

LOCIS FOCUS



LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

4000 W. Jefferson St.
Joliet IL 60431
Ph: (815) 744-0011
Fax: (815) 744-8182

LOCIS FOCUS

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 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 Utility Billing

*During February, LOCIS will be hosting 3 training classes on 7.0 Utility Billing. 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

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 Banquet Facility)

Payroll Classes

Jan 26– Collinsville City Hall

Jan 27– Joliet Park District

Jan-27– Decatur Park District
(Scovill Banquet Facility)

NEXT MONTH'S EVENTS

Utility Billing Classes

Feb 16-Saint Joseph Village Hall

Feb 17-Joliet Park District

Feb-17-Collinsville City Hall

Payroll CYE

The holidays are over, no more parties, no more gifts, all the fun is gone. Now it's time to get back to the real world. As 2012 begins, we have one last task to do, the dreaded W-2. All of our payroll professionals out there should count how many times they get this question. When do we get our W-2?

After you have completed your final payroll for the year you can start your W-2 process. Under payroll, period end utilities, you will find the steps to process your W-2's. Run the wage and tax report, this will give you an idea of how many W-2's you will be processing. Next, W-2 data create, this will create the information used to print W-2's, if you have errors, the system will report them to you and if they are critical, the system will not let you continue until they are corrected. If they are just warning errors, then you can continue but make sure the errors will not affect the W-2's. After your data is created and error free, run a W-2 listing. W-2 maintenance is optional if you have certain information that needs to be presented on the W-2's. W-2 printing allows several options, 2 to a page laser, 4 to a page laser, dot matrix (if you still have one.) if you file your W-3 electronically, that is the final step in the process. Don't worry, W-2 information can be regenerated at anytime for any year that you still have the data. However, any changes you make in W-2 maintenance will have to be redone.

If you run a pension payroll, then the 1099R process is the same as W-2 process, you just choose 1099R to print in the W-2 printing option.

As always, our staff is available to help by phone or in person if you need us. We hope you have a wonderful 2012.



The Mail Bag



W-2- MISC

Question: *Is there an update I need prior to w-2 processing?*

Answer: You probably do not have to but you should keep your code up to date.

Question: *If I don't have my IMRF and U/C rates for 2012, can I still create the payroll file?*

Answer: Absolutely, the files will create with your 2011 information anyway and you can go back at anytime into PZP and put in your 2012 rates. You just want to make sure your 2012 rates are in before you run your first payroll.

Question: *Will I be notified when the 2012 payroll tax tables are ready for download?*

Answer: You will receive an e-mail from the office when the tables are ready for download.

If you have a question you would like answered please submit it to kim@locis.com.

Happy New Year!



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