The Jockey Club INFORMATION SYSTEMS

Horse Farm Management System

for

Windows™

32-Bit Standard WinHFM System

User's Guide

Version 2.1.XX

August 30, 2001

TABLE OF CONTENTS

AVAILABLE REPORTS IN THE 32-BIT STANDARD PROGRAM

Procedure Reports

- Procedure Category Listing
- Procedure Master Listing
- Procedures Performed Report
- Mass Procedure Report
- Procedure Schedule Report
- Scheduled Procedures Due Report

Master Reports

- Horse Listing
- Client Listing
- Farm Listing
- Horse Type Listing

Misc. Reports

- Arrival Report
- Departure Report
- Print Departure Form
- Print Horse Characteristics
- Health Records Report
- Mini-Pedigree

A/R Transactions Reports

- Direct Credit/Charge Report
- Cash Receipts Report
- Aged A/R Balance
- Service Charge Listing

Month End Billing

- Pre-billing Report
- Monthly Direct Credit/Charge Report
- Monthly Cash Receipts Report
- Boarding Charges Report
- Preliminary Aged A/R Report
- Print Invoice
- Closing Summary Report
- Service Charge Report

Month End Billing – Closing Reports

- Board & Procedures Revenue Journal
- Suppressed Revenue Journal
- Cash Receipts Journal
- Direct Credit/Charge Journal
- Service Charge Journal
- Closing Summary
- Aged A/R Balance

Mare Information Reports

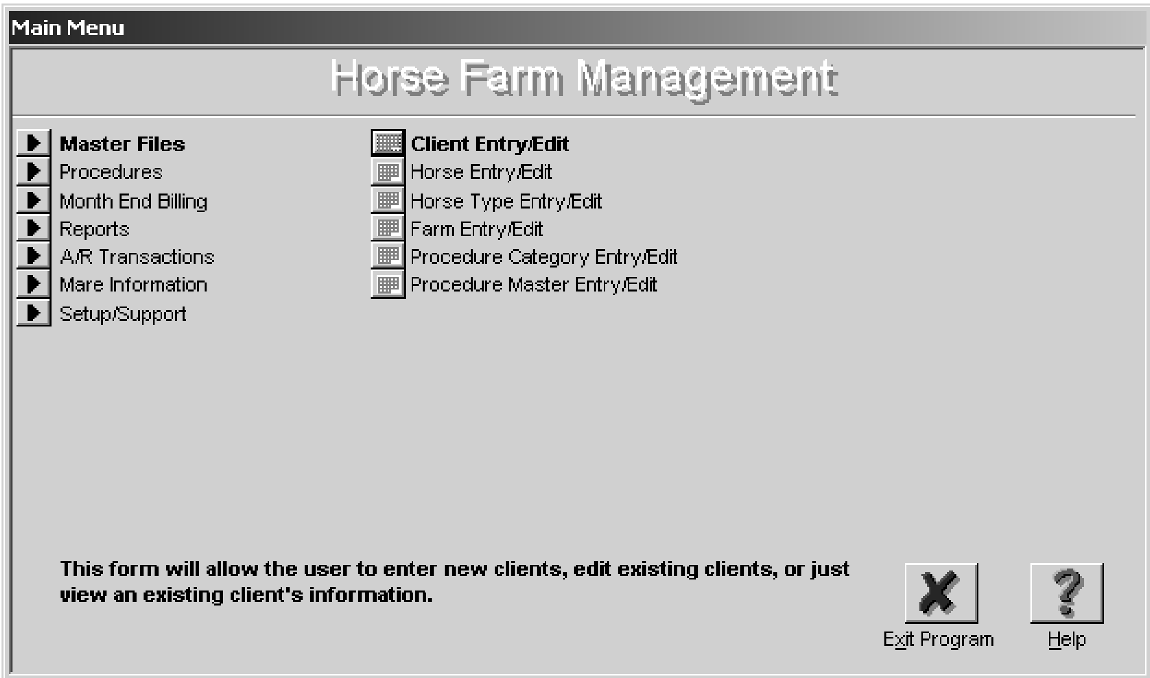
- Breeding Report
- Foaling Report
- Outside Booking by Date Report
- Farm Mares Bred Summary Report
- Fertility Analysis Reports
    - Fertility Analysis by Stud Farm
    - Fertility Analysis by Mare Type
    - Fertility Analysis by Month
- Mare List by Client
- Broodmare Listing
- Teasing Results Report
- Teasing Worksheet

Additional Reports

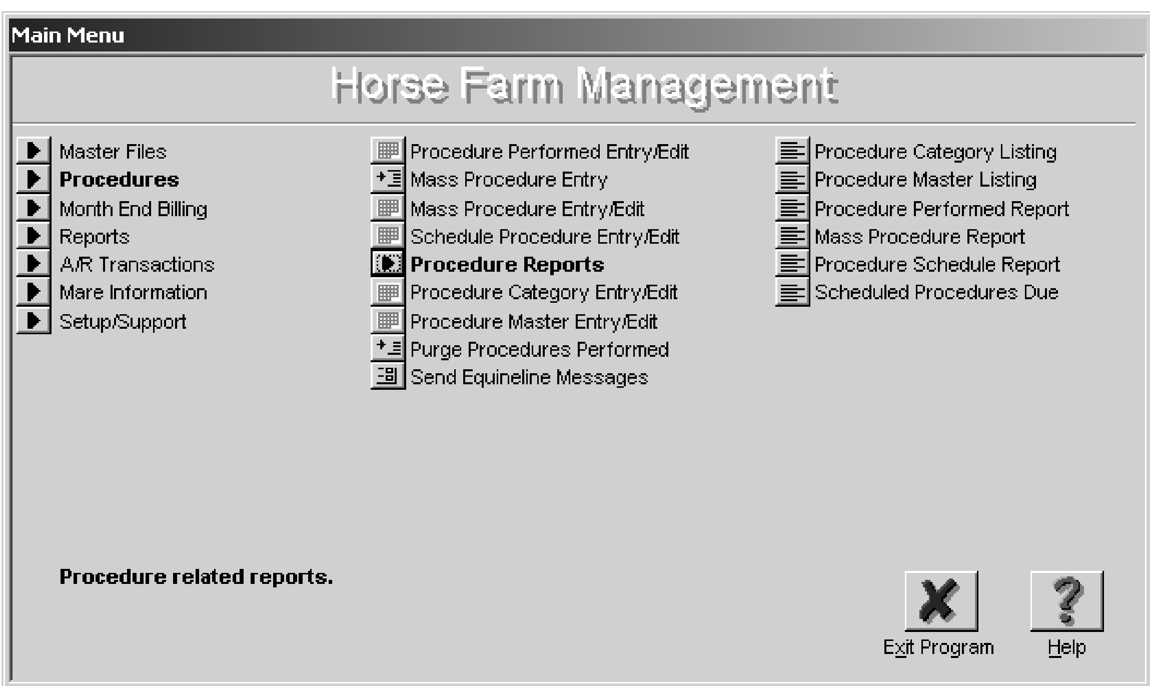
- Report Writer
- Print Labels

MENU OPTIONS IN THE 32-BIT STANDARD PROGRAM

Master Files Menu



Procedures Menu

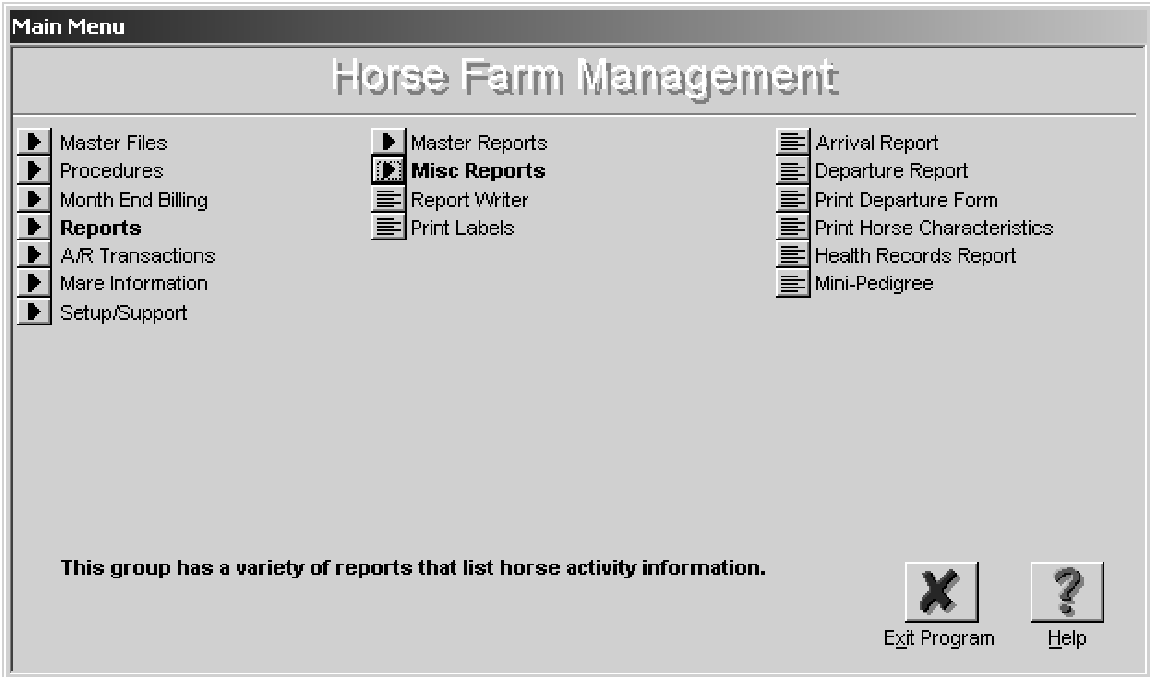


Month End Billing Menu

Reports Menu

Master Reports

Miscellaneous Reports

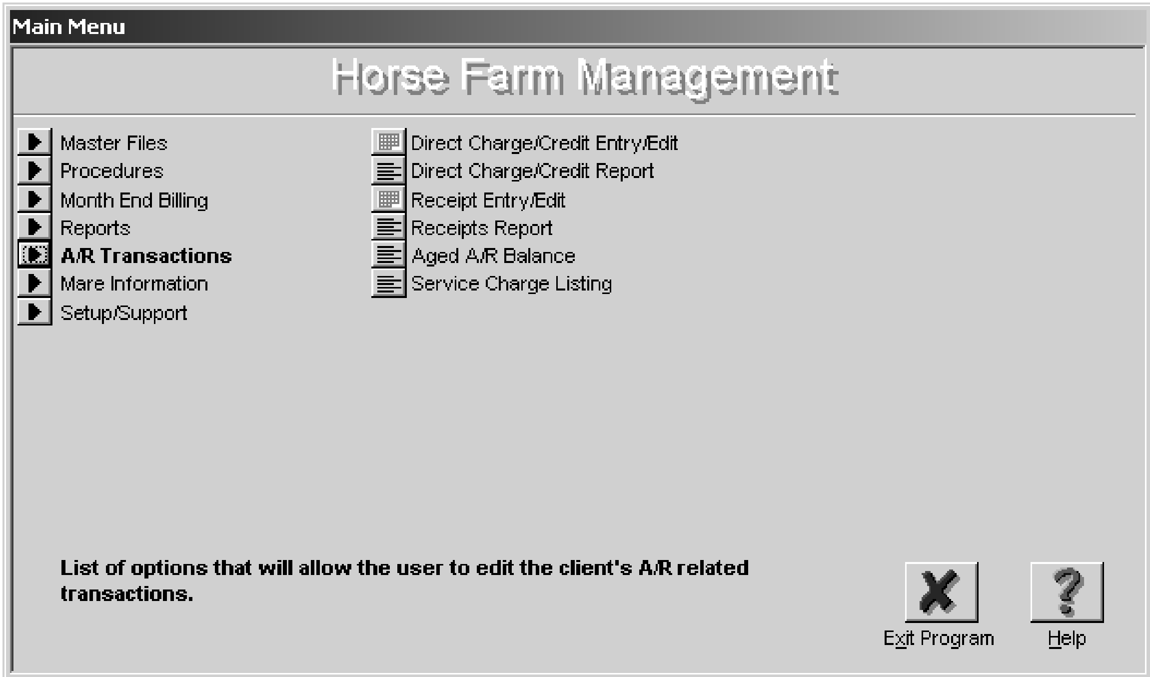


Additional Reports

1. Report Writer

2. Print Labels

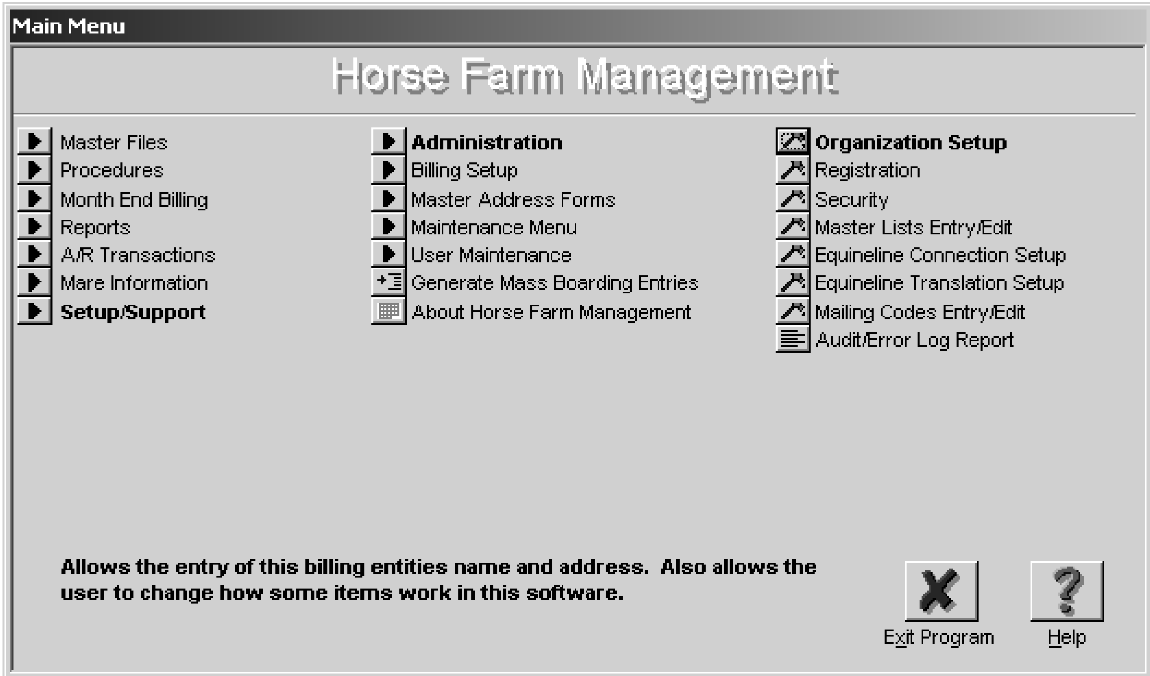
A/R Transactions Menu



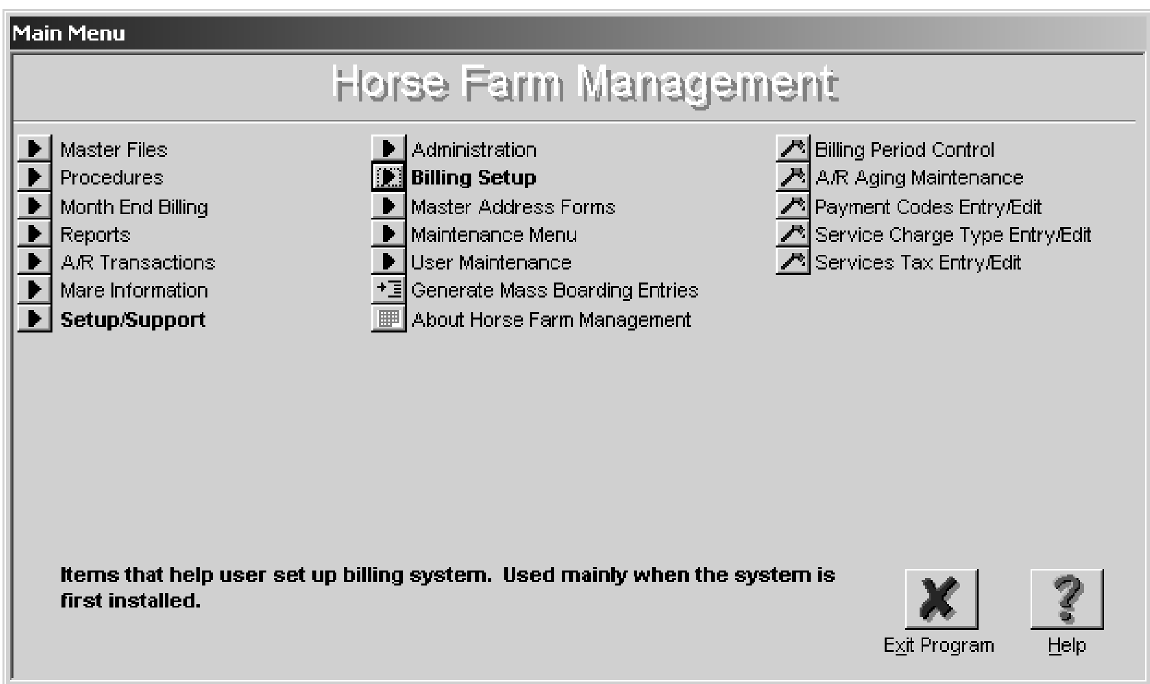
Mare Information Menu

Setup/Support Menu

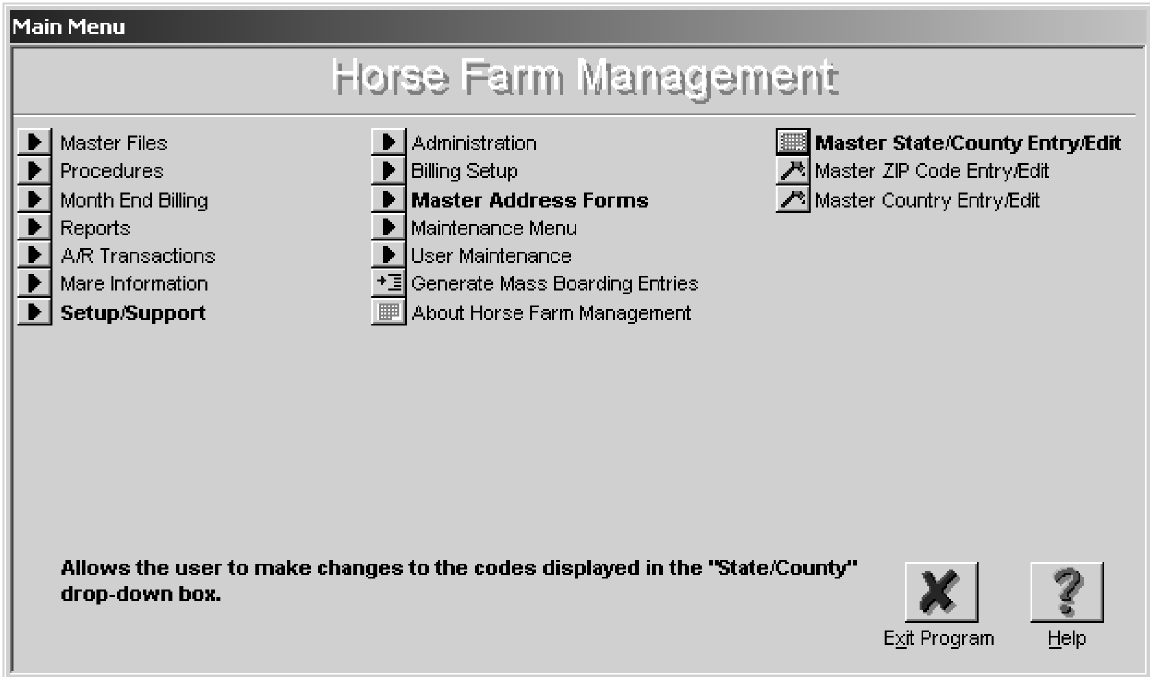
Administration



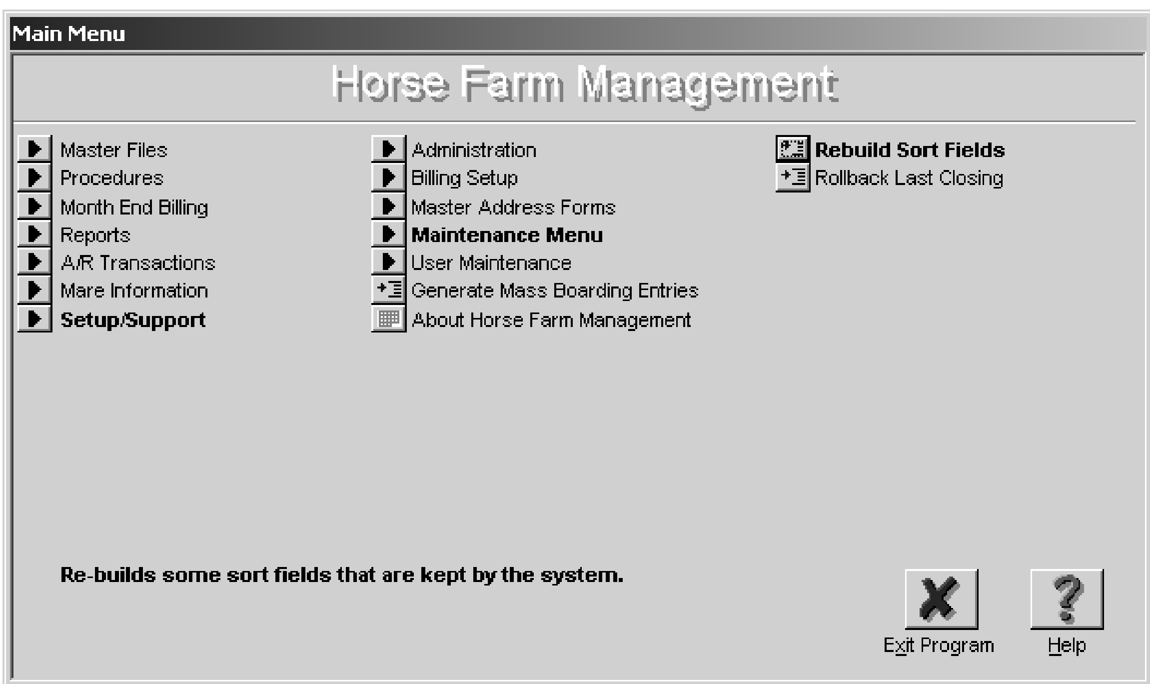
Billing Setup



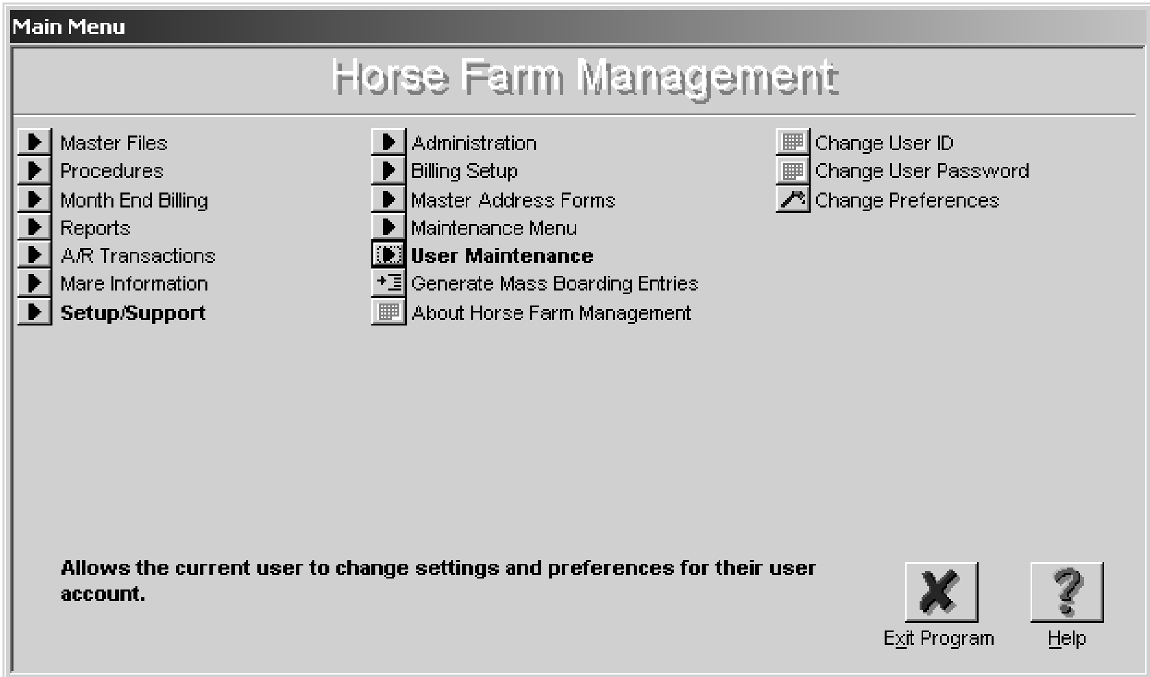
Master Address Forms



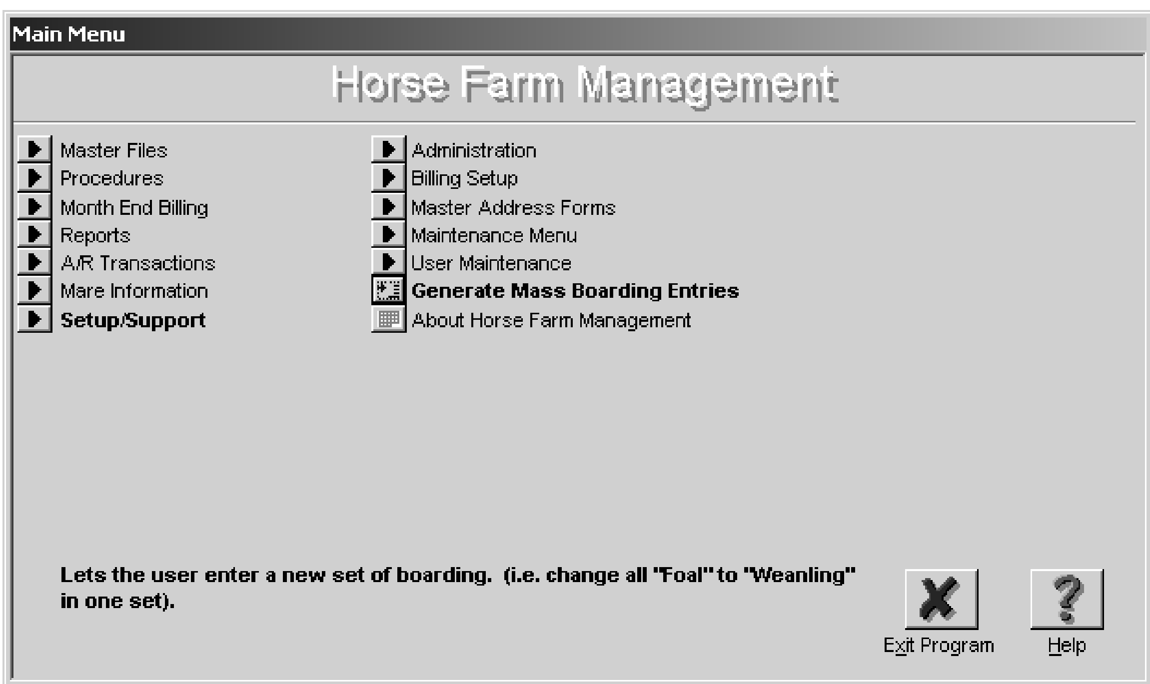
Maintenance Menu



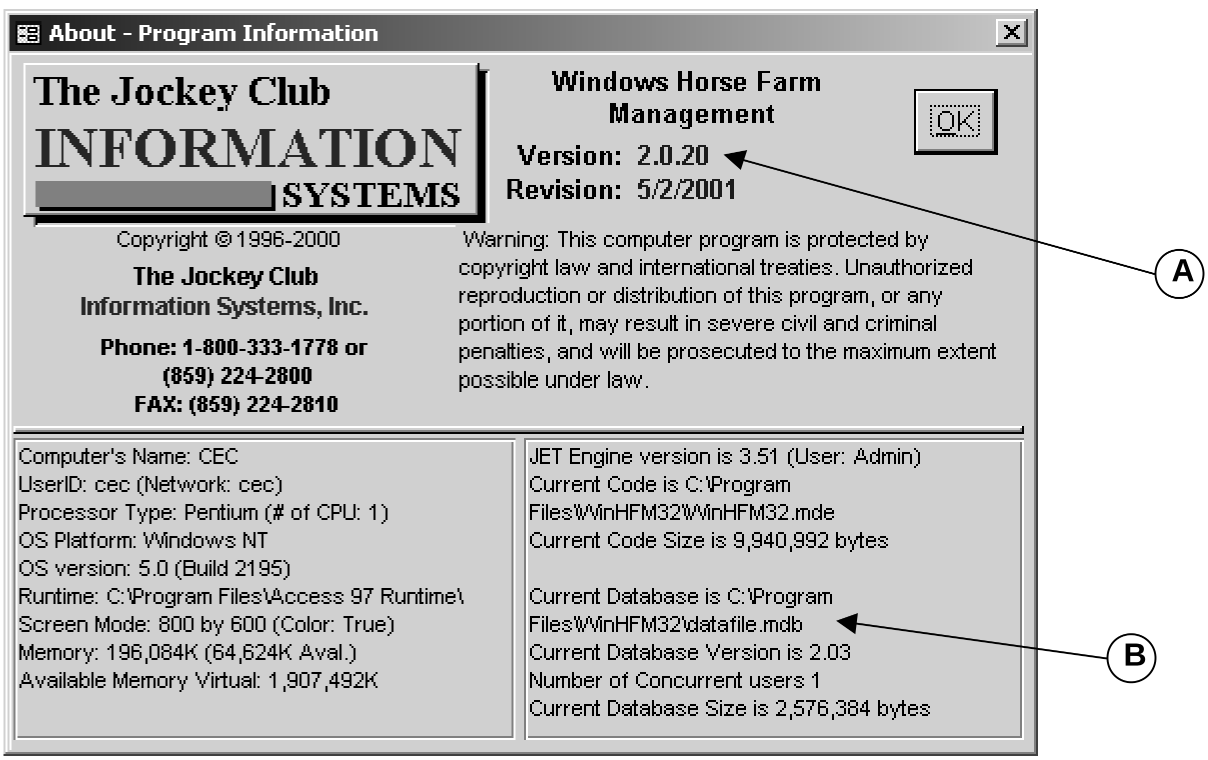
User Maintenance



Generate Mass Boarding Entries



About Horse Farm Management



<u>Note</u>: This is an informational page. You can check to see which WinHFM32 Version you are currently running (this example is Version 2.0.20) **(A)** or you can verify the location of your datafile32.mdb (this example shows the Current Database is located in C:\ProgramFiles\WinHFM32\datafile.mdb) **(B).**

General Information about Horse Farm Management

Field Colors

Throughout the program you will see different colored fields for entry.

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 updated and who updated it, look in the “Last Update” field for the date and time and in the User ID for the ID of the person that made the entry.

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 the last entry in the list will be empty. As soon as the user enters any information in this empty line, a new empty line will be created below that line.

General steps to edit information in the system

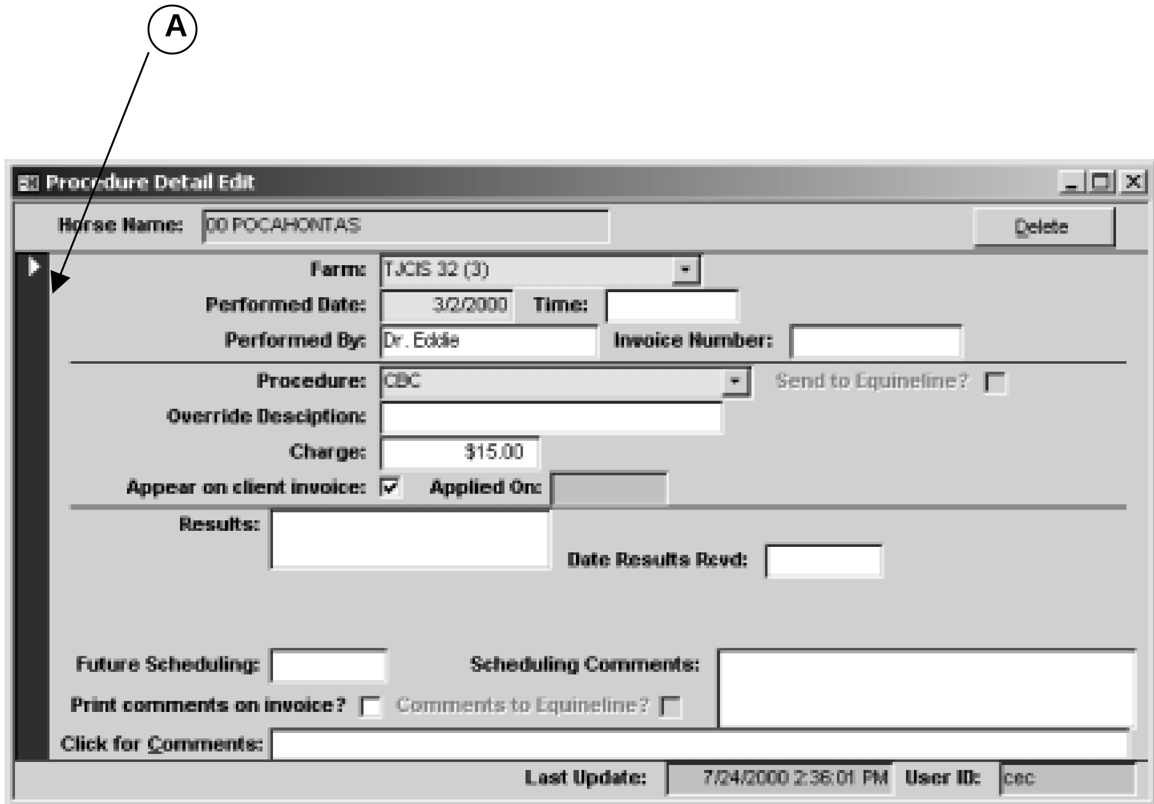
To edit existing information, the system has been designed to allow the user to first “lookup” or find the record that needs changing. Once the record has been located, most forms allow the user to directly change values.

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.

Alternate ways to delete records currently being displayed:

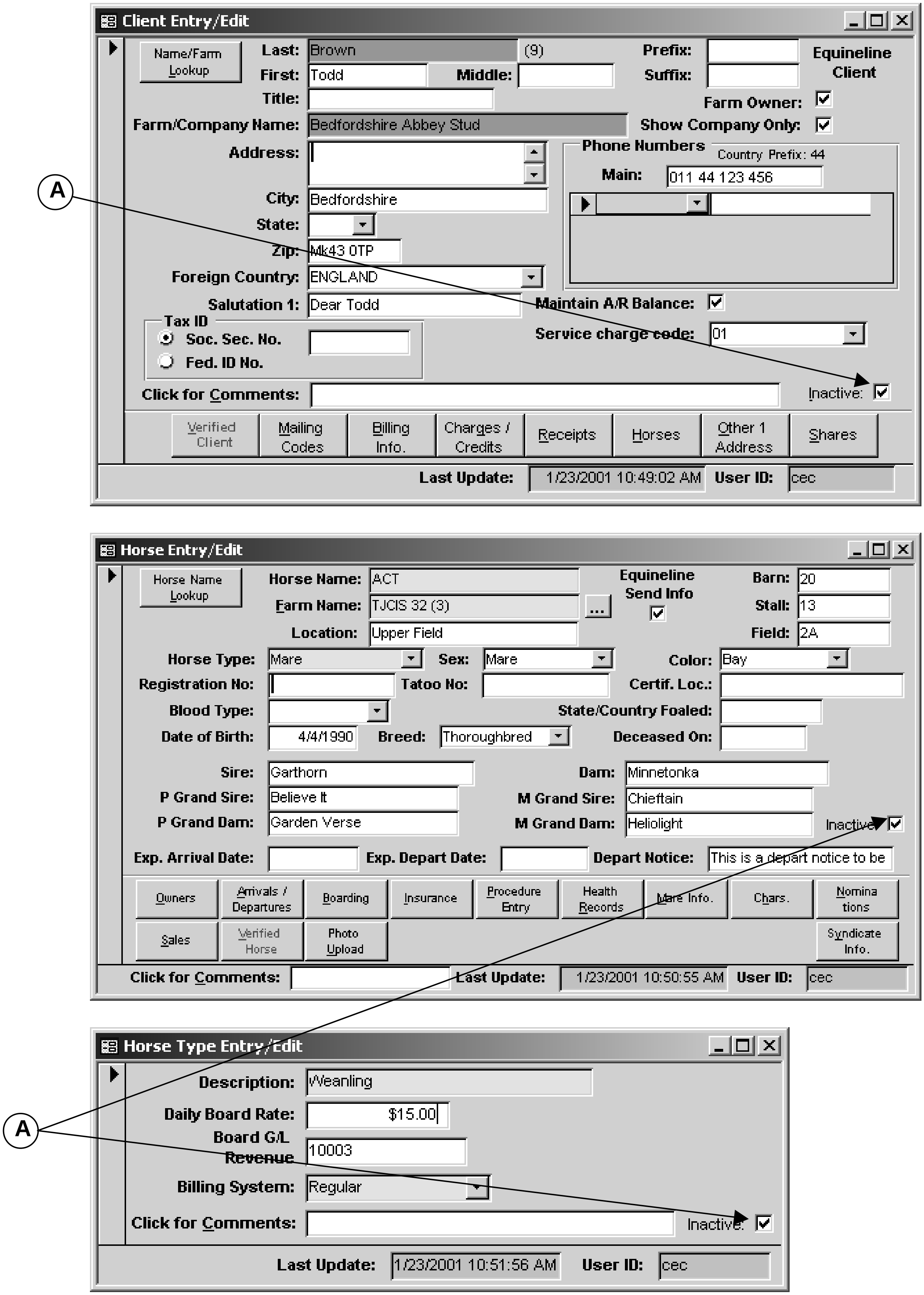
- Select the current record by clicking the record selector (the bar on the left most part of the form) **(A)**, followed by the DELETE key on the keyboard.

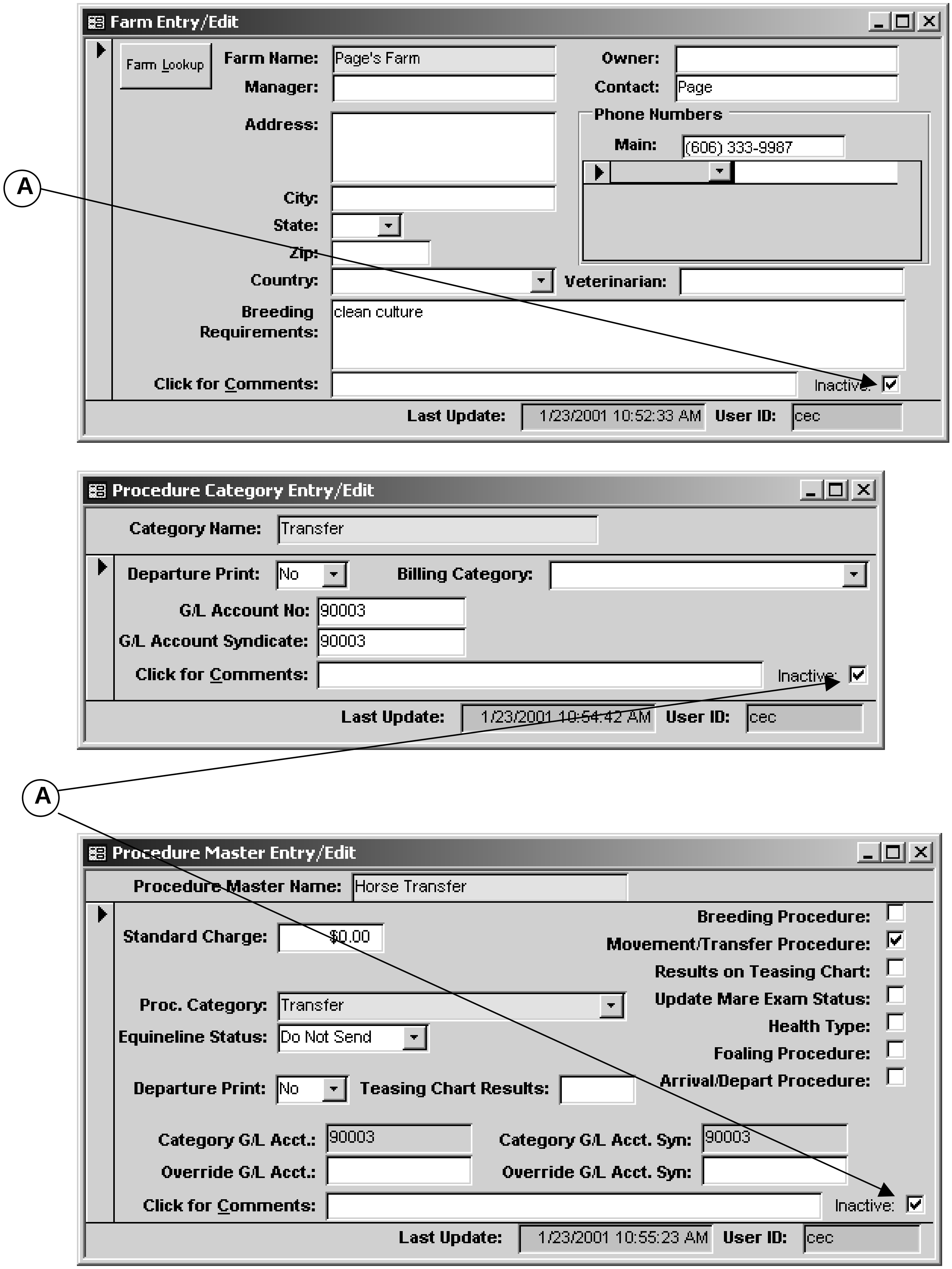


Note: You can't delete an item if it is being used but you can mark it as inactive.

Inactive Records

You have the option of marking records as inactive. Records that can be marked as inactive are: Clients, Horses, Horse Types, Farms, Procedure Categories and Master Procedures. To mark a record as inactive, <u>open</u> the record and click in the box on the bottom right hand side of the screen marked "Inactive". When marked as inactive, that item will no longer appear in pick lists. **(A)**


Client Entry/Edit
Name/Farm Lookup
Last: Brown (9)
First: Todd
Middle:
Title:
Prefix:
Suffix:
Equineline Client
Farm Owner:
Show Company Only:
Farm/Company Name: Bedfordshire Abbey Stud
Address:
City: Bedfordshire
State:
Zip: Mk43 0TP
Foreign Country: ENGLAND
Salutation 1: Dear Todd
Phone Numbers
Country Prefix: 44
Main: 011 44 123 456
Maintain A/R Balance:
Service charge code: 01
Tax ID
Soc. Sec. No.
Fed. ID No.
Click for Comments:
Inactive:
Verified Client
Mailing Codes
Billing Info.
Charges / Credits
Receipts
Horses
Other 1 Address
Shares
Last Update: 1/23/2001 10:49:02 AM
User ID: cec
Horse Entry/Edit
Horse Name Lookup
Horse Name: ACT
Farm Name: TJCIS 32 (3)
Location: Upper Field
Equineline Send Info
Barn: 20
Stall: 13
Field: 2A
Horse Type: Mare
Sex: Mare
Color: Bay
Registration No:
Tatoo No:
Certif. Loc.:
Blood Type:
State/Country Foaled:
Date of Birth: 4/4/1990
Breed: Thoroughbred
Deceased On:
Sire: Garthorn
Dam: Minnetonka
P Grand Sire: Believe It
M Grand Sire: Chieftain
P Grand Dam: Garden Verse
M Grand Dam: Heliolight
Inactive
Exp. Arrival Date:
Exp. Depart Date:
Depart Notice: This is a depart notice to be
Owners
Arrivals / Departures
Boarding
Insurance
Procedure Entry
Health Records
Mare Info.
Chars.
Nomina tions
Sales
Verified Horse
Photo Upload
Syndicate Info.
Click for Comments:
Last Update: 1/23/2001 10:50:55 AM
User ID: cec
Horse Type Entry/Edit
Description: Weanling
Daily Board Rate: $15.00
Board G/L Revenue: 10003
Billing System: Regular
Click for Comments:
Inactive:
Last Update: 1/23/2001 10:51:56 AM
User ID: cec
A
A


A
Farm Entry/Edit
Farm Lookup
Farm Name: Page's Farm
Owner:
Manager:
Contact: Page
Phone Numbers
Address:
Main: (606) 333-9987
City:
State:
Zip:
Country:
Veterinarian:
Breeding Requirements: clean culture
Click for Comments:
Inactive:
Last Update: 1/23/2001 10:52:33 AM
User ID: cec
Procedure Category Entry/Edit
Category Name: Transfer
Departure Print: No
Billing Category:
G/L Account No: 90003
G/L Account Syndicate: 90003
Click for Comments:
Inactive:
Last Update: 1/23/2001 10:54:42 AM
User ID: cec
A
Procedure Master Entry/Edit
Procedure Master Name: Horse Transfer
Breeding Procedure:
Standard Charge: $0.00
Movement/Transfer Procedure:
Results on Teasing Chart:
Proc. Category: Transfer
Update Mare Exam Status:
Equineline Status: Do Not Send
Health Type:
Foaling Procedure:
Departure Print: No
Teasing Chart Results:
Arrival/Depart Procedure:
Category G/L Acct.: 90003
Category G/L Acct. Syn: 90003
Override G/L Acct.:
Override G/L Acct. Syn:
Click for Comments:
Inactive:
Last Update: 1/23/2001 10:55:23 AM
User ID: cec

GETTING STARTED

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

Getting Started – Just the Basics

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

The following is the recommended order for entering your information. This section also provides a brief overview. A detailed "How To" begins on page 24.

First, set up your Farm

(Master Files > Farm Entry/Edit)

On the Farm Entry/Edit form, enter your farm name, address and phone number Add any other farms that you will be interacting with during the breeding season. Other farms would include those that you send your mare to for breeding (i.e. If you send your mare to an outside stallion to be bred you would enter the name of the farm where the stallion stands <u>or</u> if you stand stallions at your farm you would enter the names of the boarding farms for the mares "walking" in to be bred).

Set up your Organization

(Setup/Support>Administration>Organization Setup)

- Enter your farm/company's name and complete address as well as your complete phone number, FAX number and E-mail address.
- Click on the "Config." Button in the Organization Entry/Edit form
- Select your farm name from the drop-down list as the "Default Farm"
- Look for the box next to **Print Organization Name on Invoices.** If you want your name, address, etc. to automatically appear as the heading on your invoices, leave the "x" 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 Organization Name on Invoices to remove the "x".
- Close the Organization Entry/Edit Screen

Review Master Lists

(Setup/Support>Administration>Master Lists Entry/Edit) **(Optional)**
No changes are needed unless your farm uses a different set of terms. You should just review the categories and not make changes at this time. Be aware that this is the place to make a change if needed. If your farm needs additional items other than those that are shown, they can be added on the last line in the list (it will be blank).

Billing Period Control

(Setup/Support > Billing Setup > Billing Period Control) **(Optional)**
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.

Payment Application Codes

(Setup/Support > Billing Setup > Payment Codes Entry/Edit)
Enter a payment application code for each of the billing systems you have purchased (Boarding, Syndicate, Stud Fee)

Service Charge Form

(Setup/Support > Billing Setup > Service Charge Type Entry/Edit) **(Optional)**
If you charge late fees for overdue invoices, then enter codes for each rate you plan to use.

Client Form

(Master Files > Client Entry/Edit)
Add yourself as a client and then add each of your clients, whether a person, farm, company, etc. Enter as much information as you have on each client.

Horse Type

(Master Files > Horse Type Entry/Edit)
Add a "Horse Type" for each type of horse you have on your farm and the board rate for each type. (Mare, Foal, Weanling, Yearling, Sales Prep, etc.)

Horse Form

(Master Files > Horse Entry/Edit)
Add all horses that are currently on your farm or horses that you wish to track.

Procedure Category

(Master Files > Procedure Category Entry/Edit)
Add general categories that your specific procedures will fall within such as: (Blacksmith, De-Worm, Vaccinations, Medical, Reproductive, Registration/Nominations, etc)

Procedure Master

(Master Files > Procedure Master Entry/Edit)

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, X-Ray, Tetanus Vaccination, Jockey Club Registration, etc).

Initial A/R Client Balances

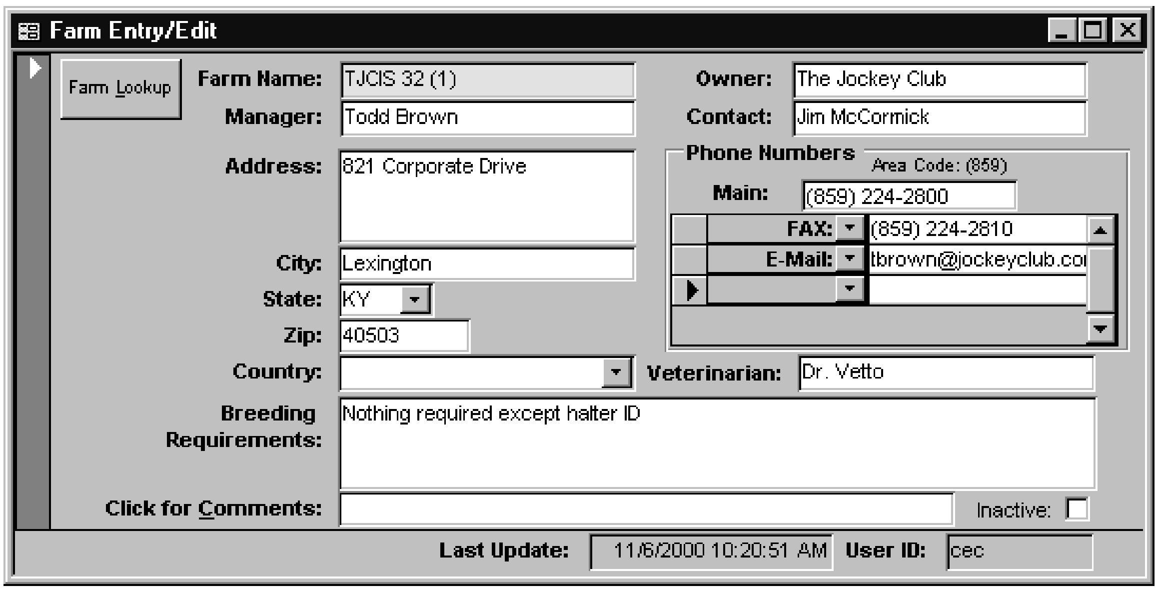
(Setup/Support > Billing Setup > A/R Aging Maintenance)

For each client listed, type in any outstanding balances from your previous billing.

DETAILED WALK THROUGH

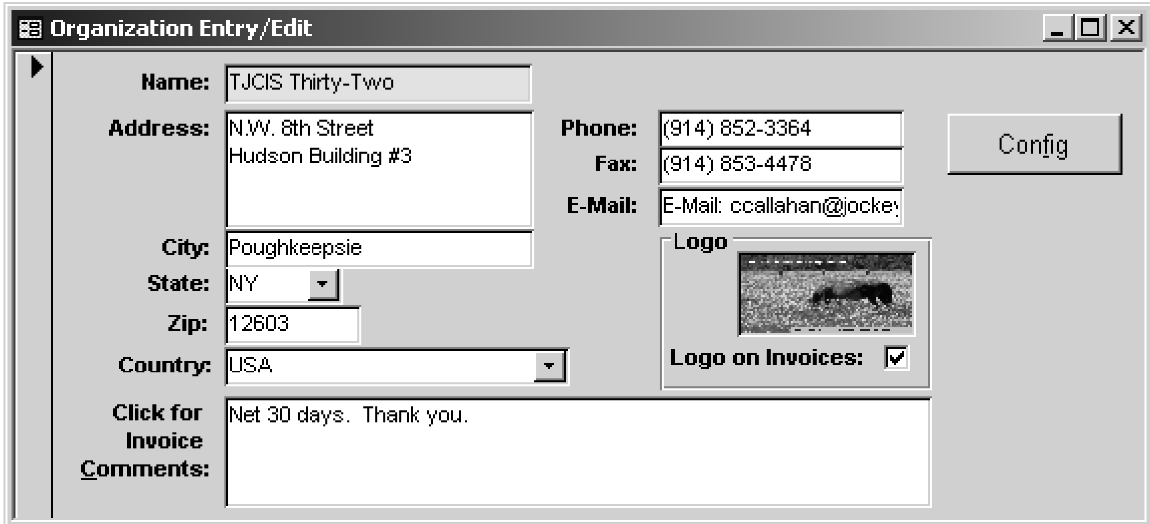
The following section outlines the step-by-step process of setting up your farm's information and entering your horses' daily activity into the Windows Horse Farm Management program.

1. *Set up your farm*
    - Select "Master Files" from the menu
    - Select the "Farm Entry/Edit" menu item to open the form
    - Click the "Add" button. First, add your own farm



    - Enter as much information as you can on each farm including the main phone number, person to contact and any breeding requirements
    - Add any other farms that you will be interacting with during the breeding season.
    - Other farms would include those that you send your mare to for breeding.
        - For example, if you send your mare to an outside stallion to be bred you would enter the name of the farm where the stallion stands.
        - Or, if you stand stallions at your farm, you would enter the names of the boarding farms for the mares "walking" in to be bred.
    - Close the form and return to the Main Menu

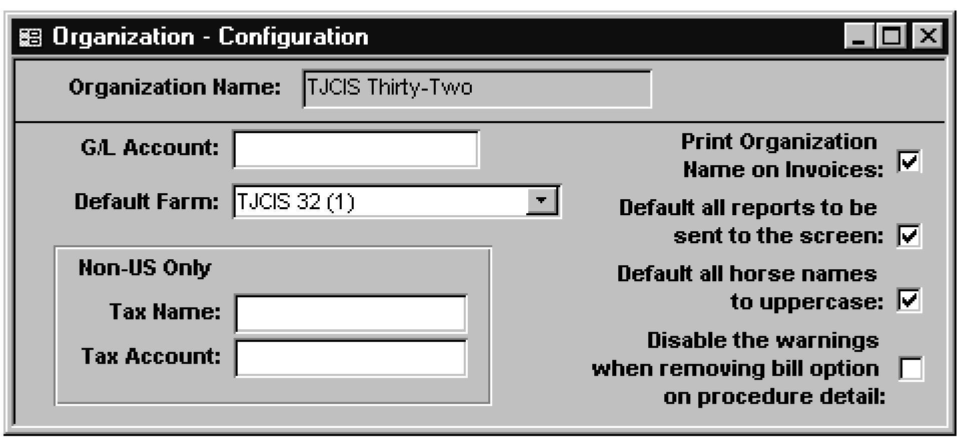
2. *Set up your Organization*
    - Select "Setup/Support" from the menu
    - Select "Administration" and then open the "Organization Setup" form
    - Input the name, address and phone number(s) of your organization as well as your E-Mail address.



TIP: If you enter text in the "Click for Invoice Comments" area such as **Net 30**, **Payable Upon Receipt** or **Happy Holidays**, this message will appear on <u>all</u> client invoices.

TIP: If your company logo is available, you can copy it into the "Logo field" and click the box next to "Logo on Invoices". Your logo will then print out in the heading on the top, right-hand side of your client invoices.

3. *"Config" Button in the "Organization Entry/Edit" form*
   - Click on the "Config" button inside of the "Organization Entry/Edit" form



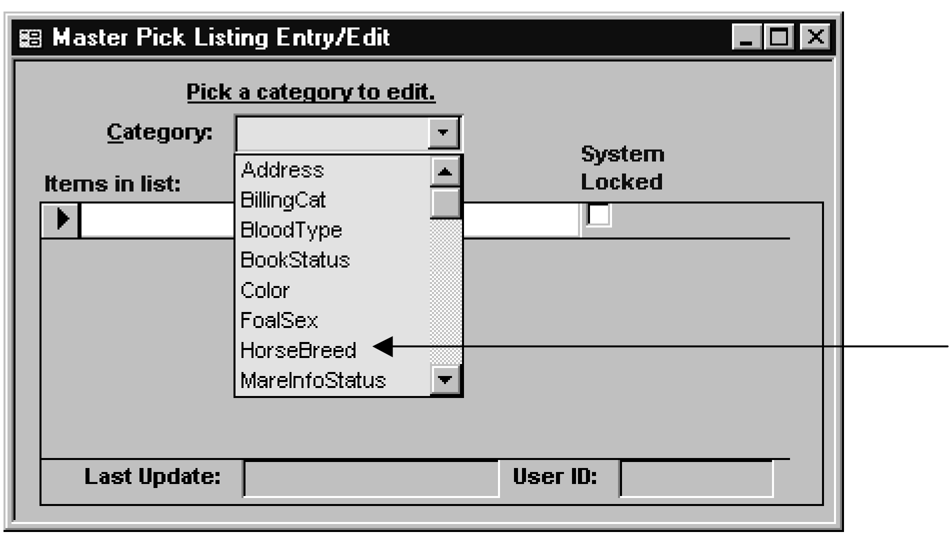
- Enter a G/L Account number for your farm. It is not necessary to enter information in this field. If you do not need to identify a G/L Account number for your farm, leave this field blank.
- Select your farm name from the drop-down list as the "**Default Farm**".
- For <u>Non-US</u> clients, identify the tax name you will be using and the corresponding Tax Account Number.

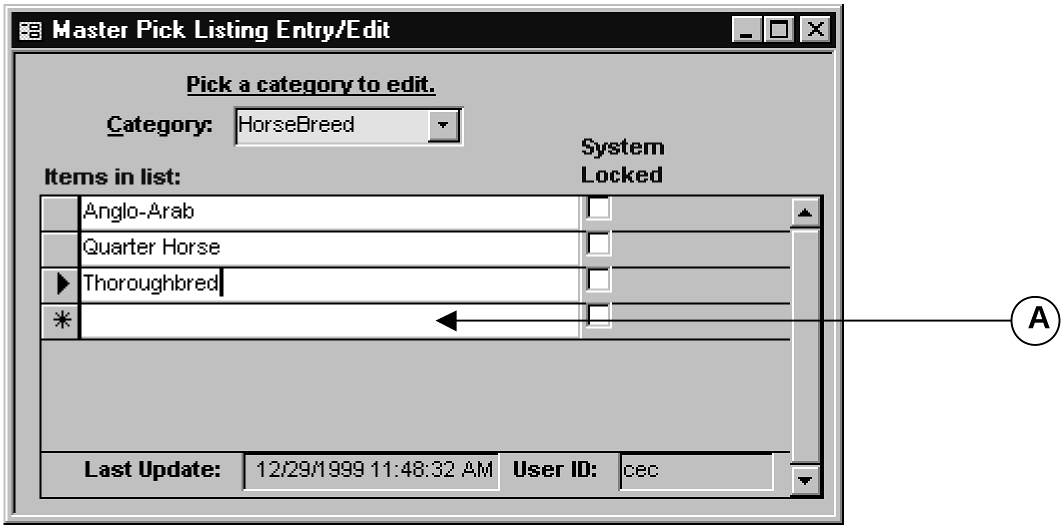
- Look for the box next to **Print Organization Name on Invoices.** If you want your name, address, etc. to automatically appear as the heading on your invoices, leave the "√" marked in the box. If you are using pre-printed stationery and do **<u>not</u>** want the system to automatically generate the heading, simply un-check the box next to **Print Organization Name on Invoices** to remove the "√".
- 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 be sent to the screen"**
- 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 "**Default all horse names to uppercase**"
- 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 warnings when removing bill option on procedure detail".**
- Close the form and return to the "Organization Entry/Edit" form
- Close the "Organization Entry/Edit" form

4. *Review entries in the "Master Pick List" form* ***[optional]***

No changes are needed unless your farm uses a different set of terms

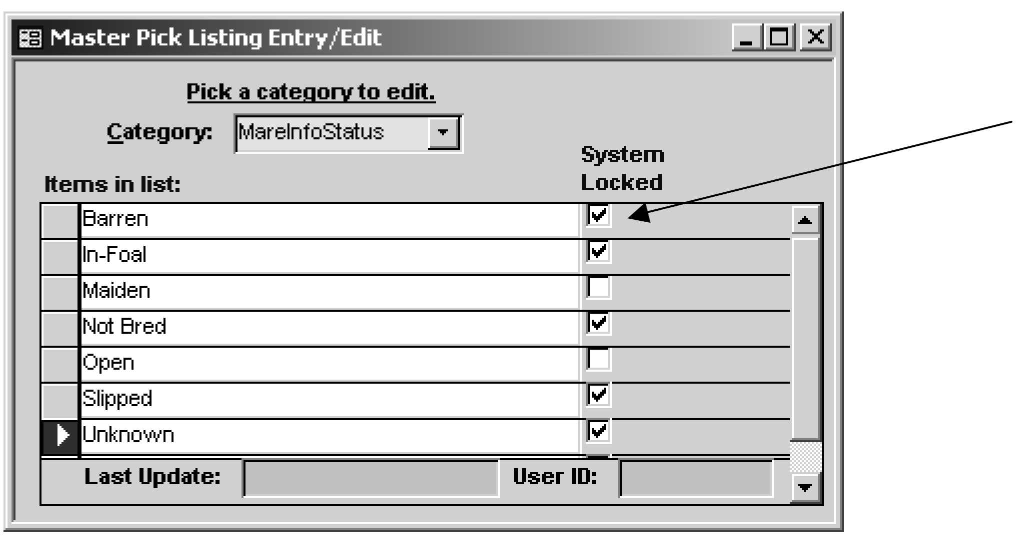
1. Select "Setup/Support" from the menu
2. Select "Administration" from the menu
3. Select Master Lists Entry/Edit
4. Select the list category that you wish to review. This displays the list of user choices for that category. Example: HorseBreed





You should just review the categories and not make changes at this time. Be aware that this is the place to make a change if needed. If your farm needs additional items than those that are shown, they can be added on the last line in the list (it will be blank). **(A)**

Note: If you select the Category of “MareInfoStatus”, you will see that the system has locked several of the items. 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.



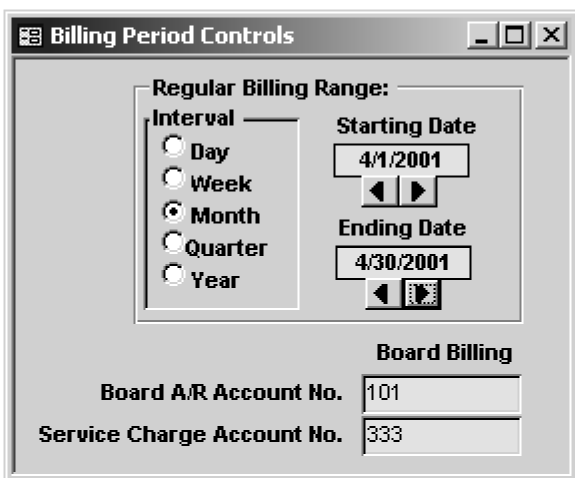
- Close the form and return to the Main Menu.

5. *G/L Account Review* ***[optional]***

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. Only if your farm uses specific G/L accounting codes will you need to change the preloaded codes.*

- Select “Setup/Support” from the menu
- Select “Billing Setup” from the second menu item
- Select “Billing Period Control” menu item



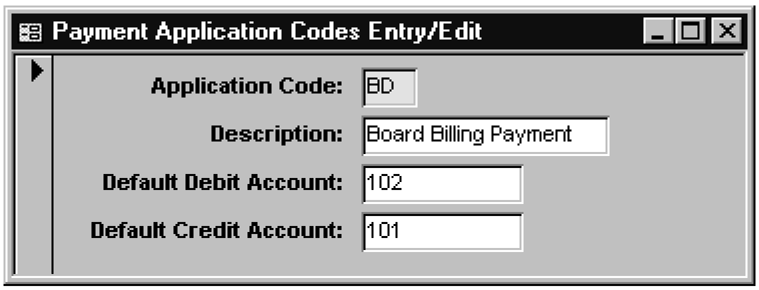
The G/L Account numbers are at the bottom of the form. Enter the Board A/R Account Number and the Service Charge Account Number for the Monthly Board Billing. You can leave the numbers that have been pre-loaded or you can enter account numbers designated by your farm.

- Close the form and return to the Main Menu

6. Payment Application Codes form

- Select “Setup/Support”
- Select “Billing Setup”
- Select “Payment Codes Entry/Edit”
- Enter an Application Code (example shown is BD)
- Enter a Description for the application code (can use Board, Board Billing, Board Payment, Board Billing Payment, etc.)

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.



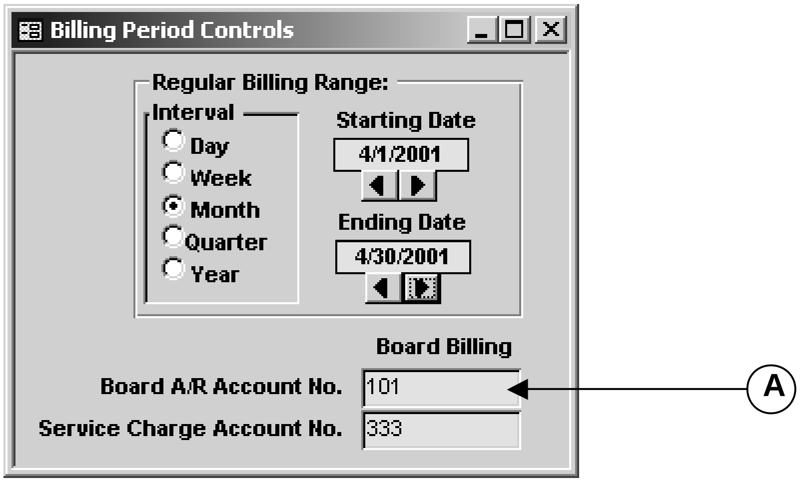
Note: When you are entering your cash receipts on a daily/regular basis, you will be selecting this payment code from a pull down list. Again, this payment application code indicates to the system that the cash receipt will be applied to your board billing.

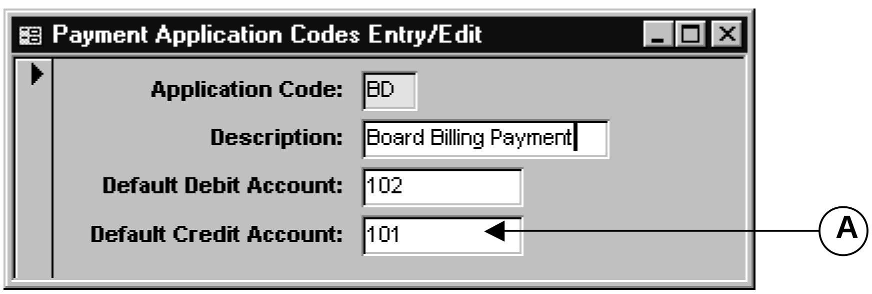
Note: Your “Month End Billing”, or “Board Billing” consists of boarding charges as well as procedure charges. When a payment is made, you will <u>not</u> be separating the payments into “Board Payments” and “Procedure Payments”.

- Close the form and return to the Main Menu.

TIP*:* Your Payment Application code for Board Billing can be either numerical or alphabetical.

Note: *When setting up your payment application codes, The "Default Credit Account" number for Board Billing* ***MUST*** *match the "Board A/R Account" number that you entered in the Billing Period Control screen. This example uses 101 as the Board A/R Account No.* <u>*and*</u> *the Default Credit Account Number.* **(A)**

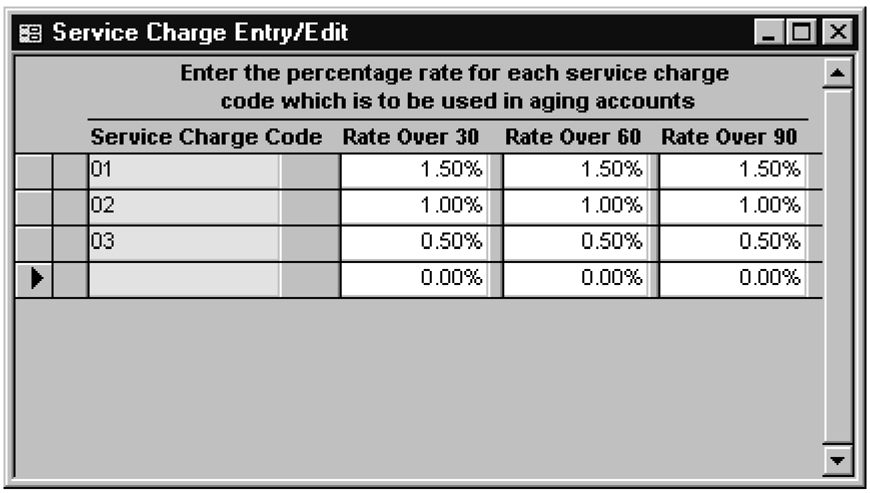




7. Service Charge Type Entry/Edit Form ***[optional]***

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:

- o Select “Setup/Support” from the menu
- o Select “Billing Setup” from the second menu item
- o Select “Service Charge Type Entry/Edit” menu item



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. The service charge code can be alphabetical or numerical. First enter the Service Charge Code then enter the rate in the 30, 60 & 90 columns.

Note: You will be shown how to attach a late fee to individual clients later when we add clients.

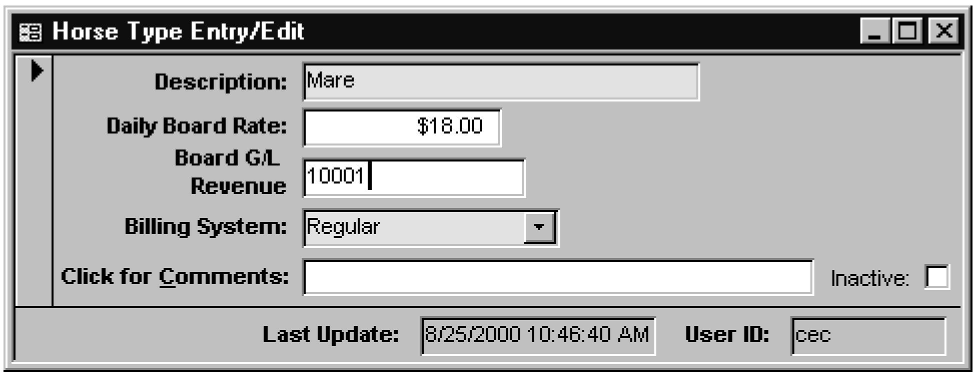
- o Close the form and return to the Main Menu.

8. Horse Type Entry/Edit Form

The Horse Farm Management System requires a defined horse type when adding any horse to the system. Each horse type will have an associated daily board rate.

- o Select “Master Files” from the menu.
- o Select "Horse Type Entry/Edit" menu item

- o Select **“Add New”** to add each horse type such as Mare, Foal, Yearling, Sales Prep, etc. Choose the Billing System of “Regular” for each type and enter a standard board rate for each type.

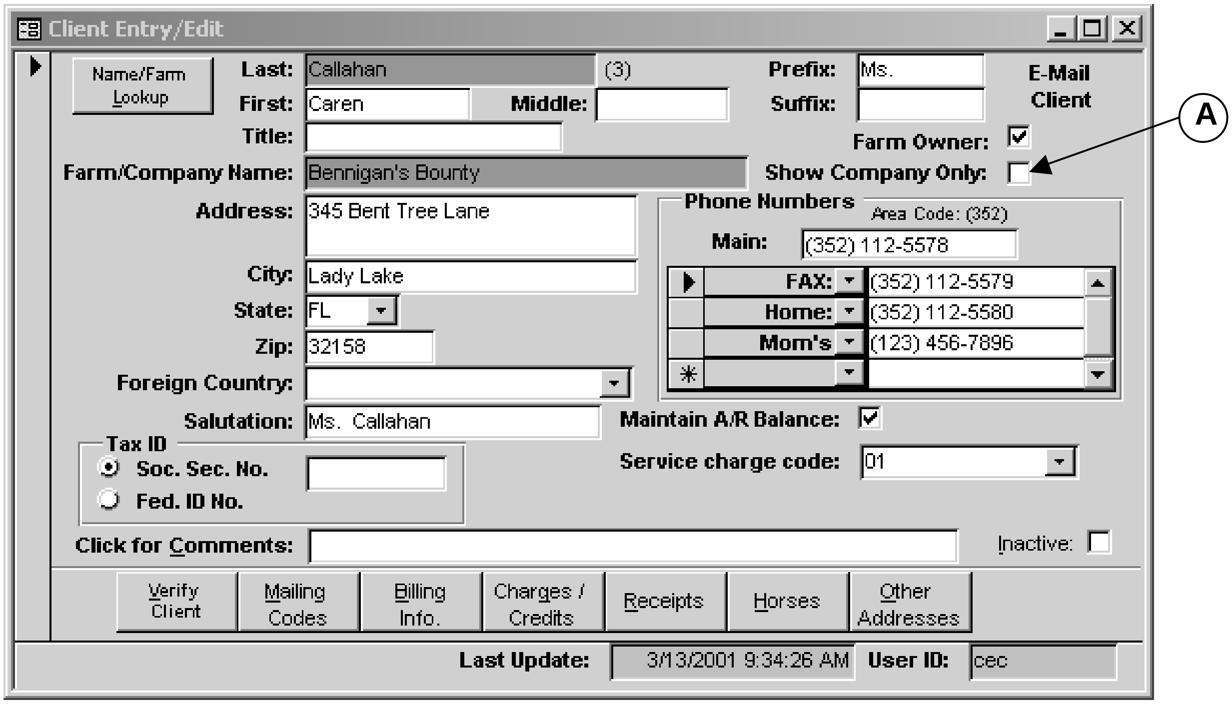


- o The Billing System “Syndicate” pertains only to those clients that have purchased the “Stallion Module” and will be processing Syndicate Billing.
- o [Optional] Although not required, the system allows you to identify a G/L Account for each horse type. If each horse type has a unique G/L Account Number, the system will summarize the boarding charges for each horse type at Month End Billing.
- o [Optional] Comments entered in the “Click for Comments” field will appear on the Horse Type Listing report *(Reports>Master Reports>Horse Type Listing)*

    - o Close the form and return to the Main Menu

9. Client Entry/Edit form

- o Select “Master Files” from the menu.
- o Select the "Client Entry/Edit" menu item
- o Select **“Add”** button to add <u>each</u> horse owner, client, billing entity, etc. to the system.



- o <u>First</u> add yourself as a client
- o Next, enter all of your clients. You can enter just the last name and first name and leave the farm/company name blank <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.

Note: The "Farm Owner" 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.

Note: The "Salutation" field is for your reference and does not appear on any report. You can type in any salutation that you would like to make note of or you can accept the default information that the system provides (information that has been entered in the Prefix field and Last name field).

Note: The "Tax ID" area is for your reference and does not appear on any report. It provides an area to note the Social Security Number of the client or the Federal ID Number of the company that has been entered on this screen.

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

Note: Later, when assigning ownership for horses you will be selecting clients from this Client Table.

- o Close the form and return to the Main Menu.

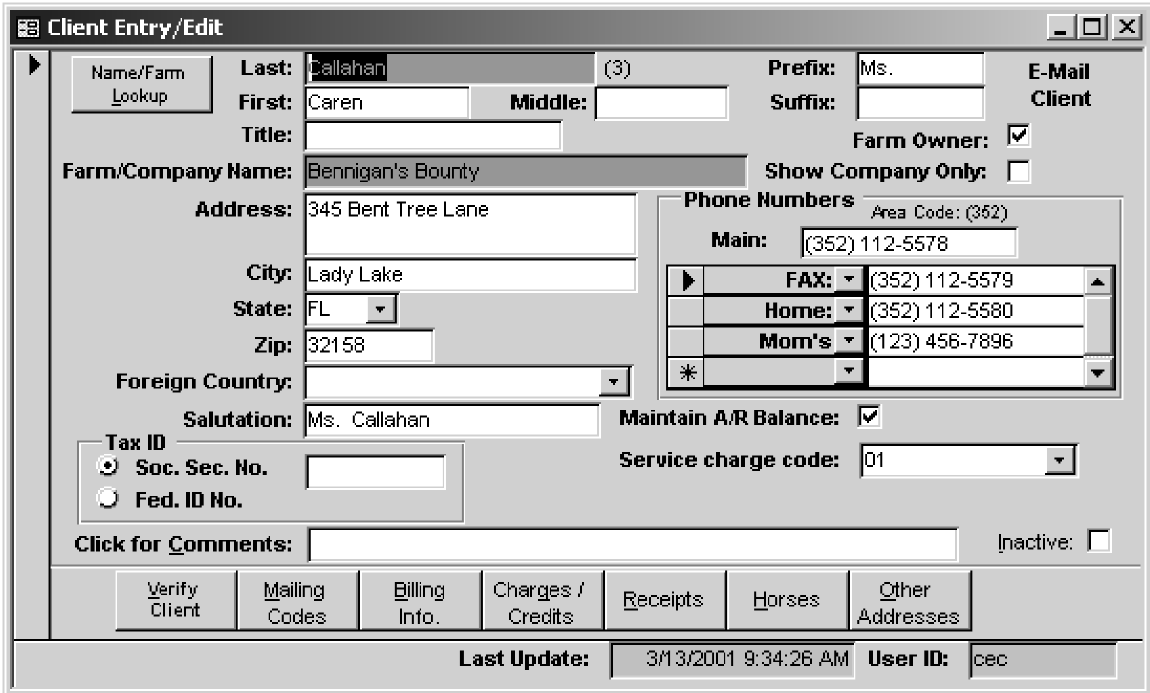
Additional Notes:

Show Company Only. If the farm is the billing entity and <u>not</u> the client name, then check the "Show Company Only" checkbox and only the farm/company name will appear on the invoices and reports. **(A)**

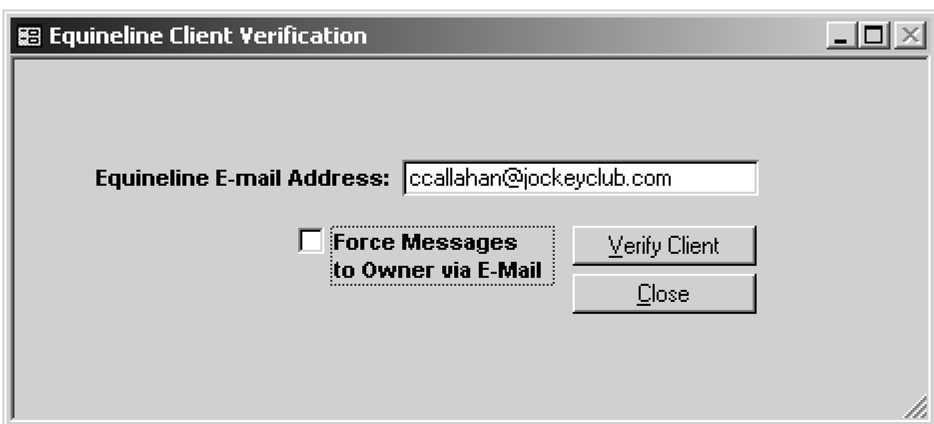
Maintain A/R Balance always defaults with a "√"**.** This means that the system will automatically keep track of all charges for this client and that the system will generate an invoice for that client. If the "√" is removed, this client's billing becomes suppressed.

Service Charge Code: Service charges are applied on an individual basis. If you want the system to automatically calculate service charges for a particular client, go to the service charge code field and select the appropriate service charge code from the pull down menu.

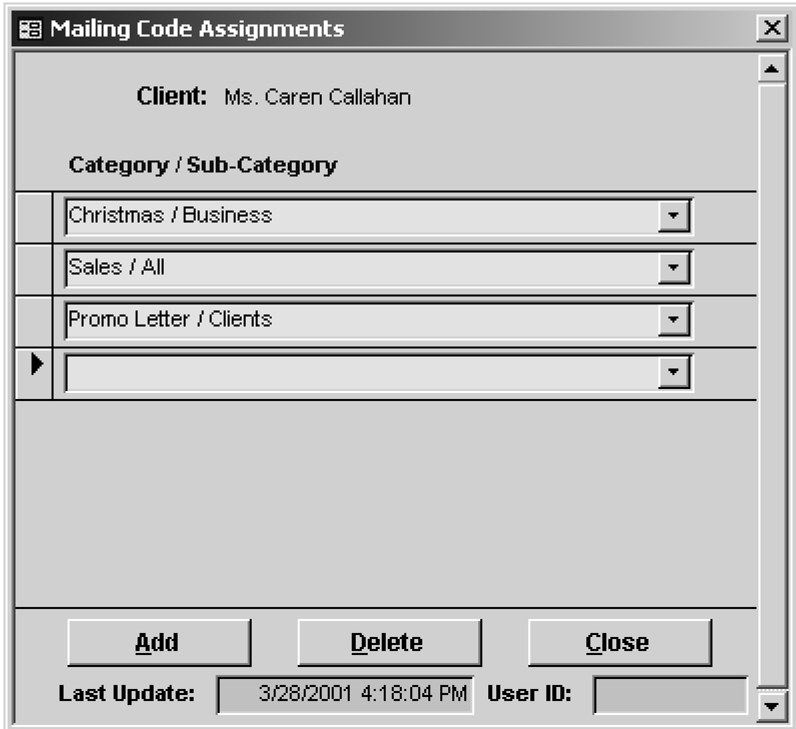
Additional Client Entry/Edit Screen Options



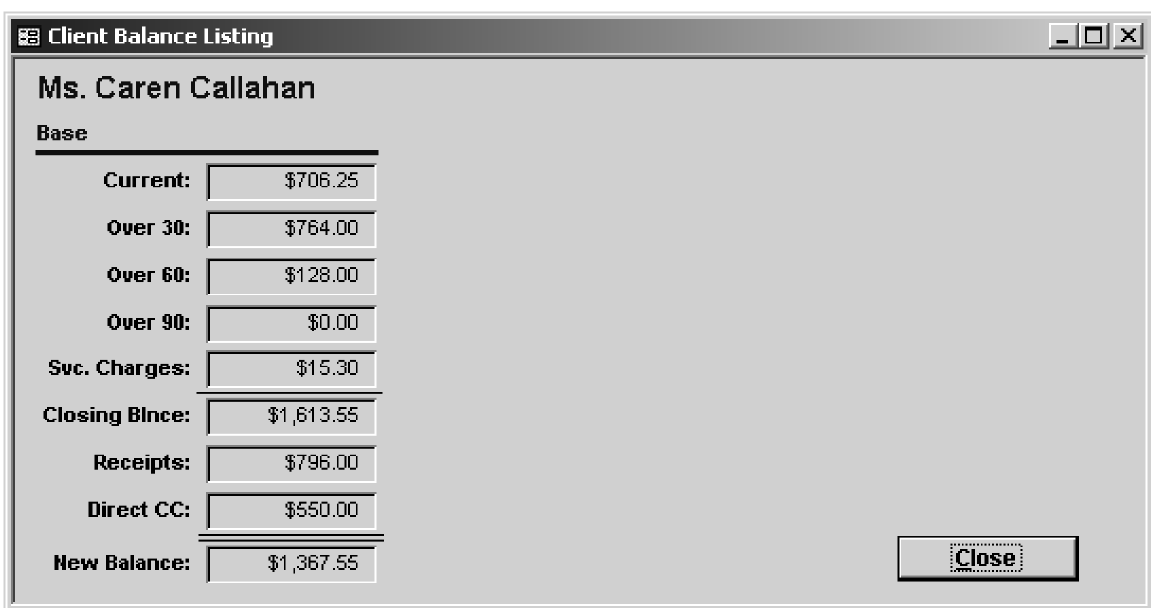
Verify Client: Identifies the client as an equineline.com subscriber and once verified, enables the farm to send messages/horse information to the client using the equineline.com service. Please see the instructional guide for equineline.com.



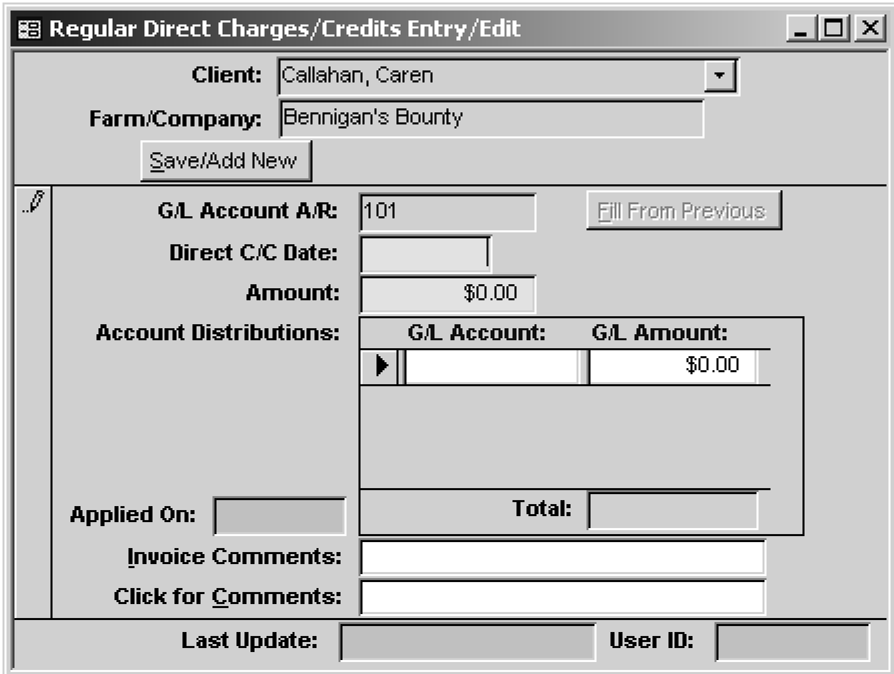
Mailing Codes: One or several mailing codes can be assigned to each client. If a mailing code is assigned, you will be able to print labels based on any of the pre-defined mailing codes. You can add as many Categories and Sub-Categories as needed.



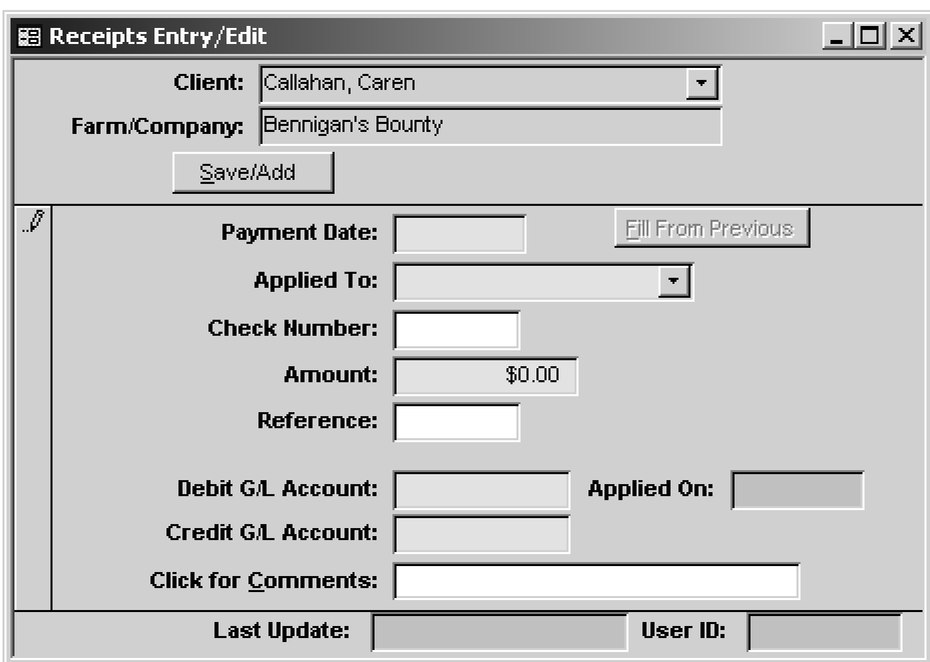
Billing Info: This is a look-up screen only. It will show all current activity for that particular client.



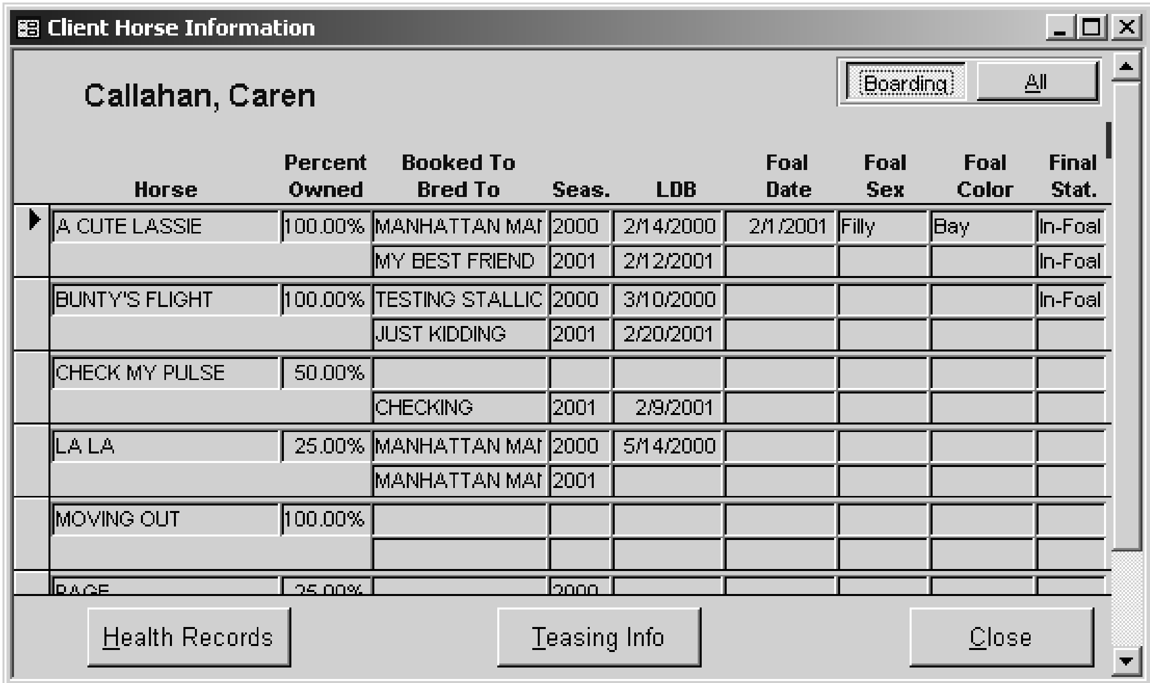
Charges/Credits: Direct Charges/Credits can be entered or edited from the Client Entry/Edit Screen



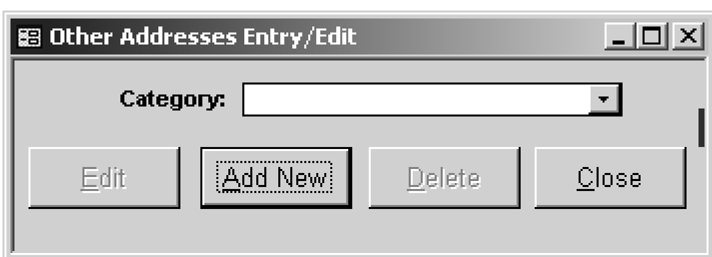
Receipts: Receipts for a client can be entered or edited from the Client Entry/Edit Screen

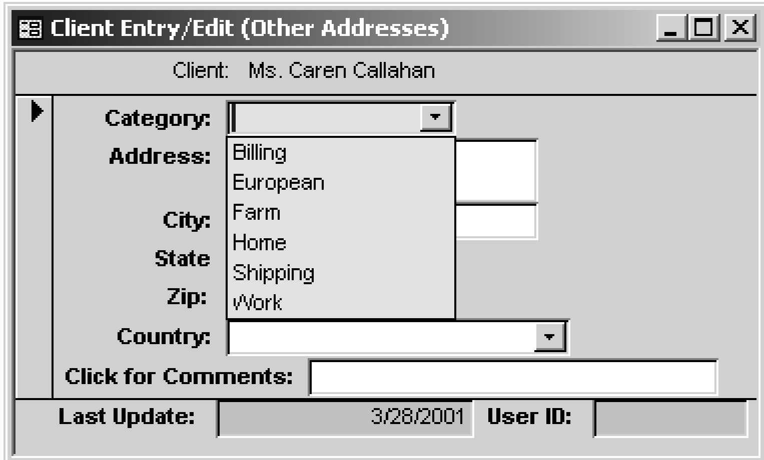


Horses: This is a look-up screen only. It will display all of the horses that this client has ownership in either currently boarding or not. From this screen you can look up health records on any of the horses or select to look up teasing information.



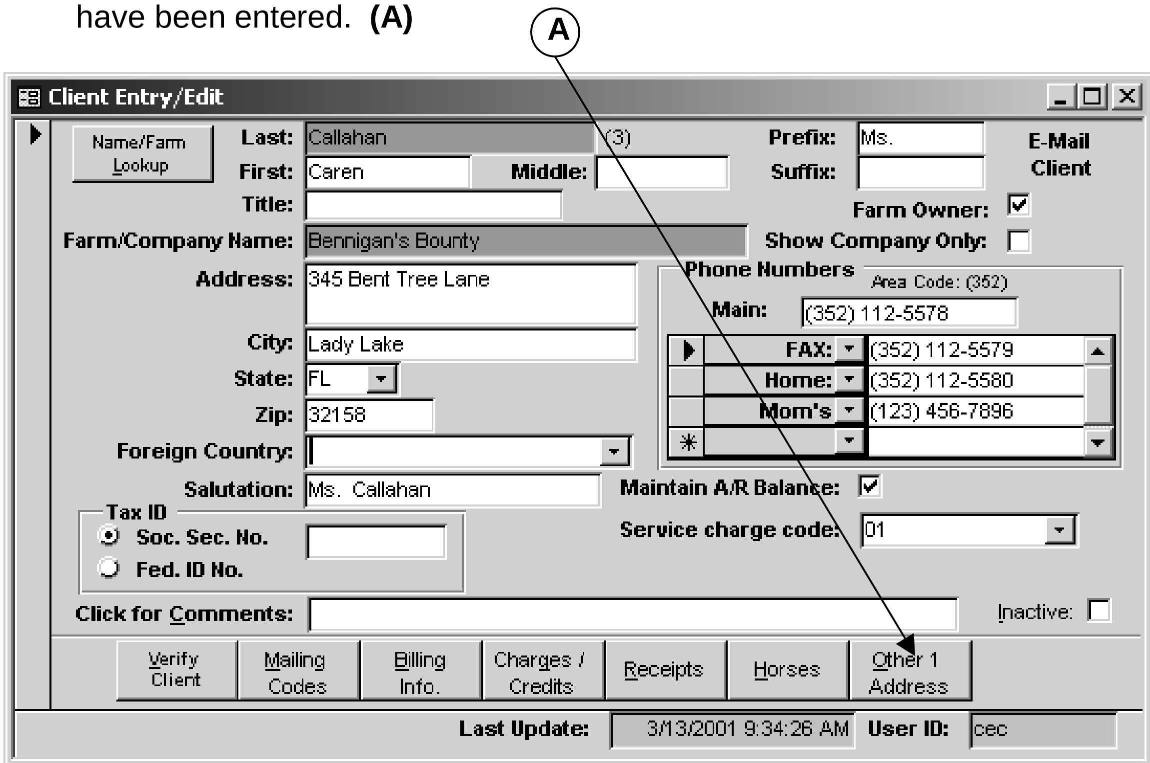
Other Addresses: This screen provides a place to store any additional addresses for this client. Select "Add New" when entering a new address and then select the desired category from the pull down menu.





. **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 Entry/Edit screen. All other categories serve only to store the additional addresses.

If you have entered any additional addresses for a client, the “Other Addresses” button will reflect the number of additional addresses that have been entered. **(A)**



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.

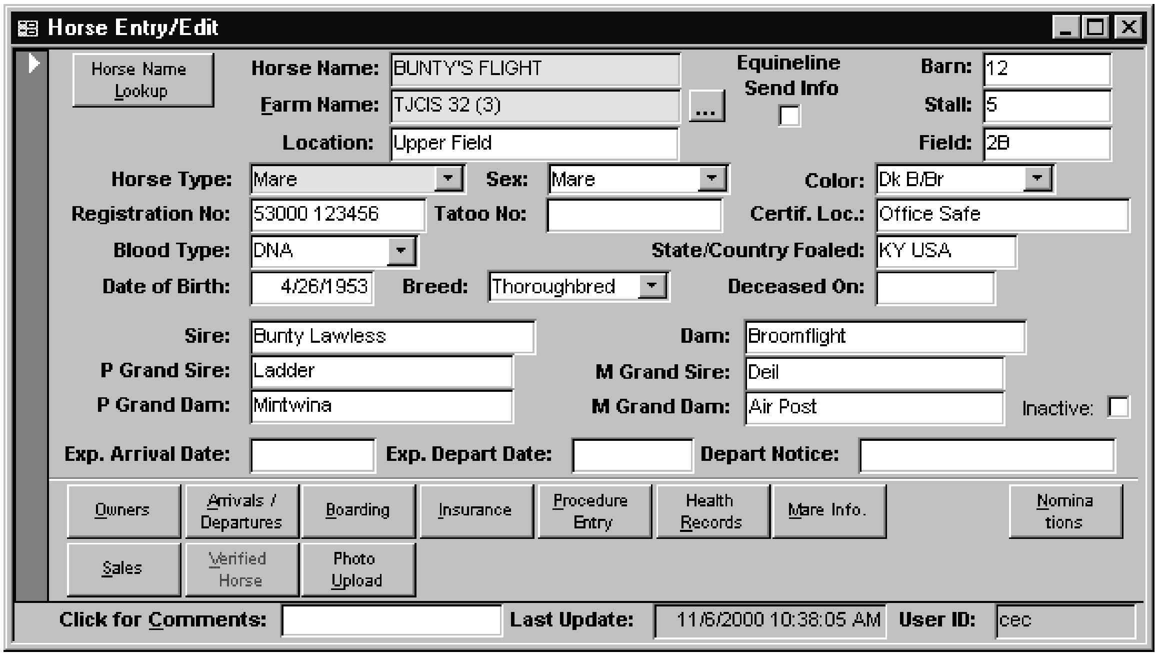
TIP: Enter any additional phone numbers for each client in the area below the main number (fax, home, cellular etc.). Simply select the phone type from the pull down menu and enter the number.

- If you want to add a phone number and a description only for that client, type in a description and hit “Enter”. The system will ask you if you want to add this as a new category. If it is specific only to this client, select “No”.

If you want to enter a full description for any particular phone number, double-click on the phone number and type in your description in the space provided. This description will appear in your tool bar on the bottom left.

10. *Horse Entry/Edit*

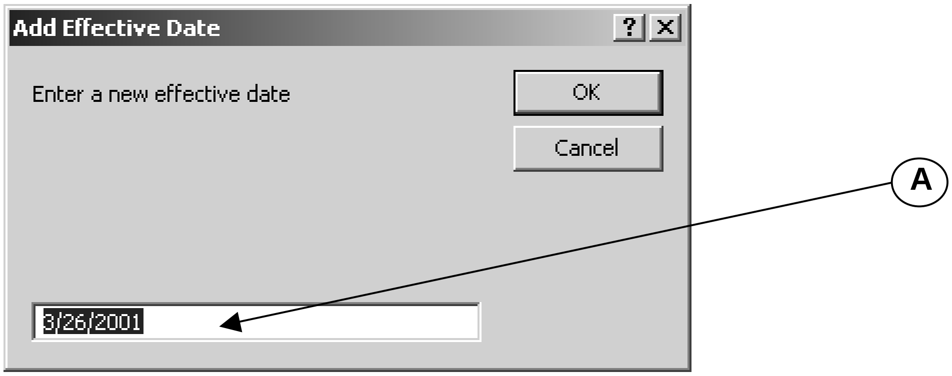
- Select “Master Files” from the menu.
- Select “Horse Entry/Edit” menu item
- Select **“Add”** button to add each horse to the system.



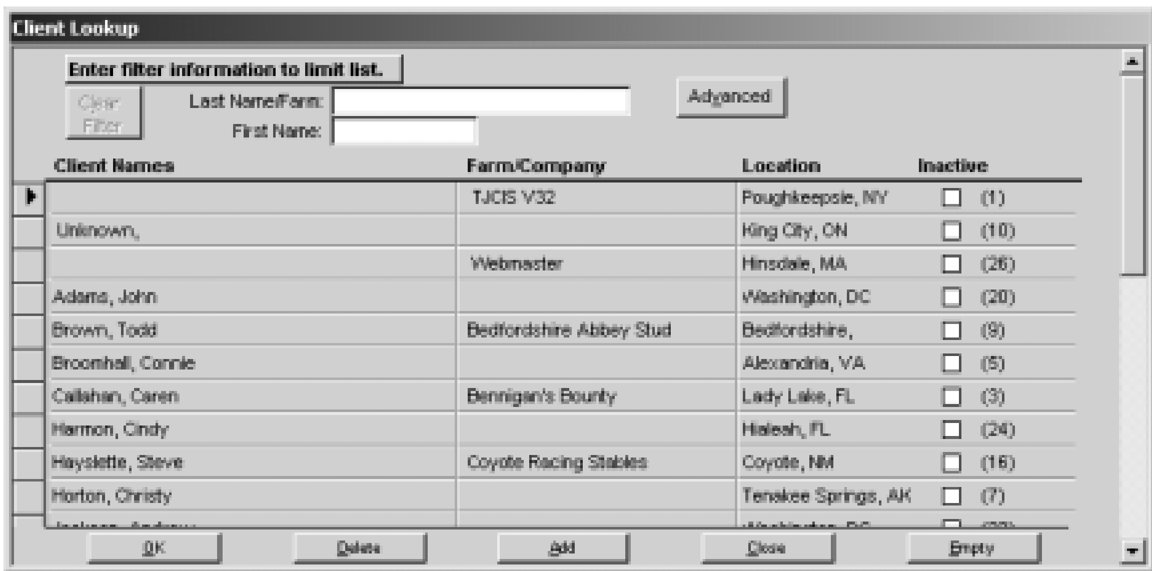
- Enter horse’s name
- The default farm (yours) will be added automatically.
- Enter the horse type
- Enter all of the basic information about this horse.
- Next, you **must** assign an owner to this horse.

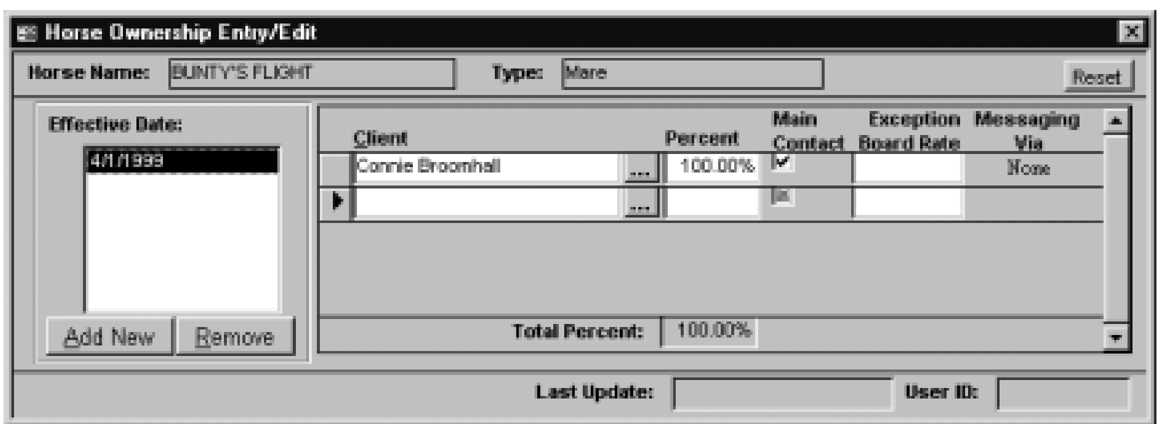
When adding a horse to the system, you are required to identify the owner of the horse for billing purposes. While you are still on the "Horse Entry/Edit: screen…

- Click on the **"Owners"** button located at the bottom left of the screen.
- Enter the “Effective date of the ownership” (this is usually the day that the horse arrived on your farm). **(A)**

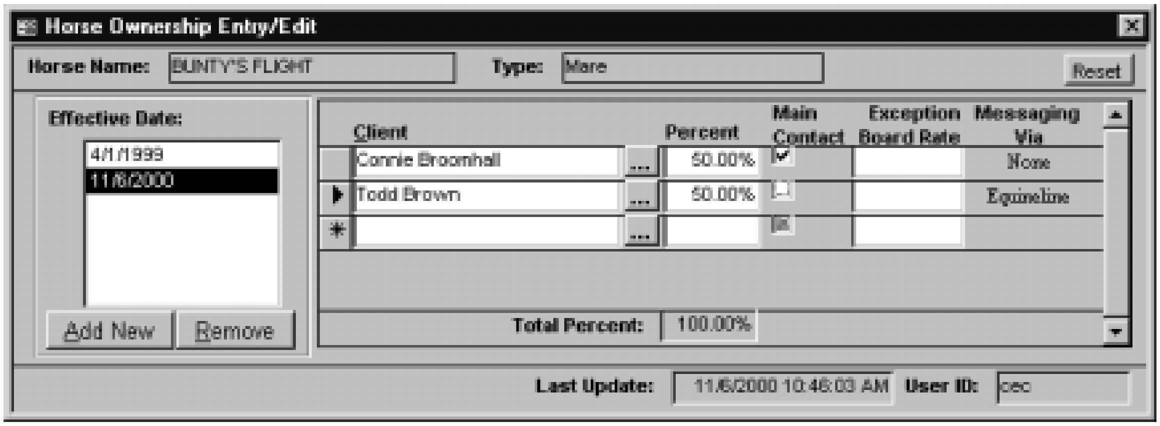


- o The Client Lookup screen will open after you have entered an effective date. Select the current owner of the horse from the list.





- o If more than one person owns the horse, click on the “Lookup Key” located on the next line (under the Client column) 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.



- o All board and procedure charges will be billed to owners of horses based on the percent of ownership. Once ownership information has been entered (and ownership percentage totals 100%), close the form and return to the "Horse Entry/Edit" screen.

Note: *Total Percent must always equal 100%*

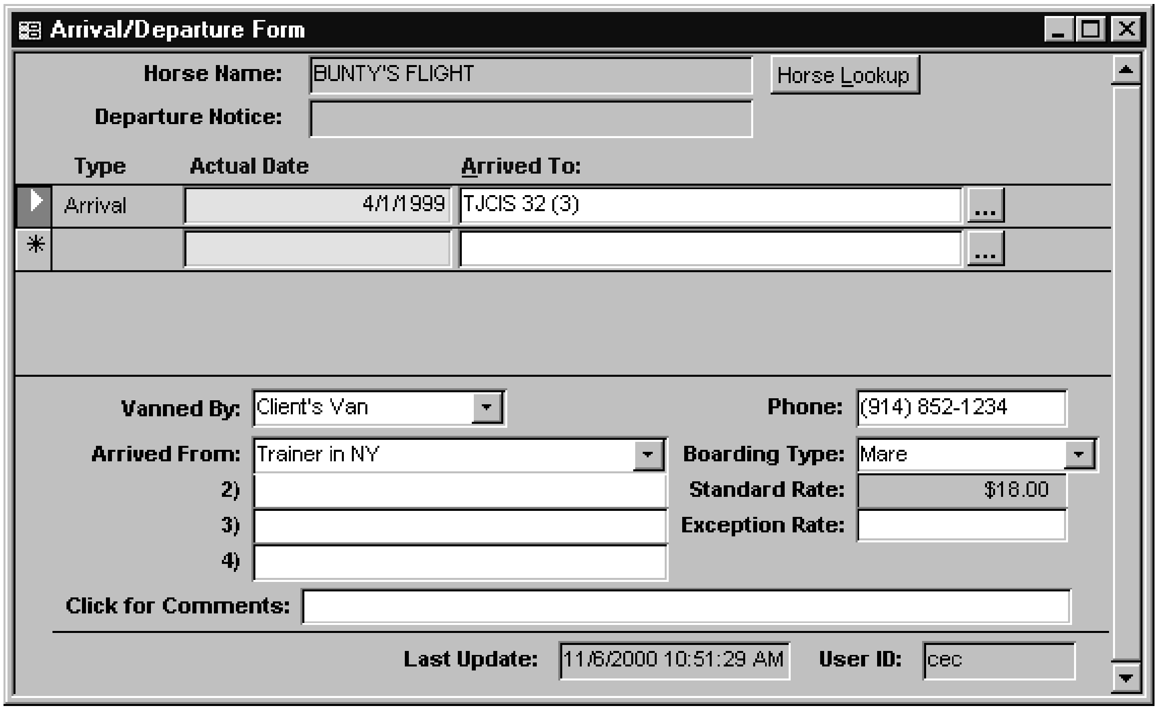
TIP: Effective Dates: The system will store all history ownership changes and will process billing based on any combination of ownership percentages. When ownership changes, click on the “Add New” button and enter the new “Effective date” and select the new owner(s). Do <u>not</u> delete prior ownership dates/clients.

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

- o **TIP**: Messaging Via: This indicates how messages will be sent to the client. Please see the instructional guide for equineline.com.

- 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.** While you are still on the "Horse Entry/Edit" screen…

  - o Click the "Arrivals/Departures" button on the bottom left to open the Arrival/Departure form.



- o Enter the arrival/departure date in the yellow field in the Actual Date column.
- o Enter who vanned the horse and where it arrived from (departing to)
- o Select a different "Boarding Type" from the dropdown list only if the horse is arriving as a different horse type.
- o Daily board charges for each horse will begin accumulating based on the arrival/departure date.
- o Close the form and return to the "Horse Entry/Edit" screen.

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 under the Standard Rate. An Exception Rate entered in the Arrival/Departure screen will also appear on the Boarding Screen and will charge the exception rate **only** when the horse is at this specific "Horse 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. An Exception Rate entered in the Arrival/Departure screen will create a corresponding record in the Boarding screen.

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

TIP: The arrival/departure screen will store all of the history of the horse's arrivals and departures. When making a new entry, do not type over or remove the existing dates. Always enter the new information in a blank yellow field (Always located at the bottom of the list). To see a new yellow field, simply use the scroll bar on the right side of the screen to scroll down or up.

TIP: The "Click for Comments" field on the Arrival/Departure form is for your reference and does not appear on any report.

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

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

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

TIP: If you type a comment in the Depart Notice field, that comment will appear on your departure form.

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

TIP: Double clicking on the Sex, Color, Blood Type or Breed on the Horse Master Screen brings up the Master Pick Entry/Edit Screen

Additional Options on the Horse Master Entry/Edit Screen

- Insurance – Enter and store current insurance information on each horse (Agent, rate, expiration date, what type of coverage, etc.)
- Procedure Entry – Enter procedures that have been performed to this horse either from here or from the Procedures button (Procedures Performed Entry/Edit)
- Health Records – A look-up screen for all of the health records for the horse
- Mare Info. – Enter breeding information through this screen or through the Mare Information button (Mare Information Entry/Edit)

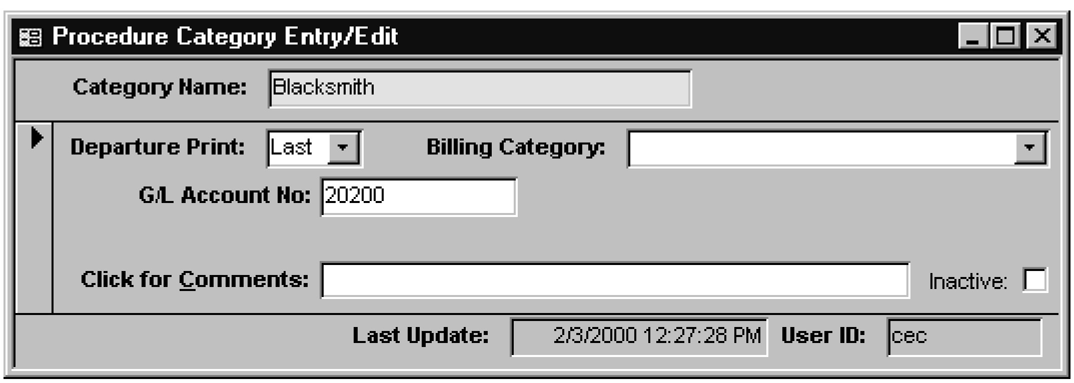
    - Chars. (Horse Characteristics) – Enter additional information pertaining to this horse. Information entered here will only appear on the Horse Characteristics Report. Information entered here does <u>not</u> appear on invoices. The Horse Characteristics screen can be used to enter horse markings, evaluations, workouts, etc.
    - Nominations – Enter and store information on what nominations have been submitted for this horse.
    - Sales – Store information on the sales history of this horse
    - Verify Horse – Works in conjunction with the equineline.com service and will verify the name, sex, color, Date of Birth and pedigree of this horse.
    - Photo Upload – This option will send horse photos to a client via an Internet connection using the equineline.com service.

- Close the “Horse Entry/Edit” form and return to the Main Menu.

11. *Procedure Category Entry/Edit form*

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

- Select “Master Files” from the menu.
- Select "Procedure Category Entry/Edit" menu item
- Select **“Add New”** to add each Category
- Enter a category name. It should be a descriptive name such as Blacksmith, De-worming, Vaccinations, Medical, Nominations/Registration, etc.



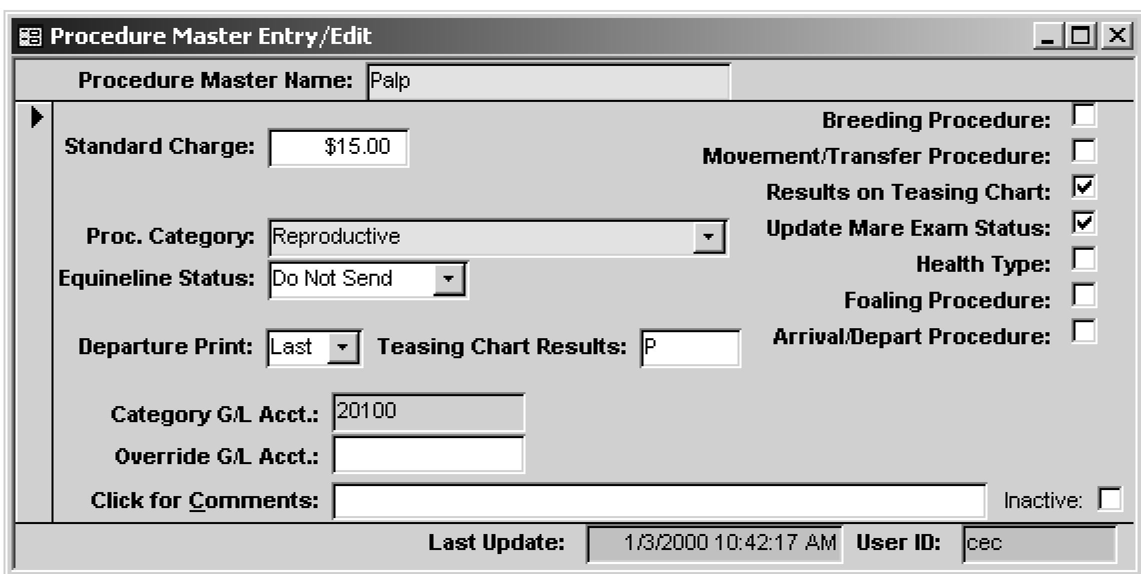
- Select whether or not you want items in this category to print on your departure form (No, Yes, Last). If you select “No”, the procedures that have been performed in this category will not print on the departure form, if you select “Yes”, the procedures that have been performed in this category will print on the departure form. If you select “Last”, only the last occurrence of the procedures that have been performed in this category will print on the departure form.

- o [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.
- o [Optional] Select an appropriate billing category.
- o Close the form and return to the Main Menu.

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

12. Procedure Master Entry/Edit form

- o Select “Master Files” from the menu.
- o Select "Procedure Master Entry/Edit" menu item
- o Select **“Add New”** to add each individual procedure
- o Procedure Master Name: Enter the name of <u>each</u> specific procedure that may be performed on a horse on a regular basis (Rabies Vaccination, X-Ray, Deworm – Strongid, Palpation, Ultrasound, Trim 4, Jockey Club Registration, etc.).



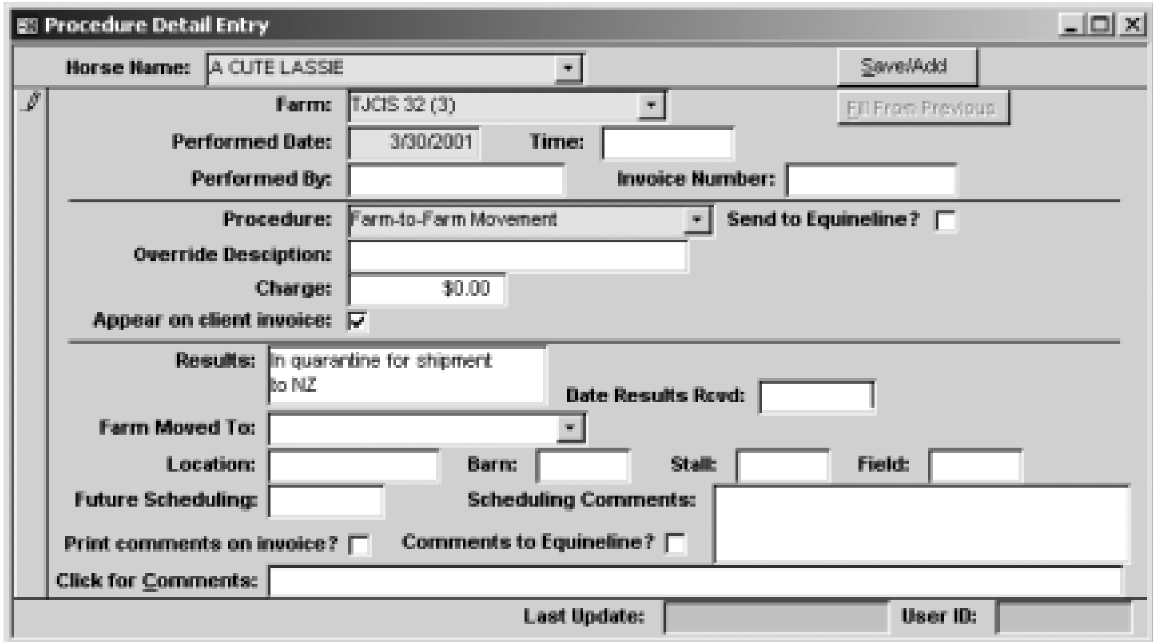
- o Standard Charge: Enter the Standard Charge for each procedure if there is one.
- o Proc. Category: Select the corresponding Procedure Category for that procedure from the pull down menu.
- o Equineline Status: Select whether or not you want this procedure to be sent to the client using the Equineline.com service. Please see the instructional guide for equineline.com.

- 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.
- 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.
- [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.

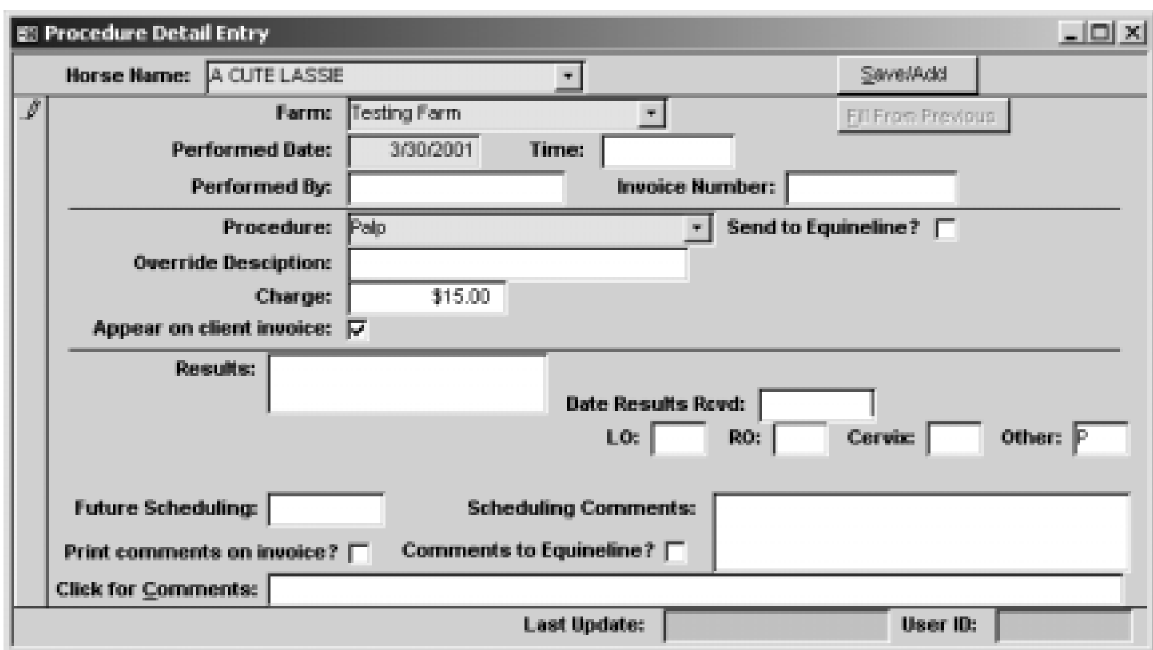
Additional Options

- [Optional] Breeding Procedure: Enter a procedure called “Bred or Breeding or Breeding Dates” and check the box “Breeding Procedure”. 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

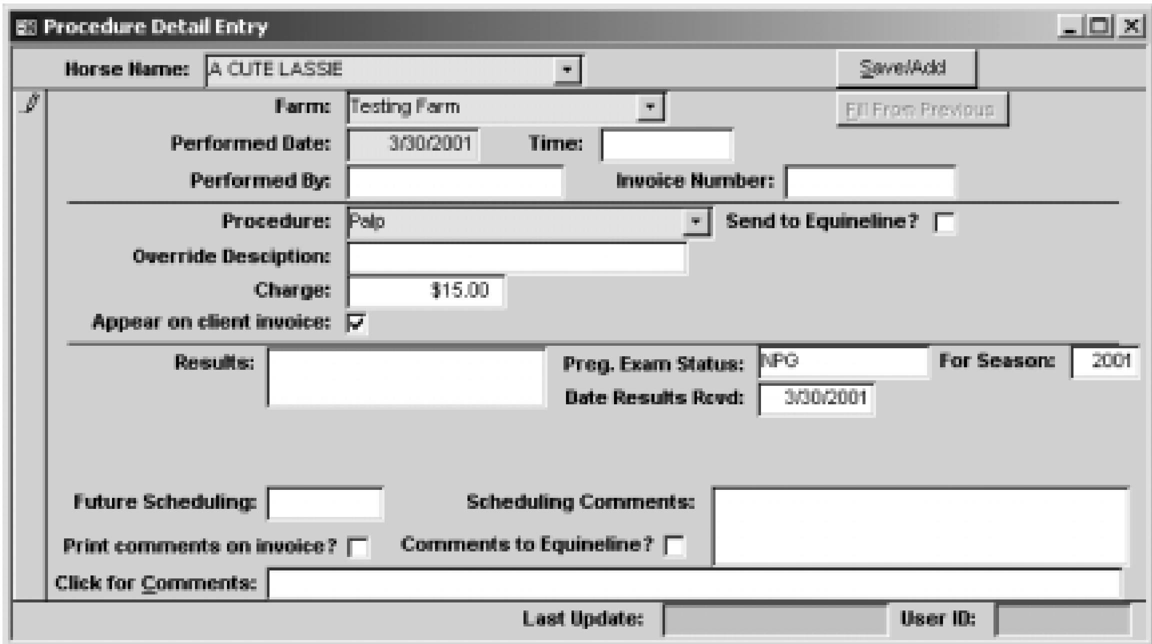
- [Optional] Movement/Transfer Procedure: If a procedure is marked as the “Movement/Transfer Procedure”, additional fields will be available for input on the Procedure Entry/Edit screen. When entering this procedure for a horse you will be able to change the Farm, Location, Barn, Stall and Field from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

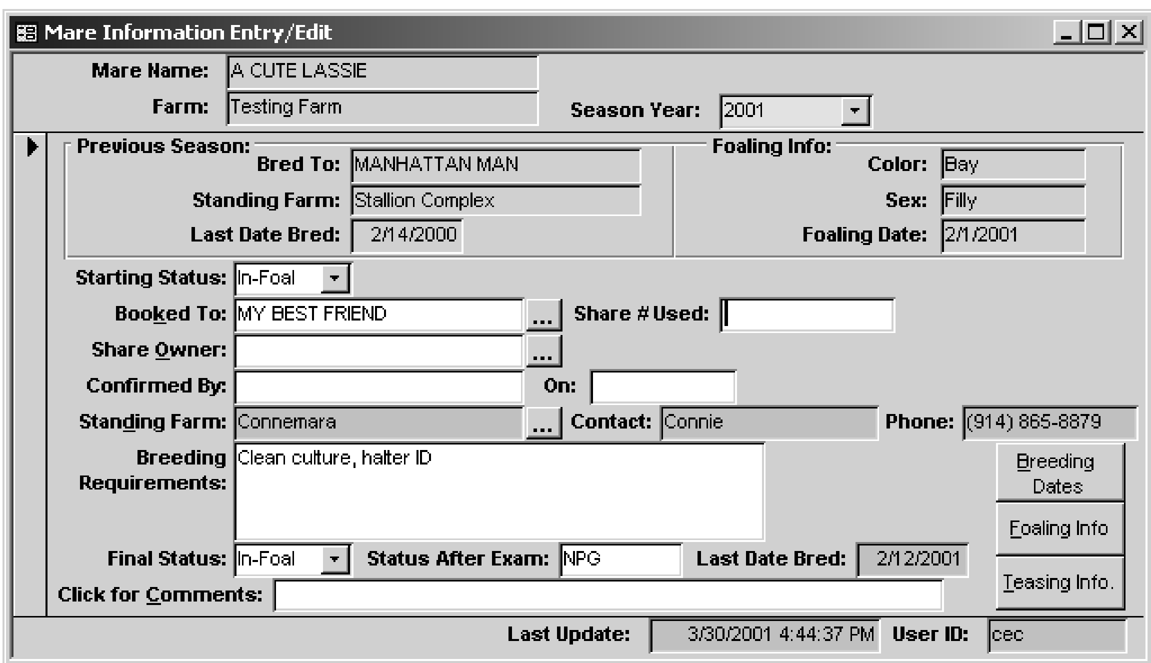


[Optional] Results on Teasing Chart: If a procedure is marked to have "Results on Teasing Chart", additional fields will be available for input on the Procedure Entry/Edit screen. When entering this procedure for a horse you will be able to enter information for LO (Left Ovary), RO (Right Ovary), Cervix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



- [Optional] 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 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.





- [Optional] Health Type: When entering procedures you can mark several 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 Records Report)*. For example, you might mark the procedure "Rabies Vaccination" as a Health Type but you would <u>not</u> mark the procedure "Vanning" or "Neck Strap" as a "Health Type"
- [Optional] Foaling Procedure: Enter a procedure called "Foaling or Foaling Date or Foaled" and check the box "Foaling Procedure". This will enable the system to automatically create a procedure in the mare's health record and the foal's health record with the foaling information that has been entered in the *Mare Information Screen > Foaling Information Screen*.
  - You can have only <u>one</u> procedure marked as your Foaling Procedure.
- [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 > Arrival Departure* screen.
  - You can have only <u>one</u> procedure marked as your Arrival/Depart Procedure.

- Close the form and return to the Main Menu.

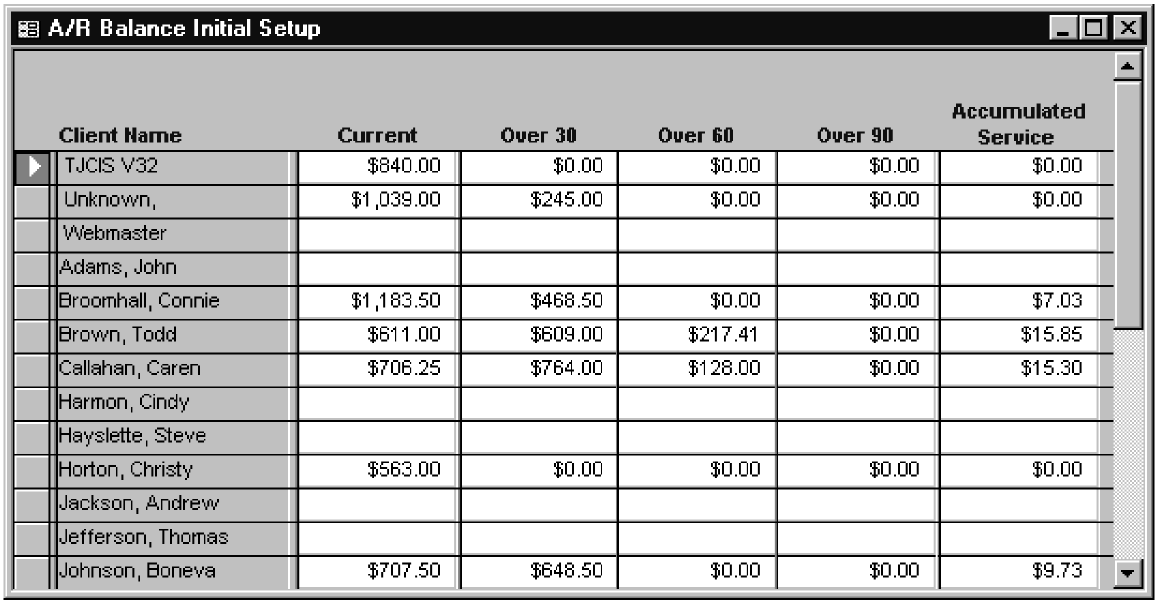
Note: The "Click for Comments" area is for your reference. These comments do not print on any report.

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 in the procedures performed entry/edit screen.

13. Initial A/R Client Balances Form

- Select "Setup/Support " from the menu
- Select "Billing Setup" from the second menu item
- Select the "Initial A/R Client Balances" menu item

A list is displayed with all of the clients that you have entered into the system.


A/R Balance Initial Setup

Client Name	Current	Over 30	Over 60	Over 90	Accumulated Service
TJCIS V32	$840.00	$0.00	$0.00	$0.00	$0.00
Unknown,	$1,039.00	$245.00	$0.00	$0.00	$0.00
Webmaster					
Adams, John					
Broomhall, Connie	$1,183.50	$468.50	$0.00	$0.00	$7.03
Brown, Todd	$611.00	$609.00	$217.41	$0.00	$15.85
Callahan, Caren	$706.25	$764.00	$128.00	$0.00	$15.30
Harmon, Cindy					
Hayslette, Steve					
Horton, Christy	$563.00	$0.00	$0.00	$0.00	$0.00
Jackson, Andrew					
Jefferson, Thomas					
Johnson, Boneva	$707.50	$648.50	$0.00	$0.00	$9.73

- 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 Accumulated 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 WinHFM.

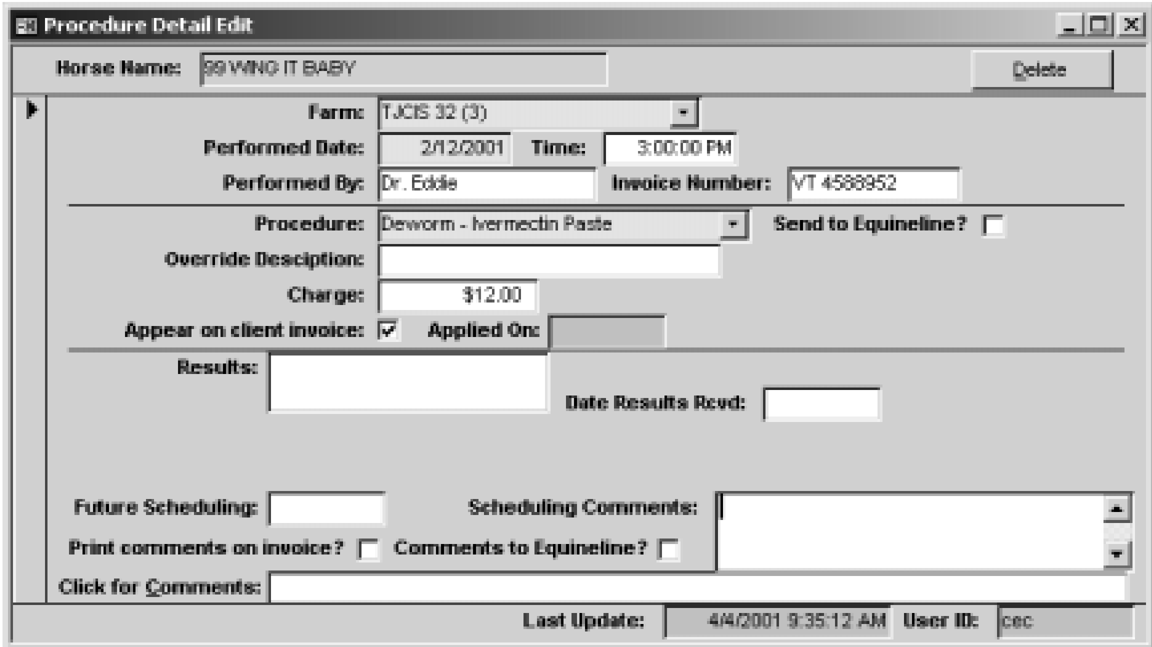
- Close the form and return to the Main Menu.

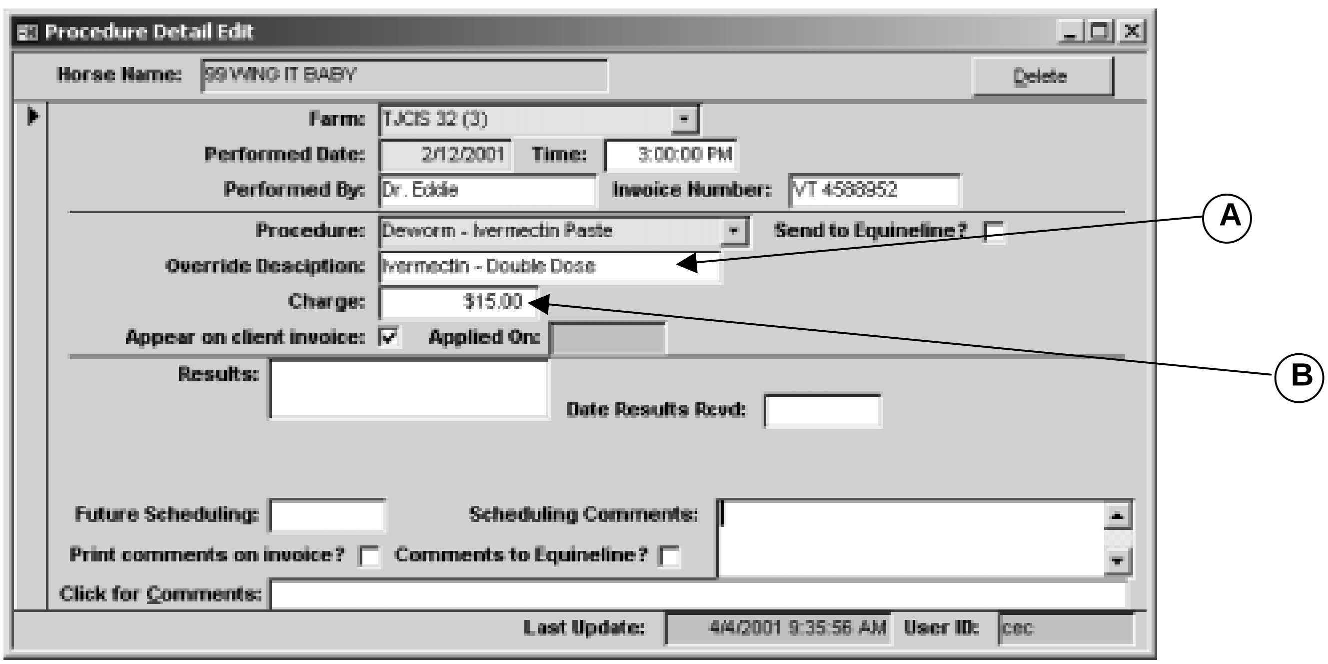
Important: *You should only edit A/R balances in this manner during your initial install/configuration process. The system will adjust (age) these entries in a normal fashion during the closing of each monthly billing cycle.*

Procedures

1. Adding Procedures That Have Been Performed on Horses

- Select “Procedures” from the menu.
- Select the "Procedure Performed Entry/Edit" menu item
  (You can also get to this screen by clicking the “Procedure Entry” button in the “Horse Entry/Edit” form)
- Select a horse name from the dropdown box and press “ADD”
- Performed Date: Enter the date that the procedure was performed
- [Optional] Time: Enter the time that the procedure was performed. 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.)
- [Optional] Invoice Number: Enter the invoice number.
- Procedure: Pick the name of the procedure that was performed from the pull down list.
- [Optional] Override Description: You can enter an “Override Description” for the procedure that was performed. For instance, you might have “Ivermectin” as the procedure and want to type in an Override as “Ivermectin Double Dose” **(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 a single dose of Ivermectin is $12.00 but since a double dose was given, you want the charge to be $15.00. You can highlight “$12.00” and type in $15.00 and the client’s invoice will reflect the $15.00 charge. **(B)**





- Appear on client invoice: This box always defaults with a √ in the box. This 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.
- Applied On: The system will automatically enter this information. When you close a billing period, the ending date in the billing range that you selected will appear here if the procedure has been included in the billing.

- [Optional] Results: Enter any additional information regarding the procedure that has been performed. This information will appear on the departure form and the procedures performed report.
- [Optional] Date Results Received: Enter the date that you received the results. Information entered in the Date Results Received field does not appear on any report.
- [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>Procedure Reports>Scheduled Procedures 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 Procedures Due Report.
- [Optional] Print comments on invoice? If checked, any comments that have been entered in the “Click for Comments” area will appear on the client’s invoice.
- [Optional] Click for 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 comments on invoice” box has been checked.
- [Optional] Send to Equineline: Please see the instructional guide for equineline.com.
- [Optional] Comments to Equineline: Please see the instructional guide for equineline.com.

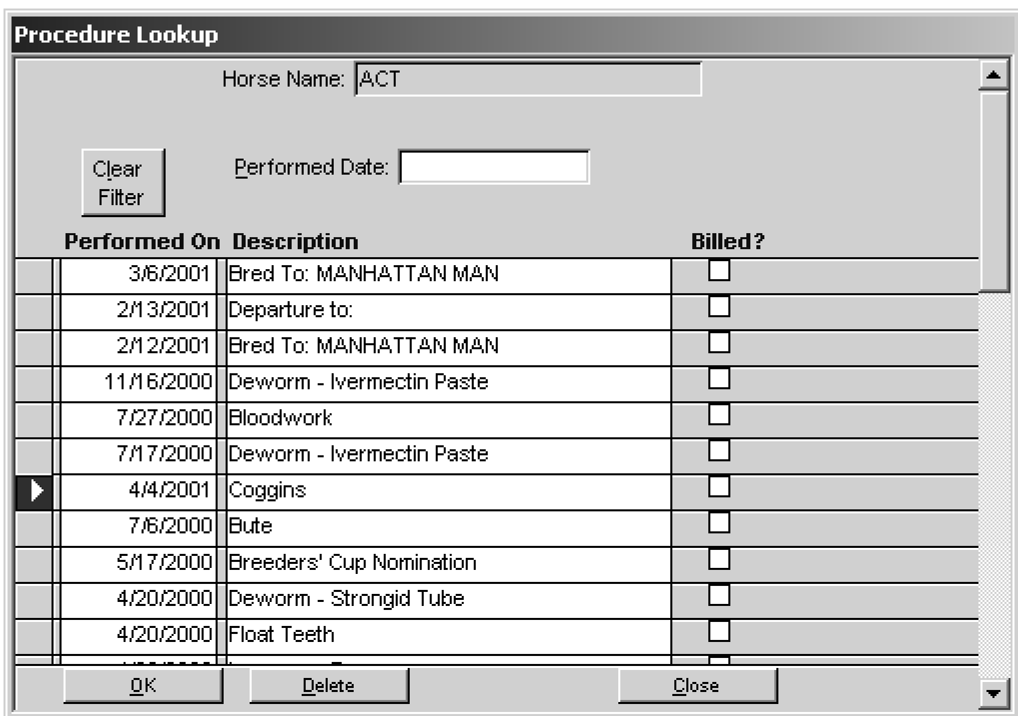
- To enter the same (or similar) procedures on <u>multiple</u> horses do the following:
  - Enter the first procedure as listed above.
  - Single-click the “Save/Add New” button to save the current procedure and activate a new record.
  - Select the next Horse from the list box located next to the Horse field.
  - Single-click the “Fill From Previous” button to populate all other fields with the previously entered data (Farm, Performed Date, Time, Performed By, Invoice Number, Procedure and Charge).
  - Edit any of the fields that need to be changed and repeat these steps

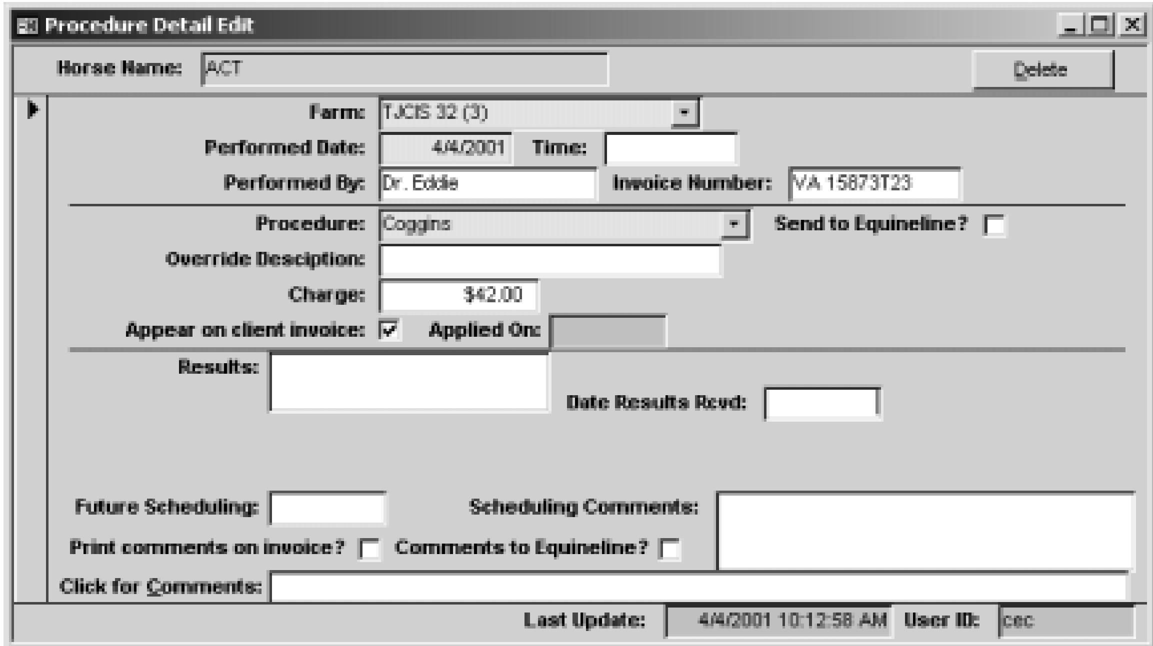
- To enter multiple procedures on a single horse do the following:
  - Enter the first procedure as listed above.
  - Single-click the “Save/Add New” button to save the current procedure and activate a new record.
  - Single-click the “Fill From Previous” button to populate all other fields with the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

When editing a procedure that has already been entered:

- Select “Procedures” from the menu.
- Select the "Procedure Performed Entry/Edit" menu item
- (You can also get to this screen by clicking the “Procedure Entry” button in the “Horse Entry/Edit” form)
- Select a horse name from the dropdown box and press “Edit”

- From the Procedures Lookup screen select the procedure you want to edit and select “Ok” or double click on the selected procedure to open up the record.

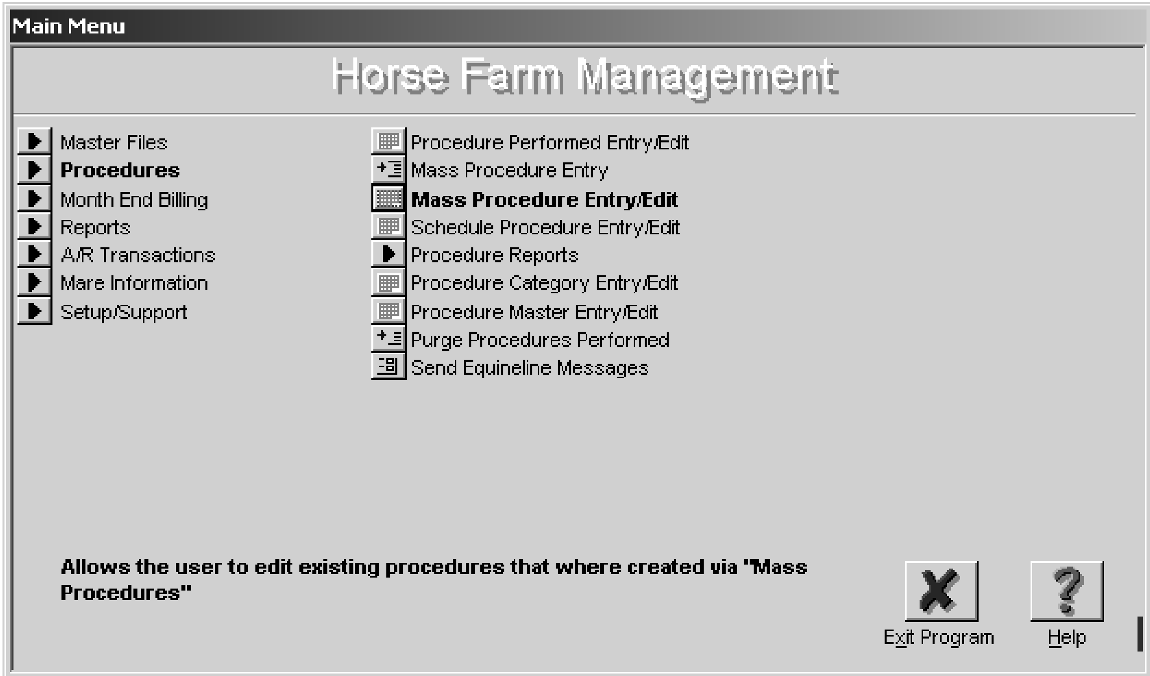




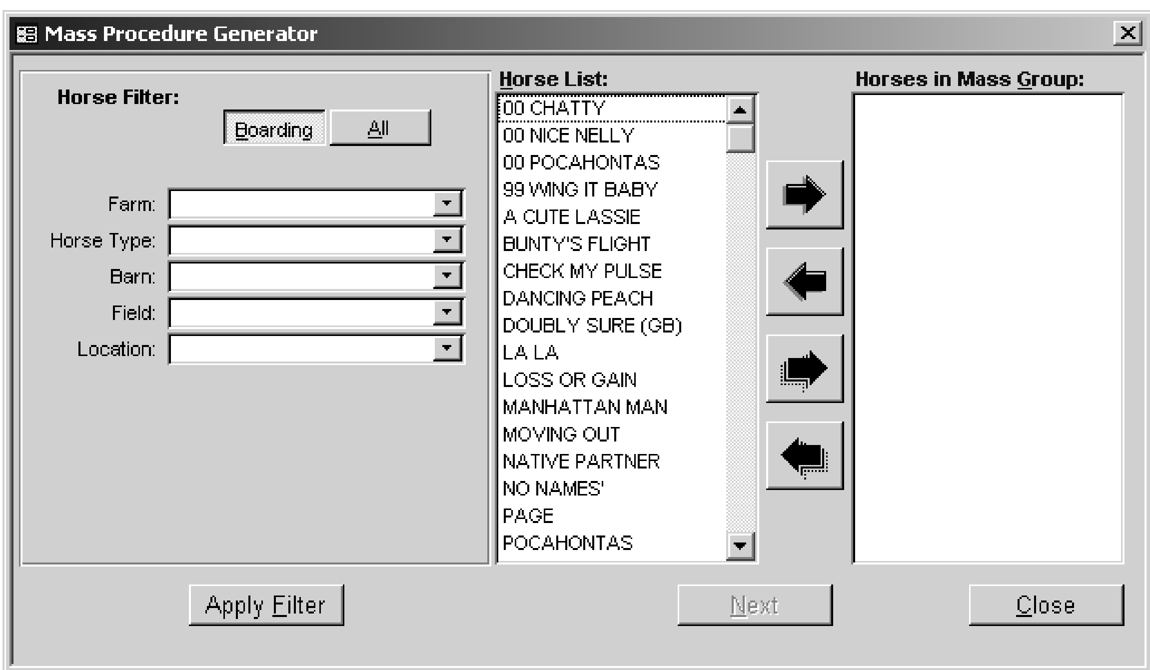
- After editing the procedure, close the form and return to the Main Menu.

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 client invoice" option was <u>unchecked</u> (on the Procedure Performed Entry/Edit form) or the "Maintain A/R Balance" option was <u>unchecked</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 Procedure Entry" menu item

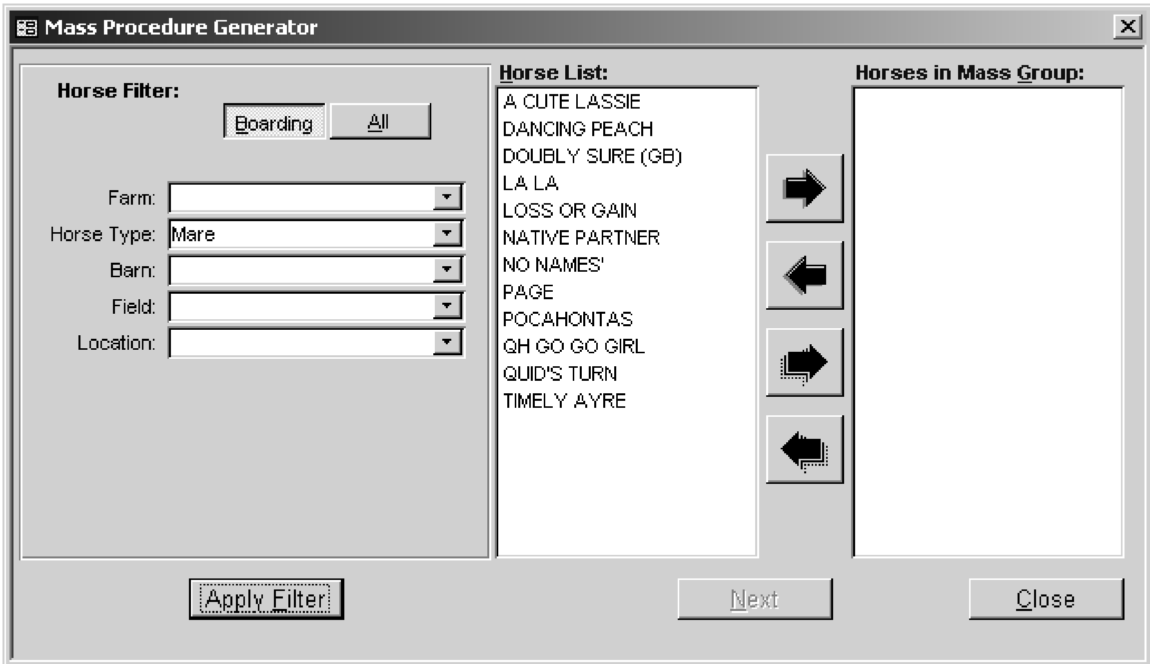


- Click on "Boarding" to view a list of horses that are currently "Boarding" or click on "All" to view a list of the horses whether they are currently boarding or not.

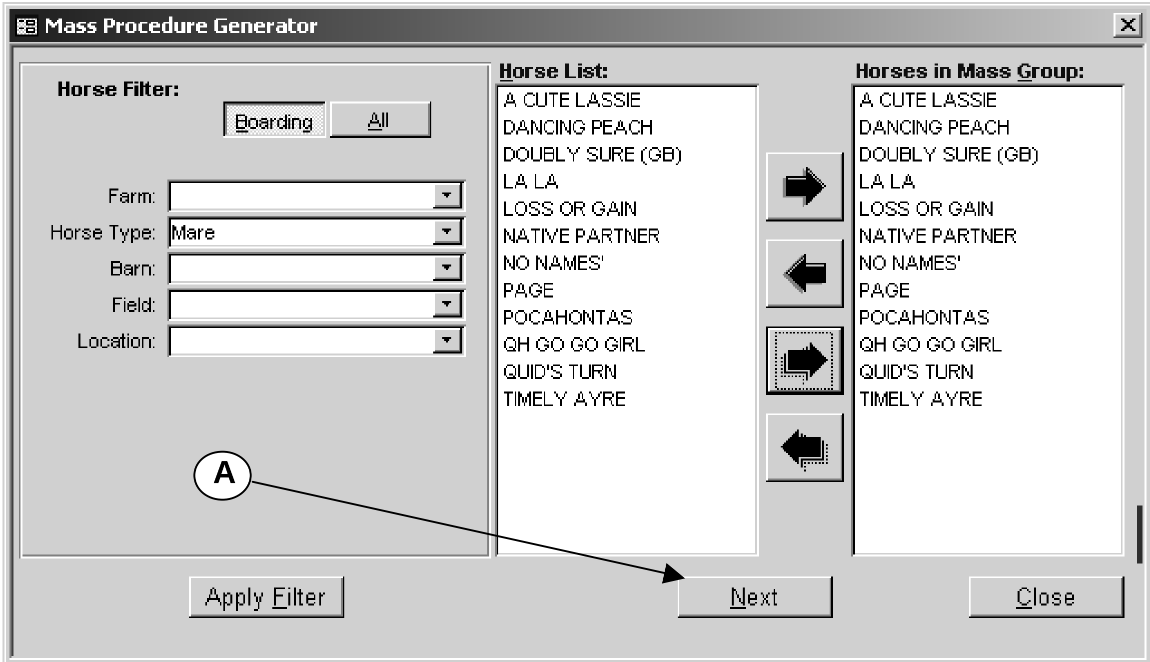


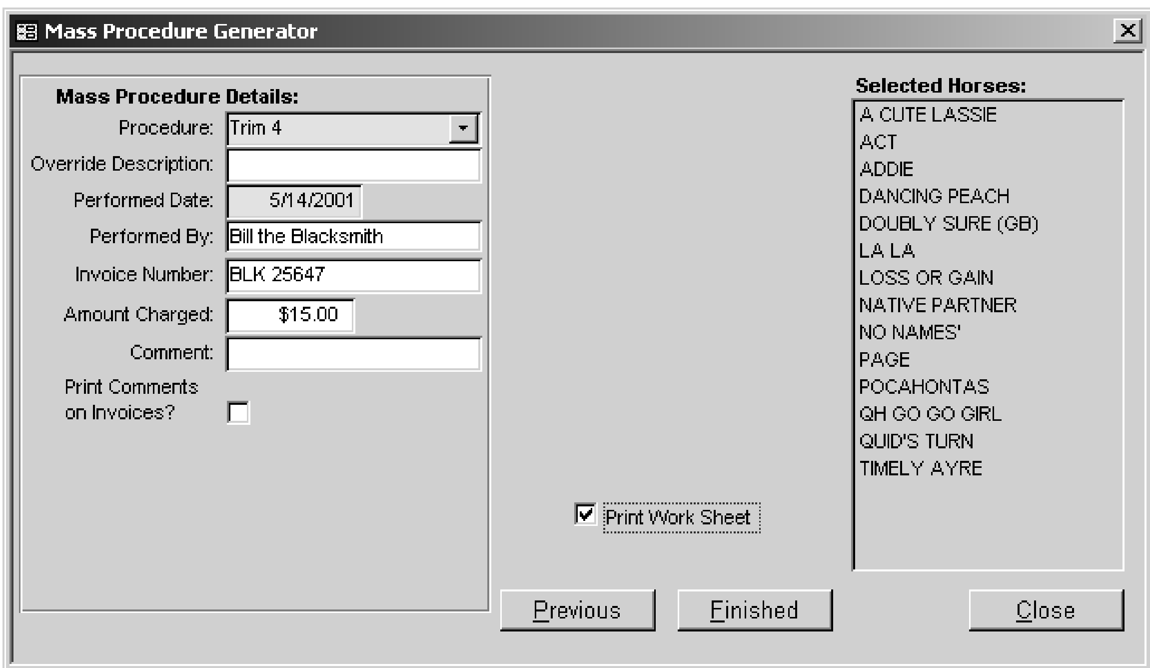
- To generate a Mass Procedure for one particular group of horses, select the Horse Type from the pull down menu.

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



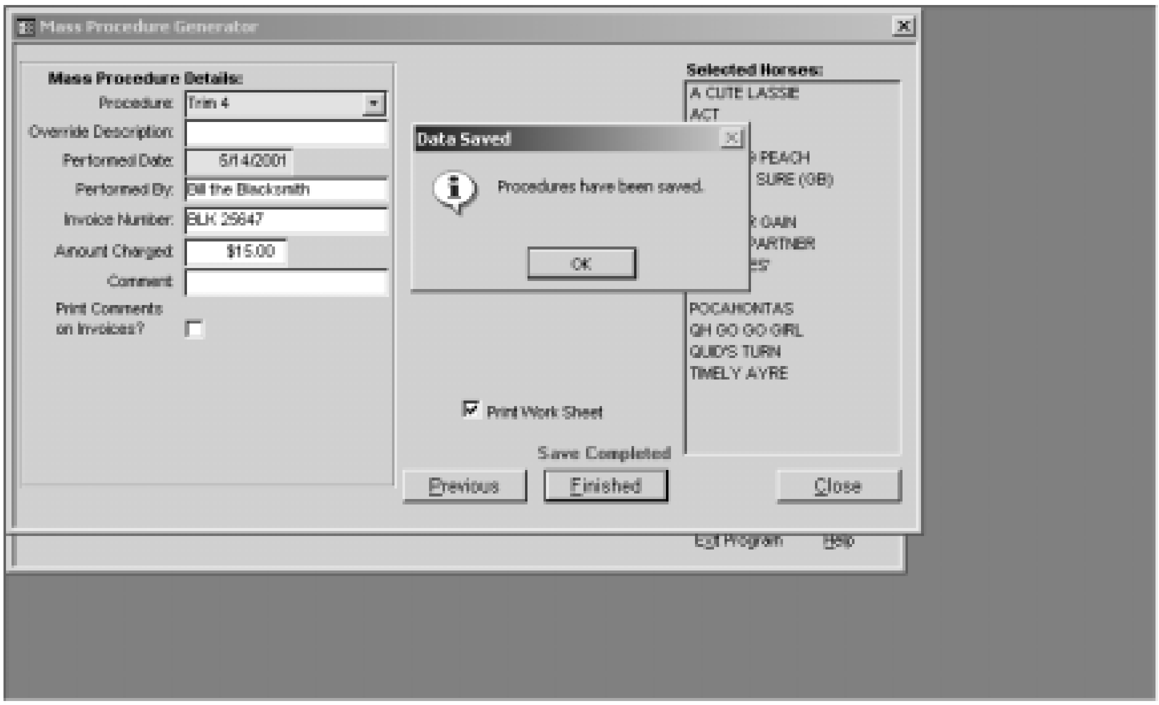
- If all horses shown in the Horse List are to be included in the Mass Procedure, click the third arrow from the top (this arrow points to the right and has a “shadow”) Clicking on that particular arrow will place all of the horses from the Horse List into the “Horses in Mass Group”. When the horses in Mass Group List correctly shows all of the horses you want to include in the mass procedure, click on “Next” **(A)**





- On the next page select the procedure that was performed from the pull down menu.
- [Optional] Enter an override description.
- Enter the date on which the procedure was performed.
- [Optional] Enter who performed the procedure.
- [Optional] Enter the Invoice Number.
- Amount Charged is the standard charge that you originally set up – change the dollar amount only as necessary.

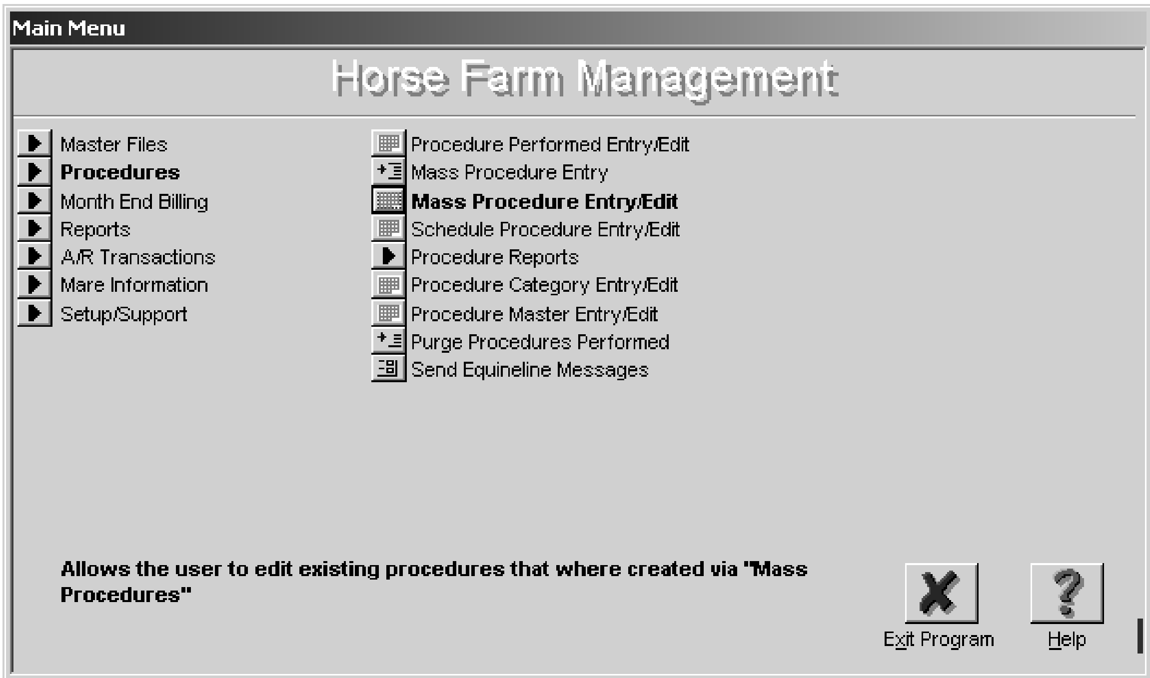
- [Optional] Enter any comment regarding this procedure. This comment will appear on the Procedures Performed Listing, Health Record Report and the Departure Form.
- [Optional] If you want the comments to appear on your invoices, click in the box "Print Comments on Invoices".
- Click "Finished"
- System will give you the message that the Mass Procedures have been saved.
- Click "Ok"
- Click "Close"

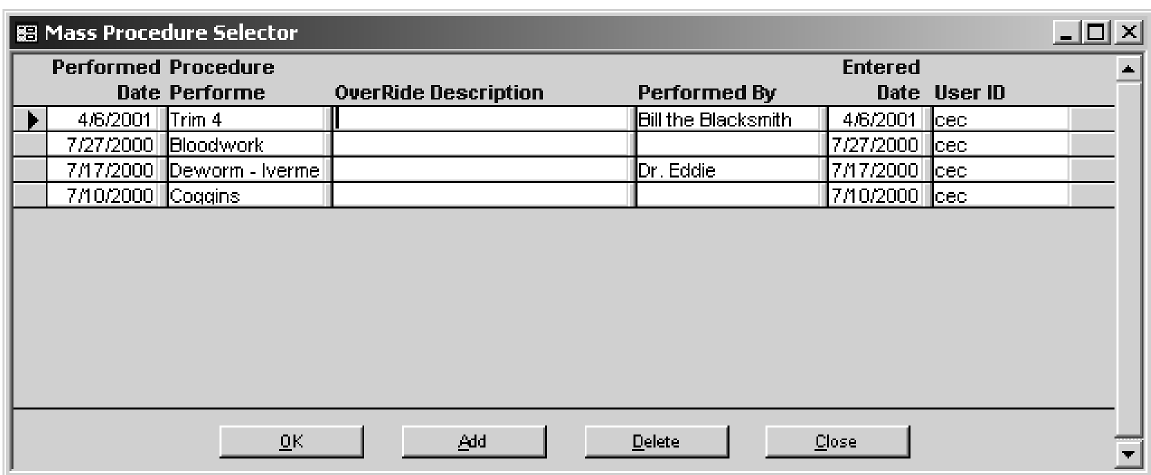


- If the box next to "Print Work Sheet" is checked, the system will automatically print a worksheet of the mass procedure that you have just entered. If you un-check the box, no worksheet will print.

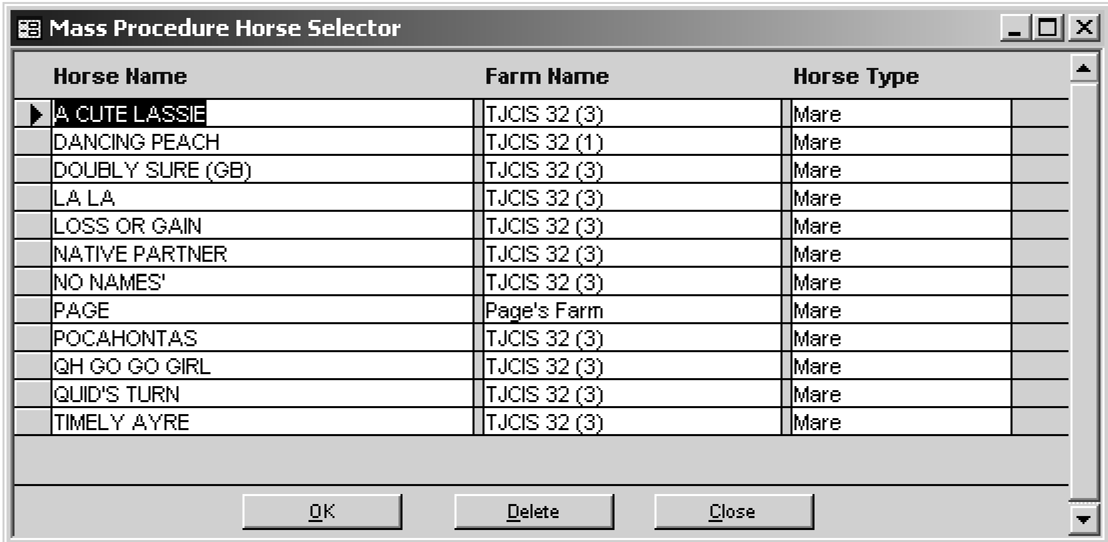
NOTE: The procedures that are created using "Mass Procedure Generator" are just like the procedures that are entered one at a time.

3. *Editing Mass Procedures*
   - Select "Procedures" from the menu.
   - Select "Mass Procedure Entry/Edit" menu item

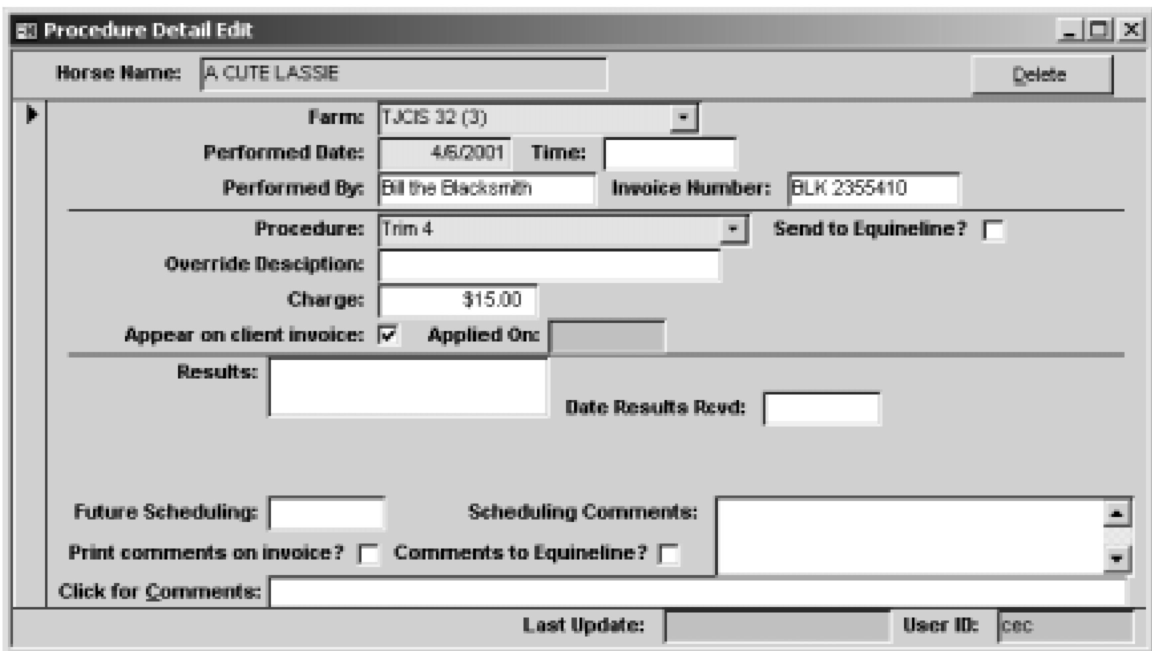




   - Select the Mass Procedure that you want to edit and click "Ok".



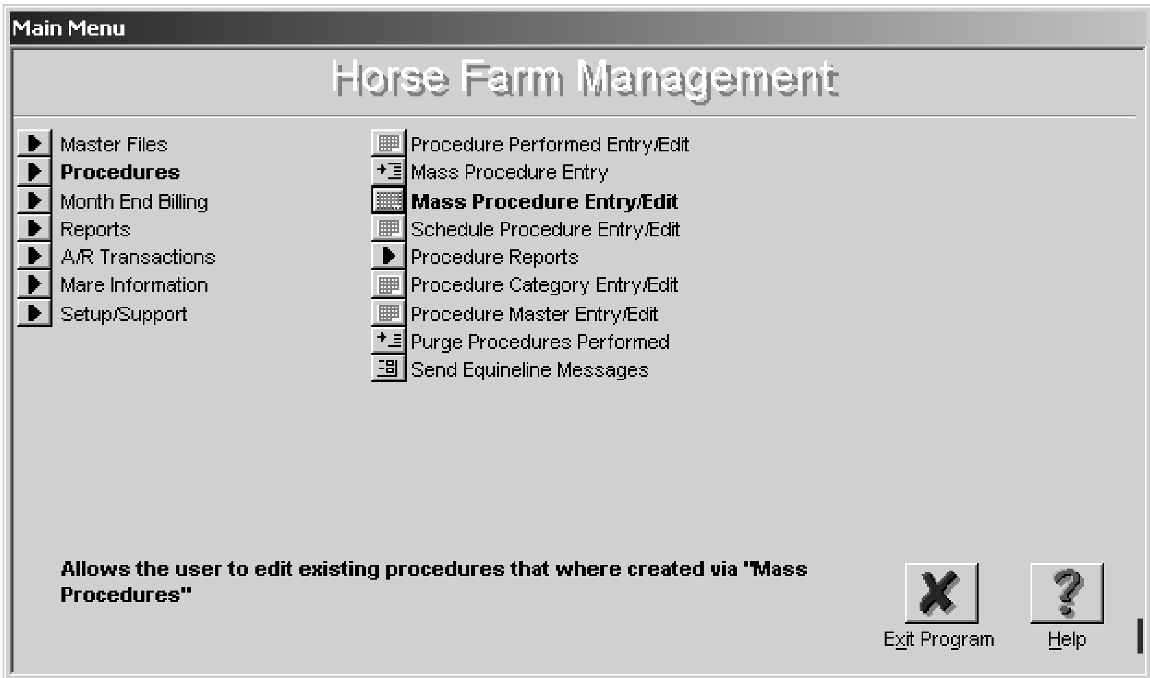
- o When you click "Ok", the list of all horses included in the Mass Procedure will open. From here you can select any individual horse name and view and/or edit just one horse's record at a time.



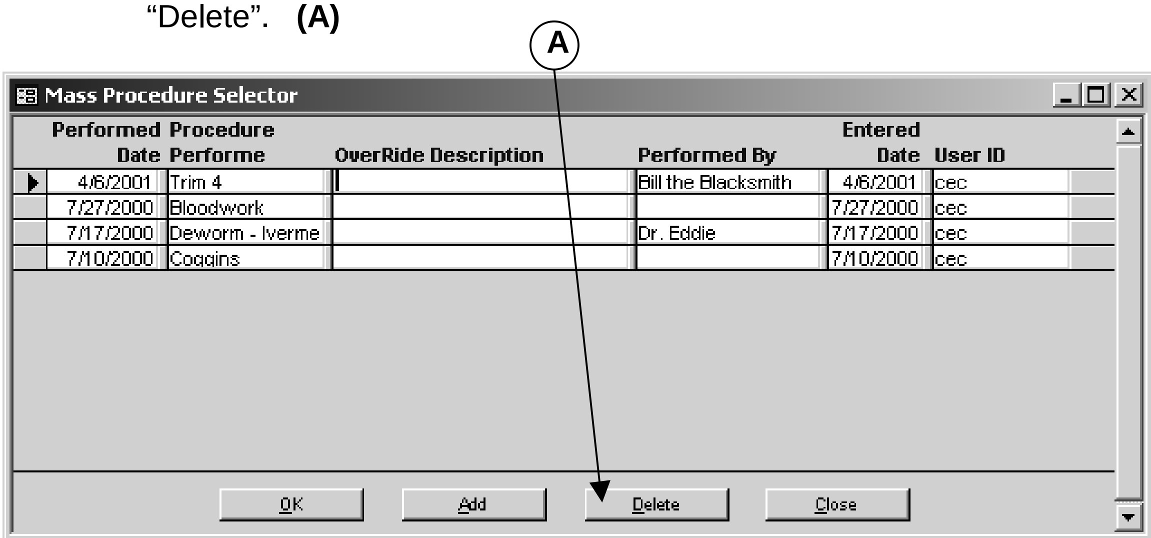
- o Once you have selected a horse and have opened up the Procedure Detail Edit screen, you will be able to make any necessary changes to this record.
- o The procedure can also be changed through the regular "Procedure Entry/Edit" form.

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

4. *Deleting a Mass Procedure*
   - Select “Procedures” from the menu.
   - Select “Mass Procedure Entry/Edit” menu item

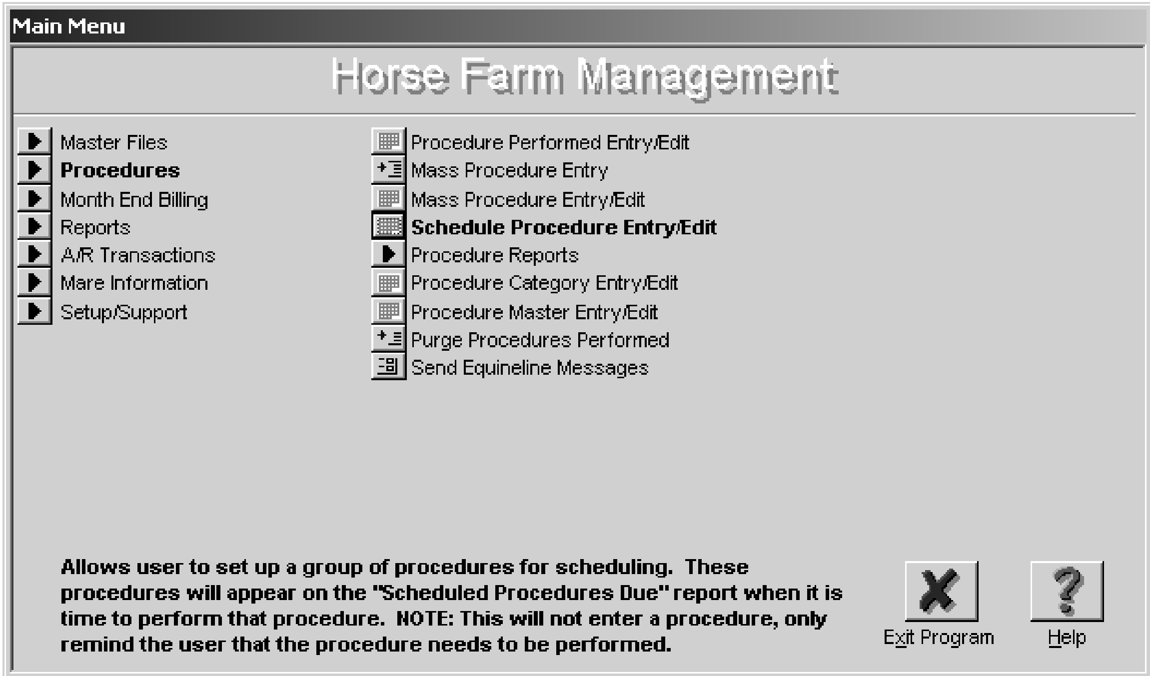


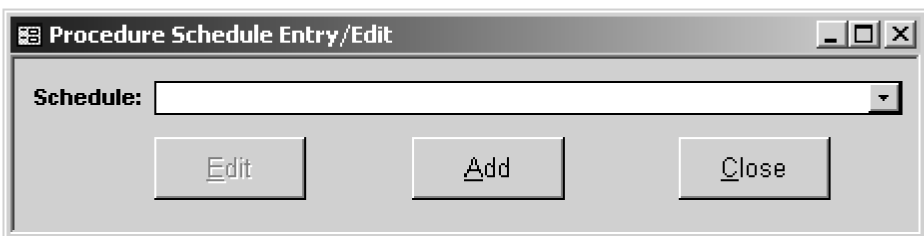
   - Select the Mass Procedure that you want to delete and click “Delete”. **(A)**



   - 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 “OK”. All of the horses in that mass procedure will be displayed. Find the one horse’s name, click on the name and select “Delete”.

5. Scheduling Procedures to be Performed
    - Select "Procedures" from the menu.
    - Select "Schedule Procedure Entry/Edit" menu item.

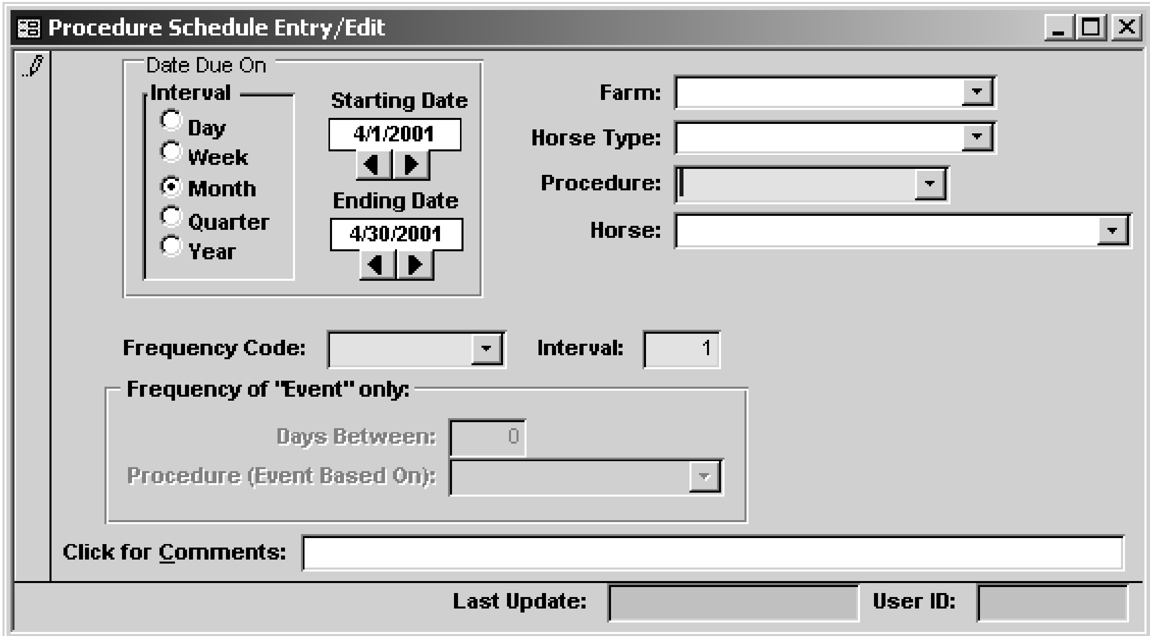




- Click "Add" to schedule a new procedure

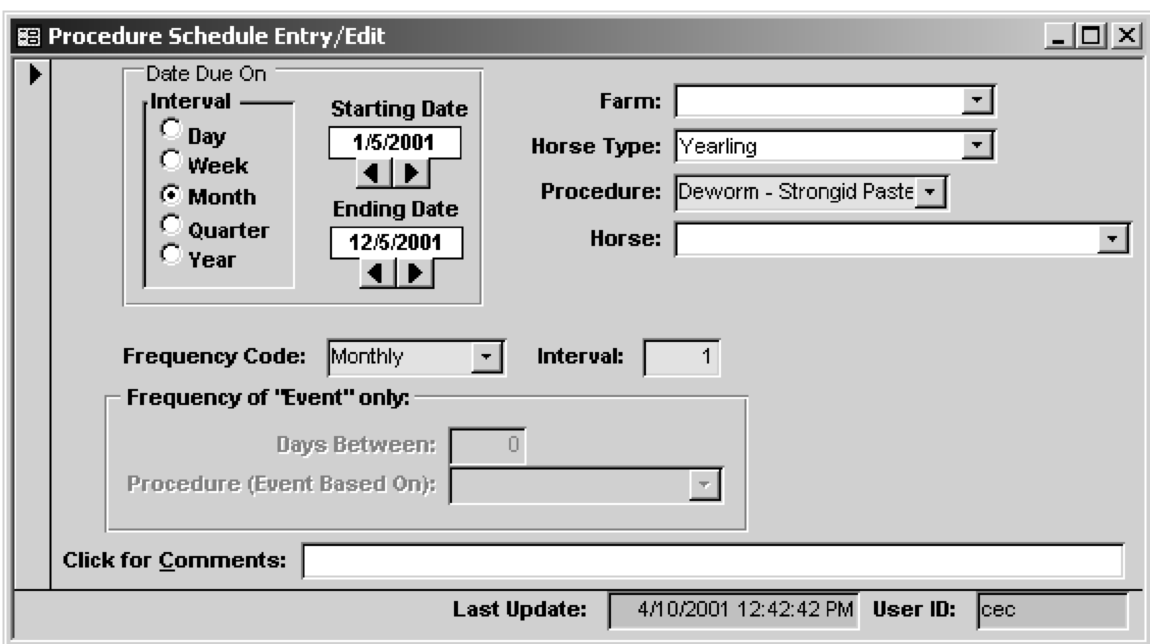
NOTE: Scheduling a procedure will not add a procedure to the system. If you want the procedure to show up in the horse's health record, you will have to add the procedure that has been performed using Procedure Performed Entry/Edit or Mass Procedure.

NOTE: When the ending date in the Procedure Schedule Entry/Edit screen has passed, that scheduled procedure will no longer appear in the drop down list.



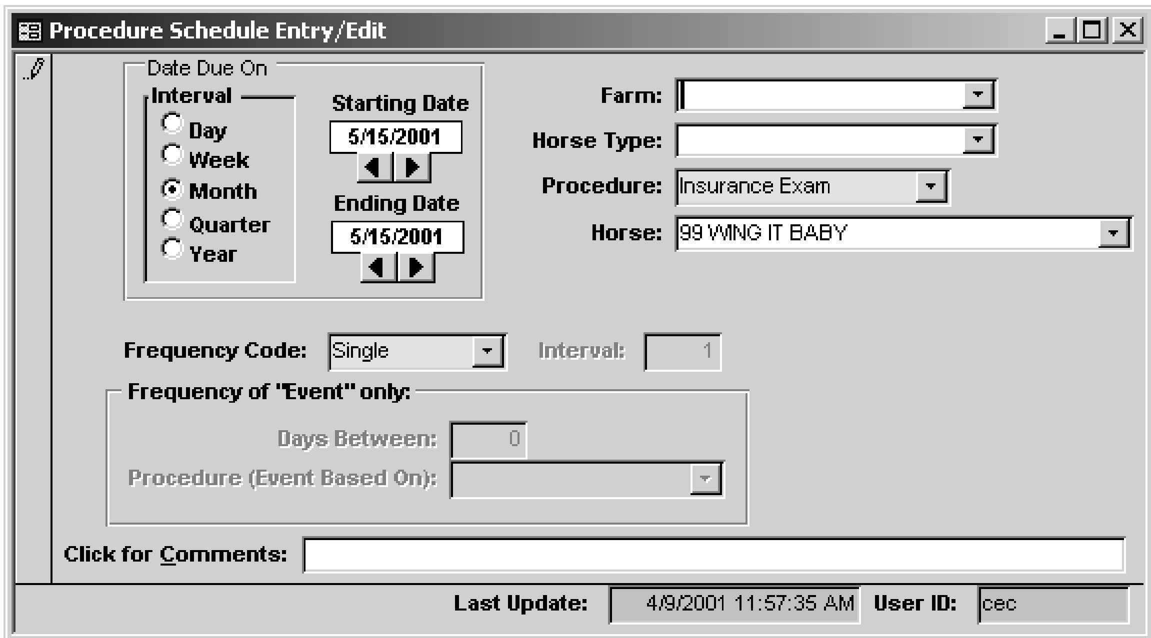
<u>Or you can</u>

- Select an existing procedure from the pull down menu and select “Edit”.



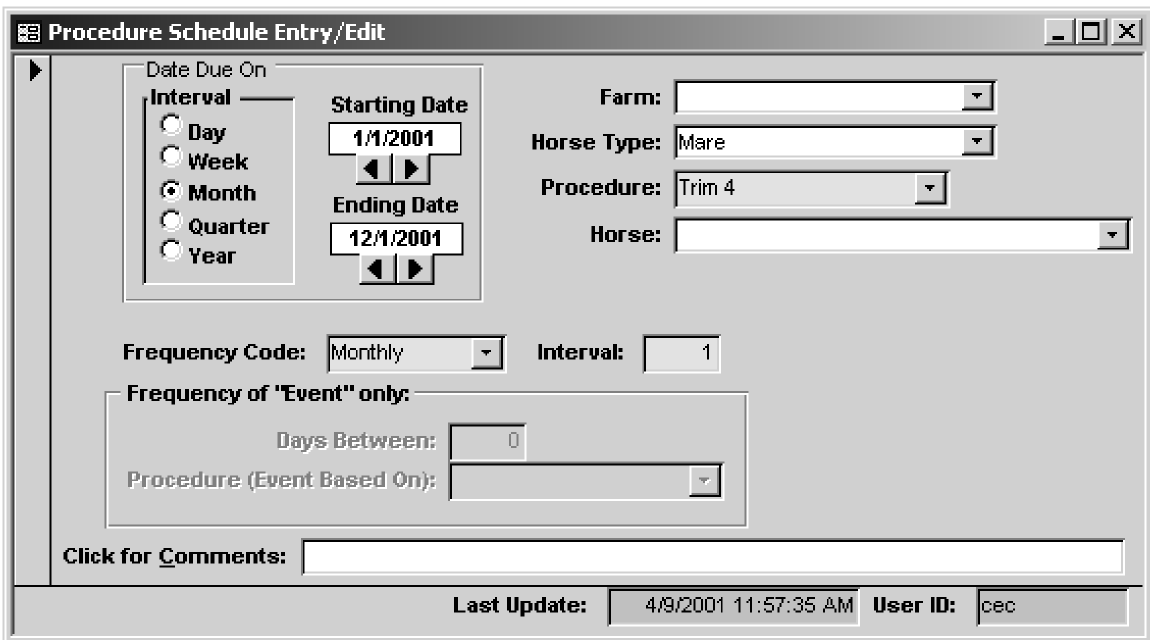
6. Schedule Procedure Entry/Edit Samples

- To schedule one specific procedure to take place on one specific day on one particular horse, select the following:
  - Starting Date: Enter the date that the procedure is scheduled to begin (Example - 05/15/01)
  - Ending Date: Enter the date that the procedure is scheduled to end (Example - 05/15/01)
  - Horse: Select correct horse name from the pull down list
  - Procedure: Select the specific procedure from the pull down list.
  - Frequency Code: Select “Single” from the pull down list.



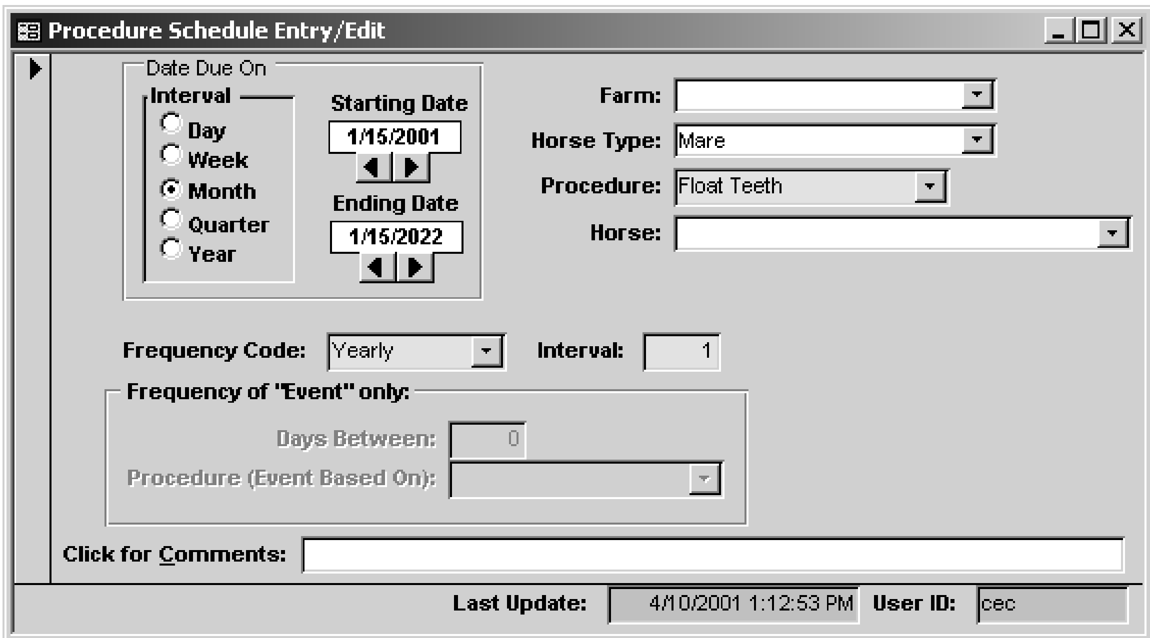
- This will schedule an insurance exam to be performed on the horse “99 WING IT BABY” on May 15, 2001.

- To schedule a procedure to take place once per month on a particular day of each month for a particular horse type, select the following:
  - Starting date: Enter the date the procedure is scheduled to begin (Example - 01/01/01)
  - Ending date: Enter the date the procedure is scheduled to end (Example - 12/01/01)
  - Horse Type: (Example – Mare)
  - Procedure: (Example - Trim 4)
  - Frequency Code: Select “Monthly” from the pull down list.



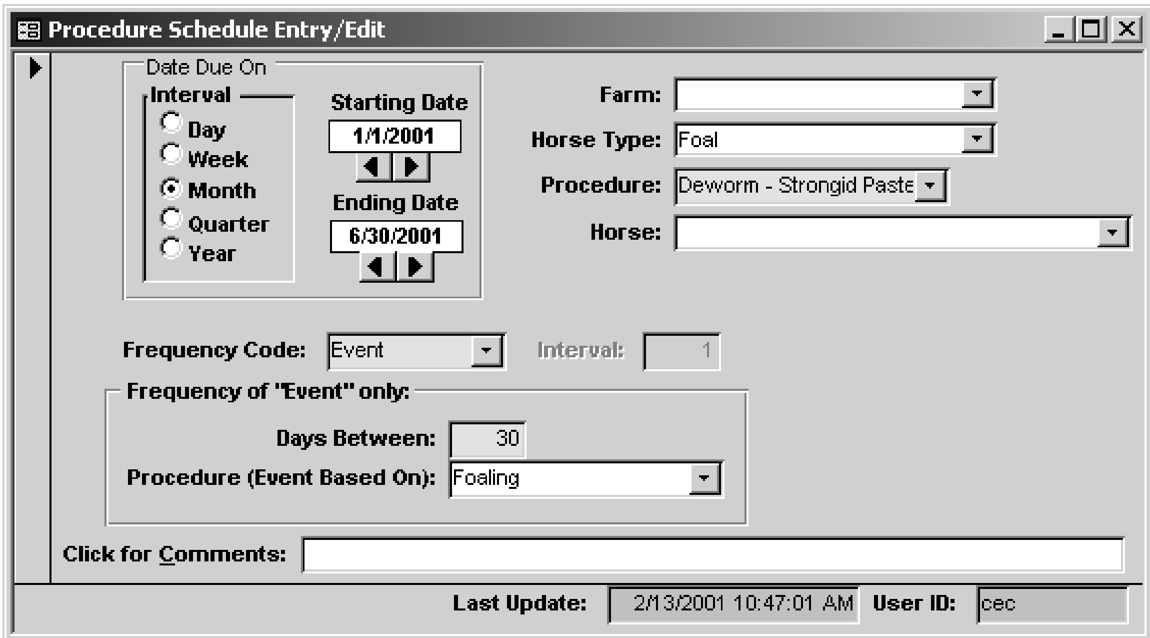
- This will schedule all Mares to get trimmed once per month on the first of each month beginning January 1, 2001 and ending on December 1, 2001.

- To schedule a specific procedure to take place on one specific horse type once per year for a selected number or years, select the following:
    - Starting Date: Enter the date the procedure is scheduled to begin (Example - 01/15/01)
    - Ending Date: Enter the date the procedure is scheduled to end (Example - 01/15/22)
    - Horse Type: (Example – Mare)
    - Procedure: (Example – Float Teeth)
    - Frequency Code: Select “Yearly” from the pull down list.



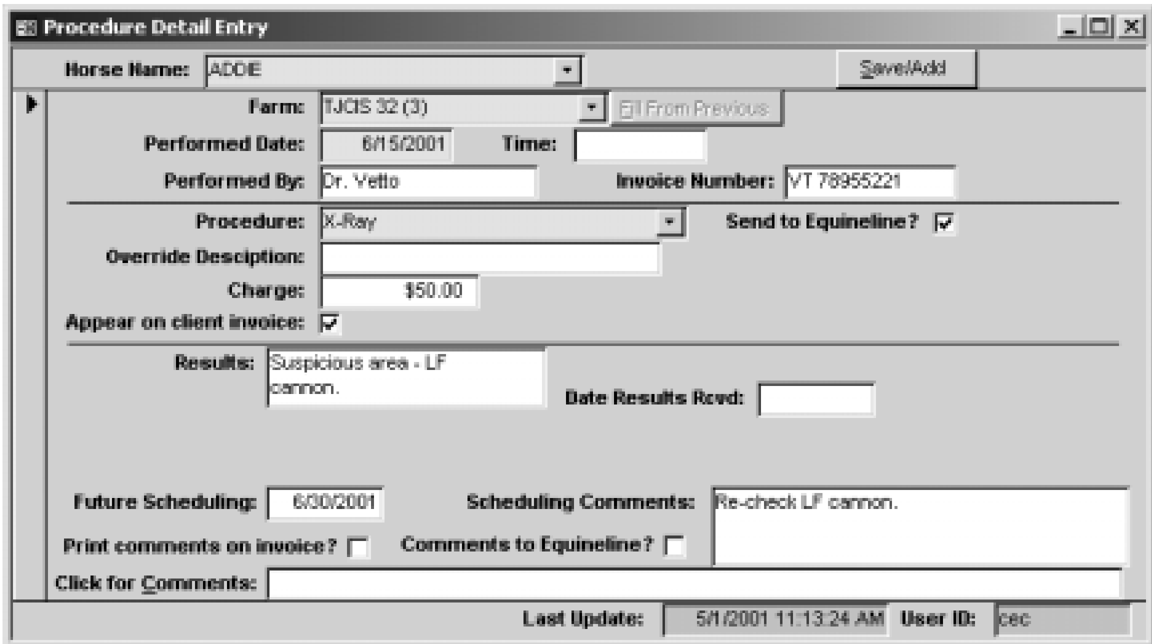
- This will schedule all mares to have their teeth floated once a year on January 15th starting on January 15, 2001 and ending on January 15, 2022.

- 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:
    - Starting Date: Example - 01/01/01
    - Ending Date: Example - 06/30/01
    - Horse Type: Example - Foal
    - Procedure: Select the specific procedure
    - Frequency Code: Event
    - Days Between Example - 30
    - Procedure (Event Based On) Select the specific procedure from the pull down list.



- This will schedule all foals to be Dewormed with Strongid Paste 30 days after the procedure of “Foaling” has been entered into the system.
- This type of scheduling is particularly helpful when you need to schedule procedures based on the event of “Foaling” or “Breeding” since the dates that these procedures are performed can be different for each individual in the group.

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

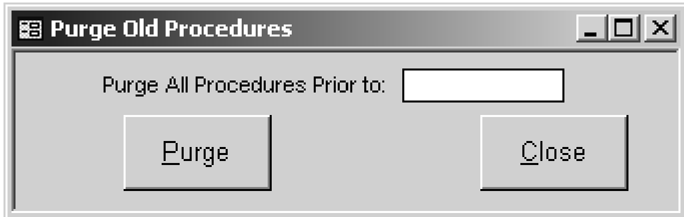


- o This example shows that the horse “ADDIE” had the procedure “X-Ray” done on 6/15/01 and is scheduled to have another “X-Ray” done on 6/30/01. The Scheduling Comments will appear on the Scheduled Procedures Due report.

7. *Procedure Category Entry/Edit*
    - Procedure Categories can be entered or edited from this menu option or from (Master Files > Procedure Category Entry/Edit)

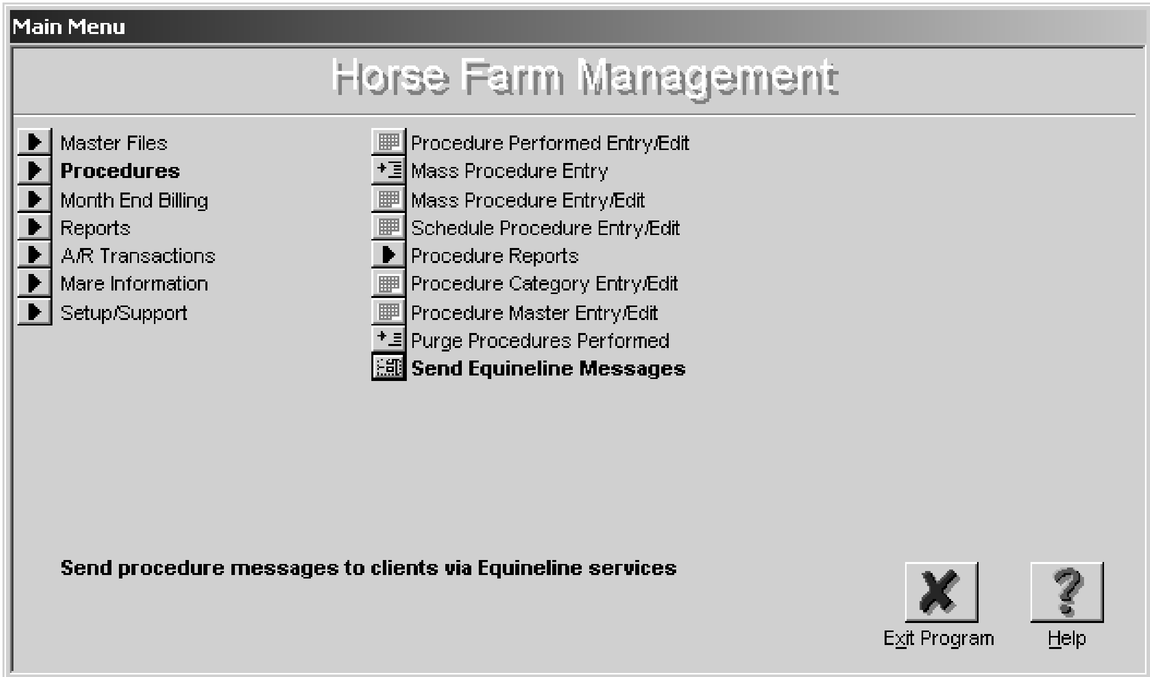
8. *Procedure Master Entry/Edit*
    - Procedure Master can be entered or edited from this menu option or from (Master Files > Procedure Master Entry/Edit)

9. Purge Procedures Performed



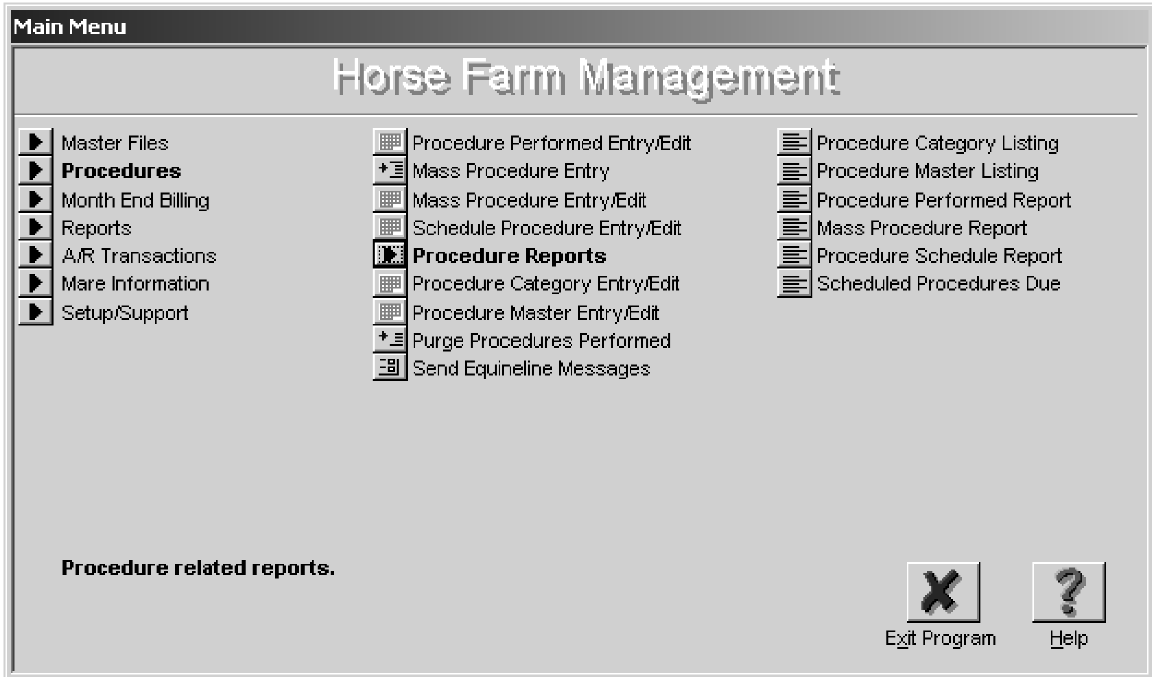
Warning: The system is designed to hold all of the procedures that your farm will ever need. This option should not be selected without first speaking with a Customer Support Representative at The Jockey Club Information Systems. Once Purged, the records **cannot** be retrieved.

10. Send Equineline Messages

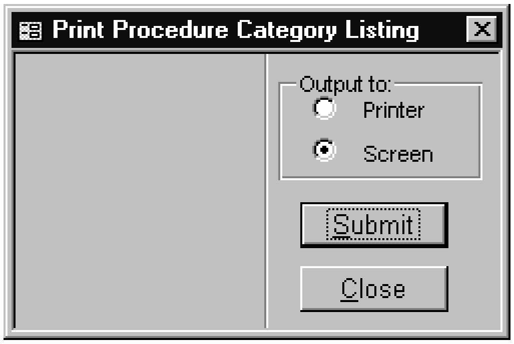


- Please see the instructional guide for equineline.com.

Procedure Reports



1. Procedure Category Listing



Prints an alphabetical list of the categories that have been entered into the system.

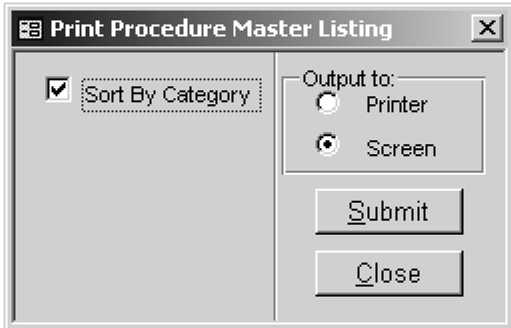
Run Date: 1/26/2001
Time: 12:51:39 P

Procedure Category Listing

Page: 1 of 1
User: cec

Description	Print on Departure Form?	G/L Revenue Account	Syndicate Account
Arival/Departure	No	60100	60100
Blacksmith	Last	20200	20200
Characteristics	No		
Deworm	No	20500	20500
Medical	No	20400	20400
Registration/Nominations	Yes	30300	30300
Reproductive	No	20100	20100
Tack	No	20300	20300
Transfer	No	90003	90003
Transportation	No	40400	40400
Vaccinations	No	20600	20600

2. Procedure Master Listing



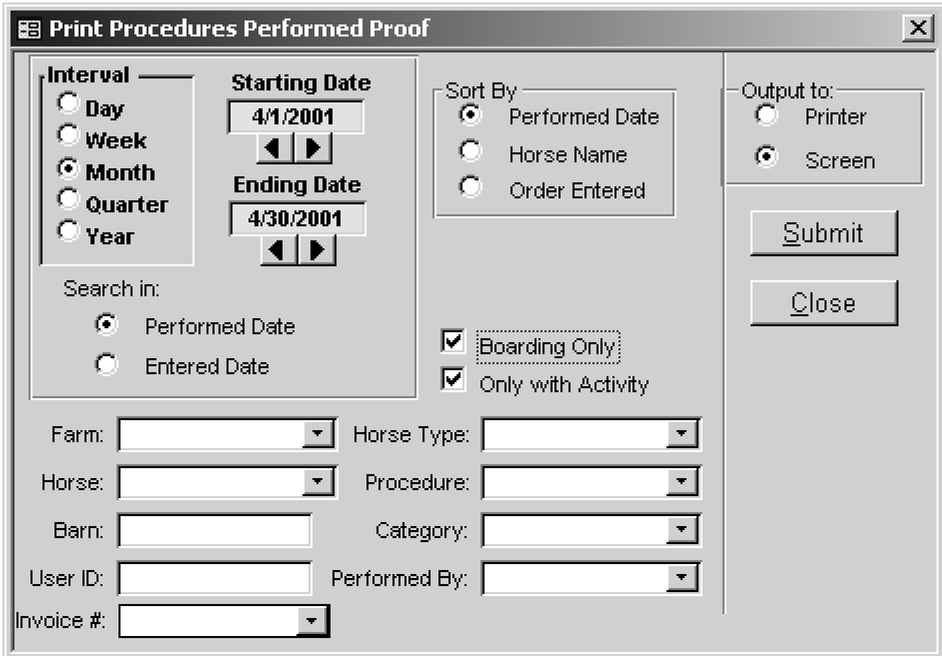
Prints a list of procedures that have been entered into the system either sorted by category or not.

Run Date: *1/26/2001* **Procedure Master Listing** **Page:** *1 of 1*

Time: *12:52:33 P* **User:** *cec*

Category	Description	Std. Charge	Print on Depart From	Breeding Procedure	Print on Teasing Rec.	G/L Account	Syndicate Account
Arrival/Departure	Arrival/departure	$0.00	No	No	No	60100	60100
Blacksmith	Shoes - Front	$25.00	No	No	No	20200	20200
Blacksmith	Trim 4	$15.00	Last	No	No	20200	20200
Characteristics	Evaluation	$0.00	No	No	No		
Deworm	Deworm - Ivermectin Paste	$12.00	Yes	No	No	20500	20500
Deworm	Deworm - Panacur Paste	$8.00	Last	No	No	20500	20500
Deworm	Deworm - Strongid Paste	$8.00	Last	No	No	20500	20500
Deworm	Deworm - Strongid Tube	$14.00	Last	No	No	20500	20500
Medical	Bloodwork	$0.00	Yes	No	No	20400	20400
Medical	Bute	$0.00	No	No	No	20400	20400
Medical	CBC	$15.00	No	No	No	36947	20400
Medical	Coggins	$30.00	Yes	No	No	20400	20400
Medical	Culture	$0.00	No	No	No	20400	20400
Medical	Exam	$0.00	No	No	No	20400	20400
Medical	Float Teeth	$30.00	Yes	No	No	20400	20400
Medical	Foal Profile	$30.00	Last	No	No	20400	20400
Medical	Insurance Exam	$25.00	No	No	No	20400	20400
Medical	Ultrasound	$0.00	No	No	No	20400	20400
Medical	Weaned	$0.00	Last	No	No	20400	20400
Medical	X-Ray	$0.00	No	No	No	20400	20400
Registration/Nominati	Breeders' Cup Nomination	$500.00	Yes	No	No	30300	30300
Registration/Nominati	Jockey Club Registration	$175.00	Yes	No	No	30300	30300

3. Procedure Performed Report



Prints a report of the procedures that have been performed based on the criteria selected. This report groups horses by farm first and then sorts by the field (s) 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”, “Barn”, “User Id”, “Invoice #”, “Horse Type”, “Procedure”, “Category” or “Performed By” field. The report will show amounts charged and totals based on what you have selected to print.

Run Date: *1/26/2001*
Time: *1:22:21 PM*

Procedures Performed Listing

Date Range: 1/1/2000 thru 12/31/2000
Farm: TJCIS 32 (3)
Horse: ACT

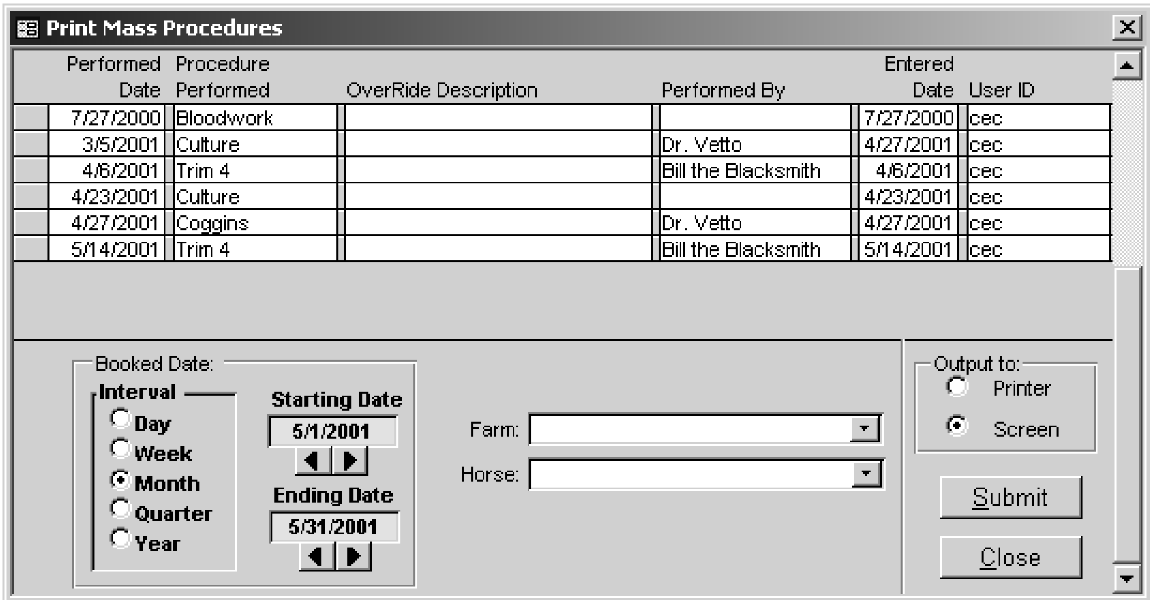
Page: *1 of 1*
User: *cec*

Date Performed	Horse Name	Procedure Description	Amount Charged	Invoice Number	Performed By	Bill	Results Comments
1/10/2000	ACT	Coggins	$30.00		Dr. Bill	Y	Negative Shipping early - need 24 hr. coggins.
1/20/2000	ACT	Departure to:	$0.00			Y	
1/24/2000	ACT	Arrival From: The sale	$0.00			Y	
1/24/2000	ACT	Palp	$15.00		Dr. Bill	Y	PRH Thought there might be twins - confirmed single pregnancy
1/30/2000	ACT	Palp	$15.00		Dr. Bill	Y	PRH Single heartbeat
2/3/2000	ACT	Foaling	$200.00		Farm Manager	Y	Bay, Filly By SWAPS Comment: 128 lbs. Nice foal
2/10/2000	ACT	Insurance Exam	$20.00	V 23998	Dr. Eddie	Y	Clean exam Ok to insure for full mortality.
2/20/2000	ACT	Deworm - Ivermectin Paste	$12.00	V 45887	Dr. Eddie	Y	
2/27/2000	ACT	Trim 4	$12.00	BL52	Ted	Y	TO - RF
2/28/2000	ACT	Bred To: MANHATTAN MAN	$0.00			Y	Good cover - very close to ovulation
3/15/2000	ACT	Trim 4	$15.00		The Blacksmith	Y	
4/20/2000	ACT	Deworm - Strongid Tube	$24.00	Vt 123546	The Vet	Y	real wormy
4/20/2000	ACT	Float Teeth	$30.00	Vt 123546	Dr. Molar	Y	No problems
4/20/2000	ACT	Insurance Exam	$25.00	Vt 123546	The Vet	Y	Clean exam

TIP: To print a report to double-check your day's entries, click the "Interval" as "Day" and Search In as "Entered Date". Enter the specific date you want to see. 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.

4. Mass Procedure Report

- o Select “Procedures” from the menu
- o Select “Procedure Reports” from the menu
- o Select “Mass Procedure Report” menu item

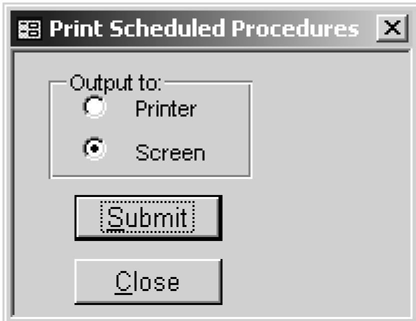


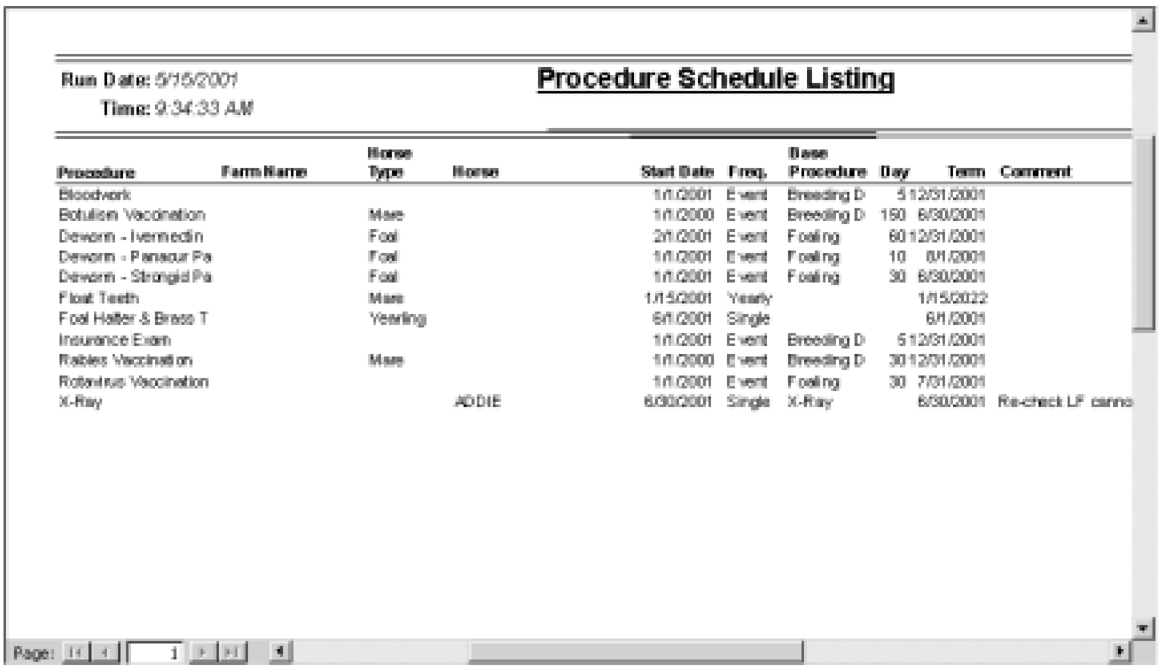
Prints a report showing the detail of the mass procedure that has been selected.

- Select a procedure.
- Select the date range you want to print.
- Select a specific farm from the pull down menu or leave “Farm” blank to see all farms.
- Select a specific horse from the pull down menu or leave “Horse” blank to see all horses
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.

5. Procedure Schedule Report

- Select “Procedures” from the menu
- Select “Procedure Reports” from the menu
- Select “Procedure Schedule Report” menu item





Run Date: *5/15/2001*
Time: *9:34:33 AM*

Procedure Schedule Listing

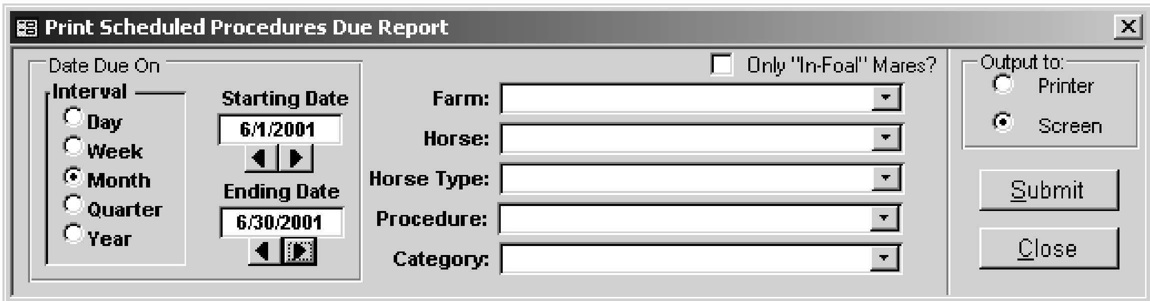
Procedure	Farm Name	Horse Type	Horse	Start Date	Freq.	Base Procedure	Day	Term	Comment
Bloodwork				1/1/2001	Event	Breeding D	5	12/31/2001	
Botulism Vaccination		Mare		1/1/2000	Event	Breeding D	150	6/30/2001	
Deworm - Ivermectin		Foal		2/1/2001	Event	Foaling	60	12/31/2001	
Deworm - Panacur Pa		Foal		1/1/2001	Event	Foaling	10	8/1/2001	
Deworm - Strongid Pa		Foal		1/1/2001	Event	Foaling	30	6/30/2001	
Float Teeth		Mare		1/15/2001	Yearly			1/15/2022	
Foal Halter & Brass T		Yearling		6/1/2001	Single			6/1/2001	
Insurance Exam				1/1/2001	Event	Breeding D	5	12/31/2001	
Rabies Vaccination		Mare		1/1/2000	Event	Breeding D	30	12/31/2001	
Rotavirus Vaccination				1/1/2001	Event	Foaling	30	7/31/2001	
X-Ray			ADDIE	6/30/2001	Single	X-Ray		6/30/2001	Re-check LF canno

Page: 1

Prints a list of all of the scheduled procedures that have been entered into the system.

6. Scheduled Procedures Due Report

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



- o 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.

- o 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 pull down menu 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 pull down menu 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 pull down menu 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 pull down menu 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 pull down menu 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 pull down menu and then select the specific procedure from the pull down menu 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 Procedure Entry/Edit screen. Because it has been scheduled does not mean that the procedure has actually been performed on a horse or a group of horses.

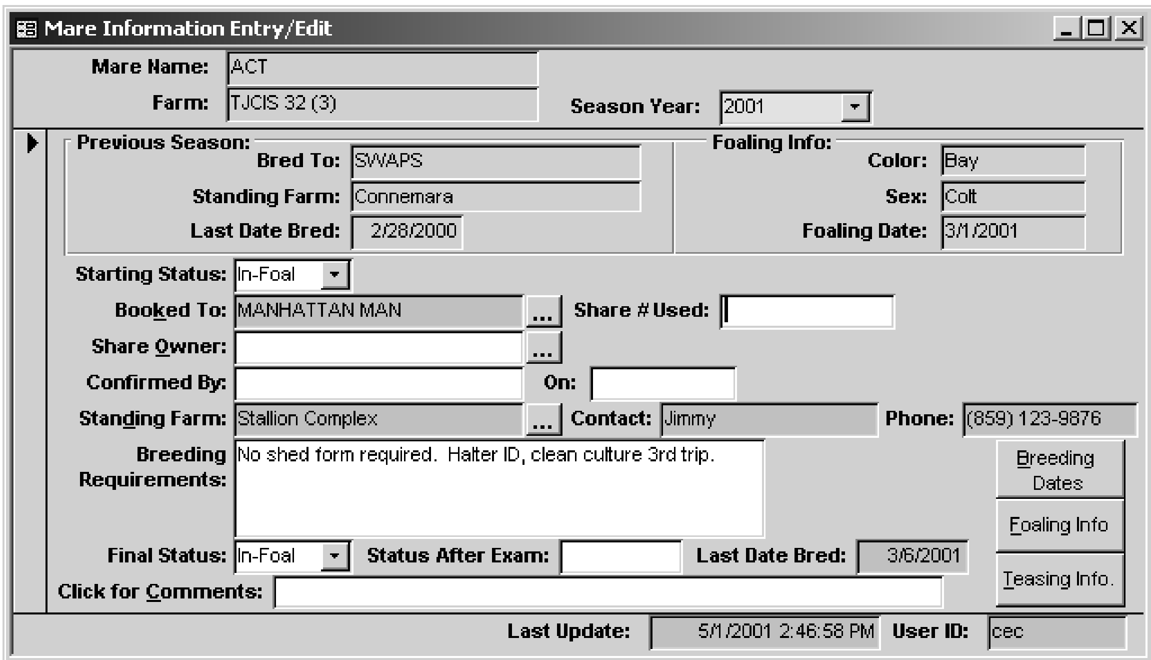
Note: The Schedule Procedures Due Report does not keep track of whether or not a procedure has been performed. It will not remind you that you have not performed a scheduled procedure. For instance, if you have an X-ray scheduled on August 10, 2001 but run the Schedule Procedures Report for August 11, 2001 through August 17, 2001, the X-Ray scheduled for August 10, 2001 will not appear on the report.

NOTE: When the ending date in the Procedure Schedule Entry/Edit screen has passed, that scheduled procedure will no longer appear on the Scheduled Procedures Due Report.

Recording the Breeding Season

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

- Select "Mare Information" from the menu.
- Select "Mare Info. Entry/Edit" menu item.
  (You can also get to this screen by clicking the "Mare Info." button in the "Horse Entry/Edit" form)
- Select a horse name from the dropdown box and press "Continue"



- Season Year: Enter the "Season Year" and press enter. The system will confirm that you wish to add that season.
- Starting Status: Enter the mare's Starting Status (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 "…" button and select the stallion from your master list of horses.

- [Optional] Share Owner: Enter the name of the person/farm that owns the share you are breeding the mare on.
- [Optional] Share # Used: 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 the date it was confirmed.
- Standing Farm: Enter the name of the farm where the stallion stands. You can type in the name of the farm or you can click on the "…" button and select the farm name from your master list of farms.
- If you selected the farm name from the master farm list, the system will automatically fill in the farm's phone number, contact name and breeding requirements (if you had originally entered this information in the farm master file list).
- If you did not select the farm name from the master farm list, you can manually enter the Farm Name, Contact name, the farm's phone number and the farm's Breeding Requirements.
- Last Day Bred: The system will automatically fill in the "Last Date Bred" field in the lower right hand side of the Mare Info. Entry/Edit screen.
- Status After Exam: As the mare is checked for pregnancy, you can enter her status in the "Status After Exam" field (Pg, Pd, Pd+, Barren, Slipped, etc.)
- Final Status: At the conclusion of the breeding season, enter the mare's status in the "Final Status" field (In Foal, Barren, Slipped, Not Bred, etc.)
- Click For Comments: Comments entered in this field will show up only on the "Broodmare Listing" report.

B. Automatically Adding New Broodmare Season Records

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

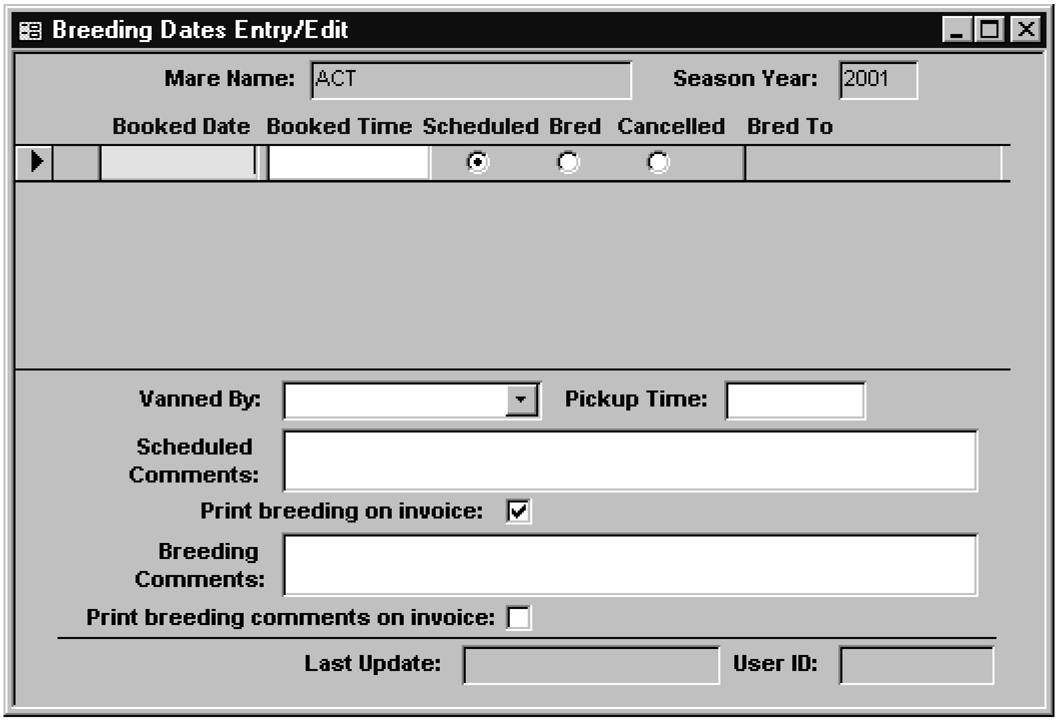
- The "Generate Broodmare Season" is used to generate a new season record for all mares at one time. In order for the system to generate a new season record, the mare must have a previous record to generate from and the mare must have a current arrival date. You can generate new season records at any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

Note: The system will automatically print a list of mares that it has created a new 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 not be duplicated.

C. Booking the Mare for Breeding

- Select “Mare Information” from the menu.
- Select "Mare Info. Entry/Edit" menu item.
  (You can also get to this screen by clicking the “Mare Info.” button in the “Horse Entry/Edit” form)
- Select a horse name from the dropdown box and press “Continue”
- Select the season that you would like to work with
- Click on the “Breeding Dates” button to open the “Breeding Dates Entry/Edit” Screen

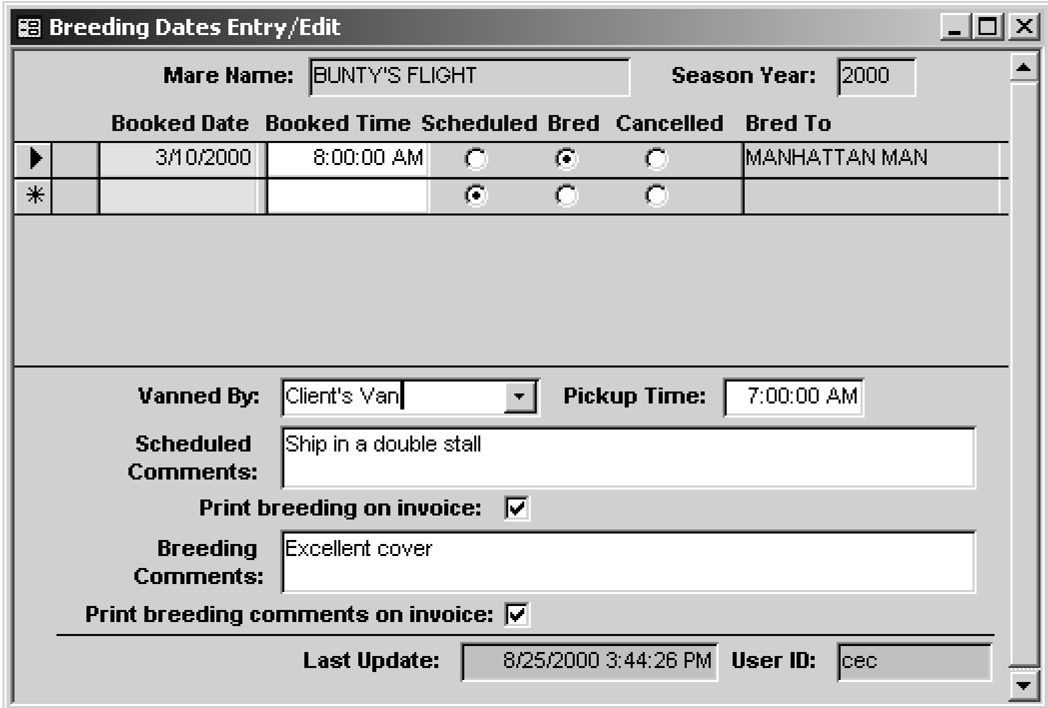


- Enter the date the breeding is scheduled (Booked Date)
- Enter what time the mare is booked (Booked Time)
- The system will default the status to “Scheduled” and place the name of the stallion in the “Bred To” column.
- [Optional] Enter who will van the mare to the breeding shed
- [Optional] Enter what time the mare will be picked up to go to the breeding shed
- [Optional] Enter any scheduling comments (needs a double stall, do not hobble, etc.).
- Close the form to return to the “Mare Info. Entry/Edit” screen.

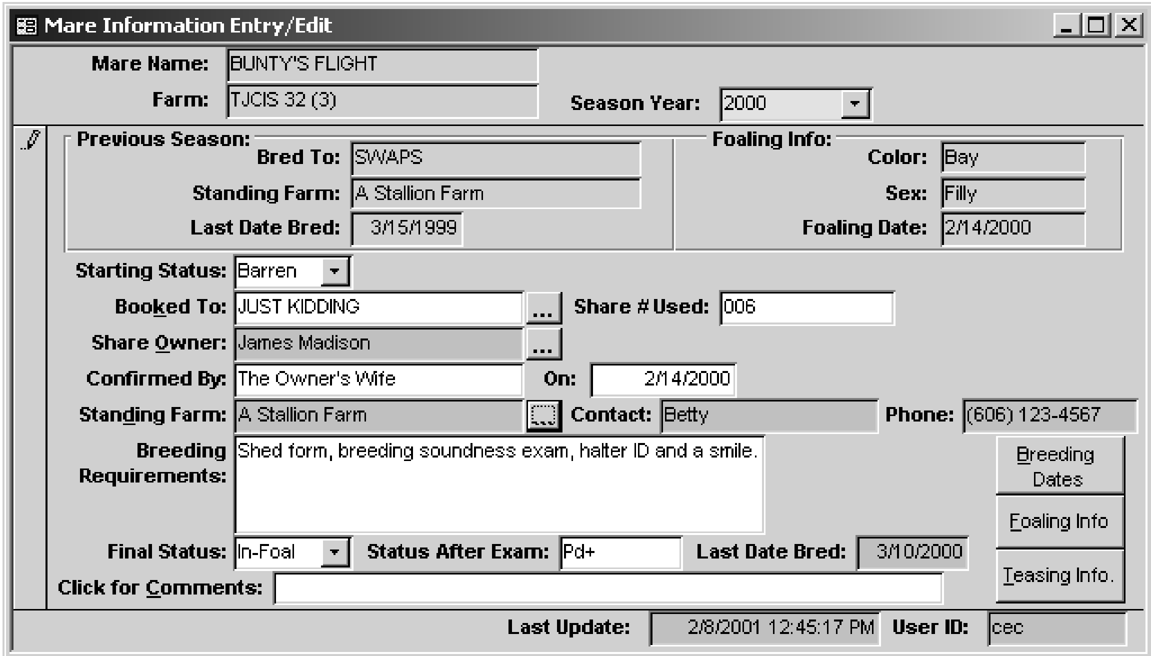
D. Recording the Breeding Dates

When you have confirmation that the mare has been bred:

- Select “Mare Information” from the menu.
- Select "Mare Info. Entry/Edit" menu item.
  (You can also get to this screen by clicking the “Mare Info.” button in the “Horse Entry/Edit” form)
- Select a horse name from the dropdown box and press “Continue”
- Select the season that you would like to work with
- Click on the “Breeding Dates” button to open the “Breeding Dates Entry/Edit” Screen
- Select the season that you are working with.
- Click on the “Breeding Dates” button to open the “Breeding Dates Entry/Edit” screen
- Click “Bred” in the status area



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



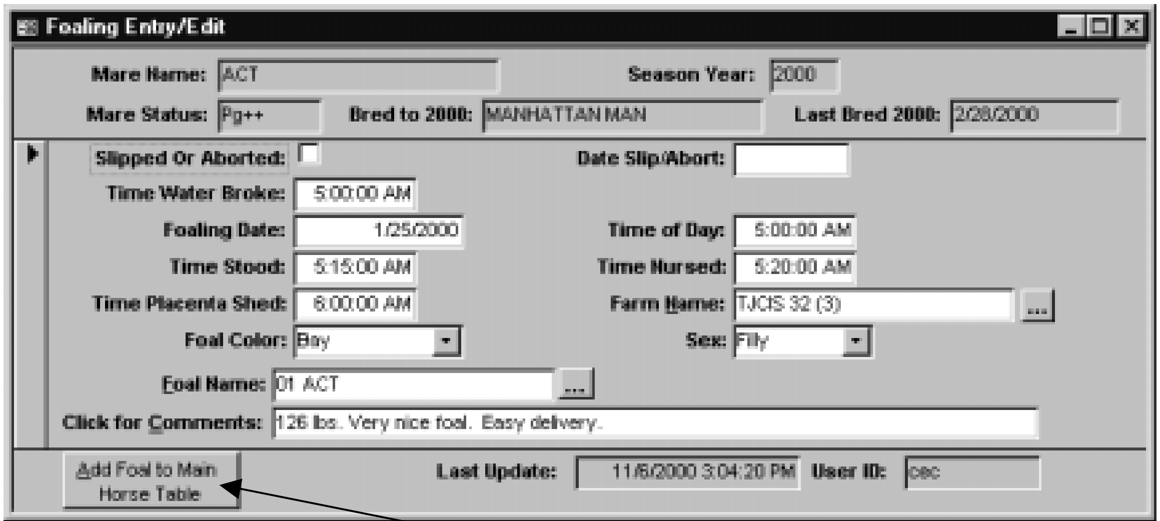
- Last Day Bred: The system will automatically fill in the “Last Date Bred” field in the lower right hand side of the Mare Info. Entry/Edit screen.
- Status After Exam: As the mare is checked for pregnancy, you can enter her status in the “Status After Exam” field (Pg, Pd, Pd+, Barren, Slipped, etc.)
- Final Status: At the conclusion of the breeding season, enter the mare’s status in the “Final Status” field (In Foal, Barren, Slipped, Not Bred, etc.)

Note: Comments entered in the “Click for Comments” area will print <u>only</u> on the “Broodmare Listing” report.

<u>E. Recording the Foaling Information</u>

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 4/17/01, that foaling information must be entered through the 2000 season.

- Select “Mare Information” from the menu.
- Select "Mare Info. Entry/Edit" menu item.
  (You can also get to this screen by clicking the “Mare Info.” button in the “Horse Entry/Edit” form)
- Select a horse name from the dropdown box and press “Continue”
- Select the season that you are working with.
- Click on the “Foaling Info” button to open the “Foaling Entry/Edit” screen.



Enter the foaling information:

- o The time the water broke
- o The foaling date
- o The time of foaling
- o The time that the foal stood
- o 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 The foal's name **(Since most foals do not have a name yet, enter the year of birth and the Dam's name (01 Act <u>or</u> Act 01) as the name for the foal)
- o Enter any comments related to the foal or foaling

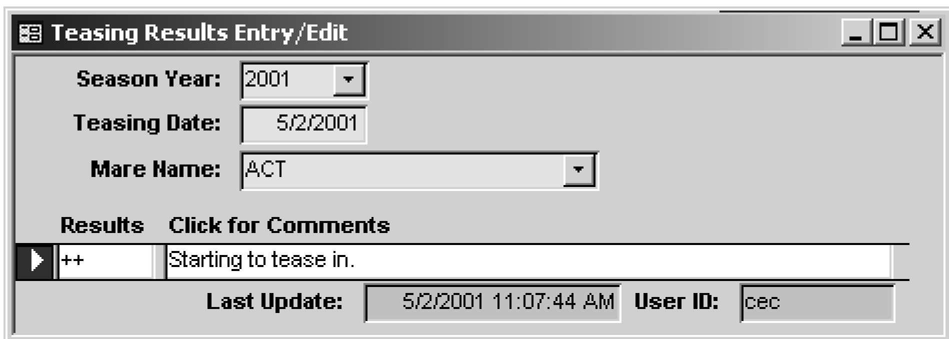
- o After entering all of the foaling information, click on the "Add Foal to Main Horse Table" button **(A)**

- o Select the horse type (Foal)
- o Select "Generate" 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 Arrive/Depart screen.

- Close the form to return to the “Mare Info. Entry/Edit” screen.
- Close the form and return to the Main Menu

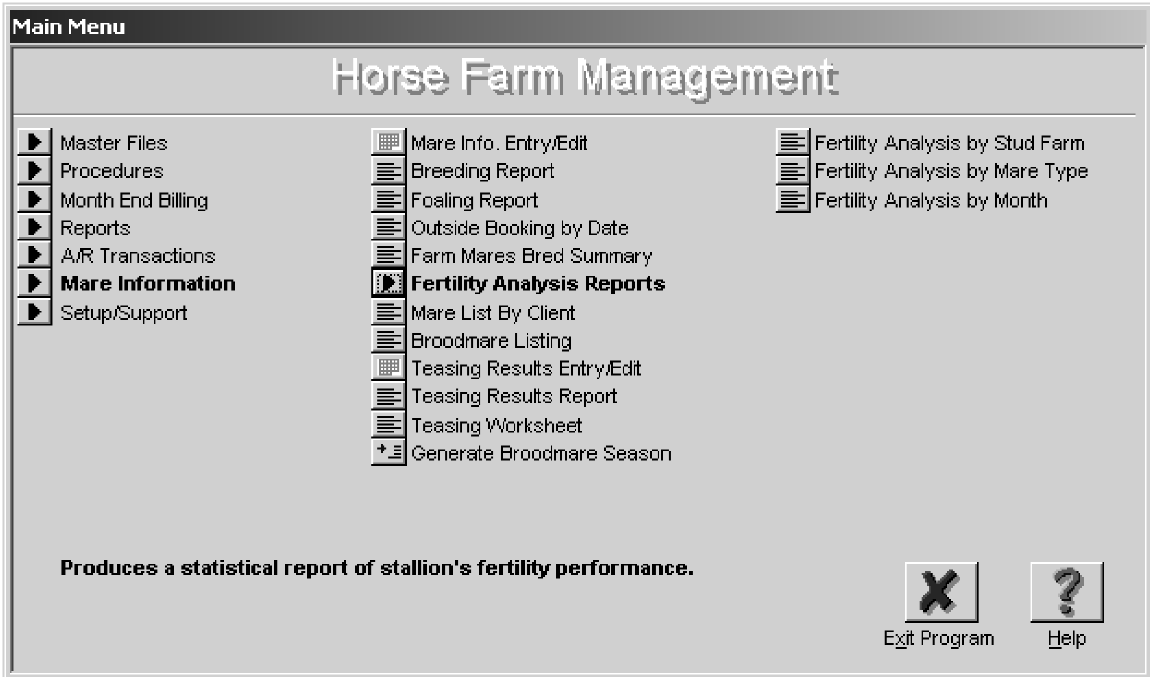
F. Teasing Records

- Select “Mare Information” from the menu.
- Select "Mare Info. Entry/Edit" menu item.
  (You can also get to this screen by clicking the “Mare Info.” button in the “Horse Entry/Edit” form)
- Select a horse name from the dropdown box and press “Continue”
- Select the season that you would like to work with
- Click on the “Teasing Info.” button to open the “Teasing Results Entry/Edit” Screen

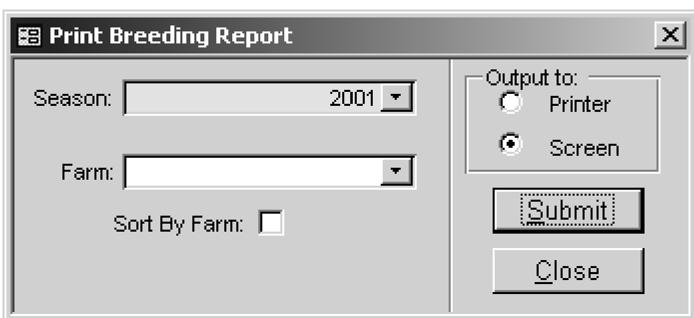


- You can also get to this same screen by selecting “Mare Information” and then selecting “Teasing Results Entry/Edit” menu option.
- Season year will default to current season.
- Teasing Date will default to current date.
- Mare Name will default to name of mare whose Mare Information screen you currently have open unless you open this screen from the “Teasing Results Entry/Edit” menu option.
- Enter the Teasing Results. 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 comments. These comments are stored in this record only and will not appear on any reports.
- Close the “Teasing Results Entry/Edit” screen and return to the “Mare Information Screen”.
- Close the “Mare Information” screen and return to the main menu.

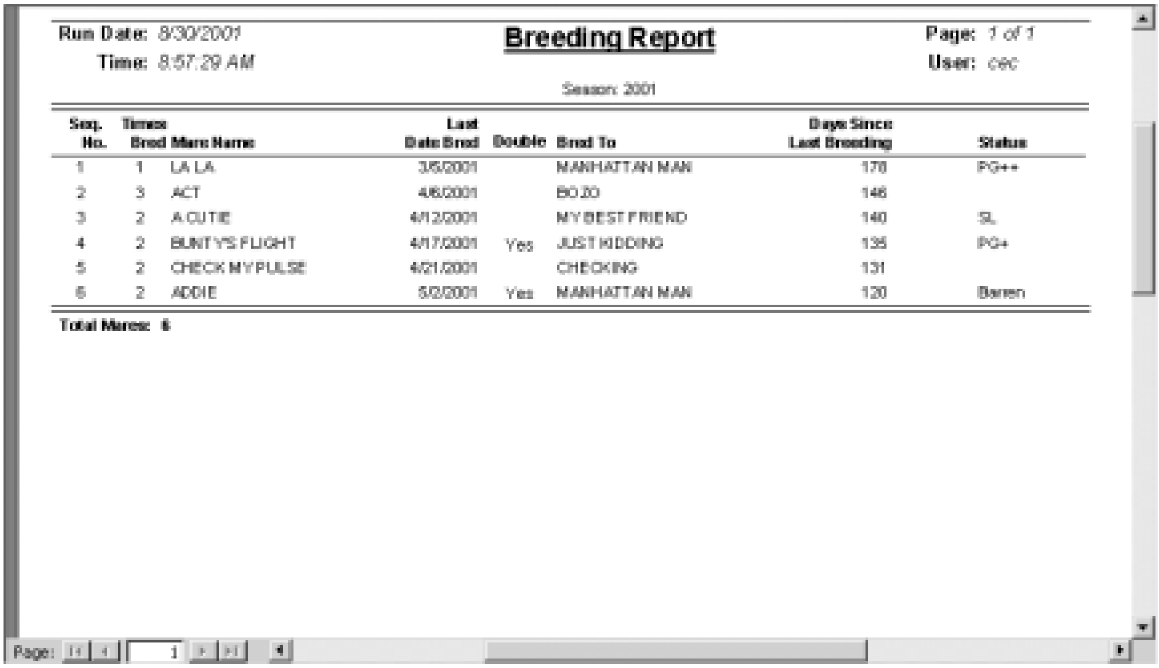
Mare Reports



1. Breeding Report
    - Select “Mare Information”
    - Select “Breeding Report”



- Select the Season
- Select one particular farm or leave “Farm” blank to see all mares at all farms
- If you want the report to be sorted by farm, click in the box next to “Sort By Farm”
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.


Run Date: 8/30/2001 **Breeding Report** Page: 1 of 1
Time: 8:57:29 AM User: cec
Season: 2001

Seq. No.	Times Bred	Mare Name	Last Date Bred	Double	Bred To	Days Since Last Breeding	Status
1	1	LA LA	3/5/2001		MANHATTAN MAN	178	PG++
2	3	ACT	4/6/2001		BOZO	146	
3	2	A CUTIE	4/12/2001		MY BEST FRIEND	140	SL
4	2	BUNTY'S FLIGHT	4/17/2001	Yes	JUST KIDDING	135	PG+
5	2	CHECK MY PULSE	4/21/2001		CHECKING	131	
6	2	ADDIE	5/2/2001	Yes	MANHATTAN MAN	120	Barren

Total Mares: 6

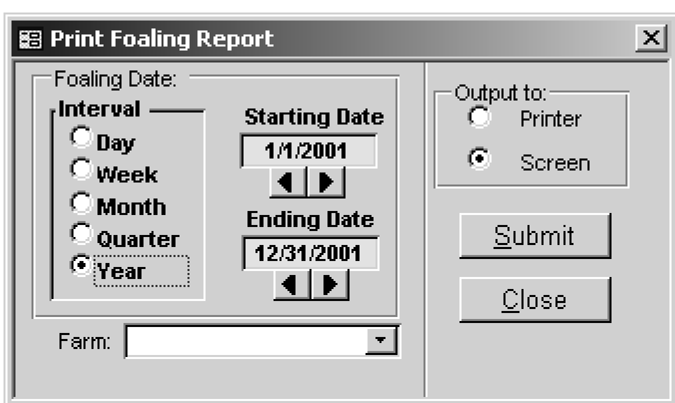
Page: 1

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, 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 "Status After Exam" field on the "Mare Information Entry/Edit" screen.

2. <u>Foaling Report</u>

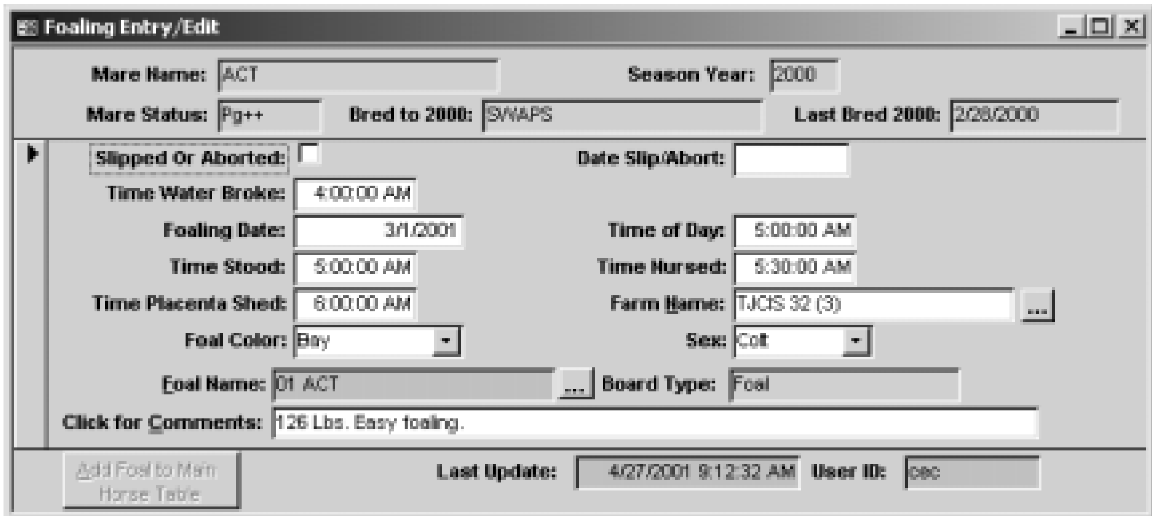
- Select "Mare Information"
- Select "Foaling Report"

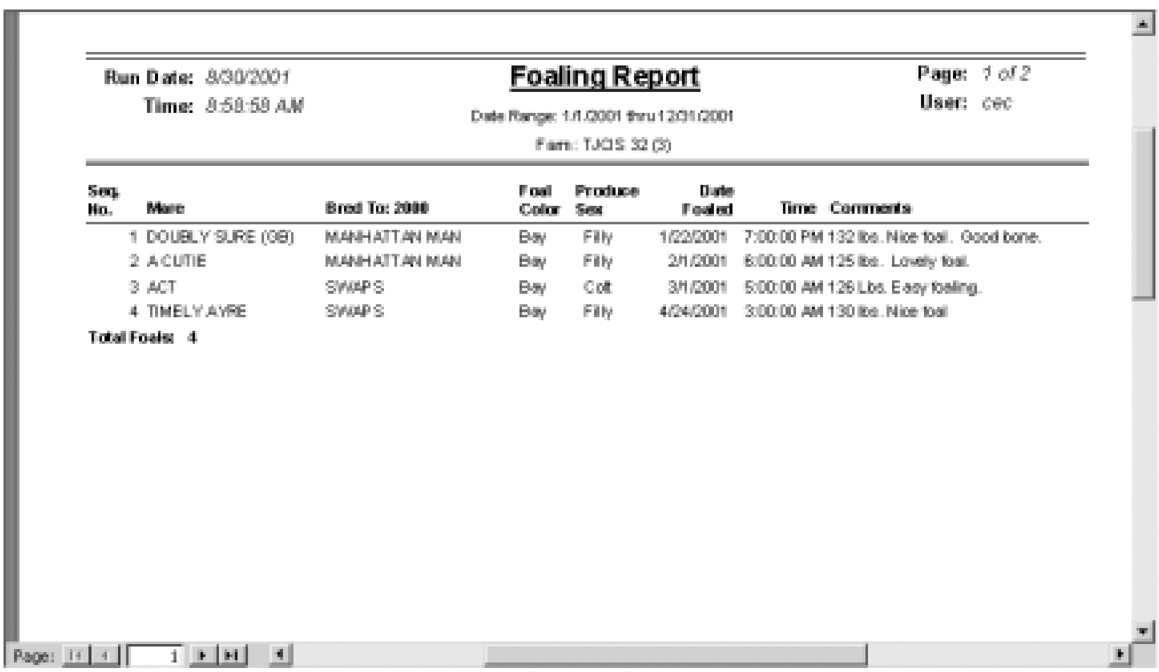


- Select the date range you want to see

- Select a specific farm from the pull down menu or leave “Farm” blank to see all foals at all farms.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.

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





Run Date: *8/30/2001*
Time: *8:58:58 AM*

Foaling Report

Date Range: 1/1/2001 thru 12/31/2001
Farm: TJCIS 32 (3)

Page: *1 of 2*
User: *cec*

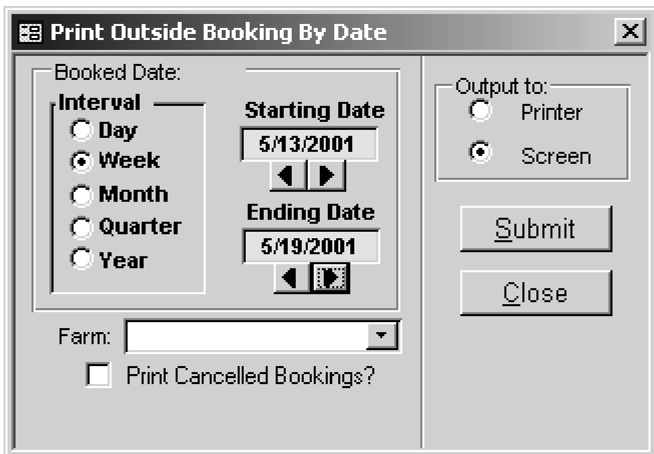
Seq. No.	Mare	Bred To: 2000	Foal Color	Produce Sex	Date Foaled	Time	Comments
1	DOUBLY SURE (GB)	MANHATTAN MAN	Bay	Filly	1/22/2001	7:00:00 PM	132 lbs. Nice foal. Good bone.
2	A CUTIE	MANHATTAN MAN	Bay	Filly	2/1/2001	6:00:00 AM	125 lbs. Lovely foal.
3	ACT	SWAPS	Bay	Colt	3/1/2001	5:00:00 AM	126 Lbs. Easy foaling.
4	TIMELY AYRE	SWAPS	Bay	Filly	4/24/2001	3:00:00 AM	130 lbs. Nice foal

Total Foals: 4

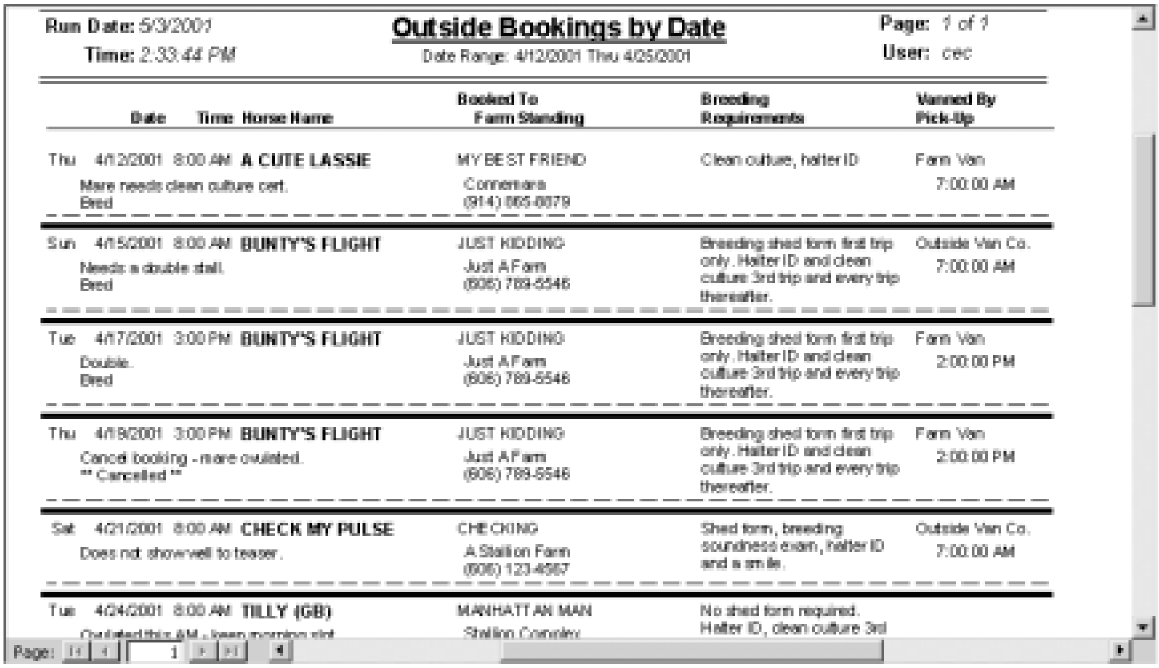
- The Foaling Report shows the sequence number of the mare, the mare's name, the name of the stallion that the mare was bred to in the previous season, the color of the foal, the sex of the foal, the date the mare foaled, what time the mare foaled and any comments that were entered in the "Foaling Entry/Edit" screen.
- The Foaling Report will automatically sort by farm unless one particular farm has been selected.

3. Outside Bookings By Date

- Select "Mare Information"
- Select "Outside Bookings By Date"



- Select the date range you want to see
- Select a specific farm from the pull down menu or leave "Farm" blank to see the outside bookings for all mares at all farms.
- Click in the box next to "Print 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.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.



Run Date: 5/3/2001
Time: 2:33:44 PM

Outside Bookings by Date

Date Range: 4/12/2001 Thru 4/25/2001

Page: 1 of 1
User: cec

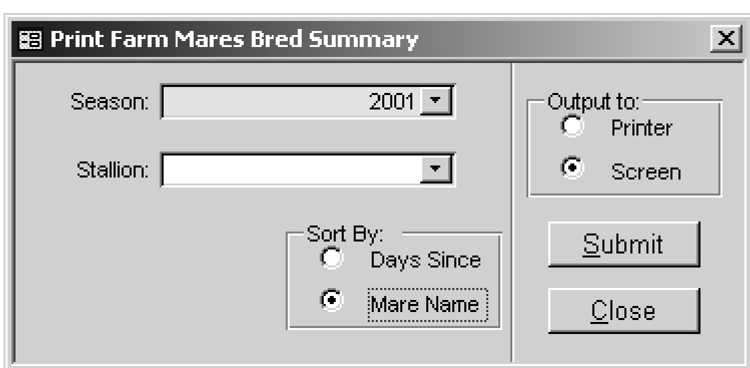
Date	Time	Horse Name	Booked To / Farm Standing	Breeding Requirements	Vanned By / Pick-Up
Thu 4/12/2001	8:00 AM	A CUTE LASSIE Mare needs clean culture cert. Bred	MY BEST FRIEND Connemara (914) 865-8879	Clean culture, halter ID	Farm Van 7:00:00 AM
Sun 4/15/2001	8:00 AM	BUNTY'S FLIGHT Needs a double stall. Bred	JUST KIDDING Just A Farm (606) 789-5546	Breeding shed form first trip only. Halter ID and clean culture 3rd trip and every trip thereafter.	Outside Van Co. 7:00:00 AM
Tue 4/17/2001	3:00 PM	BUNTY'S FLIGHT Double. Bred	JUST KIDDING Just A Farm (606) 789-5546	Breeding shed form first trip only. Halter ID and clean culture 3rd trip and every trip thereafter.	Farm Van 2:00:00 PM
Thu 4/19/2001	3:00 PM	BUNTY'S FLIGHT Cancel booking - mare ovulated. ** Cancelled **	JUST KIDDING Just A Farm (606) 789-5546	Breeding shed form first trip only. Halter ID and clean culture 3rd trip and every trip thereafter.	Farm Van 2:00:00 PM
Sat 4/21/2001	8:00 AM	CHECK MY PULSE Does not show well to teaser.	CHECKING A Stallion Farm (606) 123-4567	Shed form, breeding soundness exam, halter ID and a smile.	Outside Van Co. 7:00:00 AM
Tue 4/24/2001	8:00 AM	TILLY (GB)	MANHATTAN MAN	No shed form required. Halter ID, clean culture 3rd	

Page: 1

- The Outside Bookings By Date 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 By Date 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**.

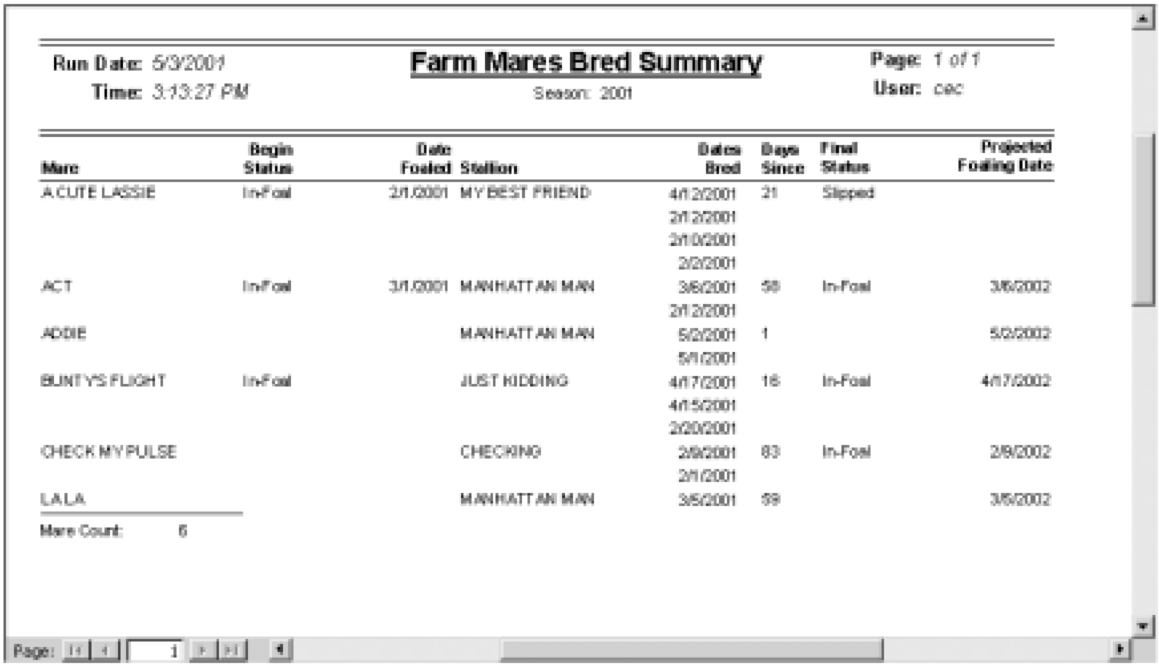
4. <u>Farm Mares Bred Summary</u>

- Select "Mare Information"
- Select "Farm Mares Bred Summary"



- Select the Breeding Season.

- Select one particular stallion from the pull down menu or leave “Stallion” blank to see all stallions.
- Select whether to sort the report by how many “Days Since” the mare was last bred or alphabetically by the “Mare Name”.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.



Run Date: 5/3/2001
Time: 3:13:27 PM

Farm Mares Bred Summary

Season: 2001

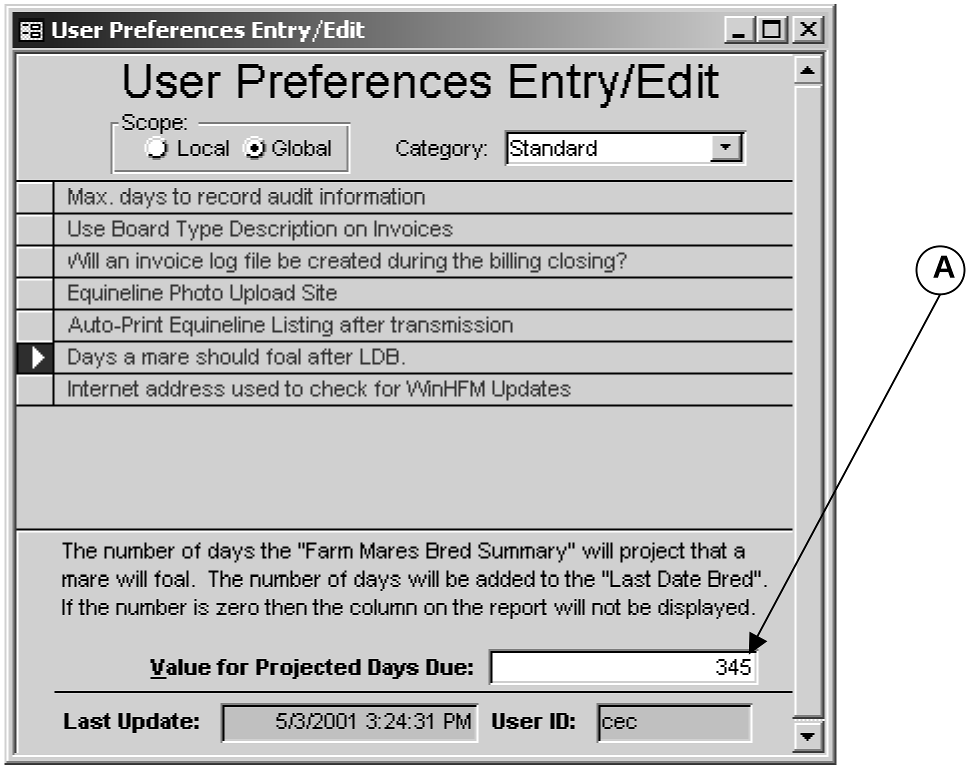
Page: 1 of 1
User: cec

Mare	Begin Status	Date Foaled	Stallion	Dates Bred	Days Since	Final Status	Projected Foaling Date
A CUTE LASSIE	In-Foal	2/1/2001	MY BEST FRIEND	4/12/2001	21	Slipped	
				2/12/2001			
				2/10/2001			
				2/2/2001			
ACT	In-Foal	3/1/2001	MANHATTAN MAN	3/6/2001	58	In-Foal	3/6/2002
				2/12/2001			
ADDIE			MANHATTAN MAN	5/2/2001	1		5/2/2002
				5/1/2001			
BUNTY'S FLIGHT	In-Foal		JUST KIDDING	4/17/2001	16	In-Foal	4/17/2002
				4/15/2001			
				2/20/2001			
CHECK MY PULSE			CHECKING	2/9/2001	83	In-Foal	2/9/2002
				2/1/2001			
LALA			MANHATTAN MAN	3/5/2001	59		3/5/2002

Mare Count: 6

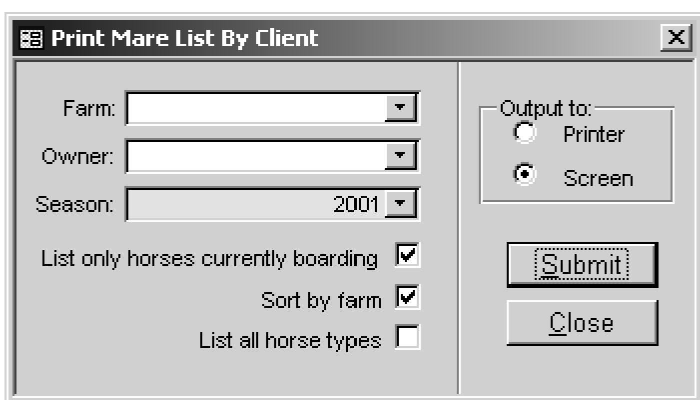
Page: 1

- 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.
- The “Begin Status” is pulled from the “Mare Information Entry/Edit” screen > “Starting Status” field.
- The “Final Status” is pulled from the Mare Information Entry/Edit screen > “Final Status” field.
- The “Projected Foaling Date” is calculated based on what you set up in the “User Preferences” screen. (Setup/Support > User Maintenance > Change Preferences). The value for Projected Days Due can be any number that you select. **(A)**



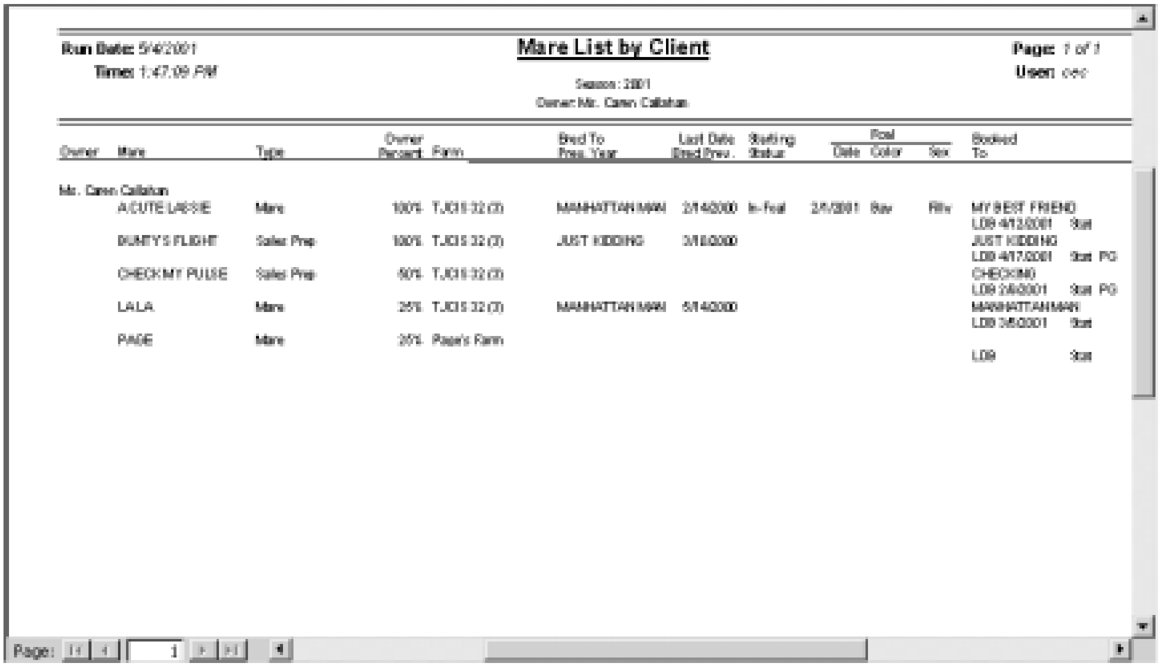
5. Mare List by Client

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



- Select a particular farm from the pull down menu or leave “Farm” blank to include all farms in the report.
- Select a particular owner from the pull down menu or leave “Owner” blank to include all owners in the report.
- Select the “Season”
- If the “List only horses 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 it is not checked, the report will sort alphabetically by the client’s last name.
- If the “List all Horse Types” is checked, the report will show all horses owned by a client regardless of what the Horse Type is for each horse.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.



Run Date: 5/4/2001
Time: 1:47:09 PM

Mare List by Client

Season: 2001
Owner: Mr. Caren Callahan

Page: 1 of 1
User: cec

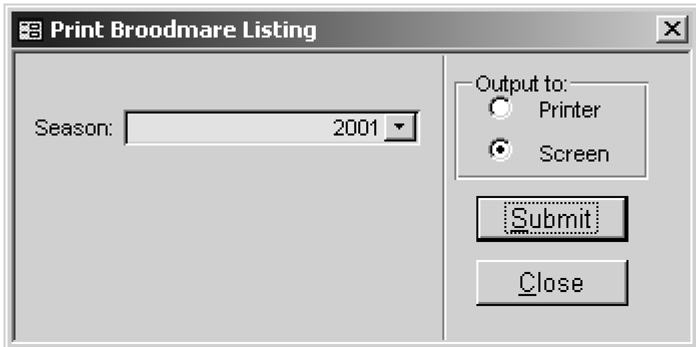
Owner	Mare	Type	Owner Percent	Farm	Bred To Prev. Year	Last Date Bred Prev.	Starting Status	Foal Date	Foal Color	Foal Sex	Booked To
Mr. Caren Callahan											
	A CUTE LASSIE	Mare	100%	TJCIS 32 (3)	MANHATTAN MAN	2/14/2000	In-Foal	2/1/2001	Bay	Filly	MY BEST FRIEND LDB 4/12/2001 Stat
	BUNTY'S FLIGHT	Sales Prep	100%	TJCIS 32 (3)	JUST KIDDING	3/18/2000					JUST KIDDING LDB 4/17/2001 Stat PG
	CHECK MY PULSE	Sales Prep	50%	TJCIS 32 (3)							CHECKING LDB 2/6/2001 Stat PG
	LALA	Mare	25%	TJCIS 32 (3)	MANHATTAN MAN	5/14/2000					MANHATTAN MAN LDB 3/5/2001 Stat
	PAGE	Mare	20%	Page's Farm							LDB Stat

Page: 1

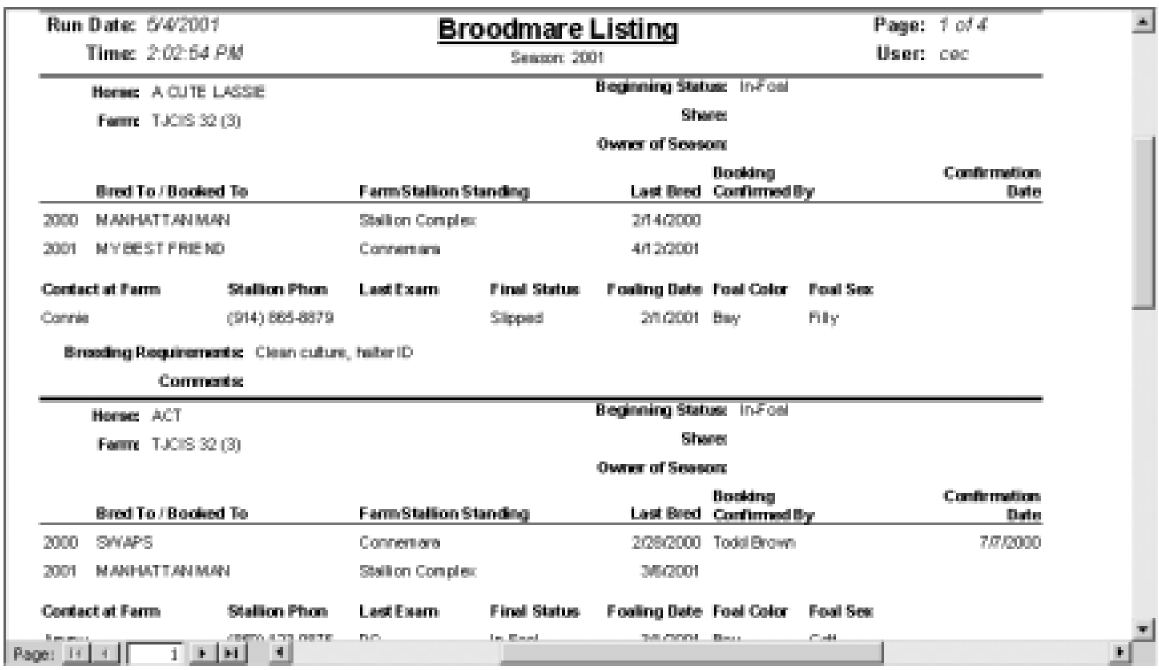
- This report will show the Owner’s Name, the horse’s Name, the horse Type, the Percentage of Ownership, the name of the Farm where the mare is, the name of the stallion that the mare was bred to the previous breeding season, the last day the mare was bred the previous season, the beginning status of the mare for the selected season, the date she foaled, the foal color & sex, the name of the stallion the mare is booked to for the selected season and the Status of the mare. The Status information is pulled from the “Status After Exam” field on the “Mare Information Entry/Edit” screen.

6. Broodmare Listing

- Select “Mare Information”
- Select “Broodmare Listing”



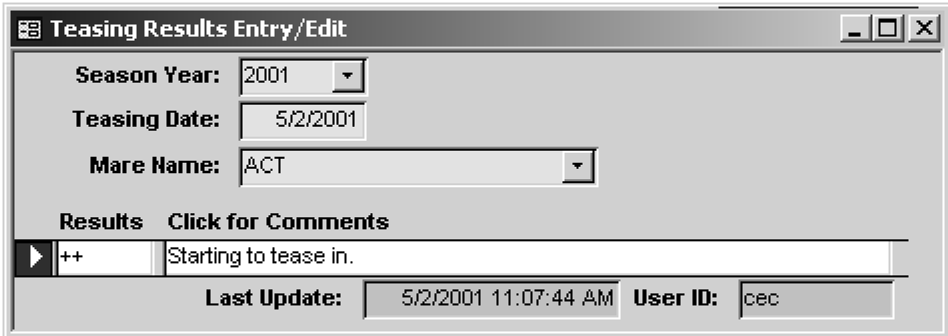
- Select the “Season”



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

7. Teasing Results Entry/Edit

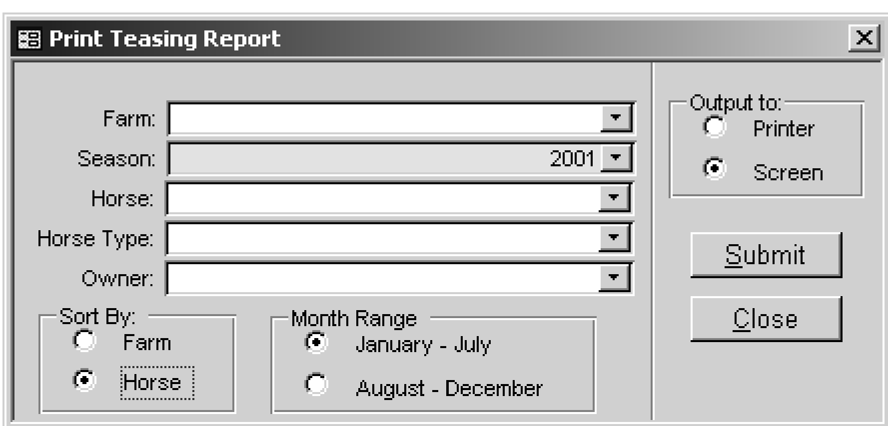
- Select “Mare Information” from the menu.
- Select "Teasing Results Entry/Edit" menu item.



- You can also get to this same screen by selecting “Mare Information” and then selecting “Teasing Results Entry/Edit” menu option.
- Season year will default to current season.
- Teasing Date will default to current date.
- Select the mare name from the drop down menu.
- Enter the Teasing Results. 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 comments. These comments are stored in this record only and will not appear on any reports.

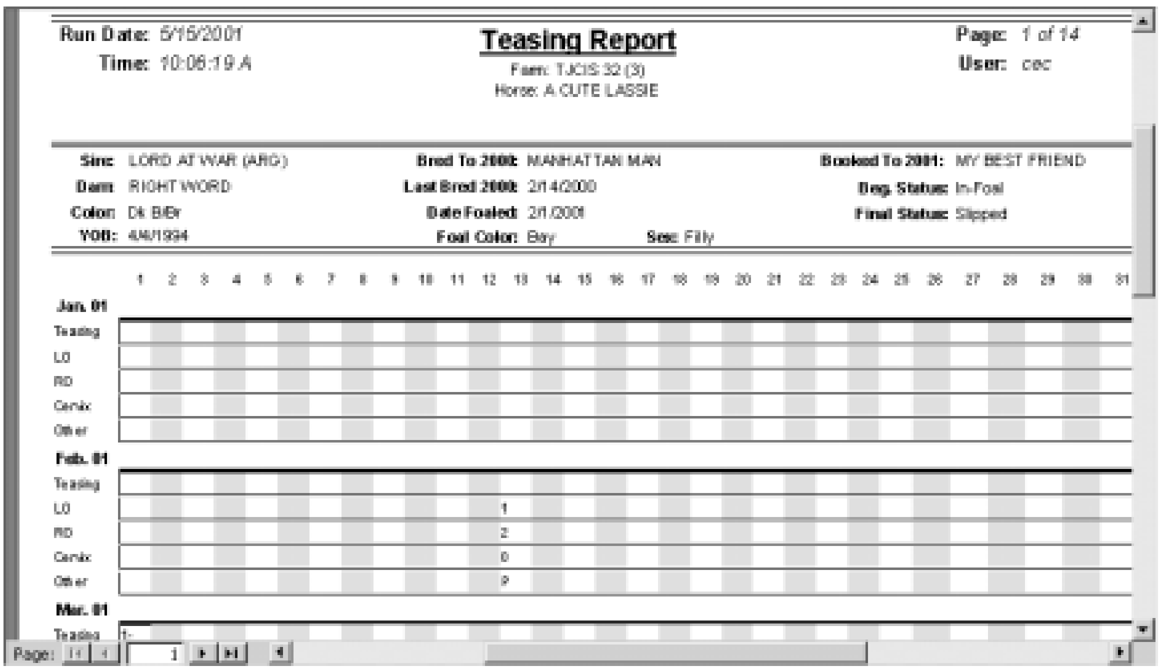
8. Teasing Results Report

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



- Select a specific farm from the pull down menu or leave “Farm” blank to see all farms.
- Select the season from the pull down menu.

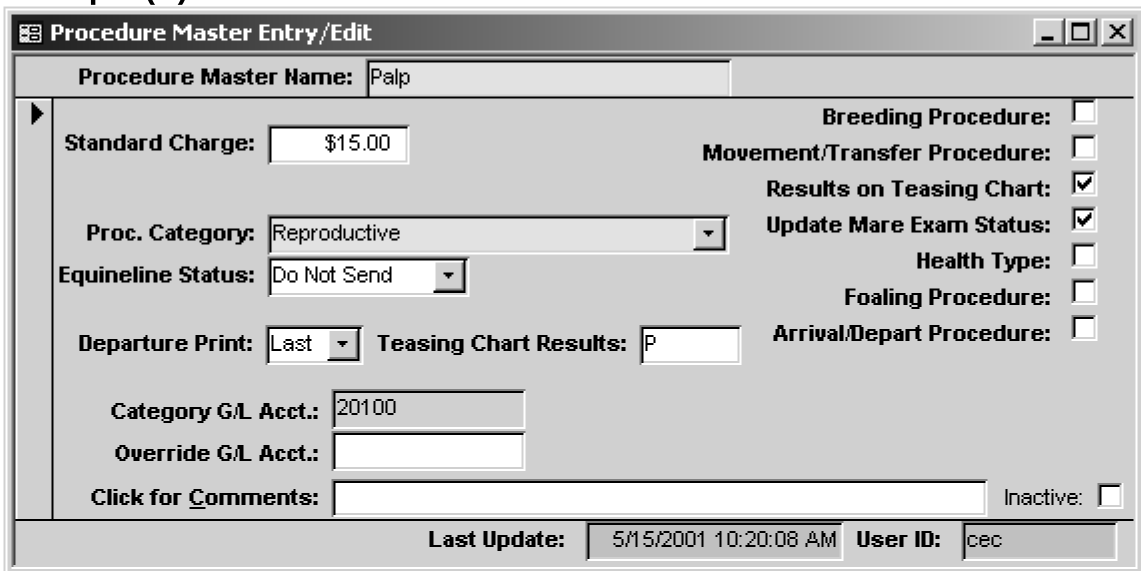
- Select a horse from the pull down menu or leave “Horse” blank to see teasing results for all horses.
- Select a specific horse type from the pull down menu or leave “Horse Type” blank to see teasing results for all horse types.
- Select an owner from the pull down menu or leave “Owner” blank to see teasing results for all horses
- 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.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.

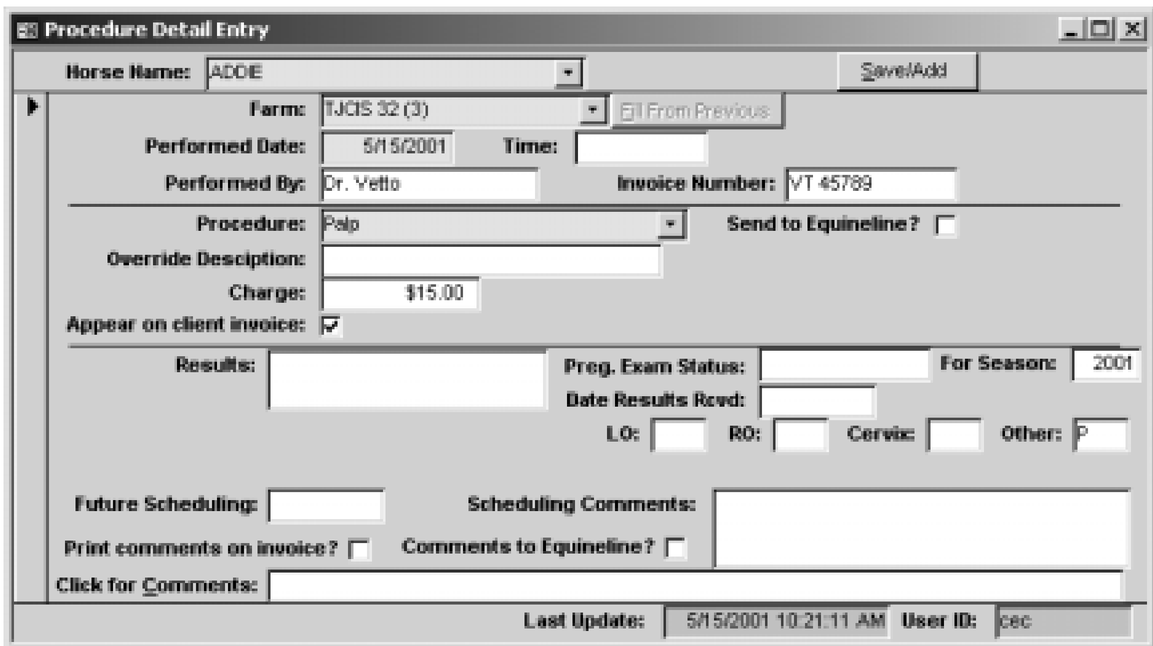


This report will show the name of the farm, the mare name, the mare’s sire, dam, color, YOB, stallion bred to previous season and LDB previous season, current foaling date, color and sex of the foal, stallion booked to in current season, beginning status and final status for current season.

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

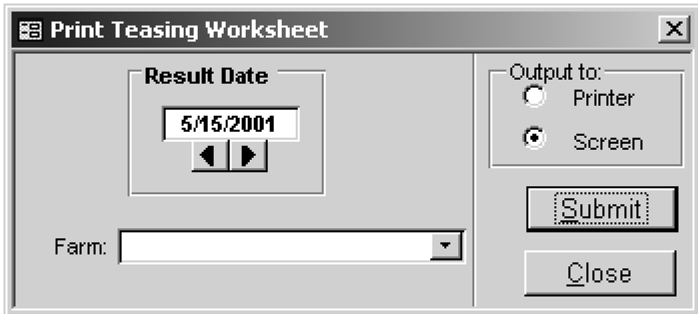
Example (A)


Procedure Master Entry/Edit
Procedure Master Name: Palp
Standard Charge: $15.00
Breeding Procedure:
Movement/Transfer Procedure:
Results on Teasing Chart:
Update Mare Exam Status:
Health Type:
Foaling Procedure:
Arrival/Depart Procedure:
Proc. Category: Reproductive
Equineline Status: Do Not Send
Departure Print: Last
Teasing Chart Results: P
Category G/L Acct.: 20100
Override G/L Acct.:
Click for Comments:
Inactive:
Last Update: 5/15/2001 10:20:08 AM
User ID: cec

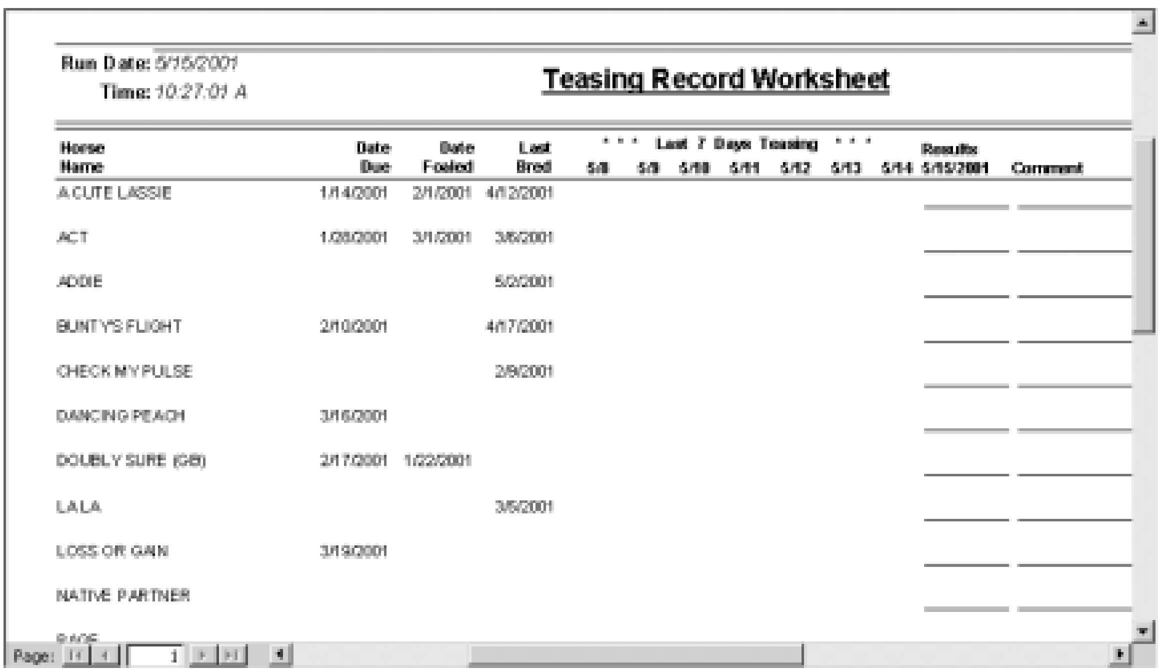

Procedure Detail Entry
Horse Name: ADDIE
Save/Add
Farm: TJCIS 32 (3)
Fill From Previous
Performed Date: 5/15/2001
Time:
Performed By: Dr. Vetto
Invoice Number: VT 45789
Procedure: Palp
Send to Equineline?
Override Desciption:
Charge: $15.00
Appear on client invoice:
Results:
Preg. Exam Status:
For Season: 2001
Date Results Rcvd:
LO:
RO:
Cervix:
Other: P
Future Scheduling:
Scheduling Comments:
Print comments on invoice?
Comments to Equineline?
Click for Comments:
Last Update: 5/15/2001 10:21:11 AM
User ID: cec

9. Teasing Worksheet

- Select “Mare Information”
- Select “Teasing Worksheet”



- Select the date for current results.
- Select a specific farm from the pull down menu or leave “Farm” blank to see all farms.



Run Date: 5/15/2001
Time: 10:27:01 A

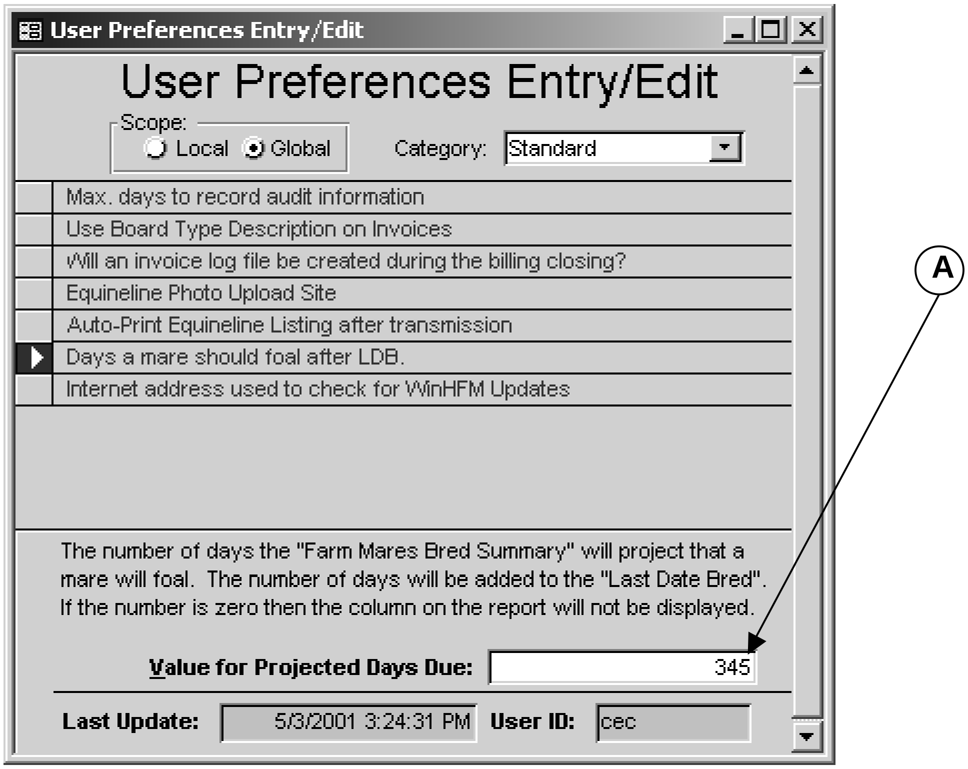
Teasing Record Worksheet

Horse Name	Date Due	Date Foaled	Last Bred	5/8	5/9	5/10	5/11	5/12	5/13	5/14	Results 5/15/2001	Comment
A CUTE LASSIE	1/14/2001	2/1/2001	4/12/2001									
ACT	1/28/2001	3/1/2001	3/6/2001									
ADDIE			5/2/2001									
BUNTY'S FLIGHT	2/10/2001		4/17/2001									
CHECK MY PULSE			2/8/2001									
DANCING PEACH	3/16/2001											
DOUBLY SURE (GB)	2/17/2001	1/22/2001										
LALA			3/5/2001									
LOSS OR GAIN	3/19/2001											
NATIVE PARTNER												

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

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.

- The “Due Date” is calculated based on what you set up in the “User Preferences” screen. (Setup/Support > User Maintenance > Change Preferences). The value for “Due Date” can be any number that you select. **(A)**



10.Generate Broodmare Season

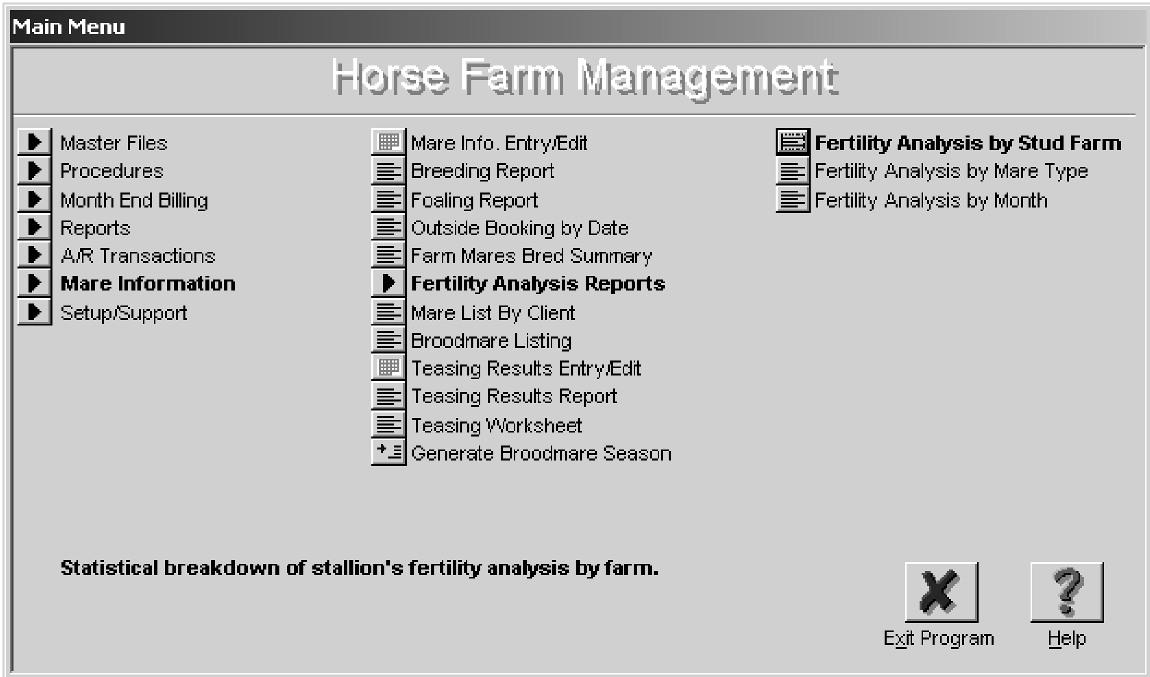
- Select "Mare Information"
- Select Generate Broodmare Season
- Enter the Season Year and select Generate

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

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

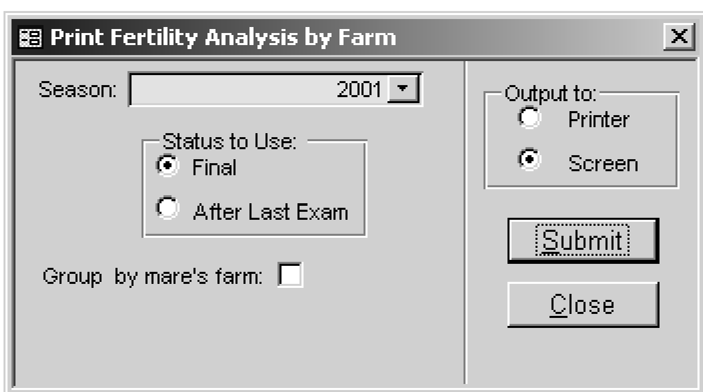
- o If there are no mares that need a new season, you will get a message to that effect when you generate.

Fertility Analysis Reports



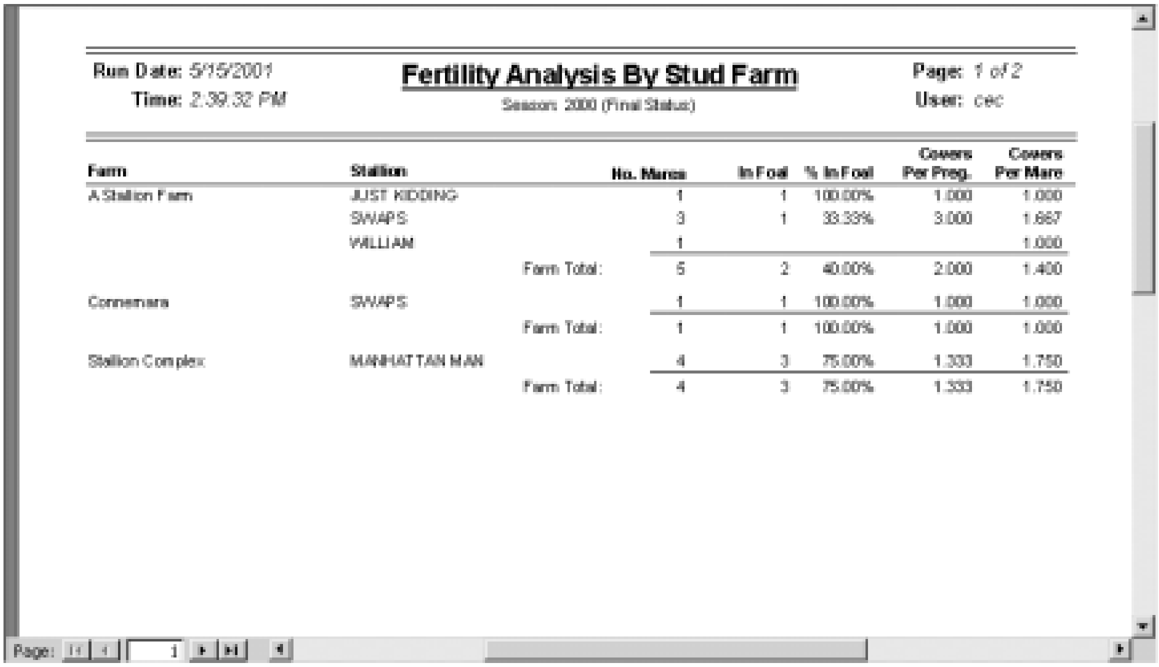
1. Fertility Analysis by Stud Farm

- Select “Mare Information”
- Select “Fertility Analysis Reports”
- Select “Fertility Analysis by Stud Farm”



- Select the season year.
- Status to Use: Select “Final” if you want the report to be calculated based on the “Final Status” of the mare.
- Status to Use: Select “After Last Exam” if you want the report to be calculated based on the Status after the Last Exam of the mare. (See **NOTE** below)

- Group by mare's farm: If this box is checked, each mare farm will be grouped together. If this box is blank, the report will print the analysis without grouping the information based on the mare farm.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.



Run Date: 5/15/2001
Time: 2:39:32 PM

Fertility Analysis By Stud Farm

Season: 2000 (Final Status)

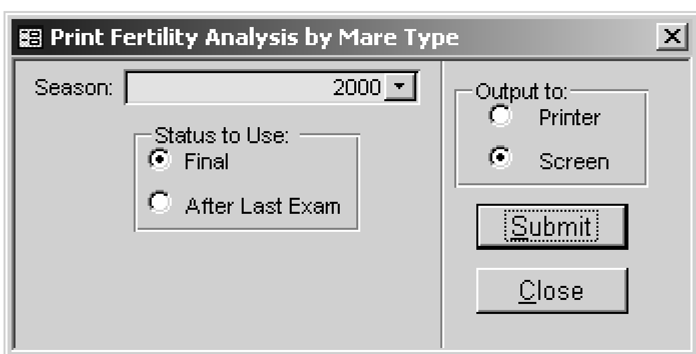
Page: 1 of 2
User: cec

Farm	Stallion		No. Mares	In Foal	% In Foal	Covers Per Preg.	Covers Per Mare
A Stallion Farm	JUST KIDDING		1	1	100.00%	1.000	1.000
	SWAPS		3	1	33.33%	3.000	1.667
	WILLIAM		1				1.000
		Farm Total:	5	2	40.00%	2.000	1.400
Connemara	SWAPS		1	1	100.00%	1.000	1.000
		Farm Total:	1	1	100.00%	1.000	1.000
Stallion Complex	MANHATTAN MAN		4	3	75.00%	1.333	1.750
		Farm Total:	4	3	75.00%	1.333	1.750

Page: 1

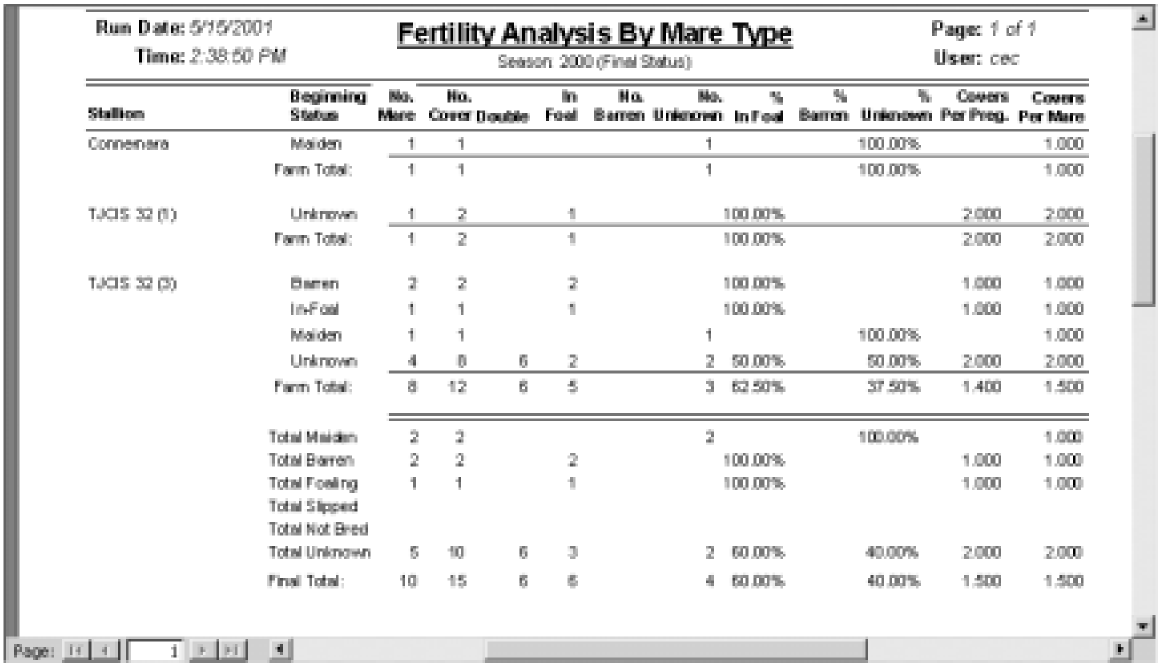
2. Fertility Analysis by Mare Type

- Select "Mare Information"
- Select "Fertility Analysis Reports"
- Select "Fertility Analysis by Mare Type"



- Select the season year.
- Status to Use: Select "Final" if you want the report to be calculated based on the "Final Status" of the mare.
- Status to Use: Select "After Last Exam" if you want the report to be calculated based on the Status after the Last Exam of the mare. (See **NOTE** below)

- o Output the report either to the Printer or to the Screen
- o Click on the Submit button to print the report.



Run Date: 5/15/2001
Time: 2:38:50 PM

Fertility Analysis By Mare Type

Season 2000 (Final Status)

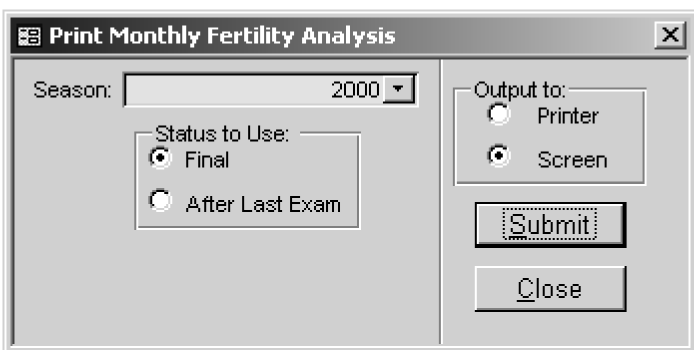
Page: 1 of 1
User: cec

Stallion	Beginning Status	No. Mare	No. Cover	Double	In Foal	No. Barren	No. Unknown	% In Foal	% Barren	% Unknown	Covers Per Preg.	Covers Per Mare
Connemara	Maiden	1	1				1			100.00%		1.000
	Farm Total:	1	1				1			100.00%		1.000
TJCIS 32 (1)	Unknown	1	2		1			100.00%			2.000	2.000
	Farm Total:	1	2		1			100.00%			2.000	2.000
TJCIS 32 (3)	Barren	2	2		2			100.00%			1.000	1.000
	In-Foal	1	1		1			100.00%			1.000	1.000
	Maiden	1	1				1			100.00%		1.000
	Unknown	4	8	6	2		2	50.00%		50.00%	2.000	2.000
	Farm Total:	8	12	6	5		3	62.50%		37.50%	1.400	1.500
	Total Maiden	2	2				2			100.00%		1.000
	Total Barren	2	2		2			100.00%			1.000	1.000
	Total Foaling	1	1		1			100.00%			1.000	1.000
	Total Slipped											
	Total Not Bred											
	Total Unknown	5	10	6	3		2	60.00%		40.00%	2.000	2.000
	Final Total:	10	15	6	6		4	60.00%		40.00%	1.500	1.500

Page: 1

3. <u>Fertility Analysis by Month</u>

- o Select “Mare Information”
- o Select “Fertility Analysis Reports”
- o Select “Fertility Analysis by Month”



- o Select the season year.
- o Status to Use: Select “Final” if you want the report to be calculated based on the “Final Status” of the mare.
- o 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)
- o Output the report either to the Printer or to the Screen
- o Click on the Submit button to print the report.

Run Date: 5/15/2001
Time: 2:42:13 PM

Monthly Fertility Analysis

Season: 2000 (Final Status)

Page: 1 of 1
User: cec

Stallion	Month	No. Mare	No. Cover	Double	In Foal	% In Foal	Covers Per Preg.	Covers Per Mare
Connemara	March	1	1					1.000
	Farm Total:		1					1.000
TJCIS 32 (1)	March	1	1					1.000
	April	1	1		1	100.00%	1.000	1.000
	Farm Total:		2		1	100.00%	2.000	2.000
TJCIS 32 (3)	February	2	2		2	100.00%	1.000	1.000
	March	4	5	1	2	50.00%	2.000	1.250
	April	3	4	1	1	33.33%	1.000	1.333
	May	1	1	4				1.000
	Farm Total:		12	6	5	62.50%	1.400	1.500
	Total Feburay		2		2	100.00%	1.000	1.000
	Total March		7	1	2	33.33%	2.500	1.167
	Total April		5	1	2	50.00%	1.000	1.250
	Total May		1	4				1.000
	Total June							
	Total July							
	Final Total:		15	6	6	60.00%	1.500	1.500

Page: 1

NOTE: The Monthly Fertility Analysis Report will not calculate any breeding dates entered for the months of August, September, October, November, December or January.

NOTE: In order for the system to calculate the Fertility Analysis Reports correctly, you must enter a Final Status (Mare Information Entry/Edit screen) or Status After Exam. The Final Status has to be entered as either Barren, In-Foal, Maiden, Not Bred, Open, Slipped or Unknown while the Status After Exam has to be entered as Barren, Maiden, Not Bred, Open, Slipped or SL, Unknown, or, to indicate a pregnancy, enter Pg, Preg, PD, Pg+ or any word of your choice that begins with the letter "P".

When calculating fertility based on Status After Exam, the system will determine the percentages based on the following:

"P" = Pregnant
"B" = Barren
"SL" = Slipped
Anything else = Unknown

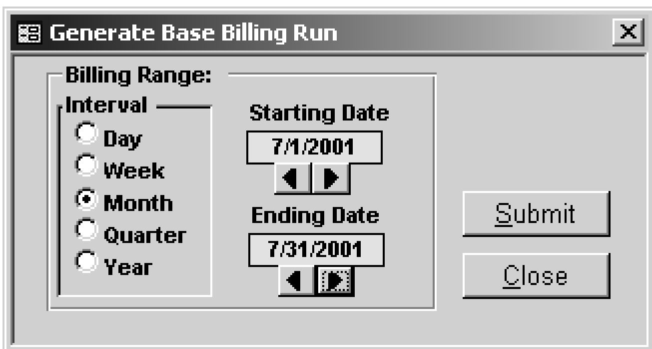
MONTH END BILLING

Regular Board Billing

Processing the Billing

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 “Month End Billing” from the menu
- Select "Generate Board Charges”
- Select the billing range by entering a “Starting Date” and the “Ending Date” for the billing you are going to process.



- Click “Submit” to begin the processing.
  Processing takes only a few minutes depending on the size of the farm (most farms take only 1-2 minutes)
- After the Generation process is complete, select “Pre-Billing Report” and review it carefully.

Note: The Board Charge Generation 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.

Network Users: The generate will make a copy of all the billing information to local PC. Only that PC should run the billing reports and close. In other words, if you generate on one particular machine, make sure you run your billing reports including invoices from that machine and then make sure you close from that same machine.

Once you are satisfied that the Pre-billing is correct, continue the billing process by printing or viewing the billing 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 Board Charges" before running the reports.

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. 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.

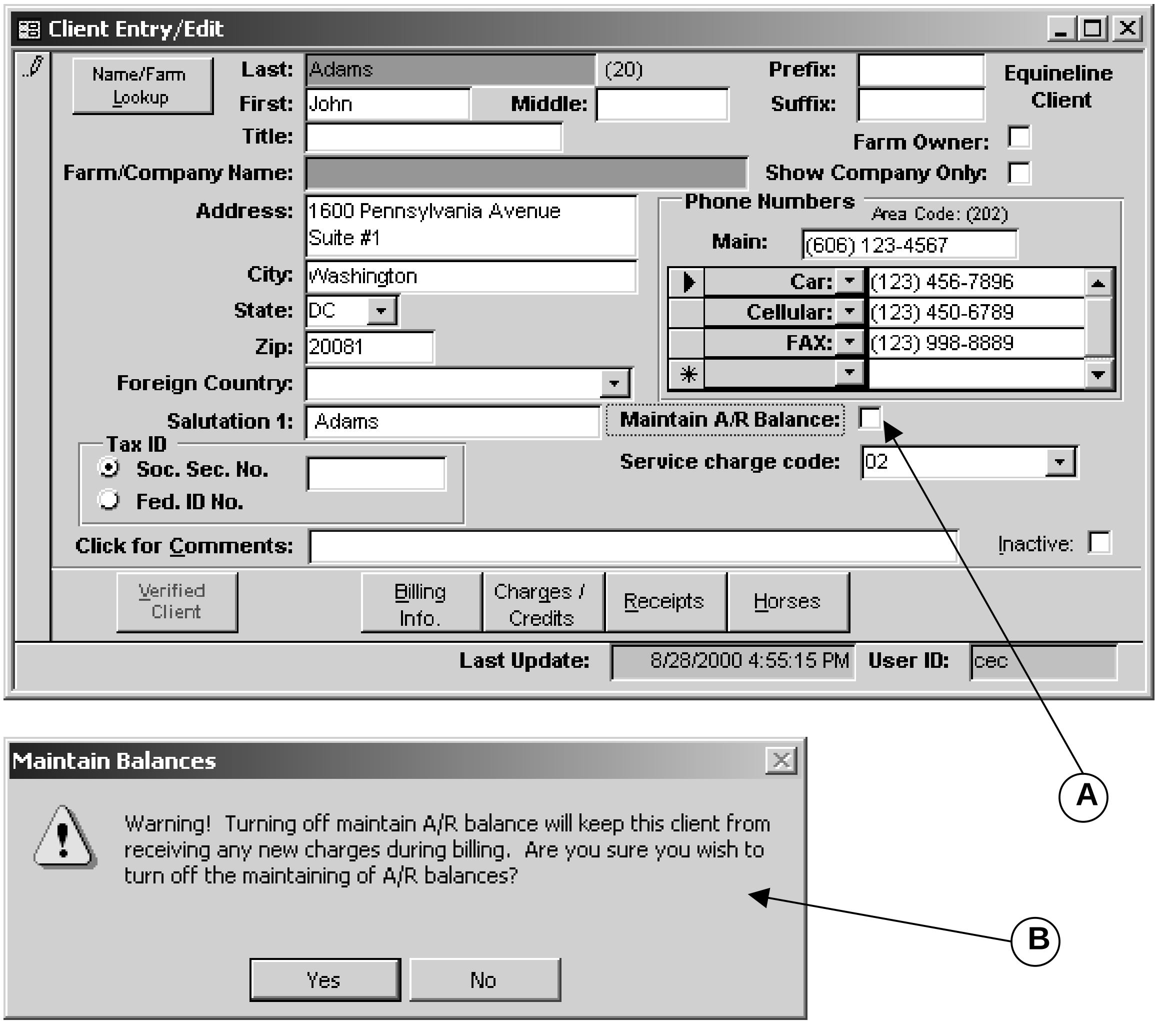
TIP: The generate process will pick up and include all Direct Credit/Charge entries that fall within the selected date range as well as those that were entered prior to the selected date range.

TIP: The generate process will pick up all cash receipts, <u>regardless</u> of the payment date and include them in the current billing.

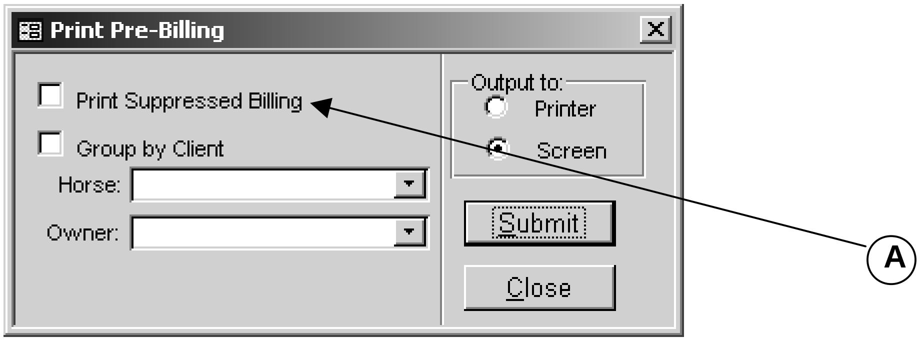
Billing Reports

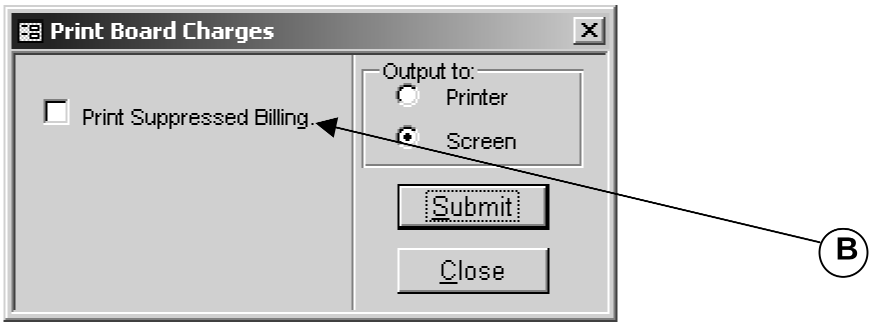
- "Monthly Direct Charge/Credit List" is a report that shows a complete listing of any direct Charges or Credits you have entered for this billing cycle.
- "Monthly Cash Receipts Report" is a report that shows a complete listing of all of the cash receipts you have entered for this billing cycle. This list should always reconcile to your bank deposits.
- "Boarding Charges Report" is a report that lists <u>only boarding charges</u> for each horse. It will show the horse's type, boarding dates, rate, total amount charged and a grand total of horse days for the billing cycle.
- "Preliminary Aged A/R Report" shows what your client balances will look like after this billing cycle is closed.
- Print Invoices – Select this option when you are ready to print your invoices.
- "Closing Summary" is a one-page report summarizing your clients' Beginning Balances, Cash Receipts, Direct Charges/Credits, Procedure Totals, etc.
- "Service Charge Report" lists late fees that are going to be applied to individual clients for this billing cycle.
- Month End closing is the final step in the billing process. Do **NOT** select this option unless you are satisfied that your billing is correct and that your Invoices have been printed.

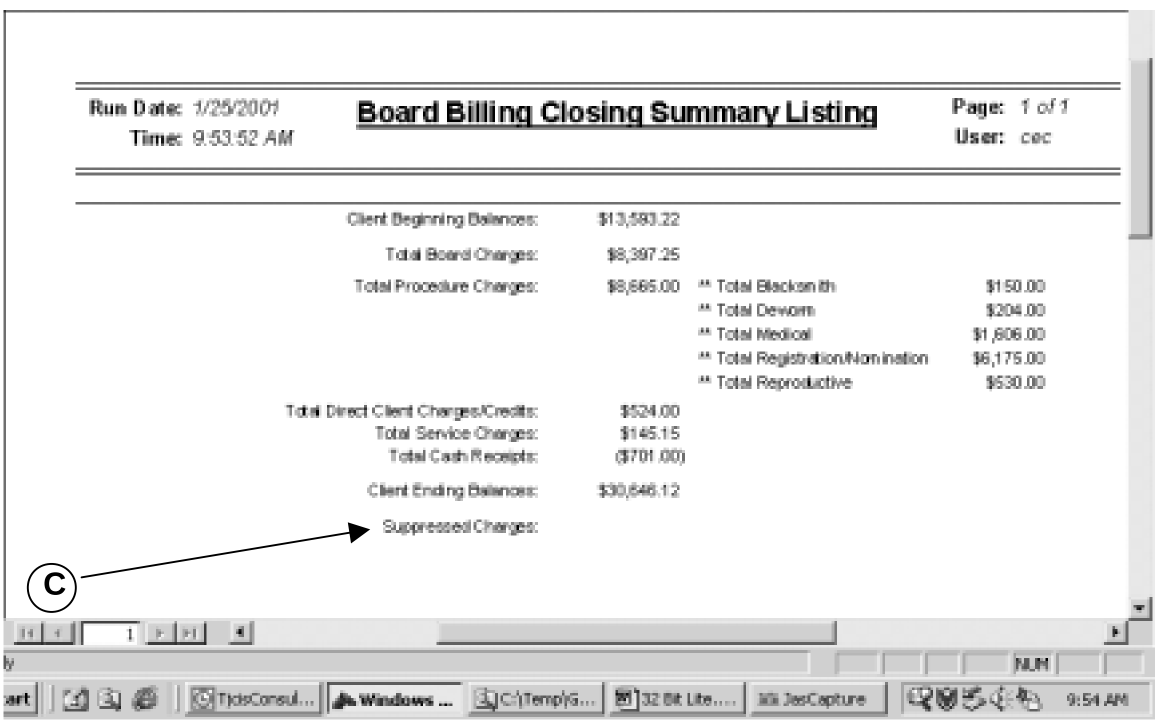
NOTE: If you have selected to <u>not</u> Maintain the A/R Balance on any of your clients, their billing is considered "Suppressed". **(A)** & **(B)**



If you have any clients who's billing has been suppressed, you can print several reports to see what the suppressed charges are for that billing period. You can print a pre-billing report **(A)** just for Suppressed Billing, you can print Boarding Charges **(B)** just for Suppressed Billing, and if there are any Suppressed Charges in the current billing, the total amount of suppressed charges for the current billing will appear on your Closing Summary Report **(C).**







NOTE: During a typical billing cycle you would generate board and procedure charges, then using the monthly billing reports you would verify all information. After you have made all necessary changes, it is a good idea to generate again, verify that all of the information will be invoiced correctly and then print your invoices.

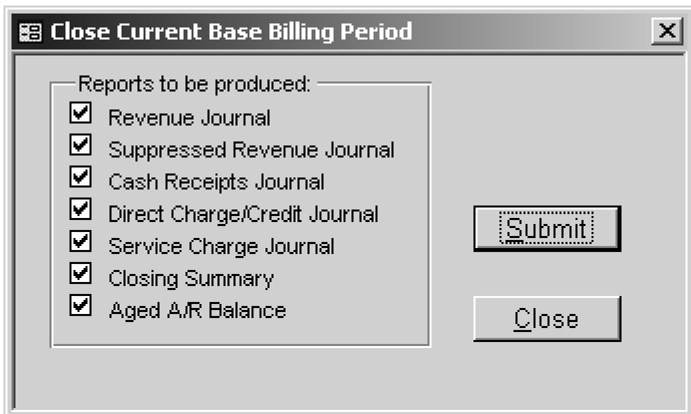
NOTE: A/R Aging Files are not updated until the closing process is performed.

Month-End Closing

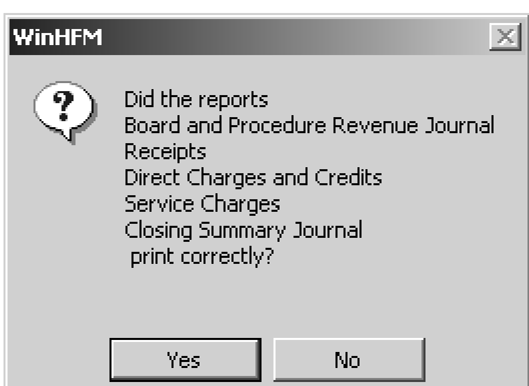
To make the billing process final, the system must update tables to reflect the current billing balances, record aging balances, flag procedures as having been invoiced, etc. This process is accomplished when you select “Month End Closing”.

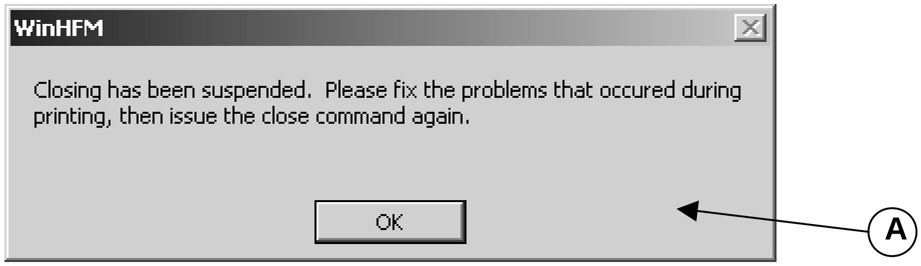
NOTE: The closing process has to take place on the same computer that the invoices were generated on!

- Select “Month End Billing” from the menu
- Select the "Month End Closing" menu item
- The “Posted-Journal” reports that print during closing are listed.



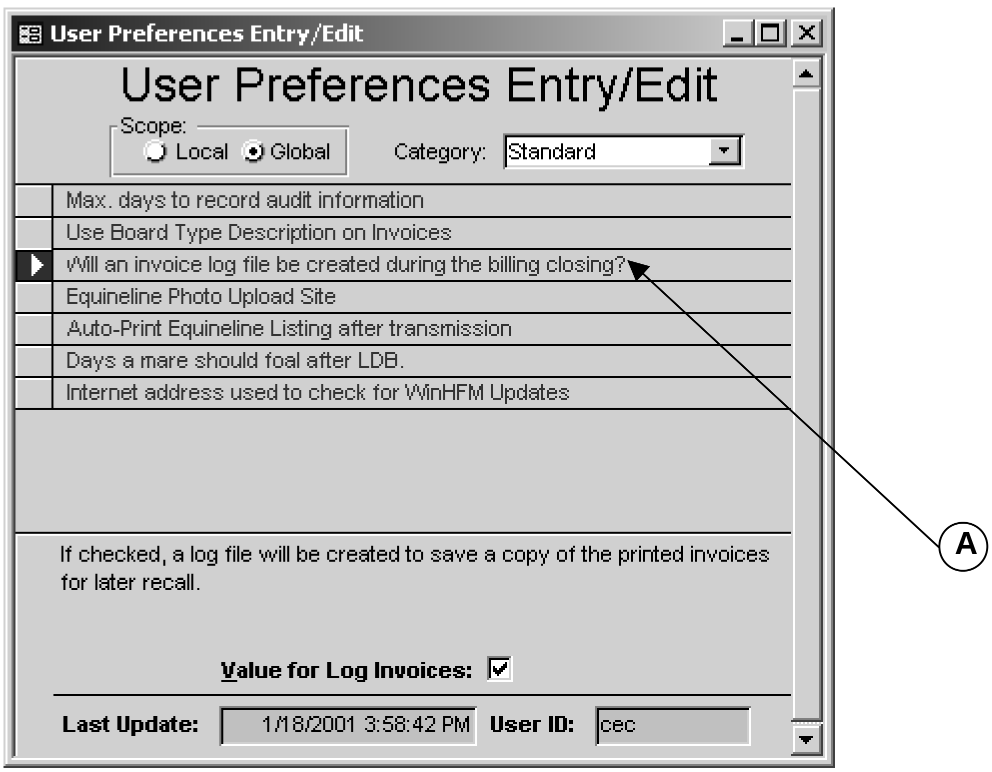
- Click “Submit” to begin the processing.
- During the printing phase, the system will ask you if the reports have printed correctly. If so, select yes and the system will finalize the closing process. If you select no, the system halts the closing process and you have the opportunity to correct whatever it was that kept you from closing (paper jam, out of ink, noticed an error on an invoice, etc.) **(A)**





- o If you select "Yes" when asked if the reports printed correctly, the system continues the closing process. One final message will appear: "Did the Aged A/R Balance report print correctly?" Select yes and the system closes the current billing.

TIP: Be sure to print two copies of your invoices or select to have an invoice log created during the billing closing (Setup/Support > User Maintenance > Change Preferences). If an invoice log is created during the closing, you will be able to re-print invoices from this file at any time in the future. **(A)**

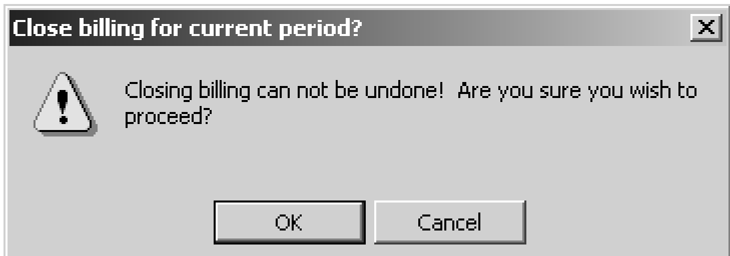


NOTE: The "Month End Closing" option should not be selected until the invoices have been printed and you are satisfied that they are correct.

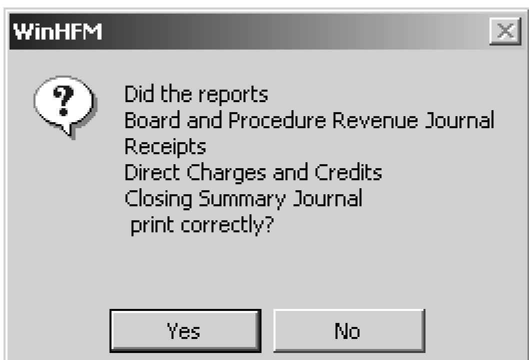
Saving and Re-Printing Invoices

Saving Invoices

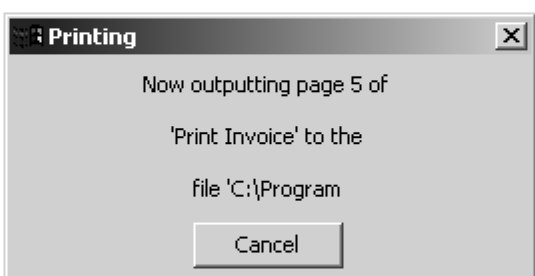
If you have turned on the option in User Preferences, “Will an invoice log file be created during the billing closing?”, note the following steps to save your invoices and then retrieve them.



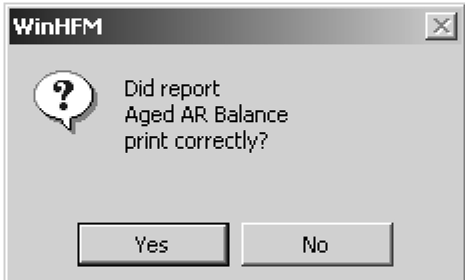
- If you are ready to close, click “OK”



- As the closing process continues, the next message you see will ask if the various reports have printed correctly.



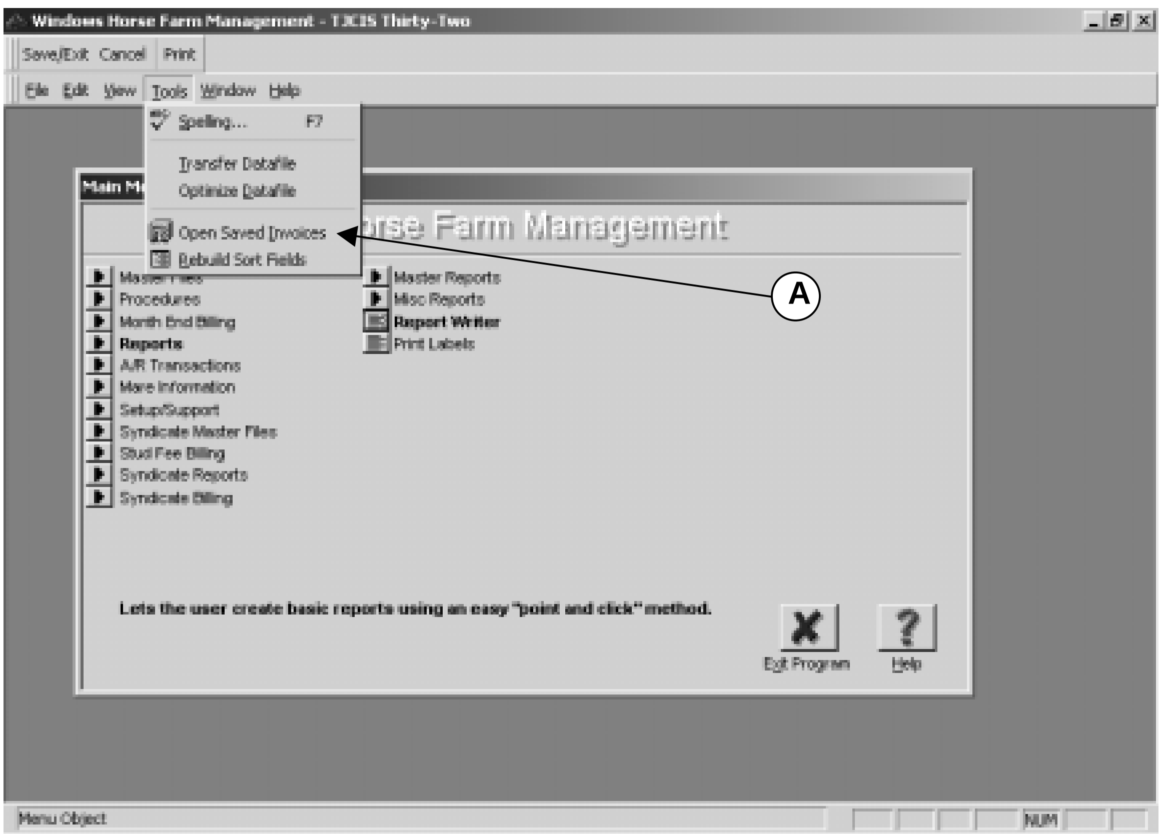
- If the reports have printed correctly and you select “Yes”, the next message will indicate that your invoices are being copied to a file. If you select “Cancel”, your invoices WILL NOT BE SAVED. Again, the invoices are being printed to a file, NOT the printer.



- After all of your invoices have been copied to a file, the final closing message will appear.

Retrieving Invoices

- To open up the file where your invoices have been saved you can select "Tools" and then "Open Saved Invoices" **(A)**



- **Or** you can open up Windows Explorer; select “Program Files”, then “WinHFM32” and then open up the folder “Reports”.

Name	Size	Type	Modified
RB-20010430.RTF	1,841 KB	Rich Text Format	5/25/2001 9:08 AM
RB-20010531.RTF	2,640 KB	Rich Text Format	6/15/2001 12:20 PM
RB-20010831.RTF	238 KB	Rich Text Format	8/10/2001 4:48 PM

- The invoices are named according to the billing system and the ending date range for each billing. For example, the regular board billing for August 1, 2001 through August 31, 2001 has been closed. The name of the file would be RB-20010831.RTF.

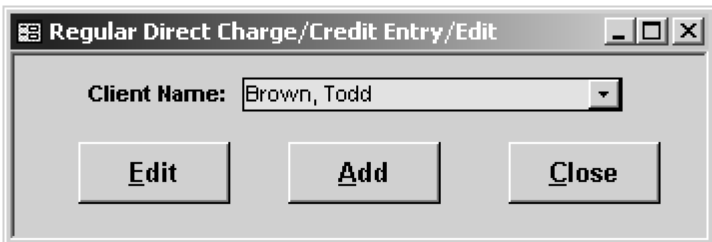
- When you find the file you want to open, double click on the name. The file will open up using the word processing program that is installed on your computer.

- Once the file is opened you can re-print all of the invoices or select only one particular invoice to print.

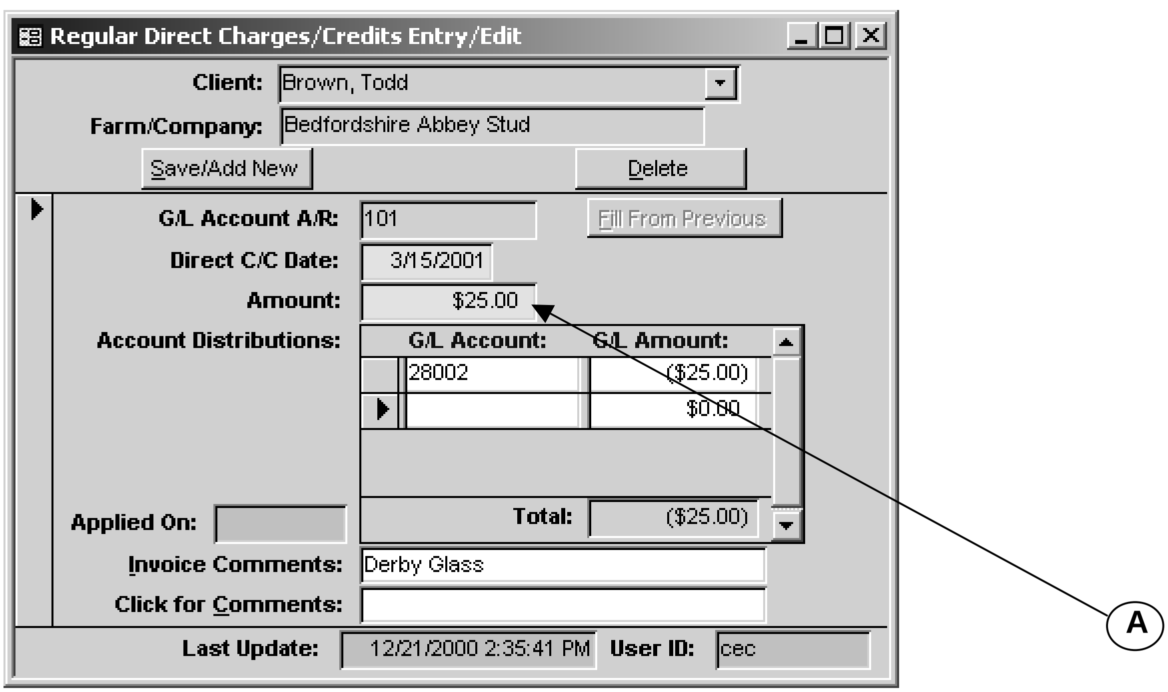
A/R Transactions

1. Adding Direct Charges/Credits

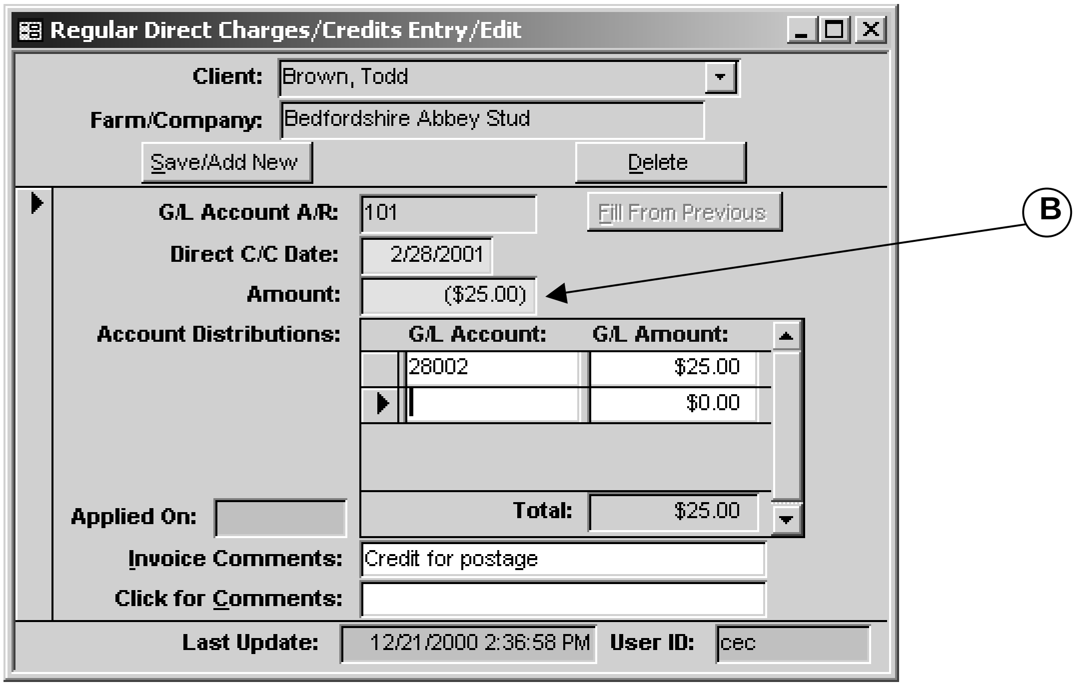
- Select “A/R Transactions” from the menu
- Select the “Direct Credit/Charge Entry/Edit” menu item
- Select the client’s name from the pull down menu
- Click “Add” if you are entering a new Direct Credit/Charge for that client or click “Edit” if you want to change or review an existing entry for that client



- To Add a Direct Credit/Charge, enter the date that the adjustment is to occur on.
- Enter the amount of the adjustment (the system will automatically fill in the G/L Account Number, the G/L Amount and the Total)

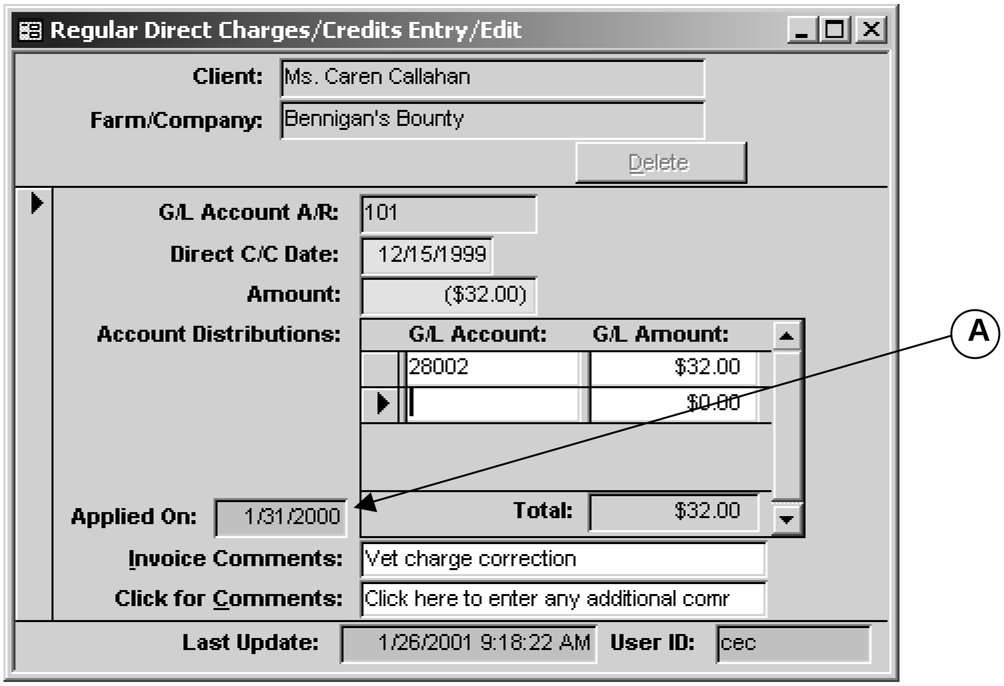


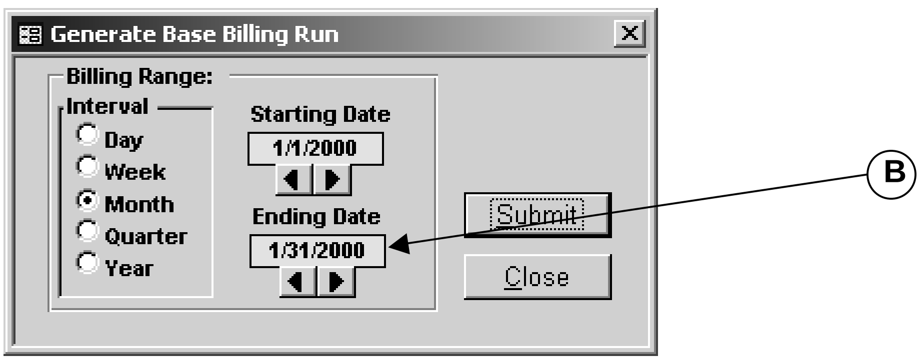
Note: *A positive number entered in the Amount field such as $25.00* ***(A)*** *will* ***add*** *a charge to the client’s next invoice and a negative number such as -$25.00* ***or*** *($25.00) will* ***deduct*** *the amount from the next invoice.* ***(B)***



- Add the optional “Invoice Comment” which will show the explanation for the adjustment on the client’s invoice. This Invoice Comment will also appear on the Direct Credit/Charge Report.
- The “Click for Comments” field is for your reference and does not appear on any report.
- Close the form and return to the A/R Transactions Menu

NOTE: The “Applied On” field is automatically filled in during month end closing. **(A)** The system will drop in the Ending Date that was entered on the Generate Base Billing Run to indicate that the entry was picked up and included on that particular billing. **(B)**

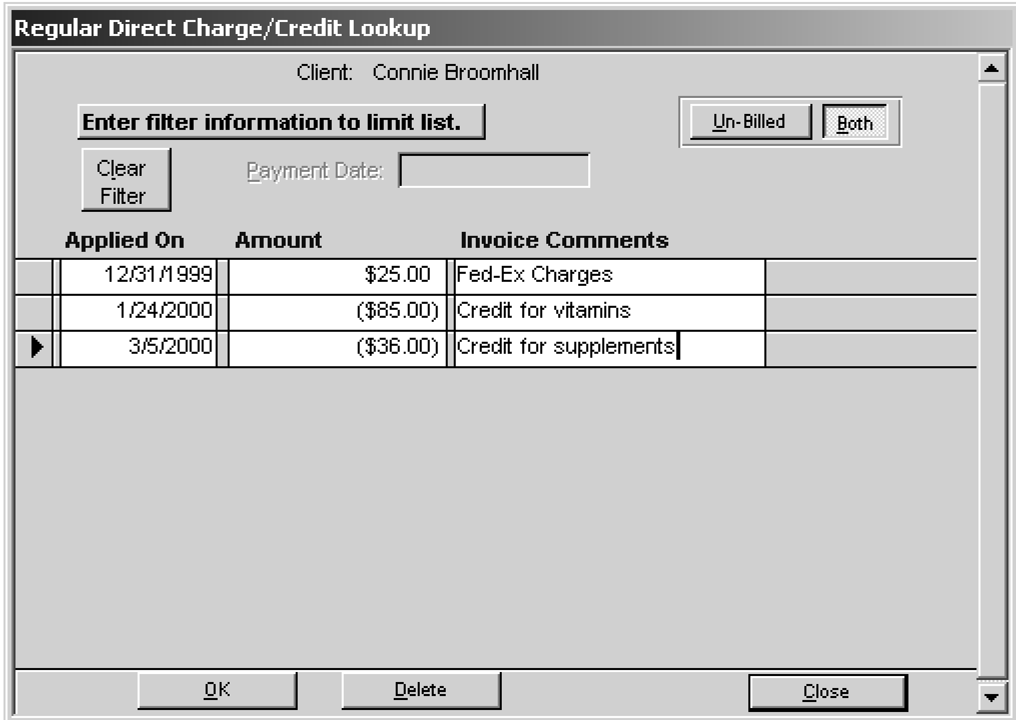




2. Editing Direct Charges/Credits

- To edit an existing entry, select “A/R Transactions” from the menu
- Select the “Direct Credit/Charge Entry/Edit” menu item
- Select the client’s name from the pull down menu and click “Edit”
- Click on the entry that you want to edit and select “Ok” or double click the entry to open up the record

NOTE: In the Direct Charge/Credit Lookup screen you can select to look at entries that have not yet been billed (Click on the “Un-billed” button) or you can select to look at all entries whether they have been billed or not (Click on the “Both” button).



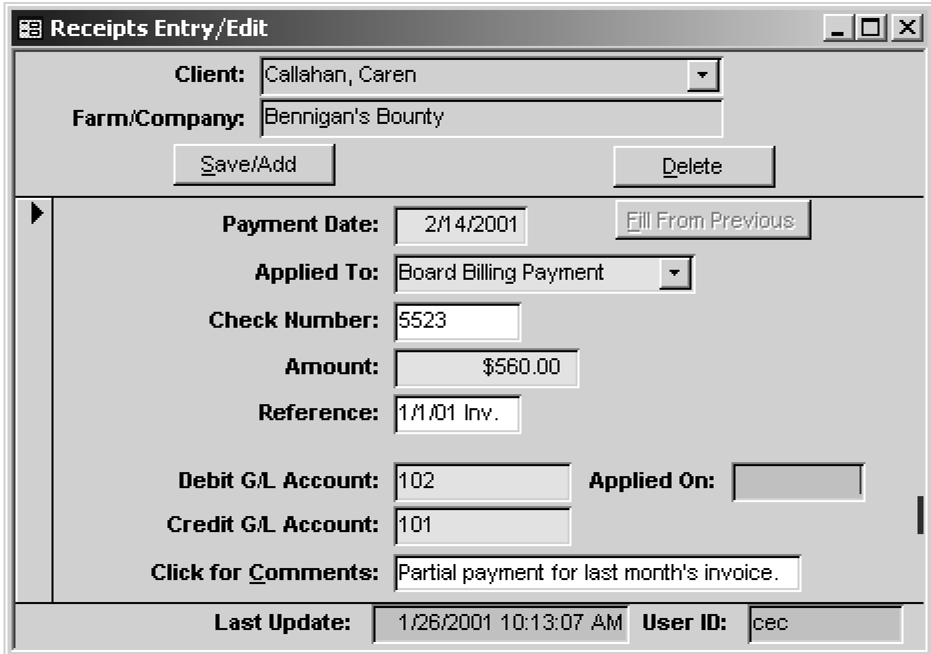
- Make any changes or adjustments as needed
- Close the form and return to the A/R Transactions Menu

<u>3. Adding Receipts</u>

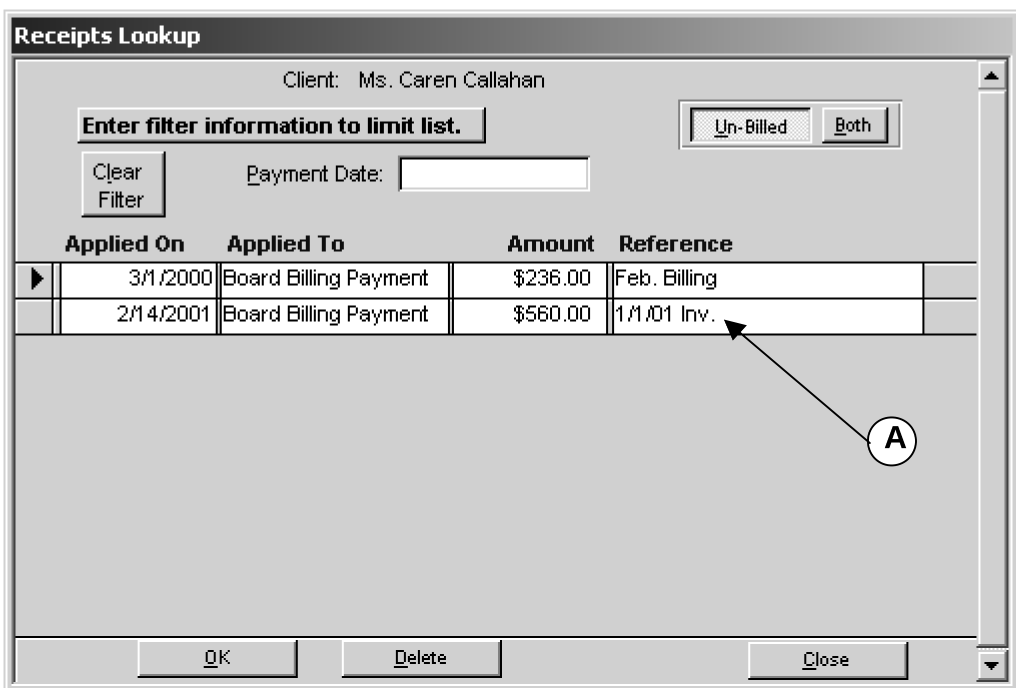
- Select “A/R Transactions” from the menu
- Select the “Receipts Entry/Edit” menu item
- Select the name of the client that has made a payment

- Click “Add” to enter a new receipt (or “Edit” to change an existing entry)

Note: Stud Fee Invoice # pertains only to those clients that have purchased the “Stallion Module”.



- o Payment Date: Enter the date that the payment was made on
- o Applied To: Select Board Payment in the “Applied To” field
- o Check Number: Enter the check number
- o Amount: Enter the amount of the payment
- o [Optional] Enter any reference notes pertaining to that payment. These notes appear on your Receipts Lookup form. **(A)**



- o Click for Comments: [Optional] Enter any further comments regarding this payment. These comments will appear on the Receipts Report.
- o Close the form and return to the Main Menu

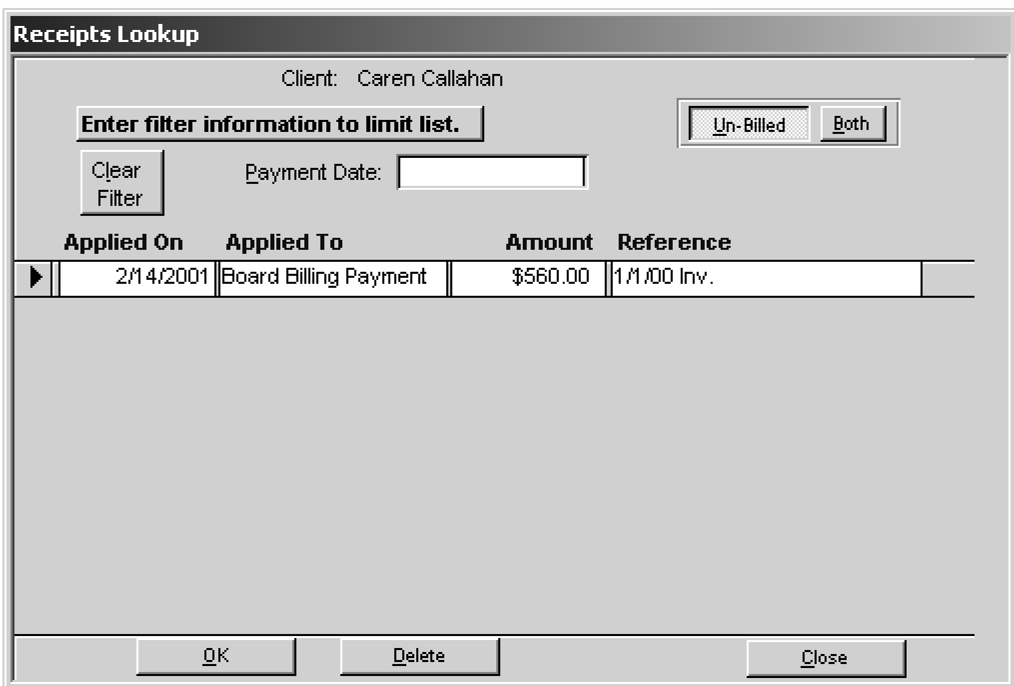
All cash receipts entered in this option will appear as payments on the corresponding client's invoice.

NOTE: The "Applied On" field is automatically filled in during month end closing. The system will drop in the Ending Date that was entered on the Generate Base Billing Run to indicate that the entry was picked up and included on that particular billing.

4. Editing Receipts

- Select "A/R Transactions" from the menu
- Select the "Receipts Entry/Edit" menu item
- Select the client's name from the pull down menu and click "Edit"
- Click on the entry that you want to edit and select "Ok" or double click the entry to open up the record

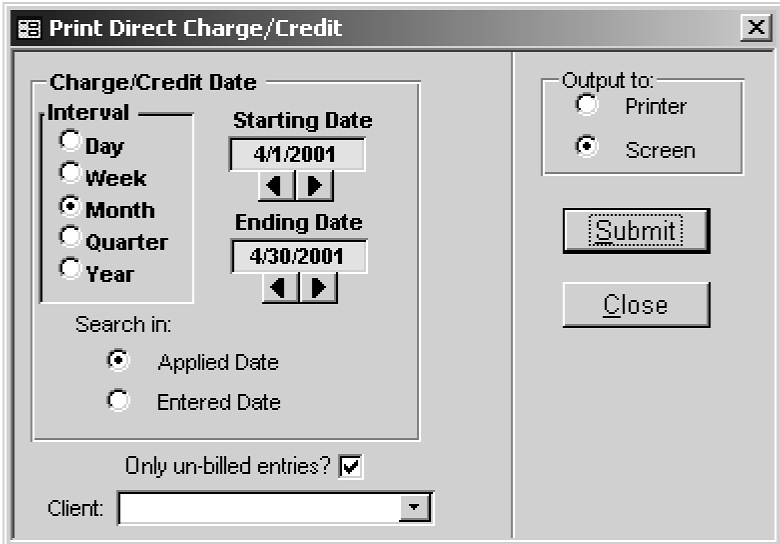
NOTE: In the Receipts Lookup screen you can select to look at entries that have not yet been billed (Click on the "Un-billed" button) or you can select to look at all entries whether they have been billed or not (Click on the "Both" button).



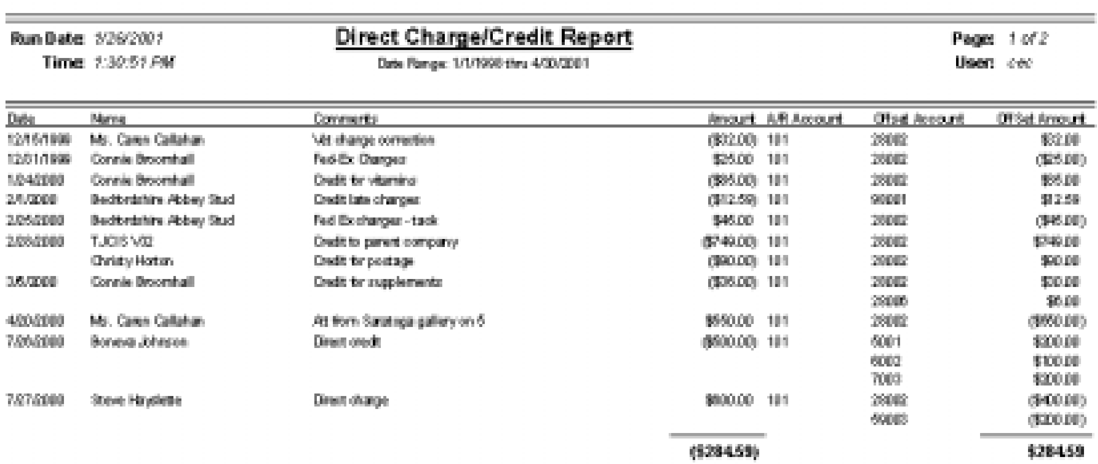
- Make any changes or adjustments as needed
- Close the form and return to the A/R Transactions Menu

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

1. Direct Charge/Credit Report



Prints a report of Direct Charges/Credits that have been entered into the system. You can select any or all clients, any date range and include only those entries that have not been billed or all entries for that date range including those that have already been billed.



Run Date: 3/26/2001 **Time:** 1:30:51 PM

Direct Charge/Credit Report

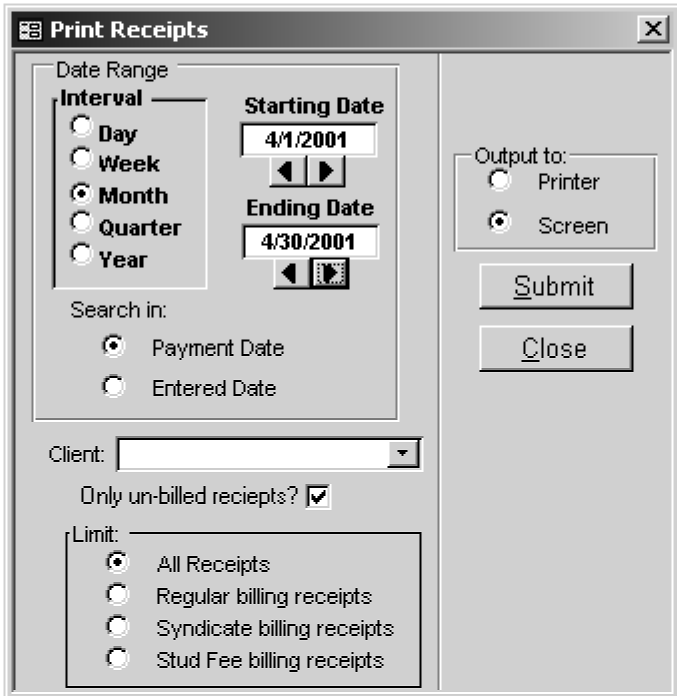
Date Range: 1/1/1998 thru 4/30/2001

Page: 1 of 2 **User:** cec

Date	Name	Comments	Amount	A/R Account	Offset Account	OffSet Amount
12/15/1999	Ms. Caren Callahan	Vet charge correction	($32.00)	101	20002	$32.00
12/01/1999	Connie Broomhall	Fed-Ex Charges	$25.00	101	20002	($25.00)
1/24/2000	Connie Broomhall	Credit for vitamins	($85.00)	101	20002	$85.00
2/1/2000	Bedfordshire Abbey Stud	Credit late charges	($12.59)	101	90001	$12.59
2/05/2000	Bedfordshire Abbey Stud	Fed Ex charges - tack	$46.00	101	20002	($46.00)
2/05/2000	TJCIS V02	Credit to parent company	($749.00)	101	20002	$749.00
	Christy Horton	Credit for postage	($90.00)	101	20002	$90.00
3/6/2000	Connie Broomhall	Credit for supplements	($36.00)	101	20002	$30.00
					20005	$6.00
4/20/2000	Ms. Caren Callahan	Art from Saratoga gallery on 5	$650.00	101	20002	($650.00)
7/26/2000	Boneva Johnson	Direct credit	($600.00)	101	5001	$300.00
					6002	$100.00
					7003	$200.00
7/27/2000	Steve Haydette	Direct charge	$800.00	101	20002	($400.00)
					50003	($300.00)
			($284.59)			**$284.59**

NOTE: The comments shown on this report are those comments that were entered in the "Invoice Comment" field on the Direct Credit/Charge Entry/Edit form.

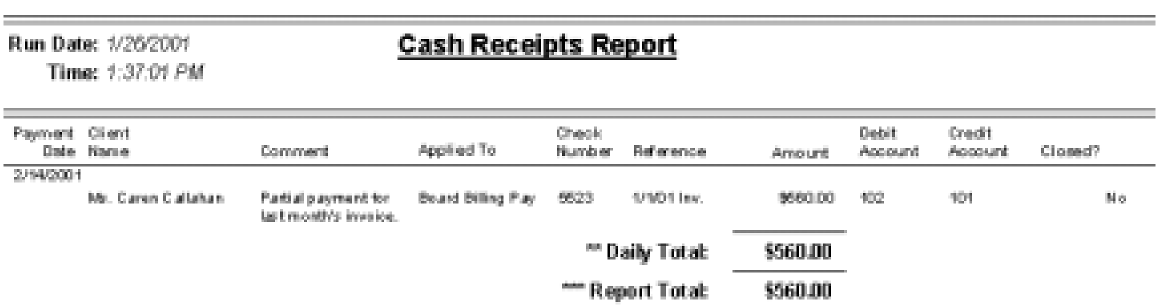
2. Receipts Report



Prints a report of the receipts 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 receipts that have not been billed or show all receipts for that date range including those that have already been billed.

NOTE: Syndicate billing receipts and Stud Fee billing receipts pertains only to those clients that have purchased the "Stallion Module".

NOTE: All reports can be exported to a Text, Word or Excel file. First select to send the report to the screen and then select "Export Report" from the toolbar at the top of the screen.



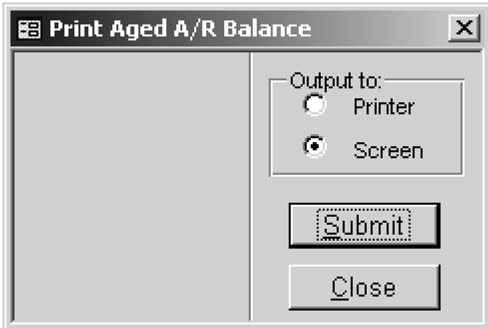
Run Date: *1/26/2001*
Time: *1:37:01 PM*

Cash Receipts Report

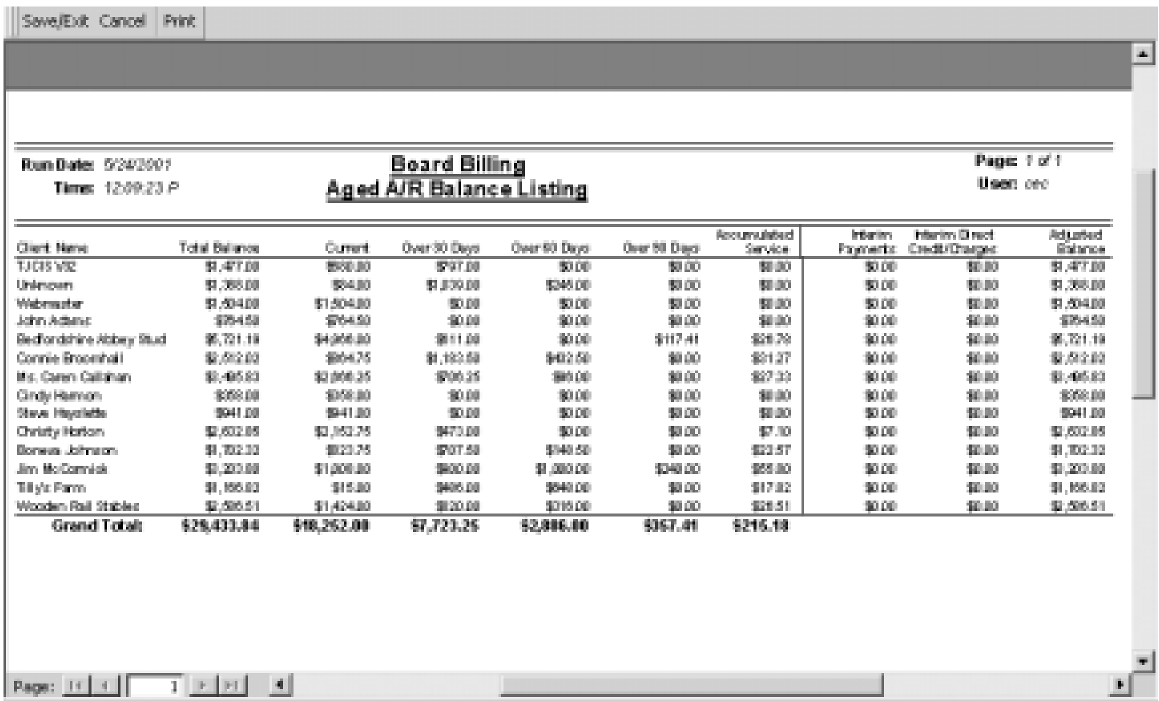
Payment Date	Client Name	Comment	Applied To	Check Number	Reference	Amount	Debit Account	Credit Account	Closed?
2/14/2001									
	Mr. Caren Callahan	Partial payment for last month's invoice.	Board Billing Pay	5523	1/1/01 Inv.	$560.00	102	101	No
					** Daily Total:	$560.00			
					*** Report Total:	$560.00			

NOTE: The comments shown on this report are those comments that were entered in the "Invoice Comment" field on the Receipts Entry/Edit form.

3. Aged A/R Balance



Prints a report showing what your client balances were after the last closing and any Payments or Direct Credit/Charges that have been entered since the last closing along with the new (Adjusted) balance.


Save/Exit Cancel Print

Run Date: 5/24/2001
Time: 12:09:23 P

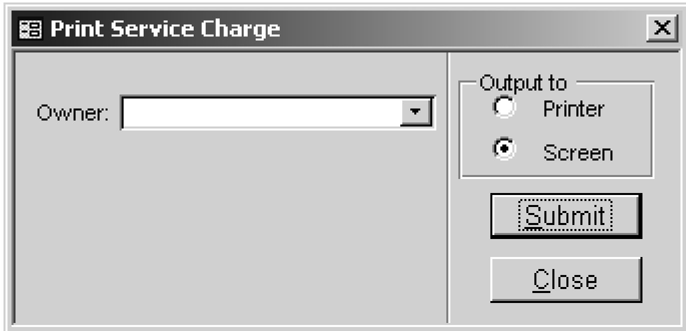
Board Billing
Aged A/R Balance Listing

Page: 1 of 1
User: crc

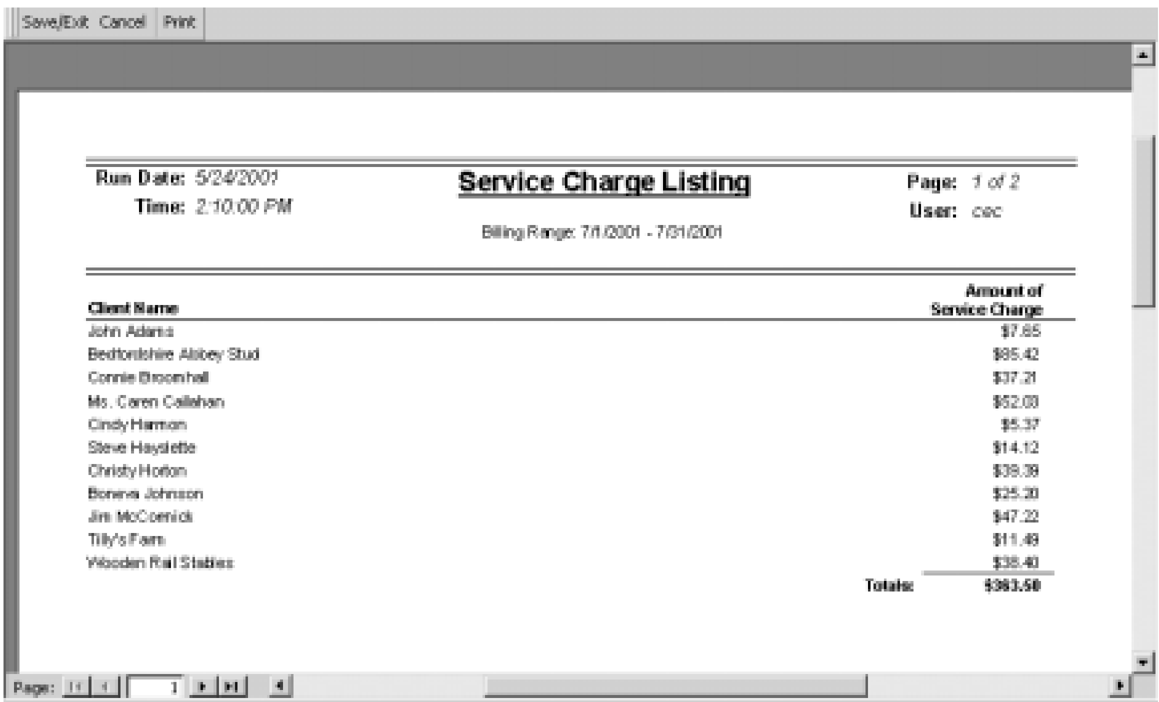
Client Name	Total Balance	Current	Over 30 Days	Over 60 Days	Over 90 Days	Accumulated Service	Interim Payments	Interim Direct Credit/Charges	Adjusted Balance
TJ CIS V32	$1,477.00	$680.00	$797.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,477.00
Unknown	$1,368.00	$84.00	$1,039.00	$245.00	$0.00	$0.00	$0.00	$0.00	$1,368.00
Webmaster	$1,504.00	$1,504.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,504.00
John Adams	$764.50	$764.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$764.50
Bedfordshire Abbey Stud	$5,721.18	$4,966.00	$611.00	$0.00	$117.41	$26.78	$0.00	$0.00	$5,721.18
Connie Broomhall	$2,512.02	$894.75	$1,183.50	$402.50	$0.00	$31.27	$0.00	$0.00	$2,512.02
Ms. Caren Callahan	$3,495.83	$2,666.25	$706.25	$96.00	$0.00	$27.33	$0.00	$0.00	$3,495.83
Cindy Harmon	$358.00	$358.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$358.00
Steve Hayslette	$941.00	$941.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$941.00
Christy Horton	$2,632.85	$2,152.75	$473.00	$0.00	$0.00	$7.10	$0.00	$0.00	$2,632.85
Boneva Johnson	$1,702.32	$823.75	$707.50	$148.50	$0.00	$22.57	$0.00	$0.00	$1,702.32
Jim McCormick	$3,203.00	$1,008.00	$600.00	$1,300.00	$240.00	$55.00	$0.00	$0.00	$3,203.00
Tilly's Farm	$1,166.02	$15.00	$495.00	$640.00	$0.00	$17.02	$0.00	$0.00	$1,166.02
Wooden Rail Stables	$2,586.51	$1,424.00	$820.00	$316.00	$0.00	$26.51	$0.00	$0.00	$2,586.51
Grand Total:	$25,433.84	$18,252.00	$7,723.25	$2,886.00	$357.41	$215.18			

Page: 1

4. Service Charge Listing



Prints a report showing the services 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.


Save/Exit Cancel Print

Run Date: *5/24/2001*
Time: *2:10:00 PM*

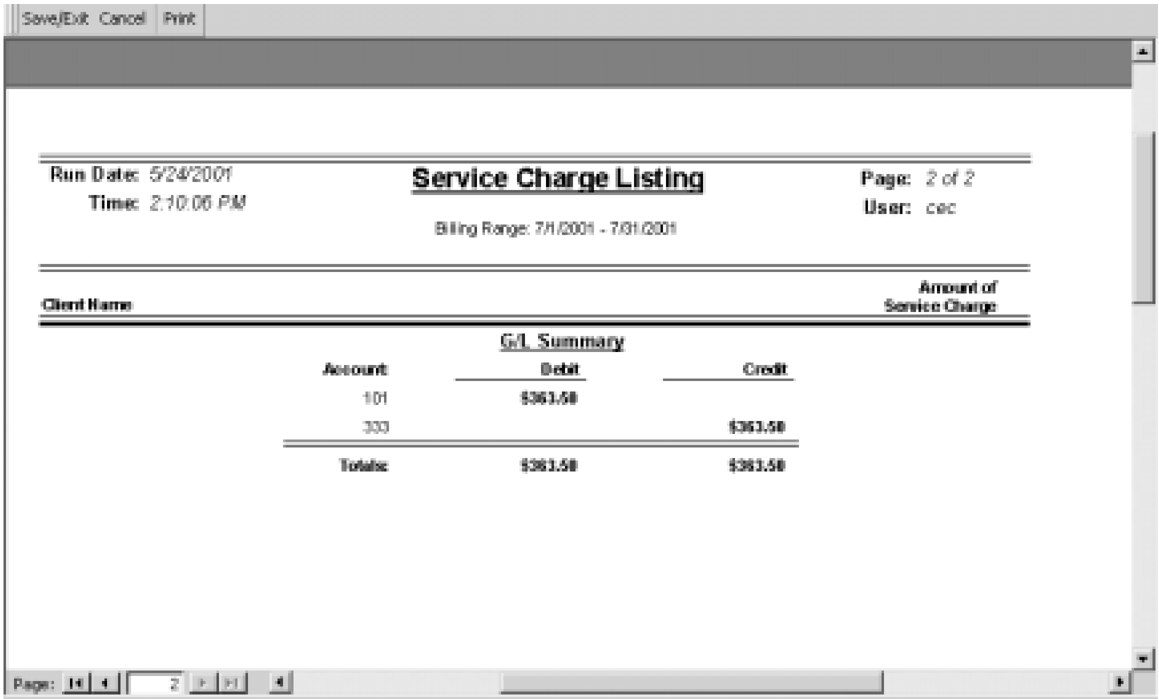
Service Charge Listing

Billing Range: 7/1/2001 - 7/31/2001

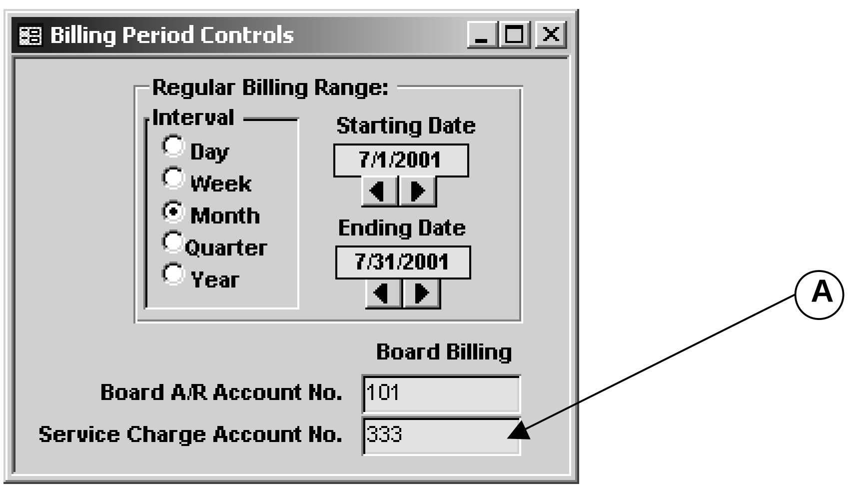
Page: *1 of 2*
User: *cec*

Client Name	Amount of Service Charge
John Adams	$7.65
Bedfordshire Abbey Stud	$85.42
Connie Broomhall	$37.21
Ms. Caren Callahan	$52.03
Cindy Harmon	$5.37
Steve Hayslette	$14.12
Christy Horton	$39.39
Bonnie Johnson	$25.30
Jim McCormick	$47.22
Tilly's Farm	$11.49
Wooden Rail Stables	$38.40
Totals:	$363.50

Page: 1



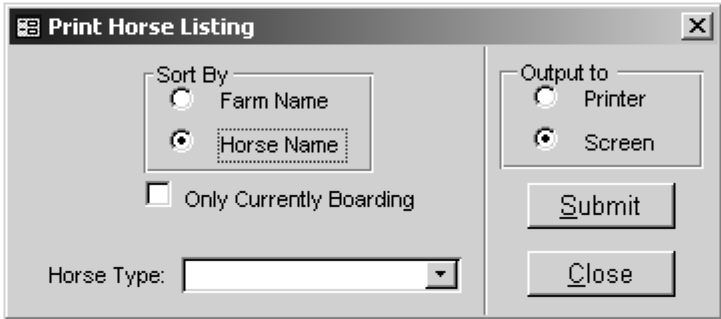
NOTE: The account numbers shown on the Service Charge Listing G/L Summary page are set up in “Billing Period Control” (Setup/Support > Billing Setup > Billing Period Control > Service Charge Account No.) **(A)**



REPORTS

Master Reports

1. Horse Listing



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, show only those horses currently boarding, or print the list based on a particular horse type.

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: *1/26/2001*
Time: *12:11:15 P*

Horse Listing

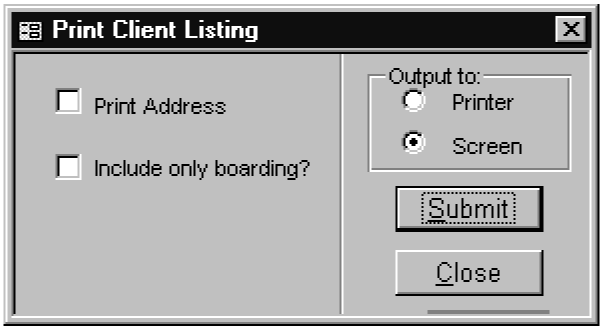
Horse Type: Mare

Page: *1 of 1*
User: *cec*

Horse Name	Type	Sex	Color	D.O.B.	Sire Name	Dam Name	Arrival Date	Departure Date	Owner(s)	Percent Owner
ACT	Mare	Mare	Bay	4/4/1990	Garthorn	Minnetonka	1/24/2000		Wooden Rail Stables	100.00 %
BUNTY'S FLIGHT	Mare	Mare	Dk B/Br	4/26/1953	Bunty Lawless	Broomflight	4/1/1999		Broomhall, Connie	100.00 %
DANCING PEACH	Mare	Mare	Dk B/Br	4/10/1977	Nijinsky II	Fleet Peach	1/1/1998		TJCIS V32	100.00 %
DOUBLY SURE (GB)	Mare	Mare	Bay	5/3/1971	Reliance II	Soft Angels	4/17/1999		Johnson, Boneva	100.00 %
LA LA	Mare	Mare	Bay	1990	VAGUELY NOBLE	DANCING MAID (FR)	1/1/1999		Callahan, Caren	100.00 %
LOSS OR GAIN	Mare	Mare	Bay	3/4/1990	ACK ACK	GAIN OR LOSS	12/29/1999		McCormick, Jim	100.00 %
NATIVE PARTNER	Mare	Mare	Bay		RAISE A NATIVE	DINNER PARTNER	5/26/1999		McCormick, Jim	100.00 %
PAGE	Mare	Mare	Bay	1/1/1937	Furrokh Siyar (GB)	Queen's Sceptre (IRE)	1/24/2000		Broomhall, Connie	25.00 %
									Callahan, Caren	25.00 %
									Horton, Christy	25.00 %
									Johnson, Boneva	25.00 %
POCAHONTAS	Mare	Mare	Dk B/Br	2/19/1955	Roman	How	2/1/2000		Horton, Christy	100.00 %
OH GO GO GIRL	Mare	Mare	Chestnut	1998	GO MAN GO	GIRLS CURL	2/1/2000		Harmon, Cindy	100.00 %
QUID'S TURN	Mare	Mare	Dk B/Br	4/16/1973	Quid Pro Quo	Turn Alone	12/29/1999		Bedfordshire Abbey Stu	100.00 %
TIMELY AYRE	Mare	Mare	Dk B/Br	1/1/1940	Time Supply	Southern-Ayre	1/1/2000		Webmaster	100.00 %

Horse Count: 12

2. Client Listing



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

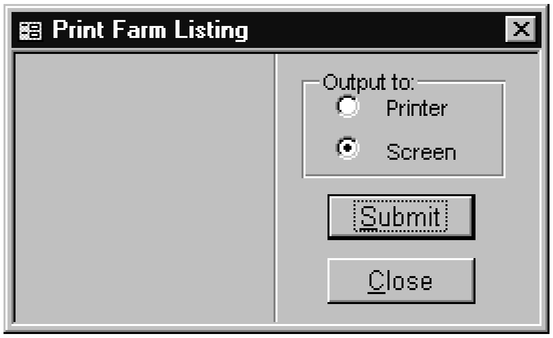
Run Date: *1/26/2001*
Time: *12:20:01 P*

Client Listing

Page: *1 of 2*
User: *cec*

Client Name	Farm / Company Name	Phone	Tax ID / SSN	Maintain A/R Balance	Farm Owner
TJCIS V32 N.W. 8th Street Hudson Building #3 Poughkeepsie, NY 12603		(914) 852-3364 **FAX:** (914) 853-4478		Yes	Yes
Unknown King City, ON L0G1T0 CANADA				Yes	No
Webmaster 1234 Street Name Hinsdale, MA 01235		(606) 222-1123 **FAX:** (606) 333-2456		Yes	Yes
John Adams 1600 Pennsylvania Avenue Suite #1 Washington, DC 20081		(606) 123-4567 **Car:** (123) 456-7896 **Cellular:** (123) 450-6789 **FAX:** (123) 998-8889		Yes	No
Bedfordshire Abbey Stud Bedfordshire, Mk43 0TP ENGLAND		011 44 123 456		Yes	Yes

3. Farm Listing



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

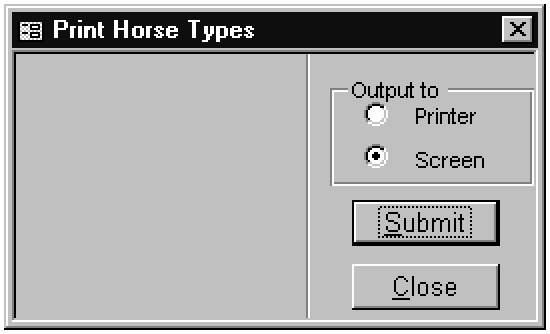
Run Date: *1/26/2001*
Time: *12:26:02 P*

Farm Listing

Page: *1 of 1*
User: *cec*

Farm Name	Address				
A Stallion Farm	123 Lexington Road Lexington, KY 40505	**Owner:** **Manager:** **Contact:** **Vet:**	 Jane 	**Main Phone:** **FAX:**	(606) 123-4567 (606) 123-4577
Connemara	Schenectady, NY 12345	**Owner:** **Manager:** **Contact:** **Vet:**	 Connie 	**Main Phone:**	(914) 865-8879
Just A Farm		**Owner:** **Manager:** **Contact:** **Vet:**	 Justin 	**Main Phone:**	(606) 789-5546

4. Horse Type Listing



Prints an alphabetical listing of all of the horse types that you have set up for your farm/company. Comments that were entered in the Horse Type Entry/Edit form appear on this report.

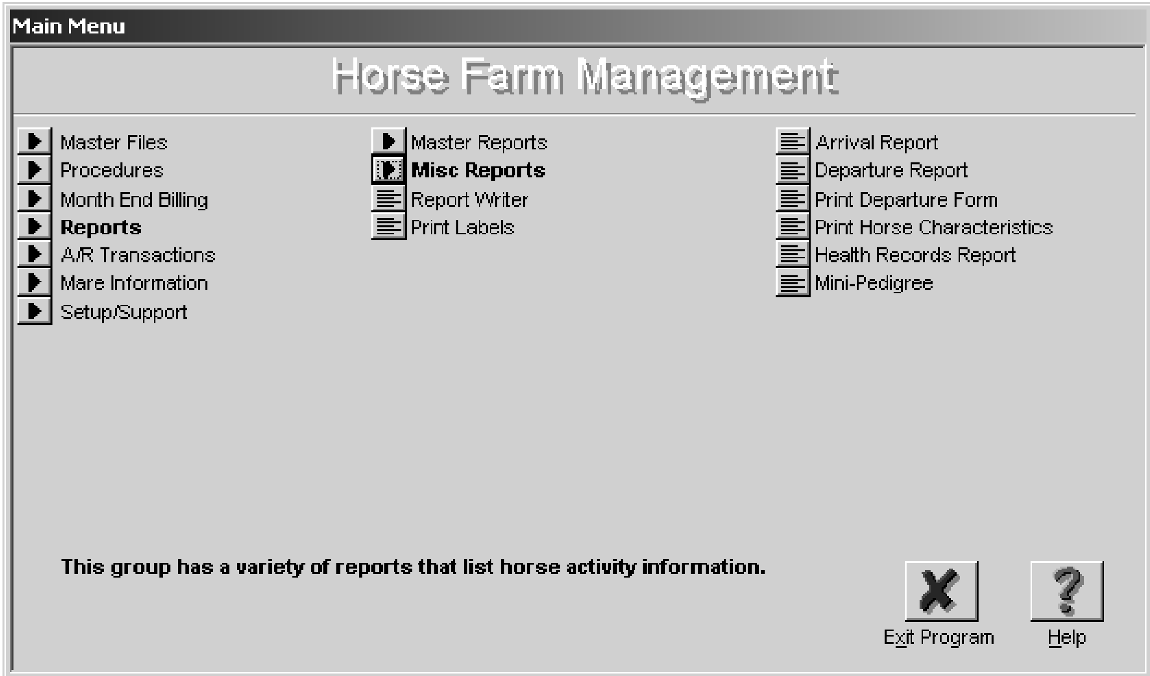
Run Date: *1/26/2001* **Time:** *12:27:10 P*

Horse Type Listing

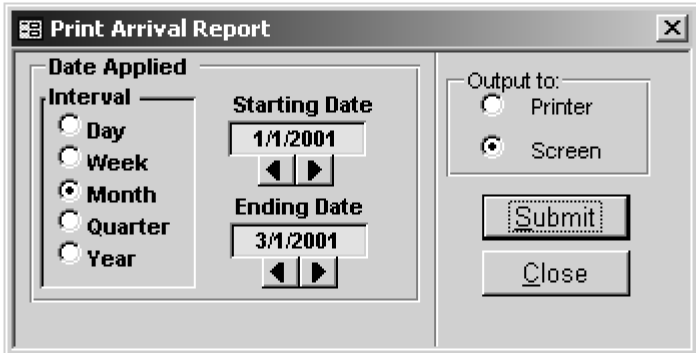
Page: *1 of 1* **User:** *cec*

Horse Type	Standard Board Rate	G/L Account Number	Billing System	Comments
Foal	$2.00	10002	Regular	
Inactive	$0.00	70007	Regular	Includes Sold, Deceased and Moved Off the Farm
Mare	$18.00	10001	Regular	
Sales Prep	$35.00	20001	Regular	
Sire	$0.00		Regular	Use this horse type for sires of foals (stallions bred to but not standing at my farm)
Stallion	$55.00	90001	Regular	Non-syndicated but standing at my farm
Syndicated Stallion	$55.00	90000	Syndicate	
Weanling	$15.00	10003	Regular	
Yearling	$18.00	10004	Regular	

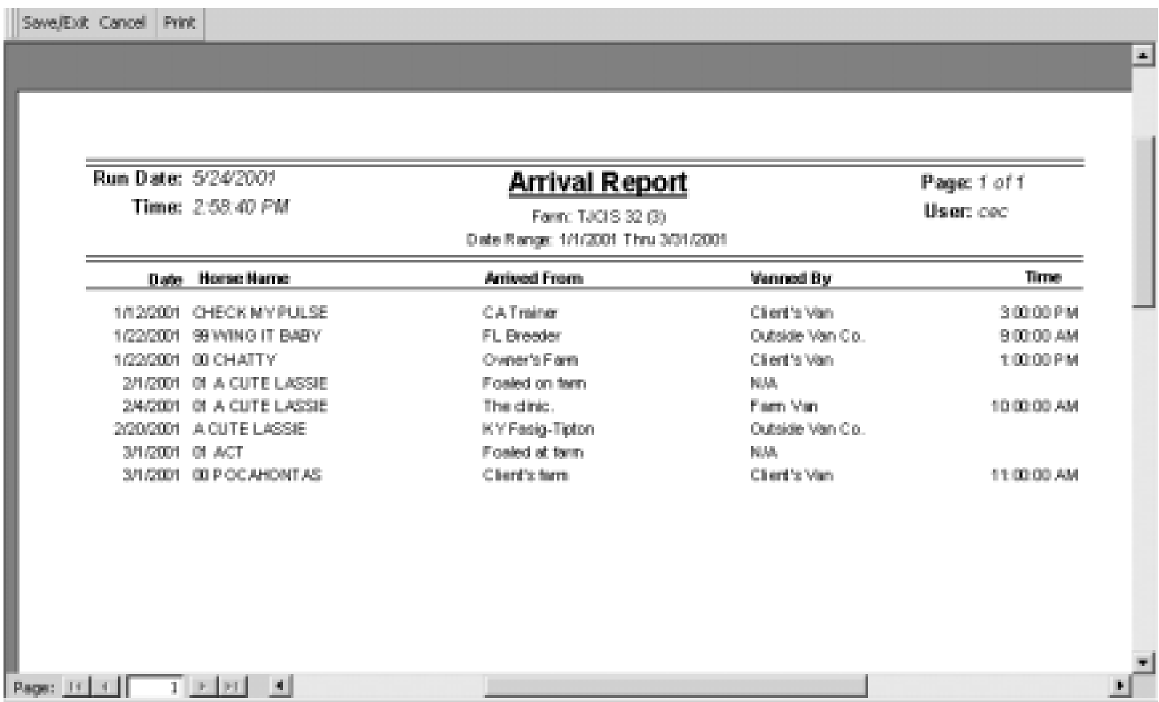
Misc. Reports



1. Arrival Report



Prints a list of horses that have an arrival record within the date range that has been selected.



Save/Exit Cancel Print

Run Date: 5/24/2001
Time: 2:58:40 PM

Arrival Report

Farm: TJCIS 32 (3)
Date Range: 1/1/2001 Thru 3/31/2001

Page: 1 of 1
User: cec

Date	Horse Name	Arrived From	Vanned By	Time
1/12/2001	CHECK MY PULSE	CA Trainer	Client's Van	3:00:00 PM
1/22/2001	99 WING IT BABY	FL Breeder	Outside Van Co.	9:00:00 AM
1/22/2001	00 CHATTY	Owner's Farm	Client's Van	1:00:00 PM
2/1/2001	01 A CUTE LASSIE	Foaled on farm	N/A	
2/4/2001	01 A CUTE LASSIE	The clinic.	Farm Van	10:00:00 AM
2/20/2001	A CUTE LASSIE	KY Fasig-Tipton	Outside Van Co.	
3/1/2001	01 ACT	Foaled at farm	N/A	
3/1/2001	00 POCAHONTAS	Client's farm	Client's Van	11:00:00 AM

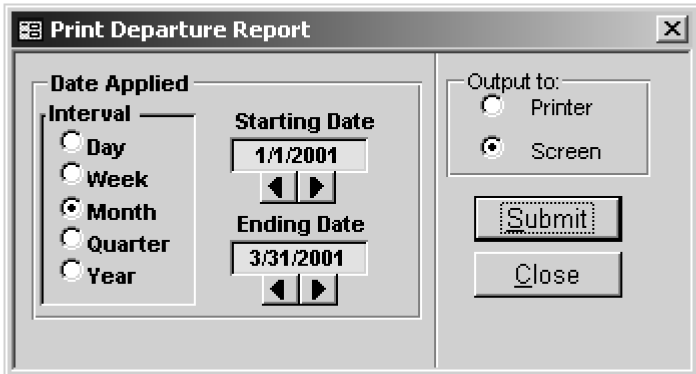
Page: 1

The information on this report is pulled directly from the Arrival/Departure screen. (Master Files > Horse Entry/Edit > Arrivals/Departures).
See Example (A)

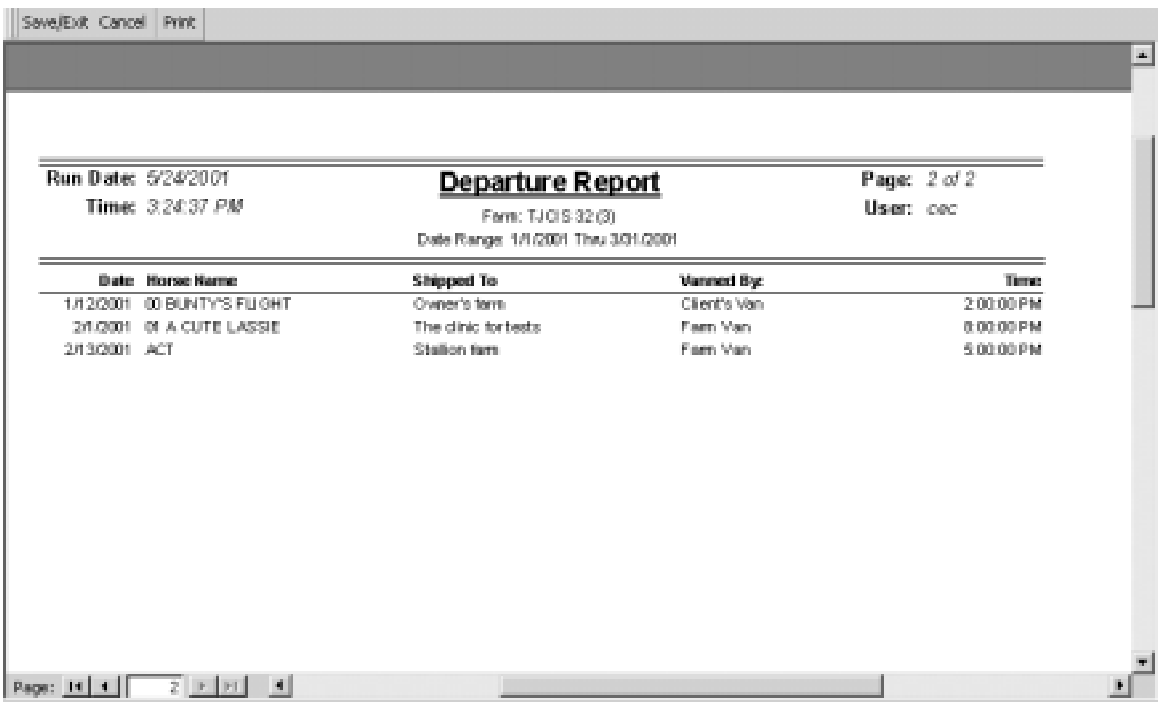
Example (A)


Arrival/Departure Form
Horse Name: CHECK MY PULSE
Horse Lookup
Departure Notice:
Type
Actual Date
Arrived To:
Arrival
1/12/2001 3:00:00 PM
TJCIS 32 (3)
Vanned By: Client's Van
Phone:
Arrived From: CA Trainer
Boarding Type: Sales Prep
2)
Standard Rate: $35.00
3)
Exception Rate:
4)
Click for Comments:
Last Update: 5/24/2001 2:56:26 PM
User ID: cec

2. Departure Report



Prints a list of horses that have a departure record within the date range that has been selected.



Run Date: 5/24/2001
Time: 3:24:37 PM

Departure Report

Farm: TJCIS 32 (3)
Date Range: 1/1/2001 Thru 3/31/2001

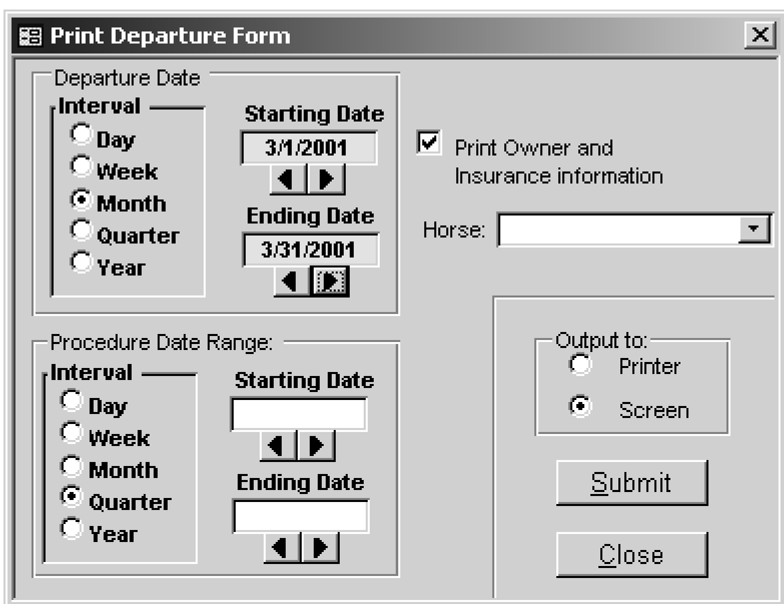
Page: 2 of 2
User: cec

Date	Horse Name	Shipped To	Vanned By:	Time
1/12/2001	00 BUNTY'S FLIGHT	Owner's farm	Client's Van	2:00:00 PM
2/1/2001	01 A CUTE LASSIE	The clinic for tests	Farm Van	8:00:00 PM
2/13/2001	ACT	Stallion farm	Farm Van	5:00:00 PM

The information on this report is pulled directly from the Arrival/Departure screen. (Master Files > Horse Entry/Edit > Arrivals/Departures).
See Example (B)

Example (B)

3. Print Departure Form

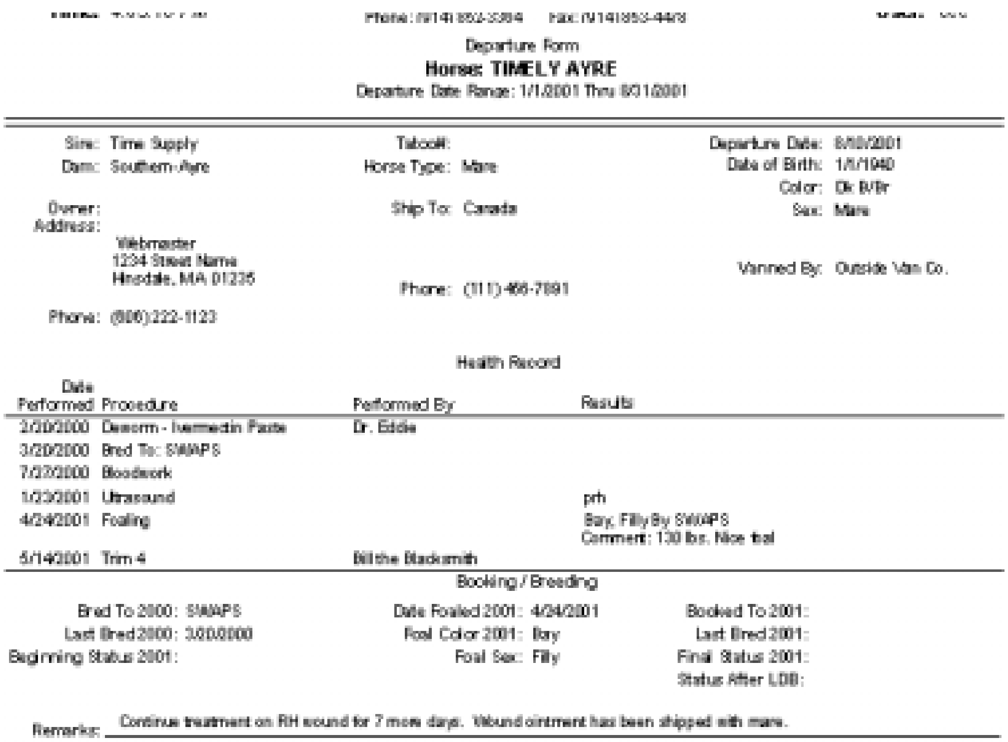


For horses that are scheduled to leave the farm or have already left the farm, you can print a report that shows selected procedures that have been performed for any date or date range, for any group of horses that have departed the farm or for a single horse that has departed the farm or is scheduled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

NOTE: The procedures that appear on this report are based on the criteria you selected when you originally set up your Categories and your Procedure Master Entries. 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 Entry/Edit and re-select either "No", "Yes" or "Last" in the "Departure Print" field. Remember that 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 and/or the "Click for Comments" field that have been entered in the procedures performed form.

NOTE: Comments entered in the "Depart Notice" field on the Horse Master form will appear on the Departure Form. (See Horse Entry/Edit)



Phone: (914) 852-3384 Fax: (914) 853-4473

Departure Form

Horse: TIMELY AYRE

Departure Date Range: 1/1/2001 Thru 8/31/2001

Sire: Time Supply
Dam: Southern-Ayre
Owner:
Address:
Webmaster
1234 Street Name
Hinsdale, MA 01235
Phone: (806)222-1123

Tattoo#:
Horse Type: Mare
Ship To: Canada
Phone: (111)466-7891

Departure Date: 8/10/2001
Date of Birth: 1/1/1940
Color: Dk B/Br
Sex: Mare
Vanned By: Outside Van Co.

Health Record

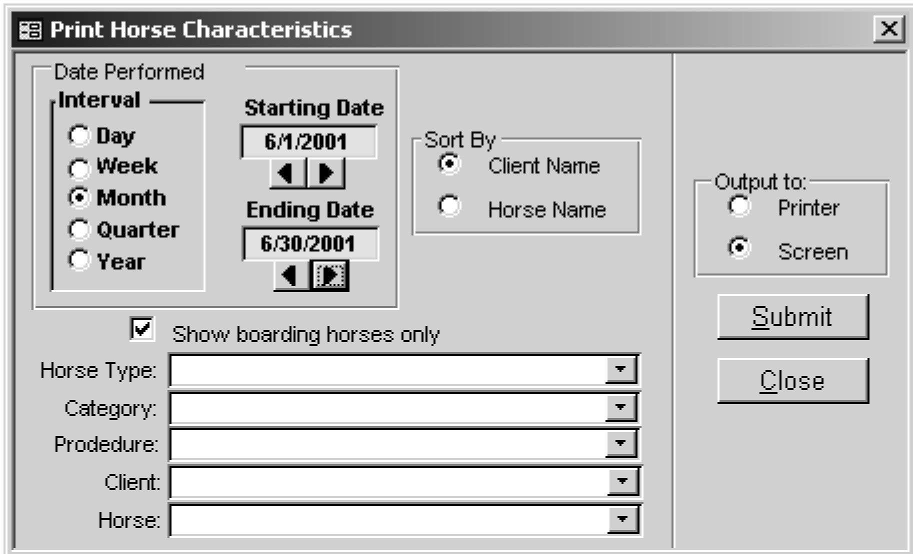
Date Performed	Procedure	Performed By	Results
2/20/2000	Deworm - Ivermectin Paste	Dr. Eddie	
3/20/2000	Bred To: SWAPS		
7/27/2000	Bloodwork		
1/23/2001	Ultrasound		prh
4/24/2001	Foaling		Bay, Filly By SWAPS Comment: 130 lbs. Nice foal
5/14/2001	Trim 4	Bill the Blacksmith	

Booking / Breeding

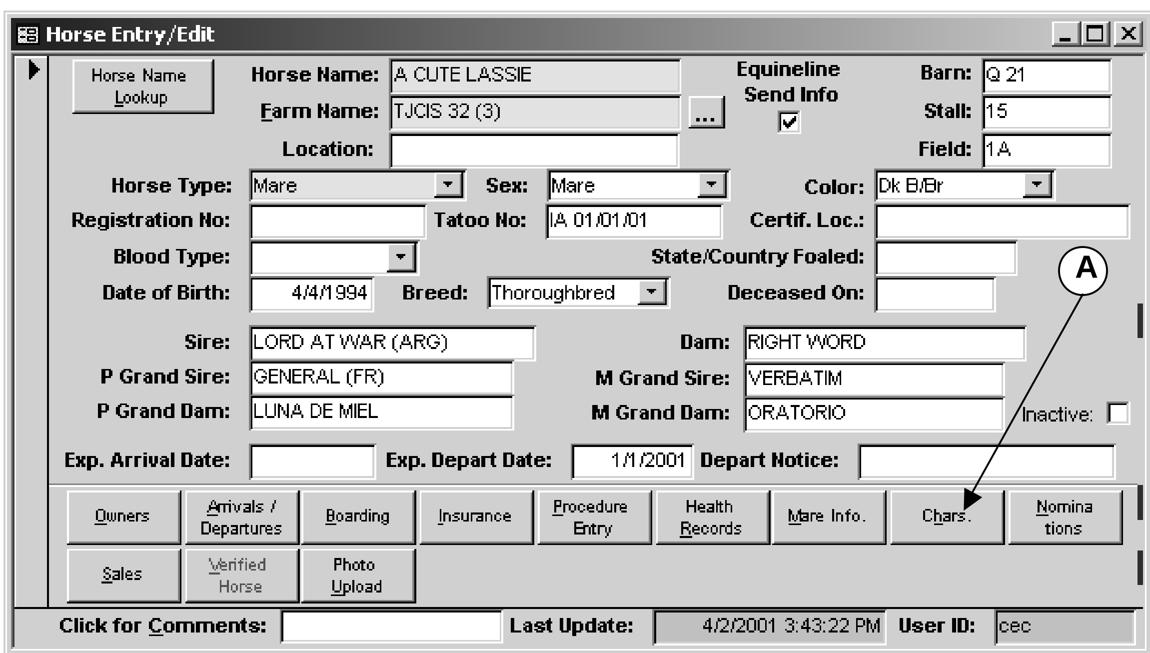
Bred To 2000:	SWAPS	Date Foaled 2001:	4/24/2001	Booked To 2001:	
Last Bred 2000:	3/20/2000	Foal Color 2001:	Bay	Last Bred 2001:	
Beginning Status 2001:		Foal Sex:	Filly	Final Status 2001:	
				Status After LDB:	

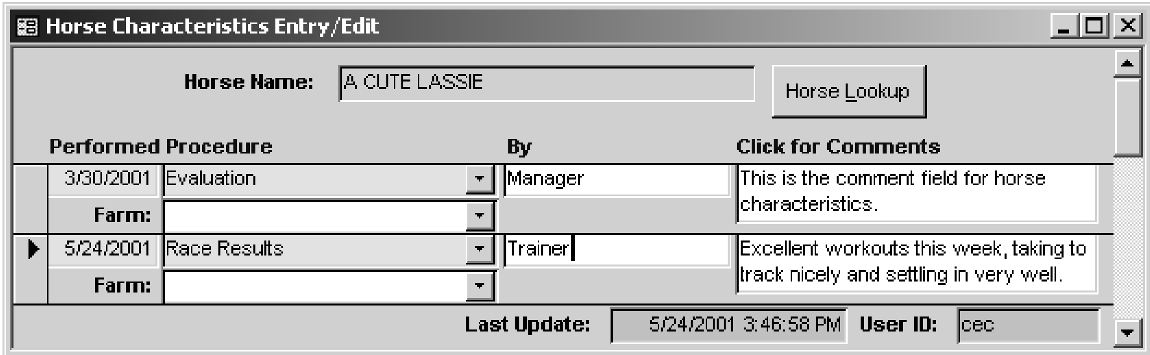
Remarks: Continue treatment on RH wound for 7 more days. Wound ointment has been shipped with mare.

4. Print Horse Characteristics

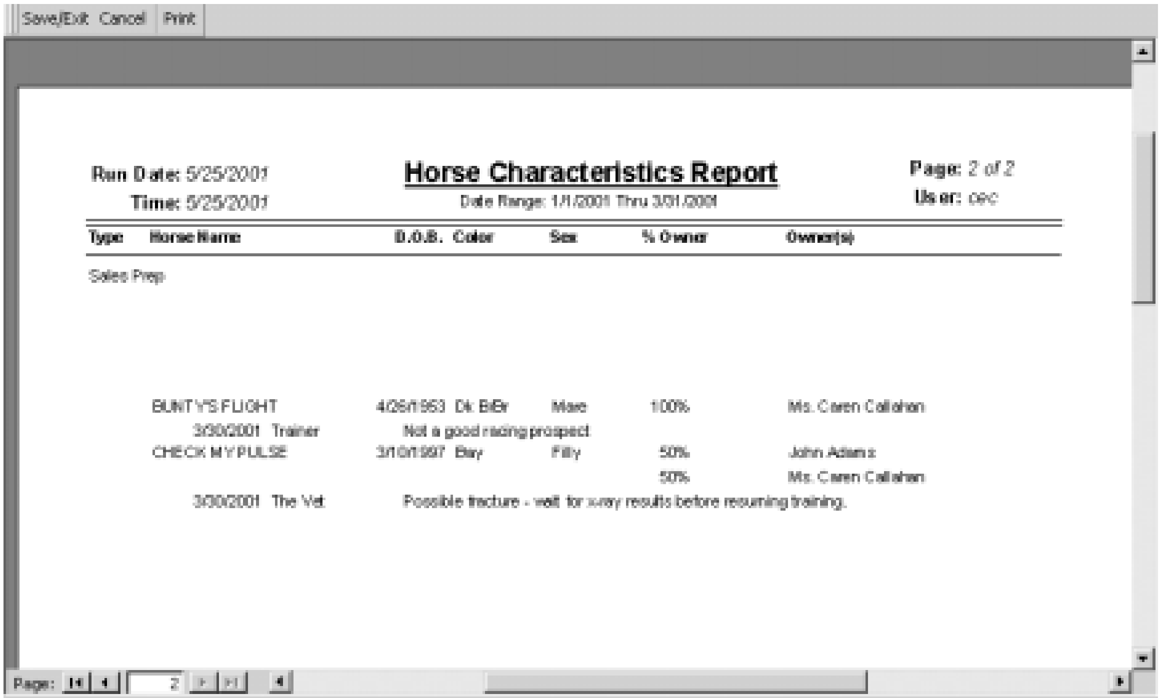


Prints a report based on the information that has been entered into "Horse Chars." (Master Files > Horse Entry/Edit > Chars.) **(A)**





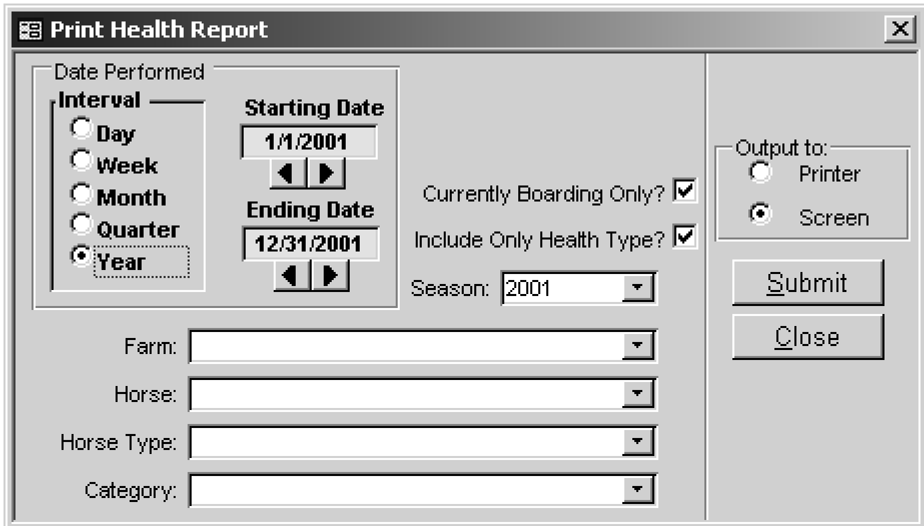
- Select a date range to print. You might want to see information for one day, one week, one month, one year, or any other specific date range.
- Once you have selected a date range, you have the option to create the report based on additional criteria.
- Sort By: Select have the report sorted by either the Client Name or by the Horse Name.
- Show boarding horses 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 whether or not they are currently boarding or not.
- Horse Type: Select one specific Horse Type from the pull down menu or leave “Horse Type” blank to include all Horse Types
- Category: Select one specific Procedure Category from the pull down menu or leave “Category” blank to include all Categories.
- Procedure: Select one specific Procedure from the pull down menu or leave “Procedure” blank to include all Procedures.
- Client: Select one specific Client from the pull down menu or leave “Client” blank to include all Clients.
- Horse: Select one specific Horse from the pull down menu or leave “Horse” blank to include all horses.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.



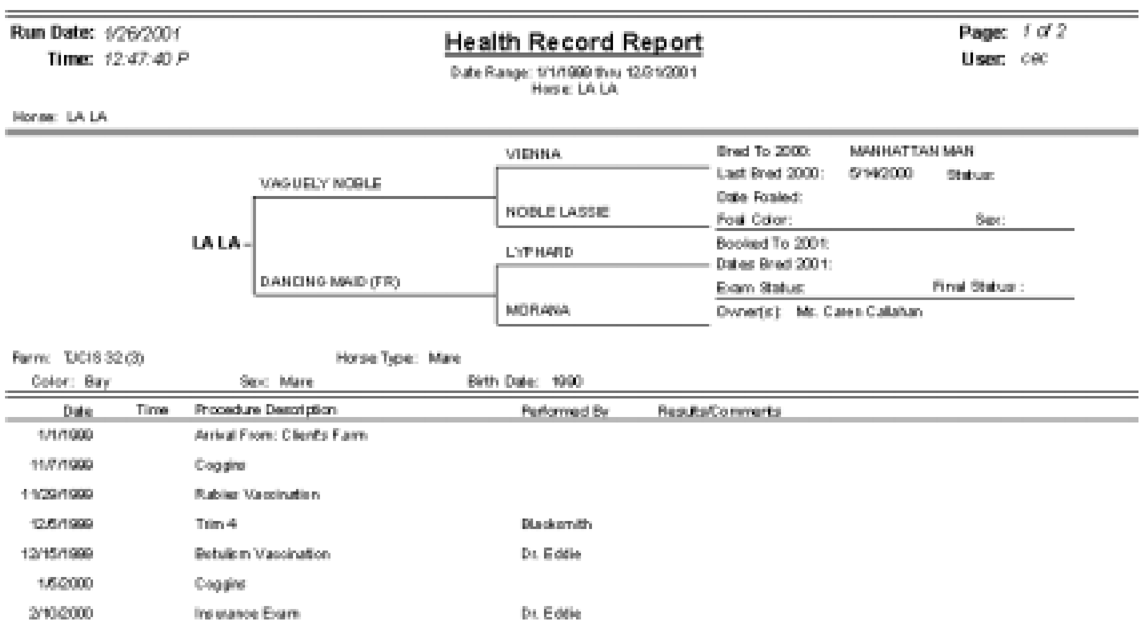
NOTE: This report will automatically group by <u>Horse Type</u>.

NOTE: This report will not include any horses that have departed.

5. Health Records Report

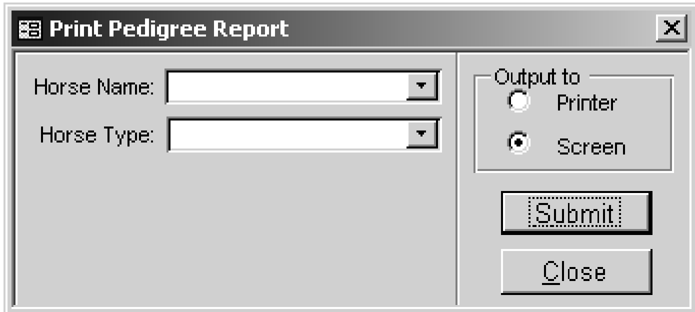


Prints a comprehensive list of procedures that have been performed on a single horse or a group of horses. You can select any given date range, include only those horses that are currently boarding, include only the procedures you have marked as "Health Type", all procedures in all categories or only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



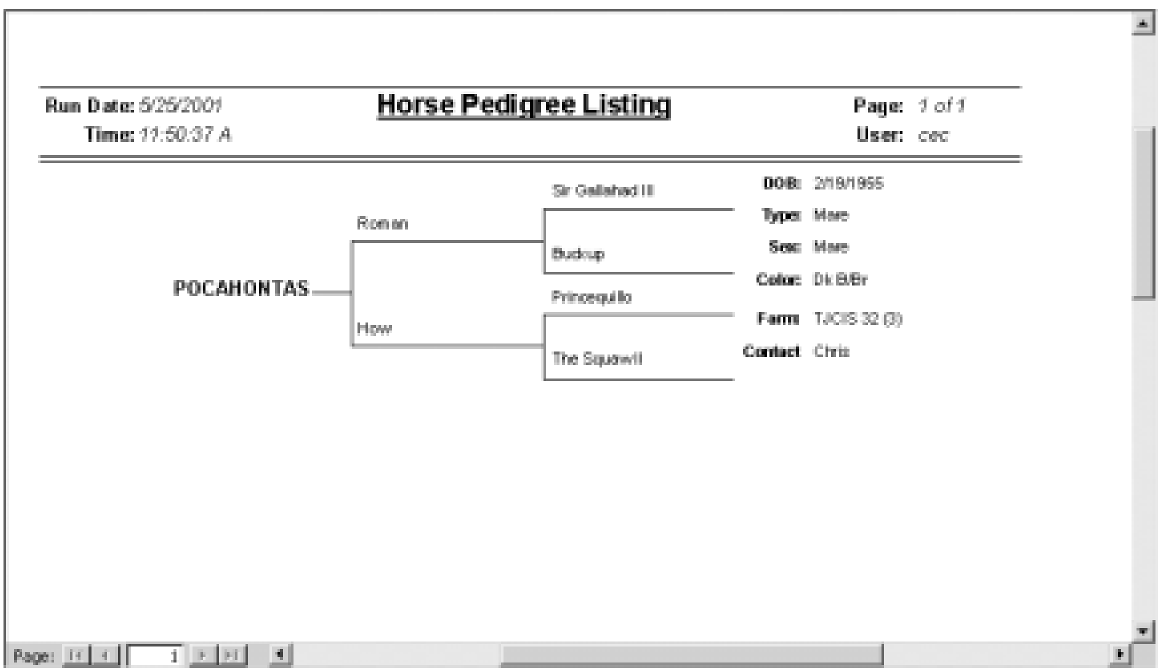
NOTE: The "Results/Comments" column shows information that has been entered in the "Results" field and/or the "Click for Comments" field that have been entered in the procedures performed form.

6. Mini-Pedigree



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

- Horse Name: Select one specific Horse from the pull down menu or leave "Horse Name" blank to include all Horses
- Horse Type: Select one specific Horse Type from the pull down menu or leave "Horse Type" blank to include all Horse Types.
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.

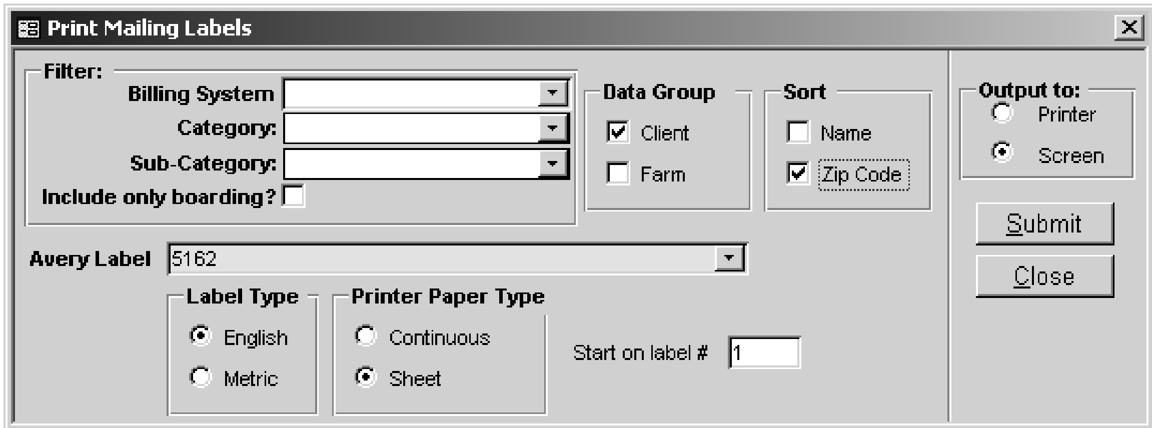


1. Report Writer

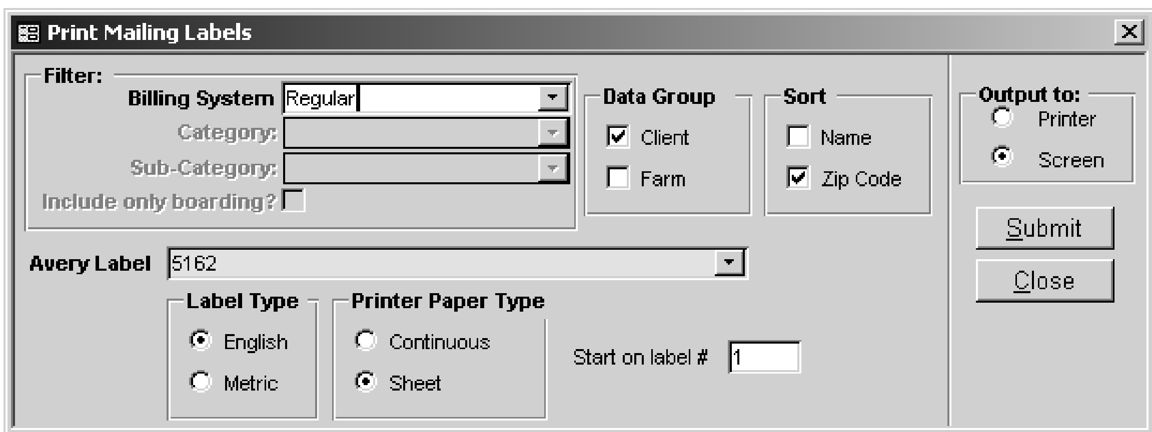
This menu option will allow you to create custom reports based on an established list of "Available Fields".

- For complete instructions on the use of the Report Writer, please refer to the "WinHFM Report Writer Guide".

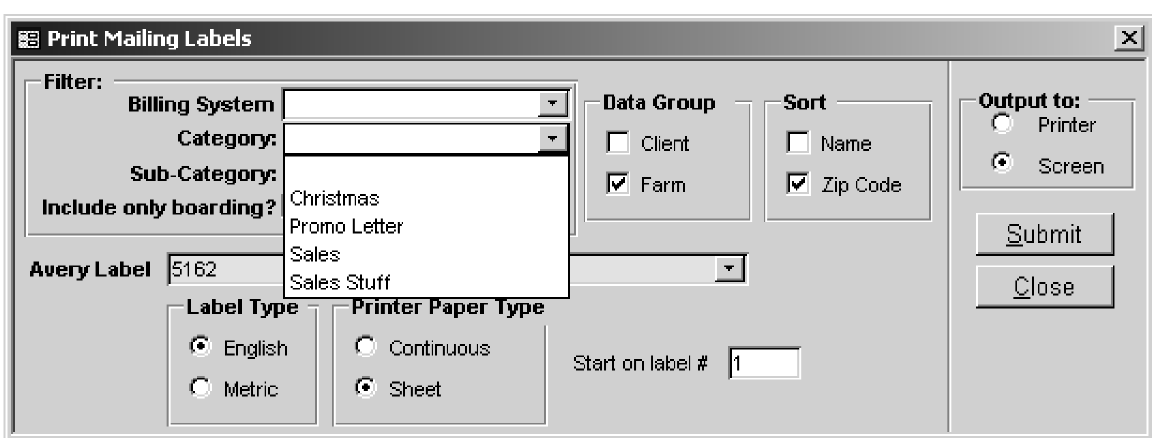
2. Print Labels

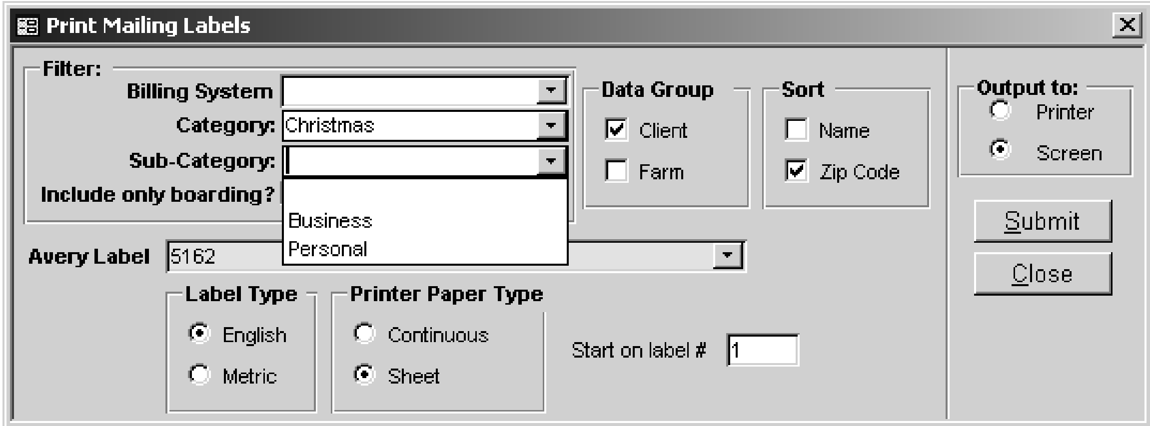


- Billing System: If you have generated monthly billing and want to print labels for those clients that will be getting an invoice, select "Regular"



- Category: If you want to print labels for those clients that have been assigned to a particular Category/Sub-Category (Master Files > Client Entry/Edit > Mailing Codes), select the Category and then the corresponding Sub-Category from the pull down menu.

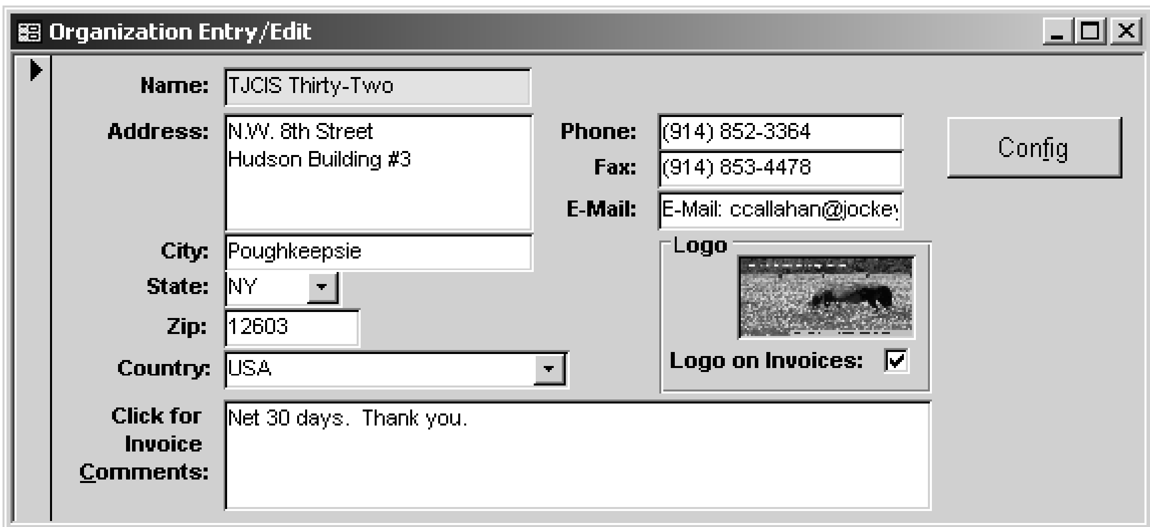




- Data Group: If you want to print labels for all clients that have been entered in the system, leave "Billing System", "Category", and Sub-Category" blank and click in the box next to "Client". If you only want to see clients that are currently boarding, click in the box next to "Include only boarding?" If the box next to "Include only boarding?" is blank, all client names will be included on the list whether or not they are currently boarding.
- Data Group: If you want to print labels for all farms that have been entered into the system, click in the box next to "Farm".
- Sort: Select to sort the report either by "Name" or by "Zip Code"
- Avery Label: Select a pre-defined Avery Label from the pull down menu
- Label Type: Select whether your labels are "English" or "Metric"
- Printer Paper Type: Select whether your labels are "Continuous" feed or single "Sheets".
- Start on Label #: Select which label to start on (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).
- Output the report either to the Printer or to the Screen
- Click on the Submit button to print the report.

Administration

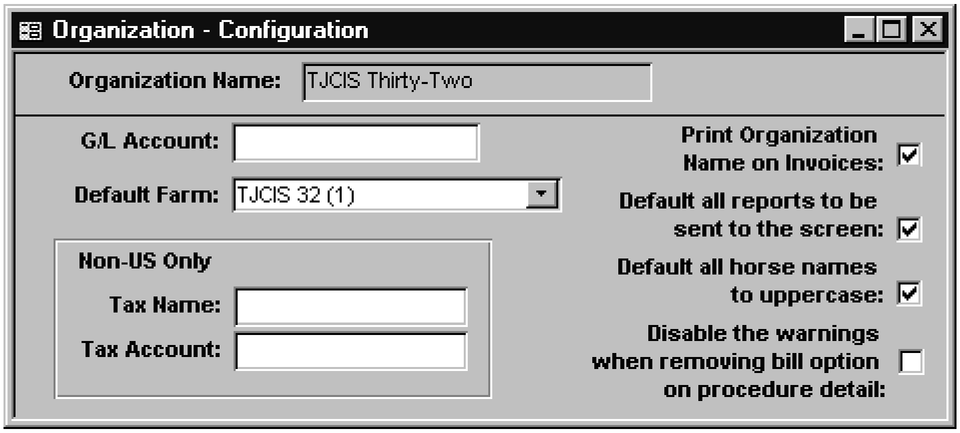
1. Organization Setup
    - Select "Setup/Support" from the menu
    - Select "Administration" and then open the "Organization Setup" form
    - Input the name, address and phone number(s) of your organization as well as your E-Mail address



TIP: If you enter text in the "Click for Invoice Comments" area such as **Net 30**, **Payable Upon Receipt** or **Happy Holidays**, this message will appear on <u>all</u> client invoices.

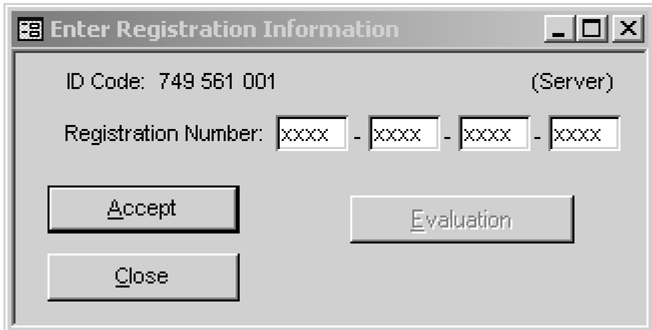
TIP: If your company logo is available, you can copy it into the "Logo field" and click the box next to "Logo on Invoices". Your logo will then print out in the heading on the top, right-hand side of your client invoices.

A. "Config" Button in the "Organization Entry/Edit" form
    - Click on the "Config" button inside of the "Organization Entry/Edit" form



- Enter a G/L Account number for your farm. It is not necessary to enter information in this field. If you do not need to identify a G/L Account number for your farm, leave this field blank.
- Select your farm name from the drop-down list as the "**Default Farm**".
- For Non-US clients, identify the tax name you will be using and the corresponding Tax Account Number.
- Look for the box next to **Print Organization Name on Invoices.** If you want your name, address, etc. to automatically appear as the heading on your invoices, leave the "√" marked in the box. If you are using pre-printed stationery and do **not** want the system to automatically generate the heading, simply un-check the box next to **Print Organization Name on Invoices** to remove the "√".
- 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 be sent to the screen"**
- 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 "**Default all horse names to uppercase**"
- 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 warnings when removing bill option on procedure detail".**
- Close the form and return to the "Organization Entry/Edit" form
- Close the "Organization Entry/Edit" form

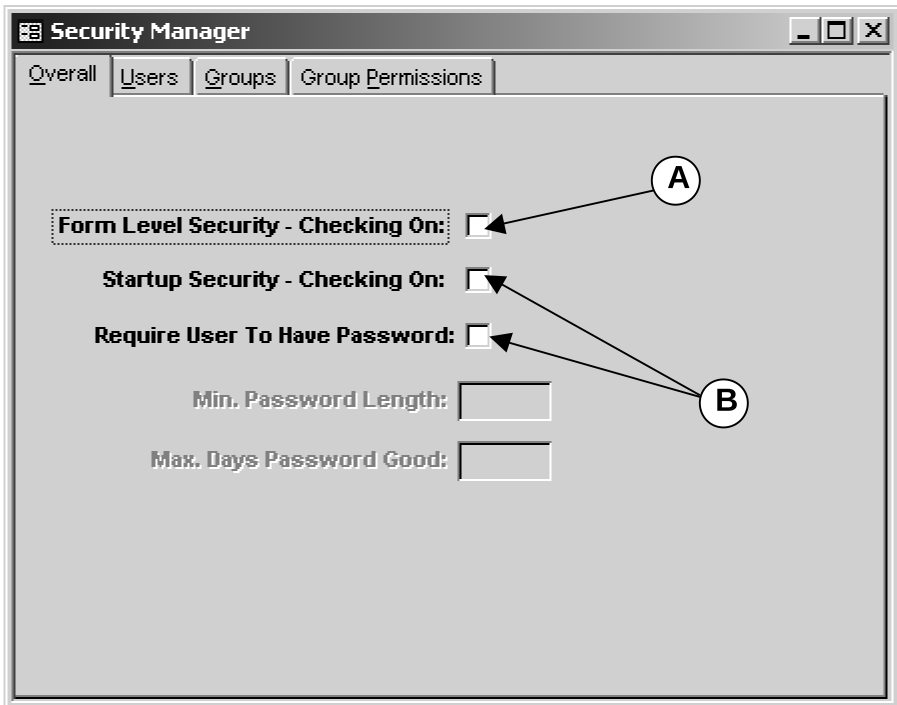
2. Registration
    - Select “Setup/Support” from the menu
    - Select “Administration” and then “Registration”



This screen identifies the Registration Number that The Jockey Club has assigned to your farm/business. If this screen appears when you first start the program, please call The Jockey Club Information Systems for assistance.

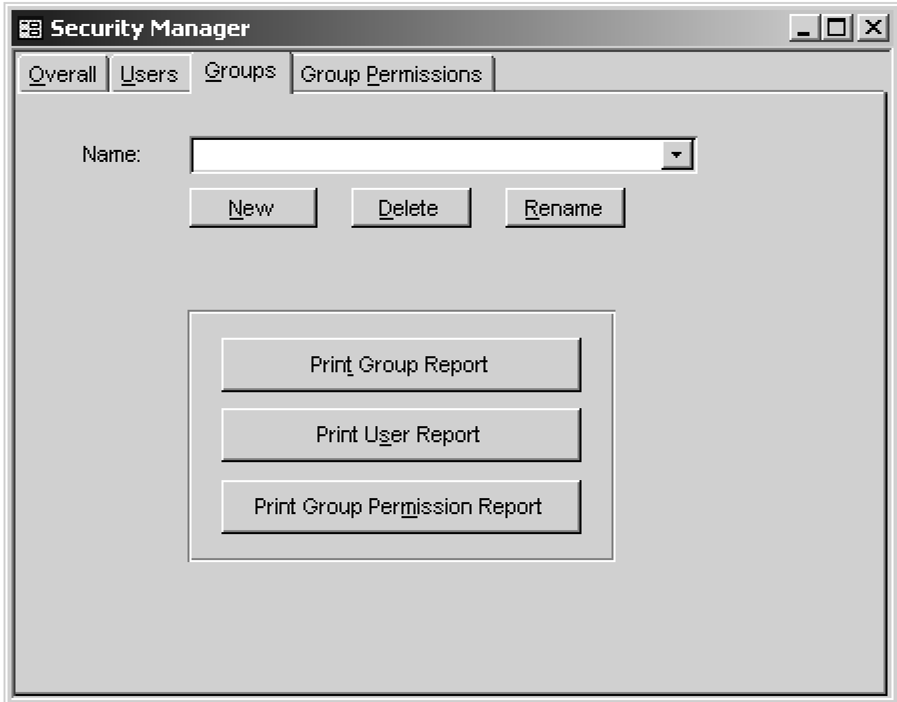
3. Security
    - o Select “Setup/Support” from the menu
    - o Select “Administration” and then “Security”

There are two levels of security. The first involves “Form Level Security”. **(A)** This level enables you to assign what forms each user can access. The second involves “Startup Security” and “Require User to Have Password”. **(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 WinHFM.



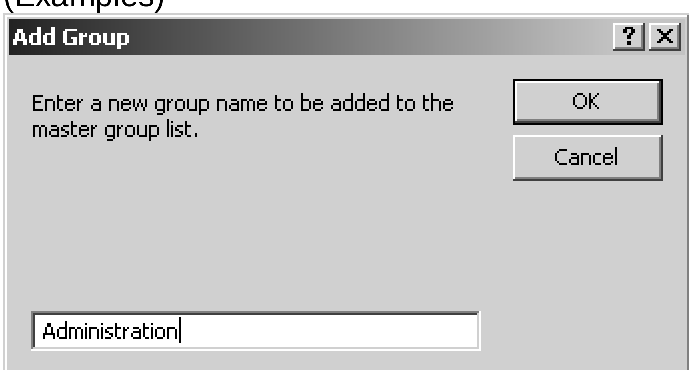
To set up “Form Level Security”

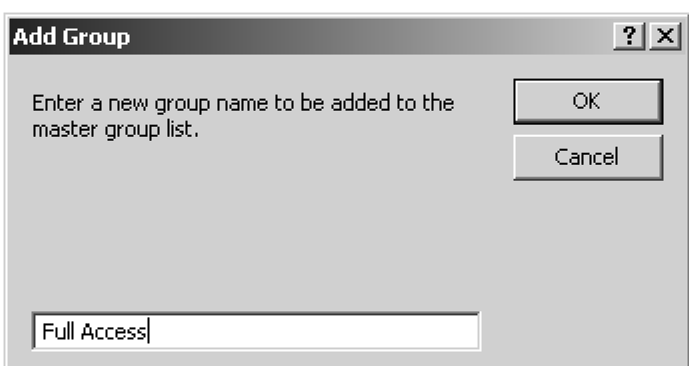
- Click on the tab “Groups”

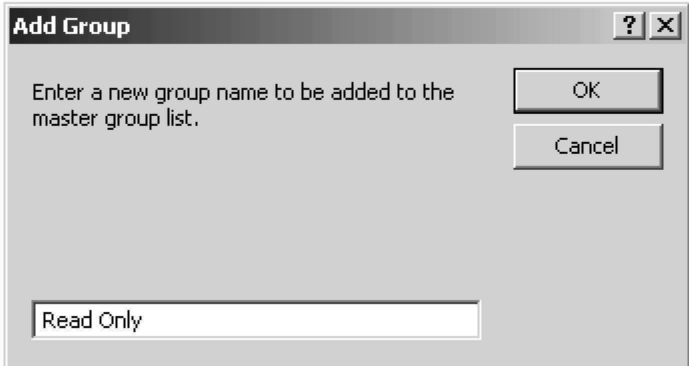


- Click on “New” and enter the names of the “Groups”

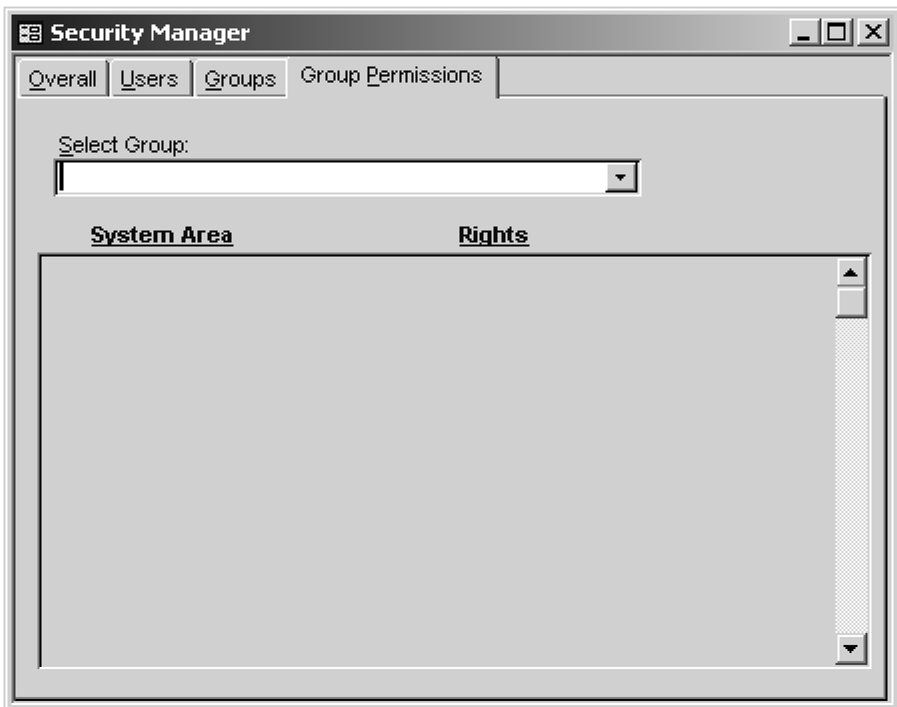
(Examples)

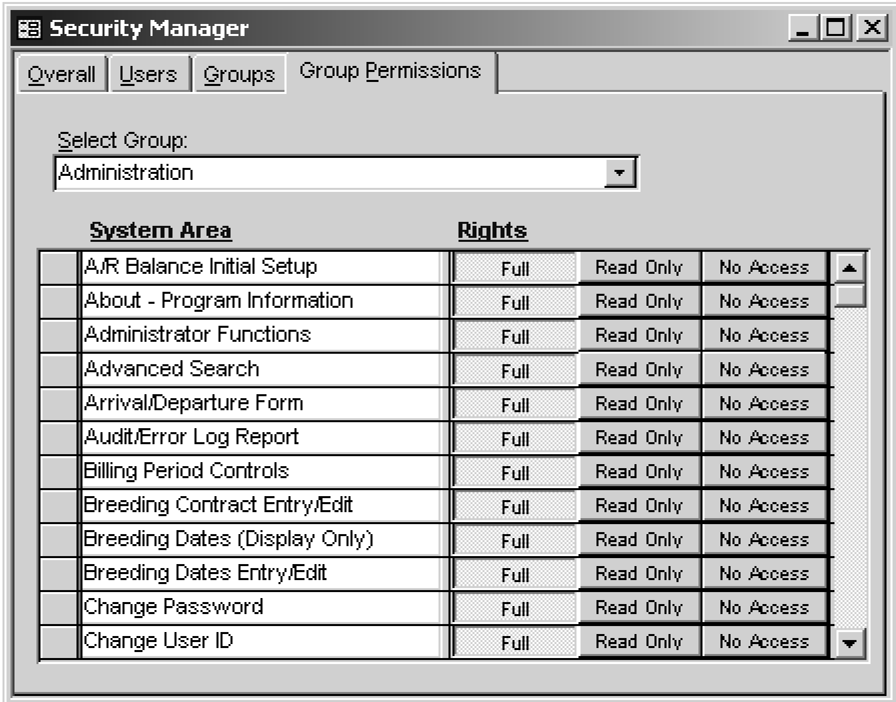




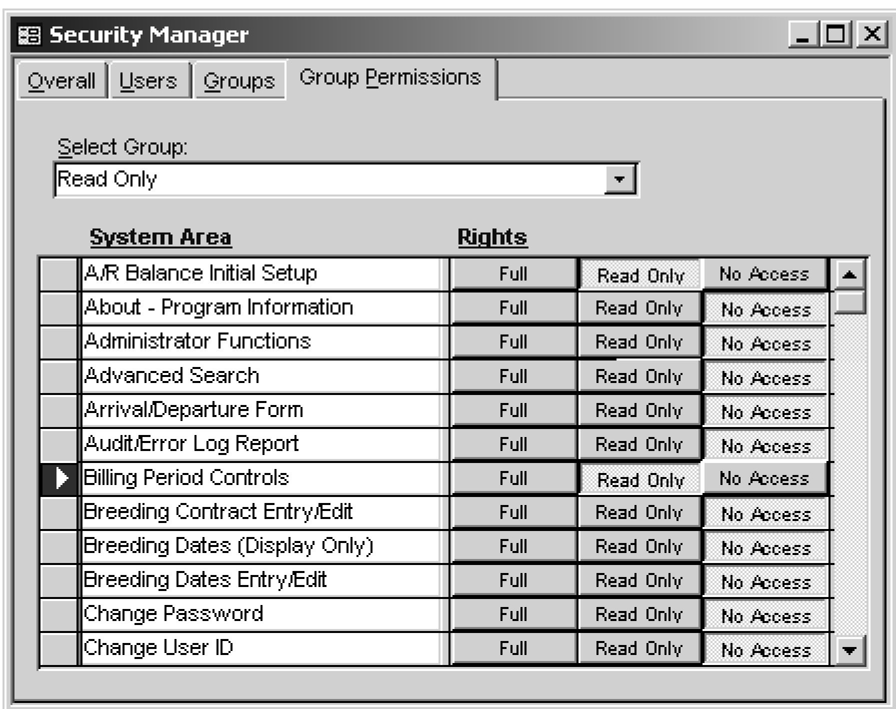


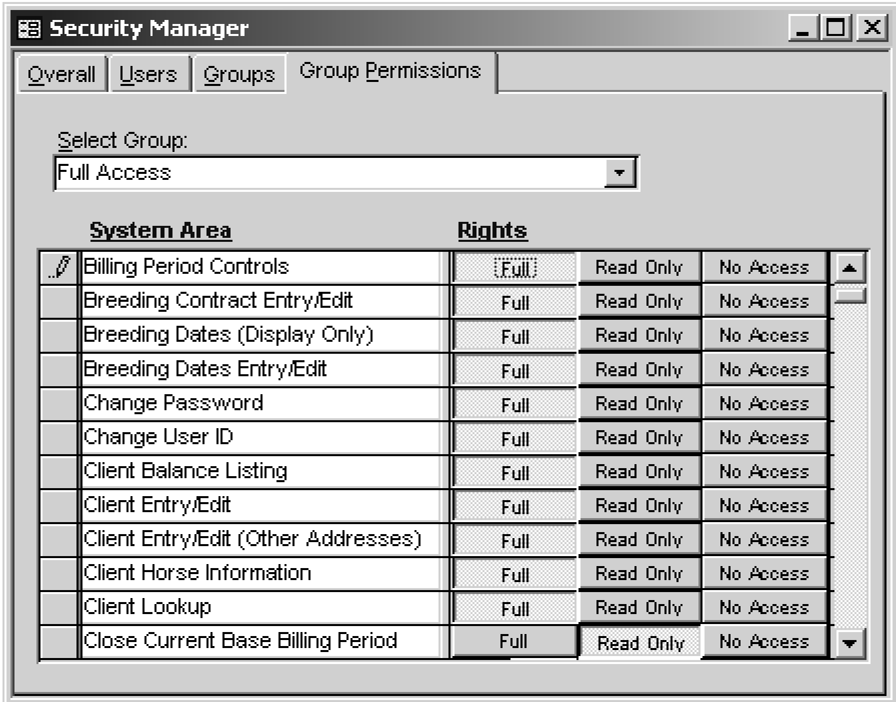
- Next, click on the "Group Permissions" tab, select the Group and then determine what forms they have rights to use.



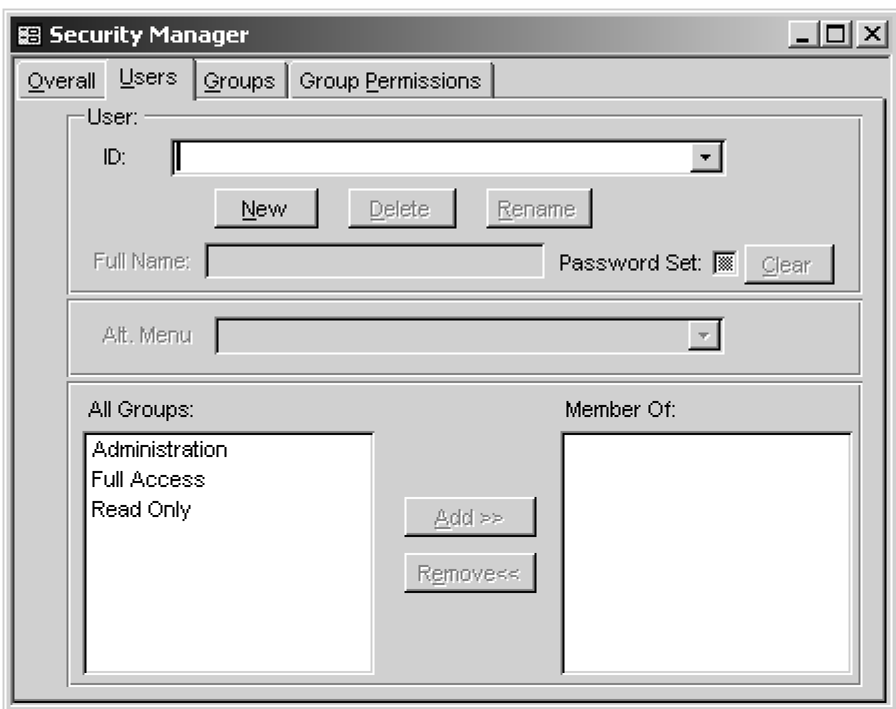


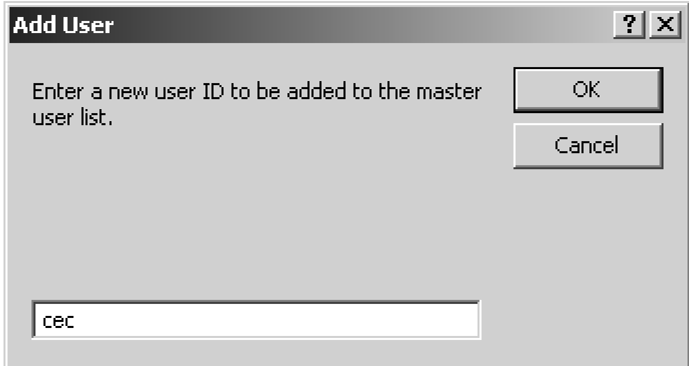
- For each “Group”, select the Rights to each of the System Areas listed. You can select Full Rights, Read Only Rights or No Access.



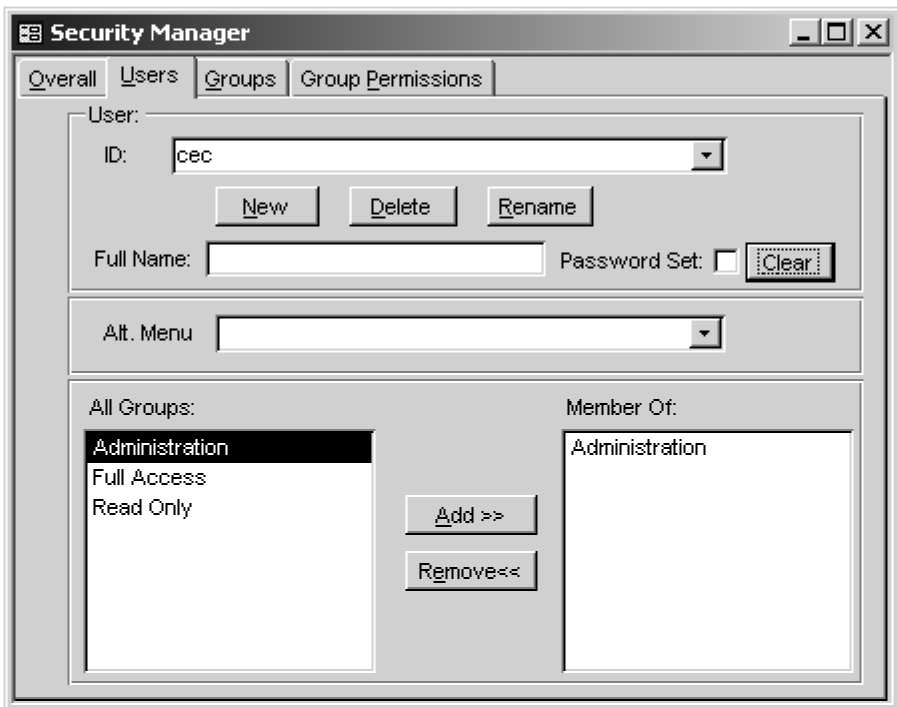


- Next, click on the “Users” tab and set up each User’s ID



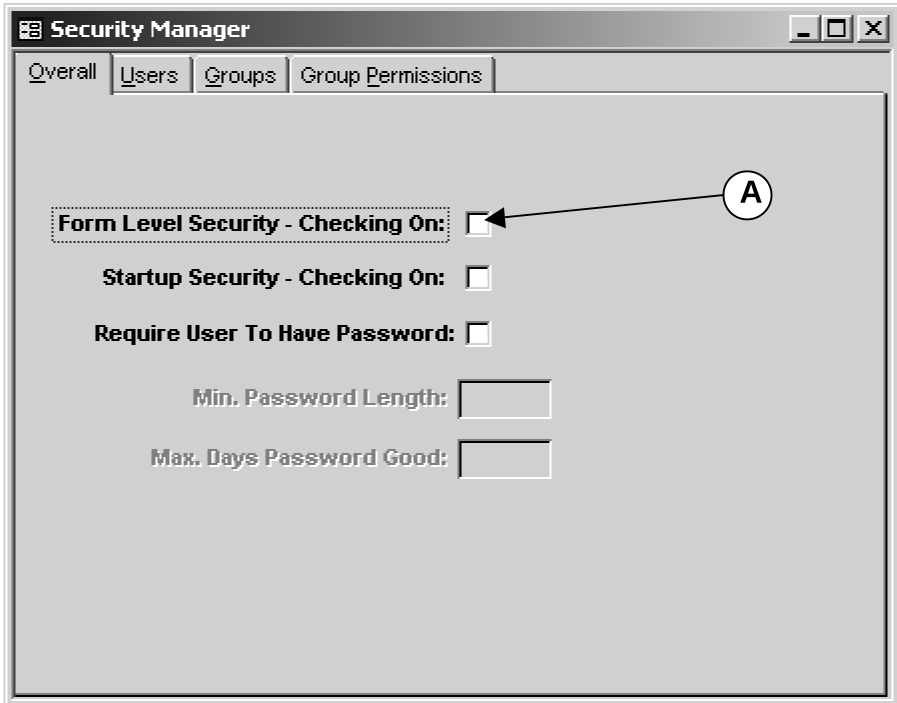


- Once you have entered the new User ID, determine whether or not each user is a member of one of the Groups that have been established.

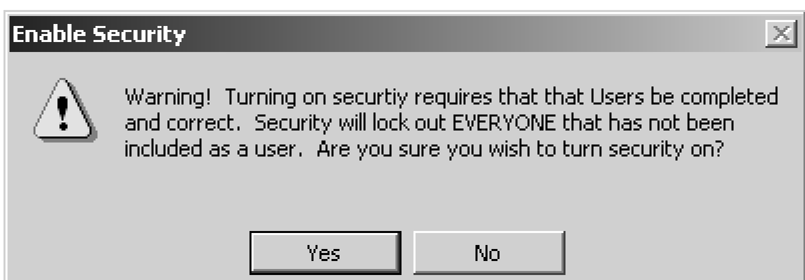


- Full Name [Optional] You can enter the full name of the individual that corresponds to the user ID
- Alt. Menu is a custom option and is not included in the standard program.

- When finished setting up each User ID, click on the “Overall” tab and click in the box “Form Level Security – Checking On:” **(A)**

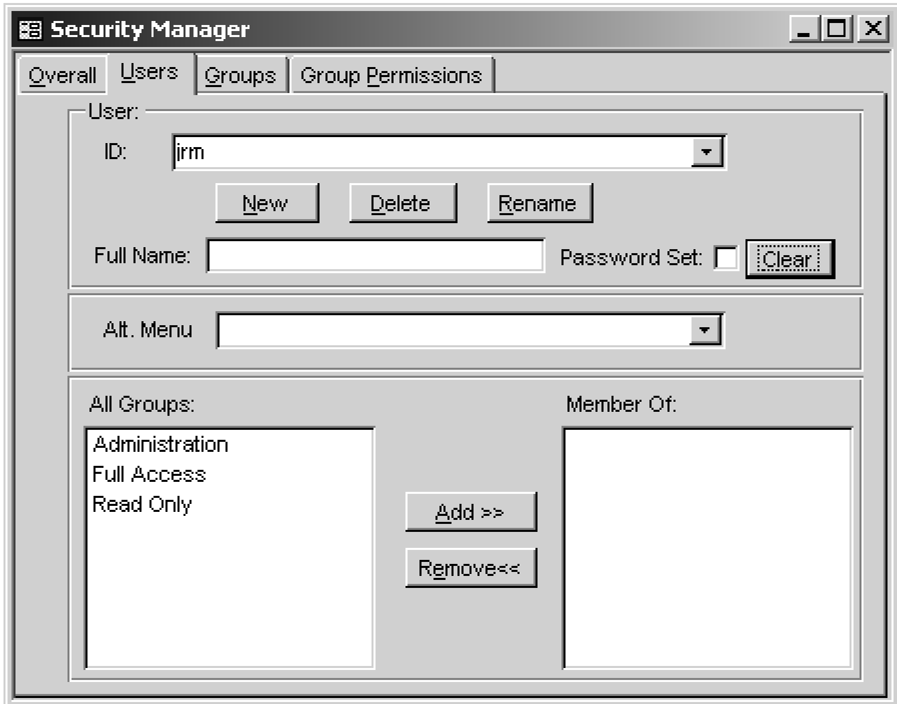


WARNING: Before checking the “Form Level Checking On”, you should have at least one person assigned with full rights to the “Security Manager” form, otherwise you will not be able to access and/or change the security settings!

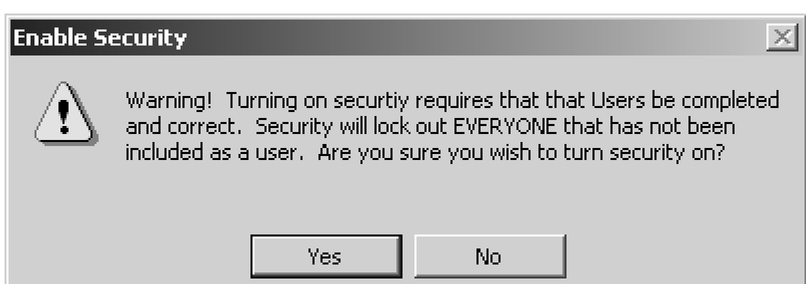


- When you click on “Form Level Security – Checking On:”, this warning message will appear. If you are certain that you have correctly completed the setup, select “Yes”

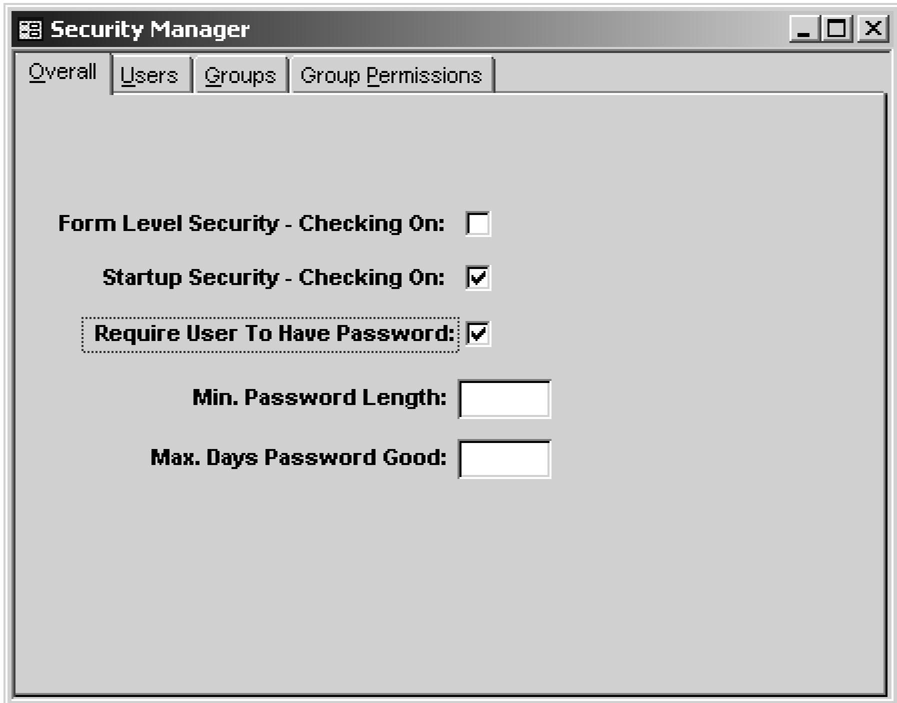
To set up “Startup Security” and /or “Require User To Have Password”, Select the “Users” tab.



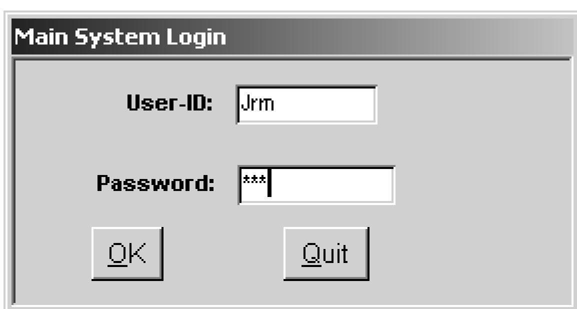
- Click “New” and enter the User ID
- Full Name: [Optional] Enter the full name of the person that corresponds with each ID
- Nothing else needs to be selected for this level of security
- Select the “Overall” tab
- Click on “Startup Security – Checking On” and/or “Require User to Have Password”
- When you click on “Startup Security – Checking On” and/or “Require User to Have Password”, this warning message will appear.



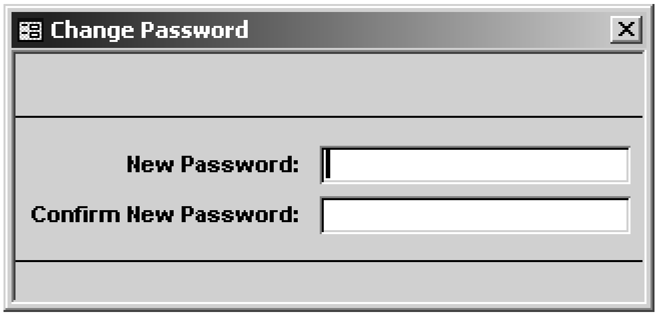
- If you are certain that you have correctly completed the setup, select "Yes"



- Min. Password Length: [Optional] Enter a value for the minimum length of a password. Leave blank for no minimum limit.
- Max. Days Password Good: [Optional] Enter a value for the maximum number of days a password is good. Leave blank for no maximum limit.

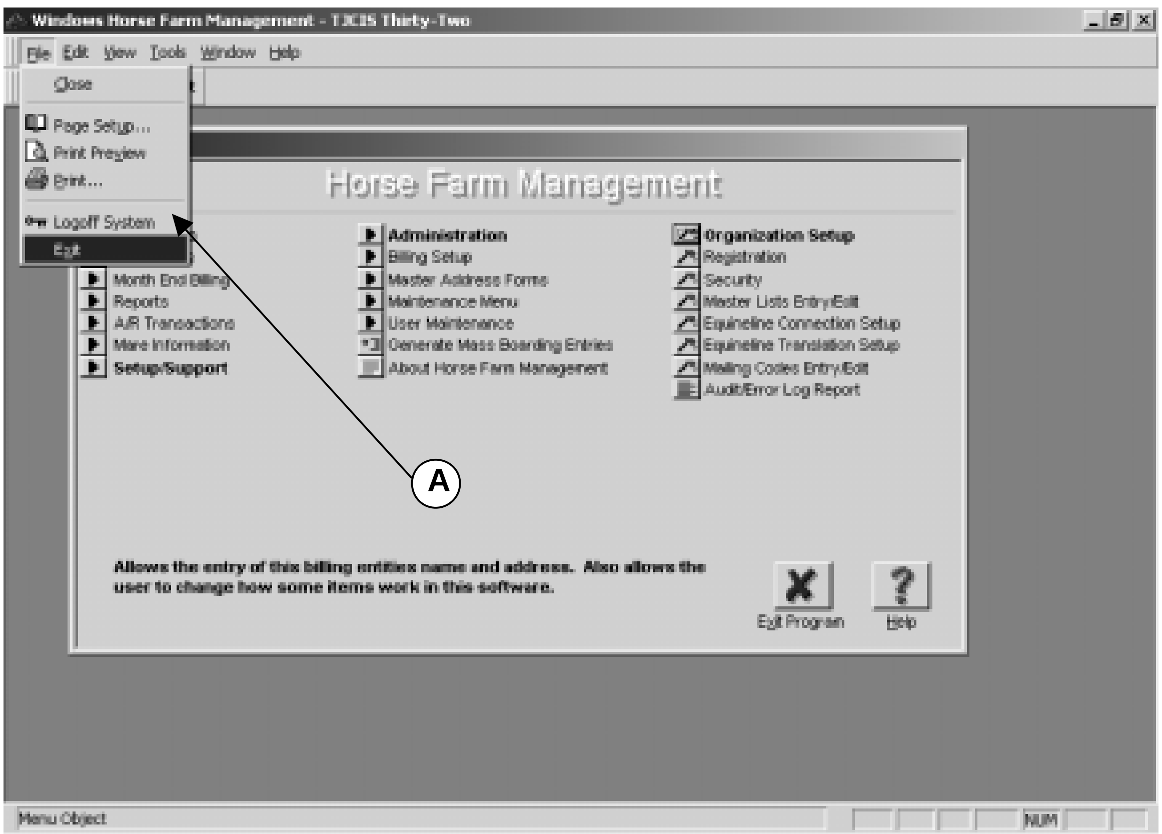


- If the "Startup Security – Checking On" has been checked, the Main System Login screen will appear and the user will have to enter their password.



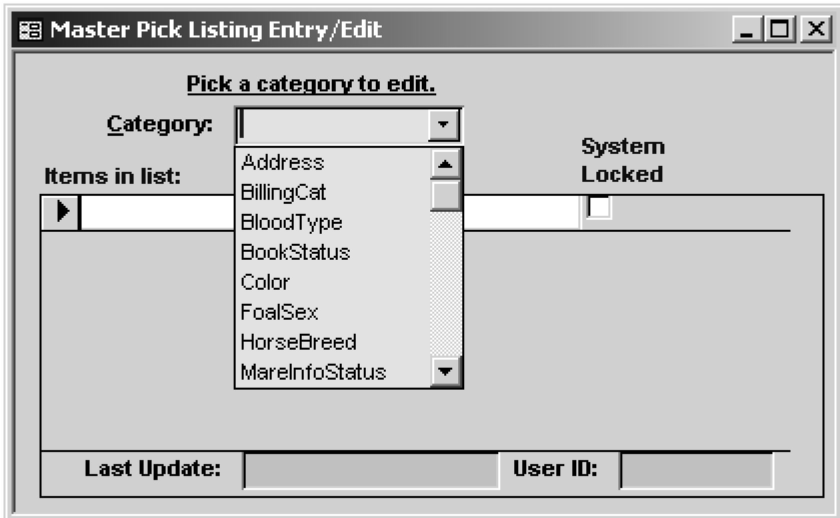
- If "Require User To Have Password" has been checked, the Change Password screen will appear the first time the program is started. The user will have to identify their password.

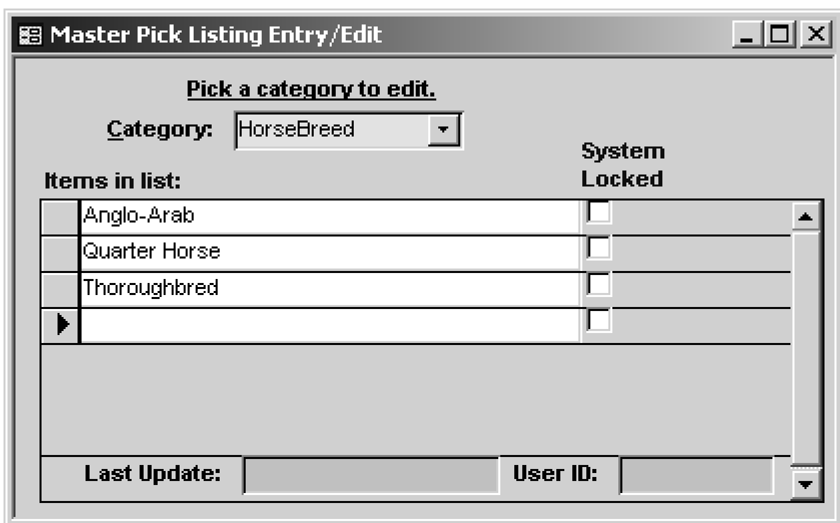
Logoff System



- If you want to log out of WinHFM and not shut down your entire system, select "File" at the top of the WinHFM screen and then select Logoff System. **(A)** If someone else wanted to access WinHFM on your computer they would have to log in under their own User ID and/or Password.

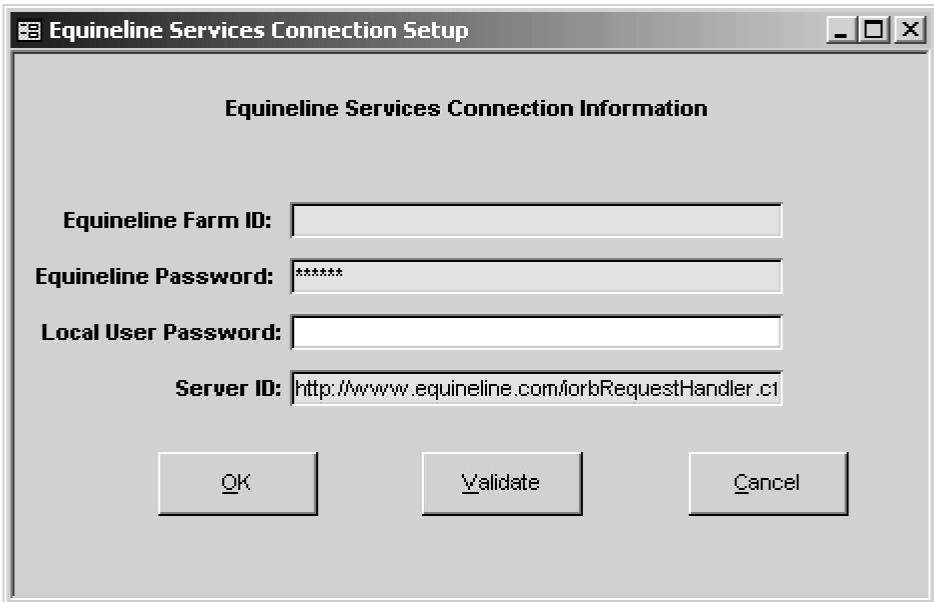
4. Master Lists Entry/Edit
   No changes are needed unless your farm uses a different set of terms
   - Select "Setup/Support" from the menu
   - Select "Administration" from the menu
   - Select "Master Lists Entry/Edit"
   - Select the list category that you wish to review. This displays the list of user choices for that category.





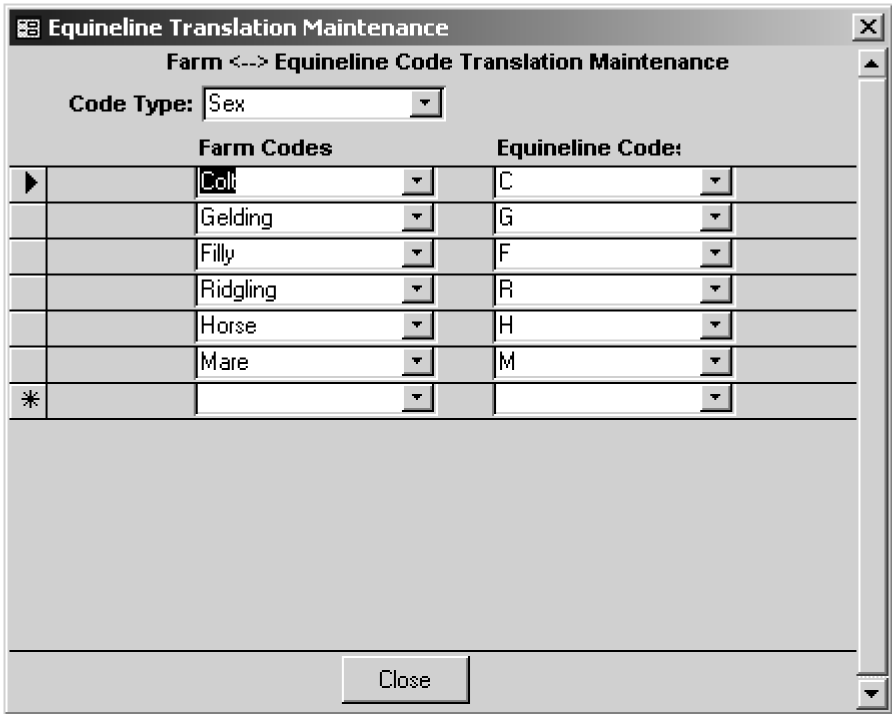
   - If your farm needs additional items than those that are already set up, those items can be added on the last line in the list (it will be blank).
   - Close the form and return to the Main Menu.

4. Equineline Connection Setup
   - Select “Setup/Support” from the menu
   - Select “Administration” from the menu
   - Select “Equineline Connection Setup”



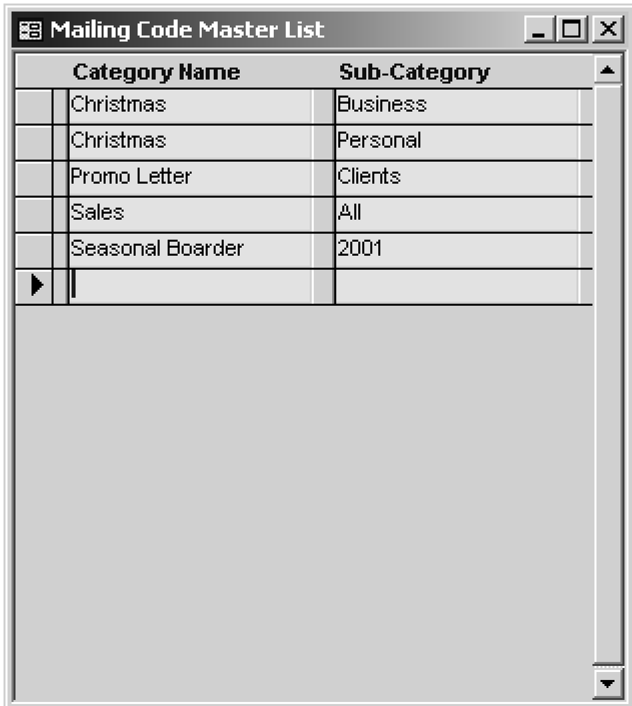
   - Please see the instructional guide for equineline.com.

5. Equineline Translation Setup
    - Select “Setup/Support” from the menu
    - Select “Administration” from the menu
    - Select “Equineline Translation Setup”



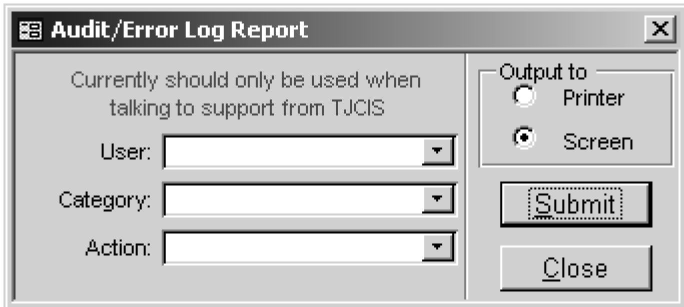
    - Please see the instructional guide for equineline.com.

6. Mailing Codes Entry/Edit
    - Select “Setup/Support” from the menu
    - Select “Administration” from the menu
    - Select “Mailing Codes Entry/Edit”



    - 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 Categories and Sub-Categories as needed.
    - To add a new Category and Sub-Category, enter the information in a new blank field (the last line on the form will be blank). If the form is completely full, use the scroll bar on the right-hand side of the form to scroll to a new line.

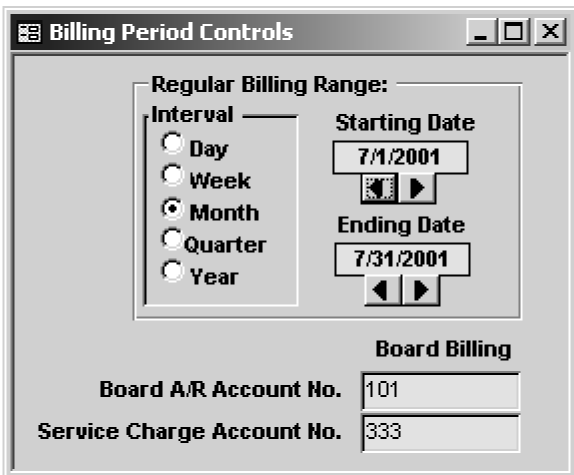
7. Audit/Error Log Report
    - Select “Setup/Support” from the menu
    - Select “Administration” from the menu
    - Select “Audit/Error Log Report”



    - This is used as a debugging tool by TJCIS.

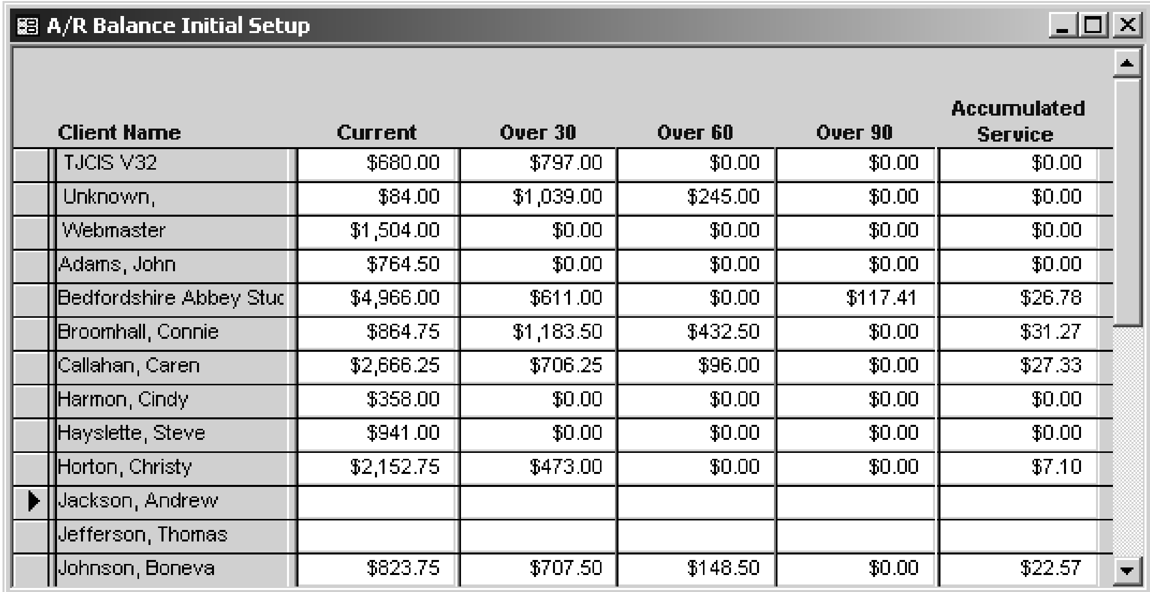
1. Billing Period Control
   - Select "Setup/Support" from the menu
   - Select "Billing Setup" from the menu
   - Select "Billing Period Control"
   - Since the Horse Farm Management System uses General Ledger Account numbers to allocate charges and payments appropriately, G/L Account numbers should be identified prior to using the system.

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

   - The G/L Account numbers are at the bottom of the form. Enter the Board A/R Account Number and the Service Charge Account Number for the Monthly Board Billing. You can leave the numbers that have been pre-loaded or you can enter account numbers designated by your farm.
   - Close the form and return to the Main Menu

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



A/R Balance Initial Setup

Client Name	Current	Over 30	Over 60	Over 90	Accumulated Service
TJCIS V32	$680.00	$797.00	$0.00	$0.00	$0.00
Unknown,	$84.00	$1,039.00	$245.00	$0.00	$0.00
Webmaster	$1,504.00	$0.00	$0.00	$0.00	$0.00
Adams, John	$764.50	$0.00	$0.00	$0.00	$0.00
Bedfordshire Abbey Stuc	$4,966.00	$611.00	$0.00	$117.41	$26.78
Broomhall, Connie	$864.75	$1,183.50	$432.50	$0.00	$31.27
Callahan, Caren	$2,666.25	$706.25	$96.00	$0.00	$27.33
Harmon, Cindy	$358.00	$0.00	$0.00	$0.00	$0.00
Hayslette, Steve	$941.00	$0.00	$0.00	$0.00	$0.00
Horton, Christy	$2,152.75	$473.00	$0.00	$0.00	$7.10
Jackson, Andrew					
Jefferson, Thomas					
Johnson, Boneva	$823.75	$707.50	$148.50	$0.00	$22.57

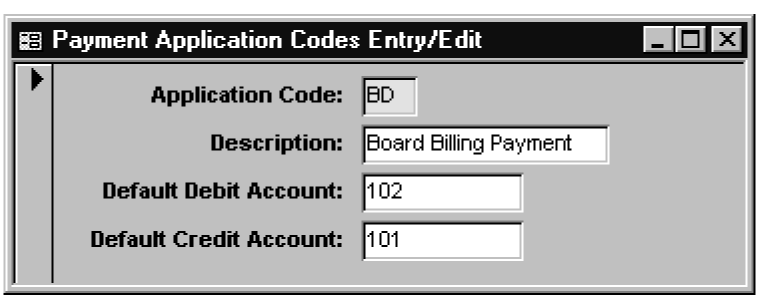
- During initial set up, the ending balances for each client were entered in this screen. The amounts entered in this table will be reflected as the beginning balance on the first billing run performed on WinHFM.

Important: *You should only edit A/R balances in this manner during your initial install/configuration process. The system will adjust (age) these entries in a normal fashion during the closing of each monthly billing cycle.*

- Close the form and return to the Main Menu

3. Payment Codes Entry/Edit
   - Select “Setup/Support” from the menu
   - Select “Billing Setup” from the menu
   - Select “Payment Codes Entry/Edit”
   - Enter an Application Code (example shown is BD)
   - Enter a Description for the application code (can use Board, Board Billing, Board Payment, Board Billing Payment, etc.)

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.



Payment Application Codes Entry/Edit

Application Code: BD
Description: Board Billing Payment
Default Debit Account: 102
Default Credit Account: 101

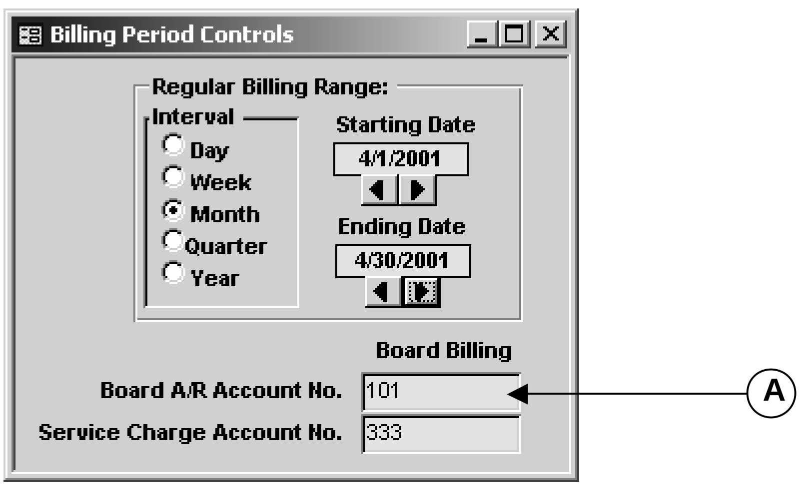
Note: When you are entering your cash receipts on a daily/regular basis, you will be selecting this payment code from a pull down list. Again, this payment application code indicates to the system that the cash receipt will be applied to your board billing.

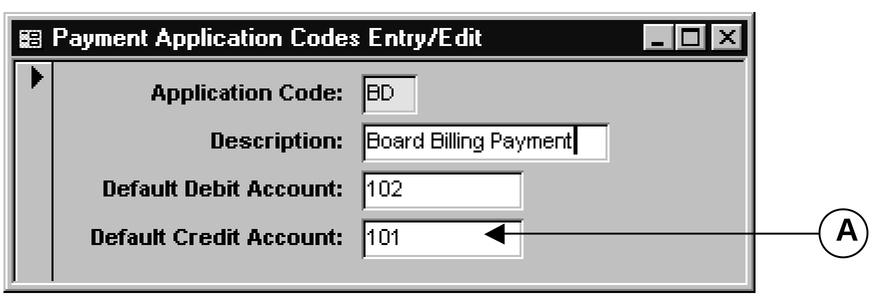
Note: Your "Month End Billing", or "Board Billing" consists of boarding charges as well as procedure charges. When payment is made, you will <u>not</u> be separating the payments into "Board Payments" and "Procedure Payments".

- Close the form and return to the Main Menu.

TIP*:* Your Payment Application code for Board Billing can be either numerical or alphabetical.

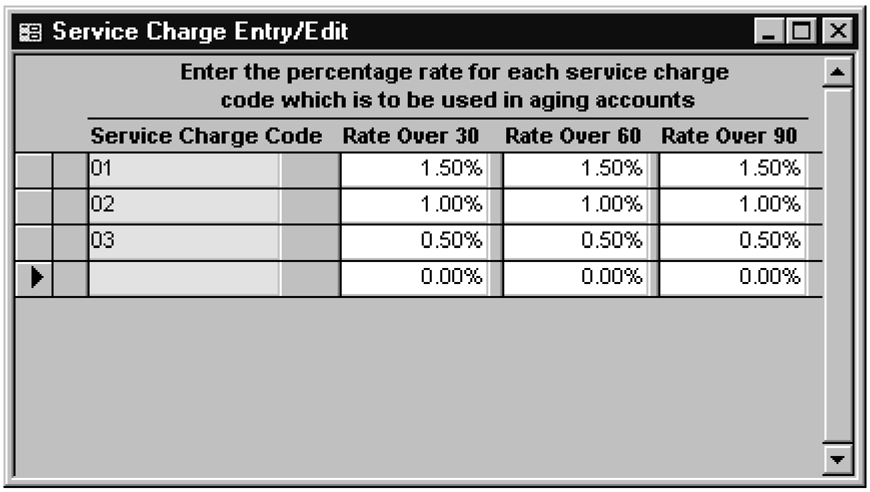
Note: *When setting up your payment application codes, The "Default Credit Account" number for Board Billing* ***MUST*** *match the "Board A/R Account" number that you entered in the Billing Period Control screen. This example uses 101 as the Board A/R Account No. <u>and</u> the Default Credit Account Number.* **(A)**





4. Service Charge Type Entry/Edit
If you charge late fees for unpaid invoices, you will enter codes for each rate you plan to use. The Horse Farm Management System will automatically apply a “late fee” to any unpaid balances for those clients that you specifically indicate should be charged late fees/service charges. A client will never be charged late fees unless you specifically mark it as such. (Master Files > Client Entry/Edit > service Charge Code)

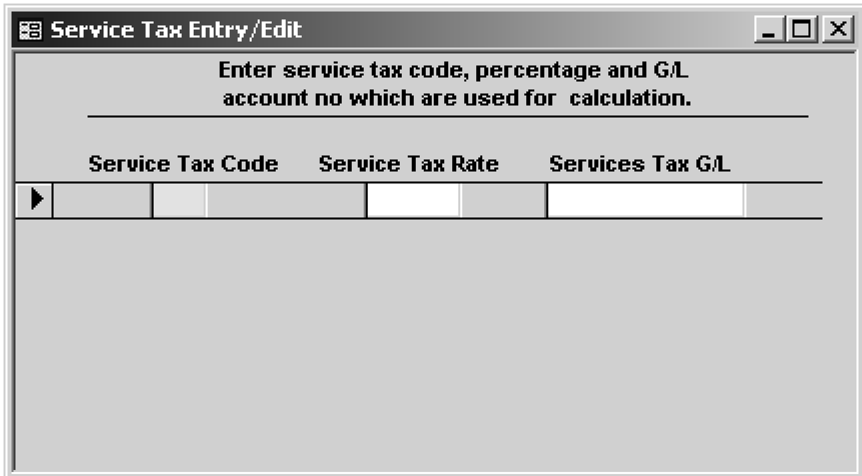
- Select “Setup/Support” from the menu
- Select “Billing Setup” from the menu
- Select “Service Charge Type Entry/Edit”



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. The service charge code can be alphabetical or numerical. First enter the Service Charge Code then enter the rate in the 30, 60 & 90 columns.

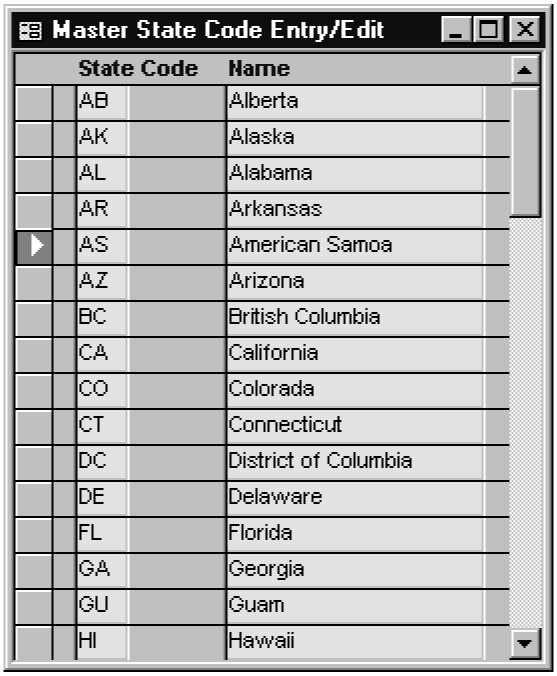
- Close the form and return to the Main Menu.

5. Services Tax Entry/Edit
   - Select “Setup/Support” from the menu
   - Select “Billing Setup” from the menu
   - Select “Services Tax Entry/Edit”



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

1. Master State/County Entry/Edit
   No changes are needed unless you find it necessary to update this list
   - Select "Setup/Support" from the menu
   - Select "Master Address Forms" from the menu
   - Select Master State/County Entry/Edit

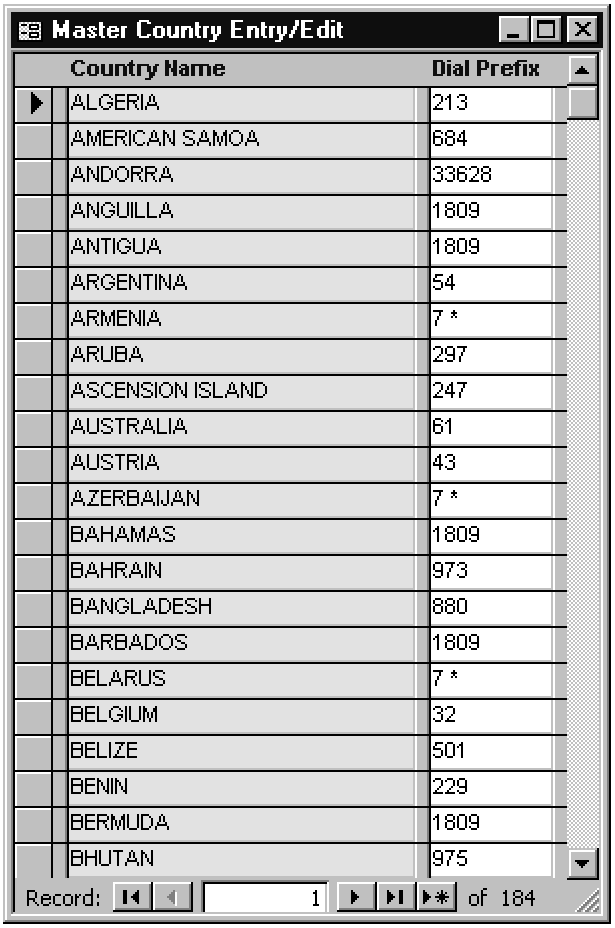


   - Review the entries and update as needed
   - Close the form and return to the main menu

2. Master Zip Code Entry/Edit
   No changes are needed unless you find it necessary to update this list
   - Select "Setup/Support" from the menu
   - Select "Master Address Forms" from the menu
   - Select Master ZIP code Entry/Edit

   - Review the entries and update as needed
   - Close the form and return to the main menu

3. Master Country Entry/Edit
   No changes are needed unless you find it necessary to update this list
   - Select “Setup/Support” from the menu
   - Select “Master Address Forms” from the menu
   - Select “Master Country” Entry/Edit



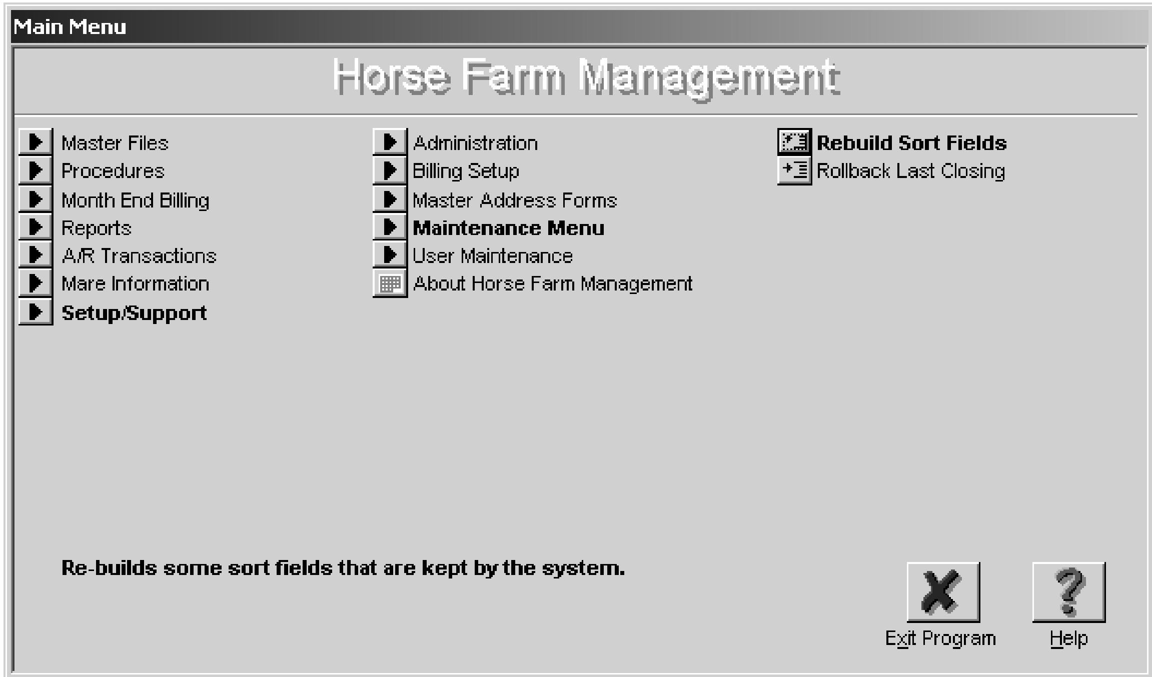
Master Country Entry/Edit

Country Name	Dial Prefix
ALGERIA	213
AMERICAN SAMOA	684
ANDORRA	33628
ANGUILLA	1809
ANTIGUA	1809
ARGENTINA	54
ARMENIA	7 *
ARUBA	297
ASCENSION ISLAND	247
AUSTRALIA	61
AUSTRIA	43
AZERBAIJAN	7 *
BAHAMAS	1809
BAHRAIN	973
BANGLADESH	880
BARBADOS	1809
BELARUS	7 *
BELGIUM	32
BELIZE	501
BENIN	229
BERMUDA	1809
BHUTAN	975

Record: 1 of 184

   - Review the entries and update as needed
   - Close the form and return to the main menu

Maintenance Menu



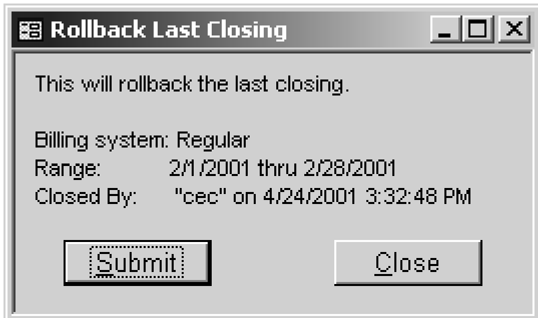
1. Rebuild Sort Fields

   Before selecting this option, please call The Jockey Club Information Systems first and a customer support representative will walk through the process with you.

   - Select “Setup/Support” from the menu
   - Select “Maintenance Menu” from the menu
   - Select “Rebuild Sort Fields”

   - Select “Yes”
   - This process will close when completed

2. Rollback Last Closing
   Before selecting this option, please call The Jockey Club Information Systems first and a customer support representative will walk through the process with you.

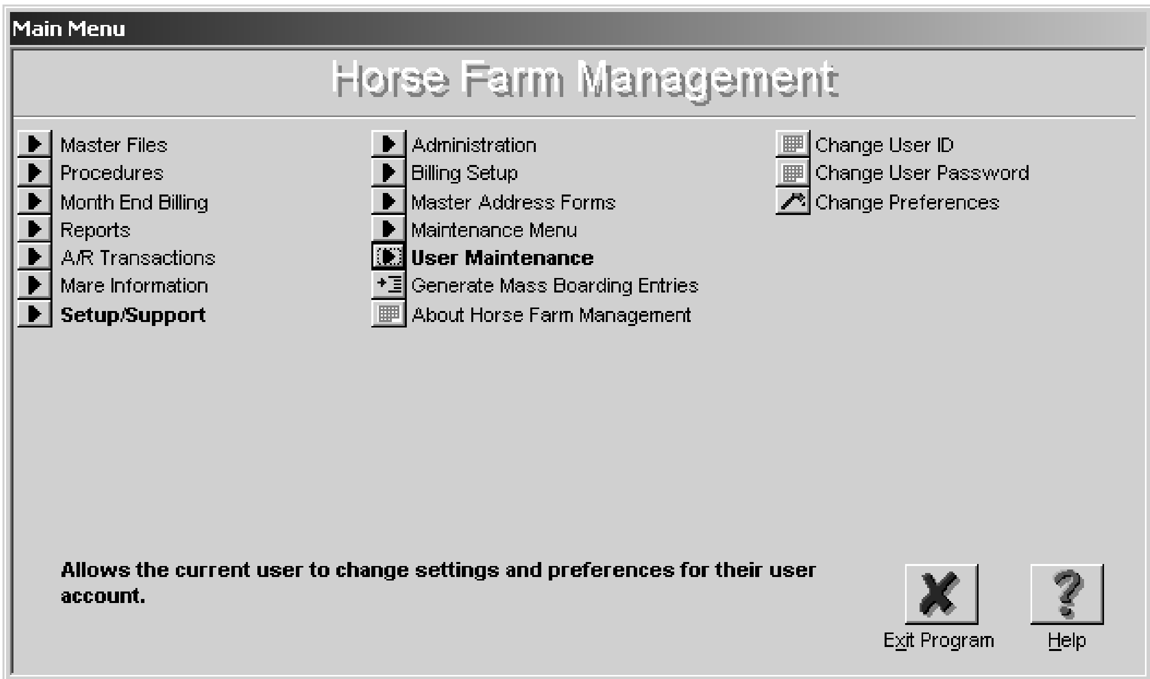


This screen will show you what Billing System has been closed, the date range of the billing and the person that closed it along with the date and time.

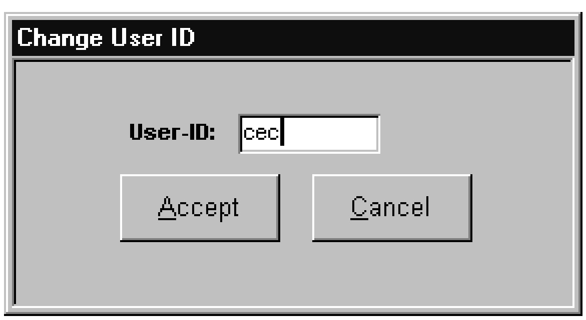
User Maintenance

1. Change User ID
   This option is selected when you wish to change your User ID. This ID appears in a form when a user creates a record or edits an existing record.

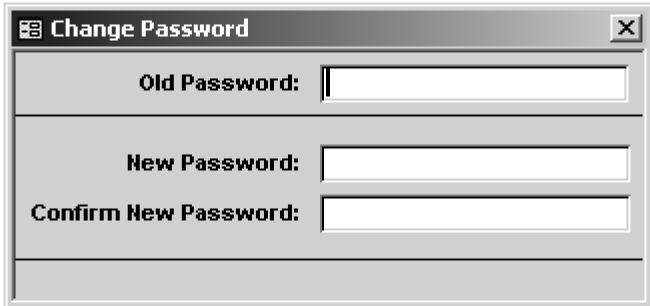
   - Select “Setup/Support” from the menu
   - Select “User Maintenance” from the menu
   - Select “Change User ID”



   - Enter your new User-ID and select “Accept”. This ID appears on most screens at the lower right-hand corner along with the “Last Update” field.



2. Change User Password



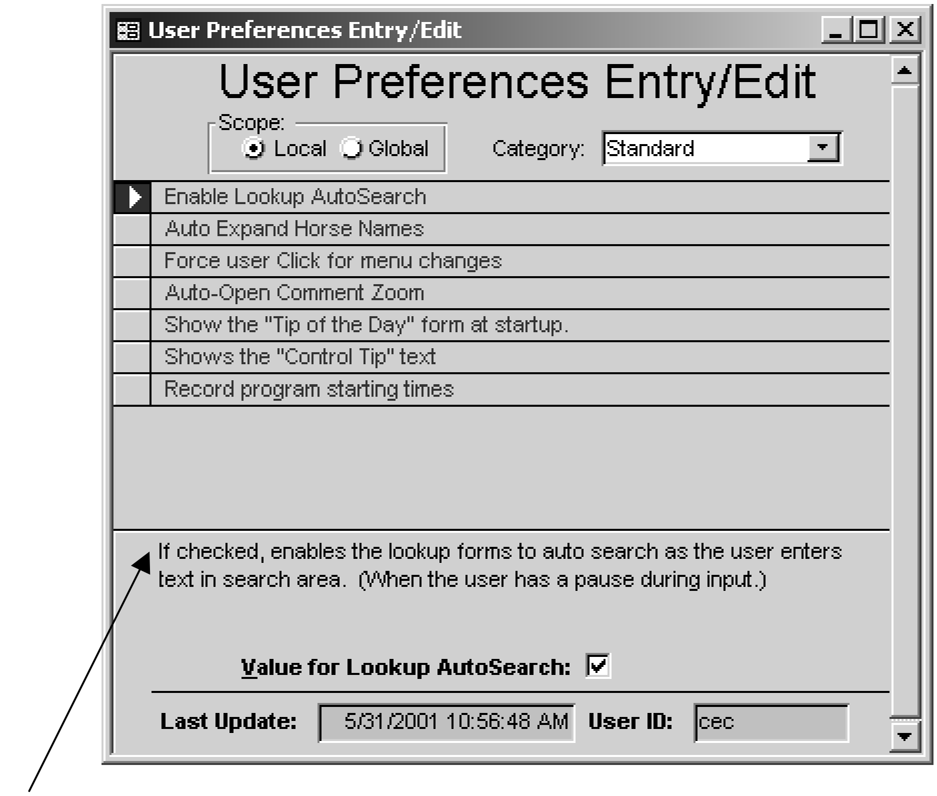
- Enter your Old Password
- Enter your New Password
- Re-Enter your New Password
- Close the form and return to the main menu.

3. Change Preferences

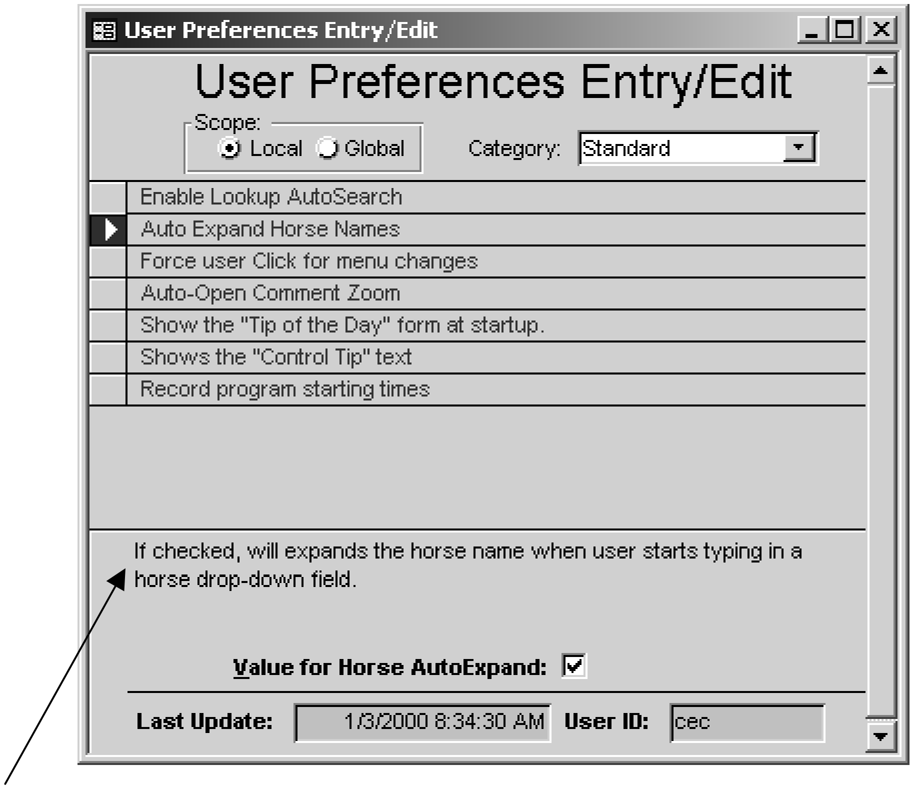
There are several options that are available depending on your personal preferences.

- Select “Setup/Support” from the menu
- Select “User Maintenance” from the menu
- Select “Change Preferences”
- “Scope”: Local indicates that the preferences will be set on the local machine only. Global indicates that the preferences will be set for the local machine as well as all machines that are using WinHFM in a network environment.

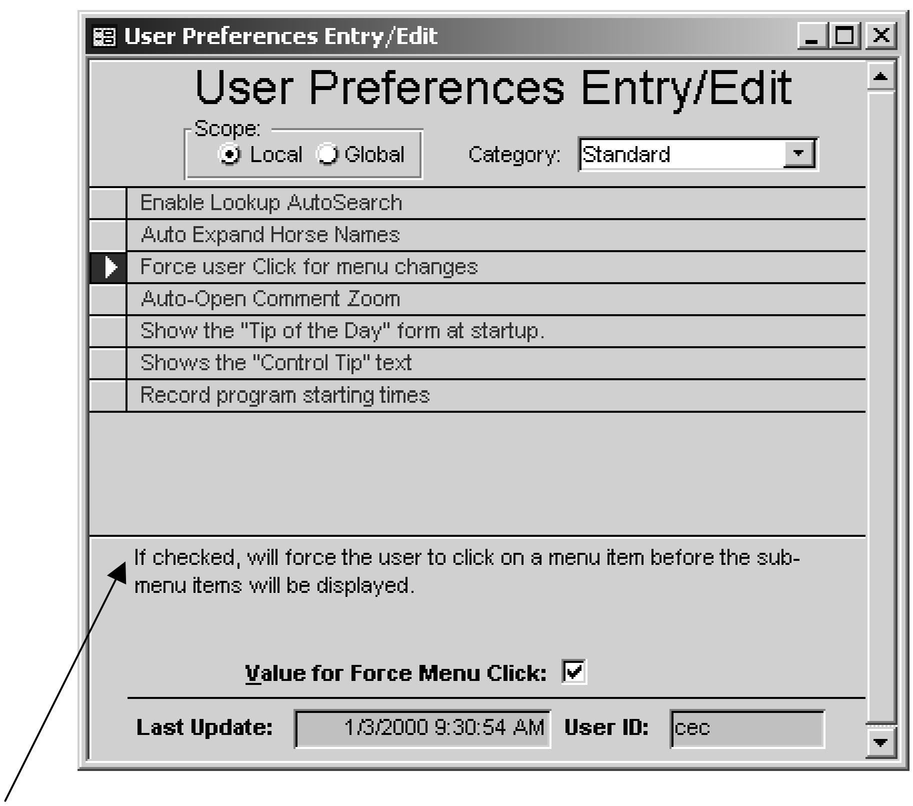
- Review each item on the form and select which option you want to turn on or off.



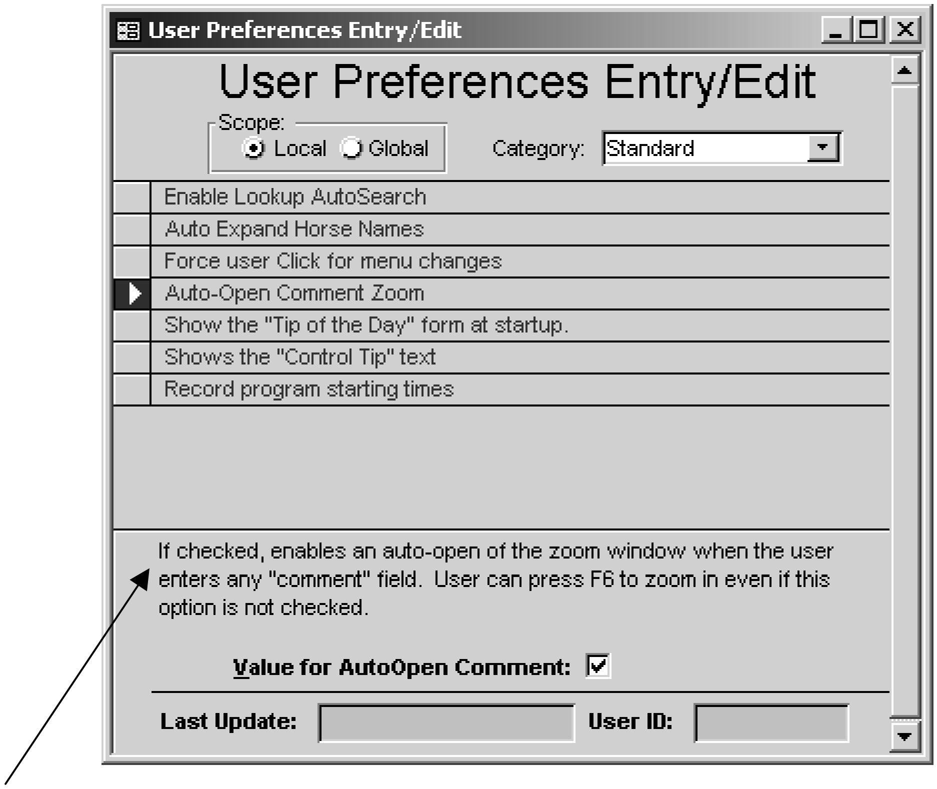
Local: Enable Lookup AutoSearch.



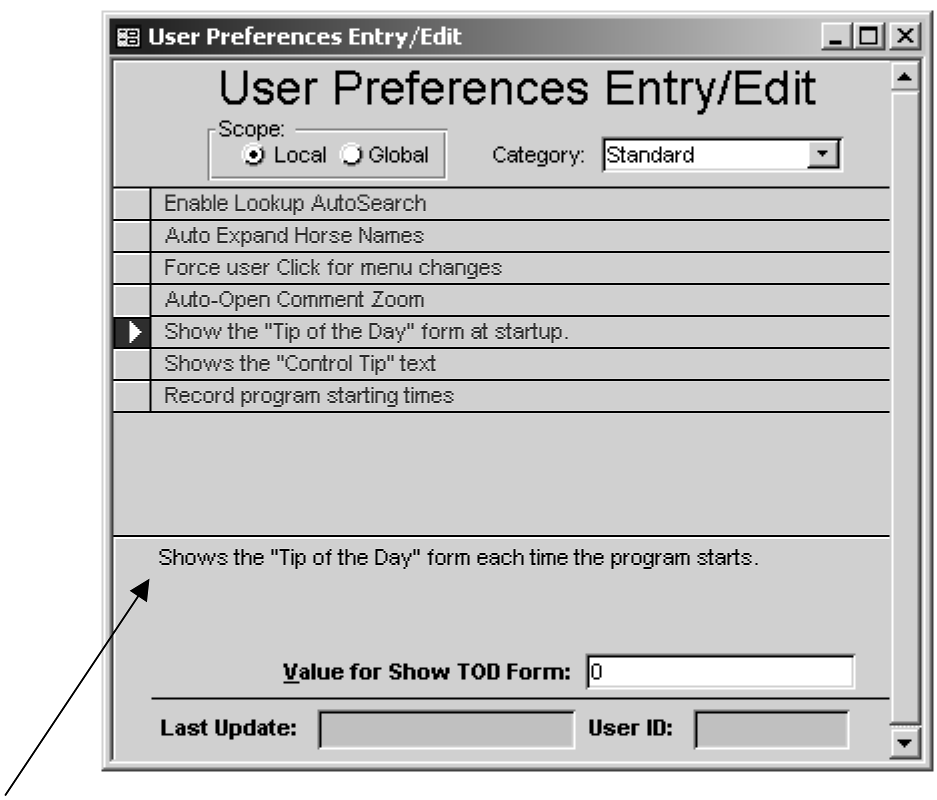
Local: “Auto Expand Horse Names”



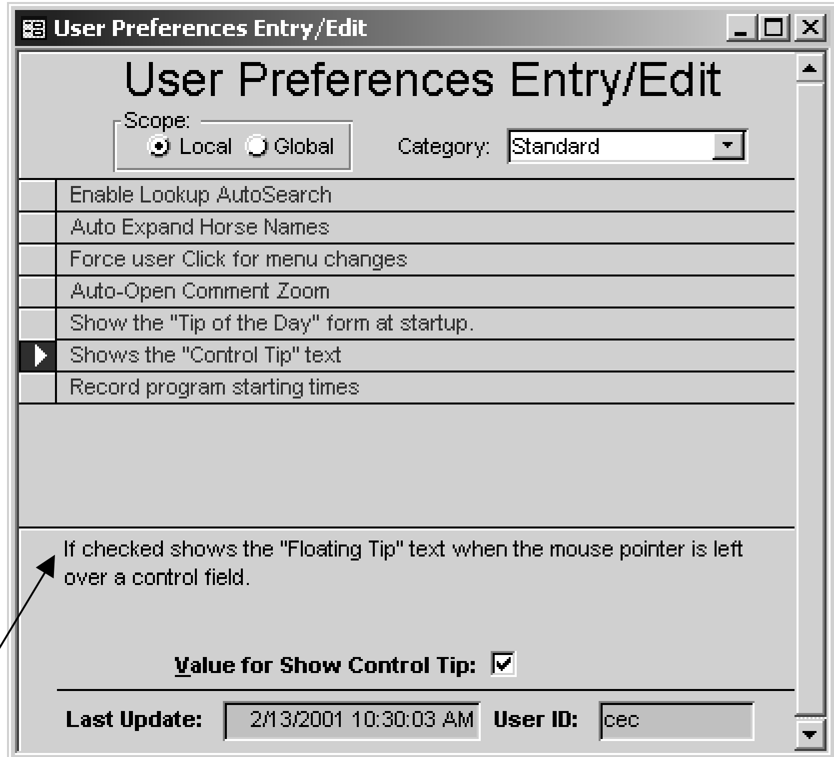
Local: “Force user Click for menu changes”



<u>Local:</u> “Auto-Open” Comment Zoom

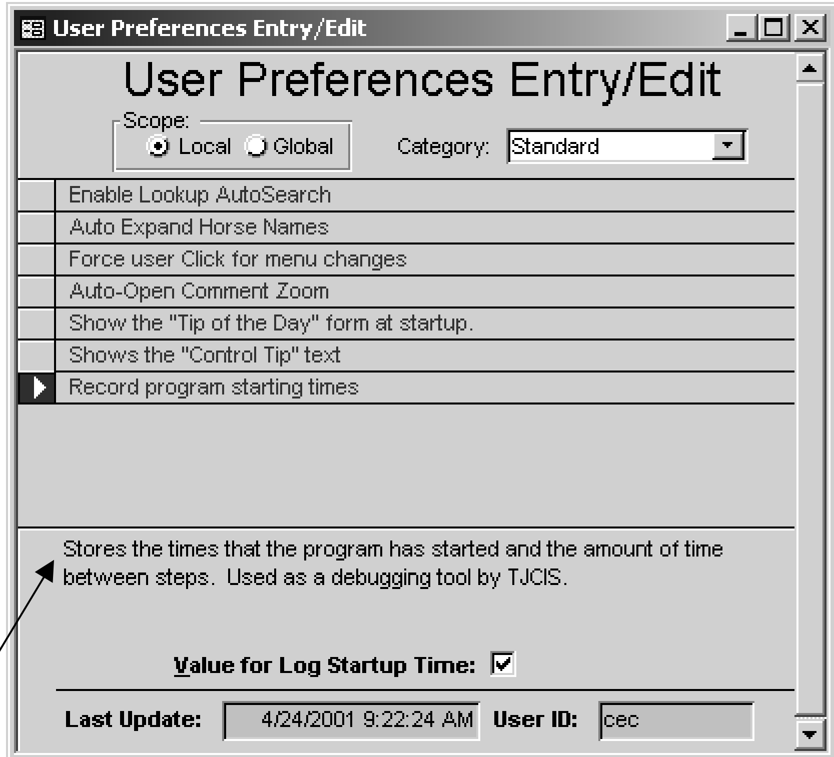


<u>Local:</u> “Show the “Tip of the Day” form at startup.

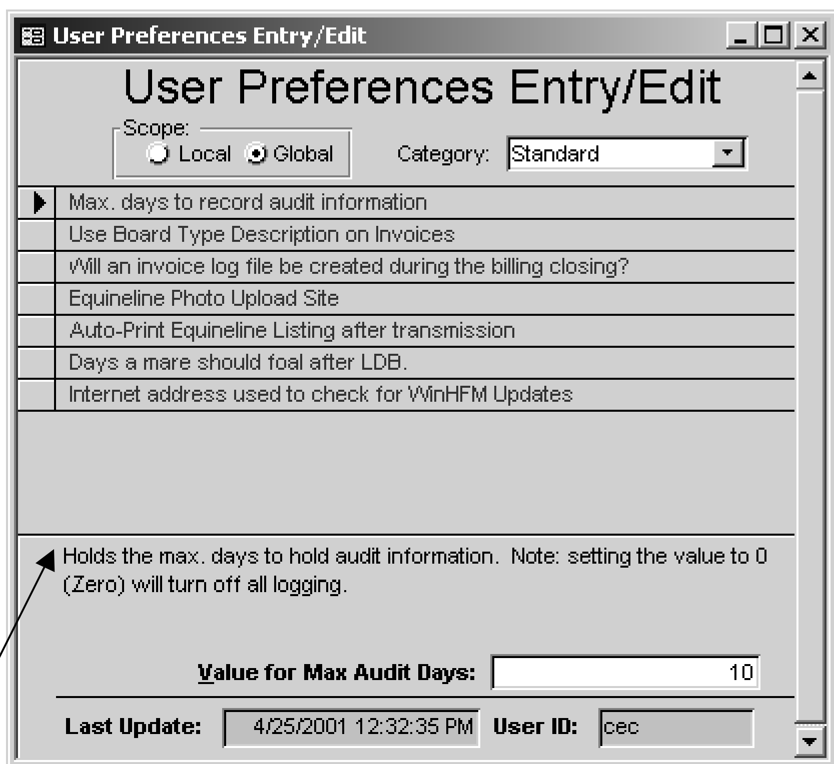


Local: "Shows the "Control Tip" text

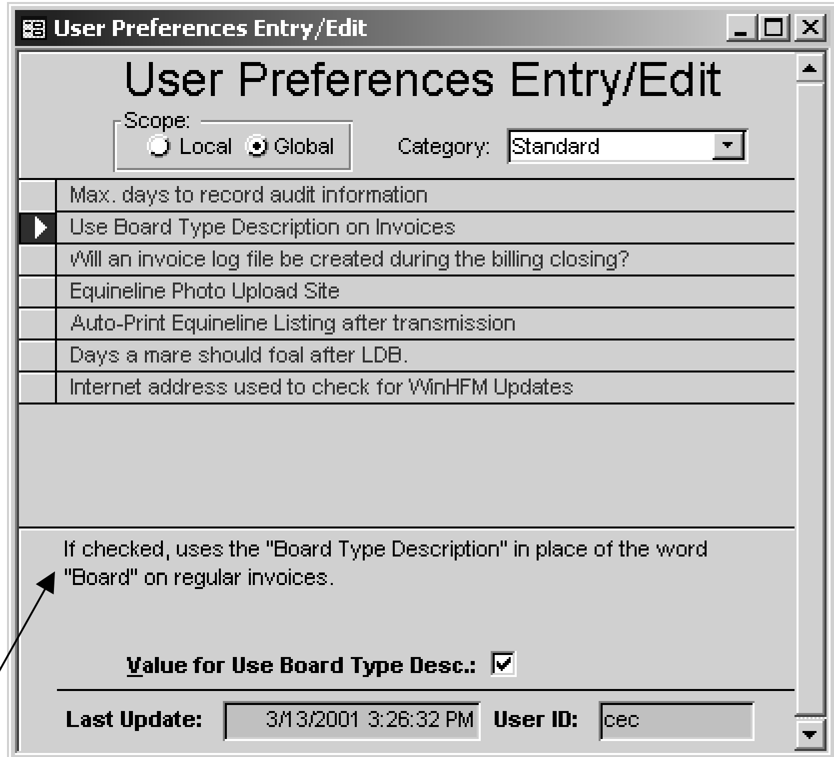
TIP: Once you become familiar with WinHFM, you might want to turn off the "Control Tip" text option



<u>Local:</u> “Record program starting times”

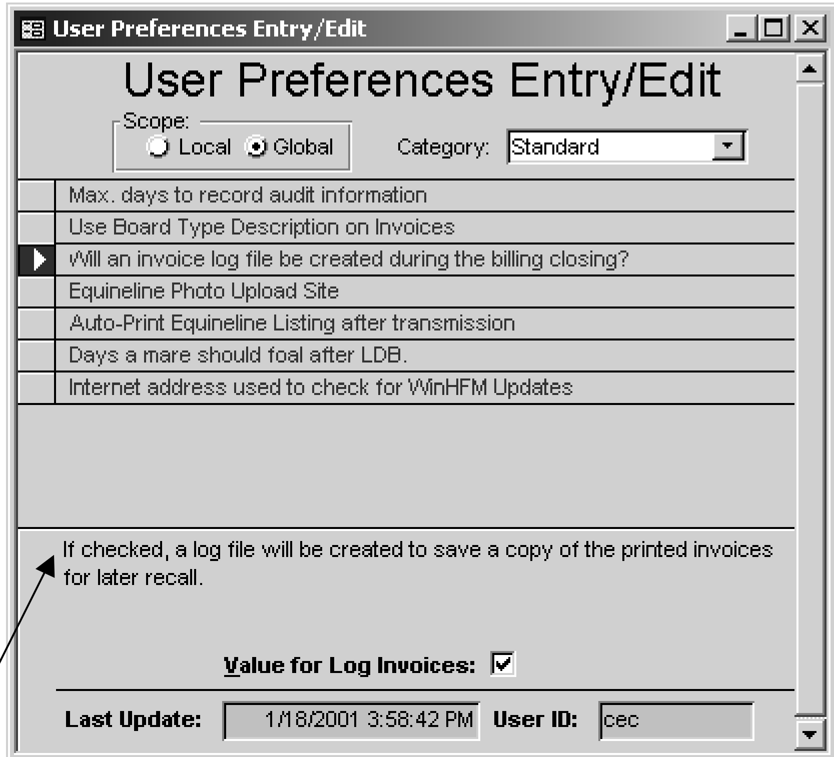


<u>Global:</u> “Max. days to record audit information.



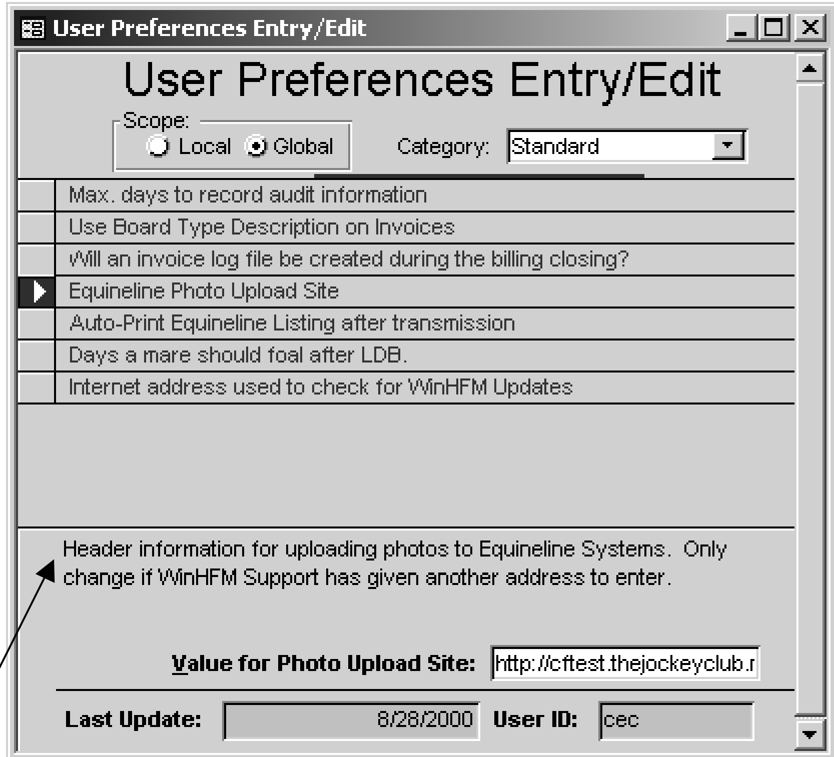
Global: "Use Board Type Description on Invoices"

TIP: Invoices usually show "Board @ $xx.xx per day". If the Board Type Description is chosen, the invoice will show "Sales Prep @ $xx.xx per day".

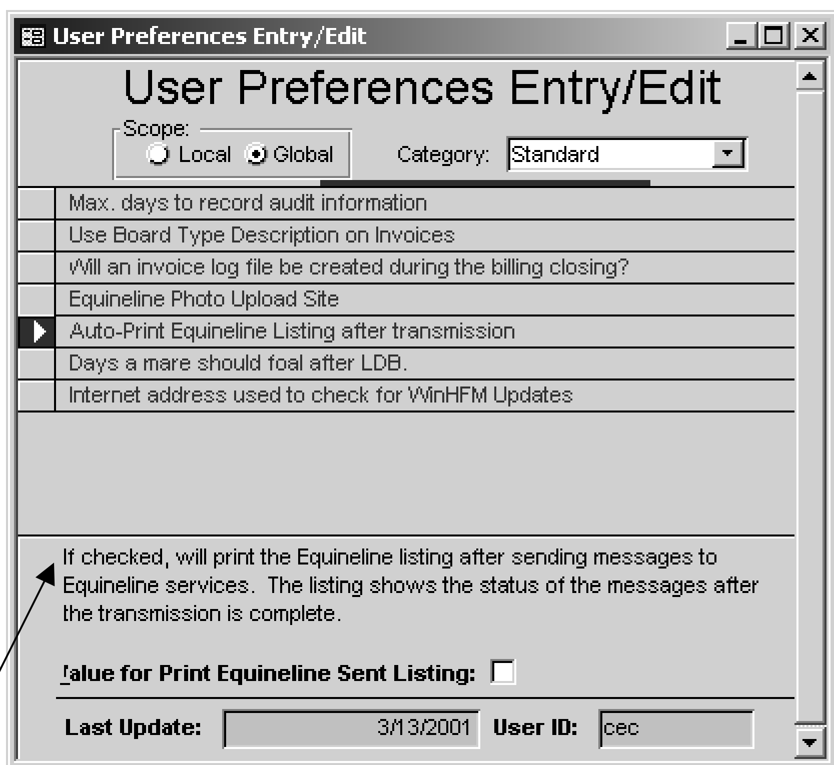


Global: "Will an invoice log file be created during the billing closing?"

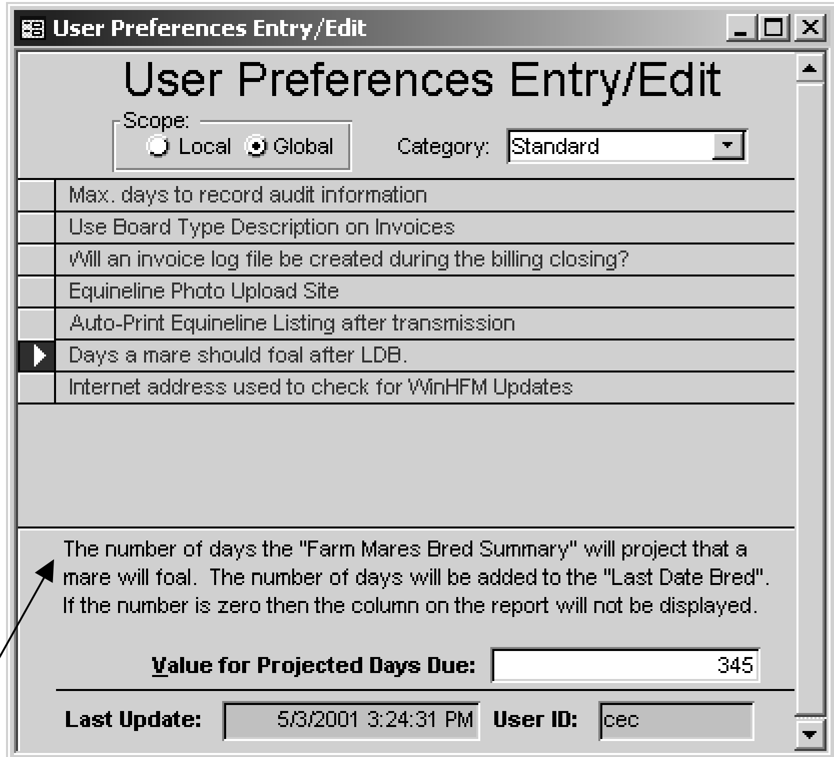
TIP: To save on paper copies, you can choose to have the system create a copy of your invoices at the time your month end billing is being closed. To turn this option on, select Global and then click on "Will an invoice log file be created during the billing closing?" and click in the box marked "Value for Log Invoices". If selected, the invoice copies will be written to a file and they can be re-printed at any time. (**See Month End Billing**)



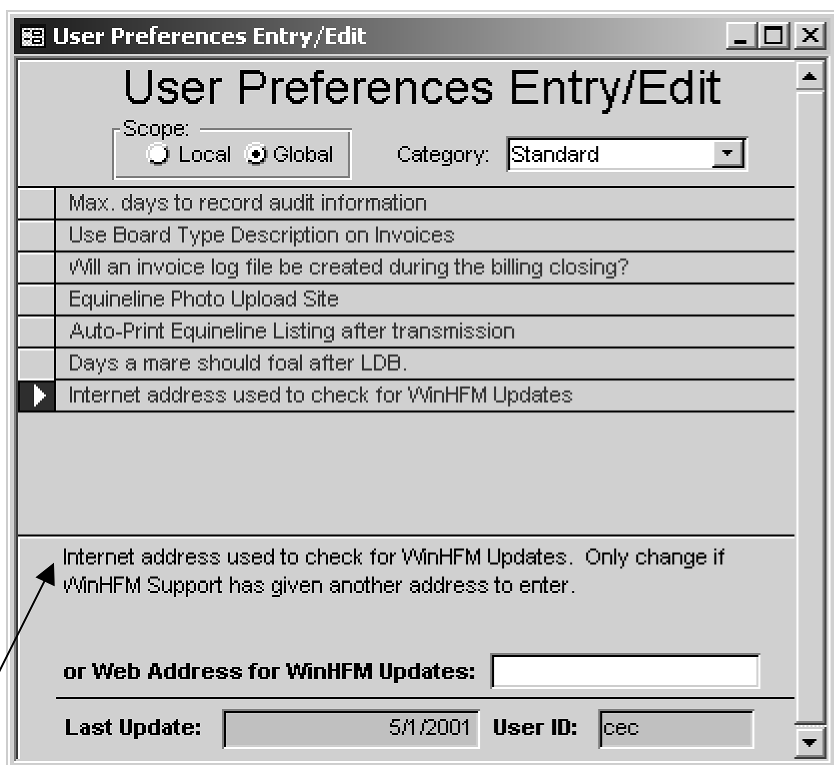
Global: Equineline Photo Upload Site



Global: Auto-Print Equineline Listing after transmission



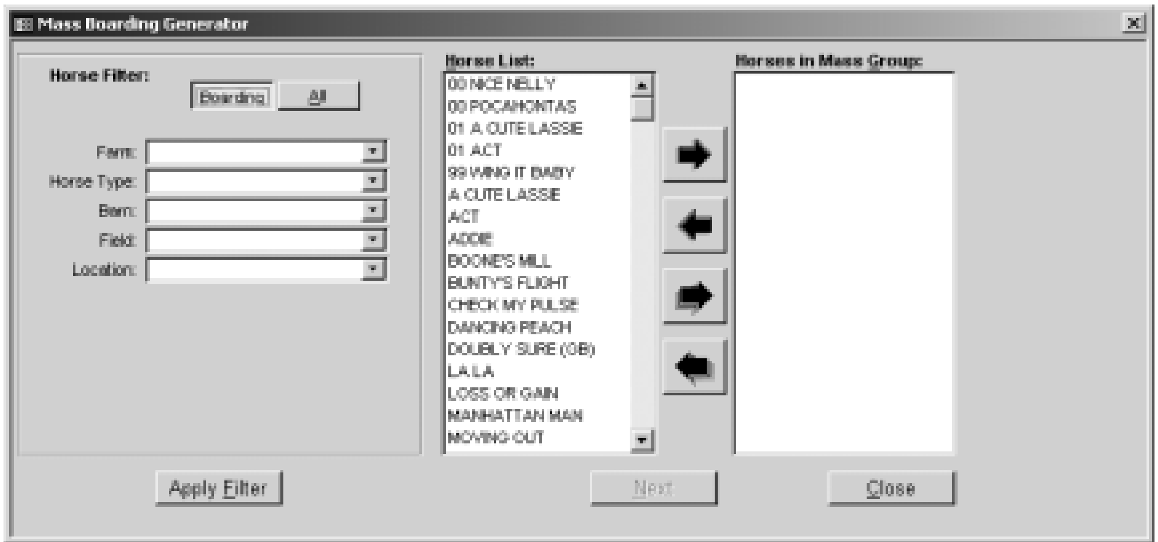
<u>Global:</u> Days a mare should foal after LDB.



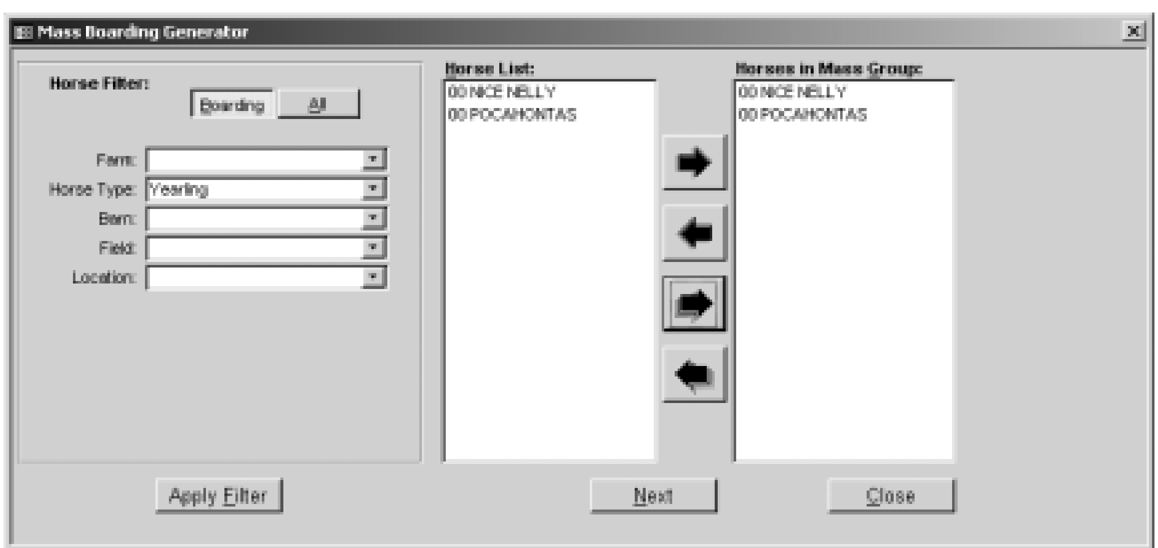
<u>Global:</u> Internet address used to check for WinHFM Updates.

Generate Mass Boarding Entries

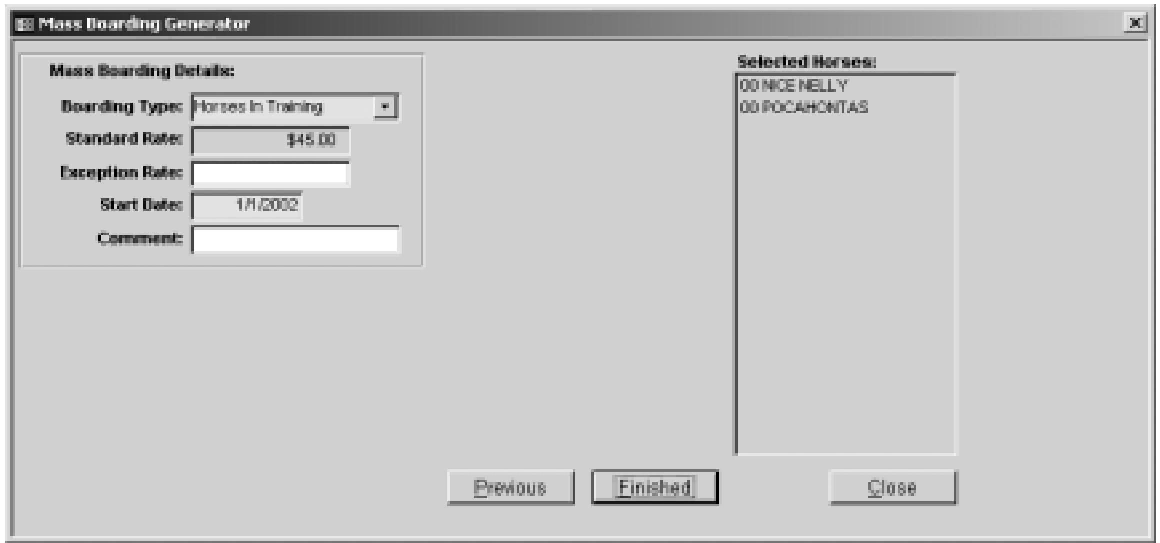
If you want to change the boarding type for a large number of horses all at once, do so through "Generate Mass Boarding Entries".
<u>Be sure</u> to make the changes starting with the oldest group first. For instance, change all yearlings to two year old's first and then change all foals/weanlings to yearlings.



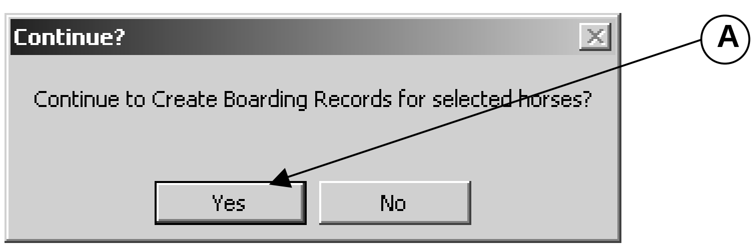
- Farm: Select a specific farm from the drop down menu or leave "Farm" blank to select all farms.
- Horse Type: Select a Horse Type from the pull down menu
- Barn: Select a specific barn from the pull down menu or leave "Barn" blank to select all barns.
- Field: Select a specific field from the pull down menu or leave "Field" blank to select all fields.
- Location: Select a specific location from the pull down menu or leave "Location" blank to select all locations.



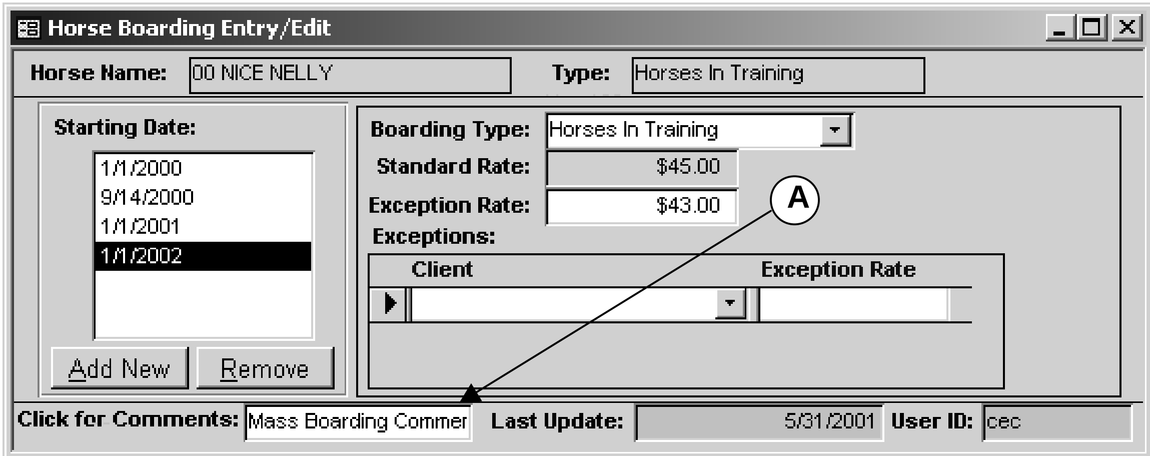
- Click on “Apply Filter” and a list of currently boarding horses of that particular Horse Type will be shown in the Horse List on the left.
- Using the arrows in the center of the form, select all horses or certain particular horses and place them in the “Horses in Mass Group” list on the right.
- Click on “Next”



- Boarding Type: Select the new boarding type
- 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”
- Start Date: Enter the date that the new Horse Type will be effective.
- Comment: Enter any comments regarding this Horse Type Change. These comments will appear on the Mass Boarding Worksheet (Comment/Error) that will automatically print after you select “Yes” **(A)**

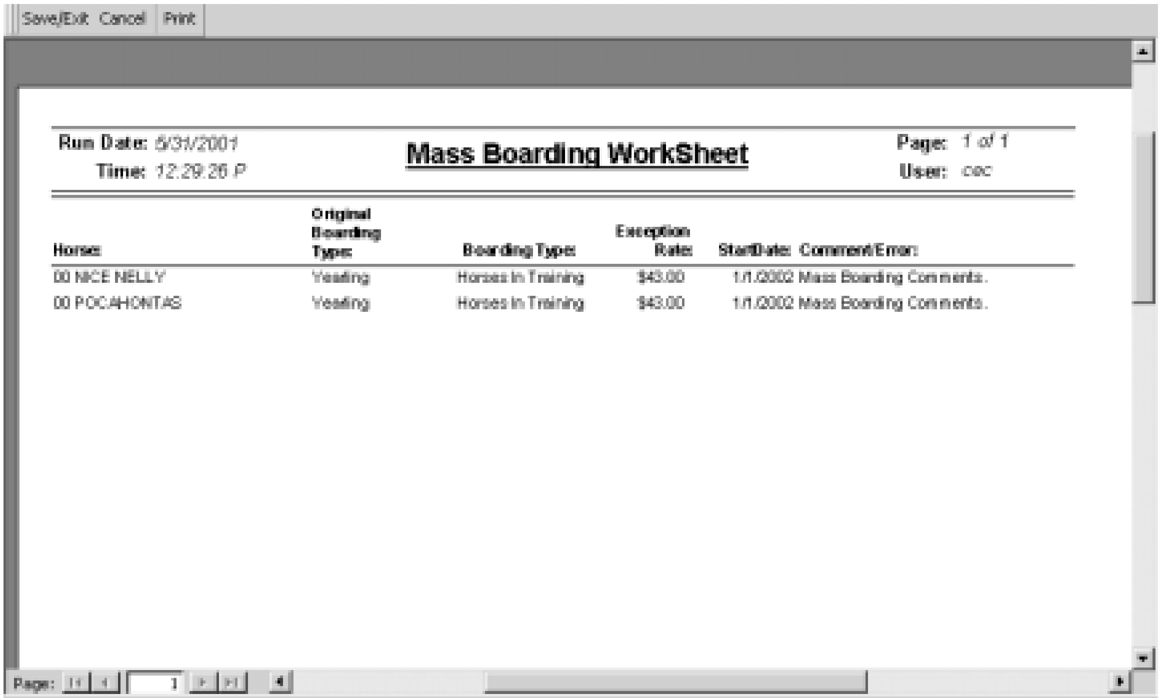


- “Comments”: These comments will also appear in the “Boarding” screen for each horse that was included in the “Mass Boarding Entry” group. **(A)**

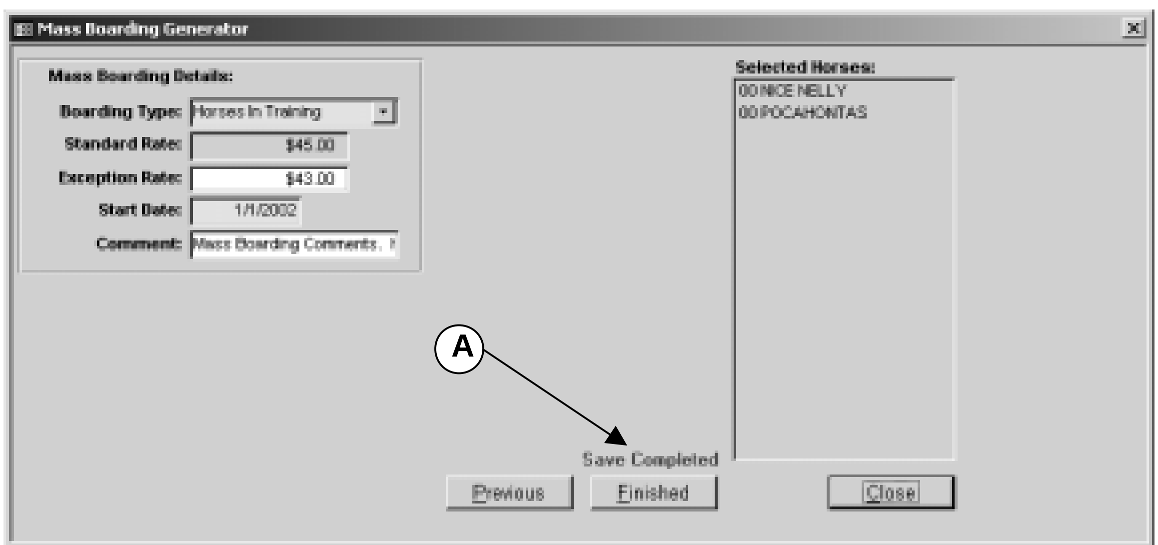


- After you have entered any comments, click on “Finished”
- Select “Yes” to continue
- This message will automatically appear.

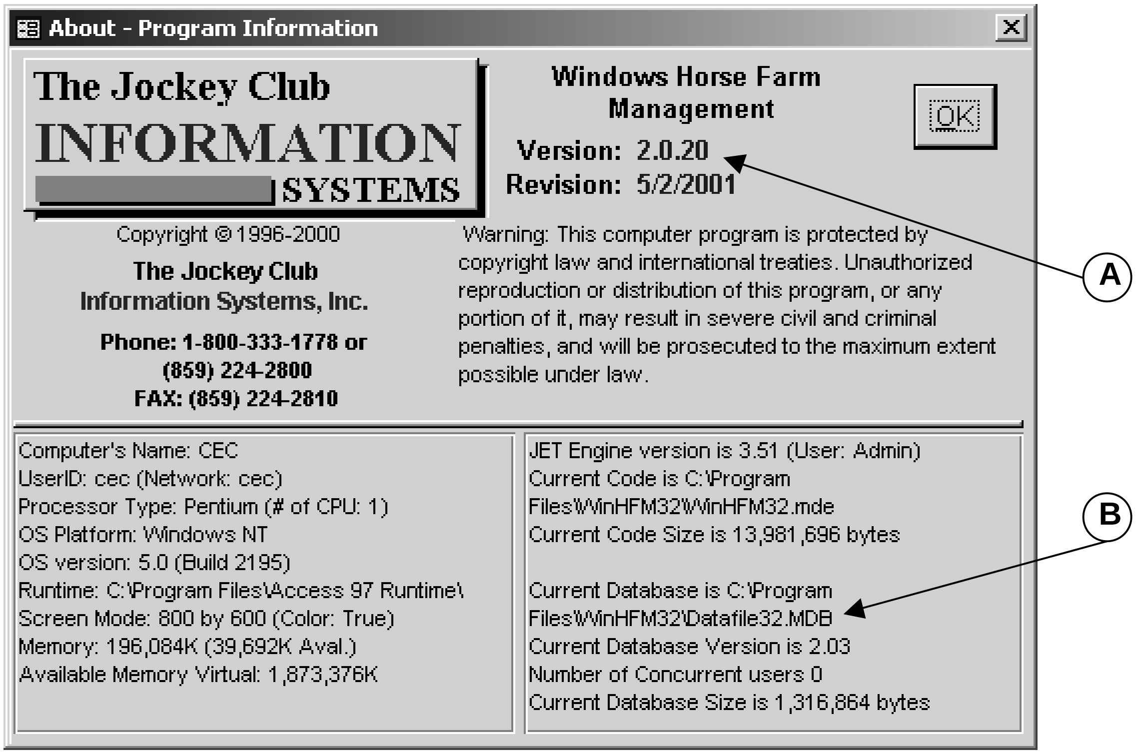
- Click “OK”
- The “Mass Boarding Worksheet” will automatically appear on screen.



- Print the report or close the report if you are satisfied that the information is correct.
- After the Worksheet is printed/viewed, and closed, the system will indicate that the Save has been Completed. **(A)**



- Click on “Close” and return to the main menu.



<u>**Note**</u>: This is an informational page. You can check to see which WinHFM32 Version you are currently running (this example is Version 2.0.20) **(A)** or you can verify the location of your Datafile32.mdb (this example shows the Current Database is located in C:\ProgramFiles\WinHFM32\Datafile32.mdb) **(B).**

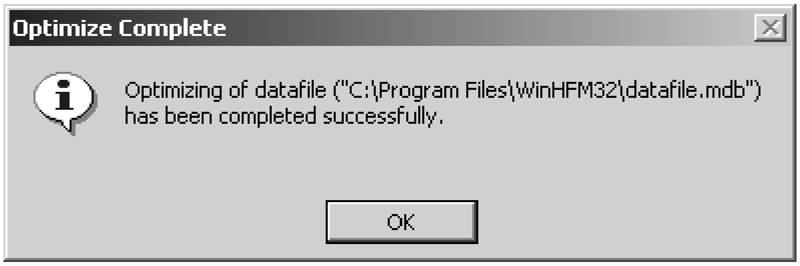
MAINTAINING DATA

Optimize Datafile

The “Optimize” option should be used when any PC running the Horse Farm Management software is shutdown without closing the software first (Power outage, PC turned off, PC locked up, etc.)

Another use for the “Optimize” option is to rebuild internal indexes in the database. This will help the software find and use the farm’s data as quickly as possible. Optimizing the database can be done as often as the user wishes and will not hurt the data if there is nothing to optimize.

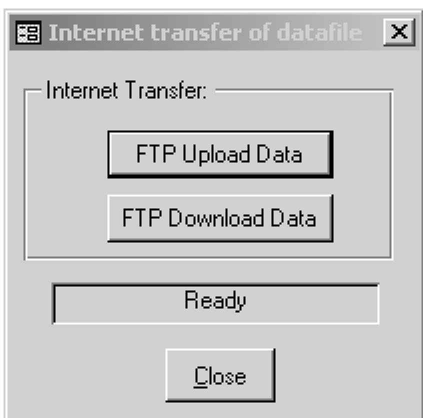
- Click on the Tools button at the top of the screen to get the drop down menu.
- Select Optimize Datafile
- This process will close when the Optimize has completed



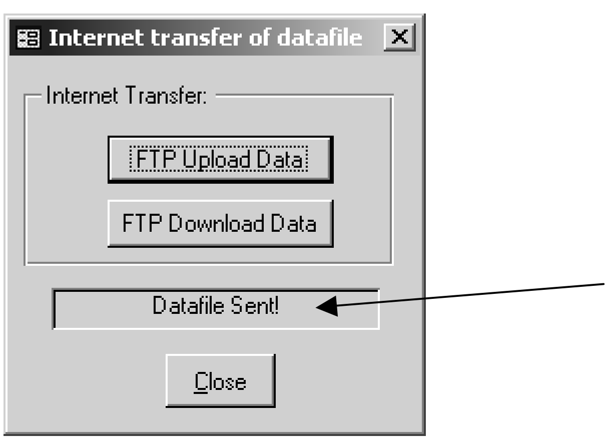
Alternate Method to Optimize Datafile

- Close the Horse Farm Management software (on all PC's using this database)
- Select "Start" button from Window's Taskbar
- Select "Programs" menu
- Select "Horse Farm Management System" group menu
- Select "Optimize Database" from the menu.
- This process will close itself when it has completed
- Re-open Horse Farm Management software

Transferring Your Datafile

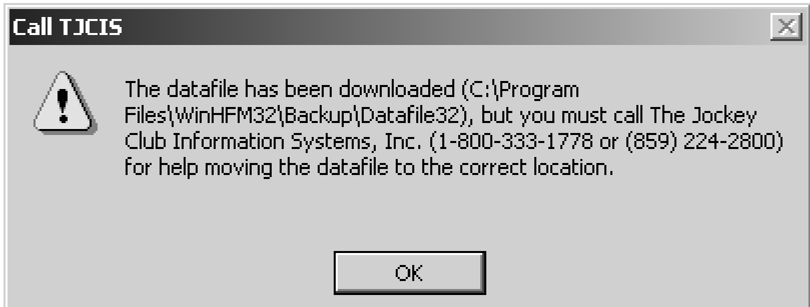


To send your datafile to TJCIS via the Internet for repair or review, click "FTP Upload Data". When your file reaches TJCIS, you will get the following message.



After your datafile has been repaired and/or reviewed and is ready to download, select “FTP Download Data”

After your data has been downloaded, you will get the following message.



Call TJCIS for assistance in moving your file to the correct location.

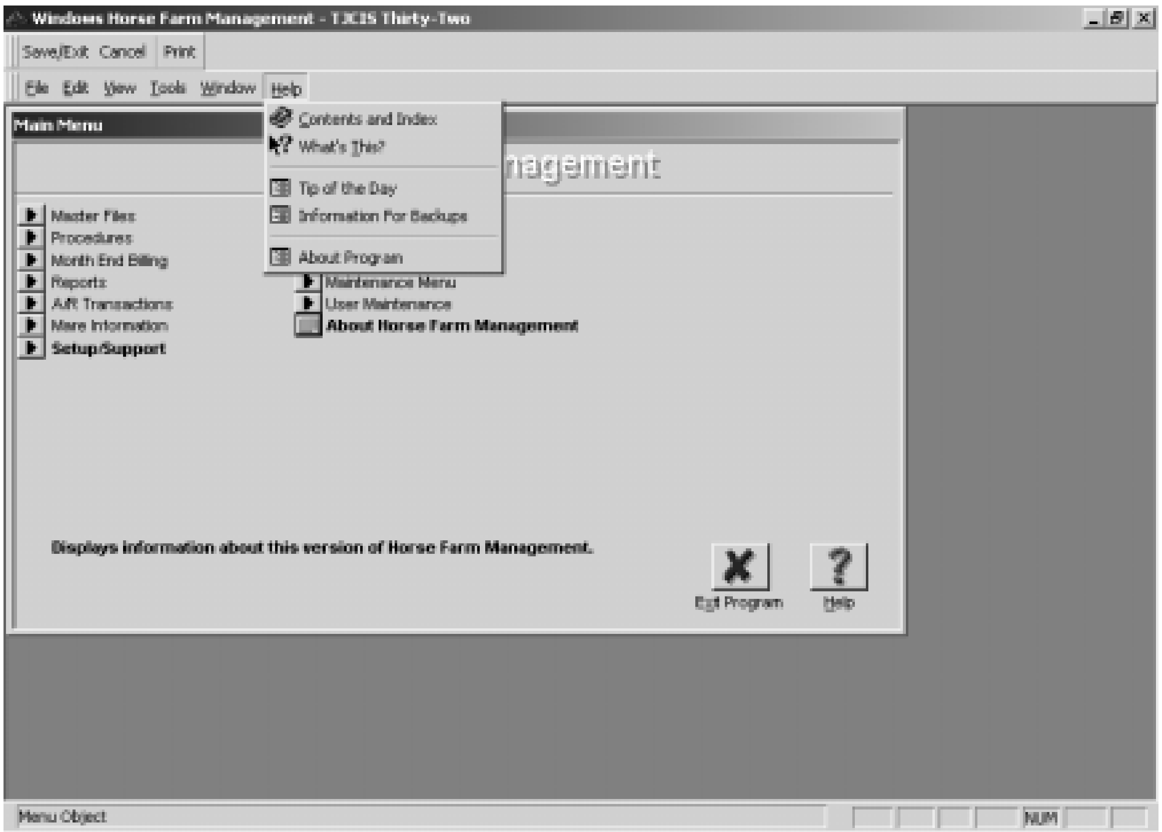
NOTE: This is NOT a way to backup your files. The information that is uploaded to this site will only remain there for a short period of time.

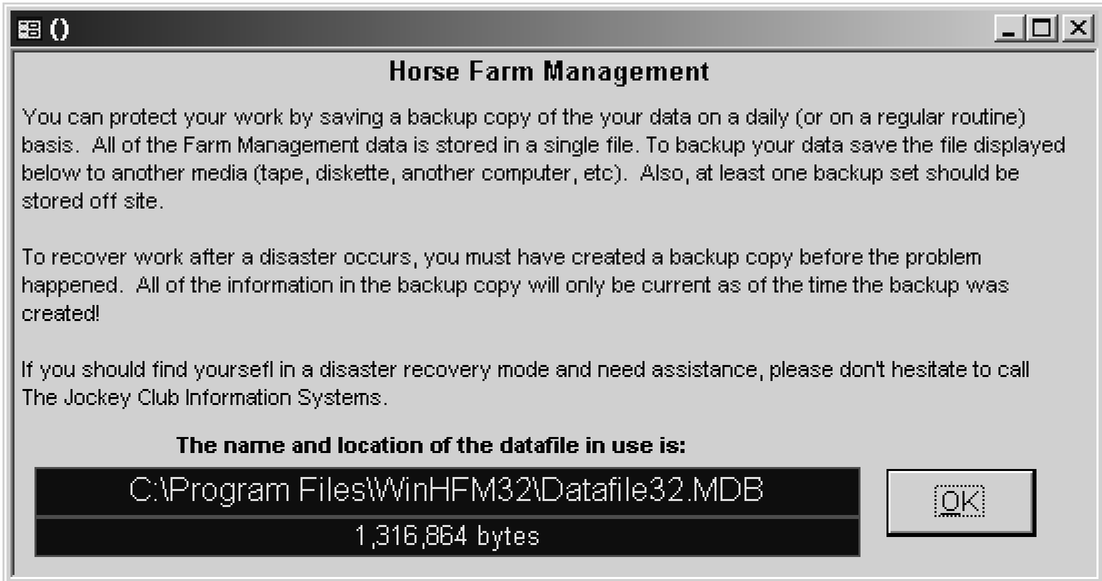
BACKING UP YOUR FILES

Creating a backup set

- The farm is responsible for creating backups of the “datafile32.mdb” file stored on their system. This file holds ALL of the farm’s information. If this file gets lost or damaged then ALL of the farm’s information will be lost or damaged.

- To find out where your datafile32.mdb is, go to the Help button and select “Information For Backups”





- Note the location and name of your Datafile32.mdb so that you are sure it is included in your daily backups.

HOW TO REACH US

The Jockey Club Information Systems, Inc.
821 Corporate Drive
Lexington, KY. 40517

Phone: 1-800 -333-1778
(859) 224-2800

Fax: (859) 224-2810

E-Mail: farmsupport@tjcis.com

Regular business hours:
8:00 am – 5:00 pm (EST)   Monday – Friday

Web Address for More Information

www.tjcis.com