular Bills menu. A full page document will print with the balances and penalty amounts for the Primary Account Holder. This feature should only be used for Regular Bills and Bill Reprints (not Finals or Penalties).

*Owner/Renter Billing*

Top Caption:  Proceed

Account Caption:  Cancel

Bottom Message 1:

Bottom Message 2:

Setup Accounts

Use your own Letterhead  
 Print Gray Boxes

Favorite?

# The Mail Bag

## LOCIS 7.0

### Utility Billing Accounts Payable

**Question:** I need to run a report that gives me just the customer, address, city, state, zip, and phone number. Where can I find this report?

**Answer:** Under lists and reports you can run (UAL) U/B Account Listing. There are different formats you can choose from. Owner/Renter format, Services list format and/or account list format: (name order, active accounts, closed accounts, or inactive accounts). Pick all customers and then click print.

**Question:** I printed all my utility bills and started my register update and realized that the bills got stuck and half of the bills printed on top of each other. I said yes to "Did the register print correctly?" Is there a way I can reprint my bills?

**Answer:** In the 7.0 version of the code, the system automatically saves the information of every registered (updated) bill run, so you can go back into print bills and left click on the old updated bills button and then click the button labeled "proceed". Now a display window will appear and you can double click on the batch (date and type of bills) and click the button labeled reprint these bills.

**Question:** How can I get a list of specific vendors and specific dates of payment to those vendors?

**Answer:** There are two different programs you can run. (NHE) Invoice History List (Simple). This is a vendor lookup range, date range and option to send to Excel. By selecting the print button, a report will print for the vendors and dates identified. The report will show vendor, check date, check number, and G/L number.

The other report is (NHR) Invoice History List (Advanced). You have the option to select a report style: by G/L number-detailed, by vendor with no G/L information, by fund-used for the publication report, or by G/L number (detailed). Select vendor or vendor range, date range, fund range, department range, and G/L range (if report for G/L was chosen).

**Question:** Where do I go if I need to Void a check?

**Answer:** NI (Invoice Inquiry) a message comes up; would you like to run it now? Put in the Vendor ID, date range (start and end dates). Left click on the Display button, double click on the check you want to delete.