During October, LOCIS will be hosting 3 Utility Billing and Cash Receipts Classes. 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 forms. Check out the dates and locations and sign-up today! We look forward to hearing from you!

Register Today!

NEXT MONTH’S EVENTS
LOCIS TRAVELING ROADSHOW
Village of Caseyville
November 7
Village of Forsyth (Library)
November 8
Village of Cherry Valley
November 13
Joliet Park District
Barber & Oberwortmann Horticultural Center
November 14
City of Fairfield
November 15
Thanksgiving November 28 Office Closed
Friday November 29 Office Closed

Thanksgiving November 28 Office Closed
Friday November 29 Office Closed

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

THIS MONTH’S EVENTS
U/B & C/R Classes
October 9—Caseyville
October 10—Forsyth
October 11—Joliet Park Dist.
October 16-20 IML
October 22 & 23 IRWA

CONGRATULATIONS
Marjorie Manchen
Village of River Grove

On winning the Basket from LOCIS @ the Municipal Clerks Conference
EVERYONE'S INVITED

THE 2013 TRAVELING ROADSHOW
9 am – 3 pm

There will be 5 different locations, the meeting is FREE, and we are providing you with working knowledge of our software along with getting your ideas for future updates. Our goal is to continue to enhance our software and support to meet our clients’ demands based on these meetings.

PLEASE COMPLETE THE R.S.V.P. FORM

You may register to attend different locations based on your office coverage needs. We will require a minimum of 20 attendees for each location for the user group roadshow to be held at that location. Some locations have a maximum based on facility size so register early.

Fill out the location and list the names of each person attending.
Fax registration form to (815)744-8182 or e-mail to cathy@locis.com by October 25th.

See what is new in Locis 7 based on the feedback we have received since its original release. Also a sneak peek into what is to come in Locis 8.
2013 ‘Roadshow’ Agenda

I. Introduction—Welcome
   General introduction (Introduce Staff & Attendees)

II. New Support & Enhancement Options
   A. Toll Free Number & After-Hours Number
   B. Support & Service Changes
   C. Receiving Updates
      1. Website - Download (Self installation)
      2. On-Site - LOCIS Staff Installation
   D. Support Office & Travel Time

III. Current Issues
   A. Windows 8
   B. Future of LOCIS 6.0
   C. LOCIS 7.0 Updates - Present/Future
      1. How to get form updates
      2. Ted Ostrowski, Pioneer Office Forms
         a) Order form/worksheet coming soon
         b) Why order early
         c) Review orders carefully upon receipt of order

IV. LOCIS 7.0 New Features: Completed & Projected enhancements/suggestions
   A. General Enhancements
   B. Utility Billing
   C. General Ledger
   D. Accounts Payable
   E. Payroll
   F. Cash Receipts
   G. Vehicle-License/Permit
   H. Accounts Receivable
   I. DBX (Database Manager)
   J. Other Modules

V. LOCIS 8.0
   A. Status
   B. Features
   C. Deployment

VI. Conclusion (Questions & Answers)
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.
**Question:** I need to make an earnings code inactive. Where do I go?

**Answer:** In the PES (payroll earnings setup) screen there is a box you can check or leave blank to have a code active or inactive. The system defaults the code to active. PEW (earnings work list) will warn you if you are reporting an inactive earning code. This will not affect voids, long term reports or anything. It simply does not allow you to use as an inactive earning code. If you used it in the post, it will still be reported.

**Question:** In PPR (manual accrual update) is it possible to ignore (not accrue) one or more types of fringes?

**Answer:** Yes, PPR (manual accrual update) screen has check boxes so you can ignore one or more of 5 types of fringes.

**Question:** My IMRF is not coming out of my regular earnings, what do I check?

**Answer:** In PES (payroll earnings setup), IMRF wasn’t flagged as “subject to IMRF”.

**Question:** Can you explain the purpose of the PLAY password?

**Answer:** The PLAY password allows you access to the “play” database. You can use the “play” database to test and exercise the LOCIS application software (i.e. General Ledger, Payroll, Utility Billing, etc.) that you have purchased. The “play” database can also be used to test and exercise LOCIS application software you are considering for purchase. Because it is a “play” database, no matter what you do, you won’t hurt anything.

If you have a question you would like answered, a suggestion for the newsletter, or useful information to share, please submit to clerical@locis.com.