

Financial Management

Account Maintenance Checking Savings Cash Credit Card

Financial Management – Account Maintenance

Checking, Savings, Cash and Credit Cards

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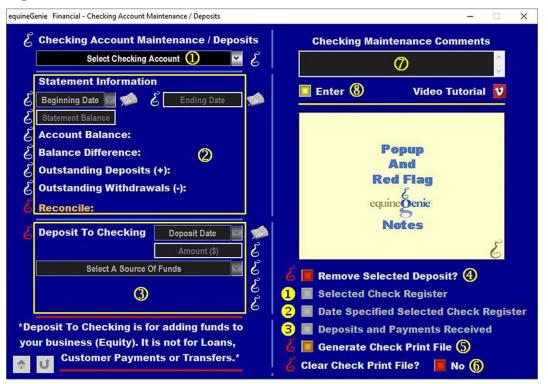
equineGenie - Financials X -Video Overview **Financials** Financial **Financial Financial** Employees **Business Setup** Management Reports Assets Budgets Chart Of Accounts Contractors (1099) Customers/Vendors Departments/Projects Depreciation Employees Information Setup Compensation Insurance Assignments / Time Clock Expense Reports GL / Chart of Accounts Transactions Enter A Bill Pay A Bill Receive Mone Loans mer Refu r Refund quity Draw oan Payments Employees Equity In/Out Expense Ledgers Financial Statements ransfer/Pay/Deposit Income Ledgers Sales Tax Transaction Journal nt Maintenance * * **☆** Ú

Financial Management – Account Maintenance: Checking

Path: Home: Financials: Financial Management: Checking

There is a prerequisite required. At least one checking account must have been setup. (Path – Home: Financials: Financial Business Setup: Checking)

Think/Plan before maintaining a business checking account or multiple business checking accounts.



① Select the business checking account from the Select Checking Account dropdown.

2 To reconcile the selected checking account:

Enter the selected checking account's statement's beginning date in the *Beginning Date* dropdown. The statement's beginning date can be entered by selecting the date from the calendar icon or by selecting [New Date] from the *Beginning Date* dropdown. If [New Date] is selected from the *Beginning Date* dropdown, your computer's current date will be displayed. To change the date, mouse over the date and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the selected checking account's statement's ending date in the *Ending Date* box. The statement's ending date can be entered by selecting the date from the calendar icon or by 'clicking' in the *Ending Date* box and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the selected checking account's statement's balance in the *Statement Balance* box.

When you select the *Reconcile:* label, the selected checking account's balance will be displayed to the right of the *Account Balance:* label.

When you select the *Reconcile:* label, the selected checking account's balance amount difference from the statement balance entered in the *Statement Balance* box will be displayed to the right of the *Balance Difference:* label.

When you select the *Reconcile:* label, the selected checking account's deposits since the statement ending date entered in the *Ending Date* dropdown will be displayed to the right of the *Outstanding Deposits* (+): label.

When you select the *Reconcile:* label, the selected checking account's withdrawals since the statement ending date entered in the *Ending Date* dropdown will be displayed to the right of the *Outstanding Withdrawals (-):* label.

When you select the *Reconcile:* label, if the selected checking account balances the amount displayed to the right of the *Account Balance* label will be displayed to the right of the *Reconcile:* label.

Important: If the selected checking account is in balance, the reconciled amount displayed to the right of the *Reconcile:* label will equal the account balance displayed to the right of the *Account Balance:* label.

③ To deposit funds into the selected checking account:

Important: Deposits to the selected checking account is for adding funds to your business. It is not for depositing loans, customer payments or transfers from other business financial accounts. When you add funds (deposits) to your business you are increasing your investment in the business. You are adding to your business's equity.

Enter the selected checking account's deposit date in the *Deposit Date* dropdown. The deposit date can be entered by selecting the date from the calendar icon or by selecting [New Date] from the *Deposit Date* dropdown. If [New Date] is selected from the *Deposit Date* dropdown, your computer's current date will be displayed. To change the date, mouse over the date and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the amount to be deposited into the selected checking account in the *Amount (\$)* box.

Select Equity from the *Select A Source Of Funds* dropdown. Equity is the only selection available because, as an owner, you are adding funds to your business.

Selection of equity will automatically display the equity account *Select Account* # and the *Select Subaccount* dropdowns.

The Select Account # dropdown will display account selections identified when your business's legal structure and equity accounts were setup on your Business Owner – Legal Structure and Financial Setup – General ledger / Chart of Accounts screens. Path – Home: Business Information: Legal Structure – 3rd and Path – Home: Financial: Financial Business Setup: GL / Chart of Accounts: 3000 – 3999 Equity: Select An Account

If subaccounts were identified for any of the selected equity accounts, the *Select Subaccount* dropdown will display the associated subaccounts for selection.

If you need to remove a selected checking account deposit, it can be removed by displaying the selected checking account deposit information and selecting the *Remove Selected Deposit?* Red button. When the button is selected a Delete Item popup will be displayed to make sure you want to remove the selected checking account deposit.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button[®].

Note 2: Read the '**RED**' Genie Note beside the *Remove Selected Deposit*? button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected checking account deposit. Selecting remove will completely remove the selected checking account deposit from equineGenie.

5 Selecting the *Generate Check Print File* button will enable the checks added to the check print file to be viewed, exported and/or printed.

Important: The check print file can be exported in an MS Excel format. The exported file can be loaded into many available checking printing software programs to be printed.

- 6 You can clear the check print file by selecting the *Clear Check Print File* Red No button changing it to a Green Yes. Selection of the *Clear Check Print File button* will clear out all the check information in the check print file.
- C Enter any comments or notes associated with the selected checking account's maintenance and or deposit information.
- 8 Select enter before leaving the Financial Checking Account Maintenance/Deposits screen.
- Selection of the 'Selected Check Register' button will enable the selected checking account's check register within a specified date range to be viewed, exported and/or printed.
- 2 Selection of the 'Deposits and Payments Received' button will enable the selected checking account's deposits and payments to be viewed, exported and/or printed.

Financial Management – Account Maintenance: Savings

Path: Home: Financials: Financial Management: Savings

There is a prerequisite required. At least one savings account must have been setup. (Path – Home: Financials: Financial Business Setup: Savings)

Think/Plan before maintaining a business savings account or multiple business savings accounts.

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① Select the business savings account from the Select Savings Account dropdown.

② To reconcile the selected savings account:

Enter the selected savings account's statement's beginning date in the *Beginning Date* dropdown. The statement's beginning date can be entered by selecting the date from the calendar icon or by selecting [New Date] from the *Beginning Date* dropdown. If [New Date] is selected from the *Beginning Date* dropdown, your computer's current date will be displayed. To change the date, mouse over the date and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the selected savings account's statement's ending date in the *Ending Date* box. The statement's ending date can be entered by selecting the date from the calendar icon or by 'clicking' in the *Ending Date* box and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the selected savings account's statement's balance in the *Statement Balance* box.

When you select the *Reconcile:* label, the selected savings account's balance will be displayed to the right of the *Account Balance:* label.

When you select the *Reconcile:* label, the selected savings account's balance amount difference from the statement balance entered in the *Statement Balance* box will be displayed to the right of the *Balance Difference:* label.

When you select the *Reconcile:* label, the selected savings account's deposits since the statement ending date entered in the *Ending Date* dropdown will be displayed to the right of the *Outstanding Deposits* (+): label.

When you select the *Reconcile:* label, the selected savings account's withdrawals since the statement ending date entered in the *Ending Date* dropdown will be displayed to the right of the *Outstanding Withdrawals (-):* label.

When you select the *Reconcile:* label, if the selected savings account balances the amount displayed to the right of the *Account Balance* label will be displayed to the right of the *Reconcile:* label.

Important: If the selected savings account is in balance, the reconciled amount displayed to the right of the *Reconcile:* label will equal the account balance displayed to the right of the *Account Balance:* label.

③ To deposit funds into the selected savings account:

Important: Deposits to the selected savings account is for adding funds to your business. It is not for depositing loans, customer payments or transfers from other business financial accounts. When you add funds (deposits) to your business you are increasing your investment in the business. You are adding to your business's equity.

Enter the selected savings account's deposit date in the *Deposit Date* dropdown. The deposit date can be entered by selecting the date from the calendar icon or by selecting **[New Date]** from the *Deposit Date* dropdown. If **[New Date]** is selected from the *Deposit Date* dropdown, your computer's current date will be displayed. To change the date, mouse over the date and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the amount to be deposited into the selected savings account in the *Amount (\$)* box.

Select Equity from the *Select A Source Of Funds* dropdown. Equity is the only selection available because, as an owner, you are adding funds to your business.

Selection of equity will automatically display the equity account *Select Account* # and the *Select Subaccount* dropdowns.

The Select Account # dropdown will display account selections identified when your business's legal structure and equity accounts were setup on your Business Owner – Legal Structure and Financial Setup – General ledger / Chart of Accounts screens. Path – Home: Business Information: Legal Structure – 3rd and Path – Home: Financial: Financial Business Setup: GL / Chart of Accounts: 3000 – 3999 Equity: Select An Account

If subaccounts were identified for any of the selected equity accounts, the *Select Subaccount* dropdown will display the associated subaccounts for selection.

If you need to remove a selected savings account deposit, it can be removed by displaying the selected savings account deposit information and selecting the *Remove Selected Deposit?* Red button. When the button is selected a Delete Item

popup will be displayed to make sure you want to remove the selected savings account deposit.



After selecting **OK** on the **Delete Item** popup you need to select the **Enter** button⁶.

Note 2: Read the '**RED**' Genie Note beside the *Remove Selected Deposit?* button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected savings account deposit. Selecting remove will completely remove the selected savings account deposit from equineGenie.

- **5** Enter any comments or notes associated with the selected savings account's maintenance and or deposit information.
- 6 Select enter before leaving the Financial Savings Account Maintenance/Deposits screen.
- Selection of the 'View Savings Account' button will enable the selected savings account's savings register to be viewed, exported and/or printed.

Financial Management – Account Maintenance: Cash

Path: Home: Financials: Financial Management: Cash

There is a prerequisite required. At least one cash account must have been setup. (Path – Home: Financials: Financial Business Setup: Cash)

Think/Plan before maintaining a business cash account or multiple business cash accounts.

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cash account. It is not for Loans, customer Payments, equity or Transfers.* Remove Selected Deposi View Cash Account	t?		

(1) Select the business cash account from the Select Cash Account dropdown.

② To reconcile the selected cash account:

Enter the selected cash account's maintenance date in the *Maintenance Date* box. The maintenance date can be entered by selecting the date from the calendar icon or by entering the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the selected cash account's cash on hand balance in the Cash On Hand box.

When you select the *Reconcile:* label, the selected cash account's balance will be displayed to the right of the *Account Balance:* label.

When you select the *Reconcile:* label, the selected cash account's balance amount difference from the statement balance entered in the *Statement Balance* box will be displayed to the right of the *Balance Difference:* label.

When you select the *Reconcile:* label, the selected cash account's deposits since the statement ending date entered in the *Ending Date* dropdown will be displayed to the right of the *Outstanding Deposits* (+): label.

When you select the *Reconcile:* label, the selected cash account's withdrawals since the statement ending date entered in the *Ending Date* dropdown will be displayed to the right of the *Outstanding Withdrawals (-):* label.

When you select the *Reconcile:* label, if the selected cash account balances the amount displayed to the right of the *Account Balance* label will be displayed to the right of the *Reconcile:* label.

Important: If the selected cash account is in balance, the reconciled amount displayed to the right of the *Reconcile:* label will equal the account balance displayed to the right of the *Account Balance:* label.

③ To deposit funds into the selected cash account:

Important: Deposits to the selected cash account is for adding funds to your business. It is not for depositing loans, customer payments or transfers from other business financial accounts. When you add funds (deposits) to your business you are increasing your investment in the business. You are adding to your business's equity.

Enter the selected cash account's deposit date in the Add Date dropdown. The add date can be entered by selecting the date from the calendar icon or by selecting [New Date] from the Add Date dropdown. If [New Date] is selected from the Add Date dropdown, your computer's current date will be displayed. To change the date, mouse over the date and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the amount to be deposited into the selected cash account in the Amount (\$) box.

Select Equity from the *Select A Source Of Funds* dropdown. Equity is the only selection available because, as an owner, you are adding funds to your business.

Selection of equity will automatically display the equity account *Select Account* # and the *Select Subaccount* dropdowns.

The Select Account # dropdown will display account selections identified when your business's legal structure and equity accounts were setup on your Business Owner – Legal Structure and Financial Setup – General ledger / Chart of Accounts screens. Path – Home: Business Information: Legal Structure – 3rd and Path – Home: Financial: Financial Business Setup: GL / Chart of Accounts: 3000 – 3999 Equity: Select An Account

If subaccounts were identified for any of the selected equity accounts, the *Select Subaccount* dropdown will display the associated subaccounts for selection.

(4) If you need to remove a selected cash account deposit, it can be removed by displaying the selected checking account deposit information and selecting the *Remove Selected Deposit?* Red button. When the button is selected a Delete Item popup will be displayed to make sure you want to remove the selected cash account deposit.



After selecting **OK** on the **Delete Item** popup you need to select the **Enter** button⁶.

Note 2: Read the '**RED**' Genie Note beside the *Remove Selected Deposit?* button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected cash account deposit. Selecting remove will completely remove the selected cash account deposit from equineGenie.

- **5** Enter any comments or notes associated with the selected cash account's maintenance and or deposit information.
- 6 Select enter before leaving the Financial Cash Account Maintenance / Replenish screen.
- Selection of the *'View Cash Account'* button will enable the selected cash account's cash register to be viewed, exported and/or printed.

Financial Management - Account Maintenance: Credit Card

Path: Home: Financials: Financial Management: Credit Card

There is a prerequisite required. At least one credit card must have been setup. (Path – Home: Financials: Financial Business Setup: Credit Card)

Think/Plan before maintaining a business credit card or multiple business credit cards.

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① Select the business credit card account from the Select Credit card Account dropdown.

② To reconcile the selected credit card account:

Enter the selected credit card account's statement's beginning date in the *Beginning Date* dropdown. The statement's beginning date can be entered by selecting the date from the calendar icon or by selecting [New Date] from the *Beginning Date* dropdown. If [New Date] is selected from the *Beginning Date* dropdown, your computer's current date will be displayed. To change the date, mouse over the date and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the selected credit card account's statement's ending date in the *Ending Date* box. The statement's ending date can be entered by selecting the date from the calendar icon or by 'clicking' in the *Ending Date* box and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Enter the selected credit card account's statement's balance in the *Statement Balance* box.

When you select the *Reconcile:* label, the selected credit card account's balance will be displayed to the right of the *Account Balance:* label.

When you select the *Reconcile:* label, the selected credit card account's balance amount difference from the credit card on hand balance entered in the *Statement Balance* box will be displayed to the right of the *Balance Difference:* label.

When you select the *Reconcile:* label, the selected credit card account's payments made since the ending date entered in the *Ending Date* box will be displayed to the right of the *Outstanding Payments* (+): label.

When you select the *Reconcile:* label, the selected credit card account's charges entered since the ending date entered in the *Ending Date* box will be displayed to the right of the *Outstanding Charges (-):* label.

When you select the *Reconcile:* label, if the selected credit card account balances the amount displayed to the right of the *Account Balance* label will be displayed to the right of the *Reconcile:* label.

Important: If the selected credit card account is in balance, the reconciled amount displayed to the right of the *Reconcile:* label will equal the account balance displayed to the right of the *Account Balance:* label.

- 3 Enter any comments or notes associated with the selected credit card account's maintenance information.
- **4** Select enter before leaving the *Financial Credit Card Account Maintenance* screen.
- Selection of the 'Credit Card Register' button will enable the selected credit Card account's credit card register to be viewed, exported and/or printed.
- Selection of the 'Credit Card Payments Date Specified' button will enable the selected credit card payments within a specified date range to be viewed, exported and/or printed.