

## Restoring PenSoft Payroll Plus and PAL to a New Computer

These instructions are to be used if you are moving PenSoft and PAL to a different computer or if you are recovering from lost programs and/or data on your current computer. It is important to follow in order Steps A,B,C, and D so that you do not lose any of the customization features that were originally installed. You will need:

1. PenSoft Installation CD or installation from PenSoft's website (requires password)
2. Telfarm PAL CD
3. Most recent Payroll backup

### **Step A – Install PenSoft Payroll Plus (Restoring)**

**There are two methods, choose one:**

**Method #1** – Using your original installation CD:

- a. Install using the original installation CD for the current year
- b. Update Pensoft to the newest version (from CD or download from <http://www.pensoft.com> )

**Method #2** – Using the newest full installation from Pensoft:

- a. Download the newest complete installation from Pensoft's website ([www.pensoft.com](http://www.pensoft.com)). *Warning: this file is large and could require a long download!*
- b. Install it

NOTE: You MUST be running a version of PenSoft Payroll Plus greater than or equal to the version that was running on the old computer. If you are not, incompatibilities between versions can result in Payroll data corruption or loss! PenSoft Payroll Plus will give you a warning about this!

- c. Open PenSoft
- d. After you enter your **Activation Code** and **Reference Number** Click the **Run Program button** (*do NOT* click the Transfer button).
- e. Accept the Folder for the Common Data which is displayed as:  
C:\Program Files\PenSoft\Payroll2005\ (or 2006)
- f. Click **Next**
- g. Click **Finish** (Wait! be patient while the process completes)
- h. **Close** the Tip Window
- i. **Cancel** the "New Company" dialog box – **DO NOT** enter your Company Name or File Name *at this time*.
- j. On New Company screen **Click Cancel**

### **Step B – Restore Payroll Data**

1. **Click** Utilities on the menu bar at the top of the screen
2. **Click** Restore
3. **Insert the backup media** (3-1/2" disk, flash drive, CD, tape, etc.)

4. **Select** the drive letter where your backup is located (usually A: for a 3-1/2" disk)
5. The file name will be displayed with .B05 (or .B06 which represents the year) as the extension. Click on the file to highlight and then **click Open**
6. After files are restored, check that your information is there.
7. **Close** PenSoft.

### **Step C– Install the Telfarm PAL CD**

1. Insert the Telfarm PAL CD and select the Install button.
2. Be patient. Some computers are slower to start than others.

#### **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:Install.exe** in the Run window
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 with a drive letter and click to open.*
8. *Installation should begin.*

3. The program will be installed in **C:\Program Files\WinTel\TelPen**.
4. Click **Next** on this screen and again on the following screens.
5. **Close** Telfarm PAL
6. *A Telfarm PAL folder (icon) has been added to your Windows Desktop.*

### **Step D- Configure Telfarm PAL to PenSoft Payroll Plus**

1. Open the Telfarm PAL icon on your Windows Desktop
2. **DO NOT Click the yellow "Initialize a New Pensoft Company"** button or you will lose all of your previously entered payroll data from PenSoft.
3. **Click the blue "Configure Linking Parameters"** button. This brings up the screen showing your company name and file name.
4. **Click** on the farm number box to enter your Telfarm number if it is not already displayed
5. Change the owner number box to be the Telfarm owner number you want the labor costs of your company to be charged to.
6. Click "Save".
7. Click the green Save button
8. Click the red Close button.

#### **Additional Setup:**

- If you restore the software to another computer and change printers, you will have to re-define your reports and checks printer and check style. Follow instructions in PAL > Help > Check Styles.