



# GUIDE TO PCMARS FOR WINDOWS

## Advanced Booklet



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This Advanced Booklet will cover some of the more complicated entries such as “Special” transactions such as sealed grain, coop dividends, crop insurance, detailed payroll, budget/Cash Flow and inventory/net worth.

Like most Windows programs 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.

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 the information we have provided helpful. For copies of all the PcMars booklets go to [www.pcmars.com](http://www.pcmars.com) .

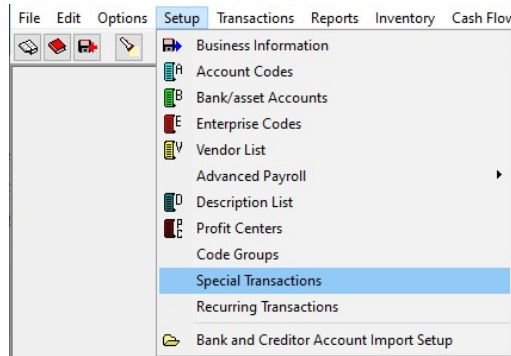


## TIP

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.

# Special Transactions

“Special Transactions” are usually difficult-to-enter transactions that need special treatment. Currently they consist of sealed grain transactions, crop insurance proceeds and coop dividends. Special entry screens or wizards are provided to simplify the process of entering these transactions. Click on Setup⇒Special Transactions to setup the wizards.

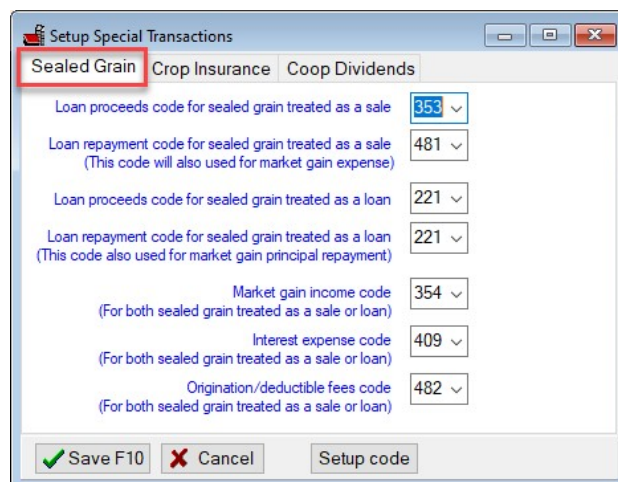


## Sealed Grain:

To use the “Special Transactions” under “Transactions”, first you must set up which account codes are to be used with those “special transactions”. Be sure you discuss this with your consultant before you choose the account codes to use! The appropriate account codes are different depending on which state you are in and the particular account codes you are using. You can find this by clicking on Setup and then choosing Special Transactions.

The first tab is the setup for Sealed Grain. The example below lists the IFBA account codes we used. Again, be sure to discuss this with your financial consultant.

- 353 = Sealed Grain Proceeds
- 481 = Sealed Grain Repayments
- 221 = CCC Loans
- 354 = Sealed Grain Market Gain
- 409 = Interest Expense
- 482 = CCC Origination Fees



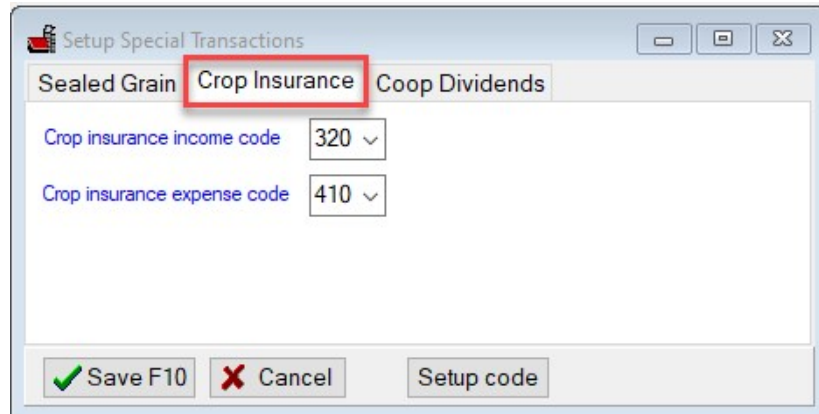
### Crop Insurance:

Select the second tab for “Crop Insurance” in the Setup Special Transactions. Choose the account code for crop insurance income and expense on this screen. You can activate and/or change code description spellings by clicking the “Setup code” button.

In the example below we used codes:

320 = Crop Insurance Income

410 = Insurance Expense



The screenshot shows a window titled "Setup Special Transactions" with three tabs: "Sealed Grain", "Crop Insurance", and "Coop Dividends". The "Crop Insurance" tab is selected and highlighted with a red box. Below the tabs, there are two dropdown menus: "Crop insurance income code" with the value "320" and "Crop insurance expense code" with the value "410". At the bottom of the window, there are three buttons: "Save F10" (with a green checkmark icon), "Cancel" (with a red X icon), and "Setup code".

### Coop Dividends:

Select the third tab for “Coop Dividends” in the Setup Special Transactions. Choose the account code for coop dividend income and expense in this spot. You can activate and/or change code description spellings by clicking the “Setup code” button.

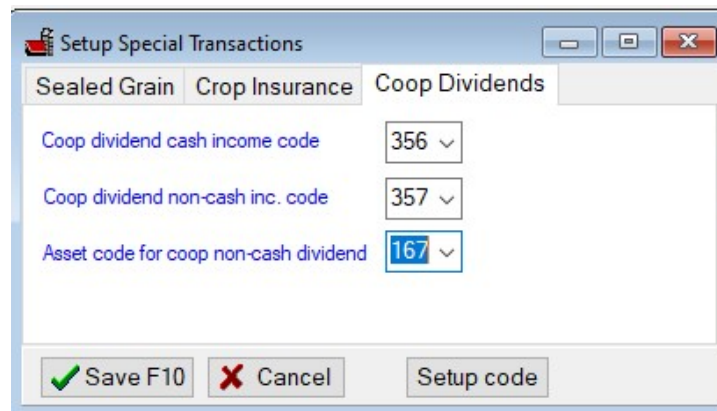
In the example below we used codes:

356 = Patronage Dividend (cash)

357 = Patronage Dividend (Deferred)

167 = Coop Dividends

**NOTE: If you want to track this unpaid dividend, you must set up a loan/asset vendor under Setup and Vendor List. If this dividend is setup as an loan/asset vendor, the balances will carry over from year to year.**



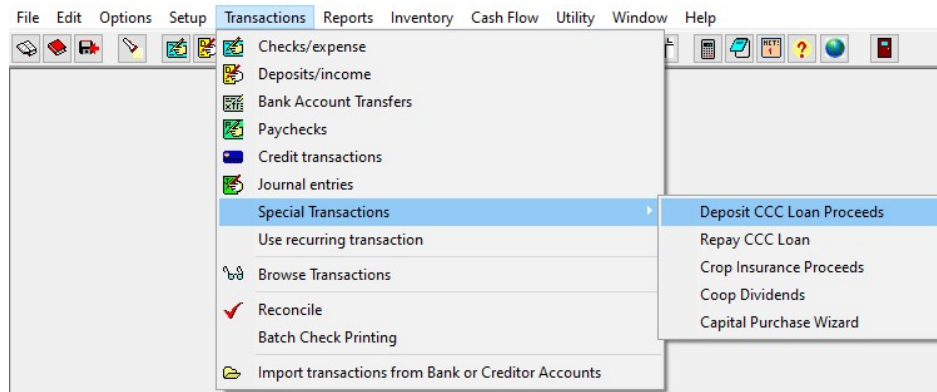
The screenshot shows the same "Setup Special Transactions" window, but with the "Coop Dividends" tab selected. Below the tabs, there are three dropdown menus: "Coop dividend cash income code" with the value "356", "Coop dividend non-cash inc. code" with the value "357", and "Asset code for coop non-cash dividend" with the value "167". The "Asset code" dropdown is highlighted with a blue box. At the bottom of the window, there are three buttons: "Save F10" (with a green checkmark icon), "Cancel" (with a red X icon), and "Setup code".

When you have completed filling out the “Special Transaction” wizards, you will then be able to enter these special transactions easily.

# Sealed Grain Deposits

## Deposit CCC Loan Proceeds:

Click on Transactions⇒Special Transactions⇒Deposit CCC Loan Proceeds. An example of how to handle this type of transaction is shown below.



CCC loans are tracked by their CCC number, which would have been set up on your vendor list. You must provide the unique number for the loan in question.

A screenshot of a dialog box titled 'Deposit CCC Loan Proceeds'. It contains several input fields and buttons. The 'Enter CCC loan number' field has '956781' entered. The 'Enter bushels sealed' field has '15000' entered. The 'Choose Profit Center' dropdown shows 'OP'. The 'Cash Transaction' section has 'Enter gross loan proceeds' at '27750.00' and 'Enter origination/deductible fees' at '100.00'. The 'Net loan proceeds deposited' is calculated as '27,650.00'. A summary text at the bottom explains the transaction. At the bottom are three buttons: 'Make deposit' (with a green checkmark), 'Cancel' (with a red X), and 'Setup special'.

Enter the bushels and gross loan proceeds from the FSA paperwork. The origination fees, etc. will be deducted from this to give you the “net”. Check this against the amount actually deposited.

In this example, Joe Farmer took out a new CCC loan, #956781, on 15,000 bushels. The gross loan proceeds were \$27,750 with origination fees of \$100. The net loan proceeds deposited were \$27,650. If everything is accurate, click on “Make deposit” or press F10.

**NOTE: The “Summary” describes your exact transaction. Be sure to read this.**

The resulting transaction will look something like this. The above example is assuming you are treating sealed grain as a loan (tax wise). If you are not certain, check the particular CCC Loan status on the vendor list. The option of treating it as a loan or income is determined when you added this CCC Loan to your vendor list.



Deposits/income

Bank Account 100 Farmers State Bank Balance \$65,629.59

**Deposit** Number 10 ☐ Cleared

Date 12/31/19 Total Amount \$27,650.00  Edit special

Memo Deposit CCC loan proceeds \*\* Adding

Vendor	Code	Entprise	D	Amount	Description	PC	Units	Weight
CCC #956781	221	CRN		\$27,750.00	CCC loan proceeds	OP	15000	
CCC #956781	482	CRN	D	\$100.00	Origination/deduct fees	OP		

Amount Left \$0.00

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

A screen preview of the loan report will now show all this information to you.

Pc Mars Version 3.0.3.1 / IA IFBA (Cash)  
Licensed To: IFBA  
Print Date 8/6/2020 10:37 am

Bus. I.D. = Sample Farms  
Fiscal Year = 2019

## DETAIL REPORT - SELECTED ITEMS

(Bank account and credit transactions)

Selection: Vendor = CCC #956781

### LIABILITIES

Code	Ent	PC	C/D #	Date	I	Bank	Vendor	Description	Units	Weight	Amount
221	CRN	OP	5	12/31/19	D	100	CCC #956781	CCC loan proceeds	1500		27,750.00
SUBTOTAL CCC Loans									1500		27,750.00
<u>INCREASE/DECREASE IN LIABILITIES</u>									<u>1500</u>		<u>27,750.00</u>

### FARM EXPENSE

Code	Ent	PC	C/D #	Date	I	Bank	Vendor	Description	Units	Weight	Amount
482	CRN	OP	5	12/31/19	D	100	CCC #956781	Origination/deduct fees			100.00
SUBTOTAL CCC origination fees											100.00
<u>FARM EXPENSE TOTAL</u>											<u>100.00</u>

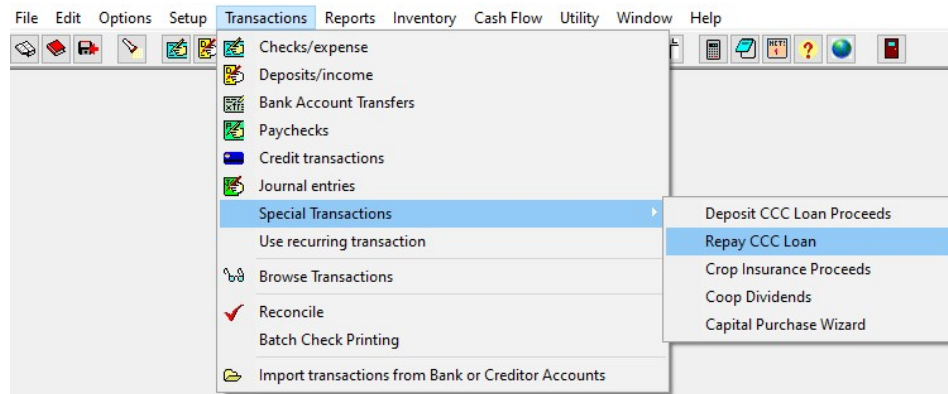
\*\*\*\*\* AUDIT SUMMARY \*\*\*\*\*

\$\$ IN TOTALS	(+)	27,750.00
\$\$ OUT TOTALS	(-)	100.00
\$\$ NET (CHANGE)	(=)	27,650.00

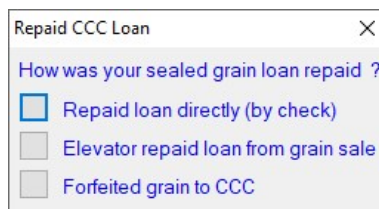
# Paying Back CCC Loans

## Paying Off CCC Loans:

Click on Transactions⇒Special Transactions⇒Repay CCC Loan.



When you select the option to “Repay CCC Loan”, the following dialog box will appear. There are three options to repay your CCC Loan.



## Repaid loan directly (by check):

The first option is “Repaid loan directly (by check)”. Depending on whether or not you had a market gain, the screen will vary.

In this example, Joe Farmer repaid a portion of his CCC loan directly. He redeemed 5000 bushels with direct payments of \$8500 and a \$750 market gain for a total of \$9250.

A screenshot of a dialog box titled 'Repay CCC Loan Directly (by check)'. It contains several input fields and a summary section. The fields are: 'Enter CCC loan number to repay' (956781), 'Enter bushels redeemed' (5000), 'Choose Profit Center' (OP), 'Was the posted county price below the loan rate ?' (Yes (Market gain) selected), 'Enter Market Gain' (750.00), and 'Cash Transaction' (8500.00). A summary section at the bottom states: 'Summary: CCC Loan # 956781 is repaid with direct payments of 8,500.00 + 750.00; for a total loan repayment of: 9,250.00. This total is entered as a liability in CCC Loans (221), and the market gain is entered as income in Sealed gm/mkt gain (354). All entries are allocated to CRN, OP. This loan will be treated as a loan for tax purposes.' At the bottom are three buttons: 'Make check' (checked), 'Cancel', and 'Setup special'.



After completing all the information in the wizard, click on “Make Check” and the check will be entered for you. This transaction should look like this. You can either print or record the transaction.

**Checks/expense**

Bank Account: 100 Farmers State Bank Balance: \$78,646.99

**Check** Number: 25 Date: 12/31/19 Total Amount: \$8,500.00

Pay to the Order of: CCC #956781

Address: CCC #956781

Memo: Repaid CCC Loan Directly

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

Code	Entprise	Amount	Description	PC	Units	Weight
221	CRN	\$8,500.00	CCC loan principal	OP	5000	
221	CRN	\$750.00	CCC loan/mkt gain part	OP		
354	CRN	\$750.00	Market gain	OP		

Amount Left: \$0.00

## Elevator repaid loan from Grain Sale:

If the loan was repaid from the sale of the grain, the following screen will appear. If you want to enter grain deductions such as check offs, drying, etc., click on the “Enter” box next to that line and another detail screen will appear where you can enter the account code for the appropriate deduction and the amount.

In this example, Joe Farmer repaid a portion of his CCC loan from a grain sale. He sold 4800 bu. for \$10,560. After subtracting the drying charges of \$225, the elevator paid the CCC \$9550 (\$9250 in principal & \$300 in interest) for the 5000 bushels that he had redeemed. This left a net balance of \$785.00 which was deposited.

**Elevator Repaid Loan from Grain Sale**

Enter CCC loan number to repay: 956781

Enter bushels redeemed: 5000

Choose Profit Center: OP

Choose grain sale vendor: Coop Elevator

Choose grain sale Income code: 300 and enterprise: CRN

Was the posted co: ☒ No (No market gain) ☐ Yes (Market gain)

**Cash Transaction**

Enter gross dollars of grain sold: 10560.00 bushels: 4800

Enter deductions from grain sale (Example: drying, storage, checkoff, etc): 225.00 Enter...

Enter loan principal paid directly by Coop Elevator: 9250.00

Enter loan interest paid directly by Coop Elevator: 300.00

Net grain proceeds deposited: 785.00

Summary: The gross grain sales to Coop Elevator for 10,560.00 was entered as income to Com/Feed (300). Deductions totaling 225.00 were paid directly to Coop Elevator and are entered as expenses. Coop Elevator also directly repaid CCC #956781 the loan repayment of 9,250.00. This is entered as a liability in CCC Loans (221). The amount of 300.00 is entered as interest expense in Interest Expense (409). This loan will be treated as a loan for tax purposes.

Buttons: Make deposit, Cancel, Setup special

After completing all the information in the wizard, click “Make deposit” and your deposit slip will be entered.

**Deposits/income**  
Bank Account: 100 Farmers State Bank Balance: \$78,646.99

**Deposit** Number: [ ] Cleared: [ ]  
Date: 12/31/19 Total Amount: \$785.00 Edit special  
Memo: Repaid loan from gr. sale \*\* Adding NEW

Vendor	Code	Entprise	D	Amount	Description	PC	Units	Weight
Coop Elevator	300	CRN		\$10,560.00	Gross grain sale	OP	4800	
Coop Elevator	458	CRN	D	\$225.00		OP		
CCC #956781	221	CRN	D	\$9,250.00	CCC loan principal	OP	5000	
CCC #956781	409	CRN	D	\$300.00	CCC loan interest	OP		

Amount Left: \$0.00

### Forfeited Grain to CCC:

If you have to forfeit your grain on the CCC loan, you would choose “Forfeited grain to CCC”. This will bring up the following screen.

In this example, Joe Farmer had to forfeit the balance of his CCC loan. The bushels sealed were 5000, and the loan balance forfeited was \$9250.00.

**Forfeited Grain to CCC**

Enter CCC loan number: 956781 Be sure to set up codes for sealed grain first. (Click 'Setup special')  
 Enter bushels sealed: 5000  
 Choose Profit Center: OP  
 Choose Income code for forfeited grain: 301  
 Enter loan principal forfeited: 9250.00

Summary: Sealed grain loan # 956781 was forfeited to CCC. This results in 9,250.00 as grain sale income to Com/Non-Feed (301). Also this sealed grain loan # 956781 is entered as repaid for 9,250.00. This is entered as a liability in CCC Loans (221). All entries are allocated to CRN, OP. This loan will be treated as a loan for tax purposes.

Make deposit Cancel Setup special

Once you have entered all the information, click on the “Make deposit” button and your deposit slip will be entered. You may either edit/print/record this deposit slip as shown in the previous examples.

**Deposits/income**  
Bank Account: 100 Farmers State Bank Balance: \$79,431.99

**Deposit** Number: [ ] Cleared: [ ]  
Date: 12/31/19 Total Amount: \$0.00 Edit special  
Memo: Forfeited grain to CCC \*\* Adding NEW

Vendor	Code	Entprise	D	Amount	Description	PC	Units	Weight
CCC #956781	301	CRN		\$9,250.00	Grain sale income	OP	5000	
CCC #956781	221	CRN	D	\$9,250.00	CCC loan repayment	OP	5000	

Amount Left: \$0.00

**NOTE:** If you would like to make corrections on any of the “special transactions”, click “Edit special” box on the check/deposit to take you back to the previous screen. Once everything is correct, you may either print/record the transaction.

**If you decide to change the tax treatment of CCC Loan during the year:**

On the “Vendor List” screen/CCC loan vendors, there is a box labeled “Change”.

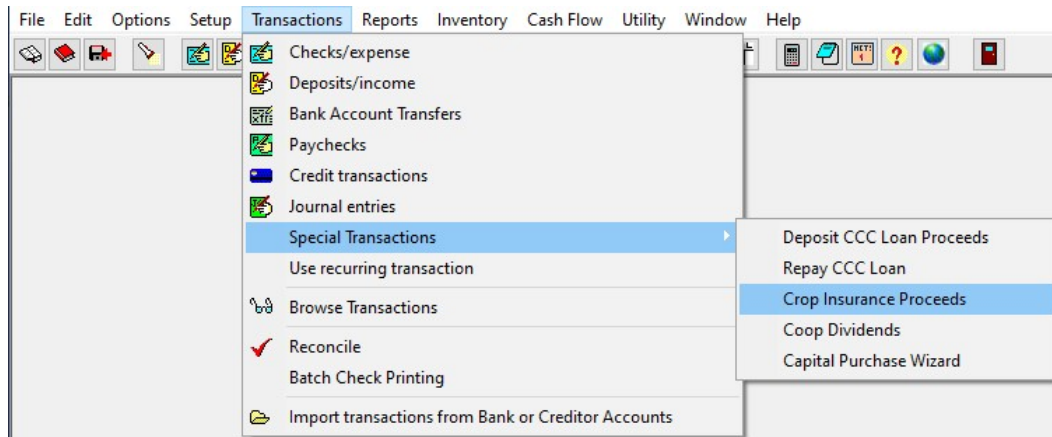
The screenshot shows the 'Vendor List' window. On the left is a list of vendors, with 'CCC #956781' selected. On the right is the vendor details form. The 'Type' is set to 'CCC'. The 'CCC Loan No.' is '956781'. The 'Long Name' is 'CCC #956781'. The 'Treated as' field is set to 'Loan' and is highlighted with a red box. A 'Change' button is next to it. Other fields include 'Address 1', 'Address 2', 'Address 3', 'Taxpayer ID#', 'Phone', 'Email address', 'Inventory Acct Code' (221), 'Crop Sealed (enterprise)' (CRN), 'Flag for 1099' (unchecked), 'Default Description', and 'Default Memo field'. At the bottom, there are buttons for 'Delete', 'Add new', 'Save F10', 'Cancel', 'Close', 'Save & Close', and a printer icon.

If you click on this, you can change from “Treated as Loan” to “Treated as Income” or vice versa. You will get a warning screen. WE HIGHLY RECOMMEND PRINTING THE CONTROL REPORT. It will print everything that gets done. PcMars combs through your files (for that set of books) looking for CCC loan transactions entered in the Special Transaction wizard only. It will make the necessary changes to them according to the method displayed on the warning screen.

The screenshot shows a dialog box titled 'Change CCC loan treatment'. The text inside reads: 'This will change the vendor CCC #956781 so that it will be treated as an INCOME for tax purposes. This will also search through sealed grain transactions and change the account codes used for this CCC vendor. It will do this only for those entered by using special transactions. Note: All CCC loans created in this calendar year must have the same tax treatment. (All as income or All as loan) Because of the drastic nature of the changes made, make sure this is what you want to do before proceeding!'. There is a checkbox labeled 'Preview a control report' which is checked. At the bottom are two buttons: 'Change' (with a green checkmark icon) and 'Cancel' (with a red X icon).

## Crop Insurance Proceeds

Click on Transactions⇒Special Transactions⇒Crop Insurance Proceeds. An example of how to handle this type of transaction is shown below.



Fill out the insurance company, enterprise, date of loss, cause of damage, amount of damage, any unpaid premiums deducted and the net amount of the check. After everything is filled out, click “Make deposit” button.

The 'Crop Insurance Proceeds' dialog box contains a table with the following data:

Insurance Vendor	Enterprise	Profit Center	Date of Loss	Cause of Damage	Gross Amount of Damage	Unpaid Premiums Deducted	Net Amount of Check received
* Top Deal Insuran	CRN	OP	7/17/19	Hail	1300	120	1180

Buttons at the bottom: , , , , .

The information you entered in the “wizard” will automatically be entered into the deposit slip. You may now either edit/print/record this transaction.

The 'Deposits/income' dialog box shows the following information:

Bank Account: 100 Farmers State Bank Balance: \$79,431.99

**Deposit** (with coin icon) Number: 8 ☐ Cleared

Date: 8/1/19 Total Amount: \$1,180.00

Memo: Crop insurance proceeds **\*\* Adding NEW**

Vendor	Code	Enterprise	D	Amount	Description	PC	Units	Weight
Top Deal Insuran	320	CRN		\$1,300.00	7/17/19.Hail	OP		
Top Deal Insuran	410	CRN	D	\$120.00	Unpaid premiums deducted	OP		

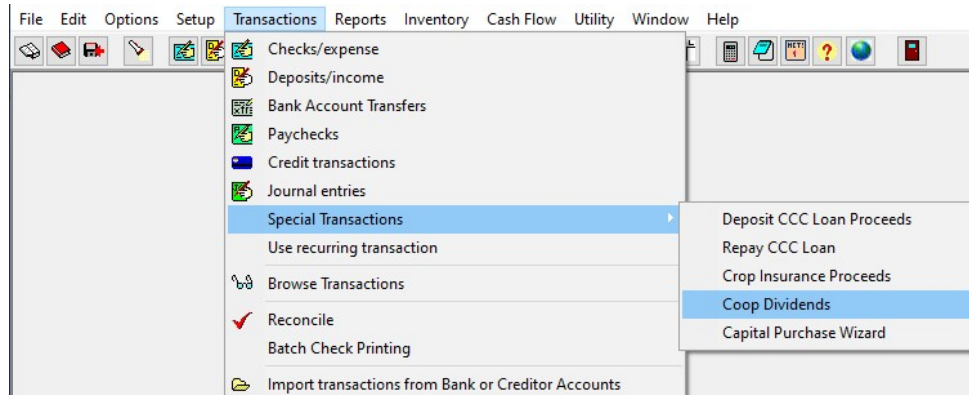
Amount Left: \$0.00

Buttons on the right: , , , , , , , , , .



# Coop Dividends

Click on Transactions⇒Special Transactions⇒Coop Dividends. An example of how to handle this type of transaction is shown below.



A Coop Dividend would be entered into the “Special Transactions” screen as shown below. After entering all the required information, you would click on “Make deposit” button.

The 'Coop Dividends' form contains the following fields and values:

- Asset account for non-cash dividend: 167
- Vendor (Coop): Coop Elevator
- Enterprise: GEN
- Amount of cash dividend: 344
- Amount of non-cash dividend: 620
- Total taxable amount of dividend: 964.00

Buttons at the bottom: Make deposit (highlighted with a green checkmark), Cancel, and Setup special.

The information you entered in the “wizard” will automatically be entered into the deposit slip. You may now either edit/print/record this transaction.

The 'Deposits/income' screen shows the following details:

- Bank Account: 100
- Business Account: Balance \$0.00
- Deposit Number: 1
- Date: 11/9/22
- Total Amount: \$344.00
- Memo: Coop dividend

A table below the form lists the transaction details:

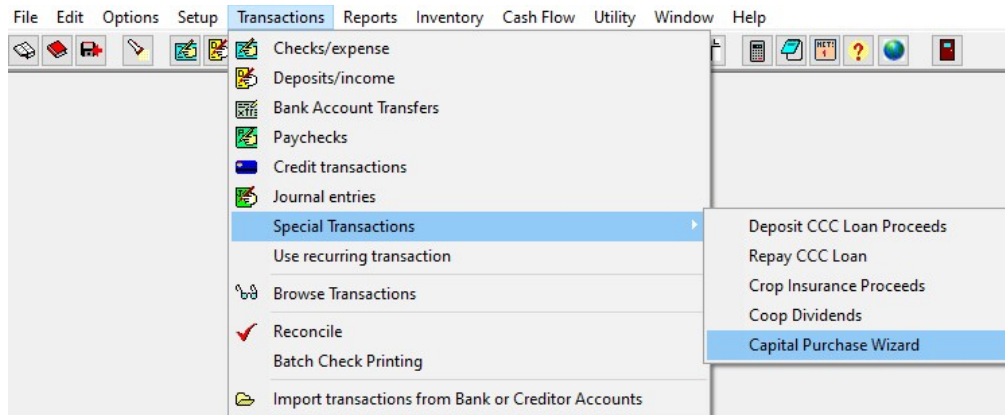
Vendor	Code	Enterprise	D	Amount	Description	Units	Weight
Coop Elevator	356	GEN		\$344.00	Coop cash dividend		
Coop Elevator	357	GEN		\$620.00	Coop non-cash dividend		
Coop Elevator	167	GEN		(\$620.00)	Coop stock asset		

Amount Left: \$0.00

## Capital Purchase

These capital purchase “wizards” were designed to help prompt users for all the needed information for the various scenarios such as cash purchase, trading existing equipment and financing options.

To use the capital purchase wizard go to Transactions ⇒ Special Transactions ⇒ Capital Purchase Wizard (see screen shot below).



After you have selected the “Capital Purchase Wizard” option, the following dialog box will appear. There are three options to use when making a capital purchase.



- A. Used when the capital asset is purchased only by cash using a check.
- B. Used when the capital asset is purchased only by financing using a loan.
- C. Used when the capital asset is purchased by a combination of **both** cash and loan financing.

Here is a list of the examples included on the following pages:

- A. Purchased with Check (or cash)
  - A(1). Purchased with Check (or cash); and assets traded as part of the purchase
- B. Purchased by Financing (Loan)
  - B (1). Purchase by Financing (Loan); with assets traded and an existing loan is being rolled into the new loan
- C. Purchased with Check (or cash) AND Financing (Loan)
  - C(1). Purchased by Check AND Financing; with assets traded and an existing loan is being rolled into the new loan.

To help illustrate, let’s review an example using each option.



## A. Purchased with Check (or cash)

The facts for this example are; Joe purchased a new tractor from Phillips Implement for \$200,000; below is the completed wizard for this transaction.

**Purchased with Check (or cash), Capital Purchase Wizard**

Enter transaction date: 12/31/19 **1**

Were any assets traded? ☒ No ☐ Yes **2**

If asset traded (yes), enter the number of traded assets: 1

**Cash Transaction Information**

Bank Account: 100 Farmers State Bank **3** Number: 25 **4**

Enter Cash amount paid for new asset: 200,000.00 **5** (boot)

**New Asset Purchased Information**

Pay to the Order of: Phillips Impl. **6** (Enter / select "who" you purchased the asset from)

Address: Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo:

Enter the cost of the new asset:

Code	Enterprise	Amount	Description	PC	Units	Weight
156	GEN	\$200,000.00	Tractor	OP		

**7**

Insert row Blank row Setup item

Amount Left \$0.00

**8** ☒ Make Check F10 ☐ Cancel

\* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen

1. Select the date of the transaction.
2. There were no assets to trade, so the “no” radio button was selected.
3. Select the bank account used to purchase the tractor.
4. Enter the check number here.
5. Enter the amount of cash paid for the new asset.
6. The tractor is being purchased from Phillips Implement.
7. The account code, enterprise, dollar amount and description are entered here.
8. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense

Bank Account 100 Farmers State Bank Balance \$80,955.99

**Check** (Capital purch)  Number 25 ☐ Cleared

Pay to the Order of Phillips Impl. Date 12/31/19 Total Amount \$200,000.00 

Address Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248 ☐ Paycheck Edit capital purch.

Memo ☐ Batch Print **\*\* Adding** 

Code	Entprise	Amount	Description	PC	Units	Weight
156	GEN	\$200,000.00	Tractor	OP	0	0

Amount Left \$0.00

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

Now you can either “Save” or “Print” the transaction; just as if you had entered the check yourself.

## A(1). Purchased with Check (or cash); and assets traded as part of the purchase

The facts for this example are; Joe purchased a tractor from Phillips Implement for a “boot” of \$150,000 and traded in his old tractor. Below is the completed wizard for this transaction. (Also, you can select more than one traded asset, by simply clicking on the appropriate number of assets being traded.)

**Purchased with Check (or cash), Capital Purchase Wizard**

1 Enter transaction date 12/31/19

2 Were any assets traded? ☐ No ☒ Yes

3 If assets traded (yes), select the type of property ☒ Personal Property ☐ Real Property ?

4 If asset traded (yes), enter the number of traded assets 1

**Cash Transaction Information**

5 Bank Account 100 Farmers State Bank Number 25

6 Enter Cash amount paid for new asset 150000.00 (boot)

**New Asset Purchased Information**

8 Pay to the Order of Phillips Impl. (Enter / select "who" you purchased the asset from)

Address Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo

9 Enter the total purchase cost of new asset (Boot + Trade-in amount)

Code	Enterprise	Amount	Description	PC	Units	Weight
156	GEN	\$150,000.00	New Tractor	OP		

Insert row Blank row Setup item

**Traded Asset Information**

\* For traded personal property assets, the traded asset will be treated as a sale for tax purposes (starting Jan. 1, 2018).  
As a result, you will need to select the asset sales account code and specify the trade in value (sale) in the amount column.

Traded Asset	Code	Enterprise	Amount	Description	PC	Units	Weight
Traded asset #1	157	GEN	\$0.00	traded tractor	OP		

Amount Left \$0.00


11 Make Check F10 Cancel


\* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen

1. Select the date of the transaction.
2. Joe traded assets, so he selected the “yes” radio button. This Traded Asset Information is added to the bottom of the wizard window.
3. If assets were traded, select the type of property. Under the new tax law of 2018, traded assets are handled differently depending if they are “Real” or “Personal” property. No traded value needs to be entered for “Real” property (just like it was previously done for ALL property) traded in before 1/1/18. However, for personal property traded in after 1/1/18, a trade-in value must be entered for all personal property items traded. Click on the question mark for further explanation.
4. Only one asset is being traded in this example.
5. Select the bank account used to purchase the tractor.
6. Enter the check number
7. Enter the amount of cash paid for the new asset.
8. The tractor is being purchased from Phillips Implement.
9. The account code, enterprise, dollar amount and description are all entered here.
10. Enter the description of the traded asset.
11. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense


Bank Account 100 Farmers State Bank Balance \$80,955.99

**Check** (Capital purch)  Number 25 ☐ Cleared

Pay to the Order of Phillips Impl. Date 12/31/19 Total Amount \$150,000.00 

Address Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248 ☐ Paycheck Edit capital purch.

Memo  ☐ Batch Print

**\*\* Adding** 

Code	Entprise	Amount	Description	PC	Units	Weight
▶ 156	GEN	\$150,000.00	New Tractor	OP	0	0
157	GEN	\$0.00	traded tractor	OP		0

Amount Left \$0.00

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

Now you can either “Save” or “Print” the transaction just as if you had entered the check yourself.

## B. Purchased by Financing (Loan), Capital Purchase Wizard

The facts for this example are; Joe purchased a new tractor and financed the entire purchase cost of \$200,000 with Phillips Financial.

**Purchased by Financing (Loan), Capital Purchase Wizard**

Enter transaction date: 12/31/19 **1**

Were any assets traded? ☒ No ☐ Yes **2**

If asset traded (yes), enter the number of traded assets: 1

If asset traded (yes), was any existing loan amount rolled into the new loan? ☒ No ☐ Yes

**New Loan (Finance) Information** (If new loan vendor does not exist, select "New loan" to create)

Creditor: Phillips Financi **3** New loan Liability code: 282 **4**

Number: 1 **5**

Enter total amount financed on "new" loan: 200000.00 **6** (boot)

**New Asset Purchased Information**

Pay to the Order of: Phillips Impl. **7** (Enter / select "who" you purchased the asset from)

Address: Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo:

Enter the cost of the new asset.

Code	Entprise	Amount	Description	PC	Units	Weight
*156	GEN	\$200,000.00	New John Deere Tractor	OP		

**8**

Insert row Blank row Setup item

Amount Left: \$0.00

**9** ☒ Make transaction F10 ☐ Cancel

\* If you want to append additional notes to this transaction, click the tack note icon and drag it to the credit screen

1. Select the date of the transaction.
2. There were no assets were traded in this example.
3. The creditor would be entered here. (If this were a new loan you would click on "new loan" and fill in the vendor list loan information.
4. If the default liability code was not correct, you can change the code here.
5. Enter the transaction number here.
6. Enter the amount financed for the new asset.
7. The tractor is being purchased from Phillips Implement.
8. The account code, enterprise, dollar amount and description are entered here.
9. After completing all the information in the wizard, click on "Make transaction F10". PcMars will enter the wizard information into the credit transaction screen so that a check can be printed, (see picture below).

Credit transaction

Creditor

Phillips Financi

Balance

200,000.00

Liability code

282

Expense

Income

Credit

(Capital purch)

Pay to the Order of

Phillips Impl.

Date

12/31/19

Total Amount

\$200,000.00

Address

Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo

Number

1

Cleared

Paycheck

Edit capital purch.

Batch Print

\*\* Editing

Save F10

Cancel

Add new

Next

Prior

Setup item

Print F9

Blank row

Insert row

Close

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight
Phillips Impl.	156	GEN	\$200,000.00	New John Deere Tractor	OP	0	0

Amount Left

\$0.00



## B(1). Purchased by Financing (Loan), Capital Purchase Wizard – with assets traded and an existing loan is being rolled into the new loan

The facts for this example are, Joe purchased a new tractor, traded in an old tractor (with an existing loan), and financed the entire amount of \$275,000 (which includes \$75,000 of the traded tractor loan).

**Purchased by Financing (Loan), Capital Purchase Wizard**

1 Enter transaction date 12/31/19

Were any assets traded? ☐ No ☒ Yes 2

3 If assets traded (yes), select the type of property ☒ Personal Property ☐ Real Property ?

If asset traded (yes), enter the number of traded assets 1 4

If asset traded (yes), was any existing loan amount rolled into the new loan? ☐ No ☒ Yes 5

**New Loan (Finance) Information** (If new loan vendor does not exist, select "New loan" to create)

6 Creditor Phillips Financi New loan Liability code 282 7

8 Number 2

Enter total amount financed on "new" loan 275000 9

**New Asset Purchased Information**

10 Pay to the Order of Phillips Impl. (Enter / select "who" you purchased the asset from)

Address Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo

Enter the total purchase cost of new asset (Boot + Trade-in amount)

Code	Entprise	Amount	Description	PC	Units	Weight
156	GEN	\$200,000.00	New John Deere Tractor	OP		

11

Insert row Blank row Setup item

**Traded Asset Information**

\* For traded personal property assets, the traded asset will be treated as a sale for tax purposes (starting Jan. 1, 2018).  
As a result, you will need to select the asset sales account code and specify the trade in value (sale) in the amount column.

Traded Asset	Code	Entprise	Amount	Description	PC	Units	Weight
Traded asset #1	157	GEN	\$0.00	Old John Deere Tractor	OP		

12

**Old Loan Information** (rolled into new loan, shown above)

\* Select the "old" Loan Vendor and enter the amount rolled into the "new" Loan and any additional information

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight	Bal. (dbl-click)
Phillips Financi	282	GEN	\$75,000.00	Old Tractor Loan	OP			Calc

13

Insert row Blank row Setup item

Amount Left \$0.00

14 ☒ Make transaction F10 ☐ Cancel

\* If you want to append additional notes to this transaction, click the tack note icon and drag it to the credit screen

1. Select the date of the transaction.
2. Joe traded assets, so he selected the “yes” radio button. This Traded Asset Information is added to the bottom of the wizard window.
3. If assets were traded, select the type of property. Under the new tax law of 2018, traded assets are handled differently depending if they are “Real” or “Personal” property. No traded value needs to be entered for “Real” property (just like it was previously done for ALL property) traded in before 1/1/18. However, for personal property traded in after 1/1/18, a trade-in value must be entered for all personal property items traded. Click on the question mark for further explanation.
4. Only one asset is being traded in this example.
5. There is an existing loan that is being rolled into the new loan.
6. The creditor would be entered here.
7. If the default was not correct, you can change the code here.
8. Enter the transaction number here.
9. Enter the amount financed for the “new” loan.
10. The tractor is being purchased from Phillips Implement.
11. The account code, enterprise, dollar amount and description are entered here.
12. Here is where you enter the description of the traded asset.
13. The details of the existing loan should be entered here.
14. After completing all the information in the wizard, click on “Make transaction F10”. PcMars will enter the wizard information into the credit transaction screen so that a check can be printed. (see picture below).

**Credit transaction**

Creditor: **Phillips Financi** Balance: 400,000.00

Liability code: 282 ☒ Expense ☐ Income

**Credit (Capital purch)** Number: 2 ☐ Cleared

Pay to the Order of: **Phillips Impl.** Date: 12/31/19 Total Amount: \$275,000.00

Address: Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo:

☐ Paycheck ☐ Batch Print **\*\* Editing**

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight
Phillips Impl.	156	GEN	\$200,000.00	New John Deere Tractor	OP	0	0
Phillips Impl.	157	GEN	\$0.00	Old John Deere Tractor	OP	0	0
Phillips Financi	282	GEN	\$75,000.00	Old Tractor Loan	OP	0	0

Amount Left: \$0.00

Buttons: Save F10, Cancel, Add new, Next, Prior, Setup item, Print F9, Blank row, Insert row, Close

## C. Purchased with Check (or cash) AND Financing (Loan)

The facts for this example are, Joe purchased a new tractor. He paid \$15,000 cash and financed the remaining \$185,000.00 with Phillips Financial.

**Purchased by Check AND Financing, Capital Purchase Wizard**

1 Enter transaction date 12/31/19

2 Were any assets traded? ☒ No ☐ Yes

If asset traded (yes), enter the number of traded assets 1

If asset traded (yes), was any existing loan amount rolled into the new loan? ☒ No ☐ Yes

**Cash Transaction Information**

3 Bank Account 100 Farmers State Bank Number 25 4

5 Enter Cash amount paid for new asset 15000.00 Note: cash \$ + finance \$ = boot

**New Loan (Finance) Information** (If new loan vendor does not exist, select "New loan" to create)

6 Creditor Phillips Financi New loan Liability code 282 7

8 Enter total amount financed on "new" loan 185000.00

**New Asset Purchased Information**

9 Pay to the Order of Phillips Impl. (Enter / select "who" you purchased the asset from)

Address Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo Capital Purchase

10 Enter the cost of the new asset

Code	Entprise	Amount	Description	PC	Units	Weight
156	GEN	\$200,000.00	Capital Purchase	OP		

Insert row Blank row Setup item

Amount Left \$0.00

11 ☒ Make Check F10 ☒ Cancel


\* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen


1. Select the date of the transaction.
2. There were no assets traded in this example.
3. Select the bank account used to purchase the tractor.
4. Enter the check number here.
5. Enter the amount of cash paid for the new asset.
6. The creditor would be entered here. (If this were a new loan, you would click on "new loan" and fill in the vendor list loan information).

7. If the default liability code was not correct, you can change the code here.
8. Enter the amount financed for the new asset.
9. The tractor is being purchased from Phillips Implement.
10. The account code, enterprise, dollar amount and description are entered here.
11. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense


Bank Account 100 Farmers State Bank Balance \$80,955.99

**Check** (Capital purch)  Number 25 ☐ Cleared

Pay to the Order of Phillips Impl. Date 12/31/19 Total Amount \$15,000.00 

Address Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo Capital Purchase ☐ Paycheck ☐ Batch Print

**\*\* Adding** 

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

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight
Phillips Impl.	156	GEN	\$200,000.00	Capital Purchase	OP	0	0
Phillips Financi	282	GEN	(\$185,000.00)	Capital Purchase	OP	0	0

Amount Left \$0.00

## C(1). Purchased with Check (or cash) AND Financing (Loan) – with assets traded and an existing loan is being rolled into the new loan

The facts for this example are, Joe purchased a new tractor, traded in an old tractor (with an existing loan), Joe paid \$10,000.00 cash, and financed the remaining amount of \$265,000 (which includes \$75,000 of the traded tractor loan).

**Purchased by Check AND Financing, Capital Purchase Wizard**

1 Enter transaction date 12/31/19

Were any assets traded? ☐ No ☒ Yes 2

If assts traded (yes), select the type of property ☒ Personal Property ☐ Real Property ? 3

If asset traded (yes), enter the number of traded assets 1 4

If asset traded (yes), was any existing loan amount rolled into the new loan? ☐ No ☒ Yes 5

**Cash Transaction Information**

6 Bank Account 100 Farmers State Bank Number 26 7

Enter Cash amount paid for new asset 10000.00 8

**New Loan (Finance) Information** (If new loan vendor does not exist, select "New loan" to create)

9 Creditor Phillips Financi New loan Liability code 282 10

Enter total amount financed on "new" loan 265000.00 11

**New Asset Purchased Information**

12 Pay to the Order of Phillips Impl. (Enter / select "who" you purchased the asset from)

Address Phillips Impl.  
1800 East Hwy 100  
Story City, IA 50248

Memo

Enter the total purchase cost of new asset (Boot + Trade-in amount)

Code	Entprise	Amount	Description	PC	Units	Weight
156	GEN	\$200,000.00	Capital Purchase	OP		

13

Insert row Blank row Setup item

**Traded Asset Information**

\* For traded personal property assets, the traded asset will be treated as a sale for tax purposes (starting Jan. 1, 2018).  
As a result, you will need to select the asset sales account code and specify the trade in value (sale) in the amount column.

Traded Asset	Code	Entprise	Amount	Description	PC	Units	Weight
Traded asset #1	157	GEN	\$0.00	Old John Deere Tractor	OP		

14

**Old Loan Information** (rolled into new loan, shown above)

\* Select the "old" Loan Vendor and enter the amount rolled into the "new" Loan and any additional information

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight	Bal. (dbl-click)
* John Deere Loan	282	GEN	\$75,000.00	Old Tractor Loan	OP			Calc

15

Insert row Blank row Setup item

Amount Left \$0.00

16 ☒ Make Check F10 ☒ Cancel

\* If you want to append additional notes to this transaction, click the tack note icon and drag it to the check screen

1. Select the date of the transaction.
2. Joe traded assets, so he selected the “yes” radio button. This Traded Asset Information is added to the bottom of the wizard window.
3. If assets were traded, select the type of property. Under the new tax law of 2018, traded assets are handled differently depending if they are “Real” or “Personal” property. No traded value needs to be entered for “Real” property (just like it was previously done for ALL property) traded in before 1/1/18. However, for personal property traded in after 1/1/18, a trade-in value must be entered for all personal property items traded. Click on the question mark for further explanation.
4. Only one asset is being traded in this example.
5. There is an existing loan, which is being rolled into the new loan.
6. Select the bank account used to purchase the tractor.
7. Enter the check number.
8. Joe is paying \$10,000.00 cash toward the purchase of the new tractor.
9. The creditor would be entered here.
10. If the default liability code was not correct, you can change the code here.
11. Enter the amount financed for the new asset, including the “old” loan amount. In the example, \$265,000.00 is the total amount being financed.
12. The tractor is being purchased from Phillips Implement.
13. The account code, enterprise, dollar amount and description are entered here.
14. Enter the description of the traded asset.
15. The details of the old tractor loan are entered here.
16. After completing all the information in the wizard, click on “Make Check F10”. PcMars will enter the wizard information into a check screen (see picture below).

Checks/expense

Bank Account 100 Farmers State Bank Balance \$65,955.99

**Check** (Capital purch) Number 26 Date 12/31/19 Total Amount \$10,000.00

Pay to the Order of Phillips Impl. Address Phillips Impl. 1800 East Hwy 100 Story City, IA 50248

Memo \*\* Adding NEW

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

Vendor	Code	Entprise	Amount	Description	PC	Units	Weight
Phillips Impl.	156	GEN	\$200,000.00	Capital Purchase	OP	0	0
Phillips Financi	282	GEN	\$265,000.00		OP	0	0
Phillips Impl.	157	GEN	\$0.00	Old John Deere Tractor	OP		
John Deere Loan	282	GEN	\$75,000.00	Old Tractor Loan	OP	0	0

Amount Left \$0.00



## Entering Payroll Information (Recommended Simplified Payroll Method)

Once your PcMars payroll is set up, entering payroll checks will be a simple procedure. However, the “Payroll General Information” needs to be entered correctly for the PcMars to work properly.

You first need to enter the Employer information by clicking on Setup⇒Payroll⇒ General Information. On this first tab, type in all of your pertinent information as shown on the screen below.

Payroll General Information

☒ Simplified payroll method

Payroll year: 2019

Social Security rate: 0.062 Phase out limit: \$9,999,999.99 (none specified)

Medicare rate: 0.0145 \* This is the employer rate.

Combined FICA rate: 0.0765

Normal pay period: Weekly

Employer Fed Id #: (Enter this in Business Info)

Employer State Id #: 11-1234567

State of employment: IA

Employer name: Joe Sample

Address: 1111 17th Street  
Ames, IA 50010

FUTA upper limit 2019: 7000 SUTA upper limit: 16500

FUTA contribution rate 2019: 0.008 SUTA contribution rate: 0

SUTA surcharge rate: 0.0005

Lock paycheck descriptions (can't change): ☐

Extra pay wording: Bonus Pay Extra pay unit name: hour

Informational Statement, General Payroll Note

Employer Data / Labor Withholding Data / Labor Deposit Data

OK Cancel

Most of the information will have already been filled in for you. The main areas that you need to add are the Federal and State ID numbers and the normal pay period for your operation. If you receive regular updates of the program, the Social Security and Medicare rates will default to the current rates.

When you check the “Simplified payroll method” on the “Payroll General Information” screen, the gross check is also entered as an expense and the deductions are entered as a negative expense, **so the net check is also the net farm expense**. When a producer actually pays the withholding, he would enter this check as an expense. Because PcMars users typically think of the withholding payments as an “expense”, this method is referred to as the “Simplified Payroll Method”. PcMars will track the amount of withholding owed through the labor reports.

## Labor withholding Data (Simplified Payroll Method)

The second tab you can mark whether each deduction is subject to six different tax possibilities. The “W2 Summary/Payroll Information” Report will select these setups and print a W2 Proforma.

Payroll General Information

Soc. Sec Wheld code

Soc. Sec. description Social Security Withheld

Medicare Wheld code

Medicare description Medicare Withheld

FICA employer's share expense code

Fed. Wheld acct code

Fed. Wheld description Federal Withheld

State Wheld acct code

State Wheld description State Withheld

**Warning:**  
You should not change any data on this screen after paychecks have been entered.

**Subject to taxes...**

Pension description Pension Withheld

Pension acct code

☒ Fed Tax ☒ State Tax  
☒ SS Tax ☒ Med Tax  
☒ FUTA ☒ SUTA

Other 1 acct code

Other 1 description Other 1 Withheld

☒ Fed Tax ☒ State Tax  
☒ SS Tax ☒ Med Tax  
☒ FUTA ☒ SUTA

Other 2 acct code

Other 2 description

☒ Fed Tax ☒ State Tax  
☒ SS Tax ☒ Med Tax  
☒ FUTA ☒ SUTA

Other 3 acct code

Other 3 description

☒ Fed Tax ☒ State Tax  
☒ SS Tax ☒ Med Tax  
☒ FUTA ☒ SUTA

PcMars

"Pension Withheld" is not in labor description list  
Do you want to add it ?

Yes No

Employer Data Labor Withholding Data Labor Deposit Data

OK Cancel

These descriptions **MUST** be entered in the “Description List”. PcMars **tracks** the payroll deductions by the description. These default descriptions are filled in for you when you enter the actual paycheck.

**\*\*\*NOTE:** If you change the default description in the paycheck screen, the withholding **WILL NOT BE TRACKED!**

## Labor Deposit Data (Simplified Payroll Method)

On the third tab, you can specify a default description for the labor deposit account codes.

**Remember**—in order for your labor reports to calculate your deposit liability correctly, both the designated account code and description must be used.

The screenshot shows a software window titled "Payroll General Information" with three tabs: "Employer Data", "Labor Withholding Data", and "Labor Deposit Data". The "Labor Deposit Data" tab is selected and highlighted in yellow. It contains a table with three main sections: "FICA deposit", "Federal deposit", and "State deposit". Each section has two rows of data. The first row in each section has a "Code(s)" column with a dropdown menu (showing 510, 510, and 511 respectively), a "Description(s)" column with a dropdown menu (showing "(Fed Dep)", "(Fed Dep)", and "(St Dep)" respectively), and a "Set default description when code entered" column with a "Yes" label and a checked checkbox. The second row in each section has empty dropdown menus and a "Yes" label with an unchecked checkbox. Below the table is a "Warning:" section with the text "You should not change this data after labor deposits have been entered." At the bottom of the window are "OK" and "Cancel" buttons.

	Code(s)	Description(s)	Set default description when code entered
FICA deposit	510	(Fed Dep)	Yes <input checked="" type="checkbox"/>
			Yes <input type="checkbox"/>
Federal deposit	510	(Fed Dep)	Yes <input checked="" type="checkbox"/>
			Yes <input type="checkbox"/>
State deposit	511	(St Dep)	Yes <input checked="" type="checkbox"/>
			Yes <input type="checkbox"/>

**Warning:**  
You should not change this data after labor deposits have been entered.

Employer Data Labor Withholding Data **Labor Deposit Data**

OK Cancel

## Adding Employees

Now that you have the General Payroll Data entered into the system, the next step is to add your employees. That window is opened up by selecting Setup⇒Payroll⇒Employee List.

You would click the Add new button to add employees. You need to type in all of the pertinent information (remember, you will need the address and Social Security number to file the W-2). To move from field to field use either the Tab key, Enter key or your mouse.

If you choose to use the tax tables (the Iowa & Minnesota), you will receive a warning that the state tax tables will not be updated after 2009. (See #1 in pic below) because of the release of the Advanced Payroll Module. If you want access to the current tax tables for Iowa, Minnesota, Illinois, and Michigan, please call to order the Advanced Payroll Module (Booklet of features available on our web site [www.pcmars.com](http://www.pcmars.com)).

The screenshot shows the 'Employee List' window with the 'Employee General Information' tab selected. The 'Setup Information' section shows 'State of employment' set to 'IA'. A warning message is displayed: 'State tax tables will not be updated after December 2009, so state taxes withheld may not be correct if you use the state tax table method of withholding. Order Advanced Payroll to get the Federal and State tax tables updated each year, plus extra withholdings, pay types and much more.' The 'State tax from table' option is selected under 'State withholding method (select one)'.

The 'Setup Information' section shows the following fields:

- Account code: 540
- enterprise: GEN
- Profit center: OP
- State of employment: IA
- Pay period: Weekly
- Salary: \$5 per period, \$1,500.00
- Hourly pay: \$/hour
- Calculate overtime manually: ☐
- Overtime rate (%): 100%
- Overtime start point: 40 hours
- Subject to FUTA (Federal Unemployment tax): ☒
- Subject to SUTA (State Unemployment tax): ☒
- Federal withholding: Federal Filing Status: Single, FICA method: FICA deducted
- Percent of gross: 10%
- Starting point: \$0.00
- Additional dollar amount to withhold per check:
- State withholding: State Filing Status: Single, No. Exemptions/Withholding Allowances: 0 (Enter "E" for exempt)
- State withholding method (select one): ☒ State tax from table
- Percent of gross:  Starting point: \$0.00
- Additional amount to withhold per check:

A warning message is displayed: 'State tax tables will not be updated after December 2009, so state taxes withheld may not be correct if you use the state tax table method of withholding. Order Advanced Payroll to get the Federal and State tax tables updated each year, plus extra withholdings, pay types and much more.' The 'State tax from table' option is selected under 'State withholding method (select one)'.

If you choose to use the 2009 tax tables, by filling in the exemptions, filing status and pay period and then clicking on the box labeled “State tax from table” the program will figure out how much state tax to withhold. **Note — if other states are selected as “State of Employment”, the “State tax from table” option will be disabled.**

If the State of Iowa (or Minnesota) employment for an employee has changed, a warning box will pop up stating that the “State Tax from Table” is not an available option for that state, and will be “de-selected”. (See #2 in pic on previous page)

The Federal Tax will be figured based on a percentage or as a fixed amount with each paycheck, depending on what information you enter. You can find the percentage and Federal Tax start point by referring to Circular E that is sent by the IRS in either December or early January. Also, be aware that there are other deduction areas for use such as child support, pensions, etc. Once you are finished, click the Save F10 button, to save the employee information and leave the window open to add more employees. Clicking the Close button will allow you to save the information and close the window.

## Entering Paychecks

Entering paychecks becomes easy if you followed the directions for setting up payroll information. To enter a paycheck you either click on the icon that looks like a person writing a check that has a “P” on it OR if you are already in the check screen, click on the box that says “Paycheck”. Doing this will either bring up a paycheck screen or change the color of the check screen that is already up. The purpose of a different colored screen is to help you remember that this is a paycheck and not a regular check.

As you input the check information, you can click the Calc button to bring up the screen below and your withholding information is automatically entered. You have the option to “Calculate Gross Pay from Net Check” **OR** enter the hours and automatically calculate the rest of the check information.

If you wish to “Calculate Gross Pay from Net Check”, you can type in the amount of the net check and hit the enter key or click on “OK” and the program will calculate the gross pay and deductions for you.



Calculate Paycheck Detail

Pay Calculation					
Total hours	<input type="text"/>				<b>Total Gross</b> 600.00
Regular hours	<input type="text"/>				Regular Pay <input type="text" value="\$600.00"/>
Overtime hours	<input type="text"/>				Overtime Pay <input type="text"/>
Bonus Pay hours	<input type="text"/>	X	<input type="text" value="\$0.00"/>	\$/hour =	Bonus Pay <input type="text"/>
					<b>Amount left</b> 0.00

Withholdings					
Soc. Security	<input type="text" value="\$37.20"/>	Medicare	<input type="text" value="\$8.70"/>	Federal Tax	<input type="text" value="\$60.00"/>
State Tax	<input type="text" value="\$24.00"/>	Other 1 Withheld	<input type="text" value="\$0.00"/>	Other 2 Withheld	<input type="text" value="\$0.00"/>
Other 3 Withheld	<input type="text" value="\$0.00"/>	Pension Withheld	<input type="text" value="\$0.00"/>		

Calculate Gross Pay from Net Check ☒ Only soc. sec. and medicare are recalculated if changes are typed into taxes or other withholdings. **Net Check**

OR

If you enter the hours, the computer will automatically calculate the rest of the check as in the example below.

Calculate Paycheck Detail

Pay Calculation					
Total hours	<input type="text" value="40"/>				
Regular hours	<input type="text" value="40"/>	X	<input type="text" value="\$15.00"/>	\$/hour =	Regular Pay <input type="text" value="\$600.00"/>
Overtime hours	<input type="text"/>	X	<input type="text" value="\$22.50"/>	150% OT =	Overtime Pay <input type="text" value="\$0.00"/>
Bonus Pay hours	<input type="text"/>	X	<input type="text" value="\$0.00"/>	\$/hour =	Bonus Pay <input type="text"/>
					<b>Total Gross</b> 600.00

Withholdings					
Soc. Security	<input type="text" value="\$37.20"/>	Medicare	<input type="text" value="\$8.70"/>	Federal Tax	<input type="text" value="\$60.00"/>
State Tax	<input type="text" value="\$24.00"/>	Other 1 Withheld	<input type="text"/>	Other 2 Withheld	<input type="text"/>
Other 3 Withheld	<input type="text"/>	Pension Withheld	<input type="text"/>		

Calculate Gross Pay from Net Check ☐ **Net Check**



Whichever way you choose to enter the calculations, just click “OK” and this will enter the figures into the paycheck as shown below. All of the information was transferred from the previous screen and put into the appropriate accounts based on your setup information. All that is left to do is to click on the Save F10 button to save it, or the Print button to print the check.

**Paycheck** Bank Account 100 Farmers State Bank Balance \$10,715.56

**Paycheck** Number 2249 ☐ Cleared

Pay to the Order of Bob Smith Date 12/31/19 Total Amount 470.10

Address Bob Smith  
1111 South Street  
Ames, IA 50010

Memo

☒ Paycheck  ☐ Batch Print

**\*\* Adding NEW**

Code	Entprise	Amount	Description	Units	Invoice #
540	GEN	\$600.00	Regular Pay	40	
540	GEN	(\$37.20)	Social Security Withheld		
540	GEN	(\$8.70)	Medicare Withheld		
540	GEN	(\$60.00)	Federal Withheld		
540	GEN	(\$24.00)	State Withheld		

Amount Left \$0.00

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

**\*\*\*NOTE:** If you “manually” change the default descriptions (set up under “Payroll General Information”), the deductions **WILL NOT TRACK** on the labor reports.\*\*\*

## Cash Flow/Budget

There are three different modes you can choose on the Cash Flow screen. You first need to select the mode of operation you wish to use and enter the Cash Flow/budget file name. The three different options are:

- Detailed mode - allows you to enter detailed crop and livestock unit and price data. For example, for corn income you can specify bushel sold per month and dollars per bushel. For livestock you can enter head, dollar per head or pounds and cents per pound. The advantage of this mode is that you can get into more detail and some of the math is done for you.
- Non Detailed mode - you strictly use dollar amounts without units and prices. The advantage of this mode is that you can plug in easier the dollar amounts if you have already calculated most of the data ahead of time.
- Simplified (Budget) mode - you enter dollar amounts for a budget. The budget uses dollar amounts for each account code. You can enter it on a yearly or monthly basis, depending on how you have set it up under the "Advanced" tab under Business Information.

The screenshot shows a dialog box titled "Open Cash Flow File < detailed >". Inside, under the heading "Cash flow mode of operation", there are three radio button options: "Detailed mode" (which is selected), "Non detailed mode", and "Simplified (Budget)". Each option has a brief description of its function. To the right of these options are "OK" and "Cancel" buttons. Below the mode selection, there is a "Cash flow name" label followed by a dropdown menu currently showing "CashFlo". At the bottom, a text box labeled "Currently opened to:" also displays "CashFlo".

**NOTE:** There is a drop down box where you can select which Cashflow/Budget you wish to work on.

## Entering Cash Flow (Detailed Mode)

To enter a Cash Flow (detail mode) click on Cash Flow⇒Enter Cash Flow/Budget Data. This is where you enter the actual Cash Flow projection data. The code description is shown in maroon at the upper left hand corner of the window. The code number is shown on the upper right hand corner, and the code grouping name is shown underneath it.

In the Cash Flow (Detailed Mode), there are seven “methods” of data entry. Those options are:

**By percent** - With this method you enter the total Cash Flow projection in dollars and then allocate the percentage per month of that total. The allocated percentages must total up to 100%.

**By dollars** - With this method you enter the total Cash Flow projection in dollars and then allocate the dollars per month of that total. The allocated dollars must total to the amount entered for Year Total.

**Split even** - With this method, you enter the total Cash Flow projection in dollars, and then the program splits it equally between the months. This is most useful for items that are nearly the same each month or that are hard to determine the monthly variations.

**Crop by unit** - With this method you enter the total Cash Flow projection in units (such as bushels) for the item. You then enter a price per unit for the item. This will default the monthly unit prices. You next allocate the units per month of the unit total. You can adjust the monthly prices as desired. You also have the option of modifying the unit name, if the default unit name is not appropriate. The allocated monthly units must be equal to that entered for Year Total.

**Crop expense** - With this method you enter the total number of acres for the crop shown, and the expense per acre of the expense item. You then allocate the percentage per month of that expense yearly total. The allocated percentages must total up to 100%. Once you have entered the crop acres for a given crop, that figure will be used for the next expense item for that crop.

**Livestock by head** - With this method you enter the total Cash Flow projection in head for the item. You then enter a price per head for the item. This will default the monthly prices per head. You next allocate the head per month of the yearly head total. You can adjust the monthly prices as desired. The allocated month head must be equal to that entered for Year Total.

**Livestock by pound** - With this method you enter the average weight of the animal and then the total Cash Flow projection in head for that item. You then enter a price per pound for the item. This will default the monthly prices per pound. You next allocate the head per month of the yearly head total. You can adjust the monthly prices as desired. The allocated month head must be equal to that entered for Year Total.

The “Detailed Mode” screen also has the capability to “increase/decrease” asset and liability codes where the “Non-detailed Mode” only allows you to enter the net.

You can carryover a Cash Flow from a previous year in order to save time on data entry. See the “Carry Over Cash Flow” section in this booklet.

**Breeding Hogs (increases)**

Method < detailed >

☐ By percent    ☐ Crop - by unit    ☐ Lvstk - by pound  
☐ By dollars    ☐ Crop expense  
☐ Split even    ☒ Lvstk - by head

Code 150 ☒ Increases ☐ Decreases

Group Assets

	Head	\$\$/Hd	\$\$
Year Total			
January	0.00	0.00	\$0.00
February	0.00	0.00	\$0.00
March	0.00	0.00	\$0.00
April	0.00	0.00	\$0.00
May	0.00	0.00	\$0.00
June	0.00	0.00	\$0.00
July	0.00	0.00	\$0.00
August	0.00	0.00	\$0.00
September	0.00	0.00	\$0.00
October	0.00	0.00	\$0.00
November	0.00	0.00	\$0.00
December	0.00	0.00	\$0.00

Amount Left 0.00

Assets / Liabilities / Income / Expense / Non-Farm

Close Print Save F10 Cancel Carry over

**CASH FLOW SUMMARY**

Crop income (+)	\$0.00
Livestock income (+)	\$0.00
Other income (+)	\$0.00
Crop expenses (-)	\$0.00
Livestock purch. (-)	\$0.00
Other expense (-)	\$0.00
Assets net change (-)	\$0.00
Liab. net change (+)	\$0.00
Bus. cash in (+)	\$0.00
Bus. cash out (-)	\$0.00
Bus. cash net (=)	\$0.00
Non-bus. cash flow	\$0.00
Cash Net	\$0.00

**NOTE:** Clicking on the right mouse button will allow you to “Save As” and rename any Cash Flow/budget in numerous different scenarios.

**Rename Cash Flow**

Save cash flow as: (rename) CashFlo

OK Cancel

**Rename Budget**

Save budget as: (rename) Budget

OK Cancel

## Entering Cash Flow (Non-detail Mode)

To enter a Cash Flow (non-detail) click on Cash Flow⇒Enter Cash Flow/Budget Data. This is where you enter the actual Cash Flow projection data. The code description is shown in maroon at the upper left hand corner of the window. The code number is shown on the upper right hand corner, and the code grouping name is shown underneath it.

You first need to select one of the three methods to enter the Cash Flow data.

**By Percent** - With this method you enter the total Cash Flow projection in dollars and then allocate the percentage per month of that total. The allocated percentages must total up to 100%.

**By Dollars** – With this method you would enter the total Cash Flow projection in dollars and then allocate the dollars per month of that total. The allocated dollars must total to the amount entered for Year Total.

**Split Even** - With this method, you enter the total Cash Flow projection in dollars and then the program splits it equally between the months. This is most useful for items that are nearly the same each month or that are hard to determine the monthly variations.

The Cash Flow utility automates the budget procedure considerably in many areas. There are several reports available that will print the budget figures next to the actual in order for you to compare results. A sample of the Cash Flow (non-detail) data entry screen is below.

The screenshot shows a software window titled "Enter Cash Flow Data - for file < CashFlo >". The "Corn/Feed" category is selected. The "Method < non detailed >" section has three radio buttons: "By percent" (selected), "By dollars", and "Split even". On the right, the "Code" is 300 and the "Group" is "Crop Income".

The main data entry area is a table with columns for months and two input fields labeled "Percent" and "\$\$". The "Year Total" row shows 100.00 in the "Percent" field. The monthly rows (January through December) all show 0.00 in the "Percent" field and \$0.00 in the "\$\$" field.

On the right side, a "CASH FLOW SUMMARY" is displayed with the following items and values:

CASH FLOW SUMMARY	
Crop income (+)	\$0.00
Livestock income (+)	\$0.00
Other income (+)	\$0.00
Crop expenses (-)	\$0.00
Livestock purch. (-)	\$0.00
Other expense (-)	\$0.00
Assets net change (-)	\$0.00
Liab. net change (+)	\$0.00
Bus. cash in (+)	\$0.00
Bus. cash out (-)	\$0.00
Bus. cash net (=)	\$0.00
Non-bus. cash flow	\$0.00
Cash Net	\$0.00

At the bottom left, the "Amount Left" is 100.00. The bottom navigation bar includes tabs for "Assets", "Liabilities", "Income", "Expense", and "Non-Farm", along with buttons for "Close", "Print", "Save F10", "Cancel", and "Carry over".

You can carryover a Cash Flow from a previous year in order to save time on data entry. See the "Carry Over Cash Flow" section in this booklet.



## Entering Simplified Budget

Many people may want to enter a budget to compare to their actual expenses throughout the year. The budget entry screen is found under Cash Flow⇒Enter Cash Flow/Budget Data. The screen will look like the one below.

Description	Year Total	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Bud
150 Breeding Hogs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
156 Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
157 Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
158 Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
162 Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
164 Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
170 Other Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
174 Other Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
175 Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
176 Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
179 Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
181 Bare Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
182 Bare Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
187 Non-Current Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$

Assets Liabilities Income Expense Non-Farm

Save F10 Cancel Reset Split equally Carry over Close Print

This is rather simple to fill out. You first select the category you want to work in by clicking on the appropriate tab. You can “Carry Over” last year’s actuals by clicking on the “Carryover” button at the bottom of the screen.

If there are certain accounts that you believe will not change much from month to month, you can click on the “Split equally” button. This will pop up a separate window. You put the total yearly expense in that window and click the OK button. It will take that number and divide it by twelve and put twelve equal amounts under each month. Once you are done with the budget, you can click OK to save the numbers and exit the program.

In conclusion, once you have one year’s set of books on the system, you have the option to roll those numbers into the new year set of books as budget figures. You then have the option to come back into this section to modify any of the numbers rolled in.

## Carry Over Cash Flow

In PcMars you are able to carry over any Cash Flow or budget file from the previous year. This will save you time in having to type in all new numbers when they might be the same or similar to the previous year. In the Cash Flow screen you will have a “Carry over” button at the bottom of the screen.

CF Enter Cash Flow Data - for file < CashFlo >

**Breeding Hogs (increases)**

Method < detailed >

☐ By percent    ☐ Crop - by unit    ☐ Lvstk - by pound  
☐ By dollars    ☐ Crop expense  
☐ Split even    ☒ Lvstk - by head

Code 150 ☒ Increases ☐ Decreases

Group Assets

**CASH FLOW SUMMARY**

Year	Head	\$\$/Hd	\$\$
Year Total			
January	0.00	0.00	\$0.00
February	0.00	0.00	\$0.00
March	0.00	0.00	\$0.00
April	0.00	0.00	\$0.00
May	0.00	0.00	\$0.00
June	0.00	0.00	\$0.00
July	0.00	0.00	\$0.00
August	0.00	0.00	\$0.00
September	0.00	0.00	\$0.00
October	0.00	0.00	\$0.00
November	0.00	0.00	\$0.00
December	0.00	0.00	\$0.00

Amount Left 0.00

Assets Liabilities Income Expense Non-Farm

Close Print Save F10 Cancel Carry over

By clicking on this “Carry over” button, you will see a screen where you can choose which Cash Flow you wish to carry over and click on the “Change” button to change set of books and year you wish to carry over.

Carry Over Cash Flow

Previous Year Set of Books  
SAMPLE 2014

Cash Flow File  
CASHFLO

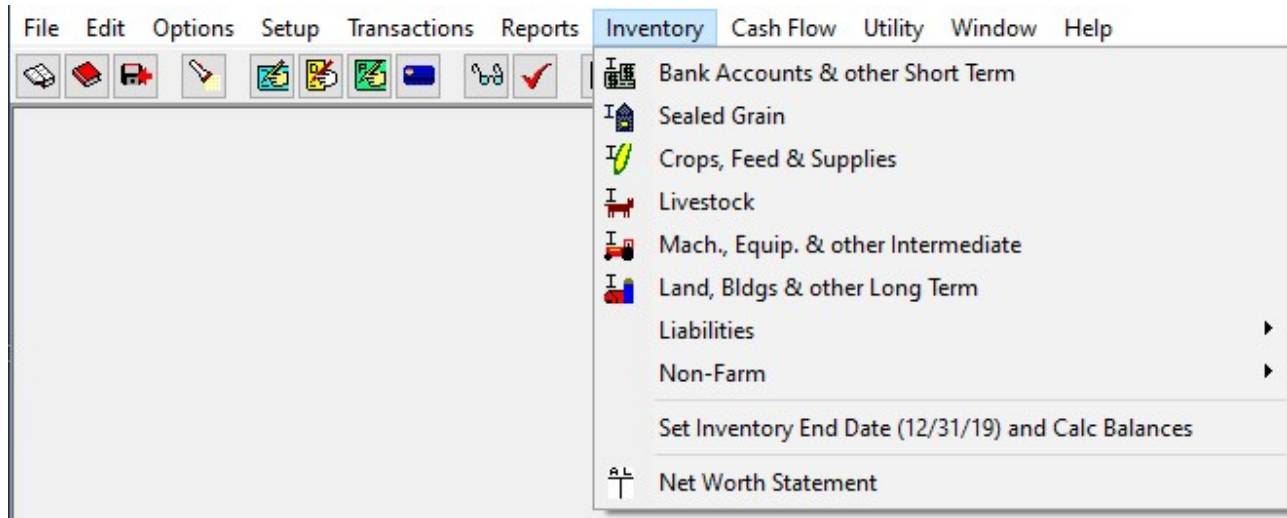
Change...

OK Cancel

Select the previous year Cash Flow file that you want to carry over from.

## Inventory/Net Worth

Clicking on the Inventory option on the menu bar will bring up the drop down menu shown below.



When you choose the “Net Worth Statement”, the full statement will pop up. This statement has a “See & Click” format, which means that you can choose a line item and go directly to those items and create or edit transactions. The steps are illustrated below:

1. “Double Click” on a line item on the statement, which is “hot linked” to the entry.
2. The transaction will pop up for you to review or edit. You can either:
  - A. Enter your Beginning/Ending information, or
  - B. Edit your Beginning/Ending information
3. After you have finished, click “OK” to save, and you will return to the “Net Worth” statement.  
(see picture below for illustration of above steps)

Net Worth Statement

ASSETS					LIABILITIES				
	Jan 1, 2019		Dec 31, 2019			Jan 1, 2019		Dec 31, 2019	
	Market	Basis	Market	Basis					
<b>CURRENT ASSETS</b>					<b>CURRENT LIABILITIES</b>				
100 Farmers State Bank	1,500.00	1,500.00	65,955.99	65,955.99	200 Accts Payble Repair	8,000.00	6,500.00		
102 Cash	100.00	100.00	66.00	66.00	210 Accts Pay Direct Crop	12,000.00	8,000.00		
110 Money Market	22,500.00	22,500.00	24,000.00	24,000.00	211 Accts Payble Misc	0.00	0.00		
111 Hedge Account	50,000.00	50,000.00	54,352.59	54,352.59	<b>Accounts Payable</b>	<b>20,000.00</b>	<b>14,500.00</b>		
119 Deferred Coop Dividends	4,500.00	4,500.00	5,120.00	5,120.00	221 CCC Loans	18,000.00	36,490.00		
<b>Cash &amp; Banking Accounts</b>	<b>78,600.00</b>	<b>78,600.00</b>	<b>149,494.58</b>	<b>149,494.58</b>	222 Op Note #2392	8,000.00	13,800.00		
120 Accounts Receivable	3,450.00	3,450.00	3,050.00	3,050.00	223 Op Note #7629	7,700.00	15,350.00		
<b>Accounts Receivable</b>	<b>3,450.00</b>	<b>3,450.00</b>	<b>3,050.00</b>	<b>3,050.00</b>	224 Revolving Credit	8,080.00	8,134.00		
126 Hedge Account	12,500.00	12,500.00	15,000.00	13,000.00	225 Credit Cards	4,058.00	2,918.00		
<b>Hedge Accounts</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>15,000.00</b>	<b>13,000.00</b>	<b>Short Term Loans</b>	<b>45,838.00</b>	<b>76,692.00</b>		
127 Sealed Grain	0.00	8,000.00	0.00	0.00	231 Current Portion	42,000.00	32,000.00		
<b>Sealed Grain</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>Curr Port, Non-Curr Loan</b>	<b>42,000.00</b>	<b>32,000.00</b>		
128 Feeding Hogs	11,910.00	11,910.00	6,609.20	6,609.20	238 Accrued Interest	0.00	0.00		
<b>Current Livestock Inventory</b>	<b>11,910.00</b>	<b>11,910.00</b>	<b>6,609.20</b>	<b>6,609.20</b>	<b>Accrued Interest</b>	<b>0.00</b>	<b>0.00</b>		
133 Corn	104,275.00	96,275.00	59,078.00	59,078.00	241 Income Tax Payable	0.00	0.00		
134 Soybeans	44,800.00	44,800.00	43,600.00	43,600.00	<b>Taxes Payable</b>	<b>0.00</b>	<b>0.00</b>		
<b>Crop Inventory on Hand</b>	<b>149,075.00</b>	<b>141,075.00</b>	<b>102,678.00</b>	<b>102,678.00</b>	243 Deferred Tax (Curr)	1,000.00	1,500.00		
141 Seed	7,731.00	7,731.00	2,870.00	2,870.00	<b>Curr Portion, Deferred Taxes</b>	<b>1,000.00</b>	<b>1,500.00</b>		
142 Fertilizer & Lime	0.00	0.00	0.00	0.00	245 Current Liability	0.00	0.00		
143 Chemicals	1,100.00	1,100.00	0.00	0.00	<b>Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>		
145 Fuel & Other									
<b>Investment in Growing Crop</b>									
146 Prepaid Expense									
<b>Prepaid Expenses</b>									
148 ST Loan Receivable									
<b>Short Term Loans Recvble</b>									
<b>TOTAL CURRENT ASSETS</b>									
<b>NON-CURRENT ASSETS</b>									
150 Breeding Hogs									
<b>Breeding Livestock</b>									
156 Machinery & Equipment									
157 Machinery & Equipment									
158 Machinery & Equipment									
162 Vehicles									
<b>Machinery &amp; Equipment</b>									
<b>BRDG LVST, MACH &amp; EQUIP</b>									
164 Capital Lease	0.00	0.00	0.00	0.00	265 Building Loan	50,000.00	37,000.00		

Crop, Feed and Supplies Inventory

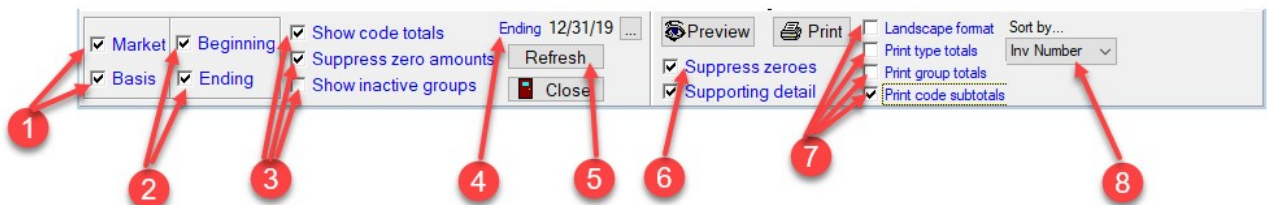
Group 133 Corn

Inv. No.	Ent	PC	Description	Beginning				Ending 12/31/19				St
				Units	Price	Value	Basis Value	Units	Price	Value	Basis Value	
133a	CRN	CD	Corn in Ezee Dry Bin	25000	\$2.15	\$53,750.00	\$53,750.00	20000	\$2.18	\$43,600.00	\$43,600.00	
133b	CRN	FY	StorMor Bin	18000	\$2.15	\$38,700.00	\$38,700.00	1700	\$2.18	\$3,706.00	\$3,706.00	
133c	CRN	TT	Corn in Wards Bin	5500	\$2.15	\$11,825.00	\$11,825.00	5400	\$2.18	\$11,772.00	\$11,772.00	
<b>Corn (133) - Total</b>				<b>48500</b>	<b>2.15</b>	<b>104,275.00</b>	<b>96,275.00</b>	<b>34400</b>	<b>1.72</b>	<b>59,078.00</b>	<b>59,078.00</b>	
<b>Grand Total</b>						<b>162,910.15</b>	<b>154,910.15</b>			<b>109,073.45</b>	<b>109,073.45</b>	

OK Cancel Blank row Add row Beg->End Report Sort by Entry Order

☒ Market ☒ Beginning ☒ Show code totals Ending 12/31/19    ☐ Suppress zero amounts ☐ Suppress zeroes ☐ Supporting detail  
☒ Basis ☒ Ending ☐ Show inactive groups

1. You can choose to show either Market or Basis values (as in the past version)
2. You can now choose to show the beginning or ending inventories or both
3. You can turn on or off the following: show code totals, suppress zero amounts on the statement screen, or show inactive groups on the statement screen.
4. You can now click on the “Ending” date drop down and change the date.
5. After you change the ending date, you can click on the “refresh” button to update the figures to the new date.
6. You can suppress zero amounts on the print preview & print
7. You can add any of these options to the printed statement when supporting detail is selected.
8. You can also sort by Inventory Number  
(See picture below for illustration of steps 1-8 above)





This is a sample of the Net Worth Statement you can print or preview.

ASSETS			LIABILITIES		
	Jan 1, 2019	Dec 31, 2019		Jan 1, 2019	Dec 31, 2019
	Market	Market			
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Cash & Banking Accounts	78,600.00	149,494.58	Accounts Payable	20,000.00	14,500.00
Accounts Receivable	3,450.00	3,050.00	Short Term Loans	45,838.00	76,692.00
Hedge Accounts	12,500.00	15,000.00	Curr Port, Non-Curr Loan	42,000.00	32,000.00
Current Livestock Inventory	11,910.00	6,609.20	Curr Portion, Deferred Taxes	1,000.00	1,500.00
Crop Inventory on Hand	149,075.00	102,678.00			
Investment in Growing Crop	9,335.15	3,395.45			
Prepaid Expenses	4,500.00	3,000.00			
<b>TOTAL CURRENT ASSETS</b>	<b>269,370.15</b>	<b>283,227.23</b>	<b>TOTAL CURRENT LIABILITIES</b>	<b>108,838.00</b>	<b>124,692.00</b>
<b>NON-CURRENT ASSETS</b>			<b>NON-CURRENT LIABILITIES</b>		
Breeding Livestock	5,643.00	6,582.80	Machine & Equipment Loans	38,000.00	83,100.00
Machinery & Equipment	153,100.00	147,000.00	<b>BRDG LVST, MACH &amp; EQUIP</b>	<b>38,000.00</b>	<b>83,100.00</b>
<b>BRDG LVST, MACH &amp; EQUIP</b>	<b>158,743.00</b>	<b>153,582.80</b>			
			Building Loans	50,000.00	37,000.00
Investment, Coop & Other	12,000.00	8,800.00	Land Loans	90,000.00	81,000.00
Buildings & Improvements	60,000.00	59,000.00	Deferred Taxes	3,000.00	2,500.00
Land	470,000.00	490,000.00	Misc. Non-Current Liability	0.00	585,000.00
<b>TOTAL NON-CURR ASSETS</b>	<b>700,743.00</b>	<b>711,382.80</b>	<b>TOTAL NON-CURR LIAB.</b>	<b>181,000.00</b>	<b>788,600.00</b>
<b>TOTAL FARM ASSETS</b>	<b>970,113.15</b>	<b>994,610.03</b>	<b>TOTAL FARM LIABILITIES</b>	<b>289,838.00</b>	<b>913,292.00</b>
<b>APPARENT FARM NET WORTH</b>	<b>680,275.15</b>	<b>81,318.03</b>			
<b>NON-FARM ASSETS</b>			<b>NON-FARM LIABILITIES</b>		
Non-Farm Bank Accounts	2,000.00	3,215.00	Non-Farm S.T. Liabilities	8,500.00	8,000.00
Non-Farm S.T. Assets	30,000.00	30,000.00	Non-Farm L.T. Liabilities	23,000.00	20,000.00
Non-Farm L.T. Assets	105,000.00	105,000.00			
<b>TOTAL NON-FARM ASSETS</b>	<b>137,000.00</b>	<b>138,215.00</b>	<b>TOTAL NON-FARM LIAB</b>	<b>31,500.00</b>	<b>28,000.00</b>
<b>TOTAL ASSETS</b>	<b>1,107,113.15</b>	<b>1,132,825.03</b>	<b>TOTAL LIABILITIES</b>	<b>321,338.00</b>	<b>941,292.00</b>
<b>APPARENT TOTAL NET WORTH</b>	<b>785,775.15</b>	<b>191,533.03</b>			

☒ Market
 ☒ Beginning
 ☐ Show code totals
 Ending 12/31/19

☐ Basis
 ☒ Ending
 ☐ Suppress zero amounts

☒ Suppress zeroes
 ☐ Supporting detail

Each line item can be entered or edited by “double left-clicking” on it.

## Current Portion of Loan shows in Entry Screen as well as in the Net Worth Statement

The “Current Portion” of a loan is what is owed in the current period/year. This is useful when figuring “ratios” or “financial position”.

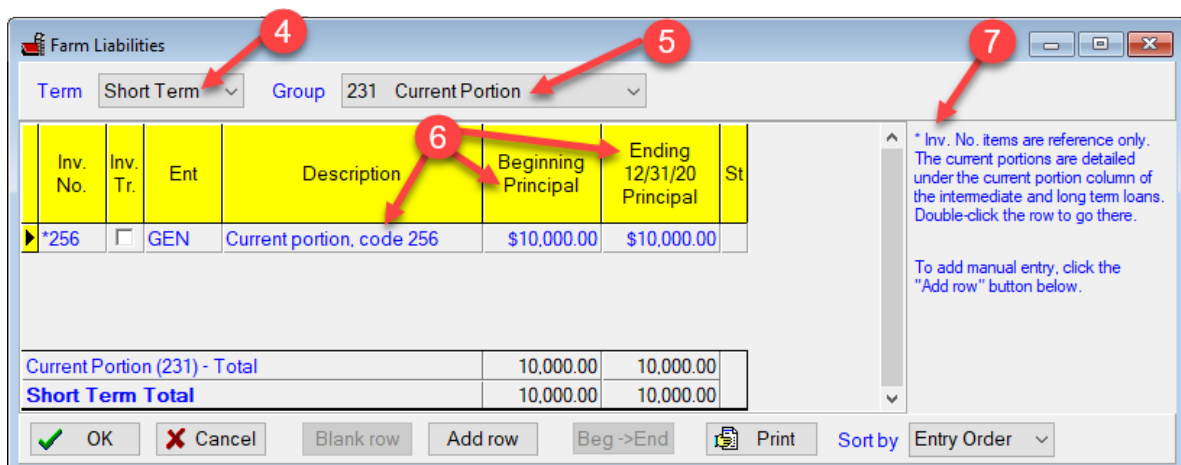
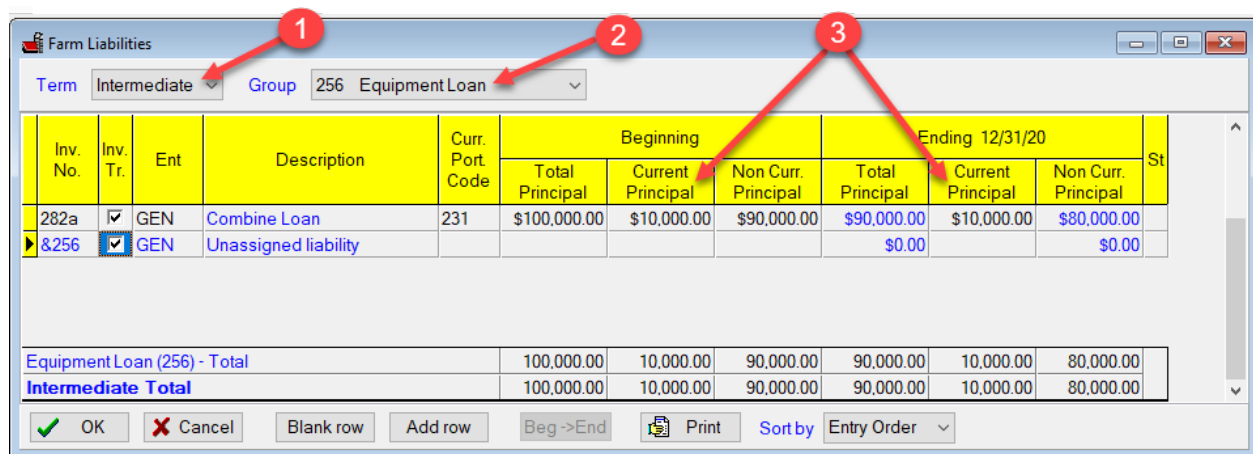
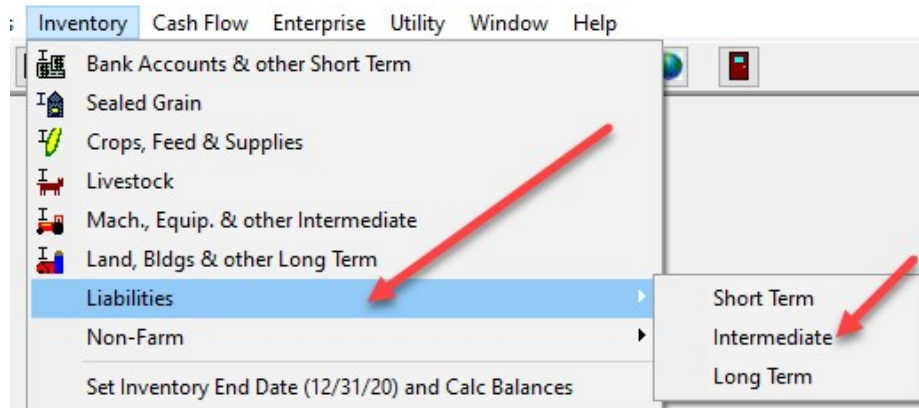
Set up your loan vendor & create the loan as normal. Then go to “Inventory” ⇒ “Liabilities” ⇒ and choose the type of loan you set up (intermediate or long term). In the example below, we are choosing the intermediate combine loan.

1. Select the “type” of loan you are working with, in this case we chose “intermediate”.
2. Select the loan
3. Enter the Beginning “Current Portion of principal” (the amount you owe in that time period). You can also enter the Ending amount (what you will owe the next year). If the payments are the same each year, use the same amount.



4. Go back to “Farm Liabilities” & choose “Short Term”
5. Then choose “Current Portion”
6. The “Current Portion” of your loans now “roll into” an entry screen for code 231 (current portion).
7. On the right of the screen, it is explained that the amounts that “roll into” this screen are hyperlinked to the intermediate/long term farm liabilities. You can also manually enter values that are NOT rolled in from intermediate/long term.

(See pictures below and on next page to see illustrations of steps 1-7 above)



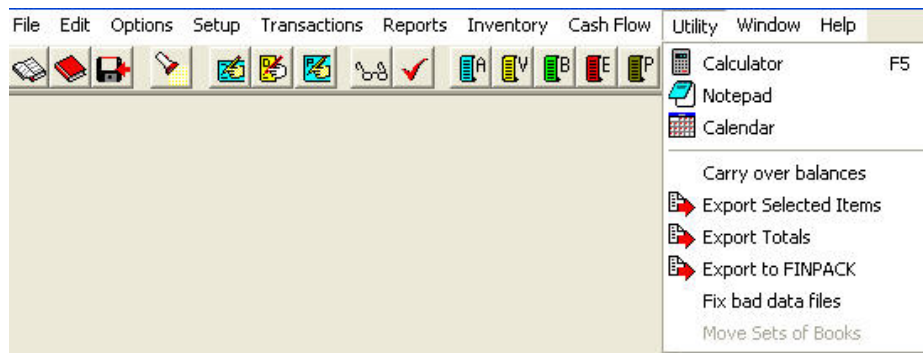
Below is the Net Worth Statement

1. You can see the “beginning current portion” of the combine loan due in 2020.
2. You can see the “ending current portion” of the combine loan (amount due in 2021).
3. The beginning “non-current” liabilities have gone down by the amount of the beginning “current portion” of the loan.
4. The ending “non-current” liabilities has gone down by the amount of the ending “current portion” of the loan (the amount to be paid in 2021)

ASSETS			LIABILITIES		
	Jan 1, 2020 Market	Dec 31, 2020 Market		Jan 1, 2020	Dec 31, 2020
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
100 Business Account	150,000.00	139,421.20	231 Current Portion	10,000.00	10,000.00
Cash & Banking Accounts	150,000.00	139,421.20	Curr Port, Non-Curr Loan	10,000.00	10,000.00
<b>TOTAL CURRENT ASSETS</b>	150,000.00	139,421.20	<b>TOTAL CURRENT LIABILITIES</b>	10,000.00	10,000.00
<b>NON-CURRENT ASSETS</b>			<b>NON-CURRENT LIABILITIES</b>		
			256 Equipment Loan	90,000.00	80,000.00
			Machine & Equipment Loans	90,000.00	80,000.00
			BRDG LVST, MACH & EQUIP	90,000.00	80,000.00
<b>TOTAL NON-CURR ASSETS</b>	0.00	0.00	<b>TOTAL NON-CURR LIAB.</b>	90,000.00	80,000.00
<b>TOTAL FARM ASSETS</b>	150,000.00	139,421.20	<b>TOTAL FARM LIABILITIES</b>	100,000.00	90,000.00
<b>APPARENT FARM NET WORTH</b>	50,000.00	49,421.20			
<b>NON-FARM ASSETS</b>			<b>NON-FARM LIABILITIES</b>		
<b>TOTAL NON-FARM ASSETS</b>	0.00	0.00	<b>TOTAL NON-FARM LIAB</b>	0.00	0.00
<b>TOTAL ASSETS</b>	150,000.00	139,421.20	<b>TOTAL LIABILITIES</b>	100,000.00	90,000.00
<b>APPARENT TOTAL NET WORTH</b>	50,000.00	49,421.20			

## Export to Finpack

This option is available with IFBA and MSD account codes. You do need to make some choices before proceeding.



1. The first choice is how sealed grain should be handled within Finpack. This controls the mapping to particular Finpack codes.
2. The next choice is what to do with family living (non-farm) items. If you do not maintain this, then mark "No export". Otherwise, mark "Group into one item". If you are keeping good detail in the family living department and want that to be looked at by Finpack, mark the third button "Export detail". Click on "Export" when you have this like you want it to be.
3. Farm Expense code, Enterprise Relation: During the export, enterprise subtotals are calculated for each farm expense code. For this to work, you must specify the Finpack Enterprise code corresponding to each PcMars enterprise. The default Finpack enterprise codes provided for the standard PcMars enterprises should be okay for most situations. Select the Finpack Enterprise from the drop down list. If the enterprise does not relate to any Finpack enterprise code, leave it as zero, and it will be grouped into GENeral or undefined enterprise.
4. You can specify to export ALL transactions for the Set of Books or only transactions between the dates provided.

The 'Export to FINPACK' dialog box contains the following sections and options:

- Sealed grain entered as income will be handled as loan:** ☐

If box is checked, income acct. codes mapped to item code 1700 (government crop loans received), will be exported to item code 1300 (money borrowed).
- Family living export options:**

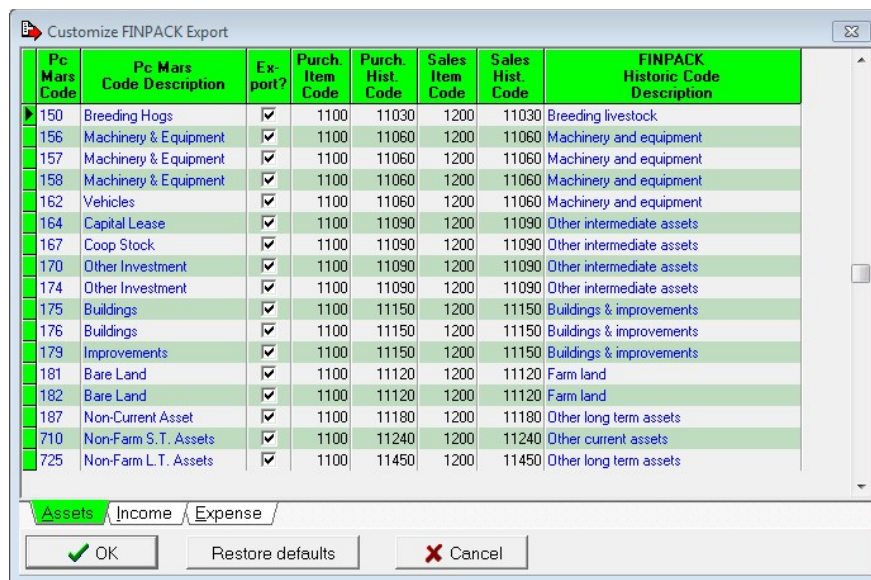
☐ No export ☒ Group into one item ☐ Export detail
- Farm Expense Code, Enterprise Relation:**

(Note: Each Pc Mars Enterprise must be linked to a Finpack Enterprise)

Active	Code	Description	Finpack Enterprise
<input checked="" type="checkbox"/>	BNS	Soybeans - Comm	432
<input checked="" type="checkbox"/>	CRN	Corn - Feed	125
<input checked="" type="checkbox"/>	FAM	Family	0
<input checked="" type="checkbox"/>	GEN	General	0
<input checked="" type="checkbox"/>	HOG	Farrow to Finish	2601
- Transaction Selection:**

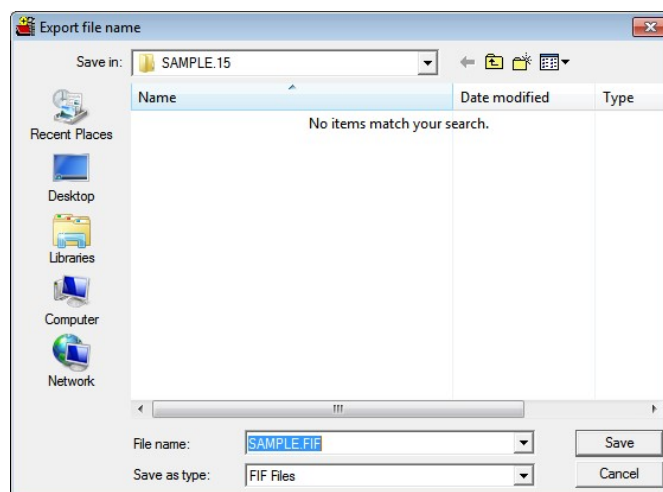
☒ All Set of Books transactions  
☐ Dates: [ ] thru [ ]
- Progress Bar:** 0%
- Buttons:** Export, Customize, Cancel

Clicking on the Customize button will bring up the following screen. This is where you can review how the PcMars codes will flow into the Finpack system. If you have items that are not applicable, you can disable exporting that account code value by removing the checkmark.



There are tabs for Assets, Income and Expense at the bottom of this screen. You may need to scroll down to see other codes of a given type. There are columns for “Item Code” and “Historical Code”. If you click on one of the numbers, you can see item codes to which it will be posted. You can change it to something different if necessary. The “History Code” column works in the same manner. If you feel you have it really goofed up, the “Restore Defaults” box will put it all back the way it was shipped to you.

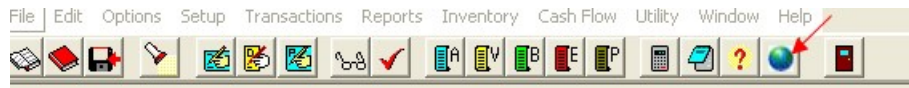
With these tools you can export account code totals to Finpack to your satisfaction. When you are ready to actually export the totals, click on “Export”.



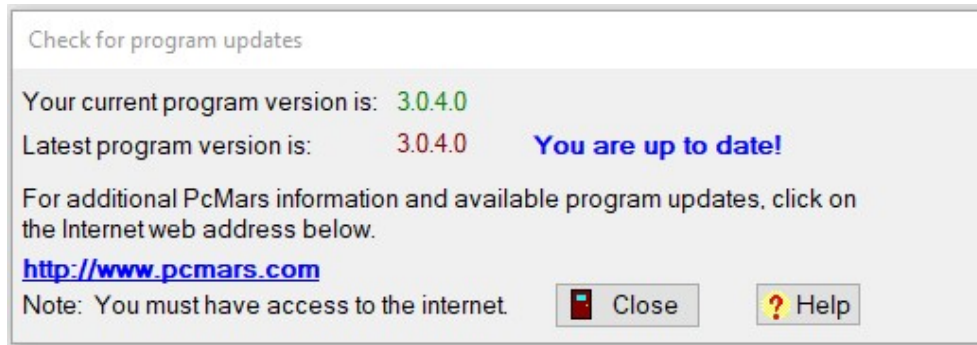
The file will be saved as a .FIF file using your set of books name (less the year designator) as the default. PcMars saves the file in the set of books where they came from. You can change that using the conventional Windows navigation method with open folder pictures and so on. Finpack can then pick up the file and run it.

## Internet Accessibility

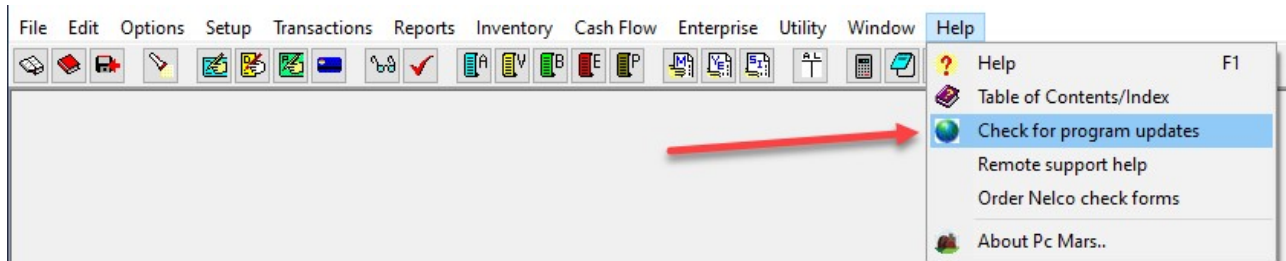
PcMars has a “Globe” icon on the tool bar which will allow you to easily access the Internet and to check for any free updates that have been posted.



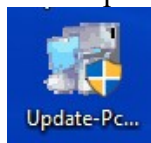
Clicking on the “Globe” will bring up the following screen:



This screen will tell you the exact version number of your PcMars as well as the Latest program version. There is a hyperlink to access the Internet to the PcMars website for further information. You can also access this screen by clicking on “Help” above the icon bar and then choosing “Check for Program Updates”.



If you do not have the most current version, you will see a download button to download the latest version. Once you click on Download and the download is complete, close your PcMars program and look for the download on your computer desktop. That download icon will look like this:



Double click on that icon and follow the prompts to update your PcMars program to the current version. After the installation is complete, be sure and restart your computer prior to opening your PcMars program.

**NOTE: If you have PcMars loaded on several computers, be sure all your PcMars versions are the same!**



## Conclusion

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

## 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 — is available at [pcmars.com](http://pcmars.com).
2. E-mail Support — is available at [support@pcmars.com](mailto:support@pcmars.com)
3. Phone Support — is available at 515-233-5802 (IFBA state office).

The e-mail 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 at

<http://www.iowafarmbusiness.org/PcMars/PcMars%20Support%20Policy.pdf>





## 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.

**ALSO—** Use the “Tack Note”  or 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.

# INTRODUCTION TO PcMARS PLUS

If you want **more** from your PcMars, the PcMars Plus will add complete inventory tracking and enterprise allocation.

A simple explanation of the PcMars Plus is that it allows you to automatically increase/decrease inventory items (ie: corn, beans, hogs) on your net worth when entering your sales and purchases. You will be able to quickly assign FMV to your inventory to generate a complete updated net worth for any month. The inventory tracking option will allow you to track separate field production, planting, harvest dates and livestock production data.

The PcMars Plus also provides a simple tool to override “general” enterprise transaction allocations to corn, beans, hogs, etc. to easily generate complete enterprise reports.

Visit [www.pcmars.com](http://www.pcmars.com) for detailed information and price on PcMars PLUS.