LOCIS·FOCIS

MONTHLY NEWSLETTER

June 2013

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Classes

We have suspended classes for the summer due to low enrollment based on a variety of conflicts (vacations, graduations, summer time events…), we are still offering on-site individual training. Please watch upcoming newsletters and the website for future class dates.

Summer

AFTER HOURS SUPPORT

AFTER-HOURS SUPPORT LINE
(815) 200-9110
Monday – Friday
5 PM – 9PM
Weekends & Holidays
9 AM – 5PM

THIS MONTH'S EVENTS
ILCMA June 12-14 Summer Conference, Eagle Ridge Galena

IMTA June 23-26 Springfield

NEXT MONTH'S EVENTS
July 4th—Office Closed

Welcome
Village of South Pekin

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MONTH END CLOSE

At the end of each month we recommend running a few processes. Included are the balance sheet program (GBS) which records any gain/loss to the fund balance, and the month end close (GME) which does two things. It confirms that all of your funds are in balance and free of any fund conditions and it will prevent anyone from backdating a transaction in the general ledger. Don't worry, you can always reopen a month and post an entry if it is absolutely necessary. Your organization will probably have audit adjustments, which is the perfect example. We still recommend closing each month going forward and then you can reopen your fiscal year end month to post the audit adjustments. Generally, the audits are not completed until months after the fiscal year end and that leaves you open to potential current month issues if someone accidentally back dates a transaction.

The Mail Bag

Utility Billing

Question: When I search for an account in the Account Master (UM) search box, my closed and inactive accounts don't show up, where did they go?

Answer: In the lower right corner of the Account Master (UM) screen there is a box that says active only, if that box is checked it will only give you active accounts, If you need the rest just uncheck the box and run the search again.

Payroll

Question: I have an employee that works in two different departments and get's two different rates of pay. Is there a way to do this without having to remember to change it?

Answer: Yes. In PEM, there is a rate button, this will allow you to assign a different rate of pay to an earnings code so you can have REG earnings code at $15.00 /hr. and then PRK at $12.00/hr.

General Ledger

Question: Is there an easy way to see if my funds are out of balance?

Answer: Yes, GARQ-G/L Fund Check. Choose the month you want and check the box to only report funds with conditions, click proceed. You will see it run through and if the screen remains blank, you don't have conditions, if the system finds any conditions it will list those on the screen.

If you have a question you would like answered, a suggestion for the newsletter, or useful information to share, please submit to clerical@locis.com.

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