

LOCIS•FOCUS

MONTHLY NEWSLETTER

JANUARY 2015

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

LOCIS•FOCUS

CLASSES

During January , LOCIS will be hosting 3 training classes on General Ledger and Accounts Payable and in February 3 training classes on Payroll. Deadline for registration is one week prior to the class. Visit our website at www.locis.com and click on the Classes tab. You will also find the registration forms attached at the end of this newsletter. Check out the dates and locations and sign-up today! We look forward to hearing from you! Register Today!



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

Jan 1– New Year's– Office Closed

General Ledger and Accounts Payable Classes

Jan 22—Collinsville City Hall

Jan 23– Joliet Park District

Jan-28– Decatur Park District

NEXT MONTH'S EVENTS

Payroll Classes

Feb 13– Joliet Park District

Feb 25– Decatur Park District

Feb 26– Collinsville City Hall

Feb 17-19—Illinois Rural Water
Holiday Inn/Keller Conv. Center
Effingham, IL

Feb 25-27—ILCMA Normal IL



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 2015 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 2015.



The Mail Bag



Utility Billing

Question: Are there reports that should be run at month end?

Answer: Yes, this is what is recommended — UBTB, UATB, UPDL to balance utility billing to general ledger. At least one of them if not all of them should be run after all utility postings are done for the month but before any postings are done for the following month. **THIS IS VERY IMPORTANT AT FISCAL YEAR END.**

Payroll

Question: If I don't have my IMRF and U/C rates for 2015, can I still create the payroll file:

Answer: Absolutely, the files will create with your 2014 information anyway and you can go back at anytime into PZP and put in your 2015 rates. You just want to make sure your 2015 rates are in before you run your first payroll.

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.

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





January 2015 Training Classes **RSVP** 7.0 General Ledger & Accounts Payable

Thursday, January 22	Friday, January 23	Wednesday, January 28
<p><u>Collinsville, IL</u> Collinsville City Hall 125 South Center Street Collinsville, IL 62234</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 1/15/15</p>	<p><u>Joliet, IL</u> Joliet Park District 3000 W. Jefferson Street Joliet, IL 60435</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 1/16/15</p>	<p><u>Decatur, IL</u> Decatur Park District 620 E. Riverside Ave Decatur, IL 62521</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 1/21/15</p>

REGISTRATION

Register before the deadline to avoid class being cancelled. Registration fee of \$125.00 per attendee includes lunch (menu may vary). All registrations must be received in writing – sorry, no phone registrations accepted. Registrations accepted via fax (815) 744-8182 or email cathy@locis.com by completing registration form or submitting your request in writing on letterhead.

CONFIRMATIONS

Confirmations of classes will be submitted via fax or email to those that have registered. Confirmation will include directions to the facility. If you do not receive a confirmation of your registration, contact Cathy Vercellotti at the LOCIS office.

TO CANCEL A REGISTRATION

Cancellation of registration must be made 7 days prior to the class by contacting Cathy at the LOCIS office by submitting in writing via fax or email. **Those registering and not attending or canceling after the registration deadline will be invoiced.**

CLASS CANCELLATION OR LOCATION CHANGE

All LOCIS classes are subject to cancellation up to 72 hours prior to the class. Only those who have registered will be notified of any such cancellation or location change. LOCIS will not be responsible for any expenses due to non-registrants arriving to a class that has been cancelled or when a location has changed.

CLASS HANDOUTS

Class handouts are available by mail at no charge via email by submitting your request to cathy@locis.com. Class handouts are also available at www.locis.com under the “Classes” tab.

Emergency Contact Number (In case of emergency cancellation)

Community

Please check the correct location of the class you will be attending.

Collinsville 1/22	Joliet 1/23	Decatur 1/28	Name of Attendee Please print clearly. <i>In regards to the lunch served, if you have any dietary requirements/allergies, please specify.</i>



February 2015 Training Classes RSVP

LOCIS 7.0 Payroll

Friday, February 13	Wednesday, February 25	Thursday, February 26
<p><u>Joliet, IL</u> Joliet Park District 3000 W. Jefferson Street Joliet, IL 60435</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 2/6/15</p>	<p><u>Decatur, IL</u> Decatur Park District 620 E. Riverside Ave Decatur, IL 62521</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 2/18/15</p>	<p><u>Collinsville, IL</u> Collinsville City Hall 125 South Center Street Collinsville, IL 62234</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 2/19/15</p>

REGISTRATION

Register before the deadline to avoid class being cancelled. Registration fee of \$125.00 per attendee includes lunch (menu may vary). All registrations must be received in writing – sorry, no phone registrations accepted. Registrations accepted via fax (815) 744-8182 or email cathy@locis.com by completing registration form or submitting your request in writing on letterhead.

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2/13	2/25	2/26	