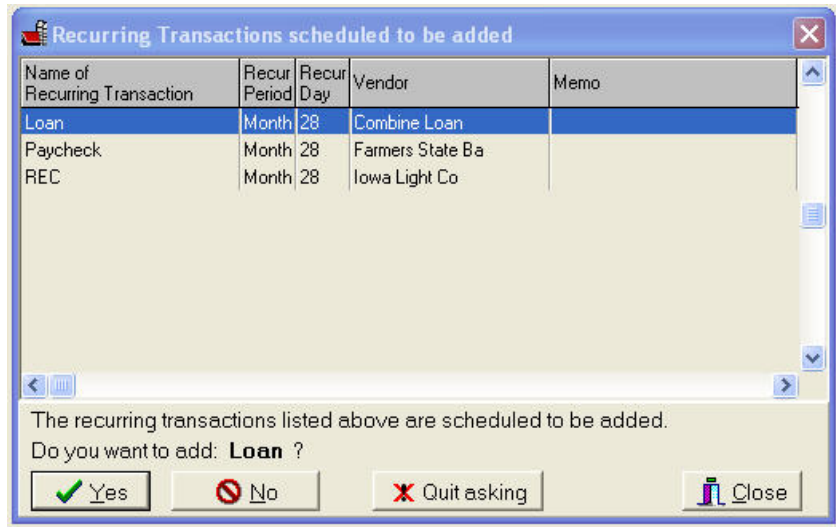


SPECIAL PCMARS 2.1 FEATURES

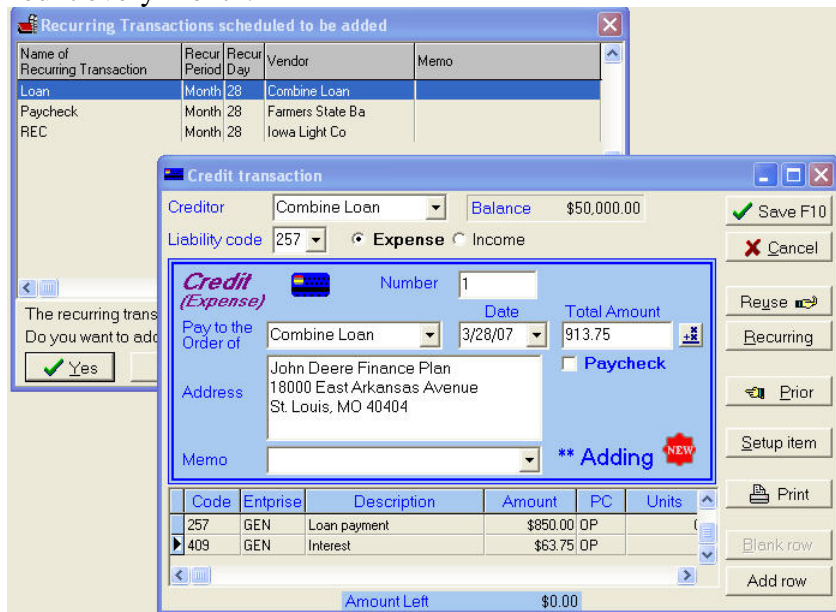
RECURRING TRANSACTIONS

Recurring transactions are any transaction that repeats weekly, monthly, etc. to the same vendor, but not necessarily the same “amount”. It can be anything from an automatic withdrawal to a paycheck deposit.

Once you have entered under “Setup” the type of “recurring” transaction, PcMars will remind you to make “recurring” transactions on the prescribed day. These transactions can be selected by month or week. In this example “month” and the 28th day have been chosen for three recurring transactions.

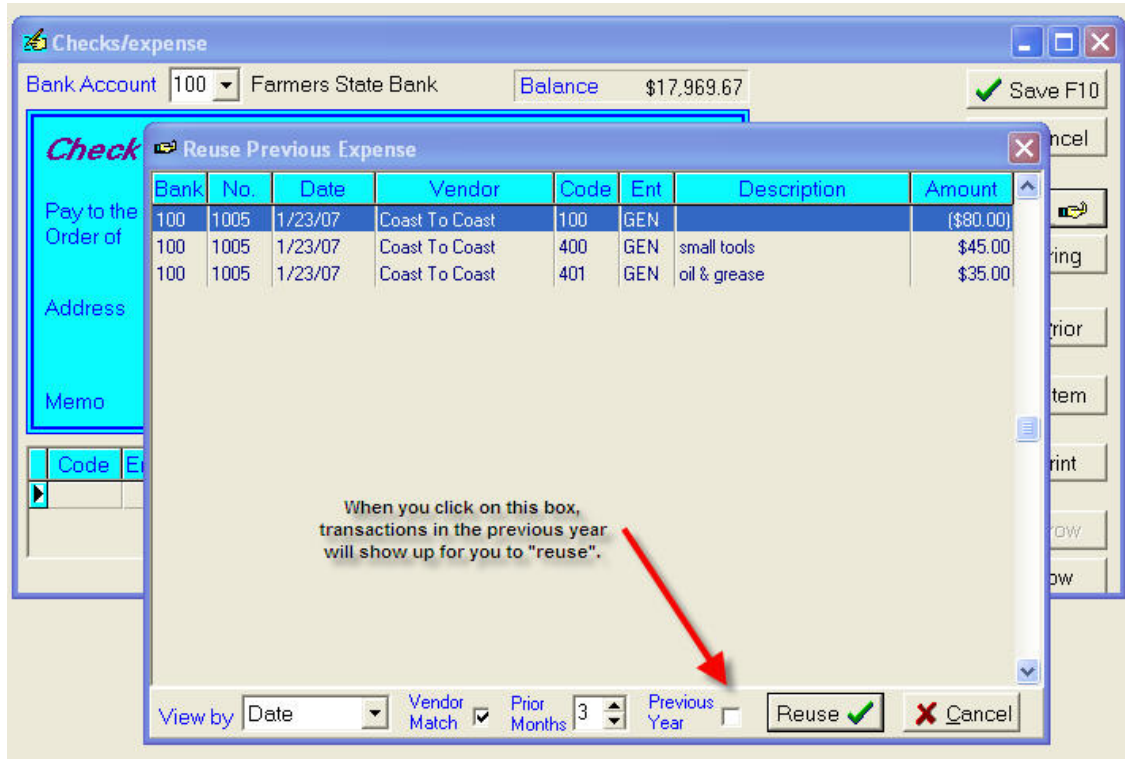


When the 28th day of each month comes along, this screen will pop up and ask if you choose to “add” the transactions that are scheduled for the 28th. You have the choice at that time to click “yes”, “no” or “quit asking”. If you choose “yes”, the recurring transaction screen pertaining to that transaction will be displayed for you to enter more data such as amount if it is not a specific amount every month.

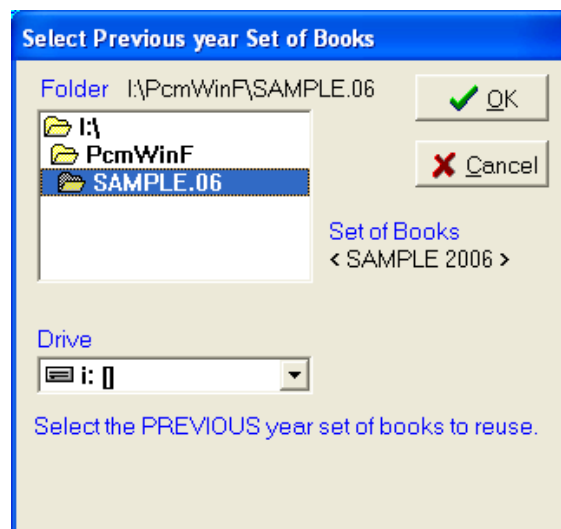


REUSE (Linking to Past Year)

The “reuse” button is a time saver to “reuse” information entered in a previous transaction so you don’t have to re-enter all the same pertinent data. This button is not new to PcMars, however, we have added a new feature to this function to allow you to “reuse” information in a transaction from a “previous year”. So the reuse screen has a new option noted below.



When you check “previous year” option, the following screen will appear to allow you to check the previous set of books to view the specific transaction information you wish to “reuse”.



RECONCIALATION (Linking to Past Year)

In order to make the reconciliation process easier when reconciling “previous years transaction”, we have added a new feature to the reconcile screen. You can reconcile transactions from the previous year set of books by checking this box. If a link has not been setup to the previous year set of books (done under Business Information - Advanced Tab), you will be asked for the previous year set of books. Then you can reconcile transactions from the previous year, defaulting to the last statement period of the previous year (i.e. “post-December”).

The screenshot shows the 'Reconcile' window with the following data and controls:

Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>	DEP	2/6/07	2008	\$10,900.00	Farmers State Ba	2	Deposit CCC loan proceeds
<input type="checkbox"/>	DEP	2/6/07	2009	\$6,160.00	Farmers State Ba	2	Deposit CCC loan proceeds
<input type="checkbox"/>	DEP	2/28/07	2011	\$800.00	Farmers State Ba	2	

Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>	BANK	2/2/07	202	(\$100.00)	Farmers State Bank	2	xfer to cash
<input type="checkbox"/>	EXP	2/26/07	1	(\$1.00)	Gutteridge	0	
<input type="checkbox"/>	EXP	2/28/07	1067	(\$1.00)	Coop Elevator	2	

Select: 100 Farmers State Bank Sort order: Date
 Bank Statement period to reconcile with: March (Period = 3)
 Reconcile previous year's transactions:
 Split screen for inflows and outflows:
 Show out of range cleared transactions:

Begin Balance \$1,317.27
Target Ending
Ending Balance \$1,317.27
Difference (\$1,317.27)

0 Inflows \$0.00
 0 Outflows \$0.00

When you are done in the previous year, uncheck the box, and you will go back to the current year, with the correct bank balances being carried over to the current year.

The screenshot shows the 'Reconcile ** Previous year **' window with the following data and controls:

Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>							

Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>	EXP	12/16/06	1	(\$450.00)	Coop Elevator	0	
<input type="checkbox"/>	EXP	12/16/06	2	(\$15.60)	Coast To Coast	0	
<input type="checkbox"/>	EXP	12/16/06	3	(\$340.00)	Feed Supply Co.	0	
<input type="checkbox"/>	EXP	12/24/06	4	(\$295.00)	Combine Loan	0	

Select: 100 Business Account Sort order: Date
 Bank Statement period to reconcile with: Post-December (Period = 13)
 Reconcile previous year's transactions:
 Split screen for inflows and outflows:
 Show out of range cleared transactions:

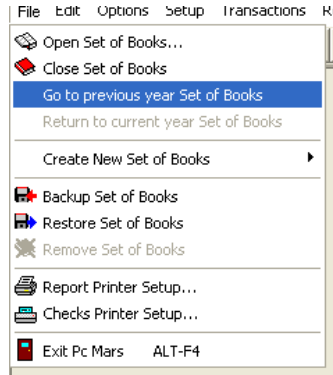
Begin Balance \$0.00
Target Ending
Ending Balance \$0.00
Difference \$0.00

0 Inflows \$0.00
 0 Outflows \$0.00

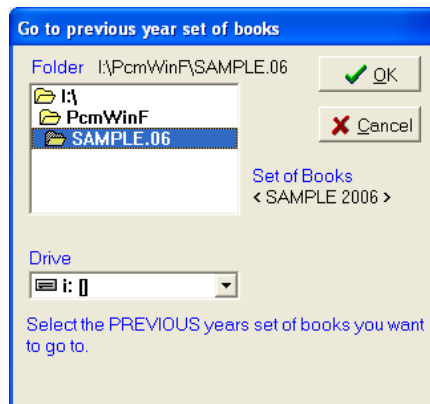
EDITING PAST YEARS DATA

When you need to “edit” data in your previous years set of books, you just need to follow the following procedure.

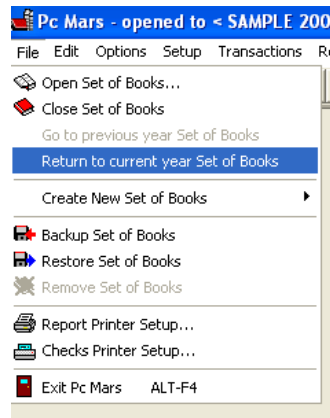
1. When you have your “current” year set of books open, click on “File”
2. Click on “Go to previous year Set of Books”



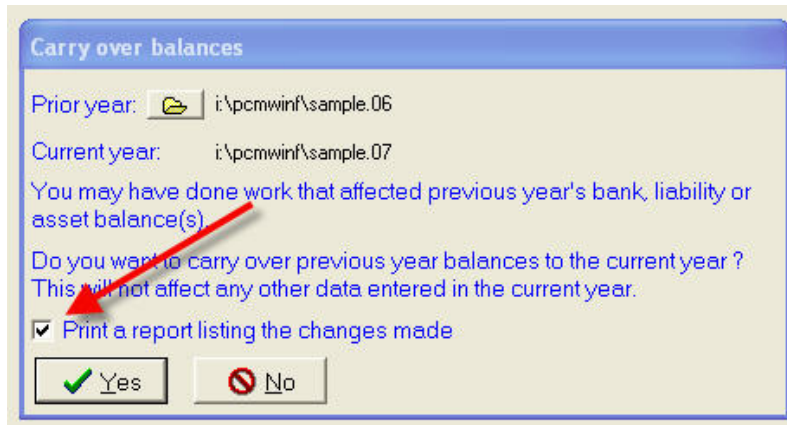
3. This will bring up the following screen with your “last years set of books” already highlighted. Click “OK”. This will take you directly to your “previous years” set of books where you can edit, change, delete, add transactions to that set of books.



4. After you have finished making any changes/corrections in your last years set of books, you will click on “File”. The option you have now is “Return to current year Set of Books”.



5. When you choose that option, you will be asked the following:



This screen is letting you know that there may have been changes that affect those balances and whether or not you wish to carry those balances over. You will notice that you have the option to "Print a report listing the changes made". If you choose to print a report, you will receive a report showing ALL the beginning balances for the assets/liabilities "**before**" you made any changes in the set of books and then the balances "**after**" you made those changes. After viewing/printing this report, you will again be back in your current year set of books.

You can also find this same "Carry over balances" screen under the "Utility" feature of PcMars.

REVOLVING CREDIT

Revolving credit transactions have been in PcMars for quite awhile, however new now is the ability to have an “income” transaction. Revolving Credit transactions are usually used to enter any type of credit transactions. The primary purpose of this is to track expenses paid through a revolving credit account, but can also be used for credit cards or other loan instruments. It is similar to a check except that the money is coming from a credit account rather than a bank.

The screenshot shows the 'Credit transaction' window in PcMars. The window title is 'Credit transaction'. At the top, there are fields for 'Creditor' (Farm Credit Serv), 'Balance' (\$8,484.00), and 'Liability code' (224). Below these are radio buttons for 'Expense' (selected) and 'Income'. The main form area is titled 'Credit (Expense)' and includes a 'Number' field (225), a 'Date' field (3/28/07), and a 'Total Amount' field. There is a 'Pay to the Order of' dropdown, an 'Address' field, and a 'Memo' field. A 'Paycheck' checkbox is also present. The bottom of the window features a table with columns: Code, Entprise, Description, Amount, PC, and Units. The 'Amount Left' is displayed as \$0.00. On the right side, there are several buttons: Save F10, Cancel, Reuse, Recurring, Prior, Setup item, Print, Blank row, and Add row.

Credit transactions are normally expense transactions, but now you can change this default setting and choose credit “income” transactions. In that case the screen will look more like a regular income/deposit transaction and the information will be entered that way. There will be no "Pay to the Order of" or Address. Vendors (one or multiple) are entered in the bottom part of the transaction as detailed entry information.

The screenshot shows the 'Credit transaction' window in PcMars, but with the 'Income' radio button selected. The window title is 'Credit transaction'. At the top, there are fields for 'Creditor' (Farm Credit Serv), 'Balance' (\$8,484.00), and 'Liability code' (224). Below these are radio buttons for 'Expense' and 'Income' (selected). The main form area is titled 'Credit (Income)' and includes a 'Number' field (225), a 'Date' field (3/28/07), and a 'Total Amount' field. There is a 'Memo' field. The bottom of the window features a table with columns: Vendor, Code, Entprise, Description, and Amount. The 'Amount Left' is displayed as \$0.00. On the right side, there are several buttons: Save F10, Cancel, Reuse, Recurring, Prior, Setup item, Print, Blank row, and Add row.