



PcMars Newsletter

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January, 2005

[PcMars Tips and
Printable PDF Format](#)

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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**”.

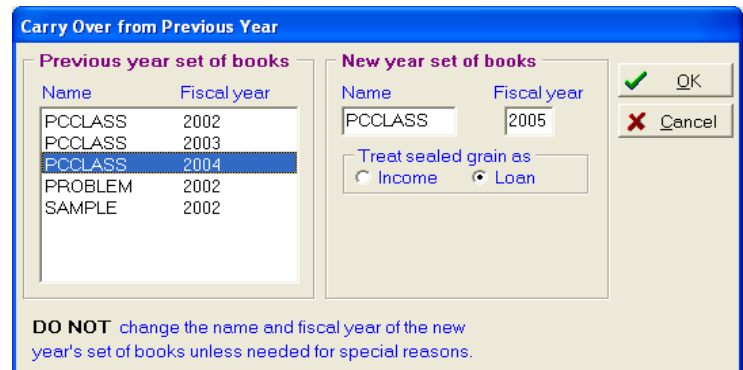
Third—Then click “**Create New Set of Books**”. When you click on those words with your mouse another submenu will show up off to the side with two options.

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

If you already had a set of books made up for 2004, 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 2004 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 2004 set of books you want to carry over into 2005 and click on them with your mouse. Once you are satisfied with your selections in this window (see below), 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 2005 year.



“PCMARS PLUS”

The
Windows
Enhancement
Program
is now
Available

Clearing 2004 Checks in 2005

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!!

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**Free download of
PcMars 2.0**

**Class Booklets and
Check Order Forms
available at:**

www.pcmars.com

***We Need Your
Email Address***

Want more PC Mars
Tips?

Make sure you receive
PcMars 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:

info@iowafarmbusiness.org

Make Sure To Back Up Your Books!!!

We recommend you 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 chose 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**

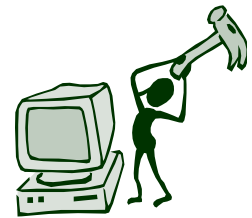
DISK FOR ONE set of PcMars books. NEVER SAVE ANY OTHER DATA TO THIS DISK. This is the “default” and simplest option.

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 zip drive or CDRW.



**JUST a few minutes
backing up your data
can save HOURS of
FRUSTRATIONS!!**

Free PcMars 2.0.8 Free Patch Available

The newest patch to the PcMars 2.0 full version is now available on our web site at www.pcmars.com. It is **FREE** and very easy to download.

Several of the changes made in the program are “hidden” changes that you would not necessarily see—ie: you can't deactivate account codes/enterprises if they are used in assets or liabilities; you can cut/copy/paste and use “right click” in asset/liability screens; we have adjusted default windows sizes for

Windows XP; have added an improved rebuild utility; and several other “hidden” changes. For a complete list check out www.pcmars.com.

We encourage **everyone** to download this 2.0.8 patch in order to utilize your accounting program to its full capabilities. If you have an older version 1.0, 1.1 or 1.2, you need to purchase the 2.0 upgrade before you can utilize the **free** patch service. Simply call us at 515-233-5802 to order your 2.0 upgrade.

Not sure what version of PcMars you have—To check your version of PcMars:

1. Open your PcMars program.
2. Click on the word “Help” above the icon bar.
3. Click on “About PcMars” from the drop down list.

A screen will pop up showing you the **exact** version you have. The most recent patch is 2.0.8. If you have any earlier version of 2.0 or higher, you can download the current patch.

You can upgrade your Windows PcMars software anytime throughout the Year

HOWEVER, if you are a **DOS** user who plans to switch to **Windows** we **suggest** you update to Windows at the beginning of your year.

Want More From PcMars?

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 (ie: corn, beans, hogs) when entering your cash transactions. Then you will be able to quickly assign your inventory a FMV and generate a net worth for any month.

PcMars Plus Additional Report Features

- Enterprise Report Enhancements: The PcMars Plus provides a simple tool to override “general” enterprise transactions to corn, beans, hogs, etc. and easily generate cash enterprise reports.
- Enterprise Analysis Report: This report will show an accrued enterprise net by combining cash and inventory transactions.

Additional Comments

- PcMars Plus is only for the PcMars 2.0 cash version and tracks inventory for the net worth only. Your tax reports are still cash basis.
- PcMars Plus is an enhancement to PcMars, so you can access all past PcMars data. The additional features in PcMars Plus will simply be “grayed out” because they are not available in your prior PcMars data.
- PcMars Plus can easily convert your data from PcMars to

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PcMars Plus.

- PcMars Plus data is kept in the same folder as the original set of books information. You will not have any trouble getting it to import or export as the data is “right there”.

Use the PcMars order form below to upgrade to PcMars 2.0 or PcMars Plus

PcMars Order Form

Send to: Iowa Farm Business Accounting Inc

OR

Call 515-233-5802 to order with a Credit Card

226 SE 16th St.

(Master Card or Visa)

Ames, Ia. 50010

PcMars Plus (Windows enhancement program)	\$350.00	_____
Update from any PcMars Windows Full version to PC Mars Windows Full 2.0	\$80.00	_____
Update from any DOS version to PC Mars Windows Full 2.0	\$120.00	_____
Update from any Lite version to PC Mars Windows Full 2.0	\$120.00	_____

Sales Tax (applicable to Iowa Orders **ONLY**) _____

(Tax rate for your location times amount of update—ie: \$20 x .07% = \$1.40)

Shipping _____ 10.00 _____

Total Amount Enclosed _____

(Please make checks payable to Iowa Farm Business Accounting, Inc)

Name _____

Address _____

City _____ State _____ Zip Code _____

PC Mars Serial Number _____ (required)

Phone _____ Email _____

County where software is being shipped (Iowa orders only) _____

REMEMBER

You need to have PcMars 2.0 installed **BEFORE** you can install PcMars Plus

Visit www.state.ia.us/tax for the sales tax rate for your location also visit www.pcmars.com for PC Mars “Tips”, and handbooks.



Revolving Credit/Credit Card Transactions



Basically this “transaction” simply allows you to select a loan vendor instead of a bank account. Hence as you enter these “deductible” expenses, the loan balance increases.

Revolving credit: This is offered by Farm Credit Services and some ag banks as a “line of credit” for operating expenses. Typically for revolving credit transactions you are given a checkbook-like pad of debit slips which you use like a check. These are to be used to pay expenses; (crop expenses, livestock bills, etc.). As you issue these “checks”, your loan balance grows larger. The revolving line of credit provider must be set up as a loan vendor.

Credit cards: This transactions would be used to enter charges on Visa, Master Card, etc. Your credit card is set up as a “Loan Vendor” with a default liability code. When you receive your statement for those credit card charges, you simply enter the expenses as a credit card transaction.

When you make a payment to these “Loan Vendor”, you would use an ordinary check routine specifying the “Loan Vendor” as the name to be “Pay to the Order of”.

Remember—the revolving credit provider and the credit card provider (ie: Farm Credit, Visa, etc.) **must** be set up as a loan vendor.

