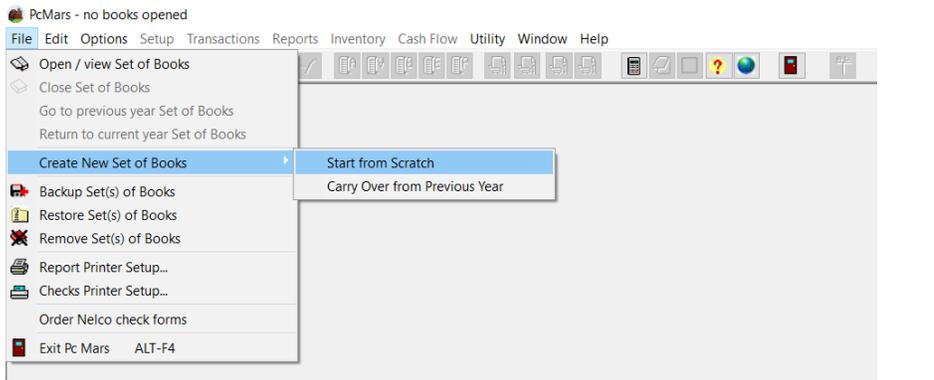


“Carrying Over” Set of Books that is unpaid/fewer than 50 entries per year if on Pc Mars 3.0 or higher

The current year “unpaid” set of books will serve as the “master” for the next year. Make sure you first make a backup of the unpaid set of books for 2024. Then you’ll start by creating a new set of books from scratch. Go to File > Create new set of books > Start from Scratch



Create New Set of Books from Scratch

Set of Books Information (This information cannot be changed after Book has been created)

Business Name (required)

Books Name (required)

Is this a Calendar Year or Fiscal Set of Books? (selected)

Select the year for this Pc Mars Set of Books (selected)

NOTE: You have selected a 2022 Calendar year Set of Books that will begin on January 1, 2022 and end on December 31, 2022.

This page will come up after you click on Start from Scratch. You’ll first need to fill out the Business name and Books Name. Second, select the year you are creating the books for.

Set of Books Contact Information

First Name (required)

Last Name (required)

Email (required)

I do not have an email address

Address 1 (required)

Address 2

City (required)

State (required)

Zip Code (required)

Contact Phone (required)

Next, fill in the contact information. You can click the button for “Copy Registration Information” and then make any relevant changes.

Account Code Type

Generic Codes Michigan Codes

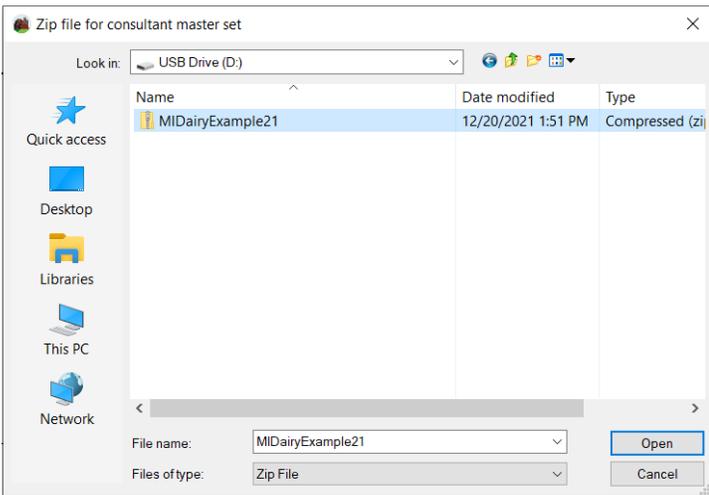
Iowa Farm Codes Small Business Codes

Illinois Farm Codes Church Codes

Minnesota Farm Codes

Create from master set None

Next, check the box for “create from master set” and then click the “Select Zip file” button



Select your backup from your USB drive (or wherever you saved the backup of the '24 books) and click open.

Create New Set of Books from Scratch

Set of Books Information (This information cannot be changed after Book has been created)

Business Name: MI Dairy Example (required)

Books Name: MIDairyExample (required)

Is this a Calendar Year or Fiscal Set of Books?: Calendar

Select the year for this Pc Mars Set of Books: 2022

NOTE: You have selected a 2022 Calendar year Set of Books that will begin on January 1, 2022 and end on December 31, 2022.

Set of Books Contact Information

First Name: Stephanie (required)

Last Name: Lelo (required)

Email: lelostep@msu.edu (required)

I do not have an email address

Address 1: 446 West Circle Dr. (required)

Address 2: Room 414

City: East Lansing (required)

State: MI (required)

Zip Code: 48824 (required)

Contact Phone: (517)355-4700 (required)

Account Code Type

Generic Codes Michigan Codes

Iowa Farm Codes Small Business Codes

Illinois Farm Codes Church Codes

Minnesota Farm Codes

Create from master set D:\MIDairyExample21.zip

Select Type of Pc Mars Set of Books

	Price
<input checked="" type="radio"/> Pc Mars Cash Set of Books	\$75.00
<input type="radio"/> Pc Mars Accrual Set of Books	\$75.00

Select additional enhancement to PcMars Set of Books

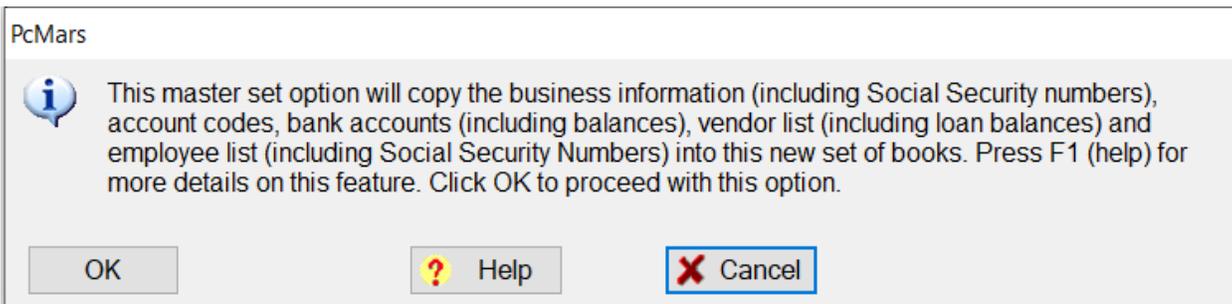
	Price
<input type="checkbox"/> Implement Pc Mars Plus features	\$50.00
<input type="checkbox"/> Implement Advanced Payroll features	\$30.00
<input type="checkbox"/> Enable Accounts Payable function	\$40.00
<input checked="" type="checkbox"/> Enable Accounts Receivable function	\$40.00
Total with enhancements	\$115.00

Full path name of the set of books to be created

C:\PcmWinF\data\MIDairyExample22

Click "OK" to create the set of books

You'll come back to this screen and then hit "ok" at the bottom.



This warning will come up to let you know it's going to utilize all the information from the master set you selected (your backup from 2024). Click ok.

Lastly, this box will come up. Click "Create, pay later" and it will finish creating your set of books.

