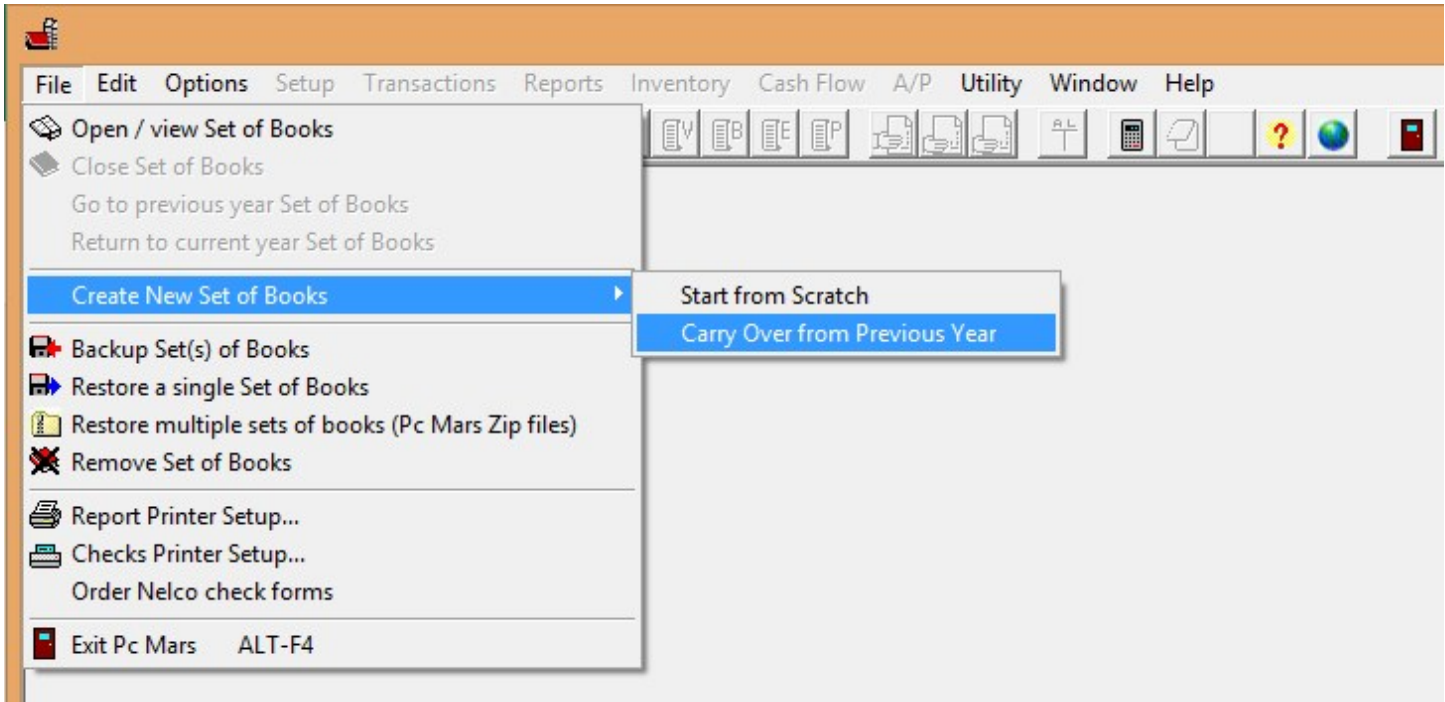
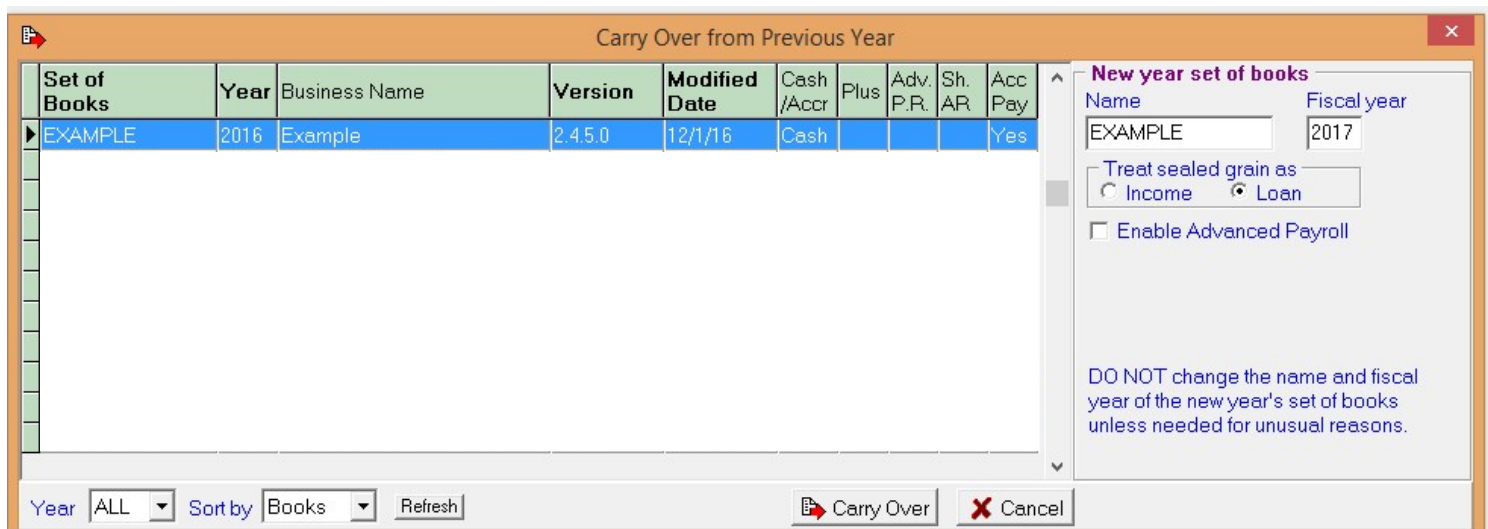


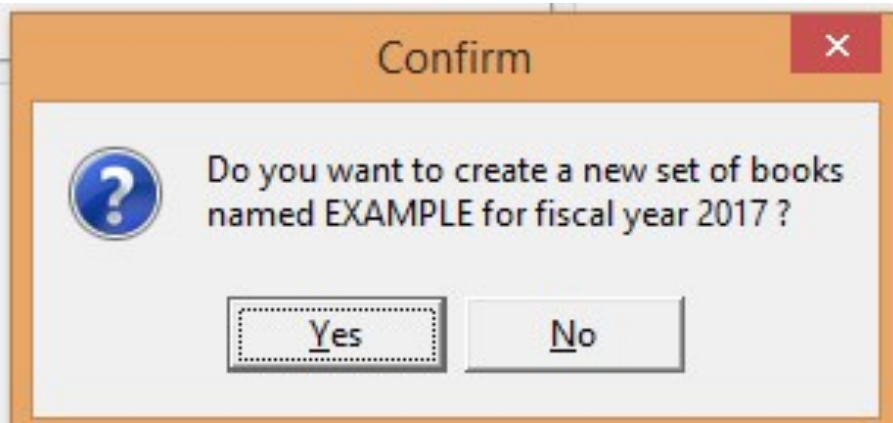
Starting a new year in Pc Mars

There is no disk or anything special to start a new year in Pc Mars. You simply have to create a new set of books for 2017.

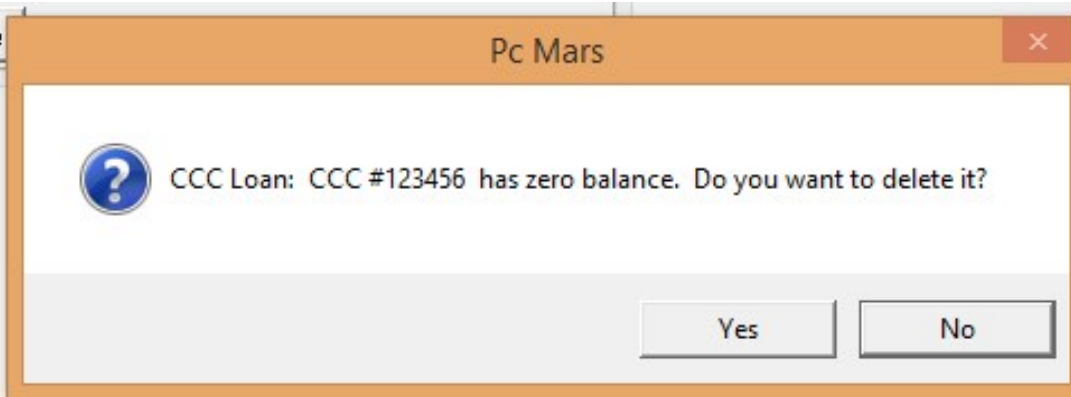


Start by clicking on the word “file” and then go down to “create new set of books” then scroll over to “carry over from previous year” and click on that. Then the window below will pop up. This is where you select which set of books you want to carry over. (You may only have 1 set of books. If you have multiple sets of books, you will have to repeat this process for each set.) Once it has been selected, you click on “carry over.”





Then this box will pop up to confirm and you just click on "yes".



After that you may get a second box, like the one on the left asking if you want to delete any loans/vendors of things that have a zero balance. Saying yes will just

delete it in the new year, not the previous years. We would recommend saying yes to this.

After you've created your 2017 books, you still have the ability to make changes to 2016. If you do make changes, the next time you go into the 2017 books, you will likely see this message below, asking about updating previous year balances to the current year. We would recommend saying yes to this, as it will update bank balances, loan balances, etc.

