

After Hours Support



AFTER-HOURS SUPPORT LINE
(815) 325 - 9241

Monday – Friday 5 PM – 9 PM

Weekends & Holidays 9 AM – 5 PM

Pioneer Tax Forms

You will be receiving a fax from Pioneer shortly after the LOCIS User Group Meeting for your tax forms. To simplify orders for tax forms, Pioneer is offering mini packs and standard packs.

A mini-pack includes W2's, 1099's and envelopes consisting of 25 sheets for 50 employees. A standard pack includes W2's, 1099's and envelopes consisting of 50 sheets for 100 employees.

Additional Comments and Reminders:

-If you have more than 250 W2's, you are now required to file them electronically.

-You must do a Calendar Year End Update for Accounts Payable and Payroll prior to running 1099's and W2s.

Contact Karen at Pioneer if you have any additional questions at (708) 922-3590.

Disclaimer: If you buy forms from someone other than Pioneer Office Forms, LOCIS is not held responsible for any problems that may occur.

Overview of Calendar Year End Procedures



In December, LOCIS will be hosting 5 training classes on an overview of the Calendar Year End Procedures.

Deadlines for registration is 1 week prior to the class. Visit our website at www.locis.com and click on the newsletter 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!

December 2 *Neoga, IL*

December 3 *Joliet, IL*

December 11 *Collinsville, IL*

December 11 *Forsyth, IL*

December 12 *Decatur, IL*

Some Kind Words...

*"Hi Kathy and Dan,
I just wanted to email my sincere appreciation for your help yesterday afternoon. Your quick attention to my problem prevented me from falling even further behind at work, and I was still able to get my son to the babysitter on time!"*

Thank you so much!

I hope sometime, someone somewhere makes one of your days turn out good, just as you both made my day yesterday!"

*-Sharon Marciano
City of Hickory Hills*

Inspirational Quotes

"Some people want it to happen, some wish it would happen, others make it happen."

-Michael Jordan

"Live as if you were to die tomorrow, learn as if you were to live forever."

-Mahatma Gandhi

"If you want a rainbow, you gotta put up with the rain."

-Dolly Parton

LOCIS 7.0

There are so many great things we love about LOCIS 7.0! Some of the best features in the Utility Billing Module include: You are now able to setup tenant information, you have the ability to email customers utility bills, and even use a map to pinpoint Utility Billing customers locations!

*-Tammy Zingre
Village of Diamond*

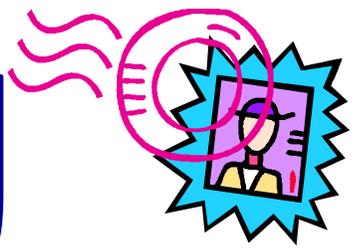


Village of Woodson



~From Your LOCIS Family

The 6.0 Mail Bag



Utility Billing Payroll

Question: I was entering cash in Utility Billing (URENEW) and when I entered this particular account, a message came up on the computer, account busy on another terminal. Why? I am the only one that does the billing and everything is done.

Answer: *When I checked the files to see why this account was busy, I found that an adjustment was done but never updated. We ran the adjustment update (UAR) and then we were able to enter the cash payment on the account that originally said it was busy.*

Question: I'm trying to write off a utility customer with multiple open dates. When I enter (UAEWIN) Adjustments Entry, do I have to adjust EACH BILL?

Answer: *No, in Adjustments Entry (UAEWIN), you can make an unapplied adjustment to the current date for the total amount of the write-off and run Unapplied Cash Process (UUCP) to have the credit distributed. Remember, when you enter the dollar / cents amount don't forget to type a minus sign. Be careful with this because this is a poor paper trail for the auditors.*

General Ledger

Every bill should be adjusted.

Question: I noticed that the Investment Setup (GIMWIN) program will calculate invested interest. Exactly what kind of interest calculations does this program perform?

Answer: *Simple interest only.*

Question: I was trying to void a payroll check (PVE) but it didn't work. The year to date showed double the dollar amount. What did I do wrong?

Answer: *You forgot to run the Void Check Update (PVL), which updates the void process.*

Question: I put in the wrong ending P/R date in this payroll. Is there any way of changing it?

Answer: *The only way is to go back and erase the entries of the payroll entered and start over.*

Accounts Payable

Question: When I run the Accounts Payable Invoice Select (NC) program, I keep having to enter the Cash account number for all the Funds that I select from. Is there any way I can setup these G/L account numbers so I don't have to keep entering them over and over again?

Answer: *Yes there is. Go to the Main Menu and select the LOCIS Drop Down Menu, Setup, on this menu is a dropdown program titled Default G/L #'s (ZPOSTOP) Click mouse. Enter source: (A/R, A/P) Run this program to set up your G/L account numbers.*

