

Bank and Creditor Account Import



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Bank Statement Download, Setup & Overview:

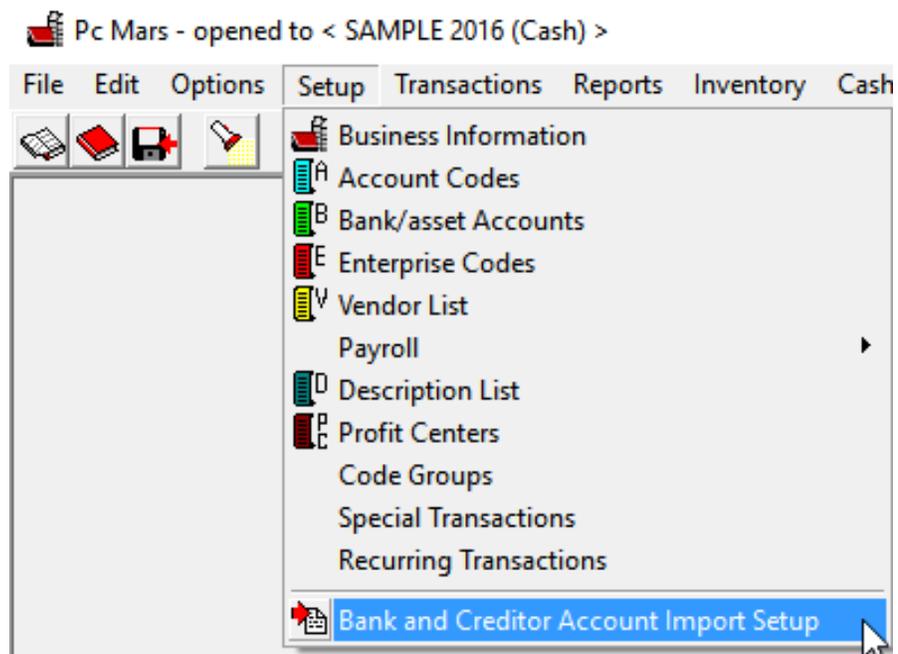
This new feature adds the capability to download bank statements and credit statements (such as credit cards or farm credit) into PcMars via CSV (Comma Separated Value) files. CSV files can be downloaded online from your bank and credit institutions for users to download bank or credit statement details.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

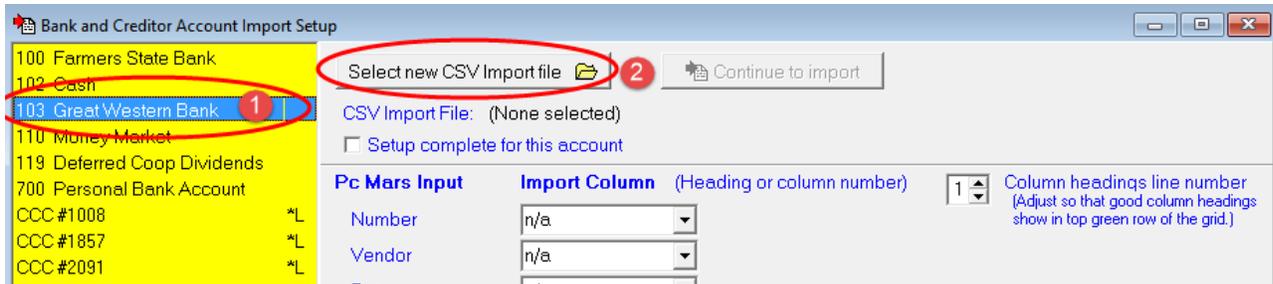
The first step is to download the bank and/or credit statements from your bank. Each bank has a different way to do this, so you may need to contact your bank for instructions in downloading the file to your computer.

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

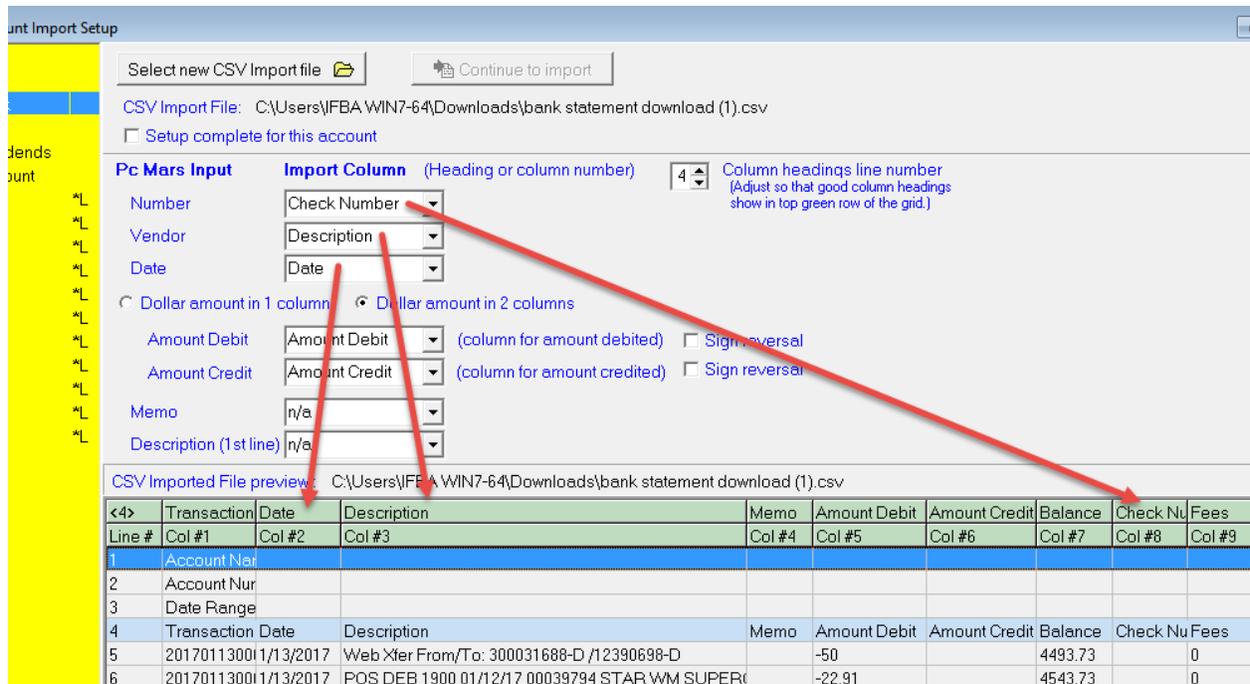
- Go to Setup ⇒ Import transactions from Bank or Creditor Accounts to set up the new CSV Import File. This setup matches the columns of information in the imported CSV file to the entry fields of a check, deposit or credit transaction. Once this matching up is complete, the data file can be imported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

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

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 Nam								
2	Account Nur								
3	Date Range								
4	Transaction Date	Description		Memo	Amount Debit	Amount Credit	Balance	Check Nu	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

100 Farmers State Bank
 102 Cash
 103 Great Western Bank
 110 Money Market
 119 Deferred Coop Dividends
 700 Personal Bank Account
 CCC #1008 *L
 CCC #1857 *L

Select new CSV Import file [v] [Continue to import]

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

Setup complete for this account

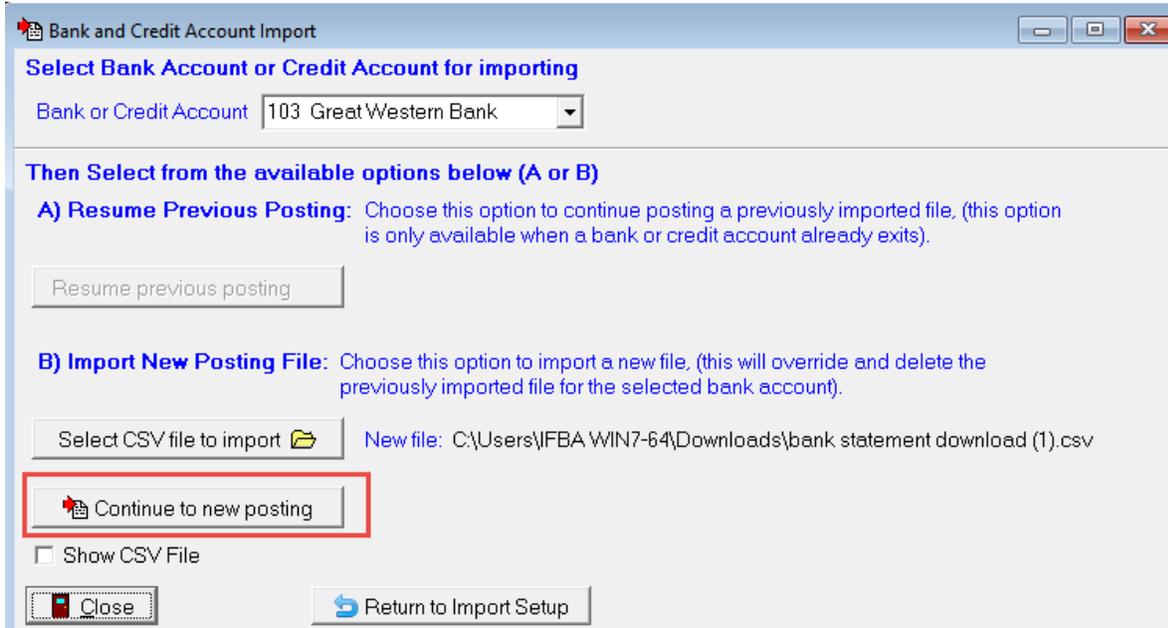
Pc Mars Input Import Column (Heading or column number) [4] [v]

Number [Check Number] [v]

● User then can choose to “Continue to Import” from the current screen to go directly to bank account import scree 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.

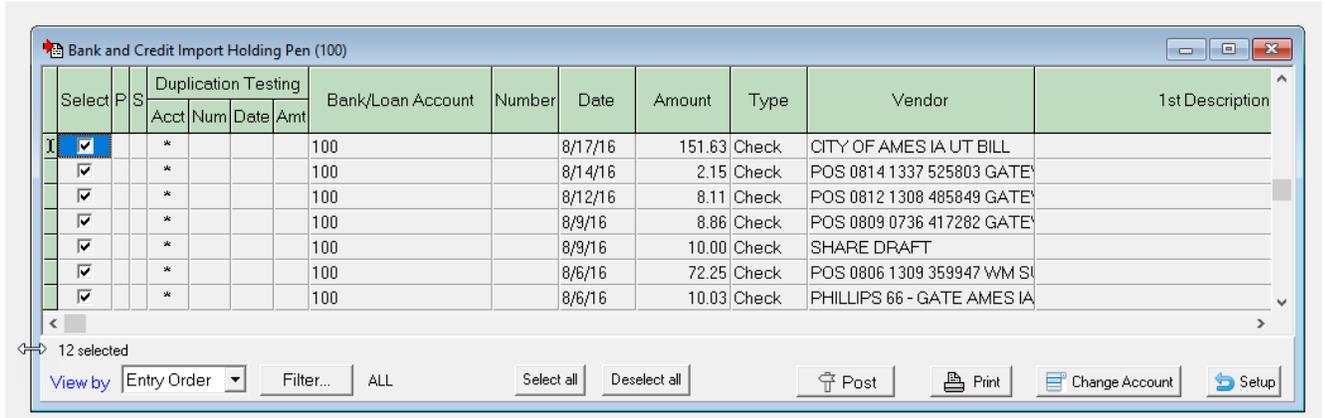
Or

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:

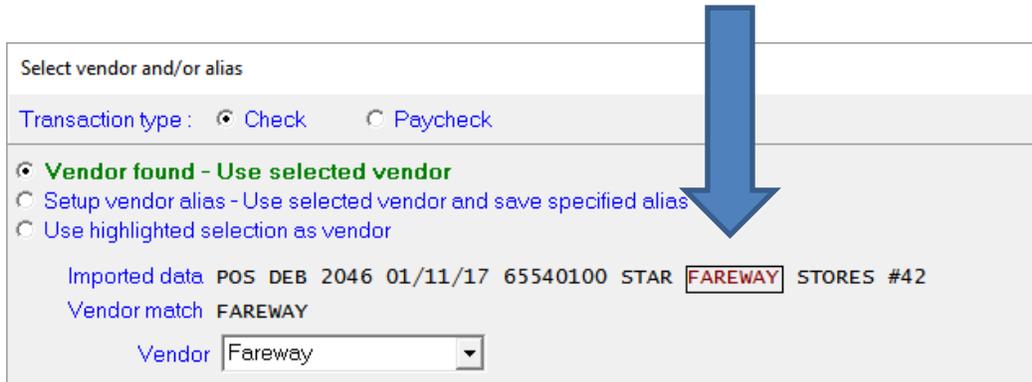
Vendor found – Use selected vendor:

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