

Billing Log Entries, Changes and Removal

PREQUISITE: Any horse or customer service or product billed must have been previously setup on the Services / Product Setup screen. See the Services / Product Setup Tutorial.

The Horse and Customer Billing Logs provide a way to enter any service or product charged to a customer and or a customer's horse.

Horse Billing Log entries are reserved for services or products that are charged to a customer's horse. Examples include Board, Blanketing, Farrier Work, Training, etc.

Customer Billing Log entries are reserved for services or products that are charged to a customer. Examples include Horse Tack, Riding Lessons, Seminars, etc.

NOTE: A good business practice is to entered any charges billed to a customer or a customer's horse on the day they are incurred or as soon as possible. This will reduce the opportunity for making mistakes or forgetting any charges – 'Nothing will drop through the cracks'.

The screenshot shows the 'Horse Billing Log' window in equineGenie. The interface is dark blue with white text and yellow callout boxes. The form contains several dropdown menus and input fields. The callouts are as follows:

- Select the horse being billed.** Points to the 'Invoice Customer Horse' dropdown menu.
- Enter the billing date.** Points to the date dropdown menu showing '2/15/2013'.
- Select the billing category and service or product being billed.** Points to the 'Farrier' and 'Trim' dropdown menus.
- Select the Income Account and Subaccount (if a subaccount has been setup).** Points to the '4000 - 4999 Income' and '4550 - Farrier Income' dropdown menus.
- The charge, unit of charge, the number of units and the total charge will be automatically displayed from the service or product previously setup.** Points to the input fields for '\$60.00', 'Each', '1', and '\$60.00'.

At the bottom of the form, there are sections for 'Additional Services' and 'Another Service Category', and a 'View Horse Billing Log' button.

NOTE: The charge and number of units billed can be changed for any line item. The line items total charge will be automatically recalculated based on a change to either or both the charge and the number of units. A change is recalculated by 'clicking' your mouse in the total charge box.

NOTE: It is a good strategy to set some service or product charges to '0' on the Service / Product Setup screen and then enter the charge on the billing log.

For example; A 'Board - day' charge of \$18 per day is entered on the Services / Product Setup. The number of days charged (16) is entered on the Horse Billing Log. The total charge of \$288 is automatically calculated by 'clicking' your mouse in the total charge box.

A mileage charge of \$0 per mile is entered on the Services / Product Setup. The mileage charge (\$1.25) and the number of miles (1450) is entered on the Horse Billing Log. The total charge of \$1,812.50 is automatically calculated by 'clicking' your mouse in the total charge box.

NOTE: Any changes to the charge and or number of units on a billing log does not change the services or product charges originally setup.

Billing Log Entries, Changes and Removal

Invoice Customer Horse - Billing Log

Owner: Invoice Customer and Family

February 2013

Date	Service Provided	Billing Units	Units	Charge	Sales Tax	Total Charge	Comments
Friday, Feb 15	Trim - Trim	Each	1.00	\$ 60.00	\$ -	\$ 60.00	
<i>Monthly Total:</i>						\$ 60.00	

A line item entered on the Horse Billing Log is automatically entered in the Horse Billing Log Ledger. The Horse Billing Log Ledger tracks a horse's charges by month and year-to-date.

Invoice Customer and Family

Customer Family Ranch

567890 West Country Road 345

Customer Friendly, ST 99999

Phone: 123.456.7890

Mobile: 246.801.3579

Emergency: 987.654.3210

Fax: 864.246.8642

info@customerfriendly.com

Services / Products provided

February 1, 2013 to March 1, 2013

Account Balance	Past Due	Invoice #	Invoice Date	Payment Terms	Due Date	Late Charge	
\$ -	\$ -	8	Mar 1, 2013	20	Mar 21, 2013	3.00% / \$50.00	
Date	Horse	Qty	Units	Description	Tax	Unit Cost	Line Total
Feb 15, 2013	Invoice Customer Horse	1.00	Each	Trim	\$ -	\$ 60.00	\$ 60.00
Feb 25, 2013	Horse Invoice test	1.00	Each	Trim	\$ -	\$ 60.00	\$ 60.00
Mar 1, 2013	Horse Invoice test	1.00	Month	Blanketing	\$ -	\$ 15.00	\$ 15.00
Mar 1, 2013	Horse Invoice test	1.00	Month	Board - full care	\$ -	\$ 400.00	\$ 400.00
Mar 1, 2013	Invoice Customer Horse	1.00	Month	Board - full care	\$ -	\$ 400.00	\$ 400.00

Comments

Additional Blanketing will be added to the April invoice.

Balance Forward

\$ -

Sales Tax

\$ -

Line Item Total

\$ 935.00

Late Charge

\$ -

Invoice Total

\$935.00

When an invoice is created for an invoice period (date range), the billing log line items whose dates are within the invoice period dates are displayed in the invoice 'Select Service / Product Line Item' dropdown and can be accepted individually or all at once to be included on the invoice.

See the Invoice Tutorial.

Billing Log Entries, Changes and Removal

Invoice Customer and Family - Receivable Report

Acct # 2 Phone 123.456.7890 246.801.3579 Email: info@customerfriendly.com

ID	Date	Transaction Type	Transaction	Amount	Balance
			Initial Balance Forward		\$ -
58	Feb 15, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ 60.00	\$ 60.00
60	Feb 25, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ 60.00	\$ 120.00
59	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 520.00
61	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Blanketing	\$ 15.00	\$ 535.00
62	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 935.00
				Current Balance	\$ 935.00

A line item entered on a billing log is automatically entered in the Customer's Receivables Ledger. The Customer's Receivables Ledger tracks all customer charges entered on their Horse and or Customer Billing Logs and customer payments received on the Receive Money screen.

A line item's charge can be changed (\$60 to \$50) on a Horse or Customer Billing Log. A charge change automatically changes the total charge.

NOTE: Billing Log records are arranged by date. To make any changes to a line item you need to recall it by the date it was entered. Line items previously entered are displayed in an orange color.

CAUTION: There may be several line items on the same date. Make sure you select the one you want to change.

NOTE: The change does not effected the original service or product setup.

Billing Log Entries, Changes and Removal

Invoice Customer Horse - Billing Log

Owner: Invoice Customer and Family

February 2013

Date	Service Provided	Billing Units	Units	Charge	Sales Tax	Total Charge	Comments
Friday, Feb 15	Trim - Trim	Each	1.00	\$ 50.00	\$ -	\$ 50.00	

Monthly Total: \$ 50.00

A line item charge changed on a billing log is automatically changed on the Horse Billing Log Ledger.

Invoice Customer and Family

Customer Family Ranch

567890 West Country Road 345

Customer Friendly, ST 99999

Phone: 123.456.7890

Mobile: 246.801.3579

Emergency: 987.654.3210

Fax: 864.246.8642

info@customerfriendly.com

Services / Products provided **February 1, 2013** to **March 1, 2013**

Account Balance	Past Due	Invoice #	Invoice Date	Payment Terms	Due Date	Late Charge
\$ -	\$ -	8	Mar 1, 2013	20	Mar 21, 2013	3.00% / \$50.00

Date	Horse	Qty	Units	Description	Tax	Unit Cost	Line Total
Feb 15, 2013	Invoice Customer Horse	1.00	Each	Trim	\$ -	\$ 50.00	\$ 50.00
Feb 25, 2013	Horse Invoice test	1.00	Each	Trim	\$ -	\$ 60.00	\$ 60.00
Mar 1, 2013	Horse Invoice test	1.00	Month	Board - full care	\$ -	\$ 400.00	\$ 400.00
Mar 1, 2013	Horse Invoice test	1.00	Month	Blanketing	\$ -	\$ 15.00	\$ 15.00
Mar 1, 2013	Invoice Customer Horse	1.00	Month	Board - full care	\$ -	\$ 400.00	\$ 400.00

Comments

Additional Blanketing will be added to the April invoice.

Balance Forward	\$ -
Sales Tax	\$ -
Line Item Total	\$ 925.00
Late Charge	\$ -
Invoice Total	\$925.00

A line item charge changed on a billing log is automatically changed on the invoice where it appears without having to reaccept it and saved without having to reenter the invoice.

Billing Log Entries, Changes and Removal

Invoice Customer and Family - Receivable Report

Acct. # 2

Phone 123.456.7890

246.801.3579

Email: info@customerfriendly.com

ID	Date	Transaction Type	Transaction	Amount	Balance
			Initial Balance Forward		\$ -
58	Feb 15, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ 50.00	\$ 50.00
60	Feb 25, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ 60.00	\$ 110.00
59	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 510.00
61	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Blanketing	\$ 15.00	\$ 525.00
62	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 925.00
				Current Balance	\$ 925.00

A line item charge changed on a billing log is automatically changed in the Customer's Receivables Ledger.

A line item can be removed from any financial totals by opening the line item and changing its charge to '0' (\$60 to \$0) on its Horse or Customer Billing Log. The '0' charge automatically changes the total charge to '0'.

NOTE: Billing Log records are arranged by date. To make any changes to a line item you need to recall it by the date it was entered.

CAUTION: There may be several line items on the same date. Make sure you select the one you want to change.

NOTE: The change does not effected the original service or product setup.

Billing Log Entries, Changes and Removal

Invoice Customer Horse - Billing Log							
Owner: Invoice Customer and Family							
February 2013							
Date	Service Provided	Billing Units	Units	Charge	Sales Tax	Total Charge	Comments
Friday, Feb 15	Trim -	Each	1.00	\$ -	\$ -	\$ -	
Monthly Total:						\$ -	

A line item charge that is changed to '0' on a billing log automatically sets the billing log charge and total charge to '0' in equineGenie and its billing log ledger.

NOTE: When a line item charge is set to '0', the line item is removed from any financial totals. However, the line item is still retained by equineGenie to report any financial changes or 'creative' accounting to the business' owner.

When a billing log line item is set to '0', the line item in the invoice 'Select Service / Product Line Item' dropdown is set to '0' and the line item's previous amount (\$60) is subtracted from the invoice total (\$935 - \$60 = \$875).

If the 'Accept Line Item' button is set to 'No' the \$0 line item is removed from an invoice. If the 'Accept Line Item' button is set to 'Yes' the \$0 line item is not removed from an invoice.

NOTE: If a \$0 line item is not removed, the invoice does not need to be entered again to save the line item change. If a \$0 line item is removed, the invoice does need to be entered again to save the line item change.

Billing Log Entries, Changes and Removal

Invoice Customer and Family

Customer Family Ranch

567890 West Country Road 345

Customer Friendly, ST 99999

Phone: 123.456.7890

Mobile: 246.801.3579

Emergency: 987.654.3210

Fax: 864.246.8642

info@customerfriendly.com

Services / Products provided **February 1, 2013** to **March 1, 2013**

Account Balance	Past Due	Invoice #	Invoice Date	Payment Terms	Due Date	Late Charge	
\$ -	\$ -	8	Mar 1, 2013	20	Mar 21, 2013	3.00% / \$50.00	
Date	Horse	Qty	Units	Description	Tax	Unit Cost	Line Total
Feb 25, 2013	Horse Invoice test	1.00	Each	Trim	\$ -	\$ 60.00	\$ 60.00
Mar 1, 2013	Horse Invoice test	1.00	Month	Blanketing	\$ -	\$ 15.00	\$ 15.00
Mar 1, 2013	Horse Invoice test	1.00	Month	Board - full care	\$ -	\$ 400.00	\$ 400.00
Mar 1, 2013	Invoice Customer Horse	1.00	Month	Board - full care	\$ -	\$ 400.00	\$ 400.00

Comments

Additional Blanketing will be added to the April invoice.

Balance Forward	\$ -
Sales Tax	\$ -
Line Item Total	\$ 875.00
Late Charge	\$ -
Invoice Total	\$875.00

A \$0 line item that is not accepted is removed from an invoice. The invoice total is automatically recalculated to reflect the new total.

Invoice Customer and Family - Receivable Report

Acct # 2

Phone 123.456.7890

246.801.3579

Email: info@customerfriendly.com

ID	Date	Transaction Type	Transaction	Amount	Balance
			<i>Initial Balance Forward</i>		\$ -
58	Feb 15, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ -	\$ -
60	Feb 25, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ 60.00	\$ 60.00
59	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 460.00
61	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Blanketing	\$ 15.00	\$ 475.00
62	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 875.00
Current Balance					\$ 875.00

A line item charge that is changed to '0' on a billing log automatically sets the Customer's Receivables amount to '0' for that line item.

NOTE: When a line item charge is set to '0', the line item is removed from any financial totals. However, the line item is still retained by equineGenie to report any financial changes or 'creative' accounting to the business' owner.

Billing Log Entries, Changes and Removal

The screenshot shows the 'Collect / Receive Money' window in equineGenie Financial Management. The interface is split into two main sections: 'Collect / Receive Money' on the left and 'Collect / Receive Money Comments' on the right. The left section contains several input fields and checkboxes. A yellow box highlights the 'Invoice Customer and Family' dropdown menu, which is currently set to '2'. Below it, the 'Account Balance' is displayed as '\$935.00'. Another yellow box highlights the date field '3/15/2013' and the 'Prepayment?' checkbox, which is currently unchecked and labeled 'No'. Below the date field, there are four checkboxes: 'Received Cash?' (unchecked), 'Received Direct Credit / Bank Transfer?' (unchecked), 'Received Check?' (checked) with a text input field containing '1234', and 'Received CC/DC?' (unchecked) with a text input field for 'Credit / Debit Card #'. Below these is the 'Apply To Invoice?' checkbox, which is checked and labeled 'Yes', with a dropdown menu set to '8'. At the bottom of the left section, there is a text input field for the payment amount, currently showing '\$935.00'. The right section, 'Collect / Receive Money Comments', is currently empty. At the bottom of the window, there are four buttons: 'View Customer Receivables ledger' (checked), 'View Prepayment Ledger', 'View Received Money Ledger', and 'View Received Money Ledger' (checked).

Selection of a customer displays the customer's account number and their account balance.

Enter the date the customer's payment is made.

Identify how the customer's payment is made.

If applicable, identify and apply the customer's payment to their invoice.

Enter the customer's payment amount.

The Receive Money screen is used to receive payments from customers. A customer's payment amount can be applied to the customer's account in total, or applied to various income accounts or applied to income accounts with individual subaccounts.

NOTE: The detail level (Income Account, Income Account Subaccount) to which a customer payment is applied is your choice as to the detail level you want to account for income.

NOTE: All income accounts and income account subaccounts must have been previously setup on the General Ledger / Chart of Accounts screen.

SUGGESTION: The income detail should match the services / products detail.

[See the Receive Money Tutorial](#)

The example that follows illustrates receiving money and applying it to a customer's invoice and accounting for it in the different income accounts.

SUGGESTION: It is a good idea to have a copy of the invoice for which you are receiving payment. This way you can check how you want to account for the payment and apply it to different income accounts.

Billing Log Entries, Changes and Removal

The Farrier \$120 portion of the invoice is being paid with check number 1234 and applied to invoice 8. Selection of the **Green \$** displays the Payment Method popup.

The Farrier Income Account and the Trim Subaccount are selected. The payment is deposited into the business's checking account. When the Checking button is selected the Payment Method popup disappears and the Deposit Method popup is displayed.

Billing Log Entries, Changes and Removal

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Deposit Method

Deposit To Checking

*****1

\$120.00 3/15/2013

Account Balance: \$10,120.00

Amount Available: Amount

Comments

Deposit

View Customer Receivables ledger View Customer Receive Money Report

View Prepayment Ledger View Received Money Ledger

A checking account can be selected from the dropdown.

The payment amount and payment date are automatically transferred from the Receive Money screen.

The selected Checking account balance is displayed. The displayed amount includes the payment amount.

The Farrier \$120 portion of the invoice is deposited into the selected checking account when the Deposit button is selected. When the Deposit button is selected the Deposit Method popup disappears and the Receive Money screen is displayed.

NOTE: If the business only has one Checking Account, that checking account will be automatically displayed in the Checking Account dropdown.

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Customer / Client

Select Customer / Client Account #

Account Balance:

Receive Date Prepayment? No

Received Cash?

Received Direct Credit / Bank Transfer?

Received Check? Check #

Received CC/DC? Credit / Debit Card #

Apply To Invoice? No Invoice #

Amount Received

View Customer Receivables ledger View Customer Receive Money Report

View Prepayment Ledger View Received Money Ledger

Enter

Popup And Red Flag
equineGenie
Notes

Selecting Enter on the Receive Money screen finishes the last payment transaction and resets the Receive Money screen so it can receive another payment.

Billing Log Entries, Changes and Removal

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Invoice Customer and Family

2

Account Balance: \$815.00

3/15/2013 Prepayment? No

Received Cash?

Received Direct Credit / Bank Transfer?

Received Check? 1234

Received CC/DC? Credit / Debit Card #

Apply To Invoice? Yes 8

\$800.00

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

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.

To receive another payment from the same customer on the same date, the customer needs to be reselected and the date reentered. The Board \$800 portion of the invoice is being paid with the same check number 1234 and applied to invoice 8. Selection of the **Green \$** displays the Payment Method popup.

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Deposit Method

Receive Money

Invoice Customer and Family

4000 - 4999 Income

4000 - Boarding Income

Board - Full Care

Deposit Into ...

Cash

Savings

Checking

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

The customer's name is automatically transferred from the Receive Money screen.

equineGenie knows it is Income so the Income Category is automatically displayed.

The Income Account and Subaccount (if setup) is selected.

The Boarding Income Account and the Board – Full Care Subaccount are selected. The payment is deposited into the business's checking account. When the Checking button is selected the Payment Method popup disappears and the Deposit Method popup is displayed.

Billing Log Entries, Changes and Removal

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Deposit Method

Deposit To Checking

*****1

\$800.00 3/15/2013

Account Balance: \$10,920.00

Amount Available: Amount

Comments

Deposit

View Customer Receivables ledger View Customer Receive Money Report

View Prepayment Ledger View Received Money Ledger

A checking account can be selected from the dropdown.

The payment amount and payment date are automatically transferred from the Receive Money screen.

The selected Checking account balance is displayed. The displayed amount includes the payment amount.

The Board \$800 portion of the invoice is deposited into the selected checking account when the Deposit button is selected. When the Deposit button is selected the Deposit Method popup disappears and the Receive Money screen is displayed.

NOTE: If the business only has one Checking Account, that checking account will be automatically displayed in the Checking Account dropdown.

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Customer / Client

Select Customer / Client Account #

Account Balance:

Receive Date Prepayment? No

Received Cash?

Received Direct Credit / Bank Transfer?

Received Check? Check #

Received CC/DC? Credit / Debit Card #

Apply To Invoice? No Invoice #

Amount Received

View Customer Receivables ledger View Customer Receive Money Report

View Prepayment Ledger View Received Money Ledger

Enter

Popup And Red Flag

equineGenie Notes

Selecting Enter on the Receive Money screen finishes the last payment transaction and resets the Receive Money screen so it can receive another payment.

Billing Log Entries, Changes and Removal

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Invoice Customer and Family

2

Account Balance: \$15.00

3/15/2013 Prepayment? No

Received Cash?

Received Direct Credit / Bank Transfer?

Received Check? 1234

Received CC/DC? Credit / Debit Card #

Apply To Invoice? Yes 8

\$15.00

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

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.

To receive another payment from the same customer on the same date, the customer needs to be reselected and the date reentered. The Board Blanketing \$15 portion of the invoice is being paid with the same check number 1234 and applied to invoice 8. Selection of the **Green \$** displays the Payment Method popup.

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Deposit Method

Receive Money

Invoice Customer and Family

4000 - 4999 Income

4000 - Boarding Income

Blanketing

Deposit Into ...

Cash

Savings

Checking

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

The customer's name is automatically transferred from the Receive Money screen.

equineGenie knows it is Income so the Income Category is automatically displayed.

The Income Account and Subaccount (if setup) is selected.

The Boarding Income Account and the Blanketing Subaccount are selected. The payment is deposited into the business's checking account. When the Checking button is selected the Payment Method popup disappears and the Deposit Method popup is displayed.

Billing Log Entries, Changes and Removal

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Deposit Method

Deposit To Checking

*****1

\$15.00 3/15/2013

Account Balance: \$10,935.00

Amount Available: Amount

Comments

Deposit

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

A checking account can be selected from the dropdown.

The payment amount and payment date are automatically transferred from the Receive Money screen.

The selected Checking account balance is displayed. The displayed amount includes the payment amount.

The Board \$15 portion of the invoice is deposited into the selected checking account when the Deposit button is selected. When the Deposit button is selected the Deposit Method popup disappears and the Receive Money screen is displayed.

NOTE: If the business only has one Checking Account, that checking account will be automatically displayed in the Checking Account dropdown.

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Collect / Receive Money Comments

Customer / Client

Select Customer / Client Account #

Account Balance:

Receive Date Prepayment? No

Received Cash?

Received Direct Credit / Bank Transfer?

Received Check? Check #

Received CC/DC? Credit / Debit Card #

Apply To Invoice? No Invoice #

Amount Received

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

Enter

Popup And Red Flag
equineGenie
Notes

Selecting Enter on the Receive Money screen finishes the last payment transaction and resets the Receive Money screen so it can receive other payments.

Billing Log Entries, Changes and Removal

Invoice Customer and Family - Receivable Report

Acct. # 2 Phone 123.456.7890 246.801.3579 Email: info@customerfriendly.com

ID	Date	Transaction Type	Transaction	Amount	Balance
			<i>Initial Balance Forward</i>		\$ -
58	Feb 15, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ 60.00	\$ 60.00
60	Feb 25, 2013	Charge/Client	4550 - Farrier Income: Trim	\$ 60.00	\$ 120.00
59	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 520.00
61	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Blanketing	\$ 15.00	\$ 535.00
62	Mar 1, 2013	Charge/Client	4000 - Boarding Income: Board - Full Care	\$ 400.00	\$ 935.00
63	Mar 15, 2013	Payment	4550 - Farrier Income: Trim	\$ (120.00)	\$ 815.00
65	Mar 15, 2013	Payment	4000 - Boarding Income: Board - Full Care	\$ (800.00)	\$ 15.00
67	Mar 15, 2013	Payment	4000 - Boarding Income: Blanketing	\$ (15.00)	\$ -
Current Balance				\$	-

As payments are received on the Receive Money screen they are recorded automatically in the Customer's receivables Ledger.

Check Register

#	Check #	Date	Description of Transaction	Payment	Deposit	Balance
1		Jan 1, 2013	Initial Balance		\$ 10,000.00	\$ 10,000.00
64		Mar 15, 2013	Invoice Customer and Family : Trim : Receive Money		\$ 120.00	\$ 10,120.00
66		Mar 15, 2013	Invoice Customer and Family : Board - Full Care : Receive Money		\$ 800.00	\$ 10,920.00
68		Mar 15, 2013	Invoice Customer and Family : Blanketing : Receive Money		\$ 15.00	\$ 10,935.00

As payments are received on the Receive Money screen they are recorded automatically in the selected deposit checking account.

Billing Log Entries, Changes and Removal

2013 Receive Money Customer Ledger						
Invoice Customer and Family						
#	Date	Payment Description	Payment	Transaction Amount	Running Total	Comments
2	March 15	4550 - Farrier Income: Trim	Check: 1234	\$ 120.00	\$ 120.00	
5	March 15	4000 - Boarding Income: Board - Full Care	Check: 1234	\$ 800.00	\$ 920.00	
8	March 15	4000 - Boarding Income: Blanketing	Check: 1234	\$ 15.00	\$ 935.00	
Customer Year To Date \$					935.00	
Total All Customers Year To Date \$					935.00	

As payments are received on the Receive Money screen they are recorded automatically in the Receive Money Ledger.

Invoice Customer and Family Invoice History							
2013							
Invoice #	Invoice Date	Terms (net)	Date Due	Amount Due	Payments	Balance Due	Comments
8	March 1, 2013	20	March 21, 2013	\$ 935.00	\$ 935.00	\$ -	Additional Blanketing will be added to the April invoice.

As payments are received on the Receive Money screen and applied to an invoice the Invoice History Ledger is automatically updated.