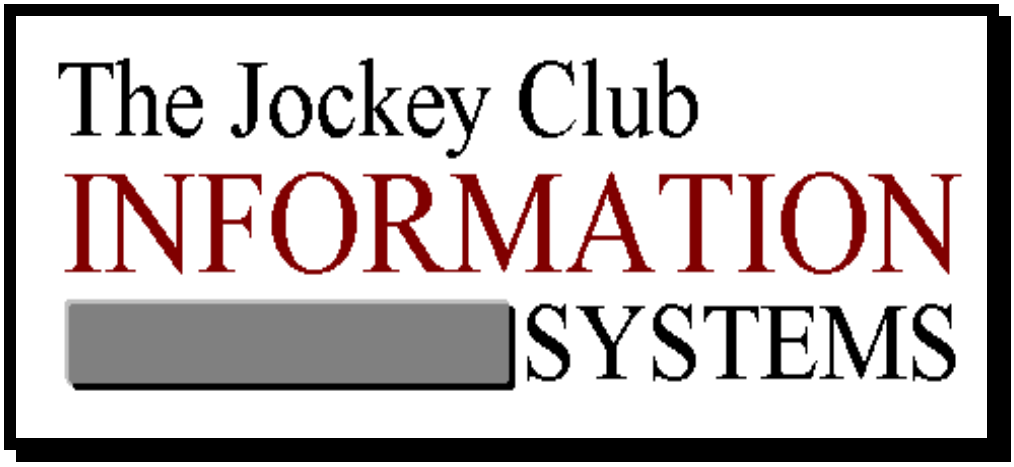


Horse Farm Management System

for

Windows™

HFM (Standard) User's Guide

Date: January 1, 2012

Copyright © 2012 The Jockey Club Information Systems, Inc.

TABLE OF CONTENTS

TABLE OF CONTENTS **2**

AVAILABLE REPORTS IN THE STANDARD PROGRAM **5**

BASE REPORTS 5
MISC. REPORTS 5
MARE REPORTS 5
FERTILITY ANALYSIS REPORTS 5
ADDITIONAL REPORTS 5
PROCEDURE REPORTS 6
A/R TRANSACTION REPORTS 6
BILLING: STANDARD > PRELIMINARY REPORTS 6
BILLING: STANDARD > HISTORICAL REPORTS 6
MARE INFO REPORTS 7

MENU OPTIONS IN THE STANDARD PROGRAM **8**

MASTER FILES MENU 8
PROCEDURES MENU 8
A/R TRANSACTIONS MENU 9
BILLING MENU 9
Preliminary Reports *9*
Historical Reports *10*
MARE INFORMATION MENU 10
REPORTS MENU 11
1. Base Reports *11*
2. Misc. Reports *11*
3. Procedure Reports *11*
4. Mare Reports *12*
5. Fertility Analysis Reports *12*
SETUP MENU 13
Billing Setup *13*
Security *13*
Online Verification *14*
GENERAL INFORMATION ABOUT HORSE FARM MANAGEMENT 20
FIELD COLORS 20
General steps to add information into the system *20*
General steps to edit information in the system *20*
General steps to delete information from the system *20*

GETTING STARTED **26**

GETTING STARTED – JUST THE BASICS 26
SET UP YOUR COMPANY FIRST 26
SET UP FARMS 27
SELECT AND REVIEW PREFERENCES 27

SET UP CLIENTS 28
SET UP BOARDING TYPES 28
SET UP PROCEDURE MASTERS 28
SET UP HORSES 28
REVIEW MASTER LISTS 29
INITIAL A/R CLIENT BALANCES FOR **NEW USERS ONLY** 29

DETAILED WALK THROUGH 30

1. SET UP YOUR COMPANY 30
2. SET UP FARMS 32
3. REVIEW AND SELECT PREFERENCES 32
4. SET UP CLIENTS 38
5. SET UP BOARDING TYPES 50
6. SET UP HORSE TYPES 51
7. SET UP PROCEDURE **CATEGORIES** 52
8. SET UP **PROCEDURE MASTERS** 53
9. HORSE ENTRY 65
10. REVIEW MASTER LISTS **[OPTIONAL]** 78
11. REVIEW BILLING SETUP **[OPTIONAL]** 82

SERVICE CHARGE **[OPTIONAL]** 85
SERVICE TAX 86
G/L ACCOUNT SETUP **[OPTIONAL]** 90

HEALTH RECORD ENTRIES 91

PROCEDURES 91
1. ADDING PROCEDURES THAT HAVE BEEN PERFORMED ON HORSES 91
2. ADDING MASS PROCEDURE ENTRIES 96
3. EDITING MASS PROCEDURES 101
4. DELETING A MASS PROCEDURE 104
5. SCHEDULING PROCEDURES TO BE PERFORMED 105
6. SCHEDULE MASTER SAMPLES 107

PROCEDURE REPORTS 112
1. PROCEDURES PERFORMED REPORT 112
2. PROCEDURE CATEGORY LISTING 114
3. PROCEDURE MASTER LISTING 115
4. SCHEDULE MASTER REPORT 117

MAINTAINING CLIENT BALANCES 120

A/R TRANSACTIONS 120
1. Adding Payments 120
2. Adding Adjustments (Direct Charges/Credits) 126
3. Editing Adjustments (Direct Charges/Credits) 130

AUTO ALLOCATION 132
A/R TRANSACTIONS REPORTS 136

MONTH END BILLING 151

STANDARD BILLING 151
Processing the Billing 151
PRELIMINARY REPORTS 156
Printing Invoices and Historical Journals 183

MARE INFORMATION **186**

RECORDING THE BREEDING SEASON 186
1. Creating a Mare's Breeding "Season" Record *186*
2. Automatically Adding New Broodmare Season Records *194*
3. Booking the Mare for Breeding *195*
4. Recording the Breeding Dates *196*
5. Recording the Foaling Information *198*
Teasing Results Entry (From the Mare Information Page) *203*
MARE INFO REPORTS 207
1. Foaling Report *207*
2. Breeding Report *209*
3. Outside Bookings *211*
4. Farm Mares Bred Summary *213*
5. Broodmare Listing *215*
6. Mare List by Client *217*
Generate Broodmare Season *218*

REPORTS **220**

HORSES 223
1. **PROCEDURES PERFORMED REPORT** 245
2. **PROCEDURE CATEGORY** 247
3. **PROCEDURE MASTER** 247
4. **SCHEDULE MASTER** 249
1. Foaling Report *252*
2. Breeding Report *255*
3. Outside Bookings *256*
4. Farm Mares Bred Summary *258*
5. Broodmare Listing *260*
6. Mare List by Client *262*
FERTILITY ANALYSIS REPORTS 271
1. Farm-Mares: Mares by Month *271*
2. Farm-Mares: Mares by Mare Type *272*
3. Farm-Mares: Mares by Stud Farm *273*

SETUP **284**

SETUP 284
COMPANY SETTINGS 287
INITIAL A/R CLIENT BALANCES FOR **NEW USERS ONLY** 295
SERVICE CHARGE **[OPTIONAL]** 297
SERVICE TAX 298
G/L ACCOUNT SETUP **[OPTIONAL]** 301

HOW TO REACH US **324**

AVAILABLE REPORTS IN THE STANDARD PROGRAM

Base Reports

- Clients
- Horses
- Farms
- Boarding Types
- Horse List by Client

Misc. Reports

- Arrival
- Departure
- Departure Form
- Horse Notes
- Health Record
- Mini Pedigree
- Horse Movement

Mare Reports

- Foaling
- Breeding
- Outside Bookings
- Farm Mares Bred Summary
- Broodmares
- Mare List by Client
- Teasing Worksheet
- Teasing Results Report
- Foaling Mares By Location

Fertility Analysis Reports

- Farm-Mares: Mares by Month
- Farm-Mares: Mares by Mare Type
- Farm-Mares: Mares by Stud Farm

Additional Reports

- Labels
- Report Writer

Procedure Reports

- Procedures Performed
- Procedure Category
- Procedure Master
- Schedule Master
- Schedule Procedures Due

A/R Transaction Reports

- Payments
- Adjustments
- Aged A/R
- Detailed A/R
- Unapplied Payments
- Credit Invoices
- Unapplied Payments with Unpaid Invoices
- Billed Charges

Billing: Standard > Preliminary Reports

- Pre-Billing
- Adjustments
- Payments
- Boarding
- Service Charges
- Service Tax
- Preliminary A/R
- Detail A/R
- Closing Summary
- Board & Procedure Revenue
- Invoices

Billing: Standard > Historical Reports

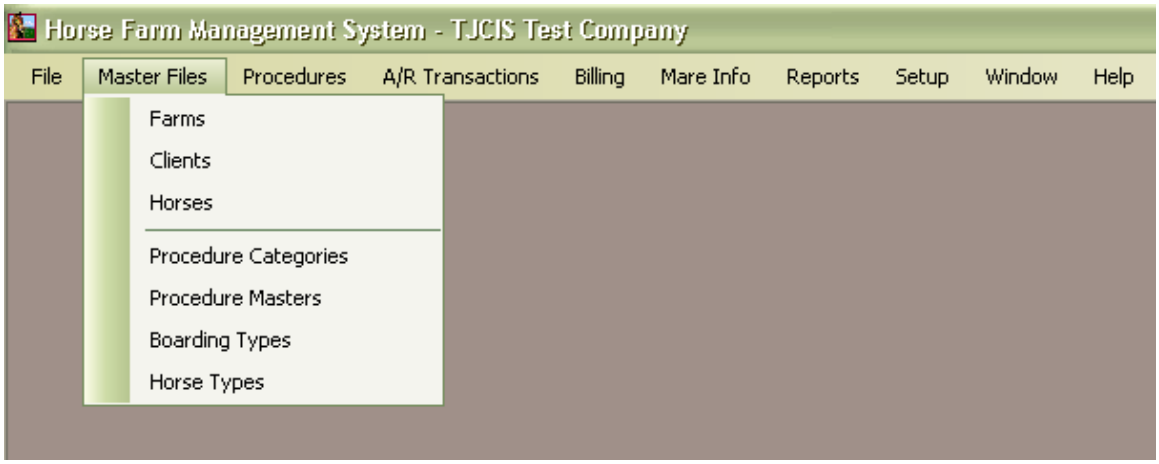
- Board and Procedure Revenue
- Adjustments
- Payments
- Boarding
- Service Charges
- Service Tax
- Aged A/R
- Detail A/R
- Closing Summary
- Board & Procedure Revenue
- Invoices

Mare Info Reports

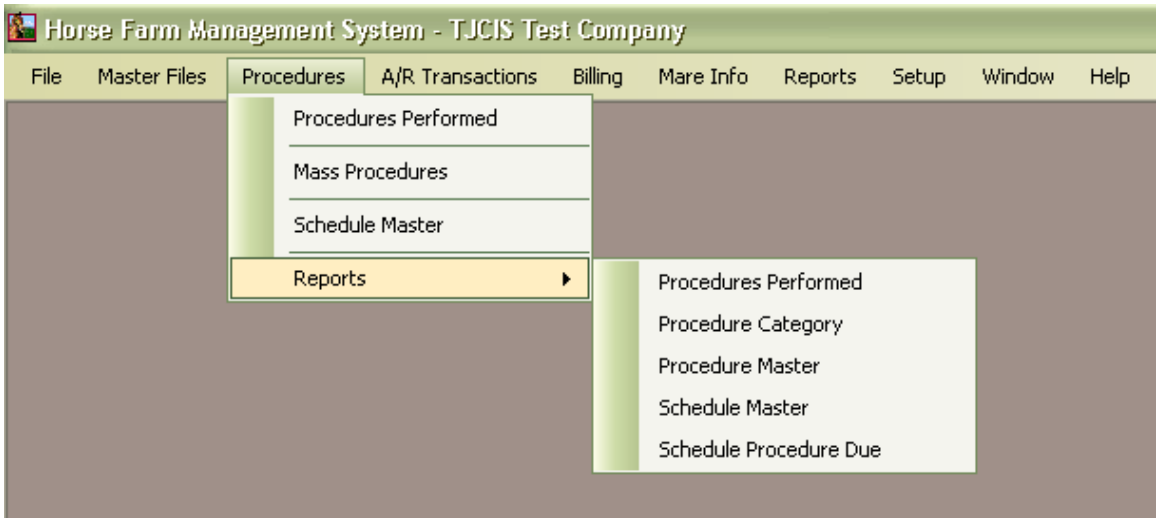
- Foaling
- Breeding
- Outside Bookings
- Farm Mares Bred Summary
- Broodmares
- Mare List by Client

MENU OPTIONS IN THE STANDARD PROGRAM

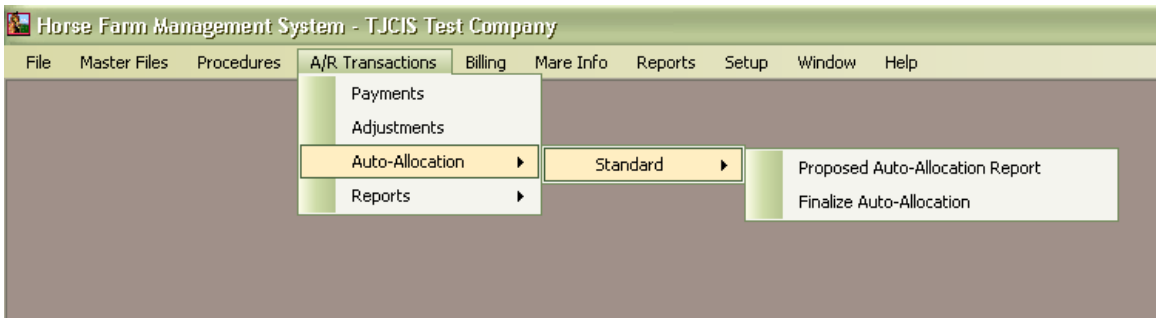
Master Files Menu

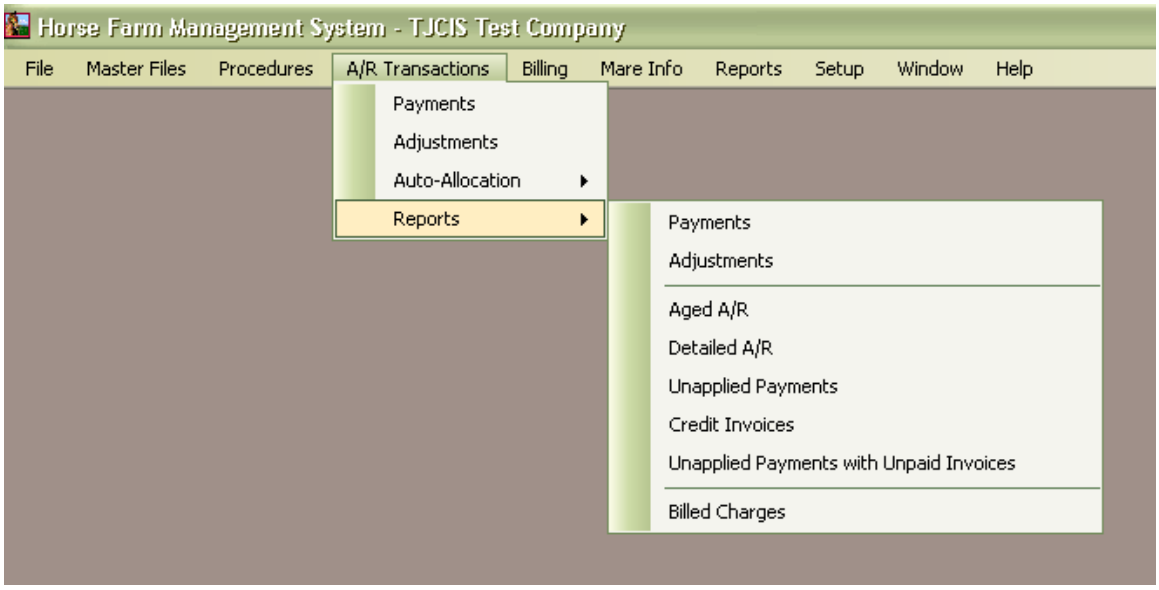


Procedures Menu



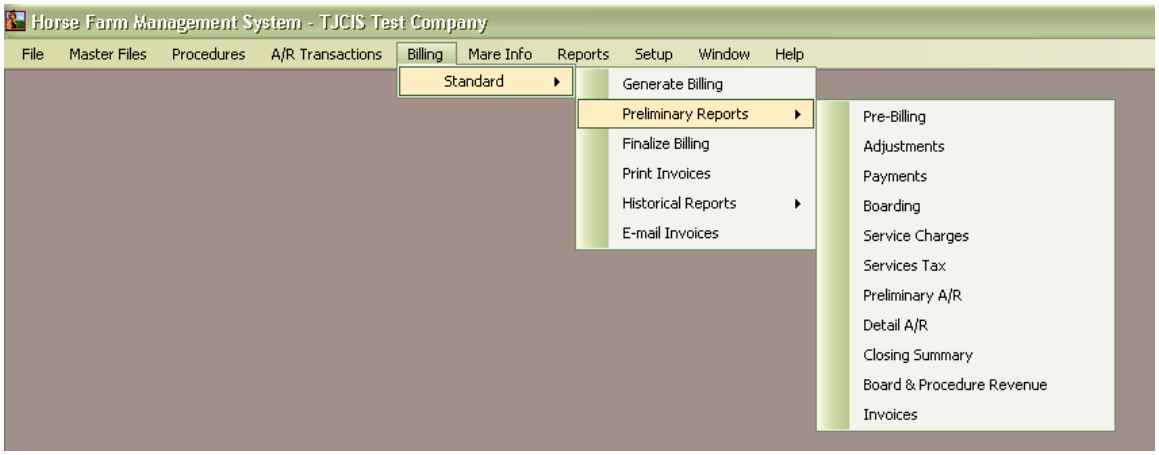
A/R Transactions Menu





Billing Menu

Preliminary Reports

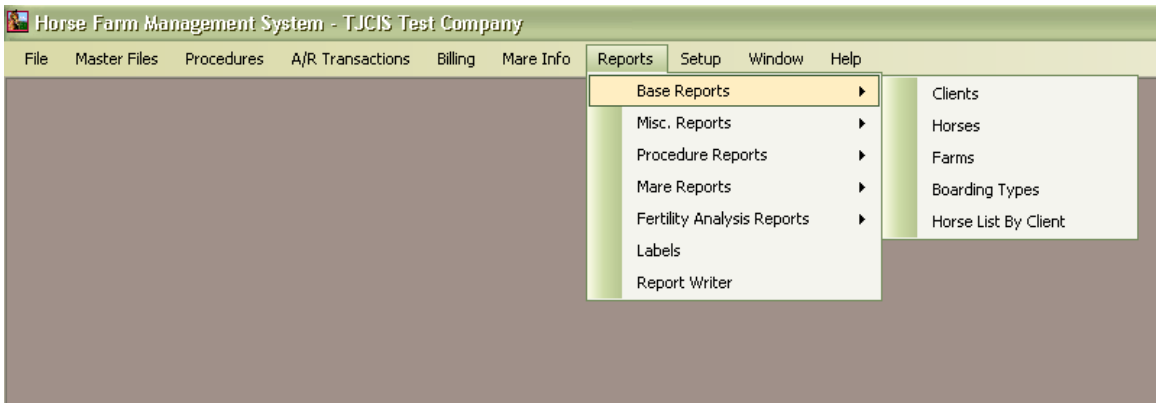


Historical Reports

Mare Information Menu

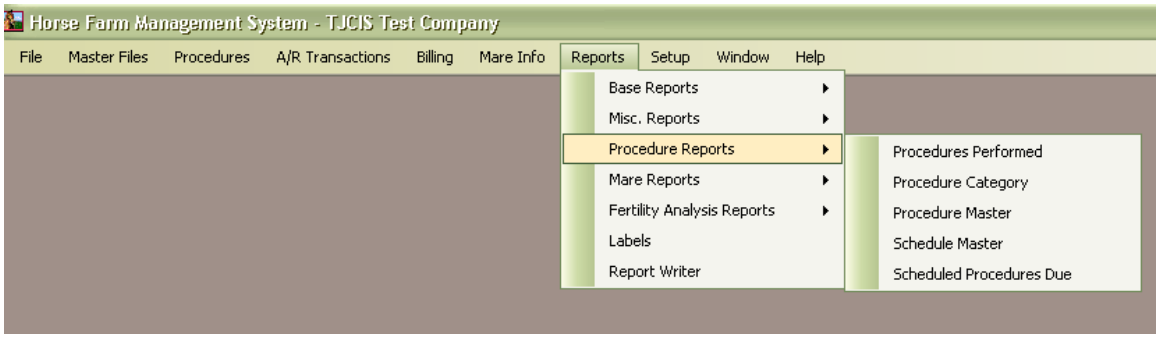
Reports Menu

1. Base Reports

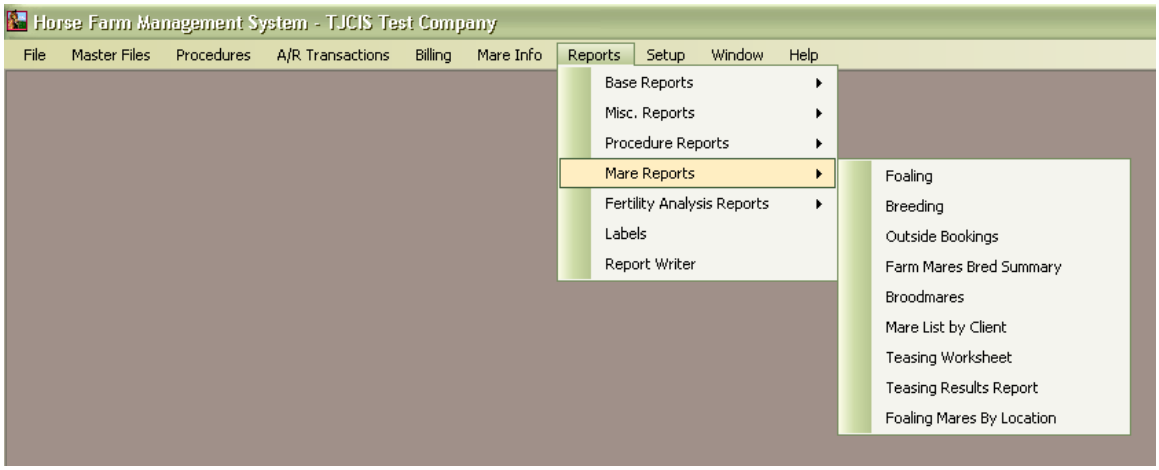


2. Misc. Reports

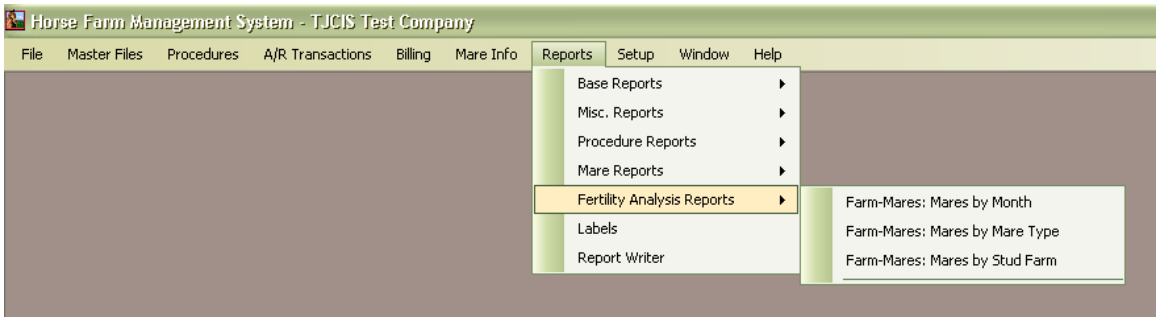
3. Procedure Reports



4. Mare Reports



5. Fertility Analysis Reports

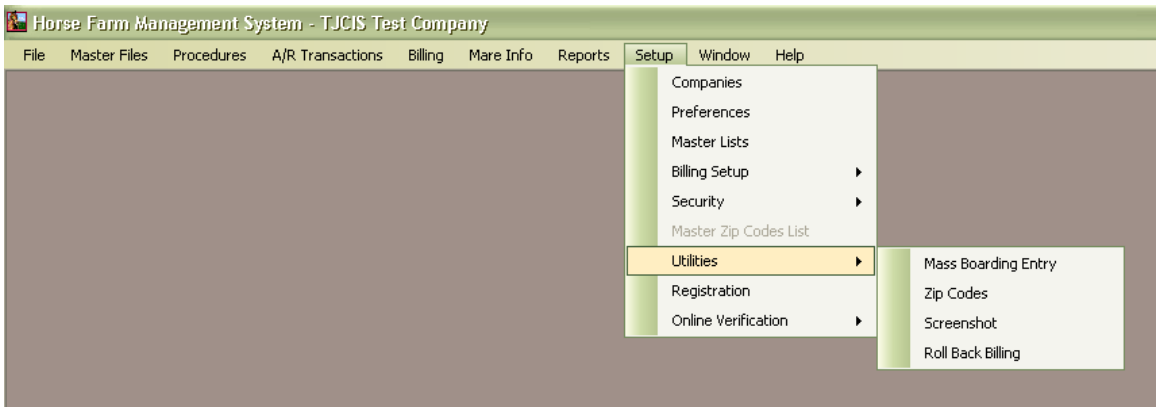


Setup Menu

Billing Setup

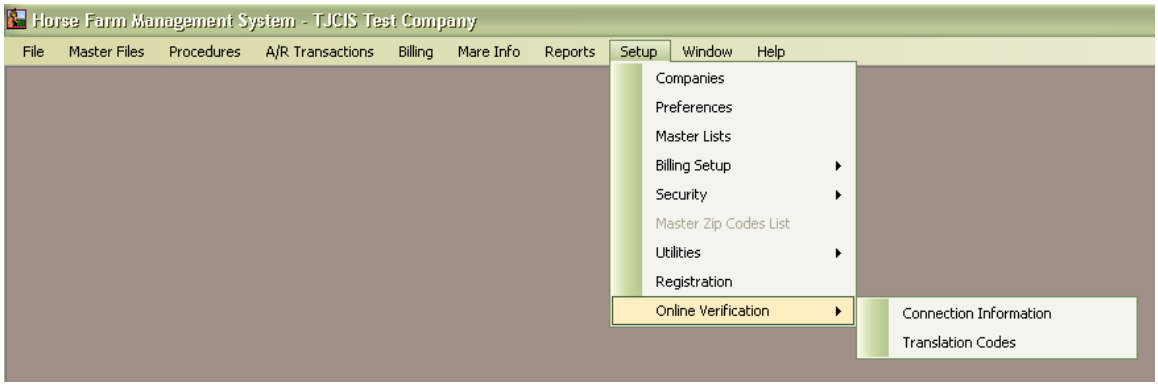
Security

Utilities



Registration

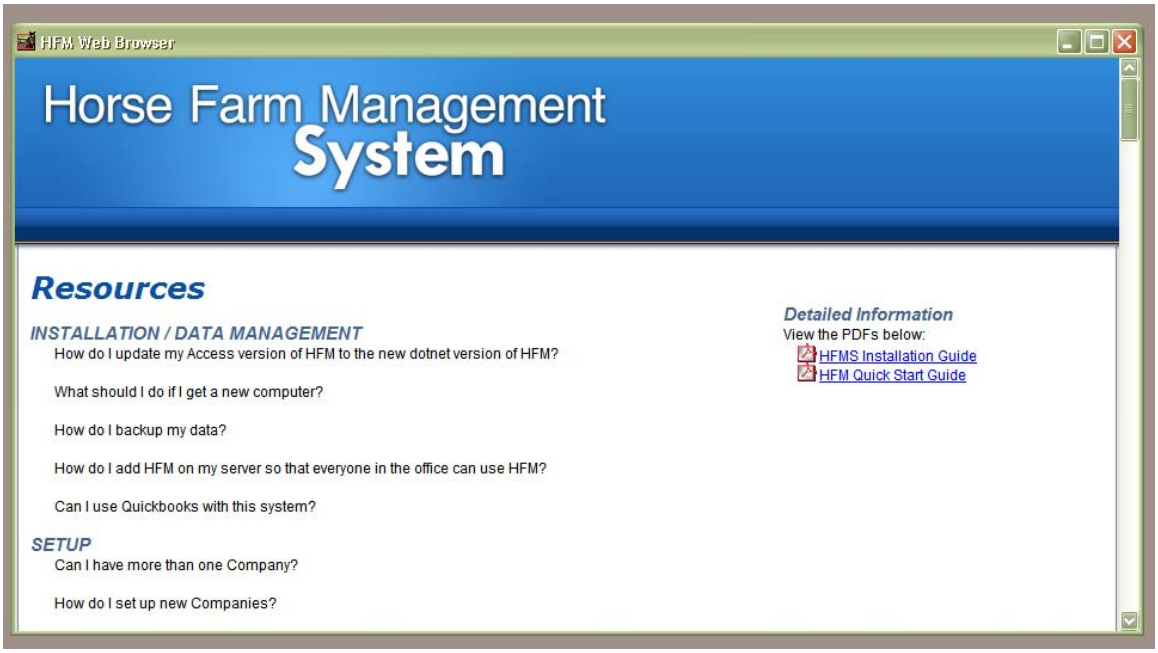
Online Verification



Help Menu

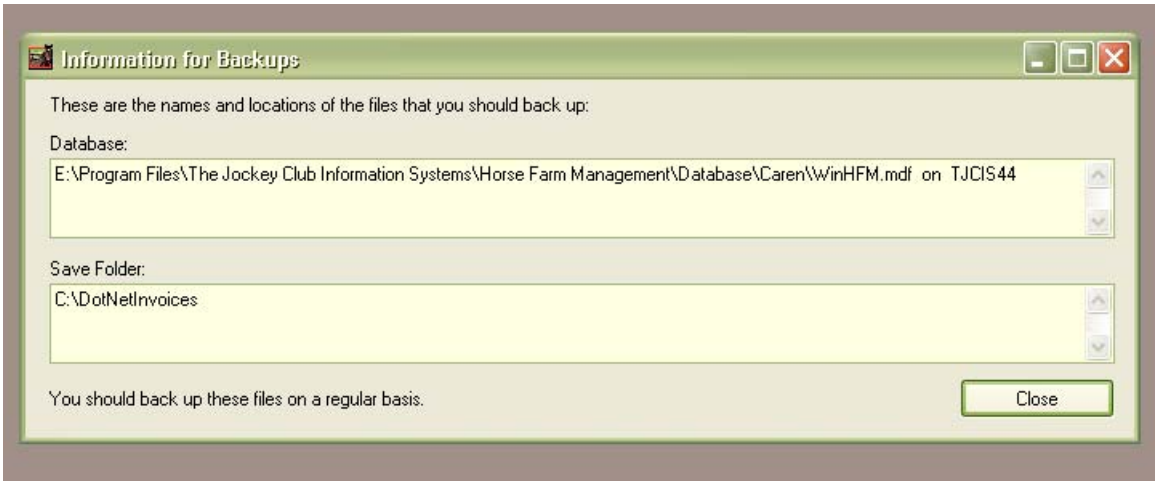
FAQ

This displays a list of Frequently Asked Questions and their corresponding answers. The list includes questions and answers related to Installation of HFM, Setup, A/R Transactions, Procedure Entry, Mare Information Entry and Billing.



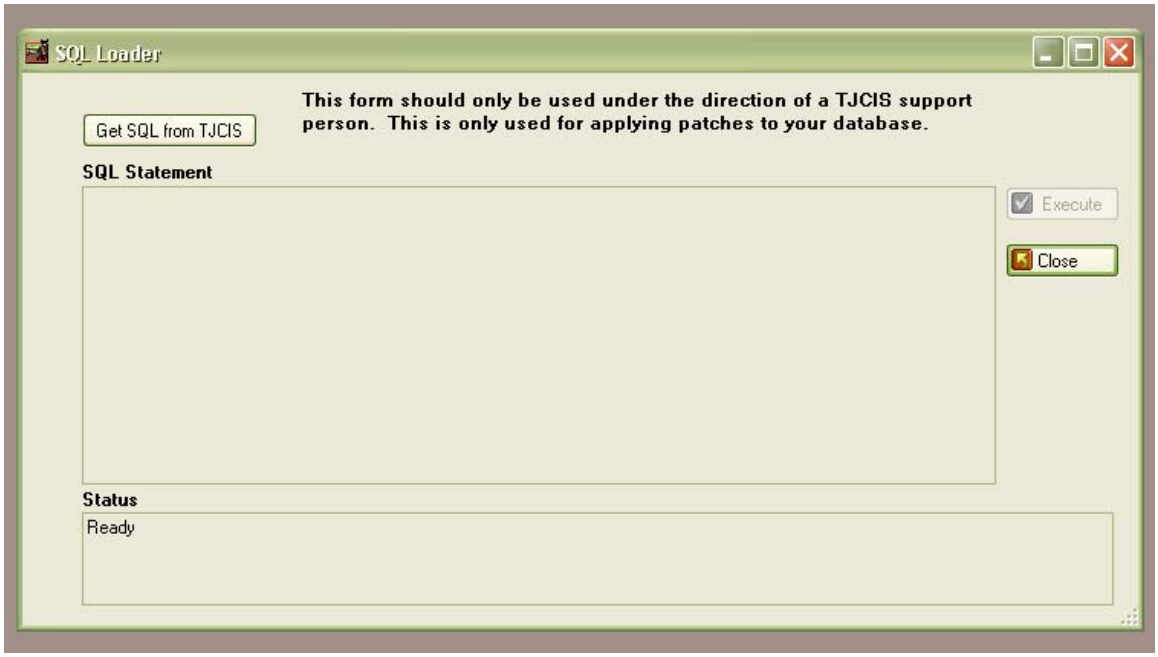
Information for Backups

This shows the *location* of the files you should back up on a regular basis. The Database holds all of the information that you have entered into HFM and the Save Folder contains all of the invoices that have been saved during month end closing. You should back up these files on a regular basis.



SQL Loader

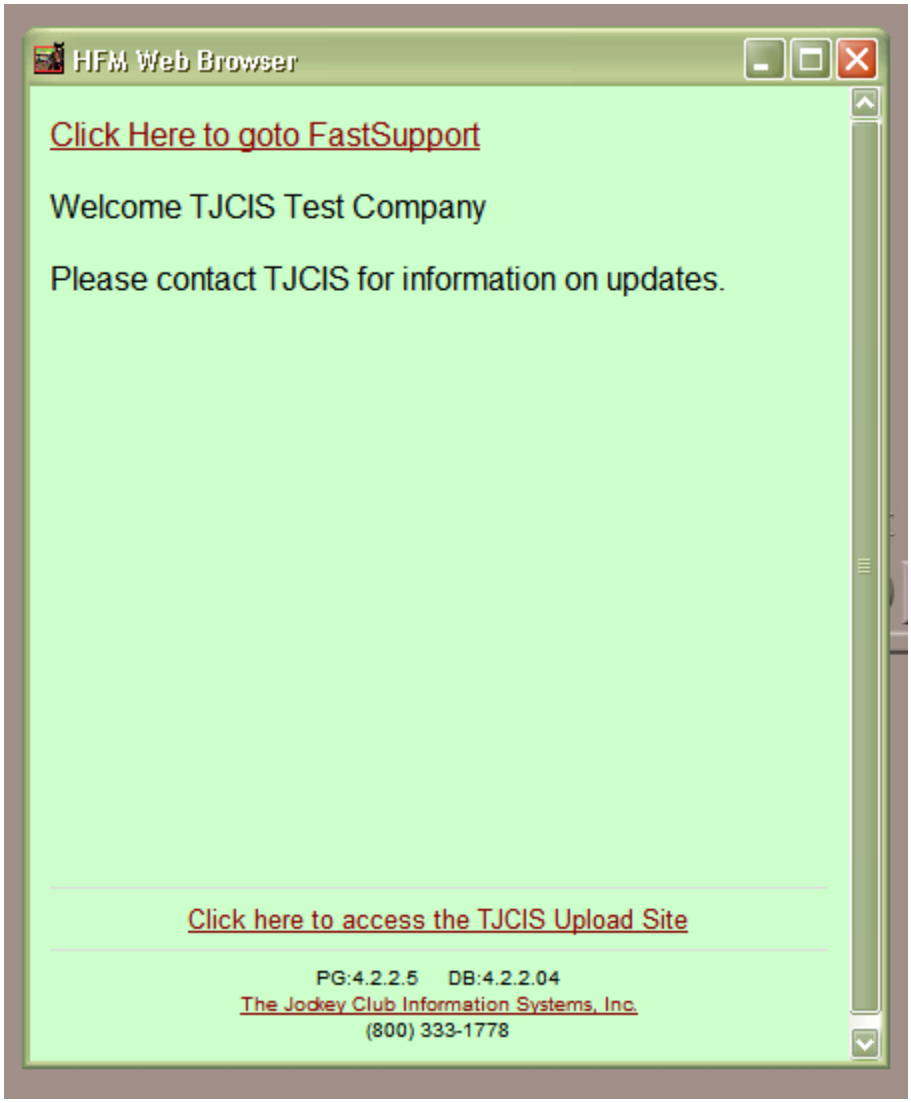
This is used to apply patches to your database and should only be used under the direction of a TJCIS support person.



Send Database To TJCIS

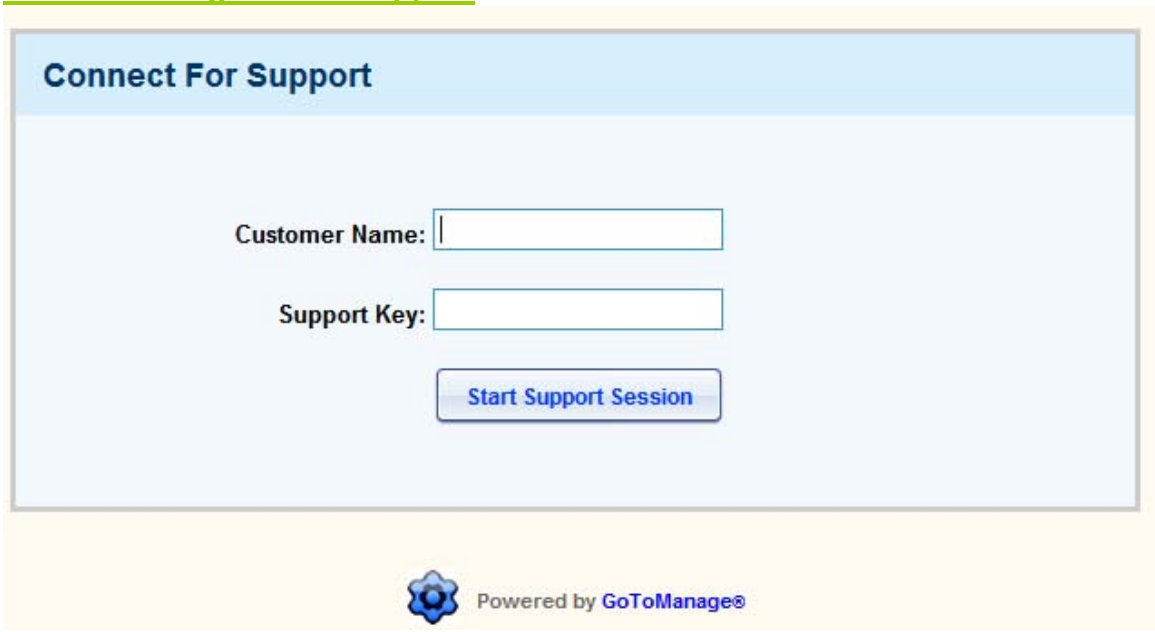
This menu option is in Development and is currently not available.

Check for Updates



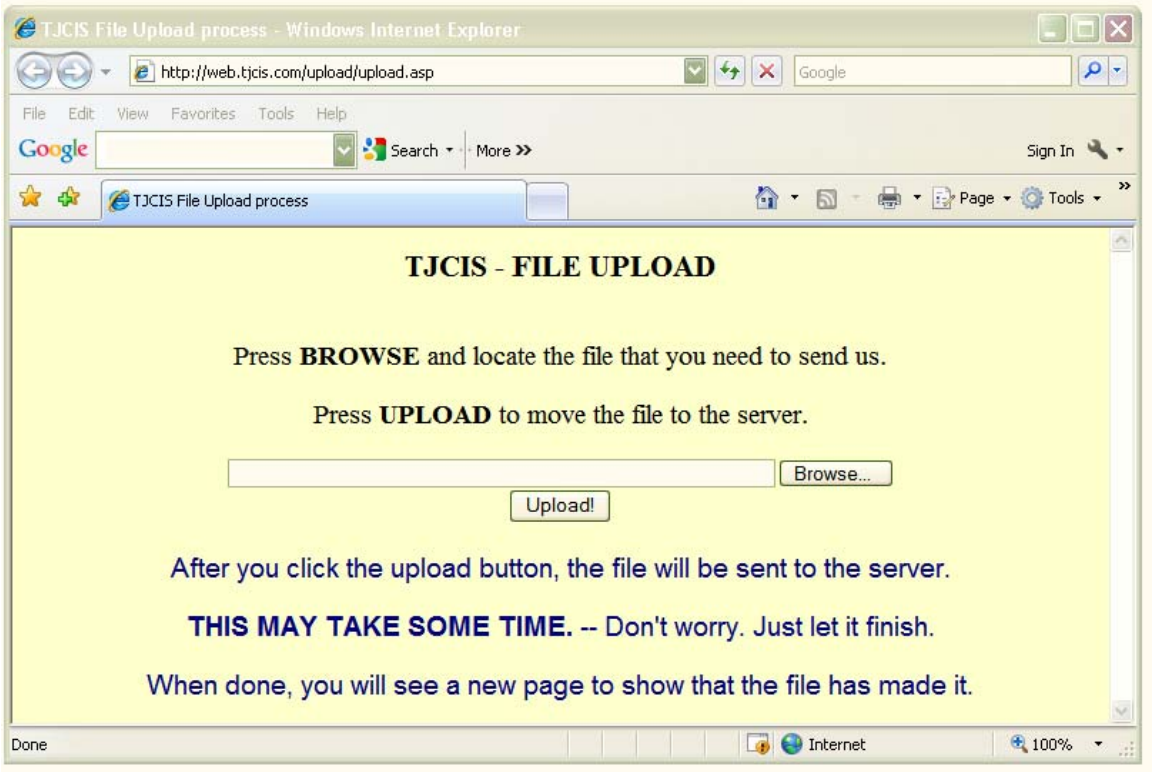
From this screen you can check your program & database versions, go to Fast Support under the direction of a TJCIS support person, you can go directly to The Jockey Club website or you can Upload your datafile directly to TJCIS.

Click Here to goto FastSupport



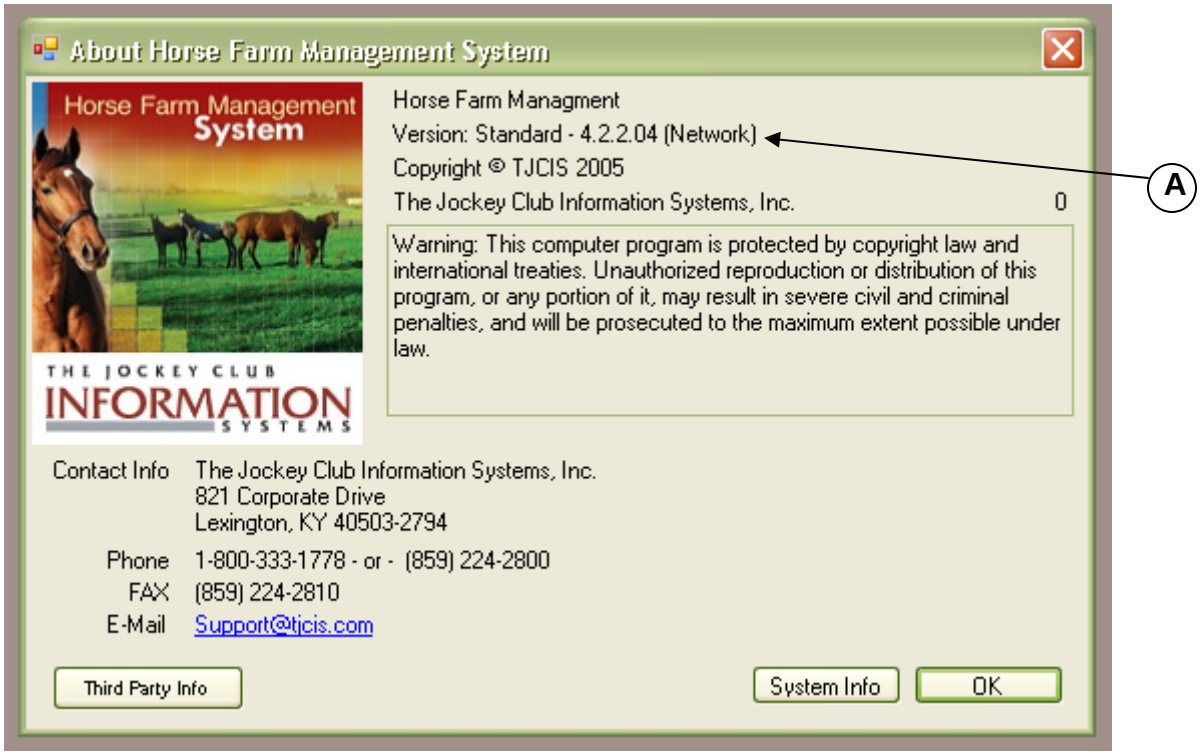
This will be used under the direction of a TJCIS support person and it will allow the support person to see your computer screen at the same time as you. You will enter your farm/company name and the TJCIS support person will provide you with the Support Key.

Click here to access the TJCIS Upload Site



This TJCIS File Upload page will be used if you need to send your datafile directly to a TJCIS support person. You will click “Browse” to locate your datafile and then you will click “Upload” to send your datafile to TJCIS,

About Horse Farm Management System



Note: This is an informational page. You can check to see which HFM Version you are currently running.

This example shows Version 4.2.2.04 **(A)**

General Information about Horse Farm Management

Field Colors
Throughout the program you will see different colored fields for entry. The following colors are the default settings. These default settings can be changed for individual users by going to Setup > Preferences > User Settings and selecting different colors from the drop down list.

Yellow fields: Require information to be entered before the record can be saved.
Green fields: These fields appear in pairs and indicate that information must be entered in either one or the other field (or both fields).
White fields: Indicate that the information is optional, but it would be in your best interest to fill in as much information as you can.
Gray fields: Are "display only" fields and do not allow users to make any changes.

Tip: To see when a record was created and then who updated it, look in the "Audit Log" area on the screen. It will indicate the created by and date and time for the person that created the entry as well as information on the last time/date the entry was updated.

General steps to add information into the system

There are two basic ways to add information into the system. Most of the entry forms have an ADD button that opens the form and allows the user to enter the new information. On some forms, the information is presented to the user in a list format. On these forms there will be a NEW button. Click the NEW button and after an empty line has been inserted you can type in a new entry for the list.

General steps to edit information in the system

To edit existing information, the system has been designed to allow the user to first "lookup" or find the record that needs changing. Once the record has been located, most forms allow the user to directly change values.

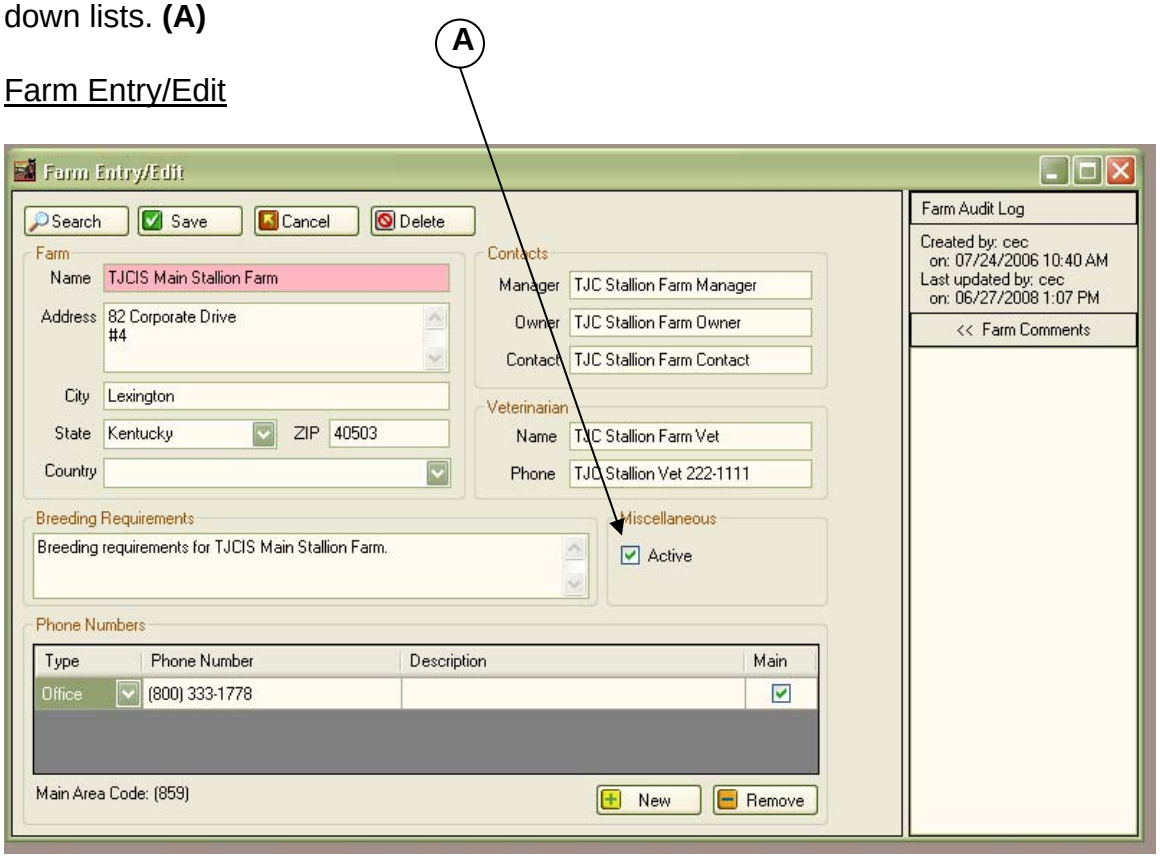
General steps to delete information from the system

The best way to delete a record is by using the DELETE button on the listing forms. You first select the record you wish to remove and click the DELETE button on the form. The system will prompt to double check that you are sure you want to delete. After you confirm, the record will be removed. **Warning:** Once a record has been removed, it cannot be "undeleted". The information would have to be re-entered by the user.

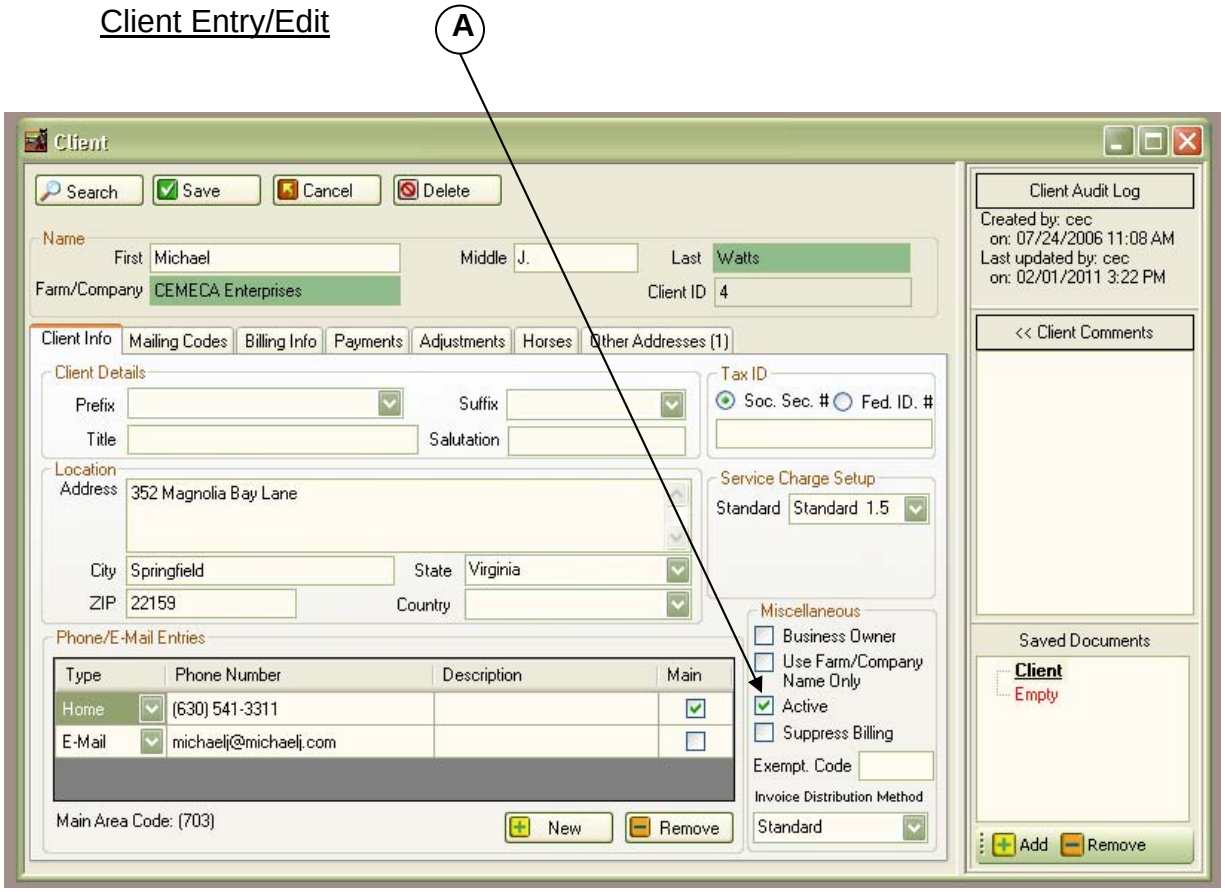
Inactive Records

You have the option of marking records as inactive. Records that can be marked as inactive are: Farms, Clients, Horses, Procedure Categories, Procedure Masters and Boarding Types. To mark a record as inactive, **open** the record and click in the box marked "Active" to remove the check. When the Active box is unchecked, that item will no longer appear in drop down lists. **(A)**

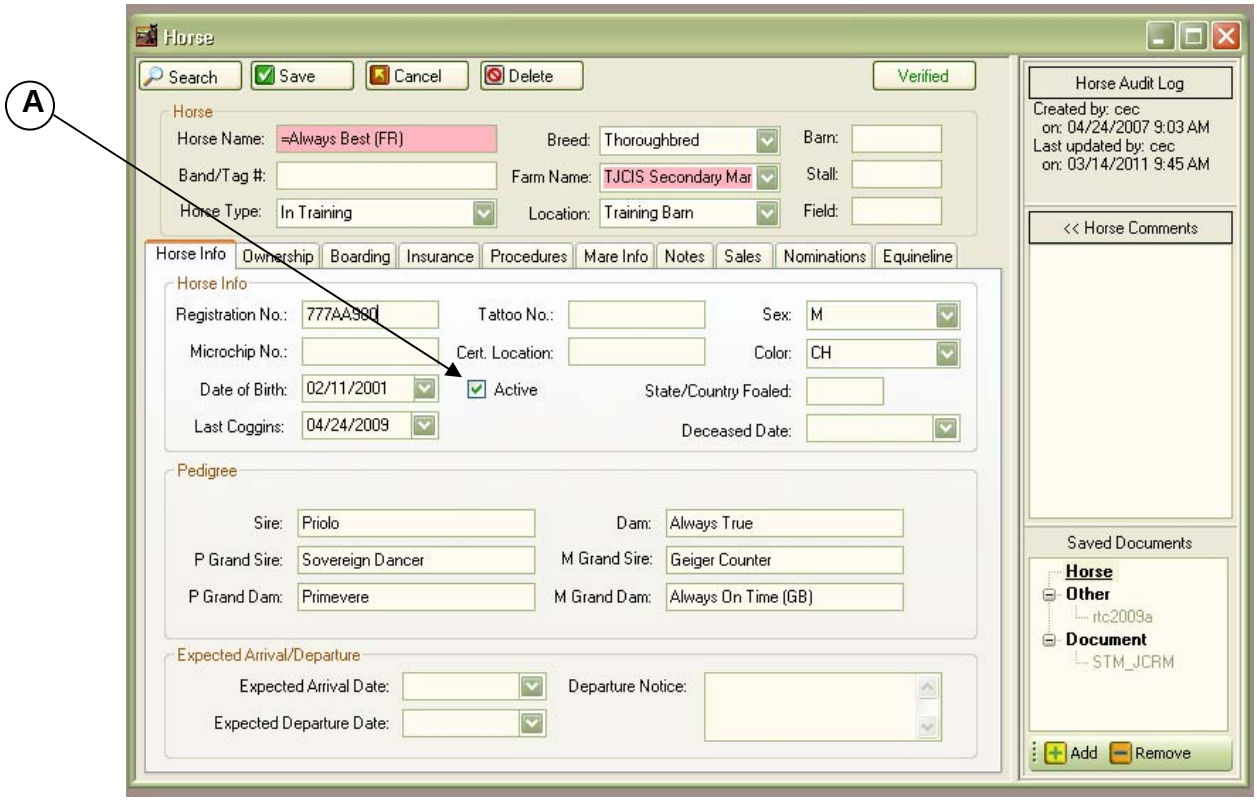
Farm Entry/Edit



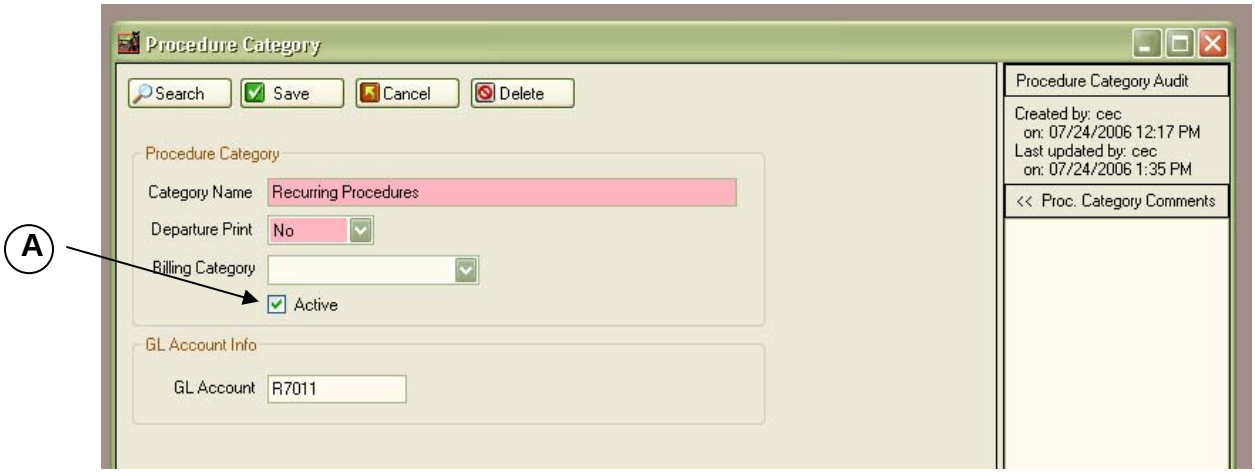
Client Entry/Edit



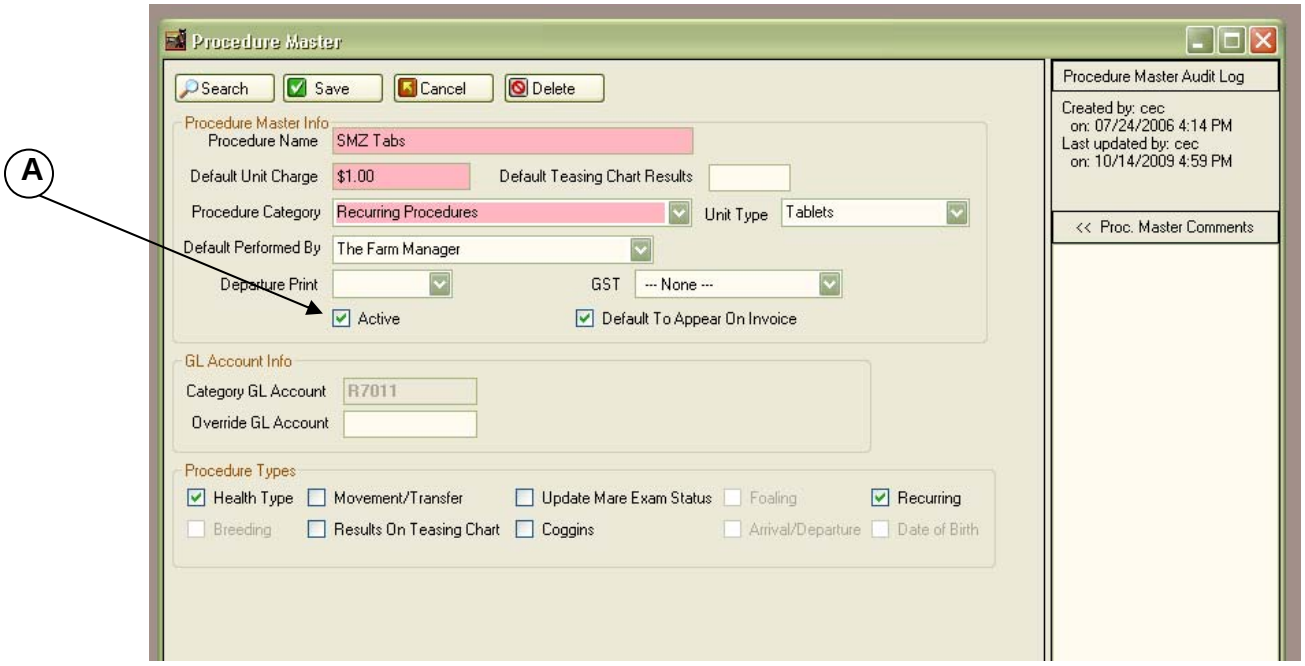
Horse Entry/Edit



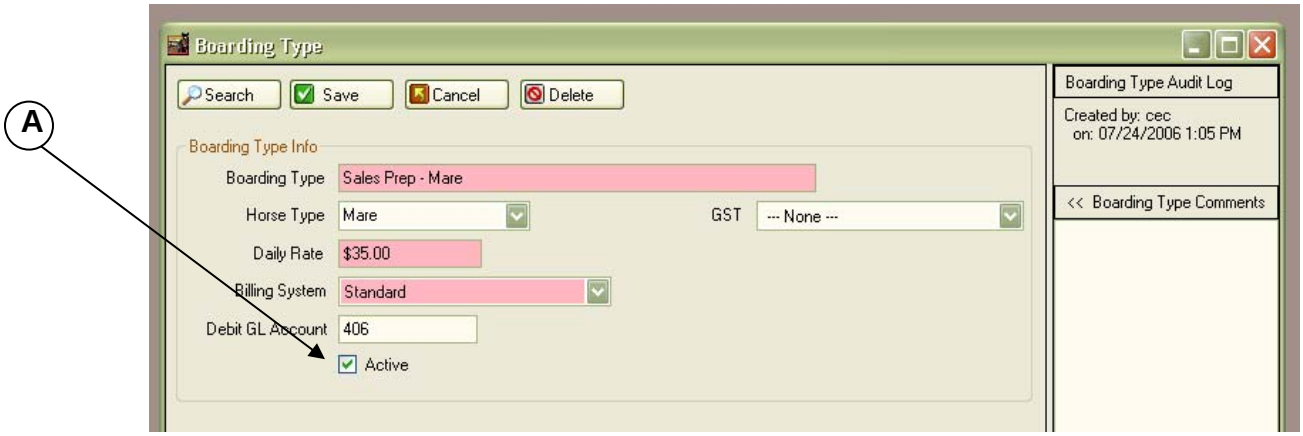
Procedure Category Entry/Edit

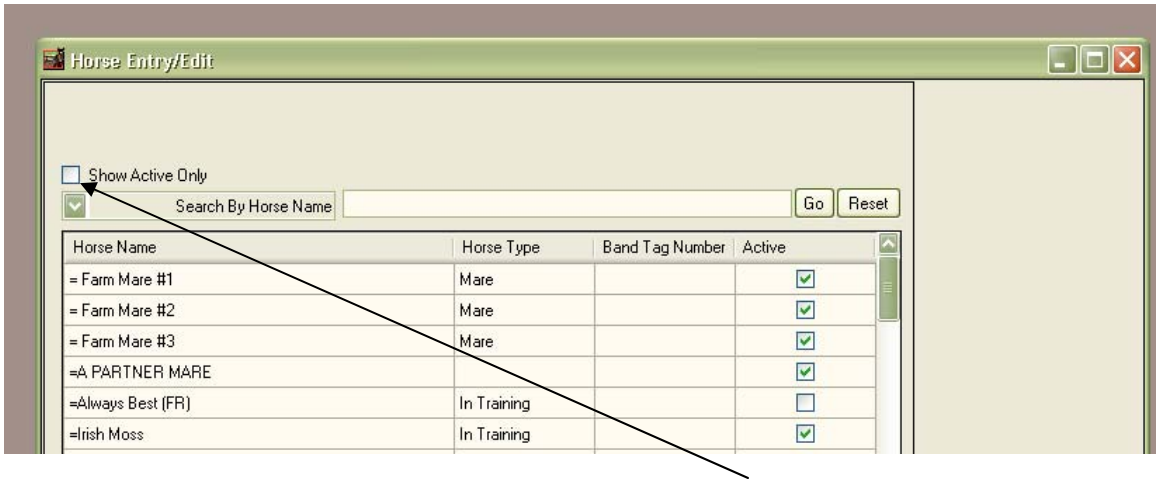


Procedure Master Entry/Edit



Boarding Type Entry/Edit





Once you have marked an item as “Inactive” you can always search for it by “Un-checking” the Show Active Only box on the individual search screens. When the Show Active Only box is unchecked, you will see both the Active and the Inactive items in the search list.

GETTING STARTED

For this "Getting Started" section, all of the different methods of entering/editing data are not covered. While the system can handle many types of farms and operating styles, this section is meant to show the user just one way of using the software. This "quick start" will give most farms a straightforward way to immediately begin using the system.

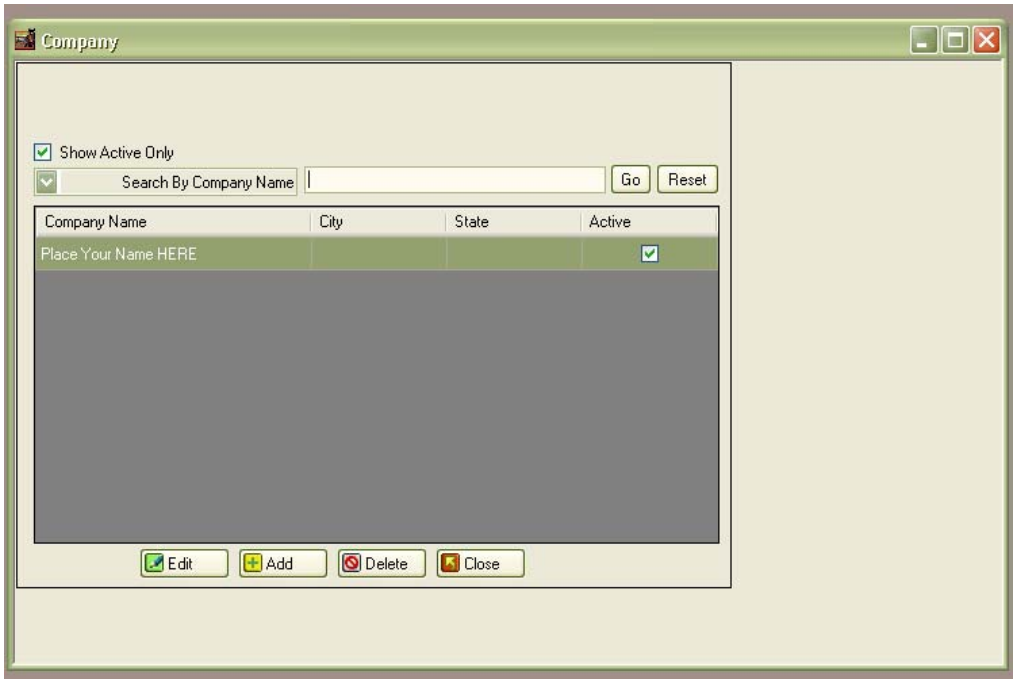
Getting Started – Just the Basics

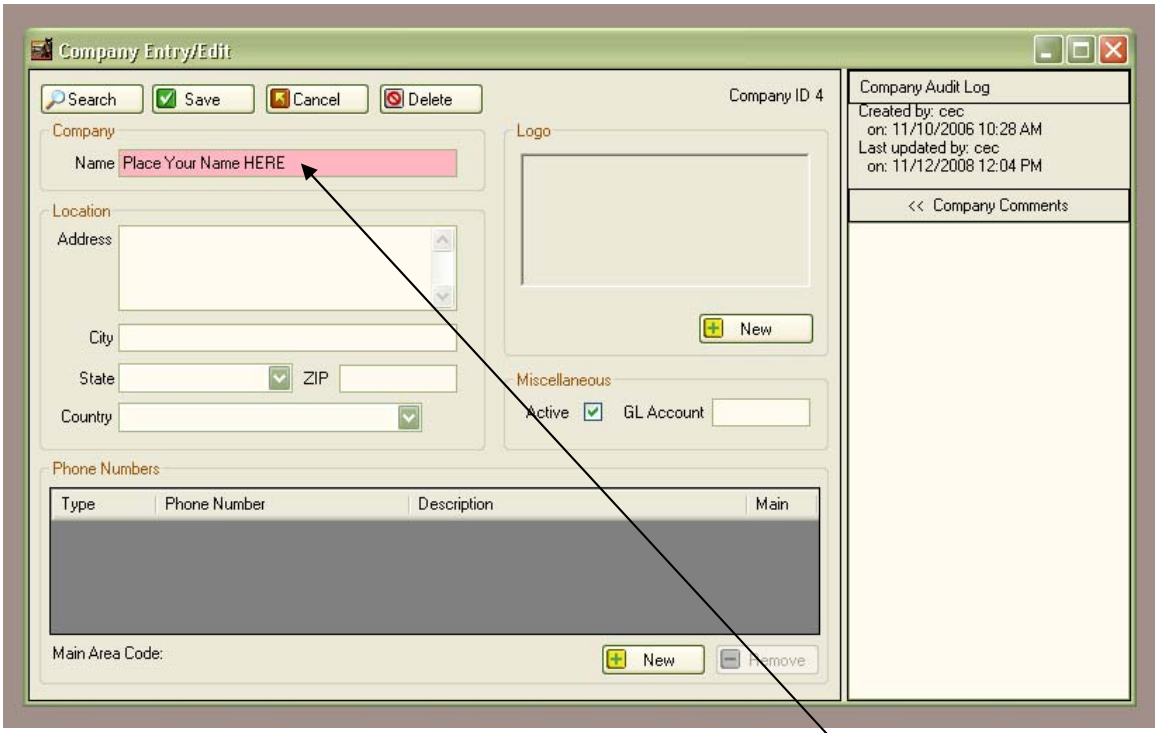
After the Horse Farm Management System has been installed and you have called The Jockey Club to complete the registration process, you should take the following basic steps in order to begin setting up and using the program. Please keep in mind that some steps must be completed before you can continue to the next step. For example, you will need to set up your client list before you set up your horses because the system requires that you enter the horse ownership before exiting the horse master screen.

The following is the recommended order for entering your information. This section also provides a brief overview. A detailed "How To" begins on page 31.

Set Up Your Company First

(Setup > Companies)
On the Company Search screen, highlight the name "Place Your Name HERE" and click the Edit button.





On the Company Entry/Edit screen, go to the "Name" field, **DELETE the words "Place Your Name HERE" and then <u>type in</u> <u>your own company/farm name</u>.** Enter your address and then enter your phone number, fax number, etc. and click "Save" when done. If you need to, you can come back to this screen at a later time and set up additional companies.

NEXT

Set up Farms

(Master Files > Farms)

Click the Add button and enter <u>your farm first</u> and any other information such as address and phone number. When finished, click the "Save" button. Add any other farms that you will be interacting with during the course of the year. Other "Farm" entries could include the stallion farm where your mare will be sent for breeding or the name of a clinic where you might send horses for veterinary services or the name of the track where your horse is currently in training.

Select and Review Preferences

(Setup > Preferences)

Application Settings > Company Settings

- Select a default breed from the drop down list
- Select your farm name from the drop down list as the "Default Farm"

Set up Clients

(Master Files > Clients)

Click the "Add" button and first add yourself as a client and then add each of your clients, whether an individual, a farm, a company, etc. Enter as much information as you have on each client and click "Save".

Set up Boarding Types

(Master Files > Boarding Types)

Add a "Boarding Type" for each type of horse you have on your farm and the daily rate you will be charging for each Boarding type. The board type is used for billing and the daily rate is the amount a horse will be charged per day to board with you. (Mare, Mare under lights, Barren mare, Mare pasture board, Foal, Weanling, Yearling, Sales Prep, etc.)

Set up Horse Types

(Master Files > Horse Types)

Similar boarding types can be grouped together in one Horse Type making it easier to produce lists or perform mass procedures. For example, you may have Mare, Mare under lights, Barren mare or Mare pasture board but they are all "Mares". If you have a Horse Type of "Mare", you can associate all of the other "Mare Boarding Types" to the Horse *Type* of "Mare".

Set up Procedure Categories

(Master Files > Procedure Categories)

Add general categories that your specific procedures will fall within such as: (Blacksmith, De-Worm, Vaccinations, Medical, Vanning, Tack & Equipment, Reproductive, Registration/Nominations, Outside Vet, etc).

Set up Procedure Masters

(Master Files > Procedure Masters)

Add each of the specific procedures that may be performed on a horse and the standard charge if there is one. (Palpation, Ultrasound, Trim 4, Coggins, Foal Profile, Tetanus Vaccination, Jockey Club Registration, Neck Strap, Culture, etc).

Set up Horses

(Master Files > Horses)

Add all horses that are currently on your farm or horses that you wish to track. Enter an Ownership date and select the owner's name from the client master list. Enter an arrival date if the horse has arrived on your farm and select a Boarding Type.

Review Master Lists

(Setup > Master Lists) **(Optional)**

You should review the categories so that you are familiar with the items in each category and make changes as needed. To add an item to a category click the "New" button, type in your entry and then click "Save".

Review Billing Setup

(Setup > Billing Setup) **(Optional)**

Billing Codes. The system has been preloaded with all necessary G/L codes. Only if your farm uses specific G/L accounting codes will you need to change them.

Service Charge. If you charge late fees for overdue invoices, then enter codes for each rate you plan to use.

G/L Account Setup. The system has been preloaded with all necessary G/L codes. Only if your farm uses specific G/L accounting codes will you need to change them.

*Initial A/R Client Balances for **New Users Only***

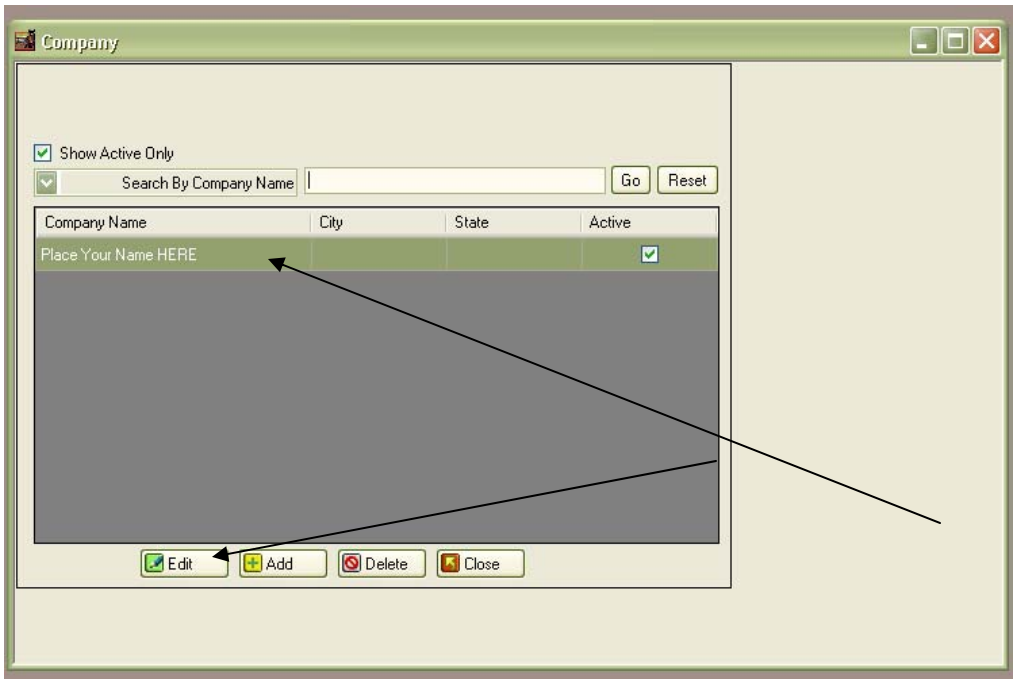
(Setup > Billing Setup > A/R Maintenance)

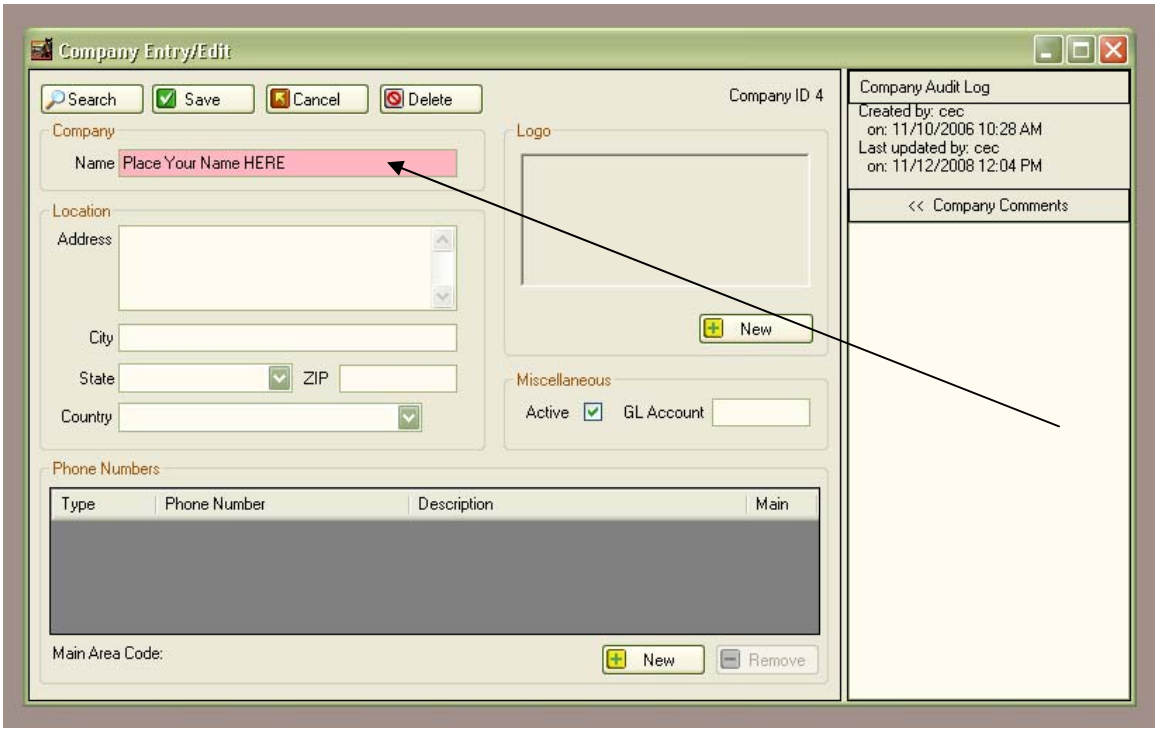
For each client listed, type in any outstanding balances from your previous billing in the appropriate column (Current, Over 30, Over 60, Over 90, Service Charges). The amount entered here will show up as the beginning balance on the client's first invoice.

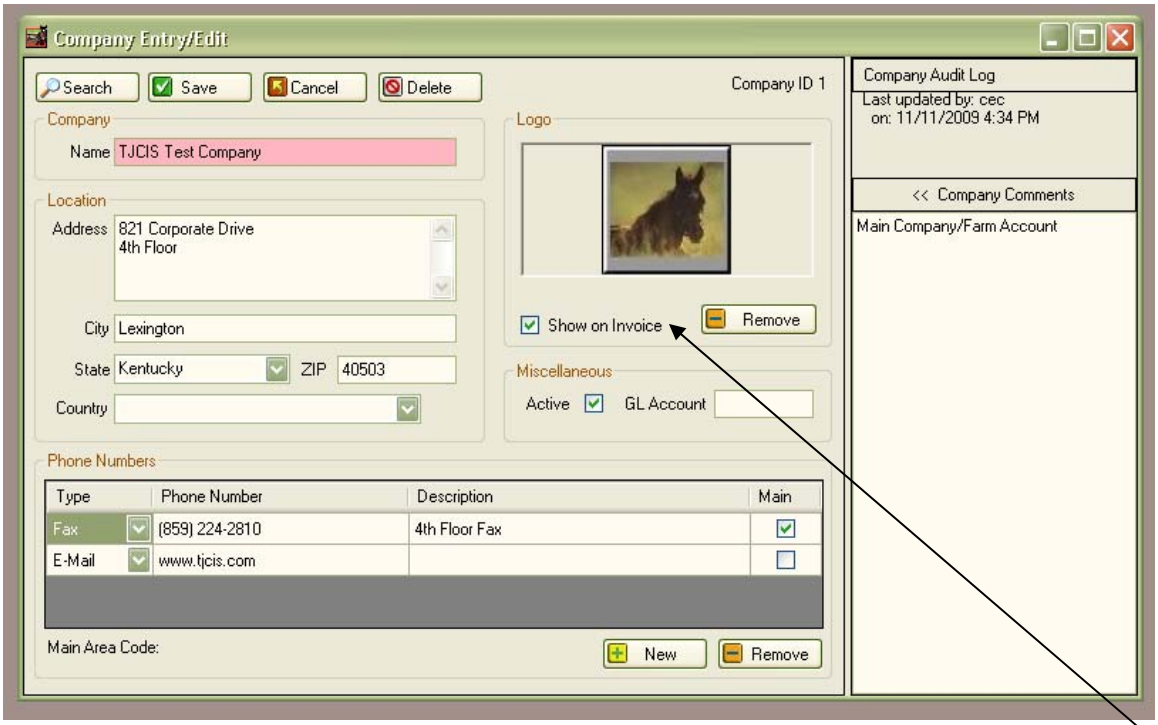
DETAILED WALK THROUGH

The following section outlines the step-by-step process of setting up your farm's information and entering your horses' daily activity into the Windows Horse Farm Management program.

1. *Set up your Company*
    - Select "Setup" from the menu
    - Select the "Companies" menu item to open the form
    - Highlight the company name *"Place Your Name HERE"* and click the "Edit" button. In the "Name" field, DELETE the words "Place Your Name HERE" and **type in your own company/farm name**. Enter your address. Click the button "New" to enter your phone number, fax number, e-mail address, etc. and click "Save" when done.
    - Please note that you can set up more than one company if needed. For example, you may want to keep your Breeding stock in one company and your Sales stock in another separate company.
    - To add a new company select Setup > Companies and click the "Add" button. In the "Name" field type in the name of the additional company and enter the address, the phone number, fax number, etc. and click "Save" when done.





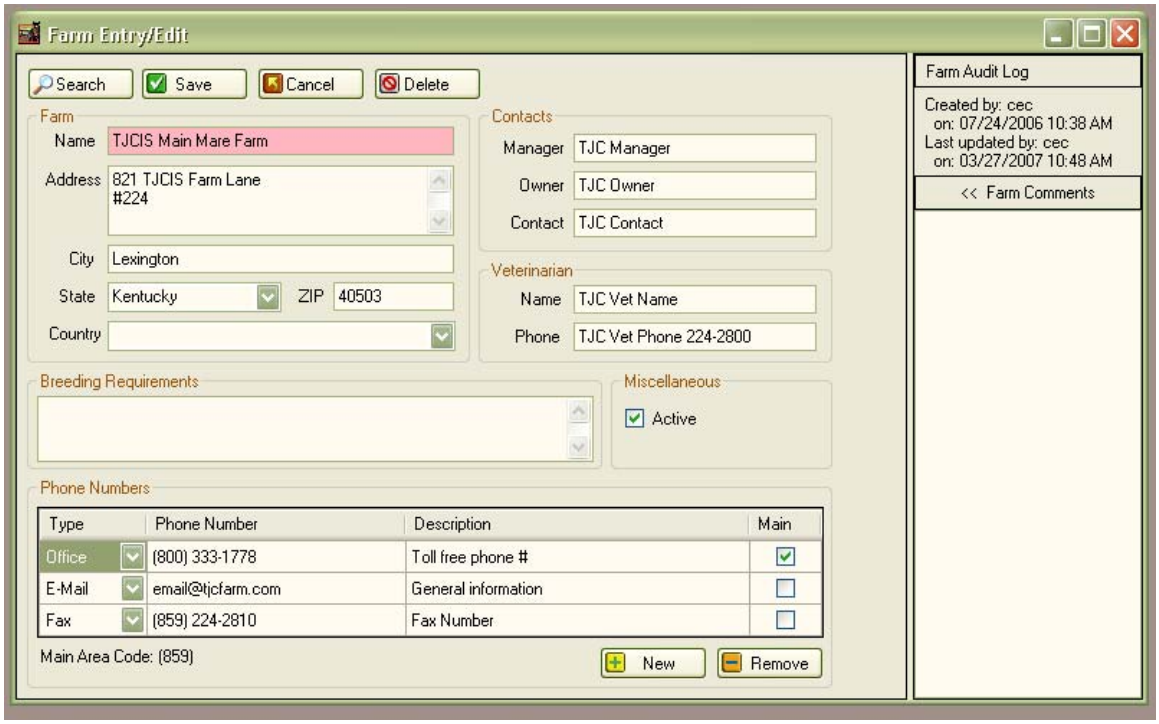


TIP: If your company logo is available, you can Click the "New" button and browse for your logo and then click the box "Show on Invoice". Your logo will then print out in the heading on the top, right-hand side of your client invoices. To remove the logo, click the "Remove" button in the Logo area on the Company Entry/Edit screen.

o G/L Account. This is not a required field. If you do not need to identify a specific G/L Account number for your farm, you can leave this field blank.

2. Set up farms

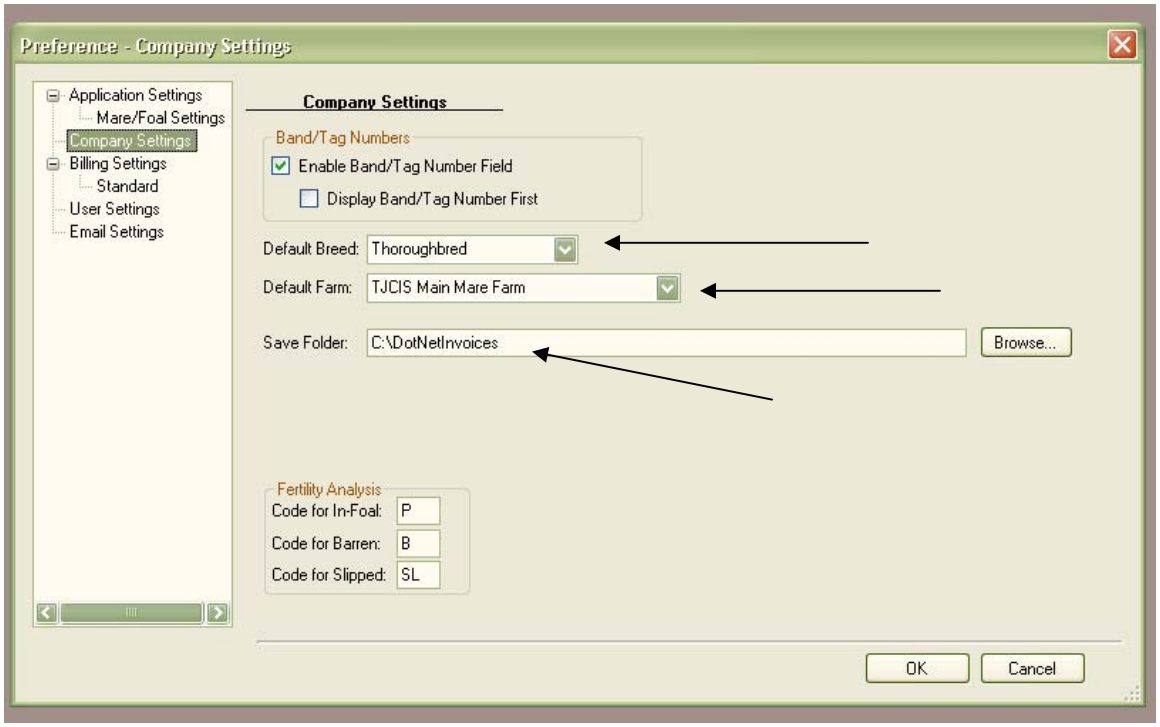
- Select “Master Files” from the menu
- Select the "Farms" menu item
- Click the “Add” button. First, add your own farm



- Add any other farms or facilities that you will be interacting with during the breeding season or throughout the year. Enter as much information as you can, including the main phone number, contacts, Veterinarian Name/Number and any Breeding Requirements.
- Other farms would include those that you send your mare to for breeding. Add any other farms that you will be interacting with during the breeding season. Other “Farm” entries could include the stallion farm where your mare will be sent for breeding or the name of a clinic where you might send horses for veterinary services or the name of the track where your horse is currently in training.

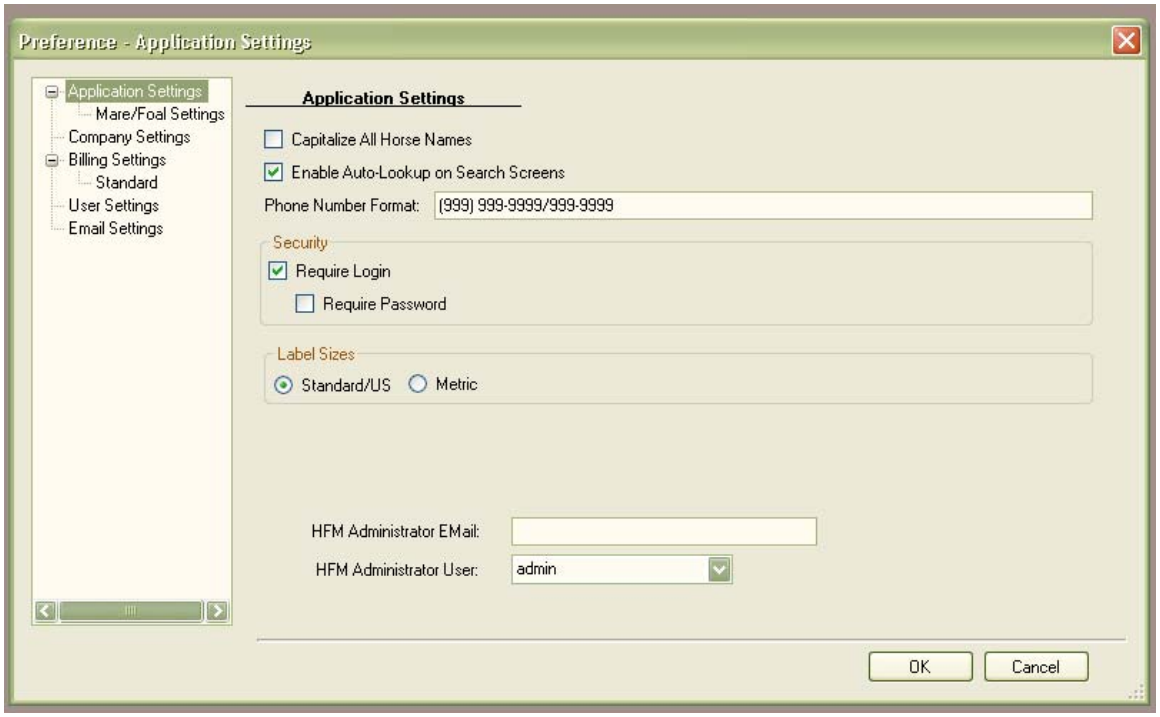
3. Review and Select Preferences

- Select “Setup” from the menu
- Select the “Preferences" menu item to open the form
- Select “Company Settings”
- Select the default breed from the drop down list
- Select your own farm name from the drop down list as the “Default Farm”



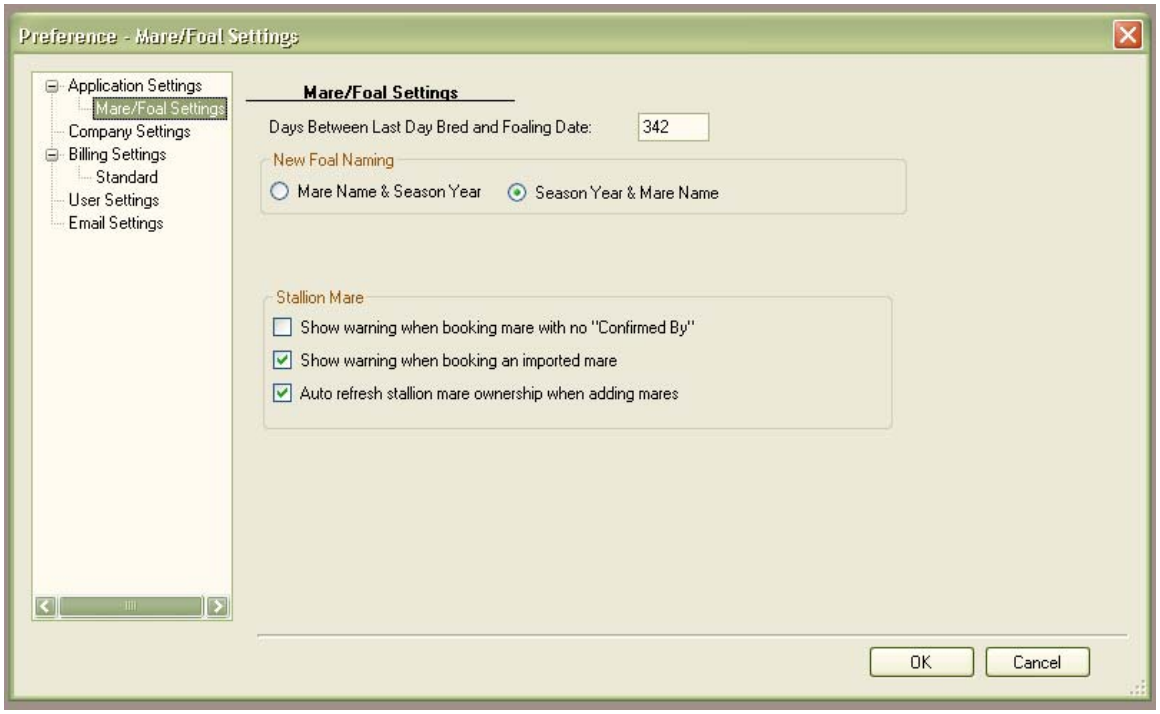
o It is important to make note of the Location and name of the Save Folder. This folder will hold **all** of the saved invoices from the closed billing periods and it should be backed up on a regular basis.

Application Settings



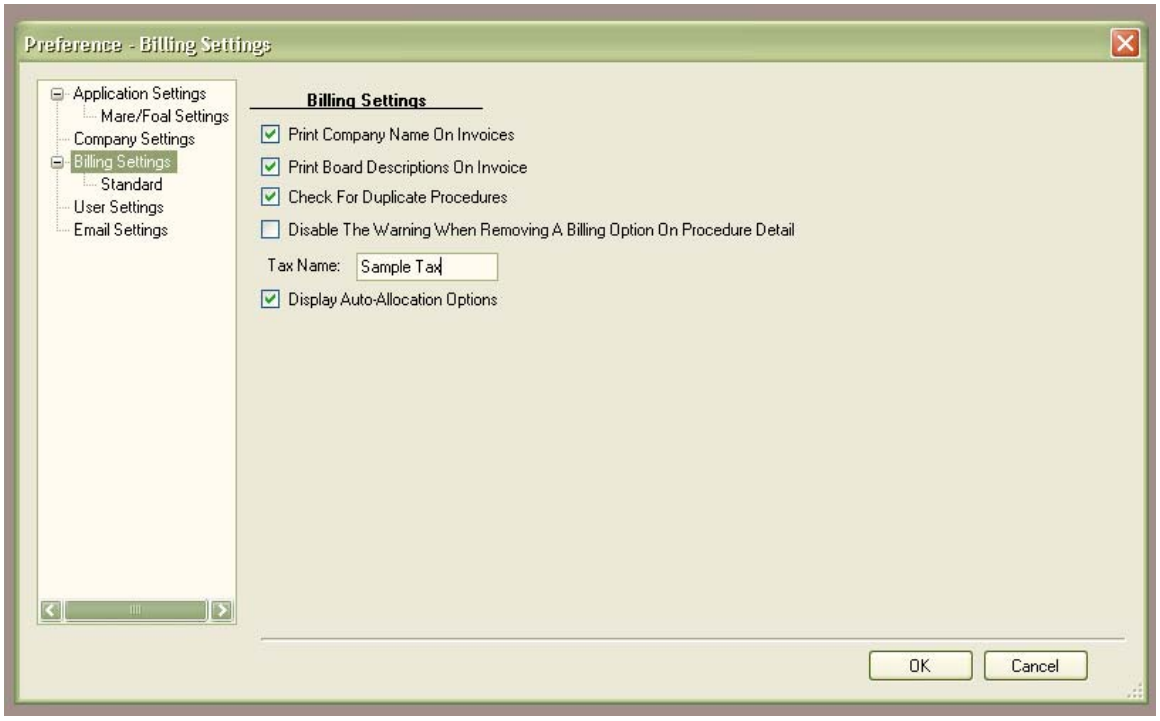
o If you want to be able to type horse names in lower case and let the system automatically convert them to uppercase, check the box next to **"Capitalize All Horse Names"**

Mare/Foal Settings



- Days Between Last Day Bred and Foaling Date. This number is pre-populated but can be changed. This is the number used to calculate the Projected Foaling Date which shows up on the Mares Bred Summary Report, the Foaling Mares By Location Report and the *Due Date* which can be found on the Teasing Worksheet.
- New Foal Naming. When a new foal is entered into the system via the Mare Entry/Edit > Foaling Info you can select how the name will appear. You can select to default the new foal's name to be the Mare Name first and then the Season Year (Blackeyed Susan 12), or the Season Year first and then the Mare Name (12 Blackeyed Susan).
- Disregard the "Stallion Mare" preferences unless you have purchased the HFM Stallion Module.

Billing Settings



Print Company Name on Invoices

- If you want your name, address, etc. to automatically appear as the heading on your invoices, leave the "√" marked in the box. If you are using pre-printed stationery and do **not** want the system to automatically generate the heading, simply un-check the box next to Print Company Name on Invoice to remove the "√".

Print Board Descriptions on Invoice

- Invoices usually show "Board @ $xx.xx per day". If the Print Board Type Description On Invoice is checked, the invoice will show "Sales Prep @ $xx.xx per day".

Check for Duplicate Procedures

- This option will warn you if you have entered a duplicate item within the same entry set

Disable the Warning When Removing A Billing Option On Procedure Detail

- If you DO NOT want the system to warn you that you have removed a procedure from invoicing, check the box next to **"**Disable the Warning When Removing A Billing Option On Procedure Detail".

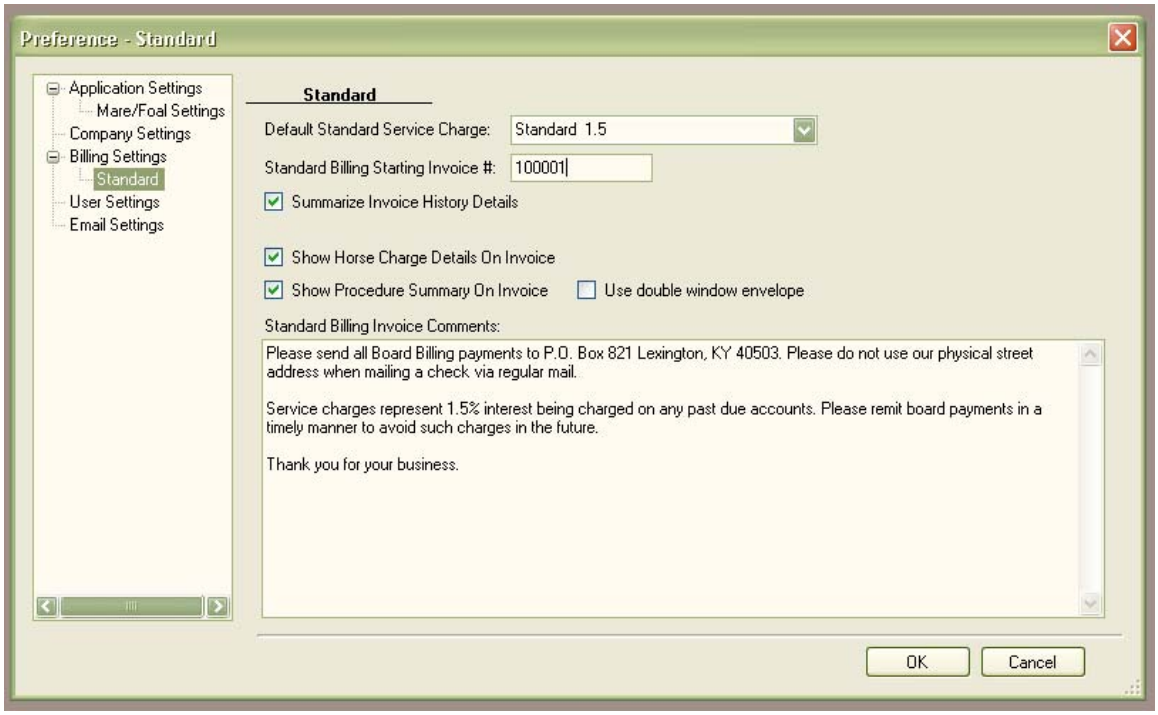
Tax Name

- For Non-US clients, enter the tax name that will be used in billing (such as HST, GST, etc.).

Display Auto-Allocation Options

- When this box is checked, options will be displayed to help automate the process of applying credit invoices and unapplied payments to outstanding invoices.

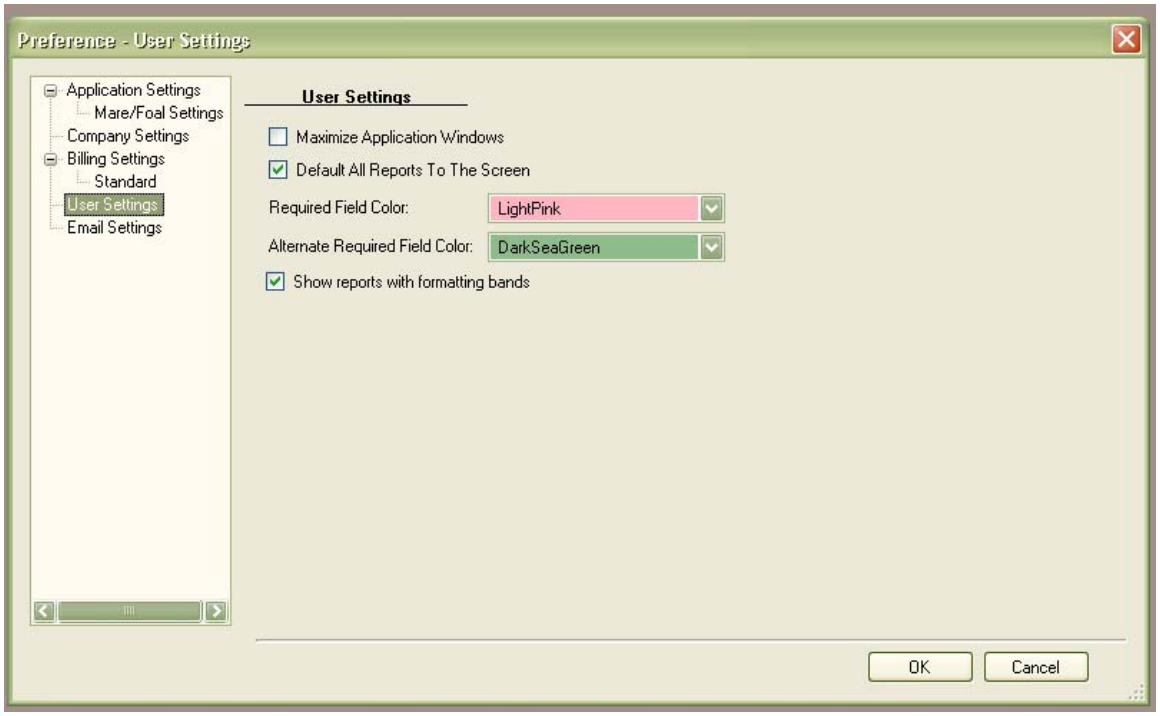
Billing Settings > Standard



- Default Standard Service Charge. Select the default service charge from the drop down menu. This will auto-populate in the service charge field on the client master file each time a new client is added to the program.
- Standard Billing Starting Invoice #. This is the default number that will be used as the first number on your first invoice generated through the billing menu. This number can be changed but it has to be a number that is greater than any currently created invoices.
- Summarize Invoice History Details. If checked, the invoice will be shown in summary format. If unchecked the invoice will be shown in detail format.
- Show Horse Charge Details on Invoice. If checked, the invoice will print the detail page for all of the horse charges. If unchecked the details will not be printed.
- Show Procedure Summary on Invoice. If checked, the invoice will print the charges by category page. If unchecked there will be no summary page printed.
- Use double window envelope. If checked, the invoice heading will be shifted so that the address shows through a standard double window envelope.

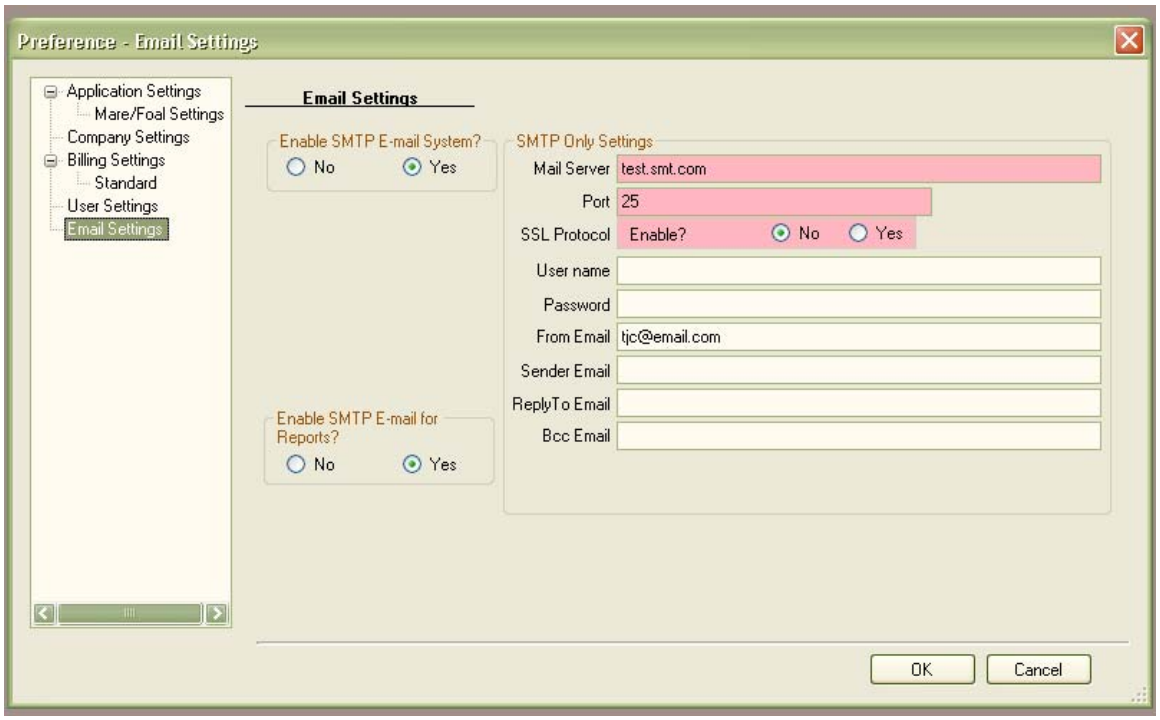
- Standard Billing Invoice Comments. Enter any information in this area that you want to appear on client invoices such as: Net 30, Payable Upon Receipt or Happy Holidays. The text that is entered here will appear on the first page of all client invoices.

User Settings



- If you want your reports to print to the screen first before printing to a printer, check the box next to “Default All Reports To The Screen”
- Each person can select his/her own Required Field Color and the Alternate Required Field Color from the drop down list.
- Show reports with formatting bands. If checked, all reports will display formatting bands. If unchecked there will be no formatting bands on any of the reports.

Email Settings

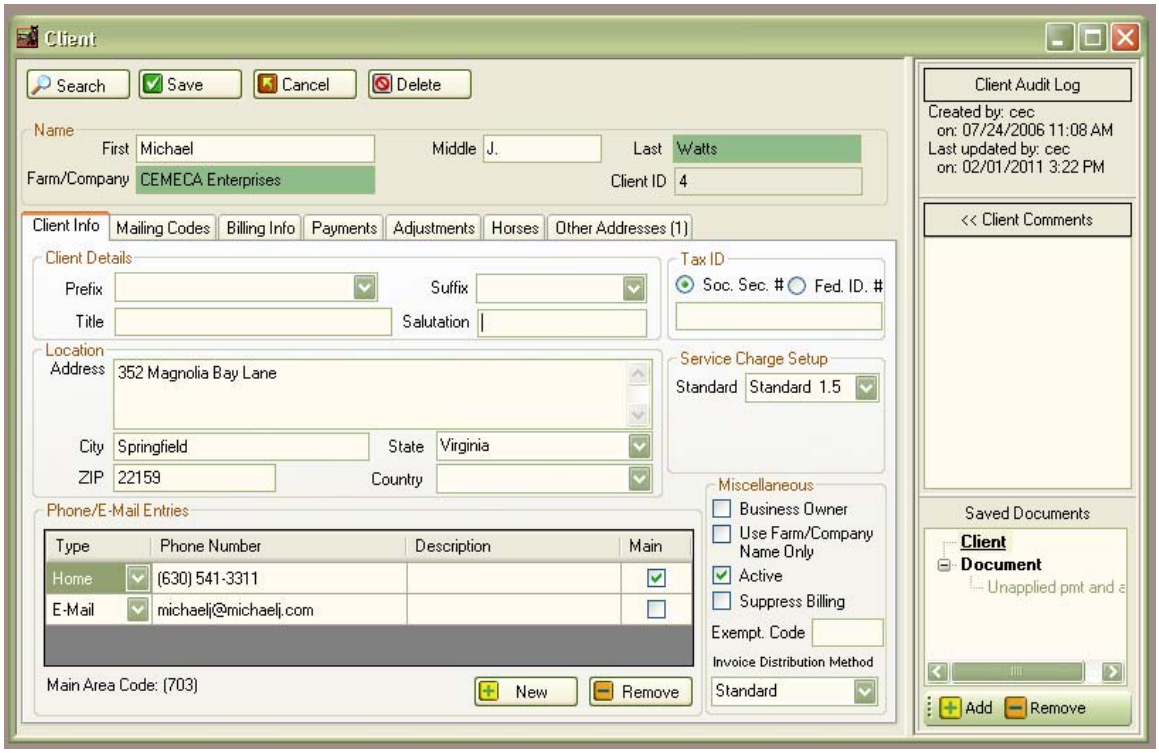


Please contact The Jockey Club (800) 333-1778 or (859) 224-2800 for detailed instructions on the Email Settings.

4. Set Up Clients

Select “Master Files” from the menu.

- Select the "Client" menu item
- Click the **“**Add**”** button to add each horse owner, client, billing entity, etc. to the system.



- o First add yourself as a client.
- o Next, enter all of your clients. You can enter just the last name and first name and leave the Farm/Company name blank or you can enter just the farm name or you can enter the last name, first name and the farm name. Enter as much information on each client as possible.
- o When assigning ownership for horses you will be selecting clients from the Client Table that you have created.

Tax ID: This area is more for your reference and will only appear on the Client Listing Report. It provides a place to note the Social Security Number of the client or the Federal ID Number of the company that has been entered on this screen.

Service Charge Setup: Service charges are applied on an individual basis. If you want the system to automatically calculate service charges for a particular client, select the appropriate service charge code from the drop down list.

Miscellaneous:

Business Owner: This check-box is for your visual reference. If checked, it indicates to you that the person listed (Last name, First name), owns the Farm/Company that has been entered on this screen.

Use Farm/Company Name Only. If the farm is the billing entity and not the client name, then check the "Use Farm/Company Name Only" box and only the farm/company name will appear on the invoices and reports.

Active: When this box is checked it indicates that the client is Active. If you uncheck the box the client will become Inactive.

Suppress Billing always defaults "Blank". This means that the system will automatically keep track of all charges for this client and that the system will generate an invoice for this client. If you check the box, this client's billing becomes suppressed and **no** invoice will be generated.

Exempt Code: If you are using the Service Tax options and have set up the Service Taxes and the Tax Name (HST, GST, etc.) you will use this field to enter an Exempt Code for those clients that are not eligible to be charged a Service Tax.

Invoice Distribution Method. The default for this field is "Standard". If you wish for a client to receive invoices via E-mail, select "Email" from the drop down list.

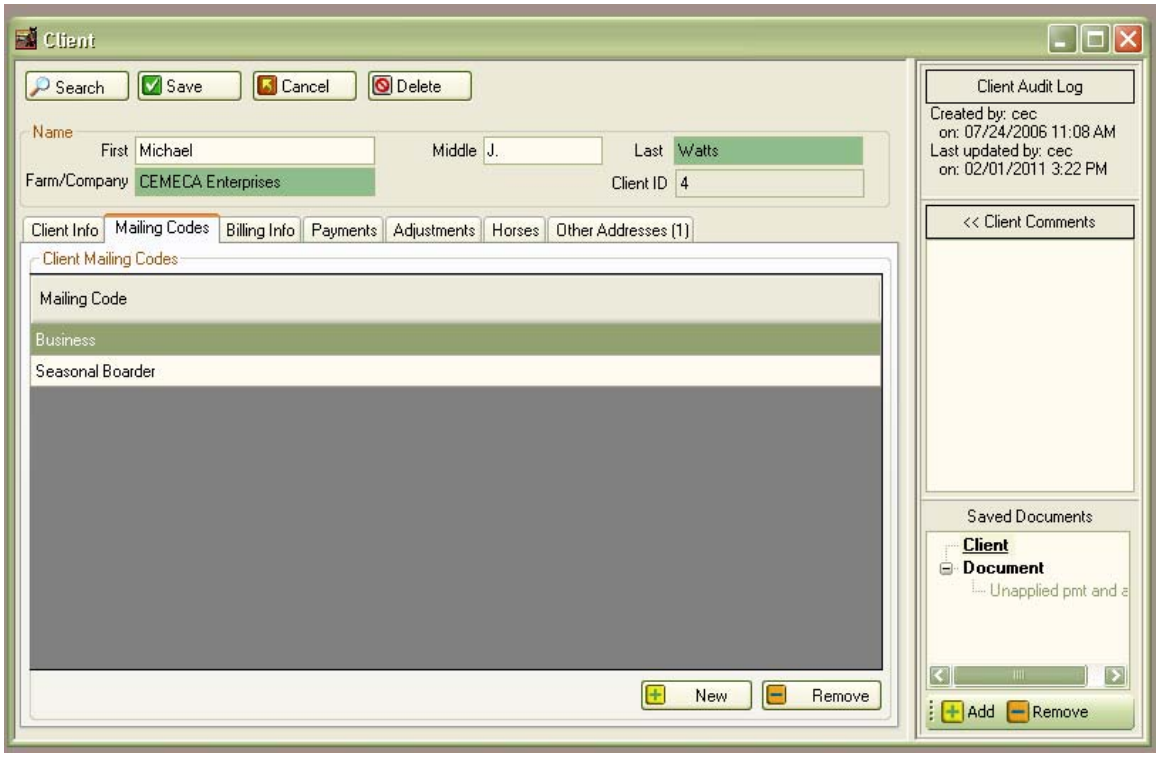
Note: The Client Comments area is for your reference. These comments do not print on any report.

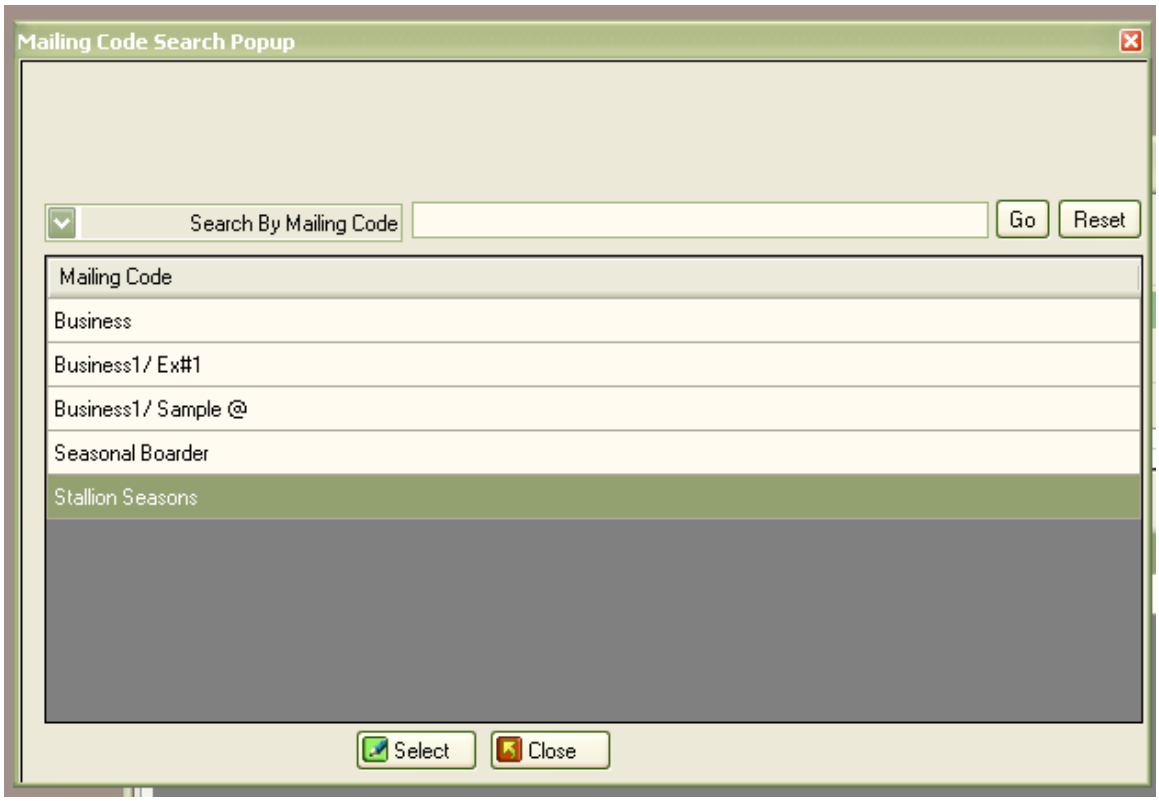
Note: The Saved Documents area is a place that allows you to save copies of photos, scanned documents, videos, etc. directly into HFM. Any file that is on your computer can be added to this area.

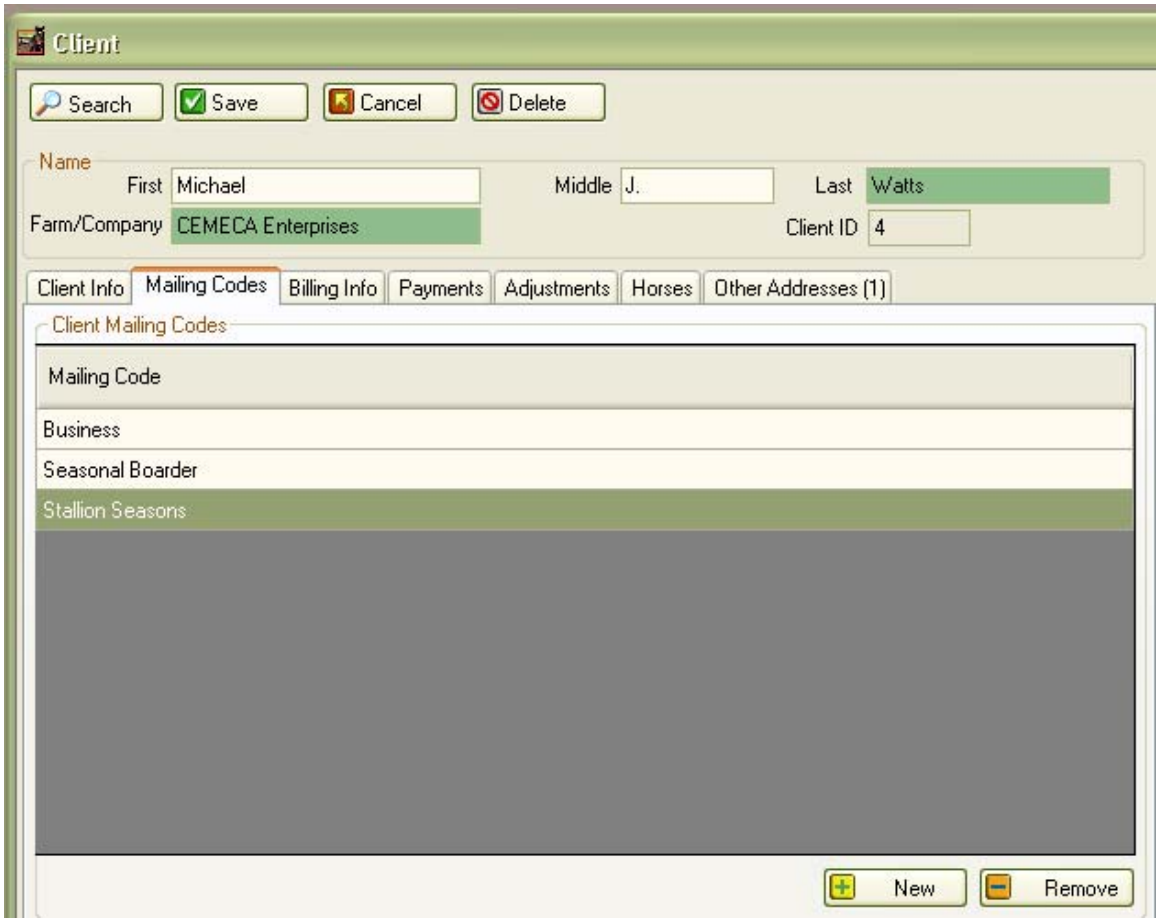
Additional Client Entry/Edit Screen Options

Mailing Codes: One or several mailing codes can be assigned to each client. If a mailing code is assigned, you will be able to print labels based on any of the pre-defined mailing codes. You can add as many Mailing Codes to each client as needed.

To select a new mailing code for the client, click the button “New”, highlight the Mailing Code you want to add to the client and click “Select”.



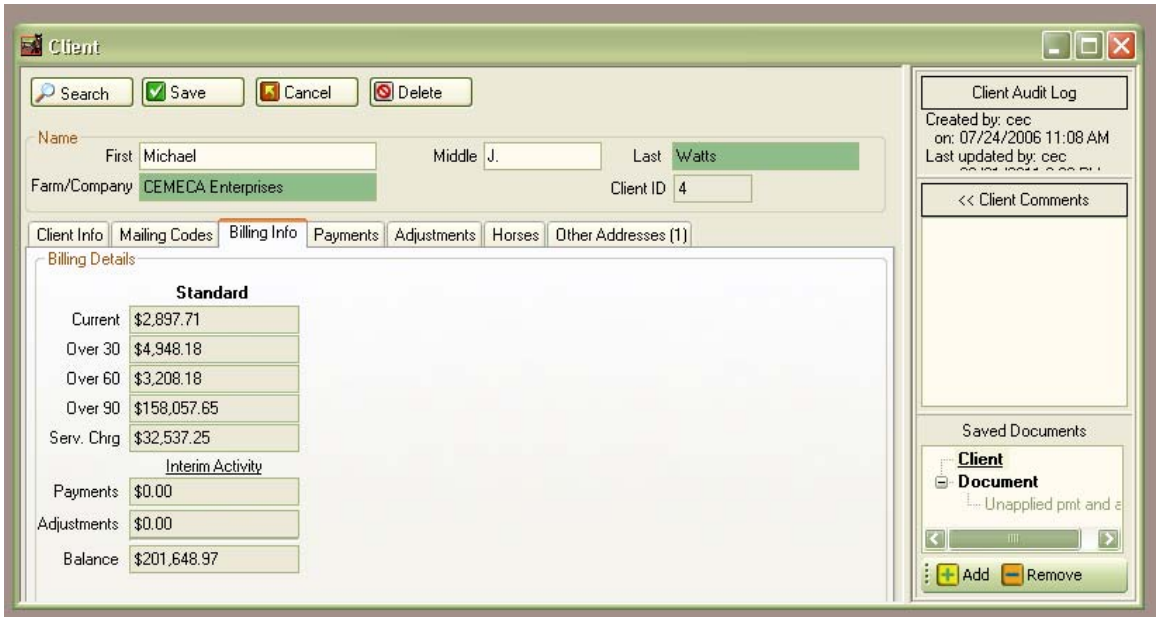




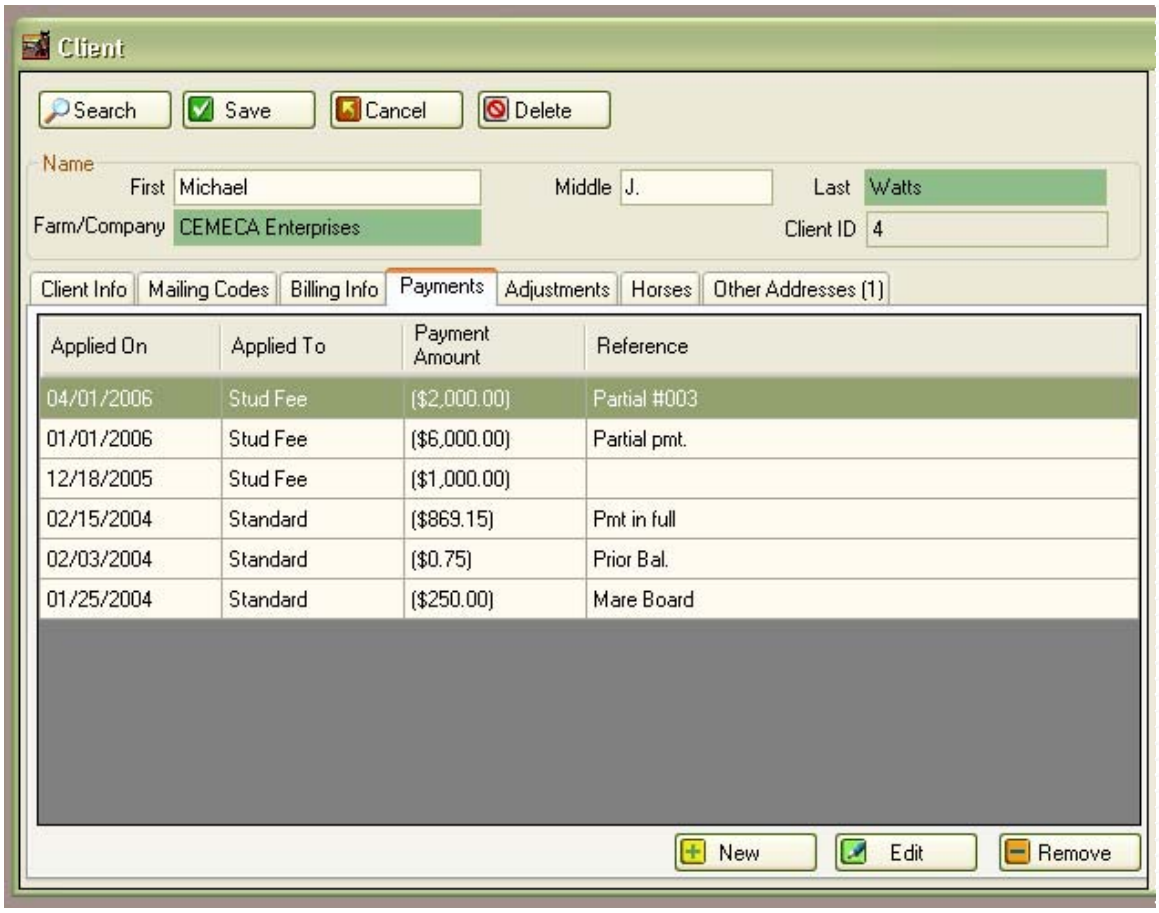
You can add as many Mailing Codes to each client as needed.

To populate the Mailing Code List, go to Setup > Master Lists and select “Mailing Code” from the drop down category list. Click on “New” and enter each item that you want to include in the Mailing Code list.

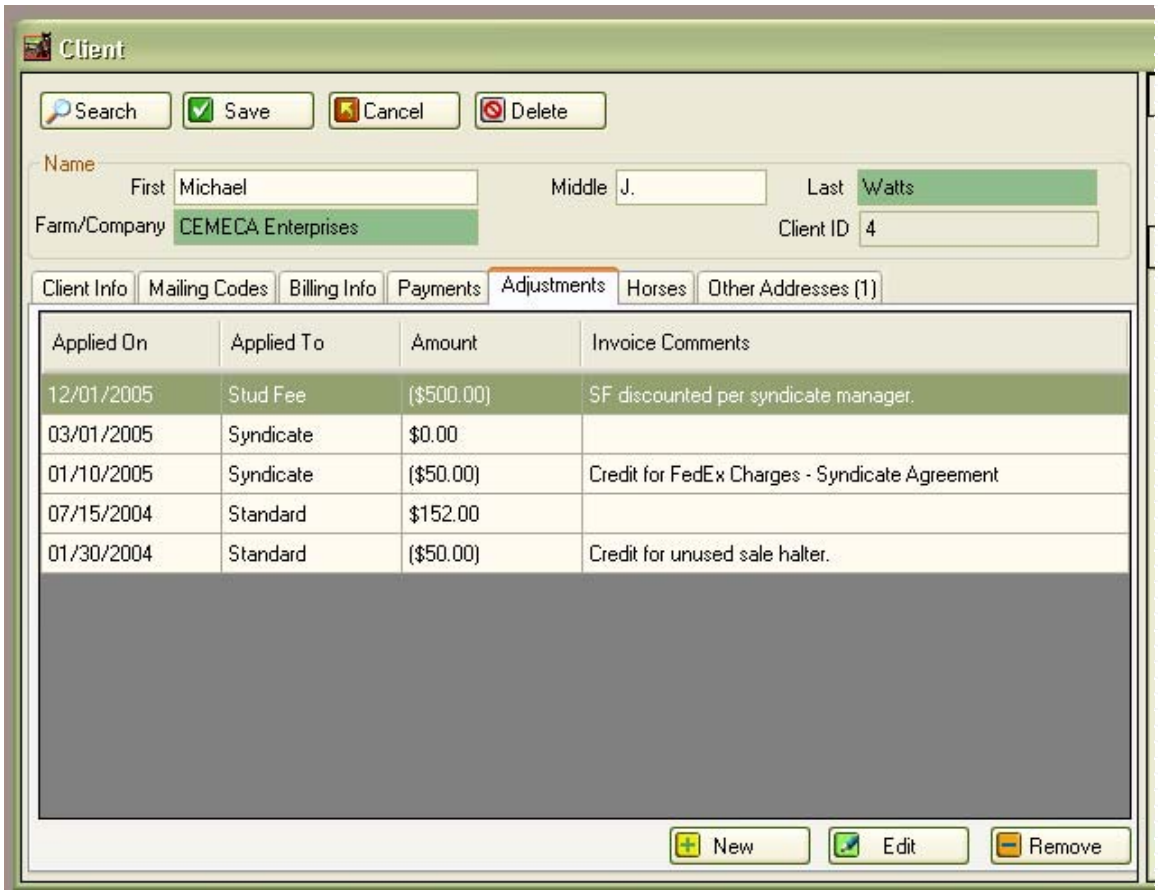
Billing Info: This is a look-up screen only. It will show all current activity for that particular client.



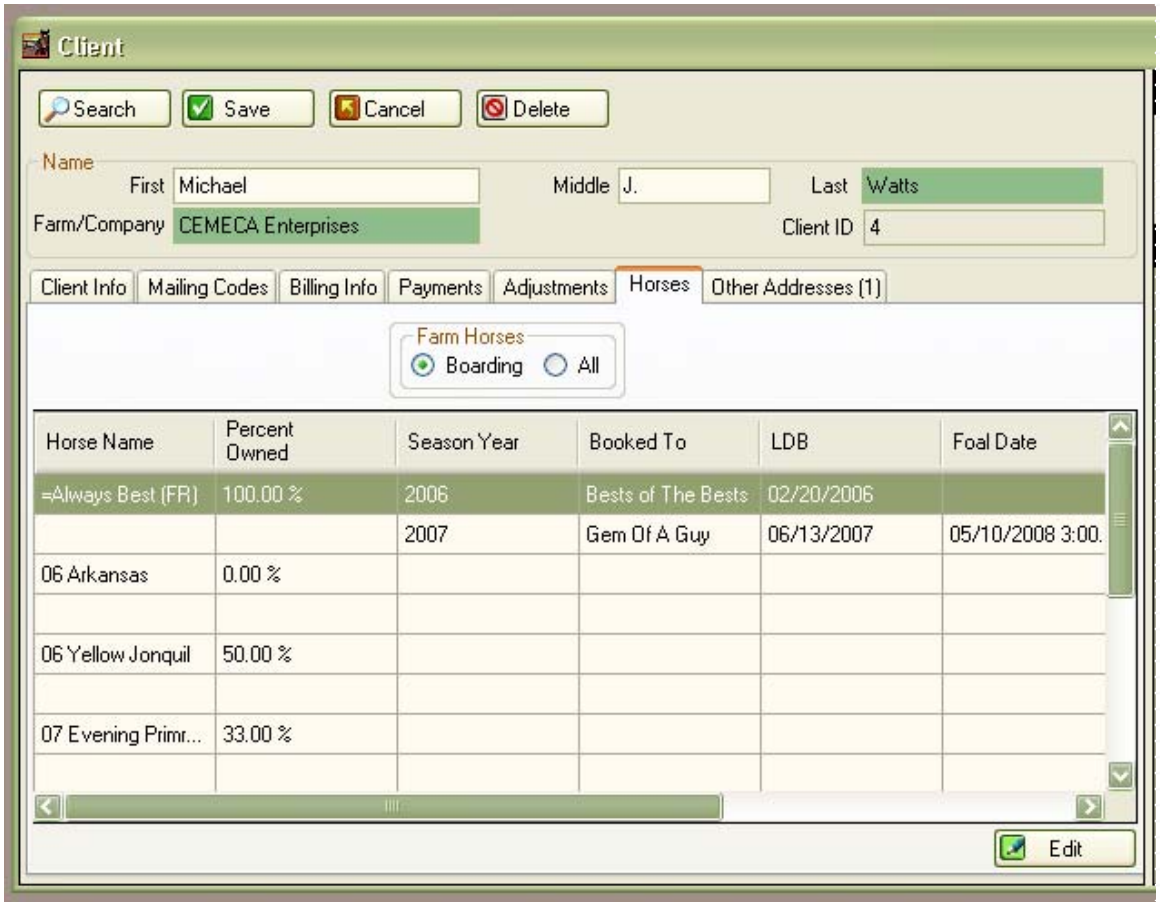
Payments: Receipts for a client can be entered or edited from the Client Screen. To enter a new payment, click the button “New”. To look at an existing Payment, highlight the entry and click “Edit”.



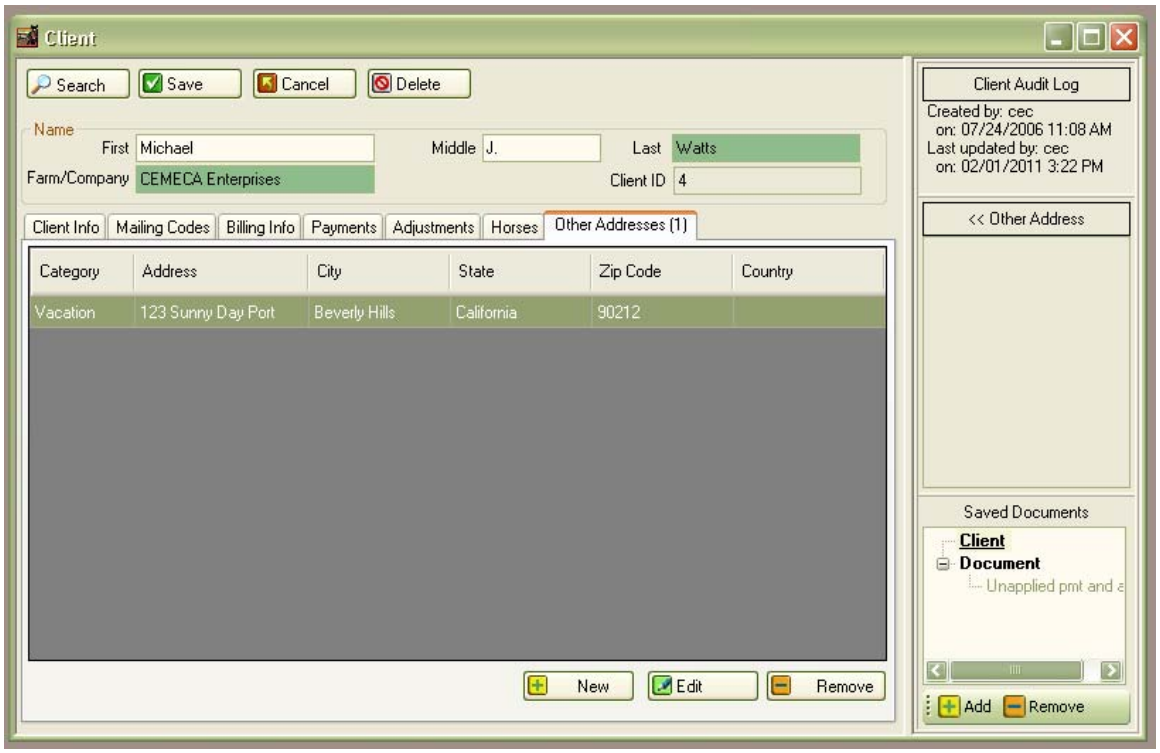
Adjustments: Adjustments can be entered or edited from the Client Screen. To add a new adjustment, click the button “New”. To look at an existing Adjustment, highlight the entry and click “Edit”.



Horses: This is a look-up screen only. It will display all of the horses for which this client has ownership. You can select to view either currently boarding horses or all horses.

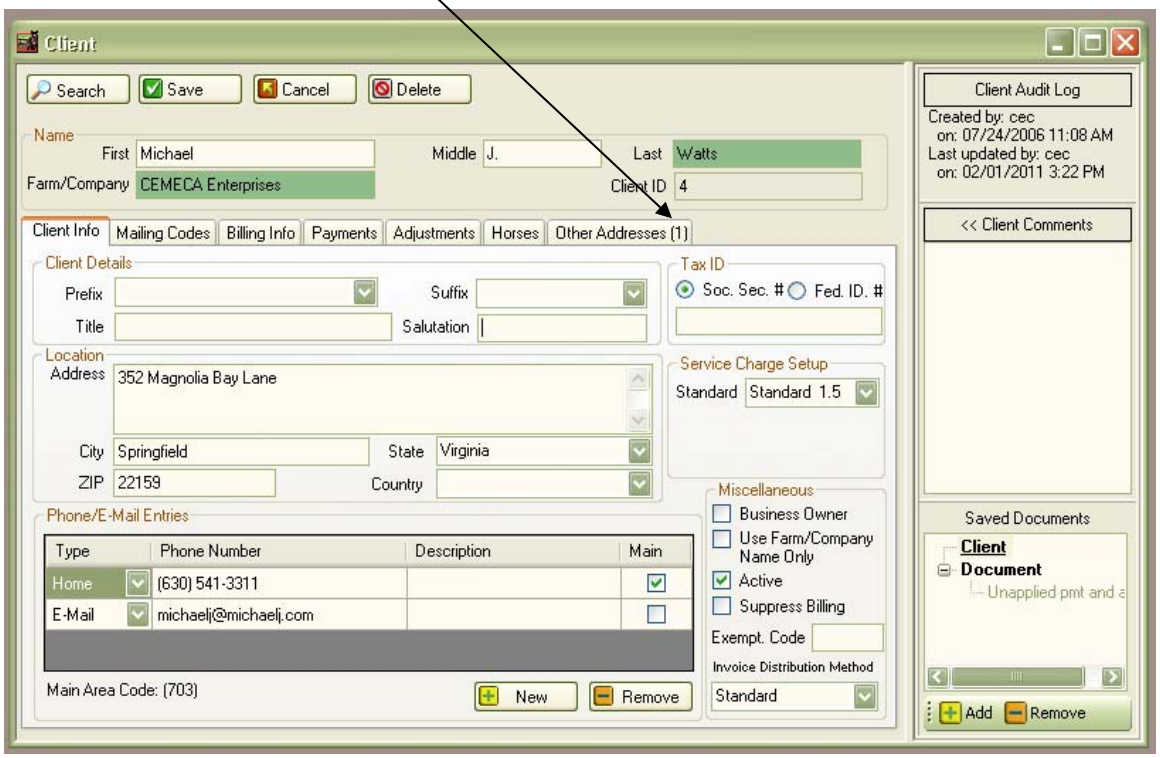


Other Addresses: This screen provides a place to store any additional addresses for this client. Select “New” when entering a new address and then select the desired item from the “Category” drop down list.



. **Note:** If you select the category of “Billing”, the system will use this address for this client’s invoices instead of the address entered on the Client info. page. All other categories serve only to store the additional addresses.

If you have entered any additional addresses for a client, the “Other Addresses” tab will reflect the number of additional addresses that have been entered.



TIP: You can enter a client’s street or P.O. Box, skip the city and state, enter the zip code and the system will automatically enter the city and state for you.

TIP: If you select a foreign country, the country code for that country will automatically appear above the main phone number.

TIP: When entering phone numbers, type in the number without spaces or dashes and the system will automatically format it for you. For example, 8592242800 = (859) 224-2800.

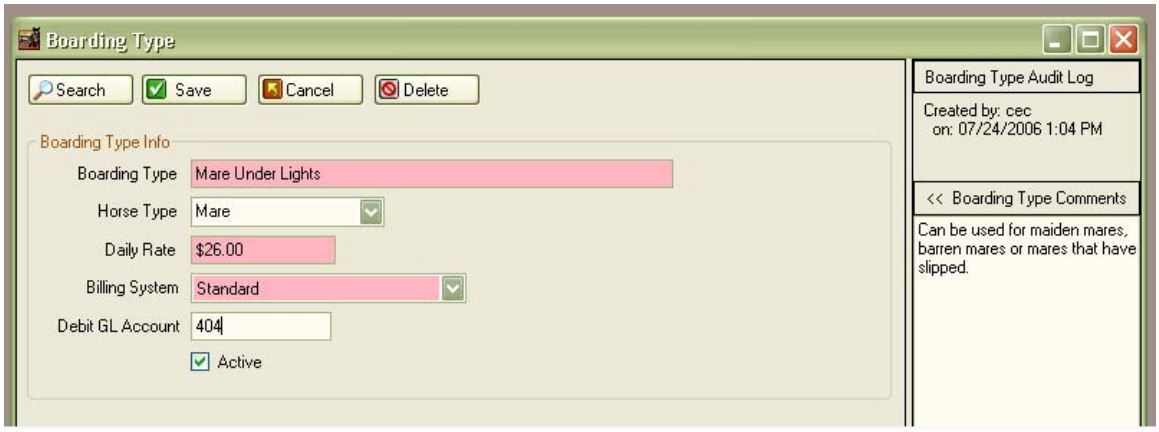
TIP: Enter any additional phone numbers for each client in the Phone/E-Mail Entries area (fax, home, cellular etc.). Click the button “New” and simply select the type from the drop down list.

5. Set up Boarding Types

Select “Master Files” from the menu

Select “Boarding Types” from the menu

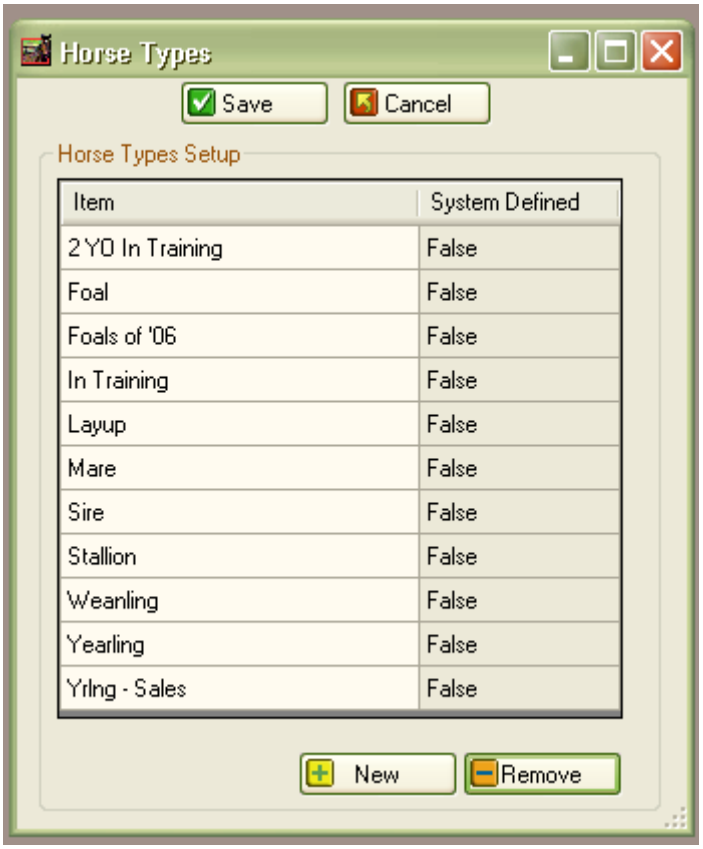
Add a “Boarding Type” for each type of horse you have on your farm and the daily rate you will be charging for each Boarding type. The board type is used for billing and the daily rate is the amount a horse will be charged per day to board with you. (Mare, Mare under lights, Barren mare, Mare pasture board, Foal, Weanling, Yearling, Sales Prep, etc.)



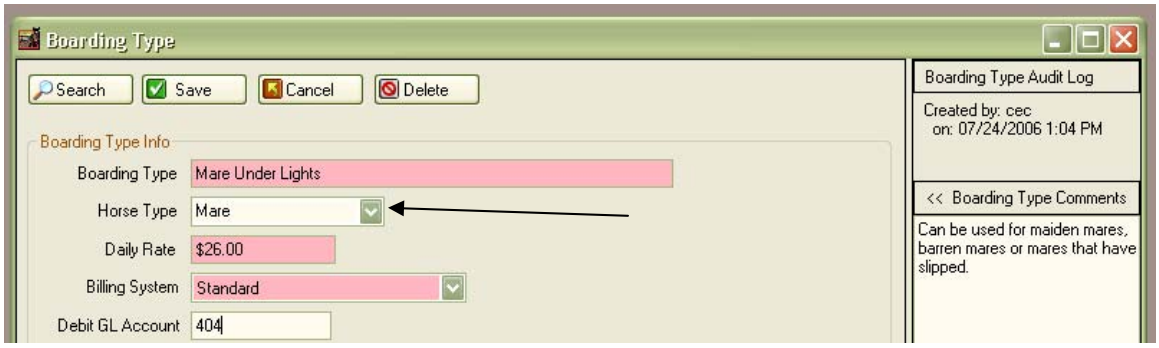
- [Optional] Although not required, the system allows you to identify a Debit G/L Account for each Boarding Type. If each horse type has a unique G/L Account Number, the system will summarize the boarding charges for each Board Type at Month End Billing.
- [Optional] Comments entered in the “Boarding Type Comments” field will appear on the Horse Type Listing report *(Reports> Base Reports>Boarding Type Listing)*

6. Set up Horse Types

Select “Master Files” from the men
Select “Horse Types” from the menu
Click “New” to add each Horse Type



Note: Similar Boarding Types can be grouped together in one Horse Type making it easier to produce lists or perform mass procedures. For example, you may have Mare, Mare Under Lights, Barren Mare or Mare Pasture Board but they are all “Mares”. If you have a Horse Type of “Mare”, you can associate all of the other “Mare Boarding Types” to the Horse *Type* of “Mare” making it much easier to perform mass procedures on a particular Horse Type which includes several Boarding Types as well as making it easier to produce reports for one particular Horse Type which may include several *Boarding* Types.



7. *Set up Procedure **Categories***

Each specific procedure that is performed on a horse falls into a general "Procedure Category". This allows procedure category totals to appear on your clients' invoices (i.e. Total Vaccination Charges, Total Blacksmith Charges, etc.)

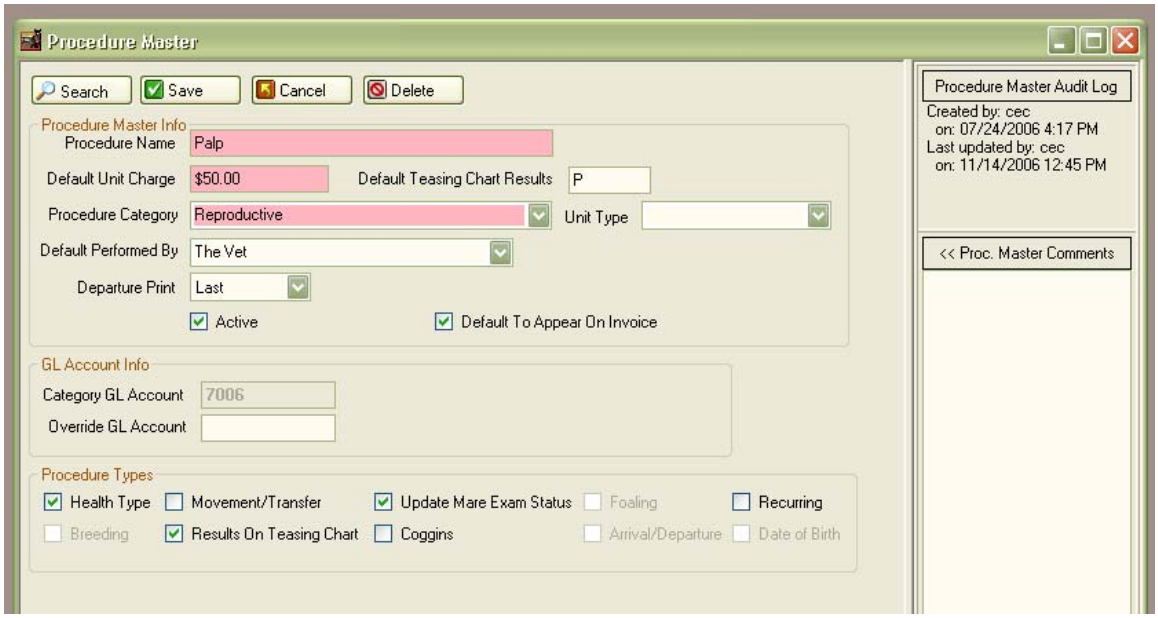
- Select "Master Files" from the menu
- Select "Procedure Categories" menu item
- Click **"Add"** to add each Category
- Enter a category name. It should be a general, descriptive name such as Blacksmith, De-worming, Vaccinations, Medical, Nominations/Registration, Tack & Equipment, Vanning, etc.

- Select whether or not you want items in this category to print on your departure form (No, Yes, Last). If you select "No", the procedures that have been performed in this category will not print on the departure form, if you select "Yes", the procedures that have been performed in this category will print on the departure form. If you select "Last", only the last occurrence of the procedures that have been performed in this category will print on the departure form.
- [Optional] Select an appropriate billing category.
- [Optional] Enter a G/L Account number for this category. If a unique G/L Account number is assigned to each category, the system will summarize charges for each category at Month End Billing.

Note: The "Procedure Category Comments" area is for your reference. These comments do not print on any report.

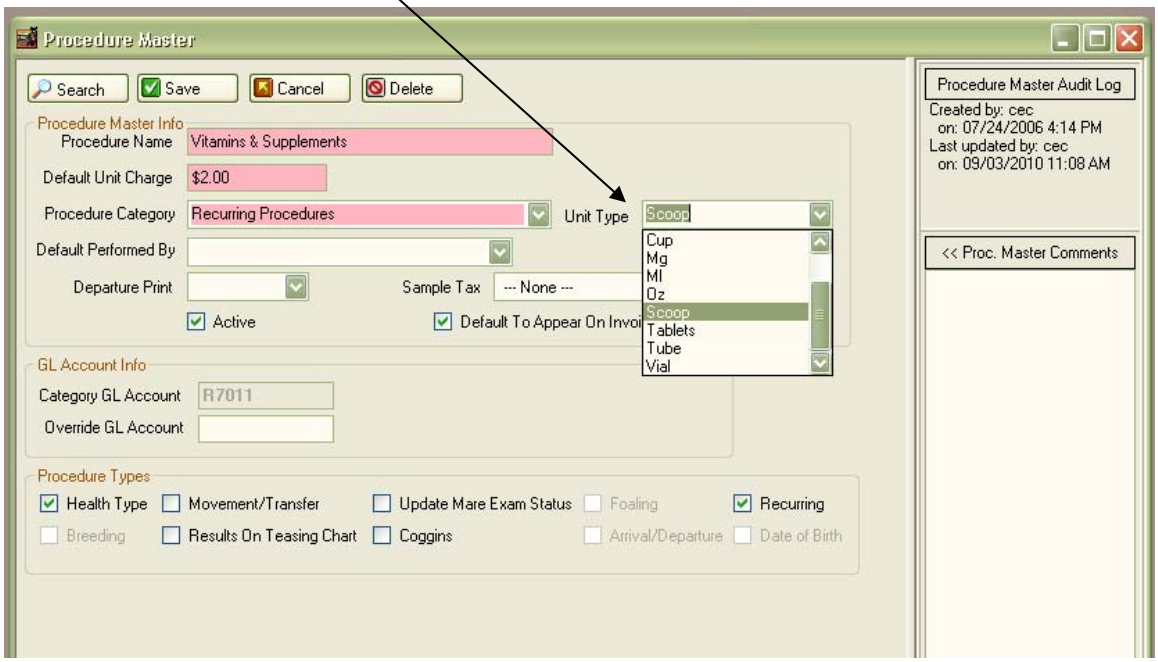
*8. Set up **Procedure Masters***

- Select "Master Files" from the menu.
- Select "Procedure Masters" menu item
- Click **"Add"** to add each individual procedure
- Procedure Name: Enter the name of <u>each</u> specific procedure that may be performed on a horse on a regular basis such as Rabies Vaccination, New Halter, Deworm – Strongid, Palpation, Ultrasound, Trim 4, Jockey Club Registration, IgG, Biopsy, Bute Paste, CF Blood, Infuse – Gentocin, etc.



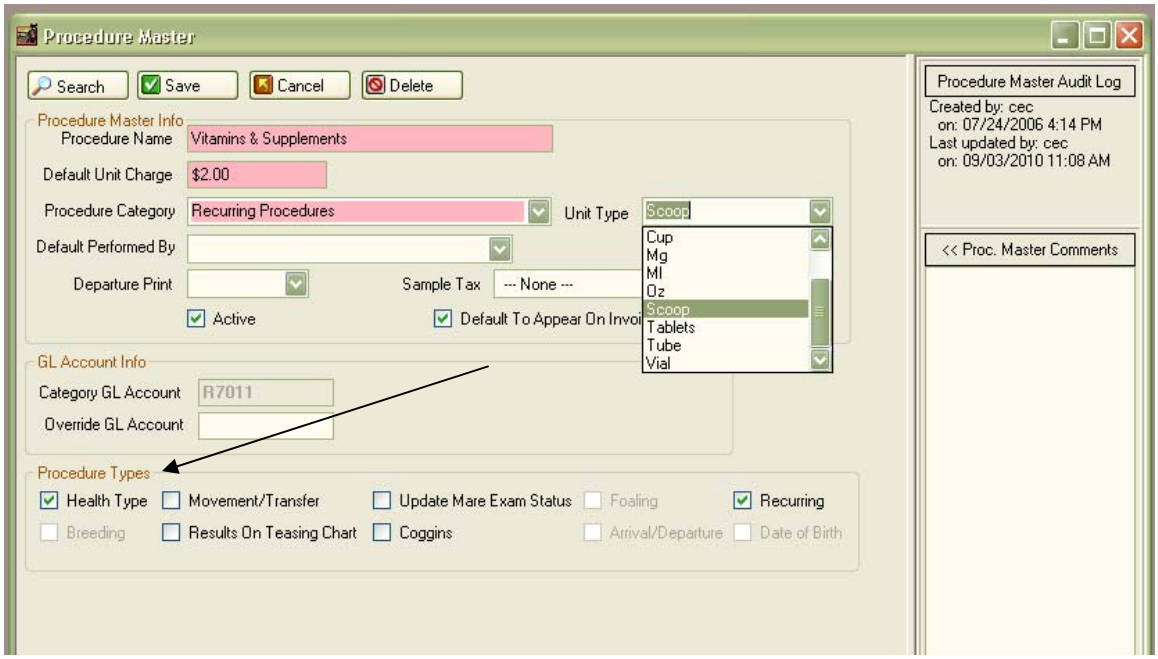
- Default Unit Charge: Enter the Standard Charge for each procedure. If there is no standard charge you cannot leave the field blank, you must enter -**0**-.
- Procedure Category: Select the corresponding Procedure Category for that procedure from the drop down list.
- Default Teasing Chart Results: Works in conjunction with the "Results on Teasing Chart" option. For example, "P" could be used on the teasing chart to indicate when the mare was Palped, "U" could be used on the teasing chart to indicate when the mare had an Ultrasound, "B" could be used on the teasing chart to indicate when the mare was bred. The Teasing Chart Results field is limited to **3** characters.

- Unit Type: Select the Unit Type for this procedure from the drop down list.

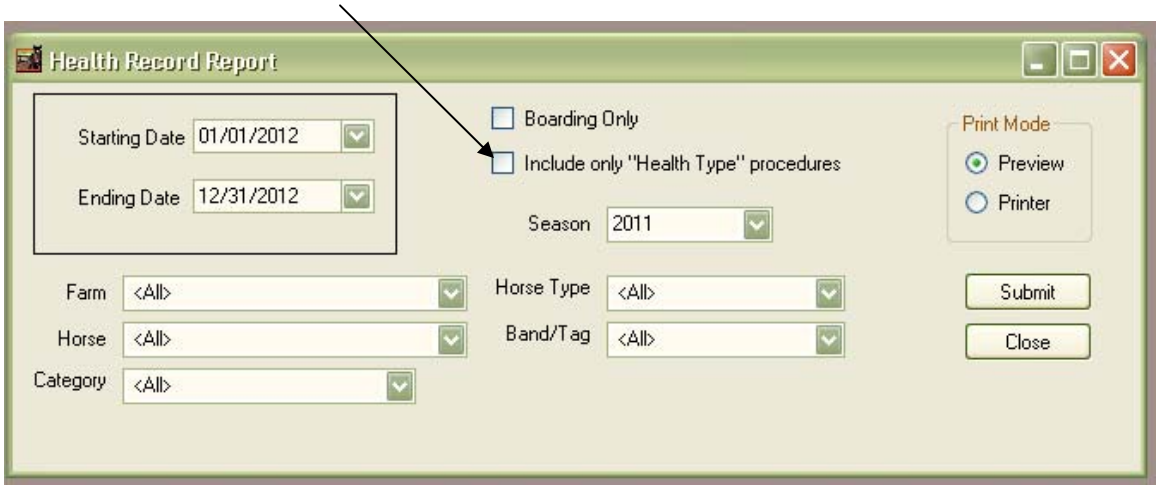


- Default Performed by: If this particular procedure is normally performed by a specific vet or company or blacksmith, select the person/company from the drop down list and the Default Performed By will auto populate on the procedure entry/edit screen.
- Departure Print: Select whether or not this procedure will print on your Departure Form (No, Yes, Last). If left blank, it will default to whatever you selected when you set up the Procedure Category. Whatever is selected in the Procedure Master Entry/Edit form will take precedence over what is entered in the Procedure Category Entry/Edit form.
- Default to Appear on Invoice: All Procedure Masters will default to appear on the client invoice. If you want to record a procedure for a horse but want it to always default to NOT print on the invoice, uncheck the box.
- [Optional] Override G/L Acct: You can enter a General Ledger Account number for this specific procedure that will override the General Ledger Account number in the Procedure Category Entry/Edit screen. For example, you might set up the category “Vaccinations” with a General Ledger number of 3000. Procedures that fall within that category such as Rabies Vaccination would have an Override G/L Account Number of 3000.10, Tetanus vaccination would be 3000.11, Strangles vaccination would be 3000.12, etc.

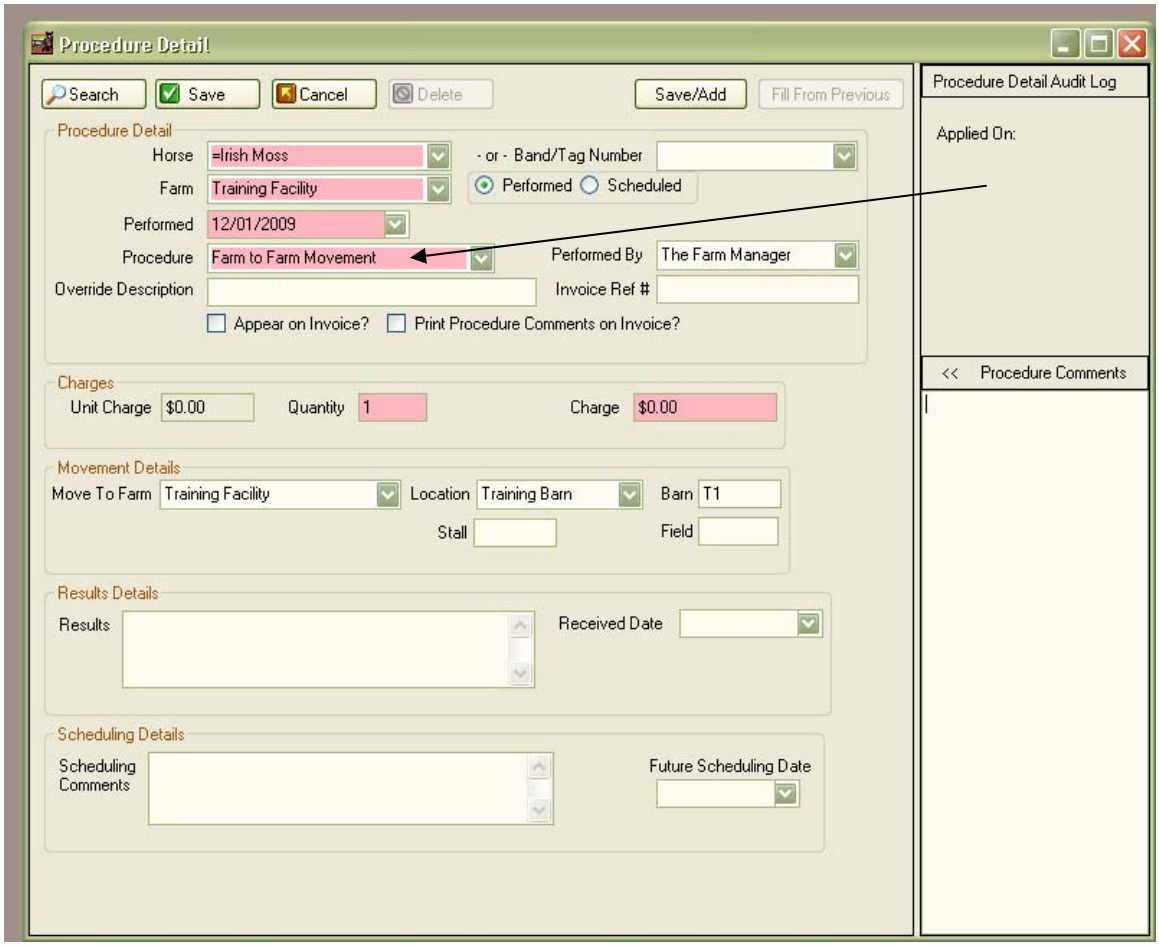
Procedure Types



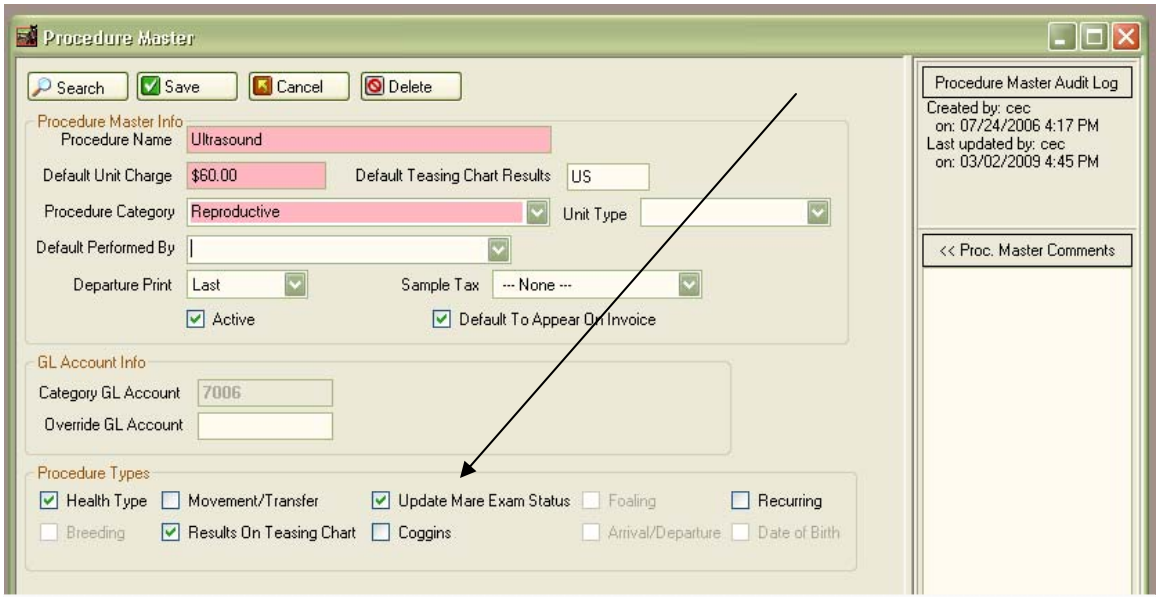
- [Optional] Health Type: When entering procedures you can mark any number of procedures as "Health Type". If marked as a Health Type, you will have the option to show only records that are a "Health Type" when you print a horse's Health Record *(Reports>Misc. Reports>Health Record)*. For example, you might mark the procedure "Rabies Vaccination" as a Health Type but you would <u>not</u> mark the procedure "Vanning" or "Neck Strap" as a "Health Type".

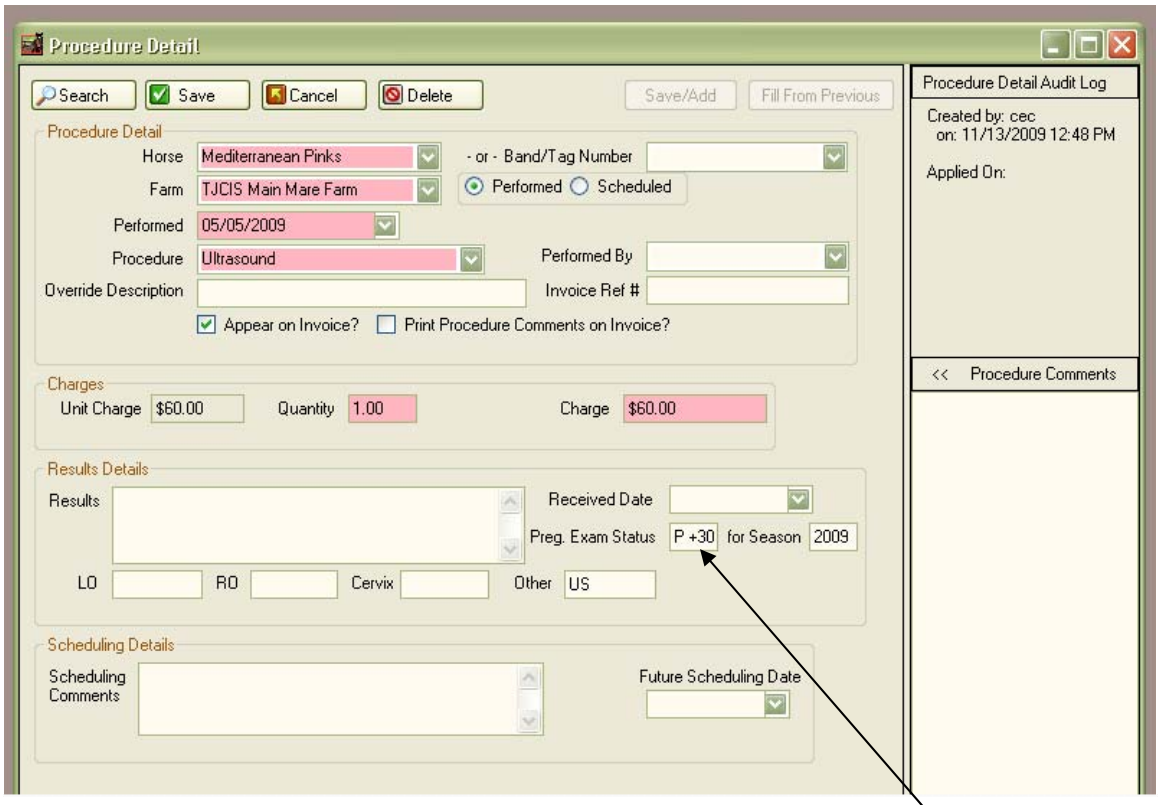


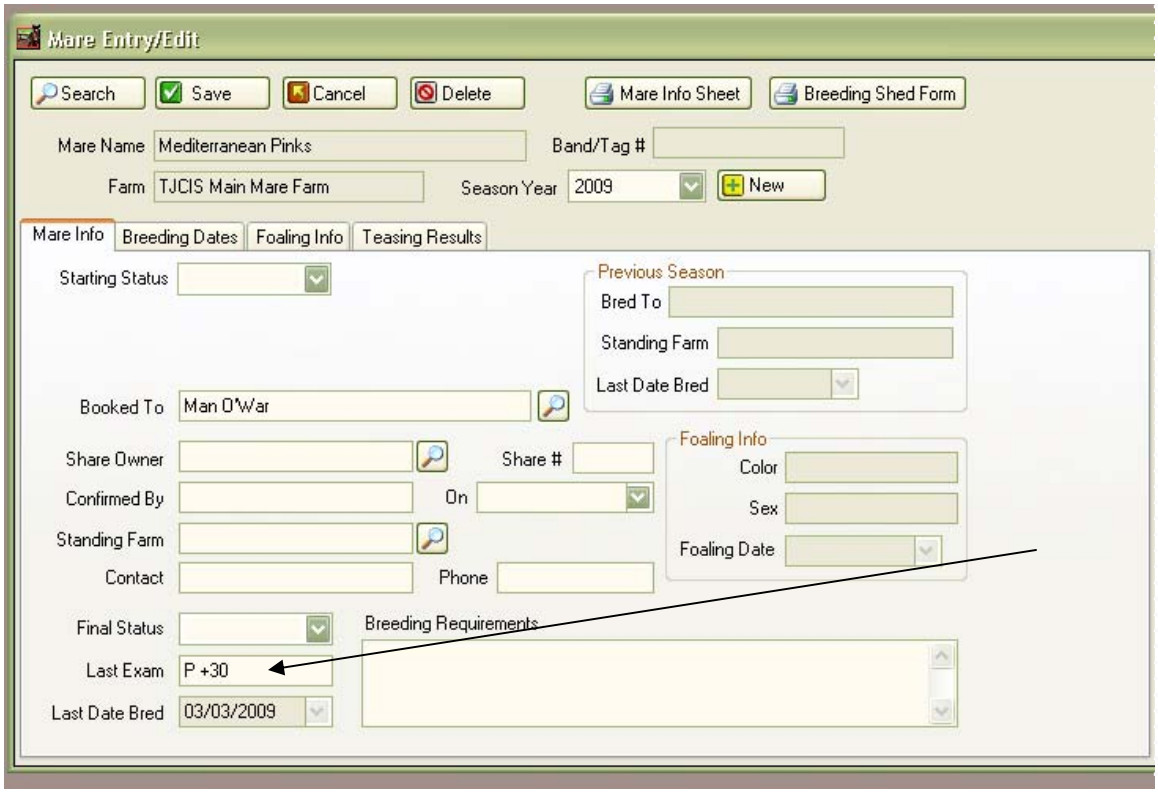
- [Optional] Movement/Transfer Procedure: If a procedure is marked as the “Movement/Transfer Procedure”, additional fields will be available for input on the Procedure Entry/Edit screen. When entering this procedure for a horse you will be able to change the Farm, Location, Barn, Stall and Field from the Procedure Entry/Edit screen and this information will automatically be updated in the horse’s master file.



- [Optional] Update Mare Exam Status: If a procedure is marked to “Update Mare Exam Status”, additional fields will be available for input on the Procedure Entry/Edit screen. When entering this particular procedure for a horse you will be able to enter the Pregnancy Exam Status (Status After Exam). This information will automatically update the “Status After Exam” field in the Mare Information screen.

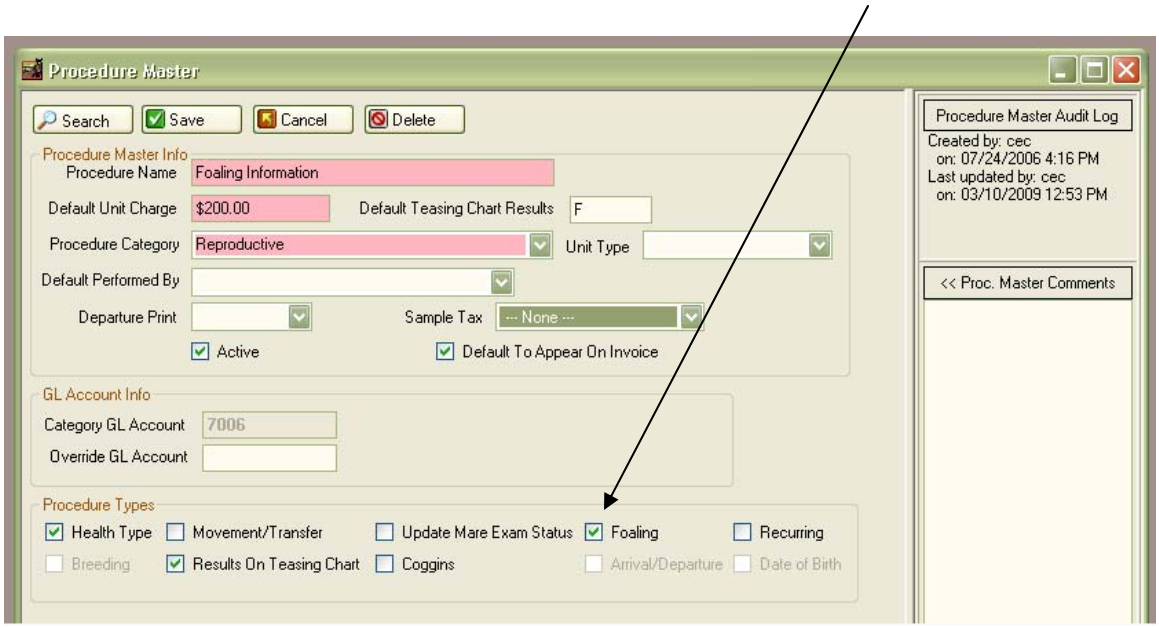

Procedure Master
Search
Save
Cancel
Delete
Procedure Master Info
Procedure Name
Ultrasound
Default Unit Charge
$60.00
Default Teasing Chart Results
US
Procedure Category
Reproductive
Unit Type
Default Performed By
Departure Print
Last
Sample Tax
--- None ---
Active
Default To Appear On Invoice
GL Account Info
Category GL Account
7006
Override GL Account
Procedure Types
Health Type
Movement/Transfer
Update Mare Exam Status
Foaling
Recurring
Breeding
Results On Teasing Chart
Coggins
Arrival/Departure
Date of Birth
Procedure Master Audit Log
Created by: cec
on: 07/24/2006 4:17 PM
Last updated by: cec
on: 03/02/2009 4:45 PM
<< Proc. Master Comments


Procedure Detail
Search
Save
Cancel
Delete
Save/Add
Fill From Previous
Procedure Detail
Horse
Mediterranean Pinks
- or - Band/Tag Number
Farm
TJCIS Main Mare Farm
Performed
Scheduled
Performed
05/05/2009
Procedure
Ultrasound
Performed By
Override Description
Invoice Ref #
Appear on Invoice?
Print Procedure Comments on Invoice?
Charges
Unit Charge
$60.00
Quantity
1.00
Charge
$60.00
Results Details
Results
Received Date
Preg. Exam Status
P +30
for Season
2009
LO
RO
Cervix
Other
US
Scheduling Details
Scheduling Comments
Future Scheduling Date
Procedure Detail Audit Log
Created by: cec
on: 11/13/2009 12:48 PM
Applied On:
<< Procedure Comments

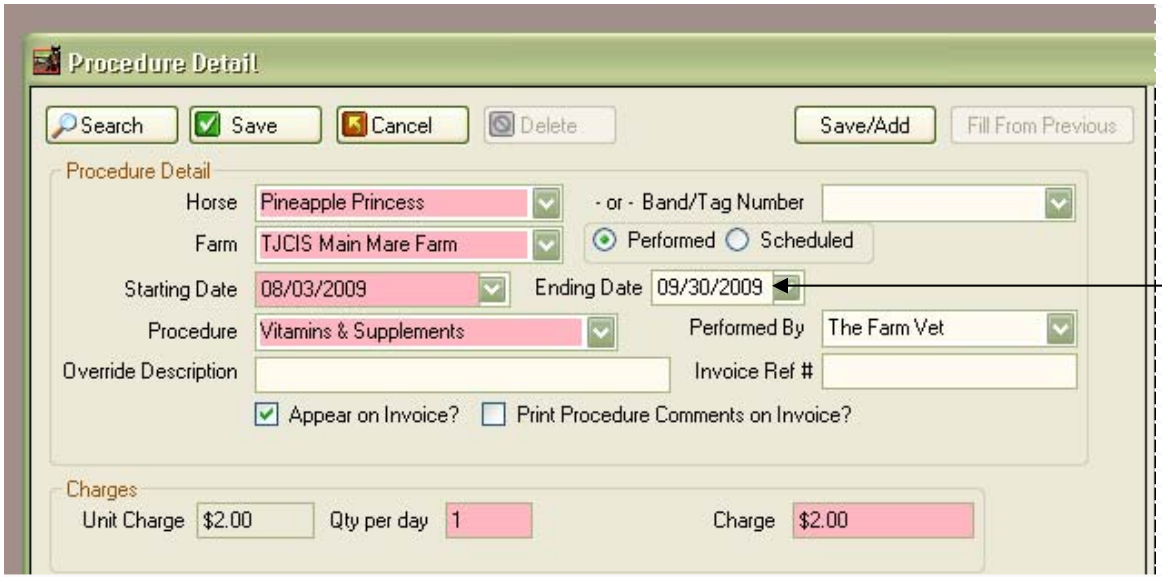


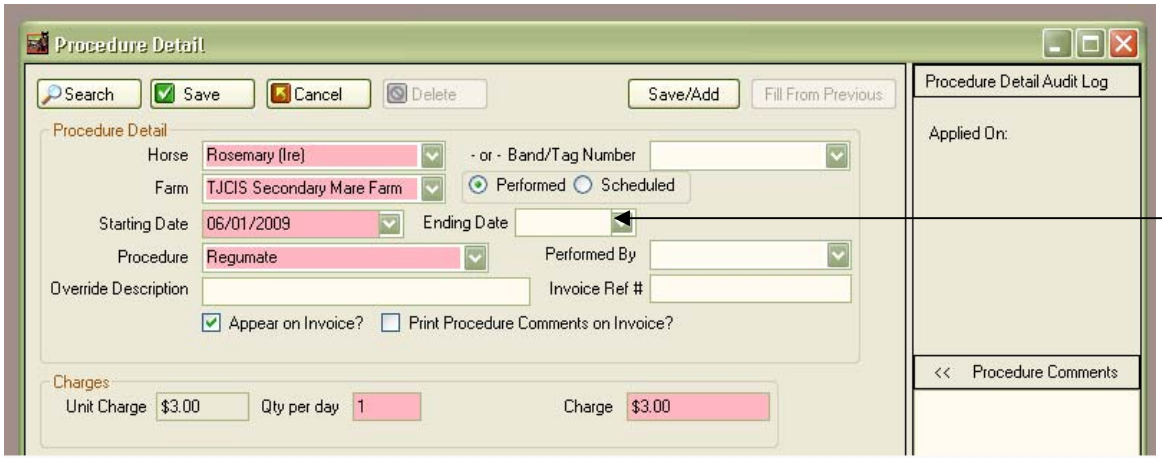
- [Optional] Foaling: Enter a procedure called "Foaling or Foaling Date or Foaled" and check the box "Foaling". This will enable the system to automatically create a procedure in the mare's health record showing the foaling information that has been entered in the *Mare Information Screen > Foaling Info Tab*. Often the master procedure "Foaling Fee" is marked as the Foaling procedure eliminating the need to manually enter the foaling fee. This procedure will also automatically appear on the client's invoice.

- You can have only <u>one</u> procedure marked as your Foaling Procedure.



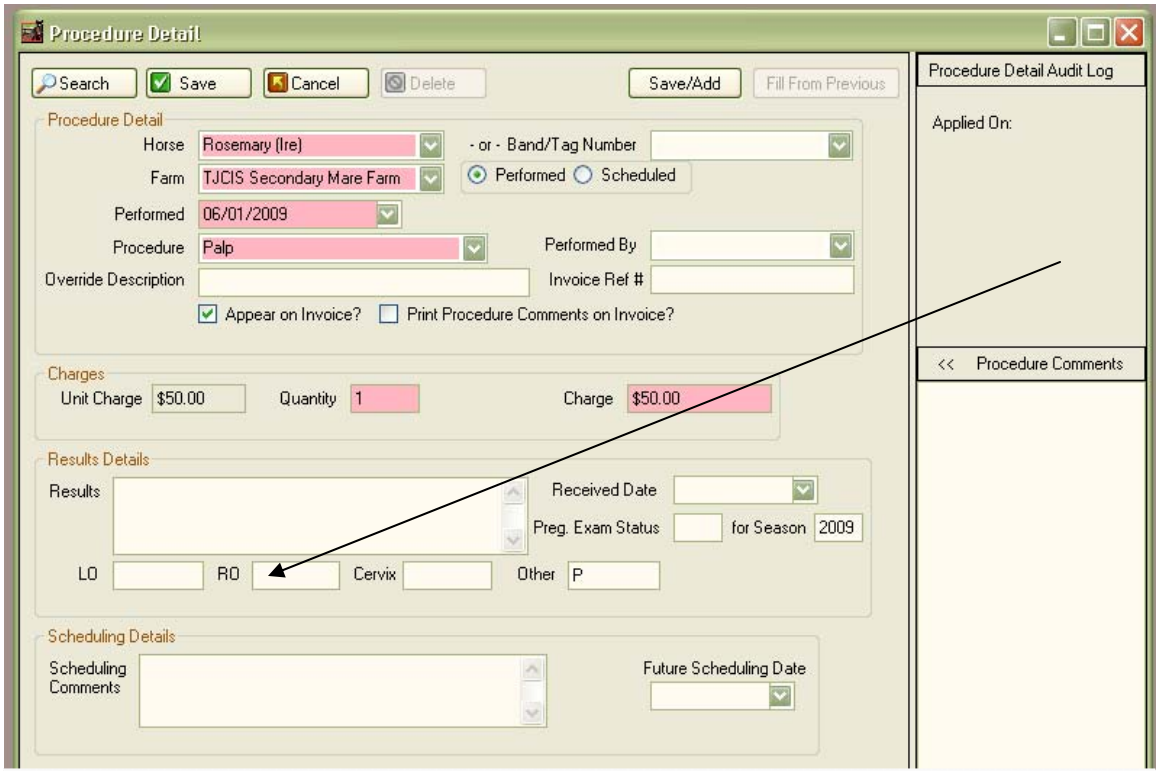
- [Optional] Recurring: A procedure such as Regumate, SMZ Tabs, Vitamins/Supplements, Bute, etc. would be examples of Recurring procedures. If a procedure is marked as Recurring you will be able to enter the beginning date of a procedure and an ending date. If the procedure will be ongoing, the end date can be left blank (as in Regumate daily).



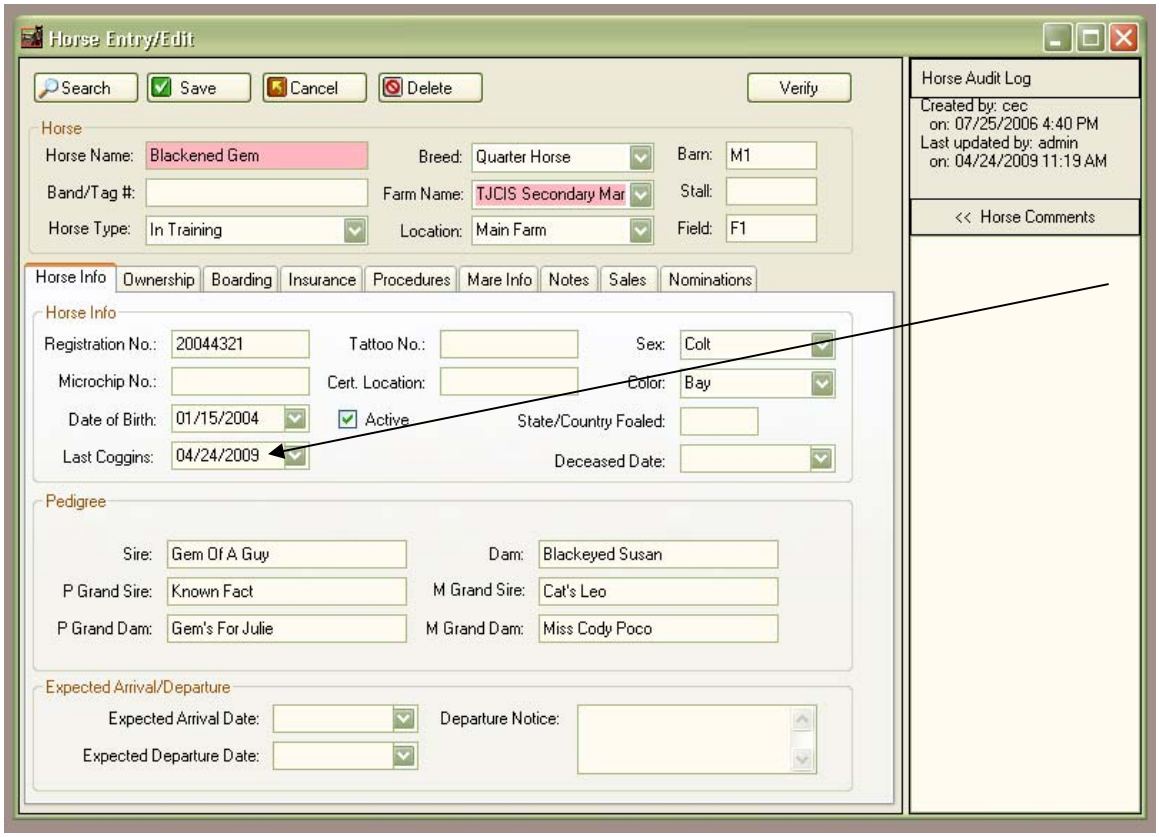


- [Optional] Breeding: Enter a procedure called “Bred or Breeding or Breeding Dates” and check the box “Breeding”. This will enable the system to automatically create a procedure in the horse’s health record stating that the mare was bred to a particular stallion on a particular day. This procedure will also automatically appear on the client’s invoice.
  - You can have only <u>one</u> procedure marked as your Breeding Procedure

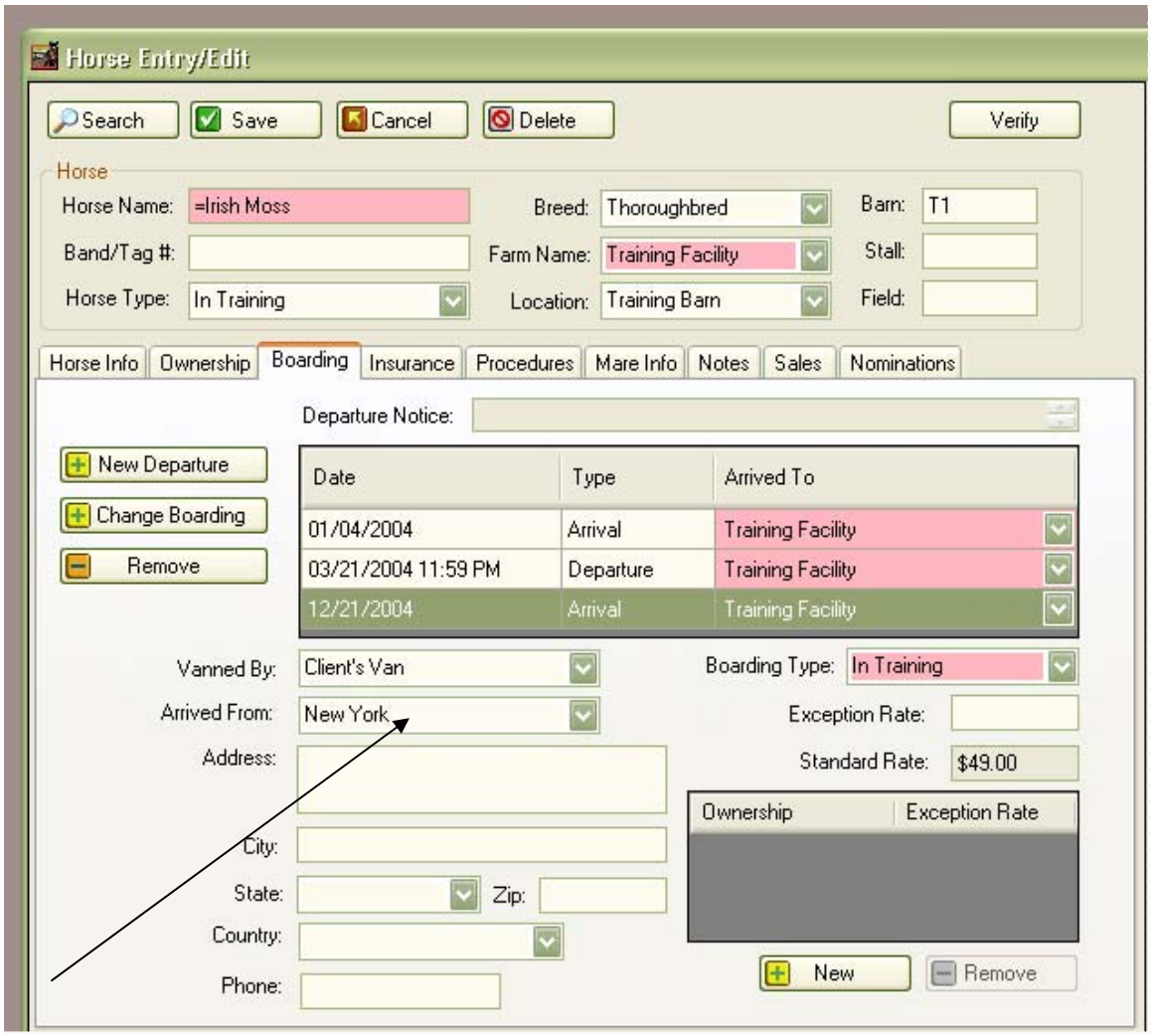
- [Optional] Results on Teasing Chart: If a procedure is marked to have “Results on Teasing Chart”, additional fields will be available for input on the Procedure Entry/Edit screen. When entering this procedure for a horse you will be able to enter information for LO (Left Ovary), RO (Right Ovary), Cervix and Other. This information will automatically appear on the Teasing Chart. The Results fields are limited to 3 characters.

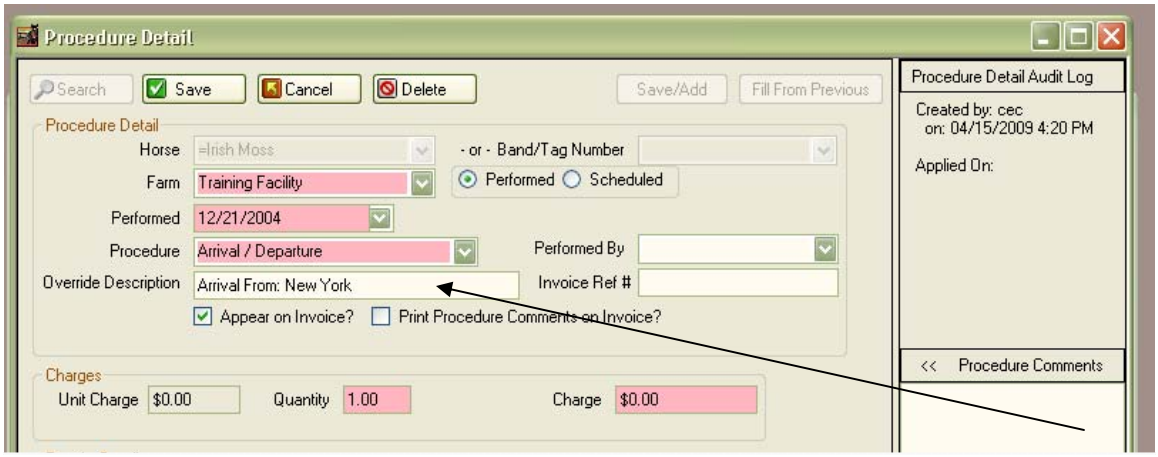


- [Optional] Coggins: If there is a procedure marked “Coggins”, the field “Last Coggins” on the horse master file entry/edit screen will automatically be updated with the date that the coggins was last performed.

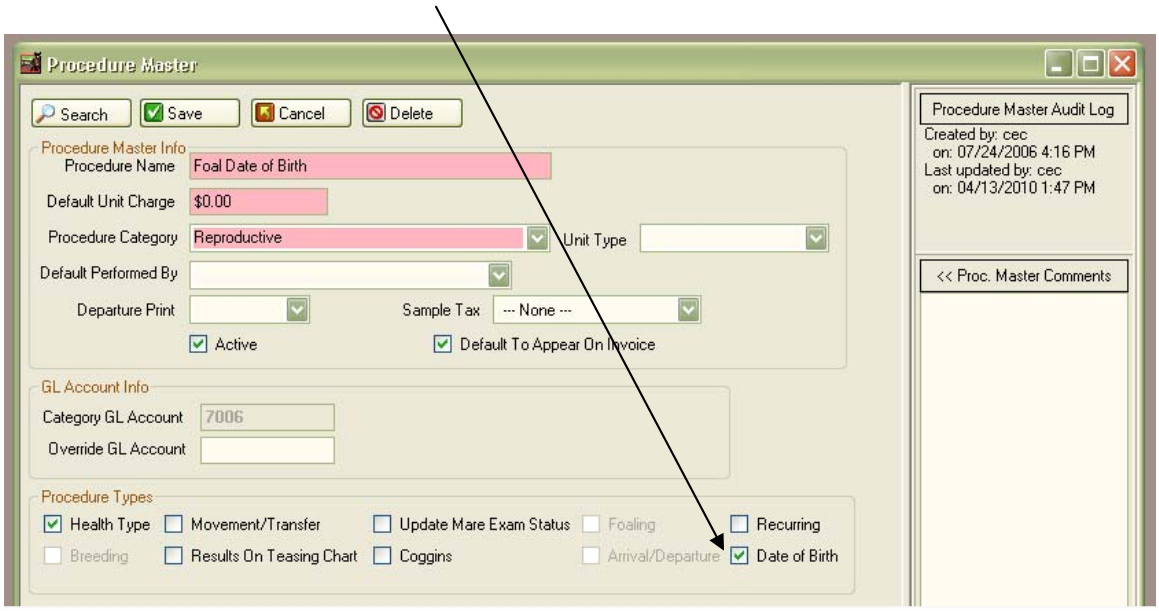


- [Optional] Arrival/Depart Procedure: Enter a procedure called Arrival/Departure" and check the box "Arrival/Depart Procedure". This will allow the system to automatically create a procedure in the horse's health record stating that the horse arrived on a particular date from a particular place and/or departed on a particular date and shipped to a particular place. This automatic entry will take place when you enter an arrival or departure date in the *Horse Entry/Edit > Boarding page*.
  - You can have only <u>one</u> procedure marked as your Arrival/Depart Procedure



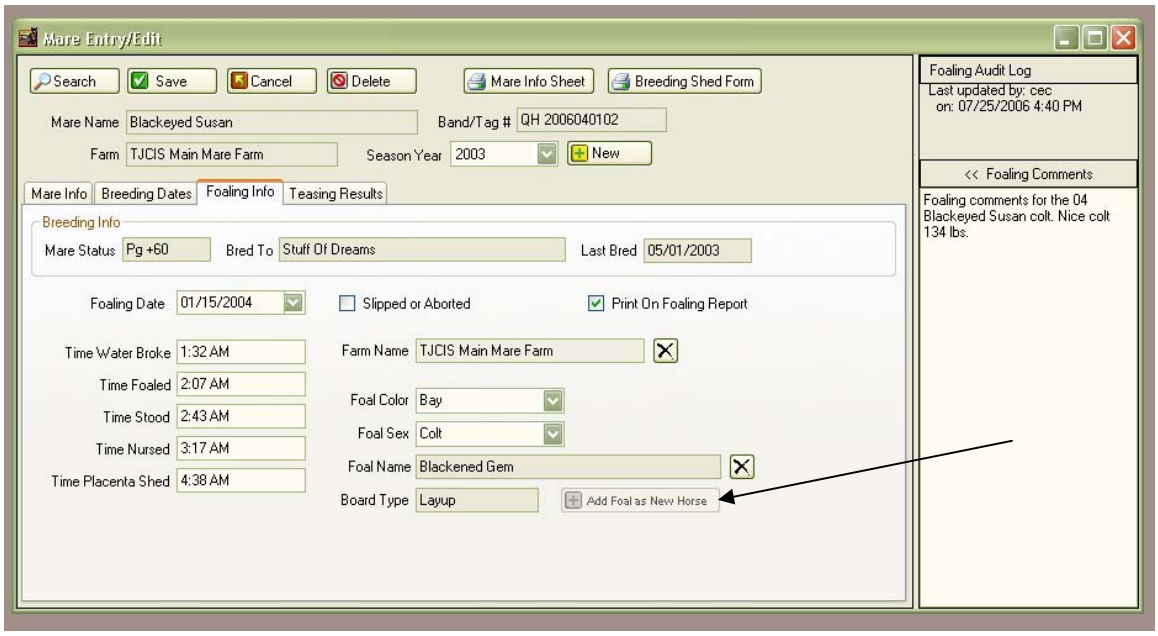


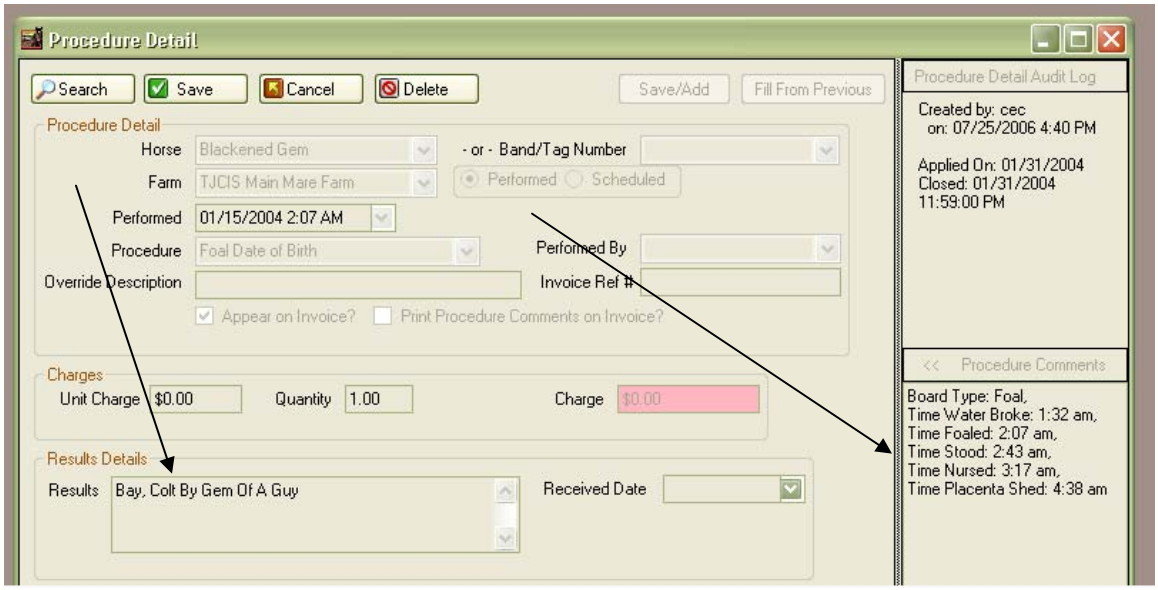
- [Optional] Date of Birth: If a master procedure is marked as the "Date of Birth" procedure it will enable the system to automatically create a procedure in the foal's health record indicating that the foal was born and it will include any foaling information that was entered on the *Mare Information Screen > Foaling Info Tab*. Often the master procedure "Foal Date of Birth" is marked as the Date of Birth procedure eliminating the need to manually enter a procedure to record the foal's date of birth.



- This automatic entry will take place when you enter foaling information in the *Mare Entry/Edit > Foaling Info* tab and click "Add Foal as New Horse"

- You can have only <u>one</u> procedure marked as your Date of Birth Procedure



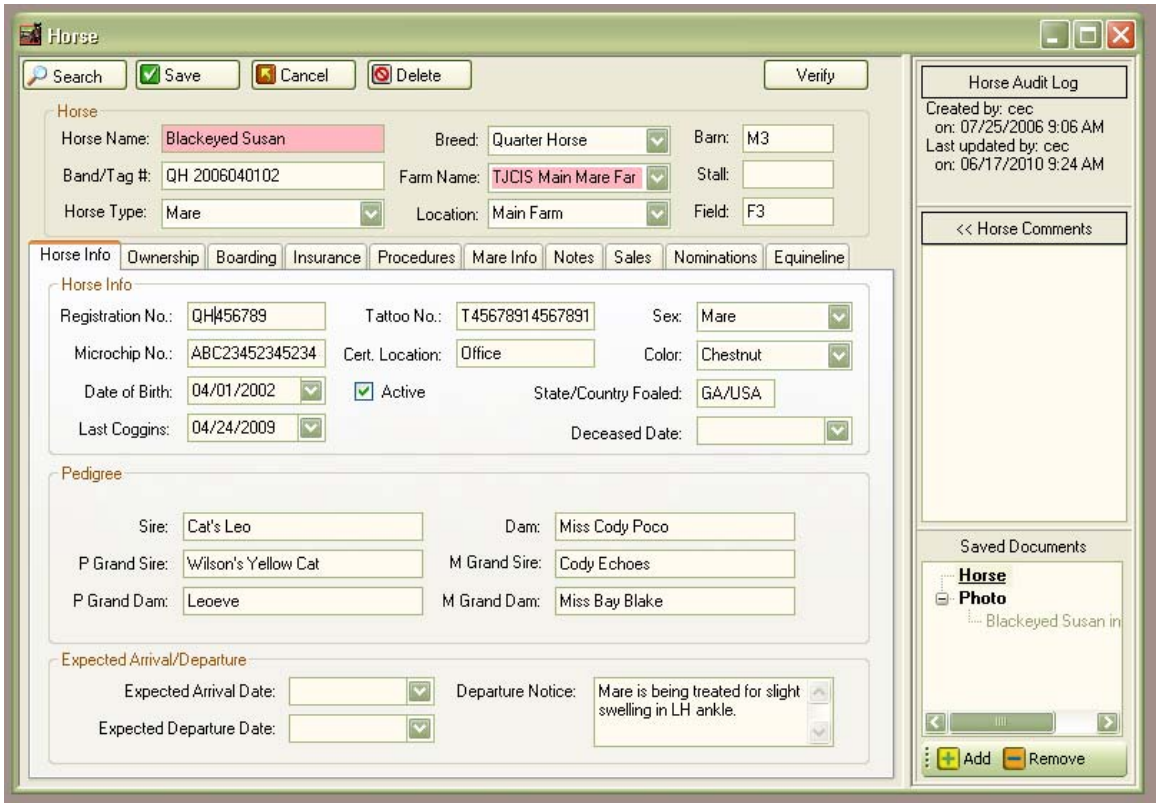


Note: The "Proc Master Comments" area is for your reference. These comments do not print on any report.

Note: After you have finished setting up the program, you will be entering all of the daily procedures that have actually been performed on your horses. At that time, you will be selecting one of these procedures from a master listing on the procedure detail screen.

9. Horse Entry

- Select “Master Files” from the menu.
- Select “Horses” menu item
- Select **“Add”** to add each horse to the system.



- Enter the horse’s name.
- Select the Breed (if you have Default Breed selected in the Preferences section this will be added automatically).
- The default farm (yours) will be added automatically.
- Enter all of the basic information about this horse.
- Next, you **must** assign an owner to this horse.

TIP: The “Horse Comments” field on the Horse Entry/Edit form is for your reference and does not appear on any report.

TIP: Expected Arrival Date on the Horse Form is the date that you Expect the horse to arrive on your farm – NOT the actual arrival date. This field is optional and can be left blank.

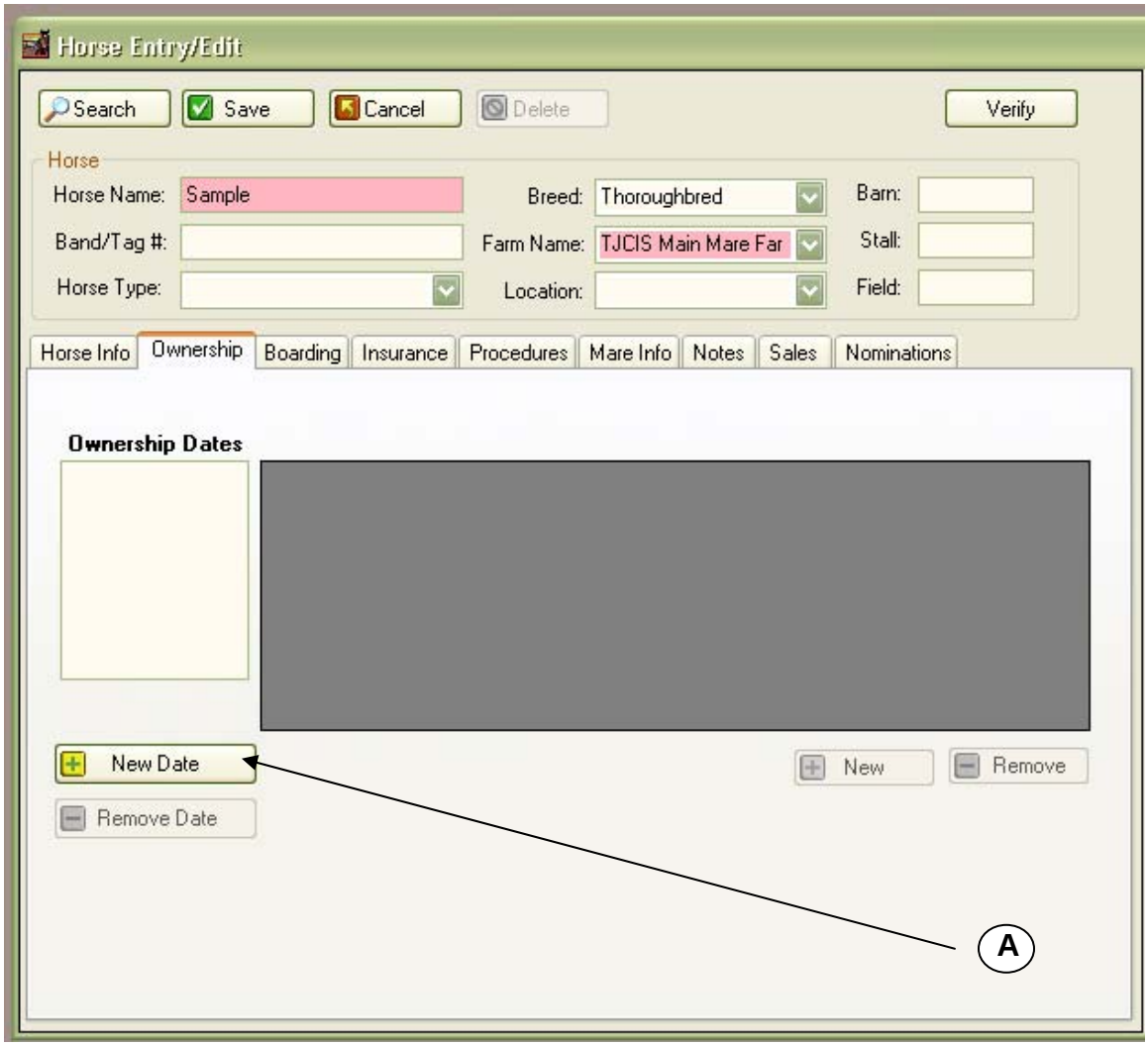
TIP: Expected Departure Date on the Horse Form is the date that you Expect the horse to depart from your farm – NOT the actual departure date. This field is optional and can be left blank.

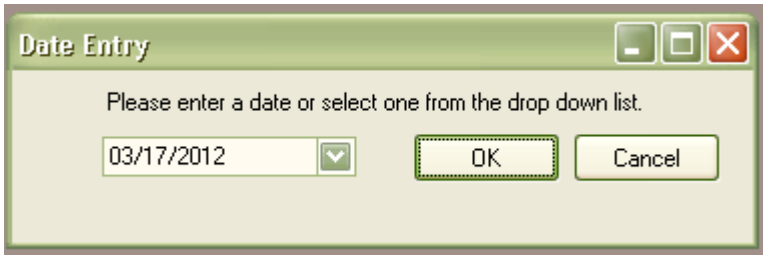
TIP: If you type a comment in the Departure Notice field, that comment will appear on your departure form.
When adding a horse to the system, you are required to identify the owner of the horse for billing purposes.

While you are still on the "Horse Entry/Edit: screen…

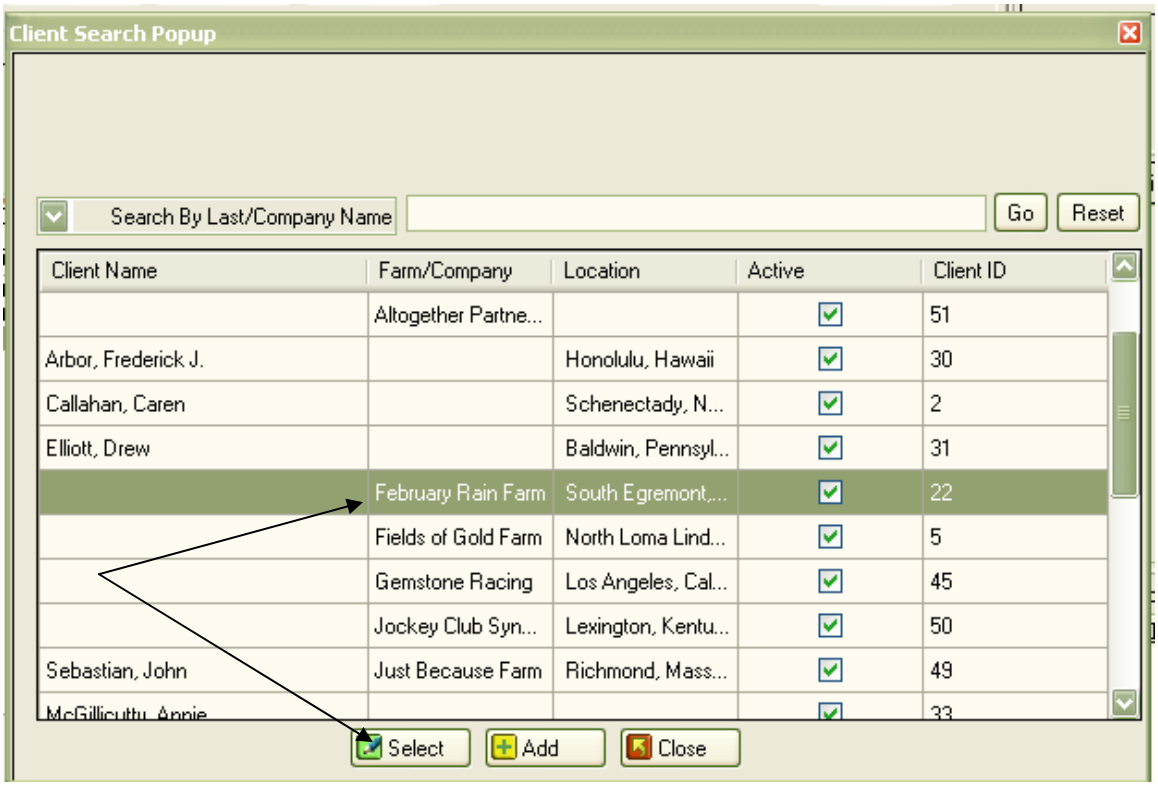
- Click on the **"Ownership"** tab

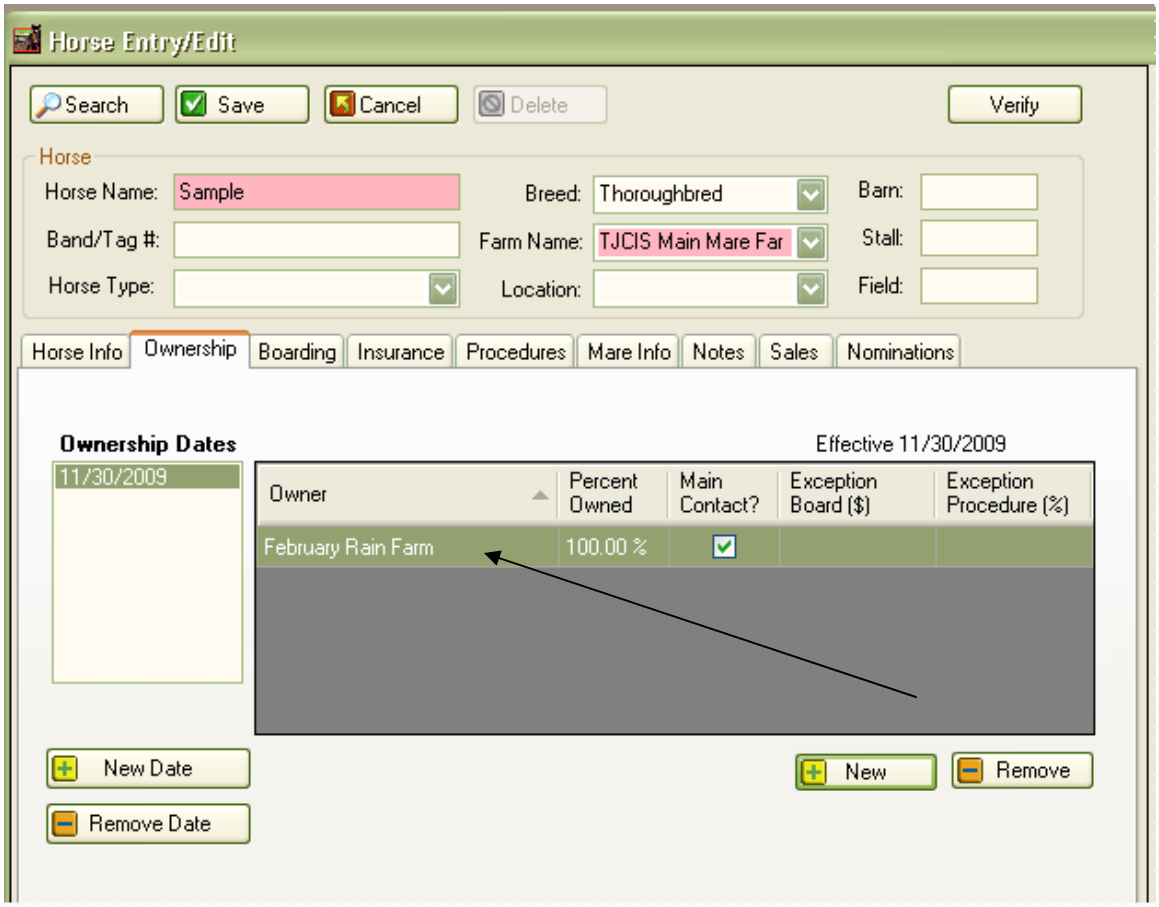
- Click “New Date” (this is usually the day that the horse arrived on your farm). **(A)**



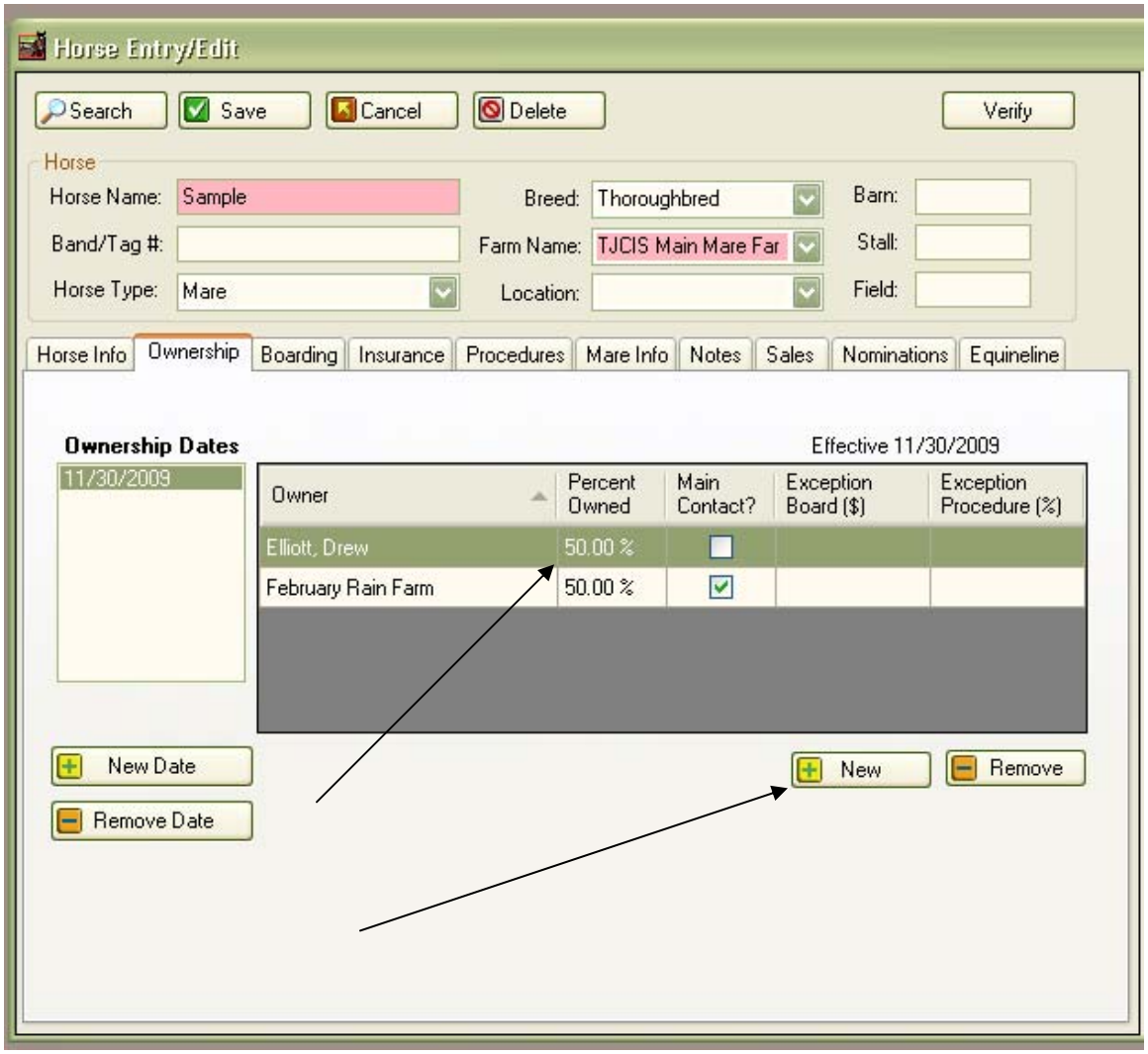


- Enter the ownership date and click “OK”
- The Client Lookup screen will open after you have clicked “OK”. Find the current owner of the horse from the list and click the button “Select”.





- If more than one person owns the horse, click on the “New” button located under and to the right of the Owner section and select the next owner. Each owner is entered on a separate line, so be sure to indicate the correct ownership percentages for each client.



- All board and procedure charges will be billed to owners of horses based on the percent of ownership. **Note**: *Total Percent Owned must always equal 100%*

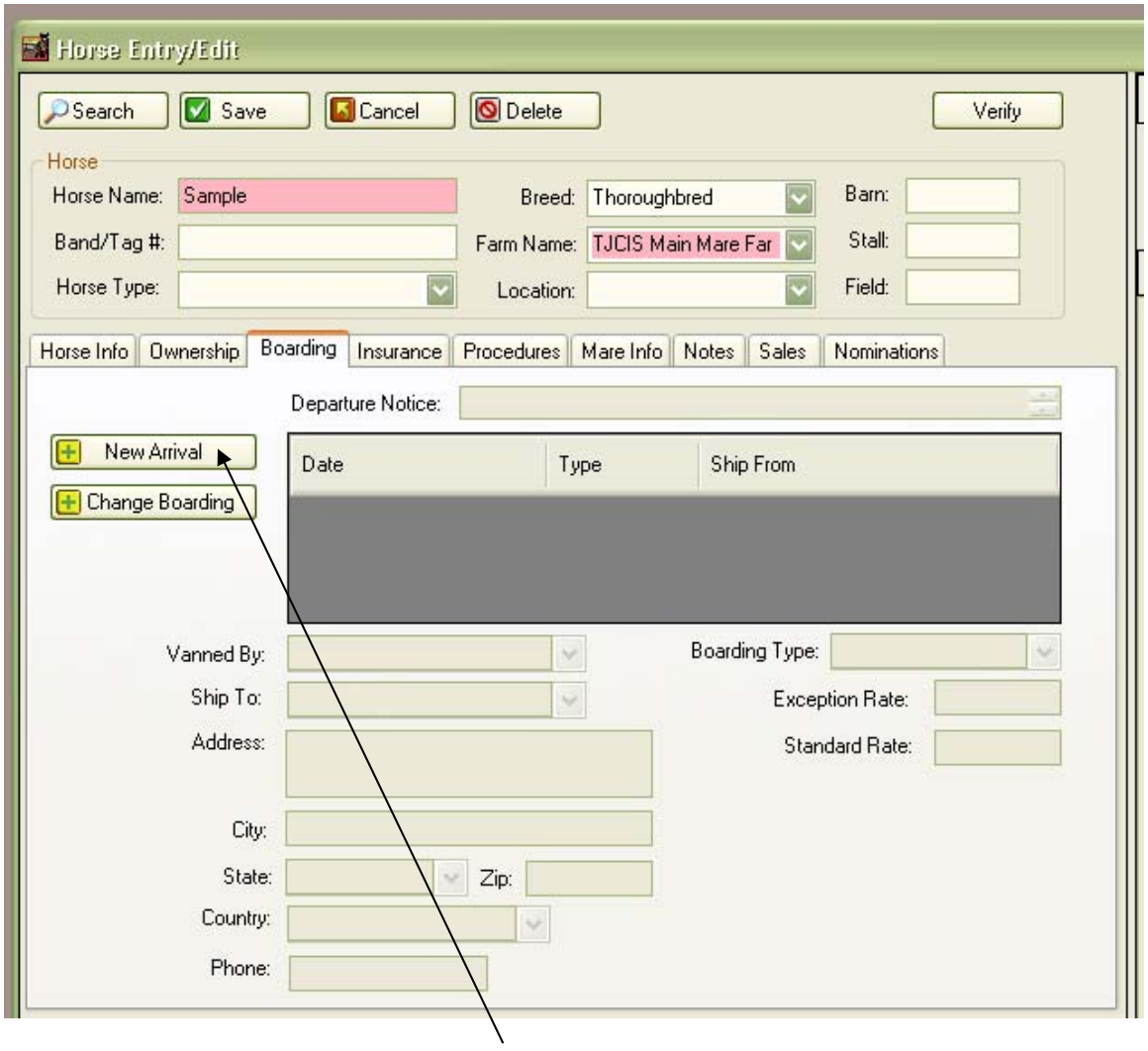
TIP: Ownership Dates: The system will store all ownership changes and will process billing based on any combination of ownership percentages. When ownership changes, click on the "New Date" button and enter the date the new ownership takes effect and then select the new owner(s) from your client master list. Do <u>not</u> delete prior ownership dates/clients when adding new ownership.

TIP: Exception Board Rate: If the owner(s) is to be charged a boarding rate different from what you have established as standard, enter that rate in the Exception Board Rate column. For example, if your standard rate for a mare is $18.00 per day and you want to charge a client $15.00 per day, enter $15.00 in the Exception Board Rate column. If you don't want to charge a client anything for board, enter $0.00 in the Exception Board Rate column. If your standard rate is $18.00 per day and you want to charge a client $22.00 per day, then enter $22.00 in the Exception Board Rate column, etc.

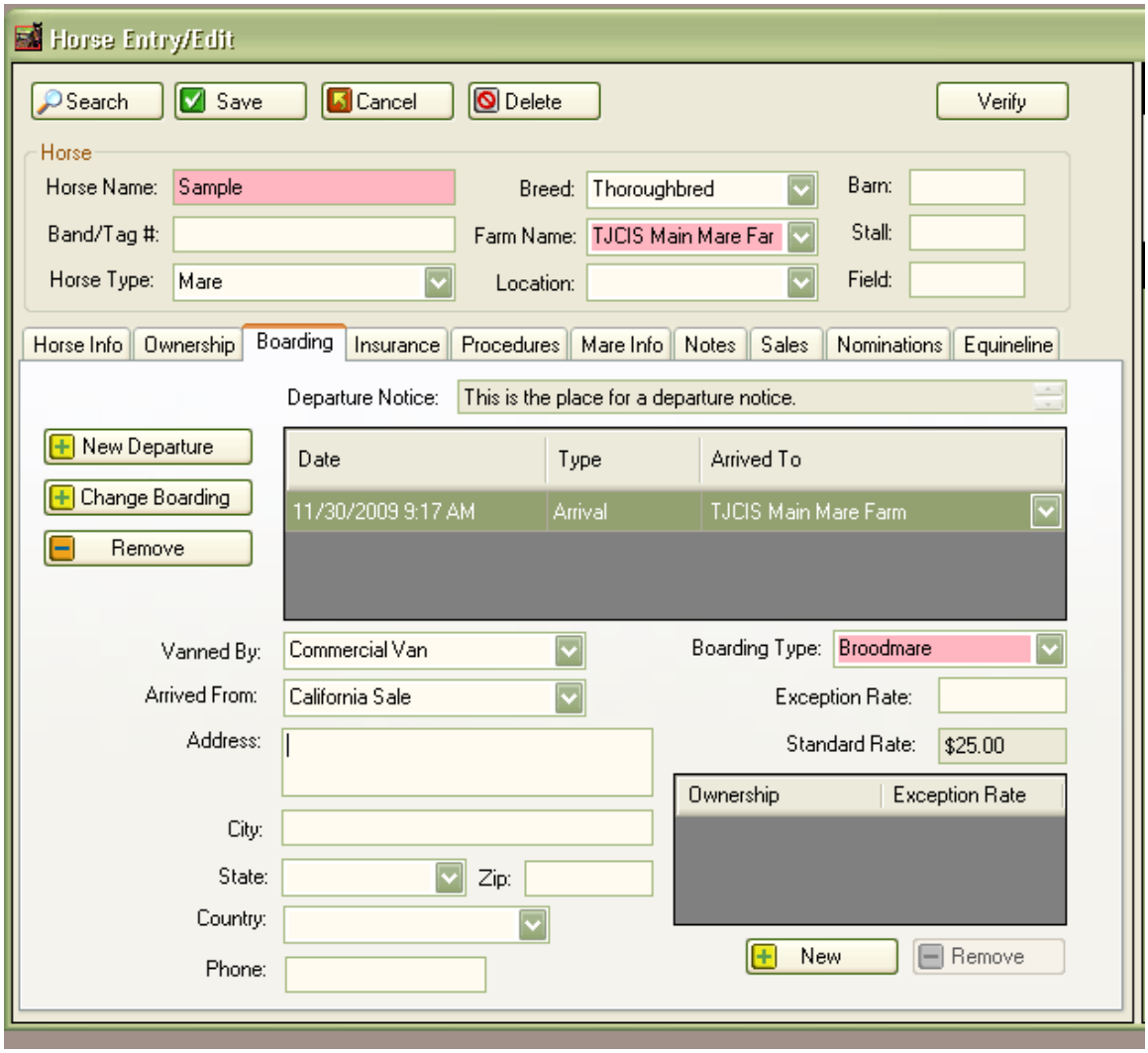
TIP: Exception Procedure %: If there is more than one owner and you would like to charge a fixed percentage of all procedures to one owner and a fixed % to the other owner(s), you can enter that procedure exception percent in the field provided. Procedure Exception % must add up to 100%.

- After you have entered the ownership for the horse, **you must let the system know that the horse has arrived on your farm if you want the system to calculate the daily boarding charges.**

    - Click the "Boarding" tab to open the Arrival / Departure / Boarding screen.



    - Click the button “New Arrival”, enter the arrival date and click “OK”.
    - Select the “Vanned by”
    - Select the “Arrived From”
    - Select a “Boarding Type” from the drop down list
    - Daily board charges for each horse will begin accumulating based on the arrival/departure date. Horses will be charged board “day in” and “day out”.

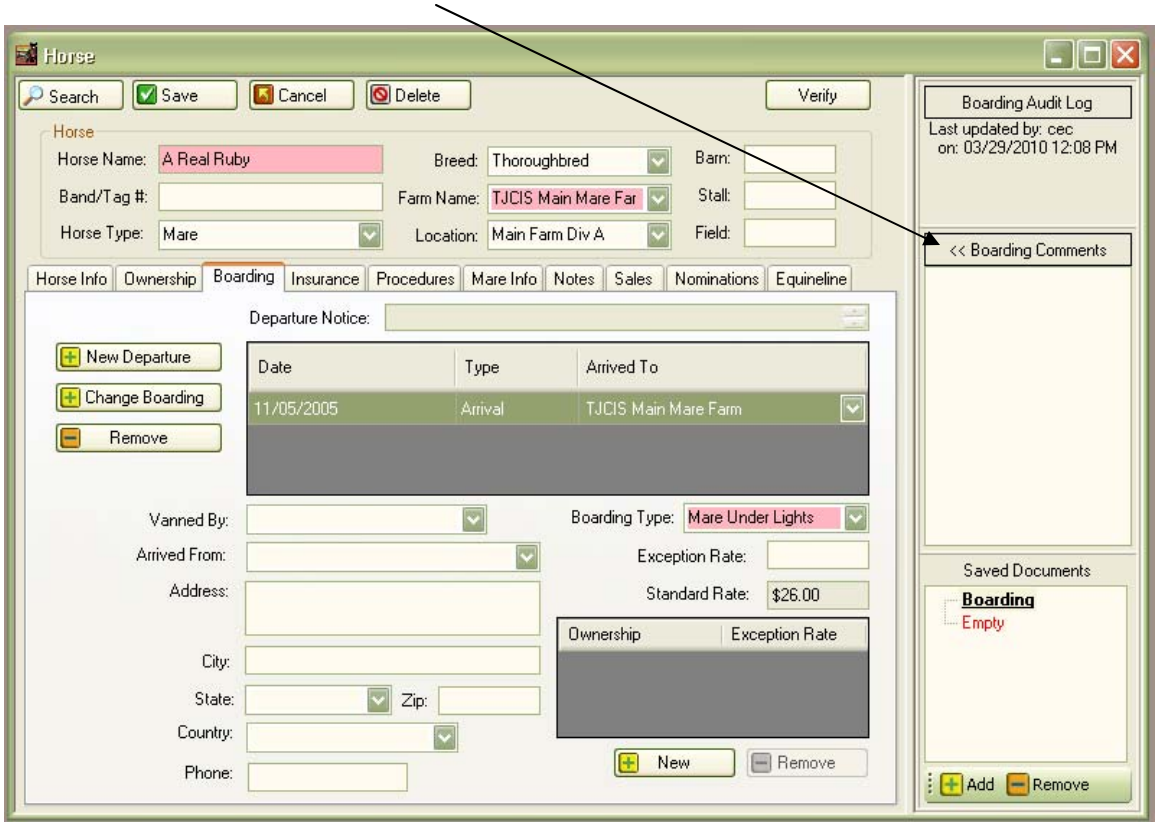


TIP: Exception Rate: If the owner (s) is to be charged a boarding rate different from what you have established as standard, enter that rate in the Exception Rate field above the Standard Rate. An Exception Rate entered on the Boarding screen will cause the system to charge the exception rate **only** when the horse is at this specific "Boarding Type". If a horse is "Broodmare" with the exception rate of $10.00 and then changes to "Sales Prep", the owner will be charged the standard rate for "Sales Prep" and the Exception Rate for "Broodmare" will no longer apply.

TIP: If you have entered an Exception Rate in the Ownership screen (Exception Board Rate) and an Exception Rate in the Boarding screen, the Ownership Exception Board Rate will be the controlling rate.

TIP: The Boarding screen will store all of the history of the horse's arrivals and departures and board type changes. When making a new entry, do not type over or remove the existing dates. Always click "New Departure", "New Arrival" or "Change Boarding".

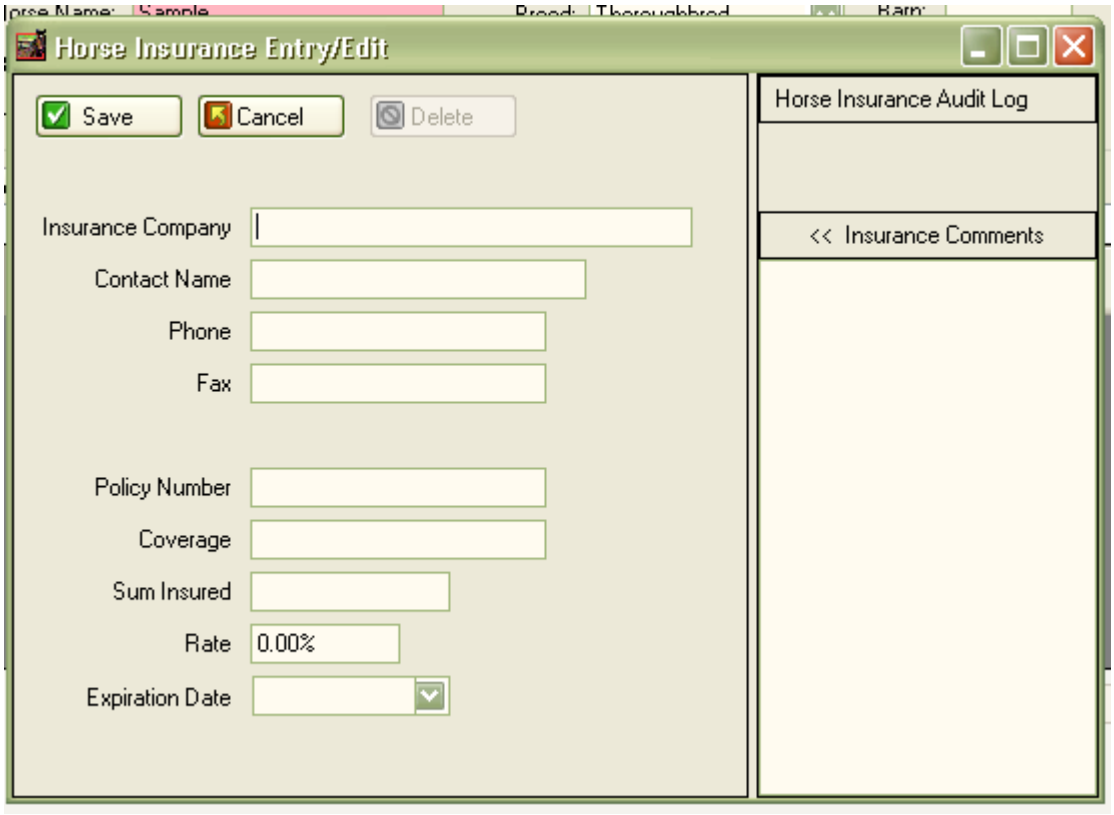
TIP: The “Boarding Comments” field on the Boarding form is for your reference and does not appear on any report.



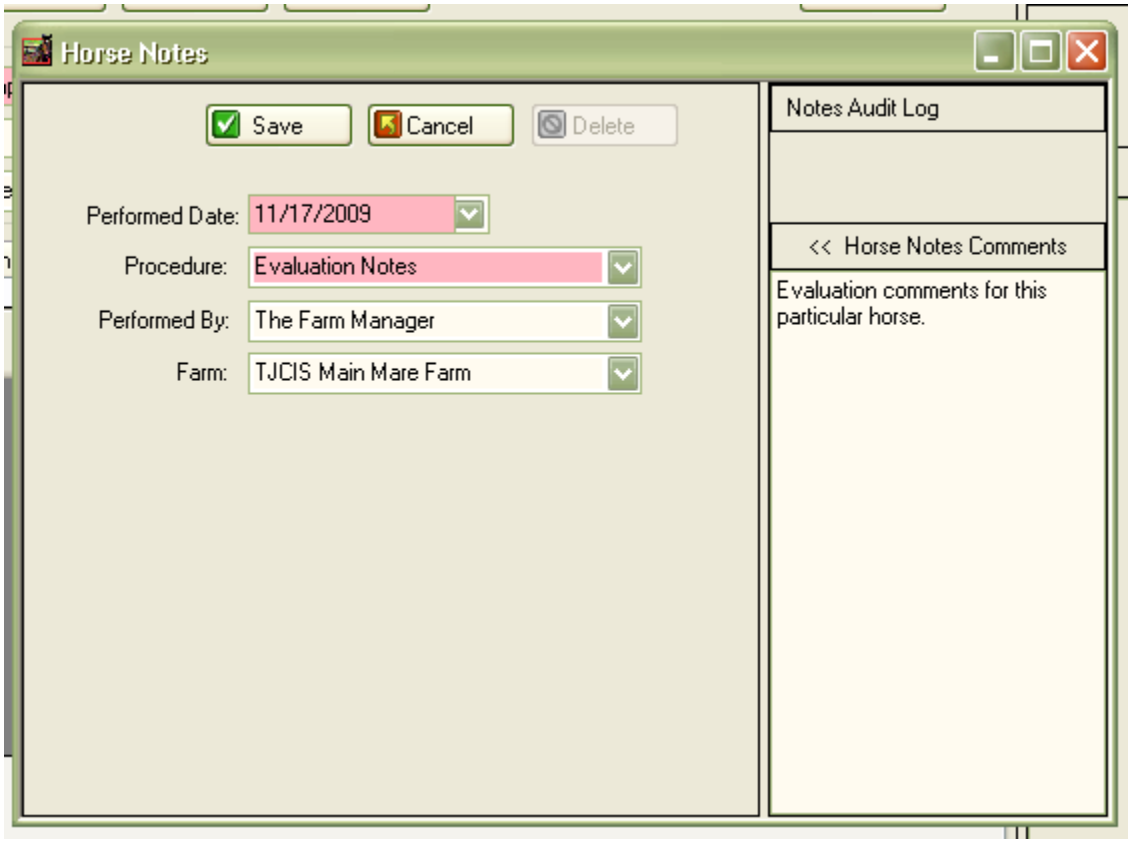
TIP: The system will charge one day’s board on the day the horse arrives on the farm and will continue through the day the horse departs the farm (inclusive).

Additional Options on the Horse Master Entry/Edit Screen

- Insurance – Click the button “New” and enter and store current insurance information on each horse (Insurance Company, Contact, Phone, Fax, Policy Number, Coverage, etc.)

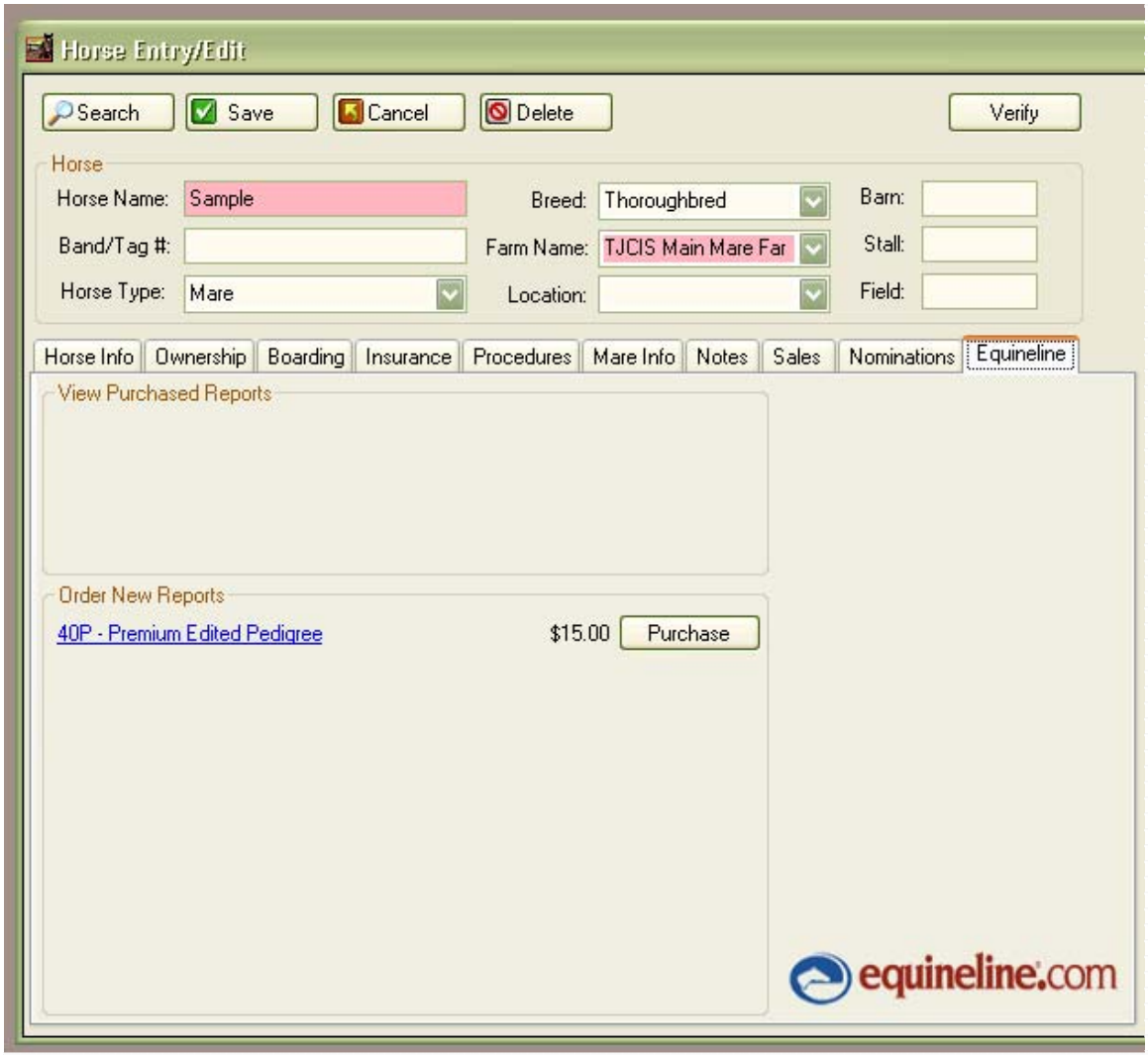


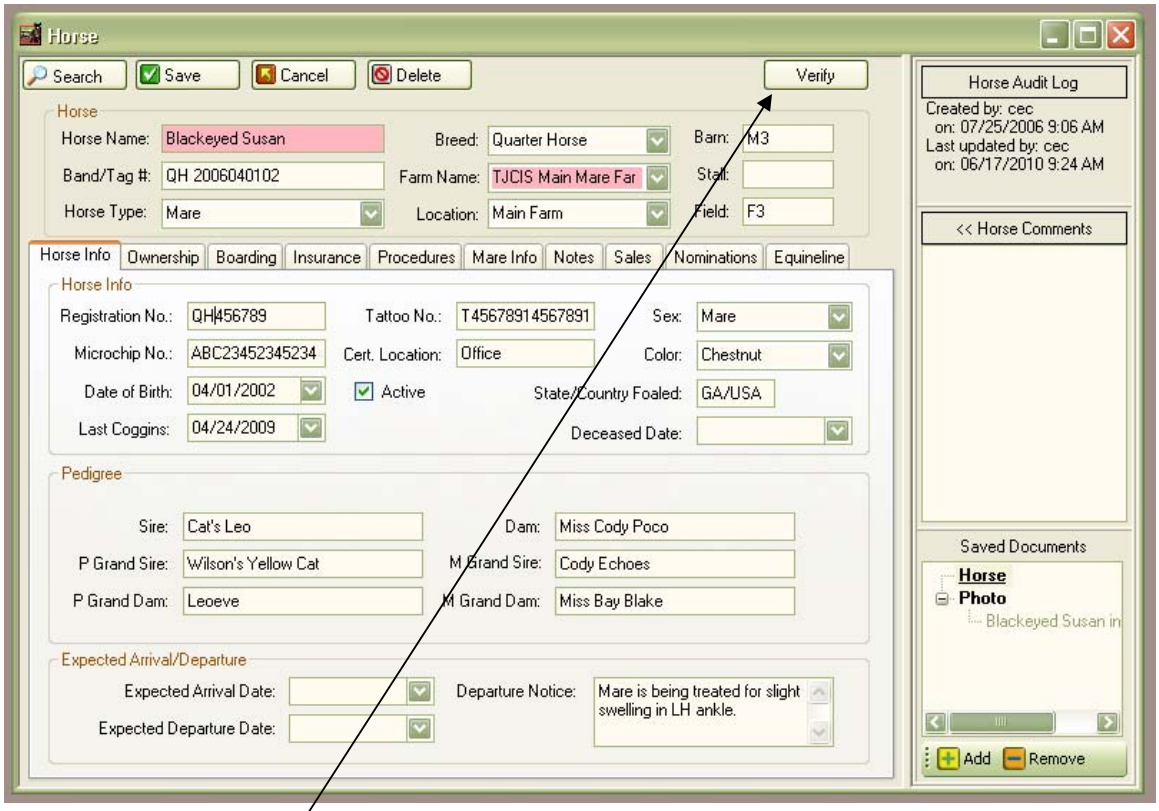
- Procedures – Enter or edit procedures that have been performed to this horse either from here or from the Procedures menu item. (Procedures > Procedures Performed)
- Mare Info. – Click the button “New” to add new information or click the button “Edit” to view information that has already been entered. You can enter breeding information through this screen or through the Procedures menu item. (Mare Info > Mares)
- Notes – Click the button “new” and enter additional information pertaining to this horse. Enter a date, select the procedure from the drop down list, select the Performed By, Farm and then enter any additional comments in the Horse Notes Comments section. Information entered here will only appear on the Horse Notes Report (Reports > Misc. Reports > Horse Notes). Information entered here does not appear on invoices. The Notes screen can be used to enter horse markings, evaluations, workouts, etc.



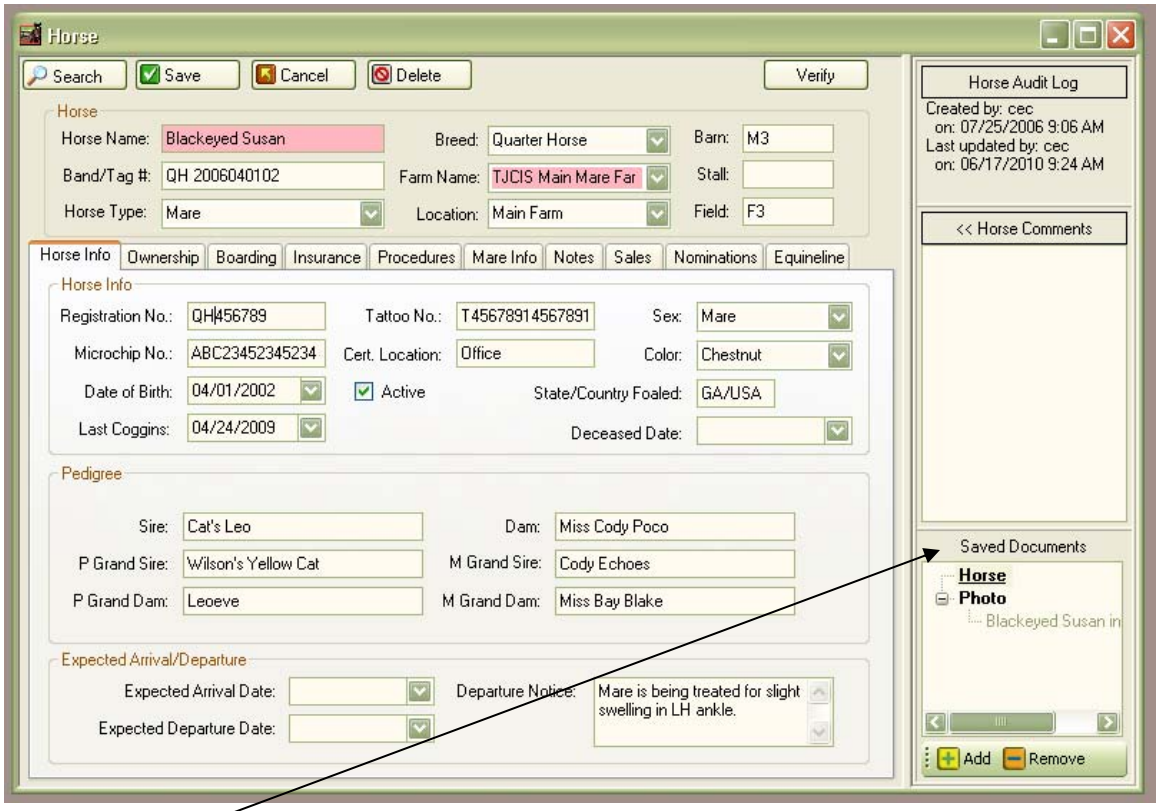
- Sales – Store information on the sales history of this horse. Click the button "New" and add sale information.
- Nominations – Enter and store information on what nominations have been submitted for this horse. Click the "New" button and select a nomination from the list.

- Equineline – You can order Equineline reports directly from the Horse Entry/Edit screen.

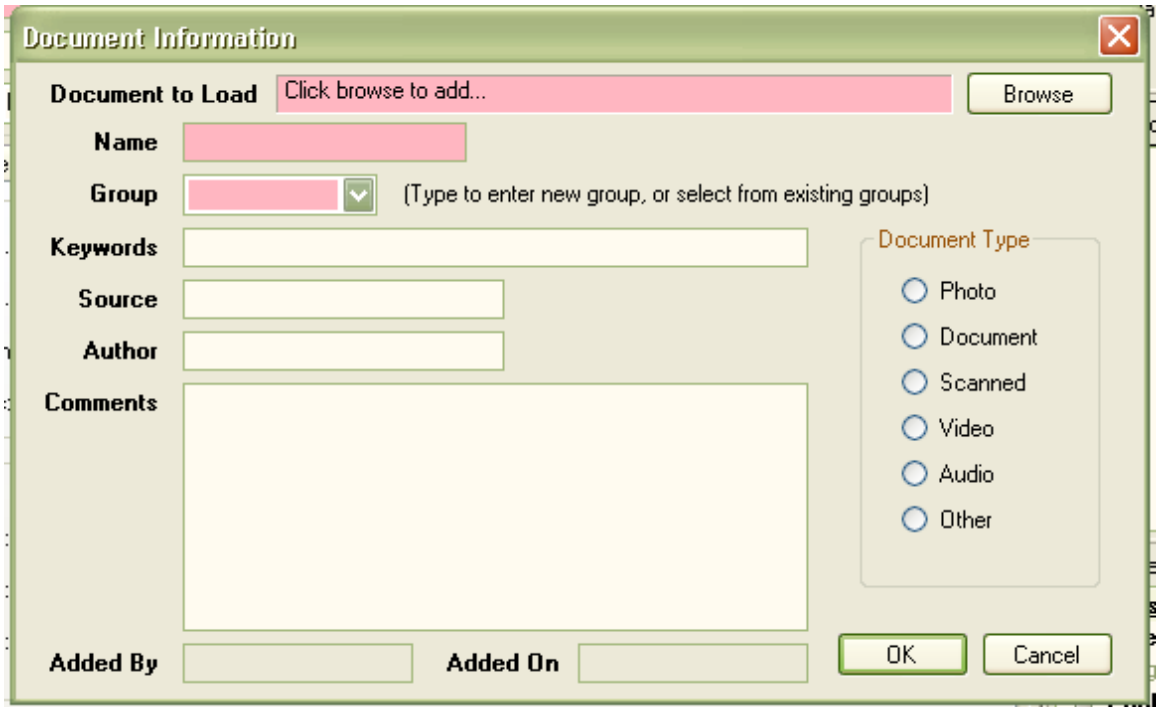




- ***Verify*** button – This is a billable service. When enabled it will verify the name, sex, color, Date of Birth and pedigree for this horse. Please contact The Jockey Club directly to purchase this feature.

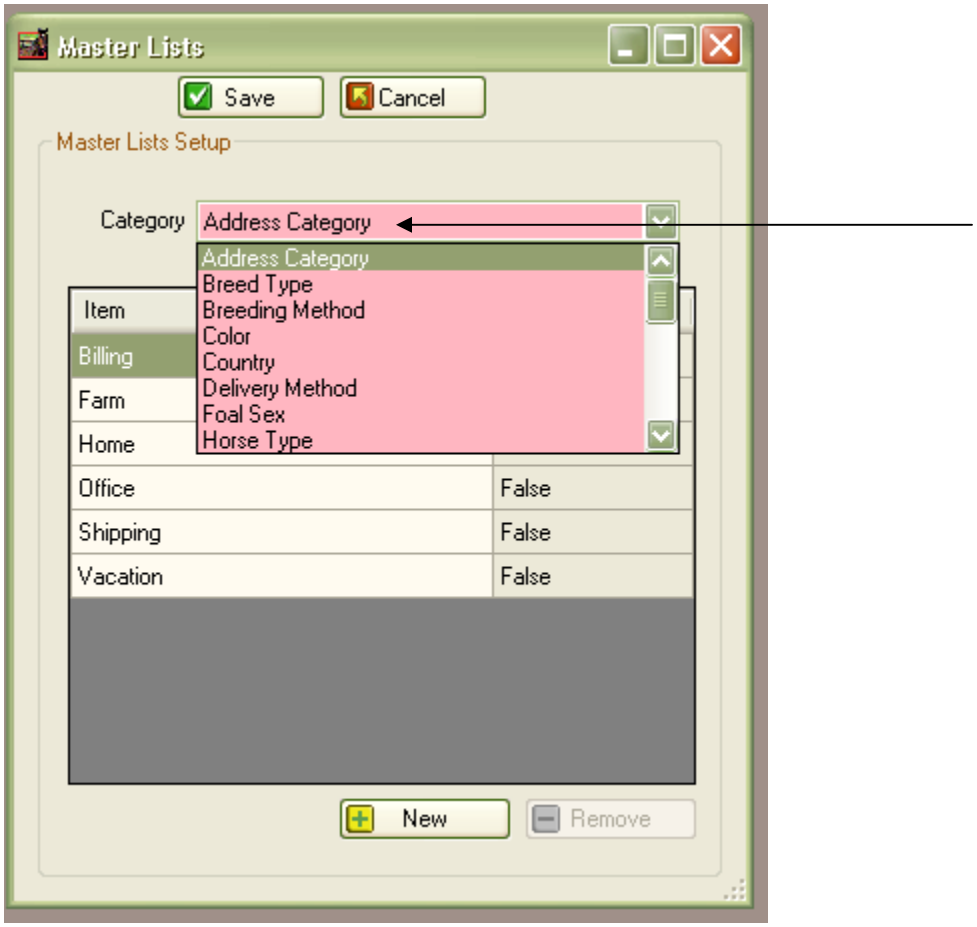


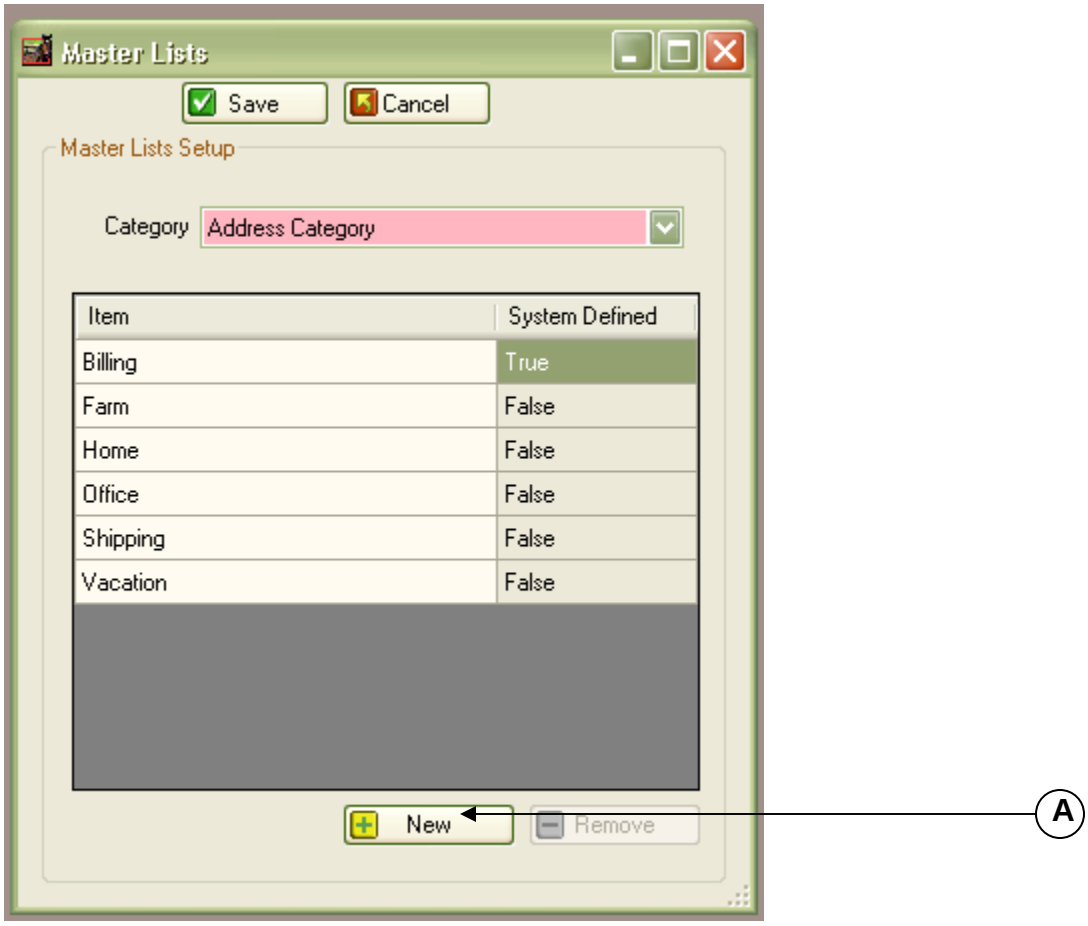
- Saved Documents – This is an area where documents relating to this horse can be saved. Click the "Add" button and then click the "Browse" button to browse for the file. Enter the Name for the document and click "OK" when finished.



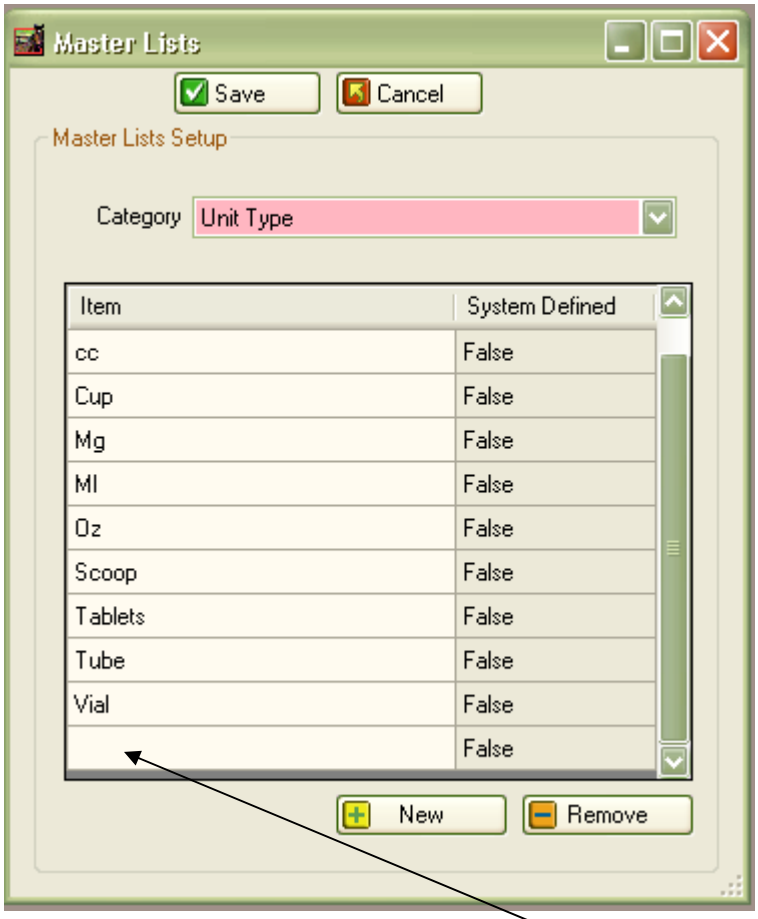
10. *Review Master Lists* ***[optional]***

No changes are needed unless your farm uses a different set of terms
Select “Setup” from the menu
Select “Master Lists”
Select the list category that you wish to review. This displays the list of user choices for that category. Example: Address Category

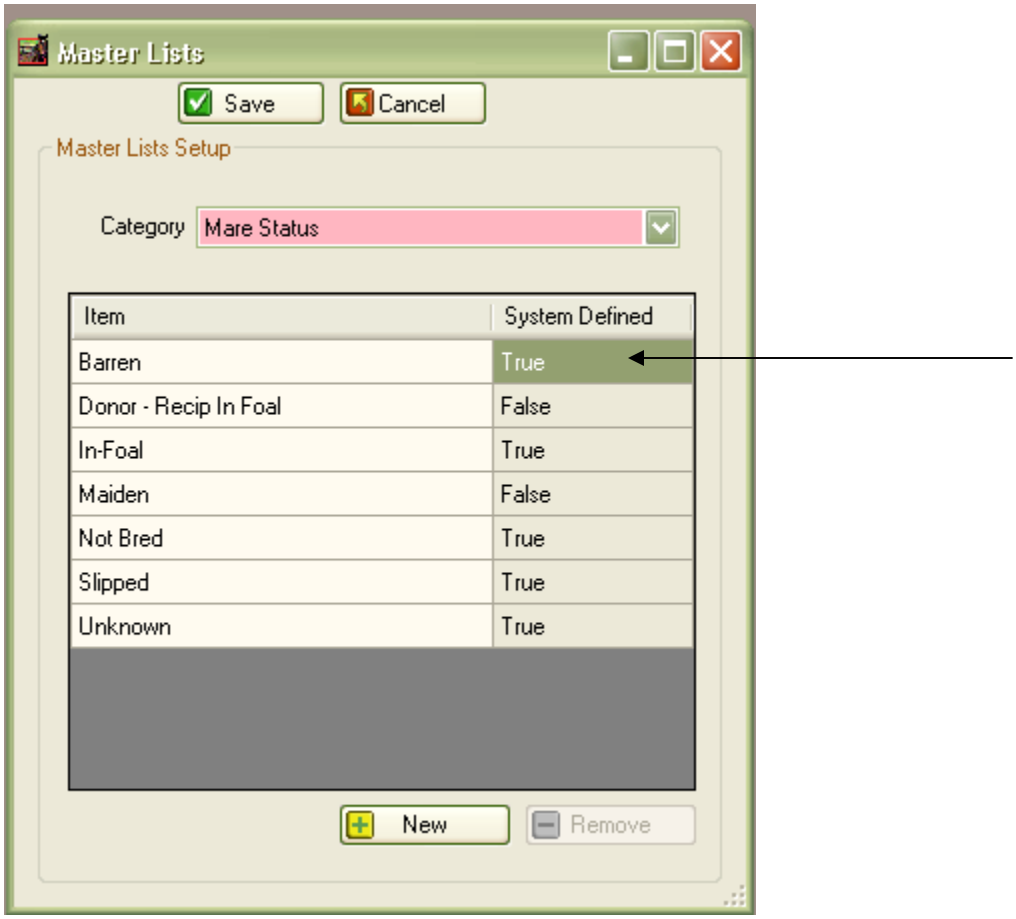




You should just review the categories and not make changes at this time. If your farm needs additional items than those that are shown, they can be added by clicking the button “New” **See (A)**



When you click the “New” button, a new, blank line will appear in the list. Type the new entry in the new blank line and then click “Save”.



Note: If you select the Category of “Mare Status”, you will see that the system has defined several of the items as “True”. The system requires these specific items to be used exactly as they are shown in order for the associated reports to be correct and will not allow you to change or delete these items. If you select an item marked as “True” you will see that the button “Remove” is not active, thus you cannot change or remove any item marked as “True”

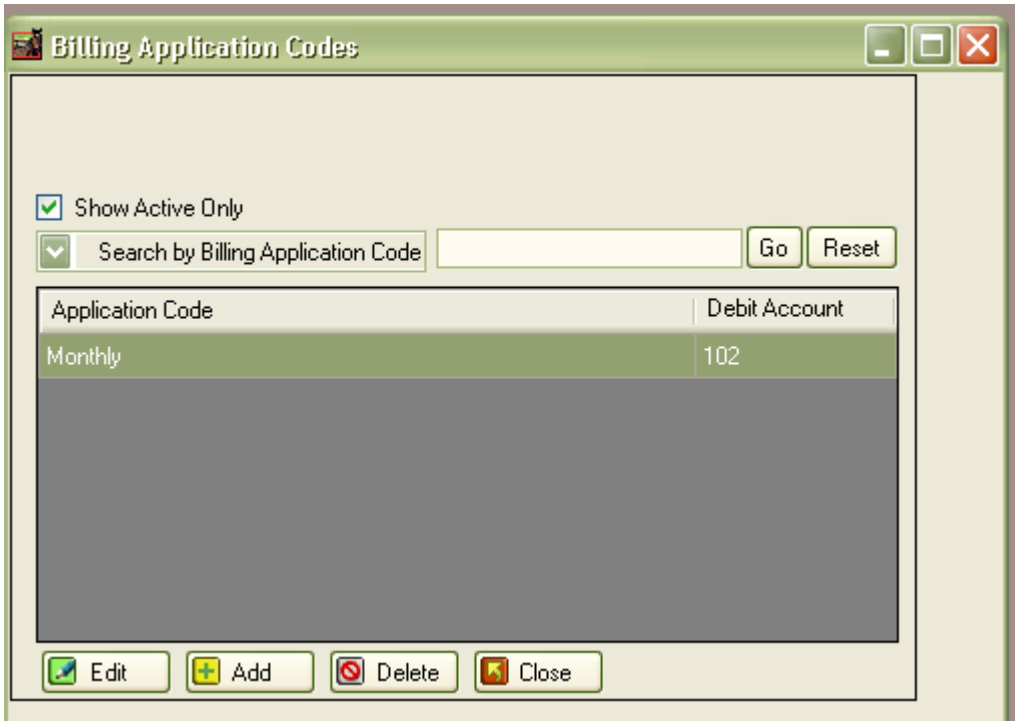
*11. Review Billing Setup **[optional]***
(Setup > Billing Setup)

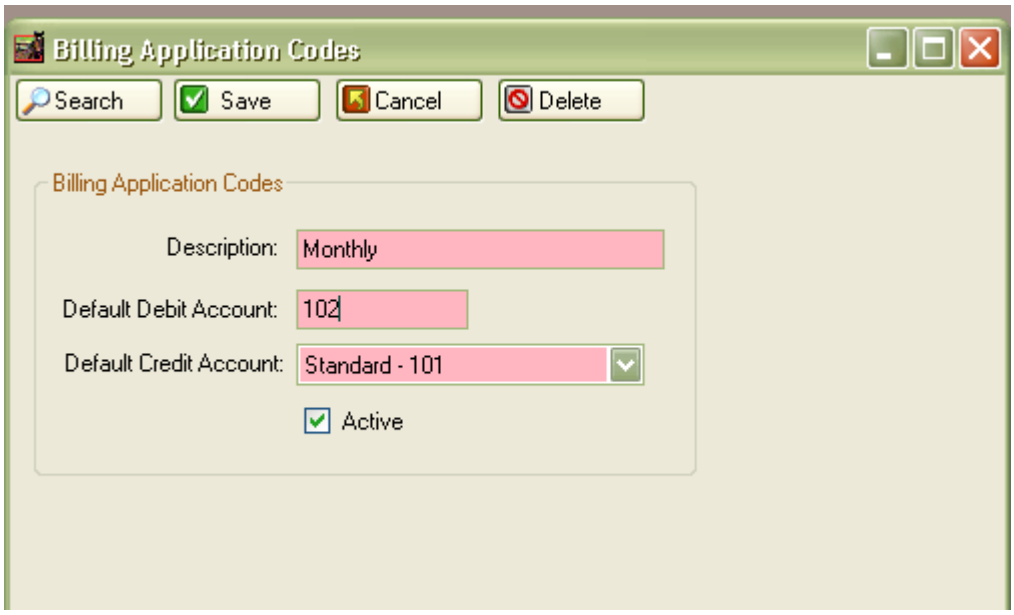
Since the Horse Farm Management System uses General Ledger Account numbers to allocate charges and payments appropriately, G/L Account numbers should be identified prior to using the system.

Note: *The system has been preloaded with all necessary G/L codes. <u>Only</u> if your farm uses specific G/L accounting codes will you need to change the preloaded codes.*

Billing Codes

- Select "Setup"
- Select "Billing Setup"
- Select "Billing Codes"





The system is preloaded with a Default Debit and a Default Credit G/L Account number. Unless you want to use specific G/L Account numbers, you do not need to do anything in these fields.

You can leave the numbers that have been pre-loaded or you can enter account numbers designated by your farm.

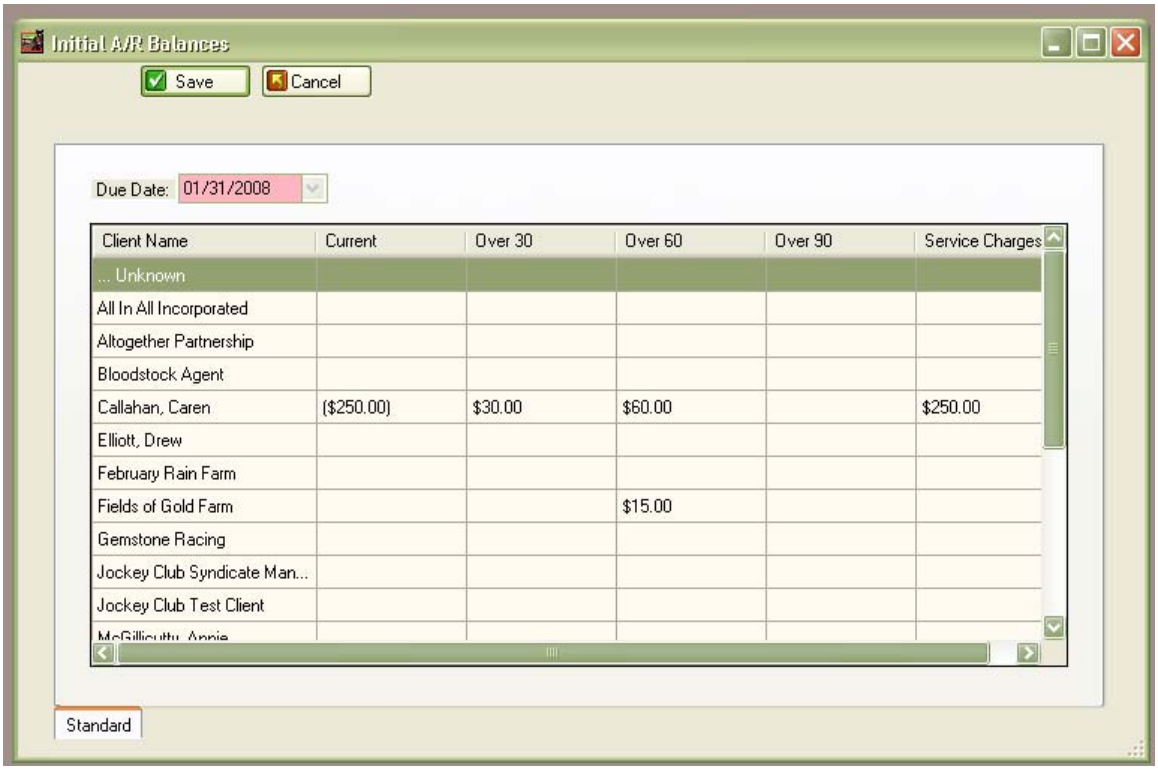
Note: When you are entering your cash receipts on a daily/regular basis, you will be selecting this payment code from a drop down list. Again, this payment application code indicates to the system that the cash receipt will be applied to your Standard (Board) billing.

Note: Your "Month End Billing", or "Board Billing" consists of boarding charges as well as procedure charges. When a payment is made, you will not be separating the payments into "Board Payments" and "Procedure Payments".

TIP*:* Your Billing Application Code Default Debit Account can be either numerical or alphabetical.

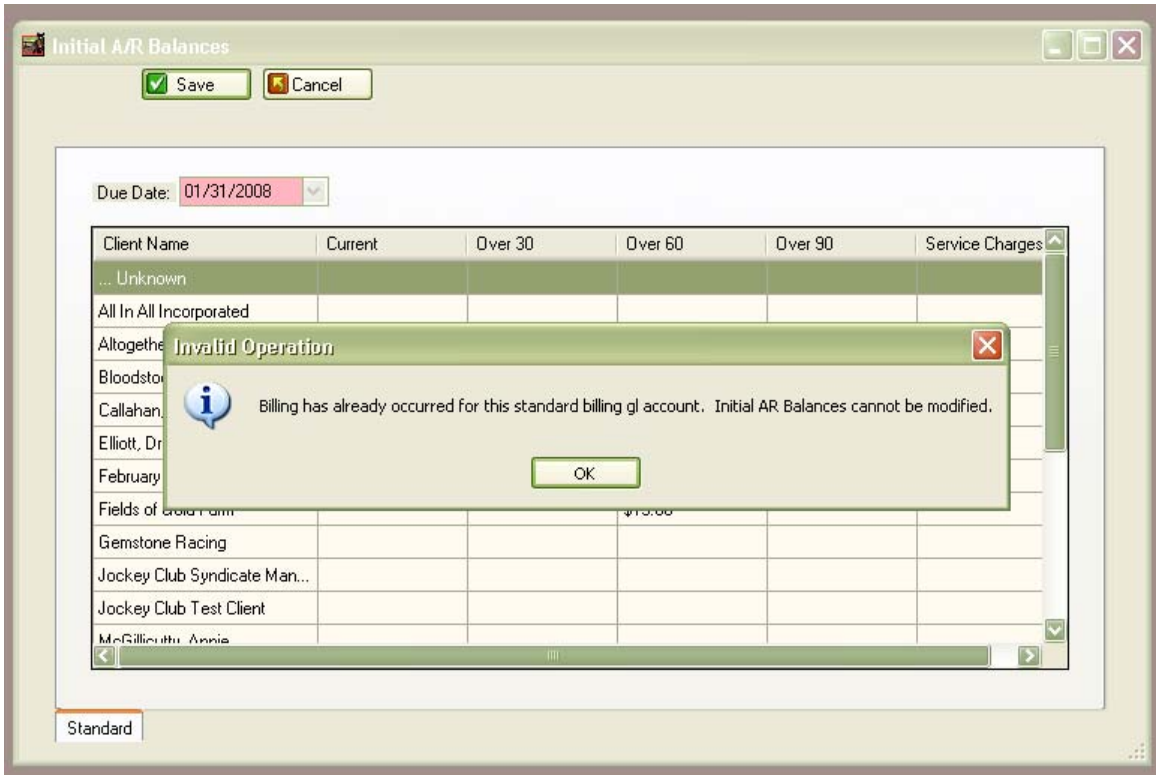
*A/R Maintenance **(New Users Only)***

- Select "Setup"
- Select "Billing Setup"
- Select "A/R Maintenance"
- A list is displayed with all of the clients that you have entered into the system.



- Add the ending balances for each client from your previous billing. (You can put the full amount in the current column or you may want to break down the amount owed into Current, Over 30, Over 60, Over 90 and Service Charges in order for the Aged A/R Balance Reports to be correct.)

Note: The amounts entered in this table will be reflected as the beginning balance on the first billing run performed on HFM.

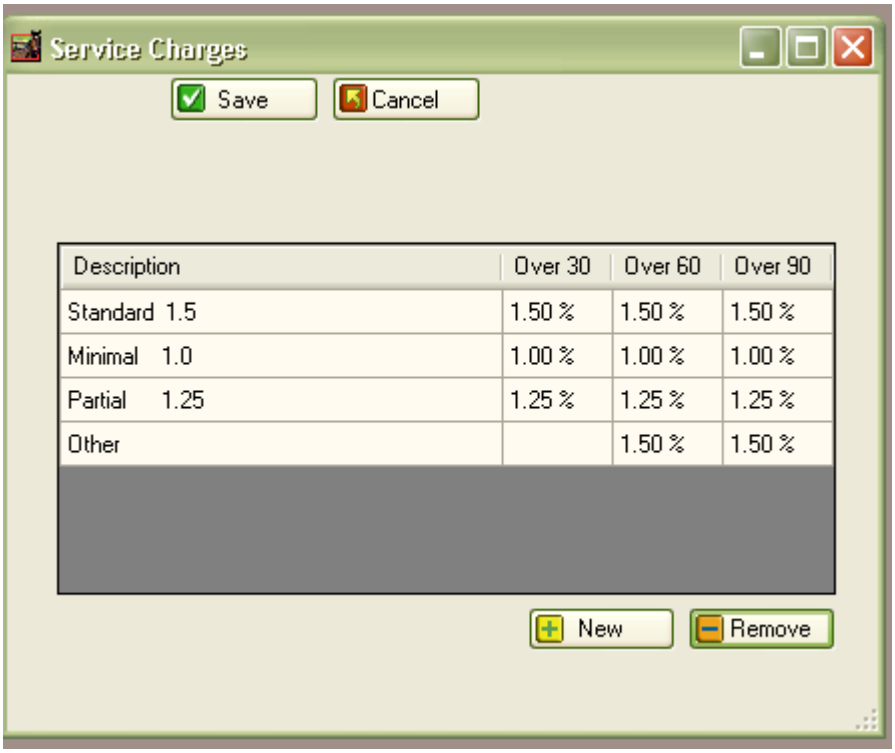


- **Important:** *You can only edit A/R balances in this manner during your initial install/configuration process. Once you have Generated and Finalized a billing, you can **no longer** edit information on this page.*

*Service Charge **[optional]***

If you charge late fees for unpaid invoices, you will enter codes for each rate you plan to use. The Horse Farm Management System will automatically apply a "late fee" to any unpaid balances for those clients that you specifically indicate should be charged late fees/service charges. A client will never be charged late fees unless you specifically mark it as such. To set up the Service Charges/Late Fees:

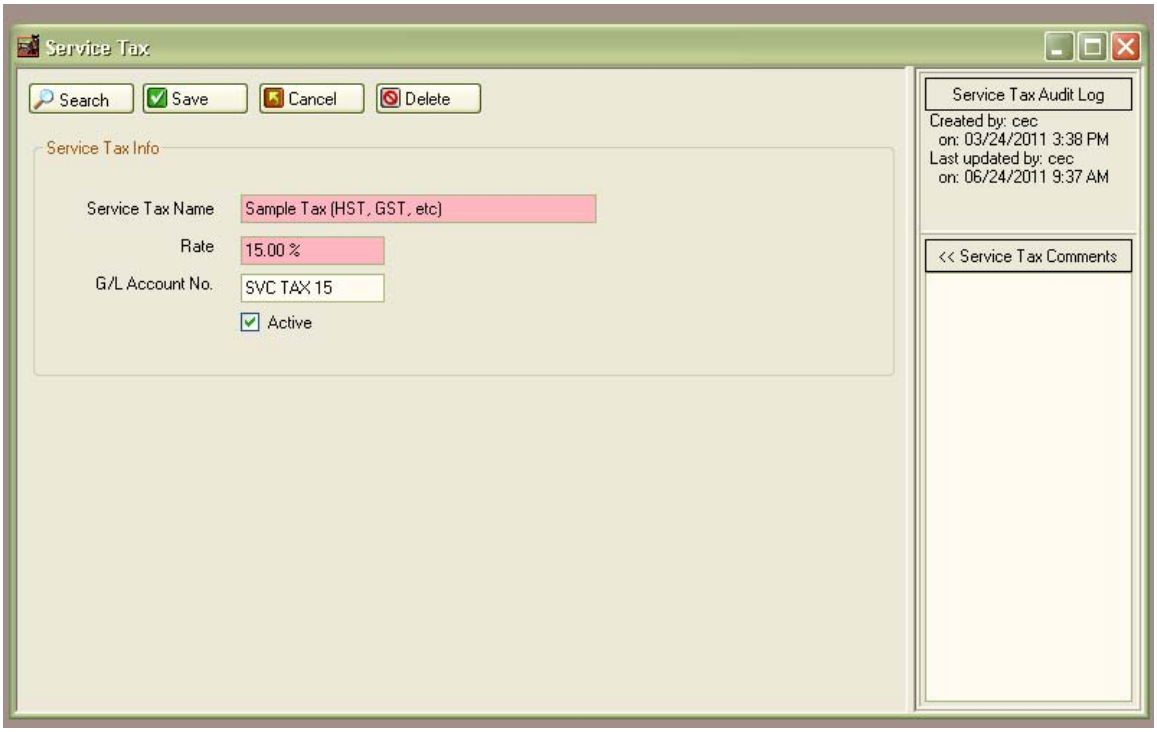
- Select "Setup"
- Select "Billing Setup"
- Select "Service Charge"
- Click the button "New" to add each Service Charge

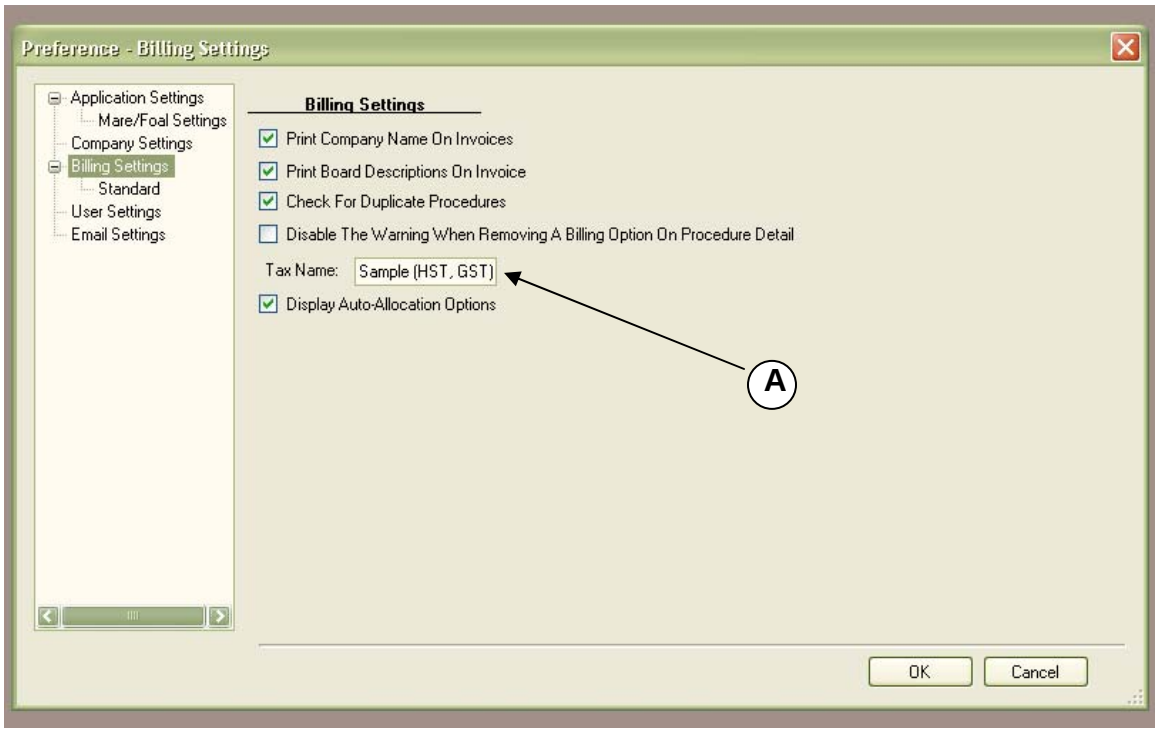


Each line can have a different Service Charge Code with different percentages. Depending on your specific needs, you can enter just one service charge type or several. Click the button "New" then enter the Service Charge Description and the rate in the 30, 60 & 90 columns.

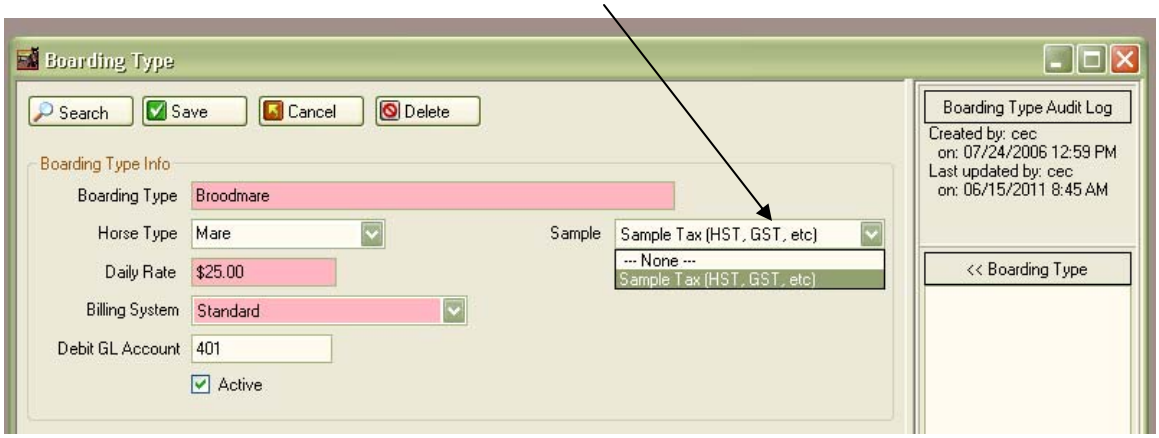
Service Tax
(Setup > Billing Setup > Service Tax)
Note: This feature is used by international clients. It allows the entry of a service tax such as GST, HST, VAT, etc. to be charged on boarding and procedures.

- Select "Setup"
- Select "Billing Setup"
- Select "Service Tax"
- Click the button "Add"
- Add the tax Name
- Add the Rate
- Add the G/L Account Number **[optional]**
- Go to Setup > Preferences > Billing Settings and enter the Tax Name **See (A)**

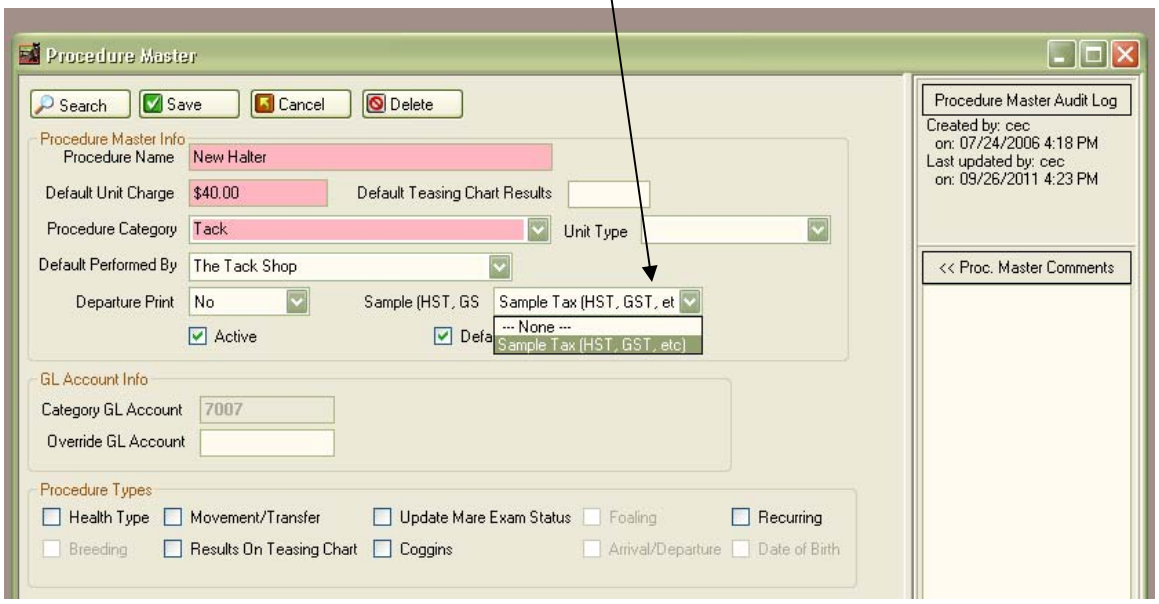

Service Tax
Search
Save
Cancel
Delete
Service Tax Info
Service Tax Name
Sample Tax (HST, GST, etc)
Rate
15.00 %
G/L Account No.
SVC TAX 15
Active
Service Tax Audit Log
Created by: cec
on: 03/24/2011 3:38 PM
Last updated by: cec
on: 06/24/2011 9:37 AM
<< Service Tax Comments


Preference - Billing Settings
Application Settings
Mare/Foal Settings
Company Settings
Billing Settings
Standard
User Settings
Email Settings
Billing Settings
Print Company Name On Invoices
Print Board Descriptions On Invoice
Check For Duplicate Procedures
Disable The Warning When Removing A Billing Option On Procedure Detail
Tax Name:
Sample (HST, GST)
Display Auto-Allocation Options
A
OK
Cancel

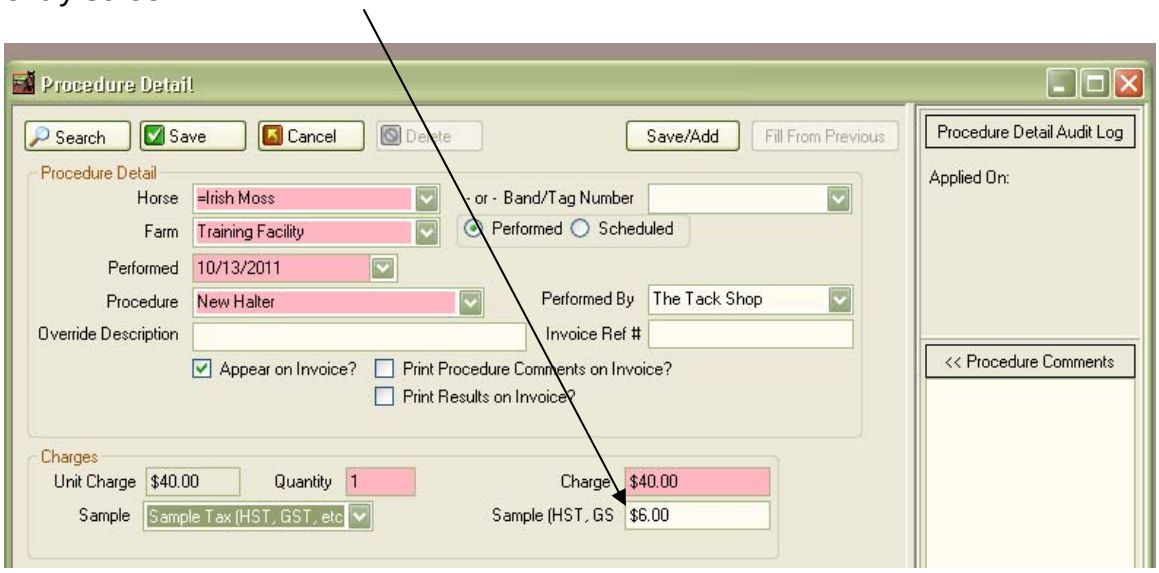
- Go to Master Files > Boarding Types and select the appropriate TAX name from the drop down list.



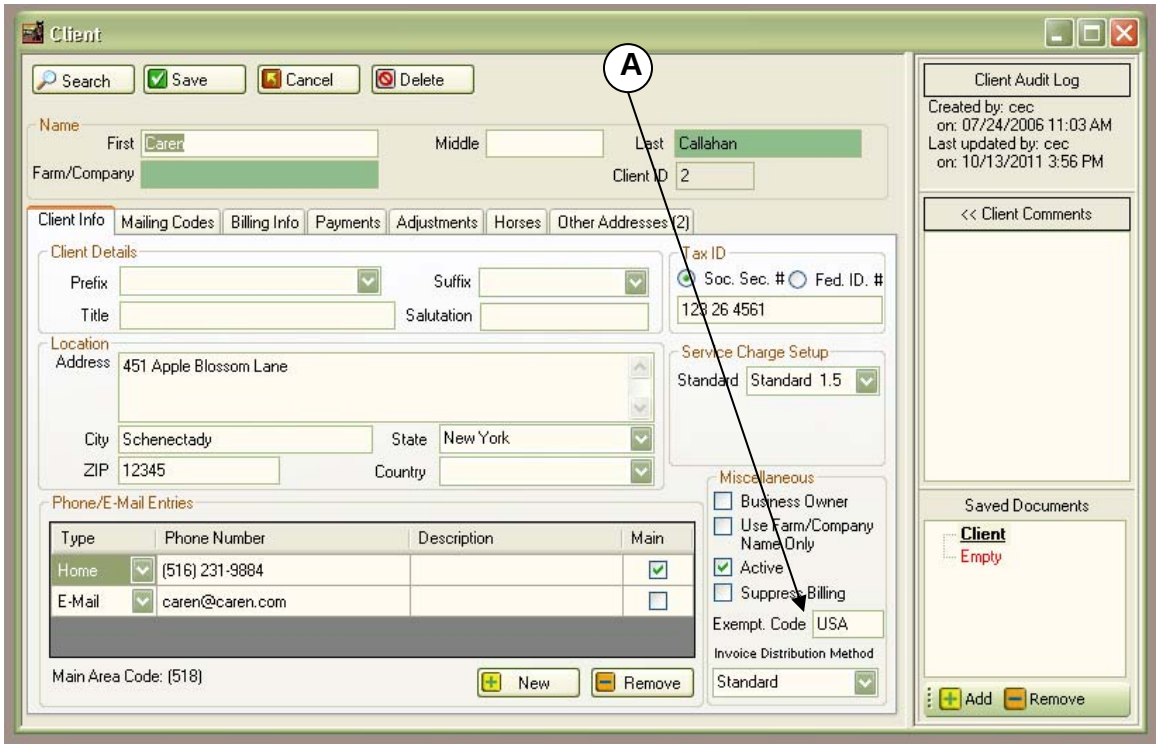
- Go to Master Files > Procedure Master and select the appropriate TAX name from the drop down list.



When you enter a procedure for a horse that has been marked to have the Service Tax applied, the information will automatically populate on the procedure entry screen.

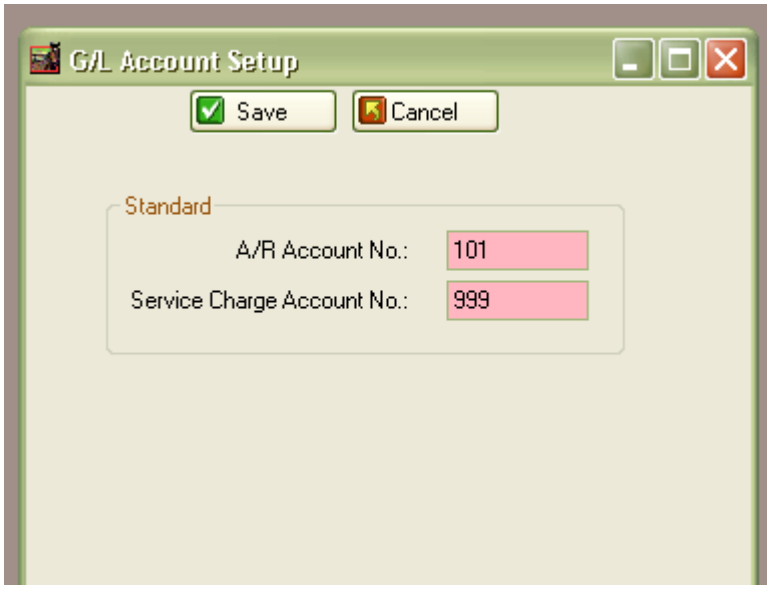


If you do not want a client to be charged the Services Tax, enter the Exempt Code on their Client master page. **See (A)**



G/L Account Setup ***[optional]***

- Select “Setup”
- Select “Billing Setup”
- Select the “G/L Account Setup”



Note: *The system has been preloaded with all necessary G/L Account Numbers. Only if your farm uses specific G/L accounting codes will you need to change the preloaded Account Numbers.*

HEALTH RECORD ENTRIES

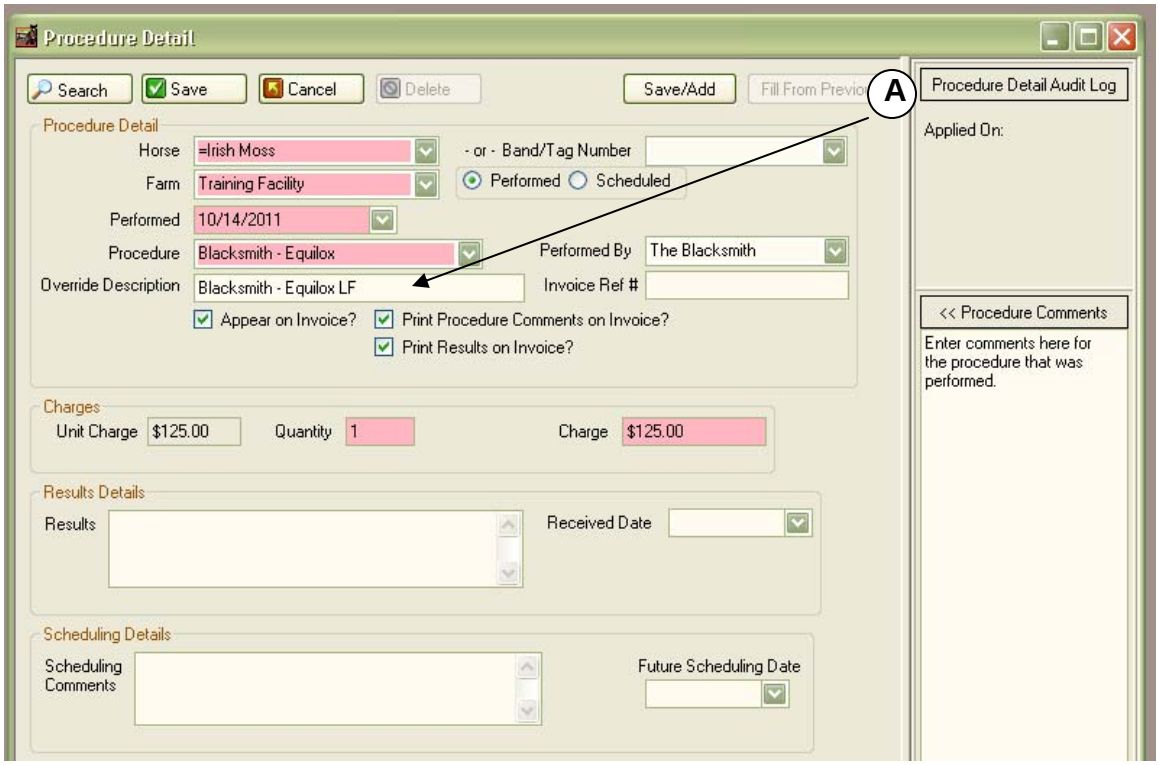
Procedures

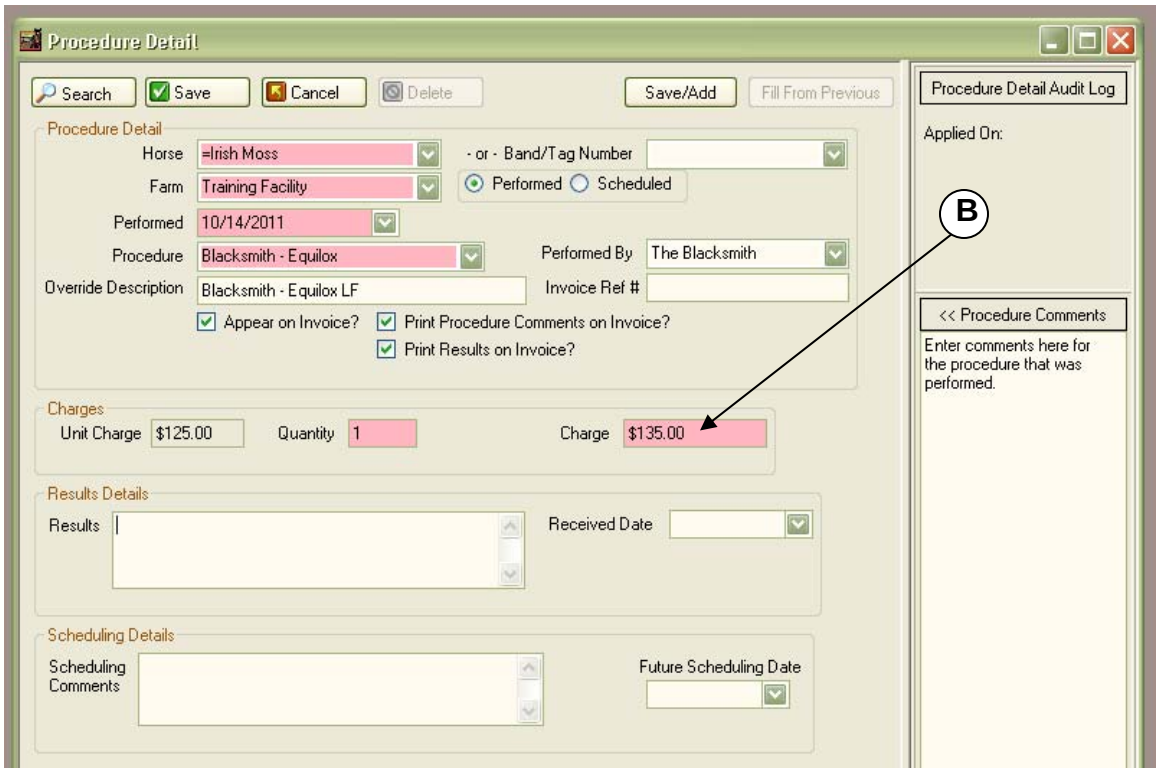
1. *Adding Procedures That Have Been Performed on Horses*

   Procedure Detail

   - Select “Procedures” from the menu.
   - Select the "Procedures Performed" menu item
     (You can also get to this screen by clicking the “Procedures” tab in the “Horse Entry/Edit” form)
   - Click on the horse name from the list and click “Select”
   - To edit an existing procedure click on the procedure shown on the list and click “Edit”
   - To enter a new procedure click the button “Add”
   - Performed: Enter the date that the procedure was performed
   - [Optional] You can enter the time that the procedure was performed by typing in the time on the same line as the date. Entering a time will prompt the system to list procedures chronologically on the pre-billing report and on the invoices. If no time is entered, the system lists procedures by date but in a random order.
   - Performed By: Enter the name of the person that performed the procedure (Vet name, Blacksmith name, Farm Name, Farm Manager Name, etc.) or pick the name from the drop down list.
   - [Optional] Invoice Ref. #: Enter the invoice number.
   - Procedure: Pick the name of the procedure that was performed from the drop down list.
   - [Optional] Override Description: You can enter an “Override Description” for the procedure that was performed. For instance, you might have “Blacksmith - Equilox” as the procedure and want to type in an Override as “Blacksmith – Equilox LF” **See (A)**
   - [Optional] Charge: You can change the amount in the “Charge” field if the amount charged for the procedure is different than the standard charge that you have set up. For example, the standard charge for Equilox was set up at $125.00 but in this particular case the blacksmith had to use additional time and materials on the hoof which increased the amount charged to $135.00. You can highlight “$125.00” and type in $135.00 and the client’s invoice will now reflect the correct charge of $135.00. **See (B)**

   - **Or,** if the ***Quantity*** is 1.00 you can, in many cases, change the quantity to another number and the charge field will automatically update to show the correct amount.





- Appear on Invoice?: This box always defaults with a √ in the box unless you have changed the default setting on the Procedure Master. When "Appear on Invoice?" is checked, it indicates that this procedure and the amount charged will appear on the client's invoice.
- If you un-check the box, this procedure and the associated charge will <u>not</u> appear on the client's invoice.

- [Optional] Print Procedure Comments on invoice? If checked, any comments that have been entered in the "Procedure Comments" area will appear on the client's invoice.
- [Optional] Print Results on invoice? If checked, any Results that have been entered in the "Results Details" area will appear on the client's invoice.
- [Optional] Procedure Comments: Type in comments pertaining to the procedure that has been performed. These comments will appear on the departure form and on the procedures performed report. Additionally, these comments will appear on the client's invoice if the "Print Procedure Comments on Invoice" box has been checked.

Charges

- Unit Charge: This is a read only field and will display the Unit Charge information that has been entered on the Procedure Master page.
- Quantity: This will default to "1.00". If the quantity number is changed the Charge will automatically be updated to reflect the corresponding amount.
- Charge: Defaults to whatever amount that has been set up in the Procedure Master page. This charge can be changed on this screen if necessary.

Results Details

- [Optional] Results: Enter any additional information regarding the procedure that has been performed. This information will appear on the departure form, health record report and the procedures performed report.
- [Optional] Received Date: Enter the date that you received the results. Information entered in the Received Date field does not appear on any report.

Scheduling Details

- [Optional] Future Scheduling: If you would like to schedule this specific procedure to be done again to this particular horse on a particular date in the future, enter the date in this field. Procedures that are scheduled will be printed on the Scheduled Procedures Due Report (*Procedures>Reports>Scheduled Procedure Due*).
- [Optional] Scheduling Comments: Enter any comments pertaining to the procedure that has been scheduled in the future. These comments will appear on the Scheduled Procedure Due Report.

Multiple Entries

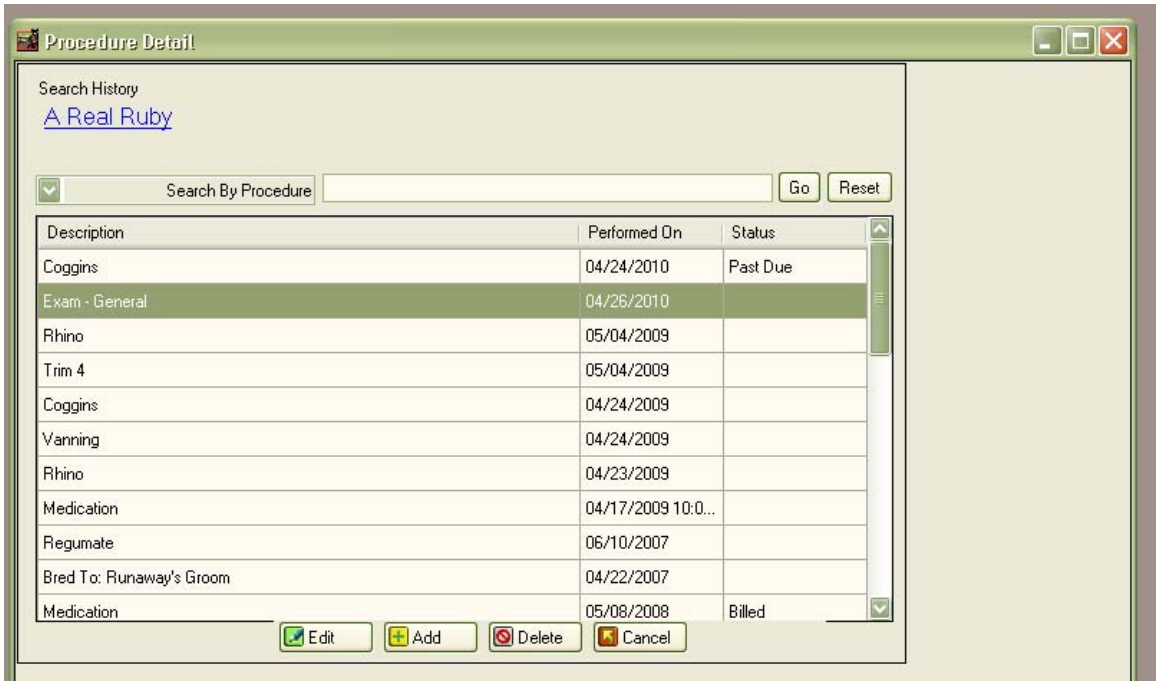
- To enter the same (or similar) procedures on <u>multiple</u> horses do the following:
    - Enter the first procedure as explained above.
    - Single-click the "Save/Add" button to save the current procedure and activate a new record.
    - Select the next Horse from the drop down horse list.

- Single-click the “Fill From Previous” button to populate all other fields with the previously entered data (Performed, Procedure, Performed By, Invoice Reference # and Charge).
- Edit any of the fields that need to be changed and repeat these steps as needed.

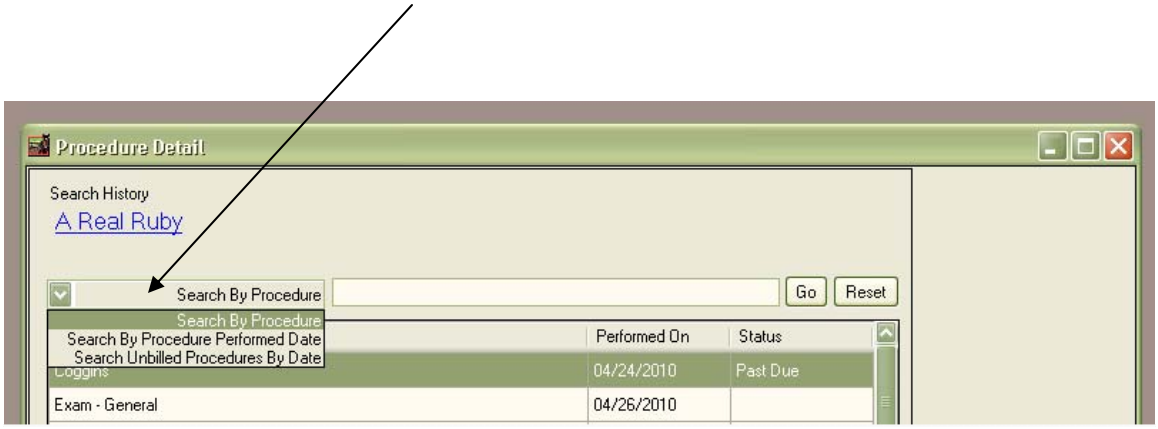
o To enter multiple procedures on a single horse do the following:
- Enter the first procedure as explained above.
- Single-click the “Save/Add” button to save the current procedure and activate a new record.
- Single-click the “Fill From Previous” button to populate all other fields with the previously entered data.
- Edit any of the fields that need to be changed and repeat these steps as needed.

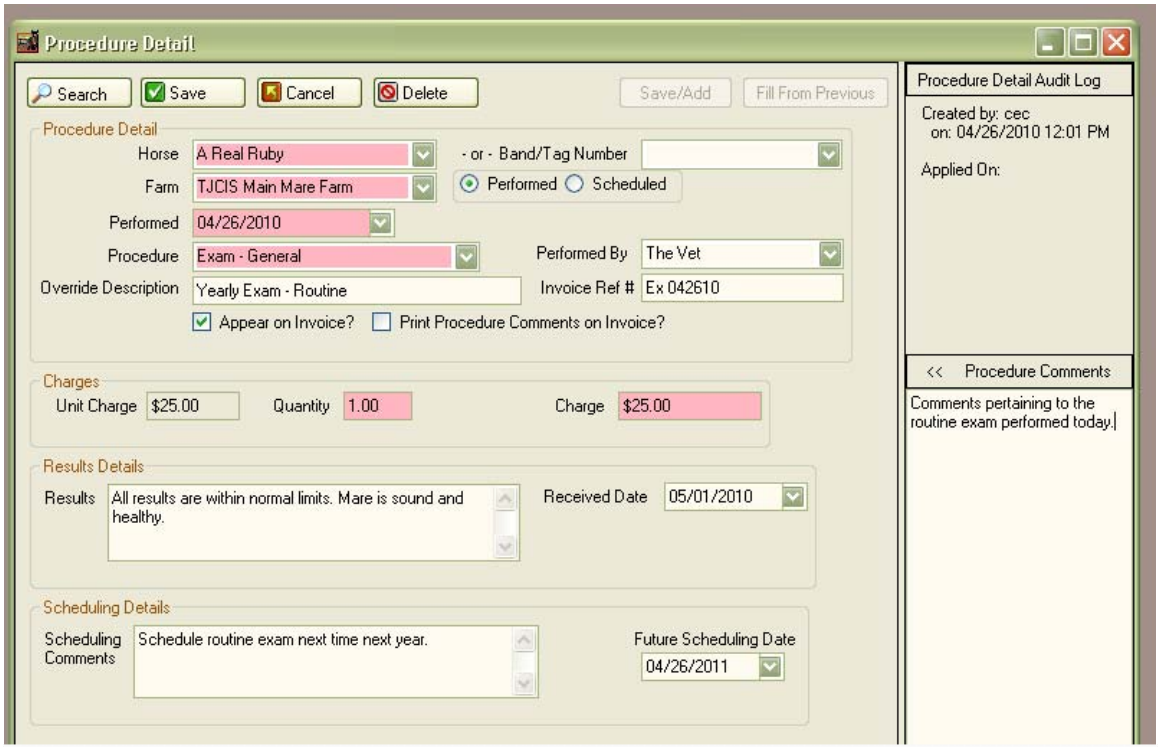
Editing Procedures

When editing a procedure that has already been entered:
- Select “Procedures” from the menu.
- Select the "Procedures Performed" menu item
- (You can also get to this screen by clicking the “Procedure Entry” tab in the “Horse Entry/Edit” form)
- Find the horse name in the list and press “Select” or double click on the horse name that you want.
- From the Procedures Detail screen select the procedure you want to edit and press “Edit” or double click on the selected procedure to open up the record.



You can Search By Procedure, by Procedure Performed Date or by Unbilled Procedures By Date





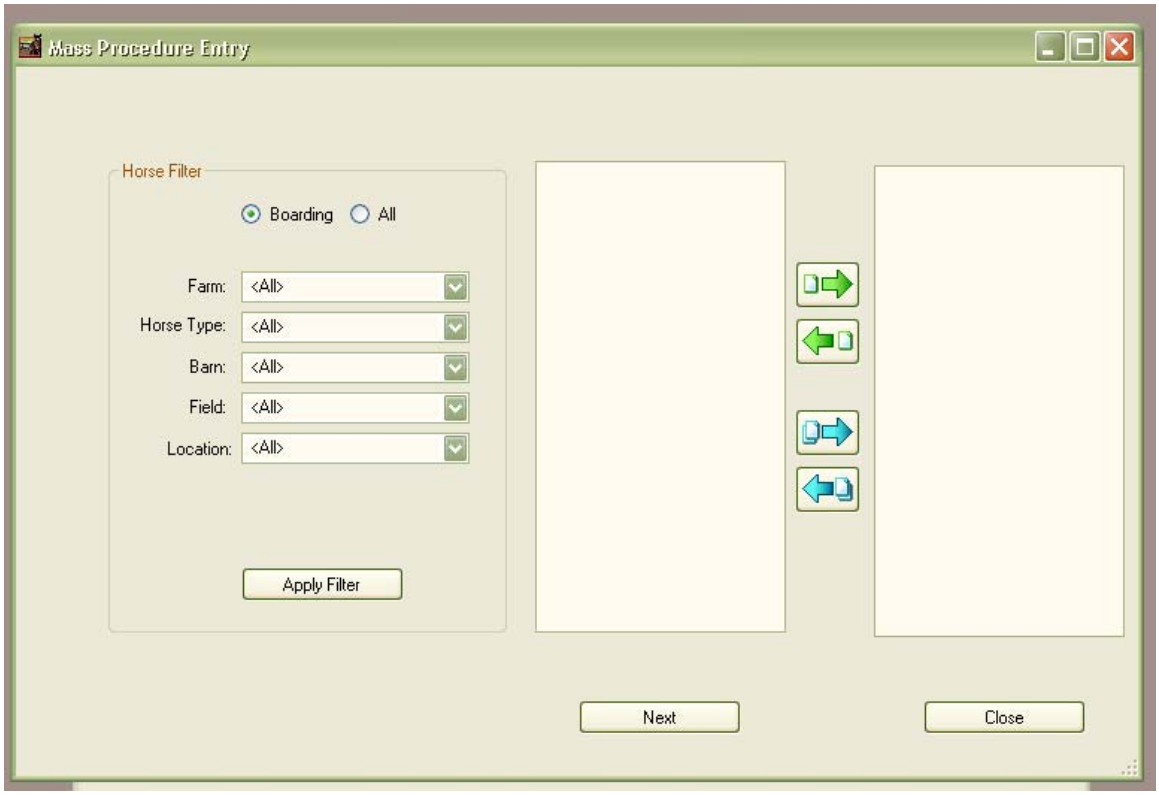
- After editing the procedure, click “Save”.

TIP: All procedures automatically become part of the horse’s health record and the monthly billing. All procedures entered will appear on the client’s invoices **unless** either the “Appear on Invoice” option was unchecked (on the Procedure Detail screen) or the "Suppress Billing" option was checked (on the Client Entry/Edit" form) for the owner of the horse.

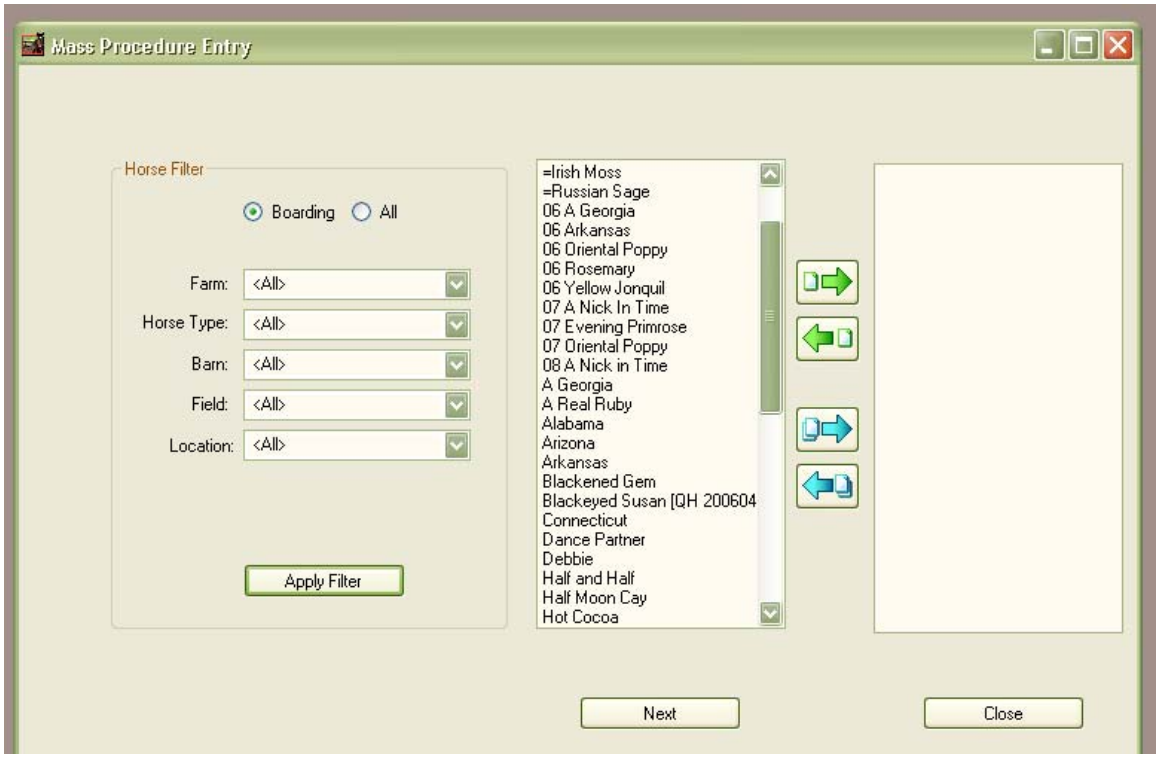
2. Adding Mass Procedure Entries

- Select "Procedures" from the menu.
- Select "Mass Procedures" menu item

- Click "New" to enter a new Mass Procedure or click on an existing Mass Procedure and click "Edit" if you want to view and/or edit an individual entry in an existing Mass Procedure.

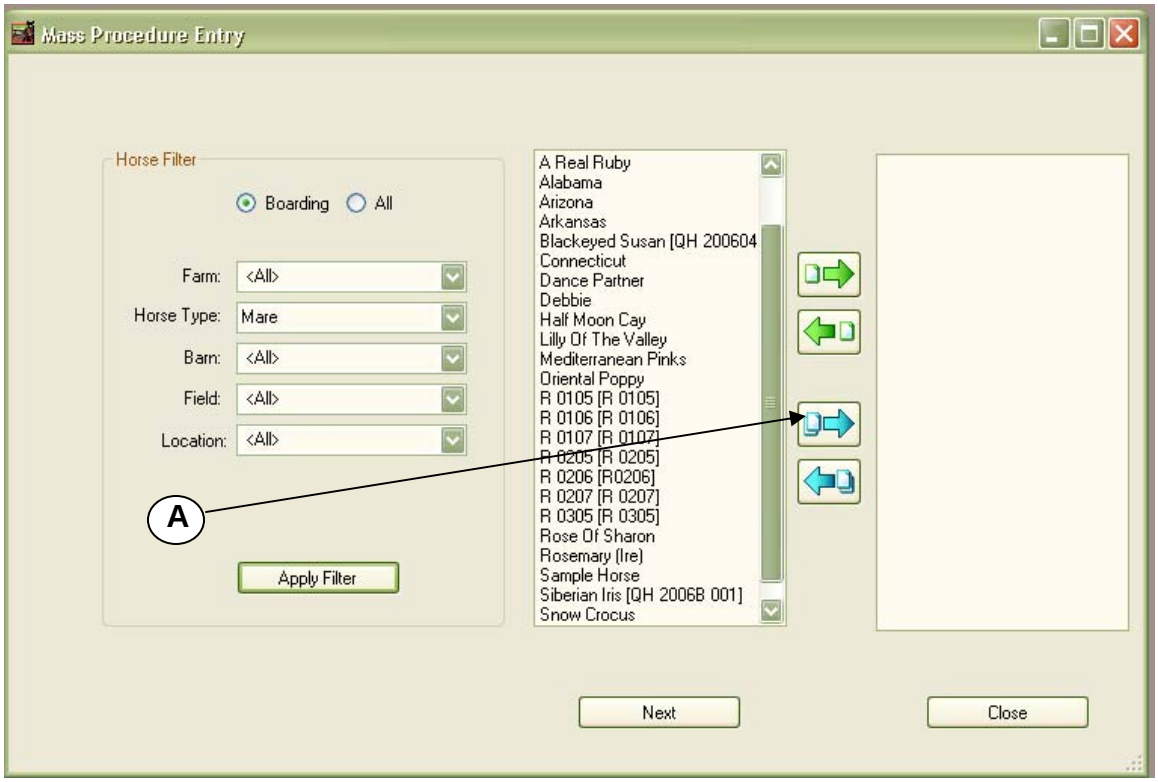


- Click on “Boarding” to view a list of horses that are currently “Boarding” or click on “All” to view a list of the horses whether they are currently boarding or not and then click “Apply Filter” to see the horse list.

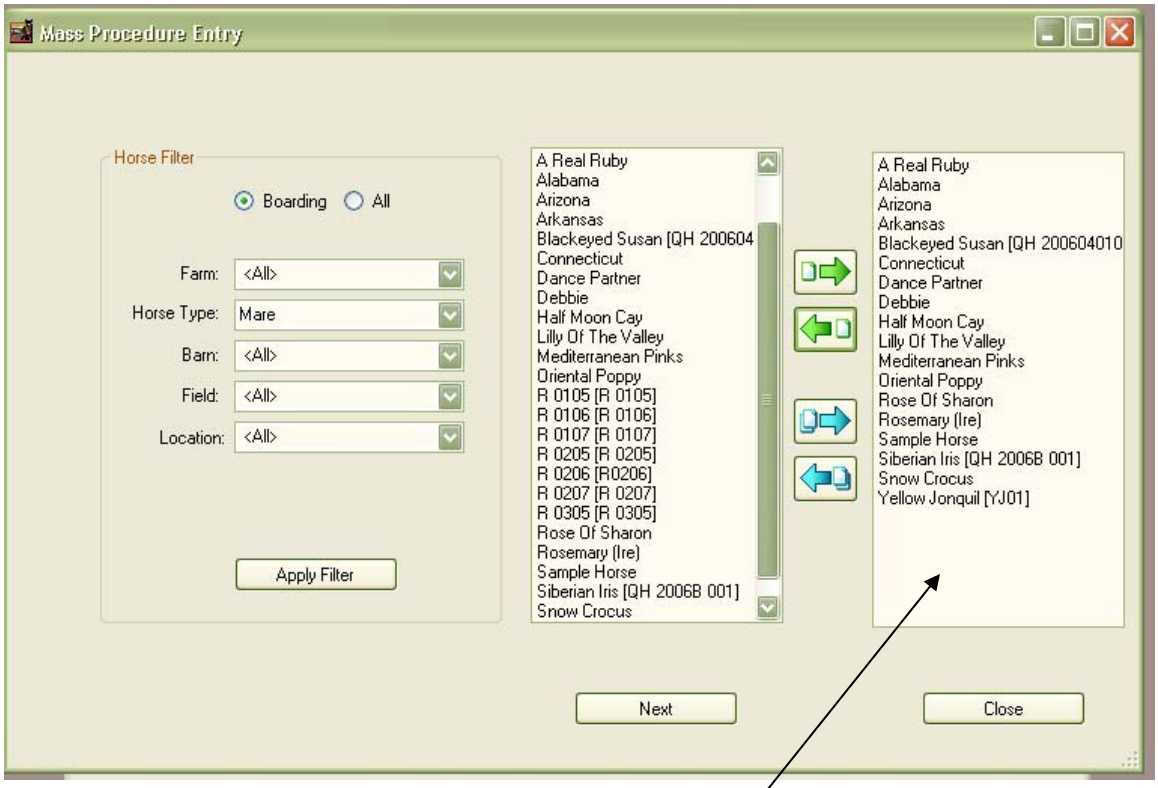


- To generate a Mass Procedure for one particular group of horses, select the Horse Type from the drop down list.

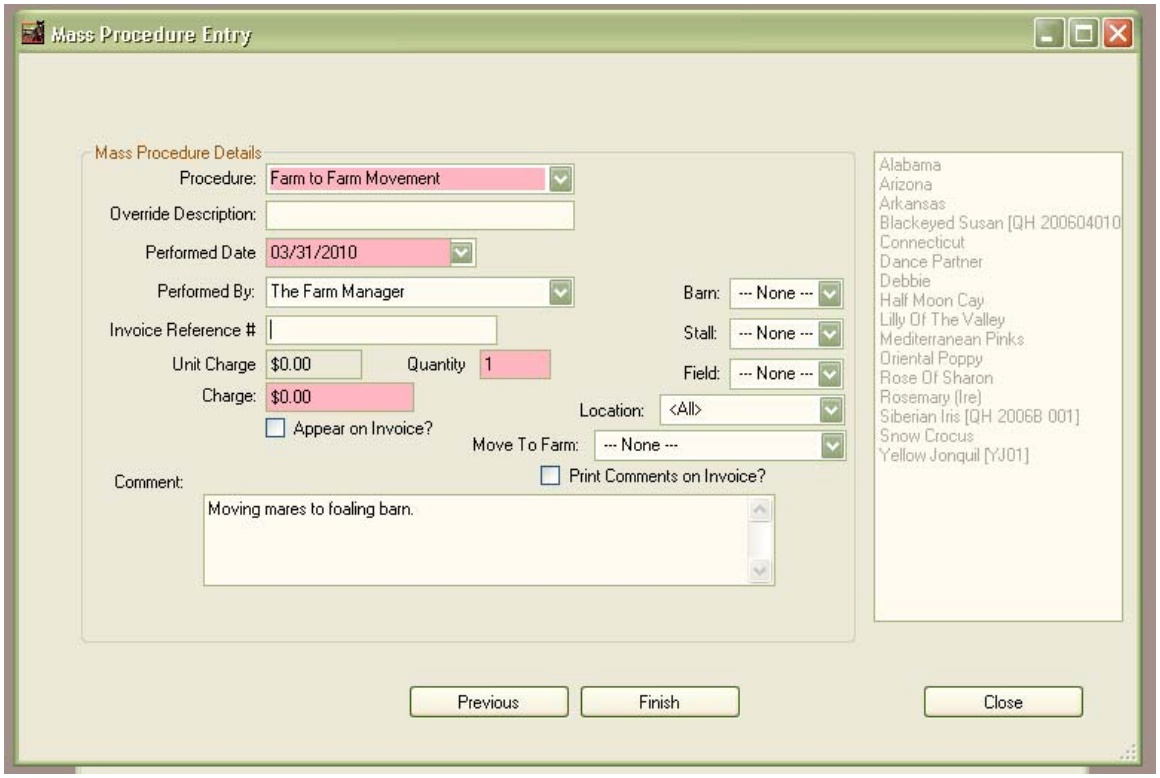
- Click “Apply Filter”. When you click “Apply Filter”, the system searches through the entire horse list shown and returns with only horses of the type you have selected.



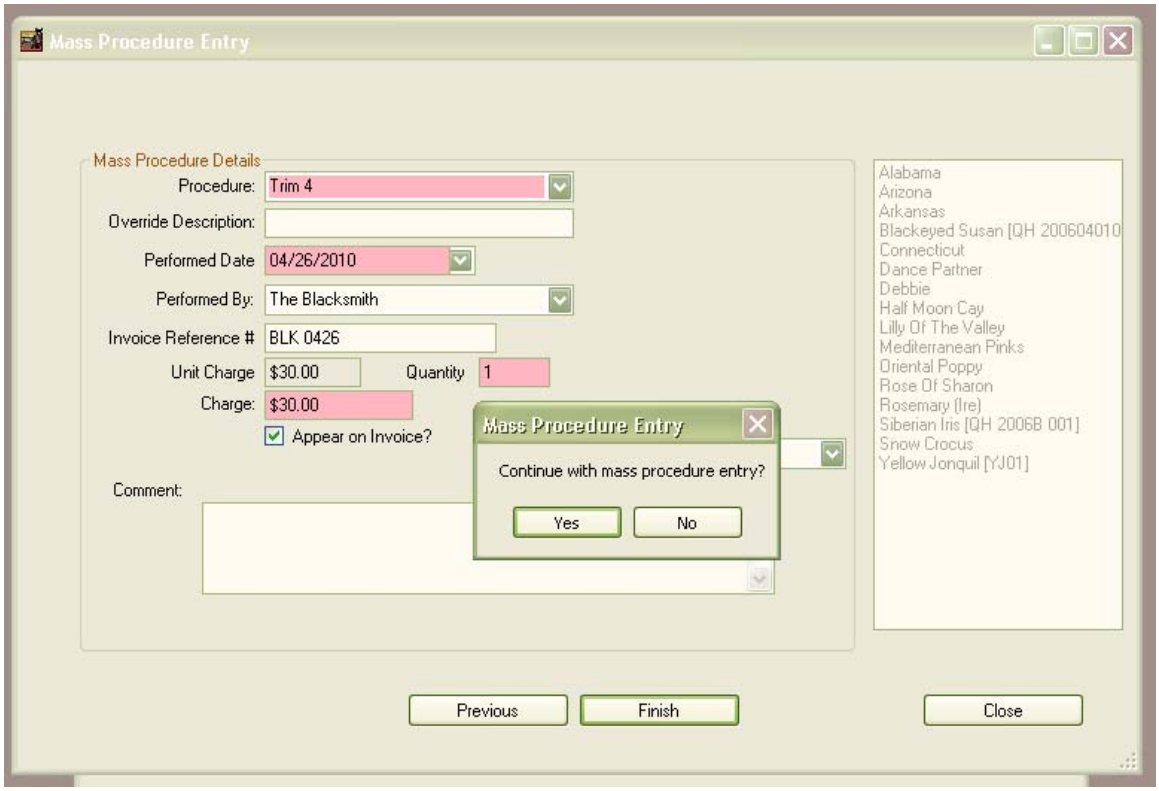
- If all horses shown in the Horse List are to be included in the Mass Procedure, click the third arrow from the top (this arrow points to the right and has a “shadow”) **See (A)** Clicking on that particular arrow will select all of the horses in the list to be included in the mass procedure.



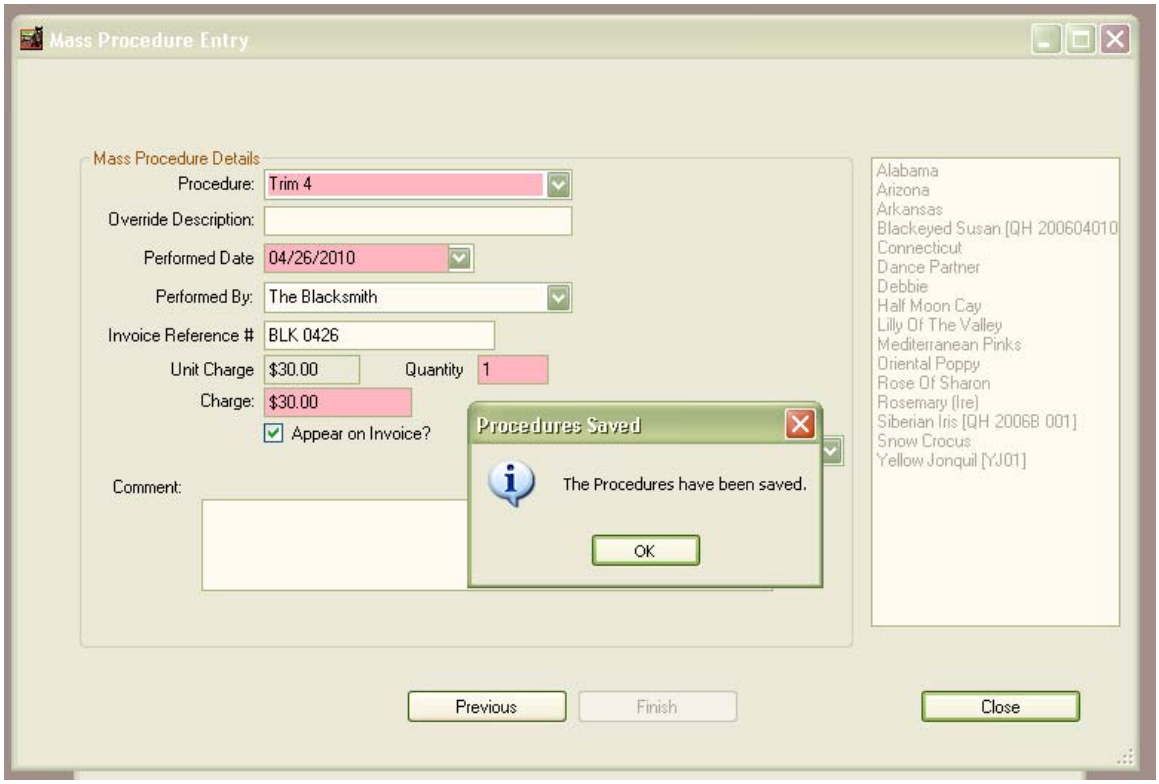
- When the horses in Mass Group List (box on the right) correctly shows all of the horses you want to include in the mass procedure, click “Next”



- On the next page (Mass Procedure Details) select the procedure that was performed from the drop down list.
- [Optional] Enter an override description.
- Enter the date on which the procedure was performed.
- [Optional] Enter who performed the procedure.
- [Optional] Enter the Invoice Number.
- Unit Charge is the standard charge that you originally set up. It is a read only field and cannot be changed.
- Quantity defaults to "1" – change the quantity only as necessary.
- Charge is the standard charge that you originally set up – change the dollar amount only as necessary.
- [Optional] Enter any comment regarding this procedure. This comment will appear on the Procedures Performed Listing and Health Record Report.
- [Optional] If you want the comments to appear on your invoices, click in the box "Print Comments on Invoices".
- Click "Finish"



- System will prompt you if you want to continue or not.
- Click "Yes" and the System will give you the message that the Procedures have been saved.



- Click “Ok” and the Mass Procedure Worksheet will appear on the screen.

Run Date: 04/27/2010 9:32 AM
Company: TJCIS Test Company

Mass Procedure Worksheet
Farm: <All>
Procedure: Trim 4
Performed Date: 04/26/2010

Page: 1 of 1
User: cec

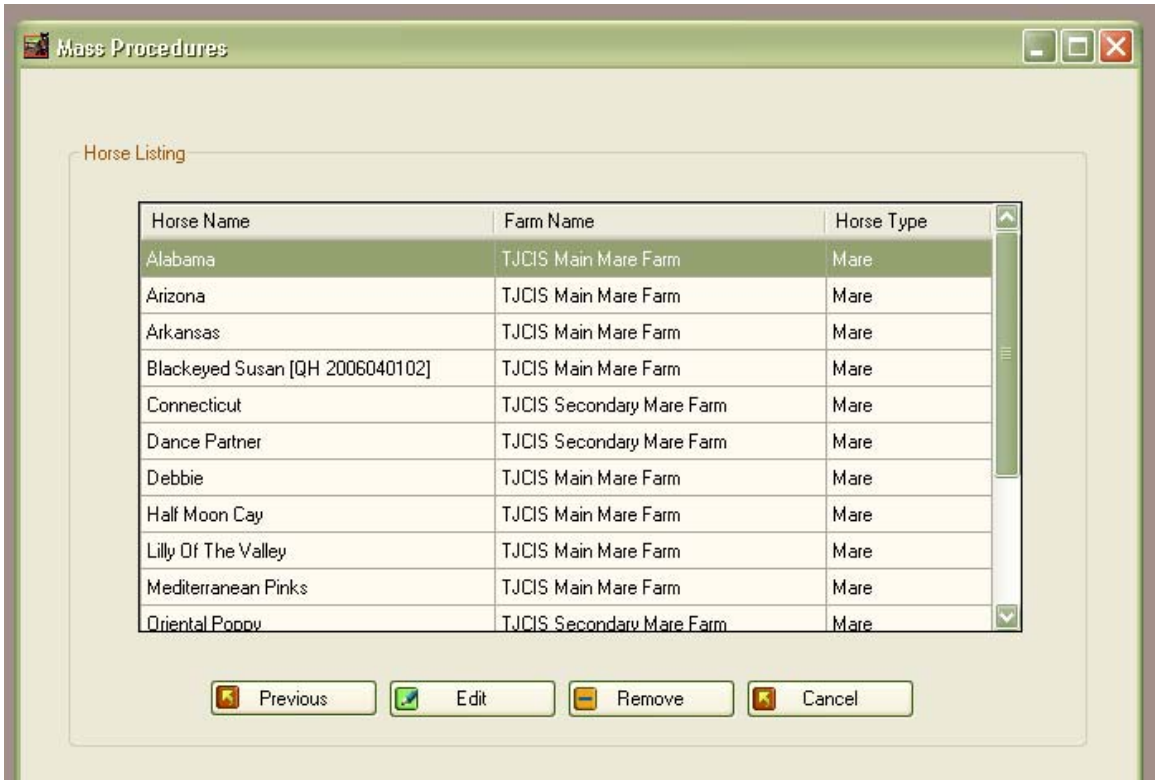
Horse Name	Horse Type	Standard Charge	Actual Charge	Comments	Print Comments on Invoice
Alabama	Mare	$30.00	$30.00		Y / N
Arizona	Mare	$30.00	$30.00		Y / N
Arkansas	Mare	$30.00	$30.00		Y / N
Blackeyed Susan	Mare	$30.00	$30.00		Y / N
Connecticut	Mare	$30.00	$30.00		Y / N
Dance Partner	Mare	$30.00	$30.00		Y / N

- Print the worksheet for your reference or close the report and click “Close” to close the Mass Procedure Entry screen.

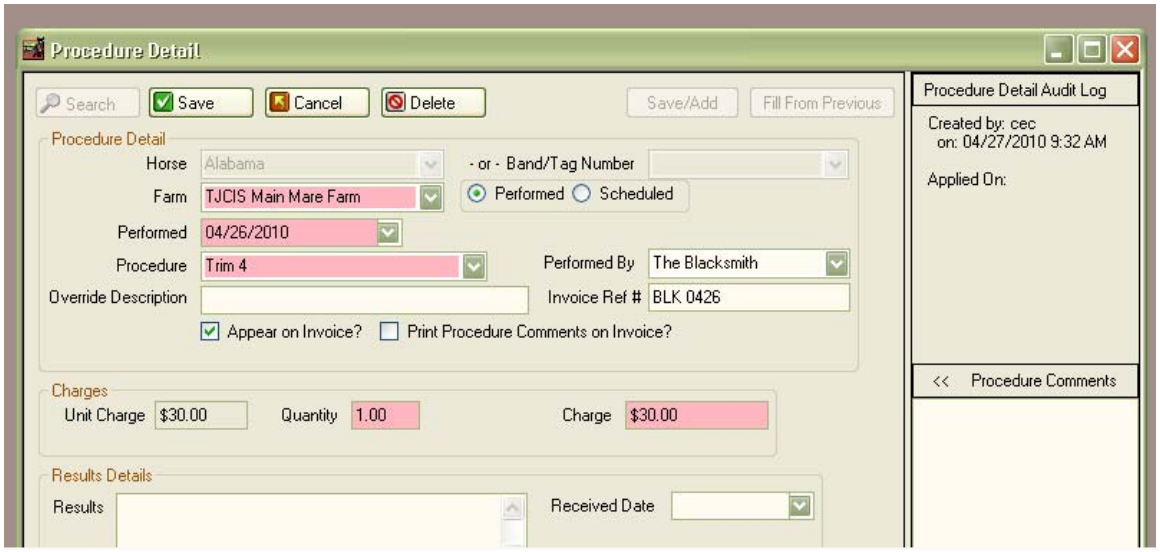
3. Editing Mass Procedures

- Select “Procedures” from the menu.
- Select “Mass Procedures” menu item

- Select the Mass Procedure that you want to edit and click “Edit”.



- When you click “Edit”, the list of all horses included in the Mass Procedure will open. From here you can select any individual horse name and view and/or edit just one horse’s record at a time.

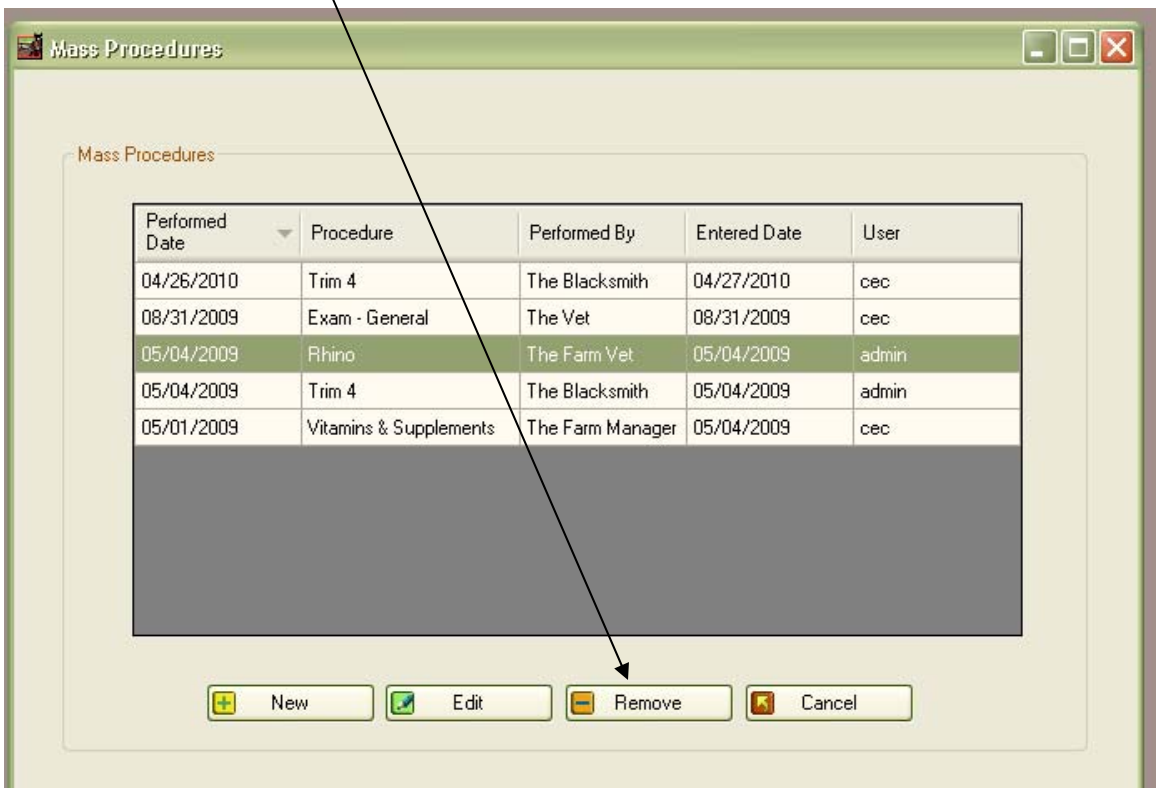


- Once you have selected a horse and have opened up the Procedure Detail Edit screen, you will be able to make any necessary changes to this record providing it has not been included in a closed billing.
- The procedure can also be changed/edited through Procedures Performed.

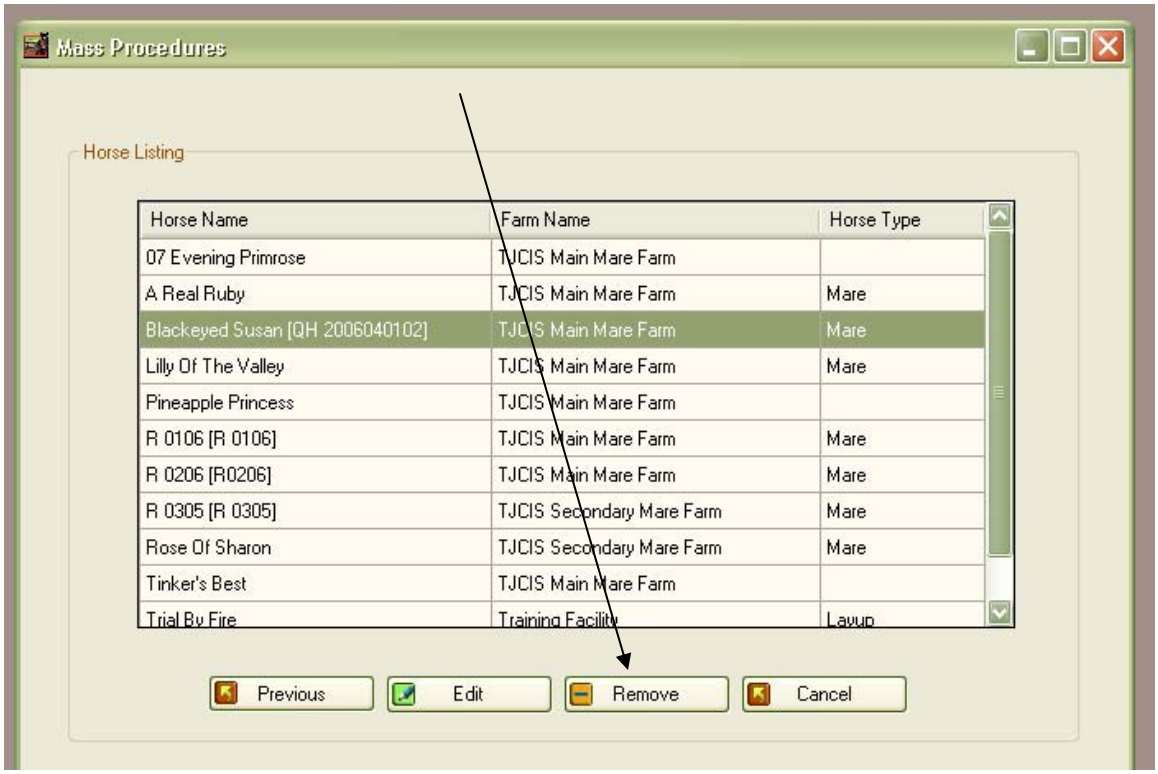
NOTE: The Mass Procedure edit screen will display Mass Procedures for ***one year from the current date***. The procedures that have been created will always be shown in the Procedures Performed and can always be accessed via the same.

4. Deleting a Mass Procedure

- Select "Procedures" from the menu.
- Select "Mass Procedures" menu item
- Select the Mass Procedure that you want to delete and click "Remove".

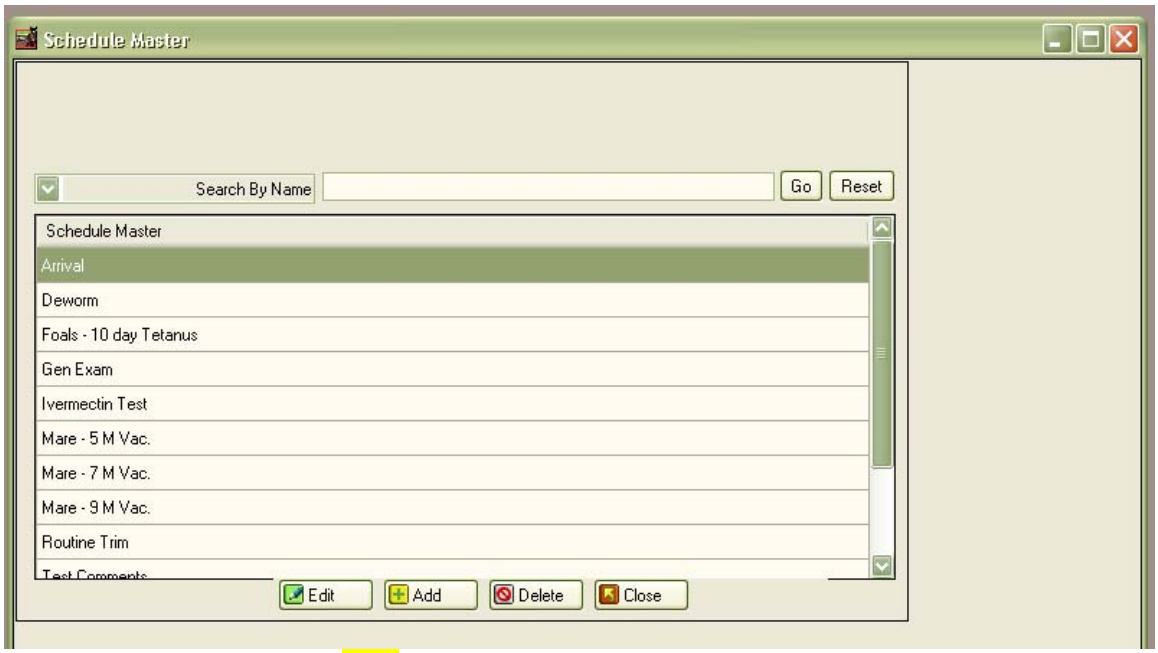


- When you select "Delete", that specific procedure is deleted from all horses that had been included in that specific Mass Procedure.
- If you want to delete just one horse from the "Mass Procedure", select the specific mass procedure and click "Edit". All of the horses in that mass procedure will be displayed. Find the one horse's name, click on the name and click "Remove".

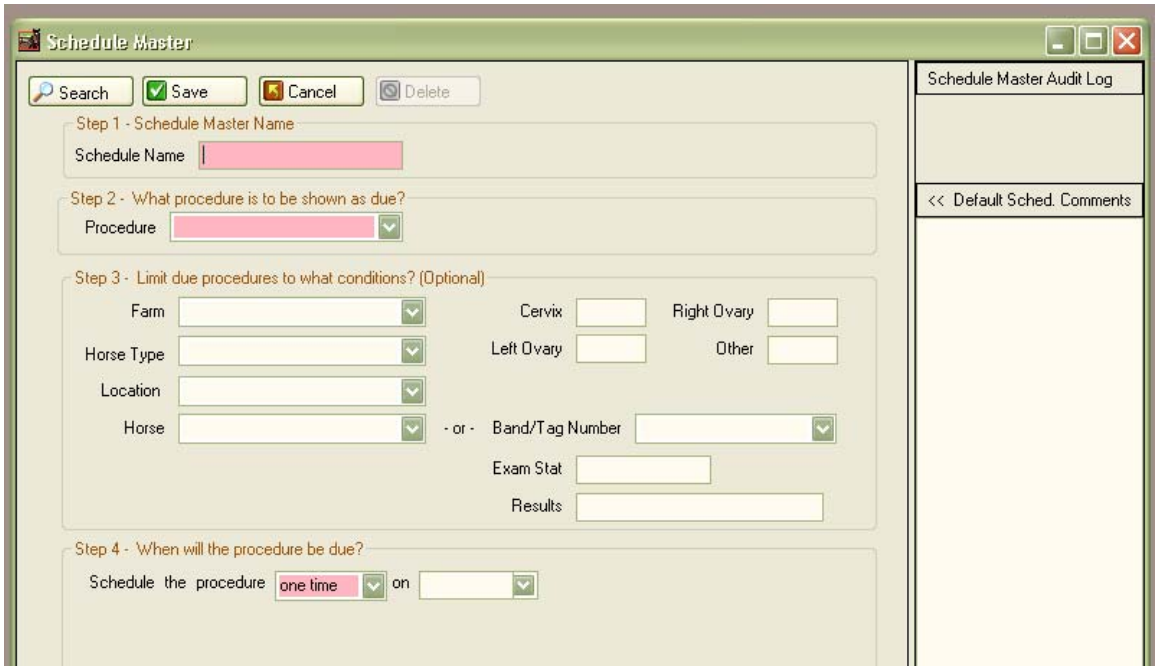


5. Scheduling Procedures to be Performed

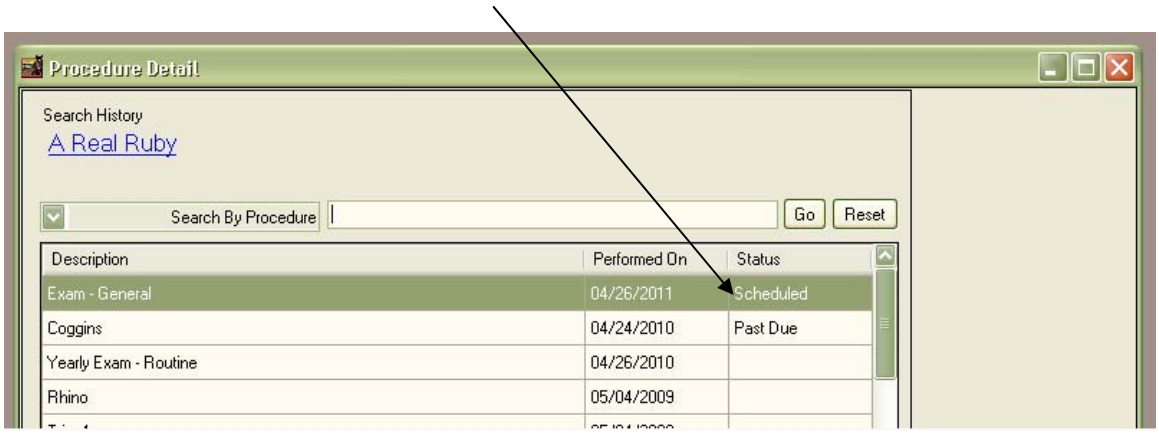
- Select “Procedures” from the menu.
- Select “Schedule Master” menu item.

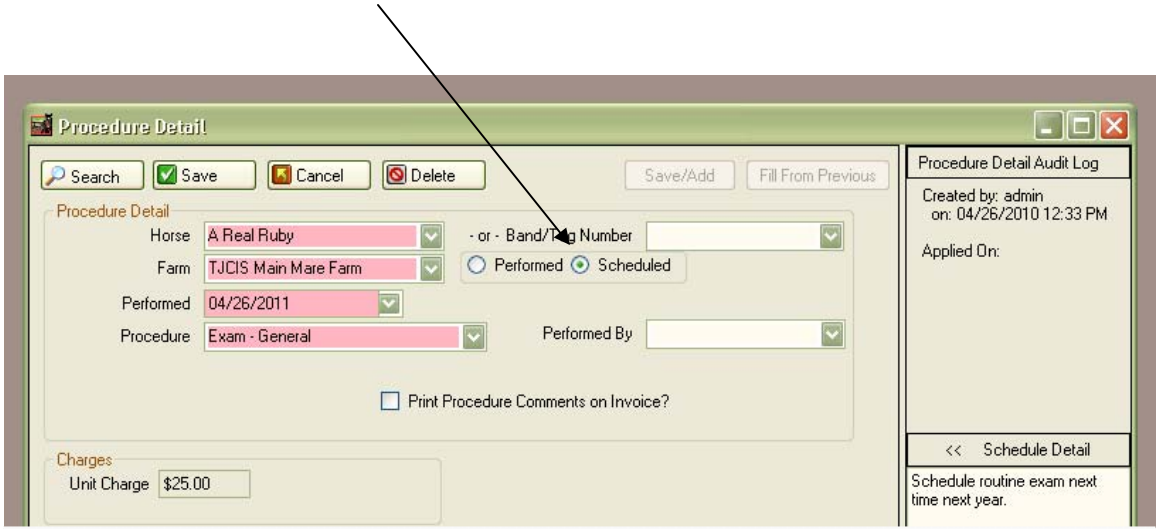


- Click “Add” to schedule a new procedure



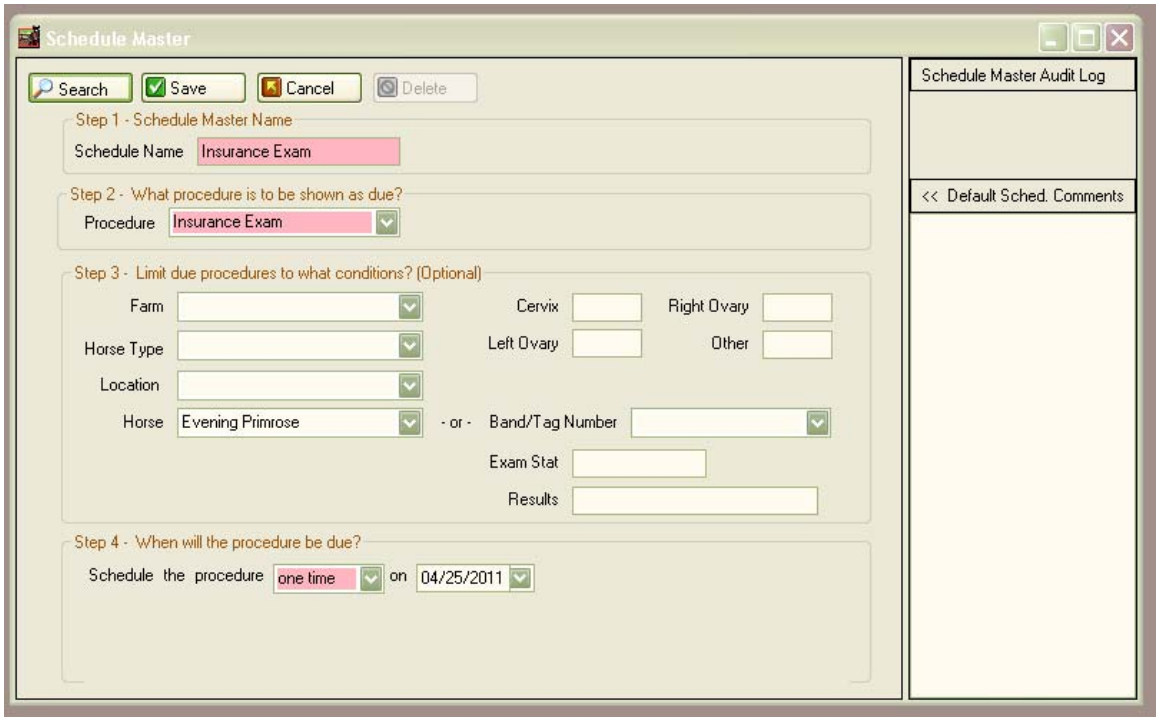
NOTE: Scheduling a procedure will not add a procedure to the system. If you want the procedure to show up in the horse's health record, you will have to indicate that the scheduled procedure has been performed via the Procedure Performed Entry screen.



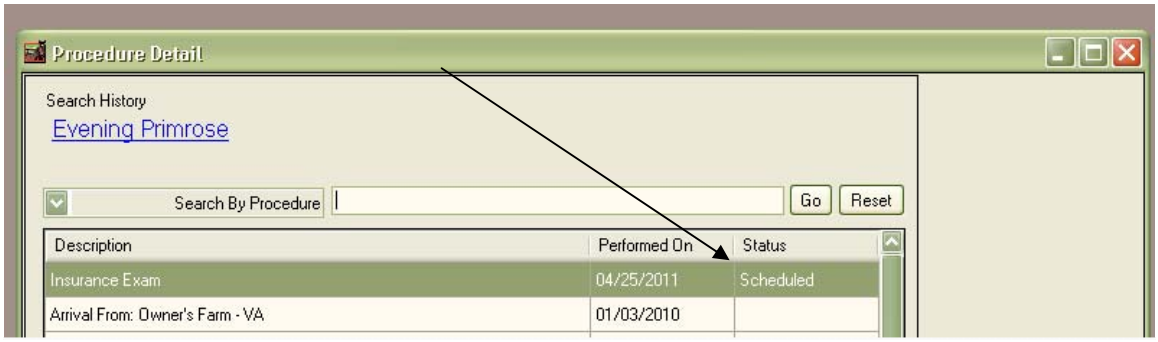


6. Schedule Master Samples

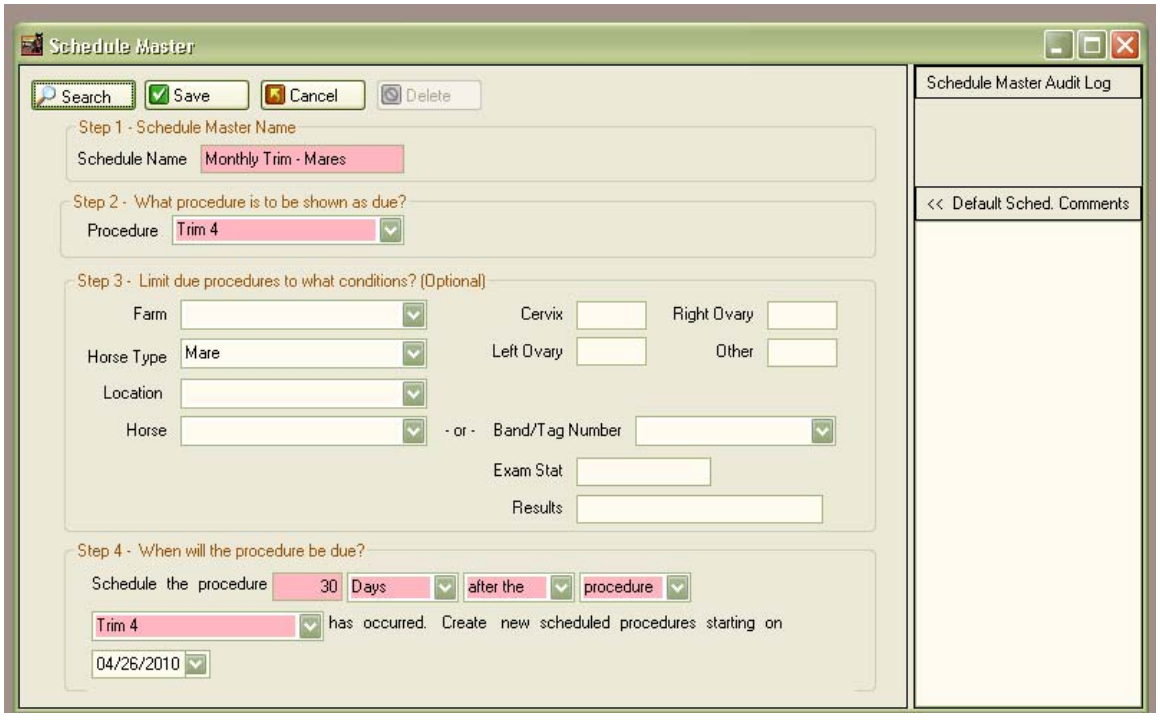
- To schedule one specific procedure to take place on one specific day on one particular horse, select the following:
  - Schedule Name: Enter a name for the Scheduled Procedure
  - Procedure: Select the procedure that is to be scheduled
  - Horse: Select correct horse name from the drop down list
  - Schedule the Procedure: Select "one time" from the drop down list and enter the date that the procedure is scheduled to be done.



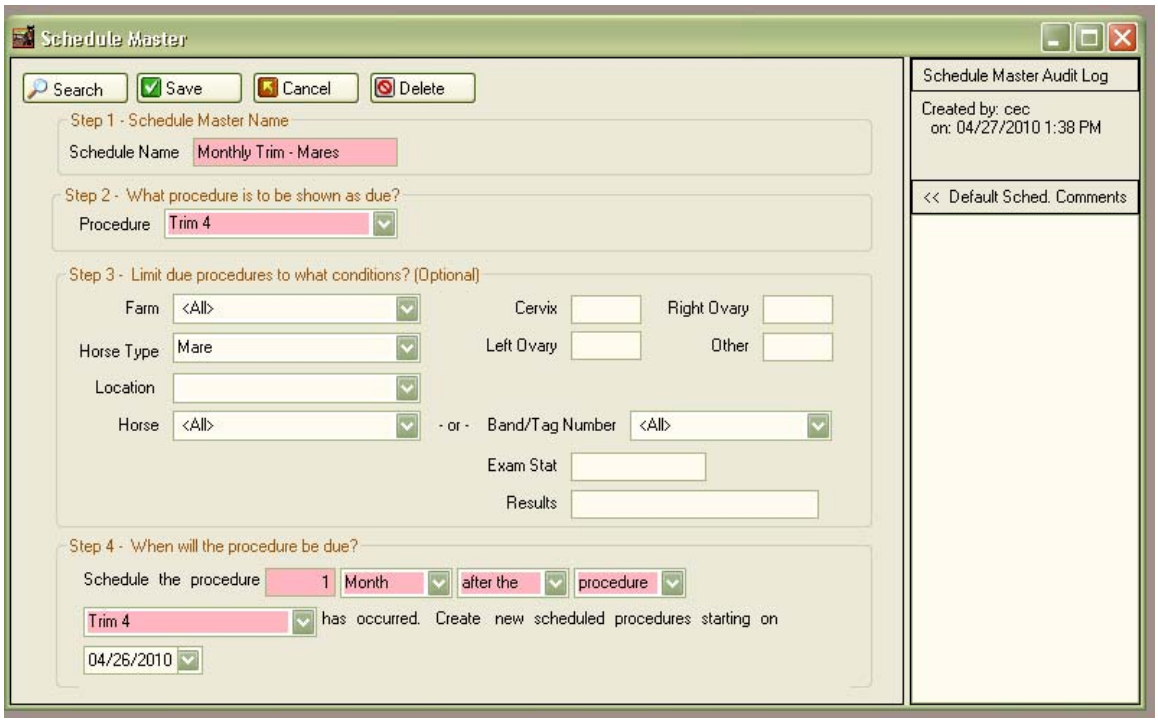
- This will schedule an insurance exam to be performed on the horse "Evening Primrose" on April 25, 2011.



- To schedule a procedure to take place once per month for a particular horse type, select the following:
  - Schedule Name: Enter a name for the Scheduled Procedure (Example: Monthly Trim - Mares)
  - Procedure: Select the procedure that is to be scheduled (Example: Trim 4)
  - Horse Type: (Example: Mare)
  - Procedure: (Example - Trim 4)
  - Schedule the procedure (30) (Days) (after the) (procedure) (Trim 4) has occurred. OR
  - Schedule the procedure (1) (Month) (after the) (procedure) (Trim 4) has occurred.
  - Create new scheduled procedures starting on (Example: 04/26/10)

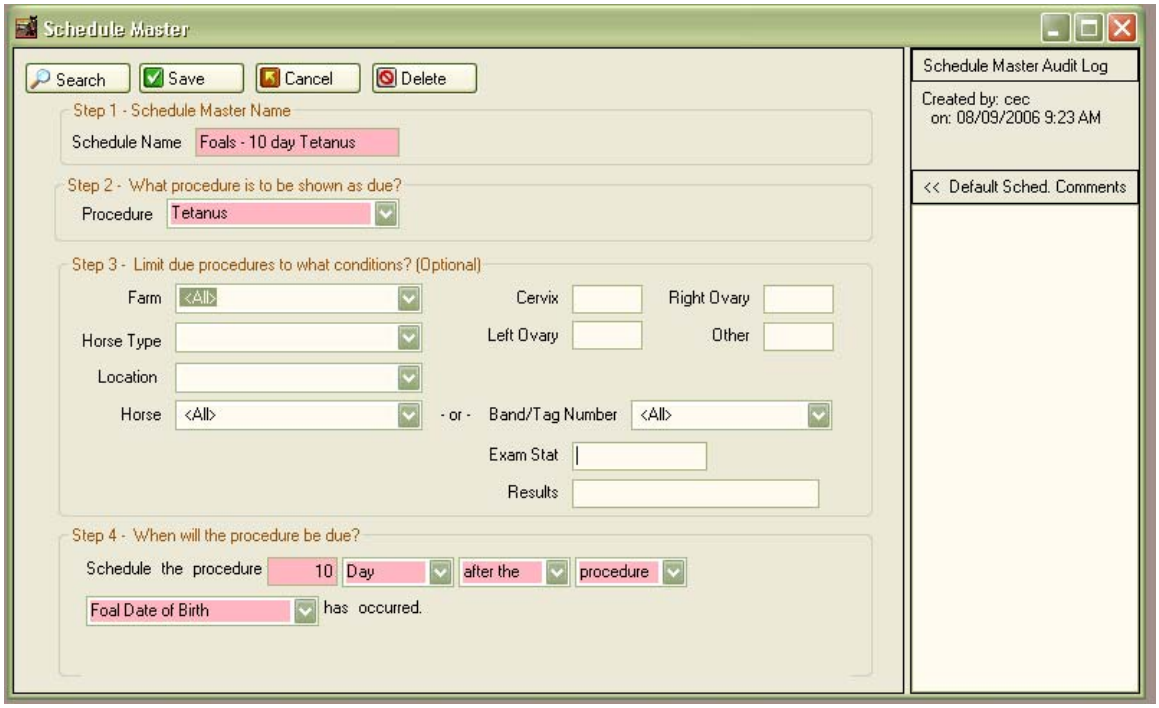


- This will schedule all of the horses with the Horse Type of "Mares" to get trimmed **every 30 days** beginning on April 26, 2010.



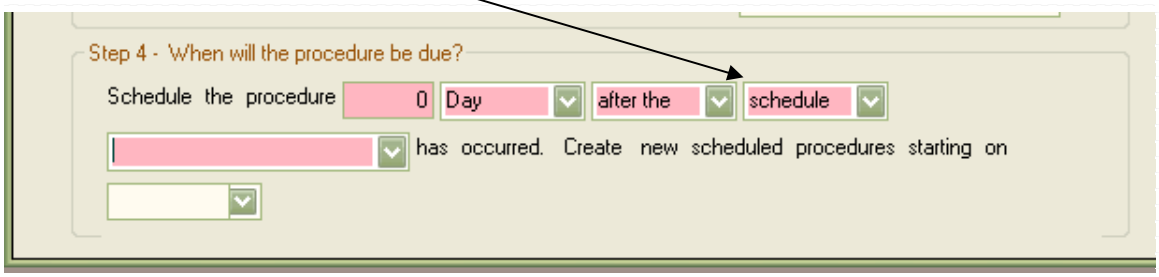
- This will schedule all Mares to get trimmed **every month** on the 26th of each month beginning April 26, 2010

- To schedule a specific procedure to take place after a given number of days has passed since an initial procedure was performed, select the following:
  - Schedule Name: Enter a name for the Scheduled Procedure (Example: Foals – 10 Day Tetanus)
  - Procedure: Select the procedure that is to be scheduled (Example: Tetanus)
  - Schedule the procedure (10) (Day) (after the) (procedure) (Foal Date of Birth) has occurred.



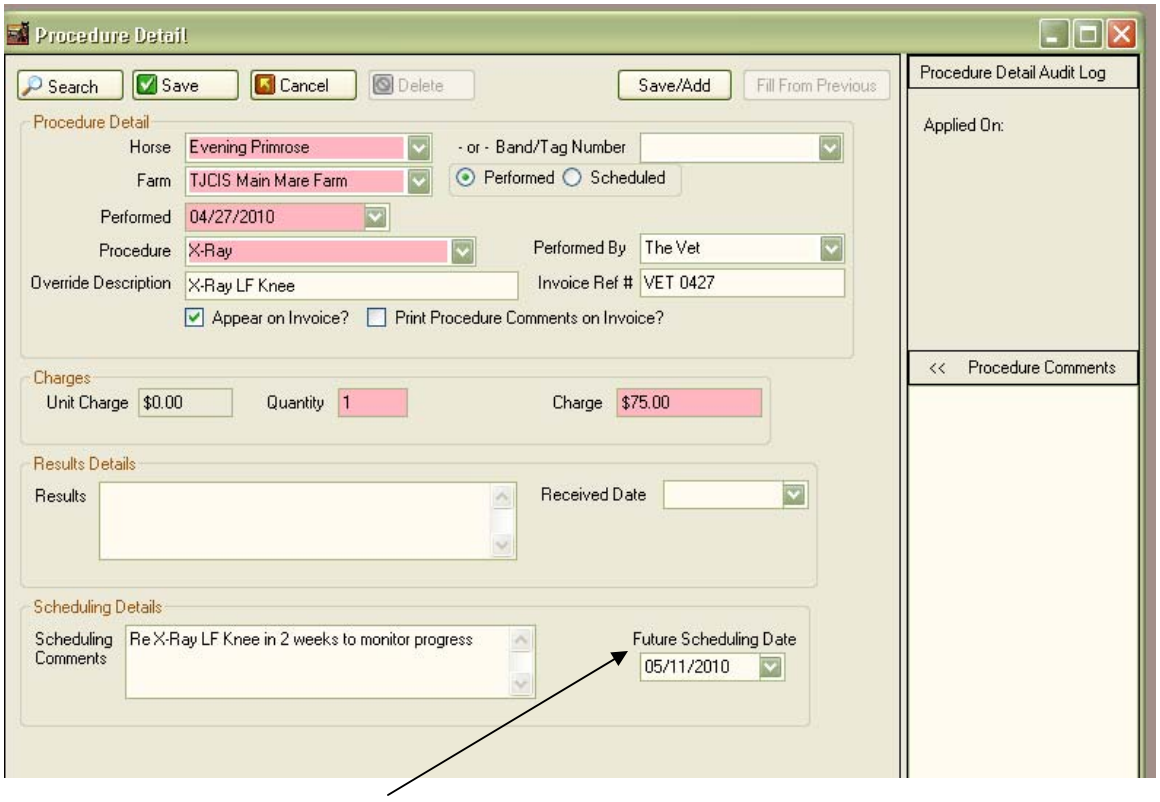
- This will schedule all foals to have a Tetanus performed 10 days after the procedure of “Foal Date of Birth” has been entered into the system.
- This type of scheduling is particularly helpful when you need to schedule procedures based on the event of “Foal Date of Birth” since the dates that these procedures are performed can be different for each individual in the group.

Note: You can also schedule procedures to be performed based on other scheduled procedures.

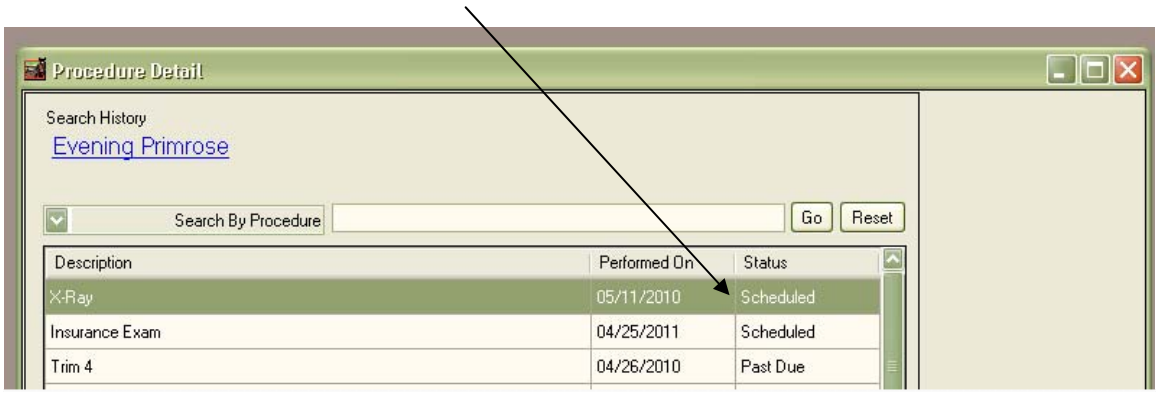


- This is an advanced feature and we recommend that you call The Jockey Club directly (800) 333-1778 or (859) 224-2800 to get detailed information on how to set up advanced “Scheduling Chains”.

- While you are on the “Procedure Detail” screen you can schedule the same procedure to be done to the same horse on a particular day in the future.
    - Select “Procedures”
    - Select “Procedure Performed”
    - Select the horse and the procedure that was performed
    - Enter a date for future scheduling and any comments pertaining to the procedure to be done.

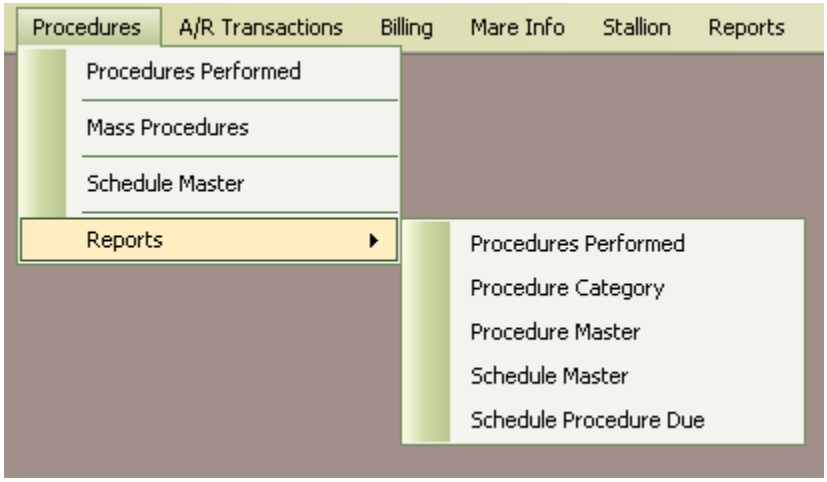


- This example shows that the horse “Evening Primrose” had the procedure “X-Ray” done on 04/27/10 and is scheduled to have another “X-Ray” done on 05/11/10.

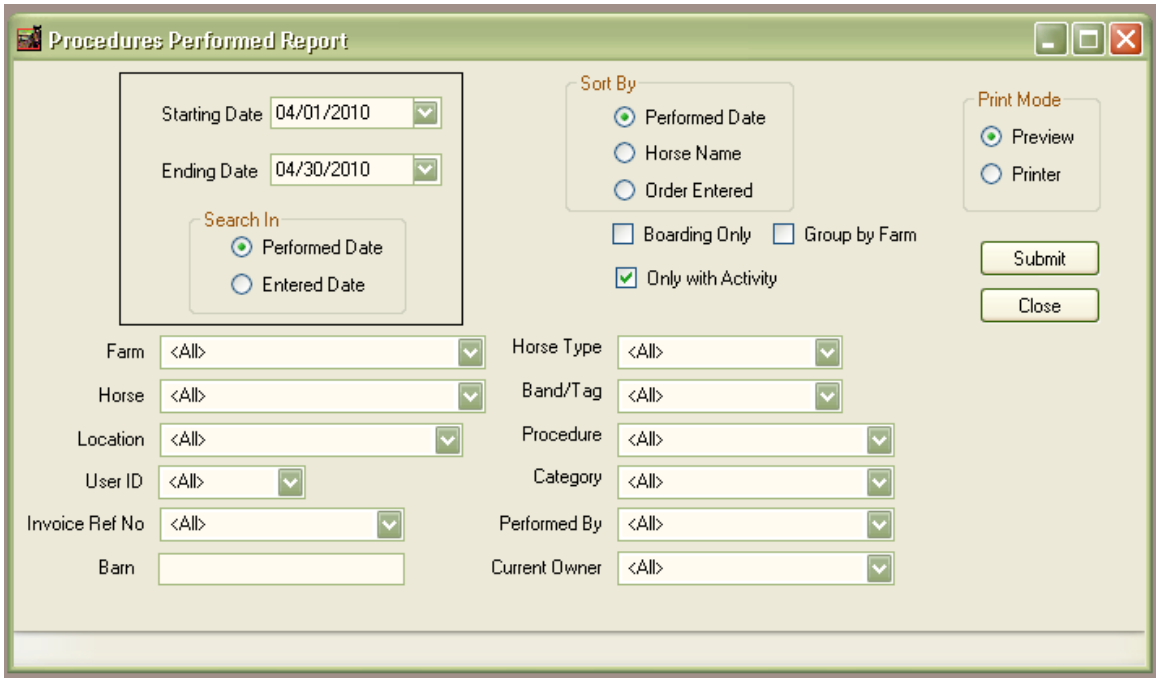


The Scheduling Comments from the procedure detail screen will appear on the Scheduled Procedures Due report.

Procedure Reports



1. Procedures Performed Report



Prints a report of the procedures that have been performed based on the criteria selected.

You can select any date range, sort the report by Performed Date, Horse Name, Order Entered, search either in the Performed Date or the Entered Date, select horses that are boarding or not or with activity or not.

You can also select by the “Farm”, “Horse”, “Location”, “User ID”, “Invoice Ref No”, “Barn”, “Horse Type”, “Band/Tag”, one “Procedure” or several, one “Category” or several, “Performed By” or “Current Owner” field. The report will show amounts charged and totals based on what you have selected to print.

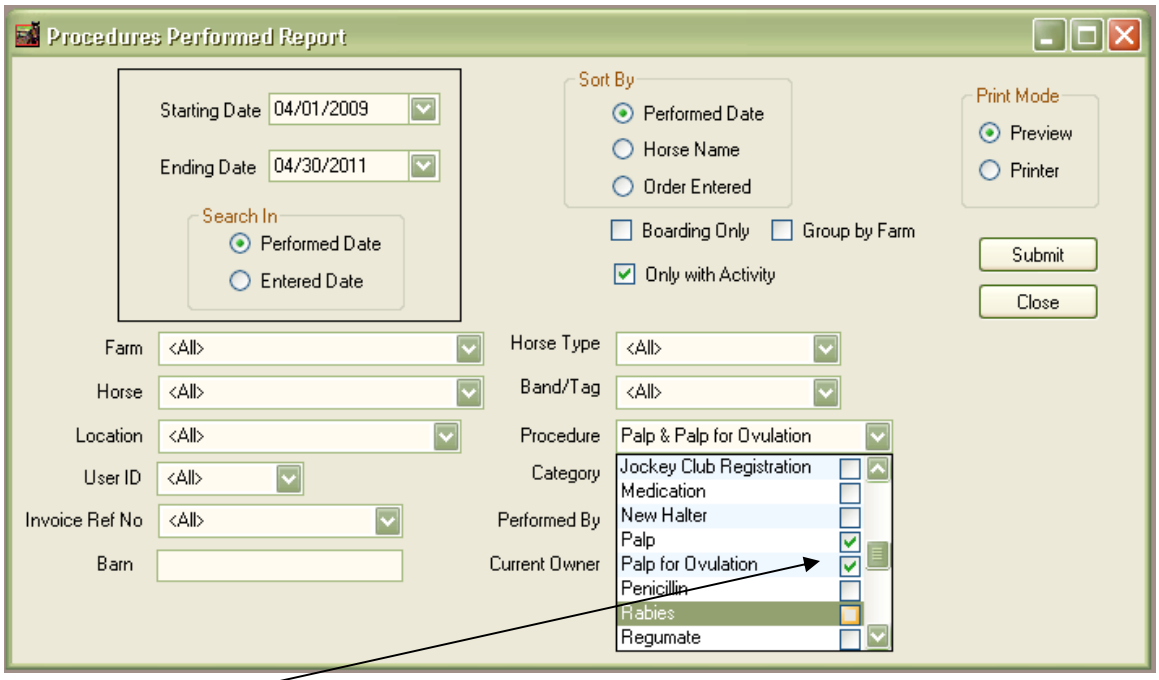
Run Date: 04/28/2010 12:52 PM
Company: TJCIS Test Company

Procedure Performed Report
Date Range: 04/01/2010 thru 04/30/2010
Horse = Evening Primrose

Page: 1 of 1
User: cec

Date Performed	Horse Name [Band/Tag]	Procedure Description	Amount Charged	Invoice Number	Performed By	To Bill / Billed	Results / Comment
04/01/2010	Evening Primrose	New Halter	$40.00	TACK 0401	The Tack Shop	Y / N	
04/02/2010	Evening Primrose	Ivermectin	$12.00		The Farm Manager	Y / N	
04/07/2010	Evening Primrose	Tetanus	$10.00	VET 0407	Outside Vet	Y / N	
04/16/2010	Evening Primrose	Ultrasound	$60.00	VET 0416	Outside Vet	Y / N	Pregnant - left horn
04/26/2010	Evening Primrose	Trim 4	$30.00	BLK 0426	The Blacksmith	Y / N	
04/27/2010	Evening Primrose	X-Ray LF Knee	$75.00	VET 0427	The Vet	Y / N	Medial hairline fracture Mare has been lame. X-Ray taken which revealed small hairline fracture.

Total Count: 6 Grand Total: $227.00



TIP: To select more than one procedure for the Procedures Performed Report, simply click in the box to the right of the procedure to select all of the procedures you want to include on your report. Follow the same steps to select more than one Category.

TIP: To print a report to double-check your day’s entries, enter “today’s date” in the Starting Date and Ending Date and search in “Entered Date”. Next, Sort By “Ordered Entered” and submit the report either to the printer or the screen. This report will show you all of the procedures that have been entered for that particular day in the order that you actually entered them.

2. Procedure Category Listing

This menu item prints an alphabetical list of the categories that have been entered into the system.

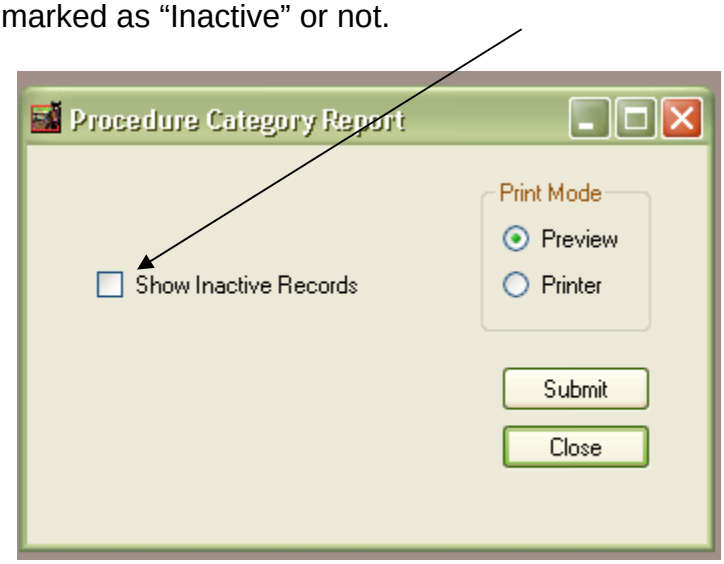
Run Date: 04/28/2011 12:20 PM
Company: TJCIS Test Company

Procedure Category Listing

Page: 1 of 1
User: cec

Description	Print On Departure Form?	GL Revenue Account
Advertising	No	1100
Arrival /Departure	No	7000
Blacksmith	Last	7001
Deworm	Last	7002
Horse Movement	No	
Horse Notes	Yes	
Recurring Procedures	No	R7011
Registrations / Nominations	Yes	7005
Reproductive	Yes	7006
Tack	No	7007
Vaccinations	Yes	7003
Vanning	No	7008
Vet - Farm Vet	No	7010
Vet - Outside/General Vet	No	7009

When printing this report you can choose to show those Categories that have been marked as “Inactive” or not.



3. Procedure Master Listing

This menu item prints a list of the master procedures that have been entered into the system. You can either sort the list by category or not and you can choose to show those Master Procedures that have been marked as “Inactive” or not.

Run Date: 04/28/2011 12:27 PM

Company: TJCIS Test Company

Procedure Master Report

(Sorted by Category)

User: cec

Category	Description	Std. Charge	Print on Depart Form	Breeding Procedure	Print on Teasing Rec.	G/L Account
Advertising	Advertising	$0.00	No	False	False	1100
Arrival /Departure	Arrival /Departure	$0.00	No	False	False	7000
Blacksmith	Trim 4	$30.00	Last	False	False	7001
Deworm	Ivermectin	$12.00	Yes	False	False	7002
Deworm	Strongid	$14.00	Last	False	False	7002
Horse Movement	Farm to Farm Movement	$0.00	No	False	False	
Horse Notes	Conformation Notes	$0.00		False	False	
Horse Notes	Evaluation Notes	$0.00	Yes	False	False	
Horse Notes	Reproductive Notes	$0.00	Yes	False	False	
Recurring Procedures	Regumate	$3.00	Yes	False	False	R7011
Recurring Procedures	SMZ Tabs	$1.00		False	False	R7011
Recurring Procedures	Vitamins & Supplements	$2.00		False	False	R7011
Registrations / Nominations	Breeders' Cup Nomination	$500.00	Yes	False	False	7005
Registrations / Nominations	Jockey Club Registration	$200.00	Yes	False	False	7005
Reproductive	Breeding Date	$0.00	Yes	True	True	7006
Reproductive	Foal Date of Birth	$0.00		False	False	7006
Reproductive	Foaling Information	$200.00		False	True	7006
Reproductive	Palp	$50.00		False	True	7006
Reproductive	Palp for Ovulation	$0.00		False	True	7006
Reproductive	Ultrasound	$60.00	Last	False	True	7006
Reproductive	Ultrasound - In Foal	$0.00		False	True	7006
Stud Fee Billing Items	Chute Fee	$150.00		False	False	SF 01
Stud Fee Billing Items	Container Deposit	$200.00		False	False	SF 01
Stud Fee Billing Items	Shipping Expenses/Fees	$0.00		False	False	SF 01
Tack	New Halter	$40.00	No	False	False	7007
Vaccinations	Rabies	$10.00	Last	False	False	7003
Vaccinations	Rhino	$10.00	Yes	False	False	7003
Vaccinations	Tetanus	$10.00	Last	False	False	7003
Vaccinations	West Nile	$12.00	Last	False	False	7003
Vanning	Vanning	$75.00	Yes	False	False	7008
Vet - Farm Vet	Treatment	$0.00	No	False	False	7010

4. Schedule Master Report

This menu item prints a list of all of the scheduled procedures that have been entered into the system.

Run Date: 04/28/2010 3:59 PM
Company: TJCIS Test Company

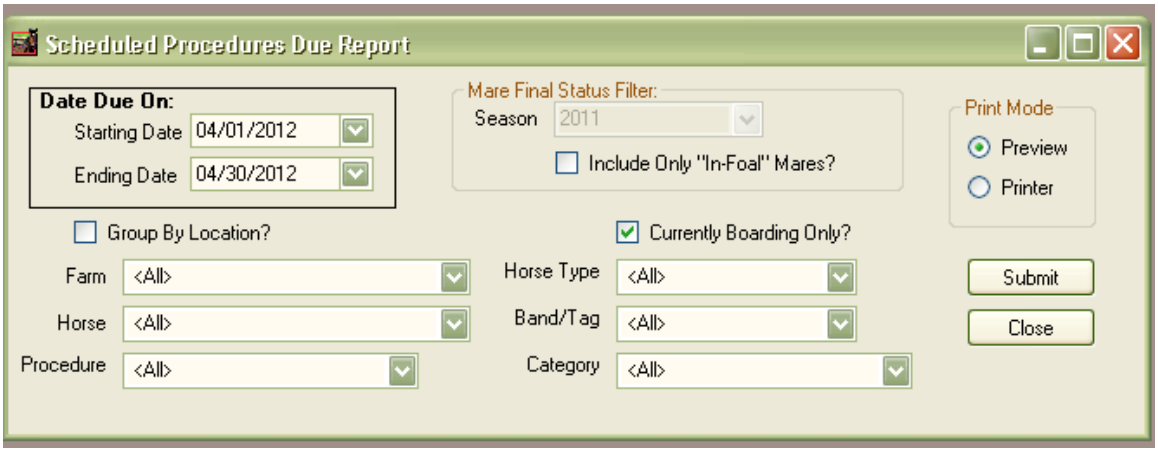
Schedule Master Report

Page: 1 of 2
User: cec

Schedule Name	Procedure shown as due	After	Based On	Filters					
Deworm	Ivermectin	(1 time on 01/16/2008)		Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Insurance Exam	Insurance Exam	(1 time on 04/25/2011)		Farm	Horse Type	Location	Horse Evening Primrose	LO	RO
				Preg Exam	Results			Cervix	Other
Ivermectin - One Time	Ivermectin	(1 time on 04/18/2008)		Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Arrival	New Halter	5 Days	Arrival / Departure	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Yearly Coggins	Coggins	repeating on every 1 Years	Coggins	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Foals - 10 day Tetanus	Tetanus	10 Days	Foal Date of Birth	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Gen Exam	Exam - General	1 Days	Foaling Information	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
US After Bred	Ultrasound	18 Days	Palp for Ovulation	Farm	Horse Type Mare	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Monthly Trim - Mares	Trim 4	repeating on every 1 Months	Trim 4	Farm	Horse Type Mare	Location	Horse	LO	RO

5. Scheduled Procedures Due Report

- Select “Procedures” from the menu
- Select “Procedure Reports” from the menu
- Select “Scheduled Procedures Due” menu item



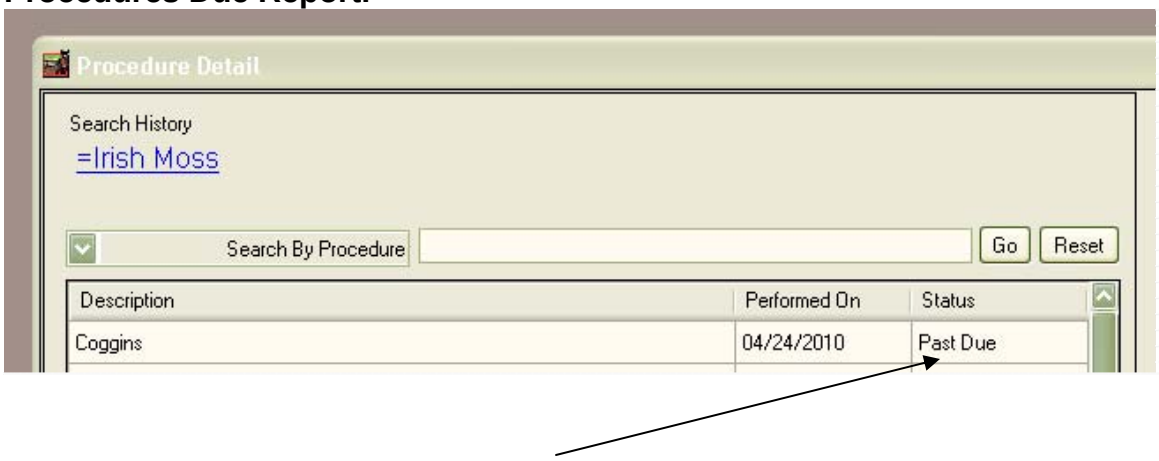
- Select a date range to print. You might want to see what procedures have been scheduled for one day, one week, one month or even one year.

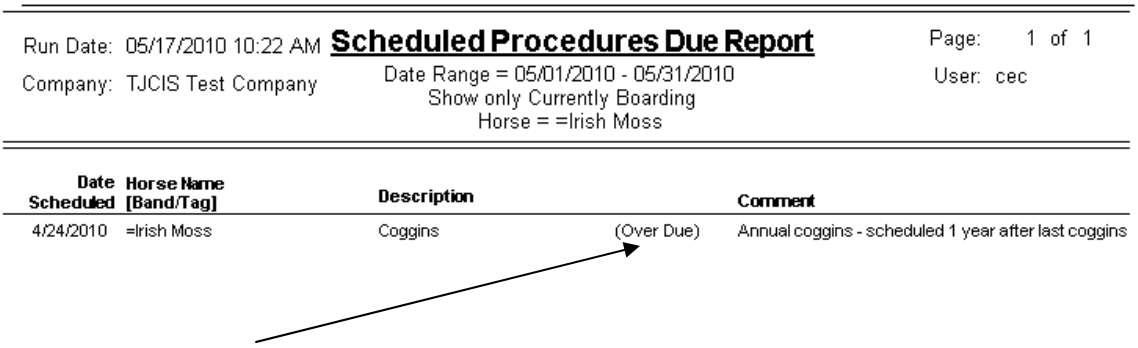
- Once you have selected a date range, you have the option to further limit the report by selecting other criteria.
  - If you want to see everything that is scheduled for “In-Foal” mares only, check the box next to “Only In-Foal Mares?” and leave the other fields blank.
  - If you want to see everything that is scheduled for all horses on one particular farm, select the specific farm name from the drop down list and leave the other fields blank.
  - If you want to see everything that is scheduled for one particular horse, select the one horse’s name from the drop down list and leave the other fields blank.
  - If you want to see everything that is scheduled for one particular horse type, select that particular horse type from the drop down list and leave the other fields blank.
  - If you want to see all horses that have been scheduled for a particular procedure, select the specific procedure from the drop down list and leave the other fields blank.
  - If you want to see all horses that have been scheduled for all procedures in a particular category, select the specific category from the drop down list and leave the other fields blank.

- If you want to see all horses of one horse type that have been scheduled for a particular procedure, first select the specific horse type from the drop down list and then select the specific procedure from the drop down list and leave the other fields blank.

Note: The Schedule Procedures Due Report will provide you with a list of what should be done to your horses based on what has been entered in the Schedule Master screen. Because it has been scheduled does not mean that the procedure has actually been performed on a horse or a group of horses.

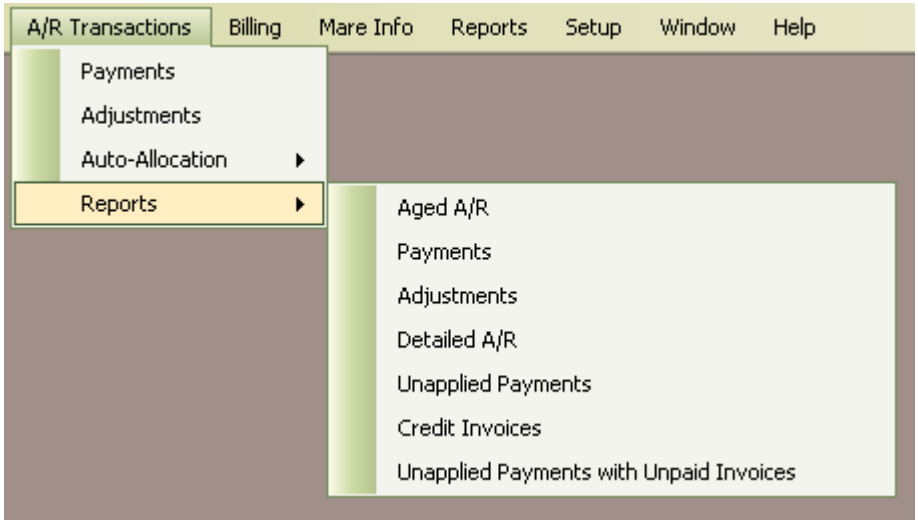
NOTE: When the due date in the Schedule Master screen has passed for a scheduled procedure, that scheduled procedure will appear as (Past Due) on the procedure Detail screen and (Over Due) on the Scheduled Procedures Due Report.





MAINTAINING CLIENT BALANCES

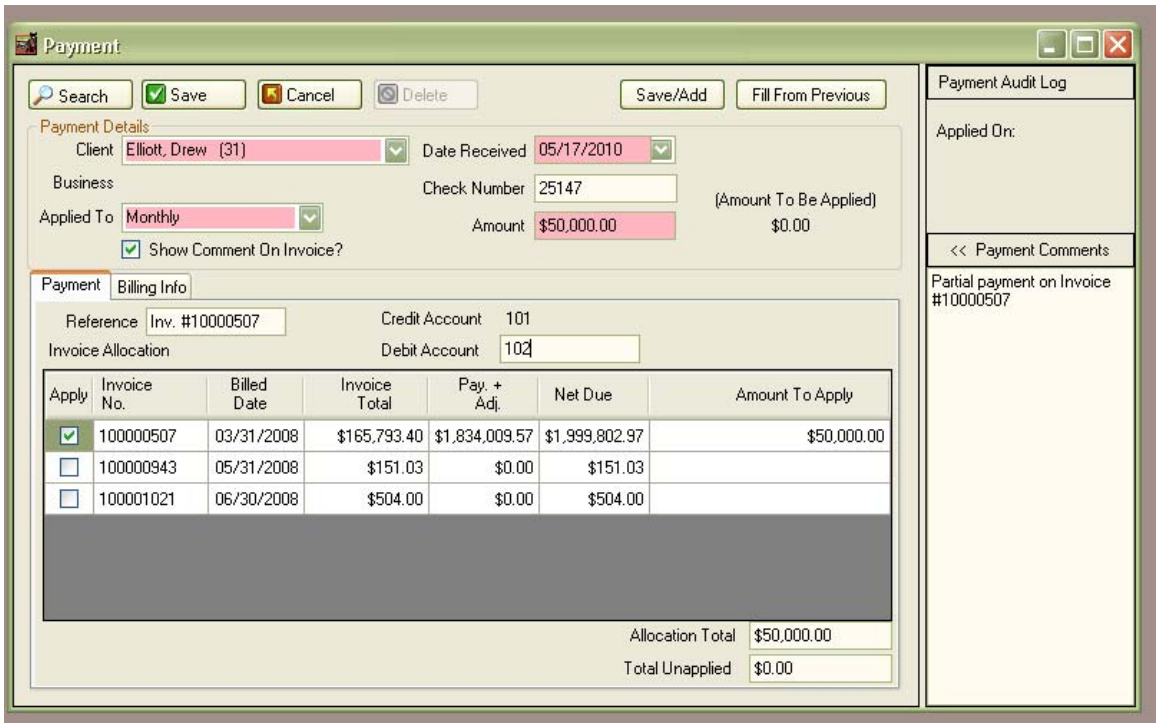
A/R Transactions



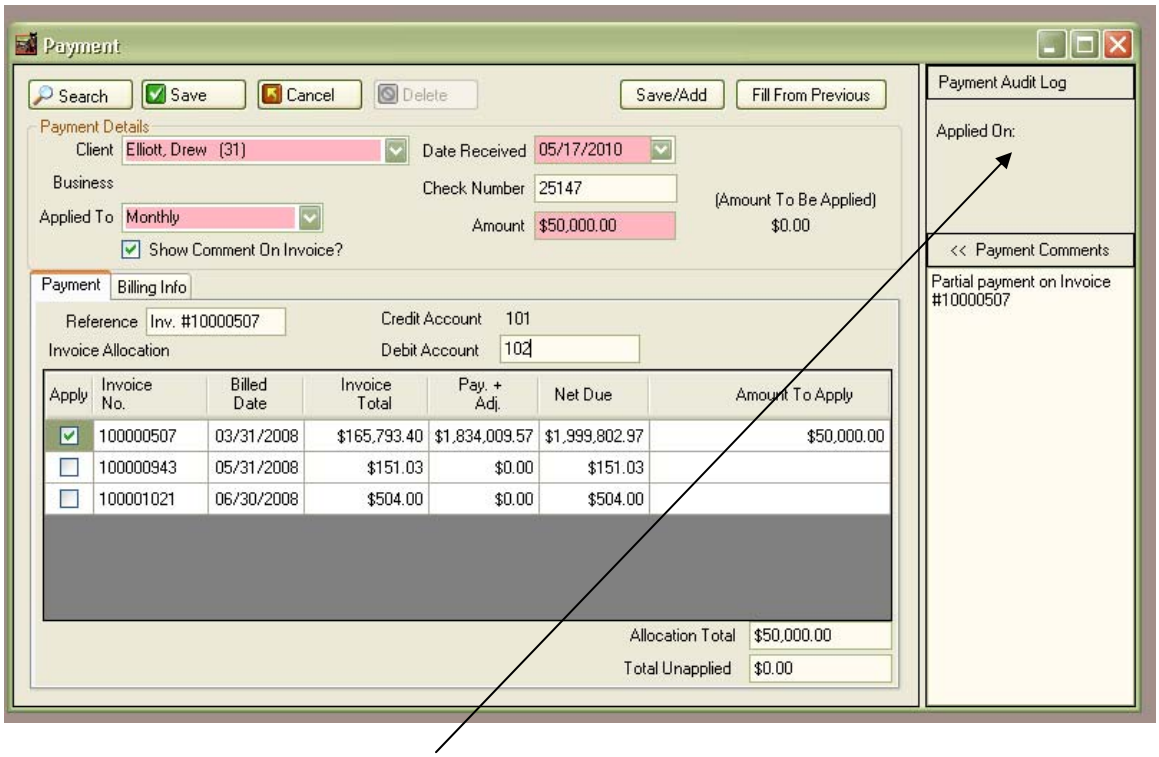
1. Adding Payments
   - Select “A/R Transactions” from the menu
   - Select the “Payments” menu item
   - Select the name of the client that has made a payment

   - Either double click on the name or click once on the name and then click “Select”

- Click "Add" to enter a new payment (or "Edit" to change an existing entry if it has not yet been finalized in a billing).



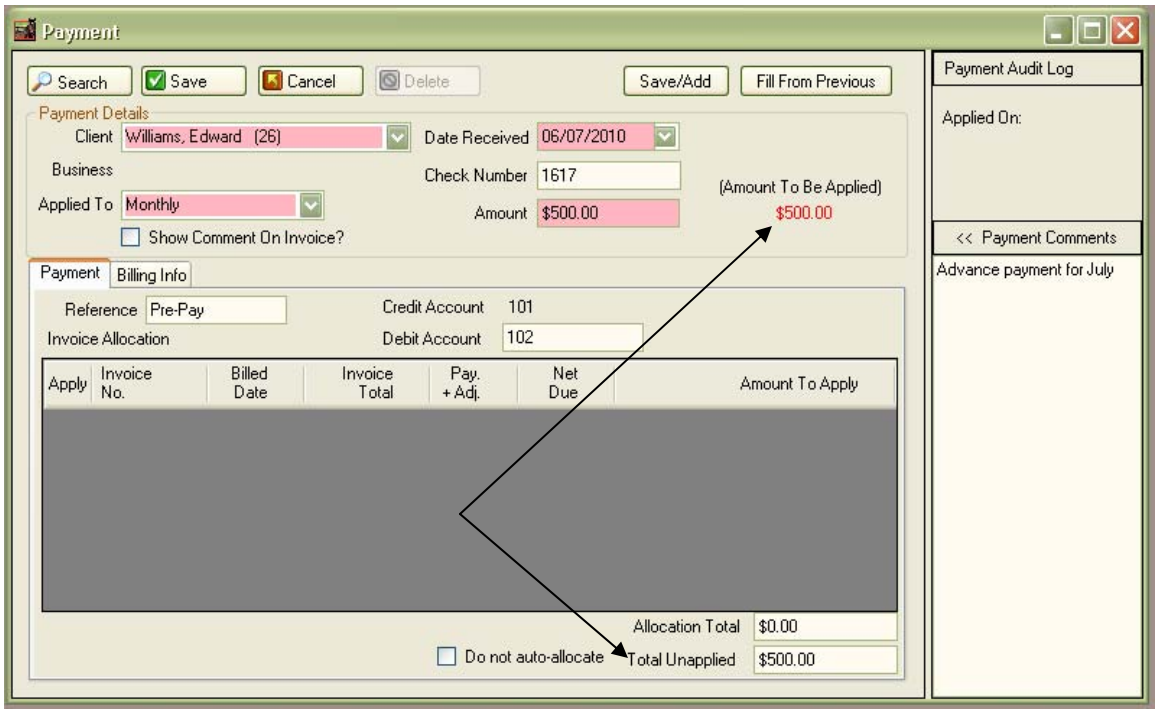
- Date Received: Enter the date that the payment was received (you can type in the date or click the “down arrow” to select the date from the calendar)
- Applied To: Select “Standard” from the drop down list or whatever Billing Application Code you have set up for Standard/Monthly billing in the “Applied To” field
- Check Number: Enter the check number
- Amount: Enter the amount of the payment
- Show Comments On Invoice?: [Optional] Click this box if you want the payment comments to show up on the invoice.
- Payment Comments: Enter any further comments regarding this payment. These comments will appear on the Receipts Report.
- [Optional] Reference: Enter any reference notes pertaining to that payment. These notes will appear on the Receipts Report.
- Click the “Apply” box on the line of the invoice you wish to pay
- Click the “Save” button to save the record.

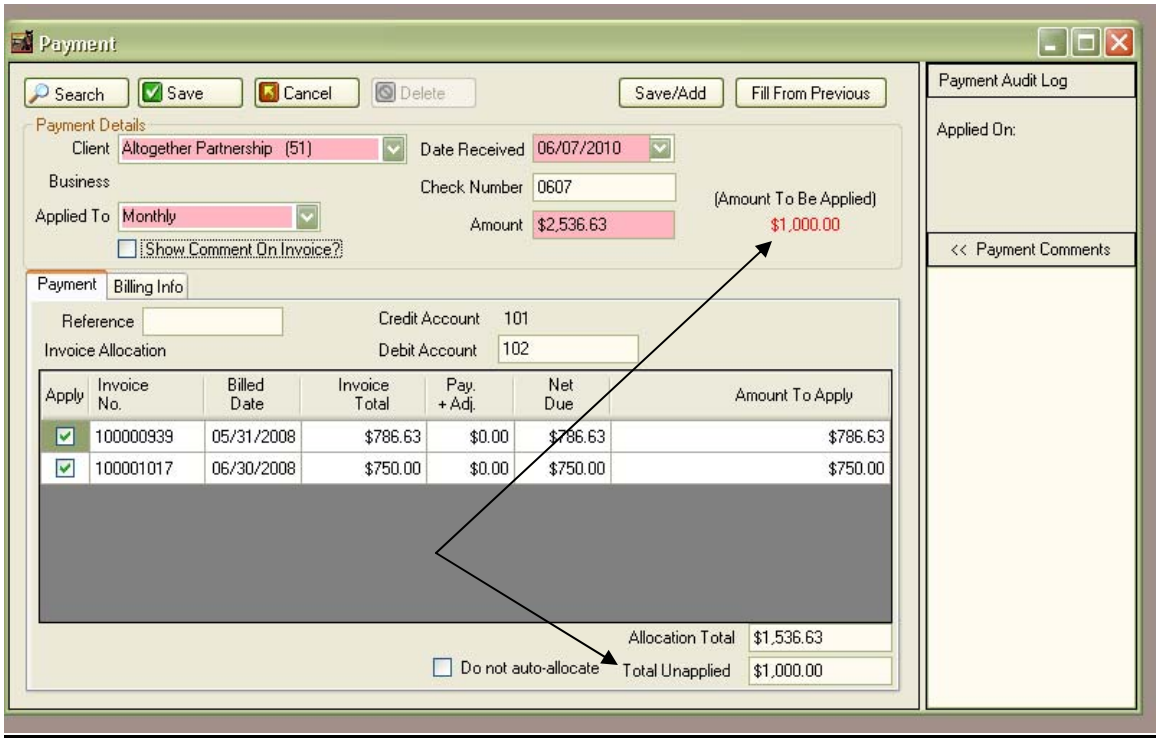


NOTE: The “Applied On” date is automatically filled in during month end closing. The date will indicate the ending date range for the billing in which the procedure was included.

Unapplied Payments

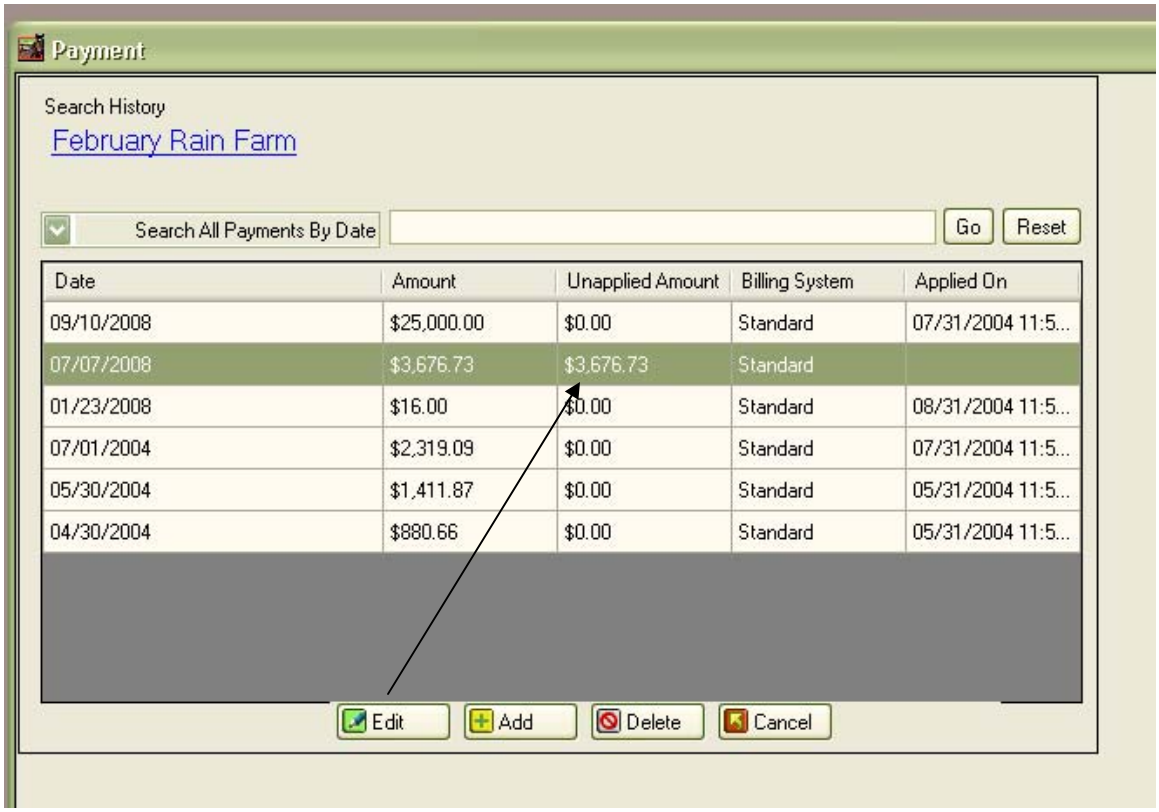
If a person makes a payment and there are no outstanding invoices **or** if they pay more than what is currently owed, it is considered an “unapplied payment” and the amount will be shown in red.

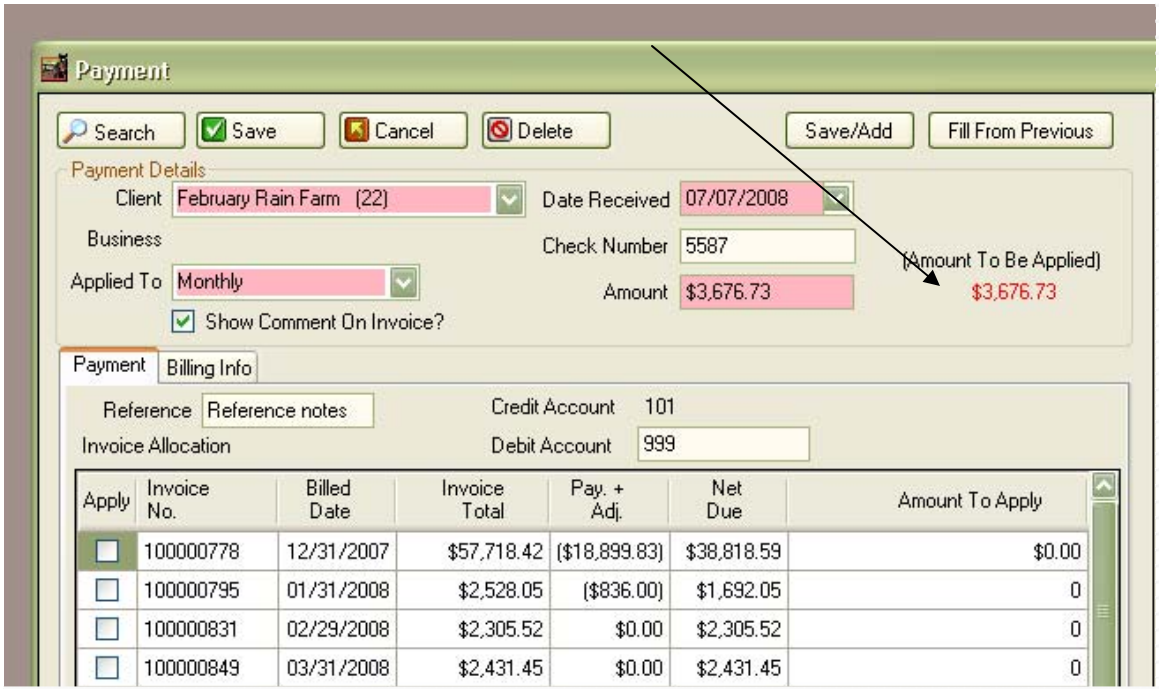




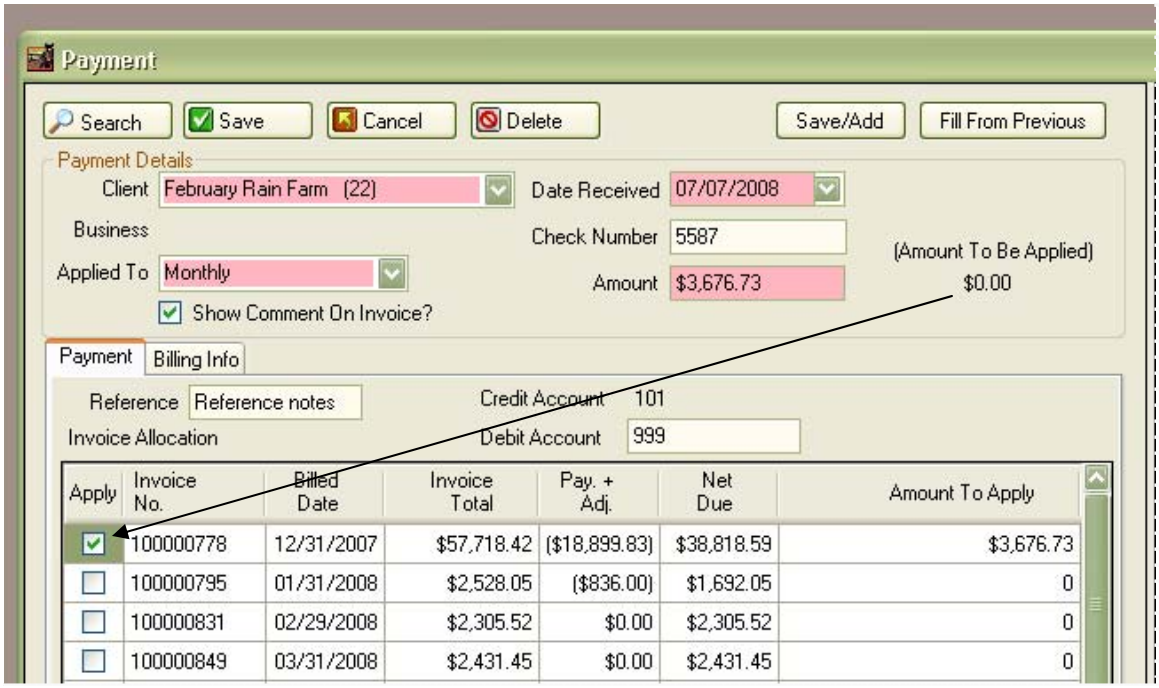
If there are unapplied amounts you will have to apply them once invoices become available.

To apply an unapplied payment go to A/R Transactions > Payments and select the client. On the payment history screen select the unapplied payment entry and click “Edit”.

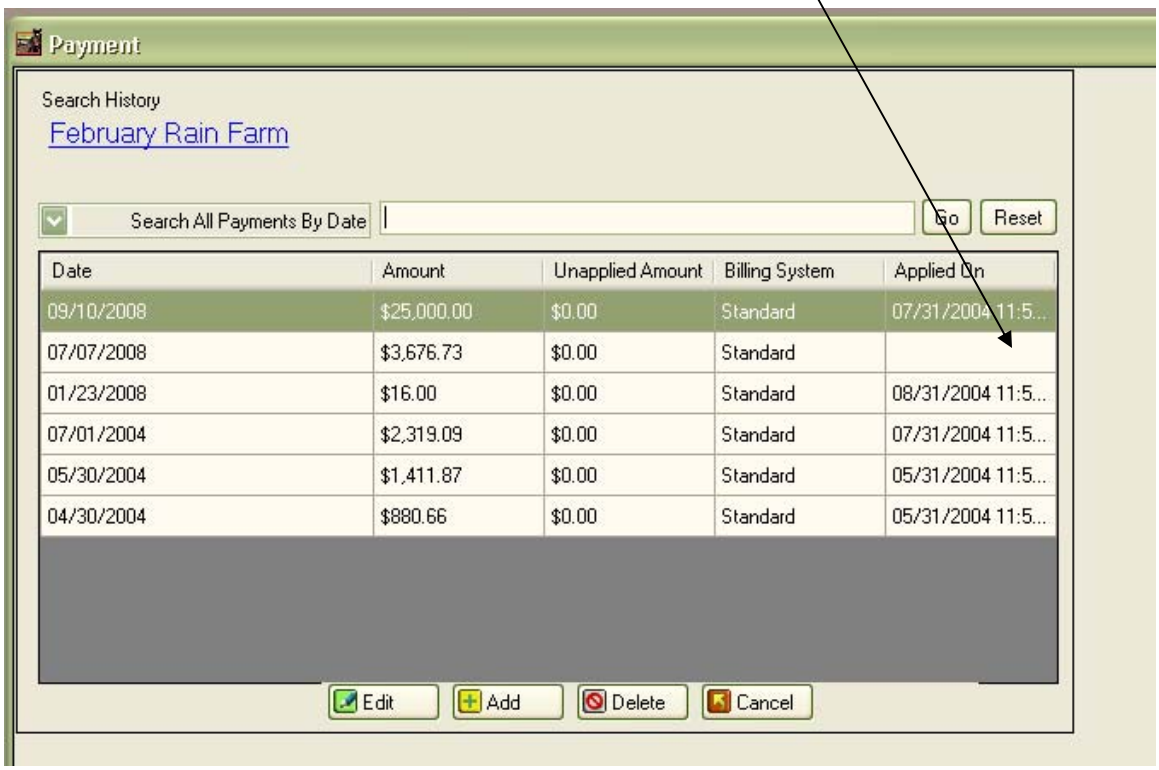




Click the “Apply” box on the invoice you which to apply. The amount to be applied will now show $0 and is no longer in red.



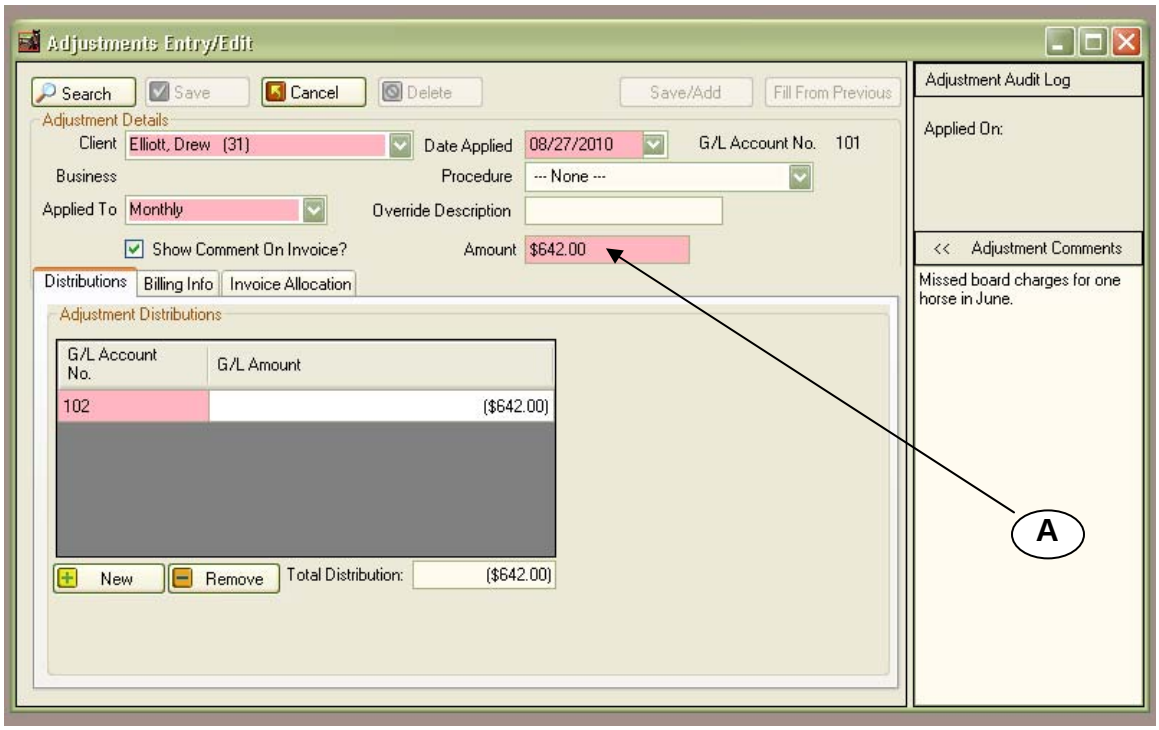
NOTE: On the payment search history screen the Applied On date shows which billing has picked up the payment. If the Applied On date is blank, the payment has not yet been included in a closed billing.



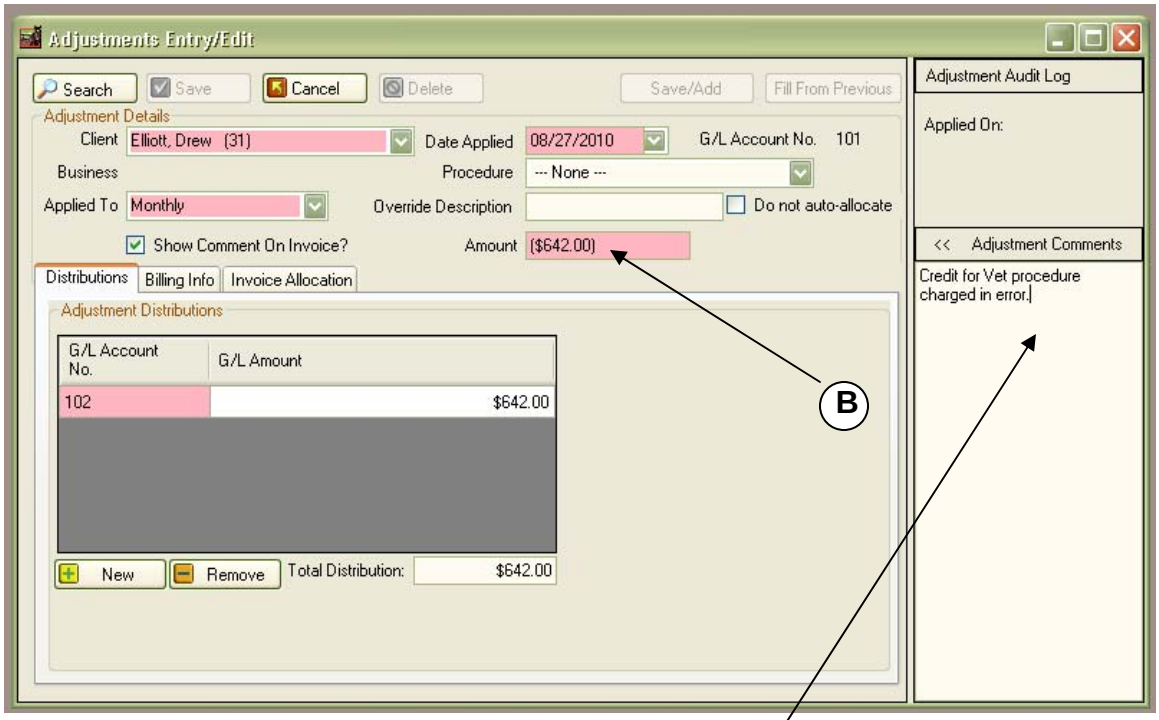
Note: Once a payment has been picked up and included in billing and that billing has been finalized, you cannot make any changes to the dollar amount that has been posted and you cannot delete the payment entry.

2. Adding Adjustments (Direct Charges/Credits)

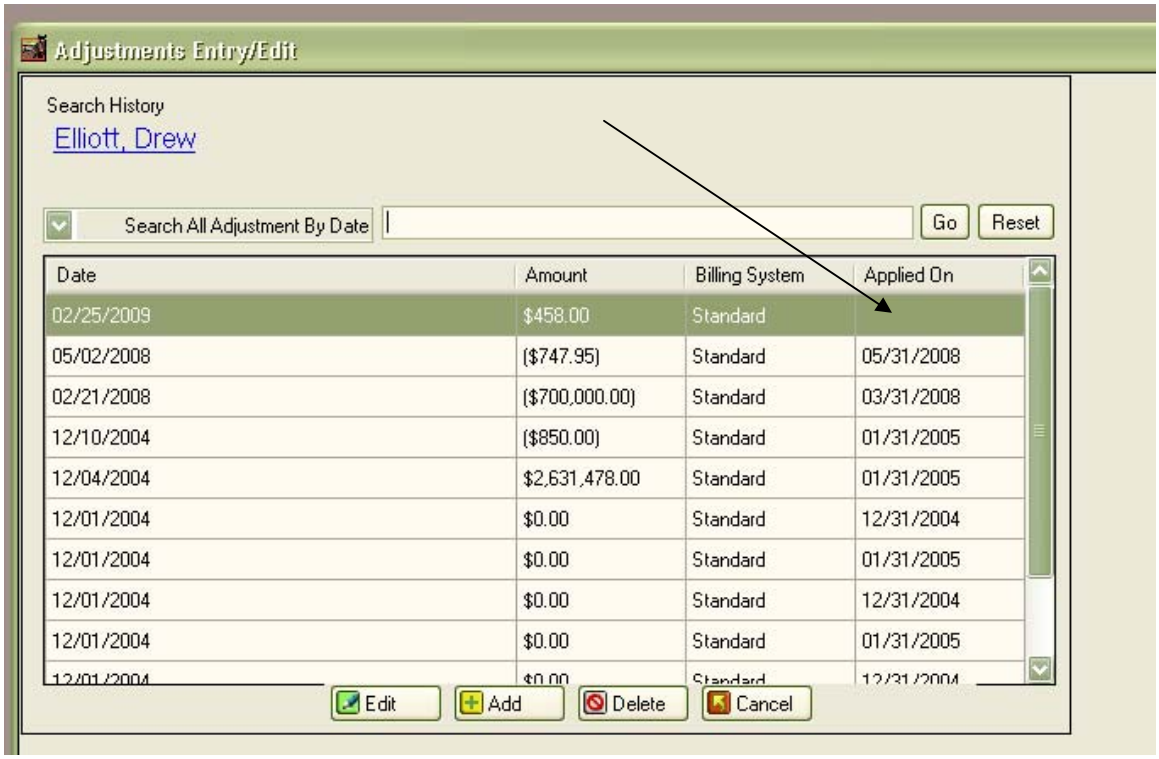
- Select "A/R Transactions" from the menu
- Select the "Adjustments" menu item
- Select the client's name
- Click "Add" to enter a new Adjustment (Direct Credit/Charge) for that client. Date Applied: Enter the date of the adjustment.
- Applied To: Select the billing system where the adjustment will be applied (Standard, Monthly, Month End, etc.)
- Enter the amount of the adjustment (the system will automatically fill in the G/L Account Number, the G/L Amount and the Total Distribution).



Note: *A positive number entered in the Amount field such as $642.00* ***See (A)*** *will* ***add*** *a charge to the client's balance and a negative number such as -$642.00* ***or*** *($642.00) will* ***deduct*** *the amount from the client's balance.* ***See (B)***

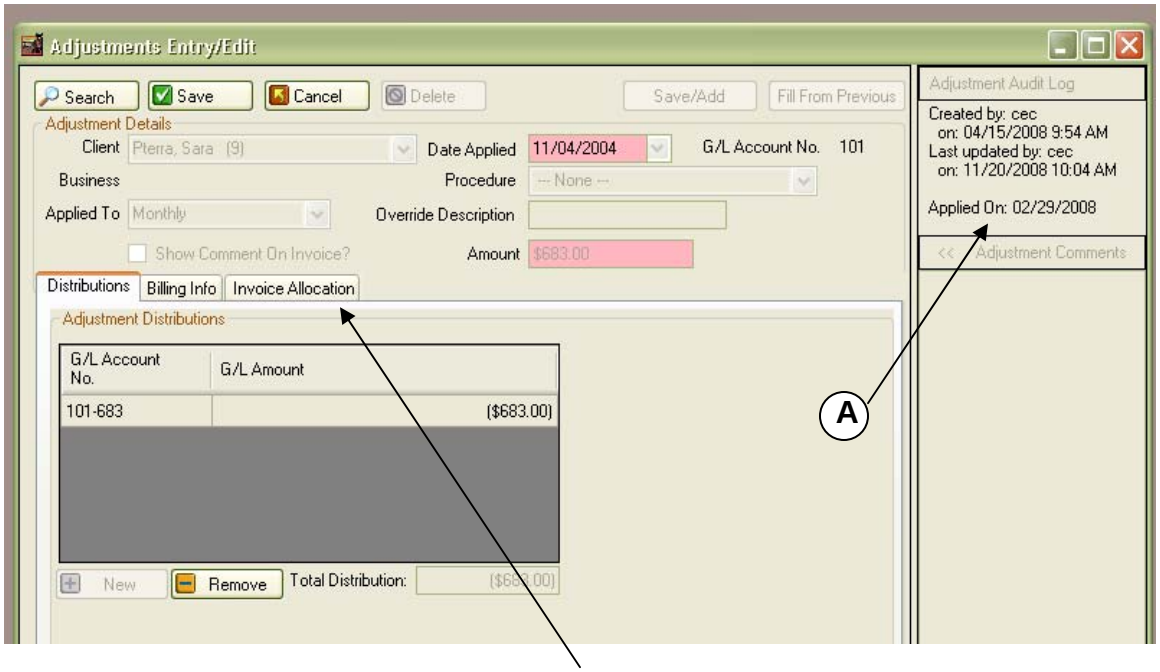


- Add the optional “Adjustment Comment” which will show the explanation for the adjustment on the client’s invoice if you check the box “Show Comment on Invoice?” This Invoice Comment will also appear on the Adjustments Report.

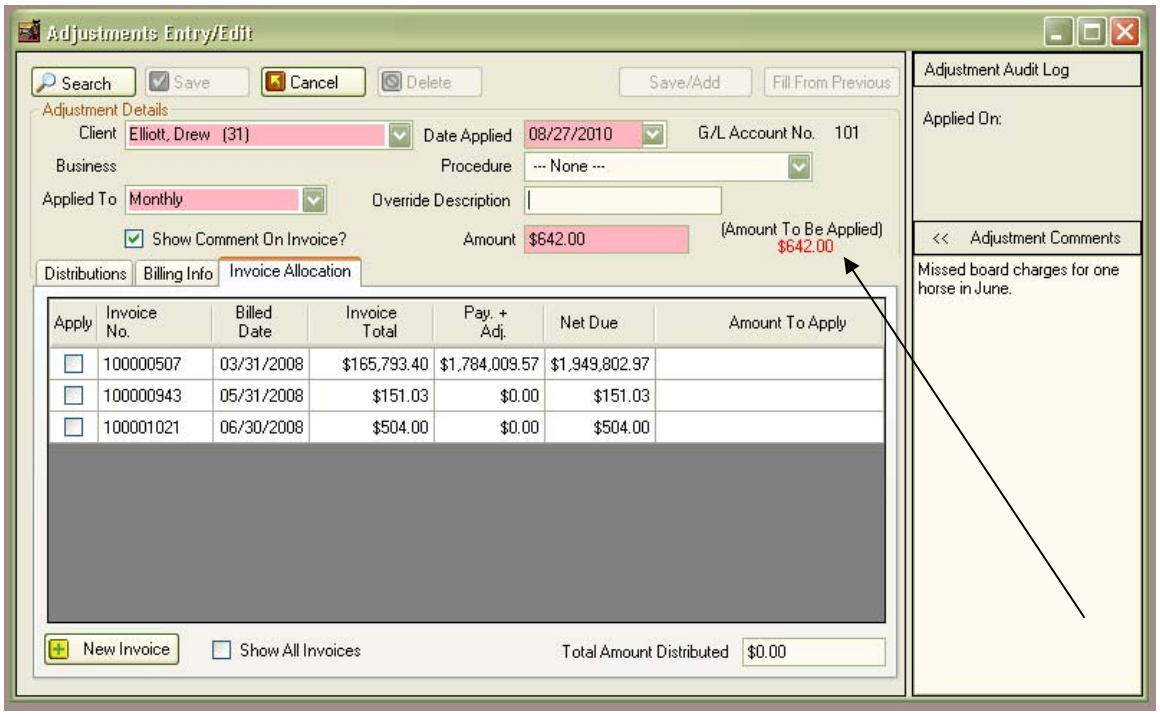


NOTE: On the adjustments search history screen the Applied On date shows which billing has picked up the adjustment. If the Applied On date is blank, the adjustment has not yet been included in a billing**.**

NOTE: On the Adjustments Entry/Edit screen the "Applied On" field is automatically filled in when you finalize the billing. **See (A)**

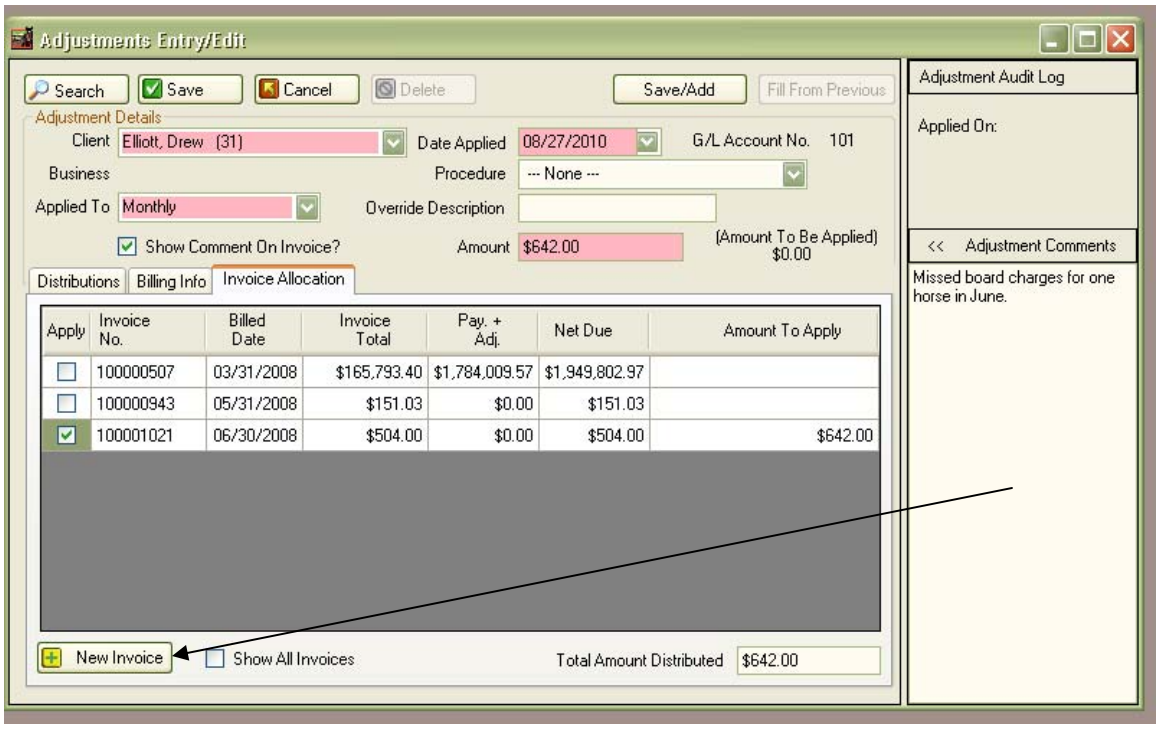


- After you have entered the Date Applied, the Amount and then selected an item from the Applied To drop down list, you will next click on the Invoice Allocation tab.

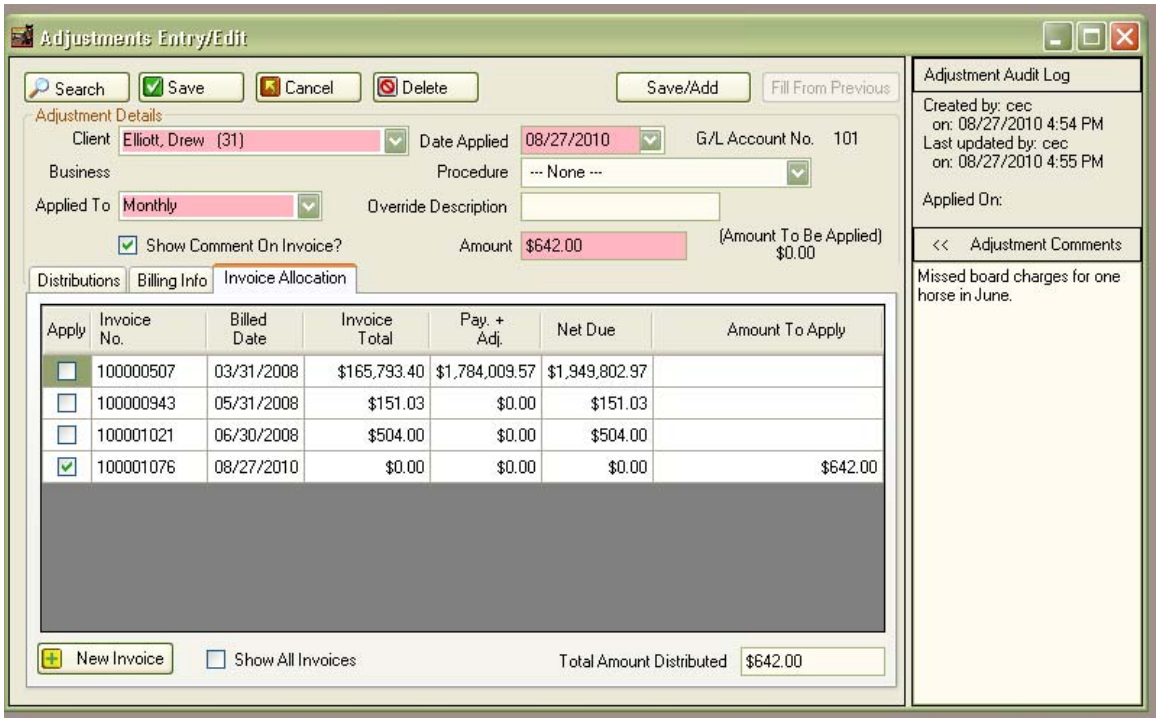


On the Invoice Allocation page you can either apply the adjustment to an existing invoice or you can click "New Invoice" to keep the adjustment as a separate entry. Until you actually apply the Adjustment to an invoice you will see the (Amount To Be Applied) $642.00 in **Red.**

To apply the Adjustment to an existing Invoice, click the Apply Box on the left side of the screen.



To apply the Adjustment to a New Invoice, click the button “New Invoice” at the bottom – left side of the screen.



Click “Save” to save the record.

3. Editing Adjustments (Direct Charges/Credits)

- To edit an existing entry that has not been finalized, select “A/R Transactions” from the menu
- Select the “Adjustments” menu item
- Select the client’s name and click “Select”
- Click on the entry that you want to edit and click “Edit”
- Make changes as needed and click “Save”

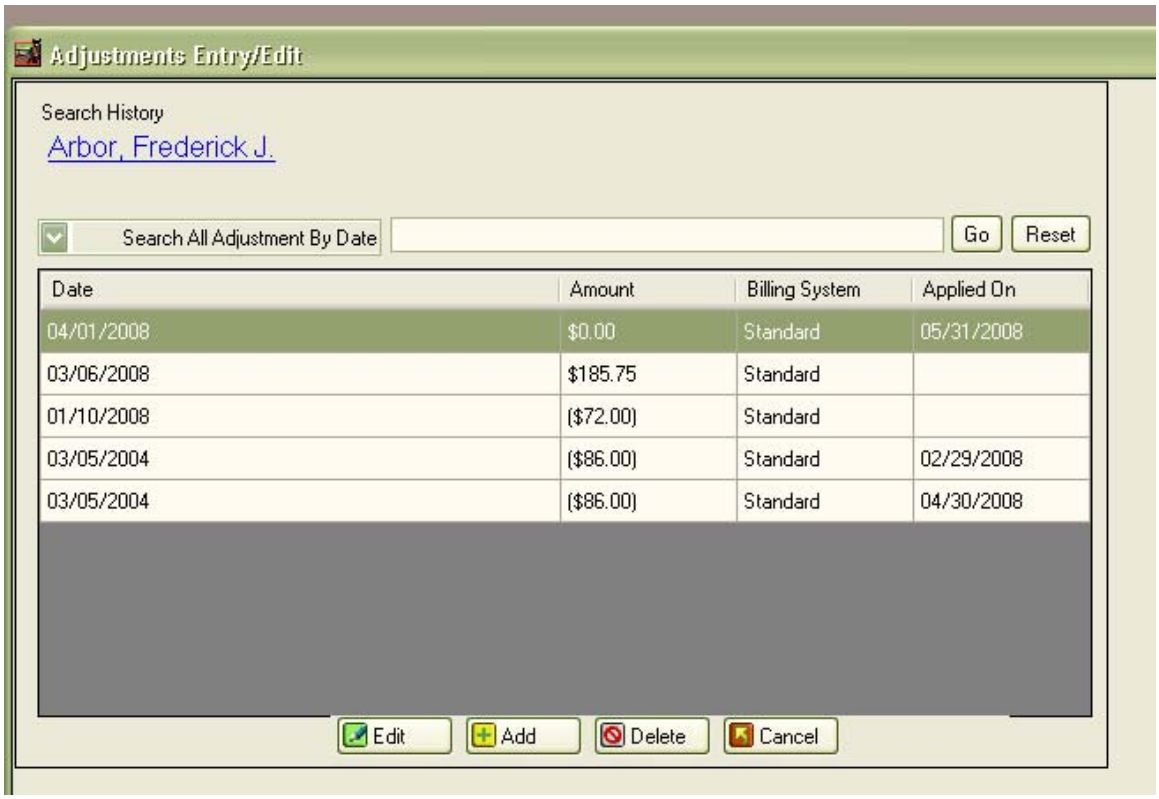
Note: Once an adjustment has been picked up and included in billing and that billing has been finalized, you cannot make any changes to the adjustment entry and you cannot delete the adjustment entry.

4. Entering a “Zero Dollar” Adjustment

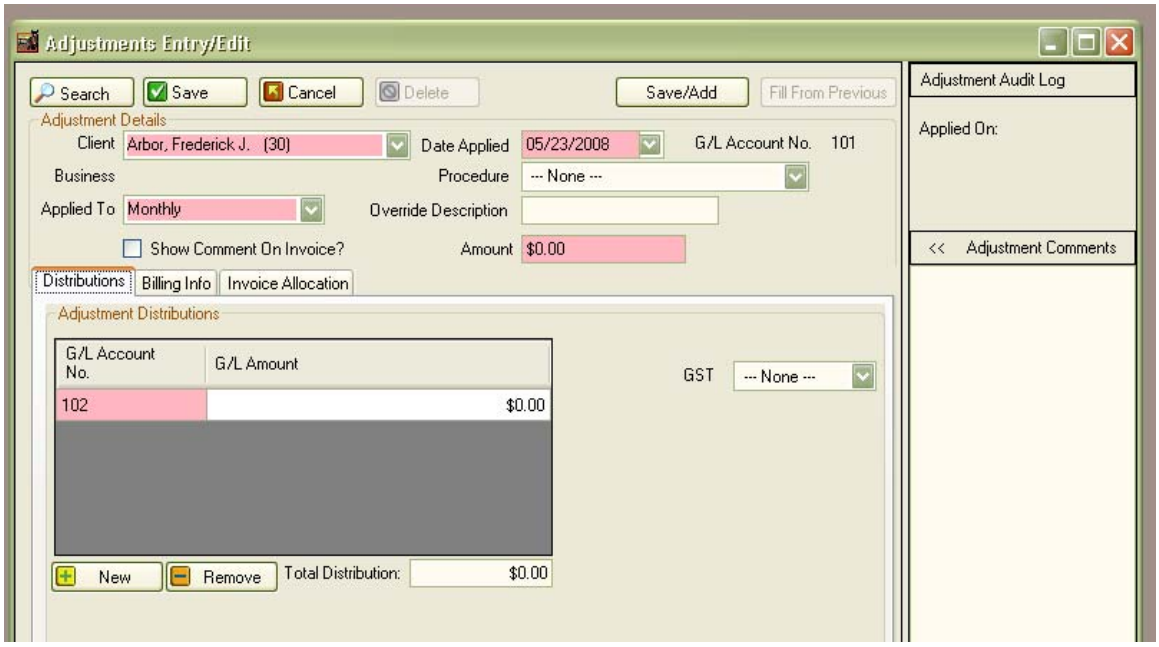
If a client has a credit invoice and an unpaid invoice you can enter a “Zero Dollar” adjustment to offset the invoices.

Arbor, Frederick J.	100000827	07/31/2008	$0.00	07/31/2008		$0.00	I	101	($85.87)
				03/05/2004		($18.41)	A Change	101	
				01/10/2008		($72.00)	A 102	101	
				04/01/2008		$4.54	A Change	101	
	100001100	07/31/2008	$0.00	07/31/2008		$0.00	I	101	$185.75
				03/06/2008	Additional charges for vanning.	$185.75	A 102	101	
							** Customer Total:		$99.88

Select A/R Transactions > Adjustments
Select the Client

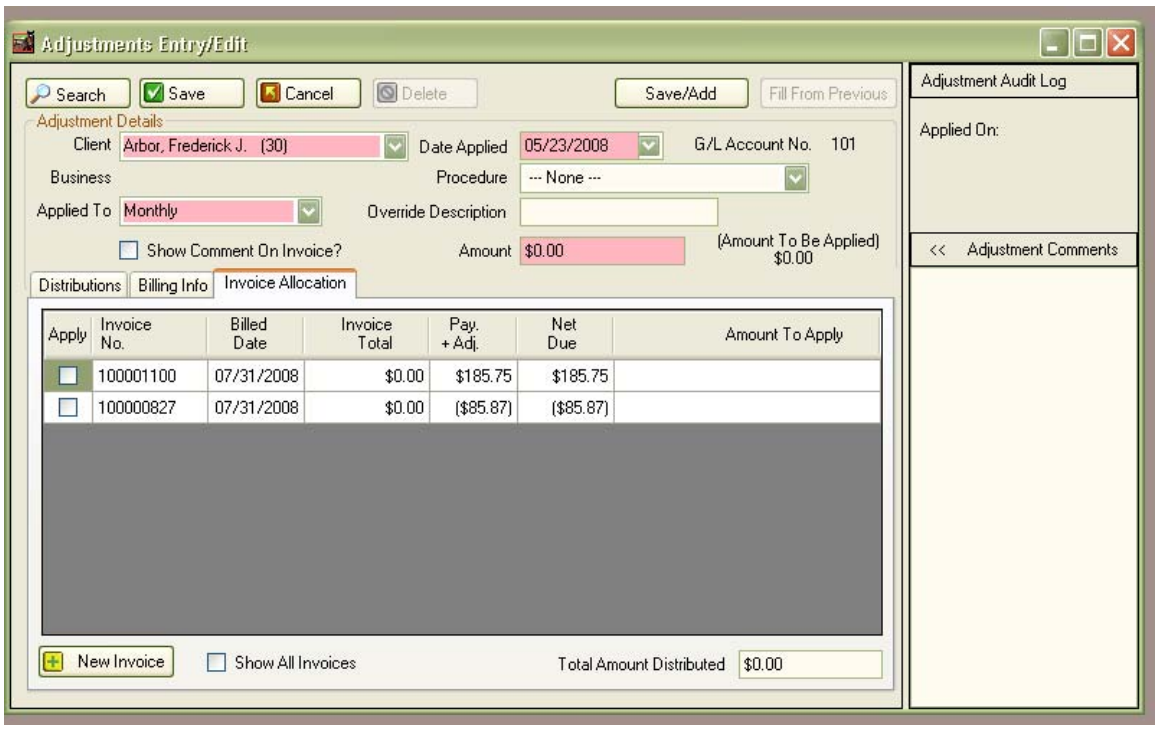


Click “Add”

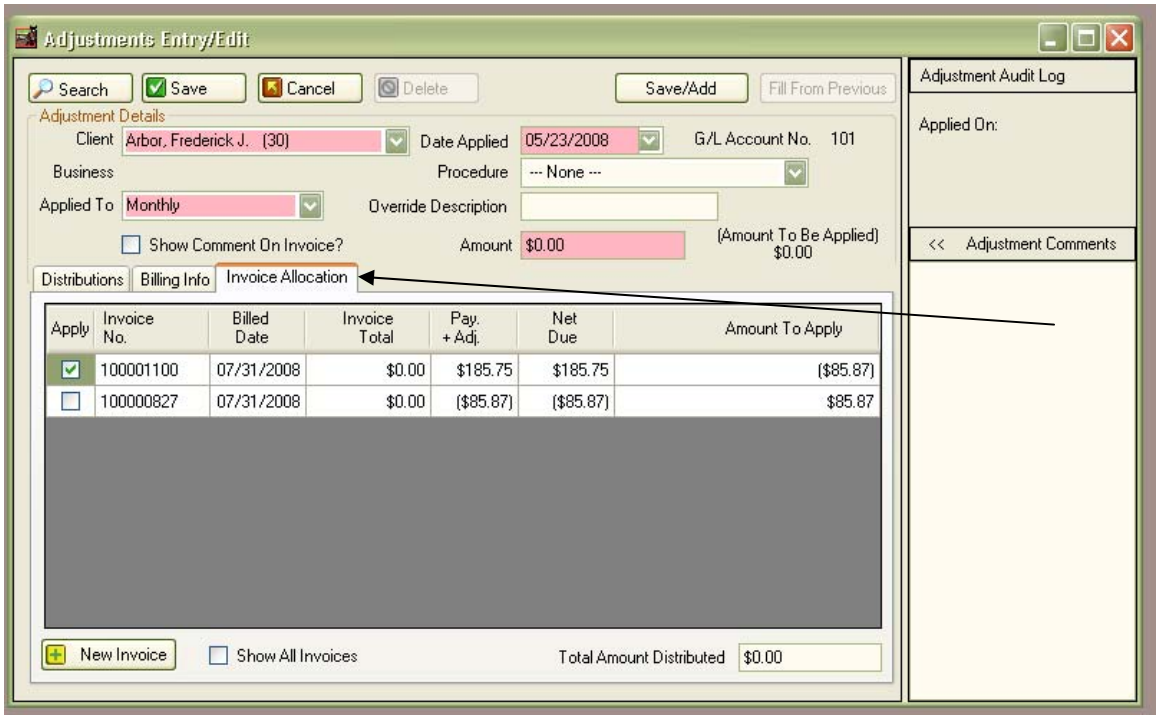


Enter the Date Applied
Select the “Applied To”
Enter $0.00 in the amount field

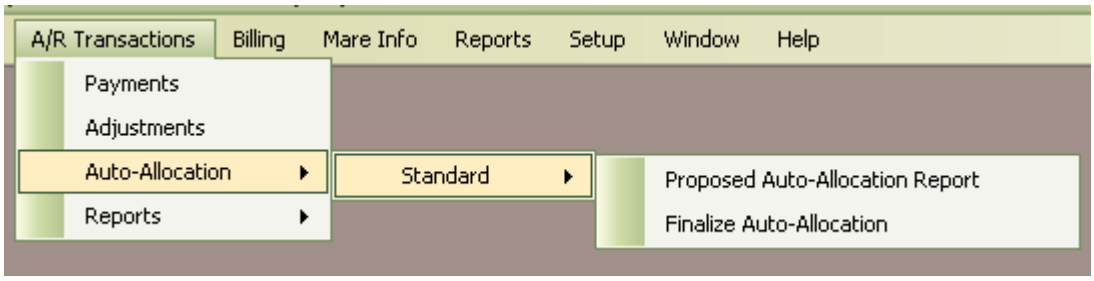
Click on the “**Invoice Allocation**” tab.



In this example, a credit invoice for ($85.87) will be applied to the outstanding invoice of $185.75. To process the Zero Dollar Adjustment, enter a positive $85.87 in the Amount To Apply column for Invoice #100000827 and then click the Apply box on the line for Invoice #1000001100. A negative (credit) amount of ($85.87) will automatically be entered in the Amount To Apply column for Invoice #1000001100. You have now applied the credit invoice to the outstanding invoice and the net effect is $0. Click "Save".

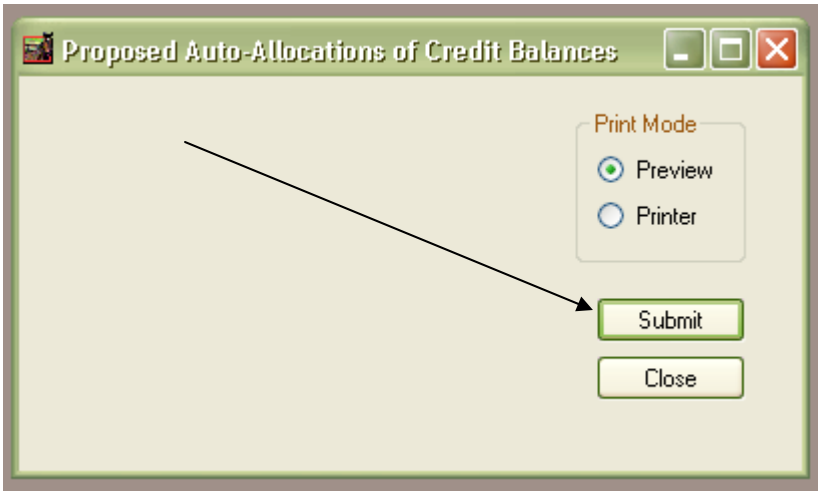


Auto Allocation



At any time during the month you can run the "Proposed Auto-Allocation Report to see if there are any clients that have any unapplied payments or credit invoices that can be applied.

1. Click on "A/R Transactions"
2. Click on "Auto-Allocation, "Standard" and then "Proposed Auto-Allocation Report.
3. Click "Submit to view the report.



Run Date: 08/30/2010 3:08 PM
Company: TJCIS Test Company

Proposed Auto-Allocations of Credit Balances
Billing System: Standard

Page: 1 of 1
User: cec

Date	Type	Pym/Adj Amount	Invoice Date	Invoice # Applied To	Beginning Principal Amount	Beginning Late Fee Amount	Allocation Amount	Principal Remaining	Late Fee Remaining	Offset Invoice #	Offset Balance Remaining
Client	**McGillicutty, Annie**										
06/03/2010	Payment	($500.00)	11/30/2004	100000703	$5.00	$0.00	($5.00)	$0.00	$0.00		($495.00)
			03/31/2008	100000860	$1.75	$0.00	($1.75)	$0.00	$0.00		($493.25)
			04/30/2008	100000656	$200.00	$0.00	($200.00)	$0.00	$0.00		($293.25)
			05/31/2008	100000942	$775.00	$0.00	($293.25)	$481.75	$0.00		$0.00
Client	**Pterra, Sara**										
06/30/2010	Adjustment	($256.75)	07/31/2004	100000462	$226.78	$241.80	($226.78)	$0.00	$241.80	100001077	$29.97
			08/31/2004	100000565	$1,273.96	$229.32	($29.97)	$1,243.99	$229.32	100001077	$0.00

The report will display the clients that have **either** an unapplied payment that now can be applied to an unpaid invoice **or** a credit adjustment that can now be applied to an unpaid invoice.

The Auto-Allocation feature will allocate funds to the oldest invoices first.

In the example above, there is an unapplied payment in the amount of $500.00 for the client Annie McGillicutty. The Auto-Allocation will take the $500.00 and pay off three invoices completely

Invoice # Applied To	Beginning Principal Amount	Beginning Late Fee Amount	Allocation Amount	Principal Remaining	Late Fee Remaining	Offset Invoice #	Offset Balance Remaining
100000703	$5.00	$0.00	($5.00)	$0.00	$0.00		($495.00)
100000860	$1.75	$0.00	($1.75)	$0.00	$0.00		($493.25)
100000656	$200.00	$0.00	($200.00)	$0.00	$0.00		($293.25)

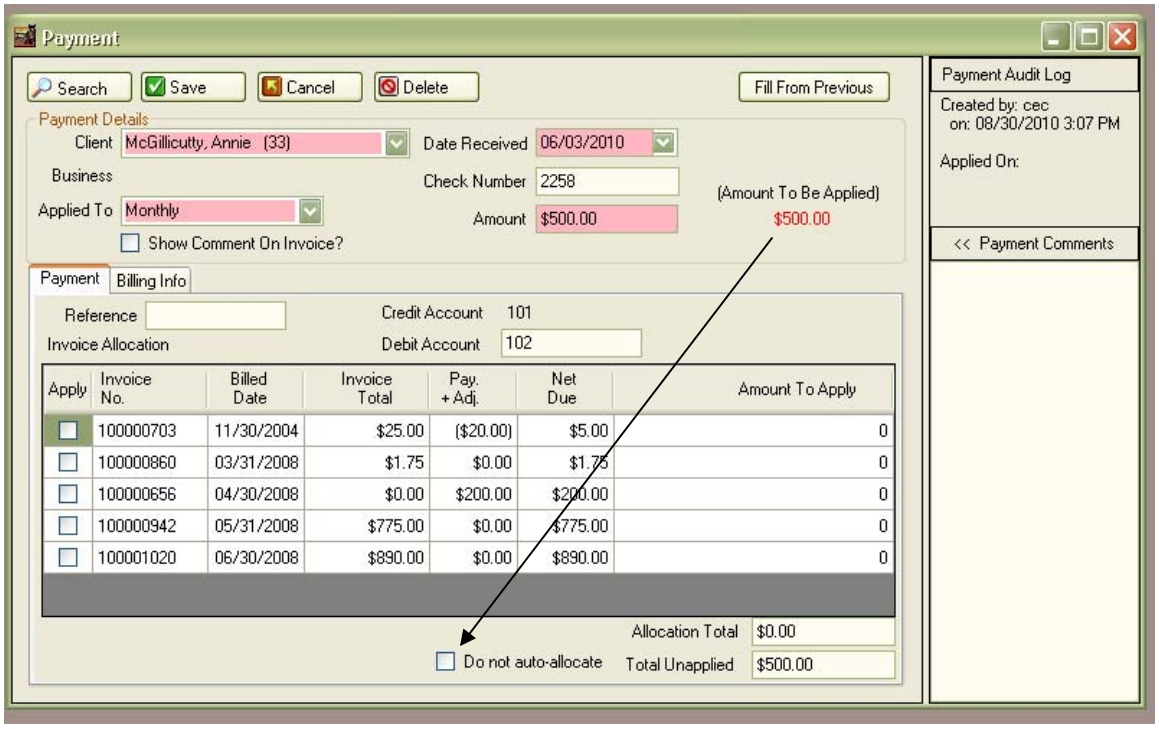
and pay one invoice partially.

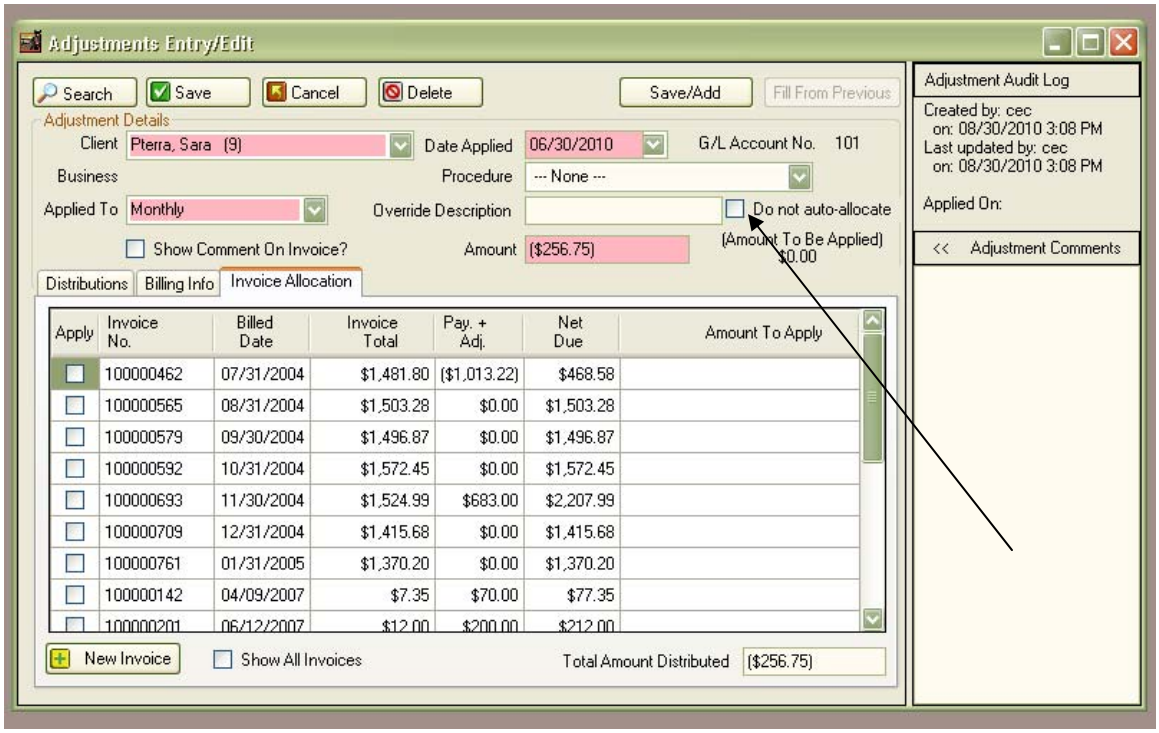
100000942	$775.00	$0.00	($293.25)	$481.75	$0.00		$0.00

In the example above there is also a credit invoice in the amount of ($256.75) for the client Sara Pterra. The Auto-Allocation will take the ($256.75) and pay of one invoice completely and then partially pay one invoice.

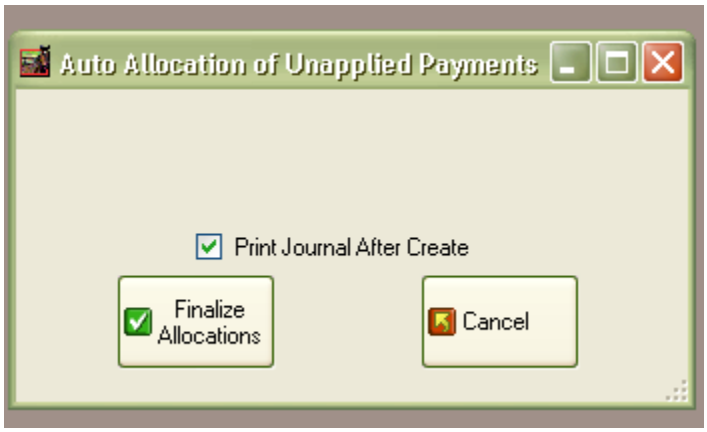
100000462	$226.78	$241.80	($226.78)	$0.00	$241.80 100001077	$29.97
100000565	$1,273.96	$229.32	($29.97)	$1,243.99	$229.32 100001077	$0.00

If you do not want the program to Auto-Allocate a particular entry, go back to the specific Payment screen or the specific Adjustment Entry/Edit screen and click the box “Do Not Auto-Allocate”

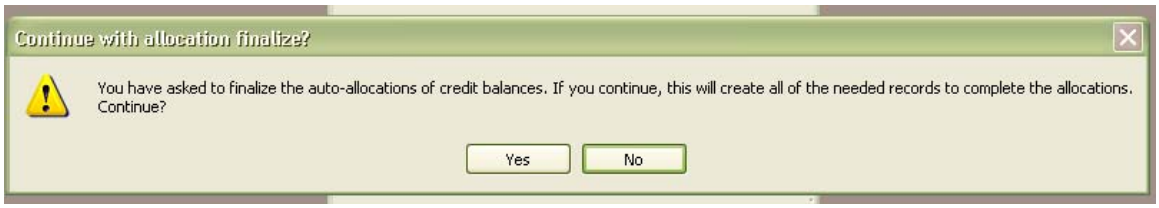




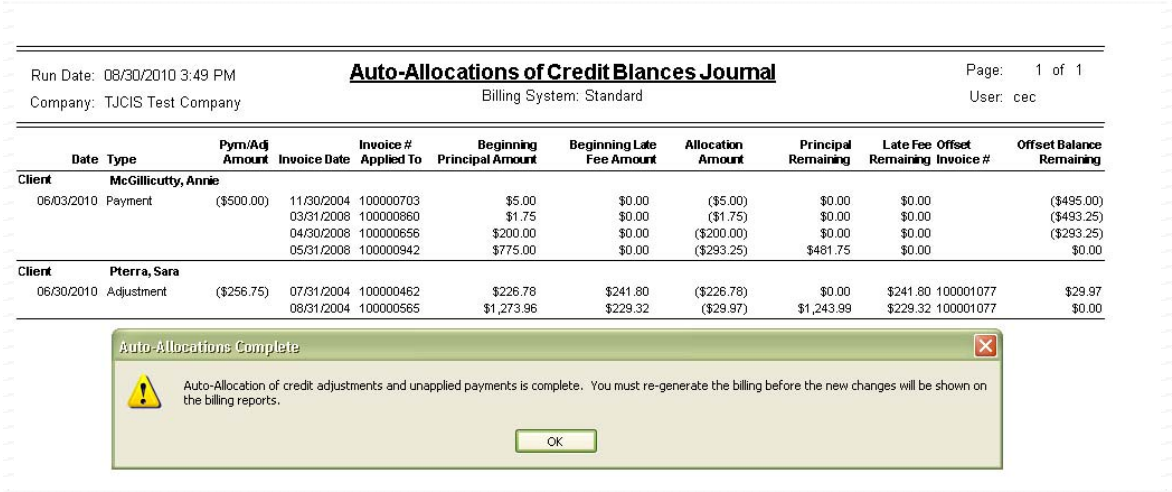
Once you have reviewed the report and you agree with the Proposed Auto-Allocations, click “Finalize Auto-Allocations”



Click the box to Print the Journal after the Allocations have been created and then click the button “Finalize Allocations”.

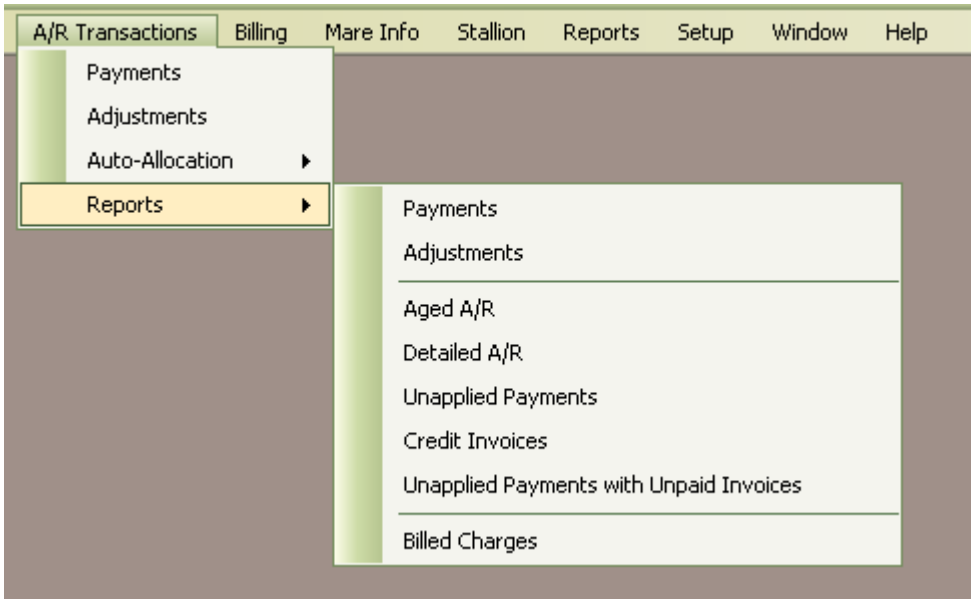


Click “Yes” if you wish to continue.

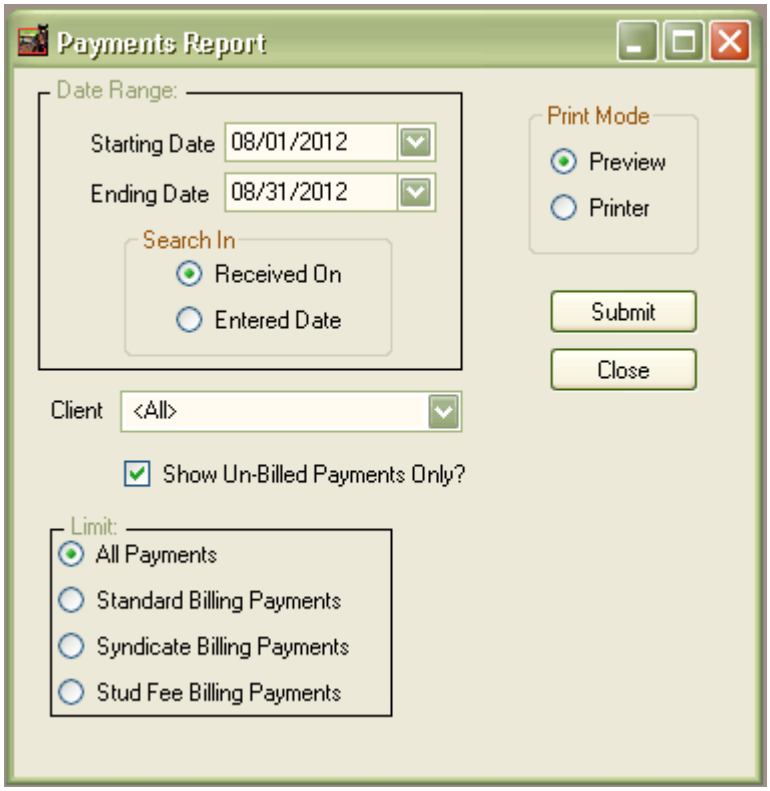


Confirmation that the Auto-Allocation is complete will appear, click “Ok” and then print the Auto-Allocation Journal. As the message indicates, you will need to re-generate if you are processing your billing at this time.

A/R Transactions Reports



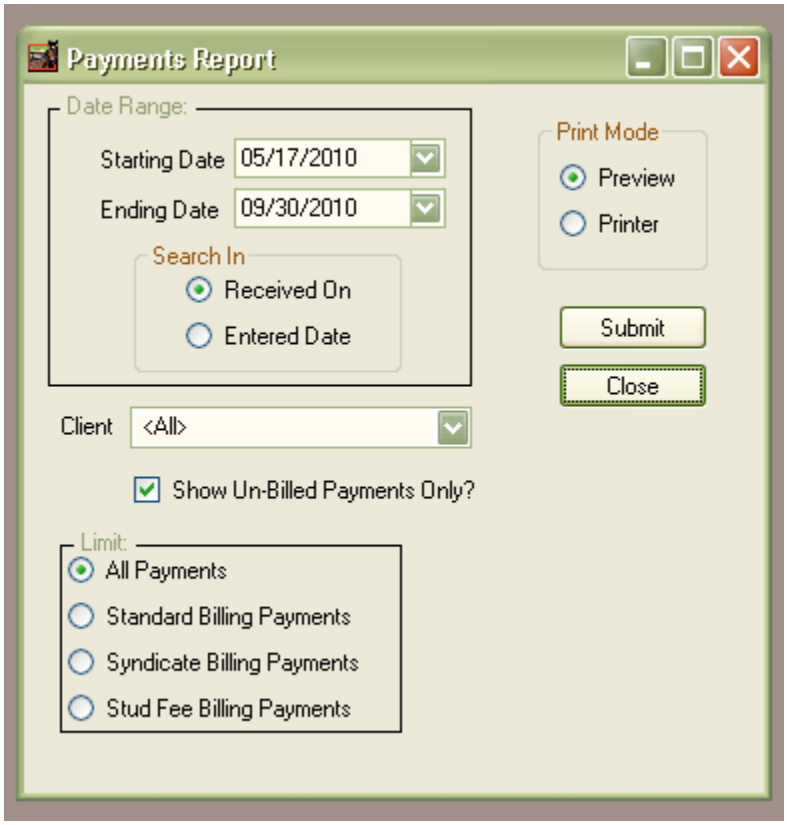
1. Payments Report



This will print a report of the payments that have been entered into the system based on the criteria selected. You can specify any date range, a specific client or all clients and include only those payments that have not been billed yet or show **all** receipts for that date range including those that have already been billed.

NOTE: Syndicate Billing Payments and Stud Fee Billing Payments pertain only to those clients that have purchased the "Stallion Module".

Payments Report Example #1



Run Date: 09/01/2010 1:26
Company: TJCIS Test Company

Payments Report
Date Range: 05/17/2010 thru 09/30/2010
(Show Un-billed Payments Only)
All Billing Payments

Page: 1 of 1
User: cec

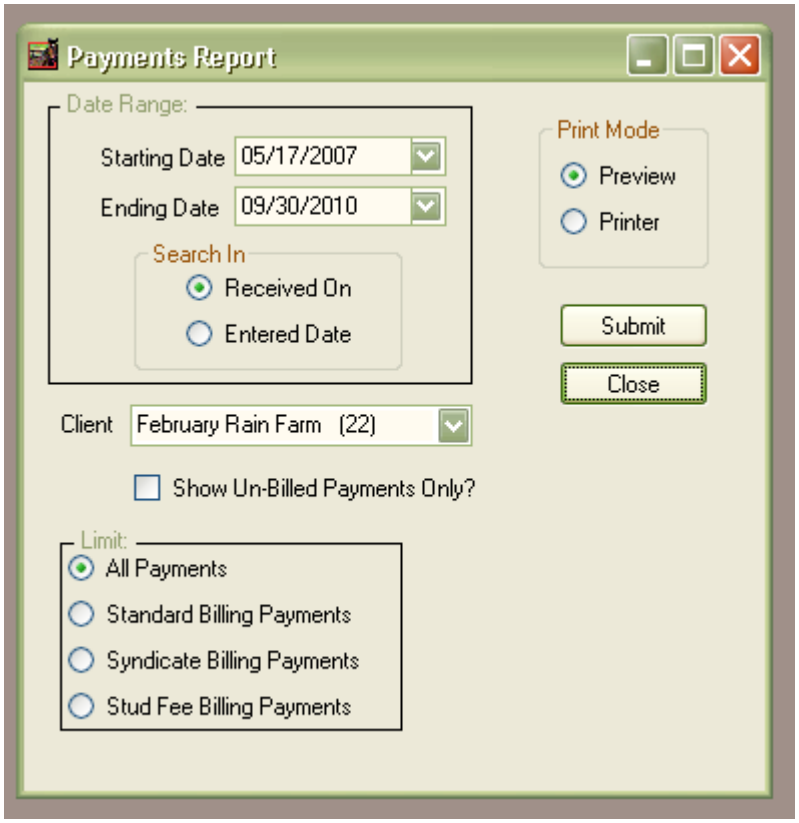
Date	Name	Check #	Payment Amount	Applied To / Comment	Reference	Invoice No.	Amount	Debit Account	Credit Account	Closed?
05/17/2010	Elliott, Drew	25147	$50,000.00	Monthly Partial payment on Invoice #10000507	Inv. #10000507	100000507	$50,000.00	102	101	☐
		** Daily Total:	$50,000.00							
06/03/2010	McGillicutty, Annie	2258	$500.00	Monthly		100000656	$200.00	102	101	☐
						100000703	$5.00			
						100000860	$1.75			
						100000942	$293.25			
		** Daily Total:	$500.00							
		** Report Total:	$50,500.00							

(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$0.00	$50,500.00
102	$50,500.00	$0.00
Total Amounts:	$50,500.00	$50,500.00

This example shows payments for all clients from 5/27/2010 thru 09/30/2010 that have not been closed.

Payments Report Example #2



Run Date: 09/01/2010 1:30
Company: TJCIS Test Company

Payments Report
Date Range: 05/17/2007 thru 09/30/2010
Client = February Rain Farm (22)
All Billing Payments

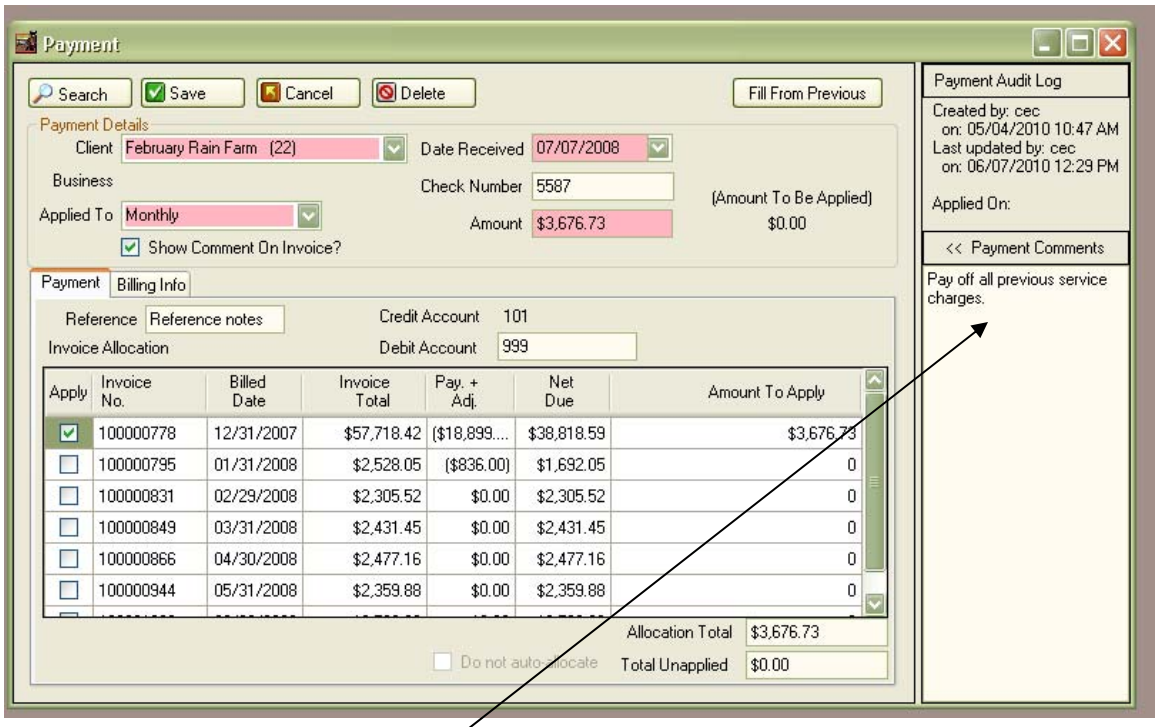
Page: 1 of 1
User: cec

Date	Name	Check #	Payment Amount	Applied To / Comment	Reference	Invoice No.	Amount	Debit Account	Credit Account	Closed?
01/23/2008	February Rain Farm		$16.00	Monthly		100000461	$16.00	Change	101	☑
	** Daily Total:		$16.00							
07/07/2008	February Rain Farm	5587	$3,676.73	Monthly Pay off all previous service charges.	Reference notes	100000778	$3,676.73	999	101	☐
	** Daily Total:		$3,676.73							
09/10/2008	February Rain Farm		$25,000.00	Monthly		100000461	$872.00	Change	101	☑
						100000564	$2,064.00			
						100000578	$2,067.00			
						100000591	$1,077.41			
						100000704	$25.76			
						100000760	$810.00			
						100000778	$18,083.83			
	** Daily Total:		$25,000.00							
	** Report Total:		$28,692.73							

(G/L Account Summary)

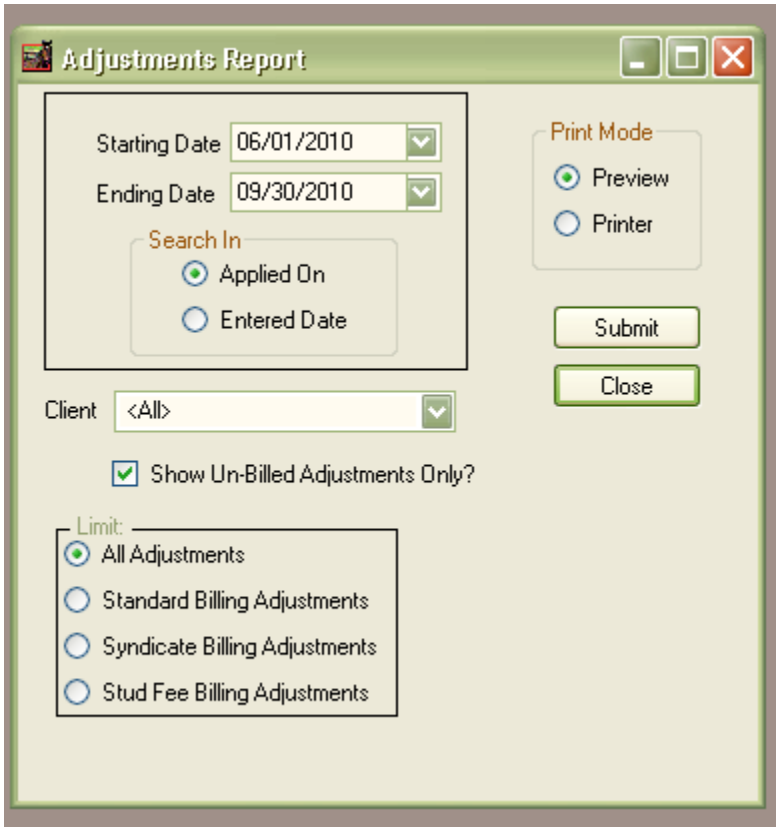
G/L Account	Debit Amount	Credit Amount
101	$0.00	$28,692.73
999	$3,676.73	$0.00
Change	$25,016.00	$0.00
Total Amounts:	$28,692.73	$28,692.73

This example shows all payments for the client February Rain Farm from 05/17/2007 thru 09/30/2010 whether they have been closed or not.



NOTE: The comments shown on this report are those comments that were entered in the “Payment Comment” field on the Payment Entry/Edit form.

2. Adjustments Report



This will print a report of the Adjustments that have been entered into the system based on the criteria selected. You can specify any date range, a specific client or all clients and include only those Adjustments that have not been billed yet or show **all** Adjustments for that date range including those that have already been billed.

Adjustments Report Example #1

Run Date: 09/01/2010 3:39
Company: TJCIS Test Company

Adjustments Report
Date Range: 06/01/2010 thru 09/30/2010
(Show Un-billed Adjustments Only)
All Billing Adjustments

Page: 1 of 1
User: cec

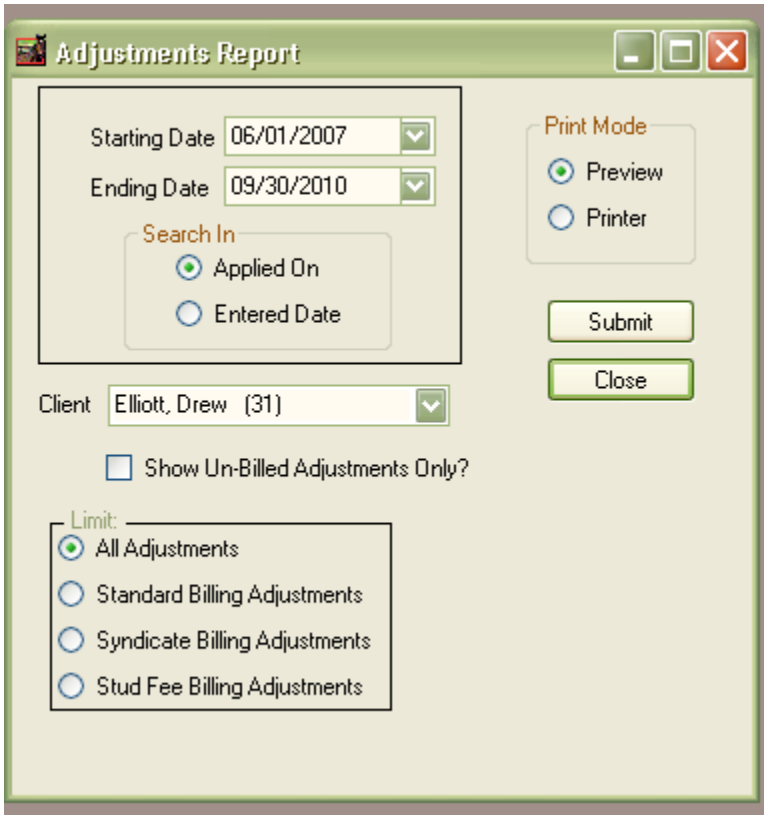
Date / Name	Comment	Applied To	Adjustment Amount	A/R Account	Closed?	Invoice No.	Invoice Amount	Offset Account	Offset Amount
06/30/2010									
Pterra, Sara		Monthly	($256.75)	101	☐	100001077	($256.75)	102	$256.75
08/27/2010									
Elliott, Drew	Missed board charges for one horse in June.	Monthly	$642.00	101	☐	100001076	$642.00	102	($642.00)
		** Report Total:	$385.25						($385.25)

(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$0.00	$0.00
102	$0.00	$385.25
Total Amounts:	$0.00	$385.25

This example shows payments for all clients from 6/01/2010 thru 09/30/2010 that have not been closed.

Adjustments Report Example #2



Run Date: 09/01/2010 3:57
Company: TJCIS Test Company

Adjustments Report
Date Range: 06/01/2007 thru 09/30/2010
Client = Elliott, Drew (31)
All Billing Adjustments

Page: 1 of 1
User: cec

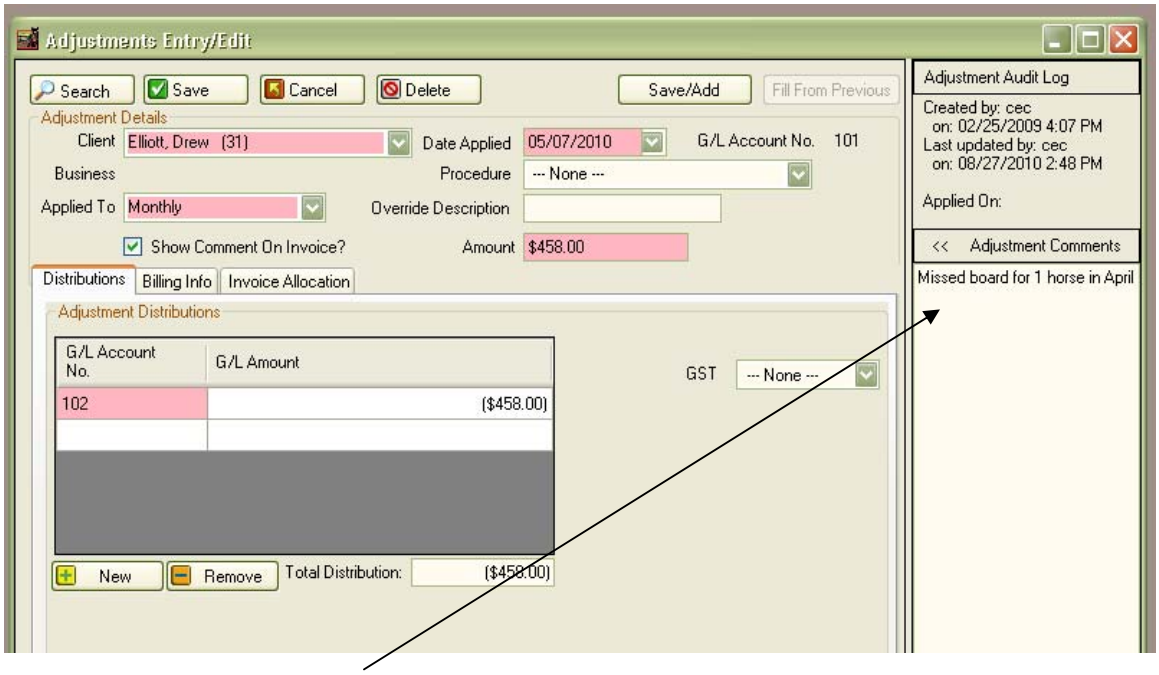
Date / Name	Comment	Applied To	Adjustment Amount	A/R Account	Closed?	Invoice No.	Invoice Amount	Offset Account	Offset Amount
02/21/2008									
Elliott, Drew		Monthly	($700,000.00)	101	☑			Change	$700,000.00
						100000507	($700,000.00)		
05/02/2008									
Elliott, Drew		Monthly	($747.95)	101	☑			Change	$747.95
						100000788	($275.60)		
						100000848	($14.35)		
						100000917	($458.00)		
05/07/2010									
Elliott, Drew	Missed board for 1 horse in April	Monthly	$458.00	101	☐			102	($458.00)
						100000917	$458.00		
08/27/2010									
Elliott, Drew	Missed board charges for one horse in June.	Monthly	$642.00	101	☐			102	($642.00)
						100001076	$642.00		
	** Report Total:		($699,647.95)						$699,647.95

(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$0.00	$700,747.95
102	$0.00	$1,100.00
Change	$700,747.95	$0.00
Total Amounts:	$700,747.95	$701,847.95

This example shows all Adjustments for the client Drew Elliott from 06/01/2007 thru 09/30/2010 whether they have been closed or not.

NOTE: Syndicate Billing Adjustments and Stud Fee Billing Adjustments pertain only to those clients that have purchased the “Stallion Module”.



NOTE: The comments shown on this report are those comments that were entered in the “Adjustment Comment” field on the Adjustment Entry/Edit form.

3. Aged A/R Report

- You can select to print <All> clients for this report or you may select just one client from the drop down list.

Run Date: 08/30/2010 4:26 PM
Company: TJCIS Test Company

Aged A/R Report
Billing System = Standard

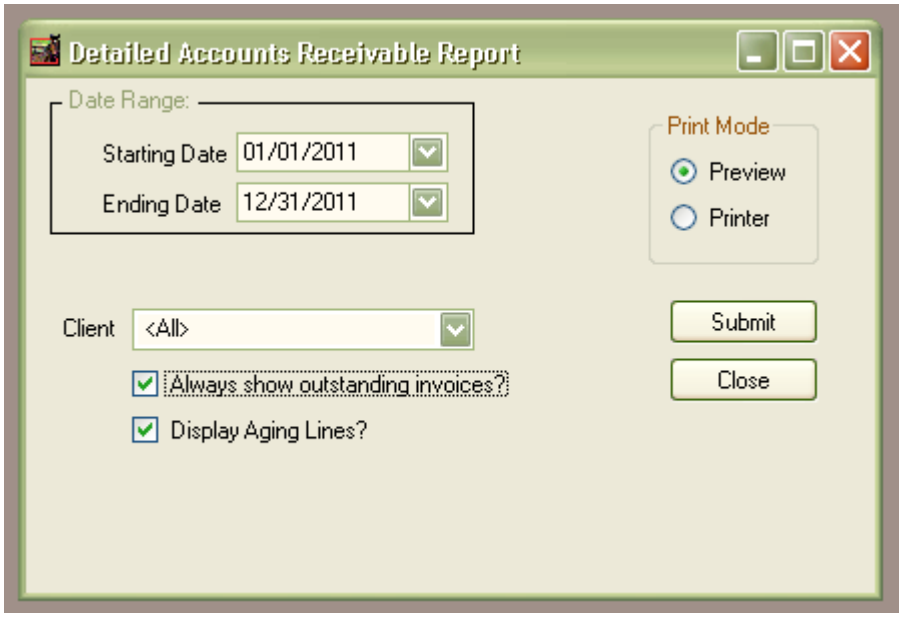
Page: 1 of 1
User: cec

Client Name	Total Balance	Current	Over 30	Over 60	Over 90	Accumulated Service Charges	Interim Payments	Interim Adjustments	Adjusted Balance
... Unknown	$788.00	$0.00	$0.00	$0.00	$788.00	$0.00	$0.00	$0.00	$788.00
All In All Incorporated	$2.23	$0.00	$0.00	$0.00	$2.14	$0.09	$2.23	$0.00	$0.00
Altogether Partnership	$1,536.63	$750.00	$775.00	$0.00	$0.00	$11.63	$0.00	$0.00	$1,536.63
Bloodstock Agent	($13.87)	$0.00	($13.87)	$0.00	$0.00	$0.00	$0.00	($72.00)	($85.87)
Callahan, Caren	$1,553,461.35	$6,550.50	$8,188.00	$1,265,486.50	$198,958.97	$74,277.38	$0.00	$0.00	$1,553,461.35
Elliott, Drew	$2,096,549.26	$504.00	$148.80	$0.00	$1,930,100.83	$165,795.63	$146,549.26	$1,100.00	$1,951,100.00
February Rain Farm	$53,804.65	$3,720.00	$2,325.00	$2,405.00	$41,677.92	$3,676.73	$3,676.73	$0.00	$50,127.92
Fields of Gold Farm	$44,969.10	$968.00	$930.00	$903.00	$38,490.64	$3,677.46	$10,000.00	$0.00	$34,969.10
Gemstone Racing	$11,944.64	$523.80	$541.26	$400.00	$10,422.75	$56.83	$0.00	($135.00)	$11,809.64
Just Because Farm	$3,660.00	$1,800.00	$1,860.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	($1,340.00)
McGillicutty, Annie	$1,871.75	$890.00	$775.00	$200.00	$6.75	$0.00	$500.00	$0.00	$1,371.75
O'Donovan, Colleen	$43,545.97	$2,226.00	$930.00	$900.00	$36,251.38	$3,238.59	$0.00	($3,238.59)	$40,307.38
O'Riley's Racing	$1,257.08	$125.40	$85.95	$0.00	$1,029.00	$16.73	$0.00	$0.00	$1,257.08
Outside Mare Owner	$750.00	$750.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$750.00
Pterra, Sara	$73,586.13	$1,367.80	$1,319.36	$1,358.50	$62,745.29	$6,795.18	$7,000.00	($256.75)	$66,329.38
Runaway Groom Syndicate	$1.75	$0.00	$0.00	$0.00	$1.75	$0.00	$0.00	$0.00	$1.75
Watts, Michael J.	$165,231.01	$2,932.20	$3,118.98	$3,357.30	$139,540.68	$16,281.85	$10,500.00	$0.00	$154,731.01
Williams, Edward	$231.00	$0.00	$0.00	$0.00	$231.00	$0.00	$0.00	($231.00)	$0.00
Grand Total:	$4,053,176.68	$23,107.70	$20,983.48	$1,275,010.30	$2,460,247.10	$273,828.10			

The Aged A/R Report will show you what the total balance is for each client after the last closing. This report shows any "real-time" interim Payments or Adjustments along with the (new) actual Adjusted Balance after the interim Payments and/or Adjustments have been entered.

When you finalize the billing, the Total Balance, Current, Over 30, Over 60, Over 90, Accumulated Service Charges are all updated and the Interim Payments and Interim Adjustments are set back to $0.00.

4. Detailed A/R Report



This menu option prints a Detailed Accounts Receivable Report for any given date range. You can select to print the report for <All> clients or you can select a client name from the drop down list and print the report for just one client.

Run Date: 12/15/2011 8:57
Company: TJCIS Test Company

Detailed Accounts Receivable Report
Date Range: 01/01/2011 thru 12/31/2011
Client = McGillicutty, Annie (33)
Billing System: Standard

Page: 1 of 1
User: cec

Name **McGillicutty, Annie**

Invoice No.	Invoice Date	Pay/Adj Date	Check #	Reference	Comment	Amount	Late Fee Amount	Debit Account	Credit Account	Balance
100000703	11/30/2004					$25.00	$0.00	I	101	$5.00
		02/27/2008				($10.00)	$0.00	R Change	101	
		03/07/2008				($10.00)	$0.00	R Change	101	
100000860	03/31/2008					$1.75	$0.00	I	101	$1.75
100000656	04/30/2008					$0.00	$0.00	I	101	$200.00
		01/14/2008			Adjustment comment.	$200.00	$0.00	A Change	101	
100000942	05/31/2008					$775.00	$0.00	I	101	$406.25
		07/31/2008				($368.75)	$0.00	A 101	101	
100001020	06/30/2008					$890.00	$0.00	I	101	$390.00
		06/03/2010	2258			($500.00)	$0.00	R 102	101	
100001125	07/31/2008					$1,062.50	$0.00	I	101	$1,062.50
100001166	08/31/2008					$980.49	$0.00	I	101	$980.49
100001186	09/30/2008					$850.08	$0.00	I	101	$850.08
100001207	10/31/2008					$868.00	$0.00	I	101	$868.00
100001227	11/30/2008					$844.00	$0.00	I	101	$844.00
		90 Days Aging				**$5,608.07**	**$0.00**			
100001247	12/31/2008					$868.00	$0.00	I	101	$868.00
		60 Days Aging				**$868.00**	**$0.00**			
100001332	01/31/2009					$1,540.00	$0.00	I	101	$1,540.00
		30 Days Aging				**$1,540.00**	**$0.00**			
100001401	02/28/2009					$798.00	$0.00	I	101	$798.00
		Current Aging				**$798.00**	**$0.00**			
					** Customer Total	$8,814.07	$0.00		Total	$8,814.07
					** Report Total	$8,814.07	$0.00		Total	$8,814.07

The Detailed Accounts Receivable Report shows the Invoice Number, the Invoice Date, Invoice Amount, the Payment or Adjustment Date, Check Number, Reference, Comments, the Actual Payment or Adjustment Amount, the Debit and Credit Account number and the Balance.

The report will group the account information into 30, 60, 90 days aging and current aging.

The Payment/Adjustment Amount column will indicate if the amount is an Invoice **(I),** Service Charge **(S),** Receipt **(R)** or an Adjustment **(A).**

5. Unapplied Payments Report

To print this report you can select any date range and <All> clients or you can select just one client from the drop down list.

Run Date: 09/01/2010 5:08
Company: TJCIS Test Company

Unapplied Payments Report
Date Range: 01/01/2010 thru 09/30/2010
All Billing Payments

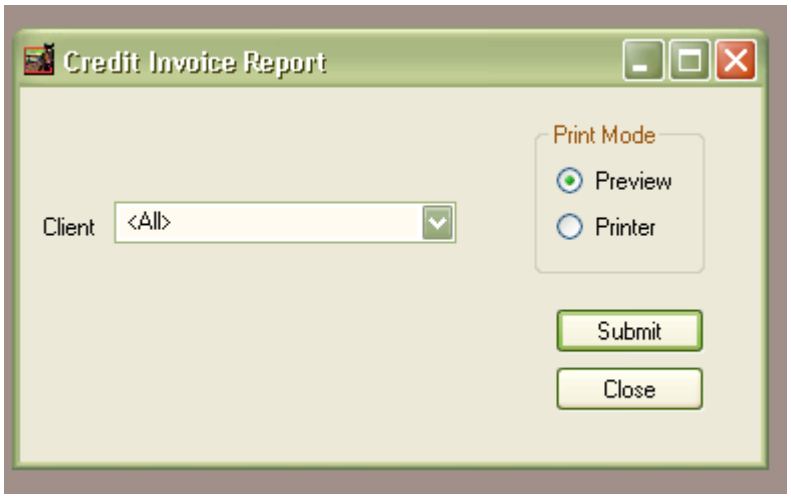
Page: 1 of 1
User: cec

Date	Name	Check #	Payment Amount	Applied To	Reference	Debit Account	Credit Account	Comment
02/05/2010	O'Donovan, Colleen	1022	$10,000.00	Monthly		102	101	On account
07/12/2010	Altogether Partnership	Wire	$3,000.00	Monthly		102	101	On account
09/01/2010	February Rain Farm	2113	$4,000.00	Monthly		102	101	Advance payment
09/01/2010	Williams, Edward	Wire	$6,500.00	Monthly		102	101	Payment in advance. Horses will arrive a the end of September.
	** Daily Total:		$23,500.00					
	** Report Total:		$23,500.00					

This report will show all unapplied payments whether or not they can be applied to an outstanding invoice at this time.

NOTE: Syndicate Billing Payments pertain only to those clients that have purchased the "Stallion Module".

6. Credit Invoices Report



To print this report you can select <All> clients or you can select just one client from the drop down list.

Run Date: 09/15/2010 11:31 — **Credit Invoice Report** — Page: 1 of 1
Company: TJCIS Test Company — Billing System: Standard — User: cec

Name	Invoice No.	Invoice Date	Invoice Amount	Pay/Adj Date	Check #	Reference	Comment	Pay/Adj Amount		Debit Account	Credit Account	Balance
Altogether Partnership	100000939	05/31/2008	$786.63	05/31/2008				$0.00	I		101	($11.63)
				05/31/2008				$0.00	I		101	
	100001017	06/30/2008	$750.00	06/30/2008				$0.00	I		101	($11.25)
				06/30/2008				$0.00	I		101	
										** Customer Total:		($22.88)
Arbor, Frederick J.	100000827	07/31/2008	$0.00	03/05/2004				($18.41)	A	Change	101	($13.87)
				01/10/2008				($72.00)	A	102	101	
				04/01/2008				$4.54	A	Change	101	
	100001100	07/31/2008	$0.00	03/06/2008			Additional charges for vanning.	$185.75	A	102	101	$185.75
										** Customer Total:		$171.88
										** Report Total:		$149.00

This report will show you all outstanding ***credit*** *invoices* whether or not they can be applied to an outstanding invoice at this time.

7. Unapplied Payments with Unpaid Invoices Report

NOTE: The Syndicate button pertains only to those clients that have purchased the "Stallion Module".

This report shows only those clients that have an unapplied payment or a credit invoice that can be applied to an outstanding invoice. A client will also show up on this report if they have only credits but no invoices that are currently due.

Run Date: 09/15/2010 12:26 — Company: TJCIS Test Company

Clients with Unapplied Payments or Credit Invoices with Unpaid Invoices

Page: 1 of 2 — User: cec

Name	Invoice No.	Invoice Date	Invoice Amount	Pay/Adj Date	Check #	Reference	Comment	Pay/Adj Amount		Debit Account	Credit Account	Balance
Altogether Partnership	100000939	05/31/2008	$786.63	05/31/2008				$0.00	I		101	($11.63)
			$0.00	07/12/2010	Wire		On account	($798.26)	R	102	101	
	100001017	06/30/2008	$750.00	06/30/2008				$0.00	I		101	($11.25)
			$0.00	07/12/2010	Wire		On account	($761.25)	R	102	101	
	100001101	07/31/2008	$0.00	07/31/2008				$0.00	I		101	$325.00
				04/02/2008			Vet charges missed last month	$325.00	A	102	101	
	Unapplied Payment	07/12/2010	$0.00	07/12/2010	Wire		On account	($1,440.49)	U	102		($1,440.49)
										** Customer Total:		($1,138.37)
Arbor, Frederick J.	100000827	07/31/2008	$0.00	07/31/2008				$0.00	I		101	($85.87)
				03/05/2004				($18.41)	A	Change	101	
				01/10/2008				($72.00)	A	102	101	
				04/01/2008				$4.54	A	Change	101	
	100001100	07/31/2008	$0.00	07/31/2008				$0.00	I		101	$185.75
				03/06/2008			Additional charges for vanning.	$185.75	A	102	101	
										** Customer Total:		$99.88
McGillicutty, Annie	100000656	04/30/2008	$0.00	04/30/2008				$0.00	I		101	$200.00
				01/14/2008			Adiustment comment.	$200.00	A	Change	101	
	100000703	11/30/2004	$25.00	11/30/2004				$0.00	I		101	$5.00
			$0.00	02/27/2008				($10.00)	R	Change	101	
				03/07/2008				($10.00)	R	Change	101	
	100000860	03/31/2008	$1.75	03/31/2008				$0.00	I		101	$1.75
	100000942	05/31/2008	$775.00	05/31/2008				$0.00	I		101	$406.25
			$0.00	07/31/2008				($368.75)	A	101	101	
	100001020	06/30/2008	$890.00	06/30/2008				$0.00	I		101	$890.00
	Unapplied Payment	06/03/2010	$0.00	06/03/2010	2258			($500.00)	U	102		($500.00)
										** Customer Total:		$1,003.00

Run Date: 09/15/2010 12:26
Company: TJCIS Test Company

Clients with Unapplied Payments or Credit Invoices with Unpaid Invoices

Name	Invoice No.	Invoice Date	Invoice Amount	Pay/Adj Date	Check #	Reference	Comment	Pay/Adj Amount	Debit Account	Credit Account	Balance
O'Donovan, Colleen	100000781	12/31/2007	$36,507.40	12/31/2007				$0.00	I	101	$34,507.40
			$0.00	07/20/2008				($2,000.00)	A 999	101	
	100000798	01/31/2008	$1,025.55	01/31/2008				$0.00	I	101	$1,000.00
			$0.00	07/20/2008				($25.55)	A 999	101	
	100000834	02/29/2008	$922.20	02/29/2008				$0.00	I	101	$900.00
			$0.00	07/20/2008				($22.20)	A 999	101	
	100000852	03/31/2008	$976.44	03/31/2008				$0.00	I	101	$900.00
			$0.00	07/20/2008				($76.44)	A 999	101	
	100000869	04/30/2008	$927.00	04/30/2008				$0.00	I	101	$900.00
			$0.00	07/20/2008				($27.00)	A 999	101	
	100000947	05/31/2008	$943.95	05/31/2008				$0.00	I	101	$900.00
			$0.00	07/20/2008				($43.95)	A 999	101	
	100001026	06/30/2008	$2,226.00	06/30/2008				$0.00	I	101	$1,199.98
			$0.00	07/20/2008				($1,026.02)	A 999	101	
	Unapplied Payment	02/05/2010	$0.00	02/05/2010	1022		On account	($10,000.00)	U 102		($10,000.00)
										** Customer Total:	$30,307.38
										** Report Total:	$30,271.89

If you don't want to manually apply the unapplied payments or manually enter $0 adjustments, you can go to the menu option A/R Transactions > Auto Allocation and follow the steps to have unapplied payments and/or credit invoices automatically allocated to unpaid invoices.

8. Billed Charges Report

This report will show you either billed procedure charges or boarding charges *or* a combination of both based on the criteria selected.

First select which Billing Period (Starting date and Ending date) and then select any additional criteria you wish to include on the report.

This example shows Boarding charges for the horse Blackeyed Susan for the billing dates 10/01/04 – 12/31/07.

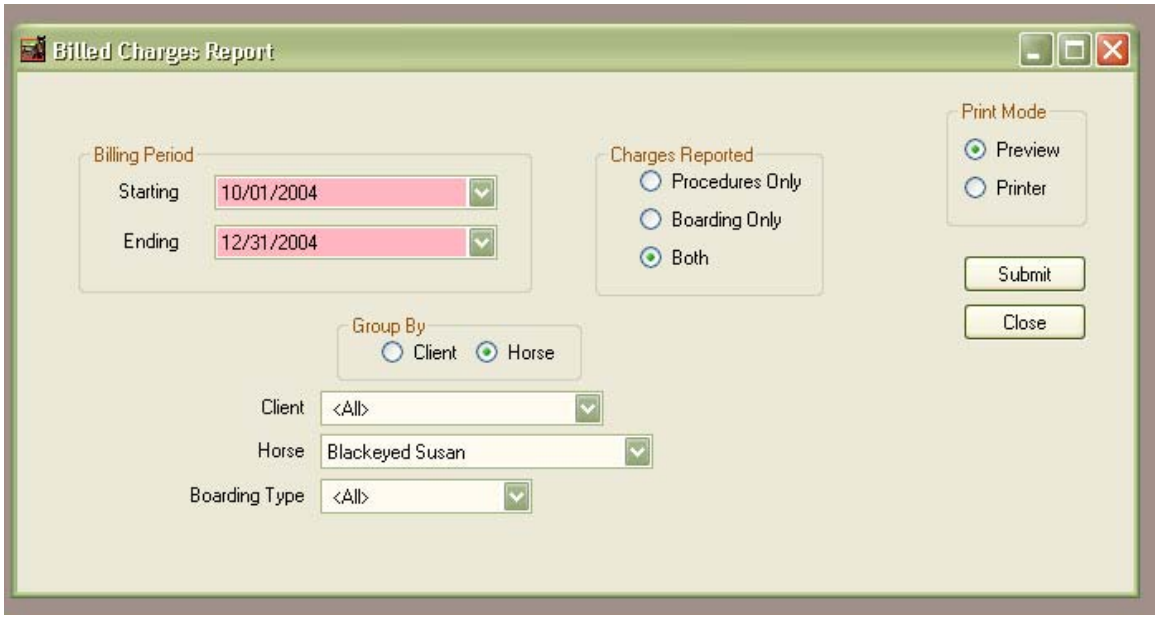
Run Date: 12/15/2011 9:24 AM
Company: TJCIS Test Company

Billed Charges Report
Billing Range: 10/01/2004 - 12/31/2007
Boarding Only
Group By Client
Billing System = Standard
Horse = Blackeyed Susan

Page: 1 of 3
User: cec

Client Name Horse	Charge Date	Performed	Description	Days	Gross Amount	Owner %	Net Amount
Callahan, Caren							
Blackeyed Susan	10/31/2004	10/01/2004	Thru 10/31/2004 Broodmare @ $25.00	31	$775.00	50.00 %	$387.50
	11/30/2004	11/01/2004	Thru 11/30/2004 Broodmare @ $25.00	30	$750.00	50.00 %	$375.00
	12/31/2004	12/01/2004	Thru 12/31/2004 Broodmare @ $25.00	31	$775.00	50.00 %	$387.50
	01/31/2005	01/01/2005	Thru 01/31/2005 Broodmare @ $25.00	31	$775.00	50.00 %	$387.50
	12/31/2007	02/01/2005	Thru 12/31/2007 Broodmare @ $25.00	1064	$16,175.00	50.00 %	$8,087.50
			Boarding Sub-Totals	1,187		**Boarding:**	**$9,625.00**
						Procedure:	**$0.00**
						Ending Balance:	**$9,625.00**

This next example shows Boarding and Procedure charges for the horse Blackeyed Susan for the billing dates 10/01/04 – 12/31/04.



Run Date: 12/15/2011 9:28 AM
Company: TJCIS Test Company

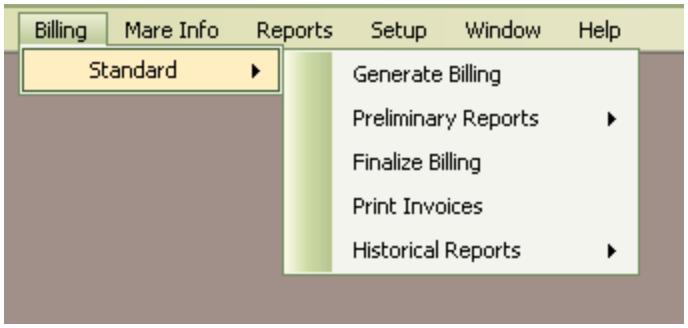
Billed Charges Report
Billing Range: 10/01/2004 - 12/31/2004
Group By Horse
Billing System = Standard
Horse = Blackeyed Susan

Page: 1 of 2
User: cec

Horse Name Client	Charge Date	Performed	Description	Days	Gross Amount	Owner %	Net Amount
Blackeyed Susan							
Callahan, Caren	10/31/2004	10/01/2004	Thru 10/31/2004 Broodmare @ $25.00	31	$775.00	50.00 %	$387.50
	10/31/2004	10/03/2004	Medication	1	$5.00	50.00 %	$2.50
	10/31/2004	10/10/2004	Trim 4	1	$30.00	50.00 %	$15.00
	10/31/2004	10/23/2004	Rabies	1	$10.00	50.00 %	$5.00
	11/30/2004	11/01/2004	Thru 11/30/2004 Broodmare @ $25.00	30	$750.00	50.00 %	$375.00
	11/30/2004	11/15/2004	Exam - General	1	$25.00	50.00 %	$12.50
	11/30/2004	11/25/2004	Rabies	1	$10.00	50.00 %	$5.00
	12/31/2004	12/01/2004	Thru 12/31/2004 Broodmare @ $25.00	31	$775.00	50.00 %	$387.50
	12/31/2004	12/20/2004	Ivermectin	1	$12.00	50.00 %	$6.00
Verdigris, James	10/31/2004	10/01/2004	Thru 10/31/2004 Broodmare @ $25.00	31	$775.00	50.00 %	$387.50
	10/31/2004	10/03/2004	Medication	1	$5.00	50.00 %	$2.50
	10/31/2004	10/10/2004	Trim 4	1	$30.00	50.00 %	$15.00
	10/31/2004	10/23/2004	Rabies	1	$10.00	50.00 %	$5.00
	11/30/2004	11/01/2004	Thru 11/30/2004 Broodmare @ $25.00	30	$750.00	50.00 %	$375.00
	11/30/2004	11/15/2004	Exam - General	1	$25.00	50.00 %	$12.50
	11/30/2004	11/25/2004	Rabies	1	$10.00	50.00 %	$5.00
	12/31/2004	12/01/2004	Thru 12/31/2004 Broodmare @ $25.00	31	$775.00	50.00 %	$387.50
	12/31/2004	12/20/2004	Ivermectin	1	$12.00	50.00 %	$6.00
			Boarding Sub-Totals	92		**Boarding:**	**$2,300.00**
						Procedure:	**$92.00**
						Ending Balance:	**$2,392.00**

MONTH END BILLING

Standard Billing



Processing the Billing

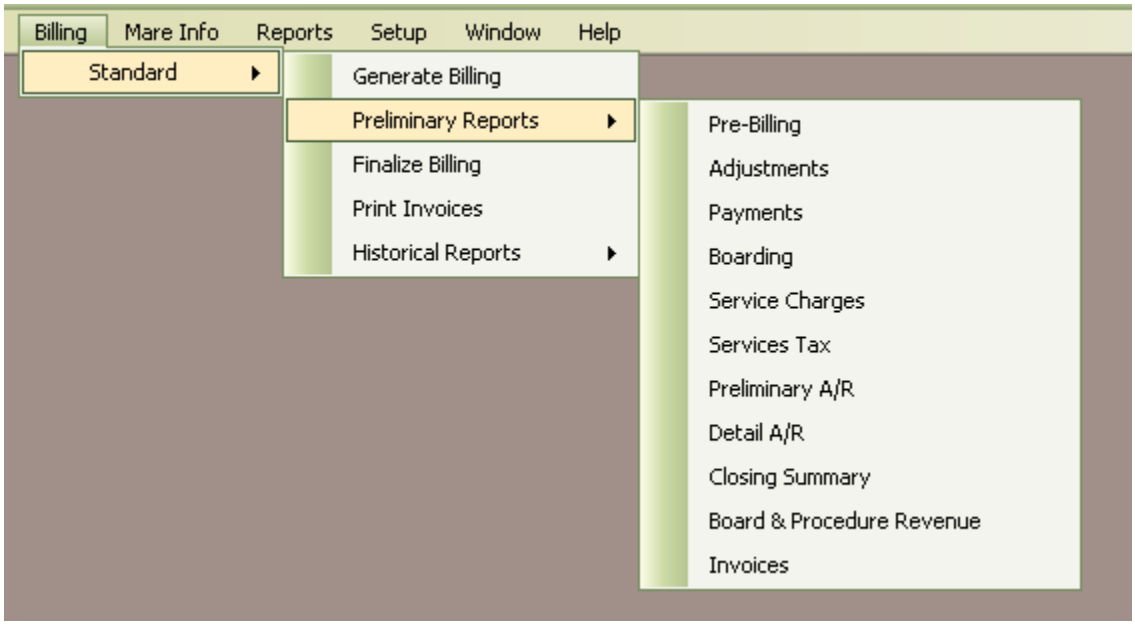
The steps for processing the billing are as follows:

1. Generate Billing
2. View the Preliminary Reports
    i. Make any necessary changes
    ii. If you make changes, Generate again
    iii. After generating, review the Preliminary Reports
3. Finalize the Billing **only** when you are satisfied that all information is correct
4. Print the Invoices
5. View and/or print any or all of the Historical Reports

To start the billing process, the system needs to calculate board and procedure charges for each horse and allocate all charges to the appropriate owner based upon arrival and departure dates, percentages of ownership and dates the charges were incurred. All of this is done in a single process.

- Select “Billing” > “Standard” from the menu
- Select "Generate Billing”
- Select the billing range by entering a “From Date” and a “To Date” for the billing you are going to process.

- To generate the billing for <u>all</u> clients and <u>all</u> horses for the selected date range, leave Client as <All> and leave Horse as <All>.
- Click “Generate” to begin the processing.
- To generate the billing for just **one *client*** and all of the horses owned by that client, select the specific client’s name from the drop down list, leave Horse as <All> and click “Generate”
- To generate the billing for just **one *horse*** and all owners (if applicable), select the specific Horse name from the drop down list, leave Client as <All> and click “Generate”
- To generate the billing for just **one** horse for just **one** client, select the Client name from the drop down list, select the Horse name from the drop down list and click “Generate”
- After the Generation process is complete, select “Billing” > “Standard” > “Preliminary Reports” > “Pre Billing”. Review the Pre-Billing Report carefully.



Note: The Generate Billing process may be done as many times as necessary. If you generate, review the pre-billing and then find something that needs to be corrected and/or changed (adding procedures, payments, receipts; changing ownership, board rates, board types, etc), simply make the necessary changes and generate again. This generation process simply allows the system to sort through all of the records to see what should be included in the billing date range you have selected as well as to pick up any changes you have just made.

Once you are satisfied that the Pre-Billing is correct, continue the billing process by printing or viewing the remaining Preliminary Reports. These reports will be used to verify the billing charges and may be run as many times as necessary. In order for these reports to print accurate up-to-date information, **remember** that if you have made any changes, you must first "Generate" before running the Preliminary Reports again.

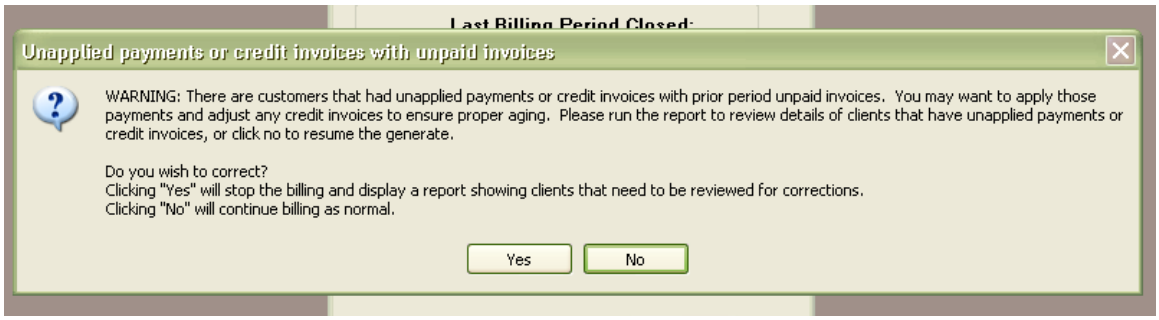
TIP: The generate process will pick up all procedures that fall within the selected date range as well as any procedures that were performed prior to the selected date range that have not yet been billed.

For example, a vet ticket might get turned in after you have already closed a billing period. You enter the charge on the date it happened last month and when you generate for this month, the system will see that the procedure has not yet been billed and it will pick up the procedure and include it in the current billing. The generate process will never pick up procedures that have been performed beyond the selected date range.

TIP: The generate process will pick up and include all Adjustments (Direct Credit/Charge) entries that fall within the selected date range as well as those that were entered prior to the selected date range that have not yet been billed. The generate process will **not** pick up Adjustments that have been performed beyond the selected date range.

TIP: **The generate process will pick up all cash receipts**, **regardless of the payment date that have been entered and will include them in the current billing.**

Unapplied Payments or Credit Invoices with Unpaid Invoices



When you generate your billing this message will appear if you have any clients with Unapplied Payments or Credit Invoices that can be applied to outstanding invoices.

Click “Yes” to see the report
Click “No” to not see the report at this time and continue with the generate process.

If you click “Yes”, the report will be displayed on the screen.

Run Date: 09/16/2010 9:40
Company: TJCIS Test Company

Clients with Unapplied Payments or Credit Invoices with Unpaid Invoices

Name	Invoice No.	Invoice Date	Invoice Amount	Pay/Adj Date	Check #	Reference	Comment	Pay/Adj Amount	Debit Account	Credit Account	Balance
Altogether Partnership	100000939	05/31/2008	$786.63	05/31/2008				$0.00 I		101	($11.63)
			$0.00	07/12/2010	Wire		On account	($798.26) R	102	101	
	100001017	06/30/2008	$750.00	06/30/2008				$0.00 I		101	($11.25)
			$0.00	07/12/2010	Wire		On account	($761.25) R	102	101	
	100001101	07/31/2008	$0.00	07/31/2008				$0.00 I		101	$325.00
				04/02/2008			Vet charges missed last month	$325.00 A	102	101	
	Unapplied Payment	07/12/2010	$0.00	07/12/2010	Wire		On account	($1,440.49) U	102		($1,440.49)
									** Customer Total:		**($1,138.37)**
Arbor, Frederick J.	100000827	07/31/2008	$0.00	07/31/2008				$0.00 I		101	($85.87)
				03/05/2004				($18.41) A	Change	101	
				01/10/2008				($72.00) A	102	101	
				04/01/2008				$4.54 A	Change	101	
	100001100	07/31/2008	$0.00	07/31/2008				$0.00 I		101	$185.75
				03/06/2008			Additional charges for vanning.	$185.75 A	102	101	
									** Customer Total:		**$99.88**
McGillicutty, Annie	100000656	04/30/2008	$0.00	04/30/2008				$0.00 I		101	$200.00
				01/14/2008			Adiustment comment.	$200.00 A	Change	101	
	100000703	11/30/2004	$25.00	11/30/2004				$0.00 I		101	$5.00
			$0.00	02/27/2008				($10.00) R	Change	101	
				03/07/2008				($10.00) R	Change	101	
	100000860	03/31/2008	$1.75	03/31/2008				$0.00 I		101	$1.75
	100000942	05/31/2008	$775.00	05/31/2008				$0.00 I		101	$406.25
			$0.00	07/31/2008				($368.75) A	101	101	
	100001020	06/30/2008	$890.00	06/30/2008				$0.00 I		101	$890.00
	Unapplied Payment	06/03/2010	$0.00	06/03/2010	2258			($500.00) U	102		($500.00)
									** Customer Total:		**$1,003.00**

Run Date: 09/16/2010 9:40
Company: TJCIS Test Company

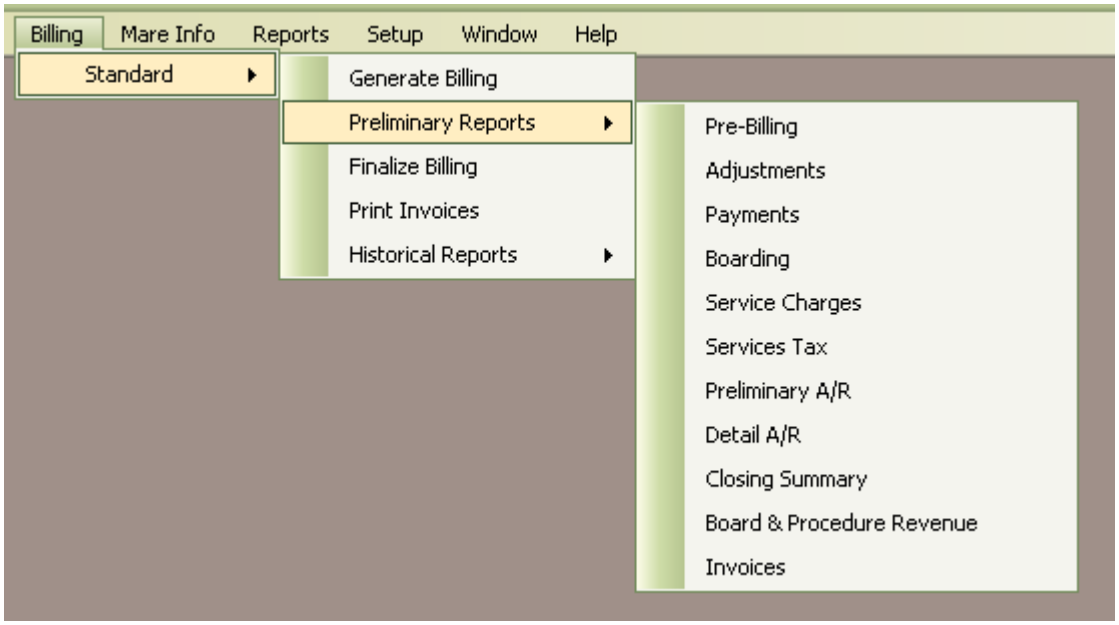
Clients with Unapplied Payments or Credit Invoices with Unpaid Invoices

Name	Invoice No.	Invoice Date	Invoice Amount	Pay/Adj Date	Check #	Reference	Comment	Pay/Adj Amount	Debit Account	Credit Account	Balance
O'Donovan, Colleen	100000781	12/31/2007	$36,507.40	12/31/2007				$0.00 I		101	$34,507.40
			$0.00	07/20/2008				($2,000.00) A	999	101	
	100000798	01/31/2008	$1,025.55	01/31/2008				$0.00 I		101	$1,000.00
			$0.00	07/20/2008				($25.55) A	999	101	
	100000834	02/29/2008	$922.20	02/29/2008				$0.00 I		101	$900.00
			$0.00	07/20/2008				($22.20) A	999	101	
	100000852	03/31/2008	$976.44	03/31/2008				$0.00 I		101	$900.00
			$0.00	07/20/2008				($76.44) A	999	101	
	100000869	04/30/2008	$927.00	04/30/2008				$0.00 I		101	$900.00
			$0.00	07/20/2008				($27.00) A	999	101	
	100000947	05/31/2008	$943.95	05/31/2008				$0.00 I		101	$900.00
			$0.00	07/20/2008				($43.95) A	999	101	
	100001026	06/30/2008	$2,226.00	06/30/2008				$0.00 I		101	$1,199.98
			$0.00	07/20/2008				($1,026.02) A	999	101	
	Unapplied Payment	02/05/2010	$0.00	02/05/2010	1022		On account	($10,000.00) U	102		($10,000.00)
									** Customer Total:		**$30,307.38**
									** Report Total:		**$30,271.89**

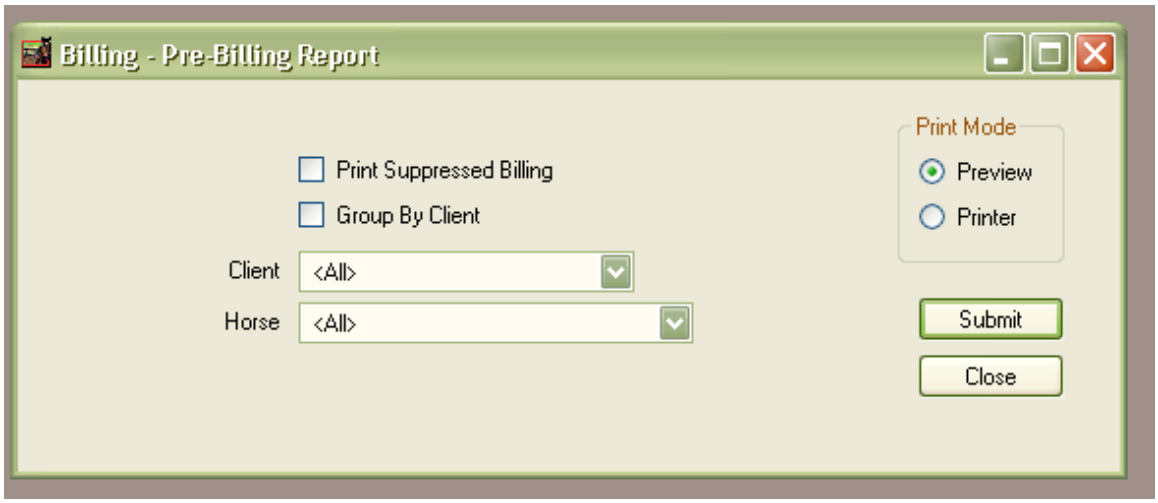
You can manually process these items or you can go back to the menu option A/R Transactions > Auto Allocation > Standard, view the Proposed Auto Allocation Report and then Finalize the Auto Allocation. (See Section ("**Maintaining Client Balances**")

IMPORTANT NOTE: If you do not make the offsetting entries your client balances will not age properly.

Preliminary Reports



Pre-Billing Report



- The Pre-Billing Report is **NOT** the invoice. It is a report that lists all of the board and procedure charges based on the Billing Generate dates that were selected. The report is alphabetical by client and then for each client the horses are listed alphabetically. This report allows you to quickly review and verify the charges for each client / horse before continuing to the next step in the billing process.
- You can select <All> clients, <All> horses, you can select one client from the drop down list and <All> horses, you can select one horse from the drop down list and <All> clients or you can select one horse from the drop down list and one client from the drop down list.

o In this sample pre-billing one client was selected (Sara Pterra) and <All> horses.

Run Date: 09/17/2010 11:21 AM
Company: TJCIS Test Company

Billing - Pre-Billing Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard
Client = Pterra, Sara (9)

Page: 1 of 2
User: cec

Client Name	Horse	Charge Date	Description	Gross Amount	Owner %	Net Amount
Pterra, Sara					**Beginning Balance:**	**$73,586.13**
					Payments:	**$7,000.00**
					Adjustments:	**$0.00**
	06 A Georgia	07/01/2008	Thru 07/31/2008 Foal @0.00	$0.00	50.00 %	$0.00
		07/03/2008	Exam - General	$25.00	50.00 %	$12.50
		07/05/2008	Trim 4	$30.00	50.00 %	$15.00
		07/15/2008	Penicillin	$2.50	50.00 %	$1.25
		07/15/2008	New Halter	$40.00	50.00 %	$20.00
		07/15/2008	Ivermectin	$12.00	50.00 %	$6.00
	07 Evening Primrose	07/01/2008	Thru 07/31/2008 Foal @0.00	$0.00	33.00 %	$0.00
		07/03/2008	Exam - General	$25.00	33.00 %	$8.25
		07/05/2008	Trim 4	$30.00	33.00 %	$9.90
		07/15/2008	Penicillin	$2.50	33.00 %	$0.83
		07/15/2008	Ivermectin	$12.00	33.00 %	$3.96
		07/15/2008	New Halter	$40.00	33.00 %	$13.20
	08 Evening Primrose	07/01/2008	Thru 07/31/2008 Foal @0.00	$0.00	33.00 %	$0.00
	A Georgia	07/01/2008	Thru 07/31/2008 Broodmare @0.00	$0.00	50.00 %	$0.00
		07/03/2008	Exam - General	$25.00	50.00 %	$12.50
		07/05/2008	Trim 4	$30.00	50.00 %	$15.00
		07/15/2008	Ivermectin	$12.00	50.00 %	$6.00
		07/15/2008	New Halter	$40.00	50.00 %	$20.00
		07/15/2008	Penicillin	$2.50	50.00 %	$1.25
	Evening Primrose	07/03/2008	Exam - General	$25.00	33.00 %	$8.25
		07/05/2008	Trim 4	$30.00	33.00 %	$9.90
		07/15/2008	New Halter	$40.00	33.00 %	$13.20
		07/15/2008	Ivermectin	$12.00	33.00 %	$3.96
		07/15/2008	Penicillin	$2.50	33.00 %	$0.83
	Pineapple Princess	07/01/2008	Thru 07/31/2008 Layup @12.00	$372.00	0.50 %	$1.86
		07/03/2008	Exam - General	$25.00	0.50 %	$0.13
		07/05/2008	Trim 4	$30.00	0.50 %	$0.15
		07/15/2008	Ivermectin	$12.00	0.50 %	$0.06
		07/15/2008	Penicillin	$2.50	0.50 %	$0.01
		07/15/2008	New Halter	$40.00	0.50 %	$0.20

Run Date: 09/17/2010 11:21 AM
Company: TJCIS Test Company

Billing - Pre-Billing Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard
Client = Pterra, Sara (9)

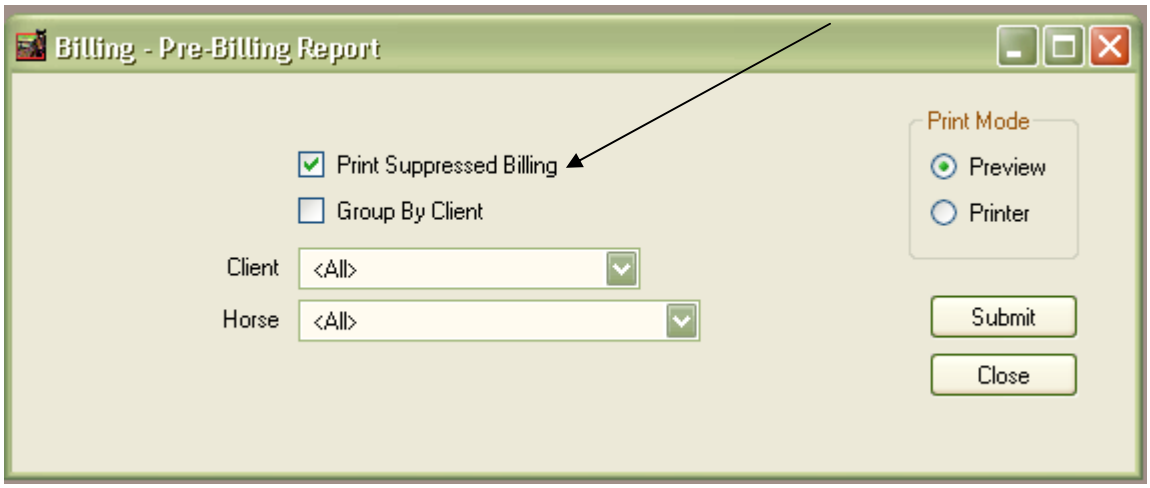
Page: 2 of 2
User: cec

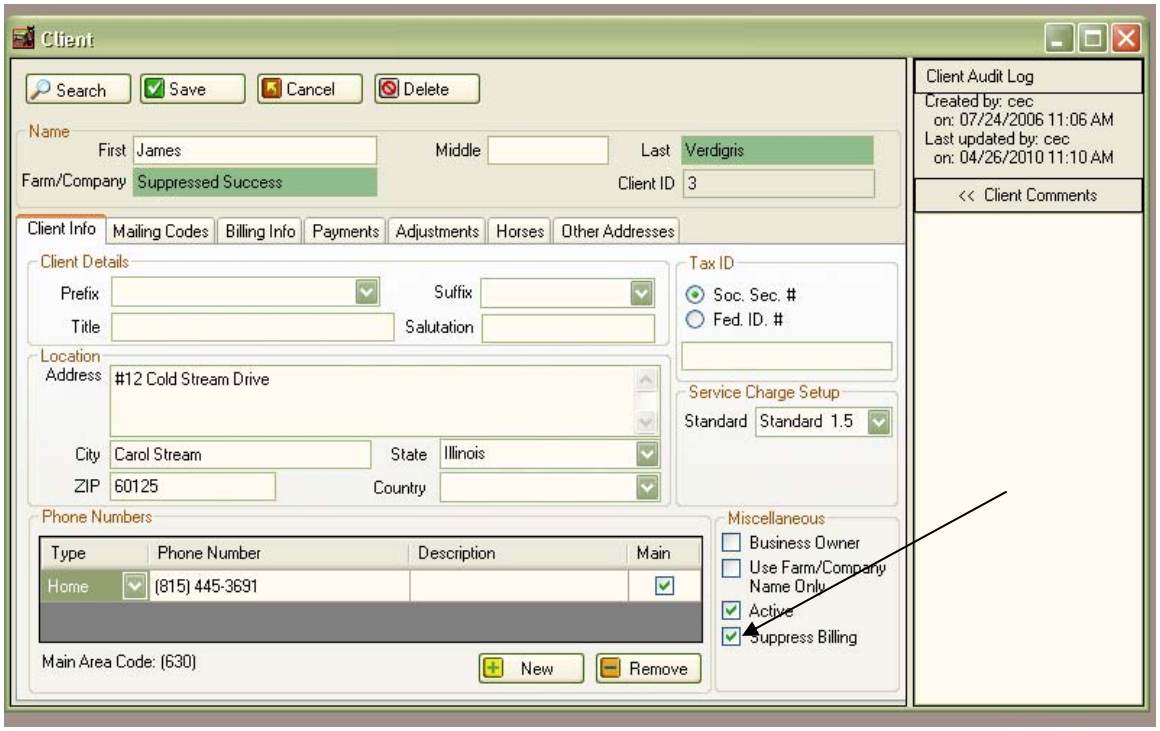
Client Name Horse	Charge Date	Description	Gross Amount	Owner %	Net Amount
	07/15/2008	New Halter	$40.00	100.00 %	$40.00
			Boarding and Procedure Total:		**$1,643.19**
			Service Charge:		**$913.85**
			Ending Balance:		**$69,143.17**
			Boarding Total:		**$1,241.86**
			Procedure Total:		**$401.33**
			Payments:		**$7,000.00**
			Adjustments:		**$0.00**
			Service Charge:		**$913.85**

(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$0.00	$1,643.19
401	$0.00	$0.00
402	$0.00	$0.00
403	$1.86	$0.00
405	$155.00	$0.00
406	$1,085.00	$0.00
7001	$109.95	$0.00
7002	$43.98	$0.00
7007	$146.60	$0.00
7009	$100.80	$0.00
Total Amounts:	$1,643.19	$1,643.19

- The Pre-Billing Report will show the Boarding Total, the Procedure Total, the total Payments, Adjustments and Service Charges. There will also be a G/L Account summary at the very end showing the totals for each G/L Account.
- If you have selected to Suppress a client's billing, you can still view and/or print the Suppressed Billing charges.





Run Date: 09/17/2010 11:33 AM
Company: TJCIS Test Company

Billing - Pre-Billing Report

Billing Range: 07/01/2008 - 07/31/2008
Show Only Suppressed Clients
Billing System = Standard

User: cec

Client Name	Horse	Charge Date	Description	Gross Amount	Owner %	Net Amount
/erdigris, James				**Beginning Balance:**		**$0.00**
				Payments:		**$0.00**
				Adjustments:		**$0.00**
	= Farm Mare #1	07/01/2008	Thru 07/31/2008@25.00	$775.00	100.00 %	$775.00
		07/03/2008	Exam - General	$25.00	100.00 %	$25.00
		07/05/2008	Trim 4	$30.00	100.00 %	$30.00
		07/15/2008	Ivermectin	$12.00	100.00 %	$12.00
		07/15/2008	New Halter	$40.00	100.00 %	$40.00
		07/15/2008	Penicillin	$2.50	100.00 %	$2.50
	= Farm Mare #2	07/01/2008	Thru 07/31/2008@25.00	$775.00	100.00 %	$775.00
		07/03/2008	Exam - General	$25.00	100.00 %	$25.00
		07/05/2008	Trim 4	$30.00	100.00 %	$30.00
		07/15/2008	Penicillin	$2.50	100.00 %	$2.50
		07/15/2008	New Halter	$40.00	100.00 %	$40.00
		07/15/2008	Ivermectin	$12.00	100.00 %	$12.00
	= Farm Mare #3	07/01/2008	Thru 07/31/2008@1.00	$31.00	100.00 %	$31.00
		07/03/2008	Exam - General	$25.00	100.00 %	$25.00
		07/05/2008	Trim 4	$30.00	100.00 %	$30.00
		07/15/2008	Ivermectin	$12.00	100.00 %	$12.00
		07/15/2008	New Halter	$40.00	100.00 %	$40.00
		07/15/2008	Penicillin	$2.50	100.00 %	$2.50
	A Real Ruby	03/03/2005	Bred To: Grindstone	$0.00	100.00 %	$0.00
	Blackeyed Susan	11/05/2004	Departure To:	$0.00	50.00 %	$0.00
		02/05/2005	Arrival From:	$0.00	50.00 %	$0.00
	R 0105	07/01/2008	Thru 07/31/2008@0.00	$0.00	100.00 %	$0.00
		07/03/2008	Exam - General	$25.00	100.00 %	$25.00
		07/05/2008	Trim 4	$30.00	100.00 %	$30.00
		07/15/2008	New Halter	$40.00	100.00 %	$40.00
		07/15/2008	Ivermectin	$12.00	100.00 %	$12.00
		07/15/2008	Penicillin	$2.50	100.00 %	$2.50

Client Name Horse	Charge Date Description	Gross Amount Owner %	Net Amount
		Boarding Total:	**$1,581.00**
		Procedure Total:	**$657.00**
		Payments:	**$0.00**
		Adjustments:	**$0.00**
		Service Charge:	**$2,677.27**

(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$0.00	$2,238.00
401	$1,550.00	$0.00
403	$31.00	$0.00
420	$0.00	$0.00
7000	$0.00	$0.00
7001	$180.00	$0.00
7002	$72.00	$0.00
7006	$0.00	$0.00
7007	$240.00	$0.00
7009	$165.00	$0.00
Total Amounts:	$2,238.00	$2,238.00

Adjustments Report

- This report shows a complete listing of any Adjustments (Direct Charges or Credits) you have entered that will be included in this billing cycle.

Run Date: 09/17/2010 11:41
Company: TJCIS Test Company

Billing - Adjustment Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 1 of 2
User: cec

Date	Name	Procedure Master	Comment	Adjustment Amount	A/R Account	Invoice No.	Invoice Amount	Offset Account	Offset Amount
01/10/2008	Arbor, Frederick J.			($72.00)	101			102	$72.00
						100000827	($72.00)		
03/06/2008	Arbor, Frederick J.		Additional charges for vanning.	$185.75	101			102	($185.75)
						100001100	$185.75		
04/02/2008	Altogether Partnership		Vet charges missed last month	$325.00	101			102	($325.00)
						100001101	$325.00		
06/14/2008	McGillicutty, Annie			($368.75)	101			102	$368.75
						100001079	($368.75)		
06/25/2008	O'Riley's Racing			($756.00)	101			102	$756.00
						100001078	($756.00)		
07/01/2008	Williams, Edward			($231.00)	101			102	$231.00
						100000787	($219.00)		
						100000804	($12.00)		
07/02/2008	Watts, Michael J.			($819.00)	101			102	$819.00
						100001080	($819.00)		
07/20/2008	O'Donovan, Colleen			($3,238.59)	101			999	$3,238.59
						100000781	($2,000.00)		
						100001026	($1,026.02)		
						100000852	($76.44)		
						100000947	($43.95)		
						100000869	($27.00)		
						100000798	($25.55)		
						100000834	($22.20)		
						100000762	($17.43)		
07/31/2008	McGillicutty, Annie			$0.00	101			101	$0.00
						100000942	($368.75)		
						100001079	$368.75		
	O'Riley's Racing			$0.00	101			101	$0.00
						100000321	($232.00)		
						100001078	$232.00		

Run Date: 09/17/2010 11:41
Company: TJCIS Test Company

Billing - Adjustment Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 2 of 2
User: cec

Date	Name	Procedure Master	Comment	Adjustment Amount	A/R Account	Invoice No.	Invoice Amount	Offset Account	Offset Amount
				($4,974.59)					**$4,974.59**

(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$0.00	$4,974.59
102	$1,736.00	$0.00
999	$3,238.59	$0.00
Total Amounts:	$4,974.59	$4,974.59

Payments Report

- This report shows a complete listing of all of the cash receipts that will be included in this billing cycle.

Run Date: 09/17/2010 11:45 AM
Company: TJCIS Test Company

Billing - Payment Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 1 of 2
User: cec

Date	Name	Check #	Payment Amount	Applied To / Comment	Reference	Invoice No.	Amount	Debit Account	Credit Account
06/01/2007	Fields of Gold Farm	8854	$5,000.00	Monthly		100000782	$2,500.00	102	101
						100000799	$500.00		
						100000853	$500.00		
						100000870	$500.00		
						100000948	$500.00		
						100001027	$500.00		
07/02/2008	All In All Incorporated	2237	$2.23	Monthly		100000859	$2.23	102	101
07/07/2008	February Rain Farm	5587	$3,676.73	Monthly Pay off all previous service charges.	Reference notes	100000778	$3,676.73	999	101
07/12/2008	Elliott, Drew		$96,549.26	Monthly		100000507	$96,549.26	102	101
07/15/2008	Just Because Farm		$5,000.00	Monthly		(Unapplied)	$1,340.00	102	101
						100000940	$1,860.00		
						100001018	$1,800.00		
07/18/2008	Fields of Gold Farm		$10,000.00	Monthly		100000590	$414.15	102	101
						100000695	$1,194.61		
						100000711	$1,092.54		
						100000763	$1,044.76		
						100000782	$6,253.94		
07/24/2008	Watts, Michael J.		$10,500.00	Monthly		100000163	$3,276.16	102	101
						100000173	$3,637.66		
						100000223	$3,478.28		
						100000282	$107.90		

Run Date: 09/17/2010 11:45 AM
Company: TJCIS Test Company

Billing - Payment Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 2 of 2
User: cec

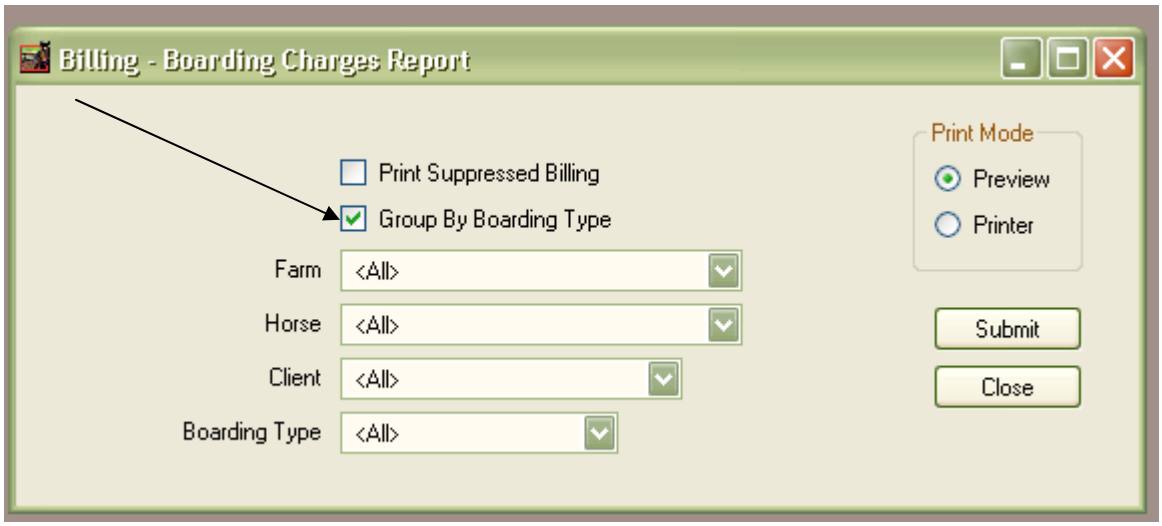
Date	Name	Check #	Payment Amount	Applied To / Comment	Reference	Invoice No.	Amount	Debit Account	Credit Account
02/05/2010	O'Donovan, Colleen	1022	$10,000.00	Monthly On account		(Unapplied)	$10,000.00	102	101
05/17/2010	Elliott, Drew	25147	$50,000.00	Monthly Partial payment on Invoice #10000507	Inv. #10000507	100000507	$50,000.00	102	101
06/03/2010	McGillicutty, Annie	2258	$500.00	Monthly		(Unapplied)	$500.00	102	101
06/15/2010	February Rain Farm	2568	$35,141.86	Monthly		100000778	$35,141.86	102	101
07/12/2010	Altogether Partnership	Wire	$3,000.00	Monthly		(Unapplied)	$1,440.49	102	101
				On account		100000939	$798.26		
						100001017	$761.25		
08/30/2010	February Rain Farm	5620	$1,692.05	Monthly		100000795	$1,692.05	102	101
09/01/2010	February Rain Farm	2113	$4,000.00	Monthly		100000831	$2,175.00	102	101
				Advance payment		100000849	$1,825.00		
09/01/2010	Williams, Edward	Wire	$6,500.00	Monthly Payment in advance. Horses will arrive a the end of September.		(Unapplied)	$6,500.00	102	101
						Total:	$248,562.13		

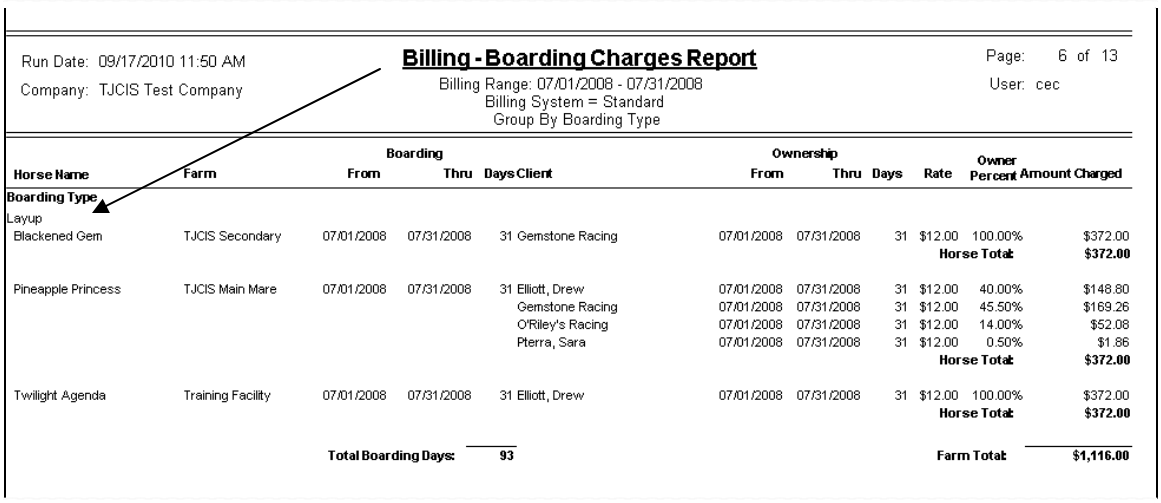
(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$0.00	$248,562.13
102	$244,885.40	$0.00
999	$3,676.73	$0.00
Total Amounts:	$248,562.13	$248,562.13

Boarding Charges Report

- This report lists only boarding charges for each horse. It will show the horse's Boarding type, boarding dates, rate, total amount charged and a grand total of horse days for the billing cycle.
- **It is helpful to Group by Boarding Type** so that you can easily review all the horses in each Boarding Type group. When you group by Boarding Type, the list will be shown alphabetically by each Boarding Type.





Run Date: 09/17/2010 11:50 AM
Company: TJCIS Test Company

Billing - Boarding Charges Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard
Group By Boarding Type

Page: 6 of 13
User: cec

Horse Name	Farm	Boarding From	Boarding Thru	Days	Client	Ownership From	Ownership Thru	Days	Rate	Owner Percent	Amount Charged
Boarding Type											
Layup											
Blackened Gem	TJCIS Secondary	07/01/2008	07/31/2008	31	Gemstone Racing	07/01/2008	07/31/2008	31	$12.00	100.00%	$372.00
										Horse Total:	**$372.00**
Pineapple Princess	TJCIS Main Mare	07/01/2008	07/31/2008	31	Elliott, Drew	07/01/2008	07/31/2008	31	$12.00	40.00%	$148.80
					Gemstone Racing	07/01/2008	07/31/2008	31	$12.00	45.50%	$169.26
					O'Riley's Racing	07/01/2008	07/31/2008	31	$12.00	14.00%	$52.08
					Pterra, Sara	07/01/2008	07/31/2008	31	$12.00	0.50%	$1.86
										Horse Total:	**$372.00**
Twilight Agenda	Training Facility	07/01/2008	07/31/2008	31	Elliott, Drew	07/01/2008	07/31/2008	31	$12.00	100.00%	$372.00
										Horse Total:	**$372.00**
		Total Boarding Days:		**93**						**Farm Total:**	**$1,116.00**

Run Date: 09/17/2010 11:50 AM
Company: TJCIS Test Company

Billing - Boarding Charges Report

Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard
Group By Boarding Type

Horse Name	Farm	Boarding From	Boarding Thru	Days Client	Ownership From	Ownership Thru	Days	Rate	Owner Percent	Amount Charged
Boarding Type										
Pasture Board										
Lilly Of The Valley	TJCIS Main Mare	07/01/2008	07/31/2008	31 Fields of Gold Farm	07/01/2008	07/31/2008	31	$5.00	100.00%	$155.00
								Horse Total:		**$155.00**
Rosemary (Ire)	TJCIS Secondary	07/01/2008	07/31/2008	31 Watts, Michael J.	07/01/2008	07/31/2008	31	$5.00	100.00%	$155.00
								Horse Total:		**$155.00**
Siberian Iris	TJCIS Secondary	07/01/2008	07/31/2008	31 Pterra, Sara	07/01/2008	07/31/2008	31	$5.00	100.00%	$155.00
								Horse Total:		**$155.00**
Tinker's Best	TJCIS Main Mare	07/01/2008	07/31/2008	31 Callahan, Caren	07/01/2008	07/31/2008	31	$5.00	100.00%	$155.00
								Horse Total:		**$155.00**
Trial By Fire	TJCIS Main Mare	07/01/2008	07/31/2008	31 O'Donovan, Colleen	07/01/2008	07/31/2008	31	$5.00	100.00%	$155.00
								Horse Total:		**$155.00**
		Total Boarding Days:		**155**				**Farm Total:**		**$775.00**

Run Date: 09/17/2010 11:50 AM
Company: TJCIS Test Company

Billing - Boarding Charges Report

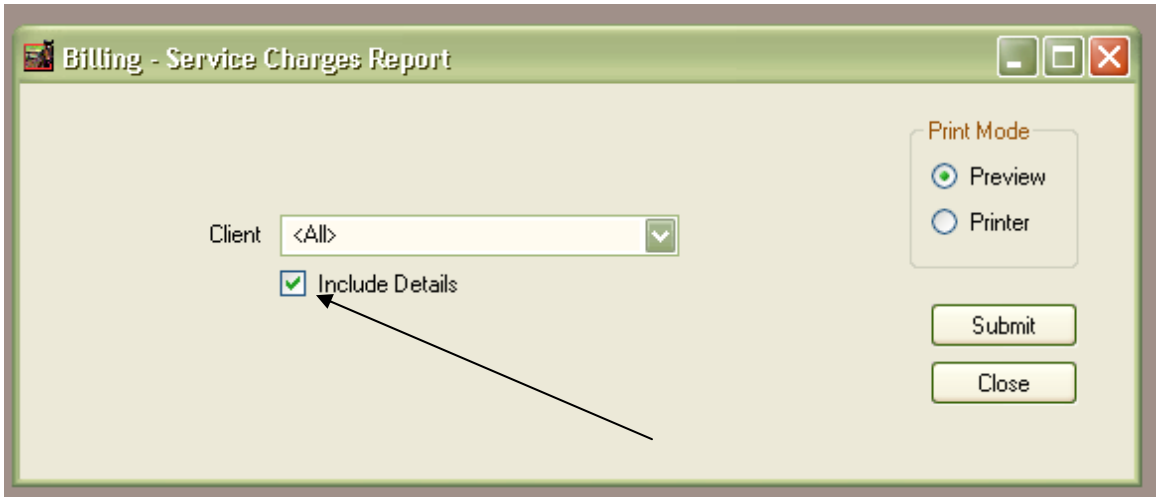
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard
Group By Boarding Type

Horse Name	Farm	Boarding From	Boarding Thru	Days Client	Ownership From	Ownership Thru	Days	Rate	Owner Percent	Amount Charged
Boarding Type										
Weanling										
07 Debutante Debut	TJCIS Main Mare	07/01/2008	07/31/2008	31 Callahan, Caren	07/01/2008	07/31/2008	31	$42.00	100.00%	$1,302.00
								Horse Total:		**$1,302.00**
		Total Boarding Days:		**31**				**Farm Total:**		**$1,302.00**
		Boarding Days Grand Total:		**1426**				**Grand Total:**		**$22,232.89**

(G/L Account Summary)

G/L Account	Debit Amount	Credit Amount
101	$22,232.89	$0.00
401	$0.00	$7,788.75
402	$0.00	$426.25
403	$0.00	$1,116.00
404	$0.00	$2,418.00
405	$0.00	$775.00
406	$0.00	$1,085.00
407	$0.00	$0.00
408	$0.00	$1,302.00
410	$0.00	$3,291.89
420	$0.00	$0.00
NSS701	$0.00	$4,030.00
Total Amounts:	$22,232.89	$22,232.89

Service Charges Report



- This report shows the service charges that will be applied for the selected billing date range. This report lists each client that will be getting a Service Charge (late fee) and the amount of the Service Charge.

Run Date: 09/17/2010 12:41 PM
Company: TJCIS Test Company

Billing - Service Charges Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 1 of 1
User: cec

Client Name	Amount of Service Charge
Callahan, Caren	$22,071.64
Elliott, Drew	$26,769.93
February Rain Farm	$141.19
Fields of Gold Farm	$402.16
Gemstone Racing	$59.45
O'Donovan, Colleen	$556.31
O'Riley's Racing	$7.27
Pterra, Sara	$913.85
Watts, Michael J.	$2,096.26
Grand Total:	$53,018.06

- If you click the box to Include Details, the report will show the Invoice Numbers and the late fees that will be applied to each invoice for this billing cycle.

Run Date: 09/17/2010 11:58 AM
Company: TJCIS Test Company

Billing - Service Charges Report

Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

User: cec

(Show Details)

Client Name	Invoice Number		Amount of Service Charge
Callahan, Caren			
	100000785		$2,653.71
	100000828		$18,874.82
	100000838		$104.76
	100000856		$109.79
	100000873		$107.48
	100000951		$122.82
	100001030		$98.26
		Sub-Total:	$22,071.64
Elliott, Drew			
	100001021		$7.56
	100000943		$2.23
	100000507		$26,760.14
		Sub-Total:	$26,769.93
February Rain Farm			
	100000778		$6.90
	100000944		$34.88
	100001022		$55.80
	100000866		$36.08
	100000849		$7.53
		Sub-Total:	$141.19

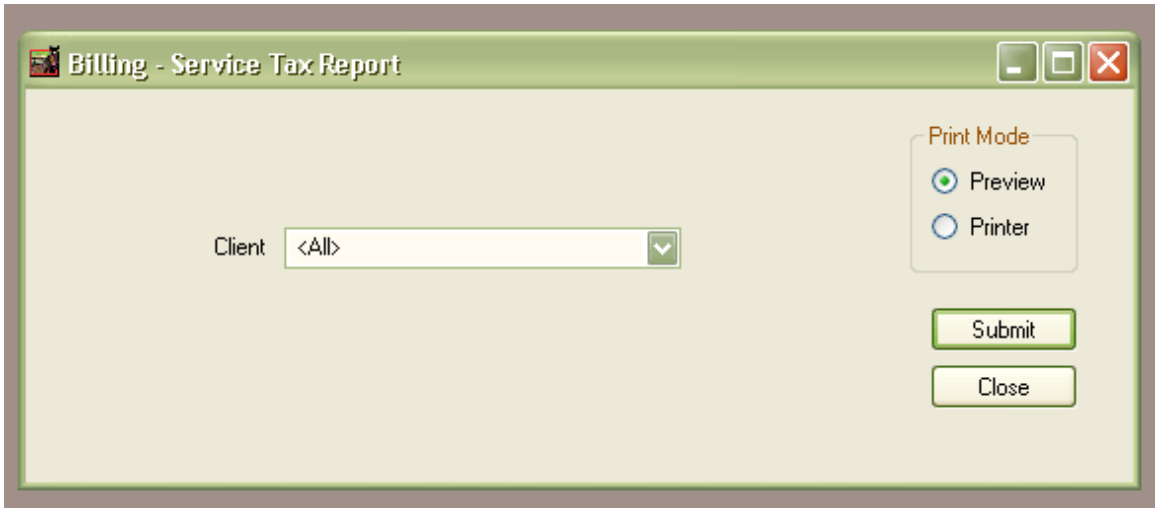
Billing - Service Charges Report

Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

(Show Details)

Client Name	Invoice Number		Amount of Service Charge
	100000796		$21.06
	100000761		$18.60
	100000779		$658.70
		Sub-Total:	$913.85
Watts, Michael J.			
	100000764		$72.60
	100000783		$1,267.41
	100000800		$51.82
	100000836		$47.09
	100000588		$61.26
	100000575		$69.45
	100000696		$70.35
	100000712		$73.17
	100000203		$0.78
	100000215		$2.28
	100000282		$29.57
	100000293		$42.08
	100000464		$43.55
	100000561		$73.34
	100000871		$50.36
	100000854		$50.39
	100001028		$43.98
	100000949		$46.78
		Sub-Total:	$2,096.26
		Grand Total:	$53,018.06

Services Tax Report



- This report will show the client's name and the total Services Tax amount for each client for this billing cycle.

.

Run Date: 09/17/2010 2:30 PM
Company: TJCIS Test Company

Billing - Service Tax Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 1 of 1
User: cec

Client Name	Services Tax Amount
Callahan, Caren	$93.00
Verdigris, James	$93.00
Fields of Gold Farm	$46.50
O'Donovan, Colleen	$46.50
O'Riley's Racing	$23.25
Outside Mare Owner	$46.50
February Rain Farm	$118.58
McGillicutty, Annie	$46.50
Altogether Partnership	$46.50
**Report Total:	$560.33

Note: This feature is used by international clients. It allows the entry of a service tax such as GST, HST, VAT, etc. to be charged on selected boarding types and/or procedures

Preliminary A/R Report

- This report shows what your client balances will look like after this billing cycle is closed.

Run Date: 09/17/2010 2:35 PM
Company: TJCIS Test Company

Billing - Preliminary A/R Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 1 of 1
User: cec

Client Name	Total Balance	Current	Over 30	Over 60	Over 90	Accumulated Service Charges
... Unknown	$1,335.50	$547.50	$0.00	$0.00	$788.00	$0.00
All In All Incorporated	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Altogether Partnership	($253.87)	($230.99)	($11.25)	($23.26)	$0.00	$11.63
Arbor, Frederick J.	$99.88	$99.88	$0.00	$0.00	$0.00	$0.00
Callahan, Caren	$1,582,347.62	$6,814.63	$6,550.50	$8,188.00	$1,464,445.47	$96,349.02
Elliott, Drew	$1,978,011.53	$783.60	$504.00	$148.80	$1,784,009.57	$192,565.56
February Rain Farm	$14,104.20	$4,669.00	$3,720.00	$2,325.00	$3,367.06	$23.14
Fields of Gold Farm	$31,813.72	$1,442.46	$468.00	$430.00	$25,912.90	$3,560.36
Gemstone Racing	$12,704.68	$700.59	$523.80	$541.26	$10,822.75	$116.28
Just Because Farm	$629.50	$629.50	$0.00	$0.00	$0.00	$0.00
McGillicutty, Annie	$1,980.50	$477.50	$890.00	$406.25	$206.75	$0.00
O'Donovan, Colleen	$33,021.19	($7,842.50)	$1,199.98	$886.05	$35,000.19	$3,777.47
O'Riley's Racing	$1,072.76	$564.41	$125.40	$85.95	$273.00	$24.00
Outside Mare Owner	$1,634.50	$884.50	$750.00	$0.00	$0.00	$0.00
Pterra, Sara	$69,143.17	$1,643.19	$1,367.80	$1,319.36	$58,235.95	$6,576.87
Runaway Groom Syndicate	$1.75	$0.00	$0.00	$0.00	$1.75	$0.00
Watts, Michael J.	$159,733.32	$3,725.05	$2,932.20	$3,118.98	$133,700.35	$16,256.74
Williams, Edward	($6,500.00)	($6,500.00)	$0.00	$0.00	$0.00	$0.00
Grand Total:	$3,880,879.95	$8,408.32	$19,020.43	$17,426.39	$3,516,763.74	$319,261.07

Detailed A/R Report

- This report shows the Invoice Number, the Invoice Date, Invoice Amount, the Payment or Adjustment Date, Check Number, Reference, Comments, the Actual Payment or Adjustment Amount, the Debit and Credit Account number and the Balance. The Payment/Adjustment Amount column will indicate if the amount is an Invoice (I), Service Charge (S), Receipt (R), Unapplied Payment (U) or Adjustment (A).

- The report will group the account information into 30, 60, 90 days aging and current aging.

Run Date: 12/15/2011 10:38
Company: TJCIS Test Company

Billing - Detailed Accounts Receivable Report
Billing Range: 03/01/2009 - 03/31/2009
Billing System: Standard

Page: 23 of 56
User: cec

Name McGillicutty, Annie

Invoice No.	Invoice Date	Pay/Adj Date	Check #	Reference	Comment	Amount	Late Fee Amount	Debit Account	Credit Account	Balance
100000703	11/30/2004					$25.00	$0.00	I	101	$5.00
		02/27/2008				($10.00)	$0.00	R Change	101	
		03/07/2008				($10.00)	$0.00	R Change	101	
100000860	03/31/2008					$1.75	$0.00	I	101	$1.75
100000656	04/30/2008					$0.00	$0.00	I	101	$200.00
		01/14/2008			Adjustment comment.	$200.00	$0.00	A Change	101	
100000942	05/31/2008					$775.00	$0.00	I	101	$406.25
		07/31/2008				($368.75)	$0.00	A 101	101	
100001020	06/30/2008					$890.00	$0.00	I	101	$390.00
		06/03/2010	2258			($500.00)	$0.00	R 102	101	
100001125	07/31/2008					$1,062.50	$0.00	I	101	$1,062.50
100001166	08/31/2008					$980.49	$0.00	I	101	$980.49
100001186	09/30/2008					$850.08	$0.00	I	101	$850.08
100001207	10/31/2008					$868.00	$0.00	I	101	$868.00
100001227	11/30/2008					$844.00	$0.00	I	101	$844.00
100001247	12/31/2008					$868.00	$0.00	I	101	$868.00
	90 Days Aging					**$6,476.07**	**$0.00**			
100001332	01/31/2009					$1,540.00	$0.00	I	101	$1,540.00
	60 Days Aging					**$1,540.00**	**$0.00**			
100001401	02/28/2009					$798.00	$0.00	I	101	$798.00
	30 Days Aging					**$798.00**	**$0.00**			
100001423	03/31/2009					$896.04	$0.00	I	101	$896.04
	Current Aging					**$896.04**	**$0.00**			
					** Customer Total	**$9,710.11**	**$0.00**		Total	**$9,710.11**

Closing Summary

- This is a one-page report summarizing your clients' Beginning Balances, Cash Receipts, Direct Charges/Credits, Procedure Charges, etc.

Run Date: 09/17/2010 4:29 PM
Company: TJCIS Test Company

Billing - Closing Summary Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 1 of 1
User: cec

Client Beginning Balances	$4,053,176.68		
Total Boarding Charges	$22,232.89		
Total Procedure Charges	$5,531.04	**Total Arrival / Departure	$0.00
		**Total Blacksmith	$1,320.00
		**Total Deworm	$528.00
		**Total Recurring Procedures	$186.00
		**Total Reproductive	$400.00
		**Total Tack	$1,760.00
		**Total Vaccinations	$12.00
		**Total Vanning	$75.00
		**Total Veterinary	$1,250.04
Total Adjustments	($4,974.59)		
Total Payments	$248,562.13		
Total Service Charges	$53,018.06		
Total Services Tax	$0.00		
Ending Client Balances	$3,880,421.95		
Suppressed Charges	$4,915.27		

Board and Procedure Revenue Report

- This report will display all of the board and procedure charges for the current billing. The charges will be sorted by G/L account numbers first and then by farm. The G/L Account Summary is on the last page of this report and will separate the board charges from the procedure charges if G/L Numbers have been assigned.

G/L Account	Farm	Horse Type	Horse Name	Client Name	Date	Description	Days	Rate	Owner %	Amount Billed
7009	TJCIS Secondary Mare Farm		Yellow Jonquil	Watts, Michael J.	07/03/2008	Exam - General		$25.00	100.00 %	$25.00
7009	TJCIS Secondary Mare Farm		Yellow Jonquil	Watts, Michael J.	07/15/2008	Penicillin		$2.50	100.00 %	$2.50
							Farm G/L Account Total:			**$412.51**
7009	Training Facility		=Irish Moss	February Rain Farm	07/03/2008	Exam - General		$25.00	100.00 %	$25.00
7009	Training Facility		=Irish Moss	February Rain Farm	07/15/2008	Penicillin		$2.50	100.00 %	$2.50
7009	Training Facility		=Russian Sage	Callahan, Caren	07/03/2008	Exam - General		$25.00	100.00 %	$25.00
7009	Training Facility		=Russian Sage	Callahan, Caren	07/15/2008	Penicillin		$2.50	100.00 %	$2.50
7009	Training Facility		A Georgia	O'Riley's Racing	07/03/2008	Exam - General		$25.00	50.00 %	$12.50
7009	Training Facility		A Georgia	Pterra, Sara	07/03/2008	Exam - General		$25.00	50.00 %	$12.50
7009	Training Facility		A Georgia	O'Riley's Racing	07/15/2008	Penicillin		$2.50	50.00 %	$1.25
7009	Training Facility		A Georgia	Pterra, Sara	07/15/2008	Penicillin		$2.50	50.00 %	$1.25
7009	Training Facility		Trial By Fire	O'Donovan, Colleen	07/03/2008	Exam - General		$25.00	100.00 %	$25.00
7009	Training Facility		Trial By Fire	O'Donovan, Colleen	07/15/2008	Penicillin		$2.50	100.00 %	$2.50
7009	Training Facility		Twilight Agenda	Watts, Michael J.	07/15/2004	Exam - General		$25.00	100.00 %	$25.00
7009	Training Facility		Twilight Agenda	Watts, Michael J.	07/16/2004	Medication		$15.00	100.00 %	$15.00
7009	Training Facility		Twilight Agenda	Elliott, Drew	07/03/2008	Exam - General		$25.00	100.00 %	$25.00
7009	Training Facility		Twilight Agenda	Elliott, Drew	07/15/2008	Penicillin		$2.50	100.00 %	$2.50
							Farm G/L Account Total:			**$177.50**
NSS701	TJC Stallion Annex	Stallion	Test of Time	Callahan, Caren	07/01/2008	Thru 7/31/2008	31	$10.00	100.00 %	$310.00
							Farm G/L Account Total:			**$310.00**
NSS701	TJCIS Main Mare Farm	Stallion	Half and Half	Callahan, Caren	07/01/2008	Thru 7/31/2008	31	$60.00	50.00 %	$930.00
NSS701	TJCIS Main Mare Farm	Stallion	Half and Half	Watts, Michael J.	07/01/2008	Thru 7/31/2008	31	$60.00	50.00 %	$930.00
							Farm G/L Account Total:			**$1,860.00**
NSS701	TJCIS Main Stallion Farm	Stallion	Hot Cocoa	Just Because Farm	07/01/2008	Thru 7/31/2008	31	$60.00	100.00 %	$1,860.00
							Farm G/L Account Total:			**$1,860.00**
R7011	TJCIS Main Mare Farm		A Real Ruby	O'Donovan, Colleen	07/01/2008	Thru 7/31/2008 (31 days @$3.00) Regumate		$3.00	100.00 %	$93.00
R7011	TJCIS Main Mare Farm		Mediterranean Pinks	McGillicutty, Annie	07/01/2008	Thru 7/31/2008 (31 days @$3.00) Regumate		$3.00	100.00 %	$93.00
							Farm G/L Account Total:			**$186.00**

G/L Account	Farm	Horse Type	Horse Name	Client Name	Date	Description	Days	Rate	Owner %	Amount Billed
							***** Report Total:**			**$27,763.93**

(Procedure Summary)

G/L Account	Debit Amount	Credit Amount
101	$5,531.04	$0.00
7000	$0.00	$0.00
7001	$0.00	$1,320.00
7002	$0.00	$528.00
7003	$0.00	$12.00
7006	$0.00	$400.00
7007	$0.00	$1,760.00
7008	$0.00	$75.00
7009	$0.00	$1,250.04
R7011	$0.00	$186.00
Total Amounts:	$5,531.04	$5,531.04

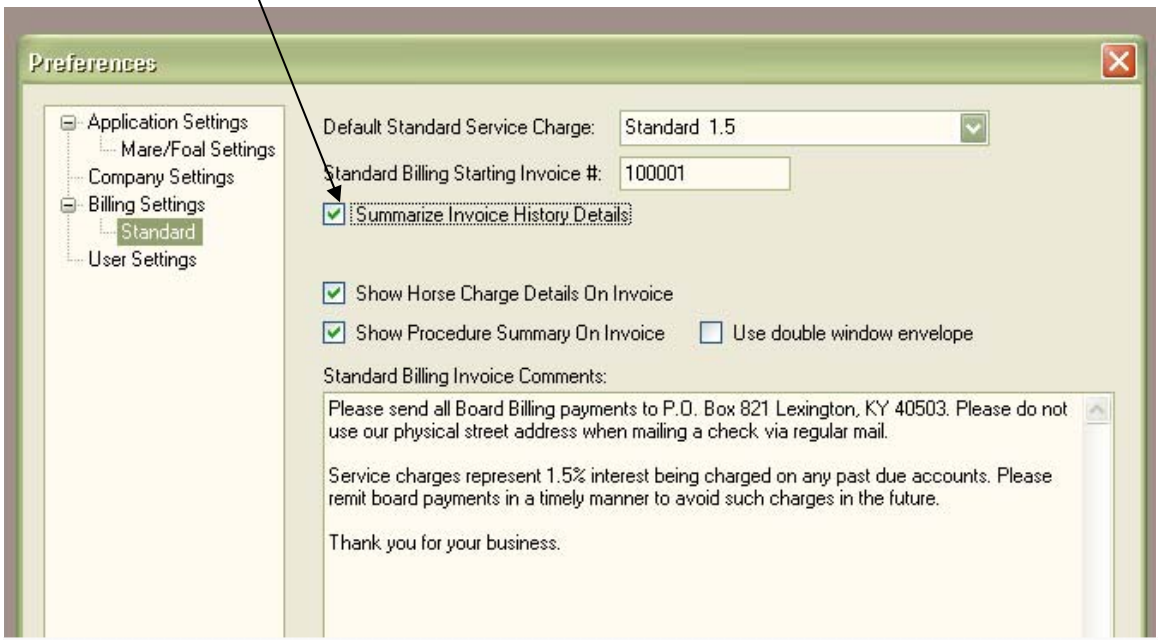
(Boarding Summary)

G/L Account	Debit Amount	Credit Amount
101	$22,232.89	$0.00
401	$0.00	$7,788.75
402	$0.00	$426.25
403	$0.00	$1,116.00
404	$0.00	$2,418.00
405	$0.00	$775.00
406	$0.00	$1,085.00
407	$0.00	$0.00
408	$0.00	$1,302.00
410	$0.00	$3,291.89
420	$0.00	$0.00
NSS701	$0.00	$4,030.00
Total Amounts:	$22,232.89	$22,232.89

Invoices

These are *NOT* your final invoices - these are your **Edit** invoices and should be reviewed for accuracy before you actually finalize the billing. At this point you can still make any changes and/or corrections, generate again and review the Edit invoices.

Remember: You can choose to have the invoice summarized or you can show all of the detail.



This Sample invoice shows all of the Detail.

TJCIS Test Company

821 Corporate Drive
4th Floor
Lexington, KY 40503
Phone: (859) 224-2810
E-mail: www.tjcis.com

O'Riley's Racing
County Tipperary
Ireland

Billing Statement
Period Ending: 07/31/2008

Invoice: 100001110

CLIENT SUMMARY

PREVIOUS BALANCE:	* Charges *	* Credits *	* Balance *
Invoice #: 100000321			$235.48
Invoice #: 100000458			$808.96
Invoice #: 100000946			$87.24
Invoice #: 100001025			$125.40
			$1,257.08

Adjustments

06/25/2008			$756.00
	(Invoice #: 100001078)		$756.00
07/31/2008			$0.00
	(Invoice #: 100001078)	$232.00	
	(Invoice #: 100000321)		$232.00
07/31/2008			$0.00
	(Invoice #: 100000458)		$524.00
	(Invoice #: 100001078)	$524.00	

BEGINNING BALANCE:

Invoice #: 100000321	$3.48
Invoice #: 100000458	$284.96
Invoice #: 100000946	$87.24
Invoice #: 100001025	$125.40
	$501.08

Current Month Horse Charges

06 A Georgia		$54.75
A Georgia		$442.25
Pineapple Princess		$67.41
	Total Horse Charges	$564.41

Please return this portion with payment

Client No.	Invoice #	Client Name	Amount Past Due	Current	Total Due
7	100001110	O'Riley's Racing	$504.87	$567.89	**$1,072.76**

EDIT

TJCIS Test Company
821 Corporate Drive
4th Floor
Lexington, KY 40503
Phone: (859) 224-2810
E-mail: www.tjcis.com

O'Riley's Racing
County Tipperary
Ireland

Billing Statement

Period Ending: 07/31/2008

Invoice: 100001110

Service Charges

07/31/2008	(Invoice #: 100000458)	$4.10
07/31/2008	(Invoice #: 100000946)	$1.29
07/31/2008	(Invoice #: 100001025)	$1.88
Total for Invoice #100001110		$571.68

ENDING BALANCE: $1,072.76

Please send all Board Billing payments to P.O. Box 821 Lexington, KY 40503. Please do not use our physical street address when mailing a check via regular mail.

Service charges represent 1.5% interest being charged on any past due accounts. Please remit board payments in a timely manner to avoid such charges in the future.

Thank you for your business.

EDIT

This Sample invoice is for the same client but has been Summarized.

TJCIS Test Company

821 Corporate Drive
4th Floor
Lexington, KY 40503
Phone: (859) 224-2810
E-mail: www.tjcis.com

O'Riley's Racing
County Tipperary
Ireland

Billing Statement
Period Ending: 07/31/2008

Invoice: 100001110

CLIENT SUMMARY

	* Charges *	* Credits *	* Balance *
PREVIOUS BALANCE:			$1,257.08
Adjustments			
06/25/2008		$756.00	
BEGINNING BALANCE:			$501.08
Current Month Horse Charges			
06 A Georgia	$54.75		
A Georgia	$442.25		
Pineapple Princess	$67.41		
Total Horse Charges	$564.41		
Service Charges	$7.27		
Total for Invoice #100001110	$571.68		
ENDING BALANCE:			$1,072.76

EDIT

Please send all Board Billing payments to P.O. Box 821 Lexington, KY 40503. Please do not use our physical street address when mailing a check via regular mail.

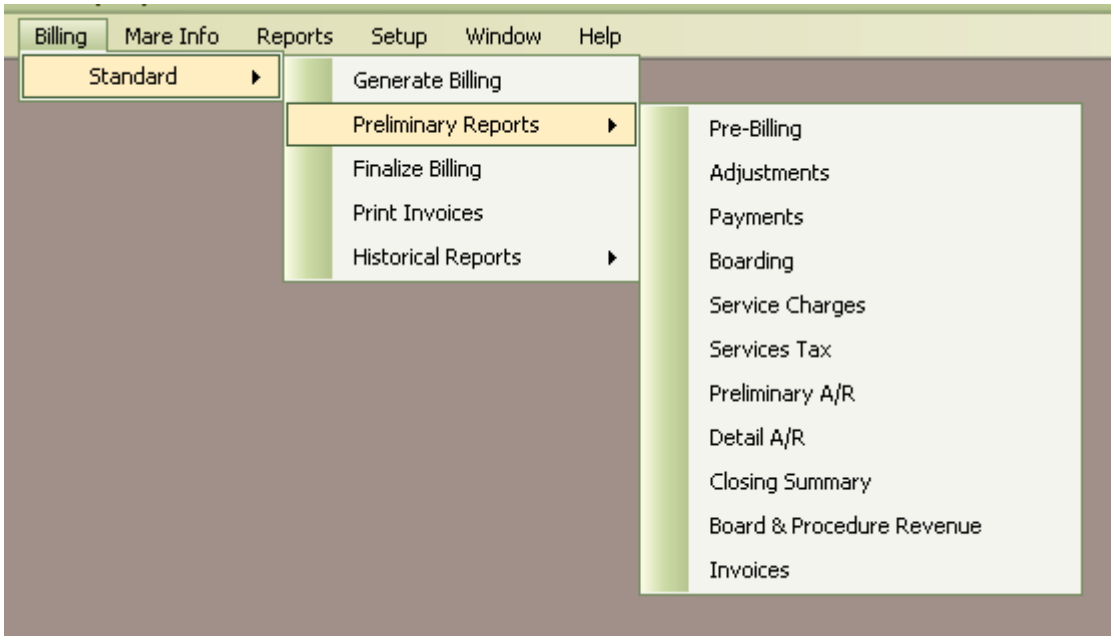
Service charges represent 1.5% interest being charged on any past due accounts. Please remit board payments in a timely manner to avoid such charges in the future.

Thank you for your business.

Please return this portion with payment

Client No.	Invoice #	Client Name	Amount Past Due	Current	Total Due
7	100001110	O'Riley's Racing	$504.87	$567.89	**$1,072.76**

Billing – Finalize Billing



To make the billing process final, the system must update tables to reflect the current billing balances, record aging balances, flag procedures as having been invoiced, etc. This process is accomplished when you select "Finalize Billing".

Finalize Billing is the final step in the billing process. Do **NOT** select this option unless you have reviewed all of the Preliminary Reports are satisfied that your billing is correct.

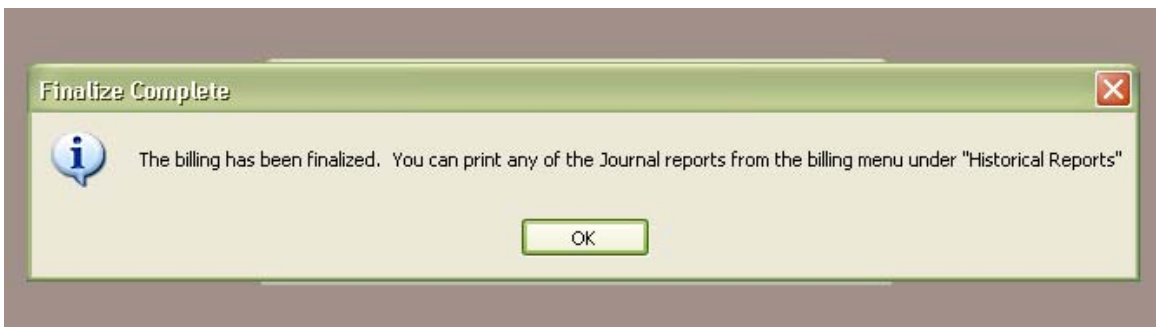
To Finalize the billing, go to Billing > Standard and click on "Finalize Billing". If you have generated for **<All>** Clients and **<All>** Horses, the finalize screen will look like this:

If you have generated for **only one client**, the Finalize Billing screen will look like this:

If you have generated for **only one horse**, the Finalize Billing screen will look like this:

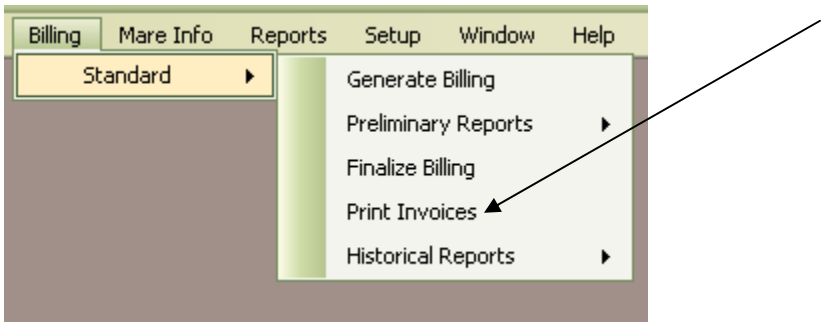
Click “Finalize” to begin the process.

Click “Yes” to continue the finalization process.
Click “No” if you do not want to Finalize at this time.
When the Finalize has been completed, you will get this message.



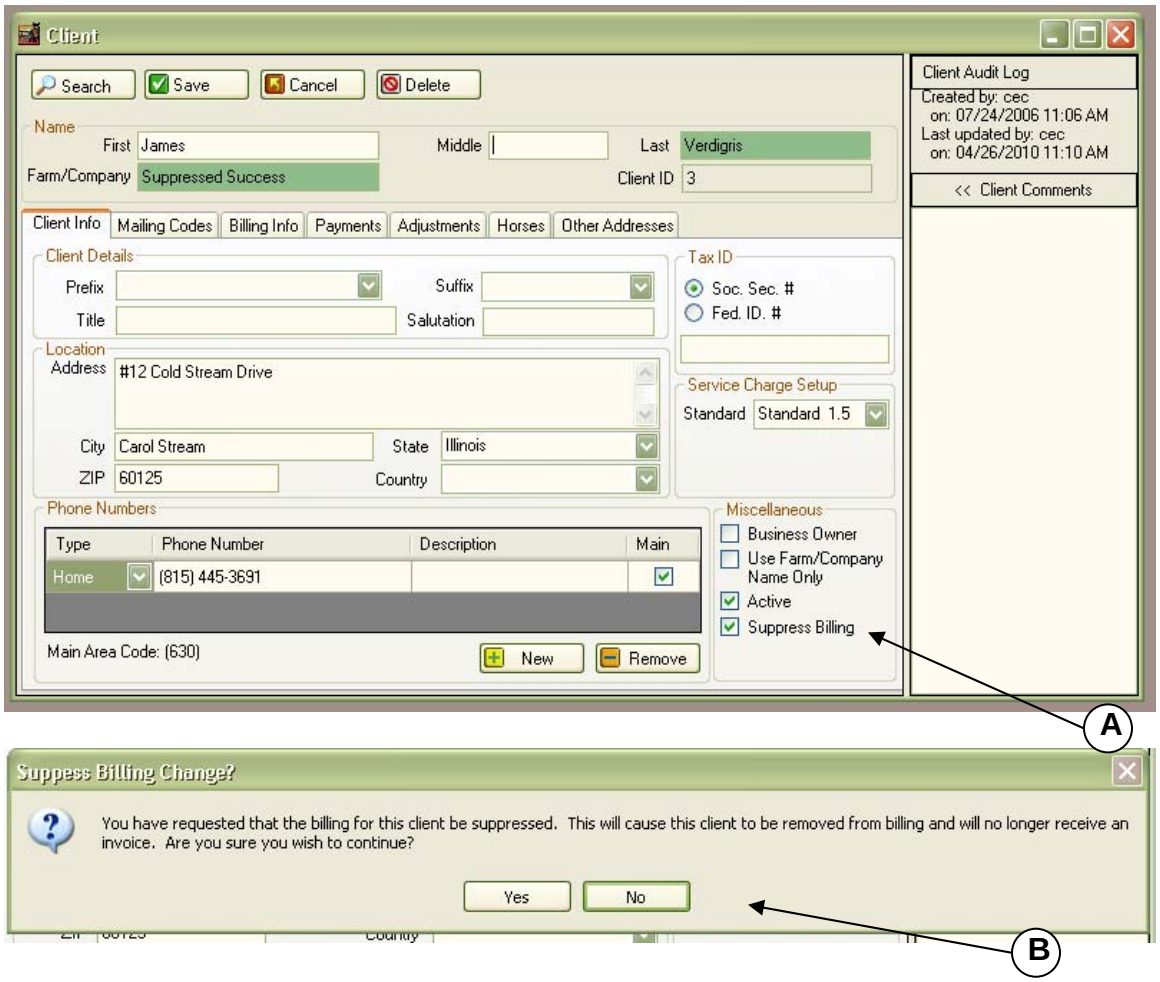
<u>After</u> the Finalize has completed you will print your invoices.

Go to Billing > Standard> Print invoices



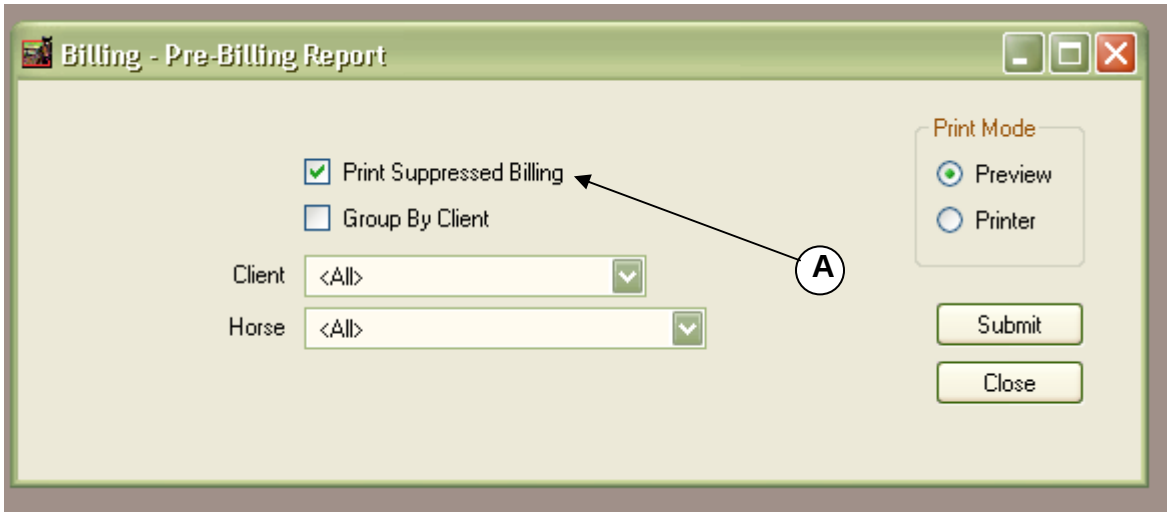
NOTE: A/R Aging Files are not updated until the Finalize process is performed.

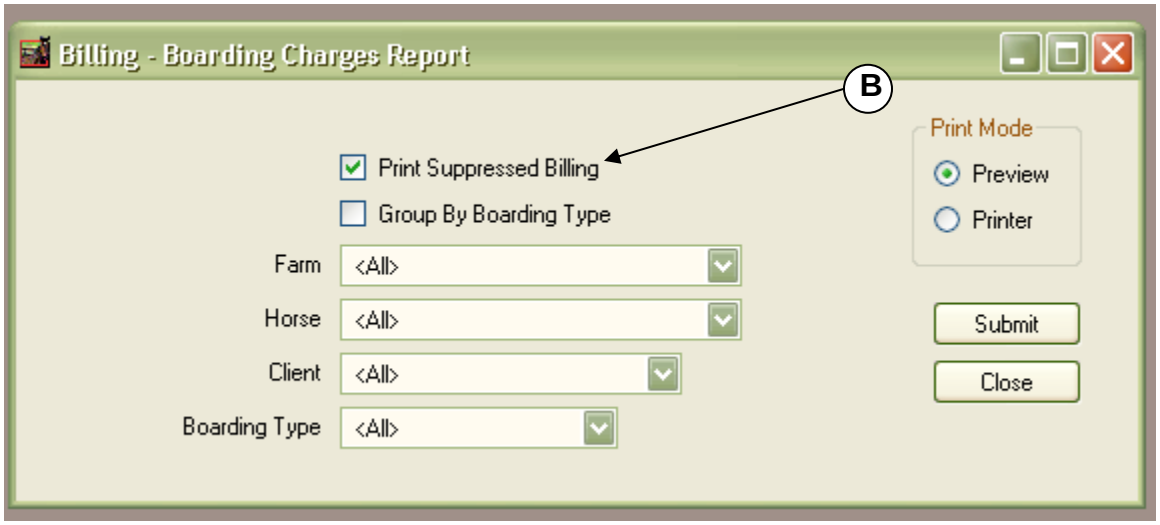
NOTE: If you have selected to Suppress the Billing on any of your clients, the billing process will NOT produce an invoice for them. **See (A)** & **(B)**



While there is no actual invoice, you can print several reports to see what the suppressed charges are for that billing period.

To see the Suppressed Charges you can print a Pre-Billing Report **(A)** just for Suppressed Billing, you can print Boarding Charges **(B)** just for Suppressed Billing, and the total amount of suppressed charges for the current billing will appear on your Closing Summary Report **(C).**





Run Date: 09/20/2010 4:10 PM
Company: TJCIS Test Company

Billing - Closing Summary Report
Billing Range: 07/01/2008 - 07/31/2008
Billing System = Standard

Page: 1 of 1
User: cec

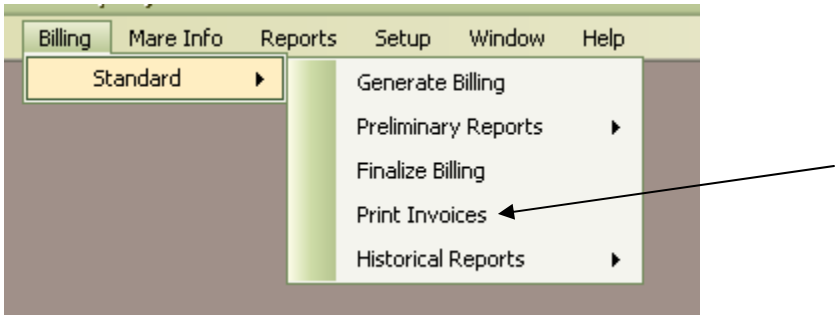
Client Beginning Balances	$4,053,176.68		
Total Boarding Charges	$22,232.89		
Total Procedure Charges	$5,438.04	**Total Arrival / Departure	$0.00
		**Total Blacksmith	$1,320.00
		**Total Deworm	$528.00
		**Total Recurring Procedures	$93.00
		**Total Reproductive	$400.00
		**Total Tack	$1,760.00
		**Total Vaccinations	$12.00
		**Total Vanning	$75.00
		**Total Veterinary	$1,250.04
Total Adjustments	($4,974.59)		
Total Payments	$248,562.13		
Total Service Charges	$53,018.06		
Total Services Tax	$0.00		
Ending Client Balances	$3,880,328.95		
Suppressed Charges	$4,915.27		

C

NOTE: "Finalize Billing" option should not be selected until you are satisfied that all information in the billing is correct.

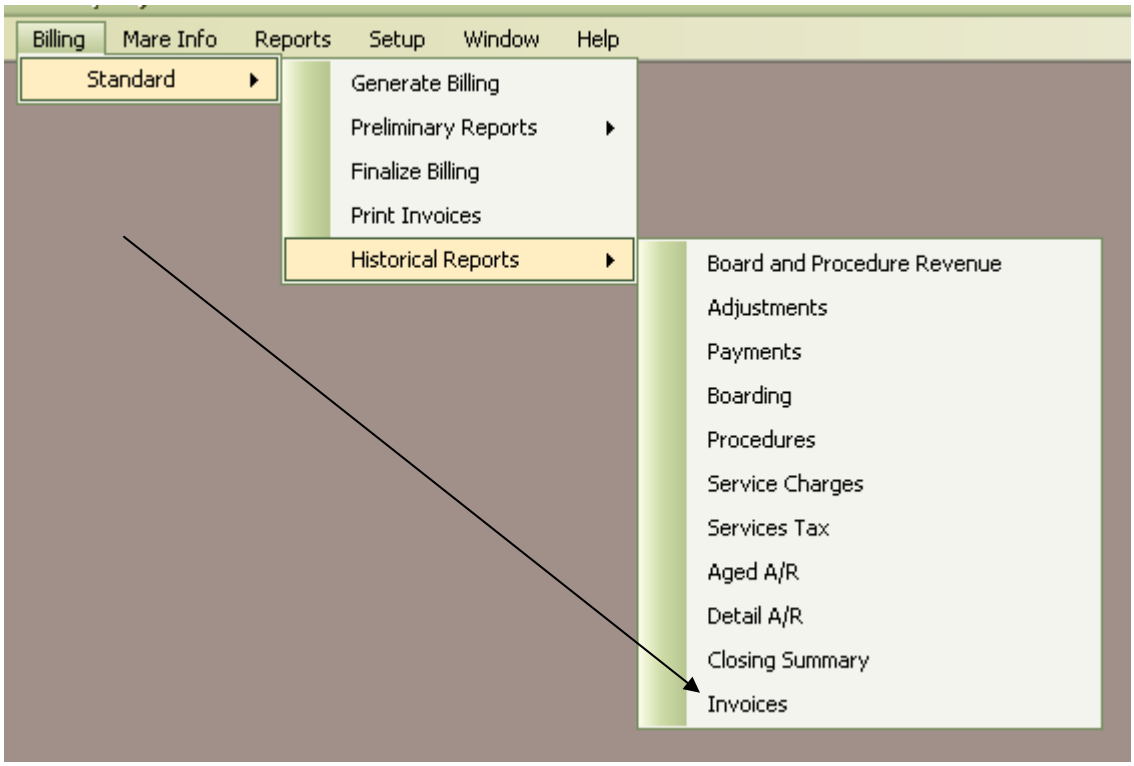
Once the Finalize Process has completed you can print your invoices and you can print any of the Historical Journals that were saved during the Finalize process.

To view and/or print the final invoices go to Billing > Standard > **Print Invoices**.



Select the Billing Period Ending Date and select <All> clients or select just one client from the drop down list.

NOTE: You can also print your final invoices by going to Billing > Standard > Historical Reports > **Invoices** and select the Billing Period Ending Date and <All> clients or select just one client from the drop down list.



TJCIS Test Company
821 Corporate Drive
4th Floor
Lexington, KY 40503
Phone: (859) 224-2810
E-mail: www.tjcis.com

THE JOCKEY CLUB

February Rain Farm
2 Freemont Street
South Egremont, MA 01258

Billing Statement
Period Ending: 10/31/2004

Page: 1 of 5
Invoice: 100000591

CLIENT SUMMARY

PREVIOUS BALANCE:	* Charges *	* Credits *	* Balance *
Invoice #: 100000461			$824.00
Invoice #: 100000564			$1,948.80
Invoice #: 100000578			$1,950.00
			$4,722.80

BEGINNING BALANCE:

Invoice #: 100000461	$824.00
Invoice #: 100000564	$1,948.80
Invoice #: 100000578	$1,950.00
	$4,722.80

Current Month Horse Charges

06 Arkansas (DM) (R 0105)	$45.00
Alabama (DM)	$45.00
Arizona (DM)	$45.00
Arkansas (DM)	$45.00
Dance Partner	$851.00
Total Horse Charges	$1,031.00

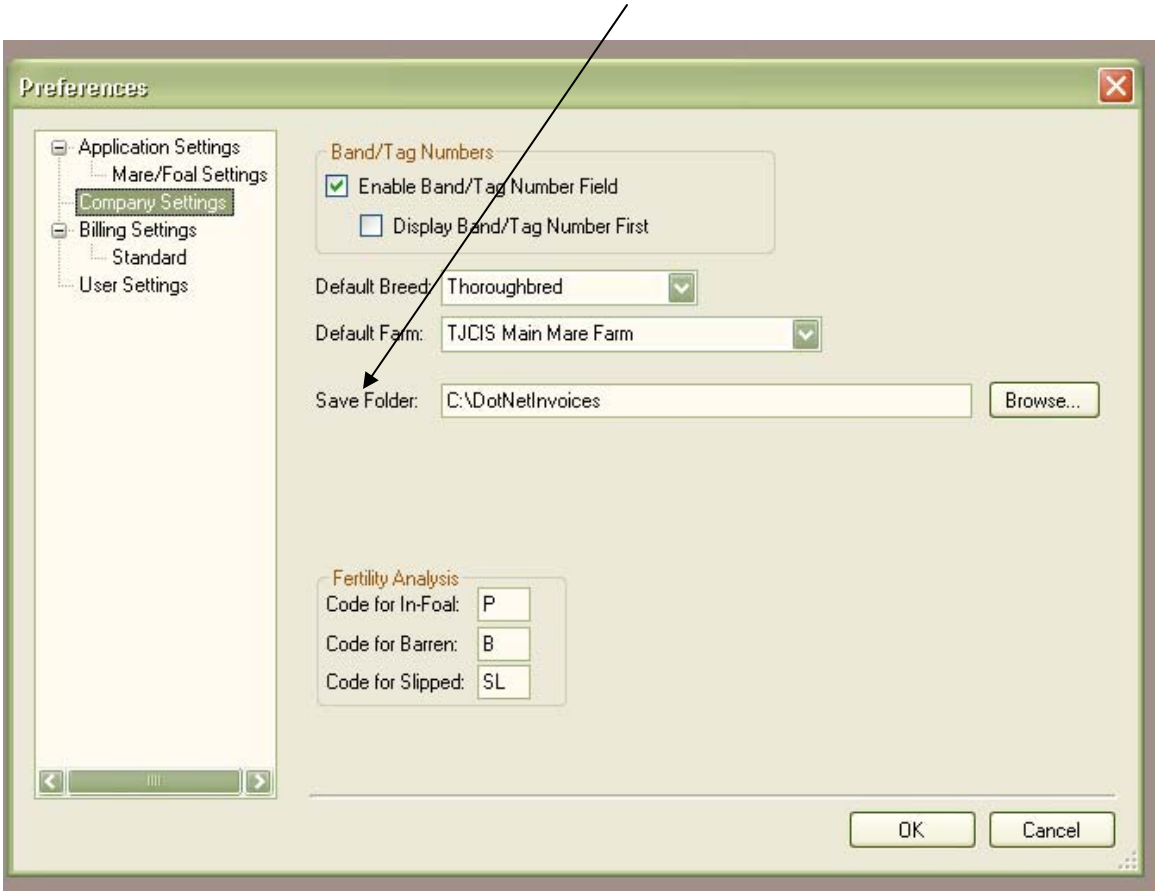
Once the Finalize process has been completed, the "EDIT" watermark is removed from the invoice.

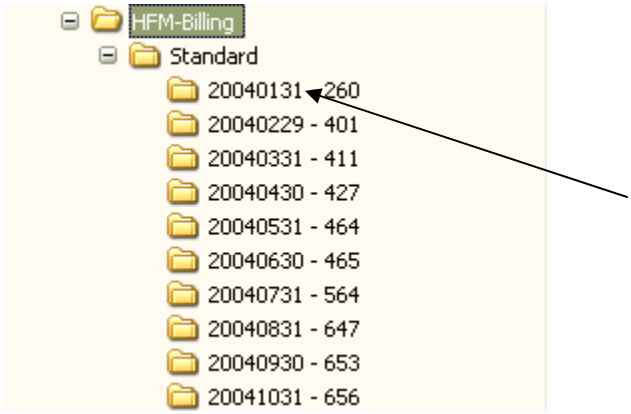
Printing Invoices and Historical Journals

To print Invoices or any of the Historical Journals go to Billing > Standard > Historical Reports

- To print Invoices, select “Invoices” and then select the Billing Period Ending date and <All> clients. If you only want to print one client’s invoice, select the Billing Period Ending date and then select the one client from the drop down list.

- **Or** you can go directly to the Save folder and view/print any of the Historical Journals from that location.

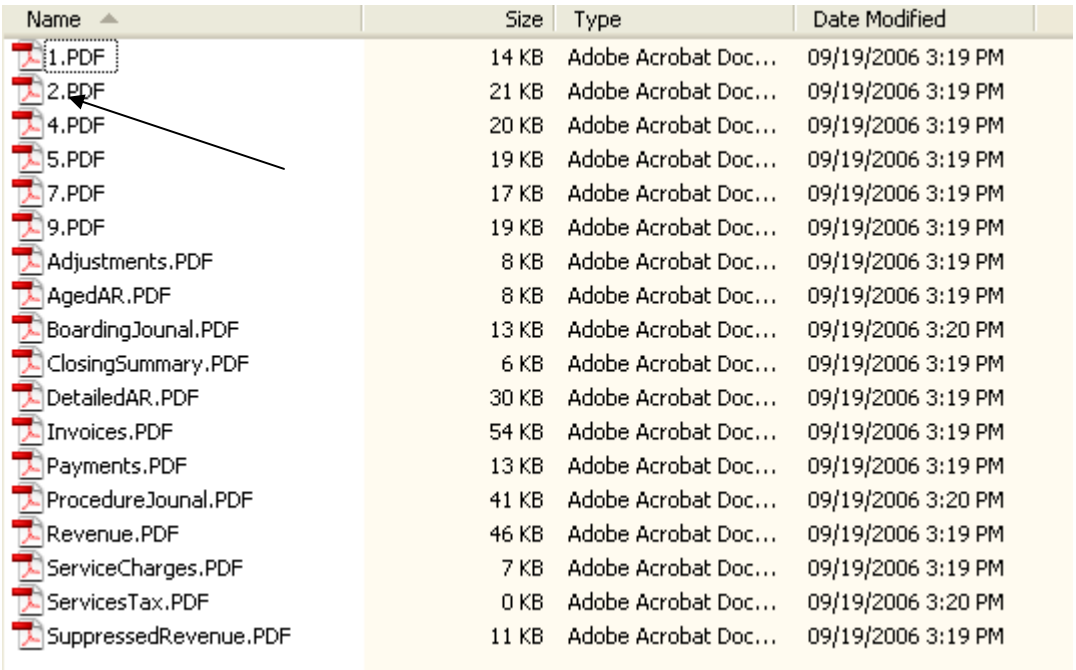




- Each folder in the directory is named according to the ending date range for each billing that has been finalized. Find the ending date range for the billing you want to view and click on the folder.

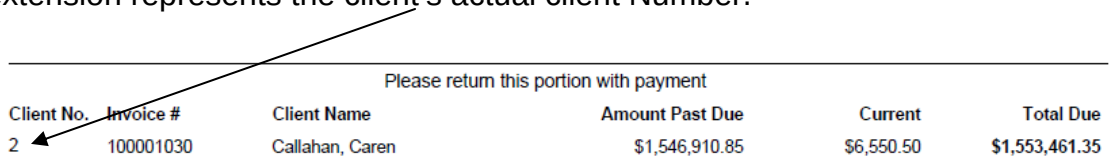
- All Historical Journals including the Invoices are saved as PDF files.

- When you find the file you want to open, double click on the file. The file will open up and you will be able to view and/or print.



Name	Size	Type	Date Modified
1.PDF	14 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
2.PDF	21 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
4.PDF	20 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
5.PDF	19 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
7.PDF	17 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
9.PDF	19 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
Adjustments.PDF	8 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
AgedAR.PDF	8 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
BoardingJounal.PDF	13 KB	Adobe Acrobat Doc...	09/19/2006 3:20 PM
ClosingSummary.PDF	6 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
DetailedAR.PDF	30 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
Invoices.PDF	54 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
Payments.PDF	13 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
ProcedureJounal.PDF	41 KB	Adobe Acrobat Doc...	09/19/2006 3:20 PM
Revenue.PDF	46 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
ServiceCharges.PDF	7 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM
ServicesTax.PDF	0 KB	Adobe Acrobat Doc...	09/19/2006 3:20 PM
SuppressedRevenue.PDF	11 KB	Adobe Acrobat Doc...	09/19/2006 3:19 PM

Note: The invoices will be at the top of the list and the number before the **.PDF** file extension represents the client's actual client Number.

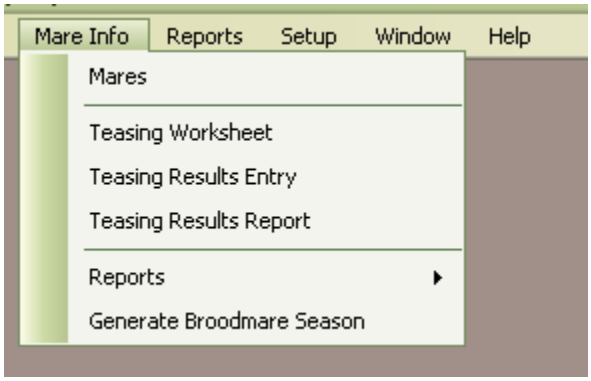


Please return this portion with payment

Client No.	Invoice #	Client Name	Amount Past Due	Current	Total Due
2	100001030	Callahan, Caren	$1,546,910.85	$6,550.50	**$1,553,461.35**

MARE INFORMATION

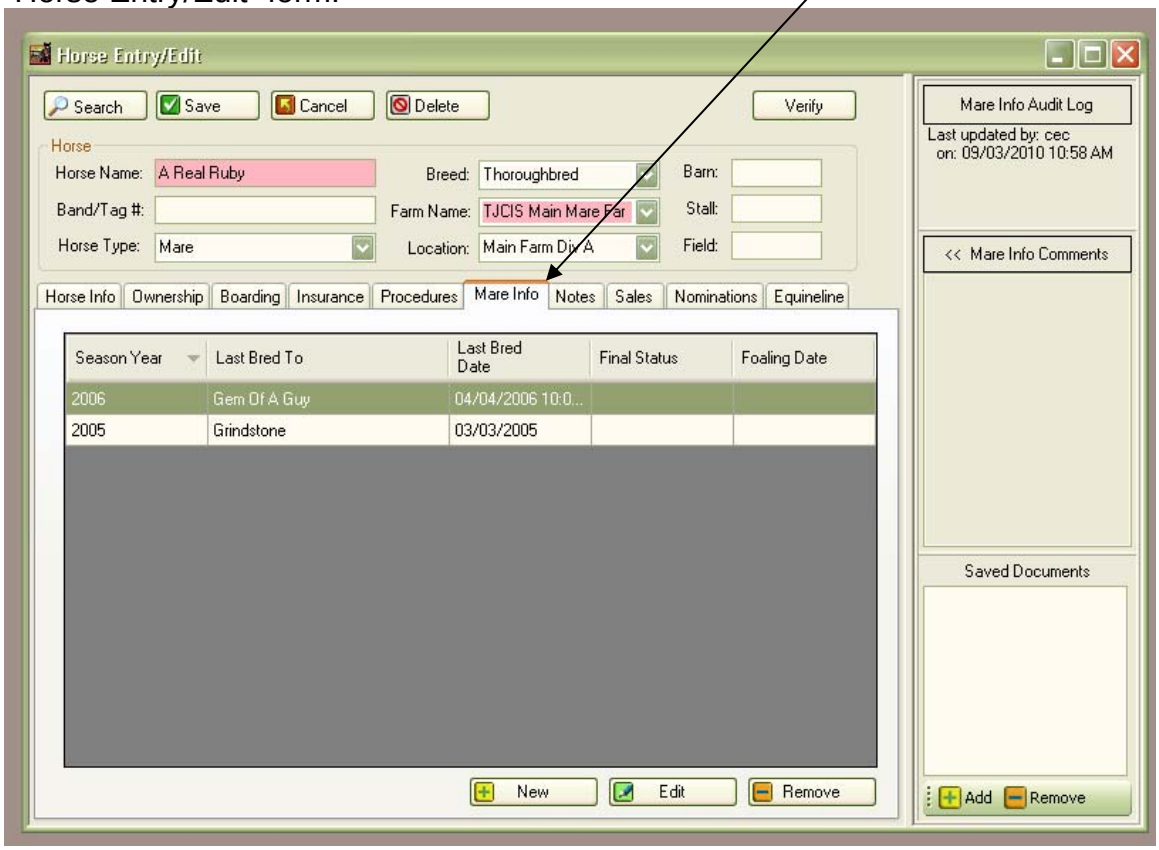
Recording the Breeding Season



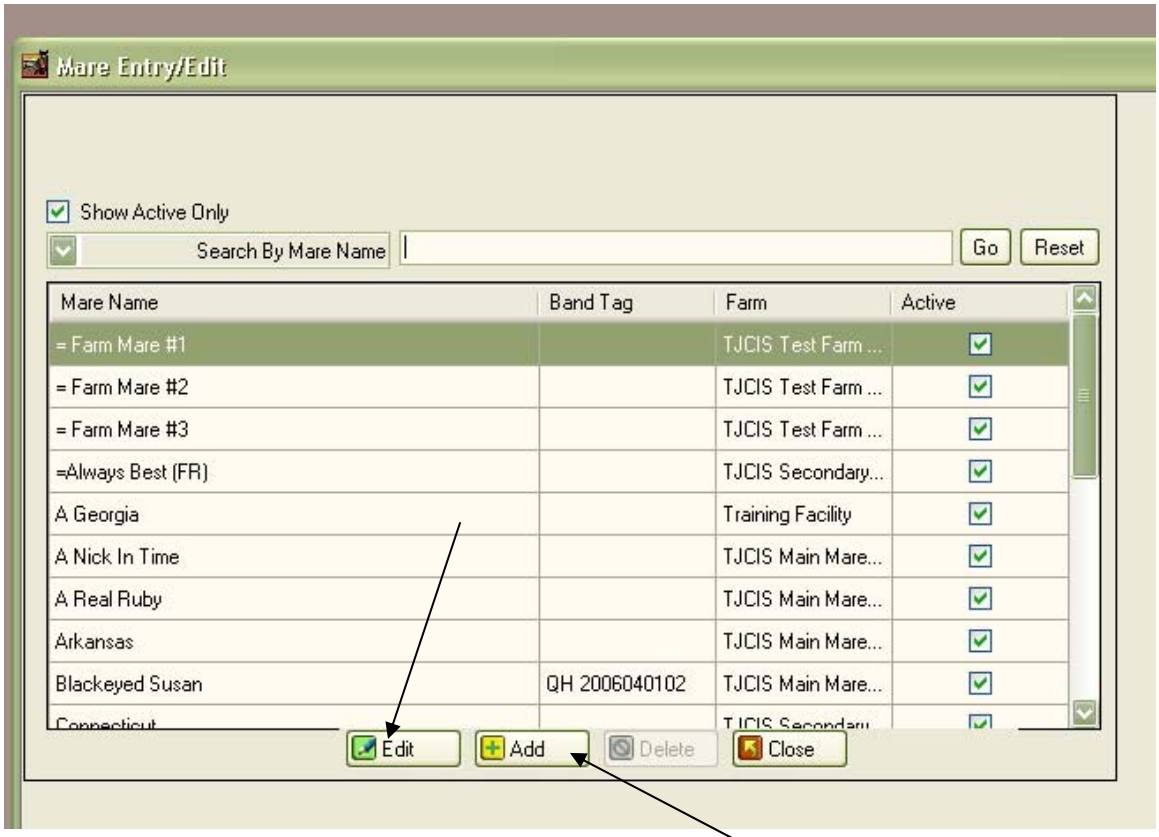
1. Creating a Mare's Breeding "Season" Record

- Select "Mare Info" from the menu.
- Select "Mares" menu item.

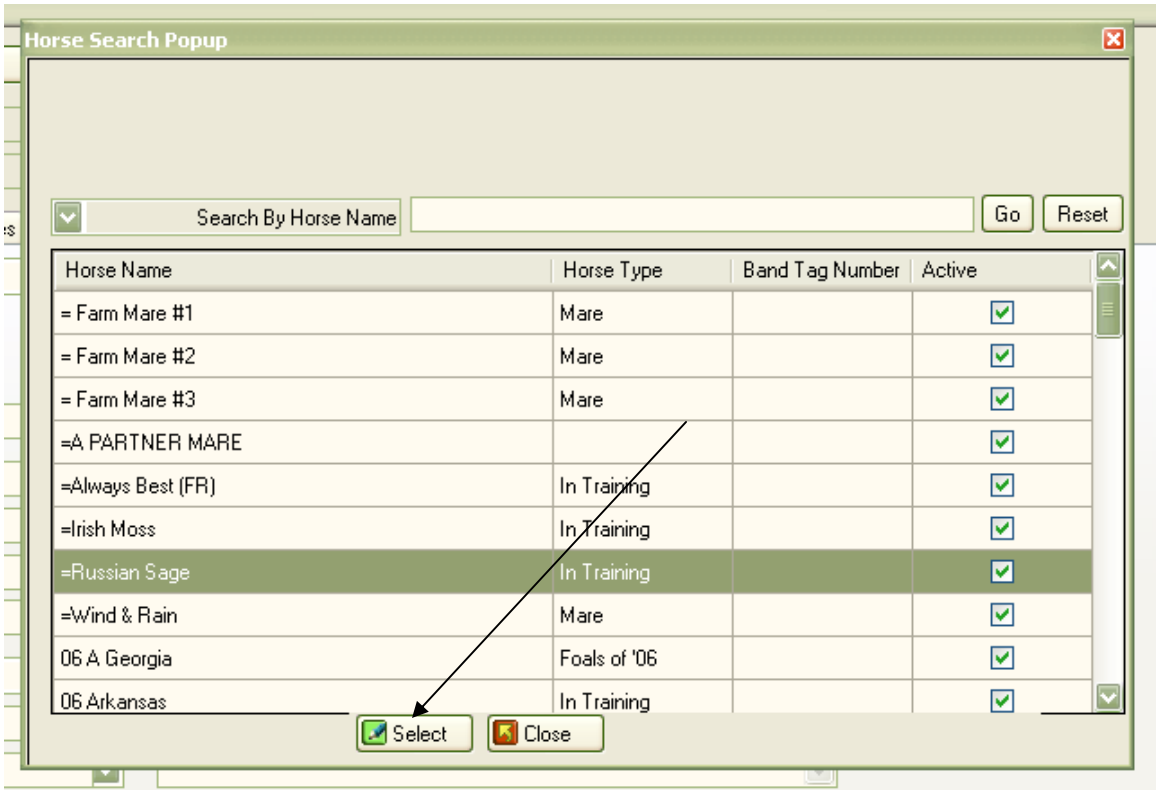
Note: You can also get to this screen by clicking the "Mare Info." button in the "Horse Entry/Edit" form.

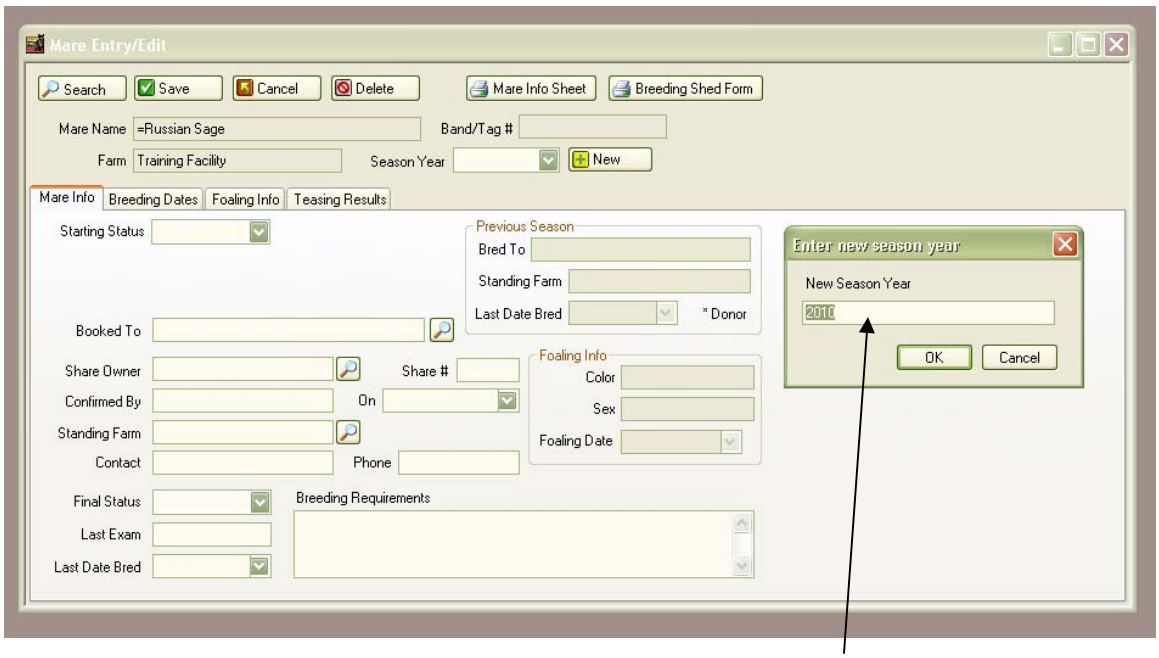


- Select a mare name from the list on the screen and press “Edit” or double-click on the mare name.

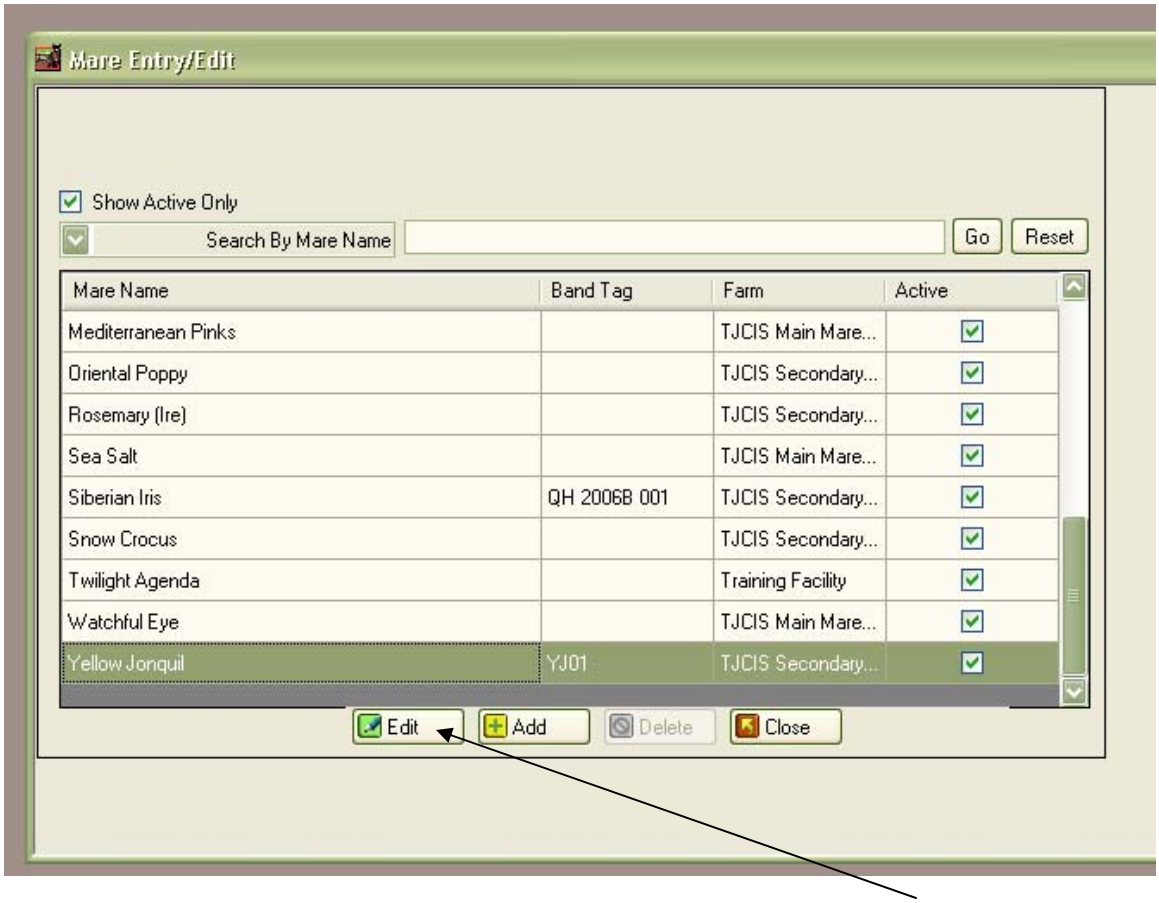


If the horse is not yet in the mare list and you want to add her as a Mare, click the Add button to see your complete horse list and then click on the name of the horse you want to add as a mare and click “Select”.

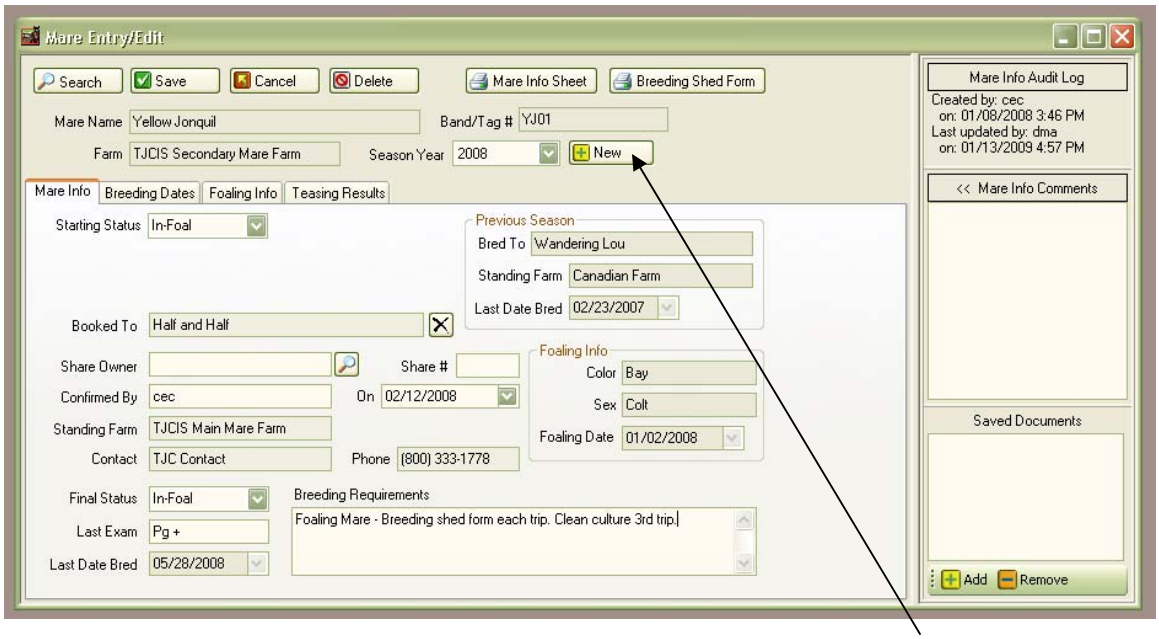




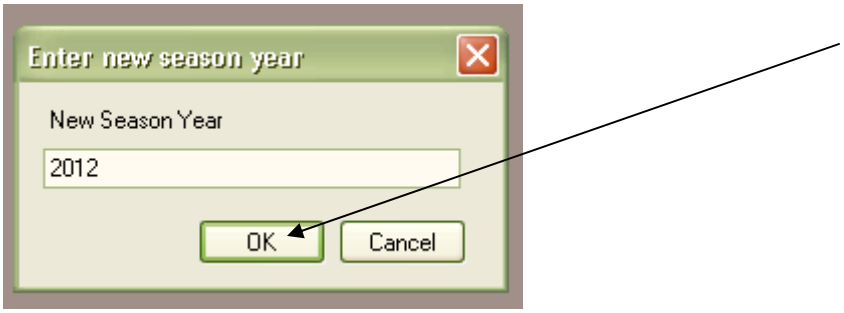
- Enter New Season Year: Enter the “Season Year” and press “OK”.



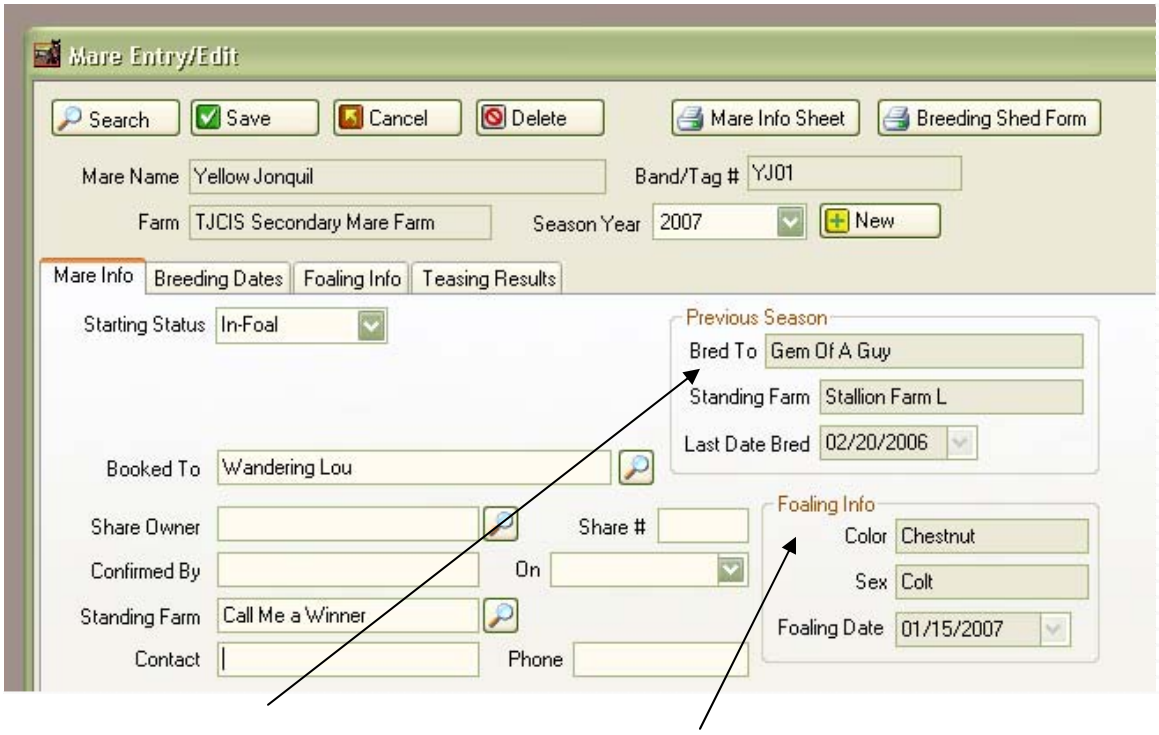
If the mare is already in the Mare list, select her name and click “Edit”.



- Season Year: Click the “New” button, enter the “Season Year” and click “OK”

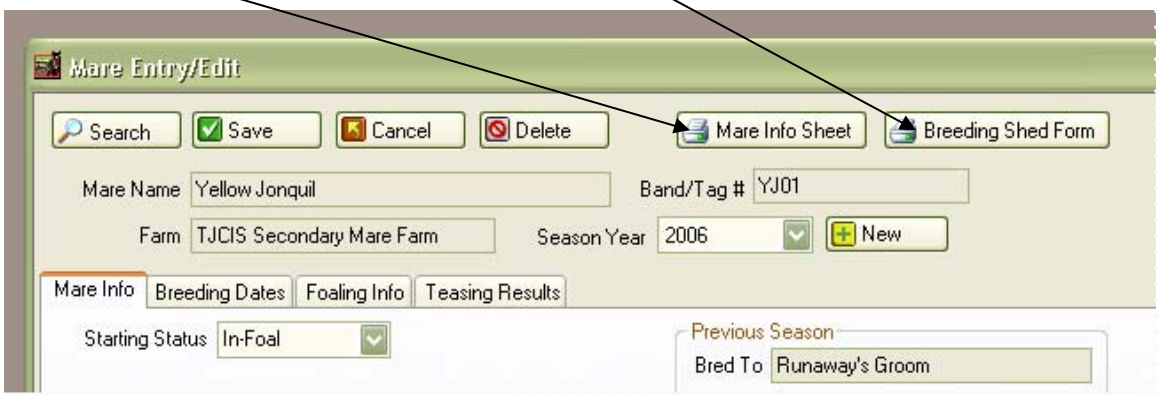


- Starting Status: Select the mare's Starting Status from the drop down list. The Starting Status reflects her reproductive status on January 1 of the New Season Year that you just added. (Maiden, In Foal, etc.)
- Booked To: Enter the name of the stallion that the mare is scheduled to be bred to for that breeding season ("Booked To" field). You can either type in the name of the stallion, or if you have entered the stallion in your master horse list, click on the " " button and select the stallion from your master list of horses.
- [Optional] Share Owner: Enter the name of the person/farm that owns the share you are breeding the mare on.
- [Optional] Share #: Enter the share number you will be using.
- [Optional] Confirmed By / On: Enter the name of the person that confirmed this breeding on this share and select the date it was confirmed. Remember you can manually enter the date or you can click the drop down arrow and select a date from the calendar.
- Standing Farm: Enter the name of the farm where the stallion stands. You can type in the name of the farm or you can click on the " " button and select the farm name from your master list of farms.
- If you selected the farm name from the master farm list, the system will automatically fill in the farm's phone number, contact name and breeding requirements (if you had originally entered this information in the farm master file list).
- If you did not select the farm name from the master farm list, you can manually enter the Farm Name, Contact name, the farm's phone number and the farm's Breeding Requirements.
- Final Status: At the conclusion of the breeding season, select the mare's status from the drop down selection (In Foal, Barren, Slipped, Not Bred, etc.)
- Last Exam: As the mare is checked for pregnancy during the season, you can enter her status in the "Last Exam" field (Pg, Pd, Pd+, Barren, Slipped, etc.)
- Last Date Bred: The system will automatically fill in the "Last Date Bred" field in the lower left hand side of the Mare Info. Entry/Edit screen.
- Mare Info Comments: Comments entered in this field will show up only on the "Broodmare Listing" report.



Note: Previous Season information and Foaling Info are **read-only fields**. The Previous Season information will be populated with the breeding information from the previous year if it has been entered and the Foaling Info will be populated with the foaling information from the previous season if it has been entered.

Mare Info Sheet and Breeding Shed Form



These forms are time savers as they are pre-populated with the mare information found in the Mare Entry/Edit screens. You can print them out and send them with the mare when she goes to the breeding shed.

Stallion Farm H
18 Wire To Wire Lane
Louisville, Kentucky 40237

2010 Information Sheet

(Please type or print)

Phone: (606) 456-3311
Fax: (606) 456-3322
Email:stallionfarmh@e-mail.com

NAME OF STALLION: Whisper My Name **SHARE:**

Please indicate the way you would like the mare ownership reported to The Jockey Club

Name: Michael J. Watts Phone: (630) 541-3311

Address: 352 Magnolia Bay Lane, Springfield, Virginia 22159

MARE INFORMATION

Mare's Name: Yellow Jonquil [YJ01] Year of Birth: 2003 Color: Chestnut

Sire: Spring Frost Dam: Wildflower Miss Dam's Sire: Meadowlake

Mare's Current Status: In-Foal

MARE'S 2010 PRODUCE (If Applicable)

Foaling Date: Foal Sex: Foal Color: Prod. Status:

Stallion Bred to in 2009: Call Me Last Date Covered in 2009: 05/01/2009

IMPORT STATUS: *Is this mare an IMPORT for the 2010 Breeding Season?*

Is this mare imported? Yes / No Import Date: Country of Origin:

MARE'S 2010 BOARDING FARM

Farm Name: TJCIS Secondary Mare Farm E-mail: info@secondaryfarm.com

Address: 841 TJCIS Farm Lane, Lexington, Kentucky 40503 Phone: (859) 224-2800

Manager: Secondary Manager Contact: Secondary Contact Fax:

Mare's Veterinarian: Secondary Vet Vet Phone: Secondary Phone 222-4444

MARE'S RECENT PRODUCE HISTORY

Year Bred	*Sire Of Foal*	*Date Foaled*	*Color*	*Sex*	*Note*
2008	Half and Half				
2007	Wandering Lou	01/02/2008	Bay	Colt	
2006	Gem Of A Guy	01/15/2007	Chestnut	Colt	

TJCIS Secondary Mare Farm
841 TJCIS Farm Lane
Lexington, Kentucky 40503

TJCIS Secondary Mare Farm

Phone: (859) 224-2800
Email:info@secondaryfarm.com

2010 Breeding Season

THIS BREEDING SHED FORM MUST ACCOMPANY THE MARE EACH TIME SHE IS PRESENTED FOR BREEDING

Date: _____ **Time:** _____ **Breeding Session:** _____

Stallion: Whisper My Name

Mare: Yellow Jonquil [YJ01]

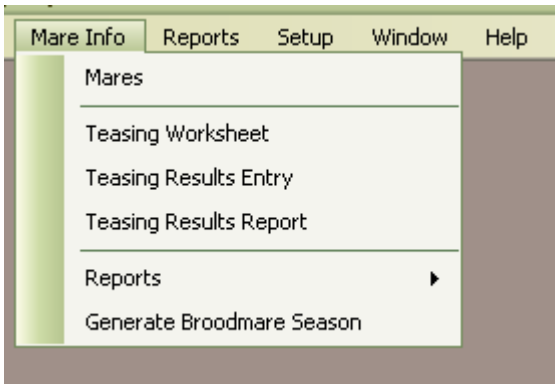
Mare's Sire: Spring Frost **Mare's Dam:** Wildflower Miss

Mare's Age: 8 **Mare's Color:** Chestnut

- Mare **must** have proper identification (halter nameplate or neckstrap) in order to be bred.
- Please **circle** the appropriate requirements **for each trip** that need to accompany the mare and attach the necessary paperwork.
- Please note that the mare **will not** be bred without these documents.

	1st TRIP	2nd TRIP	3rd TRIP	4th TRIP, ETC.	DOUBLE
DOMESTIC MAIDEN	Shed Form Uterine Culture Jumped	Shed Form	Shed Form Uterine Culture	Shed Form Uterine Culture	Shed Form
DOMESTIC BARREN	Shed Form Uterine Culture	Shed Form	Shed Form Uterine Culture	Shed Form Uterine Culture	Shed Form
DOMESTIC FOALING	Shed Form	Shed Form	Shed Form Uterine Culture	Shed Form Uterine Culture	Shed Form
IMPORTED MAIDEN	Shed Form Uterine Culture ▪ 2 CEM Cultures ▪ 1 set to include Endometrium Swab Jumped	Shed Form	Shed Form Uterine Culture	Shed Form Uterine Culture	Shed Form
IMPORTED BARREN	Shed Form Uterine Culture Quarantine Release Endometrium CEM Culture	Shed Form	Shed Form Uterine Culture	Shed Form Uterine Culture	Shed Form

2. Automatically Adding New Broodmare Season Records



- Select “Mare Info”
- Select Generate Broodmare Season
- Enter the Season Year and select Generate

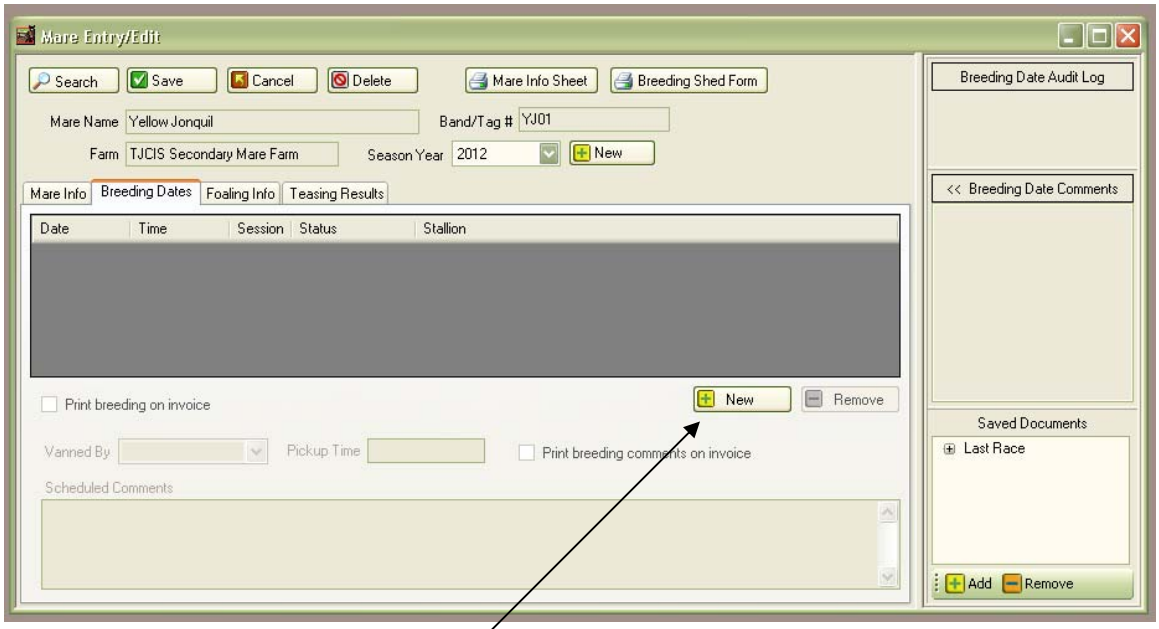
- The “Generate Broodmare Season” is used to generate a new season record for all mares at one time. In order for the system to generate a new season record, *the mare must have a previous record to generate from and the mare must have a current arrival date*. You can generate new season records at any time during the year and as many times as needed or you can add seasons one by one manually.

Note: The system will automatically print a list of mares that it has created a <u>new</u> season record for each time you generate.

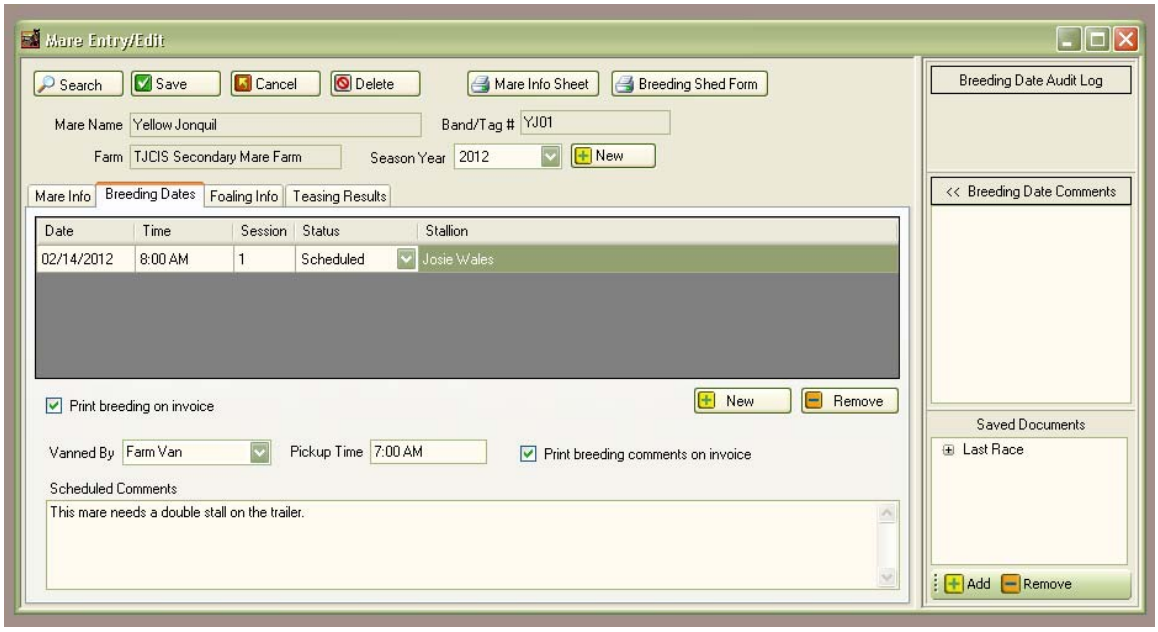
- If there are no mares that need a new season, you will get a message to that effect when you generate. Mares that already have a season will **<u>not</u>** be duplicated.

<u>3. Booking the Mare for Breeding</u>

- Select “Mare Info” from the menu.
- Select "Mares”
- Select a horse name from the Mare Entry/Edit list and click “Edit” (You can also get to this screen by clicking the “Mare Info.” tab on the “Horse Entry/Edit” form)
- Select the season that you would like to work with
- Click on the “Breeding Dates” tab to open the “Breeding Dates Entry/Edit” Screen



- Click “New”



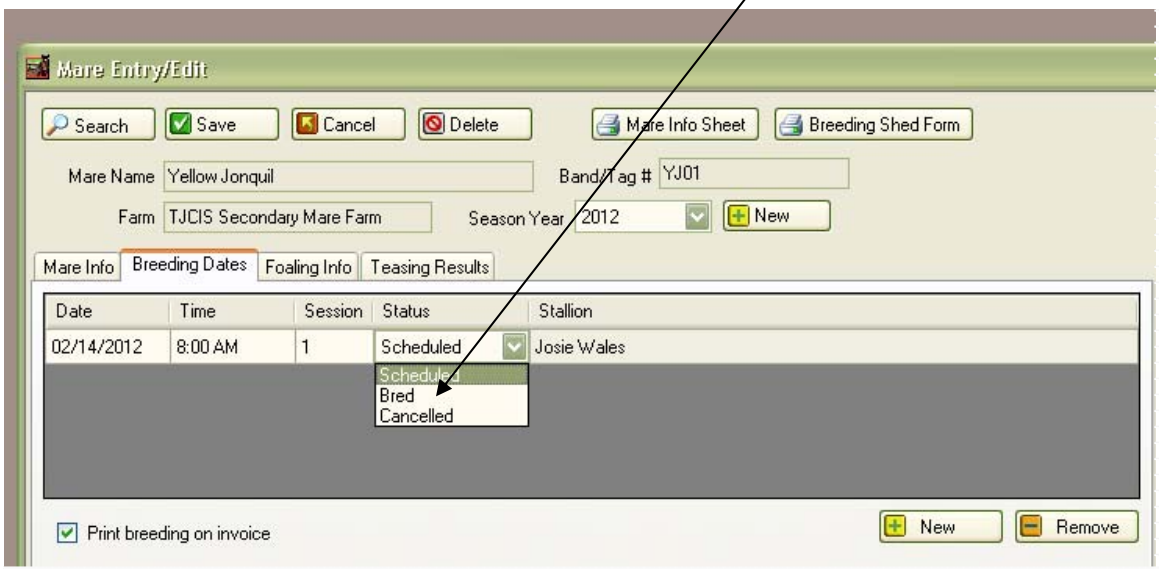
- Enter the date the breeding is scheduled
- Enter what time the mare is booked to be bred
- [Optional] Enter the Session number
- The system will default the status to “Scheduled” and place the name of the stallion in the “Stallion” column. If the stallion name does not appear in the stallion column, check to be sure you actually entered the stallion’s name in the “Booked To” field on the mare info. tab.
- [Optional] Select who will van the mare to the breeding shed (Vanned By)
- [Optional] Enter what time the mare will be picked up to go to the breeding shed (Pickup Time)
- [Optional] Enter any scheduling comments (needs a double stall, do not hobble, etc.).
- Click “Save”

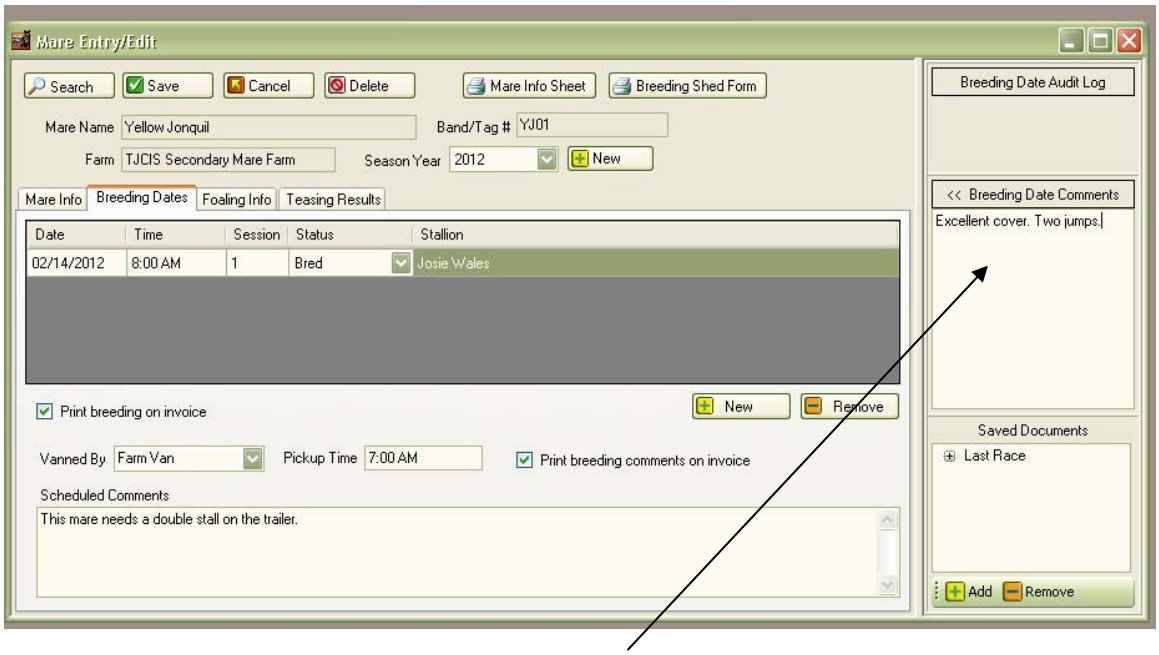
4. Recording the Breeding Dates

When you have confirmation that the mare has been bred:

- Select “Mare Info” from the menu.
- Select "Mares”
- Select the horse name from the Mare Entry/Edit list and click “Edit” (You can also get to this screen by clicking the “Mare Info.” tab on the “Horse Entry/Edit” form)
- Select the season that you would like to work with
- Click on the “Breeding Dates” tab to open the “Breeding Dates Entry/Edit” Screen

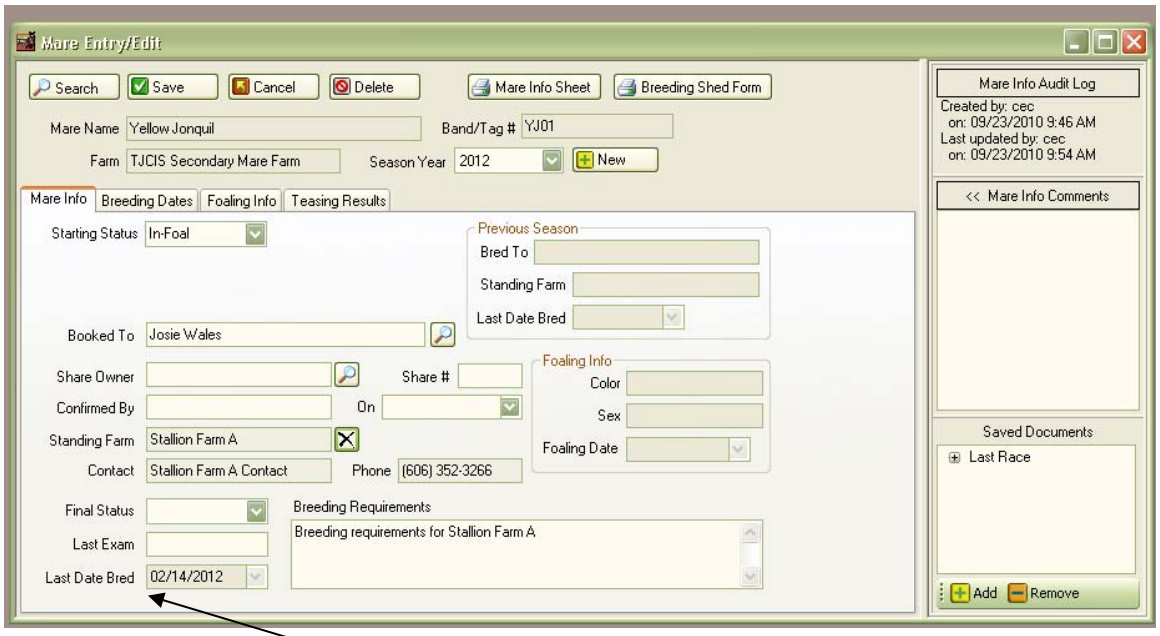
- Select "Bred" in the status area





- [Optional] Enter any comments related to the breeding (Excellent Cover, etc.)
- [Optional] Print breeding comments on invoice: Click in the box if you want the breeding comments to appear on the client's invoice. Leave the box blank if you do not want the comments to appear on the client's invoice. **Note**: in order for this option to work, you must have already set up a single procedure as your "Breeding Procedure". See Master Files "Procedure Master Entry/Edit" section.

- These comments will appear as part of the horse's health record whether or not the "Print breeding comments on invoice" box is checked if you have set up one procedure as your "Breeding Procedure".
- Click "Save"



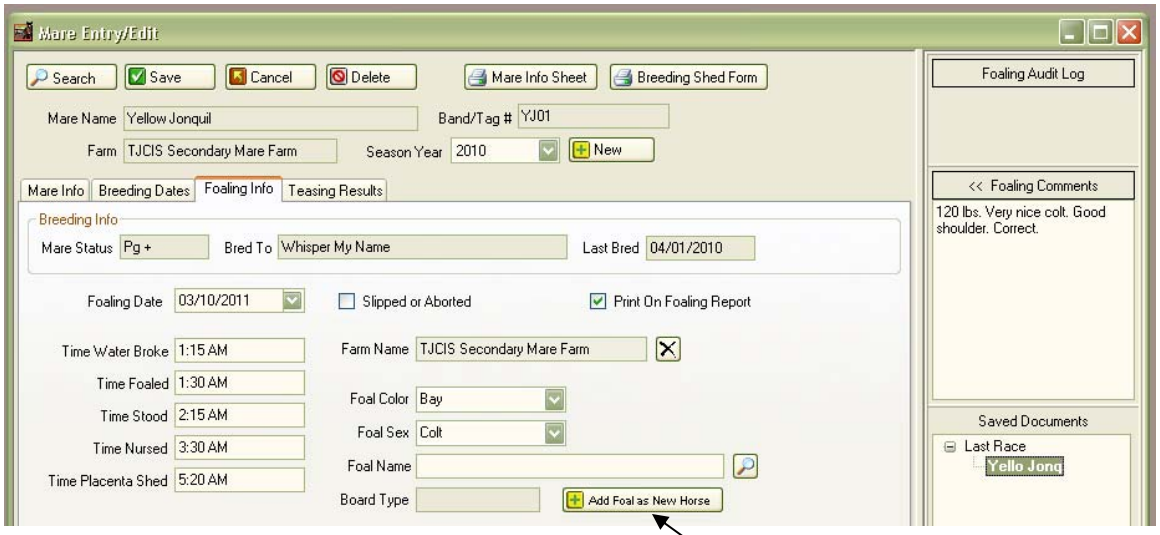
- **Last day the mare was bred**: The system will automatically fill in the "Last Date Bred" field in the lower left hand side of the Mare Entry/Edit screen.

Note: Comments entered in the "Mare Info Comments" area will print only on the "Broodmare Listing" report.

5. Recording the Foaling Information

Important Note: Foaling information must be entered in the mare's record based on the breeding season **not** the foaling year. For example: If a foal is born on 3/17/11, that foaling information must be entered through the 2010 season.

- Select "Mare Info" from the menu.
- Select "Mares"
- Select the horse name from the Mare Entry/Edit list and click "Edit" (You can also get to this screen by clicking the "Mare Info." tab on the "Horse Entry/Edit" form)
- Select the season that you would like to work with
- Click on the "Foaling Info" tab to open the "Foaling Entry/Edit" screen.



Enter the foaling information:

- The foaling date
- The time the water broke
- The time of foaling
- The time that the foal stood
- The time that the foal nursed
- The time that the placenta was shed
- The name of the farm where the mare foaled
- The foal's color and the foal's sex
- Enter any comments related to the foal or foaling
- After entering all of the foaling information, click the "Add Foal as New Horse" button **(A)**

- The foal's name will be pre-populated based on the settings you selected in Setup > Preferences > Mare/Foal Settings

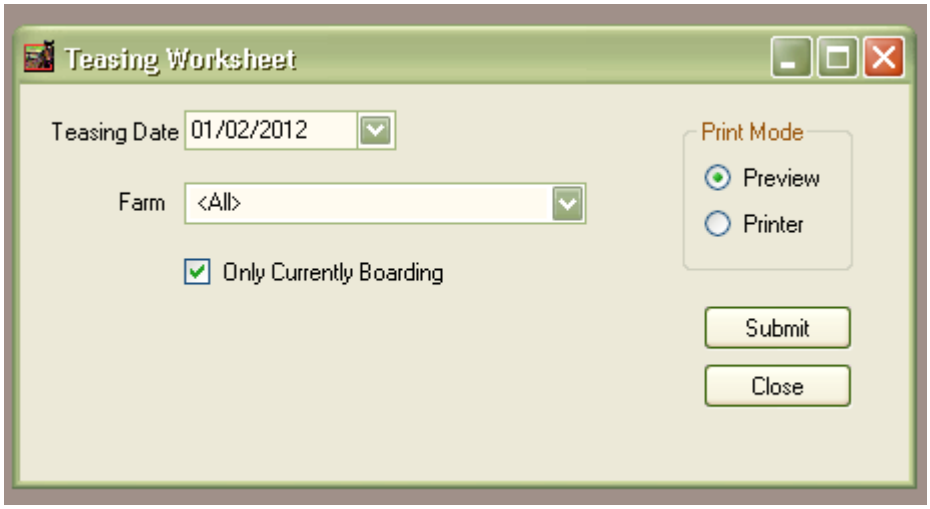
- Edit the foal name if necessary
- Select the Board Type
- The Foaling Date will be pre-populated based on the foaling date you entered on the foaling info. page.
- Click "OK" and the system will automatically create a new horse record for the foal using the information you have supplied in the Foaling Entry/Edit screen. The system will assign ownership of the foal to be the same as the dam's ownership and it will automatically enter an arrival date in the Boarding screen.
- Click "Save"

Teasing Information

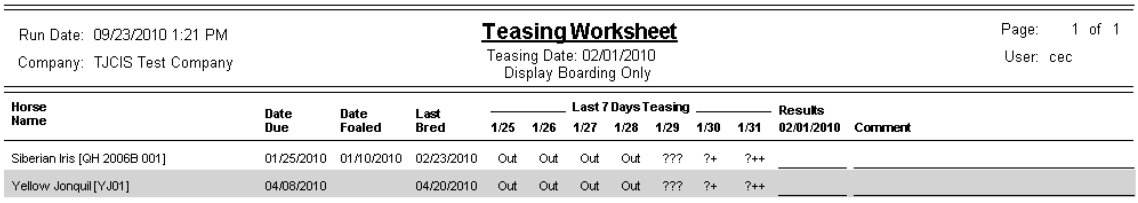
Teasing Worksheet

This produces a worksheet where teasing results and comments can be noted and then later entered into HFM.

- Select "Mare Info"
- Select "Teasing Worksheet"



- Select the date for current results.
- Select a specific farm from the drop down list or leave Farm as <All> to print worksheets for all farms.
- Accept the default to show "Only Currently Boarding" mares or remove the "check" to show all mares on the report.



Run Date: 09/23/2010 1:21 PM
Company: TJCIS Test Company

Teasing Worksheet
Teasing Date: 02/01/2010
Display Boarding Only

Page: 1 of 1
User: cec

Horse Name	Date Due	Date Foaled	Last Bred	Last 7 Days Teasing 1/25	1/26	1/27	1/28	1/29	1/30	1/31	Results 02/01/2010	Comment
Siberian Iris [QH 2006B 001]	01/25/2010	01/10/2010	02/23/2010	Out	Out	Out	Out	???	?+	?++		
Yellow Jonquil [YJ01]	04/08/2010		04/20/2010	Out	Out	Out	Out	???	?+	?++		

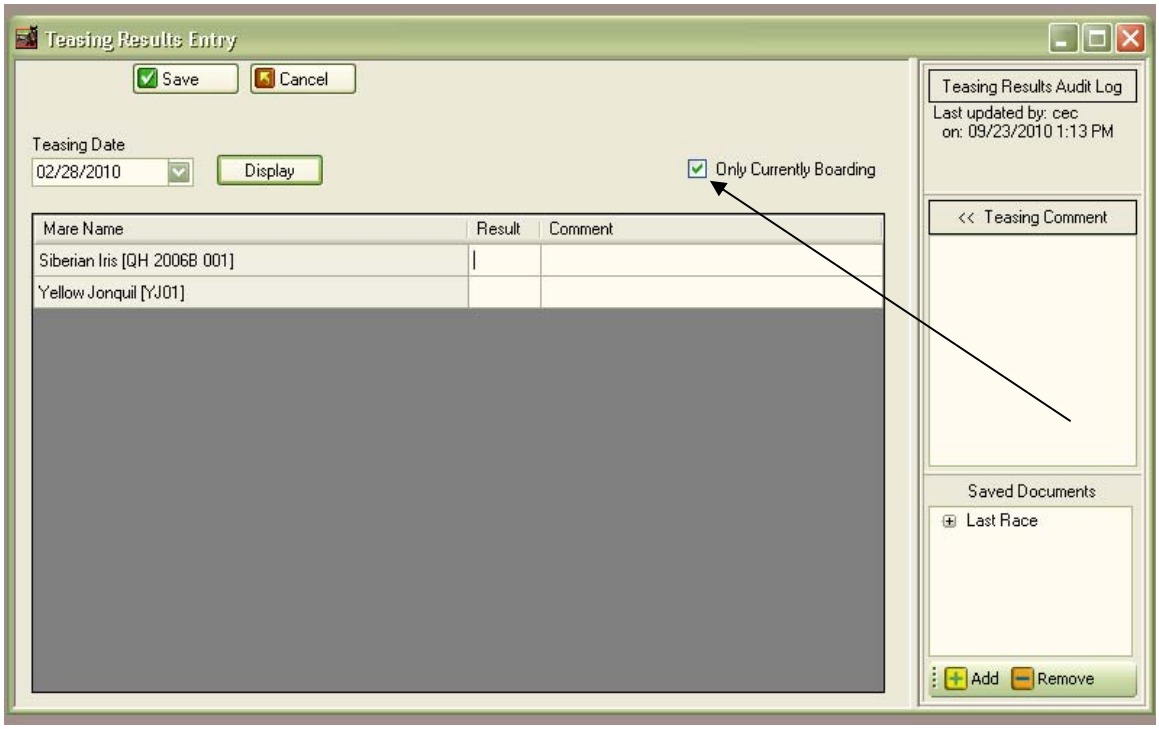
This report shows the mare name, the date the mare is due to foal, the actual foaling date, the last day she was bred, the results from the last 7 days of teasing (based on the result date selected) and an area to note the current day's teasing results and comments.

- The "Due Date" is calculated based on what you entered in Setup > Preferences > Mare/Foal Settings (Days Between Last Day Bred and Foaling Date). The value for "Due Date" can be any number that you want to enter.

Teasing Results Entry

To enter teasing results for mares

- Select “Mare Info” from the menu.
- Select "Teasing Results Entry" menu item.



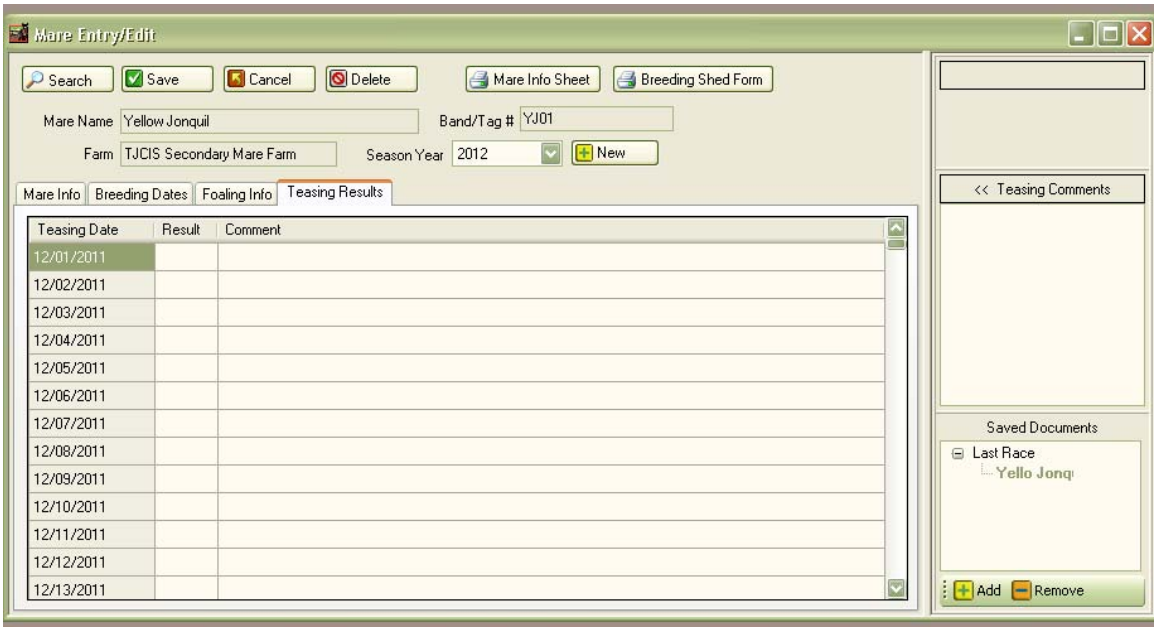
- First enter the Teasing Date and then click “Display”. The list will show all mares that have a breeding season set up. If you want the list to display mares that are **Not** Currently Boarding, uncheck the “Only Currently Boarding” box.

- Enter the teasing results for that day and any comments and click “Save”. We recommend that you enter only three (3) characters in the Teasing Results field since the teasing reports will only display three (3) characters. Comments are stored in this record only and will not appear on any reports

- If you want to enter several teasing results for several days just enter a new teasing date, click “Display” and enter the results as before. When finished, click “Save”.

Teasing Results Entry (From the Mare Information Page)

- Select “Mare Info” from the menu.
- Select "Mares”
- Select the horse name from the Mare Entry/Edit list and click “Edit” (You can also get to this screen by clicking the “Mare Info.” tab on the “Horse Entry/Edit” form)
- Select the season that you would like to work with
- Click on the “Teasing Results” tab to open the “Teasing Results Entry/Edit” Screen

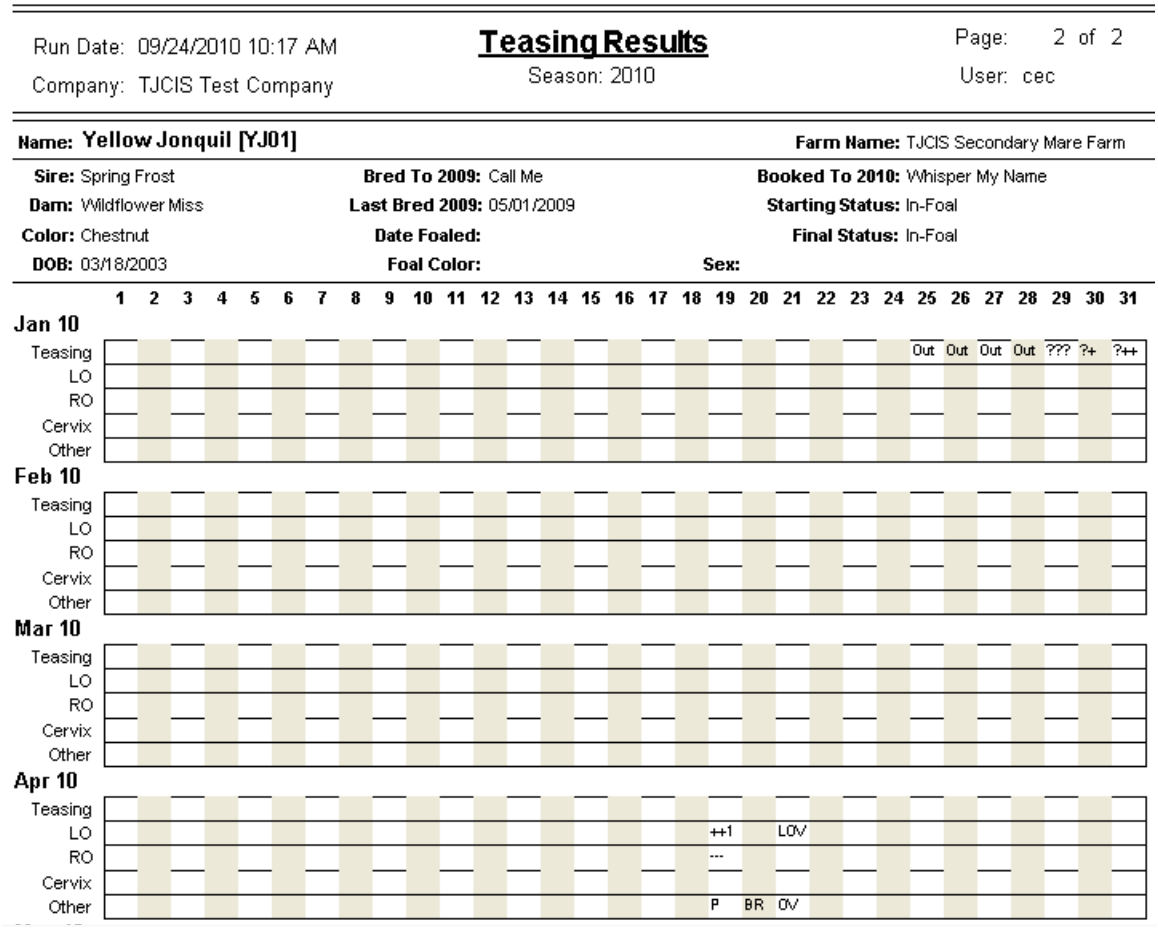


- Enter the Teasing Results for this mare. We recommend that you enter only three (3) characters in the Teasing Results field since the teasing reports will only display three (3) characters.
- Enter any Teasing Comments. These comments are stored in this record only and will not appear on any reports.
- Click “Save”

Teasing Results Report

- Select “Mare Info”
- Select “Teasing Results Report”

- Select the season from the drop down list.
- Select a specific farm from the drop down list or leave “Farm” as <All> to see all farms.
- Select an owner from the drop down list or leave “Owner” as <All> to see teasing results for all horses
- Select a specific horse type from the drop down list or leave “Horse Type” as <All> to see teasing results for all horse types.
- Select a specific horse from the drop down list or leave “Horse” as <All> to see teasing results for all horses or select a Band Tag from the drop down list instead of the horse name.
- Leave the box checked to Show Only Currently Boarding Mares or uncheck the box to see all mares for the season selected.
- Select to sort the report by Farm or Horse. If sorted by Farm, the report will list the farms in alphabetical order and then the horses within each farm alphabetically. If sorted by Horse, the report will list alphabetically by horse name regardless of the farm.
- Select the month range.
- Select to Preview the report or send it directly to the Printer
- Click Submit.



Run Date: 09/24/2010 10:17 AM
Company: TJCIS Test Company

Teasing Results
Season: 2010

Page: 2 of 2
User: cec

Name: Yellow Jonquil [YJ01] **Farm Name:** TJCIS Secondary Mare Farm

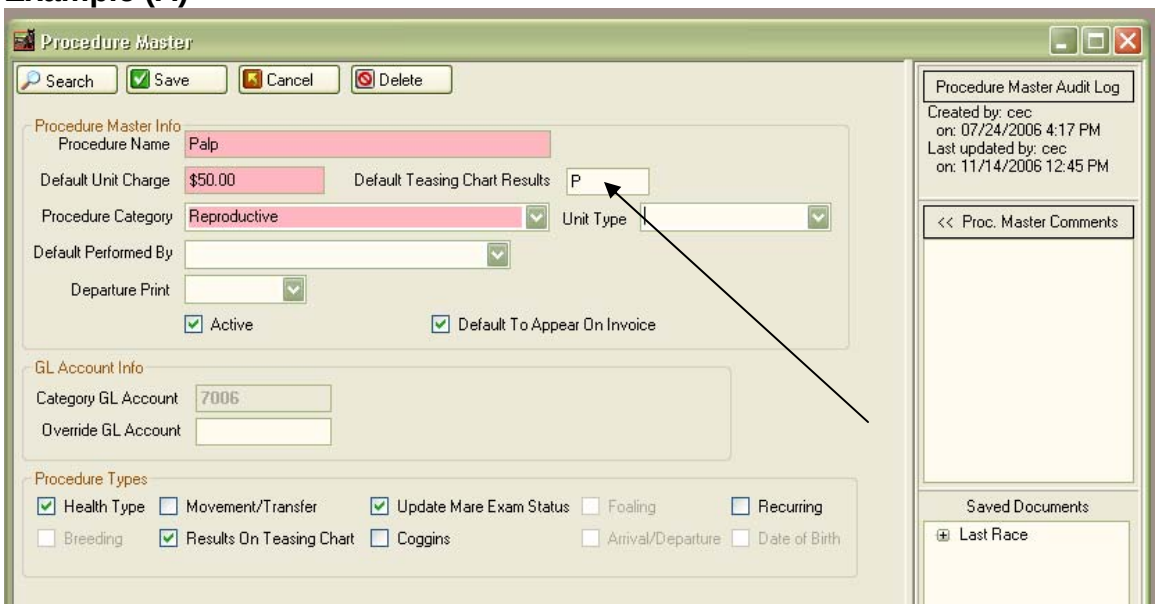
Sire: Spring Frost **Bred To 2009:** Call Me **Booked To 2010:** Whisper My Name
Dam: Wildflower Miss **Last Bred 2009:** 05/01/2009 **Starting Status:** In-Foal
Color: Chestnut **Date Foaled:** **Final Status:** In-Foal
DOB: 03/18/2003 **Foal Color:** **Sex:**

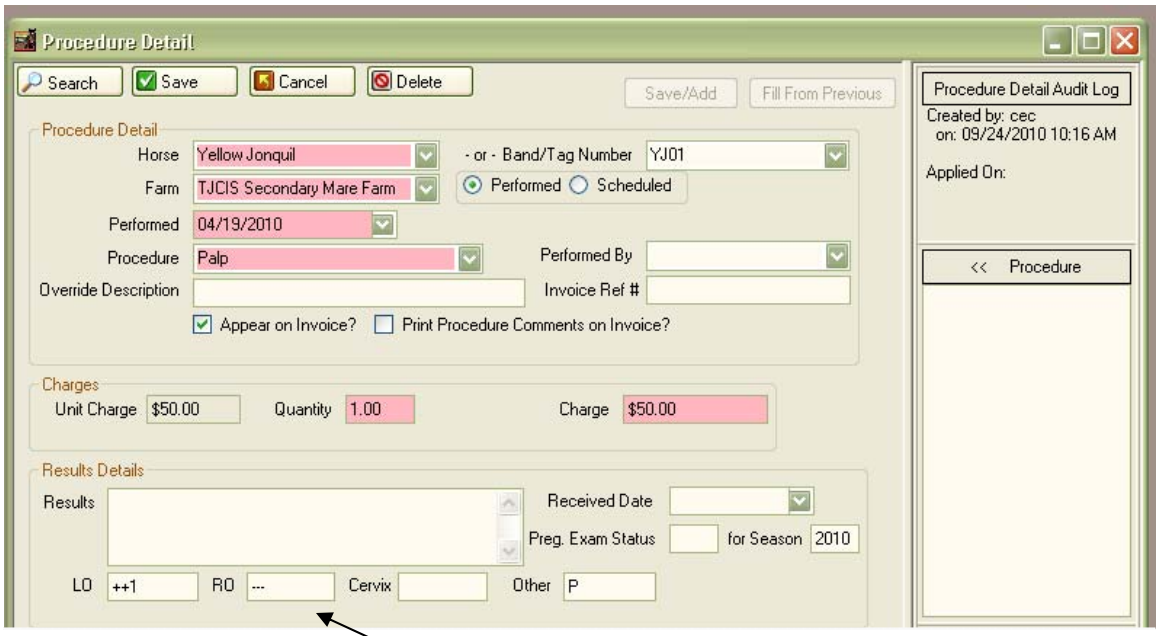
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 10																															
Teasing																									Out	Out	Out	Out	???	?+	?++
LO																															
RO																															
Cervix																															
Other																															
Feb 10																															
Teasing																															
LO																															
RO																															
Cervix																															
Other																															
Mar 10																															
Teasing																															
LO																															
RO																															
Cervix																															
Other																															
Apr 10																															
Teasing																															
LO																			++1		LOV										
RO																			---												
Cervix																															
Other																			P	BR	OV										

This report will show the mare name, the name of the farm, the mare's sire, dam, color, YOB, stallion bred to previous season and LDB previous season, current foaling date, color and sex of the foal, stallion booked to in current season, beginning status and final status for current season.

This report will show any Teasing results that have been entered for each horse (Mare Info > Mares >Teasing Info.) or (Mare Info > Teasing Results Entry). Additionally, this report will show entries for LO, RO, Cervix & Other (Master File > Procedure Master > "Procedure Types: Results on Teasing Chart & Update Mare Exam Status)
See Example (A)

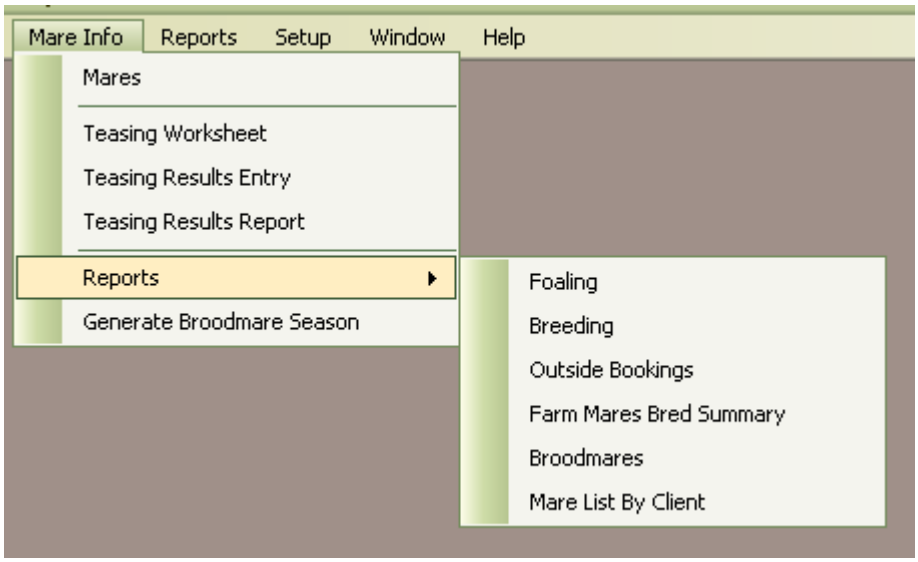
Example (A)


Procedure Master
Search
Save
Cancel
Delete
Procedure Master Info
Procedure Name
Palp
Default Unit Charge
$50.00
Default Teasing Chart Results
P
Procedure Category
Reproductive
Unit Type
Default Performed By
Departure Print
Active
Default To Appear On Invoice
GL Account Info
Category GL Account
7006
Override GL Account
Procedure Types
Health Type
Movement/Transfer
Update Mare Exam Status
Foaling
Recurring
Breeding
Results On Teasing Chart
Coggins
Arrival/Departure
Date of Birth
Procedure Master Audit Log
Created by: cec
on: 07/24/2006 4:17 PM
Last updated by: cec
on: 11/14/2006 12:45 PM
<< Proc. Master Comments
Saved Documents
Last Race


Procedure Detail
Search
Save
Cancel
Delete
Save/Add
Fill From Previous
Procedure Detail
Horse
Yellow Jonquil
- or - Band/Tag Number
YJ01
Farm
TJCIS Secondary Mare Farm
Performed
Scheduled
Performed
04/19/2010
Procedure
Palp
Performed By
Override Description
Invoice Ref #
Appear on Invoice?
Print Procedure Comments on Invoice?
Charges
Unit Charge
$50.00
Quantity
1.00
Charge
$50.00
Results Details
Results
Received Date
Preg. Exam Status
for Season
2010
LO
++1
RO

Cervix
Other
P
Procedure Detail Audit Log
Created by: cec
on: 09/24/2010 10:16 AM
Applied On:
<< Procedure

Mare Info Reports

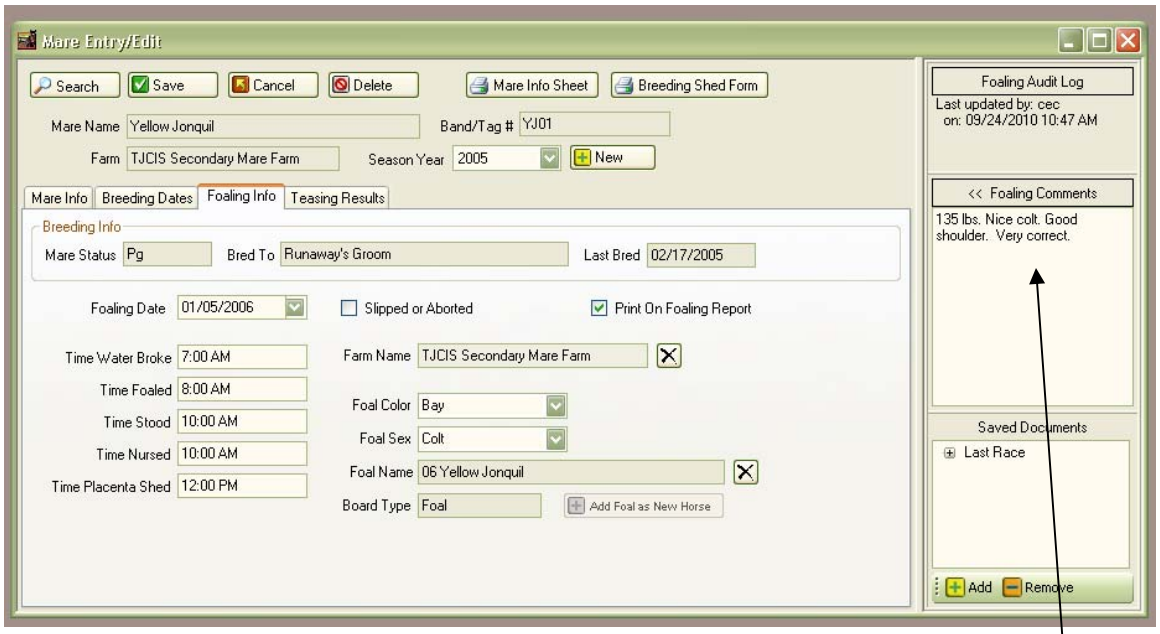


1. Foaling Report
   - Select “Mare Info”
   - Select “Reports”
   - Select “Foaling”

- Select the date range you want to see
- Select a specific farm from the drop down list or leave “Farm” as <All> to see all foals at all farms.

- [Optional] Group by Farm
- [Optional] Show only currently boarding mares
- [Optional] Format the report to be exported
- Select to Preview the report or send it directly to the Printer
- Click Submit.

The Foaling Report pulls information directly from the “Foaling Info” page on the “Mare Entry/Edit” screen.



Run Date: 09/24/2010 10:47 AM | **Foaling Report** | Page: 2 of 2

Company: TJCIS Test Company | Date Range: 01/01/2006 thru 09/30/2006 | User: cec

Farm: TJCIS Secondary Mare Farm

#	Mare	Bred To: 2005	Foal Color	Sex	Date	Time	Comments
1	Yellow Jonquil [YJ01]	Runaway's Groom	Bay	Colt	1/5/2006	8:00 AM	135 lbs. Nice colt. Good shoulder. Very correct.
2	Rosemary (Ire)	Stuff Of Dreams	Dark Bay/Brown	Colt	2/2/2006	1:30 AM	Very nice first foal - good mother. 130 lbs. Strong colt - toes out slightly left front.

Total Foals: 2

- The Foaling Report shows the sequence number of the mare, the mare's name, the name of the stallion that the mare was bred to in the previous season, the color of the foal, the sex of the foal, the date the mare foaled, what time the mare foaled and any comments that were entered in the "Foaling Info" screen.

2. Breeding Report

- Select "Mare Info"
- Select "Reports"
- Select "Breeding"

- Select the Season
- Select one particular farm or leave "Farm" as <All> to see all mares at all farms
- If you want the report to be Grouped by farm, click in the box next to "Group By Farm"
- [Optional] Show only currently boarding mares
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 11:21 AM
Company: TJCIS Test Company

Breeding Report
Season: 2006

Page: 1 of 1
User: cec

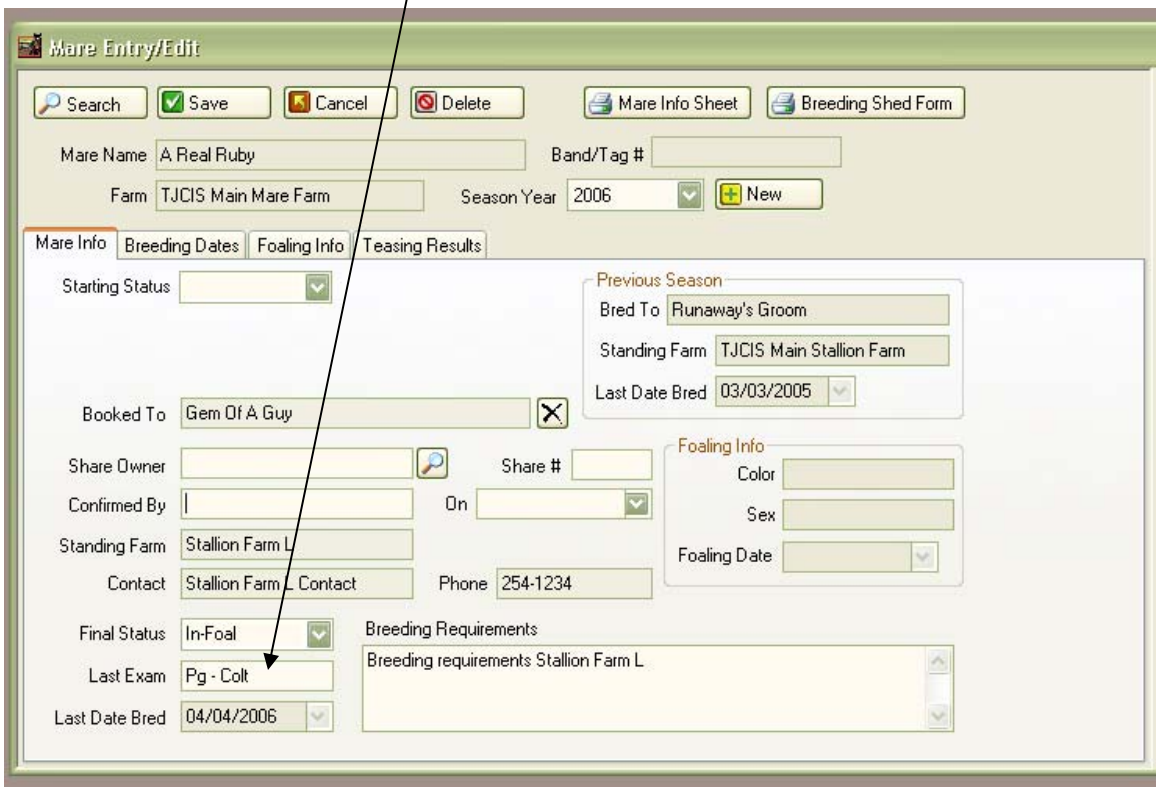
#	Times Bred	Mare Name	Last Date Bred	Double	Last Bred To	Days Since Last Breeding	Status
1	1	Rosemary (Ire)	02/19/2006		Half and Half	1678	
2	1	=Always Best (FR)	02/20/2006		Bests of The Bests	1677	B
3	1	Connecticut	02/20/2006		Stuff Of Dreams	1677	
4	1	Evening Primrose	02/20/2006		Gem Of A Guy	1677	P+P+
5	1	Yellow Jonquil	02/20/2006		Gem Of A Guy	1677	Pg +
6	1	= Farm Mare #2	02/22/2006	YES	Test of Time	1675	SL
7	1	Snow Crocus	02/25/2006	YES	Runaway's Groom	1672	
8	1	Oriental Poppy	03/01/2006		Run for Cover	1668	
9	1	Lilly Of The Valley	03/03/2006	YES	Stuff Of Dreams	1666	Pg ++
10	1	Blackeyed Susan	04/01/2006		Nobody's Fool	1637	
11	2	A Real Ruby	04/04/2006		Gem Of A Guy	1634	Pg - Colt
12	1	= Farm Mare #3	04/25/2006		Test of Time	1613	PP
13	5	= Farm Mare #1	06/24/2006		Test of Time	1553	PP

Farm Mares: 13

Total Mares: 13

This report lists the sequence number of the mare, how many times the mare was bred, the mare's name, the last day the mare was bred, whether the last day bred was a double, the name of the stallion she was *last bred to*, how many days since the mare was last bred and the status of the mare after her last exam.

- As mares are re-bred, their names will automatically be re-arranged in chronological order.
- The Status column pulls information from the "Last Exam" field on the Mare Entry/Edit screen.



3. Outside Bookings

- Select “Mare Info”
- Select “Reports”
- Select “Outside Bookings”

- Select the date range you want to see
- Select a specific farm from the drop down list or leave “Farm” as <All> to see the outside bookings for all mares at all farms.
- Click the box “Show Cancelled Bookings” if you want the report to show the bookings that have been cancelled. If this box is blank, no cancelled bookings will print on the report.
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 12:10 PM
Company: TJCIS Test Company

Outside Bookings

Date Range: 01/01/2009 thru 12/31/2009

Page: 1 of 1
User: cec

Date	Time	Mare Name	Booked To Standing Farm	Breeding Requirements	Vanned By Pick Up
Tue 2/17/2009 Bred May need a double	8:00 AM	**Siberian Iris [QH 2006B 001]**	Mountain King Stallion Farm H (606) 456-3311	Breeding requirements for Stallion Farm H	Farm Van 7:00 AM
Wed 2/18/2009 ** Cancelled ** Double	3:30 PM	**Siberian Iris [QH 2006B 001]**	Mountain King Stallion Farm H (606) 456-3311	Breeding requirements for Stallion Farm H	Farm Van 2:00 PM
Tue 3/3/2009 Bred	3:00 PM	**Mediterranean Pinks**	Man O'War Stallion Farm A (606) 352-3266	Breeding requirements for Stallion Farm A	Farm Van 2:00 PM
Wed 3/11/2009 Bred	8:30 AM	**Watchful Eye**	Runaway's Groom TJCIS Main Stallion Farm (800) 333-1778	Breeding requirements for TJCIS Main Stallion Farm.	
Fri 5/1/2009 Bred	2:00 PM	**Yellow Jonquil [YJ01]**	Call Me Stallion Farm L 254-1234	Breeding requirements Stallion Farm L	Farm Van 1:00 PM
Sun 5/3/2009 Double	2:00 PM	**Yellow Jonquil [YJ01]**	Call Me Stallion Farm L 254-1234	Breeding requirements Stallion Farm L	Farm Van 1:00 PM

- The Outside Bookings report will show you what day of the week the mare is scheduled (Mon, Tue, etc.), the actual date the mare is scheduled to be bred (m/dd/yyyy), the time the mare is booked, the mare's name, the name of the stallion the mare is booked to, the name and phone number of the farm where the stallion stands, the breeding requirements at the stallion farm, who will van the mare to the breeding shed and what time they will pick her up.
- Additionally, the Outside Bookings report will show any booking comments that have been entered on the "Breeding Dates Entry/Edit" screen and whether or not the mare was Bred or the breeding was **Cancelled**.

4. Farm Mares Bred Summary

- Select “Mare Info”
- Select “Reports”
- Select “Farm Mares Bred Summary”

- Select the Breeding Season.
- Select one particular stallion from the drop down list or leave “Stallion” as <All> to see all stallions.
- Select one particular Farm from the drop down list or leave “Farm” as <All> to see all farms
- Select whether to sort the report by how many “Days Since Last Bred” or alphabetically by the “Mare Name”.
- [Optional] Show only currently boarding mares
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 12:46 PM
Company: TJCIS Test Company

Farm Mares Bred Summary

Season: 2006
Only Currently Boarding

Page: 1 of 1
User: cec

Mare	Begin Status	Date Foaled	Stallion	Date Bred	Days Since	Final Status	Projected Foaling Date
Rosemary (Ire)	In-Foal	2/2/2006	Half and Half	2/19/2006	1678		1/27/2007
=Always Best (FR)			Bests of The Bests	2/20/2006	1677	Barren	
Connecticut			Stuff Of Dreams	2/20/2006	1677		1/28/2007
Yellow Jonquil	In-Foal	1/5/2006	Gem Of A Guy	2/20/2006	1677	In-Foal	1/28/2007
Evening Primrose	Maiden		Gem Of A Guy	2/20/2006	1677	In-Foal	1/28/2007
= Farm Mare #2	Not Bred		Test of Time	2/22/2006 2/20/2006	1675	Slipped	
Snow Crocus			Runaway's Groom	2/25/2006 2/23/2006	1672		2/2/2007
Lilly Of The Valley	In-Foal		Stuff Of Dreams	3/3/2006 3/1/2006	1666	In-Foal	2/8/2007
A Georgia	In-Foal	1/20/2006	A Great Stallion	4/1/2006	1637		3/9/2007
Blackeyed Susan	In-Foal	1/10/2006	Nobody's Fool	4/1/2006	1637	Barren	
A Real Ruby			Gem Of A Guy Stuff Of Dreams	4/4/2006 3/1/2006	1634	In-Foal	3/12/2007
= Farm Mare #3	In-Foal	4/10/2006	Test of Time	4/25/2006	1613	In-Foal	4/2/2007
= Farm Mare #1	Barren		Test of Time	6/24/2006 5/24/2006 4/24/2006 3/24/2006 2/24/2006	1553	Barren	

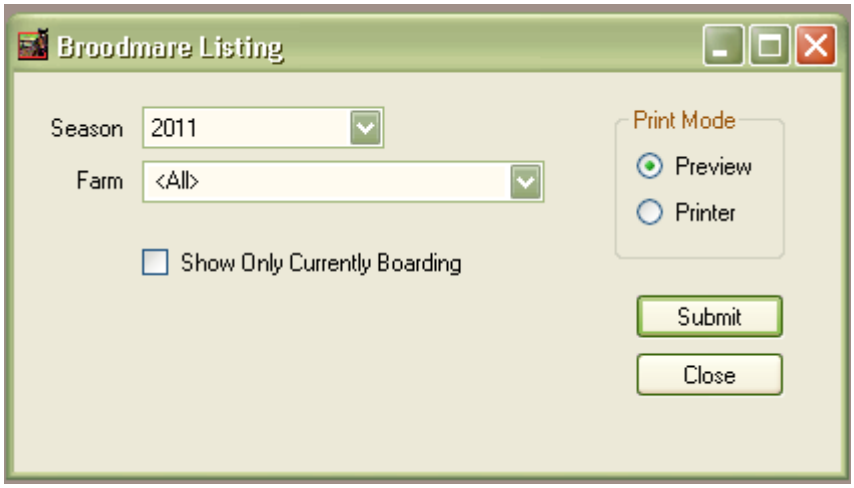
Mare Count: 13

A

- This report shows the mare's name, what her status was at the beginning of the Breeding Season, her foaling date, the name of the Stallion she was bred to, **all of her breeding dates** for the selected Breeding Season, how many days since she was last bred, her final status and her projected foaling date for the next year.
- If the mare was bred to more than one stallion in a breeding season, each stallion's name will be displayed. **(A)**
- The "Begin Status" is pulled from the Mare Entry/Edit > Mare Info screen "Starting Status" field.
- The "Final Status" is pulled from the Mare Entry/Edit > Mare Info screen "Final Status" field.
- The "Projected Foaling Date" is calculated based on what you entered in Setup > Preferences > Mare/Foal Settings (Days Between Last Day Bred and Foaling Date). The value for "Due Date" can be any number that you want to enter.

5. Broodmare Listing

- Select “Mare Info”
- Select “Reports”
- Select “Broodmares”



- Select the “Season”
- Select one particular Farm from the drop down list or leave “Farm” as <All> to see all farms
- [Optional] Show only currently boarding mares
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 1:22 PM
Company: TJCIS Test Company

Broodmare Listing
Season: 2006
Only Currently Boarding

Page: 1 of 5
User: cec

Horse: A Real Ruby — **Farm:** TJCIS Main Mare Farm

2005	**Stallion:** Runaway's Groom		**Confirmed By:**	**Last Bred Date:**	3/3/2005
			On:	**Foaling Date:**	
	Standing Farm: TJCIS Main Stallion Farm			**Foal Color:**	
				Foal Sex:	
2006	**Stallion:** Gem Of A Guy		**Share:**	**Starting Status:**	
			Owner:	**Last Bred Date:**	4/4/2006
	Standing Farm: Stallion Farm L		**Confirmed By:**	**Last Exam:**	Pg - Colt
	Farm Contact: Stallion Farm L Contact	**Phone:** 254-1234	**On:**	**Final Status:**	In-Foal
	Breeding Req: Breeding requirements Stallion Farm L				
	Mare Comments: Information pertaining to the 2006 breeding season for the mare: A Real Ruby				

Horse: Blackeyed Susan [QH 2006040102] — **Farm:** TJCIS Main Mare Farm

2005	**Stallion:** West by West		**Confirmed By:**	**Last Bred Date:**	5/5/2005
			On:	**Foaling Date:**	1/10/2006
	Standing Farm: Stallion Farm A			**Foal Color:**	Bay
				Foal Sex:	Colt
2006	**Stallion:** Nobody's Fool		**Share:**	**Starting Status:**	In-Foal
			Owner:	**Last Bred Date:**	4/1/2006
	Standing Farm:		**Confirmed By:**	**Last Exam:**	
	Farm Contact:	**Phone:**	**On:**	**Final Status:**	Barren
	Breeding Req:				
	Mare Comments: Mare info comments for the mare: Blackeyed Susan. These comments show up on the Broodmare Listing Report				

- This report will show information for the previous breeding season and the selected season for each broodmare.
- The previous season will show the name of the stallion the mare was bred to, the farm where the stallion stands, the name of the person that confirmed the booking and the date the booking was confirmed, the last bred date, the foaling date, the foal color and the foal sex.
- The current season will show the name of the stallion, the name of the farm where the stallion stands, the name of the contact person at the stallion farm, the Breeding Requirements for the stallion farm, the stallion farm's phone number, the share number being used, the owner of the Share/Season, the name of the person that confirmed the booking and the date the booking was confirmed.
- It also shows the beginning status for the selected season, the last day bred, the status of the mare after her Last Exam, the Final Status of the mare and any mare comments that were entered on the mare information screen.

6. Mare List by Client

- Select “Mare Info”
- Select “Reports”
- Select “Mare List By Client”

- Select the “Season”
- Select a particular farm from the drop down list or leave “Farm” as <All> to include all farms in the report.
- Select a particular owner from the drop down list or leave “Owner” as <All> to include all owners in the report.
- If the “Show Only Currently Boarding” is checked, only those horses that are currently boarding will be shown on the report.
- If the “Sort by farm” is selected, the report will sort alphabetically by farm name.
- If the Sort By “Owner” is selected, the report will sort alphabetically by the client’s last name.
- Select to Preview the report or send it directly to the Printer
- Click Submit

Run Date: 09/27/2010 10:03 AM
Company: TJCIS Test Company

Mare List By Client
Season: 2006
Only Currently Boarding

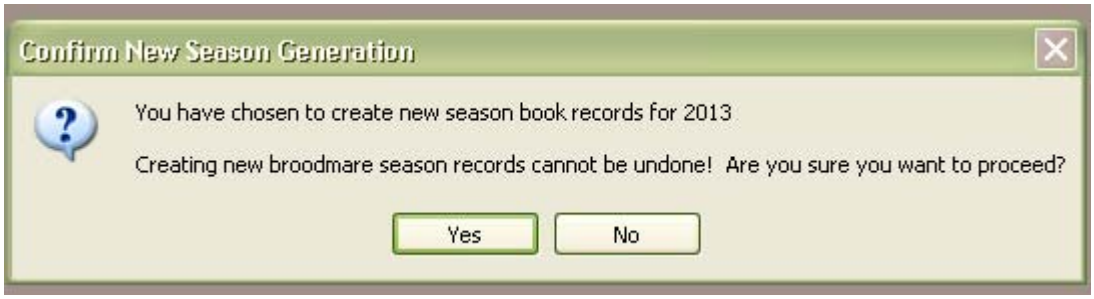
Page: 1 of 2
User: cec

Owner	Percent Owned	Mare	Type	Farm	Season	Booked To	Last Bred	Status After Last Exam	Final Status	Foaling Date	Foal Color	Foal Sex
Callahan, Caren	100%	Connecticut	Mare	TJCIS Secondary	2005	Gem Of A Guy	3/1/2005					
					2006	Stuff Of Dreams	2/20/2006					
Callahan, Caren	100%	Snow Crocus	Mare	TJCIS Secondary	2005	Runaway's Groom						
					2006	Runaway's Groom	2/25/2006			1/10/2007	Chestn	Filly
Fields of Gold	34%	Evening Primrose	Mare	TJCIS Main Mare	2005				Maiden			
					2006	Gem Of A Guy	2/20/2006	P+P+	In-Foal	1/25/2007	Bay	Colt
Fields of Gold	100%	Lilly Of The Valley	Mare	TJCIS Main Mare	2005	Dash For Cash	3/5/2005	Pg ++	In-Foal			
					2006	Stuff Of Dreams	3/3/2006	Pg ++	In-Foal			
O'Donovan,	100%	A Real Ruby	Mare	TJCIS Main Mare	2005	Runaway's Groom	3/3/2005					
					2006	Gem Of A Guy	4/4/2006	Pg - Colt	In-Foal			
O'Donovan,	100%	Blackeyed Susan [QH 2006040102]	Mare	TJCIS Main Mare	2005	West by West	5/5/2005	Barren	In-Foal	1/10/2006	Bay	Colt
					2006	Nobody's Fool	4/1/2006		Barren		Barren	Barre
O'Riley's Racing	50%	A Georgia	Mare	Training Facility	2005	Gem Of A Guy	2/17/2005	Pg ++	In-Foal	1/20/2006	Bay	Colt
					2006	A Great Stallion				12/31/2006		
Outside Mare	100%	Half Moon Cay	Mare	TJCIS Main Mare	2005				Barren			
					2006				Maiden			
Pterra, Sara	50%	A Georgia	Mare	Training Facility	2005	Gem Of A Guy	2/17/2005	Pg ++	In-Foal	1/20/2006	Bay	Colt
					2006	A Great Stallion				12/31/2006		
Pterra, Sara	33%	Evening Primrose	Mare	TJCIS Main Mare	2005				Maiden			
					2006	Gem Of A Guy	2/20/2006	P+P+	In-Foal	1/25/2007	Bay	Colt
Verdigris, James	100%	= Farm Mare #1	Mare	TJCIS Test Farm for	2005				Barren			
					2006	Test of Time	6/24/2006	PP	Barren			
Verdigris, James	100%	= Farm Mare #2	Mare	TJCIS Test Farm (2)	2005				Not Bred			
					2006	Test of Time	2/22/2006	SL	Slipped			
Verdigris, James	100%	= Farm Mare #3	Mare	TJCIS Test Farm for	2005				In-Foal	4/10/2006	Bay	Filly
					2006	Test of Time	4/25/2006	PP	In-Foal	3/15/2007	Bay	Colt
Watts, Michael J.	100%	=Always Best (FR)	In Training	TJCIS Secondary	2005							

- This report will show the Owner's Name, the Percent Owned, the Mare name, the horse Type, the name of the Farm where the mare is, the Season year (Previous Season and Selected Season), the name of the stallion that the mare was bred to, the last day the mare was bred, the Status After the Last Exam, the Final Status, the date the mare foaled and the foal color & sex.
- The Status After Last Exam information is pulled from the "Status After Exam" field on the "Mare Entry/Edit" screen and the Final Status is also pulled from the "Mare Entry/Edit" screen from the "Final Status" field.

<u>Generate Broodmare Season</u>

- Select "Mare Info"
- Select Generate Broodmare Season
- Enter the Season Year and select Generate



- The "Generate Broodmare Season" is used to generate a new season record for all mares at the same time. In order for the system to generate a new season record, the mare must have a previous record to generate from and the mare *must have a current arrival date.* You can generate new season records at any time during the year and as many times as needed or you can add seasons one by one manually.

Note: The system will automatically print a list of mares that it has created a <u>new</u> season record for each time you generate.

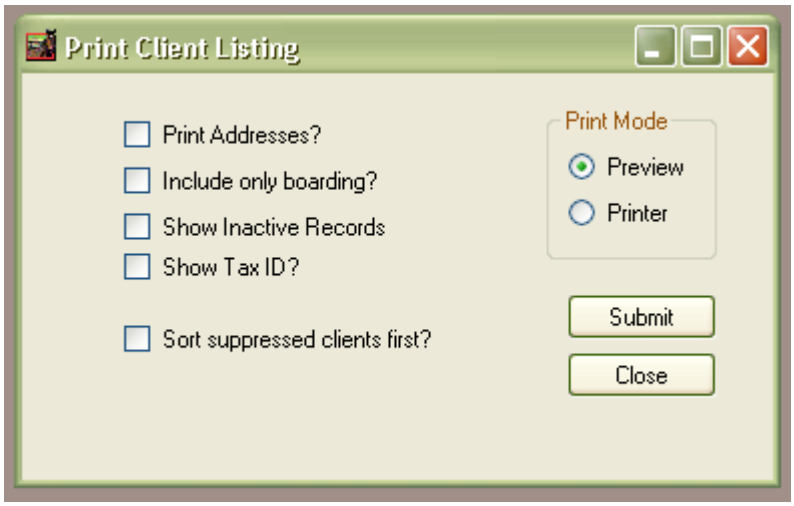
Run Date: 09/27/2010 11:06 AM **Broodmare Season Entry Creation** Page: 1 of 1
Company: TJCIS Test Company Season: 2009 User: cec

Mare Name	Farm Name	Beginning Status
Blackeyed Susan [QH 2006040102]	TJCIS Main Mare Farm	In-Foal
Snow Crocus	TJCIS Secondary Mare Farm	In-Foal
Evening Primrose	TJCIS Main Mare Farm	In-Foal
Connecticut	TJCIS Secondary Mare Farm	In-Foal

- If there are no mares that need a new season, you will get a message to that effect when you generate. Mares that already have a season will **<u>not</u>** be duplicated.

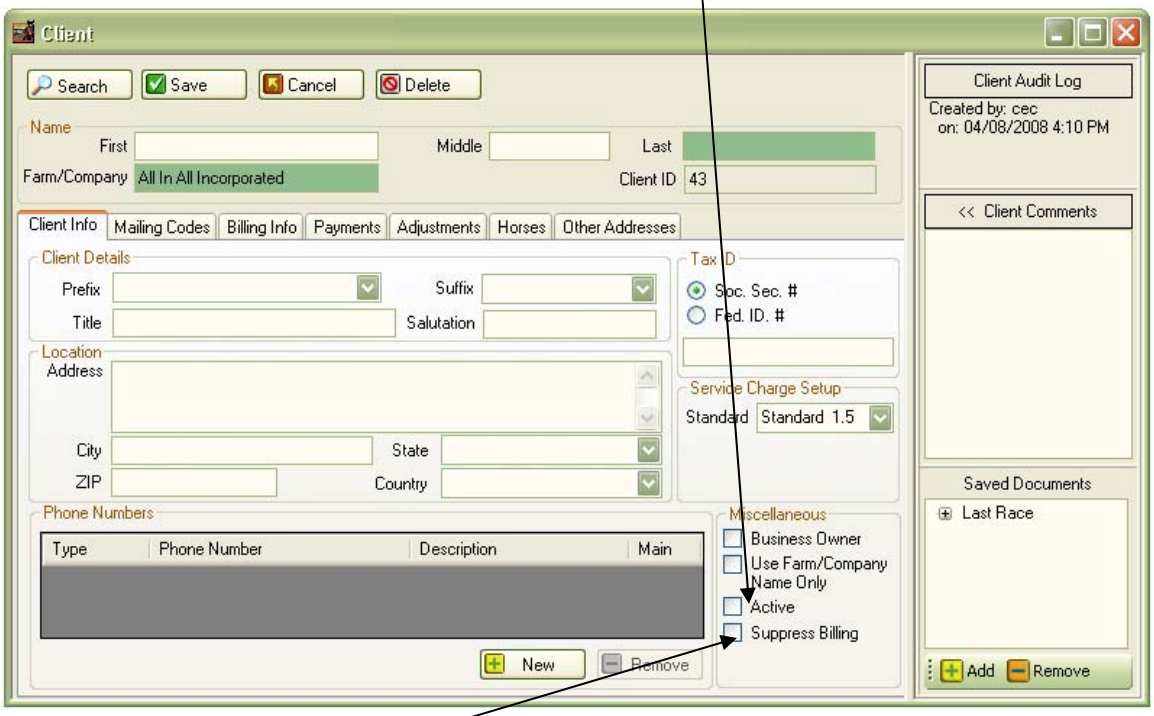
Base Reports

1. Clients



This report prints a list of clients that have been entered into the system. You can print just the clients' names or you can include their address. You can also select to show only those clients whose horses are currently boarding. If the box "Include only boarding?" is blank, the report will list all clients even if they no longer are boarding horses with you.

If the box "Show Inactive Records" is checked, those clients that have been marked as "Inactive" will also appear on the list.



If the box "Sort Suppressed Clients First?" is checked, those clients that you have marked to "Suppress Billing" will appear at the top of the client list.

If the box "Show Tax ID" is checked, the report will show the Tax ID that has been entered for the client. If that box is not checked, the e-mail information for the client will show on the report.

Run Date: 09/27/2010 11:51 AM
Company: TJCIS Test Company

Client Listing

Page: 1 of 1
User: cec

Client Name	Farm / Company Name	Phone	Tax ID / SSN	Suppress Billing	Farm Owner
... Unknown	... Unknown			☐	☐
All In All Incorporated	All In All Incorporated			☐	☐
Altogether Partnership	Altogether Partnership	E-Mail: oneforall@gmail.com		☐	☐
Arbor, Frederick J.				☐	☐
Callahan, Caren		Home: (516) 231-9884 E-Mail: caren@caren.com	123 51 456	☐	☐
Elliott, Drew		E-Mail: drew@drew.com		☐	☐
February Rain Farm	February Rain Farm			☐	☐
Fields of Gold Farm	Fields of Gold Farm	Cell: (607) 890-2638 Fax: (607) 890-2639	555 88 7412	☐	☑
Gemstone Racing	Gemstone Racing			☐	☐
Jockey Club Syndicate Manager	Jockey Club Syndicate Manager	Office: (800) 333-1778		☐	☐
Just Because Farm	Just Because Farm	Office: (905) 445-2852		☐	☐
McGillicutty, Annie				☐	☐
O'Donovan, Colleen	Emerald Isle Racing	Office: 01353 87 3319821	123 456 7891	☐	☑
O'Riley's Racing	O'Riley's Racing	Office: 011-353-532458712		☐	☐
Outside Mare Owner	Outside Mare Owner	Barn: (914) 832-5221		☐	☐
Pterra, Sara		Office: (905) 654-3300 Fax: (905) 654-3301		☐	☐
Runaway's Groom Syndicate	Runaway's Groom Syndicate			☐	☐
Sales Agent/Consignor	Sales Agent/Consignor			☐	☐
Test Client Syndicate	Test Client Syndicate			☐	☐
Verdigris, James	Suppressed Success	Home: (815) 445-3691		☑	☐
Watts, Michael J.	CEMECA Enterprises	Home: (630) 541-3311 E-Mail: michaelj@michaelj.com		☐	☐
Williams, Edward				☐	☐

Run Date: 12/15/2011 4:09 PM
Company: TJCIS Test Company

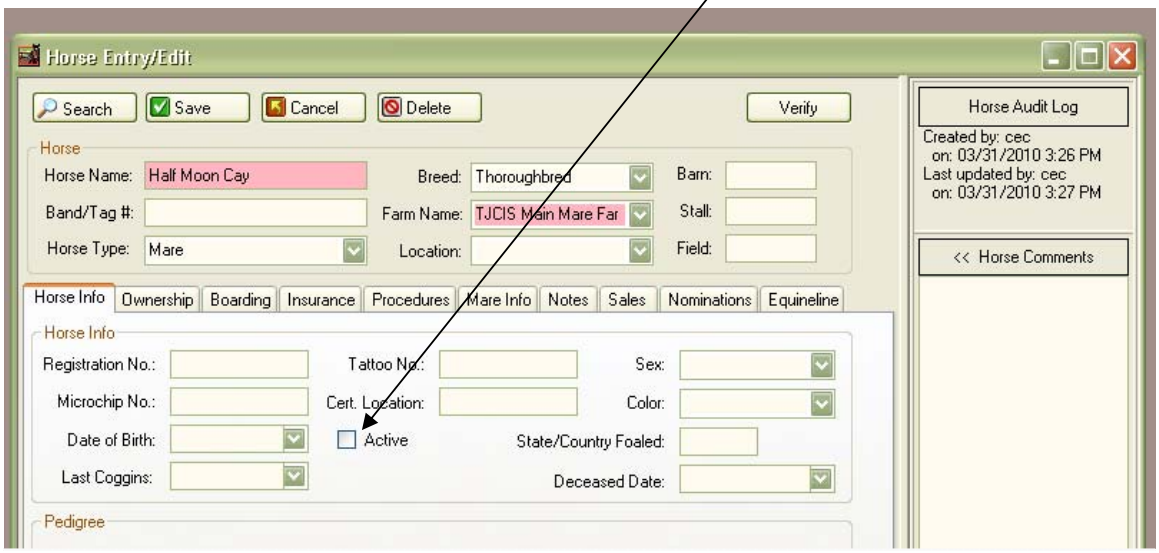
Client Listing

Page: 1 of 2
User: cec

Client Name	Farm / Company Name	Phone	Email	Suppress Billing	Farm Owner
... Unknown	... Unknown			☐	☐
All In All Incorporated	All In All Incorporated			☐	☐
Altogether Partnership	Altogether Partnership		oneforall@gmail.com	☐	☐
Arbor, Frederick J. 23 Greystone Park Honolulu, HI 96845			fredericka@email.com	☐	☐
Baker, Ruth				☐	☐
Callahan, Caren 451 Apple Blossom Lane Schenectady, NY 12345		Home: (516) 231-9884 Office: (225) 789-6654	caren@caren.com	☐	☐
Edison, Thomas				☐	☐
Elliott, Drew 14 Twilight Avenue Baldwin, PA 15234			drew@drew.com	☐	☐
February Rain Farm 2 Freemont Street South Egremont, MA 01258	February Rain Farm		februaryrain@email.com	☐	☐
Fields of Gold Farm 369 Sunnyside Grove #3 North Loma Linda, CA 92354	Fields of Gold Farm	Cell: (607) 890-2638 Fax: (607) 890-2639 Cell: fieldsofgold@email.com		☐	☑
Gemstone Racing 141 Diamond Drive Suite #1 Los Angeles, CA 90014	Gemstone Racing		gemstone@racing.com	☐	☐

Horses

This report prints a list of horses that have been entered into the system. You can create the report based on a combination of options: Sort by Farm Name or Horse Name and show only those horses Currently Boarding. You can also print the list based on a particular horse type or Boarding Type and if the box is checked, you can Show Inactive Records (horses that have been marked as Inactive).



Sort by: Select “Farm Name” and the report will print each farm on a separate page. Select “Horse Name” and the report will alphabetically print a list of all horses regardless of the farm.

Run Date: 09/27/2010 12:19 PM
Company: TJCIS Test Company

Horse Listing
Display Boarding Only

Page: 2 of 3
User: cec

Horse Name [Band/Tag]	Horse Type	Sex	Color	Date of Birth	Sire	Dam	Arrival Date	Departure Date	Owner(s)	Percent Owned
A Georgia	Mare				Augusta	Savannah	04/23/2007	04/20/2007	O'Riley's Racing	50.0%
									Pterra, Sara	50.0%
A Real Ruby	Mare		Gray/Roan				11/05/2005		O'Donovan, Colleen	100%
Alabama	Mare	Mare	Gray/Roan	02/12/1978	Warpath (GB)	Montana	01/01/2007		February Rain Farm	100%
Arizona	Mare	Mare	Chestnut	01/01/1935	Singapore (GB)	Nevada	01/01/2007		February Rain Farm	100%
Arkansas	Mare	Mare	Bay	01/01/1946	Fenelon	Royal Lill	01/01/2005		February Rain Farm	100%
Blackeyed Susan [QH 2006040102]	Mare	Mare	Chestnut	04/01/2002	Cat's Leo	Miss Cody Poco	02/05/2005	11/05/2004	O'Donovan, Colleen	100%
Connecticut	Mare	Mare	Chestnut	01/01/2001	Hartford	New Haven	01/10/2007		Callahan, Caren	100%
Dance Partner	Mare						02/02/2004		Watts, Michael J.	100%
Debutante Debut	Mare						01/01/2008	12/12/2006	Altogether Partnership	100%
Evening Primrose	Mare	Mare	Chestnut	04/16/2001	Dayjur	Water Lily (Fr)	01/03/2010		Fields of Gold Farm	34.0%
									Pterra, Sara	33.0%
									Watts, Michael J.	33.0%
Half and Half	Stallion						06/07/2007		Callahan, Caren	50.0%
									Watts, Michael J.	50.0%
Half Moon Cay	Mare						01/01/2006		Outside Mare Owner	100%
Hot Cocoa	Stallion	Horse	Dark	06/03/1995	Northern No Trump	Lady Amber	01/01/2008		Just Because Farm	100%

3. Farms

This report prints a list of farms that have been entered into the system. The list includes Farm Name, Address, Manager, Contact, Vet, Owner and any phone numbers that you entered in the Farm Master File Entry/Edit form.

If the box “Show Inactive Records” is checked, those farms that have been marked as “Inactive” will also appear on the list.

Run Date: 09/27/2010 12:54 PM
Company: TJCIS Test Company

Farm Listing

Page: 1 of 2
User: cec

Farm Name	Address		Phone
....Unknown	Address for Unknown Farm	**Manager:** **Contact:** **Vet:** **Owner:**	Barn: (800) 111-0000
Mare Farm B	Farm B Street Columbus, Ohio 43214	**Manager:** **Contact:** Bettie Farm B **Vet:** **Owner:**	Office: (606) 123-4567
Mare Farm K	Farm K Street Taft, Ohio 45213	**Manager:** **Contact:** Kelly Farm K **Vet:** **Owner:**	Office: (859) 998-2142
Mare Farm R	Farm R Street Colerain, Ohio 45251	**Manager:** **Contact:** Rachael Farm R **Vet:** **Owner:**	Office: (859) 654-2587 E-Mail: e-mail@ e-mail.com
Stallion Farm A	234 Gazebo Lane Louisville, Kentucky 40236	**Manager:** Stallion Farm A Manager **Contact:** Stallion Farm A Contact **Vet:** Stallion Farm A Vet Name **Owner:** Stallion Farm A Owner	Fax: (606) 352-3216 Office: (606) 352-3266 E-Mail: email@email.com
Stallion Farm H	18 Wire To Wire Lane Louisville, Kentucky 40237	**Manager:** Stallion Farm H Manager **Contact:** Stallion Farm H Contact **Vet:** Stallion Farm H Vet Name **Owner:** Stallion Farm H Owner	Office: (606) 456-3311 Fax: (606) 456-3322 E-Mail: stallionfarmh@ e-mail.com
Stallion Farm L	45 Beech Tree Drive Lexington, Kentucky 40515	**Manager:** Stallion Farm L Manager **Contact:** Stallion Farm L Contact **Vet:** Stallion Farm L Vet Name **Owner:** Stallion Farm L Owner	Office: 254-1234 Cell: 331-2313
TJC Stallion Annex	82 Corporate Drive #4	**Manager:** Stallion Manager **Contact:** Stallion Farm Manager	Office: (800) 333-1778

4. Boarding Types

This report prints an alphabetical listing of all of the Boarding Types that you have set up for your farm/company. The Standard Board rate associated with each Boarding Type will be shown as well as the Default Horse Type that is associated with each Boarding Type.

The report will indicate the G/L Number that has been entered for each Boarding Type and the Billing System. Comments that were entered in the Board Type Entry/Edit form appear on this report.

If the box “Show Inactive Records” is checked, those Boarding Types that have been marked as “Inactive” will also appear on the list.

Run Date: 09/27/2010 1:26 PM

Company: TJCIS Test Company

Boarding Type Listing

Page: 1 of 1

User: cec

Boarding Type	Standard Board Rate	Default Horse Type	G/L Account Number	Billing System	Comments
Broodmare	$25.00	Mare	401	Standard	
Foal	$0.00		402	Standard	
In Training	$49.00		410	Standard	Can be used for any age group.
Layup	$12.00		403	Standard	
Mare Under Lights	$26.00	Mare	404	Standard	Can be used for maiden mares, barren mares or mares that have slipped.
Pasture Board	$5.00		405	Standard	
Recipient Mare	$0.00	Mare	420	Standard	
Sales Prep - Mare	$35.00	Mare	406	Standard	
Sales Prep - Yearling	$35.00	Yearling	407	Standard	
Stallion	$60.00	Stallion	NSS701	Standard	Non-syndicated stallion. Procedures & board should appear on standard invoices.
Stallion - Syndicated	$60.00	Stallion	701S	Syndicate	Syndicated Stallion - syndicate billing only.
Test A	$20.00		411	Standard	
Test B	$35.00		412	Standard	
Transient Boarder	$10.00		413	Standard	
Weanling	$8.00		408	Standard	
Yearling	$10.00		409	Standard	

5. Horse List By Client

This report will show the list of horses that have been entered into the system.

- You can select one Farm from the drop down list or leave Farm as <All> to see all horses at all farms.
- You can select one Horse Type from the drop down list or leave Horse Type as <All> to see all horses at all farms.
- You can sort the list by Owner
- You can sort the list by Farm Name
- You can sort the list by Horse Type

If the box “Show Only Currently Boarding” is not checked, those Horses that are no longer boarding will also appear on the list.

If the box “Show Inactive Records” is checked, those horses that have been marked as “Inactive” will also appear on the list.

Run Date: 09/27/2010 3:57 PM
Company: TJCIS Test Company

Horse List By Client

Owner	Percent Owned	Horse	Type	Sire	Dam	Date Of Birth	Farm	Location
... Unknown	100%	06 Rosemary	Foals of '06	Stuff Of Dreams	Rosemary (Ire)	02/02/2006	TJCIS Secondary	Annex #3
... Unknown	100%	07 A Nick In Time			A Nick In Time	01/15/2007	TJCIS Main Mare	
... Unknown	100%	Dash For Cash	Sire	Rocket Wrangler	Find a Buyer	04/17/1973	Stallion Farm A	Outside Stallion
... Unknown	100%	Gem Of A Guy	Sire	Known Fact	Gem's For Julie	03/23/1998	Stallion Farm L	Outside Stallion
... Unknown	100%	R 0106 [R 0106]	Mare				TJCIS Main Mare	
... Unknown	100%	R 0206 [R0206]	Mare				TJCIS Main Mare	
... Unknown	100%	R 0305 [R 0305]	Mare				TJCIS Secondary	
... Unknown	100%	Stuff Of Dreams	Sire	Dr. Blum	Dreamy Hill	03/09/1987	Stallion Farm H	Outside Stallion
All In All	6%	=A PARTNER MARE					TJCIS Main Mare	Annex #1
All In All	100%	=Irish Moss	In Training	Irish River (Fr)	Wisla	02/17/2003	Training Facility	Training Barn
Altogether	100%	Debutante Debut	Mare				TJCIS Main Mare	Annex #2
Arbor, Frederick J.	13%	=A PARTNER MARE					TJCIS Main Mare	Annex #1
Callahan, Caren	10%	=A PARTNER MARE					TJCIS Main Mare	Annex #1
Callahan, Caren	100%	=Russian Sage	In Training	Badgers Red Zero	Lucky Lavendar Sage	04/21/2003	Training Facility	Training Barn
Callahan, Caren	50%	=Wind & Rain	Mare	Souverain (Fr)	Windy Point	01/15/2002	Training Facility	Training Barn
Callahan, Caren	100%	06 Arkansas	In Training	Stuff Of Dreams	Arkansas (DM)	02/01/2006	TJCIS Main Mare	Annex #3
Callahan, Caren	50%	06 Yellow Jonquil	Foals of '06	Runaway Groom	Yellow Jonquil	01/05/2006	TJCIS Secondary	Annex #3
Callahan, Caren	100%	07 Debutante Debut		Runaway's Groom	Debbie	01/16/2007	TJCIS Main Mare	
Callahan, Caren	100%	07 Snow Crocus		Runaway's Groom	Snow Crocus	01/10/2007	TJCIS Secondary	
Callahan, Caren	100%	Connecticut	Mare	Hartford	New Haven	01/01/2001	TJCIS Secondary	Annex
Callahan, Caren	50%	Half and Half	Stallion				TJCIS Main Mare	
Callahan, Caren	50%	Kee Sale Horse #1	Yearling				Training Facility	
Callahan, Caren	100%	QH Stallion	Stallion				TJC Stallion	
Callahan, Caren	100%	Sea Salt	Mare				TJCIS Main Mare	
Callahan, Caren	100%	Snow Crocus	Mare	Buzzie Bars	Donna Skip	04/01/2000	TJCIS Secondary	Main Farm
Callahan, Caren	100%	Test of Time	Stallion	Capote	Stalwart Moment	05/02/1999	TJC Stallion	Stallion Barn
Callahan, Caren	100%	Tinker's Best					TJCIS Main Mare	Training Barn
Callahan, Caren	50%	Woodrow	In Training			02/24/1992	Training Facility	Training Barn
Elliott, Drew	6%	=A PARTNER MARE					TJCIS Main Mare	Annex #1
Elliott, Drew	100%	06 A Georgia	Foals of '06	Gem Of A Guy	A Georgia	01/20/2006	TJCIS Main Mare	Annex #3

This list has been sorted by **Owner**

Verdigris, James	100%	R 0207 [R 0207]	Mare				TJCIS Secondary	
Watts, Michael J.	100%	=Always Best (FR)	In Training	Priolo	Always True	02/11/2001	TJCIS Secondary	Training Barn
Watts, Michael J.	50%	06 Yellow Jonquil	Foals of '06	Runaway Groom	Yellow Jonquil	01/05/2006	TJCIS Secondary	Annex #3
Watts, Michael J.	100%	Dance Partner	Mare				TJCIS Secondary	
Watts, Michael J.	100%	Rosemary (Ire)	Mare	Dom Racine	Clooney	03/30/1982	TJCIS Secondary	Annex
Watts, Michael J.	100%	Yellow Jonquil [YJ01]	Mare	Spring Frost	Wildflower Miss	03/18/2003	TJCIS Secondary	Annex #1
Verdigris, James	100%	= Farm Mare #2	Mare				TJCIS Test Farm	Main Farm
Verdigris, James	100%	= Farm Mare #1	Mare				TJCIS Test Farm	Main Farm
Verdigris, James	100%	= Farm Mare #3	Mare				TJCIS Test Farm	Main Farm
All In All	100%	=Irish Moss	In Training	Irish River (Fr)	Wisla	02/17/2003	Training Facility	Training Barn
Callahan, Caren	100%	=Russian Sage	In Training	Badgers Red Zero	Lucky Lavendar Sage	04/21/2003	Training Facility	Training Barn
Callahan, Caren	50%	=Wind & Rain	Mare	Souverain (Fr)	Windy Point	01/15/2002	Training Facility	Training Barn
Callahan, Caren	50%	Kee Sale Horse #1	Yearling				Training Facility	

This list has been sorted by **Farm**

Run Date: 09/27/2010 4:03 PM
Company: TJCIS Test Company

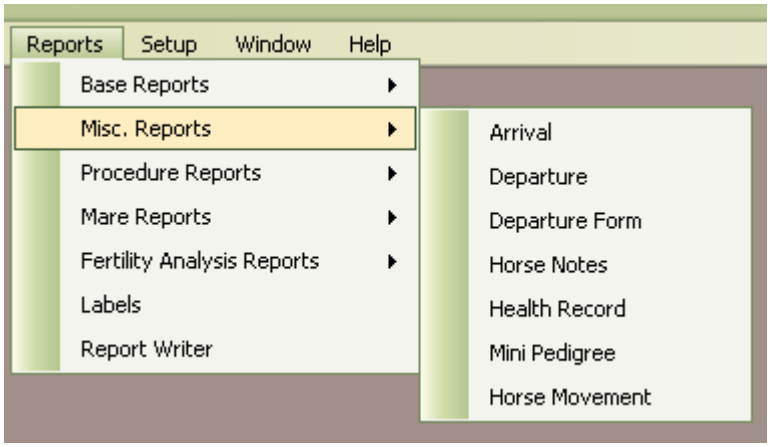
Horse List By Client

Owner	Percent Owned	Horse	Type	Sire	Dam	Date Of Birth	Farm	Location
Watts, Michael J.	33%	07 Evening Primrose		Gem Of A Guy	Evening Primrose	01/25/2007	TJCIS Main Mare	
Williams, Edward	100%	Eddie Be Good					TJCIS Main Mare	
Callahan, Caren	100%	07 Snow Crocus		Runaway's Groom	Snow Crocus	01/10/2007	TJCIS Secondary	
Fields of Gold	34%	08 Evening Primrose	Foal	Over The River	Evening Primrose	11/30/2007	TJCIS Main Mare	
Pterra, Sara	33%	08 Evening Primrose	Foal	Over The River	Evening Primrose	11/30/2007	TJCIS Main Mare	
Watts, Michael J.	33%	08 Evening Primrose	Foal	Over The River	Evening Primrose	11/30/2007	TJCIS Main Mare	
... Unknown	100%	06 Rosemary	Foals of '06	Stuff Of Dreams	Rosemary (Ire)	02/02/2006	TJCIS Secondary	Annex #3
Callahan, Caren	50%	06 Yellow Jonquil	Foals of '06	Runaway Groom	Yellow Jonquil	01/05/2006	TJCIS Secondary	Annex #3
Elliott, Drew	100%	06 A Georgia	Foals of '06	Gem Of A Guy	A Georgia	01/20/2006	TJCIS Main Mare	Annex #3
McGillicutty, Annie	0%	06 A Georgia	Foals of '06	Gem Of A Guy	A Georgia	01/20/2006	TJCIS Main Mare	Annex #3
Watts, Michael J.	50%	06 Yellow Jonquil	Foals of '06	Runaway Groom	Yellow Jonquil	01/05/2006	TJCIS Secondary	Annex #3
All In All	100%	=Irish Moss	In Training	Irish River (Fr)	Wisla	02/17/2003	Training Facility	Training Barn
Callahan, Caren	100%	=Russian Sage	In Training	Badgers Red Zero	Lucky Lavendar Sage	04/21/2003	Training Facility	Training Barn
Callahan, Caren	100%	06 Arkansas	In Training	Stuff Of Dreams	Arkansas (DM)	02/01/2006	TJCIS Main Mare	Annex #3
Callahan, Caren	50%	Woodrow	In Training			02/24/1992	Training Facility	Training Barn
Gemstone Racing	100%	Blackened Gem	In Training	Gem Of A Guy	Blackeyed Susan	01/15/2004	TJCIS Secondary	Training Barn
O'Donovan,	50%	Woodrow	In Training			02/24/1992	Training Facility	Training Barn
Watts, Michael J.	100%	=Always Best (FR)	In Training	Priolo	Always True	02/11/2001	TJCIS Secondary	Training Barn
Watts, Michael J.	0%	06 Arkansas	In Training	Stuff Of Dreams	Arkansas (DM)	02/01/2006	TJCIS Main Mare	Annex #3
O'Donovan,	100%	Trial By Fire	Layup	Trial Judge	Louela O Hancock	06/01/1980	Training Facility	Training Barn
... Unknown	100%	R 0106 [R 0106]	Mare				TJCIS Main Mare	
... Unknown	100%	R 0206 [R0206]	Mare				TJCIS Main Mare	
... Unknown	100%	R 0305 [R 0305]	Mare				TJCIS Secondary	
Altogether	100%	Debutante Debut	Mare				TJCIS Main Mare	Annex #2
Callahan, Caren	50%	=Wind & Rain	Mare	Souverain (Fr)	Windy Point	01/15/2002	Training Facility	Training Barn
Callahan, Caren	100%	Connecticut	Mare	Hartford	New Haven	01/01/2001	TJCIS Secondary	Annex
Callahan, Caren	100%	Sea Salt	Mare				TJCIS Main Mare	
Callahan, Caren	100%	Snow Crocus	Mare	Buzzie Bars	Donna Skip	04/01/2000	TJCIS Secondary	Main Farm
February Rain	100%	Alabama	Mare	Warpath (GB)	Montana	02/12/1978	TJCIS Main Mare	
February Rain	100%	Alaska	Mare	Midnight Sun	Maryeleanor	01/01/1965	TJCIS Main Mare	

This list has been sorted by **Horse Type**.

Note: If the Horse Type is blank you have not entered any Horse Type for that particular horse on the horse master screen.

Misc. Reports



1. Arrival

Enter a Starting Date and an Ending Date.
This report prints a list of horses that have an arrival record within the date range that has been selected.

Run Date: 09/27/2010 4:45 PM
Company: TJCIS Test Company

Arrival Report
Farm: TJCIS Main Mare Farm
Date Range: 01/01/2006 thru 12/31/2008

Page: 2 of 5
User: cec

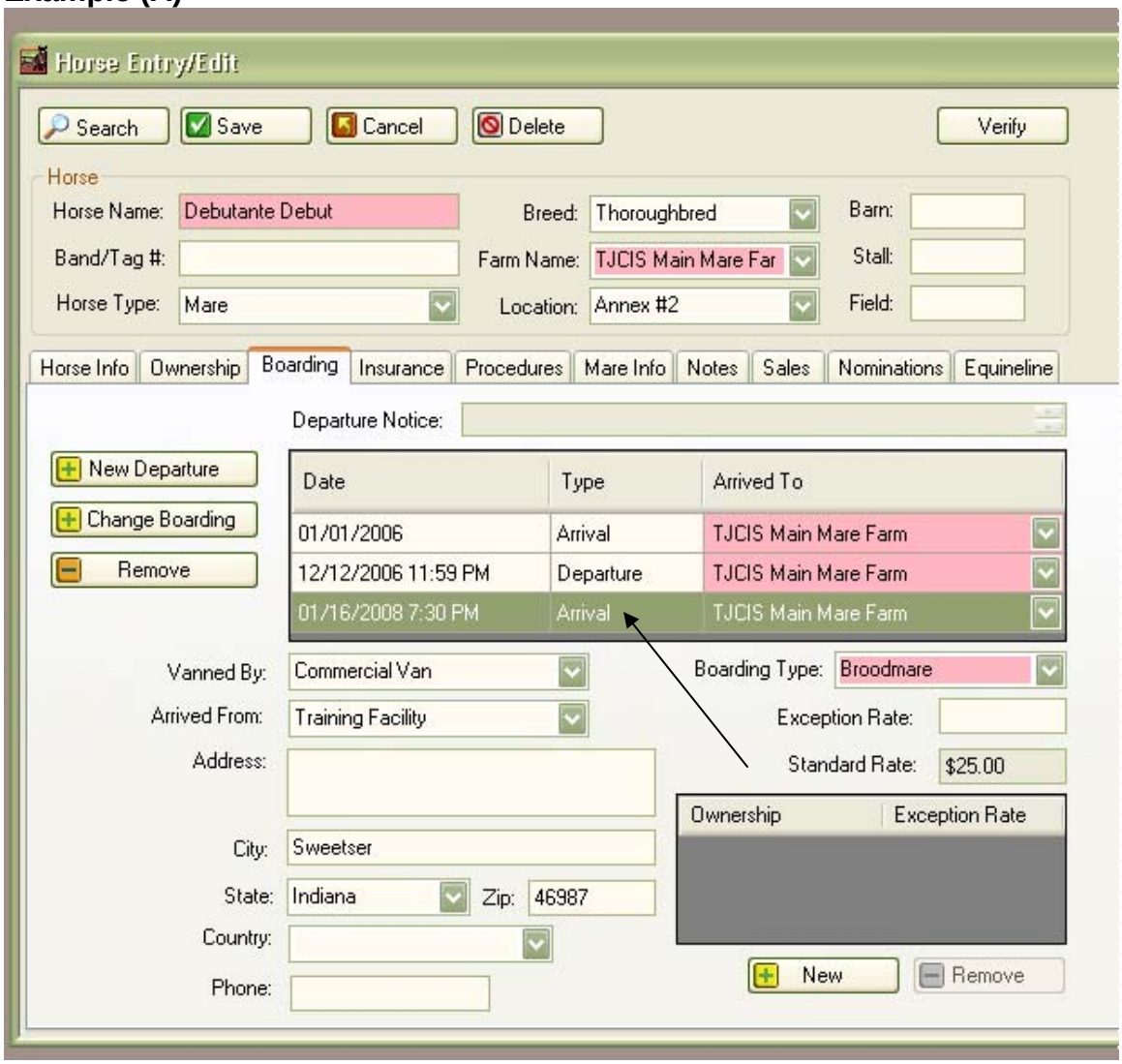
Date	Horse Name	Arrived From	Vanned By	Time
01/01/2006	Debutante Debut			12:00 AM
01/01/2006	Half Moon Cay			12:00 AM
01/01/2006	R 0106 [R 0106]			12:00 AM
01/01/2006	R 0107 [R 0107]			12:00 AM
01/01/2006	R 0206 [R0206]			12:00 AM
01/01/2006	R 0207 [R 0207]			12:00 AM
01/01/2006	Trial By Fire			12:00 AM
01/20/2006	06 A Georgia	TJCIS Main Mare Farm		2:30 AM
02/01/2006	06 Arkansas	TJCIS Main Mare Farm		2:30 AM
01/01/2007	Alaska	Client's Farm	Client's Van	12:00 AM
01/01/2007	Arizona	Client's Farm	Client's Van	12:00 AM
01/15/2007	07 A Nick In Time	TJCIS Main Mare Farm		2:00 AM
01/16/2007	07 Debutante Debut	TJCIS Main Mare Farm		2:00 AM
01/25/2007	07 Evening Primrose	TJCIS Main Mare Farm		11:10 PM
06/07/2007	Half and Half			10:30 AM
08/01/2007	Tinker's Best			12:00 AM
10/30/2007	A Nick In Time			12:00 AM
11/30/2007	08 Evening Primrose	TJCIS Main Mare Farm		6:15 PM
01/16/2008	Debutante Debut	Training Facility	Commercial Van	7:30 PM
01/28/2008	08 Arkansas	TJCIS Main Mare Farm		1:30 AM
02/14/2008	Pineapple Princess			12:00 AM
03/02/2008	08 A Nick in Time	TJCIS Main Mare Farm		11:00 AM

The report will sort by Farm and will list the Date of the arrival, the Horse Name, where the horse Arrived From, who Vanned the horse and the time of the arrival.

The information on this report is pulled directly from the Boarding screen. (Master Files > Horses > Boarding).
See Example (A)

NOTE: If no arrival time has been entered, the report will default to 12:00 am.

Example (A)


Horse Entry/Edit
Search
Save
Cancel
Delete
Verify
Horse
Horse Name: Debutante Debut
Breed: Thoroughbred
Barn:
Band/Tag #:
Farm Name: TJCIS Main Mare Far
Stall:
Horse Type: Mare
Location: Annex #2
Field:
Horse Info
Ownership
Boarding
Insurance
Procedures
Mare Info
Notes
Sales
Nominations
Equineline
Departure Notice:
New Departure
Change Boarding
Remove
Date
Type
Arrived To
01/01/2006
Arrival
TJCIS Main Mare Farm
12/12/2006 11:59 PM
Departure
TJCIS Main Mare Farm
01/16/2008 7:30 PM
Arrival
TJCIS Main Mare Farm
Vanned By: Commercial Van
Boarding Type: Broodmare
Arrived From: Training Facility
Exception Rate:
Address:
Standard Rate: $25.00
Ownership
Exception Rate
City: Sweetser
State: Indiana
Zip: 46987
Country:
Phone:
New
Remove

2. Departure

Enter a Starting Date and an Ending Date.
This report prints a list of horses that have a departure record within the date range that has been selected.

Run Date: 09/28/2010 10:49 AM
Company: TJCIS Test Company

Departure Report
Farm: TJCIS Main Mare Farm
Date Range: 01/01/2008 thru 12/31/2009

Page: 2 of 4
User: cec

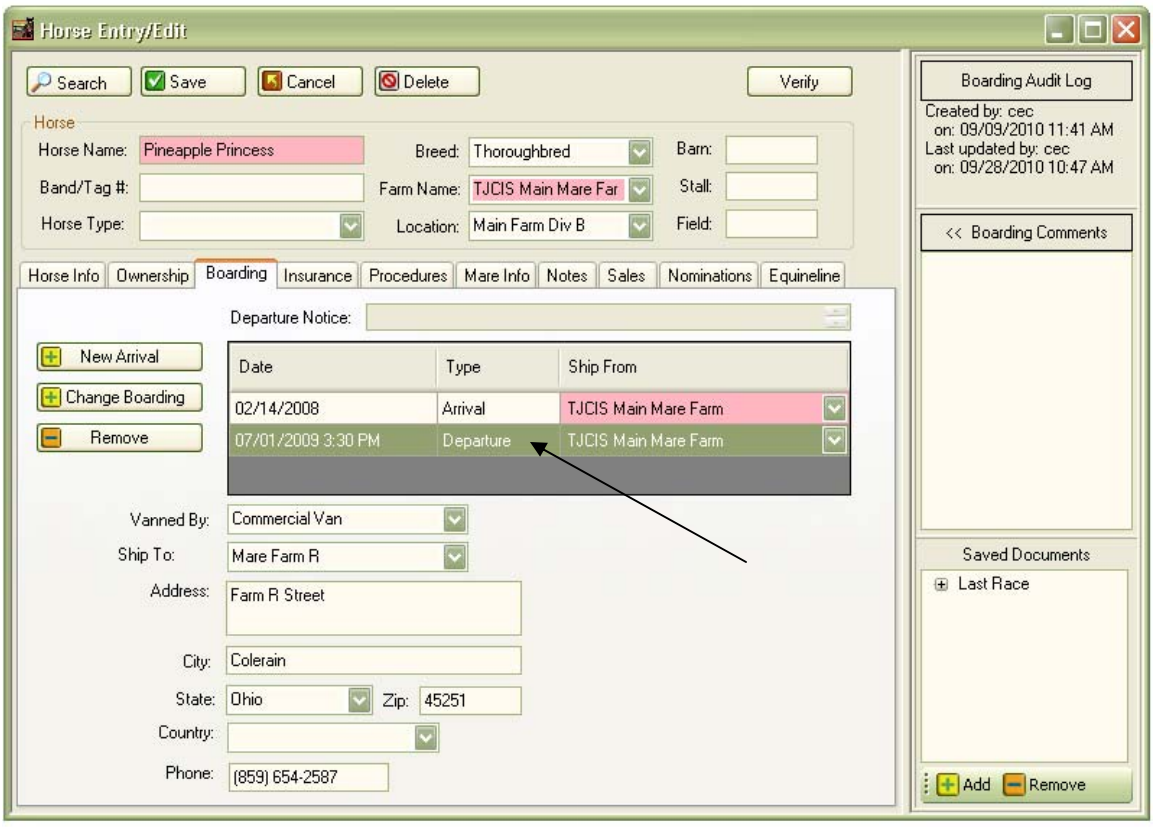
Date	Horse Name	Shipped To	Vanned By	Time
01/23/2008	A Nick In Time	Mare Farm B	Commercial Van	4:00 PM
01/25/2008	Alaska	Owner's Farm	Client's Van	5:30 PM
12/30/2008	07 Debutante Debut	Sale - Barn #21	Commercial Van	1:00 PM
04/01/2009	06 Arkansas	Clinic	Farm Van	11:59 PM
04/17/2009	08 Evening Primrose	Owner's Farm	Farm Van	8:46 AM
04/17/2009	07 A Nick In Time	Mare Farm B	Commercial Van	11:59 PM
07/01/2009	Pineapple Princess	Mare Farm R	Commercial Van	3:30 PM

The report will sort by Farm and will list the Date of the departure, the Horse Name, where the horse Shipped To, who Vanned the horse and the Time of the departure.

The information on this report is pulled directly from the Boarding screen. (Master Files > Horses > Boarding).
See Example (B)

NOTE: If no arrival time has been entered, the report will default to 11:59 pm.

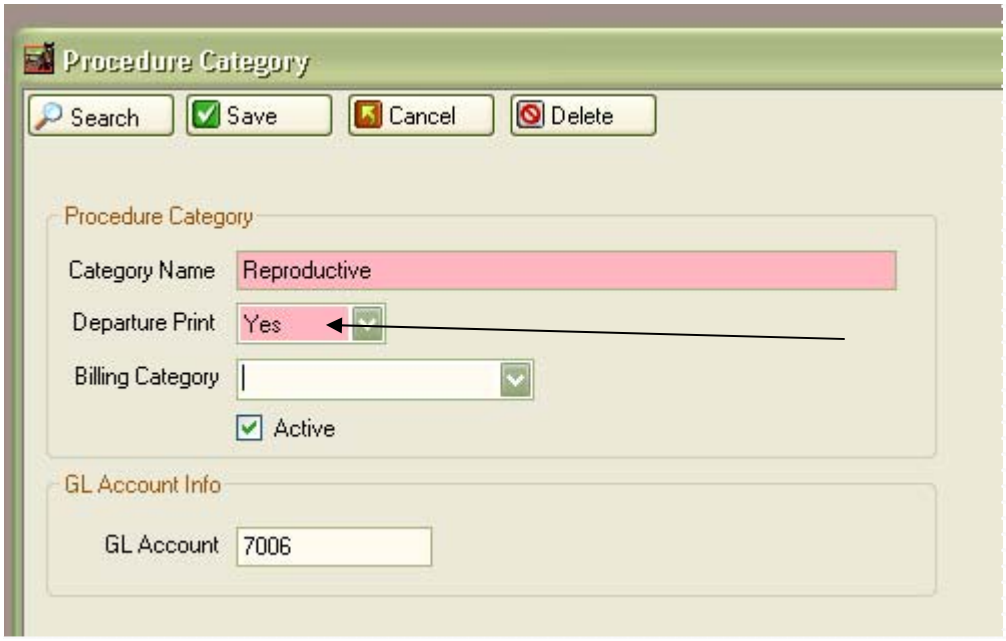
Example (B)

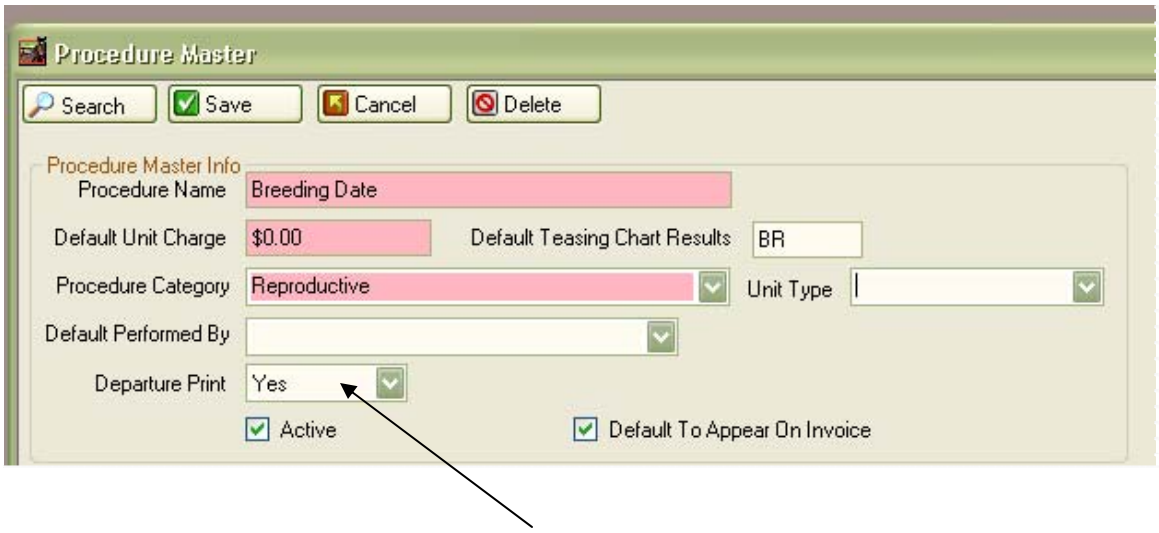


3. Departure Form

For horses that are scheduled to leave the farm or have already left the farm, you can print a report that shows selected procedures that have been performed for any date or date range, for any group of horses that have departed the farm or for a single horse that has departed the farm or is scheduled to depart the farm.

NOTE: The procedures that appear on this report are based on the criteria you selected when you originally set up your Procedure Categories and your Procedure Masters





If you are not satisfied with the procedures that are ***or*** are **not** appearing on this report, go back to the Procedure Category Entry/Edit and the Procedure Master and re-select either “No”, “Yes” or “Last” in the “Departure Print” field. Whatever has been selected in the Procedure Master Entry/Edit form will take precedence over what has been entered in the Procedure Category Entry/Edit form.

NOTE: The “Results” column shows information that has been entered in the “Results” field on the procedures performed form.

Run Date: 09/29/2010 10:01 AM
Company: TJCIS Test Company

TJCIS Test Company
Fax: (859) 224-2810 Fax: (859) 224-2810
Departure Form
Horse: Siberian Iris [QH 2006B 001]

Page: 1 of 1
User: cec

Sire: Brocco
Dam: Siberian Ice
Owner: Sara Pterra
65 Waterford Drive
#804
Etibicoke, Ontario L0G1T0
Canada

Phone: (905) 654-3300

Tattoo #:
Horse Type: Mare
Ship To:

Departure Date:
Date of Birth: 04/02/1999
Color: Gray/Roan
Sex: Mare
Vanned By:

Health Record

Date Performed	Procedure	Performed By	Results
01/16/2008	Ivermectin	The Farm Manager	
02/27/2008	Bred To: Hot Cocoa		
07/03/2008	Exam - General	The Vet	These are the results of the exam. Mare is is good health, is sound and is in good reproductive health. All test results are within normal limits.
07/15/2008	Ivermectin	The Farm Manager	
08/18/2008	Exam - General	The Vet	
02/17/2009	Bred To: Mountain King		
04/23/2009	Rhino	The Farm Vet	
04/24/2009	Vanning		
04/24/2009	Coggins	The Vet	
02/23/2010	Bred To: Hot Cocoa		
04/26/2010	Trim 4	The Blacksmith	

Booking / Breeding

Bred To 2009: Mountain King
Last Bred 2009: 02/17/2009
Beginning Status 2010: In-Foal

Date Foaled 2010: 01/10/2010
Foal Color 2010:
Foal Sex 2010:

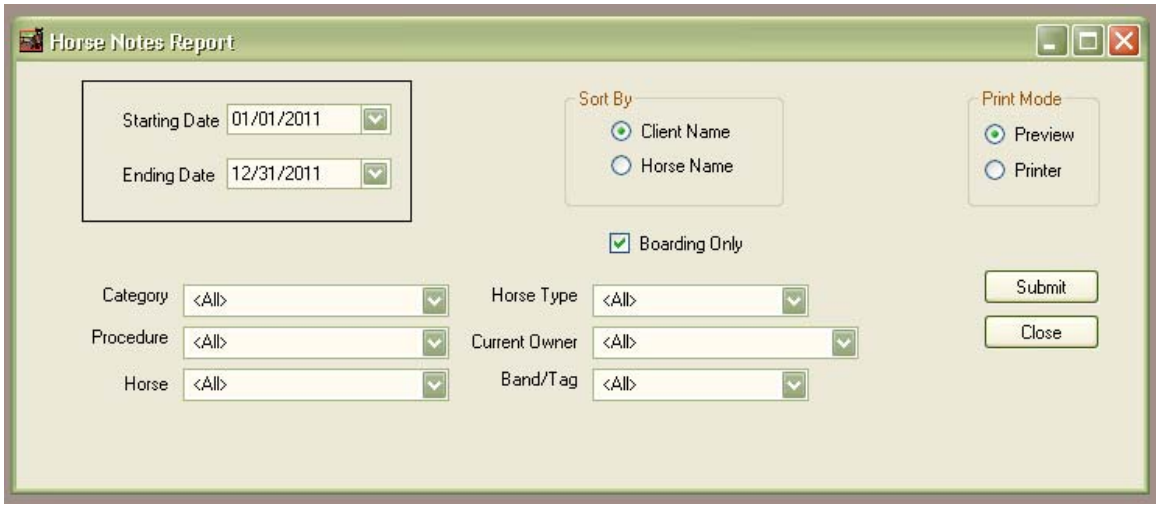
Booked To 2010: Hot Cocoa
Last Bred 2010: 02/23/2010
Final Status 2010: In-Foal
Status After LDB:

Remarks: This mare is on daily vitamins.

Signed By: _____ **Date:** _____

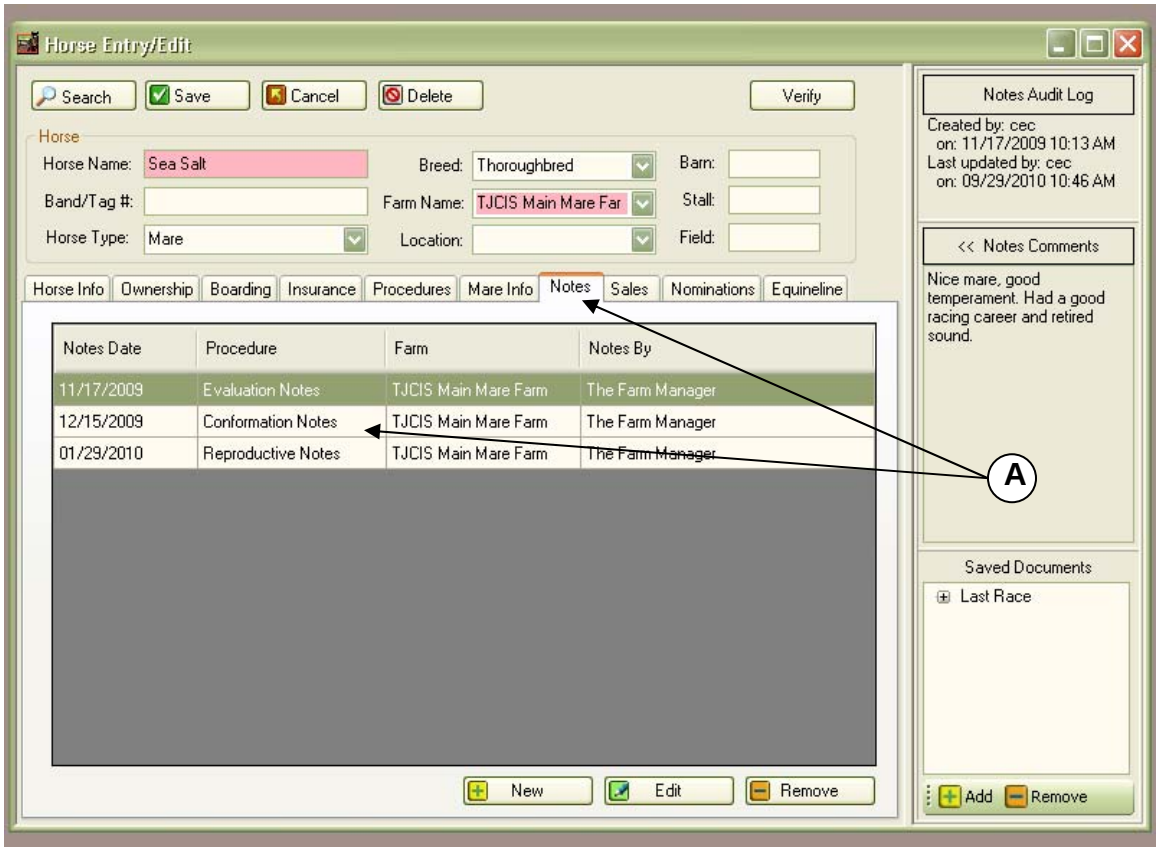
NOTE: Comments entered in the “Departure Notice” field on the Horse Master form will appear on the Departure Form in the Remarks area. (See Horse Entry/Edit)

4. Horse Notes



This report is based on the information that has been entered through the "Notes" tab on the Horse Entry screen.

(Master Files > Horse Entry/Edit > Notes) **See (A) Below**



To print the report:

- Select a Starting Date and an Ending Date. You might want to see information for one day, one week, one month, one year, or any other specific date range.
- Once you have selected a date range, you have the option to create the report based on additional criteria.
- Sort By: Select have the report sorted by either the Client Name or by the Horse Name.
- Boarding Only: Click in the box if you want the report to list only those horses that are currently boarding. Leave the box unchecked if you want to see all horses including those that are not currently boarding.
- Category: Select one specific Procedure Category from the drop down list or leave “Category” as <All> to include all Categories.
- Procedure: Select one specific Procedure from the drop down list or leave “Procedure” as <All> to include all Procedures.
- Horse: Select one specific Horse from the drop down list or leave “Horse” as <All> to include all horses.
- Horse Type: Select one specific Horse Type from the drop down list or leave “Horse Type” as <All> to include all Horse Types
- Current Owner: Select one specific Client from the drop down list or leave “Current Owner” as <All> to include all Owners.
- Band/Tag: Select one specific Band/Tag from the drop down list or leave “Band/Tag” as <All> to include all Band/Tags.
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/29/2010 10:52 AM
Company: TJCIS Test Company

Horse Notes Report
Date Range: 01/01/2007 thru 09/30/2010
(Boarding Only)
Horse = Sea Salt []

Page: 1 of 1
User: cec

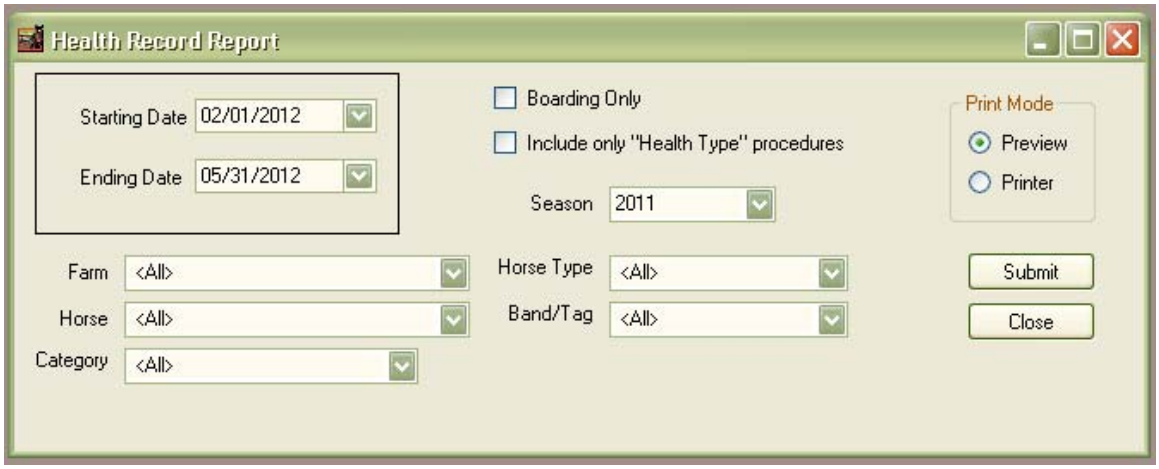
Horse Type Mare **Farm Name** TJCIS Main Mare Farm

Horse Name	Date of Birth	Color	Sex	Owner %	Owner(s)
Sea Salt	03/17/1998	Gray/Roan	Mare	100.00 %	Callahan, Caren

11/17/2009	The Farm Manager	Evaluation Notes	Nice mare, good temperament. Had a good racing career and retired sound.
12/15/2009	The Farm Manager	Conformation Notes	Nicely built, good shoulder. A little small but correct.
01/29/2010	The Farm Manager	Reproductive Notes	Maiden mare - will be bred in 2010. Vet performed general reproductive exam and found nothing of note.

NOTE: This report will automatically group by Horse Type.

5. Health Record Report



This report prints a comprehensive list of procedures that have been performed on a single horse or a group of horses. You can select any given date range, include only those horses that are currently boarding, include only the procedures you have marked as “Health Type”, all procedures in all categories or only procedures in one category.

Run Date: 09/29/2010 11:17 AM
Company: TJCIS Test Company

Health Record Report
Date Range: 01/01/2006 thru 09/30/2010
Horse = Yellow Jonquil [YJ01]

Page: 1 of 2
User: cec

Horse Yellow Jonquil [YJ01]

Yellow Jonquil [YJ01]
- Spring Frost
  - Halo
  - Ballade
- Wildflower Miss
  - Meadowlake
  - Proud Caitlin

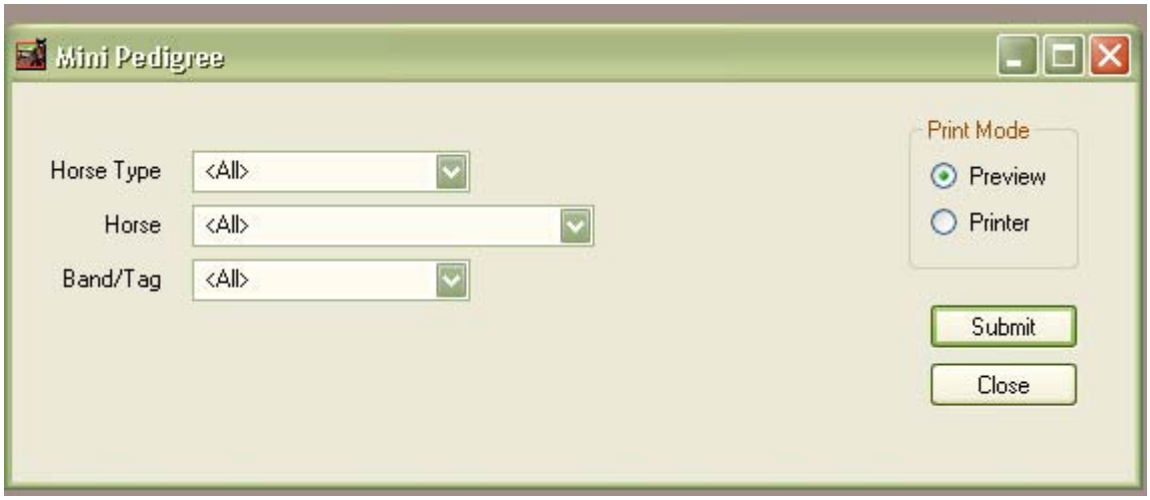
Bred To 2005 Runaway's Groom
Last Bred 2005 02/17/2005 **Status** Pg
Date Foaled 01/05/2006
Foal Color Bay **Sex** Colt
Booked To Gem Of A Guy
Dates Bred 02/20
Exam Status Pg + **Final Status** In-Foal
Owner(s) Watts, Michael J.

Farm TJCIS Secondary Mare Farm **Horse Type** Mare
Color Chestnut **Sex** Mare **Birth Date** 03/18/2003

Date	Time	Ending	Procedure Description	Performed By	Results/Comment
01/05/2006	8:00 AM		Foaling Information		Bay, Colt By Runaway Groom Board Type: Foal, Time Water Broke: 7:00 am, Time Foaled: 8:00 am, Time Stood: 10:00 am, Time Nursed: 10:00 am, Time Placenta Shed: 12:00 pm
02/20/2006			Bred To: Gem Of A Guy		Other: BR
02/23/2007			Bred To: Wandering Lou		Other: BR
08/19/2007			Ivermectin	The Farm Manager	
11/02/2007			Tetanus		
12/03/2007			Exam - General	The Vet	
12/03/2007			Medication		Mare has a slight cough. Meds given daily as needed. Will keep an eye on her improvement and have vet re-check her in a week.
01/16/2008			Ivermectin	The Farm Manager	
04/25/2008			Bred To: Half and Half		Other: BR
05/28/2008			Bred To: Half and Half		Other: BR
07/03/2008			X-Ray	The Vet	X-Ray was clean. Nothing of note. Exam left hind ankle for swelling.

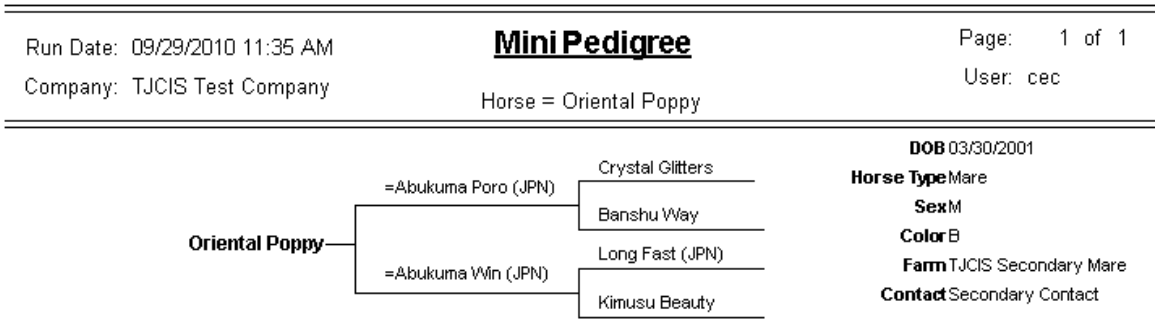
NOTE: The "Results/Comments" column will show information that has been entered in the "Results" field and/or the "Procedure Comments" field on the procedures performed form.

6. Mini-Pedigree

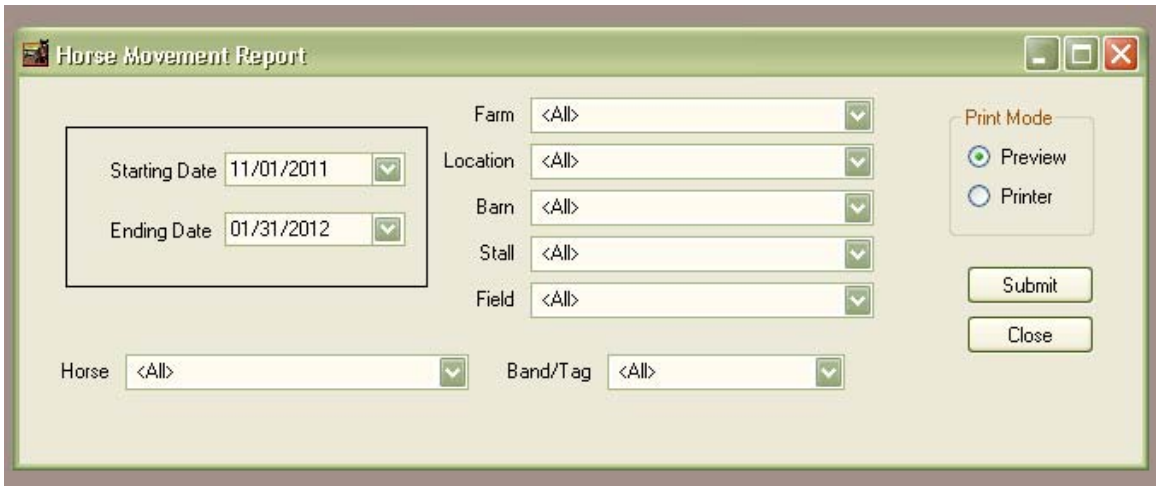


Based on the information that has been entered in the Master Files > Horse Entry/Edit screen, this report prints a 2 Generation Pedigree.

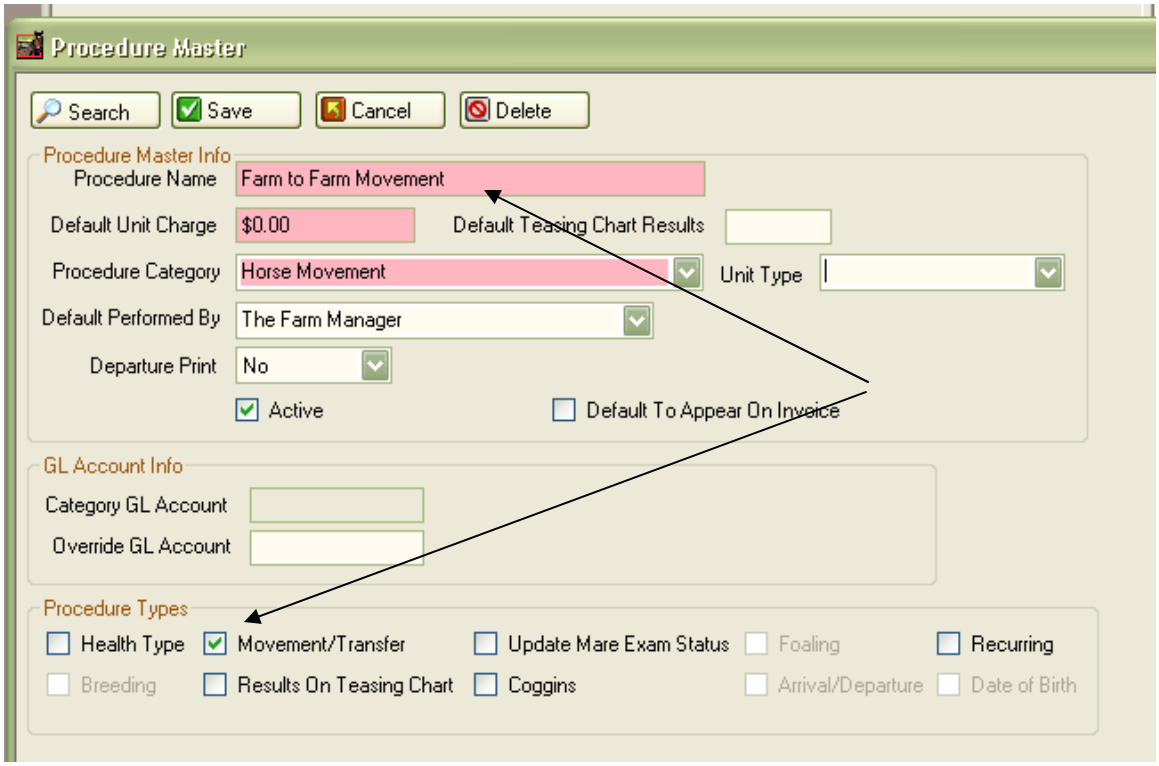
- Horse Type: Select one specific Horse Type from the drop down list or leave “Horse Type” blank to include all Horse Types.
- Horse: Select one specific Horse from the drop down list or leave “Horse Name” blank to include all Horses
- Band/Tag: Select one specific Band/Tag from the drop down list or leave “Band/Tag” blank to include all Band/Tags
- Select to Preview the report or send it directly to the Printer
- Click Submit.



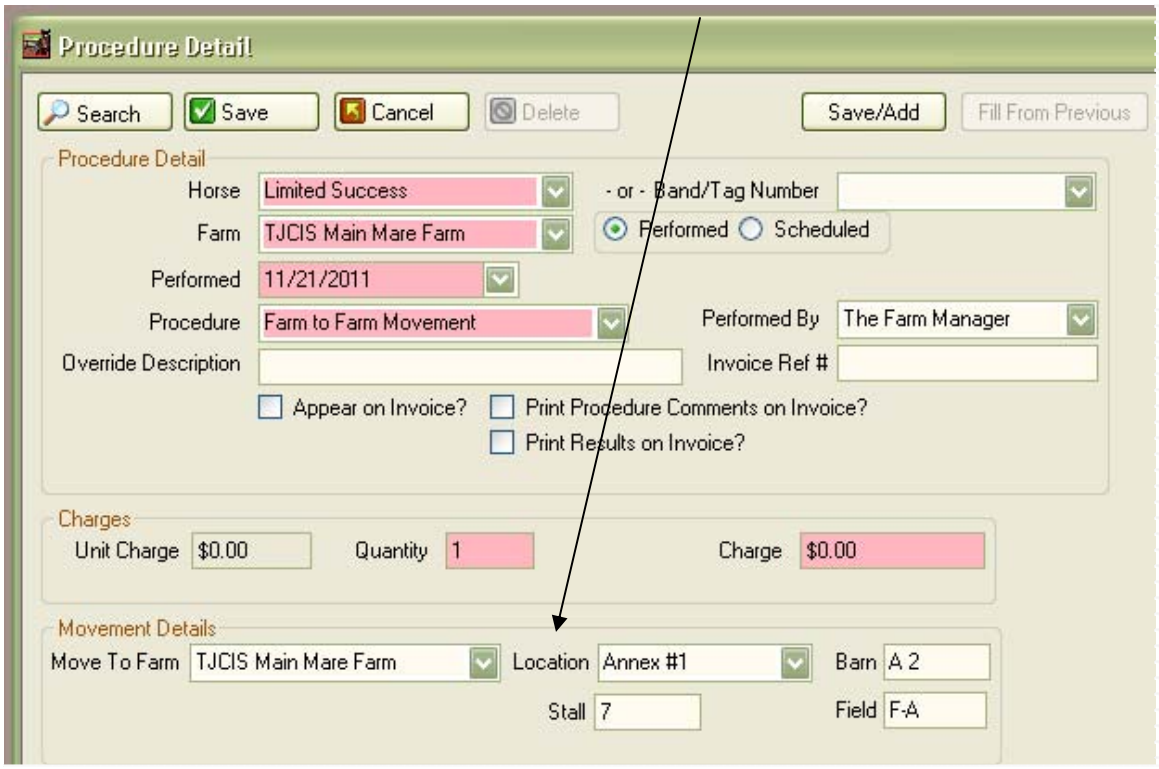
7. Horse Movement



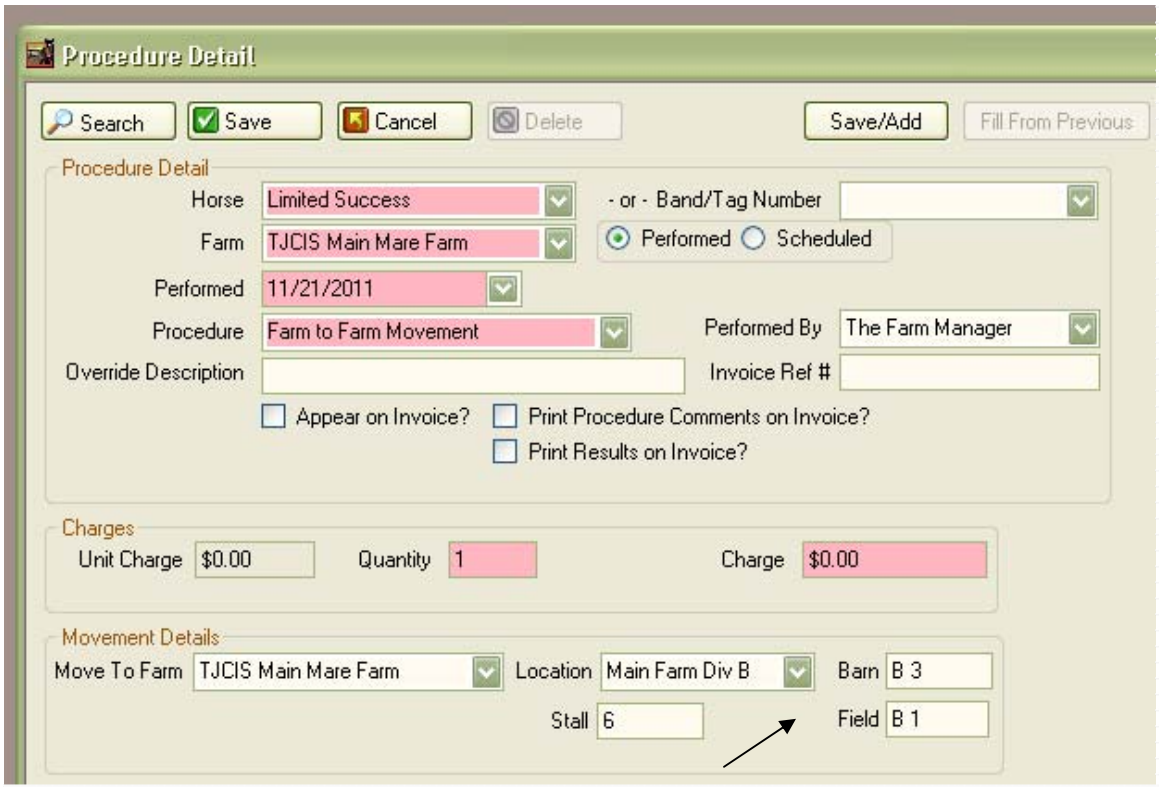
Utilizing a combination of the Arrival/Departure dates and Movement/Transfer Procedures, this report will allow a user to track the Barn/Location movements of a horse.



You will first set up a procedure master to be the Movement/Transfer procedure. When you enter a Movement procedure for a horse, the current Farm, Location, Barn, Stall and Field will be displayed for that horse.

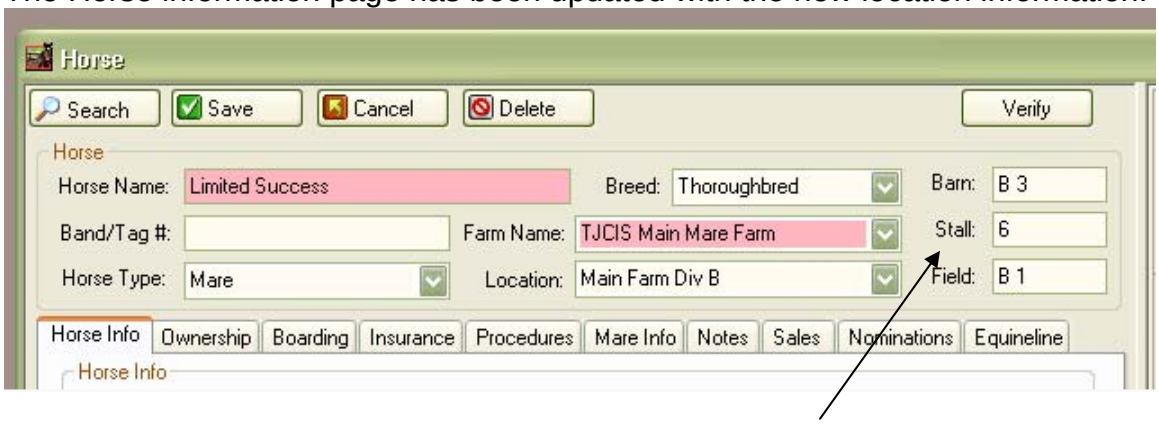


Update the Movement Details fields to show the new information and click "Save".



New location information has been entered for this mare.

The Horse information page has been updated with the new location information.



The report will show Arrival and Departure dates and Movement information.

Run Date: 12/16/2011 2:03 PM
Company: TJCIS Test Company

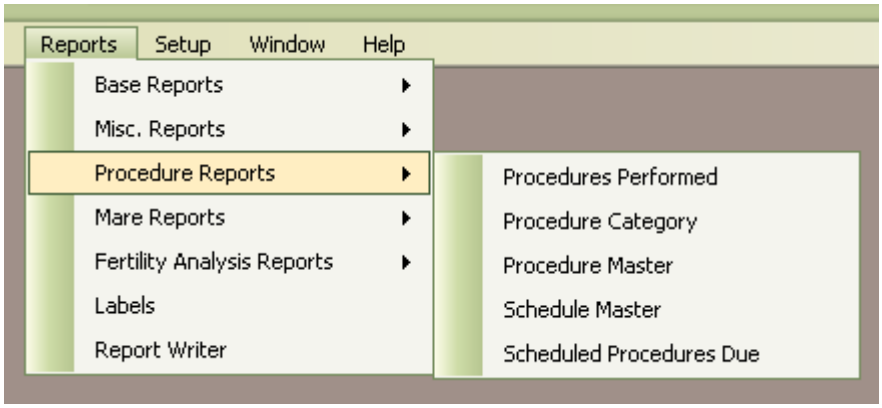
Horse Movement Report
Date Range: 11/21/2011 thru 11/30/2011
Horse = Limited Success

Page: 1 of 1
User: cec

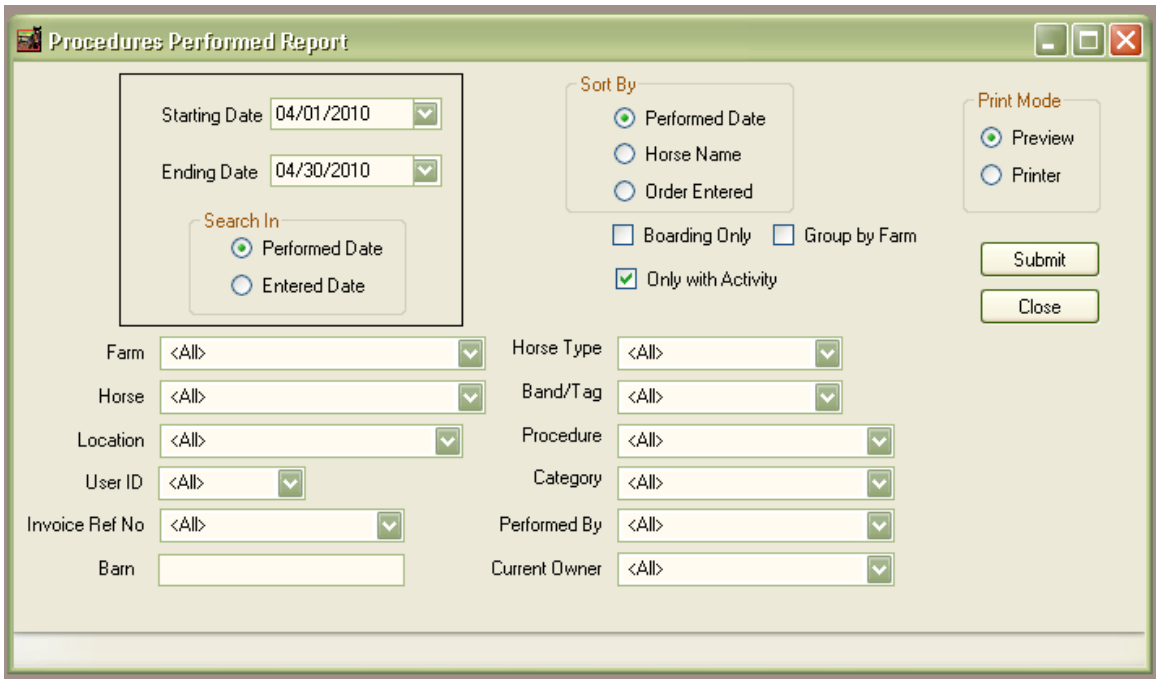
Horse	Type	Start Date	End Date	Farm	Location	Barn	Stall	Field
Limited Success								
	A	11/21/2011	11/21/2011	TJCIS Main Mare Farm				
	M	11/21/2011	11/21/2011	TJCIS Main Mare Farm	Main Farm Div B	B 3	6	B 1
	M	11/30/2011	11/30/2011	TJCIS Secondary Mare Farm	Annex #3	A3/1	2	A3/A

Type:
A = Arrival
D = Departure
M = Movement

Procedure Reports



*1. **Procedures Performed Report***



This prints a report of the procedures that have been performed based on the criteria selected.

You can select any date range, sort the report by Performed Date, Horse Name, Order Entered, search either in the Performed Date or the Entered Date, select horses that are boarding or not or with activity or not.

You can also select by the “Farm”, “Horse”, “Location”, “User ID”, “Invoice Ref No”, “Barn”, “Horse Type”, “Band/Tag”, “Procedure”, “Category”, “Performed By” or “Current Owner” field. The report will show amounts charged and totals based on what you have selected to print.

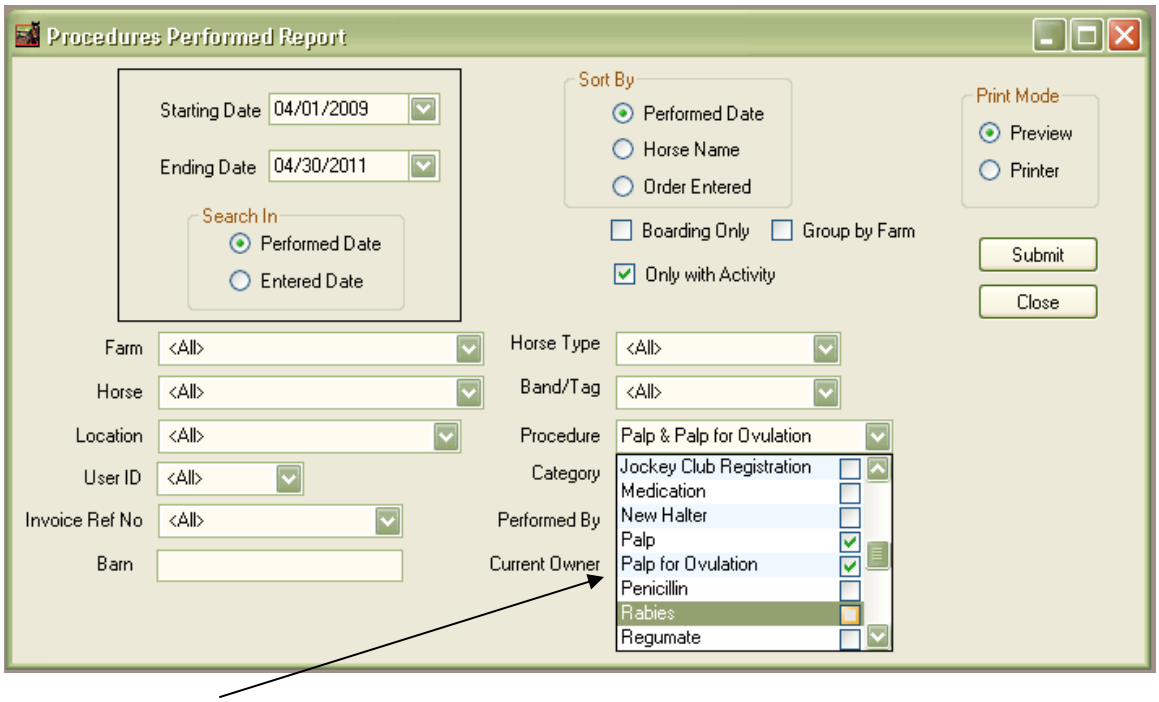
Run Date: 04/28/2010 12:52 PM
Company: TJCIS Test Company

Procedure Performed Report
Date Range: 04/01/2010 thru 04/30/2010
Horse = Evening Primrose

Page: 1 of 1
User: cec

Date Performed	Horse Name [Band/Tag]	Procedure Description	Amount Charged	Invoice Number	Performed By	To Bill / Billed	Results / Comment
04/01/2010	Evening Primrose	New Halter	$40.00	TACK 0401	The Tack Shop	Y / N	
04/02/2010	Evening Primrose	Ivermectin	$12.00		The Farm Manager	Y / N	
04/07/2010	Evening Primrose	Tetanus	$10.00	VET 0407	Outside Vet	Y / N	
04/16/2010	Evening Primrose	Ultrasound	$60.00	VET 0416	Outside Vet	Y / N	Pregnant - left horn
04/26/2010	Evening Primrose	Trim 4	$30.00	BLK 0426	The Blacksmith	Y / N	
04/27/2010	Evening Primrose	X-Ray LF Knee	$75.00	VET 0427	The Vet	Y / N	Medial hairline fracture Mare has been lame. X-Ray taken which revealed small hairline fracture.

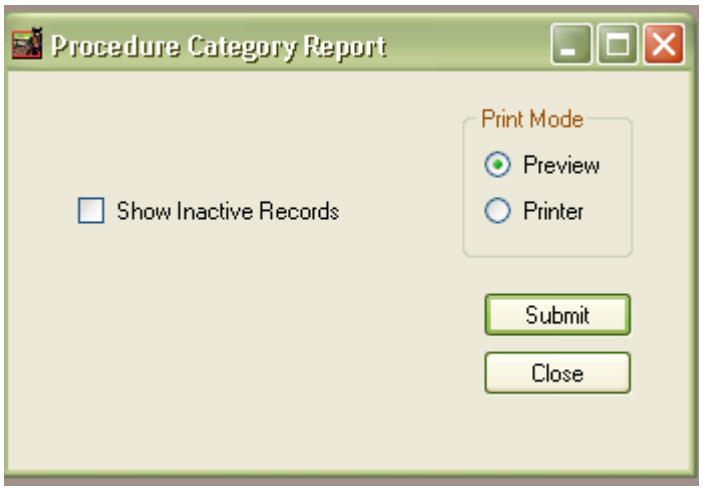
Total Count: 6 Grand Total: $227.00



TIP: To select more than one procedure for the Procedures Performed Report, simply click in the box to the right of the procedure to select all of the procedures you want to include on your report. Follow the same steps to select more than one Category.

TIP: To print a report to double-check your day's entries, enter "today's date" in the Starting Date and Ending Date and search in "Entered Date". Next, Sort By "Ordered Entered" and submit the report either to the printer or the screen. This report will show you all of the procedures that have been entered for that particular day in the order that you actually entered them.

2. ***Procedure Category***



This menu item prints an alphabetical list of the categories that have been entered into the system. You can select to show Inactive Procedure Category Records or not.

Run Date: 05/06/2011 4:38 PM
Company: TJCIS Test Company

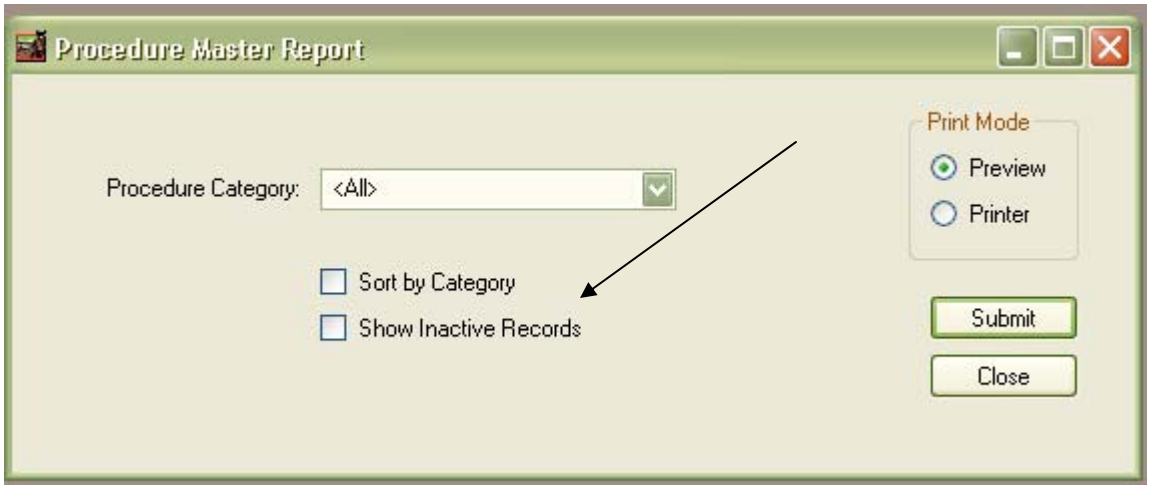
Procedure Category Listing

Page: 1 of 1
User: cec

Description	Print On Departure Form?	GL Revenue Account
Advertising	No	1100
Arrival /Departure	No	7000
Blacksmith	Last	7001
Deworm	Last	7002
Horse Movement	No	
Horse Notes	Yes	
Recurring Procedures	No	R7011
Registrations / Nominations	Yes	7005
Reproductive	Yes	7006
Tack	No	7007
Vaccinations	Yes	7003
Vanning	No	7008
Vet - Farm Vet	No	7010
Vet - Outside/General Vet	No	7009

3. ***Procedure Master***

This menu item prints a list of procedures that have been entered into the system either sorted by category or not. You can select to show Inactive Procedure Master records or not.



Run Date: 05/06/2011 4:41 PM
Company: TJCIS Test Company

Procedure Master Report

(Sorted by Category)

Page: 1 of 1
User: cec

Category	Description	Std. Charge	Print on Depart Form	Breeding Procedure	Print on Teasing Rec.	G/L Account
Advertising	Advertising	$0.00	No	False	False	1100
Arrival /Departure	Arrival /Departure	$0.00	No	False	False	7000
Blacksmith	Trim 4	$30.00	Last	False	False	7001
Deworm	Ivermectin	$12.00	Yes	False	False	7002
Deworm	Strongid	$14.00	Last	False	False	7002
Horse Movement	Farm to Farm Movement	$0.00	No	False	False	
Horse Notes	Conformation Notes	$0.00		False	False	
Horse Notes	Evaluation Notes	$0.00	Yes	False	False	
Horse Notes	Reproductive Notes	$0.00	Yes	False	False	
Recurring Procedures	Regumate	$3.00	Yes	False	False	R7011
Recurring Procedures	SMZ Tabs	$1.00		False	False	R7011
Recurring Procedures	Vitamins & Supplements	$2.00		False	False	R7011
Registrations / Nominations	Breeders' Cup Nomination	$500.00	Yes	False	False	7005
Registrations / Nominations	Jockey Club Registration	$200.00	Yes	False	False	7005
Reproductive	Breeding Date	$0.00	Yes	True	True	7006
Reproductive	Foal Date of Birth	$0.00		False	False	7006
Reproductive	Foaling Information	$200.00		False	True	7006
Reproductive	Palp	$50.00		False	True	7006
Reproductive	Palp for Ovulation	$0.00		False	True	7006
Reproductive	Ultrasound	$60.00	Last	False	True	7006
Reproductive	Ultrasound - In Foal	$0.00		False	True	7006
Stud Fee Billing Items	Chute Fee	$150.00		False	False	SF 01
Stud Fee Billing Items	Container Deposit	$200.00		False	False	SF 01
Stud Fee Billing Items	Shipping Expenses/Fees	$0.00		False	False	SF 01
Tack	New Halter	$40.00	No	False	False	7007
Vaccinations	Rabies	$10.00	Last	False	False	7003
Vaccinations	Rhino	$10.00	Yes	False	False	7003
Vaccinations	Tetanus	$10.00	Last	False	False	7003
Vaccinations	West Nile	$12.00	Last	False	False	7003
Vanning	Vanning	$75.00	Yes	False	False	7008
Vet - Farm Vet	Treatment	$0.00	No	False	False	7010

*4. **Schedule Master***

This menu item prints a list of all of the scheduled procedures that have been entered into the system.

Run Date: 04/28/2010 3:59 PM
Company: TJCIS Test Company

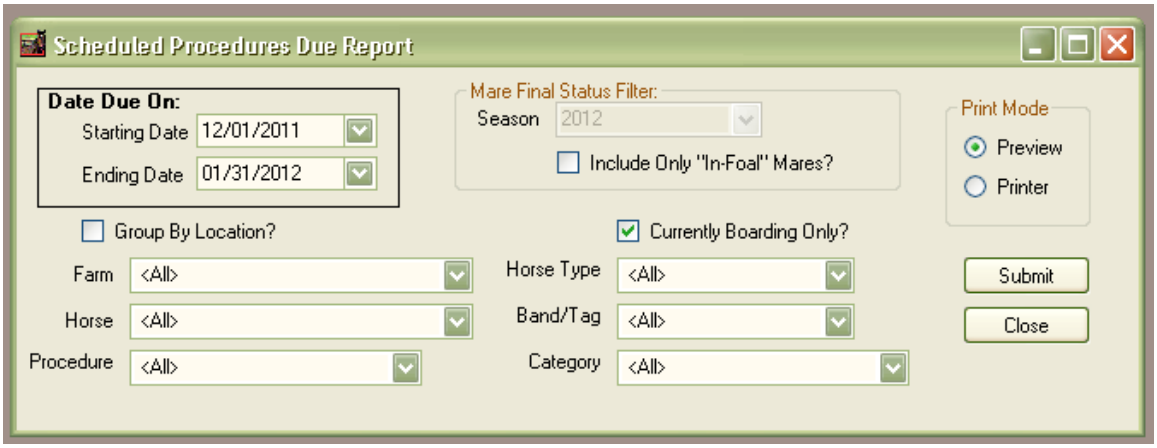
Schedule Master Report

Page: 1 of 2
User: cec

Schedule Name	Procedure shown as due	After	Based On	Filters					
Deworm	Ivermectin	(1 time on 01/16/2008)		Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Insurance Exam	Insurance Exam	(1 time on 04/25/2011)		Farm	Horse Type	Location	Horse Evening Primrose	LO	RO
				Preg Exam	Results			Cervix	Other
Ivermectin - One Time	Ivermectin	(1 time on 04/18/2008)		Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Arrival	New Halter	5 Days	Arrival /Departure	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Yearly Coggins	Coggins	repeating on every 1 Years	Coggins	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Foals - 10 day Tetanus	Tetanus	10 Days	Foal Date of Birth	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Gen Exam	Exam - General	1 Days	Foaling Information	Farm	Horse Type	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
US After Bred	Ultrasound	18 Days	Palp for Ovulation	Farm	Horse Type Mare	Location	Horse	LO	RO
				Preg Exam	Results			Cervix	Other
Monthly Trim - Mares	Trim 4	repeating on every 1 Months	Trim 4	Farm	Horse Type Mare	Location	Horse	LO	RO

5. **Scheduled Procedures Due**

- Select “Procedures” from the menu
- Select “Reports” from the menu
- Select “Scheduled Procedures Due” menu item



- Select a date range to print. You might want to see what procedures have been scheduled for one day, one week, one month or even one year.

- Once you have selected a date range, you have the option to further limit the report by selecting other criteria.
  - To group all horses in the list by location, check the box “Group By Location?”
  - This report defaults to show horses “Currently Boarding Only?” Uncheck this box if you want to see all horses on the report, even if they are no longer currently boarding.
  - If you want to see everything that is scheduled for “In-Foal” mares only, check the box next to “Include Only In-Foal Mares?” and leave the other fields blank.
  - If you want to see everything that is scheduled for all horses on one particular farm, select the specific farm name from the drop down list and leave the other fields blank.
  - If you want to see everything that is scheduled for one particular horse, select the one horse’s name from the drop down list and leave the other fields blank.
  - If you want to see everything that is scheduled for one particular horse type, select that particular horse type from the drop down list and leave the other fields blank.
  - If you want to see all horses that have been scheduled for a particular procedure, select the specific procedure from the drop down list and leave the other fields blank.

- If you want to see all horses of one horse type that have been scheduled for a particular procedure, first select the specific horse type from the drop down list and then select the specific procedure from the drop down list and leave the other fields blank.
- If you want to see everything that is scheduled for a horse with a particular Band/Tag number, select that particular Band/Tag number from the drop down list and leave the other fields blank.
- If you want to see all horses that have been scheduled for all procedures in a particular category, select the specific category from the drop down list and leave the other fields blank.

Note: The Schedule Procedures Due Report will provide you with a list of what should be done to your horses based on what has been entered in the Schedule Master screen. Because it has been scheduled does not mean that the procedure has actually been performed on a horse or a group of horses.

NOTE: When the due date in the Schedule Master screen has passed for a scheduled procedure, that scheduled procedure will appear as (Past Due) on the procedure Detail screen and (Over Due) on the Scheduled Procedures Due Report.

Run Date: 12/19/2011 11:35 AM **Scheduled Procedures Due Report** Page: 1 of 1

Company: TJCIS Test Company

Date Range = 12/01/2011 - 01/31/2012
Show only Currently Boarding
Horse = Yellow Jonquil [YJ01]

User: cec

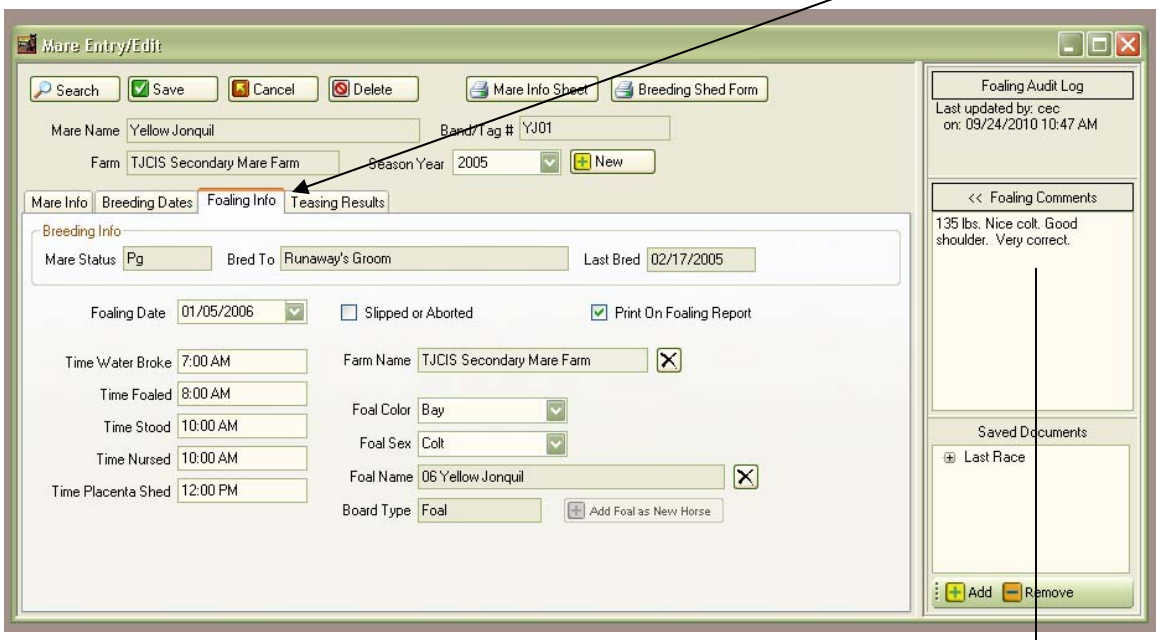
Date Scheduled	Horse Name [Band/Tag]	Description		Comment
4/24/2010	Yellow Jonquil [YJ01]	Coggins	(Over Due)	Annual coggins - scheduled 1 year after last coggins
4/26/2010	Yellow Jonquil [YJ01]	Trim 4	(Over Due)	
7/9/2011	Yellow Jonquil [YJ01]	Ultrasound	(Over Due)	Ultrasound 18 days after LDB.
1/1/2012	Yellow Jonquil [YJ01]	Ivermectin		
1/8/2012	Yellow Jonquil [YJ01]	Ivermectin		

Mare Reports

1. Foaling Report
   - Select “Reports”
   - Select “Mare Reports”
   - Select “Foaling”

- Select the date range you want to see
- Select a specific farm from the drop down list or leave “Farm” as <All> to see all foals at all farms.
- [Optional] Group by Farm
- [Optional] Show only currently boarding mares
- [Optional] Format the report to be exported
- Select to Preview the report or send it directly to the Printer
- Click Submit.

The Foaling Report will display the information from the “Foaling Info” page on the “Mare Entry/Edit” screen.



Run Date: 09/24/2010 10:47 AM — **Foaling Report** — Page: 2 of 2

Company: TJCIS Test Company — Date Range: 01/01/2006 thru 09/30/2006 — User: cec

Farm: TJCIS Secondary Mare Farm

#	Mare	Bred To: 2005	Foal Color	Sex	Date	Time	Comments
1	Yellow Jonquil [YJ01]	Runaway's Groom	Bay	Colt	1/5/2006	8:00 AM	135 lbs. Nice colt. Good shoulder. Very correct.
2	Rosemary (Ire)	Stuff Of Dreams	Dark Bay/Brown	Colt	2/2/2006	1:30 AM	Very nice first foal - good mother. 130 lbs. Strong colt - toes out slightly left front.

Total Foals: 2

- The Foaling Report shows the sequence number of the mare, the mare’s name, the name of the stallion that the mare was bred to in the previous season, the color of the foal, the sex of the foal, the date the mare foaled, what time the mare foaled and any comments that were entered in the “Foaling Info” screen.

2. Breeding Report

- Select “Reports”
- Select “Mare Reports”
- Select “Breeding”

- Select the Season
- Select one particular farm or leave “Farm” as <All> to see all mares at all farms
- If you want the report to be Grouped by farm, click in the box next to “Group By Farm”
- [Optional] Show only currently boarding mares
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 11:21 AM
Company: TJCIS Test Company

Breeding Report
Season: 2006

Page: 1 of 1
User: cec

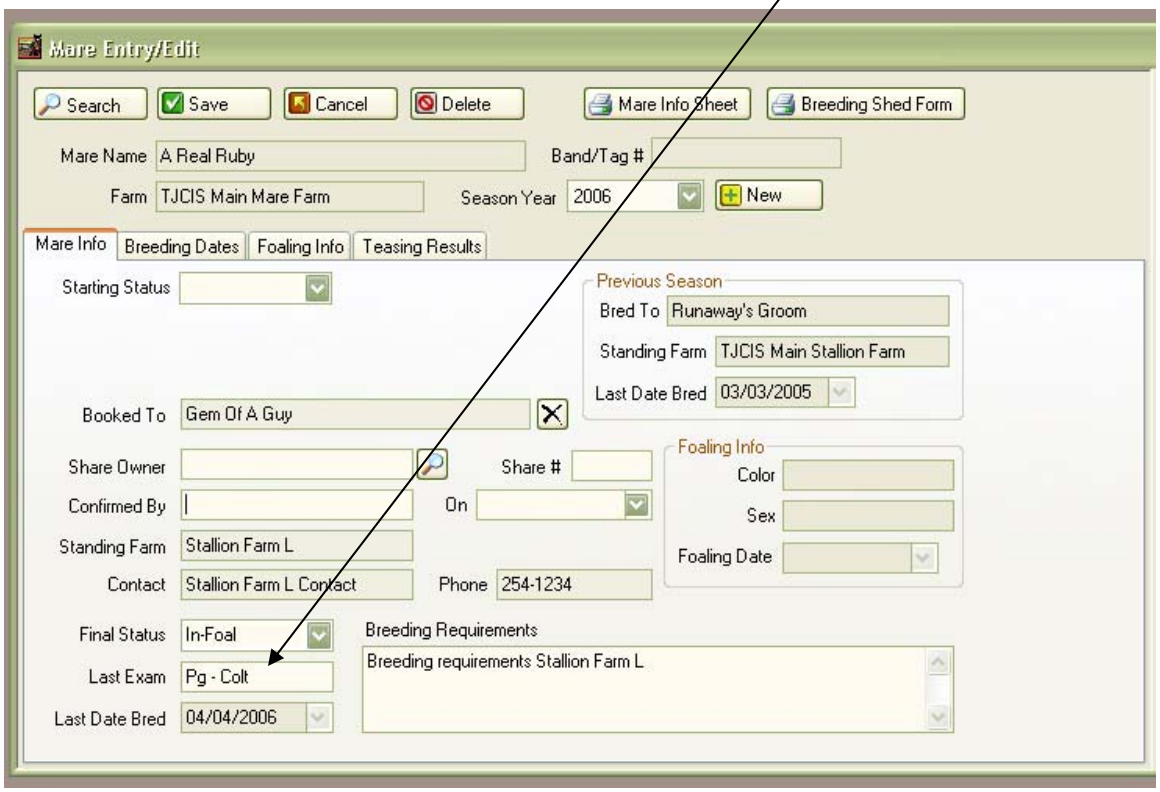
#	Times Bred	Mare Name	Last Date Bred	Double	Last Bred To	Days Since Last Breeding	Status
1	1	Rosemary (Ire)	02/19/2006		Half and Half	1678	
2	1	=Always Best (FR)	02/20/2006		Bests of The Bests	1677	B
3	1	Connecticut	02/20/2006		Stuff Of Dreams	1677	
4	1	Evening Primrose	02/20/2006		Gem Of A Guy	1677	P+P+
5	1	Yellow Jonquil	02/20/2006		Gem Of A Guy	1677	Pg +
6	1	= Farm Mare #2	02/22/2006	YES	Test of Time	1675	SL
7	1	Snow Crocus	02/25/2006	YES	Runaway's Groom	1672	
8	1	Oriental Poppy	03/01/2006		Run for Cover	1668	
9	1	Lilly Of The Valley	03/03/2006	YES	Stuff Of Dreams	1666	Pg ++
10	1	Blackeyed Susan	04/01/2006		Nobody's Fool	1637	
11	2	A Real Ruby	04/04/2006		Gem Of A Guy	1634	Pg - Colt
12	1	= Farm Mare #3	04/25/2006		Test of Time	1613	PP
13	5	= Farm Mare #1	06/24/2006		Test of Time	1553	PP

Farm Mares: 13

Total Mares: 13

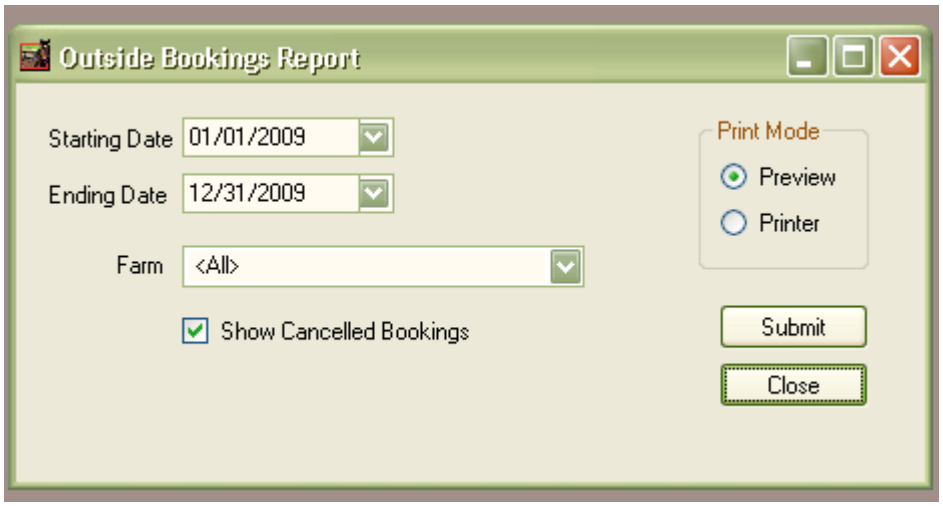
This report lists the sequence number of the mare, how many times the mare was bred, the mare’s name, the last day the mare was bred, whether the last day bred was a double, the name of the stallion she was last bred to, how many days since the mare was last bred and the status of the mare after her last exam.

- As mares are re-bred, their names will automatically be re-arranged in chronological order.
- The Status column displays information that is in the “Last Exam” field on the Mare Entry/Edit screen.



3. Outside Bookings

- Select “Reports”
- Select “Mare Reports”
- Select “Outside Bookings”



- Select the date range you want to see
- Select a specific farm from the drop down list or leave “Farm” as <All> to see the outside bookings for all mares at all farms.
- Click the box “Show Cancelled Bookings” if you want the report to show the bookings that have been cancelled. If this box is blank, no cancelled bookings will print on the report.
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 12:10 PM
Company: TJCIS Test Company

Outside Bookings
Date Range: 01/01/2009 thru 12/31/2009

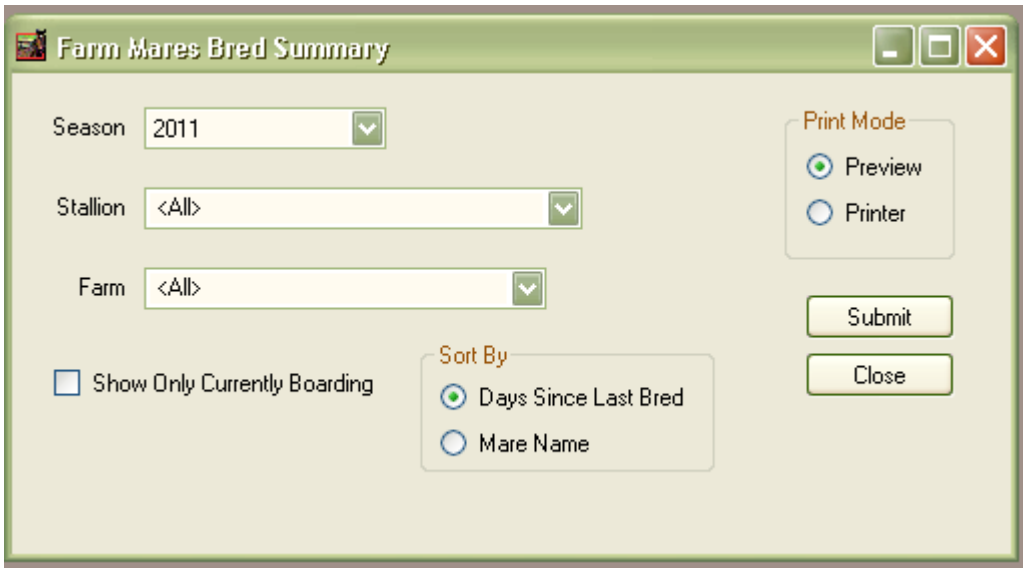
Page: 1 of 1
User: cec

Date	Time	Mare Name	Booked To Standing Farm	Breeding Requirements	Vanned By Pick Up
Tue 2/17/2009 Bred May need a double	8:00 AM	**Siberian Iris [QH 2006B 001]**	Mountain King Stallion Farm H (606) 456-3311	Breeding requirements for Stallion Farm H	Farm Van 7:00 AM
Wed 2/18/2009 ** Cancelled ** Double	3:30 PM	**Siberian Iris [QH 2006B 001]**	Mountain King Stallion Farm H (606) 456-3311	Breeding requirements for Stallion Farm H	Farm Van 2:00 PM
Tue 3/3/2009 Bred	3:00 PM	**Mediterranean Pinks**	Man O'War Stallion Farm A (606) 352-3266	Breeding requirements for Stallion Farm A	Farm Van 2:00 PM
Wed 3/11/2009 Bred	8:30 AM	**Watchful Eye**	Runaway's Groom TJCIS Main Stallion Farm (800) 333-1778	Breeding requirements for TJCIS Main Stallion Farm.	
Fri 5/1/2009 Bred	2:00 PM	**Yellow Jonquil [YJ01]**	Call Me Stallion Farm L 254-1234	Breeding requirements Stallion Farm L	Farm Van 1:00 PM
Sun 5/3/2009 Double	2:00 PM	**Yellow Jonquil [YJ01]**	Call Me Stallion Farm L 254-1234	Breeding requirements Stallion Farm L	Farm Van 1:00 PM

- The Outside Bookings report will show you what day of the week the mare is scheduled (Mon, Tue, etc.), the actual date the mare is scheduled to be bred (m/dd/yyyy), the time the mare is booked, the mare’s name, the name of the stallion the mare is booked to, the name and phone number of the farm where the stallion stands, the breeding requirements at the stallion farm, who will van the mare to the breeding shed and what time they will pick her up.
- Additionally, the Outside Bookings report will show any booking comments that have been entered on the “Breeding Dates Entry/Edit” screen and whether or not the mare was Bred or the breeding was **Cancelled**.

4. Farm Mares Bred Summary

- Select “Reports”
- Select “Mare Reports”
- Select “Farm Mares Bred Summary”



- Select the Breeding Season.
- Select one particular stallion from the drop down list or leave “Stallion” as <All> to see all stallions.
- Select one particular Farm from the drop down list or leave “Farm” as <All> to see all farms
- Select whether to sort the report by how many “Days Since Last Bred” or alphabetically by the “Mare Name”.
- [Optional] Show only currently boarding mares
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 12:46 PM
Company: TJCIS Test Company

Farm Mares Bred Summary

Season: 2006
Only Currently Boarding

Page: 1 of 1
User: cec

Mare	Begin Status	Date Foaled	Stallion	Date Bred	Days Since	Final Status	Projected Foaling Date
Rosemary (Ire)	In-Foal	2/2/2006	Half and Half	2/19/2006	1678		1/27/2007
=Always Best (FR)			Bests of The Bests	2/20/2006	1677	Barren	
Connecticut			Stuff Of Dreams	2/20/2006	1677		1/28/2007
Yellow Jonquil	In-Foal	1/5/2006	Gem Of A Guy	2/20/2006	1677	In-Foal	1/28/2007
Evening Primrose	Maiden		Gem Of A Guy	2/20/2006	1677	In-Foal	1/28/2007
= Farm Mare #2	Not Bred		Test of Time	2/22/2006 2/20/2006	1675	Slipped	
Snow Crocus			Runaway's Groom	2/25/2006 2/23/2006	1672		2/2/2007
Lilly Of The Valley	In-Foal		Stuff Of Dreams	3/3/2006 3/1/2006	1666	In-Foal	2/8/2007
A Georgia	In-Foal	1/20/2006	A Great Stallion	4/1/2006	1637		3/9/2007
Blackeyed Susan	In-Foal	1/10/2006	Nobody's Fool	4/1/2006	1637	Barren	
A Real Ruby			Gem Of A Guy Stuff Of Dreams	4/4/2006 3/1/2006	1634	In-Foal	3/12/2007
= Farm Mare #3	In-Foal	4/10/2006	Test of Time	4/25/2006	1613	In-Foal	4/2/2007
= Farm Mare #1	Barren		Test of Time	6/24/2006 5/24/2006 4/24/2006 3/24/2006 2/24/2006	1553	Barren	

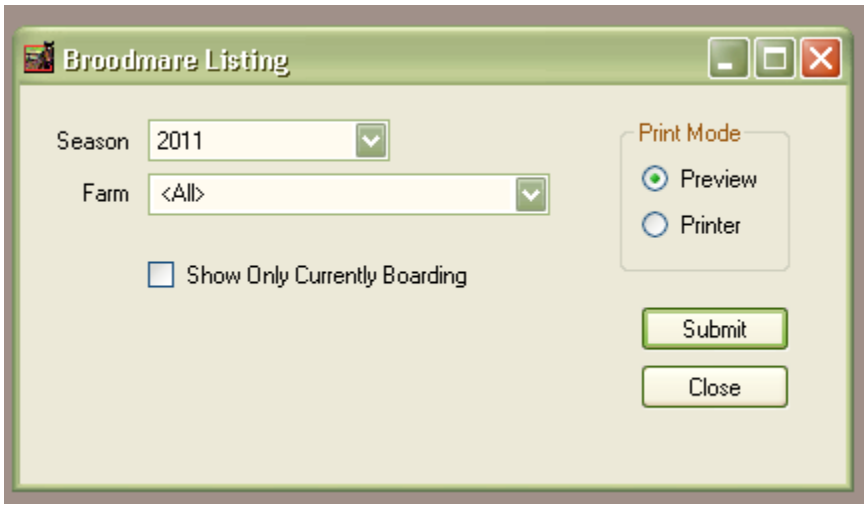
Mare Count: 13

A

- The “Farm Mares Bred Summary” report shows the mare’s name, what her status was at the beginning of the Breeding Season, her foaling date, the name of the Stallion she was bred to, **all of her breeding dates** for the selected Breeding Season, how many days since she was last bred, her final status and her projected foaling date for the next year.
- If the mare was bred to more than one stallion in a breeding season, each stallion’s name will be displayed. **(A)**
- The “Begin Status” is pulled from the Mare Entry/Edit > Mare Info screen “Starting Status” field.
- The “Final Status” is pulled from the Mare Entry/Edit > Mare Info screen “Final Status” field.
- The “Projected Foaling Date” is calculated based on what you entered in Setup > Preferences > Mare/Foal Settings (Days Between Last Day Bred and Foaling Date). The value for “Due Date” can be any number that you want to enter.

5. Broodmare Listing

- Select “Reports”
- Select “Mare Reports”
- Select “Broodmares”



- Select the “Season”
- Select one particular Farm from the drop down list or leave “Farm” as <All> to see all farms
- [Optional] Show only currently boarding mares
- Select to Preview the report or send it directly to the Printer
- Click Submit.

Run Date: 09/24/2010 1:22 PM
Company: TJCIS Test Company

Broodmare Listing
Season: 2006
Only Currently Boarding

Page: 1 of 5
User: cec

Horse: A Real Ruby — **Farm:** TJCIS Main Mare Farm

2005	**Stallion:** Runaway's Groom		**Confirmed By:**	**Last Bred Date:**	3/3/2005
			On:	**Foaling Date:**	
	Standing Farm: TJCIS Main Stallion Farm			**Foal Color:**	
				Foal Sex:	
2006	**Stallion:** Gem Of A Guy		**Share:**	**Starting Status:**	
			Owner:	**Last Bred Date:**	4/4/2006
	Standing Farm: Stallion Farm L		**Confirmed By:**	**Last Exam:**	Pg - Colt
	Farm Contact: Stallion Farm L Contact	**Phone:** 254-1234	**On:**	**Final Status:**	In-Foal
	Breeding Req: Breeding requirements Stallion Farm L				
	Mare Comments: Information pertaining to the 2006 breeding season for the mare: A Real Ruby				

Horse: Blackeyed Susan [QH 2006040102] — **Farm:** TJCIS Main Mare Farm

2005	**Stallion:** West by West		**Confirmed By:**	**Last Bred Date:**	5/5/2005
			On:	**Foaling Date:**	1/10/2006
	Standing Farm: Stallion Farm A			**Foal Color:**	Bay
				Foal Sex:	Colt
2006	**Stallion:** Nobody's Fool		**Share:**	**Starting Status:**	In-Foal
			Owner:	**Last Bred Date:**	4/1/2006
	Standing Farm:		**Confirmed By:**	**Last Exam:**	
	Farm Contact:	**Phone:**	**On:**	**Final Status:**	Barren
	Breeding Req:				
	Mare Comments: Mare info comments for the mare: Blackeyed Susan. These comments show up on the Broodmare Listing Report				

- This report will show information for the previous breeding season and the selected season for each broodmare.
- The previous season will show the name of the stallion the mare was bred to, the farm where the stallion stands, the name of the person that confirmed the booking and the date the booking was confirmed, the last bred date, the foaling date, the foal color and the foal sex.
- The current season will show the name of the stallion, the name of the farm where the stallion stands, the name of the contact person at the stallion farm, the Breeding Requirements for the stallion farm, the stallion farm's phone number, the share number being used, the owner of the Share/Season, the name of the person that confirmed the booking and the date the booking was confirmed.
- It also shows the beginning status for the selected season, the last day bred, the status of the mare after her Last Exam, the Final Status of the mare and any mare comments that were entered on the mare information screen.

6. Mare List by Client

- Select “Reports”
- Select “Mare Reports”
- Select “Mare List By Client”

- Select the “Season”
- Select a particular farm from the drop down list or leave “Farm” as <All> to include all farms in the report.
- Select a particular owner from the drop down list or leave “Owner” as <All> to include all owners in the report.
- If the “Show Only Currently Boarding” is checked, only those horses that are currently boarding will be shown on the report.
- If the “Sort by farm” is checked, the report will sort alphabetically by farm name.
- If the Sort By “Owner” is checked, the report will sort alphabetically by the client’s last name.
- Select to Preview the report or send it directly to the Printer
- Click Submit

Run Date: 09/27/2010 10:03 AM
Company: TJCIS Test Company

Mare List By Client
Season: 2006
Only Currently Boarding

Page: 1 of 2
User: cec

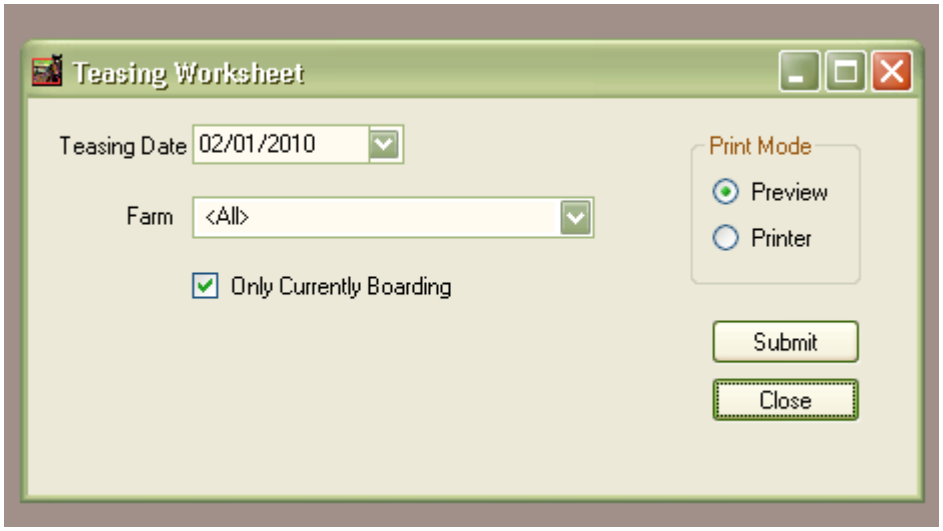
Owner	Percent Owned	Mare	Type	Farm	Season	Booked To	Last Bred	Status After Last Exam	Final Status	Foaling Date	Foal Color	Foal Sex
Callahan, Caren	100%	Connecticut	Mare	TJCIS Secondary	2005	Gem Of A Guy	3/1/2005					
					2006	Stuff Of Dreams	2/20/2006					
Callahan, Caren	100%	Snow Crocus	Mare	TJCIS Secondary	2005	Runaway's Groom						
					2006	Runaway's Groom	2/25/2006			1/10/2007	Chestn	Filly
Fields of Gold	34%	Evening Primrose	Mare	TJCIS Main Mare	2005				Maiden			
					2006	Gem Of A Guy	2/20/2006	P+P+	In-Foal	1/25/2007	Bay	Colt
Fields of Gold	100%	Lilly Of The Valley	Mare	TJCIS Main Mare	2005	Dash For Cash	3/5/2005	Pg ++	In-Foal			
					2006	Stuff Of Dreams	3/3/2006	Pg ++	In-Foal			
O'Donovan,	100%	A Real Ruby	Mare	TJCIS Main Mare	2005	Runaway's Groom	3/3/2005					
					2006	Gem Of A Guy	4/4/2006	Pg - Colt	In-Foal			
O'Donovan,	100%	Blackeyed Susan [QH 2006040102]	Mare	TJCIS Main Mare	2005	West by West	5/5/2005	Barren	In-Foal	1/10/2006	Bay	Colt
					2006	Nobody's Fool	4/1/2006		Barren		Barren	Barre
O'Riley's Racing	50%	A Georgia	Mare	Training Facility	2005	Gem Of A Guy	2/17/2005	Pg ++	In-Foal	1/20/2006	Bay	Colt
					2006	A Great Stallion				12/31/2006		
Outside Mare	100%	Half Moon Cay	Mare	TJCIS Main Mare	2005				Barren			
					2006				Maiden			
Pterra, Sara	50%	A Georgia	Mare	Training Facility	2005	Gem Of A Guy	2/17/2005	Pg ++	In-Foal	1/20/2006	Bay	Colt
					2006	A Great Stallion				12/31/2006		
Pterra, Sara	33%	Evening Primrose	Mare	TJCIS Main Mare	2005				Maiden			
					2006	Gem Of A Guy	2/20/2006	P+P+	In-Foal	1/25/2007	Bay	Colt
Verdigris, James	100%	= Farm Mare #1	Mare	TJCIS Test Farm for	2005				Barren			
					2006	Test of Time	6/24/2006	PP	Barren			
Verdigris, James	100%	= Farm Mare #2	Mare	TJCIS Test Farm (2)	2005				Not Bred			
					2006	Test of Time	2/22/2006	SL	Slipped			
Verdigris, James	100%	= Farm Mare #3	Mare	TJCIS Test Farm for	2005				In-Foal	4/10/2006	Bay	Filly
					2006	Test of Time	4/25/2006	PP	In-Foal	3/15/2007	Bay	Colt
Watts, Michael J.	100%	=Always Best (FR)	In Training	TJCIS Secondary	2005							

- This report will show the Owner's Name, the Percent Owned, the Mare name, the horse Type, the name of the Farm where the mare is, the Season year (Previous Season and Selected Season), the name of the stallion that the mare was bred to, the last day the mare was bred, the Status After the Last Exam, the Final Status, the date the mare foaled and the foal color & sex.
- The Status After Last Exam information is populated from the "Status After Exam" field on the "Mare Entry/Edit" screen and the Final Status is also populated from the "Final Status" field on the "Mare Entry/Edit" screen.

7. Teasing Worksheet

This produces a worksheet where teasing results and comments can be noted and then later entered into HFM.

- Select "Reports"
- Select "Mare Reports"
- Select "Teasing Worksheet"



- Select the date for current results.
- Select a specific farm from the drop down list or leave Farm as <All> to print worksheets for all farms.

Run Date: 09/23/2010 1:21 PM
Company: TJCIS Test Company

Teasing Worksheet
Teasing Date: 02/01/2010
Display Boarding Only

Page: 1 of 1
User: cec

Horse Name	Date Due	Date Foaled	Last Bred	Last 7 Days Teasing 1/25	1/26	1/27	1/28	1/29	1/30	1/31	Results 02/01/2010	Comment
Siberian Iris [QH 2006B 001]	01/25/2010	01/10/2010	02/23/2010	Out	Out	Out	Out	???	?+	?++		
Yellow Jonquil [YJ01]	04/08/2010		04/20/2010	Out	Out	Out	Out	???	?+	?++		

This report shows the mare name, the date the mare is due to foal, the actual foaling date, the last day she was bred, the results from the last 7 days of teasing (based on the result date selected) and an area to note the current day's teasing results and comments.

- The "Due Date" is calculated based on what you entered in Setup > Preferences > Mare/Foal Settings (Days Between Last Day Bred and Foaling Date). The value for "Due Date" can be any number that you want to enter.

8. Teasing Results Report
   - Select “Reports”
   - Select “Mare Reports”
   - Select “Teasing Results Report”

   - Select the season from the drop down list.
   - Select a specific farm from the drop down list or leave “Farm” as <All> to see all farms.
   - Select an owner from the drop down list or leave “Owner” as <All> to see teasing results for all horses
   - Select a specific horse type from the drop down list or leave “Horse Type” as <All> to see teasing results for all horse types.
   - Select a horse from the drop down list or leave “Horse” as <All> to see teasing results for all horses or select a Band Tag from the drop down list instead of the horse name.
   - Select to sort the report by Farm or Horse. If sorted by Farm, the report will list the farms in alphabetical order and then the horses within each farm alphabetically. If sorted by Horse, the report will list alphabetically by horse name regardless of the farm.
   - Select the month range.
   - Select to Preview the report or send it directly to the Printer
   - Click Submit.

Run Date: 09/24/2010 10:17 AM
Company: TJCIS Test Company

Teasing Results
Season: 2010

Page: 2 of 2
User: cec

Name: Yellow Jonquil [YJ01] **Farm Name:** TJCIS Secondary Mare Farm

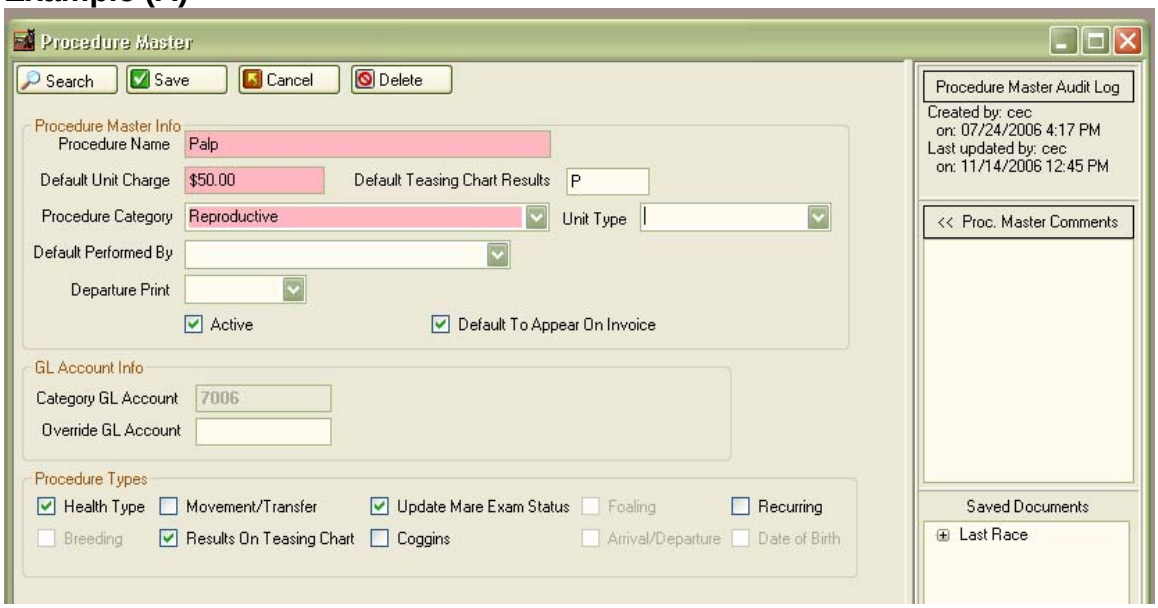
Sire: Spring Frost **Bred To 2009:** Call Me **Booked To 2010:** Whisper My Name
Dam: Wildflower Miss **Last Bred 2009:** 05/01/2009 **Starting Status:** In-Foal
Color: Chestnut **Date Foaled:** **Final Status:** In-Foal
DOB: 03/18/2003 **Foal Color:** **Sex:**

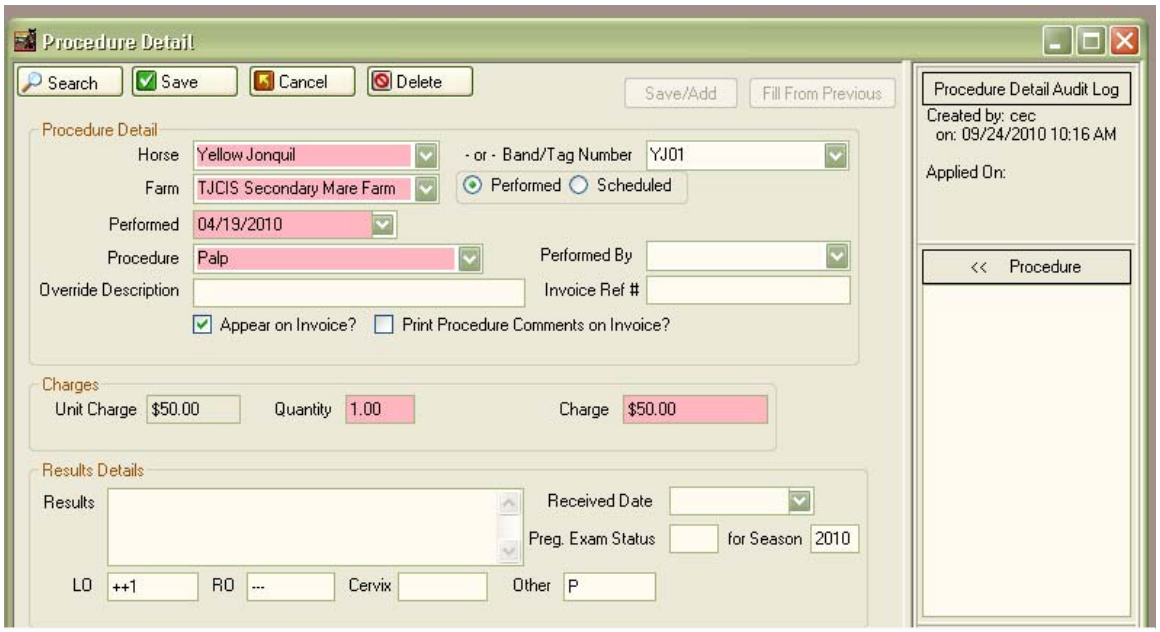
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 10																															
Teasing																									Out	Out	Out	Out	???	?+	?++
LO																															
RO																															
Cervix																															
Other																															
Feb 10																															
Teasing																															
LO																															
RO																															
Cervix																															
Other																															
Mar 10																															
Teasing																															
LO																															
RO																															
Cervix																															
Other																															
Apr 10																															
Teasing																															
LO																			++1		LOV										
RO																			---												
Cervix																															
Other																			P	BR	OV										

This report will show the mare name, the name of the farm, the mare's sire, dam, color, YOB, stallion bred to previous season and LDB previous season, current foaling date, color and sex of the foal, stallion booked to in current season, beginning status and final status for current season.

This report will show any Teasing results that have been entered for each horse (Mare Info > Mares >Teasing Info.) or (Mare Info > Teasing Results Entry). Additionally, this report will show entries for LO, RO, Cervix & Other (Master File > Procedure Master > "Procedure Types: Results on Teasing Chart & Update Mare Exam Status)
See Example (A)

Example (A)

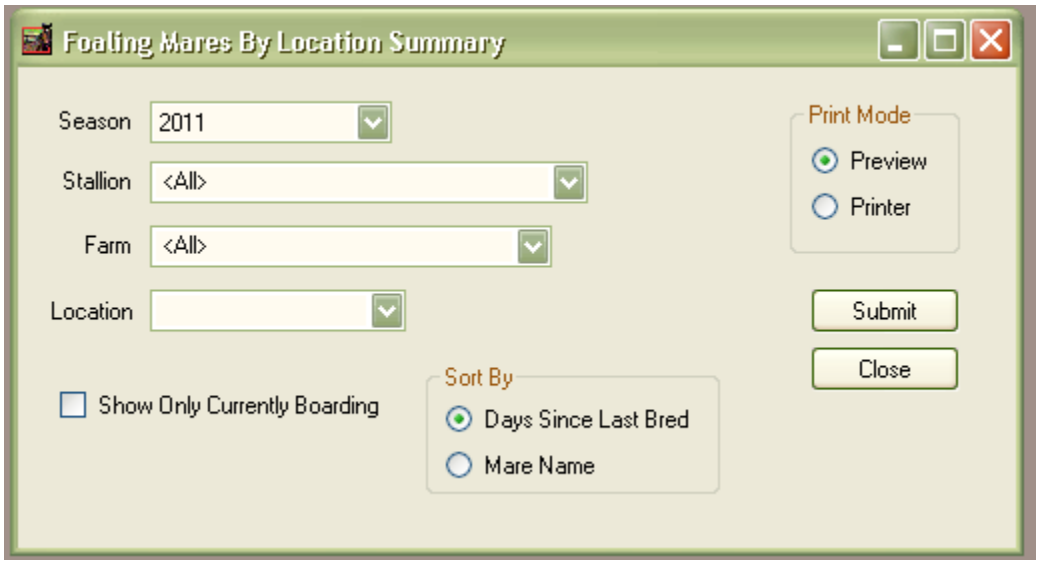

Procedure Master
Search
Save
Cancel
Delete
Procedure Master Info
Procedure Name
Palp
Default Unit Charge
$50.00
Default Teasing Chart Results
P
Procedure Category
Reproductive
Unit Type
Default Performed By
Departure Print
Active
Default To Appear On Invoice
GL Account Info
Category GL Account
7006
Override GL Account
Procedure Types
Health Type
Movement/Transfer
Update Mare Exam Status
Foaling
Recurring
Breeding
Results On Teasing Chart
Coggins
Arrival/Departure
Date of Birth
Procedure Master Audit Log
Created by: cec
on: 07/24/2006 4:17 PM
Last updated by: cec
on: 11/14/2006 12:45 PM
<< Proc. Master Comments
Saved Documents
Last Race


Procedure Detail
Search
Save
Cancel
Delete
Save/Add
Fill From Previous
Procedure Detail
Horse
Yellow Jonquil
- or - Band/Tag Number
YJ01
Farm
TJCIS Secondary Mare Farm
Performed
Scheduled
Performed
04/19/2010
Procedure
Palp
Performed By
Override Description
Invoice Ref #
Appear on Invoice?
Print Procedure Comments on Invoice?
Charges
Unit Charge
$50.00
Quantity
1.00
Charge
$50.00
Results Details
Results
Received Date
Preg. Exam Status
for Season
2010
LO
++1
RO

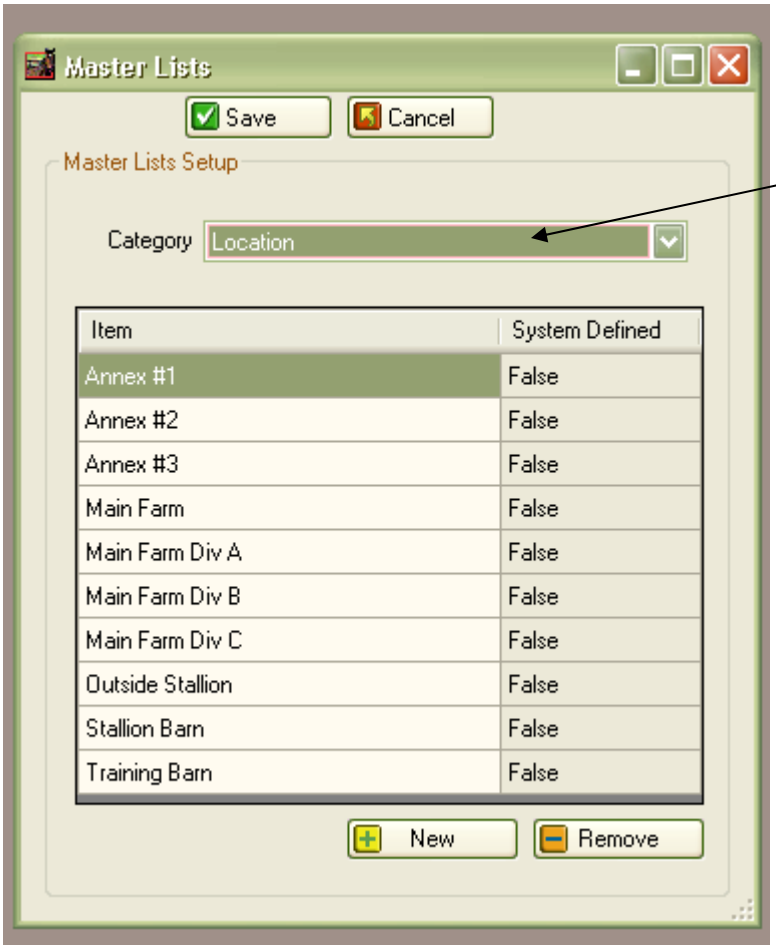
Cervix
Other
P
Procedure Detail Audit Log
Created by: cec
on: 09/24/2010 10:16 AM
Applied On:
<< Procedure

9. Foaling Mares By Location

- Select “Reports”
- Select “Mare Reports”
- Select “Foaling Mares By Location”



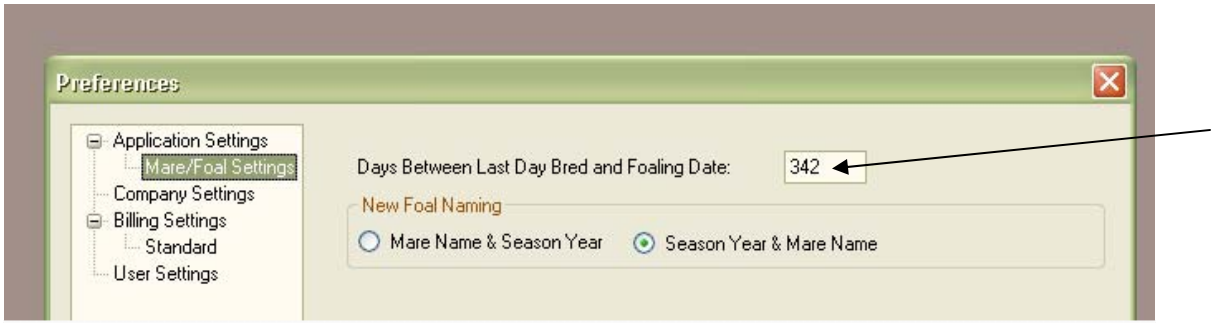
- Select the season from the drop down list.
- Select a specific Stallion from the drop down list or leave “Stallion” as <All> to see all Stallions.
- Select a specific Farm from the drop down list or leave “Farm” as <All> to see all Farms
- Select a specific Location from the drop down list or leave “Location” blank to see all Locations.
    - The Location items are found in Setup > Master Lists > Location



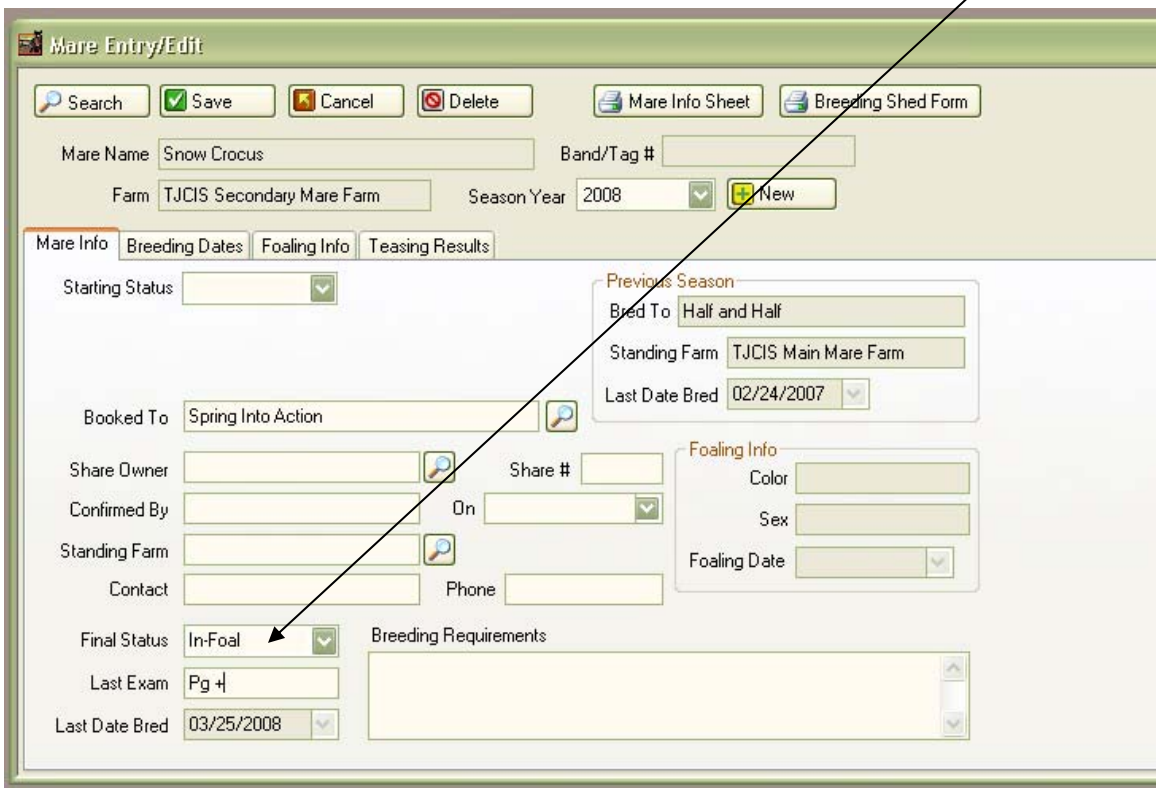
- If the “Show Only Currently Boarding” is checked, only those horses that are currently boarding will be shown on the report.
- If the Sort by “Days Since Last Bred” is checked, the report will sort chronologically by the days since the mare was last bred.
- If the Sort By “Mare Name” is checked, the report will sort alphabetically by the mare’s name.
- Select to Preview the report or send it directly to the Printer
- Click Submit

This report groups first by Location and shows the Mare name, the Stallion she was bred to for the season that was selected, the last date she was bred for the season that was selected, the Days Since she was last bred, the Final Status for the season that was selected and the Projected Foaling Date.

- **Note**: The Projected Foaling Date is set up in The “Projected Foaling Date” is calculated based on what you entered in Setup > Preferences > Mare/Foal Settings (Days Between Last Day Bred and Foaling Date). The value for “Due Date” can be any number that you want to enter.



Note: This Report will show only those mares that have been marked as "In-Foal" in the Final Status field on the Mare Information page.



Run Date: 09/29/2010 12:31 PM
Company: TJCIS Test Company

Foaling Mares By Location

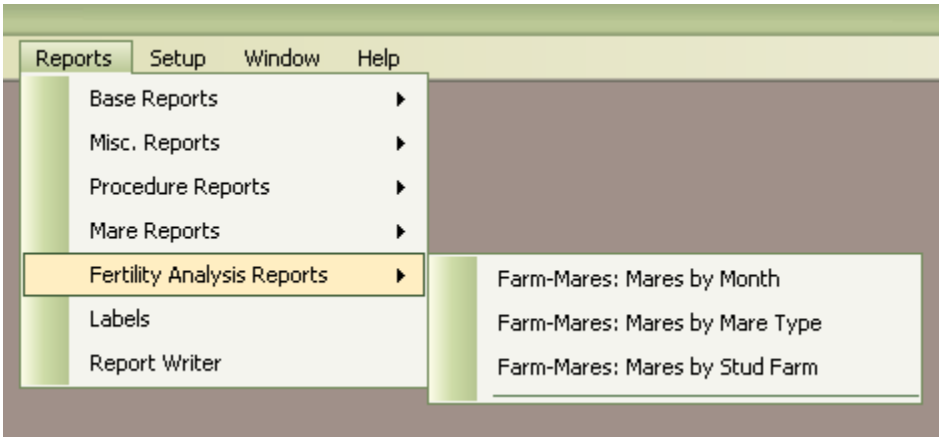
Season: 2008

Page: 3 of 5
User: cec

Mare	Stallion	Date Bred	Days Since	Final Status	Projected Foaling Date
Location: Main Farm					
Snow Crocus	Spring Into Action	3/25/2008	918	In-Foal	3/2/2009
Blackeyed Susan	Element of Safety	5/2/2008	880	In-Foal	4/9/2009

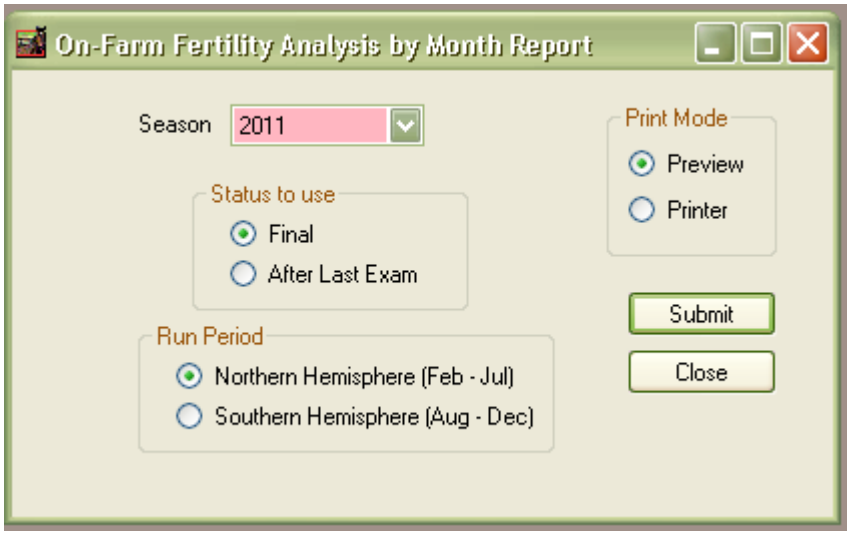
Mare Count: 2

Fertility Analysis Reports



1. Farm-Mares: Mares by Month

- Select “Reports”
- Select “Fertility Analysis Reports”
- Select “Farm-Mares: Mares by Month”



- Select the season year.
- Status to Use: Select “Final” if you want the report to be calculated based on the “Final Status” of the mare.
- Status to Use: Select “After Last Exam” if you want the report to be calculated based on the Status after the Last Exam of the mare. (**Important**: See **NOTE** below)
- Select the Run Period (Northern Hemisphere/Southern Hemisphere)
- Select to Preview the report or send it directly to the Printer
- Click Submit

Run Date: 09/29/2010 3:00 PM
Company: TJCIS Test Company

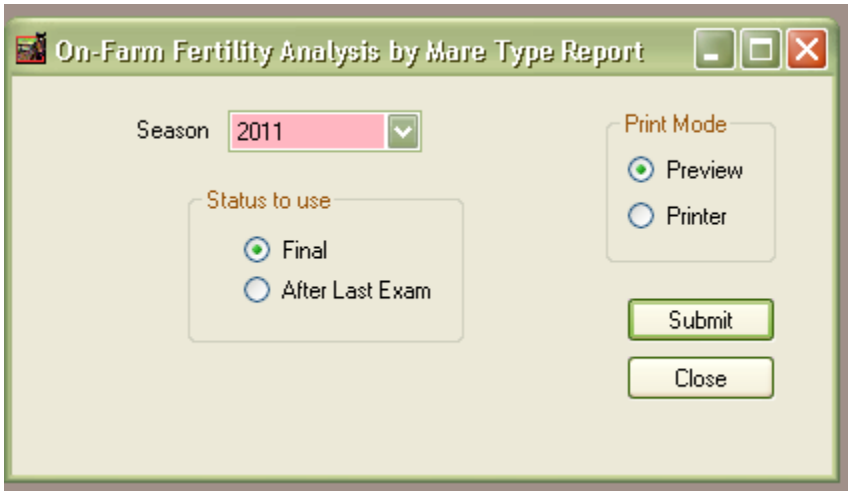
Fertility Analysis by Month
Season: 2008
(By: Final Status)

Page: 1 of 1
User: cec

Month	No. Mares	No. Covers	Double	No. In-Foal	% In-Foal	Covers per Preg	Covers per Mare
Mare Farm TJCIS Main Mare Farm							
March	2	2	1	1	50.00 %	2.000	1.000
April	1	1	0	0	0.00 %	0.000	1.000
May	1	1	0	1	100.00 %	1.000	1.000
Farm Total		4	1	2	100.00 %	0.500	2.000
Mare Farm TJCIS Secondary Mare Farm							
February	1	1	0	1	100.00 %	1.000	1.000
March	1	2	0	1	100.00 %	2.000	2.000
April	1	1	0	0	0.00 %	0.000	1.000
May	1	1	0	1	100.00 %	1.000	1.000
Farm Total		5	0	3	100.00 %	0.333	1.667
Grand Total		9	1	5	100.00 %	1.800	1.800
Totals By Month							
February	1	1	0	1	100.00 %	1.000	1.000
March	3	4	1	2	66.67 %	2.000	1.333
April	2	2	0	0	0.00 %	0.000	1.000
May	2	2	0	2	100.00 %	1.000	1.000

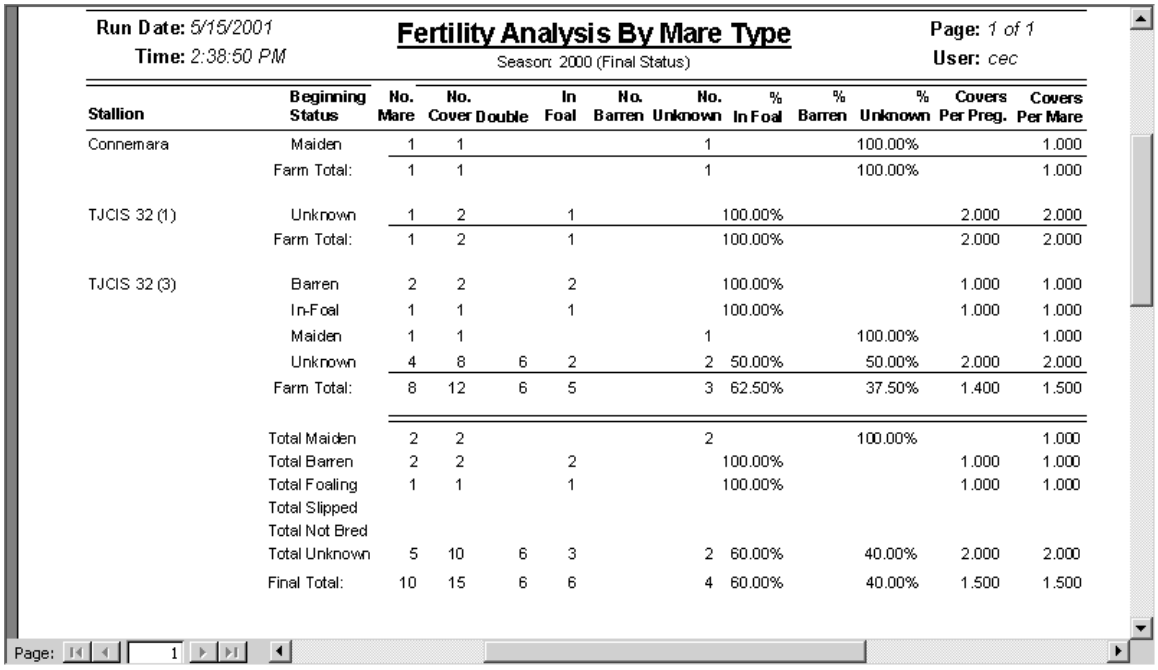
2. Farm-Mares: Mares by Mare Type

- Select “Reports”
- Select “Fertility Analysis Reports”
- Select “Farm-Mares: Mares by Mare Type”



- Select the season year.
- Status to Use: Select “Final” if you want the report to be calculated based on the “Final Status” of the mare.
- Status to Use: Select “After Last Exam” if you want the report to be calculated based on the Status after the Last Exam of the mare. (See **NOTE** below)

- Select to Preview the report or send it directly to the Printer
- Click Submit



Run Date: 5/15/2001
Time: 2:38:50 PM

Fertility Analysis By Mare Type

Season: 2000 (Final Status)

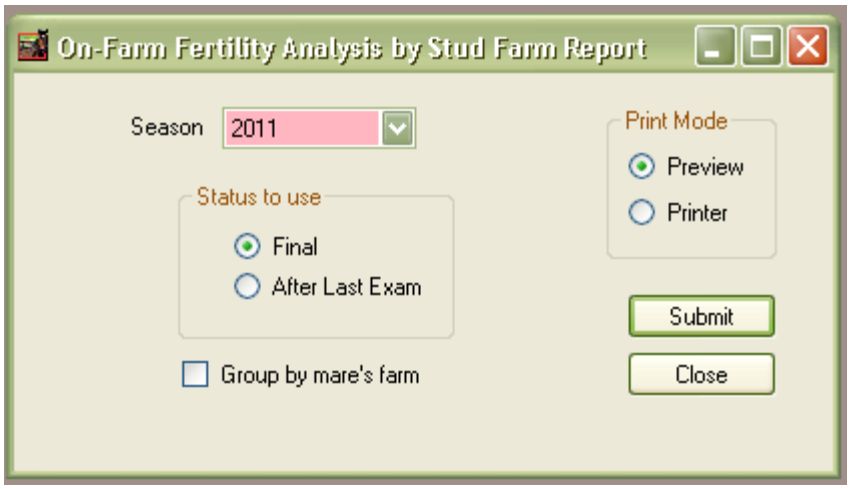
Page: 1 of 1
User: cec

Stallion	Beginning Status	No. Mare	No. Cover	Double	In Foal	No. Barren	No. Unknown	% In Foal	% Barren	% Unknown	Covers Per Preg.	Covers Per Mare
Connemara	Maiden	1	1				1			100.00%		1.000
	Farm Total:	1	1				1			100.00%		1.000
TJCIS 32 (1)	Unknown	1	2		1			100.00%			2.000	2.000
	Farm Total:	1	2		1			100.00%			2.000	2.000
TJCIS 32 (3)	Barren	2	2		2			100.00%			1.000	1.000
	In-Foal	1	1		1			100.00%			1.000	1.000
	Maiden	1	1				1			100.00%		1.000
	Unknown	4	8	6	2		2	50.00%		50.00%	2.000	2.000
	Farm Total:	8	12	6	5		3	62.50%		37.50%	1.400	1.500
	Total Maiden	2	2				2			100.00%		1.000
	Total Barren	2	2		2			100.00%			1.000	1.000
	Total Foaling	1	1		1			100.00%			1.000	1.000
	Total Slipped											
	Total Not Bred											
	Total Unknown	5	10	6	3		2	60.00%		40.00%	2.000	2.000
	Final Total:	10	15	6	6		4	60.00%		40.00%	1.500	1.500

Page: 1

3. Farm-Mares: Mares by Stud Farm

- Select “Reports”
- Select “Fertility Analysis Reports”
- Select “Farm-Mares: Mares by Stud Farm”



- Select the season year.
- Status to Use: Select “Final” if you want the report to be calculated based on the “Final Status” of the mare.
- Status to Use: Select “After Last Exam” if you want the report to be calculated based on the Status after the Last Exam of the mare. (See

NOTE below)

- Group by mare's farm: If this box is checked, each mare farm will be grouped together. If this box is blank, the report will print the analysis without grouping the information based on the mare farm.
- Select to Preview the report or send it directly to the Printer
- Click Submit

Run Date: 09/29/2010 3:13 PM
Company: TJCIS Test Company

Fertility Analysis by Stud Farm
Season: 2008
(By: Final Status)

Page: 1 of 1
User: cec

Standing Farm	Stallion		No. Mares	In-Foal	% In-Foal	Covers per Preg.	Covers per mare
Stallion Farm A	Spring Into Action		1	1	100.00 %	2.000	2.000
		Farm Total	1	1	100.00 %	2.000	2.000

Standing Farm	Stallion		No. Mares	In-Foal	% In-Foal	Covers per Preg.	Covers per mare
Stallion Farm E	Element of Safety		1	1	100.00 %	3.000	3.000
		Farm Total	1	1	100.00 %	3.000	3.000

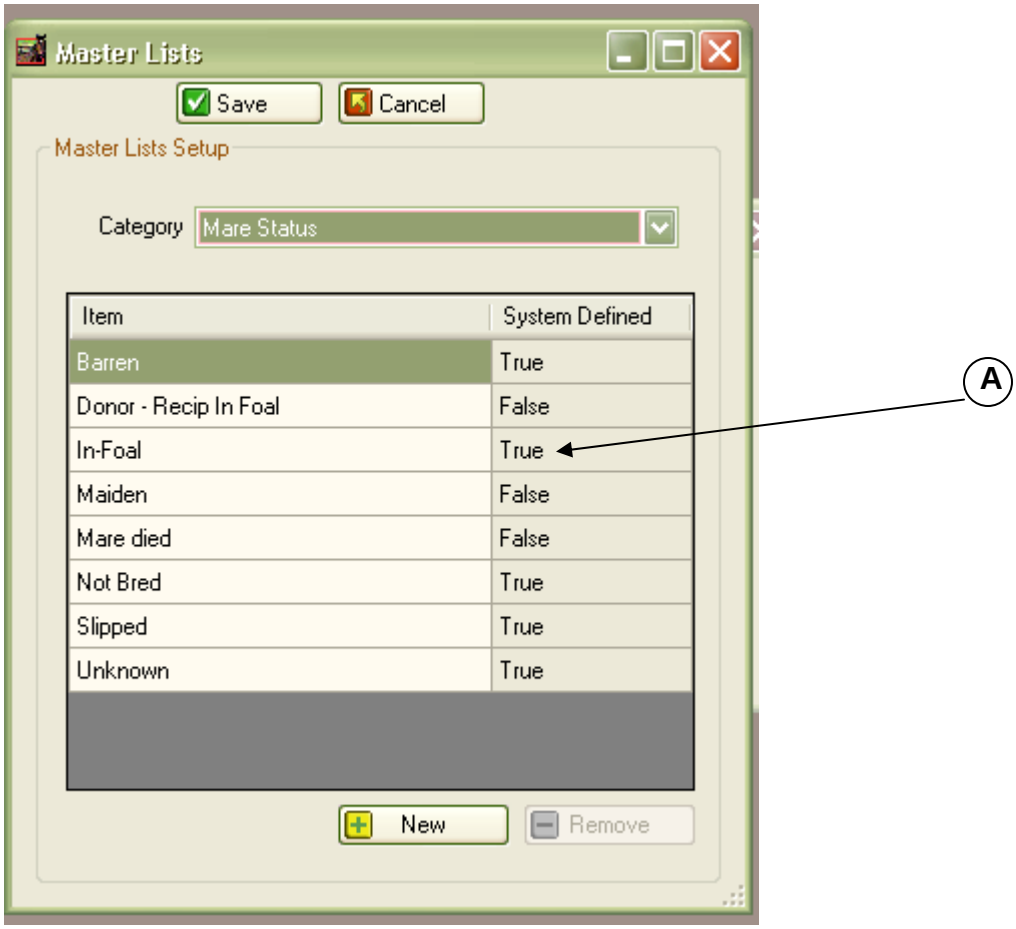
Standing Farm	Stallion		No. Mares	In-Foal	% In-Foal	Covers per Preg.	Covers per mare
Stallion Farm H	Benny The Blue		1	1	100.00 %	1.000	1.000
		Farm Total	1	1	100.00 %	1.000	1.000

Standing Farm	Stallion		No. Mares	In-Foal	% In-Foal	Covers per Preg.	Covers per mare
TJCIS Main Mare Farm	Half and Half		1	1	100.00 %	2.000	2.000
		Farm Total	1	1	100.00 %	2.000	2.000

Standing Farm	Stallion		No. Mares	In-Foal	% In-Foal	Covers per Preg.	Covers per mare
TJCIS Main Stallion Farm	Hot Cocoa		1	1	100.00 %	1.000	1.000
		Farm Total	1	1	100.00 %	1.000	1.000
		Grand Total	5	5	100.00 %	1.800	1.800

IMPORTANT NOTE: In order for the system to calculate the Fertility Analysis Reports correctly, you must enter a Final Status or a Status After Exam in the appropriate field on the Mare Information page.

The Final Status must be selected from the drop down list and has to be an entry from the Master Lists Category "Mare Status" that is indicated as **System Defined True. See (A)**



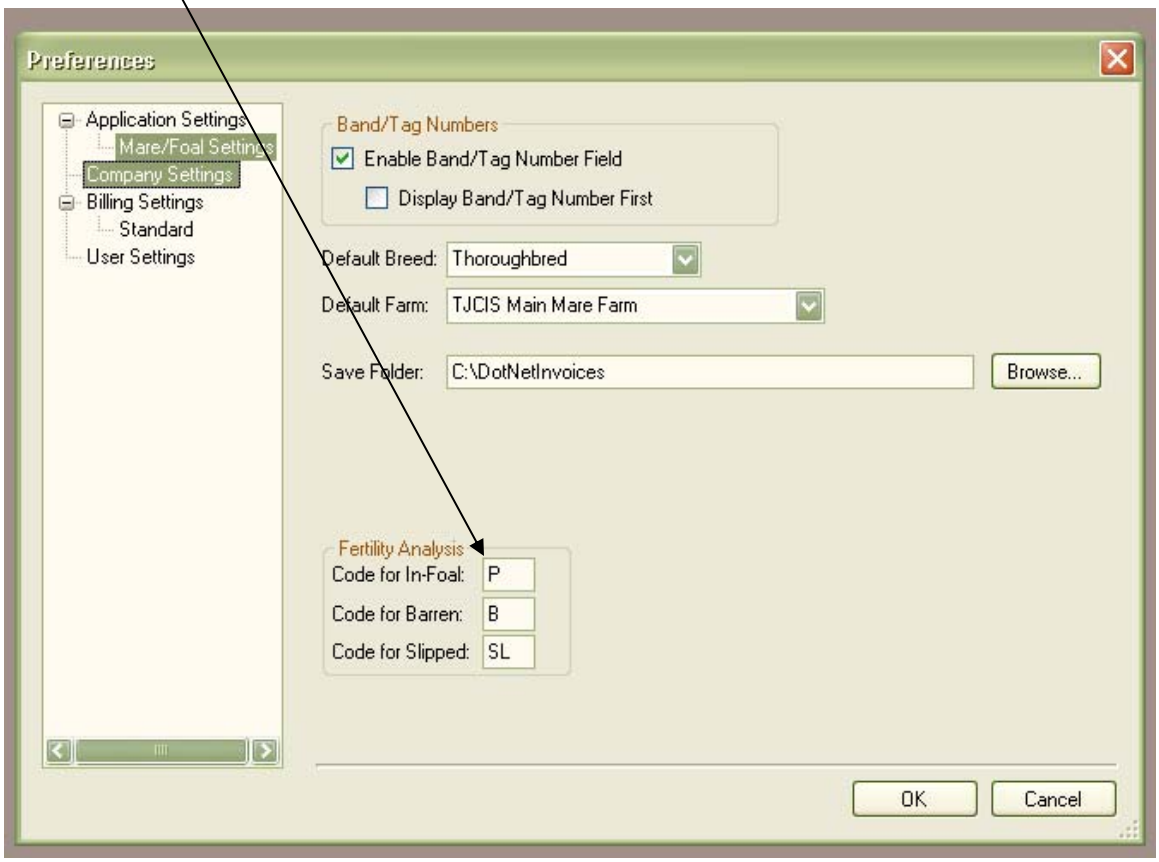
The default settings for Status After Exam have to be entered as Barren, Maiden, Not Bred, Open, Slipped or SL or Unknown. To indicate a pregnancy, you must enter Pg, Preg, PD, Pg+ or any word of your choice that begins with the letter "P".

When calculating fertility based on Status After Exam, the system will determine the percentages based on the following default settings
:

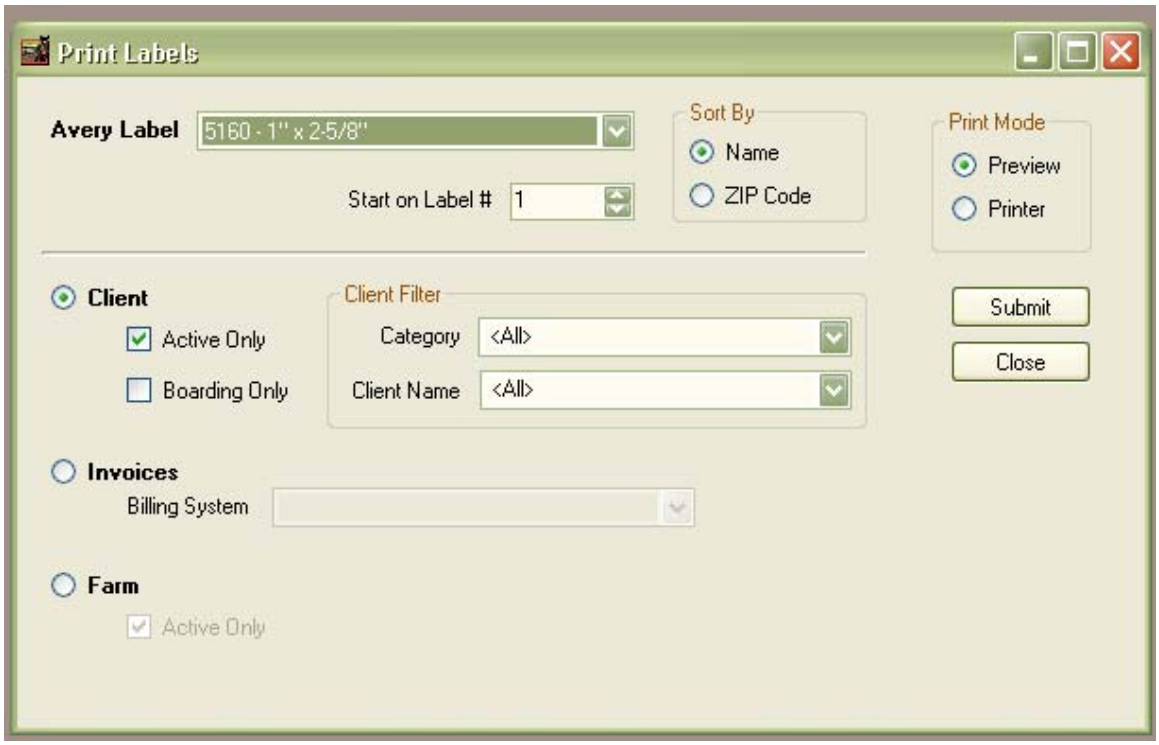
"P" = Pregnant
"B" = Barren
"SL" = Slipped
Anything else = Unknown

OR

You can go to Setup > Preferences > Company Settings and enter your own Fertility Analysis codes for the Status After Exam calculations.



Labels



- Avery Label: Select a pre-defined Avery Label from the drop down list
- Start on Label #: This screen defaults to start on Label #1. If not starting on the first label, select the label number by clicking the up/down arrows. For example, if you have used the first 3 labels on a sheet, you can tell the system to start printing labels on the 4th label of that sheet.
- Sort By: Select to print the labels sorted either alphabetically by client name or numerically by ZIP Code.
- Client: Select to show Active Only and/or Boarding Only
- Client Filter: Select a Category from the drop down list and leave Client Name as <All> to see all clients that have been identified as being included in that Category. The Client Filter Categories are set up in Setup > Master Lists > Mailing Code and then individually selected on the Client Master File > Mailing Codes tab.

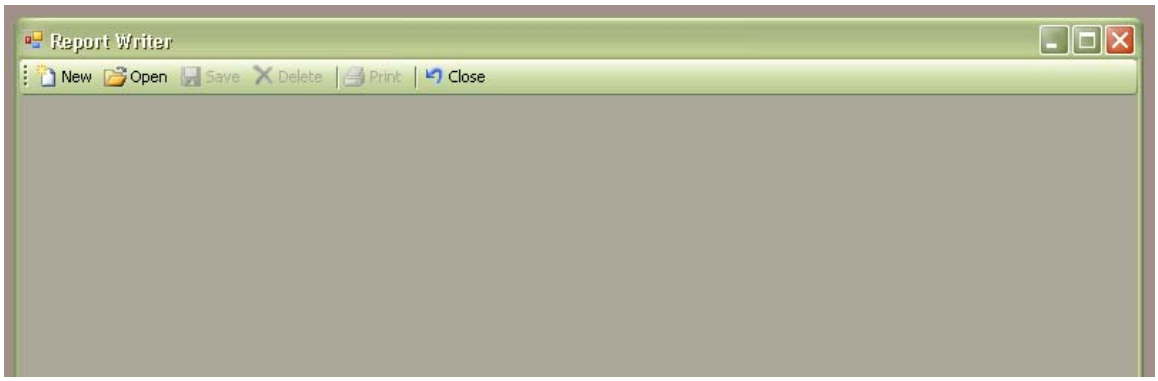
- Invoices: If you have generated monthly billing and have not yet finalized, you can print labels for those clients that are included in this billing. Select the name of your billing from the drop down list (Standard, Monthly, etc.).
- Sort by Name or ZIP Code
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.

- Farm: If you want to print labels for all farms that have been entered into the system, click “Farm”.
- Sort By: Select to print the labels sorted either alphabetically by farm name or numerically by ZIP Code.
- Select to show Active Only or not
- Click on the Submit button to print the report

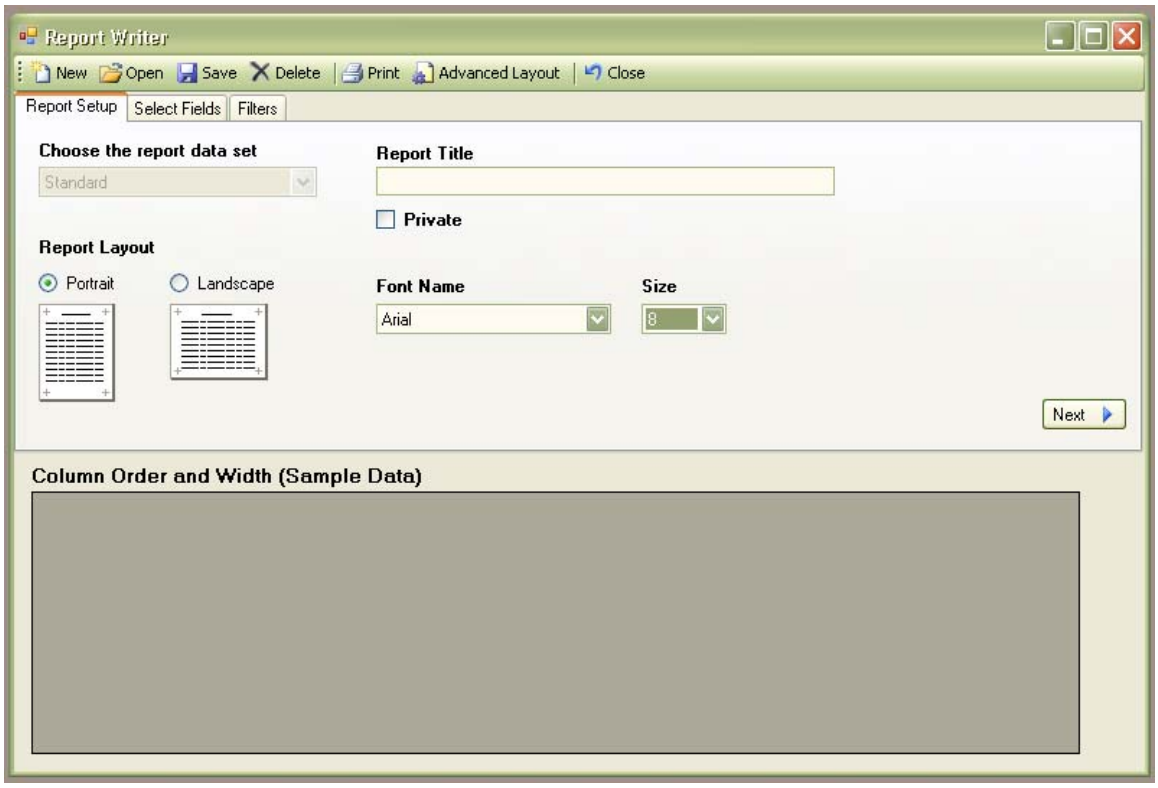
Report Writer

This menu option will allow you to create custom reports based on an established list of “Available Fields”.

To Begin
Select “Reports”
Select “Report Writer”



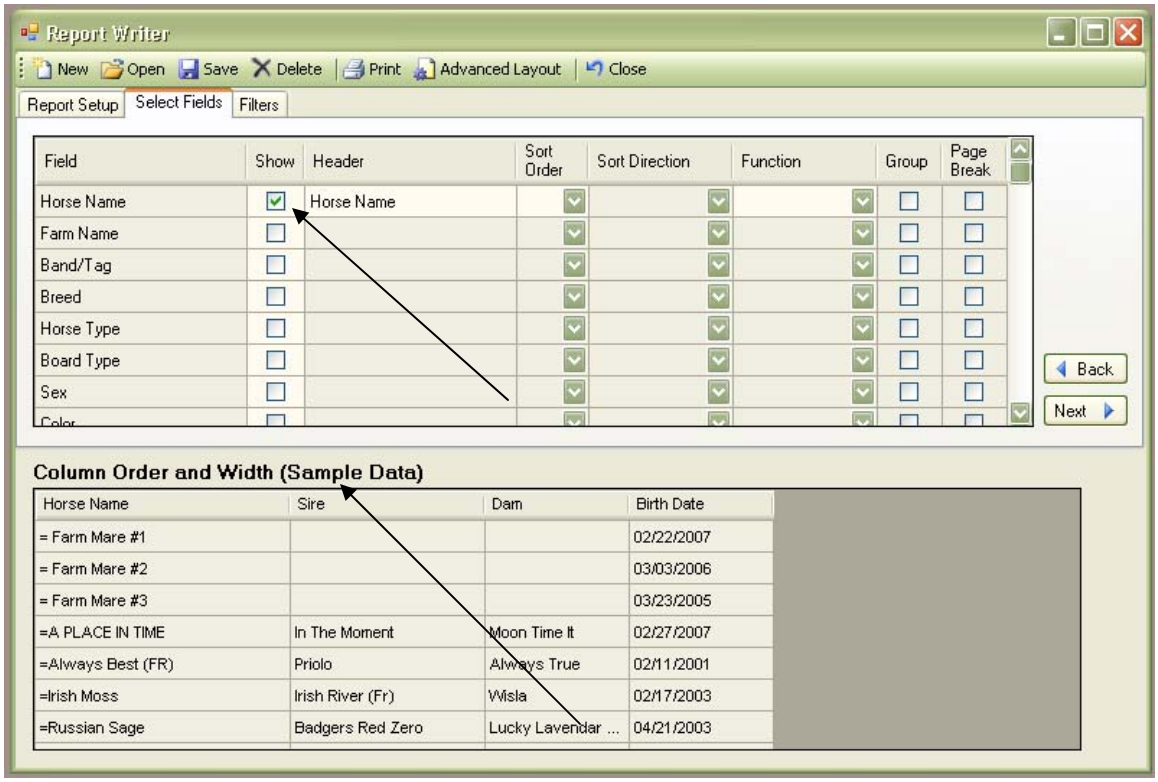
Click “New” to create a New Report
Or click “Open” to open an existing report



Report Setup
For a new report, choose the report data set “Standard” from the drop down list.
Report Title: Enter a name for the report

Click “Private” if you do not wish to share the report across your network (if your HFM software is networked).
Report Layout: Select “Portrait” or “Landscape”
Select a different Font and Size if needed.

Next, click on the Select Fields tab.



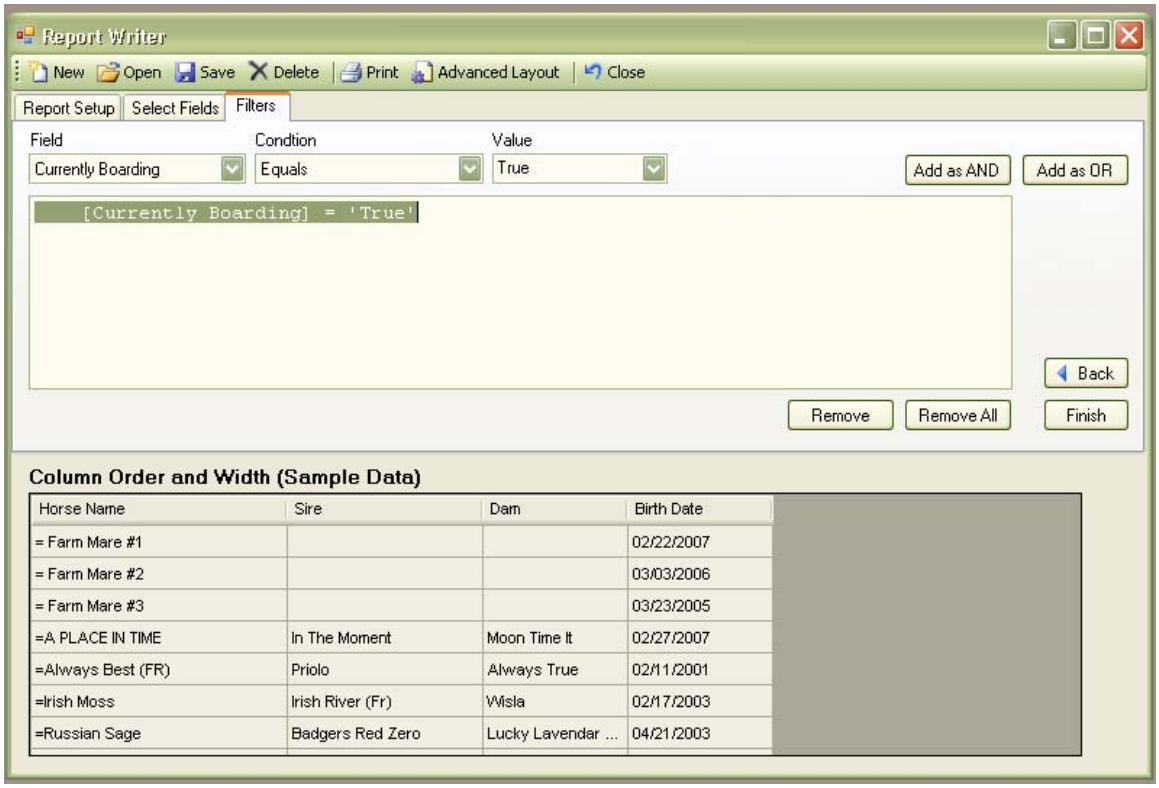
When you select the fields you want to include in your report they will appear at the bottom of the screen in the “Sample Data” area.

Once you have selected all of the fields you want to include in your report, click on the “Filters” tab. The filters tab will allow you to limit the report based on the criteria you select.

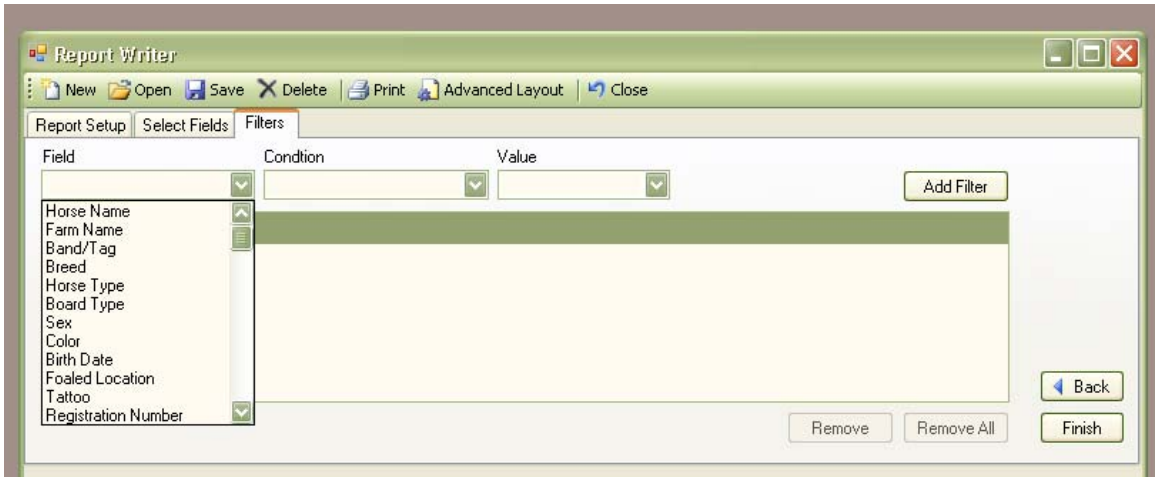
For example, you may want to include only those horses that are currently boarding or you may want a report with breeding information or foaling information from one specific breeding season.

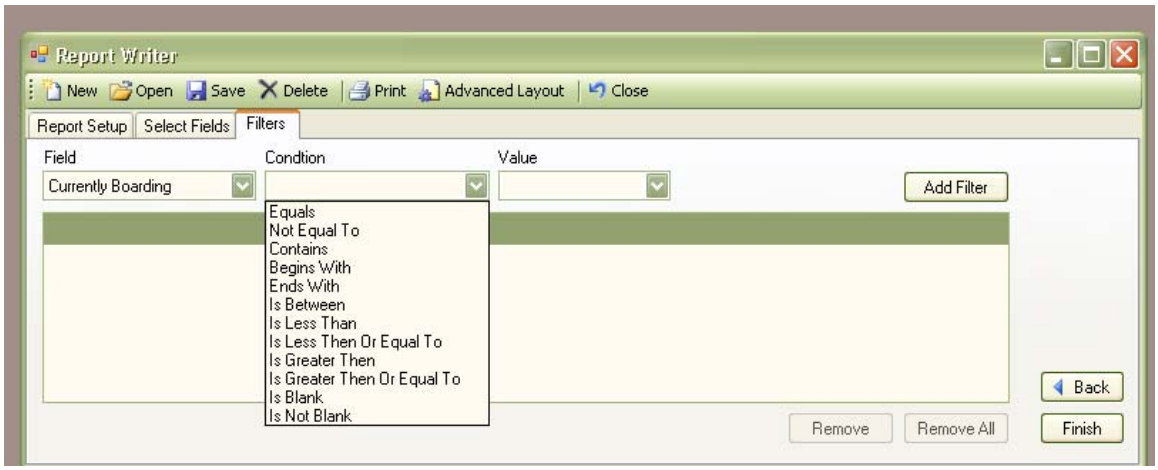
First select the Field from the drop down list, then select the Condition from the drop down list and then select the Value from the drop down list and click the button “Add as And”.

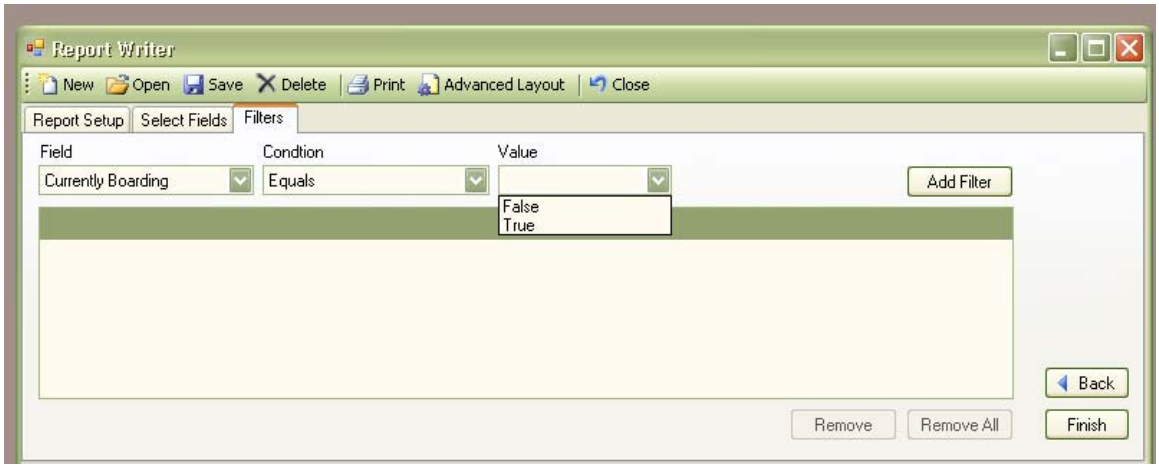
Once you have selected all of the criteria you can click “Finish” or “Print” to see the report. If you are satisfied with the report you can click “Save” to save the report and retrieve it again when needed.

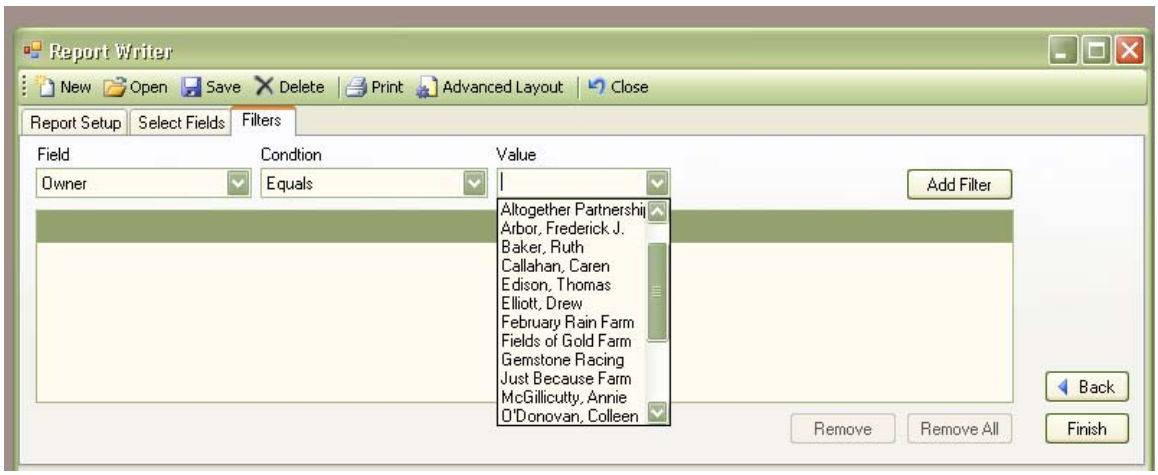

Report Writer
New
Open
Save
Delete
Print
Advanced Layout
Close
Report Setup
Select Fields
Filters
Field
Condtion
Value
Currently Boarding
Equals
True
Add as AND
Add as OR
[Currently Boarding] = 'True'
Back
Remove
Remove All
Finish
Column Order and Width (Sample Data)
Horse Name
Sire
Dam
Birth Date
= Farm Mare #1
02/22/2007
= Farm Mare #2
03/03/2006
= Farm Mare #3
03/23/2005
=A PLACE IN TIME
In The Moment
Moon Time It
02/27/2007
=Always Best (FR)
Priolo
Always True
02/11/2001
=Irish Moss
Irish River (Fr)
Wisla
02/17/2003
=Russian Sage
Badgers Red Zero
Lucky Lavendar ...
04/21/2003

Samples of Filters



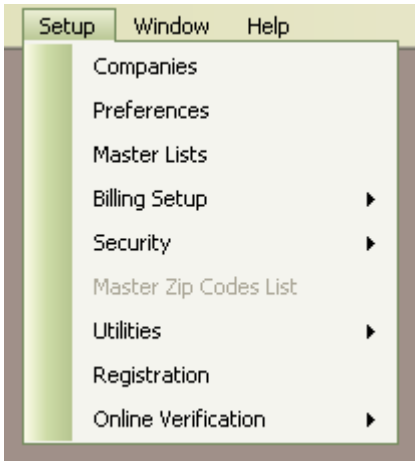




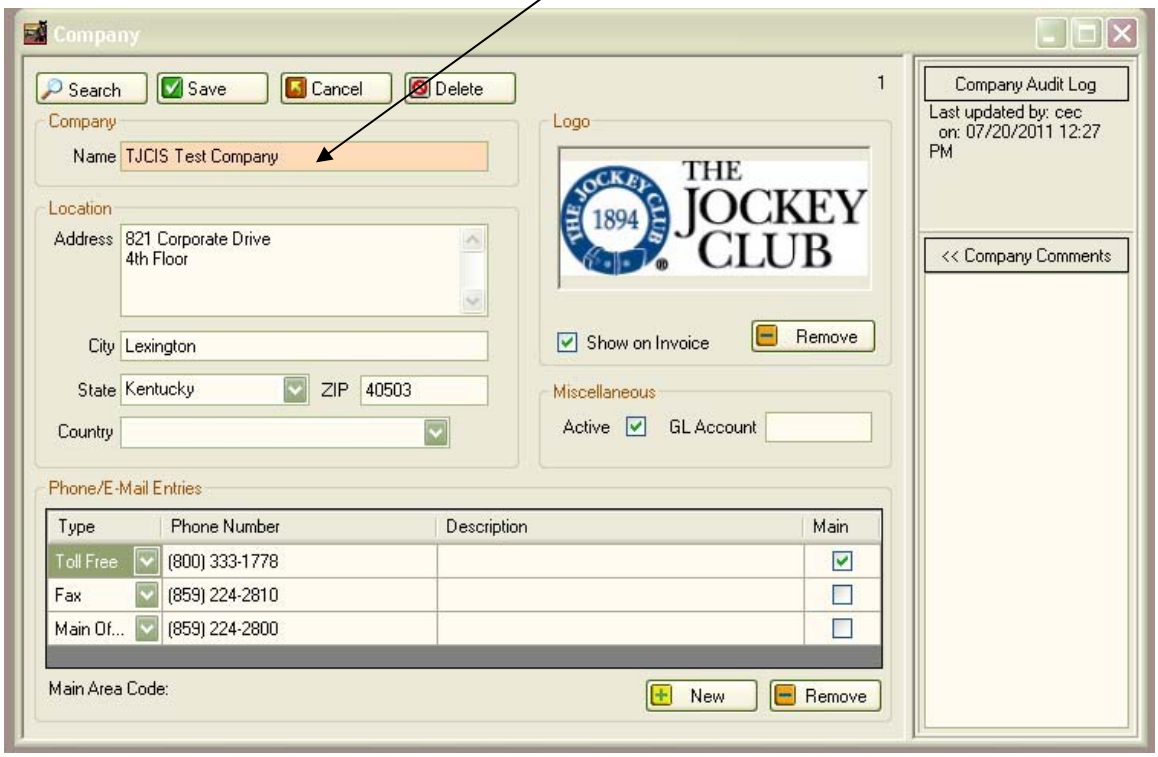


For advanced reports we recommend that you call The Jockey Club directly (800) 333-1778 or (859) 224-2800 to get detailed information on how to create more complex reports using the Report Writer.

Setup



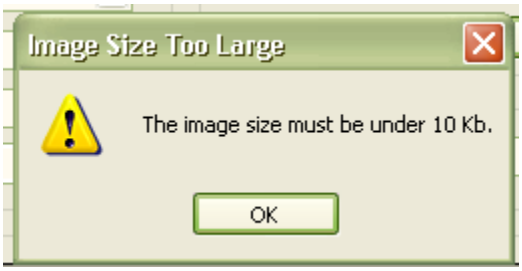
1. Companies
   - Select "Setup" from the menu
   - Select "Companies"
   - On the Company Search screen, highlight the name "Place Your Name HERE" and click the Edit button.
   - On the Company screen, go to the "**Name**" field, DELETE the words "Place Your Name HERE" and type in your own company/farm name.



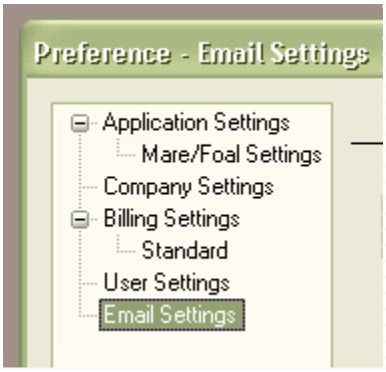
- Enter your complete address
- Enter your Phone/E-Mail information.
- To enter your Phone/E-Mail Entries, click the “New” button at the bottom of the screen and select the Type of entry from the drop down list. Enter a Description if you need one or just leave the description blank.
- Click “Save” when done. You can come back to this screen at a later time and set up additional companies if you need to.

TIP: If your company logo is available and you want it to appear on your invoices, click “New”, browse for your logo and then click the box “Show on Invoice”.

TIP: If you select a logo that is too large you will get this message. Click “OK” and browse for a smaller logo or re-size the selected logo and try again.



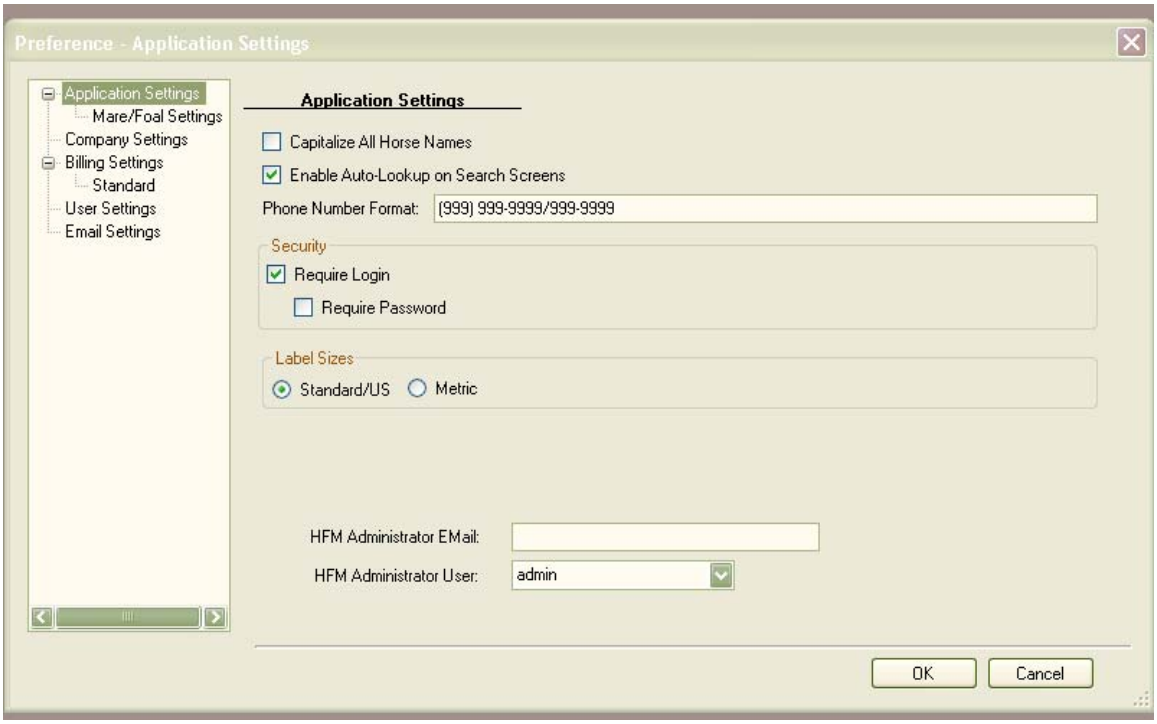
2. Preferences



The Preferences section allows you to change some of the default settings for HFM in the following areas:

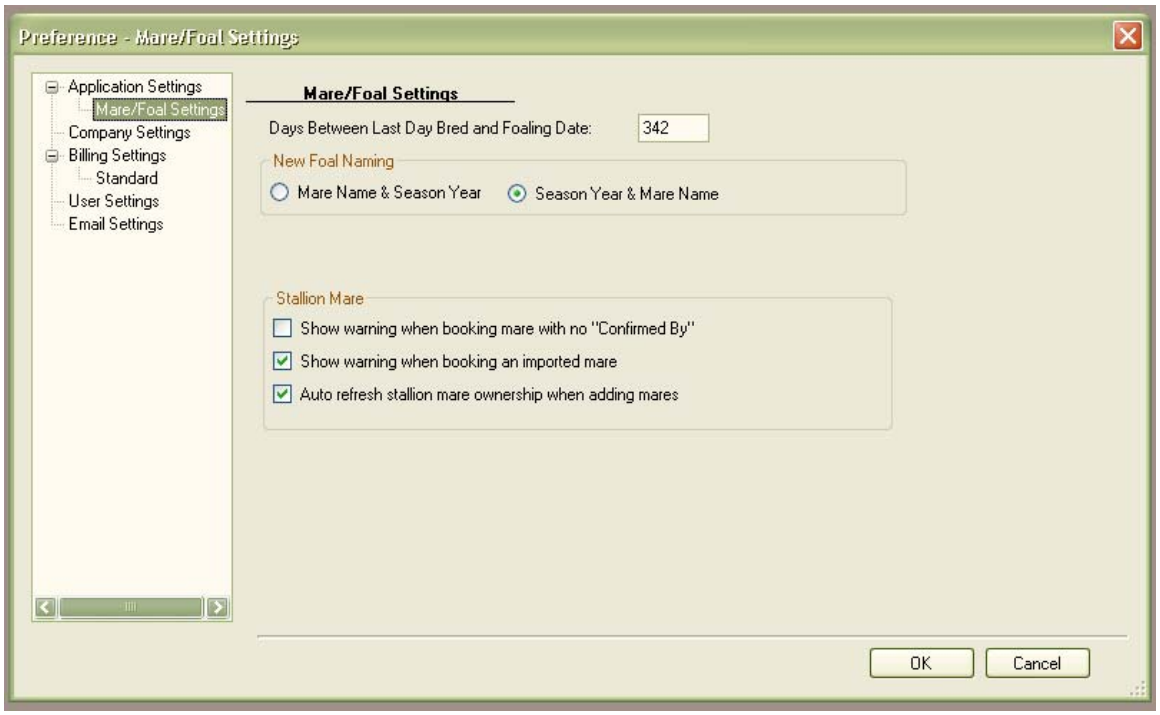
- Application Settings
  Mare/Foal Settings
- Company Settings
- Billing Settings
  Standard Billing Settings
- User Settings
- Email Settings

Application Settings



- If you want to be able to type horse names in lower case and let the system automatically convert them to uppercase, check the box next to **"**Capitalize All Horse Names**"**

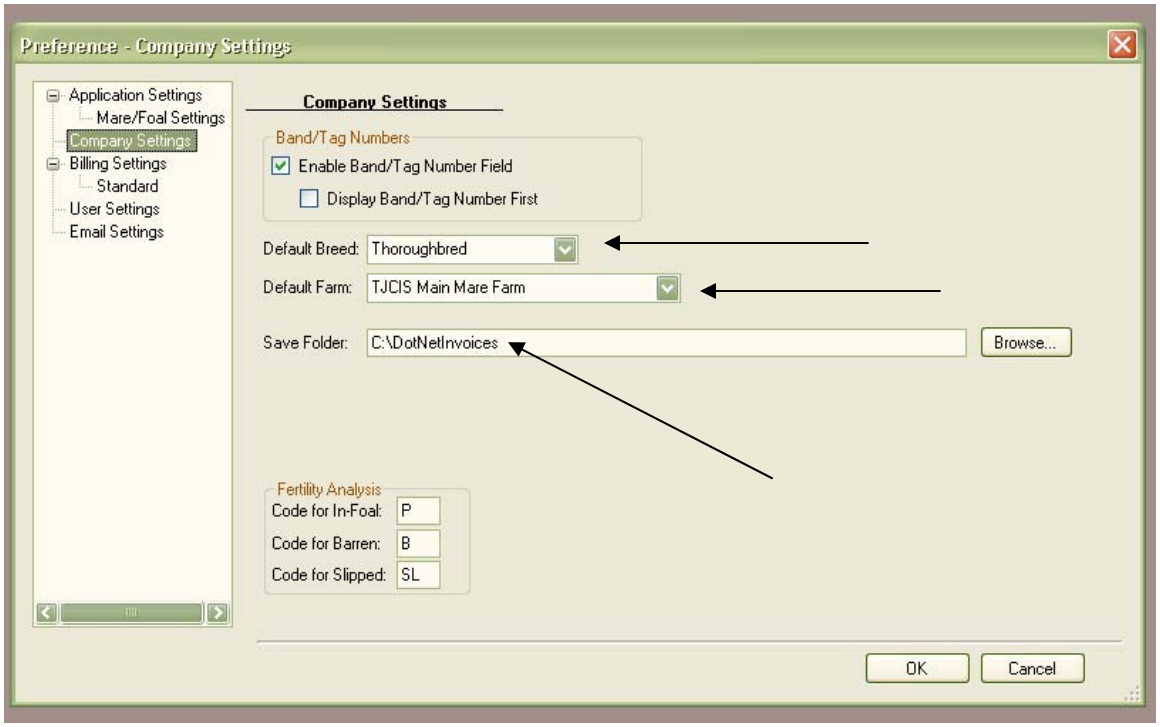
Mare/Foal Settings



- Days Between Last Day Bred and Foaling Date. This number is pre-populated but can be changed. This is the number used to calculate the projected foaling date which shows up on the Mares Bred Summary Report and the Due Date on the Teasing Worksheet.
- New Foal Naming. Select whether you want a new foal's name to begin with the dam name or the season year.

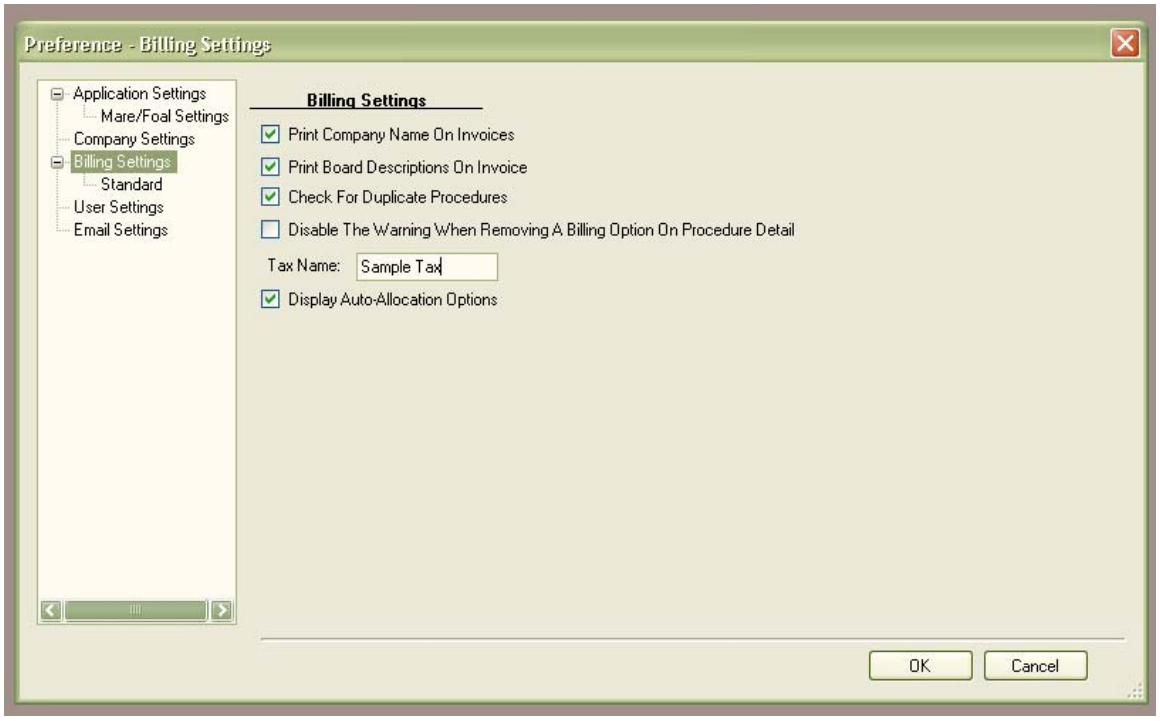
- Stallion Mare pertains only to those farms that have purchased the HFM Stallion Module.

Company Settings



- Band/Tag Numbers. Select to enable the Band/Tag Field and whether or not you want the Band/Tag Number to be displayed before a horse's name.
- Select the default breed from the drop down list
- Select your own farm name from the drop down list as the "Default Farm"
- It is important to make note of the **Location and Name** of the Save Folder. This folder will hold **all** of the saved invoices from the closed billing periods and it should be backed up on a regular basis.
- Fertility Analysis Codes. These codes refer to the **Status After Last Exam** field on the mare information page. These codes determine the status of a mare when calculating fertility based on the code that has been used in the Status After Last Exam field on the mare information page.

Billing Settings



Print Company Name on Invoices

- If you want your name, address, etc. to automatically appear as the heading on your invoices, leave the "√" marked in the box. If you are using pre-printed stationery and do **not** want the system to automatically generate the heading, simply un-check the box next to Print Company Name on Invoice to remove the "√".

Print Board Descriptions on Invoice

- Invoices usually show "Board @ $xx.xx per day". If the Print Board Type Description On Invoice is checked, the invoice will show "Sales Prep @ $xx.xx per day".

Check for Duplicate Procedures

- This option will warn you if you have entered a duplicate item within the same entry set

Disable the Warning When Removing A Billing Option On Procedure Detail

- If you DO NOT want the system to warn you that you have removed a procedure from invoicing, check the box next to **"**Disable the Warning When Removing A Billing Option On Procedure Detail".

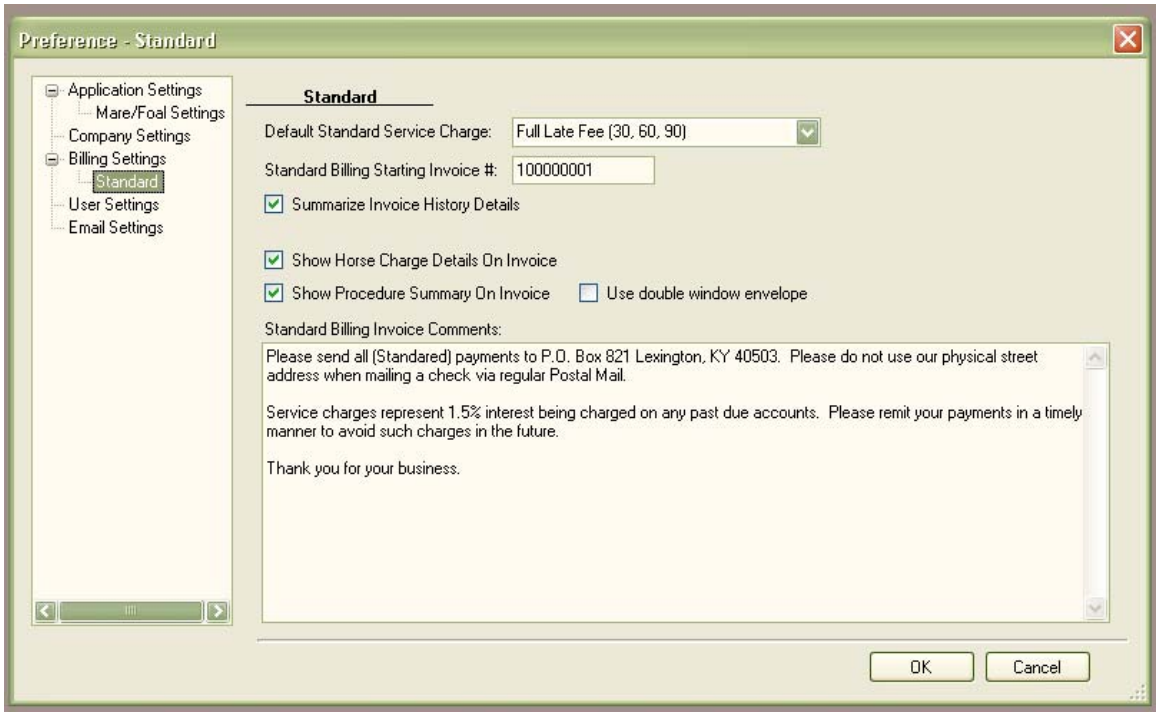
Tax Name

- For Non-US clients, enter the tax name that will be used in billing (such as HST, VAT).

Display Auto-Allocation Options

- When this box is checked, options will be displayed to help automate the process of applying credit invoices and unapplied payments to outstanding invoices.

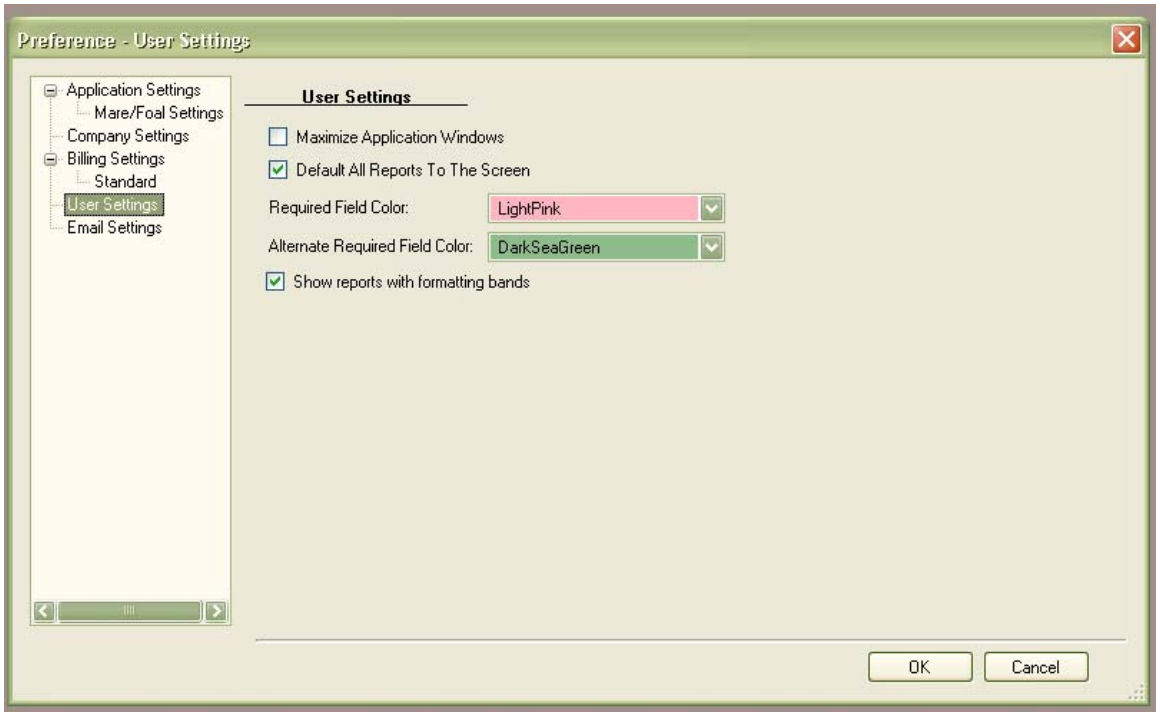
Billing Settings > Standard



- Default Standard Service Charge. Select the default service charge from the drop down menu. This will auto-populate the service charge field on the client master file each time a new client is added to the program.
- Standard Billing Starting Invoice #. This is the default number that will be used as the first number on your first invoice generated through the billing menu. This number can be changed but it has to be a number that is greater than the default shown.
- Summarize Invoice History Details. If checked, the invoice will be shown in summary format. If unchecked the invoice will be shown in detail format.
- Show Horse Charge Details on Invoice. If checked, the invoice will print the detail page for all of the horse charges. If unchecked the details will not be printed.
- Show Procedure Summary on Invoice. If checked, the invoice will print the charges by category page. If unchecked there will be no summary page printed.
- Use double window envelope. If checked, the invoice heading will be shifted so that the address shows through the double window envelope.

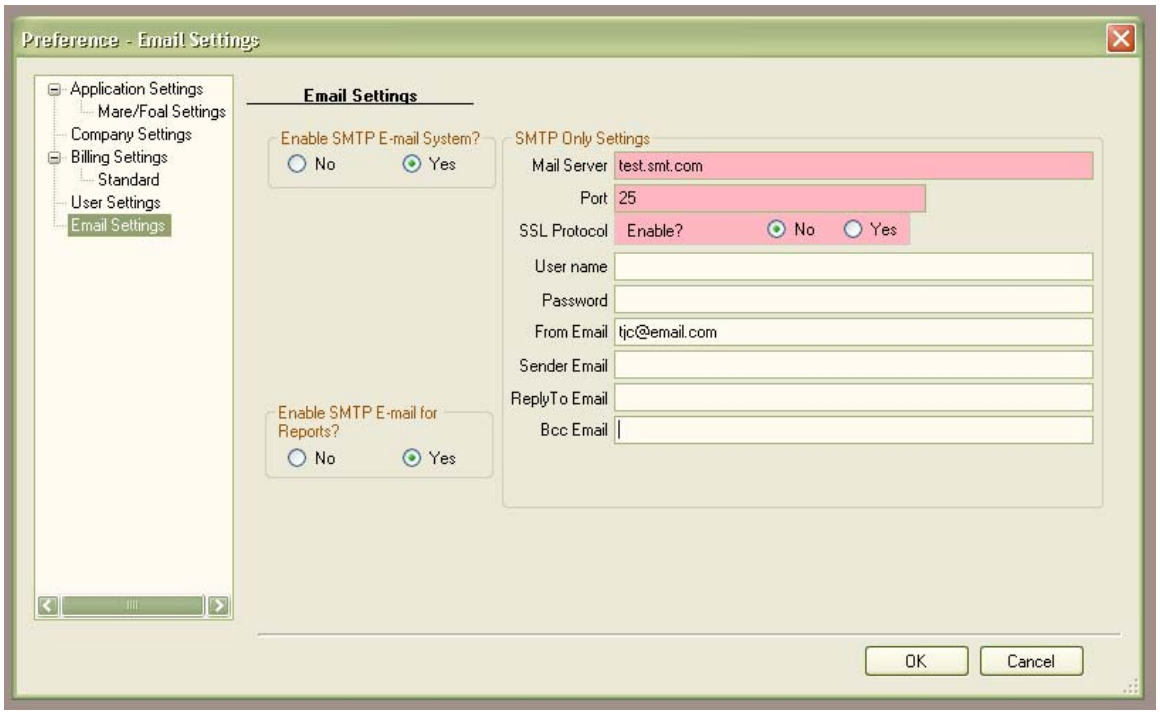
- Standard Billing Invoice Comments. Enter any information in this area that you want to appear on client invoices such as: *Net 30*, *Payable Upon Receipt* or *Happy Holidays*. The text that is entered here will appear on the first page of all client invoices.

User Settings



- If you want your reports to print to the screen first before printing to a printer, check the box next to “Default All Reports To The Screen”
- Each person can select his/her own Required Field Color and the Alternate Required Field Color from the drop down list. This setting is for an individual’s workstation, not all of the workstations if you are on a network.
- Show reports with formatting bands. If checked, all reports will display formatting bands. If this option is unchecked there will be no formatting bands on any of the reports.

Email Settings

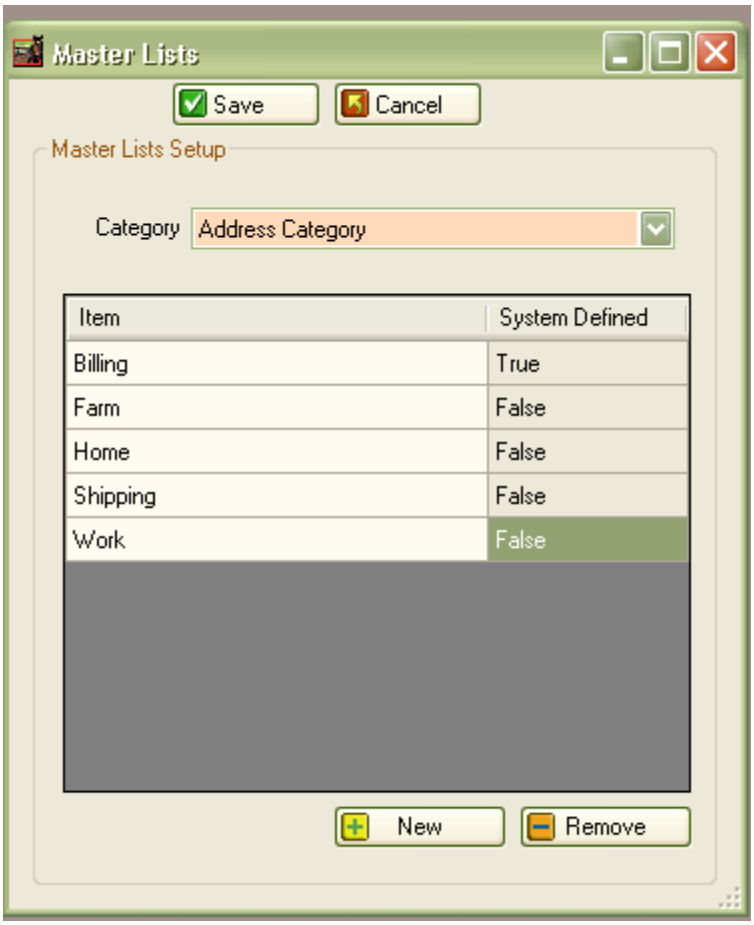


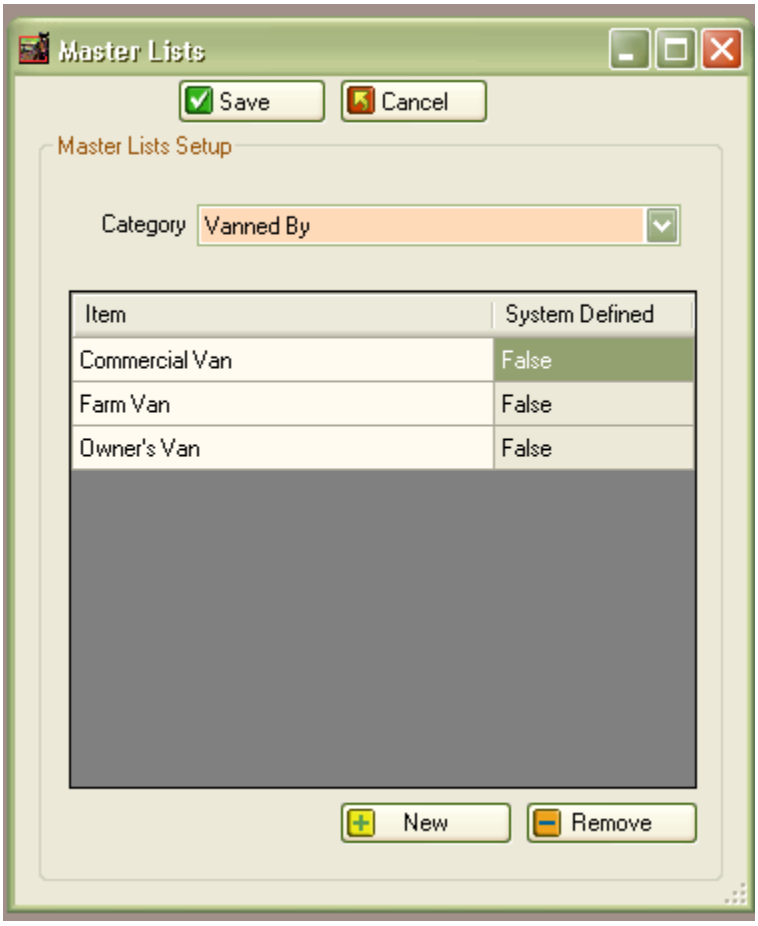
Please contact The Jockey Club directly for detailed instructions on how to set up your Email. (800) 333-1778 or (859) 224-2800

3. Master Lists

No changes are needed to the Master Lists unless your farm uses a different set of terms or if you would like to add additional items to a Category.

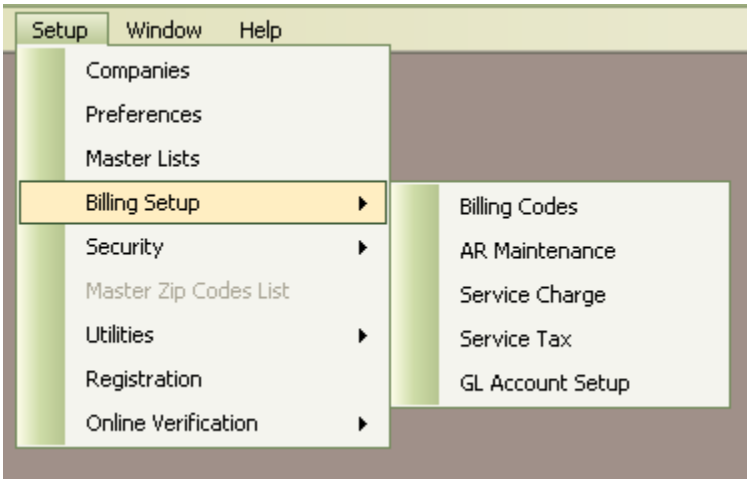
- Select "Setup" from the menu
- Select "Master Lists"
- Select the category that you wish to review from the drop down list. Once you select a Category, the items in that category will be displayed on the screen.



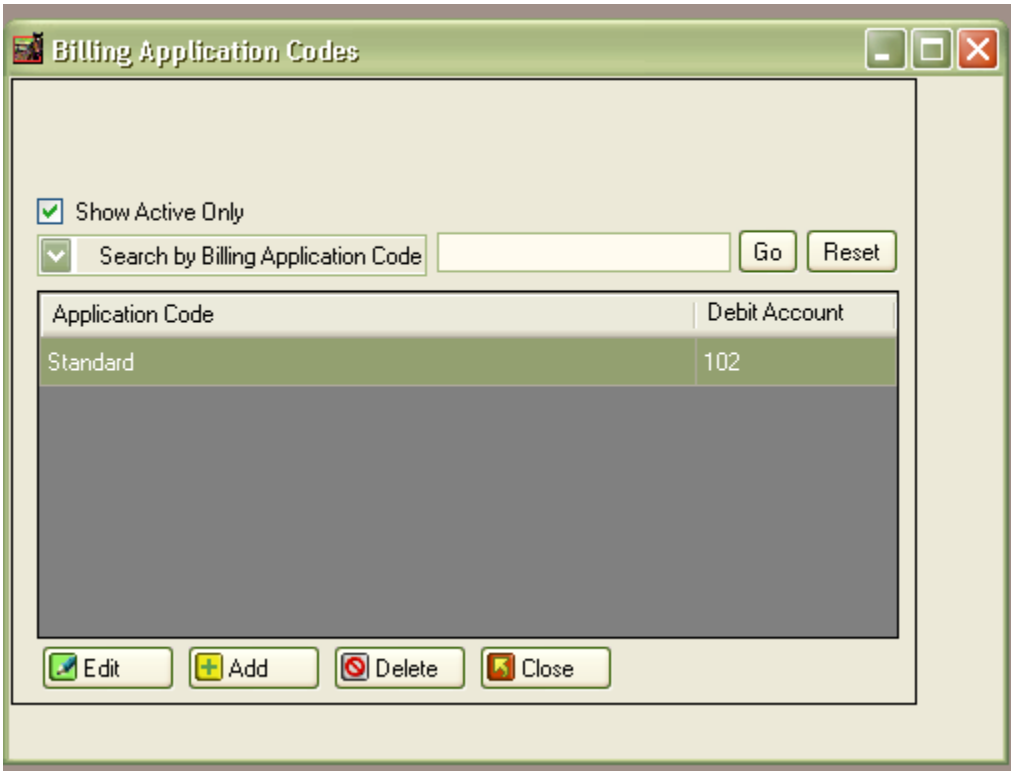


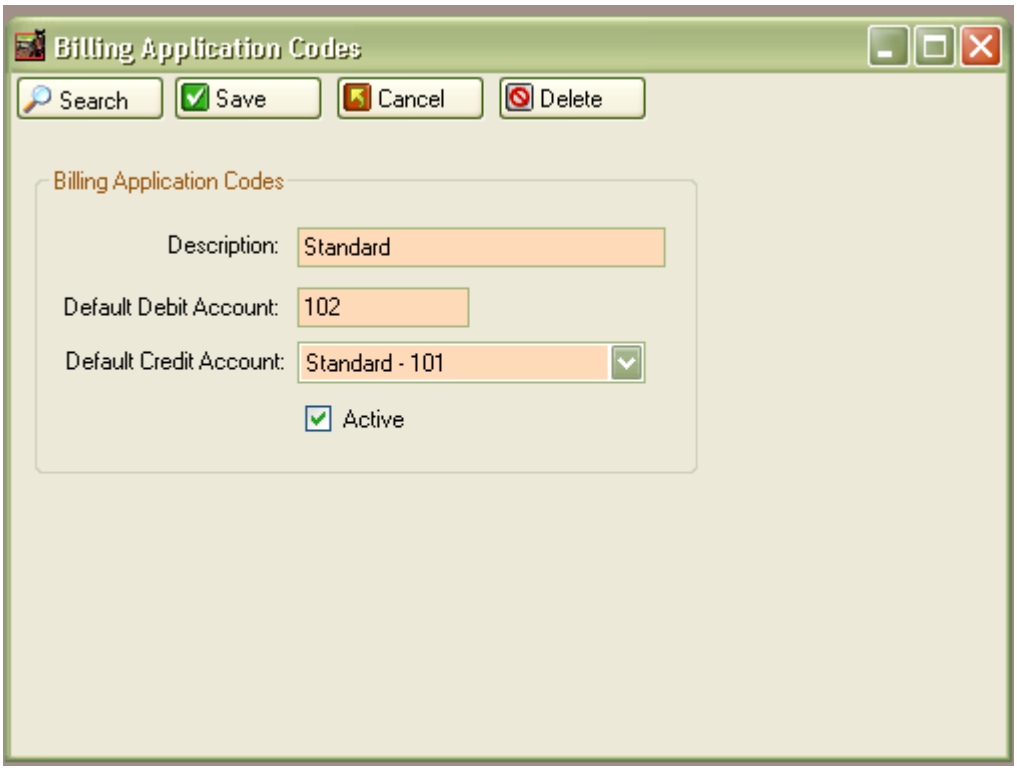
- You can add more items to a category by clicking the “New” button and typing your entry on the new blank line.

4. Billing Setup



Billing Codes

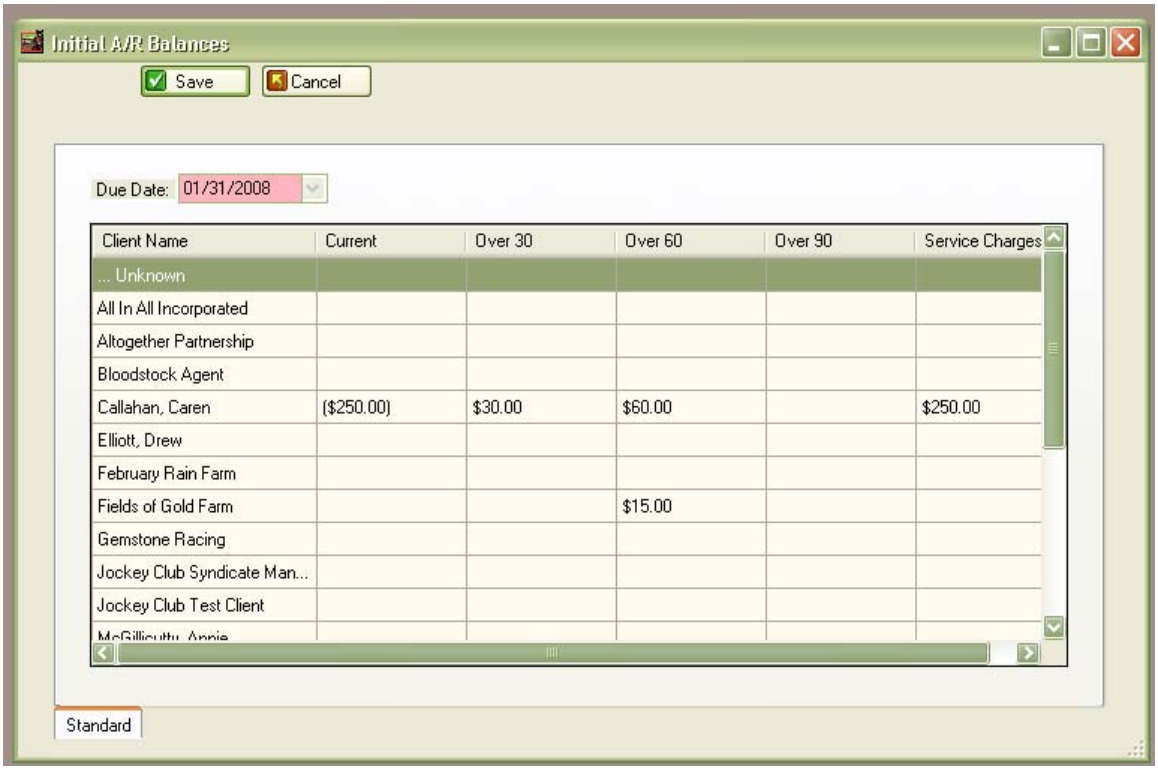




- “Description” can be changed
- “Default Debit Account” can be changed
- “Default Credit Account” must be selected from the drop down list.

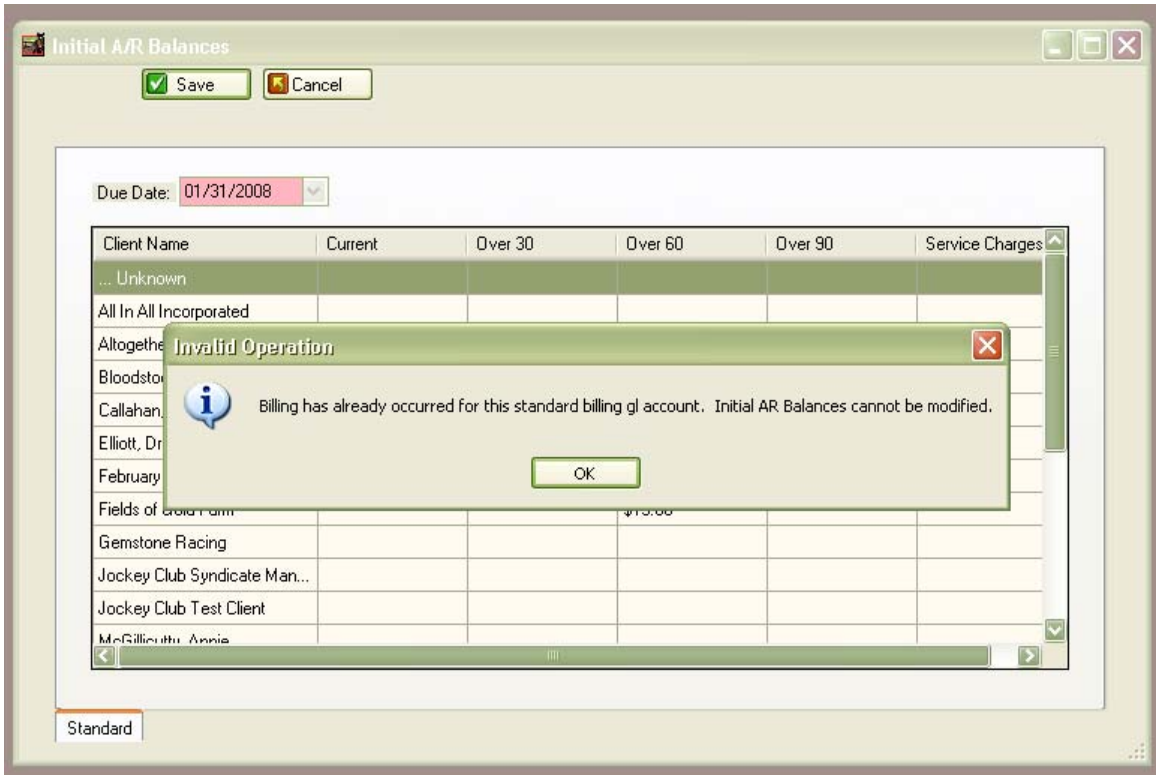
*Initial A/R Client Balances for **New Users Only***

- Select “Setup”
- Select “Billing Setup”
- Select “A/R Maintenance”
- A list is displayed with all of the clients that you have entered into the system.



- Add the ending balances for each client from your previous billing. (You can put the full amount in the current column or you may want to break down the amount owed into Current, Over 30, Over 60, Over 90 and Service Charges in order for the Aged A/R Balance Reports to be correct.)

Note: The amounts entered in this table will be reflected as the beginning balance on the first billing run performed on HFM.



- **Important:** *You can only edit A/R balances in this manner during your initial install/configuration process. Once you have Generated and Finalized a billing, you can **no longer** edit information on this page.*

Service Charge ***[optional]***

If you charge late fees for unpaid invoices, you will enter codes for each rate you plan to use. The Horse Farm Management System will automatically apply a "late fee" to any unpaid balances for those clients that you specifically indicate should be charged late fees/service charges. A client will never be charged late fees unless you specifically mark it as such. To set up the Service Charges/Late Fees:

- Select "Setup"
- Select "Billing Setup"
- Select "Service Charge"
- Click the button "New" to add each Service Charge

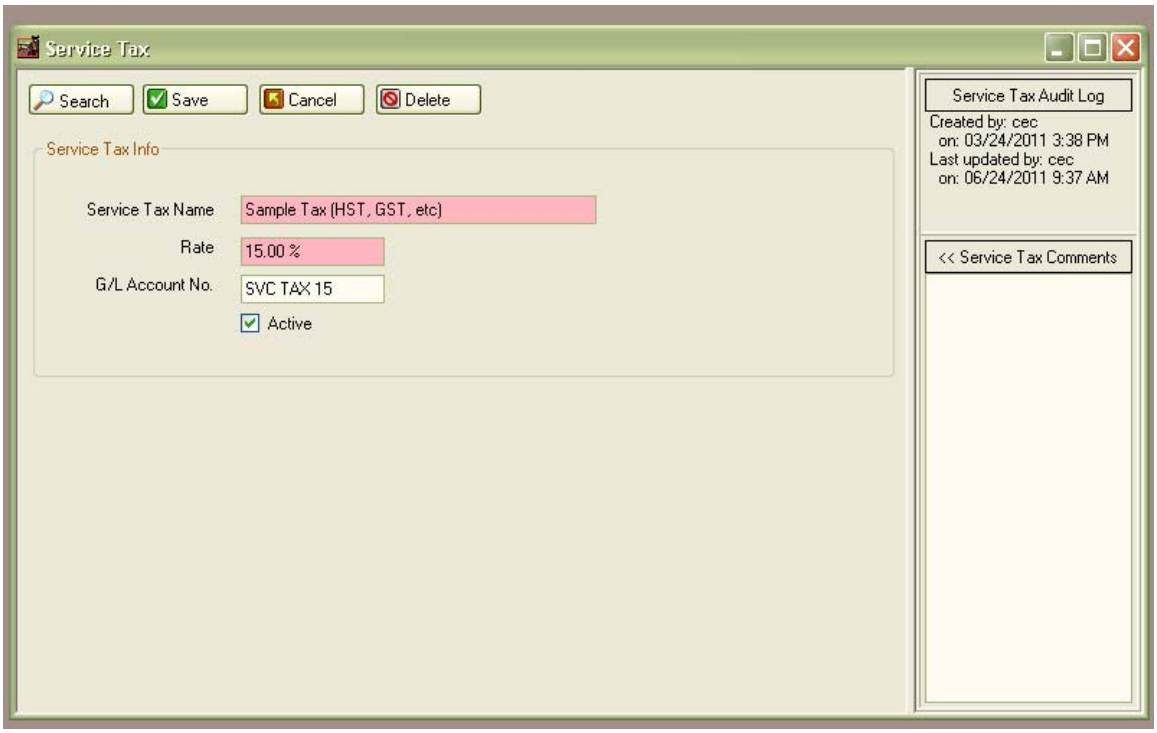
Each line can have a different Service Charge Code with different percentages. Depending on your specific needs, you can enter just one service charge type or several. Click the button "New" then enter the Service Charge Description and the rate in the 30, 60 & 90 columns.

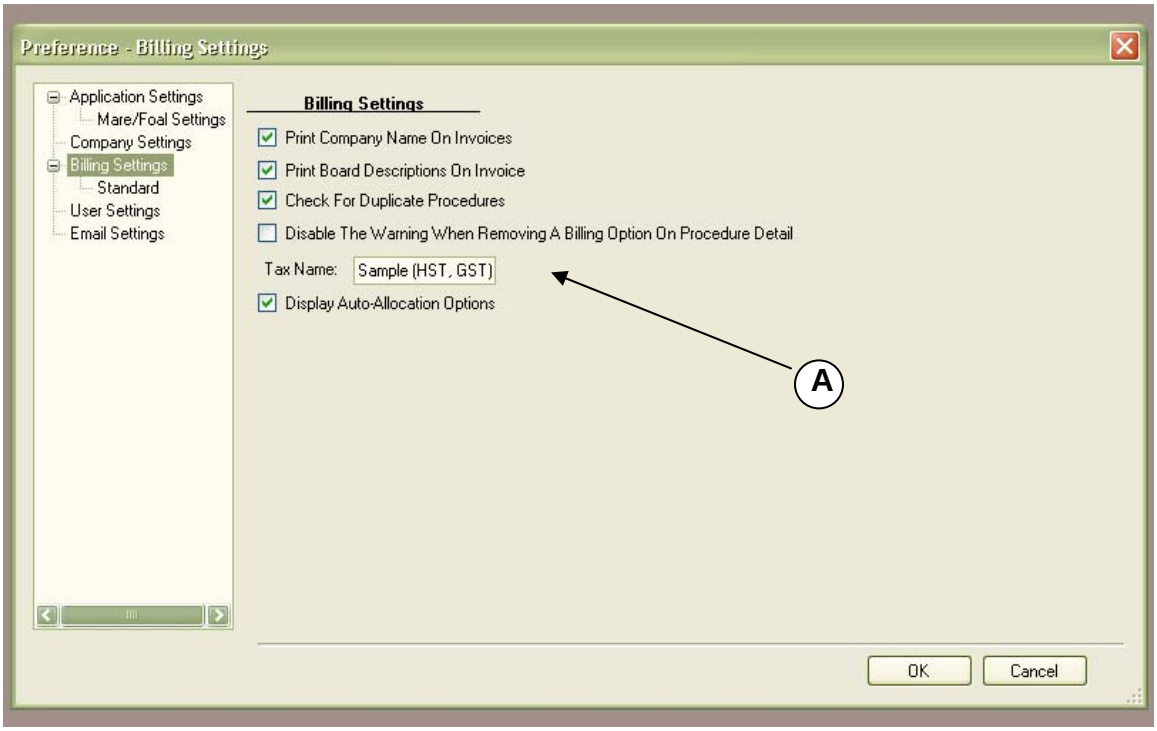
Service Tax

(Setup > Billing Setup > Service Tax)

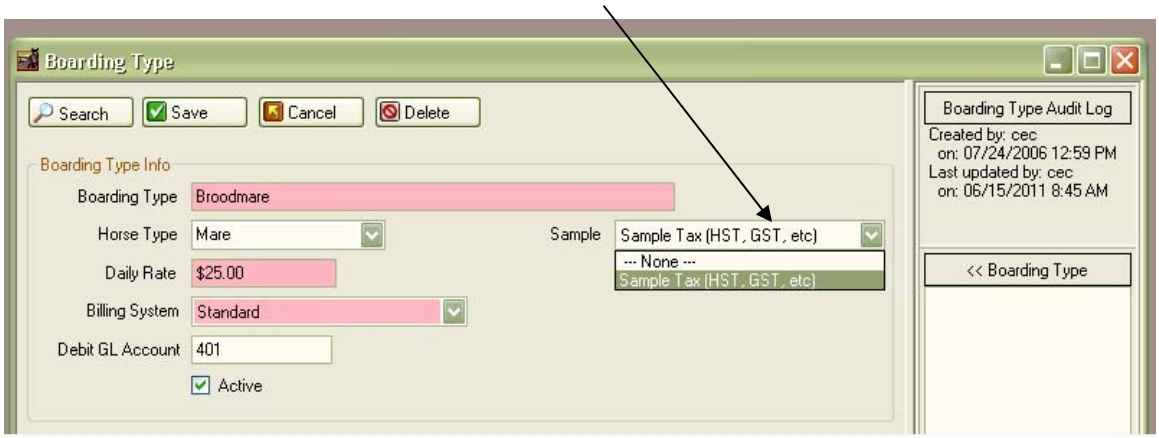
Note: This feature is used by international clients. It allows the entry of a service tax such as GST, HST, VAT, etc. to be charged on boarding and procedures.

- Select “Setup”
- Select “Billing Setup”
- Select “Service Tax”
- Click the button “Add”
- Add the tax Name
- Add the Rate
- Add the G/L Account Number **[optional]**
- Go to Setup > Preferences > Billing Settings and enter the Tax Name **See (A)**

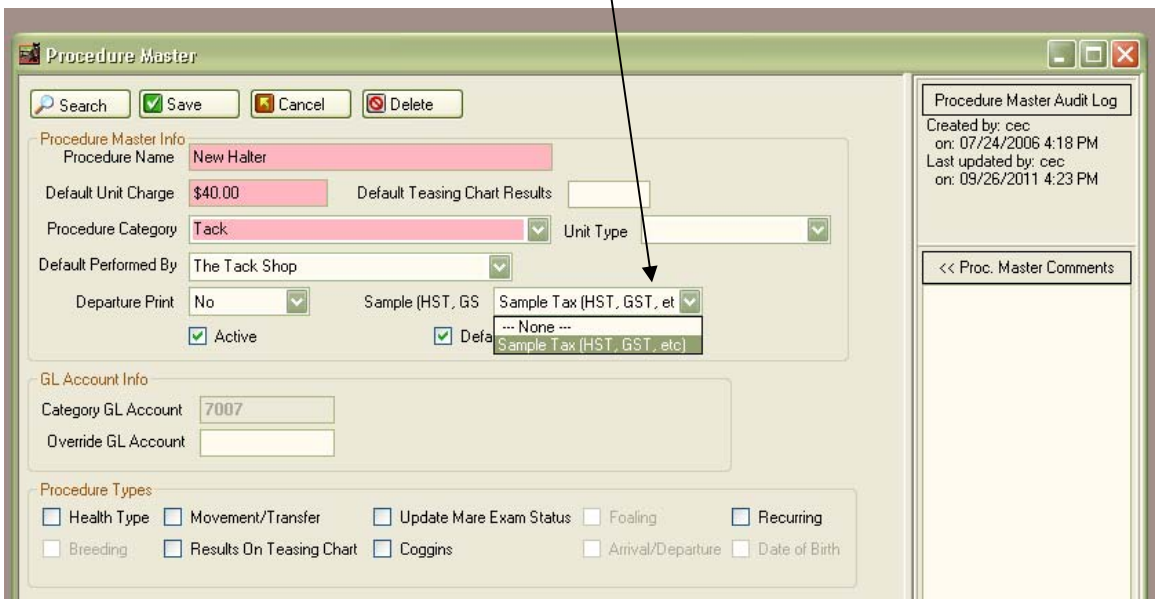




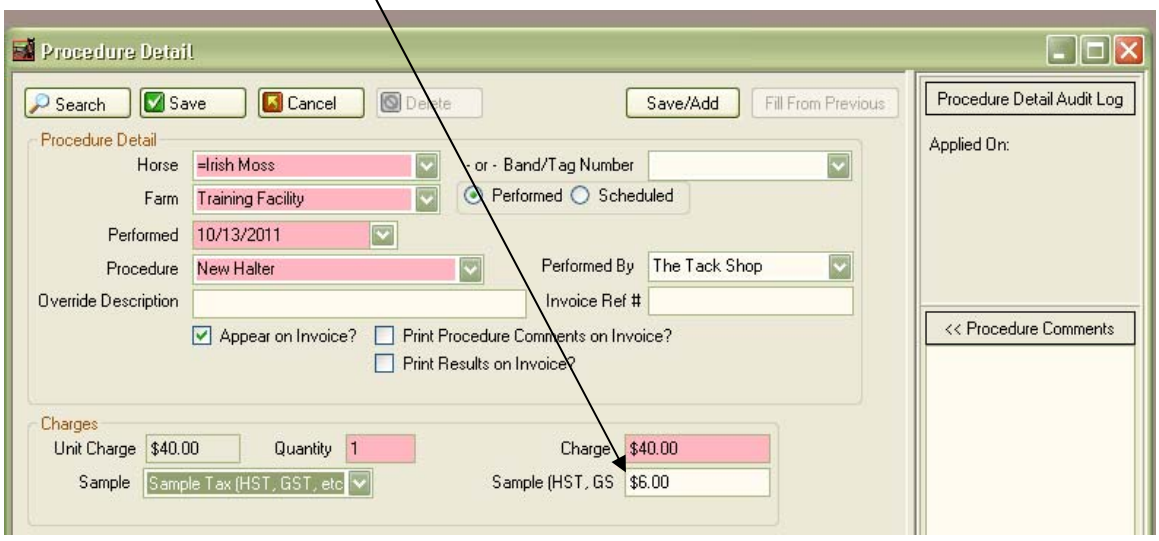
- Go to Master Files > Boarding Types and select the appropriate TAX name from the drop down list.



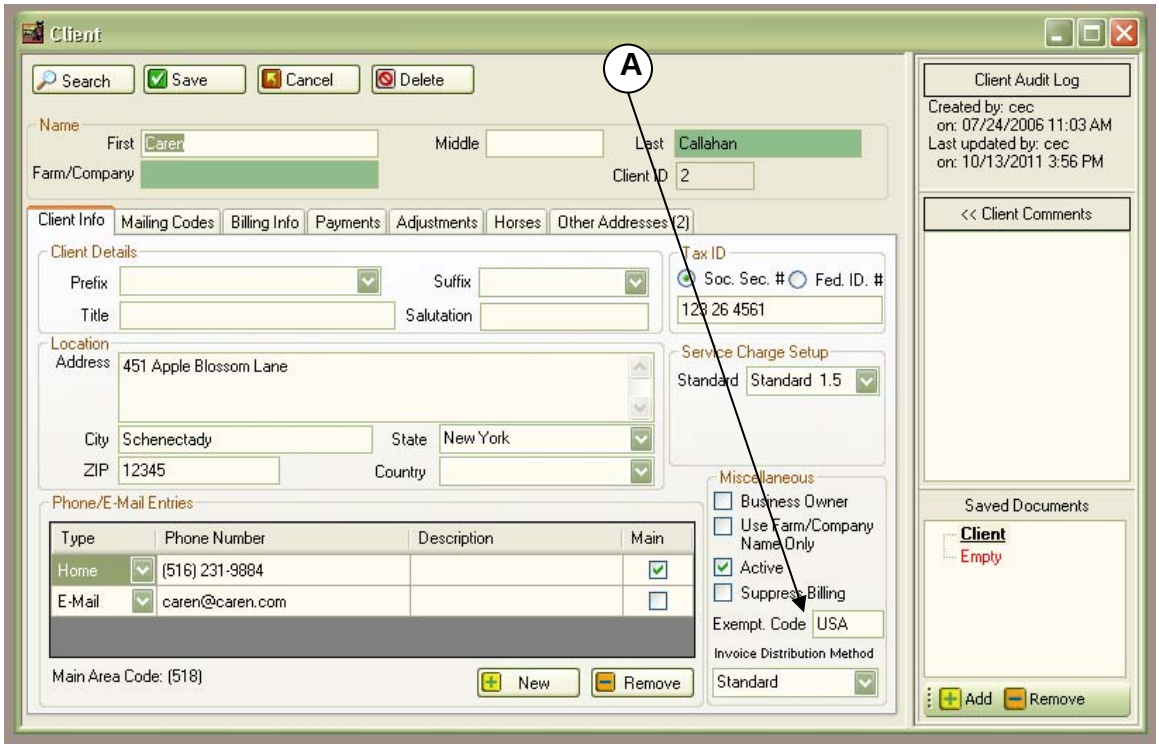
- Go to Master Files > Procedure Master and select the appropriate TAX name from the drop down list.



When you enter a procedure for a horse that has been marked to have the Service Tax applied, the information will automatically populate on the procedure entry screen.

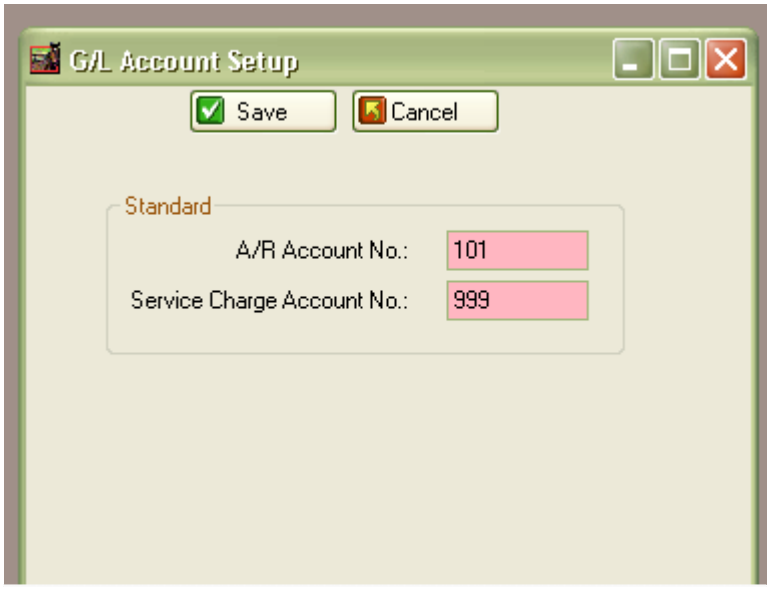


If you do not want a client to be charged the Services Tax, enter the Exempt Code on their Client master page. **See (A)**



G/L Account Setup ***[optional]***

- Select “Setup”
- Select “Billing Setup”
- Select the “G/L Account Setup”



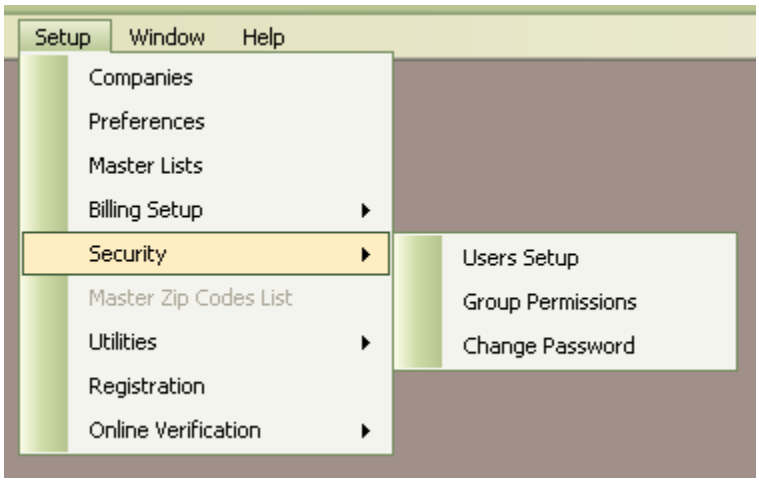
Note: *The system has been preloaded with all necessary G/L Account Numbers. <u>Only</u> if your farm uses specific G/L accounting codes will you need to change the preloaded Account Numbers.*

5. Security

There are two levels of security. The first involves “Form Level Security”. **Part (A)** This level enables you to assign what forms each user can access.

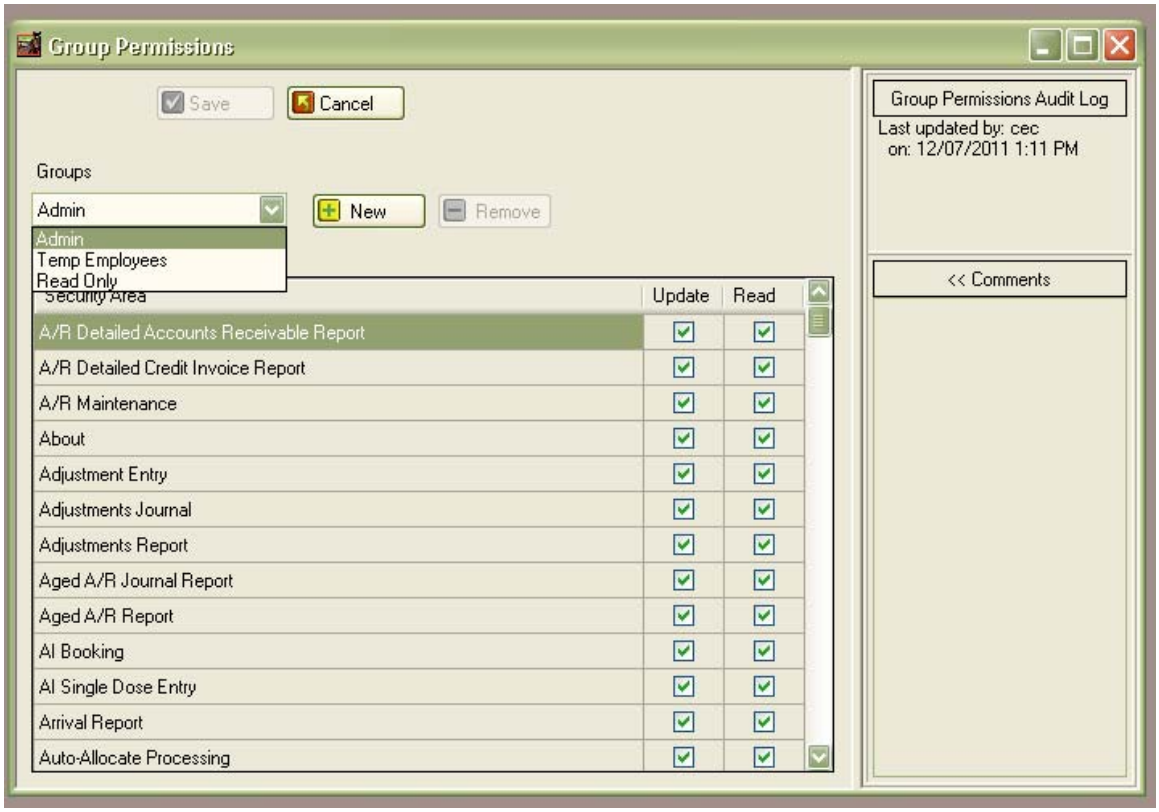
The second involves “Startup Security” and requires users to have a password. **Part (B)** This level of security requires that a user has been identified as a valid user and must have a password in order to access HFM.

Part A



Group Permissions

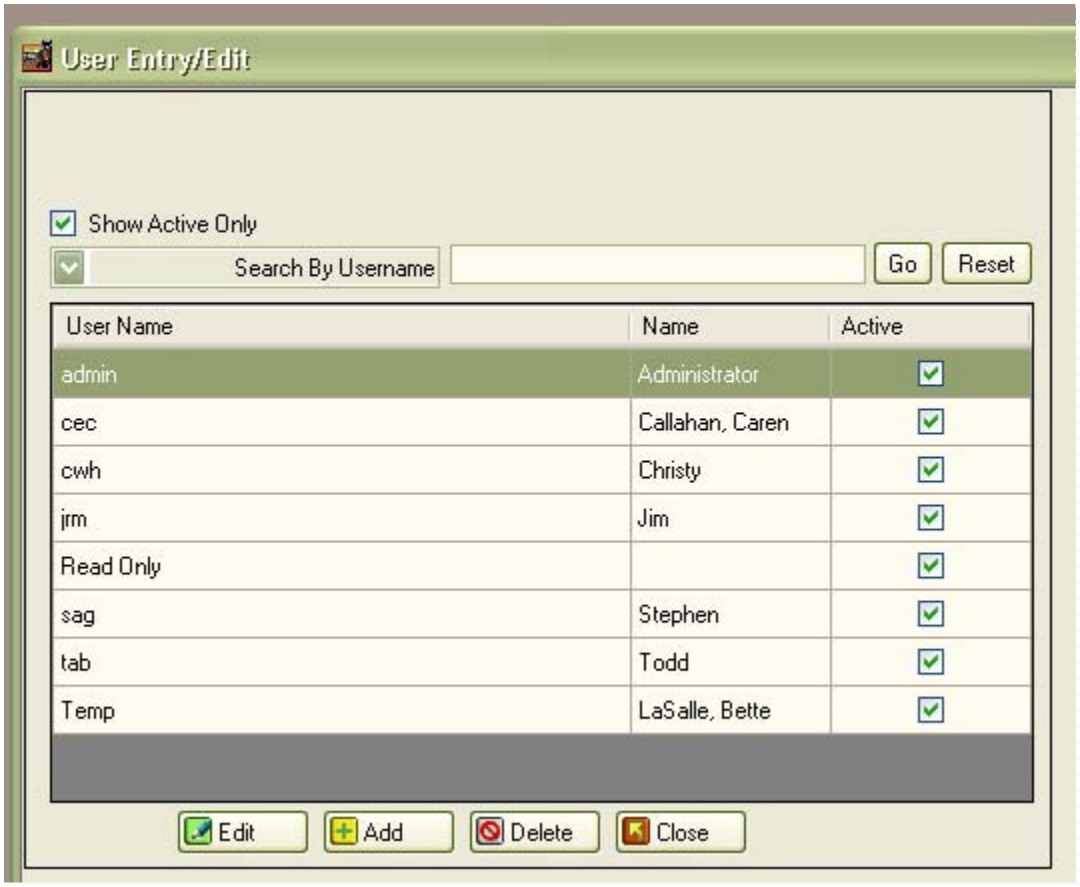
The Group “Admin” will already have the default permissions set for “Full Rights”.



- Click the button “New” to add each additional group
- Next, select the Group from the drop down list and determine what forms they have rights to use.
- For each “Group”, select the Rights to each of the System Areas listed. You can select Full Rights, Read Only Rights or No Access
- If “Update” is checked, they will be able to read and change the record. (Full rights)
- If “Read” is checked but not “Update”, they will be able to read the record only and not make any changes. (Read Only)
- If “Update” ***and*** “Read” are not checked, that menu option will not be visible at all to the user.
- When finished click “Save”

Users Setup

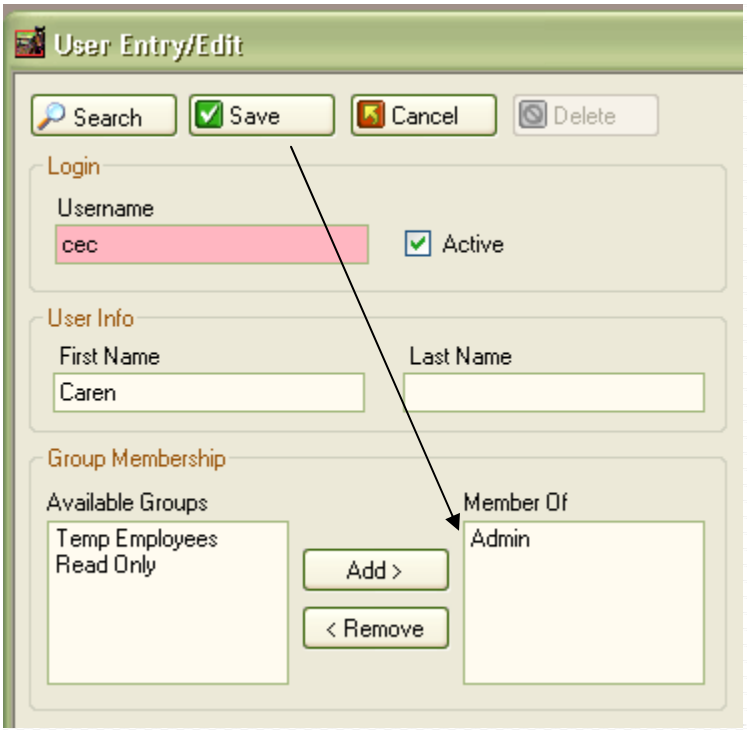
- Click the "Add" button to begin entering each of your users.



- Login: Click “Get Network Username” or type in the name of the Username you wish to add.

- User Info: [Optional] You can enter the first and last name of the individual that corresponds to the Username.

- Group Membership: First determine whether or not each user is a member of one of the Groups that have been established and then click on the group name in the Available Groups box. Click “Add>” to make that user a member of that specific group.

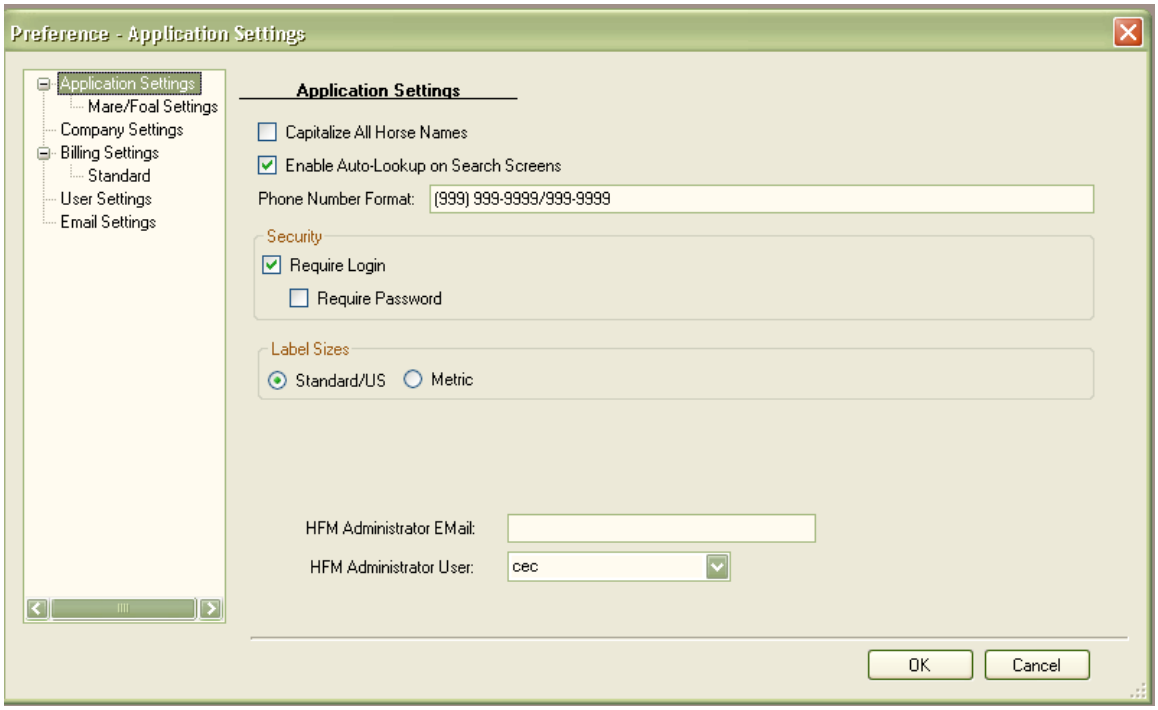


o When finished click “Save”

Part B

Security can be set to Require Login or to Require Password.
Select Setup > Preferences > Application Settings

To enable this level of security, you can check the box “Require Login” and also check the box “Require Password”.

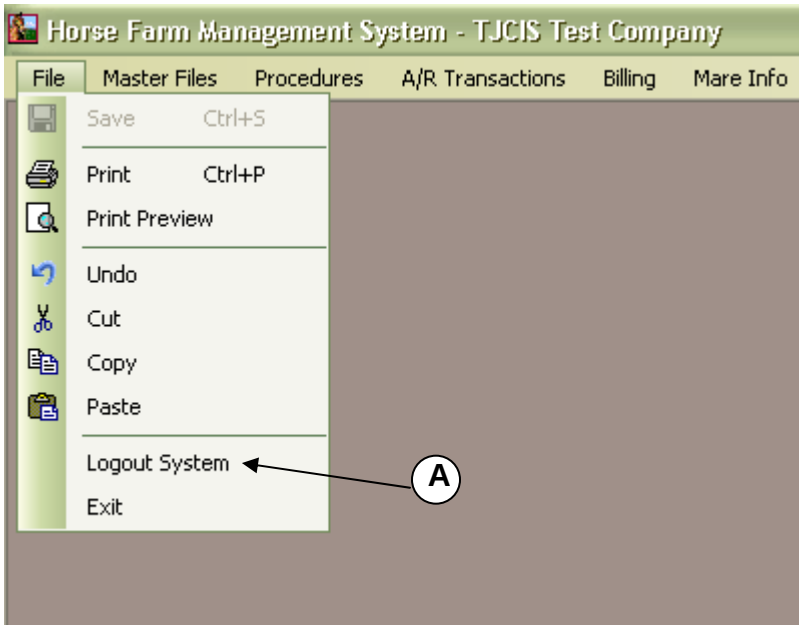


If “Require Password” has been checked, the Change Password screen will appear the first time the program is started. The user will have to identify their password.

<u>Change Password</u>

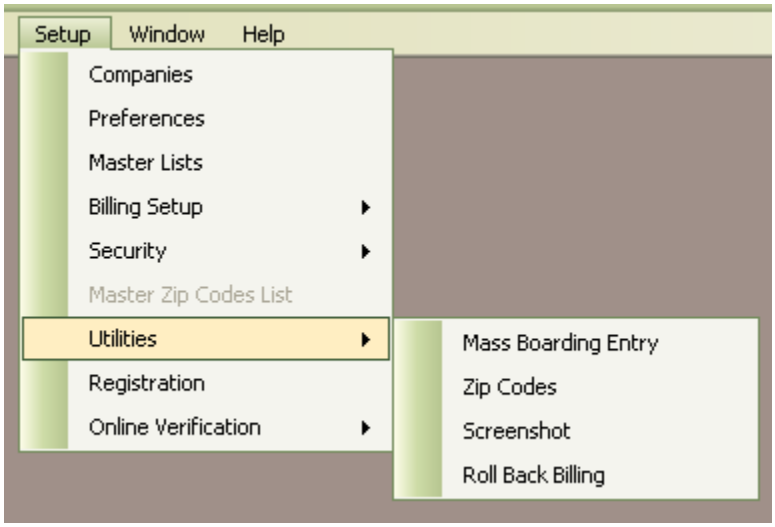
- To change your current password, select Setup > Security > Change Password. Enter a new password on the first line, retype the new password on the second line and then click “OK”.
- You will log into HFM with the new password you have selected.

Logout System



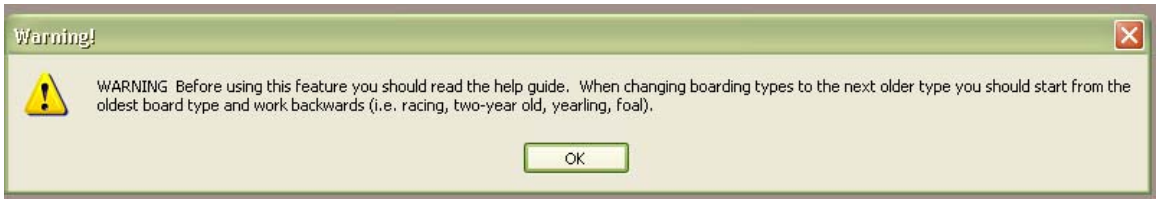
- If you want to log out of HFM and not shut down your entire system, select “File” at the top left of the screen and then select Logout System. **See (A)**
- If someone else wanted to access HFM on your computer they would have to log in under their own User ID and/or Password.

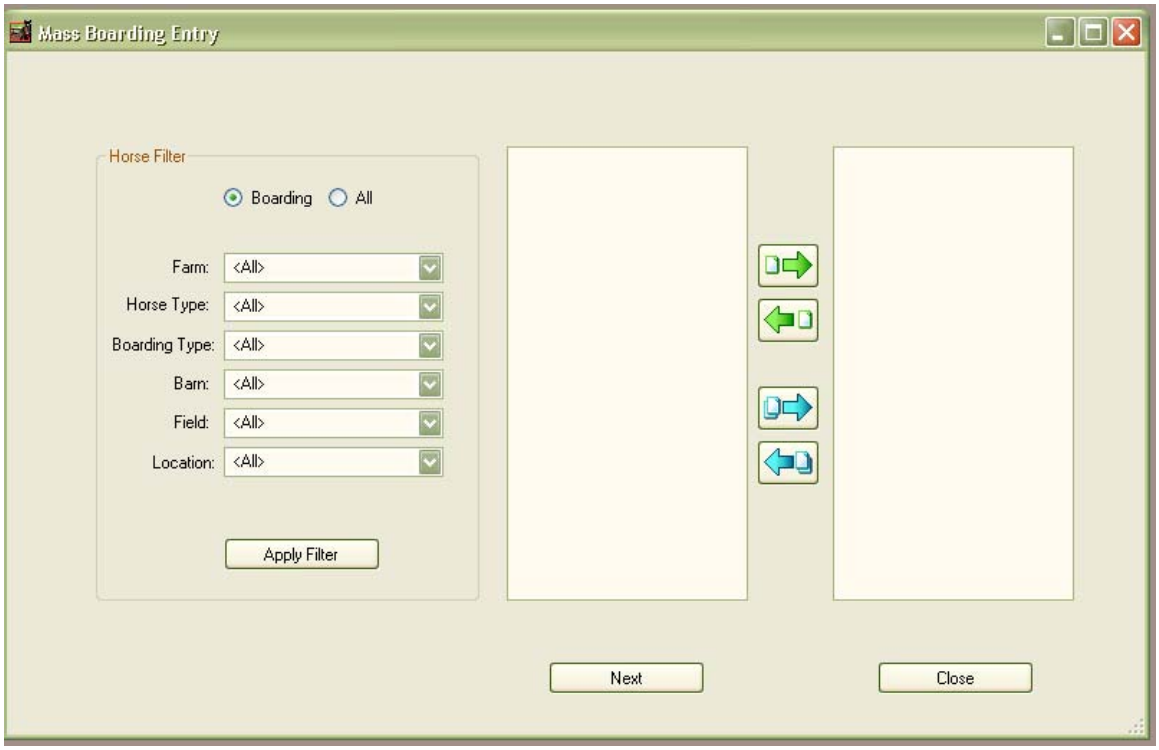
6. Utilities



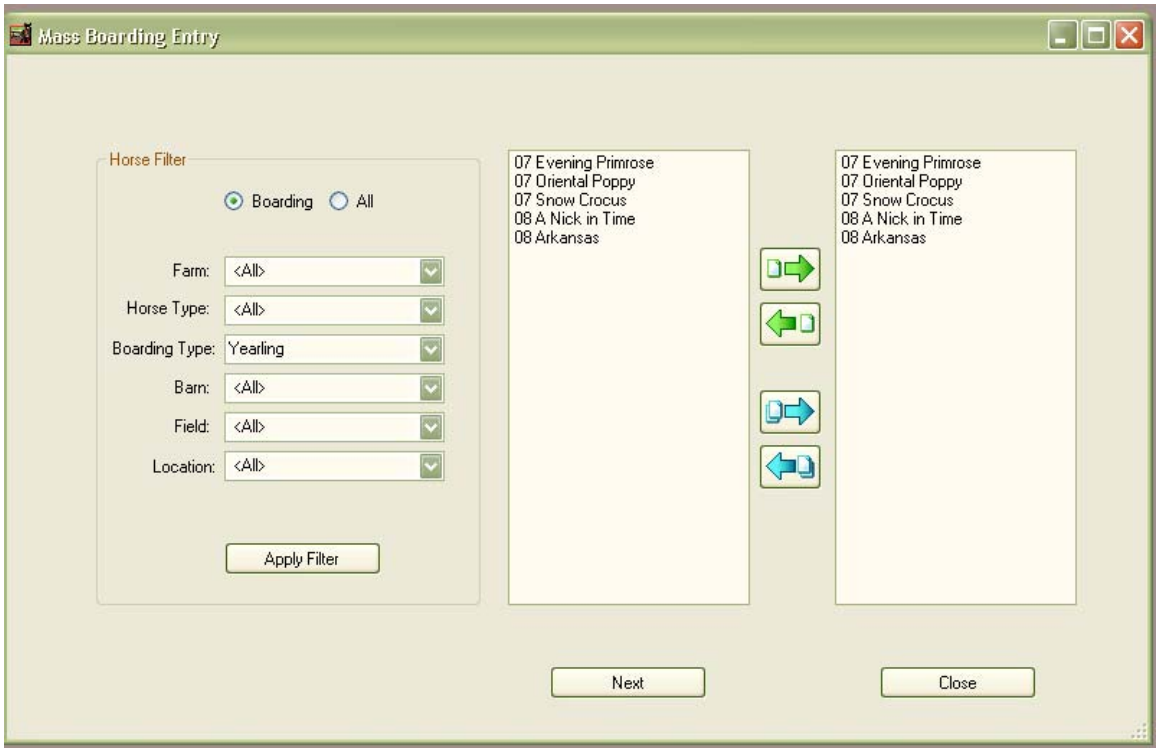
Mass Boarding Entry

If you want to change the boarding type for a large number of horses all at once, do so through “Mass Boarding Entry”.
Be sure to make the changes starting with the oldest group first. For instance, change all yearlings to two year old’s first and then change all foals/weanlings to yearlings.

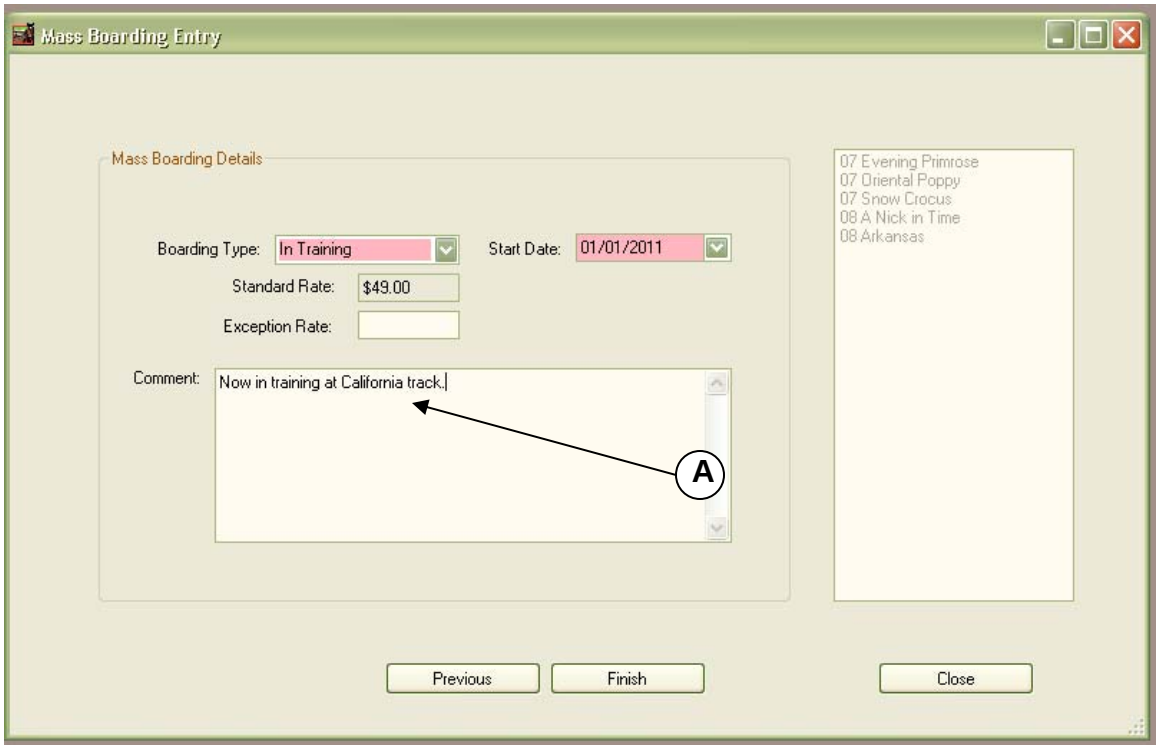




- Farm: Select a specific farm from the drop down list or leave “Farm” as <All> to select all Farms.
- Horse Type: Select a single Horse Type from the drop down list or leave “Horse Type” as <All> to select all Horse Types.
- Boarding Type: Select a single Boarding Type from the drop down list or leave “Boarding Type” as <All> to select all Boarding Types.
- Barn: Select a specific barn from the drop down list or leave “Barn” as <All> to select all Barns.
- Field: Select a specific field from the drop down list or leave “Field” as <All> to select all Fields.
- Location: Select a specific location from the drop down list or leave “Location” as <All> to select all Locations.
- Click on “Apply Filter” and a list of currently boarding horses for the criteria you have selected will be shown in the list on the left.
- Using the arrows in the center of the form, select all horses or certain particular horses and place them in the box on the right.



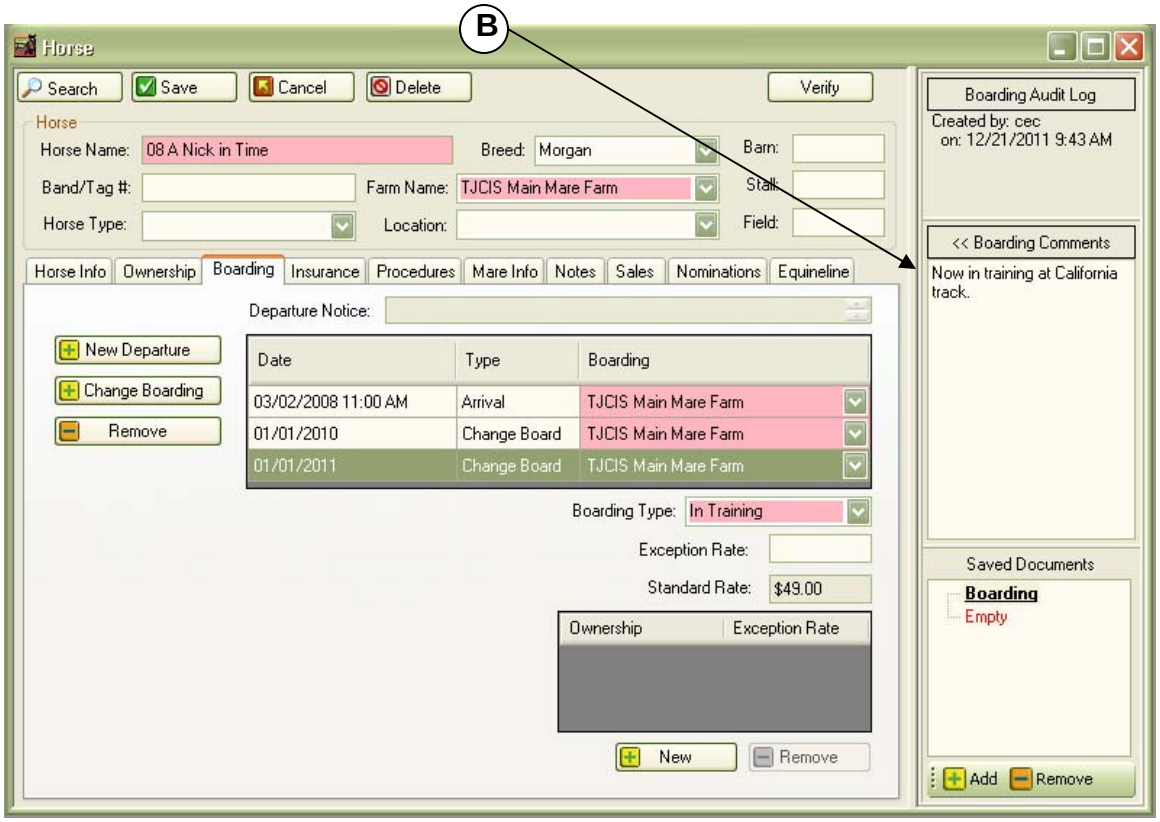
- Click on “Next”



- Boarding Type: Select the new boarding type
- Start Date: Enter the date that the new Horse Type will be effective.
- Standard Rate: Rate will automatically appear in this field.
- Exception Rate: Enter an exception rate in this field if you want all selected horses to get a rate that is different than what is shown as “Standard”

- Comment: Enter any comments regarding this Boarding Type Change. These comments will appear on the Mass Boarding Worksheet (Comment/Error) that will automatically print after you select “Yes” **See (A)**

- “Comments”: These comments will also appear in the Boarding screen in the Boarding Comments area for each horse that was included in the “Mass Boarding Entry” group. **See (B)**



- After you have entered any comments, click on “Finished”
- Select “Yes” to continue

- The “Mass Boarding Worksheet” will automatically appear on screen.

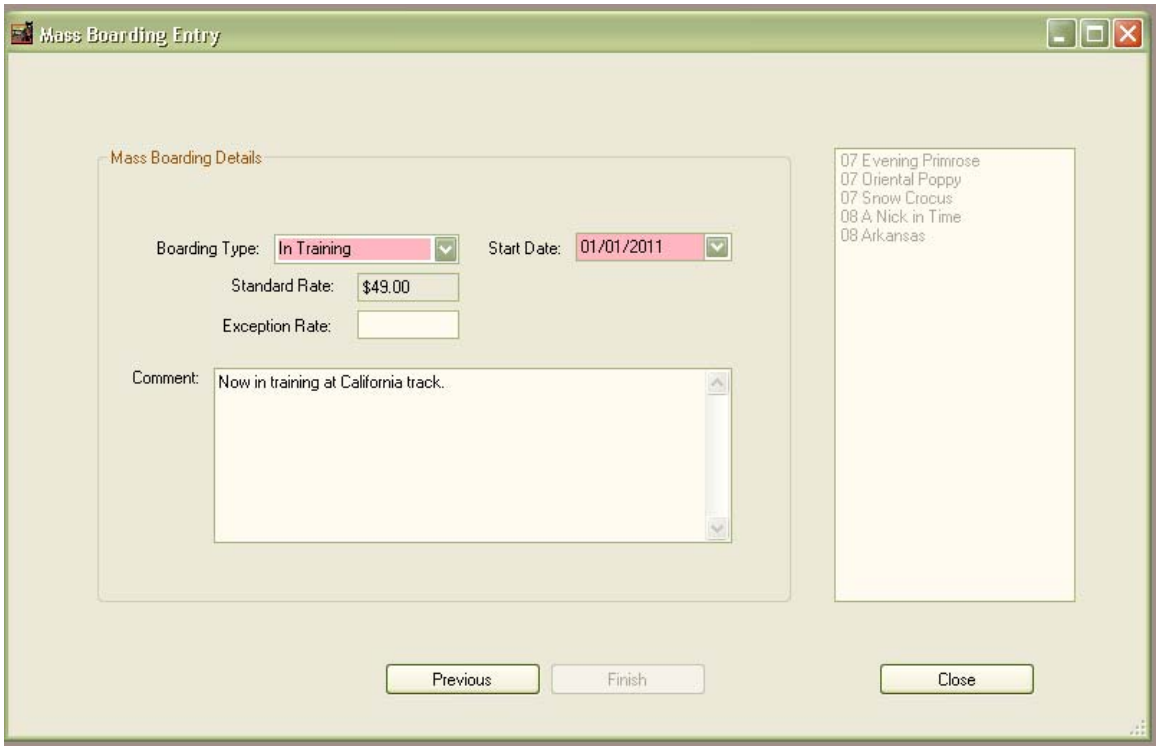
Run Date: 12/21/2011 9:43 AM
Company: TJCIS Test Company

Mass Boarding Worksheet

Page: 1 of 1
User: cec

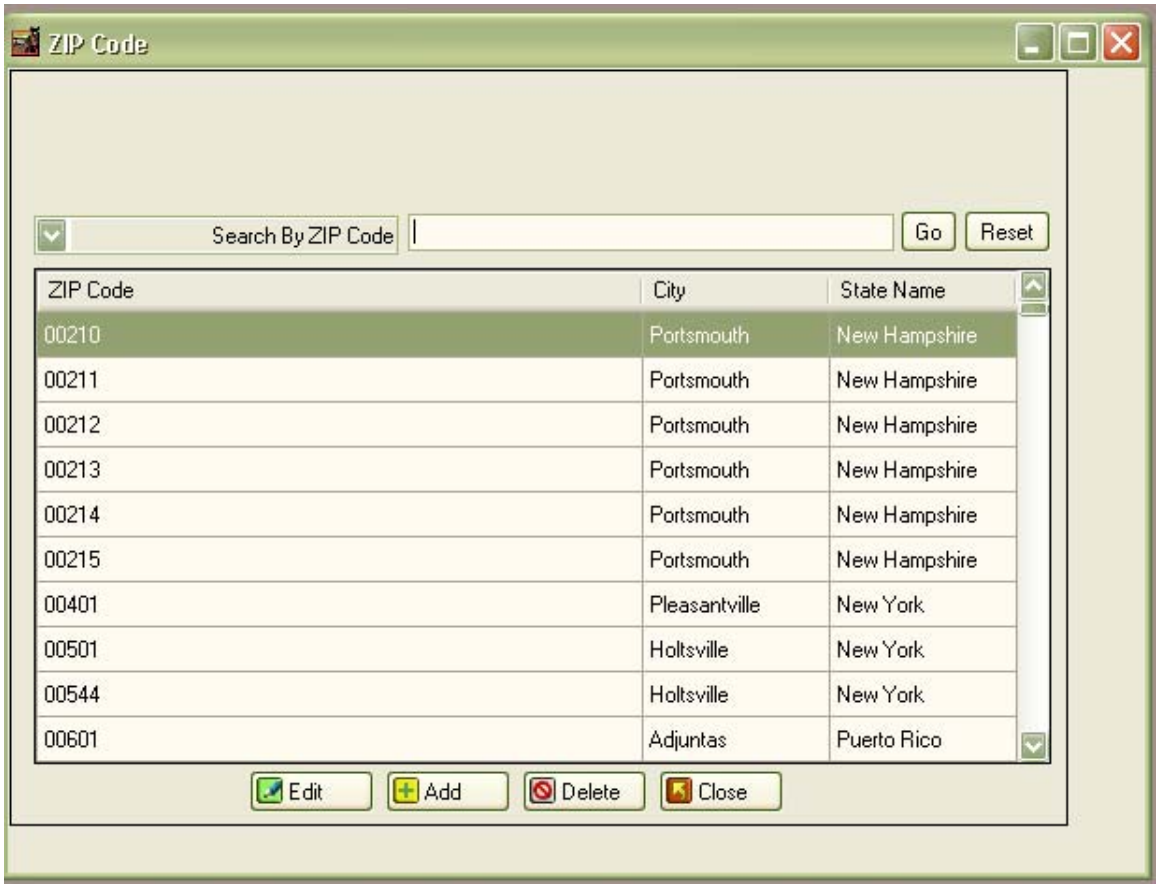
Horse Name	Original Boarding Type	New Boarding Type	Exception Rate	Start Date	Comment / Error
Evening Primrose 07	Yearling	In Training		01/01/2011	.Now in training at California track
Oriental Poppy 07	Yearling	In Training		01/01/2011	.Now in training at California track
Snow Crocus 07	Yearling	In Training		01/01/2011	.Now in training at California track
A Nick in Time 08	Yearling	In Training		01/01/2011	.Now in training at California track
Arkansas 08	Yearling	In Training		01/01/2011	.Now in training at California track

- Print the worksheet if needed and then close the Mass Boarding Worksheet screen.

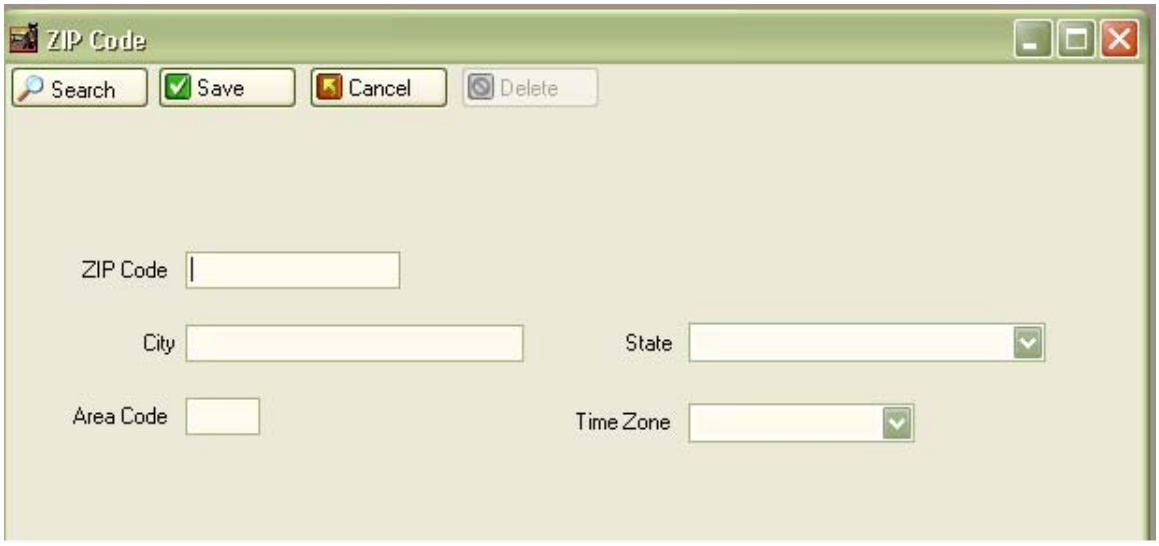


- Click “Previous” to go back and create another Mass Boarding Entry or click “Close”.

Zip Codes



If you need to add new Zip Codes to HFM, click "Add" then fill in the information in the fields provided and click "Save".

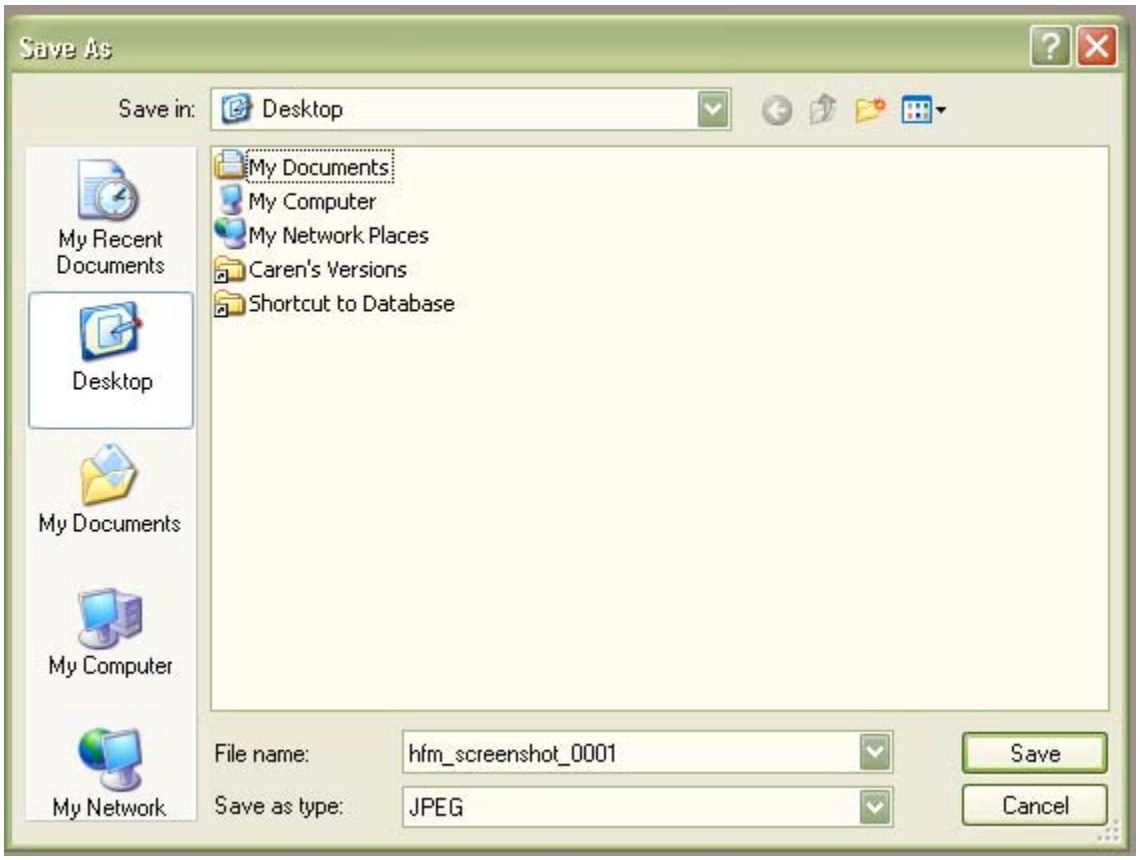


Once added, the Zip code will be available in the Address/Zip Code fields in HFM.

Screenshot

If you need to make a screenshot of any one of the HFM screens that you are currently viewing, simply click on Utilities > Screenshot, enter a File name or accept the default File name and click “Save”.

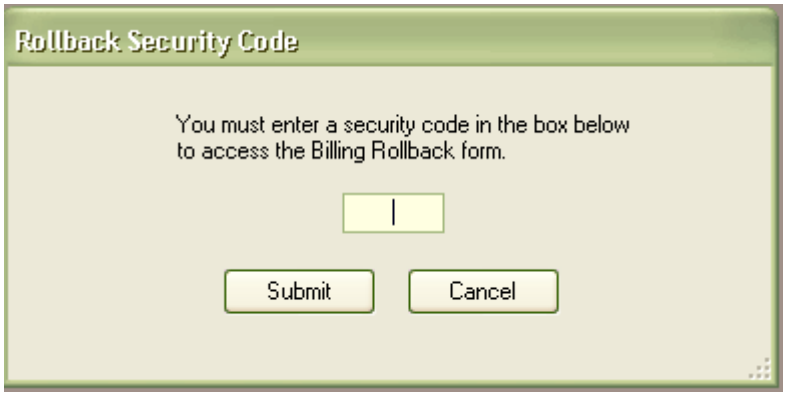
Once the screenshot has been saved you will be able to e-mail it to TJC should you have any questions about that particular screen or HFM entry.



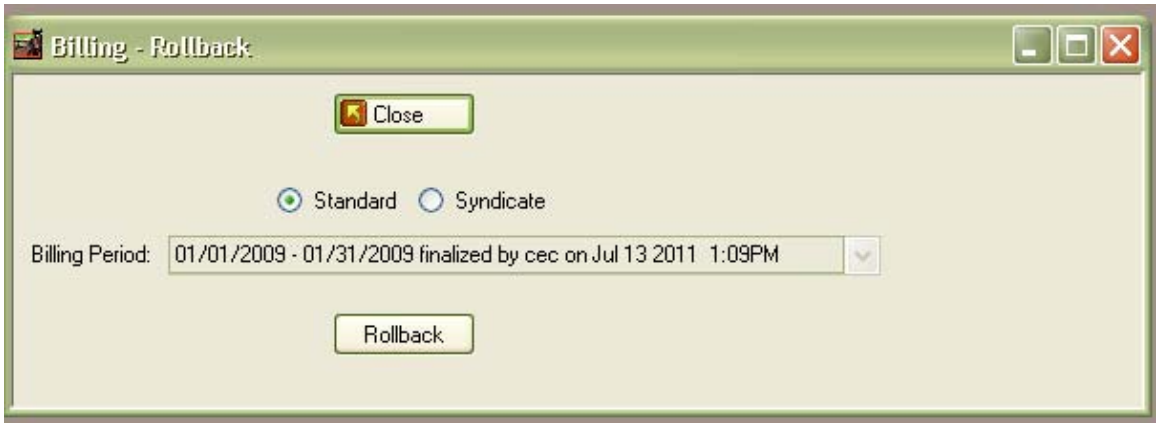
Roll Back Billing

If you have finalized your billing in error or have discovered a data entry error that you simply cannot correct via an adjusting entry, you may be able to “unlock” the finalized billing.

Click Setup > Utilities > Roll Back Billing



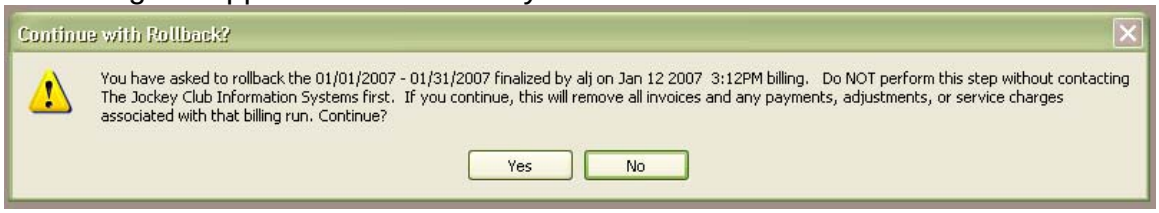
You will have to call TJC to get a Rollback Security Code. Enter the code that the TJC support person gives to you and click “Submit”.

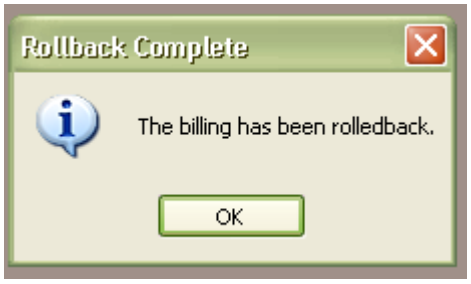


This screen will show you the billing that has been finalized, the date range of the billing and the person that finalized it along with the date and time.

Verify that the Billing Period that was last finalized is correct and click “Rollback”.

A warning will appear. Click “Yes” if you wish to continue.

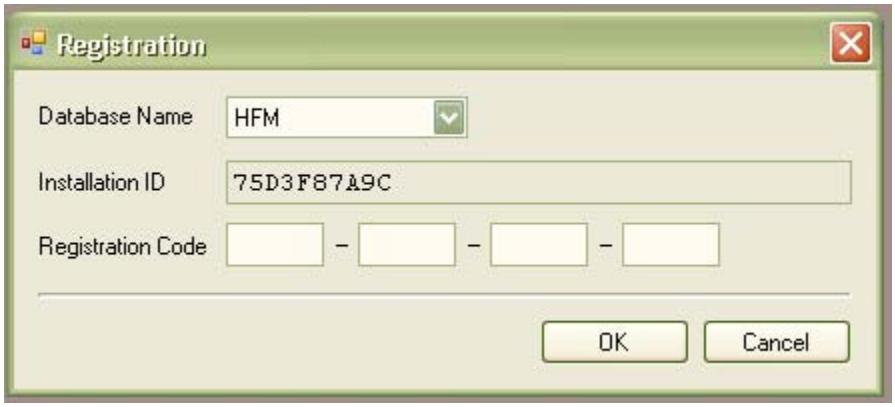




You will receive notification that the billing has been rolled back.

At this point you should make any necessary changes and corrections and then process the billing as usual, making sure to finalize after you have proofed each of the Preliminary Billing Reports.

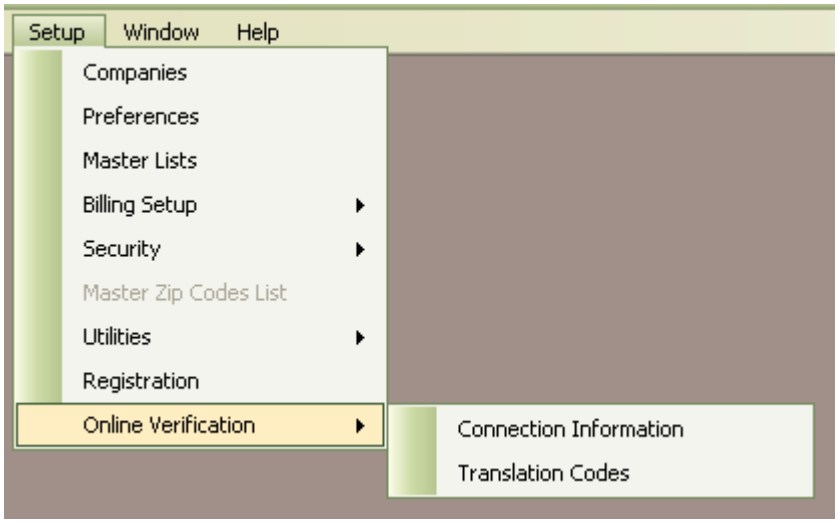
7. Registration



This screen identifies the Registration Number that The Jockey Club has assigned to your farm/business. When you first install HFM, TJC will provide you with the Registration Code.

If this screen appears when you first start the program, please call The Jockey Club for assistance.

8. Online Verification

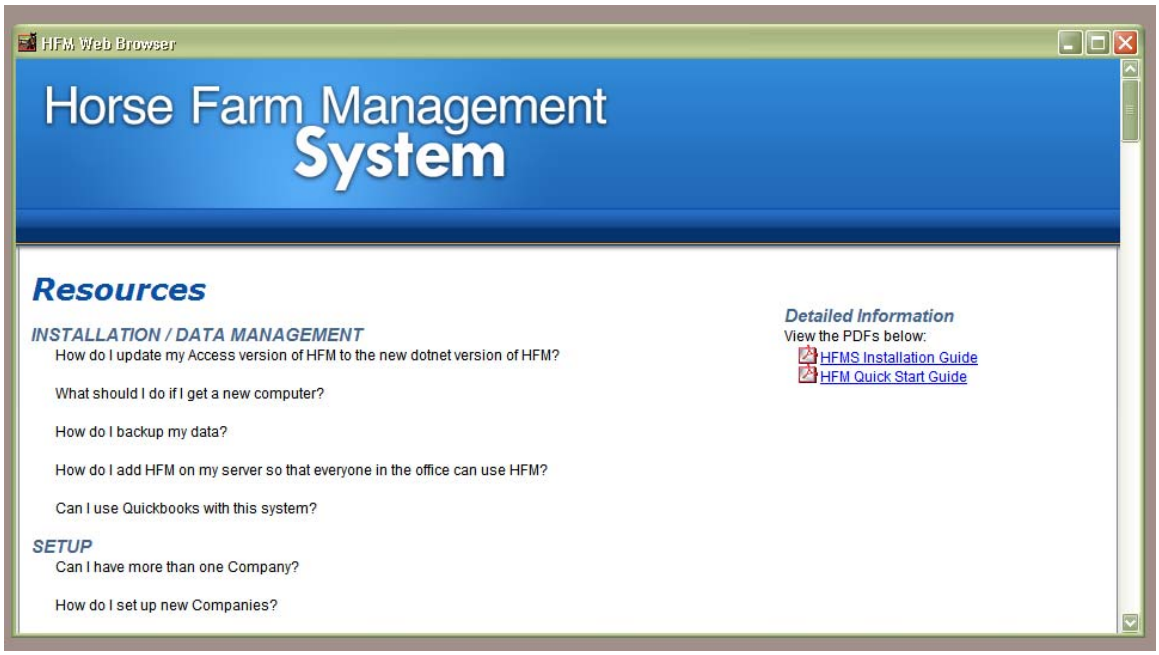


Please contact The Jockey Club for instructions for setting up and using the Online Verification. (800) -333-1778 or (859) 224-2800

Help Menu

FAQ

This displays a list of Frequently Asked Questions and their corresponding answers. The list includes questions and answers related to Installation of HFM, Setup, A/R Transactions, Procedure Entry, Mare Information Entry and Billing.



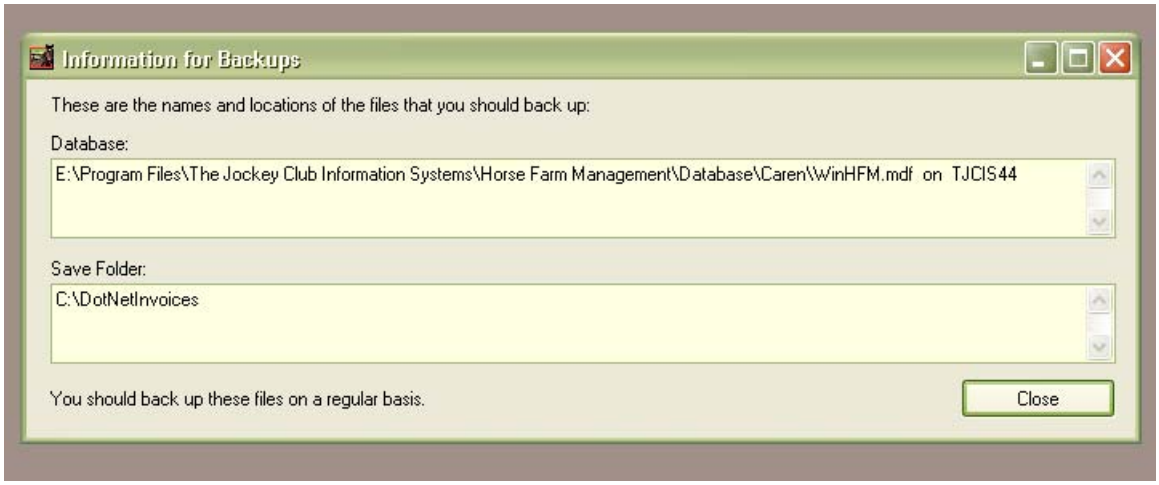
Information for Backups

This shows the ***location*** of the files you should back up on a regular basis. The Database holds all of the information that you have entered into HFM and the Save Folder contains all of the invoices that have been saved during month end closing.

The farm is responsible for creating backups of these files stored on their system. These file holds ALL of the farm's information. If these files get lost or damaged then ALL of the farm's information will be lost or damaged.

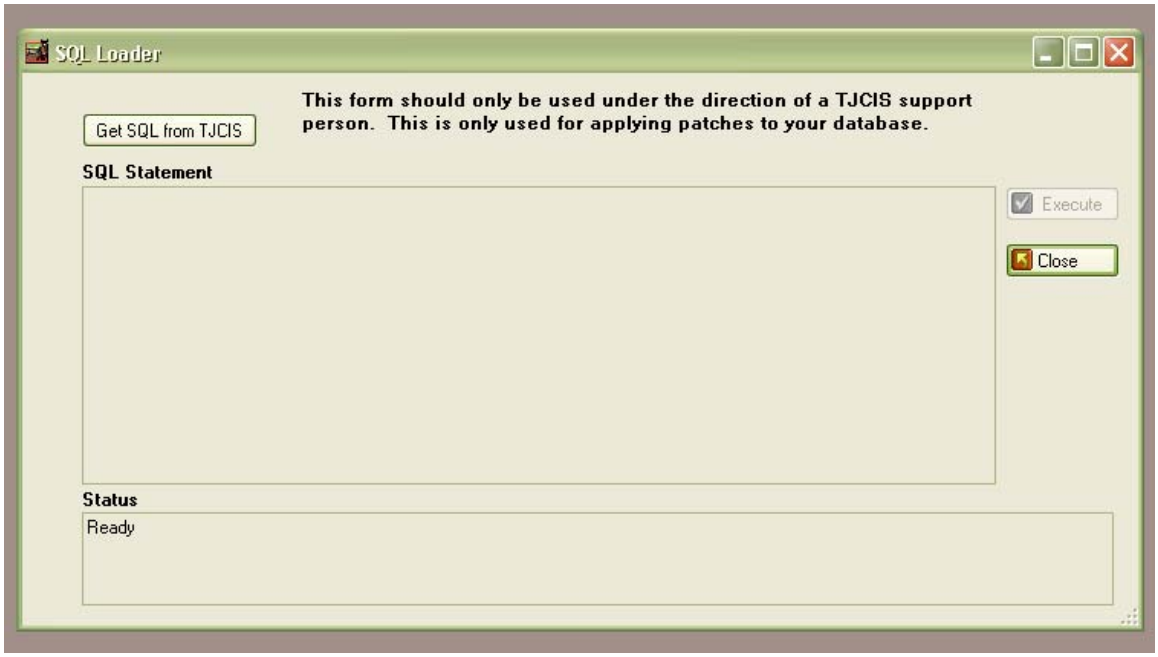
Note the location and name of your Database and your Save Folder so that you are sure they are included in your daily backups.

You should back up these files on a regular basis.



SQL Loader

This is used to apply patches to your database and should only be used under the direction of a TJCIS support person.

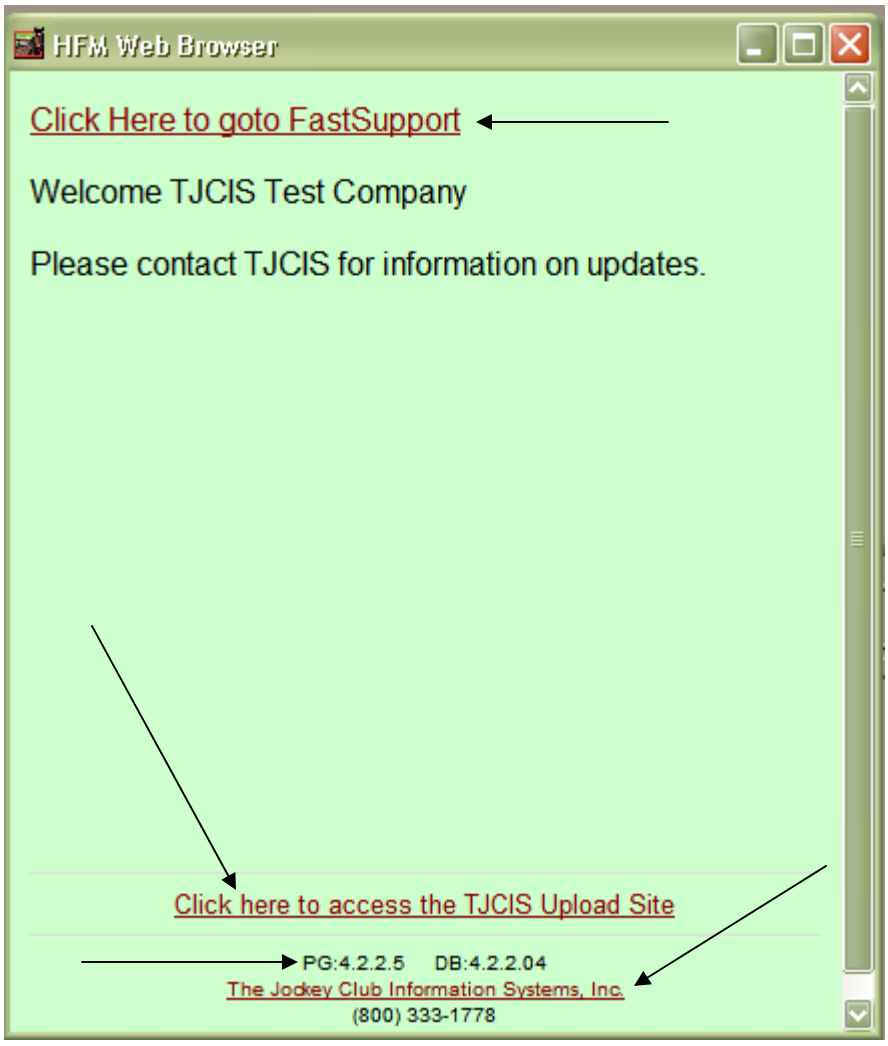


Send Database to TJCIS

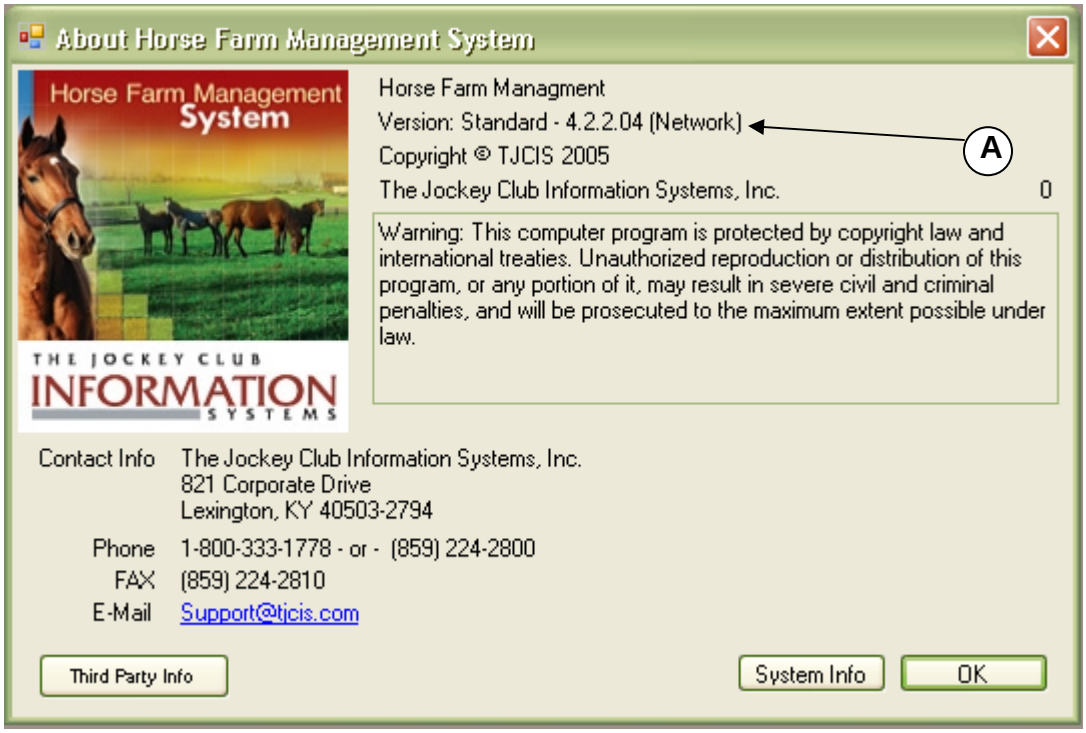
This menu option is in Development and is currently not available.

Check for Updates

From this screen you can check your Program & Database versions, go to Fast Support under the direction of a TJCIS support person; you can go directly to The Jockey Club website or you can Upload your datafile directly to TJCIS.



About Horse Farm Management System



Note: This is an informational page. You can check to see which HFM Version you are currently running.

This example shows Version 4.2.2.04 **See (A)**

NOTE: HFM has two components. One component is the actual Program and the other part is your Database. The version number for the Program and the Database should always be the same.

If you open up the program and get this message, it indicates that your Program Version and your Database version do not match. You must contact The Jockey Club to rectify the problem.

HOW TO REACH US

The Jockey Club Information Systems, Inc.
821 Corporate Drive
Lexington, KY 40503

Phone: (800) 333-1778
(859) 224-2800

Fax: (859) 224-2810

E-Mail: support@tjcis.com

Regular business hours:
8:00 am – 5:00 pm (EST) Monday – Friday

Web Address for More Information

www.horsefarmmanagementsoftware.com

or

www.tjcis.com