INSTALLATION INSTRUCTIONS

TELFARM FOR WINDOWS
ACCOUNTANT AND CHECKWRITER

Overview:

Depending on your knowledge and experience using other Windows based programs, the speed of your computer as well as the Windows version your computer is using, you should be able to install and customize this Telfarm for Windows Accountant and Checkwriter program in about one hour.

Release Notes:

- Your computer must be equipped with a CD drive to install this program.
- Your computer must use Windows 98 or higher
- Program updates during the year are available on the Telfarm website. Check it regularly: www.canr.msu.edu/telfarm
- If you are using PenSoft Payroll Plus, do not link Payroll to Accounting until you have entered at least one record for the new year in TfWA.
- Screen resolution should be no less than 800 x 600. You may need to adjust this in order to see the entire screen. This can be set in START | SETTINGS | CONTROL PANEL | DISPLAY | SETTINGS.

KEEP THE "TELFARM MASTER" CD AND INSTRUCTIONS FOR FUTURE REFERENCE

INSTALLATION INSTRUCTIONS

Installation will NOT overwrite any of your current or previous years' subdirectories. They will remain on your computer and can be accessed as you have in the past. It will install a new Windows based application (Telfarm for Windows Accountant – TFWA). An icon named "Windows Accountant" will be installed on your Windows Desk Top. It can also be accessed through Start | Programs | Windows Telfarm | Windows Accountant.

CLOSE ALL PROGRAMS BEFORE STARTING INSTALLATION

2. To install, **insert or reinsert the Telfarm Master CD** in your CD drive and wait for it to start automatically. *Some computers take longer to start up than others.*
3. Select the INSTALL button.

If you receive any error message you will need to run the installation manually by following these steps:

1. Click START
2. Click RUN
3. Click BROWSE
4. Locate your CD drive (usually D:) which will show "Telfarm Master CD".
5. Double click on the file to view its contents.

6. Double Click on FULLI
7. Double Click on INSTALL.EXE

What to expect and how to answer the installation questions
Read and follow the installation screens, accepting the displayed file locations by pressing enter (Next). DO NOT STOP THE INSTALLATION PROCESS.

Here are some *possible* error messages (more common with Windows 98) you *may* receive during installation and what you should do about them:

All versions of Windows:
"Fatal Setup Error: Microsoft Data Access Components 2.5 is already installed on the version of Windows you are running ....." This is no problem. **Click OK**. Installation will finish.
Windows Me, 2000, XP
"Failed to load resource DLL C:\...|OLEDB32R.DLL"
This is no problem. **Click OK**.
"OLE system files are in use and cannot be updated. This installation will restart Windows to update OLE. You must re-run this installation after Windows restarts to complete installation." **Click OK**.
"The system must be restarted to complete the installation. Press the OK button to restart this computer. Press Cancel to return to Windows without restarting." **Click OK**. The computer will restart.

IF you get the "End User License Agreement" screen, **click the YES** check box "I agree to all of the terms of the preceding license agreement" then **click Next** and go on. You may be asked if you want to reboot your computer, **answer YES**, and leave the CD in while this is happening. You will receive a message when the installation is complete.

GETTING STARTED

Start the program by double clicking the "Windows Accountant" icon on your desktop.

DO NOT CLICK "OK" WHEN THE TELFARM ENTITY IS HIGHLIGHTED.
TELFARM is the distributed template. You may Create as many other new entities (businesses) as you want based on the Telfarm template. Each entity can represent a separate business or checkbook or record year. **NOTE: DO NOT select the "Start New Year" button. You will use this only when you are changing at the beginning of a new year, not when you are setting up the program for the first time.**

1. Click on TELFARM to highlight it, but **do not click OK**
2. **Click the CREATE NEW** button to identify and setup your own business.
3. Name the business identity anything you want (Sunshine Dairy; Dad's Farm, etc). It must be 16 characters or less.
4. The new year is displayed
5. Click "DO IT", which takes you back to the Start Up screen
6. Highlight your new entity and year, Click OK – the year is displayed again. Click OK.
7. The next screen displayed is the farm name and address, which is not filled in yet. To do this:

8. Click **OTHER** – You are now on the "Home Screen" with a menu bar located in the upper left of the screen.
9. Click **FILE** in the upper left corner of the menu bar
10. Click **CUSTOMIZATION**

CUSTOMIZATION

The screen displays the Farm Ident tab. Other tabs are available. Complete the customization by clicking on each tab as you finish one.

> HELP - Access Help for most screens and fields by typing the F1 function key. In addition you may click on the word "Help" on the menu bar across the top of the screen, then click on Contents. *Example: Double click on the topic (Customization) and a list of choices within that topic will be displayed.* .

Farm Ident tab

- Type your farm name, address and your 6 digit Telfarm number in the label fields that are provided. **It is very important that you type the correct Telfarm number.**

- The month and day is preset for (01/01) which means January 1. Remember you chose the year when you created your new entity and it is also determined by the first record you enter. This should be for a calendar year business. If your business (fiscal) year starts on a different month and day (example 9/01), set this before entering any data;

Data Entry tab

- Carefully consider each of the default settings and use the F1 key for Help on the individual fields to make the program work best for your needs**.**
- Suggestion – set "Print Journal Log" to NO so you are not asked if you want to print after each entry.
- **BE CERTAIN TO ENTER A DEFAULT OWNER NUMBER and if you are using the Payroll Program, they must be the same in each program! F1 for help on this field.**

Disk Drives tab

NOTE: Your backup file will automatically be named the same as your farm name with .ZIP (Example: MYFARM2007.ZIP.

- By default the backup drive is set for A:\ for a 3-1/2" disk. Other options are:
  - CD drive letter (often D) if you have a writable CD drive.
  - C (your hard drive), then copy the backup file to a CD
  - Flash (Thumb) drive for a USB port (to determine the letter for the flash drive, insert it into the port first
- The default transmit drive is set for A:\Transmit.Doc for mailing a transmit disk. You may change it to C:\ then e-mail it
- If you prefer to e-mail the transmit file, see HELP | CONTENTS | Transmit | Transmit by e-mail

Misc tab

- Enter the checkbook balance from your checkbook register as of Jan 1. It will then be displayed on the data entry screen and monitor the incoming and outgoing dollars.
- ***If you are using PenSoft Payroll – "Payroll sent from Payroll"* should be NO.**
  This determines whether the payroll totals are included in the accounting transmit. If this is set to yes, your payroll totals could be omitted from your Telfarm reports.
- Only for those who are using enterprising. Check Yes if you want the enterprised records sent to Telfarm for enterprise analysis reports.

Checkwriter tab

- If you are currently using the Microtel Checkwriter program or have just purchased the Telfarm for Windows Checkwriter, you must activate it by entering your personalized activation code number (ONE TIME ONLY). Your Activation Code Number is shown on a yellow paper which is included in this packet of instructions. *Only those clients who have the MicroTel Checkwriter program or those who ordered the Windows Checkwriter program received the activation code.*

Protected tab

- Do not change this unless you receive instructions from Telfarm.

Printer tab

All printers:

1. Click the Printers button to advance to the printer selection
2. Click either "Printer for Reports" or "Printer for Checks"
3. Select the printer that you want to use for reports and checks (one at a time) from the drop down list
4. Choose the check style you want to use.

If you are using a dot matrix printer for checks,

1. Press F1 for Help
2. Scroll to the bottom of the page to find the instructions for either Windows 98 and ME OR Windows 2000 and XP

Select a Check Style

1. Use the drop down box at the end of the Check Style field and choose one of the check styles if using Checkwriter. You may use the same check style for both Checkwriter and PenSoft Payroll.

Registry tab

This displays the folder location of your Telfarm For Windows program. Unless you changed the location during installation, it should display: C:\Program Files\Wintel\Account\. If it does not, click the "Set Install Path" button

ADDITIONAL CUSTOMIZATION SETUP (located on the top menu bar above tabs)

Passwords

Optional: You may specify password protection for Accounting and/or Checkwriter. Be certain you remember your password and notify anyone who will be using this program.

Enterprises (optional)

- Build your own customized Enterprise Pick List
- Refer to HELP | CONTENTS | ENTERPRISE |Enterprise Pick List

Account Names

All of the Account Names that are available in the Telfarm system are listed alphabetically. You may create your own customized "Pick List" of Account Names by clicking the check box to the far left of your screen on any line. Some that are commonly used have been checked for you.

Caution: *Do not just select an account name that looks good to you. Each one has a description and special meaning for the cash flow, tax and business analysis purposes. Any Account Names which are described as "FamIn/FamOut" or "NonFarm" business, will not show on your farm cash flow.*

- You may also set default units of measure by clicking on the line and units column of the table.
- Before setting default Enterprises, you must first create your Enterprise Pick List.
- You may print your customized Pick List or the entire list if you wish.
- Be sure to Keep Changes. **Save and Exit.**

Extensions (Account Name)

- An extension can be used to further identify an Account Name such as RPRM – JD 4020, or FEED – milk replacer.
- This screen allows you to develop your customized Pick List for Account Name Extensions, which will be available as a drop down box when entering transactions. Extensions can only be added or removed from the Pick List through this customization screen. An extension may be used in any transaction without adding it to the Pick List.

Vendor List

If you previously used the DOS version of MicroTel Accountant and your records are on the same computer as the one you are installing this program to, you may import your current list of Vendor names and addresses into TFWA.

1. From the Home Screen click File | Vendor Maintenance
2. Click File | Import
3. Click Yes (you want to continue)
4. The Import procedure will locate the Vendor File (LOOK IN : TELFARM and File Name: Vendor.Rnd
5. If your subdirectory is other than C:\TELFARM, first locate the subdirectory
    a. Find the Vendor file Vendor.Rnd
6. To import click "Open"
7. OK - Answer Yes to import the file

You may also enter new vendors manually on the Vendor Information Screen by clicking on ADD, you may use the plus key (+) to increase the numbers consecutively by one. See HELP | CONTENTS | VENDORS for guidelines to help you select the right vendor numbers.

You may also add them as you are entering transactions. Either way the vendor names and numbers will become part of your vendor “Pick List”. Caution: do not enter a vendor with a number lower than 10 and do not use apostrophes (Example: Wilson’s).

NOTE: If you previously used MicroTel Accountant on another computer and want to import your Vendor file, you may restore your \TELFARM backup disk to the new computer. Instructions are on the TELFARM MASTER CD – Index to Help Documents - “How to Restore MicroTel DOS Programs to a New Computer”.

General Tips: Save Time and Your Wrist!

In almost all screens, the ESCape key is equal to the Cancel or Close button

In almost all screens, the F10 key is equal to "Save", "OK", "Go", or "Do It". It completes many actions and starts reports (even if it doesn't say "F10" on the button itself).

In many fields and screens, the F1 key will bring up Help for the screen or field you are viewing.

If a pop-up box asks for a Yes/No type answer, you can press the "Y " or "N" keys.

In almost all data entry screens, the Enter key moves you forward through the fields (also the Tab key). Shift-Tab moves backwards.

The up and down arrow keys do not move you into the next or previous field. (This is universal in Windows)

Most buttons and menus have a "hotkey" you can use. Look for the underlined letter. Hold down the "Alt" key and press that letter. It activates that button on the menu item. (This is universal in Windows.)

The + and – keys (numeric keypad) increase/decrease date and numeric fields, check number, etc., where it makes sense.

Drop-down type boxes, lists, checkboxes, calendars, etc, require the mouse.

The F3 key duplicates information from the same field of the previous transaction.

Entering Transactions

- From the Home Screen click Data Entry on the task bar. These instructions will take you through the data entry process, one field at a time.
- Use the Help (F1) if you have questions about how to enter data in a field.
- If you previously set a beginning checkbook balance in customization it should now be displayed on the screen.
- Note the different ways to enter, change and increase/decrease the date. Use the plus and minus keys (after the first transaction), the spinner buttons or the drop down calendar.
- **An account name MUST be entered before you can advance to other fields.**
- You may move down the screen with the enter key, tab key or mouse. The down and up arrows cannot be used.
- We recommend that you enter your January 1 beginning checkbook balance as your first transaction using the Account Name CASHBEG. If your fiscal year is other than 01/01, use the balance on the beginning date of your fiscal year
- As you use Account Names that were not previously selected from your Pick List, you will have the opportunity to add them when you are saving the transaction.
- If you customized an Account Name Extension Pick List, a drop down list is available to select from. Otherwise, you can enter any extension, but it will not add to your Pick List from this screen. That is done through Customization then Extensions at the top of the screen..
- If you entered vendors through Vendor Maintenance, they are available numerically on a "Pick List" in the vendor number field and alphabetically in the vendor name field.
- The "head" question should be available if you have livestock and if you selected it in customization previously.

- The quantity and unit may be set as a default unit for account names, it will show on the screen when you use one. If not, you can add a default unit while entering a transaction by typing a quote (") ahead of the unit. Example: "Gal for gallons of GAS.
- Enter the dollar amount, watching the indication of "Incoming" or "Outgoing" dollars.
- If you set a default owner number in customization, it will show in the owner number field. It can be overwritten by typing another number to represent additional checkbooks within the same business.
- F10 to Save the transaction
- A new entry screen is now available for the next transaction or if enterprising see the next step.
- If you set up enterprising (optional), after you save the cash flow transaction with F10 or Save, the enterprise selection will appear on the screen. Allocate all or split the enterprises as you wish.
- **To make a correction** after the record has been saved, click the CLOSE button on the "Entering Transactions" screen. This will take you to the previously entered transaction. Note the screen heading has changed to "Review/Edit Transactions". From here you can go to any record number you want and view, change or delete it.
- To return to the "Entering Transactions" screen, click the "Add New".
- When you are finished entering transactions, Save the last one, then Close which will take you to the previous transaction. Click Close a second time to get to the home screen.

Reports:

- From the Home Screen click DATA ENTRY then Reports
- For Help with Reports, click HELP | CONTENTS | REPORTS

Available reports:

- List of Transactions
- Group and List Transactions
- Repeat Journal
- List Payables
- List Receivables
- Cashflow
- Transmit to Telfarm
- Family Living
- Payroll Reconciliation
- FINPACK Extract

With the first two Lists, make a selection from the right side of the screen to define the type of list (Income, Expense or Both Income/Expense). NOTE: *If you do not select from the right first, you will get an error message or reports with no data*. Then select your limits from the left side.

All Reports - Note the menu bar across the top of the report screen

- All columns should be displayed. You may change the size of the screen report using the Zoom + (larger) or Zoom -- (smaller)
- Use the slide bar at the bottom of the screen if all of the columns are not in view.

- Use the side slide bar to move down the page.
- Use the tool bar at the top of the screen to move between pages. Advance to a new page by clicking on the ▸ key, OR to go back click on the ◂ key.
- If you want a printed copy, click on the printer button on the toolbar at the top of the screen or select print from the menu bar.

Transmit to Telfarm: DATA ENTRY | REPORTS | TRANSMIT TO TELFARM

If you are enrolled in Telfarm under Level 2, we recommend that you send your records to Telfarm regularly. This can be done by disk or by e-mail and preferably at the end of each month. The transmit process keeps track of the record numbers that are available to send and the beginning and ending records each time. The drive designation is preloaded to be written to Drive A (A:Transmit.doc). This is for the people that are mailing a disk.

You may change the transmit drive location and designate the file name as an attachment when e-mailing your records. See Help | Contents | How Do I | Transmit by E-Mail. Telfarm's e-mail address is: telfarm@msu.edu.

Backup: From the Home Screen, click File | Backup

TfWA backs up only the Data Files. We recommend that you Backup after each data entry session. For extra security, make a second backup or alternate backup. If it becomes necessary to restore your backup disk to a new or repaired computer, you will need the **2007 Telfarm Master CD** for the program files and instructions. Please store it where you can find it easily. See Help | Contents | Backup/Restore.

Backup can be written to a 3-1/3" drive (A:\) or a Flash drive. The program was distributed to write to drive A. You may also choose to save your data to a file on your hard drive (C:\). From there, you may copy this file (MyFarm2006.ZIP) to a location of your choice (CD, zip disk, tape).

PenSoft Payroll Plus Clients

If you ordered the PenSoft Payroll Plus program, it will be mailed to you directly from PenSoft. You will also receive a Telfarm Payroll to Accountant Link (PAL) CD from Telfarm. It is very important that you read the PAL installation and install both programs in the recommended sequence.

MAKE YOUR OWN REFERENCE MANUAL

Many people find it helpful to have written instructions for special topics. Go to HELP | CONTENTS. Note the topics listed. The "Getting Started – Accountant Startup" topic will be open. Select another topic by clicking on the book icon which will then list many other subjects. You may increase the screen size by clicking on the ☐ (maximize) icon. To print the displayed page, click on the printer icon. We recommend including the following topics in your reference manual:

- GOOD TO KNOW – Unreconciled Cash and Schedule F Outlined
- VENDORS – Assigning Vendor Numbers
- HOW DO I ……? – Many subjects to choose from
- REPORTS – List Payable, List Receivables, Cash Flow, FINPACK
- TRANSMIT – any subject
- BACKING UP AND RESTORING DATA – All subjects are important to know
- CHECKWRITER – all subjects for a better understanding of how to best use it

CHECKWRITER OPERATION

If you entered your Checkwriter "activation code" through FILE | CUSTOMIZATION | CHECKWRITER, a "Checkwriter" button should now be available on the Startup Screen and on the menu bar at the top of the Data Entry Screen. If it is not, close Telfarm for Windows back to your Windows Desktop and then open it again.

ENTER INVOICES

- The main screen is divided into two "panels": the top is the *Invoice*, the bottom is the *Posting.*
- To begin entering *invoices* you **MUST CLICK "ADD NEW" FIRST.** This will give you a choice to post invoices as they are entered. If you choose to post, you will be able to add the Account Name and other transaction detail after you click F10 save.
- Only one panel is active at a time. The active panel has a light green background, the inactive panel has a gray background
- Once you save an invoice (F10), you will move automatically to the bottom (postings) panel.
- When you finish entering all postings and the balance remaining is zero, it will move ahead to a new invoice screen automatically.
- To access the postings from the invoice screen, press the "Edit Posts" button.
- The navigation buttons (First, Previous, Next, Last) work with BOTH panels, whichever is active.
- If you get stuck in the postings screen, press the "UnPost" button. This deletes all postings, sets the invoice to "not posted" status and returns to the *Invoice* panel.

SPECIAL TRANSACTION NOTES:

- A transaction using the Account Name DRAW will require you to enter the vendor's two digit code in a special pop up screen. This is because sometimes a check is written to another person or business, but is a personal expense to an owner/partner, not a tax deductible expense to the farm.
- If you use the Checkwriter program to print employee wage checks using the Account Name LBR (the net check amount), the "posting" screen will remain active after LBR is saved. This will allow you to enter the tax withholding transactions for SSWH, FEDWH, STATEWH without affecting the cash flow. When all tax withholdings have been entered and saved, a blank posting screen is available. Press Close to enter additional invoices and then Add New.

PRINT CHECKS

Select "Print Checks" from the menu bar at the top of the screen.

- *Select Invoices to Print*. Read the screen for instructions. The "Cancel" button acts like Escape and will take you back one screen. The "Go Print" button will move you to the next screen.
- *Preview Checks to be Printed*. This will display the checks you selected to be printed. If you want to pay part of the check or add a memo to the check, click on the line. To continue, click "Go Print".
- *Check Printing Parameters*. Make changes and selections as needed. Click "Go Print"
- *Get Address*. This screen will come up if there is no address for the check you are about to write. Read the screen and make your choice.
- *Displays Check*. View checks before printing
- *Print.* Click on the word print or printer icon on the top of the screen. At this point, be sure you have checks loaded in your printer.
    - Before answering the question *"Did all checks print OK?"* , be sure to look the checks over for accuracy. If they are not correct, you may answer NO and will be taken to the *Check Printing Parameters* screen so you can start again or Cancel and make the needed corrections.
    - You may need to check the print style in customization if it doesn't line up correctly.
- *Summary of Checks Printed* will be displayed when complete. This can be printed or click X to close this screen and return to the Invoice Entry Screen.

Additional Checkwriter Functions

Located at the top of the screen are other options.

- Click View for selected reports and screens to view. This is also where you can make corrections to checks that have not been linked to Accountant.
- Click Reports and choose from several report types with more options with each.

Link Checkwriter records to Accounting

- With the Checkwriter Invoice/Posting screen displayed,
- Click FILE | LINK TO ACCOUNTING. Read and follow the screen instructions