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SECTION 1

New Information on Current Screens

Horse Information

Adding Multiple Owners and Owner Percentages

Note: All owners must first be entered into the program through the owner information function.

1. Click Edit.
2. Select an owner from the drop down list.
3. Enter this owner's percentage of ownership in the box to the right of the owner's name.
4. Click Save.
5. To add more owners, click Edit.
6. Repeat steps 1-4 until all owners are entered.

Owner Information

Creating sales tax exemption

1. Click Edit.
2. Click the box next to "Click here if owner is tax exempt."
3. Select Save. When printing an invoice, the tax percent box will be gray if an owner has been entered as tax exempt.
4. Sales tax percentages for non-tax exempt owners are to be added on the invoice screen at the time of invoicing.

Contacts

Adding a Stable Name

A stable or company name must be entered for use in the invoicing and journal reports. This information will be used to form letterhead. All stables, companies, or partnerships needed to bill clients should be entered.

1. In the Contacts screen, click Add New.
2. Choose Stable Owner from the Contact Type list.
3. Enter the appropriate information.
4. Click Save.

SECTION 2

Invoices

The screenshot shows a software interface for creating an invoice. It features several input fields and buttons. The 'Choose an owner' dropdown is set to 'John C Smith'. The 'Choose a horse' list contains 'Park Town Beauty'. The 'Sales Tax (if applicable)' field is set to '0'. The 'Report Date' is '11/28/01'. The 'Date Range' section has 'Begin Date' as '11/1/01' and 'End Date' as '11/5/01'. Under 'Choose Letterhead', the 'Use your letterhead' radio button is selected. The 'Output Report To' section has 'Send Report To Window' selected. A calendar for November 2001 is overlaid on the bottom right, showing the current date as 12/5/01. Buttons for 'Reprint an Invoice' and 'Print' are located at the bottom of the form.

Creating an Invoice

Invoices are printed for each horse. While an owner may have multiple horses, each has its own expenses and may not be combined with another horse's records.

1. Select an owner from the drop down list.
2. Highlight a horse from that owner's list.
3. Click "Use Your Letterhead" to use pre-printed letterhead or "Generate Letterhead" to create letterhead. To generate letterhead, highlight a stable, partnership or company name from the list.
4. Enter the sales tax percent (box will be gray if owner is tax exempt).
5. Choose the report date from the drop down calendar.
6. Select begin and end dates using the drop down calendars.
7. To view the invoice, click "Send report to window" then "Print." Once the invoice is correct, choose "Finalize and send to printer" then click "Print."

NOTE: An invoice cannot be changed once it is finalized.

Reprinting a Finalized Invoice

1. Repeat steps 1-6 above.
2. Choose "Send report to window" to view the invoice or "Finalize and send to printer" to print it.
3. Click Reprint.

SECTION 3

Payments

Payment Information MAIN EXIT

Horse Park Town Beauty
Owner John C Smith

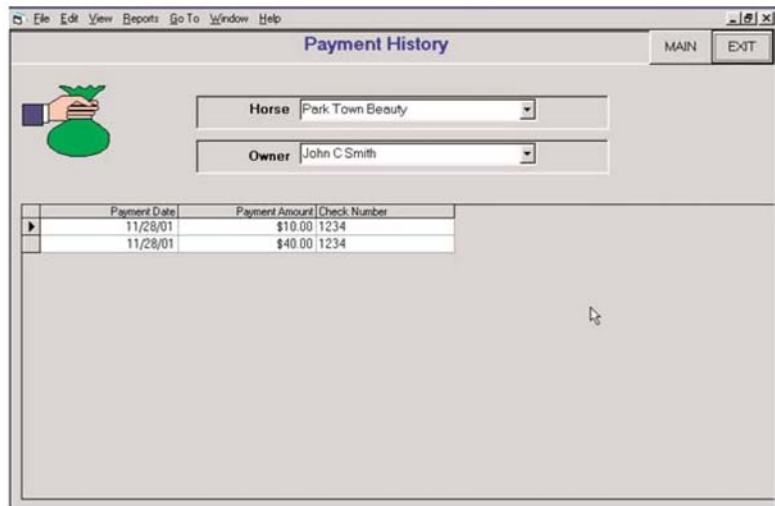
Current Owner Amount Owed (This Horse) \$13.00 Percent Ownership This Horse is 100 %
Owner Amount Owed (All Horses) \$13.00
Horse Amount Owed (All Owners) \$13.00

Please enter the payment or credit date 11/28/01
Please enter payment/credit amount 10.00
Please enter check number (Optional) 1234

APPLY PAYMENT

Recording a Payment

1. Choose a horse from the drop down list.
2. Select an owner for that horse. The amounts shown are for invoiced and non-invoiced expenses.
3. Enter the payment date using the drop down calendar.
4. Input the payment amount.
5. Enter the check number or “Cash” or “Credit Card.”
6. Click “Apply Payment.”



Viewing a Payment History

1. Choose a horse from the drop down list.
2. Select an owner for that horse.
3. Use the scroll bar to view payments not shown on the screen.

SECTION 4

Journals

Printing a Cumulative Sales Tax Report

This report automatically builds sales tax totals billed to all owners to track sales tax receipts for state reporting purposes.

1. Click the circle next to “Cumulative Sales Tax Report.”
2. Select a report heading.
3. Choose a report date from the drop down calendar.
4. Enter Begin and End dates using the drop down calendars.
5. To view the report, click “Send to Window.” To print the report, click “Send to Printer.”
6. Click Print.

The screenshot shows a software window with a menu bar at the top containing 'Horse Reports', 'Owner Report', 'Contact Report', and 'Stallion / Mare Reports'. Below the menu bar are four tabs: 'Horse History', 'Addresses', 'Invoice', and 'Journals'. The 'Journals' tab is selected. The main content area is divided into several sections. On the left, there is a 'Select owner(s)' section with a list box containing 'John C Smith' and a checkbox labeled 'Print all owners in list'. To the right of this is a 'Select report heading' section with a list box containing 'Hamilton Farm'. Below these are two date-related sections: 'Report Date' with a dropdown menu showing '11/2/01', and 'Date Range' with 'Begin Date' and 'End Date' dropdowns set to '11/1/01' and '11/30/01' respectively. Further down is a section titled 'Please choose the desired report:' with four radio button options: 'Cumulative Sales Tax Report (All Owners)', 'Aging Report', 'Invoice Journal', and 'Payment Journal'. To the right of this is an 'Output Report To:' section with two radio button options: 'Send Report To Window' and 'Send to Printer'. At the bottom right of the window are two buttons: 'Print' and 'Close'.

Creating an Aging Report

This report provides a combined invoice and payment history for any owner or group of owners.

1. Highlight the owner(s) to be shown on the report or click “Print all owners in list” to choose all owners.
2. Click the circle next to “Aging Report.”
3. Select a report heading.
4. Choose a report date from the drop down calendar.

5. Enter Begin and End dates using the drop down calendars.
6. To view the report, click “Send to Window.” To print the report, click “Send to Printer.”
7. Click Print.

Creating an Invoice Journal

This report provides an invoice history for any owner or group of owners.

1. Highlight the owner(s) to be shown on the report or click “Print all owners in list” to choose all owners.
2. Click the circle next to “Invoice Journal.”
3. Select a report heading.
4. Choose a report date from the drop down calendar.
5. Enter Begin and End dates using the drop down calendars.
6. To view the report, click “Send to Window.” To print the report, click “Send to Printer.”
7. Click Print.

Creating a Payment Journal

This report provides a payment history for any owner or group of owners.

1. Highlight the owner(s) to be shown on the report or click “Print all owners in list” to choose all owners.
2. Click the circle next to “Payment Journal.”
3. Select a report heading.
4. Choose a report date from the drop down calendar.
5. Enter Begin and End dates using the drop down calendars.
6. To view the report, click “Send to Window.” To print the report, click “Send to Printer.”
7. Click Print.

SECTION 5

Important Notes

Entering expenses for an already-finalized time period

If expenses are incurred during a specific time period but not entered into Equifacts before finalizing that period's invoice, they must be entered in the following manner:

1. Enter the current date in the expense date field.
2. Note actual expense date in the Notes field or in the Treatment field.
3. The expense will print in the next invoicing period.

Deleting an owner or a horse

Invoice and payment records for a horse and its owners are linked. IF YOU DELETE THE HORSE, ALL INVOICE AND PAYMENT RECORDS OF ITS OWNERS WILL BE DELETED ALONG WITH THAT HORSE'S RECORDS.

Avoid deleting a horse or owner from Equifacts until all charges and payments are no longer needed.

Ownership changes

Should an existing horse change ownership, change the percentages of ownership using the following method:

1. In the Horse Information screen, click the Edit button.
2. Change the original owner or partner's percentage to 0.
3. Click Save. A message will appear stating that all horses must have 100 percent ownership.
4. Click Edit again.
5. Select the new owner from the drop down box and enter the appropriate percentage number.
6. Click Save.



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