

The Jockey Club
INFORMATION
 **SYSTEMS**

Veterinary Management Software

WinVMS System - User's Guide
Version 1.x.x

February, 2004

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AVAILABLE REPORTS

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
- Trainer/Farm Listing
- Horse Type Listing

Misc. Reports

- Arrival Report
- Departure Report
- Print Departure Form
- Health Records Report
- Mini-Pedigree
- Veterinarian Charges Report

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

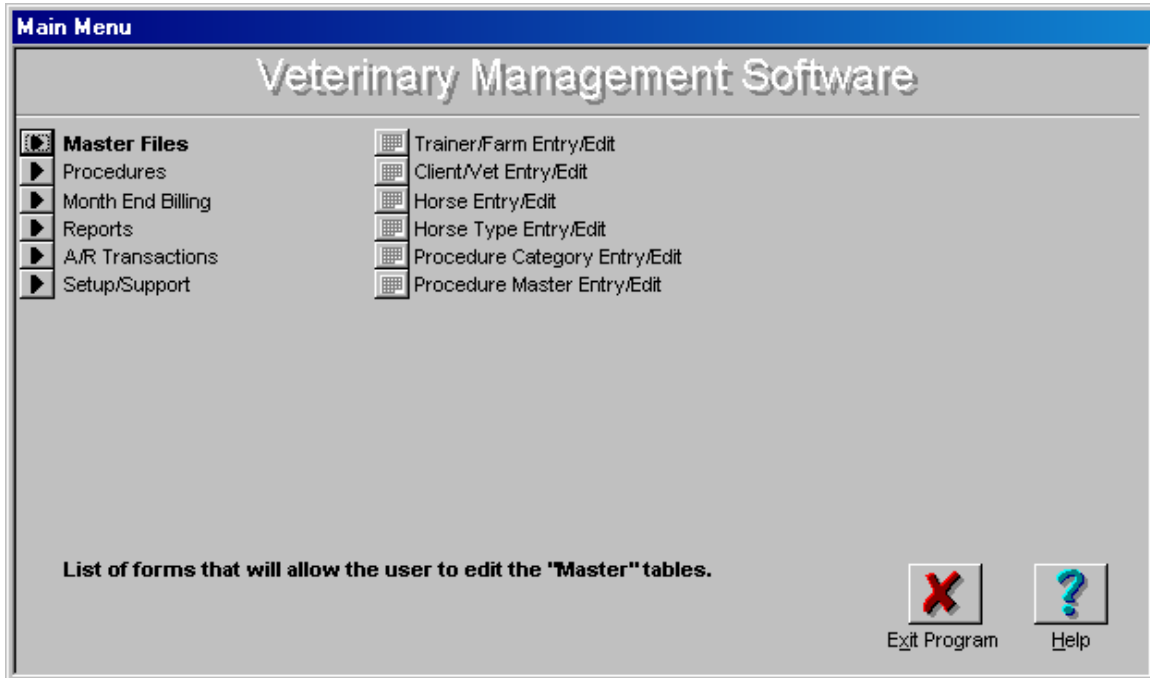
- Board & Procedures Revenue Journal
- Suppressed Revenue Journal
- Cash Receipts Journal
- Direct Credit/Charge Journal
- Service Charge Journal
- Closing Summary
- Aged A/R Balance

Additional Reports

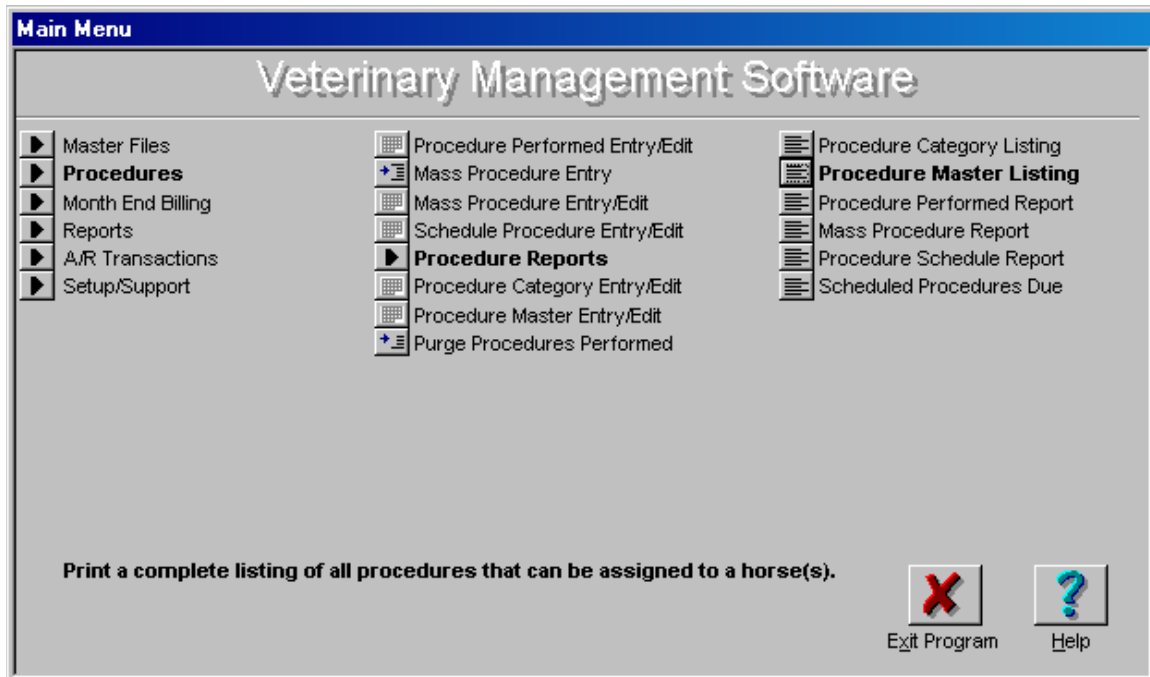
- Print Labels

MENU OPTIONS

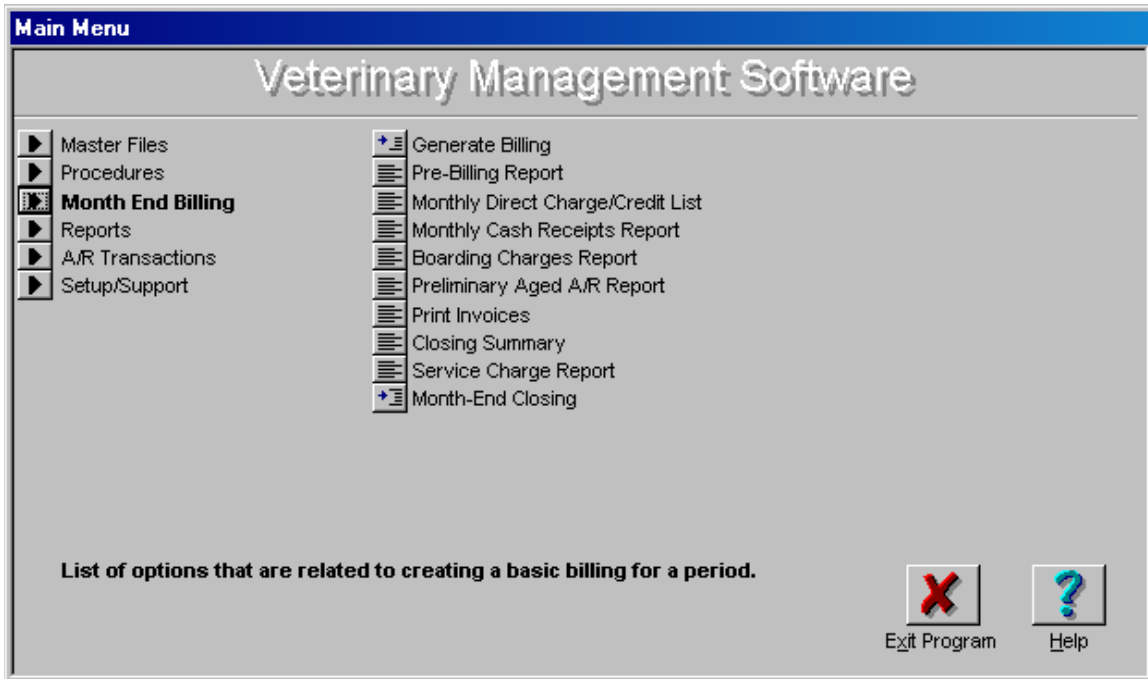
Master Files Menu



Procedures Menu



Month End Billing Menu

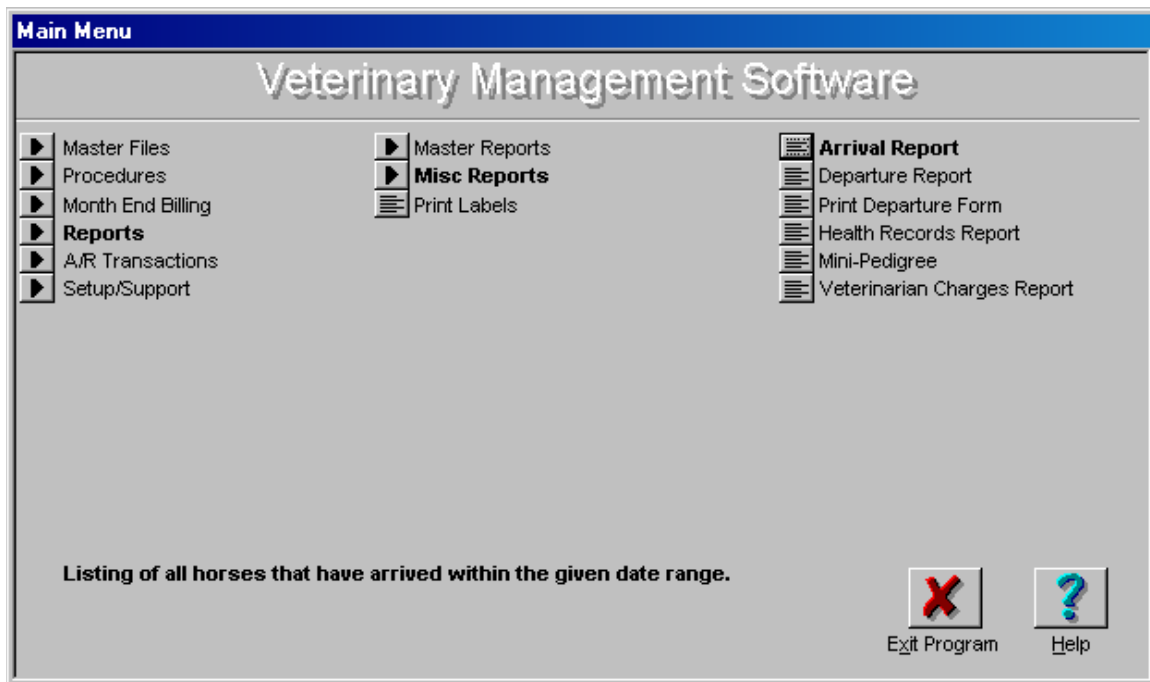


Reports Menu

Master Reports

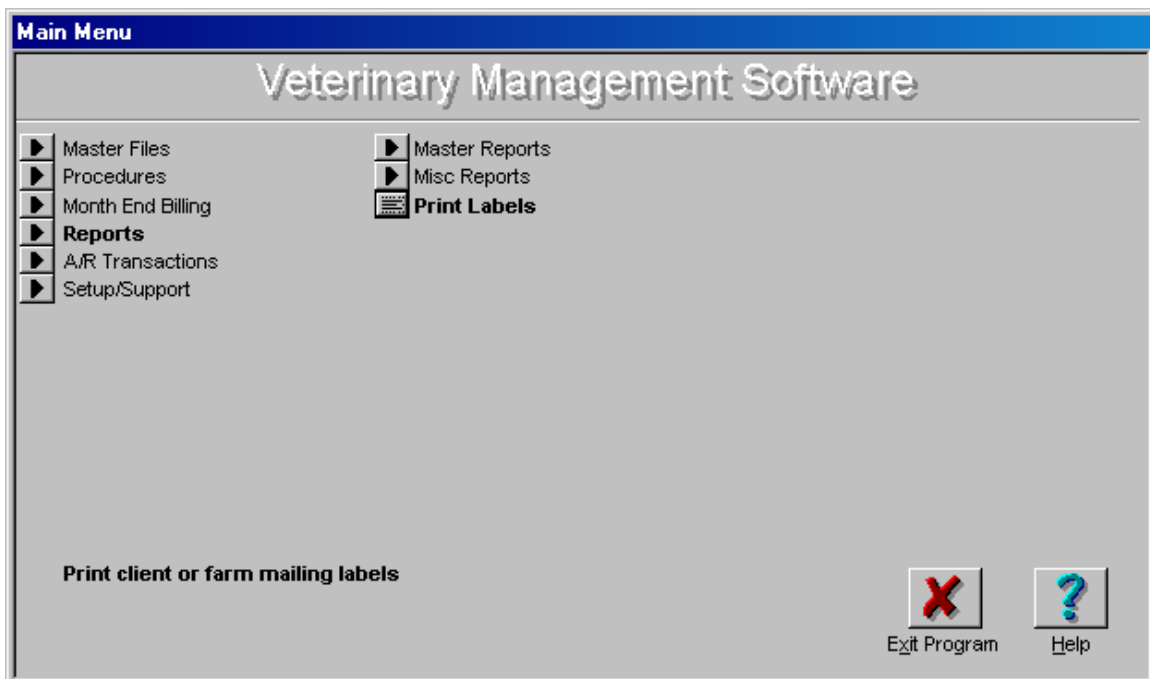


Miscellaneous Reports

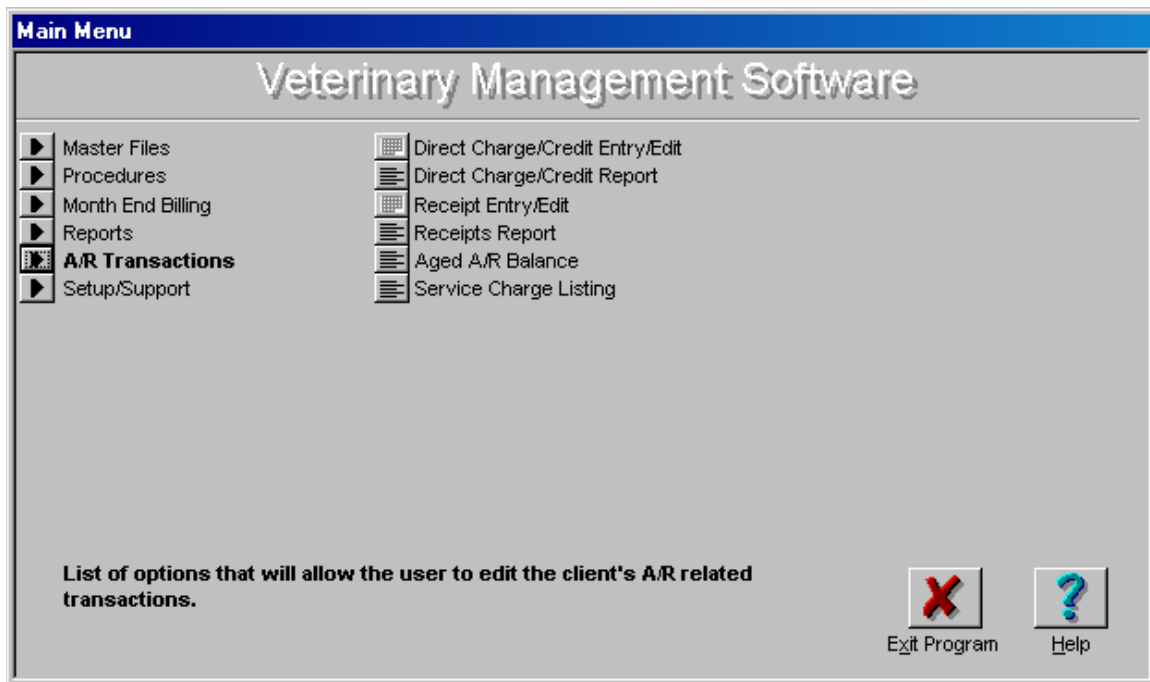


Additional Reports

1. Print Labels

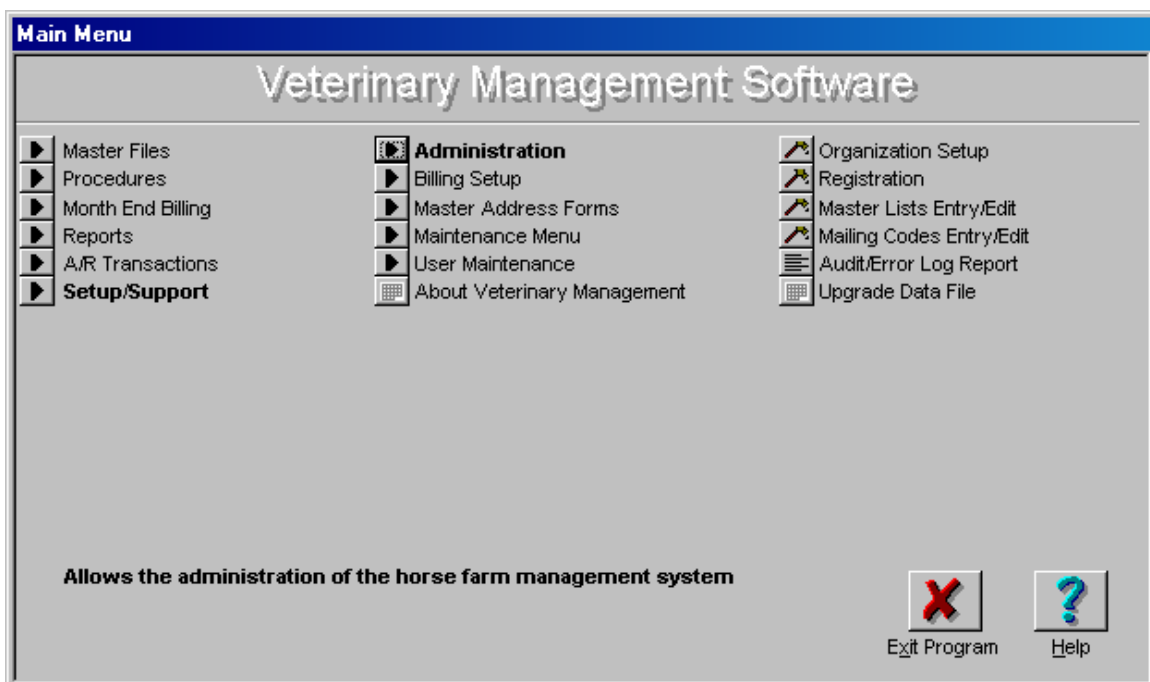


A/R Transactions Menu

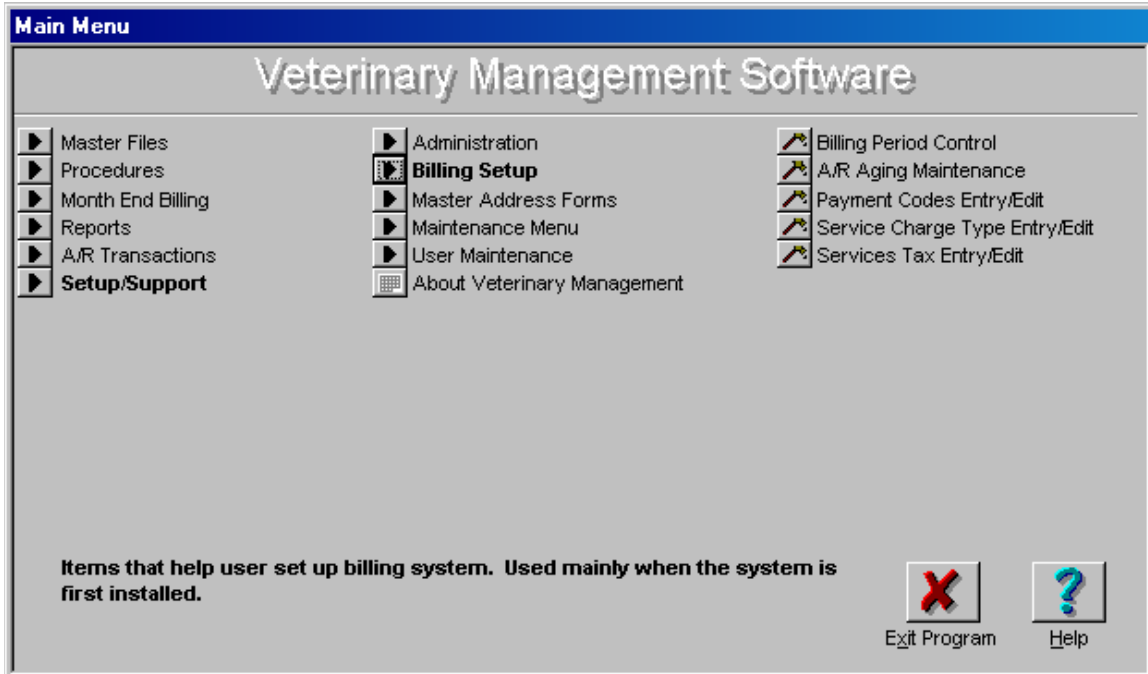


Setup/Support Menu

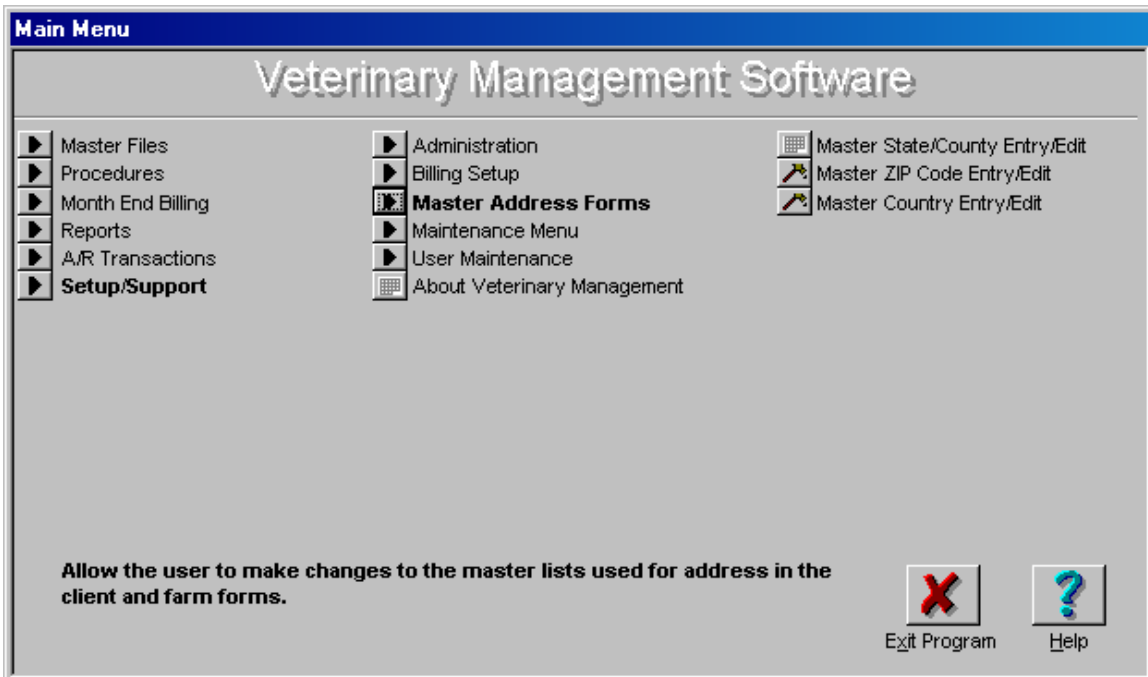
Administration



Billing Setup



Master Address Forms





Maintenance Menu

Main Menu

Veterinary Management Software

<ul style="list-style-type: none"> ▶ Master Files ▶ Procedures ▶ Month End Billing ▶ Reports ▶ A/R Transactions ▶ Setup/Support 	<ul style="list-style-type: none"> ▶ Administration ▶ Billing Setup ▶ Master Address Forms ▶ Maintenance Menu ▶ User Maintenance ▶ About Veterinary Management 	<ul style="list-style-type: none"> ▶ Rebuild Sort Fields ▶ Rollback Last Closing
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Misc. items that let user perform maintenance to system.

 Exit Program
  Help



User Maintenance

Main Menu

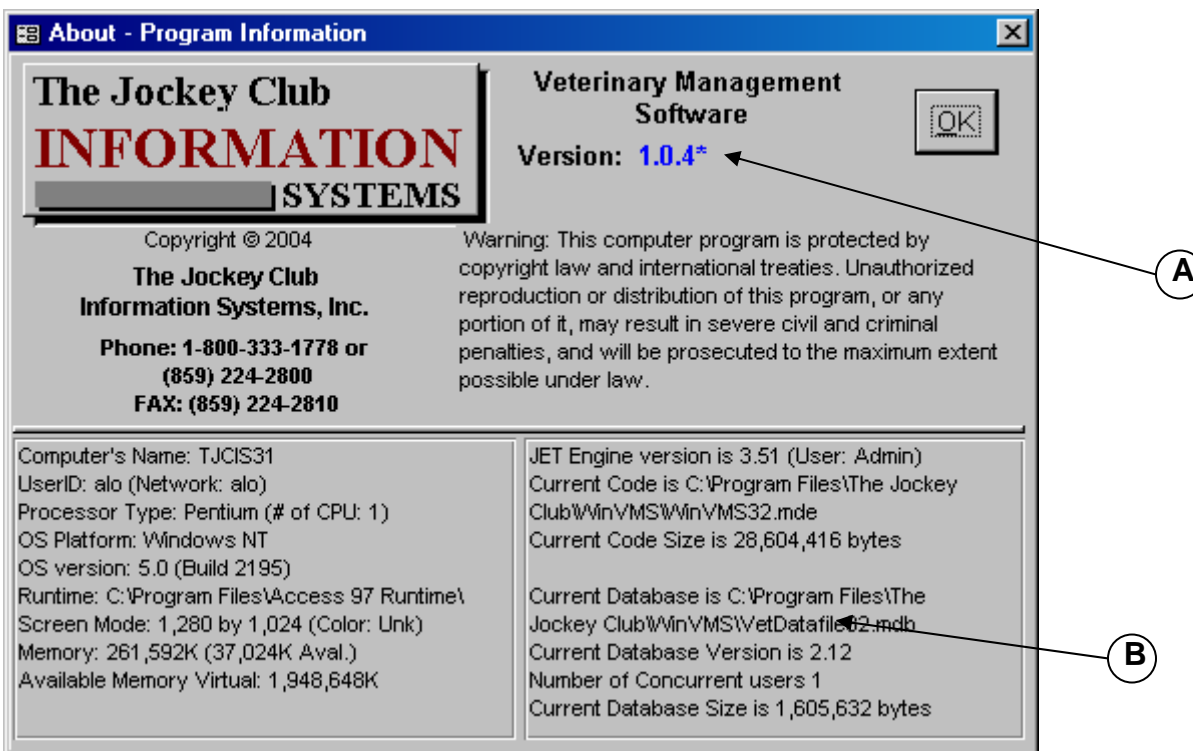
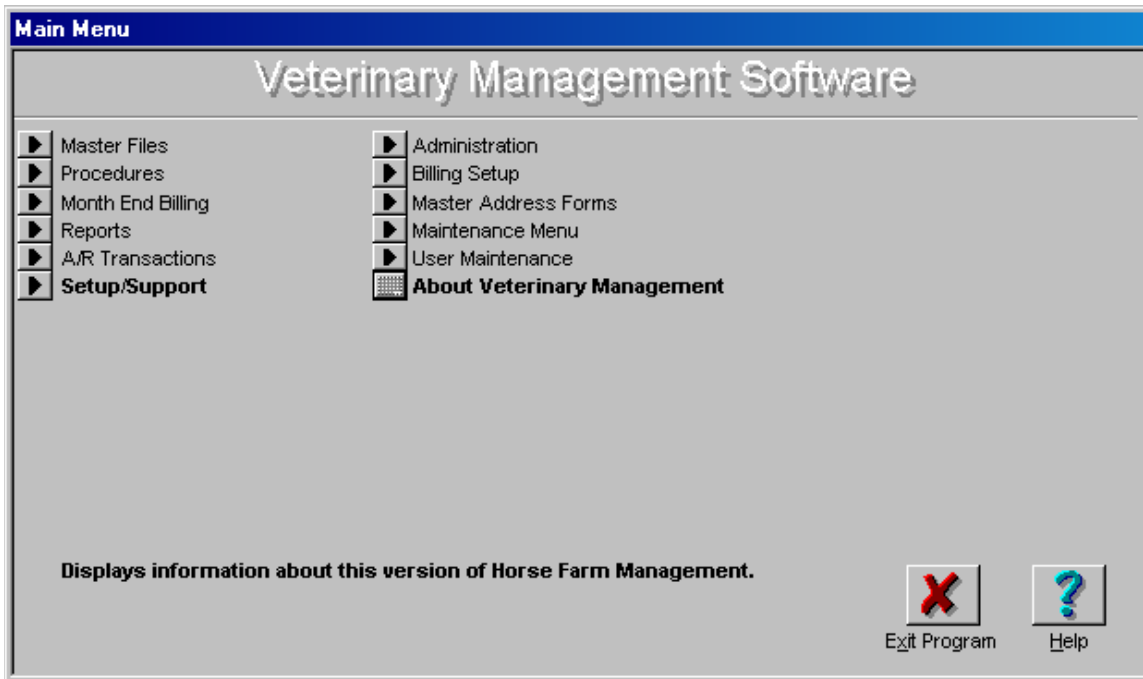
Veterinary Management Software

<ul style="list-style-type: none"> ▶ Master Files ▶ Procedures ▶ Month End Billing ▶ Reports ▶ A/R Transactions ▶ Setup/Support 	<ul style="list-style-type: none"> ▶ Administration ▶ Billing Setup ▶ Master Address Forms ▶ Maintenance Menu ▶ User Maintenance ▶ About Veterinary Management 	<ul style="list-style-type: none"> ▶ Change User ID ▶ Change User Password ▶ Change Preferences
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Allows the user to change how some areas of the software works.

 Exit Program
  Help

About Veterinary Management



Note: This is an informational page. You can check to see which WinVMS32 Version you are currently running (this example is Version 1.0.4) **(A)** or you can verify the location of your datafile32.mdb (this example shows the Current Database is located in C:\ProgramFiles\The Jockey Club\WinVMS\Vetdatafile32.mdb) **(B)**.

General Information about Veterinary Management Software

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 (at the bottom of the form) 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.

The screenshot shows a software window titled "Procedure Detail Entry". On the left side of the form, there is a vertical bar with a small icon at the top, which is circled in red and labeled with the letter "A". The form contains the following fields:

- Horse Name: Misti Moon
- Trainer/Farm: Coventry Farm
- Performed Date: 2/26/2004
- Performed By: Jones, AJ
- Procedure: PAL - Palpate
- Unit Charge: \$20.00
- Quantity: 1
- Charge: \$20.00
- Appear on client invoice:
- Results: [Empty text box]
- Date Results Rcvd: [Empty text box]
- Future Scheduling: [Empty text box]
- Scheduling Comments: [Empty text box]
- Print comments on invoice?
- Click for Comments: [Empty text box]
- Last Update: [Empty text box]
- User ID: [Empty text box]

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, open 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)** See the examples on the next two pages.

Client/Vet Entry/Edit

Name/Farm Lookup: Last: **McCormick** (10) Prefix: Middle: Title: Farm Owner:
 First: Jim Suffix: Middle: Farm/Company Name: **Bedfordshire Abbey Stud** Show Company Only:
 Address: 821 Corporate Dr Phone Numbers Area Code: (859)
 City: Lexington Main: 859-224-2840
 State: KY Veterinarian: Cellular: 859-555-2782
 Zip: 40503 Foreign Country: *
 Salutation: Dear Mr. McCormick Maintain A/R Balance:
 Tax ID Soc. Sec. No. Standard service charge code: 1.5
 Fed. ID No. Trainer/Farm: **Coventry Farm**
 Click for Comments: Inactive:

Mailing Codes Billing Info. Charges / Credits Receipts Horses Other Addresses

Last Update: 2/26/2004 2:15:29 PM User ID: alo

A

Horse Entry/Edit

Horse Name Lookup: Horse Name: **Misti Moon** Add New Horse Barn: Stall: Field:
 Trainer/Farm Name: Ray Horn Racing Stable
 Location: Horse Type: **Mare** Sex: **Mare** Color: **Dk B/Br**
 Registration No: Tattoo No./ID: Z02584 Cert. Loc.:
 Blood Type: State/Country Foaled: FL
 Date of Birth: 3/17/1996 Breed: Thoroughbred Deceased On:
 Last Coggins: 6/13/2003
 Sire: Formal Dinner Dam: Ms Galleria
 P Grand Sire: Well Decorated M Grand Sire: Master Derby
 P Grand Dam: Fantastic Flyer M Grand Dam: Canyon Ride (GB) Inactive:
 Exp. Arrival Date: Exp. Depart Date: Depart Notice:

Owners Arrivals / Departures Boarding Insurance Procedure Entry Health Records

Click for Comments: Last Update: 11/13/2003 4:05:01 PM User ID: alo

Horse Type Entry/Edit

Description: **Mare**
 Daily Board Rate: \$0.00
 Board G/L Revenue
 Billing System: **Regular**
 Click for Comments: Inactive:

Last Update: 11/14/2003 9:37:07 AM User ID: alo

A

Trainer/Farm Entry/Edit

Lookup **Trainer/Farm Name:** Coventry Farm **Owner:** Tony Ottaiano
Manager: Kevin Keegan **Contact:** Misti
Address: 112 Deer Haven Drive
City: Versailles **Phone Numbers** Area Code: (859)
State: KY **Main:** (859) 555-9697
Zip: 40383
Country:
Click for Comments:
Inactive:
Last Update: 2/26/2004 2:22:38 PM **User ID:** alo

A

Procedure Category Entry/Edit

Category Name: Laboratory
Departure Print: No
G/L Account No: 3004000
Click for Comments:
Inactive:
Last Update: 11/20/2003 8:21:28 AM **User ID:** alo

A

Procedure Master Entry/Edit

Procedure Master Name: GEIV - Gentocin IV
Unit Price: \$10.00 **Default Qty:** 1
Proc. Category: Routine
Departure Print:
Category G/L Acct.: 3006000
Override G/L Acct.:
Click for Comments:
Inactive:
Last Update: 11/13/2003 7:52:18 AM **User ID:** gjf

Breeding Procedure:
Movement/Transfer Procedure:
Health Type:
Coggins Procedure:
Arrival/Depart Procedure:
Recurring Procedure:

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 practices and operating styles, this section is meant to show the user just one way of using the software. This “quick start” will give most users a straightforward way to immediately begin using the system.

Getting Started – Just the Basics

After the Veterinary Management Software 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” follows this section.

First, set up your Practice

(Master Files > Client Entry/Edit)

Your practice will need to be listed as one of the available clients. On the Client Entry/Edit form, enter your practice name, address and phone number. You can also add any other trainers/farms that you will be doing business with at this time.

Set up your Organization

(Setup/Support>Administration>Organization Setup)

- Enter your company’s name and complete address as well as your complete phone number, FAX number and E-mail address.
- 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 **not** 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 practice uses a different set of terms. You should just review the categories and not make changes at this time. This is the place to make a change if needed. If your practice needs additional items other than those that are shown, they can be added on the last blank line in the list. Note: The System Locked check box is reserved for system use only. You are not able to check this box.

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 practice 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

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 (if you have not done so already) 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 will treat or board and the board rate for each type. (Mare, Foal, Weanling, Yearling, etc.)

Horse Form

(Master Files > Horse Entry/Edit)

Add all horses that are currently treating. You can add horses at any time in the future also.

Procedure Category

(Master Files > Procedure Category Entry/Edit)

The Procedure Category serves as the parent of the procedure master items. You can create as many categories as needed for your practice. When adding procedure master items below, you will be asked to select which category they are linked to. Add general categories that your specific procedures will fall within such as: Examinations, Vaccinations, Dispensed, and Surgery.

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, Coggins, X-Ray, Tetanus Vaccination, 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. For example if client John Smith had a balance with you for \$125.00. You would enter that amount here. Once you generate the billing for the month. The \$125.00 would show up as the previous balance.

DETAILED WALK THROUGH

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

1. Set up your practice:

- Select "Master Files" from the menu
- Select the "Client/Vet Entry/Edit" menu item to open the form
- Click the "Add" button. First, add each Veterinarian in your practice

The screenshot shows the 'Client/Vet Entry/Edit' window with the following data entered:

- Name/Farm Lookup:** Last: Jones (12), First: A.J., Middle: , Title: Dr., Prefix: Dr., Suffix: , Farm Owner:
- Farm/Company Name:** Equine Veterinary Associates, Show Company Only:
- Address:** 821 Corporate Drive, City: Lexington, State: KY, Zip: 40503, Foreign Country: , Veterinarian:
- Phone Numbers:** Area Code: (859), Main: (859) 224-2842, Cellular: (859) 555-4268
- Tax ID:** Salutation: Dr. Jones, Maintain A/R Balance:
Soc. Sec. No. (selected), Fed. ID No. (unselected), Standard service charge code:
- Trainer/Farm:** Equine Veterinary Associates
- Click for Comments:** , Inactive:

Navigation buttons: Mailing Codes, Billing Info., Charges / Credits, Receipts, Horses, Other Addresses

Status bar: Last Update: 2/26/2004 3:55:48 PM, User ID: alo

- Enter as much information as you can on each trainer/farm including the main phone number, person to contact.
- Add any other trainer/farms that you will be interacting with.
- 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.

The screenshot shows a window titled "Organization Entry/Edit". The form contains the following fields and values:

- Name: Equine Veterinary Associates
- Address: 821 Corporate Drive, Suite 921
- City: Lexington
- State: KY
- Zip: 40503
- Country: USA
- Phone: (859) 555-1212
- Fax: (859) 555-1313
- E-Mail: billing@yourpractice.com
- Logo: A small image of a horse in a field.
- Logo on Invoices:
- Click for Invoice Comments: (Empty text area)

A "Config" button is located on the right side of the form.

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 all 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

The screenshot shows a window titled "Organization - Configuration". The form contains the following fields and values:

- Organization Name: Equine Veterinary Associates
- G/L Account: (Empty text field)
- Non-US Only:
 - Tax Name: (Empty dropdown menu)
 - Tax Account: (Empty text field)
- Print Organization Name on Invoices:
- Default all reports to be sent to the screen:
- Default all horse names to uppercase:
- Disable the warnings when removing bill option on procedure detail:

- Enter a G/L Account number for your Practice. It is not necessary to enter information in this field. If you do not need to identify a G/L Account number for your business, leave this field blank.

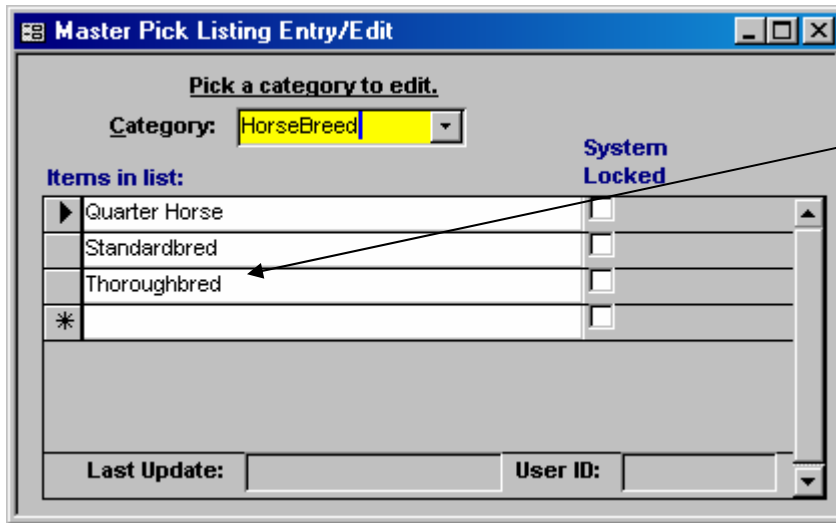
○

- 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

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



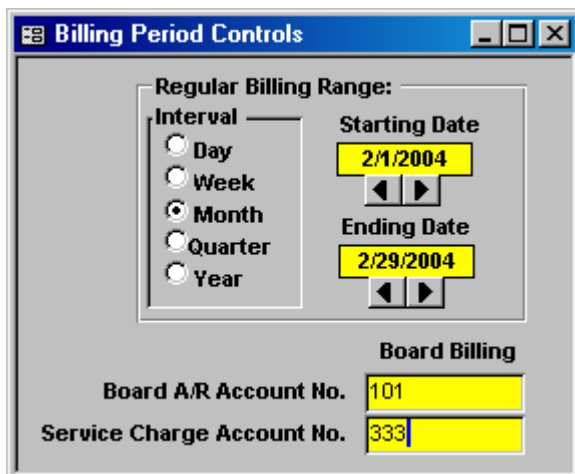
You should just review the categories and not make changes at this time. Be aware that this is the place to make a change if needed. If your farm needs additional items than those that are shown, they can be added on the last blank line in the list. **(A)** Note: The System Locked check box is reserved for system use only. You are not able to check this box.

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

Since the Veterinary Management Software 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 practice 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



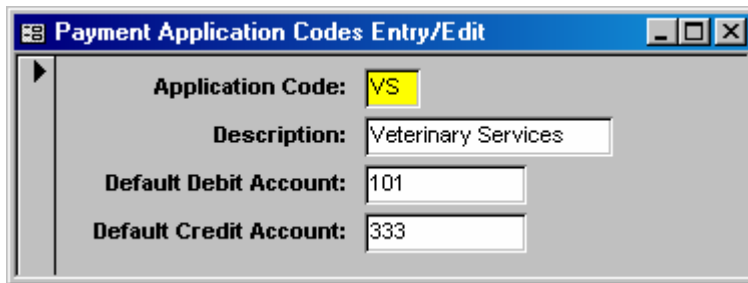
The G/L Account numbers are at the bottom of the form. Enter the Board A/R Account Number and the Service Charge Account Number for the Monthly Board Billing. You can leave the numbers that have been pre-loaded or you can enter account numbers designated by your practice.

- 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 VS)
- Enter a Description for the application code (can use Veterinary Charges, Board, Board Billing, 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.



Application Code:	VS
Description:	Veterinary Services
Default Debit Account:	101
Default Credit Account:	333

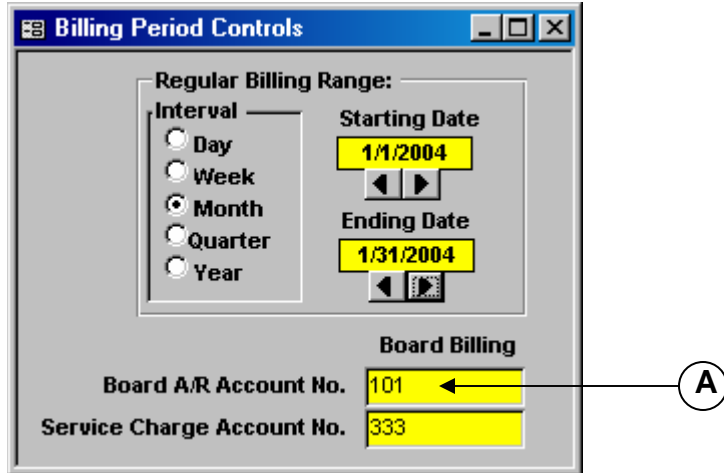
Note: When you are entering your cash receipts on a daily/regular basis, you will be selecting this payment code from a pull down list. Again, this payment application code indicates to the system that the cash receipt will be applied to your board billing.

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

- Close the form and return to the Main Menu.

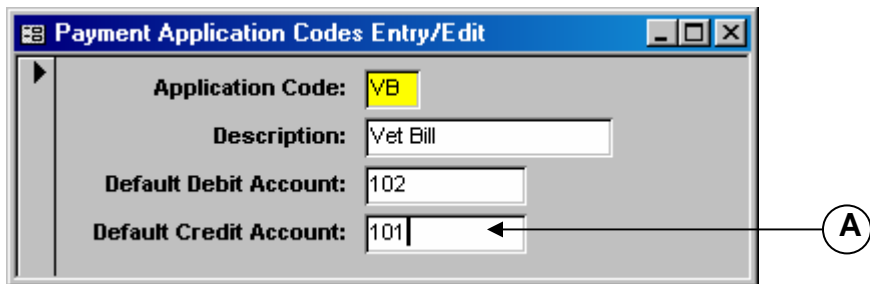
TIP: *Your Payment Application code for billing can be either numerical or alphabetical.*

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. and the Default Credit Account Number. (A)



The "Billing Period Controls" dialog box contains the following fields:

- Regular Billing Range:**
 - Interval:** Radio buttons for Day, Week, **Month** (selected), Quarter, and Year.
 - Starting Date:** 1/1/2004
 - Ending Date:** 1/31/2004
- Board Billing:**
 - Board A/R Account No.:** 101 (highlighted in yellow, with a left-pointing arrow and a circled 'A' pointing to it)
 - Service Charge Account No.:** 333



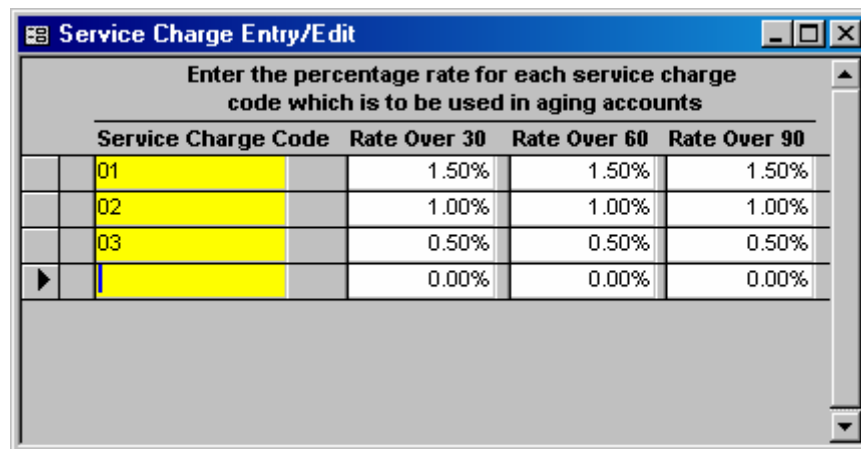
The "Payment Application Codes Entry/Edit" dialog box contains the following fields:

- Application Code:** VB
- Description:** Vet Bill
- Default Debit Account:** 102
- Default Credit Account:** 101 (highlighted in white, with a left-pointing arrow and a circled 'A' pointing to it)

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 Veterinary Management Software will automatically apply a “late fee” to any unpaid balances for those clients that you specifically indicate should be charged late fees/service charges. A client will never be charged late fees unless you specifically mark it as such. To set up the Service Charges/Late Fees:

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



The screenshot shows a window titled "Service Charge Entry/Edit" with a blue header bar. Below the header, there is a text prompt: "Enter the percentage rate for each service charge code which is to be used in aging accounts". Below this is a table with four columns: "Service Charge Code", "Rate Over 30", "Rate Over 60", and "Rate Over 90". The table contains four rows of data, with the first three rows highlighted in yellow. The first row has code "01" and rates of 1.50% for all three categories. The second row has code "02" and rates of 1.00%. The third row has code "03" and rates of 0.50%. The fourth row has a blank code and 0.00% rates. A vertical scrollbar is on the right side of the table.

Service Charge Code	Rate Over 30	Rate Over 60	Rate Over 90
01	1.50%	1.50%	1.50%
02	1.00%	1.00%	1.00%
03	0.50%	0.50%	0.50%
	0.00%	0.00%	0.00%

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 can charge a minimum Service charge each month instead of the percentage. For example a minimum Service Charge for \$5.00 can be set on any balances over 30 days past due. Once your selected percentage rate exceeds that amount it will charge the higher amount.

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

- Close the form and return to the Main Menu.

8. Horse Type Entry/Edit Form

The Veterinary Management Software requires a defined horse type when adding any horse to the system. Each horse type can have an associated daily board rate.

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

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

The screenshot shows a window titled "Horse Type Entry/Edit". At the top, there is a label "Horse Type:" followed by a dropdown menu. Below the dropdown are four buttons: "Edit", "Add New", "Delete", and "Close".

The screenshot shows the "Horse Type Entry/Edit" window with the following fields and values:

- Description: Mare
- Daily Board Rate: \$0.00
- Board G/L Revenue: (empty field)
- Billing System: Regular
- Click for Comments: (empty field)
- Inactive:
- Last Update: 2/26/2004 2:21:41 PM
- User ID: alo

- [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.
- [Optional] Comments entered in the “Click for Comments” field will appear on the Horse Type Listing report (*Reports>Master Reports>Horse Type Listing*)
 - Close the form and return to the Main Menu

9. Client Entry/Edit form

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

The screenshot shows a software window titled "Client/Vet Entry/Edit". The form is filled with data for a client named Tony Ottaiano. The "Farm/Company Name" is Coventry Farm, located at 112 Deer Haven Dr, Versailles, KY 40383. The client's phone numbers are listed as Main: (859) 879-9697 and Cellular: (859) 539-1100. The "Show Company Only" checkbox is checked, and a circled 'A' points to it. The "Farm Owner" checkbox is unchecked. The "Salutation" is Tony, and the "Standard service charge code" is 01. The "Tax ID" section has "Soc. Sec. No." selected. The "Trainer/Farm" is Coventry Farm. The "Click for Comments" field is empty. The "Inactive" checkbox is unchecked. At the bottom, there are buttons for Mailing Codes, Billing Info., Charges / Credits, Receipts, Horses, and Other 1 Address. The "Last Update" is 1/19/2004 10:56:22 AM and the "User ID" is alo.

- If you have not already done so, 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 the last name, first name and 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.

- Close the form and return to the Main Menu.

Additional Notes:

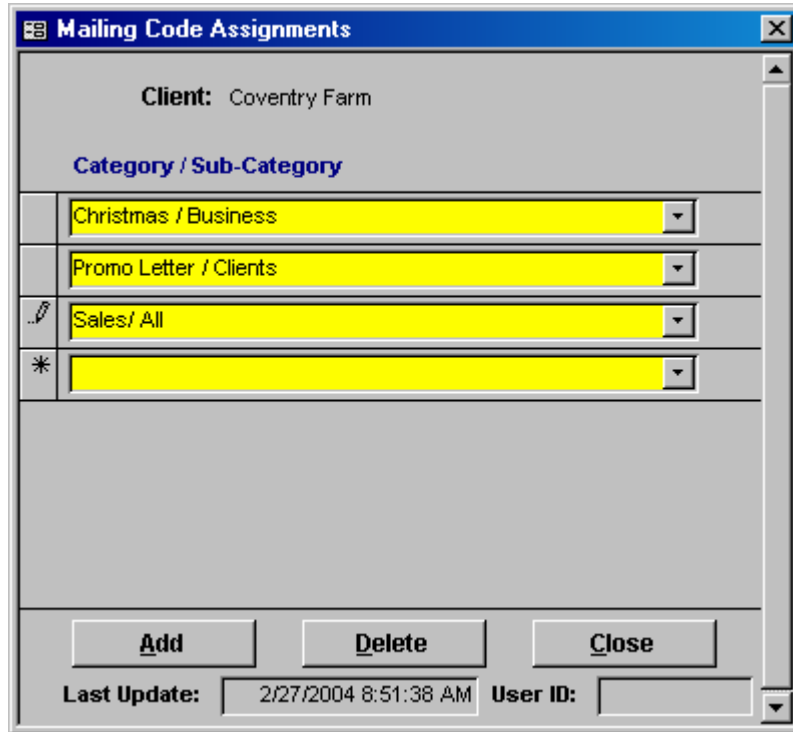
Show Company Only. If the farm is the billing entity and not the client name, then check the “Show Company Only” checkbox and only the farm/company name will appear on the invoices and reports. **(A)**

Maintain A/R Balance always defaults to yes and is indicated with a check mark in the box “√”. 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

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.



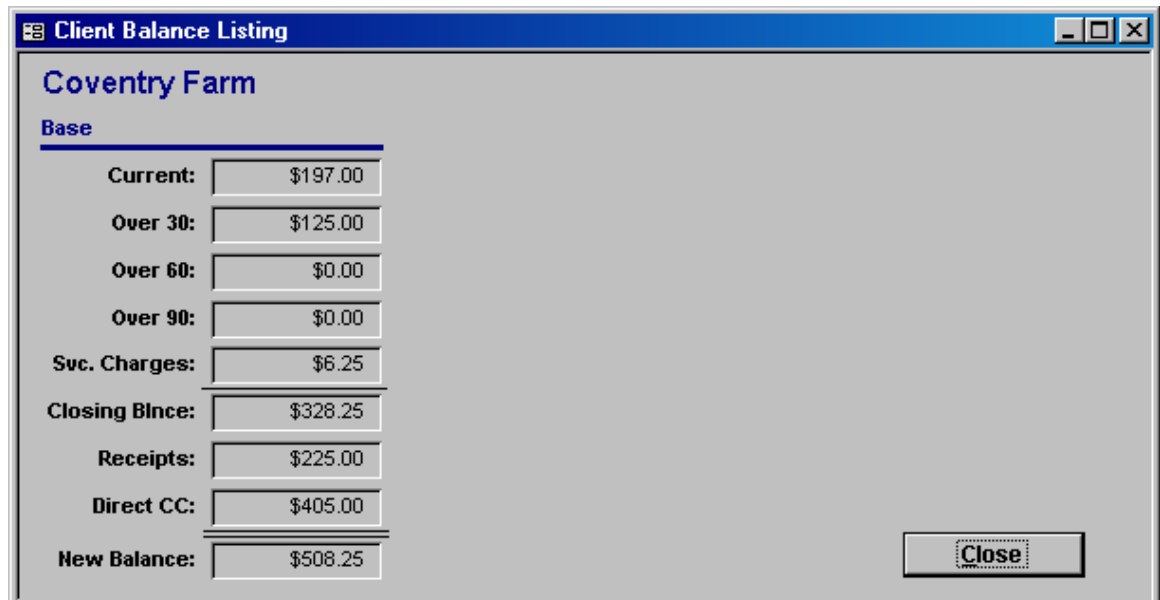
The screenshot shows a window titled "Mailing Code Assignments" for the client "Coventry Farm". It features a list of four mailing code assignments, each with a dropdown menu. The first three are "Christmas / Business", "Promo Letter / Clients", and "Sales / All". The fourth is a new entry marked with an asterisk. At the bottom, there are "Add", "Delete", and "Close" buttons, along with a "Last Update" field showing "2/27/2004 8:51:38 AM" and a "User ID" field.

Category / Sub-Category
Christmas / Business
Promo Letter / Clients
Sales / All
*

Buttons: Add, Delete, Close

Last Update: 2/27/2004 8:51:38 AM User ID: []

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



The screenshot shows a window titled "Client Balance Listing" for the client "Coventry Farm". It displays a table of billing information under the heading "Base". The table includes fields for Current, Over 30, Over 60, Over 90, Svc. Charges, Closing Blnce, Receipts, Direct CC, and New Balance, each with a corresponding value. A "Close" button is located at the bottom right.

Coventry Farm	
Base	
Current:	\$197.00
Over 30:	\$125.00
Over 60:	\$0.00
Over 90:	\$0.00
Svc. Charges:	\$6.25
Closing Blnce:	\$328.25
Receipts:	\$225.00
Direct CC:	\$405.00
New Balance:	\$508.25

Close

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

Regular Direct Charges/Credits Entry/Edit

Client: Coventry Farm
Farm/Company: Coventry Farm

Save/Add New

G/L Account A/R: 101

Invoice Comments:

Direct C/C Date:

Amount: \$0.00

Account Distributions:

G/L Account:	G/L Amount:
<input type="text"/>	\$0.00

Applied On:

Total:

Click for Comments:

Last Update: User ID:

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

Receipts Entry/Edit

Client: Coventry Farm
Farm/Company: Coventry Farm

Save/Add

Payment Date:

Applied To:

Check Number:

Amount: \$0.00

Reference:

Debit G/L Account: Applied On:

Credit G/L Account:

Click for Comments:

Last Update: User ID:

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.

Horse	Percent Owned
Gold Shilling	100.00%
Ms Galleria	100.00%
Ordeal is Over	50.00%

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.

Category:

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, skip the city and state, enter the zip code and the system will automatically enter the city and state for you.

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

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

TIP: Enter any additional phone numbers for each client in the 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.

Horse Entry/Edit

Horse Name: Misti Moon Add New Horse Barn: Stall: Field: Trainer/Farm Name: Ray Horn Racing Stable

Location: Horse Type: Mare Sex: Mare Color: Dk B/Er

Registration No: Tattoo No./ID: Z02584 Certif. Loc.: Blood Type: State/Country Foaled: FL

Date of Birth: 3/17/1996 Breed: Thoroughbred Deceased On: Last Coggins: 6/13/2003

Sire: Formal Dinner Dam: Ms Galleria P Grand Sire: Well Decorated M Grand Sire: Master Derby P Grand Dam: Fantastic Flyer M Grand Dam: Canyon Ride (GB) Inactive:

Exp. Arrival Date: Exp. Depart Date: Depart Notice: Owners Arrivals / Departures Boarding Insurance Procedure Entry Health Records

Click for Comments: Last Update: 2/26/2004 2:19:20 PM User ID: alo

- Enter horse's name
- 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 first day that the horse is treated). **(A)**

Add Effective Date [?] [X]

Enter a new effective date

OK

Cancel

2/25/2004

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.

Client/Vet Lookup

Enter filter information to limit list.

Clear Filter Last Name/Farm: [] Advanced

First Name: []

Trainer/Farm Name: Ray Horn Racing Stable [v]

Client Names	Vet	Farm/Company	Location	Trainer/Farm	Inactive
▶ Ottaiano, Tony		Coventry Farm	Versailles, KY	Ray Horn Racing Stable	<input type="checkbox"/> (15)
Falter, Gary		Red Fox Stable	Versailles, KY	Ray Horn Racing Stable	<input type="checkbox"/> (5)
Fowler, Robbie			Manchester, KY	Ray Horn Racing Stable	<input type="checkbox"/> (18)
Martin, Susan		SEM Stable	Lexington, KY	Ray Horn Racing Stable	<input type="checkbox"/> (6)

OK Delete Add Close Empty

Horse Ownership Entry/Edit [X]

Horse Name: Sky Blue City Type: In Training Reset

Effective Date: 2/23/2004

Add New Remove

Trainer/Farm Name: Ray Horn Racing Stable

Client	Percent	Main Contact	Exception Board Rate	Messaging Via
▶ Robbie Fowler	100.00%	<input checked="" type="checkbox"/>		None
* []		<input type="checkbox"/>		
Total Percent:		100.00%		

Last Update: 2/27/2004 9:16:34 AM User ID: alo

- 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.

Horse Ownership Entry/Edit

Horse Name: Sky Blue City Type: In Training Reset

Effective Date: 2/23/2004

Trainer/Farm Name: Ray Horn Racing Stable

Client	Percent	Main Contact	Exception Board Rate	Messaging Via
Robbie Fowler	50.00%	<input checked="" type="checkbox"/>		None
Coventry Farm	50.00%	<input type="checkbox"/>		None
*		<input type="checkbox"/>		
Total Percent:		100.00%		

Add New Remove

Last Update: 2/27/2004 9:17:13 AM User ID: alo

- 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 not 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.

- **If you are boarding horses at your facility**, you must let the system know that the horse has arrived on your location if you want the system to calculate the daily boarding charges. While you are still on the "Horse Entry/Edit" screen...
 - Click the "Arrivals/Departures" button on the bottom left to open the Arrival/Departure form.

Arrival/Departure Form

Horse Name: Misti Moon Horse Lookup

Departure Notice:

Type	Actual Date	Arrived To:
Arrival	3/1/2004	Equine Veterinary Associates
*		

Vanned By: Farm Van Phone: (859) 555-8987

Arrived From: Ray Horn Racing Stable Boarding Type: Boarder - Observer

2) Standard Rate: \$35.00

3) Exception Rate:

4)

Click for Comments:

Last Update: 3/5/2004 3:33:18 PM User ID:

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

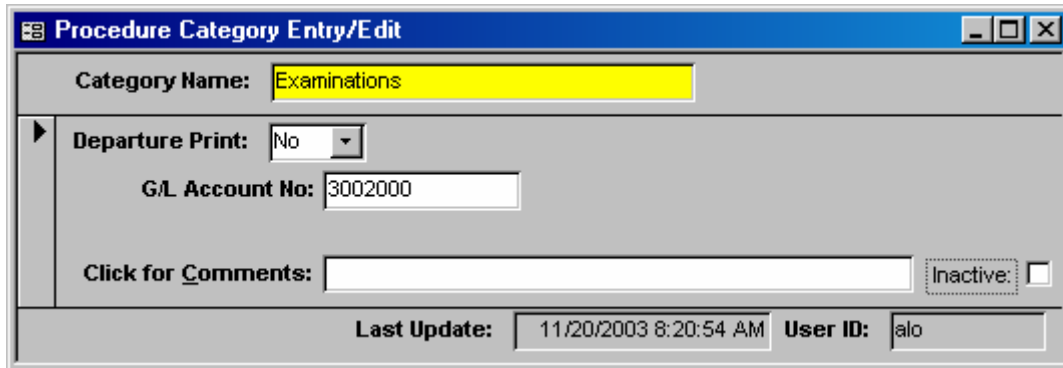
- Insurance – Enter and store current insurance information on each horse (Agent, rate, expiration date, what type of coverage, etc.)
- Procedure Entry – Enter procedures that have been performed to this horse either from here or from the Procedures button (Procedures Performed Entry/Edit)
- Health Records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



Procedure Category Entry/Edit

Category Name: Examinations

Departure Print: No

G/L Account No: 3002000

Click for Comments: Inactive:

Last Update: 11/20/2003 8:20:54 AM User ID: alo

- 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] 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.
- [Optional] Select an appropriate billing category.
- 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

- Select "Master Files" from the menu.
- Select "Procedure Master Entry/Edit" menu item
- Select "**Add New**" to add each individual procedure
- Procedure Master Name: Enter the name of each specific procedure that may be performed on a horse (X-Ray, Bloodwork, Palpation, Ultrasound, etc.).

- Standard Charge: Enter the Standard Charge for each procedure if there is one.
- Proc. Category: Select the corresponding Procedure Category for that procedure from the pull down menu.
- 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.
- [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 one 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] 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 not mark the procedure “Vanning” or “Neck Strap” as a “Health Type”
- 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	Trainer/Farm	Current	Over 30	Over 60	Over 90	Accumulated Service
▶ Mark Adkins	Greg Begley, Trainer	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
Bedfordshire Abbey Stu	Coventry Farm					
Todd Brown	Greg Begley, Trainer	\$187.00	\$65.00	\$0.00	\$0.00	\$9.35
Dr. John Cash	Equine Veterinary As					
Coventry Farm	Coventry Farm					
Coventry Farm	Ray Horn Racing Stab	\$197.00	\$125.00	\$0.00	\$0.00	\$6.25
Gary Falter	JJ Smith Racing Stabl					
Gary Falter	Ray Horn Racing Stab	\$325.00	\$0.00	\$0.00	\$0.00	\$0.00
Robbie Fowler	Ray Horn Racing Stab					
Steve Gillispie	Coventry Farm	\$79.00	\$11.00	\$22.00	\$0.00	\$0.00
Dr. AJ Jones	Equine Veterinary As					
SEM Stable	Ray Horn Racing Stab	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
Take Five Stable	Ray Horn Racing Stab	\$122.00	\$57.00	\$0.00	\$0.00	\$0.00

- 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 VMS.

- 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.*

HEALTH RECORD ENTRIES

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 Vet that performed the procedure
- [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. Or just change the quantity and the amount will automatically changed to reflect the correct charge. **(B)**

Procedure Detail Entry

Horse Name: Save/Add

Trainer/Farm: Fill From Previous

Performed Date: Time:

Performed By: Invoice Number:

Procedure:

Override Description:

Unit Charge: Quantity: Charge:

Appear on client invoice:

Results: Date Results Rcvd:

Future Scheduling: Scheduling Comments:

Print comments on invoice?

Click for Comments:

Last Update: User ID:

Procedure Detail Entry

Horse Name: Save/Add

Trainer/Farm: Fill From Previous

Performed Date: Time:

Performed By: Invoice Number:

Procedure:

Override Description:

Unit Charge: Quantity: Charge:

Appear on client invoice:

Results: Date Results Rcvd:

Future Scheduling: Scheduling Comments:

Print comments on invoice?

Click for Comments:

Last Update: User ID:

A

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.

- To enter the same (or similar) procedures on multiple 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”

Procedure Entry/Edit

Trainer/Farm: K. Keegan Racing Stable

Horse: Misti Moon

Edit Add Close

- 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.

Procedure Lookup

Horse Name: Misti Moon

Clear Filter

Performed Date:

Performed On	Description	Billed?
2/27/2004	Dx Bute Paste	<input type="checkbox"/>
2/26/2004	PAL - Palpate	<input type="checkbox"/>
2/5/2004	TETV - Tetanus	<input type="checkbox"/>
2/5/2004	ULTF - Ultrasound Fetal Sex	<input type="checkbox"/>
1/7/2004	VIT - Vitamins IV	<input type="checkbox"/>
1/7/2004	VIT - Vitamins IV	<input type="checkbox"/>
11/15/2003	BCP - Blood Chemistry Profile	<input type="checkbox"/>
11/15/2003	EE - Endoscope Exam	<input type="checkbox"/>
11/14/2003	VIT - Vitamins IV	<input type="checkbox"/>
11/7/2003	EQEV - Equine Enceph Vacc	<input type="checkbox"/>
11/2/2003	BLC - Blood Chemistry	<input type="checkbox"/>

OK Delete Close

Procedure Detail Edit

Horse Name:

Trainer/Farm:

Performed Date: Time:

Performed By: Invoice Number:

Procedure:

Override Description:

Unit Charge: Quantity: Charge:

Appear on client invoice: Applied On:

Results: Date Results Rcvd:

Future Scheduling: Scheduling Comments:

Print comments on invoice?

Click for Comments:

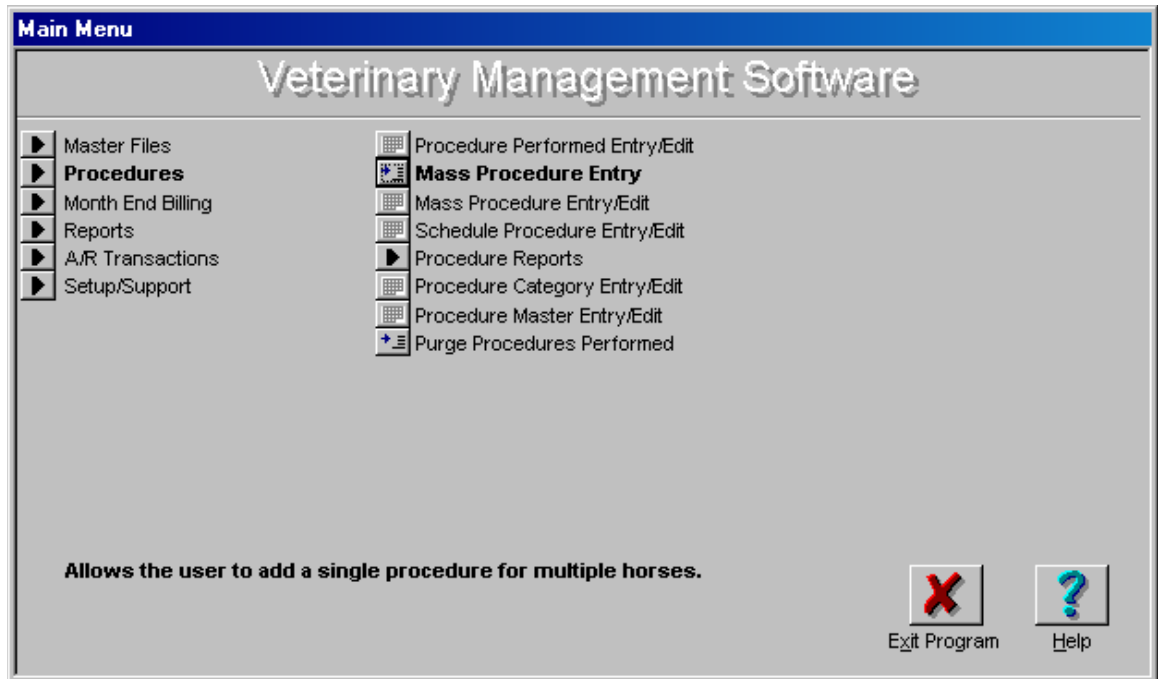
Last Update: User ID:

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

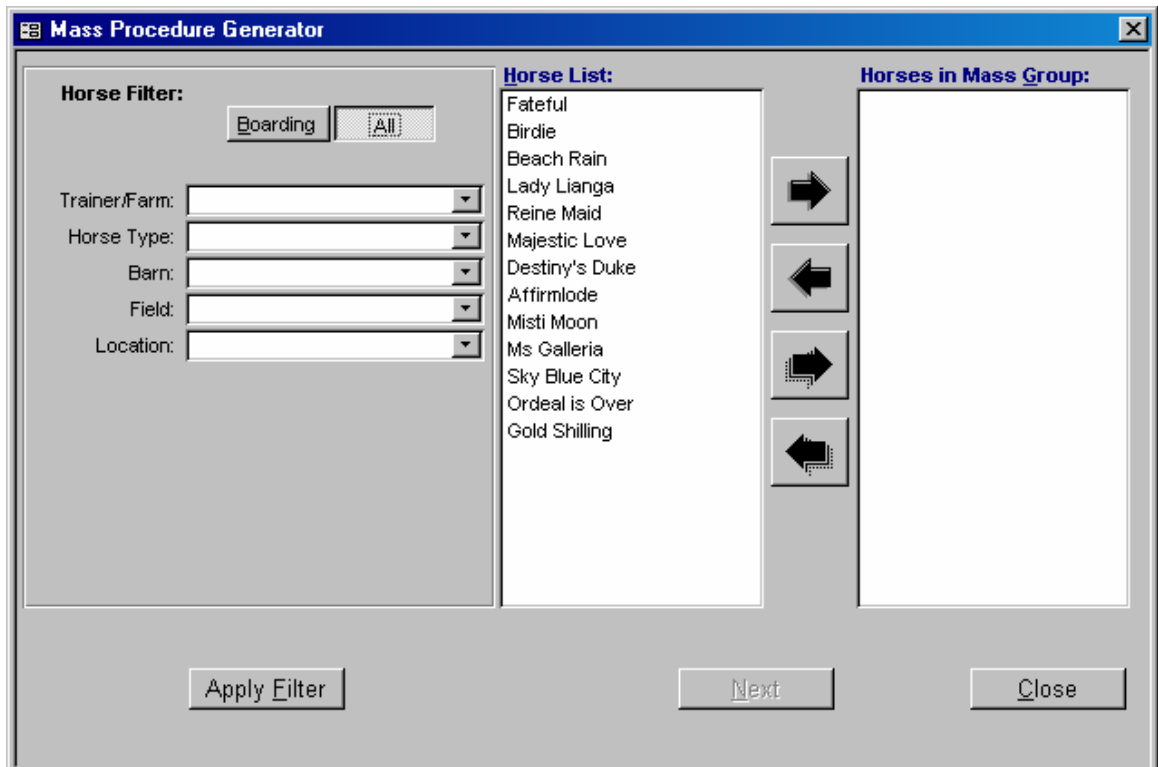
TIP: All procedures automatically become part of the horse's health record and the monthly billing. All procedures entered will appear on the client's invoices **unless** either the "Appear on client invoice" option was unchecked (on the Procedure Performed Entry/Edit form) or the "Maintain A/R Balance" option was unchecked (on the Client Entry/Edit form) for the owner of the horse.

2. Adding Mass Procedure Entries

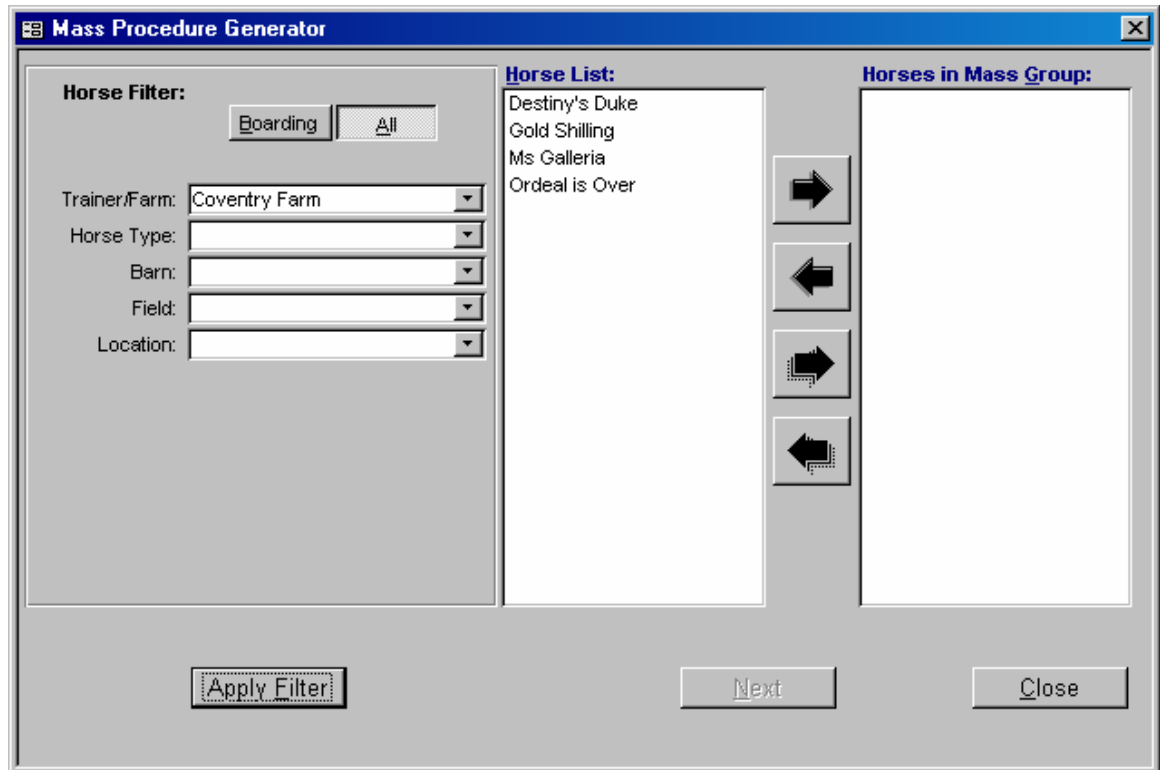
- Select “Procedures” from the menu.
- Select “Mass Procedure Entry” menu item



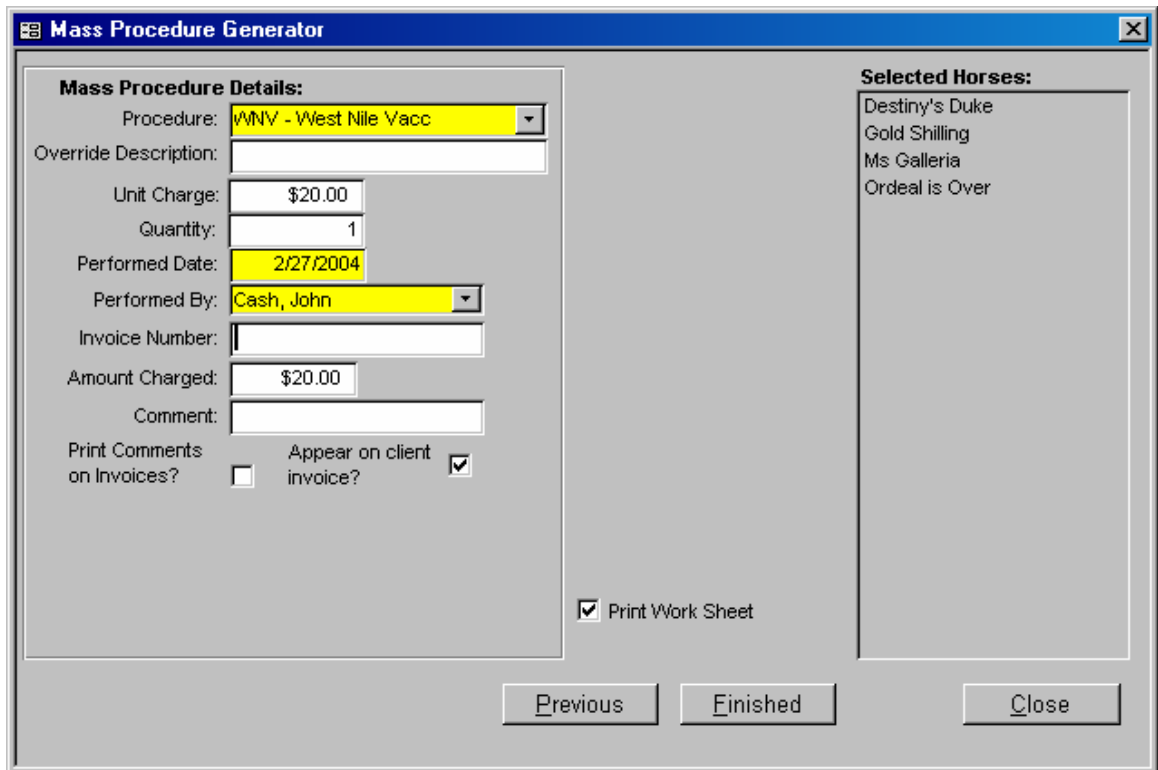
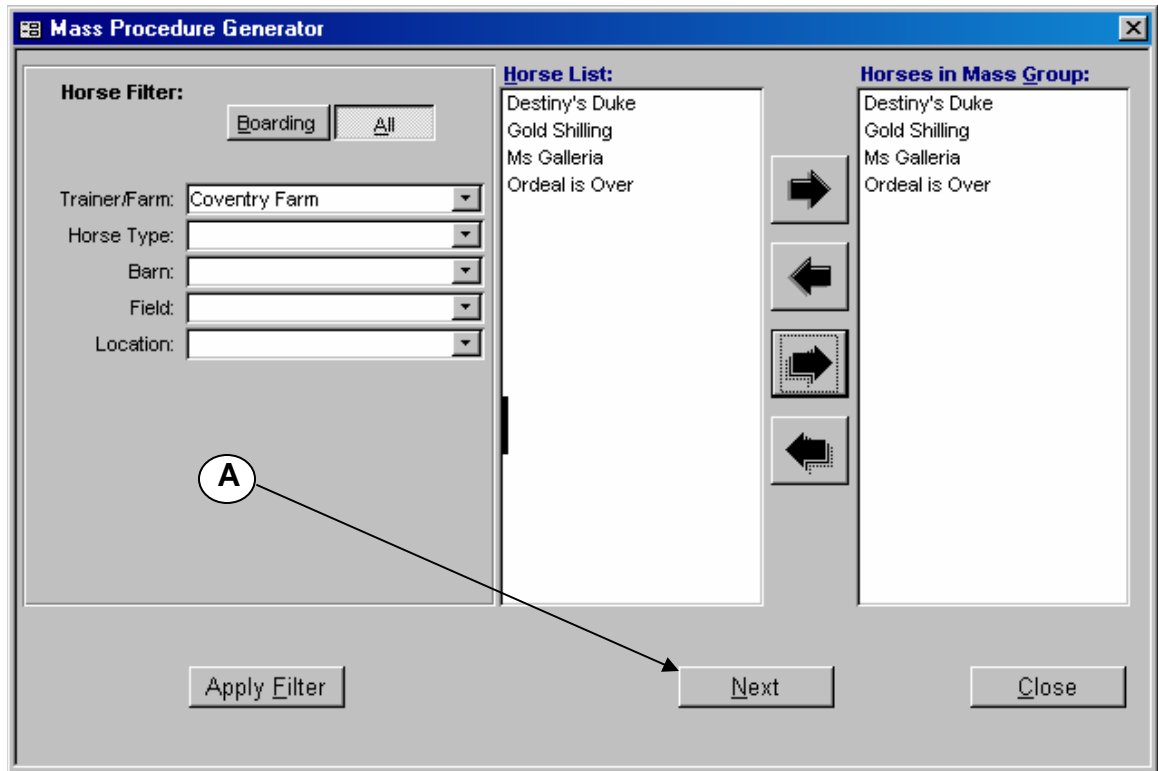
- Click on “Boarding” to view a list of horses that are currently “Boarding” or click on “All” to view a list of the horses whether they are currently boarding or not.



- To generate a Mass Procedure for one particular group of horses, select the Trainer/Farm 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.

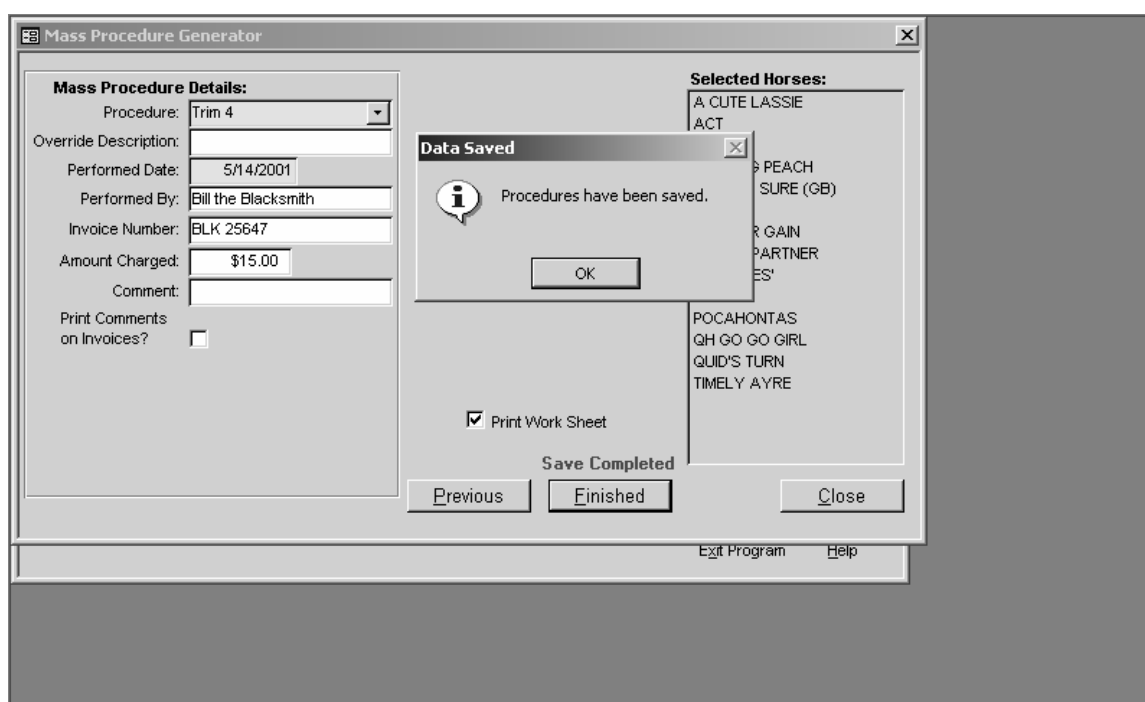


- If all horses shown in the Horse List are to be included in the Mass Procedure, click the third arrow from the top (this arrow points to the right and has a “shadow”) Clicking on that particular arrow will place all of the horses from the Horse List into the “Horses in Mass Group”. When the horses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

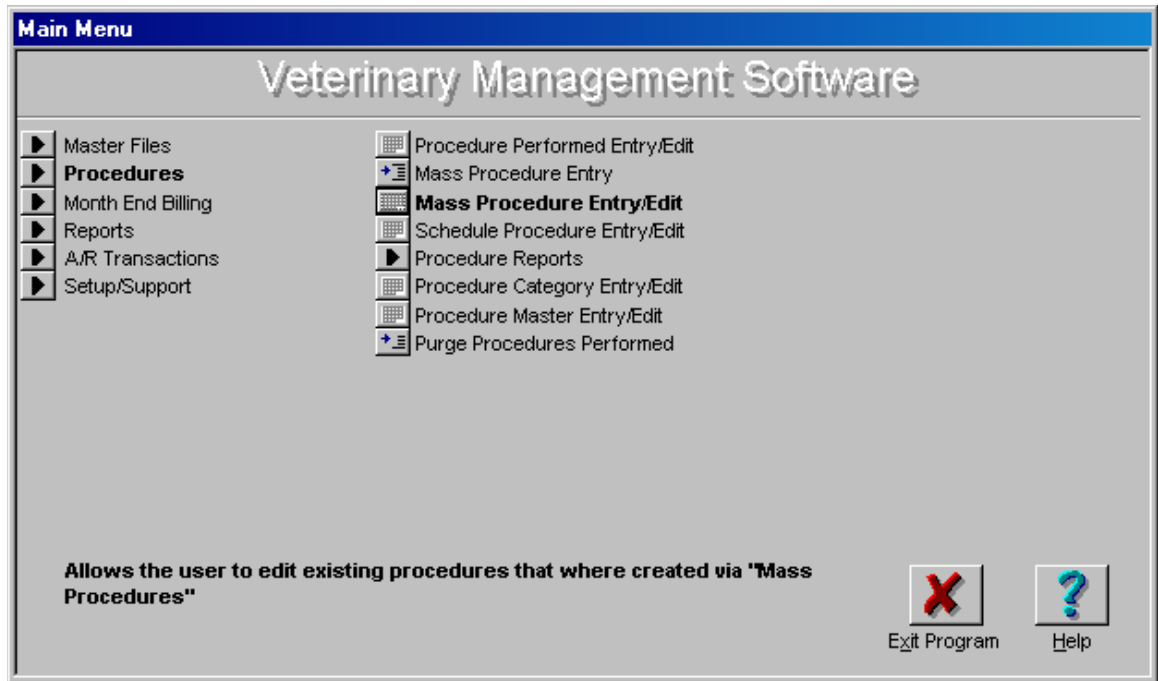


- If the box next to “Print Work Sheet” is checked, the system will automatically print a worksheet of the mass procedure that you have just entered. If you un-check the box, no worksheet will print.

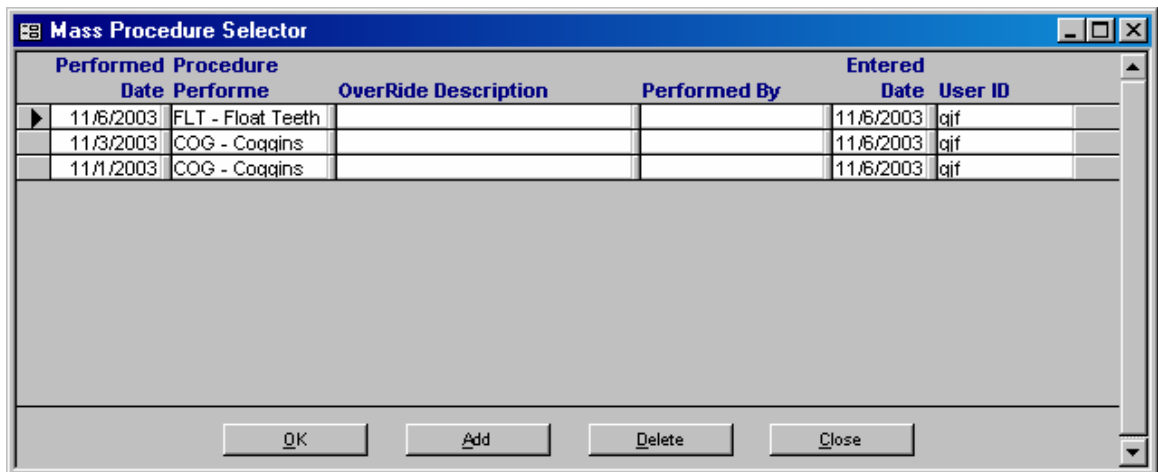
NOTE: The procedures that are created using “Mass Procedure Generator” are just like the procedures that are entered one at a time.

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".



- 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.

Procedure Detail Edit

Horse Name: Reine Maid Delete

Trainer/Farm: Greg Begley, Trainer

Performed Date: 11/6/2003 Time:

Performed By: Jones, AJ Invoice Number:

Procedure: FLT - Float Teeth

Override Description:

Unit Charge: \$0.00 Quantity: 1 Charge: \$75.00

Appear on client invoice: Applied On:

Results: Date Results Rcvd:

Future Scheduling: Scheduling Comments:

Print comments on invoice?

Click for Comments:

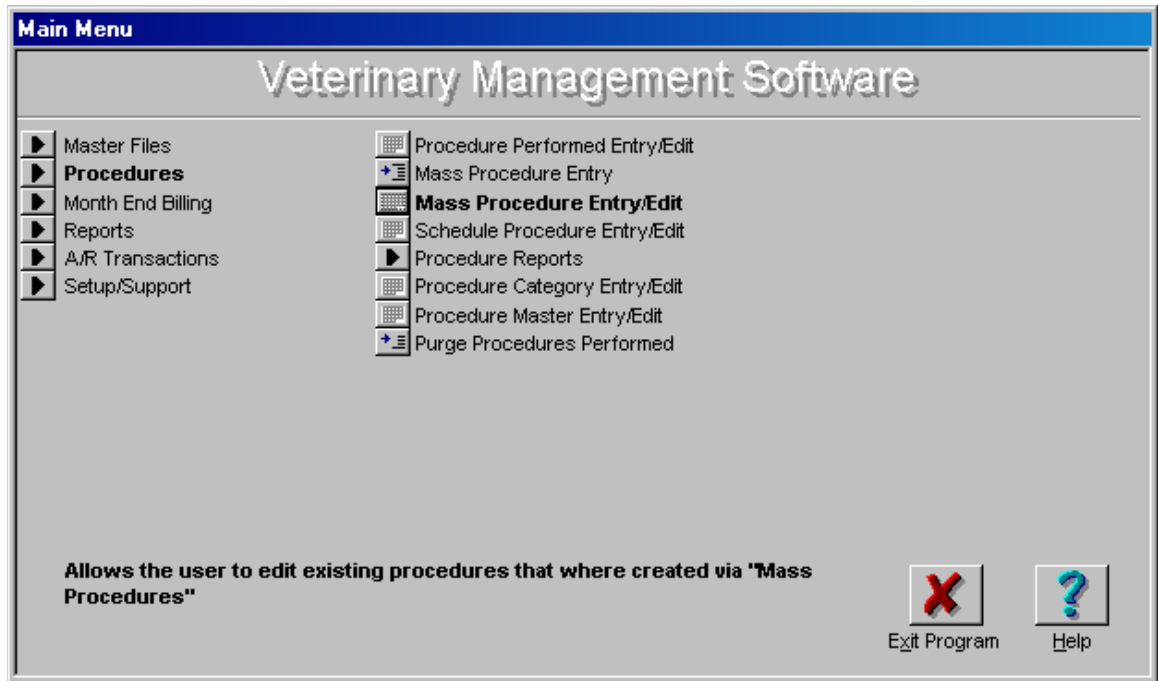
Last Update: 11/6/2003 3:11:08 PM User ID: gjf

- 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.
- The procedure can also be changed through the regular “Procedure Entry/Edit” form.

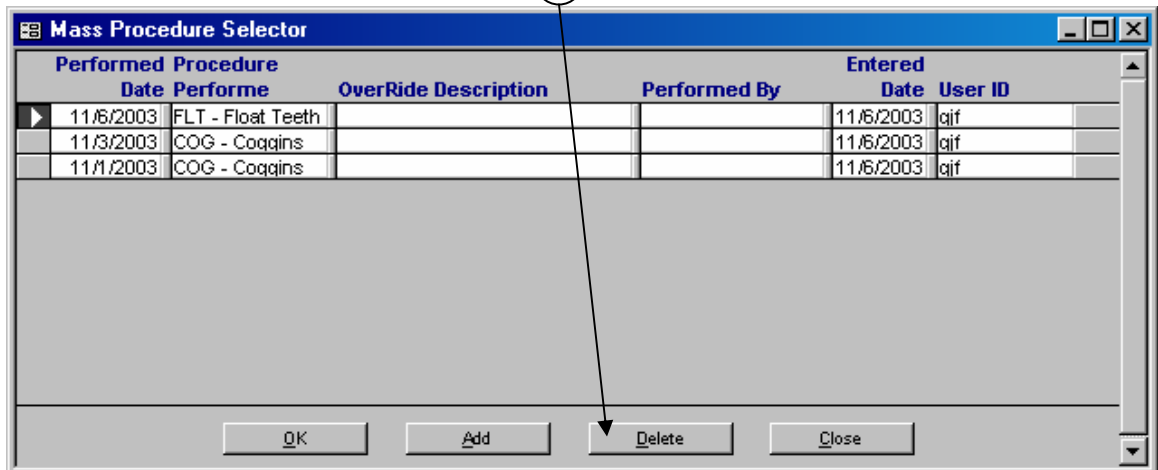
NOTE: The Mass Procedure Entry/Edit screen will display Mass Procedures for **one year from the current date**. The procedures that have been created will always be shown in the Procedures Performed Entry/Edit and can always be accessed via the same.

4. Deleting a Mass Procedure

- Select “Procedures” from the menu.
- Select “Mass Procedure Entry/Edit” menu item



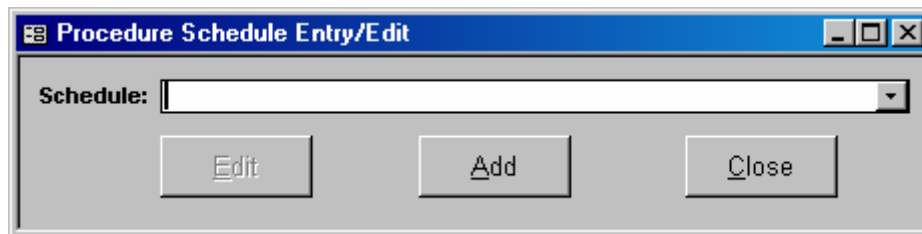
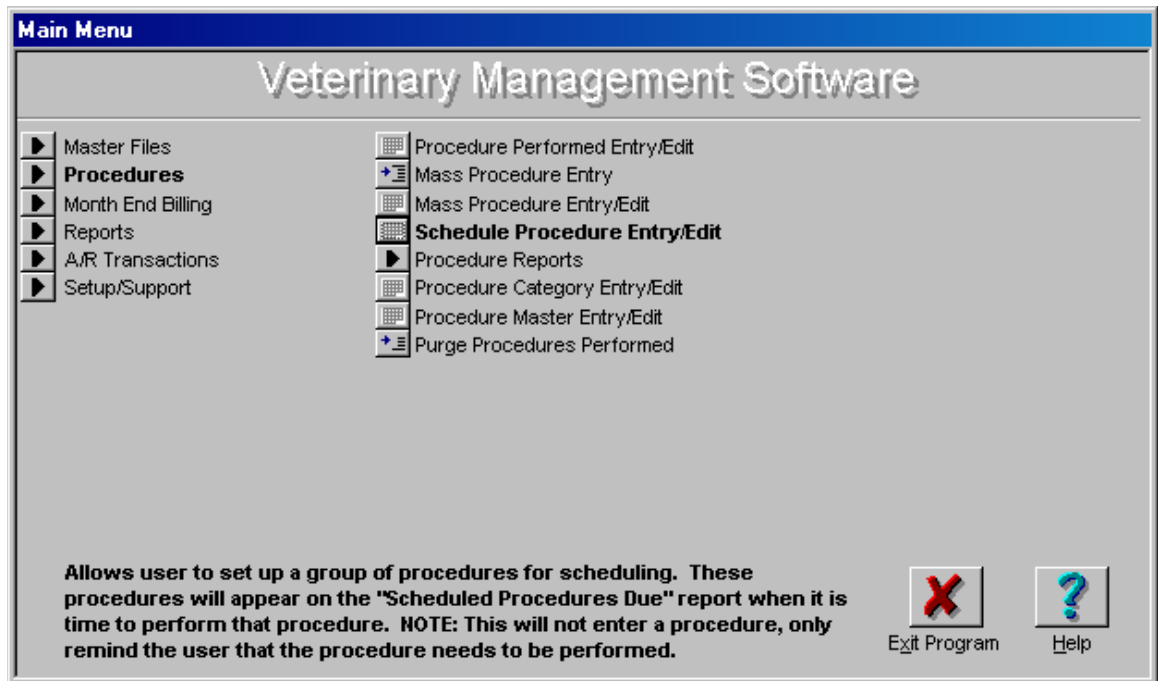
- Select the Mass Procedure that you want to delete and click “Delete”. (A)



- 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.

Procedure Schedule Entry/Edit

Date Due On

Interval

Day

Week

Month

Quarter

Year

Starting Date: 2/1/2004

Ending Date: 2/29/2004

Trainer/Farm: [Dropdown]

Horse Type: [Dropdown]

Procedure: [Dropdown]

Horse: [Dropdown]

Frequency Code: [Dropdown] Interval: 1

Frequency of "Event" only:

Days Between: 0

Procedure (Event Based On): [Dropdown]

Click for Comments: [Text Box]

Last Update: [Text Box] User ID: [Text Box]

Or you can

- o Select an existing procedure from the pull down menu and select "Edit".

Procedure Schedule Entry/Edit

Schedule: COG - Coggins [Dropdown]

[Edit] [Add] [Close]

Procedure Schedule Entry/Edit

Date Due On

Interval

Day

Week

Month

Quarter

Year

Starting Date: 2/1/2004

Ending Date: 2/1/2010

Trainer/Farm: Coventry Farm [Dropdown]

Horse Type: [Dropdown]

Procedure: COG - Coggins [Dropdown]

Horse: [Dropdown]

Frequency Code: Yearly [Dropdown] Interval: 1

Frequency of "Event" only:

Days Between: 0

Procedure (Event Based On): [Dropdown]

Click for Comments: [Text Box]

Last Update: [Text Box] User ID: [Text Box]

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 – 3/11/04)
 - Ending Date: Enter the date that the procedure is scheduled to end (Example – 3/11/04)
 - 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.

The screenshot shows a software window titled "Procedure Schedule Entry/Edit". It contains several input fields and controls:

- Date Due On:** A section with radio buttons for "Interval" (Day, Week, **Month**, Quarter, Year). The "Month" option is selected.
- Starting Date:** A date field containing "3/11/2004" with navigation arrows.
- Ending Date:** A date field containing "3/11/2004" with navigation arrows.
- Trainer/Farm:** An empty dropdown menu.
- Horse Type:** An empty dropdown menu.
- Procedure:** A dropdown menu with "INS - Insurance Exam" selected.
- Horse:** A dropdown menu with "Misti Moon" selected.
- Frequency Code:** A dropdown menu with "Single" selected.
- Interval:** A text input field containing "1".
- Frequency of "Event" only:** A section containing:
 - Days Between:** A text input field containing "0".
 - Procedure (Event Based On):** An empty dropdown menu.
- Click for Comments:** A text input field.
- Last Update:** An empty text field.
- User ID:** An empty text field.

- This will schedule an insurance exam to be performed on the horse "MISTI MOON" on March 11, 2004.

- 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 - 01/01/04)
 - Ending date: Enter the date the procedure is scheduled to end (Example - 12/31/04)
 - Horse Type: (Example – Mare)
 - Procedure: (Example – Flu & EWT)
 - Frequency Code: Select “Monthly” from the pull down list.

The screenshot shows a software window titled "Procedure Schedule Entry/Edit". The window contains the following fields and controls:

- Date Due On:** A section with radio buttons for "Interval": Day, Week, Month, Quarter, and Year. The "Month" option is selected.
- Starting Date:** A text box containing "1/1/2004" with left and right arrow buttons below it.
- Ending Date:** A text box containing "12/31/2004" with left and right arrow buttons below it.
- Trainer/Farm:** A dropdown menu.
- Horse Type:** A dropdown menu with "Mare" selected.
- Procedure:** A dropdown menu with "FLEW - Flu & EWT" selected.
- Horse:** A dropdown menu.
- Frequency Code:** A dropdown menu with "Monthly" selected.
- Interval:** A text box containing "1".
- Frequency of "Event" only:** A section containing:
 - Days Between:** A text box containing "0".
 - Procedure (Event Based On):** A dropdown menu.
- Click for Comments:** A text area.
- Last Update:** A text box.
- User ID:** A text box.

- This will schedule all Mares to get Flu & EWT once per month on the first of each month beginning January 1, 2004 and ending on December 31, 2004.

- To schedule a specific procedure to take place on one specific horse type once per year for a selected number of years, select the following:
 - Starting Date: Enter the date the procedure is scheduled to begin (Example - 01/15/04)
 - Ending Date: Enter the date the procedure is scheduled to end (Example - 01/15/10)
 - Horse Type: (Example – Mare)
 - Procedure: (Example – Float Teeth)
 - Frequency Code: Select “Yearly” from the pull down list.

The screenshot shows a software window titled "Procedure Schedule Entry/Edit". It features a "Date Due On" section with radio buttons for "Day", "Week", "Month", "Quarter", and "Year", where "Year" is selected. The "Starting Date" is "1/15/2004" and the "Ending Date" is "1/15/2010". To the right, there are dropdown menus for "Trainer/Farm", "Horse Type" (set to "Mare"), "Procedure" (set to "FLT - Float Teeth"), and "Horse". Below these, the "Frequency Code" is set to "Yearly" and the "Interval" is "1". A section for "Frequency of 'Event' only" includes a "Days Between" field set to "0" and a "Procedure (Event Based On)" dropdown. At the bottom, there is a "Click for Comments:" text box, a "Last Update:" field, and a "User ID:" field.

- This will schedule all mares to have their teeth floated once a year on January 15th starting on January 15, 2004 and ending on January 15, 2010.

- To schedule a specific procedure to take place after a given number of days has passed since an initial procedure was performed, select the following:
 - Starting Date: Example - 01/011/04
 - Ending Date: Example - 06/30/04
 - 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.

Procedure Schedule Entry/Edit

Date Due On

Interval

Day

Week

Month

Quarter

Year

Starting Date: 1/11/2004

Ending Date: 6/30/2004

Trainer/Farm: []

Horse Type: Foal

Procedure: Deworm- Strongid

Horse: []

Frequency Code: Event Interval: 1

Frequency of "Event" only:

Days Between: 30

Procedure (Event Based On): Foaling

Click for Comments: []

Last Update: [] User ID: []

- 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.

- 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.
 - Select “Procedures”
 - Select “Procedure Performed Entry/Edit”
 - Select the horse and the procedure that was performed
 - Enter a date for future scheduling and any comments pertaining to the procedure to be done.

The screenshot shows a software window titled "Procedure Detail Entry". The form contains the following fields and values:

- Horse Name:** Ms Galleria
- Trainer/Farm:** Coventry Farm
- Performed Date:** 3/17/2004
- Performed By:** Jones, AJ
- Procedure:** XR - X-Rays
- Unit Charge:** \$100.00
- Quantity:** 1
- Charge:** \$100.00
- Results:** Suspicious area- LF canon
- Future Scheduling:** 3/31/2004
- Scheduling Comments:** Re-check LF canon.

- This example shows that the horse “MS. GALLERIA” had the procedure “X-Ray” done on 3/17/04 and is scheduled to have another “X-Ray” done on 3/31/04. The Scheduling Comments will appear on the Scheduled Procedures Due report.

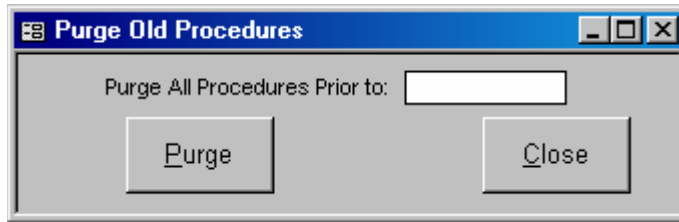
7. Procedure Category Entry/Edit

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

8. Procedure Master Entry/Edit

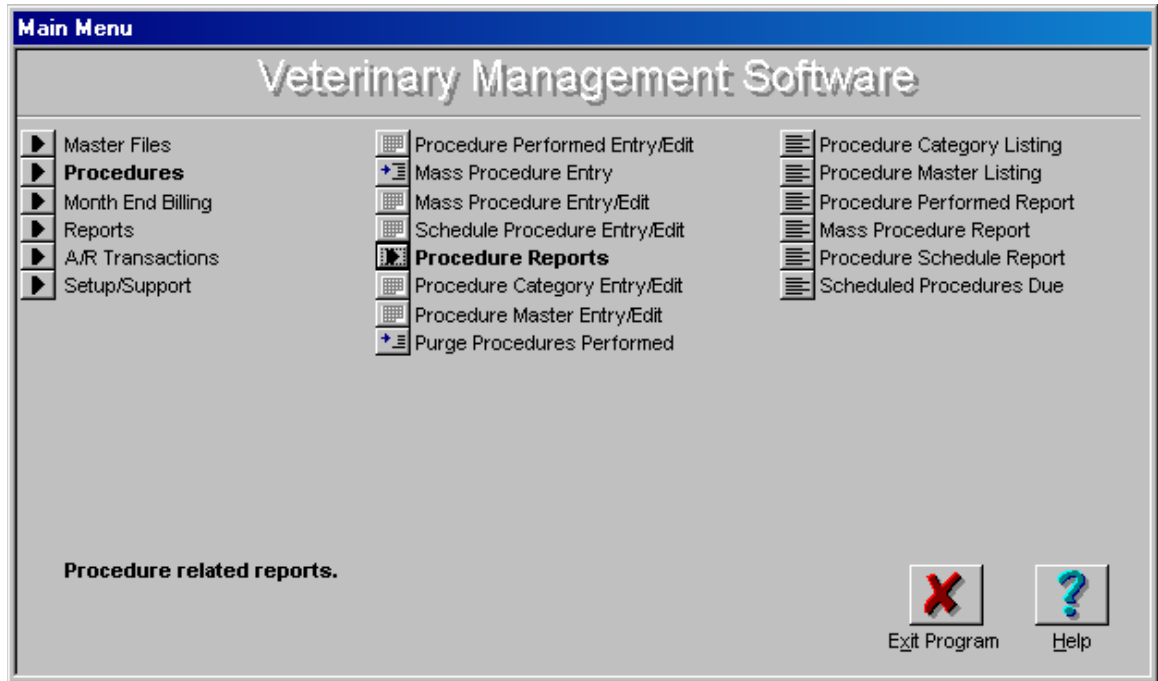
- Procedure Master can be entered or edited from this menu option or from (Master Files > Procedure Master Entry/Edit)

9. Purge Procedures Performed

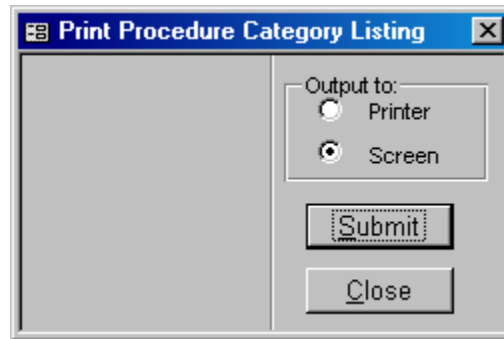


Warning: The system is designed to hold all of the procedures that your farm will ever need. This option should not be selected without first speaking with a Customer Support Representative at The Jockey Club Information Systems. Once Purged, the records **cannot** be retrieved.

Procedure Reports



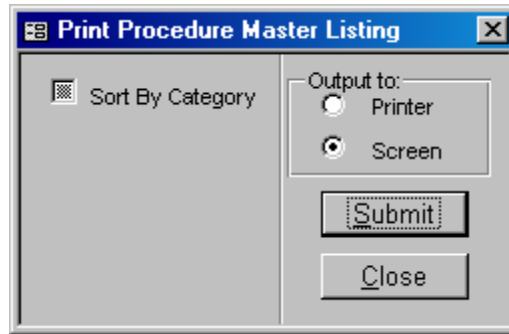
1. Procedure Category Listing



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

Run Date: 3/1/2004		Procedure Category Listing		Page: 1 of 1	
Time: 1:18:50 PM				User: alo	
Description	Print on Departure Form?	G/L Revenue Account			
Anesthesia	No	3001000			
Examinations	No	3002000			
Joint Injections	No	3003000			
Laboratory	No	3004000			
Reproductive	No	3005000			
Routine	No	3006000			
Surgery	No	3007000			
Vaccinations	No	3008000			

2. Procedure Master Listing



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

Run Date: 3/1/2004		Procedure Master Listing		Page: 1 of 2	
Time: 1:21:13 PM				User: alo	
Category	Description	Std. Charge	Print on Depart From	GL Account	
Routine	BA- Banamine IV	\$10.00		3006000	
Labratory	BAC- Bacterial Cult & Sen	\$30.00		11023	
Routine	BAY- Baytril IV	\$15.00		3006000	
Routine	BCP- Blood Chemistry Profile	\$30.00		3006000	
Routine	BLC- Blood Chemistry	\$25.00		3006000	
Routine	BU- Bute IV	\$10.00		3006000	
Surgery	CAS- Caslick	\$80.00		3007000	
Routine	CBC- Complete Blood Count	\$25.00		3006000	
Routine	COG- Coggins	\$50.00	Last	3006000	
Routine	COL- Colic Exam	\$50.00		3006000	
Routine	CUL- Bacterial Culture & Sens	\$30.00		3006000	
Reproductive	Culture (Uterine)	\$30.00		3005000	
Vaccinations	Deworm- Strongid	\$0.00		3008000	
Anesthesia	DIAN- Diagnostic Nerve Block	\$50.00		3001000	
Anesthesia	DIJB- Diagnostic Joint Block	\$50.00		3001000	
Routine	Dx Banamine	\$35.00		3006000	
Routine	Dx Ace Tab	\$35.00		3006000	
Routine	Dx Banamine Paste	\$20.00		3006000	
Routine	Dx Bute Paste	\$15.00		3006000	
Routine	Dx Bute Tabs	\$35.00		3006000	
Routine	Dx EPM Med	\$100.00		3006000	
Routine	Dx Folic Acid	\$60.00		3006000	
Routine	Dx Regumate	\$250.00		3006000	
Routine	FF- Fentanyl Exam	\$50.00	Last	3006000	

3. Procedure Performed Report

Print Procedures Performed

Interval

Day
 Week
 Month
 Quarter
 Year

Starting Date 3/1/2004
◀ ▶

Ending Date 3/31/2004
◀ ▶

Search in:

Performed Date
 Entered Date

Group By

Trainer/Farm
 Performed By
 None

Sort By

Performed Date
 Horse Name
 Order Entered

Output to:

Printer
 Screen

Boarding Only
 Only with Activity

Trainer/Farm: [dropdown] Horse Type: [dropdown]
Horse: [dropdown] Procedure: [dropdown]
Barn: [dropdown] Category: [dropdown]
User ID: [dropdown] Performed By: [dropdown]
Invoice #: [dropdown]

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 "Trainer/Farm", "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: 3/1/2004
Time: 1:24:03 PM

Procedures Performed Listing

Date Range: 11/1/2003 thru 11/30/2003
Trainer/Fam: Greg Begley, Trainer

Page: 1 of 4
User: alo

Date Performed	Horse Name	Procedure Description	Amount Charged	Invoice Number	Performed By	Bill	Results Comments
11/2/2003	Reine Maid	BU - Bute IV	\$10.00		Dr. John Cash	Y	
11/3/2003	Birdie	ELIV - Electrolytes IV	\$75.00		Dr. John Cash	Y	
11/4/2003	Reine Maid	EE - Endoscope Exam	\$50.00		Dr. John Cash	Y	
11/6/2003	Beach Rain	FLT - Float Teeth	\$75.00		Dr. AJ Jones	Y	
11/6/2003	Birdie	FLT - Float Teeth	\$75.00		Dr. AJ Jones	Y	
11/6/2003	Reine Maid	FLT - Float Teeth	\$75.00		Dr. AJ Jones	Y	
11/17/2003	Beach Rain	C.O.G - Coggins	\$50.00			Y	
11/17/2003	Beach Rain	XR - X-Rays	\$100.00		Dr. AJ Jones	Y	Right front ankle
11/17/2003	Birdie	EE - Endoscope Exam	\$50.00			Y	Entrapped Epiglottis
Total:			\$560.00				

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

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

The screenshot shows a window titled "Print Mass Procedures" with a table of procedure records and a control panel below it.

Performed Date	Procedure Performed	OverRide Description	Performed By	Entered Date	User ID
11/6/2003	FLT - Float Teeth		Dr. A.J Jones	11/6/2003	gjf
11/3/2003	COG - Coggins		Dr. A.J Jones	11/6/2003	gjf
11/1/2003	COG - Coggins		Dr. A.J Jones	11/6/2003	gjf

Control Panel:

Booked Date: Interval: Day Week Month Quarter Year

Starting Date: 3/1/2004

Ending Date: 3/31/2004

Farm:

Horse:

Output to: Printer Screen

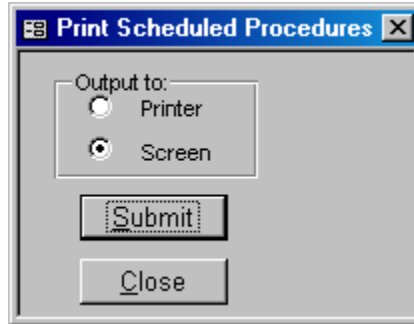
Submit Close

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: 3/1/2004
Time: 1:27:05 PM

Procedure Schedule Listing

Page: 1 of 1
User: alo

Procedure	Farm Name	Horse Type	Horse	Start Date	Freq.	Base Procedure	Day	Term Date	Comment
BAC - Bacterial Cult & Sen		Mare		11/30/2003	Weekly			1/10/2009	
COG - Coggins	Coventry Farm			2/1/2004	Yearly			2/1/2010	
COG - Coggins		In Training		1/1/2003	Event	COG - Cog	350	12/31/2003	
Deworm- Strongid		Foal		1/11/2004	Event	Foaling	30	6/30/2004	
Deworm- Strongid		Foal		1/7/2004	Event			6/30/2004	
FLT - Float Teeth		Mare		1/7/2004	Yearly			6/30/2004	
XR - X-Rays			Ms Galleria	3/31/2004	Single	XR - X-Ray		3/31/2004	Re-check LF canon.
XR - X-Rays			Ms Galleria	3/24/2004	Single	XR - X-Ray		3/24/2004	Re-check LF canon.
XR - X-Rays			Ms Galleria	6/13/2004	Single	XR - X-Ray		6/13/2004	Re-check LF canon.

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

6. Scheduled Procedures Due Report

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

The screenshot shows a software dialog box titled "Print Scheduled Procedures Due Report". It features a "Date Due On" section with an "Interval" sub-section containing radio buttons for "Day", "Week", "Month", "Quarter", and "Year". Below these are "Starting Date" and "Ending Date" fields, both showing "3/1/2004" and "3/31/2004" respectively, with navigation arrows. To the right are dropdown menus for "Trainer/Farm:", "Horse:", "Horse Type:", "Procedure:", and "Category:". At the bottom right, there is a checkbox labeled "Only 'In-Foal' Mares?" and a "Season:" dropdown menu currently set to "2004". On the far right, there is an "Output to:" section with radio buttons for "Printer" and "Screen", and "Submit" and "Close" buttons.

- Select a date range to print. You might want to see what procedures have been scheduled for one day, one week, one month or even one year.
- Once you have selected a date range, you have the option to further limit the report by selecting other criteria.
 - If you want to see everything that is scheduled for “In-Foal” mares only, check the box next to “Only In-Foal Mares?” and leave the other fields blank.
 - If you want to see everything that is scheduled for all horses on one particular farm, select the specific farm name from the 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, 2004 but run the Schedule Procedures Report for August 11, 2004 through August 17, 2004, the X-Ray scheduled for August 10, 2004 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.

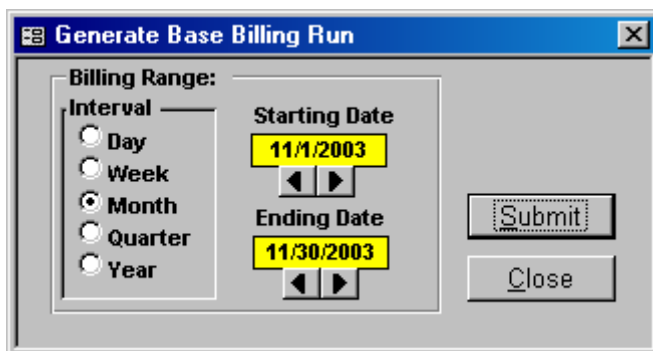
MONTH END BILLING

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 Billing"
- 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 practices take only 1-2 minutes)
- After the Generation process is complete, select "Pre-Billing Report" and review it carefully.

Note: The Billing 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, regardless of the payment date and include them in the current billing.*

Billing Reports

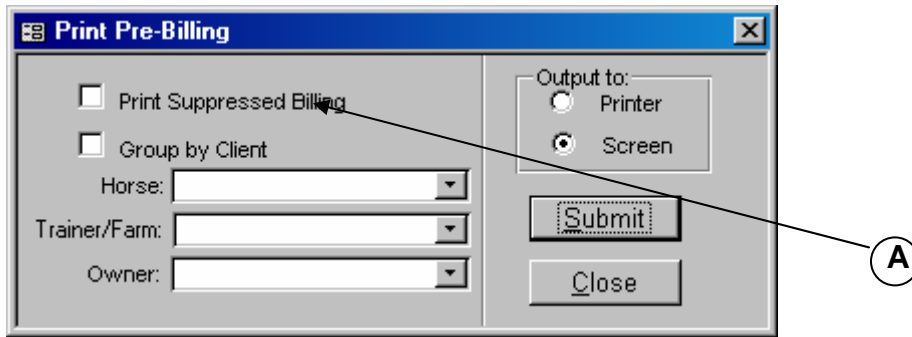
- “Monthly Direct Charge/Credit List” is a report that shows a complete listing of any direct Charges or Credits you have entered for this billing cycle.
- “Monthly Cash Receipts Report” is a report that shows a complete listing of all of the cash receipts you have entered for this billing cycle. This list should always reconcile to your bank deposits.
- “Boarding Charges Report” is a report that lists 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.
- “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 not Maintain the A/R Balance on any of your clients, their billing is considered "Suppressed". **(A)** & **(B)**

The screenshot shows the 'Client/Vet Entry/Edit' window. The 'Last' name is 'Fowler' and the 'First' name is 'Robbie'. The 'Address' is '7 Maine Rd', 'City' is 'Manchester', 'State' is 'KY', and 'Zip' is '40701'. The 'Trainer/Farm' is 'Ray Horn Racing Stable'. The 'Maintain A/R Balance' checkbox is unchecked, highlighted with a red circle and labeled 'A'. Other fields include 'Prefix', 'Suffix', 'Farm Owner', 'Show Company Only', 'Phone Numbers', 'Salutation', 'Tax ID', 'Standard service charge code', and 'Inactive'.

The screenshot shows the 'Maintain Balances' dialog box. It contains a warning message: "Warning! Turning off maintain A/R balance will keep this client from receiving any new charges during billing. Are you sure you wish to turn off the maintaining of A/R balances?". Below the message are 'Yes' and 'No' buttons. A red circle and label 'B' point to the 'No' button.

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.

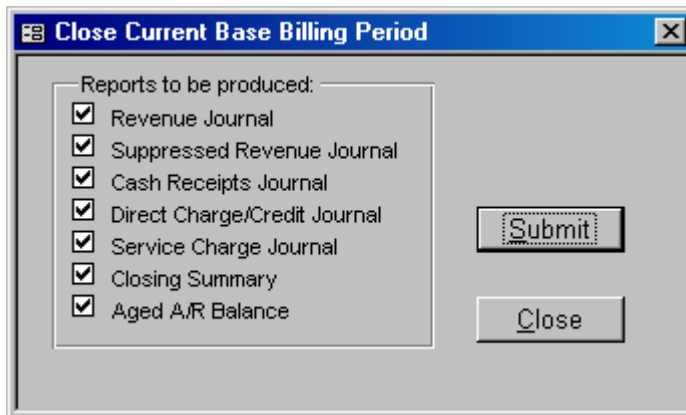
NOTE: A/R Aging Files are not updated until the closing process is performed.

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".

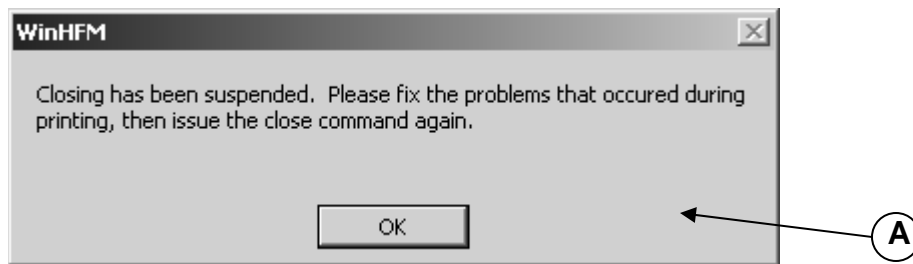
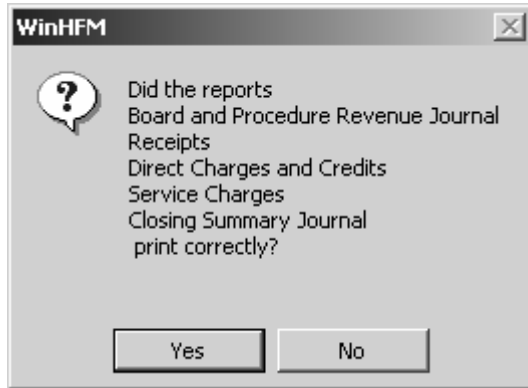
NOTE: The closing process has to take place on the same computer that the invoices were generated on!

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



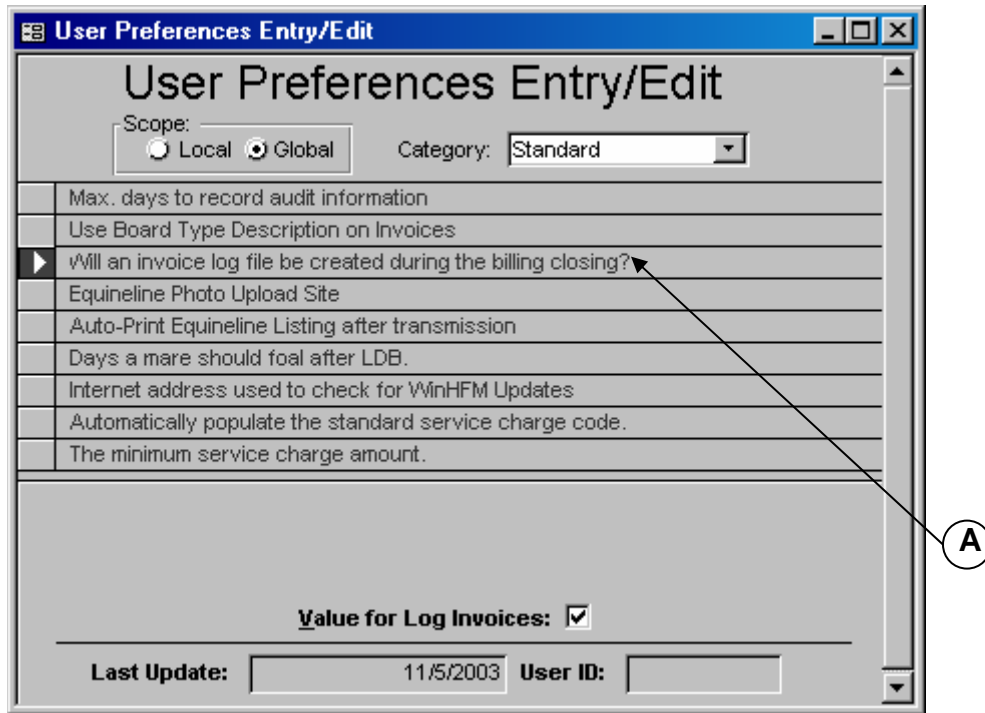
- Click "Submit" to begin the processing.

- 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)



- 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) see next page

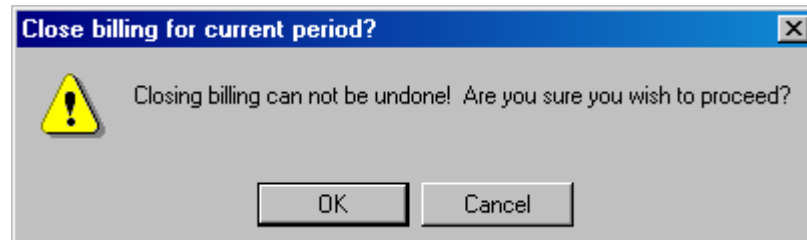


NOTE: The “Month End Closing” option should not be selected until the invoices have been printed and you are satisfied that they are correct.

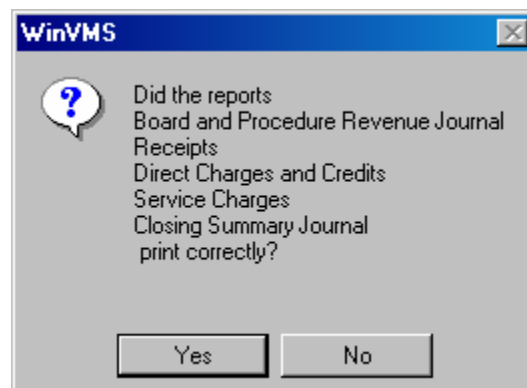
Saving and Re-Printing Invoices

Saving Invoices

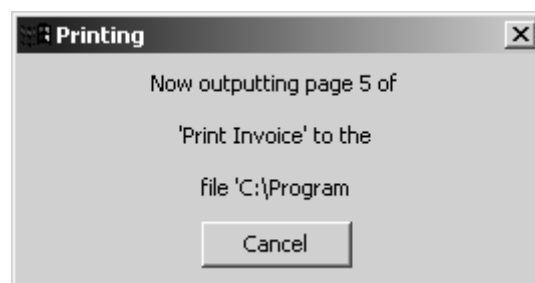
If you have turned on the option in User Preferences, “Will an invoice log file be created during the billing closing?”, note the following steps to save your invoices and then retrieve them.



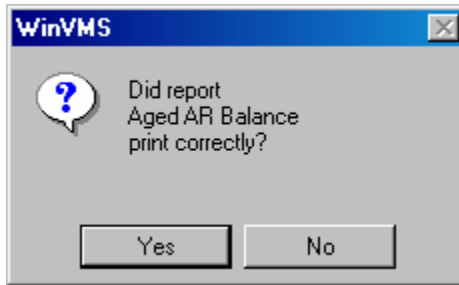
- If you are ready to close, click “OK”



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



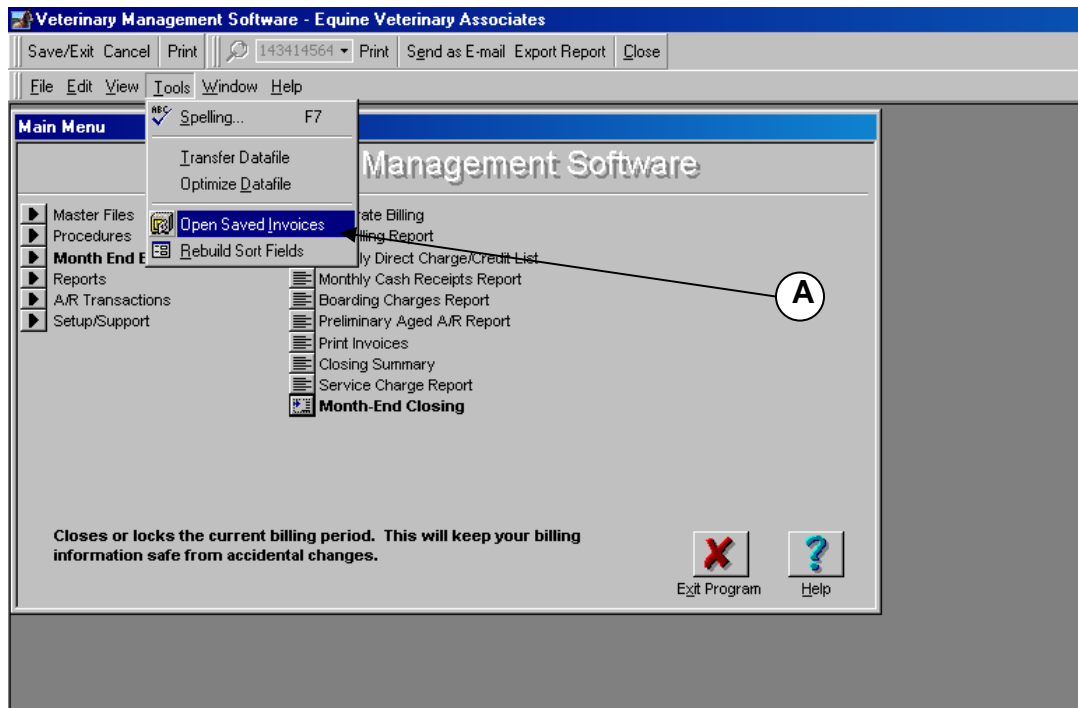
- If the reports have printed correctly and you select “Yes”, the next message will indicate that your invoices are being copied to a file. If you select “Cancel”, your invoices WILL NOT BE SAVED. Again, the invoices are being printed to a file, NOT the printer.






- 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.

MAINTAINING CLIENT BALANCES

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

Regular Direct Charge/Credit Entry/Edit

Client Name: Brown, Todd

Edit Add Close

- 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)

Regular Direct Charges/Credits Entry/Edit

Client: Brown, Todd

Farm/Company: Bedfordshire Abbey Stud

Save/Add New Delete

G/L Account A/R: 101 Fill From Previous

Direct C/C Date: 3/15/2001

Amount: \$25.00

G/L Account:	G/L Amount:
28002	(\$25.00)
	\$0.00

Applied On: Total: (\$25.00)

Invoice Comments: Derby Glass

Click for Comments:

Last Update: 12/21/2000 2:35:41 PM User ID: cec

(A)

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)

Regular Direct Charges/Credits Entry/Edit

Client:

Farm/Company:

G/L Account A/R:

Direct C/C Date:

Amount: ← **(B)**

Account Distributions:

G/L Account:	G/L Amount:
28002	\$25.00
	\$0.00
Total: \$25.00	

Applied On:

Invoice Comments:

Click for Comments:

Last Update: User ID:

- 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)**

Regular Direct Charges/Credits Entry/Edit

Client: Ms. Caren Callahan
 Farm/Company: Bennigan's Bounty

Delete

G/L Account A/R: 101
 Direct C/C Date: 12/15/1999
 Amount: (\$32.00)

Account Distributions:		G/L Account:	G/L Amount:
		28002	\$32.00
			\$0.00
Total:			\$32.00

Applied On: 1/31/2000
 Invoice Comments: Vet charge correction
 Click for Comments: Click here to enter any additional comr

Last Update: 1/26/2001 9:18:22 AM User ID: cec

A

Generate Base Billing Run

Billing Range:

Interval
 Day
 Week
 Month
 Quarter
 Year

Starting Date: 1/1/2000
 Ending Date: 1/31/2000

Submit
 Close

B

2. Editing Direct Charges/Credits

- o To edit an existing entry, select "A/R Transactions" from the menu
- o Select the "Direct Credit/Charge Entry/Edit" menu item
- o Select the client's name from the pull down menu and click "Edit"
- o 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).

Regular Direct Charge/Credit Lookup

Client: Connie Broomhall

Enter filter information to limit list. Un-Billed Both

Clear Filter Payment Date:

Applied On	Amount	Invoice Comments
12/31/1999	\$25.00	Fed-Ex Charges
1/24/2000	(\$85.00)	Credit for vitamins
▶ 3/5/2000	(\$36.00)	Credit for supplements

OK Delete Close

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

3. Adding Receipts

- 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

Receipts Entry/Edit

Trainer/Farm:

Client Name or Client No:

Edit Add Close

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

Receipts Entry/Edit

Client: Gillispie, Steve
 Farm/Company:

Payment Date: 3/3/2004
 Applied To: Vet Bill
 Check Number: 8754
 Amount: \$122.74
 Reference: Jan 04 Inv
 Debit G/L Account: 102 Applied On:
 Credit G/L Account: 101
 Click for Comments: Partial payment of last month's invoice
 Last Update: User ID:

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

Receipts Lookup

Client: Steve Gillispie

Enter filter information to limit list.

Payment Date:

Applied On	Applied To	Amount	Reference
1/27/2004	Vet Bill	\$74.50	
3/3/2004	Vet Bill	\$122.74	Jan 04 Inv

(A) points to the 'Jan 04 Inv' reference in the second row.

- Click for Comments: [Optional] Enter any further comments regarding this payment. These comments will appear on the Receipts Report.

- 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).

Client: Steve Gillispie

Enter filter information to limit list.

Payment Date:

Applied On	Applied To	Amount	Reference
1/27/2004	Vet Bill	\$74.50	
3/3/2004	Vet Bill	\$122.74	Jan 04 Inv

- 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.

A/R Transactions Reports

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: 3/3/2004		Direct Charge/Credit Report				Page: 1 of 2	
Time: 1:57:49 PM		Date Range: 11/1/2003 thru 11/30/2003				User: alo	
Date	Name	Comments	Amount	A/R Account	Offset Account	Offset Amount	
11/7/2003	Take Five Stable	Fed Ex Charges	\$32.00	101	101	(\$32.00)	
11/19/2003	Robbie Fowler	Sept charge correction	(\$42.00)	101	101	\$42.00	
11/30/2003	Take Five Stable	Credit for Dispensed Vitamins	(\$12.00)	101	101	\$12.00	
			(\$22.00)				\$22.00

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

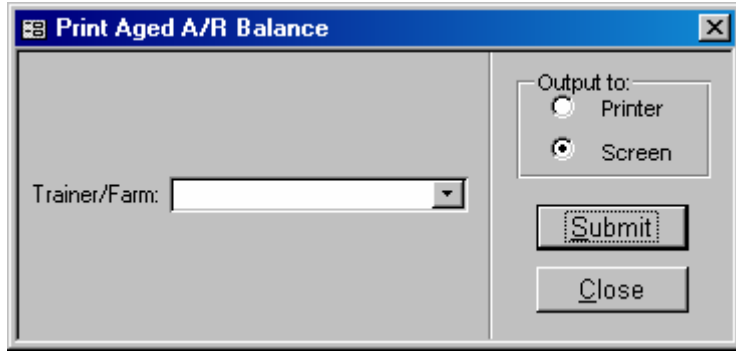
Prints a report of the receipts that have been entered into the system based on the criteria selected. You can specify any date range, a specific client or all clients and include only those receipts that have not been billed or show all receipts for that date range including those that have already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

NOTE: 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.

Payment Date	Client Name	Comment	Applied To	Check Number	Reference	Amount	Debit Account	Credit Account	Closed?
11/2/2003	Coventry Farm		Vet Bill	2365		\$122.00	102	101	No
						** Daily Total:			
						\$122.00			
11/4/2003	Gary Falter		Vet Bill	896		\$400.00	102	101	No
						** Daily Total:			
						\$400.00			
11/17/2003	Take Five Stable		Vet Bill	879541		\$178.00	102	101	No
	Robbie Fowler		Vet Bill			\$98.74	102	101	No
						** Daily Total:			
						\$276.74			
						*** Report Total:			
						\$798.74			

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.

Run Date: 3/3/2004									Page: 4 of 4	
Time: 2:03:37 PM		Aged A/R Balance Listing							User: alo	
Client - Trainer/Farm	Client ID	Total Balance	Current	Over 30 Days	Over 60 Days	Over 90 Days	Accumulated Service	Interim Payments	Interim Direct Credit/Charges	Adjusted Balance
Coventry Farm - Ray Hom Racing Stable	15	\$1,004.75	\$941.50	\$52.00	\$0.00	\$0.00	\$11.25	\$0.00	\$0.00	\$1,004.75
Gary Falter - Ray Hom Racing Stable	5	\$162.00	\$162.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$162.00
SEM Stable - Ray Hom Racing Stable	6	\$61.50	\$61.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.50
Take Five Stable - Ray Horn Racing Stable	8	\$179.00	\$0.00	\$122.00	\$57.00	\$0.00	\$0.00	\$178.00	\$20.00	\$21.00
Trainer/Farm Total:		\$1,407.25	\$1,165.00	\$174.00	\$57.00	\$0.00	\$11.25			
Grand Total:		\$2,505.60	\$1,870.00	\$440.00	\$153.00	\$22.00	\$20.60			

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.

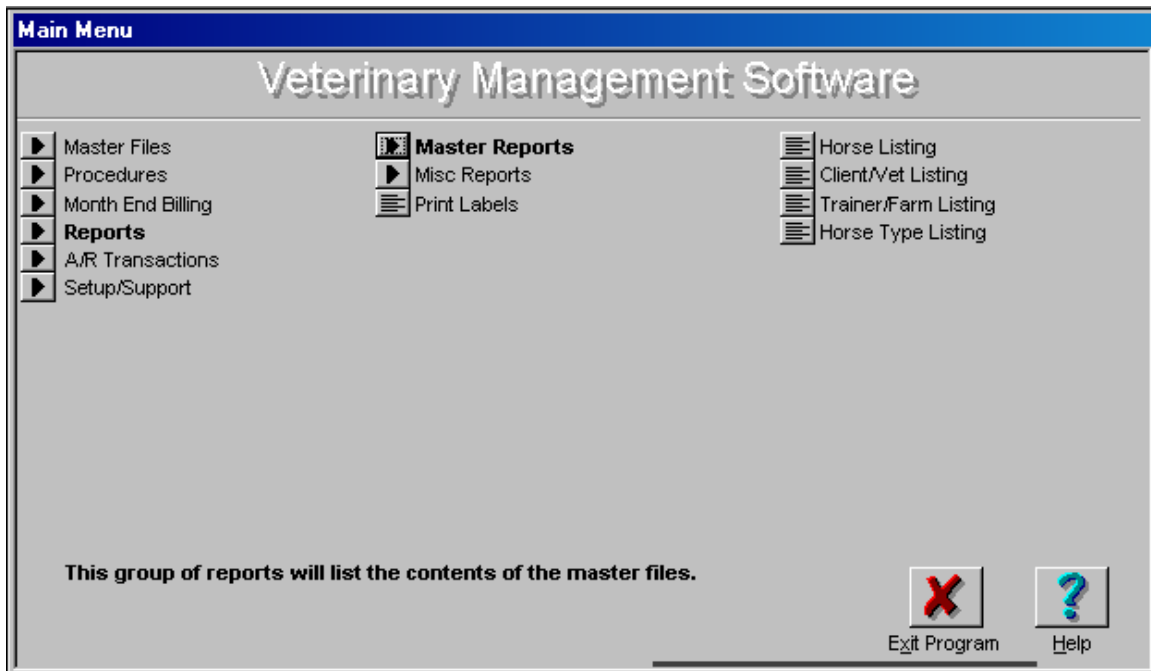
Service Charge Listing		Page: 1 of 2
Run Date: 3/3/2004	Billing Range: 11/1/2003 - 11/30/2003	User: alo
Time: 2:06:52 PM		
Client Name	Amount of Service Charge	
Bedfordshire Abbey Stud	\$5.00	
Coventry Farm	\$14.90	
Steve Gillispie	\$5.00	
SEM Stable	\$5.00	
Totals:	\$29.90	

Service Charge Listing		Page: 2 of 2
Run Date: 3/3/2004	Billing Range: 11/1/2003 - 11/30/2003	User: alo
Time: 2:08:24 PM		
Client Name	Amount of Service Charge	
G/L Summary		
Account	Debit	Credit
101	\$29.90	
333		\$29.90
Totals:	\$29.90	\$29.90

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: 3/3/2004		Horse Listing						Page: 1 of 3			
Time: 2:11:09 PM								User: alo			
Trainer/Farm: Coventry Farm											
Horse Name	Type	Sex	Color	D.O.B.	Sire Name	Dam Name	Trainer/Farm Name	Arrival Date	Departure Date	Owner(s)	Percent Owner
Affirmode	In Training	Colt	Bay				Coventry Farm			Bedfordshire Abbey Stu	100.00%
Destiny's Duke	In Training	Colt	Bay				Coventry Farm			Falter, Gary	50.00%
Gold Shilling	Unidentified						Coventry Farm			Gillispie, Steve	50.00%
Lady Lianga	In Training	Mare	Gray		Secretariat	Lianga	Coventry Farm			Coventry Farm	100.00%
Ms Galleria	Mare		Chestnut		Master Derby	Canyon Ride	Coventry Farm			Gillispie, Steve	100.00%
Ordeal is Over	Unidentified						Coventry Farm			Coventry Farm	50.00%
										Gillispie, Steve	50.00%
Horse Count:		6									

2. Client/Vet Listing

Print Client Listing

Print Address

Include only boarding?

Output to:

Printer

Screen

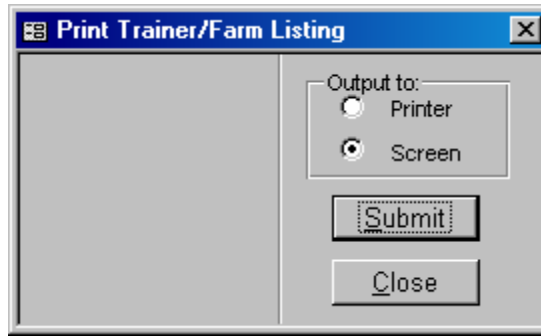
Submit

Close

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: 3/3/2004		Client/Vet Listing			Page: 1 of 1	
Time: 2:13:04 PM					User: alo	
Client/Vet Name	Farm / Company Name	Phone	Vet Trainer/Farm	Tax ID / SSN	Maintain A/R Balance	Farm Owner
Mark Adkins		859-224-2813	Greg Begley, Trainer		Yes	No
Bedfordshire Abbey Stud		859-224-2840	Coventry Farm		Yes	Yes
		Cellular: 859-555-2782				
Todd Brown		859-224-2836	Greg Begley, Trainer		Yes	No
Dr. John Cash	Equine Veterinary Associ		Y Equine Veterinary Associates		Yes	No
Coventry Farm		(859) 879-9697	Coventry Farm		Yes	No
		Cellular: (859) 539-1100				
Coventry Farm		859-224-2859	Ray Horn Racing Stable		Yes	Yes
Gary Falter		859-846-9813	JJ Smith Racing Stable		Yes	No
		Cellular: 321-2160				
Gary Falter	Red Fox Stable	859-846-9812	Ray Horn Racing Stable		Yes	No
		Cellular: 224-2803				
Robbie Fowler			Ray Horn Racing Stable		Yes	No

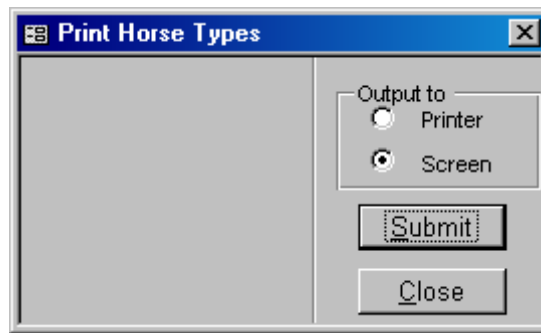
3. Trainer/Farm Listing



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

Trainer/Farm Name		Address	Owner:	Manager:	Contact:	Vet:	Main Phone:
Run Date: 3/3/2004		Trainer/Farm Listing				Page: 1 of 1	
Time: 2:14:57 PM						User: alo	
Coventry Farm		112 Deer Haven Drive Versailles, KY 40383	Tony Ottaiano	Kevin Keegan	Misti		(859) 555-9697
Equine Veterinary Associates							
Greg Begley, Trainer							
JJ Smith Racing Stable							

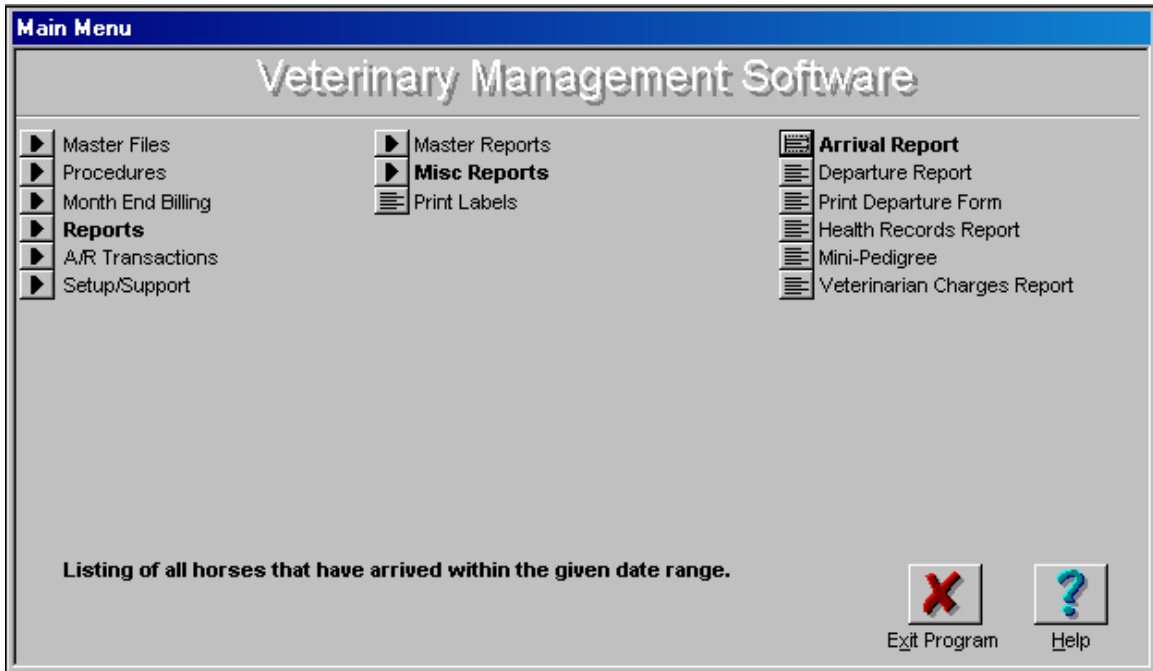
4. Horse Type Listing



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: 3/3/2004		Horse Type Listing		Page: 1 of 1	
Time: 2:16:40 PM				User: alo	
Horse Type	Standard Board Rate	G.I. Account Number	Billing System	Comments	
Boarder- Observation	\$35.00		Regular		
Foal	\$0.00		Regular		
In Training	\$0.00		Regular		
Mare	\$0.00		Regular		
Stallion	\$0.00		Regular		
Unidentified	\$0.00		Regular		
Weanling	\$0.00		Regular		
Yearling	\$0.00		Regular		

Misc. Reports



1. Arrival Report

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

Run Date: 3/3/2004 Time: 2:26:53 PM		Arrival Report		Page: 1 of 1
		Trainer/Farm: Equine Veterinary Associates Date Range: 1/1/2004 Thru 1/31/2004		User: alo
Date	Horse Name	Arrived From	Vanned By	Time
1/4/2004	Gold Shilling	Coventry Farm	Farm Van	
1/9/2004	Affim Iode	Greg Begley, Trainer	Farm Van	

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)

2. Departure Report

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

Run Date: 3/3/2004		Departure Report		Page: 1 of 1	
Time: 2:31:01 PM		Trainer/Farm: Equine Veterinary Associates		User: alo	
		Date Range: 1/1/2004 Thru 1/31/2004			
Date	Horse Name	Shipped To	Vanned By:	Time	
1/14/2004	Gold Shilling	Coventry Farm	Farm Van		
1/22/2004	Affirmode	Greg Begley, Trainer	Farm Van		

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)

Type	Actual Date	Ship From:
Arrival	1/9/2004	Equine Veterinary Associates
Departure	1/22/2004	Equine Veterinary Associates
*		

3. Print Departure Form

The screenshot shows a software dialog box titled "Print Departure Form". It is divided into several sections. The top-left section, "Departure Date", has radio buttons for "Day", "Week", "Month" (which is selected), "Quarter", and "Year". To its right are "Starting Date" (3/1/2004) and "Ending Date" (3/31/2004) fields with left and right arrow buttons. Further right is a checked checkbox "Print Owner and Insurance information" and a "Horse:" dropdown menu showing "Gold Shilling". The bottom-left section, "Procedure Date Range:", has similar radio buttons and empty date fields. On the right side, under "Output to:", there are radio buttons for "Printer" and "Screen" (which is selected). At the bottom of the dialog are "Submit" and "Close" buttons.

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)

Run Date: 3/3/2004
Time: 2:39:42 PM

Equine Veterinary Associates
Phone: (859) 555-1212 Fax: (859) 555-1313

Page: 2 of 2
User: alb

Departure Form
Horse: Gold Shilling
Departure Date Range: 1/1/2004 Thru 1/31/2004

Sire: Strike Gold	Tattoo#:	Departure Date: 1/14/2004
Dam: Ms Galleria	Horse Type: Boarder- Observation	Date of Birth:
Owner:	Ship To: Coventry Farm	Color: Dk B/Br
Address: Coventry Farm 112 Deer Haven Dr Versailles, KY 40383	Phone:	Sex: Mare
Phone: (859) 879-9697		Vanned By: Farm Van

Health Record

Date	Performed Procedure	Performed By	Results
1/4/2004	EX - Exam	Dr. AJ Jones	
1/4/2004	XR - X-Rays	Dr. AJ Jones	sore RF leg negative RF ankle
1/4/2004	BU - Bute IV	Dr. AJ Jones	
1/5/2004	BU - Bute IV	Dr. AJ Jones	
1/6/2004	BU - Bute IV	Dr. AJ Jones	
1/6/2004	BU - Bute IV	Dr. AJ Jones	
1/12/2004	FLT - Float Teeth	Dr. AJ Jones	

Remarks: _____

Signed By: _____ Date: _____

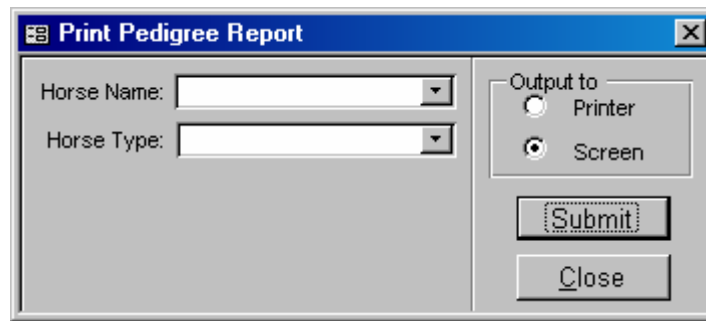
4. Health Records Report

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.

Run Date: 3/4/2004		Health Record Report		Page: 3 of 5
Time: 10:13:04 AM		Date Range: 1/1/2004 thru 1/31/2004		User: a/o
Horse: Gold Shilling				
<p>Gold Shilling</p> <ul style="list-style-type: none"> Strike Gold Ms Galleria Master Derby Canyon Ride <p>Owner(s): Coventry Farm</p>				
Trainer/Farm: Equine Veterinary Associates		Horse Type: Boarder- Observation		
Color: Dk B/Br		Sex: Mare		
Birth Date:				
Date	Time	Procedure Description	Performed By	Results/Comments
1/4/2004		BU - Bute IV	Dr. AJ Jones	
1/4/2004		XR - X-Rays	Dr. AJ Jones	negative RF ankle
1/4/2004		EX - Exam	Dr. AJ Jones	sore RF leg
1/5/2004		BU - Bute IV	Dr. AJ Jones	
1/6/2004		BU - Bute IV	Dr. AJ Jones	
1/6/2004		BU - Bute IV	Dr. AJ Jones	
1/12/2004		FLT - Float Teeth	Dr. AJ Jones	

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.

5. Mini-Pedigree



Print Pedigree Report

Horse Name:

Horse Type:

Output to
 Printer
 Screen

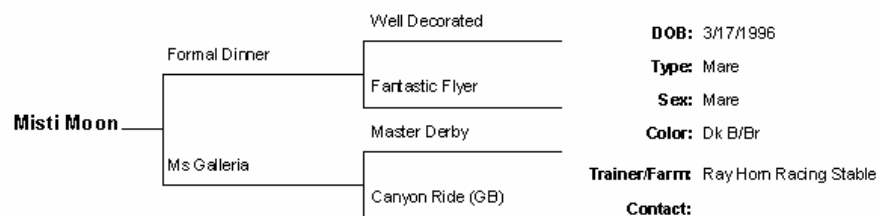
Based on the information that has been entered in the Master Files > Horse Entry/Edit screen, this report prints a 2 Generation Pedigree.

- 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.

Run Date: 3/4/2004
Time: 10:15:14 AM

Horse Pedigree Listing

Page: 1 of 1
User: alo



6. Veterinarian Charges Report

Based on the procedures that have been entered in the Master Files > Procedure Entry screen, this report prints a summary of charges by Procedure Category for each vet in the practice.

Run Date: 3/4/2004
Time: 10:49:15 AM

Veterinarian Charges Report

Date Range: 1/1/2004 thru 1/31/2004
All Veterinarians
All Categories

Page: 1 of 1

User: ab

Procedure Category	Procedure	Veterinarian	Charges	Procedure Count
Labratory				
	BAC - Bacterial Cult & Sen	Jones, AJ	\$60.00 100.00%	1 100.00%
Category Total: (Labratory)				
		Jones, AJ	\$60.00 100.00%	1 100.00%
		Labratory Total:	\$60.00 100.00%	1 100.00%
Routine				
	BA - Banamine IV	Jones, AJ	\$10.00 100.00%	1 100.00%
	BU - Bute IV	Jones, AJ	\$40.00 100.00%	4 100.00%
		Total:	\$40.00 100.00%	4 100.00%
	EX - Exam	Jones, AJ	\$20.00 100.00%	1 100.00%
	FLT - Float Teeth	Jones, AJ	\$75.00 100.00%	1 100.00%
	SA - Salix to train	Jones, AJ	\$25.00 100.00%	1 100.00%
	VT - Vitamins IV	Jones, AJ	\$200.00 100.00%	2 100.00%
		Total:	\$200.00 100.00%	2 100.00%
	XR - X-Rays	Jones, AJ	\$100.00 100.00%	1 100.00%
Category Total: (Routine)				
		Jones, AJ	\$470.00 100.00%	11 100.00%
		Routine Total:	\$470.00 100.00%	11 100.00%

7. Print Labels

Print Mailing Labels

Filter:

Billing System: [Regular] | Category: [] | Sub-Category: [] | Include only boarding?:

Data Group: Client | Farm

Sort: Name | Zip Code

Output to: Printer | Screen

Avery Label: \$162

Label Type: English | Metric

Printer Paper Type: Continuous | Sheet

Start on label #: 1

Submit | Close

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

Print Mailing Labels

Filter:

Billing System: Regular | Category: [] | Sub-Category: [] | Include only boarding?:

Data Group: Client | Farm

Sort: Name | Zip Code

Output to: Printer | Screen

Avery Label: \$162

Label Type: English | Metric

Printer Paper Type: Continuous | Sheet

Start on label #: 1

Submit | Close

- 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.

Print Mailing Labels

Filter:

Billing System: Regular | Category: Christmas | Sub-Category: Sales | Include only boarding?:

Data Group: Client | Farm

Sort: Name | Zip Code

Output to: Printer | Screen

Avery Label: \$162

Label Type: English | Metric

Printer Paper Type: Continuous | Sheet

Start on label #: 1

Submit | Close

- **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.**

Setup/Support

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

The screenshot shows a software window titled "Organization Entry/Edit". The form contains the following fields and values:

- Name:** Equine Veterinary Associates
- Address:** 821 Corporate Drive, Suite 921
- City:** Lexington
- State:** KY
- Zip:** 40503
- Country:** USA
- Phone:** (859) 555-1212
- Fax:** (859) 555-1313
- E-Mail:** billing@yourpractice.com
- Logo:** A small image of a horse in a field.
- Logo on Invoices:**
- Click for Invoice Comments:** Net 30 days. Thank you.

A "Config" button is located in the top right corner of the form.

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 all 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

Organization - Configuration

Organization Name: Equine Veterinary Associates

G/L Account:

Non-US Only

Tax Name:

Tax Account:

Print Organization Name on Invoices:

Default all reports to be sent to the screen:

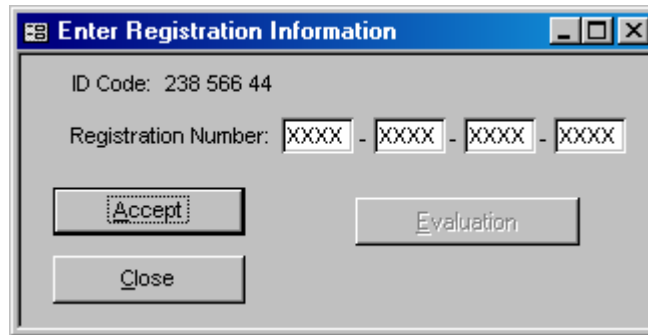
Default all horse names to uppercase:

Disable the warnings when removing bill option on procedure detail:

- Enter a G/L Account number for your practice. 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.
- 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"



The screenshot shows a dialog box titled "Enter Registration Information". Inside the dialog, the "ID Code" is displayed as "238 566 44". Below that, the "Registration Number" is shown as four groups of "XXXX" separated by hyphens. At the bottom of the dialog, there are three buttons: "Accept", "Evaluation", and "Close".

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. 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.

Master Pick Listing Entry/Edit

Pick a category to edit.

Category: [Dropdown menu]

System Locked:

Items in list:

▶		
---	--	--

Last Update: [Text field] **User ID:** [Text field]

Master Pick Listing Entry/Edit

Pick a category to edit.

Category: HorseBreed

System Locked:

Items in list:

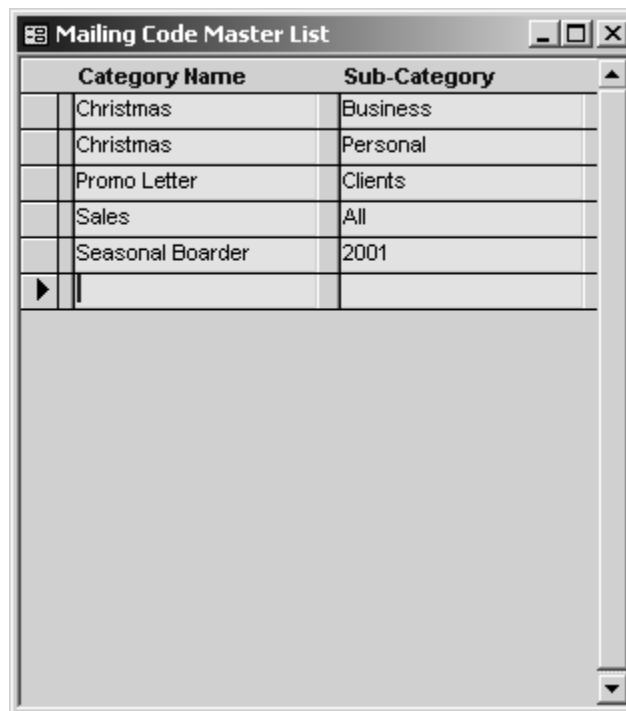
<input type="checkbox"/>	Anglo-Arab	<input type="checkbox"/>
<input type="checkbox"/>	Quarter Horse	<input type="checkbox"/>
<input type="checkbox"/>	Thoroughbred	<input type="checkbox"/>
▶		

Last Update: [Text field] **User ID:** [Text field]

- If your practice 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. Mailing Codes Entry/Edit

- Select "Setup/Support" from the menu
- Select "Administration" from the menu
- Select "Mailing Codes Entry/Edit"



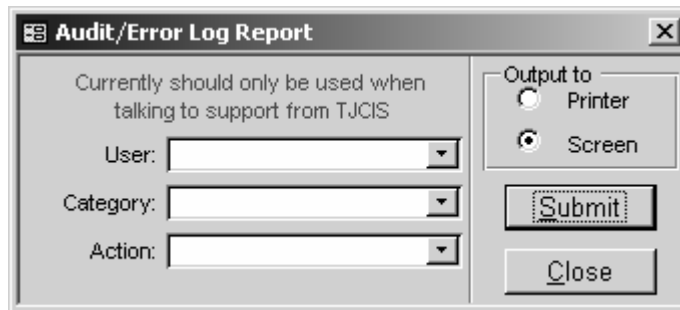
The screenshot shows a window titled "Mailing Code Master List" with a table containing the following data:

Category Name	Sub-Category
Christmas	Business
Christmas	Personal
Promo Letter	Clients
Sales	All
Seasonal Boarder	2001

- 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.

4. Audit/Error Log Report

- Select "Setup/Support" from the menu
- Select "Administration" from the menu
- Select "Audit/Error Log Report"



The screenshot shows a dialog box titled "Audit/Error Log Report" with a close button (X) in the top right corner. The dialog is divided into two main sections. The left section contains a warning message: "Currently should only be used when talking to support from TJCIS". Below this message are three dropdown menus labeled "User:", "Category:", and "Action:". The right section is titled "Output to" and contains two radio buttons: "Printer" (which is unselected) and "Screen" (which is selected). Below the radio buttons are two buttons: "Submit" and "Close".

- This is used as a debugging tool by TJCIS.

Billing Setup

1. Billing Period Control

- Select “Setup/Support” from the menu
- Select “Billing Setup” from the menu
- Select “Billing Period Control”
- Since the Veterinary 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 screenshot shows a window titled "Billing Period Controls". It contains the following elements:

- Regular Billing Range:**
 - Interval:** Radio buttons for Day, Week, **Month** (selected), Quarter, and Year.
 - Starting Date:** 11/1/2003
 - Ending Date:** 11/30/2003
- Board Billing:**
 - Board A/R Account No.:** 101
 - Service Charge Account No.:** 333

- 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	Trainer/Farm	Current	Over 30	Over 60	Over 90	Accumulated Service	
▶ Mark Adkins	Greg Begley, Trainer	\$102.50	\$0.00	\$0.00	\$0.00	\$0.00	
Bedfordshire Abbey Stu	Coventry Farm	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	
Todd Brown	Greg Begley, Trainer	\$272.50	\$187.00	\$85.00	\$0.00	\$9.35	
Dr. John Cash	Equine Veterinary As						
Coventry Farm	Coventry Farm						
Coventry Farm	Ray Horn Racing Stab	\$941.50	\$52.00	\$0.00	\$0.00	\$11.25	
Gary Falter	JJ Smith Racing Stabl	\$67.50	\$0.00	\$0.00	\$0.00	\$0.00	
Gary Falter	Ray Horn Racing Stab	\$162.00	\$0.00	\$0.00	\$0.00	\$0.00	
Robbie Fowler	Ray Horn Racing Stab						
Steve Gillispie	Coventry Farm	\$152.50	\$79.00	\$11.00	\$22.00	\$0.00	
Dr. AJ Jones	Equine Veterinary As						
SEM Stable	Ray Horn Racing Stab	\$61.50	\$0.00	\$0.00	\$0.00	\$0.00	
Take Five Stable	Ray Horn Racing Stab	\$0.00	\$122.00	\$57.00	\$0.00	\$0.00	

- 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 WinVMS.

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 Veterinary Services, Board, Board Billing, 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: VS

Description: Veterinary Services

Default Debit Account: 101

Default Credit Account: 333

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 “Veterinary Services Billing” consists of boarding charges as well as procedure charges. When payment is made, you will not be separating the payments into “Board Payments” and “Veterinary Service Payments”.

- Close the form and return to the Main Menu.

TIP: Your Payment Application code for Veterinary Services Billing can be either numerical or alphabetical.

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

Billing Period Controls

Regular Billing Range:

Interval: Day Week Month Quarter Year

Starting Date: 11/1/2003

Ending Date: 11/30/2003

Board Billing

Board A/R Account No. 101

Service Charge Account No. 333

(A)

Payment Application Codes Entry/Edit

Application Code: VS

Description: Veterinary Services

Default Debit Account: 101

Default Credit Account: 333

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 Veterinary Management Software 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”

Service Charge Entry/Edit

Enter the percentage rate for each service charge code which is to be used in aging accounts

Service Charge Code	Rate Over 30	Rate Over 60	Rate Over 90
01	1.50%	1.50%	1.50%
02	1.00%	1.00%	1.00%
03	0.50%	0.50%	0.50%
*	0.00%	0.00%	0.00%

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"

Service Tax Code	Service Tax Rate	Services Tax G/L

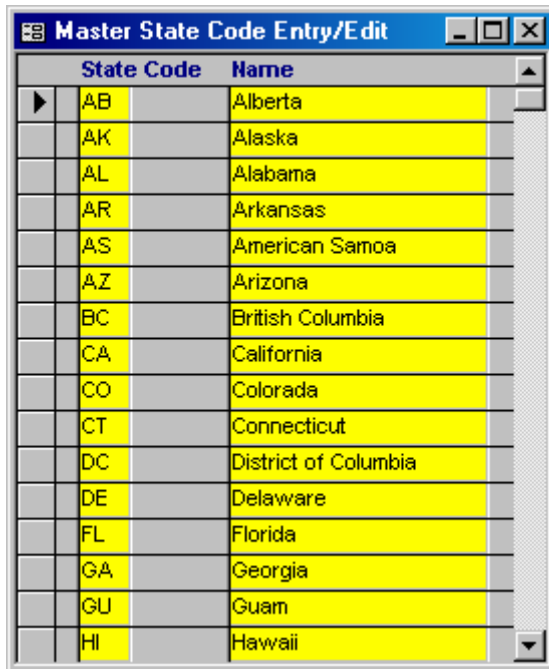
Note: international clients use this feature. It allows the entry of a service tax such as GST, VAT, etc. to be charged on Invoices.

Master Address Forms

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



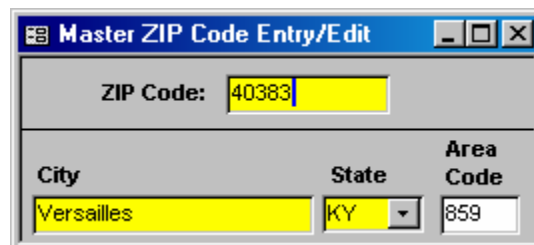
State Code	Name
AB	Alberta
AK	Alaska
AL	Alabama
AR	Arkansas
AS	American Samoa
AZ	Arizona
BC	British Columbia
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii

- 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



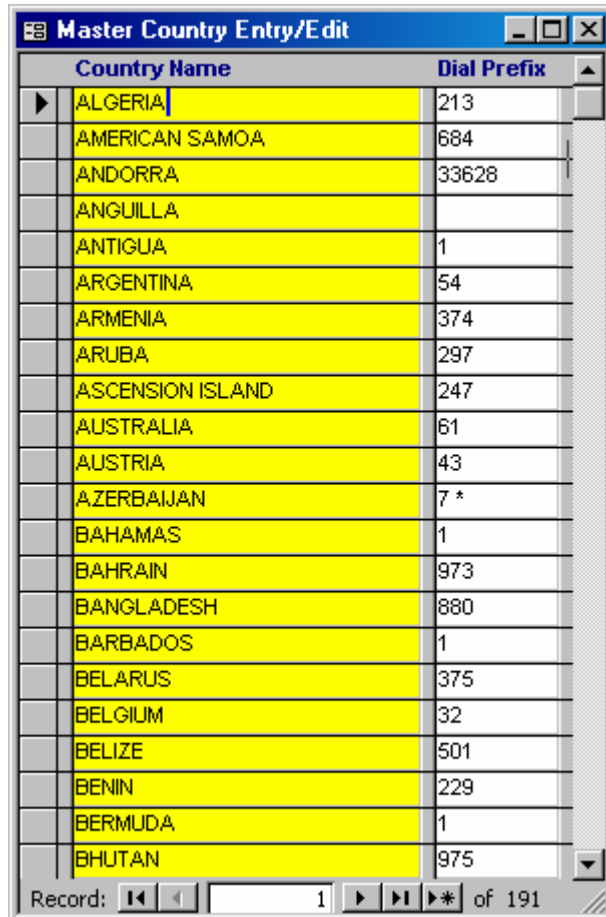
ZIP Code: 40383		
City	State	Area Code
Versailles	KY	859

- 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

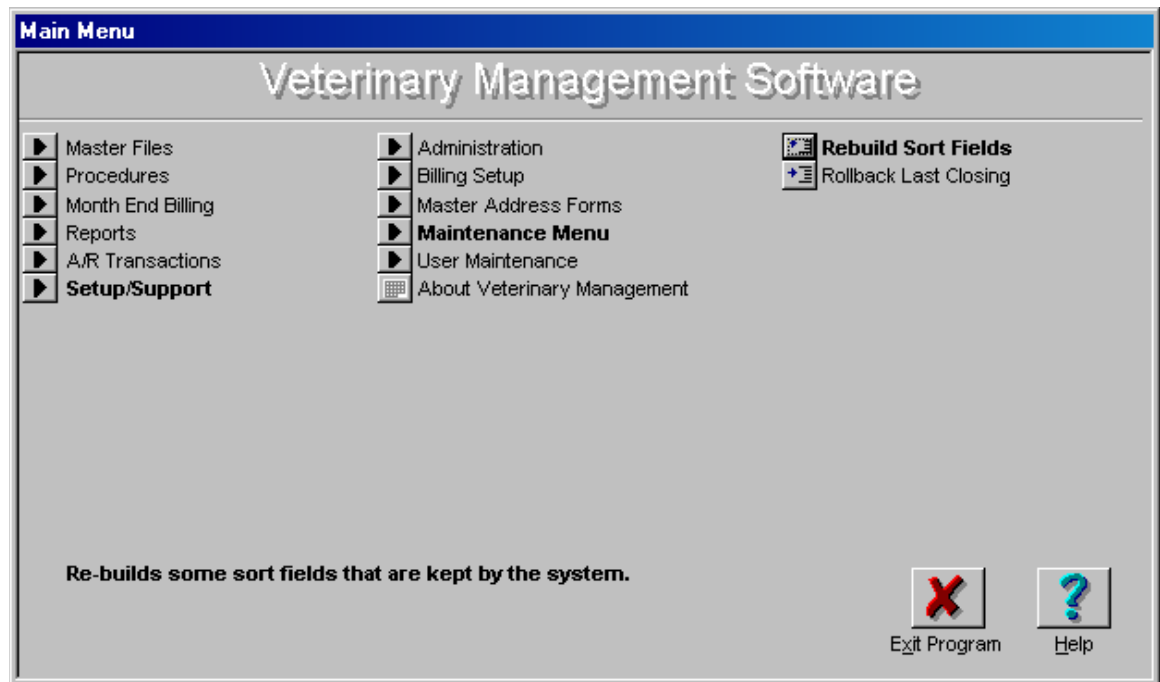


The screenshot shows a window titled "Master Country Entry/Edit" with a table of countries and their dial prefixes. The table has two columns: "Country Name" and "Dial Prefix". The countries listed are: ALGERIA (213), AMERICAN SAMOA (684), ANDORRA (33628), ANGUILLA, ANTIGUA (1), ARGENTINA (54), ARMENIA (374), ARUBA (297), ASCENSION ISLAND (247), AUSTRALIA (61), AUSTRIA (43), AZERBAIJAN (7 *), BAHAMAS (1), BAHRAIN (973), BANGLADESH (880), BARBADOS (1), BELARUS (375), BELGIUM (32), BELIZE (501), BENIN (229), BERMUDA (1), and BHUTAN (975). The "ALGERIA" row is highlighted in yellow. At the bottom of the window, there is a record navigation bar showing "Record: 1 of 191".

Country Name	Dial Prefix
ALGERIA	213
AMERICAN SAMOA	684
ANDORRA	33628
ANGUILLA	
ANTIGUA	1
ARGENTINA	54
ARMENIA	374
ARUBA	297
ASCENSION ISLAND	247
AUSTRALIA	61
AUSTRIA	43
AZERBAIJAN	7 *
BAHAMAS	1
BAHRAIN	973
BANGLADESH	880
BARBADOS	1
BELARUS	375
BELGIUM	32
BELIZE	501
BENIN	229
BERMUDA	1
BHUTAN	975

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

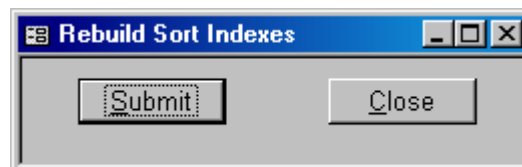
Maintenance Menu



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.

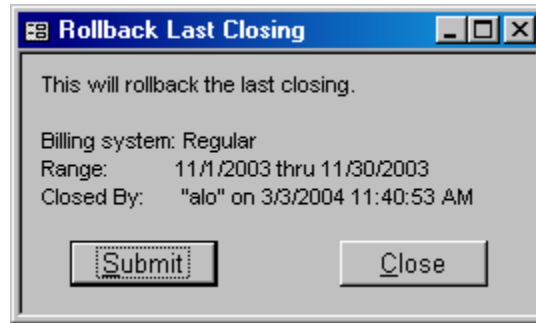
- Select “Setup/Support” from the menu
- Select “Maintenance Menu” from the menu
- Select “Rebuild Sort Fields”



- 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.

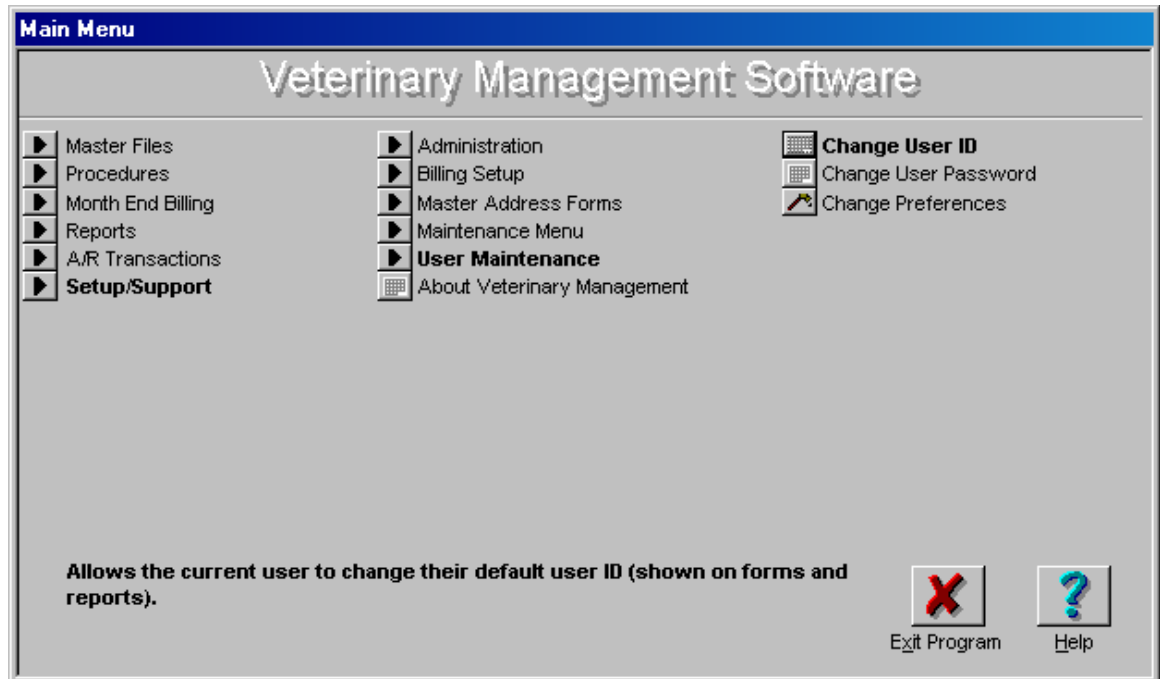


This screen will show you what Billing System has been closed, the date range of the billing and the person that closed it along with the date and time.

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.

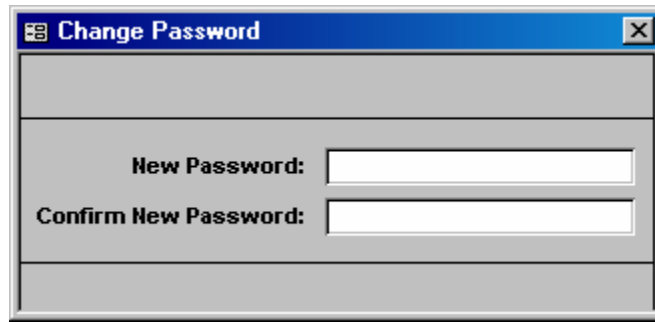
- Select “Setup/Support” from the menu
- Select “User Maintenance” from the menu
- Select “Change User ID”



- 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.

The screenshot shows the 'Change User ID' dialog box. It has a title bar that says 'Change User ID'. Inside the dialog, there is a label 'User-ID:' followed by a text input field containing the text 'alo'. Below the input field are two buttons: 'Accept' and 'Cancel'.

2. Change User Password



The image shows a standard Windows-style dialog box titled "Change Password". It has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains two text input fields. The first field is labeled "New Password:" and the second is labeled "Confirm New Password:". There is a small gap between the two labels and their respective input boxes. The dialog box is centered on the screen.

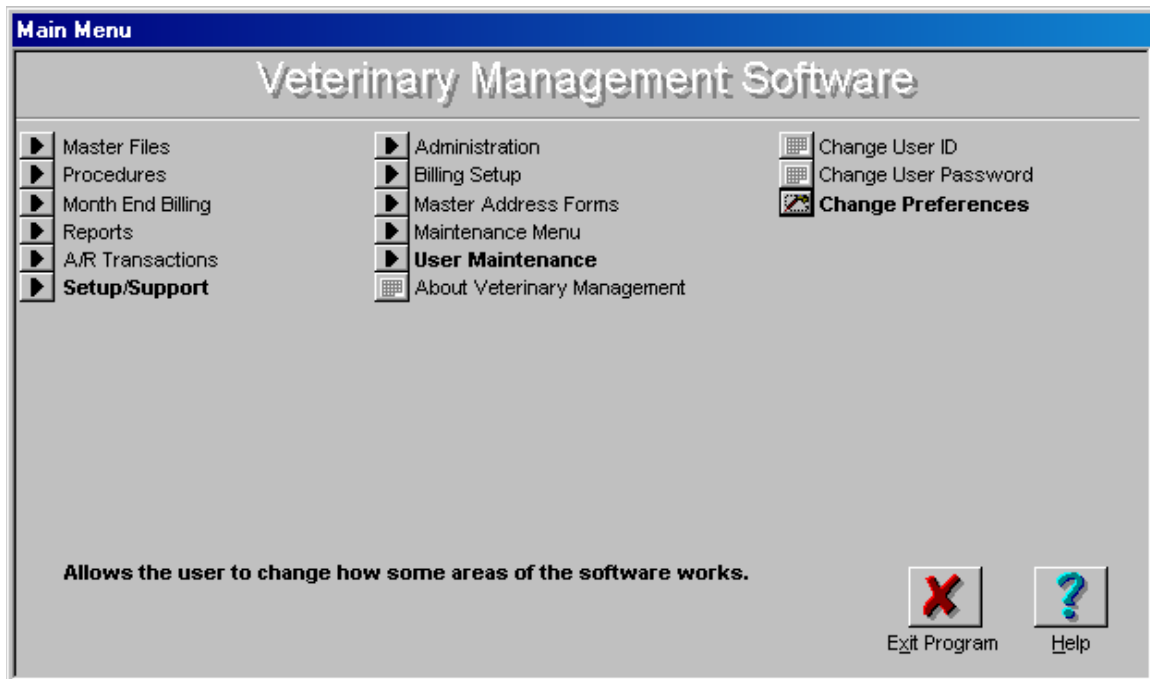
- Enter your Old Password
- Enter your New Password
- Re-Enter your New Password
- Close the form and return to the main menu.

3. Change Preferences

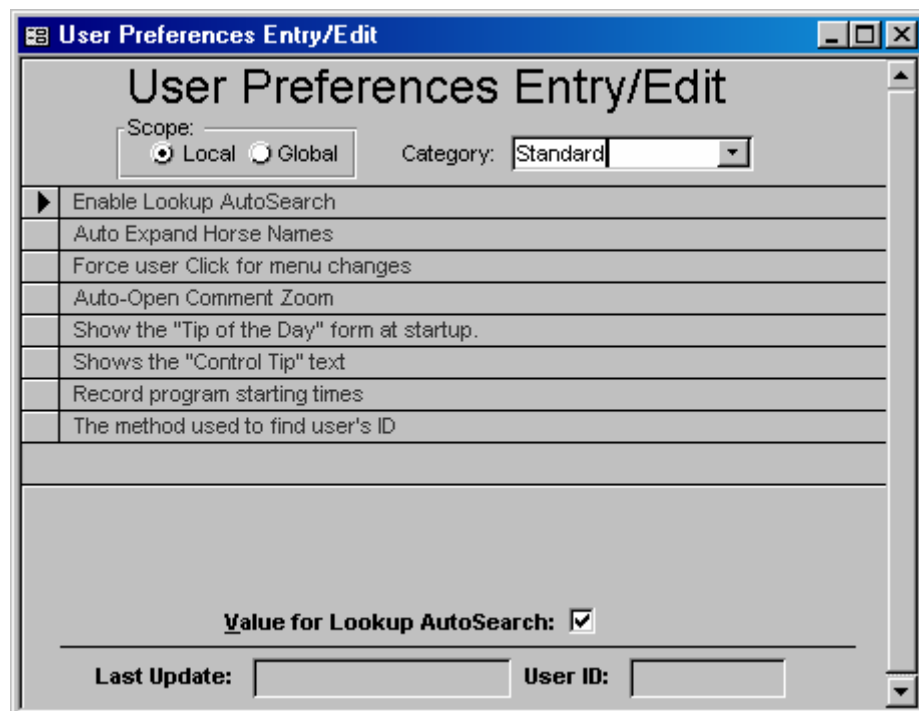
There are several options that are available depending on your personal preferences.

- 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 WinVMS in a network environment.

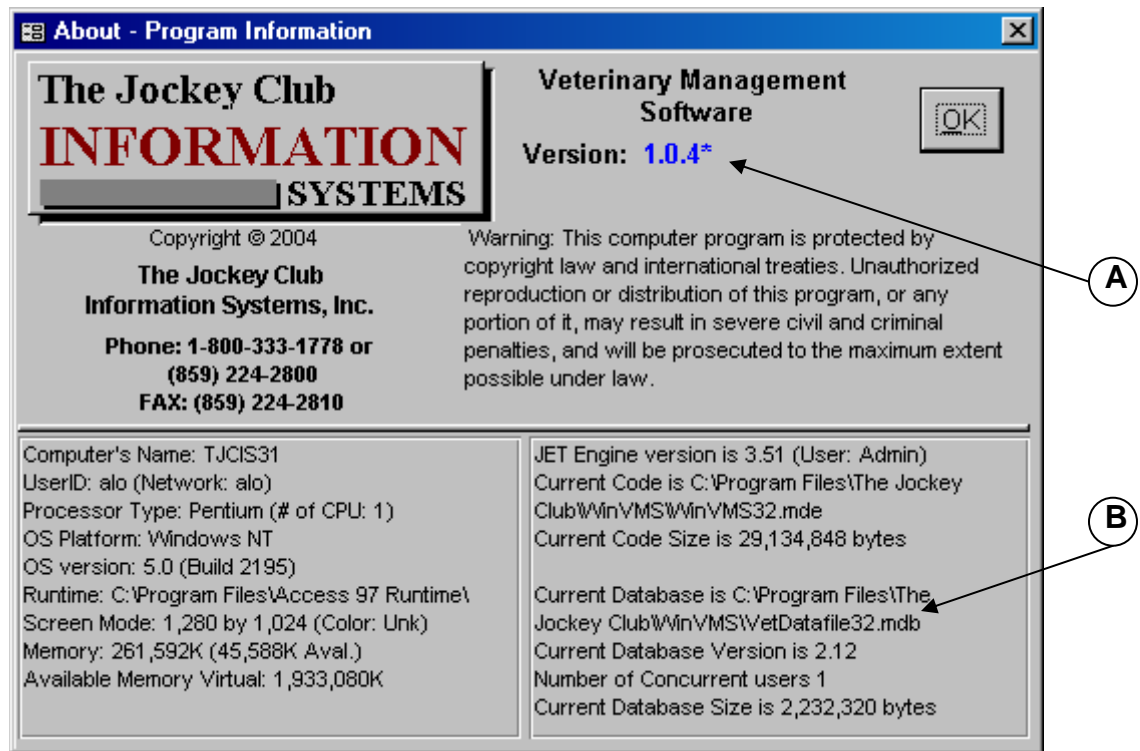
4. User Preferences Entry/Edit



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



About Veterinary Management



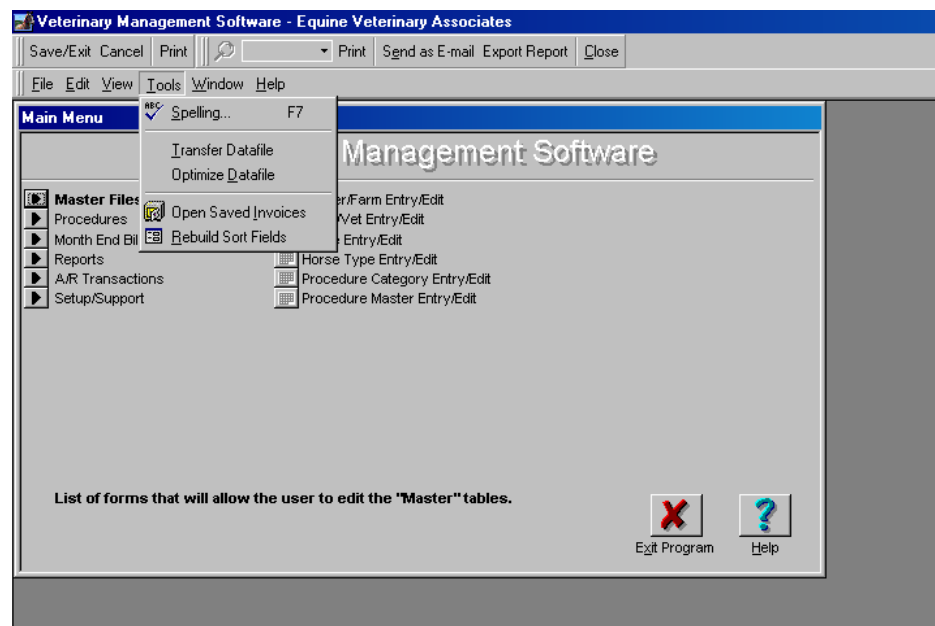
Note: This is an informational page. You can check to see which WinVMS32 Version you are currently running (this example is Version 1.0.4) **(A)** or you can verify the location of your Datafile32.mdb (this example shows the Current Database is located in C:\ProgramFiles\The Jockey Club\WinVMS32\VetDatafile32.mdb) **(B)**.

MAINTAINING DATA

Optimize Datafile

The “Optimize” option should be used when any PC running the Veterinary 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

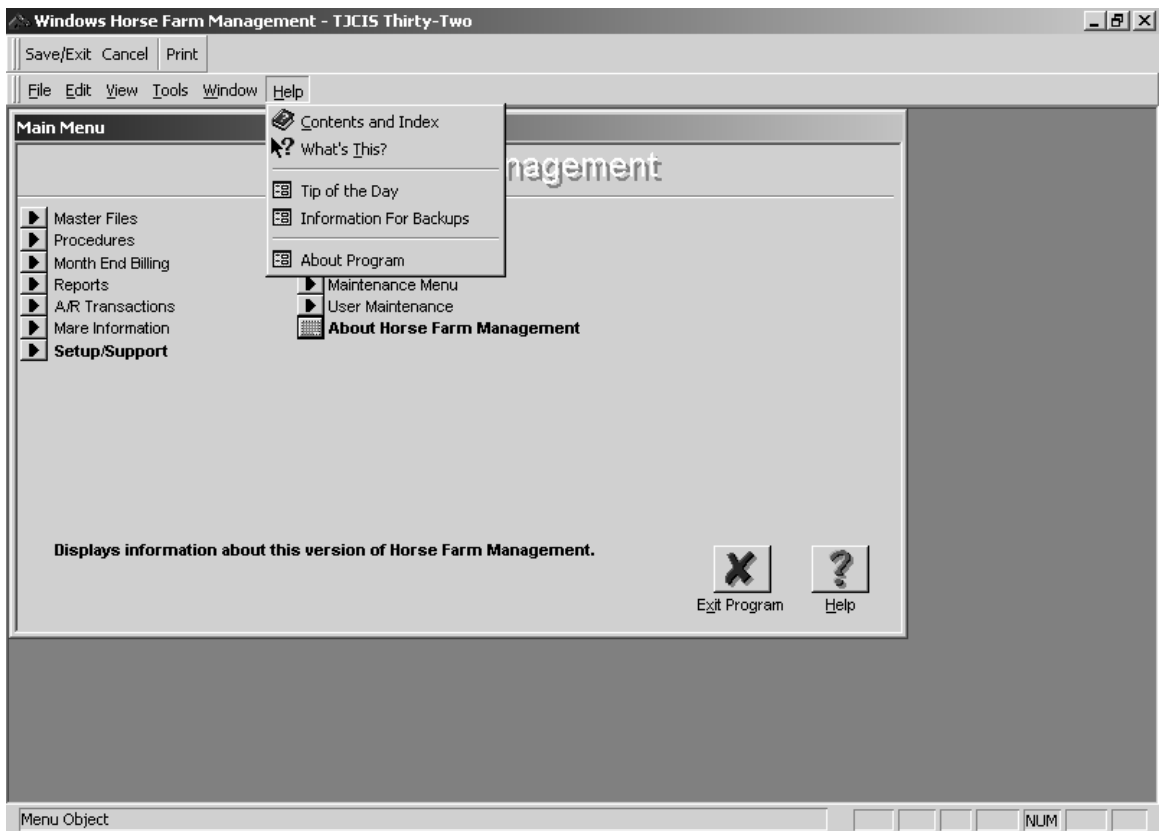
- Close the Veterinary Management Software (on all PC's using this database)
- Select “Start” button from Window’s Taskbar

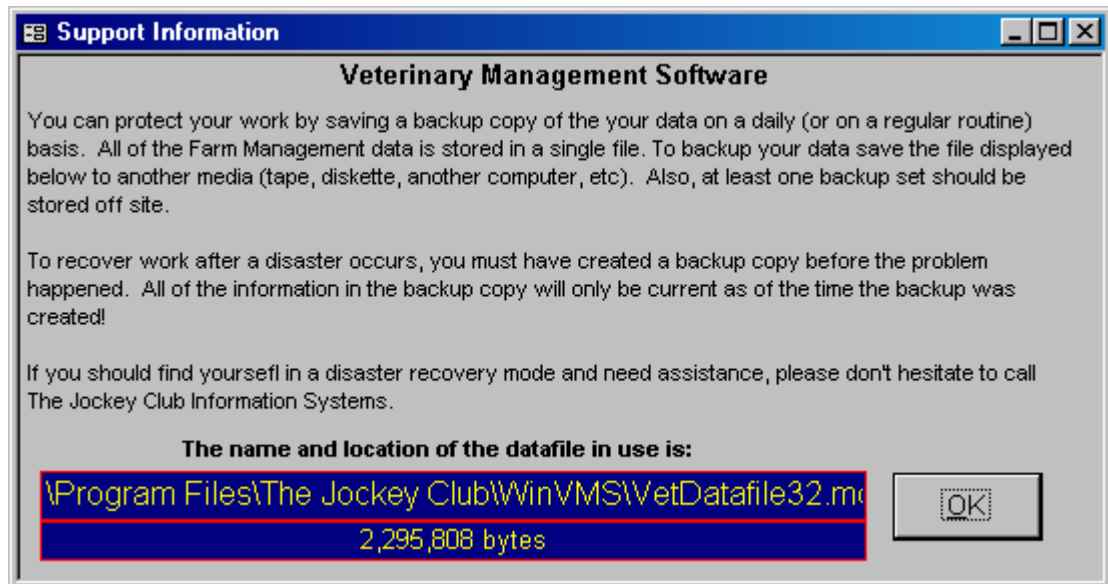
- Select “Programs” menu
- Select “Veterinary Management Software” group menu
- Select “Optimize Database” from the menu.
- This process will close itself when it has completed
- Re-open Veterinary Management Software

BACKING UP YOUR FILES

Creating a backup set

- The practice 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

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