



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 9, Issue 3 Fall 2006*

INSIDE THIS ISSUE:

SUBMITTING W-2 INFORMATION ON-LINE	2
COSTCO CHECK PRINTING	2
CAN YOU GET MORE OUT OF YOUR SOFTWARE?	3
SOFTWARE FAQ'S - A/R UNAPPLIED CREDITS	3
W-2 ORDERING INFORMATION	4

DATATECH NEWS

Office Closed

Datatech's Office will be closed on the following days:
Thursday & Friday, November 23 - 24th
Monday, December 25th
Monday, January 1st

Year End Information

As in previous years, Datatech will be mailing a program update on CD towards the end of December. You must install this update before printing Forms 940, 943 and 1099's, as well as payroll for 2007. You may also use the "Check for Updates" option from your Tools menu in your accounting software to download available updates at any time (*as mentioned in the Summer Newsletter, since our Internet service changed, some customers may need an update on CD to reset the I.P. address the program looks for*). W-2 ordering information can be found on page 4 of this newsletter and former W-2 magnetic media filers should review the new electronic reporting information on page 2.

Employment Opportunity

Datatech is looking for a customer support representative. Bi-lingual and payroll or accounting experience is preferred. If you know of anyone interested in this position please have them contact Damaris at extension 102.

Datatech-IT News

Datatech IT Solutions computers will soon exclusively contain Intel®'s new Core™ 2 Duo processor. This new processor is being touted as "The world's best processor."

The Core™ 2 Duo has many advantages over the previous generation Pentium® D and Pentium® 4 Hyper-threading processors. The Core™ 2 Duo is better in every aspect including speed, heat production and power consumption. Intel® is advertising 40% more processing power with 40% less electrical usage. This means cooler running computers and quieter fans.

We will continue to offer systems containing Pentium D's, however, we have put together a blazing fast computer at a competitive price with this newest processor technology.

Contact James at 559-256-7740 or james@datatech-it.com for further details or to order. Great for an end of year business expense! This "Premium" system will start at \$1,699.

Datatech Premium Performance Computer



Antec Sonata II Quiet Tower Case
Intel® DG965WH Motherboard
Intel® Core™ 2 Duo E6400
2GB 667MHz DDR2 RAM
DVD/CDRW Drive
160GB 7,200RPM 16MB Cache Hard Drive
Cordless Mouse/Keyboard
3-piece Speakers
19" LCD Monitor w/DVI
MS Windows XP PRO
MS Office 2003 Basic

Electronic W-2 Submission

The Social Security Administration (SSA) has eliminated magnetic tapes, cartridges and diskettes for submitting W-2 reports. The report must now be filed electronically on the Social Security's Business Services Online (BSO) website.



Employers with more than 250 employees MUST report their W-2 information electronically. The option is also available to all companies, so you may contact the SSA to get more information on signing up for electronic submission. You'll save on W-2 forms and the paperwork involved in sending the W-2 copy to the SSA.

You will need internet access to submit your W-2 information, so if you do not currently have service, you need to take care of this before the end of the year, or see below for information on the service Datatech will provide to assist you in submitting the information.

In order to submit W-2 information on-line you will also need to register for a PIN and password for the BSO website. To do this, go to: www.ssa.gov/bsowelcome.htm.

The process is very simple and quick. During your year end payroll closing/reporting workflow, instead of saving the magnetic media file to a diskette, you will save the file to your hard drive. Next, you will log into the BSO website and go to the W-2 Submission page to "upload" the file.

Our support department will NOT be able to answer questions about the BSO website or submission process. If you have questions about using the BSO website contact the SSA at (800) 772-2970. For help with registering or annual wage reporting call (800) 772-6270.

Datatech Electronic W-2 Filing Assistance

If you would like assistance with submitting your W-2 file on the BSO website, Datatech will be offering this service for a fee of \$75 (in our office). You must have your PIN and Password, but we will assist you with outputting the W-2 file and submitting it through their website. (You must be present to verify & authorize the submission.) You may choose this option if you don't have Internet service, but you will still need to call the SSA to get the PIN and Password beforehand.

COSTCO CHECK PRINTING



Recently we've had customers tell us of the cost saving benefits of ordering checks from Costco. If you order a large number of checks you may be able to save by becoming a member (if you're not already) and ordering checks from them.

Datatech has submitted a sample of our "Standard" check format and requested it be listed on the list of software programs. However, until it is added, you can still order on-line (www.costco.com, go to **Services, Small Business** and then select **Check Printing**) by making the following selections: M.Y.O.B., version Windows 4.0-7.0, and Laser/Ink Jet Printer. The form number if you order by telephone or in-store is LMP39.

If you are already using an alternate format in our software, such as QuickBooks or Quicken, you may choose that software program to order the appropriate checks. After you select the software type, version and printer you will see samples of the available formats. If you are unsure of the correct format, you may want to order our "Standard" format or call their hotline for ordering assistance.

Datatech software does have a Custom Check Format setup option, so if your checks need slight adjustments to print correctly, please contact our support personnel.

Datatech does not recommend Costco or any other company for check printing, but simply provides ordering information for those who choose to do so. Our recommendation is still to order from a local company.

CAN YOU GET MORE OUT OF YOUR SOFTWARE?

Datatech created its first program for produce shippers in 1980. Through the years, we have made significant enhancements to our accounting software packages, including those for farmers and labor contractors.

Most of these additions have come from customer requests and changes in technology. Many of our customers out of the Fresno area have not been able to attend seminars or training sessions that highlight these new features. So, following is a brief list of enhancements that have been made in the software over the years. If you would like more information on how to utilize these options, please call Hannah at (800) 833-8824 ext. 101.

Included Features (Standard Farm & Labor Contractor programs):

- Two weekly and three daily crew time sheets are available. This eliminates hand written sheets and cuts down on payroll entry time and mistakes. We'll help you find one to suit your needs.
- Multiple entry methods based on crew sheets are accessible through the Daily Payroll entry. For example if most employees worked similar hours, you only need to enter time for one employee, then select the "Pay Crew" option and the program will create entries for the rest of the crew.
- An "Apply Overtime Rules" option calculates overtime and double-time hours automatically.
- Printing checks/signoff sheets by crew.
- Copy prior check, copy employees last check and create salary check options in Batch Payroll Check Entry save even more data entry time.
- Recurring Invoice, Check & Miscellaneous transaction entry.

Available Options (additional fees may apply):

- Data Collection Import allows you to use portable devices to collect employee wage data in the field and import into daily payroll without any manual payroll entry!
- The Positive Pay Export option sends payroll check information to the bank, so fraudulent checks/unauthorized checks won't clear your account.
- ATM/Debit card & Direct Deposit integration eliminates printing payroll checks.
- New Accounts Receivable Invoice formats provide more detailed information to the Growers. Cash Basis option, automatic updating of income, and easier Cash Receipts entry rounds out enhancements in the Accounts Receivable module.

DATATECH SOFTWARE - FAQ'S

What are Unapplied Credits and How Do I Use Them?

An Unapplied Credit is a term used in Accounts Receivable when a Customer has made a pre-payment that is not applied to a current invoice. The pre-payment will be later applied to an invoice when it has been billed. Entering the payment as an unapplied credit will credit the customer's account for the payment amount. Following is one scenario that may arise and call for the use of unapplied credits.

You received a \$10,000 deposit upon placement of a customer's order. This order has not been invoiced yet. The invoice is finalized weeks later and the total is \$15,000. The customer then sends a check for the balance on a later date.

Recording the Prepayment - Enter the deposit of the \$10,000 through the Enter Unapplied Credits screen. Since this is money you are depositing, this will be entered as a positive amount. This amount will add into your deposit for the day. On the customer account you will now see that there is an unapplied credit of \$10,000.

Once the invoice is billed, the customer's account will display the invoice with the entire amount due and the unapplied credit of -\$10,000 with a balance due of 5,000.

Applying the credit - The recommended method is to wait until the \$5,000 balance is received. Once the balance is received the credit can be applied to the invoice and it paid off in one set of entries. This method would involve the following steps:

- 1) Pay the invoice in the Receivables Cash Receipts Entry screen. Enter the amount paid as \$15,000 in order to completely "pay off" the invoice.
- 2) Remove the unapplied credit. To do this, go into the Enter Unapplied Credits and enter a negative deposit equal to the pre-payment amount (-\$10,000).

This will result in a net deposit of \$5,000, which is the amount received from the customer for the final payment.

An alternate method is to apply the pre-payment to the invoice immediately after finalizing it. *To do this, follow the two steps above, with \$10,000 received against the invoice, and -\$10,000 to remove the credit, resulting in a \$0 deposit.* The invoice will have a net due of \$5,000 until the final payment is received.

One thing to keep in mind when using Unapplied Credits is that it will reflect on the customer account. If you have received "miscellaneous" income that will not be applied to an invoice, a miscellaneous cash receipt should be used instead.

W-2 ORDERING INFORMATION

Following are the guidelines and options for ordering your W-2's. We have listed the form numbers used by The Advance Group (559-227-1192), but you can order W-2's from any supplier. *Remember, Datatech does not supply W-2 forms or keep any extra forms on hand if you run out.*

Please remember to order enough W-2's! To help in deciding how many W-2's to order, you can use an option on the Year End Tax Reporting menu for counting employees with year to date wages. This will tell you the current number of employee's you'll need W-2's for. **Add in additional W-2's for new hires, paper jams or reprinting individual W-2's.** Please call the Datatech Support Department if you have any questions about ordering W-2's.

The W-2 format you use depends on the type of printer you have and your filing requirements. Depending on state requirements, you will need between 4 and 6 copies. In California, if you are a paper filer, you need a total of 5 copies (1 for the IRS, 1 for your records, and 3 for the employee).

If you are an electronic filer we recommend you use either the 3 up or 4 up formats on a laser or inkjet printer. When using the 4 up format you simply remove one copy as your Employer copy. If you choose a 3 up format you can order a set of 2 per page forms or print a set on blank paper as your copy.

Companies that file by paper may also save on paper and time by using a combination of the 4 up and 2 per page formats. Order one set of the 2 per page format to send to the IRS (LW2A), and one set of the 4 up (L4UP) for the 3 employee copies and 1 employer copy. (Windows program only) This allows you to run only 2 sets of W-2's, but obtain all the needed copies.

If you have ordered multi part dot-matrix forms in the past and have experienced any problems, **please DO NOT order them again.** In the past we have assisted customers with printing when

they experienced problems at the last minute, but we no longer use dot-matrix printers in our office and **will not be able to provide this service.**

If you have a DeskJet or Laser printer we recommend you purchase laser forms. Printing on these printers is more consistent and hassle free.



You'll also spend less time stuffing envelopes than waiting for the dot-matrix to complete the printing, then tearing and folding the self mailer W-2's. Do not order double wide Dot-Matrix forms. Our software no longer prints this format.

Laser/Inkjet Printers

Electronic Filers (more than 250 employees):

1 employee, 3 copies per page, Form #L3UP
or,

1 employee, 4 copies per page, Form #L4UP,
This form is only supported in our Windows programs.

Paper Filers:

Single Wide, 2 employees per page, 100 employees per set, 6 part set #95216, 4 part set #95214
Single set for printing IRS copy only #LW2A.

Dot Matrix/Tractor Feed Printer

Magnetic Media Filers:

Single Wide, 4 copies, Form #X41

Single Wide, with Mailer, 4 copies, Form #XM54

We cannot guarantee that this 6-ply form will work in your printer. Most printers are not rated for this number of copies.

Paper Filers:

Single Wide, Twin Sets, Two 3-part sets,
Forms #X13, X13A

Used with narrow or wide carriage dot-matrix printers.

(W-2's must be printed twice to obtain the necessary copies. Order both form numbers.)