

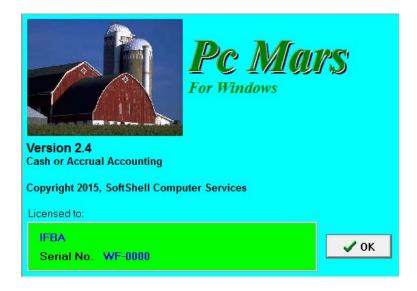
GUIDE TO PCMARS FOR WINDOWS Beginners Booklet



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

This <u>Beginners Booklet</u> 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 <u>"2.4 Features Booklet</u>" (which we suggest that you print from our web page, <u>www.pcmars.com</u>, 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 <u>Advanced Booklet</u> available on our web site at <u>www.pcmars.com</u>.



Throughout our booklets we use the symbol " \Rightarrow " which means "go to". So if we say click on <u>Setup \Rightarrow Business</u> Information, that means to **first** click on Setup and **second** click on Business Information.

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:

ELLI 2014 Elli 2.4.0.0 11/24/14 Cash IA FARMBOOK 2014 Tom Johnson 2.4.0.0 12/4/14 Cash IL HALEY 2014 haley 2.4.0.0 12/2/14 Cash IL Treat sealed grain as Ch KENT 2014 Kent 2.4.0.0 12/2/14 Cash MI IA SAMPLE 2014 Sample Farms 2.4.0.0 12/19/14 Cash MI IA IA IA IL Income C loon Income	Set of Books	Year	Business Name	Version	Modified Date	Cash /Accr	Plus	Adv. P.R.	Sh. AR	Туре	^	New year set of books Name Fiscal year
HALEY 2014 haley 2.4.0.0 12/23/14 Cash Ch ENT 2014 Kent 2.40.0 12/21/14 Cash Mi AMPLE 2014 Sample Farms 2.40.0 12/19/14 Cash Mi TE 2014 te 2.40.0 12/19/14 Cash IA TE 2014 tracy 2.40.0 12/18/14 Cash IL PACY 2014 Tracy 2.40.0 12/2/14 Cash IL	ELLI	2014	Elli	2.4.0.0	11/24/14	Cash				IA		SAMPLE 2015
Instruction Instruction	ARMBOOK	2014	Tom Johnson	2.4.0.0	12/4/14	Cash				IL		Treat sealed grain as
AMPLE 2014 Sample Farms 2.4.0.0 12/19/14 Cash IA LE 2014 te 2.40.0 12/18/14 Cash SB RACY 2014 Tracy 2.40.0 12/2/14 Cash IL	IALEY	2014	haley	2.4.0.0	12/23/14	Cash				Ch		🔿 Income 🛛 💿 Loan
LE 2014 tie 2.40.0 12/18/14 Cash SB E RACY 2014 Tracy 2.40.0 12/2/14 Cash IL IL DO NOT change the name and fiscal year of the new year's set of books	ENT	2014	Kent	2.4.0.0	12/2/14	Cash				MI		
PACY 2014 Tracy 2.40.0 12/2/14 Cash IL DO NOT change the name and fiscal year of the new year's set of books	AMPLE	2014	Sample Farms	2.4.0.0	12/19/14	Cash				IA		
DO NOT change the name and fiscal year of the new year's set of books	LE	2014	tle	2.4.0.0	12/18/14	Cash				SB	Ξ	
year of the new year's set of books	RACY	2014	Tracy	2.4.0.0	12/2/14	Cash				IL		
												year of the new year's set of books

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.

🖞 Checks/expense	
Bank Account 100 - Farmers State Bank Balance \$1	9,777.27 Save F10
Check S Number 1066 Not cleared	X Cancel
Pay to the Order of 1/1/15 Payched	
Address	Add Tack note here
Memo ** Addir	Multiple loan vendors Multiple asset vendors
Code Entprise Amount Description PC	Save F10 Cancel Alt+C Close
	Find transaction Ctrl+F
4	Find next F3 Delete transaction Ctrl+D
Amount Left \$0.00	Browse transactions
	View transaction (as report) Alt+V
	Setup item Alt+S Print check F9 Insert row Alt+1 Total line items Ctrl+T
	Continue description on next line Alt+D

To "drag the Note Icon" to the check, just click on the icon 4, 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.

Pc Mars - opened to < TE	STBACK 2013 (Cash) >	
	Transactions Reports Inventory Cash Flow Utility Window Help 4 5 2 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5	
	Checks/expense Bank Account 100 Business Account Balance \$50,0 0.00	COEX ✓ Save F10
	Check Solution Interview I	X <u>C</u> ancel Re <u>u</u> se ∎⊅ <u>R</u> ecurring
	Address Batch Print Memo ** Adding	থ্য <u>Prior</u>
	Code Entprise Amount Description Units Weight	

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.)

Pc Mars - opened to < MYTEST 2014 (Cash) >	
File Edit Options Setup Transactions Reports Inventory Cash Flow Utility Window Help Image: Setup Image: Set	
NAP T SSA FILLE BEEN T AGE T	V
Notes Created 2/14/14 3:17 PM This is a reminder to pay Hometown B	
This is a reminder to pay Hometown Bank monthly.	
E	
- 4	
Bedit note <u>∎</u> Print <u>∎</u> Close	

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).

📕 Vendor List		
Bavin, Glen	<u> </u>	Type Loan C Learned aut (Accel)
CCC #1008	*C	C Loaned out (Asset)
CCC #1857	*C	
CCC #2091	*C	Name
Central Foods		Long Name
Coast To Coast		
Combine Loan	*L	Address 1
Coop Elevator		Address 2
Farm Credit Serv	*L	Address 3
Federal Land Bnk	*L	
Feed Supply Co		Taxpayer ID#
GTE		Phone () -
Hog Bldg Loan	*L	Email address
Hog Markets Co.		· · · · · · · · · · · · · · · · · · ·
lowa Dept Rev.		Liability Acct Code
lowa Light Co		Default
Larkin, Jerry		Enterprise Flag for 1099
Machine shed Ln	*L	Default Description
Norman Butters		
Op Note #2392	*L *I	Term
Op Note #7629	~L	1/1/14 begin (Enter this at the
Oxford Church		year balance start of the year)
Phillips Impl. TCM Schools		Interest rate
Uncle Sam		Creditor (Enabled for use in credit transactions)
Vee-Hi Foods		1/1/14 begin
Visa	*	clearbalance
WalMart	L.	Liability Acct Code must be entered so that loans
Wellman Lystk		can be imported into liability inventory.
Weinfidit Lysik	*	Override Beginning Balance(s)
<u>D</u> elete <u>A</u> dd	new 📬	✓ Save F10 X Cancel Close 🗎

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.

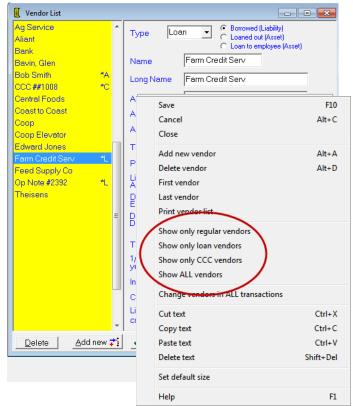
The beginning of year balance means exactly what it says – enter the loan balance as of the beginning of **your** accounting year. This will be January 1 if your books are on a calendar year. A common mistake that is made here is to put the original loan balance in. If the loan was taken out during the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



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.





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.

📕 Vendor List		
CCC #2091 *C	*	Type OCC V
Central Foods		Type CCC 🔽
Coast To Coast		
Combine Loan *L		CCC Loan No.
Coop Elevator		Long Name
Farm Credit Serv *L		
Federal Land Bnk *L		Address 1
Feed Supply Co	=	Address 2
GTE		Address 3
Hog Bldg Loan *L		
Hog Markets Co.		Taxpayer ID#
lowa Dept Rev.		Phone () -
lowa Light Co		Email address
Larkin, Jerry		
Machine shed Ln *L		*Inventory Acct Code
Norman Butters		Crop Sealed Flag for 1099
Op Note #2392 *L Op Note #7629 *1		
Op Note #7629 *L Oxford Church		Default Description
Phillips Impl. TCM Schools		Treated as Loan Change
Uncle Sam		1/1/14 begin (Enter this at the
Vee-Hi Foods		year balance start of the year)
Visa *		Interest rate
WalMart		*Liability Acct Code must be entered so that Ioans
Wellman Lystk		can be imported into liability inventory.
*C	Ŧ	Override Beginning Balance(s)
Delete Add new	; 1	Save F10 X Cancel Close

There will be a line for a "CCC Loan No." which is **required** to track the tax treatment (election) of **<u>each</u>** 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 <u>Setup Item</u> button after your cursor is in the space you wish to "add". An example of where to find this button is below.

🖌 Checks/exp	ense						
Bank Accour	t 100 🔻 Farm	ers State Bank	Balance	\$25,277.27	_	~	Save F10
Check	//&//	Number 1006	Cleared	(1) ?			X <u>C</u> ancel
Pay to the Order of	Phillips Impl.	Date	Total An	nount 325.00 <u>+¥</u>		A	dd new 📬
Address	Phillips Impl. 1800 East Hwy Story City, IA 51						Next øc> €n <u>P</u> rior
Memo			** Editi	ng 🎸			Setup item
Code Er	tprise Amoun	t Description	PC	Units	Weight	<u> </u>	Print F9
▶ 401 GE 402 GE	•	i.00 Repair JD 4650 1.00 Torq Guard Oil	OP OP	0	0 0		Blank row
						_!	nsert row
1	Amo	ount Left	\$0.00				Close

Once you have clicked on this button, the screen will come up for you to fill in. Once you are done, clicking on the <u>Close</u> 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.

📩 Checks/exp	oense						6	- • ×
Bank Accour	nt 100 🔻 Farr	ners State Ba	ank	Balance	\$25,277.27	'		🗸 Save F10
Check		Number	1006	Cleared	(1) ?			🗙 <u>C</u> ancel
Pay to the Order of	Phillips Impl.		Date 1/23/14 _▼	Total Am	nount 325.00 <u>+</u>			<u>A</u> dd new ‡ 'i
Address	Phillips Impl. 1800 East Hw Story City, IA 5			🗖 Раус				<u>N</u> ext ∎⊃≁ ≪ 1 , <u>P</u> rior
Memo				** Editi	ng 火			<u>S</u> etup item
Code Er	ntprise Amou	nt D 25.00 Repair JD	escription 4650	PC	Units 0	- Weight 0	^	붬 Print F9
402 GE	· · ·	0.00 Torq Guar		OP	0	0	E	<u>B</u> lank row
								Insert row
	Am	iount Left	:	\$0.00				Close

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

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

🖌 Deposits/income Bank Account 100 - Farmers State Bank Balance \$25,277.27 🗸 Save F10 X <u>C</u>ancel Deposit Number 2011 Not cleared Re<u>u</u>se ๗ Date 12/31/14 👻 Total Amount \$450.00 +\$ <u>Recurring</u> Memo ** Adding 🖘 <u>P</u>rior Code Entprise D PC <u>S</u>etup item Amount Weight Vendor Description Units . \$500.00 Sold Hogs Hog Markets Co. 321 HOG OP D 0P 붬 Print F9 Hog Markets Co. 964 HOG \$50.00 Cash Blank row Insert row Close

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)

🔏 Checks/expe	nse						
Bank Account	100 - Farmers	State Bank	Balance	\$25,727.2	7	✓ Save F10	
Check	🐔 Ni	umber 1066	Not clea	red		Add Tack note here	Alt+T
Pay to the Order of		Date	Total Am	nount		Multiple loan vendors Multiple asset vendors	2
Address			Payc			Save Cancel Close	F10 Alt+C
Memo		•	** Addi	ng 🕸	-	Prior transaction Find transaction	Alt+P Ctrl+F
Code Ent	prise Amount	Description	PC	Units	Weigł	Find next Delete transaction Browse transactions	F3 Ctrl+D
,	Amount	Left \$	0.00 O		-	View transaction (as report)	Alt+V

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).

🖌 Checks/expe	ense						(- • x
Bank Account	t <u>100</u> 🔻 Farm	ers State B	ank [Balance	\$25,727.27			🗸 Save F10
Check	6	Number	1066	Not clea	red			X <u>C</u> ancel
Pay to the Order of	ALL (Multiple Io	an vendors)	Date 12/31/14 <u>▼</u>	Total Am	<u>+×</u>			Re <u>u</u> se 🕬 <u>R</u> ecurring
Address								≈a <u>P</u> rior
Memo			•	** Addi	ing 🔤			<u>S</u> etup item
Venc	lor Code	Entprise	Amount	Desc	ription	PC	<u> </u>	🖺 Print F9
							I	<u>B</u> lank row
							Ŧ	Insert row
	Amo	ount Left		\$0.00			,	Close

Transferring Money

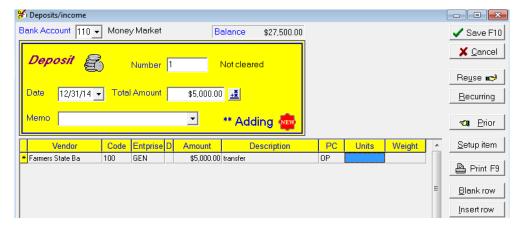
In this new screen you can easily transfer money from one bank account to another. The running balance of both accounts is shown on the right.

👬 Bank Acco	unt Transfers		
Bank A	✓ Save F10		
From Bank	100 💌 Farmers State Bank	Balance \$20,727.27	<u>X</u> Cancel
To Bank	110 💌 Money Market	Balance \$27,500.00	Re <u>u</u> se 🕬
Number	228		
Date	12/31/14 Amount 5000.00		≪u <u>P</u> rior
Memo	Bank Account Transfer	🔹 ** Adding 🔤	
			<u>S</u> etup item
			Close

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.

Check	6	Number	1066	Noticlea	red			🗙 <u>C</u> ance
Pay to the Order of	Money Market	•	Date 12/31/14 ▼	Total Am \$5,0	nount 200.00 <u>+¥</u>			Re <u>u</u> se n e
Address	Money Market			E Payc	heck			<u>R</u> ecurring
Address								€11 ∎rion
Memo			•	** Addi	ng 🏧			<u>S</u> etup iten
Code Er	tprise Amount		Description	PC	Units	Weight	-	💾 Print F
110 00	N \$5,000			UP UP			=	Blank row
110 GE								





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)

D:		📲 Recurring Transact	ions	(2)					×
Business Information	on	Transaction Type	• Check	C Depos	sit C	Credit			
B Bank/asset Account	nts	Name of recurring transaction	Recur Type	Recur Day(s)	+ Ban	k Vendor	Amount	Memo	ŕ
Vendor List									
Payroll	+								
Description List									-
Code Groups		< 🗌							
Special Transaction		Add (3) Edit	Delete	1		Close			
Recurring Transact	ions			2					
🔏 Recurring Chec							-4		
Bank Account 1	00 🛨 Busines					🖊 Save F10 7			
D	Recurring cheo	5				🗙 Cancel 🛛	·		
Recurring Check	-				- 1				
CHECK	Recurring perio	od None _	Day	*					
Pay to the		Week 6		<u>+X</u>					
Order of		None 💙	Payc						
Address		Bi-weekly Custom	- Tuye	IIECK					
Memo		•	** Addi	ng 🔤		<u>S</u> etup item			
					_				
Code Entpris	se Amount	Description	PC	Units	•				
					=	Blank row			
				•	_	Insert row			
	Amoun	tLeft \$	0.00			Close			

After you have entered the recurring transaction, a reminder will pop up on the day specified for the transaction. See screen shot below.

Name of Recurring Transaction	Recur Period	Recur Day	Vendor	Memo	
Loan	Month	28	Combine Loan		
Paycheck REC	Month Month	222	Farmers State Ba Iowa Light Co		
					1
<					
 The recurring transa 	actions lis	sted a	.bove are schedul	ed to be added.	

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 will not 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 transa	ction				- • ×
Creditor	Combine Loan	▼ Balance	\$50,000.00		🗸 Save F10
Liability code	257 🔹 📀 Ex	pense O Income		_	🗙 <u>C</u> ancel
Credit (Expense)	Nu	umber <mark>1</mark> Date	Not cleared Total Amount		Re <u>u</u> se ๗
Pay to the Order of		▼ 12/31/14 ▼			<u>R</u> ecurring
Address			Paycheck		≈a ∎Prior
Memo		•	** Adding 🍄		<u>S</u> etup item
Code Ent	orise Amount	Description	PC Units	Ueight A	붬 Print F9
]]]		<u>B</u> lank row
, _	Amoun	tLeft \$	0.00		Insert row

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.

Credit transaction				- • ×
	ne Loan 💽 Balan O Expense 📀 Incon			✓ Save F10
Liability code 257 -				🗙 <u>C</u> ancel
Credit (Income)	Number 1	Not cleared		Re <u>u</u> se 🕬
10/01/14	1			<u>R</u> ecurring
Date 12/31/14 -	Total Amount	<u>+×</u>		
Memo	•	** Adding 🙅		≈a <u>P</u> rior
Vendor	Code Entprise Amoun		PC A	<u>S</u> etup item
Venuor	Code Emprise Amoun	Description		
			=	💾 Print F9
			-	<u>B</u> lank row
 	Amount Left	\$0.00	+	Insert row



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.

2	Checks	/expen:	se							- • •
	Bank Acc	ount	100 💌	Business	Account	Balanc	e \$	38,440.06		🗸 Save F10
	Chec	:k	6	S Nu	mber 12	Not	cleared	d		🗙 <u>C</u> ancel
	Pay to t Order o		cast to	Coast	Date 6/7/13	Tota	al Amou	unt		Re <u>u</u> se 🔊
		-	cast to	Coast		P	ayche	eck		<u>R</u> ecurring
	Addres	😅 Re	euse Pre	vious Expen	se					<u> </u>
		Bank		Date	Vendor	Code	Ent	Des	scription	Amount 🔺
	Memo	<u>103</u> 103	11 11	<u>6/5/13</u> 6/5/13	Coast to Coast Coast to Coast	<u>103</u> 460	<u>GEN</u> GEN			(\$850.00) \$850.00
	Code	100	9	6/6/13	Coast to Coast	100	GEN			(\$563.22)
	Þ	100	9	6/6/13	Coast to Coast	401	GEN			\$563.22
ļ					ck on this box, trans will hsow up for you					Ĩ
										+
		Viev	v by D	ate	▼ Vendor	ths 3 🕻		rious r	Re <u>u</u> se 🗸	X Cancel

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".

Cl.	heck		6	Number 12		Not cl	eared	X <u>C</u> ancel			
Pay to the Order of		Coa	st to Coast	Dat	e	Total .	Amount		Re <u>u</u> se 🕬		
Add	iress	Coa	st to Coast			Paycheck			<u>R</u> ecurring		
ſ		use Pre	vious Expen	se				e 1	Prior X3		
Me	Bank	No.	Date	Vendor	Code	de Ent Description			Amount	•	
_	<u>100</u>	1	12/31/12	Coast to Coast	100	<u>GEN</u>			(\$80.00)		
Id	100	1	12/31/12	Coast to Coast	100	GEN			\$80.00		
	<u>100</u>	2	<u>12/31/12</u>	Coast to Coast	<u>100</u>	<u>GEN</u>			<u>(\$45.00)</u>		
	100	2	12/31/12	Coast to Coast	401	GEN	small tools		\$45.00		
	100	3	12/31/12	Coast to Coast	100	GEN			(\$35.00)		
	100	3	12/31/12	Coast to Coast	402	GEN	oil & grease		\$35.00		

NOTE: If you set up these "prior years" under "Setup \Rightarrow Business Information \Rightarrow 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 <u>automatically</u> saves this to the "Setup \Rightarrow Business Information \Rightarrow 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.

🔏 Checks/expense	
Bank Account 100 - Business Account Balance \$37,940.06	✓ Save F10
Check 🚳 Number 12 Not cleared	🗙 <u>C</u> ancel
Pay to the Order of Transfer to Hedg ▼ 6/7/13 ▼ \$5,000.00	<u>Reu</u> se ∎≫ <u>R</u> ecurring
Address Transfer to Hedg	<u>_rt</u> ecunnig
Memo ** Adding	<u>S</u> etup item
Code Entprise Amount Description PC Units Weight ★ 111 GEN \$5,000.00 Transfer to Heldge Acct ▼ OP	A Print F9
	■ <u>B</u> lank row
	Insert row Insert row
Amount Left \$0.00	🚪 Close

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.

😤 Deposits/income	
Bank Account 111 - Hedge Account Balance \$5,500.00	🗸 Save F10
Deposit Number 1 Not cleared	<mark>X</mark> <u>C</u> ancel Re <u>u</u> se ∎ ≫
Date 6/7/13 👻 Total Amount \$500.00 <u>+₹</u>	<u>R</u> ecurring
Memo 🔄 🥗 👫 Adding 🔤	🖘 Prior
Vendor Code Entprise D Amount Description PC Units Weight	<u>S</u> etup item
Coop Elevator 359 GEN \$500.00 Hedge Profit OP	🖺 Print F9
	E Blank row
	<u>Insert row</u>
	Close
Amount Left \$0.00	•

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.

😤 Deposits/income		- • ×
Bank Account 100 - Business Account Balance \$32,940.06		🗸 Save F10
Deposit R Number 2026 Not cleared		X <u>C</u> ancel
		Re <u>u</u> se 🕬
Date 6/7/13 Total Amount \$500.00		<u>R</u> ecurring
Memo ** Adding 🔤		≪a <u>P</u> rior
Vendor Code Entprise D Amount Description PC	Units Weight	<u>S</u> etup item
Image: System system State State </td <td>100</td> <td>Print F9</td>	100	Print F9
	E	<u>B</u> lank row
		Insert row
	-	Close
, Amount Left \$0.00		

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 <u>Setup=Payroll=General Information</u> and <u>Setup=Payroll=Employee List</u>, you can set up all your payroll data. This process is discussed in detail in the <u>Advanced Booklet</u>.

Payroll General Info	rmation	
Simplified payroll method		
Payroll year	2010	
Social Security rate *	0.0620 Phase \$80,400.00	
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	
FUTA upper limit 2014	7000 SUTA upper limit 16500	_
FUTA contribution rate 2	014 0.0080 SUTA contribution rate 0.0000	_
	SUTA surcharge rate 0.0005	
Lock paycheck descript	ons (can't change) 🗖	
\ <u>E</u> mployer Data	Labor <u>W</u> ithholding Data 🏑 Labor <u>D</u> eposit D)ata /
√ <u>о</u> к	X <u>C</u> ancel	

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 <u>Find Transaction</u> (flashlight icon) or the <u>Browse</u> (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.

- [Ba	No.	С	Ρ	Date	Vendor	Descrip	tion	Code	Ent	Amount	PC	Units	Weigh	+	
_		1	<u> </u>					uon						vvergn		
	103	1		0	6/4/13	Ag Service	Chemical		456	BNS	\$1,800.00 (0		0	
-1	103	1		0	6/4/13	Ag Service	Corn seed		455	CRN	\$3,220.00 (0		U	
т	<u>103</u>	2		0	<u>6/5/13</u>	Ag Service	Herbicide for c		<u>103</u>	GEN CDN	(\$7,820.00)	_				
L	103	2		6	6/5/13	Ag Service	1	orn	456	CRN	\$1,300.00 (0		0	
L	103	2		6	6/5/13	Ag Service	Bean seed		455	BNS	\$1,500.00 (0		0	
L	103	2			6/5/13	Ag Service	Chemical		456	BNS	\$1,800.00 (0		0	
L	103	2		6	6/5/13	Ag Service	Corn seed	-	455	CBN	\$3,220,00 (IP L		×	U	
т	<u>103</u>		×		<u>6/5/13</u>	Ag Service		Browse	Select							
	103	8		6	6/5/13	Ag Service	Herbicide for o			1					0	
	103	8		6	6/5/13	Ag Service	Bean seed	Туре		ļi 👘		-			0	
	103	8		6	6/5/13	Ag Service	Chemical	Bank			- Numbe				0	
ł.	103	8		6	6/5/13	Ag Service	Corn seed	Dank						- 16	0	
т	<u>103</u>	<u>14</u>		0	<u>6/6/13</u>	Ag Service	_	Date			🔳 thru		•			
d.	103	14		0	6/6/13	Ag Service	_		. 1		_		_		0	
r	<u>100</u>	<u>10</u>		0	<u>6/6/13</u>	Aq Service		Period	4		🔟 thru		<u> </u>			
L	100	10		0	6/6/13	Ag Service	Herbicide for o	Vendo		Aq S	ervice		-		0	
L	100	10		0	6/6/13	Ag Service	Bean see	Venue	" i		_				0	
L	100	10		0	6/6/13	Ag Service	Chemicals	Code			🔳 🛛 thru		-		0	
ł	100	10		0	6/6/13	Ag Service	Corn seed							.	0	
ъ	100	<u>11</u>		0	<u>6/6/13</u>	Ag Service	11.12.21.2	Descr	iption					_		
L	100	11		0	6/6/13	Ag Service	Herbicide for o	Enterp	nrise		 Profit 	Cente	r	-	0	
н	100	11		0	6/6/13	Ag Service	Bean seed			, 			. ,	_	0	
	100	11		0	6/6/13	Ag Service	Chemicals	Amou	nt						0	
	100	11		0	6/6/13	Ag Service	Corn seed								U	-
			_													
ľi	ew by	/ Entry	/0	rder		Select Vende	r = Ag Service		ок		X <u>C</u> ancel		Reset			

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 <u>Select</u> 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 <u>Save F10</u> 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 <u>Options</u> \Rightarrow Miscellaneous <u>Options</u> \Rightarrow 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, <u>do not use "Direct control of</u> <u>period"</u>. 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.

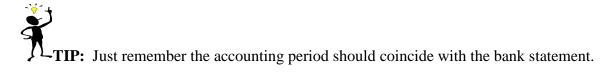
The technical explanation is that PcMars will assign a period "0" to each transaction when entered. Then when you reconcile to your statements, PcMars will automatically assign the month (period) to the cleared transaction.

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 <u>bank statement period</u>. This method is a "carryover" from the past DOS version and should **ONLY** be used when you enter **ALL** transactions directly from your statements.



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 <u>Transactions⇒Reconcile</u> 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.



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)

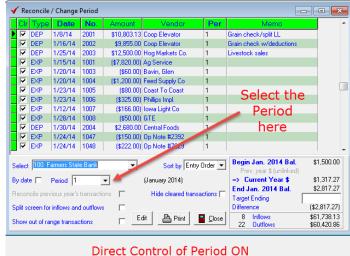
......When the "Direct Control of Period" option is turned **OFF**, you will choose the "Bank Statement period to reconcile with".

🖌 Red	concile							-		3
Clr	Туре	Date	No.	Amount	Vendor	Per	Memo			*
	DEP	2/6/14	2008	\$10,900.00	CCC #1008	2	Deposit CCC loan proceeds			
	DEP	2/6/14	2009	\$6,160.00	CCC #1857	2	Deposit CCC loan proceeds			
	BANK	2/2/14	202	(\$100.00)	Farmers State Bank	2	xfer to cash			
	DEP	1/1/14	1	\$2 500.00		1	Posted from A4R			
	DEP	1/1/14	2	Month to R	econcile		8			
	DEP	1/1/14	3	Bank State	ement period				-	-
	DEP		2011	to reconci		embe	er 🔻		_	-
	BANK	12/31/14	227			-	ransfer			
					🗸 Ok					
										Ŧ
Select	100 F	armers State	e Bank	•	Sort by Entry 0	Order	Begin Dec. 2014 Bal. Prev. year \$ (unlinked)		\$2,817.27	
Bank 9	Statemer	nt period to i	reconcile	December, 2	2014 👻 (Period = 1	12)	=> Current Year \$		\$0.00	
		ious year's		·	_		End Dec. 2014 Bal.		\$2,817.27	
necon	cile prev	ious years	uansacu				Target Ending			
Split so	creen for	inflows and	outflows				Difference	(\$	2,817.27)	
Show	out of rai	nge cleared	transact	ions 🗖 📕	dit 🔚 Print	<u>C</u> los	e 0 Inflows 0 Outflows		\$0.00 \$0.00	

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.



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 $\underline{\text{Transactions}} \Rightarrow \underline{\text{Reconcile}}$ or click the <u>red check mark</u> 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

	Туре	Date	No.	Amount	Vendor	Per	Memo	
~	DEP	1/8/14	2001	\$10,803.13	Coop Elevator	1	Grain check/split LL	-
~	DEP	1/16/14	2002	\$9,855.00	Coop Elevator	1	Grain check w/deductions	
~	DEP	1/25/14	2003	\$12,500.00	Hog Markets Co.	1	Livestock sales	
~	DEP	1/30/14	2004	\$2,680.00	Central Foods	1		
2	JE	1/24/14	2006	\$2,775.00	Business Account	1	to bank	
5	JE	1/30/14	2000	\$4,950.00	Business Account	1	into bank	
Jr	Туре	Date	No.	Amount	Vendor	Per	Memo	
~	EXP	1/15/14	1001	(\$7,820.00)	Ag Service	1		-
~	EXP	1/20/14	1003	(\$60.00)	Bavin, Glen	1		
~	EXP	1/20/14	1004	(\$1,200.00)	Feed Supply Co	1		
~	EXP	1/23/14	1005	(\$80.00)	Coast To Coast	1		
~	EXP	1/23/14	1006	(\$325.00)	Phillips Impl.	1		
~	EXP	1/12/14	1007	(\$166.00)	Iowa Light Co	1		
ect	100 F	armers Stat	e Bank	-	1 Sort by Entry	0rder	🚽 Begin Jan. 2014 Bal.	\$1,500.00
	1				Join by Junity		Prev. year \$ [unlinked]	
ik S	Statemer	nt period to	reconcile	January, 201	4 (Period :	= 1)	=> Current Year \$	\$1,317.27
	cile prev	vious year's	transacti	ons 🗖	U		End Jan. 2014 Bal.	\$2,817.27
		1000 3000 0	ST SAT 15254 5251				Target Ending Difference	(\$2,817.27)
or		inflows an						

X

7-**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 \Rightarrow 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.

Re	concile	** Previou	s year **						
Clr	Туре	Date	No.	Amount	Vendor	Per	Memo		
	DEP	2/6/14	2008	\$10,900.00	CCC #1008	2	Deposit CCC loan proceeds		
	DEP	2/6/14	2009	\$6,160.00	CCC #1857	2	Deposit CCC loan proceeds		
	DEP	1/1/14	1	\$2,500.00	joe	1	Posted from A/R		
	1								
Clr	Туре	Date	No.	Amount	Vendor	Per	Memo		
	BANK	2/2/14	202	(\$100.00)	Farmers State Bank	2	xfer to cash		
	BANK	12/31/14	227	(\$5,000.00)	Farmers State Bank	0	Bank Account Transfer		
	100 E	armers State	a Bank	-	Sort by Entry	Order	Begin Jan. 2015 Bal.	\$2,817.27	1
sieci	1100 1	anners stat	5 Dank		Soft by JErruy		=> Previous Year \$	\$0.00	l
ank !	Statemer	nt period to i	reconcile	Current Year	-2015 👻 January	👻 (n1) Currrent Year \$	\$0.00	l
	ocila pres	vious year's	transactio	ns 🔽 🌈			End Jan. 2015 Bal.	\$2,817.27	l
scor	icile prev	nous years	uarisacui	<u> </u>			Target Ending		l
olit s	creen for	inflows and	d outflows	v			Difference	(\$2,817.27)	
	out of ra	nge cleared	Itransact	ions 🗖		Clos	e 0 Inflows	\$0.00	
1044	oucoria	nge cleareu	ruansacu	ions j	_	_	U O Outflows	\$0.00	I.

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.

	Clr	Туре	Date	No.	Amount	Vendor	Per	Memo	
	◄	DEP	1/8/14	2001	\$10,803.13	Coop Elevator	1	Grain check/split LL	
	$\overline{\mathbf{v}}$	DEP	1/16/14	2002	\$9,855.00	Coop Elevator	1	Grain check w/deductions	
		DEP	1/25/14	2003	\$12,500.00	Hog Markets Co.	1	Livestock sales	
	Clr	Туре	Date	No.	Amount	Vendor	Per	Memo	
		EXP	1/15/14	1001	(\$7,820.00)	Ag Service	1		
	${\color{black}\overline{\checkmark}}$	EXP	1/20/14	1003	(\$60.00)	Bavin, Glen	1		
	☑	EXP	1/20/14	1004	(\$1,200.00)	Feed Supply Co	1		
Se	elect	100 F	armers Stat	e Bank	•	Sort by Entr	y Order	▼ Begin Jan. 2014 Bal.	\$1,500.00
		,						Prev. year \$ (unlinked)	
Ba	ank	Statemer	nt period to	reconcile	January, 201	4 💌 (Period	= 1)	=> Current Year \$	\$1,317.27
R	ecor	ncile prev	ious year's	transacti	ons 🗖			End Jan. 2014 Bal. Target Ending	\$2,817.27
Sp	olit s	creen for	inflows and	d outflows				Difference	(\$2,817.27)
sł	now	out of ra	nge cleared	d transact	ions 🗖 📕	dit 🕒 Print	Elos	e 8 Inflows 22 Outflows	\$61,738.13 \$60,420.86

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.



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.

🗸 Reconcile	e / Change	Period						x
Cir Type	Date	No.	Amount	Vendor	Per	Memo		
📕 🔲 DEP	1/6/13		\$90.00	Verizon	1			
🗌 🔲 DEP	1/29/13	4	\$551.00	Mid Amer Energy	1			
📕 🗖 DEP	1/29/13	5	\$1,278.29	FirstAmerBank	1			
🗌 🔲 DEP	2/8/13	6	¢719.90	Monsanto	2		7	
🕨 🔲 DEP 🛛	1715/13	7	\$53,094.81		li	Out of Range		
🗌 🗌 DEP	3/8/13	8	\$58,000,00	First-kinerblank	3	Transactions		
DEP	3/15/13	9	\$28,608.00	FarmersMutual	3	Transactions		-
Cir Type	e Date	No.	Amount	Vendor	Per	Memo		-
EXP	1/8/13	13	(\$300.00)	laDeptBcv&Finan	c 1			
EXP	2/8/13	14	(\$200.00)	Dekalb	2			
EXP	1/15/13	15	(\$689.50)	IRS	1			
EXP	2/8/13	16	(\$74.06)	FirstAmerBank	2			
EXP	2/9/13	17	(\$261.25)	John Deere	2			
EXP	2/12/13	18	(\$20.00)	FirstCapitol Grp	2			
EXP	2/18/13	19	(\$55.00)	la Sbean Assoc	2			
EXP	2/19/13	20	(\$17,015.00)		2	Period Chosen		
🕨 🗔 EXP	2/15/13	21	(\$100.00)	FirstAmerBank	2			
Select 100	Business Ac	count	•	Sort by E	ntry Frder 💌	Begin Jan. 2013 Bal. Prev. year \$ (unlinked)	\$0.00	
By date 🔲	Period 1		•	(January 2013)		=> Current Year \$	\$0.00	
Reconcile pre	vious uparle	transacti	ons 🗖	Hide cleared tra	insactions 🗔	End Jan. 2013 Bal.	\$0.00	
ricconolie pre	mous years	uansaut		nue cieareu (la	madouona j	Target Ending		
Split screen fo	or inflows and	d outflow	s 🔽			Difference	\$0.00	
Show out of r	ande transar	tions	1 🔽 🗉	dit 🛛 📇 Print	Close	0 Inflows	\$0.00	
onom out of h	ango nansat					0 Outflows	\$0.00	

Direct Control of Period Reconciliation

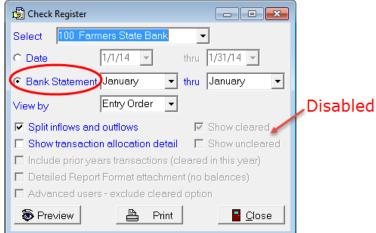
Printing the Check Register

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.

🖞 Check Register	
Select 100 Farmers State Bank	
O Bank Statement January 💌 thru January 💌	
View by Entry Order -	F acility of
Split inflows and outflows	Enabled
□ Show transaction allocation detail	
🗖 Include prior years transactions (cleared in this year)	
Detailed Report Format attachment (no balances)	
Advanced users - exclude cleared option	

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:

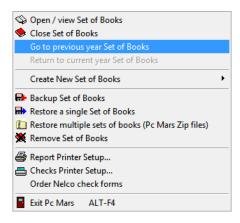
The Check Register Report will look like this and you can choose to search for data by "Period" as well as "Month" or "Date". Note that the "Show cleared" and "Show uncleared" functions are **enabled**.

Check Register			
Select 100 Bu	siness Account	•	- Period
Period	2 💌	thru 2 🗸	Option
C Month	February	thru February 🔽	added
C Date	2/1/14 💌	thru 2/28/14 💌	
View by	Number 🗸]	
🗖 Split inflows ar	nd outflows	Show cleared	
🗖 Show transact	ion allocation detai	il 🛛 🗹 Show uncleared	
🗖 Include prior y	ears transactions (cleared in this year)	
Preview	💾 Print	Close	

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.

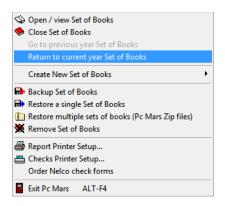
- 1. When you have your "current" year set of books open, click on "File"
- 2. Click on "Go to previous year Set of Books"



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.

Set of Books	Year	Business Name	Version	Modified Date	Cash /Accr	Plus	Adv. P.R.	Sh. AR	^	
AAPAYROL	2015	aapayrol	2.4.0.0	1/9/15	Cash		Yes		Ti 👘	
ELLI	2014	Elli	2.4.0.0	11/24/14	Cash				1	X
FARMBOOK	2014	Tom Johnson	2.4.0.0	12/4/14	Cash				1	
HALEY	2014	haley	2.4.0.0	12/23/14	Cash				1	
KENT	2014	Kent	2.4.0.0	12/2/14	Cash				1	
SAMPLE	2015	Sample Farms	2.4.0.0	1/9/15	Cash			Yes	I E	
SAMPLE	2014	Sample Farms	2.4.0.0	1/9/15	Cash			Yes		
TLE	2015	tle	2.4.0.0	12/29/14	Cash				:	
TLE	2014	tle	2.4.0.0	12/18/14	Cash				:	
TRACY	2014	Tracy	2.4.0.0	12/2/14	Cash				1	
Directory Sort b	y Bool		e PREVIOUS ou want to go) years set of to.				I		

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".



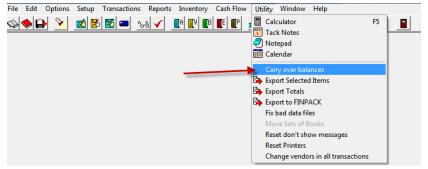
When you choose "Return to current year Set of Books", you will be asked the following:

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.

Carry over balances
Prior year: Chromwinf\pcclass.12
Current year: c:\pcmwinf\pcclass.13
You may have done work that affected previous year's bank, vendor, liability or asset balance(s).
To you want to carry over previous year balances to the current year? This will not affect any other data entered in the current year.
 Print a report listing the changes made Add new vendors or inventory items if found in prior year's data
✓ Yes SNo SPreview changes

NOTE: You can also find this same "Carry over balances" screen under the "Utility" feature of PcMars.



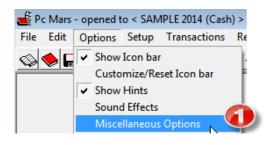
Batch Check Printing

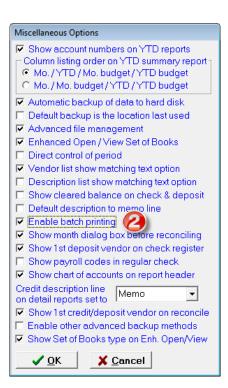
- 1. Under "Options" in tool bar, click on "Miscellaneous Options"
- 2. Put a check mark in the "Enable batch printing" box & click "OK"
- 3. Then, under "Transactions" in the tool bar, click on "Batch Check Printing"
- 4. The "Batch Check Printing" box will open up. Select the either the "Checks" or "Credit" dial,

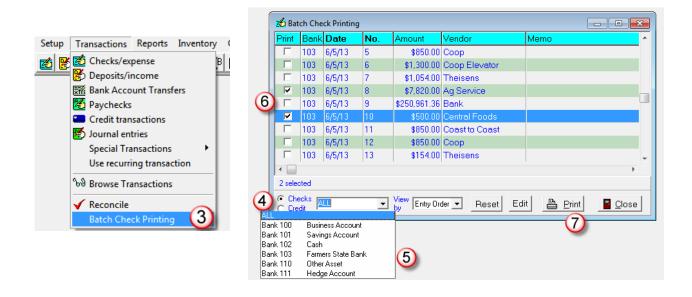
depending on whether you are printing bank checks (your bank account) or revolving credit checks

(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"





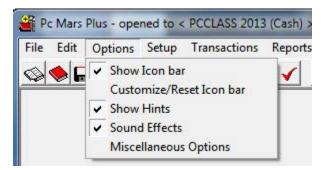


If you choose not to print the checks at the time you create them, PcMars will save your selection(s) until you decide to print them. Once the checks that have been "selected" to print have been printed, the "Print" box will be cleared. This screen will look like this. You can also edit a check through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

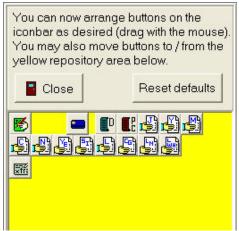
📩 Ba	tch Che	ck Printing					- • ×	
Print	Bank	Date	No.	Amount	Vendor	Memo	^	
	100	6/4/13	1	\$154.00	Theisens			
	100	6/4/13	2	\$7,820.00	Ag Service			
	100	6/4/13	3	\$7,820.00	Ag Service			
	100	6/4/13	4	\$250,961.36	Bank			
	100	6/4/13	5	\$7,820.00	Ag Service			
< □							Print Checks	X
3 sele	cted						Check Style	#L81004 Nelco
C Cr		ank 100	•	View Entry Ord	der 🔻 Reset Edi	it 🕒 <u>P</u> rint	Vertical adjus	
							Horizontal ad	just 0
							Move amoun	t text down one line (to work with certain window envelopes)
							Print Y-T-D o	olumn on paychecks 🔲
							Join fiscal yea	ars for calendar Y-T-D 🗖
							Printer HP	LaserJet P3010 Series PCL 6
							S Preview	Print F9 Close Setup

Options

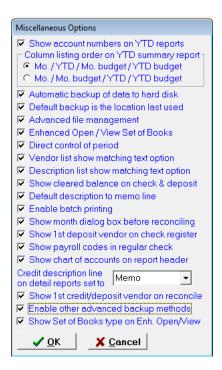
Located on the "tool bar" are additional <u>Options</u> for PcMars. There are three options you can turn on or off by checking the box—"Show Icon bar", "Show Hints" and "Sound Effects".



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 <u>www.pcmars.com</u>

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.



M-**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.

Set of Books	Year	Business Name	Version	Modified Date	Cash /Accr	Plus	Adv. P.R.	Sh. AR	Туре	^	
AAPAYROL	2015	aapayrol	2.4.0.0	1/9/15	Cash		Yes		IA		Select the Set or Sets of Books you wish
ELLI	2014	Elli	2.4.0.0	11/24/14	Cash				IA		to backup on the left side of this window Use Ctrl-Click to select multiple Sets of
FARMBOOK	2014	Tom Johnson	2.4.0.0	12/4/14	Cash				IL		books or Shft-Click to select multiple Sets of
HALEY	2014	haley	2.4.0.0	12/23/14	Cash				Ch		
KENT	2014	Kent	2.4.0.0	12/2/14	Cash				MI	Ξ	
SAMPLE	2015	Sample Farms	2.4.0.0	1/9/15	Cash			Yes	IA		
SAMPLE	2014	Sample Farms	2.4.0.0	1/9/15	Cash			Yes	IA		
TLE	2015	tle	2.4.0.0	12/29/14	Cash				SB		
TLE	2014	tle	2.4.0.0	12/18/14	Cash				SB	-	

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 \Rightarrow Backup Set of Books:

- 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).

Set of Books	Year	Business Name	Version	Modified Date	Cash /Accr	Plus	Adv. P.R.	Sh. AR	Туре		
AAPAYROL	2015	aapayrol	2.4.0.0	1/9/15	Cash		Yes		IA	1	Select the Set or Sets of Books you wish
ELLI	2014	Elli	2.4.0.0	11/24/14	Cash				IA	(to backup on the left side of this window. Use Ctrl-Click to select multiple Sets of
FARMBOOK	2014	Tom Johnson	2.4.0.0	12/4/14	Cash				IL		books or Shft-Click to select multiple Sets of
HALEY	2014	haley	2.4.0.0	12/23/14	Cash				Ch		
KENT	2014	Kent	2.4.0.0	12/2/14	Cash				MI	Ξ	
SAMPLE	2015	Sample Farms	2.4.0.0	1/9/15	Cash			Yes	IA		
SAMPLE	2014	Sample Farms	2.4.0.0	1/9/15	Cash			Yes	IA	4	
TLE	2015	tle	2.4.0.0	12/29/14	Cash				SB		
TLE	2014	tle	2.4.0.0	12/18/14	Cash				SB	-	

Browse for directory	×
Select backup location and dick OK to start the backup	
🧮 Desktop	<u>^</u>
District Control Co	
IFBA WIN7-64	
4 🖳 Computer	
> 🏭 OS (C:)	
DVD Drive (D:)	E
DVD RW Drive (E:)	
Removable Dick (G:)	
Removable Disk (H:)	
Club_application	
cons presentation	
kent.14	
Description of the provided and the p	
SAMPLE.14	
SAMPLE.14b	
SanDiskSecureAccess	
🔒 TEST	
▷ 🙀 Network	
2.4 booklets	-
Make New Folder OK Ca	ncel

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 \Rightarrow Restore set of Books from Backup \Rightarrow 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.

Restore Set of Books from Backup	Image: State Sta
Restore From	Will be Restored To
 Restore data from zip file 	
🕞 Select zip file name & location	🗁 Change restore to location
File:	Location:
H:\sample12.zip	C:\PcmWinF-Test\SAMPLE.12
 Restore from other backup methods 	
Test Backup	
Set of Books to Restore: SAMPLE 2012 Disk Number: 1 Backup Date Restore data location matches original data	
	🗸 ОК
0%	🗶 Cancel

Test Backup Option

The <u>Test Backup Option</u> 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.

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	
38888	2014	bbbbb	2.3.4.0	Cash	No	No	2/6/14	C:\PcmWinF\BBBBB.14	
BBBKENY	2013	bbbbkeny	2.3.4.0	Canh		Vaa	9/19/14	CIDAMINIA DI DEDEVENIVI 12	
BOOKTEST	2013	DeerfieldFarm LTD	2.3.4.0	G Browse for directory G Select source (from) directory for Pc Mars backup zip files.				25	
LTEST	2013	ILTEST	2.3.4.0						
LTEST	2014	ILTEST	2.3.4.0						
ENTACCR	2014	kentaccr	2.3.4.0	A					
ENTVRLL	2013	VRLL	2.3.4.0	C	[Desktop)	<u> </u>	
INTEST	2014	MNTEST	2.3.4.0	C D (a) Libraries C D (a) Libraries D (a) IFBA WIN7-64 C IFBA WIN7-64 C IFBA WIN7-64					
/IYTEST	2014	MyTest	2.3.4.0						
VEWSET	2014	NEWSET	2.3.4.0						
VEWSTIPS	2013	newstips	2.3.4.0	C ▷ ≦ OS (C:) C ▷ ≙ DVD Drive (D:)					
PAYTEST	2013	PAYTEST	2.3.4.0						
PAYTEST	2014	PAYTEST	2.3.4.0	C Select source (from) directory for Pc Mars backup zip files. A Image: Comparison of the selection of the selectio					
PCCLASS	2013	PcClass	2.3.4.0						
SAMPLE	2012	Sample Farms	2.3.4.0						
SAMPLE	2013	Sample Farms	2.3.5.0						
FEST	2013	TEST	2.3.4.0						
FEST	2014	TEST	2.3.4.0						
	2013	TESTUP	2.3.4.0	C			ok - Moving		
🗁 From Direct	ory To	Directory 🗁 👖 <u>C</u> lose	👔 <u>R</u> estor	e	▷ 🚺	Tenar	-		

Set of Books	Year	Business Name	Version	Cash /Accr	Plus	Adv. P.R.	Modified Date	Restore to Directory
ACCRUAL	2014	accrual 4	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	3.4.0	Cash	Yes	Yes	12/30/13	C:\PcmWinF\MNTEST.14
MYTEST	2014	MyTest	2. 4.0	Cash	No	No	2/13/14	C:\PcmWinF\MYTEST.14
NEWSET	2014	NEWSET	2.3.1.0	Cash	No	No	2/7/14	C:\PcmWinF\NEWSET.14
NEWSTIPS	2013	newstips	2.3.4	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	Calh	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

Internet Accessibility

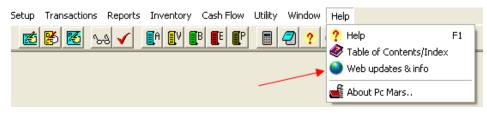
PcMars has a "Globe" icon on the tool bar which will allow you to easily access the Internet to check for any free "patches" that have been posted.



Clicking on the "Globe" will bring up the following screen:

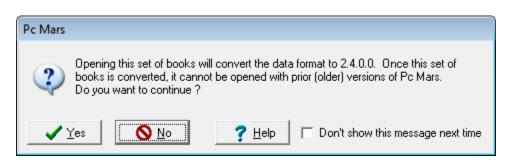


This screen will tell you the exact version number of your PcMars and show two hyperlinks to access the Internet to the PcMars web site and also the web site for SoftShell Computer Service. You can also access this screen by clicking on "Help" above the icon bar.



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

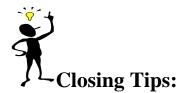
Iowa Farm Business Accounting, Inc. will offer support to users who are utilizing the **most current version** of PcMars. There are three options where you can receive support information:

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

keep about your farming records.



Right Mouse C	ick 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	Fo 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 <u>OR click on "Amount Left"</u> to fill out balance of check/deposit.
"F5" key	Fo bring up the calculator. When you click the green for 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 n. This information is also found by clicking on the word "Help" above your icons or if you click on the 2 button on your icon bar. (This currently does not work in Vista)
ALSO — Use	the "Tack Note" ¹¹ or the "Notepad" 21 to remind you of questions you might have regarding certain transactions or any other additional detailed information you want to