

# LOCIS FOCUS



## LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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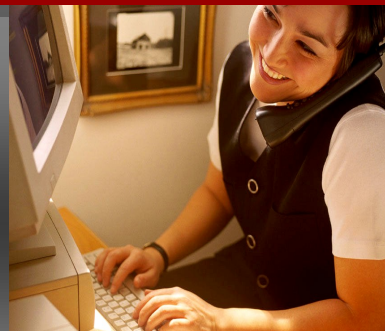
## 7.0 Payroll

*During September, LOCIS will be hosting 3 training classes on the Payroll module for LOCIS 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 General Ledger and Accounts Payable

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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

Sept 5– Labor Day– Office Closed  
Sept 15-17– IML Conf– Chicago

#### Payroll Classes

Sept 21– Joliet Park District  
Sept 23-Decatur Park District (Scovill)  
Sept 30– Collinsville City Hall

### NEXT 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)

## Month End Closing:

People have asked: what is the point of closing each month as you go? I will tell you. The GME process really has a dual purpose.

The first being that it checks all of your funds to make sure they are in balance and the system will not allow you to close that month until all of your funds are in balance. This makes your year-end closing process much smoother, if you find that you have a month out of balance shortly after month end versus 8 or 9 months later. It will make it much easier to isolate the problem.

The second purpose is to prevent people from accidentally posting an entry to a prior closed month. This happens all the time in January, for obvious reasons, but it can be very difficult to find. However, if you have your months closed, the system wouldn't have allowed the entry and would have warned the operator.

Don't worry, I know what all of you are saying: I don't get my audit adjustments until months later so I can't close.

That is not true. You can close each month and when you receive your adjustments, go back and open your fiscal year end month and post the entries. Then all you have to do is carry forward the closings to the subsequent months.

All in all, I think running GME should be a part of everyone's monthly closing process.

## **W-9's – pleasure or pain?**

Anyone that processes accounts payable should be aware of the rule that vendors who get paid at least \$600.00 are required to receive a 1099. As with everything there are exceptions, corporations are exempt from 1099 reporting and that is where the W-9 form comes in.

Fall is the perfect time to start getting W-9's in order to make your 1099 processing run smoothly. We have a couple reports to help. There is the vendor list (VL). This report will list all of your vendors and will show you whether you have the vendor set to receive a 1099 or not. The other is the list of new vendors in a time frame (VLN). This report allows you to just print a list of new vendors that have been added in a given time frame. This is a great report if you want keep up on

W-9's on a monthly, quarterly, or semi-annual basis.

Once you know who needs a W-9, it is just a matter of sending the form to the vendor and asking them to fill it out. You should have a W-9 on file for all vendors. The W-9 will tell you whether they are a corporation and exempt from reporting. A little prep work will make your 1099 processing much more pleasurable instead of painful.

# The Mail Bag



## Payroll

**Question:** How do I void a payroll check that has been updated to the general ledger?

**Answer:** To void a payroll check that has been updated go to the Employee Master Screen (PEM). Type in the employee id and then go to the history tab on employee master screen. Double click on the check that you need to void. A new button will appear that says void check. Click on the void check button and follow the prompts all the way through.

## Accounts Payable

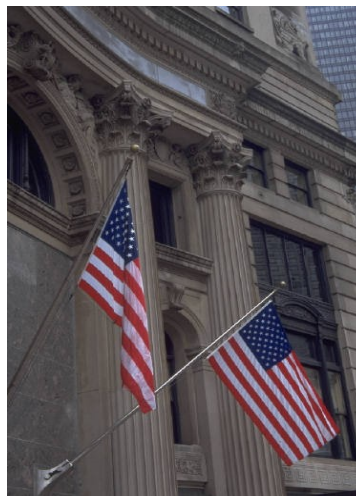
**Question:** When I choose my fund in invoice selection (NC) the other boxes don't appear like they usually do. What is going on?

**Answer:** If you choose the fund and nothing happens, you can tab through the fund and account number to get the other buttons to show up. It also means that the fund you chose does not have any default general ledger account number setup. If you go to ZPOSTOP, you can choose that fund and setup the default ap accounts. put the cash account in both places (cash and discount) and click save fund information and close. Now the next time you choose this fund in NC the other buttons should automatically appear.

## Utility Billing

**Question:** I have an account that has a balance but doesn't show up on the aged trial balance (UATB), why not?

**Answer:** When you go into Aged Trail Balance (UATB), there is a check box that says "Ignore Customers who owe less than their last bill?". If that box is checked and they owe less than their last bill amount, they will not show up on the Aged Trial Balance.



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