

Install 2007 PenSoft Payroll Plus AND Telfarm Payroll to Accountant Link (PAL)

These instructions are for FIRST TIME Installation and MUST be installed with PenSoft in the following sequence. Please READ through before installation.

ABOUT TELFARM PAL

PAL Payroll to Accountant Link) is the bridge between PenSoft Payroll Plus and Telfarm for Windows Accountant. By installing it exactly in the order shown (Steps A,B,C,D,E and F) features will be added for you automatically.

- Creates the “bridge” between the two programs (Custom Export from PenSoft to Link into Telfarm Accountant)
- Installs the accounts necessary to complete links for incomes, deductions and deposits
- Configures the PenSoft Payroll Plus Program for agricultural specifications
- Adds many customized reports to PenSoft Payroll Plus
- Special HELP Screens assist you to:
 - Set up check styles for Telfarm check stock
 - Customize and add deductions
 - Customize piece rates
 - Set up Unemployment and payroll tax deposits and get reports
 - Generate New Hire Report specific for Michigan employers
 - List of reports equivalent to MicroTel payroll reports
 - Enterprise/lots and worker compensation equivalent setup (Professional Edition or higher)

Telfarm PAL is free the first year to clients who purchase PenSoft Payroll Plus through their Telfarm Enrollment. Beginning with the second year, PenSoft clients may select the \$125 Payroll PAL update and support from the new year Telfarm enrollment form. PenSoft Payroll Plus re-enrollment updates are purchased directly through PenSoft.

Now continue with the PenSoft and PAL Installation Instructions which follow.

Step A – Install PenSoft Payroll Plus CD

If you previously installed the PenSoft 30 day FREE TRIAL, UNINSTALL IT NOW!

- *On your Windows Desktop*
- *Click Start | Control Panel | Add or Remove Programs*
- *Highlight PenSoft Payroll Plus 2006 – Remove*

1. **Install 2007 PenSoft Payroll Plus CD according to PenSoft's** "Important Installation Information" included with your PenSoft Manual and CD.
2. Complete the "Single Workstation" installation and Getting Started.
3. Enter your **Activation Code** and **Reference Number** (included with your PenSoft information. TIP: Write these numbers on the inside cover of your PenSoft manual)
4. Click the **Run Program button** (*do not* click the Transfer button).
5. Accept the Folder for the Common Data which is displayed as:
 - a. C:\Program Files\PenSoft\Payroll2007
6. Click **Next**
7. Click **Finish**
8. **Close** the Tip Window
9. **Cancel** the "New Company" dialog box – DO NOT enter YOUR Company Name or File Name at this time.
10. **Close PenSoft X**

Step B – Install the Telfarm PAL LINK CD (Payroll to Accountant

1. Insert the Telfarm Payroll to Accountant Link (PAL) CD in your CD drive.
2. Select the Install button and click OK.

If it does not start automatically:

1. Click the **Start** button
2. Click **Run**
3. If you know that your CD drive is D:\, type D:\ _____
4. Click OK to begin installation.
5. *If you do not know the drive letter for your CD drive, click the Browse button.*
6. *In the "Look In" box click the down arrow, then click on "My Computer".*
7. *Look for Telfarm PAL 2007 with a drive letter and click open.*
8. *Installation should begin.*

2. The program will be installed in **C:\Program Files\WinTel\TelPen.**
3. Click **Next** on this screen and again on the following screens.
4. When installation is complete you will be taken back to your Windows Desktop where you will see a new *Telfarm PAL* icon. **Do not open it now – go to Step C.**

Step C – Create YOUR New Company in PenSoft

1. Click the 2007 PenSoft Payroll Plus Icon on your Windows Desktop to open it
2. Be patient – depending on the speed of your computer it may take up to 30 seconds.
3. Close the Tip Window (OK or X)
4. Click File | New Company
5. In the New Company dialog box, you **must type NEWFARM** as the Company Name. You will be able to change it later, but this is necessary to build the bridge from PenSoft to Telfarm PAL.
6. DO NOT change the path. Path = C:\Program Files\PenSoft\Payroll2007\. If you accidentally remove or change the Path, click Cancel to go back one screen and start again. **But you should change the file name** from Pay1.D07 to a file name of your choice. This will help you distinguish this particular file from other file names when viewing backups. To change only the File name, click with the mouse at the end of the file name and backspace to remove the Pay1.D07. Then type a new file name,

which must end with .D07. TIP: Use your own farm name as the file name.
(Example: Jones.D07).

7. Click OK
8. Creating the company takes a few seconds, be patient. WAIT.
9. When done creating, you will be taken to the "Company Setup" screen. NEWFARM is displayed in the "Company Name" box. **DO NOT CHANGE IT NOW.**
10. At this time, fill in only the State field **MI**. This sets the correct tax table.
11. Click OK
12. Close PenSoft X

Step D - Initialize and Configure Telfarm PAL to PenSoft Payroll Plus

1. Open the TELFARM PAL on your Desktop
2. Click the yellow "Initialize a New Pensoft Company" button.
3. The Initialize dialog screen should appear showing your "NEWFARM" or TEMPLATE
4. Click on NEWFARM or TEMPLATE in the window, Click Yes (I want to initialize...)
5. Click the blue "Configure" button. This brings up the screen showing all your installed PenSoft Companies (if you have more than one) and their corresponding Telfarm farm and owner numbers. You should see NEWFARM in the list. Click on it.
6. Click on the farm number box and enter your Telfarm number. Example: 23-0899
7. Change the owner number box to be the Telfarm owner number you want the labor costs to be charged to
8. Click "Save".
9. Click the green Save button
10. Your new PenSoft company has been initialized with the Telfarm master template for Pensoft Payroll compatibility. Many options and features have been pre-customized for you. See "About Telfarm PAL" at the beginning of these instructions .
11. Click the red Close button.

Step E – Setting Up the Telfarm "NewFarm" in PenSoft

1. Open the PenSoft Payroll Plus 2007 icon. WAIT!
2. Close the Tip Windows
3. Click the Company button on the button bar.
4. Click NEWFARM, which you created in Step C.
5. Click the Modify button
6. *Template Farm* shows in the Company Name box. Now you may type in the Company Name you want. Example: Jones Farm.
1. TO CHECK IF YOU HAVE INSTALLED PAL CORRECTLY, first click on the Federal Setup button. "Agricultural Employer 943" should be displayed. If it is not, STOP and call Telfarm for assistance (517-355-4700). If "943" is already displayed you may continue.
2. Enter your Federal Employer ID Number.
3. Select State Setup tab. If you are subject to unemployment, enter your ID numbers and your 1st Quarter rate. It will transfer into each quarter. See detailed Unemployment instructions in PAL > Help.
4. Click on the Address tab, go through each tab entering your company information. Refer to Help |Company | Company Setup or the PenSoft manual if you have questions about these screens.
5. Click OK when all Company tabs are complete.

6. For additional setup, Click *Setup* found on the menu bar at the top of the screen. Click Company, then review each of the lists (Income List, Deduction List, Tax List, Leave List, etc). Use the PenSoft Manual, Help screens and the Help Screens from PAL to assist you.

NOTE: The Company Deduction list should show all deduction description that were available in MicroTel Payroll if PAL was properly installed. The first 15 are in upper case beginning with OTHER. If your list does not include them, do not continue. STOP! Do not proceed to Employee Setup.

TIP: To make tax withholding and unemployment deposits directly from PenSoft, you must enter the name and address of the payee (Bank name or State of Michigan, etc) on the Deposit Type list in SETUP > COMPANY. This is recommended so that your 943 will reflect your deposits as well as the amounts withheld. Consult the PenSoft manual for tax deposit instructions.

Step F – Entering and Setting up Employees

1. Click the Employee Button on the Button bar
2. Click Add
3. Refer to the PenSoft manual for setting up employees

Review and print some of the HELP screens available in Telfarm PAL. You will need to select a check style and set up your printer.

NOTE: Print the instructions for Exporting your payroll and deposit records to Telfarm. Include the “Normal” setup and the “Corrective” settings. You WILL want to refer to these instructions when you want to LINK to Accountant. We recommend that you export after each pay date or deposit made.