

Farrier Setup and Scheduled Work

Prerequisites (One-Time Setups)

If you put your Farriers' charges on an account and then pay them with one check when they have completed their work, or if you pay them when they send you a bill, they should be setup as a Vendor to your business. If you pay them for each horse when they complete work on a horse then they do not need to be setup as a vendor. **(Recommendation: Set your Farrier(s) up as a Vendor)**

equineGenie Financial - Vendor / Supplier Account Setup

Vendor / Supplier Accounts

Enter / Select Vendor or Supplier

Contractor? No

Address

City, State, Zip Code

Telephone # email Address

Website URL

Add To Address Book

Enter / Select Account #

Enter Credit Limit Payment Terms

Late Charge (%)

Account Balance (\$) — Initial Setup Only

Another Charge Account Same Supplier

Charge Account Comments

Farrier Contact Information

Enter

It is strongly suggested that an account number is assigned to each vendor. If a vendor already has an account number from another system that number can and probably should be used. If an account number needs to be changed select the existing account number, delete it and enter the new number.

Account numbers are an excellent accounting reference and tool for tacking, measuring and managing vendor accounts.

View Select Vendor / Supplier Account

View Vendor / Supplier Accounts

If you setup your Farrier(s) as a Vendor/Supplier, it is suggested that you identify them as a contractor. **If you identify them as a contractor, equineGenie will track how much money you pay them and if the amount is \$600 or greater, equineGenie will generate the information you need to supply them with a 1099. If you have an initial balance with your Farrier(s) be sure to enter that balance so that your Farrier payables will track correctly.** If you have no balance enter '0'. If you 'mouse over' the white or red 'Genie Heads' on-line information will assist you without having to use the equineGenie manual or on-line videos.

equineGenie Financial Setup - Checking Accounts Setup

Checking Accounts Setup (page 1 of 2)

Enter/Select Financial Institution

Address

City, State, Zip Code

Telephone # email Address

Website URL

Add To Address Book

Enter / Select Checking Account #

Enter Debit Card #

Account Reserve (\$)

Maintenance Fee (\$) Overdraft Fee (\$)

Another Checking Account Same Institution

Checking Account Comments

The Checking Accounts form is used to setup or modify the businesses checking accounts for the business. The form is activate if a Current Assets (Account Category) an Checking Account (Account) were selected in the General Ledger Setup. To setup more than one checking account at least one checking Subaccount must have been identified in the General Ledger Subaccount Setup. For example, you might have a Expense checking account. The financial institution contact information should be added to the Address Book. Selection of all checking accounts is available throughout the system where there is a checking

Go To Savings Account Setup

Go To Open Account Setup

equineGenie Financials - Credit Card Setup

Credit Card Accounts

Enter / Select Credit Card Provider

Address

City, State, Zip Code

Telephone # email Address

Website URL

Add To Address Book

Enter / Select Credit Card #

Type Of Credit Card

Credit Limit (\$)

Over Limit Fee (\$) Late Charge (\$)

Account Balance (\$) — Initial Setup Only

Another Credit Card Same Provider

Credit Card Account Comments

The Credit Card Accounts form is used to setup or modify the businesses credit cards. The system allows for multiple credit card accounts with the same provider. The credit card provider contact information should be added to the Address Book. All credit card accounts are available for selection throughout the system on any form where there could be a credit card account selection.

Note: You need to setup your Checking and Credit Card accounts before you can pay your Farrier. See the Business Accounts Setup Tutorial

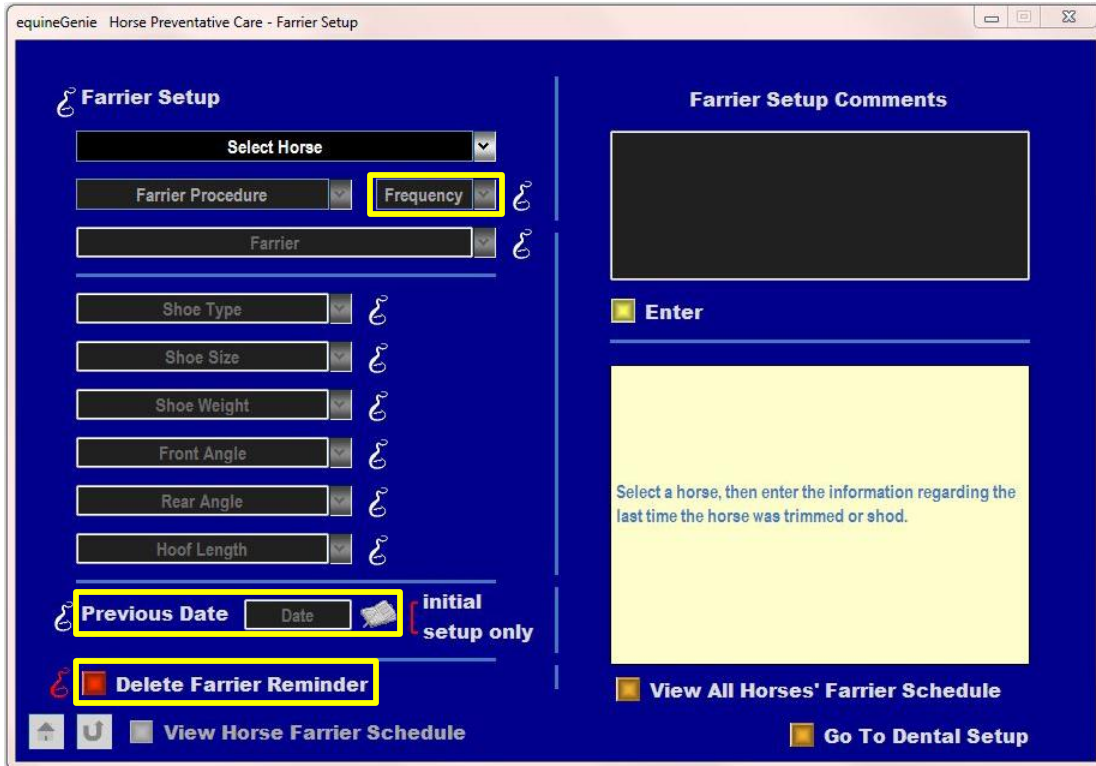
Farrier Work - Prerequisites (One-Time Setups)

Make sure that any horses that will have Farrier work have already been entered on the Horse Identification screen. **Note: Only entered horses will be displayed in the Farrier screens.**

A horse's owner needs to be identified if the horse is not owned by the business. Horse ownership connects the horse to a customer for billing and invoicing. For multiple owners, enter each owner's % for automatic billing splits.

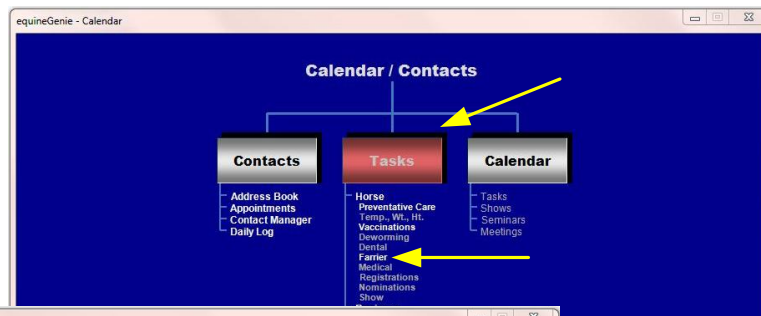
Enter the Farriers used by the business. **Enter any Farrier specialist or Farriers assigned to specific horses.** **Note: Farriers entered are displayed in the appropriate Farrier dropdowns without having to be reentered.**

Farrier Work - Prerequisites (One-Time Setups)

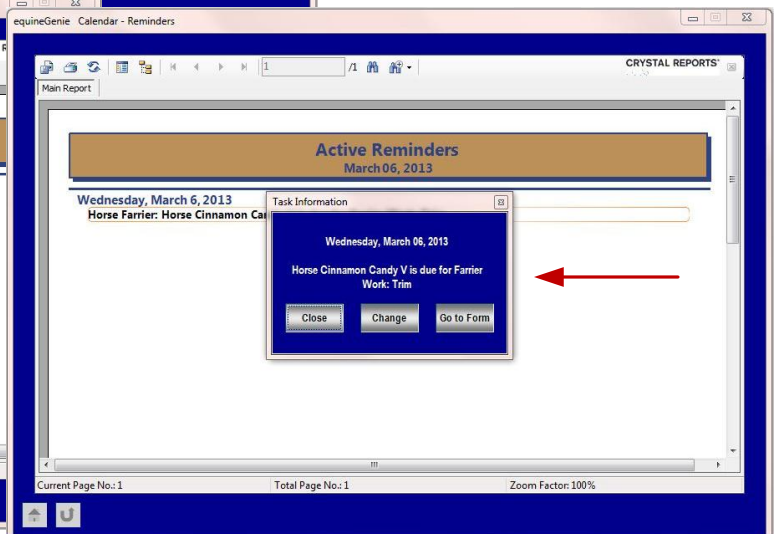
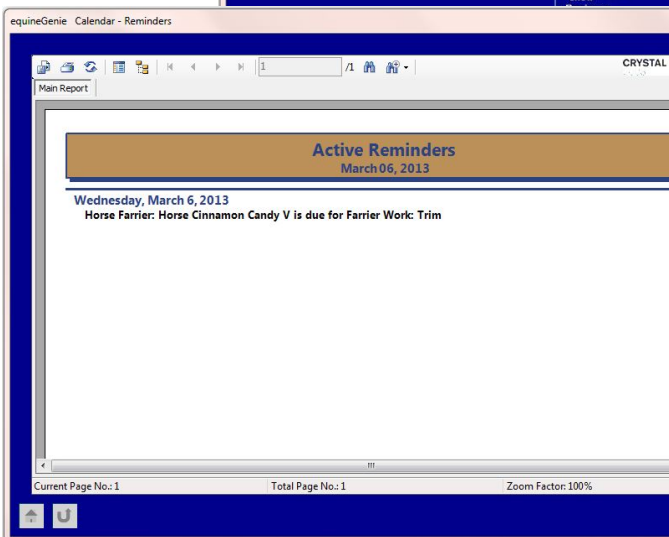


Setup each horse that will have Farrier work performed. Setting the **Farrier work frequency** and the **last date the work was performed will generate automatic reminders** the next time work needs to be performed . **Note: A reminder can be deleted if the Farrier work needs to be changed.**

Actual Farrier Work Performed Starts Here.



When scheduled Farrier work is due equineGenie generates an alert with a flashing **RED** Calendar on the Home Screen and Task on the Calendar / Contact screen. The Task due will be highlighted in **White**.



Selecting a Farrier alert will display the Reminder screen that displays what Farrier Work needs to be done. Selecting (double-click) the Reminder will display the option to ignore (**Close**), Change (**Modify / Delete**) or Execute (**Go To Farrier Screen**) the Reminder.

Farrier Work and Payment

Farrier Work

Cinnamon Candy V

Trim

3/6/2013

Andrew Dean, DVM

Shoe Type

Shoe Size

Shoe Weight

0

0

0

Business Owner \$45.00

Supplies Used? Go To Enter Supplies

View Horse Farrier Record

Farrier Work Comments

Enter

Enter and Charge the Horse/Customer (Go To Horse Billing Log)

RECOMMENDED

Accounting for a horse's Farrier Cost from the Farrier Work screen enables equinegenie to track and report Farrier Cost by horse. This is necessary to accurately account for how much a horse cost to keep and maintain.

View Horse Health Report

When entering the Farrier Work screen from a reminder the **Horse**, **Farrier Work** to be performed, **Date** and **Farrier** will be automatically displayed. Any item transferred from the reminder screen can be changed. **For example; if a different Farrier from the one initially identified on the Farrier Setup screen is not doing the work a new Farrier can be selected.**

Farrier Work

Cinnamon Candy V

Andrew Dean, DVM

5000 - 9999 Expenses

5360 - Farrier

Trim

Pay By ...

Charge Account

Cash

Check

Credit Card

Debit Card

When a cost (Business's Cost) is entered and the Red \$ sign is selected, a Payment Method screen will be displayed. The Horse, Farrier and Farrier Account will be automatically displayed. Selection of the Payment Method will display the Payment By... screen.

Payment By Charge Account

Charge Account #

\$45.00

3/6/2013

Account Balance: (\$)

Amount Available: (\$)

Comments

Pay

The Cost and Date are automatically transferred from the Farrier Work screen. The Farrier's charge account is selected. The selected account's funds are displayed.

Payment By Check

Checking Account #

\$45.00

3/6/2013

Account Balance (\$)

Amount Available (\$)

Check #

Comments

Add Check To Check Print File

View Horse Farrier Record

View Horse Health Report

The Cost and Date are automatically transferred from the Farrier Work screen. The Checking Account is selected. If there are multiple Checking accounts an account is selected from the dropdown. The selected account's funds are displayed.

Payment By Credit Card

Credit Card Account #

\$45.00

3/6/2013

Account Balance (\$)

Amount Available (\$)

Comments

Pay

View Horse Farrier Record

View Horse Health Report

The Cost and Date are automatically transferred from the Farrier Work screen. The Credit Card account is selected. If there are multiple Credit Card accounts an account is selected from the dropdown. The selected account's funds are displayed.

Prerequisites (One-Time Setups) for Farrier Work for a Customer

Before a Customer can be charged for Farrier Work the **Customer's Contact and Financial information needs to be entered**. This is a one-time setup. Once a Customer has been entered it does not have to be entered again. You can go directly to the Customer Financial setup from the Customer Information setup. **Note: A customer's information is also entered when a horse owner's information is entered on the Horse Ownership screen.**

If you have an initial balance with your Customer be sure to enter that balance so that your Customer payables will track correctly. If you have no balance, enter '0'.

Farrier Work Billed to a Customer

After the Farrier Worked has been billed to the business, a Customer can be billed by selecting the Orange 'Enter and Charge the Horse/Customer' button. **Note: Do not select the Enter Button. The Farrier Work information and business cost will be automatically entered when the 'Enter and Charge the Horse/Customer' button is selected, and the Horse Billing Log will be displayed.**

The Horse Billing Log screen is cover in more detail in the Billing Logs tutorial.

The Customer Invoice screen is cover in more detail in the Billing Management tutorial.

When the 'Enter and Charge the Horse/Customer' button is selected the Horse Billing Log will be automatically displayed. **The Horse's Name and the Date the Farrier Work was performed is transferred from the Farrier Work screen.** Completing the billing log will automatically create a line item for the horse owners invoice.

When an Invoice is created for the horse owner within **the Invoice Period the Farrier Work was performed, a Farrier Work line item will be displayed in the 'Select Services / Product Line Item' dropdown.**

Paying a Farrier for Work Charged to Their Account

If you charged the Farrier Work to the Farrier's Charge Account use this screen to pay a Farrier's bill. You do not need to reenter the accounting information. **Note: The Farrier Work cost was accounted for when the Farrier's Account was charged.**

If you do not need the horse information associated with your Farrier Work or the horse's records updated, you can enter a Farrier's Bill and pay the bill using the 'Enter Invoice / Bill' screen and 'Pay Invoice / Bill' screen. However, it is not recommended.

Receive Money from a Customer for Farrier Work

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Customer / Client

Select Customer / Client Account #

Account Balance:

Receive Date Prepayment? No

Received Cash?

Received Direct Credit / Bank Transfer?

Received Check?

Received CC?

Apply To Invoice? No

Amount Received

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

Collect / Receive Money Comments

Enter

The Collect/Receive Money Form is used to enter and classify money received from a customer or client.

If you billed a customer for Farrier Work, enter the money you receive from a customer on the Receive Money screen. If there are several line items on an invoice and you want to receive money for each line item and account for the income in the correct account you **select the Date, Identify the Payment Method, Apply it to the correct Invoice and deposit the funds. You do this for each line item selecting the date again each time. Note: DO NOT use a previously selected date even if it is the same date.**

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

John Goodrider

4000 - 4999 Income

4550 - Farrier Income

Trim

Deposit Into ...

Cash

Savings

Checking

View Customer Receivables ledger

View Prepayment Ledger

Collect / Receive Money Comments

equineGenie Financial Management - Collect / Receive Money

Collect / Receive Money

Deposit Method

Deposit To Checking

Checking Account #

\$45.00

Account Balance:

Amount Available:

Comments

Deposit

View Customer Receivables ledger

View Customer Receive Money Report

View Prepayment Ledger

View Received Money Ledger

Popup And Red Flag

equineGenie

Notes