



DataLine

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

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DATATECH NEWS

Seminars

We would like to thank everyone who attended one of the spring seminars. We had very good feedback from those in attendance. If you were not able to attend, but would like to attend a future seminar please call Hannah at extension 101 to be put on a priority list.

A seminar for our Raisin Grower Accounting customers has been scheduled for Thursday July 17th. If you have not received information on this seminar and you would like to attend please call Hannah for more information.

Office Closed

The office will be closed on these holidays:

- Tuesday, July 4th
- Monday, September 4th

End of Quarter

We are once again coming to the end of a quarter. On Friday June 30th Damaris and Matt will be out of the office. Hannah and Beth will be handling the support department calls. If you have questions about closing your quarter please consult the Payroll Quarterly Work Flow located in the Help Index file first. At the end of the section you will find instructions on how to fix totals if your reports aren't matching. If you need additional assistance, please call the support extension (110) and give us as many details as possible about your question and/or problem. (James will also be out of the office on Friday June 30th)

HEAT ILLNESS ACCLIMATING & NEW LAWS



As temperatures rise throughout the state, people, especially those working in the hot weather, go through an acclimatization period where the body adjusts to the warmer temperatures. For most people this adjustment takes place within a few days, but the process may take weeks

for some. Until the body has fully adjusted to working in hot conditions, it is more susceptible to heat illnesses.

Signs of heat illness include loss of energy and performance, excessive sweating, spasm in muscles, nausea and headaches, dizziness or weakness, confusion and even unconsciousness.

To prevent illness and allow for the body to acclimate, it is recommended to limit heat exposure during the first few days of work. The recommendation in the FELS Safety Training for Ag Workers, - Acclimatization To Hot Weather flier, is to limit exposure to one-third of the workday during the first and second days, one-half the workday during the third and fourth days and two-thirds of the workday on the fifth and sixth days.

To achieve acclimatization, a person must work in the heat at the activity level required by the job. If conditions change, such as working in cooler weather or there is a leave of absence of a week or more, the body will need to be re-acclimated to the environment. Also, new conditions such as, bright sunshine, high humidity, and new sources of heat can further affect your body's ability to cool itself.

(Continued on page 3)

DATATECH-IT NEWS

New Laptop Computer Systems

Datatech IT Solutions has added build-to-order notebooks to its line of products. Many customers over the years have asked about notebooks but it hasn't been something that was a viable option for us at the time.

What has changed? Intel recognized the trend of consumers purchasing notebooks instead of desktop computers. Who does Intel say their biggest customer is? That would be the channel, or independent system builders such as Datatech IT Solutions. When added up this channel of resellers sells more computer systems than any of the large computer companies. But there was a problem. This channel was not moving notebooks as much as the big guys such as HP and Dell. So Intel found out the reasons for this and addressed them.

What Intel has come up with is a partnership with 3 notebook manufacturers, Asus, Compal and Quanta. These companies provide "barebones" notebooks. Then system builders such as Datatech IT Solutions can choose the processor, hard drive, RAM, optical drive and other accessories. Intel calls this program "Verified by Intel." As long as we stick to the list of verified components we are assured that we are putting out a quality product and the customer has the same assurance.

We can then receive technical support direct from Intel if and when it is needed. Intel has addressed things such as long term availability of parts and interchangeability of parts among each of the vendors. This brings prices down and standardizes components much in the same fashion as desktop computers. These notebooks use the newest chipset and processors from Intel, the 945GM chipset and Intel Core Duo processors. So these aren't the cheapest notebooks around, but they are fast.

The minimum spec notebook we will be selling is a Quanta Verified by Intel notebook with 14.1" or 15.4" screen, Intel Integrated Graphics, Intel T2300 Core Duo Processor, 512MB of Kingston 533MHz RAM, 40GB 5400RPM SATA Hard Drive, Intel Wireless LAN Card, DVD-ROM/CDRW Combo Drive and Windows XP Home Edition. It will sell for \$1,149. The same configuration with Windows XP Professional and Office 2003 Basic Edition will sell for \$1,359.

Notebooks can be configured up from there with a second RAM chip for 1GB and dual channel RAM, 7200 RPM hard drive, faster processor and discreet graphics by NVIDIA or ATI. These notebooks outperform many desktop systems available today. If you are interested or would like more information please contact James by email at james@datatech-it.com or by phone at 559-256-7740.



Website

www.Datatech-IT.com is now up and running, featuring Vertical's TeleVantge and Comdial phone systems. Please take a look and keep Datatech-IT Solutions in mind for your future hardware and telephony needs.



Beware of Uninstalling software

If you are running software over a network, you should be very cautious about uninstalling software on a workstation. If the program is run from a network location the uninstall could remove the program from the network and remove data files.

This situation applies to ALL Datatech accounting software run over a network. The original and workstation installations set the program and data file paths to the network location of the files (server). If the option to uninstall the software is taken on a workstation the uninstall program will look at the server location and remove the files from there.

DO NOT use the Microsoft Un-Install program if you need to remove a Datatech program from a workstation. If you would like to remove any Datatech Accounting program from a workstation you may uninstall the Visual Dataflex Runtime client and then manually delete any local files on the workstation.

Watch out for Word & Excel Email Attachments

Microsoft has recently confirmed vulnerability in some of its Office Suite programs that allow a person to steal information from your computer system and use the computer to send spam and perform other illegal activities.



The code that releases the virus is run when the attachment is opened. Symantec has said the Excel file that contains the infection is usually named okN.xls. However, you should be cautious of any attachment that is unsolicited.

Microsoft released patches for the Word and operating system vulnerabilities and will have patches for Excel soon. You can download the latest updates from windowsupdate.microsoft.com. The Windows Update will check for updates to the Operating System and then you can select **Office Family** from the toolbar to check for updates to Office Suite programs. These update programs will scan your computer to determine what programs you have and which updates you need.

If you have anti-virus software, remember you can only be protected if you have downloaded the updates for the software.

CHECK STUB REQUIREMENTS

Datatech makes every effort to keep in line with all federal and state laws or labor codes regarding recording, paying and reporting payroll wages. Recently it was brought to our attention that the Federal Wages and Payroll Standards includes the provision that the employee's permanent address be included on their "written itemized statement" for the work, or pay stub.

An update is now available that includes the option for printing the employees address on the pay stub. When this option is enabled the check stub heading will print in a smaller font to fit the entire name, address, check # and check date on the top line of the pay stub. If the employee name and address are extremely long the last information on the line will be cut off, so that it does not take up two lines. This is necessary to ensure that short check stubs will have the enough room to print wage information.

This option has been added in the Program Setup, under the Payroll Check Printing tab.

As mentioned in previous DataLine Newsletters, as of January 1st 2007, a new California law will take effect requiring the removal of the employees social security number from the check stub. This update is now available. You will have the option of printing the last four digits or no social security number at all. An option still remains to print the entire number for customers outside of California.

Central Valley Labor Contracting, Inc.										001001	
Day	Pay Type	Grower	Field	Job	Hrs	Units	Rate	Total	This Check	Yr to Date	
22	Placework	CAPMIXWRAP RH8CA	HARVEST & PAC	1.29	10.5000	Boxes	1.4000	14.70	Gross Wages	312.14	1,170.51
22	Placework	CAPMIXWRAP RH3CA	HARVEST & PAC	6.21	47.2500	Boxes	1.5000	70.88	Fed WHT	0.00	0.00
23	Placework	CAPMIXWRAP RH4CA	HARVEST & PAC	1.33	10.3850	Boxes	1.4000	14.54	FICA	19.35	72.57

Sample of new Check Stub Heading

This setting currently affects only payroll check stub printing. In future updates it will apply to all documentation that non-payroll personnel may handle, including crew sheets, time cards, labels, check signoff sheets and vouchers.

This option has been added in the Program Setup, under the Payroll Settings tab.

If you have high speed internet you can obtain the update by going to the Tools menu and selecting "Check for Updates*." If you do not have high speed internet, please call us for an update on CD or via pcAnywhere. The update can also be accessed from our website, by going to www.DatatechAg.com and clicking on the Support page. The link is located in the "New Update" information section.

* As mentioned in the Spring DataLine Newsletter, our new internet service changed the IP address of our server, so if your "Check for Updates" option doesn't work, download the update from our website or call us for a CD. This will update the IP address for future use.

RE-ISSUE PAYROLL CHECK FEES

As the cost of business rises, many employers try to find ways to recoup expenses. One practice has been to add fees for re-issuing payroll checks to employees. This is often to offset stop payment fees for the original check.

However, the California Labor Code in sections 221 through 224 states the requirements of businesses to furnish all earned wages to the employees with the exception of deductions required by state or federal law or other deductions, such as insurance premiums, medical dues, or other deductions the employee has expressly authorized in writing. These deductions may not amount to a rebate or deduction from the wages paid to the employee.

A deduction may not be made for the use or benefit of the employer. The law considers these expenses as a natural cost of doing business and therefore they cannot be passed on to the employee. Therefore, it is illegal to deduct re-issue check fees from the employee's check.

To access the California Labor Code, go to www.legalinfo.ca.gov and select "CALIFORNIA LAW." You can select the Labor Code and type in search criteria, or select Labor Code and click on Search to get to the Table of Contents.

(CAL/OSHA Heat Illness Ruling - Continued from page 1)

New California Law

On June 15th the Cal/OSHA Standards Board approved the permanent version of its heat illness standard for outdoor employees.

This regulation was adopted as an emergency measure in August 2005. Some of the standards included in the new regulation:

- Employers must provide at least one quart of water per hour per employee.
- Shade must be provided to employees suffering from heat illness or who need a preventive recovery period.
- Employers must train workers and supervisors on the risk factors of heat illness, how to avoid it, the employer's procedures for complying with the standard and emergency procedures if an employee becomes ill.



More complete details will be released by CAL/OSHA in the Cal-OSHA Reporter.


Sources:
 FELS, Safety Training for Ag Workers, Vol. 35 No. 3
<http://www.cal-osha.com/articles/COR06-20060615-000.htm.asp>

DATATECH ACCOUNTING SOFTWARE - FREQUENTLY ASKED QUESTIONS

PROBLEMS WITH RECURRING JOURNAL TRANSACTIONS

Datatech's Accounting systems contain recurring transaction options in 5 areas of the program, General Ledger Journal Transactions, Accounts Payable Invoicing, Direct Expense Checks, Deposits and Miscellaneous Transactions in the Checkbook.

You can use these transactions for any recurring charges, such as rent, loan payments and service fees. Some companies may need to split expenses between departments and use the Recurring Journal Transactions to create batches of transactions to post automatically.

A recurring transaction for an invoice, check, deposit or miscellaneous transaction is created from an original transaction of the same type. To set up the recurring transaction open the original entry and click on the Create Recurring button () next to the Date to bring up the Add Recurring Transaction window.

For detailed instructions on setting up Recurring Invoice, Check, Deposit or Miscellaneous Transactions please call the Datatech Support line for updated information sheets.

Once a Recurring Transaction has been entered, it can be edited or deleted from the General Ledger, Transactions Recurring Journal Transactions window. This is also where Recurring General Ledger Transactions are entered.

Problems with Transactions Posting

Transaction out of balance: When you create a recurring invoice, check, deposit or miscellaneous transaction you need to make sure the total amount is in balance with the line items. If you modify or change a G/L account number or change its posting status after a recurring transaction is set up, it could cause the transaction to become out of balance. This may cause errors or an out of balance Invoice Journal. The recurring transaction may be edited in the Recurring Journal Transactions window as mentioned above.

Duplicate Posting: Most cases involving duplicate posting are a result of creating two recurring transactions for the same charge. You can delete the duplicate transaction by bringing up the batch description in the Recurring Journal Transaction window and pressing Shift + F2. You may also edit the transactions if you simply need to change the amount, G/L numbers, or posting dates.

Not creating the right Invoice Number: The program uses a template to create a unique invoice # each time a recurring invoice is created.

The program checks the template for specific patterns and replaces the pattern with the appropriate text. In this way, a unique invoice number is generated for each recurring invoice. When a recurring invoice is created, the program attempts to create a template automatically. You may edit the template if necessary.

The following patterns may be used in the template:

- “**mm/dd/yyyy**” This will be replaced with the invoice date with a four digit year. (For example, “12/02/2003”)
- “**mm/dd/yy**” This will be replaced with the invoice date with a two digit year. (For example, “12/02/03”)
- “**mm/yyyy**” This will be replaced with the month and four digit year of the invoice date. (For example, “12/2003”)
- “**mm/yy**” This will be replaced with the month and two digit year of the invoice date. (For example, “12/03”)
- “**mmm**” This will be replaced with the first three letters of the name of the month in the invoice date. For example, if the invoice date is 11/20/2003, the program will replace the “mmm” with “NOV”.
- “**yyyy**” This will be replaced with the four digit year.
- “**#####**” This will be replaced with a unique, six digit program generated number (with leading zeros). The program uses the “Last Automatic Invoice #” on the Payables tab of the Program Setup window to generate the number.

Anything that appears in the template that does not match these patterns will be used “as-is” in the invoice number of the recurring invoice.

Here is an example of how the template works: Suppose you create a recurring vendor invoice with a monthly posting cycle from an entry with invoice number “JUN 2006 STMT”. The program will use the following for the template: “mmm yyyy STMT”. The next invoice that will be generated will have the invoice number “JUL 2006 STMT”.

Transactions aren't Posting: Check the following settings from the Recurring Journal Transaction window.

- Stop Posting After: Make sure you have not passed your “Stop Posting After” date. If so, you can edit the date and then close and re-open the program to post the transaction.
- Posting Cycle: If you have the cycle set to User Defined it will look at the Number of Days field for the next posting date. If Manual is selected you must manually post the transaction by bringing it up in the Recurring Journal Transaction window and clicking on the Post button.
- Operator: The program will only post the transaction if you log in the with the name displayed. You can edit this.