

# LOCIS•FOCIS

MONTHLY NEWSLETTER

DECEMBER 2012

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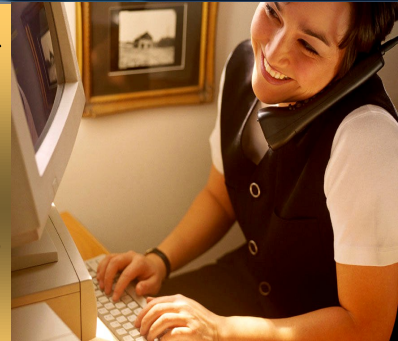
## CALENDAR YEAR END

*During December, LOCIS will be hosting 4 training classes on Calendar Year End . 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!*

**HAPPY  
HOLIDAYS!**



AFTER  
HOURS  
SUPPORT



**SUPPORT**

### AFTER-HOURS SUPPORT LINE

(815) 200-9110  
Monday – Friday  
5 PM – 9PM  
Weekends & Holidays  
9 AM – 5PM

### THIS MONTH'S EVENTS

#### Calendar Year End Classes

December 12 – Joliet Park District  
December 13 – Collinsville City Hall  
December 14 – Decatur Park District  
December 14 – St. Joseph Village  
Hall

December 24 and 25 Office Closed  
Christmas Holiday

### NEXT MONTH'S EVENTS

Check the website in late  
December for future class  
schedules

January 1st Office Closed  
New Years Day



## IMRF VOLUNTARY

We have recently discovered that the IMRF Voluntary Program can be setup in a couple of different ways. There is one factor that can make a difference and cause the system to improperly calculate the deduction. Certain setups require that any deduction subject to cafeteria plan must be deducted from gross wages before the IMRF voluntary deduction is calculated. We can now accommodate this process, so if you have an IMRF voluntary plan that has the issue with cafeteria plan deductions let the office know and we can modify your setup so it will calculate properly.



# The Mail Bag



## Utility Billing

**Question:** I have several accounts set to “Do not mail a bill” and cannot remember who they are. How can I find this information?

**Answer:** *There is a report under Utility Billing/Lists and Reports called “Do Not Mail Bills” List, this will list all accounts that have the Do Not Mail box checked.*

## Payroll

**Question:** How do I add someone to Direct Deposit?

**Answer:** *In PEM there is a button called Dir Deposit, collect employee bank information. You can now apply a paycheck to multiple accounts, types and banks.*

**IMPORTANT:** *Bank Routing number and Account numbers must be correct. Suggestion: Have employee give you a voided check for checking or deposit slip for savings.*

## General Ledger

**Question:** We are starting our budgeting process and I know I get export/import in Excel but I don’t remember where:

**Answer:** *Under General Ledger—Month/Year End Process, there are options to budget data export and budget data import to/from Excel.*

*If you have a question you would like answered, a suggestion for the newsletter, or useful information to share, please submit to [cathy@locis.com](mailto:cathy@locis.com).*

*To subscribe or unsubscribe to this newsletter please contact [cathy@locis.com](mailto:cathy@locis.com).*

