



# PcMars Newsletter

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## BACKING UP DATA

Many of you are getting new computers and they don't come with a 3½" floppy drive. Instead you have a CD drive and USB Port. We are getting several inquiries on how to back up PcMars data. Here is a general review on our suggestions for backing up your data.

➤1. Our **number one** suggestion for backing up your data would be to use a "flash drive/memory stick/memory pen". The price will range from \$20—\$200 depending on how much memory you decide to purchase. 256Meg would hold about 170 sets of PcMars books. The procedure to use a "flash drive is to insert the pen drive in the external USB port and select that drive from the "Compressed (Zip) File" in your PcMars program **OR** "Backup for the Consultant". These removable drives hold a lot of data and can be used over and over without losing data you already have backed up.

➤2. Even though your new computer didn't come with a floppy drive, some users are purchasing an external drive that connects through the USB port. **If** you still have a 3½" drive and are using at least the PcMars 2.0.8 version

**Hours of  
FRUSTRATIONS  
can be avoided  
by taking a few  
minutes to back  
up your data!!!**



or newer, you have the ability to "compress (zip) file" your data to your 3½" floppy drive. This will compress your set of books into a "zipped" folder and copy it to your 3½" floppy drive very quickly and will only use one disk as compared to the conventional method of backing up directly to the "A:" drive which can be time consuming and sometimes use more than one disk.

**Just remember**—if you do use a floppy drive:

- A). Format them on your computer **prior** to using them.
- B). Floppies wear out! Make sure to replace and rotate numerous backups. Floppies are becoming cheaper and seem to be unreliable if used over and over.
- C). Make sure to **test** your backup!

➤3. Backing up to CD's. There are two types of CD's—**CD-RW** (read/writeable) or **CD-R** (read only).

**RW**—These can be used as R or RW. The advantage of an RW is it can be used just as a big floppy disc and used to backup your data through your PcMars program. The formatting process **has** to be done through your CD burning software. **Make sure you understand your burning software!** The disadvantage to this process is since your computer formatted the RW, many times other computers **cannot** read the data.

**R**—The advantage of an R is it can be read 99.9% of the time on all CD drives assuming you "finalized" your CD. (This term differs depending on your burning software). This is what you should use for your permanent backup. The disadvantage to this procedure is that you need to do this through your CD burning software—**not through your PcMars backup procedure.**

## Keep Detailed Notes In Your PcMars

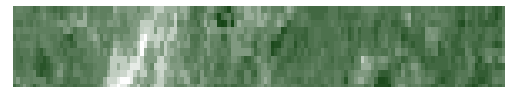


An easy tool most people are unaware of in the PcMars program is the Notepad. The Notepad is a basic text editor that you can use to create simple notes.

When you need to enter more information than you can fit into the "Memo" or "Description" line on a specific transaction, the "Note pad" can be very useful to keep that additional information.

It's also handy to write any questions you might have for your tax preparer/consultant.

Any notes written in your PcMars program will be printed on the "Year End Detail/Tax Prep" report along with other information when "Include cover sheet (business info and notes)" option is selected.



## REMEMBER:

**You can update your software anytime during your accounting year. All of your data is compatible with PcMars 2.0, so there is no need to worry about losing data or waiting until your year end to upgrade.**

**Call NOW to upgrade to Windows PcMars current version 2.0.**

Phone: **515-233-5802**

E-mail: [info@iowafarmbusiness.org](mailto:info@iowafarmbusiness.org)

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## Creating a New Year Set of Books

Just a refresher on how you start a new year set of books in PcMars for Windows.

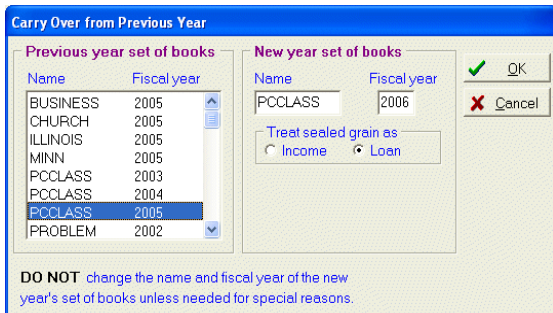
**First**—Close all books by clicking on the icon picture that looks like a closed book  or go to “File”, “Close Set of Books”.

**Second**—Click on the word “File”.

**Third**—Then click “Create New Set of Books”. When you click on those words with your mouse another submenu will show up off to the side with two options.

1. Start from scratch
2. Carry over from previous year

If you already had a set of books made up for 2005, you should select the option that reads **Carry over from Previous Year**. This option will move all of your vendors, account codes, descriptions, enterprises, loan balances, and bank account balances that were in your 2005 set of books. When you click on that option, a window pops up that shows all of the sets of books that are on the system. You need to find the 2005 set of books you want to carry over into 2006 and click on them with your mouse. **Again—make sure you highlight your “last years set of books” to carry over.** Once you are satisfied with your selections in this window (see example below) you should click on the **OK** button.



When this is done, a confirmation window will pop up asking if you are sure that this is what you want to do. If everything is correct, you should click on the **Yes** button. If for some reason you need to change something, clicking on the **No** button will back you up to the previous window so you can start over. Once you click **Yes**, a new set of books is created for the 2006 year.

## Setting Up/Tracking Loan Balances

To specify a vendor as a loan vendor, click on the arrow next to “type” and select “loan” from the vendor setup screen. This will bring up the extra items needed for loan vendors.

You will notice that the extra items brought up for loan vendors are the “Term” of the loan, the “Beginning of year balance” and the “Interest rate”. The term of the loan simply means how long will it take to pay the loan back. The options are short-term (operating), intermediate loans (usually equipment and breeding stock loans), long-term loans (usually land) and personal.

The beginning of year balance means exactly what it says – what was the loan balance as of the beginning of **your** accounting year. (Jan. 1 if your books are on a calendar year.)

**IF** the loan was taken out in a previous year, you would enter the “current” loan balance as of the beginning of the year. **IF** the loan was taken out during the current year, then the beginning of year balance needs to be **zero**. The balance of the loan will show up when the original loan deposit is made.

The interest rate is where you would insert the rate applied to your loan. (This is for reference purposes only at this time. The program currently does not calculate the interest)

**REMEMBER: Loans are tracked by the loan vendor (short name)—NOT by the account code. If you don’t use your loan vendor in your check/deposit, it will NOT track through to your loan reports!**

## PcMars Plus Information

If you are wanting **more** from your PcMars, check out the PcMars Plus. This PcMars enhancement will add inventory tracking, enterprise allocation, field production tracking, and livestock production data.

A simple explanation of the PcMars Plus enhancement is it allows you to automatically increase/decrease inventory items (i.e.: corn, beans, hogs) when entering your cash transactions. You then will be able to quickly assign your inventory a FMV and generate a net worth for any month. This program is for **CASH** accounting users only. Visit our web site for additional information/demo.



**WATCH  
FOR  
FUTURE  
TIPS**

## Printing Checks With Your PcMars

It is both quick and easy to print checks from your PcMars program. Enclosed in your PcMars manual is an order form to order check/envelopes/deposit slips through Nelco. You can also visit our web site at [www.pcmars.com](http://www.pcmars.com) to print an order form. You receive 250 FREE checks with your first order. When you call in your order, you must tell them your software is “PcMars” and give them the “Promo Code 94G”. There are several types of laser checks you can choose from along with a variety of different colors. This is just an additional way of making your record keeping simple. If you haven’t tried this option, check it out.