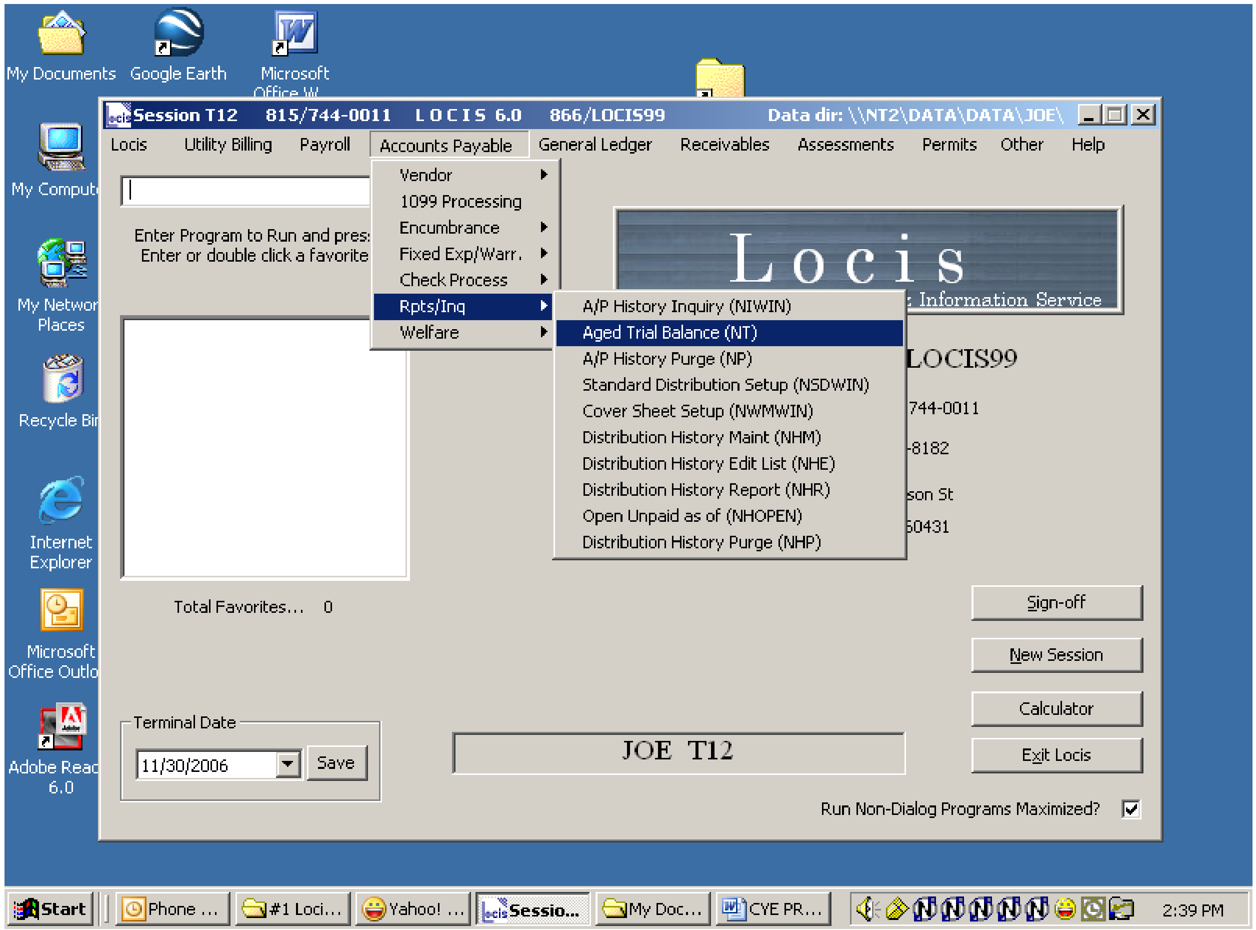
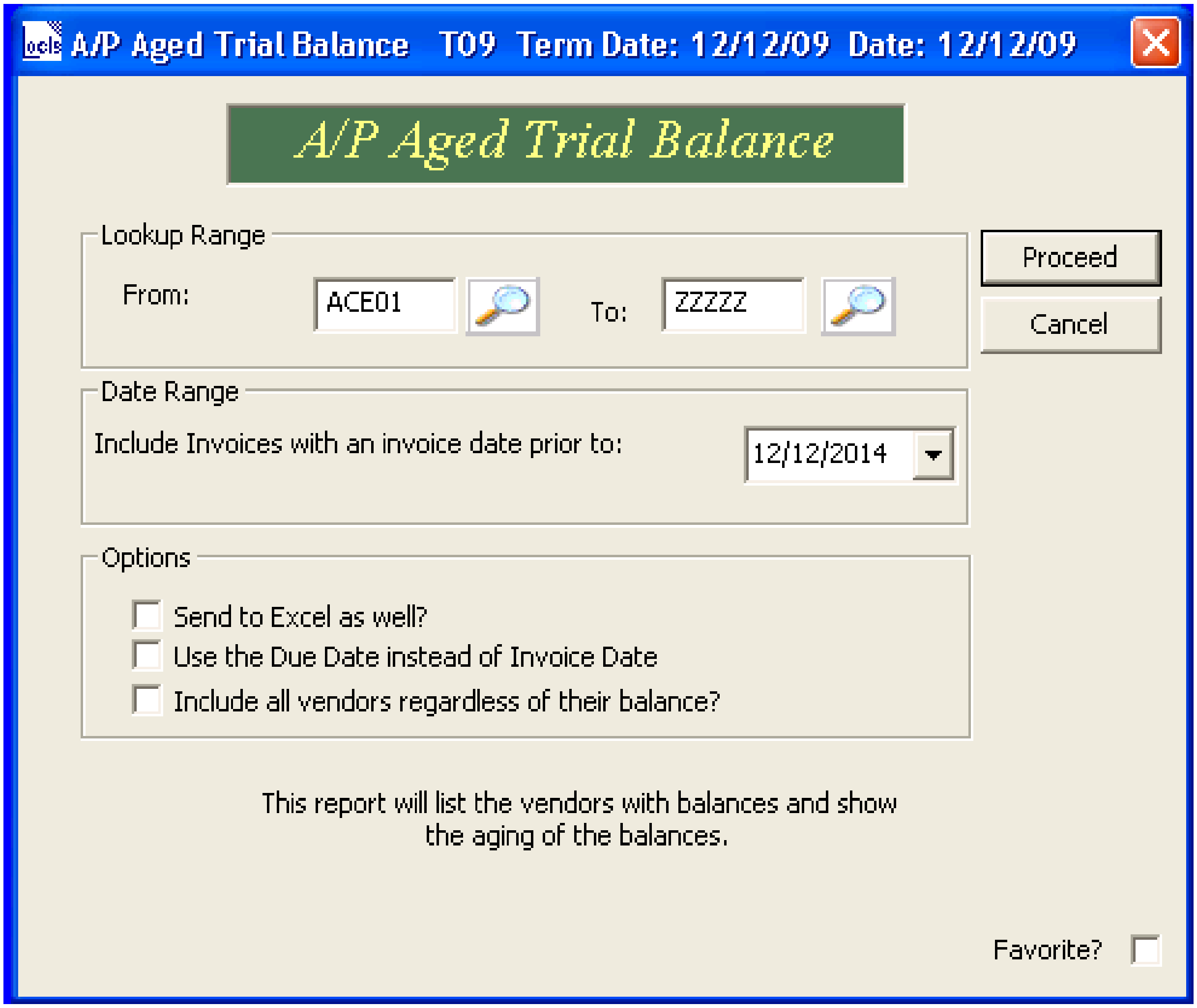
LOCIS
6.0
CALENDAR
YEAR-END
PROCEDURES

2010


Session T12 815/744-0011 LOCIS 6.0 866/LOCIS99 Data dir: \\NT2\DATA\DATA\JOE\
Locis
Utility Billing
Payroll
Accounts Payable
General Ledger
Receivables
Assessments
Permits
Other
Help
Vendor
1099 Processing
Encumbrance
Fixed Exp/Warr.
Check Process
Rpts/Inq
Welfare
A/P History Inquiry (NIWIN)
Aged Trial Balance (NT)
A/P History Purge (NP)
Standard Distribution Setup (NSDWIN)
Cover Sheet Setup (NWMWIN)
Distribution History Maint (NHM)
Distribution History Edit List (NHE)
Distribution History Report (NHR)
Open Unpaid as of (NHOPEN)
Distribution History Purge (NHP)
Total Favorites... 0
Terminal Date
11/30/2006
Save
JOE T12
Sign-off
New Session
Calculator
Exit Locis
Run Non-Dialog Programs Maximized?
2:39 PM

<u>NT – Aged Trial Balance</u><u>:</u> To print a list of vendors with unpaid invoices (Critical).



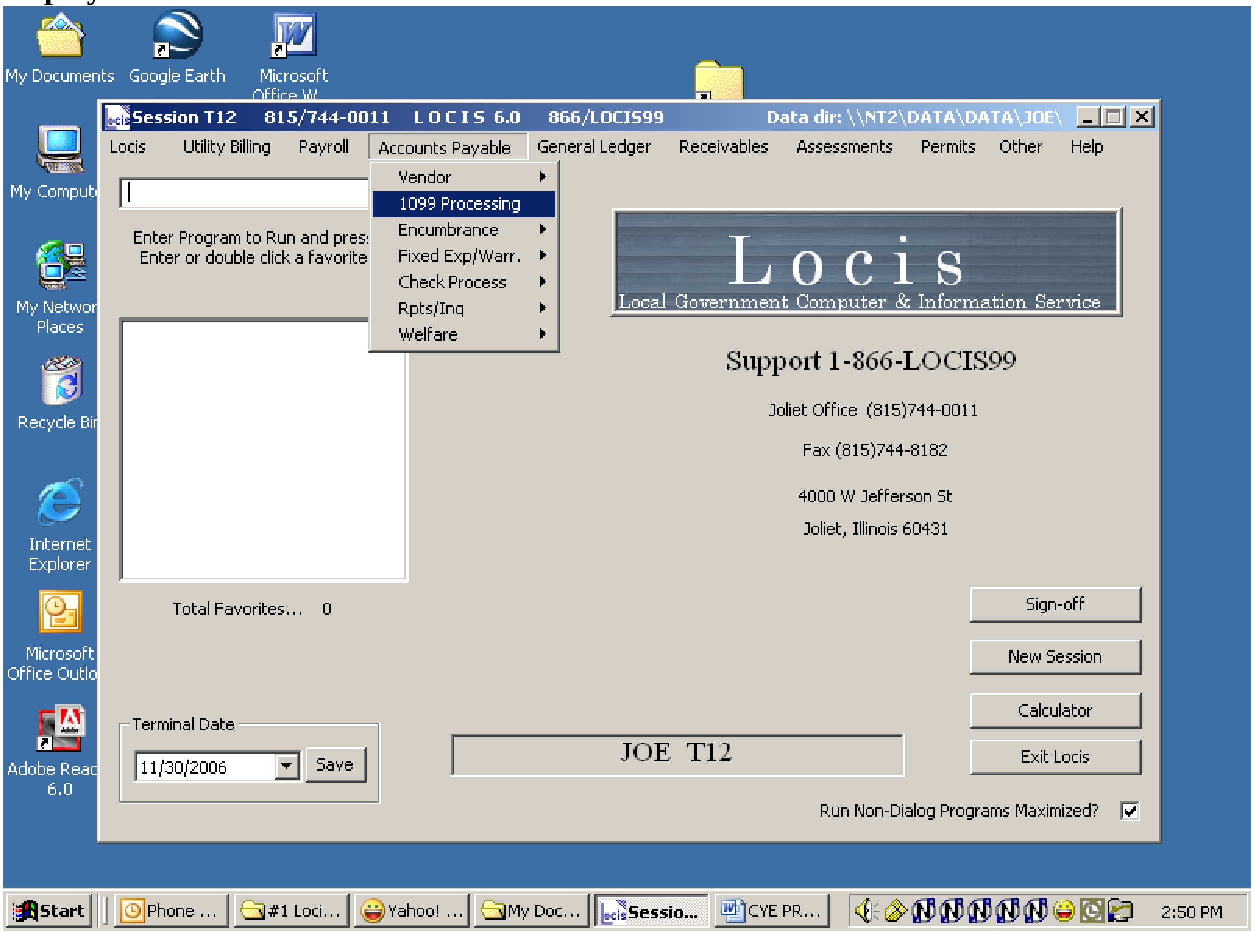
Select "Vendor range", "select date range".

Select "Send to Excel as well"

Select "Use the Due Data instead of Invoice Date"

Select "Include all vendors regardless of their balance"

Display: ACCOUNTS PAYABLE MENU

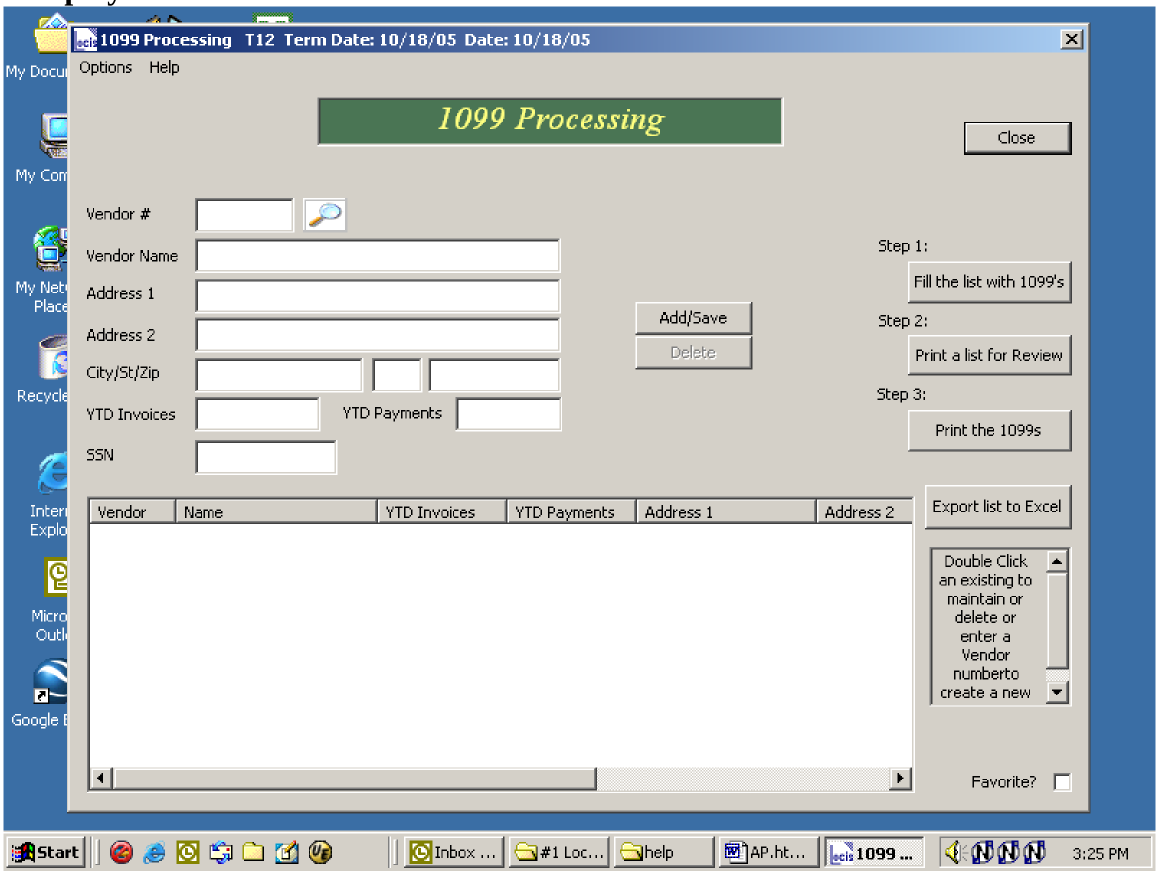


1099 Processing is generally performed at the end of the calendar year. A vendor who will require a 1099 form from a municipality must have this noted in their Vendor Master record along with a Tax Identification or Social Security Number. The minimum YTD (Year-to-Date) purchase amount for the generation of a 1099 form is $600.00. There are no 1099 forms generated for vendors whose total purchases are less than this amount regardless of the value of the 1099 flag in their master records.

The following procedures are used to create 1099 information and allow the user to verify and print accurate 1099 forms. 1099 information may be generated and modified as many times as necessary.

To begin 1099 processing go to the Accounts Payable Menu and click on 1099 PROCESSING. The following display will now appear:

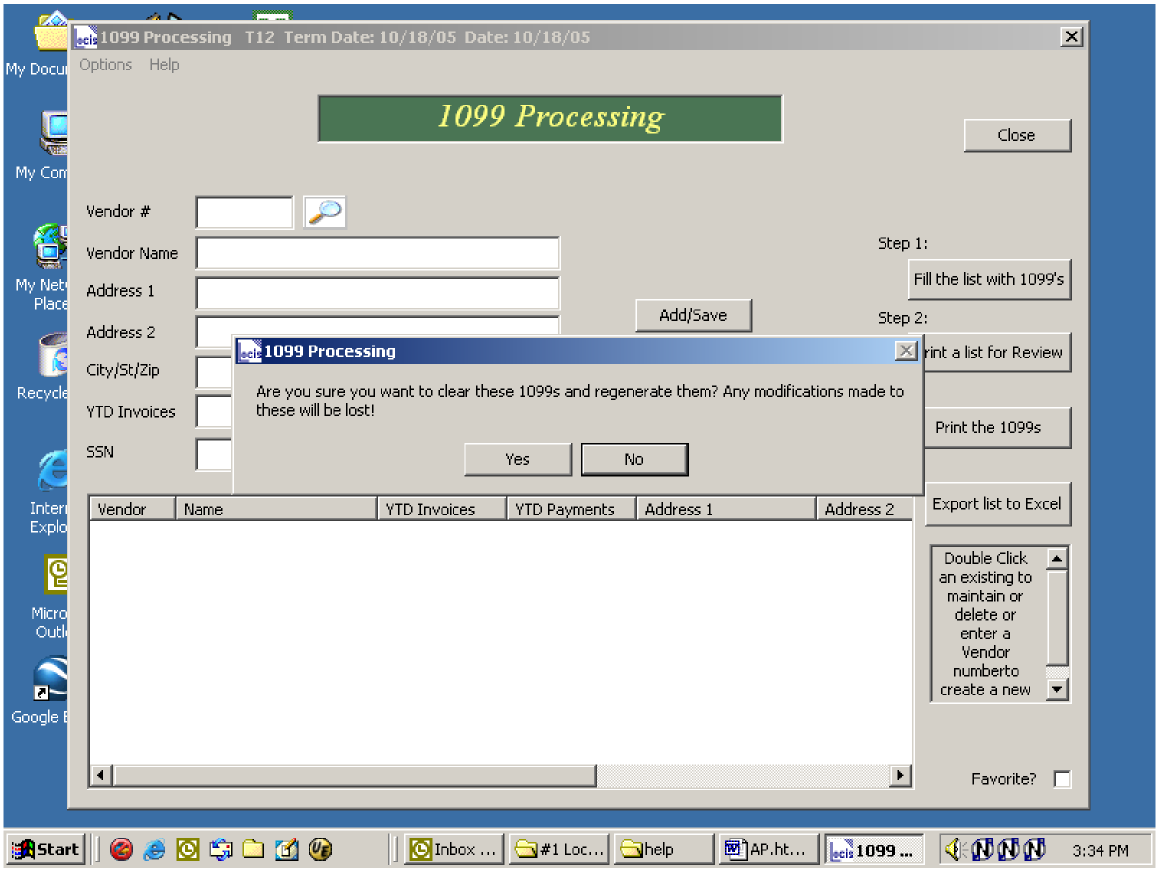
Display: 1099 PROCESSING



Prompt: Step1: FILL THE LIST WITH 1099's

When you click on this button the following message will appear:

Display: 1099 PROCESSING

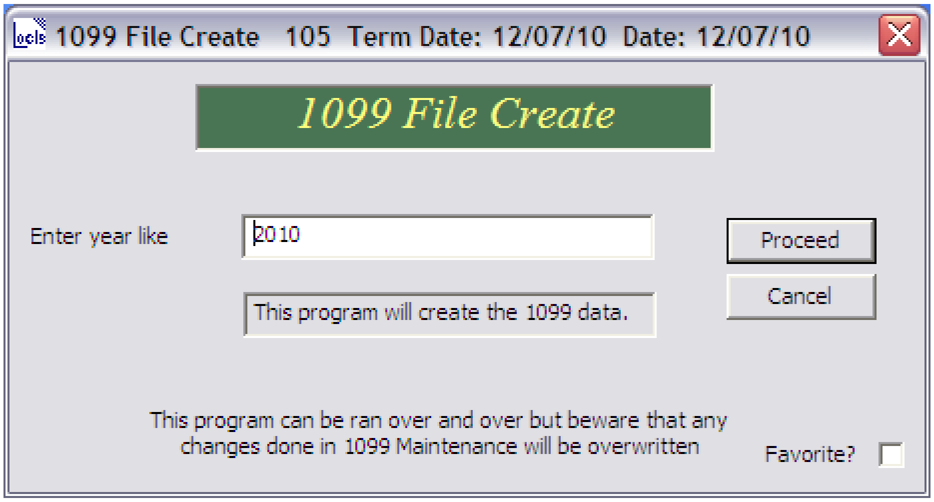


Prompt: Are you sure you want to clear these 1099's and regenerate them? Any modifications made to these will be lost!

The first time you enter this program and get this prompt, you will click on the YES button. This will cause the program to fill the list box with originally created 1099's. Should you have modified any of your originally created 1099's and re-enter this program, and click on the YES button, the program will fill the list box anew with originally created 1099's and therefore, wipe out any modifications you may have performed on your originally created 1099's. Thus, the reason for this prompt.

After responding to the above prompt the following display will appear:

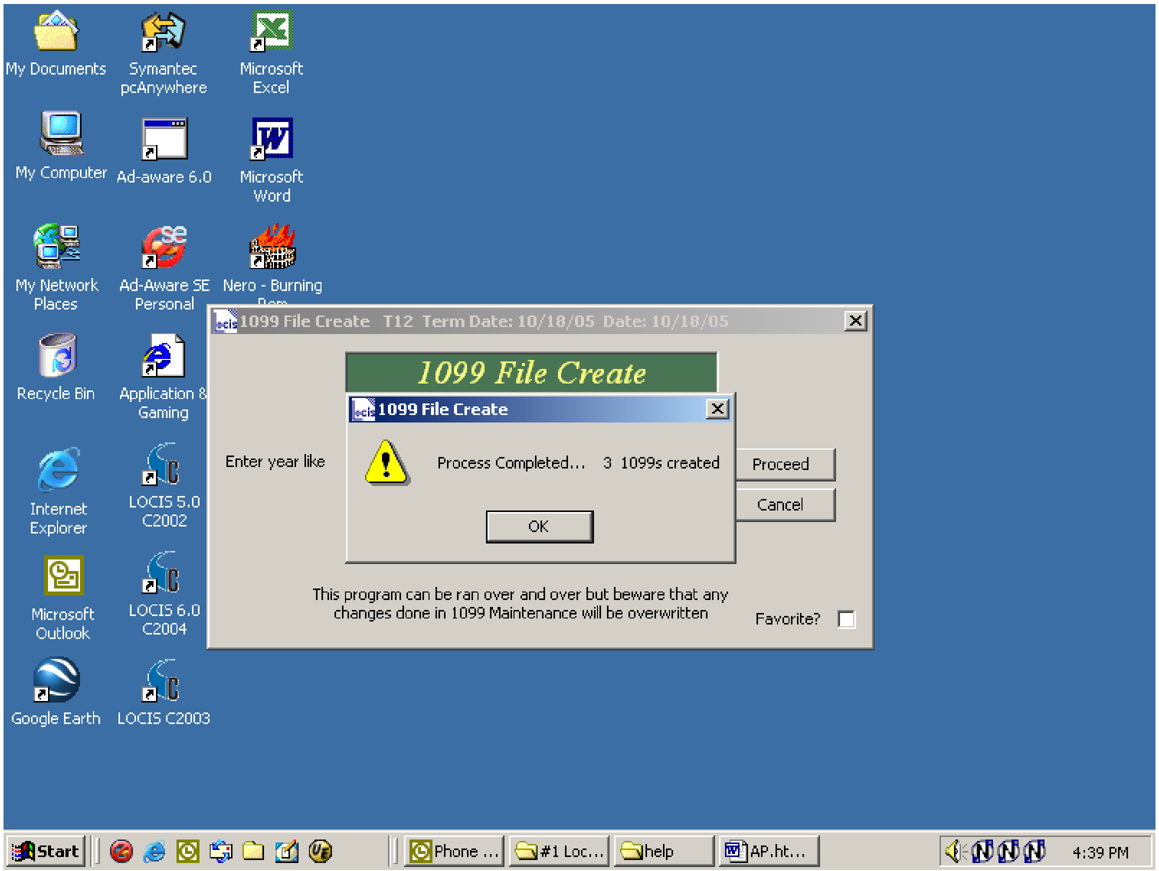
Display: 1099 FILE CREATE



Prompt: ENTER YEAR LIKE

To create 1099's for the Calendar Year 2010, enter 2010, and then click on the PROCEED button. A display similar to the following will appear:

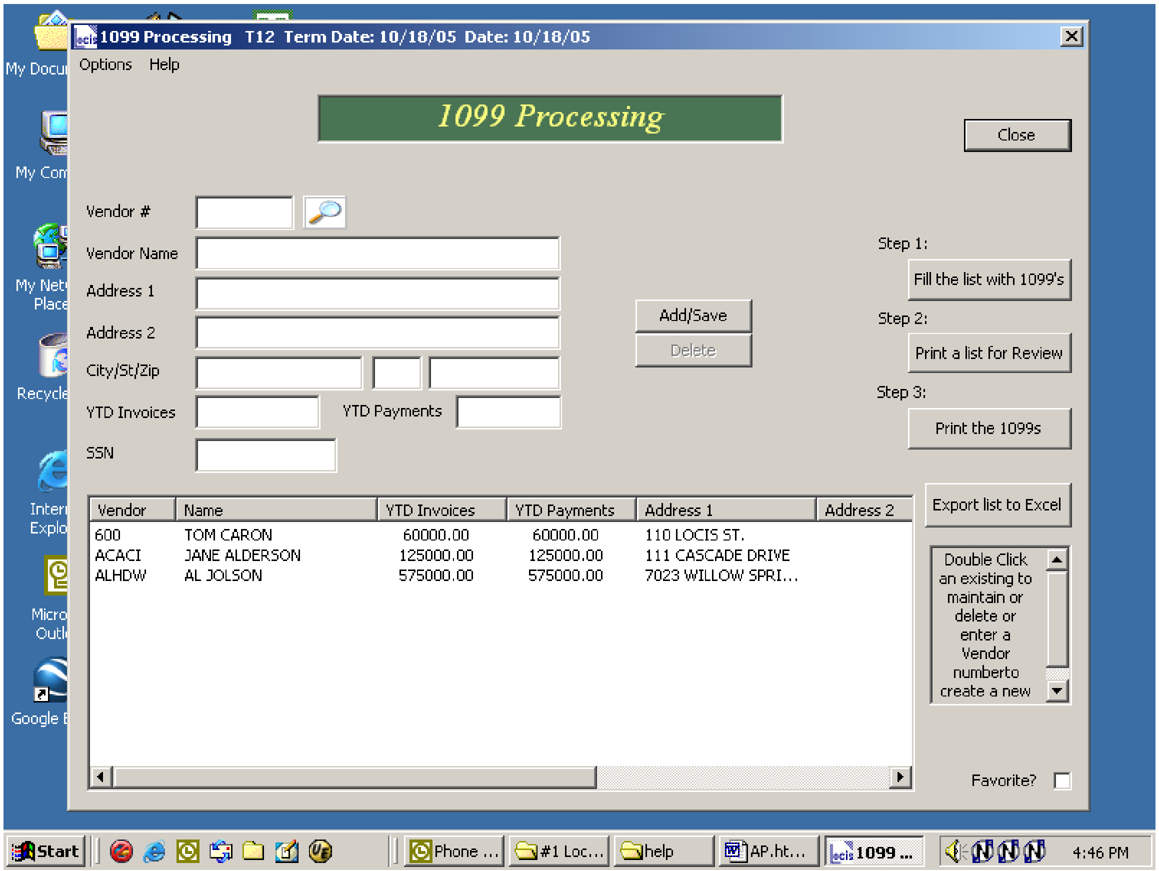
Display: 1099 FILE CREATE



Prompt: OK

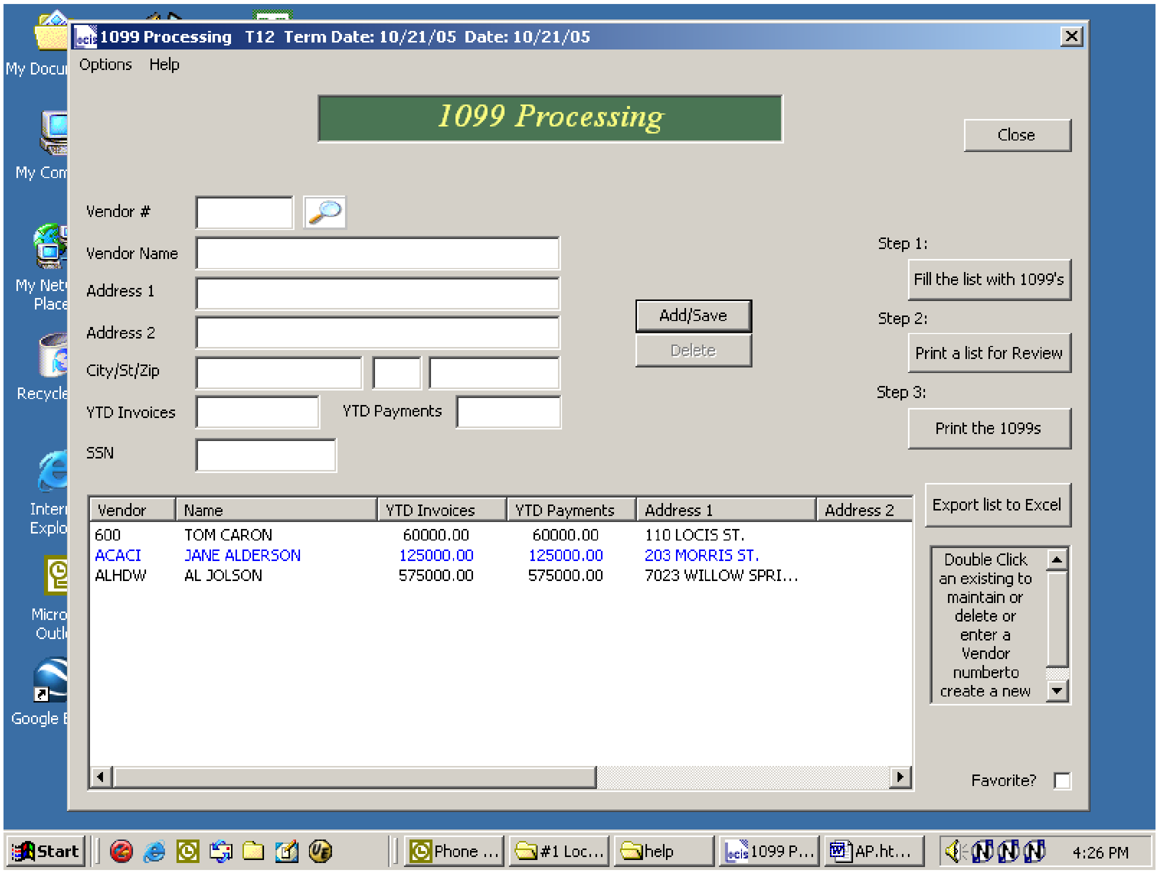
Click on the OK button. A display similar to the following will now appear:

Display: 1099 PROCESSING



At this point you can manually create (add), delete, or modify 1099's. When manually creating (adding) 1099's, you can: (1) Manually create (add) them for vendors who currently exist in the vendor master file, but whose 1099 flag was not set to Y. (2) Manually create (add) them for vendors who do not exist in the vendor master file. If you do this, you may want to go into the program VMWIN (Vendor Maintenance), after you have finished 1099 processing, and create the vendor master record as this process will not create it for you, and you may also want to record the payment to the vendor in the Accounts Payable system.

Display: 1099 PROCESSING

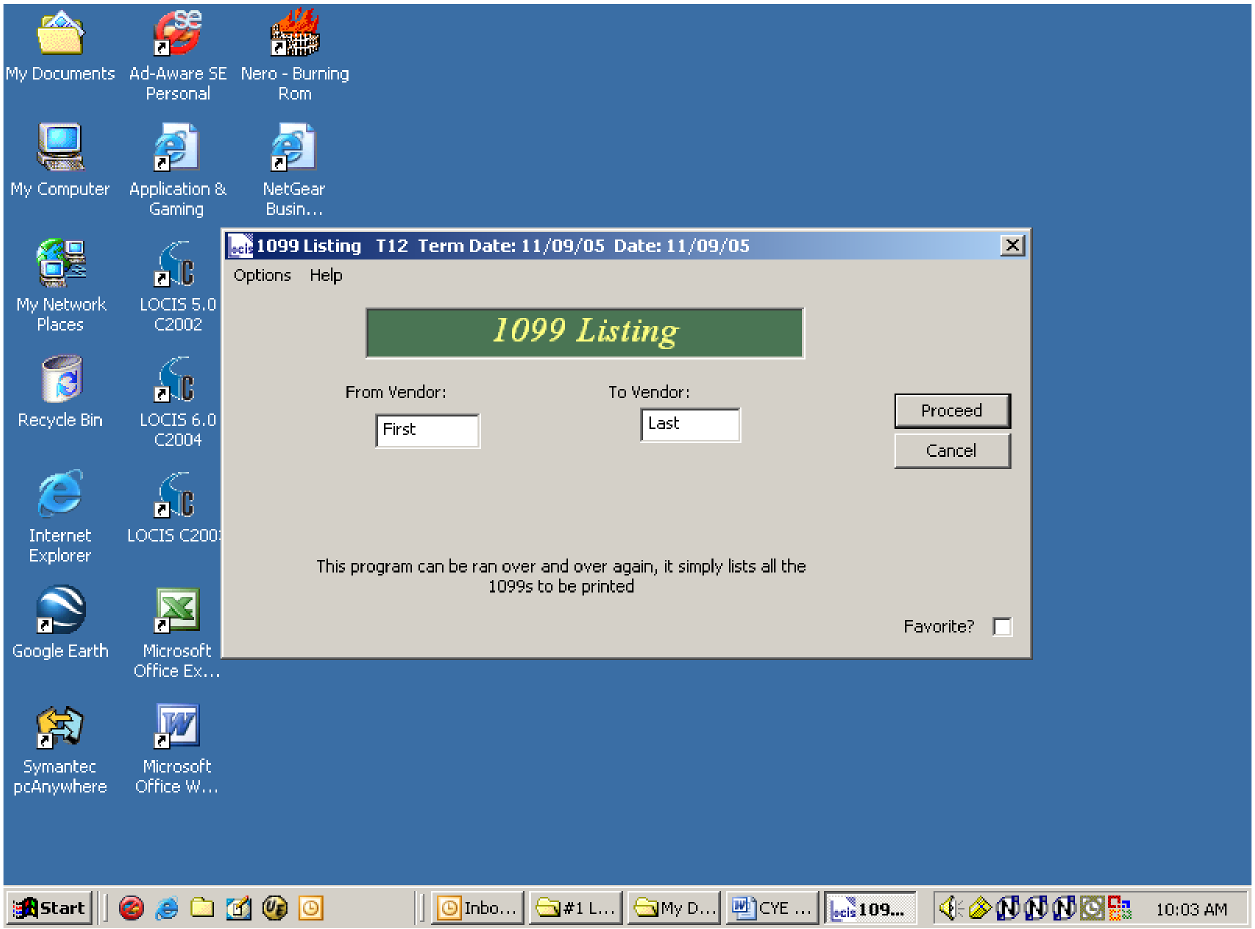


Prompt: Step 2: PRINT A LIST FOR REVIEW

Click on this button to print a list of your 1099's. (To export the list to Excel, click on the EXPORT LIST TO EXCEL button).

After you click on this button the following display will appear:

Display: 1099 LISTING



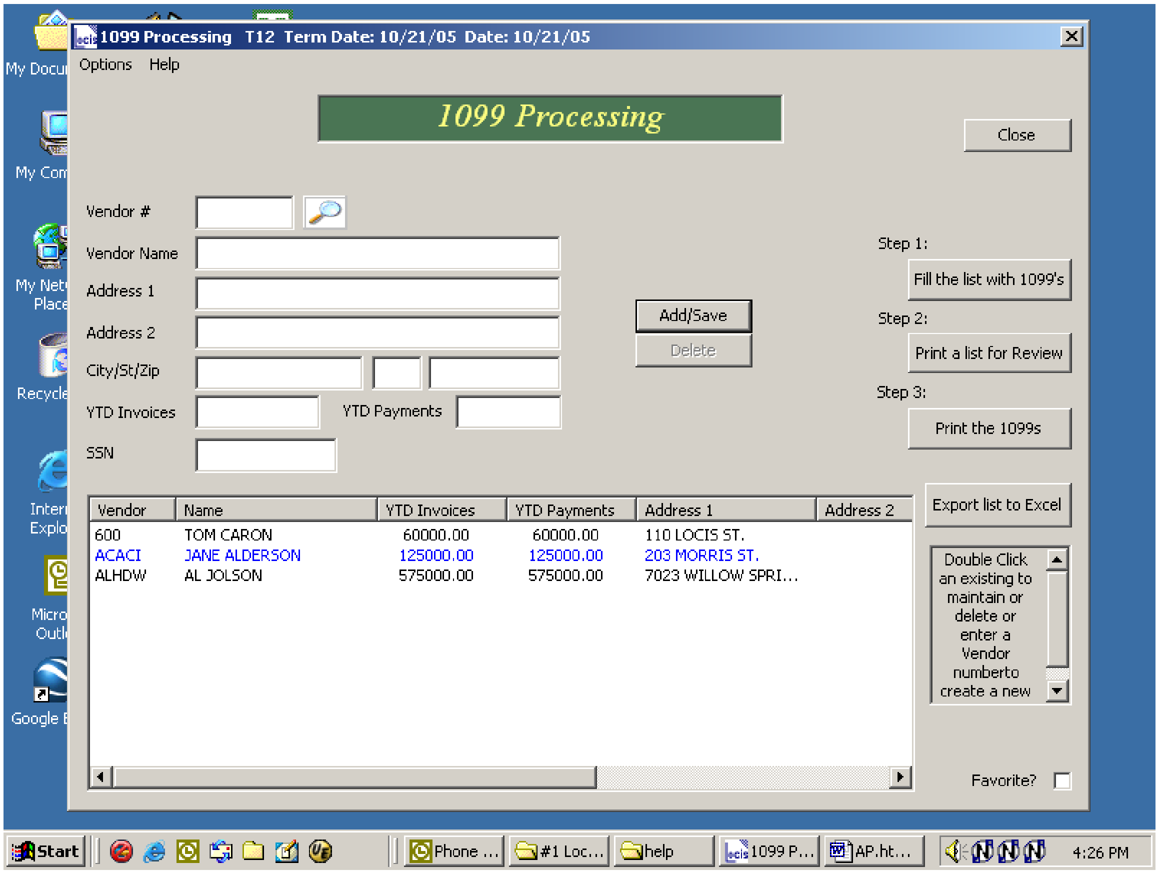
At this point the program is automatically set to print a listing of all 1099's. To print the complete listing, click on the PROCEED button.

If you want to print a listing that would contain a single 1099, enter that 1099's vendor I.D. into the FROM VENDOR and TO VENDOR boxes, click on the PROCEED button.

If you want to print a listing that would contain a range of 1099's, enter the starting 1099's vendor I.D. into the FROM VENDOR box and enter the ending 1099's vendor I.D. into the TO VENDOR box, click on the PROCEED button.

Upon completion of printing the 1099 listing, the program will return to the Main screen.

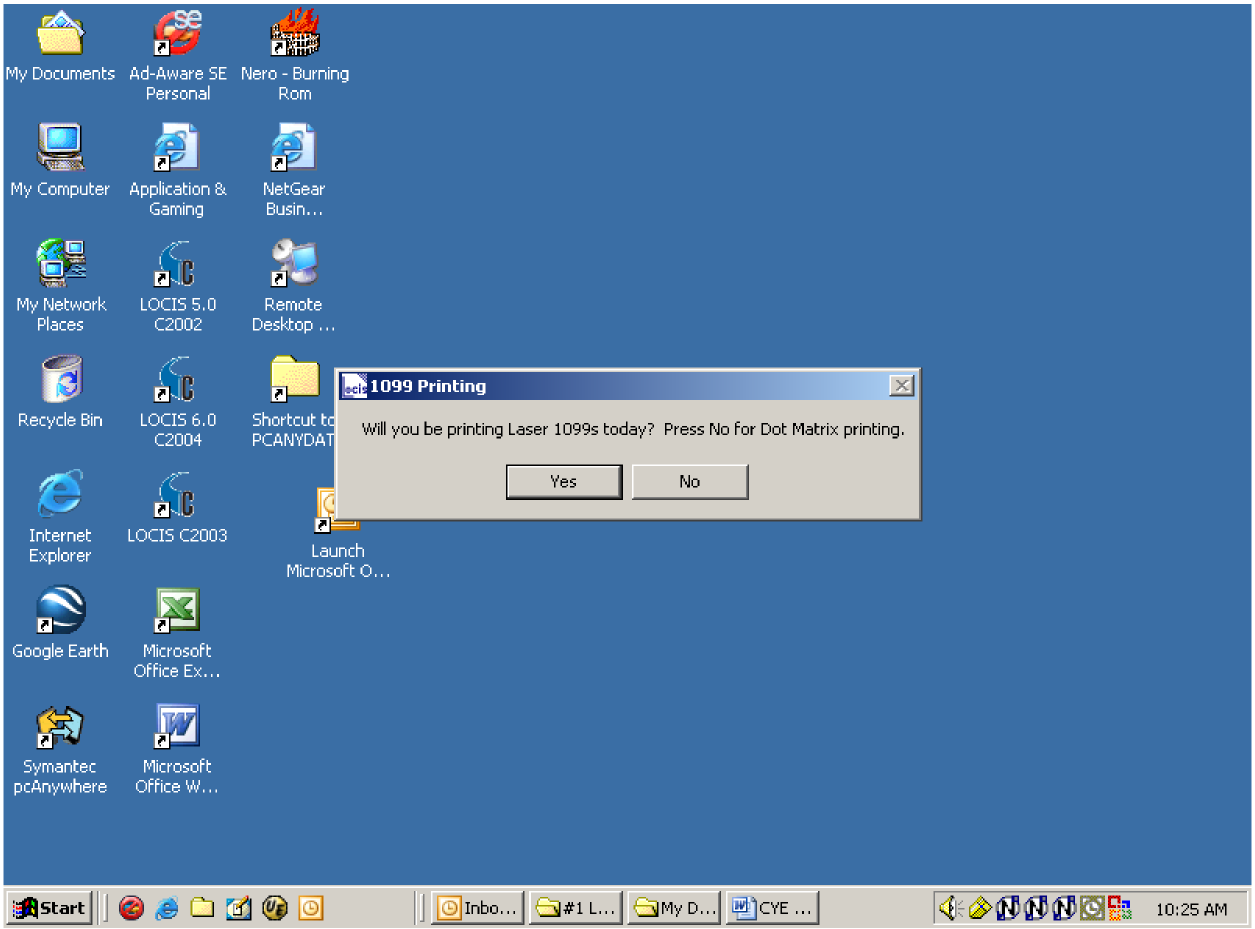
Display: 1099 PROCESSING



Prompt: Step 3: PRINT THE 1099's

Click on this button to print the 1099's.

Display: 1099 PRINTING

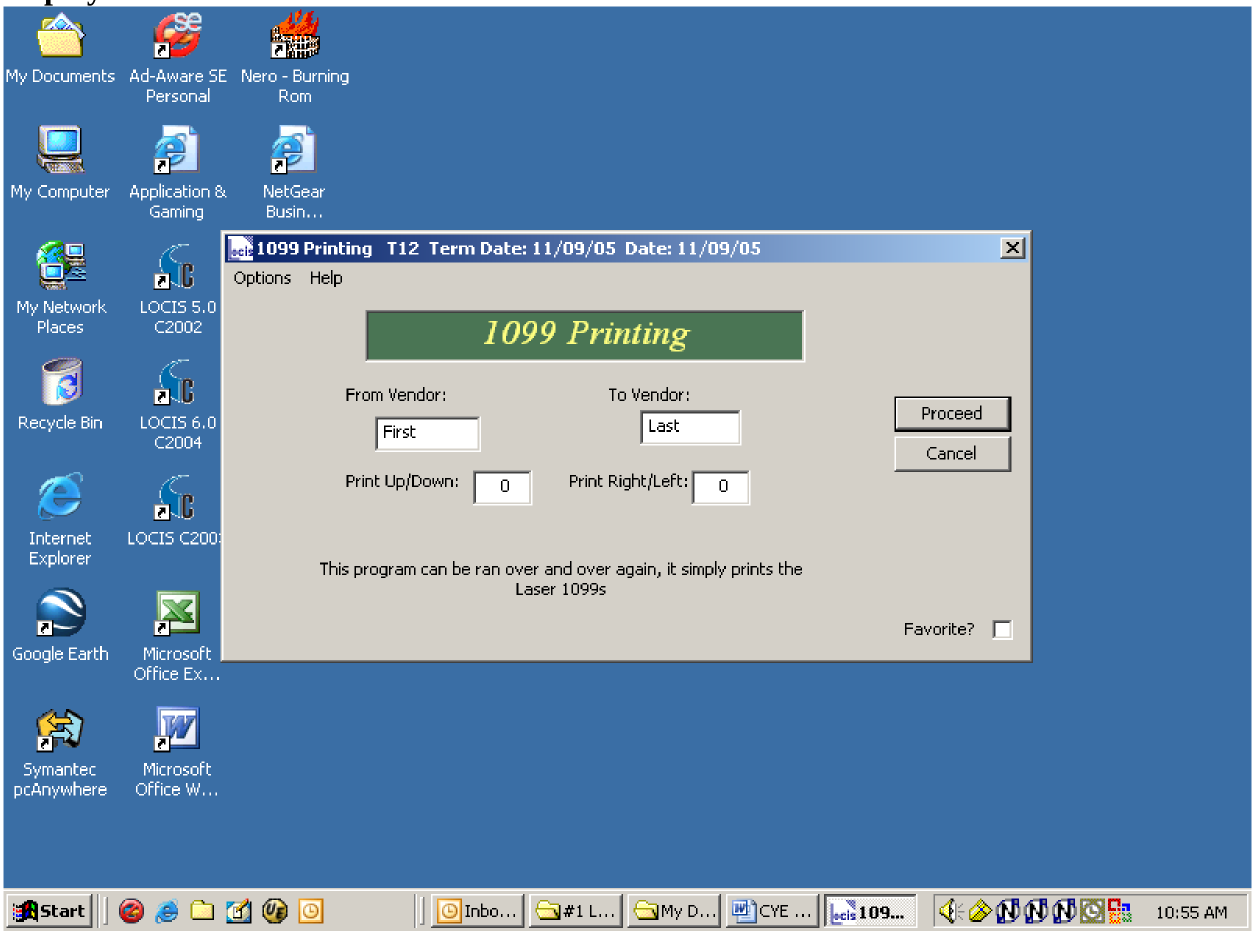


Prompt: WILL YOU BE PRINTING LASER 1099's TODAY? PRESS NO FOR DOT MATRIX PRINTING.

To print your 1099's on a dot matrix printer, click on the NO button and proceed to the section below titled PRINTING 1099's ON A DOT MATRIX PRINTER.

To print your 1099's on a laser printer, click on the YES button. The following display will now appear:

Display: 1099 PRINTING



At this point the program is automatically set to print all of your 1099's.

If you want to print a 1099 for a single vendor, enter that 1099's vendor I.D. into the FROM VENDOR and TO VENDOR boxes.

If you want to print a range of 1099's, enter the starting 1099's vendor I.D. into the FROM VENDOR box and enter the ending 1099's vendor I.D. into the TO VENDOR box.

At this point you can now adjust the up/down and/or left/right printing on the 1099 laser form only. If you do not need to adjust the printing on the 1099 laser form, click on the PROCEED button to print the 1099's.

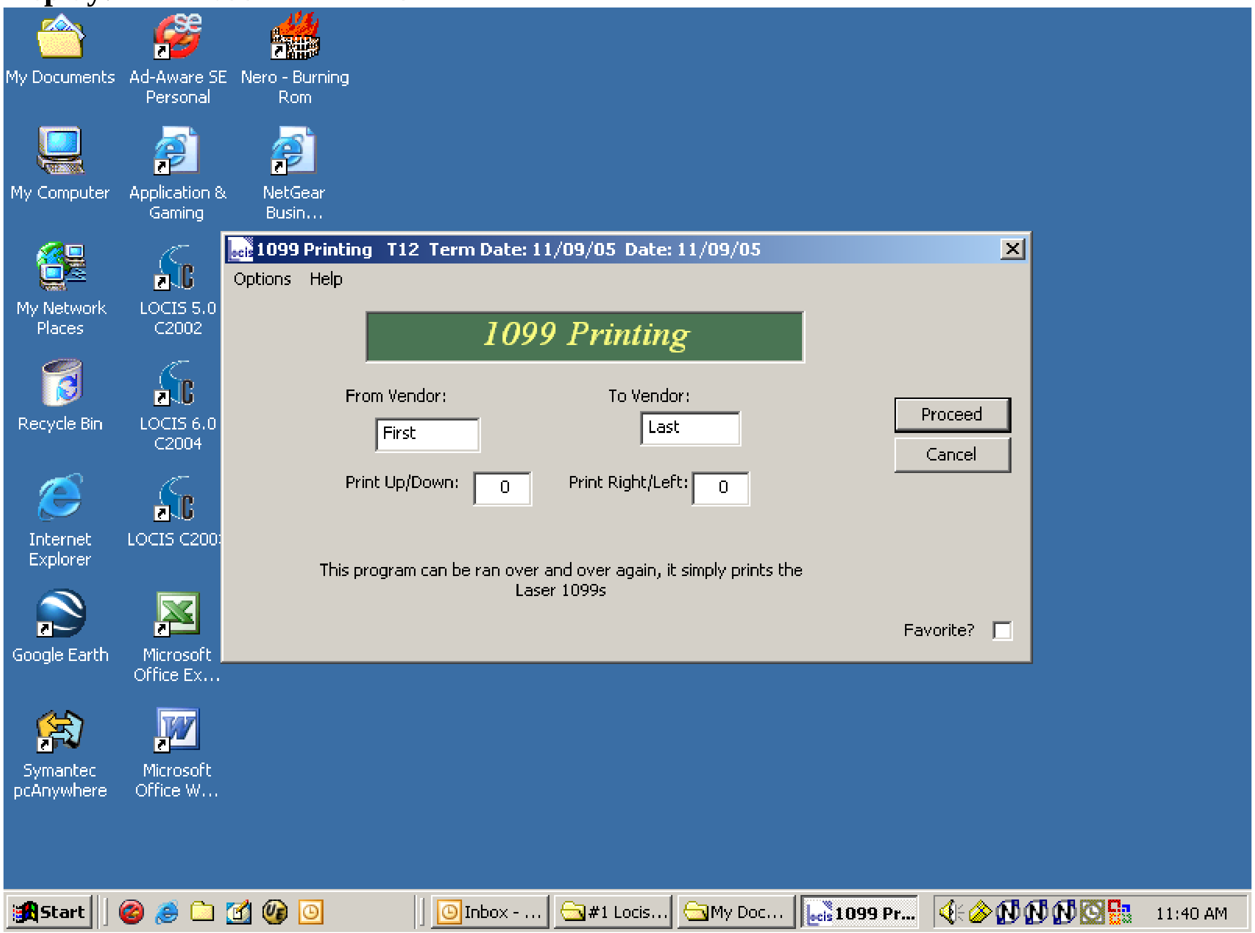
Upon completion of printing the 1099's, the program will return to the Main screen.

To adjust the up/down printing on the 1099 form, proceed to the section below titled UP/DOWN LASER FORM ADJUSTMENT.

To adjust the left/right printing on the 1099 form, proceed to the section below titled LEFT/RIGHT LASER FORM ADJUSTMENT.

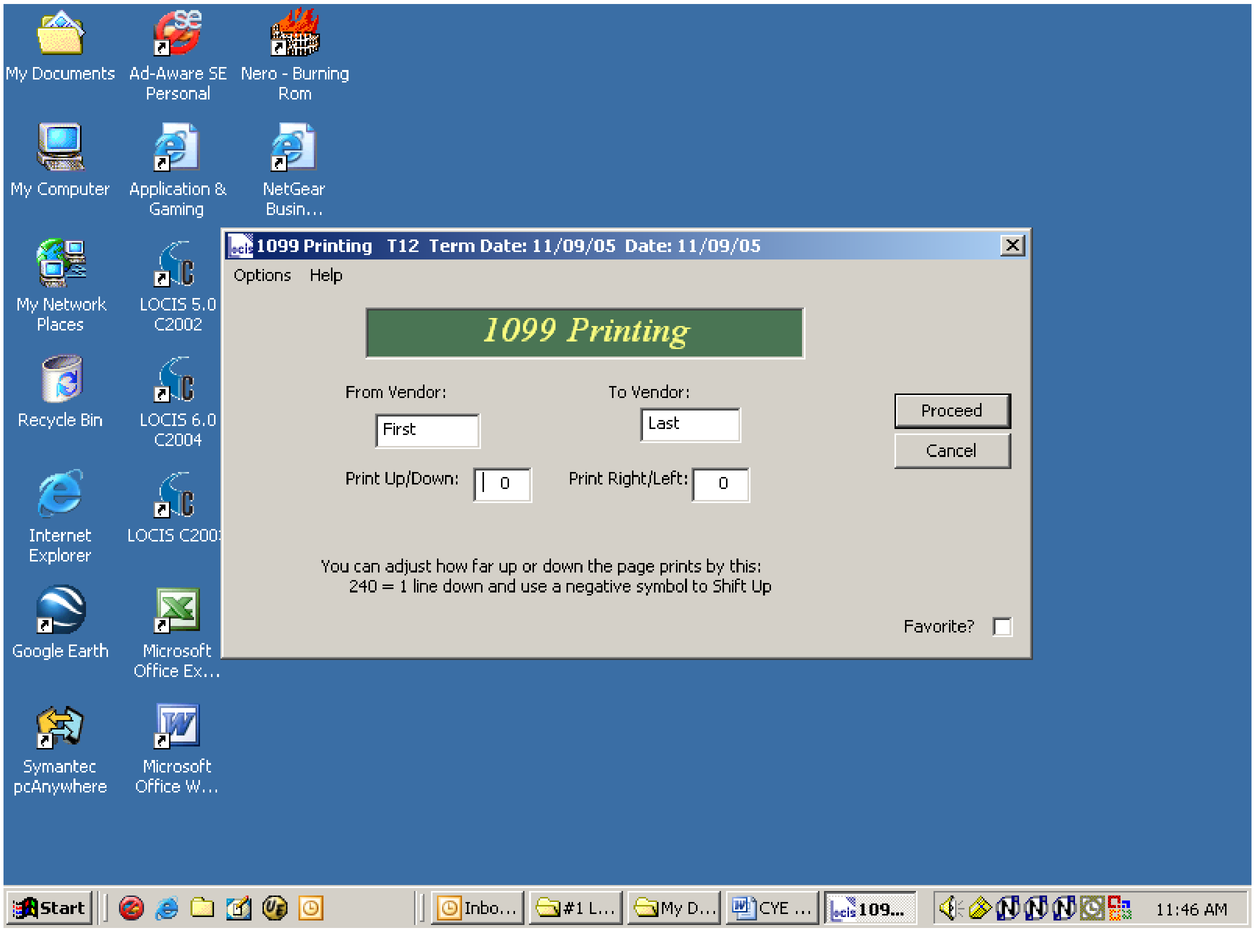
UP/DOWN LASER FORM ADJUSTMENT

Display: 1099 PRINTING



To adjust the up/down printing, place your Mouse Arrow in the box titled PRINT UP/DOWN, and single left click. The following display will now appear:

Display: 1099 PRINTING



To move the printing up/down on the form, enter the appropriate value in the box titled PRINT UP/DOWN.

Examples of values that would be entered to move the printing up on the form are as follows:

¼ line=60-, ½ line=120-, ¾ line=180-, 1 line=240-, 1 ¼ lines=300-, 1 ½ lines=360-, 1 ¾ lines= 420-, 2 lines=480-, 2 ¼ lines=540-, 2 ½ lines=600-, 2 ¾ lines=660-, 3 lines=720-.

Examples of values that would be entered to move the printing down on the form are as follows:

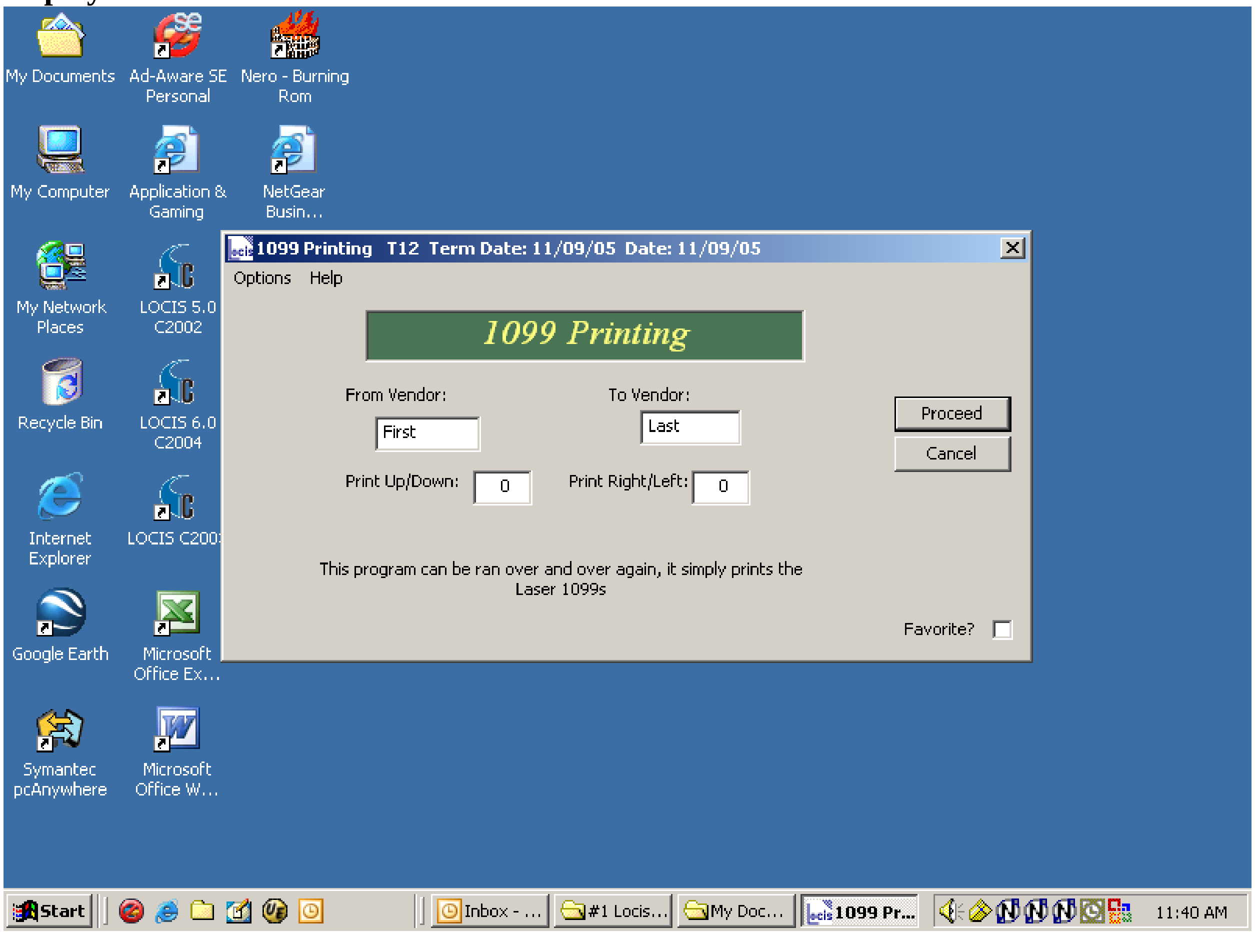
¼ line=60, ½ line=120, ¾ line=180, 1 line=240, 1 ¼ lines=300, 1 ½ lines=360, 1 ¾ lines=420, 2 lines=480, 2 ¼ lines=540, 2 ½ lines=600, 2 ¾ lines=660, 3 lines=720.

Now click on the PROCEED button to print the 1099’s.

Upon completion of printing the 1099’s, the program will return to the Main screen.

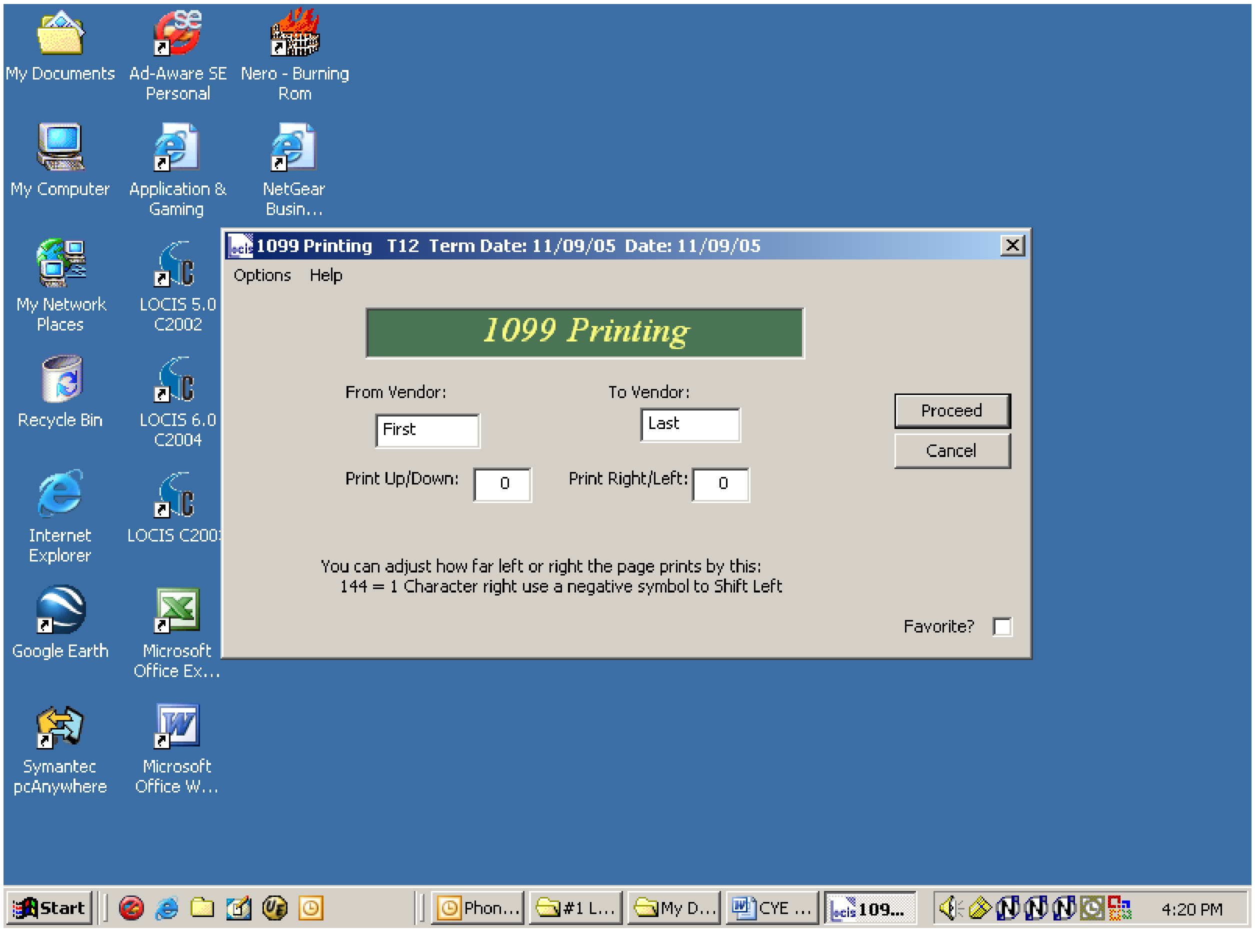
LEFT/RIGHT LASER FORM ADJUSTMENT

Display: 1099 PRINTING



To adjust the left/right printing, place your Mouse Arrow in the box titled PRINT RIGHT/LEFT, and single left click. The following display will now appear:

Display: 1099 PRINTING



To move the printing left/right on the form, enter the appropriate value in the box titled PRINT LEFT/RIGHT.

Examples of values that would be entered to move the printing left on the form are as follows:

¼ character=36-, ½ character=72-, ¾ character=108-, 1 character=144-, 1 ¼ characters= 180-,
1 ½ characters=216-, 1 ¾ characters=252-, 2 characters=288-, 2 ¼ characters=324-,
2 ½ characters=360-, 2 ¾ characters=396-, 3 characters=432-.

Examples of values that would be entered to move the printing right on the form are as follows:

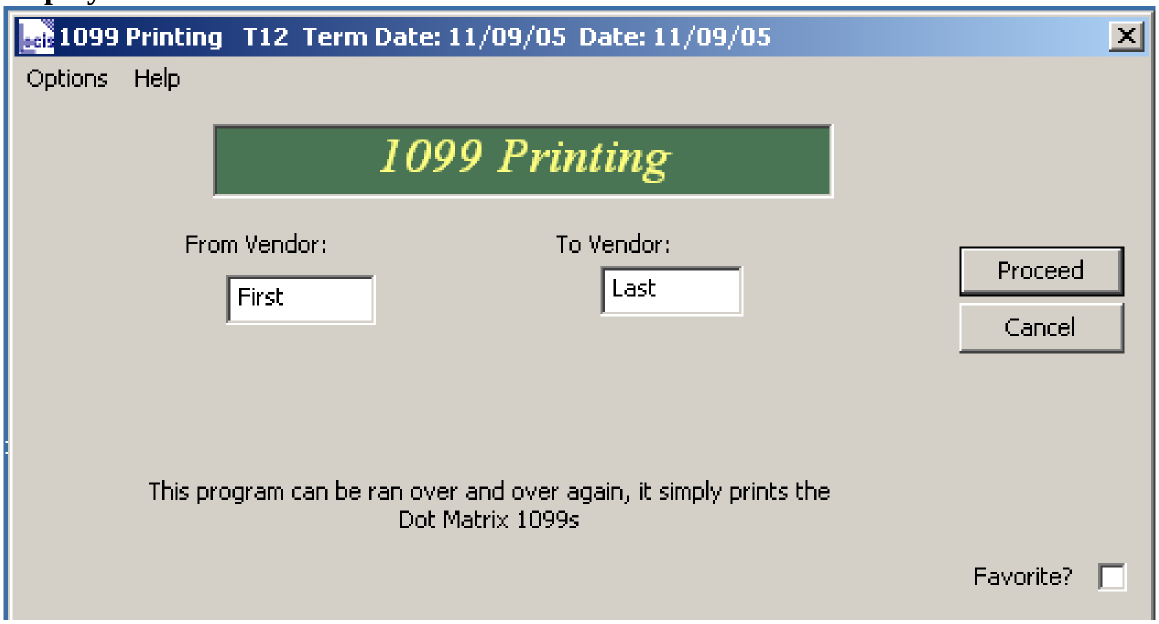
¼ character=36, ½ character=72, ¾ character=108, 1 character=144, 1 ¼ characters= 180,
1 ½ characters=216, 1 ¾ characters=252, 2 characters=288, 2 ¼ characters=324,
2 ½ characters=360, 2 ¾ characters=396, 3 characters=432.

Now click on the PROCEED button to print the 1099's.

Upon completion of printing the 1099's, the program will return to the Main screen.

<u>PRINTING 1099's ON A DOT MATRIX PRINTER</u>

Display: 1099 PRINTING



At this point the program is automatically set to print all of your 1099's.

If you want to print a 1099 for a single vendor, enter that 1099's vendor I.D. into the FROM VENDOR and TO VENDOR boxes.

If you want to print a range of 1099's, enter the starting 1099's vendor I.D. into the FROM VENDOR box and enter the ending 1099's vendor I.D. into the TO VENDOR box.

Click on the PROCEED button to print the 1099's.

Upon completion of printing the 1099's, the program will return to the Main screen.

1099 IRS FILING MUST BE POSTMARKED BY 2/28/2011

1099's Must be postmarked 1/31/2011 or earlier to Vendor.

REGISTRATION INFORMATION

Obtaining a PIN/Password

Must I get a Personal Identification Number (PIN) before I submit my file?

Yes. If you have not previously registered, you must register for tax year 2010.

How do I get a PIN?

- Access the internet at **http://www.ssa.gov/employer/**
- Call 1-800-772-6270 Monday through Friday, 7 a.m. to 7 p.m. Eastern Standard Time

If you have previously registered and your password has expired access the web site and change your password.

What information do I have to provide to get a pin?

1. The EIN of the company you work for. If you are a third-party submitter, you need the EIN of your own company, not the EIN of the company for which the wage report is being submitted.

2. Your Social Security Number (SSN).

3. Your name (first name, middle initial or name and last name) as shown on your Social Security Card.

4. Date of birth

5. Your telephone number and E-mail address to contact you if we have a problem processing your file.

You may also be asked to provide the following:

1. Your mailing address

2. Company name

3. Company phone number

4. Company address

How is my request approved?

They match your name, date of birth and SSN against their records and verify that you work for the company that will submit the file.

If the information is verified, they issue a PIN immediately and mail you a password that you should receive within 10-14 days.

If the verification fails, call 1-800-772-6270 Monday through Friday, 7 a.m. to 7 p.m. Eastern Standard Time.

Using a PIN/Password

- Include the PIN in the submitter record you send them.

- Use the PIN and password for access.
  (You must change your password the first time you use the system)

How do I use the password I receive?

- Use the password with the PIN to logon to the system (see section VII).

- If you do not use the system, save the password you receive.

When may I start using my PIN and password?

Starting December 1, 2003

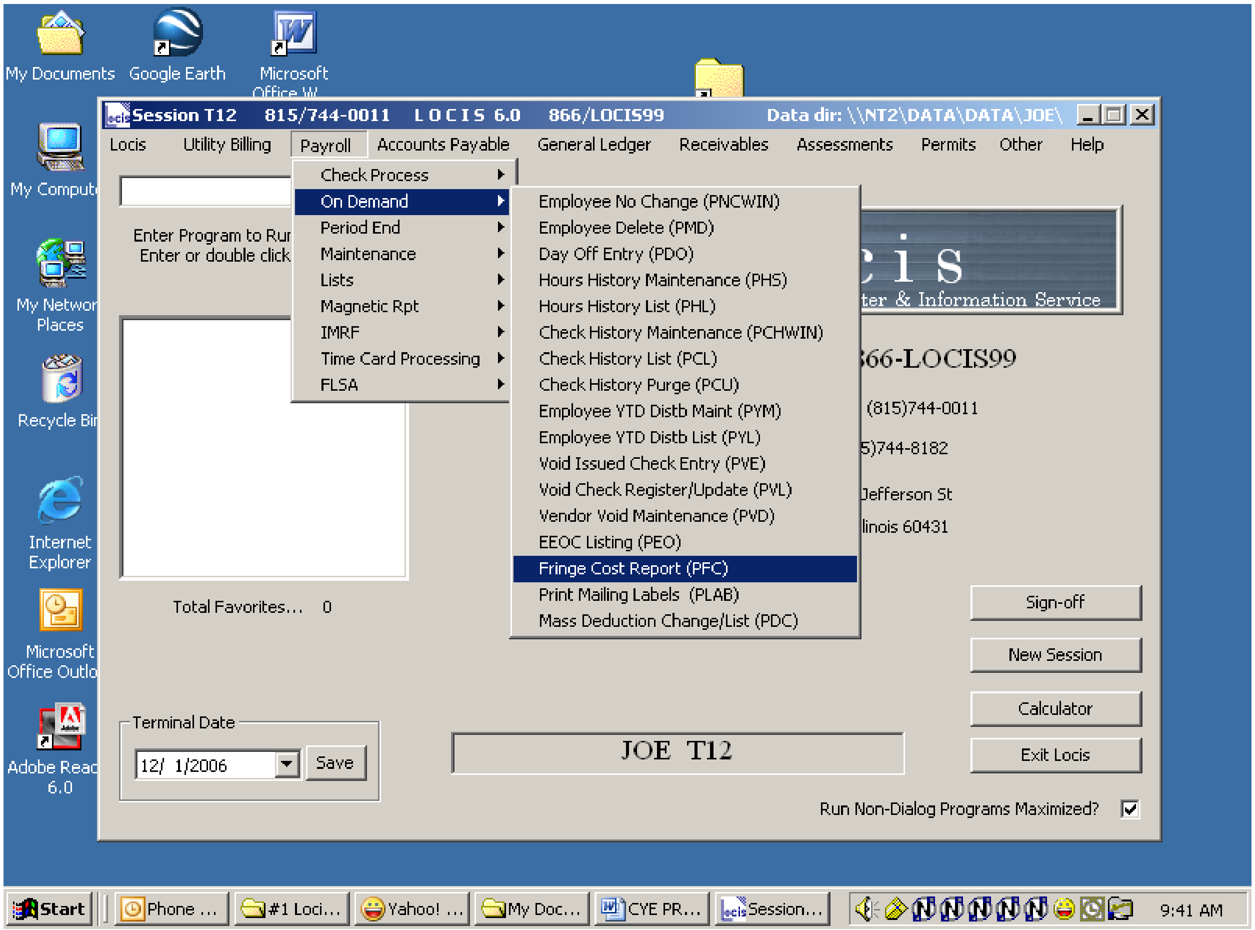
How long may I use the PIN?

Indefinitely, if you change your password once a year.

Assistance

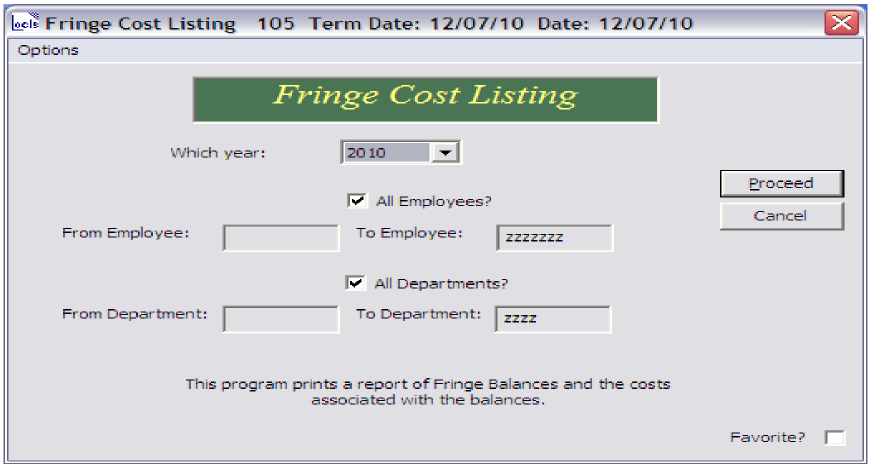
Who can I call if I have problems with registration?

Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Standard Time.



PFC – Fringe Cost Report (Critical)

Prints a file copy of employee fringe data with current cost values.

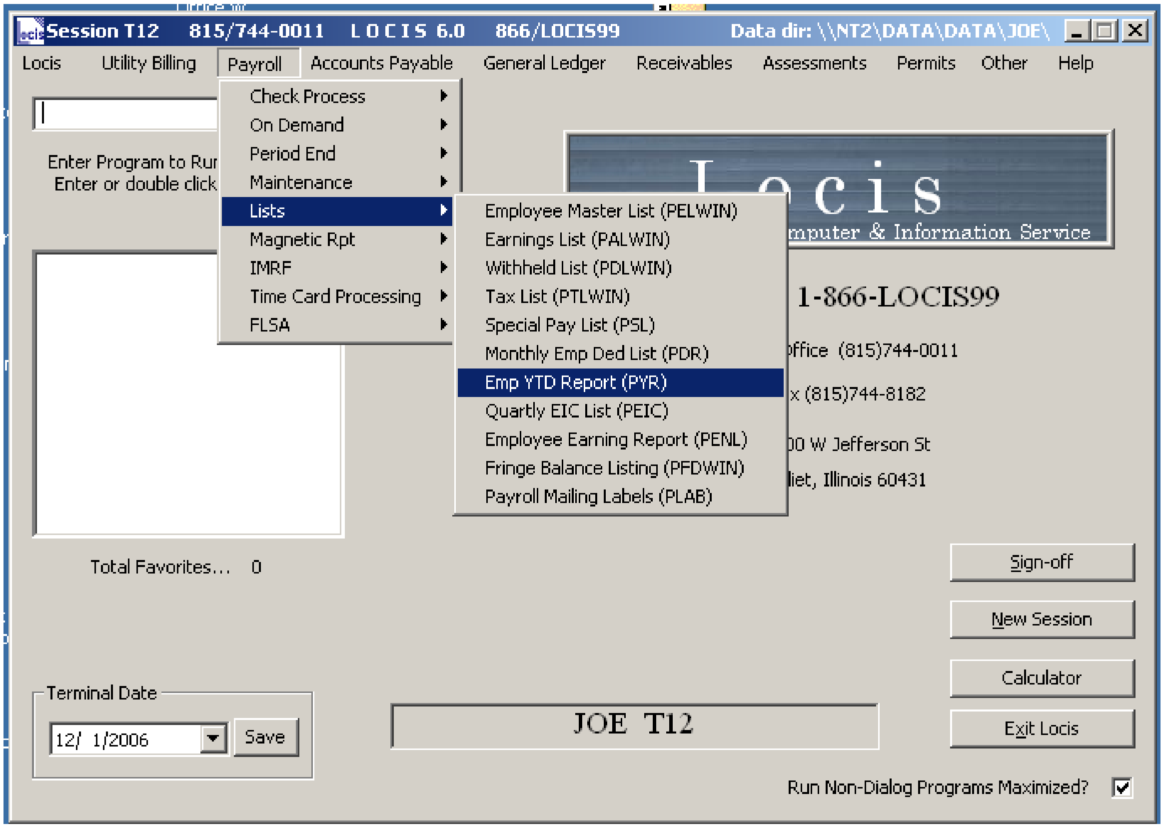


Choose calendar year to report

Select employee range

Select Department range

Selecting “Proceed” will print the report

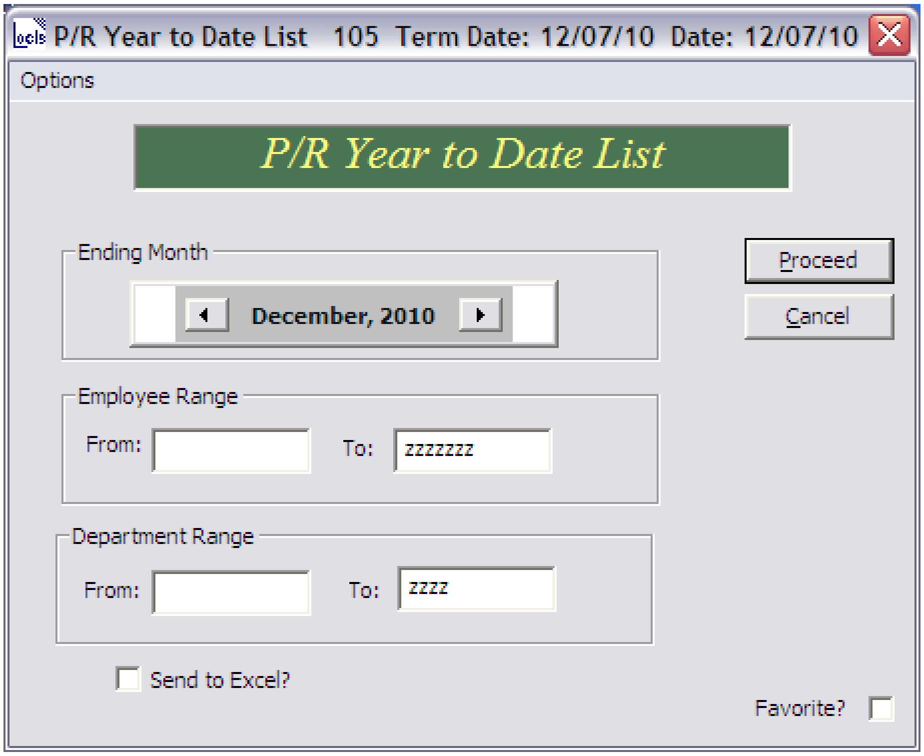


PYR - Emp YTD Report

Prints an YTD list of employee earnings and taxes withheld.

*****NOTE*****

Review PYR. If corrections are required, make them via PEMWIN (Employee Master).

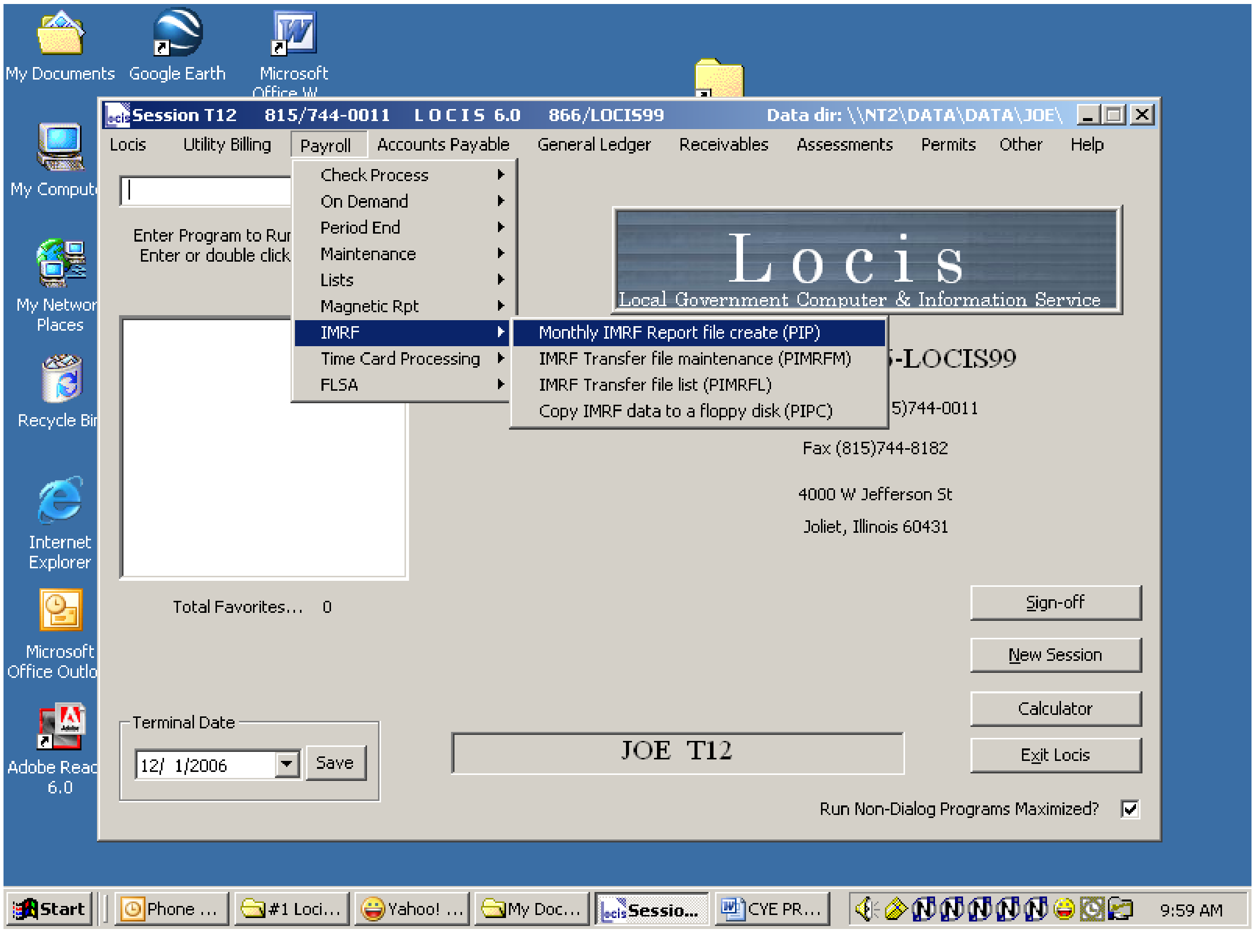


Choose ending Month to report

Select employee range or

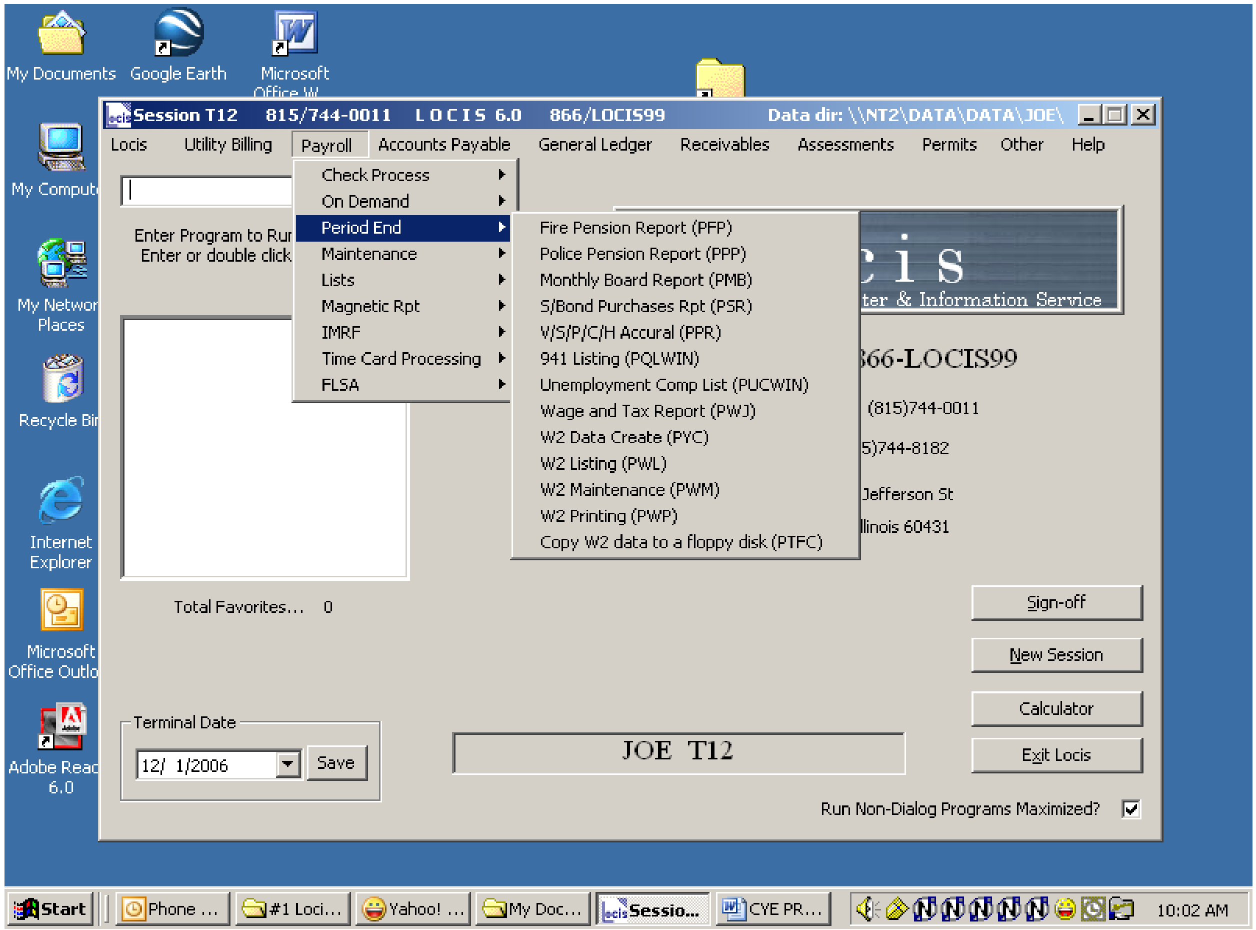
Select department range

Choose whether or not to send to Excel as well



PIP - Monthly IMRF Report File Create

Once the file is created you may also copy the file to a disk



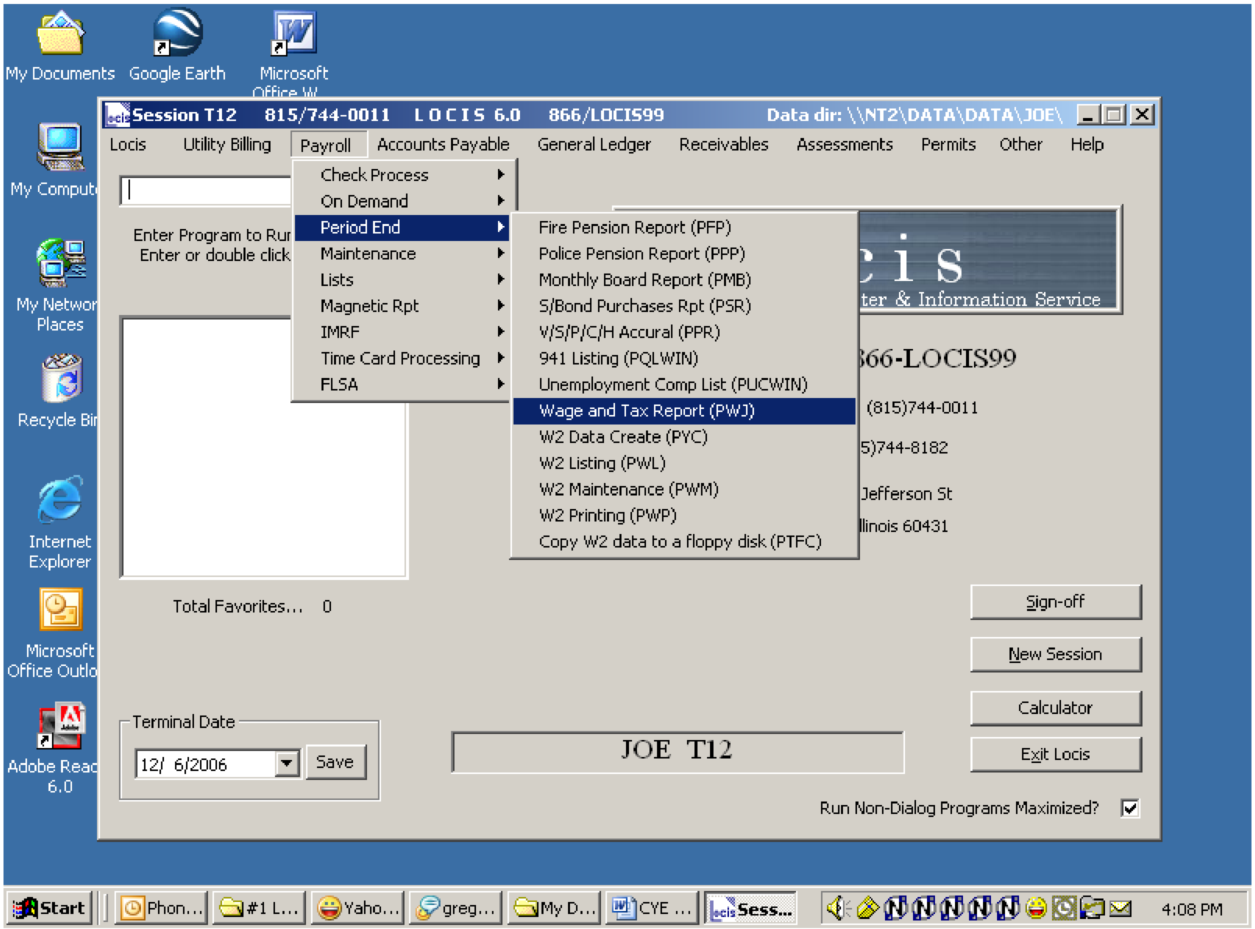
PFP – Fire Pension Report

PPP – Police Pension Report

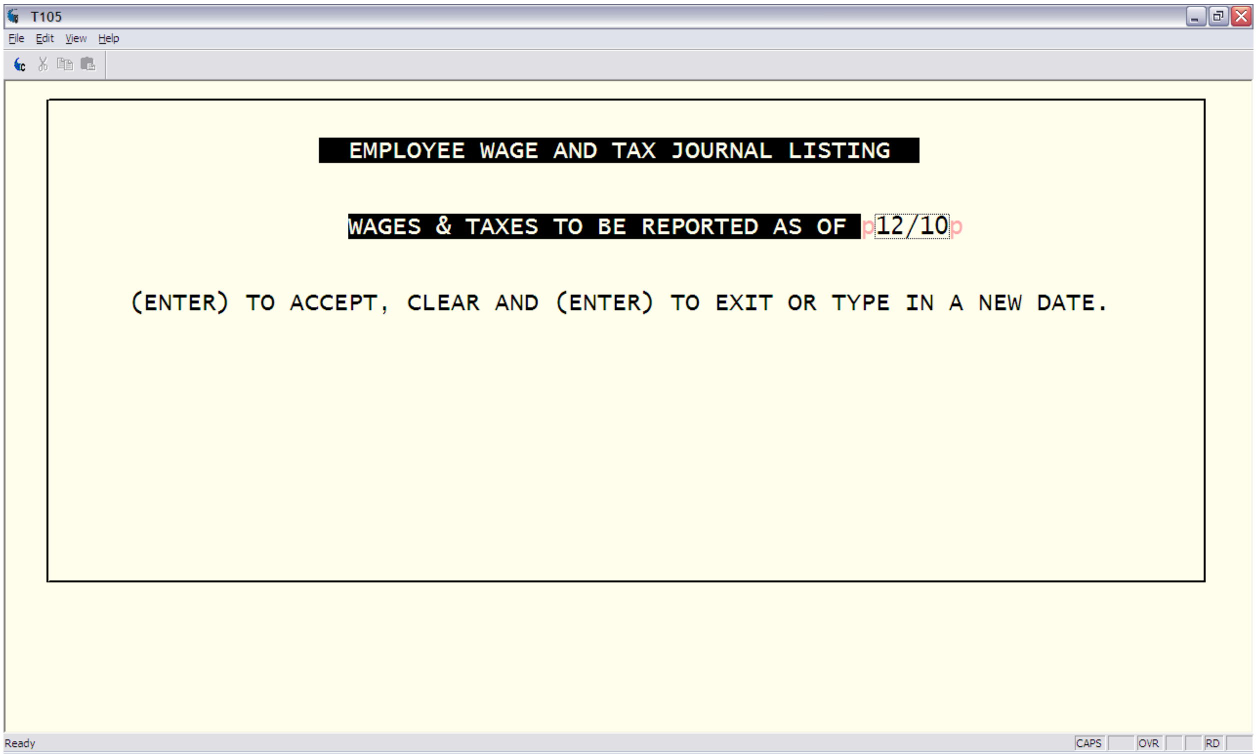
PSR – S/Bond Purchases Rpt

PQLWIN – 941 Listing (Quarterly)

PUCWIN – Unemployment Comp List (Quarterly)


Session T12 815/744-0011 L O C I S 6.0 866/LOCIS99 Data dir: \\NT2\DATA\DATA\JOE\
Locis Utility Billing Payroll Accounts Payable General Ledger Receivables Assessments Permits Other Help
Check Process
On Demand
Period End
Maintenance
Lists
Magnetic Rpt
IMRF
Time Card Processing
FLSA
Fire Pension Report (PFP)
Police Pension Report (PPP)
Monthly Board Report (PMB)
S/Bond Purchases Rpt (PSR)
V/S/P/C/H Accural (PPR)
941 Listing (PQLWIN)
Unemployment Comp List (PUCWIN)
Wage and Tax Report (PWJ)
W2 Data Create (PYC)
W2 Listing (PWL)
W2 Maintenance (PWM)
W2 Printing (PWP)
Copy W2 data to a floppy disk (PTFC)
Total Favorites... 0
Terminal Date
12/ 6/2006
Save
JOE T12
Sign-off
New Session
Calculator
Exit Locis
Run Non-Dialog Programs Maximized?
4:08 PM

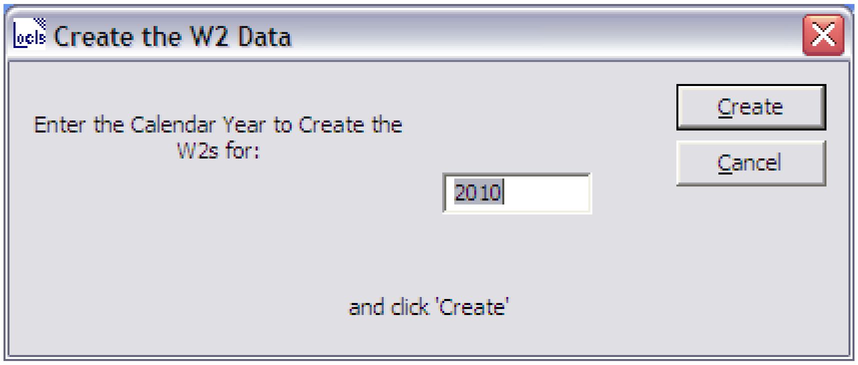
PWJ - Wage and Tax Report



Prompt: Print Yearly or Monthly Totals Y **[Enter]**
Prompt: Wages & taxes to be reported as of 1**2/10** **[Enter]**
Prompt: Printer to be used LPX **[Enter**

Display: 'Printing Employee Johnson, Tom'

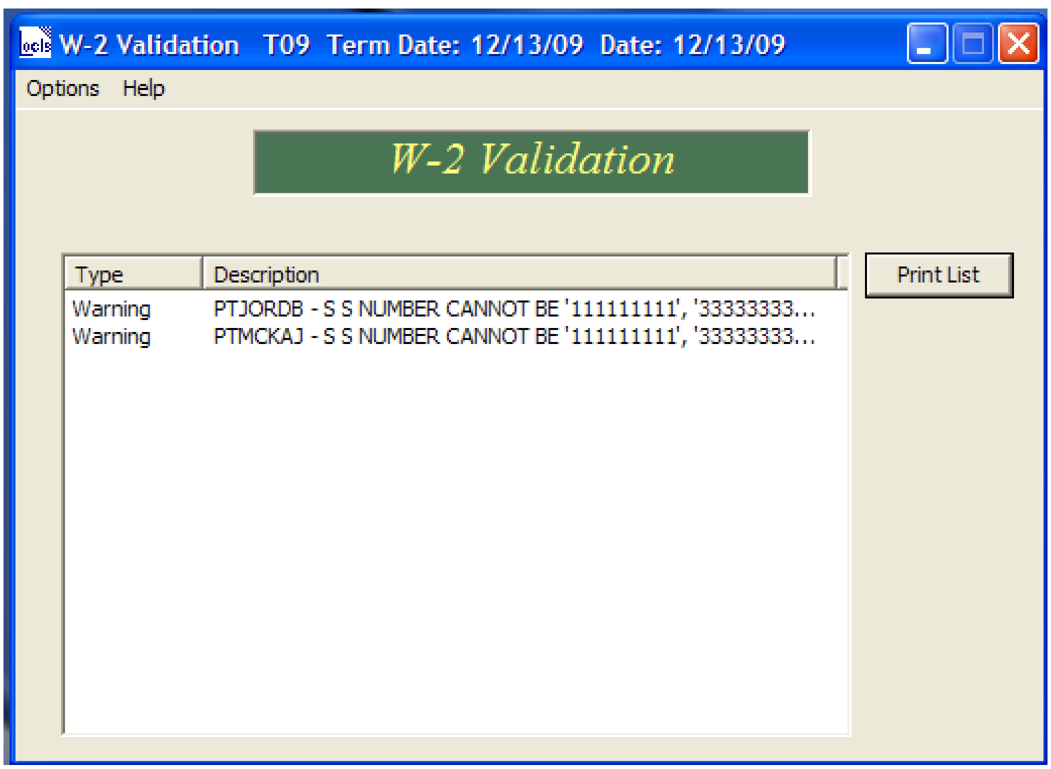
PYC - W2 Data Create



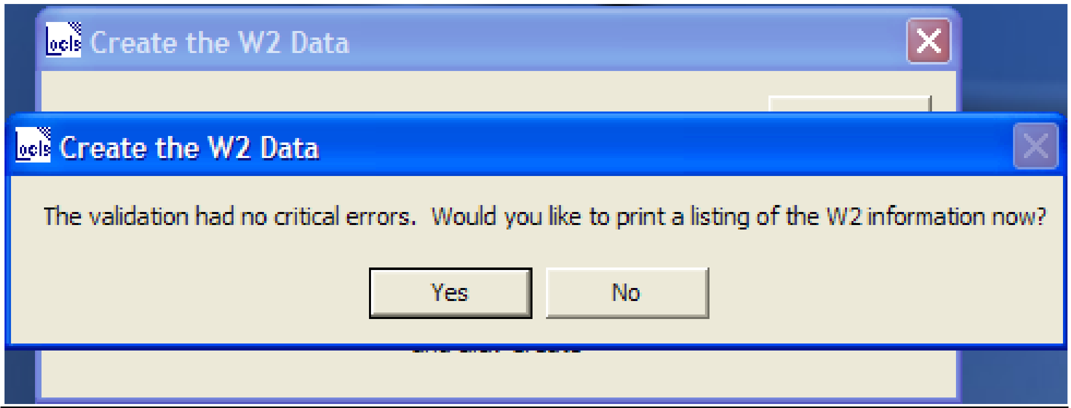
Enter Calendar year to create W2's for **2010**

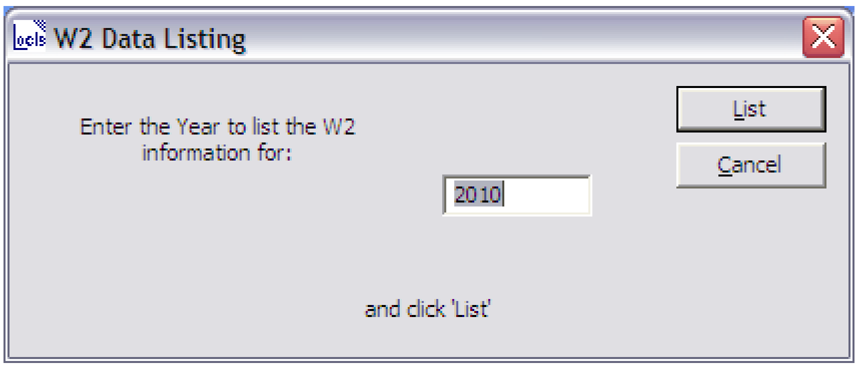
This program creates a W2 working file. You may create the file as many times as needed.

The system will check the W2's for consistency and produce a validation listing



PWL - W2 LISTING





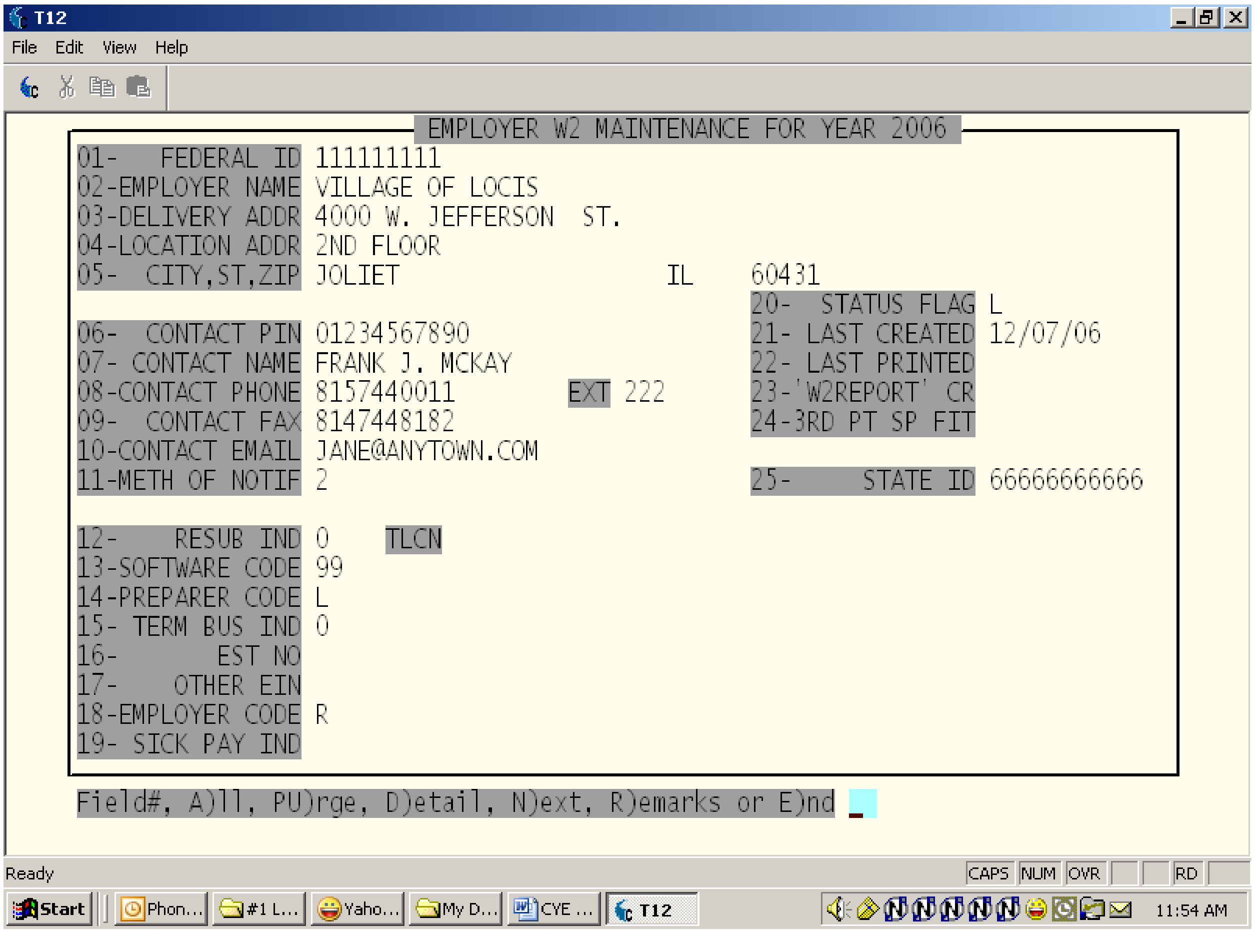
Enter calendar year to list W2's **2010**

This program will print a list of employees including their earning and tax data, page totals, and a grand total.

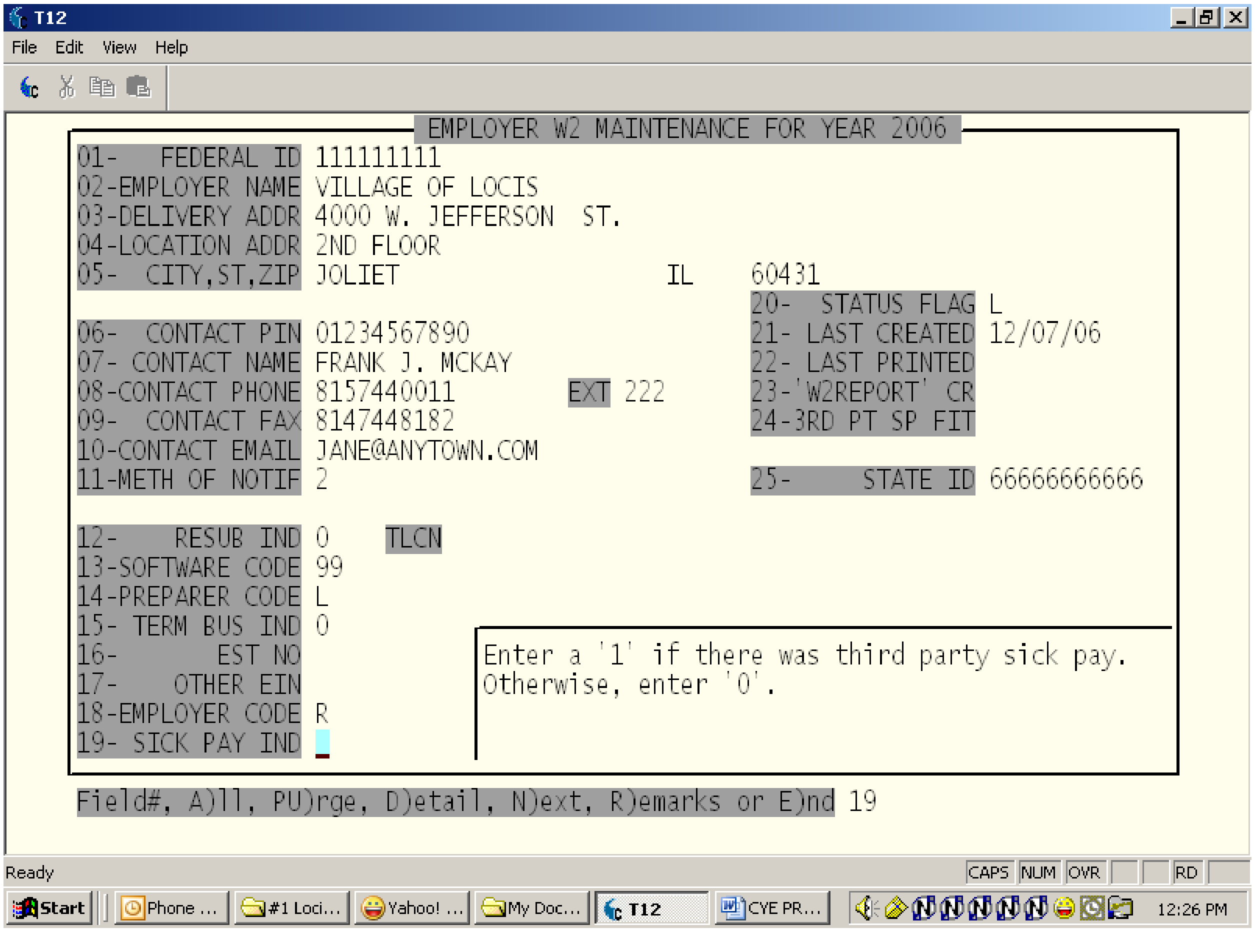
Compare these totals to the totals on the Wage and Tax Report (PWJ) to verify that all employee data transferred to the W2 report file completely and correctly.

PWM - W2 MAINTENANCE

This program allows additions, changes, or deletions of employee W2 records. The employer data maintenance screen is displayed and the year is requested.

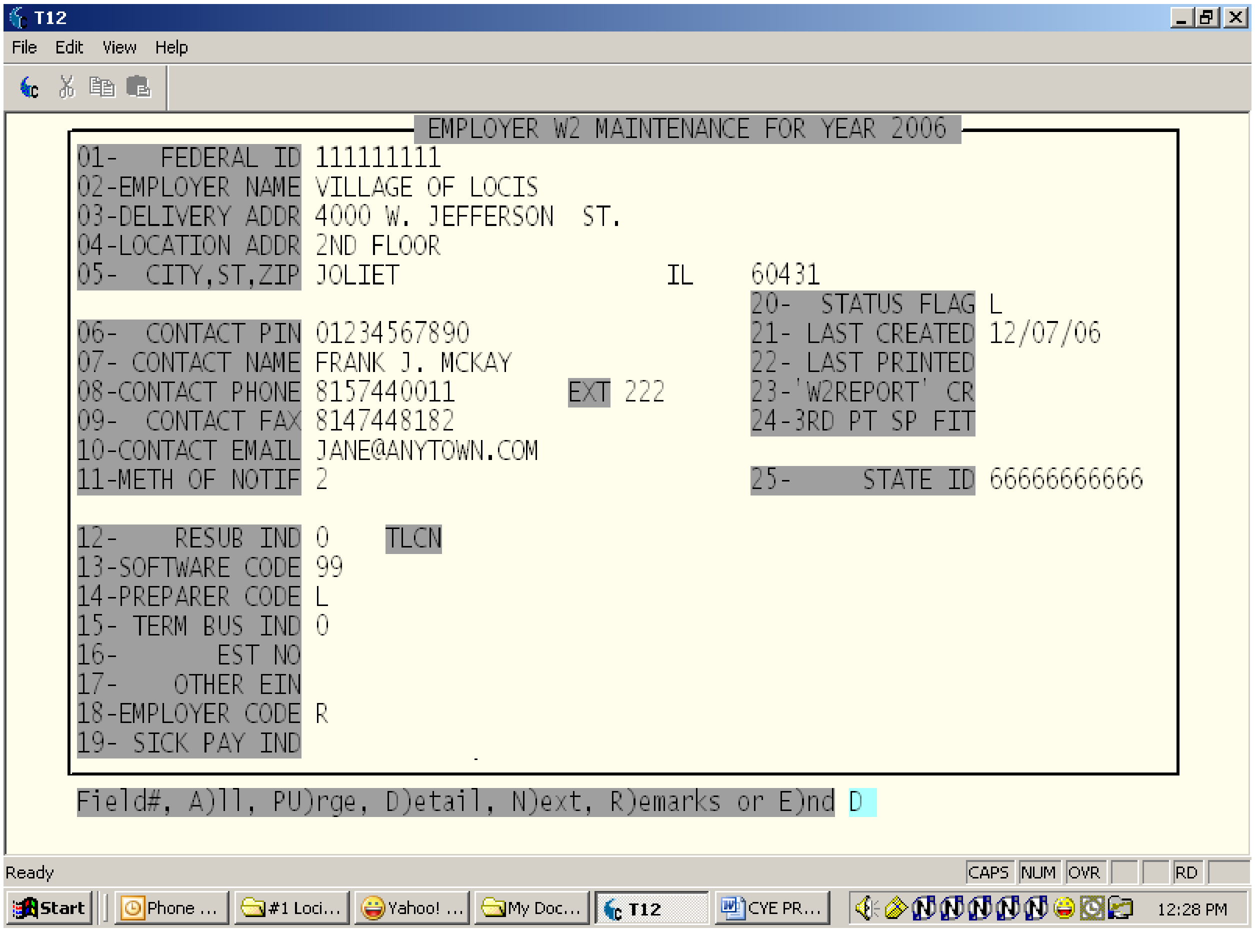


Enter the year **2010 [Enter]**

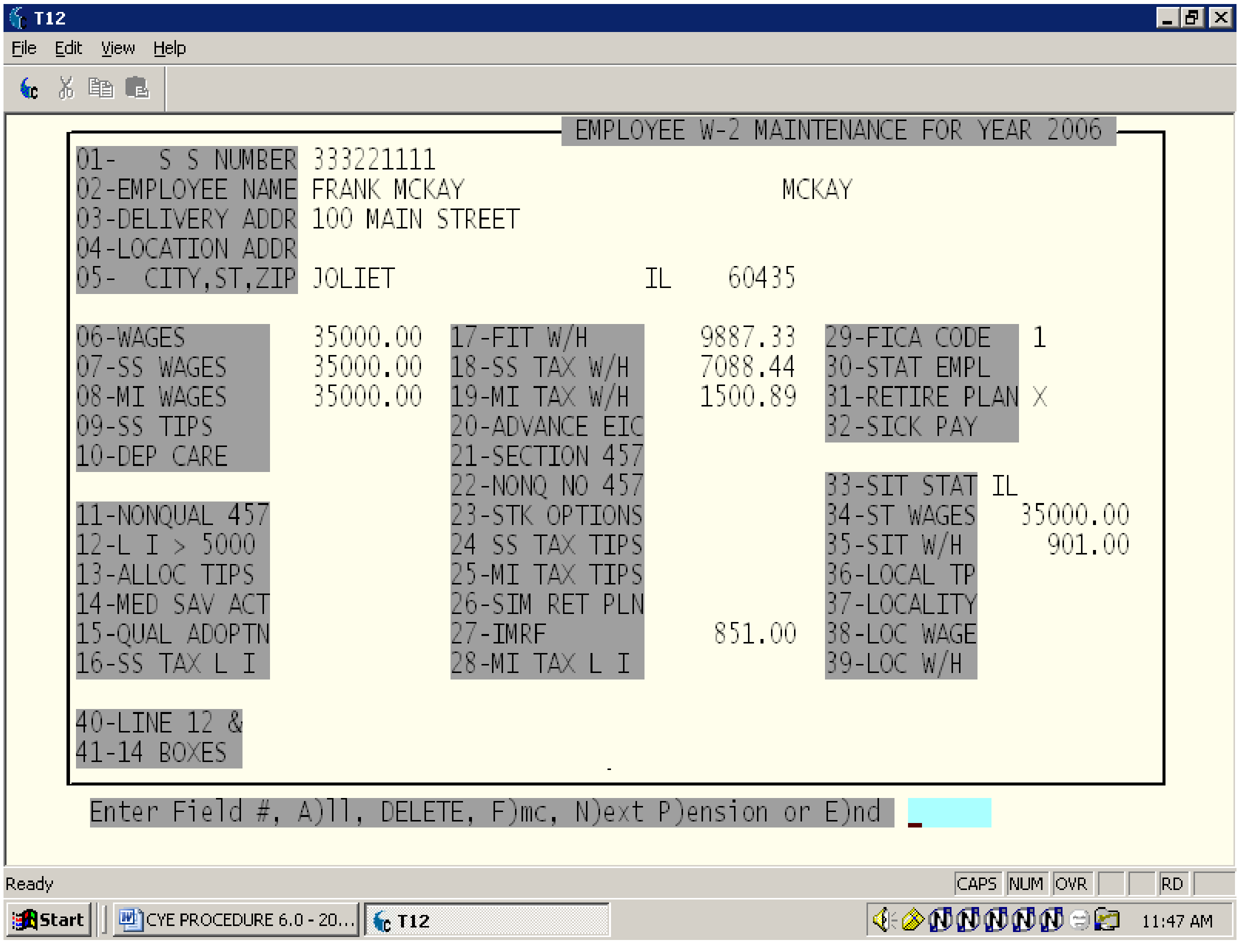


Field no. 19 must be entered.

If you enter a ‘1’ in field 19 you must also enter a value in field 24.

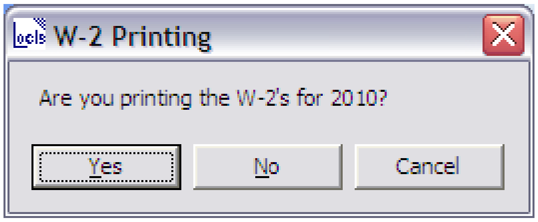


If you wish to add or change W2 data for an employee data type **'D' [Enter].**

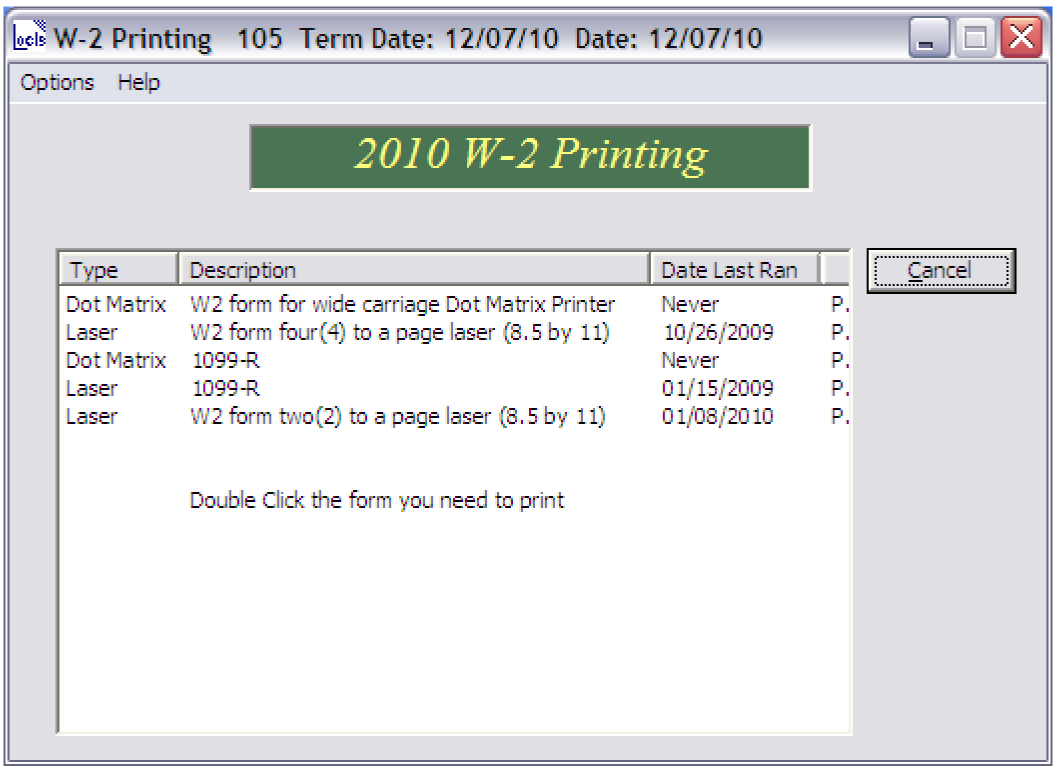


W2's Must be postmarked 1/31/2011 or earlier to Employees.

PWP - W2 PRINTING

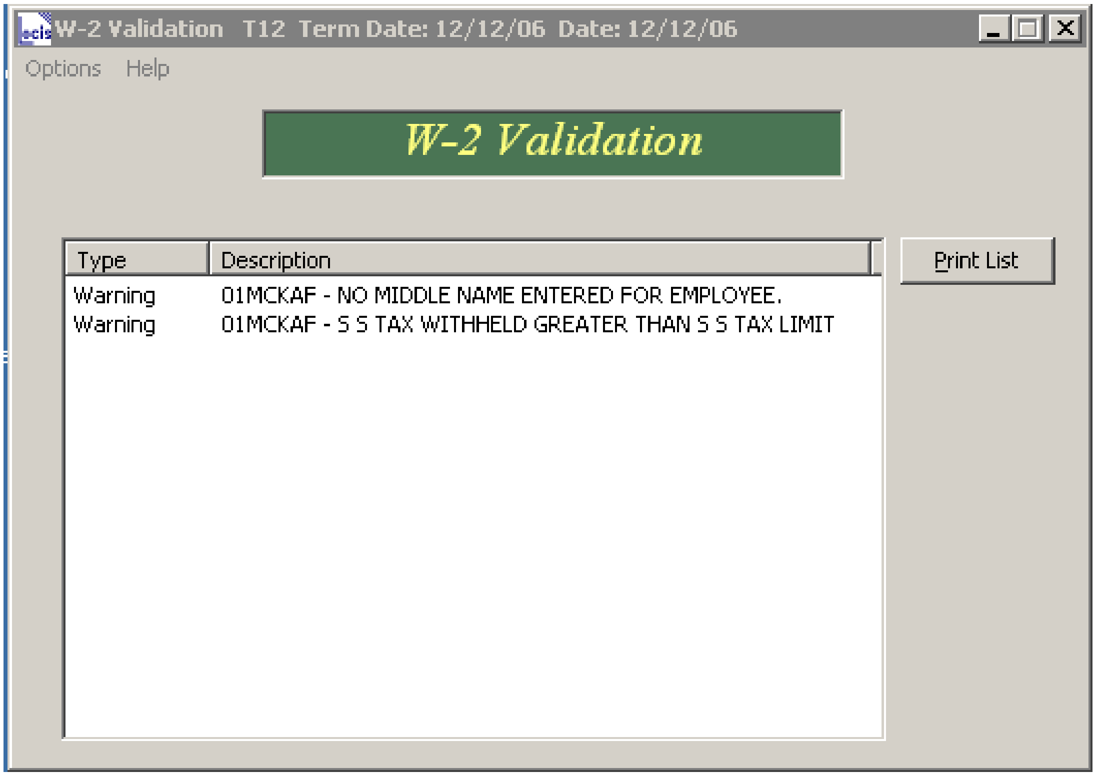


Click the appropriate answer



Dot Matrix	**W2 form for wide carriage Dot Matrix printer.**
Laser	**W2 form four(4) to a page laser (8.5 x 11).**
Dot Matrix	**1099-R.**
Laser	**1099-R.**
Laser	**W2 form two(2) to a page laser (8.5 x 11).**

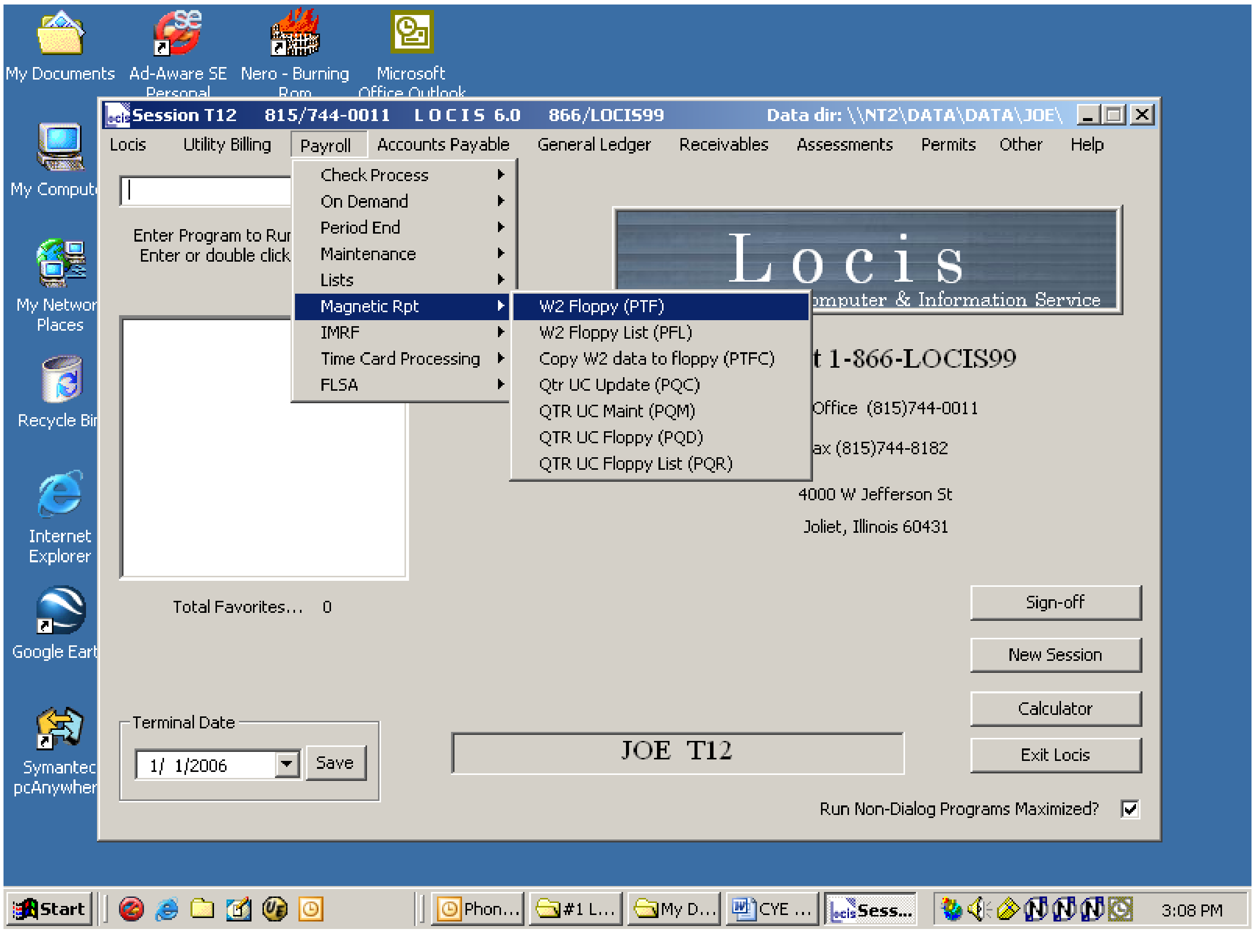
The system will again ask you to validate your W2 information.



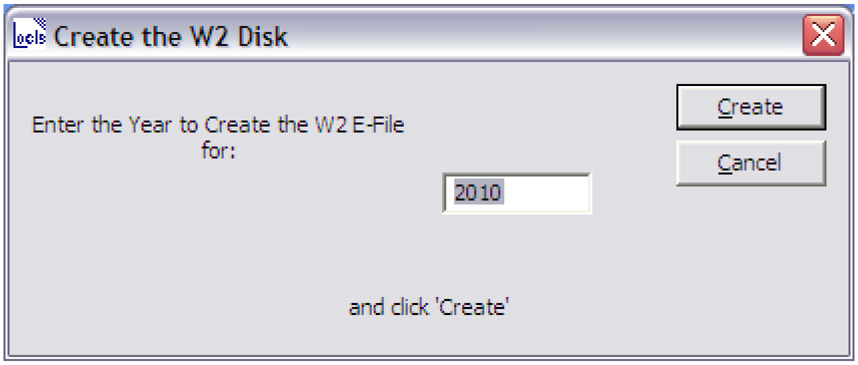
The system will state the type of W2 that you are printing.

TO SUBMIT YOUR IRS FILING VIA THE INTERNET, THE FOLLOWING PROGRAMS MUST BE RUN:

W2 FLOPPY (PTF), W2 FLOPPY LIST (PFL).

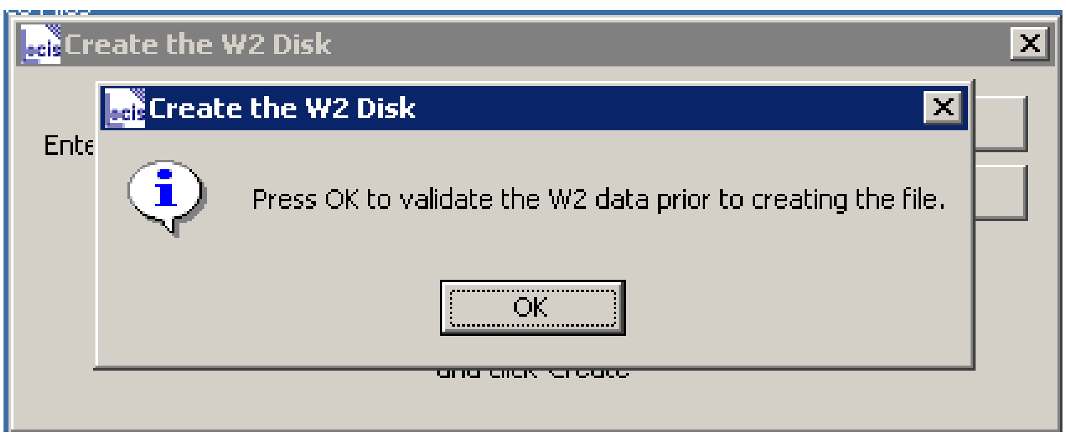


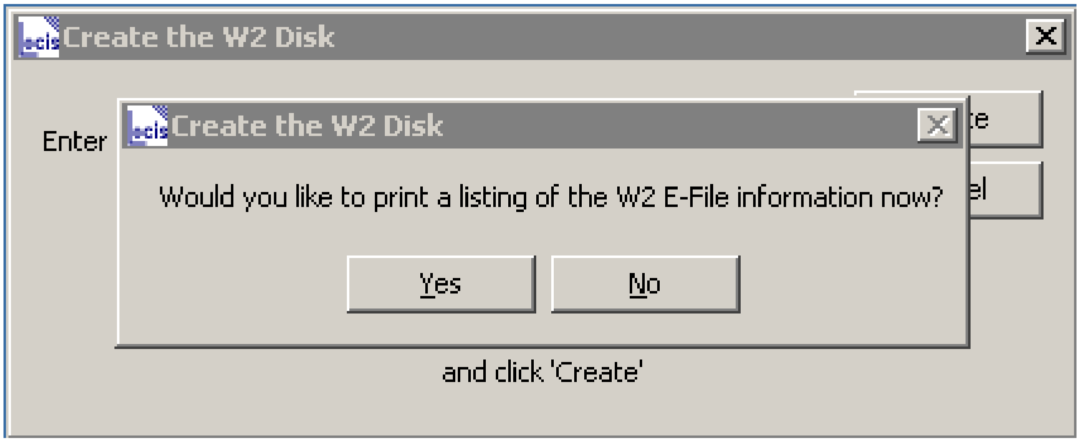
Display: W2 FLOPPY (PTF)



This program will create the file for the IRS. The file name is **W2REPORT**, and it will be in the LOCIS DAT directory. For single workstation users this is usually, but not always, C:\LOCIS\DAT\W2REPORT. For network users this is usually, but not always, F:\LOCIS\DAT\W2REPORT.

Display: W2 FLOPPY LIST (PFL)





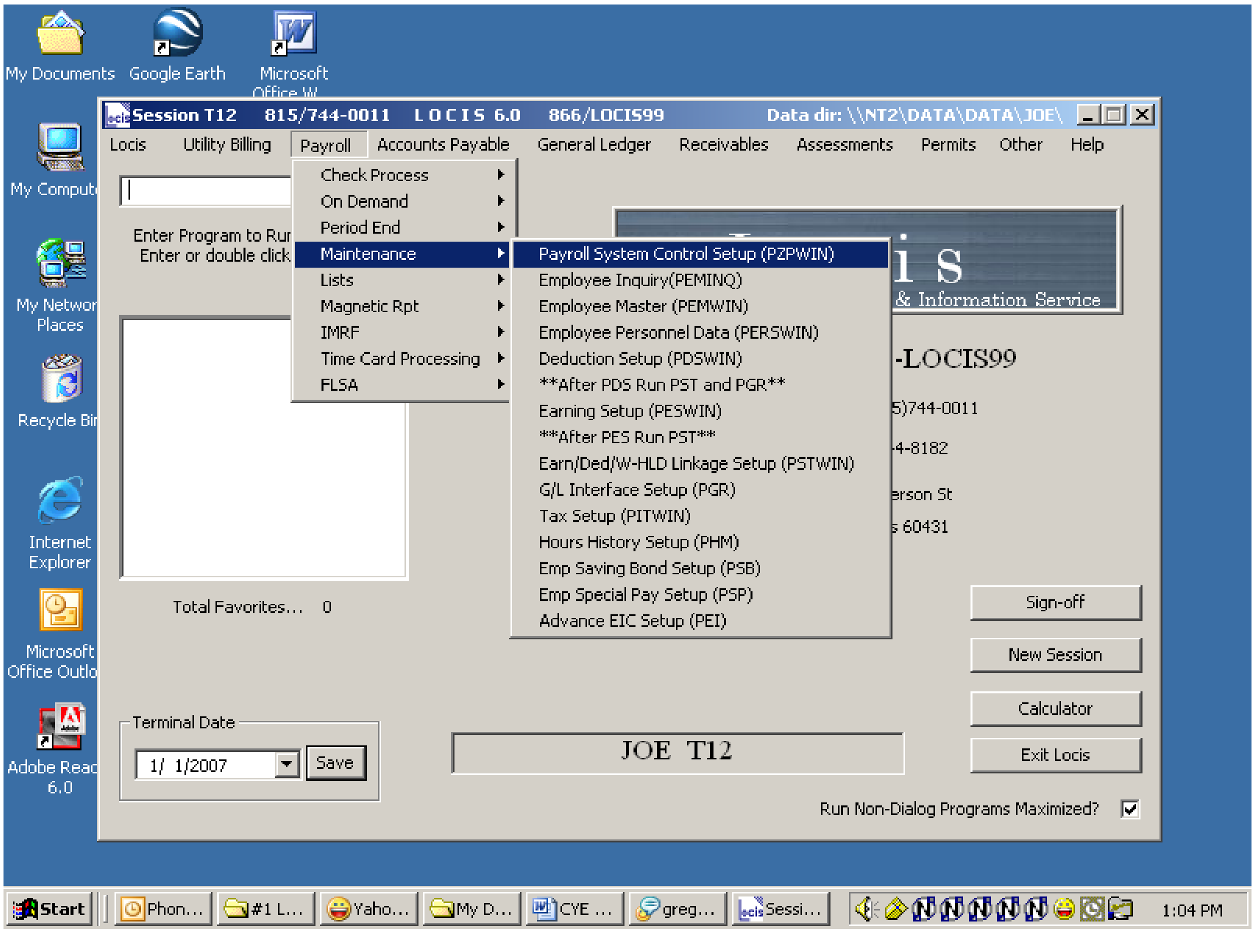
This program will print the W2 information that was written to the file named **W2REPORT**, which is in the LOCIS DAT directory. If you submit the IRS filing via the internet, you can send the file to the IRS now.

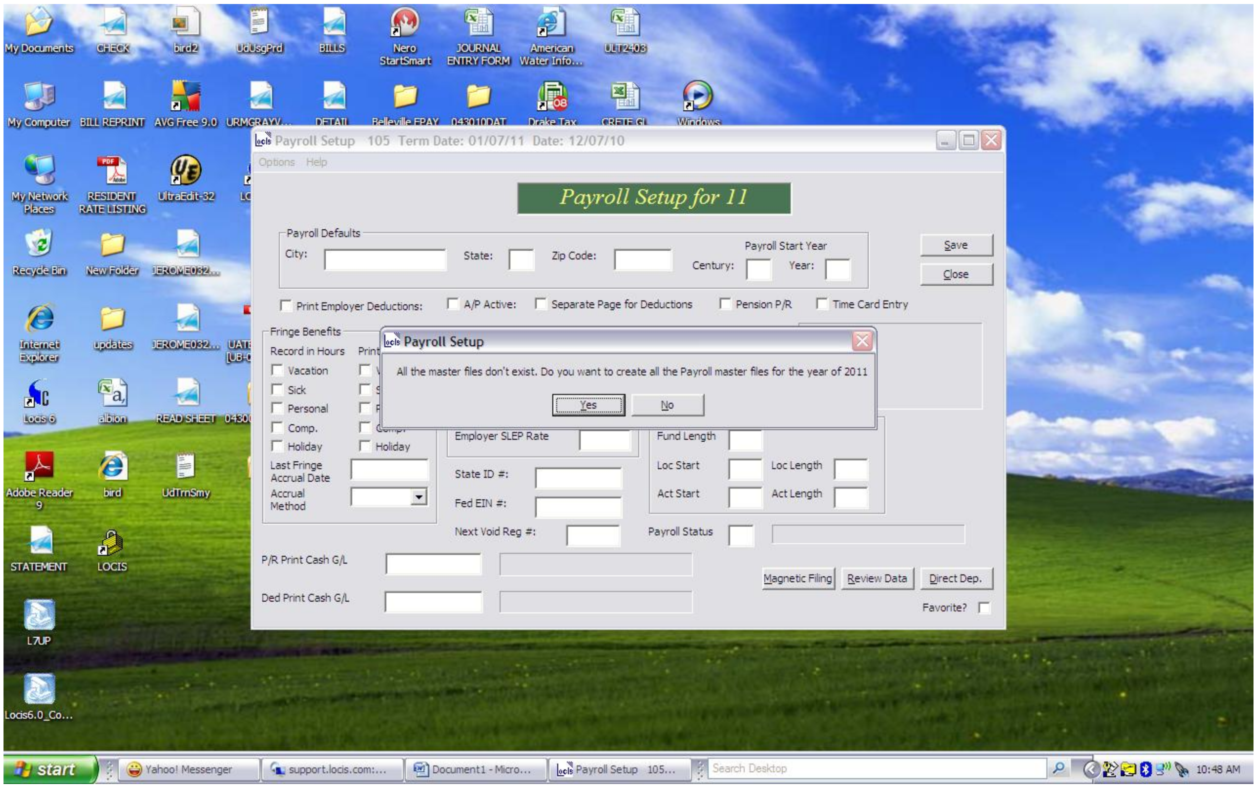
IRS FILING MUST BE POSTMARKED 02/28/2011 OR EARLIER.

ALL REQUIRED YEAR END ACTIVITY HAS BEEN PERFORMED.
YOU MAY PROCEED WITH PAYROLL AND ACCOUNTS PAYABLE PROCESSING FOR THE NEW YEAR.

To Begin 2011 Payroll Processing

Set the terminal date to 01/01/2011 and run program PZPWIN that will allow you to create all the necessary files for 2011.





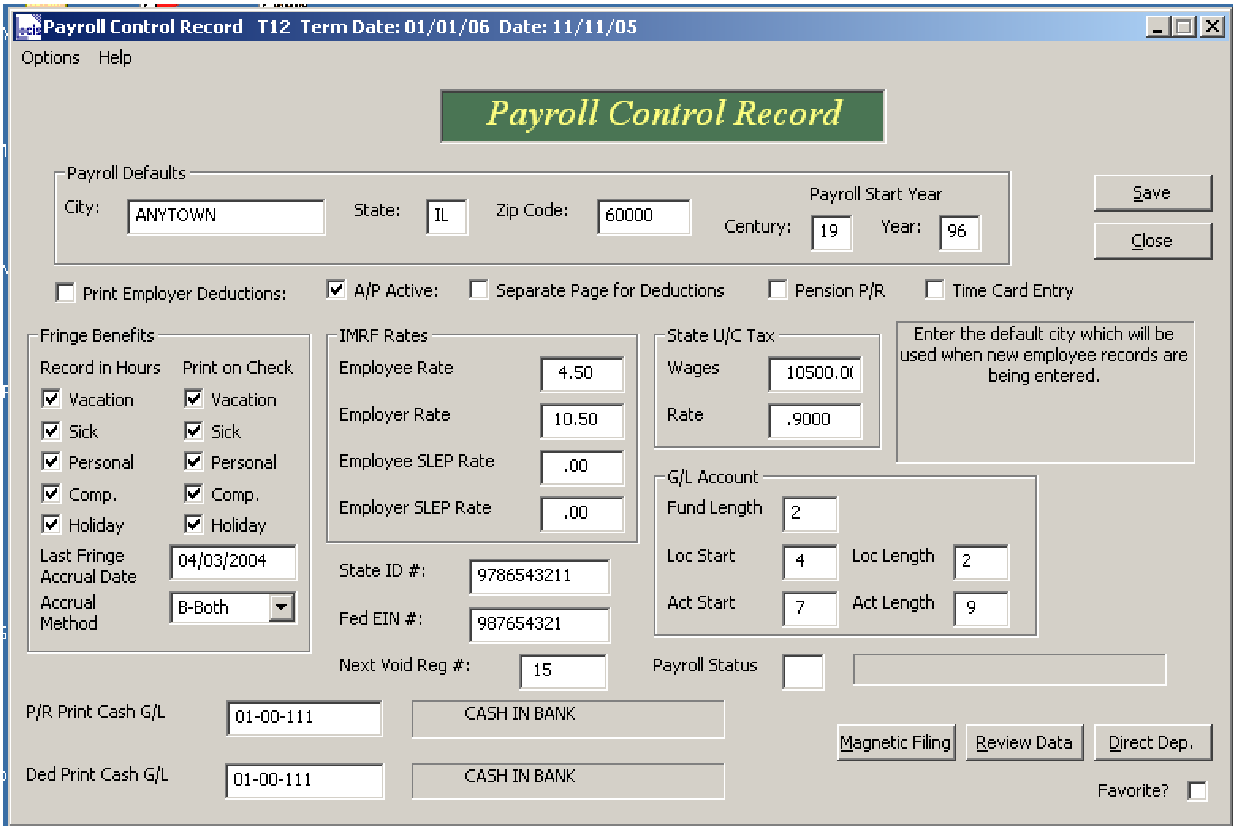
Click on the YES button to create the files. Click on the NO button to not create the files and to exit the program.

The Yes/No button will be displayed for each fringe:

VACATION
SICK
PERSONAL
COMP
HOLIDAY

For each of the above fringe, click on the YES button to copy, or the NO button to not copy.

The first page of program “PZPWIN” will be displayed.



Enter your current IMRF/SLEP Employee/Employer contribution rate and the new State UC rate. Click the SAVE button to write the new rates. This process will:

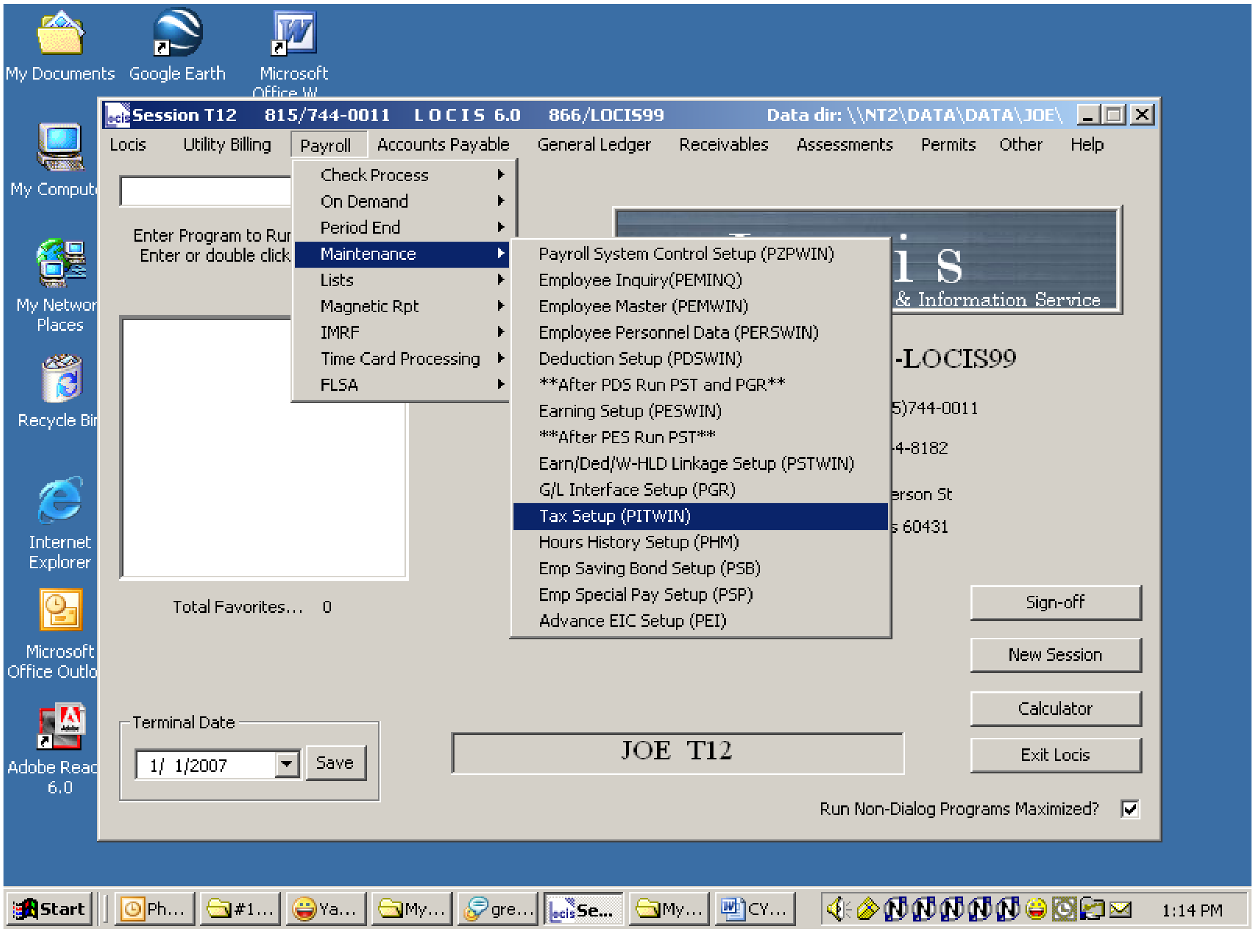
1. Validate the setup of all employees in your payroll system. If the validation finds that one or more of your employees are not setup properly, it will then ask you if you want to print a validation report. Click the YES button to print the report. Click the NO button to not print the report.

2. Upon completion of the setup validation, the program will update the applicable employee master records with the new IMRF/SLEP and UC rates.

Click ‘Close’ TO EXIT PZPWIN AND RETURN TO THE MENU.

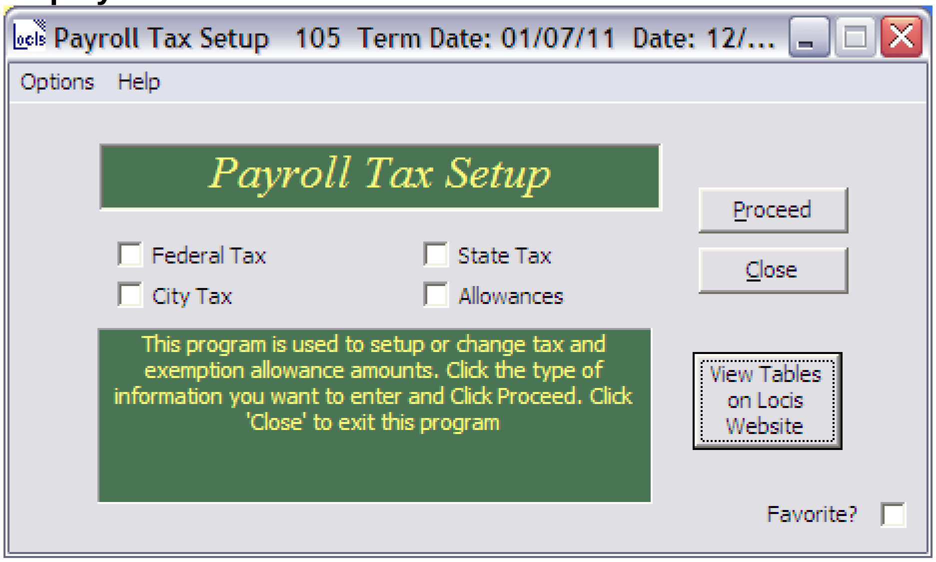
*****NOTES*****
If any employee had deductions with limits, use program PEMWIN to re-enter the limit for the new year.
Review fringe data on the Employee Master Listing.
Make any necessary corrections via PEMWIN Employee Maintenance

<u>Review the IRS Circular E to determine the new FICA, MEDICARE, DEPENDANT ALLOWANCE AMOUNT, and ANNUAL PERCENTAGE METHOD OF WITHHOLDING TAX TABLES.</u>



Program PITWIN will be used to record the dependent allowance amount and the annual percentage method table for married and single.

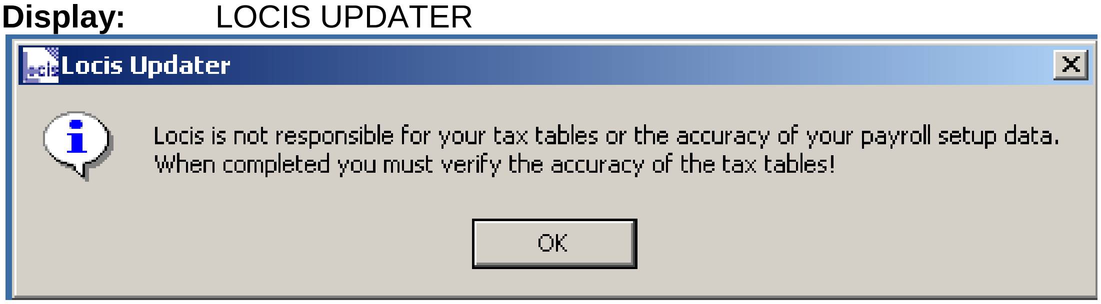
Display: PAYROLL TAX SETUP



You can update the Federal and State of Illinois tax tables and allowance amounts in one of two different ways, either automatically or manually. To update them manually, proceed to the section below titled MANUAL UPDATE OF TAX TABLES/ALLOWANCE AMOUNTS.

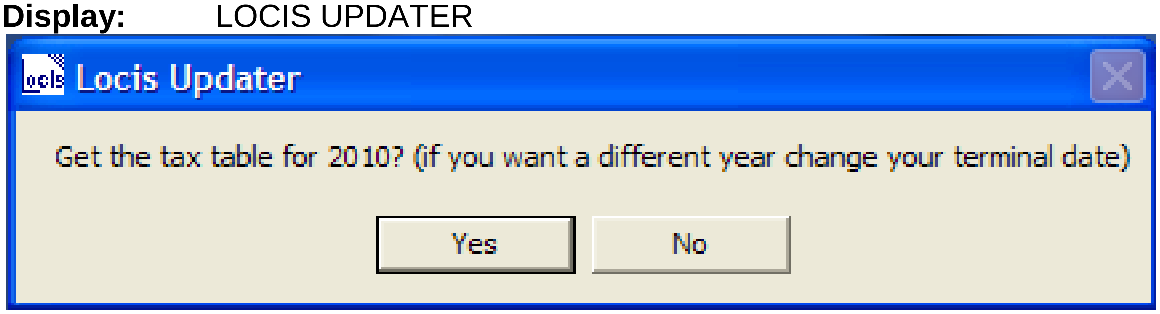
To update automatically, click on the DOWNLOAD FROM LOCIS button. The following display will now appear:

Display: LOCIS UPDATER



To continue, click on the OK button. The following display will now appear:

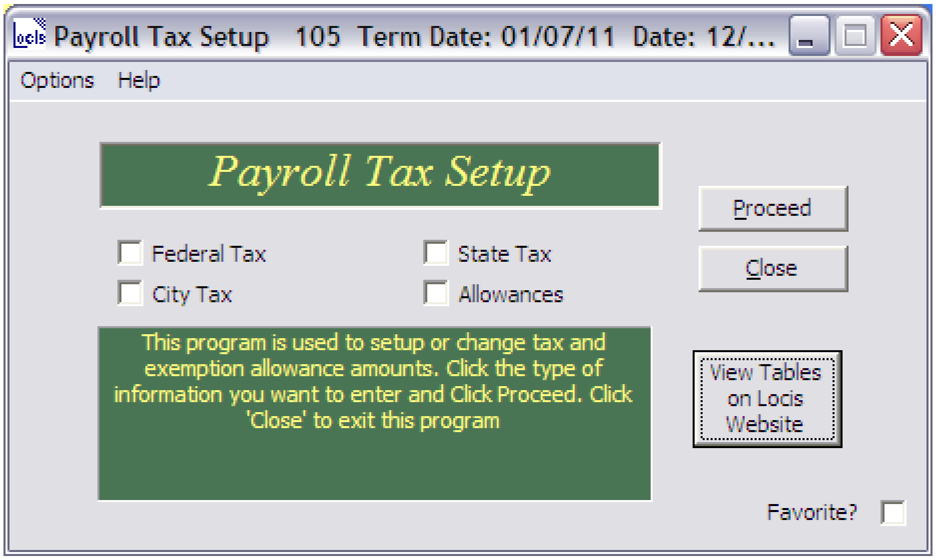
Display: LOCIS UPDATER



If the year displayed is the year you want, click on the YES button. If the year displayed is incorrect, click on the NO button to exit the program and to change your terminal date.

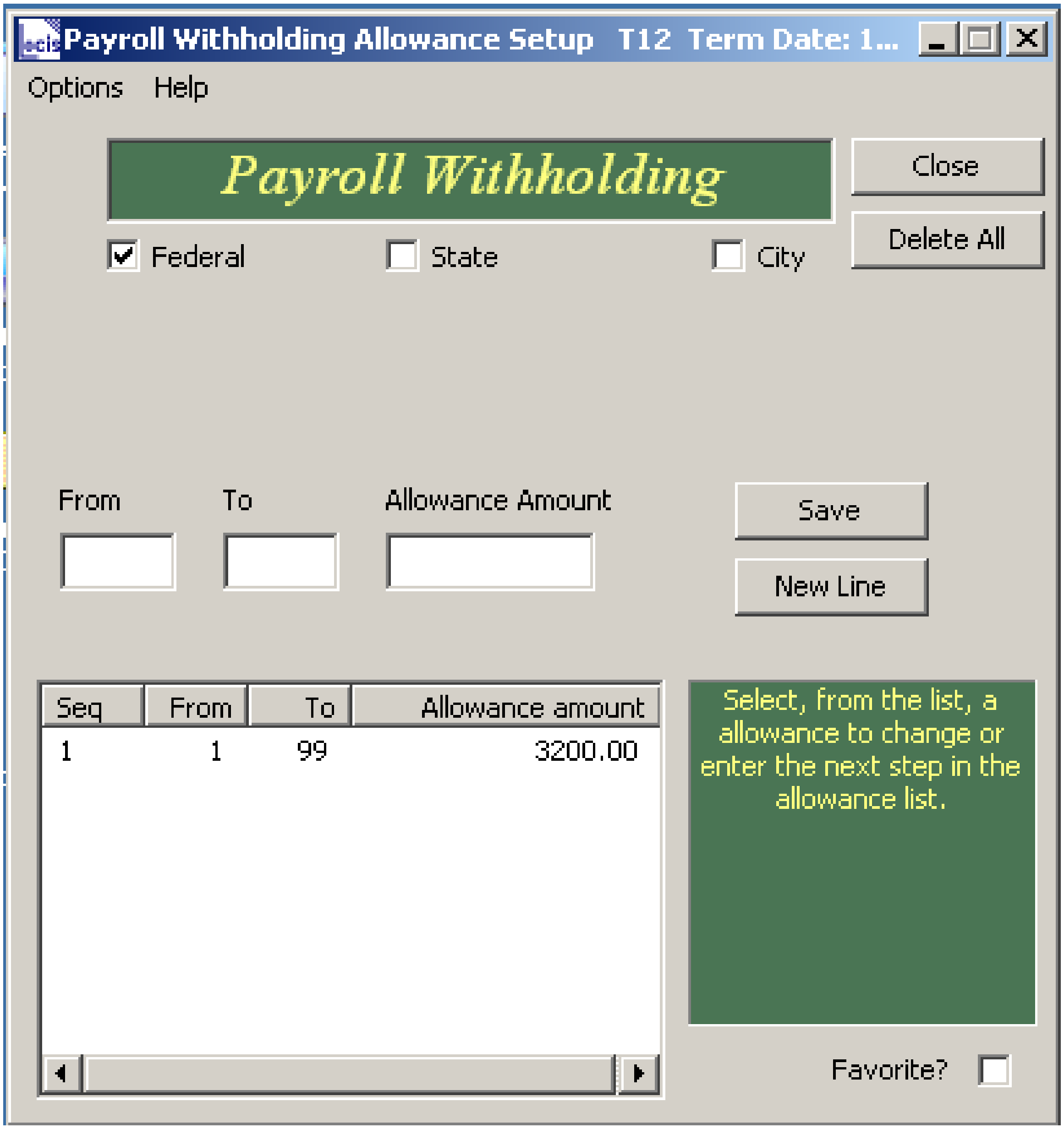
MANUAL UPDATE OF TAX TABLES/ALLOWANCE AMOUNTS

Display: PAYROLL TAX SETUP

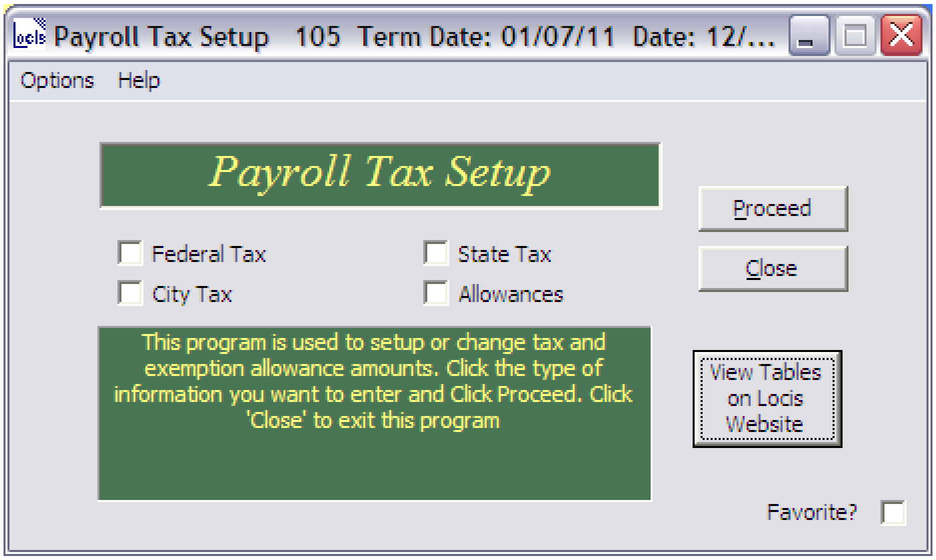


To update the FEDERAL allowance amount, click on the box titled ALLOWANCES, and then click on the PROCEED button.

Now click on the box titled FEDERAL or STATE. The following display will now appear:

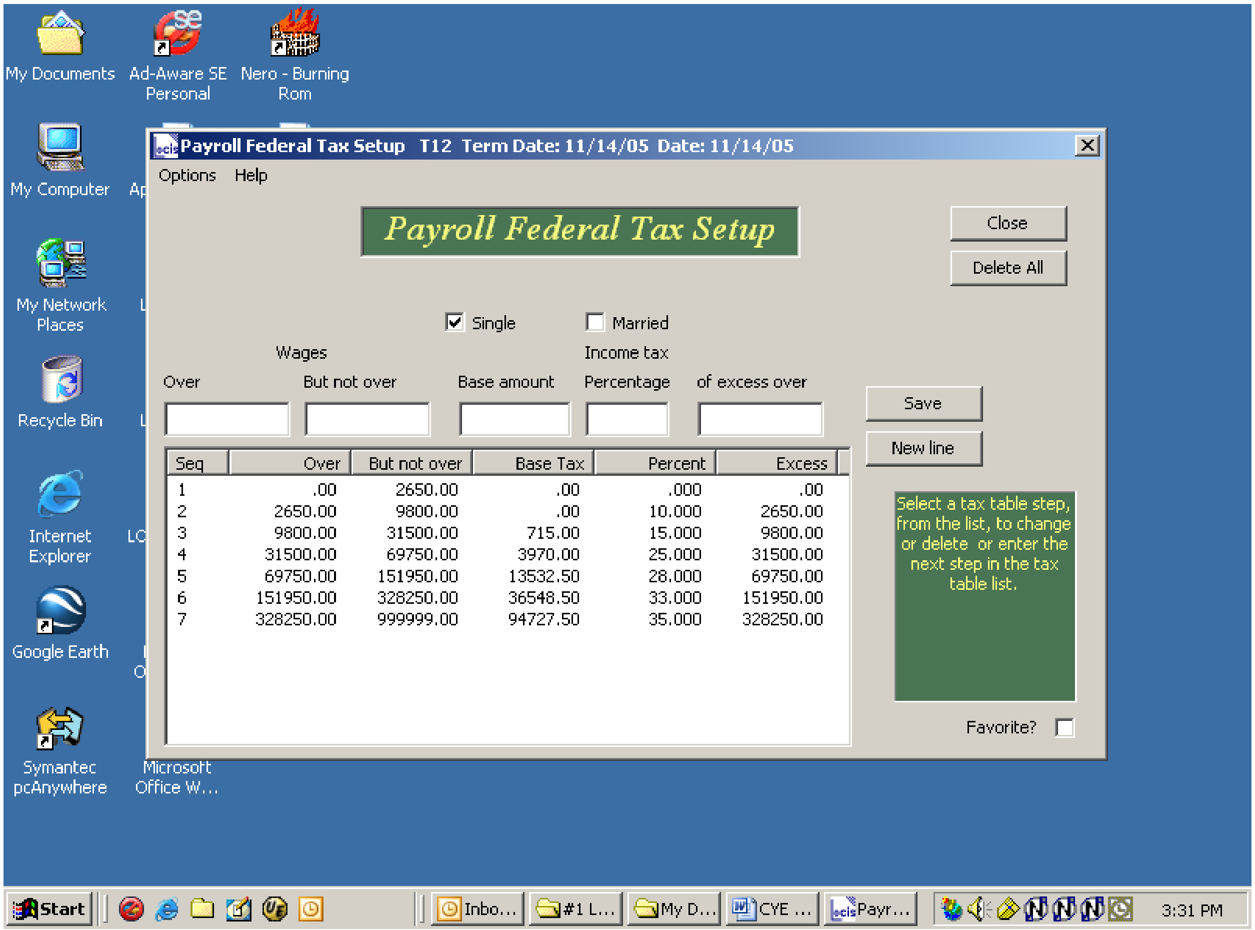


Double left click on the existing allowance amount line to bring it up in the edit area. Change the allowance amount and then click on the SAVE button. Before closing the State allowance can also be changed at this time. Click on the CLOSE button to return to the main screen.



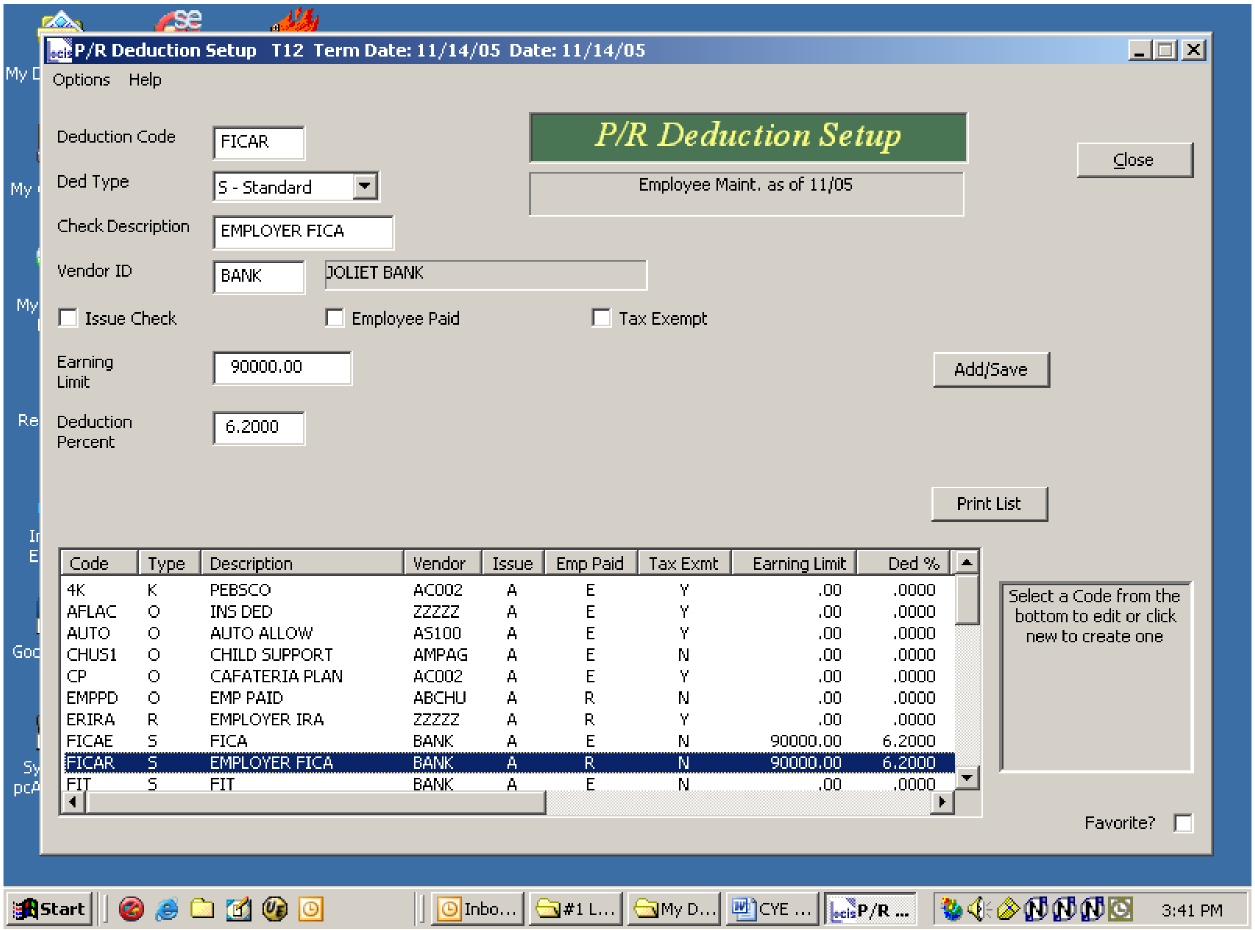
To change the Federal tax tables, click on FEDERAL TAX, and then click on the PROCEED button.

Click on SINGLE to change the single table. Click on MARRIED to change the married table. After you select a table a display similar to the following will now appear:

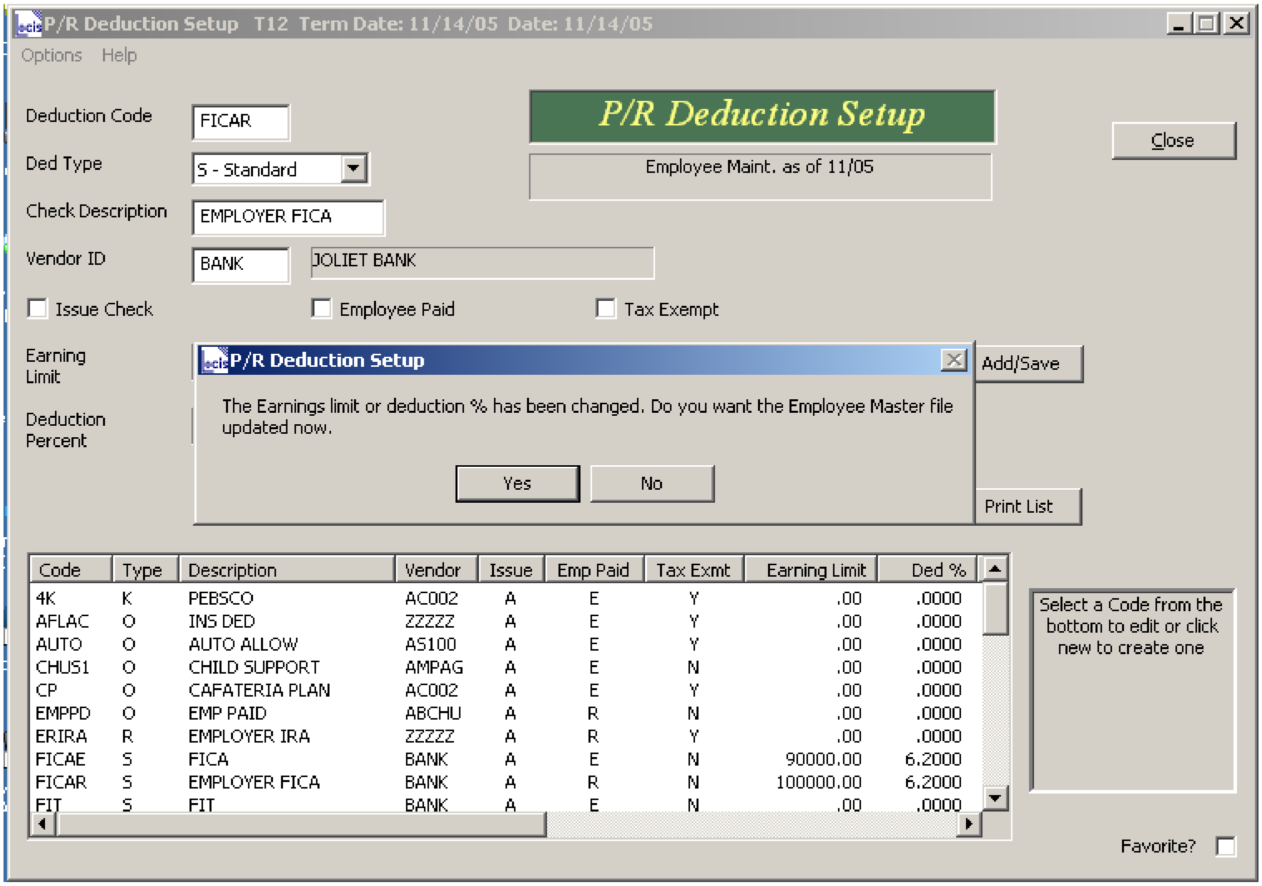


To change a line, click on the line to bring it up in the edit area. Make your change, and click on the SAVE button. To add a new line, click on the NEW LINE button, enter the information into the boxes, and then click on the SAVE button.

Program PDSWIN will be used to change the FICA and MEDICARE tax percents and limits.



After changes have been made and saved to the deduction master record the following display will appear.



Click ‘Yes’ to update employee deduction data. Click ‘No’ to exit.

NOTES