

# CORRECTIVE PAL Linking

After the usual Linking has been tried, and the link is discovered to have failed, for whatever reason, then we may need to do a corrective link. This involves a 2 step-process with screen changes in Pensoft to correct and link the correct data. After the corrective action is done and before the next link is done, the Pensoft screens need to be returned to their usual Linking settings.

**Step 1. Export** – from Pensoft to create an export file.

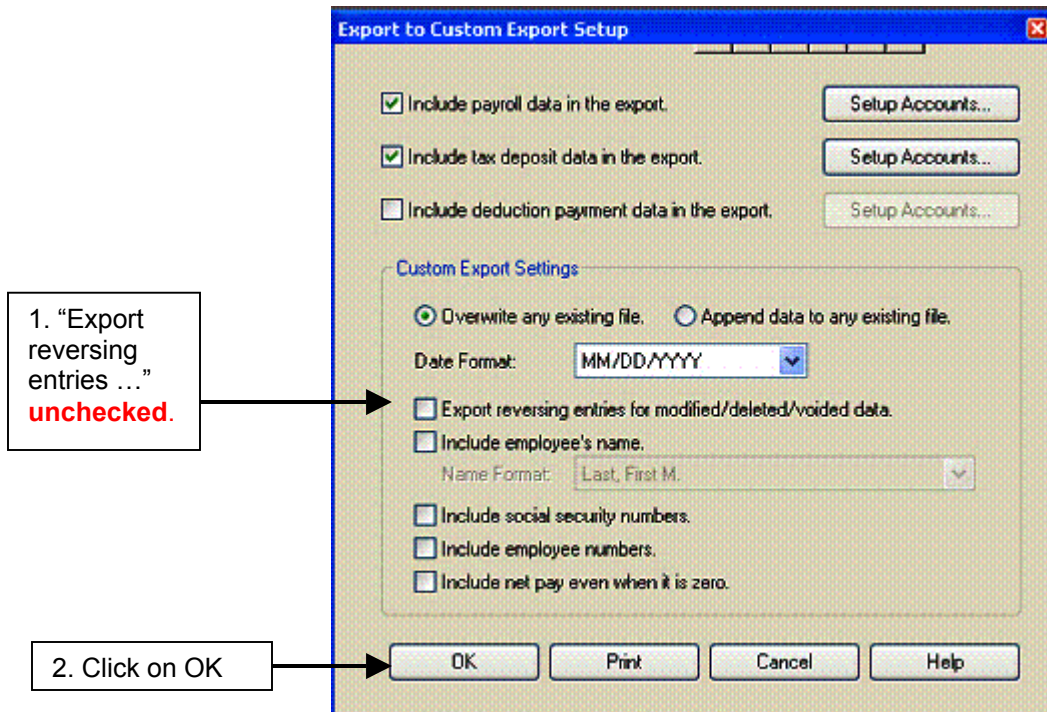
**Step 2. PAL** – Link Pensoft to Telfarm to process and import the Pensoft export file.

The following instructions are for correcting the PAL linking process that is the usual case.

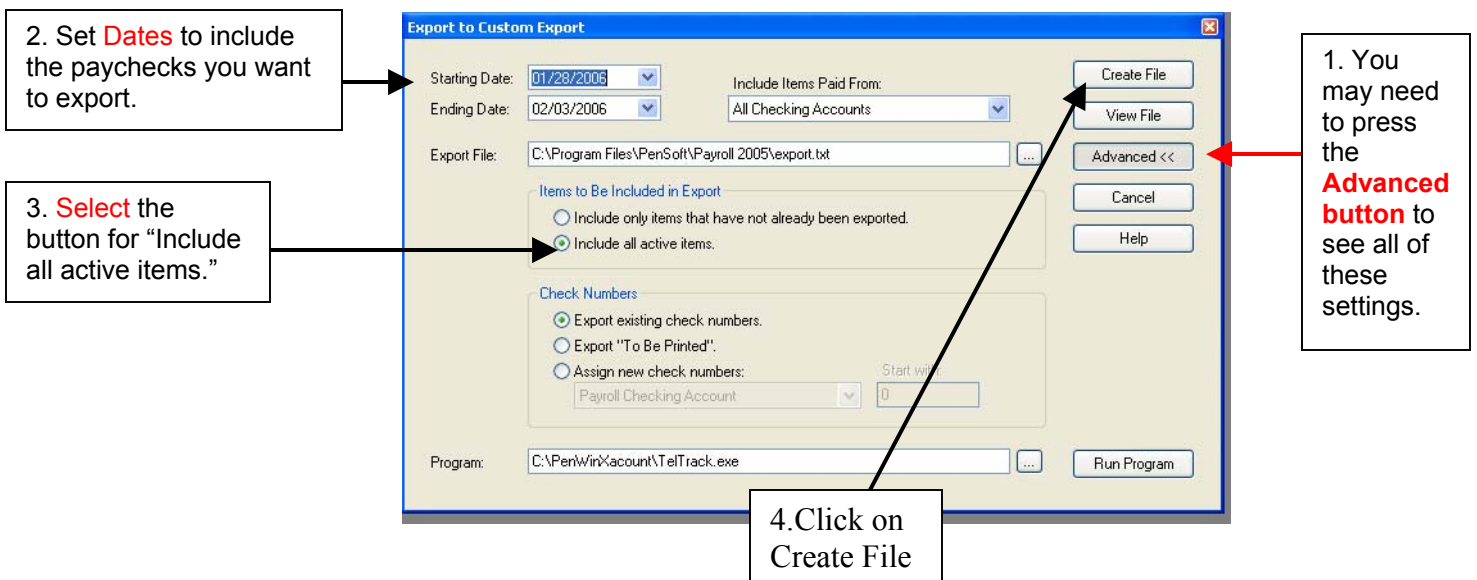
To export payroll and tax deposit records, the selection switches in PenSoft Export are on two separate screens. You should change yours to appear as follows:

Screen # 1 – **Custom Export > SETUP** button

**Uncheck** the button for Export Reversing entries. The screen should look like this:



Screen # 2 – **Custom Export > OK** button

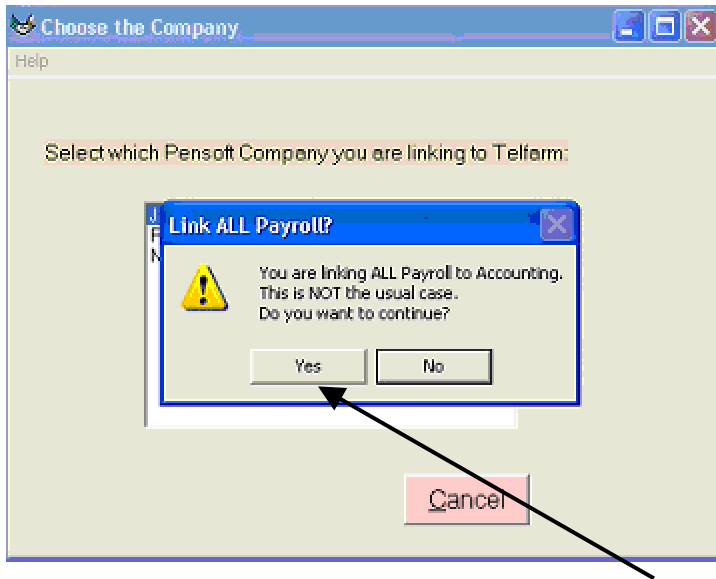


**Step 1. Export** – from Pensoft to create an export file.

After you 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 have 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.

Because linking ALL is not the usual situation, you will get a warning:



Since you have deliberately done this, it is OK to **click the Yes button**.

The green Start button will appear, **click the Start button**.

As an extra precaution, you will be asked to select the company name for the export transfer.

**Highlight the company name**, even if there is only one company, then **click the Start button**.

Now WAIT, the usual linking screen will appear in a couple of seconds.

Once again, because you selected to export ALL, to keep from accidentally linking a date more than one time, the paycheck dates included in the export file will be displayed. If the dates and Gross Pay look accurate, then check the “Use” box for each date or check the Select All/Select None buttons. When ready click the Start button. Wait – When complete, the Accountant record numbers will be displayed. We recommend writing these numbers down.

Page 3 shows an example of the usual linking screen and the available selections.

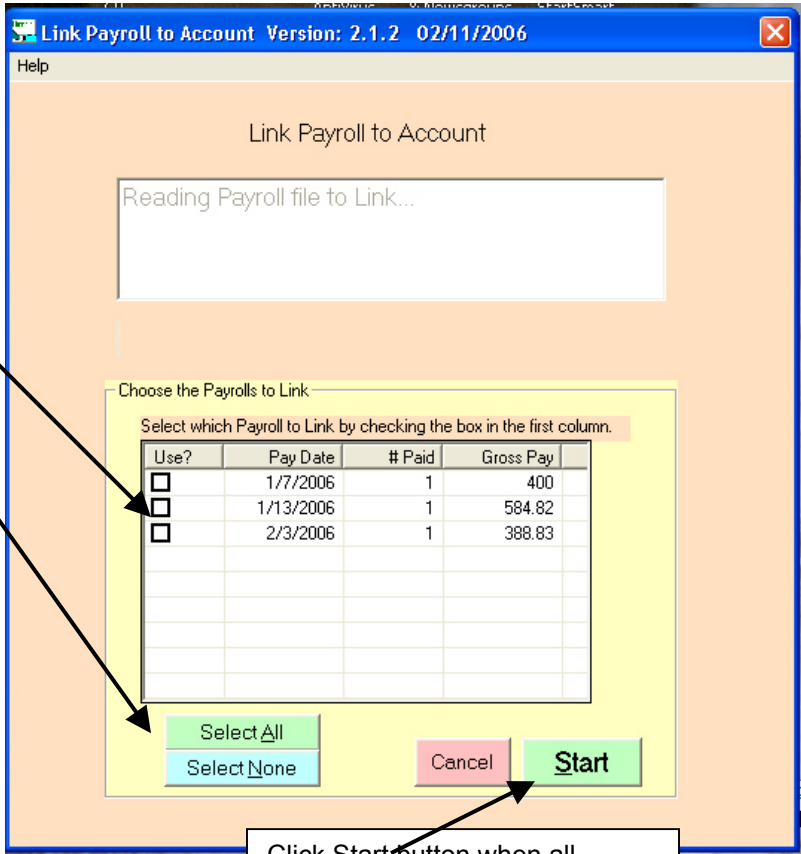
Example of the usual linking screen and the available selections.

The process pauses here and displays a summary of each payroll to be transferred. This is another attempt to verify the correct records to be linked and no more!

SELECT the payroll(s) to link here! Do the values shown here make sense? Click each check box to check with a click that payroll, or click the "Select All" button to select all. Then click the "Start" button.

If nothing is displayed here, or the wrong payrolls are shown, you have to go back to Pensoft and export again.

After completion of the "recovery" linking, you have to go back to Pensoft and reset the switches: keep reading.



Click Start button when all selections have been made.

Click Cancel if the payrolls are not appearing that you expected.

Once again, because you selected to export ALL, to keep from accidentally linking a payroll more than one time, the paycheck dates included in the export file will be displayed. If the dates and Gross Pay look accurate, then check the "Use" box for each date or click Select all/Select None button. When ready, click the Start button. Wait – When complete, the Accountant record numbers will be displayed. We recommend writing these down.

**Note: When you are ready to export the next payroll, you will need to reset the two Pensoft EXPORT screens back to the usual settings. You can find instructions on the page for Linking.**

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

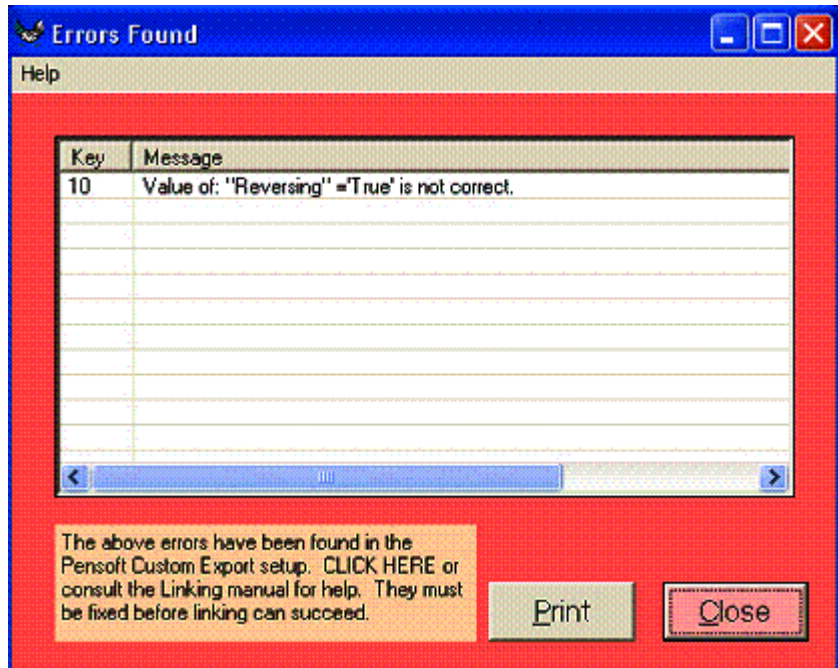
**PAL > HELP > Linking Pensoft to Telfarm > Errors in Linking.**

Other helpful topics can be found there also.

A common error that occurs with reversing entries:

This error notification screen may pop up with a variety of issues. The one shown is the case of exporting “all with reversing entries.” Pensoft’s Help says don’t do this. However, if you have not had any voids or corrections, then it seems to be safe to proceed.

If you are sure that you have not done any voids or corrections, then override the PAL error by pressing F5 and continue anyway.



F5 will override this condition if it is not a true error.