



Municipal Software ~ A Division of Harris FUNDamentals by MSI

March '08



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QUOTE OF THE QUARTER...

“A dream becomes a goal when action is taken toward its achievement.”
~Bo Bennett

THE PARK DISTRICT USER GROUP MEETING...

The annual Park District User Group meeting will be held on Tuesday, March 18, 2008 from 8:45 a.m. until 12:00 p.m. at Burr Ridge Park District, 15W400 Harvester Drive in Burr Ridge, IL. The agenda for this meeting is as follows:

- ▶ The Attendance Enterprise System
- ▶ Report Navigator: Features & Templates Review
- ▶ The P-card Interface is Here!
- ▶ Planned Features for MSI's v 6.0 Release & Future Feature Discussion
- ▶ Runtimes and MSI v 5.0 Status Update
- ▶ Module Review: MSI General Ledger & Accounts Payable

Please note that there will be *no lunch* served at this year's meeting because the meeting ends at noon. A continental breakfast will be served during arrival from 8:45-9:15 a.m.

To register for the meeting, visit the "Whats New" page of our website at www.municipalsoftware.net and click on the "Register Today" button beneath the Park District User Group meeting information, or call us at (847) 362-2803, x109. We would be happy to assist you.

We would like to extend our thanks to all of our clients and prospects who have signed up to attend, as well as Burr Ridge Park District for hosting this meeting!

ILLINOIS SOUTH SUBURBAN USER GROUP (SSUG) MEETING...

The next meeting of the South Suburban User Group is scheduled for April 2nd, 2008. Details will follow shortly. If you would like to be added to the distribution list for this meeting, please e-mail us at jcummins@harriscomputer.com. We would be happy to assist you.

MSI's TRAINING CLASS SCHEDULE...

The following is the new schedule of Harris/MSI training classes:

CLASS	DATES OFFERED
MSI- Utility Billing	Wed, April 9, 2008 **Lunch provided** 9:00 am- 4:00 pm
Relativity with Excel	Wed, April 16, 2008 9:00 am- 1:00 pm
MSI- General Ledger	Wed, April 23, 2008 9:00 am- 1:00 pm
MSI- Human Resources	Wed, May 7, 2008 9:00 am- 1:00 pm
MSI- Building Permits & Inspections	Wed, May 14, 2008 9:00 am- 1:00 pm
MSI- Payroll	Wed, May 21, 2008 9:00 am- 1:00 pm
MSI- Accounts Payable	Wed, June 11, 2008 9:00 am- 1:00 pm
Relativity with Excel	Wed, June 18, 2008 9:00 am- 1:00 pm

Cost: \$199.00 for 1st attendee, \$99.00 per additional attendee for half day classes
\$249.00 for 1st attendee, \$149.00 per additional attendee for full day classes

or join us on-line for \$79 per person for a half day, or \$129 per person for a full day class.

Please RSVP no later than one week prior to the class date by calling Joanne Cummins at 847.362.2803, ext. 109, or via e-mail to jcummins@harriscomputer.com. Space is limited, so we encourage you to sign up early.

LOOK FOR HARRIS/MSI AT THESE CONFERENCES...

Harris / Municipal Software will be attending the following conferences:

- ▶ The Illinois Municipal League's (IML) 94th Annual Conference on October 18-21, 2007, at the Hilton Chicago Hotel.

If you will be attending this show, please be sure to stop by our booth. We look forward to seeing you there!

WEBINAR SCHEDULE...

Harris / Municipal Software will be offering monthly webinars to introduce you to products within the Harris / Municipal Software suite that may be beneficial in the day to day operations of your municipality or park district. The first webinar featured the MSI Report Navigator, and the second MSI's UB Direct Debit via Credit Card. Both webinars were well attended and generated an understanding of, and interest in, these powerful MSI products.

The schedule for our upcoming webinars is as follows:

- ▶ **iConnect**- Thurs, April 3, 2008 @ 10:00 a.m.

iConnect provides your property owners with secure, password-protected, browser-based Internet access to view their utility account balances and a two-year history of billing, penalties, payments, and usage data. In addition, your customers will have the option of receiving an electronic bill (e-Bill) instead of a conventional paper bill, and the option to pay that bill on-line over the Internet. The entire application is hosted on the Harris web-server and requires no additional hardware and/or operating system software.

- ▶ **Online Payments**- Wed, May 7, 2008 @ 10:00 a.m.

The 'Online Payments' option hosts Utility Billing account information, including balances and history, locally on your server. MSI creates an Auto Pay webpage within your municipality's website, using your existing web page format, allowing your customers to pay their utility bill on-line with a credit card. Your municipality may also elect to offer your customers the convenience of receiving an optional e-Bill (electronic bill) in concert with accepting on-line payments.

To sign up for either of these webinars, visit the Home Page of our website at www.municipalsoftware.net and click on the "Webinar Registration" link in the side bar on the left hand side of the page. We hope to see you there!

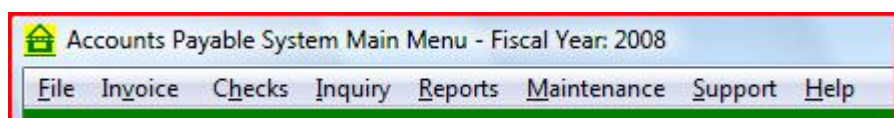
TECHNICAL TIP...

Keyboard shortcuts (courtesy of Julia Gabbard/MSI Support Analyst)....

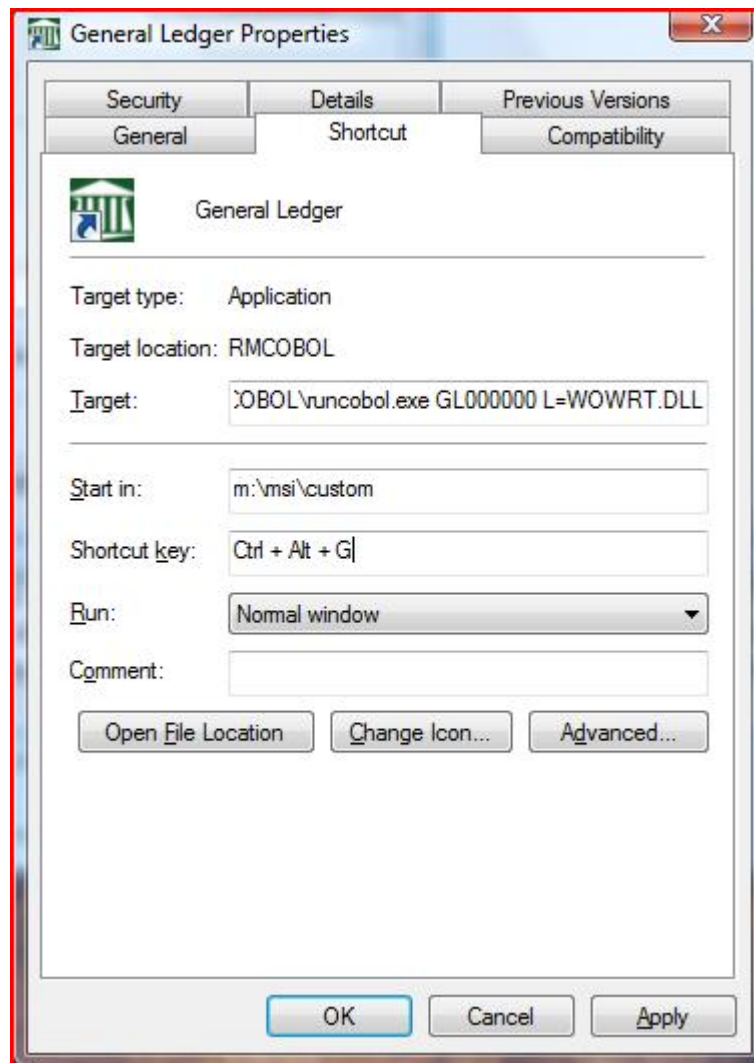
Hey, did you know that you can use your keyboard to perform some of the common tasks you'd use your mouse for? For instance, when your cursor is in a field that has a binocular lookup icon, you can press F4 on your keyboard to launch the lookup box, instead of reaching for your mouse to click on the binoculars.

Other keyboard shortcuts include:

- ▶ In Accounts Payable Invoice Entry, when your cursor is in the Description Field, press F4 and the previous description you keyed to the prior line of detail will populate into your new line.
- ▶ In Cash Register Receipts Entry, when you are concluding the transaction you can press F8 to Summarize and F9 for OK.
- ▶ From any of the System Main Menus, just press ALT and you'll see the menu options each underline a letter. While continuing to hold the ALT key, press the corresponding letter of the menu you'd like to select (like ALT+v for the Invoice menu).



Want a quicker way to launch your MSI Applications? Just go to your MSI Applications folder and right-click on one of the icons that launches the program and choose Properties. In the Properties dialog box, navigate to the “Shortcut” tab and click your mouse into the “Shortcut key:” field. Then simply press the keystrokes you’d like to use to open the program. In the example below, when I press CTRL+ALT+G the General Ledger program will open automatically.



Thanks Julia!

CONTACT HARRIS / MSI...

Harris/Municipal Software’s vision statement is “Customer Service, On-time Performance, and Focus”. To that end, we are fully committed to serving our customers’ needs. Our ability to provide local support is important to our success *and* yours.

Please feel free to contact us at any time with your questions. We may be reached via e-mail at support@municipalsoftware.net or by phone at 847.362.2803, and press #2 for support. We would be happy to assist you.



"Software for Life"

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