



# **Financial Setup**

**Vendor Setup**

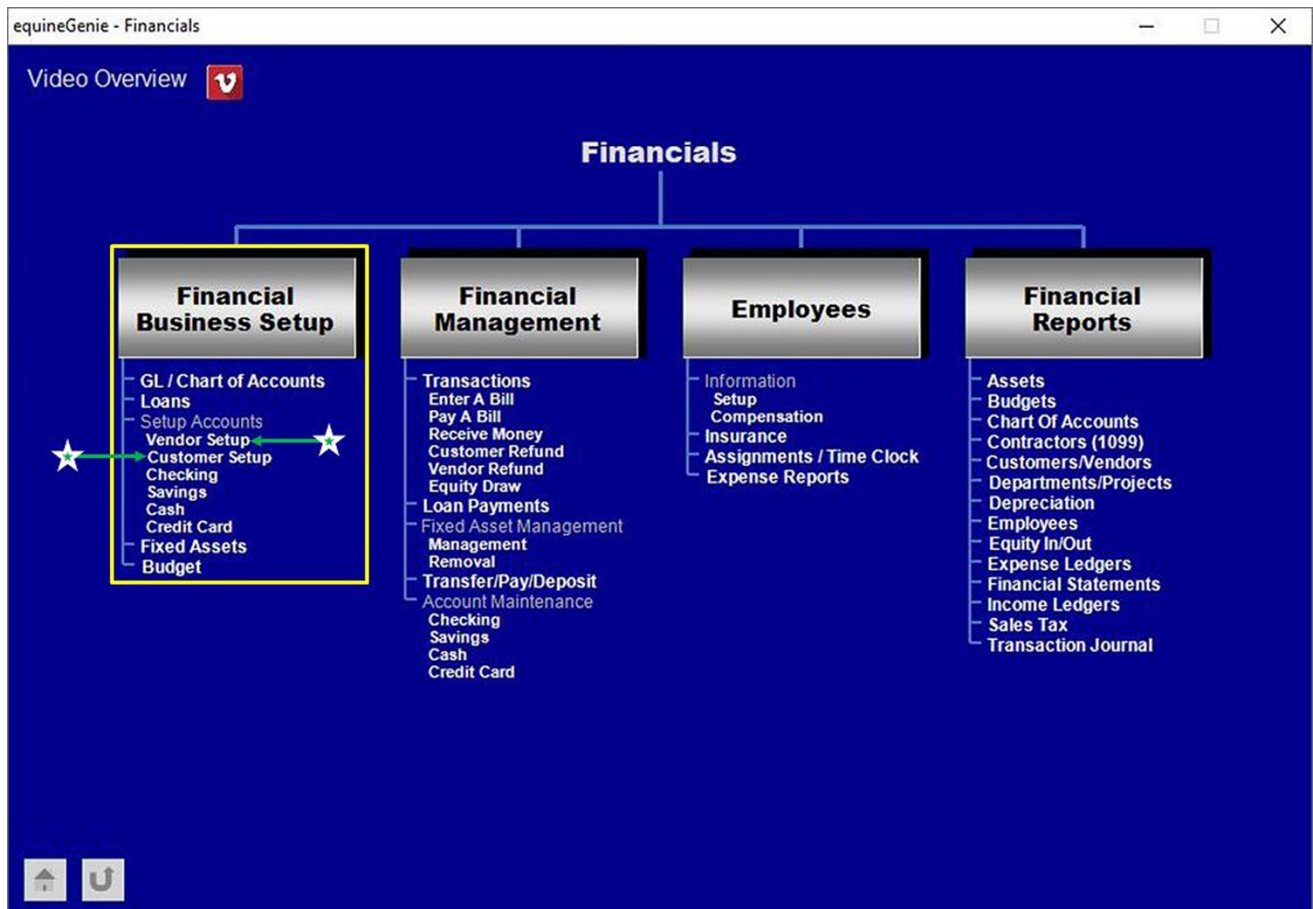
**Customer Setup**

## Financial Setup – Vendor and Customer

### Table of Contents

Financial Setup - Vendor Setup .....	3
Financial Setup - Customer Setup.....	7

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



## Financial Setup - Vendor Setup

Path: Home: Financial: Financial Business Setup: Vendor Setup

***There is no prerequisite setup required.***

***Think/Plan before you setup your vendor's financial parameters! If you do not have an account with a vendor you still need to assign them an account number. You cannot make a purchase and Pay By Charge Account or Enter A Bill or Pay A Bill without a vendor having an account number.***

**\*Note: Entering a vendor or supplier account numbers, payment terms and the current payables balance is NOT OPTIONAL.**

The screenshot shows the 'equineGenie Financial - Vendor / Supplier Account Setup' window. The left pane, titled 'Vendor / Supplier Accounts', includes a dropdown for 'Enter / Select Vendor or Supplier' (1), a 'Contractor?' section with a 'No' button (2) and a 'Contractor Tax ID' field, and several text input fields for 'Address', 'City, State, Zip Code' (3), 'Telephone #', 'email Address', and 'Website URL'. Below these is an 'Add To Address Book' button (4). The right pane, titled 'Charge Account Comments', has a large text area (10) and a 'Video Tutorial' link (1). At the bottom of the left pane, there are fields for 'Enter / Select Account #' (5), 'Enter Credit Limit', 'Payment Terms', 'Late Charge (%)' (6), 'and / or', 'Late Charge (\$)', 'Account Balance (\$)' (7), and buttons for 'Another Charge Account Same Supplier' (8) and 'Remove Selected Vendor (Caution!)' (9). A legend at the bottom right identifies icons for 'Vendor / Supplier Accounts' (3) and 'Vendor / Supplier Account Numbers' (4). Navigation buttons at the bottom left include 'Select Vendor / Supplier Account' (2).

① To add a vendor or supplier, select [New Supplier] from the *Enter / Select Vendor or Supplier* dropdown, click in the dropdown and enter the vendor or supplier.

**Important:** If a vendor or supplier was previously entered on the *Business Operations – Items Supplied Setup* screen they can be selected from the dropdown and do not need to be reentered. If the *Financial – Vendor / Supplier Account Setup* screen is displayed as a result of selecting the 'Go To Supplier Financial Account' button on the *Business Operations – Items Supplied Setup* screen, the vendor or supplier and their contact information will be displayed on the *Financial – Vendor / Supplier Account Setup* screen.

Once a vendor or supplier has been entered it will be displayed in the *Enter / Select A Vendor or Supplier* dropdown list. Selecting a vendor or supplier will recall its account information. A vendor or supplier's name can be modified and any other associated account information can be changed.

- ② If the vendor or supplier is a contractor, select the *Contractor?* button. Selecting the *Contractor?* button will change it from a **Red No** to a **Green Yes**. If the contractor's tax ID number is known **enter** it in the *Contractor Tax ID* box.

**Important:** If a vendor or supplier is identified as a contractor, equineGenie will track all payments made to the contractor and provide their 1099 information in a report.

- ③ **Enter** the vendor or supplier's contact information:

**Enter** the vendor or supplier's address in the *Address* box.

**Enter** the vendor or supplier's city, state and zip code in the *City, State, Zip Code* box.

**Enter** the vendor or supplier's telephone number in the *Telephone #* box.

**Enter** the vendor or supplier's email address in the *email Address* box.

**Enter** the vendor or supplier's website URL in the *Website URL* box.

**Note 1:** If the vendor or supplier's contact information was entered in the *Business Operations: Items Supplied Setup* screen, it will be displayed when the vendor or supplier is selected and displayed in ① and does not have to be reentered.

- ④ A vendor or supplier's contact information can be added to the equineGenie address book by **selecting** the *Add To Address Book* button.

**Note 2:** The vendor or suppliers information added to the equineGenie 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.*

- ⑤ **To add an account number**, select **[New Charge Account #]** from the *Enter / Select Account #* dropdown, click in the dropdown box and enter the number. If you already have a number from the vendor or supplier, or a previous system use it. If not, make one up.

**Note 3:** The vendor or supplier account number can be a numeric, alphanumeric or all alpha characters. Because an account number is your choice and not required to be sequential **the account number selection is not automatically incremented.**

- ⑥ **If the vendor or supplier has a credit limit**, **enter** the credit limit if you have a charge account with the vendor or supplier and the vendor or supplier has set one.

**Note 4:** If a credit limit is entered the vendor or supplier's available credit will be displayed when a purchase or invoice/bill is paid by charge account.

**If you have a charge account with a vendor or supplier**, **select** the vendor or supplier payment terms from the *Payment Terms* dropdown.

**Note 5:** If a Vendor / Supplier payment terms are identified the payment due date is automatically calculated and displayed when an invoice/bill is entered.

If the vendor or supplier has assigned a late charge percentage, enter the late charge percentage in the *Late Charge (%)* box.

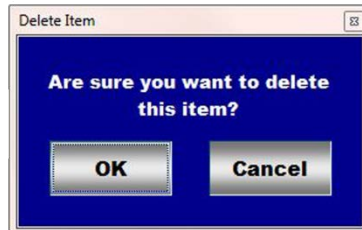
If the vendor or supplier has assigned a late charge amount, enter the late charge amount in the *Late Charge (\$)* box.

**Note 6:** A late charge can be a percentage of the amount past due and or an amount. equineGenie will calculate the late charge and add the larger value to a vendor or supplier's account.

- ⑦ If you has a balance with the selected vendor or supplier, enter the current payables balance in the *Account Balance (\$)* box.

**Important:** If the business does not have a balance with the vendor or supplier, enter '0'.

- ⑧ If your business has multiple accounts with the same vendor or supplier another account can be added by selecting **Another Charge Account Same Supplier**. Selection of **Another Charge Account Same Supplier** will enter and clear the previous account information so the new account information with the same vendor or supplier can be added.
- ⑨ If you need to remove a vendor or supplier's account, it can be removed by displaying the vendor or supplier's information and selecting the *Remove Selected Vendor (Caution!)* **Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the account.



**Extreme Caution!: Do Not** remove an account that has been previously used in any financial transaction. Removing it will make it unavailable in other system dropdowns where it could be needed to recall or change historical information. **Recommendation:** Do not remove an account. Just ignore it in the future. Leaving it does not degrade equineGenie's performance.

- ⑩ Enter any comments or notes associated with the selected vendor or supplier's setup information.
- ① Select enter before leaving the *Financial – Vendor / Supplier Account Setup* screen.
- ② Selection of the '*Select Vendor / Supplier Account*' button will enable the selected vendor or supplier account information to be viewed, exported and/or printed.
- ③ Selection of the '*Vendor / Supplier Accounts*' button will enable all the vendor or supplier account information to be viewed, exported and/or printed.

- 4** **Selection** of the '*Vendor / Supplier Account Numbers*' button will enable all the vendor or supplier account numbers to be viewed, exported and/or printed.

[Return to the Table of Content](#)



## Financial Setup - Customer Setup

Path: Home: Financial: Financial Business Setup: Customer Setup

***There is no prerequisite setup required.***

***Think/Plan before you setup your customer's financial parameters! All customers must have an account number and their Payment Terms selected before they can be invoiced.***

**\*Note: Entering a customer's account number and payment terms is NOT OPTIONAL.**

① To add a customer or client, select [New Client/Customer] from the *Enter / Select Customer or Client* dropdown, click in the dropdown and enter the customer or client.

**Important:** If a customer or client was previously entered on the *Customer / Client – Information* screen or the *Horse Information – Ownership* screen they can be selected from the dropdown and do not have to be reentered. If the *Financial – Customer / Clients Account Setup* screen is displayed as a result of selecting the 'Go To Customer Financial Account' button on the *Customer / Client – Information* screen or the *Horse Information – Ownership* screen the customer or client and their contact information will be displayed on the *Financial – Customer / Clients Account Setup* screen.

Once a customer or client has been entered it will be displayed in the *Enter / Select A Customer or Client* dropdown list. Selecting a customer or client name will recall its account information. A customer or client name can be modified and any other associated account information can be changed.

- ② If a customer's correspondence needs to be sent to another person other than the customer, the correspondence recipient can be **added** to the *Alternative Correspondence Recipient* text box. **(Optional)**

**Important:** The alternate correspondence recipient would be identified if a lesson student is under age and an invoice or other financial transactions need to be sent to the student's parents, guardian or another person who is responsible for the student's financial obligations.

**For example:** if a parent or guardian, or someone else, is responsible for paying a customer or client's charges the entry could be, % 'a Parent or Guardian or other Name'.

- ③ Enter a customer or client ranch, business, parent or guardian name in the *Ranch / Business / Parent – Guardian* box. **(Optional)**

**Note 1:** If a name is entered it will appear on a customer's invoice in their address.

- ④ Enter the customer or client's contact information:

Enter the customer or client's address in the *Address* box.

Enter the customer or client's city, state and zip code in the *City, State, Zip Code* box.

Enter the customer or client's telephone number in the *Telephone #* box.

Enter the customer or client's cell phone number in the *Cell Phone #* box.

Enter the customer or client's email address in the *email Address* box.

Enter the customer or client's website URL in the *Website URL* box.

**Note 2:** If the customer or client's contact information was previously entered on the *Customer / Client – Information* screen or the *Horse Information – Ownership* screen it will be displayed when the customer or client is selected or displayed in ① and does not have to be reentered.

- ⑤ A customer or client contact information can be added to the equineGenie address book by **selecting** the *Add To Address Book* button.

**Note 3:** The customer or client's information added to the equineGenie 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.*

- ⑤ To add an account number, to the *Enter / Select Account #* box, click in the box and enter the number. If you already have a number from the customer or client, or a previous system, use it. If not, make one up.

**Note 4:** The customer or client account number can be a numeric, alphanumeric or all alpha characters. Because an account number is your choice and not required to be sequential **the account number selection is not automatically incremented.**

- ⑦ Enter a customer or client's credit limit in the *Enter Credit Limit* box if one has been assigned by the business.

Select the customer' or client's payment terms from the *Payment Terms* dropdown.



**Important:** A customer or client's payment terms must be identified before a customer can be invoiced.

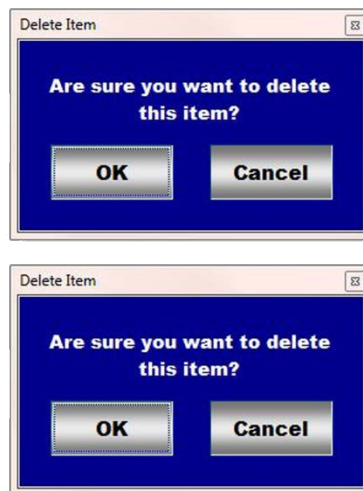
**If the business charges a late charge percentage to the customer or client,** enter the late charge percentage in the *Late Charge (%)* box.

**If the business charges a late charge amount to the customer or client,** enter the late charge amount in the *Late Charge (\$)* box.

**Note 5:** A late charge can be a percentage of the amount past due and/or an absolute amount. equineGenie will calculate the late charge and uses the larger calculated amount of the two. A customer late charge is invoiced to the selected customer or client.

⑧ **If the selected customer or client current has a receivables balance** when the customer or client account is setup, **enter** the existing balance in the *Account Balance (\$)* box. If the customer or client does not have a balance **enter '0'**.

⑨ **If you need to remove a Customer or client's account,** it can be removed by displaying the selected customer or client's account information and selecting the *Remove Selected Customer (Caution!)* **Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the selected account.



**Extreme Caution!: Do Not** remove an account that has been previously used in any financial transaction. Removing it will make it unavailable in other system dropdowns where it could be needed to recall or change historical information. **Recommendation:** Do not remove an account. Just ignore it in the future. Leaving it does not degrade equineGenie's performance.

⑩ **Enter** any comments or notes associated with the selected customer or client's setup information.

① **Select** enter before leaving the *Financial – Customer / Client Account Setup* screen.

- ② **Selection** of the '*Select Customer Account*' button will enable the selected customer or client's account information to be viewed, exported and/or printed.
- ③ **Selection** of the '*Customer Accounts*' button will enable all the customer or client account information to be viewed, exported and/or printed.
- ④ **Selection** of the '*Customer Account Numbers*' button will enable all the customer or client account numbers to be viewed, exported and/or printed.

[Return to the Table of Content](#)