

Enter Bills / Pay Bills

There are three ways to make purchases and pay for them in equineGenie.

(1) Purchase and pay for a horse service, activity or task on a horse screen. This enables equineGenie to associate a horse with a cost and automatically update any associated horse reports. *For Example: The business's cost to shoe a horse and account for the horse's farrier expense and update its farrier and health reports.*

(2) Purchase and pay for an item on the purchases screen. This enables equineGenie to associate an item's cost with its supplier and inventory category, add an item to inventory, account for an item's purchase and automatically updates any associated supplier, purchasing and inventory reports. *For Example: The business's cost to purchase hay, add the hay to inventory, manage and track the hay and report its consumption, generate reorder reminders, and update hay cost per horse.*

(3) Purchase and pay for an item or service by entering the item or service on the Enter An Invoice/Bill screen and paying for the item or service on the Pay Invoice/Bill screen. This enables equineGenie to account for purchases that are business related, but not horse related and do not need to be added to inventory and tracked. Any associated reports are automatically updated. *For Example: The business's utility bill and payment.*

This tutorial will discuss number (3), the purchase and payment of business related services and items that are not horse related and do not need to be added to inventory to be tracked.

Prerequisites (One-Time Setups)

There are multiple accounts that can be selected in each account category. Therefore, none of the selected accounts in an account category are displayed in the account dropdown.

A minimum of 999 to a maximum of 9,999 subaccounts can be identified for each account number. The number of subaccounts is determined by the number spacing between accounts.

The business's expense accounts and any subaccounts need to be identified in the business's Chart of Accounts. For this tutorial we will use the business's utilities (6900- Utilities) and subaccounts for Electric (6900.001), Gas (6900.002) and Propane (6900.003).

Note: If you 'mouse over' the White or Red 'Genie Heads' on any screen, on-line information will assist you without having to use the equineGenie manual or on-line videos.

Note: The number of subaccounts that can be identified is determined by the number spacing between accounts. For example: between, (5555 – Horse, Purchase) and (5560 – Horse, Registration), 4,995 subaccounts can be identified, whereas between (6900 – Utilities, and (7000 – Interest, Credit Cards), 9,999 subaccounts can be identified.

Enter Bills / Pay Bills

Prerequisites (One-Time Setups)

equineGenie Financial - Vendor / Supplier Account Setup

Vendor / Supplier Accounts

Enter / Select Vendor or Supplier

Contractor? No

Address

City, State, Zip Code

Telephone # email Address

Website URL

Add To Address Book

Enter / Select Account #

Enter Credit Limit Payment Terms

Late Charge (%)

Account Balance (\$) — Initial Setup Only

Another Charge Account Same Supplier

Charge Account Comments

Vendor / Supplier contact information.

Enter

It is strongly suggested that an account number is assigned to each vendor. If a vendor already has an account number from another system that number can and probably should be used. If an account number needs to be changed select the existing account number, delete it and enter the new number.

Account numbers are an excellent accounting reference and tool for tacking, measuring and managing vendor accounts.

View Select Vendor / Supplier Account

View Vendor / Supplier Accounts

You should setup all vendor/suppliers who provide services and or items to your business. ***If you identify any of them as a contractor, equineGenie will track how much money you pay them and if the amount is \$600 or greater, equineGenie will generate the information you need to provide them a 1099. If you have an initial balance with any of your vendors/suppliers be sure to enter that balance so that your payables will track correctly.***

Note: *If the vendor/supplier does not have a balance, enter '0'.*

equineGenie - Financial Setup - Checking Accounts Setup

Checking Accounts Setup (page 1 of 2)

Enter/Select Financial Institution

Address

City, State, Zip Code

Telephone # email Address

Website URL

Add To Address Book

Enter / Select Checking Account #

Enter Debit Card #

Account Reserve (\$)

Maintenance Fee (\$) Overdraft Fee (\$)

Another Checking Account Same Institution

Credit Card Accounts

Enter / Select Credit Card Provider

Address

City, State, Zip Code

Telephone # email Address

Website URL

Add To Address Book

Enter / Select Credit Card #

Type Of Credit Card

Credit Limit (\$)

Over Limit Fee (\$) Late Charge (\$)

Account Balance (\$) — Initial Setup Only

Another Credit Card Same Provider

The Checking and Credit Card Account screens are cover in more detail in the Business Account tutorial.

The Credit Card Accounts form is used to setup or modify the businesses credit cards. The system allows for multiple credit card accounts with the same provider. The credit card provider contact information should be added to the Address Book. All credit card accounts are available for selection throughout the system on any form where there could be a credit card account selection.

Go To Savings Account Setup

Go To Open Acco

Note: *You need to setup your Cash, Checking and Credit Card accounts before you can pay any of your vendors/suppliers. See the Business Accounts Tutorial.*

Enter Bills / Pay Bills

Note: The vendor/supplier must have been previously setup and must have an account number. **Note:** The amount due can be entered for the total invoice/bill or only the amount due for a specific item. If the amount due is entered for specific items, the date should be selected each time an item is entered even if it is the same date used for another item. **Caution:** Although there is only one expense account, there may be many subaccounts associated with an expense account. Care needs to be taken to select the correct subaccount.

The electric portion of a utility bill is entered. The electric portion is \$123.67 of the total utility bill of \$323.98. The gas and propane portions should be entered separately.

Enter Bills / Pay Bills

equineGenie Financial Management - Pay Invoice / Bill

Pay Invoice / Bill

Select Vendor / Supplier or Credit Card

Select Vendor / Supplier or Credit Card Account #

Account Balance: (\$)

Payment Date

Amount Paid

View Payable Balances

View Vendor/Supplier Payable Balances

Enter

Red Flag
equineGenie
Notes

Note: The amount paid is deducted from the vendor/supplier account balance. No expense accounts or subaccounts need to be identified. They were previously identified when an expense was charged to the vendor/supplier's account.

equineGenie Financial Management - Pay Invoice / Bill

Pay Invoice / Bill

XYZ Utility Company

2345691

Account Balance: \$323.98

3/21/2013

\$323.98

View Payable Balances

View Vendor/Supplier Payable Balances

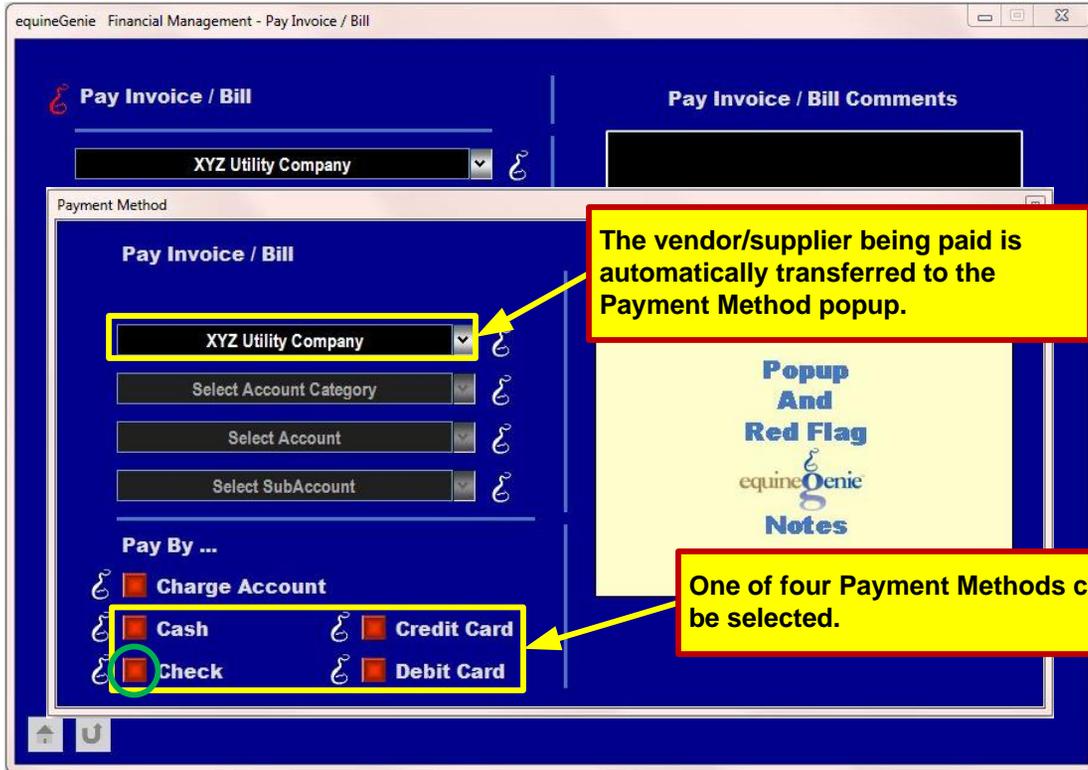
Enter

Pay Invoice / Bill Comments

You have entered a date or cost but have not yet associated it with a payment transaction. Please click on the payment button to complete the payment information.

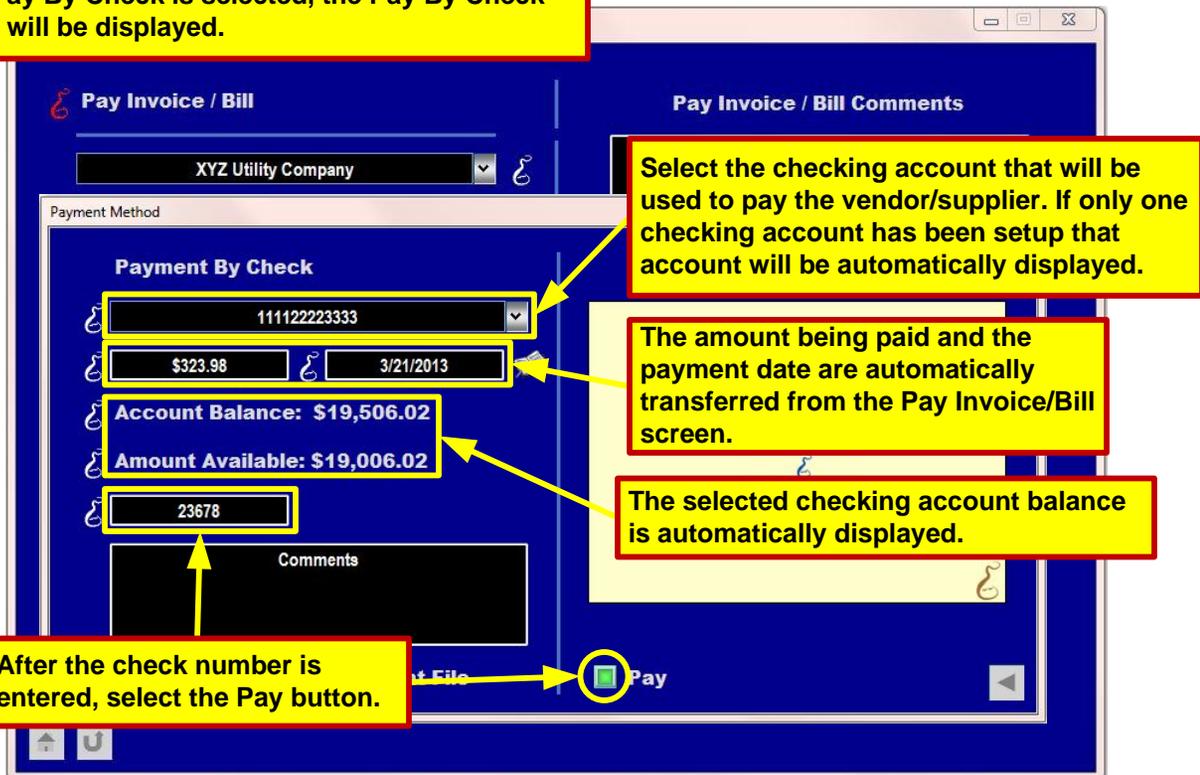
The total utility bill is paid. The account balance displayed represents the total expense for electric, gas and propane .

Enter Bills / Pay Bills



Note: When a Pay By ... is selected, another popup will appear for the payment method selected.

If the Pay By Check is selected, the Pay By Check popup will be displayed.



Note: When the Pay button is selected the Payment Method popup will disappear and the Pay Invoice/Bill screen will be viewable.

Enter Bills / Pay Bills

equineGenie Financial Management - Pay Invoice / Bill

Pay Invoice / Bill

XYZ Utility Company

2345891

Account Balance: \$323.98

3/21/2013 (\$323.98)

View Payable Balances

View Vendor/Supplier Payable Balances

Enter

Popup And Red Flag
equineGenie
Notes

Caution: The transaction is not complete until the Enter button is selected on the Pay Invoice/Bill screen..

equineGenie Financial Management - Pay Invoice / Bill

Pay Invoice / Bill

XYZ Utility Company

2345891

Account Balance: \$0.00

Payment Date Amount Paid

View Payable Balances

View Vendor/Supplier Payable Balances

Popup And Red Flag
equineGenie
Notes

Note: The payables for the business can be viewed by selecting the Orange button and the payables for the selected vendor/supplier can be viewed by selecting the Green button.

Caution: The Green button is only active if a vendor/supplier is selected.

Enter Bills / Pay Bills

Accounts Payable Ledger

XYZ Utility Company

2013

#	Date	Transaction Type	Description of Transaction	Ref#	Transaction Amount	Payables Balance
				<i>Balance Forward</i>		\$ -
10	Mar 20, 2013	Charge/Vendor	6900 - Utilities: Electric	34578	\$ (123.67)	(\$123.67)
11	Mar 20, 2013	Charge/Vendor	6900 - Utilities: Gas	34578	\$ (89.42)	(\$213.09)
12	Mar 20, 2013	Charge/Vendor	6900 - Utilities: Propane	34578	\$ (110.89)	(\$323.98)
36	Mar 21, 2013	Payment			\$ 323.98	\$0.00