

# PFMA

For  
Windows



## User Manual

Version 5.x

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## Getting Started with PFMA

To get started with PFMA, you should perform the following tasks. Refer to the related section of this manual for more details.

- [Installing PFMA for Windows](#)
- If applicable, refer to the topic [Installing for Shared Network Access](#)
- [Configure PFMA](#)
- [Create Master Chart of Descriptions](#)
- [Create Master Enterprises](#)
- [Create Master Payor/Payees](#) (Optional)
- Review the [Options under Utilities](#) and update if desired (Optional)
- [Check Writer Configuration](#) (Optional)
- Establish data backup procedures (Refer to [Backing up Data Files](#))

### **Congratulations!**

You are now ready to start adding Clients and entering associated transactions and other client information.

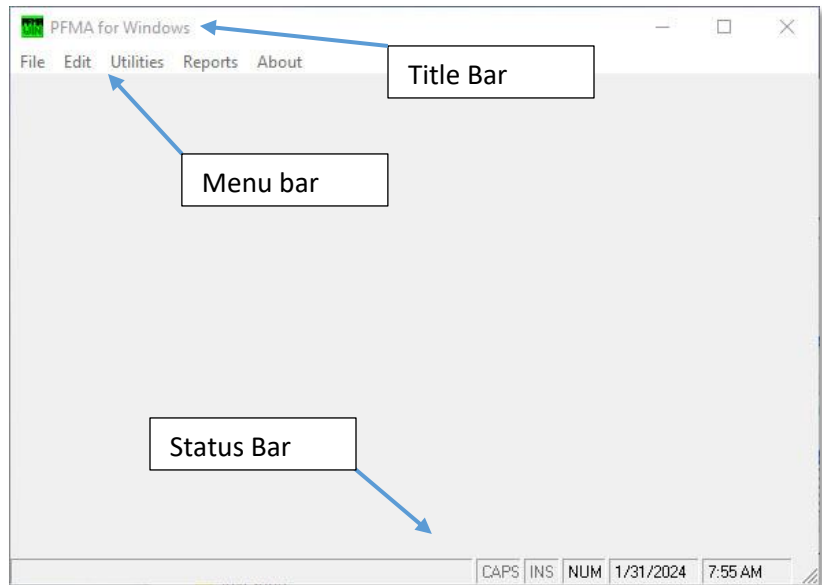
## PFMA Main Window

### PFMA Navigation

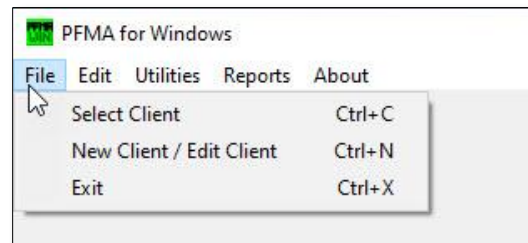
To start PFMA for Windows, click on the PFMA for Windows option in your Windows Start Menu.

Upon starting PFMA for Windows, you will first see the PFMA Main Window.

Everything in PFMA is done from this Main Window. To work with the client or master information, you will select the appropriate activity you wish to perform from the Menu Bar located at the top of the window just below the window title bar.



Many of the Menu Bar options have shortcut hotkeys to allow for easy navigation to those PFMA activities. The hotkeys are shown in the menu dropdown, if available, when you click on a Menu Bar option. For example, here is the **File** drop down menu showing the hotkeys.



For some windows, also located in the upper right corner are buttons to minimize, maximize, and close the window. You can use these buttons to change the window size and/or exit (close) the window. Most will instead contain an "Exit" or "Close" button located on the lower part of the window.



At the bottom of the window is the status bar.



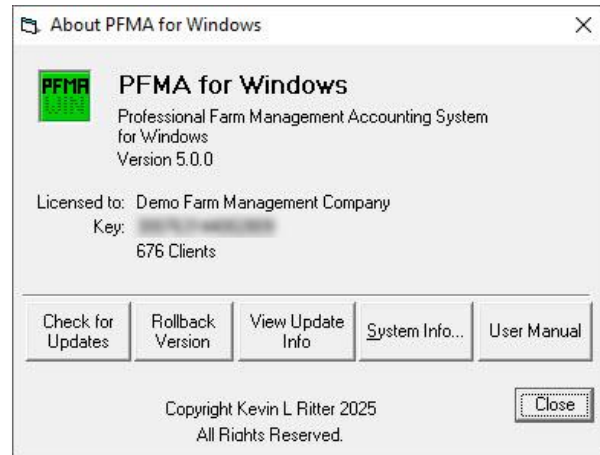
The status bar indicates which client database you are currently working with, current date & time, and the status of Numeric Lock, Caps Lock, and Insert mode.

If the screen is resizable, the lower right corner will contain diagonal lines. This indicates you can click on a corner and/or edge of the window and drag the mouse to adjust the window size. Not all windows in PFMA are resizable.

## About PFMA

Click the **About** option in the Menu bar to get more information about your version of PFMA for Windows. Included in this pop-up window is information about the specific version installed, the company the software is licensed to and the number of clients the license includes.

Click **Check for Updates** to see if there is an update available for this version of PFMA and allow you to have it downloaded and installed. Refer to [PFMA Update Install](#) later in this manual for more details. When PFMA for Windows starts, it will automatically check for updates.



[Rollback Version](#) allows for rolling PFMA back to a prior version, should this be needed. Refer to Rollback Version for more details.

**View Update Info** provides details about the latest update, if available. This button is normally only displayed after doing **Check for Updates**.

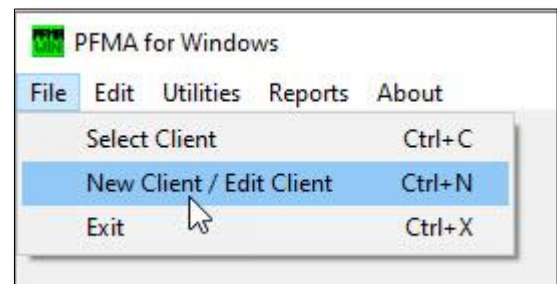
Click **System Info** to display detailed information about your computer system and operating system.

Click on **User Manual** to open the **PFMA for Windows User Manual**.

## Add New Client

To add a new client to PFMA, start by selecting **New Client** from the **File** menu option at the Main PFMA window.

Before adding new clients, you are encouraged to first setup a Master Chart of Descriptions. This will make adding new clients much easier.



The Add/Edit Client window will open. This window shows the list of clients currently in the system.

Click the **Add** button to add a new client.

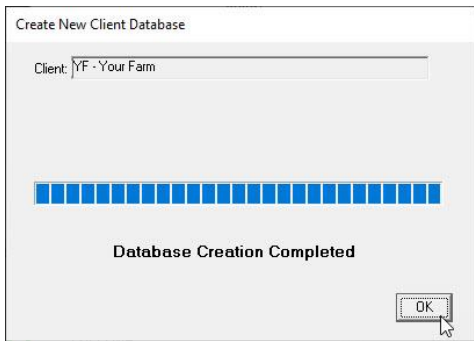
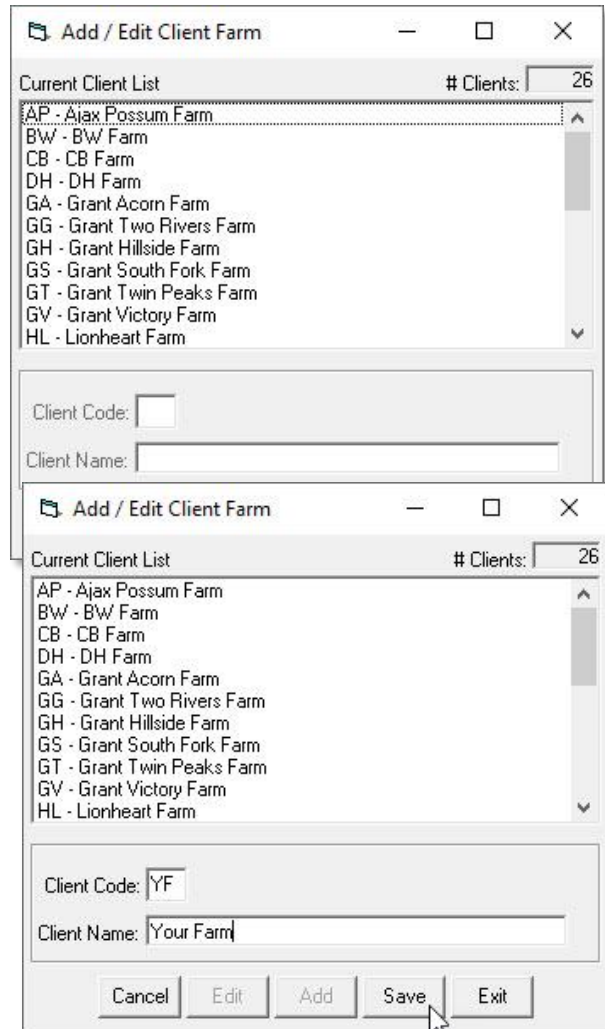
Type a 2 letter code for the Client Code that is unique to this client.

Press tab and type in the name of the client.

Click the **Save** button to save the new client.  
Click **Cancel** if you do not want to add the new client at this time.

PFMA for Windows will now create a new database for the Client.

An initial Chart of Descriptions and Enterprise list is created based on the Master Chart of Descriptions and Master Enterprise List.



Click the **Okay** button to continue.

The Edit Owner Information window is now displayed.

Click the **Add** button to add Owners to this Client.

Type the first owner's name. Press tab to go to the next field

Type the percent share of the total income that this owner receives as a decimal value. For example, if they get 50%, then type .5. Press tab to go to the next field

Type the percent share of the total expense that this owner receives as a decimal value. For example, if they get 50%, then type .5. Press tab to go to the next field.

The screenshot shows the 'Edit Owner Information' window for 'YF - Your Farm'. At the top, there are two input fields for 'Share Income' and 'Share Expense', both containing '0.0000%'. Below these are buttons for 'Add', 'Delete', 'Edit', 'Save', and 'Exit'. A mouse cursor is pointing at the 'Add' button. Below the buttons are input fields for 'Name:', 'Share Income:', and 'Share Expense:'. At the bottom right are 'Cancel' and 'OK' buttons. The status bar at the bottom shows 'NUM CAPS INS 2/2/2024 10:06 AM'.

Press **Enter** (if the OK button is selected) or Click the **OK** button to save this owner. Continue to add owners until all owners are listed. The total percent income and expense must equal 100% to save the Owner Information.

Click **Save** to save all the information entered.

Click **Exit** to leave this window.

The screenshot shows the 'Edit Owner Information' window for 'YF - Your Farm'. It displays a table with two rows of owner information. Below the table are two input fields for 'Share Income' and 'Share Expense', both containing '100.0000%'. At the bottom are buttons for 'Add', 'Delete', 'Edit', 'Save', and 'Exit'. The status bar at the bottom shows 'NUM CAPS INS 2/2/2024 10:06 AM'.

	Owner Name	Share Income	Share Expense
1	IM Owner	50.0000%	50.0000%
2	IM Owner II	50.0000%	50.0000%

Next, you need to identify the first fiscal year for the client and the accounting period dates to be used.

If the first fiscal year to be added is the same as the current calendar year, you can simply click the **Add Year** button. Otherwise, type the desired year in the Fiscal Year box and press Enter.

You will be asked to confirm that you want to add the fiscal year. Click **OK** to proceed or **Cancel** to specify a different year.

**Edit Period Information**

Client: YF - Your Farm

Fiscal Years: 2024

Number of Periods: 12

Start Date: 01/01/2024

Period Grouping: Monthly

	Period Name	Start Date	End Date
1	January	01/01/2024	01/31/2024
2	February	02/01/2024	02/29/2024
3	March	03/01/2024	03/31/2024
4	April	04/01/2024	04/30/2024
5	May	05/01/2024	05/31/2024
6	June	06/01/2024	06/30/2024
7	July	07/01/2024	07/31/2024
8	August	08/01/2024	08/31/2024
9	September	09/01/2024	09/30/2024
10	October	10/01/2024	10/31/2024
11	November	11/01/2024	11/30/2024
12	December	12/01/2024	12/31/2024

Exit Add Year Save

The Start Date will default to January 1st of the specified year. Type in a different date if the fiscal year starts on a different date.

PFMA defaults the Period Grouping to monthly. Click the arrows at the right end of the field to switch to and select a different preferred type of period groupings. You can choose monthly, bimonthly, quarterly, or annual. After selecting the period grouping, the period names and start & end dates are automatically generated.

**NOTE:** Most reports provide an option to print either quarterly or monthly reports if the Period Grouping is set to Monthly. Thus, it is generally not necessary to change the Period Grouping in order to produce both monthly and quarterly reports.

Click the **Save** button to save the fiscal year and period definition. Click **Exit** when done to return to the Add/Edit Client Farm window. Click **Exit** if done adding and/or editing clients.

After adding a new client, you will probably want to go to Edit, Beginning Balances to establish their starting account balance(s). Editing Enterprise Totals may be another consideration if they have activity that will apply to prior production years and you wish to monitor/manage information related to those prior years.

## Edit Client Name

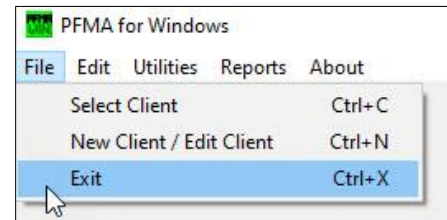
To change the name of a Client, select **File, New Client/Edit Client**. Select the Client name you want to change, then click the **Edit** button. Update the name of the Client and click **Save** to accept the changes. Click **Cancel** to abort changing the name.

Click **Exit** to return to the Main Menu window.

## Exit PFMA

To Exit the PFMA for Windows program, select **File** and **Exit** from the menu bar...

Or - Click the X button in the upper right corner of the PFMA Main Window.



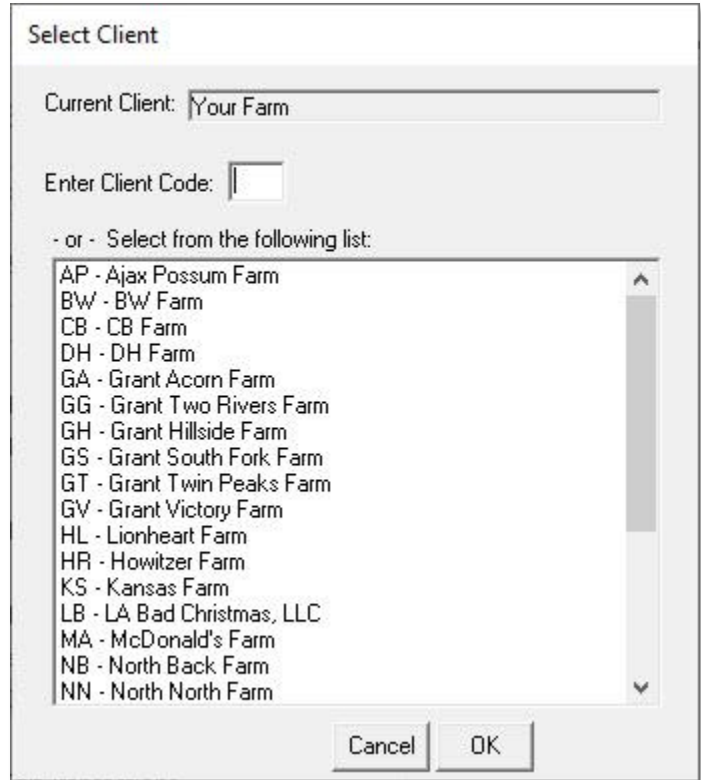
## Select a Client

**Note:** If there is only one client defined in PFMA, it will automatically select that client when PFMA starts. If you click the Select Client option, it will simply return to the Main screen having re-selected that client.

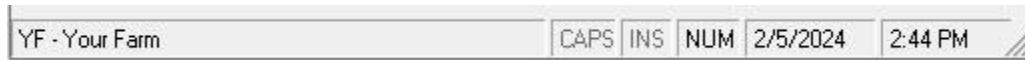
1. To select a client farm to work with, click **File** on the menu bar.
2. Next click **Select Client** from the drop down menu.



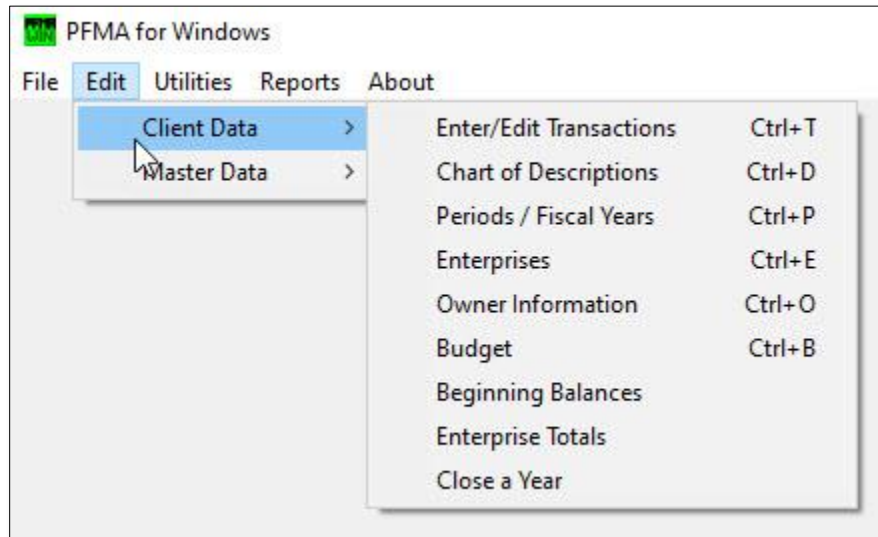
3. A Client may be selected by either...
  - a. Clicking on the desired Client in the list, then clicking **OK**, or
  - b. Typing the 2 letter code of the client in the box beside Enter Client Code and pressing **Enter**, or
  - c. Double clicking on the desired Client in the list
4. Click **Okay** or click **Cancel** to return without selecting a client.



5. The selected client will be displayed in the lower left corner of the PFMA Main window (as part of the status bar).



## Client Data



### Client File in Use Message

When entering the Transaction Entry function, a message will be displayed if another user is also in Transaction Entry for the same client.

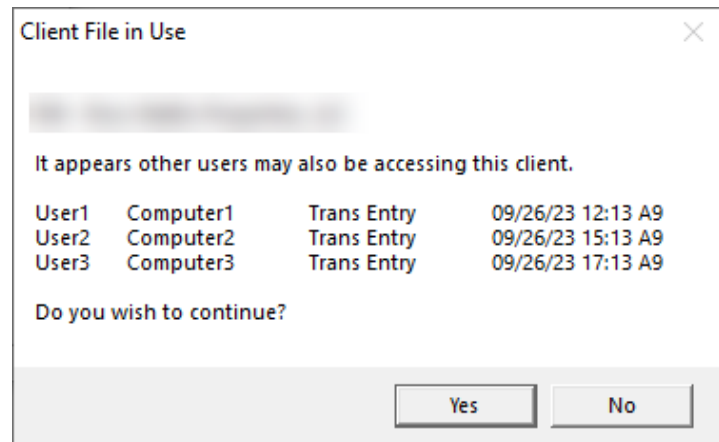
PFMA keeps a log for every client of who has entered and not yet exited from Transaction Entry, or did not exit normally.

The message will show the client account being accessed, what computer and user appears to still be in Transaction Entry for that client and when they entered.

Click the appropriate button to proceed into Transaction Entry or return to the main menu.

Currently, only access to Transaction Entry is logged and tracked.

**Note:** If User 1's computer happens to shut down while in Transaction Entry, or an error occurs which closes PFMA without exiting Transaction Entry... the next time someone goes back into Transaction Entry on that client the message will show that the User 1 is in Transaction Entry. The message will continue to show that User 1 is still in Transaction Entry until that user (User 1) enters Transaction Entry again on that client and exits normally.

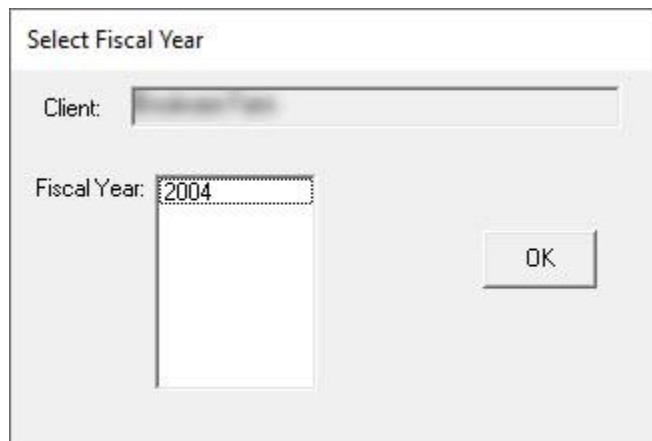


## Enter/Edit Transactions

To enter or edit transactions for a client, select **Edit, Client Data**, then **Enter/Edit Transactions** from the menu bar of the main PFMA window. A Client must have been already selected for this menu option to be available.

If there is more than one fiscal year open for the client, a selection window will appear first to allow you to specify which year you will be entering transactions for.

Select the desired fiscal year and press **OK**.



The image shows a software dialog box titled "Select Fiscal Year". It features two input fields: "Client:" with a dropdown menu currently displaying "2004-2005", and "Fiscal Year:" with a dropdown menu displaying "2004". Below the "Fiscal Year:" field is a large, empty rectangular area, likely for a list of available fiscal years. To the right of this area is an "OK" button.

The Transaction Entry window will now be displayed.

## Description of Transaction Entry Form Items

### 1. Client Name

The name of the client currently selected for editing

### 2. Fiscal Year

The fiscal year selected for editing

### 3. Transaction Reference Number

An internally assigned sequence number to uniquely identify each transaction entry.

The first part of the number, to the left of the hyphen, is referred to as the Main Reference number and corresponds to the Batch Transaction number.

The second part, to the right of the hyphen, is the Sub-Reference and is sequentially assigned to each entry within a Batch Transaction.

### 4. Transaction Date

The date of the transaction. For new transactions, the date will default to the current system date (based on the computer's internal clock). A drop-down calendar is available.

### 5. Chk/Dep#

Check or Deposit number. Enter a check or deposit reference number for the transaction.

### 6. Account (Description)

The description, from the Chart of Descriptions, transaction entry is allocated to.

### 7. Payor/Payee

The Payor/Payee associated with this transaction entry.

#### 8. Payor/Payee Address

The address of the Payor/Payee. The address is not actually stored with the transaction, but is pulled from the Master Payor/Payee Database. A one-time address can be entered and printed on a computer generated check, but the address will not be retained unless saved to the Master Payor/Payee Database.

#### 9. Transaction Explanation

The explanation of the transaction.

#### 10. Transaction Amount

The Amount for this transaction. By default, the system assumes you are adding to or increasing the total amount allocated to the Description account. That is, adding income, adding expense, increasing the balance of an asset, etc. If you are decreasing the balance, such as paying a loan, you should enter a negative value. After entering the Amount, the Debit/Credit Amount, with the appropriate DR/CR, is determined and displayed.

#### 11. Production Year

Enter the Production Year associated with this entry. The system will default to the current fiscal year value.

#### 12. Enterprise

Enter the Production Enterprise associated with this entry. The default entry is "General", which would be used for anything not directly related to a specific Production Enterprise.

#### 13. First Transaction

Clicking this button will go to the first transaction entry for the selected fiscal year.

#### 14. Previous Transaction

Clicking this button will go to the previous transaction entry for the selected fiscal year.

#### 15. Next Transaction

Clicking this button will go to the next transaction entry for the selected fiscal year.

#### 16. Last Transaction

Clicking this button will go to the last transaction entry for the selected fiscal year.

#### 17. Insert Entry

Inserts another entry under this Main Reference number. The new entry will have the same Main Reference number as the current entry displayed, with an incremented Sub Reference number. If in Single entry mode, it switches automatically to Batch mode.

#### 18. Add Transaction

Add a new transaction. This will create a new entry and increment the Main Reference number.

#### 19. Edit Transaction

Edit the current entry. If this entry was previously posted, as indicated by the Posted flag, when you edit the transaction and click **Save** you will be prompted to provide an explanation of why the entry is being modified. Copies of the original entry and the modified entry, along with the date the transaction was edited and the reason for the edit are stored in the Corrections Log. If you only modify the explanation, then you will not be prompted for an explanation of the edit.

#### 20. Save Transaction

Save this entry and return to View mode.

#### 21. Next Transaction

Save this entry and add a new entry to this batch (if in Batch mode) or a new transaction (if in Single mode).

#### 22. New Batch

Save this entry and start a new batch. Only available if in Batch mode.

#### 23. Balance

The Balance button is primarily for those doing double entry accounting. This allows for entry of all detailed expense items associated with a check or credit card payment, then after entering the balance sheet account (checking or credit card for example), pressing the balance key will use the Trial Batch amount to add an offsetting amount to the transaction amount field. Only available if in Batch mode.

#### 24. Cancel

Cancel editing or adding an entry

#### 25. Print Check

Print a check for the current entry or transaction.

#### 26. Calculator

Opens on on-screen calculator.

#### 27. Exit

Post the transactions entered during this session and exit the Transaction Edit window.

#### 28. Debit/Credit Amount

Displays the transaction amount in a Debit/Credit format.

#### 29. Void Entry Checkbox

Click the box to Void this entry. This will automatically set the Amount field to zero. An 'X' in the box indicates the entry is Void.

#### 30. Payor/Payee Lookup

Opens a windows to view a listing of Payor/Payees to search & select a Payor/Payee for the transaction entry.

31. Save Payor/Payee

Saves the updated Payor/Payee information to the Master Vendor file.

32. Switch Description List Style

Switches between Standard and the Alternate Description List Style specified in **Utilities, Options, Program Operation**.

33. 1099 Flag

Flag this transaction for 1099. This will include the transaction on 1099 Reports and other reports which show the 1099 indicator.

34. Posted Flag

Indicates if this entry has been posted.

35. Edited Flag

Indicates if this entry has been edited since originally posted.

36. Cleared Flag

Not used in the current version of PFMA. This will indicate transactions that have been marked as cleared as a part of the check reconciliation process – coming in a future version.

37. Single/Batch Selector

Click to switch between batch mode and single entry mode. Batch mode allows you to group a series of related transactions. When in Single entry mode, each new entry is assigned a new Main Reference number. When in Batch mode, each new entry increments the Sub-Reference number and continues to use the same Main Reference Number until you click Save or New Batch.

38. Edit Mode Indicator

Indicates if you are in View, Add, Edit, or Insert mode

39. Trace Mode

Only used when instructed to do so by PFMA Support as part of troubleshooting an error or other problem in Transaction Entry.

40. Current Cash Balance

The current cash balance including all saved transactions, including those not yet posted.

41. Current Description Balance

The current balance of this description including all saved transactions, including those not yet posted.

42. Trial Description Balance

What the new description balance will be if this transaction entry is saved.

#### 43. Trial Cash Balance

What the new cash balance will be if this transaction entry is saved.

#### 44. Current Balance of Other Current Assets

The current balance for other current asset accounts including all saved transactions, including those not yet posted.

#### 45. Trial Batch Balance

Current net amount of money in and out (DR/CR Balance) for this transaction batch.

#### 46. Open Maintain Chart of Descriptions

Opens the Maintain Chart of Descriptions window. Upon exiting Maintain Chart of Descriptions, the Account dropdown list in Transaction Entry will refresh to reflect the updates. This feature is only available while adding or editing a transaction.

#### 47. Copy & Paste Buttons

Used to easily Copy the value from the Amount field to the Windows clipboard, or to Paste a value from the Windows clipboard into the Amount field. Using these buttons makes it easier to copy values to and from the PFMA Calculator. You can still use Ctrl-C and Ctrl-V to copy/paste selected text or amounts from/to other fields.

### Advancing to the next field in Transaction Entry

During Transaction Entry you can advance to the next entry field in the window by pressing **Tab** or **Enter**. If you are currently on a list selection field, such as Description, Payor/Payee, or Enterprise, you will need to press **Enter** twice. The first Enter is selecting the item displayed, or after typing a search value, the second **Enter** is considered a confirmation that the item selected was the one you wanted and the cursor will advance to the next field. After the Enterprise field, the cursor control will advance to either the **Save** or **Next** buttons at the bottom of the screen depending on whether it is on Single or Batch mode.

### Adding a Transaction

Ensure Transaction Entry is set to the desired mode:

- Single – enter single entry transactions – Default Mode
- Batch – enter a group of related transactions. For example: breaking down a check or deposit that is spread across multiple descriptions.
  - If you have selected Double Entry Accounting under Program Options, the entry mode will default to Batch.

**Note:** Some buttons on the form may not be active (available to click on) depending on the type of transaction entry mode.

Click the **Add** button to add a new transaction.

The **Transaction Date** defaults to today's date. Adjust the Date as needed. Click the down arrow beside the date field to open a dropdown calendar for selecting the date. You can also highlight a portion of the date (month, day or year) and use the up/down arrow keys on the keyboard to rotate that part of the date.


Enter the Check Number, Deposit Number or other Reference number if appropriate. Alphanumeric text is allowed up to 15 characters long.

Select the **Description** to assign this entry. There are multiple ways to select the Description. Click the down arrow to select from the list of descriptions. Use the scroll bar to scroll the list to find the desired description. Following are other methods for selecting a Description in Transaction Entry.

- Click the down arrow to open the dropdown list. Then start typing a description number and the list will scroll to the corresponding section of the list.
- Type part of the description number and press **Enter**. The first description which matches the portion of the number entered will be selected.
- Type part of the description name and press **Enter**. The first description which contains the word or phrase will be selected.
- Use the arrow keys (↑↓) on the keyboard, or the scroll wheel on the mouse, to scroll through the list of available descriptions 1 at a time.
- **PageDown/PageUp** scrolls through the list in groups of 7.

After exiting the Description field, the current total amount allocated to the selected description for this fiscal year is displayed under Current Description Balance.

Select or type a **Payor/Payee** for this entry. There are multiple ways to specify the Payor/Payee.

1. Type the first part of the name in the Payor/Payee Box and press enter. PFMA will search for the first matching record.
2. Click the Lookup button  to open the Lookup window. Use the scroll bar or arrow keys (↑↓) to scroll through the list to find the desired Payor/Payee, click on the name to select it, then click **OK**.
3. When the Lookup Window is open, type the first letter of the name and the list will advance to the first entry starting with that letter.
4. Type the full name of a Payor/Payee that does not exist in the Payor/Payee list.


The Payor/Payee address fields will be filled in with information from the Master Payor/Payee List. New or updated Payor/Payee information can be saved to the Master Payor/Payee List by clicking the Save Payor/Payee button. Address information is not retained as part of the transaction, only the Payor/Payee name. So to retain the address information it must be saved with the Payor/Payee name to the Master Payor/Payee List.

Enter an **Explanation** for the transaction (if desired). You can type anything you want in this field, up to 100 characters. If the "Extract Amount from Explanation" Option is turned on under **Utilities, Options, Program Operation**; and the Transaction Amount is zero (0), then PFMA will attempt to determine the Transaction Amount based on what is entered in the Explanation. For

example, if you enter “100 bu. @ \$2.50” in the Explanation, when you exit the field, PFMA will interpret the information and automatically enter \$250 in the Amount field, if the Amount field was previously zero and the Void checkbox is not checked. It will also calculate percentages. For example, if you enter “50% of 100 bu. @ \$2.50”, PFMA will automatically enter \$125 in the Amount field. Following are some more examples of explanations that PFMA understands and can determine the Amount.

50% of 100 bu. @ \$2.50	PFMA detects the % sign and takes 50% of the total amount
10 hd @ 235 lbs/hd @ \$.405/lb	three values can be used
10 hd, 2350 lbs @ \$.405/lb	the comma causes PFMA to skip the first unit (10 hd) and use the second one (2350 lbs) to calculate the amount
10 hd @ 235 lbs/hd @ \$40.50/cwt	PFMA detects the /cwt and /lbs and adjusts the calculation
100 bu. @ \$2.50 @ 50%	the percent can be at the end
50% of 10 hd, 2350 lbs @ \$40.50/cwt	up to 4 values, including a percent can be used
10 hd @ 235 lbs/hd @ \$.405/lb @ 50%	again, the percent can be at the end

**Note:** The amount extraction functionality can be turned off/on under **Utilities, Options, Program Operation**.

Enter the **Transaction Amount**. Access the on-screen calculator by clicking the  button. To copy the Amount into the clipboard, highlight the amount and press **Ctrl-Insert** or **Ctrl-C**. To paste a value into the Amount field from the calculator, position the cursor in the Amount field, or highlight the Amount, then press **Shift-Insert** or **Ctrl-V**.

**Note:** If you accidentally try to save an entry with an **Amount** of zero and **Void** is not checked, the system will ask you to verify you meant it to be zero. This provides you with the option to return and correct the **Amount** on the entry.

Enter the **Production Year** this transaction applies to. The system defaults to the year corresponding to the current fiscal year.


Specify the **Production Enterprise** for the transaction. Click the down arrow to select from the list of available Enterprises.

Click **Save** to save the transaction, or click one of the other available buttons to perform the applicable operation. **Note:** If you selected Double Entry Accounting under Program Options, the system will confirm the Trial Batch amount is zero (0) before proceeding.

- Next – same this transaction and start a new transaction
- New Batch – Save this entry and start a new batch. Only available if in Batch mode.
  - If you selected Double Entry Accounting under Program Options, the system will confirm the Trial Batch amount is zero (0) before proceeding.

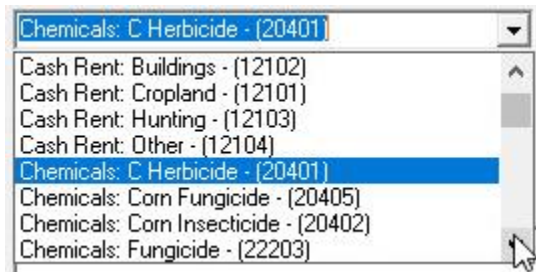
- Balance – Primarily for those doing double entry accounting. Sets the Amount to the value that will balance out the batch transaction; i.e., zero out the Trial Batch amount. Only available if in Batch mode.
- Cancel - Cancel edit/add entry
- Print Check - Print a check for the current entry or transaction.

### Using an Alternate Description Selection List in Transaction Entry

An alternate description list is available in Transaction Entry. The alternate list essentially provides an alphabetical listing of the description names. To switch between the normal description listing and the alternate listing, click the switch descriptions button  to the right of the Description field.

The alternate description list can use one of four formats:

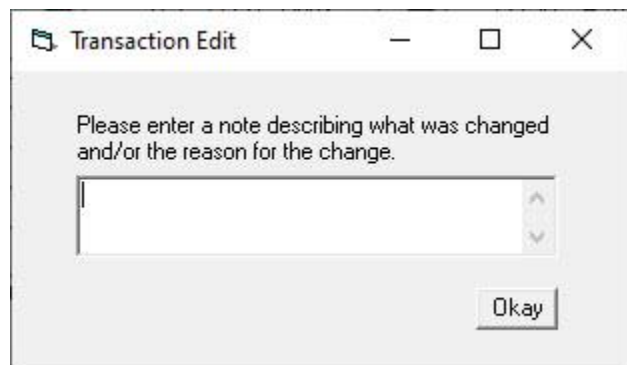
- *Type#. Description Name*
- *Description Name – [Type#]*
- *Description Name – [Type Name]*
- *Description Name – [Description#]*



To select the format to use, go to **Options** under **Utilities** on the menu bar of the Main PFMA window. Go to the **Program Operation** tab. Click on the desired format option and click **Save** to save the settings. This is a global setting that applies to all clients.

### Saving an Edited Transaction

When saving an edited transaction, a pop-up window will appear requesting you to enter an explanation/reason for the edit. Generally, changes to only the Transaction Explanation field will not request a reason to be entered.



### Printing a Check

**NOTE:** Before using the check writer, you need to configure the check format under **Utilities, Check Writer Configuration**.

To print a check, click the **Check** button at the bottom of the screen. The transaction must be saved prior to printing a check. If the entry has not been saved yet, you will be asked if you want to save

the transaction.

Check Writer

Print check for only the current entry.  
 Print check for the complete transaction.

Check Number: 0  
Date: 09/03/2004  
Amount: \$ 1378.25  
Payable To: [Redacted]  
Address: [Redacted]  
Memo: [Redacted]

Printer: Brother MFC-J5845D'W Printer  
Brother MFC-J5845D'W Printer  
Ne07: [Redacted] Setup

Print Exit

Confirm that the information for the check is correct.


If needed, update the check number to be used for this check. You can choose to not have the Check Writer print a check number on the checks. To do so, go to the **Check Writer Configuration** under **Utilities**. Set the 2 values for **Check Number** to zero (0) and **Save** the settings. This will now cause the Check Writer to skip printing the Check Number on the check and the stub. This option is only available for the Check Number.

Click the **Setup** button if you need to switch to a different printer.

Click the **Print** button to print the check.

Click **Exit** to return to the Transaction Entry window.

## Search by Reference, Date or Check Number in Transaction Entry

To search transactions by a reference number or date, click the **binocular icon**  beside the Ref#, Date, or Chk/Dep# field.

Ref#: 40-1  Date: 11/23/2004  Chk/Dep#: 0 

When you click one of the buttons, a box showing search options will appear in the lower left corner of the Transaction Entry screen.


Update the **Start** and **End** values for the search criteria as desired. Enter or range of values to search within or, to search for transactions with

Search Transactions by Date

Start Date 1 / 1 /2021  
End Date 12/31/2021

Clear Go < >

a specific date or reference, enter the same value in both fields. For dates, click the down arrow beside the box for a drop-down calendar.

Click the **Go** button to start the search. Use the **left** and **right arrow** buttons  to step through the transactions found by the search. You can **Insert** or **Edit** entries while in search mode. If you click **Add** or one of the navigation buttons on the lower left of the Transaction Entry screen, transaction search mode will be cancelled.

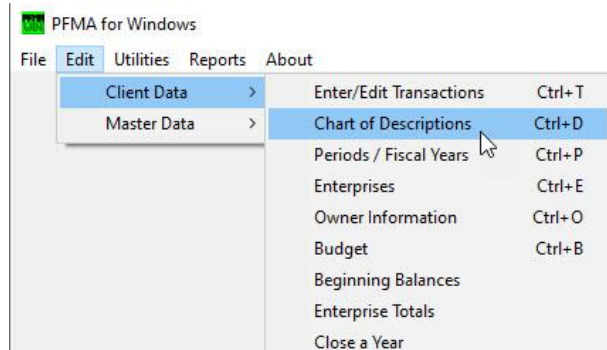
Click the **Cancel** button to exit the transaction search mode.

## Exit Transaction Entry

To Exit Transaction Entry, click the **Exit** button. PFMA will post the transactions that have been entered during this session and then return to the main menu.

## Chart of Descriptions

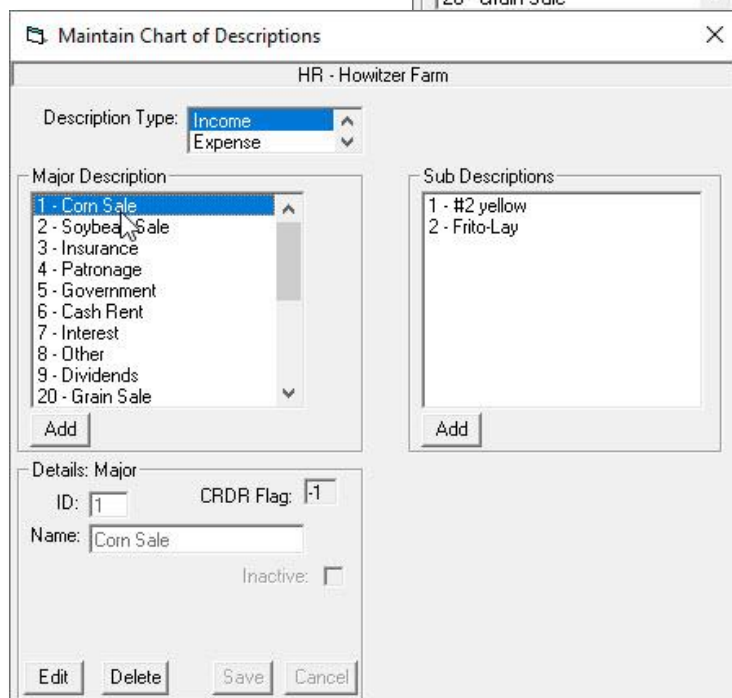
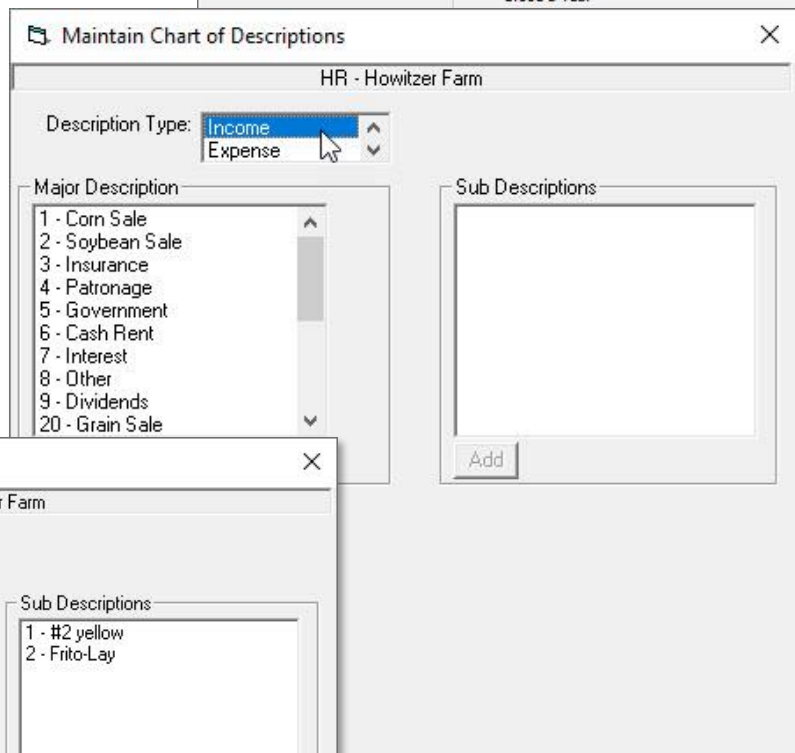
To edit the Chart of Descriptions for a client, select Chart of Descriptions from the **Edit, Client Data** menu.



The Edit Chart of Descriptions window will now open.

Select the Description Type category that you want to view/edit. (Scroll the list using the arrow buttons or the arrow keys on the keyboard. If needed, click on the selection to highlight it.)

The list of Major Descriptions will then be displayed.



Select (click on) a Major Description from the list to see the details as well as the Sub Descriptions listing for that entry.

Select (click on) a Sub Description from the list to view the details for that entry.

## Edit a Description

Click the Edit button in the **Details: Major** frame to edit information about a major description. Click the **Edit** button in the **Details: Sub** frame to edit information about a sub description.

The description ID cannot be changed, but the name and certain other information (depending on the description type) can be edited.

After editing information for either Major or Sub Description, click the **Save** button to save your changes or click the **Cancel** button to discard your changes.

## Inactivate a Description

To inactivate a description, click the **Edit** button if not already in edit mode. Then click the Inactive checkbox in the Detail frame. An inactive description can be re-activated by clicking the checkbox again to remove the check.

Inactivating a description does not delete it or remove it from reports. It simply removes it from the Description (i.e.: Account) selection list is Transaction Entry.

## Add a Description

To add a new description, click the **Add** button beneath the Major or Sub Description list, depending on which one you want to add an entry to. Enter a unique 1 or 2 digit ID (i.e. one not previously used under this type) and the name of this description entry. Depending on the description type, there may be additional required information. Click **Save** to save the new description or **Cancel** to discard it.

**Note:** When a new Major Description is added and saved, a new blank sub-description with an ID of 1 is automatically added. The sub-description entry can be edited. All major descriptions are required to have at least one sub-description entry even. The sub-description name can be left blank if only one sub-description will be under this major description. Do not delete all sub-descriptions unless you plan to also delete the major description.

## Deleting a Description

When editing the Chart of Descriptions for a Client, entries can be deleted if desired, providing the description has not been used to record any accounting activity. Before deleting the entry, the program will validate that no transactions have been entered to the description and, if it is an Other Transfer Account, that it has a zero beginning balance for all fiscal years.

To delete a description, click on the entry which you want to delete from the Major Description or Sub Description List. Click the **Delete** button in the corresponding Detail section to delete the entry. PFMA will indicate if it is unable to delete the entry due to recorded activity.

If you delete an entry from the Major Description list, any Sub Descriptions will also be deleted, but not until you close the window.

In the event you accidentally delete the wrong Major Description, you can re-enter the Major Description and the previously existing Sub Descriptions will be redisplayed (this must be done before exiting the Maintain Chart of Descriptions window). Entries deleted from the Sub Description list (by clicking the **Delete** button on the Sub Description Detail section) cannot be recalled; they have to be re-entered.

## Editing/Adding Cash Reconciliation Descriptions

For Cash Reconciliation Descriptions, you must specify whether entries to this description would normally result in an increase or decrease to the Cash Balance. Click the Increase Cash checkbox for those descriptions that result in a corresponding increase to the Cash Balance. Leave the checkbox unchecked to indicate the description decreases the Cash Balance.

**Note:** There needs to be at least one major description under the Cash Reconciliation section which contains "Distribution" in the name. This is used to identify, summarize and report Disbursed Earnings on the Farm Income Statement. By default this is description number 30100, but it can be any number desired. There can be multiple descriptions for income distribution if desired - the amounts will be totaled and displayed under Disbursed Earnings on the report.

## Editing/Adding Other Cash Transfer Accounts

For Other Cash Transfer Accounts Descriptions, you must specify the Balance Sheet Category for the description. Select from Current Asset, Intermediate Asset, Fixed Asset, Current Liability, Intermediate Term Liability, Long Term Liability, and Owner Equity.

## Exit Maintain Chart of Descriptions

To Exit the Maintain Chart of Descriptions window, click the Close Window control in the upper right corner of the window.



## Periods/Fiscal Years

To edit Period or Fiscal Year information, select Periods / Fiscal Years from the **Edit, Client Data** menu.

The Edit Period Information window is displayed. On this window, you can change the fiscal period grouping and add additional fiscal years.

**Note:** The list of Fiscal Years will indicate years that are closed. You will not be allowed to edit period information for closed years.

To change the period grouping, select the year you wish to edit.

Then select a different option from the Period Grouping list. You can select from Monthly, BiMonthly, Quarterly and Annual. The number of periods and the date ranges are automatically updated.

Period Name	Start Date	End Date
1 January	01/01/2024	01/31/2024
2 February	02/01/2024	02/29/2024
3 March	03/01/2024	03/31/2024
4 April	04/01/2024	04/30/2024
5 May	05/01/2024	05/31/2024
6 June	06/01/2024	06/30/2024
7 July	07/01/2024	07/31/2024
8 August	08/01/2024	08/31/2024
9 September	09/01/2024	09/30/2024
10 October	10/01/2024	10/31/2024
11 November	11/01/2024	11/30/2024
12 December	12/01/2024	12/31/2024

Click the **Save** button to save the new settings, or **Exit** to leave without saving the changes. Click **Exit** to return to the Main Menu.

If you have already entered transactions for this fiscal year and are changing the period groupings, you must also run **Redistribute Transactions** under **Utilities, Client Utilities** so that period balances are recalculated using the new Period Grouping. Budget amounts are not adjusted by Redistribute Transactions. Budgets must be manually updated.

**NOTE:** Most reports provide an option to print either quarterly or monthly reports if the Period Grouping is set to Monthly. Thus, it is generally not necessary to change the Period Grouping in order to produce both monthly and quarterly reports.

### Adding a New Fiscal Year

To add a new fiscal year, click the **Add Year** button. This will add the next fiscal year (sequentially) to the list. You can also type the new year in the Fiscal Years field and press **Enter**. PFMA will ask to confirm that you are wanting to add the entry as a new fiscal year. Make adjustments, if needed, to the Start Date and Period Grouping, then click **Save** to save the new Fiscal Year.

**Note:** The new Fiscal Year is not created until you click **Save**, even though it shows in the Fiscal Year list.

Click **Exit** to return to the Main Menu. Any changes that were not saved will be discarded.

## Manually Editing Period Dates

PFMA for Windows automatically calculates the starting and ending period dates based on the start date of the fiscal year and the type of period grouping selected. There may be instances where a client's period designations do not confirm to this approach. In those instances, the starting and Ending dates of the period may be manually edited.

To manually edit the dates, begin by specifying the starting date and a period grouping that will provide the desired number of periods.

Next, double click on a date that needs to be changed. An edit box will appear allowing you to alter the date. Click OK to save the change, or click the cancel button to return to the original date. Repeat this for the other dates that need to be edited.

**Note:** Please take care that the dates you enter are correct. PFMA will not go back and validate period date ranges. It will only ensure that you enter a valid date. That is, it will not check to confirm you did not skip any dates or overlap dates. If the date sequencing is incorrect, unpredictable results could be seen on the reports.

## Enterprises

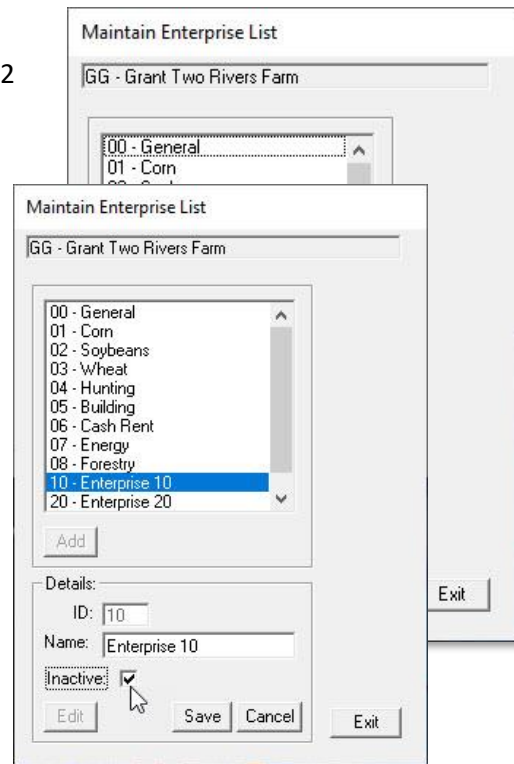
To edit the Enterprise list, select Enterprises from the **Edit, Client Data** menu. The Maintain Enterprise List window is displayed.

Click the **Add** button to add a new Enterprise. Enter a 2 digit unique ID and an Enterprise Name in the Detail frame and click **Save**. Click **Cancel** to discard the changes.

To Edit an Enterprise, select the Enterprise from the list. Click the **Edit** button in the Detail frame. Update the Enterprise Name and click **Save**.

To exclude an Enterprise from the Enterprise dropdown list in Transaction Entry, set the Enterprise to **Inactive**. This will remove the ability to add the Enterprise to future transactions, but still allow it to be displayed in applicable reports.

Enterprises cannot be deleted, but the name may be changed to anything desired, including a blank space. If the Enterprise Name is blank, it will be left off the Enterprise Selection Lists in other parts of PFMA.



## Owner Information

To edit Owner Information, select **Owner Information** from the **Edit, Client Data** menu.

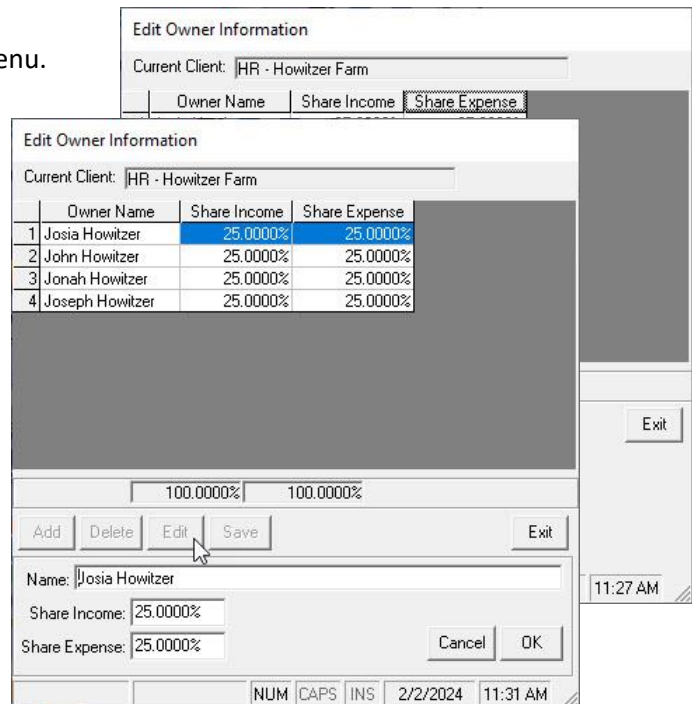
To add an Owner, click the **Add** button.

To edit an Owner, click anywhere on the row for the Owner you wish to edit.

Click the **Edit** button.

Type/update the Owner's name. Press **tab** to go to the next field

Type the percent share of the total income that this Owner receives as a decimal value. For example, if they get 50%, then type .5. Press **tab** to go to the next field.



Type the percent share of the total expense that this Owner receives as a decimal value. For example, if they get 50%, then type .5. Press tab to go to the **OK** button. Hit **Enter** (or click the **OK** button) to quit editing the information for that owner. Click **Cancel** to cancel the changes.

Click the **Save** button to save all Owner information. Even though the information is updated in the table, if you exit without clicking Save, any changes will be lost.

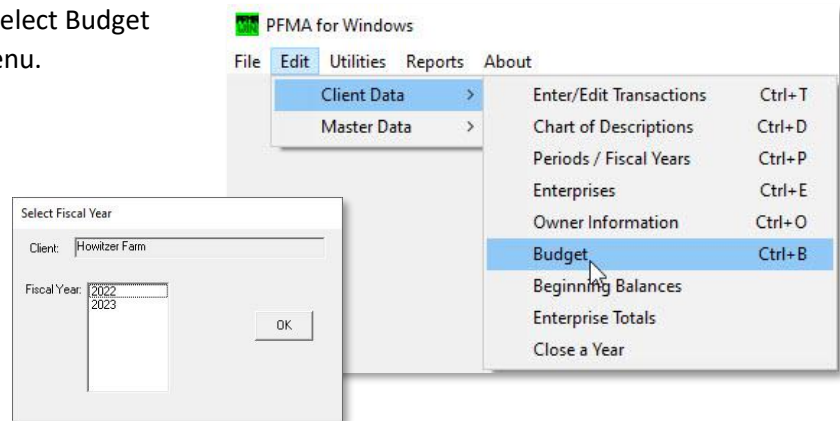
To delete an Owner, select the desired Owner and click the **Delete** button.

To exit the Edit Owner Information window, the total percent income and expense must equal 100%. Click **Exit** when done editing owner information to return to the main menu.

## Edit Budget

To edit Budget Information, select Budget from the **Edit, Client Data** menu.

You will be asked to select the budget year to edit.




If a budget has not been previously entered for the selected year and a budget exists for a prior year, you will be asked if you'd like to have the amounts copied over from the prior year (the most recent one available).


The Edit Budget window is now displayed. The window uses rows and columns to display and allow editing of the Budget information. The Descriptions are listed in the left most column. Additional Columns for the budget amounts are shown based on the period groupings defined for the fiscal year selected.


To change a budget amount, click the cell that you want to change and type a new amount.

Press an arrow key (←→↑↓) to move to the next cell you wish to edit, or click on the desired cell using the mouse.

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
10101 - Corn Sale	0.00	0.00	0.00	0.00	0.00
10201 - Soybean Sale	0.00	0.00	0.00	0.00	0.00
10301 - Government: Corn	0.00	0.00	0.00	0.00	0.00
10302 - Government: Soybeans	0.00	0.00	0.00	0.00	0.00
10303 - Government: General	0.00	0.00	0.00	0.00	0.00
10401 - Interest	0.00	0.00	0.00	0.00	0.00
10501 - Other	0.00	0.00	0.00	0.00	0.00
10601 - Insurance: Corn Hail	0.00	0.00	0.00	0.00	0.00
10602 - Insurance: Federal Crop	0.00	0.00	0.00	0.00	0.00
10603 - Insurance: Soybean Hail	0.00	0.00	0.00	0.00	0.00
10701 - Hedge: Corn	0.00	0.00	0.00	0.00	0.00
10702 - Hedge: Soybeans	0.00	0.00	0.00	0.00	0.00
10801 - Patronage	0.00	0.00	0.00	0.00	0.00
12001 - Grain Sale: Commercial	0.00	0.00	0.00	0.00	0.00
12002 - Grain Sale: Seed	0.00	0.00	0.00	0.00	0.00
12003 - Grain Sale: Specialty	0.00	0.00	0.00	0.00	0.00
12004 - Grain Sale: Double Crop	0.00	0.00	0.00	0.00	0.00
12005 - Grain Sale: Premium	0.00	0.00	0.00	0.00	0.00
12006 - Grain Sale: Other	0.00	0.00	0.00	0.00	0.00

Access the on-screen calculator by clicking the  button.

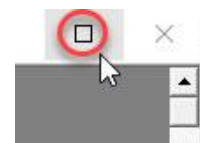
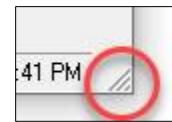
To copy the value from the current budget cell into the clipboard (so you can paste into the calculator or to another cell), click the copy button .

Click the paste button  to paste the value from of the clipboard (copied from the calculator or from another cell), into the current budget cell.

Use the Zoom In  and Zoom Out  buttons on the bottom panel to increase or decrease the size of the text.

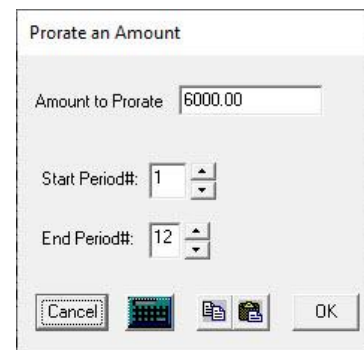
The Edit Budget window can be resized to see more information.

- Notice the diagonal lines in the lower right corner the window, click, hold and drag to enlarge the window.
- You can also hover the mouse over any side of the window until a double arrow appears (↔), then click and drag that side.
- Click the Maximize button in the upper right corner of the window to expand the window to full screen size.



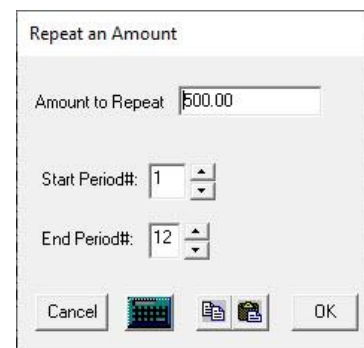
### Prorate an Amount

You may prorate an amount across a range of periods. First, click on the Description (or a cell in that row) to which you want to apply the amount. Click the **Prorate** button. Enter the amount to be prorated. Specify the starting period and ending period. When you click the **OK** button, PFMA will calculate the amount to be applied to each of the periods in the selected range. Click **Cancel** to not perform the Prorate function. The popup Calculator and the Copy & Paste buttons are also available.

A screenshot of the "Prorate an Amount" dialog box. It features a text input field for "Amount to Prorate" with the value "6000.00". Below it are two spinners for "Start Period#" (set to 1) and "End Period#" (set to 12). At the bottom, there are buttons for "Cancel", a calculator icon, a copy icon, a paste icon, and "OK".

### Repeat an Amount

Repeating an amount across a range of periods works much like the Prorate function. Select the Description to be updated. Click the **Repeat** button. Enter the amount to be repeated. Select the starting and ending periods. Click **OK** to have the amount entered into each column for the range of periods selected. Click **Cancel** to not perform the Prorate function. The popup Calculator and the Copy & Paste buttons are also available.

A screenshot of the "Repeat an Amount" dialog box. It features a text input field for "Amount to Repeat" with the value "500.00". Below it are two spinners for "Start Period#" (set to 1) and "End Period#" (set to 12). At the bottom, there are buttons for "Cancel", a calculator icon, a copy icon, a paste icon, and "OK".

### Total Lines and Total Column on Edit Budget

Total lines for Income, Expense, Cash Reconciliation, and Other Transfer Accounts (if applicable) are shown on the Edit Budget Form. A Total Column is also displayed as the right most column.

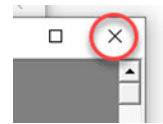
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
12901 - Other	0.00	0.00	0.00	0.00	0.00
13001 - Rent: RE Taxes	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
20101 - Repairs	0.00	0.00	0.00	0.00	0.00

Totals will automatically update as budgeted amounts are updated.

The cursor will jump over cells containing total amounts and go to the next available amount that can be edited (or the last description that can be edited if you are at the bottom).

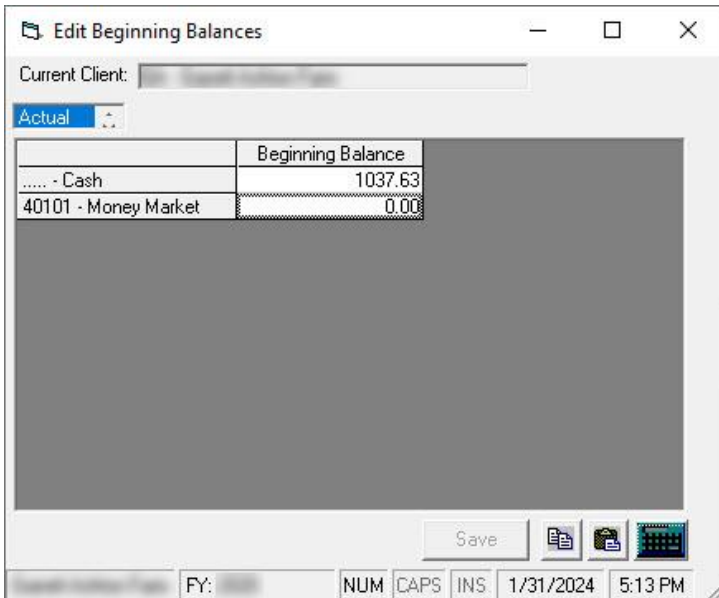
When finished editing, click **Save** to save your changes.

To Exit the Edit Budget window, click the **X** button on the upper right corner. Make sure you have clicked Save before exiting otherwise your changes will be lost.





## Beginning Balances


To edit the beginning balances for Cash or other Balance Sheet accounts, select **Beginning Balances** from the **Edit, Client Data** menu.



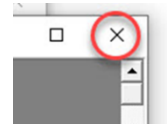
Click on the beginning balance entry that you wish to edit. Type the correct amount for the beginning balance. Press an arrow key (←→↑↓) to move to the next cell you wish to edit, or click on the desired cell using the mouse.

Access the on-screen calculator by clicking the  button.

To copy the value from the current budget cell into the clipboard (so you can paste into the calculator), click the copy button  or press **Ctrl-C**.

Click the paste button  or press **Ctrl-V** to paste the value from of the clipboard (copied from the calculator), into the current budget cell.

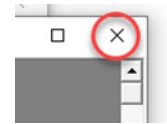
To Exit the Edit Budget window, click the **X** button on the upper right corner. Make sure you have clicked **Save** before exiting otherwise your changes will be lost.



## Editing Beginning Balances for Budgets

Budgeted beginning balances can be entered into PFMA for Windows. Click the arrows on the list box located in the upper left portion of the window to switch between Actual and Budget, then click on Budget (or Actual) to select it.

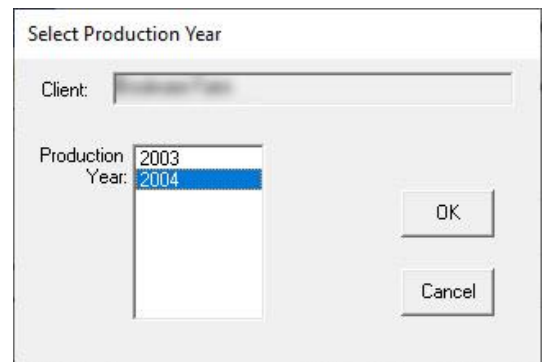
To Exit the Edit Budget window, click the **X** button on the upper right corner.



## Edit Enterprise Totals

The enterprise production year totals can be edited by selected **Edit Enterprise Totals** on the **Edit, Client Data** menu.




You will then be presented with a list of Production Years to choose from. Select the production year you wish to edit and click **OK**.



A window will appear similar to the one shown below.

**NOTE:** Enterprises that have been set to Inactive or whose name has been deleted (i.e., is blank) will be excluded.


	General	Corn	Soybeans
10101 - Corn Sale	0.00	0.00	0.00
10201 - Soybean Sale	0.00	0.00	0.00
10301 - Government: Corn	0.00	1304.00	0.00
10302 - Government: Soybeans	0.00	0.00	420.00
10401 - Interest	18.70	0.00	0.00
10501 - Other	0.00	0.00	0.00
10601 - Hedge: Corn	0.00	0.00	0.00
10602 - Hedge: Soybeans	0.00	0.00	0.00
10701 - Patronage	0.00	0.00	0.00
20101 - Repairs: Drainage	0.00	0.00	0.00
20102 - Repairs: Raze Bldg	0.00	0.00	0.00
20103 - Repairs: Grain Store	0.00	0.00	0.00
20104 - Repairs: Well	0.00	0.00	0.00
20105 - Repairs: Fence	0.00	0.00	0.00
20201 - Seed: Corn	0.00	1501.70	0.00
20202 - Seed: Soybean	0.00	0.00	1046.02
20203 - Seed: Waterway	0.00	0.00	0.00
20301 - Fertilizer: C Plowdown	0.00	1166.00	0.00
20302 - Fertilizer: C Nitrogen	0.00	1387.50	0.00
20303 - Fertilizer: Corn Starter	0.00	0.00	0.00
20304 - Fertilizer: SB Plowdown	0.00	0.00	0.00
20305 - Fertilizer: Limestone	0.00	0.00	747.99
20306 - Fertilizer: Soil Test...	0.00	0.00	0.00

Switch Prod Year   Save         

ProdYear: 2004   NUM   CAPS   INS   1/31/2024   4:26 PM


The window uses rows and columns to display and allow editing of the Enterprise Totals. The Descriptions are listed in the left most column. Additional Columns for the enterprise amounts are shown based on the number of enterprises defined for the client.

To change an amount, click the cell that you want to change and type a new amount. Press an arrow key ( $\leftarrow \rightarrow \uparrow \downarrow$ ) to move to the next cell you wish to edit, or click on the desired cell using the mouse.

Access the on-screen calculator by clicking the  button.

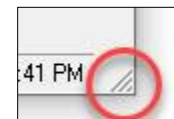
To copy the value from the current cell into the clipboard (so you can paste into the calculator using

**Ctrl-V**), click the copy button  or press **Ctrl-C**.

Click the paste button  or press **Ctrl-V** to paste the value from of the clipboard (copied from the calculator), into the current cell.

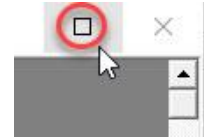
The Edit Enterprise Totals window can be resized to see more information.

- Notice the diagonal lines in the lower right corner the window, click, hold and drag to enlarge the window.



- You can also hover the mouse over any side of the window until a double arrow appears ( $\Leftrightarrow$ ), then click and drag that side.

- Click the Maximize button in the upper right corner of the window to expand the window to full screen size.



When finished editing, click **Save** to save your changes.

Click the **Switch Prod Year** button in the lower right corner of the edit windows to switch to a different production year without closing the window. Be sure to click **Save** before switching to another year.

To Exit the Edit Budget window, click the **X** button on the upper right corner. Make sure you have clicked **Save** before exiting otherwise your changes will be lost.



## Close a Year

To Close a Fiscal Year, select **Close a Year** from the **Edit, Client Data** menu.

This menu option will allow you to close the oldest open fiscal year. Once you close the year, no additional transactions can be entered to that fiscal year. Closed fiscal years cannot be reopened.

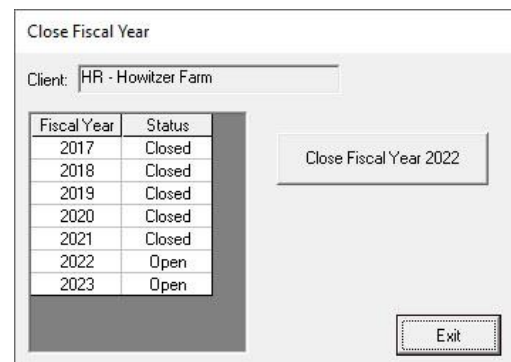
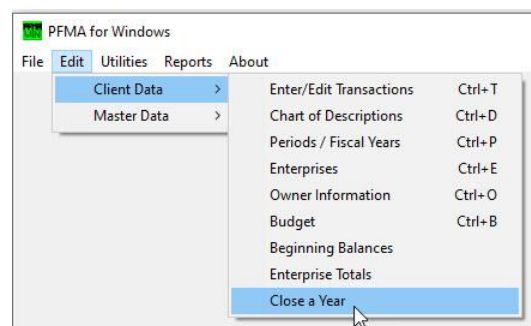
At the Close Fiscal Year window, the list of available fiscal years is displayed along with the status of each year. The oldest open year is identified as the one which will be closed.

Click **Exit** if you do not want to close the fiscal year at this time.

Click on the button labeled **Close Fiscal Year #####** to proceed.

You will be prompted to confirm that you want to close the fiscal year. Click **OK** to go ahead and close the year, or **Cancel** to abort the process.

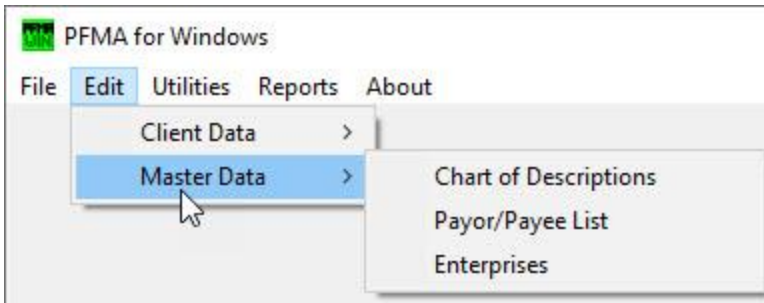
Click **Exit** to return to the Main menu.



## Master Data

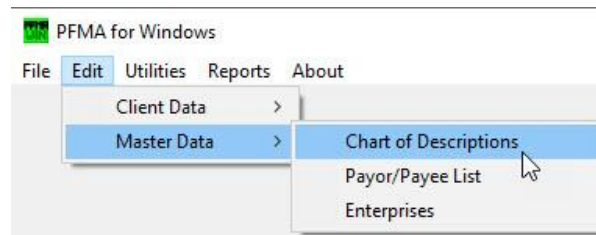
PFMA includes a Master Chart of Descriptions and Master Enterprise List. These Master lists are used when creating new Clients to setup the initial Chart of Descriptions and Enterprise List. This allows an easy way for you to have a standard Chart of Descriptions that is used for all Clients, or at least forms the basic structure for the Client records. The Payor/Payee list is also Master Data and is shared by all Clients.

To Edit Master data, select the desired item under Master Data from the Edit menu option.



## Master Chart of Descriptions

To edit the Master Chart of Descriptions, select **Chart of Descriptions** from the **Edit, Master Data** menu.

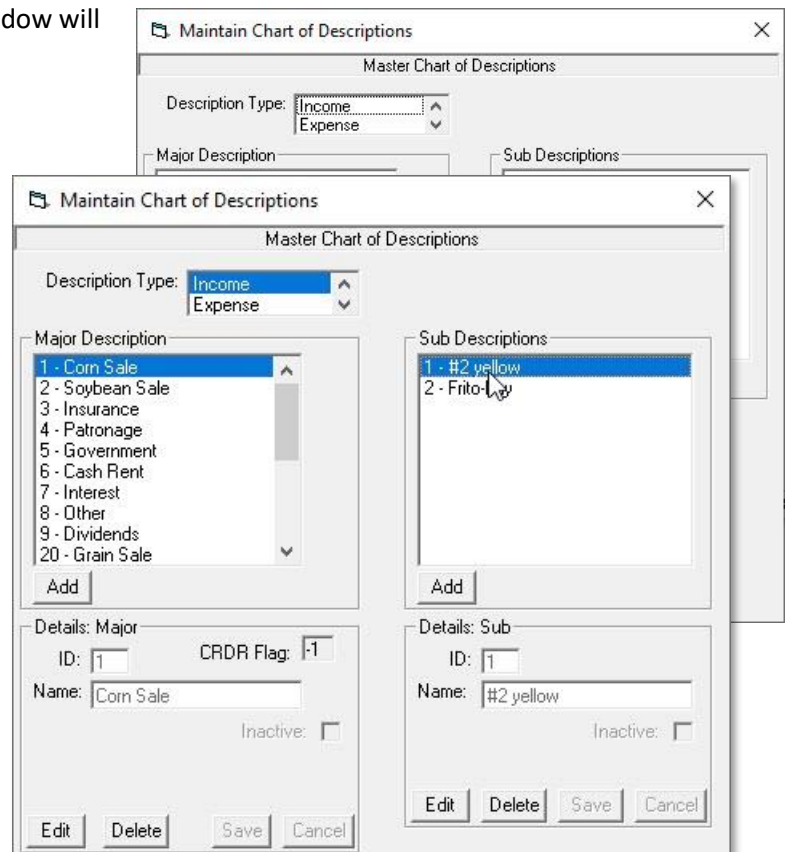


The Edit Chart of Descriptions window will now open.

Select the Description Type category that you want to view/edit. (Scroll the list using the arrow buttons or the arrow keys on the keyboard. If needed, click on the selection to highlight it.)

Click on a Major Description from the list to see the details as well as the Sub Descriptions listed for that entry.

Click on a Sub Description from the list to view the details for that entry.



## Edit a Description

Click the **Edit** button in the **Details: Sub** frame to edit information about a sub description or in the **Details: Major** frame to edit information about a major description. The description ID cannot be changed, but the name and certain other information (depending on the description type) can be edited.

## Inactivate a Description

To inactivate a description, click the **Edit** button if not already in edit mode. Then click the Inactive checkbox in the Detail frame. An inactive description can be re-activated by clicking the checkbox again to remove the check.

Inactivating a description does not delete it or remove it from reports. It simply removes it from the Description selection list in Transaction Entry.

## Add a Description

To add a new description, click the **Add** button beneath the Major or Sub Description list, depending on which one you want to add an entry to. Enter a unique 1 to 2 digit ID (i.e. one not previously used under this type) and the name of this description entry. Depending on the description type, there may be additional required information. Click **Save** to save the new description or **Cancel** to discard it.

**Note:** When a new Major Description is added and saved, a new blank sub-description with an ID of 1 is automatically added. The sub-description entry can be edited. All major descriptions are required to have at least one sub-description entry even. The sub-description name can be left blank if only one sub-description will be under this major description. Do not delete all sub-descriptions unless you plan to also delete the major description.

## Deleting a Description

When editing the Master Chart of Descriptions entries can be deleted if desired. First, click on the entry which you want to delete from the Major Description or Sub Description List. Click the **Delete** button in the corresponding Detail section to delete the entry. If you delete an entry from the Major Description list, any Sub Descriptions will also be deleted, but not until you close the window. In the event you accidentally delete the wrong Major Description, you can re-enter the Major Description and the previously existing Sub Descriptions will be redisplayed (this must be done before exiting the Maintain Chart of Descriptions window). Entries deleted from the Sub Description list (by clicking the Delete button on the Sub Description Detail section) cannot be recalled; they have to be re-entered.

## Editing/Adding Cash Reconciliation Descriptions

For Cash Reconciliation Descriptions, you must specify whether entries to this description would normally result in an increase or decrease to the Cash Balance. Click the Increase Cash checkbox for

those descriptions that result in a corresponding increase to the Cash Balance. Leave the checkbox unchecked to indicate the description decreases the Cash Balance.

**Note:** There needs to be at least one major description under the Cash Reconciliation section which contains “Distribution” in the name. This is used to identify, summarize and report Disbursed Earnings on the Farm Income Statement. By default this is description number 30100, but it can be any number desired. There can be multiple descriptions for income distribution if desired - the amounts will be totaled and displayed under Disbursed Earnings on the report.

### [Editing/Adding Other Cash Transfer Accounts](#)

For Other Cash Transfer Accounts Descriptions, you must specify the Balance Sheet Category for the description. Select from Current Asset, Intermediate Asset, Fixed Asset, Current Liability, Intermediate Term Liability, Long Term Liability, and Owner Equity.

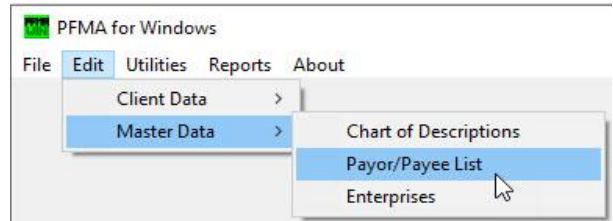
### [Exit Maintain Chart of Descriptions](#)

To Exit the Maintain Chart of Descriptions window, click the Close Window control in the upper right corner of the window.



## Master Payor/Payee List

To edit the Payor/Payee List, select **Payor/Payee List** from the **Edit, Master Data** menu.



The Edit Payor/Payee List window is displayed along with the existing information from the database.



Along the bottom of the window, are control buttons to go to the top of the list, end of the list, or to move one line (record) up or down. You can also use the keyboard's arrow keys (←→↑↓) to move around the form. The bottom bar will also indicate how many records are in the list and which one you are currently working on.

Each time you open the Edit Payor/Payee List, the records are initially displayed in alphabetical order. However, as entries are edited or added during this session, the list is not re-sorted to maintain an alphabetic order. To see the list in alphabetical order again, simply exit and re-open the Edit Payor/Payee List.

You can resize the window by dragging an edge or corner. Column sizes will automatically adjust as you change the window size. You can also adjust the width of a particular column. Place the mouse pointer over the line between the column headings until it changes into a double arrow. Click and hold down the left mouse button and move the mouse to drag the column divider.

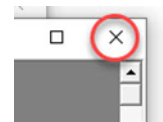
To **Edit the Payor/Payee** information, move the cursor to the desired cell (or click the mouse on the cell). The entire cell contents is first highlighted. An arrow is displayed on the left to indicate which line you are editing. Once you start typing, the arrow will change to a pencil. This indicates something has been changed on that line. If you immediately start typing, it will replace what was previously there because the entire cell contents is initially selected. Press **F2** to switch into edit mode or click the mouse a second time (or double-click the mouse to select the cell and switch to edit mode). Edit the information. Press the Up or the Down arrow key to move to another line. This will automatically save the changes. If the cursor is at the end of the text in the current cell and you press the right arrow, the cursor will move to the next column. Pressing Enter will advance to the next cell to the right of the current cell. Enter does not advance to the next line.

To **Add a New Payor/Payee**, go to the last record in the list. The record below the last record contains an asterisk (\*). Type a new Payor/Payee on this line. Move up or down to another record to have the new record automatically saved.

Duplicate Payor/Payee names are not allowed, so each name must be unique. If you enter a duplicate name, an error message will be displayed. Click **OK** to close the message box, then correct the Payor/Payee name.

To **Delete a Payor/Payee**, move the mouse pointer to the button along the left side of the name you wish to delete (the mouse pointer should change to a right arrow). Click the left mouse button to select the Payor/Payee record, then press the **Delete** key on the keyboard. You will be asked to confirm that you want to delete the selected Payor/Payee. Click **OK** to proceed or **Cancel** to choose not to delete the record. If you click Cancel, you may see a DBGrid message. This is just an informational message indicating that you cancelled the delete operation. Click **OK** to close the message box.

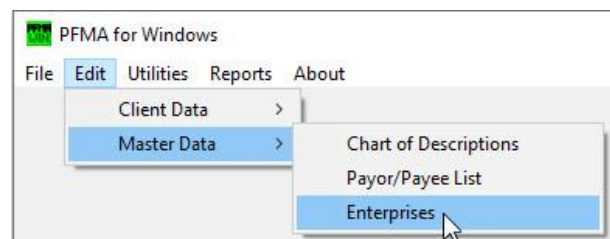
To **Exit** the Edit Payor/Payee List, click the **X** button in the upper right corner of the window.



## Master Enterprises

To edit the Master Enterprise list, select **Enterprises** from the **Edit, Master Data** menu.

The Maintain Enterprise List window is displayed.

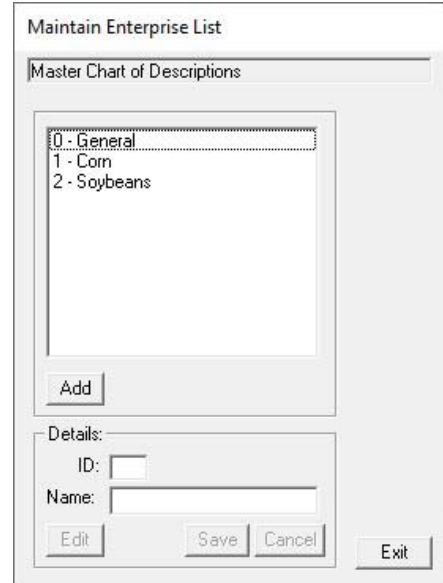


Click the **Add** button to add a new Enterprise. Enter a 1 digit unique ID (0-9) and an Enterprise Name in the Detail frame and click **Save**. Click **Cancel** to discard the changes.

To Edit an Enterprise, click on the Enterprise in the list to select it. Click the **Edit** button in the Detail frame. Update the Enterprise Name and click **Save**. Click **Cancel** to discard the changes.

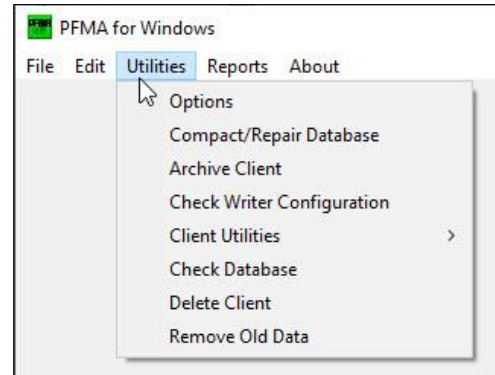
**Note:** Enterprises cannot be deleted, but the name may be changed to anything desired, including a blank space.

Click **Exit** when done editing to return to the main menu.



## Utilities

PFMA for Windows includes utilities to perform certain configuration and database management functions. The following section describe the PFMA Utilities. All utility functions are located under the Utilities menu option.

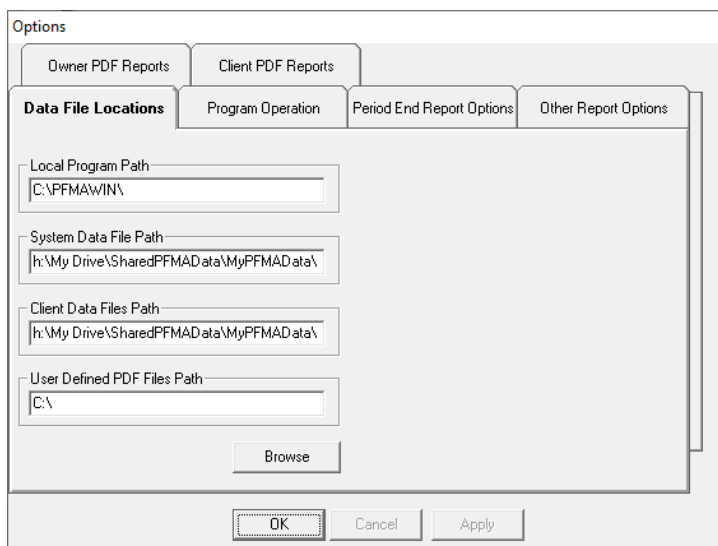


## Options

This section of the utilities allows you to set certain options that affect how PFMA works. There are multiple tabs on the Options window. If the information you want to view/edit is not displayed, click the tab to bring it to the front.

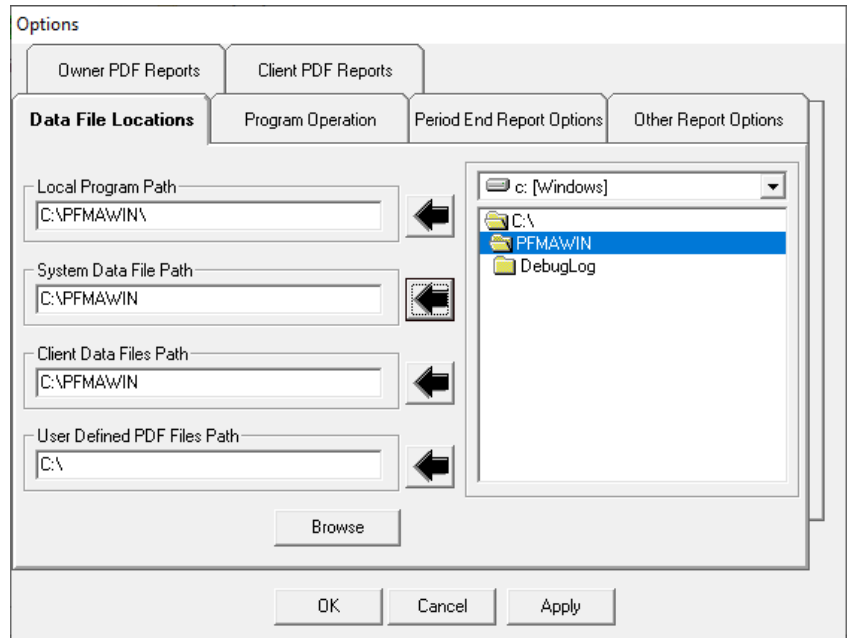
### Data File Locations

This section allows you to change the drive and/or directory where the PFMA System Files (including the Master Database) and Client Data Files are located. It also allows you to specify which directory on the computer is to be used for user specific files (Local Program Path). This is typically the same directory where the program is located, but could be different if running PFMA for Windows on a network environment or you simply prefer to have the



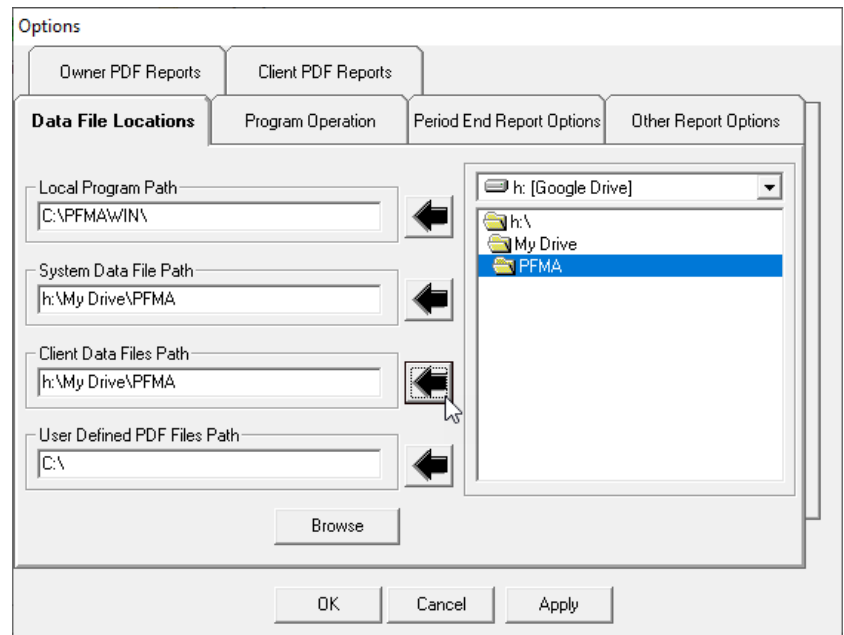
database files in a different location or drive. When running PFMA on a local area network, use this Options utility to set up access to the PFMA database files located on a shared fileserver. The utility does not create a new folder or copy database files to the new location. Windows File Explorer can be used to perform those tasks. Refer to the [Installing for Shared Network Access](#) topic later in this manual for more information.

Click the Browse button to open a window which will allow you to browse available drives and directories to select the desired location. Select the drive and location where the PFMA Client and/or Master (System) data is located. Click the appropriate large black arrow to assign that location as a data or program path. Generally you would not change the Local Program Path.



Click **Apply** to save your changes or click **Cancel** to reset the values back to their last saved settings.

Click **OK** to Exit.



## Program Operation

Options

Owner PDF Reports Client PDF Reports

Data File Locations **Program Operation** Period End Report Options Other Report Options

Enable Check Writer

Extract Amount from Explanation during Transaction Entry

Print Sessional Journal when exit Transaction Entry

Calculator to use:  PFMA Calculator  Windows System Calculator

Use Double Entry Accounting

Format for Alternate Description List in Transaction Entry

Type# . Description Name

Description Name - (Type#)

Description Name - (TypeName)

Description Name - (Description#)

OK Cancel Apply

01.05.04

To change the following options:

- Enable Check Writer
- Extract the Amount from Explanation during Transaction Entry
- Print Sessional Journal when Exit Transaction Entry

Click the box to select or deselect the options. If the box is checked, then the option is turned on.

To specify which on-screen **Calculator to use** in PFMA, click the button to the left of selected calculator. Additional information is available at the end of this manual about the [PFMA Calculator](#).

If you wish to **Use Double Entry Accounting** in **Transaction Entry**, click the box next to that option. This will default the entry mode to **Batch** in **Transaction Entry** and perform checks to help ensure transactions are balance during entry.

To set the **Format for Alternate Description List in Transaction Entry**, click on the desired format from the list so it is highlighted.

Click **Apply** to save the changes or click **Cancel** to reset things back to the last saved settings.

Click **OK** to Exit.

## Period End Report Options

The image shows a screenshot of a software dialog box titled "Options". It has four tabs: "Data File Locations", "Program Operation", "Period End Report Options" (which is selected and highlighted), and "Other Report Options". Under the "Period End Report Options" tab, there is a section titled "Balances to include on Period End Reports:". Below this title is a list of seven items, each with a checkbox: "Current Assets" (checked), "Intermediate Term Assets" (checked), "Fixed Assets" (checked), "Current Liabilities" (checked), "Intermediate Liabilities" (checked), "Long Term Liabilities" (checked), and "Owner Equity" (unchecked). Below this list is another checkbox: "Omit Company Name in Footer" (checked). At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Apply".

This tab of the **Utilities, Options** contains some customization options for the Period End Reports. Check or uncheck the boxes as appropriate to include or exclude certain types of account balances from the report, or include/omit the company name in the footer of the report.

**Note:** These settings are global. Meaning they will apply to all clients.

Click **Apply** to save the changes or **Cancel** to revert back to the last saved settings. Click **OK** to return to the main PFMA window.

## Other Report Options

The screenshot shows a dialog box titled "Options" with four tabs: "Data File Locations", "Program Operation", "Period End Report Options", and "Other Report Options". The "Other Report Options" tab is active. It contains two main sections. The first is "Income Statement Totals:" with three radio buttons: "Year to Date" (selected), "Year End Total", and "Both". The second is "Production History Quantity Tags:" with a list box containing the following items: BU, CWT, HD, HEAD, and GA. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

This tab provides various customization options for other reports.

Click the appropriate radio button to select which types of total columns are to be included on the **Farm Income Statements**.

**The Production History Quantity Tags** are used by PFMA to extract information from the transaction explanation field for the Production History Report. Only the units listed here will be included on the report.

To update the list of units used for validating the information used on the Production History Report, simply click in the text box and edit the list. There should only be one unit of measure listed per line. The text should be in all caps and must match exactly to what is being used to identify the units in the explanation field in transaction entry. In other words, if you normally use the abbreviation "bu" for bushels, the text "BU" should be included in the list of tags. Units do not have to be entered in upper case in Transaction Entry.

Click the **Apply** button to save your changes.

Click the **Cancel** button to not save the changes.

Click **OK** to exit.

## Owner PDF Reports

Options

Data File Locations Program Operation Period End Report Options Other Report Options

**Owner PDF Reports** Client PDF Reports

Report Folder Location: C:\PFMADemoData\ \PFMAReports

Folder Naming Convention: By Report Title

Report File Naming Style

Include	Position		
	1	2	3
<input checked="" type="checkbox"/> Client Code	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Report Title	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Owner Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Date Stamp	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Applies to these reports...

- Period End Report
- Tax Summary
- Owner Tax Summary
- Combined Budget by Owner
- Owner GL Report
- Owner 1099 Report

Date Stamp Format: yyyymmdd

OK Cancel Apply 05.00.02

PFMA has the ability to work with selected 3<sup>rd</sup> party PDF Printer Drivers to automate the creation of PDF versions of PFMA Reports. Use this Options tab to set the location where the PDF files will be created and to define how sub-folders and PDF files will be named. Refer to the [Printing Reports as PDF Files](#) section for more information about supported PDF printer drivers and other details.

The settings on this tab apply only to Owner specific reports. This includes the following reports:

- Period End Report
- Tax Summary
- Tax Summary 100% Farm (If number of 100% Farm Copies equals the number of owners)
- Owner Tax Summary
- Combined Budget by Owner
- Owner GL Report

The PDF files and sub-folders will be placed in a folder titled “PFMAReports” located under the parent folder location as specified by **Report Folder Location**. Click the arrow button of the **Report Folder Location** dropdown list to select the location for where the “PFMAReports” folder will reside. You can select one of three parent folder locations:

- The My Documents folder for the logged in User
- The PFMA Local Program Path (as designated on the Data File Locations tab)
- The Client Data File Path (as designated on the Data File Locations tab)
- A User defined location (as designated on the Data File Locations tab)

Click the arrow button of the **Report Folder Location** dropdown list to select the location for where the “PFMAReports” folder will reside.

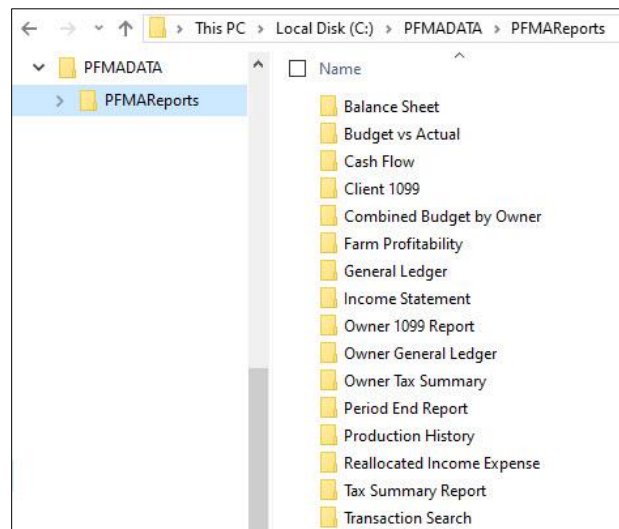
Click the down arrow on the **Folder Naming Convention** dropdown box to designate how the subfolders are to be defined. Three options are available:

- By Client Code
- By Report Title
- By Owner Name

In the **Report File Naming Style** frame, a combination of options are available for how the PDF files are to be named. Check the appropriate box under the **Include** list to select which items to include in the file name. The **Position** columns allow you to specify in what order to assemble the selected items into the filename. In other words, you can use one item or any combination of the 4 items listed to name the resulting PDF reports. Keep in mind that depending on what option you used for naming the PFMAReports sub-folder, you do not necessarily need to include the same item in the filename. The **Date Stamp Format** option allows selecting how the date/time stamp will appear in the file name. Click the down arrow to select from the list. Legend: yyyy=year, mm=month, dd=day, hh=hour, mm=minutes, ss=seconds. Example: the date/time of 4/12/2024 1:15 PM using the format yyyyymmdd shows as 20240412; using the format yyyyymmdd-hhmm it would be 20240412-1315.

**Example:**

In the screen shot shown here, using the options selected above, the PFMAReports main folder was created under the C:\PFMADATA folder. Sub-folders under PFMAReports were created using the report title (example: Period End Report). The Owner Name for whom the report is being produced for will be used as the PDF filename. The PDF files are then stored under the corresponding Report Title folder.



**Additional Notes**

For 100% Farm versions of reports, a suffix will be added to the report name. For example, the Tax Summary for 100% Farm will have a suffix of “-100%Farm” added to the PDF filename.

For the Owner Combined Reports, since these reports may be pulling information from across multiple Clients, if Client Code was selected under Options for the folder name, PFMA will over-ride that and use the Owner Name for the folder name.

If using **Microsoft Print to PDF**, PFMA will create the folder structure for storing the PDF's as defined under the PDF Report Options. However, at the time the report is generated, you will have to manually enter the filename you wish to use and select the appropriate folder location.

## Client PDF Reports

The screenshot shows the 'Options' dialog box with the 'Client PDF Reports' tab selected. The 'Report Folder Location' is set to 'C:\PFMADemoData\' and the sub-folder is '\PFMAReports'. The 'Folder Naming Convention' is 'By Report Title'. The 'Report File Naming Style' section has 'Include' checked for 'Client Code', 'Client Name', and 'Date Stamp'. The 'Position' section has radio buttons for positions 1, 2, and 3, with position 1 selected for 'Client Code', position 2 for 'Client Name', and position 3 for 'Date Stamp'. The 'Date Stamp Format' is 'yyyymmdd'. A list of reports that apply to these settings is shown on the right: Transaction Search, Tax Summary 100% / Mgr, Budget vs Actual, Cash Flow, Farm Profitability, Balance Sheet, Income Statement, General Ledger, Production History, Client 1099 Report, Transaction Edit Log, and ReAllocated Income Expense. The dialog has 'OK', 'Cancel', and 'Apply' buttons at the bottom, and the version number '05.00.02' in the bottom right corner.

PFMA has the ability to work with selected PDF Printer Drivers to automate the creation of PDF version of PFMA Reports. Use this Options tab to set the location where the PDF files will be created and to define how sub-folders and PDF files will be named. Refer to the [Printing Reports as PDF Files](#) section for more information about supported PDF printer drivers and other details.

The settings on this tab apply only to Client specific reports. This includes the following reports:

- Period End Report - Managers
- Transaction Search
- Tax Summary 100% Farm (If the # of 100% Farm copies does not equal the # of owners)
- Tax Summary - Managers
- Budget vs Actual
- Cash Flow
- Farm Profitability
- Balance Sheet
- Income Statement
- General Ledger
- Production History
- Client 1099 Report
- Transaction Edit Log
- ReAllocated Income Expense
- Chart of Descriptions

The PDF files and sub-folders will be placed in a folder titled “PFMAReports” located under the parent folder location as specified by **Report Folder Location**. Click the arrow button of the **Report**

**Folder Location** dropdown list to select the location for where the “PFMAReports” folder will reside. You can select one of three parent folder locations:

- The My Documents folder for the logged in User
- The PFMA Local Program Path (as designated on the Data File Locations tab)
- The Client Data File Path (as designated on the Data File Locations tab)
- A User defined location (as designated on the Data File Locations tab)

Click the arrow button of the Report Folder Location dropdown list to select the location for where the “PFMAReports” folder will reside.

Click the down arrow on the Folder Naming Convention dropdown box to designate how the subfolders are to be defined. Three options are available:

- By Client Code
- By Report Title
- By Client Name

In the **Report File Naming** Style frame, a combination of options are available for how the PDF files are to be named. Check the appropriate box under the **Include** list to select which items to include in the file name. The **Position** columns allow you to specify in what order to assemble the selected items into the filename. In other words, you can use one item or any combination of the 4 items listed to name the resulting PDF reports. Keep in mind that depending on what option you used for naming the PFMAReports sub-folders, you do not necessarily need to include the same item in the filename. The **Date Stamp Format** option allows selecting how the date/time stamp will appear in the file name. Click the down arrow to select from the list. Legend: yyyy=year, mm=month, dd=day, hh=hour, mm=minutes, ss=seconds. Example: the date/time of 4/12/2024 1:15 PM using the format yyyyymmdd shows as 20240412; using the format yyyyymmdd-hhmm it would be 20240412-1315.

For example, in the screen shot shown above, the PFMAReports main folder will be created in the C:\PFMADATA folder. Sub-folders under PFMAReports will be created using the report title (example: Cash Flow). The Client Name the report is being used as the PDF filename. Refer to the [previous section](#) for an example showing this same structure used for Owner Reports.

#### **Additional Notes**

For **100% Farm** versions of reports, a suffix will be added to the report name. For example, the Tax Summary for 100% Farm will have a suffix of “-100%Farm” added to the PDF filename. Also, **Manager reports** (i.e., Period End Report) will have the suffix “-MGR” added. For reports that allow for selection to **print for multiple years** (i.e., Cash Flow, Farm Profitability, Balance Sheet, Income Statement, General Ledger) the year selected will be added to the end of the PDF filename. On the **Transaction Search** report, you have the option to enter a user defined suffix to add to the PDF filename. For the **Cash Flow** report, the PDF report title will use Cash Flow-Actual and Cash Flow-Budget to distinguish between the two report options.

If using **Microsoft Print to PDF**, PFMA will create the folder structure for storing the PDF’s as defined under the PDF Report Options. However, at the time the report is generated, you will have to manually enter the filename you wish to use and select the appropriate folder location.

## Compact/Repair Database

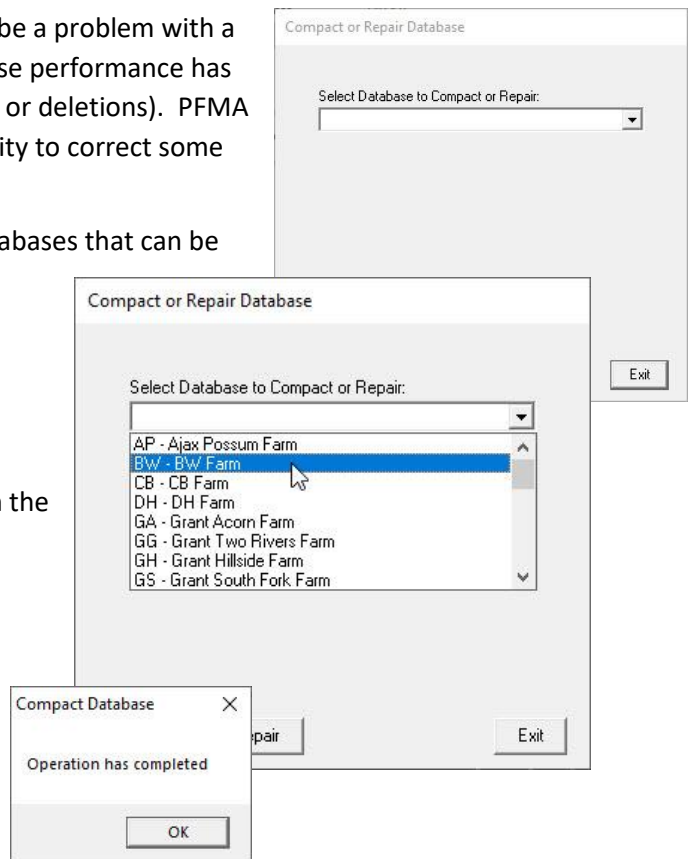
This utility is used when there appears to be a problem with a corrupted database index or if the database performance has deteriorated (usually from extensive edits or deletions). PFMA Support may recommend running this utility to correct some problem you are experiencing.

Click the down arrow to see the list of databases that can be selected.

Select the desired database from the list.

Click Compact (to recover wasted space in the database and improve performance), or Repair (if there is a database problem).

A message is displayed when processing has been completed.



## Archive Client

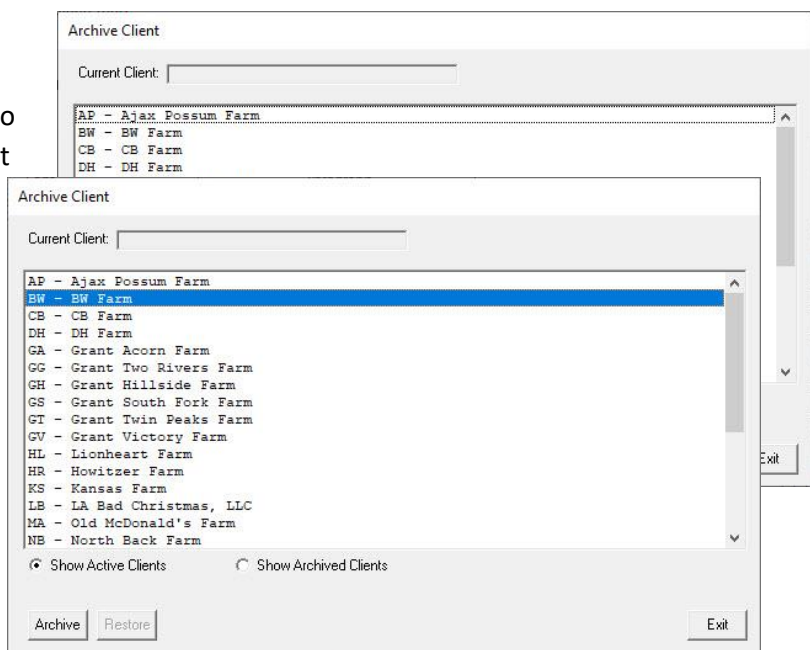
Use this utility to archive a client that is no longer needed.

Use the scroll bar or arrow keys to scroll the list and click to highlight the client you wish to archive. Then click **Archive**.

Archived Clients are excluded from the Select Client function and from the following reports:

- Tax Summary by Owner
- Budget Summary by Owner
- General Ledger by Owner
- Owner 1099 Report

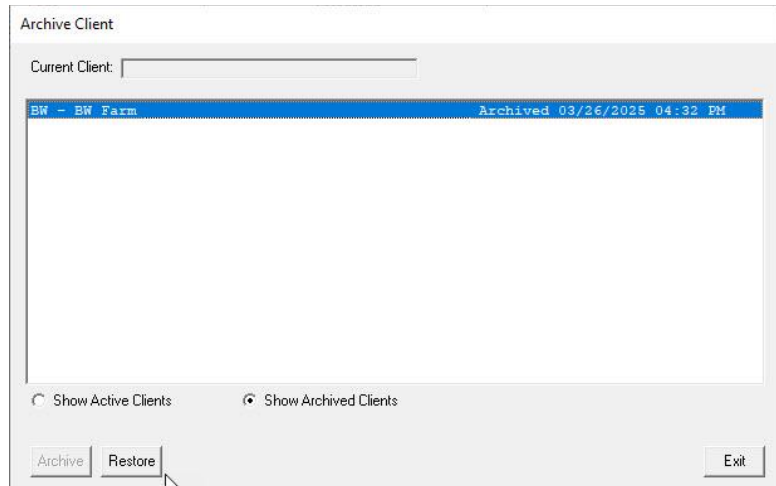
The List Clients and Owners report will show which clients have been archived.



Click the Show Archived Clients to show clients that have been archived.

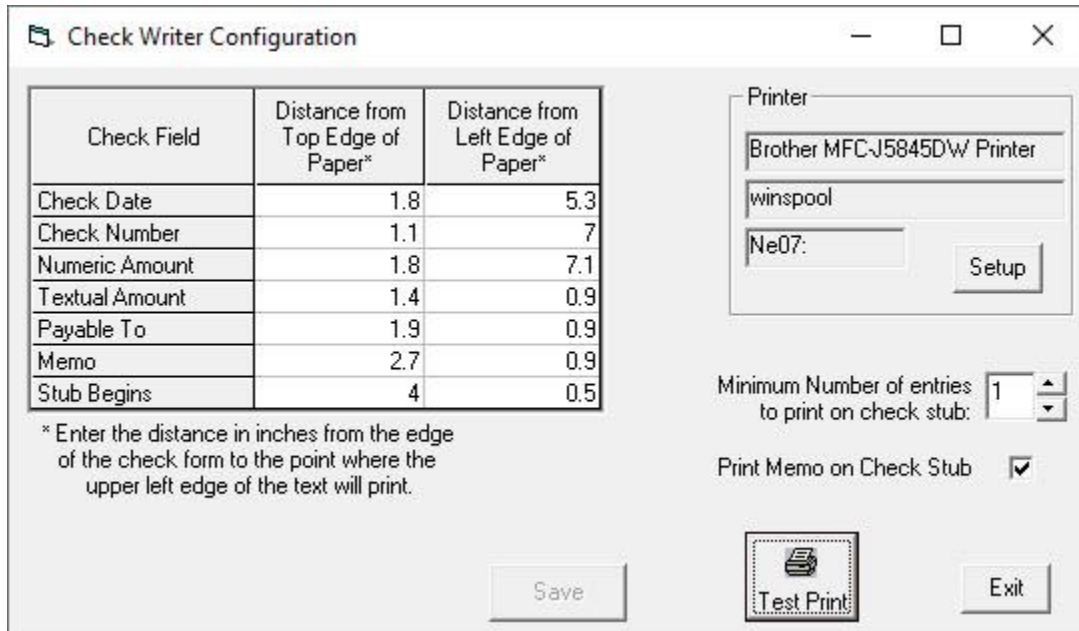
To return a client to active status, select the client from the list then click the **Restore** button.

Click **Exit** to return to the Main Menu.



## Check Writer Configuration

This utility is used to setup the check format for the Check Writer feature.



The Check Writer is designed to print checks using an 8½ x 11 preprinted check form. The check will print at the top of the form, with the stub below containing the transaction details. This version of PFMA does not produce MICR checks so off-the shelf blank check paper will not work. You must have laser check forms with the MICR bank account and routing information pre-printed on the check, such as laser checks available from Deluxe or other check providers. A QuickBooks compatible format should work fine. Using the Check Writer Configuration utility, you can adjust the margins used for the check form, control the position of the elements on the check and how information is printed on the stub.



To adjust the location of the various elements to be printed on the check, click on the measurement you wish to change and type the new distance in inches. Keep in mind this is the distance from the physical edge of the paper, not from the printer margin.

You can choose to not have the Check Writer print a check number on the checks. Set the 2 values for **Check Number** to zero (0). This will cause the Check Writer to skip printing the Check Number on the check and the stub. This option is only available for the Check Number.

Minimum Number of entries to print on check stub - PFMA will automatically adjust the font size to ensure that, as a minimum, the number of entries specified will be printed on the check's stub.

Print Memo on Check Stub - Check this box to include the Memo from the check on the check stub. To exclude the Memo, uncheck the box.

Click the Setup button located in the Printer frame to select a different printer or adjust the margins for the check form. The margins will primarily affect the check stub and how close to the right edge of the paper the textual version of the check amount can be printed.

To test the settings, click the Test Print button to print a sample check on the printer using the settings in the Configuration Utility.

Click the **Save** button to save your settings.

Click **Exit** to return to the Main Menu.

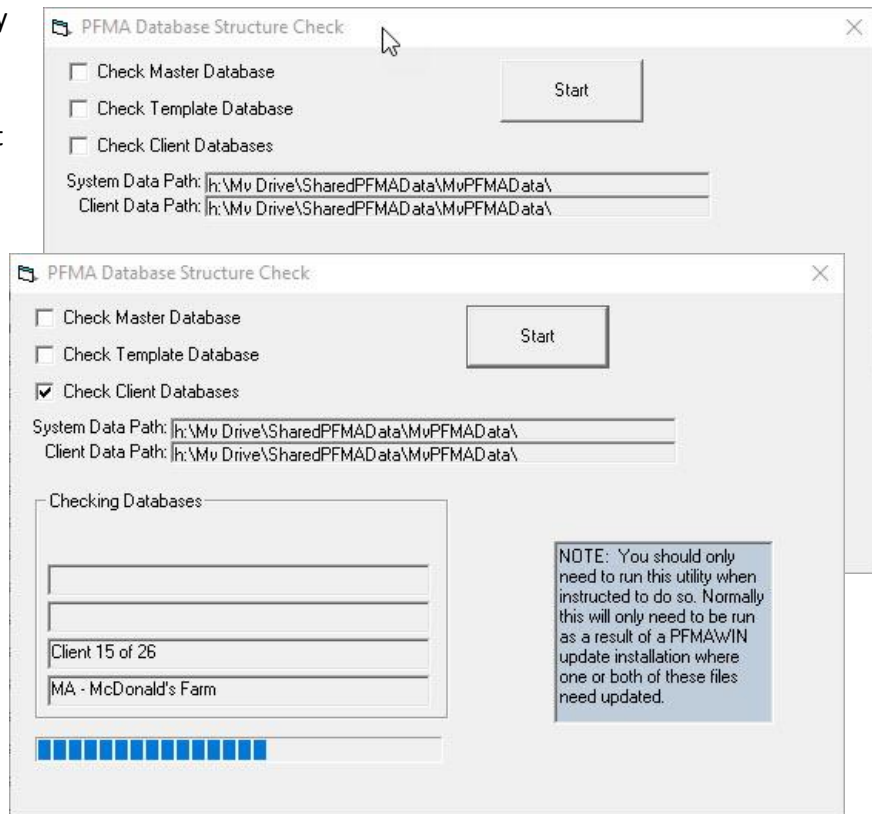
## Check Database

This utility is used primarily to scan and verify that the database structure is compliant with the current version of PFMA. You normally would only need to run this when instructed to do so by PFMA Support.

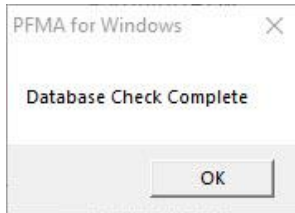
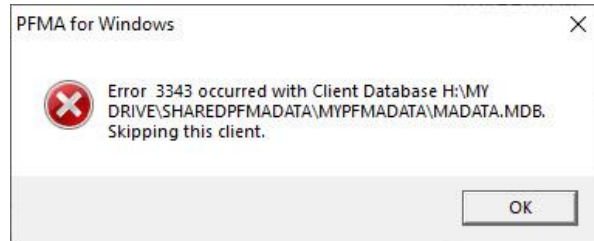
Click the appropriate check boxes to indicate which databases the Check is to be run for.

Click **Start** to begin the scan.

A progress bar will be displayed as the scan is performed.



When it runs, this function checks to confirm the utility has exclusive access to the client's database (i.e. no one has the client file open). If it does not have access to that client, or experiences some other problem, it will display a message similar to the one shown here. Click **OK** to proceed with processing other client files. The user can re-run the Check Database function in Utilities at their convenience to have PFMA check the client files again and update any that were missed.



A message is displayed when processing has completed.

Click the X in the upper right corner to close the window.

**Note:** PFMA is also able to determine whether the client database file structure is current for the installed version of the application. If not current, PFMA will not allow access to certain functions and reports (such as Transaction Entry and Period End Report) until the Check Database function has been able to update the database structure for that client. Some reports and functionality in PFMA will not work correctly until the client database has been updated. Errors could still occur on Owner level reports if the database file for one of the related clients is not up to date. PFMA does not currently check the client database version for owner level reports across multiple clients.

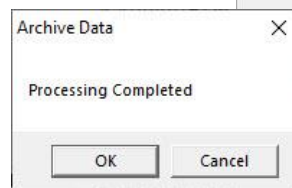
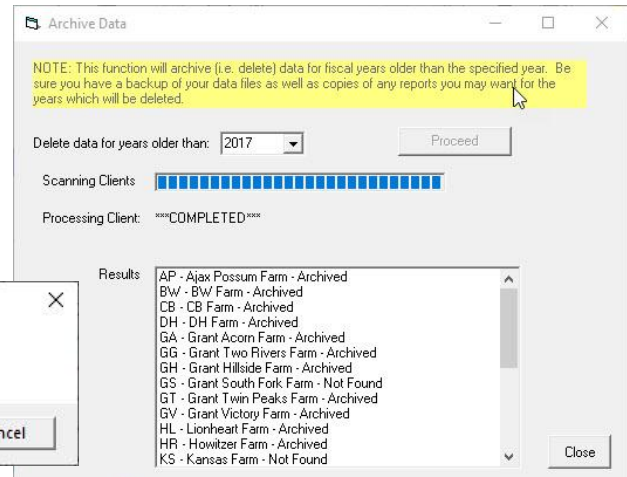
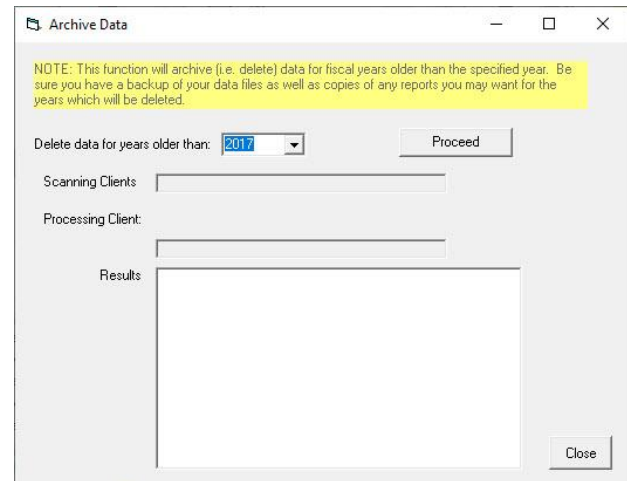
## Remove Old Data

This utility option allows for removal of old fiscal year data that is no longer needed. It is highly recommended that all required reports (such as General Ledgers and Tax Summaries) be generate for fiscal years that are to be removed. This utility does not export the data for the years being archived. It simply removes the associated data from the database. So, once performed, the data for that fiscal year is no longer available in PFMA.

Select the fiscal year to use as the cutoff for archiving data older than that fiscal year. Then click **Proceed**.

You will be prompted with a message to confirm you wish proceed with deleting data older than the fiscal year selected. Information will be displayed to indicate the progress and client files processed.

A message is displayed when processing has been completed. Click **OK**, then click **Close** to return to the main menu.



## Delete Client

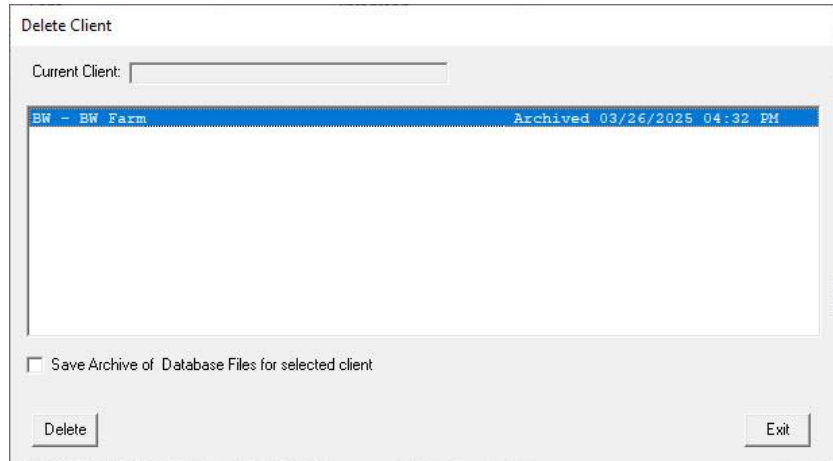
Use this utility to delete a client that is no longer needed.

Use the scroll bar or arrow keys to scroll the list and click to highlight the client you wish to delete.

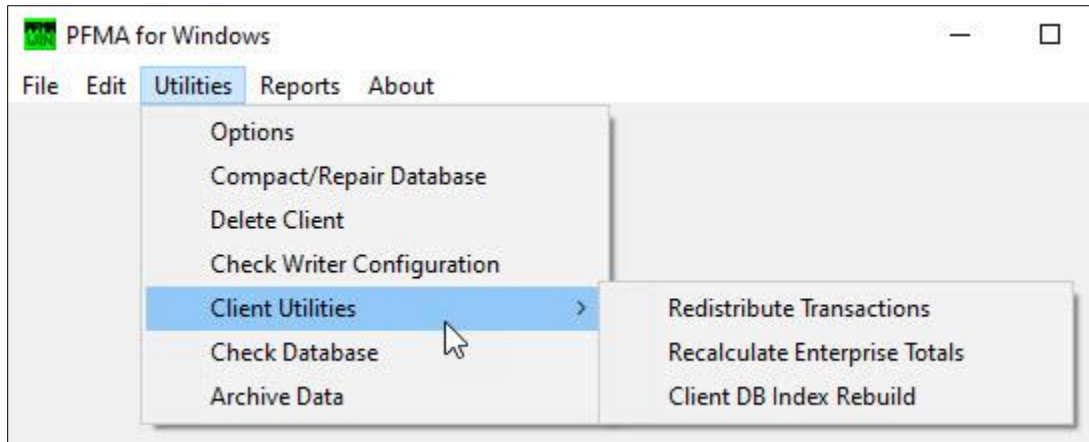
Click the checkbox beside **Save Archive of Database**

**Files for selected client** to also have a backup copy of Client's data saved to an Archive folder under the Client Data Location. If this is left unchecked, all Client related data will be removed from PFMA.

Click **Exit** to return to the Main Menu.



## Client Utilities



### Redistribute Transactions

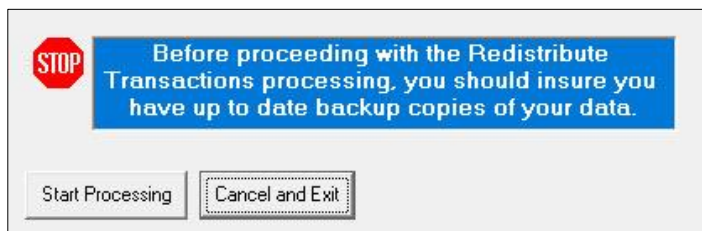
The Redistribute Transactions utility is primarily used to recalculate period balances after the period groupings have been changed. It may also be used at other times if a database corruption has resulted in incorrect period balances. You must have a client selected at the Main PFMA Menu in order to access the **Redistribute Transactions Utility**, which is located under the **Client Utilities** section of the **Utilities** Menu.

You will also be asked to select the fiscal year to process prior to the Redistribute Transactions window displaying.

A warning message is displayed on the window to remind you that you should have a current backup of the data before proceeding.

Click the **Start Processing** button to proceed with the operation. You will be asked to confirm that you want to proceed. Progress bars will show the status of the processing.

Click the **Cancel and Exit** button to return to the Main Menu without running the Redistribute operation.

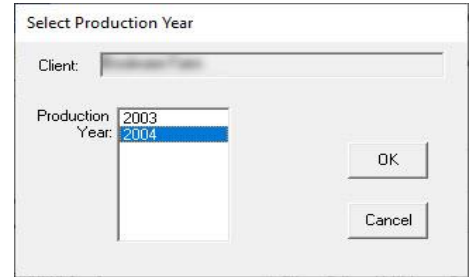
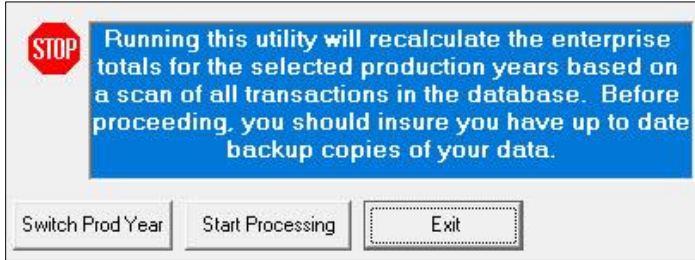


A message will be displayed to indicate when the processing is complete. Upon clicking OK, you will be returned to the PFMA Main Menu.

## Recalculate Enterprise Totals

This utility may be used to recalculate the enterprise production year totals. This utility will scan all transactions for all available fiscal years and update the enterprise totals accordingly. If you have made any manual edits of the enterprise totals, they will be overwritten with the calculated values.

Select the production year that you want processed, then click OK.



A warning message is displayed, recommending you have a current backup of your data before proceeding.

If you are ready to proceed, click the **Start Processing** button. You will be asked to confirm that you want to proceed. A notice will appear when processing is complete. Progress bars will show the status of the processing.

To recalculate totals for another production year, click the **Switch Prod Year** button.

Click **Exit** when ready to return to the main menu.

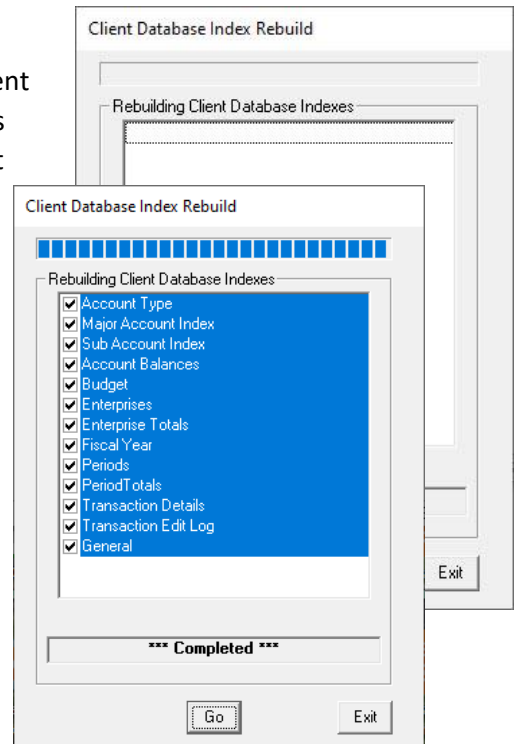
## Client DB Index Rebuild

This utility can be used to rebuild the indexes in the currently selected Client's database if an unexpected event has corrupted an index. One indication that an index has been corrupted is if the information on a report does not match the selection criteria that was entered. For example, if a specific description or range of descriptions were specified in Transaction Search, but the resulting report had information for different descriptions. Although it will not hurt anything to run the utility, you are encouraged to contact support if you suspect there may be corruption of the database indexes for a client. To be safe, you should assure you have an up to date backup of your data before proceeding.

Click the **Go** button to proceed with the index rebuild.

Information is displayed as the rebuild progresses.

Click **Exit** to exit the rebuild utility.



## Reports

Several reports are provided in PFMA for Windows. In general, the Reports are divided into two main groups:

1. Client Reports - Reports for a specific client
2. Master Reports - Reports across multiple clients

All reports are accessed from the Reports menu on the PFMA for Windows Main Window.

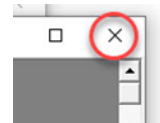
For all reports, you will be presented with a report specification window which, depending on the report, will offer various options for customizing the report or selecting what data to include on the report. You also have the option to print the report or view the report on-screen.

### Viewing a Report

To view a report on-screen, click the View Report button on the report specification window.

The report is then created and displayed in an output window. The on-screen report can be resized if needed in order to see more of the report. You can also Zoom In or Zoom Out by clicking the zoom buttons located in the lower left. Use the scroll bar or the PageUp and PageDown keys to scroll the report.

Click the **X** button located in the upper right corner to close the View Report window.



### Print a Report

To print a report, click the **Print Report** button on the report specification window.

Before the report prints, the Print Setup window will be displayed.

## Print Setup

Print Setup

Printer: Brother MFC-J5845DW Printer

Type: Brother MFC-J5845DW Printer

Port: Ne07

Quality: 0 DPI

Sample: ABCDEFGHIJKLabcdefghijkl012345678

Font: Courier New

Default Size: 12

Paper Size: Letter, 8 1/2 x 11 in.

Width - Paper: 8.50 Text W 8.27

Height-Paper: 11.00 Text H 10.77

Paper Source: Use paper from the current default bin.

Left Margin: 0.117

Right Margin: 0.117

Top Margin: 0.117

Bottom Margin: 0.117

Copies: 1

Orientation

Portrait

Landscape

Use Bold Font

OK Cancel Save Settings

This window allows you to select the printer to send the report to, as well as set options to customize the print format.

Values in boxes with grey backgrounds are for informational purposes and will vary from printer to printer. For example, paper size, paper source and quality cannot currently be changed. PFMA uses the default values for the printer selected.

### Changing Margins for a Printed Report

To change the margins for the report, Print Setup window, enter the desired margin in inches (or decimals of inches).

### Changing Page Orientation

To change the page orientation for the report, click the radio button for Portrait or Landscape, as desired. The default value varies by report.

### Changing Font on Printed Reports

To change the font used for printing a report, select a different font on the Print Setup window. Click the arrow to the right of the font selection box to select from the list of available fonts. A sample of the font style will be displayed in the Sample box. You can also highlight a font name, then use the up/down arrow keys (↑↓) to scroll through the fonts with the style displayed for each.

### Changing Default Font Size

You may also specify a default font size to use. PFMA will attempt to use that font size. PFMA will calculate the largest font that can be used to fit the report to the page size, margins and orientation based on the options selected for that specific report. PFMA will automatically reduce the size smaller than the default font size if required to make the report fit. So, depending on the report and the report options, changing only the default font size may not impact the size of the font actually used on the report.

If you want the entire report printed in a boldface font, click the Use Bold Font box. This can be especially helpful on reports printed in a small Courier New font.

### Multiple Copies of Reports

Use the up/down arrows or enter a numeric values if multiple copies of the report should be printed. Sometimes this option is not available because the multiple copies are specified within the

options for a specific report. In those cases, PFMA is directly handling the copies function rather than having the printer driver manage producing the copies. When selecting to print multiple copies of a report, the program collates the copies during printing.

Click the **Save Settings** button if you want to use these same settings the next time you print this report for this client. Print settings are specific to the report and for that client. This means, for example, a report for a specific client could be printed in a larger font size or a different orientation if needed. (If you do not click save, the settings will revert to the previous settings the next time the report is run.)

Click **OK** to print the report or **Cancel** to return to the report specification window.

## Printing Reports as PDF Files

### Automated PDF Generation

PFMA has the ability to work with selected third party PDF Printer Drivers to automate the creation of PDF versions of PFMA Reports. Using this automation, when PDF versions of reports are generated, they will be automatically named and stored under designated folders. The file naming convention and folder structure is user defined and can be set under Utilities: Options. There are separate options for Owner reports and Client reports. Refer to the [Utilities: Options](#) section for more details

The following third party PDF Printer Drivers are currently supported to leverage this functionality. PFMA does not install a PDF printer driver. You will need to download one of the supported PDF printer drivers and install it on each workstation that will be printing PDF reports using the PFMA automation.

- BullZip
  - <https://www.bullzip.com/products/pdf/download.php>
- BioPDF
  - <https://www.biopdf.com/download.php>
- Win2PDF
  - <https://www.win2pdf.com/download/download-win2pdf-for-desktops.html>
- CutePDF
  - <https://www.cutepdf.com/products/CutePDF/writer.asp>

Most of these printer drivers are available at no charge. Win2PDF does charge a small license fee with a discount for multiple licenses.

Automation of PDF Report generation with Microsoft Print to PDF is currently not available. When using Microsoft Print to PDF, PFMA will create the folder structure for storing the PDF's as defined under the PDF Report Options (See [Utilities: Options](#)). However, at the time the report is generated, you will have to manually enter the filename you wish to use and select the appropriate folder location.

**Note:** If you rerun a specific report for a client or owner, in many cases it will overwrite the previous report. For example, you produce a General Ledger report as a PDF. If you then run the report again for that same client and fiscal year, it will overwrite the prior report. If you want to save the first report, you will need to rename the 1<sup>st</sup> PDF file before generating the 2<sup>nd</sup> version of the report.

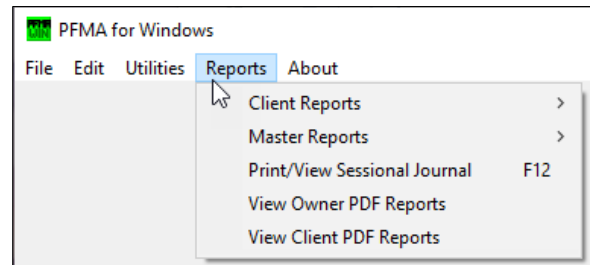
The following chart provides information on which reports are supported by the Automated PDF Generation as well as additional notes on PDF file naming.

Client Reports	Automated PDF Generation	Fiscal or Production Year added to Filename	Suffix Automatically added to Filename	User added suffix at report time
Period End Statement	Yes		MGR <sup>1</sup>	
Tax Summary	Yes		100%Farm / Mgr <sup>1</sup>	
Farm Income Statement	Yes	Yes		
Balance Sheet	Yes			
General Ledger Report	Yes	Yes		
Cash Flow Statement	Yes	Yes	Actual / Budget	
Budget vs Actual	Yes			
Farm Profitability	Yes	Yes		
Production History Report	Yes	Yes		
Client 1099 Report	Yes			
Transaction Search	Yes			Yes
Correction Log Report	Yes			
Re-Allocated Income/Expense	Yes			
<b>Master Reports</b>				
Tax Summary by Owner	Yes	Yes		
General Ledger by Owner	Yes	Yes		
Combined Budget by Owner	Yes	Yes	100% <sup>1</sup>	
Owner 1099 Report	Yes			
Client Account Status	No			
List Clients and Owners	No			
Master Chart of Descriptions	No			
Payor/Payee List	No			

<sup>1</sup> Added when the report is the 100% Farm or Manager format of the report.

### Viewing PDF Reports

When using the Automated PDF Generation functionality, you can use two options under the **Reports** menu to launch Windows File Explorer to see the list of PDF folders and files. Click the **View Owner PDF Reports** or **View Client PDF Reports** depending on which groups of PDF files you wish to view. Depending on how you defined the PDF Parent and Sub-Folders under Utilities, both links could open to the same location.



## Manual Creation of PDF Reports

Reports can be printed as PDF files by selecting Microsoft Print to PDF or another PDF print driver on the Print Setup window. When the report is generated, you will be prompted for a document name and location for the PDF file. If you have selected to have multiple copies printed under the report selection criteria, you will be asked for a file name for each copy of the report. For most reports, the report format and information does not change for each copy, so only one copy/PDF is needed. For some reports the copies produced will vary because they are specific for an owner. In this latter case, creating multiple PDFs will be necessary.

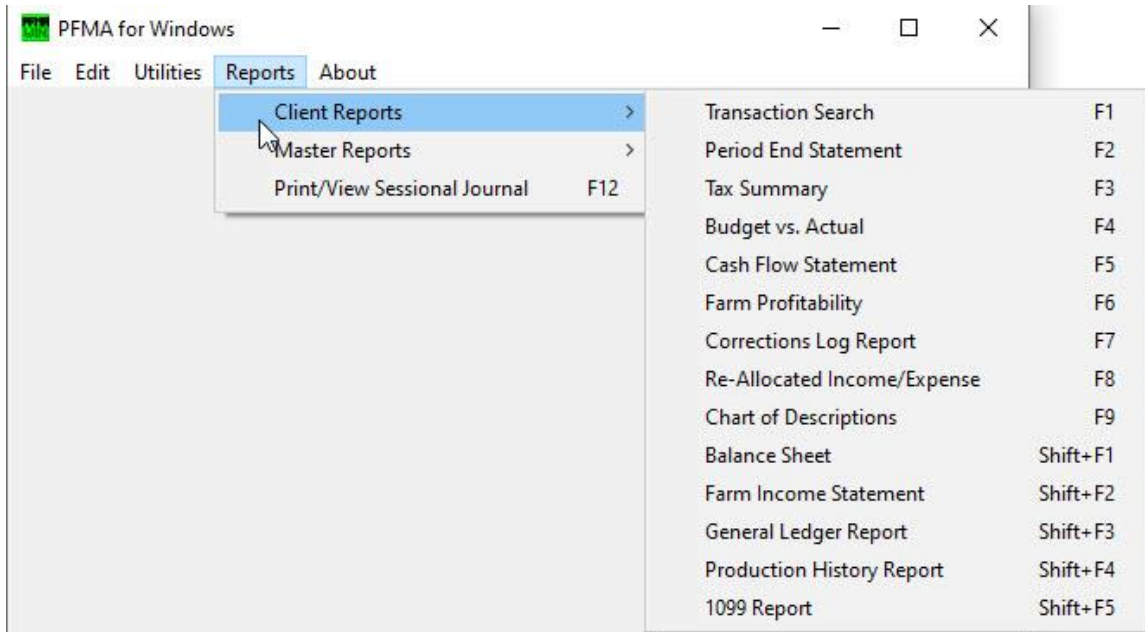
The Tax Summary Report provides owner share specific information. The report options for that report indicates it will produce a copy for each owner. So, multiple PDF files will be generated for that report so each owner will have one with their specific information.

## Selecting Multiple Years on Reports

Nearly all reports allow you to indicate on the report selection window which year or years should be used to produce the report. This allows you to easily print the same report for multiple years without leaving the report selection window. The report selection window will contain a list of available years. If the list contains check boxes, click the check boxes to select which years use to produce the report. If the list does not contain check boxes, then you may only select one year at a time. Depending on the report, the program may limit you to selecting one year at a time because of differences in the period structure across the years. In most cases, the program requires all years to use the same number of periods in order to allow you to select multiple years at once. Some reports may allow use of a date range, which in that instance does not require alignment to period groupings.

## Client Reports

After a Client has been selected (via the File menu option), you can select any of the reports under the Client Reports option.



For most reports, you will be asked to select the fiscal year for the report prior to the selected Report configuration window being displayed.

## Transaction Search

This report provides a listing of transactions for a client based on various search criteria.

**Transaction Search**

Client:  Select Fiscal Year:   
2018  
2019  
2020  
2021

	Start with...	End with...
<input type="checkbox"/> Select Range	<input type="text"/>	<input type="text"/>
<input type="radio"/> Period#	<input type="text" value="2 /20/2024"/>	<input type="text" value="2 /20/2024"/>
<input type="radio"/> Date	<input type="text"/>	<input type="text"/>
<input type="radio"/> Ref#	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Description	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Explanation	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Payor/Payee	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Amount	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Production Year	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Enterprise	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Check Number	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 1099 Flag	<input type="text"/>	<input type="text"/>

Total the AMOUNT column PDF Filename Suffix:

Include Voiced Transactions Sort by:

Output in Sessional Journal format

Show search criteria on report

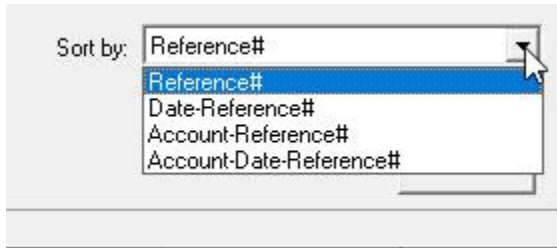
Several search conditions are provided for selecting the transactions to be included on the report. Click the boxes along the left hand side to select which criteria you want to use. Multiple criteria can be used together. Only transactions that meet all criteria specified will be included on the report.

- You may specify a range of transactions to be included, based on date, accounting period, or transaction main reference number.
  - Click the Check Box next to Select Range.
  - Click the radio button for the type of value to select on – Period#, Date, or Ref#.
  - Then select or fill-in the starting and ending values for the search.
- For those criteria checked enter the value to search for or, when applicable, enter the starting and ending values.

- Select a **Description** or range of Description to use for filtering transactions for the report. There are multiple ways to select the Description. Click the down arrow to select from the list of descriptions. Use the scroll bar to scroll the list to find the desired description, then click on the description to select it. Following are other methods for selecting Descriptions.
  - Click the down arrow to open the dropdown list. Then start typing a description number and the list will scroll to the corresponding section of the list.
  - Type part of the description number and press **Enter**. The first description which matches the portion of the number entered will be selected.
  - Type part of the description name and press **Enter**. The first description which contains the word or phrase will be selected.
  - Use the arrow keys (↑↓) on the keyboard, or the scroll wheel on the mouse, to scroll through the list of available descriptions 1 at a time.
  - **PageDown/PageUp** scrolls through the list in groups of 7.
- For Explanation, or enter a word or phrase. Transactions that contain the word or phrase will be included.
- For Payor/Payee, enter the name or portion of a name to use for selecting the transactions.
- When searching transactions based on the Check/Deposit number, the search will do either a numeric range search or an alphabetic range search depending on the search values entered.
  - If the starting and ending check numbers for the search range are numeric, the search will look for checks that fit within the specified range based on the numeric value.
  - If the starting and/or ending check numbers for the search range contain a non-numeric value, like a letter or special character, the search will look for check numbers that fit within the specified range based on an alphabetic comparison.

There are also other report options that can be selected:

- Printing a total of the amounts for the transactions selected
- Including entries marked as Void.
- Another option is to generate the report in the same format as used for the Sessional Journal Report. This allows for reproducing Sessional Journal reports when needed. PFMA does not currently keep track of which transactions were entered during a specific transaction entry session. When known, the selection criteria can be used to replicate the Sessional Journal report
- You have the option of whether to include a listing of the selection criteria on the report. When selected, this information is printed in the header of the first page.
- IF you are using the automated PDF report generation functionality, you can enter text in the **PDF Filename Suffix** box to include as part of the PDF filename.



You may also change the Sort order for the report. The Default is by Reference Number, but other options are available by clicking the down arrow on the drop down and choosing the desired option.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Period End Statement

This report provides a summary of the client account activity for a selected period.

Select the Period to use for the report.

If you are using monthly periods, you have the option to produce a monthly or quarterly report. If Custom is selected, you can then enter a starting and ending data range for the report.

Identify the number of copies that are needed. PFMA sets the number of Owner Reports to the number of owners for this client. Enter a different value or use the arrow buttons to change the number of copies. Setting the number to zero will cause that version of the report to not print. The copies option only applies to printed reports.

Period End Report

Client: HR - Howitzer Farm

Select Fiscal Year: 2018, 2019, 2020, 2021, 2022, 2023

Style:  Monthly,  Quarterly,  Custom

Report Period: January

Transaction Order: Date

Start Date: 1/1/2023

End Date: 12/31/2023

Number of Owners: 4

Number of Owner Reports: 4

Number of Manager Reports: 1

Include Chk/Dep Number

Include 1099 Flag

View Report, Print Report, Close

You can also select in what order the transactions will appear on the report. Options are:

- By Date
- By Reference #
- By Description & Date
- By Description & Ref #

Indicate if the Check/Deposit number and/or 1099 Flag are to be included by checking the box beside the respective option.

The Period End Statement includes Cash and Current Asset Balances. It can also include other types of balances. To add other balances to the report, go to **Utilities, Options**, then click the **Period End Report Options** tab. For those balances that you want to have included on the report, click on the accompanying box to place a check mark in the box. This is a global setting, meaning it will apply to all Period End Reports for All Clients.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Tax Summary

The Tax Summary provides a year end summary of total income and expenses for use in tax preparation for the client. The Tax Summary can provide reports showing the totals for each the Owners' shares of the client farm/operation in addition to overall totals.

**Tax Summary Report**

Client:

Number of Owners:

Select Fiscal Year:

- 2019
- 2020
- 2021
- 2022
- 2023

Number of Reports:

100% Farm:

Owner's Share:  per Owner

Manager Reports:

Provisional  
 Final

Major Descriptions Only

Omit Descriptions with No Activity

Specify a Date Range for Report

To generate the Tax Summary Report...

- Select the year (or years) which the Tax Summary is be produced for. Selecting multiple years will produce a report for each year.
- For the Tax Summary, specify the number of copies that need to be printed for each type of Tax Summary report. This only applies to printed reports, not to reports viewed on-screen.
- Identify if the report should be summarized at the Major Description level.
- Identify if Descriptions with no activity should be included.
- Click the button to select **Provisional** or **Final** to indicate which text should be printed on the report.
- If **Specify a Date Range for Report** is checked, PFMA will switch the selection to **Provisional**. This will also reveal fields to enter the starting and ending date range.
- If a date range is specified, the date range is printed on page one of the report immediately below the page header.

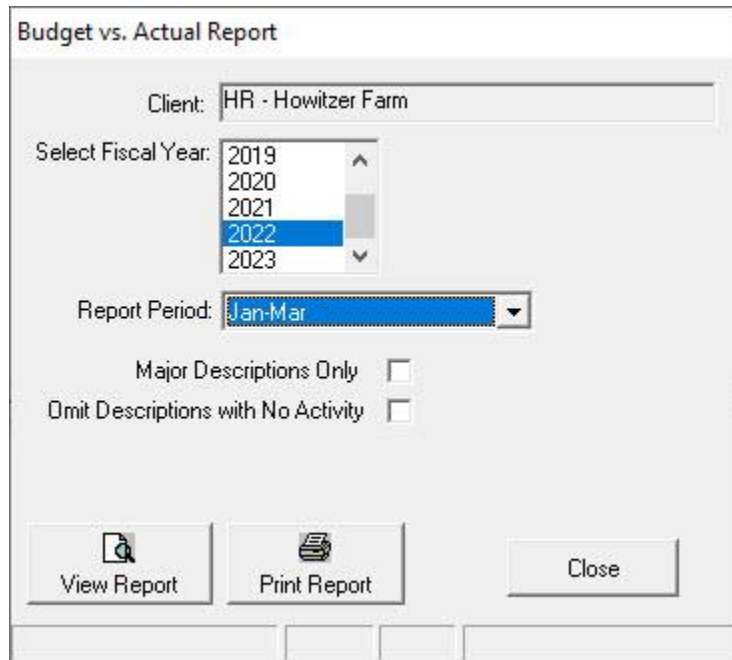
Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

**Note:** The Beginning and Ending Balances under Cash Reconciliation is a total of the Cash Balance and other Current Assets.

Click **Close** to return to the Main Window.

## Budget vs. Actual



The screenshot shows a dialog box titled "Budget vs. Actual Report". It contains the following elements:

- A text field for "Client:" with the value "HR - Howitzer Farm".
- A "Select Fiscal Year:" dropdown menu with options 2019, 2020, 2021, 2022 (highlighted), and 2023.
- A "Report Period:" dropdown menu with the value "Jan-Mar".
- Two checkboxes: "Major Descriptions Only" and "Omit Descriptions with No Activity", both of which are currently unchecked.
- Three buttons at the bottom: "View Report" (with a magnifying glass icon), "Print Report" (with a printer icon), and "Close".

This report provide a budget to actual comparison for a selected accounting period.

Select the fiscal year and period for this report.

Select the period to use for the report.

Check the boxes to identify if you want the report summarized by major descriptions instead of by sub descriptions, and whether you want to omit descriptions that had no activity.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Cash Flow Statement

Cash Flow Statement

Client: HR - Howitzer Farm

Select Fiscal Year:

- 2019
- 2020
- 2021
- 2022
- 2023

Type of Report:

- Actual Cash Flow
- Budgeted Cash Flow

Major Descriptions Only

Omit Descriptions with No Activity

View Report Print Report Close

This report provides an actual or budgeted cash flow for the year, showing amount by accounting period. Cash flow reports can be produced for multiple years.

Select the year, or years, reports are to be produced for.

Select whether you want to generate the Cash Flow Statement using actual data for the fiscal year, or using budget amounts.

Check the appropriate boxes to generate the report summarized by major descriptions instead of by sub descriptions, and whether you want to omit descriptions that had no activity.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Farm Profitability

This report produces a total of income and expenses by Production Year by Production Enterprise.

The screenshot shows the 'Farm Profitability' configuration window. At the top, the 'Client' is 'GG - Grant Two Rivers Farm' and the 'Fiscal Year' is '2021'. The 'Production Year' list has checkboxes for 2017, 2018, 2019, 2020, and 2021, with 2017 selected. The 'Enterprises' list includes checkboxes for General, Corn, Soybeans, Wheat, Hunting, Building, Cash Rent, Energy, and Forestry, with 'General' selected. Below the lists are checkboxes for 'Major Descriptions Only' and 'Omit Descriptions with No Activity', both of which are unchecked. The 'Use for Totals' section has two radio buttons: 'Total for All Enterprises' (selected) and 'Total for those selected'. To the right of the 'Enterprises' list are 'None' and 'ALL' buttons. At the bottom are 'View Report', 'Print Report', and 'Close' buttons.

Select which Production Year (or years) that are to have the report produced by clicking the checkbox beside the year.

From the list, select the Enterprises to be included on the report. You may select multiple Enterprises by clicking the checkbox beside each Enterprise Name, or click the **All** button to select all Enterprises, or click **None** to de-select all Enterprises. You must select at least one Enterprise for the report.

**NOTE:** If you select more than 4 Enterprises to be printed, the page orientation will automatically switch to landscape orientation.

**NOTE 2:** If more than 10 Enterprises are selected for the report, PFMA will split pages into multiple sections (a, b, c, etc.). For example, there will be pages numbered 1a, 1b, 2a, 2b, etc.

Check the appropriate boxes to identify if you want the report summarized by major descriptions instead of by sub descriptions, and whether you want to omit descriptions that had no activity.

Select which value to use for the **Total column** on the report. You may choose **Total for All Enterprises** or **Total for those selected**.

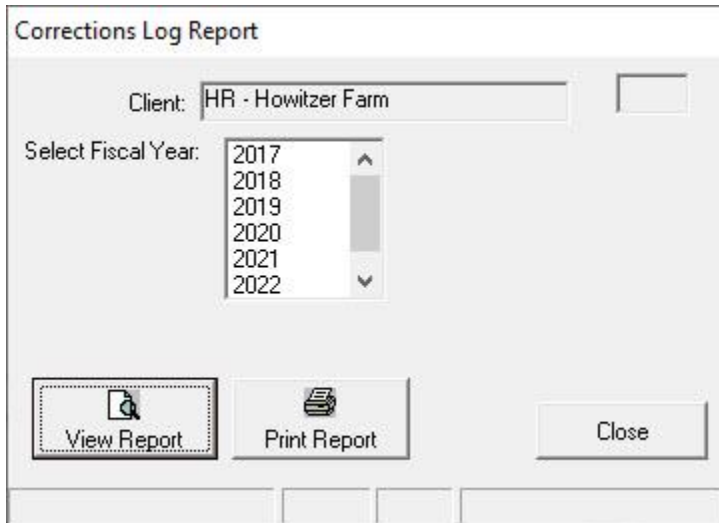
Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Corrections Log Report

This report provides a listing of corrections made to transactions along with the explanation for the correction.



The screenshot shows a dialog box titled "Corrections Log Report". It features a "Client:" field with the text "HR - Howitzer Farm". Below this is a "Select Fiscal Year:" label followed by a list box containing the years 2017, 2018, 2019, 2020, 2021, and 2022. At the bottom of the dialog, there are three buttons: "View Report" (with a magnifying glass icon), "Print Report" (with a printer icon), and "Close".

Select which fiscal year to produce the report for.

There are no other report selection options for this report.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Re-Allocated Income/Expense

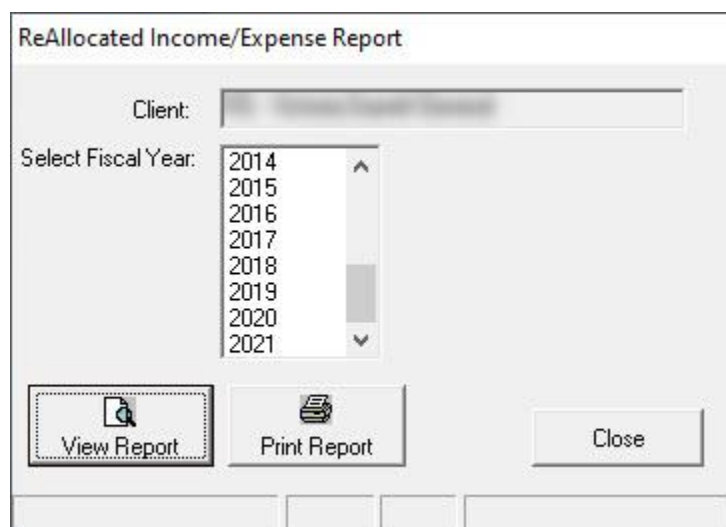
This report will provide a list of transactions where the Production Year is different from the Fiscal Year.

Select the year which you want the report produced for.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.



The screenshot shows a dialog box titled "ReAllocated Income/Expense Report". It features a "Client:" field with a blurred text. Below this is a "Select Fiscal Year:" label followed by a list box containing the years 2014, 2015, 2016, 2017, 2018, 2019, 2020, and 2021. At the bottom of the dialog, there are three buttons: "View Report" (with a magnifying glass icon), "Print Report" (with a printer icon), and "Close".

## Chart of Descriptions

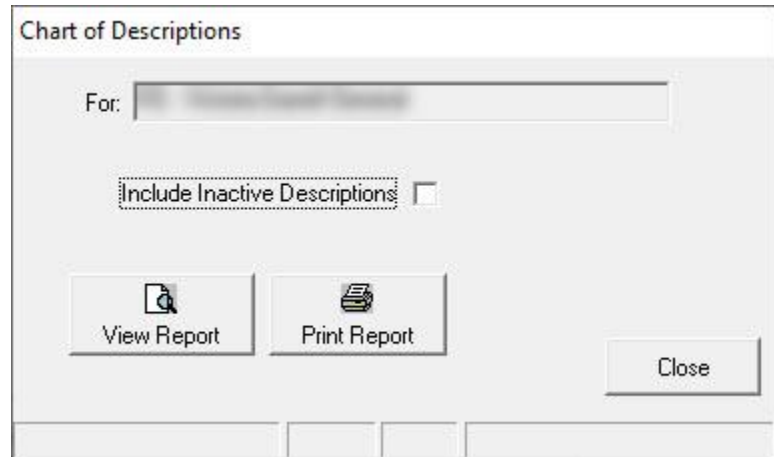
This prints a listing of the Chart of Descriptions for the Client.

Click the checkbox to include Descriptions on the report which have been marked as inactive.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.



The screenshot shows a dialog box titled "Chart of Descriptions". It features a "For:" field with a client name. Below it is a checkbox labeled "Include Inactive Descriptions" which is currently unchecked. At the bottom, there are three buttons: "View Report" (with a magnifying glass icon), "Print Report" (with a printer icon), and "Close".

## Balance Sheet

This produces a standard accounting Balance Sheet for a selected period.

Select the Fiscal Year which you want the report produced for. Selecting multiple years will produce a report for each year selected.

Select the period to use for the report.

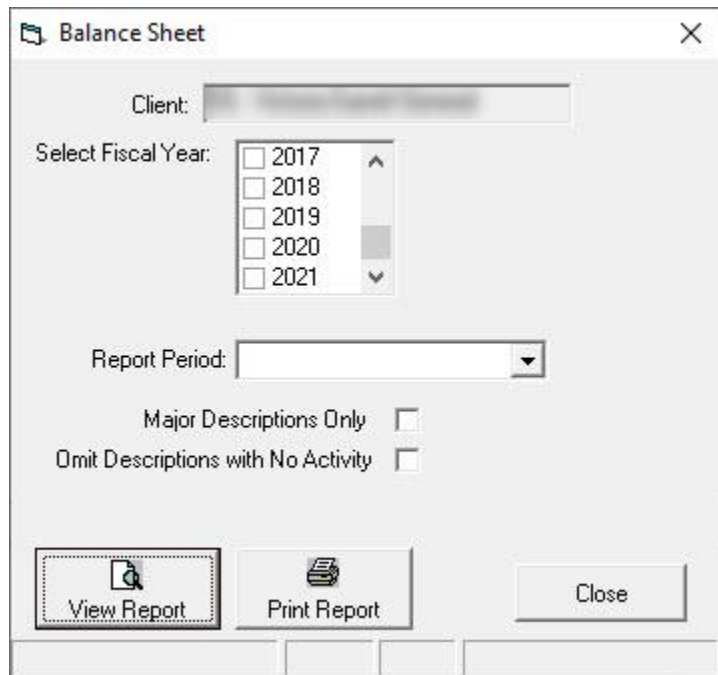
Check the appropriate boxes to identify whether the report should be summarized by major descriptions instead of by sub descriptions, and whether you want to omit descriptions that had no activity.

**Note:** If a balance sheet account (description) is marked inactive and has a zero ending balance prior to activating the next fiscal year, the account will be excluded from the Period End and Balance Sheet reports for the new year.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.



The screenshot shows a dialog box titled "Balance Sheet". It includes a "Client:" field. Below it is a "Select Fiscal Year:" section with a list of years from 2017 to 2021, each with an unchecked checkbox. A "Report Period:" dropdown menu is located below the list. Further down are two checkboxes: "Major Descriptions Only" and "Omit Descriptions with No Activity", both of which are unchecked. At the bottom, there are three buttons: "View Report" (with a magnifying glass icon), "Print Report" (with a printer icon), and "Close".

## Farm Income Statement

This report produces a Farm Income Statement for a selected period.

Select the Fiscal Year and Period to use for the report. You may select to have reports generated for multiple years. The same reporting period will be used for all Fiscal Years selected.

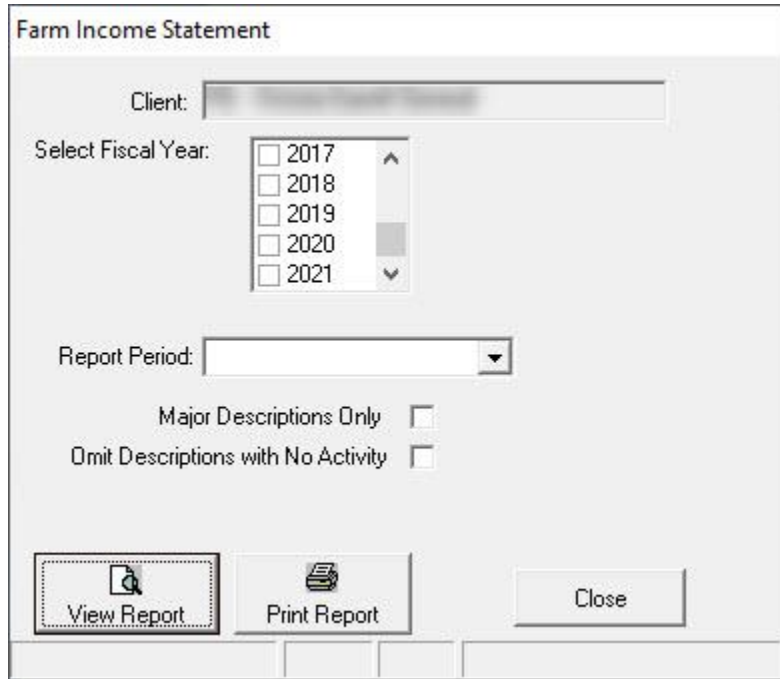
Check the appropriate boxes to identify whether the report should be summarized by major descriptions instead of by sub descriptions, and whether you want to omit descriptions that had no activity.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

**Note:** The last column of the Farm Income Statement can display either the Total for the year or the Year to Date total. The default is Year to Date. To set this option for the report, go to **Options** under the **Utilities** Menu. Click on the tab for **Other Report Options**.



The screenshot shows a dialog box titled "Farm Income Statement". It contains the following elements:

- Client:** A text input field with a blurred name.
- Select Fiscal Year:** A list box with checkboxes and a scroll bar, containing the years 2017, 2018, 2019, 2020, and 2021.
- Report Period:** A dropdown menu.
- Major Descriptions Only:** A checkbox.
- Omit Descriptions with No Activity:** A checkbox.
- Buttons:** "View Report" (with a magnifying glass icon), "Print Report" (with a printer icon), and "Close".



The screenshot shows the "Options" dialog box with the "Other Report Options" tab selected. It features the following elements:

- Income Statement Totals:** A section with two radio buttons: "Year to Date" (unselected) and "Year End Total" (selected).

Click on the appropriate radio button to specify the option for the report. This option will be used for all Farm Income Statements for all clients.

### Column

<u>Heading</u>	<u>Description</u>
Year Total	Total for the year, regardless of which period is selected for the report
Year to Date	Total as of the end of the period selected for the report

## General Ledger Report

The General Ledger report lists the transactions for the selected fiscal year grouped by description.

The screenshot shows the 'General Ledger Report' configuration window. At the top, the 'Client' is set to 'HR - Howitzer Farm'. Below this, the 'Select Fiscal Year' section has a list of years from 2019 to 2023, with 2024 selected. The 'Select Range' section is active, with radio buttons for 'Period#', 'Date', and 'Ref#'. The 'Date' option is selected, and the start and end dates are both set to '2 /20/2024'. There are also dropdown menus for 'Description', 'Production Year', and 'Enterprise'. Below the range selection, there are several checkboxes for report options: 'Omit Descriptions with No Activity', 'Include Reference #', 'Include Begin/End Balances', 'Include Voided Transactions', 'Include Check Number', 'Include 1099 Flag', 'Show Running Balance', 'Use +/- Amount Format' (which is selected), and 'Use DR/CR Amount Format'. At the bottom, there are three buttons: 'View Report', 'Print Report', and 'Close'.

You may specify a **range of transactions** to be included, based on date, accounting period, or transaction main reference number. Click the Check Box next to **Select Range**. Click the radio button for the type of value to select on – Period#, Date, or Ref#. Then select or fill-in the starting and ending values for the search.

You can also specify a range of **Descriptions** to include. Click the check box beside Description. Then specify starting and ending description from the drop down lists. There are multiple ways to select the Description. Click the down arrow to select from the list of descriptions. Use the scroll bar to scroll the list to find the desired description, then click on it to select it. Following are other methods for selecting a Description in Transaction Entry.

- Click the down arrow to open the dropdown list. Then start typing a description number and the list will scroll to the corresponding section of the list.
- Type part of the description number and press **Enter**. The first description which matches the portion of the number entered will be selected.
- Type part of the description name and press **Enter**. The first description which contains the word or phrase will be selected.

- Use the arrow keys (↑↓) on the keyboard, or the scroll wheel on the mouse, to scroll through the list of available descriptions 1 at a time.
- **PageDown/PageUp** scrolls through the list in groups of 7.

You may also specify a specific **Production Year**. Check the box beside Production Year to include it. This option only allows selection of a specific production year rather than a range of years.

**If you do not specify a range of transactions and/or descriptions, the report will include all transactions and/or descriptions.**

Check the **Enterprise** box to filter the report to produce a General Ledger for a specific Enterprise.

Additional options are available for further customization of the report. Click the appropriate checkbox to select the following options:

- **Omit Descriptions that have No Activity** for this fiscal year
- Include the **Transaction Reference** number on the report
- Include the **Beginning and Ending Balances** for the description on the report
  - If you select this option, you can also select to **Show Running Balance** for each transaction. This can be helpful when balancing against a bank account of other financial statement.
- Include **Voided Transactions** on the report
- Include the **Check number** for the transaction
- Include the **1099 Flag** for the transaction

You also have two options for how the amounts are formatted.

- You may select to format the amounts using a Debit/Credit (DR/CR) format or
- Use a +/- format, which places parenthesis “( )” around negative amounts. The +/- format is the default setting.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Production History Report

The Production History Report provides a way to report on the quantity of products sold for a given production year. This information can be used to document production yields for FSA reporting. The report examines the information entered into the explanation of the income transactions and extracts the quantity, units of measure, and price for the sale. The report includes who the sale was made to and the total sale amount.

To run the report...

Select the production year or years that you want included. If you select multiple years, a separate report is produced for each year.

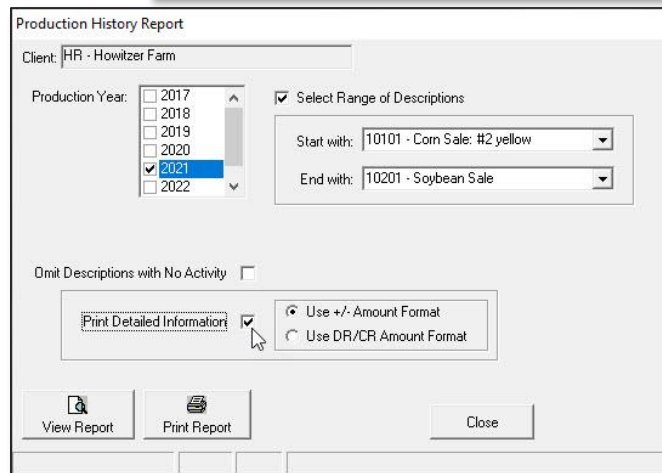
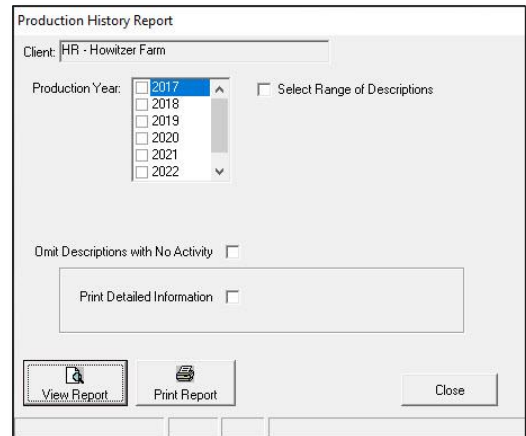
You may also specify a range of **Descriptions** to include. By default, the report only includes Income related entries, but you can further limit the range to a subset of Income items.

There are multiple ways to select the Descriptions. Click the down arrow to select from the list of descriptions. Use the scroll bar to scroll the list to find the desired description, then click on the description to select it. Following are other methods for selecting Descriptions.

- Click the down arrow to open the dropdown list. Then start typing a description number and the list will scroll to the corresponding section of the list.
- Type part of the description number and press **Enter**. The first description which matches the portion of the number entered will be selected.
- Type part of the description name and press **Enter**. The first description which contains the word or phrase will be selected.
- Use the arrow keys (↑↓) on the keyboard, or the scroll wheel on the mouse, to scroll through the list of available descriptions 1 at a time.
- **PageDown/PageUp** scrolls through the list in groups of 7.

If you wish to omit descriptions that don't have activity to report, check the box next to Omit Descriptions with No Activity.

The report will also include more detailed information about each transaction if you check the **Print Detailed Information** box. Otherwise it will just report who the sale was to, the number of units, price, and total value of the sale. If you choose to **Print Detailed Information**, if needed, click the radio button that corresponds to the format you would like used for the total sale amount. Click either **View Report** or **Print Report** to generate the report.



Click **Close** to exit the report.

#### [Adjusting Production History Unit of Measure Tags](#)

When the report is run, the unit of measure found in the transaction is compared against a master list to validate that information found should be included in the report. This list can be reviewed and updated (if desired) by going to **Utilities, Options** on the PFMA for Windows Menu Bar, then selecting the **Other Report Options** tab.

To update the list of units used for validating the information used on the Production History Report, simply click in the text box and edit the list. There should only be one unit of measure listed per line. The text should be in all caps and must match exactly to what is being used to identify the units in the explanation field in transaction entry. In other words, if you normally use the abbreviation “bu” for bushels, the text “BU” should be included in the list of tags.

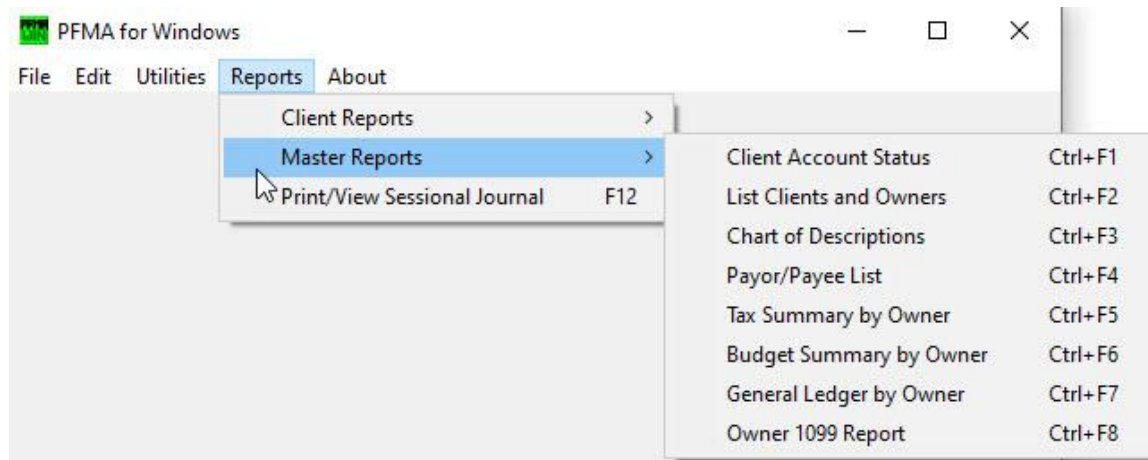
Click the **Apply** button to save your changes.

Click the **Cancel** button to not save the changes.

Click **OK** to exit.

## Master Reports

Master reports provide information about all clients, consolidate information for one or more Owners across multiple Clients, or provide a listing of information in the Master database. All reports are found under the Reports: Master Reports menu option on the Main PFMA Window.



## Client Account Status

Client Account Status Report

Number of Clients: 27

Select Clients

Ajax Possum Farm

BW Farm

CB Farm

DH Farm

Grant Acorn Farm

Grant Two Rivers Farm

Grant Hillside Farm

Grant South Fork Farm

Grant Twin Peaks Farm

Grant Victory Farm

Lionheart Farm

Howitzer Farm

Kansas Farm

LA Bad Christmas, LLC

Select on...

Cash Balance

Other Current Assets

Total Current Assets

Start with...

End with...

Show Total of All Accounts

View Report

Print Report

Close

The Client Account Status is a summary report of clients and their respective cash and current asset balances.

You can limit the clients that are to be included on the report. To specify only certain clients for the report, click the Select Clients checkbox to activate the Client List, then click the checkbox beside the clients you want to include. If the Select Clients box is left unchecked, then all clients will be included. If a client was selected prior to accessing the report, that client will be automatically selected and the Select Clients option will be checked.

Further selection of clients can be done by specifying a range of values that the account balances must fall between in order for the client to be included in the report. Click the checkbox of the type of balance you want to select on. Enter starting and ending amounts.

Amounts can be negative or positive, but the starting amount cannot be greater than the ending amount.

Click the box beside Show Total of All Accounts to include a total of the account balances for all clients included on the report.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## List Clients and Owners

Client/Owner Listing

Number of Clients: 27

View Report

Print Report

Close

There are no report selection options for this report.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Chart of Descriptions

Chart of Descriptions

For: Master Chart of Descriptions

Include Inactive Descriptions

View Report

Print Report

Close

This report generates a listing of the Master Chart of Descriptions.

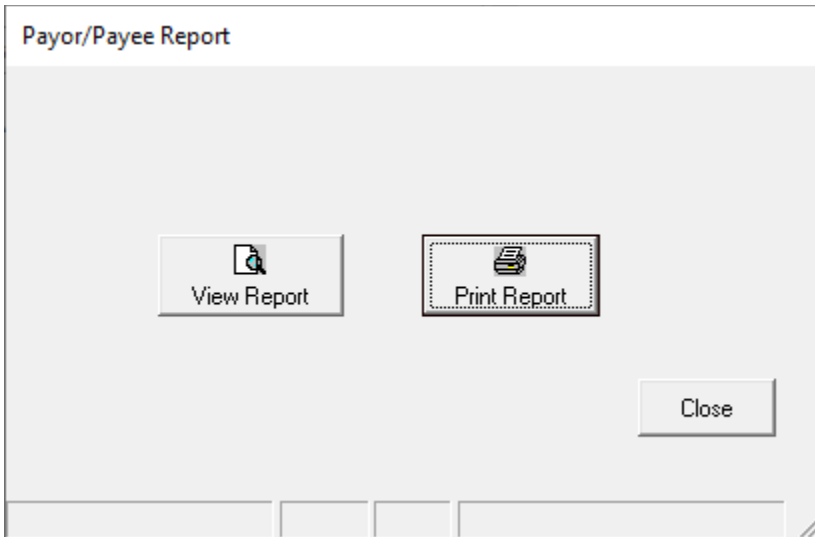
Click the checkbox if you want to include inactive Descriptions on the report.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Payor/Payee List



This report generates a listing of the Master Payor/Payee List.

There are no report selection options for this report.

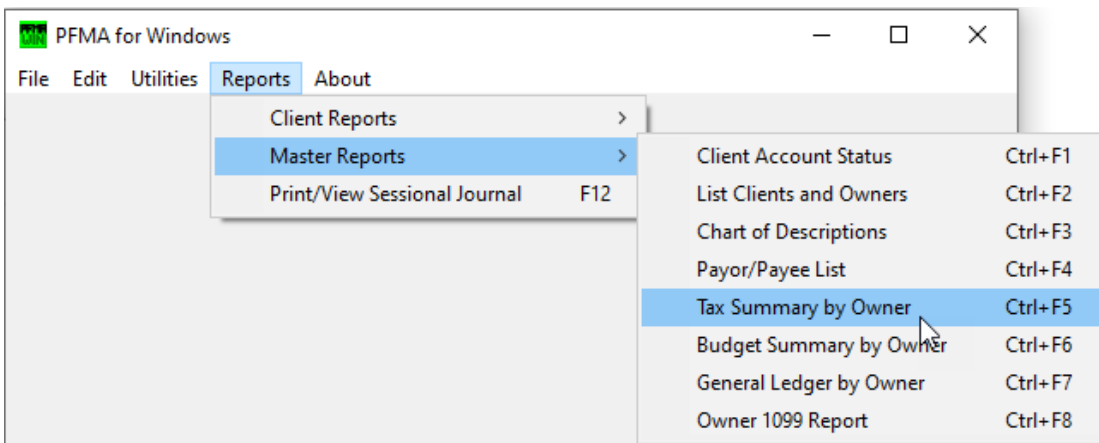
Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

## Tax Summary by Owner Report

The Tax Summary by Owner Report allows you to print a Tax Summary Report that gives a total for the owner of their share of income and expenses for all related farms (clients).



After selecting the report, you will be presented with a report options screen.

Owner Tax Summary Report

Produce report for Fiscal Year's ending in the range...

Start with... 1 / 1 / 2023

End with... 12/31/2023

Get Owners

Number of Reports: 1 per Owner

Major Descriptions Only

Omit Descriptions with No Activity

Print Header on First Page Only

View Report Print Report Close

Debug

Owners

Farms for Selected Owner

Clients Available

First identify the range for the end date of the fiscal years that you want to run reports for. The start and end dates can be set to any range from one year to one day.

Next click **Get Owners**.

Owner Tax Summary Report

Produce report for Fiscal Year's ending in the range...

Start with... 1 / 1 / 2020

End with... 12/31/2020

Get Owners

Number of Reports: 1 per Owner

Major Descriptions Only

Omit Descriptions with No Activity

Print Header on First Page Only

View Report Print Report Close

Debug

Owners

Farms for Selected Owner

Clients Available

The program will then provide a list of owners which have client farms whose fiscal year end date falls within the prescribed date range.

Click the checkbox beside the owner(s) that you wish to run reports for. Alternatively, you can click the checkbox beside the **All Owners** option to select all the owners in the list.

If you do not wish to include all client farms for a selected owner, you can click the check boxes in the Client list (on the right – Farms for Selected Owner) to pick the ones to be included or excluded. Those with checkmarks will be included in the report.

Make any other changes to the report options, as desired.

- Number of Reports to generate per Owner
- Whether to produce the report summarized by Major Description
- Whether to omit descriptions with no activity
- Whether to print the report header (which provides a summary of the selection criteria only on the first page).

Click the **View Report** button to view the report on-screen.

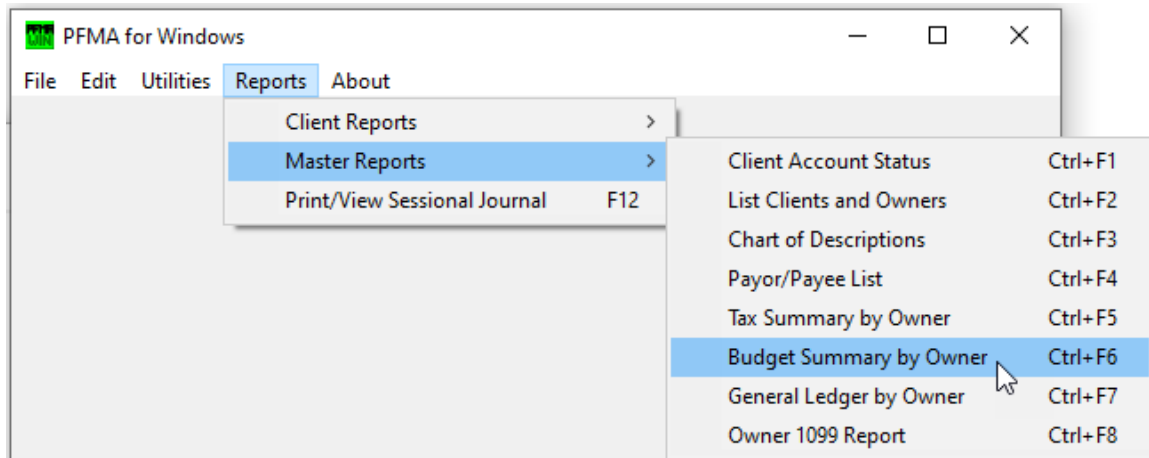
Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

**Note:** The Debug option is only used when PFMA Support instructs you to do so. This will produce a detailed log file during report generation which they can use to help diagnose problems which might occur with the report. Since this report pulls data together from multiple farms, there may be situations arise which produce unexpected results.

## Budget Summary by Owner

This report will consolidate budget information from all clients/farms that an owner is part of into a single report. It will also produce a report showing the Owners Share of the budget.



The selection window for the report is displayed next.

Combined Budget by Owner Report

Produce report for Fiscal Year's ending in the range...

Start with... 1 / 1 / 2023

End with... 12/31/2023

Get Owners

100% Farm

Owner Reports

Major Descriptions Only

Omit Descriptions with No Activity

View Report Print Report Close

Debug

Owners

Farms for Selected Owner

All Owners

Clients Available

First identify the range for the end date of the fiscal years that you want to run reports for. The start and end dates can be set to any range from one year to one day.

Next click **Get Owners**.

Combined Budget by Owner Report

Produce report for Fiscal Year's ending in the range...

Start with... 1 / 1 / 2020

End with... 12/31/2020

Get Owners

100% Farm

Owner Reports

Major Descriptions Only

Omit Descriptions with No Activity

View Report Print Report Close

Debug

Owners

Farms for Selected Owner

All Owners

Clients Available

- Abraham Lincoln
- Holly McLane
- Jack McLane
- John Howitzer
- John McLane
- Jonah Howitzer
- Joseph Howitzer
- Josia Howitzer
- Liz Taylor
- Lucy McLane
- Mary Smith

- RM - Rolling Meadows Properties, LLC (0.00)

- Grant Acorn Farm
- Grant Twin Peaks Farm
- Grant Two Rivers Farm
- Howitzer Farm
- LA Bad Christmas, LLC
- Rolling Meadows Properties, LLC
- Vince Grant General

The program will then provide a list of owners which have client farms whose fiscal year end date falls within the prescribed date range. The report will be produced for the fiscal year ending within the range specified.

Click the checkbox beside the owner(s) that you wish to run reports for. Alternatively, you can click the checkbox beside the **All Owners** option to select all the owners in the list.

If you do not wish to include all client farms for a selected owner, you can click the check boxes in the Client list (on the right – Farms for Selected Owner) to pick the ones to be included or excluded. Those with checkmarks will be included in the report.

Make any other changes to the report options.

- Is a 100% Budget report across all clients/farms to be produced
- If a report showing the owners share of the overall budget to be produced.
- Whether to summarize the report by major description rather than sub-description.
- Whether to omit descriptions with no activity

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

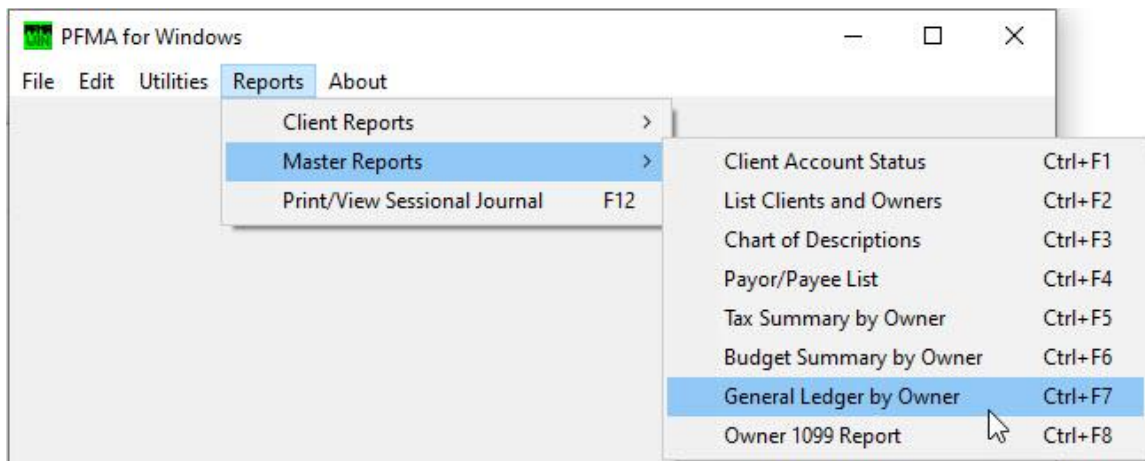
Click **Close** to return to the Main Window.

**Note:** The Debug option is only used when PFMA Support instructs you to do so. This will produce a detailed log file during report generation which they can use to help diagnose problems which might occur with the report. Since this report pulls data together from multiple farms, there may be situations arise which produce unexpected results.

## Owner General Ledger Report

This report will consolidate information from all clients/farms that an owner is part of into a single General Ledger report, showing their share of the transaction amounts and account totals.

Select the report from the main menu bar - **Reports**, then **Master Reports**, then **General Ledger by Owner**.



Owner General Ledger Report

Produce report for Fiscal Year's ending in the range...

Start with... 1 / 1 /2023

End with... 12/31/2023

Clients Available

Owners Farms for Selected Owner

All Owners

Select Range Start with... End with...

Period#   
 Date 2 /20/2024   
 Ref#   
 Description   
 Production Year

Number of Reports: 1 per Owner

Print Header on First Page Only  
 Omit Descriptions with No Activity  
 Include Reference #  
 Include Begin/End Balances  
 Include Voided Transactions  
 Include Chk/Dep Number  
 Include 1099 Flag

Transaction Amount Format

Use +/- Amount Format  
 Use DR/CR Amount Format

Debug

Enter or confirm the data range of the fiscal year you wish to generate reports for. Then click the **Get Owners** button.

Click the checkbox next to the Owners you wish to generate reports for. All farms for that Owner will be selected automatically by default, but you may exclude farms as desired by unchecking the box next to the farm to omit.

Options are also available in the lower left portion of the window to specify additional filtering of the information to be included in the report. Click the associated filter options (Select Range, Description, Production Year) to indicate which filters you wish to use. This will enable selection or entry of filter parameters.

Select a **Description** or range of Descriptions to use for filtering transactions for the report. There are multiple ways to select the Description. Click the down arrow to select from the list of descriptions. Use the scroll bar to scroll the list to find the desired description, then click on the description to select it. Following are other methods for selecting a Descriptions.

- Click the down arrow to open the dropdown list. Then start typing a description number and the list will scroll to the corresponding section of the list.
- Type part of the description number and press **Enter**. The first description which matches the portion of the number entered will be selected.
- Type part of the description name and press **Enter**. The first description which contains the word or phrase will be selected.
- Use the arrow keys (↑↓) on the keyboard, or the scroll wheel on the mouse, to scroll through the list of available descriptions 1 at a time.
- **PageDown/PageUp** scrolls through the list in groups of 7.

Enter the applicable information to set the search value or the range of values to use to further filter the descriptions and transactions to be included.

Multiple filter options can be applied at the same time. In the example shown below, we are filtering for transactions in the January-March period and only including a range of income descriptions.

Various options on the lower right segment of the window may be selected to alter how the information is presented in the report.

Select **Omit Descriptions that have No Activity** for this fiscal year to exclude them from the report.

Selecting **Print Header on First Page Only** causes the Owner, Farm, and Owner Share information to only print in the header of the first page.

Selecting to **Include Begin/End Balances** will print the beginning balance of the description account as it exists prior to the range of transactions selected, then an ending balance after the transactions.

- If you select this option, you can also select to **Show Running Balance** for each transaction.

Certain elements can be included in the report by checking the box next to the item.

- Include the **Transaction Reference** number on the report
- Include **Voided Transactions** on the report
- Include the **Check number** for the transaction
- Include the **1099 Flag** for the transaction

You also have two options for how the amounts are formatted.

- You may select to format the amounts using a Debit/Credit (DR/CR) format or
- Use a +/- format, which places parenthesis “( )” around negative amounts. The +/- format is the default setting.

If desired, a Range of Dates or a Range of (Main) Reference numbers can be used instead of selecting a Period.

If you do not specify a range of transactions and/or descriptions, the report will include all transactions and descriptions.

Click the **View Report** button to view the report on-screen.

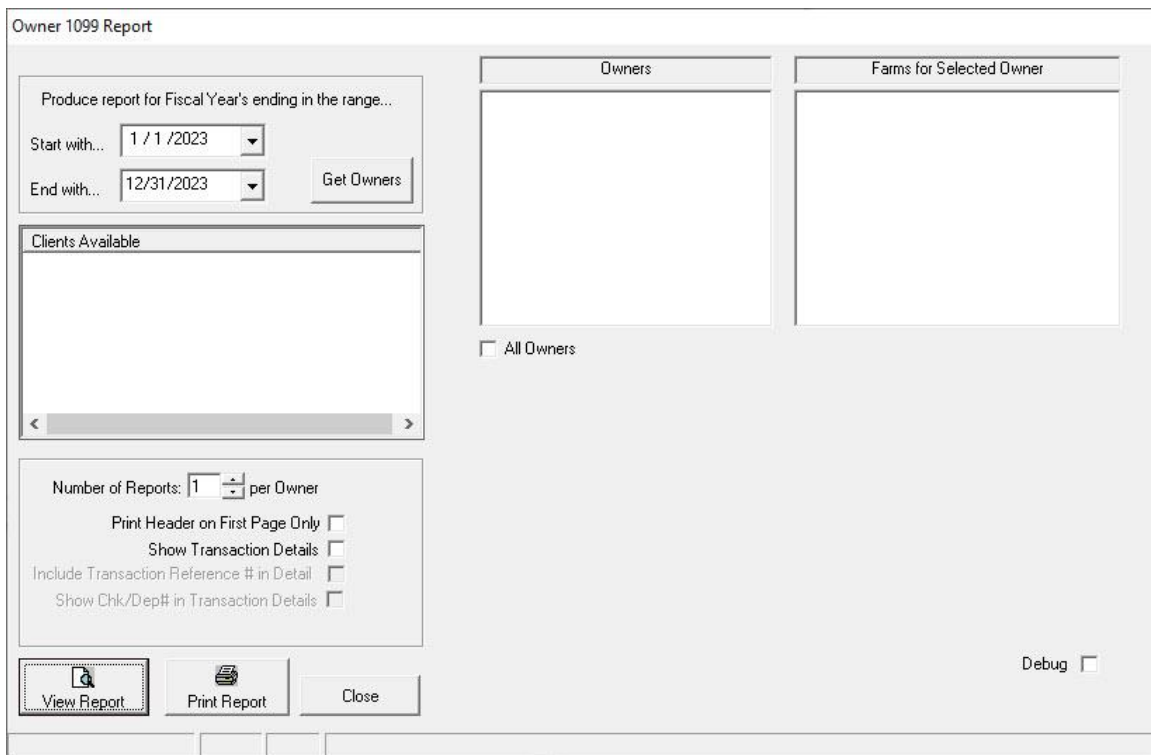
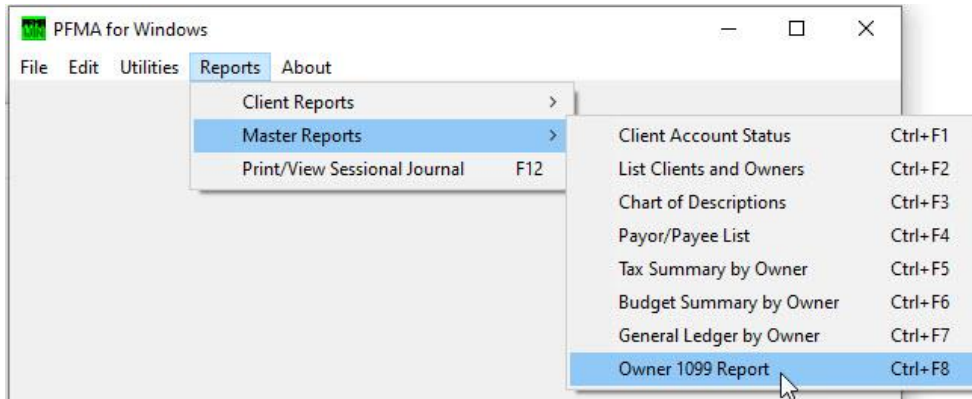
Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

**Note:** The Debug option is only used when PFMA Support instructs you to do so. This will produce a detailed log file during report generation which they can use to help diagnose problems which might occur with the report. Since this report pulls data together from multiple farms, there may be situations arise which produce unexpected results.

## Owner 1099 Report

This report will consolidate 1099 information from all clients/farms that an owner is part of into a single report, showing their share of the transaction amounts and account totals.



First identify the range for the end date of the fiscal years that you want to run reports for. The start and end dates can be set to any range from one year to one day.

Next click **Get Owners**.

Click the checkbox next to the Owners you wish to generate reports for. All farms for that Owner will be selected automatically by default, but you may exclude farms as desired by unchecking the box next to the farm to omit. You can also click the All Owners checkbox to select all owners.

If more than one copy of the report is needed per owner, adjust the Number of Reports by entering a new value or using the arrow buttons.

Indicate if the Header should be printed on only the first page.

Indicate if Transaction Details are to be included. If so, you can then indicate if the Transaction Reference Number and Check/Deposit Number are to be included.

Click the **View Report** button to view the report on-screen.

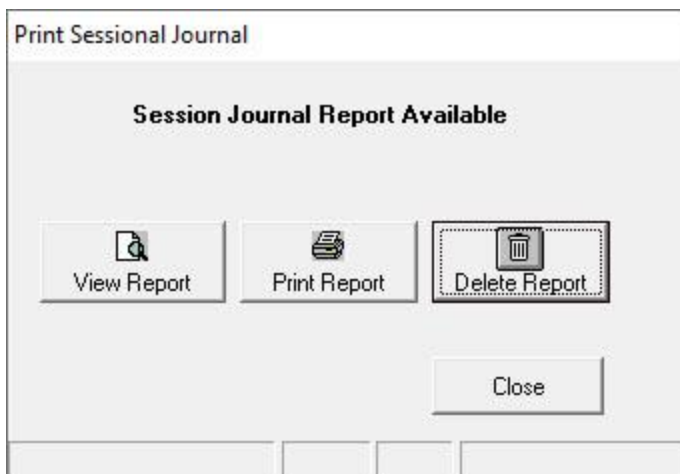
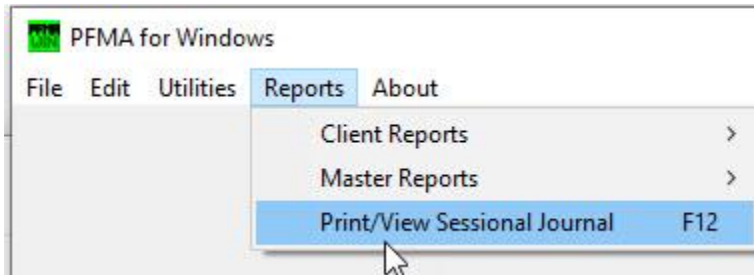
Click the **Print Report** button to print the report on a printer.

Click **Close** to return to the Main Window.

**Note:** The Debug option is only used when PFMA Support instructs you to do so. This will produce a detailed log file during report generation which they can use to help diagnose problems which might occur with the report. Since this report pulls data together from multiple farms, there may be situations arise which produce unexpected results.

## Print/View Sessional Journal

The Sessional Journal Report is automatically added to each time you post transactions to a Client. Essentially it is a log of the new transactions entered. If you have not selected the option to Print Sessional Journal when Exit Transaction Entry under **Utilities, Options**, then you will need to use the Print/Review Session Journal under the Reports menu to manage this report file. This option allows you to View and/or Print the report, as well as to delete the Sessional Journal Report file.



A message will be displayed if no Sessional Journal Report is available.

Click the **View Report** button to view the report on-screen.

Click the **Print Report** button to print the report on a printer.

Click the **Delete Report** button to delete the Session Journal Report file.

Click **Close** to return to the Main Window.

## Backing Up Data Files

You are encouraged to make regular backup copies of your PFMA Data. PFMA for Windows software does not include a built in backup utility. There are multiple ways to backup your data. Regardless which method is used to make the backups, they should be done on a regular basis.

### Automated Backups

The recommended method for backing up your data is to use backup software. Several products are available and an online search for top products is a good place to start. Products we recommend include EaseUS ToDo Backup, Acronis Cyber Protect, AOMEI Backupper and Paragon Backup & Recovery. All these allows you to define what to backup and schedule automatic backups. They will create full and partial backups and keep multiple iterations of both on an external or secondary drive, network attached storage or to a cloud location such as Google Drive, Dropbox, Microsoft OneDrive, etc. You may also want to periodically do a backup to an alternate location or storage device in the case primary storage device fails. You can also leverage utilities, such as Google Backup & Sync, to monitor your backup drive and sync it with cloud storage.












### Manual Backups

You can also make backups manually. Windows 10 has a Backup utility located under Settings: Update and Security, or you can use the Windows 7 Backup & Restore tool. Another option is to use a utility such as Allway Sync which allows for setting up jobs for copying or synchronizing files to another location. WinZip or PKZip can be used to backup your files using data compression. You can use Windows Explorer to select the data files and send them to a compressed (zipped) folder, or to a removable drive. When doing manual backups, you should also not backup to the same set of media (diskettes, tape, etc.) every time. That is, if you are backing up to a USB connected flash drive, you should have more than one. At least 3 are recommended. The first time you backup use Set A, the next time use Set B, then Set C, then back to Set A. Some people prefer to do daily and/or weekly backups. The physical media used to make the backup can develop defects, or a good backup can be inadvertently overwritten with bad data. It has often been seen that corrupted or missing data is not discovered until later, after at least one additional backup has been performed. Having multiple backups, made at different times, helps ensure that you have a good backup should you need to reload your data.

### What to backup:

You should backup all files in the client data directory and system data directory that end with the extension .MDB. You should also backup the QtyDesc.cfg file. The default for the client and system data directory is C:\PFMAWIN, but the data can be moved to a different drive and/or directory. Locating the data files in a separate directory makes performing or setting up automated backups much easier.

The illustration to the right shows an example listing of the database files that should be backed up.

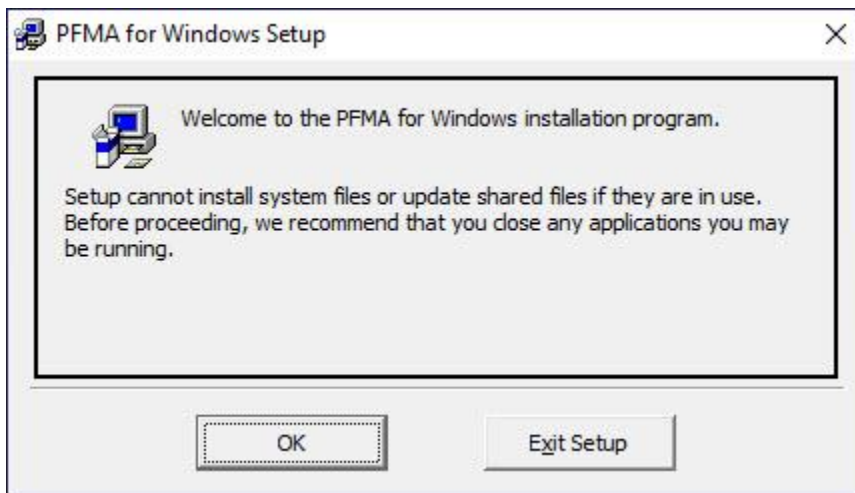
Name	Date modified	Size
 BCDATA.MDB	2/5/2019 9:05 PM	240 KB
 BDDATA.MDB	2/5/2019 9:05 PM	226 KB
 BEDATA.MDB	2/5/2019 9:05 PM	226 KB
 BFDATA.MDB	2/5/2019 9:06 PM	228 KB
 BGDATA.MDB	2/5/2019 9:06 PM	226 KB
 BIDATA.MDB	1/28/2020 6:57 PM	354 KB
 BLDATA.MDB	1/8/2020 7:54 PM	320 KB
 BODATA.MDB	2/5/2019 9:06 PM	226 KB
 Master.mdb	3/7/2020 5:24 PM	368 KB
 QtyDesc.cfg	3/7/2020 5:24 PM	1 KB
 Template.mdb	2/2/2024 4:14 PM	294 KB

## Installing PFMA for Windows

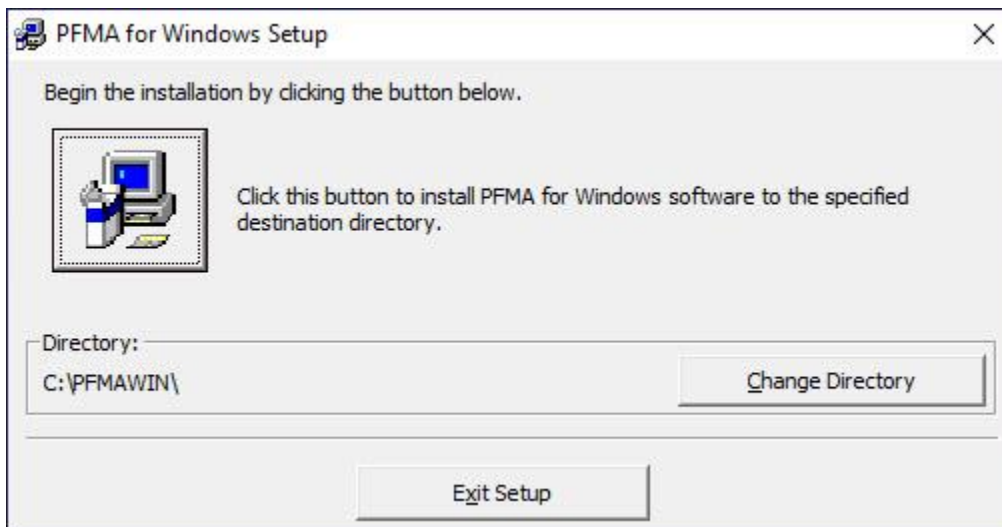
To install PFMA for Windows, insert the Program CD into the CD-ROM drive of your computer (or Program Flashdrive into the USB port). If the PFMA setup program does not automatically launch...

1. Open Windows File Explorer
2. Click on CD drive (or USB drive) in the left side navigation panel
3. Locate the Setup file and double-click it, or right click it and click Open.

The PFMA for Windows Setup program will start and will display a screen similar to the one shown here.



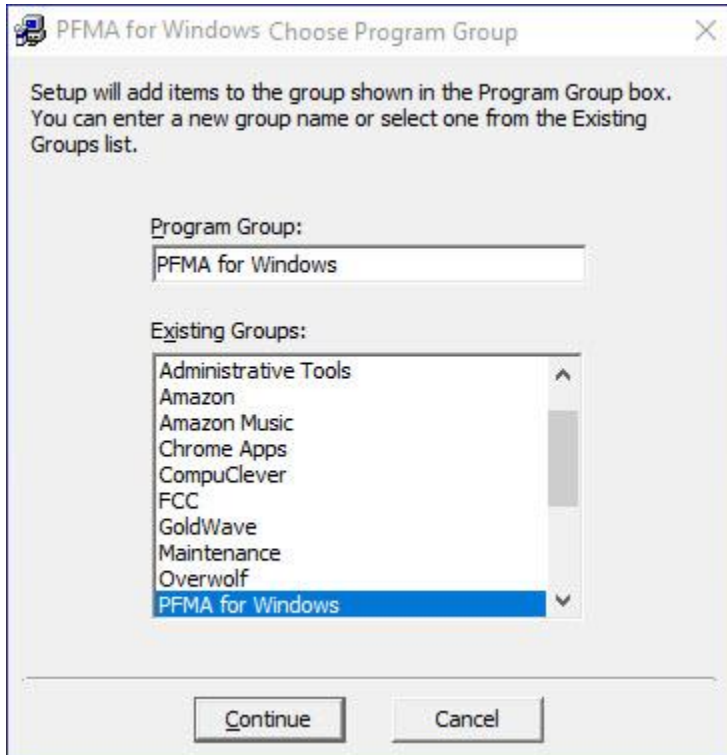
Click the **OK** button to proceed with Setup.



You will next be asked to confirm where you want the PFMA program installed. The default location (C:\PFMAWIN) is the recommended location, but you can change this to any other drive or directory (folder) you desire. If you wish to install to another directory, the folder needs to be created first in Windows File Explorer. PFMA Setup will not create the directory. If you change the location, make

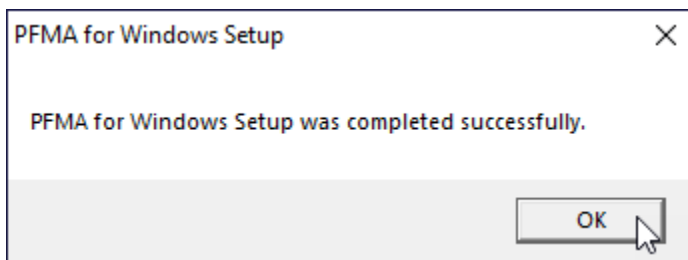
a note of the directory you specified as this will be needed later to properly configure the program. Click the install button to proceed.

You will also be asked to confirm the name of the program group to be added in Windows Startup Apps listing. You can change the group name if desired.



Click the Continue button.

You will be able to observe some activity on the screen as the files are installed onto the computer. A message is displayed when the install is completed.



Click ok.

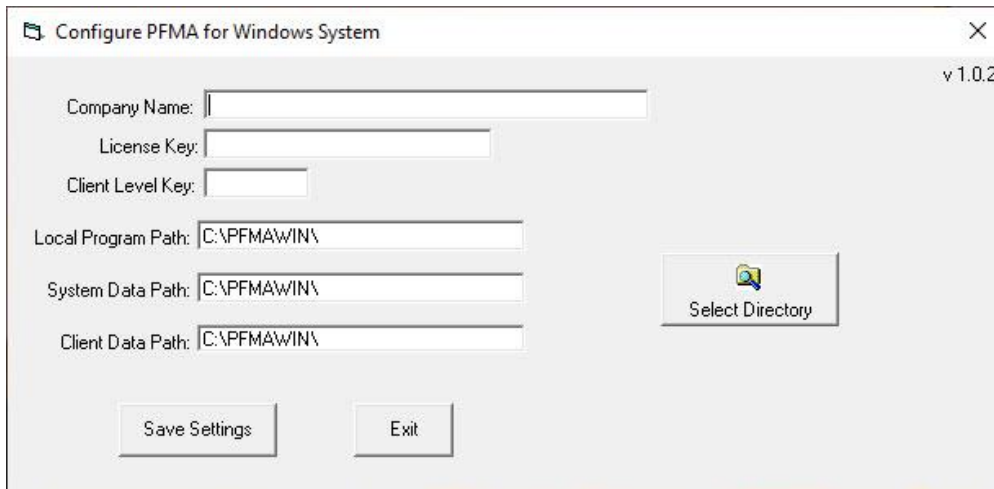
**Before running PFMA for Windows, you must first Configure the program.**

## Configuring PFMA for Windows

Before running PFMA for Windows the first time, you must configure the program. You will also need to rerun the configuration program if you change your Company Name or change your client licensing level.

To configure PFMA...

1. Open Windows File Explorer
2. In the navigation panel on the left, under This PC, click on the Windows (C:) drive
3. Double click the PFMAWIN folder on the right to open it
4. Locate the ConfigPFMA file and double-click it, or right click it and click Open



On the Configure PFMA for Windows form, enter or confirm your Company Name. Enter the values for the License Key and Client Level Key. The two Key values are specific to your Company Name and should be included with your PFMA for Windows package. The Company Name must be entered exactly as indicated on the registration card, including upper and lower case letters, punctuation, and spaces. If the Company Name does not match exactly, the License Keys will not be valid and the PFMA for Windows program will not run.

Update the directory names shown on the form as necessary to match where the program was installed and where the data will be located. The default location for all Path entries is C:\PFMAWIN.

To change the Path designations, click the Select Directory button to open a drive & directory listing for use in locating the desired directory for the Path entries. When using this option, double click the desired directory on the list to open it, then click the appropriate arrow to copy the name of the selected directory into the corresponding PFMA Path field.

Click **Save Settings** to Save the configuration.

Click **Exit** to close the ConfigPFMA program.

## Installing for Shared Network Access

PFMA for Windows can be run on a Local Area Network to allow multiple users to access PFMA. This section outlines how to install and configure PFMA for Windows for a Network environment.

Follow the installation instructions in the previous section to install PFMA for Windows on one workstation that will be running the software. Run the ConfigPFMA program on that workstation.

The Client Data files and System Data files can be located on a fileserver or a workstation that will be sharing the data with the rest of the network users. This allows direct access by all users to the data that resides on the file server or shared drive. Regardless of the type of storage used, the network shared location must be able to have a letter drive designation associated with it on the user workstations. The Client Data files and System Data files can reside in the same or in separate directories. Client Data files must all reside in the same directory, but they do not have to be in the same directory as the System Data files. Your local IT support should be able to assist you with establishing a shared data connection across multiple office locations.

Cloud storage providers such as Google Drive™, Dropbox and Microsoft OneDrive could be configured for use as a shared location for the PFMA data files, but is not the preferred method. In these instances, users are not actually all accessing the same data. These systems are essentially monitoring for when files on the local computer are being updated, then copying the updated files to their cloud data servers. The computers for other users of PFMA are then checking the cloud server for updated files and then copying the updated file from the cloud providers' server to their local workstation. So, due to the data being replicated across multiple computer systems, there could be delays from when one user updates information and another user sees the updated information.

The client database files are all named xxDATA.MDB where xx is the 2 letter client code. The System Data files consist of MASTER.MDB, TEMPLATE.MDB and QtyDesc.cfg. These files must be copied to the network shared System Data location.

After creating the directories on the fileserver and copying the data files to the appropriate location, setup a network drive mapping for the users to access the data. For simplicity, it is best if the drive mapping is the same for all users.

Install PFMA for Windows on the rest of the workstations that will be running the software. I recommend installing and running the program locally on each workstation. The program executable file (PFMAMAIN.EXE) could be located on a fileserver with the application shortcut on the user workstation pointing to that file, but each user must at least have a local PFMAWIN directory on their workstation or a user specific (home) directory on the server or shared network drive. This would be designated as their Local Program Path. The ConfigPFMA program must be run on each workstation regardless of where the program is actually located.

To update data file locations after PFMA has been installed, you can either rerun the ConfigPFMA program, or start PFMA and access the **Options** item under the **Utilities** menu. Change the Client and System Data directories to point to the correct locations on the fileserver. The Local Program Path should be a local directory or a user specific directory on the fileserver.

## PFMA Update Install

When PFMA starts, it automatically checks our website to see if there is an update to the current version. If so, a message will appear indicating what the version is with an option to view more information, if available, about the update.

Click **Yes** to launch a separate window to view a summary of what is included in the update. You do not have to install the update at this time. You can always check for updates at your convenience through the **About** menu option on the PFMA for Windows main window.

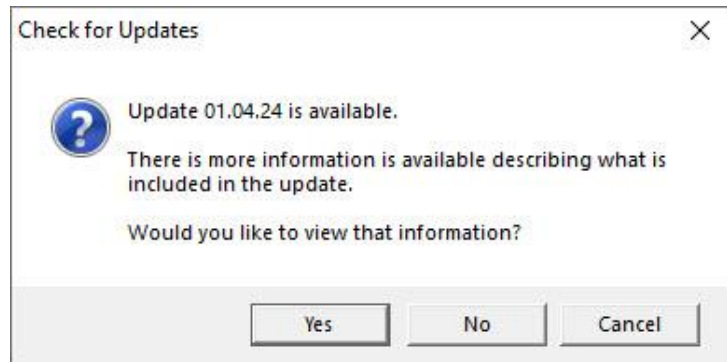
Click **No** to skip reading the update info.

Click **Cancel** (or the **X** in the upper right corner) to not have these messages displayed again until a different update version is available. The PFMA for Windows main screen will now open.

If clicked either **Yes** or **No** on the above message, you will next be presented with an option to install the update.

Click **Yes** to proceed with the install or click **No** to not install the update. Clicking **No** will continue on to open the main PFMA window.

If you click **Yes**, the PFMA Update Install Window will appear.

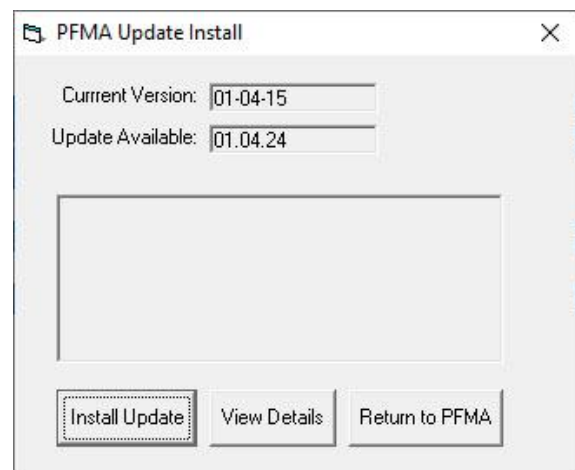


The PFMA update Install window shows the current version of PFMA installed and the version of the update to be installed. Once again, you have an option to **View Details** about what the update includes.

Click **Install Update** to have the update downloaded and installed.

Click the **X** in the upper right corner of the window to close the window.

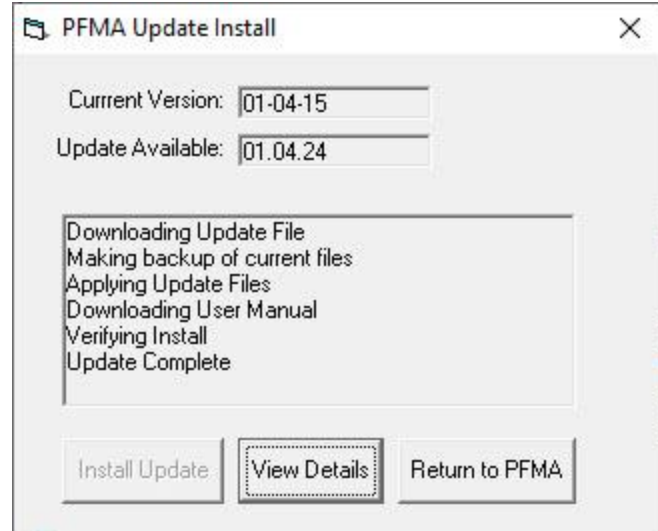
Click **Return to PFMA** to go back to PFMA for Windows.



If you click **Install Update**, you will see a series of messages in the message box showing the progress of the install.

Existing program files are renamed and retained in case a problem arises that would require rolling back to the current version.

Click **Return to PFMA** after the update installation is complete to launch PFMA for Windows.

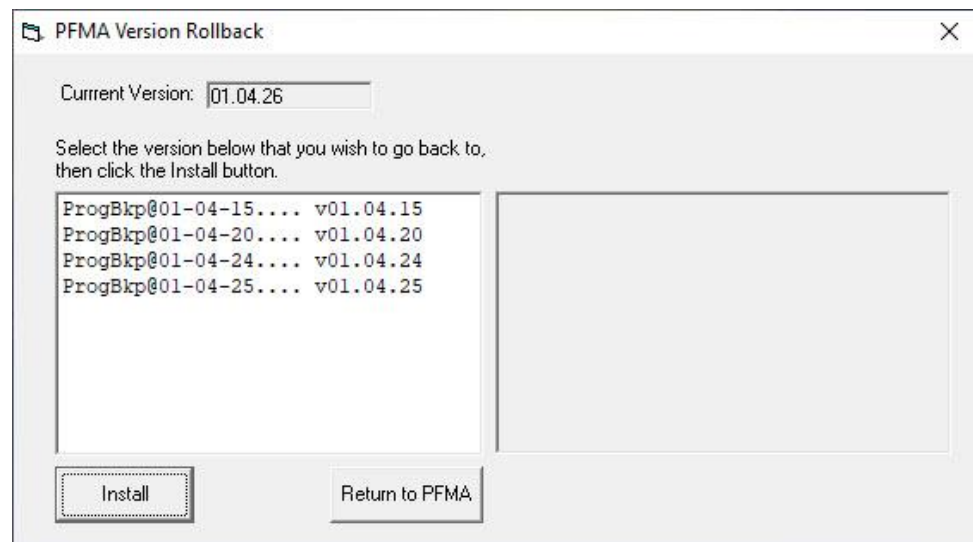


## Rollback Version

This utility option, found under the **About** menu option, allows for replacing the current version of PFMA with a prior version. Only prior versions that existed on the computer since the Automated Update function became available in March 2025. Clicking the **Rollback Version** button on the

**About** screen will display the **PFMA Version Rollback** screen similar to the one shown here.

To go back to a prior versions, select the version backup from the list, then click the Install button.



The panel on the right will populate with information showing the progress of re-installing the prior version.

Click the **Return to PFMA** button to go back to PFMA or click the **X** in the upper right corner of the window to exit the utility.

## Other Notes & Tips

### PFMA Calculator

PFMA includes a Calculator utility that can be opened from within PFMA. It can also call be run independently from PFMA by accessing the Calculator program in the PFMAWIN folder.



The Calculator works much like a standard hand-held calculator and includes a memory function.

The Copy and Paste buttons at the top can be used to either copy the current value in the display back to the Windows Clipboard so it can be pasted into PFMA or another program, or to paste copied values from PFMA (or another Windows application) into the calculator. When pasting a value into the Calculator, a message will appear at the top if it finds that what the Windows clipboard contains is not a numeric value.



The clicking the buttons can be used to enter numbers and perform the functions.

Numbers and math functions (+ - x /) can also be entered from the keyboard.

The first time you launch the PFMA Calculator, it will be positioned in the upper right corner of the screen. You may reposition it anywhere you prefer by clicking on the header/title of the window and dragging it to another location. The PFMA Calculator will remember where you put it and will open in the location it was at the last time it was closed. Also, when clicking on the Calculator launch button in PFMA, if the Calculator is already open, it will not open another copy but rather direct you to the current one.

#### Functions and Shortcut Keys for PFMA Calculator

Calculator Button	Function	Shortcut Keys
MC	Clear Memory	Ctrl M
MR	Recall from Memory	Ctrl R
M-	Subtract value from value in memory	Ctrl -
M+	Add value to value memory	Ctrl +
MS	Swap displayed value with the value in memory	Ctrl S
⬅	Backspace – deletes the last digit entered	Backspace
%	Convert the displayed value to a percentage	%
C	Clear value and calculation being performed	C or pressing Esc twice

CE	Clear displayed value	Esc
	Copy value to clipboard	Ctrl C
	Paste value from clipboard	Ctrl V
x	Multiply	X or *

## Transaction Entry - Diagnostic Trace Utility

To assist with troubleshooting of problems experienced during transaction entry, a Trace utility feature has been added. This feature, when activated, will record keyboard input, movement between fields, button clicks, internal program operations, and other information in a log file as transactions are entered and/or edited. The feature should only be used when a problem has been observed and you would like to (or have been asked to) provide details on the transaction entry/edit activities that result in the problem. The trace will only run during the current transaction entry session, or until you turn it off. A file named TRACE.LOG will be created in the PFMA for Windows Local Program Directory.

To turn on the trace utility, click the Trace box in the upper right corner of the Transaction Entry screen. You will be asked if you wish to add the current trace to the previous trace recording, if you have run a trace sometime previously. If the trace log gets too large, you will be encouraged to allow the utility to delete the old file and start a new log.

## Definitions

**Window Title Bar** - the very top line of the window which contains the title of that window. It may also contain controls for minimizing, maximizing, and closing the window.

**Batch Mode** - Batch mode allows you to group a series of related transactions. When in Batch mode, each new entry increments the Sub-Reference number and continues to use the same Main Reference Number until you click Save or New Batch.

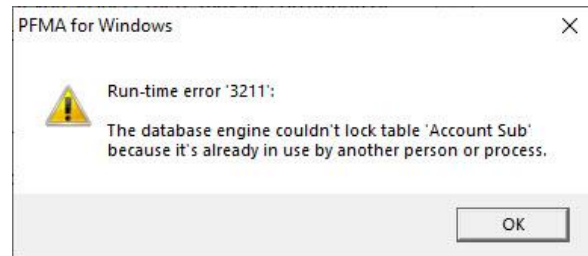
**Global Setting** - a setting that applies across all clients

**Frame** – An area of the window (form) designated by a box with a label at the top usually denoting a group of related items. This is an example of the Balances Frame on the Transaction Entry form.

Balances	
Current Cash:	\$58,676.69
Current Description:	\$258.36
Trial Description:	\$258.36
Trial Cash:	\$58,676.69
Other Current Assets:	\$0.00
Trial Batch:	\$0.00

## Run-time error '3211'

You may experience this error when performing an action in PFMA where the program needs to have exclusive access to the database for a Client. This will most often be when performing some Utility function and is most often seen in a network / multi-user environment (i.e., where there are multiple users accessing PFMA data), but has been known to occur under other conditions. This error will often result in the PFMA program closing. If you experience this error and are on a network / multi-user environment, check to see if anyone else is accessing that Client's data before attempting to repeat the function you were performing. Otherwise, simply restart PFMA and attempt the function again.



## Check Database during PFMA Startup

After installing an Update to PFMA, there may be changes needed to the database. If database changes are needed, when PFMA is started, a message is displayed indicating this needs to be done and providing the option to proceed with this function.

When it runs, this function checks to confirm the utility has exclusive access to the client's database (i.e. no one has the client file open). If not, it will notify the user it does not have access to that client, will skip that client and continue processing other client files. The user can run the Check Database function in Utilities at their convenience to have PFMA check the client files and update any that were missed.

PFMA is able to determine whether the client database file structure is current for the installed version of the application. If not current, PFMA will not allow access to certain functions and reports (such as Transaction Entry and Period End Report) until the Check Database function has been able to update the database structure for that client. Some reports and functionality in PFMA will not work correctly until the client database has been updated. Errors could still occur on Owner level reports if the database file for one of the related clients is not up to date. PFMA does not currently check the client database version for owner level reports across multiple clients.

## Single Entry vs Double Entry Accounting

There are two approaches that may be used for keeping accounting records – Single Entry and Double Entry. PFMA for Windows allows for using either of these two methods, or even a combination of the two. This article delves into the differences in the two systems or methods, which one to choose, and how PFMA for Windows supports both approaches.

Let's first look at Single Entry Accounting. Essentially with Single Entry Accounting we do just that – making a single entry in the records per business transaction. Single-entry typically only uses income and expense accounts. Most entries are just documenting where money (revenue) came in from and what it's used for. In other words, we are recording the money coming in (incoming flow) and money going out (outgoing flow). This is very similar to a check register where we record the

deposits made (inflow) and checks written (outflow). Generally with Single Entry Accounting, we are not really concerned with the balance of all individual bank accounts, but may track an overall bank balance or the balance of a primary checking account where all the funds flow through. Payments for things like capital acquisition as well as loan and credit card payments are treated as an expense. Money received from taking out a loan is recorded under income. However they are not in themselves an expense (they do not impact net income), but are rather a transfer of funds within the equity (Asset & Liability) side of things.

PFMA for Windows was built to support doing Single Entry Accounting. It allows for single entries to account for the inflow and outflow of money through income and expense accounts (called Descriptions in PFMA). PFMA maintains an internal Cash balance and internally offsets every entry to the Cash balance. That is, it adds and removes funds from the Cash balance as entries are made. PFMA also has a 3<sup>rd</sup> group of descriptions called Cash Reconciliation which are used to track the movement of funds in and out of the system that are not related to income or expense.

Transactions such as loan principle payments, capital acquisition, transfers of funds to other entities, transfer of funds to/from investment accounts, distribution of income to business owners, etc. are entered under the Cash Reconciliation grouping. This keeps the flow of funds not related to income and expense clearly delineated in the system. If there is the desire to track the balance or certain assets or liabilities, these can be added into the system under Other Transfer Accounts. For example, a Money Market account could be listed there to allow for transfer of funds to/from the Money Market and report the balance of the account on appropriate reports.

With the Double Entry Accounting system, there will be a minimum of two entries for every transaction. One entry will document where the money came from, the other side documents where it went. We use Credit and Debit (CR/DR) designations to help ensure transactions are entered properly and the source, destination, and use of funds are properly accounted for. The basic rule for Double Entry Accounting is that for any given transaction, the total credits must equal total debits.

As a PFMA user, when in Single Entry mode in Transaction Entry we are entering single entry transactions, internally PFMA is doing double entry by offsetting every entry to the Cash balance.

## Credit Debit Overview

Use of Credit & Debit can help ensure transactions are entered properly and the source, destination, and use of funds are properly accounted for.

In PFMA, you simply enter a positive or negative amount indicating if you are adding the amount to the Account (Description) or subtracting from the Account. Most of the time when entering Income and Expense, you will be adding the amount so simply type the number value. PFMA will determine whether that would be a Credit or Debit entry and will show the corresponding CR/DR amount for reference.

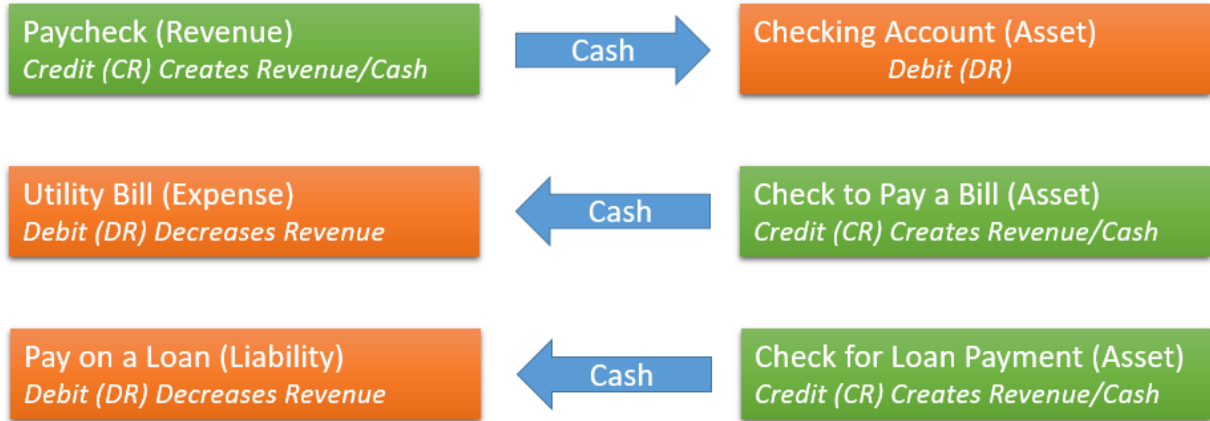
A simple way to remember Credit (CR) and Debit (DR) use from a personal or business perspective...

CR (Credit) = Creates Revenue

DR (Debit) = Decreases Revenue

You can also think of Creating Revenue as creating available cash. That available cash then needs to go somewhere. We can't just have it floating around in the nether. We need to either use it for something (decrease it) or put it somewhere like in a bank account. If we start from this base, we can then derive how Credit & Debit (DR/CR) applies to various types of accounts. If we have a Credit entry that increases Revenue, then we need a Debit entry to indicate where that Revenue went. The logical first place would be a bank account. So, we use a Debit entry which increases an Asset

account because a Debit entry decreases revenue (or available cash). From an accounting system perspective, we seek to keep the available cash at zero by balancing both sides (Credit & Debit) of a transaction. The transaction is not complete until available cash is zero. The following diagram provides some examples showing the flow of cash and the corresponding use to Credit and Debit.



Following are tables which illustrate when Credit vs Debit is used based on whether the balance of the account should be increased or decreased.

Account/Description Type	Credit	Debit
Income	Increases	Decreases
Expense	Decreases	Increases
Asset	Decreases	Increases
Liability	Increases	Decreases
Owner Equity	Decreases	Increases

Account/Description Type	Increase	Decrease
Income	Credit	Debit
Expense	Debit	Credit
Asset	Debit	Credit
Liability	Credit	Debit
Owner Equity	Debit	Credit

## Enhancements/Bug Fixes

### Version 5 Enhancements

Module	Description	Type	Version
Calculator	Add a Backspace button to calculator	Enhancement	v5
Calculator	Ability to type a value into the calculator (i.e. using the keyboard)	Enhancement	v5
Calculator	When PFMA Calculator is opened, it appears at the screen location where it was at when last closed.	Enhancement	v5
Calculator	When pasting a value into the Calculator, a message will appear at the top if it finds that what the Windows clipboard contains is not a numeric value.	Enhancement	v5
Calculator	When PFMA Calculator is opened, it appears at the screen location where it was at when last closed.	Enhancement	v5
Calculator	When pasting a value into the Calculator, a message will appear at the top if it finds that what the Windows clipboard contains is not a numeric value.	Enhancement	v5
Debug Log	Updated debug log file naming convention for consistency across all Owner Consolidation Reports.	Enhancement	v5
Delete Client	Client information and database automatically copied to an Archive folder prior to deletion	Enhancement	v5
Edit Owner Information	Added data checks in Edit Owner Information to prevent user from exiting without entering owner information or saving updated owner information.	Enhancement	v5
Farm Income Statement	Expanded options for Farm Income Statement Total Column Options. Now allows for both Year-to-Date and Total for Year to be included on the report.	Enhancement	v5
Farm Income Statement	Enhancement: The Farm Income Statement was revised to now look for any major description names under the Cash Reconciliation section that contains the text "Distribution" (ignoring upper and lower case). Amounts found under those descriptions are totaled and appear under Disbursed Earnings on the report.	Enhancement	v5
General Ledger Reports	Added calendar drop-down to date selection in General Ledger Reports	Enhancement	v5
List Clients and Owners Report	List Clients and Owners Report displays a message on-screen and on the report if a Client is missing Owner Information. It also verifies Owner Shares of Income and Expense equals 100% and when not, displays a message on-screen and on the report.	Enhancement	v5
List Clients and Owners Report	List Clients and Owners Report now includes a list of the fiscal years available for the client. The report also includes a message indicating if there was an error accessing the client database file or if the file is missing from the data location.	Enhancement	v5

Options	Option to use PFMA Calculator or System Calculator	Enhancement	v5
PDF Reports	Automated generation of PDF versions of Client and Owner Reports through integration with selected 3rd Party PDF Printer Drivers.	Enhancement	v5
Select Client	If only one client exists, automatically select it when entering PFMA	Enhancement	v5
Tax Summary Report	Revised report to exclude Other Current Asset descriptions that are not classified as Current Assets.	Enhancement	v5
Transaction Entry	Added calendar drop-down to date selection in search transactions function in Transaction Entry	Enhancement	v5
Transaction Entry	When a zero amount is entered and the transaction void box is not checked, a message is displayed to confirm the amount entered was intended to be zero.	Enhancement	v5
Transaction Entry	Option to set system to Double Entry Accounting - Defaults entry mode to Batch - Does not allow new Batch without Trial Batch=0 - User can switch to Single Entry mode at any time.	Enhancement	v5
Transaction Entry	While in transaction entry, allow editing chart of descriptions, and then refresh the dropdown list	Enhancement	v5
Transaction Entry	If the PFMA Calculator is already open, it does not open another instance. It brings the current one to the forefront.	Enhancement	v5
Transaction Entry	Add copy & paste buttons to Transaction Entry Amount	Enhancement	v5
Transaction Entry	Slight improvement to selecting a description account for the transaction. If a numeric value is entered and you hit Enter, it will first see if the value matches an account number (or the first part of the number). If not, it will then scan the account names to see if it appears there.	Enhancement	v5
Transaction Entry	If the PFMA Calculator is already open, it does not open another instance. It brings the current one to the forefront.	Enhancement	v5
Transaction Search	Added an option to select the sort order of the transactions on the report.	Enhancement	v5
Transaction Search Report	Added calendar drop-down to date selection in Transaction Search Report	Enhancement	v5
Utilities	Add utility to rebuild the client database indexes in case of an unexpected corruption to the indexes.	Enhancement	v5
General Ledger Report	Added option to include a running balance for the description if beginning and ending balances are included	Enhancement	v5.0.4
Owner General Ledger Report	Added option to include a running balance for the description if beginning and ending balances are included	Enhancement	v5.0.4
Transaction Search	When selecting transactions by amount range, ignore the CD/DR aspect. (i.e., ignores whether the amount is an inflow or outflow)	Enhancement	v5.0.4
Transaction Entry	Selected Enterprise is not changed when adding subsequent sub entries for the transaction (i.e. are in Batch mode)	Enhancement	v5.0.4

Owner General Ledger Report	Replicate Account (Description) lookup functionality from Transaction Entry	Enhancement	v5.0.4
Transaction Entry	Replicate Account (Description) lookup functionality from Transaction Entry	Enhancement	v5.0.4
General Ledger Report	Replicate Account (Description) lookup functionality from Transaction Entry	Enhancement	v5.0.4
Production History Report	Replicate Account (Description) lookup functionality from Transaction Entry	Enhancement	v5.0.4
Enterprises	Expanded Enterprise functionality to allow a maximum number of 100 Enterprises (General Enterprise plus 99 others).	Enhancement	V5.1.0
Enterprises	Enterprises can now be set to Inactive. This will exclude the Enterprise from the Enterprise selection dropdown list in Transaction Entry while continuing to make it available on applicable reports.	Enhancement	V5.1.0
Farm Profitability Report	User can select which value to use for the Totals column - Total for All Enterprises or Total of those selected for the Report.	Enhancement	V5.1.0
Transaction Entry	When the user clicks a binocular icon to search Transactions by Reference Number, Date, or Check/Deposit Number, the cursor jumps to the Starting search value entry box.	Enhancement	V5.1.0
Cash Flow Report	Like the Farm Income Statement, the Cash Flow Statement now includes amounts for any Transfer Accounts whose Major Description name includes "Distribution" under Disbursed Earnings.	Enhancement	v5.1.4
Edit Budget	Revision Prorate/Repeat function. Prorate uses the total for the selected row. Repeat uses the value from the current cell. Also, the Last Period value is initially set to the number of periods.	Enhancement	v5.1.5
Edit Budget	Put Calculator, Copy and Paste buttons on Prorate/Repeat panel	Enhancement	v5.1.5
Edit Budget	Pressing the delete key will clear the value in the cell	Enhancement	v5.1.5
Edit Budget	Added the ability to Zoom In (increase text size) and Zoom Out (decrease text size).	Enhancement	v5.1.5
Transaction Entry	After a value is entered into the amount field, it checks to ensure it is rounded off to 2 decimals. Enhancements were also made to Transaction Entry and Transaction Search to show a 3rd digit in the Amount, if applicable, to help locate possible errors in the transaction amounts.	Enhancement	v5.1.6
General Ledger Report	Added ability to filter the report for a specific Enterprise.	Enhancement	v5.1.8