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Datatech News

W-2 Ordering Information

W-2 ordering information is found on page 4. Please be aware that office supply stores carry more than one 4 per page W-2 format. Datatech software only prints the L4UP format for 4 W-2's on a page. To ensure you purchase the correct format, Datatech recommends purchasing from a forms supplier that can verify the format for you.

New California Withholding Tables

California has released new PIT withholding tables, effective Nov. 1st. You should download the tables using the "Check for Updates" option on the Tools menu **before doing your first payroll in November**. If you would like an update on CD, please call the support department.

Office Closed

Datatech's office will be closed on the following days:
Thursday & Friday November 26th & 27th
Friday December 25th
Friday January 1st

Important Payroll Notice

Certain versions of Datatech Accounting Software have a problem with the "Fix Employee Totals" utility. If the Fix Employee Totals was/is run in these versions the SUI and FUI wages on some check records may have been zeroed out. This causes the program to calculate additional FUI & SUI taxes. We are recommending all customers use the Payroll Audit Utility to ensure all totals are correct. More information on the Payroll Audit is located on page 3.

In addition, all customers should update their software, so that they do not have any future problems. As mentioned above, you can update your software using the "Check for Updates" option on the Tools menu or call the support department to request an update on CD.

Seminars in Ventura Area

Datatech is planning to hold seminars in Ventura October 29th & 30th. Information will be sent to customers in the area. Specific classes will be held for farming and labor contracting operations. A general "Time Saving Tips" seminar covers all of the general accounting modules and may be attended by any Datatech customer, including shipping/packing operations and nurseries.

Datatech is currently in the process of testing its software applications with Windows 7, which is being released soon. If you are planning on upgrading or purchasing a new computer please call us for more information.

New Features

Job/Phase Selection on Crop Reports

The Crop Report and Consolidated Crop Report now have a Job range selection.

Warning if Employee Already Received a Check

An option has been added to the Program Setup, under Payroll, Check Printing to warn you if an Employee already received a check on that date.

Wage & Tax Summary Report by 941/943

The Wage & Tax Summary Report now has an option to print either separate reports or separate totals for 941 & 943 taxes

Workers Comp Class by Employee

A new Workers Comp field has been added to the Employee File entry window.

When the Workers Comp Report is printed, the program will look for a workers comp class in the Employee file

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Frequently Asked Questions

In my previous software I would set up new Cost Centers (Fields) each season. Should I do the same in Datatech's software?

Most farming operations don't need to enter new fields each year (*grower/shippers see note at end of article*). Datatech software automatically separates crop years based on the Crop Year entered on all accounting transactions.

When you begin entering transactions for a new crop year you can edit the Current Crop Year on the Farm tab of the Program Setup. A Current Crop Year may also be entered on each Cost Center, but then must be updated each year on each Cost Center.

Each year, the planted acres and crop planted can be recorded for historical and reporting purposes.

The first time a Crop Report is run for a season the program will prompt you to enter the Planted Acres, Yield and Unit Type.

Year	Yield	Units	Planted Acres	Description
2008	5864.00 lbs		11.00	
2009	5725.00 lbs		11.00	
2010	5825.00 lbs		11.00	

This information is stored and can be edited on the Yields/Overhead Tab.

The Description may be used to enter the Crop planted that year if the Cost Center is a field where crops are rotated each season. If the Planted Acres is entered, the per acre calculations on the Crop Reports will be calculated using it instead of the total acres entered on the main Cost Center window.

Benefits of Keeping the same Cost Centers:

Keeping the same Cost Center ID allows you to run comparison reports with multiple crop years. It also eliminates having to set up new field id's each year and creating a large Cost Center list.

If your current Cost Center ID's include the Year and you want to begin using the same Cost Center ID's for each year, you may simply edit your Cost Center ID and Description. When the Cost Center ID is changed it is updated on all transactions.

If you choose to set up new cost centers each season, the cost centers will have to be entered manually. There is not an option for automatically creating new cost centers.

Note: *The Shipper's Office users that also utilize Cost Accounting will still need to set up new Cost Centers each year along with new Lot #'s.*

Form I-9 Information

The Form I-9 has been revised as of 08/07/09. The direct links are <http://www.uscis.gov/files/form/i-9.pdf> for English and http://www.uscis.gov/files/form/i-9_spanish.pdf for Spanish.

Employers should note that Employees must fill out Section 1 no later than the time of hire. Employers must complete section 2 by examining evidence of identity and employment authorization with three business days or before employment begins if the employee is hired for less than 3 days. If an employee provides a document from List A, such as their Alien Reg. card, providing their Social Security is voluntary. The employer also can not specify which document(s) they will accept from the employee.

Employers may, but are not required to, photocopy documents. However, if photo copies are made, they must be made for all new hires. Form I-9 may also be signed and retained electronically.

If the employee is rehired within three years of the date on their original I-9 and is still authorized to be employed on the same basis as previously indicated, Section 3 Updating and Reverification should be filled out and signed or a new form completed. A new form should also be completed if the employee's name has changed.

(New Features—Continued from page 1)

first. If there is a workers comp class in their file, their earnings will be reported in that class **no matter** what fields, g/l #'s or jobs were entered on their checks. Do not enter a Class Code on the Employee File if the Employee may perform work under different classifications.

For example, a manager or owner may be classified under class 8742 (Salesperson-Outside). However, for cost accounting purposes his wages are divided between the actual fields or locations he traveled to during the week. The workers comp class 8742 can be entered in his Employee File and his wages will appear under that class on the Workers Comp Report. The only exception to this would be if you choose a Detailed Workers Comp report and select Ordering and/or Sub-totals by Field. The checks will be listed under the Field classified on the check, however the W/C Class field will still be determined by his Employee File.

Pay Rate Table by Employee

A Pay Rates button has been added to the Employee File allowing multiple pay rates for each employee. This may be used if the employee receives different rates for jobs such as checker or puncher or if they receive different pay rates for salary, hourly or piecework/incentive pay work.



Can Microsoft Security Essentials replace your anti-virus software?

Microsoft recently released Microsoft Security Essentials. Security Essentials is free anti-virus software that works with Windows XP, VISTA and Windows 7. It provides basic malware protection and uses a new technology that validates suspicious files against newly identified malware almost immediately.

Amy Barzdukas, general manager for consumer security at Microsoft, said the company is not looking to compete with commercial makers of software, such as Symantec and McAfee, but rather to “encourage broader adoption of anti-virus protection across the consumer audience.”

A recent blog from the Microsoft Malware Protection Center (MMPC) stated:

“This isn’t a security suite product that provides rich PC tuning capabilities or backs up your data. But if what you’re looking for is “install and forget” malware protection and solid quality Microsoft Security Essentials may be just what you’ve been waiting for.”

Retail products all contain features not available in free programs. In addition, these programs provide businesses the benefit of centralized management of the software. Businesses that run multiple computers on a network would better protect itself with one of these products. A single user system that doesn’t currently have anti-virus software would be an ideal user for Security Essentials.

Security Essentials should not be installed on computers that already have anti-virus software. Running multiple anti-virus programs can cause conflicts and problems.

Sources: http://www.microsoft.com/security_essentials/
http://www.msnbc.msn.com/id/33072322/ns/technology_and_science-security/
<http://blogs.technet.com/mmpe/archive/2009/09/29/introducing-microsoft-security-essentials.aspx>

What does Datatech IT Solutions recommend?

Datatech uses ESET Nod32 for its anti-virus software. For more information or to order ESET Nod 32 for yourself, contact James at James@Datatech-IT.com.

Here are some of its key features:

- Stops most new threats proactively, well before other vendors have issued a signature, maximizing your defense against new and unknown threats
- Scans and cleans Internet traffic and email, even when it's SSL-encrypted, so your email is always safe
- Stops threats from entering through removable devices so you can share files with confidence
- Integrated SysInspector and SysRescue simplify system diagnosis and recovery
- Tiny signature updates happen discretely as needed and won't bog down your system

(Datatech News - Continued from page 1)

If you don't receive information on the seminars and would like to attend, please call Hannah at ext. 101.

New Employee

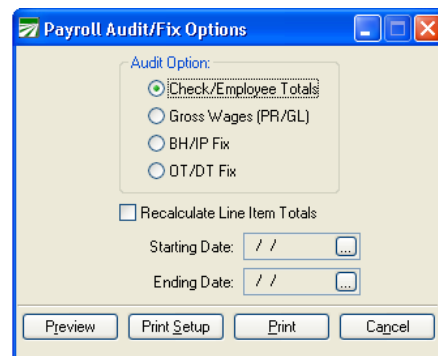
Ruth Brenes started working at Datatech in September. Ruth will be assisting the support department and will provide Spanish support. Ruth is still in training, so please continue dialing the support extension for assistance. If you would like to speak with or have Ruth translate for you, please mention this to our support personnel or when leaving a message on the support call line.

Payroll Audit

The Payroll Audit Utility re-calculates check totals, including the taxable wages for each type of payroll tax and on each check. This utility may be used when the subject taxes on wage types are edited or when checks are imported from another accounting system.

As mentioned on page 1, because of a glitch in the Fix Totals process in some versions of Datatech Accounting Software, **we are recommending all customers run the Payroll Audit.**

The Payroll Audit/Fix Options is located on the Payroll, Utilities menu. Leave the options as is, with “Check/Employee Totals” marked and “Recalculate Line Item Totals” un-marked and then click on Preview.



Once the Preview appears the process is complete and you don't need to print the report. If you have any questions please call our support department for assistance.

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 or outside the Fresno area call (800) 522-5758, 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 employees you will need W-2's for. **Add in additional W-2's for new hires, paper jams and reprinting individual W-2's.** If you do have any questions after reading this article about ordering W-2's, please call the Datatech Support Department.

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.

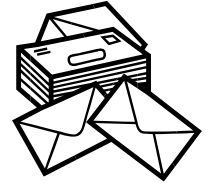
If you are an electronic filer we recommend you use either the 3-Up or 4-Up format on a laser or inkjet printer. When using the 4-Up format you simply remove one copy as your Employer copy. If you choose the 3-Up format you can order a set of 2 per page forms or print a set on blank paper as your copy.

If you file on paper, W-2's come bundled in 6 sets. In California you only need to print 5 copies. Companies that file by paper may also save on paper and time by using a combination of the 2 and 4 per page formats. You can order the "Copy A" 2 per page format to submit to the IRS and the 4-Up format for the employee and employer copies. This allows you to obtain all the needed copies while running only two sets of W-2's.

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, 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. Even if you have used the dot-matrix self mailer format in the past, you'll most likely find that it takes less time to stuff the laser form in envelopes than it does to print and tear the dot matrix self mailer W-2's.



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,

Paper Filers:

- Single Wide, 2 employees per page, 100 employees per set, 6 part set #95216, 4 part set #95214
- Single set for printing "Copy A" only #LW2A.

Dot Matrix/Tractor Feed Printer

Electronic 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.)

Note: Datatech software only supports 1099 Forms on Laser/Inkjet Printers.