



Financial Management

Enter a Bill

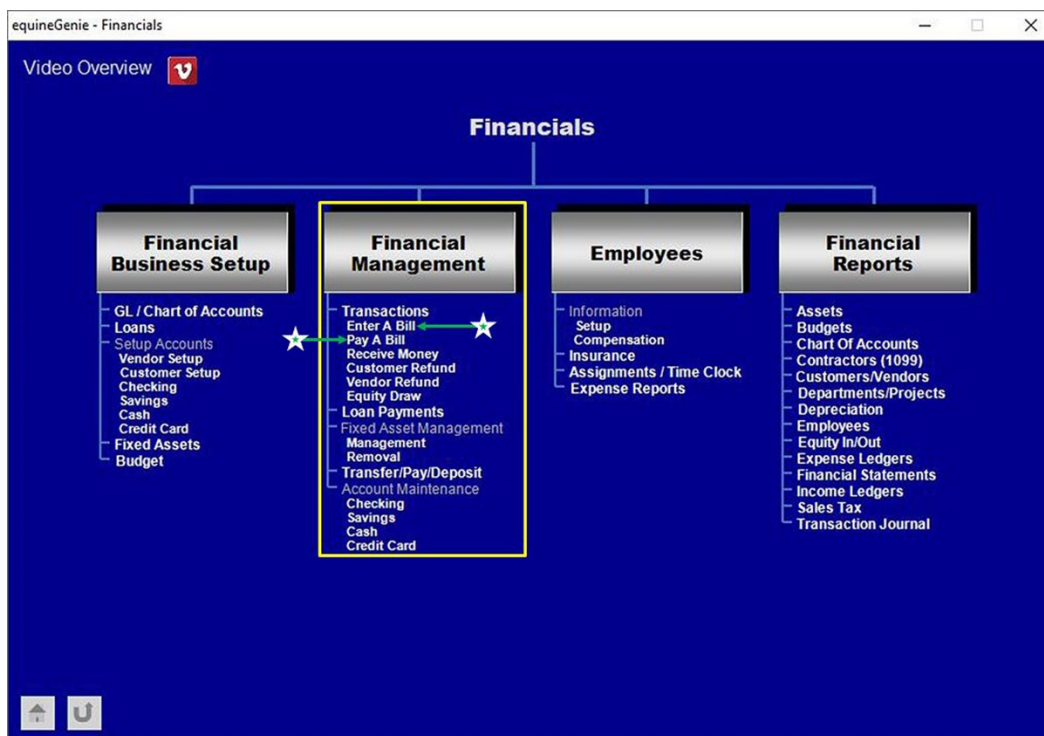
Pay a Bill

Financial management – Invoice/Bill Paying

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Enter a Bill / Pay A Bill Introduction

The Enter A Bill screen in equineGenie is used to enter bills or invoices for services provided to the business. These services may include invoices or bills for utilities, horse training, horse board, property taxes, telephones, travel expenses, insurance premiums, etc. Purchased supplies used in operating your business like grain, hay and bedding should be entered on the purchases screen. Purchased items like vehicle fuel, services and repairs should be entered on the appropriate vehicle screens. Why the difference? This is because equineGenie calculates the unit cost of many purchased items in order to provide more accurate cost measurement and management.

The Pay A Bill screen in equineGenie is used to pay the bills and invoices entered on the Enter A Bill screen. They are separate screens because of the timing when an invoice or bill is received and when it needs to be paid. Any invoice or bill payment terms were entered when a vendor or supplier was setup in equineGenie. However, if you need to pay an invoice or bill when it is entered, there is a button that can be selected that will display the Pay A Bill screen. The Pay A Bill screen is also used to pay the accumulated charges to a vendor. For example; if you have a charge account with your feed supplier or when a farrier does farrier work on multiple horses, the individual feed charges or horse charges can be accumulated and paid all at once using the Pay A Bill screen.

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Financial Management – Enter A Bill

Path: Home: Financials: Financial management: Enter A Bill

There is a prerequisite setup required before an invoice or bill can be entered. The vendor or supplier of the invoice or bill must have been previously entered in equineGenie, (Financials: Financial Business Setup: Vendor Setup).

Note: The vendor or supplier of the invoice or bill being entered must have an account number and payment terms identified when the Vendor is set up.

Think/Plan before entering a bill! The Enter A Bill screen should only be used to enter bills or invoices not associated with purchases or previously accounted for horse or customer charges. For example: Insurance premiums utilities bills, etc. should be entered on this screen.

Note: If you enter purchases on this screen the item's purchase information and detail will be lost and will not be used in any supplier or financial analysis.

- ① Select the vendor or supplier of the invoice or bill being entered from the *Select Vendor or Supplier* dropdown.

Important: An invoice or bill entered on this screen should only be invoices or bills not associated with purchases or horse or customers charges previously accounted for.

- ② Select the vendor or supplier's account number from the *Select Vendor/Supplier Account #* dropdown.

Caution: Your business may have multiple account numbers with the selected vendor or supplier. If that is the case make sure you are selecting the right account.

- ③ **Enter the date on the invoice or bill** in the *Invoice / Bill Date* dropdown by selecting the date from the calendar icon or selecting **[New Date]** and entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

The invoice or bill due date will be displayed in the *Due Date* box.

Note 1: The invoice or bill due date is calculated by equineGenie using the payment terms set up on the *Financial Business Setup – Vendor Setup* screen for the vendor or supplier of the invoice or bill.

Enter the invoice or bill's reference number in the *Invoice / Reference #* box.

Enter the invoice or bill's amount due in the *Total Amount Due (\$)* box.

- ④ **Select the account category** in which the invoice or bill will be accounted for from the *Select Account Category* dropdown.

Select the account in which the invoice or bill will be accounted for from the *Select Account* dropdown.

Note 2: All accounts for the selected account category are displayed in the *Select Account* dropdown. If an account is selected that was not previously identified when the business *Chart of Accounts* was set up, the selected account will not be automatically included in the business's *Chart of Accounts*. You will need to add the selected account to your chart of accounts. ([Path – Home: Financials: Financial Business Setup: GL / Chart of Accounts](#))

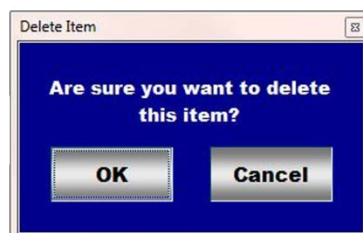
If a subaccount or multiple subaccounts were setup for the selected account, select the desired subaccount associated with the selected income account from the *Select Subaccount* dropdown.

- ⑤ **If the invoice or bill should be assigned to a department** and a department or multiple departments have been identified, select the department from the *Department* dropdown.

Note 3: Departments are identified and setup on the home screen. ([Path – Home: Business Information: Departments/Projects](#))

- ⑥ **If an invoice or bill needs to be paid at the time it is entered**, selecting the *Go To Pay Bill* (Read Red Genie Note!) **Red** button. The invoice or bill information will be **entered, the Pay A Bill screen will be displayed and the vendor or supplier's name** and invoice or bill date will be transferred. Do not select this button if you want to pay the invoice or bill on its scheduled due date. Select **Enter**⑨ and save the invoice or bill information entered.

- ⑦ **If you need to remove an invoice / bill entry**, it can be removed by displaying the invoice or bill information and selecting the *Remove Selected Invoice / Bill* **Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the invoice or bill entry.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter**^⑨ button.

⑧ **Enter** any comments or notes associated with the selected invoice or bill information.

⑨ **Select** enter before leaving the *Financial management – Enter Invoice / Bill* screen.

Important: The accounting has been identified when the invoice or bill was entered. Therefore, when the invoice or bill is paid on the Financial Management – Pay Invoice / Bill screen no accounting needs to be entered.

② **Selection** of the '*Vendor/Supplier Payable Ledger*' button will enable the payables, within a specified date range, for the selected vendor or supplier to be viewed, exported and/or printed.

③ **Selection** of the '*Payable ledger (Date Specified)*' button will enable the payables, within a specified date range, for all the vendors or suppliers to be viewed, exported and/or printed.

Information: Additional payable reports are available in the *Financial Reports – Expense Ledgers* screen. *Path - Home: Financials: Financial Reports: Expense Ledgers*

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Financial Management – Pay A Bill

Path: Home: Financials: Financial management: Pay A Bill

There are a prerequisites required before an invoice or bill can be paid. The vendor or supplier, or credit card provider of the invoice or bill being paid must have been previously setup in equineGenie, (Financials: Financial Business Setup: Vendor Setup) or (Financials: Financial Business Setup: Credit Card).

Note: The charges and accounting for the invoice, bill or charge account being paid must have been previously identified on the Enter A Bill screen, a horse, a customer or a purchases screen if the transaction was paid using a credit card or a vendor or supplier's charge account.

Think/Plan before paying a bill! The Pay A Bill screen should only be used to pay bills or invoices that were entered on the Enter A Bill screen or previously charged to a vendor or supplier, credit card provider, or a horse, customer or purchases screen. For example: Insurance invoices, utilities bills, veterinarian bills, farrier bills, credit card bills.

Important: If you are entering the Pay A Bill screen by selected the Go To Pay Bill (Read Red Genie Note!) Red button on the Enter A Bill screen, the vendor, supplier or credit card provider was transferred and will be displayed in the Select Vendor / Supplier or Credit Card dropdown. If you are not entering the Pay A Bill screen by selected the Go To Pay Bill (Read Red Genie Note!) Red button on the Enter A Bill screen, continue by executing ①.

- ① Select the vendor, supplier, or credit card associated with the invoice or bill being paid from the Select Vendor / Supplier or Credit Card dropdown.

Important: An invoice, bill, credit card or charge account paid on this screen should only be invoices or bills entered on the Enter A Bill screen, or horse charges, customers charges or purchases paid by credit card or a vendor or supplier charge account and previously accounted for.

- ② **Select the vendor, supplier or credit card account number** from the *Select Vendor/Supplier or Credit Card* dropdown.

The vendor, supplier or credit card account balance will be automatically displayed to the right of the *Account Balance: (\$)* label.

Important: Your business may have multiple account numbers with the selected vendor, supplier or credit card provider. If that is the case, make sure you are selecting the correct invoice, bill or credit card account.

- ③ **Enter the date the invoice, bill, charge account or credit card is paid** by selecting **[New Date]** from the *Payment Date* dropdown. The payment date can also be entered by selecting the calendar icon or mousing over the date and entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Important: If you entered the Pay A Bill screen by selected the *Go To Pay Bill (Read Red Genie Note!)* **Red** button on the Enter A Bill screen, the *Invoice / Bill Date* was transferred and will be displayed in the *Payment Date* dropdown. The payment date will be activated when the vendor, supplier or credit card account is selected. However, to activate the *Amount Paid* box, the displayed date needs to be selected again from the calendar icon.

- ④ **Enter** the amount being paid to the selected vendor, supplier or credit card provider in the *Amount Paid* box.

Selecting the **RED '\$'** after the amount paid has been entered will enable the financial transaction to be completed.

Note 1: Selecting the **RED '\$'** will display the *Payment Method* popup. The vendor or supplier name, or the credit card provider will be displayed. Selecting the desired *Pay By -* button will display the corresponding pay by popup enabling the financial transaction to be completed.

- ⑦ **If you need to remove a vendor, supplier or credit card payment**, it can be removed by displaying the payment information and selecting the *Remove Selected Payment* **Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the payment.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter** ⑦ button.

- ⑥ **Enter** any comments or notes associated with the selected payment information.
- ⑦ **Select** enter before leaving the *Financial management – Pay Invoice / Bill* screen.

- ① **Selection** of the '*Vendor/Supplier Payables ledger*' button will enable the payables, within a specified date range, for the selected vendor or supplier to be viewed, exported and/or printed.
- ② **Selection** of the '*Current Month Payables Ledger*' will enable the payables for all the vendor/suppliers to be viewed, exported and/or printed.
- ③ **Selection** of the '*Previous Month Payables Ledger*' will enable the payables for the selected vendor/supplier to be viewed, exported and/or printed.
- ④ **Selection** of the '*Payables Ledger Date Specified*' will enable the payables, within a specified date range, for all the vendor or suppliers to be viewed, exported and/or printed.

Information: Many more payable reports are available in the Executive Summary: Financial Summary section. *Path – Home: Executive Summary: Financial Summary: Expenses.*

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Financial Transaction – Payment Method

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There are prerequisite setups required before a payment can be transacted. The account any money paid from into needs to be setup before a payment can be transacted. The payment accounts can be cash, checking, credit card or debit card. Each account type is setup on the (Financial Business Setup: Cash, Checking, Credit Card or Debit Card) screens. If the payment will be associated with a department or departments, the department must have been previously identified (Home: Business Information: Departments/Projects).

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

- ① The selected supplier, vendor or provider will be automatically displayed in the *Select Supplier / Vendor / Provider* dropdown.
- ② The Accounting selections are grayed out and not selectable. The accounting was entered on the *Enter A Bill* screen or the screen where the charge was entered.
- ③ If departments have been identified, select the department the payment will be assigned to from the *Departments* dropdown.
- ④ Select the type of account the payment will be paid from.

Important: Payments can be split between payment accounts and or departments. If the payment is split, the payment splits need to be calculated manually and entered separately.

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Payment By – Cash

Path: Home: Financials: Financial Management: Pay A Bill: \$: Payment Method: Cash

There is a prerequisite setup: At least one cash account needs to be setup before a payment can be made from a cash account (Financial: Financial Business Setup: Cash).

Think/Plan about the money being paid. Once the pay button is selected the payment is deducted in the selected cash account.

The screenshot shows a software window titled "Payment Method". Inside, there's a section "Payment By Cash". It contains several input fields and a button. The fields are: "Cash Account #" (a dropdown menu), "Amount (\$)" (a text box), "Payment Date" (a date picker with a calendar icon), "Account Balance: (\$)" (a text box), "Amount Available: (\$)" (a text box), and "Comments" (a larger text area). At the bottom left is a green "Pay" button. On the right side of the window, there's a yellow rectangular area with the text "Popup And Red Flag" in blue, followed by "equineGenie" in a stylized font, and "Notes" in blue. There are numbered callouts (1-7) pointing to various elements: 1 points to the Cash Account # dropdown, 2 points to the Amount (\$) field, 3 points to the Payment Date field, 4 points to the Account Balance (\$) field, 5 points to the Amount Available (\$) field, 6 points to the Pay button, and 7 points to a small icon in the bottom right corner of the window.

- 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 paid from the selected cash account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered in the *Amount Paid* box④ on the *Financial Management – Pay Invoice / Bill* screen (*Pay A Bill*).
- ③ The date of the payment is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Payment Date* dropdown③ on the on the *Financial Management – Pay Invoice / Bill* screen (*Pay A Bill*).

Note 1: You can change the date by mousing over the date and entering the desired date in the format set in your windows operating system. (**mm/dd/yyyy** or **dd/mm/yyyy**). Also, you can change the date by selecting a date from the calendar icon.

- ④ The selected cash account balance is displayed to the right of the *Account Balance: (\$)* label. The selected cash account balance includes the current payment. The selected cash account amount available is displayed to the right of the *Account Available: (\$)* label. The selected cash account balance includes the current payment.

⑤ **Enter** any comments or notes associated with the selected cash account payment information.

⑥ **Selecting the *Pay* button will complete the financial transaction** and redisplay the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***).

Important: Selecting **Enter**⑦ on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen will complete the transaction for the payment entered.

Note 2: Selecting enter on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen automatically updates all reports associated with the transaction.

⑦ **Selecting the back arrow will display the payment method popup.** This enables any deposit changes to be made before the deposit is executed (***Payment Method***).

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Payment By – Check

Path: Home: Financials: Financial Management: Pay A Bill: \$: Payment Method: Checking

There is a prerequisite setup: At least one checking account needs to be setup before a payment can be made from a checking account (Financial: Financial Business Setup: Checking).

Think/Plan about the money being paid. Once the Pay button is selected the payment amount is deducted from the selected checking account.

The screenshot shows a software window titled "Payment Method". Inside, there's a section "Payment By Check". It contains several input fields and buttons. A yellow box highlights the "Account Balance (\$)" and "Amount Available (\$)" fields. Another yellow box highlights the "Amount (\$)" and "Payment Date" fields. A third yellow box highlights the "Check #" field. A fourth yellow box highlights the "Comments" field. At the bottom, there are two buttons: "Add Check To Check Print File" and "Pay". On the right side of the window, there's a yellow box with the text "Popup And Red Flag 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 checking account is selected from the *Checking Account #* dropdown.
- ② The amount to be paid from the selected checking account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered in the *Amount Paid* box④ on the *Financial Management – Pay Invoice / Bill* screen (*Pay A Bill*).
- ③ The date of the payment is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Payment Date* dropdown③ on the on the *Financial Management – Pay Invoice / Bill* screen (*Pay A Bill*).

Note 1: You can change the date by mousing over the date and entering the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy). Also, you can change the date by selecting a date from the calendar icon.

- ④ The selected checking account balance is displayed to the right of the *Account Balance: (\$)* label. The selected checking account balance includes the current payment.

The **selected checking account amount available** is displayed to the right of the *Account Available: (\$)* label. The selected checking account balance includes the current payment.

- ⑤ **Enter** any comments or notes associated with the selected checking account payment information.
- ⑥ **Selecting the *Pay* button will complete the financial transaction** and redisplay the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***).

Important: Selecting **Enter**⑦ on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen will complete the transaction for the payment entered.

Note 2: Selecting enter on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen automatically updates all reports associated with the transaction.

⑦ **Selecting the back arrow will display the payment method popup.** This enables any deposit changes to be made before the deposit is executed (***Payment Method***).

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Payment By – Credit Card

Path: Home: Financials: Financial Management: Pay A Bill: \$: Payment Method: Credit Card

There is a prerequisite setup: At least one credit card account needs to be setup before a payment can be made from a credit card account (Financial: Financial Business Setup: Credit Card).

Think/Plan about the payment. Once the Pay button is selected the payment amount is deducted from the selected credit card account.

The screenshot shows a software window titled "Payment Method". Inside, there's a section "Payment By Credit Card". It contains several input fields: "Credit Card Account #" with a dropdown arrow (labeled 1), "Amount (\$)" (labeled 2), "Payment Date" with a calendar icon (labeled 3), "Account Balance (\$)" (labeled 4), and "Amount Available (\$)" (labeled 4). Below these is a "Comments" text area (labeled 5). At the bottom left is a "Pay" button with a green square icon (labeled 6). On the right side of the window, there's a yellow rectangular area with the text "Popup And Red Flag equineGenie Notes" and a small icon in the bottom right corner. A small "7" in a circle is in the bottom right corner of the window frame.

- ① If only one credit card account has been setup its name or identifier will be displayed in the *Credit card Account #* dropdown. If multiple credit card accounts have been setup, the desired credit card account is selected from the *Credit card Account #* dropdown.
- ② The amount to be paid from the selected credit card account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered in the *Amount Paid* box④ on the *Financial Management – Pay Invoice / Bill* screen (**Pay A Bill**).
- ③ The date of the payment is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Payment Date* dropdown③ on the on the *Financial Management – Pay Invoice / Bill* screen (**Pay A Bill**).

Note 1: You can change the date by mousing over the date and entering the desired date in the format set in your windows operating system. (**mm/dd/yyyy** or **dd/mm/yyyy**). Also, you can change the date by selecting a date from the calendar icon.

- ④ The selected credit card account balance is displayed to the right of the *Account Balance: (\$)* label. The selected credit card account balance includes the current payment.

The **selected credit card account amount available** is displayed to the right of the *Account Available: (\$)* label. The selected credit card account balance includes the current payment.

- ⑤ **Enter** any comments or notes associated with the selected credit card account payment information.
- ⑥ **Selecting the *Pay* button will complete the financial transaction** and redisplay the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***).

Important: Selecting **Enter**⑦ on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen will complete the transaction for the payment entered.

Note 2: Selecting enter on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen automatically updates all reports associated with the transaction.

⑦ **Selecting the back arrow will display the payment method popup.** This enables any deposit changes to be made before the deposit is executed (***Payment Method***).

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Payment By – Debit Card

Path: Home: Financials: Financial Management: Pay A Bill: \$: Payment Method: Debit Card

There is a prerequisite setup: At least one debit card account needs to be setup before a payment can be made from a debit card account (Financial: Financial Business Setup: Debit Card).

Think/Plan about the money being paid. Once the Pay button is selected the payment amount is deducted from the selected debit card account.

The screenshot shows a software window titled "Payment Method". Inside, the "Payment By Debit Card" section contains several fields: a dropdown for "Debit Card Account #" (labeled 1), a text box for "Amount (\$)" (labeled 2), a text box for "Payment Date" (labeled 3) with a calendar icon, a text box for "Account Balance (\$)" (labeled 4), a text box for "Amount Available (\$)" (labeled 4), and a "Comments" box (labeled 5). At the bottom left is a green "Pay" button (labeled 6). On the right side of the window is a yellow box with the text "Popup And Red Flag equineGenie Notes" and a small icon at the bottom right (labeled 7).

- ① If only one debit card account has been setup its name or identifier will be displayed in the *Debit card Account #* dropdown. If multiple debit card accounts have been setup, the desired debit card account is selected from the *Debit card Account #* dropdown.
- ② The amount to be paid from the selected debit card account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered in the *Amount Paid* box④ on the *Financial Management – Pay Invoice / Bill* screen (*Pay A Bill*).
- ③ The date of the payment is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Payment Date* dropdown③ on the on the *Financial Management – Pay Invoice / Bill* screen (*Pay A Bill*).

Note 1: You can change the date by mousing over the date and entering the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy). Also, you can change the date by selecting a date from the calendar icon.

- ④ The selected debit card account balance is displayed to the right of the *Account Balance: (\$)* label. The selected debit card account balance includes the current payment.

The selected debit card account amount available is displayed to the right of the *Account Available: (\$)* label. The selected debit card account balance includes the current payment.

- ⑤ **Enter** any comments or notes associated with the selected debit card account payment information.
- ⑥ **Selecting the *Pay* button will complete the financial transaction** and redisplay the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***).

Important: Selecting **Enter**⑦ on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen will complete the transaction for the payment entered.

Note 2: Selecting enter on the *Financial Management – Pay Invoice / Bill* screen (***Pay A Bill***) screen automatically updates all reports associated with the transaction.

- ⑦ **Selecting the back arrow will display the payment method popup.** This enables any deposit changes to be made before the deposit is executed (***Payment Method***).

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