



Newsletter

Volume 5, No. 3

July 2005

Come See Us for a Walk-In Consultation!

You have an **open invitation** to visit us on campus the **second Tuesday of the month** from **9 am to 3 pm** for “walk-in consultations”. The dates for 2005 are:

July 12 ★ August 9 ★ September 13 ★ October 11 ★ November 8

Regardless of which level or system you use—Form 2, Microtel® DOS, *Telfarm for Windows Accountant*®, PenSoft Payroll Plus®—please come and get one-on-one attention for your Telfarm questions and concerns:



- ✓ **Telfarm Reports:** discuss your specific questions and concerns.
- ✓ **Cash Reconciliation:** bring checkbook register and bank statements.
- ✓ **Depreciation:** discuss changes and choices among depreciation methods.
- ✓ **Backups:** bring your backups on 3 1/2” floppies, CDs, or Flash drives and we will work with you on one of our laptop computers to answer specific questions using YOUR data.
- ✓ **Test Drive Programs:** we have laptops loaded with sample data for *Telfarm for Windows Accountant*® and *Checkwriter* as well as PenSoft Payroll Plus®.
- ✓ **NOTE:** This is not a tax check-in or business analysis, but Larry will be happy to answer these questions when available.

Walk-in consultations will be **held at the Telfarm Center** on the MSU Campus; **parking** is available for a fee in the City of East Lansing ramp (one block directly North of Ag Hall) or at the MSU Stadium visitor lot (South of Ag Hall). Directions to the Telfarm Center in Agriculture Hall are available online at www.canr.msu.edu/telfarm (or call Telfarm at 517-355-4700). **No appointment is necessary**; however, *please call ahead* so we can be best prepared to meet your specific needs.

In this Issue...	
<i>Come See Us for a Walk-In Consultation!</i>	1
<i>Payroll Notes</i>	2
<i>W2 Ordering Information</i>	2
<i>Ag Expo Coming to MSU July 19-21</i>	2
<i>Telfarm Staff in the Spotlight</i>	2
<i>NEW! PenSoft Payroll Summer Workshops</i>	3
<i>Telfarm Calendar</i>	4
<i>Ag Employer's Checklist</i>	Insert

CURRENT PROGRAM VERSIONS	
<i>TfWAccountant/Checkwriter</i> ®	1.3.4 or higher
Microtel® Accountant	7.2.0
Microtel® Checkwriter	2.9.0
Microtel® Payroll	7.1.6
PenSoft Payroll Plus®	3.05.0118 or higher
<i>Telfarm Track for Success</i> ®	2.0.5
Update Online: www.canr.msu.edu/telfarm and/or www.pensoft.com	

Payroll Notes

PenSoft Payroll Plus® **renewal notices for 2006** have been mailed to all Telfarm clients currently using PenSoft. You may renew directly through PenSoft by credit card *now* or *any time up to December 1, 2005* in order to receive your 2006 program before your first 2006 paychecks need to be written. PenSoft begins mailing 2006 programs on December 19, 2005.

Your **2006 Telfarm enrollment** form will be mailed to you at the end of November, as always. Current PenSoft clients will have the option to enroll for a *Telfarm Track for Success*® renewal along with payroll support from Telfarm at that time.

PenSoft clients will soon be receiving **new HELP files** for the *Telfarm Track for Success* detailing how to generate and file unemployment reports and the New Hire report. Check your email (or US post as necessary) for an update link to the Telfarm website to update the Track. **Be sure we have your email address!**

PenSoft clients will also be receiving via email (or US post as necessary) **Telfarm Tips** for various PenSoft functions relevant to our clients.

2005 W2 Ordering

- **Clients using the Microtel Payroll (DOS)** program in 2005 may request *up to 20 W2 forms* of either the inkjet or dot matrix styles **FREE** through Telfarm. For larger orders, these forms are available through **Nelco** (GreatLand), so if you received any order information from this company because you ordered from them in the past, you might want to take advantage of early ordering discounts. Website: www.greatland.com
- **Clients using PenSoft Payroll Plus** should order W2s through **PenSoft**. You can view the different styles at www.pensoft.com/tax_forms.asp. Check the help screens in PenSoft for the correct setup for the style you order. Take advantage of their 20% off discount on orders received by July 31, 2005. You may “test print” W2s at any time.
- **Clients using PenSoft Payroll Plus Professional or higher** can print W2s on plain paper! Yes, even Copy A for Social Security Administration (red form) is approved to be printed from PenSoft Payroll in *black ink!*



Do You Have Farm Workers?

Our Expo emphasis for 2005 is labor and payroll issues, but we will also include demonstrations of the *Telfarm for Windows Accountant*® and *Checkwriter*® programs.

Be sure to visit us at our **new location in Tent A**, across from the main food Tent. We always enjoy seeing you and answering your specific questions. Bring your friends and neighbors and enter to win our **drawing for \$50 savings** on Telfarm software or toward a discount on your 2006 Telfarm enrollment.



Telfarm Staff Members In the Spotlight

Carolyn Pfiester, our Systems Assistant, recently celebrated **40 years** with Telfarm! She continues to be an invaluable asset to our staff and clients. **Bob Nevius**, our Systems Analyst (and creator of *Telfarm for Windows Accountant* and *Checkwriter*) celebrated the completion of **30 years** of service to Telfarm clients. Also, our Director, **Larry Borton**, was named 2004-5 “**Boss of the Year**” by the *MSU Business Women’s Association* at their *50th Annual Bosses Luncheon* in April, 2005.

We are fortunate to have such conscientious and dedicated employees at Telfarm and to have so many years’ experience available to assist *you*, our clients.

Please be sure to congratulate Carolyn, Bob, and Larry the next time you speak with them!

NEW! Advanced PenSoft Payroll Summer Workshops

FORMAT:

- Hands-on using Telfarm laptops & printers
- **ADVANCED** instruction—these workshops are for **current PenSoft users** (*beginner workshops in Fall*)
- Bring **CURRENT BACKUP** of PenSoft Payroll on 3-1/2" disk, CD or Flash drive and an extra blank 3-1/2" disk or CD
- Bring your PenSoft manual

AGENDA

- Restore **your** PenSoft data to a laptop
- Telfarm Track – New Help screens for common PenSoft questions
- Top 10 client questions and solutions:
 1. Unemployment reports 1017, 1020, 940
 2. Make tax deposit payments from PenSoft
 3. Linking to Accountant-Do's and Don'ts
 4. Producing and designing reports
 5. How to pay a bonus
 6. Piece Rate suggestions
 7. Deductions and Payroll Advances
 8. Withholding additional taxes
 9. Putting PenSoft on a different computer
 10. Backup Options



Please register by calling the Telfarm Center at 517-355-4700 at least one week before workshop date. Class size limited to the number of computers available. We will confirm your attendance or offer an alternative class. If your plans change after registration confirmation, please notify Telfarm as soon as possible so that we can make your space available to others on the waiting list.

TIME: 9 am to 1 pm (*snack provided; no lunch break*)

DATES AND LOCATIONS:

- Wed. June 22* Newaygo Co. Extension Office
817 South Stewart Avenue, Fremont
- Tues. June 28* VanBuren Co. Extension Office
801 Hazen Street, Suite A, Paw Paw
- Tues. July 26* Eaton Co. Extension Office
551 Courthouse Drive, Suite 1, Charlotte
- Thurs. July 28* Lake City MSU Experiment Station
5401 West Jennings, Lake City
- Tues. Aug. 16* Tuscola Co. Extension Office
362 Green Street, Caro
- Wed. Aug. 24* Hillsdale Co. Extension Office
20 Care Drive, Hillsdale

Telfarm Center Staff

Director
Larry Borton

Supervisor
Kathy Waltz

Training Coordinator
Nancy Harms

Systems Analyst
Robert Nevius

Programmer Analyst
Judy Pfaff

Systems Assistant
Carolyn Pfiester



Telfarm Center
Michigan State University
414 Agriculture Hall
East Lansing, MI 48824-1039

News

Telfarm Calendar

Monday, July 4

- Telfarm Center closed for July 4 Holiday

Tuesday—Thursday, July 19—21

- Ag Expo on the MSU Campus

NEW LOCATION

In Tent A!

*Enter to win \$50 toward
next year's enrollment or programs!*

Monday, September 5

- Telfarm Center closed for Labor Day Holiday

Telfarm Center

Michigan State University
414 Agriculture Hall
East Lansing, MI 48824-1039
517-355-4700
517- 432-9805 (Fax)
telfarm@msu.edu
www.canr.msu.edu/telfarm/

- Or contact your local MSU Extension Agent -



MSU is an Affirmative Action/Equal Opportunity Institution.