

January 2010

LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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7.0 General Ledger and Accounts Payable

*In the month of February, LOCIS will be hosting three training classes on the General Ledger and Accounts Payable modules for LOCIS 7.0. Deadlines for registration are 1 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*

2010 Class Schedule

February- G/L and A/P

- 5-Decatur Park District
- 11-Joliet Park District
- 26-Collinsville

March-U/B and Cash Receipts

- 11- Caseyville-tentative
- 12-Cherry Valley
- 18-Forsyth
- 25-Joliet Park District

April- Fiscal Year End

- 15-Decatur Park District
- 22-Collinsville
- 23-Joliet Park District

May-Payroll

- 6-Collinsville
- 13-Forsyth
- 14-Joliet Park District

June-G/L and A/P

- 10-Collinsville
- 24-Decatur Park District
- 25-Joliet Park District

Watch for more updates later in the year.

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SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

Monday – Friday 5 PM – 9PM
Weekends & Holidays 9 AM – 5PM

NEXT MONTH'S EVENTS

7.0 G/L & A/P Classes

February 5- Decatur Park District
February 11-Joliet Park District
February 26- Collinsville



From our Feedback at User Group

I sat down with Frank and asked him some questions.

Kim asked: We had a few complaints that the meeting did not start at 9:00, were we scheduled to start at 9:00 or 9:30?

Frank: *We have always allowed for general discussion and coffee from 9-9:30. Next year we will start at 9:15 allowing for 15 minutes for discussion. FM*

Kim asked: A couple suggested that we stretch to two days, would this work? KM

Frank: *There is a consensus that two days would require most of our clients to be closed for two days rather than just the one. Everyone is welcome to just come for the modules they own and leave anytime. We will look into the possibility of dividing part of the day into two sessions. FM*

Kim asked: More of an open forum for questions. Would like to hear about other users, what they are doing with LOCIS and other software products.

Frank: *Will definitely allow for this next year.*

↳ Greg did a great job explaining the changes in 7.0 and answering questions. ↳

“This is very informational.”

“Locis 7 is very user friendly”

“Good Lunch.”

“Informative again and very helpful/interesting.” **“Very informative learned a lot.”**

“Good presentation-good facility, very open and honest dialogue, good atmosphere for asking questions.”

↳ Great as usual! ↳

“Definitely prefer U/B in the morning.”

“Like the 1 day format.” **“Locis 7 has many useful enhancements”**

“Very good informative meeting, glad to see good turn out for meeting.”

The Mail Bag



LOCIS 6.0 or 7.0

Calendar Year End

Question: Where can I find the directions for the Calendar Year End process?

Answer: Go to the LOCIS website, under the classes tab, scroll all the way to the bottom, and find CYE 6.0 or 7.0, print it out or view on the screen.

Question: How do you get multiple copies of W-2's or 1099's?

Answer: Go right back into W-2 or 1099 printing and print as many more copies as you would like.

Question: When trying to run the W-2 listing I got the error that there was an important file missing?

Answer: The W-2 create was not run.

Question: Which vendors need to receive a 1099?

Answer: The minimum Year to date purchase amount for the generation of a 1099 is \$600.00. There are no forms generated for vendors whose total purchases are less than this amount regardless of the value of the 1099 flag in their master records.

Question: When are w-2's and 1099's due out?

Answer: W-2's and 1099's are supposed to be postmarked at 01/31/2010. and W-3's and 1096's are to be postmarked by 02/28/2010.

Question: I need to change someone's W-2. When I go through and fix the W-2 in maintenance, do I recreate the W-2?

Answer: No, If you recreate, it will delete everything you did in maintenance.

Question: Do you have to close out the year in GME?

Answer: No, you can do one of two things you can close one month at a time or the entire year, however, keep in mind, the entire year close will close the year based on your fiscal year (generally April 30th), not the calendar year.

Question: I started to do my first 2010 Payroll and I received an error 9A some of the necessary files are not there. What do I do?

Answer: You forgot to setup the new calendar year from PZP.

Question: How do I change the Payroll taxes for 2010?

Answer: Make sure your LOCIS date is set to 2010 and in 7.0 go to PIT, or in 6.0 go to PITWIN (P/R taxes set up). Go to the button that says Download from LOCIS and the computer will download the taxes from our website.