

LOCIS•FOCIS

MONTHLY NEWSLETTER

September 2014

4000 W Jefferson St.
Joliet, IL 60431
Ph: (815) 744-0011
Fax: (815) 744-8182

Classes

During September, LOCIS will be hosting 3 Training Classes on A/P and G/L and in October 3 Training Classes on Payroll.

Deadline for registration is one week prior to the class. Visit our website at www.locis.com and click on the Classes tab. There you will find the registration forms. Check out the dates and locations and sign-up today! We look forward to hearing from you!

Register Today!

Registration forms are located on pages 4 & 5 of the newsletter or online at www.locis.com

A/P & G/L CLASSES

September 24 - Decatur Park District

September 25 - Collinsville City Hall

September 26 - Joliet Park District

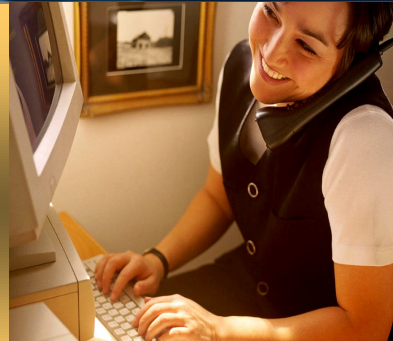
PAYROLL CLASSES

October 22—Decatur Park District

October 23—Collinsville City Hall

October 30—Joliet Park District

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SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 200-9110

Monday – Friday

5 PM – 9PM

Weekends & Holidays

9 AM – 5PM

THIS MONTH'S EVENTS

September 1 –Holiday

Office Closed

101st IML Annual Conference

Sept 18-20

Chicago Hilton & Towers Hotel

IMTA Sept. 24 Oregon, IL

NEXT MONTH'S EVENTS

Municipal Clerks of Illinois

Oct. 12-17

Springfield Hilton

IMTA Oct 9 Charleston, IL

IMTA Oct 24 Peoria, IL

IRWA Oct. 28-29 Utica, IL

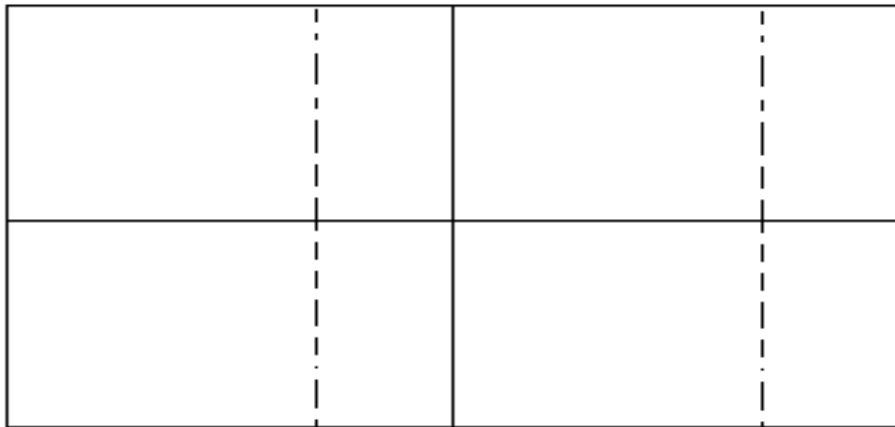
FOCUS ON THE FUTURE



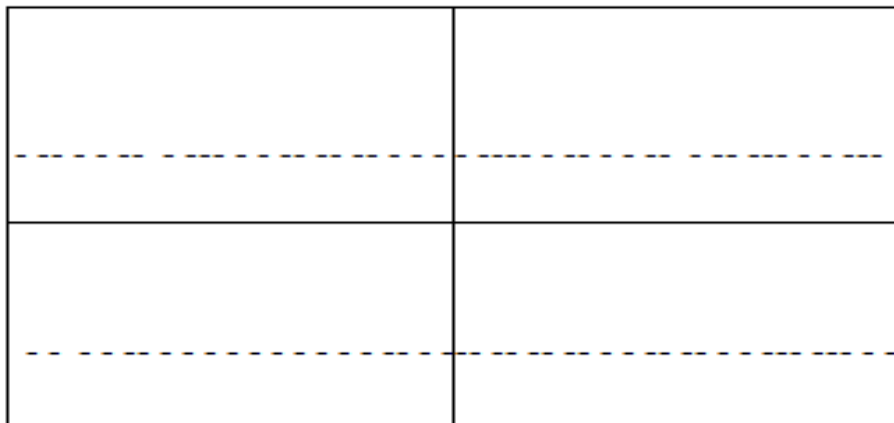
Did you know...

The Locis 4 to a page laser works just as well with a horizontal perforation as it does for a vertical perforation? This format also makes some postmasters happier because they seem to make it through the USPS scanning machines easier.

Presently...



Optionally...



The Mail Bag



Utility Billing

Question: How can I change the message that prints on my full page laser bills ?

Answer: Under Utility Billing, Utility Billing Setup, “Full page laser bill message setup.” Click on the down arrow and pick the type of bill you are interested in changing. Click on the line you need to change, when your changes are complete click the “Save” button and click “Proceed” to exit.

General Ledger

Question: We are starting our budgeting process and I know I get export/import in Excel but I don’t remember where?

Answer: Under General Ledger - Month/Year end process—there are options to budget data export and budget date import to/from Excel.

Payroll

Question: If I void a payroll check how do I handle the taxes that I’ve already paid?

Answer: The system will take care of it for you. When you void a payroll check, the system assumes that you have already paid all the taxes so it will create credits that sit out there until you run payroll again and then it will offset the taxes with those credits, in essence short paying the next time because you overpaid the time before.

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





September 2014 Training Classes RSVP 7.0 General Ledger & Accounts Payable

Wednesday, September 24	Thursday, September 25	Friday, September 26
<p><u>Decatur, IL</u> Decatur Park District 620 E. Riverside Ave Decatur, IL 62521</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 9/17/14</p>	<p><u>Collinsville, IL</u> Collinsville City Hall 125 South Center Street Collinsville, IL 62234</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 9/18/14</p>	<p><u>Joliet, IL</u> Joliet Park District 3000 W. Jefferson Street Joliet, IL 60435</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 9/19/14</p>

REGISTRATION

Register before the deadline to avoid class being cancelled. Registration fee of \$125.00 per attendee includes lunch (menu may vary). All registrations must be received in writing – sorry, no phone registrations accepted. Registrations accepted via fax (815) 744-8182 or email cathy@locis.com by completing registration form or submitting your request in writing on letterhead.

CONFIRMATIONS

Confirmations of classes will be submitted via fax or email to those that have registered. Confirmation will include directions to the facility. If you do not receive a confirmation of your registration, contact Cathy Vercellotti at the LOCIS office.

TO CANCEL A REGISTRATION

Cancellation of registration must be made 7 days prior to the class by contacting Cathy at the LOCIS office by submitting in writing via fax or email. **Those registering and not attending or canceling after the registration deadline will be invoiced.**

CLASS CANCELLATION OR LOCATION CHANGE

All LOCIS classes are subject to cancellation up to 72 hours prior to the class. Only those who have registered will be notified of any such cancellation or location change. LOCIS will not be responsible for any expenses due to non-registrants arriving to a class that has been cancelled or when a location has changed.

CLASS HANDOUTS

Class handouts are available at no charge via email by submitting your request to cathy@locis.com. Class handouts are also available at www.locis.com under the “Classes” tab.

Emergency Contact Number (In case of last minute class cancellation) _____

Community

Please check the correct location of the class you will be attending.

Decatur 9/24	Collinsville 9/25	Joliet 9/26	Name of Attendee Please print clearly. <i>In regards to the lunch served, if you have any dietary requirements/allergies, please specify.</i>



October 2014 Training Classes RSVP LOCIS 7.0 Payroll

<p>Wednesday, October 22</p> <p><u>Decatur, IL</u> Decatur Park District 620 E. Riverside Ave Decatur, IL 62521</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 10/15/13</p>	<p>Thursday, October 23</p> <p><u>Collinsville, IL</u> Collinsville City Hall 125 South Center Street Collinsville, IL 62234</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 10/16/13</p>	<p>Thursday October 30</p> <p><u>Joliet, IL</u> Joliet Park District 3000 West Jefferson St Joliet, IL 60435</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 10/23/14</p>
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Emergency Contact Number (In case of last minute class cancellation)

Community

Please check the correct location of the class you will be attending.

Decatur 10/22	Collinsville 10/23	Joliet 10/30	Name of Attendee Please print clearly.