



# **Financial Management**

**Account Maintenance**

**Checking**

**Savings**

**Cash**

**Credit Card**

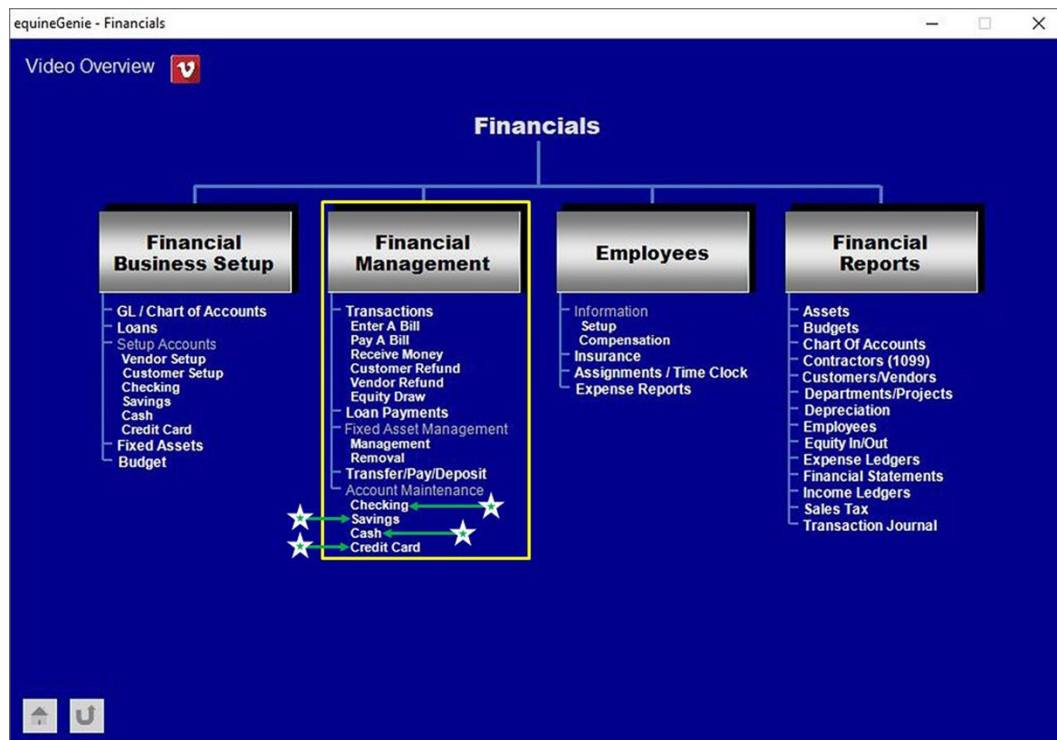
# Financial Management – Account Maintenance

## Checking, Savings, Cash and Credit Cards

### Table of Content

Financial Management – Account Maintenance: Checking.....	3
Financial Management – Account Maintenance: Savings .....	6
Financial Management – Account Maintenance: Cash .....	9
Financial Management – Account Maintenance: Credit Card.....	12

Mouse Over and Click On a content subject to go to that subject



## 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.

- ④ 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** button⑧.

**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.
- ⑦ **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.
- ① **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.

[Return to the Table of Content](#)



## 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.**

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.

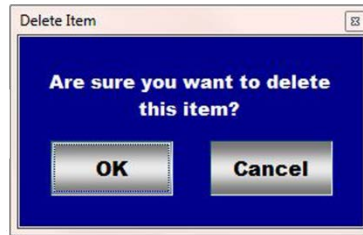
**Selection of equity** will automatically display the equity account *Select Account #* and the *Select Subaccount* dropdowns.

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.

### ④ 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.
- ① **Selection** of the '*View Savings Account*' button will enable the selected savings account's savings register to be viewed, exported and/or printed.

[Return to the Table of Content](#)



## 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.**

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** button⑤.

**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.
- ① **Selection** of the '*View Cash Account*' button will enable the selected cash account's cash register to be viewed, exported and/or printed.

[Return to the Table of Content](#)

## 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.***

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.
- ① **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.
- ② **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.

[Return to the Table of Content](#)