

June 2010

# LOCIS



# FOCIS

**LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH**

4000 W. Jefferson  
St. Joliet IL 60431  
Ph: (815) 744-0011  
Fax: (815) 744-8182

## 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.*

*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!*



**We are now offering an 'All-in-one' Star Thermal receipt /validator/ check endorser/ drawer opening printer.**

The endorsing of the check is up to 7 lines (30 characters each)...  
Here are the default lines that will appear on the back of the check...

'PAY TO THE ORDER OF'  
'FIRST BANK & TRUST COMPANY'  
'FOR DEPOSIT ONLY<XXXXXXX>'  
'VILLAGE OF ANYTOWN'  
'SEWER AND WATER REVENUE'  
'343434344'

**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 G/L and A/P

June 10-Collinsville  
June 24-Decatur Park District  
June 25-Joliet Park District

June 13-16 IMTA Conference

### **NEXT MONTH'S EVENTS**

July 5– Office Closed

7.0 U/B and Cash Receipts  
July 22-Caseyville  
July 30-Joliet Pak District

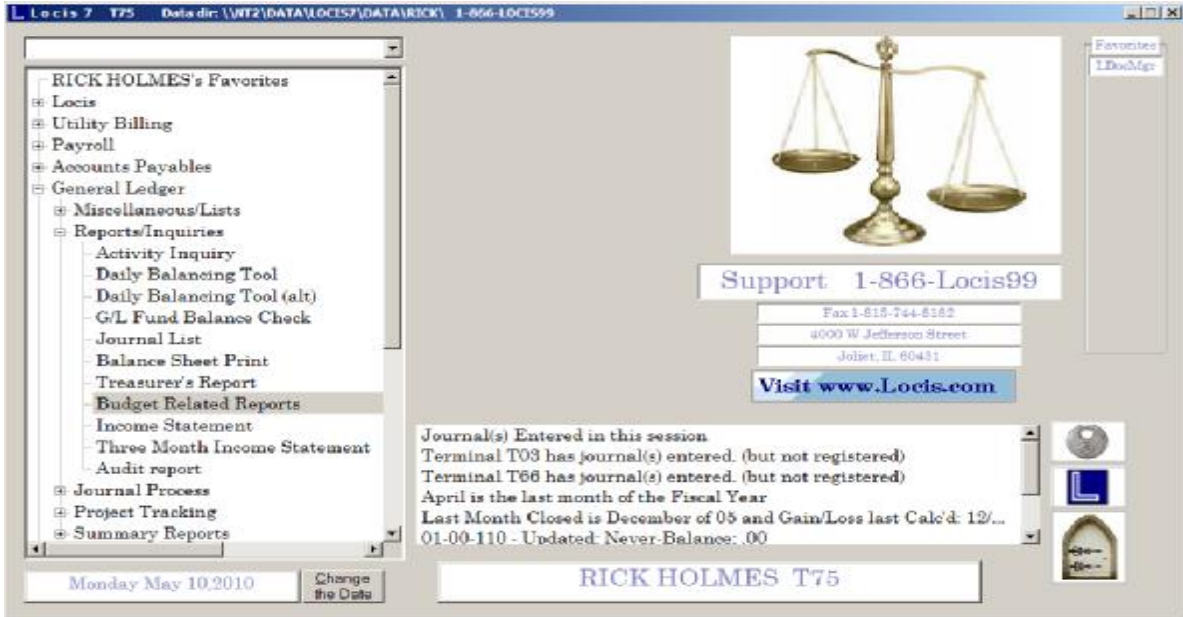
**Get Ready for Summer!**



www.locis.com

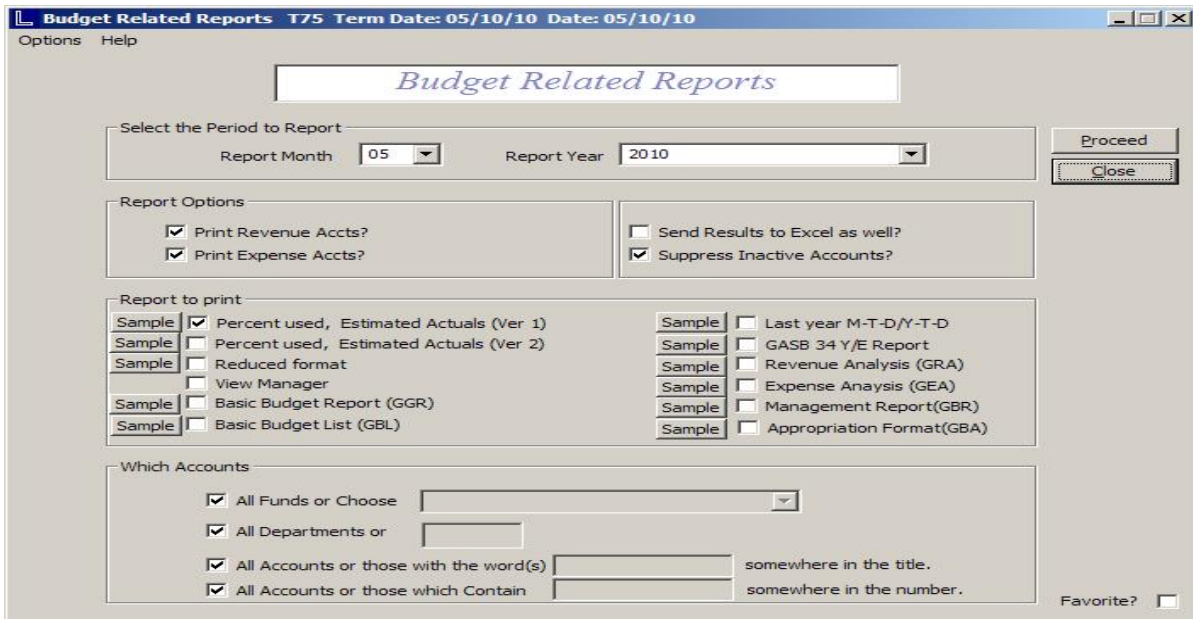
Budget reporting:

As of 04/01/10 – the budget reporting capability has been consolidated into one master screen. Under General Ledger, Reports/Inquiries, you will find GBC – now called Budget Related Reports



You now print your budget reports from this screen, including the old GBA, GBR, GGR, GRA, GBL, and GEA.

The check boxes allow you to easily still run those budget reports or you have options to run just revenue accounts, expense accounts, export to excel. You can break it down by single fund, department, or accounts by title or G/L number.



# The Mail Bag

## LOCIS 7.0

### Handheld Meter Read Interfaces

We have had many question on which interfaces work with LOCIS. So we have compiled a list of the currently installed interfaces. LOCIS can also customize an interface for any type of Hand Held Device based on system requirements.

#### **Third Party**

*Allegro*

*American Water*

*Badger*

*BOSON*

*Greentree*

*Hersey Meters*

*Hexagram*

*ITRON*

*Master Meter*

*Neptune*

*Northrop-Grumman*

*RADIX*

*Sensus*

#### **LOCIS (Manual Entry)**

*Psion Workabout*

*DATALOGIC*

*Other customized loading or posting from external file on 3rd party reading/billing import .*

### Accounts Payable

**Question:** When I do my Accounts Payable processing I am aware that all invoices for the same vendor are rolled up together and printed on a single check. My question is: If I entered three invoices for one vendor, could I print three separate checks for that single vendor?

**Answer:** Yes. Go into A/P Invoice Selection and after you select all of the invoices you chose to pay, then double click on the invoice you want as a separate check, go into the Group selection and chose for example "1". Go to the second invoice and double click, go to the Group selection and choose "2", for example, and so on. You can leave a blank field for the first group and then 1,2, etc. Now a separate check will be printed for each invoice.

**Question:** In the Accounts Payable System, how do I find unpaid invoices for any given vendor?

**Answer:** Run the A/P History Inquiry program. Enter the vendor ID that you want to review unpaid invoices for. Click the button titled UNPAID. Now click on the display button. The unpaid invoices for the vendor you selected will now be displayed in the LIST BOX.