



Deposits & Payments

Deposit Method

Cash, Savings, Checking,
Credit Card, Charge Account

Payment Method

Charge Account, Cash, Checking, Credit Card,
Debit Card

Financial Management – Deposits & Payments

Table of Contents

Financial Transaction – Deposit Method.....	3
Deposit Method – Cash	5
Deposit Method – Savings	7
Deposit Method – Checking	9
Deposit Method – Credit Card.....	11
Deposit Method – Charge Account	13
Financial Transaction – Payment Method.....	15
Payment Method – Charge Account	17
Payment Method – Cash.....	19
Payment Method – Check.....	21
Payment Method – Credit Card.....	23
Payment Method – Debit Card	25

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

Deposit Method

Receive Money

Customer / Client
4000 - 4999 Income
Select Account
Select SubAccount

Deposit Into ...

☐ Cash ☐ Credit Card
☐ Savings ☐ Charge Account
☐ Checking

Department
Department

Popup And Red Flag equineGenie Notes

Payment Method

Pay Invoice / Bill

Select Supplier / Vendor / Provider
Select Account Category
Select Account
Select SubAccount

Pay By ...

☐ Charge Account ☐ Cash ☐ Credit Card
☐ Check ☐ Debit Card

Department
Department

Popup And Red Flag equineGenie Notes

Financial Transaction – Deposit Method

There are prerequisites required before a deposit can be transacted. The account any money is deposited into needs to be setup. The deposit accounts can be a cash account, a checking account and/or a savings account. Each account type is setup in the (Financial Business Setup: Cash, Financial Business Setup: Checking, Financial Business Setup: Savings, Financial Business Setup: Credit Card and Financial Business Setup: Vendor Setup) screens. If the money deposited is 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 can be deposited in total, or split between deposit accounts and/or split between deposit accounts within a department or departments!

- ① The activity associated with the deposit from the associated financial transaction will be automatically displayed.
- ② The item associated with the deposit from the associated financial transaction will be automatically displayed.
- ③ The deposit from the selected customer or client will be automatically displayed in the *Customer / Client* dropdown.
- ④ The 4000-4999 Income Category is automatically displayed. No selection is necessary.
- ⑤ Select the income account the received money will be credited into from the *Select Account* dropdown.

Note 1: All Chart of Account income accounts 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 be automatically included in the business's *Chart of Accounts*.

- ⑥ **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.
- ⑦ **If departments have been identified, select** the department the received money will be assigned to from the *Departments* dropdown.
- ⑧ **Select the type of account** the received money will be deposited into.

Important: Received money can be split between income accounts and or departments. If the received money is split, the received money splits need to be calculated manually and entered separately.

[Return to the Table of Content](#)

Deposit 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.

The screenshot shows a software window titled "Deposit Method". On the left, under the heading "Deposit To Cash", there are several input fields: "Cash Account #" with a dropdown arrow (labeled 1), "Amount (\$)" (labeled 2), "Payment Date" showing "10/03/2023" with a calendar icon (labeled 3), and "Account Balance:" (labeled 4). Below these is a "Comments" text area (labeled 5). At the bottom left is a green "Deposit" button (labeled 6). On the right side of the window is a yellow rectangular area containing the text "Popup And Red Flag" in blue, followed by the "equineGenie" logo and the word "Notes" in blue. A small cursor icon is at the bottom right of this yellow area (labeled 7).

- 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 automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered is from the associated financial transaction.
- ③ The date of the deposit is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 deposit.
- ⑤ Enter any comments or notes associated with the selected cash account deposit information.
- ⑥ Selecting **Deposit** will complete the financial transaction and redisplay the associated financial transaction screen.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction screen automatically updates all reports associated with the transaction.

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

[Return to the Table of Content](#)

Deposit Method – Savings

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.

The screenshot shows a software window titled "Deposit Method". On the left, under the heading "Deposit To Savings", there are several input fields: "Savings Account #" (labeled 1), "Amount (\$)" (labeled 2), "Payment Date" (labeled 3, showing 10/03/2023), and "Account Balance:" (labeled 4). Below these is a "Comments" box (labeled 5). At the bottom left is a green "Deposit" button (labeled 6). On the right side of the window is a yellow rectangular area containing the text "Popup And Red Flag" in blue, "equineGenie" in a stylized font, and "Notes" in blue. A small red flag icon is in the bottom right corner of this yellow area. A small "X" button is in the top right corner of the main window.

- 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 automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered is from the associated financial transaction.
- ③ The **date of the deposit** is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 savings account balance** is displayed to the right of the *Account Balance* label. The selected savings account balance includes the current deposit.
- ⑤ **Enter** any comments or notes associated with the selected savings account deposit information.
- ⑥ **Selecting Deposit will complete the financial transaction** and redisplay the *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction screen automatically updates all reports associated with the transaction.

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

[Return to the Table of Content](#)

Deposit Method – Checking

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.

The screenshot shows a software window titled "Deposit Method". Inside, there's a section "Deposit To Checking". It contains several input fields: "Checking Account #" (a dropdown menu), "Amount (\$)" (a text box), "Payment Date" (a text box showing "10/03/2023" with a calendar icon), "Account Balance:" (a text box), and "Comments" (a large text area). At the bottom left is a green button labeled "Deposit". 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. A small red flag icon is also visible in the bottom right corner of the yellow area.

- 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 deposited** in the selected checking account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered in from the associated financial transaction.
- ③ The **date of the deposit** is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 deposit.
- ⑤ **Enter** any comments or notes associated with the selected checking account deposit information.
- ⑥ **Selecting Deposit will complete the financial transaction** and redisplay the *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction screen automatically updates all reports associated with the transaction.

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

[Return to the Table of Content](#)

Deposit Method – Credit Card

There is a prerequisite setup: At least one credit card account needs to be setup before money received can be deposited into a credit card account (Financial: Financial Business Setup: Credit Card).

Think/Plan about the money being deposited. Once the deposit button is selected the deposit amount is deposited in the selected credit card account.

The screenshot shows a software window titled "Deposit Method". Inside, there's a section "Deposit To Credit Card". It contains several input fields: "Credit Card Account #" with a dropdown arrow (labeled 1), "Amount (\$)" (labeled 2), "10/03/2023" with a calendar icon (labeled 3), "Account Balance:" (labeled 4), "Amount Available:" (labeled 4), and a "Comments" text area (labeled 5). At the bottom left is a green "Deposit" button (labeled 6). On the right side of the window, there's a yellow rectangular area (labeled 7) with the text "Popup And Red Flag" and "equineGenie Notes".

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 deposited in the selected credit card account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered is from the associated financial transaction.

③ The date of the deposit is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 deposit.

The selected credit card amount available is displayed to the right of the *Amount Available* label. The selected credit card amount available includes the current deposit.

⑤ Enter any comments or notes associated with the selected credit card account deposit information.

- ⑥ **Selecting Deposit will complete the financial transaction** and redisplay the *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction screen automatically updates all reports associated with the transaction.

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

[Return to the Table of Content](#)

Deposit Method – Charge Account

There is a prerequisite setup: At least one vendor or supplier account needs to be setup before money received can be deposited into a charge account (Financial: Financial Business Setup: Vendor Setup).

Think/Plan about the money being deposited. Once the deposit button is selected the deposit amount is deposited in the selected Charge account, account.

The screenshot shows a software window titled "Deposit Method". Inside, there's a section "Deposit To Charge Account". It contains several input fields: "Charge Account #" with a dropdown arrow (labeled 1), "Amount (\$)" (labeled 2), "Payment Date" showing "10/03/2023" with a calendar icon (labeled 3), "Account Balance:" (labeled 4), "Amount Available:" (labeled 4), and a "Comments" text area (labeled 5). At the bottom left is a green "Deposit" button (labeled 6). On the right side of the window, there's a yellow popup box with the text "Popup And Red Flag" and "equineGenie Notes" (labeled 7). A small "X" icon is in the top right corner of the window.

- ① If only one charge account has been setup its name or identifier will be **displayed** in the *Charge Account #* dropdown. If multiple charge accounts have been setup, the desired charge account is selected from the *Charge Account #* dropdown.
- ② The **amount to be deposited** in the selected charge account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered in from the associated financial transaction.
- ③ The **date of the deposit** is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 charge account balance** is displayed to the right of the *Account Balance* label. The selected charge account balance includes the current deposit.
The **selected charge amount available** is displayed to the right of the *Amount Available* label. The selected charge amount available includes the current deposit.
- ⑤ **Enter** any comments or notes associated with the selected charge account deposit information.
- ⑥ **Selecting Deposit will complete the financial transaction** and redisplay the *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction screen automatically updates all reports associated with the transaction.

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

[Return to the Table of Content](#)

Financial Transaction – Payment Method

There are prerequisite setups required before a payment can be transacted. The account any money is 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 activity associated with the payment from the associated financial transaction will be automatically displayed.
- ② The item associated with the payment from the associated financial transaction will be automatically displayed.
- ③ Select the items vendor or supplier from the *Select Supplier / Vendor / Provider* dropdown.

Important: The *Select Supplier / Vendor / Provider* is a dropdown selection. An item can have more than one supplier. In fact, it is good business practice to have a second source for most items you use in your business. Especially items that are critical to your daily operation.

- ④ If the payment is for an expense the 5000 – 9999 Expense category is displayed. If the payment is for a fixed asset the 1500 – 1899 Fixed Asset category is displayed. No selection is necessary. The expense or fixed asset category is automatically determined by equinegenie from the payment information and the item's cost.

- ⑤ **Select the account for payment** of the associated financial transaction from the *Select Account* dropdown.

Important: All 5000 – 9999 Expense accounts or 1500 – 1899 Fixed Asset accounts will be displayed. If an account is selected that was not previously identified for the Chart of Accounts it will be added to the business's Chart of Accounts. If it is selected and is incorrect and needs to be removed it can only be removed by going to the Chart of Account setup screen and deselecting it.

- ⑥ **Select the subaccount** associated with expense or fixed asset account if a subaccount or subaccounts were setup.
- ⑦ **To allocate the entire payment or a portion of the payment to a department**, select the department from the department dropdown. If the payment is divided between departments the payment associated with each department needs to be calculated manually and entered separately.

Note 1: All departments must have been identified previous to a payment allocation. *Path – Home: Business Information: Departments.*

- ⑧ **Select the *Pay By...* button** that represents the account you want to use for payment. Selection of a *Pay By...* account button will display the Payment Method, Payment By popup associated with the *Pay By...* selection.

[Return to the Table of Content](#)

Payment Method – Charge Account

There is a prerequisite. At least one vendor or supplier Account must have been setup before a payment can be paid by a Charge Account (Financial: Financial Business Setup: Vendor Setup).

Think/Plan about the payment being made. Once the pay button is selected the amount paid is debited to the selected Charge Account.

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

- ① If only one charge account has been setup its name or identifier will be displayed in the *Charge Account #* dropdown. If multiple charge accounts have been setup, the desired charge account is selected from the *Charge Account #* dropdown.
- ② The amount to be paid from the selected charge account is automatically displayed in the *Amount (\$)* box. The amount displayed is the amount entered from the associated financial transaction.
- ③ The date of the payment is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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

The selected charge account amount available is displayed to the right of the *Account Available: (\$)* label. The selected charge account balance includes the current payment.
- ⑤ Enter any comments or notes associated with the selected charge account payment information.

- ⑥ **Selecting the *Pay* button will complete the financial transaction** and redisplay the *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction 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*](#)).

[Return to the Table of Content](#)

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.

- 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 from the associated financial transaction.
- ③ **The date of the payment** is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction 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](#)*).

[Return to the Table of Content](#)

Payment Method – Check

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.

- 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 from the associated financial transaction.
- ③ The **date of the payment** is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 *Add Check To Check Print File* button will add the check information to a file that can be exported as an Excel spread sheet and input into many checking printing software programs.

⑦ **Selecting the *Pay* button will complete the financial transaction** and redisplay the *associated financial transaction screen*.

Important: **Selecting enter on the associated financial transaction screen** will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction screen automatically updates all reports associated with the transaction.

⑧ **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*).

[Return to the Table of Content](#)

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.

- 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 from the associated financial transaction.
- ③ The date of the payment is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

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 *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction 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*](#)).

[Return to the Table of Content](#)

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.

- 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 from the associated financial transaction.
- ③ The **date of the payment** is automatically displayed in the *Payment Date* box. The date displayed is the date entered from the associated financial transaction.

Note 1: You can change the date by moussing 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 *associated financial transaction screen*.

Important: Selecting enter on the associated financial transaction screen will complete the transaction for the money amount entered.

Note 2: Selecting Enter on the associated financial transaction 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*).

[Return to the Table of Content](#)