These capital purchase “wizards” were designed to help prompt user 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 Smith Implement for $200,000; below is the completed wizard for this transaction.
1. There were no assets to trade, so the “no” radio button was selected.
2. Select the bank account used to purchase the tractor.
3. Enter the check number here.
4. Select the date of the transaction.
5. Enter the amount of cash paid for the new asset.
6. The tractor is being purchased from Smith 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).

Now you can either “Save” or “Print” the transaction; just as if you had entered the check yourself.
1. Joe traded assets, so he selected the “yes” radio button, this Traded Asset Information is added to the bottom of the wizard window.
2. Only one asset is being traded in this example.
3. Select the bank account used to purchase the tractor.
4. Enter the check number.
5. Select the date of the transaction.
6. Enter the amount of cash paid for the new asset.
7. The tractor is being purchased from Smith Implement.
8. The account code, enterprise, dollar amount and description are all entered here.
9. Enter the description of the traded asset.
10. 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).
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 Smith Finance.

1. There were no assets were traded in this example.
2. 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.
3. If the default liability code was not correct, you can change the code here.
4. Enter the transaction number here.
5. Select the date of the transaction.
6. Enter the amount financed for the new asset.
7. The tractor is being purchased from Smith 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).
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).
1. Joe traded assets, so he selected the “yes” radio button, this Traded Asset Information is added to the bottom of the wizard window.

2. Only one asset is being traded in this example.

3. There is an existing loan that is being rolled into the new loan.

4. The creditor would be entered here.

5. If the default was not correct, you can change the code here.

6. Enter the transaction number here.

7. Select the date of the transaction.

8. Enter the amount financed for the “new” loan.

9. The tractor is being purchased from Smith Implement.

10. The account code, enterprise, dollar amount and description are entered here.

11. Here is where you enter the description of the traded asset.

12. The details of the existing loan should be entered here.

13. 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).
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 Hometown Bank.

1. There were no assets traded in this example.
2. Select the bank account used to purchase the tractor.
3. Enter the check number here.
4. Select the date of the transaction.
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 Smith 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).
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).
1. Joe traded assets, so he selected the “yes” radio button, this Traded Asset Information is added to the bottom of the wizard window.
2. Only one asset is being traded in this example.
3. There is an existing loan, which is being rolled into the new loan.
4. Select the bank account used to purchase the tractor.
5. Enter the check number.
6. Select the date of the transaction.
7. Joe is paying $10,000.00 cash toward the purchase of the new tractor.
8. The creditor would be entered here.
9. If the default liability code was not correct, you can change the code here.
10. 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.
11. The tractor is being purchased from Smith Implement.
12. The account code, enterprise, dollar amount and description are entered here.
13. Enter the description of the traded asset.
14. The details of the old tractor loan are entered here.
15. 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).