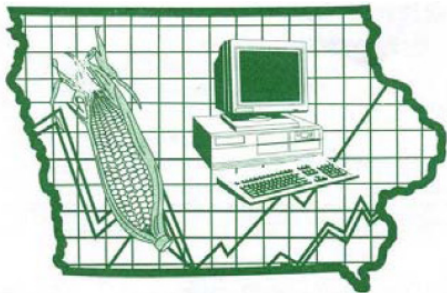




**GUIDE  
TO PC MARS  
ACCOUNTS RECEIVABLE  
FOR WINDOWS**



**Iowa Farm  
Business  
Association**

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# PcMars Accounts Receivable Program

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## INTRODUCTION

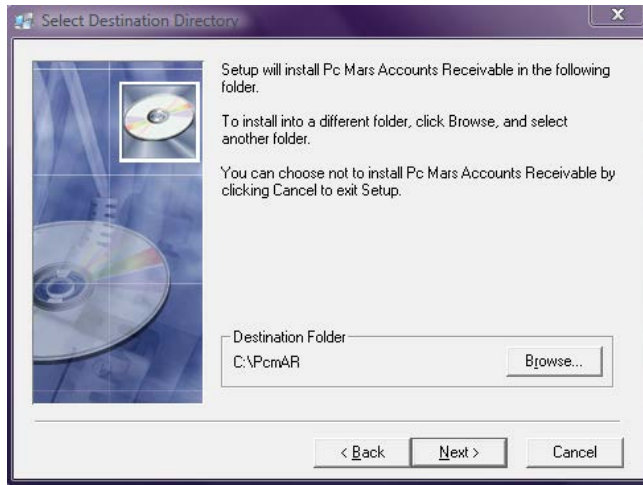
**Welcome!** to PcMars Accounts Receivable for Windows. PcMars Accounts Receivable is an easy-to-use program that handles your accounts receivable tasks for a small business or farm operation. PcMars Accounts Receivable can be installed as a stand-alone program, or it can interface with PcMars Full or Plus.

- If you have installed the program to interface with PcMars/PLUS, you can post results out of Accounts Receivable. It also shares some files with Pc Mars/PLUS such as Account Codes, Enterprises, Profit Centers, Bank Accounts and Business Info.
- If you have installed the Accounts Receivable program as stand alone, you will not have the ability to “post” your transactions to PcMars/PLUS..

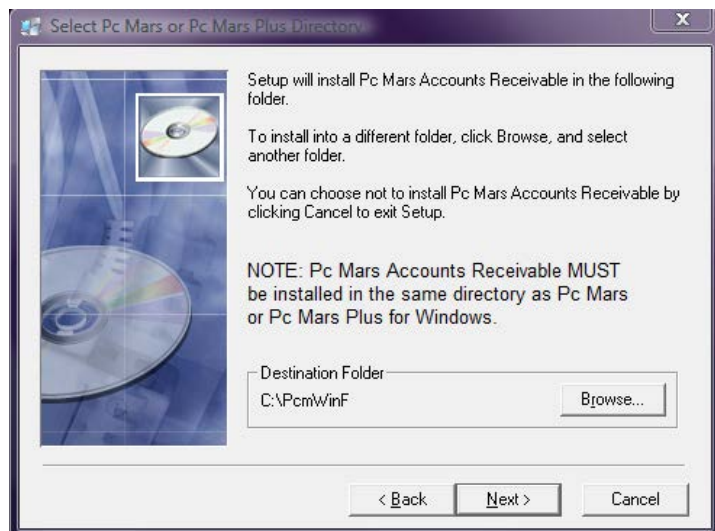
## INSTALLATION

1. Insert CD into your CD drive.
2. Double click on “Computer”.
3. Double click on your CD drive.
4. Double click on the “Setup.exe” file
5. This will launch the “Initializing Wise Installation Wizard” and the Welcome to PcMars Accounts Receivable Setup program. Click “next”. A Registration screen will pop up asking for three things
  - a. the unlock code (found on the white mailer that the CD came in).
  - b. the name to whom it will be registered (do not use any punctuation, dashes, etc.)
  - c. the PcMars Accounts Receivable serial number (the last four numbers).
6. After entering this information, click on the “Next” button.
7. A screen will pop up asking you whether or not you want to install the AR program as “Works (Interfaces) with PcMars/PLUS” OR “Stand Alone”. Choose the option that you would like.

**Stand Alone:** The following screen will prompt you to install the AR program into the default directory. (This is our recommendation)



**“Works (Interfaces) with PcMars/PLUS”:** To install this way, you must choose the directory where the PcMars program is located, (the screen below shows the default PcMars directory of “C:\PcmWinF”). By installing the AR program as “works (interfaces)”, it will enable you to export transactions into PcMars or Plus.



**NOTE:**

When interfacing with the cash version of PcMars & PLUS, you can export paid invoices automatically into deposit slips on a CASH method.

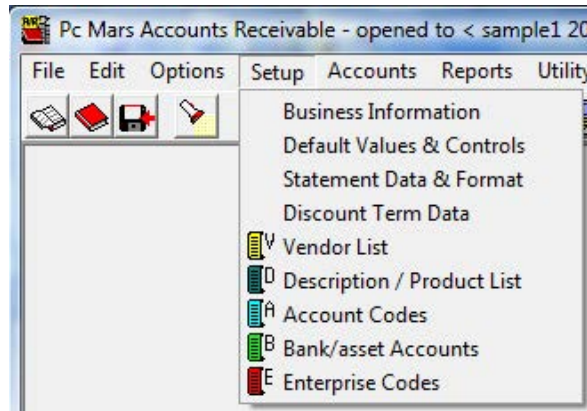
When interfacing with the Accrual version you can decide if you want to export invoices when billed (accrual method), OR if you want to export invoices when paid (cash method).

See the “Detailed Explanation on Interfaced Posting” located at the end of this booklet for more information.

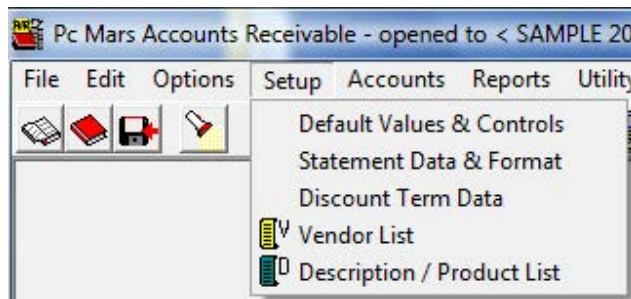
## SET UP

Depending on whether you installed the AR program as Stand-Alone or as Works (interfaces), your setup options will vary.

1) **IF** you choose to install the AR program as “Stand Alone”, you will get the following “Setup” drop down box:



2) **IF** you choose to install the AR program as “Works (Interfaces)”, you will get the following “Setup” drop down box:



•Notice that you do not get the option to record: “Business Information; Account Codes; Bank/Asset Accounts; or Enterprise Codes.” This is because you have to ask to “share” the information with a set of PcMars Full or PcMars PLUS books The setup information is already entered in the PcMars or Plus set of books that you are sharing.

**TIP:** If you have questions while in the AR program, click “F1” and a “Help” screen will pop-up containing information pertaining to the screen you currently have open in the AR program.

### Business Information (Stand Alone only):

Fill this information out if you are setting up a stand alone set of AR books.

## Default Values & Controls [Stand Alone or Works (Interfaces)]:

From the "Setup" menu choose "Default Values and Controls". This is for specifying various default values the program uses when entering new Accounts Receivable, calculating finance charges, overpayments, sales tax, etc.

A few options that users ask about are:

***The default income code*** – Assign the default code for entering new Accounts Receivable.

***The default Accounts Receivable code*** – This is the AR code that will be used when posting accrued income to PcMars (for use in Works (Interfaces) only).

***Use Enterprises*** – Check this if you want to use the enterprise feature in AR.

***Default Enterprise*** – This will be the default enterprise when entering new Accounts Receivables.

***Include Date of Service*** – Check this if you want to include Date of Service in your Accounts Receivables.

***The last option on this screen is for Works (Interfaces) users only.*** Choose one of the following:

1. Post paid invoices only (Cash Basis).
2. Post all invoices and post later payments as adjustments to A/R accounts (Accrual Basis).

The above choices determine how you will post invoices from Accounts Receivable into PcMars/Plus. Your choice will also depend on our PcMars method of accounting. See the details below.

• **Stand Alone version:** These choices will be disabled (grayed out).

• **Works (Interfaces) with the Cash version of PcMars:** You will only have one option for posting invoices. You will post them AFTER they are paid.

• **Works (Interfaces) with the Accrual version of PcMars:** You will have two choices for posting invoices. You can either post them AFTER they are paid (treated as Cash income), OR you can post them BEFORE they are paid (treated as Accrued income) and posted to an Accounts Receivables code. When these are paid later, an offsetting adjustment is made from the Accounts Receivable account code to a bank account.

**Posting group type** - You choose one of three posting grouping options. This groups similar line items together, thus reducing the number of entries made into PcMars.

**None** - Click this to have no grouping. Each line item in Accounts Receivable will result in a corresponding entry being posted into PcMars.

**By Invoice Number** - This will group line items which have the same Invoice Number, Vendor, Date, Bank Account, Account Code, Enterprise and Profit center into one entry in PcMars. The description for these grouped items is specified in the "[Post to PcMars](#)" screen.

**By Account Code** - This will group line items that have the same Account Code, Enterprise, and Profit center into one entry in PcMars. (It will ignore differences in Inv #, Vendor, Date and Bank Account.) The Description, Date, Bank and Deposit No. of the grouped entries are specified in the "[Post to PcMars](#)" screen. The vendor will be set to "Various vendors".

**IMPORTANT: You must choose one method at the beginning of the year before any posting has been done, and you must not change it after that.** (See the "Explanation on Interfaced Posting Options" at the end of this booklet for more details).

## **Statement Data & Format [Stand Alone or Works (Interfaces)]:**

This is for selecting various Statement and Invoice formatting options, as well as specifying some of the text that appears on the top and bottom of Statements and/or Invoices.

- Enter your Business name, address, & phone as you want it to appear on the statement/invoice.
- Enter any message lines that you want printed on the statement/invoice.
- Other Statement/Invoice Format Data.

--- **Form Type** - Specify form type. Currently there are two formats supported. This applies to both the printing of Statements and Invoices.

1 - **Plain**. This format prints on plain paper with both term lines and bottom lines printed on the statement. The statement may work with some window envelopes but the return stub will not.

2 - **Return stub with use of #9 and #10 envelopes**. This is formatted so that the statement can be sent in a #10 envelope with the customer address showing in the lower window and the return business address showing in the upper window. The return stub on the lower part of the statement can be detached and inserted into a #9 envelope with the return payment. Address information for the #9 envelope is also formatted to show in the windows. You would enclose a #9 envelope along with the invoice in the #10 envelope.

3 - **Return stub with Nelco envelopes**. This is formatted so that the statements can be sent in a larger Nelco envelope (#80595), with the customer address showing in the lower window and the return business address showing in the upper window. A smaller Nelco envelope (#E9150014) is enclosed in the larger envelope. The return stub on the lower part of the statement is detached and inserted in the smaller envelope with the return payment.

**For form and envelope details & ordering information, see "Envelope Descriptions for Mailing Statements" in the back of this book.**

--**Other options** - There are other options that you can choose to include on your statements and invoices, including: Payment Wording; Current Date on Statement; Group Statements Together; Text for Group Statement Items; Title to Appear on Top of Invoice; Title to Appear on Top of Quote & Print total Units & Wt. on invoices.

## Discount Term Data [Stand Alone or Works (Interfaces)]


This screen is used for specifying up to ten different discount terms. Each vendor can be assigned one of the ten "Term Codes" (A thru J), that apply to them. If the Vendor pays off an item within the number of "Discount Days" indicated, they are entitled to the "Discount Percent" shown. Otherwise the charge is due within the number of days shown under "Net Due". For term code A, the net is due on a particular day of the month, otherwise it is due XX days after invoice date. You can choose a term code in the Vendor list after you have set up Discount terms here.

## Vendor List [Stand Alone or Works (Interfaced)]

***Stand Alone or you just want to add a new Vendor to a set of books interfaced with***

***PcMars/PLUS:*** Click on the "add new" button and fill out the pertinent information.

Remember that the Vendor is tracked by the "Short Name", so the short name cannot be used more than once. You can enter a Default Code, Default Enterprise, Default Description, Terms, Net Due Days (these are set up in the "Discount Term" screen previously discussed). You can also choose to print a list of vendors or labels for those vendors by clicking on the "print icon".

***Works (Interfaces):*** When first creating a set of these AR books, you can "import"  the Vendors you want from a set of works (interfaces) books. When you click on the "import icon" a screen will pop up showing all the Vendors in that set of books in PcMars or PLUS. You can either import them all, or "uncheck" the ones you don't want to import. The import option is ONLY available with an interfaced set of books. Once you choose the Vendors, click the import icon on the "import Vendors from" screen.

**NOTE:** You can assign a discount term to each Vendor by clicking on the drop down by the "Terms, Net Due Days" option. (Terms would have been entered in the Discount Term Data option in the setup menu above).

## Description/Product List (Stand Alone or Works (Interfaces))

The description/product list stores commonly used descriptions and/or products for entering into Accounts Receivable entries. It can also calculate line item amounts from the unit price. When you are entering Accounts Receivable entries and you select this product from the list, the line item amount will be calculated by multiplying the # of units times the Price/Unit. You can also list a default account code and enterprise.

## Account Codes (Stand Alone Only)

This is where you select all of the account codes you plan to use in Accounts Receivable data. There are "pre-selected" codes activated already. You can activate any additional codes you think you may use. The account codes that are in blue ink are locked in to preserve the compatibility with similar operations for group analysis. The account codes that are in black ink can have their description changed. If you choose to change the description, note that the new description MUST fall within the range of the meaning of the "Group Description" to the right.



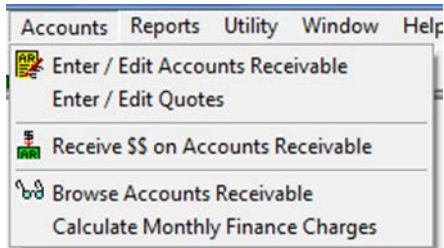
### **Bank/Asset Accts (Stand Alone Only)**

Select the bank accounts you wish to use by putting a “check” next to the account code. You can add the description you want associated with the bank account.

### **Enterprise Codes (Stand Alone Only)**

Activate the enterprise codes you wish to use by “checking” them. You can add new codes by clicking the “add new” button.

## Entering Transactions



**Go to Accounts ⇒ Enter/Edit Accounts Receivable:** Click on this Icon  (AR) to create an invoice.

1. The invoice number will automatically fill in.
2. Enter the date.
3. Choose a Vendor from the drop down list. If the vendor is not on the list, you can set it up on the fly by clicking on the “setup” button.
4. Fill in the total amount of the invoice.
5. Description – Each line item of this transaction can have a unique description. Either choose one from the drop down (you would have created these in the “description/product list” in the Setup Menu), or type in the description.
6. Choose the correct account code.
7. Amount – fill in the amount you are charging.
8. Record the transaction. The amount left must be zero for the transaction to record.
9. If you want to make a “Quote”, then “check” the Quote box. If at some time you want to change the Quote to and Invoice, just “uncheck” the quote box.

See picture below:

The screenshot shows the "Enter / Edit Accounts Receivable" window. The window title is "Enter / Edit Accounts Receivable". The main area is titled "Accounts Receivable" and includes a "Quote" checkbox (unchecked) and a "\*\* Adding new" indicator. The form contains the following fields:

- Invoice Number: 2 (callout 1)
- Date: 2/12/15 (callout 2)
- Vendor: Tim Smith (callout 3)
- Total Amount: \$400.00 (callout 4)

Below the form is a table with the following data:

Description	Code	Ent	Units	Amount
Invoice (callout 5)	300 (callout 6)	GEN		\$400.00 (callout 7)

At the bottom of the window, the "Amount Left" is \$0.00 (callout 8). On the right side, there are several buttons: "Record" (checked, callout 9), "Cancel", "Reuse", "Sales Tax", "Pay all", "Prior", "Setup item", "Print", and "Blank row".

Optional fields that may be included on the screen are: (these will only be displayed if “activated” under *Setup Default Values & Controls*)

- a. Enterprise - If you indicated a default enterprise in the description setup, it will fill in, otherwise the default is GEN.
- b. Profit Center – If you activated this in the Default Values setup menu, it will default to OP unless you choose differently.
- c. Date of Service – This can be used if date of service or due date is important to your business.
- d. Units – This field is for quantities, such as pounds, quarts or however the item is sold. If you use the product list feature, the amount will be calculated from the unit price times the number of units.
- e. Weight – Check this if you want to track a weight figure in your account receivables and on reports and invoices.
- f. Stock Number – Check this if you want to print the product stock number on invoices.

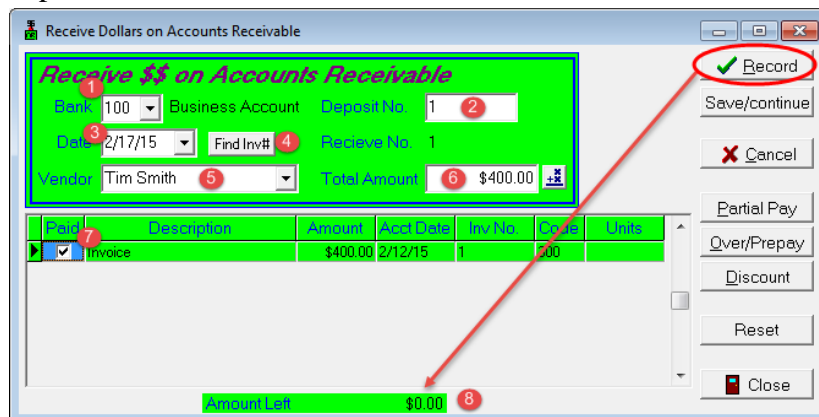
## Receiving Payment

Go to Accounts ⇒ Receive \$\$ on Accounts Receivable or click \$ AR icon 

You have several choices for payment on this screen.

- a. **You can pay the entire amount.**
  - 1. Choose the bank account for the deposit.
  - 2. Accept the default deposit number or manually change it.
  - 3. Enter the date.
  - 4. You can search for the invoice by clicking on the “Find Inv#” tab. Enter the invoice number or choose from the drop down list.
  - 5. Or choose the Vendor from the drop down. (Once you move to the next field, either by selecting the “Enter” key, or by clicking on the next field with the mouse, the receivables for that Vendor will be listed in the line items section).
  - 6. Fill in the total amount of the payment you received.
  - 7. Check the invoice (or invoices) you want to pay.
  - 8. Record the transaction. The amount left must be zero.

See picture below:

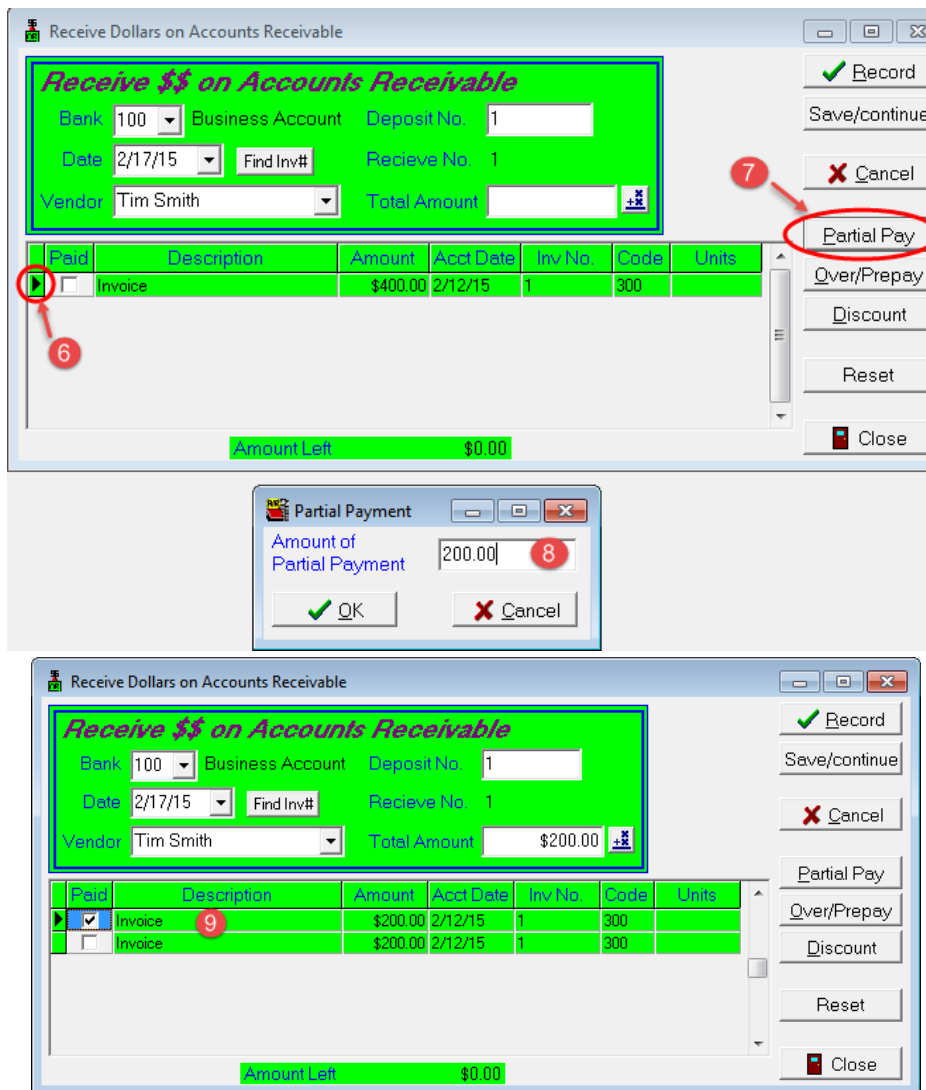


Paid	Description	Amount	Acct Date	Inv No.	Cost	Units
<input checked="" type="checkbox"/>	Invoice	\$400.00	2/12/15	1		500

b. You can pay a “partial amount”. Follow steps 1 – 5 from the above example.

6. Select the line item by clicking the green box to the left of the “paid” field, but do not put a check in “paid” box of the invoice line item.
7. Click on the “Partial Pay” button.
8. Fill in the amount in the “partial pay” box, click ‘OK’.
9. Another line item will automatically be added for the partial payment, and the original line item amount will be adjusted to take into account the partial payment. Record the transaction, the amount left must be zero.

See pictures below:



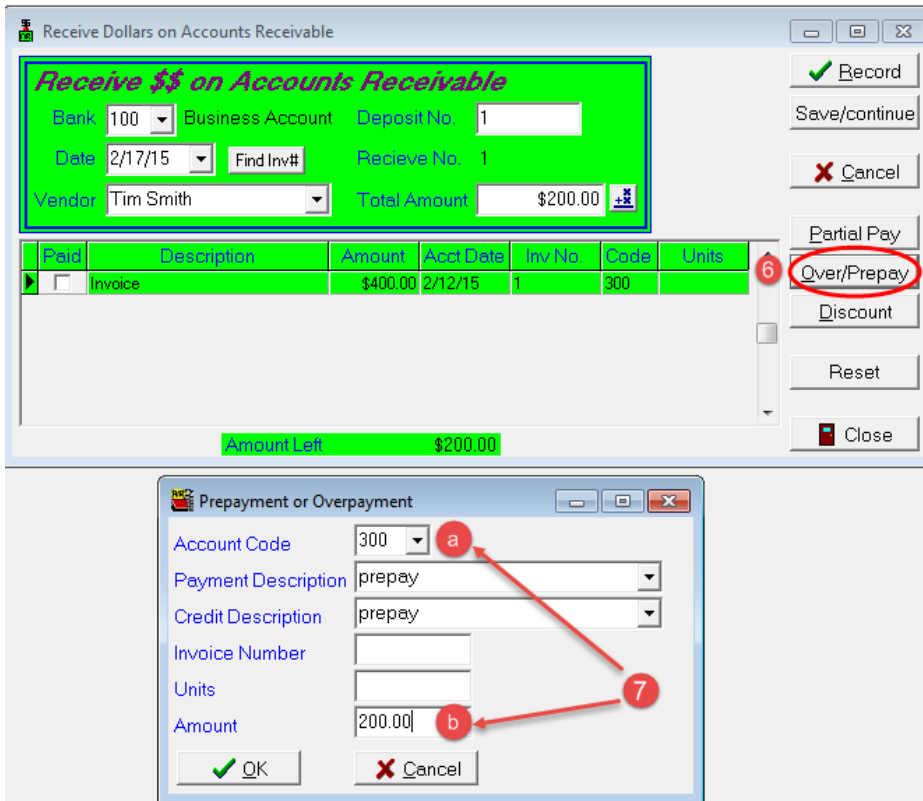
c. **You can assign Over/Prepay to a vendor.**

An overpayment or a prepayment can be recorded by clicking on the “Over/Prepay” button. This can be used if a customer pays more than he owes or makes a prepayment on an item to be delivered later. By doing this, the program will make two offsetting entries, one paid and one not paid. The one paid is a positive entry to denote that a payment was made. The unpaid one is negative and denotes a credit balance for the Vendor. The Vendor will be left with a ‘credit’ on his account. This credit can then be applied to a future invoice, or a check can be cut to reimburse the Vendor.

**Over/Prepay:** If a customer has prepaid or overpaid an invoice, follow steps 1-5 from the first example.

6. Click on the Over/Prepay button.
7. Fill out the information on the drop down box. The two most important items are:
  - a. The account code must match that on the invoice.
  - b. Enter the amount of the ‘prepay’.
8. The program will automatically make two offsetting entries to demonstrate the amount of the prepayment.
9. Record the transaction, the amount left must be zero.

See pictures below:





d. **You can assign a discount to a payment.**

There are two ways to assign a discount to a payment.

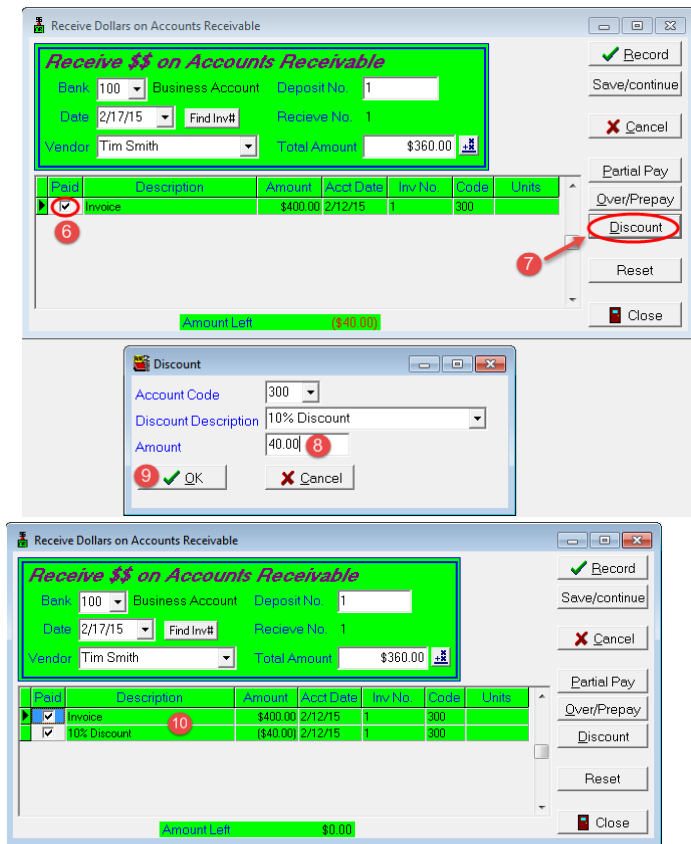
(1) *Automatic:* In the vendor setup, you can assign a discount term to each Vendor, which will automatically calculate if they pay within the discount period AND you choose the discount button in the deposit screen.

(2) *Manual:* For each payment, you can click on the “Discount” button and fill in the amount that you want to discount the Vendor.


**For both options, follow steps 1 -5 from the first example. Then,**

6. Check the box next to the invoice that you want to pay.
7. Click on the “Discount” button on the payment screen.
8. This is where you will either use a **Default** discount or override that Default and **manually** type in a discount amount if no default has been chosen.
9. Click “OK”
10. An offsetting negative amount will automatically be entered in a separate line item to account for the discount.
11. The new amount due will appear in the “Total Amount”.

See pictures below for details of these steps:

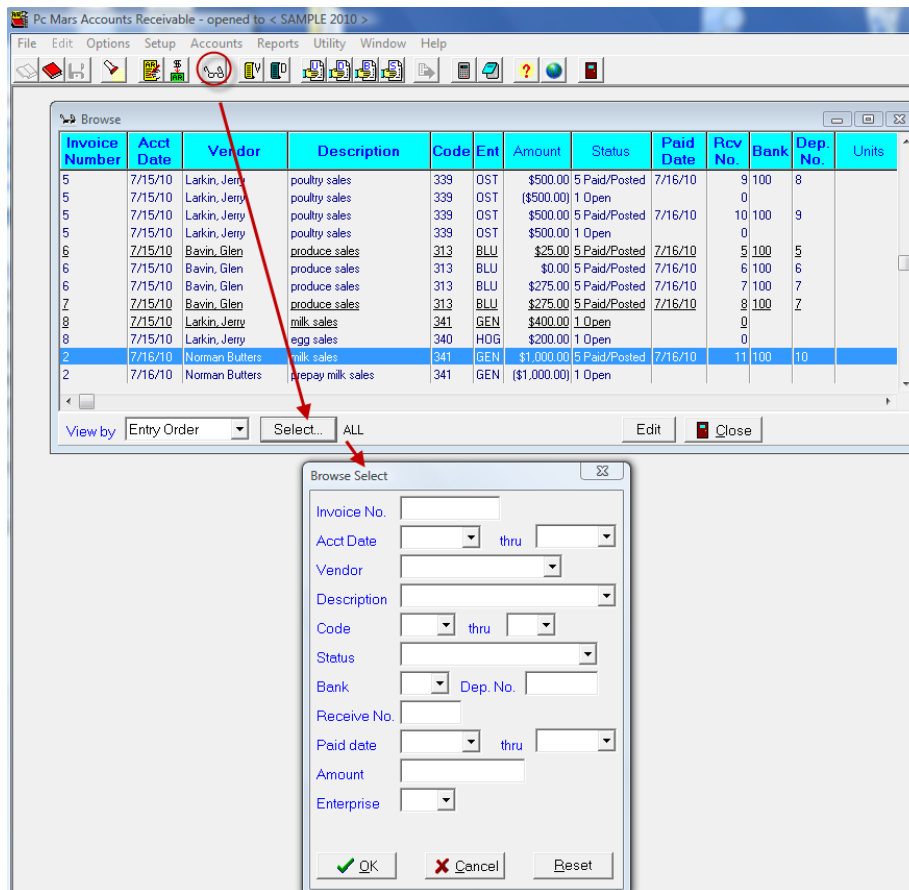


## Browse for Transactions

You can search for specific transactions by clicking on the “browse” icon .

A screen will open up containing all your transactions. To narrow down the search, click on the “select” button at the bottom of the screen. Another box will open up with various criteria you can use to search for a transaction. There is no reason to fill in all the criteria, just choose a few. Click “OK” and all the transactions using the criteria you set it to search for will appear. You can then double click on (choose to edit) the transaction you want to see, and it will take you directly to the transaction.

See picture below:



If you go into “Browse”, you can determine the payment status of any line item by the number (0-5) listed in “Status Column” of the transaction.

*A) If the post option has been set to post all invoices to PcMars (accrual basis), it is defined as follows:*

- 0 - Quote, appears only on quote report.
- 1 - Open, unpaid item and not posted to PcMars.
- 2 - Paid item and not posted to PcMars.
- 3 - Open item, but accrued income posted to PcMars.
- 4 - Paid, accrued income has been posted, but cash income has not yet been posted.
- 5 - Paid and cash income posted to PcMars.

*B) If the post option has been set to post paid invoices only (cash basis), it is defined as follows:*

- 0 - Quote, appears only on quote report.
- 1 - Open, unpaid item.
- 2 - Paid item and not posted to PcMars.
- 5 - Paid item, cash income posted to PcMars.

*C) If you have installed a Stand Alone version of the A/R program, the only status options you will have are:*

- 0 – Quote, appears only on a quote report.
- 1 – Open, unpaid item.
- 2 – Paid item.



## Calculate Monthly Finance Charges

By filling out this screen, you can automatically calculate finance charges on unpaid balances. This is meant to be a monthly charge. You can choose to calculate the finance charges for one Vendor, or leave the field blank to calculate finance charges for ALL Vendors.

Before you can use this option you **must** fill out the finance charge information in the “Default Values and Controls” screen located in Setup ⇒ “Default Values and Controls”

Finance Charge	<input type="text" value="5"/>	% per month
Minimum Finance Charge	<input type="text" value="\$2.50"/>	
Finance Charge Code	<input type="text" value="420"/>	
Fin. Charge Description	<input type="text" value="Finance Fee"/>	

After you choose “Calculate Monthly Finance Charges” under **Accounts** ⇒ **“Calculate Monthly Finance Charges”**, the screen below will appear. Fill out the month; Vendor; Cutoff Date (the Cutoff Date for calculating finance charges); & Cutoff Balance (if the balance is lower than this amount, no finance charge will be calculated). You can either choose one or both of the following options:

- 1) Preview/Print Control Report - this will let you see the report before you post it.  
Post Accounts Receivable - this will post it to PcMars/Plus.

See picture below:

Calculate Monthly Finance Charges

Month: February Report Completed

Vendor: Tim Smith

Cutoff Date: 2/27/15

Cutoff Balance: 50

Preview / Print Control Report

Post to Accounts Receivable

Calc Finance Charges Close

Report Preview

Page No. Page 1 of 1

Pc Mars Accounts Receivable  
 Licensed To: IFBA  
 Print Date 2/17/2015 2:03 pm

Bus. I.D. = IFBACode  
 Acct Month = February  
 Fiscal Year = 2015

### Finance Charges - Control Report

No.	Vendor	Non-Current Balance	Finance Charge	Comments
1	Tim Smith	\$400.00	\$20.00	Not Posted

Calculate Monthly Finance Charges

Month: February Report Completed

Vendor: Tim Smith

Cutoff Date: 2/27/15

Cutoff Balance: 50

Preview / Print Control Report

Post to Accounts Receivable

Calc Finance Charges Close

Report Preview

Page No. Page 1 of 1

Pc Mars Accounts Receivable  
 Licensed To: IFBA  
 Print Date 2/17/2015 2:09 pm

Bus. I.D. = IFBACode  
 Acct Month = February  
 Fiscal Year = 2015

### Finance Charges - Control Report

No.	Vendor	Non-Current Balance	Finance Charge	Comments
1	Tim Smith	\$400.00	\$20.00	Posted successfully

## REPORTS

There are several reports that can be printed in the Accounts Receivables program. Below is a general overview of each of them.

**\*\*Remember:** If you have questions while in the AR program, click “F1” and a “Help” screen will pop up containing information pertaining to the screen you have open in the AR program.

**1) Unsorted Accounts Receivable Report.** This report is simply a listing of all accounts receivable entries in the order that they were entered. You choose either the “month” or “date range” you want to see – or you can choose to see ALL of the transactions for the whole year by clicking on “ALL” in the month drop down menu.

**2) Accounts Receivable Detail Report.** This is a very flexible report that allows you to only see the items that you wish to see. The “Report Control” screen allows you to choose certain criteria to narrow down the report specifications. Do not fill in all of the blanks – just use one or two. A few of the criteria that you can choose are: Month or Date range – or all activity for the year; Vendor; Status of the transaction; Account Code; Bank or Deposit number; Paid Date; Invoice Number; Rcv #. You can sort by either Vendor number or Vendor name; and you can include code totals at the bottom of the report.

**3) Accounts Receivable Balance Report.** This report gives you the account balances for one or more vendors (depending on which you choose). You can either print this with the details or without the details of the transactions. You choose a month or a date range for the balances. You also have the option to see all of the account activity for the year by selecting “ALL” from the month drop down box.

**4) Aged Accounts Receivable Report.** This report prints a list of customers with unpaid balances. It separates the “current” portions from the “non-current” portions, and then lists the totals on the far right column. You choose either a month or a date range you want. You also have the option to print “ALL” the unpaid invoices by choosing that option from the “month” drop down. You can print it with or without transaction details.

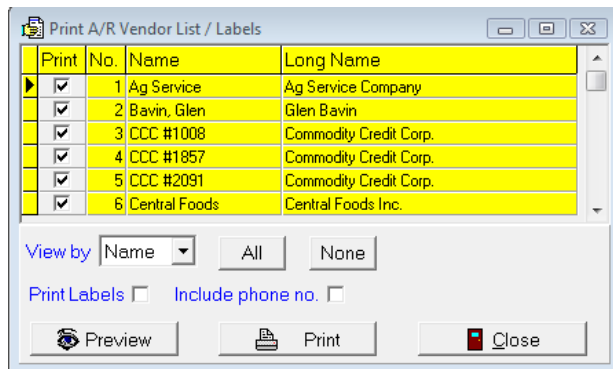
**5) Accounts Receivable Statements.** You can print statements for one or more Vendors, (leave the space blank for all or choose one vendor from the drop down menu). You choose a month or a date range, or pick “ALL” to see activity for the whole year. These statements are printed in a format that you can give to the Vendor. You can select to print only those statements with ending balances that are above the “Balance due more than” figure. This defaults to zero, meaning that you will only print those statements with a balance due. You can print ALL the statements by blanking out this question.

**6) Accounts Receivable Sales Tax Report.** To use this report, you must fill out the sales tax information on the “Default Values & Control” screen. This report lists all the sales tax line items for the date range, month, or for all activity in the year – depending on what you choose. This report includes total sales tax and total taxable sales.

**7) A/R Payment Schedule – Unpaid Invoices.** This report prints a list of unpaid invoices, by date, with a cumulative total. You choose either the month, date range, or all the unpaid invoices for the whole year. You can choose one or all vendors.

**8) Quote Detail Report.** This report lists all the Quote details for the time frame that you choose. Quotes are marked status zero, but in all other areas they are identical to other accounts receivables.


**9) Accounts Receivable Vendor Lists/Labels.** This is used to print a list of the Accounts Receivable Vendors with short name, long name, and address. You can also print this Vendor information on labels. A list of all the Vendors will be shown, you choose which ones you want to print by checking/unchecking them (they are all checked by default).

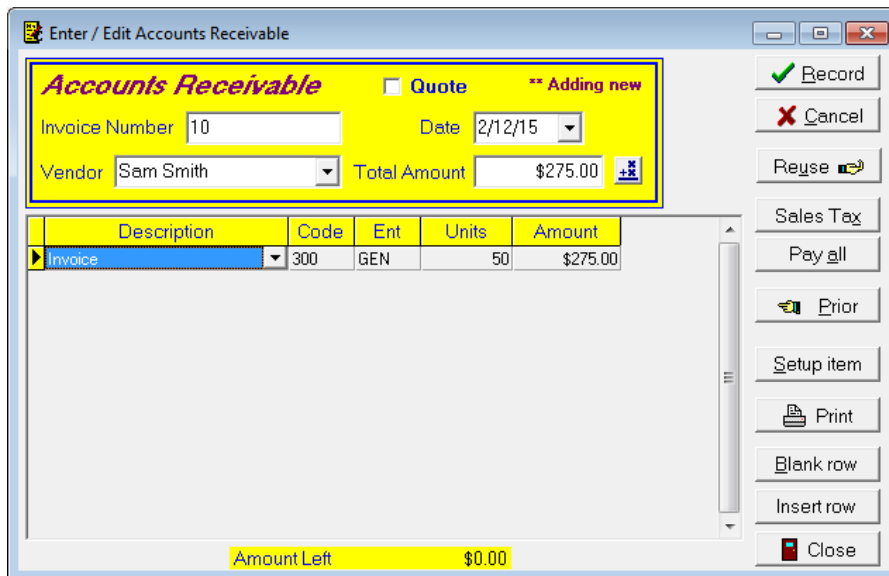


## DETAILED EXPLANATION ON INTERFACED POSTING

**Post paid invoices only (cash basis).** Below is a step-by-step example of “what happens”. Go to: Setup ⇒ Setup Default Values & Controls. At the bottom of this box, you will see two choices. To post the paid invoices only – the radio dial for that option needs to be chosen.

### 1<sup>st</sup>–Create the invoice.

To do this, click on the “invoice icon”  in the tool bar



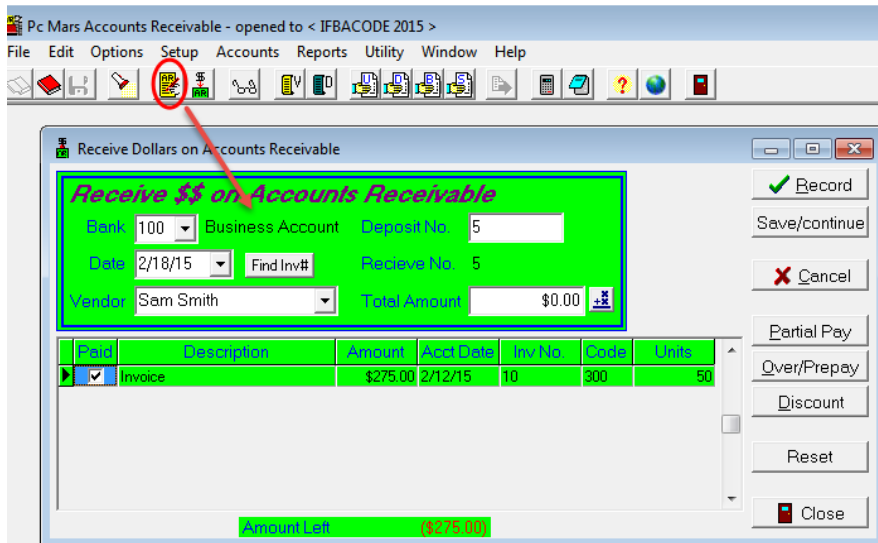
Description	Code	Ent	Units	Amount
Invoice	300	GEN	50	\$275.00

Amount Left \$0.00

**2nd – Pay the invoice.** Click on the “deposit” icon .

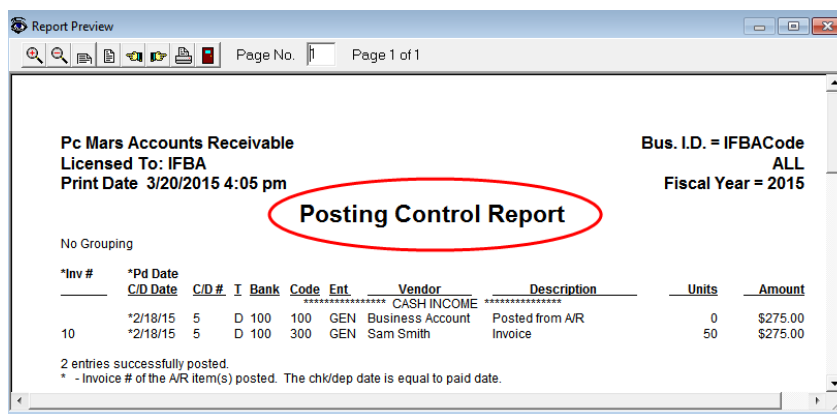
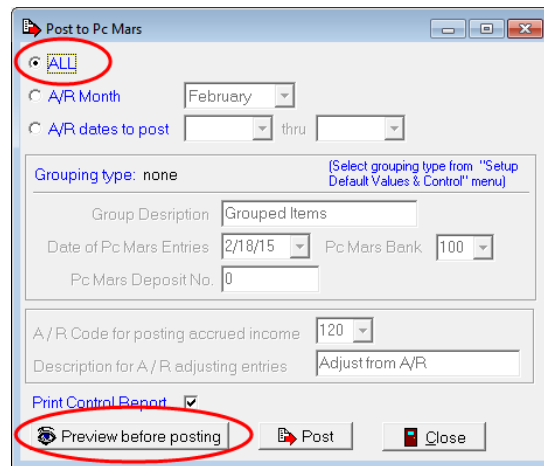
1. Pick the Vendor from the drop down menu or use the “Find Inv #” tab.
2. Press the “enter” key and the outstanding invoice amounts will appear. “Check the line items you want to pay.
3. Note: You can either pay the entire amount on a line or make a partial payment. You can also record an overpayment or enter a discount.
4. Then click on the “addition” icon next to “total amount” to get the total amount being paid.
5. Click on “Record”.

See picture below:



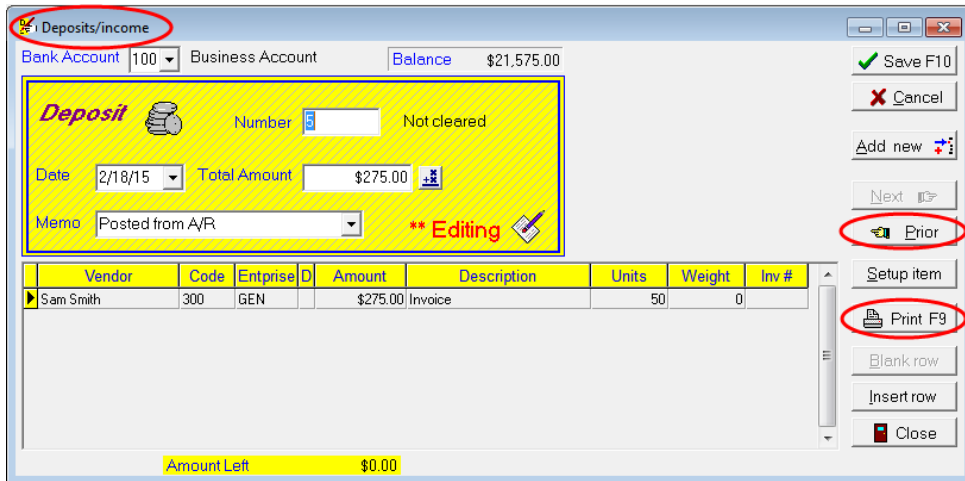
3rd – POST the payment. Click on the “Post” icon. 

A “Post to PcMars/Plus box will pop up. The program will default to post ALL. You can choose one of three grouping options. You also have the option to preview/print a control report which lists the transactions being posted to PcMars/PLUS. See pic below:



4th - The paid invoice has been posted to PcMars. If you want to print a deposit ticket, open up that set of books in PcMars, browse for the deposit you just posted, then “Print” it. You can also go to the Deposit screen and click on the “Prior” tab, and that recently posted deposit will be there ready to print.

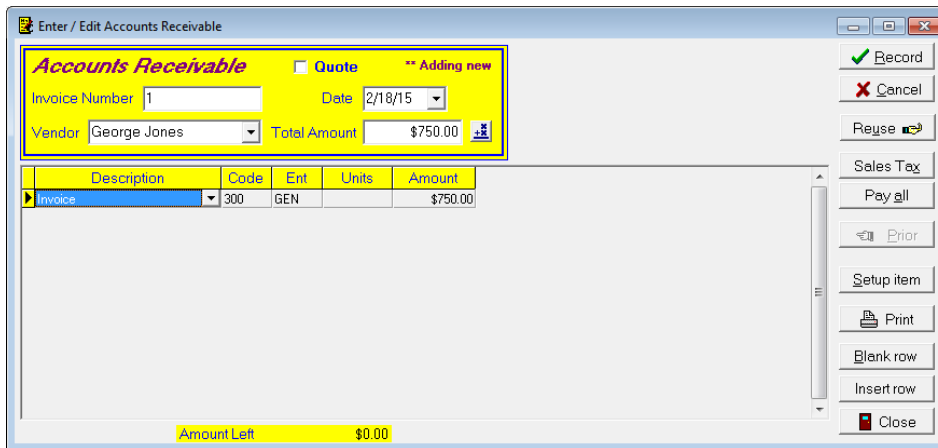
See picture below:




## Post all invoices and post later payments as adjustment to A/R accounts (accrual basis)

You will need to go to Set up ⇒ Default Values and Control and choose to “Post all invoices and post later payments as adjustment to A/R accounts (accrual basis)”

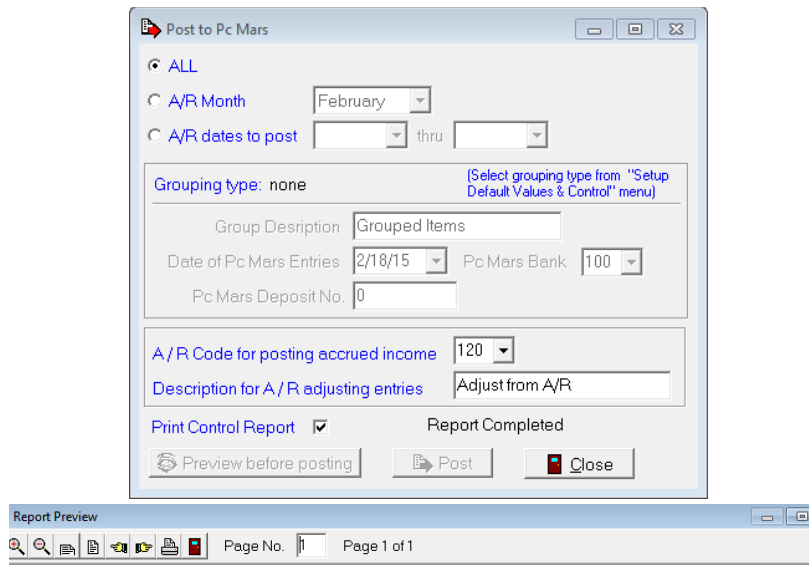
**1<sup>st</sup> – Create an invoice.** To do this, click on the “invoice icon”  in the tool bar  
See picture below.



**2<sup>nd</sup> – Post the unpaid invoice.** Click on the “Post” icon in the tool bar . A “Post to PcMars” box pops up. Since you have chosen the “Post all invoices and post later payment as an adjustment A/R” (accrual method), the export screen has 2 additional options, which are:

1. An A/R code for posting accrued income – it is defaulted to code 120 (Setup ⇒ Default Values & Controls).
2. A Description for A/R adjusting entries – this is the description used for the AR adjusting entries that are posted to PcMars when the accounts receivable line items are paid. This defaults to “Adjustment from A/R”

See picture below:



**Pc Mars Accounts Receivable** **Bus. I.D. = accrua**  
**Licensed To: IFBA** **ALL**  
**Print Date 2/18/2015 4:56 pm** **Fiscal Year = 2015**

### Posting Control Report

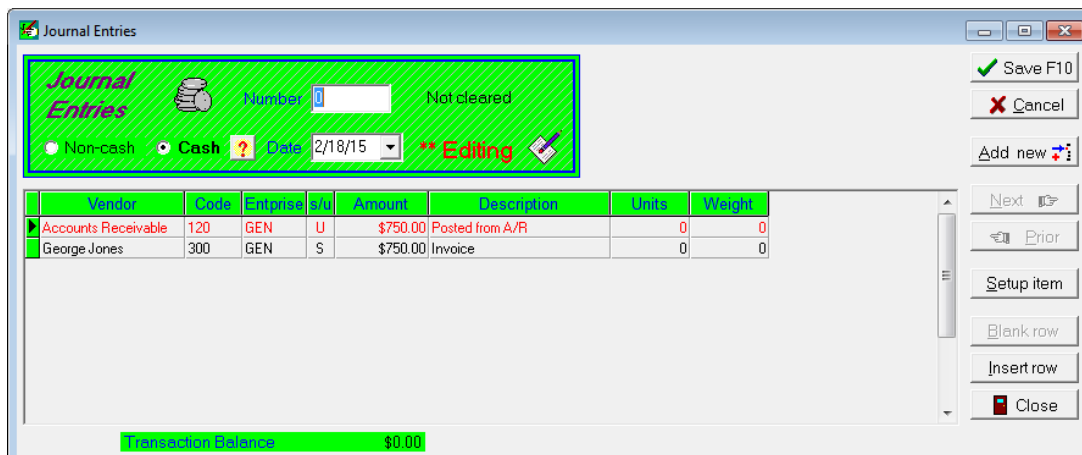
No Grouping

*Inv #	*Pd Date C/D Date	C/D #	I	Bank	Code	Ent	Vendor	Description	Units	Amount
***** ACCRUAL INCOME *****										
1	2/18/15	0	J		120	GEN	Accounts Receivable	Posted from A/R	0	\$750.00
	2/18/15	0	J		300	GEN	George Jones	Invoice	0	\$750.00


2 entries successfully posted.  
 \* - Invoice # of the A/R item(s) posted. The chk/dep date is equal to paid date rather than acct date.

To view the posted entry close out of AR and open up PcMars and the set of books you have shared with AR. Go to “Browse” and search for the transaction that you just posted to PcMars.

See picture below: As you can see, the unpaid invoice has posted to a journal entry showing the accounts receivable.





3rd – Pay the invoice in AR. When you receive payment, go into AR and click on the “Payment” icon .

See pictures below:

4<sup>th</sup> – Post the payment – you will get the same “Post to PcMars” pop up as before, as well as being able to preview the report BEFORE it posts. If it looks “OK”, continue to post.

5<sup>th</sup> – **Exit the AR program and open PcMars.** The paid invoice has been posted to PcMars. If you want to print a deposit ticket, you must browse for the deposit, then print the ticket. You can also open up the Deposit/Income screen and click on the “Prior” tab and the deposit will be there for you to print off.

Bank Account 100 Business Account Balance \$0.00

**Deposit** Number Not cleared

Date 2/20/15 Total Amount \$750.00

Memo Adjust from A/R **\*\* Editing**

Vendor	Code	Entprise	D	Amount	Description	Units	Weight
▶Accounts Receivable	120	GEN		\$750.00	Adjust from A/R	0	0

Amount Left \$0.00

Buttons: Save F10, Cancel, Add new, Next, Prior, Setup item, Print F9, Blank row, Insert row, Close

## ENVELOPE DESCRIPTIONS FOR MAILING INVOICES:

### 1) **#10 Double Window Envelopes**

If purchasing envelopes from Staples, here are the order numbers:

Item number – 381911

Model number – 381911/17045

The specifics are:

- a. Envelope size: 4-3/16" x 9"
- b. Windows are sized and positioned to show shipping and return addresses
- c. Window sizes are: 1-3/8" x 4" Top & 1-1/4" x 4" Bottom
- d. Window placement: top window is 5/8" from left and 2-1/4" from bottom, bottom window is 5/8" from left and 5/8" from bottom

### 2) **#9 Double Window Envelopes**

If purchasing envelopes from Staples, here are the order numbers:

Item number – 266759

Model number – 266759/19256

The specifics are:

- a. Envelope size: 3-7/8" x 8-7/8"
- b. Window sizes are: 1-3/16" x 3-1/2" Top & 1" x 4" Bottom
- c. Window placement: top window is 3/8" from left and 2" from bottom, bottom window is 3/8" from left and 1/2" from bottom

### 3) **Nelco Envelopes**

If purchasing envelopes from Nelco, here are the order numbers:

Model number – 80595 – 3 7/8" x 9 1/8"

Model number - E9150014 – 3 5/8" x 8 5/8"

This is if you purchase envelopes from Nelco. This is formatted so that the statements can be sent in a larger Nelco envelope (#80595) with the customer address showing in the lower window and the return business address showing in the upper window. A smaller Nelco envelope (E9150014) is enclosed in the larger envelope. The return stub on the lower part of the statement is detached and inserted in the smaller envelope with the return payment.