



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 12, Issue 2 Summer 2009*



DATATECH NEWS

Vacations & Holidays

Datatech's office will be closed on:
Friday, July 3rd
Monday, September 7th

Damaris will be out of the *country* July 6th through the 17th.

Isaac will be on vacation August 3rd through the 10th and Damaris will be gone August 5th through the 10th.

As we've requested, at all times, support calls and emails should go directly to the support department (telephone option 3, email: support@datatechag.com). While the support department extensions and emails are shared by multiple staff members, personal extensions and email boxes are not. Please be aware that appointments with Hannah and Matt will also be limited during these times.

New California Tax Rate Tables

You can now use the Check for Updates option on the Tools menu to copy the new California tax tables. If you need the tax rate tables by CD, please call our support department. Please be aware however, that you will have to manually copy the files from the CD to your data files.

Looking for BETA Testers

Datatech is in the process of testing electronic reporting of Pesticide Applications. If you report to a county that uses the RMMS electronic reporting service, would like to begin reporting electronically and work with Datatech to test its software, please give Jake a call at ext. 107. (To see if your county uses RMMS, please check www.rmmsweb.com.)

Along with the electronic reporting, Datatech is working on many new features for its pesticide application program. This includes the ability to download California's Chemical Database. More information on these features will be released in future newsletters.

Payroll Closing/Archiving Quarter

At least one version of Datatech's software has a problem with the archiving of the quarter totals. This causes the DE-6 and 941 to print without totals. If you have this situation occur, go to the Fix Employee Totals on the Payroll, Utilities menu (Utilities, Fix Options menu for some Datatech programs). Enter the dates for the 2nd quarter, select QTD Totals to Fix, and Update to the Archive File. Once this is completed, your reports will print correctly.

Information on Custom Programming Requests

Datatech has always worked hard to fulfill customer requests for program changes and enhancements. As we've taken on a greater number of clients with more diversified operations and coming from different software backgrounds, we've received a larger number of program change requests.

While in the past we may have been able to complete a programming request in a matter of days or weeks, current requests may take quite a bit longer. Requests that may benefit many customers are put in a database of program change requests. The programmers then prioritize and determine what requests will be added to the software.

The request may be completed in one of many mid-year updates or may not be completed until a year end update, if at all. Changes that are unique to a particular customer or that are needed urgently may also require a nominal custom programming fee. The quote for this custom programming fee will include an estimated completion date.

If a program change or report is vital to your operation, please let the support department know. They can then discuss your situation with the programmers and determine the quickest resolution to your need. Datatech appreciates customer feedback and suggestions to help enhance and develop our software. Your patience is greatly appreciated.

AG & PAYROLL NEWS

New Exemption Calculation for California

As part of the recent state personal income tax increases, the personal exemption credit is being reduced by \$210 per dependent. If you or your employees used the Form DE 4 to calculate your dependents, you may want to re-evaluate your exemptions. The prior form had you multiply each dependent by three to calculate your exemptions. On the new form you only multiply your dependents by one. So a married employee with two children may have previously claimed eight allowances, whereas now they should only claim four.

This change, in addition to the new tax tables, will affect all of 2009. However the new withholding did not start until April. As a result, many employees will have had their state income tax under-withheld from January through April. Employees may want to consider having additional withholding taken out for the remainder of the year to avoid owing taxes for 2009. Since the exemption credit is not reflected in the tax tables, under-withholding is not the fault of Datatech software.

More information on this exemption credit change and the new Form DE-4 can be found at:
http://www.ftb.ca.gov/aboutFTB/press/2009/Release_31.shtml

Heat Illness Prevention Guidelines

The Department of Occupational Safety and Health (DOSH) updated their heat illness prevention standard for outdoor employees. You can see the entire regulation at:
<http://www.dir.ca.gov/Title8/3395.html>

Employers must encourage frequent water drinking and have on hand one quart of drinking water per employee per hour or have procedures for replenishing the water supply so that each employee can drink that much water.

Compensation for Employees

In a recent case, *Gonzalez v. Tanimura & Antle*, the court ruled the employer must compensate an employee if they report for work and then must wait for frost to melt before beginning work. Even though the employees were allowed to get coffee, play soccer, etc., these activities were time-filling activities rather than personal activities. The situation was likened to "on call" employees. They were restricted because they lacked transportation and once reported to work would not have time to return home before needing to report again for a later start time.

When an employee reports to work as directed by the employer, they are under control of the employer and entitled to compensation. In this case, the company had on occasion delayed the start time when frost was predicted, so the circumstance was foreseeable and the employees were entitled to compensation from the time they reported for duty. Employers are not required to compensate an employee when the start of the workday is delayed due to circumstances beyond the employers control.

NEW FEATURES

Bank Reconciliation

Three new options have recently been added to the right click menu in the Bank Reconciliation:

Undo & Redo: If you used the Clear by Check #, Clear by Date or Clear All tools, the Undo will un-clear the transactions that were marked Cleared. For example if you cleared a batch of checks by the check number range and mis-typed the check numbers, you can select the Undo option and the range will be set back to outstanding. The Undo will go back several processes, so if you cleared multiple batches of checks, you can use the undo to reverse each batch. The Redo is used if you used the Undo tool by mistake and want to re-clear the batch of transactions. If the program is closed, the history is cleared. You can't go back to a prior reconciliation and use these options.

Import Cleared Transactions: This option was designed to import a file from your bank with the transactions that have cleared. This was customized for a particular customer and bank. If your bank provides a file of Cleared Transactions and you would like to find out if you can use this option, please email the file to support@datatechag.com. Some custom programming fees may apply if the Import Cleared Transactions has to be modified to handle the file from your bank.

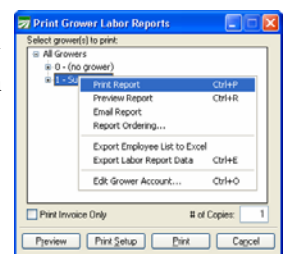
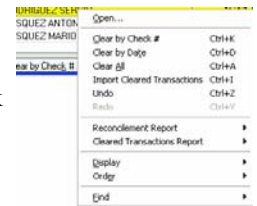
When this option is configured to read your cleared transactions file, the program will provide a report of checks that don't match the total cleared from the bank or if there are any checks that cleared the bank, but are not in the check register.

The Labor Contractor's Office

Export Labor Report - You can now export the check line item information to a file that can be opened in a spreadsheet. To do this right click or press Ctrl E on a particular Grower in the Print Grower Labor Reports and select "Export Labor Report Data."

The export file is a csv file, so when you go to open the file in a spreadsheet program like Excel, you may need to change the "View" to All Files.

Changing Order on Labor Report - You may now change the ordering on the Grower Labor Report. To change the ordering, right click in the Print Grower Labor Reports window and select "Report Ordering." The report must still be printed by Grower and then Field/Crop, but you may now change the order of the line items from the existing list by Employee Acct #. For example, you may set the ordering by Date Worked. This would order the line items by Day (however, there is not sub-total).



ACCOUNTING SOFTWARE - FAQ'S

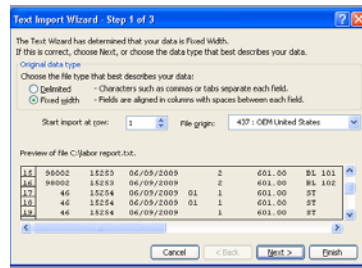
How can I export payroll information to a spreadsheet?

All reports that have a Preview option in Datatech software can be saved as a PDF, ASCII or VPE file. The ASCII selection will save the report as “.txt” file that can be opened by spreadsheet programs. *However, not all reports are laid out in a way that retains its formatting in a spreadsheet.*

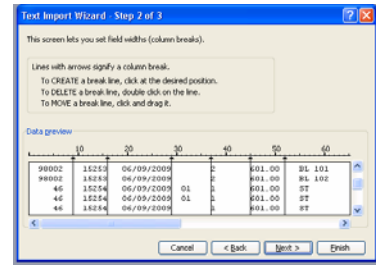
If you are looking for information such as piecework units, wages, obtaining totals by grower, field and/or job or other gross pay information, the Labor Analysis Report has been formatted in such a way that you can save the report as an ASCII file and open it in a spreadsheet.

Following are basic instructions for creating a file that you can open in a spreadsheet (Excel directions are provided here.) Please be aware that Datatech support staff does NOT provide support for Excel or other spreadsheet programs (or any non-Datatech software).

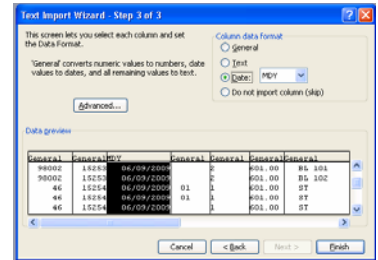
- 1) The Labor Analysis Report is on the Payroll Reports menu.
- 2) Make your selections for Date Range, Grower, etc.
- 3) Select your Ordering & Sub-Total levels.
- 4) Press the Ctrl key + A. Select your destination, enter a filename, change the File Type to **ASCII** file and select Save.
- 5) Click on Preview. The report will be saved.
- 6) Open Excel (or other spreadsheet program).
- 7) Select the previous saved ASCII file to Open. You may have to change the View to “All Types of Files.”
- 8) When you open the file an Import Wizard will take you through formatting the file. Select the data type as Fixed Width.
- 9) The next step will allow you to modify the columns. You can add a column by clicking on the bar at the top of the columns. To remove a column, drag the line off the grid.



A line may need to be added between the Employee Acct # and the Check # to separate the columns. This would be done about position 10 (see picture to right).



- 10) Finally you can set the type of columns, such as changing the date column to the Date format.



- 11) When you click Finish your data will be opened in a spreadsheet.

The same method of saving and opening a file in Excel can be used on the Check Signoff sheet to get a simple list of Check #'s and Net Check Amounts.

I generate my labor report from the Create Checks process. If I need to correct data entry errors, how can I obtain a corrected labor report?

- 1) After the entries in Daily Payroll have been created, you can edit the checks in the Batch Check Entry window.
- 2) Once you have finished editing the entries, go to the Compile Prior Period Report option on the Labor Reports menu.
- 3) To compile checks in the current batch (checks that have not printed) leave the Starting & Ending Dates blank.
- 4) The software will ask you if you want to Generate the Labor Report from checks in the current batch. Answer Yes to generate the report.

