

Section II  
Horse Farm Management (HFM)

Quick Start Guide

Version 4.0.x

July 1, 2006

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## BEFORE YOU START

### Welcome

Thank you for your interest in The Jockey Club Information Systems' Horse Farm Management System!

The Horse Farm Management Software is constantly being refined and improved with horse farms in mind. With an easy-to-use "point-and-click" format, the farms are able to keep detailed records from breeding and foaling to billing and health records. The many convenient features allow streamlining and simplification of day-to-day operations of a fast-paced business.

### The basic steps:

This manual covers the basic steps on using the software. The companion document to this is the **HFM Installation Guide**. That document will cover, step by step, how to install the software on your PC.

When first installed, you will be allowed to use the software in an evaluation mode. The program will be fully functional with a few exceptions. First is that it will only be active for 60 days after you first start to use it. Also, there is a limit as to the number of horses and clients that can be added. If you'd like, you can add some of you own information (as this guide suggests) before you start to review the software, or you can just browse around and see how the program works. **When you are ready to purchase the software, we will give you a key that will unlock the use restrictions and will provide you with an empty database to start to add all of your farm's information.** Any information added in the evaluation version will be discarded.

### For more information:

See the Install CD menu option "Help Guides." Please review this section for the most up-to-date information.

### Contact us with any questions:

The Jockey Club Information Systems, Inc.	Phone:	1-800-333-1778
821 Corporate Drive		(859) 224-2800
Lexington, KY.40503	Fax:	(859) 224-2810
	E-Mail:	farmsupport@tjcis.com

We are available to answer questions during our regular business hours:

8:00 am – 5:00 pm (Eastern Time) Monday – Friday

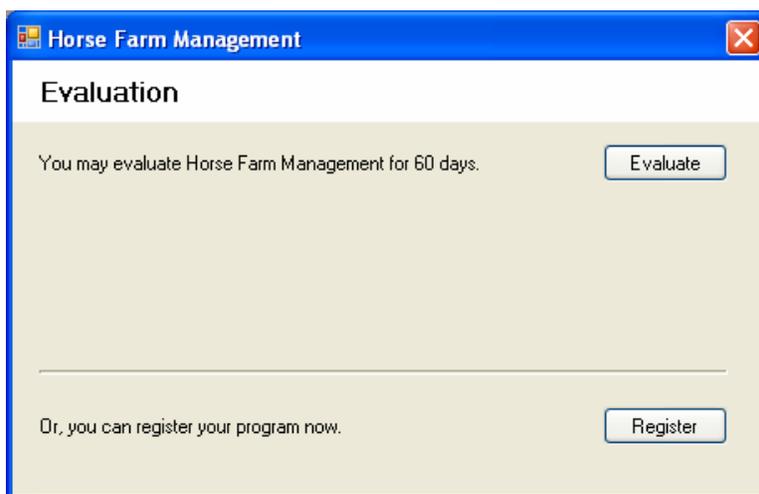
We can be found on the web at <http://www.tjcis.com>.

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## QUICK START GUIDE

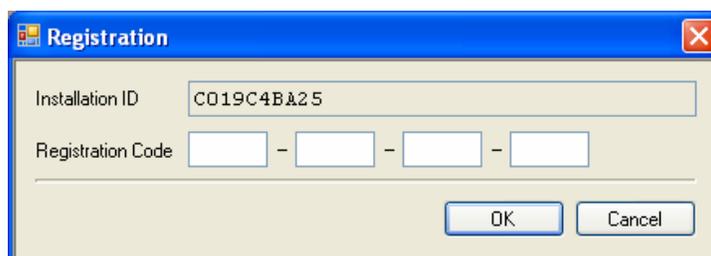
### Starting the Program for the First Time

Once installed, the program will have installed a desktop icon labeled “Launch Horse Farm Management” Clicking this button will bring you to the following screen.



You will only need to click Evaluate once and your 60-day trial will begin. You do not need a registration key to try our HFM software.

**If you have purchased the software, you will need to contact us for your registration key before you will be able to use the software.** Click on the Register button. You will be presented with the following dialog box.

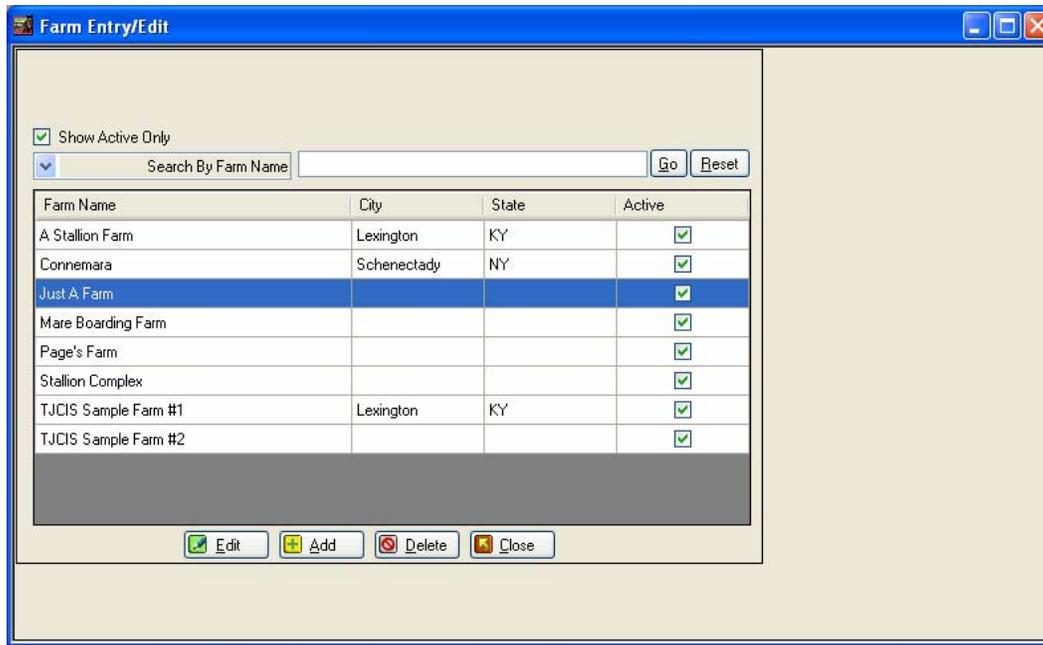


Contact us at the (800) 333-1778 from 8 AM to 5 PM Eastern Time, Monday through Friday. Have the Installation ID ready. We in turn will provide you with the key that will enable you to use the software in an unrestricted manner. If you accidentally press the Register Key while you are evaluating the software, just click Cancel and you will be returned to the main menu.

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## Using the Software

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



### Set up your Farm

- From the main menu, select **Master Files, Farms**
- A list of the farms (both your own, and those that you do business with) will be displayed.
- If your farm is not yet on the list, click the **Add** button.
- At any time after you have added a farm to the system, you may edit that farm's information by clicking on the **Edit** button.
- Also on this form is a **Delete** button. If you wish, you will be able to delete the farm record as long as you have not associated that farm with any other records in the system.

**Farm Entry/Edit**

Search Save Cancel Delete

**Farm**  
 Name: TJCS Sample Farm #1  
 Address: 821 Corporate Drive  
 City: Lexington  
 State: KY ZIP: 40515  
 Country: USA

**Contacts**  
 Manager: Todd Brown  
 Owner:  
 Contact: Jim McCormick

**Breeding Requirements**  
 Nothing required except halter ID

**Miscellaneous**  
 Active

**Phone Numbers**

Type	Phone Number	Description	Main
Work	859-224-2800	Main Number	<input checked="" type="checkbox"/>

New Remove

**Farm Audit Log**  
 Created by: admin on: 12/29/1999 12:25 PM  
 Last updated by: admin on: 7/17/2006 2:52 PM

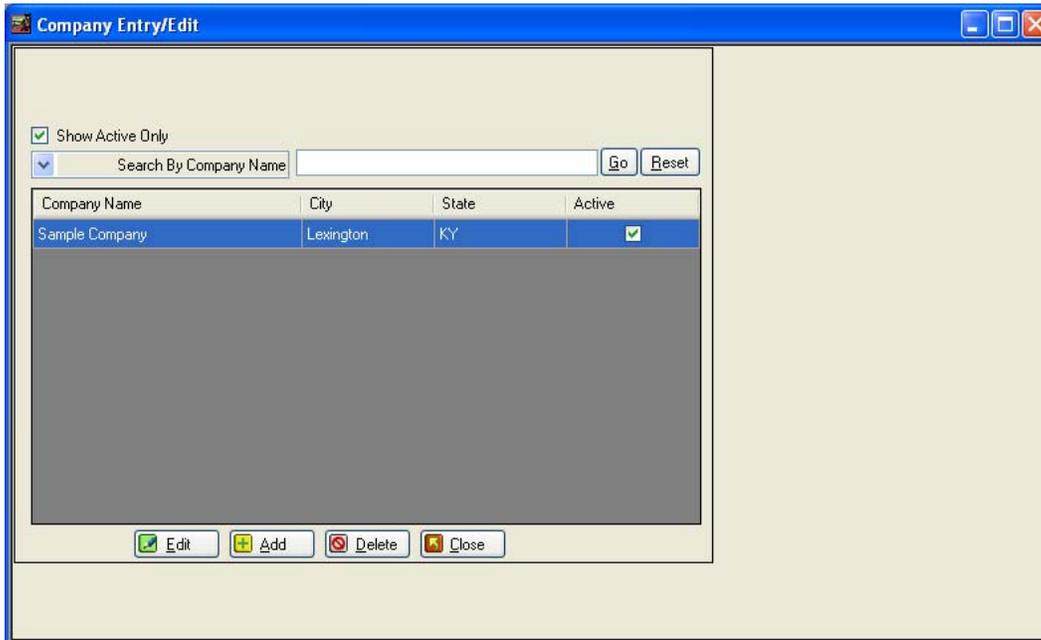
<< Farm Comments

- Enter as much information as you can on each farm, including phone and fax numbers, the persons to contact, and any breeding requirements.
- Add any other farms that you will be interacting with during the breeding season.
- Also on this form is a check box for “Active.” You will need to select this box for any farm that you want to appear when searching for farms.
- Once done, close the form and return to the Farm Search Menu. If done, click the **Close** button to return to the main menu.

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### Set up your company

Starting with this version of the software, you can now maintain information from different companies from within the farm program. Each company has its own unique set of Clients, Owners, Farms and Horses. If you are using the evaluation version of software, you are limited to only one company.



- From the Main Menu, Select **Setup, Company**
- If this is a new company, select **Add** from this form, or if you making a change, select the company and select **Edit**

**Company Entry/Edit**

Search Save Cancel Delete

**Company**  
Name: Sample Company

**Location**  
Address: 821 Corporate Drive  
City: Lexington  
State: KY ZIP: 40515  
Country: USA

**Miscellaneous**  
Active:  GL Account:

**Phone Numbers**

Type	Phone Number	Description	Main
Fax	859-224-2810	Fax Number	<input type="checkbox"/>
E-Mail	E-Mail: ccallahan...		<input type="checkbox"/>
Work:	859-224-2800	Main Contact Number	<input checked="" type="checkbox"/>

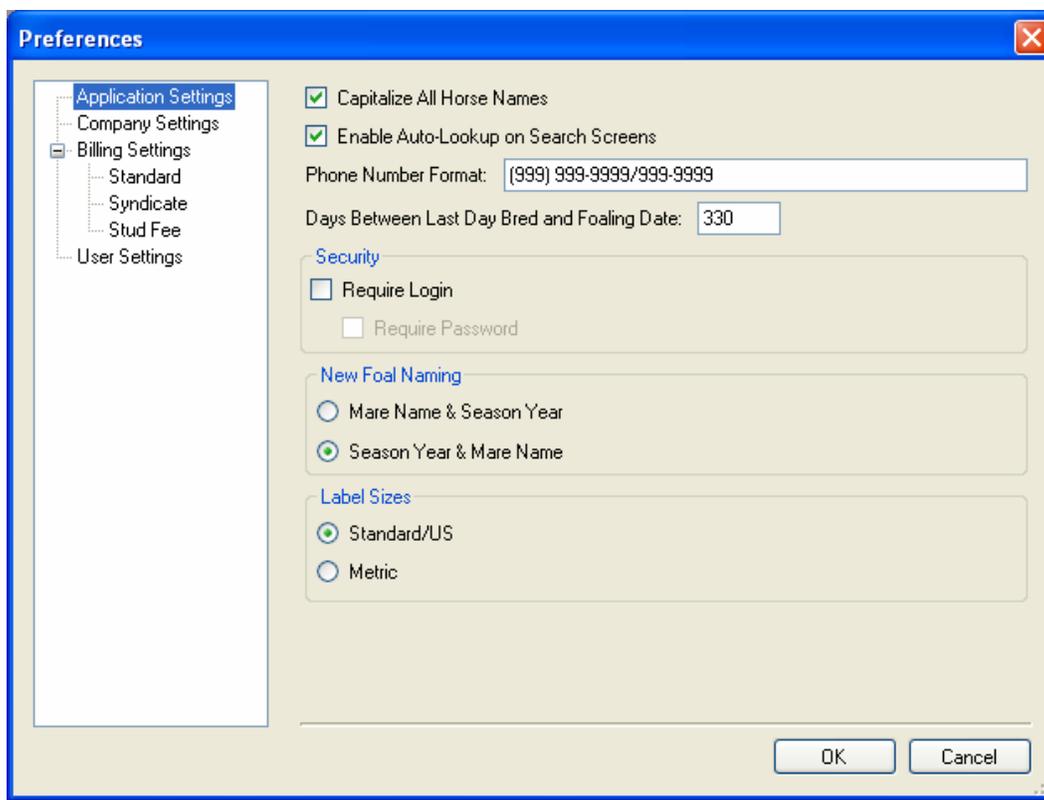
Logo: [Empty Box] New

**Company Audit Log**  
Created by: admin on: 7/17/2006 1:39 PM  
Last updated by: admin on: 7/17/2006 4:45 PM

<< **Company Comments**  
**Net 30 days. Thank you.**

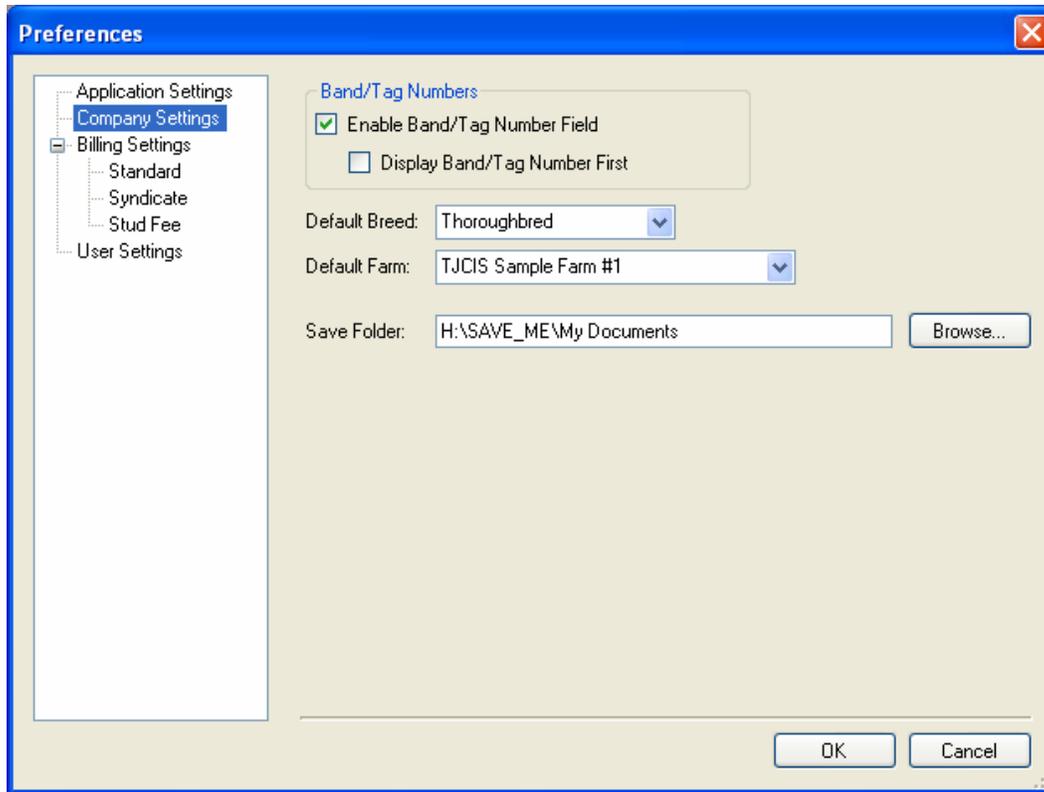
New Remove

- Once you have selected your company, enter as much information as you can.
- A new feature with this version is the option to make a company as being “Active.” If checked, the company will appear in the various drop-down menus that feature Company as a selection. If you only have one company, select the **Active** option.
- The GL account number entry is optional.
- A farm logo may be added on this form. If added, the logo will print on your invoices. The logo file can be either is of a type of BMP or GIF. You’ll need to limit the size of the logo to no more than 120 x 80 pixels.

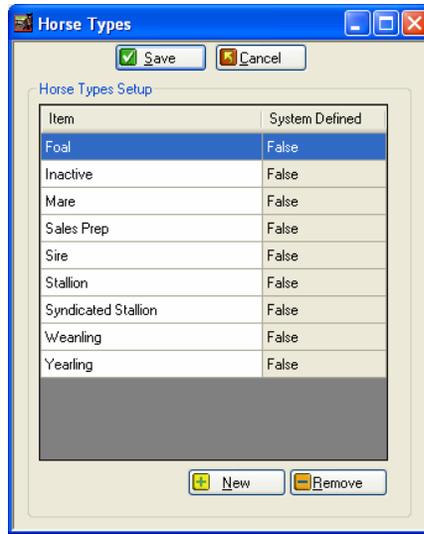


### Set up your company preferences

- From the main menu, select **Setup, Preferences**.
- This is the first tab of the Preferences screen. On you will be able to select how you want the program to run.
  - Capitalize Horse Name – The system will show all horses name in upper case
  - Enable Auto Look-Up on search screens. If selected, the system will automatically search for items as you type in the search fields. If left unchecked, you will need to click the **Go** button to start the search.
  - Phone Number format – This is how the system will format phone numbers. The default is for US-type number (Area Code) XXX-XXXX
  - Days Between Day Bred and Foaling Date – Number of days you use to determine the approximate foaling date for your mares.
  - Require Login – Leave this unchecked for now. Once you have the farm software set up, and you have added users, you can check this box On. (This process will be covered in the complete manual.)
  - New Foal Naming – When the system adds a new foal to the system, the pattern that is used to name the foal.
    - Label Sizes – Select if you are using US or metric sizes.
- Once you're done with this page, click **Company Setting** in the left panel and you will be taken to the next tab.



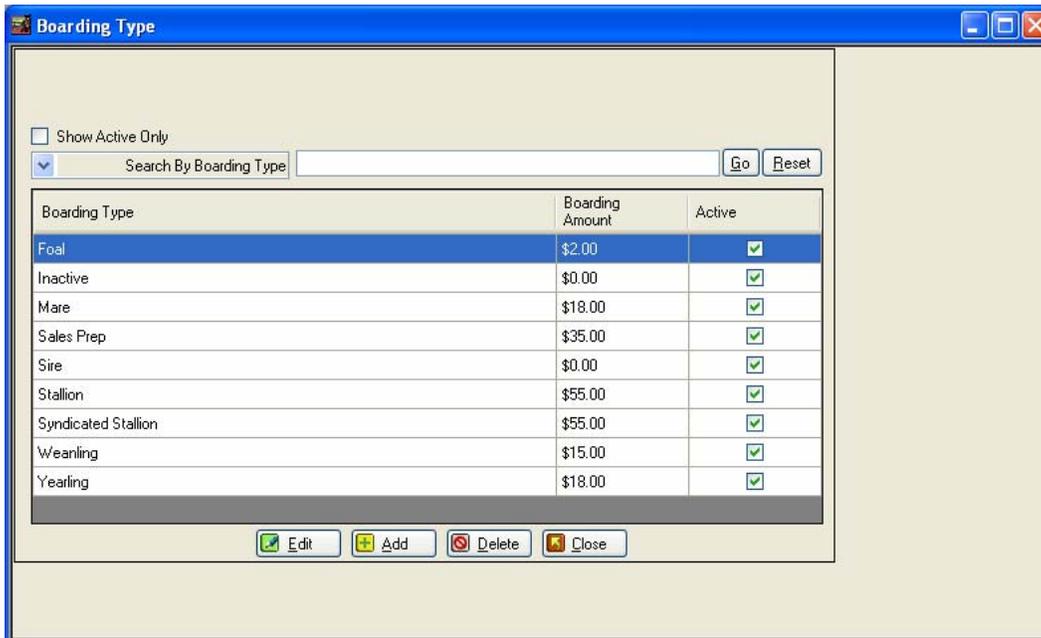
- This page contains additional company-wide settings
  - Enable Band / Tag – Click **On** if you use band / tag. If this selected, you can also select if you'd like to display the band or tag number in front of the horse name.
  - Default Breed – Set the breed that is automatically selected when adding new horses. You can always override this value as you create new horses.
  - Default Farm – This is the farm (from the FARM Master List) that is your farm.
  - Saved Folder – This is the location where invoices and reports are saved while using the system.



### Horse Type Entry /Edit Form

The system requires a defined horse type when adding any horse to the system. Each horse will also have a Boarding Type that will be associated with a daily board rate.

- From the main menu, select **Master Files, Horse Types**
- The system has a number of default horse types that are already present. If you need additional, click on the **New** button. A blank record will be created on the bottom of this list. You can now type in the text for your new horse type.
- If you wish to remove a horse type, select that type and click the **Remove** button



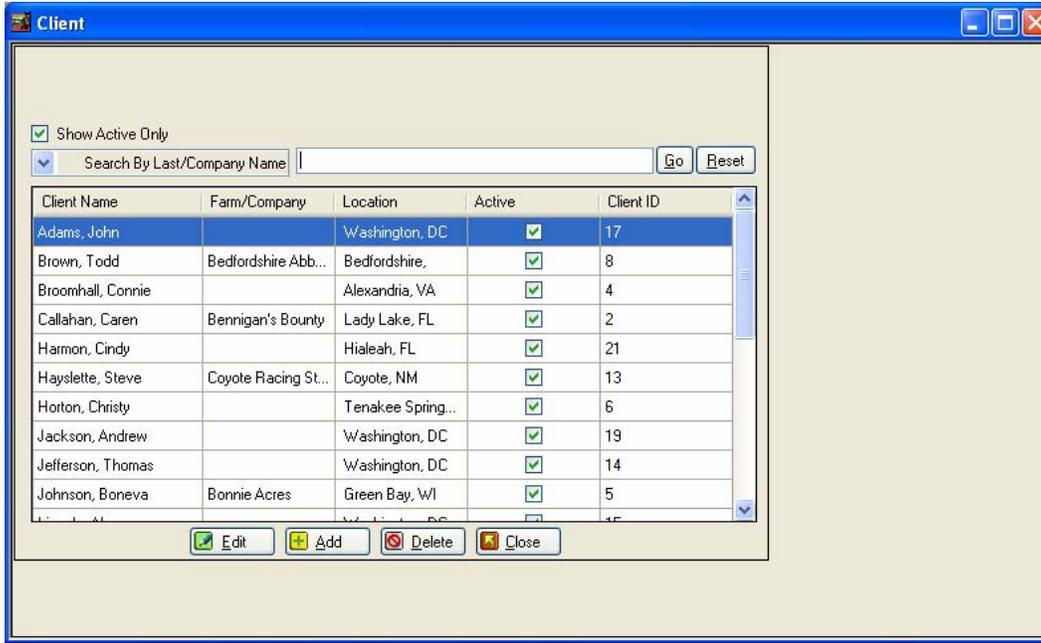
### Boarding Type Entry /Edit Form

- From the main menu, select **Master Files, Boarding Types**
- The system has a number of default boarding types already present. If you need additional, click on the **New** button. If you wish to change a defined boarding type, click **Edit**.

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The screenshot shows a software window titled "Boarding Type". At the top, there are buttons for "Search", "Save", "Cancel", and "Delete". Below these is the "Boarding Type Info" section with the following fields: "Boarding Type" (a text input field highlighted in yellow), "Horse Type" (a dropdown menu), "Daily Rate" (a text input field containing "\$0.00" and highlighted in yellow), "Billing System" (a dropdown menu), and "Debit GL Account" (a text input field). Below these fields is a checked checkbox labeled "Active". To the right of the main form area, there are two vertical panels: the top one is titled "Boarding Type Audit Log" and the bottom one is titled "<< Boarding Type Comments".

- Enter the name you would like to refer to this Boarding type
- Select what horse type this boarding type is normally associated with.
- Choose the Billing System of “Regular” for each type and enter a standard board rate for each type. This is the amount that will be charged each day for that horse.
- Note: The Billing System “Syndicate” pertains only to those clients who have purchased the “Stallion Module” and will be processing Syndicate Billing.
- Enter the GL account that you would like to have referenced for this boarding type.
- Click **Active** to have this boarding type visible on the forms where you select boarding types.
- When done, click **Save** and you will be returned to the Boarding Type search screen.



### Client Entry/Edit form

- From the main menu, select **Master Files, Clients**
- When first selected you will be shown the Client Search screen.
- Select the **Add** button to add each horse owner, client, billing entity, etc., to the system.

- First add yourself as a client.
- Next, enter all of your clients. You can enter just the last name and first name and leave the farm/company name blank or you can enter just the farm name or you can enter both the last name, first name and the farm name. Enter as much information on each client as possible.
- Close the form and return to the Main Menu.

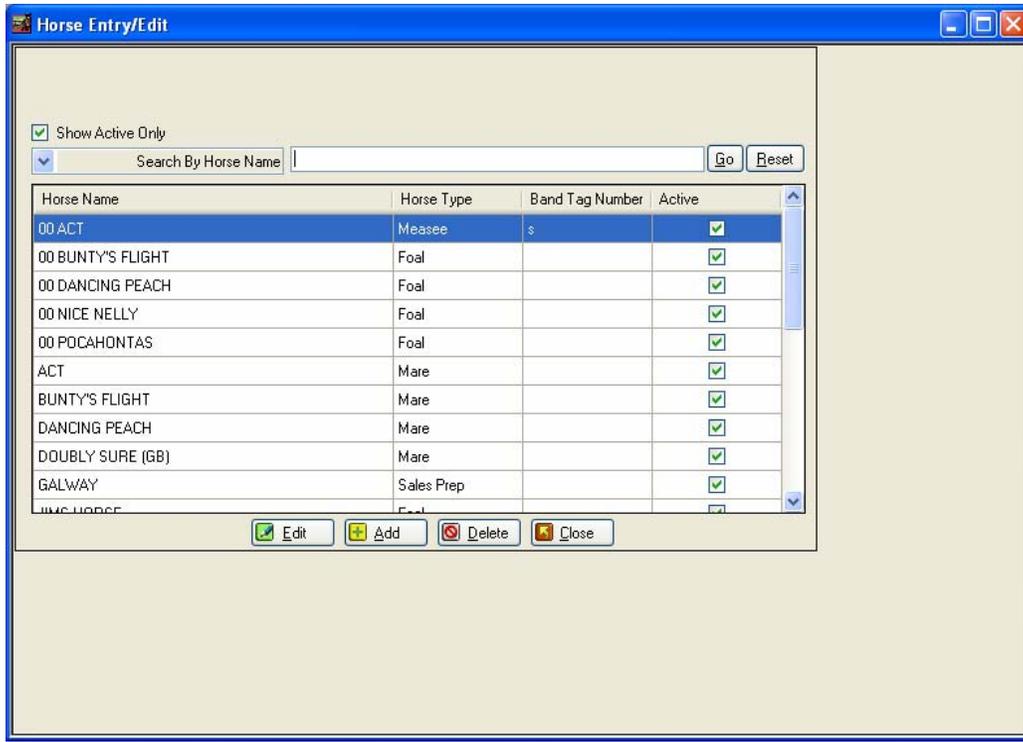
**Note:** Later, when assigning ownership for horses you will be selecting clients from this Client Table.

**Additional Notes:**

**Use Farm/Show Company Only.** If the farm is the billing entity and not the client name, then check the “Use Farm/Company Name Only” checkbox and only the farm/company name will appear on the invoices and reports.(A)

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

**TIP:** 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.



### Horse Entry/Edit

- From the main menu, select **Master Files, Horses**
- When first selected you will be shown the Horse Search screen.

- 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 you have finished filling out the fields on this tab, you must assign ownership. Click on the ownership tab. (A)

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The screenshot shows a software interface for managing horse ownership. At the top, there is a navigation bar with tabs for 'Horse Info', 'Ownership', 'Boarding', 'Insurance', 'Procedures', 'Mare Info', 'Notes', 'Sales', and 'Nominations'. The 'Ownership' tab is active. Below the navigation bar, the main area is titled 'Ownership Dates'. It features a large, empty table with a light gray background. Below the table, there are four buttons: 'New Date' (with a plus icon), 'Remove Date' (with a minus icon), 'New' (with a plus icon), and 'Remove' (with a minus icon).

**When adding a horse to the system, you are required to identify the owner of the horse for billing purposes.**

- Click on the **New Date** button. A box will pop up for you to enter the “Effective Date of the Ownership.” This is usually the day that the horse arrived on your farm.
- The Client Search screen will open after you have entered an effective date. Select the current owner of the horse from the list.
- If more than one person owns the horse, click the **New** button and select the next owner. Each owner is entered on a separate line, so be sure to indicate the correct ownership percentages.
- 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. Enter the new Effective Date and select the new owner(s). Do not delete prior ownership dates/clients.

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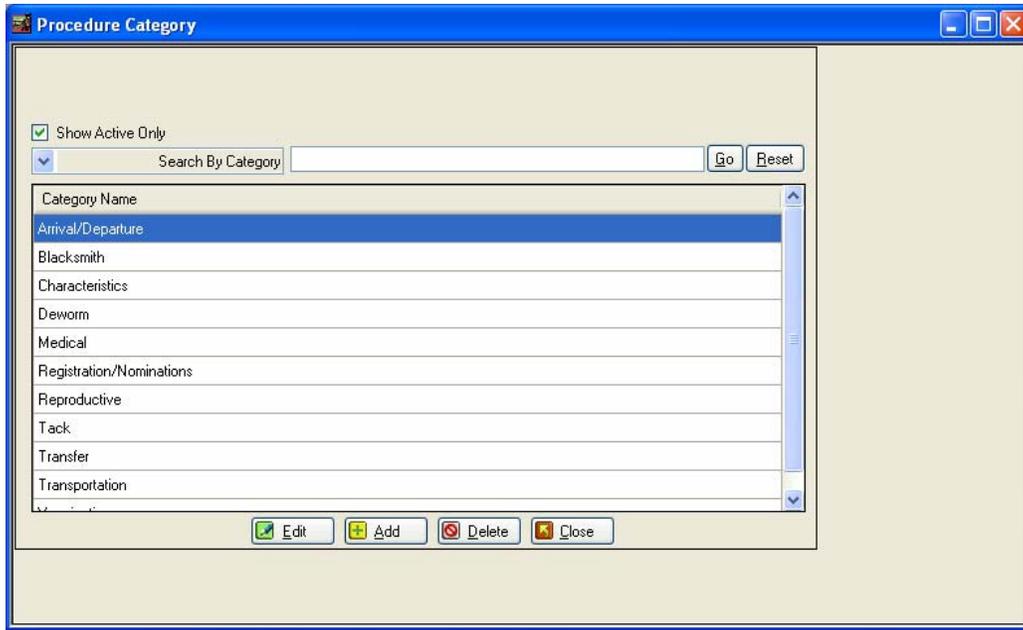
After you have entered the ownership for the horse, **you must let the system know if the horse has arrived on your farm.** Click the Boarding tab.

- Click on the **New Arrival** button. A pop-up box will display for you to enter the date the horse arrived at your farm.
- In the Boarding Type field, select from the drop-down menu the boarding type for this horse. Once selected, the standard rate charges will be displayed.
- You can enter any additional information about this arrival, such as who vanned the horse and where it arrived from (or is departing to).
- Daily board charges for each horse will begin accumulating based on the arrival/departure date.

**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.

#### Additional Options on the Horse Master Entry/Edit Screen

- Insurance – Store current insurance information on each horse (Agent, rate, expiration date, type of coverage, etc.).
- Procedure Entry – Enter procedures that have been performed on this horse either from here or from the Procedures tab (Procedures Performed Entry/Edit).
- Mare Info. – Enter breeding information through this screen or through the Mare Information tab (Mare Information Entry/Edit).
- Notes – Any additional information you'd like to record about the horse.
- Sales – Store information on the sales history of this horse.
- Nominations – Store information on what nominations have been submitted for this horse.
- When done, click on **Save** to return to the Horse Search screen.

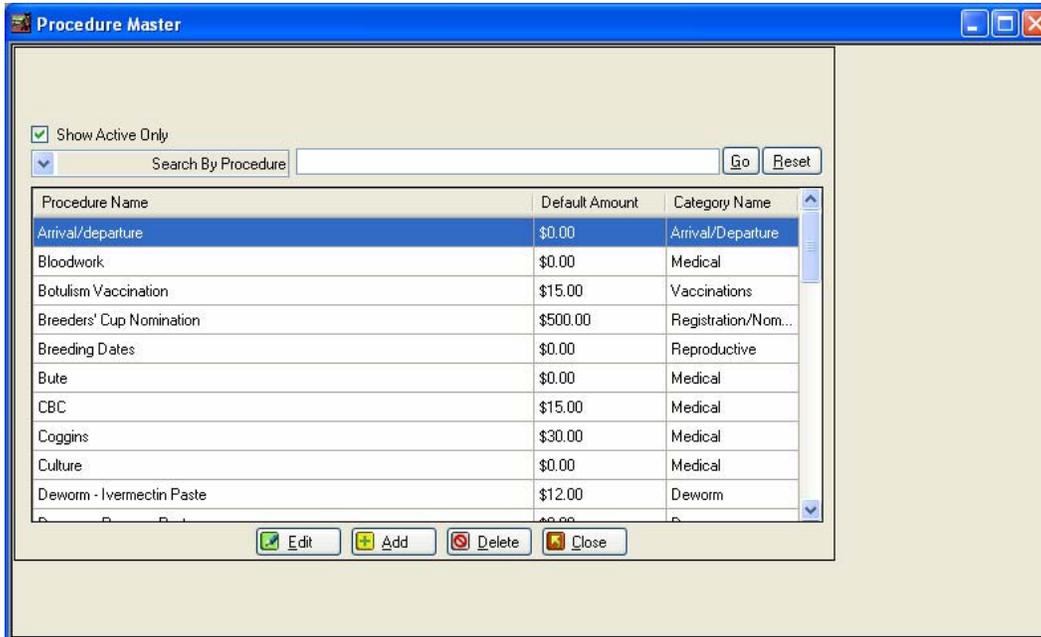


#### Procedure Category Entry/Edit form

- From the main menu, select **Master Files, Procedure Categories.**
- When first selected, you will be shown the Category search screen.

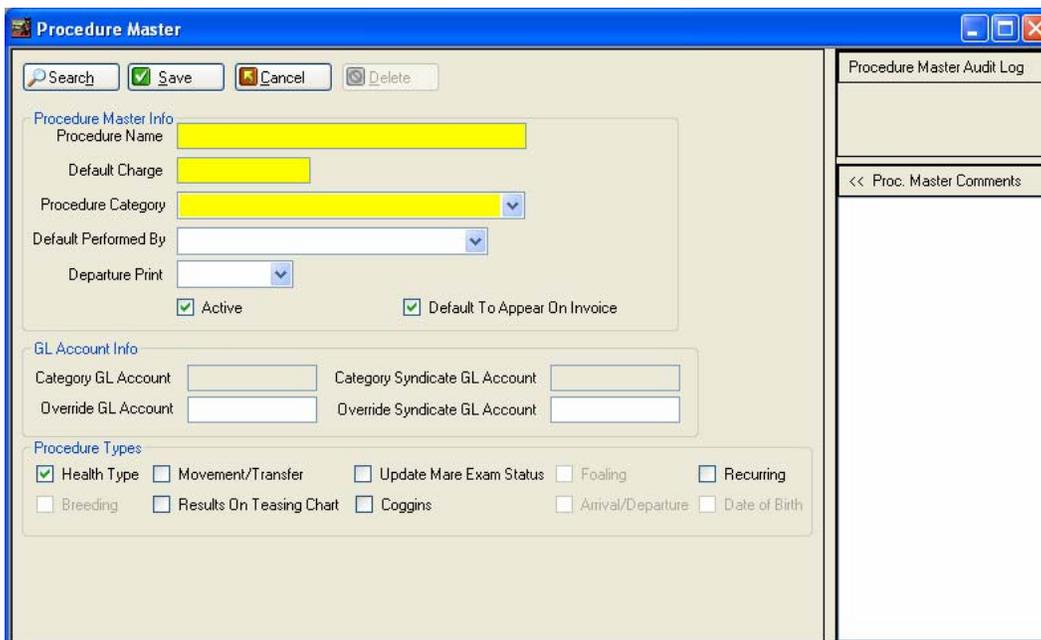
Each specific procedure is performed on a horse falls into a general “Procedure Category.” This allows procedure category totals to appear on your clients’ invoices (i.e. Total Vaccination Charges, Total Blacksmith Charges, etc.)

- Select **Add New** to add each Category.
- Enter a category name. It should be descriptive, such as De-worming, Vaccinations, Blacksmith, 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.
- [Optional] Select an appropriate billing category.
- Enter the GL Account Code that you would like to have the procedure reference.
- When done, click on the **Save** button to return to the Procedure Category list screen.



### Procedure Master Entry/Edit form

- From the main menu, select **Master Files, Procedure Masters**
- When first selected, you will be shown the Procedure Master Search screen.



- 
- Procedure Master Name – Enter the name of each 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.).
  - Default Charge – Enter the charge for each procedure if there is one.
  - Procedure Category – Select the corresponding Procedure Category for that procedure from the pull-down menu.
  - Default Performed By – If this procedure is typically done by the vet or some other person, you can enter that name here. It will be the name listed when you perform this procedure. You always have the option of changing the name at that time also.
  - Select whether or not you want items in this item 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.
  - Active – Click this on if you wish to have this procedure listed in the drop-down selection lists.
  - Default to Appear on Invoice – Click on if you want this procedure to appear on invoices. You have the option to change this as you perform each procedure.
  - [Optional] Checkboxes help identify special procedure: Breeding, Health, Foaling, or an arrival/departure.
  - Click Box – Recurring. If selected, this procedure will be of the type that happens between two dates. Once you actually perform this procedure; you will be shown an additional field (Ending Date) on the Procedure Perform form.
  - Once you have finished filling in the form, click on the **Save** button

**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.

Client Name	Current	Over 30	Over 60	Over 90	Service Charges
Adams, John					
Bedfordshire Abbey Stud		\$609.00	\$217.41	\$237.59	
Broomhall, Connie		\$468.50		\$341.00	
Callahan, Caren		\$764.00	\$128.00	(\$428.00)	
Harmon, Cindy		\$2,500.00			
Hayslette, Steve				(\$600.00)	
Horton, Christy				\$525.00	
Jackson, Andrew					
Jefferson, Thomas					
Johnson, Boneva		\$648.50		\$630.00	
Lincoln, Abe					
Madison, James					

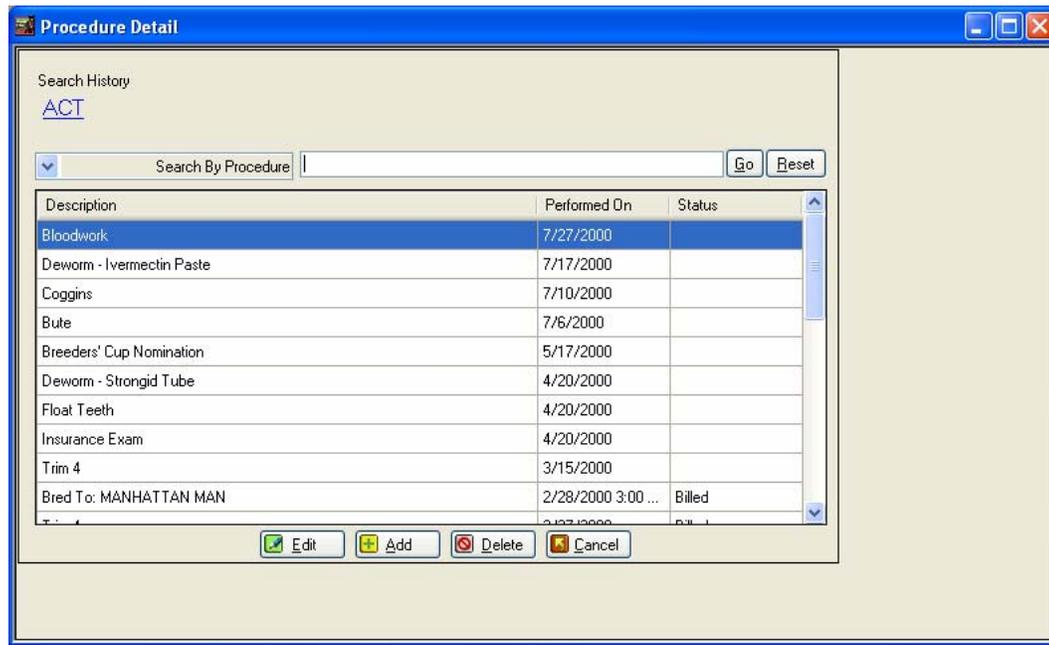
### Initial A/R Client Balances Form

- From the main menu, select **Setup, Billing Setup, AR Maintenance**
- 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.)
- Enter the Due Date for these balances. This would be the date that you ended billing in your previous accounting system.
- When done, click on **Save** button

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

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## Health Record Entries



### Adding Procedures That Have Been Performed on Horses

- From the main menu, select **Procedure, Procedure Performed.**
- The Horse Selection screen will be displayed.
- Select a horse name from the list. The procedures done on that horse will now be displayed.
- You may either edit an existing procedure or click **Add** to create a new record.

- The fields for Horse Name and Farm will be filled in automatically.
- Performed Date – Enter the date that the procedure was performed. This will default to today’s date.
- Procedure – Pick the name of the procedure that was performed from the pull-down list.
- Perform or Scheduled – If this is something you want to do in the future, click the Scheduled button. Once you do, this entry will be set as something that needs to be performed on the selected date. You will be able to review these reminders in the Scheduled Procedures Due report.
- [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.”
- [Optional] Charge – You can change the amount in the Charge field if the amount charged for the procedure is different than the standard charge 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.
- [Optional] Results – You can add additional information about this procedure here, such as vet results.
- [Optional] Scheduling Comments – If you need to, you can elect to schedule this procedure again at a future time. This Comment field can be used to list additional information about the future task.
- [Optional] Procedure Comments – As with all forms, you have the option of entering 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.
- SAVE/ADD – if you are doing the same procedure on a number of horses, you can click the SAVE/ADD button. Doing so will save the current record and enable the FILL FROM PREVIOUS button. Clicking this button (after SAVE/ADD) will recall all of the information you had just entered. You can now select a new horse from the horse drop-down list and add the procedure to this new horse.
  - Clicking the **Save** button will save the record and return you this list of procedures for the selected horse.

## Recording your breeding season

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

- From the main menu, select **Mare Info, Mares**. The Mare Search page will display the list of horses you have setup with a horse type of Mare. (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 **Edit**.
- Season Year – Next to the season year drop-down is a **New** button. Click on this button and a pop-up box will appear. You will be able to enter the Season year, 2006 for example. Click **OK** to confirm your entry. The year you have entered will be the selected year.
- 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, or if you have entered the stallion in your master horse list, click on the magnifying glass icon and select the stallion from your master list of horses.

Mare Entry/Edit

Search Save Cancel Delete Mare Info Sheet Breeding Shed Form

Mare Name ACT Band/Tag #

Farm TJCIS Sample Farm #2 Season Year 2006 New

Mare Info Breeding Dates Foaling Info Teasing Results

Breeding Dates

Book Date	Book Time	Session	Status	Booked To
		1	Scheduled	MANHATTAN MAN

Print breeding on invoice  New Remove

Vanned By Pickup Time

Scheduled Comments

Print breeding comments on invoice

Breeding Dates Audit Log

<< Breeding Date Comments

### B.Booking the Mare for Breeding

- Open the Mare Info Entry/Edit form for the mare and select the season that you would like to work with.
- Click on the Breeding Dates tab to open the Breeding Dates Entry/Edit Screen.
- To add a new breeding record, click the **New** button.
- 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.
- Close the form to return to the Mare Info Entry/Edit form.

### C.Recording the Breeding Dates

When you have confirmation that the mare has been bred:

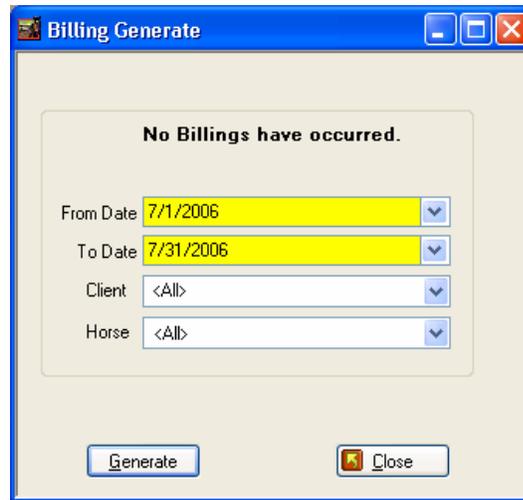
- Open the Mare Information Entry/Edit form for the mare and select the season that you are working with.
- Click on the Breeding Dates tab to open the Breeding Dates Entry/Edit screen
- From the drop-down under Status, select Bred.
- Save the record by clicking the **Save** button, or by selecting a different tab on the Mare form

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## Billing

### Generate Board Charges

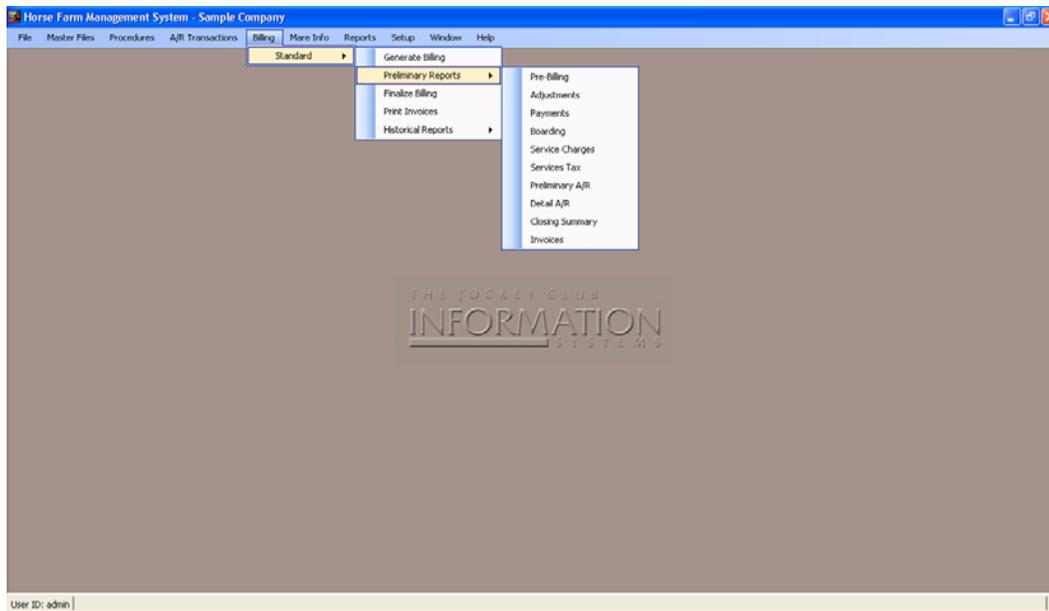
To start the billing process, the system needs to calculate board and procedure charges for each horse, and allocate all charges to the appropriate owner(s) based upon arrival and departure dates; percentages of ownership, and dates the charges were incurred. All of this is done in a single process.



The screenshot shows a software window titled "Billing Generate". At the top, it says "No Billings have occurred." Below this, there are four dropdown menus: "From Date" (7/1/2006), "To Date" (7/31/2006), "Client" (<All>), and "Horse" (<All>). At the bottom of the window, there are two buttons: "Generate" and "Close".

- From the main menu, select **Billing, Standard, Generate Billing.**
- Select Generate Board Charges.
- Select the billing range by entering the Starting Date and the Ending Date for the billing you are going to process.
- You can also generate billing for a single client and or a single horse. By leaving this drop-down as ALL, clients who have had actively within the selected date range will have invoices created.
- Click **Generate** to begin processing. Processing takes only a few minutes, depending on the size of the farm

**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. 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.



## Billing Reports

After you have generated, you will be able to see the preliminary charges by reviewing the Preliminary Reports. These reports include the Pre-billing Report, Edit Invoices, etc. These reports allow you to review your billing work before you finalize the billing.

Your billing is not complete until you finalize billing.



## Billing Reports

- Pre-billing is a summary of what the billing will consist of.
- Adjustments Report will show any positive or negative adjustments that have been applied to the billing.
- Payments 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 Report is a report that lists only boarding charges 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.
- Invoices – These are trial invoices. You will be able to see what the invoice contents and balances will look like. **THESE ARE NOT INTENDED TO BE SENT TO THE CLIENT.** The final invoices are printed after you finalized your billing

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- Preliminary Aged A/R Report shows what your client balances will look like after this billing cycle is closed.
  - Service Charge Report lists late fees that are going to be applied to individual clients for this billing cycle.
  - 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.

**NOTE:** During a typical billing cycle you would generate board and procedure charges, and then you would use the monthly billing reports to 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.

### Finalize Billing

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



- Click **Finalize** to begin the processing.

**NOTE:** The “Finalize” option should not be selected until you have reviewed the invoices and are satisfied that they are correct.

## Maintaining Client Balances

The screenshot shows the 'Adjustments Entry/Edit' window. At the top, there is a search history section with the text 'Callahan, Caren'. Below this is a search filter 'Search All Adjustment By Date' with a text input field, 'Go', and 'Reset' buttons. A table displays the following data:

Date	Amount	Billing System	Applied On
12/15/1999	(\$32.00)	Standard	
4/20/2000	\$550.00	Standard	

At the bottom of the window are buttons for 'Edit', 'Add', 'Delete', and 'Cancel'.

## Adding Adjustments

- From the main menu, select A/R Transactions, Adjustments. You will be shown the list of clients you have in your system.
- Select the client's name from the list.
- 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

The screenshot shows the 'Adjustments Entry/Edit' window with detailed entry information. At the top, there are buttons for 'Search', 'Save', 'Cancel', 'Delete', 'Save/Add', and 'Fill From Previous'. The 'Adjustment Details' section includes:

- Client: Callahan, Caren
- Date Applied: 7/19/2006
- G/L Account No.: 101
- Business: Bennigan's Bounty
- Applied To: Board Billing Payment
- Procedure: (empty dropdown)
- Amount: \$500.00
- Show Comment On Invoice?

Below this is the 'Adjustment Distributions' section with a table:

G/L Account No.	G/L Amount
102	\$500.00

At the bottom of the distribution table are buttons for 'New' and 'Remove', and a 'Total Distribution: \$500.00' label. On the right side of the window, there is an 'Adjustment Audit Log' section with 'Applied On:' and 'Adjustment Comments' fields.

- 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).
- You can either enter the amount as a pure credit against the account, or you can apply the amount against a specific invoice.

Adjustment Details

Client: Callahan, Caren Date Applied: 7/19/2006 G/L Account No.: 101

Business: Bennigan's Bounty

Applied To: Board Billing Payment Procedure: Amount: \$500.00 (Amount To Be Applied) \$0.00

Show Comment On Invoice?

Distributions | Billing Info | Invoice Allocation

Invoice Allocations

Apply	Invoice No.	Billed Date	Invoice Total	Pay. + Adj.	Net Due	Amount To Apply
<input checked="" type="checkbox"/>	000000001	08/31/2006	\$764.00	\$0.00	\$764.00	\$500.00
<input type="checkbox"/>	000000002	07/31/2006	\$128.00	\$0.00	\$128.00	\$0.00
<input type="checkbox"/>	000000003	06/30/2006	(\$428.00)	\$0.00	(\$428.00)	

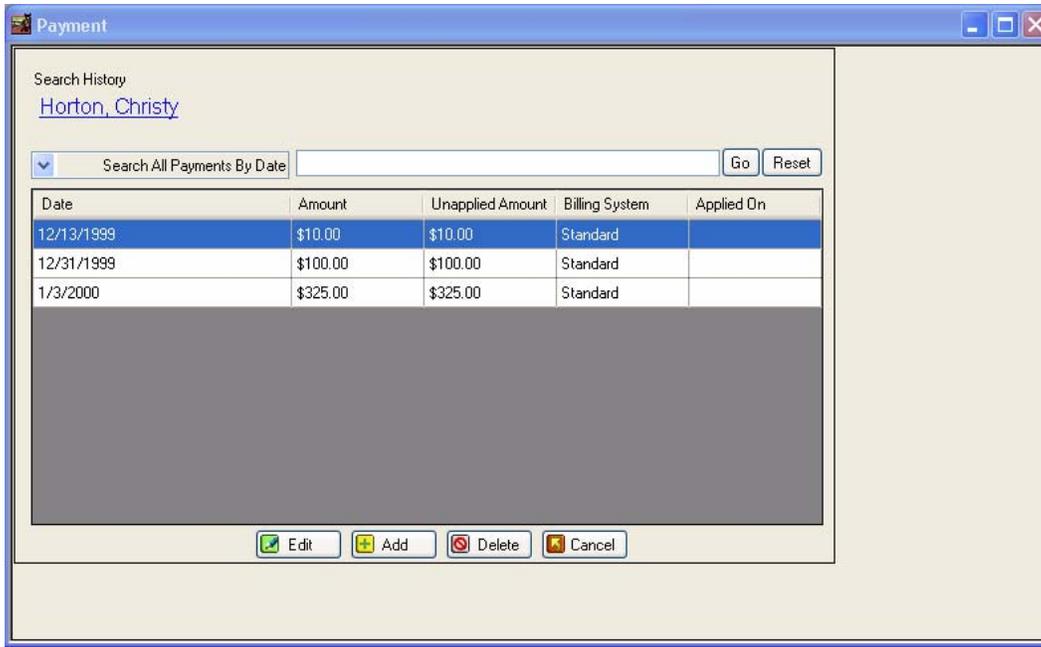
New Invoice Total Amount Distributed \$500.00

Adjustment Audit Log

Applied On:

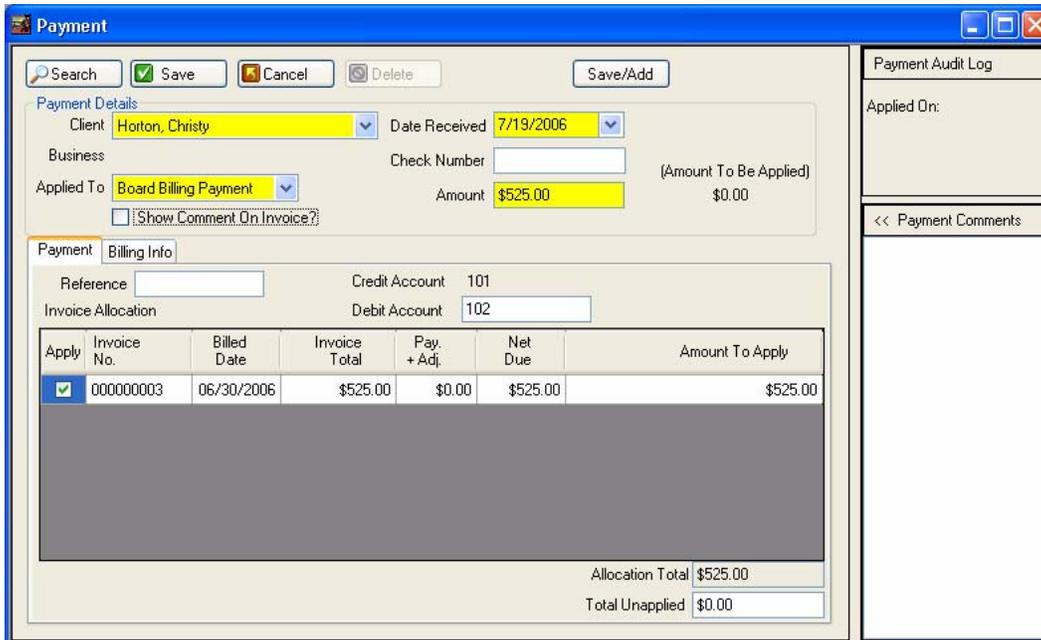
<< Adjustment Comments

**Note:** A positive number such as \$25.00 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. Add the optional Invoice Comment which will show the explanation for the adjustment on the client's invoice.



### Adding Payments

- From the main menu, select **A/R Transactions, Payments**. You will be shown the list of clients you have in you system.
- Select the name of the client that has made a payment.
- Click **Add** to enter a new payment (or **Edit** to change an existing entry).



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- Enter the date that the payment was made on.
  - Select Board Payment in the Applied To field.
  - Enter the amount of the payment.
  - You can now apply the payment to any open invoices that the client may have. You may also elect to leave the payment amount as unapplied. You may do this if the client gives you a down payment against future charges.
  - To apply the payment, click the **Apply** box next to the invoice. If enough money (payment) is available, the system will fill in the amount to be applied. If you wish you can adjust this amount. For example, the invoice total is \$525, but the customer is disputing a \$75 charge. You could enter \$450 in the Amount To Apply column. This would leave the remainder of the payment to be applied to other outstanding invoices or remain unapplied.
  - Once done, click the **Save** button. You'll be returned to the payment listing for that customer.