PcMars

Farm Accounting Software

Version 3.0.5.3 (2/15/21)
Cash or Accrual Accounting

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Easy to use bookkeeping using accounting methods
of the Iowa Farm Business Association.

GUIDE
TO PCMARS
FOR WINDOWS

ACCOUNTS PAYABLE

IFBA

IOWA FARM BUSINESS
ASSOCIATION

ACCOUNTS PAYABLE MODULE

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TIP

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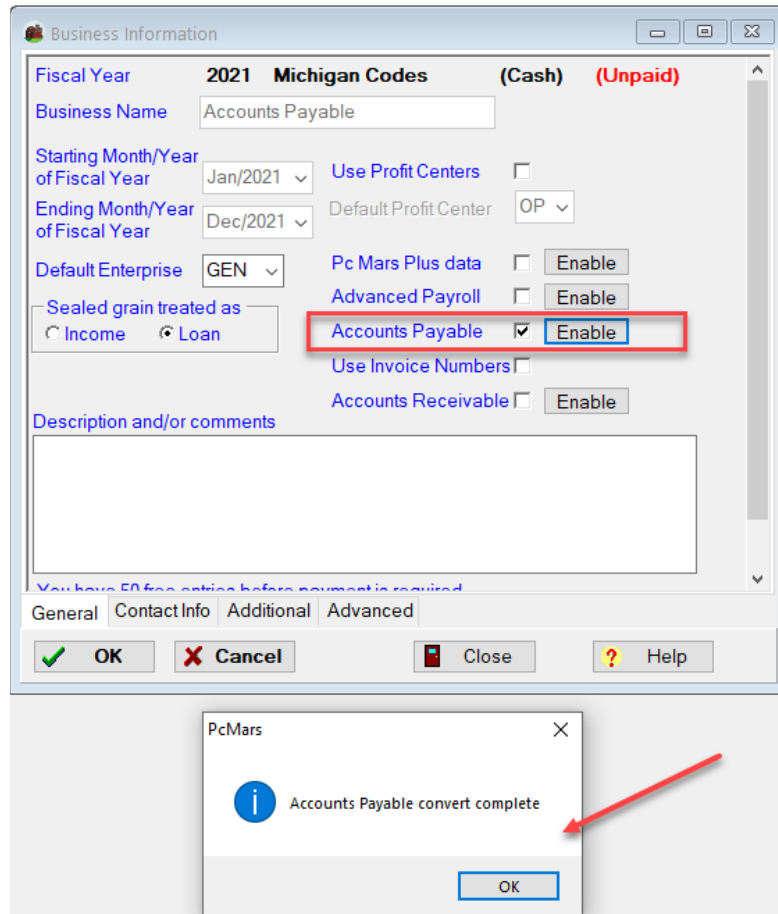
ENABLING ACCOUNTS PAYABLE

Activating the Accounts Payable Module in an Existing PcMars Set of Books:

1. Go to "Setup"
2. Select "Business Information"
3. Select the "Enable" button next to "Accounts Payable".
4. The Add New Feature box will appear where you will need to check the "I agree to the terms" box. Then click on Enable and Convert.
5. A message saying Accounts Payable convert complete will appear.
6. Once the Accounts Payable module is enabled, a checkmark will appear next to the Accounts Payable option.

See screen shots below:

Enabling the Accounts Payable when Starting a New Set of Books from Scratch:

To enable the Accounts Payable Module, simply "check" the "Enable Accounts Payable function" feature when you create your new set of books. See screen shot below:


Note: Once the Accounts Payable is enabled for a set of books, this option will carry over to the next year. Users can uncheck or disable any modules prior to carrying over.

Once Accounts Payable has been enabled, when you go to the "Open/view Set of Books" screen, you will see there is now a letter listed in the column for Accounts Payable (Acc Pay) as shown below. The letter U means that book and enhancements are Unpaid. The letter P means that the book and enhancements have been paid. The letter C means that book and enhancements have been converted.

You will also see, as shown below, that when you have opened up a book that has been enabled with the Accounts Payable Module, that above the Icon bar there will now be an A/P to choose from.
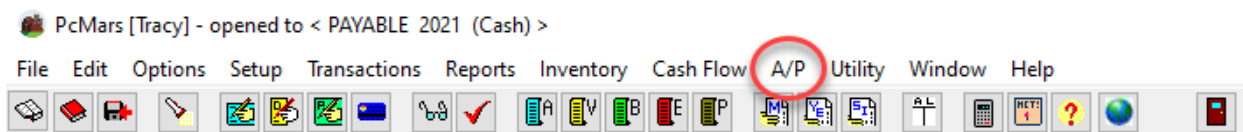
If you have books that have not been enabled to use Accounts Payable, you will not have that A/P option and will not be able to use the A/P functions.

All functions having to do with the Accounts Payable Module are included under the A/P in the bar at the top.

Enter New Accounts Payable

To start entering your Accounts Payable, you will need to go to A/P ⇒ Enter New Accounts Payable. The following screen will appear:

The "Pay to the Order of" will use the exact same vendor list that has already been set up in your PcMars program, or you can use the "Setup item" button on the right to set up new vendors.

1. Enter the name of the vendor.
2. Enter the invoice date.
3. Enter the total amount of the invoice.
4. Enter the A/P Number.
5. Enter the due date of the invoice.

The invoice can be populated exactly the same in the Description area just as when entering a check.
Be sure and click the Save button after entering each invoice to save and continue.
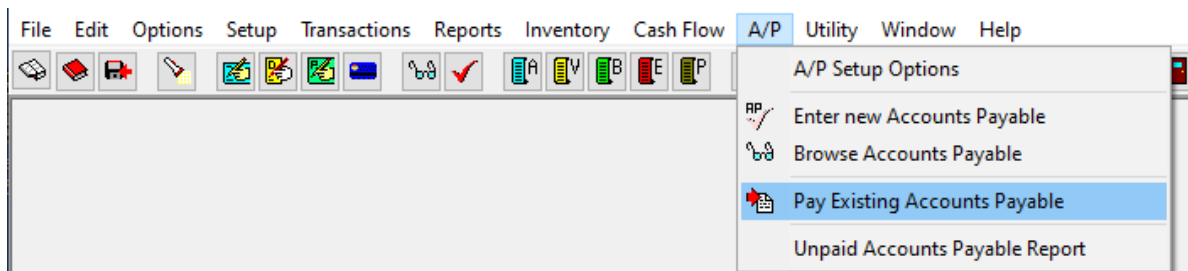
By clicking on the "?" right of the vendor address or pressing the F1 key on your computer will pull up a page with instructions and help.

IMPORTANT NOTE: Accounts Payable data WILL NOT be included in any cash or tax report until it is paid. The only exception to this is that you can include accounts payable in loan reports. In addition, accounts payable balances will flow into the net worth and any accounts payable that include loans will also flow into the net worth. Accounts Payable data WILL NOT be included in the Year End Detail or Tax preparation report and will not affect taxes.

Paying Accounts Payable

When you are ready to pay your invoices that you have entered into Accounts Payable, you will again go to the A/P tab and choose "Pay existing Accounts Payable".

Once Pay Existing Accounts Payable is selected, the following window will appear.

1. Select which bank account or loan vendor you wish to make the payments from.
2. Select the date that the transactions are being paid.
3. Select the next check number for the selected account.
4. Click Continue, select payments or hit the F10 key.

After clicking on "Continue, select payments" the following screen will appear that will list all of your unpaid invoices that have been previously entered.

Once you select invoices to pay, the Number column is filled in with the check or credit number that you supplied previously that will be used for paying the transaction. The Order column will also be filled in as well as a running total of dollars of the Accounts Payable that were selected. Subsequent Accounts Payable selections will result in the Number and Order being changed accordingly. **TIP**-if you unselect previously selected ones, the program will attempt to renumber the selected ones as necessary. If for some reason they get out of order, you can re-order the selections by clicking the right mouse button and picking the "Re-order Selections" menu item.

Once you select an invoice(s) to pay by putting a checkmark in the box, you will then click the "Post Paid" button.

This will then bring up a Confirm warning to confirm that you are wanting to pay and post the selected Accounts Payable into a check transaction. After confirming, the check or Credit Transaction screen will come up with the information from the Accounts Payable that you supplied. You can modify the check as you wish, but normally that will not be necessary.

The check can now be printed. If you have multiple ones selected, the check entry screen will "cycle" through all of them selected. If you want to cancel the process part way through, click on the right mouse button on the check entry screen and choose "Cancel the remaining of AP Posting. The canceled Accounts Payable will not be posted.

Partial Pay: You can partially pay a selected Accounts Payable by selecting the Partial Pay button back on the "Pay Existing Accounts Payable screen as shown below:

After choosing the invoice to partial pay, enter the partial pay amount in the next screen. As you can see below, the program will split the Accounts Payable amount into two. The first (highlighted and selected) Accounts Payable will have the partial pay amount. The second Accounts Payable (unselected) will have the remainder after the partial amount was subtracted from the original amount. To then pay the partial amount, just click "Post Paid" like described above.

You can see the partial pay option has split the invoice so the entry that is selected has the partial pay amount that was entered and is the amount that will be paid. The second entry that is not selected has the remainder after the partial amount was subtracted from the original amount.

Combine: You can also combine two or more Accounts Payable into one by selecting the Accounts Payable you want to combine by clicking in the "Combine" column. Note that you can only combine Accounts Payable with the same vendor. To aid in this the Accounts Payable with vendors that are not the same as the first item you selected will be shown in gray and cannot be selected.

Select	Order	Number	Vendor	Prior Year	Invoice Date	Amount	Memo	A/P Number	Due Date	Combine
☐			Bavin, Glen	☐	2/28/21	$500.00		2	3/28/21	☑
☐			John Deere	☐	6/20/21	$2,500.00		4	5/28/21	☐
☐			Ag Service	☐	6/20/21	$550.00		6	7/20/21	☐
☐			Bavin, Glen	☐	6/20/21	$250.00		5	7/20/21	☑
☐			Ag Service	☐	7/28/21	$2,500.00		1	8/28/21	☐

0 selected   0.00 Total selected   Business Account Balance   29,567.00 Next number: 1003

View by Due Date   Filter... ALL Dates   Reset   Edit   Combine   Partial Pay   Post Paid   Close

Once you put a check in the Combine column, all other vendors with different names will be grayed out and will not be available to Combine. When using the Combine feature, you can only choose vendors with the same name.

Once you have selected the invoices you want to combine, then click on the Combine button at the bottom.

Select	Order	Number	Vendor	Prior Year	Invoice Date	Amount	Memo	A/P Number	Due Date	Combine
☐			Bavin, Glen	☐	2/28/21	$750.00		2	3/28/21	☐
☐			John Deere	☐	6/20/21	$2,500.00		4	5/28/21	☐
☐			Ag Service	☐	6/20/21	$550.00		6	7/20/21	☐
☐			Ag Service	☐	7/28/21	$2,500.00		1	8/28/21	☐

0 selected   0.00 Total selected   Business Account Balance   29,567.00 Next number: 1003

View by Due Date   Filter... ALL Dates   Reset   Edit   Combine   Partial Pay   Post Paid   Close

After clicking on Combine, you will now see the invoices have been combined into one invoice, and you can go ahead and select the combined entry to pay.

Select	Order	Number	Vendor	Prior Year	Invoice Date	Amount	Memo	A/P Number	Due Date	Combine
☑	1	1003	Bavin, Glen	☐	2/28/21	$750.00		2	3/28/21	☐
☑	2	1004	John Deere	☐	6/20/21	$2,500.00		4	5/28/21	☐
☑	3	1005	Ag Service	☐	6/20/21	$550.00		6	7/20/21	☐
☐			Ag Service	☐	7/28/21	$2,500.00		1	8/28/21	☐

3 selected   3,800.00 Total selected   Business Account Balance   25,767.00 Next number: 1003

View by Due Date   Filter... ALL Dates   Reset   Edit   Combine   Partial Pay   Post Paid   Close

When selecting invoices to pay, you can see on the bottom, the program will keep a running total of the number selected and also a running total of the amount that you will be paying as well as a remaining balance in your bank account.

Reset: If you have made selections and want to start over, click the Reset button to reset it to none selected.

Paying an invoice from a Creditor/ Loan Vendor

Entering and paying an invoice from a creditor is similar to any other vendor. Enter the invoice the same as you do any other invoice. When paying the invoice from a credit vendor or loan vendor, be sure and choose the creditor instead of the bank account as shown below:

If your vendor does not show up in this drop down menu, you need to be sure you have enabled that vendor for use in credit transactions in "Set Up ⇒ Vendor List" as shown here:

Once the Creditor/Loan Vendor invoice has been chosen to be paid, the credit transaction screen will come up allowing you to then pay that invoice.

If you are in the process of choosing invoices to pay and you realize you have selected the wrong creditor and/or bank account, you can just right click while in the "Pay Existing Accounts Payable" screen and choose "Change account (top level) data".

The "Select Bank Account or Credit Account to make payment from" window will appear, and you can then change the account to pay the transactions from.

Paying Bank Loans

The Accounts Payable program also has the ability to keep track of paying bank loans. Enter the bank loan payment into the Accounts Payable.

Once that loan payment is entered as an Accounts Payable, when you go to "Reports ⇒ Detailed Loan Report" you then have an option to "Include Accounts Payable transactions into that report as shown here:

Pc Mars Version 3.0.5.3 / Michigan (Cash)
Licensed To: PcMars
Print Date 7/29/2021 3:01 pm

Bus. I.D. = Accounts Payable
Acct Month = Jan to Jul
Fiscal Year = 2021

DETAILED LOAN REPORT

| LOAN: | Bank Loan | (Short Term) | | BEGINNING OF YEAR LOAN BALANCE | 15,000.00 |
| | Bank Loan | | | | |

LIABILITIES - PRINCIPAL PAID

Code	Ent	C/D #	Date	T	Bnk	Vendor	Description	Units	Weight	Amount
222	GEN		7/29/21	**		Bank Loan	Principal			3,000.00
							SUBTOTAL Short Term Loan			3,000.00

LIABILITIES - PRINCIPAL PAID TOTAL   3,000.00

INCREASE/DECREASE IN LIABILITIES   (3,000.00)

ENDING LOAN BALANCE   12,000.00

| 454 | GEN | | 7/29/21 | ** | | Bank Loan | Interest | | | 200.00 |
| | | | | | | | SUBTOTAL Interest | | | 200.00 |

TOTAL INTEREST   200.00

** - The balance calculations and/or details include accounts payable transactions.

When running the Detailed Loan Report and including the Accounts Payable transactions, the Accounts Payable for the Bank Loan for $3,200 is now shown in this report. The asterisk denotes that the balance calculations and/or details include accounts payable transactions.

This Accounts Payable has not actually been paid but has been entered into Accounts Payable so it will show up in this report with the asterisk.

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If you do not choose the option to "Include Accounts Payable transactions", then when running the "Detailed Loan Report" will not have that Accounts Payable transaction included that was previously entered and not yet paid. Here is an example of what it will look like if "Include Accounts Payable transactions is NOT checked:

Pc Mars Version 3.0.5.3 / Michigan (Cash)
Licensed To: PcMars
Print Date 7/29/2021 3:08 pm

Bus. I.D. = Accounts Payable
Acct Month = Jan to Jul
Fiscal Year = 2021

DETAILED LOAN REPORT

LOAN:	Bank Loan (Short Term)		
Bank Loan		BEGINNING OF YEAR LOAN BALANCE	15,000.00
		ENDING LOAN BALANCE	15,000.00
		TOTAL INTEREST	0.00

If "Include Accounts Payable transactions" is NOT checked, this will be the Detailed Loan Report for that Bank Loan. As you can see, the Accounts Payable that was entered for $3,200 will NOT show up in this report until the "Include Accounts Payable transactions" is checked.

Because the "Bank Loan" payment has been entered into the Accounts Payable, it will show up in the list of Accts Payable Misc in the Net Worth Statement under Current Liabilities. You will see that the "Bank Loan" Accounts Payable is included in the list to be paid as shown here:

The balances under Short Term Loan in the Net Worth will include the Accounts Payable because it is listed in Accounts Payable under Current Liabilities. You can see below that the principal of the Bank Loan vendor has been reduced by the Accounts Payable amount that was previously entered. Here is a screen shot showing that:
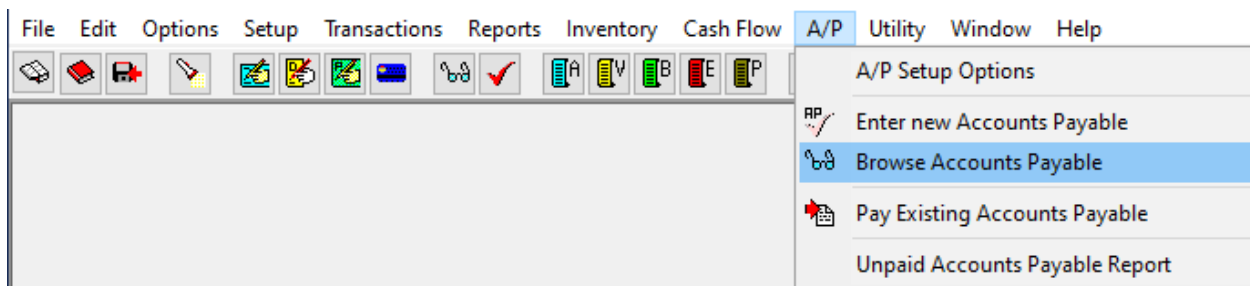

Browsing Accounts Payable Transactions

To browse all of the entered Accounts Payable Transactions, go to A/P $\Rightarrow$ Browse Accounts Payable.

This browse screen shows you all of the Accounts Payable, as you have entered them, for you to review. If you find an accounts payable that you wish to edit, double click on it to bring it up to edit.

Accounts Payable entered into a prior year that has been carried over to the current year will be indicated by a checkmark under the "Prior Year" column as shown on next page.

As a note, if you are in a prior year set of books, any Accounts Payable that has been carried over to the next year and are indicated so by a checkmark will be in blue. These CANNOT be edited, deleted or paid in that previous year.

All of these Accounts Payable have been carried over to the next year and are in blue and CANNOT be edited, deleted or paid in this previous year. There is a check mark in the "Carry Over" column indicating they have been carried over to a new year.
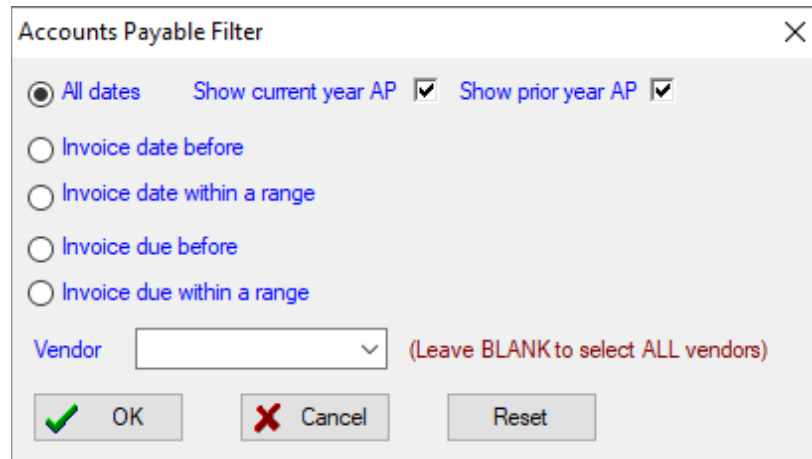
You can browse Accounts Payable by selecting to "View by" at the bottom left-hand corner. You can view by Entry Order, Invoice Date, Vendor, A/P Reference Number, Due Date or Amount. Here is an example of the Browse screen:

There is also a filter on this screen that will allow you to specify only those accounts payable you wish to view. Here is an example of the Accounts Payable Filter screen:

Accounts Payable Report:

To get to the Accounts Payable Report, you need to go to A/P ⇒ Unpaid Accounts Payable Report.
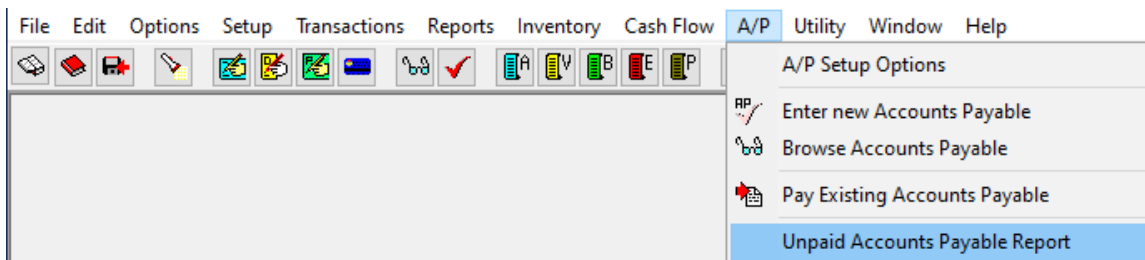
This report will show you the Accounts Payable that have not been paid. The vendor field is blank and the "All Dates" button is selected, which will get you ALL of your unpaid Accounts Payable. You can narrow down the Accounts Payable by selecting an invoice date or invoice due dates between a date range or dates before a certain specified date. With either a date range or all dates, you can also specify a particular vendor or leave the vendor specification blank to get ALL vendors. Click the "reset" button to reset the selection criteria to get all.

Accounts Payable flow to Net Worth Options:

There are two options to choose from here pertaining to how the Accounts Payable flows to the Net Worth. This is found by going to A/P ⇒ A/P Setup Options.
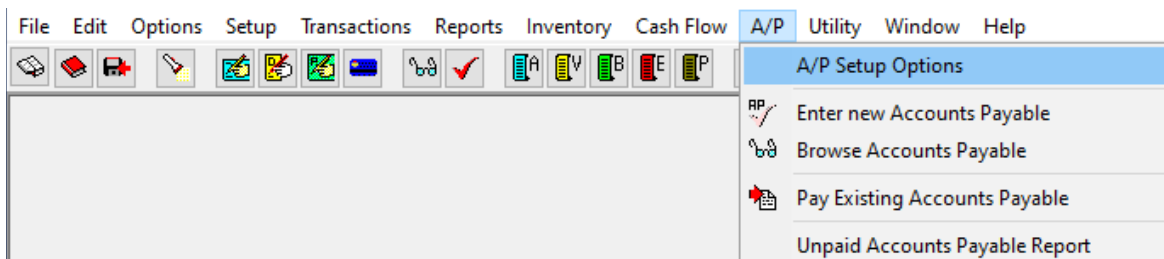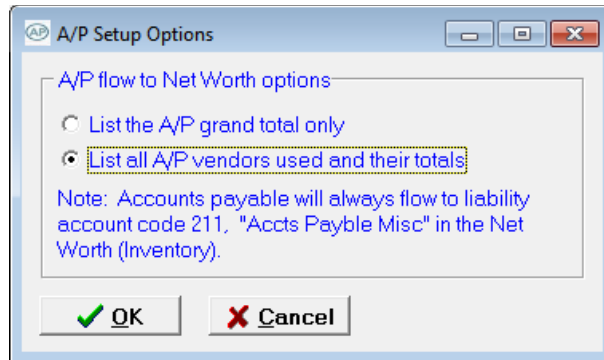
The first option is to list the A/P grand total only.

The second option is to list all A/P vendors used and their totals.

Note: Accounts Payable will always flow to liability account code 211 "Accts Payable Misc" in the Net Worth (Inventory).

After going to the Net Worth Statement you will see Account code 211 Accts Payable Misc listed under current liabilities as shown below:

Here is an example of what you will see if you choose the "list the A/P grand total only".

Here is an example of what you will see if you choose the second option to "list all A/P vendors used and their totals".

Any unpaid Accounts Payable will automatically flow into the designated Liability Account Code 211. These Accounts Payable totals have designated inventory numbers and descriptions assigned to them and they cannot be changed. They are "read only".

Note: Accounts Payable balances will NOT include past paid Accounts Payable Transactions, thus the Accounts Payable balance may be inaccurate if the inventory ending date is set to a date prior to the current date. If the ending inventory date is the end of the year, the balances will be accurate.

Carrying Over to New Year

To carry over to a new year, you simply will need to go to File ⇒ Create New Set of Books ⇒ Carry Over From Previous Year.
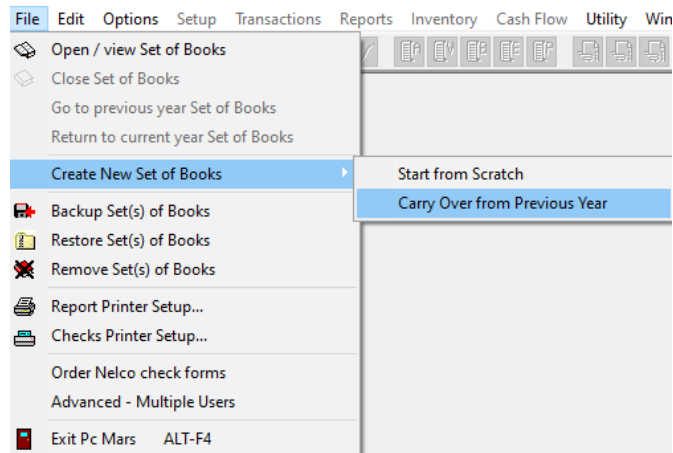
Then the "Carry Over from Previous Year" screen will appear. You need to select which book you would like to carry over. Click on the book you wish to carry over so it is highlighted in blue. The right side of the screen will then fill in the book's name and the following fiscal year as shown in the example below.

In that new year set of books you will notice that the invoices that were entered in the previous year and had NOT been paid are now listed in the new year set of books but have a checkmark in the "Prior Year" column.

You will not be able to go back to that prior year and edit any of the Accounts Payable that were entered in the previous year and carried over to a new year. If you go into the previous year and try to edit those Accounts Payable transactions that were entered, you will get the following warning indicating that Accounts Payable has been carried over to the new year, so it CANNOT be modified, deleted or paid in the prior year.

The Accounts Payable that were carried over will have a check in the "Carry Over" column
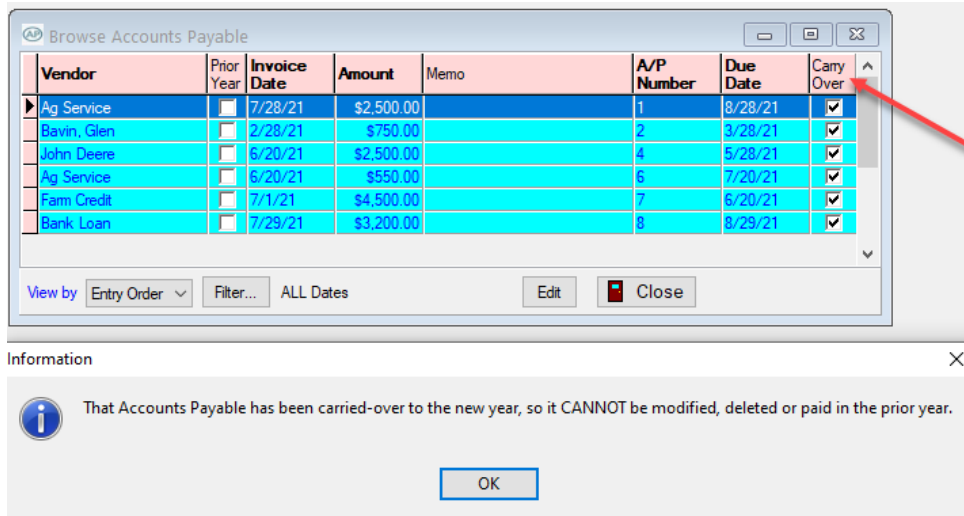
You will also notice that if you try and go into that previous year and pay a carried-over transaction, you will not be able to do that. All of the carried-over transactions will be highlighted in blue, which means they cannot be paid, modified or deleted. You will receive this warning if you try to go to a previous year and pay an Accounts Payable that has been carried over:
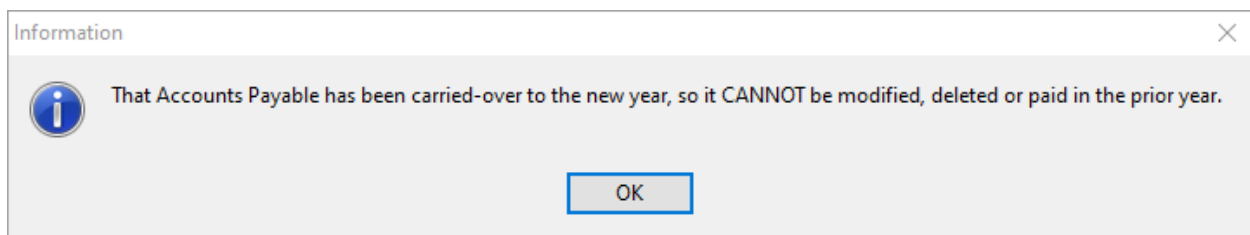
Conclusion

We hope that this booklet was informative enough for you on how to set up and use the Accounts Payable module. 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 to you.

Software Support

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

      1. Internet Support – available at pcmars.com

      2. Email Support – available at support@pcmars.com

      3. Phone Support – available at (515)233-5802 (IFBA State Office)

This 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.

Our PcMars Support Policy can be viewed on the next page or at: https://pcmars.com/support/

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!

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.

PCMARS SUPPORT POLICY

Iowa Farm Business Accounting, Inc. and SoftShell Computer Services have always strived to provide PcMars users with excellent e-mail or telephone support for their PcMars software problems. Please keep in mind many problems can be resolved by always having the current version of PcMars.

In the past, support has typically included helping users with "How do I use PcMars to…" questions, which we could answer in several minutes or direct them to a support article. This basic support is offered at no charge, provided the user has the most current version of PcMars. However, some support questions have involved other issues spanning beyond basic PcMars software problems, such as:

- **Computer skills.** Examples:
  o How do I copy files, move files?
  o How do I set PcMars up on a computer network?
  o How do I transfer data from one computer to the other?
  o How do I set up multiple monitors?
  o How do I set up a printer, multiple printers, print via a network?

- **Accounting questions.** Examples:
  o My books do not reconcile correctly and don't balance; can you remote in and review it with me?
  o My loan vendors are not set up correctly—can you remote in and help?
  o I don't know how to enter my capital purchase (equipment) into PcMars correctly.
  o I am not sure how to do payroll—could you explain payroll withholding and remote in to set up my employees?

These questions require more than basic PcMars software support, which has typically been provided at no charge by your PcMars Retailer, IFB Accounting, Inc. or your PcMars representative. However, at times these support issues require us (IFB Accounting) to remote in to a user's computer or verbally walk them through step-by-step. These issues also require more background information and take much more time to work through. We realize your priority is to get your problem solved and we want your priority to be ours as well.

To ensure continued support for all users, IFB Accounting will charge a fee for those users who do not have the current version of PcMars or who have the more-involved support questions / problems. The fee structure for these situations will be:

$35 – First 15 Minutes

$50 – For Each Additional 30 Minutes Thereafter

When you are in need of technical support, please call your PcMars Support representative at 515-233-5802. If there is a need to create a remote session, you will be asked to go to TeamViewer to begin your remote session.