



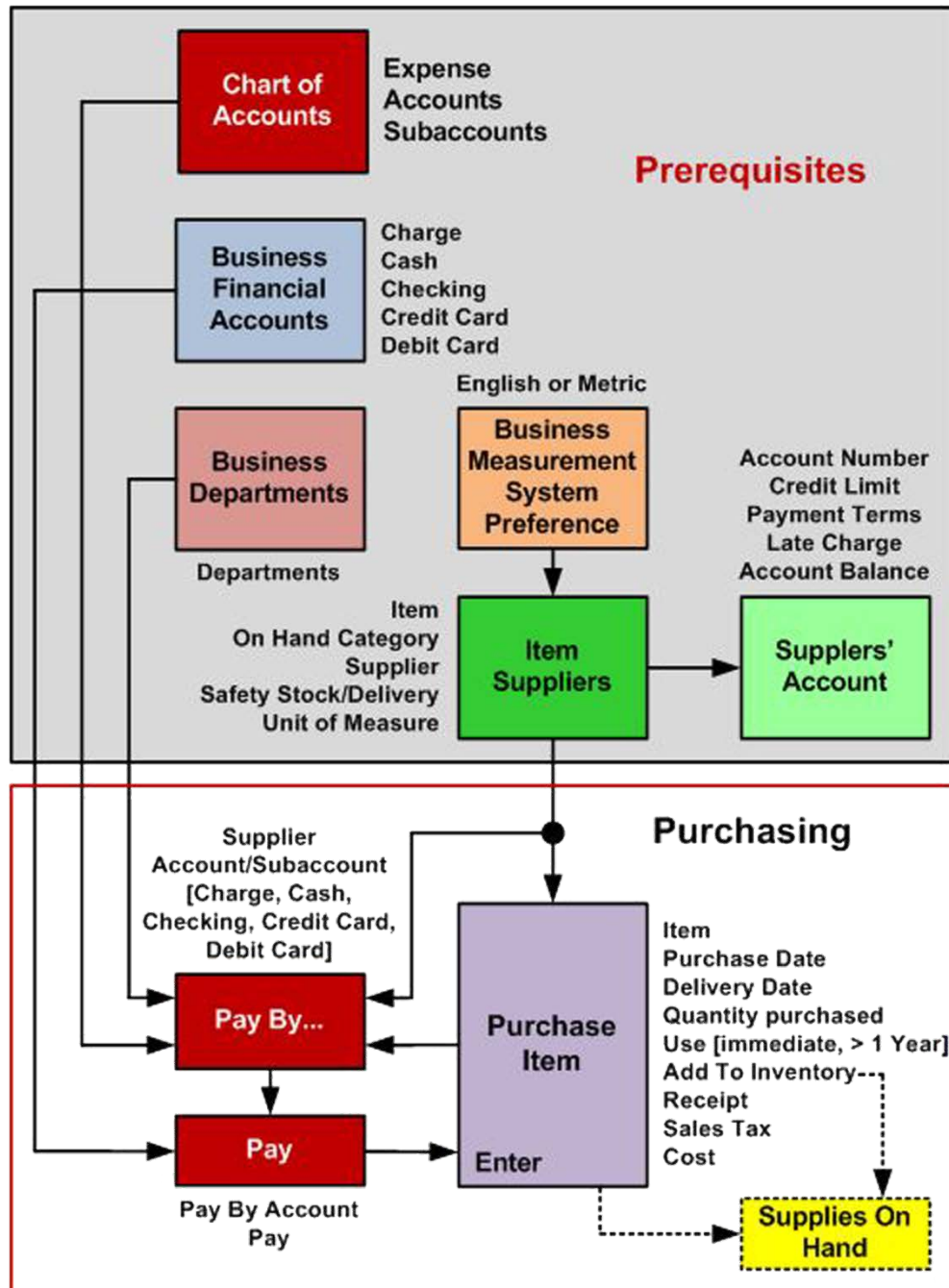
Purchasing

Purchasing Prerequisites and Purchases

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Purchase Flow



Prerequisites (onetime setup)

Chart of Accounts – Expense Accounts, Subaccounts

Business Preferences – Measurement System (English or Metric)

Business Departments – Departments

Business Financial Accounts – Charge, Cash, Checking, Credit Card, Debit Card

Item Supplied – Item, Supplier, Safety Stock, Unit of Measure, Delivery Lead Time

Supplier Account – Account Number, Credit Limit, Payment Terms, Account Balance

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Purchasing

equineGenie is an enterprise management system. An enterprise management system does much more than an accounting system. An accounting system records historical financial transactions. Accounting systems provide financial statements that are often too late to help manage a business. Most financial statements are good for the tax man and your banker, but are of little use for day to day operating management. The history they provide shows how your business has done – and with a lot of extra work they can sometimes tell how a business might do in the future. equineGenie provides the accounting and the same statements, but with the added value of using your business transactions to help measure and manage your business as each transaction is entered. equineGenie not only tells you how you have done, but predicts with reasonable accuracy how you will do by analyzing interconnected business information. equineGenie helps you understand with every transaction entered what needs to be done to make your business financially successful. equineGenie cannot generate money, but will help you measure and manage your business more efficiently and effectively. equineGenie uses this same philosophy when you make a purchase.

When you make a purchase equineGenie does the following:

1. Track, measure, manage and report the unit cost of the item purchased
 - a. Total Cost/Quantity
2. Track, measure, manage and report the quantity and cost of the item purchased
 - a. Total quantity and cost
 - b. Day to Day and Month to Month cost changes
 - c. Change in unit cost since last purchase
 - d. Unit cost vs average unit cost
3. Track, measure, manage and report the item by supplier
 - a. Cost by supplier
 - b. Delivery performance by supplier.
4. Track, measure and report the items contribution to total expense
 - a. Expense against budget
 - b. Variance against budget

Before you purchase an item there are prerequisites that need to be completed. Once the prerequisites are satisfied they do not need to be completed again, but they can be changed if necessary. After the prerequisites are completed you can purchase any item and account for its purchase while taking advantage of all equineGenie's management support in less than one minute. The average time is 45 seconds. So let's get started and purchase something!

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Purchasing Prerequisites

To take advantage of equineGenie's purchasing management, items purchased need to be associated with a supplier and any inventory requirements if you intend to maintain an inventory count of an item. Purchases should be for items used in your business, not services. Examples of services that should not be entered on the purchases screen are utility bills, insurance and credit card payments, charge account payments, etc. They should be paid using equineGenie's Pay A Bill screen. The Enter A Bill and Pay A Bill screens are covered in another tutorial.

Note: Vehicle fuel, maintenance and repair cost should be entered on the respective vehicle screens. Management of the business's vehicles is covered in the Vehicles training document.

Expense Accounts

Purchases are associated with expense accounts, and can also be associated with expense subaccounts, if subaccounts have been defined. The identification of your expense accounts and any associated subaccounts is extremely important. They are the foundation of how your will measure and manage the expense side of your business. With equineGenie's help, your will be able to make good business decisions based on how you measure your business's expense. Identifying your expense accounts and defining any subaccounts associated with an expense account is covered in the Financial: Financial Setup – GL Chart of Accounts Setup training document. <http://www.equinegenie.com/training>. Included here is the Financial Setup – General Ledger / Chart of Accounts screen for reference and the required prerequisite entries.

equineGenie Financial Setup - General Ledger / Chart of Accounts

GL / Chart Of Account Setup

Select An Account Category ①

Select An Account ②

Another Category

General Ledger Subaccount Setup

Select A Primary Account Category

Select A Primary Account

Subaccount Number ③

Enter A Subaccount

Another Subaccount Same Primary Account

Another Primary Account, Same Category

Another Primary Account Category

Remove Selected Subaccount (Caution!)

Chart Of Accounts

General Ledger Setup Comments

Enter

View Subaccount Assignments

Popup And Red Flag
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- ① Select, 5000 - 9999 – Expense from the Select An Account Category dropdown to initiate the selection of the required expense accounts.
- ② Select the expense accounts your business needs from the Select An Account check box dropdown.

Note: *Multiple expense accounts can be identified in the Select An Account dropdown. To deselect a previously selected account, uncheck the account.*

- ② Enter the subaccounts associated with your selected expense accounts that you think you need to track with more detail.

Note: *A subaccount will enable you to track the different types of expenses within an expense account. For example; if you purchase several types of grain, using subaccounts you can track, measure and manage the different types of grain purchased. equineGenie allows for 999 subaccounts to be associated with each account.*

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Business Preferences

The business's measurement system must be identified before any supplied item is setup, or any purchase transaction is made requiring a unit of measure.

equineGenie Business Owner - Preferences

Measurement System

☒ Set English Measurement System ①

☐ Set Metric Measurement System

Report Currency Symbol

☒ Dollar (\$) ☐ Euro (€) ☐ Colon (¢)

☐ Guilder (f) ☐ Krone (kr) ☐ Peso (P)

☐ Pound (£) ☐ Rand (R) ☐ Real (R\$)

☐ Riyal (ر.ي.) ☐ Ruble (P) ☐ Rupee (₹)

☐ Shekel (₪) ☐ Won (₩) ☐ Yen (¥)

☐ Zloty (zł) ☐ Uruguay Peso (SU)

☐ None

*Note: Times are reported in a 12 Hour Format

Asset Capitalization Minimum \$500.00

Business Preferences Comments

Enter

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Go To Owner Information

Go To Business Legal Structure

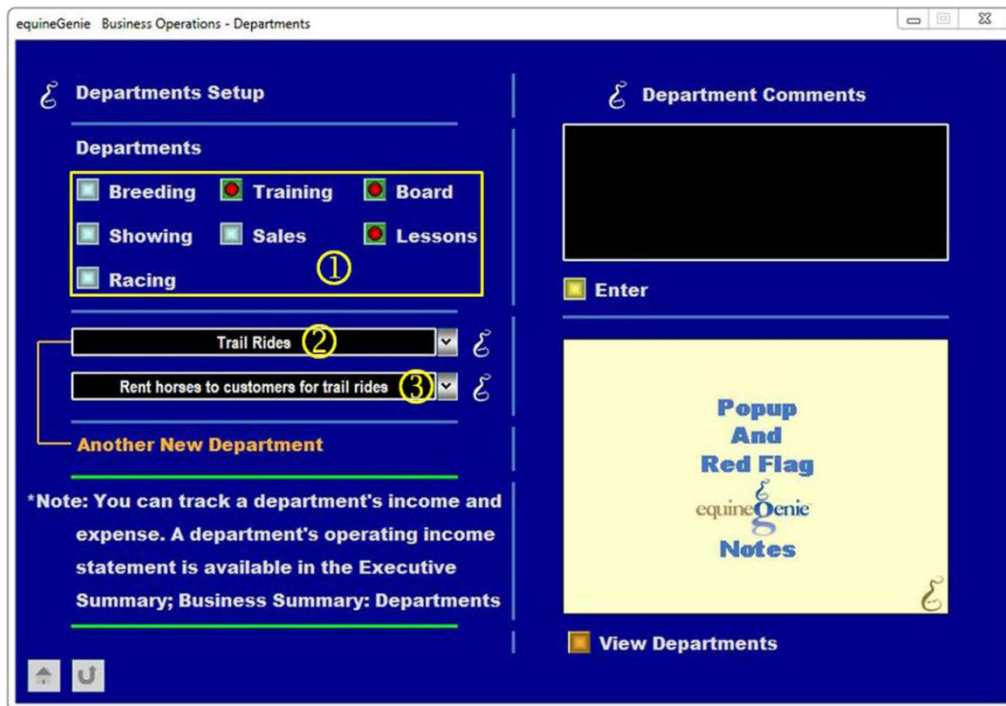
- ① The business's measurement system is identified by selecting either the Set English Measurement System button or the Set Metric Measurement System button.

Note: Selection of the English System will set equineGenie's units to the English Measurement System, e.g.; pound, mile, ounce, etc. Selection of the Metric System will set equineGenie's units to the Metric Measurement System, e.g.; kilogram, kilometer, gram, etc.

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Business Departments

A business can have multiple departments that are measured and managed. equineGenie will track, measure, manage and report income and expenses by department. Identifying departments is optional and not required. equineGenie will help manage your business in total and by department if any departments are identified.



- ① Seven departments are available for selection. A department is selected by selecting the button beside the name of the department that you want to track as part of your business.
- ② If you need to include a department that is not available for selection in ① you can add your own department. To add a department you select [New Department] from the New Department dropdown and enter the new department by clicking in the dropdown and entering the department's name.
- ③ The purpose for a new department can be added by clicking in the New Department Purpose dropdown and entering the purpose. The purpose is optional when you add a new department,

Note: When you enter income or an expense in equineGenie you can account for it in total or in total by department or split the income or expense between departments. The department selection is on the Deposit Method popup, the Payment Method popup and the Enter A Bill screen.

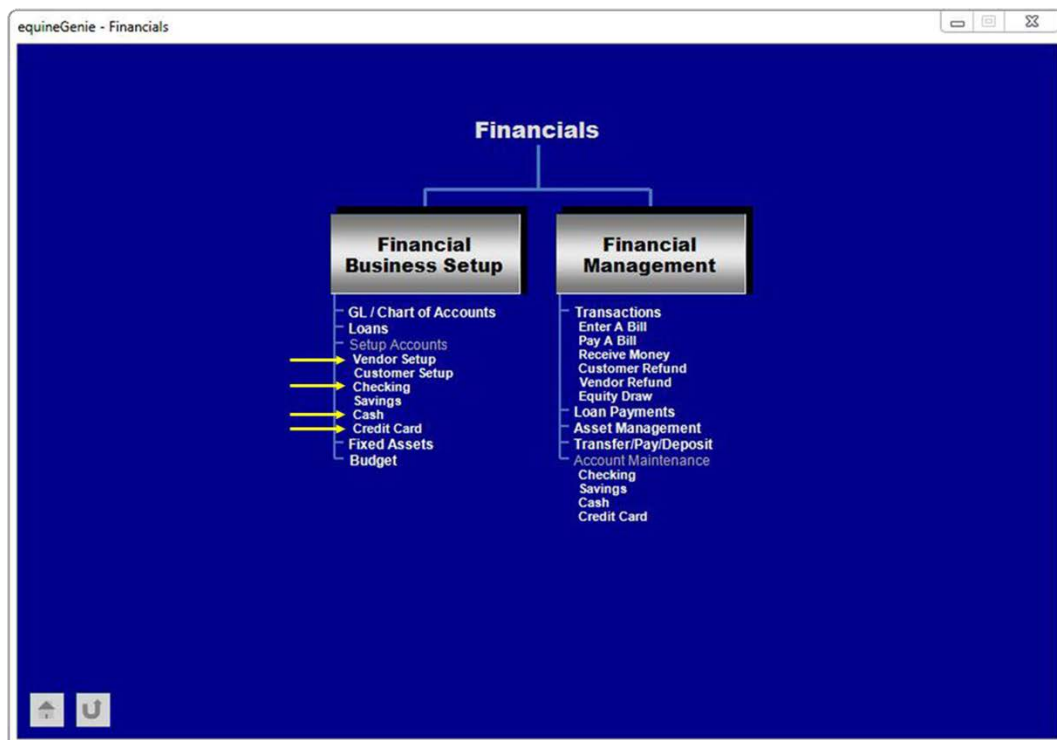
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Business Financial Accounts

A purchase cannot be made until at least one business account for payment has been setup. equineGenie allows for five types of business accounts for payments. Each account type can have multiple accounts from the same or different financial institutions. The business account types capable of payments are:

1. Vendor Charge Account
2. Cash Account
3. Checking Account
4. Debit Card Account tied to a Checking Account or Savings Account
5. Credit Card Accounts

Setting up the Cash, Checking, Credit Card and Debit Card accounts is discussed in the Genie Academy Training: <http://www.equinegenie.com/training>. Financial: Business Accounts document. A Debit Card setup is included in a Checking and Savings Account setup. The Vendor Charge is discussed in this document: [Vendor / Supplier Account Setup](#)



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Item Supplies Setup

Before an item is purchased you need to identify the item's supplier or suppliers. This is a onetime requirement. It enables equineGenie to measure and manage the items purchased and the supplier or suppliers from whom they are purchased. *If an item is critical to the operation of your business it is highly recommended that the item have a second source.* Remember, services, charge account and credit card, and insurance payments, etc., are not items you purchase. Setting up an item and its supplier is very easy. In this example we are going to setup Alfalfa for future purchase.

Note: *The purchases screen will allow you to purchase an item without previously setting it up on the Item Supplied Setup screen. If you do purchase an item without previously identifying a supplier you will get a warning and for good reason – you will lose valuable supplier management information which could cost you money and impact your use of cash in the future. You don't ride your horse backwards. Don't manage your business backwards!*

equineGenie Business Operations - Item Supplied Setup

Item Supplied Setup

Alfalfa ①

Horse Forage ②

Enter / Select Vendor or Supplier

Address

City, State, Zip Code

Telephone # email Address

Website URL

Units Locked? ☒ No

Safety Stock ☒ bag

Primary Supplier/Lead Time Days

Add To Address Book

Same Item Another Supplier

Remove Selected Item (Caution!)

Go To Supplier Financial Account

Supplied Item Comments

Enter

NOTE: EXTREME CAUTION - CAREFUL THOUGHT IS REQUIRED.

THE SYSTEM USES AN ITEM'S UNIT OF MEASURE TO GENERATE REORDER REMINDERS. CHANGING AN ITEM'S UNIT OF MEASURE AFTER AN ITEM HAS BEEN PURCHASED WILL REQUIRE THE USER TO TAKE AN INVENTORY OF THAT ITEM. TAKING AN INVENTORY WILL RESET THE ITEM'S REORDER REMINDER.

View Supplier's Supplies

View Suppliers Contact Information

- ① Alfalfa is entered in the Enter / Select Purchased Item dropdown. After Alfalfa has been entered it can be selected anytime if changes need to be made to the initial setup.

Note: *Recalling an item's setup after it has been entered will display its complete setup to which changes can be made and reentered.*

- ② Next you select the Inventory category in which the Alfalfa on hand will be managed. Since Alfalfa is a critical supply to the business an inventory count should be

managed. equineGenie will do this automatically for you without you having to do anything until equineGenie reminds you to purchase more Alfalfa.

equineGenie Business Operations - Item Supplied Setup

Item Supplied Setup

Alfalfa

Enter / Select Item Inventory Category

Northern Colorado Feeder's Supply

3000 Hickory Street

Ft. Collins, CO 80524

970.482.7303 info@ncfeeders.com

www.ncfeeders.com

Units Locked? ☒ No ☐ Yes

Safety Stock Units

Primary Supplier/Lead Time Days

Add To Address Book

Same Item Another Supplier

Remove Selected Item (Caution!)

Go To Supplier Financial Account

Supplied Item Comments

Enter

Popup And Red Flag
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View Supplier's Supplies

View Suppliers Contact Information

- ③ Enter the contact information of your Alfalfa supplier. If you have previously entered an item supplied by your Alfalfa supplier, your Alfalfa supplier does need to be reentered. If your Alfalfa supplier had been previously entered for another item you would select the supplier from the dropdown to identify the supplier as also being your Alfalfa supplier.

Next is a very important part of an item's supplied setup and deserves some foundation information. The majority of the following information is repeated from the Items Supplied Setup training document, but it is important enough to also be in this tutorial.

An item's safety stock, its supplier lead time and its consumption rate are used to generate an item's reorder trigger. This makes sure you always have what you need, when you need it, but never more than you need. This will help prevent waste, spoilage and conserve cash. Inventory is cash at rest. If it spoils, gets lost or is never used it is wasted money. *Wasting money is one of the seven deadly sins in a business.*

Note: *A major concern with an item like horse forage is that it loses most of its nutritional value after one year. Think about this before you purchase a year's supply of hay and what its nutritional value is after it has set in your inventory for several months. Quantity price breaks are good for your pocketbook, but not always good for your horses. It is also fair to question your hay supplier about the age of the hay they are supplying.*

You need to enter a safety stock if an item's on hand quantity is going to be maintained in inventory and managed by equineGenie. The safety stock is the quantity that you want on hand before equineGenie reminds you to purchase more of that item. **If you don't want a reorder reminder, set the item's safety stock to '0'.**

If the supplier of the item is the primary supplier you would select the Primary Supplier button. The primary supplier is the supplier who should be contacted first when an item needs to be ordered.

Note: *Your primary suppliers should be your best suppliers for product quality and on time delivery, not necessarily the lowest price. equineGenie tracks, measures and manages your supplier quality and on time delivery for you.*

The delivery lead time should be identified for all suppliers of an item even if the item is not being inventoried. You select the supplier's delivery lead time in days from the Delivery Lead Time dropdown. The delivery lead time is used in an item's reorder reminder calculation if the item's safety stock is not '0'. Delivery Lead Time is always used to measure a supplier's delivery performance even if an item does not have a reorder reminder.

Note: *Your supplier's lead time can tie up your cash if you are not careful with your supplier selection. Remember, inventory is cash at rest. However, you should always weigh the quality of the product a supplier delivers against their lead time. Our horse's wellbeing is always worth a little cash at rest!*

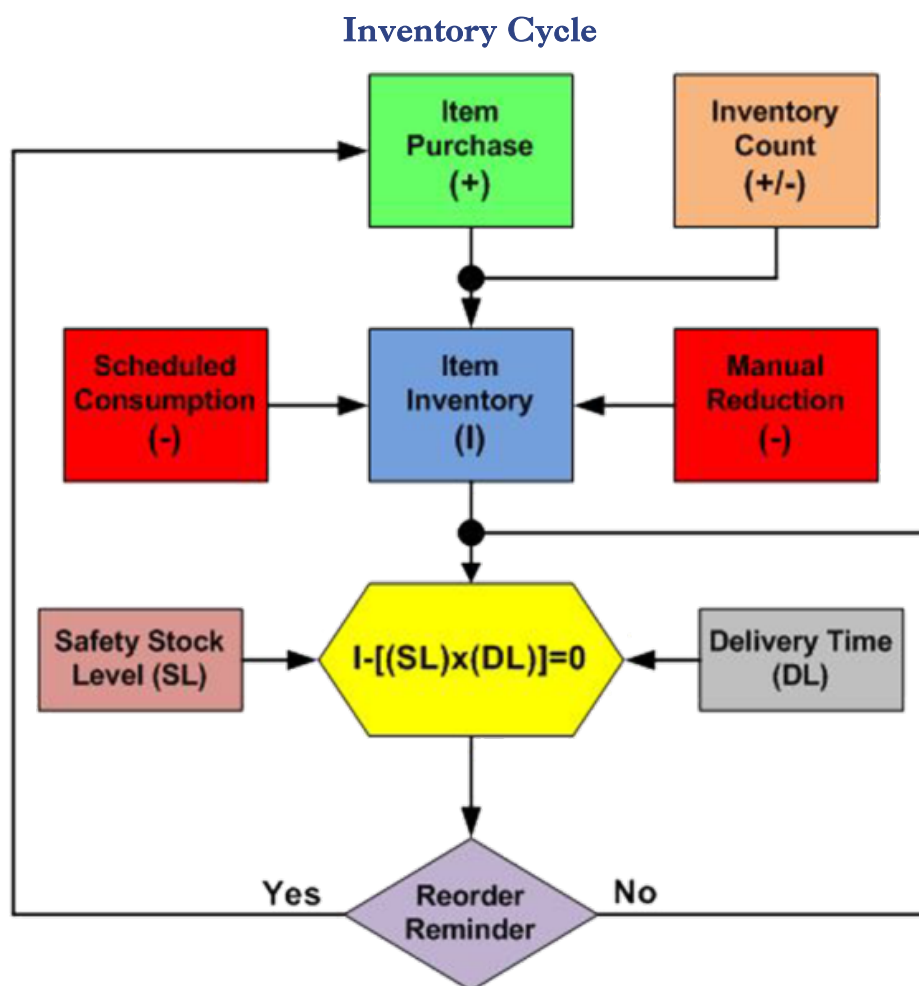
An item's Unit of Measure must be selected from the Units dropdown. An item's unit of measure must be the same when purchasing, consuming and inventorying the item.

Unit of Measure Purchase Example; *If you feed hay by the pound or kilogram, and if you don't you should, you must inventory your hay by the pound or kilogram, and you must purchase your hay by the pound or kilogram. If you purchase your hay by the bale you can weigh a few bales to get the average weight of a typical bale. I suggest you weigh five bales. You calculate the average weight of a typical bale by taking the total weight of all the bales you weighed and dividing the total weight by the number of bales you weighed (Typical Bale Average Weight = Total Weight of Bales Weighed / # Bales Weighed). To calculate the total weight of all the bales you purchased you multiply the number of bales purchased by the average weight of a typical bale (# Bales Purchased x Average Weight Typical Bale). This will give you the total weight of all the bales you purchased in pounds or kilograms depending on your business's measurement system selection. The total weight is what you use as the purchase quantity, not the number of bales.*

Note: The Units displayed in the Units dropdown are based on the business's measurement system selection on the Preferences screen. *Path – Home: Business Information: preferences*

An item's unit of measure can be changed after it has been locked by unlocking the units and selecting a new unit of measure from the Units dropdown. **However, if an item's unit of measure is changed and the item is inventoried, an inventory of the item must be taken to reset its reorder reminder to match the new unit of measure.**

Information: Knowing how much you feed a horse is extremely important to a horse's health – and your pocketbook. Here is a link to an easy, inexpensive way to measure the weight of the feed you are feeding: <https://www.youtube.com/watch?v=vIFy9bViKLU>. Additional nutrition information is available in the Blog section on the equineGenie website: <http://equinegenie.com/horse-nutrition>



- ④ In this example we enter 500 for the safety stock because we want to have 500 pounds of Alfalfa on hand before equineGenie reminds us to purchase more Alfalfa. We identify Northern Colorado Feeder's Supply as the primary supplier. We select 3 from the lead Time dropdown because we know Northern Colorado Feeder's Supply can deliver Alfalfa within three days after they are notified. Since we feed Alfalfa by the pound we lock the unit of measure for pound. *BTW – 500 pounds is 10 bales of Alfalfa at an average weight of 50 pounds per bale.*
- ⑤ We are going to add Northern Colorado Feeder's Supply to the equineGenie address book by selecting the Add To Address Book. The Northern Colorado Feeder's Supply contact information will be added to the system's address book. The address book screen provides for additional information like a supplier's business purpose and picture. If addition information needs to be added it can be added on the address book screen. *Path – Home: Calendar Contacts: Contacts: Address Book.*
- ⑥ If an item has a second source and it is good business practice to have a second source for all items critical to your business's operation and success. A second source supplier can be added by selecting the **Same Item Another Supplier**. Selecting the **Same Item Another Supplier** will enter and clear Northern Colorado Feeder's Supply contact information and the delivery lead time. The second source supplier's contact information can be added and their deliver lead time selected.

Adding a second source should be already understood so we will not be added in this tutorial.

Note: equineGenie allows for as many suppliers as you want to enter for any purchased item.

Most horse people are excellent with horses, but have had little to no business training and depend too much on their accountant to make sure their business is okay. I am sure you have learned or are learning that a successful business is not only about the numbers, but how you get to the numbers. I equate Business Operations with the game of golf. In golf there is an expression that you drive for show, but put for dough. In a horse business, Business Operations is the putting. Your accountant will rarely (if ever) tell you about having a second source supplier or to track your purchased item's unit cost or cost by supplier, etc. – equineGenie will!

- ⑦ If the item's supplier has not had their financial information entered select the Go To Supplier Financial Account button. Selection of the button will enter the Item Supplied Setup information and display the Vendor / Supplier Account Setup screen. For reference; see the previous Item Supplied Setup screen shot.

equineGenie Financial - Vendor / Supplier Account Setup

Vendor / Supplier Accounts

Northern Colorado Feeder's Supply

Contractor? ☒ No Contractor Tax ID

300 Hickory Street

Ft. Collins, CO 80524

970.482.7303 info@ncfeeders.com

www.ncfeeders.com

Add To Address Book

Enter / Select Account #

Enter Credit Limit Payment Terms

Late Charge (%) and / or Late Charge (\$)

Account Balance (\$) Initial Setup Only

Another Charge Account Same Supplier

Remove Selected Vendor (Caution!)

Select Vendor / Supplier Account

Charge Account Comments

Enter

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Vendor / Supplier Accounts
Vendor / Supplier Account Numbers

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Vendor / Supplier Account Setup

All vendor / suppliers need to have their account information setup. This is required even if your business does not have a charge account with the supplier. Entering the Vendor / Supplier Account Setup screen from the Item Supplied Setup screen will display the item's supplier contact information.

equineGenie Financial - Vendor / Supplier Account Setup

Vendor / Supplier Accounts

Northern Colorado Feeder's Supply

Contractor? ☒ No Contractor Tax ID

300 Hickory Street

Ft. Collins, CO 80524

970.482.7303 info@ncfeeders.com

www.ncfeeders.com

☐ Add To Address Book

HF - 1001

Enter Credit Limit due on receipt

Late Charge (%) and / or Late Charge (\$)

Account Balance (\$) — Initial Setup Only

Another Charge Account Same Supplier

☒ Remove Selected Vendor (Caution!)

Select Vendor / Supplier Account

Charge Account Comments

Enter

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Vendor / Supplier Accounts
Vendor / Supplier Account Numbers

- ① If the Vendor / Supplier Account Setup screen is entered by selecting the Go To Supplier Financial Account button on the Item Supplied Setup screen the supplier contact information displayed on the Item supplied Setup screen will be displayed on the Vendor / Supplier Account Setup screen. In this example Northern Colorado Feeder's Supply is displayed because they were identified as the supplier of the Alfalfa entered on the Item Supplied Setup screen.

Note: The supplier contact information displayed can be changed on this screen. Any changes will be saved and displayed whenever the supplier is displayed on any associated screen and reports.

- ② Enter an account number in the Enter / Select Account # dropdown. If you have an existing charge account with the supplier you would enter the existing account number. If you do not have an existing charge account, make up an account number. In this example the business does not have a charge account with Northern Colorado Feeder's Supply so the made up account number HF – 101 is entered.

Note: All Vendor / Suppliers must have an account number. If the supplier does not have an existing account number you can make one up. A Vendor / Suppliers account number can be a numeric, alphanumeric or all alpha characters. **A Vendor must have an account number!**

- ③ If the business has a charge account with the vendor / supplier the charge account conditions would be entered or selected. If the business doesn't have a charge account with the vendor / supplier the account conditions do not need to be entered. In this example the business does not have a charge account with Northern Colorado Feeder's Supply.

However, for completeness, if the business had a charge account with a vendor / supplier and there was a credit limit the credit limit would be entered in the Enter Credit Limit box. If there were payment terms the payment terms would be selected from the Payment Terms dropdown. If there were late charges the late charges would be entered in the late charge boxes. If the late charge was a percentage of the past due amount the percentage would be entered in Late Charge (%) box. If the late charge was a fixed amount the amount would be entered the Late Charge (\$) box. Some vendor / suppliers have both a late charge percentage and an amount. If there are both late charges, equineGenie will use the larger of the two when calculating a late charge. Finally, if there is an existing account balance with a vendor / supplier the existing balance would be entered in the Account Balance (\$) box. **Enter '0' even if you do not have an account with a vendor / supplier.**

- ④ If the business has more than one charge account with a vendor / supplier you can add another account by selecting the **Another Charge Account Same Supplier**. Selecting **Another Charge Account Same Supplier** will enter and clear the previous account number and account conditions so the next account number and its conditions can be entered and selected. Since the business does not have a charge account with Northern Colorado Feeder's Supply adding another account number and its conditions do not apply.

This concludes setting up the required prerequisites. It is important to understand that setting the prerequisites up is a onetime requirement. The business can now purchase Alfalfa by only entering information on the purchases screen and the payment financial popups.

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Inventory Count

Before any supplied item is purchased the first time using equineGenie you should take an inventory of how much of the item you have on hand. An item's inventory is taken on the Supplies On Hand screen in the Business Operations section.

equineGenie Business Operations - Supplies On Hand

Count Supplies On Hand

Count Date ①

Select Item ②

③ Unit of Measure: ④ Cost:

Enter / Select Item's Location ⑤

⑥ Quantity / Location ⑦ Count Complete

Multiple Locations Same Item

Running Total Units:	0
Total Units Counted:	0
Total Value:	\$0.00
Previous Units Counted: ⑧	0
Previous Unit Cost:	\$0.00
Count Adjustment +/-:	0
Item Value Change +/-:	\$0.00

Remove Selected Count ⑨

Count Supplies Comments

Popup And Red Flag
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Notes

View Supplies On Hand
 View Supplies On Hand By Location

- ① Enter the inventory date or select the date from the calendar icon.
- ② Select the item to be inventoried from the Select Item dropdown.
- ③ If the item had been previously purchased in equineGenie the items unit of measure would be displayed.
- ④ If the item had been previously purchased in equineGenie the items unit cost would be displayed.

Note: Although the unit of measure and unit cost are not displayed when an inventory is taken before a purchase of the item is made in equineGenie, the supplies on hand will have been satisfied as long as the inventory count is greater than the safety stock previously identified. When a purchase of the item is eventually made in equineGenie, the unit of measure and unit cost will be displayed when an inventory is taken after the purchase.

- ⑤ Enter or select where the item being inventoried is located.
- ⑥ Enter the inventoried count for each location if the item is located in multiple locations.
- ⑦ Select the green Count Complete button to transact the new inventory count.

⑧ equineGenie will calculate and display the inventory status.

Note: *If a previous purchase has not been made before the initial inventory, the financial status of the inventory will not be calculated and displayed.*

⑧ An inventory count on a selected date can be removed. The complete count information needs to be displayed. The Delete Item popup needs to be selected twice to remove the count from the inventory and the inventory location database table.

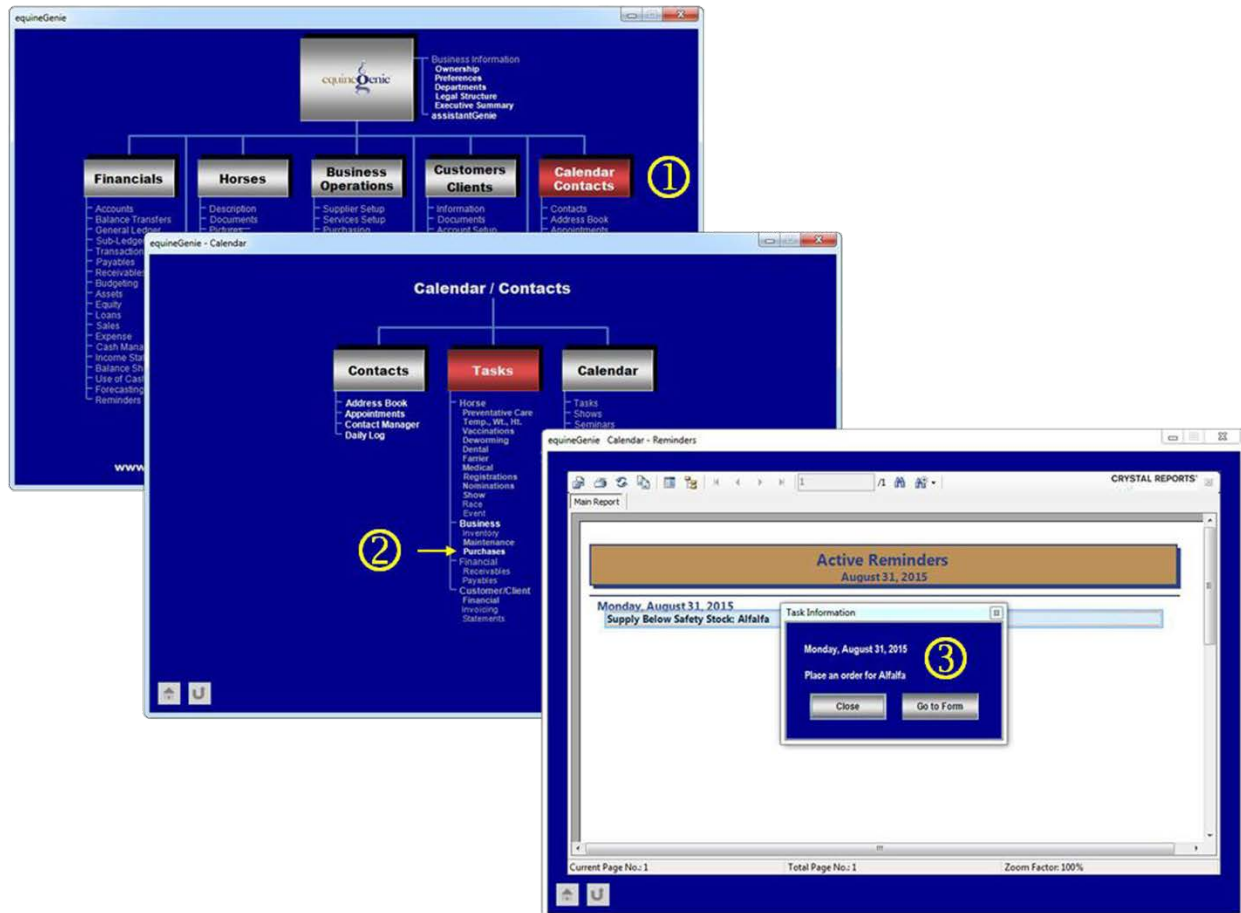
Note: *Items connected to a horse's expense such as forage, grain and supplements should have their last purchase entered in equineGenie so that a unit cost can be established.*

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Make A Purchase – Alfalfa

Now that the required prerequisites have been completed you can purchase Alfalfa every time equineGenie reminds you or you determine you need more in inventory. When you purchase Alfalfa you only need to use the Purchases screen. Remember, if an item is inventoried equineGenie generates a reminder based on the item's consumption rate, its supplier lead time and the safety stock level of set for the item on the Item Supplied Setup screen.

Note: Remember, if **you do not want a reminder you set the Safety Stock to '0'**.



- ① When an Alfalfa purchase reminder is generated the Calendar Contact box on the Home screen will flash '**RED**' continually until the reminder is satisfied.

Note: A flashing '**RED**' reminder will not stop if there are other reminders that need to be satisfied.

- ② When the Calendar Contact box is selected the Calendar Contacts menu will be displayed with the Task box continually flashing '**RED**' with **Purchases** highlighted.


- ③ Selection of the reminder will display a box with the option of closing the reminder or displaying the Purchases screen. Selection of Go To Form will display the Purchases screen.

- ① When the purchase screen is displayed, Alfalfa will be displayed in the Enter / Select Item To Be Purchased dropdown. Alfalfa does not need to be entered or selected.
- ② When the purchase screen is displayed, the Alfalfa inventory category identified on the Item Supplied Setup screen will be displayed in the Enter / Select Item Inventory Category dropdown. Horse Forage is displayed and does not need to be entered or selected.
- ③ When the purchase screen is displayed, the current date will be displayed in the Purchase Date dropdown.

Note: The purchase date can be changed by selecting the date from the calendar icon or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

- ④ Enter the date the Alfalfa will be delivered or was delivered from the supplier.

Note: If the delivery date is the date the Alfalfa is going to be delivered and it is beyond the number of days set on the Item Supplied Setup screen, equineGenie will generate a warning that you may run out of Alfalfa. This is why a second source is so important.

A red rectangular box with a black border containing a warning message.

The supplier's delivery date is greater than the suppliers lead time. You are at risk of running out of this item before the supplier's next delivery.

- ⑤ If a purchased item has an expiration you should enter the expiration date in the Expiration Date Box. Since Alfalfa will lose the majority of its nutritional value in a year, August 30, 2016, is entered– one year from the purchase date. equineGenie will track the Alfalfa's expiration date and report if it has expired. If it has expired, you can always have its nutritional content measured.

Note: *The expiration date can be entered by selecting the date from the calendar icon or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).*

- ⑥ If an expiration date is entered a delivery or lot number reference should be entered in the Expiration Reference box. equineGenie will use this expiration reference in tracking and reporting on an item's ageing.

Note: *If an expiration reference is entered you should inventory your horse forage by type, purchase date and location. equineGenie manages an item's inventory count by location.*

- ⑦ Enter the quantity of Alfalfa purchased.

- ⑧ The Alfalfa units will be displayed in the Unit dropdown.

Note: *Remember, the unit displayed is the unit setup on the Item Supplied Setup screen. The unit of measure is the same unit of measure you feed and inventory.*

- ⑨ Select how the item purchased will be used. In this example the Alfalfa will be used in less than a year. Therefore the Immediate Use (Less Than 1 Year) button is selected. Select if the item purchased will be added to inventory. In this example the Alfalfa will be added to inventory. Therefore the Add To Inventory/Supplies button is selected.
- ⑩ If there is a receipt for a purchased it should be entered in the Receipt # box. In this example there is a receipt from Northern Colorado Feeder's Supply so it is entered.
- ① If there is sales tax on the purchase enter the sales tax in the Sales Tax (\$) box. In this example there is sales tax of \$15.66.

Note: The sales tax is only for this example. Colorado does not have sales tax on Alfalfa.

- ② Enter the total cost, including sales tax, in the Cost box. In this example the total cost is \$555.66, including the \$15.66 sales tax.
- ③ To complete a purchase select the '**RED \$**' button to the right of the Cost box. Selecting the '**RED \$**' will display the Payment Method, Pay By popup.

- ① Select the supplier from the Select Supplier / Vendor / Provider dropdown. In this example Northern Colorado Feeder's Supply would be selected.

Note: The Select Supplier / Vendor / Provider dropdown is a dropdown because there could be, and for many items there should be multiple suppliers.

- ② Select the account from the Select Account dropdown. The account selected is the account in which the purchase will be expensed. In this example account, 5520 – Horse, Forage (Hay) is selected.

Note: An expense account does not have to been previously identified on the business's chart of account. If it wasn't previously identified when it is selected it will be added.

- ③ Select the subaccount from the Select Subaccount dropdown. The subaccount selected is the subaccount in which the purchase will be expensed. In this example subaccount Alfalfa is selected.

Note: A subaccount must have been previously setup under the, 5520 – Horse, Forage (Hay) account to be selected. The, 5520 – Horse, Forage (Hay,) account could have a subaccount for each type of forage the business purchases. A subaccount allows the businesses to not only measure an account in total, but to also measure sub items that make up the total.

- ④ Select a department from the Department dropdown to which the purchase will be expensed. In this example the Alfalfa is not only charged to the business, but also the boarding department.

Note: The Department dropdown will display the departments previously identified on the Departments screen. The total purchase can be charged to a department or it can be divided between departments. If a purchase is divided between departments the amount charged to each department will have to be entered separately, e.g., the purchase screen will have to be

repeated for each amount charged to each department. Don't worry; equineGenie does not double count an income or expense when a department is charged.

- ⑤ Select the business account that will be used to pay for the purchase. In this example the business checking account is selected. Selecting the Check button will display the Payment By Check popup.

Note: The business account selected to be used for payment must have been previously setup.

The screenshot shows a software window titled "Payment Method". Inside, there's a section titled "Payment By Check". It contains several input fields and buttons. A yellow circle with the number 1 is next to the "Checking Account #" dropdown menu, which shows "5131". A yellow circle with the number 2 is next to the "Purchase Amount" field, which shows "\$555.66". A yellow circle with the number 3 is next to the "Purchase Date" field, which shows "8/31/2015". A yellow circle with the number 4 is next to the "Account Balance" and "Amount Available" fields, which show "\$24,444.34" and "\$23,944.34" respectively. A yellow circle with the number 5 is next to the "Check Number" field, which shows "5892". Below these fields is a "Comments" text area. At the bottom left, there is a button labeled "Add Check To Check Print File" with a green icon and a yellow circle with the number 6 next to it. At the bottom right, there is a button labeled "Pay" with a green icon and a yellow circle with the number 7 next to it. On the right side of the window, there is a yellow box with the text "Popup And Red Flag equineGenie Notes".

- ① Select the checking account from the Checking Account # dropdown. In the example the only checking account setup is displayed.

Note: If there is only one checking account it will be displayed in the Checking Account # dropdown and will not need to be selected. See the Genie Academy Training: <http://www.equinegenie.com/training>. Financial: Business Accounts document for more information on setting up a business's checking account.

- ② The purchase amount is transferred and displayed and does not need to be entered.
- ③ The purchase date is transferred and displayed and does not need to be entered.
- ④ The selected checking Account Balance and Amount Available are displayed.

Note: The difference between the selected checking Account Balance and the Amount Available is an account reserve if one was setup. The reserve is to help prevent an account from being overdrawn.

- ⑤ Enter the number of the check used to pay for the purchase.
- ⑥ The check information can be added to the check print file by selecting the Add Check To Check Print File button. The check print file can be exported in an Excel spreadsheet format.

Note: equineGenie does not print checks. However, the check print file can be exported and input into several available and inexpensive check printing programs.

- ⑦ Selecting Pay will complete the financial portion of the purchase transaction and redisplay the Purchases screen.

equineGenie Business Operations - Purchases

Purchase

Alfalfa

Horse Forage

8/31/2015 9/2/2015

8/30/2016 Alfalfa - 8/31/2015

6000 pound

☒ Immediate Use (Less Than 1 Year)

☐ Used Over Time (1 Year or Longer)

☒ Add To Inventory/Supplies

36-569812

\$15.66 (\$555.66) ①

☐ Go To Add Asset

Purchases Comments

Enter ②

Popup And Red Flag
equineGenie
Notes

Purchase Reports On Next Page

- ① The cost will be displayed in brackets indicating that the financial part of the purchase transaction is complete. **Do not change this amount or remove the brackets without completing the entire payment process again.**
- ② Selecting enter will complete the purchase and enter all the purchase information into the appropriate database tables.

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Purchase Receipt Storage

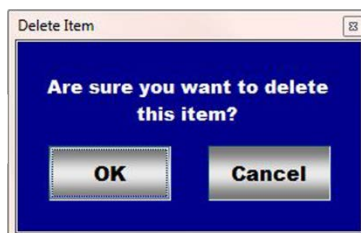
You can store your purchase receipts in equinegenie. You can easily categorized your receipts by supplier, date, receipt number and identifier.

- ① Select the supplier from the Select Vendor / Supplier dropdown. In our Alfalfa purchase example we would select Northern Colorado Feeder's Supply.
- ② Enter the date on the receipt in the Receipt Date dropdown. A date can also be selected from the Receipt Date dropdown to recall a selected supplier's previous receipt. In our Alfalfa purchase example the date on the receipt would have been 8/31/2015.

Note: The receipt date can be entered by selecting the date from the calendar icon or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

- ③ Enter the receipt number in the Receipt # dropdown. A receipt number can also be selected from the Receipt # dropdown to recall a selected supplier's previous receipt entered on a selected date. In our Alfalfa purchase example the receipt was 36-569812.
- ④ Enter the receipt identifier in the Identify The Receipt dropdown. A receipt identifier can also be selected from the Identify The Receipt dropdown to recall a selected supplier's previous receipt entered on a selected date with a selected receipt number. In our Alfalfa purchase example the receipt identifier is Alfalfa Purchase.

To enter the receipt for storage you select the Locate button to locate the receipt to be stored. Selecting the receipt when it is located will enter it into equineGenie. The entered receipt can be viewed by selecting the View button. A selected receipt can be removed from equineGenie by selecting the Clear button. When the button is selected a Delete Item popup will be displayed to make sure you want to delete the receipt. Selecting OK will delete the receipt from equineGenie.



Note: Receipts can be stored in any file format; PDF, document, text, image and a video. Saving a receipt in equineGenie saves you invaluable time when having to satisfy proof of purchase or an audit.

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