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DATATECH NEWS

941 Filers

The file that allows the software to print the completed Form 941 is a bitmap file. You will need a new file for printing 2007 941 reports. When you print the 941 the program will look for the current bitmap and if you don't have it the program will prompt you to download the current form. If you have trouble downloading the file please call the Datatech support department for an update on cd.

INSIDE THIS ISSUE:

FAQ'S NEW QUICK EMPLOYEE ENTRY USING THE REVIEW JOURNAL TRANSACTIONS WINDOW	2
SPRING SEMINAR SCHEDULE	2
EEEC AG SWEEPS	3
AG NEWS	3
MORE FAQ'S HOW TO EDIT/MODIFY THE AUTO-COMPLETE ADDRESS LIST	4

VISTA Update

As mentioned in the Winter DataLine, we don't recommend upgrading to VISTA yet. We will have Vista compatible versions of all Datatech programs in the 4th quarter of 2007. If you need to purchase a new computer, please email or call James for a Windows XP system quote. If you are out of the area and prefer a local company or national vendor, please call Hannah for information on ordering XP computers from other companies.

Program Update

Program updates are available for customers using The Farmer's Office and The Labor Contractor's Office. Please see page 2 for more information on the "Quick Employee Entry" option that has been added. In addition a correction has been made in the Accruing of Workers Compensation when an experience modifier was entered. Please see page 4 for more information on these changes. The update can be downloaded using the "Check for Updates" option on your Tools menu, or call the Support Department for an update on cd.

Holidays & Vacations

Datatech will be closed on the following Holidays:

Monday, May 28th

Wednesday, July 4th

Hannah will be out of the office June 6th - 15th

Damaris & Isaac will be out of the office July 18th - 24th

Referral Program

Datatech greatly appreciates the feedback we receive from our customers to assist our software development and continual enhancements to the software. We also appreciate your referral to neighbors, friends and relatives, so they can also take advantage of the best service and software available. If you refer a company to us, please call or email Hannah to let her know. That way we can be sure to send you a thank-you gift if the company becomes a customer.

DATATECH IT SOLUTIONS NEWS

Are you spending too much money on your long distance phone bill? Datatech IT Solutions is now offering a new product from Vertical called Xcelerator IP. Vertical Xcelerator IP integrates voice, data and wireless networking in one compact, affordable wireless device at a fraction of the cost. It connects up to three standard phone lines. It has built in fax detection, so you can also connect your fax machine which allows you to use your fax line as another call out line or use your main number for faxing.



(Continued on page 4)

FREQUENTLY ASKED QUESTIONS

Do I have to fill in all the fields on the Employee entry window?

Many of the entry fields on the Employee entry window are optional. Required information includes the Social Security Number (or temporary #), Last and First Name and State for Withholding. However, for withholding and reporting purposes important fields include address information, birth date, hire date, marital status and dependents for Federal and State Withholding. Other fields are provided for recording additional employee information, pay defaults and history.

To make Employee entry quicker, we have now added an option to go to a Quick Employee Entry window*. This window provides just the basic employee information collected when hiring a new employee. To access this option, right click in any of the grey area of the Employee Entry screen and select "Switch to Quick Entry Window."

To go back to the regular employee entry window, right click and select "Switch to Full Entry Window." The program will also switch back to the full entry when the program is closed and re-opened.

* Available in versions dated 04/01/07 and newer. See main page for up-date information.

How can I use the Review Journal Transactions to find a particular purchase?

The Review Journal Transactions window provides many ways to narrow down a list of transactions. When you open the Review Journal Transaction window, the first options can narrow down the list by date, general ledger numbers and Source Journal. In addition to selecting an individual source (PR, PCH, CD, CR, etc) you can enter a "wildcard." For example, if you want all Cash Disbursements, including Direct Expenses Checks (CD), Transfers (CD-T) and Miscellaneous Charges (CD-M), you can enter "CD??".

If you know the Vendor you made the purchase from you can select one transaction with that Vendor #, right click on it and select View Transactions with the same Vendor #. Other options on this menu include Reference #, Check#, Invoice#, Cost Id or Job Id.

You can also search by Amount or Description by selecting these options from the right click menu. For example, you might be looking for a vendor you paid to have some equipment repaired, but you can't remember their name. You can select Search Descriptions and enter "repair". You will then see all the transactions that have "repair" in the description field.

The columns displayed in the Review Journal Transaction window are customizable. Use the "Select Columns" option on the right click menu to select the columns you would like to see.

You can get a report of the transactions you are viewing by selecting the Print or Preview options from the right click menu.

You can also customize the report and get subtotals by date or G/L number by selecting the Custom Report Settings option.

SPRING SEMINARS

Shortcuts & Time Saving Tips

This seminar is designed for all customers using Datatech software with Payroll, Accounts Payables and General Ledger modules. We'll cover new features and existing shortcuts for faster data entry and reporting. This seminar will benefit all companies, whether your payroll and payables volume is small or large.

Date & Time: Wednesday May 23rd 1:30 - 5:00 pm

Cost Accounting & Crop Budgeting

This seminar will cover everything from setting up cost centers, expense categories and overheads to setting up budgets and getting the reports you need to make your management decisions. We will also cover how to use new cost accounting reports and the new overhead allocation option. This seminar is designed for The Farmer's Office users.

Date & Time: Friday May 25th 1:30 - 5:00 pm

Both seminars will include question and answer sessions and include an instruction booklet containing the items covered during the seminar and room for notes. The cost is \$90 per person. Please call Hannah at ext. 101 to register.

EEEC AG SWEEPS

The EEEEC (Economic and Employment Enforcement Coalition) is a multi-agency enforcement program consisting of investigators from the Division of Labor Standards Enforcement, Division of Occupational Safety and Health, Employment Development Department, Contractor's State License Boards and US Department of Labor.



Through this coalition there will be stronger enforcement of California labor laws and more investigators in the field. Inspections throughout California have increased in most industries. The number of on-site inspections in the agricultural industry rose 13 percent in the first quarter of 2006 compared to 2005. Proposed violations in agriculture alone rose 70 percent.

These inspections are targeting businesses that avoid labor, tax and licensing laws, safety and health regulations and provide no workers compensation to their employees.

During the first quarter of 2006, 260 inspections were made in the agriculture industry, resulting in 761 violations with projected penalties of \$1,278,775.

The citations included violations for wage per hour and minimum wage payments, safety violations, no workers compensation, not providing itemized wage deductions and no work permits for minors.

You can access the California Labor Code, required workplace postings and information on new and proposed regulations at <http://www.dir.ca.gov/>. If you have any questions about compliance with labor laws, you can access local numbers for the Department of Labor Standards Enforcement at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.

Sources:

FELS Newsletter, Vol. 32, No. 1 January 2007
<http://www.dir.ca.gov/EEEC/EEEC.html>



AG NEWS

Datatech recommends all agricultural companies subscribe to a farm labor service newsletter such as FELS (www.fels.org) to stay up to date with changing regulations and labor policies. The following are a few news items we've picked up from on-line and printed publications.

Seatbelts Required for Farm Labor Buses

Starting January 1st, any farm labor vehicle (including a "bus" carrying 16 or more persons) shall be equipped at each passenger position with a seat belt assembly unless exempted under [Department] regulations. No regulations exempt farm labor busses at this time. See California Vehicle Code 31405 <http://www.dmv.ca.gov/pubs/vctop/d13/vc31405.htm>

Sexual Harassment Training

January 1, 2005 AB 1825 took effect, requiring employers with at least 50 employees to provide supervisors with at least two hours of sexual harassment prevention training every two years. Employers that provided this training in 2005 will need to provide training sessions again in 2007.

Training sessions may take the forms of classroom training, e-learning and webinars. The two hour requirement may take place in segments of at least 30 minutes. Employers must retain certain documentation of the training they provide for at least two years.

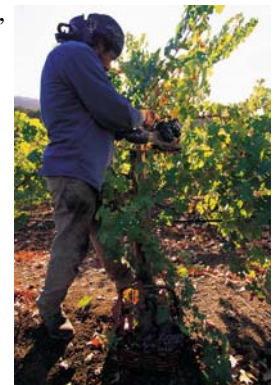
The California Fair Employment and Housing Commission (FEHC) is adopting its final regulations of this legislation. You can access the final regulation by going to www.fehc.ca.gov and type "Sexual Harassment Training" in the Search engine. You will find a pdf document with the final regulations proposed by the FEHC.

OSHA Record Keeping

Employers with 10 or more employees must maintain Cal/Osha records. OSHA has updated it's website with Microsoft Excel spreadsheets to automate the record keeping process. In addition you will find Frequently Asked Questions and a "What's New" page. The website it: www.Californiaosha.info.

Upcoming Farm Labor Contractor Education Seminars:

Fresno - May 2nd & October 24th,
 Seaside - June 7th, Bakersfield -
 August 23rd, Santa Rosa - November
 28th, Palm Springs - December 4th.
 For more information contact the Institute at (559) 278-4677



(Datatech IT Solutions News - Continued from page 1)

The system is ideal for the small office/home office looking for an affordable IP voice and data solution that will grow with your business, up to 24 stations. If you have high speed Internet you can use the Voice over IP (VoIP) to handle all your calls and you'll avoid paying long distance phone charges. Prices are \$799 for the Xcelerator IP router and \$179 per telephone, plus installation. If you are experiencing high long distance costs, the Vertical Xcelerator IP and VoIP trucking can pay for themselves in a matter of months.

You'll also receive features usually available only in high end phone systems, including:

- Dial a station number to reach someone
- Leave a message in a particular mailbox
- Play on hold music or announcements
- Play Day, Night, Lunch, Holiday and other Temporary Greetings
- Ability to send voice message to email inboxes as wav attachments
- Forward incoming calls to another extension
- Play prompts in any two user-defined languages

IP 2007 IP Telephone Features:

- Hold telephone conferences with up to three participants
- 400 entry phone book
- 10 speed dial numbers
- Forward voicemail messages to another destination
- Access voicemail with delete, reply, save and skip options
- Users can record their name, personal and temporary greeting and password

Xcelerator IP delivers the power of a big business system in an affordable and extremely reliable package. If you would like more information on the Xcelerator IP phone system, contact James at james@datatech-it.com or (866) 709-5495.

Do you need a new monitor, keyboard or mouse?

Prices on flat screen monitors have dropped greatly in the last few years. We recommend Samsung monitors for the quality and reliability of their products. You can now purchase a 19" LCD (analog) monitor for \$239 (plus tax and e-waste fee). While we keep this model in stock, we can also custom order digital monitors, various sizes and wide screen models.



We also have in stock Logitech Cordless Desktop keyboard and mouse combos for \$79. Individual Logitech corded keyboards and mice are available for \$29 each.

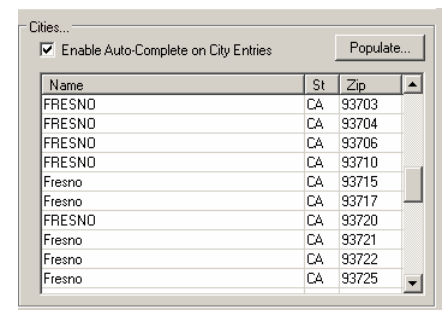
If you would like to pick up or have us ship any of these in stock items to you, please feel free to call Hannah at ext. 110. If you would like a price quote on non-stock items please contact James at the email or telephone number above.

MORE FAQ'S

When I enter the City on the Employee Entry I get misspelled cities and some incomplete zip codes. How do I edit the list?

The Auto-Complete option is designed to save you data entry time by giving you a selection of previously entered cities and states when you begin to enter the City name. You may also skip the City field and after entering the zip code, the program will enter the city name automatically if a match is found in the Auto-Complete file.

Each time a new combination of City, State and Zip code is entered, that entry is saved in a "Cities" file. This list can be accessed by going to the Tools menu, selecting Program Setup and then clicking on the General tab of the Main section. The window look like this:



If you want the program to compile a list based on your previous history click on the Populate button.

The list will be in Alphabetical and then Zip Code order. You can delete a line by clicking on it and then press Shift + F2. You may want to delete lines with blank or incomplete information. If you need to edit the spelling of a city, you can click on that city, make your corrections and then Enter through the line.

You can un-check "Enable Auto-Complete on City Entries" to disable the option.

Workers Comp Accrual Calculation Notice:

A change was included in the Year End Update that simplified the entry of the Experience Modifier to one entry instead of a line on every single expense line in the Workers Comp table. However, the Accrual that is calculated from the Payroll Journal was still using the old system of looking at each line item. Because of this, if you changed the experience modifier after installing the update AND you are using the expense accrual, the calculated amounts may not be correct.

The newest update has corrected this problem. However, you may contact the support department to receive assistance with the best method to adjust the workers comp expenses and liability accounts.

If you have not changed the modifier since the 1st of the year or if you are not using the Accrual option, you do not need to make any adjustments.