



DataLine

5150 N. Sixth #125
Fresno CA 93710
phone (800) 833-8824
fax (559) 226-5418
www.Datatechag.com
datatech@Datatechag.com

*A quarterly newsletter for Datatech Customers
Volume 10, Issue 2 Summer 2007*



INSIDE THIS ISSUE:

AG NEWS	
FAILURE TO PAY MEALS & REST PERIODS	2
FAQ	
WHY WON'T MY PAYROLL JOURNAL UPDATE?	2
NEW & LITTLE KNOWN PROGRAM FEATURES	
OPTIONS IN BATCH PAYABLES CHECK PRINTING	
TOTAL DAY DEPOSITS IN BANK RECONCILEMENT	3
MEMORIZE ACREAGE SPLITS	
USING "MY COMPTUER" TO WRITE FILES TO CD	4

DATATECH NEWS

Holidays & Staff Vacations

Damaris & Isaac will be out of the office July 18th - 24th. Please send all email support to Support@DatatechAg.com. If you email Damaris or Isaac there may be a long delay in receiving a response, as their email will not be checked regularly.

Datatech's office will be closed on Wednesday July 4th and Monday September 3rd.

New Remote Communications Software

In the past Datatech has primarily used pcAnywhere for remote communications. This required customers to purchase additional software, so recently we began using a free program called Real VNC. While this program worked well for connecting to customers, it didn't have an easy way to transfer files. We are now using a program called Ultra VNC, which contains a file transfer program and is still available at no cost (they do accept donations). Instructions to install Ultra VNC can be accessed from our website at: <http://www.datatechag.com/support/support.htm> or by calling Cherrie at ext. 109 to receive them by fax or email.

Magnetic Media Reporting on CD

While the state of California allows the quarterly magnetic media file to be reported on cd, you need to be familiar with burning/writing to a cd, as Datatech's support department will not be able to assist you in this process. CD's require a "burning" process and this must be done

(Continued on page 4)

Datatech **IT** SOLUTIONS NEWS

Microsoft sets support period for XP Products

In January Microsoft announced mainstream support for Windows XP Home, Professional and Media Center Editions is slated to continue through April 2009 with extended support through 2014. This means that there will be continued support for product drivers and security updates through 2014. With speculation that the second edition of Vista is in the works for a 2008/09 release and an entirely new operating may be in the works for a 2010/11 release, you may be better off sticking with XP until the next generation is released.

For More Info: Will Windows Vista's Delay Push Back 'Fiji'?, "Consumer Windows XP Gets Another Life(Cycle)" www.microsoft-watch.com

Do your research before upgrading to VISTA

Part of our research before upgrading to VISTA includes doing on-line research and reading product reviews from multiple magazines. A few of the common problems users are experiencing are difficulties using existing components, including scanners and printers, as well as third party software. Datatech still does not recommend upgrading to VISTA for machines running it's software. However, if you are consid-

ering a new home machine or a stand alone office system to run VISTA you need to carefully review compatibility with products you are currently using.

For example, software packages may require an upgrade to work on VISTA. In some cases the software couldn't be upgraded since the old version wouldn't install in VISTA, so the an entirely new copy had to be purchased. Some packages like Adobe Professional can run \$400 and up to purchase a new copy. If you have software packages that you would like to move to a new VISTA machine, you should check with the manufacturer(s) for compatibility and upgrade options.

You can read forum discussions about Windows VISTA at <http://forums.pcworld.com/forums> and www.vistababble.com as well as other on-line magazine sites. You should also check compatibility with any components you currently use, like digital scanners, backup devices, printers (including all-in-one fax combinations) and boxed software packages by going to their respective websites or calling them. Please call Hannah or James if you would like a quote for a VISTA computer system.

AG NEWS

Ruling on failure to pay meal or rest periods



The California Supreme Court has ruled that payments for failure to pay a meal or rest period constitute a wage, not a penalty. This means that there is a statute of limitations of three years for an employee to claim unpaid missed meal/rest periods. (The ruling overturned the appellate court, which had ruled it was a penalty, which only allowed a one year statute of limitations for claims.)

The theory is that payments for missed meal & rest periods comprise a premium wage that compensates the employee for extra work, like overtime premiums. Since an employee can now make a claim against an employer for failure to pay for missed meals & rest periods up to three years employers have increased liability. In addition, if the claim is brought in conjunction with a claim for Unfair Business Practices, they are subject to a four year statute of limitations.

Under labor code section 226.7, employers must pay one additional hour of pay at the employee's regular rate for each missed meal and rest breaks.

Employers should double check their wage and hour practices and policies to ensure compliance. Employers can not leave the decision up to employees as to when to take their breaks. There are very limited circumstances when an employee can waive breaks and the case(s) should be documented in writing. If the situation is questionable, you should have the policy reviewed by a experienced labor and employment-law counsel (see website below).



What should you do?

Many of Datatech's customers have begun using time sheets provided in the software that state the break periods that the crew took each day. In addition, a few customers are putting meal & rest period messages on the sheets and having the employees sign their initials, confirming that they received the break periods. Alternatively, some customers have created their own sheets just for tracking meal & rest periods for the crews. If you would like to discuss the available time sheet options please call Hannah.

Sources:

<http://www.loeb.com/murphyvkennethcoleproductionsinc/>
 "Pay for Failing to Provide Meal or Rest Periods is a Wage,"
 Patrick Moody, for FELS Newsletter, Vol. 36, No.5
<http://www.theemployerslawfirm.com/firm>
<http://www.leginfo.ca.gov/cgi-bin/calawquery?code=section=lab&codebody=&hits=20>

ACCOUNTING SOFTWARE - FAQ

The Payroll Journal won't update. How do I figure out what the problem is and fix it?

For the payroll journal to update, all journal entries created by the batch must balance. Common problems include general ledger numbers not set up for deductions or payroll tax accounts and employer and/or workers comp accounts not assigned to a crop.

If a Payroll Journal can't update, a section at the end of the distribution report will provide a list of checks that have problems.

Problems were found on the following check numbers:
 30221, 30222, 30223, 30224, 30225, 30226, 30227, 30237, 30238, 30239
 Check report for more details.

Check the Register to find an error message after the check:

3 ERNESTO PABLO			360.00	0.00	360.00	1.58	14.10	27.55
Day	G/L #	Job ID	Crop	Grow	Type	PW Hr	Units	Rate
01	601.00	06	MUR	6	RH	0.00	8.0000	7.5000
Bad G/L #, Employer Tax Expense							60.00	0.00

In this case an entry is missing in the Workers Comp Rate/GL Account Table for the Employer Tax Expense. To fix the problem, go to the Workers Comp Rates, off the Payroll Utilities menu and add an entry for the crop. (If the problem is a missing crop, call the support department for assistance in editing the check.)

Day	G/L #	Job ID	Crop	Grow	Type	PW Hr	Units	Rate
07	601.00	HA	BL 102	1	RH	0.00	10.0000	7.5
08	601.00	HA	BL 103	1	RH	0.00	9.0000	7.5
Bad G/L #, SDI Tax Payable CA 2007								

If the message reads: Bad G/L# - and then a payroll tax description, that means the g/l # is missing from the tax rate file. If the missing g/l # is a state tax, go into the State Tax Rate file on the Payroll, Utilities menu and enter the correct g/l accounts on the "Other Taxes" page. If it is a federal tax, enter the g/l numbers on the G/L Account page on the Federal Tax Rate file on the same Utilities menu.

Another common problem is general ledger accounts that are not found in the Chart of Accounts. If you renumber accounts in the general ledger, those numbers must be updated in their respective payroll set up areas. If the journal can't update because of a missing g/l # you'll get this message:

Problems found with general ledger accounts:
 ** G/L account number not found in Chart of Accounts.

You can look above at the journal transactions to see the missing account marked by an asterisk:

152.00	Chk #30238	Ded #1 Child S	-84.61**
--------	------------	----------------	----------

In this case the g/l # assigned to deduction #1 no longer exists. You can solve the problem by assigning another number to the deduction or by setting up the number in the Chart of Accounts. Other situations may require editing payroll tax accounts, using the same process as above.

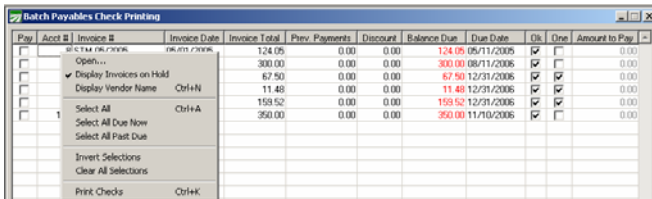
If you have a payroll journal that won't update and you don't find the solution here, fax Datatech the error that appears under the/a check with a problem and then call the support dept.

NEW & LITTLE KNOWN FEATURES

Batch Payables Check Printing

An option has been added to display the Vendor Name on the Batch Payables Check Printing window. Previously, only the Vendor Account number was displayed and a “tooltip” would display the vendor name when you placed the cursor on the account number.

To enable the Vendor Name Display, right click on the Batch Payables Check Printing window and select “Display Vendor Name.”



Once enabled you can remove the name by de-selecting the same option.

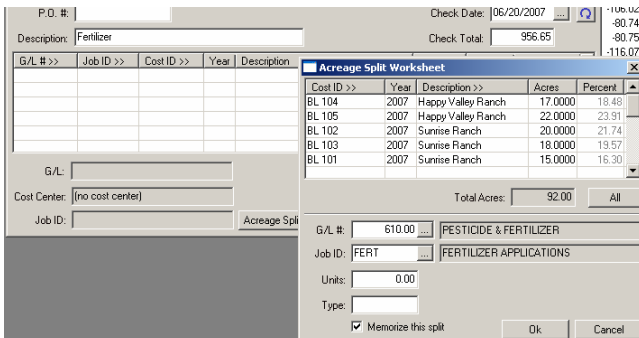
Another Tip: The right click menu also contains options to select Past Due, Due Now, or All invoices. Once you’ve selected one of these options you can un-check any invoices you don’t want to pay.

Remember you can also run the Cash Requirements Report to see what is due on any particular date. If you want to pay all invoices on the Cash Requirements report, you only need to select “Automatic Checks” on the same screen to print them .

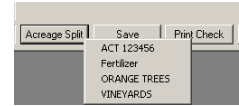
Memorize Acreage Split

Acreage splits allow you to divide an invoice, check, deposit or misc. checkbook transaction to multiple cost centers by acreage, without having to calculate the costs manually. Often you will use the same split with multiple transactions, so there is a “Memorize Split” option when you enter an acreage split.

To use this option you **must** enter a Description in the Header of the transaction. The program will use this description as the name for the split. Example:



In this example, the program will name the split Fertilizer. When you have another transaction that you want to use this acreage split, **right click** on the Acreage Split button. This will bring up a menu of all memorized acreage splits:

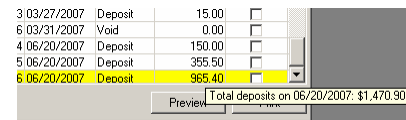


Once you select the Acreage Split you want to use the program will display the acreage split screen, so that you may edit the G/L #, Job or Cost Centers. If you make changes and want to save the new split, click on the “Memorize Split” button before clicking on OK.

Bank Reconciliation

A “tooltip” has been added to total all deposits entered on one day. This may be needed for companies that have entered multiple deposits into the program one day, but only one deposit was made to the bank. This assists you in reconciling the total deposit for the day against the bank statement.

To see the total deposit for a day, place the cursor over one deposit total:



More Bank Reconciliation Tips:

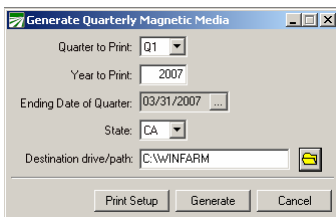
- Use the Display option to view only Deposits to make clearing all deposits faster, since most banks will group them in one section at the beginning of your bank statement.
- If you want to eliminate cleared transactions from prior statements, right click, select Display, then select/de-select “View Transactions from Prior Statements
- If you’re not balancing on your Reconciliation Report, right click in the Bank Reconciliation window and preview or print the Cleared Transaction Report. In order to balance this report must match the totals on your bank statement. Compare the totals and transactions to your bank statement to find the problem.
- If you haven’t used the Bank Reconciliation program in your Datatech software, you can use the “Clear by Date” option to clear all old transactions. Once the old transactions are cleared, you can go back and un-check any individual transactions that are outstanding.
- If you would like assistance with a bank reconciliation, call Datatech’s support department to schedule an appointment. This is a non-software maintenance item and is billable at our regular hourly rates.

Datatech News (Continued from page 1)

through another program. Below you will find general instructions for using Windows “My Computer” for writing cd’s. But, the support department has only limited knowledge of this and other third party programs and will not be able to assist you with problems. **In addition, even using the “My Computer” program, your menu options and user interface will vary based on your Operating System and user defined settings.** We recommend generating quarterly magnetic media disks to a floppy drive, as it is the fastest and easiest method.

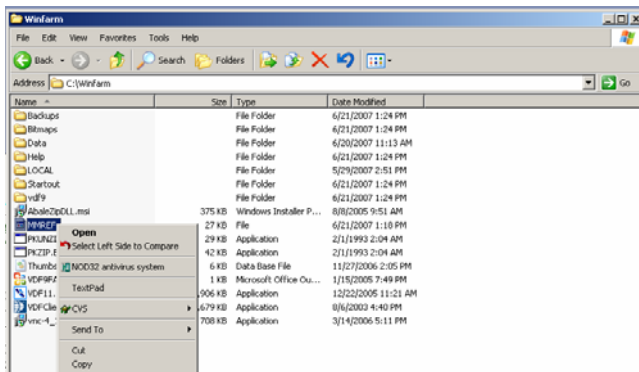
Writing a Magnetic Media File to CD

- 1) When generating the Magnetic Media, select a location that will be easy to remember and access. Example:



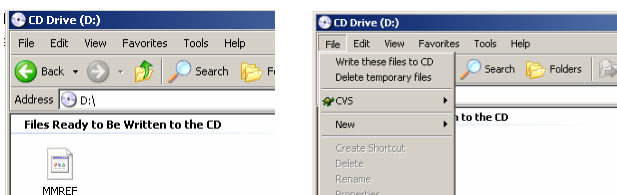
In this case, the file will be saved in the winfarm directory. If you have multiple data files, you may want to save the file in the Magnetic Media folder in each data file.

- 2) Open the “My Computer” program.
- 3) Navigate to the location you saved the magnetic media file. (In this case you would double click on the C: drive



and then double click on the winfarm folder)

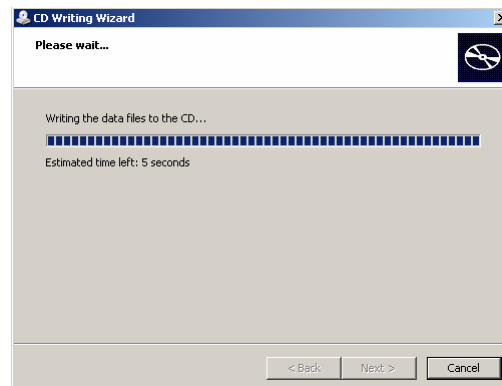
- 4) Right click on the file named MMREF. Select Copy.
- 5) Use the Back button to Navigate back to the main page of “My Computer” and select the CD-Rom drive.
- 6) Right click and select Paste.
- 7) You will now see a message that files are ready to be written to the cd or you’ll have a link on the left side to go to “Write the files to cd.” If you don’t have the link, select the option from the FILE menu.



- 8) When you select the option “Write these files to CD” you will receive a “wizard” to guide you through the rest of the process. (Insert CD at this time.)



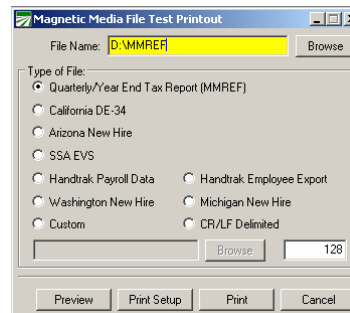
You can leave the default CD Name or change the name for reference purposes.



Your drive should begin to work and the files will be written.



If you want to make another cd, you can select “Yes, write these files to another CD” or click on Finish if you are done.



You can still use the Magnetic Media test printout, by selecting the file on the cd.