LOCIS·FOCIS

MONTHLY NEWSLETTER
SEPTEMBER 2015

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CLASSES

We will be hosting classes in September with A/P-G/L and October with Payroll. To RSVP, visit our website at www.locis.com and click on the Calendar of Events tab or simply click here. Check out the dates and locations and sign-up today. We look forward to hearing from you!

Register Today!

2015 IML ANNUAL CONFERENCE

Thursday Sept. 17th & Friday Sept 18th Hilton Chicago Hotel

Visit us at Booth #503.

AFTER-HOURS SUPPORT LINE

(815) 200-9110
Monday – Friday
5 PM – 9PM
Weekends & Holidays
9 AM – 5PM

THIS MONTH'S EVENTS

September 7—Labor Day
Office Closed

A/P—G/L Classes

Sept. 23—Decatur Park Dist.
Sept. 24—Collinsville Village Hall
Sept. 25—Joliet Park District

NEXT MONTH'S EVENTS
Payroll Classes
Oct. 22—Collinsville Village Hall
Oct. 23—Joliet Park District
Oct. 28—Decatur Park District

MCI—Oct 11-16
Springfield Hilton

Thanks for the GBAL program and the efforts you have put
forth in ensuring the General Ledger matches the U/B
expected Accounts Receivables.
It makes my daily reconciling and verification much
simpler and our auditors will be happier as well!

Roger M (Metro East Sanitary District)

Microsoft Windows 10 Recently Released

LOCiS has been asked if it is okay to upgrade to
Windows 10?
Yes you can, but LOCiS may need some
configuration changes following the update.
If LOCiS does need configuration changes it will be
on a billable basis

REMINDER

It's that time again to think about
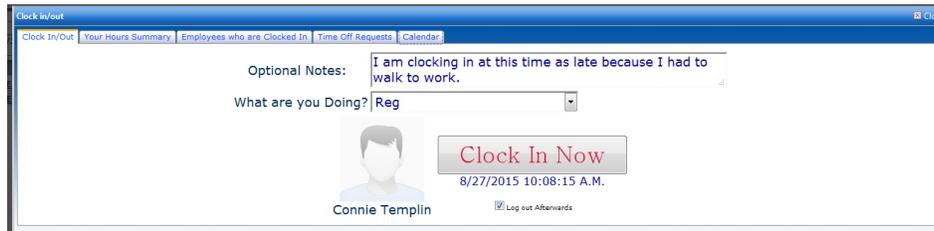ordering your forms for Calendar Year
End.

Accounts Payable will need to
process 1099's and Payroll will need
W-2's.

All of the form information can be
found on our website at
www.locis.com under the Order Forms
tab.

LOCiS 8 UPDATE

Clocking in from the "Cloud"

Part of **LOCiS 8's** versatility is that employees will be able to clock in from any computer in the office by logging into a special area of the module or by using a scan bar on the back of their ID Card. Additionally, this method allows the employee to create a note/message that can be re-viewed by their own **Department Manager (DM)** and the **Payroll Administrator (PA)** to document the reason for being late or leaving early. The tabs you see in the upper part of the window display differently based on the credentials the user has been assigned. Employees can see *very minimal information* about themselves unlike the **DM,** who can view all data about the staff *only* in their department. The **PA** has a complete overview of all **DM's** and their staff members.

Below is just a sneak peek of what PA and DM's can view and control; all in an effort to make your office automated and friendly for all users!
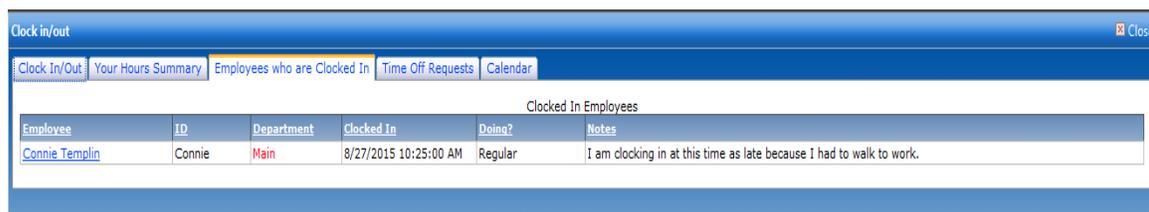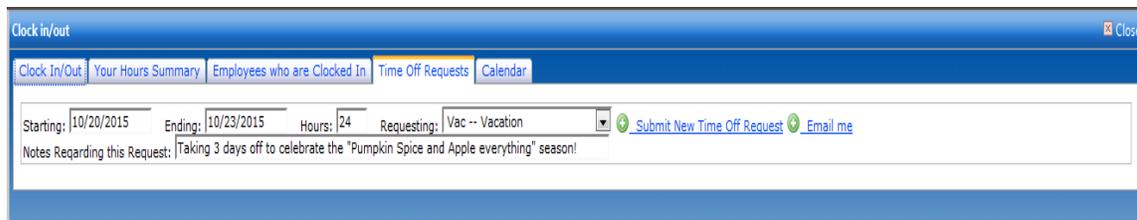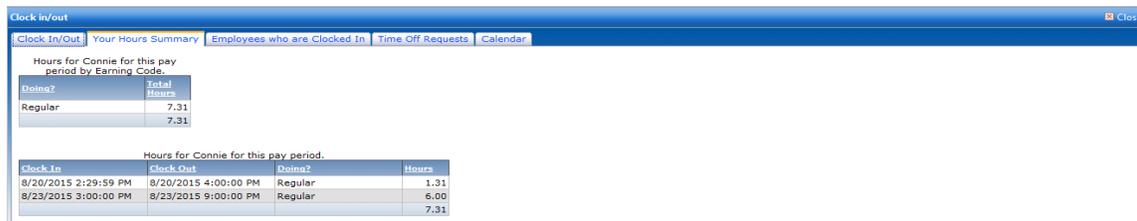
The Mail Bag

Utility Billing

Question: I'm loading my handheld to read meters and I get a message that says I'm going to erase the existing file. Is that right?

Answer: Yes, the system will replace the old file with a new file each time you go to read meters.

Accounts Payable

Question: What is the best way to figure out if I need a W-9 for a vendor?

Answer: *You should have a W-9 for all vendors, this will determine whether you have to issue a 1099 or not. There is a new vendor report (VLN) that you can run for 01/01/15—12/31/15. It will tell you about all new vendors and then you can send a W-9 to fill out.*

Payroll

Question: Our auditor wants to know how much 457 has been deducted for a certain employee?

Answer: Run check history listing (PCL) for what ever time frame they want. It will give you each check that was produced for that employee and also give you a grand total at the end.

If you have a question you would like answered, a suggestion for the newsletter, or useful information to share, please submit to cathy@locis.com

To subscribe or unsubscribe to this newsletter please contact cathy@locis.com.