



DataLine

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*A quarterly newsletter for Datatech Customers
Volume 13, Issue 1 Spring 2010*



INSIDE THIS ISSUE:

FAQ EDIT GROWER LABOR REPORT FILE	2
FAQ RECONCILING BANK STATEMENT FOR THE 1ST TIME IN DATATECH SW	3
AG & PAYROLL NEWS	3 & 4

DATATECH NEWS

Office Closed

Our office will be closed on the following holidays:

Monday May 31st

Monday July 5th

Document Management Software Debut

We'd like to thank everyone who stopped by our Document Management demonstration booth at the World Ag Expo. We received a lot of positive comments on the system and some good suggestions for enhancements.

Due to personnel changes (Jake has recently left Datatech to do web programming), the release date for the system has been pushed back to the end of May. Hannah and Brittany will be assisting James in setting up installation and training for the system. If you have any questions, please feel free to call our sales department.

Change of Address

As mentioned in the winter DataLine newsletter, Datatech has moved suites to #124. Any mail directed to our old suite of 125 goes through the forwarding department at the post office and is delayed in getting to us. Please update your records to Suite 124.

NEW FEATURES

Batch Check Entry

A new option has been added to the Defaults tab. You can now select the option to "Repeat Cost ID." This will repeat the previous line's Cost ID. It will also default the Cost ID on a new check to the last Cost ID entered.

Edit Grower Labor Report File

A new option has been added to the Labor Report menu to edit the grower labor report entries. More information on this option is located on page 2.

Cost Center List

You can now enter Planted and Harvest Dates on Cost Centers and print a Cost Center list by Planted or Harvest Date range.

Cost Accounting Transactions

The entry window for Cost Accounting Transactions has been modified. A Cost Center selection now appears at the top, so you can enter multiple transactions for the same cost center at one time and see the total for only those transactions at the bottom. Additional options have been added to the Defaults, which is accessed from a right click on the line items.

Reprinting Batch of AP Checks

An option has been added to the Renumber checks option to Reset the Print Flag on Accounts Payable checks. This will allow you to reprint a batch of A/P checks. To use this option, enter the check number range you need to reprint in the Current & New sections in the Renumber Checks window and select "Reset Print Flag." Then go into the Checkbook Register, right click and select "Batch Print Checks." Enter the check number range to print, select reprint and click on Print.

New Software—PTI Case Labeling

Datatech will be installing its first PTI Case Labeling software this month. This program will store GTIN codes, send codes to your customers and print carton la-

(Continued on page 2)

FREQUENTLY ASKED QUESTIONS

How can I edit hours or pieces before generating the labor report and invoice?

A new option has been added to the Labor Reports menu to edit the Grower Labor Report file.

Editing the entries in this file will affect the information printed on the Grower Labor Report and the Accounts Receivable Invoice it creates. Editing in this file does not change the actual check record, cost accounting or general ledger transactions.

Once the Grower Labor Report file has been cleared, the changes are also cleared.

When you select Edit Grower Labor Report File from the Labor Reports, Reports menu, the screen will look similar to this:

Cost ID	Acct	Check #	Crew #	Date Worked	Phase	Type	P/Ar Hours	Units	Rate	Amount	Memo	Edit
BL 101A	1	21003	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 101A	1	21003	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 101A	4	21006	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 101A	4	21006	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 101A	2	21007	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 101A	2	21007	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 101A	6	21005	1	03/15/2010	CH	RH	0.00	10.0000	10.0000	100.00		
BL 101A	6	21005	1	03/16/2010	CH	RH	0.00	10.0000	10.0000	100.00		
BL 101A	5	21004	1	03/15/2010	PM	SA	0.00	1.0000	90.0000	90.00		
BL 101A	5	21004	1	03/16/2010	PM	SA	0.00	1.0000	100.0000	100.00		
BL 102	1	21003	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 102	4	21006	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 102	2	21007	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 102	6	21005	1	03/15/2010	CH	RH	0.00	10.0000	10.0000	100.00		
BL 102	5	21004	1	03/16/2010	PM	SA	0.00	1.0000	100.0000	100.00		

To edit information:

- 1) Enter a Grower number or select a Grower from the lookup menu.
- 2) Edit any of the line items and enter through the line. The Edit checkbox will be marked automatically by

the program, indicating the information was edited.

- 3) Enter or tab through the line to Save the changes.

Search & Replace

The Search & Replace allows you to enter criteria to fix multiple entries in one step.

Using the information on the screen to the left, if I need to edit all of the lines with Block 101A and Phase 08 to Block 103, I would enter the following information in the Search and Replace:

Search & Replace dialog box showing search criteria: Cost Center ID: BL 101A, Phase: 08, Wage Type: RH, Units: 10.00, Rate: 9.00. Replace criteria: Cost Center ID: BL 103, Phase: 08, Wage Type: (blank), Units: (blank), Rate: (blank).

After confirming the Search & Replace, the lines will be edited:

Cost ID	Acct	Check #	Crew #	Date Worked	Phase	Type	P/Ar Hours	Units	Rate	Amount	Memo	Edit
BL 103	1	21003	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 103	1	21003	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 103	4	21006	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 103	4	21006	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 103	2	21007	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 103	2	21007	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 101A	6	21005	1	03/15/2010	CH	RH	0.00	10.0000	10.0000	100.00		
BL 101A	6	21005	1	03/16/2010	CH	RH	0.00	10.0000	10.0000	100.00		
BL 101A	5	21004	1	03/15/2010	PM	SA	0.00	1.0000	90.0000	90.00		
BL 101A	5	21004	1	03/16/2010	PM	SA	0.00	1.0000	100.0000	100.00		
BL 102	1	21003	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 102	4	21006	1	03/16/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 102	2	21007	1	03/15/2010	08	RH	0.00	10.0000	9.0000	90.00		
BL 102	6	21005	1	03/16/2010	CH	RH	0.00	10.0000	10.0000	100.00		
BL 102	5	21004	1	03/16/2010	PM	SA	0.00	1.0000	100.0000	100.00		

This new feature can be downloaded by using the "Check for Updates" option on the Tools menu.

(New Features - Continued from page 1)

Customers using The Shipper's Office with pallet tag printing will also have synchronization with the pallet tags for outbound carton tracing. For more information and pricing, give our sales department a call.

Wage & Tax Summary

The Wage & Tax Summary now prints totals for each tax (FICA, Medicare, PIT) liability.

Direct Deposit

Datatech is now using Treasury Software to create Direct Deposit files through our software. If you are inter-

ested in using Direct Deposit you will need to contact your bank to set up the ability to process ACH transactions.

The Direct Deposit module cost of \$500 will include the Treasury Software. Datatech software will create a file that the Treasury Software will read in and convert to an ACH transaction file format. This file can then be uploaded to your bank to handle the Direct Deposit disbursements.

If you would like more information on Direct Deposit, please call our sales department.

FAQ'S CONTINUED

Why can't I reconcile my bank statement for the first month on Datatech software?

The most common answer to this question is that you have not accounted for checks that were outstanding in your prior software. In other words, your starting balance assumes that all prior checks have now cleared the bank.

There are two options to account for outstanding checks from prior software:

- 1) Enter any outstanding checks from your prior software in Datatech. If you began using Datatech software on January 1, 2010, you can take your December 31, 2009 bank reconciliation report and enter the outstanding checks as of 01/01/10.

Your starting bank balance on 01/01/10 already accounts for these checks, so in order to keep your bank balance correct, use the same g/l # on all of the checks and then enter an offsetting deposit with the same g/l #.

When you do your first bank reconciliation in Datatech software, "clear" the offsetting deposit and any checks that have now cleared the bank. When you have finished clearing your transactions, your Bank Reconciliation Report should balance.

- 2) Manually account for the outstanding checks. When you receive your January Bank Statement, you will need to use your old software to clear prior checks. Then, you can print out the list of checks still outstanding from that software.

When you use the Bank Reconciliation in Datatech, the report will not balance since those checks are not listed in the outstanding. The difference in the report totals should be the total of outstanding from your prior software. This will be the case on future bank reconciliations until all outstanding checks from your prior software have cleared the bank.

AG & PAYROLL NEWS

Tax Incentive for Hiring Unemployed Workers

New legislation has been passed to provide a tax incentive for business that hire unemployed workers.

Employers hiring workers that have been unemployed for at least 60 days will receive a 6.2% payroll tax incentive, in affect exempting them from their 6.2% share of FICA on the wages of those qualifying hires. The employee's share is still withheld and paid and there are no effects to the employee's future Social Security benefits.

The IRS has created Form W-11, to get a statement from the employee that they have been unemployed during the 60 days before beginning work or they worked fewer than 40 hours for someone else in the last 60 days. The form is available at:
<http://www.irs.gov/pub/irs-pdf/fw11.pdf>

This benefit applies to employers adding new positions or positions where the existing employee left voluntarily or for cause.

This incentive started for any new hires on or after March 19, 2010 through December 31, 2010. The 941 for the second quarter will be modified to handle the credit and any qualifying hires in the first quarter will be applied as payments to the second quarters 941 liability.

A draft of the new 941 form has the credit being applied after the full tax liability is calculated. Therefore, Datatech will not change the Tax Liability calculations, amounts accrued to the tax liabilities or any of our existing reports.

More information will be released when we have determined the simplest way of determining the tax credit and have made modifications to the software to calculate it.

If you need to keep track of current hires who will qualify for this credit, you may want to use the Department or History entry options in the Employee File.

Source:
<http://www.irs.gov/newsroom/article/0,,id=220326,00.html>

(Continued on page 4)

(Continued from page 3 - Ag & Payroll News)

W-2 Changes for Health Benefits

The health reform bill that was recently signed into law included the provision that employers print the value of health benefits paid by an employer on behalf of the employee on their W-2. It was designed to make consumers aware of the value of their health benefits.

At this time the IRS has not said whether they will use one of the boxes in section 12 or whether the W-2 format will be changed. Look for more information in future Dataline newsletters on upcoming changes.

Input on future needs for compliance with Health Bill regulations

As more information is released on implementation of regulations in the health reform bill, Datatech would like your input on software enhancements that will help you be in compliance. Feel free to email comments and suggestions to support@datatechag.com.

Correcting Social Security Numbers

A recent FELS article discussed whether an employer would be considered “knowingly employing an illegal alien” if an employee claimed the social security number previously provided was invalid and he now was providing a new number

Two issues were raised: 1) If the employer has an existing practice to fire an employee for making fraudulent misrepresentations, the employer should fire the employee, regardless of whether the new SSN is good. 2) If the employer does not have a policy as described above, the employer should question the employee about the new SSN. If the employer concludes the new SSN is legitimate, the employer could decide to retain the employee.

The legal counsel, Carl Borden, quoted in the article stated, “To be extra careful, the employer could tell the employee that the employer will contact the Social Security Administration to verify the SSN’s legitimacy.” If the new SSN card is also bad, The employer should not retain the employee unless the employee can prove employment eligibility with other valid documents.

If the new number is valid, the Employer should note the change on the employee’s I-9 form and if any wages have been reported to the IRS, the employer must file Form W-2c to correct the employee’s SSN.

Source: FELS Newsletter, Vol. 40, No.3

Am I a labor contractor?

The definition of a labor contractor according to the California Labor Code section 1682 is any “person, who for a fee, employs workers to render personal services in connection with the production of any farm products to, for or under the direction of a third person.” So, anytime you send an employee to work on another farmer’s farm, you fall under the definition of a labor contractor. This means you fall under California laws regarding farm labor contracting, including penalties for not obtaining a license.

For more information on obtaining a labor contractor license email dlse.licensing@dir.ca.gov.

Sources: FELS Newsletter, Vol. 39, No.11

Lodging affects overtime rate of pay, workers comp premiums and taxes

If an employer provides an employee lodging at a reduced cost or at no cost of all, the value of that lodging affects their compensation value.

The “reasonable cost” to the employer for the lodging (see the DLSE’s Enforcement Policies and Interpretations Manual) would factor into the employees regular rate of pay in calculating overtime. For example, if housing is valued at \$400 a month and is provided at no cost to an employee that works 200 hours, \$2 an hour would be added to the employee’s regular rate of pay when calculating overtime.

Workers Comp premiums include “all substitutes for money.” Lodging for farm employees is included in the wages subject to premiums, however, lodging to non farm employees is generally not included. (See California Workers’ Compensation Uniform Statistical Reporting Plan.)

Lodging is also considered a fringe benefit and taxable, except when the lodging is on the employer’s premises, provided for the employer’s convenience and the employee must accept it as a condition of employment, where the employee must live on the premises to perform his duties. (See the IRS Employer’s Tax Guide to Fringe Benefits.)

Sources: FELS Newsletter, Vol. 40 No.3

Datatech recommends that all companies with agricultural employees subscribe to Farm Employers Labor Service (FELS). To subscribe online or get more information visit www.fels.net.