

# LOCIS FOCUS



## LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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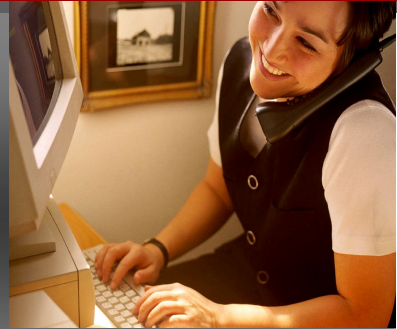
### 6.0 and 7.0 Calendar Year End

*During December, LOCIS will be hosting 3 training classes on the Calendar Year End for LOCIS 6.0 & 7.0. Deadline for registration is one week prior to the class. Visit our website at [www.locis.com](http://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 today! We look forward to hearing from you!  
Register Today!*

### 7.0 G/L and AP and 7.0 Payroll

*During January, LOCIS will be hosting 3 training classes on 7.0 General Ledger and Accounts Payable and 3 training classes on 7.0 Payroll. Deadline for registration is one week prior to the class. Visit our website at [www.locis.com](http://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 today! We look forward to hearing from you!  
Register Today!*

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### SUPPORT

#### AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

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

#### THIS MONTH'S EVENTS

- Calendar Year End Classes
- Dec 7-Joliet Park District
- Dec 9-Collinsville City Hall
- Dec 14- Decatur Park District (Scovill)
- Dec 23-Christmas- Office Closed
- Dec 26-Christmas- Office Closed

#### NEXT MONTH'S EVENTS

- Jan 2- New Year's- Office Closed

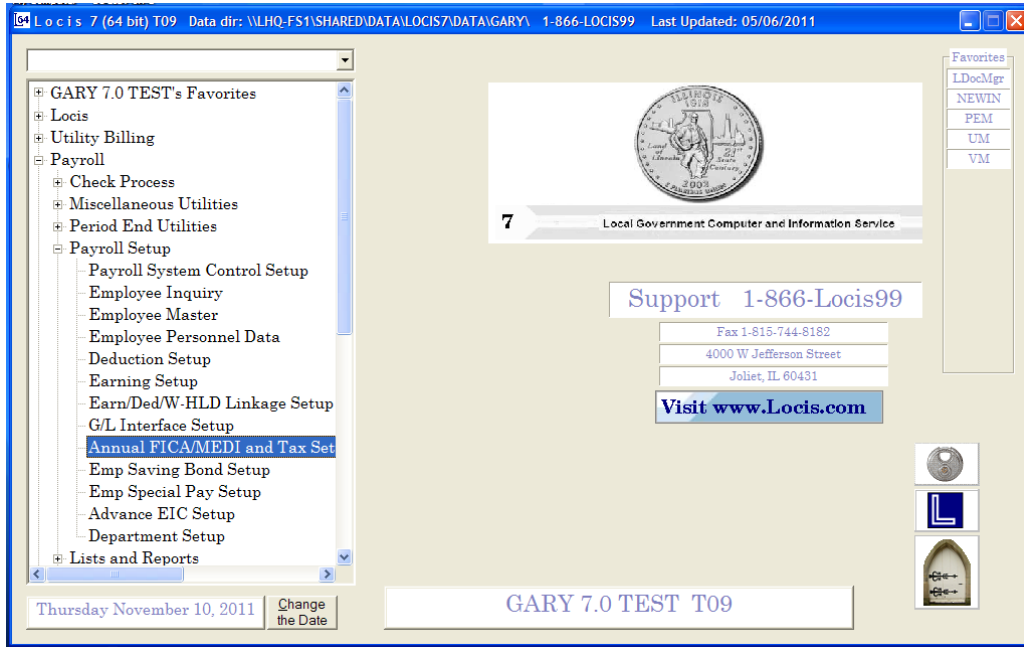
#### General Ledger and Accounts Payable Classes

- Jan 12- Collinsville City Hall
- Jan 13- Joliet Park District
- Jan-13- Decatur Park District (Scovill)

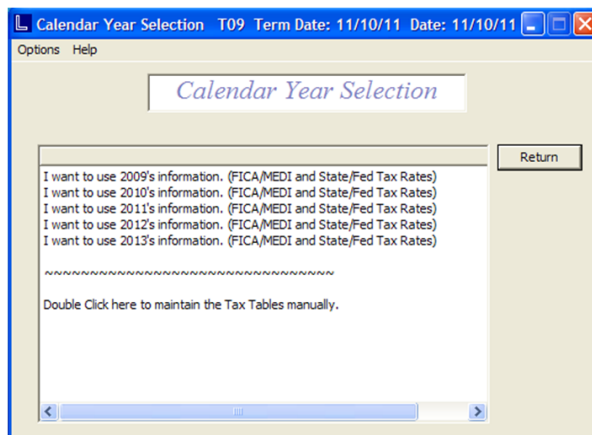
#### Payroll Classes

- Jan 26- Collinsville City Hall
- Jan 27- Joliet Park District
- Jan-27- Decatur Park District (Scovill)

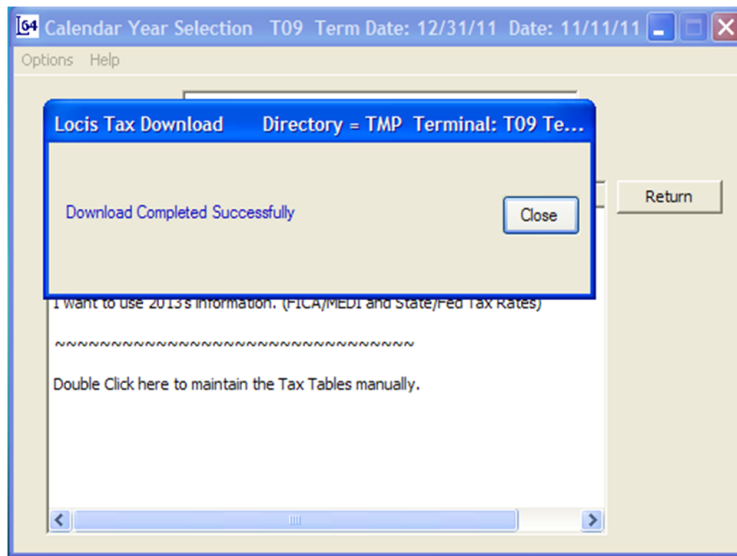
## Annual FICA/MEDI and Tax Setup (PAYROLL)



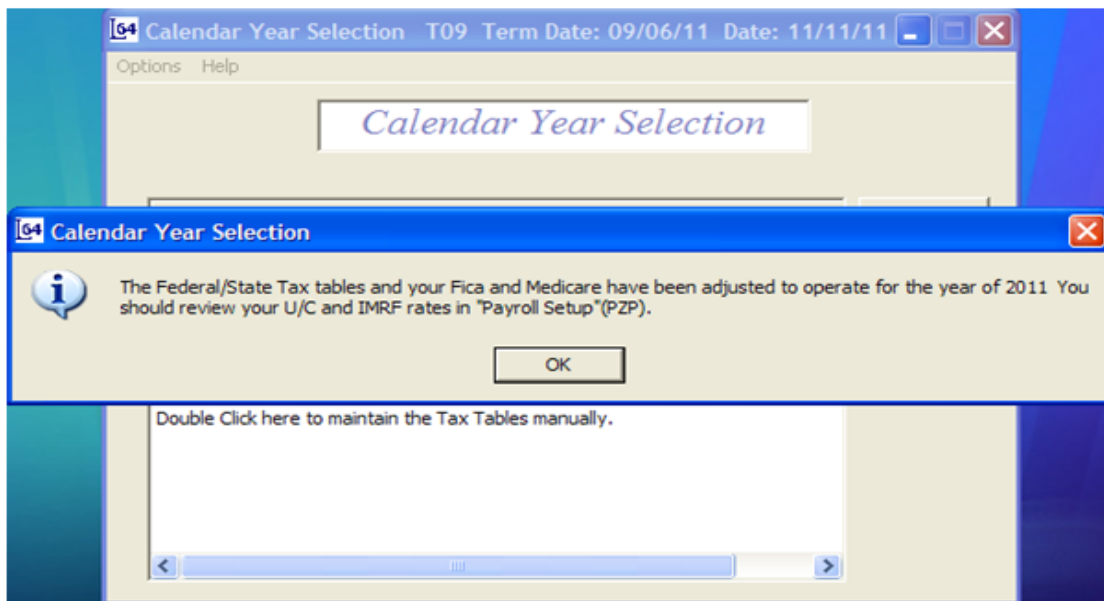
This new program gives the user the ability to download the latest IRS federal tax tables, State tax tables, FICA values, Medicare values and federal and state allowances.



The user can choose the year of the tax table they are updating or the system also gives the user the ability to manually update the tax tables if that is desired.



Once the user has selected the correct year the system displays this message to indicate that the download is complete. Once "Close" is selected the tax table update will commence putting the new tax tables on your system.



After the "Close" button is selected this message appears indicating that there are other updates that need to be done manually because everyone's Unemployment taxes and IMRF rates are different.

A close-up photograph of a white, feathery Christmas tree. Several gold and red ornaments are visible, including a large red ball in the upper center and a gold ball with white stripes in the lower center. The background is a soft, out-of-focus blue.

**Happy Holidays**  
**From all of us at**  
**LOCIS**

**Frank**  
**Kristi**  
**Kim**  
**Gary &**  
**Rick**  
**Greg**  
**Cathy**  
**Dan**  
**Kathy**



# The Mail Bag



## CYE

**Question:** *Can I mail my w-2's as soon as I print them.*

**Answer:** Yes, you must make sure that W-2's must be postmarked to your employees by January 31, 2012 and copies of W-2 and W-3 postmarked to the SSA by February 29, 2012.

**Question:** *If I am in 1099 processing screen and have "filled the list" and realize that everyone is not on my list, can I go back to fix this?*

**Answer:** Yes, You can close out of this screen and go back to each vendor screen (VM) and make sure that their box for "send 1099" is checked. You can go back into 1099 processing, Add/Maintain 1099's, and Fill the list with 1099.

## QR Code

*If your phone has a QR code reader this will link you to our website.  
[www.locis.com](http://www.locis.com)*



## Code Updates

Keep your eyes on your inbox for e-mail updates from LOCIS on Calendar year End procedures and code updates. Also, for information on the 2012 LOCIS User Group in March.

# Happy Holidays!



*If you have a question you would like answered please submit it to [kim@locis.com](mailto:kim@locis.com).*

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