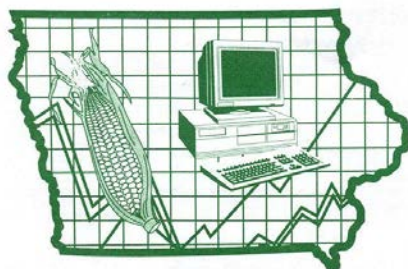




GUIDE TO PCMARS FOR WINDOWS

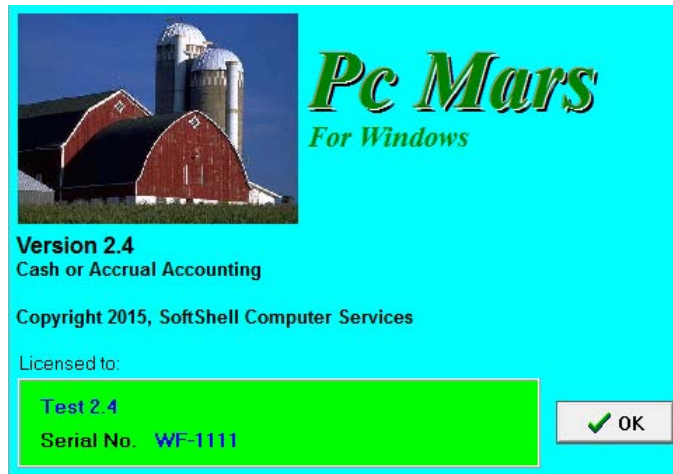
Advanced Booklet



**Iowa Farm
Business
Association**

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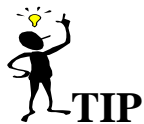
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This Advanced Booklet will cover some of the more complicated entries such as “Special” transactions such as sealed grain, coop dividends, crop insurance, detailed payroll, budget/Cash Flow and inventory/net worth.

Like most Windows programs and accounting programs, there is always more than one way to do things. We hope to show you a standard, simple way to accomplish your record keeping goals by providing these examples.

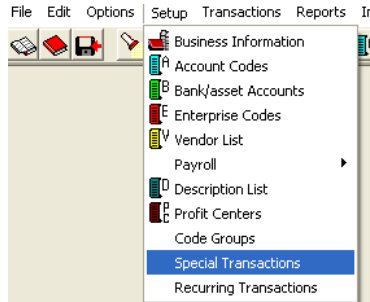
It is hard to design a booklet that will help those with very limited experience without making the “experts” feel like they are being talked down to. Hopefully, everyone will find the information we have provided helpful. For copies of all the PcMars booklets go to www.pcmars.com .



Throughout our booklets we use the symbol “⇒” which means “go to”. So if we say “click on Setup⇒Business Information”, that means to **first** click on Setup and **second** click on Business Information.

Special Transactions

“Special Transactions” are usually difficult-to-enter transactions that need special treatment. Currently they consist of sealed grain transactions, crop insurance proceeds and coop dividends. Special entry screens or wizards are provided to simplify the process of entering these transactions. Click on Setup⇒Special Transactions to setup the wizards.



Sealed Grain:

To use the “Special Transactions” under “Transactions”, first you must set up which account codes are to be used with those “special transactions”. Be sure you discuss this with your consultant before you choose the account codes to use! The appropriate account codes are different depending on which state you are in and the particular account codes you are using.

The first tab is the setup for Sealed Grain. The example below lists the IFBA account codes we used. Again — be sure to discuss this with your financial consultant.

- 353 = Sealed Grain Proceeds
- 481 = Sealed Grain Repayments
- 221 = CCC Loans
- 354 = Sealed Grain Market Gain
- 409 = Interest Expense
- 482 = CCC Origination Fees

Field	Value
Loan proceeds code for sealed grain treated as a sale	353
Loan repayment code for sealed grain treated as a sale (This code will also be used for market gain expense)	481
Loan proceeds code for sealed grain treated as a loan	221
Loan repayment code for sealed grain treated as a loan (This code also used for market gain principal repayment)	221
Market gain income code (For both sealed grain treated as a sale or loan)	354
Interest expense code (For both sealed grain treated as a sale or loan)	409
Origination/deductible fees code (For both sealed grain treated as a sale or loan)	482

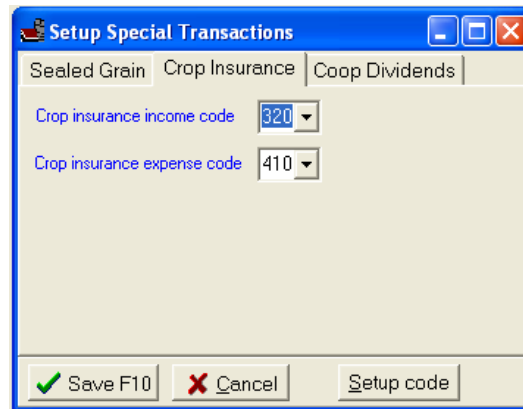
Crop Insurance:

Select the second tab for “Crop Insurance” in the Setup Special Transactions. Choose the account code for crop insurance income and expense on this screen. You can activate and/or change code description spellings by clicking the “Setup code” button.

In the example below we used codes:

320 = Crop Insurance Income

410 = Insurance Expense



The screenshot shows the 'Setup Special Transactions' window with the 'Crop Insurance' tab selected. The window has three tabs: 'Sealed Grain', 'Crop Insurance', and 'Coop Dividends'. Under the 'Crop Insurance' tab, there are two dropdown menus: 'Crop insurance income code' set to '320' and 'Crop insurance expense code' set to '410'. At the bottom, there are three buttons: 'Save F10' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Setup code'.

Coop Dividends:

Select the third tab for “Coop Dividends” in the Setup Special Transactions. Choose the account code for coop dividend income and expense in this spot. You can activate and/or change code description spellings by clicking the “Setup code” button.

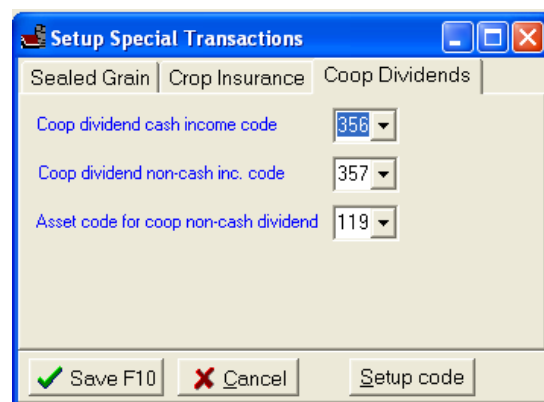
In the example below we used codes:

356 = Patronage Dividend (cash)

357 = Patronage Dividend (Deferred)

119 = Deferred Coop Dividends

NOTE: If you use Asset code 119 to hold the non-cash value of the dividend, the balances will carry over from year to year.



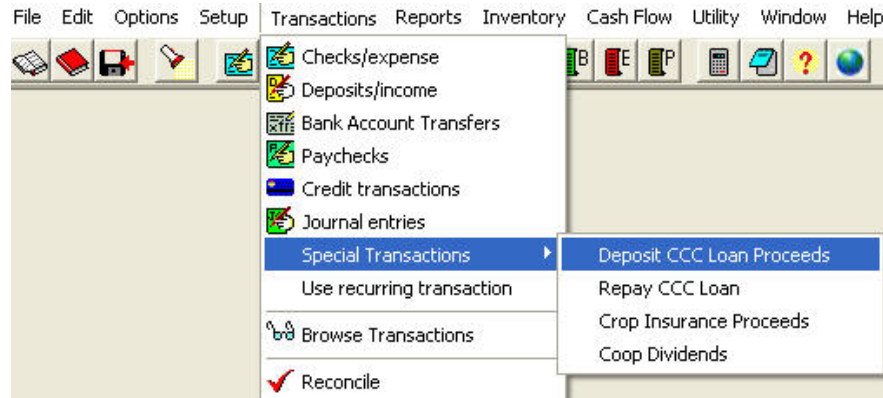
The screenshot shows the 'Setup Special Transactions' window with the 'Coop Dividends' tab selected. The window has three tabs: 'Sealed Grain', 'Crop Insurance', and 'Coop Dividends'. Under the 'Coop Dividends' tab, there are three dropdown menus: 'Coop dividend cash income code' set to '356', 'Coop dividend non-cash inc. code' set to '357', and 'Asset code for coop non-cash dividend' set to '119'. At the bottom, there are three buttons: 'Save F10' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Setup code'.

When you have completed filling out the “Special Transaction” wizards, you will then be able to enter these special transactions easily.

Sealed Grain Deposits

Deposit CCC Loan Proceeds:

Click on Transactions⇒Special Transactions⇒Deposit CCC Loan Proceeds. An example of how to handle this type of transaction is shown below.



CCC loans are tracked by their CCC number, which would have been set up on your vendor list. You must provide the unique number for the loan in question.

A screenshot of a dialog box titled 'Deposit CCC Loan Proceeds'. It contains several input fields: 'Enter CCC loan number' with a dropdown menu showing '956781' and a 'New loan' button; 'Enter bushels sealed' with a text box containing '15000'; 'Choose Profit Center' with a dropdown menu showing 'OP'; 'Enter gross loan proceeds' with a text box containing '27750.00'; 'Enter origination/deductible fees' with a text box containing '100.00'; and 'Net loan proceeds deposited' with a text box containing '\$27,650.00'. A green warning box on the right says 'Be sure to set up codes for sealed grain first. (Click "Setup special")'. At the bottom, there are three buttons: 'Make deposit' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Setup special'.

Enter the bushels and gross loan proceeds from the FSA paperwork. The origination fees, etc. will be deducted from this to give you the “net”. Check this against the amount actually deposited.

In this example, Joe Farmer took out a new CCC loan, #956781, on 15,000 bushels. The gross loan proceeds were \$27,750 with origination fees of \$100. The net loan proceeds deposited were \$27,650. If everything is accurate, click on “Make deposit” or press F10.

NOTE: The “Summary” describes your exact transaction. Be sure to read this.

The resulting transaction will look something like this. The above example is assuming you are treating sealed grain as a loan (tax wise). If you are not certain, check the particular CCC Loan status on the vendor list. The option of treating it as a loan or income is determined when you added this CCC Loan to your vendor list.

Deposits/income

Bank Account 100 Farmers State Bank Balance \$120,382.06

Deposit Number 2018 Not cleared

Date 12/31/14 Total Amount \$27,650.00 Edit special

Memo Deposit CCC loan proceeds **** Adding NEW**

Vendor	Code	Entprise	D	Amount	Description	PC	Units	Weight	
CCC #956781	221	CRN		\$27,750.00	CCC loan proceeds	OP	15000		221
CCC #956781	482	CRN	D	\$100.00	Origination/deduct fees	OP			

Amount Left \$0.00

Buttons: Save F10, Cancel, Reuse, Recurring, Prior, Setup item, Print F9, Blank row, Insert row, Close

A screen preview of the loan report will now show all this information to you.

Pc Mars Plus Version 2.4.1.0 / IA IFBA (Cash)
 Licensed To: IFBA
 Print Date 4/14/2015 9:04 am

Bus. I.D. = Sample Farms
 Fiscal Year = 2014

DETAIL REPORT - SELECTED ITEMS

(Bank account and credit transactions)

Selection: VENDOR = CCC #956781

LIABILITIES

Code	Ent	PC	C/D #	Date	T Bnk	Vendor	Description	Units	Weight	Amount
221	CRN	OP	2018	12/31/14	D 100	CCC #956781	CCC loan proceeds	15000		\$27,750.00
SUBTOTAL CCC Loans								15000		\$27,750.00

INCREASE/DECREASE IN LIABILITIES

15000 \$27,750.00

FARM EXPENSE

Code	Ent	PC	C/D #	Date	T Bnk	Vendor	Description	Units	Weight	Amount
482	CRN	OP	2018	12/31/14	D 100	CCC #956781	Origination/deduct fees			\$100.00
SUBTOTAL CCC origination fees										\$100.00

FARM EXPENSE TOTAL

\$100.00

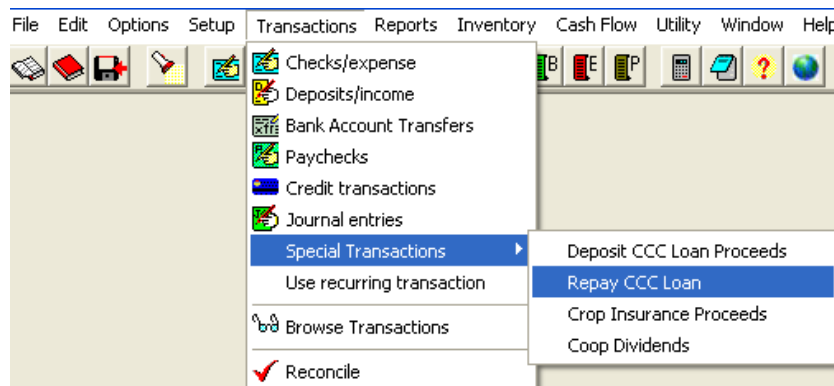
***** AUDIT SUMMARY *****

\$\$ IN TOTALS	(+)	\$27,750.00
\$\$ OUT TOTALS	(-)	\$100.00
\$\$ NET (CHANGE)	(=)	\$27,650.00

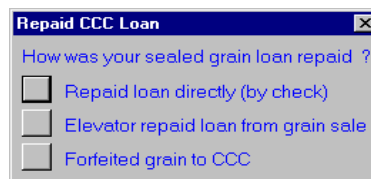
Paying Back CCC Loans

Paying Off CCC Loans:

Click on Transactions⇒Special Transactions⇒Repay CCC Loan.



When you select the option to “Repay CCC Loan”, the following dialog box will appear. There are three options to repay your CCC Loan.



Repaid loan directly (by check):

The first option is “Repaid loan directly (by check)”. Depending on whether or not you had a market gain, the screen will vary.

In this example, Joe Farmer repaid a portion of his CCC loan directly. He redeemed 5000 bushels with direct payments of \$8500 and a \$750 market gain for a total of \$9250.

A screenshot of a dialog box titled 'Repay CCC Loan Directly (by check)'. It contains several input fields and a summary section. The fields are: 'Enter CCC loan number to repay' (956781), 'Enter bushels redeemed' (5000), 'Choose Profit Center' (OP), 'Was the posted county price below the loan rate ?' (Yes (Market gain) selected), 'Enter Market Gain' (750.00), 'Enter loan principal paid' (8500.00). A green box contains the text: 'Be sure to set up codes for sealed grain first. (Click "Setup special")'. The summary text at the bottom reads: 'Summary: CCC Loan # 956781 is repaid with direct payments of \$8,500.00 + \$750.00; for a total loan repayment of: \$9,250.00. This total is entered as a liability in CCC Loans (221), and the market gain is entered as income in Sealed grn/mkt gain (354). All entries are allocated to CRN, OP. This loan will be treated as a loan for tax purposes.' At the bottom are three buttons: 'Make check' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Setup special'.

After completing all the information in the wizard, click on “Make Check” and the check will be entered for you. This transaction should look like this. You can either print or record the transaction.

The screenshot shows the 'Checks/expense' window. At the top, the bank account is 'Farmers State Bank' with a balance of '\$148,032.06'. The check number is '1073' and it is 'Not cleared'. The date is '12/31/14' and the total amount is '\$8,500.00'. The payee is 'CCC #956781' and the address is 'Commodity Credit Corp'. The memo is 'Repaid CCC Loan Directly'. There are buttons for 'Paycheck', 'Edit special', and 'Batch Print'. A red 'NEW' badge is next to the 'Adding' status. Below the check details is a table with columns: Code, Enterprise, Amount, Description, PC, Units, Weight, and Inv #. The table contains three rows: 221 CRN \$8,500.00 CCC loan principal OP 5000 221d; 221 CRN \$750.00 CCC loan/mkt gain part OP 221d; and 354 CRN \$750.00 Market gain OP. At the bottom, the 'Amount Left' is '\$0.00'. On the right side, there are buttons for 'Save F10', 'Cancel', 'Reuse', 'Recurring', 'Prior', 'Setup item', 'Print F9', 'Blank row', 'Insert row', and 'Close'.

Elevator repaid loan from Grain Sale:

If the loan was repaid from the sale of the grain, the following screen will appear. If you want to enter grain deductions such as check offs, drying, etc., click on the “Enter” box next to that line and another detail screen will appear where you can enter the account code for the appropriate deduction and the amount.

In this example Joe Farmer repaid a portion of his CCC loan from a grain sale. He sold 4800 bu. for \$10,560. After subtracting the drying charges of \$225, the elevator paid the CCC \$9550 (\$9250 in principal & \$300 in interest) for the 5000 bushels that he had redeemed. This left a net balance of \$785.00 which was deposited.

The screenshot shows the 'Elevator Repaid Loan from Grain Sale' window. It contains several input fields: 'Enter CCC loan number to repay' (956781), 'Enter bushels redeemed' (5000), 'Choose Profit Center' (OP), 'Choose grain sale vendor' (Coop Elevator), 'Choose grain sale Income code' (300) and 'enterprise' (CRN). There are radio buttons for 'Was the posted county price below the loan rate?' with 'No (No market gain)' selected. Under 'Cash Transaction', there are fields for 'Enter gross dollars of grain sold' (10560.00), 'bushels' (4800), 'Enter deductions from grain sale' (225.00), 'Enter loan principal paid directly by Coop Elevator' (9250.00), 'Enter loan interest paid directly by Coop Elevator' (300.00), and 'Net grain proceeds deposited' (\$785.00). A summary text at the bottom explains the transaction: 'Summary: The gross grain sales to Coop Elevator for \$10,560.00 was entered as income to Corn/Feed (300). Deductions totaling \$225.00 were paid directly to Coop Elevator and are entered as expenses. Coop Elevator also directly repaid CCC #956781 the loan repayment of \$9,250.00. This is entered as a liability in CCC Loans (221). The amount of \$300.00 is entered as interest expense in Interest Expense (409). This loan will be treated as a loan for tax purposes.' At the bottom, there are buttons for 'Make deposit', 'Cancel', and 'Setup special'.

After completing all the information in the wizard, click “Make deposit” and your deposit slip will be entered.

Vendor	Code	Entprise	D	Amount	Description	PC	Units	Weight	Inv #
Coop Elevator	300	CRN		\$10,560.00	Gross grain sale	OP	4800		133b
Coop Elevator	458	CRN	D	\$225.00		OP			
CCC #956781	221	CRN	D	\$9,250.00	CCC loan principal	OP	5000		221d
CCC #956781	409	CRN	D	\$300.00	CCC loan interest	OP			

Amount Left: \$0.00

Forfeited Grain to CCC:

If you have to forfeit your grain on the CCC loan, you would choose “Forfeited grain to CCC”. This will bring up the following screen.

In this example, Joe Farmer had to forfeit the balance of his CCC loan. The bushels sealed were 5000, and the loan balance forfeited was \$9250.00.

Enter CCC loan number: 956781

Enter bushels sealed: 5000

Choose Profit Center: OP

Choose Income code for forfeited grain: 301

Enter loan principal forfeited: 9250.00

Summary: Sealed grain loan # 956781 was forfeited to CCC. This results in \$9,250.00 as grain sale income to Corn/Non-Feed (301). Also this sealed grain loan # 956781 is entered as repaid for \$9,250.00. This is entered as a liability in CCC Loans (221). All entries are allocated to CRN, OP. This loan will be treated as a loan for tax purposes.

Buttons: Make deposit, Cancel, Setup special

Once you have entered all the information, click on the “Make deposit” button and your deposit slip will be entered. You may either edit/print/record this deposit slip as shown in the previous examples.

Vendor	Code	Entprise	D	Amount	Description	PC	Units	Weight	Inv #
CCC #956781	301	CRN		\$9,250.00	Grain sale income	OP	5000		
CCC #956781	221	CRN	D	\$9,250.00	CCC loan repayment	OP	5000		221d

Amount Left: \$0.00

NOTE: If you would like to make corrections on any of the “special transactions”, click “Edit special” box on the check/deposit to take you back to the previous screen. Once everything is correct, you may either print/record the transaction.

If you decide to change the tax treatment of CCC Loan during the year:

On the “Vendor List” screen/CCC loan vendors, there is a box labeled “Change”.

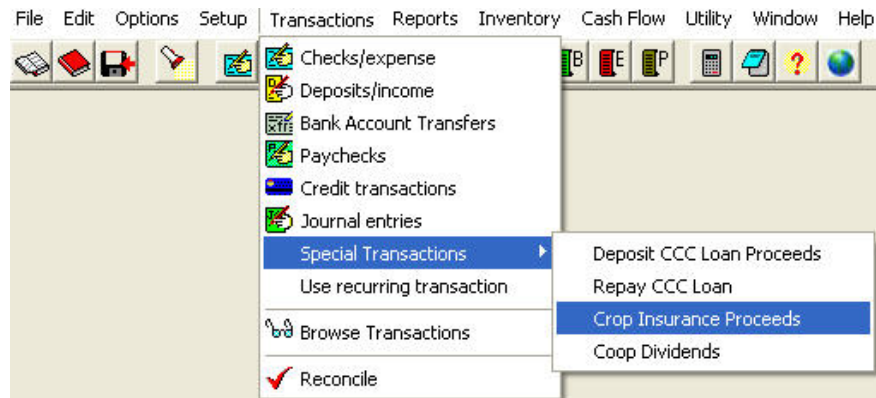
The screenshot shows the 'Vendor List' window. On the left is a list of vendors, with 'CCC #956781' selected. On the right is a form for this vendor. The 'Type' is set to 'CCC'. The 'CCC Loan No.' is '956781'. The 'Long Name' is 'CCC #956781'. The 'Address 1' is 'Commodity Credit Corp'. The 'Taxpayer ID#' is empty. The 'Phone' is '() -'. The 'Email address' is empty. The '*Inventory Acct Code' is '221'. The 'Crop Sealed (Enterprise)' is 'CRN'. The 'Flag for 1099' is unchecked. The 'Default Description' is empty. The 'Treated as' is 'Loan', and next to it is a button labeled 'Change' which is circled in red. Below this is a text box for '1/1/14 begin year balance' with a note '(Enter this at the start of the year)'. The 'Interest rate' is empty. A note at the bottom states: '*Liability Acct Code must be entered so that loans can be imported into liability inventory.' There is also an unchecked checkbox for 'Override Beginning Balance(s)'. At the bottom of the window are buttons: 'Delete', 'Add new', 'Save F10', 'Cancel', 'Close', and a printer icon.

If you click on this, you can change from “Treated as Loan” to “Treated as Income” or vice versa. You will get a warning screen. **WE HIGHLY RECOMMEND PRINTING THE CONTROL REPORT.** It will print everything that gets done. PcMars combs through your files (for that set of books) looking for CCC loan transactions entered in the Special Transaction wizard only. It will make the necessary changes to them according to the method displayed on the warning screen.

The screenshot shows a dialog box titled 'Change CCC loan treatment'. The text inside reads: 'This will change the vendor CCC #956781 so that it will be treated as an INCOME for tax purposes. This will also search through sealed grain transactions and change the account codes used for this CCC vendor. It will do this only for those entered by using special transactions. Note: All CCC loans created in this calendar year must have the same tax treatment. (All as income or All as loan) Because of the drastic nature of the changes made, make sure this is what you want to do before proceeding!'. There is a checked checkbox for 'Preview a control report'. At the bottom are two buttons: 'Change' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Crop Insurance Proceeds

Click on Transactions⇒Special Transactions⇒Crop Insurance Proceeds. An example of how to handle this type of transaction is shown below.



Fill out the insurance company, enterprise, date of loss, cause of damage, amount of damage, any unpaid premiums deducted and the net amount of the check. After everything is filled out, click “Make deposit” button.

The 'Crop Insurance Proceeds' dialog box is shown with the following data entered:

Insurance Vendor	Enterprise	Profit Center	Date of Loss	Cause of Damage	Gross Amount of Damage	Unpaid Premiums Deducted	Net Amount of Check received
* Top Deal Insuran	CRN	OP	7/17/15	Hail	\$1,300.00	\$120.00	\$1,180.00

Buttons at the bottom: , , , , .

The information you entered in the “wizard” will automatically be entered into the deposit slip. You may now either edit/print/record this transaction.

The 'Deposits/income' dialog box is shown with the following data entered:

Bank Account: 100 Farmers State Bank Balance: \$148,032.06

Deposit (icon of a stack of coins) Number: 2019 Not cleared

Date: 7/28/15 Total Amount: \$1,180.00 Edit special

Memo: Crop insurance proceeds ** Adding NEW

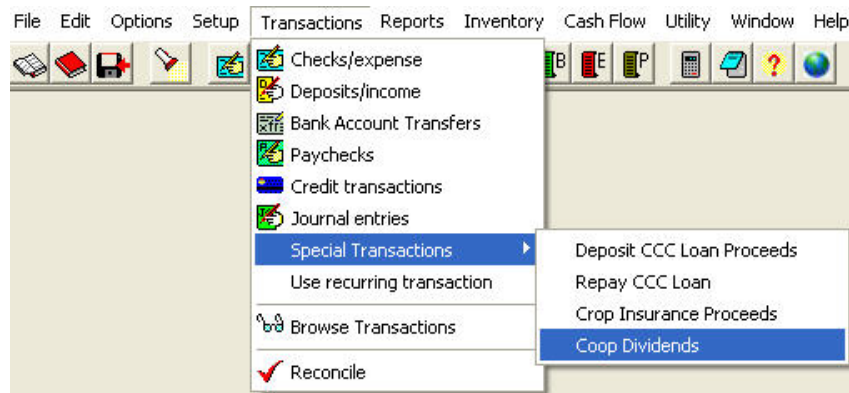
Vendor	Code	Enterprise	D	Amount	Description	PC	Units	Weight	Inv #
Top Deal Insuran	320	CRN		\$1,300.00	7/17/15.Hail	OP			
Top Deal Insuran	410	CRN	D	\$120.00	Unpaid premiums deducted	OP			

Amount Left: \$0.00

Buttons on the right: , , , , , , .

Coop Dividends

Click on Transactions⇒Special Transactions⇒Coop Dividends. An example of how to handle this type of transaction is shown below.



A Coop Dividend would be entered into the “Special Transactions” screen as shown below. After entering all the required information, you would click on “Make deposit” button.

The 'Coop Dividends' dialog box is shown. It contains the following fields and buttons:

- Asset account for non-cash dividend:** 119
- Vendor (Coop):** Coop Elevator
- Enterprise:** GEN
- PC:** OP
- Amount of cash dividend:** 344
- Amount of non-cash dividend:** 620
- Total taxable amount of dividend:** \$964.00
- Buttons:** Make deposit (with a green checkmark icon), Cancel (with a red X icon), and Setup special.

The information you entered in the “wizard” will automatically be entered into the deposit slip. You may now either edit/print/record this transaction.

The 'Deposits/income' screen is shown. It displays the following information:

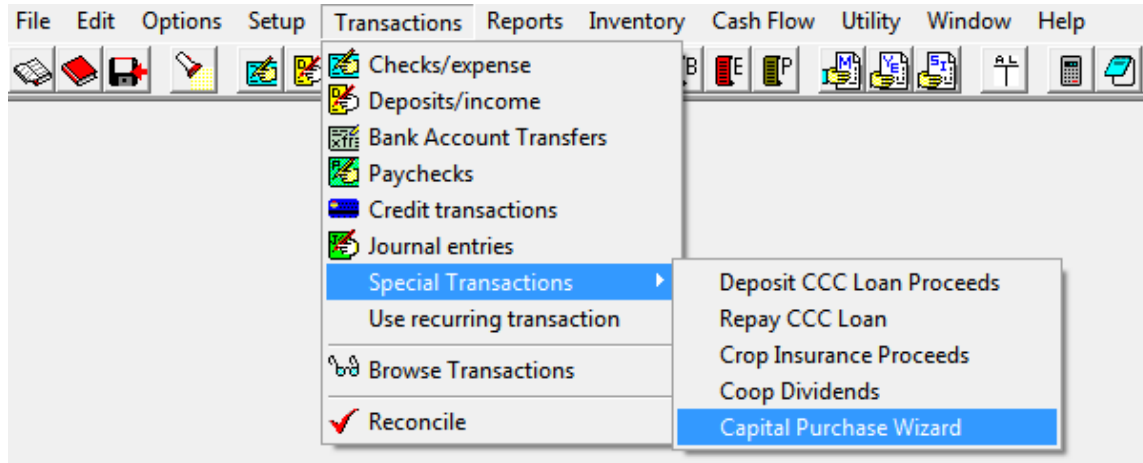
- Bank Account:** 100 Farmers State Bank
- Balance:** \$148,032.06
- Deposit Section (highlighted with a yellow box):**
 - Number:** 2019
 - Date:** 12/31/14
 - Total Amount:** \$344.00
 - Memo:** Coop dividend
 - Status:** Not cleared
 - Buttons:** Edit special, Adding (with a red star icon)
- Table:**

Vendor	Code	Enterprise	D	Amount	Description	PC	Units	Weight	Inv #
Coop Elevator	356	GEN		\$344.00	Coop cash dividend	OP			
Coop Elevator	357	GEN		\$620.00	Coop non-cash dividend	OP			
Coop Elevator	119	GEN		(\$620.00)	Coop stock asset	OP			
- Amount Left:** \$0.00
- Buttons on the right:** Save F10, Cancel, Reverse, Recurring, Prior, Setup item, Print F9, Blank row.

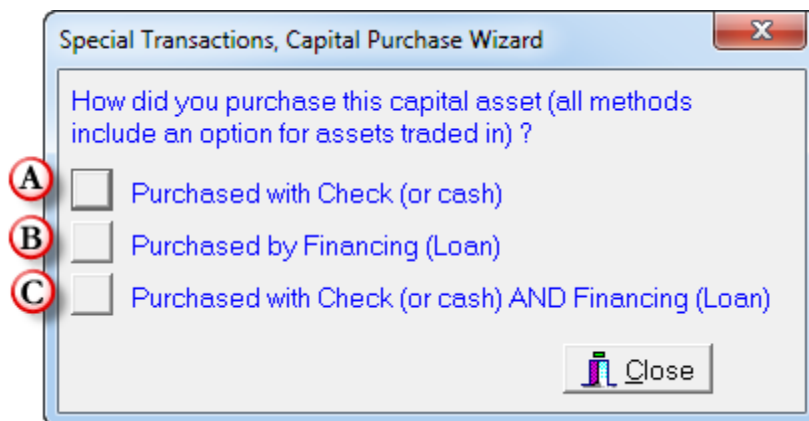
Capital Purchase

These capital purchase “wizards” were designed to help prompt users for all the needed information for the various scenarios such as cash purchase, trading existing equipment and financing options.

To use the capital purchase wizard go to Transactions ⇒ Special Transactions ⇒ Capital Purchase Wizard (see screen shot below).



After you have selected the “Capital Purchase Wizard” option, the following dialog box will appear. There are three options to use when making a capital purchase.



- A. Used when the capital asset is purchased only by cash using a check.
- B. Used when the capital asset is purchased only by financing using a loan.
- C. Used when the capital asset is purchased by a combination of **both** cash and loan financing.

Here is a list of the examples included on the following pages:

- A. Purchased with Check (or cash)
 - A(1). Purchased with Check (or cash); and assets traded as part of the purchase
- B. Purchased by Financing (Loan)
 - B (1). Purchase by Financing (Loan); with assets traded and an existing loan is being rolled into the new loan
- C. Purchased with Check (or cash) AND Financing (Loan)
 - C(1). Purchased by Check AND Financing; with assets traded and an existing loan is being rolled into the new loan.

To help illustrate, let’s review an example using each option.

A. Purchased with Check (or cash)

The facts for this example are; Joe purchased a new tractor from Phillips Implement for \$200,000; below is the completed wizard for this transaction.

Purchased with Check (or cash), Capital Purchase Wizard

1 Were any assets traded ? ☒ No ☐ Yes
If asset traded (yes), enter the number of traded assets 1

Cash Transaction Information

2 Bank Account 100 Farmers State Bank 3 Number 1073 4 Date 12/31/14
5 Enter Cash amount paid for new asset 200000 (boot)

New Asset Purchased Information

6 Pay to the Order of Phillips Impl. (Enter / select "who" you purchased the asset from)
Address Phillips Impl.
Memo

Enter new assets information below, (be sure to enter total purchase cost and any addition expenses)

Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
* 156	GEN	\$200,000.00	tractor	OP			

7

Insert row Blank row Setup item

Amount Left \$0.00


8 ☒ Make Check F10 ☐ Cancel


* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen

1. There were no assets to trade, so the “no” radio button was selected.
2. Select the bank account used to purchase the tractor.
3. Enter the check number here.
4. Select the date of the transaction.
5. Enter the amount of cash paid for the new asset.
6. The tractor is being purchased from Phillips Implement.
7. The account code, enterprise, dollar amount and description are entered here.
8. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense

Bank Account 100 Farmers State Bank Balance \$148,032.06

Check (Capital purch.)  Number 1073 Not cleared

Date 12/31/14 Total Amount \$200,000.00 


Pay to the Order of Phillips Impl.

Address Phillips Impl.

Memo Capital Purchase

☐ Paycheck Edit capital purch.

☐ Batch Print

**** Adding** 

Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
▶ 156	GEN	\$200,000.00	tractor	OP	0	0	

Amount Left \$0.00

Save F10
Cancel
Reuse
Recurring
Prior
Setup item
Print F9
Blank row
Insert row
Close

Now you can either “Save” or “Print” the transaction; just as if you had entered the check yourself.

A(1). Purchased with Check (or cash); and assets traded as part of the purchase

The facts for this example are; Joe purchased a tractor from Phillips Implement for a “boot” of \$150,000 and traded in his old tractor. Below is the completed wizard for this transaction. (Also you can select more than one traded asset, by simply clicking on the appropriate number of assets being traded.)

Purchased with Check (or cash), Capital Purchase Wizard

Were any assets traded ? ☐ No ☒ Yes **1**

If asset traded (yes), enter the number of traded assets **1** **2**

Cash Transaction Information

3 Bank Account **100** Farmers State Bank Number **1074** **4** Date **12/31/14** **5**

Enter Cash amount paid for new asset **6** **150000** (boot)

New Asset Purchased Information

7 Pay to the Order of **Phillips Impleme** (Enter / select "who" you purchased the asset from)

Address **Phillips Implement**

Memo

Enter new assets information below, (be sure to enter total purchase cost and any addition expenses)

Code	Enterprise	Amount	Description	PC	Units	Weight	Inv #
8 ▶ 156	GEN	\$150,000.00	new tractor	OP			

Insert row Blank row Setup item

Traded Asset Information

* For traded assets, the account code will default to the purchase asset account code (so they will be grouped together)

* For traded assets, no \$ amount is needed because they are traded and not sold. If they are sold you must enter them as an asset sale.

Traded Asset	Enterprise	Description	PC	Units	Weight	Inv #
9 Traded asset #1	GEN	traded tractor	OP			

Amount Left **\$0.00**

10 ☒ Make Check F10 ☐ Cancel

* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen

1. Joe traded assets, so he selected the “yes” radio button. This Traded Asset Information is added to the bottom of the wizard window.
2. Only one asset is being traded in this example.
3. Select the bank account used to purchase the tractor.
4. Enter the check number.
5. Select the date of the transaction.
6. Enter the amount of cash paid for the new asset.
7. The tractor is being purchased from Phillips Implement.
8. The account code, enterprise, dollar amount and description are all entered here.
9. Enter the description of the traded asset.
10. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense

Bank Account

100

Farmers State Bank

Balance

\$148,032.06

Check

(Capital purch.)

Number

1074

Date

12/31/14

Total Amount

\$150,000.00

Pay to the Order of

Phillips Impleme

Address

Phillips Implement

Memo

Capital Purchase

Not cleared

Paycheck

Edit capital purch.

Batch Print

** Adding

NEW

Save F10

Cancel

Reuse

Recurring

Prior

Setup item

Print F9

Blank row

Insert row

Close

Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
156	GEN	\$150,000.00	new tractor	OP	0	0	
156	GEN	\$0.00	traded tractor	OP	0	0	

Amount Left

\$0.00

B. Purchased by Financing (Loan), Capital Purchase Wizard

The facts for this example are; Joe purchased a new tractor and financed the entire purchase cost of \$200,000 with Phillips Financial.

Purchased by Financing (Loan), Capital Purchase Wizard

1 Were any assets traded ? ☒ No ☐ Yes
If asset traded (yes), enter the number of traded assets

2 **New Loan (Finance) Information** (If new loan vendor does not exist, select "New loan" to create)
Creditor Liability code 3
Number 4 Date 5
Enter total amount financed on "new" loan 6 (boot)

New Asset Purchased Information

7 Pay to the Order of (Enter / select "who" you purchased the asset from)
Address
Memo

Enter new assets information below, (be sure to enter total purchase cost and any addition expenses)

	Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
8	*156	GEN	\$200,000.00	New John Deere Tractor	OP			

Amount Left

9

* If you want to append additional notes to this transaction, click the tack note icon and drag it to the credit screen

1. There were no assets were traded in this example.
2. The creditor would be entered here. (If this were a new loan you would click on “new loan” and fill in the vendor list loan information.
3. If the default liability code was not correct, you can change the code here.
4. Enter the transaction number here.
5. Select the date of the transaction.
6. Enter the amount financed for the new asset.
7. The tractor is being purchased from Phillips Implement.
8. The account code, enterprise, dollar amount and description are entered here.
9. After completing all the information in the wizard, click on “Make transaction F10”. PcMars will enter the wizard information into the credit transaction screen , so that a check can be printed, (see picture below).

Credit transaction

Creditor

Phillips Financi

Balance

\$200,000.00

Save F10

Cancel

Liability code

282

Expense

Income

Add new

Credit

(Capital purch)

Number

1

Not cleared

Pay to the Order of

Phillips Impleme

Date

12/31/14

Total Amount

\$200,000.00

Address

Phillips Implement

Paycheck

Edit capital purch.

Batch Print

Memo

** Editing

Next

Prior

Setup item

Print F9

Blank row

Insert row

Close

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
Phillips Impleme	156	GEN	\$200,000.00	New John Deere Tractor	OP	0	0	

Amount Left

\$0.00

B(1). Purchased by Financing (Loan), Capital Purchase Wizard – with assets traded and an existing loan is being rolled into the new loan

The facts for this example are, Joe purchased a new tractor, traded in an old tractor (with an existing loan), and financed the entire amount of \$275,000 (which includes \$75,000 of the traded tractor loan).

Purchased by Financing (Loan), Capital Purchase Wizard

1 Were any assets traded? ☐ No ☒ Yes

If asset traded (yes), enter the number of traded assets 1 2

If asset traded (yes), was any existing loan amount rolled into the new loan? ☐ No ☒ Yes 3

New Loan (Finance) Information (If new loan vendor does not exist, select "New loan" to create)

Creditor 4 Phillips Financi New loan Liability code 282 5

Number 6 2 Date 12/31/14 7

Enter total amount financed on "new" loan 275000 8

New Asset Purchased Information

Pay to the Order of Phillips Impleme 9 (Enter / select "who" you purchased the asset from)

Address Phillips Implement

Memo

Enter new assets information below, (be sure to enter total purchase cost and any addition expenses)

Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
156	GEN	\$200,000.00	New John Deere Tractor	OP			

10

Insert row Blank row Setup item

Traded Asset Information

* For traded assets, the account code will default to the purchase asset account code (so they will be grouped together)

* For traded assets, no \$ amount is needed because they are traded and not sold. If they are sold you must enter them as an asset sale.

Traded Asset	Entprise	Description	PC	Units	Weight	Inv #
Traded asset #1	GEN	Old John Deere Tractor	OP			

11

Old Loan Information (rolled into new loan, shown above)

* Select the "old" Loan Vendor and enter the amount rolled into the "new" Loan and any additional information

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
Phillips Financi	282	GEN	\$75,000.00	Old Tractor Loan	OP			282b

12

Insert row Blank row Setup item

Amount Left \$0.00

13 ☒ Make transaction F10 ☐ Cancel

* If you want to append additional notes to this transaction, click the tack note icon and drag it to the credit screen

1. Joe traded assets, so he selected the “yes” radio button, this Traded Asset Information is added to the bottom of the wizard window.
2. Only one asset is being traded in this example.
3. There is an existing loan that is being rolled into the new loan.
4. The creditor would be entered here.
5. If the default was not correct, you can change the code here.
6. Enter the transaction number here.
7. Select the date of the transaction.
8. Enter the amount financed for the “new” loan.
9. The tractor is being purchased from Phillips Implement.
10. The account code, enterprise, dollar amount and description are entered here.
11. Here is where you enter the description of the traded asset.
12. The details of the existing loan should be entered here.
13. After completing all the information in the wizard, click on “Make transaction F10”. PcMars will enter the wizard information into the credit transaction screen so that a check can be printed. (see picture below).

Credit transaction

Creditor: Phillips Financi Balance

Liability code: 282 Expense Income

Credit (Capital purch) Number: 3 Not cleared

Pay to the Order of: Phillips Impleme Date: 12/31/14 Total Amount: \$275,000.00

Address: Phillips Implement

Memo:

☐ Paycheck ☐ Edit capital purch. ☐ Batch Print

**** Adding NEW**

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
Phillips Impleme	156	GEN	\$200,000.00	New John Deere Tractor	OP	0	0	
Phillips Impleme	156	GEN	\$0.00	Old John Deere Tractor	OP	0	0	
Phillips Impleme	256	GEN	\$75,000.00	Old Tractor Loan	OP	0	0	256c

Amount Left \$0.00

Buttons: Save F10, Cancel, Reuse, Recurring, Prior, Setup item, Print F9, Blank row, Insert row, Close

C. Purchased with Check (or cash) AND Financing (Loan)

The facts for this example are, Joe purchased a new tractor; he paid \$15,000 cash and financed the remaining \$185,000.00 with Phillips Financial.

Purchased by Check AND Financing, Capital Purchase Wizard

Were any assets traded ? ☒ No ☐ Yes **1**
 If asset traded (yes), enter the number of traded assets
 If asset traded (yes), was any existing loan amount rolled into the new loan ? ☒ No ☐ Yes

Cash Transaction Information

2 Bank Account Farmers State Bank Number 3 Date 4
 Enter Cash amount paid for new asset 5 Note: cash \$ + finance \$ = boot

New Loan (Finance) Information (If new loan vendor does not exist, select "New loan" to create)
 Creditor **6** New loan Liability code 7
 Enter total amount financed on "new" loan 8

New Asset Purchased Information

9 Pay to the Order of (Enter / select "who" you purchased the asset from)
 Address
 Memo

Enter new assets information below, (be sure to enter total purchase cost and any addition expenses)

	Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
10	* 156	GEN	\$200,000.00	Capital Purchase	OP			

11

Amount Left **\$0.00**


* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen

1. There were no assets traded in this example.
2. Select the bank account used to purchase the tractor.
3. Enter the check number here.
4. Select the date of the transaction.
5. Enter the amount of cash paid for the new asset.
6. The creditor would be entered here. (If this were a new loan you would click on "new loan" and fill in the vendor list loan information).

7. If the default liability code was not correct, you can change the code here.
8. Enter the amount financed for the new asset.
9. The tractor is being purchased from Phillips Implement.
10. The account code, enterprise, dollar amount and description are entered here.
11. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense

Bank Account: 100 Farmers State Bank Balance: \$148,032.06

Check (Capital purch)  Number: 1075 Not cleared

Date: 12/31/14 Total Amount: \$15,000.00

Pay to the Order of: Phillips Impleme

Address: Phillips Implement

Memo: Capital Purchase

☐ Paycheck Edit capital purch.

☐ Batch Print

**** Adding NEW**

Vendor	Code	Enterprise	Amount	Description	PC	Units
Phillips Impleme	156	GEN	\$200,000.00	Capital Purchase	OP	0
Phillips Financi	282	GEN	(\$185,000.00)	Capital Purchase	OP	0

Amount Left: \$0.00

Buttons: Save F10, Cancel, Reuse, Recurring, Prior, Setup item, Print F9, Blank row, Insert row, Close

C(1). Purchased with Check (or cash) AND Financing (Loan) – with assets traded and an existing loan is being rolled into the new loan

The facts for this example are, Joe purchased a new tractor, traded in an old tractor (with an existing loan), Joe paid \$10,000.00 cash, and financed the remaining amount of \$265,000 (which includes \$75,000 of the traded tractor loan).

Purchased by Check AND Financing, Capital Purchase Wizard

1 Were any assets traded? ☐ No ☒ Yes
 If asset traded (yes), enter the number of traded assets 2 1
 If asset traded (yes), was any existing loan amount rolled into the new loan? ☐ No ☒ Yes 3

Cash Transaction Information

4 Bank Account 100 Farmers State Bank Number 1076 5 Date 12/31/14 6
 Enter Cash amount paid for new asset 7 10000.00

New Loan (Finance) Information (If new loan vendor does not exist, select "New loan" to create)

8 Creditor Phillips Financi New loan Liability code 282 9
 Enter total amount financed on "new" loan 10 265000.00

New Asset Purchased Information

11 Pay to the Order of Phillips Impleme (Enter / select "who" you purchased the asset from)
 Address Phillips Implement
 Memo
 Enter new assets information below, (be sure to enter total purchase cost and any addition expenses)

Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
156	GEN	\$200,000.00	Capital Purchase	OP			

12

Insert row Blank row Setup item

Traded Asset Information

* For traded assets, the account code will default to the purchase asset account code (so they will be grouped together)
 * For traded assets, no \$ amount is needed because they are traded and not sold. If they are sold you must enter them as an asset sale.

Traded Asset	Entprise	Description	PC	Units	Weight	Inv #
Traded asset #1	GEN	Old John Deere Tractor	OP			

13

Old Loan Information (rolled into new loan, shown above)

* Select the "old" Loan Vendor and enter the amount rolled into the "new" Loan and any additional information

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
John Deere Loan	282	GEN	\$75,000.00	Old Tractor Loan	OP			282c

14

Insert row Blank row Setup item

Amount Left \$0.00

✓ Make Check F10 ✗ Cancel

* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen

1. Joe traded assets, so he selected the “yes” radio button, this Traded Asset Information is added to the bottom of the wizard window.
2. Only one asset is being traded in this example.
3. There is an existing loan, which is being rolled into the new loan.
4. Select the bank account used to purchase the tractor.
5. Enter the check number.
6. Select the date of the transaction.
7. Joe is paying \$10,000.00 cash toward the purchase of the new tractor.
8. The creditor would be entered here.
9. If the default liability code was not correct, you can change the code here.
10. Enter the amount financed for the new asset , including the “old” loan amount, in the example \$265,000.00 is the total amount being financed.
11. The tractor is being purchased from Phillips Implement.
12. The account code, enterprise, dollar amount and description are entered here.
13. Enter the description of the traded asset.
14. The details of the old tractor loan are entered here.
15. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense

Bank Account **100** Farmers State Bank Balance \$148,032.06

Check (Capital purch) Number **1077** Not cleared

Date **12/31/14** Total Amount **\$10,000.00**

Pay to the Order of **Phillips Impleme**

Address **Phillips Implement**

Memo **Capital Purchase**

☐ Paycheck Edit capital purch.

☐ Batch Print

**** Adding**

Vendor	Code	Entprise	Amount	Description	PC	Units
Phillips Impleme	156	GEN	\$200,000.00	Capital Purchase	OP	0
Phillips Financi	282	GEN	(\$265,000.00)	Capital Purchase	OP	0
Phillips Impleme	156	GEN	\$0.00	Old John Deere Tractor	OP	0
John Deere Loan	282	GEN	\$75,000.00	Old Tractor Loan	OP	0

Amount Left **\$0.00**

Buttons: Save F10, Cancel, Reuse, Recurring, Prior, Setup item, Print F9, Blank row, Insert row, Close

Entering Payroll Information (Recommended Simplified Payroll Method)

Once your PcMars payroll is set up, entering payroll checks will be a simple procedure. However, the “Payroll General Information” needs to be entered correctly for the PcMars to work properly.

You first need to enter the Employer information by clicking on Setup⇒Payroll⇒General Information. On this first tab, type in all of your pertinent information as shown on the screen below.

Payroll General Information

Simplified payroll method ☒

Payroll year: 2015

Social Security rate *: 0.0620 Phase out limit: \$9,999,999.99 (none specified)

Medicare rate: 0.0145 * This is the employer rate.

Combined FICA rate: 0.0765

Normal pay period: Weekly

Employer Fed Id #: 92-7733567

Employer State Id #: 92-7733567

State of employment: IA

Employer name: Sample Farms

Address: John C. Sample
11921 130th Street
Story City, IA 50248

Extra pay wording: Bonus Pay Extra pay unit name:

FUTA upper limit 2015: 7000 SUTA upper limit: 16500

FUTA contribution rate 2015: 0.0080 SUTA contribution rate: 0.0000

SUTA surcharge rate: 0.0005

Lock paycheck descriptions (can't change) ☐

Employer Data Labor Withholding Data Labor Deposit Data

OK Cancel

Most of the information will have already been filled in for you. The main areas that you need to add are the Federal and State ID numbers and the normal pay period for your operation. If you receive regular updates of the program, the Social Security and Medicare rates will default to the current rates.

When you check the “Simplified payroll method” on the “Payroll General Information” screen, the gross check is also entered as an expense and the deductions are entered as a negative expense, **so the net check is also the net farm expense**. When a producer actually pays the withholding, he would enter this check as an expense. Because PcMars users typically think of the withholding payments as an “expense”, this method is referred to as the “Simplified Payroll Method”. PcMars will track the amount of withholding owed through the labor reports.

Labor withholding Data (Simplified Payroll Method)

The second tab you can mark whether each deduction is subject to six different tax possibilities. The “W2 Summary/Payroll Information” Report will select these setups and print a W2 Proforma.

Payroll General Information

Soc. Sec. Withheld code []
Soc. Sec. description Social Security Withheld

Medicare Withheld code []
Medicare description Medicare Withheld

FICA employer's share expense code []

Fed. Withheld acct code []
Fed. Withheld description Federal Withheld

State Withheld acct code []
State Withheld description State Withheld

Pension acct code []
Pension description **Fidelity Pension Plan**

Other1 acct code []
Other 1 description Garnished Wages Withheld

Other 2 acct code []
Other 2 description []

Other 3 acct code []
Other 3 description []

FICA acct code []
FICA description FICA Withheld

Warning:
You should not change any data on this screen after paychecks have been entered.

Subject to taxes...

☒ Fed Tax ☒ State Tax
☒ SS Tax ☒ Med Tax
☒ FUTA ☒ SUTA

☒ Fed Tax ☒ State Tax
☒ SS Tax ☒ Med Tax
☒ FUTA ☒ SUTA

☒ Fed Tax ☒ State Tax
☒ SS Tax ☒ Med Tax
☒ FUTA ☒ SUTA

☒ Fed Tax ☒ State Tax
☒ SS Tax ☒ Med Tax
☒ FUTA ☒ SUTA

These 2 items are for prior to version 2.0, where Soc.Sec. & Medicare were combined.

Employer Data **Labor Withholding Data** Labor Deposit Data

OK Cancel

Pc Mars Plus

This description is not in description list
Do you want to add it to the description list?

Yes No

These descriptions **MUST** be entered in the “Description List”. PcMars **tracks** the payroll deductions by the description. These default descriptions are filled in for you when you enter the actual paycheck.

*****NOTE: If you change the default description in the paycheck screen, the withholding WILL NOT BE TRACKED!*****

Labor Deposit Data (Simplified Payroll Method)

On the third tab you can specify a default description for the labor deposit account codes.

Remember—in order for your labor reports to calculate your deposit liability correctly, both the designated account code and description must be used.

The screenshot shows a software window titled "Payroll General Information" with three tabs: "Employer Data", "Labor Withholding Data", and "Labor Deposit Data". The "Labor Deposit Data" tab is active and highlighted in yellow. It contains a table for setting default descriptions for labor deposit account codes. The table has three columns: "Code(s)", "Description(s)", and "Set default description when code entered". There are three rows for "FICA deposit", "Fed. deposit", and "State deposit". Each row has two dropdown menus for "Code(s)" and "Description(s)", and a "Yes" checkbox. The "FICA deposit" row has "501" in the code dropdown and "(Fed Dep)" in the description dropdown, with the "Yes" checkbox checked. The "Fed. deposit" row has "510" in the code dropdown and "(Fed Dep)" in the description dropdown, with the "Yes" checkbox checked. The "State deposit" row has "511" in the code dropdown and "(St Dep)" in the description dropdown, with the "Yes" checkbox checked. Below the table is a "Warning:" section with the text "You should not change this data after labor deposits have been entered." At the bottom of the window are "OK" and "Cancel" buttons.

	Code(s)	Description(s)	Set default description when code entered
FICA deposit	501	(Fed Dep)	Yes <input checked="" type="checkbox"/>
			Yes <input type="checkbox"/>
Fed. deposit	510	(Fed Dep)	Yes <input checked="" type="checkbox"/>
			Yes <input type="checkbox"/>
State deposit	511	(St Dep)	Yes <input checked="" type="checkbox"/>
			Yes <input type="checkbox"/>

Warning:
You should not change this data after labor deposits have been entered.

Employer Data | Labor Withholding Data | **Labor Deposit Data**

OK Cancel

Adding Employees

Now that you have the General Payroll Data entered into the system, the next step is to add your employees. That window is opened up by selecting Setup⇒Payroll⇒Employee List.

You would click the Add new button to add employees. You need to type in all of the pertinent information (remember, you will need the address and Social Security number to file the W-2). To move from field to field use either the Tab key, Enter key or your mouse.

If you choose to use the tax tables (the Iowa & Minnesota), you will receive a warning that the state tax tables will not be updated after 2009. (**See #1** in pic below) because of the release of the Advanced Payroll Module. If you want access to the current tax tables for Iowa, Minnesota & Illinois, please call to order the Advanced Payroll Module (Booklet of features available on our web site www.pcmars.com).

Employee List

Bob Smith
Elliott, Gary
Goodman, Howard
Peters, Darrin

Name: Bob Smith

Long name: Bob Smith

Address 1:
Address 2:
Address 3:
Telephone: () - Soc. Sec. No. - -

Hire date: 1/14/15 Release date:
No. exemptions/With. allowances: 1 State of employment: IA
Filing Status: Single Pay period: Weekly
Account code: 540 Pay per hour:
Salary per period: \$1,500.00 FICA method: FICA deducted
Calculate overtime manually:
Overtime rate (%): 100% Overtime start point: 40 hours
Enterprise: GEN Profit center: OP
Subject to FUTA: Subject to SUTA:
Fed tax as % of gross: Fed Tax start point:
Fed tax as fixed amt.:
State tax from table: ☒ State tax as % of gross:
State tax start point: as fixed amt.:
Pc Mars Plus
State tax tables will not be updated after December 2009, so state taxes withheld may not be correct if you use the state tax table method of withholding.
Order Advanced Payroll to get the Federal and State tax tables updated each year, plus extra withholdings, pay types and much more.
OK

Delete Add new Save F10 Cancel Close Print

Pc Mars Plus

The 'State tax from table' is not an available option for that state of employment and the option will be de-selected.

OK

Fed tax as % of gross: Fed Tax start point:
Fed tax as fixed amt.:
State tax from table: ☒ State tax as % of gross:
State tax start point: as fixed amt.:

If you choose to use the 2009 tax tables, by filling in the exemptions, filing status and pay period and then clicking on the box labeled “State tax from table” the program will figure out how much state tax to withhold. **Note — if other states are selected as “State of Employment”, the “State tax from table” option will be disabled.**

If the State of Iowa (or Minnesota) employment for an employee has changed, a warning box will pop up stating that the “State Tax from Table” is not an available option for that state, and will be “de-selected”. (See #2 in pic on previous page)

The Federal Tax will be figured based on a percentage or as a fixed amount with each paycheck, depending on what information you enter. You can find the percentage and Federal Tax start point by referring to Circular E that is sent by the IRS in either December or early January. Also, be aware that there are other deduction areas for use such as child support, pensions, etc. Once you are finished, click the Save F10 button, to save the employee information and leave the window open to add more employees. Clicking the Close button will allow you to save the information and close the window.

Entering Paychecks

Entering paychecks becomes easy if you followed the directions for setting up payroll information. To enter a paycheck you either click on the icon that looks like a person writing a check that has a “P” on it OR if you are already in the check screen, click on the box that says “Paycheck”. Doing this will either bring up a paycheck screen or change the color of the check screen that is already up. The purpose of a different colored screen is to help you remember that this is a paycheck and not a regular check.

As you input the check information, you can click the Calc button to bring up the screen below and your withholding information is automatically entered. You have the option to “Calculate Gross Pay from Net Check” **OR** enter the hours and automatically calculate the rest of the check information.

If you wish to “Calculate Gross Pay from Net Check”, you can type in the amount of the net check and hit the enter key or click on “OK” and the program will calculate the gross pay and deductions for you.

Calculate Paycheck Detail

Pay Calculation

Hours \$10.00/hr Gross pay \$549.98

Quantity Rate Bonus Pay

Withholdings

Soc. Security Medicare Federal Tax

State Tax Fidelity Pension Plan Garnished Wages Wheld

Only soc. sec. and medicare are recalculated if changes are typed into taxes or other 3 withholdings. IA Unemployment Wheld Party/Xmas fund

Calculate Gross Pay from Net Check ☒ **Net Check**

Reset Values State tax table out of date

OR

If you enter the hours, the computer will automatically calculate the rest of the check as in the example below.

Calculate Paycheck Detail

Pay Calculation

Hours \$10.00/hr Base pay

Quantity Rate Bonus Pay

Withholdings

Soc. Security Medicare Federal Tax

State Tax Fidelity Pension Plan Garnished Wages Wheld

IA Unemployment Wheld Party/Xmas fund

Calculate Gross Pay from Net Check ☐ **Net Check**

Reset Values State tax table out of date

Whichever way you choose to enter the calculations, just click “OK” and this will enter the figures into the paycheck as shown below. All of the information was transferred from the previous screen and put into the appropriate accounts based on your setup information. All that is left to do is to click on the Save F10 button to save it, or the Print button to print the check.

The screenshot shows the 'Paycheck' window in a software application. At the top, it displays 'Bank Account' as '100 Farmers State Bank' and 'Balance' as '\$138,032.06'. The main form area is highlighted with a red border and contains the following fields:

- Paycheck Number:** 1078
- Date:** 4/21/15
- Total Amount:** 430.67
- Pay to the Order of:** Peters, Darrin
- Address:** Peters, Darrin, 1616 Oak Street, Gilbert, IA 50105
- Memo:** (empty field)
- Buttons:** 'Paycheck' (checked), 'Batch Print' (unchecked), 'Calc', and a red 'NEW' badge.

Below the form is a table with the following data:

Code	Entprise	Amount	Description	PC	Units	Weight	Inv #
541	GEN	\$550.00	Gross Pay	OP	55		
541	GEN	(\$34.10)	Social Security Withheld	OP			
541	GEN	(\$7.98)	Medicare Withheld	OP			
541	GEN	(\$33.00)	Federal Withheld	OP			
541	GEN	(\$18.12)	State Withheld	OP			
541	GEN	(\$16.50)	Fidelity Pension Plan	OP			
541	GEN	(\$5.50)	Garnished Wages Wheld	OP			
541	GEN	(\$2.75)	IA Unemployment Wheld	OP			
541	GEN	(\$1.38)	Party/Xmas fund	OP			

At the bottom of the table, it shows 'Amount Left' as '\$0.00'. On the right side of the window, there are several buttons: 'Save F10' (with a green checkmark), 'Cancel' (with a red X), 'Reuse' (with a refresh icon), 'Recurring', 'Prior' (with a left arrow), 'Setup item', 'Print F9' (with a printer icon), 'Blank row', 'Insert row', and 'Close' (with a red square icon).

*****NOTE:** If you “manually” change the default descriptions (set up under “Payroll General Information”), the deductions **WILL NOT TRACK** on the labor reports.***

Cash Flow/Budget

There are three different modes you can choose on the Cash Flow screen. You first need to select the mode of operation you wish to use and enter the Cash Flow/budget file name. The three different options are:

- Detailed mode - allows you to enter detailed crop and livestock unit and price data. For example, for corn income you can specify bushel sold per month and dollars per bushel. For livestock you can enter head, dollar per head or pounds and cents per pound. The advantage of this mode is that you can get into more detail and some of the math is done for you.
- Non Detailed mode - you strictly use dollar amounts without units and prices. The advantage of this mode is that you can plug in easier the dollar amounts if you have already calculated most of the data ahead of time.
- Simplified (Budget) mode - you enter dollar amounts for a budget. The budget uses dollar amounts for each account code. You can enter it on a yearly or monthly basis, depending on how you have set it up under the "Advanced" tab under Business Information.

Open Cash Flow File < detailed >

Cash flow mode of operation

☒ **Detailed mode**
Select detailed mode if you want to enter detailed crop and livestock unit and price data. Pc Mars will calculate cash flow dollars from that data.

☐ **Non detailed mode**
Select non detailed mode to strictly use dollar amounts without units and prices..

☐ **Simplified (Budget)**
Select simplified mode to use as a budget. Dollar amounts are entered on a monthly or yearly basis.

Cash flow name **CashFlo**

Currently opened to: CashFlo

OK **Cancel**

NOTE: There is a drop down box where you can select which Cashflow/Budget you wish to work on.

Entering Cash Flow (Detailed Mode)

To enter a Cash Flow (detail mode) click on Cash Flow⇒Enter Cash Flow/Budget Data. This is where you enter the actual Cash Flow projection data. The code description is shown in maroon at the upper left hand corner of the window. The code number is shown on the upper right hand corner, and the code grouping name is shown underneath it.

In the Cash Flow (Detailed Mode), there are seven “methods” of data entry. Those options are:

By percent - With this method you enter the total Cash Flow projection in dollars and then allocate the percentage per month of that total. The allocated percentages must total up to 100%.

By dollars - With this method you enter the total Cash Flow projection in dollars and then allocate the dollars per month of that total. The allocated dollars must total to the amount entered for Year Total.

Split even - With this method you enter the total Cash Flow projection in dollars, and then the program splits it equally between the months. This is most useful for items that are nearly the same each month or that are hard to determine the monthly variations.

Crop by unit - With this method you enter the total Cash Flow projection in units (such as bushels) for the item. You then enter a price per unit for the item. This will default the monthly unit prices. You next allocate the units per month of the unit total. You can adjust the monthly prices as desired. You also have the option of modifying the unit name, if the default unit name is not appropriate. The allocated monthly units must be equal to that entered for Year Total.

Crop expense - With this method you enter the total number of acres for the crop shown, and the expense per acre of the expense item. You then allocate the percentage per month of that expense yearly total. The allocated percentages must total up to 100%. Once you have entered the crop acres for a given crop, that figure will be used for the next expense item for that crop.

Livestock by head - With this method you enter the total Cash Flow projection in head for the item. You then enter a price per head for the item. This will default the monthly prices per head. You next allocate the head per month of the yearly head total. You can adjust the monthly prices as desired. The allocated month head must be equal to that entered for Year Total.

Livestock by pound - With this method you enter the average weight of the animal and then the total Cash Flow projection in head for that item. You then enter a price per pound for the item. This will default the monthly prices per pound. You next allocate the head per month of the yearly head total. You can adjust the monthly prices as desired. The allocated month head must be equal to that entered for Year Total.

The “Detailed Mode” screen also has the capability to “increase/decrease” asset and liability codes where the “Non-detailed Mode” only allows you to enter the net.

You can carryover a Cash Flow from a previous year in order to save time on data entry. See the “Carry Over Cash Flow” section in this booklet.

Breeding Hogs (increases)

Method < detailed >

☐ By percent ☐ Crop - by unit ☐ Lvstk - by pound
☐ By dollars ☐ Crop expense ☐ Lvstk - by head
☐ Split even ☒ Lvstk - by head

	Head	\$\$/Hd	\$\$
Year Total			
December	0.00	0.00	\$0.00
January	0.00	0.00	\$0.00
February	0.00	0.00	\$0.00
March	0.00	0.00	\$0.00
April	0.00	0.00	\$0.00
May	0.00	0.00	\$0.00
June	0.00	0.00	\$0.00
July	0.00	0.00	\$0.00
August	0.00	0.00	\$0.00
September	0.00	0.00	\$0.00
October	0.00	0.00	\$0.00
November	0.00	0.00	\$0.00

Amount Left 0.00

Assets / Liabilities / Income / Expense / Non-Farm /

Code 150 ☒ Increases ☐ Decreases

Group Assets

CASH FLOW SUMMARY

Crop income (+)	\$0.00
Livestock income (+)	\$0.00
Other income (+)	\$0.00
Crop expenses (-)	\$0.00
Livestock purch. (-)	\$0.00
Other expense (-)	\$0.00
Assets net change (-)	\$0.00
Liab. net change (+)	\$0.00
Bus. cash in (+)	\$0.00
Bus. cash out (-)	\$0.00
Bus. cash net (=)	\$0.00
Non-bus. cash flow	\$0.00
Cash Net	\$0.00

Save F10 Cancel Carry over

NOTE: Clicking on the right mouse button will allow you to “Save As” and rename any Cash Flow/budget in numerous different scenarios.

Rename Cash Flow

Save cash flow as: (rename) CashFlo

OK Cancel

Rename Budget

Save budget as: (rename) Budget

OK Cancel

Entering Cash Flow (Non-detail Mode)

To enter a Cash Flow (non-detail) click on Cash Flow⇒Enter Cash Flow/Budget Data. This is where you enter the actual Cash Flow projection data. The code description is shown in maroon at the upper left hand corner of the window. The code number is shown on the upper right hand corner, and the code grouping name is shown underneath it.

You first need to select one of the three methods to enter the Cash Flow data.

By Percent - With this method you enter the total Cash Flow projection in dollars and then allocate the percentage per month of that total. The allocated percentages must total up to 100%.

By Dollars – With this method you would enter the total Cash Flow projection in dollars and then allocate the dollars per month of that total. The allocated dollars must total to the amount entered for Year Total.

Split Even - With this method you enter the total Cash Flow projection in dollars and then the program splits it equally between the months. This is most useful for items that are nearly the same each month or that are hard to determine the monthly variations.

The Cash Flow utility automates the budget procedure considerably in many areas. There are several reports available that will print the budget figures next to the actual in order for you to compare results. A sample of the Cash Flow (non-detail) data entry screen is below.

Enter Cash Flow Data - for file < CashFlo >

Corn/Feed Code 300

Method < non detailed >

☒ By percent ☐ By dollars ☐ Split even

Group Crop Income

	Percent	\$\$
Year Total	100.00	
December	0.00	\$0.00
January	0.00	\$0.00
February	0.00	\$0.00
March	0.00	\$0.00
April	0.00	\$0.00
May	0.00	\$0.00
June	0.00	\$0.00
July	0.00	\$0.00
August	0.00	\$0.00
September	0.00	\$0.00
October	0.00	\$0.00
November	0.00	\$0.00

Amount Left 100.00

Assets Liabilities Income Expense Non-Farm

Save F10 Cancel Carry over

CASH FLOW SUMMARY

Crop income (+)	\$0.00
Livestock income (+)	\$0.00
Other income (+)	\$0.00
Crop expenses (-)	\$0.00
Livestock purch. (-)	\$0.00
Other expense (-)	\$0.00
Assets net change (-)	\$0.00
Liab. net change (+)	\$0.00
Bus. cash in (+)	\$0.00
Bus. cash out (-)	\$0.00
Bus. cash net (=)	\$0.00
Non-bus. cash flow	\$0.00
Cash Net	\$0.00

You can carryover a Cash Flow from a previous year in order to save time on data entry. See the “Carry Over Cash Flow” section in this booklet.

Entering Simplified Budget

Many people may want to enter a budget to compare to their actual expenses throughout the year. The budget entry screen is found under Cash Flow⇒Enter Cash Flow/Budget Data. The screen will look like the one below.

Account Code	Year Total	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget
150 Breeding Hogs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
156 Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
157 Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
158 Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
162 Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
164 Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
170 Other Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
174 Other Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
175 Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
176 Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
179 Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
181 Bare Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182 Bare Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
187 Non-Current Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Assets | Liabilities | Income | Expense | Non-Farm

Save F10 | Cancel | Reset | Split equally | Carry over

This is rather simple to fill out. You first select the category you want to work in by clicking on the appropriate tab. You can “Carry Over” last year’s actuals by clicking on the “Carryover” button at the bottom of the screen.

If there are certain accounts that you believe will not change much from month to month, you can click on the “Split equally” button. This will pop up a separate window. You put the total yearly expense in that window and click the OK button. It will take that number and divide it by twelve and put twelve equal amounts under each month. Once you are done with the budget, you can click OK to save the numbers and exit the program.

In conclusion, once you have one year’s set of books on the system, you have the option to roll those numbers into the new year set of books as budget figures. You then have the option to come back into this section to modify any of the numbers rolled in.

Carry Over Cash Flow

In PcMars you are able to carry over any Cash Flow or budget file from the previous year. This will save you time in having to type in all new numbers when they might be the same or similar to the previous year. In the Cash Flow screen you will have a “Carry over” button at the bottom of the screen.

Enter Cash Flow Data - for file < CashFlo >

Breeding Hogs (increases)

Method < detailed >

☐ By percent ☐ Crop - by unit ☐ Lvstk - by pound
☐ By dollars ☐ Crop expense
☐ Split even ☒ Lvstk - by head

Code: 150 ☒ Increases ☐ Decreases

Group: Assets

CASH FLOW SUMMARY

	Head	\$\$/Hd	\$\$
Year Total			
December	0.00	0.00	\$0.00
January	0.00	0.00	\$0.00
February	0.00	0.00	\$0.00
March	0.00	0.00	\$0.00
April	0.00	0.00	\$0.00
May	0.00	0.00	\$0.00

Amount Left: 0.00

Assets / Liabilities / Income / Expense / Non-Farm

☒ Save F10 ☒ Cancel

By clicking on this “Carry over” button, you will see a screen where you can choose which Cash Flow you wish to carry over and click on the “Change” button to change set of books and year you wish to carry over.

Carry Over Cash Flow

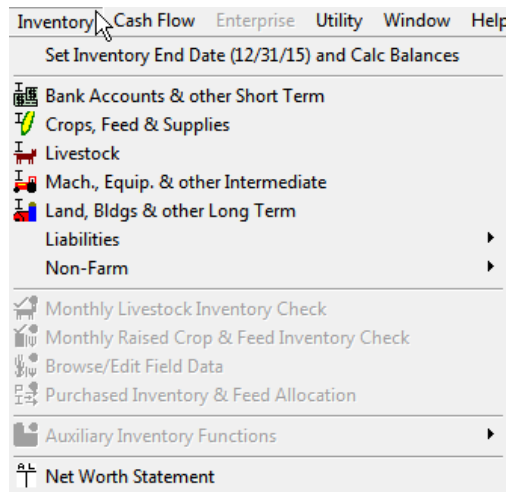
Previous Year Set of Books: SAMPLE 2014

Cash Flow File: CASHFLO

Select the previous year Cash Flow file that you want to carry over from.

Inventory/Net Worth

Clicking on the Inventory option on the menu bar will bring up the drop down menu shown below.



When you choose the “Net Worth Statement”, the full statement will pop up. This statement has a “See & Click” format, which means that you can choose a line item and go directly to those items and create or edit transactions. The steps are illustrated below:

1. “Double Click” on a line item on the statement, which is “hot linked” to the entry.
2. The transaction will pop up for you to review or edit. You can either:
 - A. Enter your Beginning/Ending information, or
 - B. Edit your Beginning/Ending information
3. After you have finished, click “OK” to save, and you will return to the “Net Worth” statement.
(see pic below for illustration of above steps)

Net Worth Statement

ASSETS

	Jan 1, 2015		Dec 31, 2015	
	Market	Basis	Market	Basis
CURRENT ASSETS				
100 FARM ACCOUNT	6,567.06	6,567.06	6,567.06	6,567.06
102 Cash	7,177.38	7,177.38	7,177.38	7,177.38
119 Deferred Coop Dividends	3,648.39	3,648.39	3,648.39	3,648.39
Cash & Banking Accounts	17,392.83	17,392.83	17,392.83	17,392.83
120 Accounts Receivable	0.00	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	0.00	0.00
126 Hedge Account	0.00	0.00	0.00	0.00
Hedge Accounts	0.00	0.00	0.00	0.00
128 Feeding Hogs	0.00	0.00	0.00	0.00
Current Livestock Inventory	0.00	0.00	0.00	0.00
133 Corn	0.00	0.00	120,000.00	120,000.00
134 Soybeans	0.00	0.00	0.00	0.00
Crop Inventory on Hand	0.00	0.00	120,000.00	120,000.00
141 Seed	0.00	0.00	0.00	0.00
142 Fertilizer & Lime	0.00	0.00	0.00	0.00
143 Chemicals	0.00	0.00	0.00	0.00
Investment in Growing Crop	0.00	0.00	0.00	0.00
146 Prepaid Expense	0.00	0.00	0.00	0.00
Prepaid Expenses				
148 ST Loan Rec				
Short Term Loans				
TOTAL CURRENT ASSETS				
NON-CURRENT ASSETS				
150 Breeding Hogs				
Breeding Livestock				
156 Machinery & Equipment				
162 FORD PICKUP				
163 FORD EXPLORER				
Machinery & Equipment				
BRDG LVST, MACH & EQUIP				
164 Capital Lease				
Investment, Capital L				
167 Coop Stock				
170 Other Investment	0.00	0.00	0.00	0.00
Investment, Coop & Other	0.00	0.00	0.00	0.00
175 Buildings	0.00	0.00	0.00	0.00
179 Improvements	0.00	0.00	0.00	0.00
Buildings & Improvements	0.00	0.00	0.00	0.00
181 Bare Land	0.00	0.00	0.00	0.00
Land	0.00	0.00	0.00	0.00
187 Non-Current Asset	0.00	0.00	0.00	0.00
Other Non-Current Assets	0.00	0.00	0.00	0.00
ASSET ADJUSTMENTS	0.00	0.00	0.00	0.00

LIABILITIES

	Jan 1, 2015	Dec 31, 2015
CURRENT LIABILITIES		
211 Accts Payble Misc	0.00	0.00
Accounts Payable	0.00	0.00
217 FICA Payable	0.00	0.00
219 Fed w/H Payable	0.00	0.00
220 State w/H Payable	0.00	0.00
Labor Related Liabilities	0.00	0.00
221 CCC Loans	(18.00)	(18.00)
222 OPERATING NOTE	92,808.43	92,808.43
223 CROP INPUTS	0.00	0.00
224 2007 OPERATING	0.00	0.00
Short Term Loans	92,790.43	92,790.43
Curr Port, Non-Curr Loan	0.00	0.00
238 Accrued Interest	0.00	0.00
Accrued Interest	0.00	0.00
241 Income Tax Payabl	0.00	0.00
Taxes Payable	0.00	0.00
Curr Portion, Deferred Tax	0.00	0.00
245 Current Liability	0.00	0.00

Crop, Feed and Supplies Inventory

Group: 133 Corn

Inv. No.	Enter-prise	Description	Beginning			Ending 12/31/15		
			Units	Price	Value	Units	Price	Value
133a	CRN	Corn	0	\$0.00	\$0.00	30000	\$4.00	\$120,000.00
Corn (133) - Total					\$0.00	30000	\$4.00	\$120,000.00
Grand Total					\$0.00			\$120,000.00

Buttons: OK, Cancel, Blank row, Add row, Beg->End, Report, Sort by: Inv Number

Options: ☒ Market, ☒ Beginning, ☒ Show code totals, ☐ Suppress zero amounts, ☐ Show inactive groups, ☒ Ending, ☐ Refresh, ☐ Close, ☐ Preview, ☐ Print, ☐ Landscape format, ☐ Print type totals, ☐ Print group totals, ☒ Print code subtotals, ☒ Suppress zeroes, ☒ Supporting detail, Sort by: Inv Number

1. You can choose to show either Market or Basis values (as in the past version)
2. You can now choose to show the beginning or ending inventories or both
3. You can turn on or off the following: show code totals, suppress zero amounts on the statement screen, or show inactive groups on the statement screen.
4. You can now click on the “Ending” date drop down and change the date.
5. After you change the ending date, you can click on the “refresh” button to update the figures to the new date.
6. You can suppress zero amounts on the print preview & print
7. You can add any of these options to the printed statement when supporting detail is selected.
8. You can also sort by Inventory Number
(See picture below for illustration of steps 1-8 above)

Options: ☒ Market, ☒ Beginning, ☒ Show code totals, ☐ Suppress zero amounts, ☐ Show inactive groups, ☒ Ending, ☐ Refresh, ☐ Close, ☐ Preview, ☐ Print, ☐ Landscape format, ☐ Print type totals, ☐ Print group totals, ☒ Print code subtotals, ☒ Suppress zeroes, ☒ Supporting detail, Sort by: Inv Number

This is a sample of the Net Worth Statement you can print or preview.

ASSETS			LIABILITIES		
	Jan 1, 2010 Market	Dec 31, 2010 Market		Jan 1, 2010	Dec 31, 2010
CURRENT ASSETS			CURRENT LIABILITIES		
Cash & Banking Accounts	49,860.00	49,860.00	Accounts Payable	0.00	0.00
Accounts Receivable	0.00	0.00	Labor Related Liabilities	0.00	0.00
Hedge Accounts	0.00	0.00	Short Term Loans	0.00	0.00
Current Livestock Inventory	0.00	0.00	Curr Port, Non-Curr Loan	0.00	0.00
Crop Inventory on Hand	0.00	0.00	Accrued Interest	0.00	0.00
Investment in Growing Crop	0.00	0.00	Taxes Payable	0.00	0.00
Prepaid Expenses	0.00	0.00	Curr Portion, Deferred Tax	0.00	0.00
Short Term Loans Recvble	0.00	0.00	Other Current Liabilities	0.00	0.00
TOTAL CURRENT ASSETS	49,860.00	49,860.00	TOTAL CURRENT LIABILITIES	0.00	0.00
NON-CURRENT ASSETS			NON-CURRENT LIABILITIES		
Breeding Livestock	0.00	0.00	Breeding Stock Loans	0.00	0.00
Machinery & Equipment	0.00	0.00	Machine & Equipment Loans	0.00	0.00
BRDG LVST, MACH & EQUIP	0.00	0.00	BRDG LVST, MACH & EQUIP	0.00	0.00
Investment, Capital Lease	0.00	0.00	Non-Current Leases	0.00	0.00
Investment, Coop & Other	0.00	0.00	Building Loans	0.00	0.00
Buildings & Improvements	0.00	0.00	Land Loans	0.00	0.00
Land	0.00	0.00	Deferred Taxes	0.00	0.00
Other Non-Current Assets	0.00	0.00	Misc. Non-Current Liabilit	0.00	0.00
Asset Adjustments	0.00	0.00	Liability Adjustments	0.00	0.00
TOTAL NON-CURR ASSETS	0.00	0.00	TOTAL NON-CURR LIAB.	0.00	0.00
TOTAL FARM ASSETS	49,860.00	49,860.00	TOTAL FARM LIABILITIES	0.00	0.00
APPARENT FARM NET WORTH	49,860.00	49,860.00			

Each line item can be entered or edited by “double left-clicking” on it.

Current Portion of Loan shows in Entry Screen as well as in the Net Worth Statement

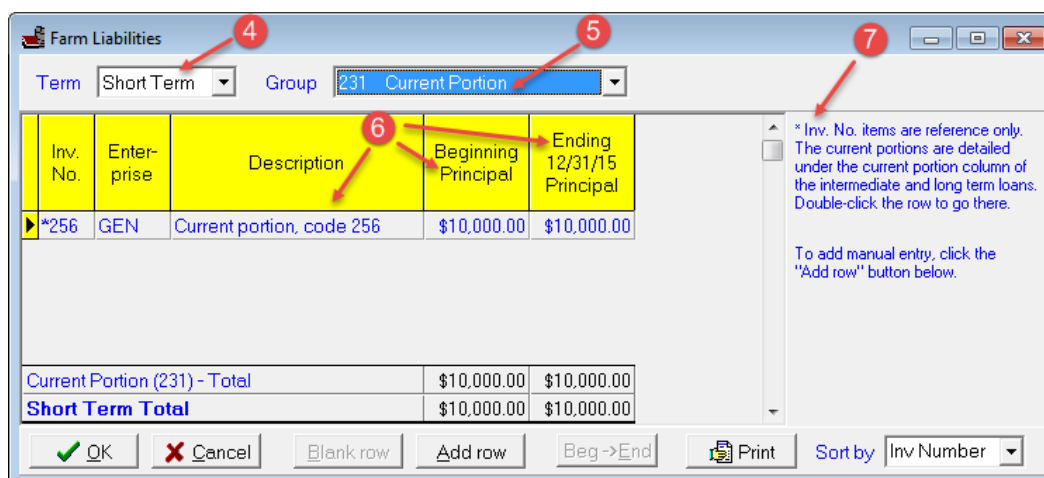
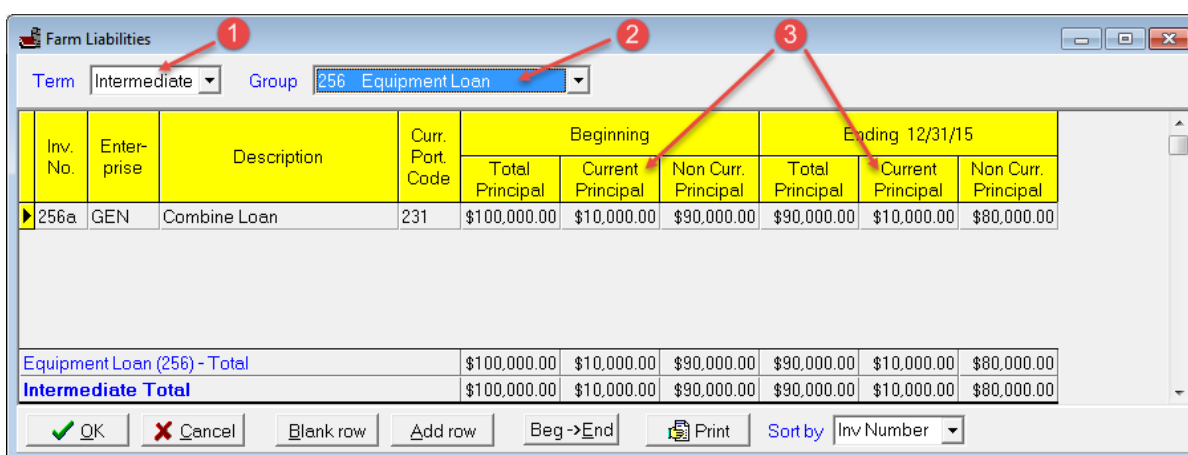
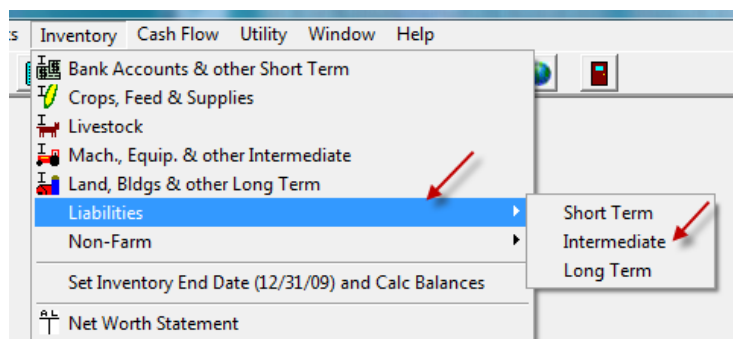
The “Current Portion” of a loan is what is owed in the current period/year. This is useful when figuring “ratios” or “financial position”.

Set up your loan vendor & create the loan as normal. Then go to “Inventory” ⇒ “Liabilities” ⇒ and choose the type of loan you set up (intermediate or long term). In the example below, we are choosing the intermediate combine loan.

1. Select the “type” of loan you are working with, in this case we chose “intermediate”.
2. Select the loan
3. Enter the Beginning “Current Portion of principal” (the amount you owe in that time period). You can also enter the Ending amount (what you will owe the next year). If the payments are the same each year, use the same amount.
4. Go back to “Farm Liabilities” & choose “Short Term”
5. Then choose “Current Portion”
6. The “Current Portion” of your loans now “roll into” an entry screen for code 231 (current portion).

- On the right of the screen, it is explained that the amounts that “roll into” this screen are hyperlinked to the intermediate/long term farm liabilities. You can also manually enter values that are NOT rolled in from intermediate/long term.

(See pictures below and on next page to see illustrations of steps 1-7 above)



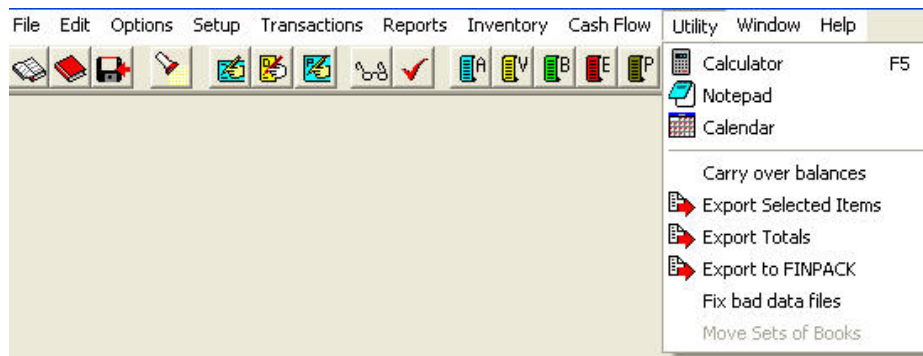
Below is the Net Worth Statement

1. You can see the “beginning current portion” of the combine loan due in 2015.
2. You can see the “ending current portion” of the combine loan (amount due in 2016).
3. The beginning “non-current” liabilities have gone down by the amount of the beginning “current portion” of the loan.
4. The ending “non-current” liabilities has gone down by the amount of the ending “current portion” of the loan (the amount to be paid in 2016)

Net Worth Statement									
ASSETS					LIABILITIES				
		Jan 1, 2015		Dec 31, 2015		Jan 1, 2015		Dec 31, 2015	
		Market	Basis	Market	Basis				
CURRENT ASSETS						CURRENT LIABILITIES			
100 Business Account		0.00	0.00	0.00	0.00	210 Accts Payble Misc	0.00	0.00	0.00
102 Cash		(22.60)	(22.60)	(22.60)	(22.60)	Accounts Payable	0.00	0.00	0.00
Cash & Banking Accounts		(22.60)	(22.60)	(22.60)	(22.60)	217 FICA Payable	0.00	0.00	0.00
						219 Fed WH Payable	0.00	0.00	0.00
						220 State WH Payable	0.00	0.00	0.00
						Labor Related Liabilities	0.00	0.00	0.00
						221 Short Term Loan	0.00	0.00	0.00
						Short Term Liabilities	0.00	0.00	0.00
						231 Current Portion	10,000.00	10,000.00	10,000.00
						Curri Port, Non-Curr Loans	10,000.00	10,000.00	10,000.00
						238 Accrued Interest	0.00	0.00	0.00
						Accrued Interest	0.00	0.00	0.00
						241 Income Tax Payabl	0.00	0.00	0.00
						Taxes Payable	0.00	0.00	0.00
						Curri Portion, Deferred Tax	0.00	0.00	0.00
						245 Current Liability	0.00	0.00	0.00
						Other Current Liabilities	0.00	0.00	0.00
TOTAL CURRENT ASSETS						TOTAL CURRENT LIABILITIES	10,000.00	10,000.00	10,000.00
NON-CURRENT ASSETS						NON-CURRENT LIABILITIES			
156 Machinery & Equipment		0.00	0.00	0.00	0.00	250 Breeding Stock Lo	0.00	0.00	0.00
Machinery & Equipment		0.00	0.00	0.00	0.00	Breeding Stock Loans	0.00	0.00	0.00
BRDG LVST, MACH & EQUIP		0.00	0.00	0.00	0.00	256 Equipment Loan	90,000.00	80,000.00	80,000.00
						Machine & Equipment Loans	90,000.00	80,000.00	80,000.00
						BRDG LVST, MACH & EQUIP	90,000.00	80,000.00	80,000.00
164 Capital Lease		0.00	0.00	0.00	0.00	263 Non-Current Lease	0.00	0.00	0.00
Investment, Capital Lease		0.00	0.00	0.00	0.00	Non-Current Leases	0.00	0.00	0.00
167 Stock		0.00	0.00	0.00	0.00	265 Building Loan	0.00	0.00	0.00
170 Other Investment		0.00	0.00	0.00	0.00	Building Loans	0.00	0.00	0.00
Investment, Stock & Other		0.00	0.00	0.00	0.00				
175 Buildings		0.00	0.00	0.00	0.00				

Export to Finpack

This option is available with IFBA and MSD account codes. You do need to make some choices before proceeding.

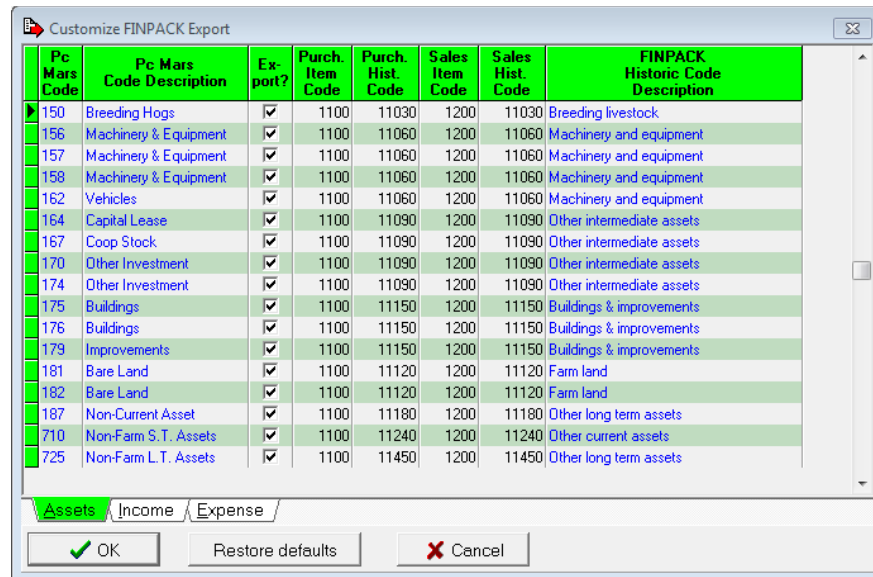


1. The first choice is how sealed grain should be handled within Finpack. This controls the mapping to particular Finpack codes.
2. The next choice is what to do with family living (non-farm) items. If you don't maintain this, then mark "No export". Otherwise, mark "Group into one item". If you are keeping good detail in the family living department and want that to be looked at by Finpack, mark the third button "Export detail". Click on "Export" when you have this like you want it to be.
3. Farm Expense code, Enterprise Relation: During the export, enterprise subtotals are calculated for each farm expense code. For this to work, you must specify the Finpack Enterprise code corresponding to each PcMars enterprise. The default Finpack enterprise codes provided for the standard PcMars enterprises should be okay for most situations. Select the Finpack Enterprise from the drop down list. If the enterprise does not relate to any Finpack enterprise code, leave it as zero, and it will be grouped into GENeral or undefined enterprise.
4. You can specify to export ALL transactions for the Set of Books or only transactions between the dates provided.

A screenshot of the 'Export to FINPACK' dialog box. It contains several sections: a checkbox for 'Sealed grain entered as income will be handled as loan', a section for 'Family living export options' with radio buttons for 'No export', 'Group into one item', and 'Export detail', a section for 'Farm Expense Code, Enterprise Relation' with a table, and a section for transaction selection with radio buttons for 'All Set of Books transactions' and 'Dates' with date pickers. At the bottom are 'Export', 'Customize', and 'Cancel' buttons.

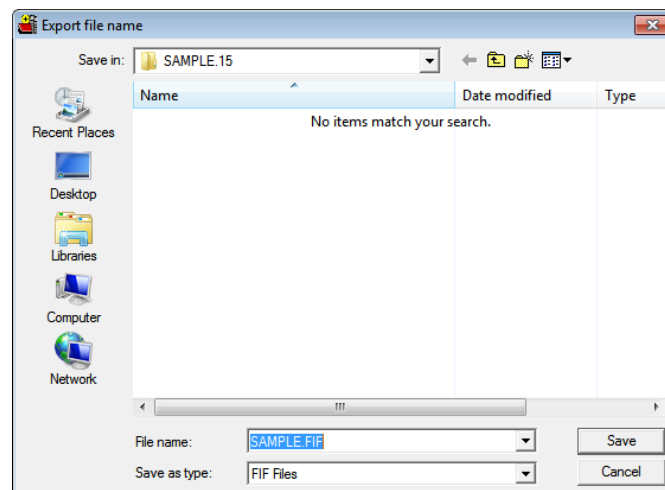
Active	Code	Description	Finpack Enterprise
<input checked="" type="checkbox"/>	BNS	Soybeans - Comm	432
<input checked="" type="checkbox"/>	CRN	Corn - Feed	125
<input checked="" type="checkbox"/>	FAM	Family	0
<input checked="" type="checkbox"/>	GEN	General	0
<input checked="" type="checkbox"/>	HOG	Farrow to Finish	2601

Clicking on the Customize button will bring up the following screen. This is where you can review how the PcMars codes will flow into the Finpack system. If you have items that are not applicable, you can disable exporting that account code value by removing the checkmark.



There are tabs for Assets, Income and Expense at the bottom of this screen. You may need to scroll down to see other codes of a given type. There are columns for “Item Code” and “Historical Code”. If you click on one of the numbers, you can see item codes to which it will be posted. You can change it to something different if necessary. The “History Code” column works in the same manner. If you feel you have it really goofed up, the “Restore Defaults” box will put it all back the way it was shipped to you.

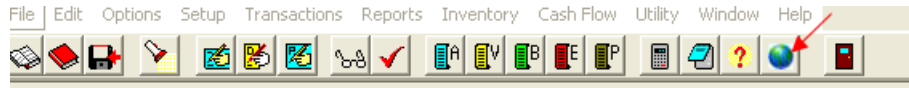
With these tools you can export account code totals to Finpack to your satisfaction. When you are ready to actually export the totals, click on “Export”.



The file will be saved as a .FIF file using your set of books name (less the year designator) as the default. PcMars saves the file in the set of books where they came from. You can change that using the conventional Windows navigation method with open folder pictures and so on. Finpack can then pick up the file and run it.

Internet Accessibility

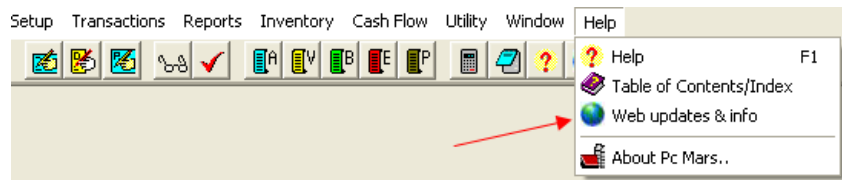
PcMars has a “Globe” icon on the tool bar which will allow you to easily access the Internet to check for any free “patches” that have been posted.



Clicking on the “Globe” will bring up the following screen:

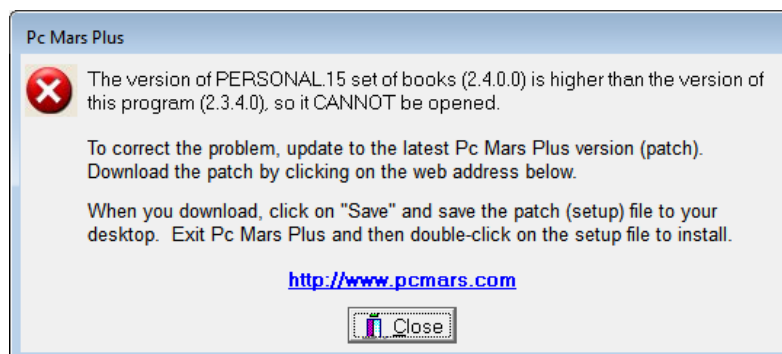


This screen will tell you the exact version number of your PcMars and show two hyperlinks to access the Internet to the PcMars website and also the website for SoftShell Computer Service. You can also access this screen by clicking on “Help” above the icon bar.



PcMars Warning

If a set of books is restored to your computer and opened using a PcMars program that is “Older” than the PcMars program used to backup the books, the following warning and screen will appear.



In this example the “PERSONAL.15” set of books was saved or backed up using a PcMars version 2.4.0.0. The data was restored to a different computer, and the PcMars program used to open the set of books was only 2.3.4.0.

NOTE: If you have PcMars loaded on several computers, be sure all your PcMars versions are the same!

Conclusion

We hope that this booklet was informative enough for you to gain some new insights on how to do some of the more difficult entries. Keep in mind that when it comes to Windows programs, there is always more than one way to get the job done. We have tried to help standardize some of these techniques to make it easier for everyone. Please don't hesitate to take advantage of our technical support areas if you find that you need extra help. Here are the technical support areas available.

Software Support

Iowa Farm Business Accounting, Inc. will offer support to users who are utilizing the **most current version** of PcMars. There are three options where you can receive support information:

1. Internet Support — is available at iowafarmbusiness.org or pcmars.com.
2. E-mail Support — is available at info@iowafarmbusiness.org.
3. Phone Support — is available at 515-233-5802 (IFBA state office).

The e-mail or phone support will connect you with the Iowa Farm Business Association State Office. This will guarantee you an answer to your questions from an employee that has experience with the program.

Our PcMars Support Policy can be viewed at

<http://www.iowafarmbusiness.org/PcMars/PcMars%20Support%20Policy.pdf>





Closing Tips:



Right Mouse Click If you “right” mouse click on a screen, it will bring up many short cut keys plus several other options to choose from depending on which screen you are in at the time. TRY IT!

“X” key To clear check/deposit and move to next line, or hold down the “X” key to clear **ALL** checks/deposits on the reconcile screen

Ctrl “A” To fill in “amount” box for check/deposit on the data entry screen **OR click on “Amount Left” to fill out balance of check/deposit.**

“F5” key To bring up the calculator. When you click the green  on the calculator, it will automatically paste your results to a numeric field.

“F1” key When you have any PcMars screen open, it will bring up information about the screen you are in. This information is also found by clicking on the word “Help” above your icons or if you click on the  button on your icon bar. (This currently does not work in Vista)

ALSO— Use the “Tack Note”  or the “Notepad”  to remind you of questions you might have regarding certain transactions or any other additional detailed information you want to keep about your farming records.

INTRODUCTION TO PcMARS PLUS

If you want **more** from your PcMars, the PcMars Plus will add complete inventory tracking, enterprise allocation and the ability to combine different sets of books.

A simple explanation of the PcMars Plus is that it allows you to automatically increase/decrease inventory items (ie: corn, beans, hogs) on your net worth when entering your sales and purchases. You will be able to quickly assign FMV to your inventory to generate a complete updated net worth for any month. The inventory tracking option will allow you to track separate field production, planting, harvest dates and livestock production data.

The PcMars Plus also provides a simple tool to override “general” enterprise transaction allocations to corn, beans, hogs, etc. to easily generate complete enterprise reports.

You must have the current version of PcMars before ordering the PcMars Plus program.

Visit www.pcmars.com to view a demo of the PcMars Plus program along with detailed information and price.