Pc Mars
Plus
For Windows

Version 2.4
Cash or Accrual Accounting

Copyright 2015, SoftShell Computer Services

Licensed to:

IFBA

Serial No. WP-1111

✓ OK

GUIDE
TO PcMARS PLUS
FOR WINDOWS

**Iowa Farm
Business
Association**

Table of Contents

This booklet was designed to help both the new and the experienced PcMars Plus user. It helps to show you how to set up your books for the first time in PcMars Plus or how to convert your current PcMars records into the PcMars Plus program.

It will also go into some detail on how to set up and use the "inventory tracking". Like most Windows 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.

As is the case with most computer training classes, 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 all of the information helpful that is provided in this booklet. For copies of all the PcMars booklets, go to www.pcmars.com .

TIP

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

Create a New Set of Books (REVIEW)

Before a new set of books can be created, you need to make sure that there are no books opened in the system. You can tell if a set of books are opened by looking at the "title bar" on the top of the program screen (this is usually blue). If a set of books is open, then the name of that set is on the title bar. If there are no books opened, the bar will read "PcMars – no books opened". If there is a set opened, you need to click on the picture icon that looks like a closed book. This will close any books that are opened.

To create a new set of books, you need to point your mouse on the word <u>file</u> and click the left mouse button once. As you proceed through the book, anytime it is mentioned that you need to perform a mouse click, it will always be with the left button unless specified differently. In the drop down menu that appears after the mouse click, you need to select <u>Create a new set of books</u> by holding the mouse pointer over those words. This will create a second menu set. If you are just starting to use PcMars, then the option you want to select with a mouse click is the <u>Starting from scratch</u> option. If you already have a year's worth of books, you would probably want the second option of <u>Carry over from previous year</u>. This option will carry all of your bank, asset and loan balances, your account code selections, your vendor list, your enterprise list, and your description list from the past year's books and put them into this year.

Starting From Scratch: If you are just starting to use the program and you select the "Start from Scratch" option, a window will pop up that looks like the one below:

**The code type you select depends on your own personal preference. If you are a member of Iowa Farm Business Association, you should select the one indicated (IFBA Farm Codes) by clicking on the oval next to the name. These are the codes that your consultant should be familiar with, so it will be less confusing to all if you use these.

After you have made the type of "account code" selection you wish, you need to choose if you want to create a PcMars or PcMars Plus set of books. The next selection is to enter the "Name" for your farm records. The last step is to specify what year you will be working in by clicking in the box next to Year and typing the year in. Once you have made your selections, clicking the <u>OK</u> button will start the procedure of creating the files for your new books. There will always be a confirmation window that pops up before the creation just to verify that what you have entered is exactly how you want things to be. If you need to make changes, a simple click on the <u>NO</u> button will bring you back to the original screen to make your changes.

NOTE: If your consultant/fieldman has set your books up for you, you will select "Copy from consultant master set". This feature is for consultants to achieve consistency among their clients. To upload your consultant's "Master Set Data", simply "click" and specify where your consultant/fieldman "Master Set Data" is located. You then need to enter this unique information from the diskette to your new set of books. Your new books will include activation codes, special spellings of account code names and other items listed under the "Setup" drop down list that your consultant set up.

4

GETTING STARTED WITH PcMARS PLUS

Opening a Set of Books

To open a set of books in the PcMars Plus that you created in your PcMars program, you need to select which set of books to open under "Open Set of Books". This will open a window that looks like the one below:......

....
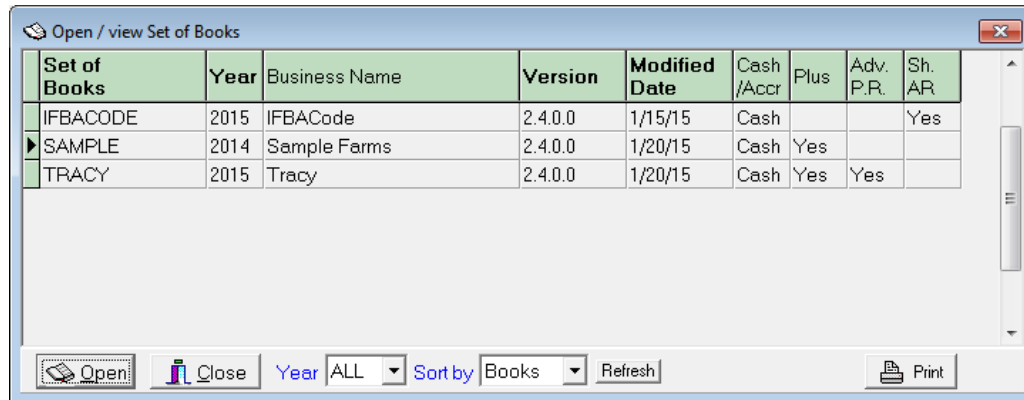
Highlight the set of books you want by clicking on it and then click <u>OK</u>. This will open the set of books. **When you open a "PcMars" set of books with "PcMars Plus", the additional features of PcMars Plus will not be available. As you will note below, several items under "Setup" and "Inventory" are grayed and not accessible.**
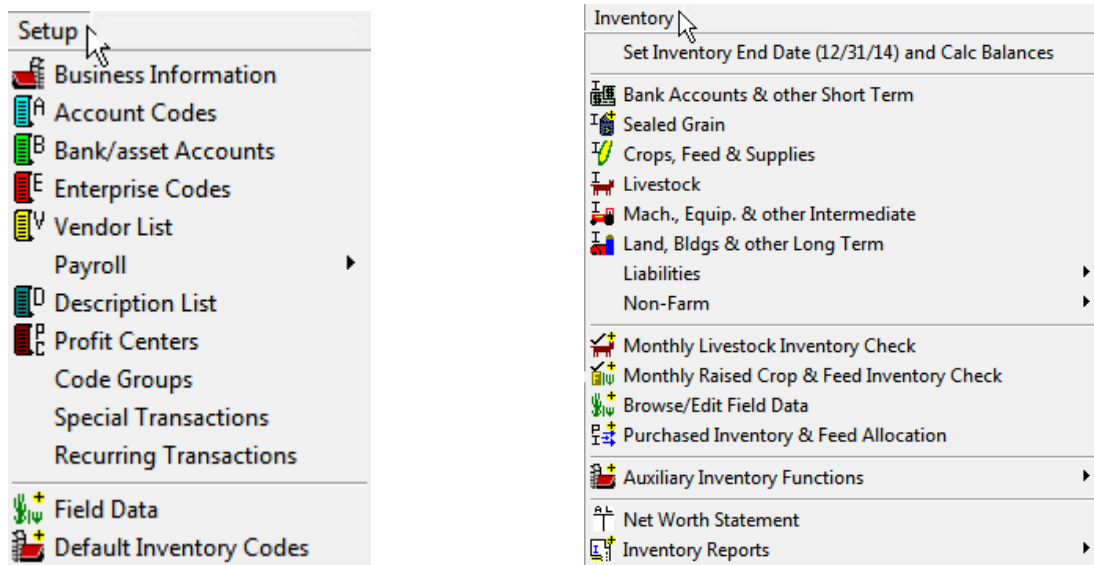
In order to access the "PcMars Plus" features in the current PcMars set of books, you will have to convert the data.

In order to convert your current PcMars data so it will be compatible with the PcMars Plus program, you first need to go to "Setup" on the tool bar. Select "Business Information", and this is the screen you will see. Please note the "button" in the lower right corner to "Convert" data .

.... **Before Data is Compatible ....**   **After Data is Compatible**

When you click on the "Convert" button, the following screen will appear:

If you want to convert your PcMars data into the PcMars Plus program, you will type the word "CONVERT" in the box indicated. Be sure to notice the **"NOTE"** regarding after the data is converted.

So---to summarize this process, you can access PcMars data from the PcMars Plus program. **However**, you cannot access any of the PcMars Plus features. If you want to utilize all the PcMars Plus features, you need to convert it to make it compatible with the PcMars Plus program. **Remember**— once you do convert your data into the PcMars Plus, the data can no longer be read by regular PcMars.

NOTE: I do not recommend converting any "past years data". I would <u>ONLY</u> convert the books you are currently working on and new books.

Entering Field Data

Setup⇒Field Data

Field Data: To track your grain production, you will need to set up your production fields.
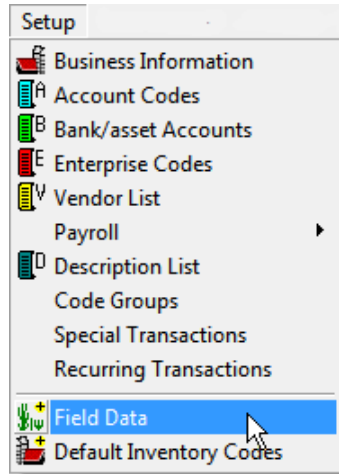
At the minimum, you need to set up a field for each enterprise—ie: crn, bns, hay, etc. For more complete production records you would want to set up all production fields—ie: South Place, Home Place, etc. Notice that each field can **ONLY** have one enterprise associated with it.

Setting Up Field Data: Setup⇒Field Data⇒

NOTE: Inventory⇒Browse/Edit Field Data⇒
.... You can also "Add" a new field from this screen or "Edit" an existing field record.

NOTE: The basic field data will carryover from year to year. This basic data includes: Field No, Category, Field Name, Farm Name, Acres, Tillable.

Because of crop rotation, the "Crop (enterprise)" does **NOT** carry over from year to year. You must assign the "Crop (enterprise)" each year. The program will prompt you to enter this enterprise automatically the following year.

7

Entering Default Inventory Codes

Setup⇒Default Inventory Codes

Another additional setup item is "Default Inventory Codes". This selection will match an inventory code (asset) to an income/expense code. Under "Setup" you will want to select the "Default Inventory Codes" that coincide with your farm income and expense codes.
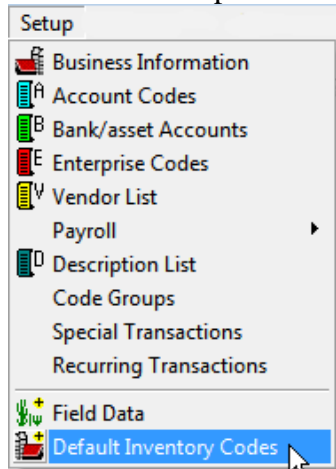

This selection will bring up the following screen:
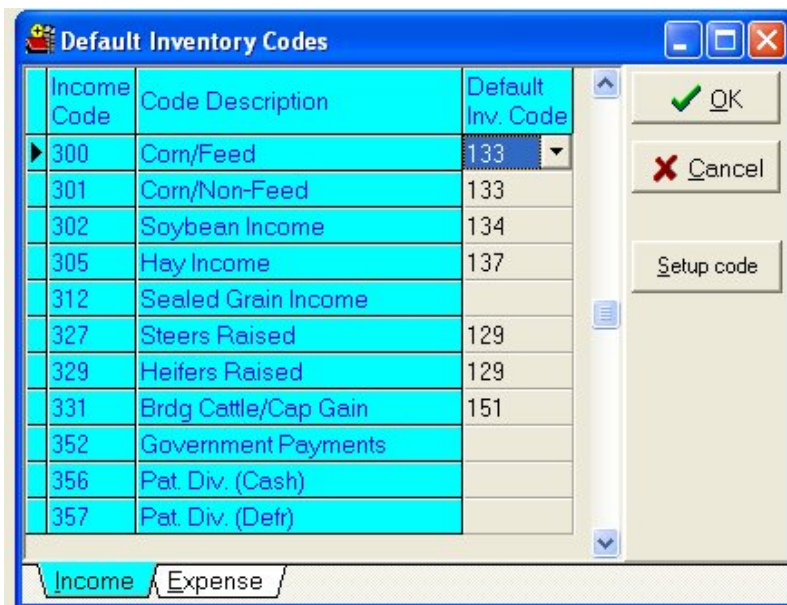
PC Mars Plus will fill in some codes automatically. However, you will need to assign asset codes to any blank "Default Inventory Code" lines. These are generally codes that allow you to modify a description, so we couldn't assign a default code. If you want to add/edit any account code, simply click on the "Setup code" button on this screen to select an asset code to match your selected income/expense codes.

Entering Beginning Inventory
Inventory⇒

The next step is to complete the inventory. To do this simply go to "Inventory" on the task bar and fill out your inventory as of the beginning of your year. (If you are a sole proprietor, this would normally be as of January 1).
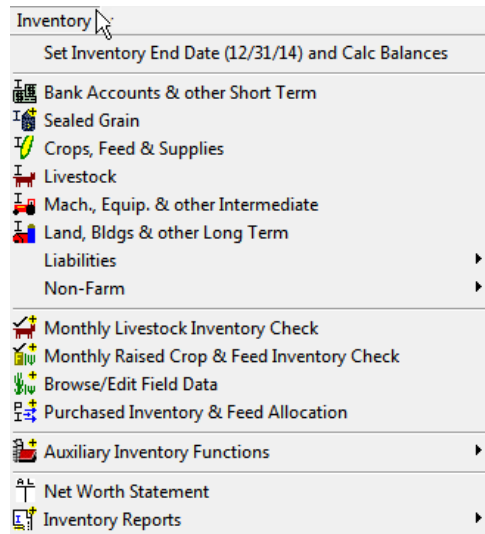
Bank/Loan Accounts: Note that PcMars previously did "track" several "Bank and Loan Balances" so these should already be done.

Bank Accounts

Loan Accounts

Accounts Receivable: In this example, Joe billed $5,000 for machine hire work he did in the prior tax year. Joe listed this as an accounts receivable on January 1 in his net worth.

Bank Accounts and other Short Term

Group: Accounts Receivable (120)

Inv. No.	Inv. Tr.	Enter-prise	PC	Description	Beginning Value	Ending 8/31/04
120a	✔	GEN	OP	Custom Combining	$5,000.00	$5,000.00
Accounts Receivable (120) - Total					$5,000.00	$5,000.00
Grand Total					**$5,000.00**	**$(247,627.00)**

✔ OK   ✗ Cancel   Blank row   Add row   Beg→End   Report

Crop Inventory: Below is an example of entering the 20,000 bushel of corn stored at the Home Place.

Crop, Feed and Supplies Inventory

Group: 133 Corn

Inv. No.	Inv. Tr.	Enter-prise	Description	Beginning Units ?	Beginning Price	Beginning Market Value
133a	✔	CRN	Corn at home Place	20000	$4.60	$92,000.00
Corn (133) - Total						$0.00
Grand Total						**$0.00**

✔ OK   ✗ Cancel   Blank row   Add row   Set Prices   Report

Machinery & Equipment: Below is an example of entering the Machinery & Equipment inventory on hand for the beginning of the year.

Machinery, Equipment and other Intermediate

Group: 156 Machinery & Equipment

Inv. No.	Inv. Tr.	Enter-prise	PC	Description	Purch Date	Acc. Depr. Code	Beginning Cost	Beginning Accum. Deprec.	Beginning Basis Value	Beginning Market Value	Cost
&156	✔	GEN	OP	Unassigned inventory							$0.00
156a	✔	GEN	OP	Combine	1/1/04	193	$200,000.00	($50,000.00)	$150,000.00	$210,000.00	$200,000.00
156b	✔	GEN	OP	Tractor	1/14/03	193	$120,000.00	($80,000.00)	$40,000.00	$90,000.00	$120,000.00
156c	✔	GEN	OP	Planter	2/20/02	193	$65,000.00	($20,000.00)	$45,000.00	$40,000.00	$65,000.00
Machinery & Equipment (156) - Total							$385,000.00	(150,000.00)	$235,000.00	$340,000.00	$385,000.00
Grand Total							**$385,000.00**	**(150,000.00)**	**$235,000.00**	**$340,000.00**	**$385,000.00**

✔ OK   ✗ Cancel   Blank row   Add row   Beg→End   Report

TIP: You can enter each bin, lot, etc. as an inventory asset or combine all "Corn" as an asset. This is your choice. Just remember, in general, the more inventory items, the more work!

Entering CASH Transaction Examples

To enter CASH income and expenses, simply bring up a check/deposit slip as you normally would. Enter your data as usual AND assign the inventory code pertaining to your specific transaction. Below are several typical examples.

1. Corn Sale: In the example below Joe sold 4,000 bu. of corn for $20,000. Notice the inventory number assigned will automatically reduce the bushels on the inventory (net worth).

2. Accounts Receivable: In this example Joe (Cash Basis) actually received the $5,000 machine hire work he did in the prior tax year. Joe listed this as an accounts receivable on January 1 in his net worth. So now he enters this as machine hire income (code 350) and reduces his accounts receivable by assigning the inventory asset Code 120.

3. Prepaid Expenses: At the end of the year Joe (Cash Basis) is prepaying $30,000 seed corn. To do this transaction he assigns the inventory asset Code 141.

As you can see from these examples, PcMars Plus allows you to easily track inventory from your cash transactions.

TIP: If you need to add a new inventory item, simply click "***ADD A NEW ONE***". This will take you to the inventory item that corresponds to the "account code".

TIP: To help manage the "INV" list, PcMars Plus will **ONLY** show inventory items that matches the enterprises. For example, if 455 (CRN) is selected, PcMars Plus will only show inventory items with the CRN enterprise. If the (GEN) enterprise is selected, **ALL** enterprise assets will be listed in the drop down list.

PcMars Plus allows you to easily enter non-cash production transactions also. You can do all your production transactions on two screens—Monthly Livestock Inventory Check and Monthly Crop & Feed Inventory Check.
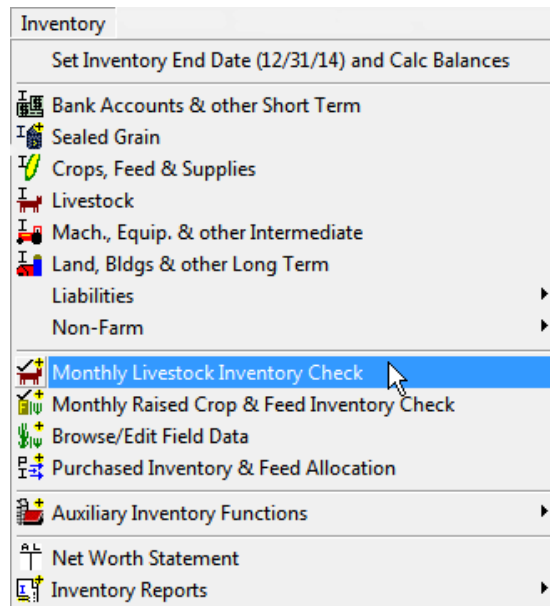
Monthly Livestock Inventory Check—These selections are designed to track all inventory for any livestock enterprise. Notice below that all inventory actions linked to a cost transaction are shown in this table. To view these simply double click the box that corresponds to the appropriate month and action—ie "purchased" and "sold". To enter non-cash inventory actions, again double click the corresponding box for month and action.

Inventory⇒Monthly Livestock Inventory Check

For example:

If a hog dies in April, double click the appropriate box and the entry screen below will pop up.
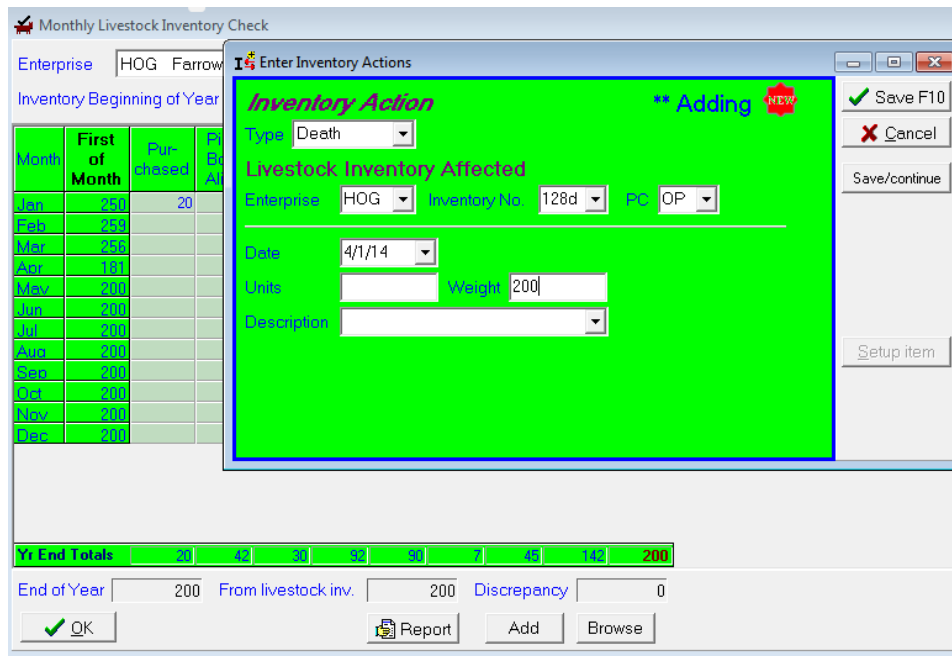
If a hog is born in May, then by double clicking the appropriate box the entry screen below would pop up.
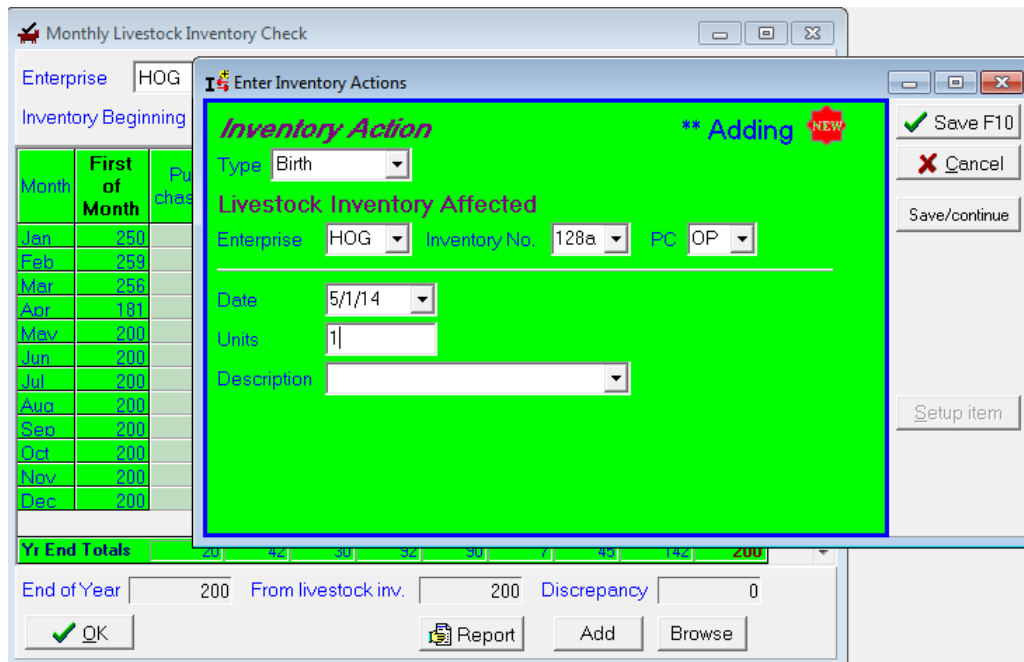
Monthly Crop & Feed Inventory Check—Now let's review the crop enterprises. Again, the cash transactions (purchase/sold) are automatically transferred in from the cash transaction. The non-cash production actions are:

 ...."Harvest (raised)" ......Use when grain is harvested
 ...."Trans In" ....Use when you have an overrun to adjust bushels
 ...."Fed".. ....Use when you feed to livestock
 ...."Other Use" ... .Use for other disappearance—ie: bin run beans
 ...."Trans Out".... ....Use when you are short to adjust bushels

Inventory⇒Monthly Crop & Feed Inventory Check

Monthly Raised Crop & Feed Inventory Check

Enterprise CRN Corn - Feed   Manual entry ☐

Inventory Beginning of Year 26300 (From crop/feed inv.)

Month	First of Month	Pur-chased	Harvest (raised)	Trans. In	Sub-Total (IN)	Sold	Fed	Other Use	Trans. Out	Sub-Total (OUT)	End of Month
Jan	26300				0	17300	225			17525	8775
Feb	8775				0		180			180	8595
Mar	8595				0	4800	205			5005	3590
Apr	3590				0					0	3590
May	3590				0					0	3590
Jun	3590				0					0	3590
Jul	3590				0					0	3590
Aug	3590				0					0	3590
Sep	3590				0					0	3590
Oct	3590		17986	11000	28986				11000	11000	21576
Nov	21576		8529	6000	14529	4966			6000	10966	25139
Dec	25139				0					0	25139
Yr End Totals		0	26515	17000	43515	27066	610	0	17000	44676	**25139**

End of Year 25139   From crop/feed inv. 25139   Discrepancy 0

✔ OK   🖨 Report   Add   Browse

Below is an example of entering 18,000 bushel harvested from the South Place. Again, by double clicking, you can enter each of these transactions.

Monthly Raised Crop & Feed Inventory Check

Enterprise CRN Corn - Feed   Manual entry ☐

Inventory Beginning of Year 26300 (From crop/feed inv.)

Enter Inventory Actions

Inventory Action   ** Adding

Type Harvest

Harvest From Field
Enterprise CRN   Field No. 03   PC OP

To Storage
Enterprise CRN   Inventory No. 133c   PC OP

Date 10/1/14
Units 18000
Description DeKalb Corn

✔ Save F10
✗ Cancel
Save/continue
Setup item

End of Year 25139   From crop/feed inv. 25139   Discrepancy 0

✔ OK   🖨 Report   Add   Browse

NOTE: For Harvest (raised), all grain must be assigned to <u>inventory</u> **BEFORE** it can be sold.

Browse/Edit Field Data
Inventory⇒Browse/Edit Field Data

PcMars Plus will allow you to "Browse and Edit" all the field data you have entered for a quick and easy review at a glance. You can also enter specific field notes throughout the year.
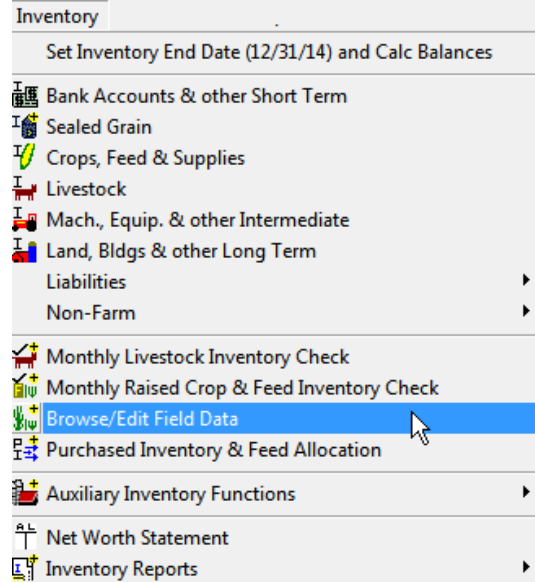

In the "Browse/Edit" screen, you can either see "ALL" fields or select a specific field to view. You can either "double click" on a specific entry or click on the "edit" or "add" button to view the data entered for that particular field.

NOTE: You <u>cannot</u> enter any yield/production data through this screen. This **must** be done through the "Monthly Livestock or Crop & Feed Inventory Check" screen in order to track current inventory.

Purchased Inventory Allocation
Inventory⇒Purchased Inventory & Feel Allocation

PcMars Plus allows you to allocate any "purchased" items in your inventory (i.e. seed, fertilizer, feed, etc.) to an enterprise as you use them.
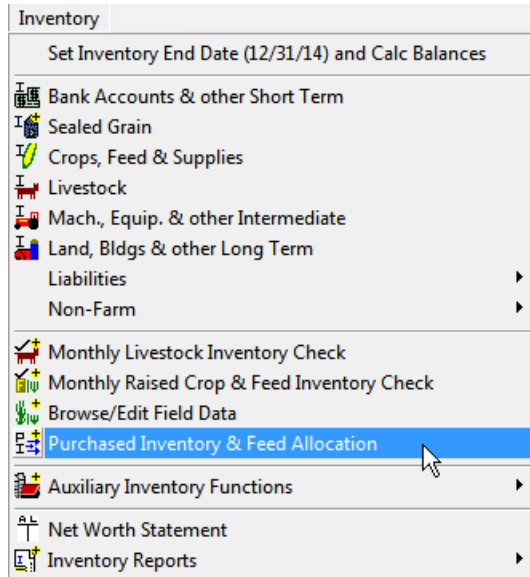
For example, if you prepaid seed last year, it would carry over on your inventory. So when you "USE" that seed for planting, select this screen to allocate this inventory transfer. Again, you would use this for anything you had previously purchased that you are now "using" or "feeding". Another example would be purchased feed.

...........**Corn from Inventory for Seed**........ ....**Feed from Inventory**

TIP: If you are allocating "Purchased" feed to a livestock enterprise, you must enter the **weight** and dollar amount. **However,** if you are entering feed used from home raised inventory, you need to enter the **bushels/tons** in the units column. The latter would be entered in the "Monthly Crop and Feed Inventory Check" screen.

Auxiliary Inventory Functions

The first "Auxiliary Inventory Function" would be "Browse Inventory Actions".
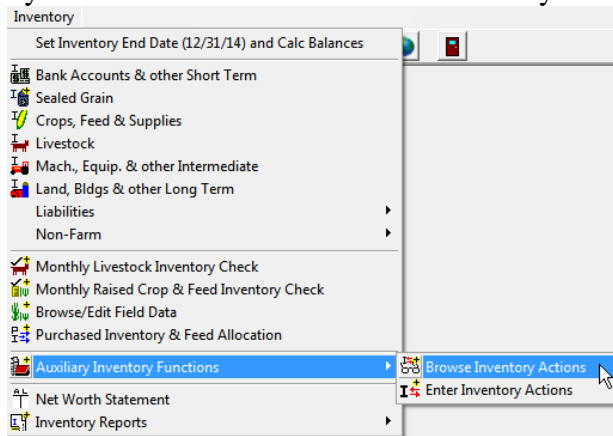
This is exactly what it says—browsing all your inventory actions. You can edit/add to your inventory through this screen instead of going through the "Monthly Livestock or Crop & Feed Inventory Check" screens. This just allows you to view **ALL** inventory transactions at one time.

The "Enter Inventory Actions" screen will allow you to enter the same information you can enter through the "Add" in the "Inventory Action Browse" or the "Monthly Livestock or Crop & Feed Inventory". It's just one additional option to enter the same data, but you **must** specify the "Type" of transaction—i.e. Transfer, Harvest, Feed, Death, etc.
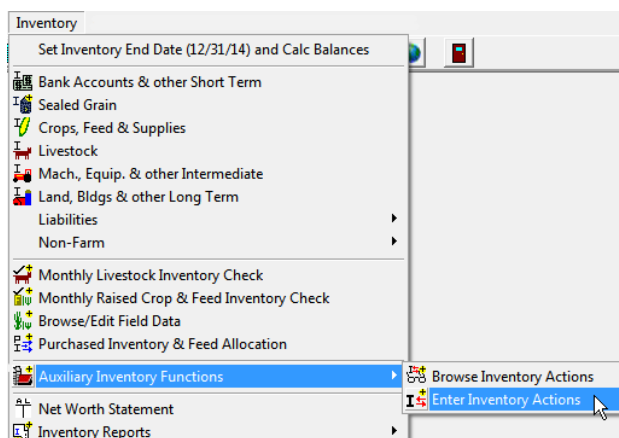
Additional Inventory Reports

PcMars Plus has additional reports which will give you more detail about your inventory tracking and production records. Most of them are pretty straight forward.
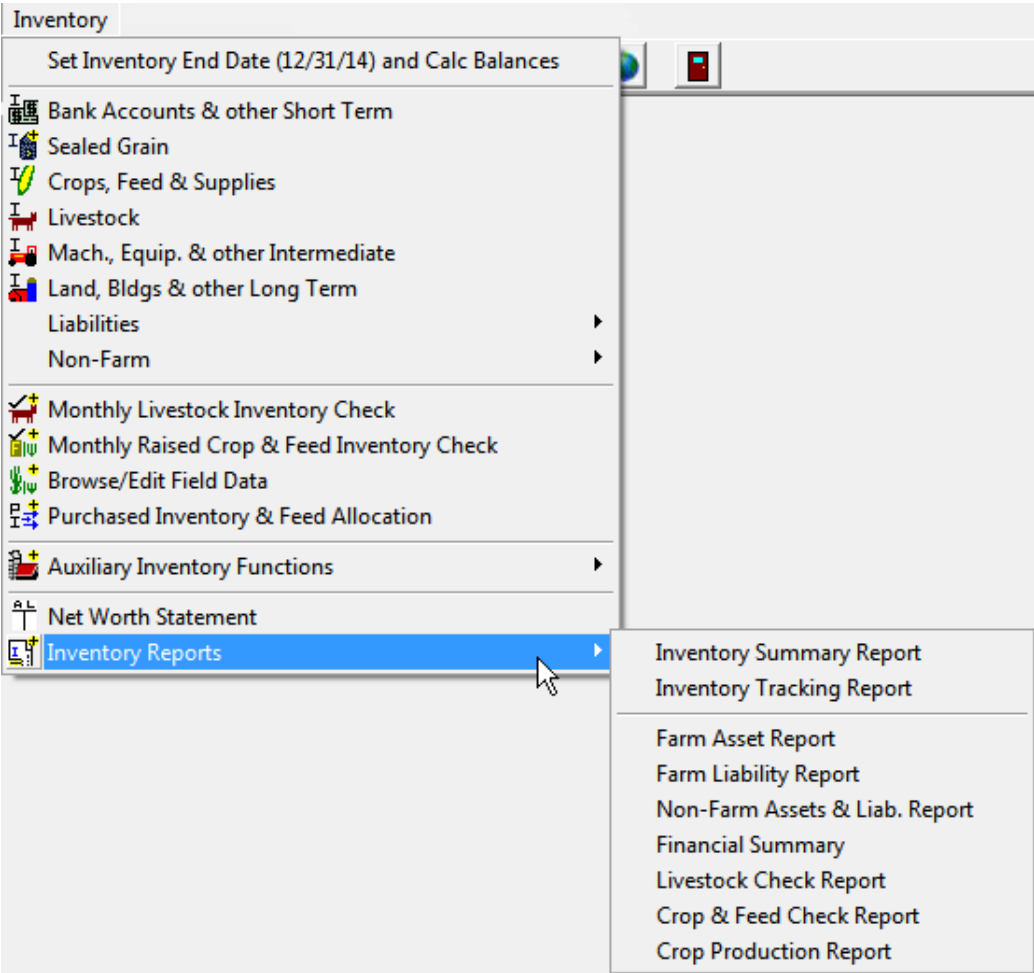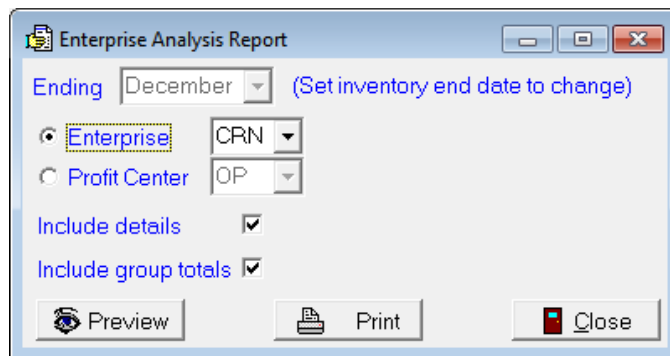
Enterprise Analysis Report

To use this feature, go to "Enterprise"⇒Enterprise Analysis Report
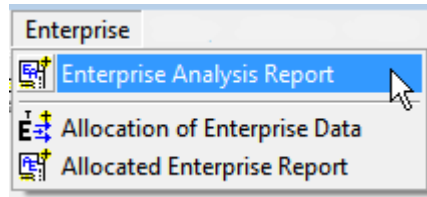
This report will generate an accrual report for a specific enterprise or profit center. This will use the same FMV's you assigned on your Net Worth Statement. PcMars Plus will only show the enterprise or the profit center assigned.

NOTE: The ending date is specified on the Net Worth Statement.

NOTE: Prior to printing/previewing, PcMars Plus will prompt you to check/or assign FMV to entries that have been entered.

Allocation of Enterprise Data/Reports
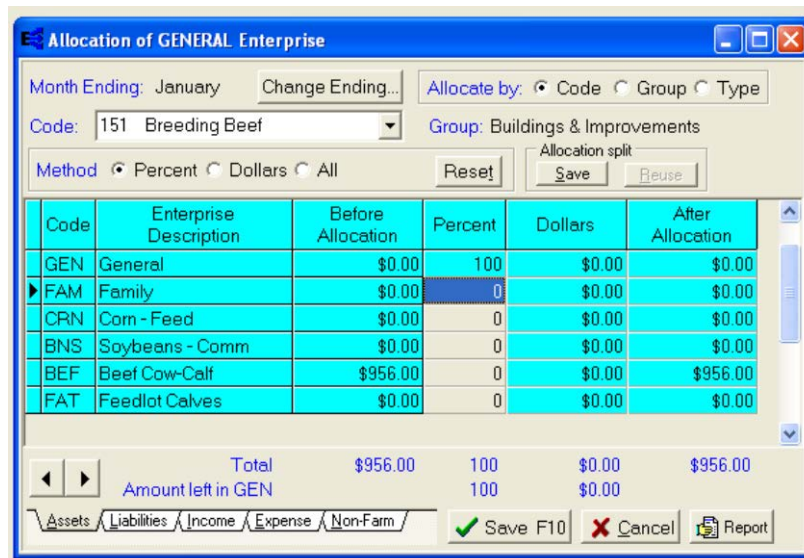
In the **regular** PcMars, you could always print enterprise reports. However, this also required you to allocate **each** transaction to a specific enterprise. Realizing sometimes users use the "general" enterprise for repairs, fuel, etc., we have added a tool to easily assign any "general" enterprises to a specific enterprise such as corn, beans, etc.

NOTE: This tool allocates "general" enterprises for cash transactions only.

To use this feature, go to "Enterprise"⇒ "Allocation of Enterprise Data"
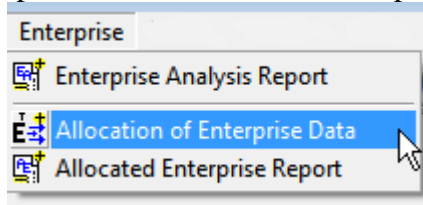
The example below shows the various options.

     NOTE: This re-allocation of the "general" enterprises **IS NOT** changed in your actual cash entries. Therefore, any re-allocation **WILL** only be reflected in the "Allocated Enterprise Report".

Combine Utility

PcMars Plus also includes a combine utility feature that will allow you to combine data from two sets of books. Uses for this would be----

a. Combine two fiscal year sets of books into one calendar year for analysis.
b. Combine two sets of books—ie: father and sons—for a partnership analysis.

To use this feature, go to Utility⇒Combine. The screen below will allow you to choose the two sets of books and other options such as:
1. Choosing to combine by month or period
2. Selecting specific months/periods
3. Specify new books name and starting date

NOTE: The combined books will be in the PcMars structure—**NOT** PcMars Plus

Conclusion

We hope that this booklet was informative enough for you to gain some new insights on how to set up your books and 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 ever find that you need extra help. Here are the technical support areas available.

Software Support
Iowa Farm Business Accounting, Inc. will offer **FREE** 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. Email Support—is available at info@iowafarmbusiness.org.
   3. Phone Support—is available at 515-233-5802 (IFBA State Office).
The email 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.

Again—we offer **FREE** support to users who have the most recent version of PcMars.

Closing Tips:

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

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

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

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

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

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