



# **Financial Management**

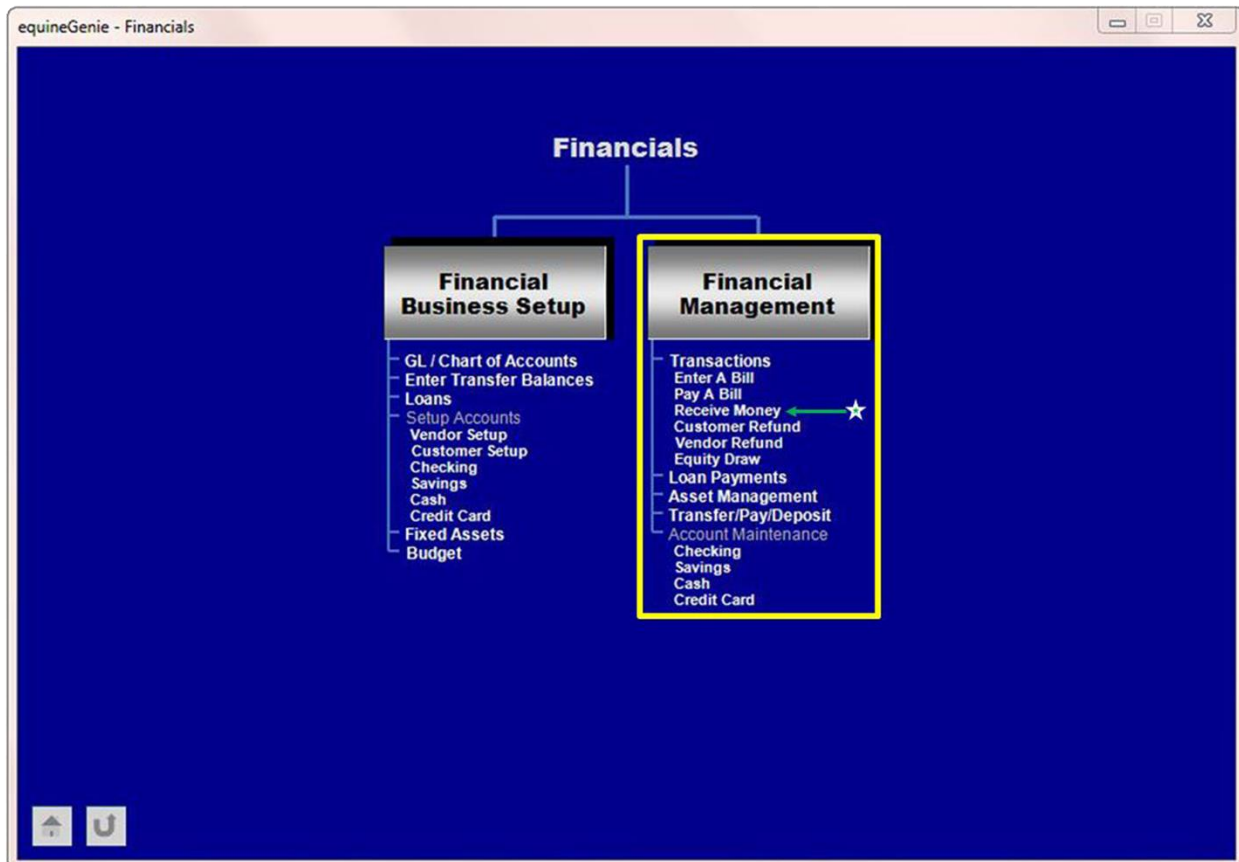
**Receive Money  
with Deposit Method**

**Cash  
Savings  
Checking**

# Financial Management – Receive Money

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## Financial Management – Receive Money

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*There is a prerequisite setup required before money received can be entered on the Receive Money screen. The prerequisite setup is:*

- 1. A customer from whom money is being received must be entered in equineGenie prior to receiving the money. The customer setup includes the customer's contact information (Customer/Client: Customer/Client: Contact Information screen), a customer account number assigned, their payment terms identified and their current account balance entered (Financials: Financial Business Setup: Customer Setup)*
- 2. Before a Money Received financial transaction can be completed a Cash, Checking and/or Savings Account needs to be setup (Financial: Financial Business Setup: Checking), (Financial: Financial Business Setup: Savings) and/or (Financial: Financial Business Setup: Cash).*

**Think/Plan about the money being received. Money can be received in total, or split between income accounts and/or split between income accounts within a department or split between income accounts within multiple departments!**

The screenshot shows the 'Collect / Receive Money' screen in the equineGenie software. The interface is blue with white text and yellow callout boxes numbered 1 through 10. The left side contains input fields for Customer/Client, Account #, Account Balance, Receive Date, Prepayment?, and Amount Received. The right side has a comments area and a 'Enter' button. A yellow box highlights the 'Received Cash?' section. A yellow box at the bottom right contains the text 'Popup And Red Flag equineGenie Notes'.

① Select a Customer / Client from whom the money is being received.

② The selected customer's Account # will be displayed.

**Note (1):** The customer's account number must have been previously entered on the Financial Business Setup: Customer Setup screen before a customer will be selectable on the receive Monet screen.

- ③ The selected customer's Account Balance will be displayed.
- ④ **Enter** the date the money was received or deposited by selecting the Date from the calendar icon or by entering the date format set in your windows operating system. (**mm/dd/yyyy** or **dd/mm/yyyy**).
- ⑤ If the money received is a prepayment for a service or product to be provided, select the 'Prepayment?' changing it from a '**Red, No**' to a '**Green, Yes**'.

**Note (2):** equineGenie automatically tracks, manages and reports on a customer's prepayments.

- ⑥ **Select** the received money transaction type.
  - If cash was received select the Received Cash? button.
  - If a direct credit or bank transfer was received select the Received Direct Credit / Bank Transfer? button.
  - If a check was received select the Received Check? button and enter the check number in the Check # box.
  - If the money received was from a credit or debit card select the Received CC/DC? Button and enter the Credit / Debit card number in the Credit / Debit Card # box.

**Note (3):** equineGenie tracks, manages and reports on the money received transaction types.

- ⑦ If the received money should be applied to an invoice select the Apply To Invoice? button turning the '**Red, No**' to '**Green, Yes**'. Select the invoice number the received money is being applied to from the Invoice # dropdown.
- ⑧ **Enter** the amount of the money received or any portion of the money received that will be accounted for in an income account and/or department.
- ⑨ **Select** the '**Green, \$**' to display the Deposit Method popup (See Receive Money Financial Transaction below or the Deposits & Payments training document).
- ⑩ **Select Enter** to complete a Receive Money transaction when you return from the Deposit Money financial transaction.

**Note (4):** If an account balance is displayed with brackets ( ) around it, it means the customer has an account credit.

**Note (5):** Do not apply a prepayment to an invoice. When an invoice is generated for the service or product that the prepayment was collected for the prepayment amount or a portion of the amount invoice will automatically adjust the customer's receivables ledger.

**Hint:** The equineGenie screen is movable so that an invoice, customer receivables ledger or other financial document can be displayed alongside the equinegenie window. This enables money received to be easily identified with a line item or customer charge for splitting the amount received between income accounts and/or departments.

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## Financial Transaction – Deposit Method

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*There are prerequisite setups required before money received can be transacted.  
The prerequisite setups are:*

- 1. The account any money received is deposited into needs to be setup before a deposit can be made. The deposit accounts can be a cash account, a checking account and/or a savings account. Each account type is setup on the (Financial Business Setup: Cash), (Financial Business Setup: Checking) and/or the (Financial Business Setup: Savings)screens.*
- 2. If the money received will be associated with a department or departments, the department or departments must have been previously identified (Home: Business Information: Departments).*

*Think/Plan about the money being deposited. Money received by equineGenie can be deposited in total, or split between deposit accounts and/or split between deposit accounts within a department or multiple departments!*

- ① The Customer / Client from whom the money was received is displayed.
- ② The 4000-4999 Income category is displayed. No selection is necessary.
- ③ **Select** the Income Account in which the received money will be credited to.
- ④ **Select** the desired subaccount associated with the Income Account if a subaccount or subaccounts were setup for the selected Income Account.

- ⑤ **Select** the account type the received money will be deposited into.
- ⑥ **Select** the department in which the received money will be associated if individual business departments have identified.

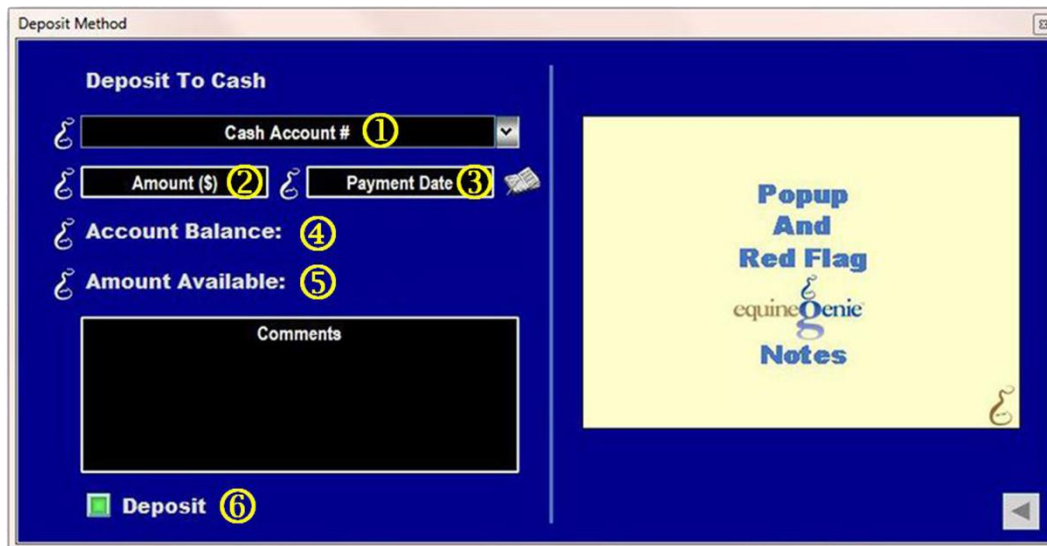
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## Receive Money – Deposit Cash

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Method: Cash

***There is a prerequisite setup: At least one Cash Account needs to be setup before money received can be deposited into a cash account (Financial: Financial Business Setup: Cash).***

***Think/Plan about the money being deposited. Once the deposit button is selected the deposit amount is deposited in the selected Cash Account. If a mistake is made, to move the deposit to another deposit account the deposit must be moved using the Transfer/Pay/Deposit screen.***



The screenshot shows a software window titled "Deposit Method" with a dark blue background. On the left, under the heading "Deposit To Cash", there are several input fields: "Cash Account #" with a dropdown arrow and a circled 1; "Amount (\$)" with a circled 2; "Payment Date" with a calendar icon and a circled 3; "Account Balance:" with a circled 4; and "Amount Available:" with a circled 5. Below these is a "Comments" text area. At the bottom left is a green "Deposit" button with a circled 6. On the right side of the window, a yellow rectangular popup is displayed with the text "Popup And Red Flag" in blue, "equineGenie" in a smaller font, and "Notes" in blue. A small cursor icon is visible in the bottom right corner of the popup.

- ① If only one Cash Account has been setup its name or identifier will be displayed in the Cash Account # dropdown. If multiple cash accounts have been setup, the desired cash account is selected from the Cash Account # dropdown.
- ② The Amount to be deposited in the selected cash account is displayed. The amount displayed is the amount entered in the Amount Received box ⑧ on the Receive Money screen.
- ③ The Date of the deposit is displayed. The date displayed is the date entered in the Receive Date dropdown ④ on the Receive Money screen.
- ④ The cash Account balance is displayed. The cash account balance includes the current deposit.



- ⑤ The cash Amount Available will not display an amount. The cash account balance is the amount available.
  
- ⑥ **Selecting Deposit** will complete the financial transaction and redisplay the Receive Money screen. **Selecting Enter on the Receive Money screen** will complete the transaction for the money amount entered.

**Note (1):** Selecting Enter on the Receive Money screen automatically updates all reports associated with the transaction.

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## Receive Money – Deposit Savings

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***There is a prerequisite setup: At least one Savings Account needs to be setup before money received can be deposited into a savings account (Financial: Financial Business Setup: Savings).***

***Think/Plan about the money being deposited. Once the deposit button is selected the deposit amount is deposited in the selected Savings Account. If a mistake is made, to move the deposit to another deposit account the deposit must be moved using the Transfer/Pay/Deposit screen.***

The screenshot shows a software window titled "Deposit Method" with a dark blue background. On the left, under the heading "Deposit To Savings", there are several fields: a dropdown menu for "Savings Account #" (1), a text box for "Amount (\$)" (2), a date picker for "Payment Date" (3), a text box for "Account Balance:" (4), and a text box for "Amount Available:" (5). Below these is a large black "Comments" box. At the bottom left is a green "Deposit" button (6). On the right side of the window, a yellow popup window is displayed with the text "Popup And Red Flag" and "equineGenie Notes".

- ① If only one Savings Account has been setup its name or identifier will be displayed in the Savings Account # dropdown. If multiple savings accounts have been setup, the desired savings account is selected from the Savings Account # dropdown.
- ② The Amount to be deposited in the selected savings account is displayed. The amount displayed is the amount entered in the Amount Received box ⑧ on the Receive Money screen.
- ③ The Date of the deposit is displayed. The date displayed is the date entered in the Receive Date dropdown ④ on the Receive Money screen.
- ④ The savings Account balance is displayed. The savings account balance includes the current deposit.

- ⑤ The savings Amount Available will not display an amount. The savings account balance is the amount available.
  
- ⑥ **Selecting Deposit** will complete the financial transaction and redisplay the Receive Money screen. **Selecting Enter on the Receive Money screen** will complete the transaction for the money amount entered.

**Note (1):** Selecting Enter on the Receive Money screen automatically updates all reports associated with the transaction.

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## Receive Money – Deposit Checking

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***There is a prerequisite setup: At least one Checking Account needs to be setup before money received can be deposited into a checking account (Financial: Financial Business Setup: Checking).***

***Think/Plan about the money being deposited. Once the deposit button is selected the deposit amount is deposited in the selected Checking Account. If a mistake is made, to move the deposit to another deposit account the deposit must be moved using the Transfer/Pay/Deposit screen.***

The screenshot shows a software window titled "Deposit Method" with a dark blue background. On the left, under the heading "Deposit To Checking", there are several input fields: "Checking Account #" (a dropdown menu with a yellow circle 1), "Amount (\$)" (a text box with a yellow circle 2), "Payment Date" (a date picker with a yellow circle 3), "Account Balance:" (a text box with a yellow circle 4), and "Amount Available:" (a text box with a yellow circle 5). Below these is a "Comments" text area. At the bottom left is a green "Deposit" button with a yellow circle 6. On the right side of the window, a yellow popup window is displayed with the text "Popup And Red Flag" and "equineGenie Notes".

- ① If only one Checking Account has been setup its name or identifier will be displayed in the Checking Account # dropdown. If multiple checking accounts have been setup, the desired savings account is selected from the Checking Account # dropdown.
- ② The Amount to be deposited in the selected checking account is displayed. The amount displayed is the amount entered in the Amount Received box ⑧ on the Receive Money screen.
- ③ The Date of the deposit is displayed. The date displayed is the date entered in the Receive Date dropdown ④ on the Receive Money screen.
- ④ The checking Account balance is displayed. The checking account balance includes the current deposit.

- ⑤ The checking Amount Available will not display an amount. The checking account balance is the amount available.
  
- ⑥ **Selecting Deposit** will complete the financial transaction and redisplay the Receive Money screen. **Selecting Enter on the Receive Money screen** will complete the transaction for the money amount entered.

**Note (1):** Selecting Enter on the Receive Money screen automatically updates all reports associated with the transaction.

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