



# DataLine

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*A quarterly newsletter for Datatech Customers  
Volume 9, Issue 4 Winter 2006*



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## DATATECH NEWS

### Year End Info

This newsletter includes a variety of information on year end issues, including extended support hours, update information, payroll tax forms and instructions for accessing workflows. Please take the time to read it thoroughly.

### New Operator/Support Assistant

Cherrie Davidian (James' wife) has recently started working at Datatech. She is currently answering the Operator line and will be assisting Damaris in the customer support department during the busy year end season.

### Telephone Survey

We will be conducting a brief telephone survey during the last part of December and early January. A few of the questions we will be asking are: *Would you like to receive weekly support bulletins via email?; How often are you requested to complete a DE4045 (California Employment & Wage Survey) and would you pay a small fee to have the report added to the software?; Are there any features or reports that you would like to see added to the program?*

Please give some thought to these questions. Your response to this survey will enable us to continue enhancing our software and enhance services offered to customers.

### Don't upgrade or purchase Windows VISTA yet

Microsoft will be releasing updates and new computers systems with the Vista operating system in January. However, Datatech has not fully tested it's accounting software for compatibility with the Vista platform, so we DO NOT recommend any customers upgrade their current systems or purchase new ones with Vista. In future DataLine newsletters, we will update you with more information on our evaluation.

### In Our Next Issue:

Consider Security when setting up Operators

### Office Closed

Datatech will be closed on the following Federal Holidays:

- Monday, Decmeber 25th
- Monday, January 1st
- Monday, February 19th

### Trade Shows

Datatech will be at the following Trade Shows. If you would like tickets, please call Beth at ext. 103. Please remember that office staff during these weeks may be limited.

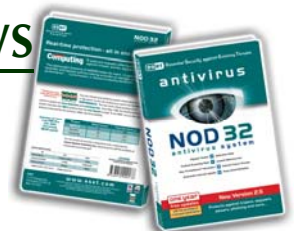
- Stockton Ag Expo, January 16-18, 2007 Building 2, space #222 [www.stocktonagexpo.com](http://www.stocktonagexpo.com)
- World Ag Expo, Tulare, CA February February 13 - 15, 2007 [www.worldagexpo.com](http://www.worldagexpo.com)

### Newsletters Updated on Website

We have updated our website with the last six DataLine Newsletters at [www.datatechag.com/support/support.htm](http://www.datatechag.com/support/support.htm). There is also a list of articles by subject, so you can look for a particle article.

## DATATECH IT NEWS

Datatech has evaluated and is now recommending NOD32 for antivirus software. This software features Threat-Sense® Technology that protects single and network computers against more new and evolving threats than other programs. As your software comes up for it's annual subscription renewal you may want to consider upgrading to NOD32.



NOD32 has won many awards and certifications throughout the world for the protection it offers. In an independent test by AV-Comparatives, NOD32 has consistently achieved the best results among all tested brands. <http://www.av-comparatives.org/>

Datatech-IT is now a NOD32 Reseller. Copies of NOD32 are available for \$39 per computer system, plus \$5 for shipping &

*(Continued on page 3)*

## EXTENDED SUPPORT HOURS



Once again Datatech will be providing extended support hours during the month of January for ***Payroll and Payroll Closing/Tax Reporting Questions***. To take advantage of this extended support please follow the directions below. At all times of the year we make every effort to answer calls as soon as possible. You can assist us by following these instructions when calling for software support at all times throughout the year.

Datatech's office will be closed on Monday, January 1st. The extended hours for customer support will begin on Tuesday, January 2nd and end on Wednesday, January 31st.

From January 2nd through January 31st, customer support will be available ***Monday through Friday until 6:00 p.m. Support will also be available on Saturdays between the hours of 1:00 p.m. and 3:00 p.m.*** You may leave a message at any time and calls will be returned during these hours. Remember, the extended hours are for payroll and payroll closing questions only.

If you know you will need assistance after normal business hours, you may call us ahead of time to ***schedule a specific time for us to call you.***

If you are calling for help between 5:00p.m. and 6:00p.m., or Saturday between 1:00p.m. and 3:00p.m., it is very important that you include your phone number in the message you leave, since personnel providing after hours support may not have access to our company database. Also, if you fail to leave the message on the support line, or do not leave complete information as instructed below, it may result in us not being able to return your call until the next business day.

Every effort will be made to answer your call as soon as possible. We ask for your patience, especially in the first few weeks of January, when there is an increased volume of calls.

**Please follow these simple steps for customer support in January and throughout the year:**

- 1) ***Consult the provided workflows and frequently asked questions before calling us.*** (See page 3 for instructions on printing detailed Year End Help documents.) This will save you time.
- 2) ***When calling, enter extension 110 to go directly to the support department.*** This is the fastest way to get help. Calls to other extensions will be transferred to the support department, causing time delays in returning calls.
- 3) YES, we provide software support by email! ***Send your email questions to Support@DatatechAg.com.*** This will ensure that all support personnel see the message and it can be answered as soon as possible. ***Emails will be answered during business hours only.***
- 4) If all support personnel are busy, ***please leave a detailed message including your name, company, phone number, and your question.*** If you have an error message, please provide the entire error message. Also, please provide details on the program option you were using and the prompt you received the error on. If you have left one message for support there is no need to leave a second message. This will help us reduce time spent listening to messages.
- 5) If your question is regarding items on reports, report totals or discrepancies, you can ***fax the reports to us at (559) 226-5418 at any time.*** This will help us answer your question more quickly and effectively. ***Faxes can be sent at any time, but are only checked during business hours.***

## WORKFLOWS FOR PAYROLL CLOSING

Updated Quarterly and Year End Payroll Closing workflows will be included with the year end update. These include: more detailed instructions for completing the blank paper 940, 941 and 943 reports; 401-K, 125 and other special tax plans for W-2 reporting; W-2 printing tips and year end frequently asked questions.

After installing the year end update you will see under the Help menu a Year End Help option. In addition to the above topics, this option will include the 2007 Year End Update Release notes which includes all of the program changes and additions made throughout the year.

We recommend printing these documents after you have completed the installation of the update, so they are handy when you need them. Detailed instructions on how to access and print these documents is located on the last page of the update installation instructions.

If you have questions about a particular step or report in the closing process please call our support department for assistance. However, in order to provide faster customer support for all customers we are unable to remain on the phone while you complete each step of the closing process.

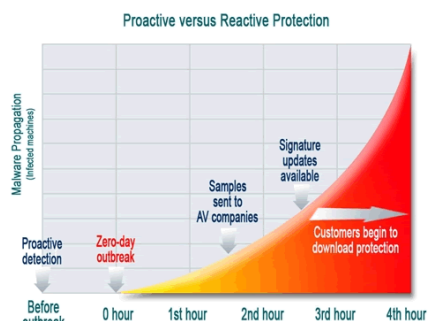
As always, if you would like personal assistance with your closing process and/or printing and filling out tax reports, you can make an appointment with our support department. This service is provided at our regular hourly training rate.

*(Datatech IT News - Continued from page 1)*

handling and sales tax). We can also provide installation service in-house or on-site at our regular labor rates. See [www.datatechag.com/support/support.htm](http://www.datatechag.com/support/support.htm) "On-site Travel Rates" for complete details.

Enterprise Editions for medium-large networks are also available. Call James at (866) 709-5495 for more details.

*The best security is proactive. ESET NOD 32's ThreatSense Technology closes the window of vulnerability left open by other reactive, signature-based antivirus vendors. - <http://www.eset.com/products/index.php>*



## F.A.Q./Year End Reminders

- New enhancements and program update information can be found in the Year End Help file located on the Help menu.
- Install the Year End update immediately. It must be installed before the payroll year is archived and closed.
- After you have updated your 2007 tax rates verify your SUI rate for 2007. You should have received a "Notice of Contribution Rates..." from the EDD, or other state agency, with your new SUI rate. This must be entered in the State Tax Rate file, located off the Payroll, Utilities menu.
- The year end update must be installed before entering Batch Payroll Checks or before Creating Checks from Daily Payroll in order for the tax deductions to be calculated correctly.
- Payroll Checks cannot be printed for 2007 until the quarter and year have been archived and closed. Reports can be printed and verified at a later time, but you must at least verify totals, archive and clear in order to print checks. See steps 1-3, 5 & 6 of the detailed quarter and year end workflows as mentioned in the article above.
- Last year a new option was added to re-open a closed quarter and year. Instructions for this new option will be located off the Year End Help menu as discussed above. This will automatically update totals, so the Fix Employee Totals will not have to be run manually.
- No general ledger closing is needed at this time. Manual journal entries and automatic closing entries can be run when ready.
- If you want to enter closing dates for any of the accounting modules, so that no entries can be back-dated or edited, there is now a Closing Accounting Modules option on the General Ledger menu. You may also want to edit Operator Permissions, so that other users can't edit these dates.
- If you would like to create a new set of books for 2007 please call the support department to set them up before the 1st of the year.
- If you would like to change the S.S.N. printing on your payroll checks to no number or the last four digits, you may do so now. The California law does not go into effect until January 1, 2008, but the option is now available.
- If you need to change a S.S.N. for an employee after you have Archived, you must edit the Archive file and Employee file for the change to be updated on W-2's. Or, if you have fixed multiple employees, you may change the Employee files and then Fix Totals to the Archive.

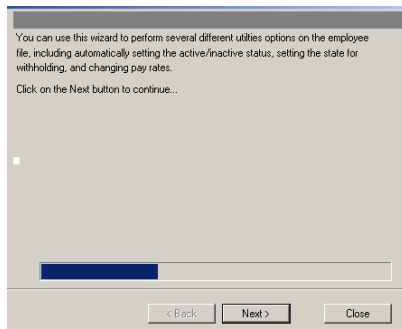
## ACCOUNTING SOFTWARE FAQ

### Is there a way to change the Default Pay Rate in all Employee files to the new minimum wage?

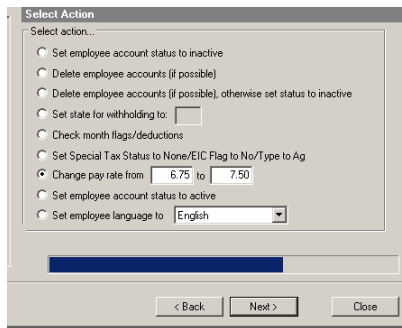
If you have put a default rate in the Employee File for hourly employees you may want to update the rates when your state minimum wage increases. There is a Tool that will allow you to change the default pay rate in multiple Employee files at one time.

This option is located on the Payroll, Utilities menu.

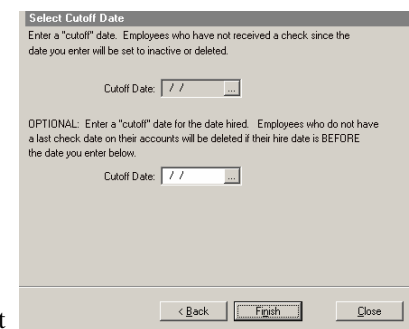
When you select the Employee Utilities you will get the following message:  
Click Next to continue



Click on the button next to "Change Pay Rate" and enter the Rate you want to change from (6.75) and to (7.50). (California's past & current rate, your state may differ.) Click on Next to continue.



Leave the CutOff dates blank as they are not used for this function and click on Finish to complete the pay rate changes.



When finished the program will display the number of accounts that were changed.

*Note: For purposes of piecework minimum wage calculation, the program will use the minimum wage in the State Tax Rate file, so companies that do not use the default hourly rate may not need to use this Tool.*

### Other Employee Utilities

You may utilize other options in the Employee Utilities, such as setting old employee accounts to inactive or deleting employee accounts that were created, but never issued a check. You can also use the utility to change all employee accounts to the Spanish check stub option. Please call or email the support department if you have questions on using any of these options.

## NEW FEATURES & ENHANCEMENTS

As mentioned in the *Year End Reminders* a complete list of program changes will be available in the Year End Help information, accessible from the Help menu. The following is a select list of the most requested items. More details on using these features can be found in the Help document.

**Reports can be saved and emailed as PDF file** - All reports can now be saved as an Adobe Acrobat document (pdf file). To save a report as a pdf, press CTRL + A on the report window. The program will display the Save As dialog for you to choose a filename to save the report as. The email button on the Print Preview window will now email the report as a pdf attachment.

**Defaults for City, State and Zip** - The program will now "auto-find" the City as you type it in Employee, Customer and Vendor entry. The program will also build a database of zip codes, so you may leave the City and State blank and enter the zip code and the City and State will be completed for you.

**Bank Reconciliation** - You can now change the display to show only transactions for the current bank statement period. To suppress cleared transactions from prior statements, right click on the Bank Reconciliation transaction list, go to the Display menu and select 'Transactions From Prior Statements.'

**Change Payroll Period Dates** - There is now an option on the right click menu in Batch Payroll Check Entry to change the pay period dates.

**Delete All Checks in Batch Payroll Check Entry** - There is now an option on the right click menu to Delete All checks in the batch. There is also an added security setting in the Operator file to disable this option on selected Operators.

**Unapplied Credits in Cash Receipts** - There will now be a lookup on the Receipt number for Unapplied Credits, so you may edit or delete a transaction before it has been updated to the General Ledger.

**Equipment Billing for Labor Contractor's** - Equipment recorded on a Batch Payroll Check will automatically generate a grower charge for use of the equipment.

**Daily Payroll Auto-Skip** - You can now turn off the auto-skip in Daily Payroll, so the cursor will stop at each column.

**New Help System** - Depending on the version and service packs installed on a computer, certain workstations were not able to access the Help files from the network. The Help files will now be copied to your local c:\ drive.