



Financial Management

Transfers

Payments

Deposits

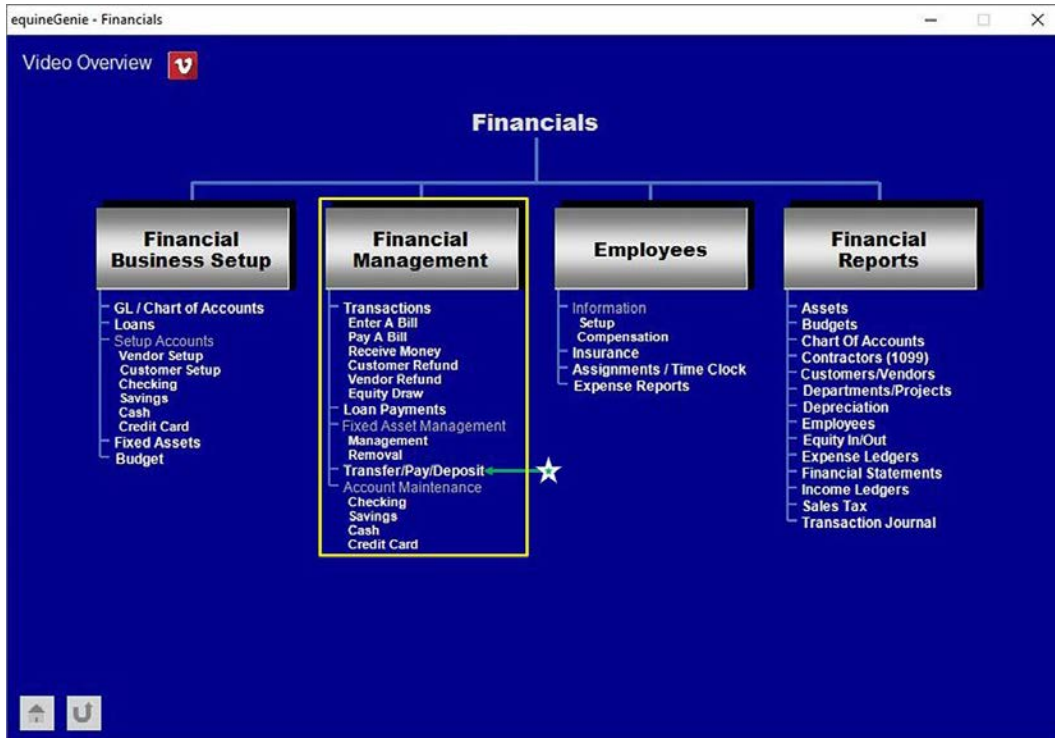
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equineGenie - Bank Transfers / Bill Pay and Deposits

equineGenie provides for multiple checking, savings, cash and credit card deposit and payment accounts. You can transfer funds accounts within equineGenie. For example; you can transfer funds between checking accounts, savings accounts to checking accounts, checking accounts to savings accounts, checking and savings accounts to cash accounts, cash accounts to checking and savings accounts, checking, savings and cash accounts to credit cards, and credit cards to checking, savings and cash accounts.

The equineGenie deposit and payment accounts are pseudo accounts that mirror your business's bank accounts. equineGenie enables you to easily go to your business bank accounts from within equineGenie. This enables you to not only keep your business bank accounts in sync with you equineGenie pseudo accounts, but also enables you to pay bills and invoices and receive deposits from checks and bank transfers.

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Financial Management – Transfers / Pay / Deposit

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There is a prerequisite setup required before a transfer can be entered. At least one checking, saving, cash or credit card account, or two of any one account needs to be setup before you can transfer funds between accounts. (Path – Home: Financial Business Setup: Checking, Savings, Cash)

Think/Plan before entering a transfer! You will need to make sure that your business's external financial deposit and payment accounts are always in sync with your pseudo equineGenie financial deposit and payment accounts.

① **Enter when the funds transfer was made** in the *Transfer Date* dropdown. The transfer date can be entered by selecting the date from the calendar icon or by selecting **[New Date]** from the *Transfer Date* dropdown. If **[New Date]** is selected from the *Transfer Date* dropdown, your computer's current date will be displayed. To change the date, mouse over the date and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

② **Select the account the funds will be transferred from**, from the *Transfer Funds From This Account* dropdown.

Important: equineGenie will only display the financial deposit and payment accounts setup in equineGenie – checking, savings, cash and credit cards. equineGenie only allows fund transfers to, from or between financial deposit and payment accounts.

Select or enter a reason for the transfer from the Reason For Transfer dropdown. If an appropriate selection is not available, 'click' in the dropdown and enter the

reason for the transfer. The new reason for transfer entered will be remembered for future selection.

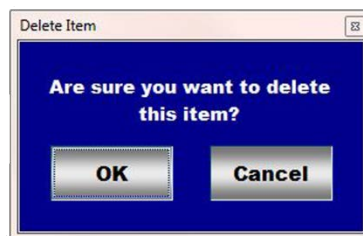
The account balance and the account's available funds, in the selected transfer from account will be displayed.

- ③ **Select the account the funds will be transferred to**, from the *Transfer Funds To This Account* dropdown.

Important: equineGenie will only display the financial deposit and payment accounts setup in equineGenie – checking, savings, cash and credit cards. equineGenie only allows fund transfers to, from or between financial deposit and payment accounts.

The amount being transferred to the selected account is entered in the *Amount (\$)* box.

- ④ **If you need to remove a transfer**, it can be removed by displaying the transfers information and selecting the *Remove Selected Transfer Red* button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the selected transfer.



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

Note 2: Read the '**RED**' Genie Note beside the *Remove Selected Transfer* button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected transfer. Selecting remove will completely remove the selected transfer from equineGenie.

- ⑤ **To go to your business's bank**, enter your bank's URL (bank's website address) and then select the computer symbol. Selection of the computer symbol will display your business bank's website where you can log in and pay bills, receive deposits and move funds from one account to another.

Note 3: Closing your business bank website will return you to equineGenie and display the *Financial – Transfer Funds* screen.

- ⑥ **Enter** any comments or notes associated with the selected transfer information.
- ⑨ **Select** enter before leaving the *Financial – Transfer Funds* screen.
- ① **Selection** of the '*Current Year Fund Transfers*' button will enable the current year fund transfers to be viewed, exported and/or printed.
- ② **Selection** of the '*previous Year Fund Transfers*' button will enable the previous year fund transfers to be viewed, exported and/or printed.

- 3** Selection of the '*Historical Fund Transfers – Date Specified*' button will enable all fund transfers within a specified date range to be viewed, exported and/or printed.

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