

PAYROLL TO ACCOUNTANT LINK (PAL) TIPS

PAL is a custom program designed by Telfarm to complete the export of PenSoft payroll records into Telfarm for Windows Accountant. If you must call for assistance on this subject, please contact the Telfarm Center (517)355-4700 or e-mail telfarm@msu.edu, **NOT PenSoft**.

If your attempt to link (export) PenSoft Payroll Plus paycheck records to Telfarm for Windows Accountant FAILS for any reason, open **TELFARM PAL > HELP > Link PenSoft to Telfarm**. Instructions and screen shots will guide you through making the necessary adjustments to PenSoft Custom Export Setup screens.

Choose from the following topics in PAL Help:

- How to Link
- New Incomes or Deductions
- Errors in Linking
- Manual Entry of Payroll
- Linking tax deposits
- Manual Entry of Tax Deposits
- Normal Linking screens
- Corrective Linking screens

Here are some tips to help you insure that the export is successful:

1. Proper installation of Telfarm PAL with configuration set to your Telfarm Farm number and owner number. See Installation Instructions for Telfarm Payroll to Accountant Link (PAL).
2. **Export from PenSoft and Link from PAL after each payday**
3. Be certain that you have selected the correct dates to export
4. If you have added any of your own income or deduction descriptions, be certain that you have assigned an Account Name to them in Custom Export > Setup > Setup Accounts.
5. If you are making tax withholding deposits through PenSoft, be sure to check "Include tax deposit data in the export".
6. Export deduction payment data should NOT be checked. It may be added as an option for Telfarm clients later.
7. If you find it necessary to "Include All active items", you will get a Warning message in PAL that this is not the usual case. Press Continue to display all the records within the date range you selected. You will have a chance to verify the actual pay dates again. Put a check mark on the paycheck dates and deposit dates you want to include in the link.
8. Always make a note of the records that export or print the log sheet.

9. If you get a message in PAL that "reversing entries is not true", go back to PenSoft > Export > Setup and check or uncheck the "Export reversing entries for modified/deleted data ". See the appropriate setting for Corrective Linking in PAL Help.
10. If the Link fails - Do not panic! But do fix the problem as soon as possible so all records will be properly recognized in Accountant. Please do not wait until the end of the year to fix it!
11. After each time that you export to Telfarm for Windows Accountant, check that the totals from the pay date summary in PenSoft match the totals linked into Accountant. Check TFWA Reports > Payroll Reconciliation.

WARNING! Reversing Entries: If you elect to "*Include All Active Items in the Export*" because of a failed link from PAL to Telfarm for Windows Accountant, you must return to the Export screen in PenSoft > Setup and UNCHECK " *Include Modified/Deleted or Reversing Entries*" and then click the Create File button to make a new export file.

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