



Financial Setup

Checking

Savings

Cash

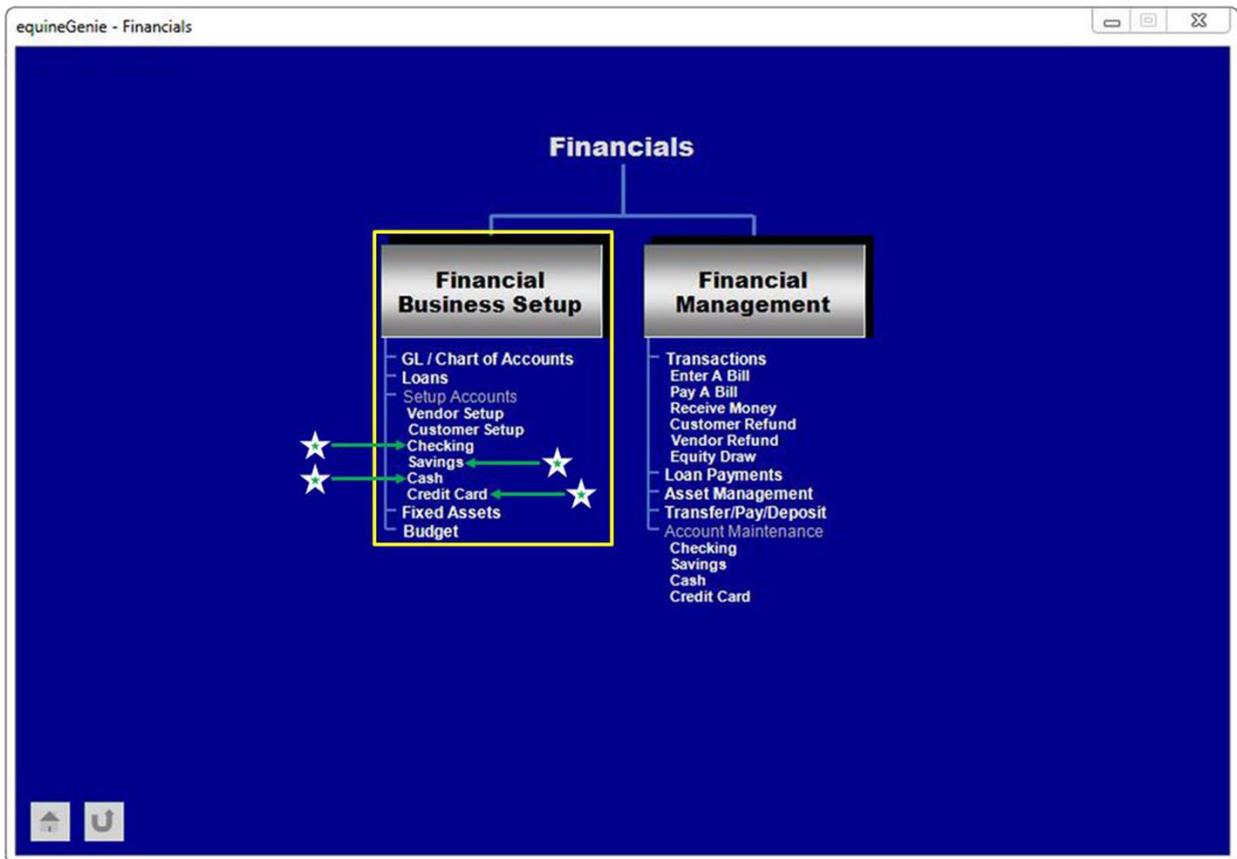
Credit Card

Financial Setup – Business Financial Accounts

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Financial Setup – Checking

Path: Home: Financials: Financial Business Setup: Checking

There are no prerequisites required.

Think/Plan before setting up a business checking account or multiple business checking accounts.

equineGenie - Financial Setup - Checking Accounts Setup

Checking Accounts Setup (page 1 of 2)

Enter/Select Financial Institution ①

Address

City, State, Zip Code

Telephone # ② email Address

Website URL

Add To Address Book ③

Enter / Select Checking Account # ④

Enter Debit Card # ⑤

Enter Debit Card (2) #

Account Reserve (\$) ⑥

Maintenance Fee (\$) ⑦

Overdraft Fee (\$) ⑧

Another Checking Account Same Institution ⑨

Go To Savings Account Setup ①

Go To Open Accounts ②

Checking Account Comments

Enter ⑩

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- ① **Enter or Select** the financial institution where you have your business checking account from the Enter/Select Financial Institution dropdown.

Note (1): Initially you **Enter** the financial institution, but **Select** the financial institution if you need to recall it.

- ② **Enter** the financial institution contact information.
- ③ The financial institution contact information can be added to equineGenie's address book by selecting the Add To Address Book button.

Note (2): The financial institution information added to the system's 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.*

- ④ **Enter or Select** the checking accounts account number.

Note (3): Initially you **Enter** a checking account number, but **Select** the number after it is initially entered.

Hint: For security and protection it is suggested that you only enter the last four digits of your checking account number.

- ⑤ If the checking account entered has a debit card attached **Enter** the debit card number.

Note (3): You can attach two debit cards to a checking account.

Hint: For security and protection it is suggested that you only enter the last four digits of a debit card attached to your checking account.

- ⑥ You can **Enter** an account reserve that will notify you can a checking account needs to be replenished so it will not be overdrawn.

Note (4): Entering an account reserve is optional. If you enter an account reserve the reserve amount will be reflect in the account's available balance. For example: if you set the reserve at \$550, and the account balance is \$5,000, equineGenie will show an availability of \$4,500.

- ⑦ You can record a checking accounts maintenance fee.

- ⑧ You can record a checking accounts overdraft fee.

Note (5): Entering a checking account's maintenance and overdraft fees is optional. equineGenie does not use them. However, if a checking account is charged either or both fees they need to be subtracted from the checking account's balance.

- ⑨ You can setup another checking account at the same financial institution by selecting **Another Checking Account Same Institution**. The previous checking account information will be entered and cleared so a new account's information can be entered.

- ⑩ **Select Enter to enter the Checking setup screen information.**

Note (6): To open a checking account you need to select Go To Open Account to make an initial deposit.

- ① **Selection** of Go To Open Accounts will display page 2, of the checking account setup where an initial deposit can be made.

- ② **Selection** of Go To Savings Account Setup will display page 1 of the savings account setup screens.

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Open Checking Account

After selecting Enter on page 1, selecting Go To Open Accounts will display page 2, of the checking account setup.

equineGenie - Financial Setup - Checking Accounts Setup

Checking Accounts Setup (page 2 of 2)

Select Checking Account # (1)

Open Date (2) Open Amount (\$) (3)

Select A Source Of Funds (4)

Select Account # (5)

Opening Accounts Comments

Enter (6)

Previous Page (7)

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① **Select** the checking account # to be opened from the Select Checking Account # dropdown.

② **Enter** the Open Date by selecting the date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Note (1): Once entered the Open Date cannot be changed without closing equineGenie and reopening equineGenie.

③ **Enter** the Open Amount.

Hint: If the open amount is from an existing checking account you should enter the last statement balance that coincides with the open date.

④ **Select** the source of funds from the Select A Source Of Funds dropdown. The initial source is Equity. If other accounts have been opened another account can be selected as the source of funds.

⑤ If the source of funds is an existing account, **Select** the account number from the Select Account # dropdown.

- ⑥ **Select Enter before leaving the Financial Business Setup – Checking Page 2 setup screen.**
- ⑦ **Selecting Previous Page will display the Checking setup page 1.**

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Financial Setup – Savings

Path: Home: Financials: Financial Business Setup: Savings

There are no prerequisites required.

Think/Plan before setting up a business savings account or multiple business savings accounts.

① **Enter or Select** the financial institution where you have your business savings account from the Enter/Select Financial Institution dropdown.

Note (1): Initially you **Enter** the financial institution, but **Select** the financial institution if you need to recall it.

② **Enter** the financial institution contact information.

③ The financial institution contact information can be added to equineGenie's address book by selecting the Add To Address Book button.

Note (2): The financial institution information added to the system's 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.*

④ **Enter or Select** the savings accounts account number.

Note (3): Initially you **Enter** a savings account number, but **Select** the number after it is initially entered.

Hint: For security and protection it is suggested that you only enter the last four digits of your savings account number.

- ⑤ If the savings account entered has a debit card attached **Enter** the debit card number.

Note (3): You can attach only one debit card to a savings account.

Hint: For security and protection it is suggested that you only enter the last four digits of a debit card attached to your savings account.

- ⑥ You can **Enter** an account reserve that will notify you can a savings account needs to be replenished so it will not be overdrawn.

Note (4): Entering an account reserve is optional. If you enter an account reserve the reserve amount will be reflect in the account's available balance. For example: if you set the reserve at \$550, and the account balance is \$5,000, equineGenie will show an availability of \$4,500.

- ⑦ You can record a savings accounts maintenance fee.

- ⑧ You can record a savings accounts overdraft fee.

Note (5): Entering a savings account's maintenance and overdraft fees is optional. equineGenie does not use them. However, if a savings account is charged either or both fees they need to be subtracted from the savings account's balance.

- ⑨ You can setup another savings account at the same financial institution by selecting **Another Savings Account Same Institution**. The previous savings account information will be entered and cleared so a new account's information can be entered.

- ⑩ **Select Enter to enter the Savings setup screen information.**

Note (6): To open a savings account you need to select Go To Open Account to make an initial deposit.

- ① **Selection** of Go To Open Accounts will display page 2, of the savings account setup where an initial deposit can be made.

- ② **Selection** of Go To Cash Account Setup will display the cash account setup screen.

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Open Savings Account

After selecting Enter on page 1, selecting Go To Open Accounts will display page 2, of the savings account setup.

equineGenie Financials - Savings Accounts Setup

Open Saving Accounts (page 2 of 2)

Select Saving Account # (1)

Open Date (2) Open Amount (\$) (3)

Select A Source Of Funds (4)

Select Account # (5)

Opening Accounts Comments

Enter (6)

Previous Page (7)

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- ① **Select** the savings account # to be opened from the Select Savings Account # dropdown.
- ② **Enter** the Open Date by selecting the date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Note (1): Once entered the Open Date cannot be changed without closing equineGenie and reopening equineGenie.

- ③ **Enter** the Open Amount.

Hint: If the open amount is from an existing savings account you should enter the last statement balance that coincides with the open date.

- ④ **Select** the source of funds from the Select A Source Of Funds dropdown. The initial source is Equity. If other accounts have been opened another account can be selected as the source of funds.
- ⑤ If the source of funds is an existing account, **Select** the account number from the Select Account # dropdown.

- ⑥ **Select Enter before leaving the Financial Business Setup – Savings Page 2 setup screen.**
- ⑦ **Selecting Previous Page will display the Savings setup page 1.**

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Financial Setup – Cash

Path: Home: Financials: Financial Business Setup: Cash

There are no prerequisites required.

Think/Plan before setting up a business cash account or multiple business cash accounts.

The screenshot shows the 'equineGenie Financials - Cash Accounts Setup' window. The interface is dark blue with white text. On the left, under 'Cash Accounts', there are several fields: a dropdown for 'Enter or Select Cash Account' (1), a date picker for 'Open Date' (2), a text box for 'Open Amount (\$)' (3), a text box for 'Account Reserve' (4), a dropdown for 'Select A Source Of Funds' (5), and a dropdown for 'Select Account #' (6). At the bottom left, there are navigation icons and a 'Go To Credit Card Setup' button (8). On the right, under 'Cash Account Comments', there is a large empty text area and an 'Enter' button (7). A yellow popup window is overlaid on the bottom right, containing the text 'Popup And Red Flag equineGenie Notes'.

① **Enter or Select** the Cash Account from the Enter or Select Cash Account dropdown.

Note (1): A cash account can be assigned a name or a number.

② **Enter** the Open Date by selecting the date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Note (2): Once entered the Open Date cannot be changed without closing equineGenie and reopening equineGenie.

③ **Enter** the Open Amount.

④ You can **Enter** an account reserve that will notify you can a cash account needs to be replenished so it will not run out of cash.

Note (3): Entering an account reserve is optional. If you enter an account reserve the reserve amount will be reflect in the account's available balance. For example: if you set the reserve at \$50, and the account balance is \$250, equinegenie will show an availability of \$200.

⑤ **Select** the source of funds from the Select A Source Of Funds dropdown.

Note (4): The source of funds can be cash out of your pocket (Equity) or money from an existing account.

⑥ **Select** the account number from the Select Account # dropdown.

Note (4): If the source of funds is money out of your pocket (Equity) there is no account number.

⑥ **Select Enter before leaving the Financial Business Setup – Cash setup screen.**

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Financial Setup – Credit Card

Path: Home: Financials: Financial Business Setup: Credit Card

There are no prerequisites required.

Think/Plan before setting up a business credit card or multiple business credit cards.

equineGenie Financials - Credit Card Setup

Credit Card Accounts

Enter / Select Credit Card Provider ①

Address ②

City, State, Zip Code

Telephone # email Address

Website URL

Add To Address Book ③

Enter / Select Credit Card # ④

Type Of Credit Card ⑤

Credit Limit (\$) ⑥

Over Limit Fee (\$) ⑦

Late Charge (\$) ⑧

Account Balance (\$) — Initial Setup Only ⑨

Another Credit Card Same Provider ⑩

Credit Card Account Comments

Enter ①

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*Note: Do Not Make Your Credit Card Provider A Vendor

① **Enter or Select** the financial institution where you have your business credit card from the Enter/Select Credit Card Provider dropdown.

Note (1): Initially you **Enter** the credit card provider, but **Select** the credit card provider if you need to recall it.

Caution: Your credit card provider is the institution where you pay your credit card statement. Although your credit card may be a Visa, your credit card provider could be your bank.

② **Enter** the credit card providers contact information.

③ The credit card provider's contact information can be added to equineGenie's address book by selecting the Add To Address Book button.

Note (2): The credit card provider information added to the system's address book is the contact information entered on this screen. The address book screen provides for additional information. If additional information needs to be added it can be added on the address book screen. *Path – Home: Calendar Contacts: Contacts: Address Book.*

④ **Enter** or **Select** the credit card's number.

Note (3): Initially you **Enter** a credit card's number, but **Select** the number after it is initially entered.

Hint: For security and protection it is suggested that you only enter the last four digits of your credit card number.

⑤ **Enter** the type of credit card.

⑥ **Enter** the credit card's credit limit.

⑦ You can record the credit card's over limit fee.

⑧ You can record the credit card's overdraft fee.

Note (4): Entering a the credit card's over limit and overdraft fees is optional. equineGenie does not use them. However, if a credit card is charged either or both fees they need to be subtracted from the credit card's balance.

⑨ Enter the credit card's balance at the time it is setup before it is used to make a purchase or pay a bill.

Note (5): A credit cards limit and its initial balance are used by equineGenie to calculate the credit card's on going balance and available credit.

⑩ You can setup another credit with the same credit card provider by selecting **Another Credit Card Same Provider**. The previous credit card information will be entered and cleared so a new credit card's information can be entered.

① **Select Enter to enter the Credit Card setup screen information.**

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