

PAL Linking

4/12/06

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The linking of Pensoft to TFWA is a two-step process:

- Step 1. Export** – from Pensoft to create an export file.
- Step 2. PAL** – Link Pensoft to Telfarm to process and import the Pensoft export file.

The following instructions are for the PAL linking process that is the usual case. If you have encountered a problem or need to correct a former linking process, then go to the page for [Corrective Linking](#).

To export payroll and tax deposit records, the selection switches in PenSoft Export are on two separate screens and are preset as follows:

Screen # 1 – Custom Export > SETUP button

Include payroll data in the export.
 Include tax deposit data in the export.
 Include deduction payment data in the export.

Overwrite any existing file. Append data to any existing file.
Date Format:
 Export reversing entries for modified/deleted/voided data.

Screen # 2 – Custom Export > OK button

You may need to press the **Advanced** button to see these settings.

Items to Be Included in Export
 Include only items that have not already been exported.
 Include all active items.

Check Numbers
 Export existing check numbers.
 Export "To Be Printed".
 Assign new check numbers:

This prevents doubled linking, and also picks up correction records for payroll data previously exported that had later been voided or corrected.

Step 1. Export – from Pensoft. You should not have to change any settings. Just check that the Starting and Ending dates on Screen # 2 (top) include the paycheck dates you wish to export.

Starting Date:
Ending Date:

Then click the "Create File" button. A report will be displayed that tells you how many payroll and tax deposit entries have been exported and if any errors occurred. The number of payroll records equals the number of checks and any correction records for the dates selected. Examine the report – is it what you expect? If so, exit Pensoft.

Step 2. PAL – Open PAL to Link Pensoft to Telfarm. The linking screen will display the record numbers that are created in Telfarm for Windows Accountant. If you receive any error messages, proceed to the page for [Corrective Linking](#).

Note: A list of possible error messages and their meanings are available in

PAL > HELP > Linking Pensoft to Telfarm > Errors in Linking.

Other helpful topics can be found there also.