



PcMars Tips

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Starting A New Year

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

First—make sure that you have no books open by clicking on the icon picture that looks like a closed book.

Second—Click on the word **File**.

Third—When the submenu opens up, one of the options is **Create New Set of Books**. If 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 2003, 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 2003 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 2003 set of books you want to carry over into 2004 and click on them with your mouse. Once you are satisfied with your selections in this window

you should click on the **OK** button. When this is done, a confirmation window will pop up asking you 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 2004 year.

PcMars Tips and Printable PDF Format

We Need Your Email Address.

Want more PC Mars Tips?

Make sure you receive PC Mars Tips and update notices.

Throughout the year we will email PcMars Tips and notices. If you haven't been receiving these, send us your email at: cpauk@iowafarmbusiness.org

Free 2.0.7 Patch Download Available

Do you have the current version of PC Mars?

With the release of PC Mars 2.0 we now have the ability to post free updates on our web site. As a reminder—this is **only** available to PC Mars 2.0 users.

To check your program, simply click "Help" (above your icons in your PC Mars program), then "About PC Mars". The most current version released is 2.0.7. If

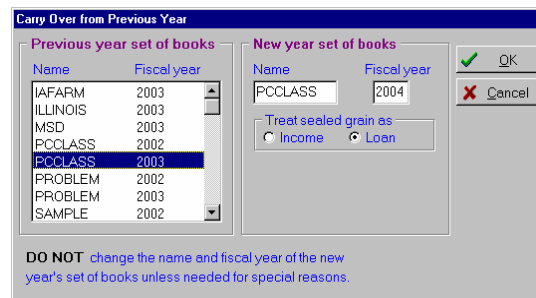
you don't have this version, simply go to www.pcmars.com to download the most recent version. Several features included in Version 2.0.7 are:

- 1) Option to automatically create a "ZIP" file for backup. (**WOW—this will simplify emailing your DATA**)
- 2) Ability to print "Year End Detail Report/Tax Preparation" sorted by period, date, number, entry order, vendor or enterprise.

3) In CCC Loan vendor setup, the account code defaults to 221 for (Iowa & Illinois setup only).

4) In **Accrual** setups, any "Unassigned Inventory" line items are automatically added to all the inventory groups. **This contains all account code activity that is not specified and/or not tracked.**

5) On the inventory entry screen—if negative units are entered, a negative value will not be calculated. Also a basis column was added to livestock input screen.



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**JUST a few
minutes backing
up your data**

**Can save HOURS
of
FRUSTRATIONS**

Back Up Your Books!!!

It's extremely important to back up your books after every session. It is even more important to make sure you have at least one (if not two) full backups after your year is done. There are two ways to back up your data.

1) Under **File** choose **Back up set of Books**. This option allows you to back up a set of books without actually exiting the program, so you can choose to continue working or back up another set of books

OR

2) When you exit the program, the program automatically asks you if you want to back up. This option will back up your books and exit the program.

Back Up Options.

1) Drive A Option—This will back up all your files to the A drive. When using this option **ONLY USE THIS BACK UP DISK FOR ONE SET OF PC MARS BOOKS. NEVER SAVE ANY OTHER DATA TO THIS DISK.** This is the “default” and simplest option.

2) Back up for the consultant—This option will back up your data files under the **exact** directory that your original PcMars data is located on your hard drive. This will allow your consultant/fieldman to access your data (without having to go through the restore process).

3) Other back up location—In this option you need to specify the back up directory yourself. **ONLY CHOOSE**

THIS OPTION IF YOU UNDERSTAND FILE PATHS. You may choose an existing directory or create a new directory. Otherwise this option has the same features as “Back up for the Consultant”.

4) Compressed (Zip) file—This will compress all your data into one smaller file. By compressing all your data into one file, you can save space and **EASILY** email your data by attaching this one file. The zip file name will default to your “books” name.

Tip—By using option 2,3 or 4; you will be able to save **more** than one set of books or other data to a larger media such as a dvd or cd.

Explaining the Direct Control of Period Option

Because users have different closing bank statement dates and outstanding checks/deposits each month, PC Mars uses the accounting period to track cleared transactions. You can either choose to assign the period yourself or let PC Mars assign the periods based on the transaction date. (This setting is under options)

Just remember—The accounting “period” simply matches the dates covered on your bank statement.

By NOT selecting the direct control of period—PC Mars will automatically assign an accounting period based on the transaction's date. So an

entry dated 1/1/04 will automatically be assigned to period #1 (assuming a calendar year). However when you clear your transactions, PC Mars will automatically change the assigned accounting period, if incorrect--based on the accounting month selected when you reconcile. Then any transactions not cleared will carry forward to reconcile with a later month.

By selecting the direct control of period—you **MUST** specify what accounting period (bank statement) your entries actually cleared your bank. Because of normal

outstanding checks/deposits, I would **ONLY** suggest using direct control of period if you enter **ALL** transactions from your bank statement.

MY PERSONAL PREFERENCE—is **do not** use the direct control of period. Even if you are entering transactions from your bank statement. I recommend to enter all transactions; then choose reconciliation; click the first transaction and then press/hold down the “X” key. PC Mars will quickly clear every transaction for you and you can easily check to make sure you reconcile with your bank.

**TIP: In
PcMars the
term
accounting
“period”
simply
matches the
dates covered
on your bank
statement.**

Easily Reconcile PcMars With Your Bank Statement

I would like to emphasize that **all** users should reconcile Pc Mars with their bank statement as a double check for any errors.

When you receive your bank statement you will need to:

Choose **reconcile/period**, under **transactions**

Or

Click the "red" check mark icon on the tool bar.

Then follow these steps to Reconcile:

- 1) Choose the **Month to reconcile bank statement, or period.**
- 2) Choose the bank account you wish to reconcile with; using **Select.**
- 3) Enter your **target ending balance** (on the right side of the screen). This will be the ending balance on your bank statement. PC Mars will automatically calculate your balance as you clear transactions. So you can

instantly see the amount needed to balance, shown as the "Difference". PcMars also counts the number of transactions cleared and calculates the total dollars for deposits and checks.

(PC Mars 2.0 will save your target ending balance for all bank accounts for every month).

- 4) Then simply clear the transactions that are listed on your bank statement by clicking on them, or use the "x" key.

Clearing 2003 Checks in 2004

When you created your new set of books, your current cleared & uncleared account balance will be carried forward to your new books. Many times you may need to go into previous books to clear checks that came with your January bank statement.

In order to do this, follow these steps: (*For PcMars Version 1.2 & 2.0*)

- 1) Click File & choose **Go to previous years set of books.**
- 2) Clear transactions in previous year.

- 3) Click File & choose **Return to current year set of books.**

- 4) Follow the prompt screens when it asks if you want to carry over bank balances to the current year, click update.

IT'S THAT SIMPLE!!

Still haven't updated to PcMars 2.0?

If you haven't updated to PcMars Version 2.0, here a few features you're missing:

Sealed Grain Transactions— PcMars will track each CCC loan separately, easily handle market gains, and allow user to automatically change tax treatment.

Crop Insurance— Correctly handles crop insurance premiums withheld from insurance proceeds.

Coop Dividends— Simplified input screens for cash and

non-cash dividends.

Revolving Credit Transactions- PcMars allows you to enter transactions from line of credit or credit cards by simply choosing the loan vendor.

Cash flow Planning- build a monthly or quarterly budget for the accounting year. Can easily rename cash flows for unlimited scenarios.

Notepad- allow user to automatically print all notes with tax detail reports.

Additional Payroll

Capabilities- specify tax preference and calculate gross from net check. Payroll checks printed with a detailed stub, and W-2 summary report.

New Bank Account Transfer Screen.

Improved check reconcile options- automatically prompts for month/period. Retains bank account balance for all accounts each month. New check register printing options.

Free Internet Updates/Patches

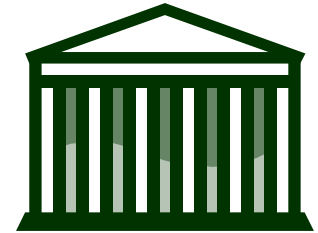
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**PcMars allows you to
print a Check Register
matching any Bank
Statement**

**Free download of
2003 PcMars 2.0
Class Booklets
available at:**

www.pcmars.com

**Call TODAY to
Update to PcMars
2.0**

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PcMars Plus Coming in 2004!

Want more from PcMars? PcMars Plus may be for you. PcMars Plus adds complete inventory tracking, enterprise allocation and ability to combine different sets of books.

As a simple explanation—PcMars Plus 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. Additionally, the inventory tracking option will allow you to track separate field production, planting, harvest dates and livestock production data.

To complete the package PcMars Plus provides a simple tool to override general enterprise transaction allocations to corn, beans, hogs, etc. to easily generate complete enterprise reports.

PcMars Plus will be available in a couple of months. Make sure we have your email address to keep you updated!

