

Horse Farm Management System fof Windows™

HFM (Standard) User's Guide

Date: January 1, 2012

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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

| File | Mas | ter Files | Procedures | A/R Tr | ansactions | Billing | Mare Info | Reports | Setup | Window | Help |
|------|-----|-----------|---------------|--------|------------|---------|-----------|---------|-------|--------|------|
| | | Farms | | | | | | | | | |
| | | Clients | | | | | | | | | |
| | | Horses | | | | | | | | | |
| | | Procedu | re Categories | | | | | | | | |
| | | Procedu | re Masters | | | | | | | | |
| | | Boarding | g Types | | | | | | | | |
| | | Horse Ty | ypes | | | | | | | | |

Procedures Menu

| | | | | stem - TJCIS Te | | | | | | | |
|------|--------------|------|---------|------------------|------|-----|-------------|-------------|-------|--------|------|
| File | Master Files | Proc | cedures | A/R Transactions | Bill | ing | Mare Info | Reports | Setup | Window | Help |
| | | | Procedu | res Performed | | | | | | | |
| | | | Mass Pr | ocedures | | | | | | | |
| | | | Schedul | e Master | | | | | | | |
| | | | Reports | Reports • | | | Procedures | Performed | | | |
| | | | | | | | Procedure C | Category | | | |
| | | | | | | | Procedure N | /laster | | | |
| | | | | | | | Schedule Ma | aster | | | |
| | | | | | | | Schedule Pr | ocedure Due | e | | |
| | | | | | | | | | | | |

A/R Transactions Menu

| ile | Master Files | Procedures | A/R | Transactions Payments | Billing | Mare Info | R | eports | Setup | Window | Help | |
|-----|--------------|------------|-------|--------------------------|----------|-----------|-------|---------------------------------------|---------------------------------------------------------|------------|----------------|----------|
| | | | | Adjustments | | | | | | | | |
| | | | | Auto-Allocatio | on | ▶ SI | tanda | rd | • | | Auto-Allocatio | n Report |
| | | | | Reports | | | | | | Finalize A | uto-Allocation | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Ho | rse Farm M | anasemen | t Sve | tem - TJC | IS Tes | t Compan | nv. | | | | | |
| ile | Master Files | | _ | A/R Transac | | | nare. | Info | Reports | : Setup | Window | Help |
| | | | | Payme | | | | | | | | |
| | | | | Adjusti | ments | | | | | | | |
| | | | | | | | | | | | | |
| | | | | Auto-A | llocatio | n 🕨 | | | | | | |
| | | | | Auto-A Report | | n 🕨 | | Paym | nents | | | |
| | | | [| | | | | Paym Adju: | nents stments | | | |
| | | | [| | | | | Adju: | stments | | | |
| | | | [| | | | | Adju: Aged | stments I A/R | | | |
| | | | | | | | | Adju: Aged Detai | stments I A/R iled A/R | | | _ |
| | | | [| | | | | Adju: Aged Deta Unap | stments A/R iled A/R oplied Pa | | | _ |
| | | | | | | | | Adju: Aged Deta Unap Cred | stments A/R iled A/R oplied Pa it Invoice | es | | |
| | | | | | | | | Adju: Aged Deta Unap Cred | stments A/R iled A/R oplied Pa it Invoice | es | h Unpaid Invi | oices |

Billing Menu

Preliminary Reports



Historical Reports

| 🚹 Ho | rse Farm Ma | nagement Sy | stem - TJCIS Tea | it Comp | iny | | | | | |
|------|--------------|-------------|------------------|---------|-----------|---------|-------------|-----------|------|-----------------------------|
| File | Master Files | Procedures | A/R Transactions | Billing | Mare Info | Reports | Setup | Window | Help | |
| | | | | Sta | andard | • | Generate | Billing | | |
| | | | | | | | Preliminar | y Reports | • | |
| | | | | | | | Finalize Bi | lling | | |
| | | | | | | | Print Invo | ices | | |
| | | | | | | | Historical | Reports | • | Board and Procedure Revenue |
| | | | | | | | E-mail Inv | oices | | Adjustments |
| | | | | | | | | | | Payments |
| | | | | | | | | | | Boarding |
| | | | | | | | | | | Procedures |
| | | | | | | | | | | Service Charges |
| | | | | | | | | | | Services Tax |
| | | | | | | | | | | Aged A/R |
| | | | | | | | | | | Detail A/R |
| | | | | | | | | | | Closing Summary |
| | | | | | | | | | | Invoices |
| | | | | | | | | | | |

Mare Information Menu

| 🚵 Ho | rse Farm Ma | nagement Sy | stem - TJCIS Te | st Comp | any | | | | | |
|------|--------------|-------------|------------------|---------|----------|-------------------------------------------------------|-------|--------|----|-----------------------------------------------------------|
| File | Master Files | Procedures | A/R Transactions | Billing | Mare In | o Reports | Setup | Window | He | p |
| | | | | | Te Te | res asing Worksh asing Results asing Results | Entry | | | |
| | | | | | Re | ports nerate Brood | | • n | | Foaling Breeding |
| | | | | | | | | | | Outside Bookings Farm Mares Bred Summary Broodmares |
| | | | | | | | | | | Mare List By Client |

Reports Menu

1. Base Reports

| ile | Master Files | Procedures | A/R Transactions | Billing | Mare Info | Rep | orts Setup | Window | Help | |
|-----|--------------|------------|------------------|---------|-----------|-----|------------------|-------------|------|----------------------|
| | | | | | | | Base Reports | | • | Clients |
| | | | | | | | Misc. Reports | | • | Horses |
| | | | | | | | Procedure Rep | oorts | • | Farms |
| | | | | | | | Mare Reports | | • | Boarding Types |
| | | | | | | | Fertility Analys | sis Reports | • | Horse List By Client |
| | | | | | | | Labels | | | |
| | | | | | | | Report Writer | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

2. Misc. Reports

| le Hor | rse Farm Mai | nagement Sy | stem - TJCIS Tes | st Comp | any | | | | |
|--------|--------------|-------------|------------------|---------|-----------|-----|----------------------------|------|----------------|
| File | Master Files | Procedures | A/R Transactions | Billing | Mare Info | Rep | orts Setup Window | Help | |
| | | | | | | | Base Reports | • | |
| | | | | | | | Misc. Reports | • | Arrival |
| | | | | | | | Procedure Reports | • | Departure |
| | | | | | | | Mare Reports | • | Departure Form |
| | | | | | | | Fertility Analysis Reports | • | Horse Notes |
| | | | | | | | Labels | | Health Record |
| | | | | | | | Report Writer | | Mini Pedigree |
| | | | | | | | | | Horse Movement |
| | | | | | | | | | Horse Movement |

3. Procedure Reports

| ile | Master Files | Procedures | A/R Transactions | Billing | Mare Info | Rep | orts Se | etup | Window | Help | |
|-----|--------------|------------|------------------|---------|-----------|-----|---------------------|---------|------------|------|--------------------------|
| | | | | | | | Base Re | eports | | • | |
| | | | | | | | Misc. Re | eports | | • | |
| | | | | | | | Procedu | ire Rep | orts | • | Procedures Performed |
| | | | | | | | Mare Re | eports | | • | Procedure Category |
| | | | | | | | Fertility | Analys | is Reports | • | Procedure Master |
| | | | | | | | Labels | | | | Schedule Master |
| | | | | | | | Report ¹ | Writer | | | Scheduled Procedures Due |

4. Mare Reports

| ile | Master Files | Procedures | A/R Transactions | Billing | Mare Info | Rep | orts Setup | Window | Help | |
|-----|--------------|------------|------------------|---------|-----------|-----|----------------|-------------|------|---------------------------|
| | | | | | | | Base Reports | ; | + | |
| | | | | | | | Misc. Reports | ; | + | |
| | | | | | | | Procedure Re | ports | + | |
| | | | | | | | Mare Reports | ; | × | Foaling |
| | | | | | | | Fertility Anal | sis Reports | • | Breeding |
| | | | | | | | Labels | | | Outside Bookings |
| | | | | | | | Report Write | r | | Farm Mares Bred Summary |
| | | | | | | | | | | Broodmares |
| | | | | | | | | | | Mare List by Client |
| | | | | | | | | | | Teasing Worksheet |
| | | | | | | | | | | Teasing Results Report |
| | | | | | | | | | | Foaling Mares By Location |

5. Fertility Analysis Reports

| ⁼ile | Master Files | Procedures | A/R Transactions | Billing | Mare Info | Rep | oorts Setup | Window | Help | |
|------|--------------|------------|------------------|---------|-----------|-----|------------------|------------|----------------|--------------------------------|
| | | | | | | | Base Reports | | - + | |
| | | | | | | | Misc. Reports | | - - - - | |
| | | | | | | | Procedure Rep | orts | - - - - | |
| | | | | | | | Mare Reports | | - + | |
| | | | | | | | Fertility Analys | is Reports | • | Farm-Mares: Mares by Month |
| | | | | | | | Labels | | | Farm-Mares: Mares by Mare Type |
| | | | | | | | Report Writer | | | Farm-Mares: Mares by Stud Farm |

Setup Menu

Billing Setup

| File | Master Files | Procedures | A/R Transactions | Billing | Mare Info | Reports | Set | up Window Help | | |
|------|--------------|------------|------------------|---------|-----------|---------|-----|-----------------------|---|------------------|
| | | | | | | | | Companies | | |
| | | | | | | | | Preferences | | |
| | | | | | | | | Master Lists | | |
| | | | | | | | | Billing Setup | • | Billing Codes |
| | | | | | | | | Security | • | AR Maintenance |
| | | | | | | | | Master Zip Codes List | | Service Charge |
| | | | | | | | | Utilities | • | Service Tax |
| | | | | | | | | Registration | | GL Account Setup |
| | | | | | | | | Online Verification | • | |

Security



Utilities



Registration

|) atabase Name | HFM |
|-------------------|-------------------------------|
| nstallation ID | 75D3F87A9C |
| Registration Code | X1M64 - PZ3GK - 7R25B - 24H39 |
| registration code | |

Online Verification

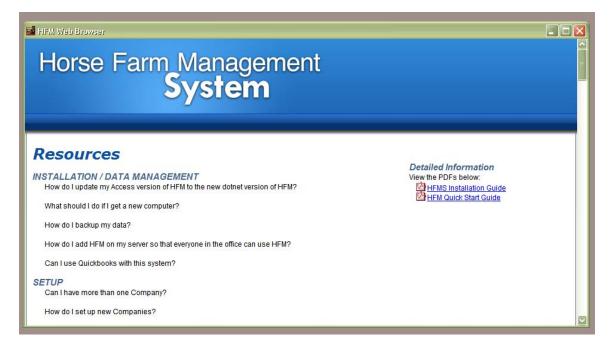


<u>Help Menu</u>

| File | Master Files | Procedures | ystem - TJCIS Tes A/R Transactions | | Reports | Setup | Window | Help | |
|------|--------------|------------|---------------------------------------|--|---------|-------|--------|------|------------------------------------|
| | | | | | | | | | Contents |
| | | | | | | | | | FAQ |
| | | | | | | | | | Search |
| | | | | | | | | | Information for Backups |
| | | | | | | | | | SQL Loader |
| | | | | | | | | | Send Database to TJCIS |
| | | | | | | | | | Check for Updates |
| | | | | | | | | | About Horse Farm Management System |

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 <u>location</u> 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.

| These are the names and locations o | f the files that you should back up: | |
|---------------------------------------|------------------------------------------------------------------------------|-------|
| Database: | | |
| E:\Program Files\The Jockey Club Ir | nformation Systems\Horse Farm Management\Database\Caren\WinHFM.mdf on TJCIS4 | 14 |
| Save Folder: | | |
| C:\DotNetInvoices | | |
| You should back up these files on a r | egular basis | Close |

SQL Loader

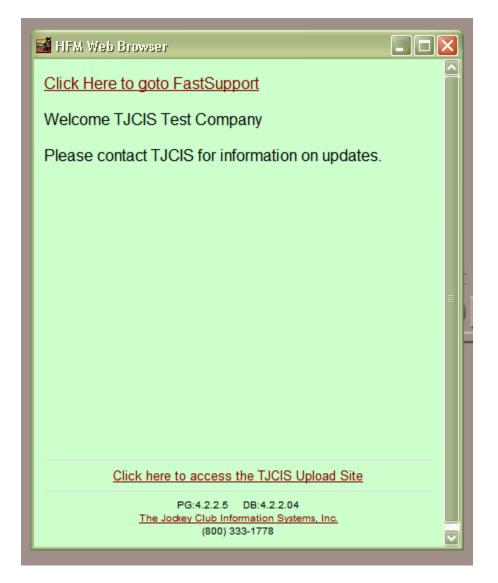
This is used to apply patches to your database and should only be used under the direction of a TJCIS support person.

| Get SQL from TJCIS | This form should only be used under the direction of a TJCIS support person. This is only used for applying patches to your database. | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------|
| SQL Statement | | Close |
| Status | | |
| Ready | | |

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

| Connect For Support | |
|---------------------|---------------|
| Customer Name: | |
| Start Suppo | ort Session |
| Powered t | y GoToManage⊗ |

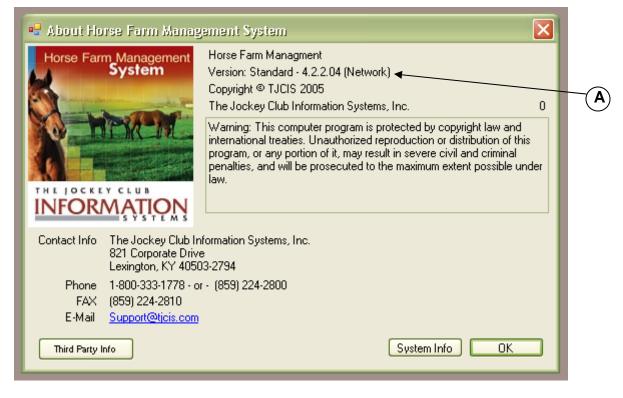
This will be used under the direction of a TJCIS support person and it will allow the support person to see your computer screen at the same time as you. You will enter your farm/company name and the TJCIS support person will provide you with the Support Key.

Click here to access the TJCIS Upload Site

| 🏉 TJCIS | | |
|-----------|-------------------------------------------------------------------------|-----------------|
| 00 | Inttp://web.tjcis.com/upload/upload.asp | P - |
| File Edit | View Favorites Tools Help | |
| Google | Search 🔹 More ≫ | Sign In 🔌 🔹 |
| 🛠 🍄 | 🧭 TJCIS File Upload process | e 🔹 🎯 Tools 🔹 🎽 |
| | TJCIS - FILE UPLOAD | 0 |
| | Press BROWSE and locate the file that you need to send us. | |
| | Press UPLOAD to move the file to the server. | |
| | Browse Upload! | |
| | After you click the upload button, the file will be sent to the server. | |
| | THIS MAY TAKE SOME TIME Don't worry. Just let it finish. | |
| | When done, you will see a new page to show that the file has made it. | ~ |
| Done | 🗔 😜 Internet | 🍕 100% 🔹 🔡 |

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



<u>Note:</u> 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 | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search Search Farm Name TJCIS Main Str. Address 82 Corporate D #4 City Lexington State Kentucky Country Breeding Requirements Breeding requirements for Phone Numbers Type Phone N Office (800) 333 Main Area Code: (859) | allion Farm rive ZIP 40503 TJCIS Main Stallion Farm. umber | Delete Contacts Manager TJC Stallion Farm Manager Owner TJC Stallion Farm Dwner Contact TJC Stallion Farm Contact Veterinarian Name TC Stallion Farm Vet Phone TJC Stallion Vet 222-1111 Viscellaneous Active Description Main V Remove | Farm Audit Log Created by: cec on: 07/24/2006 10:40 AM Last updated by: cec on: 06/27/2008 1:07 PM << << Farm Comments |

| <u>C</u> | lient Entry/Edit | Â |
|-----------------------|---------------------------------------|-----------------------------------------------------------------------------------------|
| _ | | |
| 🖬 Client | | |
| P Search | Save 🚺 Cancel 🔞 🛛 | Delete Client Audit Log |
| Name | irst Michael | Middle J. Last Watts Created by: cec on: 07/24/2006 11:08 AM Last updated by: cec |
| | ny CEMECA Enterprises | Client ID 4 |
| Client Info | Mailing Codes Billing Info Payments 4 | Adjustments Horses Other Addresses (1) |
| Client Det | | Tax ID |
| Prefix | V | Suffix Suffix Soc. Sec. # Fed. ID. # |
| Title | | Salutation |
| - Location Address | 352 Magnolia Bay Lane | Service Charge Setup Standard 1.5 |
| City | Springfield S | State Virginia |
| ZIP | 22159 Cou | Intry Miscellaneous |
| Phone/E- | Mail Entries | Business Owner Saved Documents |
| Туре | Phone Number | Description Main Use Farm/Company Name Only |
| Home | (630) 541-3311 | Active Active |
| E-Mail | michaelj@michaelj.com | Suppress Billing |
| | | Exempt. Code |
| Main Area |) Code: (703) | Remove Standard |

Horse Entry/Edit

| Marke Contraction Contraction | |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search Save Cancel ODelete Verified | Horse Audit Log |
| Horse Horse Name: =Always Best (FR) Breed: Thoroughbred Barn: Band/Tag #: Farm Name: TJCIS Secondary Mar Stall: | Created by: cec on: 04/24/2007 9:03 AM Last updated by: cec on: 03/14/2011 9:45 AM |
| | |
| | << Horse Comments |
| Horse Info Ownership Boarding Insurance Procedures Mare Info Notes Sales Nominations Equineline | 16 |
| Horse Info | |
| Registration No.: 777AA380 Tattoo No.: Sex: M | |
| Microchip No.: Cert. Location: Color: CH | |
| Date of Birth: 02/11/2001 🔽 🔽 Active State/Country Foaled: | |
| Last Coggins: 04/24/2009 C | |
| Pedigree | |
| Sire: Priolo Dam: Always True | Saved Documents |
| P Grand Sire: Sovereign Dancer M Grand Sire: Geiger Counter | Horse |
| P Grand Dam: Primevere M Grand Dam: Always On Time (GB) | Other Inter I |
| Expected Arrival/Departure | Document |
| Expected Arrival Date: Departure Notice: | |
| Expected Departure Date: | |
| | 🗄 🕂 Add 🔚 Remove |
| | - J |

Procedure Category Entry/Edit

| Search Save Cancel ODelete | Procedure Category A |
|------------------------------------|-------------------------------------------------------------------------------------|
| Procedure Category | Created by: cec or: 07/24/2006 12: Last updated by: cec or: 07/24/2006 1:3 |
| Category Name Recurring Procedures | << Proc. Category C |
| Departure Print No | |
| Billing Category | |
| GL Account Info | |
| GL Account R7011 | |

Procedure Master Entry/Edit

| | 🖬 Procedure Master | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| A | Search Save Cancel Delete Procedure Master Info Procedure Name SMZ Tabs Default Unit Charge \$1.00 Default Teasing Chart Results Procedure Category Recurring Procedures Unit Type Tablets Default Performed By The Farm Manager Default Performed By The Farm Manager GST None Active Default To Appear On Invoice GL Account Info Category GL Account R7011 | Procedure Master Audit Log Created by: cec on: 07/24/2006 4:14 PM Last updated by: cec on: 10/14/2009 4:59 PM |
| | Override GL Account Procedure Types ✓ Health Type Movement/Transfer Update Mare Exam Status Foaling Ørecurring Breeding Results On Teasing Chart Coggins Arrival/Departure Date of Birth | |

Boarding Type Entry/Edit

| 🖬 Boarding Type | | |
|--------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Search S | | Boarding Type Audit Log |
| Boarding Type Info | | Created by: cec on: 07/24/2006 1:05 PM |
| Boarding Type | Sales Prep - Mare | |
| Horse Type | Mare GST None 🗸 | << Boarding Type Comments |
| Daily Rate | | |
| Rilling System | Standard 💟 | |
| Debit GL Ascount | 406 | |
| × | Active | |
| | | |
| | Boarding Type Info Boarding Type Horse Type Daily Rate Billing System Debit GL Ascount | Search Save Cancel ODelete Boarding Type Info Boarding Type Sales Prep - Mare Horse Type Mare Daily Rate \$35.00 |

Page 24 of 324

| Horse Entry/Edit | | | | |
|------------------------------------------|-------------|-----------------|-----|-------|
| Show Active Only Search By Horse Name | Horse Type | Band Tag Number | Gol | Reset |
| = Farm Mare #1 | Mare | | | |
| = Farm Mare #2 | Mare | | | |
| = Farm Mare #3 | Mare | | ~ | |
| =A PARTNER MARE | | | | |
| =Always Best (FR) | In Training | _ | | |
| =Irish Moss | In Training | | ~ | |

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 <u>before</u> 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.

| 🖬 Company | | | | |
|---------------------------------------------|----------|---------|----------|--|
| Show Active Only Search By Company Name | 1 | | Go Reset | |
| Company Name | City S | tate Ac | tive | |
| Place Your Name HERE | | | | |
| Edit Hdd | Delete 🚺 | Close | | |

| Company Entry/Edit | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Search Save Cancel Delete Company Name Place Your Name HERE Logo Image: Cancel Image: Cancel Logo Location Address Image: Cancel Image: Cancel< | Company Audit Log Created by: cec on: 11/10/2006 10:28 AM Last updated by: cec on: 11/12/2008 12:04 PM Company Comments</td |
| | ` |

On the Company Entry/Edit screen, go to the "Name" field, **DELETE the words** "**Place Your Name HERE" and then** <u>type in 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)

<u>Billing Codes</u>. 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.

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

<u>G/L Account Setup</u>. 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

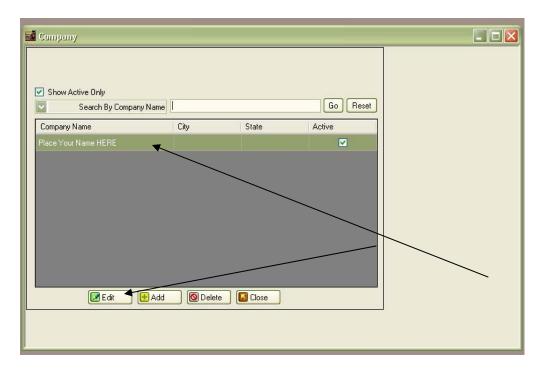
(Setup > Billing Setup > A/R Maintenance)

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 <u>type in your own company/farm name</u>. 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.



| 📓 Compan | y Entry/Edit | | | |
|-------------------|----------------|---------------------|--------------|--------------------------------------------------------------------------------------------------------------------|
| Company Name F | Save Cancel OD | | Company ID 4 | Company Audit Log Created by: cec or: 11/10/2006 10:28 AM Last updated by: cec or: 11/12/2008 12:04 PM |
| Location | | | | << Company Comments |
| Address | | | | |
| City | | | New | |
| State | ZIP | Miscellaneous | | |
| Country | × | Active 🗹 GL Account | | |
| Phone Num | ibers | | | |
| Туре | Phone Number | Description | Main | |
| Main Area (| Code: | H New (| Remove | |

| Search | ny Entry/Edit V Save Cancel 💽 | Delete | Company ID 1 | Company Audit Log Last updated by: cec |
|-----------------|----------------------------------|---------------------|--------------|-----------------------------------------------|
| Company Name | TJCIS Test Company | | | on: 11/11/2009 4:34 PM << Company Comments |
| Address | 821 Corporate Drive 4th Floor | | | Main Company/Farm Account |
| City | Lexington | Show on Invoice 😿 | E Remove | |
| State | Kentucky 💟 ZIP 40503 | Miscellaneous | | |
| Country | | Active 🗹 GL Account | | |
| Phone Nu | mbers | | | |
| Туре | Phone Number | Description | Main | |
| Fax | (859) 224-2810 | 4th Floor Fax | | |
| E-Mail | www.tjcis.com | | | |
| | | | | |
| Main Area | L'ode: | Hew New | Remove | |

- **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.
- <u>G/L Account</u>. 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

- o Select "Master Files" from the menu
- Select the "Farms" menu item
- Click the "Add" button. <u>First, add your own farm</u>.

| 🚮 Farm E | intry/Edit | | | | |
|------------------|-----------------------------|-----------------|------------------------------------------------|--------|-----------------------------------------------------------------------------------------------|
| Search | Save Gancel | Delete | | | Farm Audit Log |
| Farm Name | TJCIS Main Mare Farm | | ntacts Ianager TJC Manager | | Created by: cec on: 07/24/2006 10:38 AM Last updated by: cec on: 03/27/2007 10:48 AM |
| Address | 821 TJCIS Farm Lane #224 | | Owner TJC Owner Contact TJC Contact | | < Farm Comments |
| City | Lexington | Vet | terinarian | | |
| State Country | Kentucky ZIP 40503 | | Name TJC Vet Name Phone TJC Vet Phone 224-2800 | | |
| Breeding | Requirements | | Miscellaneous | | |
| Phone Nu | imbers | | | | |
| Туре | Phone Number | Description | | Main | |
| Office | (800) 333-1778 | Toll free phone | # | | |
| E-Mail | 🔄 email@tjcfarm.com | General informa | ation | | |
| Fax | 🔄 (859) 224-2810 | Fax Number | | | |
| Main Area | a Code: (859) | | 🕂 New 📃 | Remove | |

- 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
 - o 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"

| Preference - Company Sel | Company Settings | X |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------|
| Company Settings Billing Settings Standard User Settings | Band/T ag Numbers Enable Band/T ag Number Field Display Band/T ag Number First | |
| Email Settings | Default Breed: Thoroughbred | |
| | Default Farm: TJCIS Main Mare Farm | |
| | Save Folder: C:\DotNetInvoices | Browse |
| | Fertility Analysis Code for In-Foal: P Code for Barren: B Code for Slipped: | |
| < | | |
| | | OK Cancel |

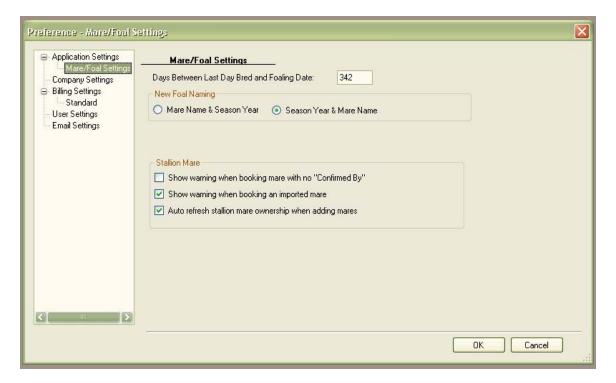
 It is important to make note of the Location and name of the Save Folder. This folder will hold <u>all</u> of the saved invoices from the closed billing periods and it should be backed up on a regular basis.

Application Settings

| Application Settings Mare/Foal Settings | Application Settings | |
|--------------------------------------------|----------------------------------------------|--|
| - Company Settings B Billing Settings | Capitalize All Horse Names | |
| Standard | Enable Auto-Lookup on Search Screens | |
| User Settings | Phone Number Format: (999) 999-9999/999-9999 | |
| Email Settings | Security | |
| | 🗹 Require Login | |
| | Require Password | |
| | Label Sizes ⊙ Standard/US ○ Metric | |
| | HFM Administrator EMail: | |
| | HFM Administrator User: admin | |
| > | | |

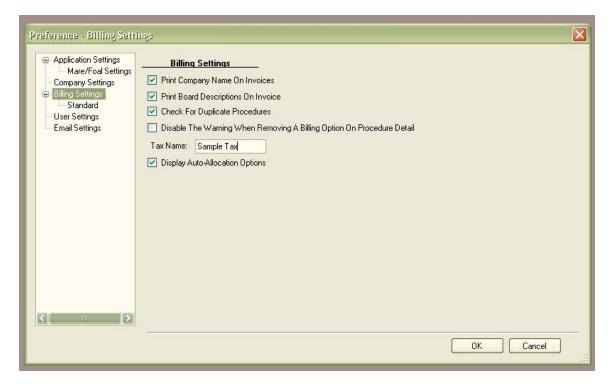
 If you want to be able to type horse names in lower case and let the system automatically convert them to uppercase, check the box next to "Capitalize All Horse Names"

Mare/Foal Settings



- Days Between Last Day Bred and Foaling Date. This number is prepopulated 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 " $\sqrt{}$ " marked in the box. If you are using pre-printed stationery and do <u>**not**</u> want the system to automatically generate the heading, simply un-check the box next to Print Company Name on Invoice to remove the " $\sqrt{}$ ".

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 <u>Non-US</u> 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 |
|-----------------------------|
|-----------------------------|

| Application Settings Mare/Foal Settings | Standard | |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| - Company Settings | Default Standard Service Charge: Standard 1.5 | |
| Billing Settings Standard | Standard Billing Starting Invoice #: 100001 | |
| - User Settings - Email Settings | Summarize Invoice History Details | |
| 19761 | Show Horse Charge Details On Invoice | |
| | Show Procedure Summary On Invoice Use double window envelope Standard Billing Invoice Comments: | |
| | Please send all Board Billing payments to P.O. Box 821 Lexington, KY 40503. Please de address when mailing a check via regular mail. Service charges represent 1.5% interest being charged on any past due accounts. Plea timely manner to avoid such charges in the future. Thank you for your business. | |
| < I I | | |

- 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 <u>all</u> client invoices.

|--|

| Preference - User Setting Application Settings | User Settings | | | × |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------|---|
| Mare/Foal Settings Company Settings Billing Settings Standard User Settings Email Settings | Maximize Application Windo Default All Reports To The Required Field Color: Alternate Required Field Color: Show reports with formatting | Screen LightPink DarkSeaGreen | | |
| | | | OK Cancel | |

- 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

| Application Settings Mare/Foal Settings | Email Settings | | | | | |
|--------------------------------------------|----------------------------|-----------------------------|-------------------------|------|-------|--|
| - Company Settings ∋ Billing Settings | Enable SMTP E-mail System? | SMTP Only Se Mail Server | ettings test.smt.com | | | |
| - Standard - User Settings | | Port | | | | |
| Email Settings | | SSL Protocol | Enable? | 💿 No | O Yes | |
| | | User name | | | | |
| | | Password | | | | |
| | | From Email | tjc@email.com | | | |
| | | Sender Email | - | | | |
| | Enable SMTP E-mail for | ReplyTo Email | | | | |
| | Reports? | Bcc Email | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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 <u>each</u> horse owner, client, billing entity, etc. to the system.

| 🖬 Client | | | | |
|-----------------------|-------------------------------------|---------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 100 Sec. 100 | Save Cancel Save | Delete Middle J. Last Client IC | Watts | Client Audit Log Created by: cec on: 07/24/2006 11:08 AM Last updated by: cec on: 02/01/2011 3:22 PM |
| Client Info | Mailing Codes Billing Info Payments | Adjustments Horses Other Addresses | (1) | << Client Comments |
| Client Det | ails | | Tax ID | |
| Prefix | ~ | Suffix 🔽 | ⊙ Soc. Sec. # ○ Fed. ID. # | |
| Title | | Salutation | | |
| - Location Address | 352 Magnolia Bay Lane | < | Service Charge Setup Standard Standard 1.5 | |
| City | Springfield | State Virginia | | |
| ZIP | 22159 Co | untry | Miscellaneous | |
| Phone/E | Mail Entries | | Business Owner | Saved Documents |
| Туре | Phone Number | Description Main | Use Farm/Company Name Only | <u>Client</u> |
| Home | (630) 541-3311 | | Active | Document Unapplied pmt and a |
| E-Mail | 🔽 michaelj@michaelj.com | | Suppress Billing | Chapping pint and c |
| Main Area | a Code: (703) | 🕂 New 📃 🖃 Remo | Exempt. Code Invoice Distribution Method Standard | Add Remove |

- First add yourself as a client.
- Next, enter all of your clients. You can enter just the last name and first name and leave the Farm/Company name blank <u>or</u> you can enter just the farm name <u>or</u> you can enter the last name, first name <u>and</u> the farm name. Enter as much information on each client as possible.
- 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 <u>not</u> 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 <u>no</u> 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".

| 🖬 Clieni | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Search Save Cancel Delete Name Middle J. Last Watts Farm/Company CEMECA Enterprises Client ID 4 | Client Audit Log Created by: cec on: 07/24/2006 11:08 AM Last updated by: cec on: 02/01/2011 3:22 PM |
| Client Info Mailing Codes Billing Info Payments Adjustments Horses Other Addresses (1) Client Mailing Codes Mailing Code Business Seasonal Boarder | << Client Comments |
| New Remove | Saved Documents Client Document Unapplied pmt and a |

| Mailing Code Search Popup | |
|---------------------------|----------|
| Search By Mailing Code | Go Reset |
| Mailing Code | |
| Business | |
| Business1/Ex#1 | |
| Business1/Sample @ | |
| Seasonal Boarder | |
| Stallion Seasons | |
| | |
| | |
| | |
| | |
| Select Close | |

| 🖬 Client | |
|-----------------------------------------------------------------------------------------------------------------|--------------|
| Search Save Cancel ODelete | |
| Name Middle J. Last Farm/Company CEMECA Enterprises Client ID | Watts |
| Client Info Mailing Codes Billing Info Payments Adjustments Horses Other Addresses | (1) |
| Mailing Code | |
| Business | |
| Seasonal Boarder | |
| Stallion Seasons | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | New 📃 Remove |

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.

| 1 | Master Lists | |
|----------|-----------------------|----------------|
| ſ | Aaster Lists Setup | |
| | Category Mailing Code | |
| | Item | System Defined |
| | Business | False |
| | Business1/Ex#1 | False |
| | Business1/Sample @ | False |
| | Seasonal Boarder | False |
| | Stallion Seasons | False |
| | | |
| | 🚹 New | Remove |

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

| 🖬 Client | | | | |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------|----------------------------------------------------------------------------------------|
| Farm/Company | Save Can | Middle J. | Last Watts Client ID 4 | Client Audit Log Created by: cec on: 07/24/2006 11:08 AM Last updated by: cec |
| Client Info M | | Payments Adjustments Horses | Other Addresses (1) | |
| | | | | |
| Current | Standard \$2,897.71 | | | |
| 100.000 | \$4,948.18 | | | |
| | \$3,208.18 | | | |
| | \$158,057.65 | | | |
| | \$32,537.25 | | | Saved Documents |
| Corv. oring | Interim Activity | | | <u>Client</u> |
| Payments | Free control of the second sec | | | in Document ⊡ Unapplied pmt and a |
| Adjustments | \$0.00 | | | |
| Balance | \$201,648.97 | | | Add Remove |

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".

| | lichael EMECA Enterprises | | Middle J. | Last Client ID | | |
|--------------------|------------------------------|-------------------|-----------------|-------------------|------|--------|
| Client Info Mailir | ng Codes Billing Info | Payments Adjus | tments Horses C |)ther Addresses (| 1) | |
| Applied On | Applied To | Payment Amount | Reference | | | |
| 04/01/2006 | Stud Fee | (\$2,000.00) | Partial #003 | | | |
| 01/01/2006 | Stud Fee | (\$6,000.00) | Partial pmt. | | | |
| 12/18/2005 | Stud Fee | (\$1,000.00) | | | | |
| 02/15/2004 | Standard | (\$869.15) | Pmt in full | | | |
| 02/03/2004 | Standard | (\$0.75) | Prior Bal. | | | |
| 01/25/2004 | Standard | (\$250.00) | Mare Board | | | |
| | | | | New 💽 | Edit | Remove |

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".

| First Michael arm/Company CEKECA Enterprises Client Info Maile Applied On Applied On Applied To Amount Invoice Comments 12/01/2005 Syndicate \$0,00 Syndicate \$0,00 Syndicate \$12,00 Syndicate <th>Ctient Search Name</th> <th>🛛 Save</th> <th>Cancel 💿 De</th> <th>ete</th> <th></th> | Ctient Search Name | 🛛 Save | Cancel 💿 De | ete | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|---------------|------------------------------------------------|--|
| Applied On Applied To Amount Invoice Comments 12/01/2005 Stud Fee (\$500.00) SF discounted per syndicate manager. 03/01/2005 Syndicate \$0.00 01/10/2005 Syndicate (\$50.00) Credit for FedEx Charges - Syndicate Agreement 07/15/2004 Standard | First Mi | | | | |
| 12/01/2005Stud Fee(\$500.00)SF discounted per syndicate manager.03/01/2005Syndicate\$0.0001/10/2005Syndicate(\$50.00)Credit for FedEx Charges - Syndicate Agreement07/15/2004Standard\$152.00 | Client Info Mailin | g Codes Billing Info | Payments Adju | stments Horses Other Addresses (1) | |
| 03/01/2005 Syndicate \$0.00 01/10/2005 Syndicate (\$50.00) Credit for FedEx Charges - Syndicate Agreement 07/15/2004 Standard \$152.00 | Applied On | Applied To | Amount | Invoice Comments | |
| D1/10/2005 Syndicate (\$50.00) Credit for FedEx Charges - Syndicate Agreement 07/15/2004 Standard \$152.00 | 12/01/2005 | Stud Fee | (\$500.00) | SF discounted per syndicate manager. | |
| 07/15/2004 Standard \$152.00 | 03/01/2005 | Syndicate | \$0.00 | | |
| | 01/10/2005 | Syndicate | (\$50.00) | Credit for FedEx Charges - Syndicate Agreement | |
| 01/30/2004 Standard (\$50.00) Credit for unused sale halter. | 07/15/2004 | Standard | \$152.00 | | |
| | 01/30/2004 | Standard | (\$50.00) | Credit for unused sale halter. | |
| | | | | | |

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.

| Search 🛛 | Save 🚺 🚺 Ca | ncel 🚺 🙆 Dele | ite | | |
|----------------------------------------|--------------------|---------------|---------------------|---------------------------|------------------|
| Name First Micl Farm/Company CEN | | | Middle J. | Last Watts Client ID 4 | 5 |
| Client Info Mailing | Codes Billing Info | Farm Horses | tments Horses Other | Addresses (1) | |
| Horse Name | Percent Owned | Season Year | Booked To | LDB | Foal Date |
| =Always Best (FR) | 100.00 % | 2006 | Bests of The Bests | 02/20/2006 | |
| | | 2007 | Gem Of A Guy | 06/13/2007 | 05/10/2008 3:00. |
| 06 Arkansas | 0.00 % | | | | |
| 06 Yellow Jonquil | 50.00 % | | | | |
| 07 Evening Primr | 33.00 % | | | | |
| | | | | | |

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.

| 🖬 Client | | | | | | |
|-----------------------|---------------------------|------------------|----------------|--------------------|---------|--------------------------------------------------------------------|
| 🔎 Search | 🛛 🔽 Save 💦 🚺 Car | ncel 🚺 🔕 Delete | , | | | Client Audit Log |
| Name | Michael | | /iddle J. | Last Watt | | Created by: cec on: 07/24/2006 11:08 AM Last updated by: cec |
| and the second second | CEMECA Enterprises | | | Client ID 4 | • | on: 02/01/2011 3:22 PM |
| Client Info M | ailing Codes Billing Info | Payments Adjusti | ments Horses 0 | ther Addresses (1) | | << Other Address |
| Category | Address | City | State | Zip Code | Country | |
| Vacation | 123 Sunny Day Port | Beverly Hills | California | 90212 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | Saved Documents |
| | | | | | | <u>Client</u> ☐ Document |
| | | | | | | Unapplied pmt and a |
| | | | | | | |
| | | | Œ | New 📝 Edit | Remove | |
| | | | | | | Add Remove |

| 🔽 Sa | ave Cancel 💿 Delete | |
|----------|--------------------------------|---|
| Client | Watts, Michael J. | |
| Category | | |
| Address | Farm | ~ |
| | Home | |
| City | Office Shipping Vacation | |

. **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.

| 🛋 Client | | | | | | |
|-------------------------------|-----------------------------------------------------------|-----------------|--------------|-------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Search Name | irst Michael | | Middle J. | Last Client ID | Watts | Client Audit Log Created by: cec on: 07/24/2006 11:08 AM Last updated by: cec on: 02/01/2011 3:22 PM |
| 122377 127572 | Mailing Codes Billing Info | Payments Adjust | ments Horses | Other Addresses (| 1000 W.M. | << Client Comments |
| Client Del Prefix Title | | | Suffix | | Tax ID Soc. Sec. # Fed. ID. # | |
| Address | 352 Magnolia Bay Lane | | | | Service Charge Setup Standard 1.5 | |
| City | Springfield | State | Virginia | | | |
| ZIP Phone/E | 22159 Mail Entries | Country | | | Miscellaneous Business Owner | Saved Documents |
| Type Home E-Mail | Phone Number (630) 541-3311 (1) michaelj@michaelj.c | | scription | Main | Use Farm/Company Name Only Active Suppress Billing Exempt. Code | Document Unapplied pmt and a |
| Main Are | a Code: (703) | | 🕀 New | Remove | Invoice Distribution Method Standard | Add Remove |

- **TIP**: You can enter a client's street or P.O. Box, <u>skip</u> 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.)

| Boarding Type | | |
|----------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Show Active Only Search By Boarding Type | | GoRes |
| Boarding Type | Boarding Amount | Active |
| Broodmare | \$25.00 | Image: A start of the start |
| Foal | \$0.00 | ~ |
| In Training | \$49.00 | |
| Layup | \$12.00 | ~ |
| Mare Under Lights | \$26.00 | |
| Pasture Board | \$5.00 | v |
| Recipient Mare | \$0.00 | ~ |
| Sales Prep - Mare | \$35.00 | v |
| Sales Prep - Yearling | \$35.00 | |

| 🖬 Boarding Type | | |
|--------------------|-------------------------------------------|------------------------------------------------------------------------------|
| Search 🛛 🖾 S | ave Gancel O Delete | Boarding Type Audit Log |
| Boarding Type Info | Created by: cec on: 07/24/2006 1:04 PM | |
| Boarding Type | Mare Under Lights | |
| Horse Type | Mare | << Boarding Type Comments |
| Daily Rate | \$26.00 | Can be used for maiden mares, barren mares or mares that have slipped. |
| Billing System | Standard 💽 | onppos. |
| Debit GL Account | 404 | |
| | ✓ Active | |
| | | |

- [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

| 1 | 🖬 Horse Types 📃 🗖 🔀 | | | | |
|----------|---------------------|----------------|--|--|--|
| | Save 🚺 Cancel | | | | |
| ſ | Horse Types Setup | | | | |
| | Item | System Defined | | | |
| | 2 YO In Training | False | | | |
| | Foal | False | | | |
| | Foals of '06 | False | | | |
| | In Training | False | | | |
| | Layup | False | | | |
| | Mare | False | | | |
| | Sire | False | | | |
| | Stallion | False | | | |
| | Weanling | False | | | |
| | Yearling | False | | | |
| | Yring - Sales | False | | | |
| | New Remove | | | | |

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.

| 📓 Boarding Type | | |
|--------------------|--------------------|------------------------------------------------------------------------------|
| Search S | ave Gancel ODelete | Boarding Type Audit Log |
| Boarding Type Info | | Created by: cec on: 07/24/2006 1:04 PM |
| Boarding Type | Mare Under Lights | |
| Horse Type | Mare 🗸 | < Boarding Type Comments |
| Daily Rate | \$26.00 | Can be used for maiden mares, barren mares or mares that have slipped. |
| Billing System | Standard | l'apped. |
| Debit GL Account | 404 | |

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.)

- o Select "Master Files" from the menu
- o 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.

| 🖬 Procedure Category | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Search Save Cancel O Delete Procedure Category | Procedure Category Created by: cec or: 07/24/2006 12:15 PM Last updated by: cec |
| Category Name Vaccinations Departure Print Yes Billing Category Vaccinations | or: 03/14/2011 3:47 PM << Proc. Category |
| GL Account Info GL Account 7003 | |

- 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.
- o 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.

| 📓 Procedure Maste | ar | X |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Search Search Sa Procedure Master Info Procedure Name Default Unit Charge Procedure Category Default Performed By Departure Print | Palp \$50.00 Default Teasing Chart Results P Reproductive Unit Type The Vet | 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 |
| GL Account Info Category GL Account Override GL Account Procedure Types V Health Type Breeding V | | |

- 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.

| 1 | | | | | |
|-----------------------------------------|--------------------------|-------------------------|-------------------|---------------|-------------------------------------------------------------------|
| 🖬 Procedure Mastr | 1. I | | | | |
| 🔎 Search 🛛 🔽 Sa | ve 🚺 🚺 Cancel 🗍 | O Delete | | | Procedure Master Audit Log |
| Procedure Master Info Procedure Name | Vitamins & Supplements | | | | Created by: cec on: 07/24/2006 4:14 PM Last updated by: cec |
| Default Unit Charge | \$2.00 | | | | on: 09/03/2010 11:08 AM |
| Procedure Category | Recurring Procedures | U 💟 | nit Type Scoop | | |
| Default Performed By | | | Cup Mg | | < Proc. Master Comments |
| Departure Print | | Sample Tax None | MĪ Oz | | |
| | Active | 🗹 Default To Appea | | E | |
| GL Account Info | | | Tube Vial | | |
| Category GL Account | R7011 | | | | |
| 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 | |
| <u></u> | | | | | |
| | | | | | |
| | | | | | |

- 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

`

| 🖬 Procedure Maste | π | |
|-----------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
| 🔎 Search 🛛 🔽 Sa | ve 🛛 🖾 Cancel 🔊 🔕 Delete | Procedure Master Audit Log |
| Procedure Master Info Procedure Name | Vitamins & Supplements | Created by: cec on: 07/24/2006 4:14 PM Last updated by: cec |
| Default Unit Charge | \$2.00 | on: 09/03/2010 11:08 AM |
| Procedure Category | Recurring Procedures Unit Type Scoop | |
| Default Performed By | Cup Mg | << Proc. Master Comments |
| Departure Print | Sample Tax None 02 | |
| | Active Default To Appear On Invoi Tablets | |
| GL Account Info | Tube Vial | |
| Category GL Account | R7011 | |
| Override GL Account | | |
| Procedure Types | | |
| Health Type | Movement/Transfer Dupdate Mare Exam Status Foaling Recurring | |
| Breeding | Results On Teasing Chart Coggins Arrival/Departure Date of Birth | |
| 2 | | |
| | | |
| | | |

 [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".

| | ng Date 01/01/2012 | Boarding C |)nly ly "Health Type" procedures | Print Mode |
|---------|----------------------------------------------------|------------|-------------------------------------|------------|
| Endir | ng Date 12/31/2012 💟 | Season [| 2011 | O Printer |
| Farm | <all></all> | Horse Type | <alb< td=""><td>Submit</td></alb<> | Submit |
| Horse | <all></all> | Band/Tag | <all></all> | Close |
| ategory | <alb td="" 🔍<=""><td></td><td></td><td></td></alb> | | | |

 [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.

| 🖬 Procedure Detail | |
|---------------------------------------------------------------------------------------|----------------------------|
| Search Save Cancel Delete Save/Add Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail | Applied On: |
| Horse =Irish Moss · or · Band/Tag Number | |
| Farm Training Facility Scheduled | |
| Performed 12/01/2009 | |
| Procedure Farm to Farm Movement Performed By The Farm Manager | |
| Override Description Invoice Ref # | |
| Appear on Invoice? Print Procedure Comments on Invoice? | |
| Charges | < Procedure Comments |
| Unit Charge \$0.00 Quantity 1 Charge \$0.00 | |
| | |
| Movement Details Move To Farm Training Facility 🔽 Location Training Barn 🔽 Barn T1 | |
| Stall Field | |
| | |
| Results Details | |
| Results Received Date | |
| | |
| | |
| Scheduling Details | |
| Scheduling Future Scheduling Date | |
| Comments | |
| | |
| | |
| | |
| | |

 [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 | 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 |
| Procedure Category Reproductive Unit Type Unit Type Default Performed By Last Sample Tax Wone | << Proc. Master Comments |
| GL Account Info Category GL Account 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 Detai | | |
|------------------------|------------------------------------------------|--------------------------------------------|
| Search 🛛 🔽 Sa | we Cancel O Delete Save/Add Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail | | Created by: cec on: 11/13/2009 12:48 PM |
| Horse | Mediterranean Pinks - or - Band/Tag Number | Applied On: |
| Farm | TJCIS Main Mare Farm | Applied on. |
| Performed | 05/05/2009 | |
| Procedure | Ultrasound Performed By | |
| Override Description | Invoice Ref # | |
| | Appear on Invoice? | |
| Charges | | << Procedure Comments |
| Unit Charge \$60.0 | 0 Quantity 1.00 Charge \$60.00 | |
| Results Details | | |
| Results | Received Date | |
| | Preg. Exam Status P +30 for Season 2009 | |
| L0 | R0 Cervix Other US | |
| Scheduling Details | | |
| Scheduling Comments | Future Scheduling Date | |
| | | |

| Mare Entry/E | |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mare Name | Save Cancel Delete Image: Mare Info Sheet Image: Breeding Shed Form editerranean Pinks Band/Tag # Image: Band/Tag # Image: Band/Tag # ICIS Main Mare Farm Season Year 2009 Image: Band/Tag # |
| Mare Info Breedin | ng Dates Foaling Info Teasing Results |
| Starting Status | Previous Season Bred To Standing Farm |
| Booked To | Man O'War |
| Share Owner Confirmed By Standing Farm | Share # Foaling Info On Sex Foaling Date V |
| Contact Final Status | Phone Breeding Requirements |
| Last Exam Last Date Bred | P +30 |

- [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.

| / | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M Procedure Master | |
| Search Save Cancel Delete Procedure Master Info Procedure Name Foaling Information Default Unit Charge \$200.00 Default Teasing Chart Results F Procedure Category Reproductive Unit Type Default Performed By Default Performed By Departure Print Sample Tax None | Procedure Master Audit Log Created by: cec on: 07/24/2006 4:16 PM Last updated by: cec on: 03/10/2009 12:53 PM << Proc. Master Comments |
| Active Default To Appear On Invoice GL Account Info Category GL Account 7006 Override GL Account Procedure Types I Health Type Movement/Transfer Update Mare Exam Status I Foaling Recurring Breeding I Results On Teasing Chart Coggins Arrival/Departure Date of Bith | |

 [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).

| Search 🛛 🔽 S. | ave 🚺 🚺 Cancel 🛛 🗐 🗅 | lelete | Save/Add Fill From Previous |
|----------------------|------------------------|----------------------------------|-----------------------------|
| Procedure Detail | | | |
| Horse | Pineapple Princess | • or • Band/Tag Number | |
| Farm | TJCIS Main Mare Farm | Performed O Sched | uled |
| Starting Date | 08/03/2009 | Ending Date 09/30/2009 🗲 | |
| Procedure | Vitamins & Supplements | Performed By | The Farm Vet 🛛 |
| Override Description | | Invoice Ref # | |
| | Appear on Invoice? | rint Procedure Comments on Invoi | ice? |
| | | | |

| 🔍 Search 🛛 🔽 S. | ave Cancel Delete Save/Add Fill From Previous | Procedure Detail Audit Log |
|---------------------------|---------------------------------------------------------|----------------------------|
| Procedure Detail Horse | Rosemary (Ire) · or · Band/Tag Number | Applied On: |
| Farm | TJCIS Secondary Mare Farm | |
| Starting Date | 06/01/2009 Ending Date | |
| Procedure | Regumate Performed By | |
| Override Description | Invoice Ref # | |
| | Appear on Invoice? Print Procedure Comments on Invoice? | |
| Charges | | < Procedure Comments |

- [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.

| M Procedure Detai | 1 | |
|-------------------------------|---------------------------------------------------------|----------------------------|
| Search 🔽 S. | ave Cancel Delete Save/Add Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail | | Applied On: |
| Horse | Rosemary (Ire) · or · Band/Tag Number | |
| Farm | TJCIS Secondary Mare Farm 💽 💿 Performed 🔘 Scheduled | |
| Performed | 06/01/2009 | |
| Procedure | Palp Performed By | |
| Override Description | Invoice Ref # | |
| | Appear on Invoice? Print Procedure Comments on Invoice? | |
| | | << Procedure Comments |
| Charges Unit Charge \$50.0 | 00 Quantity 1 Charge \$50.00 | |
| | | |
| Results Details | | |
| Results | Received Date | |
| | Preg. Exam Status for Season 2009 | |
| L0 | RO Cervix Other P | |
| | | |
| Scheduling Details | | |
| Scheduling | Future Scheduling Date | |
| Comments | | |
| | | |
| | | |

 [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.

| 🖬 Horse Entry/ | Edit | | | | |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------|
| Horse | Save Cancel (| Delete Breed: Quarter I | Horse 🔽 Barn | Verify | Horse Audit Log Created by: cec on: 07/25/2006 4:40 PM Last updated by: admin on: 04/24/2009 11:19 AM |
| Band/Tag #: Horse Type: Ir | n Training | Farm Name: TJCIS S | econdary Mar 💟 🛛 Stall | | < Horse Comments |
| Horse Info Registration No.: Microchip No.: Date of Birth: Last Coggins: | Cert. Loo | o No.: | Notes Sales Nomir Sex: Colo Color: Bay ate/Country Foaled: Deceased Date: | | |
| Pedigree Sire: P Grand Sire: P Grand Dam: | Gem Df A Guy Known Fact Gem's For Julie | Dam: M Grand Sire: M Grand Dam: | Blackeyed Susan Cat's Leo Miss Cody Poco | | |
| 30 | [/] Departure ed Arrival Date: Departure Date: | Departure No | tice: | | |

- [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

| 🔎 Search 📄 🔽 Save | Cancel | O Delete | | | | Verify | |
|----------------------------------|-------------------|------------------|--------------|---------------|---------------|-------------|---|
| Horse Horse Name: =Irish Moss | | Breed | : Thorought | bred 🕅 | Barn: T | 1 | |
| Band/Tag #: | | Farm Name | | | Stall: | | |
| and the second second | (2000) | | | | - | | |
| Horse Type: In Training | × | Location | : Training B | arn 💟 | Field: | | |
| Horse Info Ownership B | parding Insurance | Procedures | Mare Info | Notes Sales | Nominatio | ns | |
| | Departure Notice: | | | | | | |
| 🕂 New Departure | Date | T | ype | Arrived To | | | |
| 🕂 Change Boarding | 01/04/2004 | A | rival | Training Fac | ility | | |
| E Remove | 03/21/2004 11:59 | PM D | eparture | Training Fac | ility | | ~ |
| | 12/21/2004 | A | rival | Training Fac | ility | | ~ |
| Vanned By: | Client's Van | | 2 | Boarding Type | : In Training |) | ~ |
| Arrived From: | New York | | 2 | Exce | ption Rate: | | |
| Address: | | | | Star | ndard Rate: | \$49.00 | |
| | | | [| Ownership | Exc | eption Rate | |
| City: | | | | | | | |
| State: | | Zip: | | | | | |
| Country: | | | | | | | |
| | | and and a second | | (C) 11 | ew | - Remove | |

| 🔎 Search 🛛 🔽 S | ave Save/Add Fill From Previous | Procedure Detail Audit Log |
|----------------------|---------------------------------------------------------|-------------------------------------------|
| Procedure Detail | | Created by: cec on: 04/15/2009 4:20 PM |
| Horse | Inish Moss or - Band/Tag Number | |
| Farm | Training Facility O Performed O Scheduled | Applied On: |
| Performed | 12/21/2004 | |
| Procedure | Arrival / Departure Performed By | |
| Override Description | Arrival From: New York | |
| | Appear on Invoice? Print Procedure Comments on Invoice? | |
| Charges | | < Procedure Comments |

 [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.

| 🖬 Procedure Master | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Search Save Cancel O Delete Procedure Master Info Procedure Name Foal Date of Bith Default Unit Charge Nocedure Category Procedure Category Performed By Default Performed By Default Performed By Sample Tax None | Procedure Master Audit Log Created by: cec on: 07/24/2006 4:16 PM Last updated by: cec on: 04/13/2010 1:47 PM |
| 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 | |

- 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

| 🛃 Mare Entry/Edit | | | |
|--------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search Save Mare Name Blackeyed S Farm TJCIS Main I Mare Info Breeding Dates Breeding Info | | Mare Info Sheet Breeding Shed Form Band/T ag # QH 2006040102 Year 2003 Ver | Foaling Audit Log Last updated by: cec on: 07/25/2006 4:40 PM <pre></pre> Kooling Comments Foaling comments for the 04 Blackeyed Susan colt. Nice colt |
| Mare Status Pg +60 Foaling Date 01/ | Bred To Stuff Of Dreams | Last Bred 05/01/2003 or Aborted Image: Print On Foaling Report | 134 lbs. |
| Time Water Broke 1:32 Time Foaled 2:07 | | TJCIS Main Mare Farm | |
| Time Stood 2:43 | 3 AM Foal Color | | |
| Time Nursed 3:17 Time Placenta Shed 4:38 | 7 AM Foal Name | Blackened Gem | |
| | | | |

| 🌃 Procedure Detai | 1 | | | | |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search 🛛 🔽 Sa | ave 🛛 🖾 Cancel 🛛 🔯 | Delete | Save/Add | Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail Horse Farm Performed Procedure Override Description | Blackened Gem TJCIS Main Mare Farm 01/15/2004 2:07 AM Foal Date of Birth Appear on Invoice? | 10 | - Band/Tag Number Performed Scheduled Performed By Invoice Ref It are Comments on Invoice? | | Created by: cec on: 07/25/2006 4:40 PM Applied On: 01/31/2004 Closed: 01/31/2004 11:59:00 PM |
| Charges Unit Charge \$0.00 Results Details Results Bay. Colt B |) Quantity 1.00 | | Charge \$0.00 | | Content of the second secon |
| | * 757.00 T * * * 77 | | <u></u> | | |

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

- o Select "Master Files" from the menu.
- o Select "Horses" menu item
- Select "Add" to add each horse to the system.

| 🖬 Horse | | | | |
|-----------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| P Search Search Horse | ave 🚺 Cancel 🔘 | Delete Breed: Quarter Horse | Verify Barn: M3 | Horse Audit Log Created by: cec on: 07/25/2006 9:06 AM Last updated by: cec |
| Band/Tag #: Q | | Farm Name: TJCIS Main Mare F | ar Stall: Field: F3 | on: 06/17/2010 9:24 AM |
| Horse Info Owners Horse Info Registration No.: Microchip No.: Date of Birth: Last Coggins: Pedigree | QH 456789 Tatto | ocedures Mare Info Notes S to No.: T45678914567891 cation: Office tive State/Country | ales Nominations Equineline Sex: Mare Color: Chestnut Foaled: GA/USA ed Date: | << Horse Comments |
| Sire: | Cat's Leo | Dam: Miss Cod | Poco | Saved Documents |
| P Grand Sire: | Wilson's Yellow Cat | M Grand Sire: Cody Ech | oes | Horse |
| P Grand Dam: | Leoeve /Departure | M Grand Dam: Miss Bay | Blake | 🖨 - Photo I Blackeyed Susan in |
| | ed Arrival Date: | | e is being treated for slight alling in LH ankle. | Add Remove |

o Enter the horse's name.

- Select the Breed (if you have Default Breed selected in the Preferences section this will be added automatically).
- o The default farm (yours) will be added automatically.
- \circ Enter all of the basic information about this horse.
- o 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 <u>Expect</u> 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 <u>Expect</u> 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)**

| 🖬 Horse Entry/Edit | | | | | | |
|----------------------|--------------------|------------|--------------|------------|-------------|--------|
| 🔎 Search 🛛 🗹 Sa | ve 🚺 Cancel | Delete |] | | (| Verify |
| Horse | | - | | | P | |
| Horse Name: Sample | | Breed: | Thoroughbred | | Barn: | |
| Band/Tag #: | | Farm Name: | TJCIS Main M | Mare Far 🔽 | Stall: | |
| Horse Type: | ~ | Location: | | ~ | Field: | |
| Horse Info Ownership | Boarding Insurance | Procedures | Mare Info No | otes Sales | Nominations | |
| Ownership Dates | | | | | New | Remove |



- 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".

| ant Convels Doorup | | | | | E |
|---------------------|---------------------|------------------|--------|-----------|-------|
| ent Search Popup | | | | | L. L |
| | | | | | |
| | | | | | |
| | | | | | |
| Search By Last/Comp | hany Name | | | Go | Reset |
| | | | | | |
| Client Name | Farm/Company | Location | Active | Client ID | |
| | Altogether Partne | | | 51 | |
| Arbor, Frederick J. | | Honolulu, Hawaii | | 30 | |
| Callahan, Caren | | Schenectady, N | | 2 | |
| Elliott, Drew | | Baldwin, Pennsyl | | 31 | |
| | February Rain Farm | South Egremont, | | 22 | |
| | Fields of Gold Farm | North Loma Lind | | 5 | |
| \langle | Gemstone Racing | Los Angeles, Cal | | 45 | |
| | Jockey Club Syn | Lexington, Kentu | | 50 | |
| | Just Because Farm | Richmond, Mass | | 49 | |
| Sebastian, John | Just Decause Faili | Thermona, Mass | | | |

| 🚮 Horse Entry/Edit | | | | | | |
|--------------------------------------------|--------------------|----------------------|-----------|------------------|-------------------------|----------------------------|
| 🔎 Search 🛛 🔽 Sav | e 🛛 🚺 Cancel | 🔕 Delete | | | | Verify |
| Horse Horse Name: Sample Band/Tag #: | | Breed: Farm Name: | Thorough | | Barn: | |
| Horse Type: | | Location: | | in Male Fai | Field: | |
| Horse Info Ownership | Boarding Insurance | Procedures I | Mare Info | Notes S | ales Nominati | ons |
| Ownership Dates | | | | | Effective 11/ | /30/2009 |
| 11/30/2009 | Owner | | | Main Contact? | Exception Board (\$) | Exception Procedure (%) |
| | February Rain Farm | 10 | 0.00 % | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 🚹 New Date | | | | | 🕂 New | Remove |
| 🗧 Remove Date | | | | | | |
| | | | | | | |

 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.

| 🖬 Horse Entry/Edit | | | | | | | |
|-----------------------------|----------------------------------------------|------------|-----------------------------|------------------|---------------------|-------------|-------------------------------------|
| 🔎 Search 🛛 🗹 Sav | /e Cancel | | | | | (| Verify |
| Horse Horse Name: Sample | | Bree | ed: Thoroug | hbred | | Barn: | |
| Band/Tag #: | | Farm Nan | ne: TJCIS M | ain Mare F | ar 🔽 | Stall: | |
| Horse Type: Mare | | Locatio | on: | | | Field: | |
| Horse Info Ownership | Boarding Insurance | Procedures | Mare Info | Notes | Sales | Nominations | Equineline |
| Ownership Dates | Owner Elliott, Drew February Rain Farm | | Percent Owned 50.00 % | Main Contact? | Ef Exce Board | | V2009 Exception Procedure (%) |

 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 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.

| 🖬 Horse Entry/Edit | | | |
|-----------------------------|---------------------------|--------------------------------|--------|
| 🔎 Search 🛛 🗹 Save | Cancel 🔕 Delete |] | Verify |
| Horse | | | |
| Horse Name: Sample | Breed: | Thoroughbred 💟 Barn: | |
| Band/Tag #: | Farm Name: | TJCIS Main Mare Far 🔽 🛛 Stall: | |
| Horse Type: | Location: | Field: | |
| Horse Info Ownership Boardi | ng Insurance Procedures M | lare Info Notes Sales Nominat | ions |
| De | parture Notice: | | |
| H New Arrival D | ate Type | e Ship From | |
| Vanned By: | | Boarding Type: | ~ |
| Ship To: | | Exception Rate | : |
| Address: | | Standard Rate | |
| City: | | | |
| State: | Zip: | | |
| Country: | | | |
| Phone: | | | |

- Click the button "New Arrival", enter the arrival date and click "OK".
- Select the "Vanned by"
- o Select the "Arrived From"
- o 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".

| 🚮 Horse Entry/Edit | |
|-----------------------------|-------------------------------------------------------------------------|
| Search Save | Cancel ODelete Verify |
| Horse Horse Name: Sample | Breed: Thoroughbred 🔽 Barn: |
| Band/Tag #: | Farm Name: TJCIS Main Mare Far 🔽 Stall: |
| Horse Type: Mare | Location: Field: |
| Horse Info Ownership Boa | arding Insurance Procedures MareInfo Notes Sales Nominations Equineline |
| | Departure Notice: This is the place for a departure notice. |
| H New Departure | Date Type Arrived To |
| 🕂 Change Boarding | 11/30/2009 9:17 AM Arrival TJCIS Main Mare Farm 💽 |
| Remove | |
| | |
| Vanned By: | Commercial Van 🔽 Boarding Type: Broodmare |
| Arrived From: | California Sale 🔽 Exception Rate: |
| Address: | Standard Rate: \$25,00 |
| | Ownership Exception Rate |
| City: | |
| State: | Zip: |
| Country: | |
| Phone: | |
| · | |

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, <u>do not</u> 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.

| Horse | | | | | |
|----------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------|
| | Farm Na | eed: Thorought ame: TJCIS Mai tion: Main Farm | n Mare Far 💟 Stall: | Verify | Boarding Audit Log Last updated by: cec on: 03/29/2010 12:08 PM |
| Horse Info Ownership Board | ding Insurance Procedures Departure Notice: Date 11/05/2005 | Type Arrival | lotes Sales Nominations Arrived To TJCIS Main Mare Farm Boarding Type: Mare Und | | |
| Arrived From: Address: City: State: Country: | Zip: | | Exception Rate: Standard Rate: Ownership Exc | \$26.00 eption Rate | Saved Documents Boarding Empty |
| Phone: | | <u>.</u> | 🕂 New | Remove | Add Remove |

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

 <u>Insurance</u> – Click the button "New" and enter and store current insurance information on each horse (Insurance Company, Contact, Phone, Fax, Policy Number, Coverage, etc.)

| pree Name: ISample | | Broad: Thoroughbrod | Barn: |
|--------------------|---------------|---------------------|---------------------------|
| 🖬 Horse Insuranc | e Entry/Edit | | |
| 🔽 Save 🚺 🚺 C | Cancel Delete | | Horse Insurance Audit Log |
| Insurance Company | | | << Insurance Comments |
| Contact Name | | | |
| Phone | | | |
| Fax | | | |
| | | | |
| Policy Number | | | |
| Coverage | | | |
| Sum Insured | | | |
| Rate | 0.00% | | |
| Expiration Date | | | |
| | | | |
| | | | |

- <u>Procedures</u> Enter or edit procedures that have been performed to this horse either from here or from the Procedures menu item. (Procedures > Procedures Performed)
- <u>Mare Info</u>. 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)
- <u>Notes</u> 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 <u>not</u> appear on invoices. The Notes screen can be used to enter horse markings, evaluations, workouts, etc.

| | 🖬 Horse Notes | | |
|---|-----------------|----------------------|------------------------------|
| ¢ | | Save Save | Notes Audit Log |
| | Performed Date: | 11/17/2009 | < Horse Notes Comments |
| | Procedure: | Evaluation Notes | Evaluation comments for this |
| 1 | Performed By: | The Farm Manager | particular horse. |
| | Farm: | TJCIS Main Mare Farm | |
| | | | |
| | | | |

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

• <u>Equineline</u> – You can order Equineline reports directly from the Horse Entry/Edit screen.

| | ry/Edit | | | | |
|------------------------------|-----------------------------|----------------------|-----------------------|------------|--------------|
| Search | 🔽 Save | Cancel 🚺 🙆 Delete | | | Verify |
| Horse | | | | | |
| Horse Name: | Sample | Breed: | Thoroughbred | Barn: | |
| Band/Tag #: | | Farm Name: | TJCIS Main Mare Far 🔍 | Stall: | |
| Horse Type: | Mare | Location: | | Field: | |
| Horse Info 0 | wnership Boarding | Insurance Procedures | Mare Info Notes Sales | Nomination | s Equineline |
| Order New R 40P - Premiur | eports n Edited Pedigree | \$15.0 | 00 Purchase | | |

| Band/Tag #: Q | ackeyed Susan | Delete Breed: Quarter Farm Name: TJCIS N Location: Main Fa | 1ain Mare Far 💟 Staff: | Horse Audit Log Created by: cec or: 07/25/2006 9:06 AM Last updated by: cec or: 06/17/2010 9:24 AM |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Horse Info Owners Horse Info Registration No.: Microchip No.: Date of Birth: Last Coggins: Pedigree | hip Boarding Insurance Prov QH 456789 Tatto ABC23452345234 Cert. Loc 04/01/2002 Image: Act 04/24/2009 Image: Act | ation: Office | | |
| Sire: | Cat's Leo | Dam: | Miss Cody Poco | |
| P Grand Sire: | Wilson's Yellow Cat | M Birand Sire: | Cody Echoes | Saved Documents |
| P Grand Dam: | Leoeve | M Grand Dam: | Miss Bay Blake | Photo Blackeyed Susan in |
| | Departure d Arrival Date: eparture Date: | Departure No | otice: Mare is being treated for slight swelling in LH ankle. | Add Remove |

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.

| Band/Tag #: Q | ackeyed Susan H 2006040102 | Breed: Quarter m Name: TJCIS M occation: Main Fa | lain Mare Far 💟 | Verify Barn: M3 Stalt: Field: F3 | Horse Audit Log Created by: cec on: 07/25/2006 9:06 AM Last updated by: cec on: 06/17/2010 9:24 AM |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Horse Info Horse Info Registration No.: Microchip No.: Date of Birth: Last Coggins: Pedigree | hip Boarding Insurance Process QH 456789 Tattoo N ABC23452345234 Cert. Locatii 04/01/2002 Active 04/24/2009 | on: Office | | ominations Equineline Mare Chestnut GA/USA | |
| Sire: P Grand Sire: P Grand Dam: | Cat's Leo Wilson's Yellow Cat Leoeve | Dam: M Grand Sire: M Grand Dam: | Miss Cody Poco Cody Echoes Miss Bay Blake | | Saved Documents |
| | Departure ed Anival Date: | Departure No | Hiee: Mare is being swelling in LF | g treated for slight | Add Remove |

 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.

| Document In | formation | X |
|-------------|---------------------------------------------------|---------------|
| Document | o Load Click browse to add | Browse |
| Name | | |
| Group | (Type to enter new group, or select from existing | ng groups) |
| Keywords | | Document Type |
| Source | | 🔘 Photo |
| Author | | O Document |
| Comments | | Scanned |
| | | O Video |
| | | |
| | | O Other |
| | | |
| | | OK Cancel |
| Added By | Added On | |

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

| 🖬 Master List | \$ | | |
|----------------|--------------------------------|----------|---|
| (| 🗹 Save 🔰 🚺 Cancel | | |
| Master Lists S | etup | | |
| | | | |
| Category | | | - |
| | Address Category Breed Type | <u> </u> | |
| Item | Breeding Method | | |
| Billing | Color Country | | |
| Farm | Delivery Method Foal Sex | | |
| Home | Horse Type | | |
| Office | | False | |
| Shipping | | False | |
| Vacation | | False | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | 🛨 New | Remove | |
| | | | |
| | | | |

| Master Lists Save Cancel Master Lists Setup Category Address Category Category | |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Item | System Defined |
| Billing | True |
| Farm | False |
| Home | False |
| Office | False |
| Shipping | False |
| Vacation | False |
| New T | Remove |

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)**

| 1 | Master Lists | |
|----------|------------------------------------------|--------------------|
| Ň | Aaster Lists Setup Category Unit Type | |
| | Item | System Defined 🛛 🔼 |
| | сс | False |
| | Сир | False |
| | Mg | False |
| | м | False |
| | Oz | False |
| | Scoop | False |
| | Tablets | False |
| | Tube | False |
| | Vial | False |
| | × | False |
| | New New | Remove |
| | | |

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".

| 🚮 М | aster Lists | X |
|-----|-----------------------|----------------|
| Ma | Save Cancel | |
| | Category Mare Status | \checkmark |
| | Item | System Defined |
| | Barren | True 🔸 |
| | Donor - Recip In Foal | False |
| | In-Foal | True |
| | Maiden | False |
| | Not Bred | True |
| | Slipped | True |
| | Unknown | True |
| | E New | Remove |
| | | |

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

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

| 📓 Billing Application Codes | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Show Active Only Search by Billing Application Code Application Code Monthly | Go Reset Debit Account 102 |
| 🛃 Edit 🛛 💽 Add 🛛 🔕 Delete | |
| Billing Application Codes Search Save Billing Application Codes Description: Monthly Default Debit Account: 102 Default Credit Account: Standard - 101 Image: Content of the second of | Delete |

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 <u>not</u> 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.

| 🔽 Save 🚺 🚺 Car | ncei | | | | |
|---------------------------|------------|---------|---------|---------|-----------------|
| | | | | | |
| | =10 | | | | |
| Due Date: 01/31/2008 | | | | | |
| Client Name | Current | Over 30 | Over 60 | Over 90 | Service Charges |
| Unknown | | | | | |
| All In All Incorporated | | | | | |
| Altogether Partnership | | | | | |
| Bloodstock Agent | | | | | |
| Callahan, Caren | (\$250.00) | \$30.00 | \$60.00 | | \$250.00 |
| Elliott, Drew | | | | | |
| February Rain Farm | | | | | |
| Fields of Gold Farm | | | \$15.00 | | |
| Gemstone Racing | | | | | |
| Jockey Club Syndicate Man | | | | | |
| Jockey Club Test Client | | | | | |
| McGilliouttu Annie | | - | | | |
| <u><</u> | | 101 | | | |

 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.

| 🔽 Save 🛛 🖾 Ca | incel | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|------------------------|------------------------|-------------------|
| | | | | | |
| | | | | | |
| Due Date: 01/31/2008 | ~ | | | | |
| - | Current | Over 30 | Over 60 | Over 90 | |
| Client Name | Current | Uver 30 | Uver 60 | Over 90 | Service Charges 🛆 |
| Unknown | | | | | |
| All In All Incorporated | | | | | |
| | | | | | |
| Altogethe Invalid Operation | ion | | | | |
| Bloodsto | ion | | | | |
| Bloodsto | | rred for this standard | billing gl account. In | itial AR Balances can | |
| Bloodstor Callahan, i Billing H | | rred for this standard | billing gl account. In | iitial AR Balances can | |
| Bloodstor Callahan, Dr Elliott, Dr | | | | iitial AR Balances can | |
| Bloodstor Callahan, Elliott, Dr February | | | ж | iitial AR Balances can | |
| Bloodsto Callahan, Elliott, Dr February Fields of crois a ram | | | | iitial AR Balances can | |
| Bloodstor Callahan, Elliott, Dr February Fields of cover ramm Gemstone Racing | as already occu | | ж | iitial AR Balances can | |
| Bloodsto Callahan, Elliott, Dr Fields of crois a ram | as already occu | | ж | iitial AR Balances can | |
| Bloodstor Callahan, Elliott, Dr February Fields of cover ramm Gemstone Racing | as already occu | | ж | iitial AR Balances can | |
| Bloodstor Callahan, Elliott, Dr February Fields of aroua ramm Gemstone Racing Jockey Club Syndicate Man | as already occu | | ж | iitial AR Balances can | |
| Bloodsto Callahan, Elliott, Dr February Fields of coord r arm Gemstone Racing Jockey Club Syndicate Man Jockey Club Test Client | as already occu | | ж | iitial AR Balances can | |

• **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 <u>never</u> be charged late fees unless you specifically mark it as such. To set up the Service Charges/Late Fees:

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

| 1 | iervice (| Charges | | | |
|----------|-----------|-------------------|---------|---------|---------|
| | | 🗹 Save 🛛 🚺 Cancel | | | |
| | | | | | |
| | | | | | |
| | Descripti | on | Over 30 | Over 60 | Over 90 |
| | Standard | 1.5 | 1.50 % | 1.50 % | 1.50 % |
| | Minimal | 1.0 | 1.00 % | 1.00 % | 1.00 % |
| | Partial | 1.25 | 1.25 % | 1.25 % | 1.25 % |
| | Other | | | 1.50 % | 1.50 % |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | 🕒 Net | ~) (E | Remove |
| | | | | | |
| | | | | | |

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 O Delete | 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 Name | Sample Tax (HST, GST, etc) | |
| Rate | 15.00 % | << Service Tax Comments |
| G/L Account No. | SVC TAX 15 | |
| | ✓ Active | |
| | | |
| | | |
| | | |

| Preference - Billing Setti | ແລະ | × |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Application Settings Gompany 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 | |
| | OK Cancel | |

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

| 🖬 Boarding Type | | | | | |
|------------------------------------|-----------------|--------|--------|----------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Search Search | ave Cancel | Delete | | | Boarding Type Audit Log Created by: cec on: 07/24/2006 12:59 PM Last updated by: cec on: 06/15/2011 8:45 AM |
| Horse Type Daily Rate | Mare \$25.00 | | Sample | Sample Tax (HST, GST, etc) | < Boarding Type |
| Billing System Debit GL Account | | | | | |
| | Active | | | | |

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

| 📓 Procedure Maste | 41: | | |
|-----------------------------------------|---------------------------------------------------|-------------------------------|--------------------------------------------------------------------------|
| 🔎 Search 🛛 🗹 Sa | ve Cancel 🔯 Delete | | Procedure Master Audit Log Created by: cec |
| Procedure Master Info Procedure Name | New Halter | | on: 07/24/2006 4:18 PM Last updated by: cec on: 09/26/2011 4:23 PM |
| Default Unit Charge | \$40.00 Default Teasing Chart Results | | on: 03/26/2011 4:23 PM |
| Procedure Category | Tack Unit Type | | |
| Default Performed By | The Tack Shop | • | << Proc. Master Comments |
| Departure Print | No Sample (HST, GS Sample Tax (HST, G | iST, et 🔽 | 1 |
| | ✓ Active ✓ Defa Sample Tax (HST, E | ST, etc) | |
| GL Account Info | | | |
| Category GL Account | 7007 | | |
| Override GL Account | | | |
| Procedure Types | | | |
| 🗌 Health Type 🔲 | Movement/Transfer 📃 Update Mare Exam Status 📃 For | aling Recurring | |
| Breeding | Results On Teasing Chart 🔲 Coggins 📃 Arri | val/Departure 📄 Date of Birth | |

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.

| 📓 Procedure Detai | | |
|----------------------------------------------|---------------------------------------------------------|----------------------------|
| 🔎 Search 🛛 🖾 Sa | ave Cancel O Dete Save/Add Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail | | Applied On: |
| Horse | =Irish Moss vor - Band/Tag Number | |
| Farm | Training Facility | |
| Performed | 10/13/2011 | |
| Procedure | New Halter Performed By The Tack Shop | |
| Override Description | Invoice Ref # | |
| | Appear on Invoice? Print Procedure Comments on Invoice? | << Procedure Comments |
| | Print Results on Invoice | |
| | | |
| and all all all all all all all all all al | | |
| Unit Charge \$40.0 | JU Quantity I Charge \$40.00 | |
| Sample Samp | e Tax (HST, GST, etc 🔽 Sample (HST, GS \$6.00 | |
| | | |
| Charges Unit Charge \$40.0 Sample Samp | O Print Results on Invoice Quantity Charge \$40.00 | |

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

| 🖬 Clieni | | | | |
|-------------------------|---------------------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------|
| P Search | Save 🚺 Cancel | Delete | A | Client Audit Log |
| Name F Farm/Compa | irst Carer | Middle | Last Callahan Client D 2 | Created by: cec or: 07/24/2006 11:03 AM Last updated by: cec or: 10/13/2011 3:56 PM |
| Client Info | Mailing Codes Billing Info Payn | nents Adjustments Horses | Other Addresses (2) | << Client Comments |
| Client Det | ails | | Tax ID | |
| Prefix | | Suffix | 💽 🔇 Soc. Sec. # 🔿 I | Fed. ID. # |
| Title | | Salutation | 12 26 4561 | |
| - Location Address | 451 Apple Blossom Lane | | Service Charge Setu Standard Standard | |
| City | Schenectady | State New York | | |
| ZIP | 12345 | Country | Miscellaneous | |
| Phone/E- | Mail Entries | | Business O | Saved Docaments |
| Туре | Phone Number | Description | Main Use Farm/0 | <u>Liient</u> |
| Home | (516) 231-9884 | | Active | Empty |
| E-Mail | 💟 caren@caren.com | | B Suppress B | |
| | | | Exempt. Code | |
| Main Area | a Code: (518) | e Nev | | Add Remove |

G/L Account Setup [optional]

- Select "Setup" 0
- 0
- Select "Billing Setup" Select the "G/L Account Setup" 0

| 🖼 G/L Account Setup | 🗙 |
|---------------------------------|---|
| 🗹 Save 🗾 🚺 Cancel | |
| ⊂ Standard | |
| A/R Account No.: 101 | |
| Service Charge Account No.: 999 | |
| | |
| | |
| | |
| | |

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.

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)
- o 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.) <u>or</u> 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.

| 🖬 Procedure Detail | |
|-------------------------------------------------------------|--------------------------------------------------|
| P Search Save Cancel Delete Save/Add Fill From Previo | Procedure Detail Audit Log |
| Procedure Detail | Applied On: |
| Horse =Irish Moss or - Band/Tag Number | |
| Farm Training Facility 💿 Performed 🔿 Scheduled | |
| Performed 10/14/2011 | |
| Procedure Blacksmith - Equilox Performed By The Blacksmith | |
| Override Description Blacksmith - Equilox LF | |
| Appear on Invoice? Print Procedure Comments on Invoice? | << Procedure Comments Enter comments here for |
| Print Results on Invoice? | the procedure that was |
| Charges | performed. |
| Unit Charge \$125.00 Quantity 1 Charge \$125.00 | |
| | |
| Results Details | |
| Results Received Date | |
| | |
| | |
| Scheduling Details | |
| Scheduling Future Scheduling Date | |
| | |
| | |
| | |
| | |
| Procedure Detail | |
| P Search Save Cancel Delete Save/Add Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail | Applied On: |
| Horse =Irish Moss · or · Band/Tag Number | |
| Farm Training Facility Performed Scheduled | |
| Performed 10/14/2011 | B |
| Procedure Blacksmith - Equilox Performed By The Blacksmith | |
| Override Description Blacksmith - Equilox LF Invoice Ref # | |
| Appear on Invoice? Print Procedure Comments on Invoice? | << Procedure Comments Enter comments here for |
| ✓ Print Results on Invoice? | the procedure that was |
| Charges | performed. |
| Unit Charge \$125.00 Quantity 1 Charge \$135.00 | |
| | |
| Results Details | |
| Results Received Date | |
| | |
| | |
| | |
| Scheduling Details | |
| Scheduling Date Comments | |

- 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 not 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.
- To enter multiple procedures on a <u>single horse</u> 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.

| Search History <u>A Real Ruby</u> Search By Procedure | | Go | Reset |
|-------------------------------------------------------|-----------------|----------|-------|
| Description | Performed On | Status | |
| Coggins | 04/24/2010 | Past Due | |
| Exam - General | 04/26/2010 | | |
| Rhino | 05/04/2009 | | |
| Trim 4 | 05/04/2009 | | |
| Coggins | 04/24/2009 | | |
| Vanning | 04/24/2009 | | |
| Rhino | 04/23/2009 | | |
| Medication | 04/17/2009 10:0 | | |
| Regumate | 06/10/2007 | | |
| Bred To: Runaway's Groom | 04/22/2007 | | |
| Medication | 05/08/2008 | Billed | |

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

| 🖬 Procedure Detail | | | | _ 🗆 🔀 |
|-------------------------------------------------------------|--------------|----------|-------|-------|
| Search History <u>A Real Ruby</u> Search By Procedure | | Gol | Reset | |
| Search By Procedure Search By Procedure Performed Date | Performed On | Status | | |
| Search Unbilled Procedures By Date Loggins | 04/24/2010 | Past Due | | |
| Exam - General | 04/26/2010 | | E | |

| Procedure | Defail | |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Search | Save Cancel O Delete Save/Add Fill From Previous | Procedure Detail Audit Log |
| Procedure Det | ail Horse A Real Ruby · or · Band/Tag Number · Farm TJCIS Main Mare Farm · Performed O Scheduled Irmed 04/26/2010 · edure Exam · General · Performed By The Vet · | Created by: cec on: 04/26/2010 12:01 PM Applied On: |
| Charges Unit Charge Results Details | | Procedure Comments Comments pertaining to the routine exam performed today. |
| Results All re heal | sults are within normal limits. Mare is sound and hy. | |
| Scheduling De | tails | |
| Scheduling S Comments | ichedule routine exam next time next year. | |
| 10 | | |

• 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 <u>unchecked</u> (on the Procedure Detail screen) or the "Suppress Billing" option was <u>checked</u> (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

| rocedures | | | | | |
|-----------------|--------------------|------------------|--------------|-------|----|
| Performed | Procedure | Performed By | Entered Date | User | ^ |
| 08/31/2009 | Exam - General | The Vet | 08/31/2009 | | E. |
| 05/04/2009 | Rhino | The Farm Vet | 05/04/2009 | admin | |
| 05/04/2009 | Trim 4 | The Blacksmith | 05/04/2009 | admin | |
| 05/01/2009 | Vitamins & Supplem | The Farm Manager | 05/04/2009 | cec | |
| 04/24/2009 | Coggins | The Vet | 04/24/2009 | admin | |
| 04/24/2009 | Vanning | | 04/24/2009 | admin | |
| 04/23/2009 | Rhino | The Farm Vet | 04/23/2009 | admin | |
| 04/17/2009 10:0 | Medication | | 04/17/2009 | cec | |
| 04/01/2009 | Vitamins & Supplem | The Farm Manager | 05/04/2009 | cec | |
| 04/01/2009 | Regumate | | 04/16/2009 | cec | |

• 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.

| 🚮 Mass Procedure Entr | У | | _ 🗆 🔀 |
|------------------------------------------------------|----------------------------------------------------------|------|-------|
| Horse Filter | Boarding | | |
| Farm: Horse Type: Barn: Field: Location: | <all> All> All> All> All> Apply Filter</all> | | |
| | | Next | Close |

• 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.

| Mass Procedure Entr | ý • Boarding 🔾 All | =Irish Moss =Russian Sage 06 A Georgia 06 Arkansas 06 Oriental Poppy | |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------|
| Farm: Horse Type: Barn: Field: Location: | <alb <alb="" <alb<="" th=""><th>07 A Nick In Time 07 Evening Primrose 07 Oriental Poppy 08 A Nick in Time A Georgia A Real Ruby Alabama</th><th></th></alb> | 07 A Nick In Time 07 Evening Primrose 07 Oriental Poppy 08 A Nick in Time A Georgia A Real Ruby Alabama | |
| | Apply Filter | Connecticut Dance Partner Deblie Half and Half Half Moon Cay Hot Cocoa | Close |

- 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.

| Mass Procedure Entry Horse Filter | A Real Ruby Alabama Arizona Arkansas | |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Farm: <alb< td=""> Horse Type: Mare Barn: <alb< td=""> Field: <alb< td=""> Location: <alb< td=""></alb<></alb<></alb<></alb<> | Blackeyed Susan [QH 200604 Connecticut Dance Partner Debbie Half Moon Cay Lilly Of The Valley Mediterranean Pinks Oriental Poppy R 0105 [R 0105] R 0107 [R 0105] R 0107 [R 0105] R 0107 [R 0105] R 0205 [R 0205] R 0205 [R 0305] R 0205 [R 0305] R 0305 [R 0305] Siberian Iris [QH 2006B 001] Snow Crocus | |
| | Next | Close |

 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.

| Mass Procedure Entr | У • Boarding • All | A Real Ruby Alabama Arizona Arkansas Blackeyed Susan [QH 200604 | A Real Ruby Alabama Arizona Arkansas |
|------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Farm: Horse Type: Barn: Field: Location: | <all> Mare All> All> All> All> All></all> | Connecticut Dance Partner Debbie Half Moon Cay Lilly Of The Valley Mediterranean Pinks Oriental Poppy R 0105 [R 0105] R 0106 [R 0105] R 0106 [R 0105] R 0107 [R 0107] R 0205 [R 0205] R 0206 [R 0205] R 0206 [R 0205] R 0206 [R 0205] R 0205 [R 0305] R 0305 [R 0305] Rose Of Sharon Rosemary (Ire) Sample Horse Siberian Iris [QH 2006B 001] Snow Crocus | Blackeyed Susan (QH 200604010 Connecticut Debbie Half Moon Cay Lilly Of The Valley Mediterranean Pinks Oriental Poppy Rose Of Sharon Rosemary (Ire) Sample Horse Siberian Iris (QH 2006B 001) Snow Crocus Yellow Jonquil (YJ01) |
| | | Next | Close |

 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"

| Override Description: Performed Date Performed By: Invoice Reference # Unit Charge Charge: | \$0.00 Quantity 1 \$0.00 \$0.00 Appear on Invoice? Move To Farm | Barn: None Vore Vo | Alabama Arizona Arkansas Blackeyed Susan [QH 200604010 Connecticut Dance Partner Debbie Half Moon Cay Lilly Of The Valley Mediterranean Pinks Oriental Poppy Rose Of Sharon Rosemary (Ire) Siberian Iris [QH 2006B 001] Siberian Iris [QH 2006B 001] Siberian Iris [QH 2006B 001] Siberian Iris [QH 2006B 001] |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Previous | Finish | Close |

- On the next page (Mass Procedure Details) select the procedure that was performed from the drop down list.
- o [Optional] Enter an override description.
- Enter the date on which the procedure was performed.
- [Optional] Enter who performed the procedure.
- o [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".
- o Click "Finish"

| Invoice Reference # Unit Charge Charge: | 04/26/2010 The Blacksmith BLK 0426 \$30.00 Quantity 1 | Alabama Arizona Arkansas Blackeyed Susan [QH 200604010 Connecticut Dance Parther Debbie Half Moon Cay Lilly Of The Valley Mediternaean Pinks Oriental Poppy Rose Of Sharon Rosemary [Ire] Siberian Itis [QH 2006B 001] Shorian Itis [QH 2006B 001] Snow Crocus Yellow Jonguil [YJ01] |
|-----------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Previous Finish | Close |

- o 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.

| Mass Procedure Entry Mass Procedure Details Procedure Override Description: Performed Date Performed By: Invoice Reference # Unit Charge Charge: Comment: | Trim 4 | Alabama Arizona Arkansas Blackeyed Susan (QH 200604010 Connecticut Dance Partner Debbie Half Moon Cay Lilly Of The Valley Mediterranean Pinks Oriental Poppy Rose Of Sharon Rosemary (Ire) Siberian Iris (QH 2006B 001) Shorian Iris (QH 2006B 001) Show Jonquil [YJ01] |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Previous Finish | Close |

 Click "Ok" and the Mass Procedure Worksheet will appear on the screen.

| Run Date: 04/27/20 Company: TJCIS Te | | F Pro | Cedure Worksheet Farm: <all> cedure: Trim 4 ed Date: 04/26/2010</all> | 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.
- o Select "Mass Procedures" menu item

| Performed - | Procedure | Performed By | Entered Date | User | |
|-----------------|--------------------|------------------|--------------|-------|--|
| 04/26/2010 | Trim 4 | The Blacksmith | 04/27/2010 | cec | |
| 08/31/2009 | Exam - General | The Vet | 08/31/2009 | cec | |
| 05/04/2009 | Rhino | The Farm Vet | 05/04/2009 | admin | |
| 05/04/2009 | Trim 4 | The Blacksmith | 05/04/2009 | admin | |
| 05/01/2009 | Vitamins & Supplem | The Farm Manager | 05/04/2009 | cec | |
| 04/24/2009 | Coggins | The Vet | 04/24/2009 | admin | |
| 04/24/2009 | Vanning | | 04/24/2009 | admin | |
| 04/23/2009 | Rhino | The Farm Vet | 04/23/2009 | admin | |
| 04/17/2009 10:0 | Medication | | 04/17/2009 | cec | |
| 04/01/2009 | Vitamins & Supplem | The Farm Manager | 05/04/2009 | cec | |

o Select the Mass Procedure that you want to edit and click "Edit".

| orse Listing | | | |
|---------------------------------|---------------------------|------------|--|
| Horse Name | Farm Name | Horse Type | |
| Alabama | TJCIS Main Mare Farm | Mare | |
| Arizona | TJCIS Main Mare Farm | Mare | |
| Arkansas | TJCIS Main Mare Farm | Mare | |
| Blackeyed Susan [QH 2006040102] | TJCIS Main Mare Farm | Mare | |
| Connecticut | TJCIS Secondary Mare Farm | Mare | |
| Dance Partner | TJCIS Secondary Mare Farm | Mare | |
| Debbie | TJCIS Main Mare Farm | Mare | |
| Half Moon Cay | TJCIS Main Mare Farm | Mare | |
| Lilly Of The Valley | TJCIS Main Mare Farm | Mare | |
| Mediterranean Pinks | TJCIS Main Mare Farm | Mare | |
| Oriental Poppy | TJCIS Secondary Mare Farm | Mare | |

 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.

| 🛛 Search 🛛 🚺 🔽 Sa | we 🚺 🖾 Cancel 🚺 🔯 Dele | te Save/Add Fill From Previous | Procedure Detail Audit Lo |
|-------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Procedure Detail Horse Farm Performed Procedure | Alabama TJCIS Main Mare Farm 04/26/2010 Trim 4 V Appear on Invoice? | or - Band/Tag Number Performed Scheduled Performed By The Blacksmith Invoice Ref # BLK 0426 | Created by: cec on: 04/27/2010 9:32 Al Applied On: |
| Charges Unit Charge \$30.1 | | Charge \$30.00 | < Procedure Comme |

- 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 <u>one year from the current date</u>. 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.
- o Select "Mass Procedures" menu item
- $\circ\,$ Select the Mass Procedure that you want to delete and click "Remove". $\backslash\,$

| ass Procedures | | | | | |
|-------------------|------------------------|------------------|--------------|-------|-----|
| Performed Date | → Procedure | Performed By | Entered Date | User | |
| 04/26/2010 | Trim 4 | The Blacksmith | 04/27/2010 | cec | |
| 08/31/2009 | Exam - General | The Vet | 08/31/2009 | cec | |
| 05/04/2009 | Rhino | The Farm Vet | 05/04/2009 | admin | |
| 05/04/2009 | Trim 4 | The Blacksmith | 05/04/2009 | admin | |
| 05/01/2009 | Vitamins & Supplements | The Farm Manager | 05/04/2009 | cec | i i |
| | | | | | |

- 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".

| se Listing | | | |
|---------------------------------|---------------------------|------------|---|
| Horse Name | Farm Name | Horse Type | |
| 07 Evening Primrose | TUCIS Main Mare Farm | | |
| A Real Ruby | TJCIS Main Mare Farm | Mare | |
| Blackeyed Susan [QH 2006040102] | TJC S Main Mare Farm | Mare | |
| Lilly Of The Valley | TJCIS Main Mare Farm | Mare | |
| Pineapple Princess | TJCIS Main Mare Farm | | E |
| R 0106 [R 0106] | TJCIS Main Mare Farm | Mare | |
| R 0206 [R0206] | TJCIS Main Mare Farm | Mare | |
| R 0305 [R 0305] | TJCIS Secondary Mare Farm | Mare | |
| Rose Of Sharon | TJCIS Secondary Mare Farm | Mare | |
| Tinker's Best | TJCIS Main Mare Farm | | |
| Trial By Fire | Training Facility | Lavup | |

5. Scheduling Procedures to be Performed

- Select "Procedures" from the menu.
- Select "Schedule Master" menu item.

| Search By Name Schedule Master Artival Deworm Foals - 10 day Tetanus Gen Exam Ivermectin Test Mare - 5 M Vac. Mare - 5 M Vac. Mare - 7 M Vac. Mare - 9 M Vac. Routine Trim Lest Commands Image: Cose | Schedule Master | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------|--|
| Arrival Image: Arrival Comments Deworm Image: Arrival Comments Foals - 10 day Tetanus Image: Arrival Comments Gen Exam Image: Arrival Comments Mare - 5 M Vac. Image: Arrival Comments Mare - 7 M Vac. Image: Arrival Comments Routine Trim Image: Arrival Comments | Search By Name | Go Reset | |
| Deworm Foals - 10 day Tetanus Gen Exam Ivermectin Test Mare - 5 M Vac. Mare - 7 M Vac. Routine Trim Test Comments | Schedule Master | | |
| Foals - 10 day Tetanus Gen Exam Ivermectin Test Mare - 5 M Vac. Mare - 7 M Vac. Mare - 9 M Vac. Routine Trim Test Comments | Arrival | | |
| Gen Exam Ivermectin Test Mare - 5 M Vac. Mare - 7 M Vac. Mare - 9 M Vac. Routine Trim Test Comments | Deworm | | |
| Ivermectin Test Mare - 5 M Vac. Mare - 7 M Vac. Mare - 9 M Vac. Routine Trim Test Comments | Foals - 10 day Tetanus | | |
| Mare - 5 M Vac. Mare - 7 M Vac. Mare - 9 M Vac. Routine Trim Tect Comments | Gen Exam | = | |
| Mare - 7 M Vac. Mare - 9 M Vac. Routine Trim Test Comments | Ivermectin Test | | |
| Mare - 9 M Vac. Routine Trim Test Comments | Mare - 5 M Vac. | | |
| Routine Trim | Mare - 7 M Vac. | | |
| Test Comments | Mare - 9 M Vac. | | |
| Test Comments | Routine Trim | | |
| | Test Comments | | |

• Click "Add" to schedule a new procedure

| Schedule Master | | | | | |
|-----------------------------|---------------------------------|-----------------|-------------|---------|---------------------------|
| 🔉 Search 🛛 🔽 Save 👘 | Cancel 🚺 🔯 Delete | | | | Schedule Master Audit Log |
| Step 1 - Schedule Master N | ame | | | | |
| Schedule Name | | | | | |
| Step 2 - What procedure is | o be shown as due? | | | | < Default Sched. Comme |
| Procedure | | | | | |
| - Stop 2 Limit due procedur | es to what conditions? (Optiona | n | | | |
| Farm | ss to what conditions? (Optiona | Cervix | Right Ovary | _ | |
| | | | | | |
| Horse Type | | Left Ovary | Other | | |
| Location | | | | | |
| Horse | - 10 - 💟 | Band/Tag Number | | | |
| | | Exam Stat | | | |
| | | Results | | - 1 - 1 | |
| C1 1 1 1 1 1 1 | 1000 | | | | |
| Step 4 - When will the proc | | | | | |
| Schedule the procedure | one time 💟 on | | | | |
| | | | | | |
| | | | | | |

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.

| Search History | \backslash | | | |
|-----------------------|------------------------|-----------|-------|--|
| A Real Ruby | \backslash | | | |
| Search By Procedure | | Go | Reset | |
| Description | Performed On | Status | | |
| Exam - General | 04/26/2011 | Scheduled | | |
| Coggins | 04/24/2010 | Past Due | E | |
| Yearly Exam - Routine | 04/26/2010 | | | |
| Rhino | 05/04/2009 | | | |
| | 323.2.30907.43827.4367 | | | |

| 🕯 Procedure Detai | l. | | | |
|-------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------|-------------------------------------------------------------|
| 🔎 Search 🛛 🔽 Sa | ve 🛛 🚺 Cancel 📄 💽 Del | ete Save/Add | Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail Horse Farm Performed Procedure | A Real Ruby TJCIS Main Mare Farm 04/26/2011 Exam - General Prin | • or - Band/Tep Number • Performed Scheduled Performed By | | Created by: admin on: 04/26/2010 12:33 PM Applied On: |
| Character | | | | < Schedule Detail |
| Charges Unit Charge \$25.0 | 10 | | | Schedule routine exam next time next year. |

- 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.

| 📓 Schedule Mast | er | |
|------------------------|-----------------------------------------------|----------------------------|
| Search 🚺 | Save Sancel | Schedule Master Audit Log |
| | dule Master Name | |
| Schedule Nam | e Insurance Exam | |
| Step 2 - What | procedure is to be shown as due? | << Default Sched, Comments |
| Strength and a second | Insurance Exam | · |
| - Step 3 - Limit | due procedures to what conditions? (Optional) | |
| Farm | Cervix Right Ovary | |
| | Left Ovary Other | |
| Horse Type Location | | |
| Horse | | |
| Horse | Evening Primrose or - Band/Tag Number | |
| | Exam Stat | |
| | Results | |
| Step 4 - When | n will the procedure be due? | |
| Schedule th | ne procedure one time on 04/25/2011 | |
| | | |
| | | |
| <u> </u> | | |

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

| A Procedure Detail | |
|------------------------------------|----------------------|
| Search History Evening Primrose | |
| Search By Procedure | Go Reset |
| Description | Performed On Status |
| Insurance Exam | 04/25/2011 Scheduled |
| Arrival From: Owner's Farm - VA | 01/03/2010 |

- 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)

| Step 1 - Sche | Save Save Save Save Save Save Save Save | Schedule Master Audit L |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| | procedure is to be shown as due? | << Default Sched. Com |
| Farm | due procedures to what conditions? (Optional) Cervix Right Ovary Mare V Left Ovary Other | |
| Horse Type Location Horse | Mare Left Ovary Other Image: Constraint of the state of the stat | |
| | Exam Stat Results | |
| Constant Constant of | n will the procedure be due? ne procedure 30 Days after the procedure v has occurred. Create new scheduled procedures starting on | |

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

| 🖬 Schedule Masi | er | |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| P Search | Gave Gancel ODelete | Schedule Master Audit Log |
| Step 1 - Scher | dule Master Name | Created by: cec on: 04/27/2010 1:38 PM |
| Procedure | | << Default Sched. Comments |
| Fotep 3 - Limit | due procedures to what conditions? (Optional) (All> Cervix Right Ovary | |
| | Mare Left Ovary Other | |
| Horse Type Location | | |
| Horse | <all> or - Band/Tag Number <all></all></all> | |
| | Exam Stat | |
| | Results | |
| a de service de la contraction | a will the procedure be due? The procedure 1 Month I after the I procedure I has occurred. Create new scheduled procedures starting on | |

- 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.

| 📸 Schedule Master | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Search Save Cancel ODelete | Schedule Master Audit Log |
| Step 1 - Schedule Master Name Schedule Name Foals - 10 day Tetanus | Created by: cec on: 08/09/2006 9:23 AM |
| Step 2 - What procedure is to be shown as due? Procedure Tetanus Step 3 - Limit due procedures to what conditions? (Optional) Farm Farm Morse Type Location | << Default Sched. Comments |
| Horse <all> </all> | |

- 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.

| Step 4 - Wł | en will the procedu | re be due? | | | |
|-------------|---------------------|---------------|------------|---------------------|---------------|
| Schedule | the procedure | 0 Day | after the | schedule 🗸 |] |
| | | has occurred. | Create new | scheduled procedure | s starting on |
| | \checkmark | | | | |

 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.

| Procedure Deta | 11 | | |
|--------------------------------------------------|--------------------------------------------|----------------------------|----------------------------|
| 🔎 Search 🛛 💟 Sa | ave 🛛 🚺 Cancel 🔹 💿 Delete | Save/Add Fill From Previou | Procedure Detail Audit Log |
| Procedure Detail Horse Farm Performed | TJCIS Main Mare Farm | Band/Tag Number | Applied On: |
| Procedure | X-Ray 🔽 | Performed By The Vet | |
| Override Description | X-Ray LF Knee | Invoice Ref # VET 0427 | |
| Charges Unit Charge \$0.00 Results Details | 0 Quantity 1 | Charge \$75.00 | |
| Results | | Received Date | |
| Scheduling Details | | | |
| Scheduling ReX-F Comments | Ray LF Knee in 2 weeks to monitor progress | Future Scheduling Date | |
| | | | |

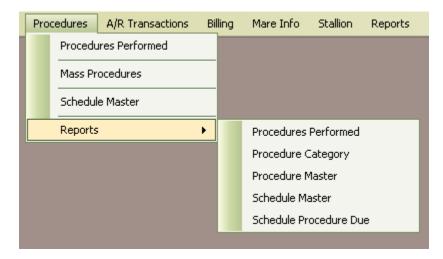
• This example shows that the horse "Evening Primrose" had the procedure "X-Ray" done on 04/27/10 and is scheduled to have another "X-Ray" done on 05/11/10.

| Procedure Detail Search History | | | |
|------------------------------------|--------------|-----------|--|
| Evening Primrose | | | |
| Search By Procedure | | Go Reset | |
| Description | Performed On | Status | |
| X-Ray | 05/11/2010 | Scheduled | |
| Insurance Exam | 04/25/2011 | Scheduled | |
| Trim 4 | 04/26/2010 | Past Due | |

 \mathbf{N}

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

Procedure Reports



1. Procedures Performed Report

| 🖬 Procedu | res Performed Report |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Starting Date 04/01/2010 Ending Date 04/30/2010 Order Entered Order Entered |
| | Search In □ Boarding Only □ Group by Farm ○ Performed Date ✓ Only with Activity Submit ○ Entered Date ✓ Only with Activity Close |
| Fan | m <all> Horse Type <all></all></all> |
| Hors | e <all> Band/Tag <all></all></all> |
| Locatio | n <all> Procedure <all></all></all> |
| User II | Category CAII> |
| Invoice Ref N | o <all> Performed By <all></all></all> |
| Barn | Current Owner <all></all> |
| | |
| | |

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: 04/28/201 Company: TJCIS Tee | | | Page: 1 of 1 User: cec | | | | |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|-------------------|-------------------------------------|------------------|-------------------------------------------------------------------|
| Date HorseName Performed [Band/Tag] | 1 | Procedure Description | Arnount Charged | Invoice Number | Performed By | To Bill / Billed | Results / Comment |
| 04/01/2010 Evening Prin | nrose | New Halter | \$40.00 | TACK 0401 | The Tack Shop | Y / N | |
| 04/02/2010 Evening Prin | nrose | Ivermectin | \$12.00 | | The Farm Manager | Y / N | |
| 04/07/2010 Evening Prin | nrose | Tetanus | \$10.00 | VET 0407 | Outside Vet | Y Z N | |
| 04/16/2010 Evening Prin | nrose | Ultrasound | \$60.00 | VET 0416 | Outside Vet | Y / N | Pregnant - left horn |
| 04/26/2010 Evening Prin | nrose | Trim 4 | \$30.00 | BLK 0426 | The Blacksmith | Y / N | |
| 04/27/2010 Evening Prin | nrose | X-Ray LF Knee | \$75.00 | VET 0427 | The ∀et | Y / N | Medial hairline fracture Mare has been lame. X-Ray taken which |
| | _ | | | - | | | revealed small hairline fracture. |
| Total Count: | 6 | Grand Total | \$227.00 | | | | |
| | | | | | | | |
| M Procedures | : Perform | ed Report | | | _ | | |
| | Starting Dal | e 04/01/2009 💽 | | Sort | | | Print Mode |
| | starting Dat | e 04/01/2003 | | | Performed Date | | Preview |
| | Ending Date | 04/30/2011 | | | 🔘 Horse Name | | O Printer |
| | enang baa | | | | 🔘 Order Entered | | U Philice |
| | Searc | | | | Boarding Only | Group by Fa | arm |
| | • | Performed Date | | | | | Submit |
| | 0 | Entered Date | | | Only with Activity | | |
| | | | | | | | Close |
| Farm | <alb< td=""><td></td><td>н</td><td>orse Type</td><td><all></all></td><td>~</td><td></td></alb<> | | н | orse Type | <all></all> | ~ | |
| Horse | <alb< td=""><td></td><td></td><td>Band/Tag</td><td><all></all></td><td>~</td><td></td></alb<> | | | Band/Tag | <all></all> | ~ | |
| Location | <alb< td=""><td></td><td></td><td>Procedure</td><td>Palp & Palp for Ovulat</td><td>ion 🔽</td><td></td></alb<> | | | Procedure | Palp & Palp for Ovulat | ion 🔽 | |
| User ID | <all></all> | | | Category | Jockey Club Registrat Medication | ion 📃 🔼 | |
| Invoice Ref No | <alb< td=""><td></td><td>Per</td><td>formed By</td><td>New Halter</td><td></td><td></td></alb<> | | Per | formed By | New Halter | | |
| Barn | | | Curr | ent Owner | Palp Palp for Ovulation | → ♥■ | |
| | | | | | Penicillin | | |
| | | | | | Rabies | | |
| | | | | | Regumate | | |

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 12:2 Company: TJCIS Test Con | | 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.

| 🖬 Procedure Master Report | |
|---------------------------------|---------------------------------------------|
| Procedure Category: <all></all> | Print Mode Preview Printer Submit Close |

Run Date: 04/28/2011 12:27 PM Company: TJCIS Test Company

Procedure Master Report

Page: 1 of 1

_

User: cec

| Company: TJCIS Tes | t Company | (Sorted | by Category) | User: cec | | |
|-----------------------------|--------------------------|----------|-------------------------|-----------------------|--------------------------|----------------|
| Category | Description | | 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 Hatter | \$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: 04/28/20 | 010 3:59 PM | | <u>Schedul</u> | e Master Re | eport | | | Page: | 1 of |
|------------------------|---------------------------|-------------------------------|---------------------|-------------|-----------------|----------|---------------------------|--------|-------|
| Company: TJCIS T | est Company | | | | | | | 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 |
| nsurance Exam | Insurance Exam | (1 time on 04/25/2011) | | Farm | Horse Type | Location | Horse Evening Primrose | LO | RO |
| | | | | Preg Exam | Results | | Evening minimose | Cervix | Other |
| vermectin - 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 | | | Сегиіх | 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 |
| Jen Exam | Exam - General | 1 Days | Foaling Information | Farm | Horse Type | Location | Horse | LO | RO |
| | | | | Preg Exam | Results | | | Cervix | Other |
| JS After Bred | Ultrasound | 18 Days | Palp for Ovulation | Farm | Horse Type | Location | Horse | LO | RO |
| | | | | Preg Exam | Mare Results | | | Сегчік | Other |
| Monthly Trim - Mares | Trim 4 | repeating on | Trim 4 | Farm | Horse Type | Location | Horse | LO | RO |
| | | every 1 Months | | | Mare | | | | |

5. Scheduled Procedures Due Report

- o Select "Procedures" from the menu
- Select "Procedure Reports" from the menu
- o Select "Scheduled Procedures Due" menu item

| 🚮 Schedu | iled Procedures Due Report | | | | | | |
|-----------|------------------------------------------------------------------------------------------|------------|----------------------------------------|--------|--|--|--|
| Startir | Date Due On: Starting Date 04/01/2012 Ending Date 04/30/2012 | | | | | | |
| G | roup By Location? | | Currently Boarding Only? | | | | |
| Farm | <alb< td=""><td>Horse Type</td><td><alb td="" 🔽<=""><td>Submit</td></alb></td></alb<> | Horse Type | <alb td="" 🔽<=""><td>Submit</td></alb> | Submit | | | |
| Horse | <alb< td=""><td>Band/Tag</td><td><alb td="" 🔽<=""><td>Close</td></alb></td></alb<> | Band/Tag | <alb td="" 🔽<=""><td>Close</td></alb> | Close | | | |
| Procedure | <alb td="" 🔽<=""><td>Category</td><td><alb< td=""><td></td></alb<></td></alb> | Category | <alb< td=""><td></td></alb<> | | | | |
| | | | | | | | |

- 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.

| Search History <u>=Irish Moss</u> | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------|--------------|
| Search By Pro | cedure | | GoReset |
| Description | | Performed On | Status |
| and the second se | | 04/24/2010 | Past Due |
| Coggins | | | |
| Coggins un Date: 05/17/2010 10:22 AM , | | lures Due Report | Page: 1 of 1 |
| | Scheduled Proced Date Range = 05/01/20 Show only Current Horse = =Iris | Iures Due Report 110 - 05/31/2010 tly Boarding | |
| un Date: 05/17/2010 10:22 AM ; | Date Range = 05/01/20 Show only Current | Iures Due Report 110 - 05/31/2010 tly Boarding | Page: 1 of 1 |

MAINTAINING CLIENT BALANCES

| A/R Transactions Billing M | Mare Info | Reports | Setup | Window | Help |
|----------------------------|-----------|---------------|-----------|-------------|-------|
| Payments | | | | | |
| Adjustments | | | | | |
| Auto-Allocation | | | | | |
| Reports 🕨 | Ag | ed A/R | | | |
| | Pa | yments | | | |
| | Ad | justments | | | |
| | De | tailed A/R | | | |
| | Un | applied Paym | nents | | |
| | Cre | edit Invoices | | | |
| | Un | applied Paym | ents with | Unpaid Invo | bices |

A/R Transactions

- <u>1. Adding Payments</u> o Select "A/R Transactions" from the menu
 - o Select the "Payments" menu item
 - Select the name of the client that has made a payment

| 🗹 Show Active Only | | |
|-----------------------------|---------------------|----------|
| Search By Last/Company Name | | Go Res |
| Client Name | Farm/Company | Active |
| Callahan, Caren | | |
| Elliott, Drew | | |
| | February Rain Farm | |
| | Fields of Gold Farm | V |
| | Gemstone Racing | |
| | Jockey Club Syn | |
| Sebastian, John | Just Because Farm | |
| McGillicutty, Annie | | |
| O'Donovan, Colleen | Emerald Isle Raci | |
| O'Biley Bachael | O'Bileu's Bacing | |

• Either double click on the name or click once on the name and then click "Select"

| Date | Amount | Unapplied Amount | Billing System | Go Res Applied On |
|-----------|-------------|------------------|--------------------|----------------------|
| 1/06/2008 | \$100.00 | \$0.00 | Standard | 01/31/2008 11: |
| 7/12/2008 | \$96,549.26 | \$0.00 | Standard | |
| 3/01/2008 | \$12.36 | \$0.00 | Standard | 08/31/2004 11: |
| 2/07/2008 | \$10,000.00 | \$10,000.00 | Stud Fee | |
| | \$12.36 | \$0.00 | 2 20 - 22-20-55 | 08/31/2 |

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

| 📲 Paym | ient | | | | | | |
|---------|-----------------------------------|------------------|------------------|----------------------------|----------------|---------------------------------------------|-----------------------------------------|
| Sear | rch 🚺 🔽 Save | e 🛛 🚺 Cano | cel 🛛 🖾 Del | ete | Sav | e/Add Fill From Previous | Payment Audit Log |
| Paymer | nt Details lient Elliott, Drev | | | Date Received | | | Applied On: |
| Busin | ten processo | | (and a second | Check Number | | (Amount To Be Applied) | |
| Applied | I To Monthly Show C | comment On Invoi | ce? | Amount | \$50,000.00 | \$0.00 | < Payment Comments |
| Payme | | | | | | | Partial payment on Invoice #10000507 |
| | ference Inv. #1 ce Allocation | 0000507 | | Account 101 Account 102 | | | |
| Apply | Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| | 100000507 | 03/31/2008 | \$165,793.40 | \$1,834,009.57 | \$1,999,802.97 | \$50,000.00 | |
| | 100000943 | 05/31/2008 | \$151.03 | \$0.00 | \$151.03 | | |
| | 100001021 | 06/30/2008 | \$504.00 | \$0.00 | \$504.00 | | |
| | | | | | | ation Total \$50,000.00 Unapplied \$0.00 | |

- 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.

| 📑 Pay | ment | | | | | | |
|-------|--------------------|-----------------|------------------|----------------|----------------|---------------------------|-----------------------------------------|
| Se Se | earch 🛛 🔽 Sa | ave 🛛 🖪 Can | cel 🚺 🙆 Del | ete | Sa | ve/Add Fill From Previous | Payment Audit Log |
| Paym | nent Details | | | | | | Applied On: |
| 18 | Client Elliott, Dr | ew (31) | E |)ate Received | 05/17/2010 | | * |
| | siness | | | Check Number | 25147 | (Amount To Be Applied) | |
| Appli | ied To Monthly | ~ | 1 | Amount | \$50,000.00 | \$0.00 | |
| | 🗹 Show | Comment On Invo | ice? | | | | << Payment Comments |
| Payn | nent Billing Info | | | | | / | Partial payment on Invoice #10000507 |
| F | Reference Inv. ‡ | \$10000507 | Credit / | Account 101 | | | |
| Invo | oice Allocation | | Debit A | ccount 102 | | | |
| App | bly Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| | 100000507 | 03/31/2008 | \$165,793.40 | \$1,834,009.57 | \$1,999,802.97 | \$50,000.00 | |
| |] 100000943 | 05/31/2008 | \$151.03 | \$0.00 | \$151.03 | | |
| |] 100001021 | 06/30/2008 | \$504.00 | \$0.00 | \$504.00 | | |
| | | | | | / | | |
| | | | | | | | |
| | | | | | | - | |
| | | | | | Allo | cation Total \$50,000.00 | |
| | | | | | Total | Unapplied \$0.00 | |
| | | | | | | | |

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.

| 🖬 Payment | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Search Save Cancel O Delete Save/Add Fill From Previous | Payment Audit Log |
| Payment Details Client Williams, Edward (26) Date Received 06/07/2010 | Applied On: |
| Business Check Number 1617 (Amount To Be Applied) Applied To Monthly Amount \$500.00 \$500.00 | |
| Show Comment On Invoice? | < Payment Comments |
| Payment Billing Info | Advance payment for July |
| Reference Pre-Pay Credit Account 101 Invoice Allocation Debit Account 102 | |
| Apply Invoice Billed Invoice Pay. Net Amount To Apply No. Date Total + Adj. Due Amount To Apply | |
| Allocation Total \$0.00 Do not auto-allocate Total Unapplied \$500.00 | |

| 🚮 Payment | | | | | | |
|---------------------------------|-------------------|------------------|----------------|------------|-------------------------------------------------|-----------------------|
| Search 🛛 🖾 Save | e 🚺 🚺 Cancel | | te | Sav | /e/Add Fill From Previous | Payment Audit Log |
| Payment Details | | | | | | Applied On: |
| Client Altogether I Business | artnership (51) | | | | | |
| Applied To Monthly | | CI | | 17.5.75 | (Amount To Be Applied) | |
| | omment On Invoice | 5) | Amount | \$2,536.63 | \$1,000.00 | < Payment Comments |
| Payment Billing Info | | | | | | CC I dynioric commons |
| Reference | i. | Credit A | ccount 101 | į | | |
| Invoice Allocation | | Debit Ad | count 102 | | | |
| Apply Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| 100000939 | 05/31/2008 | \$786.63 | \$0.00 | \$786.63 | \$786.63 | |
| 100001017 | 06/30/2008 | \$750.00 | \$0.00 | \$750.00 | \$750.00 | |
| | | | Do not au | | sation Total \$1,536.63 Unapplied \$1,000.00 | |

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".

| Search History February Rain Farm Search All Payments By Date | | | | Go Reset |
|---------------------------------------------------------------------|--------------|------------------|----------------|-----------------|
| Date | Amount | Unapplied Amount | Billing System | Applied On |
| 09/10/2008 | \$25,000.00 | \$0.00 | Standard | 07/31/2004 11:5 |
| 07/07/2008 | \$3,676.73 | \$3,676.73 | Standard | |
| 01/23/2008 | \$16.00 | \$0.00 | Standard | 08/31/2004 11:5 |
| 07/01/2004 | \$2,319.09 | \$0.00 | Standard | 07/31/2004 11:5 |
| 05/30/2004 | \$1,411.87 | \$0.00 | Standard | 05/31/2004 11:5 |
| 04/30/2004 | \$880.66 | \$0.00 | Standard | 05/31/2004 11:5 |
| E | idit 🛃 🛃 Add | Delete (| Cancel | |

| Paym | eni | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------|------------------|-------------------------|-------------|-----------------------------|
| 🔎 Sear | ch 🚺 🔽 Sav | /e 🔄 🚺 Cano | cel 🚺 🖸 Del | ete | | Save/Add Fill From Previous |
| | nt Details | | | | | |
| Cli | ent February F | Rain Farm (22) | ✓ | Date Received | 07/07/2008 | |
| Busin | ess | | (| Check Number | 5587 | Amount To Be Applied) |
| Applied | To Monthly | ~ | | Amount | \$3,676.73 | \$3,676,73 |
| | 🗹 Show | Comment On Invoi | ce? | | | |
| Paymer | nt Billing Info | | | | | |
| Ref | erence Refere | ence notes | Credit / | Account 10 ⁻ | 1 | |
| Invoic | e Allocation | | Debit A | Account 999 | 9 | |
| Apply | Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply |
| Contraction of the local division of the loc | 100000778 | 12/31/2007 | \$57,718.42 | (\$18,899.83) | \$38,818.59 | \$0.00 |
| | Contractor Congression of the | 01/31/2008 | \$2,528.05 | (\$836.00) | \$1,692.05 | 0 |
| | 100000795 | 01/31/2008 | 10.01 | | | |
| | 100000795 100000831 | 02/29/2008 | \$2,305.52 | \$0.00 | \$2,305.52 | 0 |

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.

| Searc | n 🛛 🔽 Sav | ve 🚺 🚺 Cano | cel 🚺 🙆 Del | ete | S | ave/Add Fill From Previous |
|-----------|----------------|----------------------------------|------------------|----------------|-------------|----------------------------|
| Payment | Details | | | | 1 | |
| Clie | nt February F | Rain Farm (22) | V [| Date Received | 07/07/2008 | |
| Busine | 55 | | (| Check Number | 5587 | (Amount To Be Applied) |
| Applied 1 | o Monthly | ~ | | Amount | \$3,676.73 | \$0.00 |
| | 🔽 Show | Comment On Invoi | ce? | | | |
| Payment | Billing Info | | | | | |
| Refe | ence Refere | ence notes | Credit / | Account 101 | Į. | |
| Invoice | Allocation | | Debit A | Account 999 | | |
| | Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply |
| | 100000778 | 12/31/2007 | \$57,718.42 | (\$18,899.83) | \$38,818.59 | \$3,676.73 |
| | 100000795 | 01/31/2008 | \$2,528.05 | (\$836.00) | \$1,692.05 | 0 |
| | 1000001.00 | 1.523 (State 1.177 (State 1.177) | | | | |
| | 100000831 | 02/29/2008 | \$2,305.52 | \$0.00 | \$2,305.52 | 0 |

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.

| Search All Payments By Date | | | | Qo Reset |
|-----------------------------|-------------|------------------|----------------|-----------------|
| Date | Amount | Unapplied Amount | Billing System | Applied On |
| 09/10/2008 | \$25,000.00 | \$0.00 | Standard | 07/31/2004 11:5 |
| 07/07/2008 | \$3,676.73 | \$0.00 | Standard | ¥ |
| 01/23/2008 | \$16.00 | \$0.00 | Standard | 08/31/2004 11:5 |
| 07/01/2004 | \$2,319.09 | \$0.00 | Standard | 07/31/2004 11:5 |
| 05/30/2004 | \$1,411.87 | \$0.00 | Standard | 05/31/2004 11:5 |
| 04/30/2004 | \$880.66 | \$0.00 | Standard | 05/31/2004 11:5 |

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 <u>cannot delete the payment entry</u>.

2. Adding Adjustments (Direct Charges/Credits)

- Select "A/R Transactions" from the menu
- o 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).

| 🖬 Adjustments Entry/Edit | |
|-----------------------------------------------------------------------|------------------------------------------------|
| Search Save Cancel Delete Save/Add Fill From Previous | Adjustment Audit Log |
| Adjustment Details | Applied On: |
| Client Elliott, Drew (31) Date Applied 08/27/2010 G/L Account No. 101 | |
| Business Procedure None | |
| Applied To Monthly Override Description | |
| Show Comment On Invoice? Amount \$642.00 | << Adjustment Comments |
| Distributions Billing Info Invoice Allocation | Missed board charges for one horse in June. |
| - Adjustment Distributions | noise in duite. |
| G/L Account G/L Amount | |
| 102 (\$642.00) | |
| | |
| | |
| | Â |
| New Bernove Total Distribution: (\$642.00) | |
| New Remove Total Distribution: (\$642.00) | |
| | |
| | |
| | |

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)**

| 🖬 Adjustments Entry/Edit | |
|-----------------------------------------------------------------------|-----------------------------------------------|
| Search Save Cancel Delete Save/Add Fill From Previous | Adjustment Audit Log |
| Adjustment Details | Applied On: |
| Client Elliott, Drew (31) Date Applied 08/27/2010 G/L Account No. 101 | |
| Business Procedure None | |
| Applied To Monthly Override Description Do not auto-allocate | |
| Show Comment On Invoice? Amount (\$642.00) | << Adjustment Comments |
| Distributions Billing Info Invoice Allocation | Credit for Vet procedure charged in error. |
| - Adjustment Distributions | charged in enor. |
| G/L Account G/L Amount | ▲ |
| No. | |
| 102 \$642.00 B | |
| | |
| | |
| | |
| | |
| Remove Total Distribution: \$642.00 | |
| | |
| | |
| / | |
| | |

 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.

| Search History <u>Elliott, Drew</u> | | | |
|----------------------------------------|-------------------------|----------------|------------|
| Search All Adjustment By Date | | | Go Reset |
| Date | Amount | Billing System | Applied On |
| 02/25/2009 | \$458.00 | Standard | |
| 05/02/2008 | (\$747.95) | Standard | 05/31/2008 |
| 02/21/2008 | (\$700,000.00) | Standard | 03/31/2008 |
| 12/10/2004 | (\$850.00) | Standard | 01/31/2005 |
| 12/04/2004 | \$2,631,478.00 | Standard | 01/31/2005 |
| 12/01/2004 | \$0.00 | Standard | 12/31/2004 |
| 12/01/2004 | \$0.00 | Standard | 01/31/2005 |
| 12/01/2004 | \$0.00 | Standard | 12/31/2004 |
| 12/01/2004 | \$0.00 | Standard | 01/31/2005 |
| 12/01/2004 | ¢n nn ➡ Add O Delete | Standard | 12/21/2004 |

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)**

| 🖬 Adjustments Entry/Edit | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Search Save Cancel Adjustment Details Client Pterra, Sara (9) Business Applied To Monthly Show Comment On Invoice? Distributions Billing Info Invoice Allocation | Date Applied 11/04/2004 Procedure None Override Description Amount \$583.00 | Save/Add Fill From Previous G/L Account No. 101 | Adjustment Audit Log Created by: cec on: 04/15/2008 9:54 AM Last updated by: cec on: 11/20/2008 10:04 AM Applied On: 02/29/2008 |
| Adjustment Distributions G/L Account G/L Amount 101-683 Image: New Remove Total Distributions | (\$683.00) ibution: (\$687.00) | 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.

| s Entry/Edit | | | | | |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 🗹 Save 🛛 🔼 Ca | ncel 🚺 🖸 Del | ete | Sa | ave/Add Fill From Previous | Adjustment Audit Log |
| | | ate Applied | 3/27/2010 🔽 | G/L Account No. 101 | Applied On: |
| | | | - None | | |
| onthly | 🔄 🛛 Override | Description | | | |
| Show Comment On Inv | oice? | Amount \$6 | 642.00 | (Amount To Be Applied) \$642.00 | << Adjustment Comments |
| Billing Info Invoice Allo | cation | | | X | Missed board charges for one horse in June. |
| e Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| 0507 03/31/2008 | \$165,793.40 | \$1,784,009.57 | \$1,949,802.97 | | N I |
| 0943 05/31/2008 | \$151.03 | \$0.00 | \$151.03 | | |
| 1021 06/30/2008 | \$504.00 | \$0.00 | \$504.00 | | |
| | | | | | |
| ice 🗌 Show All II | nvoices | | Total Amount D | tistributed \$0.00 | |
| | ails iott, Drew (31) Show Comment On Inv Billing Info Invoice Allo Date 0507 03/31/2008 0943 05/31/2008 1021 06/30/2008 | Save Cancel Del ails iot, Drew (31) C C onthly Override Override Show Comment On Invoice? Dilling Info Invoice Allocation Billing Info Invoice Allocation Total 0507 03/31/2008 \$165,793.40 0943 05/31/2008 \$151.03 1021 06/30/2008 \$504.00 | Save Cancel Delete ails Procedure Procedure onthly Override Description I Show Comment On Invoice? Amount \$\$ Billing Info Invoice Allocation Pay. + 2007 03/31/2008 \$\$165,793.40 \$1,784,009.57 0943 05/31/2008 \$\$151.03 \$0.00 1021 06/30/2008 \$\$504.00 \$0.00 | Save Cancel Delete Sale ails odt, Drew (31) Date Applied 09/27/2010 Procedure None anthly Image: Construction of the second | Save Cancel Delete Save/Add Fill From Previous ails 08/27/2010 G/L Account No. 101 Procedure None Image: Concel Conce |

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.

| 💰 Adju | stments Entry. | /Edit | | | | | |
|----------|-------------------------------------|-----------------|------------------|----------------|------------------|----------------------------------|------------------------------------------------|
| 🔎 Sea | rch 🛛 🔽 Save | 🚺 🖪 Canc | el 🚺 🙆 Dele | ete | Sav | e/Add Fill From Previous | Adjustment Audit Log |
| Adjustr | nent Details lient Elliott, Drew | (31) | D | | 3/27/2010 🔽 | G/L Account No. 101 | Applied On: |
| | d To Monthly | | Override | Description | - None | | |
| | | mment On Invoid | | Amount \$6 | 642.00 | (Amount To Be Applied) \$0.00 | < Adjustment Comments |
| Distribu | utions Billing Info | Invoice Alloca | tion | | | | Missed board charges for one horse in June. |
| Apply | , Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| | 100000507 | 03/31/2008 | \$165,793.40 | \$1,784,009.57 | \$1,949,802.97 | | |
| | 100000943 | 05/31/2008 | \$151.03 | \$0.00 | \$151.03 | | |
| | 100001021 | 06/30/2008 | \$504.00 | \$0.00 | \$504.00 | \$642.00 | |
| 4 | New Invoice | Show All Inv | pices | | Total Amount Dis | tributed \$642.00 | |

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

| A djus | itments Entry | y/Edit | | | | | |
|---------------------------|----------------------------------|-------------------|------------------|----------------|------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| 🔎 Seard | ch 🔽 Save | e 🛛 🚺 Cano | el 🚺 Dele | ata | Sau | e/Add Fill From Previous | Adjustment Audit Log |
| Adjustm Cliv Busine | ent Details ent Elliott, Drev | | | ate Applied | 3/27/2010 🔽 | G/L Account No. 101 | Created by: cec on: 08/27/2010 4:54 PM Last updated by: cec on: 08/27/2010 4:55 PM Applied On: |
| | Show C | Comment On Invoid | | Amount \$6 | 342.00 | (Amount To Be Applied) | < Adjustment Comments |
| Distribul | | | | Amount | J42.00 | \$0.00 | Missed board charges for one horse in June. |
| Apply | Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| | 100000507 | 03/31/2008 | \$165,793.40 | \$1,784,009.57 | \$1,949,802.97 | | |
| | 100000943 | 05/31/2008 | \$151.03 | \$0.00 | \$151.03 | | |
| | 100001021 | 06/30/2008 | \$504.00 | \$0.00 | \$504.00 | | |
| | 100001076 | 08/27/2010 | \$0.00 | \$0.00 | \$0.00 | \$642.00 | |
| + N | ew Invoice | Show All Inv | oices | | Total Amount Dis | tributed \$642.00 | |

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
- o Select the client's name and click "Select"
- o Click on the entry that you want to edit and click "Edit"
- o 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 <u>cannot make any changes to the adjustment entry</u> and you <u>cannot delete the adjustment entry</u>.

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 | \$185.75 A 102 | 101 | |
| | | | | | vannina. | | | |
| | | | | | | 🗮 Customer | Fotal: | \$99.88 |

Select A/R Transactions > Adjustments Select the Client

| Search All Adjustment By Date | | | Go Reset |
|-------------------------------|-----------|----------------|------------|
| Date | Amount | Billing System | Applied On |
| 04/01/2008 | \$0.00 | Standard | 05/31/2008 |
| 03/06/2008 | \$185.75 | Standard | |
| 01/10/2008 | (\$72.00) | Standard | |
| 03/05/2004 | (\$86.00) | Standard | 02/29/2008 |
| 03/05/2004 | (\$86.00) | Standard | 04/30/2008 |
| | | | |

Click "<mark>Add</mark>"

| ब Adjustments Entry/Edit | | | | |
|---------------------------------------------------------------------------------------------------------|--------------------------------|------|--------------------|---------------------------------------------------------------|
| Search Save Adjustment Details Client Arbor, Frederick J. (3 Business Applied To Monthly Show Comment 0 | Procedure Override Description | None | Fill From Previous | Adjustment Audit Log Applied On: << Adjustment Comments |
| Distributions Billing Info Invoice Adjustment Distributions G/L Account No. G/L Account Ro. | punt \$0 | .00 | None 💌 | |

Enter the Date Applied Select the "Applied To" Enter \$0.00 in the amount field

Click on the "Invoice Allocation" tab.

| 🛋 Adju | stments Entry | y/Edit | | | | | |
|--------------------------------------|-----------------------------------------------------------|-----------------------------------|---------------------------|---------------------------------------------------|------------------------------|-----------------------------|----------------------|
| 🔎 Sea | rch 🛛 🔽 Save | e 🔰 🚺 Can | cel 🔯 Dele | te | ſ | Save/Add Fill From Previous | Adjustment Audit Log |
| - <mark>Adjustn</mark> C Busir | nent Details lient Arbor, Fred ness d To Monthly | erick J. (30) | D Override I | ate Applied Procedure Description Amount | 05/23/2008 None \$0.00 | G/L Account No. 101 | Applied On: |
| Distribu | | o Invoice Alloc Billed Date | ation Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| | 100001100 | 07/31/2008 | \$0.00 | \$185.75 | \$185.75 | | |
| | 100000827 | 07/31/2008 | \$0.00 | (\$85.87) | (\$85.87) | | |
| | lew Invoice | Show All In | voices | | Total Ame | unt Distributed \$0.00 | |

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 #100001100. 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".

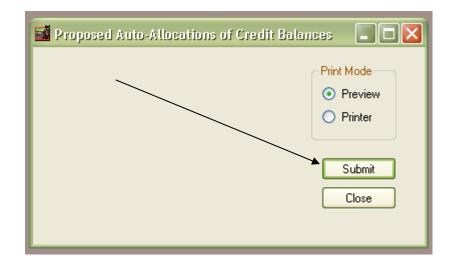
| Busin | To Monthly | Comment On Invoid | Override ce? | ate Applied Procedure Description Amount | 05/23/2008 | G/L Account No. 101 | Applied On: |
|-------|------------|-------------------|------------------|---------------------------------------------------|------------|---------------------|-------------|
| Apply | Invoice | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| | 100001100 | 07/31/2008 | \$0.00 | \$185.75 | \$185.75 | (\$85.87) | |
| | 100000827 | 07/31/2008 | \$0.00 | (\$85.87) | (\$85.87) | \$85.87 | |

Auto Allocation

| Payments Adjustments Auto-Allocation Standard Proposed Auto-Allocation Report Reports | A, | 'R Transactions Billing | Mare Info Reports | Setup | p Window Help |
|---------------------------------------------------------------------------------------------------------------------|----|-------------------------|-------------------|-------|---------------------------------|
| Auto-Allocation | | Payments | | | |
| | | Adjustments | | | |
| Reports Finalize Auto-Allocation | | Auto-Allocation | Standard | • | Proposed Auto-Allocation Report |
| | | Reports • | | | Finalize 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.



| | 08/30/2010 3: TJCIS Test Co | | <u>P</u> 1 | oposed | Page: 1 of 1 User: cec | | | | | |
|------------|--------------------------------|-------------------|------------------------------------------------------|-------------------------|------------------------------------------|--------------------------------------|--------------------------------------------------|----------------------------------------|------------------------------------------|--------------------------------------------------|
| Date | Туре | Pym/Adj Amount | Invoice Date | Invoice # Applied To | Beginning Principal Amount | Beginning Late Fee Arnount | Allocation Amount | Principal Remaining | Late Fee Offset Remaining Invoice# | Offset Balance Remaining |
| Client | McGillicutty, A | nnie | | | | | | | | |
| 06/03/2010 | Payment | (\$500.00) | 11/30/2004 03/31/2008 04/30/2008 05/31/2008 | 100000860 100000656 | \$5.00 \$1.75 \$200.00 \$775.00 | \$0.00 \$0.00 \$0.00 \$0.00 | (\$5.00) (\$1.75) (\$200.00) (\$293.25) | \$0.00 \$0.00 \$0.00 \$481.75 | \$0.00 \$0.00 \$0.00 \$0.00 | (\$495.00) (\$493.25) (\$293.25) \$0.00 |
| Client | Pterra, Sara | | | | | | | | | |
| 06/30/2010 | Adjustment | (\$256.75) | 07/31/2004 08/31/2004 | | \$226.78 \$1,273.96 | \$241.80 \$229.32 | (\$226.78) (\$29.97) | \$0.00 \$1,243.99 | \$241.80 100001077 \$229.32 100001077 | \$29.97 \$0.00 |

The report will display the clients that have <u>either</u> an unapplied payment that now can be applied to an unpaid invoice <u>or</u> 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 Offset Remaining Invoice# | Offset Balance Remaining |
|----------------------------|-------------------------------|------------------------------|----------------------|------------------------|---------------------------------------|-----------------------------|
| 100000703 100000860 | \$5.00 \$1.75 | \$0.00 \$0.00 | (\$5.00) (\$1.75) | \$0.00 \$0.00 | \$0.00 \$0.00 | (\$495.00) (\$493.25) |
| 100000656 | \$200.00 | \$0.00 | (\$200.00) | \$0.00 | \$0.00 | (\$293.25) |

and pay one invoice partially.

| | | <pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre> | + | | *====/ |
|--------------------|--------|------------------------------------------------------------------------------------------|----------|--------|---------|
| 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"

| | Paym | ent | | | | | | | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|------------------|----------------|------------|----|--------------------|-----|---------------------------------------------------------------------------------|
| 6 | P Searc | ch 🛛 🔽 Sav | e 🛛 🚺 Cano | el 🚺 🔯 Dele | te | | [| Fill From Previous | | Payment Audit Log |
| | Payment Details Client McGillicuty, Annie (33) Business Applied To Monthly Applied To Monthly Amount \$500.00 Show Comment On Invoice? | | | | | | | | | Created by: cec on: 08/30/2010 3:07 PM Applied On: << Payment Comments |
| | Apply | Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | An | nount To Apply | וור | |
| | | 100000703 | 11/30/2004 | \$25.00 | (\$20.00) | \$5.00 | | 0 | | |
| | | 100000860 | 03/31/2008 | \$1.75 | \$0.00 | \$1.75 | | 0 | | |
| | | 100000656 | 04/30/2008 | \$0.00 | \$200.00 | \$200.00 | | 0 | | |
| | | 100000942 | 05/31/2008 | \$775.00 | \$0.00 | \$775.00 | | 0 | | |
| | | 100001020 | 06/30/2008 | \$890.00 | \$0.00 | \$890.00 | | 0 | | |
| | | | | | | | | | | |
| | Allocation Total \$0.00 Do not auto-allocate Total Unapplied \$500.00 | | | | | | | | | |

| Searc Adjustmi Clie Busine | ent Details ent Pterra, Sar ess To Monthly | e 🚺 Cano | Dverride | ate Applied Procedure Description | | Save/Add Fill From Previous G/L Account No. 101 Do not auto-allocate (Amount To Be Applied) | Adjustment Audit Log Created by: cec on: 08/30/2010 3:08 PM Last updated by: cec on: 08/30/2010 3:08 PM Applied On: << Adjustment Comment |
|-------------------------------------|-----------------------------------------------------|-------------------------------------|---------------------------|-----------------------------------------|-------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Distribut Apply | tions Billing In Invoice No. | fo Invoice Alloca Billed Date | ition Invoice Total | Pay. + Adj. | Net Due | Amount To Apply | |
| | 100000462 | 07/31/2004 | \$1,481.80 | (\$1,013.22) | \$468.58 | | |
| | 100000565 | 08/31/2004 | \$1,503.28 | \$0.00 | \$1,503.28 | | |
| | 100000579 | 09/30/2004 | \$1,496.87 | \$0.00 | \$1,496.87 | | N |
| | 100000592 | 10/31/2004 | \$1,572.45 | \$0.00 | \$1,572.45 | | |
| | 100000693 | 11/30/2004 | \$1,524.99 | \$683.00 | \$2,207.99 | | |
| | 100000709 | 12/31/2004 | \$1,415.68 | \$0.00 | \$1,415.68 | | |
| | 100000761 | 01/31/2005 | \$1,370.20 | \$0.00 | \$1,370.20 | | |
| | 100000142 | 04/09/2007 | \$7.35 | \$70.00 | \$77.35 | | |
| | 100000201 | 06/12/2007 | \$12.00 | \$200.00 | \$212.00 | | |
| 🕂 Ne | ew Invoice | Show All Inv | oices | | Total Amoun | t Distributed (\$256.75) | |

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

| 🖬 Auto Allocation of Unap | plied Payments 💶 🗖 🔀 |
|---------------------------|----------------------|
| | |
| _ | |
| 🔽 Print Journal | After Create |
| Finalize Allocations | Cancel |
| | |

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

| Continu | e with allocation finalize? |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | You have asked to finalize the auto-allocations of credit balances. If you continue, this will create all of the needed records to complete the allocations. Continue? |
| | Yes No |
| <u> </u> | |

Click "Yes" if you wish to continue.

| | 08/30/2010 3:/ TJCIS Test Co | | | | locations of (Billing Sys | Page: 1 of 1 User: cec | | | | |
|------------|---------------------------------|---------------------------------------|--------------------------|-------------------------|-------------------------------|------------------------------|--------------------------|------------------------|------------------------------------------|-----------------------------|
| Date | Туре | Pym/Adj Amount | Invoice Date | Invoice # Applied To | Beginning Principal Amount | Beginning Late Fee Amount | Allocation Amount | Principal Remaining | Late Fee Offset Remaining Invoice # | Offset Balance Remaining |
| Client | McGillicutty, A | nnie | | | | | | | | |
| 06/03/2010 | Payment | (\$500.00) | 11/30/2004 03/31/2008 | 100000703 | \$5.00 \$1.75 | \$0.00 \$0.00 | (\$5.00) (\$1.75) | \$0.00 \$0.00 | \$0.00 \$0.00 | (\$495.00) (\$493.25) |
| | | | | 100000656 100000942 | \$200.00 \$775.00 | \$0.00 \$0.00 | (\$200.00) (\$293.25) | \$0.00 \$481.75 | \$0.00 \$0.00 | (\$293.25) \$0.00 |
| Client | Pterra, Sara | | | 1.000.05110.0000.0 | 075 (A. 1940 (A. 1940 (A. | | | | 0.0000 | |
| 06/30/2010 | Adjustment | (\$256.75) | 07/31/2004 08/31/2004 | 100000462 100000565 | \$226.78 \$1,273.96 | \$241.80 \$229.32 | (\$226.78) (\$29.97) | \$0.00 \$1,243.99 | \$241.80 100001077 \$229.32 100001077 | \$29.97 \$0.00 |
| | Auto-Alloca | itions Comp | lete | | | | | | | |
| | | uto-Allocation o e billing report: | | ments and una | applied payments is con | plete. You must re-ge | enerate the billing l | before the new d | hanges will be shown on | |

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 regenerate if you are processing your billing at this time.

A/R Transactions Reports

| A/R Transactions Billing Ma | re Info Stallion Reports Setup Window Help |
|-----------------------------|--------------------------------------------|
| Payments | |
| Adjustments | |
| Auto-Allocation + | |
| Reports > | Payments |
| | Adjustments |
| | Aged A/R |
| | Detailed A/R |
| | Unapplied Payments |
| | Credit Invoices |
| | Unapplied Payments with Unpaid Invoices |
| | Billed Charges |
| | |

1. Payments Report

| 🖬 Payments Report | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Date Range: Starting Date 08/01/2012 Ending Date 08/31/2012 Search In Received On Entered Date Client | Preview |
| Show Un-Billed Payments O Limit: All Payments Standard Billing Payments Syndicate Billing Payments Stud Fee Billing Payments | nly? |

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 <u>all</u> 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".

| Mayments Report | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Client <all></all> | Print Mode Preview Printer Submit Close |
| Show Un-Billed Payments Only? Limit: All Payments Standard Billing Payments Syndicate Billing Payments Stud Fee Billing Payments | |

Payments Report Example #1

| | 09/01/2010 1:26 TJCIS Test Company | | Payments Report Date Range: 05/17/2010 thru 09/30/2010 (Show Un-billed Payments Only) All Billing Payments | | | | | | ^p age: 1 User: cec | of 1 |
|--------------|---------------------------------------|---------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------|---------------|-------------|------------------|----------------------------------|--------|
| Date | Name | Check # | | : Applied To / : Comment | Reference | Invoice No. | Amount | Debit Account | Credit Account | Closed |
| 05/17/2010 E | Elliott, Drew | 25147 | \$50,000.00 | Monthly Partial payment on Invoice #10000507 | Inv. #10000507 | 100000507 | \$50,000.00 | 102 | 101 | |
| | ** Daily 1 | otal | \$50,000.00 | | | | | | | |
| 06/03/2010 | dcGillicutty, Annie | 2258 | \$500.00 | Monthly | | 100000656 | \$200.00 | 102 | 101 | |
| | | | | | | 100000703 | \$5.00 | | | |
| | | | | | | 100000860 | \$1.75 | | | |
| | | | | | | 100000942 | \$293.25 | | | |
| | ** Daily 1 | Total: | \$500.00 | | | | | | | |
| | ** Report T | otal: | \$50,500.00 | | | | | | | |
| | | | | (G/L Account S | ummary | ì | | | | |
| = | | GAL | Account | Debit Amount | | Credit Amount | | | | |
| | | 101 | | \$0.00 | | \$50,500.00 | | | | |
| | | 102 | | \$50,500.00 | | \$0.00 | | | | |
| | | | fotal 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

| 🖬 Payments Report | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Date Range: Starting Date 05/17/2007 Ending Date 09/30/2010 Search In © Received On © Entered Date | Print Mode Preview Printer Submit |
| Client February Rain Farm (22) | Dulha |
| Limit: All Payments Standard Billing Payments Syndicate Billing Payments Stud Fee Billing Payments | |

| | 09/01/2010 1:30 TJCIS Test Company | | Da | Payments Re ate Range: 05/17/2007 thru Client = February Rain Fa All Billing Payme | 09/30/2010 irm (22) | | | | ^p age: ' User: cec | 1 of 1 |
|------------|---------------------------------------|---------|---------------|---------------------------------------------------------------------------------------------|------------------------|---------------|-------------|------------------|----------------------------------|--------------|
| Date | Name | Check # | | 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 | \checkmark |
| | ** Daily | Total | \$16.00 | | | | | | | |
| 07/07/2008 | February Rain Farm | 5587 | | 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 | \checkmark |
| | | | | | | 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 S | ummary | 1 | | | | |
| | | GAL | Account | Debit Amount | | Credit Amount | | | | |
| | | 101 | | \$0.00 | | \$28,692.73 | | | | |
| | | 999 | | \$3,676.73 | | \$0.00 | | | | |
| | | Char | - | \$25,016.00 | | \$0.00 | | | | |
| | | т | otal 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.

|) Sear | | re 🚺 🖾 Can | cel 🚺 🙆 Del | ete | | (| Fill From Prev | ious | Payment Audit Log Created by: cec |
|---------|-------------------------------|-----------------|------------------|----------------|---------------|------------------|--------------------------|---------|---------------------------------------|
| | nt Details ient February F | ain Farm (22) | I |) ate Receive | d 07/07/200 | 8 🔽 | | | on: 05/04/2010 10:47 A |
| Busin | ess | | (| Check Numbe | r 5587 | (4 | T - D - 4 | . K. JN | on: 06/07/2010 12:29 F |
| Applied | To Monthly | | | Amoun | t \$3,676.73 | mey (en | ount To Be App \$0.00 | olleaj | Applied On: |
| | 🗹 Show (| Comment On Invo | ice? | | | | | | << Payment Comments |
| Paymer | nt Billing Info | | | | | | | | Pay off all previous service charges. |
| Ref | erence Refere | nce notes | Credit / | Account 10 |)1 | | | | |
| Invoic | e Allocation | | Debit A | occount 99 | 19 | | | | |
| Apply | Invoice No. | Billed Date | Invoice Total | Pay. + Adj. | Net Due | Amo | unt To Apply | | |
| | 100000778 | 12/31/2007 | \$57,718.42 | (\$18,899 | \$38,818.59 | | \$3,676 | 73 | |
| | 100000795 | 01/31/2008 | \$2,528.05 | (\$836.00) | \$1,692.05 | | | 0 | |
| | 100000831 | 02/29/2008 | \$2,305.52 | \$0.00 | \$2,305.52 | | | 0 | |
| | 100000849 | 03/31/2008 | \$2,431.45 | \$0.00 | \$2,431.45 | / | | 0 | |
| | 100000866 | 04/30/2008 | \$2,477.16 | \$0.00 | \$2,477.16 | | | 0 | |
| | 100000944 | 05/31/2008 | \$2,359.88 | \$0.00 | \$2,359.88 | / | | 0 | |
| | | | | | | Allocation Total | \$3,676.73 | | |
| | | | | Do not a | iuto-allocate | Total Unapplied | \$0.00 | | |

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

| 📓 Adjustments Report | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Starting Date 06/01/2010 Ending Date 09/30/2010 Search In Applied On Entered Date Client <all> Show Un-Billed Adjustments Only Limit All Adjustments Standard Billing Adjustments Stud Fee Billing Adjustments</all> | Print Mode Preview Printer Submit Close ? |

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 <u>all</u> 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 | Date Dever 05/01/0010 thru 00/20/0010 | | | | | | | Page: User: c | 1 of 1 ec |
|----------------------------------------------------------|------------------------------------------------|---------------|-----------------------|----------------|---------|--------------------|----------------|-------------------|----------------|
| Date Name | Comment | Applied To | Adjustment Arnount | A.R Account | Closed? | Invoice No. | Invoice Amount | Offset Account | Offse Amoun |
| 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) |
| | ** Repor | t Total: | \$385.25 | | | 100001070 | 4042.00 | | (\$385.25 |
| | | <u>(G/L A</u> | Account Su | mmar | Ŋ | | | | |
| | G/L Account | | Debit Amount | | Cre | edit Amount | = | | |
| | 101 102 | | \$0.00 \$0.00 | | | \$0.00 \$385.25 | _ | | |
| | Total Amoun | ts: | \$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

| 🖬 Adjustments Report | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Starting Date 06/01/2007 Ending Date 09/30/2010 Search In Applied On Entered Date Client Elliott, Drew (31) Show Un-Billed Adjustments Only Limit: All Adjustments Standard Billing Adjustments Stud Fee Billing Adjustments | Print Mode Preview Printer Submit Close |

| Run Date: 09/01/2010 3:57 Company: TJCIS Test Company | Dete Dev ver 00 01 2007 three 00 20 2010 | | | | | | | Page: 1 of 1 User: cec | | |
|----------------------------------------------------------|------------------------------------------------|-------------|----------------------|----------------|---------|-------------------------------------|---------------------------------------|---------------------------|----------------|--|
| Date Name | Comment | Applied To | Adjustment Amount | A.R Account | Closed? | Invoice No. | Invoice Amount | Offset Account | Offse Amour | |
| 02/21/2008 Elliott, Drew | | Monthly | (\$700,000.00) | 101 | V | 100000507 | (\$700,000.00) | Change | \$700,000.0 | |
| 05/02/2008 Elliott, Drew 05/07/2010 | | Monthly | (\$747.95) | 101 | | 100000788 100000848 100000917 | (\$275.60) (\$14.35) (\$458.00) | Change | \$747.9 | |
| Elliott, Drew | Missed board for 1 horse in April | Monthly | \$458.00 | 101 | | 100000917 | \$458.00 | 102 | (\$458.00 | |
| 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: | (\$699,647.95) | | | 100001010 | 4042.00 | | \$699,647.9 | |
| | | <u>(G/L</u> | Account Su | mmar | Ø | | _ | | | |
| | G/L Account | | Debit Amount | | Cr | edit Arnount | = | | | |
| | 101 | | \$0.00 | | : | \$700,747.95 | | | | |
| | 102 | | \$0.00 | | | \$1,100.00 | | | | |
| | Change | | \$700,747.95 | | | \$0.00 | | | | |
| | Total Amount | s | \$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: 08/30/201 | Pa | ge: 1 of 1 | | | | | | | | | |
|-------------------------------------------------------|----------------|-------------|-------------|----------------|----------------|--------------------------------|---------------------|------------------------|---------------------|--|--|
| Company: TJCIS Test Company Billing System = Standard | | | | | | | | | User: cec | | |
| Client Name | Total Balance | Current | Over 30 | Over 60 | Over 90 | Accumulated Service Charges | Intenim 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 | | |
| Gernstone 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 | | |
| Runavvay 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 Totat | \$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

| 🖬 Detailed Accounts Receivable Report | |
|-------------------------------------------------------------------|------------------------------------------------------------------|
| Date Range: Starting Date 01/01/2011 Ending Date 12/31/2011 | Print ModeO PreviewO Printer |
| Client <all></all> | Submit Close |

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.

| 📓 Detailed Accounts Receivable Report | |
|----------------------------------------------------------------------------------------------|----------------------------------|
| Date Range: Starting Date 01/01/2011 Ending Date 12/31/2011 | Print Mode Preview Printer |
| Client McGillicutty, Annie (33) Always show outstanding invoices? Display Aging Lines? | Submit Close |

| Run Date: 12/15/2011 8:57 | | | | Detailed Accounts Receivable Report | | | | Page: | 1 of 1 |
|-----------------------------|-----------------|------------------------|-----------|---------------------------------------------------------------------------------------------------------|------------|---------------------|------------------|-------------------|------------|
| Company: TJCIS Test Company | | | | Date Range: 01/01/2011 thru 12/31/2011 Client = McGillicutty, Annie (33) Billing System: Standard | | | User: cec | | |
| Name | McGill | icutty, Annie | | | | | | | |
| Invoice No. | Invoice Date | Pay/Adj Date Check# | Reference | Comment | Amount | Late Fee Arnount | 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 | |
| 00000860 | 03/31/2008 | | | | \$1.75 | \$0.00 | 1 | 101 | \$1.75 |
| 00000656 | 04/30/2008 | | | | \$0.00 | \$0.00 | 1 | 101 | \$200.00 |
| | | 01/14/2008 | | Adjustment comment. | \$200.00 | \$0.00 | A Change | 101 | |
| 100000942 | 05/31/2008 | | | | \$775.00 | \$0.00 | 1 | 101 | \$406.25 |
| | | 07/31/2008 | | | (\$368.75) | \$0.00 | A 101 | 101 | |
| 100001020 | 06/30/2008 | | | | \$890.00 | \$0.00 | 1 | 101 | \$390.00 |
| | | 06/03/2010 2258 | | | (\$500.00) | \$0.00 | R 102 | 101 | |
| 100001125 | 07/31/2008 | | | | \$1,062.50 | \$0.00 | 1 | 101 | \$1,062.50 |
| 100001166 | 08/31/2008 | | | | \$980.49 | \$0.00 | 1 | 101 | \$980.49 |
| 100001186 | 09/30/2008 | | | | \$850.08 | \$0.00 | 1 | 101 | \$850.08 |
| 100001207 | 10/31/2008 | | | | \$868.00 | \$0.00 | 1 | 101 | \$868.00 |
| 100001227 | 11/30/2008 | | | | \$844.00 | \$0.00 | 1 | 101 | \$844.00 |
| | 9 | 0 Days Aging | | | \$5,608.07 | \$0.00 | | | |
| 100001247 | 12/31/2008 | | | | \$868.00 | \$0.00 | | 101 | \$868.00 |
| | | 0 Days Aging | | | \$868.00 | \$0.00 | | | •••••• |
| 100001332 | 01/31/2009 | | | | \$1,540.00 | \$0.00 | | 101 | \$1,540.00 |
| | 3 | 0 Days Aging | | | \$1,540.00 | \$0.00 | | | |
| 100001401 | 02/28/2009 | | | | \$798.00 | \$0.00 | 1 | 101 | \$798.00 |
| | C | urrent Aging | | | \$798.00 | \$0.00 | | | |
| | | | | ** Customer Total | \$8,814.07 | \$0.00 | | Total | \$8,814.0 |
| | | | | ** Report Total | \$8,814.07 | \$0.00 | | Total | \$8,814.0 |

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.

| | 09/01/2010 5:08 TJCIS Test Company | | Unapplied Pa Date Range: 01/01/20 All Billing | | t | | 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 ⁻ | Fotal: | \$23,500.00 | | | | |
| | ** Report 7 | Fotal: | \$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

| 🖬 Credit Invoice Report | |
|-------------------------|------------------------------------------------------------------|
| Client <all></all> | Print Mode⊙ Preview○ Printer |
| | Submit Close |

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 Company: TJCIS Test Company | | | Credit Invoice Report Billing System: Standard | | | | | | | Page: 1 of 1 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 05/31/2008 | | | | \$0.00 \$0.00 | | 101 101 | (\$11.63) |
| | 100001017 | 06/30/2008 | \$750.00 | 06/30/2008 06/30/2008 | | | | \$0.00 \$0.00 | | 101 101 | (\$11.25) |
| | | | | | | | | **(| Sustomer T | otal: | (\$22.88) |
| Arbor, Frederick J. | 100000827 | 07/31/2008 | \$0.00 | 03/05/2004 01/10/2008 04/01/2008 | | | | (\$72.00) | A Change A 102 A Change | 101 101 101 | (\$13.87) |
| | 100001100 | 07/31/2008 | \$0.00 | 03/06/2008 | | | Additional charges for vanning. | \$185.75 ** (| A 102 Tustomer T | 101 •otal: | \$185.75 \$171.88 |
| | | | | | | | | | * Report 7 | Fotal: | \$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

| 🖬 Unapplied Payments with Upaid Invoices R | eport 🔳 🗖 🔀 |
|--------------------------------------------|----------------------------------------------------------------|
| 💿 Standard 🔘 Syndicate | Print Mode ● Preview ● Printer |
| | Submit Close |

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/ Company: TJCIS | ny | <u>Clients with Unapplied Payments or Credit Invoices</u> with Unpaid Invoices | | | | | | Page: 1 of 2 User: cec | | | |
|------------------------------------|----------------------|-----------------------------------------------------------------------------------|--------------------|-----------------|---------|-----------|------------------------------------|---------------------------|------------------|-------------------|--------------|
| Name | Invoice No. | Invoice Date | Invoice Arnount | 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) |
| | | | | | | | | ** 0 | ustomer T | otal: | (\$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 | |
| | | | | | | | | ** Ci | ustomer T | otal: | \$99.88 |
| McGillicutty, Annie | 100000656 | 04/30/2008 | \$0.00 | 04/30/2008 | | | | \$0.00 I | | 101 | \$200.00 |
| | | | | 01/14/2008 | | | Adjustment 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) |
| | | | | | | | | ₩ 0 | ustomer T | otal: | \$1.003.00 |

| Run Date: 09/15/2010 12:26 Company: TJCIS Test Company | | | <u>Clients</u> | <u>Clients with Unapplied Payments or Credit Invoices</u> <u>with Unpaid Invoices</u> | | | | | | Page: User: | |
|-----------------------------------------------------------|----------------------|-----------------|--------------------|------------------------------------------------------------------------------------------|---------|-----------|------------|-------------------|------------------|-------------------|---------------|
| Name | Invoice No. | Invoice Date | Invoice Arnount | 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) (| J 102 | | (\$10,000.00) |
| | | | | | | | | **(| Sustomer 7 | Fotal: | \$30,307.38 |
| | | | | | | | | * | * Report 7 | 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

| 📑 Billed Charges Rep | oori | | | |
|----------------------|-----------------------|------------------------------|--------------------------------------------------------------|--------------------------------------------|
| | /01/2008 //31/2008 | | Charges Reported Procedures Only Boarding Only Soth | Print Mode Preview Printer Submit |
| | | Group By ③ Client 〇 Horse | | Close |
| | Client | <all></all> | | |
| | Horse | <all></all> | | |
| Boardii | ng Type | <all></all> | | |
| | | | | |

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.

| Billing Period Starting Ending | 10/01/2004 12/31/2007 | Group By | Charges Reported Procedures Only Boarding Only Both | Print Mode Preview Printer Submit |
|--------------------------------------|--------------------------|--------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------|
| | Client Horse | Client O Hors All> Blackeyed Susan | | |

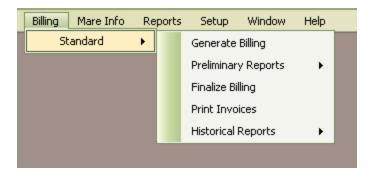
| Run Date: 12/15/2011 9:24 AM Company: TJCIS Test Company | | Billed Charges Report Billing Range: 10/01/2004 - 12/31/2007 Boarding Only Group By Client Billing System = Standard Horse = Blackeyed Susan | | | | Page: 1 of 3 User: cec |
|-------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------|----------|---------------------------|
| 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 | В | oarding | \$9,625.00 |
| | | | | Pr | ocedure: | \$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.

| Billing Period Starting Ending | 10/01/2004 | | Charges Reported Procedures Only Boarding Only Soth | Print Mode Preview Printer Submit |
|--------------------------------------|--------------|---------------------------------------|--------------------------------------------------------------|--------------------------------------------|
| | | Group By O Client ⓒ Horse | 1 | Close |
| | Client | <alb< td=""><td></td><td></td></alb<> | | |
| | Horse | Blackeyed Susan | | |
| B | oarding Type | <all></all> | | |

| 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 |
|-------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|--------------------|---------------------------|
| HorseName Client | Charge Date | Performed Description | Days | Gross Amount (| Owner % | Net Amount |
| Blackeved 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 | Bo | arding | \$2,300.00 |
| | | | | Pro Ending Ba | cedure: alance: | \$92.00 \$2,392.00 |

Standard Billing



Processing the Billing

The steps for processing the billing are as follows:

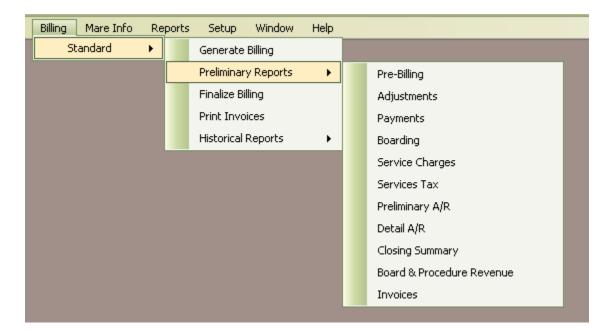
- 1. Generate Billing
- 2. View the Preliminary Reports
 - i. Make any necessary changes
 - ii. If you make changes, Generate again
 - iii. After generating, review the Preliminary Reports
- 3. Finalize the Billing **only** when you are satisfied that all information is correct
- 4. Print the Invoices
- 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
- o Select "Generate Billing"
- Select the billing range by entering a "From Date" and a "To Date" for the billing you are going to process.

| Billing Ge | | |
|------------|--------------------------------------------------------|--|
| | Last Billing Period Closed: 02/01/2009 - 02/28/2009 | |
| From Date | 03/01/2009 | |
| To Date | 03/31/2009 | |
| Client | <all></all> | |
| Horse | <all></all> | |
| Ge | nerate Slose | |

- 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>.
- o 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, <u>regardless</u> 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.

| Name | Invoice No. | Invoice Date | Invoice Arnount | 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 | \$325.0 |
| | | | | 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 |
| | ŕ | | | | | | | ** O | ustomer T | otal: | (\$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 | |
| | | | | | | | You in in for. | ** O | ustomer T | 'otal: | \$99.86 |
| McGillicutty, Annie | 100000656 | 04/30/2008 | \$0.00 | 04/30/2008 | | | | \$0.00 I | | 101 | \$200.00 |
| | | | | 01/14/2008 | | | Adjustment 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) |
| | | | | | | | | ** O | ustomer T | 'otal: | \$1,003.00 |

| Run Date: 09/16/2010 9:40 Company: TJCIS Test Company | | | <u>Clients with Unapplied Payments or Credit Invoices</u> <u>with Unpaid Invoices</u> | | | | | Page: User: | | | |
|----------------------------------------------------------|----------------------|-----------------|------------------------------------------------------------------------------------------|-----------------|---------|-----------|------------|-------------------|------------------|--------------------|---------------|
| Name | Invoice No. | Invoice Date | Invoice Amount | Pay/Adj Date | Check # | Reference | Comment | Pay/Adj Amount | Debit Account | Crediit 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) | 4,999 | 101 | |
| | 100000869 | 04/30/2008 | \$927.00 | 04/30/2008 | | | | \$0.00 I | | 101 | \$900.00 |
| | | | \$0.00 | 07/20/2008 | | | | (\$27.00) / | 4,999 | 101 | |
| | 100000947 | 05/31/2008 | \$943.95 | 05/31/2008 | | | | \$0.00 I | | 101 | \$900.00 |
| | | | \$0.00 | 07/20/2008 | | | | (\$43.95) / | 4,999 | 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) | | 101 | |
| | Unapplied Payment | 02/05/2010 | \$0.00 | 02/05/2010 | 1022 | | On account | (\$10,000.00) | J 102 | | (\$10,000.00) |
| | | | | | | | | ** (| Sustomer 7 | Total: | \$30,307.38 |
| | | | | | | | | • | * Report 7 | otal: | \$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

| Billing Mare Info Reports Setup Window Help | | | | Help | |
|---------------------------------------------|--|--------------------|---|-------------|---------------------------|
| Standard 🕨 | | Generate | | | |
| | | Preliminar | • | Pre-Billing | |
| | | Finalize Bi | | Adjustments | |
| | | Print Invo | | Payments | |
| | | Historical Reports | | | Boarding |
| | | | | | Service Charges |
| | | | | | Services Tax |
| | | | | | Preliminary A/R |
| | | | | | Detail A/R |
| | | | | | Closing Summary |
| | | | | | Board & Procedure Revenue |
| | | | | | Invoices |
| | | | | | |

Pre-Billing Report

| 🖬 Billing - Pre-Billing Report | | | | |
|----------------------------------------------------|--|--------------------------------------|--|--|
| Print Suppressed Billing Group By Client | | Print Mode ⊙ Preview ○ Printer | | |
| Client <all> Horse <all></all></all> | | Submit Close | | |

- 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.

| 🖬 Billing - Pre-Billing Report | | |
|-------------------------------------------------|---------------------------|----------------------------------------------------------------------|
| Print Sup Group By | pressed Billing Client | Print Mode O Preview O Printer |
| Client Pterra, Sara Horse <all></all> | (9) | Submit |
| | | Close |

 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 – Fterra, Sara (9) | |

| Client Name | Horse | Charge Date | Description | Gross Amount | Owner % | Net Amoun |
|--------------------|---------------------|-------------|------------------------------------|--------------|-----------|-------------|
| Yterra, Sara | | | | Beginning | Balance: | \$73,586.13 |
| | | | | P | ayments: | \$7,000.00 |
| | | | | Adju | istments: | \$0.00 |
| | 06 A Georgia | 07/01/2008 | Thru 07/31/2008 Foal @0.00 | \$0.00 | 50.00 % | \$0.00 |
| | <u>-</u> | | Exam - General | \$25.00 | 50.00 % | \$12.50 |
| | | 07/05/2008 | | \$30.00 | 50.00 % | \$15.00 |
| | | 07/15/2008 | | \$2.50 | 50.00 % | \$1.25 |
| | | | New Halter | \$40.00 | 50.00 % | \$20.00 |
| | | 07/15/2008 | | \$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 Hatter | \$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 Hatter | \$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 Hatter | \$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 | | \$2.50 | 0.50 % | \$0.01 |
| | | 07/15/2008 | New Halter | \$40.00 | 0.50 % | \$0.20 |

 Billing - Pre-Billing Report

 Company:
 TJCIS Test Company

 Billing System = Standard

Billing System = Standard Client = Pterra, Sara (9) Page: 2 of 2

User: cec

| Client Name Horse | Charge Date | Description | Gross Amount Owner% | Net Amoun |
|-------------------|-------------|-------------|-------------------------------|-------------|
| | 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 Totat | \$1,241.86 |
| | | | Procedure Tota: | \$401.33 |
| | | | Payments: | \$7,000.00 |
| | | | Adjustments: | \$0.00 |
| | | | Service Charge: | \$913.85 |

| 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 |

(G/L Account Summary)

- 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.

| 🖬 Billing - Pre-Billing Report | |
|--------------------------------|----------------------------------|
| Print Suppressed Billing | Print Mode Preview Printer |
| Client <all></all> | Submit Close |

| 🖬 Client | | | | | |
|-----------------------|---------------------------------------|------------------|------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| | Save Cancel | Delete Middle | E Last | Verdigris | Client Audit Log Created by: cec on: 07/24/2006 11:06 AM Last updated by: cec on: 04/26/2010 11:10 AM |
| | iny Suppressed Success | | | <u> </u> | << Client Comments |
| Client Info | Mailing Codes Billing Info Payments | Adjustments | Horses Other Addresses | | |
| Client Det | | |] | Tax ID | |
| Prefix | ~ | Suffix | ✓ | 💿 Soc. Sec. # | |
| Title | · · · · · · · · · · · · · · · · · · · | Salutation | | ○ Fed. ID. # | |
| - Location Address | #12 Cold Stream Drive | | | Service Charge Setup Standard Standard 1.5 | |
| City | Carol Stream | State Illinoi | is 🔽 | | |
| ZIP | 60125 Co | untry | \checkmark | | |
| Phone Nu | imbers | | | Miscellaneous | |
| Туре | Phone Number | Descripti | ion Main | Business Owner | |
| Home | (815) 445-3691 | | | Use Farm/Company Name Only | |
| | - 100 - 10- | | | Active | |
| Main Area | a Code: (630) | | 🕂 New 📃 🗖 Remov | | |

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

Page: 1 of 2

| User: | сес |
|-------|-----|
|-------|-----|

| Client Name Horse | Charge Date | Description | Gross Amount | Owner % | Net Amoun |
|-------------------|-------------|-----------------------|--------------|------------|-----------|
| ′erdigris, James | | | Beginnin | g Balance: | \$0.00 |
| | | | P | ayments: | \$0.00 |
| | | | Adj | ustments: | \$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 Hatter | \$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 | | \$40.00 | 100.00 % | \$40.00 |
| | 07/15/2008 | | \$12.00 | 100.00 % | \$12.00 |
| | 07/15/2008 | Penicillin | \$2.50 | 100.00 % | \$2.50 |

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 Page: 2 of 2

User: cec

| Net Amoun | Gross Amount Owner% | Charge Date Description | Client Name Horse |
|------------|---------------------|-------------------------|-------------------|
| \$1,581.00 | Boarding Totat | | |
| \$657.00 | Procedure Totak | | |
| \$0.00 | Payments: | | |
| \$0.00 | Adjustments: | | |
| \$2,677.27 | Service Charge: | | |

| 61 A | | |
|----------------|--------------|---------------|
| 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 |
| | | |

(G/L Account Summary)

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 | | | stment Report | | | Page: | 1 of 2 |
|------------|----------------------------------------|------------------|--------------------------------------------------------------------|-----------------------------------|-------------------------|-----------------------------------------|-------------------|--------------|
| Company: | TJCIS Test Company | | Billing Range: 07/01. Billing Syster | | | | User: | cec |
| Date | e Name | Procedure Master | Comment | Adjustment A.R Amount Account | Invoice No. | Invoice Amount | Offset Account | Offset Arno |
| 01/10/2008 | Arbor, Frederick J. | | | (\$72.00) 101 | | | 102 | \$72.00 |
| 02/06/2009 | Arbor, Frederick J. | | Additional charges for vanning. | \$185.75 101 | 100000827 | (\$72.00) | 102 | (\$185.75) |
| 03/00/2000 | Anoor, medenck a. | | Additional charges for varining. | \$103.73 TOT | 100001100 | \$185.75 | 102 | (#103.73) |
| 04/02/2008 | Altogether Partnership | | Vet charges missed last month | \$325.00 101 | | | 102 | (\$325.00) |
| 06/14/2008 | McGillicutty, Annie | | | (\$368.75) 101 | 100001101 | \$325.00 | 102 | \$368.75 |
| 0011112000 | incomould, i mino | | | (4000.10) 101 | 100001079 | (\$368.75) | 102 | 4000.10 |
| 06/25/2008 | O'Riley's Racing | | | (\$756.00) 101 | | | 102 | \$756.00 |
| 07/04/2009 | Williams, Edward | | | (\$231.00) 101 | 100001078 | (\$756.00) | 102 | \$231.00 |
| 07/01/2000 | williams, Edward | | | (#201.00) 101 | 100000787 | (\$219.00) | 102 | ψ231.00 |
| | | | | | 100000804 | (\$12.00) | | |
| 07/02/2008 | Watts, Michael J. | | | (\$819.00) 101 | | | 102 | \$819.00 |
| 07/20/2008 | O'Donovan, Colleen | | | (\$3,238.59) 101 | 100001080 | (\$819.00) | 999 | \$3,238.59 |
| 0112012000 | | | | (40,200,00) 101 | 100000781 | (\$2,000.00) | 000 | 40,200.00 |
| | | | | | 100001026 | (\$1,026.02) | | |
| | | | | | 100000852 | (\$76.44) | | |
| | | | | | 100000947 | (\$43.95) | | |
| | | | | | 100000869 100000798 | (\$27.00) | | |
| | | | | | 100000798 | (\$25.55) (\$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 100001078 | (\$232.00) \$232.00 | | |
| | 09/17/2010 11:41 TJCIS Test Company | | Billing - Adjus Billing Range: 07/01/2 Billing System | 2008 - 07/31/2008 | | | Page: User: ce | 2 of 2 ec |
| Date | Name | Procedure Master | Comment | Adjustment A.R Arnount Account | Invoice No. | Invoice Amount (| Offset Account | Offset Amoun |
| | | | | (\$4,974.59) | | | | \$4,974.59 |
| | | | (G/L Account Si | ummary) | | | | |
| | | | - | | | | | |
| | | G/L Account | - Debit Amount | Cred | it Amount | | | |
| | | G/L Account | Debit Amount \$0.00 | | it Amount \$4,974.59 | | | |
| | | 101 102 | \$0.00 \$1,736.00 | | \$4,974.59 \$0.00 | | | |
| | | 101 | \$0.00 | | \$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. 0

| | : 09/17/2010 11:45 AM : TJCIS Test Company | | | | | | | | Page: 1 of 2 User: cec |
|-----------|-----------------------------------------------|---------|-------------|-----------------------------------------------------|--------------------|-------------|-------------|------------------|---------------------------|
| Date | Name | Check # | | Applied To / Comment | Reference | Invoice No. | Amount | Debit Account | Credit Account |
| 6/01/2007 | 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 | | |
| 7/02/2008 | All In All Incorporated | 2237 | \$2.23 | Monthly | | 100000859 | \$2.23 | 102 | 101 |
| 7/07/2008 | February Rain Farm | 5587 | \$3,676.73 | Monthly Pay off all previous service charges. | Reference notes | 100000778 | \$3,676.73 | 999 | 101 |
| 7/12/2008 | Elliott, Drew | | \$96,549.26 | | | 100000507 | \$96,549.26 | 102 | 101 |
| 7/15/2008 | Just Because Farm | | \$5,000.00 | Monthly | | (Unapplied) | \$1,340.00 | 102 | 101 |
| | | | | | | 100000940 | \$1,860.00 | | |
| | | | | | | 100001018 | \$1,800.00 | | |
| 7/18/2008 | 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 | | |
| 7/24/2008 | 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

User: cec

| Date | Name | Check # | | Applied To / Comment | Reference | Invoice No. | Amount | Debit Account | Credit Account |
|------------|------------------------|---------|-------------|----------------------------------------------------------------------|-------------------|-------------|--------------|------------------|-------------------|
| 02/05/2010 | O'Donovan, Colleen | 1022 | \$10,000.00 | Monthly | | (Unapplied) | \$10,000.00 | 102 | 101 |
| | | | | On account | | | | | |
| 05/17/2010 | Elliott, Drew | 25147 | \$50,000.00 | , | Inv. #10000507 | 100000507 | \$50,000.00 | 102 | 101 |
| | | | | Partial payment on Invoice #10000507 | #10000507 | | | | |
| 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 | | (Unapplied) | \$6,500.00 | 102 | 101 |
| | | | | Payment in advance. Horses will arrive a the end of September. | | | | | |
| | | | | | | Total: | \$248,562.13 | | |

(G/L Account Summary)

| | Credit Amount |
|--------------|---------------|
| \$0.00 | \$248,562.13 |
| \$244,885.40 | \$0.00 |
| \$3,676.73 | \$0.00 |
| | \$244,885.40 |

Boarding Charges Report

- This report lists <u>only boarding charges</u> 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.

| 🚮 Billing - Boarding Char | ges Report | |
|---------------------------|---------------------------------------|------------|
| | | Print Mode |
| | Print Suppressed Billing | Preview |
| | Group By Boarding Type | O Printer |
| Farm | <all></all> | |
| Horse | <all></all> | Submit |
| Client | <alb th="" 🔽<=""><th>Close</th></alb> | Close |
| Boarding Type | <alb th="" 🔽<=""><th></th></alb> | |
| | | |

| Run Date: 09/17/20 Company: TJCIS T | | | | Boarding Charges Range: 07/01/2008 - 07/31/20 Billing System = Standard Group By Boarding Type | | | | | Page: User: | 6 of 13 cec |
|----------------------------------------|-------------------|------------|-----------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|----------|----------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------|
| Horse Name | Farm | Bi From | oarding Thru | Days Client | Ov From | /nership Thru | Days | Rate | Owner Percent An | nount Charged |
| Boarding Type | | | | | | | | | | |
| _ayup Blackened Gem | TJCIS Secondary | 07/01/2008 | 07/31/2008 | 31 Gemstone Racing | 07/01/2008 | 07/31/2008 | 31 | | 100.00% se Totat | \$372.00 \$372.0 |
| Pineapple Princess | TJCIS Main Mare | 07/01/2008 | 07/31/2008 | 31 Elliott, Drew Gemstone Racing O'Riley's Racing Pterra, Sara | 07/01/2008 07/01/2008 07/01/2008 07/01/2008 | 07/31/2008 07/31/2008 07/31/2008 07/31/2008 | 31 31 | \$12.00 \$12.00 \$12.00 \$12.00 Hor s | 40.00% 45.50% 14.00% 0.50% se Totat | \$148.8 \$169.2 \$52.0 \$1.8 \$372.0 |
| Twilight Agenda | Training Facility | 07/01/2008 | 07/31/2008 | 31 Elliott, Drew | 07/01/2008 | 07/31/2008 | 31 | | 100.00% se Totat | \$372.0 \$372.0 |

| Run Date: 09/17/2 | | | | Boarding Charges | | | | | Page: User: | 8 of 13 |
|-------------------------------------|-----------------|-------------|------------|--------------------------------------------------------------------------------------|------------|------------|------|------|----------------------|---------------------------|
| Company: TJCIS | Test Company | / | Duning | Billing System = Standard Group By Boarding Type | 000 | | | | User. | Cec |
| | | В | oarding | | 014 | nership | | | Owner | |
| Horse Name | Farm | From | Thru | Days Client | From | Thru | Days | Rate | | mount Charged |
| oarding Type 🗖 | | | | | | | | | | |
| asture Board ∟illy Of The Valley | TJCIS Main Mare | 07/01/2008 | 07/31/2008 | 31 Fields of Gold Farm | 07/01/2008 | 07/31/2008 | 31 | • | 100.00% se Totat | \$155.0 \$155.0 |
| Rosemary (lre) | TJCIS Secondary | 07/01/2008 | 07/31/2008 | 31 Watts, Michael J. | 07/01/2008 | 07/31/2008 | 31 | | 100.00% se Totat | \$155.0 \$155.0 |
| Siberian Iris | TJCIS Secondary | 07/01/2008 | 07/31/2008 | 31 Pterra, Sara | 07/01/2008 | 07/31/2008 | 31 | | 100.00% se Total: | \$155.0 \$155.0 |
| Tinker's Best | TJCIS Main Mare | 07/01/2008 | 07/31/2008 | 31 Callahan, Caren | 07/01/2008 | 07/31/2008 | 31 | | 100.00% se Total: | \$155.0 \$155.0 |
| Trial By Fire | TJCIS Main Mare | 07/01/2008 | 07/31/2008 | 31 O'Donovan, Colleen | 07/01/2008 | 07/31/2008 | 31 | | 100.00% se Totat | \$155.0 \$155.0 |
| | | Total Board | ling Days: | 155 | | | | Farm | n Tota k – | \$775.00 |
| Run Date: 09/17/ | 2010 11:50 AM | | Billing | -Boarding Charges | Report | | | | Page: | 13 of 13 |
| Company: TJCIS | | | | ; Range: 07/01/2008 - 07/31/2 Billing System = Standard Group By Boarding Type | | | | | User: | cec |
| | | B | loarding | | Ow | nership | | | Owner | |
| Horse Name 🦯 | Farm | From | Thru | Days Client | From | Thru | Days | Rate | | nount Charged |

 Total Boarding Days:
 31

 Boarding Days Grand Totat
 1426

(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 | |

Grand Total:

\$22,232.89

Service Charges Report

| 📓 Billing - Service Charges Report | |
|------------------------------------|------------------------------------------------------------------|
| Client <all></all> | Print ModeO PreviewO Printer |
| | Submit Close |

• 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 | <u>Billing - Service Charges Report</u> 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

Page: 1 of 3 User: cec

(Show Details)

| Client Name | Invoice Number | А | mount 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 |

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

Page: 3 of 3 User: cec

(Show Details)

| Client Name | Invoice Number | | Arnount of Service Charge |
|-------------------|----------------|--------------|------------------------------|
| | 100000796 | | \$21.06 |
| | 100000761 | | \$18.60 |
| | 100000779 | | \$658.70 |
| | | Sub-Total: | \$913.85 |
| Vatts, 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

| 🖼 Billing - Service Tax Report | |
|--------------------------------|-----------------------------------------------------|
| Client <all></all> | Print Mode Preview Printer Submit Close |

• 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/ Company: TJCIS | | 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 | | 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 |
| Gernstone 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.

| | ate: 12/15/2011 10:38 any: TJCIS Test Company | | Dilling Designs 02/04/2000 02/04/2000 | | | Page: 23 of 56 User: cec | | | |
|-------------|--------------------------------------------------|------------------------|---------------------------------------|---------------------|------------|-----------------------------|------------------|-------------------|------------|
| Name | McGill | icutty, 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 | 1 | 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 | 1 | 101 | \$1.75 |
| 100000656 | 04/30/2008 | | | | \$0.00 | \$0.00 | 1 | 101 | \$200.00 |
| | | 01/14/2008 | | Adjustment comment. | \$200.00 | \$0.00 | A Change | 101 | |
| 100000942 | 05/31/2008 | | | | \$775.00 | \$0.00 | 1 | 101 | \$406.25 |
| | | 07/31/2008 | | | (\$368.75) | \$0.00 | A 101 | 101 | |
| 100001020 | 06/30/2008 | | | | \$890.00 | \$0.00 | 1 | 101 | \$390.00 |
| | | 06/03/2010 2258 | | | (\$500.00) | \$0.00 | R 102 | 101 | |
| 100001125 | 07/31/2008 | | | | \$1,062.50 | \$0.00 | 1 | 101 | \$1,062.50 |
| 100001166 | 08/31/2008 | | | | \$980.49 | \$0.00 | 1 | 101 | \$980.49 |
| 100001186 | 09/30/2008 | | | | \$850.08 | \$0.00 | 1 | 101 | \$850.08 |
| 100001207 | 10/31/2008 | | | | \$868.00 | \$0.00 | 1 | 101 | \$868.00 |
| 100001227 | 11/30/2008 | | | | \$844.00 | \$0.00 | 1 | 101 | \$844.00 |
| 100001247 | 12/31/2008 | | | | \$868.00 | \$0.00 | 1 | 101 | \$868.00 |
| | 9 |)DaysAging | | | \$6,476.07 | \$0.00 | | | |
| 100001332 | 01/31/2009 | | | | \$1,540.00 | \$0.00 | 1 | 101 | \$1,540.00 |
| | 6 |) Days Aging | | | \$1,540.00 | \$0.00 | | | |
| 100001401 | 02/28/2009 | | | | \$798.00 | \$0.00 | 1 | 101 | \$798.00 |
| | 3 |)DaysAging | | | \$798.00 | \$0.00 | | | |
| 100001423 | 03/31/2009 | | | | \$896.04 | \$0.00 | 1 | 101 | \$896.04 |
| | C | urrent Aging | | | \$896.04 | \$0.00 | | | |
| | | | | ** Customer Tota | \$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 - C Billing Range: Billing S | 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 **Total Blacksmith **Total Deworm **Total Recurring Procedures **Total Reproductive **Total Reproductive **Total Tack **Total Vaccinations **Total Vanning **Total Veterinary | \$0.00 \$1,320.00 \$528.00 \$400.00 \$1,760.00 \$12.00 \$75.00 \$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. Run Date: 09/17/2010 4:52 PM Company: TJCIS Test Company

Board and Procedure Revenue Report

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

Page: 13 of 14

User: cec

| Training Facility A Georgia Pterra, Sara 07/03/2008 Exam - General \$25.00 50.0 7009 Training Facility A Georgia O'Riley's Racing 07/15/2008 Penicillin \$25.00 50.0 7009 Training Facility A Georgia O'Riley's Racing 07/15/2008 Penicillin \$25.00 50.0 7009 Training Facility A Georgia Pterra, Sara 07/15/2008 Penicillin \$25.00 50.0 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/15/2008 Exam - General \$25.00 100.0 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Watts, Michael J. 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Watts, Michael J. 07/15/2004 Medication \$15.00 100.0 7009 Training Facility Twilight Agenda Ellio | G/L Account | Farm | Horse Type | Horse Name | Client Name | Date Desc | cription | Days | Rate | Owner % | Arnount Billed |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------|---------------------|---------------------|-------------------------|-------------------------------------------|----------------|-------------------|----------|-------------------|
| Farm Farm GL Account Total 7009 Training Facility =Irish Moss February Rain Farm 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility =Irish Moss February Rain Farm 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility =Russian Sage Callahan, Caren 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility =Russian Sage Callahan, Caren 07/03/2008 Exam - General \$25.00 50.0 7009 Training Facility A Georgia O'Riley's Racing 07/03/2008 Exam - General \$25.00 50.0 7009 Training Facility A Georgia O'Riley's Racing 07/15/2008 Pericilin \$2.5.0 50.0 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/15/2008 Penicillin \$25.00 100.0 <td>7009</td> <td></td> <td>,</td> <td>Yellow Jonquil</td> <td>Watts, Michael J.</td> <td>07/03/2008 Exam</td> <td>n - General</td> <td></td> <td>\$25.00</td> <td>100.00 %</td> <td>\$25.0</td> | 7009 | | , | Yellow Jonquil | Watts, Michael J. | 07/03/2008 Exam | n - General | | \$25.00 | 100.00 % | \$25.0 |
| 7009 Training Facility =irish Moss February Rain Farm 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility =irish Moss February Rain Farm 07/15/2008 Penicillin \$25.00 100.0 7009 Training Facility =Russian Sage Callahan, Caren 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility =Russian Sage Callahan, Caren 07/03/2008 Exam - General \$25.00 50.0 7009 Training Facility A Georgia Pterra, Sara 07/03/2008 Exam - General \$25.00 50.0 7009 Training Facility A Georgia Pterra, Sara 07/15/2008 Penicillin \$25.00 50.0 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/15/2008 Penicillin \$25.00 100.0 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Ag | 7009 | | • | Yellow Jonquil | Watts, Michael J. | 07/15/2008 Penic | cillin | | | 100.00 % | \$2.5 |
| 7009 Training Facility =Irish Moss February Rain Farm 07/15/2008 Penicillin \$2.50 100.0 7009 Training Facility =Russian Sage Callahan, Caren 07/02/2008 Penicillin \$2.50 100.0 7009 Training Facility =Russian Sage Callahan, Caren 07/02/2008 Peneral \$2.50 50.0 7009 Training Facility A Georgia O'Riley's Racing 07/03/2008 Exam - General \$2.50 50.0 7009 Training Facility A Georgia O'Riley's Racing 07/15/2008 Penicillin \$2.50 50.0 7009 Training Facility A Georgia O'Riley's Racing 07/15/2008 Penicillin \$2.50 50.0 7009 Training Facility Training Facility A Georgia O'Riley's Racing 07/15/2008 Penicillin \$2.50 100.0 7009 Training Facility Training Facility Training Facility Training Facility Training Facility Twilight Agenda Wats, Michael J. 07/15/2004 Hedication | | | | | | | | Farm G/L Accou | unt Totak | | \$412.51 |
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| 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility Trial By Fire O'Donovan, Colleen 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Watts, Michael J. 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Watts, Michael J. 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Watts, Michael J. 07/16/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/01/2008 Thur 7/31/2008 31 \$10.00 100.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 | 7009 | Training Facility | | A Georgia | O'Riley's Racing | 07/15/2008 Penic | cillin | | \$2.50 | 50.00 % | \$1.2 |
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| Totaling Facility Twilight Agenda Watts, Michael J. 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Watts, Michael J. 07/15/2004 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Watts, Michael J. 07/15/2008 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/01/2008 Penicillin \$2.50 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/01/2008 Thru 7/31/2008 31 \$10.00 100.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 <td>7009</td> <td>Training Facility</td> <td></td> <td>Trial By Fire</td> <td>O'Donovan, Colleen</td> <td>07/03/2008 Exam</td> <td>n - General</td> <td></td> <td>\$25.00</td> <td>100.00 %</td> <td>\$25.00</td> | 7009 | Training Facility | | Trial By Fire | O'Donovan, Colleen | 07/03/2008 Exam | n - General | | \$25.00 | 100.00 % | \$25.00 |
| Total Nig Facility Twilight Agenda Watts, Michael J. 07/16/2004 Medication \$15.00 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/03/2008 Penicillin \$25.00 100.0 NSS701 TJC Stallion Annex Stallion Test of Time Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$10.00 100.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.00 NSS701 TJCIS Main Mare Farm Stallion Half and Half Weats, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.00 NSS701 TJCIS Main Mare Farm Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 NSS701 TJCIS Main Stallion Hot Cocoa Just Because Farm 07/01/2008 | 7009 | Training Facility | | Trial By Fire | O'Donovan, Colleen | 07/15/2008 Penic | cillin | | \$2.50 | 100.00 % | \$2.50 |
| Totaling Facility Twilight Agenda Elliott, Drew 07/03/2008 Exam - General \$25.00 100.0 7009 Training Facility Twilight Agenda Elliott, Drew 07/03/2008 Exam - General \$25.00 100.0 NSS701 TJC Stallion Annex Stallion Test of Time Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJC Stallion Annex Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Veatts, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Stallion Stallion Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 60.0 NSS701 TJCIS Main Mare Farm A Real Ru | 7009 | Training Facility | | Twilight Agenda | Watts, Michael J. | 07/15/2004 Exam | n - General | | \$25.00 | 100.00 % | \$25.00 |
| Training Facility Twilight Agenda Elliotti, Drew 07/15/2008 Penicillin \$2.50 Farm G/L Account Total NSS701 TJC Stallion Annex Stallion Test of Time Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$10.00 NSS701 TJC Stallion Annex Stallion Test of Time Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/20 | 7009 | Training Facility | | Twilight Agenda | Watts, Michael J. | 07/16/2004 Medic | ication | | \$15.00 | 100.00 % | \$15.00 |
| Farm GL Account Total NSS701 TJC Stallion Annex Stallion Test of Time Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$10.00 100.0 NSS701 TJC Stallion Annex Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Watts, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Watts, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Stallion Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 Farm GL Account Total Farm GL Farm GL Farm GL Farm GL Farm GL 50.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 </td <td>7009</td> <td>Training Facility</td> <td></td> <td>Twilight Agenda</td> <td>Elliott, Drew</td> <td>07/03/2008 Exam</td> <td>n - General</td> <td></td> <td>\$25.00</td> <td>100.00 %</td> <td>\$25.00</td> | 7009 | Training Facility | | Twilight Agenda | Elliott, Drew | 07/03/2008 Exam | n - General | | \$25.00 | 100.00 % | \$25.00 |
| NSS701 TJC Stallion Annex Stallion Test of Time Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$10.00 100.0 NSS701 TJC Stallion Annex Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Watts, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Stallion Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 NSS701 TJCIS Main Stallion Stallion Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 | 7009 | Training Facility | | Twilight Agenda | Elliott, Drew | 07/15/2008 Penic | cillin | | \$2.50 | 100.00 % | \$2.50 |
| Farm GiL Account Totat NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thur 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thur 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Stallion Stallion Hot Cocoa Just Because Farm 07/01/2008 Thur 7/31/2008 31 \$60.00 100.0 Farm Farm Farm GiL Account Totat Farm GiL Account Totat Farm GiL Account Totat Farm GiL Account Totat R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thur 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thur 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Thur 7/31/2008 (31 \$3.00 100.0 | | | | | | | | Farm G/L Accou | unt Tota k | | \$177.50 |
| NSS701 TJCIS Main Mare Farm Stallion Half and Half Callahan, Caren 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Watts, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Stallion Half and Half Watts, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Mare Farm Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 Farm Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 Gays (§33.00) G33.00) S3.00 100.0 <td< td=""><td>NSS701</td><td>TJC Stallion Annex</td><td>Stallion</td><td>Test of Time</td><td>Callahan, Caren</td><td>07/01/2008 Thru</td><td>7/31/2008</td><td>31</td><td>\$10.00</td><td>100.00 %</td><td>\$310.00</td></td<> | NSS701 | TJC Stallion Annex | Stallion | Test of Time | Callahan, Caren | 07/01/2008 Thru | 7/31/2008 | 31 | \$10.00 | 100.00 % | \$310.00 |
| NSS701 TJCIS Main Mare Farm Stallion Half and Half Watts, Michael J. 07/01/2008 Thru 7/31/2008 31 \$60.00 50.0 NSS701 TJCIS Main Stallion Stallion Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 Farm Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 | | | | | | | | Farm G/L Accou | unt Tota k | | \$310.00 |
| Farm GL Account Totat NSS701 TJCIS Main Stallion Farm Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 | 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 Stallion Hot Cocoa Just Because Farm 07/01/2008 Thru 7/31/2008 31 \$60.00 100.0 Farm Farm Farm Farm G/L Account Total | 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 Farm G/L Account Totat R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 days (283.00) Regumate R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 days (283.00) Regumate | | | | | | | | Farm G/L Accou | unt Tota k | | \$1,860.00 |
| Farm Git Account Totat R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 (31 \$3.00 100.0 days @\$3.00) Regunate R7011 TJCIS Main Mare Farm A Real Ruby O'Donovan, Colleen 07/01/2008 (31 \$3.00 100.0 days @\$3.00) Regunate R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 (31 \$3.00 100.0 days @\$3.00) | NSS701 | | Stallion | Hot Cocoa | Just Because Farm | 07/01/2008 Thru | 7/31/2008 | 31 | \$60.00 | 100.00 % | \$1,860.0 |
| days@\$3.00) Regumate R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Thru 7/31/2008 (31 \$3.00 100.0 days@\$3.00) | | Farm | | | | | | Farm G/L Accou | unt Totak | | \$1,860.00 |
| R7011 TJCIS Main Mare Farm Mediterranean Pinks McGillicutty, Annie 07/01/2008 Turu 7/31/2008 (31 \$3.00 100.0 days@\$3.00) | R7011 | TJCIS Main Mare Farm | | A Real Ruby | O'Donovan, Colleen | days | s@\$3.00) | 1 | \$3.00 | 100.00 % | \$93.00 |
| | R7011 | TJCIS Main Mare Farm | | Mediterranean Pinks | McGillicutty, Annie | 07/01/2008 Thru days | i 7/31/2008 (3 [.] s @\$3.00) | 1 | \$3.00 | 100.00 % | \$93.0(|
| Farm G/L Account Totat | | | | | | | | Farm G/L Accou | unt Tota k | | \$186.00 |
| | ate: 09/17/2010 4:5 | 2 | PM | <u>Board</u> | | | eport | | Pag | | of 14 |
| | ~ | TIOD THAT OF | | | Billing System = | Standard | | | Llee | er dec | |

Company: TJCIS Test Company

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

User: cec

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

(Procedure Summary) G/L Account Debit Amount Credit Amount 101 \$5,531.04 \$0.00 \$0.00 \$0.00 \$1,320.00 \$528.00 \$12.00 \$400.00 \$1,760.00 \$75.00 \$0.00 \$0.00 \$0.00 7000 7001 7002 7003 7006 7007 7008 \$0.00 \$0.00 \$0.00 \$0.00 \$1,250.04 \$186.00 7009 \$0.00 R7011 \$0.00 Total Amounts: \$5,531.04 \$5,531.04 (Boarding Summary) G/L Account Debit Arnount Credit Amount \$0.00 \$7,788.75 \$426.25 \$1,116.00 \$2,418.00 \$775.00 \$1,085.00 \$1,085.00 \$1,302.00 \$3,291.89 \$0.00 \$22,232.89 \$0.00 \$0.00 \$0.00 101 401 402 403 404 405 406 407 408 410 420 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 NSS701 \$0.00 \$4,030.00 \$22,232.89 \$22,232.89 Total Amounts:

<u>Invoices</u>

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. $\$

| references | | | L |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------|
| Application Settings Mare/Foal Settings Company Settings Billing Settings User Settings | use our physical street address whe Service charges represent 1.5% int | Invoice nvoice Duse double window er ents to P.O. Box 821 Lexington, KY 40 | 503. Please do not 🔄 accounts. Please |

This Sample invoice shows all of the Detail.

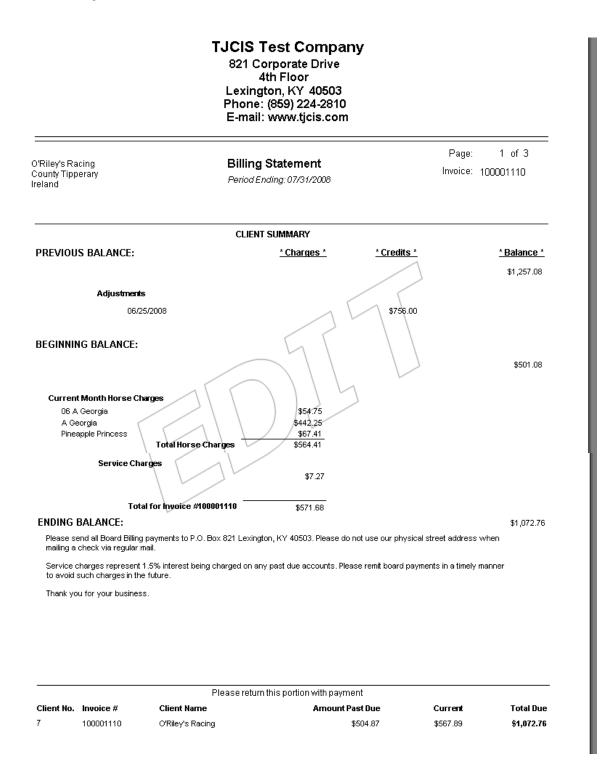
| TJCIS Test Company 821 Corporate Drive 4th Floor Lexington, KY 40503 Phone: (859) 224-2810 E-mail: www.tjcis.com | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|-----------------------------------------------------------|
| D'Riley's County T reland | Racing ipperary | | ling Statement iod Ending: 07/31/2008 | Pag Invoic | e: 1 of 4 e: 100001110 |
| | | CI | LIENT SUMMARY | | |
| PREVI | OUS BALANC | CE: | <u>* Charges *</u> | <u>* Credits *</u> | <u>* Balance *</u> |
| | Invoice #: 1(Invoice #: 1(Invoice #: 1(Invoice #: 1(Adjust | 00000458 00000946 00001025 ments 06/25/2008 (Invoice #: 1000010 (Invoice #: 1000010 (Invoice #: 1000003 | 78) \$232.00 | \$756.00 \$756.00 \$0.00 \$232.00 | \$235.48 \$808.96 \$87.24 \$125.40 \$1,257.08 |
| BEGIN | NING BALAN Invoice #: 10 Invoice #: 10 | 00000321 | | \$0.00 \$524.00 | \$3.48 \$284.96 |
| | voice #: 100000 voice #: 100001 | | | | \$87.24 \$125.40 \$501.08 |
| 06 A G A Geor | - | narges Total Horse Charges —— | \$54.75 \$442.25 \$67.41 \$564.41 | | |
| | | Please retu | rn this portion with payment | | |
| No. In | voice # | Client Name | Amount Past Due | Current | Total Due |

TJCIS Test Company

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

Page: 2 of 4 O'Riley's Racing County Tipperary Ireland **Billing Statement** Invoice: 100001110 Period Ending: 07/31/2008 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.

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



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 **<AII>** Clients and **<AII>** Horses, the finalize screen will look like this:

| 🖬 Billing - Finalize Billing |
|-------------------------------------------------------|
| Finalize Cancel |
| Billing Range: 07/01/2008 - 07/31/2008 by user cec |
| |

If you have generated for <u>only one client</u>, the Finalize Billing screen will look like this:

| 🖬 Billing - Finalize Billing | |
|-------------------------------------------------------|--|
| Finalize Cancel | |
| Billing Range: 07/01/2008 - 07/31/2008 by user cec | |
| FOR ONLY CLIENT: O'Riley's Racing | |

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

| Finalize Cancel Billing Range: 07/01/2008 - 07/31/2008 by user cec | ize Billing 📃 🗖 🔀 | 🚮 Bi |
|--------------------------------------------------------------------------|-------------------|------|
| cec | Finalize Cancel | |
| FOR ONLY HORSE: A Real Ruby | | |

Click "Finalize" to begin the process.

| Continue with Billing Finalize? | X |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| You have asked to finalize the 07/31/2008 billing. If you continue, this will lock down all charges associated with all i Continue? | invoices in this billing cycle. |
| | |

Click "Yes" to continue the finalization process.

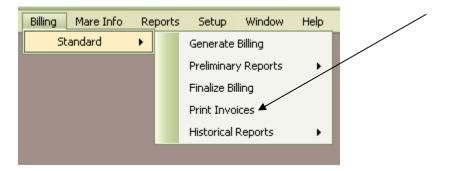
Click "No" if you do not want to Finalize at this time.

When the Finalize has been completed, you will get this message.

| orical Reports" |
|-----------------|
| |
| |

After 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)**

| Client | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| P Search | Save Cancel ODelete | Client Audit Log Created by: cec on: 07/24/2006 11:06 AM |
| | irst James Middle Last Verdigris | Last updated by: cec on: 04/26/2010 11:10 AM |
| arm/Compa | Iny Suppressed Success Client ID 3 | << Client Comments |
| 1 | Mailing Codes Billing Info Payments Adjustments Horses Other Addresses | |
| Client Det | | |
| Prefix | Suffix Suffix Soc. Sec. # | |
| Title | Salutation Fed. ID. # | |
| Location - Address | #12 Cold Stream Drive | |
| | Service Charge Setup | |
| City | Carol Stream State Illinois | |
| | 60125 Country | |
| Phone Nu | | |
| Туре | Phone Number Description Main | |
| Home | (815) 445-3691 Use Farm/Company Name Only | |
| 11. (3100499) | ✓ Active | |
| Main Area | a Code: (630) | |
| | | |
| nnon Ré | | Ċ. |
| hheee n | Iling Change? | |
| | ou have requested that the billing for this client be suppressed. This will cause this client to be removed from billi | ng and will no longer receive |
| 💎 in | voice. Are you sure you wish to continue? | |
| | Yes | |
| | | |
| 20 0 | 5723 Country | |

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).

| 🖬 Billing - Pre-Billing Report | |
|-----------------------------------------------------------------------|----------------------------------|
| Print Suppressed Billing Group By Client | Print Mode Preview Printer |
| Client <all></all> | Submit Close |

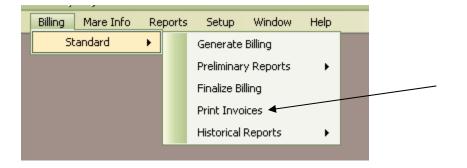
| 🖬 Billing - Boarding Char | ges Report | |
|---------------------------|--------------------------|----------------------------------------------|
| | Print Suppressed Billing | Print Mode |
| | Group By Boarding Type | Preview Printer |
| Farm | | |
| Horse | | Submit |
| Client | | Close |
| Boarding Type | <all></all> | |
| | | |

| lun Date: 09/20/2010 4:10 PM ompany: TJCIS Test Company | Billing - Closing Summary Report Billing Range: 07/01/2008 - 07/31/2008 | | Page: 1 of 1 User:cec |
|------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------|--------------------------|
| ompany. ISOIS Test Company | Billing S | ystem = Standard | |
| 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 #4.050.04 |
| | | **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.

| 🖬 Historical - Invoice | Journal | |
|---------------------------------|---------------------|-----------------------------------------------------|
| Billing Period Ending Client | 06/30/2008 ∢All> | Print Mode Preview Printer Submit Close |

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.

| Billing Mare Info | Reports | Setup | Window | Help | | | |
|-------------------|---------|-------------|-----------|------|---|-----------------------------|--|
| Standard I | • | Generate | Billing | | | | |
| | | Preliminar | y Reports | • | | | |
| | | Finalize Bi | lling | | | | |
| | | Print Invo | ices | | | | |
| | | Historical | Reports | • | | Board and Procedure Revenue | |
| | | | | | | Adjustments | |
| | | | | | | Payments | |
| | | < | | | | Boarding | |
| | | | | | | Procedures | |
| | | | | | | Service Charges | |
| | | | | | | Services Tax | |
| | | | | | | Aged A/R | |
| | | | | | | Detail A/R | |
| | | | | | | Closing Summary | |
| | | | | | 2 | Invoices | |
| | | | | | | | |

| 📓 Historical - Invoice . | loumal | |
|--------------------------|-------------------------------------------|--------------------------------------------------------------|
| Billing Period Ending | 06/30/2008 | Print ModePreviewPrinter |
| Client | <all></all> | Submit |
| | | |
| | TJCIS Test Company 821 Corporate Drive | THE IOCKEY |

| | 4th Floor Lexington, KY 40503 Phone: (859) 224-2810 E-mail: www.tjcis.com | CLUB | I |
|-----------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------|-------------|
| February Rain Farm | Billing Statement | Page: 1 of 5 | |
| 2 Freemont Street South Egremont, MA 01258 | Period Ending: 10/31/2004 | Invoice: 100000591 | |
| | | | |
| | CLIENT SUMMARY | | |
| PREVIOUS BALANCE: | <u>* Charges *</u> | <u>* Credits *</u> <u>* Balance</u> | <u>ce *</u> |
| Invoice #: 100000461 | ▲ | \$824 | 4.00 |
| Invoice #: 100000564 | | \$1,948 | 3.80 |
| Invoice #: 100000578 | | \$1,950 | 00.0 |
| | | \$4,722 | 2.80 |
| | | | |
| BEGINNING BALANCE: | | | |
| Invoice # 100000461 | | \$824 | 4 00 |

| 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.

| Billing Mare Info Re | eports | Setup | Window | Help | | |
|----------------------|--------|-------------|-----------|------|-----------------------------|--|
| Standard 🕨 | | Generate | Billing | | | |
| | | Preliminar | y Reports | • | | |
| | | Finalize Bi | lling | | | |
| | | Print Invo | ices | | | |
| | | Historical | Reports | • | Board and Procedure Revenue | |
| | | | | | Adjustments | |
| | | | | | Payments | |
| | | | | | Boarding | |
| | | | | | Procedures | |
| | | | | | Service Charges | |
| | | | | | Services Tax | |
| | | | | | Aged A/R | |
| | | | | | Detail A/R | |
| | | | | | Closing Summary | |
| | | | | | Invoices | |

Printing Invoices and Historical Journals

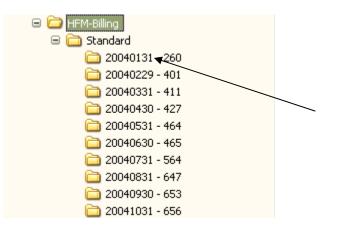
To print Invoices or any of the Historical Journals go to Billing > Standard > Historical Reports

• 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.

| 🖬 Historical - Invoice | Journal | |
|---------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Billing Period Ending Client | 06/30/2008 <alb< td=""><td>Print Mode Preview Printer Submit Close</td></alb<> | Print Mode Preview Printer Submit Close |

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

| Application Settings Mare/Foal Settings Company Settings Billing Settings Standard | Band/Tag Numbers Enable Band/Tag Number Field Display Band/Tag Number First | |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| User Settings | Default Breed Thoroughbred 💽 Default Farm: TJCIS Main Mare Farm 💽 | |
| | Save Folder: C:\DotNetInvoices | Browse |
| | 3 . | |
| | Fertility Analysis | |
| | Code for In-Foal: P | |
| | | |



• 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 | Туре | 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 |
| 1.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 retur | n 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 |

Recording the Breeding Season



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

- \circ $\;$ 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.

| Horse Entr | y/Edit | | | | | | | _ | |
|-------------|----------|--------------------|------------|----------------|--------------|--------|--------------|----------------------------------|----------|
| P Search | 🔽 Sav | /e 🚺 Cancel | O Delete | | | / | Verify | Mare Info Au Last updated by: | cec |
| Horse Name: | A Real | Ruby | Breed: | Thoroughbred | | Barn: | | on: 09/03/2010 | 10:58 AN |
| Band/Tag #: | | | Farm Name: | TJCIS Main Ma | are Far 💟 | Stall: | | | |
| Horse Type: | Mare | v | Location: | Main Farm Div | Á 🔽 I | Field: | | << Mare Info C | omment |
| - | vnership | Boarding Insurance | | Mare Info Note | 1 | ominal | | 1 | |
| Season Yea | ar 🔻 | Last Bred To | | ate | Final Status | | Foaling Date | | |
| 2006 | | Gem Of A Guy | | /04/2006 10:0 | | | <u>,</u> | | |
| 2005 | | Grindstone | 03 | /03/2005 | | | | | |
| | | | | | | | | Saved Docu | |
| | | | | | | | | Saved Doci | ments |
| | | | | 🕂 New | Edit | | Remove | Add Re | move |

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

| <u>_</u> | | | |
|-----------------------------------------|----------------|-------------------|----------|
| Show Active Only Search By Mare Name | | | GoRese |
| | | 10.040155 | |
| Mare Name | Band Tag | Farm | Active |
| = Farm Mare #1 | | TJCIS Test Farm | |
| = Farm Mare #2 | | TJCIS Test Farm | V |
| = Farm Mare #3 | | TJCIS Test Farm | |
| =Always Best (FR) | | TJCIS Secondary | V |
| A Georgia , | | Training Facility | |
| A Nick In Time | | TJCIS Main Mare | v |
| A Real Ruby | | TJCIS Main Mare | |
| Arkansas | | TJCIS Main Mare | |
| Blackeyed Susan | QH 2006040102 | TJCIS Main Mare | |
| | Add 🚽 💿 Delete | T ICIS Secondaru | |

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".

| Horse Search Popup | | | | X |
|----------------------|--------------|-----------------|---------------------|----------|
| | | | | |
| | | | | |
| Search By Horse Name | | | Go Re | eset |
| Horse Name | Horse Type | Band Tag Number | Active | ^ |
| = Farm Mare #1 | Mare | | | ≣ |
| = Farm Mare #2 | Mare | | | |
| = Farm Mare #3 | Mare | | | |
| =A PARTNER MARE | | | ✓ | |
| =Always Best (FR) | In Traiping | | V | |
| =Irish Moss | In Training | | | |
| =Russian Sage | In Training | | | |
| =Wind & Rain | Mare | | | |
| 06 A Georgia | Foals of '06 | | | |
| 06 Arkansas | In Training | | | |
| Select | Close | | | |

| Search Save | | | (≝ Mare and/Tag # | | ling Shed Form | |
|----------------------------|------------------------------|---------------------|---------------------------------|--------------|----------------|-------------------------|
| Farm Training F | acility s Foaling Info Te | Season Year | 5 | New 🕂 | | |
| Starting Status | V | | Previous Bred To Standing | g Farm | | Enter new season year 🔀 |
| Booked To | | | | Foaling Info | * Donor | |
| Share Owner | | Share #On | | Color | | |
| Confirmed By Standing Farm | | Phone | | Sex | ~ | |
| Final Status | Br | eeding Requirements | | | | |
| Last Exam | | | | | 1 | |
| Last Date Bred | | | | | ~ | |

 Enter New Season Year: Enter the "Season Year" and press "OK".

| Show Active Only Search By Mare Name | | | Go | Reset |
|-----------------------------------------|--------------|-------------------|----------|-------|
| Mare Name | Band Tag | Farm | Active | |
| Mediterranean Pinks | | TJCIS Main Mare | | |
| Oriental Poppy | | TJCIS Secondary | | |
| Rosemary (Ire) | | TJCIS Secondary | | |
| Sea Salt | | TJCIS Main Mare | | |
| Siberian Iris | QH 2006B 001 | TJCIS Secondary | v | |
| Snow Crocus | | TJCIS Secondary | | |
| Twilight Agenda | | Training Facility | v | |
| Watchful Eye | | TJCIS Main Mare | | |
| Yellow Jonguil | YJ01 | TJCIS Secondary | | |

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

| 📓 Mare Entry/Ed | lit | | | |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Mare Name Yel | CIS Secondary Mare Farm | Band/Tag # Season Year 2008 | e Info Sheet Greeding Shed Form YJ01 New | Mare Info Audit Log Created by: cec or: 01/08/2009 3:46 PM Last updated by: dma or: 01/13/2009 4:57 PM |
| Share Owner Confirmed By Standing Farm Contact Final Status Last Exam | Half and Half cec TJCIS Main Mare Farm TJC Contact In-Foal | Bred T Standir | Foaling Date 01/02/2008 | Saved Documents |

 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, <u>or</u> if you have

entered the stallion in your master horse list, click on the "

- [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 "²²" 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.

| Search | 🛛 Save 🛛 🚺 Cancel 🛛 🔕 | Delete | 📑 Mare Info She | et 🔄 Breeding Shed Form |
|------------------------------|------------------------------------|---------------|--------------------------------------------------|-------------------------------------------|
| Mare Name Y | ellow Jonquil | Bar | nd/Tag # YJ01 | |
| Farm T | JCIS Secondary Mare Farm | Season Year 2 | 2007 🔽 🚺 | 🕂 New |
| are Info Breedi | ng Dates Foaling Info Teasing R | esults | _ | |
| | ige alloc i comignite i contigrite | | | |
| | In-Foal | | - Previous Season | |
| Starting Status | In-Foal | | Previous Season Bred To Gem O | |
| | In-Foal | | | If A Guy |
| | In-Foal | | Bred To Gem O Standing Farm | f A Guy Stallion Farm L |
| | In-Foal | | Bred To Gem O Standing Farm Last Date Bred | If A Guy Stallion Farm L 02/20/2006 |
| Starting Status | | Share # | Bred To Gem O Standing Farm Last Date Bred | If A Guy Stallion Farm L 02/20/2006 |
| Starting Status Booked To | | | Bred To Gem O Standing Farm Last Date Bred | If A Guy Stallion Farm L 02/20/2006 |

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.

| | | eet and Breeding | |
|-----------|------|-----------------------------|-------------------------------------------|
| 🔏 Mare E | ntry | /Edit | |
| Search | 1 | Save Save | Delete Mare Info Sheet Breeding Shed Form |
| Mare N | ame | Yellow Jonquil | Band/Tag # YJ01 |
| F | arm | TJCIS Secondary Mare Farm | Season Year 2006 💟 🕂 New |
| Mare Info | Bree | eding Dates Foaling Info To | easing Results |
| Starting | stat | us In-Foal 🔽 | Previous Season |
| | | Name | Bred To Runaway's Groom |

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.

Mara Info Chaot and Draading Chad Form

| Stallion Farm | | | 2010 Inf | ormation S | theet | | Pł | ione: (606) 456-3311 |
|----------------|----------------|-----------------------|-------------------|----------------------------|------------------|---------|--------------|----------------------|
| 18 Wire To V | | | | | meet | | | Fax: (606) 456-3322 |
| Louisville, Ki | entucky 40237 | | (Pleas | e type or print) | | | Email:stalli | onfarmh@e-mail.com |
| NAME OF S | STALLION: | Whisper My Nam | e | | | | SHARE | 2 |
| Please india | cate the way y | ou would like the m | are ownership 1 | reported to The Jo | ckey Club | | | |
| Name: Mich | ael J. Watts | | | | Phone: (63 | 0) 541 | -3311 | |
| Address: _3 | 352 Magnolia | Bay Lane, Springfield | d, Virginia 2215 | 9 | | | | |
| | | | MARE | INFORMATION | <u>N</u> | | | |
| Mare's Nam | e: Yellow Jon | quil (YJ01) | | Year of Birth: | 2003 C | olor: | | Chestnut |
| Sire: Spring | Frost | Dat | m: WildflowerM | iss | Dam's S | re: Me | adowlake | |
| Mare's Curr | ent Status: | In-Foal | | | | | | |
| | | P | MARE'S 2010 I | PRODUCE (If A ₁ | pplicable) | | | |
| Foaling Date | e: | Foal Sex: | | Foal Color: | | 1 | Prod. Statu | s: |
| Stallion Bree | \$ to in 2009: | Call Me | | | Last Date | Covere | ed in 2009: | 05/01/2009 |
| | | IMPORT STATUS | 3: Is this mare a | n IMPORT for ti | he 2010 Breeding | , Seaso | n? | |
| Is this mare | imported? | Yes/No Imp | ort Date: | Coi | untry of Origin: | | | |
| | | | MARE'S 201 | 0 BOARDING | FARM | | | |
| Farm Name: | TJCIS Secon | idary Mare Farm | | | E-mail: info@s | econd | aryfarm.cor | n |
| Address: 84 | 41 TJCIS Farr | n Lane, Lexington, K | entucky 40503 | | I | hone: | (859) 224 | -2800 |
| Manager: S | econdary Man | lager | Contact: Seco | ndary Contact | | Fax: | | |
| Mare's Vete: | rinarian: Seco | ondary Vet | | | Vet F | 'hone: | Seconda | ry Phone 222-4444 |
| | | <u> </u> | ARE'S RECEI | VT PRODUCE H | HISTORY | | | |
| Year Bred | | | | Date Foaled | Color | | Sex | Note |
| 2008 | Half and Half | | | | | | | |
| 2007 | Wandering Lo | u | | 01/02/2008 | Вау | | Colt | |

01/15/2007

Chestnut

Colt

2006

Gem Of A Guy



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 S | ire: Spring Frost | Mare's Dam: Wildflower Miss | |
| Mare's A | ge: <u>8</u> | Mare's Color: Chestnut | |

Mare <u>must</u> have proper identification (halter nameplate or neckstrap) in order to be bred.

 Please <u>circle</u> the appropriate requirements <u>for each trip</u> that need to accompany the mare and attach the necessary paperwork.

Please note that the mare <u>will not</u> 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 Endometriu Jumped | Shed Form Im Swab | 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



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

| 🖬 Create new broodmare season? 📃 🗖 🔀 |
|--------------------------------------|
| Season Year: 2012 |
| Generate Close |
| |
| |

| Confirm | New Season Generation |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| ? | You have chosen to create new season book records for 2012 Creating new broodmare season records cannot be undone! Are you sure you want to proceed? |
| | Yes No |

 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.



3. Booking the Mare for Breeding

- Select "Mare Info" from the menu.
- o 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

| Mare Entry/Editi Search Save Cancel O Delete Mare Info Sheet Breeding Shed Form Mare Name Yellow Jonquil Band/Tag # YJ01 Farm TJCIS Secondary Mare Farm Season Year 2012 Rew Mare Info Breeding Dates Foaling Info Teasing Results | Breeding Date Audit Log |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Date Time Session Stallion Image: Date Print breeding on invoice Image: Date Image: Date | Continuent |
| Vanned By Pickup Time Print breeding comments on invoice Scheduled Comments | Saved Documents Last Race Add Remove |
| Click "New" | |

| Search Save Car Mare Name Yellow Jonquil Farm TJCIS Secondary Mare I | Band/Tag # YJ01 | Breeding Date Audit Log |
|----------------------------------------------------------------------------|----------------------------------------------------------|---------------------------|
| | | |
| Mare Info Breeding Dates Foaling Info | Teasing Results | << Breeding Date Comments |
| Date Time Sessio | n Status Stallion | |
| 02/14/2012 8:00 AM 1 | Scheduled 🔽 Josie Wales | |
| ✓ Print breeding on invoice | H New Remove | Saved Documents |
| Vanned By Farm Van | Pickup Time 7:00 AM Print breeding comments on invoice | ⊞ Last Race |
| This mare needs a double stall on the t | ailer. | Add Remove |

- Enter the date the breeding is scheduled
- o Enter what time the mare is booked to be bred
- o [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.).
- o Click "Save"

4. Recording the Breeding Dates

When you have confirmation that the mare has been bred:

- Select "Mare Info" from the menu.
- o 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)
- o Select the season that you would like to work with
- Click on the "Breeding Dates" tab to open the "Breeding Dates Entry/Edit" Screen

| Mare Entry P Search Mare Name | //Edit Save Yellow Jonqui |) 🚺 Cance | el 🚺 Delete | Band/1 ag # YJ01 |
|-------------------------------------|---------------------------------|--------------|-----------------------------|----------------------|
| | | | | n Year 2012 🔽 🕂 New |
| Mare Info Brei | | Foaling Info | Teasing Results | / |
| Data | Time | Constant | Clabor | |
| Date 02/14/2012 | Time 8:00 AM | Session | Status Scheduled | Stallion Josie Wales |
| | | L. | Scheduled Schedulez Bred | -1 |
| | | L. | Scheduled Scheduled | -1 |
| | | L. | Scheduled Schedulez Bred | -1 |

• Select "Bred" in the status area

| 📑 Mare Entry | /Edit | | | |
|----------------|-------------------------|---------------------|--------------------------------------------|-----------------------------|
| 🔎 Search | 🔽 Save 🗾 🚺 | Cancel 🚺 🔯 Dele | ete 🔄 Mare Info Sheet 📑 Breeding Shed Form | Breeding Date Audit Log |
| Mare Name | Yellow Jonquil | | Band/Tag # YJ01 | |
| Farm | TJCIS Secondary Ma | are Farm S | eason Year 2012 💽 🕂 New | |
| Mare Info Bree | ding Dates Foaling | Info Teasing Result | 3 | Keeding Date Comments |
| Date | Time Se | ession Status | Stallion | Excellent cover. Two jumps. |
| 02/14/2012 | 8:00 AM 1 | Bred | Josie Wales | 1 |
| | | | | |
| | | | | |
| | | | | |
| Print breed | ling on invoice | | | |
| | V | Distance Time - | | Saved Documents |
| Vanned By F | | Pickup Time 7 | 200 AM Vint breeding comments on invoice | |
| Scheduled Co | | | | |
| I his mare nee | eds a double stall on t | ne trailer. | | |
| | | | | |
| | | | M | 🗄 🕂 Add 📒 Remove |
| | | | | |

- [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".
- o Click "Save"

| Mare Entry/Edit | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Search Save Cancel Delete Image: Mare Info Sheet Image: Breeding Shed Form Mare Name Yellow Jonquil Band/Tag # YJ01 Farm TJCIS Secondary Mare Farm Season Year 2012 Image: New Mare Info Breeding Dates Foaling Info Teasing Results | Mare Info Audit Log Created by: cec or: 09/23/2010 3:46 AM Last updated by: cec or: 09/23/2010 9:54 AM |
| Starting Status In-Foal | Saved Documents Last Race Add Remove |

 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 <u>only</u> 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.

| 📓 Mare Entry/Edit | | | |
|------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Mare Info Breeding Dat Breeding Info Mare Status Pg + | Jonquil Secondary Mare Farm | Image: Season Year 2010 Image: Season Yea | Foaling Audit Log Comments 120 lbs. Very nice colt. Good shoulder. Correct. |
| Time Water Broke Time Foaled Time Stood Time Nursed Time Placenta Shed | 1:30 AM 2:15 AM 3:30 AM | Farm Name TJCIS Secondary Mare Farm | Saved Documents Cast Race Yello Jong |
| E. () | d a facilia | a information: | |

Enter the foaling information:

- The foaling date
- The time the water broke
- o The time of foaling
- The time that the foal stood
- The time that the foal nursed
- o The time that the placenta was shed
- o The name of the farm where the mare foaled
- o The foal's color and the foal's sex
- o 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)

| Add Foal As New Horse | | | | | | | | |
|-----------------------|-------------------|--|--|--|--|--|--|--|
| Foal Name | 11 Yellow Jonquil | | | | | | | |
| Band/Tag # | | | | | | | | |
| Board Type | Foal | | | | | | | |
| Foaling Date | 03/10/2011 | | | | | | | |
| | OK Cancel | | | | | | | |

Α

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



- o Edit the foal name if necessary
- o 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.
- o 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"

| 🖬 Teasing Worksheet | |
|-------------------------|----------------------------------------------|
| Teasing Date 01/02/2012 | Print Mode |
| Farm <all></all> | Preview Printer |
| Only Currently Boarding | |
| | Submit |
| | Close |
| | |

- 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 | | | | Teasi | ng Dat | i Wo l te: 02/0 Boardin | 01/201 | 0 | | | | | Page: 1 (User: cec | of 1 |
|-------------------------------------------------------------|-------------|----------------|--------------|-------|--------|--------------------------------------|------------------|-----------------|------|------|-----------------------|---------|------------------------|------|
| Horse Name | Date Due | Date Foaled | Last Bred | 1/25 | 1/26 | Last 7 1/27 | 7 Days 1 1/28 | 'easing 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.

| Preferences | | 6 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---|
| Application Settings Mare/Foal Settings Company Settings Billing Settings Standard User Settings | Days Between Last Day Bred and Foaling Date: 342 New Foal Naming Mare Name & Season Year Season Year & Mare Name | |

Teasing Results Entry

To enter teasing results for mares

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

| 🖬 Teasing Results Entry | | | |
|------------------------------|--------|-------------------------|-----------------------------------------------------------------------------|
| Save Cancel | | | Teasing Results Audit Log Last updated by: cec on: 09/23/2010 1:13 PM |
| 02/28/2010 Display | | Only Currently Boarding | |
| Mare Name | Result | Comment | < Teasing Comment |
| Siberian Iris [QH 2006B 001] | 1 | | |
| Yellow Jonquil (YJ01) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | Saved Documents |
| | | | ⊕ Last Race |
| | | | |
| | | | |
| | | | |
| | | | 🗄 🕂 Add 🔚 Remove |
| | | | |

- 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".

- Select "Mare Info" from the menu.
- o 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)
- o Select the season that you would like to work with
- Click on the "Teasing Results" tab to open the "Teasing Results Entry/Edit" Screen

| Mare Entry/Edit | i. | | |
|-----------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Search Search Search Mare Name Yellov Farm TJCIS Mare Info Breeding D | w Jonquil S Seconda | Image: Cancel Image: Cancel< | Comments |
| Teasing Date | Result | Comment | |
| 12/01/2011 | | | |
| 12/02/2011 | | | |
| 12/03/2011 | 0 | | |
| 12/04/2011 | | | |
| 12/05/2011 | | | |
| 12/06/2011 | | | |
| 12/07/2011 | | | Saved Documents |
| 12/08/2011 | | | 😑 Last Race |
| 12/09/2011 | | | Yello Jong |
| 12/10/2011 | | | |
| 12/11/2011 | | | |
| 12/12/2011 | | | |
| 12/13/2011 | | | 🔄 🗄 Add 🚍 Remove |

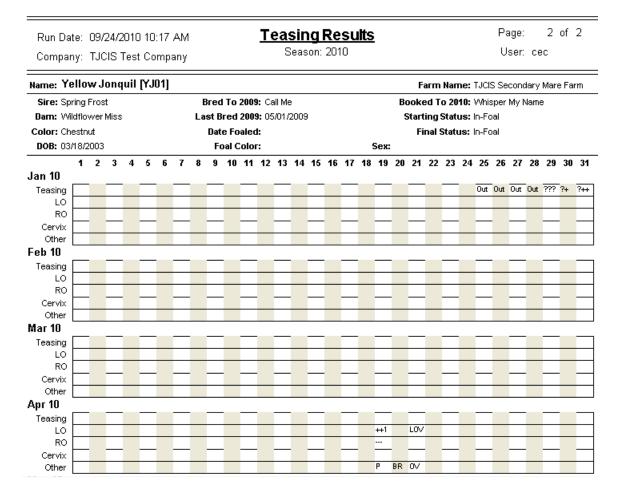
- Enter the Teasing Results for this mare. We recommend that you enter only three (3) characters in the Teasing Results field since the teasing reports will only display three (3) characters.
- Enter any Teasing Comments. These comments are stored in this record only and will not appear on any reports.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

Teasing Results Report

- Select "Mare Info"
- Select "Teasing Results Report"

| 🖬 Teasing H | lesults Report | _ 🗆 🗙 |
|-------------|-------------------------------------------------|---------------------|
| Season | 2011 | Print Mode |
| Farm | <alb< td=""><td>Preview Printer</td></alb<> | Preview Printer |
| Owner | <alb td="" 🔽<=""><td></td></alb> | |
| Horse Type | <alb td="" 🔽<=""><td>Submit</td></alb> | Submit |
| Horse | <alb td="" 🔽<=""><td></td></alb> | |
| | or | |
| Band Tag | <alb td="" 🗸<=""><td></td></alb> | |
| | Show Only Currently Boarding Mares | |
| Sort By- | Month Range | 1 |
| 💿 Farm | January - July | |
| 🔘 Horse | August - December | |
| | | |
| | | |
| | | |

- 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 <u>or</u> 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.



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 O Delete Procedure Master Info Procedure Name Palp | Procedure Master Audit Log Created by: cec or: 07/24/2006 4:17 PM Last updated by: cec or: 11/14/2006 12:45 PM |
| Default Unit Charge \$50.00 Default Teasing Chart Results P Procedure Category Reproductive Unit Type | Contemporation of the second secon |
| Default Performed By | << Proc. Master Comments |
| Departure Print Image: Constraint of the second | |
| GL Account Info | |
| Category GL Account 7006 Override GL Account | |
| Procedure Types Phocedure Types Image: Procedure Types Image: P | Saved Documents |
| Breeding Results On Teasing Chart Coggins Arrival/Departure Date of Birth | |

| 📓 Procedure Detai | L. | |
|---------------------------------------|--------------------------------------------------------|--------------------------------------------|
| 🔎 Search 🛛 🔽 Sav | re Gancel Delete Save/Add Fill From Previous | Procedure Detail Audit Log |
| Procedure Detail | | Created by: cec or: 09/24/2010 10:16 AM |
| Horse | Yellow Jonquil or - or - Band/Tag Number YJ01 | |
| Farm | TJCIS Secondary Mare Farm | Applied On: |
| Performed | 04/19/2010 | |
| Procedure | Palp Performed By | << Procedure |
| Override Description | Invoice Ref # | |
| Unit Charge \$50.0 Results Details | 00 Quantity 1.00 Charge \$50.00 | |
| Results | Received Date Preg. Exam Status for Season | |
| L0 ++1 | RO Cervix Other P | |
| | | |

Mare Info Reports



1. Foaling Report

- Select "Mare Info"
- Select "Reports"
- Select "Foaling"

| 🚮 Foa | ling Report | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| | Starting Date 01/01/2011 Image: Control of the second sec | Print Mode Preview Printer |
| Farm | | Submit |
| | Group By Farm Show only currently boarding mares | Close |
| | Format For Export | |
| | | |

- 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.

| Mare Name Yellow Jonquil Farm TJCIS Secondary Mar Mare Info Breeding Dates Foaling In Breeding Info | Band Farm Season Year 21 | Last Bred 02/17/2005 d V Print On Foaling Rep iecondary Mare Farm | | Coling Audit Log Last updated by: cec or: 09/24/2010 10:47 AM |
|--------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------|-----|---------------------------------------------------------------------|
| Run Date: 09/24/2010 10 Company: TJCIS Test Co Farm: TJCIS Secondary | mpany Date Ra | Foaling Report nge: 01/01/2006 thru 09/30/20 | 006 | Page: 2 of 2 User: cec |

 where
 bred to: 2003
 roar color
 sex
 bate
 rule continents

 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
 Colt
 2/2/2006
 1:30 AM
 Very nice first foal-good mother.

 1 Yellow Jonquil [YJ01]
 Stuff Of Dreams
 Dark
 Colt
 2/2/2006
 1:30 AM
 Very nice first foal-good mother.

 1 30 lbs. Strong colt - toes out slightly left front.
 Stuff Very nice first foal-good mother.
 130 lbs. Strong colt - toes out slightly left front.

- 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"

| 🖬 Breed | ing Report | |
|----------------|-------------------------------------------------------------------------|----------------------------------|
| Season Farm | 2011 💟 | Print Mode Preview Printer |
| | Group By Farm Show Only Currently Boarding | Submit Close |

- 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.

| Ru | n Date: | 09/24/2010 11:21 AM | Breed | ling R | eport | Page: | 1 of 1 |
|----|---------------|---------------------|-------------------|-----------|--------------------|-----------------------------|-----------|
| Co | mpany: | TJCIS Test Company | | ason: 200 | | 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 | в |
| 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 <u>last bred to</u>, 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.

| 🔎 Search 🛛 🔽 | Save 🚺 🚺 Cano | cel Delete | 🛃 Mare Info Sheet 🛛 🛃 Breeding Shed Form |
|-------------------|----------------------|-------------------------------|--------------------------------------------------------------------------------------|
| Mare Name A | Real Ruby | Bar | nd/Tag # |
| Farm TJ | CIS Main Mare Farm | Season Year | 2006 💽 💽 New |
| Mare Info Breedin | g Dates Foaling Info | Teasing Results | |
| Starting Status | | | Previous Season Bred To Runaway's Groom Standing Farm TJCIS Main Stallion Farm |
| Booked To | Gem Of A Guy | X | Last Date Bred 03/03/2005 |
| Share Owner | | Share # | Color |
| Confirmed By | | On | Sex |
| Standing Farm | Stallion Farm L | | Foaling Date |
| Contact | Stallion Farm Contac | t Phone 254-1234 | |
| Final Status | In-Foal | Breeding Requirements | |
| Last Exam | Pg - Colt | Breeding requirements Stallio | n Farm L 🔗 |
| | 04/04/2006 | | |

- 3. Outside Bookings
- Select "Mare Info"
- Select "Reports"
- Select "Outside Bookings"

| 🖬 Outside Bookings Report | |
|----------------------------------------------------------------------------|----------------------------------|
| Starting Date 04/01/2011 🔽 Ending Date 08/31/2011 🔽 Farm <all></all> | Print Mode Preview Printer |
| Show Cancelled Bookings | Submit Close |

- 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

Page: 1 of 1

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

User: cec

| Date | | Time | Mare Name | Booked To Standing Farm | Breeding Requirements | Vanned By Pick Up |
|-------------------------|------------------------------|---------|------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|----------------------|
| Tue Bred May n | 2/17/2009 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 |
| VVed ** Car Doubl | 2/18/2009 ncelled ** e | 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 Bred | 3/3/2009 | 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 Bred | 3/11/2009 | 8:30 AM | Watchful Eye | Runaway's Groom TJCIS Main Stallion Farm (800) 333-1778 | Breeding requirements for TJCIS Main Stallion Farm. | |
| Fri Bred | 5/1/2009 | 2:00 PM | Yellow Jonquil [YJ01] | Call Me Stallion Farm L 254-1234 | Breeding requirements Stallion Farm L | Farm Van 1:00 PM |
| Sun Doubl | 5/3/2009 e | 2:00 PM | Yellow Jonquil (YJM) | 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

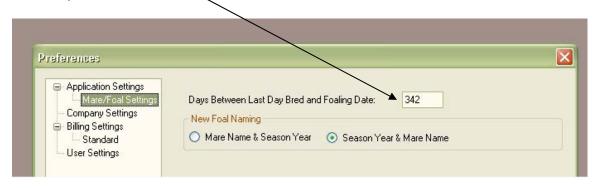
- Select "Mare Info"
- Select "Reports"
- Select "Farm Mares Bred Summary"

| 🖬 Farm Mares Bred Summary | | |
|---------------------------|------------------------------------------------------------------------------|-----------------|
| Season 2011 | | Print Mode |
| Stallion <all></all> | \checkmark | O Printer |
| Farm <all></all> | Sort By Days Since Last Bred Mare Name | Submit Close |

- 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: 09/24/20 Company: TJCIS T | | <u>Farm</u> | Mares Bred Sumn Season: 2006 Only Currently Boarding | <u>nary</u> | Page: User: | 1 of 1 cec |
|----------------------------------------|-----------------|----------------|------------------------------------------------------------|------------------------|----------------------------|----------------------------------------------|
| Mare | Begin Status | Date Foaled | Stallion | Date Bred | Days Final Since 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 | 1553 Barren | |
| | | | | 5/24/2006 | $\overline{}$ | |
| | | | | 4/24/2006 | | |
| | | | | 3/24/2006 | | |
| | | | | 2/24/2006 | | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |

- 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"

| 🖬 Broodr | nare Listing | |
|----------------|------------------------------|------------------------------------------------------------------|
| Season Farm | 2011 🔽 | Print Mode● Preview● Printer |
| | Show Only Currently Boarding | Submit |
| | | Close |

- 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.

| | /24/2010 1:22 PM CIS Test Company | Broodmare Listing Season: 2006 Only Currently Boarding | Page: 1 of 5 User: cec |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Horse: A R | eal Ruby | | Farm: TJCIS Main Mare Farm |
| 2005 Stallion | : Runaway's Groom | Confirmed By: | Last Bred Date: 3/3/2005 |
| Standing Farm | : TJCIS Main Stallion Farm | On: | Foaling Date: 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 |
| | : Stallion Farm L Contact : Breeding requirements St | | Final Status: In-Foal |
| Breeding Req | Breeding requirements St | | Final Status: In-Foal |
| Breeding Req Mare Comments | Breeding requirements St | tallion Farm L he 2006 breeding season for the mare: A Real Ruby | Final Status: In-Foal Farm: TJCIS Main Mare Farm |
| Breeding Req Mare Comments Horse: Blac | Breeding requirements St Information pertaining to t | tallion Farm L he 2006 breeding season for the mare: A Real Ruby | |
| Breeding Req Mare Comments Horse: Blac | Breeding requirements St Information pertaining to t Neved Susan [QH | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] | Farm: TJCIS Main Mare Farm |
| Breeding Req Mare Comments Horse: Blac | Breeding requirements St Information pertaining to t Keyed Susan [QH West by West | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] Confirmed By: | Farm: TJCIS Main Mare Farm Last Bred Date: 5/5/2005 |
| Breeding Req Mare Comments Horse: Blac 2005 Stallion: | Breeding requirements St Information pertaining to t Keyed Susan [QH West by West | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] Confirmed By: | Farm: TJCIS Main Mare Farm Last Bred Date: 5/5/2005 Foaling Date: 1/10/2006 |
| Breeding Req Mare Comments Horse: Blac 2005 Stallion: Standing Farm: | Breeding requirements St Information pertaining to t Keyed Susan [QH West by West | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] Confirmed By: | Farm: TJCIS Main Mare Farm Last Bred Date: 5/5/2005 Foaling Date: 1/10/2006 Foal Color: Bay |
| Breeding Req Mare Comments Horse: Blac 2005 Stallion: Standing Farm: | Breeding requirements St Information pertaining to t Ckeyed Susan [QH West by West Stallion Farm A | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] Confirmed By: On: | Farm: TJCIS Main Mare Farm Last Bred Date: 5/5/2005 Foaling Date: 1/10/2006 Foal Color: Bay Foal Sex: Colt |
| Breeding Req Mare Comments Horse: Blac 2005 Stallion: Standing Farm: | Breeding requirements St Information pertaining to t Ckeyed Susan [QH West by West Stallion Farm A | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] Confirmed By: On: Share: | Farm: TJCIS Main Mare Farm Last Bred Date: 5/5/2005 Foaling Date: 1/10/2006 Foal Color: Bay Foal Color: Bay Foal Sex: Colt Starting Status: In-Foal |
| Breeding Req Mare Comments Horse: Blac 2005 Stallion: Standing Farm 2006 Stallion: | Breeding requirements St Information pertaining to t Ckeyed Susan [QH West by West Stallion Farm A Nobody's Fool | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] Confirmed By: On: Share: Owner: | Farm: TJCIS Main Mare Farm Last Bred Date: 5/5/2005 Foaling Date: 1/10/2006 Foal Color: Bay Foal Sex: Colt Starting Status: In-Foal Last Bred Date: 4/1/2006 |
| Breeding Req Mare Comments Horse: Blac 2005 Stallion: Standing Farm 2006 Stallion: Standing Farm | Breeding requirements St Information pertaining to t Ckeyed Susan [QH West by West Stallion Farm A Nobody's Fool | tallion Farm L he 2006 breeding season for the mare: A Real Ruby 2006040102] Confirmed By: On: Share: Owner: Confirmed By: | Farm: TJCIS Main Mare Farm Last Bred Date: 5/5/2005 Foaling Date: 1/10/2006 Foal Color: Bay Foal Sex: Colt Starting Status: In-Foal Last Bred Date: 4/1/2006 Last Exam: |

- 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"

| 🚮 Mare I | List By Client | |
|----------|------------------------------|----------------------------------------------|
| Season | 2011 | Print Mode |
| Farm | <all></all> | Preview Printer |
| Owner | <all></all> | |
| | Show Only Currently Boarding | Submit |
| | Sort By | Close |
| | Farm Owner | |
| | | |
| | | |

- 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 | Туре | Farm | Season | Booked To | Status After Last Bred Last Exam | | Foaling Foal Date 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 Che | stn 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 Pa - 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 | Bar | ren Barr | |
| 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.

Generate Broodmare Season

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

| 🖬 Create new broodmare season? 📃 🗆 🔀 |
|--------------------------------------|
| Season Year: 2013 |
| Generate Close |

| Confirm | New Season Generation |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ? | You have chosen to create new season book records for 2013 Creating new broodmare season records cannot be undone! Are you sure you want to proceed? Yes No |

 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 Company: TJCIS Test (| 11:06 AM Broodmare Sea Company Sea: | ason Entry Creation son: 2009 | Page: 1 of 1 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.

| No mar | e records found. 🛛 🛛 🔀 |
|--------|-------------------------------------------------------------------------|
| 1 | There are no new mares that require a mare season record to be created. |

REPORTS



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.

| 🕻 Clieni | | | | | |
|-------------------------------|-----------------------------------|-------------------|------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------|
| | Save Cancel | Delete Middle | Last | | Client Audit Log Created by: cec on: 04/08/2008 4:10 PM |
| | | | Client ID | 43 | << Client Comments |
| Client Info | Mailing Codes Billing Info Paymen | ts Adjustments | Horses Other Addresses | | |
| Client Del Prefix Title | | Suffix Salutation | | Tax D ⊙ Soc. Sec. # ○ Fed. ID. # | |
| Address | | | | Servide Charge Setup Standard Standard 1.5 👽 | |
| City | | State | | | |
| ZIP | | Country | | | Saved Documents |
| Phone N | umbers | | | Miscellaneous | 🕀 Last Race |
| Туре | Phone Number | Description | - | Business Owner Use Farm/Company Name Only Active Suppress Billing | |
| , | | | H New Remove | | Add Remove |

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

Client Listing

Page: 1 of 1

User: cec

Company: TJCIS Test Company

| 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: (816) 231-9884 E-Mail: caren@caren.com | 123 51 456 | | |
| Elliott, Drew | | E-Mail: drew@drew.com | | | |
| February Rai⊓ Farm | February Rain Farm 🦯 | | | | |
| Fields of Gold Farm | Fields of Gold Farm | Cell: (607) 890-2638 Fax: (607) 890-2639 | 555 88 7412 | | \square |
| Gernstone Racing | Gernstone 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 Syndica | ite | | | |
| 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 | | michaeij@nichaeij.com | | | |

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Client Listing

Page: 1 of 2 User: cec

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

| Client Name | Farm / Company Name | Phone | Email | Suppress Billing | Farm Owner |
|--------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------|------------------------|---------------------|---------------|
| Unknown | Unknown | X | 1 | | |
| 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

| Sort By | Boarding/Non-boarding Horse Type: <all></all> | Print Mode |
|-------------------------------------------|--------------------------------------------------|----------------------------------------------|
| O Horse Name | Only Currently Boarding | Preview Printer |
| Currently Boarding Only Boarding Type: | | |

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).

| 🖬 Horse Entry/Edit | | | | |
|-------------------------------------------------------|----------------------------------------------------------------|----------------------|-----------|------------------------------------------------------------------------------------|
| Search Save Cancel | | Barn: | | Horse Audit Log reated by: cec on: 03/31/2010 3:26 PM ast updated by: cec |
| Band/Tag #: Horse Type: Mare | Breed: Thoroughbred Farm Name: TJCIS Main Mare Location: | | | << Horse Comments |
| Horse Info Ownership Boarding Insurance Horse Info | Procedures Mare Info Notes | Sales Nominations Ec | juineline | |
| Registration No.: Ta | ittoo Nø.: | Sex: | | |
| Microchip No.: Cert. | _ozation: | Color: | | |
| Date of Birth: | Active State/Coun | try Foaled: | | |
| Last Coggins: | Decea | ased Date: | | |
| Pedigree | | | | |

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 Company: TJCIS Test | | | 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 | 33.09 |
| | | | | | | | | | 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

| 📓 Farm Listing | |
|-----------------------|----------------------------------------------------------------------|
| Show Inactive Records | Print Mode Preview Printer Submit Close |

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

<u>Farm Listing</u>

Page: 1 of 2 User: cec

| Farm Name | Address | | Phone |
|-------------------|-------------------------------|----------------------------------|-----------------------------------------------|
| Unknown | Address for Unknown Farm | Manager: | Barn: (800)111-0000 |
| | | Contact | |
| | | Vet | |
| | | Owner: | |
| lare Farm B | Farm B Street | Manager: | Office: (606) 123-4567 |
| | Columbus, Ohio 43214 | Contact: Bettie Farm B | |
| | | Vet | |
| | | Owner: | |
| lare Farm K | Farm K Street | Manager: | Office: (859) 998-2142 |
| | Taft, Ohio 45213 | Contact: Kelly Farm K | |
| | | Vet | |
| | | Owner: | |
| 1are Farm R | Farm R Street | Manager: | Office: (859) 654-2587 |
| | Colerain, Ohio 45251 | Contact: Rachael Farm R | E-Mail: e-mail@ e-mail.com |
| | | Vet | e-mail.com |
| | | Owner: | |
| tallion Farm A | 234 Gazebo Lane | Manager: Stallion Farm A Manager | Fax: (606) 352-3216 |
| | Louisville, Kentucky 40236 | Contact: Stallion Farm A Contact | Office: (606) 352-3266 E-Mail: |
| | | Vet Stallion Farm A Vet Name | email@email.com |
| | | Owner: Stallion Farm A Owner | |
| tallion Farm H | 18 Wire To Wire Lane | Manager: Stallion Farm H Manager | Office: (606) 456-3311 |
| | Louisville, Kentucky 40237 | Contact: Stallion Farm H Contact | Fax: (606) 456-3322 E-Mail: stallionfarmh@ |
| | | Vet Stallion Farm H Vet Name | e-mail.com |
| | | Owner: Stallion Farm H Owner | |
| tallion Farm L | 45 Beech Tree Drive | Manager: Stallion Farm L Manager | Office: 254-1234 Cell: 331-2313 |
| | Lexington, Kentucky 40515 | Contact: Stallion Farm L Contact | Cem. 331-2313 |
| | | Vet: Stallion Farm L Vet Name | |
| | | Owner: Stallion Farm L Owner | |
| JC Stallion Annex | 82 Corporate Drive #4 | Manager: Stallion Manager | Office: (800) 333-1778 |
| | Et la destra Marcharles 10500 | Contact: Stallion Farm Manager | |

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: 09/27/20 | 010 1:26 PM | <u>Bo</u> ; | arding Typ | e Listing | Page: 1 of 1 |
|-----------------------|------------------------|-----------------------|-----------------------|-------------------|---------------------------------------------------------------------------------------|
| Company: TJCIS T | est Company | | | | 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

| filter By | 25 | | 10 | Print Mode |
|-------------|-------------------------------------------------------|---------------|------------|------------|
| Farm | <alb< td=""><td></td><td></td><td>Preview</td></alb<> | | | Preview |
| Owner | <all></all> | | | O Printer |
| Horse Type | <all></all> | | | |
| | Show Only Currer | ntly Boarding | | Close |
| ort By | E | Show Inacti | ve Records | |
| Owner | | | | |
| 🔵 Farm Nam | e | | | |
| 🔿 Horse Typ | e | | | |

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.
- o 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 <u>not</u> 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

Page: 1 of 4 User: cec

| Owner | Percent Owned | Horse | Туре | 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% | =VVind & 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

| 100% R 0207 [R 0207] | Mare | | | | TJCIS Secondary | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100% =Always Best (FR) | In Training | Priolo | Always True | 02/11/2001 | TJCIS Secondary | Training Barn |
| 50% 06 Yellow Jonquil | Foals of '06 | Runaway Groom | Yellow Jonquil | 01/05/2006 | TJCIS Secondary | Annex #3 |
| 100% Dance Partner | Mare | | | | TJCIS Secondary | |
| 100% Rosemary (Ire) | Mare | Dom Racine | Clooney | 03/30/1982 | TJCIS Secondary | Annex |
| 100% Yellow Jonquil [YJ01] | Mare | Spring Frost | Wildflower Miss | 03/18/2003 | TJCIS Secondary | Annex #1 |
| 100% = Farm Mare #2 | Mare | | | | TJCIS Test Farm | Main Farm |
| 100% = Farm Mare #1 | Mare | | | | TJCIS Test Farm | Main Farm |
| 100% = Farm Mare #3 | Mare | | | | TJCIS Test Farm | Main Farm |
| 100% =lrish Moss | In Training | Irish River (Fr) | Wisla | 02/17/2003 | Training Facility | Training Barn |
| 100% =Russian Sage | In Training | Badgers Red Zero | Lucky Lavendar Sage | 04/21/2003 | Training Facility | Training Barn |
| 50% =Wind & Rain | Mare | Souverain (Fr) | Windy Point | 01/15/2002 | Training Facility | Training Barn |
| 50% Kee Sale Horse #1 | Yearling | | | | Training Facility | |
| 1 1 1 1 1 | 00% =Always Best (FR) 50% 06 Yellow Jonquil 00% Dance Partner 00% Rosemary (ire) 00% Yellow Jonquil [YJ01] 00% Farm Mare #2 00% Farm Mare #3 00% Farm Mare #3 | 00% =Always Best (FR) In Training 50% 06 Yellow Jonquil Foals of '06 00% Dance Partner Mare 00% Rosemary (Ire) Mare 00% Yellow Jonquil (YJ01) Mare 00% Farm Mare #2 Mare 00% Farm Mare #1 Mare 00% Farm Mare #3 Mare | 00% =Always Best (FR) In Training Priolo 50% 06 Yellow Jonquil Foals of '06 Runaway Groom 00% Dance Partner Mare Dom Racine 00% Rosemary (Ire) Mare Dom Racine 00% Yellow Jonquil (1yJ01) Mare Spring Frost 00% = Farm Mare #2 Mare Mare 00% = Farm Mare #3 Mare Mare 00% = Hirsh Moss In Training Irish River (Fr) 00% = Russian Sage In Training Badgers Red Zero 50% = Wind & Rain Mare Souverain (Fr) | 00% =Always Best (FR) In Training Priolo Always True 50% 06 Yellow Jonquil Foals of '06 Runaway Groom Yellow Jonquil 00% Dance Partner Mare Clooney 00% Rosemary (fre) Mare Spring Frost Wildflower Mess 00% Yellow Jonquil [YJ01] Mare Spring Frost Wildflower Mess 00% = Farm Mare #2 Mare Sow Sow and the foal mare #3 00% = Farm Mare #3 Mare Sow Sow and the foal mare #3 00% = Hrink Mare #3 Mare Sow Sow and the foal mare #3 00% = Farm Mare #3 Mare Sow Sow and the foal mare #3 00% = Irish Moss In Training Irish River (Fr) Wilsla 00% = Russian Sage In Training Badgers Red Zero Lucky Lavendar Sage 50% = Wind & Rain Mare Souverain (Fr) Windy Point | 00% =Always Best (Fr) In Training Priolo Always True 02/11/2001 50% 06 Yellow Jonquil Foals of '06 Runaway Groom Yellow Jonquil 01/05/2006 00% Dance Partner Mare 0000 Clooney 03/30/1982 00% Rosemary (Ire) Mare Dom Racine Clooney 03/30/1982 00% Yellow Jonquil (1/J01) Mare Spring Frost Wildflower Miss 03/16/2003 00% Farm Mare #2 Mare 00% Farm Mare #3 Mare 00% Farm Mare #3 Mare 00% Farm Mare #3 Mare < | 00% =Always Best (FR) In Training Priolo Always True 02/11/2001 TJCIS Secondary 50% 06 Yellow Jonquil Foals of '06 Runaway Groom Yellow Jonquil 01/05/2006 TJCIS Secondary 00% Dance Partner Mare TJCIS Secondary TJCIS Secondary 00% Rosemary (Ire) Mare Dom Racine Clooney 03/30/1892 TJCIS Secondary 00% Yellow Jonquil [YJ01] Mare Spring Frost Wildflower Miss 03/16/2003 TJCIS Test Farm 00% = Farm Mare #2 Mare TJCIS Test Farm TJCIS Test Farm 00% = Farm Mare #3 Mare TJCIS Test Farm TJCIS Test Farm 00% = Farm Mare #3 Mare TJCIS Test Farm TJCIS Test Farm 00% = Farm Mare #3 Mare TJCIS Test Farm TJCIS Test Farm 00% = Farm Mare #3 Mare TJCIS Test Farm TJCIS Test Farm 00% = Farm Mare #3 Mare TJCIS Test Farm TJCIS Test Farm 00% = Farm Mare #3 Mare TJCIS Test Farm TJCIS Test Farm 00% = Narm Mare #3 Mare TJCIS Test Farm TJCIS Test Farm 00% = Narm Mare #3 Mare |

This list has been sorted by Farm_

Run Date: 09/27/2010 4:03 PM Company: TJCIS Test Company Horse List By Client

Page: 2 of 4 User: cec

| Owner | Percent Owned | Horse | Туре | 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 |
| /Vatts, 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 | rish River (Fr) | Wisla | 02/17/2003 | Training Facility | Training Barn |
| Callahan, Caren | 100% | =Russian Sage | In Training | adgers 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 |
| Gernstone Racing | 100% | Blackened Gem | In Training | Gem Of A Guy | Blackeyed Susan | 01/15/2004 | TJCIS Secondary | Training Barn |
| D'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 |
| Natts, Michael J. | 0% | 06 Arkansas | In Training | Stuff Of preams | Arkansas (DM) | 02/01/2006 | TJCIS Main Mare | Annex #3 |
| D'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 | 1 | | | 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 |
| ebruary Rain | 100% | Alabama | Mare | Warpath (GB) | Montana | 02/12/1978 | TJCIS Main Mare | |
| ebruary 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

| ival Report | |
|---------------|--------------------------------------------------------------|
| Starting Date | Print ModePreviewPrinter |
| | Submit Close |

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: 1 | 09/27/2010 4:45 PM | <u>Arrival Report</u> | | Page: 2 of 5 |
|-------------|---------------------|-------------------------------------------------------------|----------------|--------------|
| Company: | TJCIS Test Company | Farm: TJCIS Main Mare Fa Date Range: 01/01/2006 thru 12/ | | User: cec |
| Date | HorseName | 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.

| Exam | ple (| (A) |
|---------|-------|-----|
| -//4/11 | | |

| 🖬 Horse Entry/Edit | | | | |
|-------------------------|---------------------------|------------------|-----------------------|------------------|
| 🔎 Search 🛛 🔽 Save | Cancel 🔕 Del | lete | | Verify |
| Horse | | | | |
| Horse Name: Debutante | Debut B | reed: Thoroughbr | ed 🔽 Barn: | |
| Band/Tag #: | Farm N | ame: TJCIS Main | Mare Far 🔽 🛛 Stall: | |
| Horse Type: Mare | Loca | ation: Annex #2 | Field: | |
| Horse Info Ownership Bo | parding Insurance Procedu | res Mare Info N | Notes Sales Nomina | tions Equineline |
| | Departure Notice: | | | |
| H New Departure | Date | Туре | Arrived To | |
| E Change Boarding | 01/01/2006 | Arrival | TJCIS Main Mare Farm | 1 🔽 |
| Remove | 12/12/2006 11:59 PM | Departure | TJCIS Main Mare Farm | n 💽 |
| | 01/16/2008 7:30 PM | Arrival 🛌 | TJCIS Main Mare Farm | n 🔽 |
| Vanned By: | Commercial Van | | Boarding Type: Broodm | nare 🔽 |
| Arrived From: | Training Facility | | Exception Rate | е: |
| Address: | | | Standard Rat | e: \$25.00 |
| | | [| Dwnership E | Exception Rate |
| City: | Sweetser | | | |
| State: | Indiana 💟 Zip: | 46987 | | |
| Country: | | | | |
| Phone: | | | H New | - Remove |
| | | | | |

2. Departure

| | Print Mode |
|---------------|------------|
| Starting Date | Preview |
| | O Printer |
| Ending Date | |
| | Submit |
| | Gabrie |

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.

| | 09/28/2010 10:49 AM TJCIS Test Company | Departure Reg Farm: TJCIS Main Mare Date Range: 01/01/2008 thru | Farm | 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 | Ow⊓er'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)

| 📓 Horse Entry/Edit | | | | |
|-------------------------------------------------|----------------------|-----------------------|------------------------------------|----------------------------------------------------------------------------|
| Search Save | Cancel | Delete | Verify | Boarding Audit Log Created by: cec |
| Horse Horse Name: Pineapple F Band/Tag #: | | Breed: Thoroughbr | | on: 09/09/2010 11:41 AM Last updated by: cec on: 09/28/2010 10:47 AM |
| Horse Type: | | Location: Main Farm D | | < Boarding Comments |
| Horse Info Ownership Bo | arding Insurance Pro | ocedures Mare Info N | lotes Sales Nominations Equineline | |
| 🕂 New Arrival | Date | Туре | Ship From | |
| 🕂 Change Boarding | 02/14/2008 | Arrival | TJCIS Main Mare Farm | |
| e Remove | 07/01/2009 3:30 PM | Departure 💌 | TJCIS Main Mare Farm 🔽 | |
| Vanned By: | Commercial Van | | | |
| Ship To: | Mare Farm R | | | Saved Documents |
| Address: | Farm R Street | | | ⊕ Last Race |
| City: | Colerain | | | |
| State: | Ohio 🔽 Z | Zip: 45251 | | |
| Country: | | | | |
| Phone: | (859) 654-2587 |] | | Add Remove |

3. Departure Form

| Departure Date | | | Print Mode |
|----------------------|----------------|-------------------------------------|------------|
| Starting Date | | | Preview |
| Ending Date | Horse | <alb< td=""><td>Printer</td></alb<> | Printer |
| | Horse Type: | <alb< td=""><td></td></alb<> | |
| | Boarding Type: | <all></all> | Submit |
| Procedure Date Range | | | Close |
| Starting Date | | - u · · · | • |
| Fudine Data | Print | Owner and Insurance informat | tion |
| Ending Date | | | |
| | | | |

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

| M Procedure Ca Psearch | tegory Gave Cancel 💿 Delete |
|---------------------------|--------------------------------|
| Procedure Catego | |
| Category Name | Reproductive |
| Departure Print | Yes |
| Billing Category | Active |
| GL Account Info | |
| GL Account | 7006 |
| | |

| 🔎 Search 🛛 🔽 Sav | e 🗾 🖪 Cancel | 🚺 Delete | | |
|-----------------------|---------------|-------------------------------|-----------------|--|
| Procedure Master Info | | | | |
| Procedure Name | Breeding Date | | | |
| Default Unit Charge | \$0.00 | Default Teasing Chart Results | BR | |
| Procedure Category | Reproductive | | Unit Type | |
| Default Performed By | | | | |
| Departure Print | Yes 🔪 🔽 | | | |
| | Active | 🔽 Default To App | pear On Invoice | |

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.

Page: 1 of 1 **TJCIS Test Company** Run Date: 09/29/2010 10:01 AM Fax: (859) 224-2810 Fax: (859) 224-2810 User: cec Company: TJCIS Test Company Departure Form Horse: Siberian Iris [QH 2006B 001] Tattoo # Sire: Brocco Departure Date: Dam: Siberian Ice Horse Type: Mare Date of Birth: 04/02/1999 Owner: Sara Pterra Ship To: Color: Gray/Roan 65 Waterford Drive Sex: Mare #804 Etibicoke, Ontario LOG1T0 Vanned By: Canada Phone: (905) 654-3300 Health Record Date Performed Procedure Performed By Results 01/16/2008 The Farm Manager Ivermectin 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 The Farm Vet Rhino 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 Date Foaled 2010: 01/10/2010 Booked To 2010: Hot Cocoa Last Bred 2009: 02/17/2009 Foal Color 2010: Last Bred 2010: 02/23/2010 Beginning Status 2010: In-Foal Foal Sex 2010: Final Status 2010: In-Foal Status After LDB: Remarks: ______ 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

| Starting | Date 01/01/2011 | -9 | iort By O Client Name | Print Mode |
|-----------|-------------------------------------------------------------------------------|---------------|-----------------------------------|------------|
| Ending | Date 12/31/2011 | | O Horse Name | O Printer |
| | | | Boarding Only | |
| Category | <alb< td=""><td>Horse Type</td><td><all></all></td><td>Submit</td></alb<> | Horse Type | <all></all> | Submit |
| Procedure | <all></all> | Current Owner | <alb< td=""><td>Close</td></alb<> | Close |
| Horse | <alb< td=""><td>Band/Tag</td><td><alb td="" 🔽<=""><td></td></alb></td></alb<> | Band/Tag | <alb td="" 🔽<=""><td></td></alb> | |

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

| 🖬 Horse Entry/Edit | | | | |
|----------------------------------|----------------------|------------------------------------------------|----------------------------------|----------------------------------------------------------------------------|
| Search Search | ave 🚺 Cancel | O Delete | Verify | Notes Audit Log Created by: cec |
| Horse Name: Sea S Band/Tag #: | alt | Breed: Thoroughbred Farm Name: TJCIS Main M | | on: 11/17/2009 10:13 AM Last updated by: cec on: 09/29/2010 10:46 AM |
| Horse Type: Mare | | Location: | Field: | < Notes Comments |
| Horse Info Ownership | Boarding Insurance I | Procedures Mare Info No | tes Sales Nominations Equineline | Nice mare, good temperament. Had a good racing career and retired |
| Notes Date | Procedure | Farm | Notes By | sound. |
| 11/17/2009 | Evaluation Notes | TJCIS Main Mare Farm | The Farm Manager | |
| 12/15/2009 | Conformation Notes | TJCIS Main Mare Farm | The Farm Manager | |
| 01/29/2010 | Reproductive Notes | TJCIS Main Mare Farm | The Farm Manager | |
| | | | | Saved Documents |
| | | 😢 New | Edit Remove | . Add Remove |

| 🖬 Horse Notes | | |
|-----------------|---------------------------|---------------------------------------------------------------|
| | Save 🚺 Cancel 🔯 Delete | Notes Audit Log |
| Performed Date: | 09/28/2010 | |
| Procedure: | Reproductive Notes | Key Horse Notes Comments |
| Performed By: | The Farm Manager | The mare usually goes a week or two early. Easy deliveries |
| Farm: | TJCIS Secondary Mare Farm | and is a very good mother. |
| | | |
| | | Saved Documents |
| | | Last Race |
| | | Add ERemove |

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.

| | | IO 10:52 AM st Company | Date Range: I | | | 0 | Page: 1 of 1 User: cec | | | |
|------------|------------|---------------------------|----------------|----------|-----------------------------------------------------------------------------------------------------|--------------------------|---------------------------|--|--|--|
| Horse Type | Mare | | | | | Farm Name | TJCIS Main Mare Farm | | | |
| Horse | Horse Name | | | Color | Sex | Owner % Ow | ner(s) | | | |
| Sea Sa | alt | | 03/17/1998 | Gray/Roa | n Mare | 100.00 % Cal | ahan, Caren | | | |
| | 11/17/2009 | The Farm Manager | Evaluation Not | | Nice mare, good temperament. Had a good racing career and retired sound. | | | | | |
| | 12/15/2009 | The Farm Manager | Conformation I | Notes N | licely built, good sho | oulder. A little small b | ut correct. | | | |
| | 01/29/2010 | The Farm Manager | Reproductive I | | Maiden mare - will be bred in 2010. Vet performed general reproc exam and found nothing of note. | | | | | |

NOTE: This report will automatically group by <u>Horse Type</u>.

5. Health Record Report

| Starti | ng Date 02/01/2012 | Boarding Only Include only "Health Type" proced | ures Print Mode |
|--------|-----------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------|
| Endir | ng Date 05/31/2012 | Season 2011 | O Printer |
| Farm | <alb td="" 💟<=""><td>Horse Type <all></all></td><td>Submit</td></alb> | Horse Type <all></all> | Submit |
| Horse | <alb td="" 💟<=""><td>Band/Tag <all></all></td><td>Close</td></alb> | Band/Tag <all></all> | Close |
| egory | <alb td="" 🛛<=""><td></td><td></td></alb> | | |

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 | | | | Hea | alth | Record Re | por | • | | | | F | age: | 1 | of 2 |
|-------|------------------------|------------------------|--------|----------------------------------------|---------|-------------|---------|----------------------------------------|-------------|------------------------------------------------------------------------------------|---------------------------------------------------------|--------|--------|---------|-----------|--------|--------|
| | | Test Company | | | | Date Ran | ge: 01. | /01/2006 thru 09. Yellow Jonquil (Y | - /30/20 | - | | | | ι | Jser: | сес | |
| Horse | • | Yellow Jonquil [Y. | 01] | | | | | | | | | | | | | | |
| | | | | | н | alo | | | | To 2005 | Runaway's Gro | | | | | | |
| | | | Spr | ring Frost | - B. | allade | | | | Bred 2005 Foaled | 02/17/2005 01/05/2006 | Status | Pg | | | | |
| | Yellow | Jonquil [YJ01]— | _ | | | eadowlake | | | Foal | | Bay | Sex | Colt | | | | |
| | | | Wi | ldflower Miss | | | | | Book | ed To | Gern Of A Guy | | | | | | — |
| | | | | | Pr | oud Caitlin | | | Dates | s Bred | 02/20 | | | | | | |
| | | | | | | | | | Exam | Status | Pg + | Final | Status | In-Foal | | | |
| Farm | TJCIS Seco Chestnut | ndary Mare Farm Sex | Mare | Horse Type | Mare | Birth Date | 0349 | 20003 | Owne | ar(s) | Watts, Michael | J. | | | | | |
| Color | | | | | | | 03/10 | | | | | | | | | | |
| | Date 01/05/2006 | Time 8:00 AM | Ending | J Procedure Dese Foaling Informatio | n | | | Performed By | | Board Type Time Water Time Foaled Time Stood Time Nurse Time Placer | yRunawayGroom xFoal, Broke:7:00 am, ± 8:00 am, | | | | | | |
| | 02/20/2006 | | | Bred To: Gem Of | A Guy | | | | | Other: BR | | | | | | | |
| | 02/23/2007 | | | Bred To: Wanderi | ing Lou | | | | | Other: BR | | | | | | | |
| | 08/19/2007 | | | Ivermectin | | | | The Farm Manage | er | | | | | | | | |
| | 11/02/2007 | | | Tetanus | | | | | | | | | | | | | |
| | 12/03/2007 | | | Exam - General | | | | The Vet | | | | | | | | | |
| | 12/03/2007 | | | Medication | | | | | | | slight cough. Med nt and have vet re- | | | | ll keep a | an eye | on her |
| | 01/16/2008 | | | Ivermectin | | | | The Farm Manage | ər | | | | | | | | |
| | 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 | | | clean. Nothing of i ind ankle for swell | | | | | | |

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

| 🛋 Mini Pediş | îlee | | |
|---------------------|------|--|------------------------------------------------------------------|
| Horse Type Horse | | | Print Mode Preview Printer |
| Band/Tag | | | Submit |
| | | | Close |

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

- 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

| | Farm | <all></all> | | Print Mode |
|--------------------------|----------|----------------------------------------------|---|------------|
| Starting Date 11/01/2011 | Location | <alb< td=""><td></td><td>Preview</td></alb<> | | Preview |
| | Barn | <all></all> | | O Printer |
| Ending Date 01/31/2012 | Stall | <all></all> | | |
| | Field | <all></all> | | Submit |
| Second Second | | | | Close |
| rse <all></all> | Ba | nd/Tag <all></all> | × | |

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.

| 🖬 Procedure Master |
|---------------------------------------------------------------------------------|
| Search Save Cancel 🔕 Delete |
| Procedure Master Info Procedure Name Farm to Farm Movement |
| Default Unit Charge \$0.00 Default Teasing Chart Results |
| Procedure Category Horse Movement Unit Type |
| Default Performed By The Farm Manager |
| Departure Print No |
| Active Default To Appear On Inveice |
| GL Account Info |
| Category GL Account |
| 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 |
| |

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.

| 🚮 Procedure Detail | |
|-------------------------------|-----------------------------------------------------------------------------------|
| 🔎 Search 🛛 🔽 Sav | ve Cancel O Delete Save/Add Fill From Previous |
| Procedure Detail | |
| Horse | Limited Success - or - 🛱 and/Tag Number |
| Farm | TJCIS Main Mare Farm |
| Performed | 11/21/2011 |
| Procedure | Farm to Farm Movement Performed By The Farm Manager |
| Override Description | Invoice Ref # |
| | Appear on Invoice? Print Prodedure Comments on Invoice? Print Results on Invoice? |
| Charges Unit Charge \$0.00 | Quantity 1 Charge \$0.00 |
| Movement Details | + |
| Move To Farm TJCIS | Main Mare Farm 🔽 Location Annex #1 🔽 Barn A 2 |
| | Stall 7 Field F-A |

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

| Search | 🗹 Save | 🚺 Cancel | Delete | | | Save/Add Fill Fro | om Previo |
|------------------------|---------------|-------------------------------|----------|---------------------------|-----------------------------|-------------------|-----------|
| Procedure Det | ail | | | | | | |
| | Horse Limited | Success | ~ | -or-Ba | nd/Tag Number | | ~ |
| | Farm TJCIS N | 1ain Mare Farm | V | Perf | ormed 🔘 Sched | luled | |
| Perf | ormed 11/21/2 | 2011 | | | | | |
| Proc | edure Farm to | Farm Movemen | ıt | | Performed By | The Farm Manager | |
| Override Desc | ription | | | | Invoice Ref # | | |
| | | ear on Invoice? | Print Pr | ocedure C | omments on Invo | ice? | |
| | App | ear on Invoice? | | ocedure C esults on li | comments on Invo nvoice? | ice? | |
| Charges | 🗌 Арр | ear on Invoice? | | | | ice? | |
| Charges Unit Charge | | ear on Invoice? Quantity 1 | | | nvoice? | 00 | |
| | \$0.00 | | | | nvoice? | | |

New location information has been entered for this mare.

| Search | 🔽 Save | | Cancel | O Delete | | | | | | Verify |
|----------------------------------|-----------|----------|-----------|------------|-----------|------------|-------|------------|--------|-----------|
| <mark>orse</mark> Horse Name: | Limited S | iuccess | | | Breed: | Thorough | bred | B | arn: | B 3 |
| 3and/Tag #: | | | | Farm Name: | TJCIS Mai | n Mare Far | m | v 9 | Stall: | 6 |
| Horse Type: | Mare | | | Location: | Main Farm | Div B | | - | ield: | B 1 |
| orse Info 🛛 | wnership | Boarding | Insurance | Procedures | Mare Info | Notes | Sales | Nomination | ns E | quineline |

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 | Туре | Start Date | End Date | Farm | Location | Barn | Stall | Field |
| _imited Su | ccess | | | | | | | |
| | А | 11/21/2011 | 11/21/2011 | TJCIS Main Mare Farm | | | | |
| | М | 11/21/2011 | 11/21/2011 | TJCIS Main Mare Farm | Main Farm Div B | B 3 | 6 | B1 |
| | М | 11/30/2011 | 11/30/2011 | TJCIS Secondary Mare Farm | Annex #3 | A3/1 | 2 | A3/A |

A = Arrival Type: D = Departure

M = Movement

Procedure Reports



1. Procedures Performed Report

| M Procedure | s Performed Report | |
|----------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
| | Ending Date 04/30/2010 Search In | By Performed Date Horse Name Order Entered Boarding Only Group by Farm |
| | Performed Date Entered Date | Column growing only with Activity Close |
| Farm | <all> Horse Type</all> | <alb th="" 🔽<=""></alb> |
| Horse | <all> Band/Tag</all> | <all></all> |
| Location | <all> Procedure</all> | <all></all> |
| User ID | Category | <all></all> |
| Invoice Ref No | <alb by<="" performed="" td=""><td><ali></ali></td></alb> | <ali></ali> |
| Barn | Current Owner | <ali></ali> |
| | | |
| | | |

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

Date Range: 04/01/2010 thru 04/30/2010 Horse = Evening Primrose Page: 1 of 1 User: cec

| | Horse Name [Band/Tag] | Procedure Description | Arnount Charged | Invoice Number | Performed By | To Bill / Billed | Results / Comment |
|------------|--------------------------|-----------------------|--------------------|-------------------|------------------|------------------|-------------------------------------------------------------------------------------------------------|
| 04/01/2010 | Evening Primrose | New Hatter | \$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 | Y7N | Medial hairline fracture Mare has been lame. X-Raytaken which revealed small hairline fracture. |

| Starting Date 04/01/2009 Ending Date 04/30/2011 Ending Date 04/30/2011 Search In Order Entered Performed Date Boarding Only Entered Date Only with Activity Farm CAll> Horse Type CAll> | 🖬 Procedure: | s Performed Report | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------|---------------|-------------------------------------------------------|
| Performed Date Performed Date Only with Activity Close | | Ending Date 04/30/2011 | | Performed Date Print Mode Preview Printer |
| | | Performed Date | I | Only with Activity |
| Horse (All) 💭 Band/Tag (All) | Farm | <al></al> | Horse Type | <alb< th=""></alb<> |
| | Horse | <alb td="" 🔽<=""><td>Band/Tag</td><td><all></all></td></alb> | Band/Tag | <all></all> |
| Location <all> Procedure Palp & Palp for Ovulation</all> | Location | <alb td="" 🔽<=""><td>Procedure</td><td>Palp & Palp for Ovulation</td></alb> | Procedure | Palp & Palp for Ovulation |
| User ID <all> Category Jockey Club Registration Addition</all> | User ID | <all></all> | Category | |
| Invoice Ref No <all> Performed By New Halter Palp</all> | Invoice Ref No | <alb td="" 🔽<=""><td>Performed By</td><td></td></alb> | Performed By | |
| Bam Current Owner Palp for Ovulation Penicillin Rabies Regumate | Barn | | Current Owner | Palp for Ovulation |

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 Company: TJCIS Test Com | | | | | |
|------------------------------------------------------|--------------------------|--------------------|--|--|--|
| 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.

| 🖬 Procedure Master Re | port | |
|-----------------------|---------------------------------------------------------------------|------------------------------------------------------------------|
| Procedure Category: | | Print ModeO PreviewO Printer |
| | Sort by Category Show Inactive Records | Submit |

Procedure Master Report

Page: 1 of 1 User: cec _

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

(Sorted by Category)

| Category | Description | | Print on Depart Form | Breeding Procedure | Print on Teasing Rec. | GAL 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 | NI- | 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 | | | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------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| Procedure shown as due | After | Based On | Filters | | | | | |
| Ivermectin | (1 time on 01/16/2008) | | Farm | Horse Type | Location | Horse | LO | RO |
| | | | Preg Exam | Results | | | Cervix | Other |
| Insurance Exam | (1 time on 04/25/2011) | | Farm | Horse Type | Location | Horse | LO | RO |
| | , | | Preg Exam | Results | | Evening Primrose | Cervix | Other |
| Ivermectin | (1 time on 04/18/2008) | | Farm | Horse Type | Location | Horse | LO | RO |
| | | | Preg Exam | Results | | | Cervix | Other |
| New Halter | 5 Days | Arrival /Departure | Farm | Horse Type | Location | Horse | LO | RO |
| | | | Preg Exam | Results | | | Cervix | Other |
| Coggins | repeating on every 1 Years | Coggins | Farm | Horse Type | Location | Horse | LO | RO |
| | | | Preg Exam | Results | | | Cervix | Other |
| Tetanus | 10 Days | Foal Date of Birth | Farm | Horse Type | Location | Horse | LO | RO |
| | | | Preg Exam | Results | | | Cervix | Other |
| Exam - General | 1 Days | Foaling Information | Farm | Horse Type | Location | Horse | LO | RO |
| | | | Preg Exam | Results | | | Cervix | Other |
| Ultrasound | 18 Days | Palp for Ovulation | Farm | Horse Type | Location | Horse | LO | RO |
| | | | Preg Exam | Mare Results | | | Cervix | Other |
| Trim 4 | repeating on | Trim 4 | Farm | Horse Type | Location | Horse | LO | RO |
| | Insurance Exam Ivermectin Insurance Exam Ivermectin Ive | Procedure shown as due After Ivermectin (1 time on 01/16/2008) Insurance Exam (1 time on 04/25/2011) Ivermectin (1 time on 04/25/2011) Ivermectin (1 time on 04/18/2008) New Hatter 5 Days Coggins repeating on every 1 Years Tetanus 10 Days Exam - General 1 Days Ultrasound 18 Days | Procedure shown as due After Based On Ivermectin (1 time on 01/16/2008) Insurance Exam (1 time on 04/25/2011) Insurance Exam (1 time on 04/25/2011) Insurance Exam (1 time on 04/25/2011) Ivermectin (1 time on 04/25/2011) Insurance Exam (1 time on 04/18/2008) New Halter 5 Days Arrival /Departure Coggins repeating on every 1 Years Coggins Tetanus 10 Days Foal Date of Birth Exam - General 1 Days Foaling Information Ultrasound 18 Days Palp for Ovulation | Insurance Exam (1 time on 01/16/2008) Ivermectin (1 time on 01/16/2008) Insurance Exam (1 time on 04/25/2011) Insurance Exam (1 time on 04/25/2011) Ivermectin (1 time on 04/25/2011) Ivermectin (1 time on 04/18/2008) Ivermectin (1 time on 04/18/2008) Iver | Stat Company Procedure shown as due After Based on the shown as due Filters Ivermectin 01/16/2008) Farm Horse Type Insurance Exam 01/18/2008) Farm Horse Type Ivermectin 01/18/2008) Farm Horse Type Ivermectin 01/18/2008) Farm Horse Type New Halter 5 Days Arrival /Departure Farm Horse Type Results Results Results Results Results Coggins repeating on every 1 Years Coggins Farm Horse Type Tetanus 10 Days Foal Date of Birth Farm Horse Type Exam - General 1 Days Foaling Information Farm Horse Type IUtrasound 18 Days Palp for Ovulation Farm Horse Type Mare Results Mare Results Mare <td< td=""><td>Insurance Exam (1 time on 01/16/2008) Farm Horse Type Location 01/16/2008) Preg Exam Results Insurance Exam (1 time on 04/25/2011) Farm Horse Type Location 04/25/2011) Farm Horse Type Location 04/25/2011) Farm Horse Type Location 04/18/2008) Farm Horse Type Location 04/18/2008 Farm Horse Type Locati</td><td>set Company Procedure shown as due Nermectin After 01/16/2008) Based on 01/16/2008) Filters Location Horse Horse Insurance Exam (1 time on 04/25/2011) Farm Horse Type Location Horse Evening Primose Insurance Exam (1 time on 04/25/2011) Farm Horse Type Location Horse Evening Primose Nermectin (1 time on 04/18/2008) Farm Horse Type Location Horse New Haiter 5 Days Arrival /Departure Farm Horse Type Location Horse New Haiter 5 Days Arrival /Departure Farm Horse Type Location Horse Coggins repeating on every 1 Years Coggins Farm Horse Type Location Horse Tetanus 10 Days Foal Date of Birth Farm Horse Type Location Horse Exam - General 1 Days Foal Date of Birth Farm Horse Type Location Horse Ittrasound 18 Days Palp for Ovulation Farm Horse Type Location</td><td>Instruction of the second seco</td></td<> | Insurance Exam (1 time on 01/16/2008) Farm Horse Type Location 01/16/2008) Preg Exam Results Insurance Exam (1 time on 04/25/2011) Farm Horse Type Location 04/25/2011) Farm Horse Type Location 04/25/2011) Farm Horse Type Location 04/18/2008) Farm Horse Type Location 04/18/2008 Farm Horse Type Locati | set Company Procedure shown as due Nermectin After 01/16/2008) Based on 01/16/2008) Filters Location Horse Horse Insurance Exam (1 time on 04/25/2011) Farm Horse Type Location Horse Evening Primose Insurance Exam (1 time on 04/25/2011) Farm Horse Type Location Horse Evening Primose Nermectin (1 time on 04/18/2008) Farm Horse Type Location Horse New Haiter 5 Days Arrival /Departure Farm Horse Type Location Horse New Haiter 5 Days Arrival /Departure Farm Horse Type Location Horse Coggins repeating on every 1 Years Coggins Farm Horse Type Location Horse Tetanus 10 Days Foal Date of Birth Farm Horse Type Location Horse Exam - General 1 Days Foal Date of Birth Farm Horse Type Location Horse Ittrasound 18 Days Palp for Ovulation Farm Horse Type Location | Instruction of the second seco |

5. Scheduled Procedures Due

- Select "Procedures" from the menu
- Select "Reports" from the menu
- o Select "Scheduled Procedures Due" menu item

| 🖬 Schedi | iled Procedures Due Repo | ri | | | |
|-----------|---------------------------------------------------------------------------------|--------------|--------------------------------|----------------------------------------|----------------------------------|
| | e On: ng Date 12/01/2011 🔽 ng Date 01/31/2012 💟 | | are Final Status eason 2012 | Filter: | Print Mode Preview Printer |
| G | iroup By Location? | | | Currently Boarding Only? | |
| Farm | <all></all> | \checkmark | Horse Type | <alb td="" 🔽<=""><td>Submit</td></alb> | Submit |
| Horse | <all></all> | | Band/Tag | <all></all> | Close |
| Procedure | <alb [<="" td=""><td>~</td><td>Category</td><td><all></all></td><td></td></alb> | ~ | Category | <all></all> | |
| | | | | | |

- 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 <u>not</u> 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.

| Procedure Detail | | E | . 🗆 |
|-------------------------------------------|--------------|-----------|-------|
| Search History <u>Evening Primrose</u> | | | |
| Search By Procedure | | Go | Reset |
| Description | Performed On | Status | |
| Coggins | 12/06/2012 | Scheduled | 1 |
| Rhino | 07/07/2012 | Scheduled | _ |
| Rhino | 05/08/2012 | Scheduled | |
| Rhino | 03/09/2012 | Scheduled | |
| Ivermectin | 01/08/2012 | Scheduled | |
| Trim 4 | 11/11/2011 | Past Due | |

Run Date: 12/19/2011 11:35 AM Scheduled Procedures Due Report

Company: TJCIS Test Company

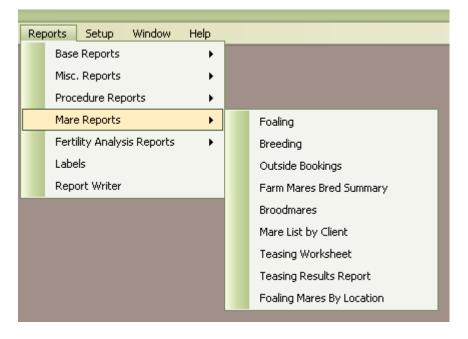
Date Range = 12/01/2011 - 01/31/2012 Show only Currently Boarding Horse = Yellow Jonquil [YJ01]

Page: 1 of 1

User: cec

| Date | Horse Name [Band/Tag] | | | | | |
|-----------|--------------------------|-------------|------------|------------------------------------------------------|--|--|
| Scheduled | | Description | | Comment | | |
| 4/24/2010 | Yellow Jonquil [YJ01] | Coggins | (Over Due) | Annual coggins - scheduled 1 year after last coggin: | | |
| 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 Jonguil [YJ01] | Ivermectin | | | | |

Mare Reports



- 1. Foaling Report
 - Select "Reports" •
 - Select "Mare Reports" •
 - Select "Foaling" •

| | | | Print Mode | |
|-----|-------------------|------------------|------------|----------|
| | Starting Date 0 | 1/01/2010 | | |
| | | | Preview | <u>.</u> |
| | Ending Date 0 | 9/30/2010 | Printer | |
| | | | | |
| arm | <all></all> | | Submit | |
| | 🗹 Group By Farm | | | = |
| | Show only current | u boarding maree | Close | |
| | Show only current | y boarding mates | | |
| | Format For Export | | | |

- 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.

| | | | | / | | |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------|-------------------|---------|----------------------------------------------------------------------------------------------|
| 🌃 Mare Entry/Edit | | | _ | | | |
| Search Save Car Mare Name Yellow Jonqui Farm TJCIS Secondary Mare I Mare Info Breeding Dates Foaling Info | arm Beason Year 200 | ag # YJ01 | | ng Shed Form | | Foaling Audit Log Last updated by: cec on: 09/24/2010 10:47 AM |
| Breeding Info | Runaway's Groom Image: Sipped or Aborted Farm Name TJCIS Sec Foal Color Bay Foal Sex Colt Foal Name D6 Yellow Board Type | Condary Mare Farm | Bired 02/1 Print On Fo | aling Report | | 135 lbs. Nice colt. Good shoulder. Very correct. Saved Documents |
| Run Date: 09/24/2010 10:4 Company: TJCIS Test Con | npany Date Rang | Foaling R je: 01/01/2006 | | | | Page: 2 of 2 User: cec |
| Farm: TJCIS Secondary M # Mare | lare Farm Bred To: 2005 | Foal Color | Sev | Date | Time | Comments |
| 1 Yellow Jonquil [YJ01] | Runaway's Groom | Bay | Colt | 1/5/2006 | | 135 lbs. Nice colt. Good shoulder. Very correct. |
| 2 Rosemary (lre) | Stuff Of Dreams | Dark Bay/Brown | Colt | 2 <i>121</i> 2006 | 1:30 AM | Very nice first foal - good mothe 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"

| 🖬 Breed | ing Report | |
|---------|------------------------------|------------|
| Season | 2011 | Print Mode |
| Farm | <all></all> | O Printer |
| | 🔲 Group By Farm | |
| | Show Only Currently Boarding | Submit |
| | | Close |
| | | |

- 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.

| Ru | n Date: | 09/24/2010 11:21 AM | Breed | lina R | eport | Page: | 1 of 1 |
|----|---------------|---------------------|-------------------|-----------|--------------------|-----------------------------|-----------|
| Со | mpany: | TJCIS Test Company | | ason: 200 | | 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 | в |
| 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 <u>last bred to</u>, 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.

| 🔍 Search 🛛 🔽 Save 🚽 🚺 | Cancel O Delete Are Info Theet Breeding Shed Form | |
|----------------------------------|---------------------------------------------------|--|
| Mare Name A Real Ruby | Band/Tag # | |
| Farm TJCIS Main Mare Fa | rm Season Year 2006 💽 💽 New | |
| fare Info Breeding Dates Foaling | Info Teasing Results | |
| Starting Status | Previous Season Bred To Runaway's Groom | |
| | Standing Farm TJCIS Main Stallion Farm | |
| Booked To Gem Of A Guy | Last Date Bred 03/03/2005 | |
| Share Owner | Share # Foaling Info | |
| Confirmed By | On Sex | |
| Standing Farm Stallion Farm L | Foaling Date | |
| Contact Stallion Farm L C | Phone 254-1234 | |
| | Breeding Requirements | |
| Final Status In-Foal | Breeding reguirements Stallion Farm L | |
| Last Exam Pg - Colt | | |

- 3. Outside Bookings
- Select "Reports"
- Select "Mare Reports"
- Select "Outside Bookings"

| 📓 Outside Bookings Report | |
|--------------------------------------------------------|-----------------|
| Starting Date 01/01/2009 💽 Ending Date 12/31/2009 💽 | Print Mode |
| Farm <all></all> | |
| ✓ Show Cancelled Bookings | Submit Close |

- 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.

| | n Date: 09 mpany: TJ | | Data Danga | tside Bookings : 01/01/2009 thru 12/31/2009 | | ge: 1 of 1 ser: cec |
|--------------------------|------------------------------|---------|------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|------------------------|
| Date | | Time | Mare Name | Booked To Standing Farm | Breeding Requirements | Vanned By Pick Up |
| Tue Bred May n | 2/17/2009 eed 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 |
| VVed ** Car Double | 2/18/2009 icelled ** e | 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 Bred | 3/3/2009 | 3:00 PM | Mediterranean Pinks | Man OʻVvar Stallion Farm A (606) 352-3266 | Breeding requirements for Stallion Farm A | Farm Van 2:00 PM |
| Wed Bred | 3/11/2009 | 8:30 AM | Watchful Eye | Runaway's Groom TJCIS Main Stallion Farm (800) 333-1778 | Breeding requirements for TJCIS Main Stallion Farm. | |
| Fri Bred | 5/1 <i>1</i> 2009 | 2:00 PM | Yellow Jonquil (YJM) | Call Me Stallion Farm L 254-1234 | Breeding requirements Stallion Farm L | Farm Van 1:00 PM |
| Sun Double | 5/3/2009 e | 2:00 PM | Yellow Jonquil (YJM) | 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"

| 🍯 Farm Mares Bred Summary | | _ 🗆 🔀 |
|---------------------------|------------------------------------------------------------------------------|-----------------|
| Season 2011 💌 | | Print Mode |
| Stallion <all></all> | | O Printer |
| Farm <all></all> | Sort By Days Since Last Bred Mare Name | Submit Close |

- 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 Final Since 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 | | Gern 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 🚽 | | | Genn 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 | | T est of Time | 6724/2006 5/24/2006 4/24/2006 | 1553 Barren | | |
| | | | | 3/24/2006 2/24/2006 | | <u> </u> | |

- 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"

| 🖬 Broodr | nare Listing | |
|----------------|------------------------------|----------------------------------|
| Season Farm | 2011 🔽 | Print Mode Preview Printer |
| | Show Only Currently Boarding | Submit Close |
| | | |

- 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.

| | | 24/2010 1:22 PM IS Test Company | Broodmare L Season: 2006 Only Currently Bo | i Usi | le: 1 of 5 er: cec |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Horse | e: A Re | al Ruby | | Farm: TJCIS Main M | are Farm |
| 2005 | Stallion: | Runaway's Groom | Confirmed | By: Last Bred Date: | 3/3/2005 |
| Standii | ing Farm: | TJCIS Main Stallion Farm | | On: Foaling Date: Foal Color: Foal Sex: | |
| 2006 | Stallion: | Gem Of A Guy | Sha | re: Starting Status | - |
| | | | Owr | ner: Last Bred Date: | : 4/4/2006 |
| Standi | ing Farm: | Stallion Farm L | Confirmed | By: Last Exam: | Pg - Cott |
| | | | | | |
| Farm | | Stallion Farm L Contact | | On: Final Status: | In-Foal |
| Farm | | Stallion Farm L Contact Breeding requirements St | | On: Final Status: | In-Foal |
| Farm Breed | ding Req: | Breeding requirements St | | | In-Foal |
| Farm Breed Mare Co | ding Req: omments: | Breeding requirements St | allion Farm L ne 2006 breeding season for the ma | | |
| Farm Breed Mare Co | ding Req: omments: e: Blac | Breeding requirements St Information pertaining to t | allion Farm L ne 2006 breeding season for the ma | ire: A Real Ruby Farm: TJCIS Main M | are Farm |
| Farm Breed Mare Co Horse | ding Req: omments: e: Blac | Breeding requirements St Information pertaining to the keyed Susan [QH] | allion Farm L ne 2006 breeding season for the ma 2006040102] Confirmed | ire: A Real Ruby Farm: TJCIS Main M | are Farm : 5/5/2005 |
| Farm Breed Mare Co Horse 2005 | ding Req: omments: e: Blac Stallion: | Breeding requirements St Information pertaining to the keyed Susan [QH] | allion Farm L ne 2006 breeding season for the ma 2006040102] Confirmed | re: A Real Ruby Farm: TJCIS Main M By: Last Bred Date: | are Farm : 5/5/2005 1/10/2006 |
| Farm Breed Mare Co Horse 2005 | ding Req: omments: e: Blac Stallion: | Breeding requirements St Information pertaining to th keyed Susan [QH] West by West | allion Farm L ne 2006 breeding season for the ma 2006040102] Confirmed | ire: A Real Ruby Farm: TJCIS Main M By: Last Bred Date: On: Foaling Date: | are Farm : 5/5/2005 1/10/2006 Bay |
| Farm Breed Mare Co Horse 2005 | ding Req: omments: e: Blac Stallion: ing Farm: | Breeding requirements St Information pertaining to th keyed Susan [QH] West by West | allion Farm L ne 2006 breeding season for the ma 2006040102] Confirmed | re: A Real Ruby Farm: TJCIS Main M By: Last Bred Date: On: Foaling Date: Foal Color: Foal Sex: | are Farm : 5/5/2005 1/10/2006 Bay Colt |
| Farm Breed Mare Co Hors (2005 Standia | ding Req: omments: e: Blac Stallion: ing Farm: | Breeding requirements St Information pertaining to the keyed Susan [QH West by West Stallion Farm A | allion Farm L le 2006 breeding season for the ma 2006040102] Confirmed | re: A Real Ruby Farm: TJCIS Main M By: Last Bred Date: On: Foaling Date: Foal Color: Foal Color: Foal Starting Status: | are Farm : 5/5/2005 1/10/2006 Bay Colt : In-Foal |
| Farm Breed Mare Co Horse 2005 Standin 2006 | ding Req: omments: e: Blac Stallion: ing Farm: | Breeding requirements St Information pertaining to the keyed Susan [QH West by West Stallion Farm A | allion Farm L le 2006 breeding season for the ma 2006040102] Confirmed Sha | re: A Real Ruby Farm: TJCIS Main M By: Last Bred Date: On: Foaling Date: Foal Color: Foal Color: Foal Starting Status: ner: Last Bred Date: | are Farm : 5/5/2005 1/10/2006 Bay Colt : In-Foal : 4/1/2006 |
| Farm Breed Mare Co 2005 Standin 2006 Standin | ding Req: omments: e: Blac Stallion: ing Farm: Stallion: | Breeding requirements St Information pertaining to the keyed Susan [QH West by West Stallion Farm A | allion Farm L le 2006 breeding season for the ma 2006040102] Confirmed Sha Owr Confirmed | re: A Real Ruby Farm: TJCIS Main M By: Last Bred Date: On: Foaling Date: Foal Color: Foal Color: Foal Starting Status: ner: Last Bred Date: | are Farm : 5/5/2005 1/10/2006 Bay Colt : In-Foal : 4/1/2006 |
| Farm Breed Mare Co 2005 Standii 2006 Standii Farm | ding Req: omments: e: Blac Stallion: ing Farm: Stallion: ing Farm: | Breeding requirements St Information pertaining to the keyed Susan [QH West by West Stallion Farm A | allion Farm L le 2006 breeding season for the ma 2006040102] Confirmed Sha Owr Confirmed | re: A Real Ruby Farm: TJCIS Main M By: Last Bred Date: Dn: Foaling Date: Foal Color: Foal Starting Status: ner: Last Bred Date: By: Last Exam: | are Farm : 5/5/2005 1/10/2006 Bay Colt : In-Foal : 4/1/2006 |

- 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"

| Season | 2011 | Print Mode |
|--------|------------------------------|------------|
| Farm | <all></all> | Preview |
| _ | | O Printer |
| Owner | <all></all> | |
| | Show Only Currently Boarding | Submit |
| | Sort By | Close |
| | ● Farm | |
| | Owner | |

- 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 | Туре | Farm | Season | Booked To | Status After Last Bred Last Exam | | Foaling Foal Date 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 Chestr | n 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 Pa - 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 | Barrer | n Barr | |
| 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"

| 🖬 Teasing Worksheet | |
|-------------------------------------------------|--------------------------------------------------------------|
| Teasing Date 02/01/2010 🔽 Farm <all> 💽</all> | Print ModePreviewPrinter |
| | Submit Close |

- 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 | | | | Teasi | ng Dat | te: O2/I Boardir | 01/201 | 0 | | | | | Pag Use | e: 1 of 1 er:cec |
|-------------------------------------------------------------|-------------|----------------|--------------|-------|--------|----------------------------|------------------|-----------------|------|------|-----------------------|---------|------------|---------------------|
| Horse Name | Date Due | Date Foaled | Last Bred | 1/25 | 1/26 | Lasti 1/27 | 7 Days 1 1/28 | 'easing 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.

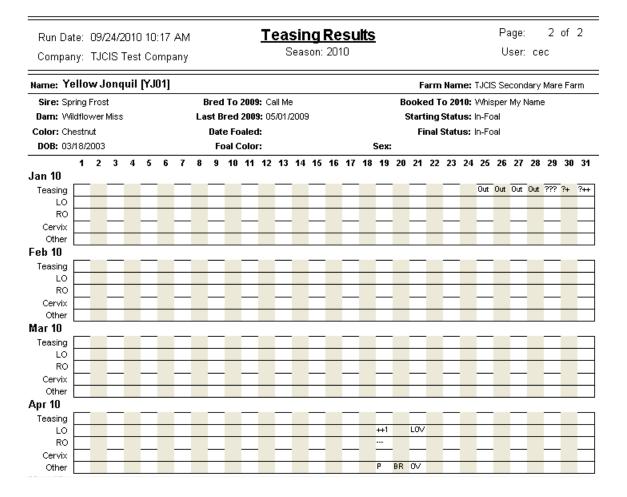
 The "Due Date" is calculated based on what you entered in Setup > Preferences > Mare/Foal Settings (Days Between Last Day Bred and Foaling Date). The value for "Due Date" can be any number that you want to enter.

| Preferences | | |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--|
| Application Settings Mare/Foal Settings Company Settings Billing Settings | Days Between Last Day Bred and Foaling Date: 342 | |
| Standard User Settings | O Mare Name & Season Year Season Year Mare Name | |

- 8. Teasing Results Report
 - Select "Reports"
 - Select "Mare Reports"
 - Select "Teasing Results Report"

| 🚮 Teasing F | Results I | Report | _ | |
|-------------|--------------------------------------------------------------------------------------------|-------------------------------|---|----------------------------------------------|
| Season | 2011 | | | Print Mode |
| Farm | <alb< td=""><td></td><td></td><td> Preview Printer </td></alb<> | | | Preview Printer |
| Owner | <alb< td=""><td></td><td>✓</td><td></td></alb<> | | ✓ | |
| Horse Type | <alb< td=""><td></td><td>~</td><td>Submit</td></alb<> | | ~ | Submit |
| Horse | <alb< td=""><td></td><td></td><td>Close</td></alb<> | | | Close |
| | | n | | Close |
| Band Tag | <alb< td=""><td></td><td></td><td></td></alb<> | | | |
| | Show | Only Currently Boarding Mares | | |
| - Sort By- | | Month Range | | |
| 📀 Farm | | 💿 January - July | | |
| 🔘 Horse | , | 🚫 August - December | | |
| | | | | |
| | | | | |
| | | | | |

- 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 <u>or</u> 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.



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 O Delete Procedure Master Info Procedure Name Palp Default Unit Charge \$50.00 Default Teasing Chart Results P | Procedure Master Audit Log Created by: cec or: 07/24/2006 4:17 PM Last updated by: cec or: 11/14/2006 12:45 PM |
| Procedure Category Reproductive Unit Type Unit Type Default Performed By Departure Print Departure Print Default To Appear On Invoice | << Proc. Master Comments |
| GL Account Info Category GL Account 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 | Saved Documents |

| 🕯 Procedure Detai | [| | |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Search Sav Procedure Detail Horse Farm Performed Procedure Override Description | Yellow Jonquil TJCIS Secondary Mare Farm 😨 04/19/2010 😨 Palp | Save/Add Fill From Previous or - Band/Tag Number YJ01 Performed Scheduled Performed By Invoice Ref # cedure Comments on Invoice? | Procedure Detail Audit Log Created by: cec on: 09/24/2010 10:16 AM Applied On: < Procedure |
| Charges Unit Charge \$50.0 | 0 Quantity 1.00 | Charge \$50.00 | |
| Results L0 ++1 | RO Cervix | Received Date Preg. Exam Status Other | |

9. Foaling Mares By Location

- Select "Reports"
- Select "Mare Reports"
- Select "Foaling Mares By Location"

| 🖬 Foaling Mares By Location Summary | |
|---------------------------------------------------------|--------------------------------------------------------------|
| Season 2011 | Print ModePreviewPrinter |
| Farm <all></all> | |
| Location Sort By Show Only Currently Boarding Mare Name | Close |

- 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

| Aaster Lists Save Category Location | | |
|--------------------------------------|----------------|--|
| Item | System Defined | |
| Annex #1 | False | |
| Annex #2 | False | |
| Annex #3 | False | |
| Main Farm | False | |
| Main Farm Div A | False | |
| Main Farm Div B | False | |
| Main Farm Div C | False | |
| Outside Stallion | False | |
| Stallion Barn | False | |
| Training Barn | False | |
| 🕂 New | Remove | |

- 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.

| elerences | | |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--|
| Application Settings Mare/Foal Settings Company Settings Billing Settings Standard User Settings | Days Between Last Day Bred and Foaling Date: 342 New Foal Naming Mare Name & Season Year Season Year & Mare Name | |

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.

| P Search | Save Cancel Delete Image: Mare Info Sheet Image: Breeding Shed Form now Crocus Band/Tag # |
|------------------|---------------------------------------------------------------------------------------------------------------------|
| | |
| Farm 1 | JCIS Secondary Mare Farm Season Year 2008 💟 🕀 New |
| Mare Info Breedi | ng Dates Foaling Info Teasing Results |
| Starting Status | |
| | Bred To Half and Half |
| | Standing Farm TJCIS Main Mare Farm |
| Booked To | Spring Into Action |
| Share Owner | Share # Foaling Info |
| 10 18-58 92-94 | |
| Confirmed By | Sex Sex |
| Standing Farm | Foaling Date |
| Contact | Phone Phone |
| Final Status | In-Foal Breeding Requirements |
| Last Exam | Pg + |
| LG2(EXGIII | |

| Run Date: 09/29/2010 12:31 PM Company: TJCIS Test Company | Foaling Mares By Locatio Season: 2008 | n | | Page: User: | : 3 of 5 : cec |
|--------------------------------------------------------------|------------------------------------------|--------------|-----|-----------------|---------------------------|
| Mare | Stallion | Date Bred | | 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 |

Fertility Analysis Reports

| Reports Setup Window | Help |
|----------------------------|------|
| Base Reports | • |
| Misc. Reports | • |
| Procedure Reports | • |
| Mare Reports | • |
| Fertility Analysis Reports | • |
| Labels | |
| Report Writer | |

1. Farm-Mares: Mares by Month

- Select "Reports"
- Select "Fertility Analysis Reports"
- Select "Farm-Mares: Mares by Month"

| 🖬 On-Farm Fertility Analysis by Mon | th Report 📃 🗆 🔀 |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Season 2011 Status to use Final After Last Exam Run Period Northern Hemisphere (Feb Southern Hemisphere (Aug | |

- 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 | | <u>Fertili</u> | i ty Ana Seaso (By: Fi | 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 Fa | rm | | | | | | |
| March | 2 | 2 | 1 | 1 | 50.00 % | 2.000 | 1.00 |
| April | 1 | 1 | 0 | 0 | 0.00 % | 0.000 | 1.00 |
| Мау | 1 | 1 | 0 | 1 | 100.00 % | 1.000 | 1.00 |
| Farm Total | | 4 | 1 | 2 | 100.00 % | 0.500 | 2.00 |
| Mare Farm TJCIS Secondary M Farm | lare | | | | | | |
| February | 1 | 1 | 0 | 1 | 100.00 % | 1.000 | 1.00 |
| March | 1 | 2 | 0 | 1 | 100.00 % | 2.000 | 2.00 |
| April | 1 | 1 | 0 | 0 | 0.00 % | 0.000 | 1.0 |
| May | 1 | 1 | 0 | 1 | 100.00 % | 1.000 | 1.00 |
| Farm Total | | 5 | 0 | 3 | 100.00 % | 0.333 | 1.66 |
| Grand Total | | 9 | 1 | 5 | 100.00 % | 1.800 | 1.80 |
| Totals By Month | | | | | | | |
| February | 1 | 1 | 0 | 1 | 100.00 % | 1.000 | 1.0 |
| March | 3 | 4 | 1 | 2 | 66.67 % | 2.000 | 1.3 |
| April | 2 | 2 | 0 | 0 | 0.00 % | 0.000 | 1.0 |
| May | 2 | 2 | 0 | 2 | 100.00 % | 1.000 | 1.0 |

2. Farm-Mares: Mares by Mare Type

- Select "Reports"
- Select "Fertility Analysis Reports"
- Select "Farm-Mares: Mares by Mare Type"

| 🖬 On-Farm Fertility Analysis by Mare 1 | Fype Report 📃 🗖 🔀 |
|------------------------------------------------------------------------------------|-----------------------------------------------------|
| Season 2011 Status to use Final After Last Exam | Print Mode Preview Printer Submit Close |

- 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

| Time: 2:38 | :50 PM | | Sea | ison: 200 | 10 (Final Status) | | | | User: ce | с |
|--------------|--------------------------------------------------|-------------|---------------------|--------------|-------------------------|---------|-------------|--------------|---------------------|-------|
| Stallion | Beginning Status | No. Mare | No. Cover Double | In e Foal | No. No Barren Unknow | | % Barren | % Unknown | Covers Per Preg. | |
| 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 | 5 2 | 2 | 50.00% | | 50.00% | 2.000 | 2.000 |
| | Farm Total: | 8 | 12 6 | 5 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 Total Slipped Total Not Bred | 1 | 1 | 1 | | 100.00% | | | 1.000 | 1.000 |
| | Total Unknown | 5 | 10 6 | 5 3 | 2 | 60.00% | | 40.00% | 2.000 | 2.000 |
| | Final Total: | 10 | 15 6 | 6 6 | 4 | 60.00% | | 40.00% | 1.500 | 1.500 |

3. Farm-Mares: Mares by Stud Farm

- Select "Reports"
- Select "Fertility Analysis Reports"
- Select "Farm-Mares: Mares by Stud Farm"

| 📓 On-Farm Fertility Analysis by St | ud Farm Report 📃 🗖 🔀 |
|----------------------------------------------------------------------------------|-----------------------------------------------------|
| Season 2011 Status to use Final After Last Exam Group by mare's farm | Print Mode Preview Printer Submit Close |
| | |

- 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 Company: TJCIS Test | | | alysis by eason: 2008 r: Final Status | | arm | Page: User: | 1 of 1 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 |
| | | | | | | | |

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 <u>Final Status</u> 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)**

| Aaster Lists Save Cancel Aaster Lists Setup Category Mare Status | | |
|---------------------------------------------------------------------------|----------------|---|
| Item | System Defined | |
| Barren | True | A |
| Donor - Recip In Foal | False | 4 |
| In-Foal | True 🗲 | |
| Maiden | False | |
| Mare died | False | |
| Not Bred | True | |
| Slipped | True | |
| Unknown | True | |
| E New | Remove | |

The default settings for <u>Status After Exam</u> 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 <u>Status After Exam</u>, 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.

| Preferences | | X |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Application Settings Company Settings Billing Settings Standard User Settings | Band/Tag Numbers Enable Band/Tag Number Field Display Band/Tag Number First Default Breed: Thoroughbred Detault Farm: TJCIS Main Mare Farm Save Folder: C:\DotNetInvoices Fertility Analysis Code for In-Foat P | Browse |
| < · · · · · · · · · · · · · · · · · · · | Code for Barren: B Code for Slipped: SL | Cancel |

Labels



| 📓 Print Labels | | |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Avery Label 5160 - 1" x 2 | -5/8" | Image: original system Print Mode Name Image: original system Image: original system Image: original system |
| Client Active Only Boarding Only | Client Filter Category <all> Client Name <all></all></all> | Submit Close |
| Invoices Billing System Farm Active Only | | |

- 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.
- <u>Client</u>: 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.

- <u>Invoices</u>: 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.
- <u>Farm</u>: 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".

<u>To Begin</u>

Select "Reports" Select "Report Writer"

| 🖷 Report Writer | |
|----------------------------------------------|--|
| New 😂 Open 🛃 Save 🗙 Delete 🛛 Print 🛛 🌱 Close | |
| | |
| | |
| | |
| | |
| | |
| | |

Click "New" to create a New Report Or click "Open" to open an existing report

| 🖳 Report Writer | | |
|------------------------------------|-------------------------------------|--------|
| 🗄 🎦 New 💕 Open 🛃 Save 🗙 Delete 🎼 | 🚽 Print 🔬 Advanced Layout 🛛 🌱 Close | |
| Report Setup Select Fields Filters | | |
| Choose the report data set | Report Title | |
| Standard | Private | |
| Portrait Dandscape | Font Name Size | |
| | Arial 8 | |
| ++ | | Next 🕨 |
| Column Order and Width (Sampl | e Data) | |
| | | |
| | | |

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.

| 🗅 New 📂 Open 🔓 eport Setup 🛛 Select F | | | avancear | Layout | 1 0000 | | | | | |
|------------------------------------------|-------------|-----------------|----------|---------------|---------|-----------|---------------------------------------|-------|---------------|--------|
| epoir serup | Files | | | | | | | | - | - |
| Field | Show | Header | | Sort Order | Sort Di | rection | Function | Group | Page Break | 4 |
| Horse Name | | Horse Name | | ~ | | ~ | | | | |
| Farm Name | | | | | | | · | | | |
| Band/Tag | | | | ~ | | ~ | × | | | |
| Breed | | | | | | V | · · · · · · · · · · · · · · · · · · · | | | |
| Horse Type | | | | | | ~ | · | | | |
| Board Type | | | | ~ | | ~ | | | | A Back |
| Sex | | 1 | | ~ | | \sim | · | | | |
| Color | | | | | | 1975 | | | | Next 🕨 |
| Column Order a | nd Width (S | ample Data) | | | | | | | | |
| Horse Name | | Sire | Dar | n | B | irth Date | | | | |
| = Farm Mare #1 | | | | | 0: | 2/22/2007 | | | | |
| = Farm Mare #2 | | | | | 03 | 3/03/2006 | | | | |
| = Farm Mare #3 | () () | | | | 03 | 3/23/2005 | | | | |
| =A PLACE IN TIME | h | n The Moment | Moc | on Time It | 03 | 2/27/2007 | | | | |
| =Always Best (FR) | F | riolo | Alw | ays True | 0: | 2/11/2001 | | | | |
| | | rish River (Fr) | Wis | | 01 | 2/17/2003 | | | | |
| =Irish Moss | 1 | isti River (Fr) | 1 10 | | 0. | 111/2005 | | | | |

Next, click on the <u>Select Fields</u> 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 | e 🗙 Delete 🎒 Print 🍶 Ad | dvanced Layout 🔄 C | lose | |
| Report Setup Select Fields | Filters | | | |
| Field | Condtion | Value | | |
| Currently Boarding | Equals | True | ~ | Add as AND Add as OR |
| | | | | |
| Column Order and W | /idth (Sample Data) | | | Remove Remove All Finish |
| Column Order and W | /idth (Sample Data) Sire | Dam | Birth Date | |
| F | | Dam | Birth Date 02/22/2007 | |
| Horse Name | | Dam | | |
| Horse Name = Farm Mare #1 | | Dam | 02/22/2007 | |
| Horse Name = Farm Mare #1 = Farm Mare #2 | | Dam Dam Moon Time It | 02/22/2007 03/03/2006 | |
| Horse Name = Farm Mare #1 = Farm Mare #2 = Farm Mare #3 | Sire | | 02/22/2007 03/03/2006 03/23/2005 | |
| Horse Name = Farm Mare #1 = Farm Mare #2 = Farm Mare #3 =A PLACE IN TIME | Sire | Moon Time It | 02/22/2007 03/03/2006 03/23/2005 02/27/2007 | |

Samples of Filters

| Report Writer) New 💕 Open 📙 Savi | a 🗙 Deleta 🖂 Prir | pt 💭 0 dvanced Lavout | l 🖌 Close | | |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|------------|-------|
| port Setup Select Fields | and the second se | | Close | | |
| ield Iorse Name arm Name | | Value | | Add Filter | |
| and/Tag reed lorse Type oard Type ex color inth Date oaled Location attoo | | | | | d Bac |

| Report Writer | Save 🗙 Delete ᢖ Print 🔒 | Advanced Layout 🕴 🔄 Close | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------|------------|
| Report Setup Select Fie | doords 0770 | | | |
| Field | Condtion | Value | | |
| Currently Boarding | Equals Four Section S | | Add Filt | er Back |

| 🖷 Report Writer | 🗙 Delete 🛛 🖂 Pri | nt 🚡 Advanced Layout | Close | | |
|------------------------------|--------------------|------------------------|-------|-------------------|-------------------------|
| Report Setup Select Fields F | ilters | Q 100 | | | |
| Currently Boarding | Condtion Equals | Value False True | | Add Filter | |
| | | | | Remove Remove All | 4 Back Finish |

| 🖷 Report Writer 🗄 🎦 New 🚔 Open 💂 Save 🗙 Delete 🚑 Pr | int 🚡 Advanced Layout 🍤 Close | | × |
|----------------------------------------------------------|---------------------------------------------------------------|------------------------------|----------------|
| Report Setup Select Fields Filters | | | |
| Field Condition Mare Season Year Equals | Value 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2012 | Add Filter Remove Remove All | Back Finish |

| 🖷 Report Writer | | | | |
|----------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------|
| 🎦 New 对 Open 🚽 Save | 🗙 Delete 🛛 🖂 Prin | it 🔬 Advanced Layout 🛛 🄄 Close | | |
| Report Setup Select Fields | Filters | | | |
| Field | Condtion | Value | | |
| Owner | Equals | Altogether Partnershi Arbor, Frederick J. Baker, Ruth Callahan, Caren Edison, Thomas Elliott, Drew February Rain Farm Fields of Gold Farm Gemstone Racing Just Because Farm | Add Filter | |
| | | McGillicutty, Annie D'Donovan, Colleen | Remove Remove All | Finish |

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.

<u>Setup</u>

Setup



1. Companies

- o Select "Setup" from the menu
- o 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.

| Company | 1 | | |
|-------------------------------|-------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------|
| Company | | Delete Logo | 1 Company Audit Log Last updated by: cec on: 07/20/2011 12:27 PM |
| Location Address 8: | JCIS Test Company | THE JOCKEY CLUB | |
| City Li State K Country | exington entucky ZIP 40503 | Show on Invoice Remove Miscellaneous Active GL Account | |
| Phone/E-Ma | ail Entries | | |
| Туре | Phone Number | Description Main |] |
| Toll Free | 🔄 (800) 333-1778 | | |
| Fax | 💟 (859) 224-2810 | | |
| Main Of | 🔽 (859) 224-2800 | | |
| Main Area C | iode: | 🕂 New 📄 Remove | |

- 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

| Preference - Application S | ettings | × |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Application Settings Mare/Foal Settings Company Settings Billing Settings Standard | Application Settings Capitalize All Horse Names C Enable Auto-Lookup on Search Screens | |
| – User Settings – Email Settings | Phone Number Format: (999) 999-9999/993-9999 Security Image: Security Require Login Image: Security Require Password Image: Security Label Sizes Image: Standard/US Standard/US Metric | |
| < | HFM Administrator EMail: HFM Administrator User: admin OK Cancel | |

 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

| Application Settings Mare/Foal Settings Company Settings Billing Settings Standard User Settings Email Settings | Mare/Foal Settings Days Between Last Day Bred and Foaling Date: 342 New Foal Naming Mare Name & Season Year Season Year & Mare Name | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| | Stallion Mare Show warning when booking mare with no "Confirmed By" Show warning when booking an imported mare Auto refresh stallion mare ownership when adding mares | |
| | ОК | Cancel |

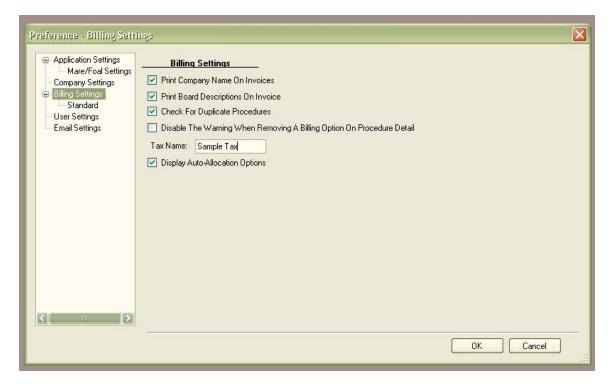
- Days Between Last Day Bred and Foaling Date. This number is prepopulated but can be changed. This is the number used to calculate the projected foaling date which shows up on the Mares Bred Summary Report and the Due Date on the Teasing Worksheet.
- New Foal Naming. Select whether you want a new foal's 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

| Application Settings Mare/Foal Settings | Company Settings | |
|--------------------------------------------|-----------------------------------------------------------------------------------------|--------|
| Company Settings Billing Settings | Band/Tag Numbers | |
| Standard User Settings | Enable Band/Tag Number Field Display Band/Tag Number First | |
| Email Settings | Default Breed: Thoroughbred | |
| | Default Farm: TJCIS Main Mare Farm | |
| | Save Folder: C:\DotNetInvoices | Browse |
| | Fertility Analysis Code for In-Foal: P Code for Barren: B | |

- 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.
- o 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 <u>all</u> 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 <u>not</u> 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 <u>Non-US</u> 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.

| Application Settings | Standard | |
|----------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Mare/Foal Settings Company Settings | Default Standard Service Charge: | Full Late Fee (30, 60, 90) |
| Billing Settings Standard | Standard Billing Starting Invoice #: | 10000001 |
| - User Settings - Email Settings | Summarize Invoice History Deta | ils |
| | 🗹 Show Horse Charge Details On | Invoice |
| | Show Procedure Summary On I | nvoice 🔲 Use double window envelope |
| | Standard Billing Invoice Comments: | |
| | address when mailing a check via r | |
| | Service charges represent 1.5% into manner to avoid such charges in th | erest being charged on any past due accounts. Please remit your payments in a tim e future. |
| | Thank you for your business. | |
| | | |
| | | |
| | | |
| | | |

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 <u>all</u> client invoices.

User Settings

| Preference - User Settings | | | × |
|---------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------|-----------|
| Application Settings Mare/Foal Settings Company Settings Bling Settings Standard User Settings Email Settings | User Settings | Screen LightPink DarkSeaGreen | |
| | | | OK Cancel |

- 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

| Application Settings Mare/Foal Settings | Email Settings | | | |
|----------------------------------------------------|------------------------------------|-----------------------------------------|------------|-----------|
| Company Settings Billing Settings Standard | Enable SMTP E-mail System? | SMTP Only Setting: Mail Server test. | | |
| Ernail Settings | | Port 25 SSL Protocol En | able? 💿 No | O Yes |
| | | User name Password | | |
| | | From Email tic@ Sender Email | 9email.com | |
| | Enable SMTP E-mail for Reports? | ReplyTo Email Bcc Email | | |
| | 🔿 No 💿 Yes | | | |
| | | | | |
| > | | | | |
| X > | 0 | | | OK Cancel |

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.

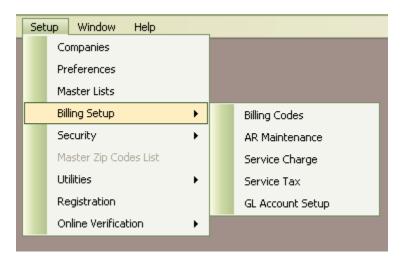
- Select "Setup" from the menu
- o Select "Master Lists"
- Select the category that you wish to review from the drop down list. Once you select a Category, the items in that category will be displayed on the screen.

| Master Lists Save Cancel Master Lists Setup Category Address Category | |
|-----------------------------------------------------------------------|----------------|
| Item | System Defined |
| Billing | True |
| Farm | False |
| Home | False |
| Shipping | False |
| Work | False |
| te New | Remove |

| 🖬 Master Lists | |
|---------------------------------------------------|----------------|
| Save Cancel Master Lists Setup Category Vanned By | |
| Item | System Defined |
| Commercial Van | False |
| Farm Van | False |
| Owner's Van | False |
| - New | |
| | |

• 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

| 🖬 Billing Application Codes | |
|--------------------------------------------------------|---------------|
| Show Active Only Search by Billing Application Code | Go Reset |
| Application Code | Debit Account |
| Standard | 102 |

| 🖬 Billing Application | Codes | |
|---------------------------|-----------------------|---|
| 🔎 Search 🛛 🔽 Save | 🛛 🚺 Cancel 🛛 🔕 Delete | |
| Billing Application Codes | | |
| Description: | Standard | |
| Default Debit Account: | 102 | |
| Default Credit Account: | Standard - 101 | |
| | Active | |
| | | J |
| | | |
| | | |
| | | |
| | | |
| | | |

- "Description" can be changed
 "Default Debit Account" can be changed
 "Default Credit Account" <u>must</u> be selected from the drop down list.

- 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.

| 🔽 Save 🚺 🖾 Car | | | | | |
|---------------------------|------------|---------|---------|---------|-----------------|
| | | | | | |
| Due Date: 01/31/2008 | e | | | | |
| Client Name | Current | Over 30 | Over 60 | Over 90 | Service Charges |
| Unknown | Curronk | | 010100 | 010100 | |
| All In All Incorporated | | | | | |
| Altogether Partnership | | | | | |
| Bloodstock Agent | | | | | |
| Callahan, Caren | (\$250.00) | \$30.00 | \$60.00 | | \$250.00 |
| Elliott, Drew | | | | | |
| February Rain Farm | | | | | |
| Fields of Gold Farm | | | \$15.00 | | |
| Gemstone Racing | | | | | |
| Jockey Club Syndicate Man | | | | | |
| Jockey Club Test Client | | | | | |
| McGillicuttu Annia | | | | | |
| <u>N</u> | | | | | |

• 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.

| | ancel | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|------------------------|------------------------|-----------------|
| | | | | | |
| | | | | | |
| Due Date: 01/31/2008 | ~ | | | | |
| Client Name | Current | Over 30 | Over 60 | Over 90 | Service Charges |
| Unknown | Current | 010130 | | 010100 | |
| All In All Incorporated | | | | | |
| | 5 | 1. | | | |
| Altogethe Invalia finenai | | | | | |
| Altogethe Invalid Operat | מסוו | | | | |
| Bloodstor | | rred for this standard | billing gl account. Ir | nitial AR Balances can | |
| Bloodsto Callahan. Dilling Billing | | rred for this standard | billing gl account. Ir | nitial AR Balances can | |
| Bloodstor | | _ | billing gl account. Ir | nitial AR Balances can | |
| Bloodstor Callahan Elliott, Dr | | _ | | nitial AR Balances can | |
| Bloodsto Callahan, Elliott, Dr February | | _ | ж | nitial AR Balances can | |
| Bloodstor Callahan, Elliott, Dr February | has already occu | _ | ж | nitial AR Balances can | |
| Bloodstor Callahan, Elliott, Dr February Fields of coor ramm Gemstone Racing | has already occu | _ | ж | nitial AR Balances can | |
| Bloodstor Callahan, Elliott, Dr February Fields of cora ram Gemstone Racing Jockey Club Syndicate Man. | has already occu | | ж | nitial AR Balances can | |
| Bloodsto Callahan Elliott, Dr February Fields of exert ram Gemstone Racing Jockey Club Syndicate Man Jockey Club Test Client | has already occu | _ | ж | nitial AR Balances can | |

• **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 <u>never</u> be charged late fees unless you specifically mark it as such. To set up the Service Charges/Late Fees:

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

| Description | Over 30 | Over 60 | Over 90 |
|------------------------------|---------|---------|---------|
| Full Late Fee (30, 60, 90) | 1.50 % | 1.50 % | 1.50 % |
| Late Fee Starting at 60 Days | 0.00 % | 1.50 % | 1.50 % |
| Minimal Late Fee (1.0%) | 1.00 % | 1.00 % | 1.00 % |
| Stud Fee | 1.50 % | 1.50 % | 1.50 % |

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 O Delete | 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 Name | Sample Tax (HST, GST, etc) | |
| Rate | 15.00 % | << Service Tax Comments |
| G/L Account No. | SVC TAX 15 | |
| | Active | |
| | | |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |

| Preference - Billing Settin | Bi 🔀 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
| | OK Cancel |

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

| 🖬 Boarding Type | | | |
|------------------|-----------------------|------------------------------------|-----------------------------------------------------------------------------------------------|
| Search Search | ave 🚺 Cancel 🔘 Delete | | Boarding Type Audit Log Created by: cec on: 07/24/2006 12:59 PM Last updated by: cec |
| Boarding Type | Broodmare | | on: 06/15/2011 8:45 AM |
| Horse Type | Mare 🔽 | Sample Sample Tax (HST, GST, etc) | |
| Daily Rate | \$25.00 | None Sample Tax (HST, GST, etc) | << Boarding Type |
| Billing System | Standard 🔽 | | |
| Debit GL Account | 401 | | |
| | Active | | |

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

| 📓 Procedure Mas | (e): | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------|
| Search Search Search Search Procedure Master Inf Procedure Name Default Unit Charge Procedure Category Default Performed By Departure Print GL Account Info Category GL Accour Override GL Accour Procedure Types Health Type Breeding | New Halter \$40.00 Tack The Tack Shop No Active | Default Teasing Chart Results | (HST, GST, etc) | Procedure Master Audit Log Created by: cec or: 07/24/2006 4:18 PM Last updated by: cec or: 09/26/2011 4:23 PM |

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.

| Procedure Detai | | Procedure Detail Audit Log |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Procedure Detail Horse | -Irish Moss | Applied On: |
| Farm Performed | Training Facility Image: Control of the second se | |
| Procedure Override Description | New Halter Performed By The Tack Shop | |
| | Appear on Invoice? Print Procedure Comments on Invoice? Print Results on Invoice? | << Procedure Comments |
| Charges Unit Charge \$40.0 | 0 Quantity 1 Charge \$40.00 e Tax (HST, GST, etc V Sample (HST, GS \$6.00 | |

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

| d Client | | | | | | |
|----------------------|------------------------|---------------------|---------------|------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------|
| Name Farm/Compa | Save Cancel | Delete | dle | Lest Cal Client D 2 | llahan | Client Audit Log Created by: cec on: 07/24/2006 11:03 AM Last updated by: cec on: 10/13/2011 3:56 PM |
| Client Info | | ments Adjustmer | nts Horses Ot | 1 | | << Client Comments |
| Client Det Prefix | ails | Suff | ix | | Soc. Sec. # 🔿 Fed. ID. # | |
| Title | | Salutatio | | | 26 4561 | |
| Address | 451 Apple Blossom Lane | andard Standard 1.5 | | | | |
| City | Schenectady | State Ne | ew York | | | |
| ZIP | 12345 | Country | | | Miscellaneous | |
| Phone/E- | Mail Entries | | | | Business Owner | Saved Documents |
| Туре | Phone Number | Descri | ption | Main | Use Farm/Company Name Only | Empty |
| Home | (516) 231-9884 | | | | | cmpy |
| E-Mail | caren@caren.com | | | | Suppress Billing | |
| | | | | | Exempt. Code USA | |
| Main Area | a Code: (518) | | 🛨 New | Remove | Standard | Add Remove |

G/L Account Setup [optional]

- o Select "Setup"o Select "Billing Setup"
- Select the "G/L Account Setup"

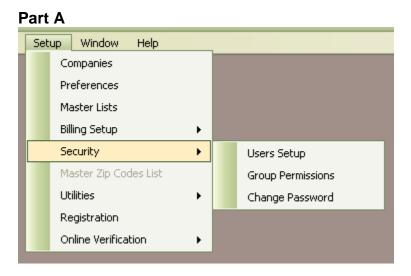
| G/L Account Setup | × |
|---------------------------------------------------------------------|---|
| Standard A/R Account No.: 101 Service Charge Account No.: 999 | |

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.



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Group Permissions

The Group "Admin" will already have the default permissions set for "Full Rights".

| Groups | | | | Group Permissions Audit Log Last updated by: cec on: 12/07/2011 1:11 PM |
|------------------------------------------------------------------------------------------------------------------|--------|------|----|-------------------------------------------------------------------------------|
| Admin Admin Temp Employees Read Only Security Area | | | | < Comments |
| and the second | Update | Read | | |
| A/R Detailed Accounts Receivable Report | | | | |
| A/R Detailed Credit Invoice Report | | | | |
| A/R Maintenance | | | | |
| About | | | | |
| Adjustment Entry | | | | |
| Adjustments Journal | | | | |
| Adjustments Report | | | | |
| Aged A/R Journal Report | | | | |
| Aged A/R Report | | | | |
| Al Booking | | | | |
| Al Single Dose Entry | | | | |
| Arrival Report | | | -5 | |

- 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 <u>not</u> checked, that menu option will not be visible at all to the user.
- o When finished click "Save"

<u>Users Setup</u>
 Click the "Add" button to begin entering each of your users.

| Show Active Only | | |
|--------------------|-----------------|----------|
| Search By Username | | Go Reset |
| User Name | Name | Active |
| admin | Administrator | |
| cec | Callahan, Caren | |
| cwh | Christy | |
| im | Jim | |
| Read Only | | |
| sag | Stephen | |
| tab | Todd | ~ |
| Temp | LaSalle, Bette | |

| 🖬 User Entry/Edit | |
|-------------------|-----------------|
| 🔎 Search 🛛 🗹 Save | Cancel 🔕 Delete |
| Login | |
| Username | Get Network |
| | Active Username |
| - User Info | |
| First Name | Last Name |
| | |
| Group Membership | |
| Available Groups | Member Of |
| Admin | |
| Temp Employees | Add > |
| < F | emove |
| | |
| | |
| | |

- Login: Click "Get Network Username" or type in the name of the Username you wish to add.
- <u>User Info:</u> [Optional] You can enter the first and last name of the individual that corresponds to the Username.
- <u>Group Membership:</u> 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.

| 📓 User Entry/Edit | |
|-------------------|----------------|
| 🔎 Search 🛛 🔽 Save | Cancel Science |
| Login | |
| Username | |
| cec | Active |
| | |
| ⊂ User Info | |
| First Name | Last Name |
| Caren | |
| | |
| Group Membership | |
| Available Groups | Member Of |
| Temp Employees | Admin |
| Read Only | Add> |
| | |
| | < Remove |
| | |
| | |

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".

| Preference - Application | Settings | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Application Settings | Application Settings Capitalize All Horse Names Enable Auto-Lookup on Search Screens Phone Number Format: (999) 999-9999/9999 Security ✓ Require Login □ Require Password Label Sizes ④ Standard/US Metric | |
| | HFM Administrator EMail: HFM Administrator User: Cec | |
| | OK Cancel | |

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.

Change Password

| Please enter a new password | |
|-----------------------------|--|
| Password | |
| | |
| Retype Password | |
| | |
| ОК | |

- 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

| 🚹 H | orse Farm | Man | ogemen | it Sy | stem - TJ | ICIS Tea | st Comp | any |
|------|--------------|--------|----------|-------|-----------|----------|---------|-----------|
| File | Master Fi | iles | Procedur | res | A/R Trans | actions | Billing | Mare Info |
| | Save | Ctrl+ | S | | | | | |
| 9 | Print | Ctrl+ | Р | | | | | |
| ۵ | Print Previe | ew | | | | | | |
| 5 | Undo | | | | | | | |
| Ж | Cut | | | | | | | |
| 6 | Сору | | | | | | | |
| a | Paste | | | | | | | |
| | Logout Sys | stem 🚽 | | | A | | | |
| | E×it | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

- 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

| Set | up Window Help | | , | |
|-----|-----------------------|---|---|---------------------|
| | Companies | | | |
| | Preferences | | | |
| | Master Lists | | | |
| | Billing Setup | • | | |
| | Security | • | | |
| | Master Zip Codes List | | | |
| | Utilities | • | | Mass Boarding Entry |
| | Registration | | | Zip Codes |
| | Online Verification | • | | Screenshot |
| | | | | Roll Back Billing |

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".

<u>Be sure</u> 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.

| Warnin | ы М |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ⚠ | WARNING Before using this feature you should read the help guide. When changing boarding types to the next older type you should start from the oldest board type and work backwards (i.e. racing, two-year old, yearling, foal). |
| | ОК |

| 🌃 Mass Boarding Entry | | | × |
|----------------------------------------------------------------------------------------|-------------|------|-------|
| Horse Filter Farm: Horse Type: Boarding Type: Barn: Field: Location: | <all></all> | | |
| | | Next | Close |

- 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.

| Horse Filter | | 07 Evening Primrose 07 Oriental Poppy 07 Snow Crocus 08 A Nick in Time 08 Arkansas | 07 E vening Primrose 07 Oriental Poppy 07 Snow Crocus 08 A Nick in Time 08 Arkansas | 1 |
|----------------|--------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---|
| Farm: | <all></all> | | | |
| Horse Type: | <all></all> | | | |
| Boarding Type: | Yearling | | | |
| Barn: | <all></all> | | | |
| Field: | <al></al> | | | |
| Location: | <all></all> | | | |
| | | | | |
| | Apply Filter | | | |
| | | | | |

• Click on "Next"

| Mass Boarding Details Mass Boarding Details Boarding Type: In Training Standard Rate: \$49.00 Exception Rate: Comment Now in training at California track. | O7 Evening Primose 07 Driental Poppy 07 Snow Crocus 08 A Nick in Time 08 Arkansas |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Previous Finish | Close |

- 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)**

| | | B | | |
|-------------------------------|----------------------|-----------------|----------------------------------|-------------------------------------------|
| 📓 Horse | | | | |
| | Cancel 🔕 Delete | | Verify | Boarding Audit Log |
| Horse Name: 08 A Nick in Time | | Breed: Morga | an Barn: | Created by: cec on: 12/21/2011 9:43 AM |
| Band/Tag #: | Farm Name: | TJCIS Main Mare | Farm 🔽 Statk | |
| Horse Type: | Location: | | Field: | < Comments |
| Horse Info Ownership Boarding | Insurance Procedures | Mare Info No | tes Sales Nominations Equineline | Now in training at California track. |
| | ate | Туре | Boarding | |
| Change Boarding 03 | 8/02/2008 11:00 AM | Arrival | TJCIS Main Mare Farm | |
| Remove 01 | /01/2010 | Change Board | TJCIS Main Mare Farm | |
| 01 | /01/2011 | Change Board | TJCIS Main Mare Farm | |
| | | E | Boarding Type: In Training | |
| | | | Exception Rate: | Saved Documents |
| | | | Standard Rate: \$49.00 | Boarding |
| | | C | Ownership Exception Rate | Empty |
| | | | Remove | |
| | | | | Add Remove |

- After you have entered any comments, click on "Finished"
- Select "Yes" to continue

| Mass Boarding Entry 🛛 🗙 | | | | | | | |
|------------------------------------|--|--|--|--|--|--|--|
| Continue with mass boarding entry? | | | | | | | |
| Yes No | | | | | | | |

• The "Mass Boarding Worksheet" will automatically appear on screen.

| Run Date: 12/21/2011 9:43 AM Company: TJCIS Test Company | | <u>Mass Boar</u> | ding Work | 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 | | 01/01/201 | 1 .Now in training at California track |
| Oriental Poppy 07 | Yearling | In Training | | 01/01/201 | 1 .Now in training at California track |
| Snow Crocus 07 | Yearling | In Training | | 01/01/201 | 1 .Now in training at California track |
| A Nick in Time 08 | Yearling | In Training | | 01/01/201 | 1 .Now in training at California track |
| Arkansas 08 | Yearling | In Training | | 01/01/201 | 1 .Now in training at California track |

• Print the worksheet if needed and then close the Mass Boarding Worksheet screen.

| Mass Boarding Ent Mass Boardin Boardin Comment: | | 07 Evening Primose 07 Driental Poppy 07 Snow Crocus 08 A Nick in Time 08 Arkansas |
|----------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------|
| | Previous Finish | Close |

• Click "Previous" to go back and create another Mass Boarding Entry or click "Close".

Zip Codes

| ZIP Code | | | |
|--------------------|---------------|---------------|----|
| Search By ZIP Code | | GoRes | et |
| ZIP Code | City | State Name | |
| 00210 | Portsmouth | New Hampshire | |
| 00211 | Portsmouth | New Hampshire | |
| 00212 | Portsmouth | New Hampshire | |
| 00213 | Portsmouth | New Hampshire | |
| 00214 | Portsmouth | New Hampshire | |
| 00215 | Portsmouth | New Hampshire | |
| 00401 | Pleasantville | New York | |
| 00501 | Holtsville | New York | |
| 00544 | Holtsville | New York | |
| 00601 | Adjuntas | Puerto Rico | |

If you need to add new Zip Codes to HFM, click "Add" then fill in the information in the fields provided and click "Save".

| 📑 ZIP Code | | |
|---------------------------------------|-----------|--|
| 🔎 Search 🛛 🖾 Save 🛛 🚺 Cancel 💿 Deleti | e | |
| | | |
| | | |
| | | |
| ZIP Code | | |
| City | State | |
| | | |
| Area Code | Time Zone | |
| | | |
| | | |

Once added, the Zip code will be available in the Address/Zip Code fields in HFM.

<u>Screenshot</u>

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.

| Save As | | | | | | | | ? 🗙 |
|-----------------------------------|--------------------------------------------------------------------------------|---------------------|---|---|----|---|---|--------|
| Save in: | 🞯 Desktop | | ~ | G | Ø. | P | • | |
| My Recent Documents Desktop | My Document My Computer My Network P Caren's Versic Shortcut to Da | laces ons | | | | | | |
| My Computer | | | | | | | | |
| | File name: | hfm_screenshot_0001 | | | | ~ | | Save |
| My Network | Save as type: | JPEG | | | | ~ | | Cancel |

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

| Rollback Security Code |
|-----------------------------------------------------------------------------------------|
| You must enter a security code in the box below to access the Billing Rollback form. |
| |
| Submit Cancel |
| ii. |

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".

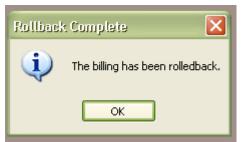
| 🖬 Billing - F | tollback. | | |
|-----------------|----------------------------------------------------------------|---|--|
| | Close Standard O Syndicate | | |
| Billing Period: | 01/01/2009 - 01/31/2009 finalized by cec on Jul 13 2011 1:09PM | ~ | |
| | Rollback | | |

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.

| Contin | ue with Rollback? |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | You have asked to rollback the 01/01/2007 - 01/31/2007 finalized by alj on Jan 12 2007 3:12PM billing. Do NOT perform this step without contacting The Jockey Club Information Systems first. If you continue, this will remove all invoices and any payments, adjustments, or service charges associated with that billing run. Continue? Yes No |



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

|)atabase Name | HFM |
|-------------------|------------|
| Installation ID | 75D3F87A9C |
| Registration Code | |

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

| Setup Window Help | |
|-----------------------|------------------------|
| Companies | |
| Preferences | |
| Master Lists | |
| Billing Setup | |
| Security > | |
| Master Zip Codes List | |
| Utilities • | |
| Registration | |
| Online Verification | Connection Information |
| | Translation Codes |

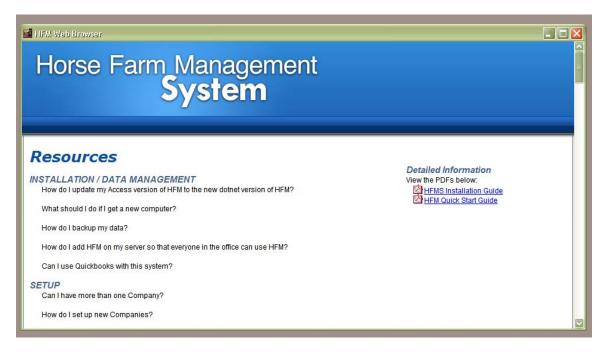
Please contact The Jockey Club for instructions for setting up and using the Online Verification. (800) -333-1778 or (859) 224-2800

Help Menu

| Help | |
|------|------------------------------------|
| | Contents |
| | FAQ |
| | Search |
| | Information for Backups |
| | SQL Loader |
| | Send Database to TJCIS |
| | Check for Updates |
| | About Horse Farm Management System |

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 <u>location</u> 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.

| hese are the names and locations | of the files that you should back up: | |
|-------------------------------------|--------------------------------------------------------------------------------|------|
|)atabase: | | |
| E:\Program Files\The Jockey Club | Information Systems\Horse Farm Management\Database\Caren\WinHFM.mdf on TJCIS44 | |
| ave Folder: | | :1 |
| C:\DotNetInvoices | | |
| 'ou should back up these files on a | regular basis | lose |

SQL Loader

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

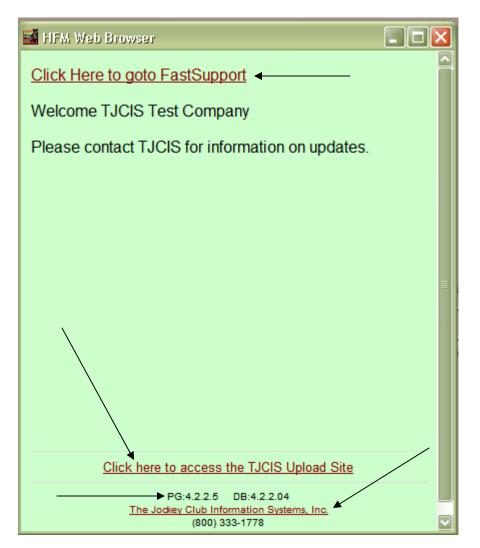
| Get SQL from TJCIS | This form should only be used under the direction of a TJCIS support person. This is only used for applying patches to your database. | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------|
| SQL Statement | | |
| | | Exec |
| | | Close |
| | | |
| | | |
| | | |
| | | |
| | | |
| Status | | |
| Ready | | |
| | | |

Send Database to TJCIS

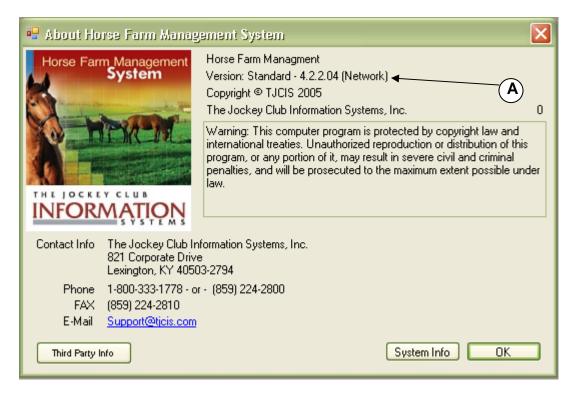
This menu option is in Development and is currently not available.

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



<u>Note:</u> 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.



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

