



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

Rent a LOCIS Support Specialist

If you need more training on how to get more out of the LOCIS Software, call to schedule a tech to come onsite and train you on all the new features you may not know about. Normal travel and hourly costs will apply. Call the LOCIS Office at (815) 744-0011 today!!



Upcoming Holidays

New Year's Day January 1	Office Closed
Good Friday March 21	Office Closed
Memorial Day May 26	Office Closed

Don't Forget...

All LOCIS Users: Don't perform any of your Calendar Year End Procedures such as 1099s and W2s until you have received the latest Code Update on our website at www.locis.com 'Updates' tab on the home page. This will direct you to "Click here for the small W-2 update."

Payroll Users: Visit the LOCIS website and select the 'Updates' tab. Then select "2008 Circular E" to download.

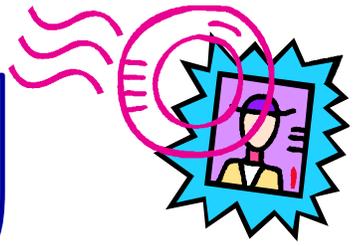
*Remember: After completing all Payrolls for 2007 and prior to your first payroll run of 2008 you must perform the following:

1. You must set your terminal date for 2008 and make sure you download the Federal Tax Tables in Payroll Tax Setup Utility (PITWIN) and click the button "Download from LOCIS."
2. In Payroll Control Record (PZPWIN): Change the "State U.C. Tax Wages" field to 12000.00, (In 2007 it was 11500.00) If your Federal Unemployment, State Unemployment, and/or IMRF Rates have changed, you can make the appropriate changes as well.
3. In Payroll Deduction Setup Utility (PDSWIN): Change FICA or FICAE (Employee Deductions) and FICAR (Employer Deductions) to 102000.00 (It was 97500.00 in 2007) and the 6.2% remains the same.


Inspirational Quote of the Day


"People may forget how fast you did a job, but they remember how well you did it."
 -Anonymous

The Mail Bag



Utility Billing

Question: I just calculated my water bills and realized I have about 10 payments I forgot to put in the system (Cash Receipts). Can I stop now and put those payments in and then recalculate my bills?

Answer: *What you need to do is go back to your bill calculation and click the box that says Clear Calculation. If you don't clear the file your accounts will come up and say they are busy. Make sure to use a different date, than the Mail Date of your bills. You can use the day prior if you like. After you update the cash receipts, go back into Utility Billing and calculate the bills.*

Question: I calculated my penalties and when I checked the list that is printed, it had zero's on it, Why didn't it penalize my water bills?

Answer: *It is a good rule of thumb to check an account and make sure of the last MAIL date that was used when you calculated the bills for the month. The date will be displayed on the account master screen in the bottom left hand corner, labeled the Last Billing Date. In this case, the operator put in the date of Nov 2, 2006 instead of the actual mail date of Nov 1, 2006. We reran the penalties using the correct MAIL date and the program did calculate penalties. We reran the penalties using the correct MAIL date and the program did calculate penalties. We reran the penalties using the correct MAIL date and the program did successfully calculate penalties.*

Accounts Receivable

Question: I was updating my cash in the Accounts Receivable module and got a program termination #32. What does that mean?

Answer: *What happened was between entering cash receipts and updating the cash, the vendor, already entered in the cash receipts, was deleted. Now, the program can't find the record in order to apply the cash against it. Just re enter the vendor and then rerun the ARJ (Register Update).*

Cash Register

Question: When I go into (CRPWIN) Receipts Entry and type in the Utility Bill item code, Qty. 1 and then the cursor stops in the unit cost field. Why doesn't it ask for the account number?

Answer: *When the Utility Bill item code was setup in (CIMWIN) Item Setup, someone forgot to put a check mark in the box Utility Receipt. This is what tells the program to bring up another screen in order to enter the account number, etc.*



*From Your
LOCIS Family*