



PcMars

Farm Accounting Software

GUIDE TO PcMARS PLUS FOR WINDOWS



**Iowa Farm
Business
Association**

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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 .



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 file 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 Create a new set of books 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 Starting from scratch option. If you already have a year’s worth of books, you would probably want the second option of Carry over from previous year. 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:

Select Type of Pc Mars Set of Books	
	Price
<input checked="" type="radio"/> Pc Mars Cash Set of Books	\$75.00
<input type="radio"/> Pc Mars Accrual Set of Books	\$75.00

Select additional enhancement to PcMars Set of Books	
	Price
<input checked="" type="checkbox"/> Implement Pc Mars Plus features	\$50.00
<input type="checkbox"/> Implement Advanced Payroll features	\$30.00
<input type="checkbox"/> Enable Accounts Payable function	\$40.00
<input type="checkbox"/> Enable Accounts Receivable function	\$40.00
Total with enhancements	\$125.00


Full path name of the set of books to be created
Change folder C:\PcmWin30\data\20

Click "OK" to create the set of books OK Cancel

After you have made the type of “account code” selection you wish, you need to choose if you want to create a PcMars Cash or Accrual set of books. The next selection is to add any enhancements you would like on your set of PcMars books. In this example, PcMars Plus was added to this set of books. Once you have made your selections, clicking the OK button will start the procedure of creating the files for your new books.

After clicking on the OK button, you will then see the following confirmation screen. This is confirming that you are creating your set of books. Be sure everything is correct here. You will then see that your newly created set of books will be created and you will be able to enter 50 entries for free. After 50 free entries, you will be required to purchase this set of books at the prices listed to the right before entering additional transactions. You must click in the box if you agree to the terms. You can then choose to Create books & pay over the internet, Pay by other method, or create, pay later. You can also choose to Cancel.

Confirmation

 You have chosen to create a Cash PcMars set of books called "PLUS" for calendar year 2020, beginning January 1, 2020 and ending December 31, 2020. This sets of books also includes the enhancements shown on the right.

Cash Set of Books	\$75.00
Pc Mars Plus	\$50.00
Total Amount Due	\$125.00

(Sales tax may be applied)

This set of books will be created and you will be able to enter 50 entries for free. After you have entered 50 free entries, you will be required to purchase this set of books at the prices listed to the right before entering any additional transactions. For complete details and to review the license agreement, press F1 or click on Help.

Click this box if you agree to the terms

Do you want to pay now for this set of books or pay later ?

Create Book & pay over the internet will then take you to a secure site to enter your credit card information to unlock that newly created set of books.

Pay by other method will allow you to print off a form that you will print off and send in with your payment. Once we receive your form and payment, we will then mail you back your unlock code for that newly created set of books. Please note that this method will take a week or two.

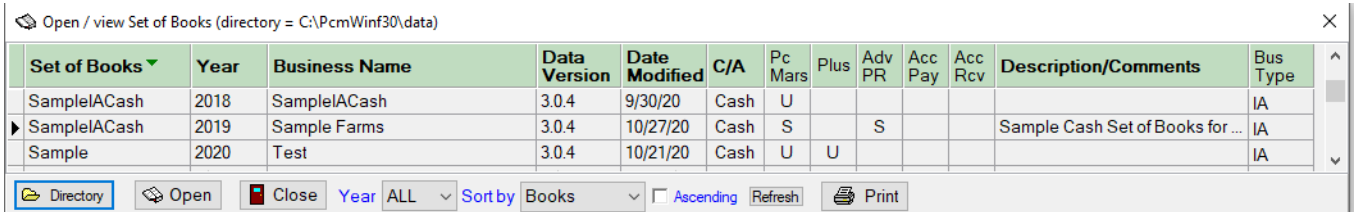
Create, pay later method will allow you to create your book and enter up to 50 transactions before you will be prompted for payment. User will be allowed to enter 50 entries into that newly created or carried over set of books. Once 50 entries have been entered, the book will be locked and will not allow any further entries to be made until payment has been made.

To pay before your free entries are up, you will need to go to Setup and then Business Information. Once you are on the Business Information screen, you can right-click anywhere on that screen and in the drop-down list you will find "Pay for Set of Books". You can then choose from the Pay Over the Internet or to Pay by Other Method.

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:

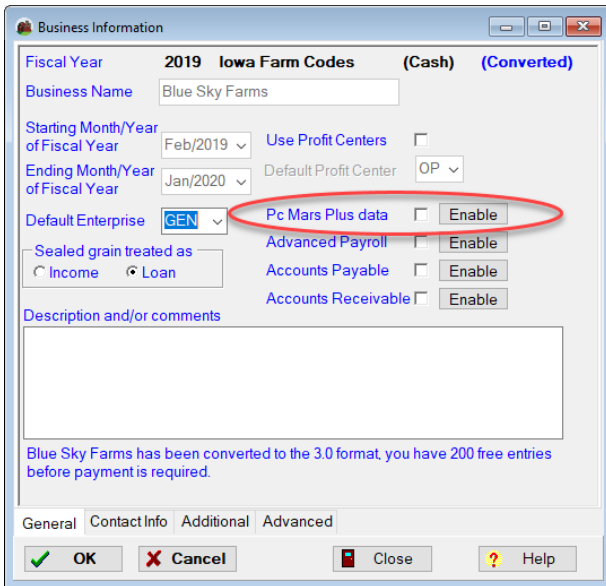


Set of Books	Year	Business Name	Data Version	Date Modified	C/A	Pc Mars	Plus	Adv PR	Acc Pay	Acc Rcv	Description/Comments	Bus Type
SampleACash	2018	SampleACash	3.0.4	9/30/20	Cash	U						IA
SampleACash	2019	Sample Farms	3.0.4	10/27/20	Cash	S		S			Sample Cash Set of Books for ...	IA
Sample	2020	Test	3.0.4	10/21/20	Cash	U	U					IA

Enabling PcMars Books into Plus

If you have a current PcMars set of books and would like to add the PLUS enhancement, you will 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 PLUS is enabled

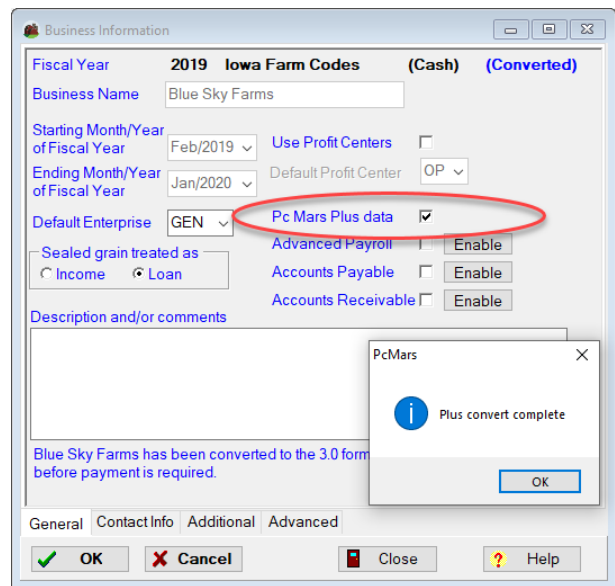


The screenshot shows the 'Business Information' window with the following settings:

- Fiscal Year: 2019 Iowa Farm Codes (Cash) (Converted)
- Business Name: Blue Sky Farms
- Starting Month/Year of Fiscal Year: Feb/2019
- Ending Month/Year of Fiscal Year: Jan/2020
- Default Enterprise: GEN
- Pc Mars Plus data: Enable
- Advanced Payroll: Enable
- Accounts Payable: Enable
- Accounts Receivable: Enable

A red circle highlights the 'Pc Mars Plus data' checkbox and its 'Enable' button.

After PLUS is enabled



The screenshot shows the 'Business Information' window with the following settings:

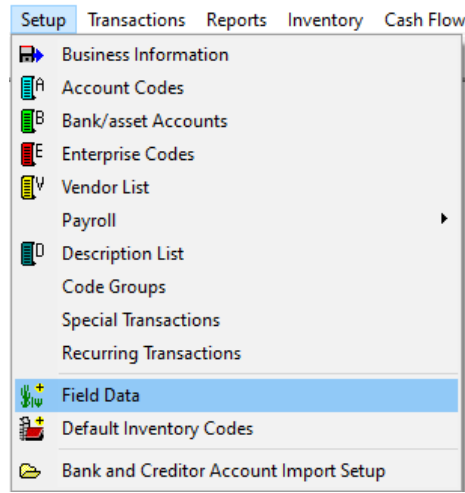
- Fiscal Year: 2019 Iowa Farm Codes (Cash) (Converted)
- Business Name: Blue Sky Farms
- Starting Month/Year of Fiscal Year: Feb/2019
- Ending Month/Year of Fiscal Year: Jan/2020
- Default Enterprise: GEN
- Pc Mars Plus data: Enable
- Advanced Payroll: Enable
- Accounts Payable: Enable
- Accounts Receivable: Enable

A red circle highlights the 'Pc Mars Plus data' checkbox and its 'Enable' button. A small dialog box titled 'PcMars' is open, displaying 'Plus convert complete' and an 'OK' button.

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: corn, beans, 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⇒

A screenshot of a software window titled 'Fields'. The window has a green background and is titled 'Field Info'. It contains the following fields: Field No (7), Category (Owned), Farm Name (Home Place), Field Name (Joe Farmer), Crop (enterprise) (GEN), Acres (76), Tillable Acres (76), Op % Income (100), Op % Expense (100), Double crop (checkbox), Plant Date (4/1/20), Harvest Date (10/27/20), and Remarks. There are buttons for 'Save F10', 'Cancel', 'Prior', 'Setup item', and 'Browse'. A red 'NEW' icon is visible in the top right corner.

NOTE: Inventory⇒Browse/Edit Field Data⇒

.....You can also “Add” a new field from this screen or “Edit” an existing field record.

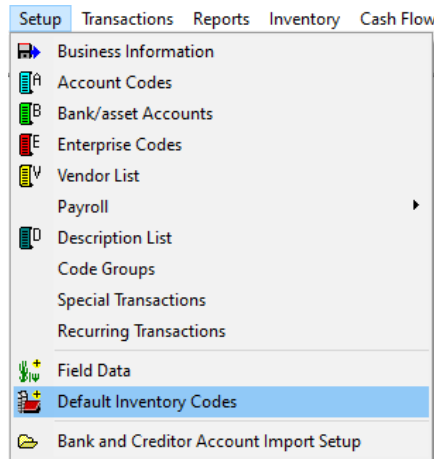
NOTE: The basic field data will carryover from year to year. This basic data includes: Field No, Category, Field Name, Farm Name, Acres, Tillable.

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.

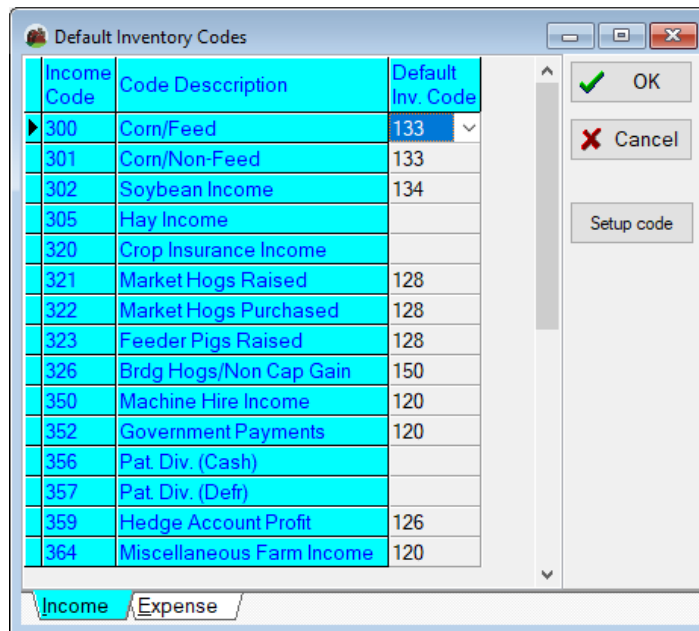
Entering Default Inventory Codes

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.



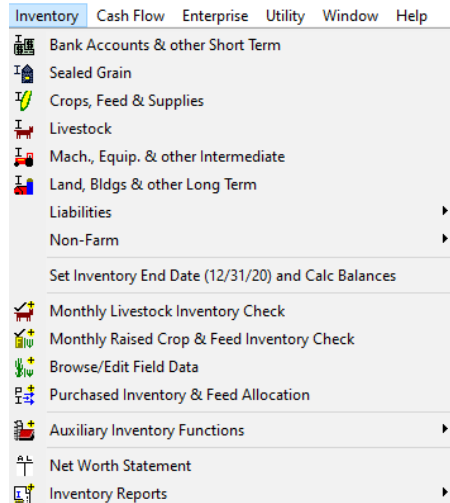
This selection will bring up the following screen:



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

Inv. No.	Inv. Tr.	Enterprise	Description	Beginning Value	Ending 12/31/20	St
100	<input checked="" type="checkbox"/>	GEN	Business Account	\$300,000.00	\$299,500.00	
102	<input checked="" type="checkbox"/>	GEN	Cash	\$0.00	\$0.00	
119	<input checked="" type="checkbox"/>	GEN	Deferred Coop Dividends	\$100,000.00	\$100,000.00	
Banks and Asset Accounts - Total				400,000.00	399,500.00	
Grand Total				400,000.00	399,500.00	

Loan Accounts

Inv. No.	Inv. Tr.	Ent	Description	Beginning Principal	Ending 12/31/20 Principal	St
222	<input checked="" type="checkbox"/>	GEN	Unassigned liability		\$0.00	
222a	<input checked="" type="checkbox"/>	GEN	Farmers Bank	\$50,000.00	\$50,000.00	
Short Term Loan (222) - Total				50,000.00	50,000.00	
Short Term Total				50,000.00	50,000.00	

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.

Inv. No.	Inv. Tr.	Enterprise	Description	Beginning Value	Ending 12/31/20	St
120a	<input checked="" type="checkbox"/>	GEN	Custom Combining	\$5,000.00	\$5,000.00	
Accounts Receivable (120) - Total				5,000.00	5,000.00	
Grand Total				405,000.00	404,500.00	

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

Inv. No.	Inv. Tr.	Enterprise	Description	Beginning			
				Units	Price	Market Value	Basis Value
*133a	<input checked="" type="checkbox"/>	CRN	Corn at Home Place	20000	\$4.19	\$83,800.00	
Corn (133) - Total						0.00	0.00
Grand Total						0.00	0.00

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

Inv. No.	Inv. Tr.	Enterprise	Description	Purch Date	Acc. Depr. Code	Beginning				
						Cost	Accum. Deprec.	Basis Value	Market Value	Cost
&156	<input checked="" type="checkbox"/>	GEN	Unassigned inventory							\$0.00
156a	<input checked="" type="checkbox"/>	GEN	Combine	1/2/10	193	\$200,000.00	(\$50,000.00)	\$150,000.00	\$195,000.00	\$200,000.00
156b	<input checked="" type="checkbox"/>	GEN	Tractor	1/14/11	193	\$120,000.00	(\$80,000.00)	\$40,000.00	\$90,000.00	\$120,000.00
156c	<input checked="" type="checkbox"/>	GEN	Planter	2/28/10	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	325,000.00	385,000.00
Grand Total						385,000.00	(150,000.00)	235,000.00	325,000.00	385,000.00



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).

Deposits/income
 Bank Account: 100 Business Account Balance: \$299,500.00

Deposit (Number: 1) Cleared

Date: 3/20/20 Total Amount: \$20,000.00

Memo: ** Adding **NEW**

Vendor	Code	Entprise	D	Amount	Description	Units	Weight	Invent #
*	300	CRN		\$20,000.00	Corn	4000		133a

Amount Left: \$0.00

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.

Deposits/income
 Bank Account: 100 Business Account Balance: \$319,500.00

Deposit (Number: 2) Cleared

Date: 7/20/20 Total Amount: \$5,000.00

Memo: ** Adding **NEW**

Vendor	Code	Entprise	D	Amount	Description	Units	Weight	Invent #
* Bill Smith	350	GEN		\$5,000.00				120a

Amount Left: \$0.00

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.

Checks/expense

Bank Account 100 Business Account Balance \$324,500.00

Check Number 2 Cleared

Pay to the Order of Feed Supply Co Date 12/31/20 Total Amount \$30,000.00

Address Feed Supply Co Paycheck

Memo Batch Print **** Adding**

Code	Entprise	Amount	Description	Units	Weight	Invent #
*455	CRN	\$30,000.00	DeKalb Corn	50		141a

Amount Left \$0.00

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

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



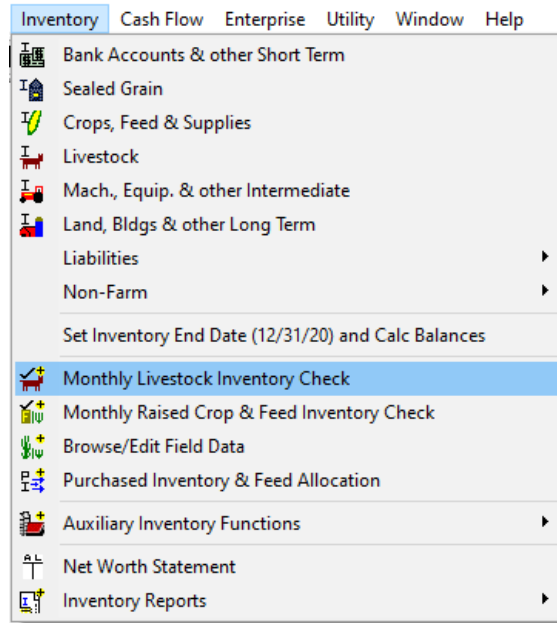
TIP: If you need to add a new inventory item, simply click “***ADD A NEW ONE***”. This will take you to the inventory item that corresponds to the “account code”.



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.

Entering Non-Cash Transactions

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

Monthly Livestock Inventory Check

Enterprise: HOG Farrow to Finish Portion: Market Manual entry:

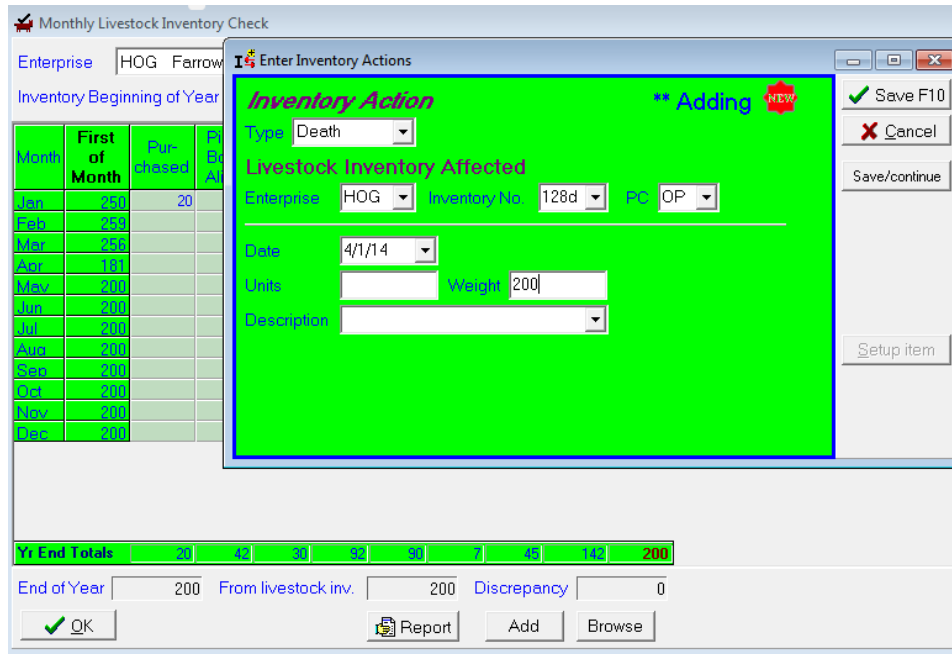
Inventory Beginning of Year: 250 (From livestock inv.)

Month	First of Month	Purchased	Pigs Born Alive	Trans In	Sub-Total (IN)	Sold	Died	Trans Out	Sub-Total (OUT)	End of Month
Jan	250	20			20		1	10	11	259
Feb	259			30	30		3	30	33	256
Mar	256		18		18	90	3		93	181
Apr	181		24		24			5	5	200
May	200				0				0	200
Jun	200				0				0	200
Jul	200				0				0	200
Aug	200				0				0	200
Sep	200				0				0	200
Oct	200				0				0	200
Nov	200				0				0	200
Dec	200				0				0	200
Yr End Totals		20	42	30	90	90	7	45	142	200

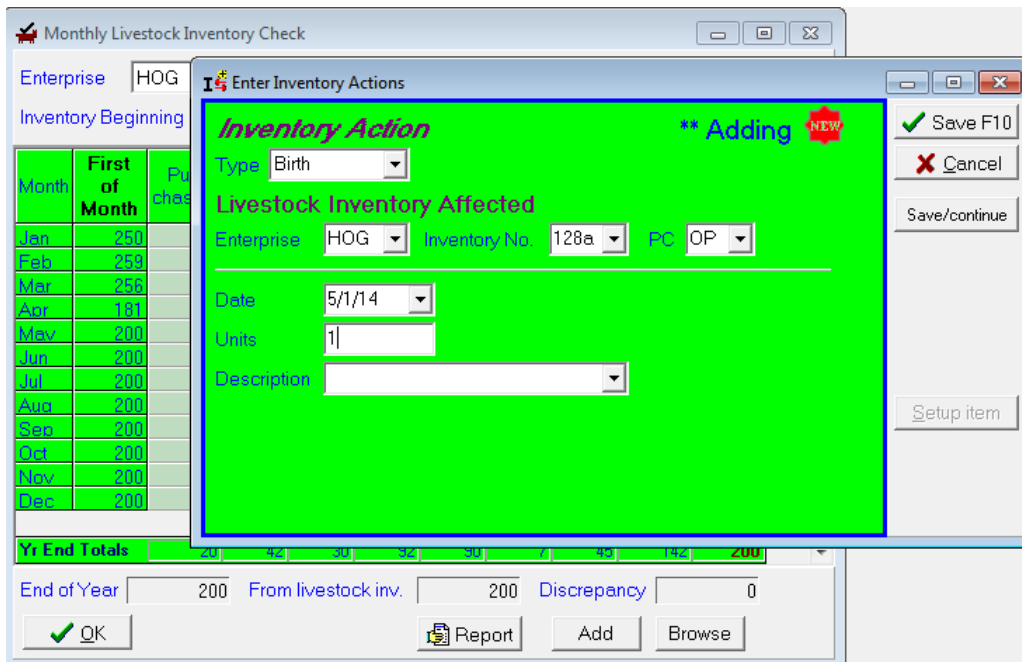
End of Year: 200 From livestock inv.: 200 Discrepancy: 0

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

Month	First of Month	Purchased	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

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.

Inventory Action ** Adding ^{NEW}

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

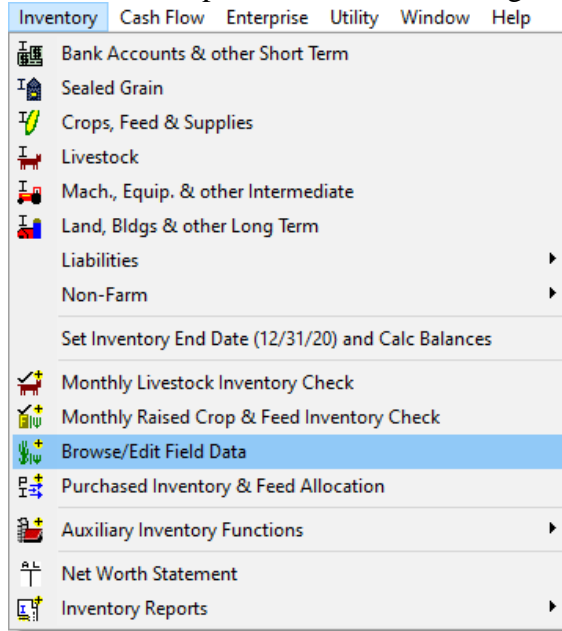
Description: DeKalb Corn

Buttons: Save F10, Cancel, Save/continue, Setup item

NOTE: For Harvest (raised), all grain must be assigned to inventory **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.

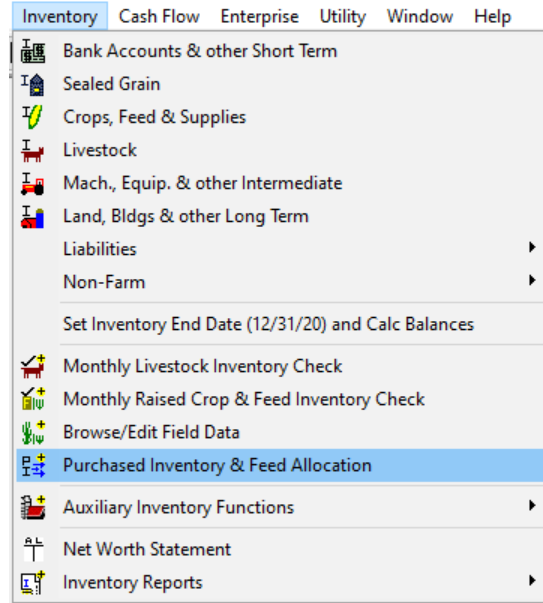
The screenshot shows the 'Browse/Edit Field Data' window. At the top, there is a 'Category' dropdown menu set to 'ALL'. Below it is a table with the following columns: No., Farm Name, Field Name, Cat, Crop, PC, I %, E %, Acres, Till. A., Plant Date, Harv Date, Production, Yield, and a notes column. The table contains 13 rows of data. At the bottom, there is a summary row for 'Myrtle' and a 'Total' row. Below the table are buttons for 'Sort by' (set to 'Farm'), 'Edit', 'Add', and 'Report'.

No.	Farm Name	Field Name	Cat	Crop	PC	I %	E %	Acres	Till. A.	Plant Date	Harv Date	Production	Yield	
02	Home	Home - S of Crk	O	BNS	OP	100	100	62	62	3/5/20	10/2/20	3720	60	Pretty Decent
03	Home	Home - IMC field	O	CRN	OP	100	100	35	35	4/28/20	11/5/20	5775	165	
01	Home	Home - N of Crk	O	CRN	OP	100	100	53	53	5/1/20	10/14/20	9010	170	
04	Home	Farmstead	O	GEN	OP	100	100	6						
05	Home	Home - Waste/Rd	O	GEN	OP	100	100	4						
14	Smith Farm	Smith SW	O	GEN	OP	100	100	160	160	5/8/20				
07	George	George South	CS	BNS	OP	50	50	38.2	38.2	5/17/20	10/5/20	2215.6	116	Pretty good
06	George	George North	CS	CRN	OP	50	50	38	38	5/3/20	10/19/20	6764	356	
08	George	George Waste	CS	GEN	OP	50	50	3.8						
12	Myrtle	Myrtle Crescent	CS	BNS	OP	50	50	15	15	5/18/20	10/7/20	630	84	Hail hurt it some
11	Myrtle	Myrtle Rock City	CS	BNS	OP	50	50	16	16	5/17/20	10/6/20	720	90	Hail damage
10	Myrtle	Myrtle CAD Hill	CS	CRN	OP	50	50	18	18	5/6/20	11/4/20	2754	306	
09	Myrtle	Myrtle Hwy Field	CS	CRN	OP	50	50	14	14	5/8/20	10/28/20	2212	316	
13	Myrtle	Myrtle Waste	CS	GEN	OP	50	50	17						
								Myrtle	80	63		6316		
								Total	480	449.2		33800.6		

NOTE: You cannot 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 & Feed 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**

The screenshot shows the 'Purchased Inventory & Feed Allocation' window with the following fields:

- Inventory Action:** Type: Use
- Use From Inventory:** Enterprise: CRN, Inventory No.: 141a
- To Usage Expense (How it is to be used):** Enterprise: CRN, Account Code: 455
- Date:** 1/23/20
- Units:** 50, **Weight:** (empty), **Amount:** \$6,250.00
- Description:** BT

The screenshot shows the 'Purchased Inventory & Feed Allocation' window with the following fields:

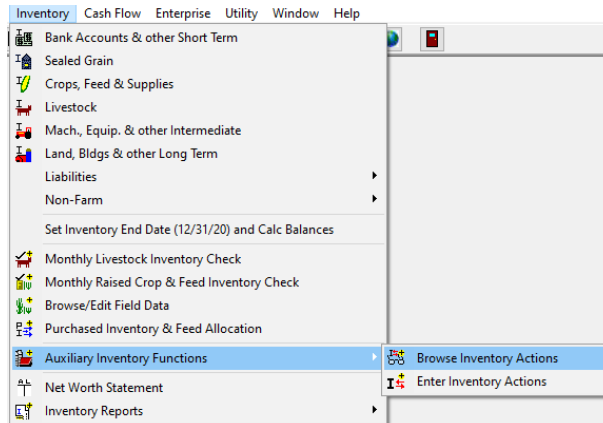
- Inventory Action:** Type: Feed
- Feed From Inventory:** Enterprise: HOG, Inventory No.: 140a, PC: OP
- To Feed Expense (Feed Code):** Enterprise: HOG, Account Code: 466, PC: OP
- Date:** 1/23/20, (price from inv. = 2)
- Units:** (empty), **Weight:** 166, **Amount:** \$800.33
- Description:** (empty)



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”.

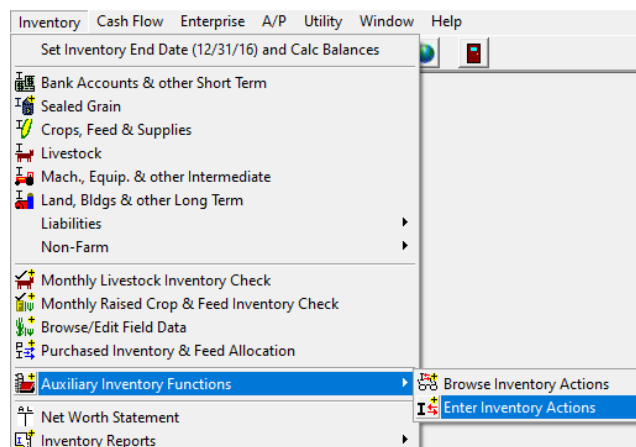


This is exactly what it says—browsing all your inventory actions. You can edit/add to your inventory through this screen instead of going through the “Monthly Livestock or Crop & Feed Inventory Check” screens. This just allows you to view **ALL** inventory transactions at one time.

The screenshot shows the 'Inventory Action Browse' window with a table of transactions. The table has columns for Type, Ent Code, Inv#1, FC, Ent Code, Inv#2, FC, Date, Units, Description, Weight, and Amount. The total units are 53845 and the total amount is \$19,412.21.

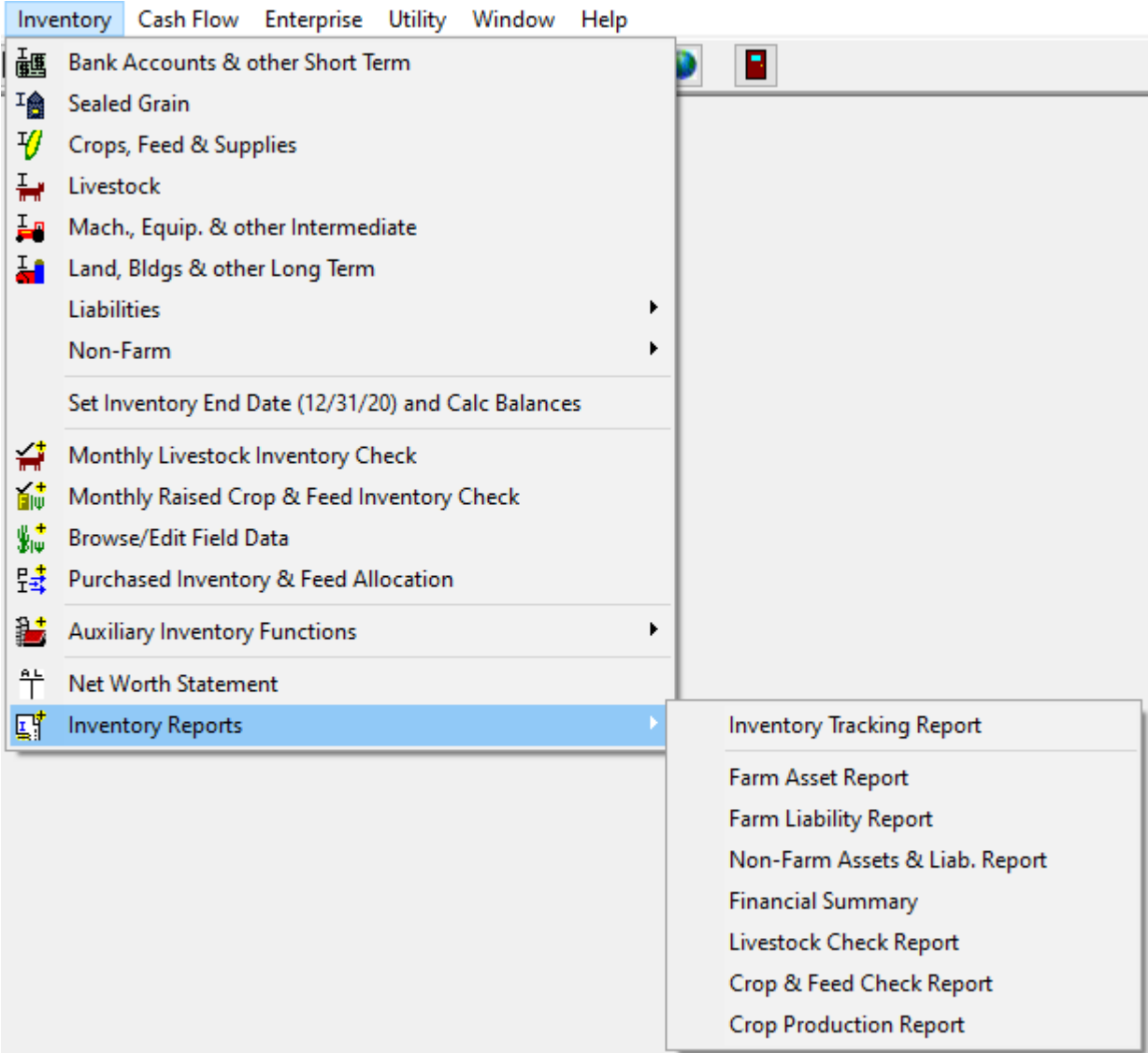
Type	Ent Code	Inv#1	FC	Ent Code	Inv#2	FC	Date	Units	Description	Weight	Amount		
xfr	HOG	128	128d	OP	HOG	150	150d	OP	1/4/20	10	xfer Raised Hogs to Gilts	20	\$1,600.00
xfr	HOG	128	128d	OP	HOG	150	150c	OP	4/14/20	5	xfer mkt to bridg	10	\$900.00
Dth	HOG	150	150a	OP			OP	1/13/20	1	Abigail died			
Dth	HOG	150	150a	OP			OP	4/13/20	2	Mabel & Hazel died			
Bir	HOG	128	128c	OP			OP	3/7/20	10	Karen gave birth			
Bir	HOG	128	128c	OP			OP	3/28/20	8	Marlene gave birth			
Bir	HOG	128	128c	OP			OP	4/15/20	24	3 sows gave birth			
Dth	HOG	128	128c	OP			OP	3/28/20	3	3 pigs died			
Dth	HOG	128	128a	OP			OP	1/3/20	1	1 died			
Dth	HOG	128	128c	OP			OP	2/4/20	3	3 died			
xfr	HOG	128	128b	OP	HOG	128	128d	OP	2/19/20	30	xfer from pig to mkt grp		
Fd	CRN	133	133c	OP	HOG	465	465	OP	1/30/20	225	Ground for feed		\$562.50
Har	CRN		01	OP	CRN	133	133a	OP	10/14/20	9010	26% moisture		
Har	CRN		03	OP	CRN	133	133a	OP	11/5/20	5775	18% moisture		
Har	CRN		06	OP	CRN	133	133a	OP	10/19/20	6764	23% moisture		
Har	CRN		09	OP	CRN	133	133d	OP	10/28/20	2212	19% moisture		
Har	CRN		10	OP	CRN	133	133d	OP	11/4/20	2754	16% moisture		
Total								53845		30	\$19,412.21		

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.



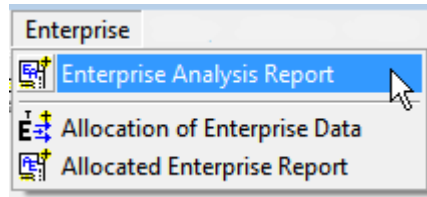
Additional Inventory Reports

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.

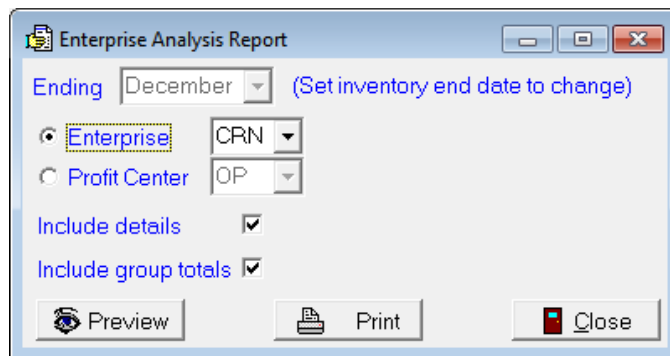


Enterprise Analysis Report

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.



Inventory Group	Total Ending Units	Average Ending Price	Total Ending Mkt Value	Change
▶ 127 Sealed Grain	5000	\$0.00	\$0.00	<input type="checkbox"/>
133 Corn	20139	\$0.00	\$0.00	<input type="checkbox"/>
141 Seed	6	\$83.33	\$500.00	<input type="checkbox"/>
143 Chemicals	2	\$30.00	\$60.00	<input type="checkbox"/>

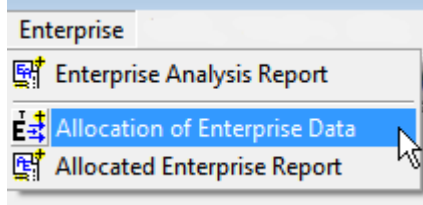
At the bottom of the dialog box, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

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.

The screenshot shows a dialog box titled 'Allocation of GENERAL Enterprise'. It has several input fields and a table. The 'Month Ending' is set to 'January'. 'Allocate by' is set to 'Code'. 'Code' is '151 Breeding Beef' and 'Group' is 'Buildings & Improvements'. 'Method' is set to 'Percent'. The table below shows the allocation details for various enterprises.

Code	Enterprise Description	Before Allocation	Percent	Dollars	After Allocation
GEN	General	\$0.00	100	\$0.00	\$0.00
FAM	Family	\$0.00	0	\$0.00	\$0.00
CRN	Corn - Feed	\$0.00	0	\$0.00	\$0.00
BNS	Soybeans - Comm	\$0.00	0	\$0.00	\$0.00
BEF	Beef Cow-Calf	\$956.00	0	\$0.00	\$956.00
FAT	Feedlot Calves	\$0.00	0	\$0.00	\$0.00
Total		\$956.00	100	\$0.00	\$956.00
Amount left in GEN			100	\$0.00	

At the bottom of the dialog, there are navigation arrows, a 'Total' summary row, and buttons for 'Save F10', 'Cancel', and 'Report'.



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”.

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 do not 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 pcmars.com
2. Email Support—is available at support@pcmars.com
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.