

LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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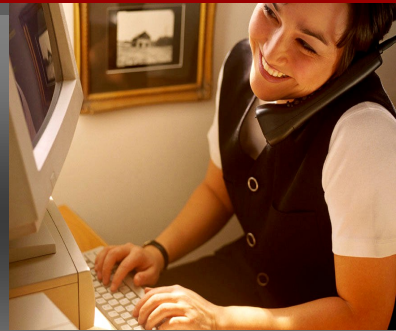
7.0 General Ledger and Accounts Payable

*During October, LOCIS will be hosting 3 training classes on the General Ledger and Accounts Payable modules for LOCIS 7.0. 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 form. Check out the dates and locations and sign-up today! We look forward to hearing from you!
Register Today!*

7.0 U/B and Cash Receipts

*During November, LOCIS will be hosting 2 training classes on the Utility Billing and Cash Receipts modules for LOCIS 7.0. 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 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

Oct 4-6 H2O Expo– Louisville, KY
Oct 9-15 MCI– Springfield, IL
Oct 25-27 IRWA– Rockford, IL

G/L and A/P Classes
October 19– Joliet Park District
October 20– Caseyville Village Hall
October 21– Decatur Park District
(Scovill)

NEXT MONTH'S EVENTS

U/B and Cash Receipts Classes
Nov 9-Joliet Park District
Nov 10-Caseyville Village Hall
Nov 13-17 Illinois Municipal
Treasurer's Institute-Bloomington, IL
Nov 24-25– Thanksgiving-Office
Closed



Why doesn't my 941 return match Locis 941 quarterly report?

Locis quarterly 941 statement only represents what was withheld from each employee's checks. Previous years you could multiply FICA Tax and Medicare Tax by two and match to IRS 941 return. You can no longer do this because Social Security (FICA) rate for employee and employer are different.

SYS DATE 072711
PROGRAM 'PQL'

VILLAGE OF PARADISE
QUARTERLY 941 STATEMENT for the month and year of 06 11
Wednesday July 27, 2011

11:29
PAGE 1

SOC SEC NUM	EMPLOYEE	TAXABLE WAGES	FEDERAL TAX	STATE TAX	*-----F I C A -----*	TAX	*-----M E D I -----*	TAX	
123-12-1234	Bleacher, Bob J	1098.25	189.95	54.91	1150.00	48.30	1150.00	16.68	
123-12-1234	Clark, R	539.31	41.76	26.97	564.72	23.72	564.72	8.19	
123-12-1234	Crestwood, R	201.81	44.03	8.17	225.36	9.47	225.36	3.27	
123-12-1234	Heffner, Norm	1910.00	162.00	85.90	2000.00	84.00	2000.00	29.00	
123-12-1234	Hunt, Alan	2322.56	170.13	108.44	2432.00	102.14	2432.00	17.63	
** PAGE TOTALS		5	6071.93	607.87	284.39	6372.08	267.63	6372.08	74.77

Instead of multiplying the FICA taxes by two, take the FICA wages and multiply by the employer's social security (FICA) rate to get the employer's expense. Then add together the expense and what was withheld from the employee's check. This should equal the IRS 941 box 5a column 2.

Here is an example using the report above.

	Wages	Rate		
Fica Employer Expense	6,372.08	X	.062	= 395.07
Fica Employee W/H	6,372.08	X	.042	= 267.63

What is Positive Pay?

Positive Pay is where the payee submits a list of checks they have written to the bank. The list would be in a specific format that the payee bank requests. The list would have the check number, check date, payee name and amount of check. The payee bank will only pay checks that are on and match the positive pay list. This is just another security/ fraud protection you can do to protect your account.

How to create a Positive Pay file for the bank!

First you have to go to Check Reconciliation to Maintenance/ List/Export/Purge or better known as CKMWIN.

Options Help

Check Reconciliation

Clear all Direct Deposit/Direct Pay

Close

Select Checks to work with

Fund... Starting Check: Ending Check: Starting Date: Ending Date: Display

★ 01 99999999 07/01/2011 07/15/2011 Outstanding Only?

Edit Check Details

Check Number: Date: Amount of Check: Add/Save

Check Type: Cleared Amount: Delete

Payee Number: Cleared Date: Relist

Payee Name: Cleared Outstanding Voided

This program has 100% sort capability, you can just click the column headings. This is helpful for the "Group Select Mode" to your right.

Check #	Check Date	Type	Amount	Payee	Cleared ...	Status	Fund	Ba
123	2011/07/05	A	300.00	AYERS ELECTRIC INC		Outstandi...	01	01-
234	2011/07/05	A	50.00	USABLUE BOOK		Outstandi...	01	01-
456	2011/07/06	A	2900.00	TRUE TECH SYSTEMS, INC.		Outstandi...	01	01-
765	2011/07/06	A	1980.00	CHUCK'S SEALCOATING AND B		Outstandi...	01	01-
1123	2011/07/05	A	150.00	USABLUE BOOK		Outstandi...	01	01-

Group Select

Step 1: Turn Group Mode On

Step 2: Right Click the First check in the range

Step 3: Right Click the Last check in the range

Step 4: Select the Action to Perform

Step 5: Turn Group Mode Off

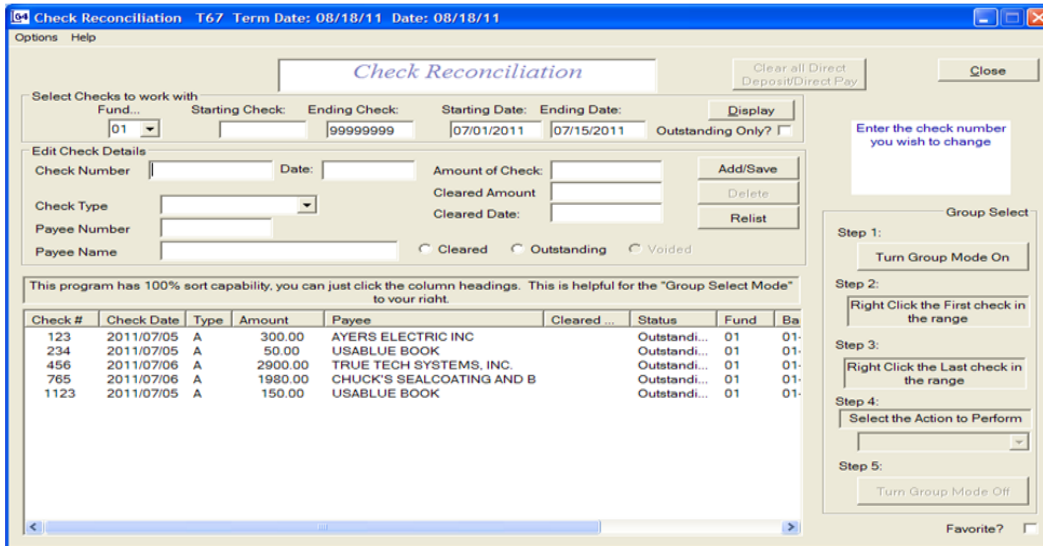
Favorite?

Fund: Select your fund.

Starting Check and Ending Check: Leave starting check blank and ending check 9999999.

Starting Date and Ending Date: The date range for the check run you would like to submit to the bank.

Click the display button for the list to appear in the bottom white box.



The Mail Bag



Utility Billing

Question: How can I get a list of Utility Billing Customers with liens on them?

Answer: Go to Account Master (UM) click on the magnifying glass next to the account or route number box. Utility inquiry screen will then display, click on the “other” tab. Three white boxes will appear. In the first box click the arrow to display the options you have available to search for, select liens. In the second box click the down arrow and choose equals. Then in the last box “lookup value” put a “Y”, then click Display. A list of all customers with liens will appear in the big white box below. Then click the print icon to print a list, or the excel icon to export the list to excel.

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

Answer: Under Utility Billing, Utility Billing Setup, “Full page laser bill msg 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.

Accounts Payable

Question: In the Accounts Payable System, how do I find unpaid invoices for any given vendor?

Answer: Go into A/P under Vendor, Vendor Maintenance (VM), put in the vendor ID or use the magnifying glass to look up a vendor, click the history tab. In the display options box check the box that says “Show Only Unpaid” and click “Refresh List”. Also on the main VM screen the white box in the bottom right lists all unpaid registered invoices.

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



Happy Halloween