

May 2010

# LOCIS



# FOCIS

**LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH**

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LOCIS SUPPORT

## 7.0 Payroll

*In the month of May, LOCIS will be hosting 3 training classes on the Payroll module for LOCIS 7.0. Deadline for registration is 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! We look forward to hearing from you!*

*Register Today!*

## 7.0 G/L & AP

*In the month of June LOCIS will be holding three training classes on the General Ledger and Accounts Payable modules for LOCIS 7.0. Deadline for registration is 1 week prior to the class.*

*Register Today!*

## New Unemployment Calculations

IDES is warning employers that the U.C. percentage may stop being a percentage in the 100's position (12.42 or 3.40) and it may start requiring percentages in the 1000's position (12.421 or 3.409).

PZP allows the entries of 99.9999 so we are covered by the new U/C rules. We are ready and capable. No update is required.

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

- 7.0 Payroll Classes
- May 6– Collinsville-Cancelled
- May 13– Forsyth
- May 14– Joliet Park District
- May 31-Office Closed– Memorial Day

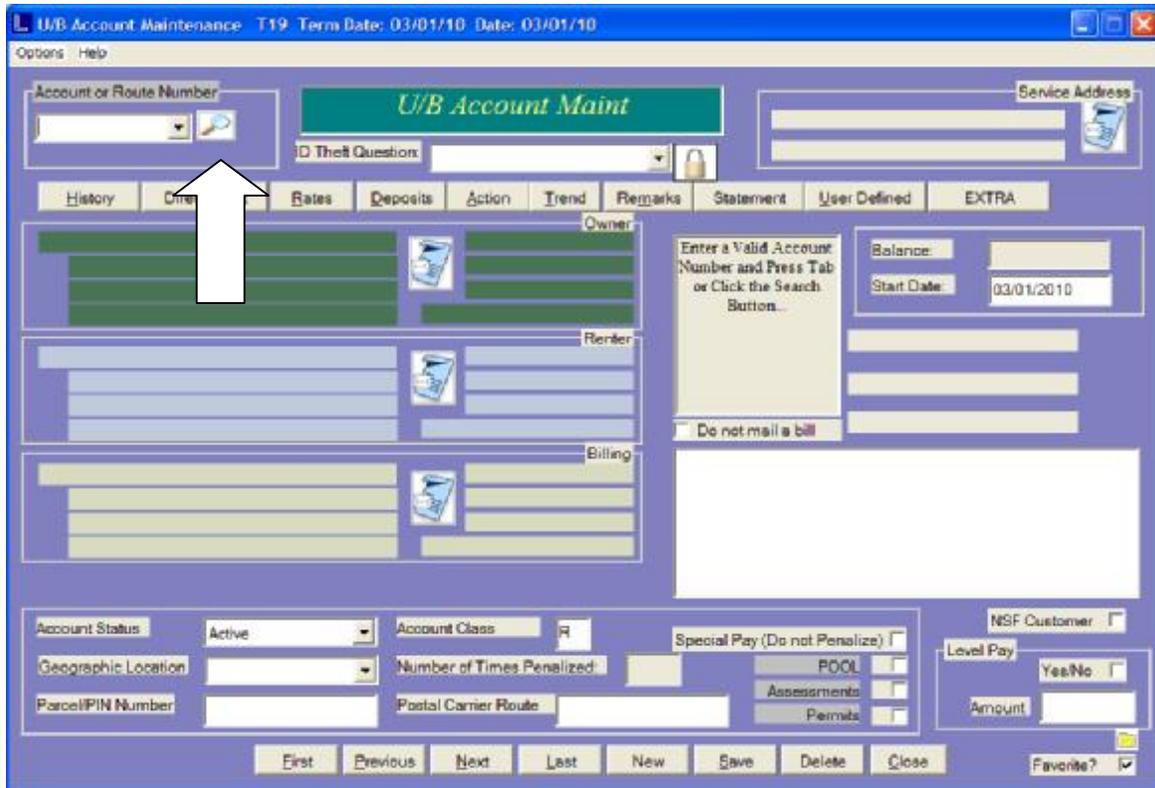
### NEXT MONTH'S EVENTS

- 7.0 G/L and A/P
- June 10-Collinsville
- June 24-Decatur Park District
- June 25-Joliet Park District

## Memorial Day May 31st



A new feature of LOCIS 7 is Label Print. This program will allow you to pick the accounts you want a label printed for. You can choose all accounts and delete the ones you don't want a label for or choose the one account you need a label for. An example is in the Utility Billing Account Maintenance. Click on the magnifying glass for a lookup.



The following screen will appear.

Left click on Account button and choose a "0" (zero) in the Lookup Value and then Display. All accounts will be displayed and you can pick and choose what accounts you want to print labels for.

The next screen to appear is a display box asking you the Question:

Active Accounts (if present) Yes or No

Closed Accounts (if present) Yes or No

Inactive Accounts (if present) Yes or No

Address the label in the same format the bills go out (Bill to, Renter then Owner).

Utility Account Inquiry

Lookup by:  Account #  Last Name  Meter #  Service Address  Address  Zip  Parcel  Other

Lookup Value:  0

Found 62 Accounts

Account Num	Look up value or Name	Address	Type	
0010000600	TERRY ROBERTS	870 SHERIDAN RD	Owner Balance	33.37
0010000600	SAMUEL SMITH	870 SHERIDAN RD	Renter Balance	33.37
0010000601	CELEBRATIONS	870 SHERIDAN RD	Owner Balance	.00
0010000601	GEORGE JOHNSON	112 S WEBER RD	Renter Balance	.00
0010000602	CELEBRATIONS	870 SHERIDAN RD	Owner Balance	.00
0010000602	TOM CARON	870 SHERIDAN RD	Renter Balance	.00
0010000603	CELEBRATIONS	870 SHERIDAN RD	Owner Balance:	.00
0010000603	CELEBRATIONS	870 SHERIDAN RD	Billing Balance:	.00
0010000603	SAMUEL SMITH	870 SHERIDAN RD	Renter Balance:	.00
0010000800	LINARI HARDWARE	858 SHERIDAN RD	Owner Balance:	1545.81
0010000800	SEGUIN'S FUNERAL HOME	858 SHERIDAN RD	Renter Balance:	1545.81
0010000801	LINARI HARDWARE	858 SHERIDAN RD	Owner Balance:	.00
0010000802	LINARI HARDWARE	858 SHERIDAN RD	Owner Balance:	.00
0010000802	SEGUIN'S FUNERAL HOME	858 SHERIDAN RD	Renter Balance:	.00
0010001000	SCHWARTZ & LARGO		Owner Balance:	141.63
0010001000	LA FRONTERA, INC.	830 SHERIDAN RD	Renter Balance:	141.63
0010001001	SCHWARTZ & LARGO		Owner Balance:	.00
0010001001	RALPH SCHWARTZ		Billing Balance:	.00
0010001001	MEXICO LINDO RESTAURA...	830 SHERIDAN RD	Renter Balance:	.00
0010001002	SCHWARTZ & LARGO		Owner Balance:	.00

Click the Column Headings to Sort the Columns    Click Send to Excel to export    Click Print to send to Printer

The final screen will allow you to pick what type of labels you want to print and how many.

Label Printing T19 Term Date: 03/03/10 Date: 03/03/10

Options Help

### Label Printing

ID	Name	Add 1	Add 2
0010000600	SAMUEL SMITH	870 SHERIDAN RD	JOLIET IL 60435
0010000800	SEGUIN'S FUNERAL HOME	858 SHERIDAN RD	HIGHWOOD IL 60040
0010001000	LA FRONTERA, INC.	830 SHERIDAN RD	HIGHWOOD IL 60040
0010001400	STRIP CENTER	P O BOX 334	HIGHWOOD IL 60040
0010001700	CLASSIC PROPERTIES	758 SHERIDAN RD	HIGHWOOD IL 60040
0010002000	CRAFTON MICHAEL	1234 W FIFTH STREET	ANYTOWN IL 60435
0010002200	740 SHERIDAN RD LTD	P O BOX 334	HIGHWOOD IL 60040
0010002400	LAEGELER PHARMACY	301 WAUKEGAN AV	HIGHWOOD IL 60040
0010002700	ORLANDO CERVANTES	305 WAUKEGAN AV	HIGHWOOD IL 60040
0010003000	HIGHWOOD MARKET	330 WAUKEGAN AV	HIGHWOOD IL 60040-5421
0010003300	FONTANA DI TREVI	307 WAUKEGAN AV	HIGHWOOD IL 60040
0010003400	G&G SPANISH AMER. GROCERY	311 WAUKEGAN AV	HIGHWOOD IL 60040
0010004000	DOMINIC PIACENZA	37 PLEASANT AV	HIGHWOOD IL 60040
0010005500	TED BARNES	120 W GERMAN ST	P.O. BOX 17
0010005600	CHARLES WILSON	150 N GLENWOOD RD	JOLIET IL 60435
0010005700	SUSAN DAVENPORT	100 E SOUTH AVE	JOLIET IL 60435
0010005800	SOMERSON THOMAS	2000 W MAINE STREET	JOLIET IL 60435-4074
0010005900	SMITH TERRI	145 S CLINTON ST	JOLIET IL 60444
0010006000	CONVERSE AMERICA	150 W JACKSON ST	GARYVILLE IL 60444
0010006100	MCREE JOANNA	450 WALNUT AVE	GARYVILLE IL 60444
0010009000	GREY RICHARD	344 N TIMBER AVE	GARYVILLE IL 60444

Include ID Column on label?    Top Offset?  (144 = 1 line down and -144 equals one line up)

This list is 100% sortable. Your labels will print in the order you sort them. Double Click a line to remove them from the label print run. Right Click a line to insert 'Filler' labels (so your label can print further down the page).

Favorite?

# The Mail Bag

## LOCIS 7.0

### Utility Billing

**Question:** I'm trying to write off a utility customer with multiple open dates. When I enter Adjustments Entry (UAE), do I have to adjust each bill?

**Answer:** No, in adjustments entry (UAE), you can make an unapplied adjustment to the current date for the total amount of the write-off and run unapplied cash process (UUCP) to have the credit distributed. Remember, when you enter the dollar/cents amount don't forget to type a minus sign. There is also a comment field for the adjustment.

**Question:** Someone, by mistake, entered/created a new utility billing account number UM...0000. I need to delete it. The status says closed, the balance on the account is zero and there is no history and no rates. What do I do?

**Answer:** Go into (UM) Utility Master and bring up that account #UM...0000. Click on the down arrow and change the status to active. As long as the balance is zero you can left click on the DELETE button.

### Other

**Question:** Where can I find the directions for Fiscal Year End process?

**Answer:** Go to our website [www.locis.com](http://www.locis.com) and go under the classes tab scroll all the way down and find FYE, where both Locis 6.0 and 7.0 are available.

**Question:** I want to set up new identity theft questions. Where do I go?

**Answer:** Go to the Main Menu screen, click on LOCIS, then Locis setup, then Identity theft challenge questions (LRED). Type in the question and Add/Save. If you want to delete a question double click on it and click on the delete button.

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

**Answer:** Go to the main menu screen, click on LOCIS, then on Change the screen colors (LCOLOR).

**Question:** Where is the Reminders Setup/Maintenance (ZMDR) in 7.0?

**Answer:** Go to the main menu screen, click LOCIS, then Locis Reminders Maintenance (ZMDR).