GUIDE TO PCMARS FOR WINDOWS
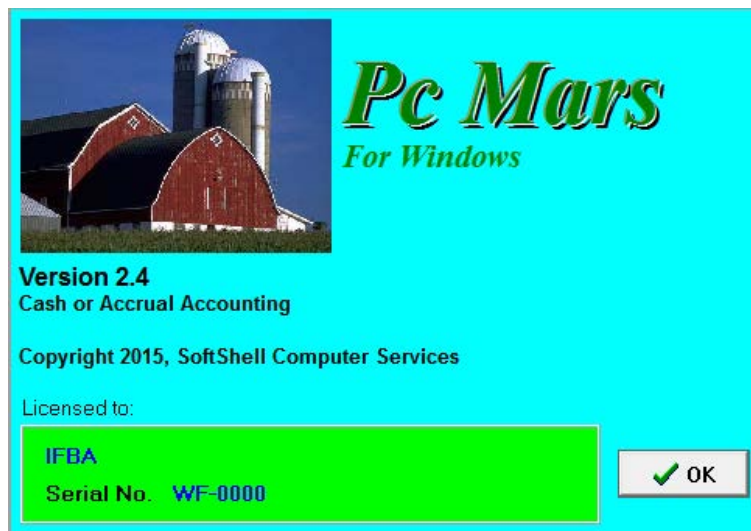## Beginners Booklet

Iowa Farm Business Association

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This booklet was designed to help both the new and the experienced PcMars for Windows users. The Set Up Booklet helps to show **new** users how to set up their books for the first time. This Beginners Booklet will try to get into more detail along with showing you some sample transactions. The Advanced Booklet will show detail on "Special" transactions such as sealed grain, crop insurance, coop dividends, payroll and budget/cash flow.

This Beginners Booklet will go into detail on different types of check/deposit transactions, transfers, recurring transactions, revolving credit, reusing a transaction and information on reconciliation. 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. We will also refer to the "2.4 Features Booklet" (which we suggest that you print from our web page, www.pcmars.com, has screen shots as well as step by step instructions for several PcMars transactions).

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 further details on the PcMars program, check the Advanced Booklet available on our web site at www.pcmars.com .

TIP

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.

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Carry Over From Previous Year

When you have used PcMars for a year, you would select the carry over option instead of starting from scratch unless you wish to create a totally different set of books. This is what this screen would look like:

All you need to do from here is to select the set of books used last year for this farm or business. Once it is highlighted, the program will automatically put the name and next year of your books to the right. You will be asked to confirm the creation of the new set of books. If everything is correct, click on the Carry Over button. You will also note that you have the option to treat your sealed grain as "Income" or as a "Loan". (This **only** affects sealed grain entered in the "Special Transactions").

Tack Note

A "Tack Note" has been added to the tool bar. This is designed for the user to be able to add a "note" to any transaction. You can do this by either "right clicking" on the transaction and choosing the "Add Tack Note Here", or by "dragging the Note Icon" down to the transaction.

1. "Right click in" the colored box on each transaction.
2. Choose "Add Tack note here"
3. The "Add note" window will appear to write your note, then click "OK" to save.

To "drag the Note Icon" to the check, just click on the icon , and "drag" the icon into the color part of the check. The "Add note" window will appear to write your note, then click "OK" to save.
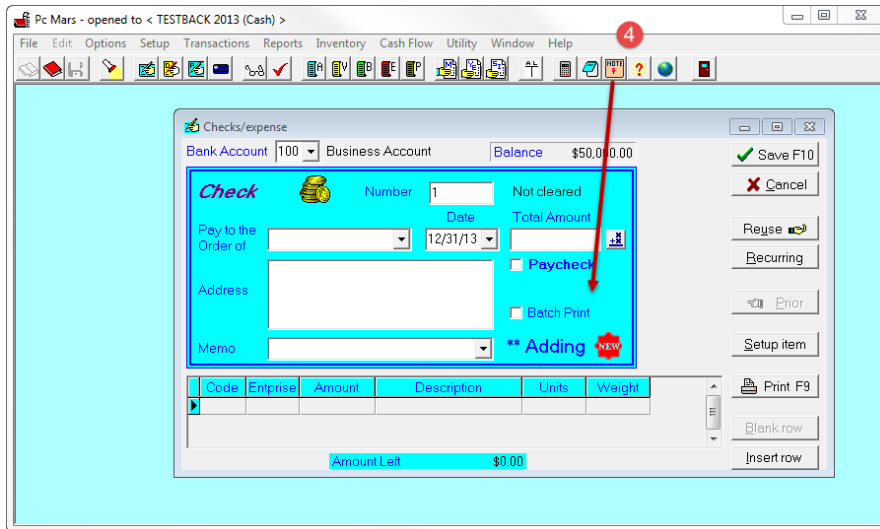
To view "Notes"

1. Click on the "Note Icon" in tool bar.
2. This box pops up (it is a listing of all the notes you have entered).
3. Highlight the note you want to review.
4. Click on "Go to note" and the transaction tied to that note will pop up, then you can either "Edit" or "Delete" the note. (It is recommended that you delete the note after it is no longer needed, so you don't get a long listing of out of date notes.)
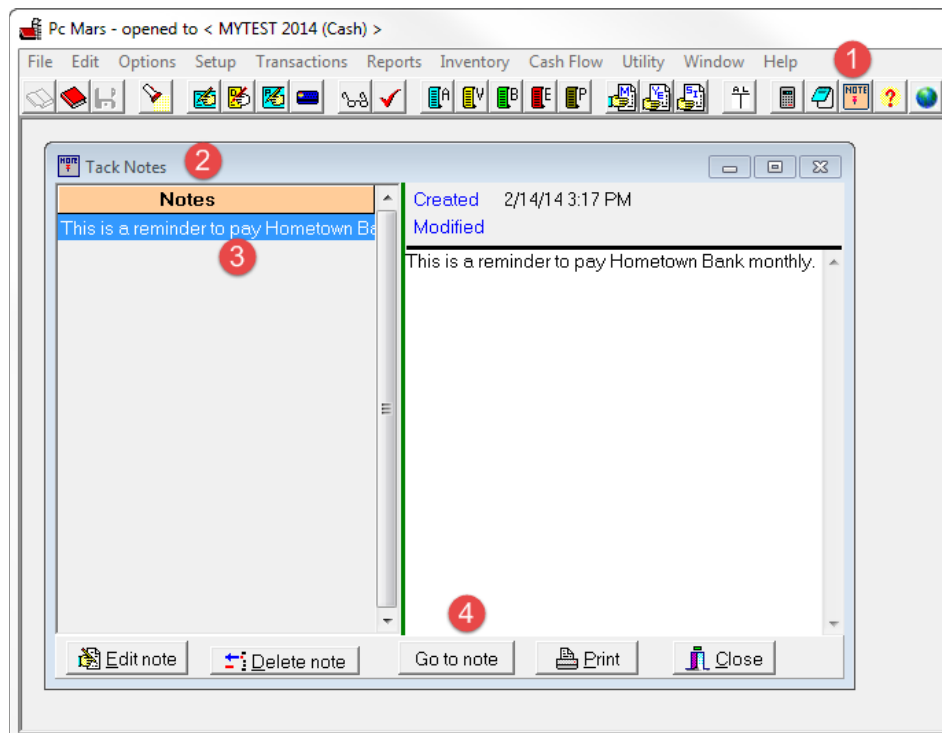
Loan Vendors

Adding a Loan Vendor is very similar to adding regular vendors.You follow the same procedure outlined for adding a vendor. To enter a "loan vendor", you click on the arrow next to "type" and then select "Loan" from the drop down list Once "Loan" is selected, you will notice several other choices in the screen. Among these, there will be 3 "radio buttons" denoting the type of loan. Choose the appropriate option.

- Borrowed (Liability): Select this when **YOU BORROW** money, and then select an appropriate liability code (200s)
- Loaned out (Asset): Select this when you **LOAN** money to someone else, and then select an appropriate asset code (100s). For example, if you loan money to your children, choose this option and assign an appropriate asset code.
- Loan to employee (Asset): Only available if advanced payroll module is installed.
- An account code **MUST** be chosen for each type of loan vendor. For a "borrowed (liability)" type loan vendor, a liability code must be used.

If the loan is a "Loaned out (Asset)" type, then an asset account code must be used. Choose either a "current" or "non-current" code, depending on when you expect the loan to be paid back (current code for payment within the year, and non-current for full payment beyond a one-year period).

Note above that each loan vendor has an asterisk and a letter corresponding to the type of loan (*L (for liability), *A (for asset) and *C (for CCC).

You will notice that the extra line items brought up for loan vendors are the "Term" of the loan, the "Beginning of year balance" and the "Interest rate". The term of the loan will automatically be entered according to the account code you selected. The term simply means "how long will it take to pay the loan back". The loan term is noted in the account code description.

The beginning of year balance means exactly what it says – enter the loan balance as of the beginning of **your** accounting year. This will be January 1 if your books are on a calendar year. A common mistake that is made here is to put the original loan balance in. If the loan was taken out during the year, then the beginning of year balance needs to be **zero**. The balance of the loan will show up when the original loan deposit is made.

The interest rate is where you would insert the rate applied to your loan. (This is not calculated anywhere in the program—just for reference purposes).

There is also an "Override Beginning Balance" option. Beginning Year Balance and Beginning Cleared Balances are carried over from the previous year and are calculated (read-only) blue values. You can, however, override this and enter both the Beginning Year Balance and the Beginning Cleared Balance by checking this check box. You should only consider doing this as a last resort. If you choose this option, the reconcile feature and check register report will always start from the Beginning Cleared Balance value that you manually enter. The reconcile feature cannot reconcile or report on transactions from the previous year.

TIP

A feature on most entry screens you might not be aware of is if you right mouse click on the screen, an additional option box will pop up. This can aid in narrowing down a type of vendor if you want to edit any of your entries.
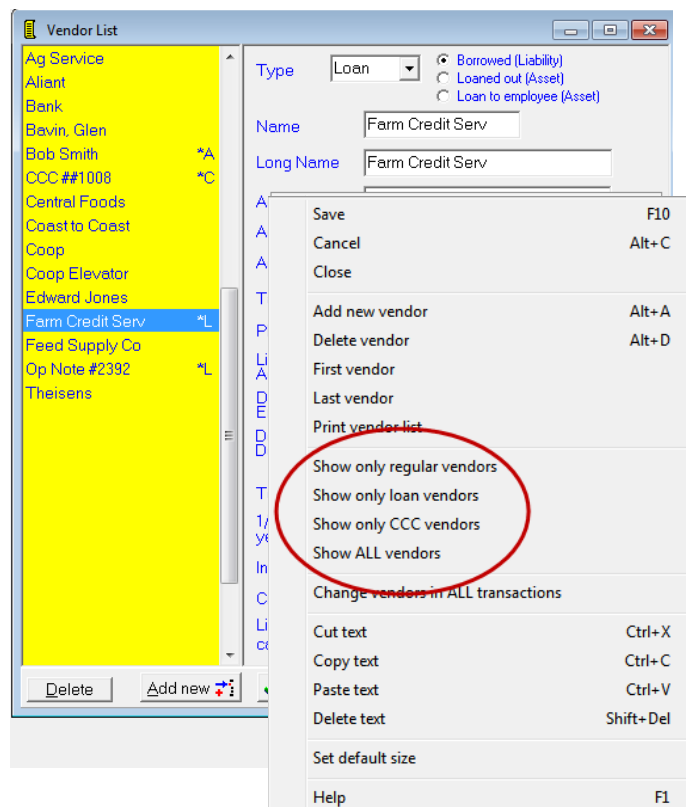
![TIP figure]**TIP**

An important thing to remember with the program is that the Loan Vendor "short name" (not the Account Code) tracks the loan balance. This confuses some users who think that each loan needs to have a separate account code. The key in tracking loans is to make sure that the "Loan Vendor" from the Vendor List is used each time a payment or loan draw is made. You need to make sure that when you set your Loan Vendors up that you give them a specific "short name" for the loan to avoid confusion as to which vendor to use.

Also, if you are using the system to write checks, remember it is the long name that prints on the checks.

CCC Loan Vendors

Adding CCC vendors is very similar to adding loan vendors. To enter a CCC loan vendor, you click on the arrow next to "type" and then highlight the word "CCC". This will bring up the extra items needed for CCC vendors. An example of what the screen will look like is shown below.

There will be a line for a "CCC Loan No." which is **required** to track the tax treatment (election) of **each** loan. This screen will also show whether the CCC Loan should be treated as a "Loan" or as "Income". This was selected in your "Business Setup" screen. You will note that the program will put a "C" next to the name on your vendor list to help you verify that it is a vendor to be used for CCC transactions. (More information on depositing and paying back CCC loan transactions in the Advanced Booklet)

Set Up Items "On the Fly"

If you decide that you want to add a vendor, account code, enterprise, description or profit center while filling out a check or deposit screen, you simply need to click the Setup Item button after your cursor is in the space you wish to "add". An example of where to find this button is below.

Once you have clicked on this button, the screen will come up for you to fill in. Once you are done, clicking on the Close button will save your changes and take you back to the check/deposit screen.

Entering "Split Checks"

Checks can be written that have to be "split" between two or more expense codes. The example below shows how you would do this.

You would first enter the total amount of the check along with the vendor, date, etc. on the top half of the screen. On the lower part of the screen you would enter the account code number that you want to use first and the amount that goes with that account code. Once you reach the end of that line you need to hit the Enter or Tab key. This will drop you down to the next line where you can enter another code number and the amount that pertains to that account code. This continues until you have the entire check amount entered and the "Amount Left" number at the bottom of the screen says $0.00. The system will not let you save unless the amount left is zero so you can feel safe that every dollar is

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accounted for. You save the transaction by either clicking on the <u>Save F10</u> button or pressing the F10 key on your keyboard.

Taking Cash Out of a Deposit

The example below shows how you should enter a deposit that has cash taken out of the check amount.

The total amount at the top should show the total "net" amount of the deposit after the money is taken out. The first line is showing the check received for hog sales. The amount on that line is the total amount of the check received. On the second line is the money that is being taken out of the deposit. We used code 964 – Family Living – Non-Deductible/Cash Undetermined.

Notice that there is a "D" in the fourth column. This is done to show that the amount in this row is being deducted from the deposit. Whenever you enter an expense code in a deposit screen, the system will automatically put the "D" in and assume that you need to subtract the amount in this row to reach the net deposit.

Using "Multiple Loan & Asset Vendors" as a Right Click Option When Entering a Check

This allows the user to pay on several loans with one check (assuming that the payment goes to one entity).

1. Right click on the check screen
2. Choose "Multiple loan vendors" on the drop down (see below)
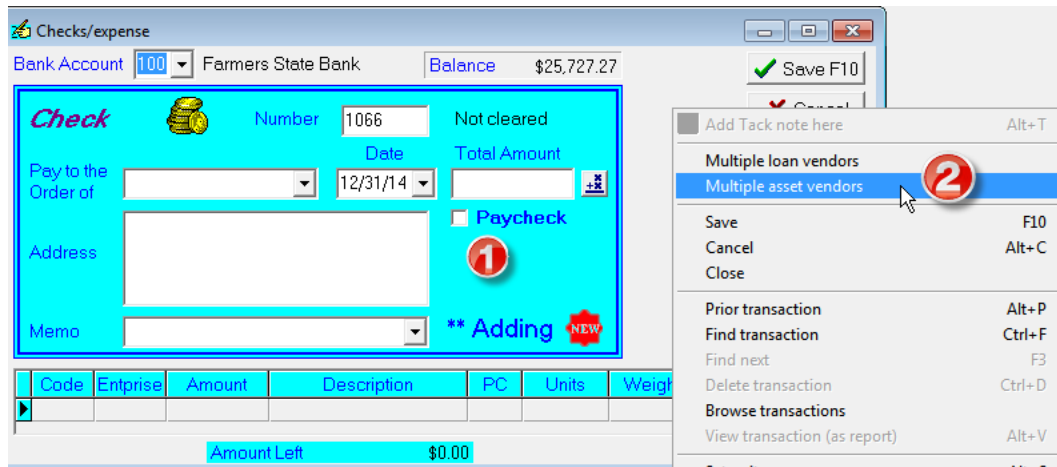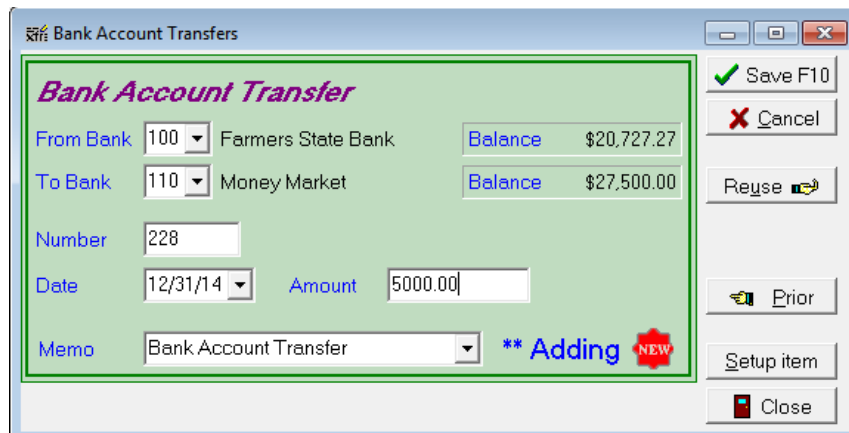
Note: it now says "ALL" (Multiple loan vendors) next to the "pay to the order of" box, enter the total payment. The screen will change to allow you to select multiple loan Vendors below, (be sure to specify the principal and interest paid on each loan).
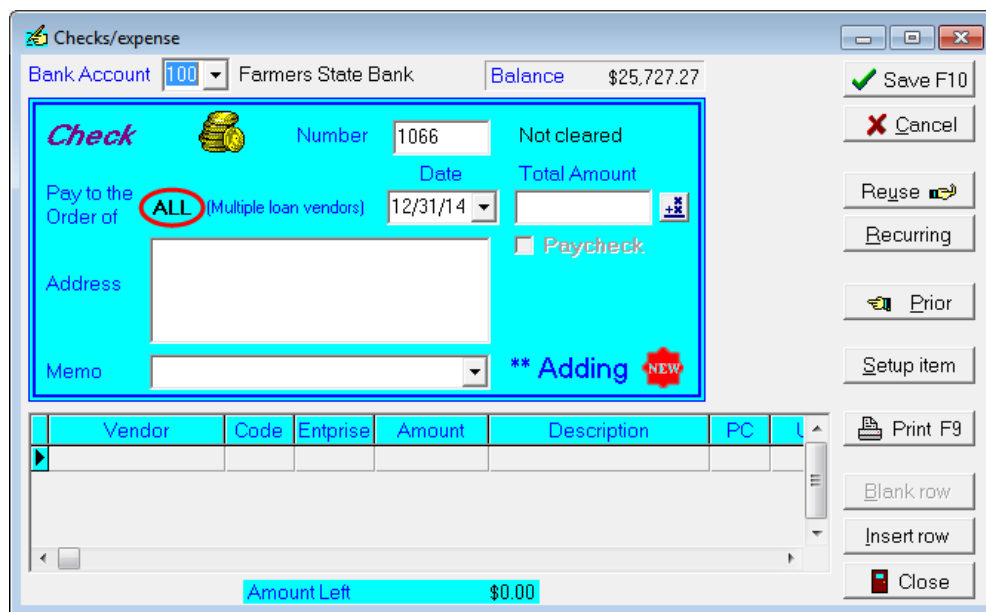
Transferring Money

In this new screen you can easily transfer money from one bank account to another. The running balance of both accounts is shown on the right.

This transfer can also be easily handled through either the income or the expense screens. Note the examples below do the **exact** same transaction as the "Bank Account Transfer" example above.

OR

NOTE: My preference is to use the "Bank Transfer" screen.

Recurring Transactions

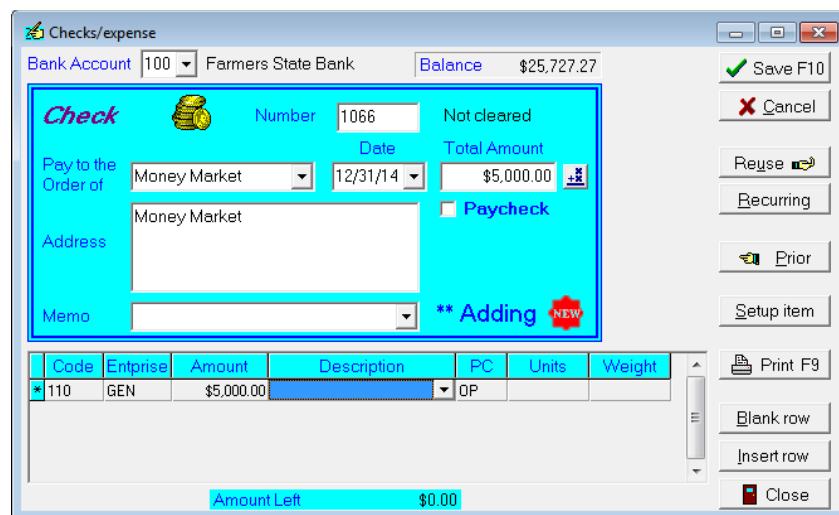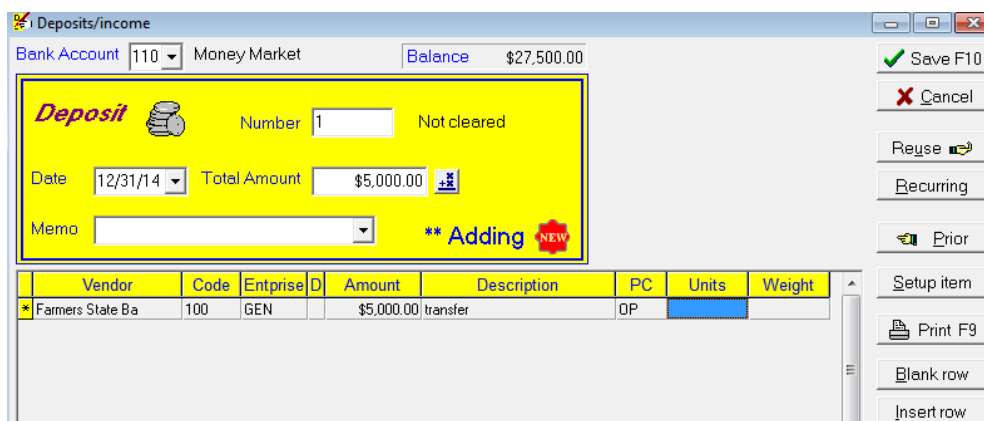Recurring transactions are any transaction that repeats weekly, monthly, bi-weekly, or custom to the same vendor, but not necessarily the same "amount". It can be anything from an automatic withdrawal to a paycheck deposit. To set these up choose Recurring Transactions from the Setup menu.
The steps for setting up a recurring transaction are explained below.

1. Select "Recurring Transactions" from the "Setup" drop down menu.
2. Select the "Transaction Type" (check, deposit or credit)
3. Click on "Add"
4. A "Recurring Transaction" box will pop up.
5. Enter the transaction name.
6. Click on the "Recurring period" drop down box and choose the option you want.
7. Continue filling out the transaction and save it.
   (see picture below for illustration of steps 1-7 above)

After you have entered the recurring transaction, a reminder will pop up on the day specified for the transaction. See screen shot below.
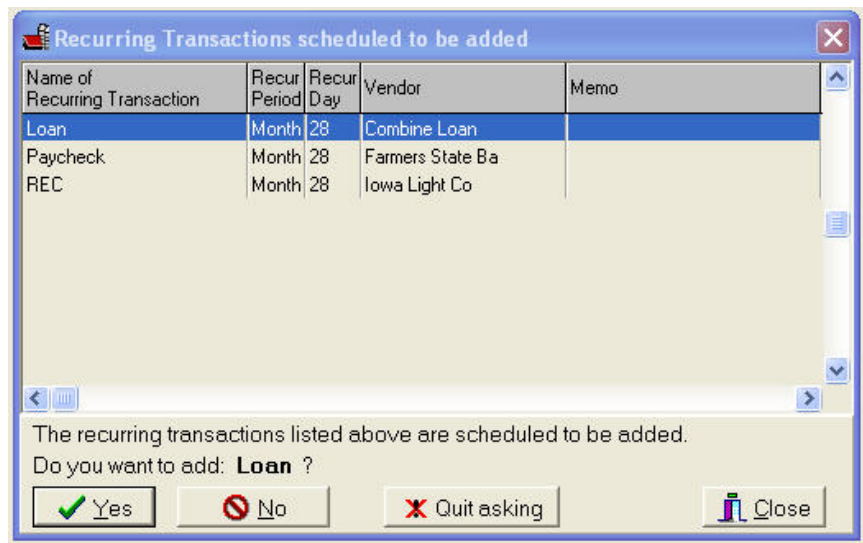
At specified date for each recurring transaction comes along, this screen will pop up and prompt you to "add" the transactions that are scheduled for that day. You have the choice at that time to click "Yes", "No" or "Quit asking".

1. If you choose "Yes", the recurring transaction screen pertaining to that transaction will be displayed for you to enter more data such as amount if it is not a specific amount every month.

2. If you choose "No", the program will prompt you again in one hour (or the next time you open this set of books).

3. If you choose "Quit asking", the program <u>will not</u> prompt you to enter this transaction again

Revolving Credit

Revolving Credit transactions are usually used to enter any type of credit transactions and can be either expense or income. The primary purpose of a "Credit Transaction" is to track transactions paid through a revolving credit account such as credit cards or other loan instruments. It is similar to a check except that the money is coming from a loan vendor rather than a bank. These transactions will print on the reports as a deductible cash expense.

Credit transactions are normally debit "expense" transactions, but you can change this default setting and choose credit "income" transactions. In that case the screen will look more like a regular income/deposit transaction and the information will be entered that way. There will be no "Pay to the Order of" or Address. Vendors (one or multiple) are entered in the bottom part of the transaction as detailed entry information.

TIP

Remember you **MUST** use the "Loan Vendor" to track loan balances.

Reuse (Linking to Past Year)

The "reuse" button is a time saver to "reuse" information entered in a previous transaction. This button will allow you to "reuse" information in a transaction from a "previous year". The reuse screen has this option noted below.

When you check "previous year" option, the following screen will appear to allow you to check the previous set of books to view the specific transaction information you wish to "reuse".

NOTE: If you set up these "prior years" under "Setup⇒Business Information⇒Advance (tab)", you WILL NOT be prompted for the prior year set of books.

ALSO — When you "select previous year set of books", the program **automatically** saves this to the "Setup⇒Business Information⇒Advance (tab)". So if you (as a consultant) are re-using transactions from **various** sets of books, be aware that the "prior" year link is changing for **ALL** prior year reports like payroll, 1099's, etc.

Hedge Accounts

Keeping track of hedging gains and losses is another tricky item that the system can help you with. An example of a gain in your hedging account is shown below.

Notice that the Bank Account being used is number 111—Hedge Account. That is because until the profit/loss is known, this will be treated just as an account transfer. When you know the accrued profit or loss, you can make the appropriate entry. See the example below.

In the example above the profit of $500 was entered as income—code 359 (Hedge Profits). Since the income was reinvested, the 111—Hedge Account was used. When you take the money out of the account, that will be done just like a bank transfer.

Loan Deficiency Payments

Entering LDP payments are relatively simple. The biggest thing to remember about them is that in most cases they are deposited directly into your account, so there will be no deposit slip to reference. An example is shown below.

One suggestion is to put the number of bushels LDP's in the unit section to help keep track of how many bushels you have turned in. The account code used (355) was set up in the account code section and renamed LDP's.

Entering Units and Weights in Entries

It is very important to get into the habit of entering units and weights with all of your entries that call for them. Many of the reports will print out average prices per unit and per weight. Also, when your local IFBA Consultant is doing your Analysis, he will need these totals to do it correctly. By utilizing the units and weights column, you will forever be able to determine the cost per head and cost per pound of your livestock purchases and sales. You will also be able to determine purchase and sale prices per bushel on your grains. Commercial feed costs per pound will be figured, seed costs per bag, and on and on. Just because you took a little more time to enter one more level of detail, you will be able to gain so much more from your records.

Payroll Information

PcMars default payroll system utilizes the federal, state and social security withholdings. When your payroll is properly setup, the entering of payroll checks is a simple procedure. By clicking on Setup⇒Payroll⇒General Information and Setup⇒Payroll⇒Employee List, you can set up all your payroll data. This process is discussed in detail in the Advanced Booklet.

Editing and Deleting Transactions

The first step in editing or deleting a transaction is finding the right transaction to work with. This can be done in two different areas, either the Find Transaction (flashlight icon) or the Browse (pair of glasses icon). The find transaction works well when you have one specific entry to find and you know most of the information in it. The browse is a much better way to find something if you aren't certain exactly which transaction you want. Below is an example of how the browse works.

The screen in the background is showing the results after the Browse Select screen was filled out. You get to the browse select screen by clicking on the Select button in the browse screen. After filling out the information you know is in the entry you want in the select window you click on the OK button and any transaction that contains that information is listed in the browse window. You can fill out as much or as little information you want, however the more information you fill out the narrower your search.

To edit any of those transactions, you double click (click twice rapidly) on that entry and it brings up that entry in its original screen. You then make the changes you want to make and click on the Save F10 button to save the changes. If it is an entry that needs to be deleted, you double click on the entry to bring it up in its original screen then click on the word "edit" on the toolbar and select "delete transaction" in the drop down window. A window will pop up verifying that you want to delete the transaction, and if you answer yes the transaction will be deleted.

Control of Period Overview

Whenever someone asks me about the period, my explanation is: "The period number simply corresponds to your bank statement". They are the transactions listed on your bank statement that **cleared the bank** during this **reconcile PERIOD**." (Period 1 EQUALS the first bank statement you receive in your book year.)

Because PcMars users enter their transactions differently, PcMars has enabled users to turn "Direct Control of the Period" ON or OFF. This is a program option under Options⇒Miscellaneous Options⇒Direct control of period. Following is a general explanation of the two options.

NOT Using Direct Control of Period (95% of users)

If you enter any transactions prior to receiving your statements, **do not use "Direct control of period"**. This is the **preferred** method for users because they can enter transactions anytime and utilize PcMars check and deposit printing capabilities.

This method is the **easiest** for most users because they simply enter transactions on an ongoing basis and then reconcile them when they receive their statements.

The technical explanation is that PcMars will assign a period "0" to each transaction when entered. Then when you reconcile to your statements, PcMars will automatically assign the month (period) to the cleared transaction.

Using Direct Control of Period (5% of users)

If you are entering **ALL** your transactions directly from your statements, this method may work for you because you **know** the accounting "period" when they cleared prior to entering them into the PcMars. When you enter the transactions, you **must** specify the bank statement period. This method is a "carryover" from the past DOS version and should **ONLY** be used when you enter **ALL** transactions directly from your statements.

TIP

MY PERSONAL PREFERENCE is not to use the direct control of period. Even if you are entering transactions from your bank statement, I recommend you enter all transactions; then choose Transactions⇒Reconcile to bring up the reconciliation screen; click the first transaction and then press/hold down the "X" key. PC Mars will quickly clear every transaction for you and you can easily check to make sure you reconcile with your bank statement.

TIP: Just remember the accounting period should coincide with the bank statement.

Assigning Periods

In version 2.4, periods 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, are available for January through December of the current year (assuming a calendar year).

Additionally, there are twelve more periods for transactions written in the current year's books that clear in the following years books (or "next year"). There are periods " n1, n2, n3, n4, n5, n6, n7, n8, n9, n10, n11, n12" ("n" is for next year's).

Reconcile Example (Without Direct Control of Period)

...........When the "Direct Control of Period" option is turned **OFF,** you will choose the "Bank Statement period to reconcile with".

Direct Control of Period OFF

Reconcile Example (With Direct Control of Period)
When the "Direct control period" is turned **ON,** you will choose the "period" (1) to reconcile your transactions with.

Direct Control of Period ON

Reconciling Your Bank Statement or Revolving Credit Statement
(Direct Control of Period OFF)

When you receive your bank statement or Revolving Credit statement (credit card or Farm Service), either go to Transactions⇒ Reconcile or click the red check mark icon on the tool bar. After you do this, you will be asked which month you want to reconcile, choose the appropriate month.

Steps to Reconciliation:

1) Choose the account you wish to reconcile with using "Select" drop down box. Note that you can either choose bank or credit accounts. Once you select "credit account", you will be prompted to select a loan vendor.

2) Confirm that the "Bank Statement period to reconcile with" is correct (this is the accounting month (period) to coincide with your bank or credit statement).

3) Enter your "Target ending" balance on the right side of the screen. (This will be the ending balance on your bank or credit statement.) PcMars will automatically adjust your cleared balance as you clear your transactions. So you can instantly see the amount needed to balance, shown as the "Difference". PcMars also counts the number of transactions cleared and calculates the total dollars for deposits and checks, to help you find any discrepancies with your statement.

4) Simply check the transactions that are listed on your bank statement by clicking with the mouse in the "Clr" box or using the "x" key

TIP: If you click the first transaction and then press/hold down the "X" key. PC Mars will quickly clear every transaction.

> **Note:** If you select "All Entries" to reconcile with, you will not have the option to enter target ending balance or to view the Beginning or Ending balances. This is because "All Entries" shows every bank account transaction, so it cannot be reconciled to a single statement. Choosing "All Entries" is not recommended for this reason.

Additional Reconcile Screen Options

1. Reconcile previous year's transactions: You can reconcile transactions entered in the previous years set of books by checking this box. [If a link has not been setup to the previous year set of books (under <u>Business Information⇒Advanced Tab</u>), you will be asked for the previous year set of books.] Then you can reconcile transactions from the previous year. PcMars will default to the "same" month's bank statement, when the previous year is selected. For example, if you have chosen to reconcile the January bank statement and then choose "Reconcile previous year's transaction" the default month will be the "current year", "January" (or "n1").

When you are done in the previous year, uncheck the box, and you will go back to the current year, with the correct bank balances being carried over to the current year.

2. Split Screen for deposits and expenses: This will separate your inflows and outflows just as some bank statements.

3. Show out of range cleared transactions: This will show all cleared transactions regardless of Accounting Month (period). This may help you look up a transaction that you have previously cleared.

4. Edit: You can edit the particular transaction that is highlighted by clicking the "Edit" button or double-clicking on the transaction. PcMars will bring you to the proper screen for the type of transaction it is.

5. Print: You can directly go and print the check register. The period or date range, and other setting for the Check Register will match your setting on the reconcile screen.

Tips for "Direct Control of Period" Users

A. By default the reconcile screen **ONLY** shows transactions matching the specified period. **IF** you change the period number, the transaction **DISAPPEARS** from your screen because it no longer matches your search criteria. **IT IS NOT GONE!!**

B. If you can't find a transaction on the reconcile screen, click **"Show out of range transactions"**.

C. **DON'T** switch back and forth between turning the "Direct Control of Period" **ON AND OFF**.

TIP

In order to see any uncleared transactions, click on "Show out of range transactions". This will allow you to see all the transactions regardless of the period.

Direct Control of Period Reconciliation

Printing the Check Register

The check register option varies depending on whether the "Direct Control of Period" option is **ON** or **OFF.**

"Direct Control of Period" is OFF (Recommended)

The check register report option will look like this when the "Bank Statement Period" option is selected.

Note that the "Show cleared" and "Show uncleared" functions are **disabled**. This is because the "Bank Statement Period" option searches for transactions cleared in the appropriate period--Example. July = period 7. Since only cleared transactions have a period assigned, there is no need to have the "Show cleared" or "Show uncleared" options.
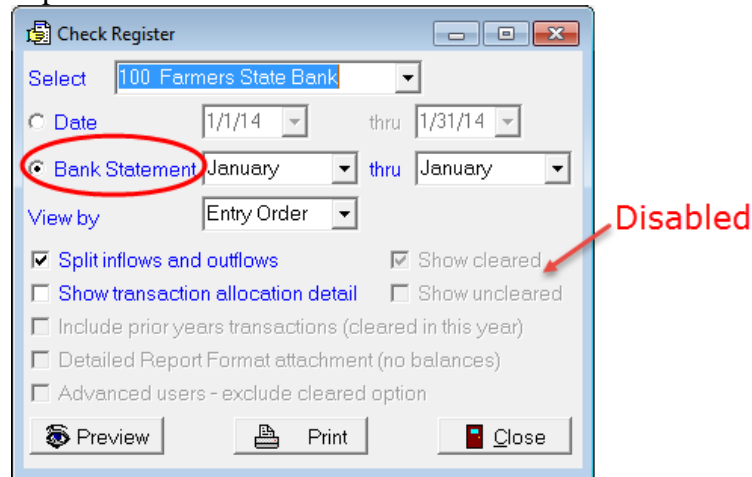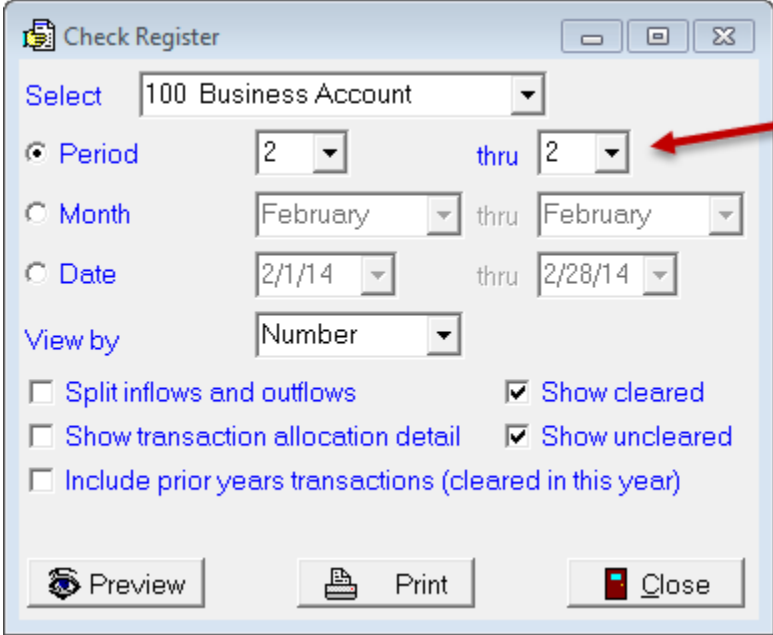
When you select to print your check register by "Date" rather than "Bank Statement Period", the check register report option will look like this.
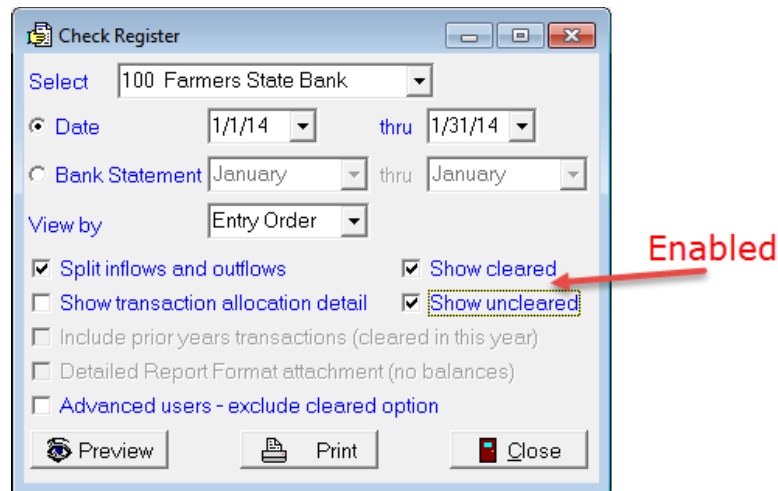
In this situation PcMars searches for the **actual date** the transaction was entered. Since this search completely ignores the "period", the "Show cleared" and "Show uncleared" options are enabled.

"Direct Control of Period" is ON:

The Check Register Report will look like this and you can choose to search for data by "Period" as well as "Month" or "Date". Note that the "Show cleared" and "Show uncleared" functions are **enabled**.

Editing Past Years Data

When you need to "edit" data (more than just reconciling) in your previous years set of books, you just need to follow this procedure. An example of this would be if you needed to adjust a principal payment and interest break down. ALL asset and liability balances are updated.

1. When you have your "current" year set of books open, click on "File"

2. Click on "Go to previous year Set of Books"
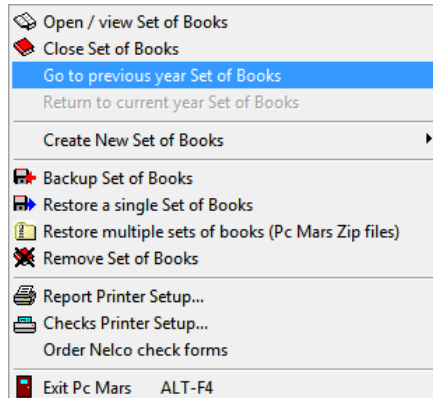
3. This will bring up the following screen. Highlight the "last year's set of books".   Click "OK". This will take you directly to your "previous years" set of books where you can edit, change, delete, add transactions to that set of books.
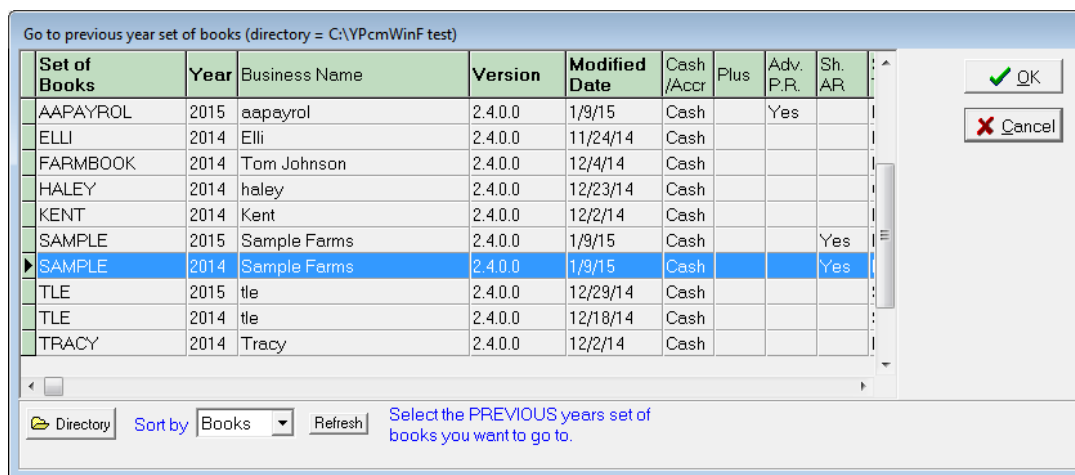
4. After you have finished making any changes/corrections in the last year's set of books, you will click on "File". Highlight the option to "Return to current year Set of Books".
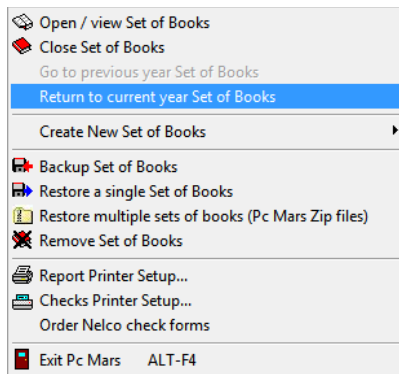
When you choose "Return to current year Set of Books", you will be asked the following:

1. You will notice that you have the option to "Print a report listing the changes made", or to "Preview changes made" BEFORE you actually carry them over. By previewing changes, you will be able to see the changes that you made and be able to stop the carry over if you see changes that are not correct. By printing a report, the balances will be carried over automatically and you will receive a report showing ALL the beginning balances for the assets/liabilities "**before**" you made any changes in the set of books and then the balances "**after**" you made those changes. After viewing/printing this report, you will again be back in your current year set of books.

2. Check this box if you want any new vendors or inventory items, that have been entered in prior year's data, carried over to the new year.
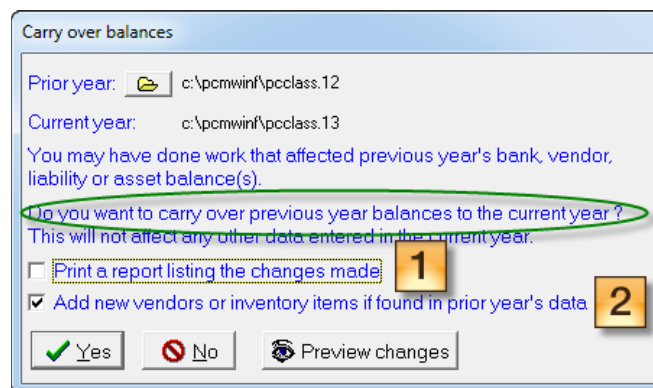
NOTE: You can also find this same "Carry over balances" screen under the "Utility" feature of PcMars.
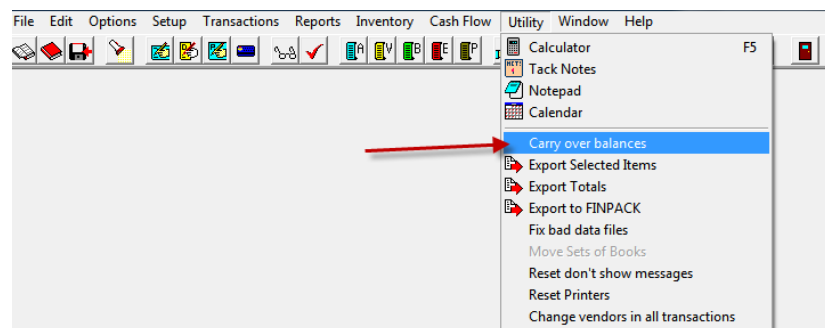
Batch Check Printing

1. Under "Options" in tool bar, click on "Miscellaneous Options"

2. Put a check mark in the "Enable batch printing" box & click "OK"

3. Then, under "Transactions" in the tool bar, click on "Batch Check Printing"

4. The "Batch Check Printing" box will open up. Select the either the "Checks" or "Credit" dial, depending on whether you are printing bank checks (your bank account) or revolving credit checks (farm service or credit cards)

5. You can select the specific vendor in the drop down or leave it "All"

6. Enter a check mark by the checks that you want to print

7. Click on "Print"
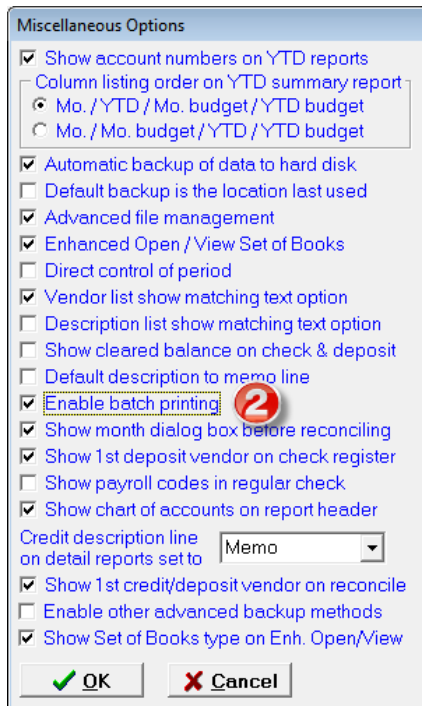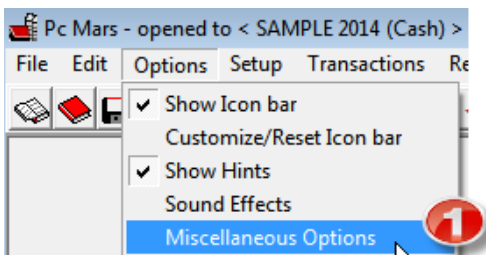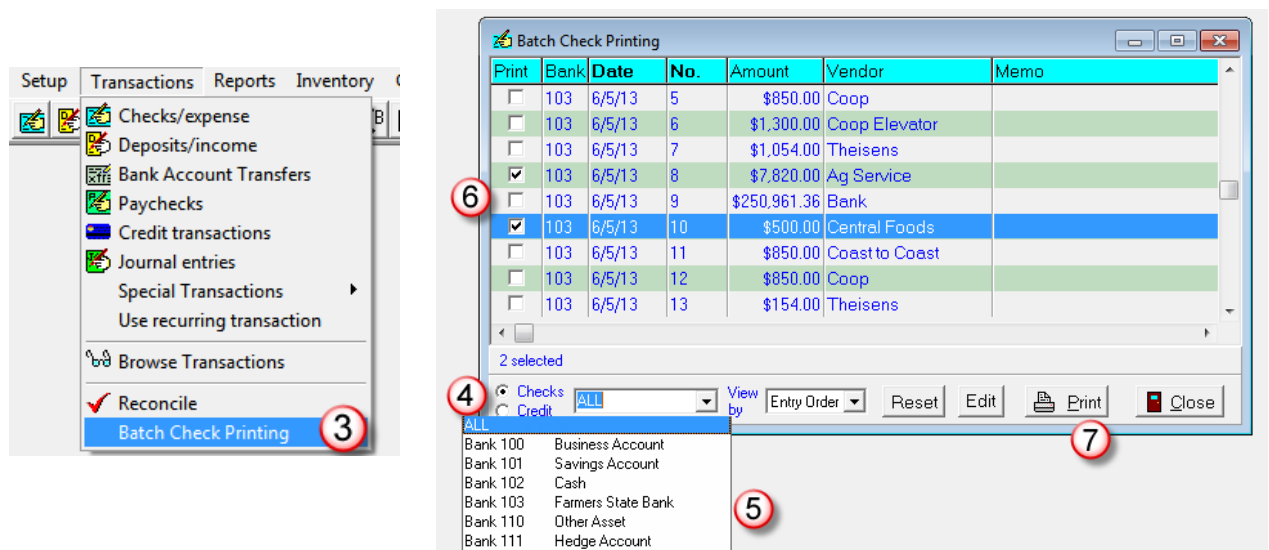
If you choose not to print the checks at the time you create them, PcMars will save your selection(s) until you decide to print them. Once the checks that have been "selected" to print have been printed, the "Print" box will be cleared. This screen will look like this. You can also edit a check through this screen by highlighting the line and clicking on the "Edit" button at the bottom of the screen.
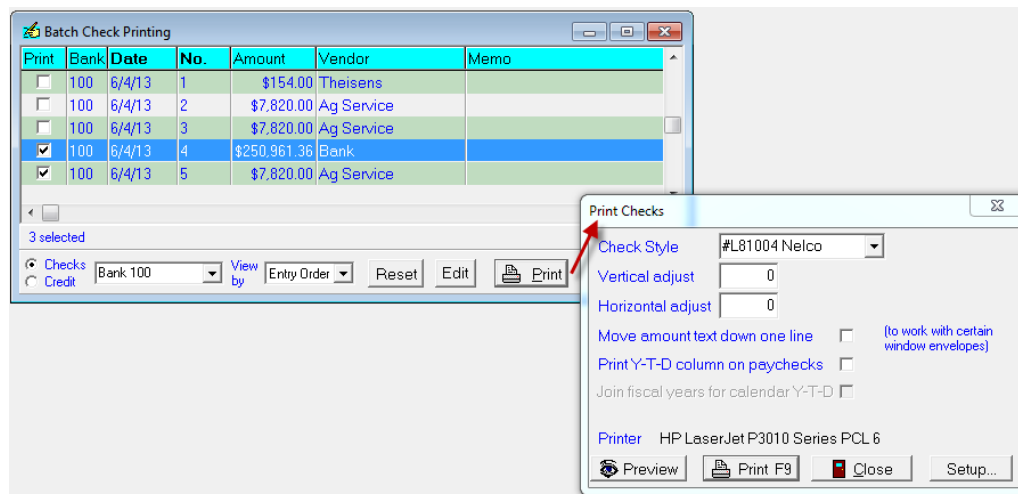
Options

Located on the "tool bar" are additional <u>Options</u> for PcMars. There are three options you can turn on or off by checking the box—"Show Icon bar", "Show Hints" and "Sound Effects".
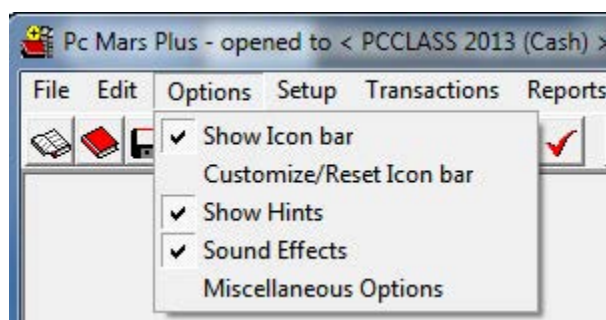
You also have the option to "Customize the Icon bar". Any of these "icons" can be dragged to your icon bar so you have access to those icons you use most frequently. You can also remove icons and deposit them to this area.
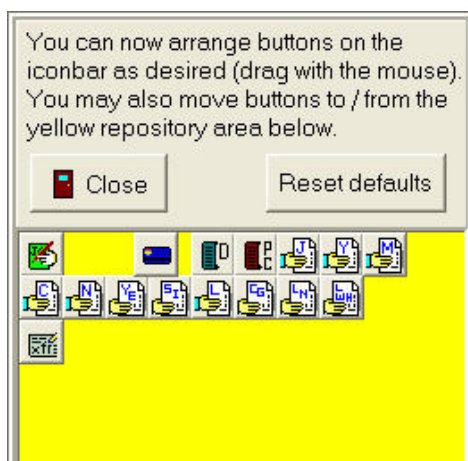
Also listed are "Miscellaneous Options". Below is a listing of what these options are and our recommendation for using these options.
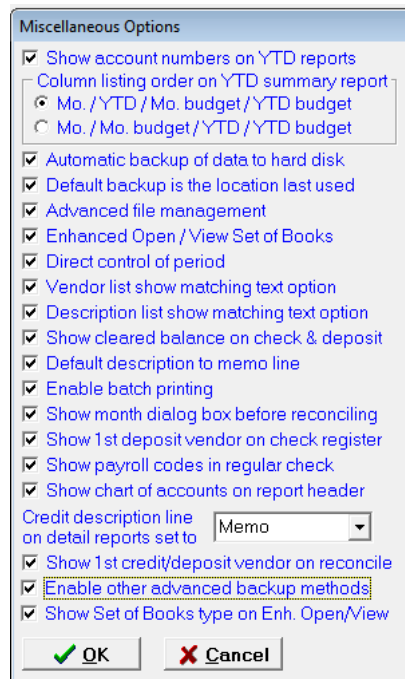
» **Show Account numbers on YTD reports,** *RECOMMENDED*

If selected, the numerical account numbers will appear as well as the account code descriptions on the following YTD Reports: YTD Summary Report, Cash Income Statement, Multiple Enterprise Report, YTD Cash Flow Format Report, Year End Cash Summary Report, and YTD Compare to Annual Budget.

» **Column listing order on YTD reports,** *YOUR PREFERENCE*

Select the listing order for the four columns of the YTD Summary report between: Month / Year To Date / Month Budget / YTD Budget and Month / Month Budget / Year To Date / YTD Budget.

» **Automatic backup to hard disk,** *RECOMMENDED*

This is not a substitute for backing up to an external source—memory stick, flash drive or cd. It is rather a simple way to backup your data, in case of a file error. Remember most people lose their data when their hard drive crashes, and this will not help in that situation.

» **Default backup is the location last used,** *RECOMMENDED*

When this is checked, the default backup location will be the last backup location used for this set of books. If a "last" backup location for this set of books is not found, then the default backup location is the last backup location used for any set of books. If this box is not checked, the default backup location is drive A.

» **Advanced file management,** *YOUR PREFERENCE*

This will allow you to directly control path names, drives and sub-directories where data is located.

» Enhanced Open/View Set of Books, *RECOMMENDED*

      1. This new screen lists details about each set of books, such as; Year, Business Name, Version,   If it is Cash or Accrual, if it is a Plus set of books, if Advanced Payroll is turned on for that set of books, and the Last Date it was Modified.

      2. An additional option under "Year" is to show All the years for each set of books, or you can select a specific year. (for a more detailed explanation, see the 2.4 Features Booklet at www.pcmars.com

To Enable This Option:

1. Click on "options" in the tool bar
2 . Click on "Miscellaneous Options"
3. Check the "Enhanced Open/View Set of Books" box
5. Click on "OK"

  • **When searching for a set of books in a different directory**: You enable both the "advanced file management" & the "enhanced Open/View Set of Books" under Miscellaneous Options. Then "click" on "Directory" and browse for the directory that you want, click on the new directory & then click "ok". This will open up the "new" directory and you can choose the set of books that you want to open.

» Direct control of period, *NOT RECOMMENDED*

      Because users have different closing bank statement dates and outstanding checks/deposits each month, PcMars uses the accounting period (period) to track cleared transactions. You can either choose to control the period yourself or let PcMars assign the accounting periods for you based on the transaction date.

      This option lets you specify what accounting period (bank statement) your entries cleared your bank when you enter them. Because of normal outstanding checks/deposits, **I would ONLY suggest using direct control of period if you enter ALL transactions from your bank statement**.

» Vendor list show matching text option, *YOUR PREFERENCE*

      When enabled, PcMars will attempt to fill in your vender after you have typed one or two characters.

» Description list show matching text option, *YOUR PREFERENCE*

      When enabled, PcMars will attempt to fill in your description after you have typed one or two characters.

» Show cleared balance on checks and deposits, *NOT RECOMMENDED*

      When checked, the bank account balance that is shown on the check and deposit entry Window will be the CLEARED bank balance (those transactions that have cleared the bank. When this is unchecked, the regular bank balance (all transactions) will be shown

» Default description to memo line, *YOUR PREFERENCE*

      If this is checked, PcMars will print your description on the memo line when printing checks.

» **Enable batch printing,** *(For use with "batch" check printing only)*

> If this box is marked, a question appears on each check or revolving credit transaction screen as to whether you want this check marked to batch later. If you have it unmarked, then you won't see this question icon all the time. If you don't print your checks or you always print them at the time of data entry, then this will simplify your life.

» **Show month dialog box before reconciling,** *RECOMMENDED*

> If this box is marked and you do not use direct control of period, then a special dialog box appears just before you get to the "reconcile" screen. This **helps** you to be sure that you are reconciling the right month. If it is not marked, you go directly to the reconcile screen, but *pay attention to the month* (bank statement period).

» **Show 1st deposit vendor on check register**, *YOUR PREFERENCE*

> Instead of showing the bank account on the deposits when doing the check register, this tells PC Mars to print the first vendor of entry items. If the deposit has only one, then it shows that one. If there are checks from more than one business, then it will print an asterisk (*) after the vendor name to tell you that there ARE others. In many cases, this will help you identify just what the deposit is all about.

TIP: You can always choose "detail" when printing your bank statement if you want to see all deposit vendors.

» **Show payroll codes in regular checks,** *NOT RECOMMENDED*

> PcMars suppresses the use of Payroll (gross or net pay) account codes in the pick list if you are doing a regular (non-payroll) check. If you need to show other line-items that add to net or gross payroll that are <u>not</u> actually paychecks, then you can mark this spot to enable you to do it.

» **Show chart of accounts on report header,** *RECOMMENDED*

> This shows which type of account codes you have selected to use for your accounting and will be printed at the top of your PcMars reports.

» **Credit description line on detail reports,** *YOUR PREFERENCE*

> This gives the user some flexible options for display of the credit description in detail reports. This is regarding the display of the top level description that is normally the credit "Memo" item. You have the options of displaying the first line item description (lower part of the credit screen), the top level vendor (the "Pay to"), or the default Memo.

» **Show 1st credit/deposit vendor on reconcile**, *RECOMMENDED*

> When this option is checked, the reconcile screen will show the 1st vendor in the transaction, which will make reconciling easier.

» **Enable other advanced backup methods, NOT RECOMMENDED**

> This will allow you to back up to other methods for advanced users. We recommend backing up using the Zip File back up to a flash stick/memory stick.

» **Show Set of Books type on Enh. Open/View, YOUR PREFERENCE**

> This will allow you to see the type of book that was selected when created.

Backing Up Your Data

Whenever you finish a PcMars session and choose to "Exit PcMars", the program asks if you want to back up your data. We always strongly recommend you back up your data. Once you answer "yes", this screen will pop up.
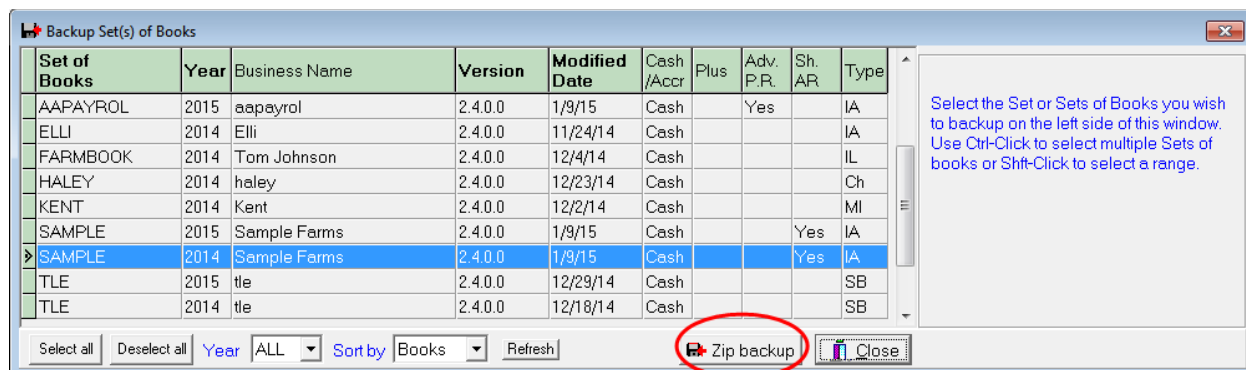
All you have to do is highlight which set of books you want to have backed up (usually the one you were recently working in will already be highlighted) and make sure that you are backing up to the right drive. Below is an explanation for each back up option. **Our recommended option is to use the "Compressed (Zip) file" and backup to a "Memory Stick/Flash Drive". You need to highlight the book(s) you would like to back up, then click on the "Zip Backup" button. You can also select all the books with the "Select All" button. Then proceed to hit "Zip Backup" .**

Compressed (Zip) File: This option is the recommended option for safely backing up your data, and we suggest using a "Memory Stick/Flash Drive". This option allows you to "compress" your set of books and email them to your consultant/fieldman. This eliminates the problems with disks, drives and CD's not being compatible from one computer to the other. Your consultant/fieldman can then restore them to his computer, make changes/edit and then email those books back to you within minutes. This is the recommended backup! If you need other backup options, you will need to enable "other advanced backup methods" under Options ⇒Miscellaneous Options.

Backup for the consultant: This will allow you to make a backup copy that your consultant could access without restoring the data on his computer. This will also allow you to store more than one set of books on larger media storage such as Zip's or CD's, because it saves the data under the exact same path as on your hard drive. The disadvantage to using this method is you need to understand data paths in order to restore your data.

Other backup location: This has the same advantage as "Backup for consultant" except you must choose or create your own path and directory. This option allows the most flexibility to save your data. However, it also requires the most computer skills! **ONLY USE THIS METHOD IF YOU ARE COMPLETELY COMFORTABLE WITH THE STRUCTURE OF DIRECTORIES.**

Drive A (A:\): This method will save your data to the floppy A:\ drive. Most new computers **do not** have a floppy drive "A". **IF you do have a floppy drive, make sure you only use these disks for PcMars backup. Do not save any other data on these disks.**

Backing up your data under File ⇒Backup Set of Books:

1) You can either select all the books by using "Select All", or manually highlight the sets of books that you want to back up. To select consecutive sets books from the listing, click on the 1ˢᵗ set of books, hold down the shift key and click on the last set of books that you want to backup. To select books not located next to each other in the drop down (see above example), hold down the control key and left click the books you want.
2) Then click on "Zip Backup".
3) The "Browse Directory" will open up. Choose your back up location (we recommend a Flash Drive Directory).
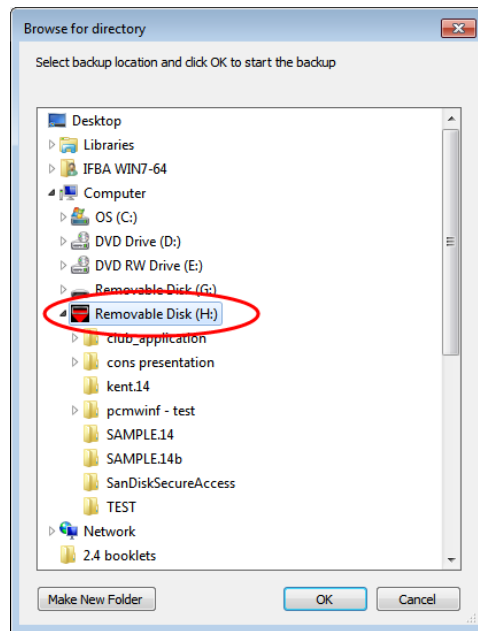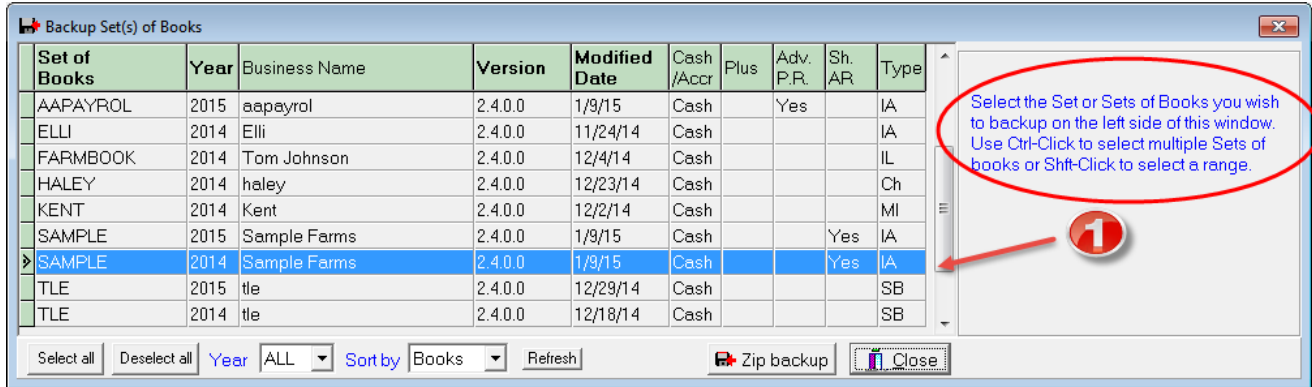
You need to select the Drive letter assigned to that flash stick. In this example, it is in Drive (H). Click on the drive letter assigned to your flash stick and hit OK at the bottom.

Restoring Your Data

If your books are ever corrupted on your hard drive or your hard drive crashes, you will need to use the "Restore" command to take the back up files and transfer them to the hard drive.

To Restore a Single Set of Books

To do this, select File⇒Restore set of Books from Backup⇒Restore data from zip file, then "Select file name & location". Then choose the drive where your flash drive/memory stick is located. The "Will be Restored To" on the right-hand side will automatically fill it in correctly.

Once you are sure this is what you want to restore, click the OK button and restoration of your data will begin. Remember—if you have replaced a hard drive, you **must** set up the new data path exactly as the path was stored on the backup disk.
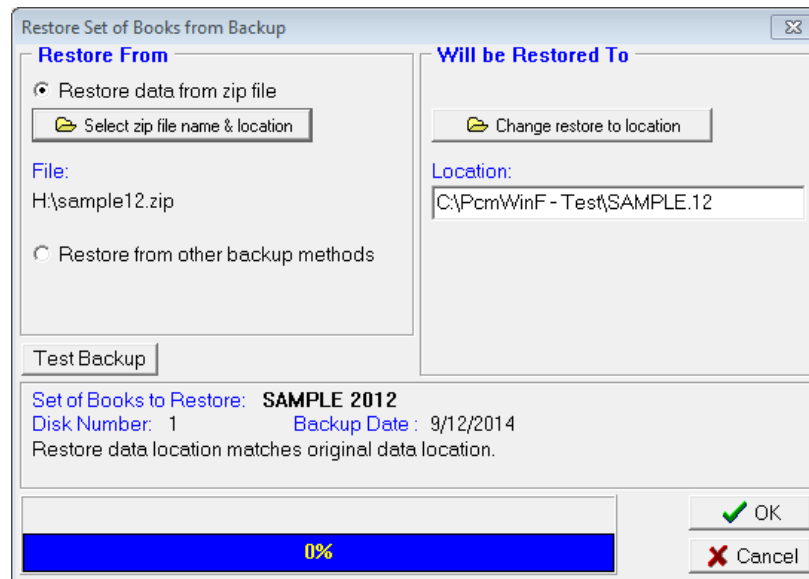
Test Backup Option

The Test Backup Option will reinstall your backup data so you can verify the data is saved. The program will automatically create a new set of books with a default name of "Test Back" and copy your backup data into this directory. You will then need to open the "Test Back" books to verify your backup data is correct. Regardless of which backup method you choose, the default directory will be "Test Back". This option again checks "errors" in backing up to a disc or CD in order to be sure you have a "good" backup of your data.

To Restore Multiple Set of Books

To do this, select File⇒Restore multiple sets of books (PcMars Zip files), then

1. Select "From Directory"
2. Choose the drive where your flash drive/memory stick is located
3. Click "OK"
4. Hold down the CTRL key to highlight the books you want to restore OR click on "Select All"
5. Click on "Restore" to restore all the books into your PcMars.

Restore Multiple Books - Pc Mars Zip files only (From directory = F:)

Set of Books	Year	Business Name	Version	Cash /Accr	Plus	Adv. P.R.	Modified Date	Restore to Directory
ACCRUAL	2014	accrual	2.3.4.0	Accr	No	Yes	2/10/14	C:\PcmWinF\ACCRUAL.14
BBBBB	2014	bbbbb	2.3.4.0	Cash	No	No	2/6/14	C:\PcmWinF\BBBBB.14
BBBBKENY	2013	bbbbkeny	2.3.4.0	Cash	No	Yes	2/12/14	C:\PcmWinF\BBBBKENY.13
BOOKTEST	2013	DeerfieldFarm LTD	2.3.4.0	C				
ILTEST	2013	ILTEST	2.3.4.0	C				
ILTEST	2014	ILTEST	2.3.4.0	C				
KENTACCR	2014	kentaccr	2.3.4.0	A				
KENTVRLL	2013	VRLL	2.3.4.0	C				
MNTEST	2014	MNTEST	2.3.4.0	C				
MYTEST	2014	MyTest	2.3.4.0	C				
NEWSET	2014	NEWSET	2.3.4.0	C				
NEWSTIPS	2013	newstips	2.3.4.0	C				
PAYTEST	2013	PAYTEST	2.3.4.0	C				
PAYTEST	2014	PAYTEST	2.3.4.0	C				
PCCLASS	2013	PcClass	2.3.4.0	C				
SAMPLE	2012	Sample Farms	2.3.4.0	C				
SAMPLE	2013	Sample Farms	2.3.5.0	C				
TEST	2013	TEST	2.3.4.0	C				
TEST	2014	TEST	2.3.4.0	C				
TESTUP	2013	TESTUP	2.3.4.0	C				

Browse for directory

Select source (from) directory for Pc Mars backup zip files.

- Desktop
  - Libraries
  - IFBA WIN7-64
  - Computer
    - OS (C:)
    - DVD Drive (D:)
    - DVD RW Drive (E:)
    - Removable Disk (F:) ②
    - Removable Disk (G:)
  - Network
  - Kent
  - Kent VIckre Did, Outlook
  - Outlook - Moving
  - Tenann

Make New Folder   OK   Cancel

① From Directory   To Directory   Close   Restore

Restore Multiple Books - Pc Mars Zip files only (From directory = F:)

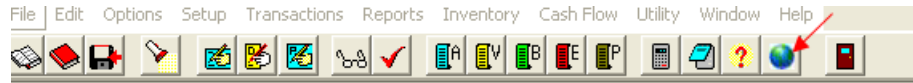| Set of Books	Year	Business Name	Version	Cash /Accr	Plus	Adv. P.R.	Modified Date	Restore to Directory
ACCRUAL	2014	accrual	2.3.4.0	Accr	No	Yes	2/10/14	C:\PcmWinF\ACCRUAL.14
BBBBB	2014	bbbbb	2.3.4.0	Cash	No	No	2/6/14	C:\PcmWinF\BBBBB.14
BBBBKENY	2013	bbbbkeny	2.3.4.0	Cash	No	Yes	2/12/14	C:\PcmWinF\BBBBKENY.13
BOOKTEST	2013	DeerfieldFarm LTD	2.3.4.0	Cash	No	No	2/13/14	C:\PCMWINF\BOOKTEST.13
ILTEST	2013	ILTEST	2.3.4.0	Cash	Yes	Yes	1/28/14	C:\PcmWinF\ILTEST.13
ILTEST	2014	ILTEST	2.3.4.0	Cash	Yes	Yes	12/30/13	C:\PcmWinF\ILTEST.14
KENTACCR	2014	kentaccr	2.3.4.0	Accr	No	Yes	2/3/14	C:\PcmWinF\KENTACCR.14
KENTVRLL	2013	VRLL	2.3.4.0	Cash	Yes	No	2/5/14	C:\PcmWinF\KENTVRLL.13
MNTEST	2014	MNTEST	2.3.4.0	Cash	Yes	Yes	12/30/13	C:\PcmWinF\MNTEST.14
MYTEST	2014	MyTest	2.3.4.0	Cash	No	No	2/13/14	C:\PcmWinF\MYTEST.14
NEWSET	2014	NEWSET	2.3.4.0	Cash	No	No	2/7/14	C:\PcmWinF\NEWSET.14
NEWSTIPS	2013	newstips	2.3.4.0	Cash	No	No	12/30/13	C:\PcmWinF\NEWSTIPS.13
PAYTEST	2013	PAYTEST	2.3.4.0	Cash	Yes	Yes	12/30/13	C:\PcmWinF\PAYTEST.13
PAYTEST	2014	PAYTEST	2.3.4.0	Cash	Yes	Yes	12/30/13	C:\PcmWinF\PAYTEST.14
PCCLASS	2013	PcClass	2.3.4.0	Cash	Yes	No	2/12/14	C:\PcmWinF\PCCLASS.13
SAMPLE	2012	Sample Farms	2.3.4.0	Cash	Yes	No	1/28/14	C:\PcmWinF\SAMPLE.12
SAMPLE	2013	Sample Farms	2.3.5.0	Cash	Yes	No	2/13/14	C:\PcmWinF\SAMPLE.13
TEST	2013	TEST	2.3.4.0	Cash	No	No	2/12/14	C:\PcmWinF\TEST.13
TEST	2014	TEST	2.3.4.0	Cash	No	No	2/13/14	C:\PcmWinF\TEST.14
TESTUP	2013	TESTUP	2.3.4.0	Cash	No	No	1/31/14	C:\PcmWinF\TESTUP.13

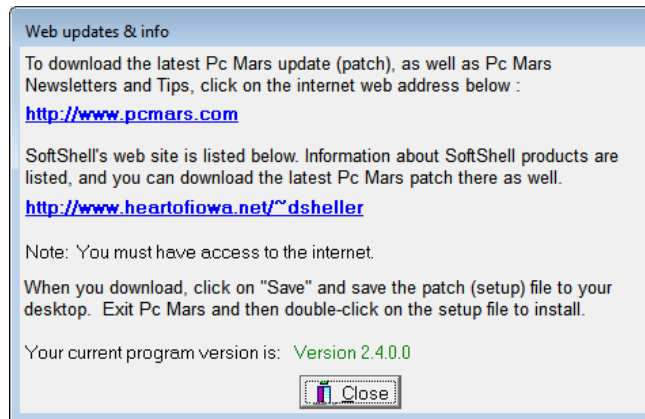④ ⑤ From Directory   To Directory   Close   Restore   Select all   Deselect all   Year ALL   Sort by Books

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 web site and also the web site for SoftShell Computer Service. You can also access this screen by clicking on "Help" above the icon bar.
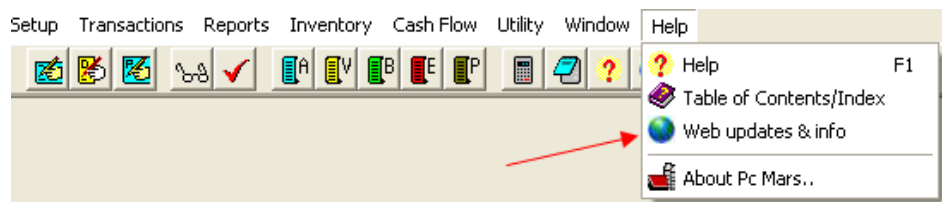
PcMars Warning

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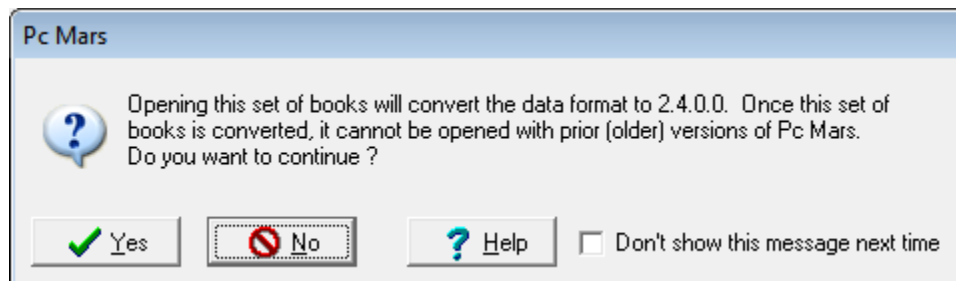
NOTE: If you have PcMars loaded on several computers, be sure <u>all</u> your PcMars versions are the same!

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.