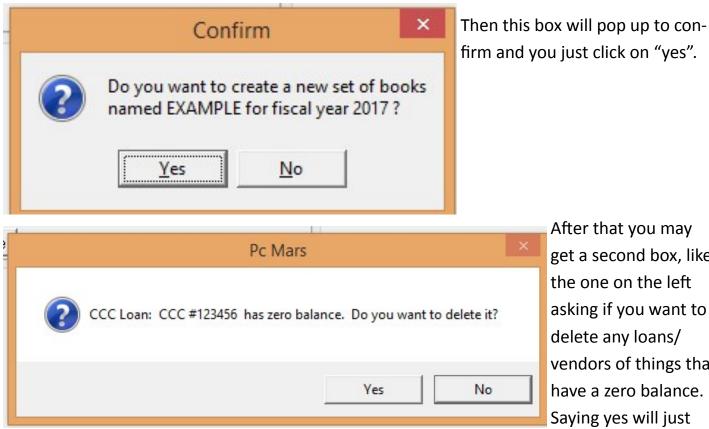
## Starting a new year in Pc Mars

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.

<b>É</b>	
File         Edit         Options         Setup         Transactions         Reports           Image: Open / view Set of Books         Image: Open / view Set of Books	Inventory Cash Flow A/P Utility Window Help
Create New Set of Books  Create New Set of Books  Restore a single Set of Books  Restore multiple sets of books (Pc Mars Zip files)  Remove Set of Books	Start from Scratch Carry Over from Previous Year
<ul> <li>Report Printer Setup</li> <li>Checks Printer Setup</li> <li>Order Nelco check forms</li> <li>Exit Pc Mars ALT-F4</li> </ul>	

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."

P	Carry Over from Previous Year										
	Set of Books	Year	Business Name	Version	Modified Date	Cash /Accr Plus	Adv. P.R.	Sh. Acc AR Pay	^	New year set of books Name Fiscal year	
Þ	EXAMPLE	2016	Example	2.4.5.0	12/1/16	Cash		Yes		EXAMPLE 2017	
										Treat sealed grain as ◯ Income	
										Enable Advanced Payroll	
_											
										DO NOT change the name and fiscal year of the new year's set of books unless needed for unusual reasons.	
									~		
	/ear ALL 💌 So	rt by E	Books 💌 Refresh			🕒 Carry	Over	🗙 Can	cel		



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.

