



# **Financial Management**

**Enter a Bill**

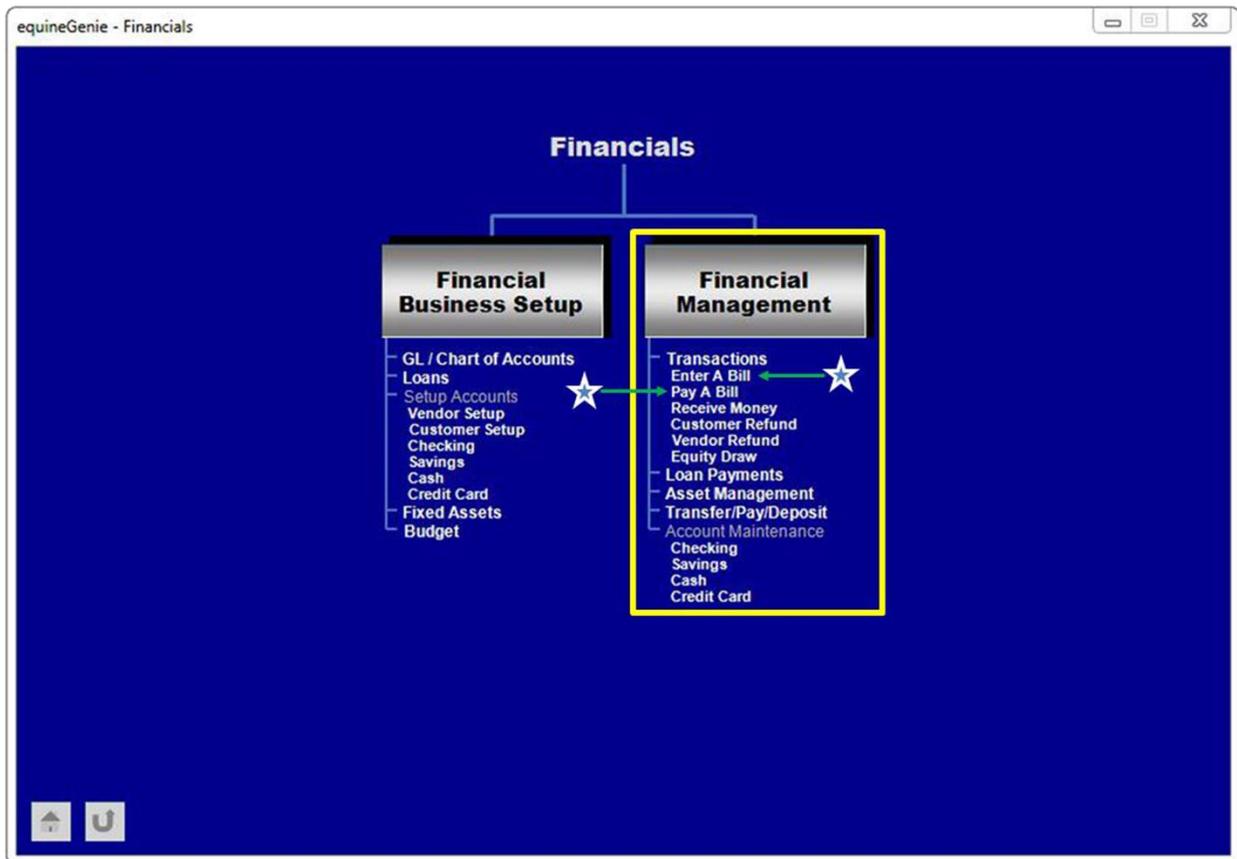
**Pay a Bill**

## Financial management - Invoice/Bill Paying

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## Financial Management – Enter A Bill

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*There is a prerequisite setup required before a bill can be entered on the Enter A Bill screen. The prerequisite setup is:*

- 1. The vendor or supplier of the bill being entered must have been previously entered in equineGenie, (Financials: Financial Business Setup: Vendor Setup).*

*Note: The vendor or supplier of the bill being entered must have an account number and payment terms identified when the Vendor is set up.*

*Think/Plan before entering a bill! The Enter A Bill screen should only be used to enter bills or invoices not associated with purchases or previously accounted for horse or customer charges. For example: Insurance invoices, utilities bills, etc. should be entered on this screen.*

*Note: If you enter purchases on this screen the item's purchase information and detail will not be used in any supplier or financial analysis.*

- 1** Select the vendor or supplier of the invoice/bill being entered.

**Note (1):** An invoices/bill entered on this screen should only be invoices or bills not associated with purchases or horse or customers charges previously accounted for.

- 2** Select the Vendor/Supplier's account number from the Select Vendor or Supplier Account # dropdown.

**Caution:** Your business may have multiple account numbers with the selected vendor/supplier. If that is the case make sure you are selecting the invoice/bill for the right account.

- ③ **Enter** the date on the invoice/bill 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).
- ④ The invoice/bill due date will be display. The due date is calculated by equineGenie using the payment terms identified for the vendor/supplier of the invoice or bill.
- ⑤ **Enter** the invoice/bill reference number.
- ⑥ **Enter** the invoice/ bill amount due.
- ⑦ **Select** the account category in which the invoice/bill will be accounted for from the Select Account Category dropdown.
- ⑧ **Select** the account in which the invoice/bill will be accounted for from the Select Account dropdown.
- ⑨ **Select** the subaccount in which the invoice/bill will be accounted for from the Select Subaccount dropdown if a subaccount has been setup for the associated account.
- ⑩ **If you need to remove an invoice / bill entry**, it can be removed by displaying the entry information and selecting the **Remove Selected Invoice / Bill 'Red'** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the entry.



**Note (2):** Read the '**RED**' Genie Note beside the **Remove Selected Invoice / Bill** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected invoice / bill. Selecting remove will completely remove the selected invoice/bill entry from equineGenie.

- ① **Select Enter to exit the Enter A Bill screen. Selecting Enter will complete the Invoice / Bill entry in equinegenie.**

**Note (3):** The accounting has been identified when the invoice/bill was entered. Therefore, when the invoice/bill is paid no accounting will need to be identified.

- ② **Selection** of the '*View Vendor/Supplier Payable Balances*' will enable the payables for the selected vendor/supplier to be viewed, exported and/or printed.
- ③ **Selection** of the '*View Payable Register*' will enable the payables for all the vendor/suppliers to be viewed, exported and/or printed.

**Information:** Many more payable reports are available in the Executive Summary: Financial Summary section. *Path – Home: Executive Summary: Financial Summary: Expenses.*

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## Financial Management – Pay A Bill

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*There are a prerequisites required before a bill can be paid on the Pay A Bill screen. The prerequisites are:*

- 1. The vendor or supplier or credit card provider of the bill being paid must have been previously setup in equineGenie, (Vendor/Suppliers - Financials: Financial Business Setup: Vendor Setup) or (Credit Card Provider - Financials: Financial Business Setup: Credit Card).*
- 2. The charges and accounting for the invoice/bill being paid must have been previously identified on the Enter A Bill screen or a horse or customer or purchases screen if the purchase was paid for using a credit card.*

**Think/Plan before paying a bill! The Pay A Bill screen should only be used to pay bills or invoices that were entered on the Enter A Bill screen or previously charged to a vendor/supplier or credit card provider on a horse, customer or purchases screen. For example: Insurance invoices, utilities bills, veterinarian bills, farrier bills, credit card bills.**

**Note: Any vendor/supplier or credit card company being paid must have had the accounting associated with what is being paid previously identified in equineGenie.**

equineGenie Financial Management - Pay Invoice / Bill

**Pay Invoice / Bill**

Select Vendor / Supplier or Credit Card (1)

Select Vendor / Supplier or Credit Card Account # (2)

Account Balance: (\$) (3)

Payment Date (4) Amount Paid (5)

Remove Selected Payment (7)

\*Note: No accounting accounts are necessary.  
They were identified when the Invoice or Bill  
was entered on the Enter Invoice / Bill screen.

**Pay Invoice / Bill Comments**

Enter (8)

Popup  
And  
Red Flag  
equineGenie  
Notes

View Vendor/Supplier Payable Balances (9)

View Payable Balances (10)

- ① Select the vendor / supplier or credit card of the invoice/bill being paid.

**Note (1):** An invoices/bill or credit card paid on this screen should only be invoices/bills entered on the Enter A Bill screen or horse or customers charges or purchases paid by credit card and previously accounted for.

- ② **Select** the Vendor/Supplier or Credit Card account number from the Select Vendor/Supplier or Credit Card dropdown.

**Caution:** Your business may have multiple account numbers with the selected vendor/supplier or credit card provider. If that is the case make sure you are selecting the invoice/bill or credit card for the right account.

- ③ When the selected Vendor/Supplier or Credit Card account number is selected the associated account balance will be displayed.
- ④ **Enter** the date the invoice/bill or credit card is paid 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).
- ⑤ **Enter** the amount being paid to the selected Vendor/Supplier or Credit Card provider on the selected account.
- ⑥ **Selecting** the '**RED \$**' after the amount paid has been entered will enable the financial transaction to be completed.

**Note (2):** Selecting the '**RED \$**' will display the **Payment Method** popup. The vendor/supplier name or credit card provider will be displayed. Selecting the desired **Pay By - Payment Method** button will display the corresponding **Pay By** popup. Select the Payment Method account from the account dropdown. If only one account has been setup for a payment method that account's account number will be displayed. The amount being paid and the payment date will be displayed. Selecting the Pay button will complete the financial transaction and close the Pay By popup. The payment is not complete until the Enter button is selected on the Pay A Bill screen - ⑧. More detail payment information is available in the *Deposits and Payments* training document. It is suggested that the *Deposits and Payments* training document is read before a deposit or payment is made.

- ⑦ **If you need to remove an invoice / bill or Credit Card payment**, it can be removed by displaying the payment information and selecting the **Remove Selected Payment 'Red'** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the payment.



**Note (3):** Read the '**RED**' Genie Note beside the **Remove Selected Payment** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected payment. Selecting remove will completely remove the selected payment from equineGenie.

- ⑧ **Select Enter to exit the Pay A Bill screen. Selecting Enter will complete the Payment in equinegenie.**
- ⑨ **Selection** of the '*View Vendor/Supplier Payable Balances*' will enable the payables for the selected vendor/supplier to be viewed, exported and/or printed.
- ⑩ **Selection** of the '*View Payable Register*' will enable the payables for all the vendor/suppliers to be viewed, exported and/or printed.

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