

PCMARS 2.5

ADDED

FEATURES



Pc Mars
For Windows

Version 2.5
Cash or Accrual Accounting

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2.5 IFBA
Serial No. WF-1111

✓ OK

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Bank Statement Download, Setup & Overview:

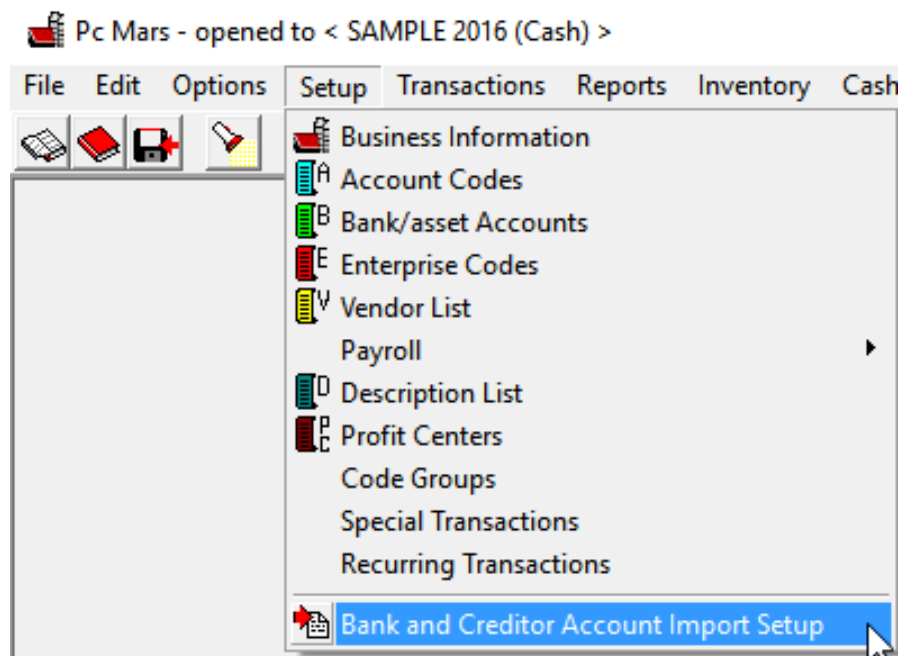
This new feature adds the capability to download bank statements and credit statements (such as credit cards or farm credit) into PcMars via CSV (Comma Separated Value) files. CSV files can be downloaded online from your bank and credit institutions for users to download bank or credit statement details. An instructional video is available from IFBA which will help you greatly.

These files can be read into EXCEL, so they will be shown in Microsoft File Explorer with a type "Microsoft Excel Comma Separated Value File" and with a file extension of "CSV". The format for these files can vary slightly, so the user has to setup each bank or credit account to match the format of the CSV file. Most of the file formats consist of columns of information such as date, check number and description but the other data columns can vary.

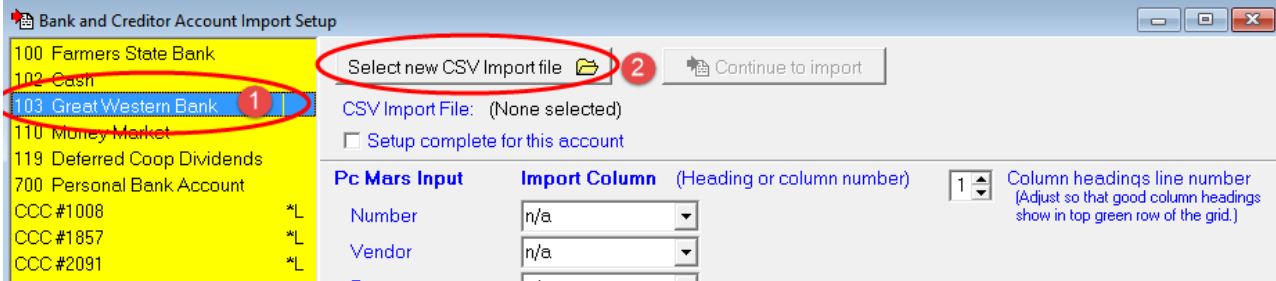
The first step is to download the bank and/or credit statements from your bank. Each bank has a different way to do this, so you may need to contact your bank for instructions in downloading the file to your computer.

Once you have your CSV file downloaded onto your computer, please follow these instructions:

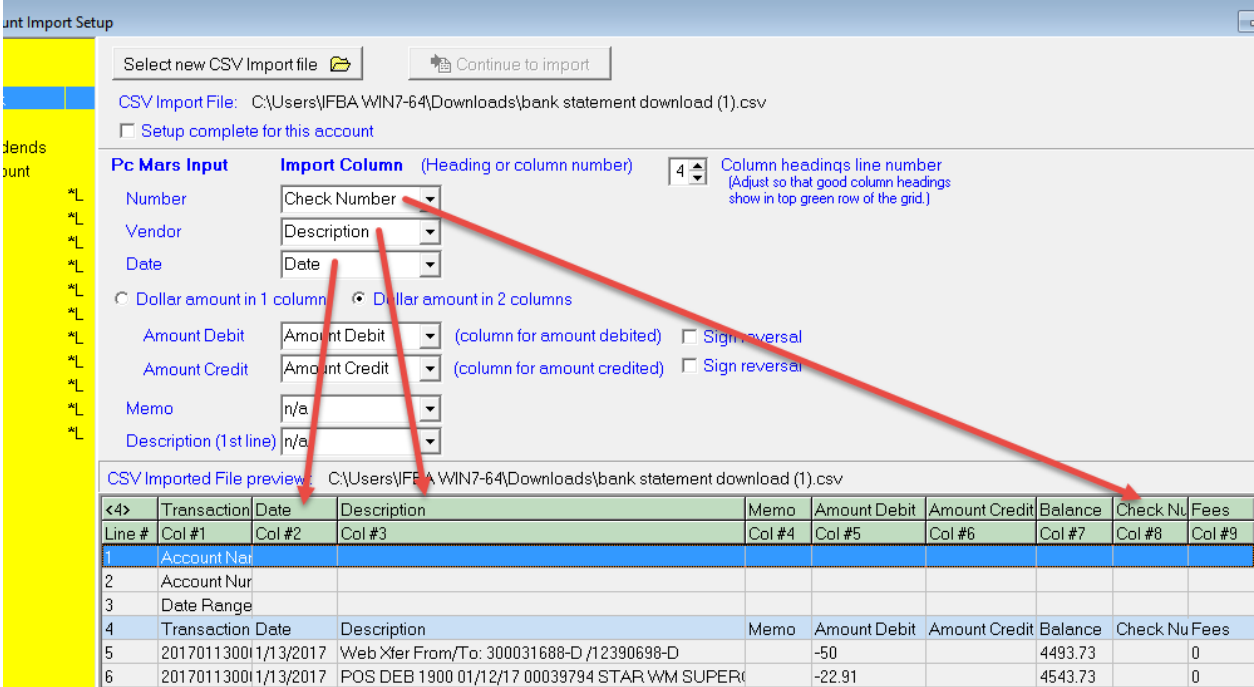
- Go to Setup ⇒ Import transactions from Bank or Creditor Accounts to set up the new CSV Import File. This setup matches the columns of information in the imported CSV file to the entry fields of a check, deposit or credit transaction. Once this matching up is complete, the data file can be imported into PcMars.



●User will now see the screen below and will now need to choose a bank account that the Bank Statement/Credit Account is from. All of the bank and credit accounts are shown on the left side of the screen in yellow. From that list, choose the bank or credit account you want to set up. Next you will have to import a file to link to that bank/credit account. Then user needs to click on “Select New CSV Import File”. This will bring a file open dialog, allowing you to select the CSV file to link to. Once this is selected, PcMars tries to match up the imported items to the entry fields in transactions and fill in some of the matchups for you.



●User will now need to fill out the PcMars Input Columns. Underneath “PcMars Input” shows the input entry fields of PcMars transactions. Underneath “Import Column” is where you specify the matchup between PcMars entry fields and columns of the imported CSV file. Initially, PcMars tries to match up these as best it can for defaults. The user is responsible for matching up all of the PcMars Inputs against the imported columns. Select the import column from the drop down list for each of the PcMars input fields. By inspecting the CSV file in the lower grid, you can determine how to match up this data. Sometimes the dollar amount is in one column and sometimes two columns, so you must check which is applicable. Here is a screen shot of an example:



Note: The preview of the CSV in the lower grid. This is the actual columnar data from the CSV file. The first line in the CSV file usually contains the column headings, which are shown in the top green row. The second green row is just the column numbers. In some unusual cases, the description row may not be the 1st line of the file. In that case you need to adjust the “Column headings line number” by clicking on the up or down arrows. Adjust it so that readable column heading descriptions are showing in the top green row of the grid.

- In this example below, the “Amount Debit” and “Amount Credit” is in 2 columns, so a circle was placed in the “Dollar amount in 2 columns” as shown here:

Vendor: [Description] | Date: [Date]

Dollar amount in 1 column
 Dollar amount in 2 columns

Amount Debit: [Amount Debit] (column for amount debited) Sign reversal
 Amount Credit: [Amount Credit] (column for amount credited) Sign reversal

Memo: [n/a] | Description (1st line): [n/a]

CSV Imported File preview: C:\Users\FBA WIN7-64\Downloads\bank statement download (1).CSV

<4>	Transaction	Date	Description	Memo	Amount Debit	Amount Credit	Balance	Check Nu	Fees
Line #	Col #1	Col #2	Col #3	Col #4	Col #5	Col #6	Col #7	Col #8	Col #9
1	Account Name								
2	Account Number								
3	Date Range								
4	Transaction Date		Description	Memo	Amount Debit	Amount Credit	Balance	Check Number	Fees

- Once user is happy with the match ups, click the “Setup Complete” box for this account. This allows you to now import the data into PcMars.

Bank and Creditor Account Import Setup

- 00 Farmers State Bank
- 02 Cash
- 03 Great Western Bank
- 10 Money Market
- 19 Deferred Coop Dividends
- 700 Personal Bank Account
- CCC #1008 *L
- CCC #1857 *L

Select new CSV Import file [Folder Icon] | Continue to import [Button]

CSV Import File: C:\Users\FBA WIN7-64\Downloads\bank statement download (1).CSV

Setup complete for this account

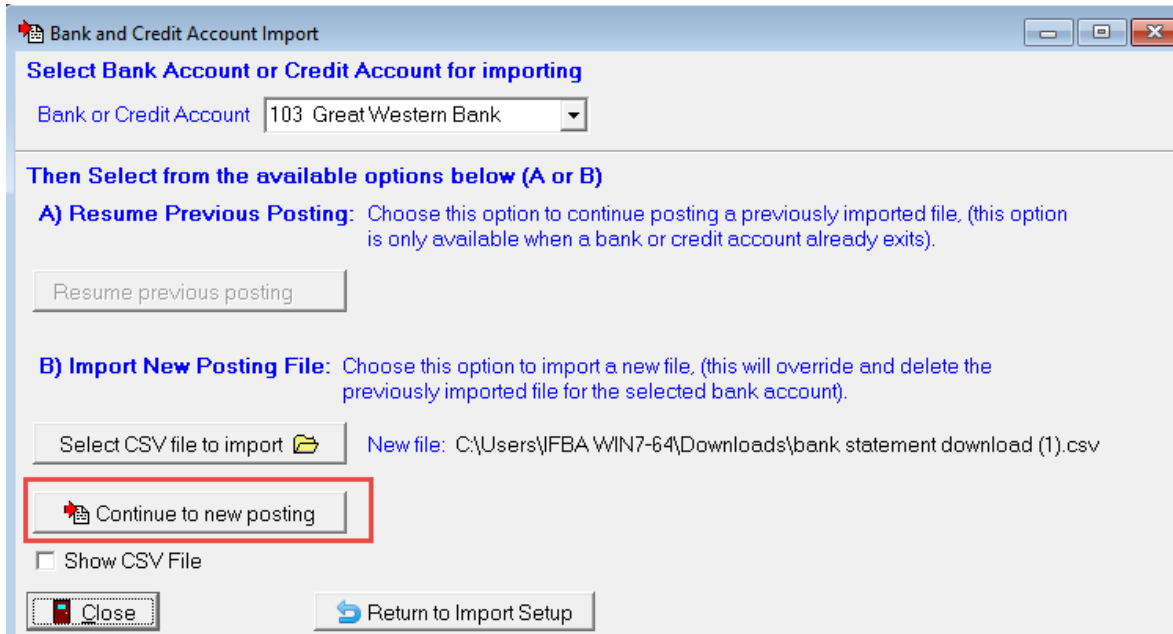
Pc Mars Input | Import Column (Heading or column number) [4]

Number | Check Number [Dropdown]

- User then can choose to “Continue to Import” from the current screen to go directly to bank account import screen or close the setup screen and proceed to the Import Transaction from Bank or Credit Account Screen.

Bank Statement Download, CSV File Selection:

● Go to Transactions ⇒ Import transactions from Bank or Credit Accounts. The screen below will then appear. User will then choose to:



A) Resume Previous Posting – Here you have the option to resume a previous imported file that has not been completed. This option is only available if a file has been previously imported. The file name of the previously imported file is shown for reference.

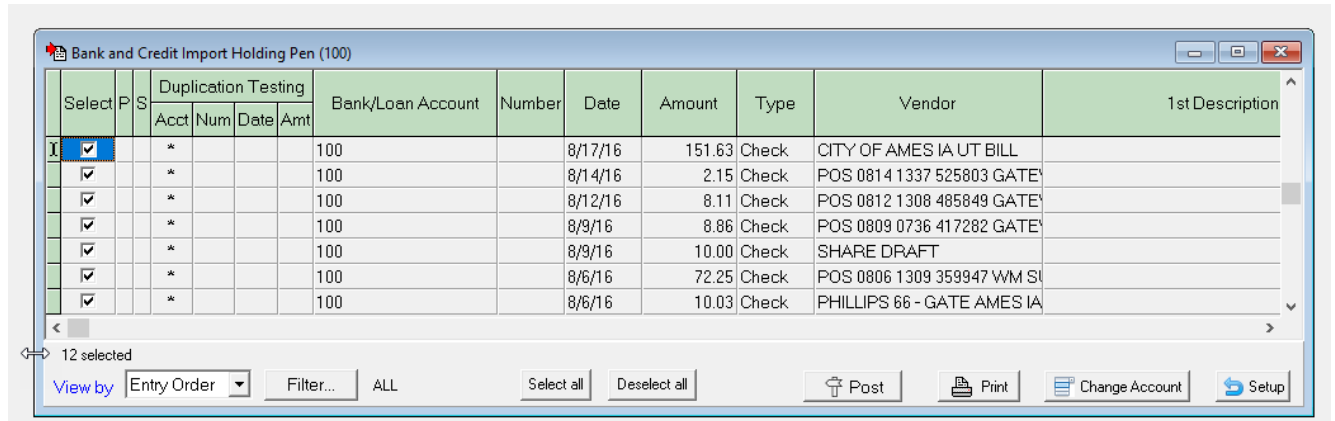
Or

B) Import New Posting File – Here you can choose to import a NEW CSV file into PcMars. Click on the “Select CSV file to import” button. This will bring a file open dialog, allowing you to select the CSV file to import. WARNING - It is important to note that if there is a file already beside “Select CSV file to import” then selecting a new CSV file will override and delete the previously imported file for that selected bank account.

After you make your section (A or B above), the Holding Pen Screen will appear next.

Bank Statement Download . Holding Pen:

This is where you select which transactions to import items to post into PcMars. It shows various duplication testing columns that will help you in NOT posting an item that is in the background as each individual item is posted. The program will cycle through the list, bringing up each transaction (Check, Deposit or Credit Transaction) individually where they can be modified before posting. *For complete details on each screen item, press F1*



● After you have selected the transaction to post, select “Post”. PcMars will compare the selected transaction “Vendor” to your existing Vendor list to find a match. During this process the Select Vendor and/or Alias screen will appear as shown below:

Select vendor and/or alias

Transaction type : Check Paycheck

Vendor found - Use selected vendor

Setup vendor alias - Use selected vendor and save specified alias

Use highlighted selection as vendor

Imported data POS DEB 2046 01/11/17 65540100 STAR FAREWAY STORES #42

Vendor match FAREWAY

Vendor

F10 - Use selected vendor no vendor selection (leave blank)

For check and credit transactions, you select whether this is a regular check/credit or a paycheck. 99% of the time it is a regular check/credit. Under the top line, you will have three options on how to handle the vendor field, which are color coded (green, orange, red) to kind of give you an indication of how much attention you need to give.

Bank Statement Download , Select Vendor or Alias :

This section will provide you examples and details of the three Vendor selection options, which are:

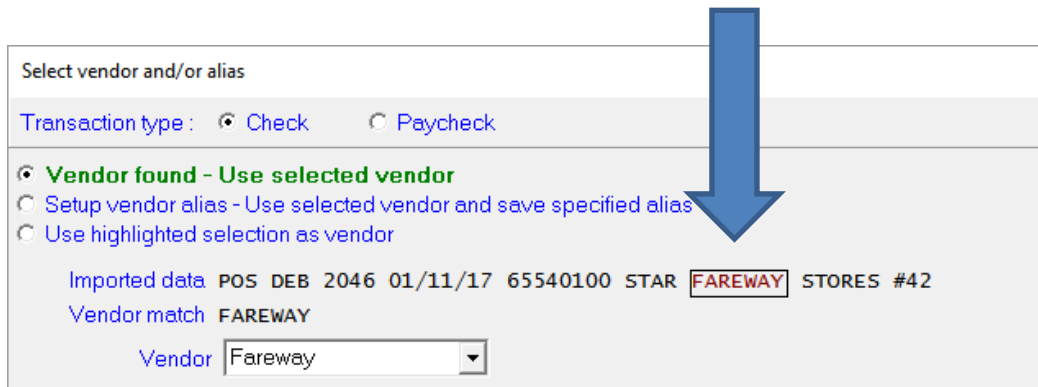
Vendor found – Use selected vendor:

Setup vendor alias – Use selected vendor and save specified alias:

Use highlighted selection as vendor:

To help speed up data entry, we recommend you setup Vendors for businesses that you frequently use. See the example below for complete details on these options.

NOTE: The Select Vendor or Alias Screen will always show the vendor or text matching option PcMars has used to match the Vendor selection. This text will be displayed in red within a black outlined box. If you want to manually change this text, you can put your mouse pointer inside the rectangle to move the selected text or select more text by making the rectangle bigger by dragging the right or left edges. See example below:



Select vendor and/or alias

Transaction type : Check Paycheck

Vendor found - Use selected vendor
 Setup vendor alias - Use selected vendor and save specified alias
 Use highlighted selection as vendor

Imported data POS DEB 2046 01/11/17 65540100 STAR **FAREWAY** STORES #42

Vendor match FAREWAY

Vendor

Other options on this screen are:

No vendor selection (leave blank): In some cases you don't want to use any of the imported text as a vendor. Click this button to leave the vendor in the transaction blank.

Skip this post only: You can skip this imported line item. It will be marked by an "S" in the corresponding column.

Cancel remaining posts: This will cancel all of the remaining items to be posted. It will leave the items still marked selected. You can either do a re-post or do them later in a "resume previous posting".

Note about paychecks: When Paycheck is checked as a transaction type, the screen selections apply to the employee list rather than the vendor list. Aliases can be saved for employees and a new employee can be added just like what can be done with vendors. When saving a paycheck, the amount calculated in "Calculate Paycheck Detail" must match the amount imported. You may find that the "Calculate Gross from Net Check" option very useful when saving to paychecks.

Vendor found – Use selected vendor: In this case there was either an exact match between the imported text and a vendor in the PcMars vendor list or there was a match between the imported text and an alias for a vendor in the vendor list. If this is the case, you can just click on the F10 – Use selected vendor button and the matched vendor will be plugged into the selected type of transaction as shown below:

Select vendor and/or alias

Transaction type : Check Paycheck

Vendor found - Use selected vendor

Setup vendor alias - Use selected vendor and save specified alias

Use highlighted selection as vendor

Imported data POS DEB 2046 01/11/17 65540100 STAR **FAREWAY** STORES #42

Vendor match FAREWAY

Vendor

F10 - Use selected vendor no vendor selection (leave blank)

Once PcMars has found a matching vendor and you hit F10 or click on the green checkmark, the transaction will be plugged into the selected type of transaction. That example is here:

Checks/expense

Bank Account 103 Great Western Bank Balance \$0.00

Check Number Not cleared

Pay to the Order of Date Total Amount

Address Paycheck

Memo **** Adding**

Code	Entprise	Amount	Description	PC	Units	Weight
▶ 951	FAM	\$7.03		OP		

Amount Left \$0.00

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

If everything is correct, you can hit F10 again to save the transaction or click on the Save F10 in the upper right-hand corner.

Setup vendor alias – Use selected vendor and save specified alias: In this case the program finds that the imported text MAY match a particular vendor in the vendor list. You must determine if this is the case. The selection may be correct OR you can select a different vendor from the drop down list. You can also save the text enclosed in the rectangle after Imported Data as an alias for the selected vendor. This will save the selected alias from the imported text for the selected vendor and then plug the vendor into the selected type of transaction.

As you can see in the example below, the program matched the imported data of THEISEN to the vendor in PcMars as Theisen’s and wants to assign THEISEN as an alias. The user would then click on F10 – Use vendor and save alias.

Select vendor and/or alias

Transaction type : Check Paycheck

Vendor found - Use selected vendor
 Setup vendor alias - Use selected vendor and save specified alias
 Use highlighted selection as vendor

Imported data POS DEB 1148 01/08/17 76360364 STAR **THEISEN** S #16

Alias THEISEN

Select vendor from possible matches

After hitting F10 – Use vendor and save alias, the next screen will populate with the check filled out and ready to be saved into PcMars:

Checks/expense

Bank Account 103 Great Western Bank Balance \$0.00

Check Number 1 Not cleared

Pay to the Order of Theisen's Date 1/9/17 Total Amount \$63.65

Address Theisen's Ames, IA Paycheck

Memo **** Adding NEW**

Code	Entprise	Amount	Description	PC	Units	Weight
400	GEN	\$63.65		OP		

Amount Left \$0.00

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

Use highlighted selection as vendor: In this case, the imported text does not match any vendor in the vendor list. You have two options:

- 1.. You can select “F10- Use highlighted as vendor”. This will use the selected text (red text inside black box) as the Vendor, but it will not add the selected text to your Vendor list.
- 2.. You have the option of saving the highlighted selection (inside the rectangle) as a new vendor. If you click on this button, the vendor list will be brought up for a new vendor. The highlighted text will be filled in for both the vendor name and the alias for that vendor. You can either modify the vendor name or leave it as it is.

Select vendor and/or alias

Transaction type : Check Paycheck

Vendor found - Use selected vendor
 Setup vendor alias - Use selected vendor and save specified alias
 Use highlighted selection as vendor

Imported data	POS	DEB	1853	01/06/17	88220846	STAR	SAM S Club
Vendor	SAM S Club						

Add new vendor & save highlighted as alias

F10- Use highlighted as vendor no vendor selection (leave blank)

If you select the “Add new vendor & save highlighted as alias”, then your vendor list will then open up where you can then add this vendor.

Vendor List

Quick find

Type: Regular

Name: SAM S Club Add

Long Name: SAM S Club

Address 1

Address 2

Address 3

Taxpayer ID#

Phone: () -

Email address

Default Acct Code

Default Enterprise: Flag for 1099

Default Description

You can also add a default account code on this screen before saving.

After saving, the next time you import, the vendor will be matched automatically

Use highlighted selection as vendor- continued:

After saving the new vendor (previous screen), you will now see that the Select vendor and/or alias screen now is green saying "Vendor found – Use selected vendor". You can hit F10 – Use selected vendor now to pull up the check/deposit to enter.

Select vendor and/or alias

Transaction type : Check Paycheck

Vendor found - Use selected vendor

Setup vendor alias - Use selected vendor and save specified alias

Use highlighted selection as vendor

Imported data POS DEB 1853 01/09/17 88220846 STAR SAM S Club

Vendor match SAM S Club

Vendor SAM S Club

F10 - Use selected vendor no vendor selection (leave blank)

After "Save F10" is clicked or the F10 key is selected, the following screen will appear

Checks/expense

Bank Account 103 Great Western Bank Balance \$0.00

Check Number 1 Not cleared

Pay to the Order of SAM S Club Date 1/9/17 Total Amount \$116.76

Address SAM S Club Paycheck

Memo **** Adding NEW**

Code	Entprise	Amount	Description	PC	Units	Weight
▶	GEN	\$116.76		OP		

Amount Left \$0.00

Vendor List Updates:

New 2.5 Update items are:

Notes: Click the “Add” or “Edit” button next to this graphic to add new or edit an existing miscellaneous note about this vendor.

Default Memo: You can also enter a default memo. This memo will automatically be plugged into the transaction whenever this vendor is used. Select from the drop down list if you want to use this feature.

Quick Find Box: You can quickly go to a particular vendor in the list by typing the first characters of the vendor name into the Quick Find box in the upper left-hand corner. It will quickly go to the first matching vendor as you are typing the characters.

Aliases for Bank/Loan Importing: This lists the aliases used in the importing of Bank/Credit statement details into PcMars.

These aliases are used in the imported vendor data from the CSV file which may be differently spelled in the imported file from what the vendor is in PcMars. The data here is only read-only, but you can delete an alias from the list if you feel it is no longer needed.

The screenshot shows the 'Vendor List' application window. On the left is a list of vendors, with 'Ag Service' selected and highlighted in yellow. Above the list is a 'Quick find' search box. On the right is a detailed form for the selected vendor, 'Ag Service'. The form includes fields for Name, Long Name, Address 1, Address 2, Address 3, Taxpayer ID#, Phone, Email address, Default Acct Code, Default Enterprise, Default Description, and Default Memo field. There is also a section for 'Aliases for Bank/Loan importing' with a list box and a 'Delete alias' button. The 'Add' button next to the Name field is highlighted with a red box. The bottom of the window has a toolbar with buttons for Delete, Add new, Save F10, Cancel, Close, Save & Close, and a printer icon.

Reuse Previous Transaction:

Vendor Match: You can select whether you want to see only the transaction with matching vendor names by clicking the “Vendor Match” checkbox.

Creditor Match: For Credit Transactions only, you can select whether you want to see only the transactions with matching creditor names by clicking the “Creditor Match” check box. Note – If both Creditor and Vendor are entered, you can select both options to see only those credit transactions matching both the creditor AND vendor.

Net Worth Changes:

Net Worth Screen: The Net Worth and Report screen has been adjusted to allow larger numbers.

Livestock Inventory: This screen is used to enumerate all of your livestock - breeding animals, feeding animals and raised animals. This data is used for compiling a Net Worth Statement using either cash basis or market value numbers. The livestock portion of inventory now works like other parts of the inventory.

Multi-Year Net Worth Statement: This report gives you an end of year net worth statement for the current year and up to four prior years (if available). Select the location of the previous years’ data files by clicking the Prior 1,2, 3, 4 buttons.

Cash Flow Changes:

Cash Flow – Detailed Report: If the option to “Include Cash Net Summary” is checked, the report will include an additional section showing the cash balance for each month and year end. User enters a beginning cash balance after “Beginning Balance”. The report will then add/subtract the cash flow to that balance for each month.

Print Button Added: A print button has been added to the Cash Flow and Budget entry screens as a short cut for previewing. This will bring up the Cash Flow – Detailed Report screen where the report can be previewed and/or printed

Cash Flow - Detailed Report

Show non-farm amounts Quarterly format

Include Cash Net summary — Enter Beginning Balance

Check to use actual data (rather than projected)

<input type="checkbox"/> Jan actuals	<input type="checkbox"/> Jul actuals
<input type="checkbox"/> Feb actuals	<input type="checkbox"/> Aug actuals
<input type="checkbox"/> Mar actuals	<input type="checkbox"/> Sep actuals
<input type="checkbox"/> Apr actuals	<input type="checkbox"/> Oct actuals
<input type="checkbox"/> May actuals	<input type="checkbox"/> Nov actuals
<input type="checkbox"/> Jun actuals	<input type="checkbox"/> Dec actuals

Payroll Updates:

Daily Liability Report: This daily liability report calculates the federal and/or state labor liability on a daily basis. This information comes from the paycheck entry dates and the amounts from the Social Security, Medicare, Federal and State Tax withheld from paychecks. This reports the liability for each day of the year similar to the format of Federal Form 943-a.

Pc Mars Version 2.5.0.0 / IA IFBA (Cash)			Bus. I.D. = Sample Farms		
Licensed To: 2.5 IFBA			Dates 1/1/16 thru 1/31/17		
Print Date 1/24/2017 5:08 pm					
Daily Federal Liability Report					
*This report only lists Amounts withheld from Payroll. If you are not entering all withholding correctly in the payroll "calc" screen, not using matching descriptions or paying both halves of FICA this report will be INCORRECT.					
	January Tax Liability		February Tax Liability		March Tax Liability
1	16				
2	17	454.42			
3	18				
4	19				
5	20				
6	21				
7	22				
8	23				
9	24				
10	25	590.32			
11	26				
12	27				
13	28				
14	29				
15	30				
	31				
Subtotal January		1,044.74			
Total					1,044.74

Lock Paycheck Descriptions: There has been a warning added when the user unchecks the option to "Lock Paycheck Descriptions" in Payroll General Information.

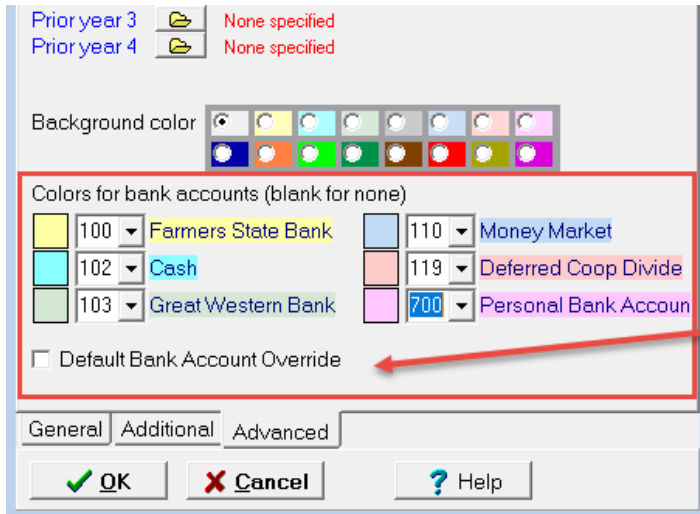
Join Calendar Year Set of Books: If your fiscal year does not coincide with the calendar year, you can join the current year's data with the previous year's data to form a calendar year report. When you check this box, another window will appear showing all the sets of books. The program will try to default it to the correct set of books. Click on the previous year's set of books for this business entity and click OK. Make sure that the correct calendar year is showing after "Year". This format is typically used for workman compensation reports.

The option to join calendar years is also in the Expanded Labor Report, Summary Labor Report and Optional FICA Calculation Report – Labor Detail.

Employee List Warning: There has been a warning added when a name is entered in a paycheck that is not in the employee list.

Colors for bank accounts:

You can assign a color for up to six bank accounts. The bank account name will show in this color on the transaction entry screens and reconcile. This is found under Setup ⇒ Business Information ⇒ Advanced tab. Just select the bank account you want associated with each color from the drop down list for that color.

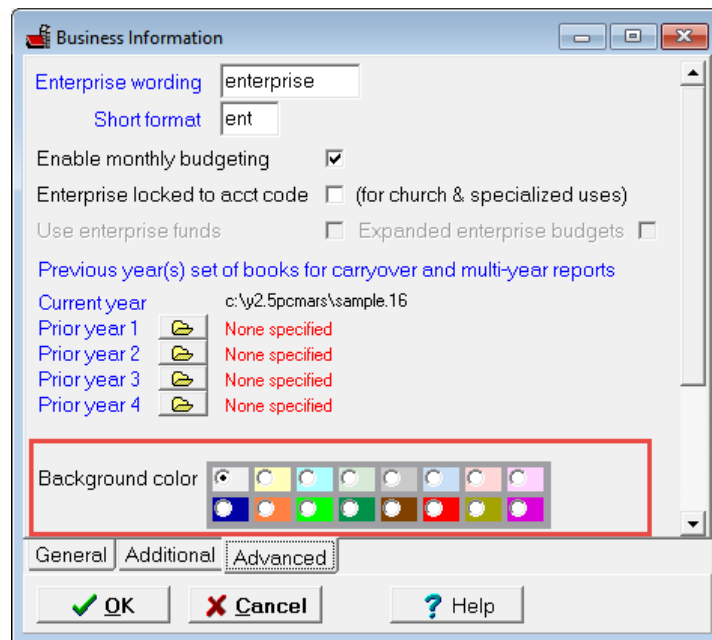


Default Bank Account Option:

Normally PcMars defaults the bank account to the last one used. If you want to ALWAYS default to a particular bank account, check the box and then select the default bank account from the drop down list.

Background Color:

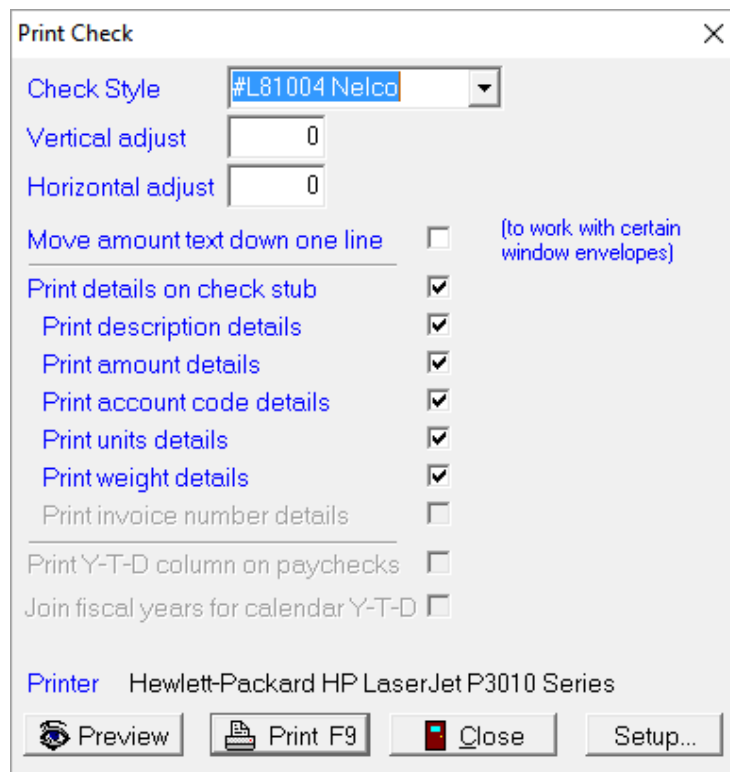
You have the option of assigning a different background color for the PcMars main screen. This will help the user with multiple sets of books to easily recognize various books based on screen color. You have the option of 16 different colors. Do to this go to Setup ⇒ Business Information under the advanced tab.



Data Location Shortcuts: For advanced users ONLY who are using the Advanced File Management option, users can define shortcuts so that you can quickly go to different directories. First select the directory you want to go to by clicking on the Directory button and selecting it. Then click the right hand mouse button and select “Advanced” and then “Save current directory in Shortcut List”. Then enter a name for the Shortcut. Once that is done, when you click the right hand mouse button, the shortcut will appear in the menu to now choose from. You can delete one or more shortcuts by selecting “Delete Shortcuts” from the right hand mouse button menu and then select the shortcut and then click on “Delete shortcut”. *Again, this is for Advanced File Management users only.*

Print Details on Check Stub:

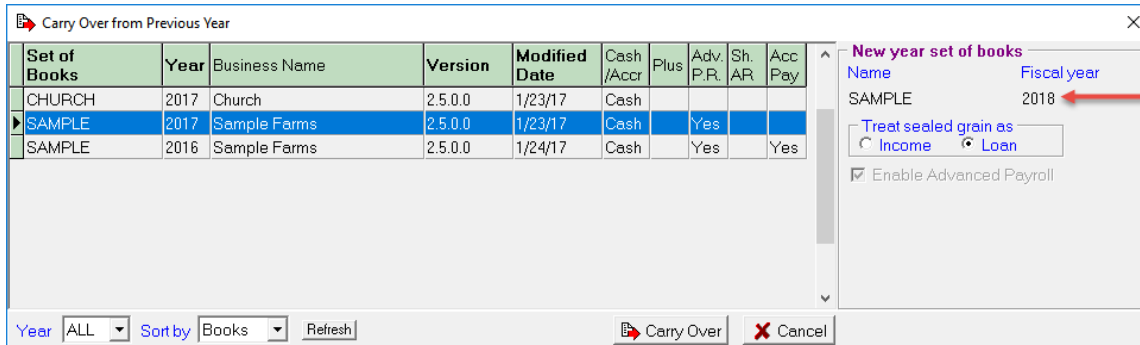
Added the ability to enable or disable items showing on the check stub, including invoice numbers. The default is all details are printed such as Description, Amount, Account Code, Units and Weight. Check the box(es) for the items you want to see on the check stub.



Advanced Number Selection: On the Detail Report – Selected Items an Advanced Box has been added to enter a more advanced number selection criteria. You can select a series of individual number and/or number ranges

Creating A New Set of Books – Carry Over From Previous Year:

The name of the New Year’s set of books and the year cannot be changed to avoid confusion (unless Advanced File Management option is used).

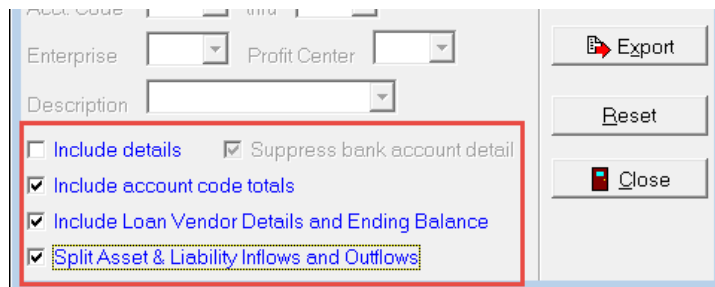


The name of the book and year cannot be changed.

This will fill in automatically when you carry over from the previous year.

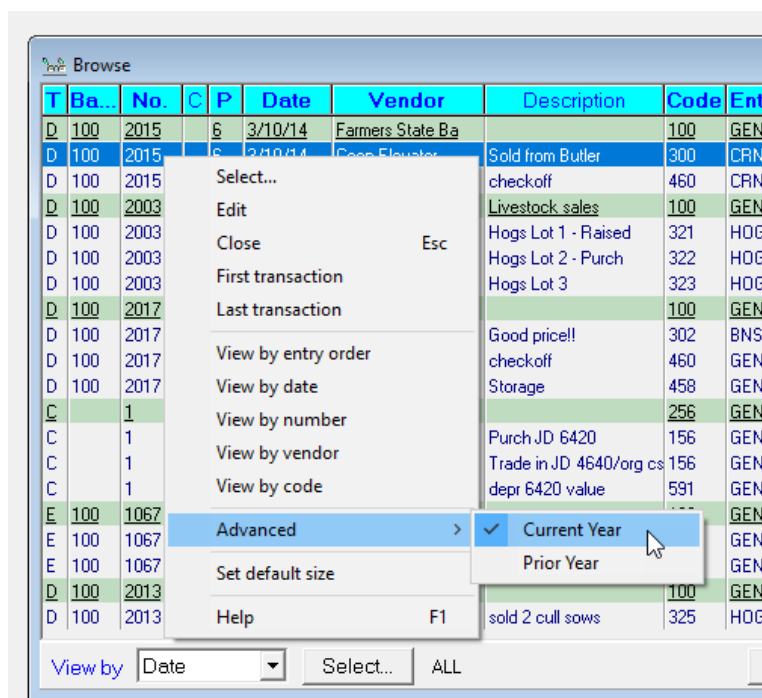
Export Selected Items:

A new option on export (selected items) to show loan vendor details and ending balances. There is also a new option showing inflows and outflows for assets and liabilities.



Prior Year Browse:

You can quickly browse transactions from the prior year by clicking the right hand mouse button and select “Advanced” and then “Prior Year”. Please note that while in the previous year browse, you CANNOT edit transactions in the prior year. You can return to the current year by clicking the right hand mouse button and selecting “Advanced” and then “Current Year”.

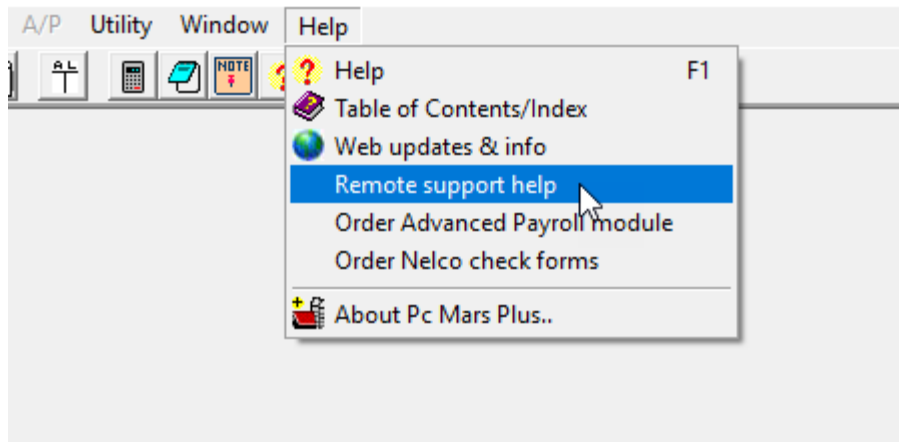


Account Payable Updates:

Use Invoice Numbers: If the Accounts Payable enhancement is installed and enabled, the use of invoice numbers for farm sets of books becomes available. This option is available under Setup ⇒ Business Information. When this has been checked, invoice numbers can be entered for each line item of an Accounts Payable, which will be carried over into the check, deposit and credit transactions when they are posted. This is a numeric only field for up to 10 numbers. Invoice numbers can also be entered into transactions and are available for reporting in selected items reports. For Small Business, Church and Generic Sets of Books, invoice numbers are always available.

Minor Changes and Updates:

Remote Support Help: A Remote Support Help menu selection has been added under the Help menu when users need to connect through a remote support session.



Description List Print Option: You can now print out the contents of the description list. Select whether you want to include the regular and/or labor related descriptions.

Year End Report: Bank balances are now separated from other assets in the coversheet of the Year End Report.

Church Interest Account Code: For Church sets of books, there is no account code that is assigned for loan interest. You can, however, assign “interest” to one of the user defined account codes in the Account Codes screen and then enter that account code there. You can do this at Business Information ⇒Advanced Tab.

Export to FINPACK Update: This utility has been updated for compatibility with the new FINPACK version 5.8.0. Now all CCC vendors (sealed grain) will be exported as a loan regardless of tax election (sale or loan).