



Financial Setup

Vendor Setup

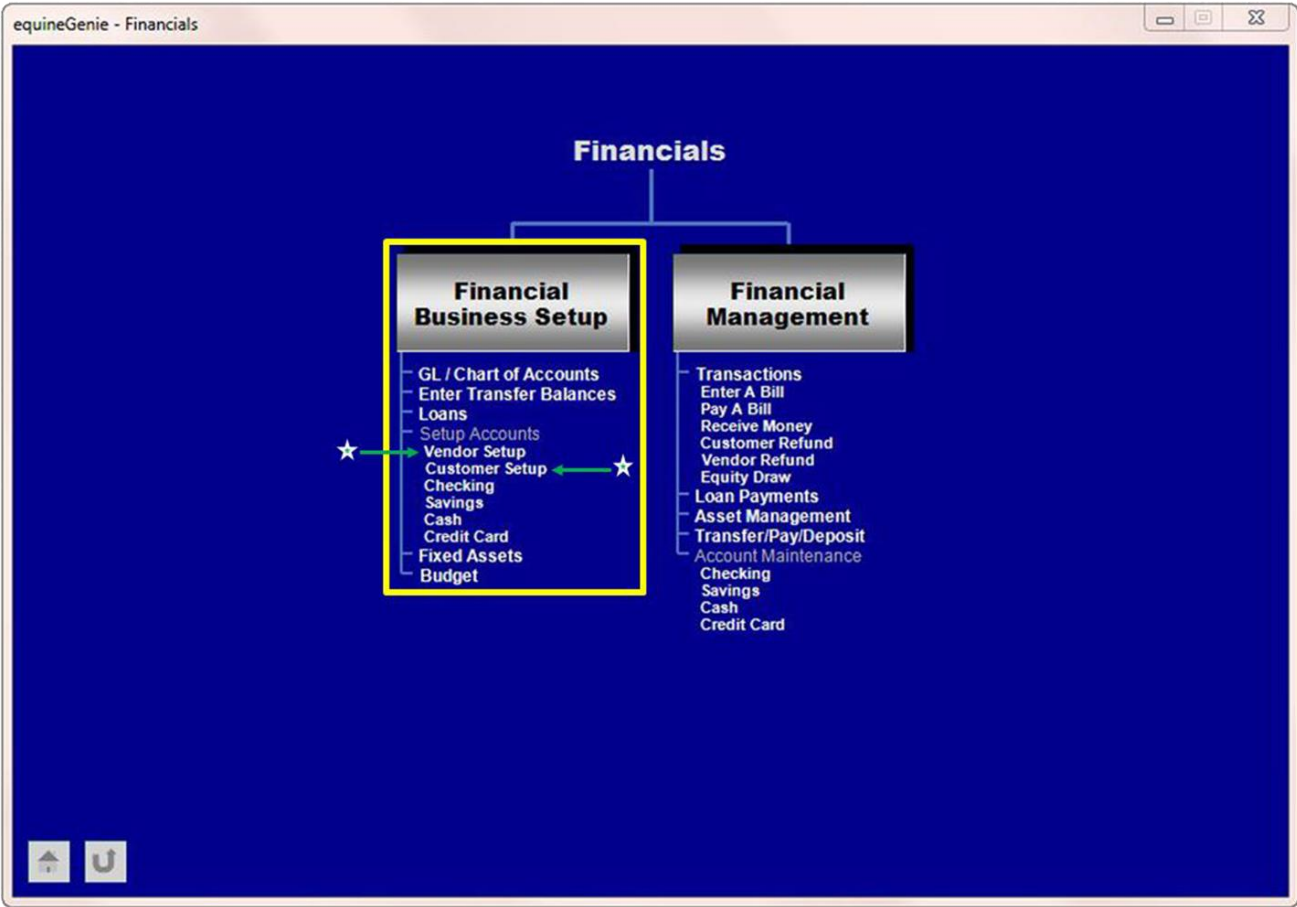
Customer Setup

Financial Setup – Vendor and Customer

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Financial Setup - Vendor Setup

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There is no prerequisite setup required.

Think/Plan before you setup your vendor's financial parameters! If you do not have an account with a vendor you still need to assign them an account number. You cannot make a purchase and Pay By Charge Account or Enter A Bill or Pay A Bill without a vendor having an account number.

① **To Add** a Vendor / Supplier select [New Supplier] from the Enter / Select Vendor or Supplier dropdown, click in the dropdown and enter the Vendor / Supplier.

Note: A Vendor / Suppliers previously entered on the Business Operations: Items Supplied Setup screen can be selected from the dropdown and does not have to be reentered. If the Financial - Vendor Account Setup screen is displayed as a result of selecting the 'Go To Supplier Financial Account' button on the Business Operations: Items Supplied Setup screen, the same Vendor / Supplier with their contact information will be displayed on the Financial – Vendor / Supplier Account Setup screen.

Once a Vendor or Supplier has been entered it will be displayed in the Enter / Select A Vendor or Supplier dropdown list. Selecting a Vendor or Supplier name will recall its account information. A Vendor or Supplier's name can be modified and any other associated account information can be changed.

② If the vendor / supplier is a contractor **select** the Contractor button. If the Contractor's Tax ID number is known **enter** it in the Contractor Tax ID box. **Selecting** the Contractor? button will change it from a **Red 'No'** to a **Green 'Yes'**.

Note: If a Vendor / Supplier is identified as a Contractor equineGenie will track all payments made to the Contractor and report their 1099 information.

③ **Enter** the vendor / Suppliers contact information.

Note: If the Vendor / Suppliers contact information was entered in the Business Operations: Items Supplied Setup it will be displayed when the Vendor /Supplier is selected or displayed in ① and does not have to be reentered.

④ A Vendor / Suppliers contact information can be added to equineGenie's address book by **selecting** the Add To Address Book button.

Note: The Vendor / Suppliers 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.*

⑤ To **add** an account number select [New Charge Account #] from the Enter / Select Account # dropdown, click in the dropdown box and enter the Number. If you have a number from the Vendor / Supplier or a previous system use it. If not, make one up.

Note: The Vendor / Supplier account number can be a numeric, alphanumeric or all alpha characters. Because an account number is your choice and not required to be sequential the account number selection is not auto incremented.

⑥ **Enter** a Vendor / Supplier credit limit if you have an account with the Vendor / Supplier and the Vendor / Supplier has assigned one.

Note: If a credit limit is entered the vendor's available credit will be displayed when a purchase or invoice/bill is paid by charge account.

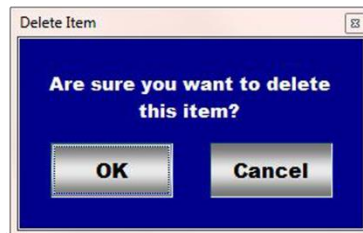
⑦ **Select** the Vendor / Supplier Payment Terms from the Payment Terms dropdown if you have an account with the Vendor / Supplier and the Vendor / Supplier has designated one.

Note: If a Vendor / Supplier payment terms are identified the payment due date is automatically calculated and displayed when an invoice/bill is entered.

- 8 **Enter** a Vendor / Supplier late charge if one has been assigned.

Note: A late charge can be a percentage of the amount past due and/or an absolute amount. equineGenie will calculate the late charge and add the larger late charge to a Vendor / Supplier's account.

- 9 **Enter** the current payables balance with the Vendor / Supplier. If the business does not have a payables balance with the Vendor / Supplier, enter '0'.
- 10 If your business has multiple accounts with the same Vendor / Supplier another account can be add by **selecting Another Charge Account Same Supplier**. **Selection** will enter and clear the previous account information so the new account information can be added.
- 1 **If you need to remove a Vendor / Supplier's account**, it can be removed by displaying the Vendor / Suppliers information and selecting the **Remove Selected Vendor (Caution!) Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the account.



Caution!: Do Not remove an account that has been previously used in any financial transaction. Removing it will make it unavailable in other system dropdowns where it could be needed.

- 2 **Select Enter to complete a Vendor / Supplier Account setup and exit the screen.**
- 3 **Selection** of the '*Select Vendor / Supplier Account*' will enable the selected Vendor / Supplier account information to be viewed, exported and/or printed.
- 4 **Selection** of the '*Vendor / Supplier Accounts*' will enable all the Vendor / Supplier account information to be viewed, exported and/or printed.
- 5 **Selection** of the '*Vendor / Supplier Account Numbers*' will enable all the Vendor / Supplier account numbers to be viewed, exported and/or printed.

Note: Entering a Vendor / Supplier account numbers, payment terms and the current payables balance is NOT OPTIONAL.

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Financial Setup - Customer Setup

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There is no prerequisite setup required.

Think/Plan before you setup your customer's financial parameters! All customers must have an account number and their Payment Terms selected before they can be invoiced.

① **To Add** a Customer / Client, select [New Client/Customer] from the Enter / Select Customer or Client dropdown, click in the dropdown and enter the Customer / Client name.

Note: A Customer / Clients previously entered on the Customer / Client – Contact Information screen can be selected from the dropdown and do not have to be reentered. If the Financial – Customer / Clients Account Setup screen is displayed as a result of selecting the ‘Go To Customer Financial Account’ button on the Customer Client: Customer Information screen the Customer / Client and their contact information will be displayed on the Financial – Customer / Clients Account Setup screen.

Once a Customer or Client has been entered it will be displayed in the Enter / Select A Customer or Client dropdown list. Selecting a Customer or Client name will recall its account information. A Customer or Client name can be modified and any other associated account information can be changed.

- ② If a customer's correspondence needs to be sent to another person other than the customer, the correspondence recipient can be **added** to the 'Alternative Correspondence Recipient' text box.

Hint: The alternate correspondence recipient would be identified if a lesson student is under age and an invoice or other financial transactions need to be sent to the student's parents, guardian or another person who is responsible for the student's financial obligations. For example; if a parent or guardian, or someone else, is responsible for paying a customer/client's charges the entry could be, % **'a Parent or Guardian or other Name'**.

- ③ **Enter** a Customer / Client ranch, business, parent or guardian name can be entered.

Note: If a name is entered it will appear on a customer's invoice in their address.

- ④ **Enter** the Customer / Client contact information.

Note: If the Customer / Client contact information was previously entered in the Customer Client: Customer Information screen it will be displayed when the Customer / Client is selected or displayed in ① and does not have to be reentered.

- ⑤ A Customer / Client contact information can be added to equineGenie's address book by **selecting** the Add To Address Book button.

Note: The Customer / Client 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.*

- ⑥ **To add** an account number click in the Enter Account # box and enter the Number. If you have a number from a previous system use it. If not, make one up.

Note: The Customer / Client account number can be a numeric, alphanumeric or all alpha characters. Since an account number is your choice and not required to be sequential the account number selection is not auto incremented. Since an account number can be a numeric, alphanumeric or all alpha characters the account numbers are not displayed sequentially. The Customer / Client associated with an account number is display in descending order.

- ⑦ **Enter** a Customer's credit limit if one has been assigned by the business.

- ⑧ **Select** the Customer's Payment Terns from the Payment Terms dropdown.

Note: A Customer's payment terms must be identified before a customer can be invoiced.

- ⑨ **Enter** a Customer's late charge if one has been assigned by the business.

Note: A late charge can be a percentage of the amount past due and/or an absolute amount. equineGenie will calculate the late charge and uses the larger late charge of the two.

- ⑩ **Enter** the Customer / Client current receivables balance if the Customer / Client has one with the business. If the Customer / Client does not have a receivables balance enter '0'.

- ① **If you need to remove a Customer's account**, it can be removed by displaying the Customer's account information and selecting the **Remove Selected Customer (Caution!) Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the customer's account.



Caution!: Do Not remove a Customer / Client account that has been previously used in any financial transaction. Removing it will make it unavailable in other system dropdowns where it could be needed.

- ② **Select Enter to complete a Customer Account setup and exit the screen.**
- ③ **Selection** of the '*Select Customer Account*' will enable the selected Customer's account information to be viewed, exported and/or printed.
- ④ **Selection** of the '*Customer Accounts*' will enable all the Customer account information to be viewed, exported and/or printed.
- ④ **Selection** of the '*Customer Account Numbers*' will enable all the Customer account numbers to be viewed, exported and/or printed.

Note: Customer / Client account numbers, payment terms and current receivables balance are NOT OPTIONAL.

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