LOCIS FOCIS

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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6.0 and 7.0 Calendar Year End Review Classes

In the month of December, LOCIS will be hosting 3 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 9	Collinsville City Hall
December 10	Joliet Park District
December 16	Decatur Park District

Happy Thanksgiving!

AFTER HOURS SUPPORT

AFTER-HOURS SUPPORT LINE
(815) 325 - 9241
Monday – Friday   5 PM – 9PM
Weekends & Holidays 9 AM – 5PM

THIS MONTH'S EVENTS
November 14-18– Illinois Municipal Treasurer's Institute
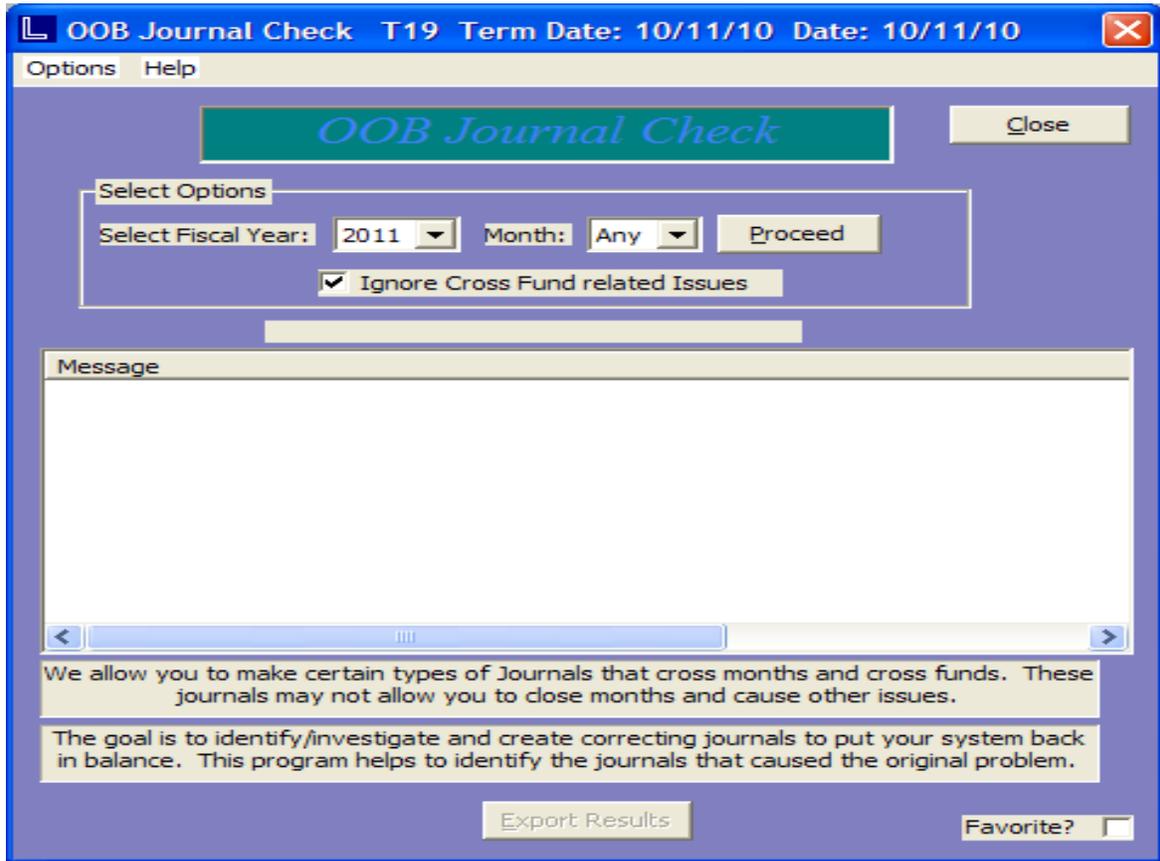November 25 & 26-Thanksgiving Holiday Office Closed

NEXT MONTH'S EVENTS
CYE Review Classes
December 9– Collinsville
December 10– JPD
December 16-DPD

December 24-Christmas Holiday-Office Closed
December 31– New Years Holiday-Office Closed

Out of balance Journal Check

This should help to quickly identify journals that caused problems.
The program will only be in LOCIS 7.0
The program will list all the journals that are potentially out of balance
 Debits/Credits not equal
 Not in Fund Balance. (Optional-because of Due to/Due From)
  Fund 01 (100.00)
  Fund 02 (20.00-)
  Fund 03 (80.00-)
 Cross months/periods.
 Invalid General Ledger Numbers in Journal
 Invalid Account type "ALCRE"
 It is based on Fiscal Years because journals can span different
months (but not years)]

Positive Pay

The Positive Pay concept involves…
 Cutting Locis Checks from Accounts Payables, Payroll or even Utility Billing Immediately sending a file containing the new check data to your bank.
 Your bank won't cash/respect any check from any vendor, employee or ne're do well off the street unless the check is in the 'Positive Pay' file you previously sent them.

Positive Pay is simply another bank security measure. We have supported Amcore bank for a couple years, we are now supporting Harris Bank.
One creates the file to send to the bank in Check Maintenance (CKMWIN).

E-mail Modules

E-mail Utility Billing module allows for e-mailing of utility bills to the owner, bill-to or even the renter.

E-mail Payroll module allows for e-mailing of payroll direct deposit notices to employees.

Also any report that could normally be printed to a printer can be e-mailed.

Please call for pricing.

The Mail Bag

LOCIS 7.0

Utility Billing

Question: **I ran a (UDL) Deposit listing for all outstanding deposits and some of the account deposits were not listed. Can you tell me why?**

Answer: When you go into account master (UM) and bring up the account, you need to click on the button DEPOSITS. The deposit was listed but the dollar amount was listed under applied amount instead of deposit amount. The computer recognized the deposit as refunded, not outstanding. Another reason would be the deposit was not marked as refundable.

Question: **We recently changed from printing our utility bills on card stock to printing four to a page laser bills. When we printed our bills on card stock, the card stock had the phrase "Return Service Requested" pre-printed on the stock. Is there any way to have this phrase printed on the four to a page laser bill?**

Answer: Yes, the printing is controlled by a flag setting in the system control record. Contact your LOCIS representative and he/she will help you set the flag.

A/P

Question: **I need to print my cash requirements (NJ) in vendor # order, how can I do this?**

Answer: When you are on the screen to print you can click on any column and sort by that criteria.

Question: **I am confused how to void an A/P check since we went to Locis 7.0.**

Answer: Go to the vendor maintenance screen and put in the vendor. Go to their history, find the check and double click a message will come up "Do you want to void this check?" say yes. Don't forget to update this void process.

CYE

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

Answer: Go to our website www.locis.com and click the tab for Classes once that page opens up, scroll down look for CYE, you have the option of either PDF or word. You can either print it or read it on the screen.