

PcMars Farm Accounting Software

RECURRING TRANSACTIONS

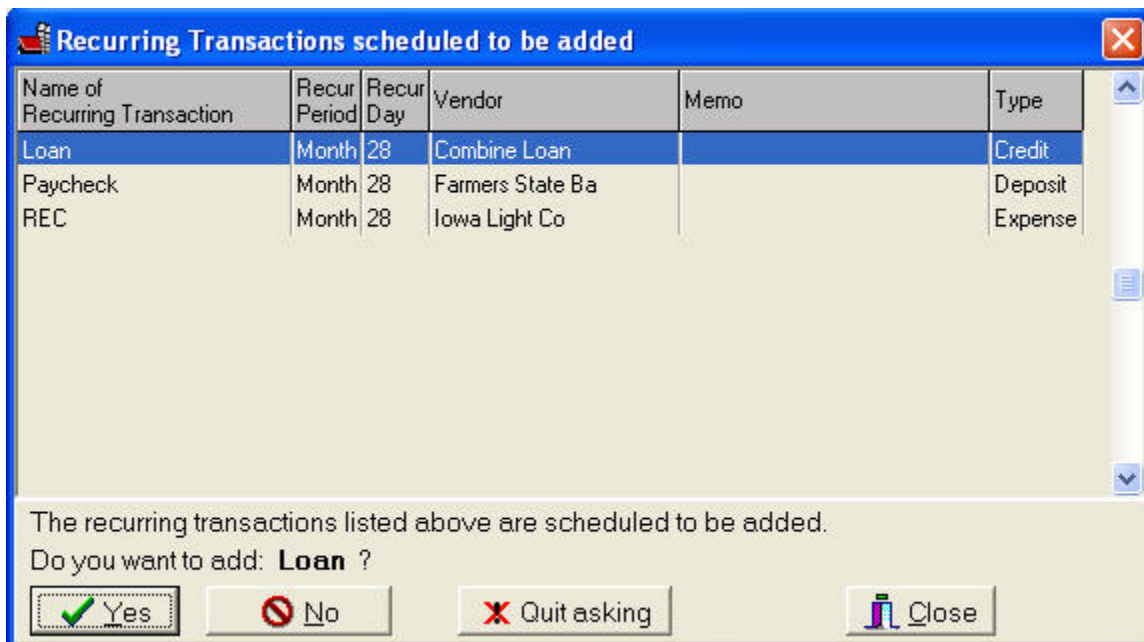


Applies to Version 2.1 or greater

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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, the above 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 the amount if it is not a specific amount every month. **IF** you choose “**no**”, the program will prompt you again in about an hour (or the next time you open this set of books). **IF** you choose “**quit asking**”, the program **will not** prompt you to enter this transaction again.

When you have clicked on the “Yes” to add a transaction, your “Recurring Transaction” you have highlighted will come up on your screen as shown below. All you have to do to complete the “Recurring Transaction” is add the current check/deposit number and the amount of the transaction. Then click the “Save F10” button to save your transaction.

Recurring Transactions scheduled to be added

| Name of Recurring Transaction | Recur Period | Recur Day | Vendor | Memo | Type |
|-------------------------------|--------------|-----------|------------------|------|---------|
| Loan | Month | 28 | Combine Loan | | Credit |
| Paycheck | Month | 28 | Farmers State Ba | | Deposit |
| REC | Month | 28 | Iowa Light Co | | Expense |

When your "Recurring Transaction" comes up, you can then enter the current check number and the amount of the transaction.

Checks/expense

Bank Account: 100 Farmers State Bank Balance: \$1,000.00

Check Number: Not cleared

Date: 2/28/08 Total Amount: \$0.00

Pay to the Order of: Iowa Light Co

Address: Iowa Light Company
666 3rd Avenue SE
Cedar Rapis, IA 52406

Memo: **** Adding**

Paycheck

| Code | Entprise | Amount | Description | PC | Units | Weight |
|-------|----------|--------|-------------|----|-------|--------|
| ▶ 406 | GEN | \$0.00 | | OP | 0 | 0 |

Amount Left: \$0.00

Buttons: Save F10, Cancel, Reuse, Recurring, Prior, Setup item, Print, Blank row, Add row

You can edit/add to your “Recurring Transaction” screen by going to “Setup—Recurring Transactions”.