



# **Financial Management**

## **Receive Money**

**With Deposit Method**

**Cash**

**Savings**

**Checking**

**Credit Card**

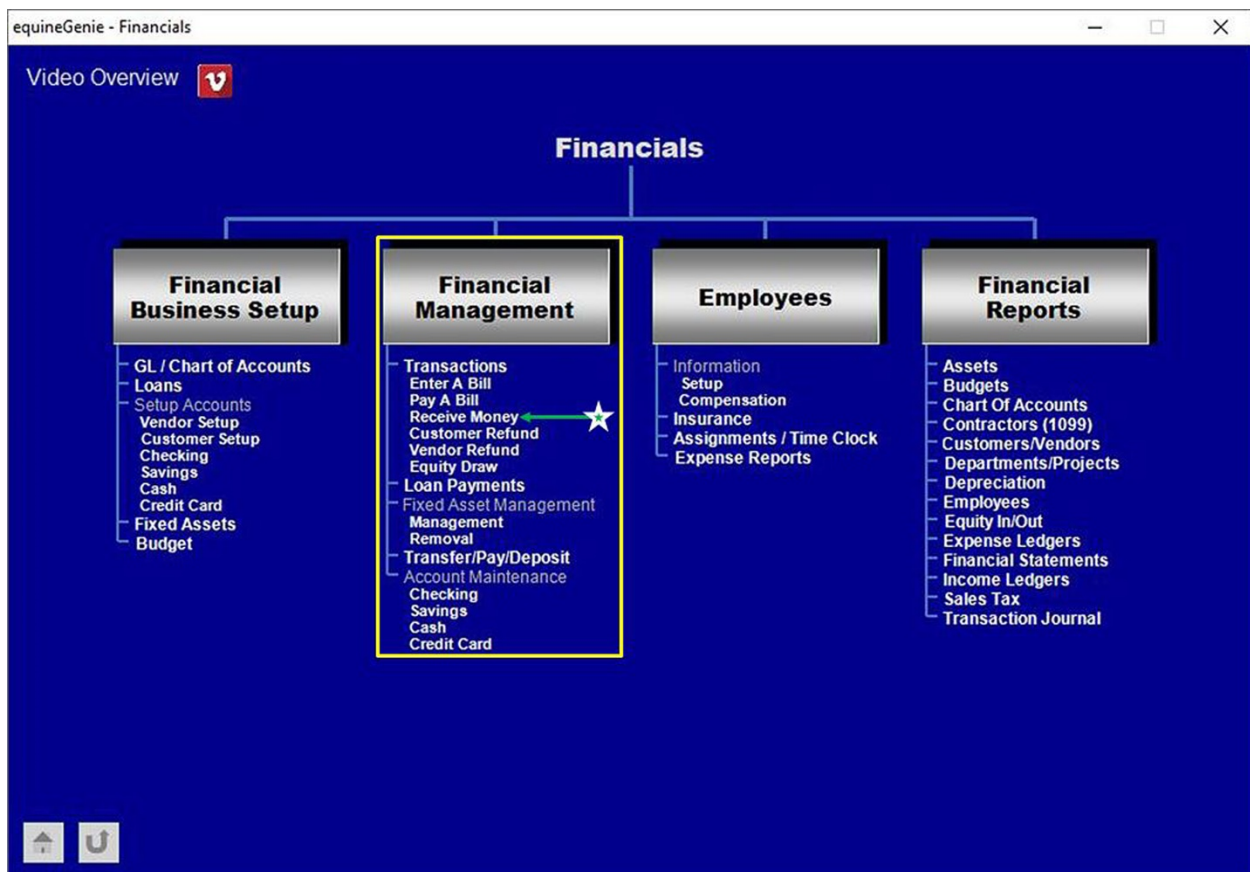
**Charge Account**

## Financial Management – Receive Money

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## Financial Management – Receive Money

Path: Home: Financials: Financial Management: Receive Money

*There is a prerequisite setup required before money received can be entered on the Receive Money screen. The prerequisite setup is: A customer must be entered in equineGenie and billed prior to receiving money. The customer setup includes the customer's contact information (Path – Customer Clients: Customer Client: Contact Information), a customer account number assigned, their payment terms identified and their current account balance entered (Path - Financials: Financial Business Setup: Customer Setup). Before a received money financial transaction can be completed a Checking, Savings or Cash account needs to be setup (Path - Financials: Financial Business Setup: Checking), (Path - Financials: Financial Business Setup: Savings) or (Path - Financials: Financial Business Setup: Cash).*

*Think/Plan about the money being received. Money can be received in total, split between income accounts, split between income accounts within a department or split between income accounts within multiple departments.*

The screenshot shows the 'equineGenie Financial Management - Collect / Receive Money' window. The left sidebar contains a list of navigation links: Customer Receivables Ledger, Customer Receive Money Ledger, Customer Deposits (Date Specified), and Customer Invoice History. The main area is divided into two sections. The top section, 'Collect / Receive Money', contains fields for 'Customer / Client', 'Select Customer / Client Account #', 'Account Balance', 'Receive Date', 'Prepay/Deposit', 'Prepaid Lessons', 'Received Cash?', 'Received Direct Credit / Bank Transfer?', 'Received Check?', 'Received CC/DC?', 'Apply To Invoice?', 'Remove Receivable', and 'Amount Received'. The bottom section, 'Collect / Receive Money Comments', contains a text area for comments, an 'Enter' button, and a 'Video Tutorial' link. A yellow popup window titled 'Popup And Red Flag equineGenie Notes' is displayed over the comments section.

① Select a customer or client from the *Customer / Client* dropdown.

**Important:** A customer needs to be entered in equineGenie and the customer must have an account number and payment terms to be displayed in the *Customer / Client* dropdown.

The account number of the selected customer or client will be automatically displayed in the *Select Customer / Client Account #* box.

The account balance of the selected customer or client will be automatically displayed. To the right of the *Account Balance:* label.

**Important:** The customer's account number must have been previously entered on the *Financial – Customer / Client Account Setup* screen (*Path – Home: Financials: Financial Business Setup: Customer Setup*) before a customer will be selectable on the *Financial Management Collect / Receive Money* screen.

**Important:** If an account balance is displayed with brackets (around it), it means the customer has an account credit.

- ② Enter the date the money was or will be received and deposited by selecting **[New Date]** from the *Receive Date* dropdown, or entering the date by selecting a date from the calendar icon.

**Note 1:** Selecting **[New Date]** from the *Receive Date* dropdown will enter the current date. 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).

**Important:** If there are multiple entries on the same date, do not select the same date from the *Receive Date* dropdown. Each entry is a separate financial transaction so the date needs to be entered for each transaction even if it is a date already used.

- ③ If the money received is a prepayment for a service or product to be provided in the future, select the *Prepayment/Deposit* button changing it from a **Red No** to a **Green Yes**.

**Important:** equineGenie automatically tracks, manages and reports on a customer's prepayments. **Do not bill a prepayment on an invoice. You can provide a customer or client a receipt for their prepayment. Only bill and invoice the portion of the service or product prepayment provided.** When money is received for that portion of the service or product prepayment, the amount received is entered to adjust the customer's receivables and reduce the prepayment amount. **The customer or client's account balance on their invoice will reflect their current prepayment amount. Their invoice total due will reflect the portion of their service or product prepayment used.**

- ④ If the prepayment received is a prepayment for riding lessons to be provided in the future, select the *Prepaid Lessons?* button changing it from a **Red No** to a **Green Yes**.

Enter the number of prepaid riding lessons in the *# of Lessons* box.

**Important:** When money is received and transacted for a prepaid riding lesson, the number of prepaid lessons in the *# of Lesson* box needs to be adjusted to reflect the number of remaining prepaid lessons.

- ⑤ Select the type of financial transaction used to receive the customer or client's money.

If **cash was received**, select the *Received Cash?* button.

If a **direct credit or bank transfer is received**, select the *Received Direct Credit / Bank Transfer?* button.

If a **check is received**, select the *Received Check?* button and **enter the check number** in the *Check #* box.

If the money received is from a **credit or debit card**, select the *Received CC/DC?* button and **enter the Credit / Debit card number** in the *Credit / Debit Card #* box.

**Note 2:** equineGenie tracks, manages and reports the money received transaction types.

- ⑥ If the received money should be applied to an invoice, select the *Apply To Invoice?* button turning the **Red No** to a **Green Yes**.

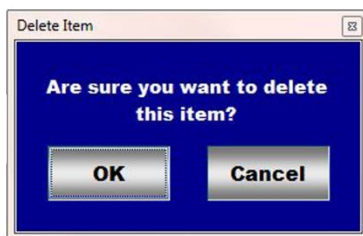
Select the **invoice number** the received money is being applied to from the *Invoice #* dropdown.

**Note 3:** The equineGenie screen is movable and can be positioned so that an exported copy of the invoice for the invoice number selected can be displayed beside the receive money screen. Also, the invoice history of the selected customer or client can be displayed by selecting the '*Customer Invoice History*' button.

- ⑦ Enter the amount of the money received or any portion of the money received that will be accounted for in an income account and or a selected department.

Select the **Green \$** to display the **Deposit Method** popup. (*Deposit Method*).

- ⑧ If you need to delete a received money transaction, it can be removed by displaying the transaction and selecting the *Remove Receivable* **Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the receivable.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter**⑩ button.

- ⑨ **Enter** any comments or notes associated with the selected receive money information.
- ⑧ **Select** enter before leaving the *Horse Information – Insurance* screen.
- ⑩ **Select Enter** to complete a receive money transaction when you return from a financial transaction popup before leaving the *Financial Management – Collect / Receive Money* screen
- ① **Selection** of the '*Customer Receivables Ledger*' button will enable the selected customer or client's receivables ledger (charges and payments) to be viewed, exported and/or printed.
- ② **Selection** of the '*Customer Receive Money Ledger*' button will enable the selected customer or client's receive money ledger (money received transaction type) to be viewed, exported and/or printed.
- ③ **Selection** of the '*Customer Deposits (Date Specified)*' button will enable the selected customer or client's deposits with a date specified range to be viewed, exported and/or printed.




- ④ **Selection** of the '*Customer Invoice History*' button will enable the selected customer or client's invoice history to be viewed, exported and/or printed.
- ⑤ **Selection** of the '*Customer Prepaid Lessons (DS)*' button will enable the selected customer or client's prepaid lessons within a date specified range to be viewed, exported and/or printed.
- ⑥ **Selection** of the '*Receivables Ledger (Date Specified)*' button will enable the receivables ledger (charges and payments) for all customers or clients to be viewed, exported and/or printed.
- ⑦ **Selection** of the '*Prepay/Deposit Report*' button will enable the prepayments and deposits for all customers or clients to be viewed, exported and/or printed.
- ⑧ **Selection** of the '*Receivables Ledger (Date Specified)*' button will enable the receive money ledger (money received transaction type) for all customers or clients to be viewed, exported and/or printed.
- ⑨ **Selection** of the '*Receipt*' button will enable a date specified receipt for the selected customer or client's payment to be viewed, exported and/or printed.

### Payment Receipt Example

## Payment Receipt

**Make Believe Ranch**  
 1234 Some Road  
 SomePlace, ST 99999  
 999.999.9999      999.77.7777      none  
 info@makebelieve.com



**Jane Jones**
**Wednesday, October 4, 2023**

Payment Method	Payment Number		
Check	1234		
Description		Amount	
Prepayment - 4 Lesson Package		\$ 200.00	
<b>Total \$</b>		<b>200.00</b>	

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## Financial Transaction – Deposit Method

Path: Home: Financials: Financial Management: Receive Money: \$

*There are prerequisite setups required before money received can be transacted. The account any money is deposited into needs to be setup before a deposit can be made. The deposit accounts can be cash, checking, savings, credit card or a charge account. Each account type is setup on the (Financial Business Setup: Cash, Checking, savings, credit card or vendor setup) screens. If the money received 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 deposited. Money received by equineGenie can be deposited in total, or split between deposit accounts or split between deposit accounts within a department or multiple departments!*

- ① The selected customer or client will be automatically displayed in the *Customer / Client* dropdown.
- ② The 4000-4999 Income Category is automatically displayed. No selection is necessary.
- ③ 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*.

- ④ 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.

- ⑤ **If departments have been identified, select** the department the received money will be assigned to from the *Departments* dropdown.
- ⑥ **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.

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## Receive Money – Deposit Cash

Path: Home: Financials: Financial Management: Receive Money: \$: 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.**

- 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 in the *Amount Received* box ⑦ on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).
- ③ The date of the deposit is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Receive Date* dropdown ③ on the on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**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 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 *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**Important:** Selecting enter on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) screen will complete the transaction for the money amount entered.

**Note 2:** Selecting enter on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) 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**).

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## Receive Money – Deposit Savings

Path: Home: Financials: Financial Management: Receive Money: \$: 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". Inside, there's a section "Deposit To Savings". It contains several input fields: "Savings 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, there's a yellow popup box with the text "Popup And Red Flag" and "equineGenie Notes" (labeled 7). The background is dark blue.

- 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 in the *Amount Received* box ⑦ on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).
- ③ The date of the deposit is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Receive Date* dropdown ③ on the on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**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 *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**Important:** Selecting enter on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) screen will complete the transaction for the money amount entered.

**Note 2:** Selecting enter on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) 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**).

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## Receive Money – Deposit Checking

Path: Home: Financials: Financial Management: Receive Money: \$: 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". On the left, under the heading "Deposit To Checking", there are several input fields: "Checking Account #" (labeled 1), "Amount (\$)" (labeled 2), "Payment Date" (labeled 3, showing 10/03/2023), 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 equineGenie Notes" and a small icon in the bottom right corner. A navigation arrow (labeled 7) is at the bottom right of the window.

- 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 the *Amount Received* box ⑦ on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).
- ③ The date of the deposit is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Receive Date* dropdown ③ on the on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**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 *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**Important:** Selecting enter on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) screen will complete the transaction for the money amount entered.

**Note 2:** Selecting enter on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) 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**).

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## Receive Money – Deposit Credit Card

Path: Home: Financials: Financial Management: Receive Money: \$: 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 and a button. Field 1 is a dropdown for "Credit Card Account #". Field 2 is a text box for "Amount (\$)". Field 3 is a date field showing "10/03/2023" with a calendar icon. Field 4 is a text box for "Account Balance:". Field 5 is a text box for "Amount Available:". Below these is a "Comments" text area. At the bottom left is a green "Deposit" button. On the right side of the window, there's a yellow rectangular area with the text "Popup And Red Flag 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 in the *Amount Received* box ⑦ on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).
- ③ The date of the deposit is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Receive Date* dropdown ③ on the on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**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 *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**Important:** Selecting **enter** on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) screen will complete the transaction for the money amount entered.

**Note 2:** Selecting **enter** on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) 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**).

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## Receive Money – Deposit Charge Account

Path: Home: Financials: Financial Management: Receive Money: \$: 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 and a button. Field 1 is a dropdown for "Charge Account #". Field 2 is a text box for "Amount (\$)". Field 3 is a text box for "Payment Date" showing "10/03/2023" with a calendar icon. Below these are two more text boxes, both labeled "4", for "Account Balance:" and "Amount Available:". Below those is a text box labeled "5" for "Comments". At the bottom left is a green button labeled "Deposit" with a circled 6. At the bottom right is a grey button with a circled 7. To the right of the form is a yellow box with the text "Popup And Red Flag equineGenie Notes".

- 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 *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 the *Amount Received* box ⑦ on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).
- ③ The date of the deposit is automatically displayed in the *Payment Date* box. The date displayed is the date entered in the *Receive Date* dropdown ③ on the *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**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 account amount available is displayed to the right of the *Amount Available* label. The selected charge account 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 *Financial Management – Collect / Receive Money* screen (**Receive Money**).

**Important:** Selecting **enter** on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) screen will complete the transaction for the money amount entered.

**Note 2:** Selecting **enter** on the *Financial Management – Collect / Receive Money* screen (**Receive Money**) 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**).

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