# Financial Setup

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# Financial Setup – Business Financial Accounts

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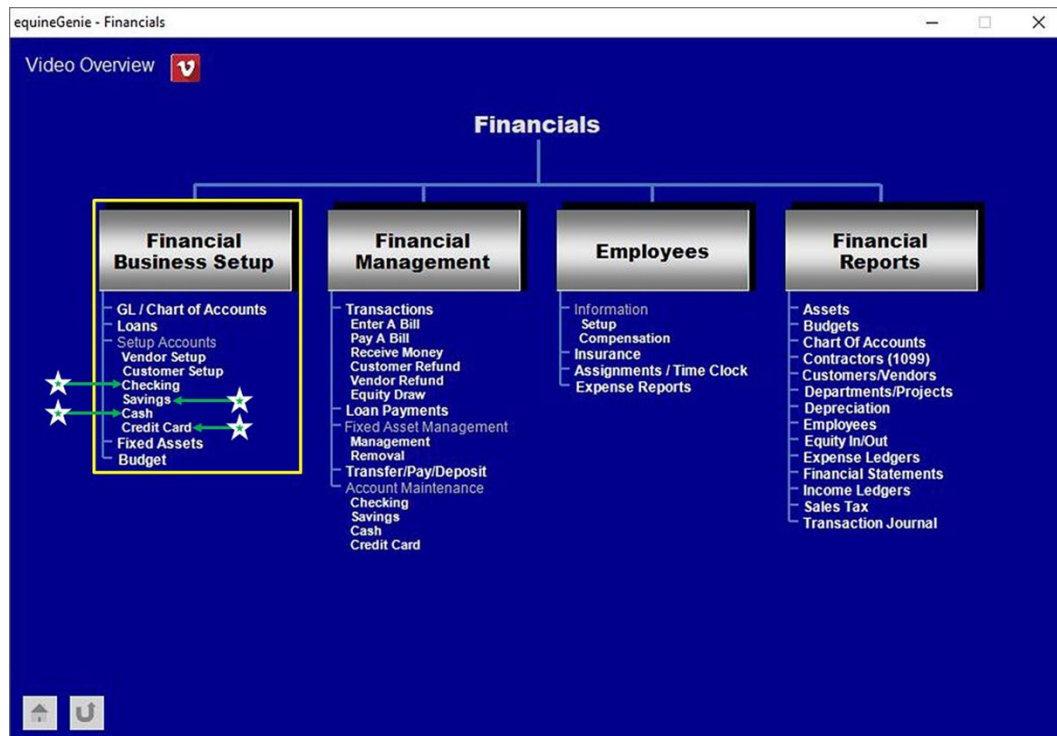
# Financial Setup – Checking

**Path: Home: Financials: Financial Business Setup: Checking**

*There are no prerequisites required.*

*Think/Plan before setting up a business checking account or multiple business checking accounts.*



① **Enter or Select** the financial institution where you have your business checking account from the *Enter/Select Financial Institution* dropdown.

**Note 1:** Initially you **Enter** the financial institution, but **Select** the financial institution if you need to recall a checking account set up.

② **Enter** the financial institution's address in the *Address* box.

**Enter** the financial institution's city, state and zip code in the *City, State, Zip Code* box.

**Enter** the financial institution's telephone number in the *Telephone #* box.

**Enter** the financial institution's email address in the *email Address* box.

**Enter** the financial institution's website URL in the *Website URL* box.

③ The checking account's financial institution's contact information can be added to equineGenie's address book by selecting the *Add To Address Book* button.

**Note 2:** The financial institution's information added to the system's address book is the contact information entered on this screen. The address book screen provides for additional information.

If addition information needs to be added it can be added on the address book screen. *Path – Home: Calendar Contacts: Contacts: Address Book*.

④ **Enter or select the checking account's account number** from the *Enter / Select Checking Account # dropdown*.

**Note 3:** Initially you **enter** a checking account number, but **select** the number after it is initially entered.

⑤ **If the checking account entered has a debit card attached**, **enter** the debit card number in the *Enter Debit Card #* box.

**If the checking account entered has a second debit card attached**, **enter** the second debit card number in the second *Enter Debit Card #* box.

<mark>Suggestion:</mark> For security and protection it is suggested that you only enter the last four digits of a checking account or debit card number attached to your checking account.

⑥ **You can enter a checking account reserve** in the *Account Reserve ($)* box. equineGenie will notify you when entering a check if the checking account needs to be replenished so it will not be overdrawn.

**Note 4:** Entering an account reserve is optional. If you enter an account reserve the reserve amount will be reflect in the account's available balance. <mark>For example:</mark> if you set the reserve at $500, and the account balance is $5,000, equinegenie will show an availability of $4,500. equineGenie will display a **Red** message on the checking accounts *Payment By Check* popup if the selected checking account will be overdrawn.

⑦ **You can record a checking account's maintenance fee** in the *Maintenance Fee ($)* box.

**You can record a checking account's overdraft fee** in the *Overdraft Fee ($)* box.

**Note 5:** Entering a checking account's maintenance and overdraft fees is optional. equineGenie does not use them. However, if a checking account is charged either or both fees they need to be subtracted from the checking account's balance. A maintenance fee and an overdraft fee needs to be transacted on the *Financial Management – Enter A Bill / Invoice* screen. The maintenance fee and overdraft fee needs to be entered as a positive amount on the *Financial Management – Enter A Bill / Invoice* screen. They are both an expense and should be entered as a bank fee.

<mark>Suggestion:</mark> A subaccount is suggested for each checking account number if there is more than one checking account.

⑧ **You can setup another checking account at the same financial institution** by selecting **Another Checking Account Same Institution**. The previous checking account's information will be entered and cleared so a new checking account's information can be entered.

**Note 6:** Multiple checking accounts can be set up for the same financial institution or different financial institutions.

⑨ **Enter** any comments or notes associated with the selected checking account's setup information.

⑩ **Select** enter before leaving the *Financial Setup – Checking Account Setup (Page 1)* screen.

❶ **Selection** of the *'*Go To Open Accounts'* button will display page 2, of the checking account setup where an initial deposit for a selected checking account can be made.

**Important:** Select Enter⑩ before selecting the *'*Go To Open Accounts'* button.

❷ **Selection** of *'Go To Savings Account Setup'* button will display the *Financial Setup – Savings Account Setup (Page 1)* screen.

## Open Checking Account



① **Select the checking account # of the checking account to be opened** from the *Select Checking Account #* dropdown.

② **Enter the date the checking account is open** in the *Open Date* dropdown by selecting the date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

**Warning:** Once entered, the open date cannot be changed without closing equineGenie and then, reopening equineGenie and the *Financial Setup – Checking Account Setup (page 2)* screen.

③ **Enter** the opening amount in the in the *Open Amount ($)* box.

**Important:** If the open amount is from an existing financial source you should enter the last statement balance that coincides with the open date. **For Example:** A checking account previously used.

④ **Select the source of funds from the *Select A Source Of Funds* dropdown**. If no other financial accounts have been previously set up, the only initial source available in the *Select A Source Of Funds* dropdown is *Equity*.

**If equity is selected**, the *Select Account #* dropdown will be visible and will display the equity account numbers. You can **Select** the equity account number to be used from the *Select Account #* dropdown.

**If another checking account was previously set up**, **that checking account will be available to be selected**. If a checking account is selected the *Select Account #* dropdown will be visible and will display the checking account number or numbers if multiple other checking accounts had been set up. You can **Select** the checking account number to be used from the *Select Account #* dropdown.

**If a savings account was previously set up**, **the savings account will be available to be selected**. If a savings account is selected the *Select Account #* dropdown will be visible and will display the savings account number or numbers if multiple savings accounts had been set up. You can **Select** the savings account number to be used from the *Select Account #* dropdown.

**If subaccounts have been identified for any selected account**, the *Select Subaccount* dropdown will be visible when an account number is selected and will display any subaccounts that had been set up for the selected account. You can **Select** the subaccount to be used from the *Select Subaccount* dropdown.

⑤ **Enter** any comments or notes associated with the selected checking opening information.

⑥ **Select** enter before leaving the *Financial Setup – Checking Account Setup (Page 2)* screen.

❶ Selecting '*Previous Page*' will display the *Financial Setup – Checking Account Setup (Page 1)* screen.

# Financial Setup – Savings

**Path: Home: Financials: Financial Business Setup: Savings**

*There are no prerequisites required.*

*Think/Plan before setting up a business savings account or multiple business savings accounts.*



① **Enter or Select** the financial institution where you have your business savings account from the *Enter/Select Financial Institution* dropdown.

**Note 1:** Initially you **Enter** the financial institution, but **Select** the financial institution if you need to recall a savings account set up.

② **Enter** the financial institution address in the *Address* box.

**Enter** the financial institution city, state and zip code in the *City, State, Zip Code* box.

**Enter** the financial institution telephone number in the *Telephone #* box.

**Enter** the financial institution email address in the *email Address* box.

**Enter** the financial institution website URL in the *Website URL* box.

③ The savings account's financial institution contact information can be added to equineGenie's address book by selecting the *Add To Address Book* button.

**Note 2:** The financial institution information added to the system's address book is the contact information entered on this screen. The address book screen provides for additional information. If addition information needs to be added it can be added on the address book screen. *Path – Home: Calendar Contacts: Contacts: Address Book.*

④ **Enter or select the savings account's account number** from the *Enter / Select Savings Account #* dropdown.

**Note 3:** Initially you **enter** a savings account number, but **select** the number after it is initially entered.

**If the savings account entered has a debit card attached**, **enter** the debit card number in the *Enter Debit Card #* box.

**Suggestion:** For security and protection it is suggested that you only enter the last four digits of your savings account and debit card numbers.

⑤ **You can enter a savings account's reserve** in the *Account Reserve ($)* box. equineGenie will notify you when making a withdrawal if the savings account needs to be replenished so it will not be overdrawn.

**Note 4:** Entering an account reserve is optional. If you enter an account reserve the reserve amount will be reflect in the account's available balance. **For example:** if you set the reserve at $500, and the account balance is $5,000, equinegenie will show an availability of $4,500.

⑥ **You can record a savings account's maintenance fee** in the *Maintenance Fee ($)* box.

**You can record a saving account's interest paid percentage** in the *Interest Paid (%)* box.

**Note 5:** Entering a savings account's maintenance and interest paid percentage is optional. equineGenie does not use them. However, if a savings account is charged maintenance the fee needs to be subtracted from the savings account's balance. If a savings account pays an interest amount, the amount needs to be added to the savings account balance. A maintenance fee and an interest paid needs to be transacted on the *Financial Management – Enter A Bill / Invoice* screen. The maintenance fee needs to be entered as a positive amount. The interest amount paid needs to be entered as a negative amount on the *Financial Management – Enter A Bill / Invoice* screen.

**Suggestion:** Subaccounts are suggested for each savings account number and expense account if there is more than one savings account

⑦ **You can setup another savings account at the same financial institution** by selecting **Another Savings Account Same Institution**. The previous savings account's information will be entered and cleared so a new savings account's information can be entered.

**Note 6:** Multiple savings accounts can be set up for the same financial institution or different financial institutions.

⑧ **Enter** any comments or notes associated with the selected savings account's set up information.

⑨ **Select** enter before leaving the *Financial Setup – Savings Account Setup (Page 1)* screen.

❶ **Selection** of the *'*Go To Open Accounts'* button will display page 2, of the savings account setup where an initial deposit for a selected savings account can be made.

**Important:** Select Enter⑨ before selecting the *'*Go To Open Accounts'* button.

❷ **Selection** of *'Go To Cash Account Setup'* button will display the *Financials – Cash Accounts Setup* screen.

## Open Savings Account



① **Select the savings account # to be opened** from the *Select Savings Account #* dropdown.

② **Enter the date the savings account is open** in the *Open Date* dropdown by selecting the date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

**Warning:** Once entered, the open date cannot be changed without closing equineGenie and then, reopening equineGenie and the *Financial Setup – Savings Account Setup (page 2)* screen.

③ **Enter** the opening amount in the in the *Open Amount ($)* box.

**Important:** If the open amount is from an existing financial source you should enter the last statement balance that coincides with the open date. **For Example:** A savings account previously used.

④ **Select the source of funds from the *Select A Source Of Funds* dropdown**. If no other financial accounts have been previously set up, the only initial source available in the *Select A Source Of Funds* dropdown is *Equity*.

**If equity is selected**, the *Select Account #* dropdown will be visible and will display the equity account numbers. You can **Select** the equity account number to be used from the *Select Account #* dropdown.

**If a checking account was previously set up**, **the checking account will be available to be selected**. If a checking account is selected the *Select Account #* dropdown will be visible and will display the checking account number or checking account numbers if multiple checking accounts had been set up. You can **Select** the checking account number to be used from the *Select Account #* dropdown.

**If another savings account was previously set up**, **that savings account will be available to be selected**. If a savings account is selected the *Select Account #* dropdown will be visible and will display the savings account number or savings account numbers if multiple other savings accounts had been set up. You can **Select** the savings account number to be used from the *Select Account #* dropdown.

**If subaccounts have been identified for any selected account**, the *Select Subaccount* dropdown will be visible when an account number is selected and will display any subaccounts that had been set up for the selected account. You can **Select** the subaccount to be used from the *Select Subaccount* dropdown.

⑤ **Enter** any comments or notes associated with the selected savings opening information.

⑥ **Select** enter before leaving the *Financial Setup – Savings Account Setup (Page 2)* screen.

❶ Selecting Previous Page will display the *Financial Setup – Savings Account Setup (Page 1)* screen.

# Financial Setup – Cash

**Path: Home: Financials: Financial Business Setup: Cash**

*There are no prerequisites required.*

*Think/Plan before setting up a business cash account or multiple business cash accounts.*



① **Enter or Select** the Cash Account from the *Enter or Select Cash Account* dropdown.

**Note 1:** A cash account can be assigned a name or a number.

② **Enter the date the cash account is open** in the *Open Date* dropdown by selecting the date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

**Warning:** Once entered, the open date cannot be changed without closing equineGenie and then, reopening equineGenie and the *Financial Setup – Cash Account Setup* screen.

③ **Enter** the opening amount in the in the *Open Amount ($)* box.

**Important:** If the open amount is from an existing cash account you should enter the last cash statement balance that coincides with the open date. **For Example:** A cash account previously used.

④ **You can Enter a cash account reserve** that will notify you when a cash account needs to be replenished so it will not run out of cash.

**Note 2:** Entering an account reserve is optional. If you enter an account reserve the reserve amount will be reflect in the account's available balance. For example: if you set the reserve at $50, and the account balance is $250, equinegenie will show an availability of $200.

⑤ **Select** the source of funds from the *Select A Source Of Funds* dropdown. If no other financial accounts have been previously set up, the only initial source available in the *Select A Source Of Funds* dropdown is *Equity*.

**If equity is selected**, the *Select Account #* dropdown will be visible and will display the equity account numbers. You can **Select** the equity account number to be used from the *Select Account #* dropdown.

**If a checking account was previously set up**, **the checking account will be available to be selected**. If a checking account is selected the *Select Account #* dropdown will be visible and will display the checking account number or checking account numbers if multiple checking accounts had been set up. You can **Select** the checking account number to be used from the *Select Account #* dropdown.

**If a savings account was previously set up**, **the savings account will be available to be selected**. If a savings account is selected the *Select Account #* dropdown will be visible and will display the savings account number or savings account numbers if multiple savings accounts had been set up. You can **Select** the savings account number to be used from the *Select Account #* dropdown.

**If subaccounts have been identified for any selected account**, the *Select Subaccount* dropdown will be visible and will display any subaccounts that had been set up for the selected account. You can **Select** the subaccount to be used from the *Select Subaccount* dropdown.

⑥ **Enter** any comments or notes associated with the selected cash account opening information.

⑦ **Select** enter before leaving the *Financials – Cash Accounts Setup* screen.

❶ Selecting '*Go To Credit Card Setup*' will display the *Financials – Credit Card Setup* screen.

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# Financial Setup – Credit Card

**Path: Home: Financials: Financial Business Setup: Credit Card**

*There are no prerequisites required.*

*Think/Plan before setting up a business credit card or multiple business credit cards.*



① **Enter or Select** the financial institution where you have your business credit card from the Enter/Select Credit Card Provider dropdown.

**Note 1:** Initially you **Enter** the credit card provider, but **Select** the credit card provider if you need to recall it.

**Important:** Your credit card provider is the institution where your pay your credit card statement. Although your credit card may be a Visa, your credit card provider could be your bank and your credit card provider.

② **Enter** the financial institution address in the *Address* box.

**Enter** the financial institution city, state and zip code in the *City, State, Zip Code* box.

**Enter** the financial institution telephone number in the *Telephone #* box.

**Enter** the financial institution email address in the *email Address* box.

**Enter** the financial institution website URL in the *Website URL* box.

③ The credit card provider's contact information can be added to equineGenie's address book by selecting the Add To Address Book button.

**Note 2:** The credit card provider information added to the system's address book is the contact information entered on this screen. The address book screen provides for additional information. If addition information needs to be added it can be added on the address book screen. *Path – Home: Calendar Contacts: Contacts: Address Book*.

④ **Enter or select the credit card account number** from the *Enter / Select Credit Card #* dropdown. Initially you **enter** a credit card number, but **select** the number after it is initially entered.

<mark>Suggestion:</mark> For security and protection it is suggested that you only enter the last four digits of your credit card number.

**Enter** the type of credit card in the *Type Of Credit Card* dropdown.

⑤ **You can enter the credit card's credit limit** in the *Credit Limit ($)* box. equineGenie will notify you when using the credit account if the credit card will exceed its credit limit.

⑥ **You can record a credit card's over limit fee** in the *Over Limit Fee ($)* box.

**You can record a credit card's late charge fee** in the *Late Charge ($)* box.

**Note 3:** Entering a credit card's over limit and late charge fees is optional. equineGenie does not use them. However, if a credit card is charged either or both fees they need to be subtracted from the credit card's available balance. An over limit fee and a late charge fee needs to be transacted on the *Financial Management – Enter A Bill / Invoice* screen. The over limit fee and late charge fee needs to be entered as a positive amount on the *Financial Management – Enter A Bill / Invoice* screen. They are both an expense and should be entered as a bank fee or just a fee.

<mark>Suggestion:</mark> A subaccount is suggested for each credit card if there is more than one credit card

⑦ **Enter** the credit card's account balance when the credit card is set up. If the credit card does not have a balance, enter '0'.

⑧ **You can setup another credit card with the same provider** by selecting **Another Credit Card Same Provider**. The previous credit card's information will be entered and cleared so a new credit card's information can be entered.

**Note 4:** Multiple credit card accounts can be set up with the same provider or with different providers.

⑨ **If you need to remove a selected credit card**, it can be removed by displaying the selected credit card's information to be removed and selecting the **Red** *Remove Selected Credit Card* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected credit card.
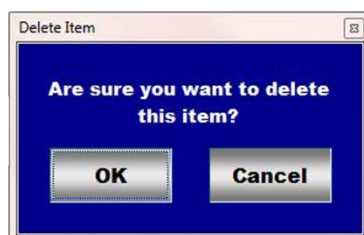
After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button❶.

❿ **Enter** any comments or notes associated with the selected credit card setup information.

❶ **Select** enter before leaving the *Financials – Credit Card Setup* screen.

Important: DO NOT make the credit card provider a vendor!

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