August 2011

LOCIS FOCIS

A SERVICE OF ILLINOIS MUNICIPAL LEAGUE

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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7.0 Payroll

During September, LOCIS will be hosting 3 training classes on the Payroll module for LOCIS 7.0. Deadline for registration is one 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!
Register Today!

Welcome

To our New Customer

Village of Kappa

AFTER HOURS SUPPORT

AFTER-HOURS SUPPORT LINE
(815) 325 - 9241
Monday – Friday   5 PM – 9PM
Weekends & Holidays 9 AM – 5PM
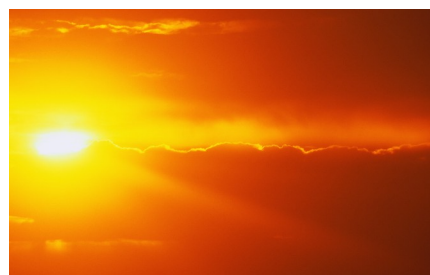
THIS MONTH'S EVENTS
No classes scheduled.

NEXT MONTH'S EVENTS

Sept 5– Labor Day– Office Closed
Sept 15-17– IML Conf– Chicago

Payroll Classes
Sept 21– Joliet Park District
Sept 23-Decatur Park District
        (Scovill)
Sept 30– Collinsville City Hall

Happy Summer!!

Software Modifications

Cash Receipts entry (CRP) now allows the reprinting of any unregistered sequence.

A button was renamed "Void/Reprint Receipts". This opens the "Cash Receipts Void/Reprint window". Double click on the desired sequence number click the button to "VOID" the receipt or "REPRINT" the receipt.

Module of the Month

LOCIS DIRECT DEBIT MODULE

Provides the ability to automatically debit a bank account or credit card for utility billing payment collection. Implemented as an add-on module to the Utility Billing module

PARTIAL LIST OF FEATURES INCLUDE:

- Allows the entry of either bank or credit card data
- Notifies operator when credit cards have expired
- Provides a total of direct charge billings
- Automatically changes the set amount due and the past due amount to zero
- Automatically creates electronic transfer files
- Penalty calculation and Shut off notice processes automatically bypasses active direct debit customers
- Final bill process automatically notifies operator of direct debit activity and prevents account from being closed
- Allows adjustments of bills that have not been submitted for collection to the bank or credit card.
- Applies adjustment amounts to current transfer files
- Generate letters and pre-notifications to the customer and to the bank to notify of enrollment in direct debit program
- Produce a list of customers participating in Direct Debit

Call For Pricing

The Mail Bag

Accounts Payable

Question: **Where do I void an Accounts Payable check?**
Answer: Go to the Vendor Maintenance screen call up the vendor for the check to vois and press the "History" tab. (The same screen may be reached through A/P History Inquiry by entering the vendor ID and pressing "Refresh List".) Double click on the check to void and a message will appear, "Do you want to void this check? Yes or No" Click yes and follow the prompts.
This can be secured on a per user basis if needed.

Question: **How can I get a listing of a specific vendor(s) and specific date(s) of payments to those vendors?**
Answer: There are two different reports you can run, both are under Accounts Payable, under Reports and Inquiries.
1. Invoice History List (Simple) (NHE). This report gives you the option of a vendor lookup range and a date lookup range. The report shows vendor, check date, check number, and G/L number.
2. Invoice History List (Advanced) (NHR) You have the option of four report styles, by G/L number (Summary), by vendor with no G/L information, by fund– used for the publication report, and by G/L number (detailed). Select the vendor range, date range, fund range, department range, and G/L range (if a report for

Utility Billing

Question: **I need to get a report of all accounts, including inactive, with their meter numbers. Where can I find this report?**
Answer: Go to Utility Billing, Regular bill process, under Analyze Readings choose, Meter Data List (UMTL). This report gives you all accounts, including inactive, if you choose, and their pertinent information. Service Address, Status, Service, Rate, Old and New read, Consumption, Route, and Meter Number. You have the options to print the list, send it to excel, print labels, or print envelopes.

Question: **My auditors want a list of Utility billing accounts, with just customer name, address, city, state, zip and phone number. Is there such a report?**
Answer: Yes, Under Utiltiy Billing, Lists and Reports, Account Master List (UAL). This report allows for different formats, for the one you need choose: Account list format, you can choose to have it print in name order, include active accounts, closed accounts, or inactive accounts. Choose the short list, check mark "include phone numbers". Check mark "List all Customers", and click Print.

To subscribe or unsubscribe to this newsletter please contact Kim@locis.com.