

March 2010

# LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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## 7.0 Utility Billing and Cash Receipts

### Utility Billing and Cash Receipts

*In March, LOCIS will be hosting four training classes on the Utility Billing and Cash Receipts modules. Deadlines for registration is one 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! We look forward to hearing from you!*

*March 11-Caseyville*

*March 12- Cherry Valley*

*March 18- Forsyth*

*March 25- Joliet Park 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 U/B and Cash Receipts

March 11- Caseyville

March 12- Cherry Valley

March 18- Forsyth

March 25- Joliet Park District

### NEXT MONTH'S EVENTS

7.0 Fiscal Year End

April 15- Decatur Park District

April 22- Collinsville

April 23- Joliet Park District

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To our new customer

Northfield Woods  
Sanitary District



## General Ledger.....

There have been several enhancements to the G/L with the release of 7.0  
 GTL – G/L Account Inquiry

Date	List #	Source	Ref	Description	Debit	Credit	G/L Number	Fiscal Yr	Fund
04/28/08	388	J-HUM		CLAIMS TRANSFER	605,391.54		01-00-11100	08	01
04/28/08	143	N-C/F	A/P RLN	PAYMENT AMOUNT		1281,752.79	01-00-11100	08	01
04/29/08	124	C-C/R	C/R RLN	CASH REG. POSTING	2,595.00		01-00-11100	08	01
04/29/08	135	C-C/R	C/R RLN	CASH REG. POSTING	8,940.00		01-00-11100	08	01
04/29/08	391	J-HUM		HOME RULE TRANS		85,257.87	01-00-11100	08	01
04/29/08	146	N-C/F	A/P RLN	PAYMENT AMOUNT		184,457.27	01-00-11100	08	01
04/30/08	136	C-C/R	C/R RLN	CASH REG. POSTING	7,704.50		01-00-11100	08	01
04/30/08	137	C-C/R	C/R RLN	CASH REG. POSTING	22,282.58		01-00-11100	08	01
04/30/08	393	J-HUM		APR BANK INTEREST	12,265.03		01-00-11100	08	01
04/30/08	394	J-HUM		AMREN	338,275.30		01-00-11100	08	01
04/30/08	396	J-HUM		STATE INCOME TAX	283,803.83		01-00-11100	08	01
05/01/08	138	C-C/R	C/R RLN	CASH REG. POSTING	425.00		01-00-11100	09	01
05/01/08	139	C-C/R	C/R RLN	CASH REG. POSTING	8,938.27		01-00-11100	09	01
05/01/08	147	N-C/F	A/P RLN	PAYMENT AMOUNT		462,617.36	01-00-11100	09	01
05/01/08	148	C-C/R	C/R RLN	CASH REG. POSTING	391.80		01-00-11100	09	01
05/02/08	141	C-C/R	C/R RLN	CASH REG. POSTING	1,866.85		01-00-11100	09	01
05/02/08	398	J-HUM		CLAIMS TRANSFER	106,572.96		01-00-11100	09	01
05/03/08	143	C-C/R	C/R RLN	CASH REG. POSTING	376,415.27		01-00-11100	09	01

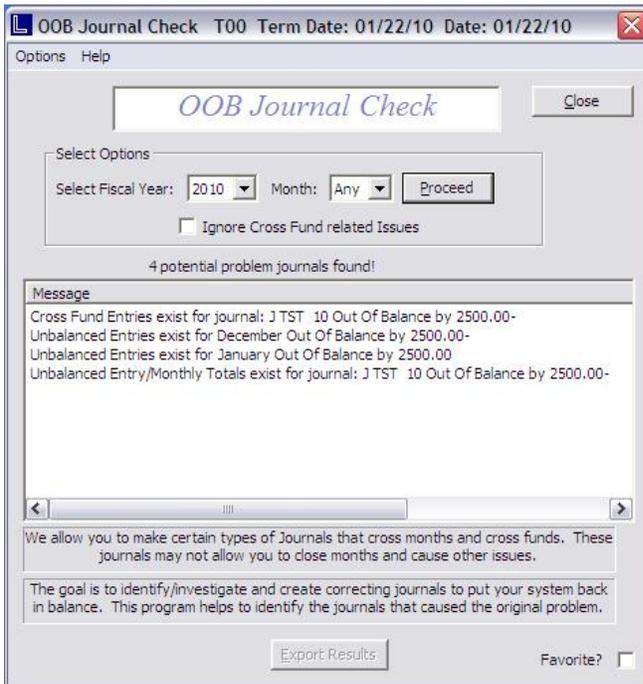
Starting Budget(04/08): 00      Starting Balance(04/08): 3285,226.21      Total Activity: -778,948.32  
 Ending Budget(12/08): 00      Ending Balance(12/08): 2506,276.89

With the new look of the screen, comes some great features. You can now display and print multiple months, including crossing fiscal years. The little ~~~ is separating fiscal year 08 from 09. There are several check boxes at the bottom right that allow you to remember the date range you put in (if this box is unchecked then the system will default to your fiscal year, generally May – current month) and allow you to see the actual debits and credits instead of the amount column with positive and negative numbers. The favorite check box has been there awhile. You now have the capability to show a range of account numbers and even do a partial (for example, if you check that box and put 00-111, then the system will show you all funds with accounts that end in 00-111). You can select source type, if you are researching utility adjustments, you can select that and only view adjustments that effected this account.  
 GARQ – G/L Fund Check

Fund	Debits	Credits	Change	Balance
21-SEWER OPERATION & MAINTENANCE				
Assets	167.97	.00	167.97	40,041,379.48
Liabilities	.00	.00	.00	611,889.01
Capital	.00	.00	.00	29,569,162.23
Revenue	.00	.00	.00	.00
Expense	.00	167.97	-167.97	-167.97
Gain/Loss	.00	.00	.00	.00
21 Dec 2009 Totals:	167.97	167.97		
21 Dec 2009 Gain/Loss:	167.97			
*** Grand Totals for Dec 2009***				
Assets	167.97	.00	167.97	81,573,152.01
Liabilities	.00	.00	.00	26,132,647.59
Capital	.00	.00	.00	54,614,298.95
Revenue	.00	.00	.00	.00
Expense	.00	167.97	-167.97	-167.97
Gain/Loss	.00	.00	.00	.00
Dec 2009 Totals:	167.97	167.97		
Dec 2009 Gain/Loss:	167.97			

This is a new function. It looks very similar to the GAR, is you selected fund totals only. It gives you a quick look at fund totals. There is a check box that you can report only funds with conditions, which will only produce results, if it finds funds that are out of balance. This is a great tool to quickly see if you have out of balance conditions. If you find OOB conditions, then using the next tools will help narrow it down.

### GCHECK – OOB Journal Check



This utility shows you any journals that appear to be out of balance. That could mean that you cross months or funds when you posted the journal. It could also mean there was an issue with an update not completing properly causing the OOB condition.

# The Mail Bag

## LOCIS 7.0

### General Ledger

**Question:** Where do I find the profit/loss statement for my auditors?

**Answer:** It is called an income statement and it is under general ledger- reports/inquiries.

**Question:** Do I have to wait for my audit adjustments before I can close my months?

**Answer:** No, you can go ahead and close your months just like normal. When you receive your audit adjustments, you will have to reopen your fiscal year end post the entries and rerun your GBS and GME. This will prevent someone from accidentally posting to a previous period while you wait for the adjustments.

**Question:** I was trying to close my month and got an out of balance error, why?

**Answer:** You forgot to run the GBS (balance sheet report), it runs the gain and loss report to balance.

### General

**Question:** Where can I setup my envelopes for printing?

**Answer:** It is under LOCIS menu-LOCIS setup-Envelope setup.

### Utility Billing

**Question:** I have a new account in Utility Billing that the handheld does not recognize and the system doesn't print them a bill. What is wrong?

**Answer:** The new account was set up with the numbers 50 at the end. The computer recognizes anything bigger than a 00 (zero/zero) at the end as a closed account and won't bill it.

**Question:** I have six utility billing accounts that the system wouldn't calculate. I did find out they were marked as inactive. I changed them to active but now I need to generate a bill. Since I've already done the monthly billing, what do I do now for them?

**Answer:** Go into utility billing bill calculation (UBC) and enter the first account to the same account number and click calculate. A message will come up that one account was calculated. Go back into the bill calculation and enter the next account number to the same account number and click calculate. The message box will come up again and say that two accounts were calculated. Continue with the rest of the accounts and then follow your normal billing procedure to complete the bill run.