



Purchasing

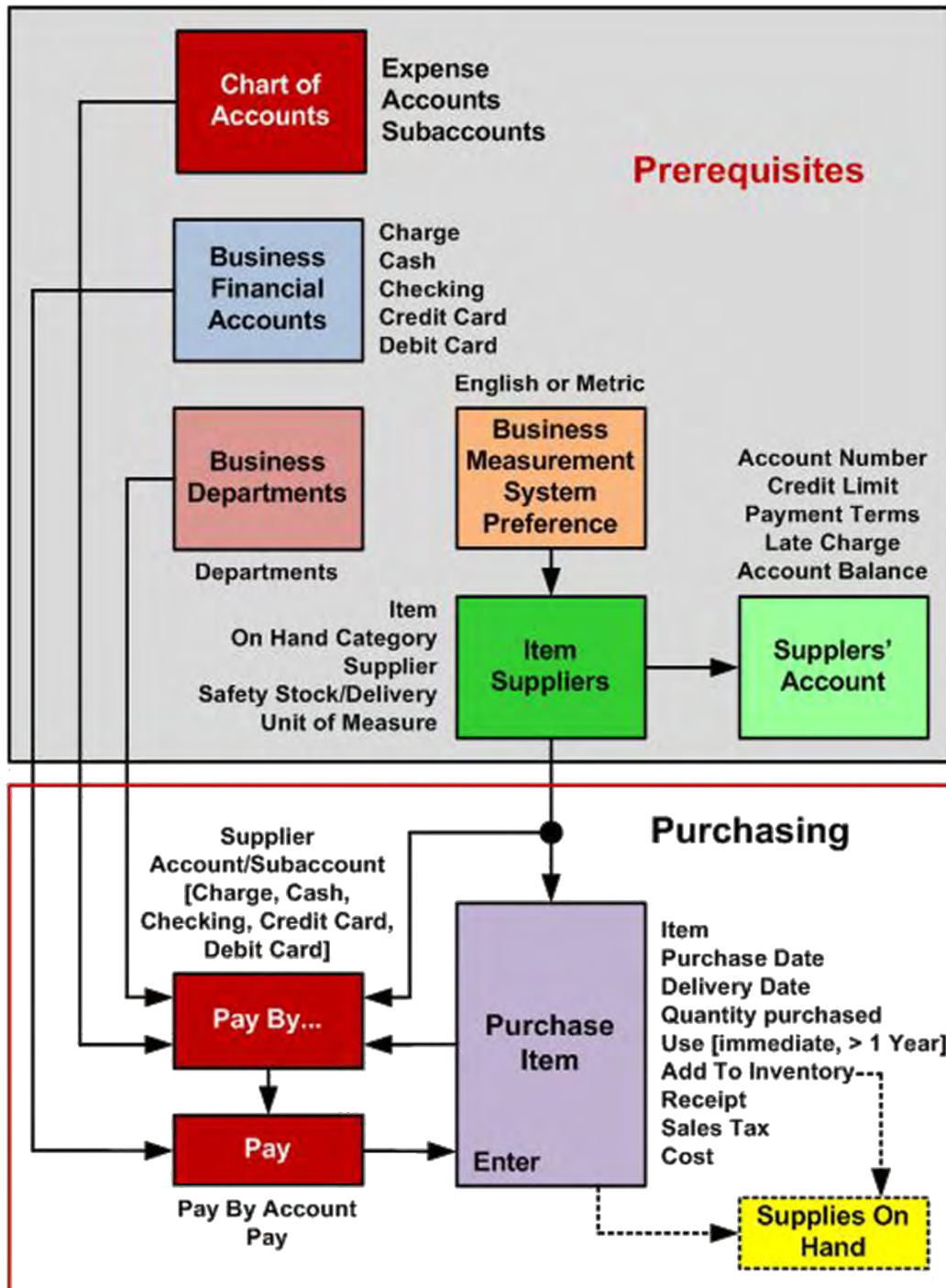
(Prerequisites, Purchasing and Receipt Storage)

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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. Accounting systems record 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 – *When a purchased item is used by the business, equineGenie assigns the cost of the number of the item's units used to the task, activity or horse.*
- 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 – *equineGenie tracks and reports any increases or decreases in the cost of items purchased over any desired period.*
 - c. Change in unit cost since last purchase – *equineGenie tracks and reports any increases or decreases in the cost of items purchased since their last purchase.*
 - d. Unit cost vs average unit cost
- 3. Track, measure, manage and report the item by supplier.**
 - a. Cost by supplier – *equineGenie tracks and reports the purchase amount on items purchased from each supplier. (This information can be used to negotiate discounts from a supplier for large quantity purchases or the annual amount of business with a supplier.)*
 - b. Delivery performance by supplier – *equineGenie makes sure you have what you need, when you need it, but not more than you need, thus minimizing waste and spoilage while maximizing your available cash.*
- 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. So let's get started and purchase something!

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Purchasing Prerequisites

To take advantage of equineGenie's purchasing management, the items you purchased need to be associated with a supplier and any inventory requirements if you intend to maintain an inventory count of the items. 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. Your business's vehicles' fuel, maintenance and repair cost should not be entered on the purchases screen. Management and financial transactions of the business's vehicle(s) is in Business Operations in the Transportation section.

Financial Management – Expense Accounts

Purchases are associated with expense accounts, and can be associated with expense account subaccounts if more detail is desired or required. The identification of your expense accounts and any associated subaccounts is extremely important. They are the foundation of how you will measure and manage the expense side of your business. With equineGenie's help, you will be able to make good business decisions based on how you measure your business's expense.

Detailed information on 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: [20230914112044_427163.pdf](#). Included here is the Financial Setup – General Ledger / Chart of Accounts screen for reference and the required prerequisite entries.

Chart of Accounts Account Setup Example

equineGenie Financial Setup - General Ledger / Chart of Accounts

GL / Chart Of Account Setup

5000 - 9999 Expenses ①

Select An Account ②

Another Category

General Ledger Subaccount Setup

5000 - 9999 Expenses

5510 - Horse, Grain

5510.001 ③

Purina - Omolene 200

Another Subaccount Same Primary Account

Another Primary Account, Same Category

Another Primary Account Category ④

☒ **Remove Selected Subaccount (Caution!)** ⑤

Subaccounts provide additional accounting detail to any primary account. Up to 999 subaccounts can be added to a primary account. (Suggested format: 5510.001)

General Ledger Setup Comments

Enter ⑥

Popup And Red Flag Notes

equineGenie Notes

☐ **Chart Of Accounts**

☐ **View Subaccount Assignments**

① **Select, 5000 - 9999 – Expenses** from the *Select An Account Category* dropdown to initiate the selection of the required primary expense accounts.

② **Select the required primary expense accounts** your business needs from the *Select An Account* dropdown check boxes.

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

✓ Select **Enter**⑥ after you have selected all of the required primary expense accounts.

③ **Enter the subaccounts associated with your selected primary expense accounts** that you want to track with more detail.

Select a Primary Account Category from the *Select A Primary Account Category* dropdown. In this example the 5000 - 9999 – Expenses account category is selected.

Note 1: *Selection of a primary account category will activate the Select A Primary Account dropdown.*

Select a Primary Account from the *Select A Primary Account* dropdown. In this example the 5510 – Horse, Grain account is selected.

Note 2: *Selection of a primary account will activate the Subaccount Number dropdown and the Enter A Subaccount dropdown.*

Enter a subaccount number in the *Subaccount Number* dropdown by selecting [New Item] from the dropdown and entering the number. In this example the 5510.001 subaccount number is entered.

Note 3: *A subaccount is optional and not required, but 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, manage and report the different types of grain purchased. equineGenie provides for 999 subaccounts to be associated with each primary account.*

Important: The suggested subaccount format for each subaccount added to a primary account is; primary account #.001, primary account #.002, primary account #.003, etc.

For example: If you use several types of grain and you want to track, measure and report how much each type of grain contributes to your total grain expense, you can set up a subaccount for each type of grain. The setup process flow is illustrated in the **Account and Subaccount Setup Example**.

Enter a subaccount name in the *Enter A Subaccount* dropdown by ‘clicking’ in the dropdown and entering the subaccount name. In this example the Purina – Omolene 200 is entered.

Important: A subaccount’s name can be any name you chose, but it is suggested that the name is connected to the primary account it is associated with, and provides to added detail necessary to improve the measure and management of it primary account..

Account and Subaccount Setup Example

Select the Account Category

5000 - 9999 Expenses

2000 - 2699 Current Liabilities

2700 - 2999 Long Term Liabilities

3000 - 3999 Equity

4000 - 4999 Income

5000 - 9999 Expenses ✓

Select the Account

Select An Account

☐ 5420 - Gifts

☒ 5500 - Horse, Bedding

☒ 5510 - Horse, Grain ✓

☒ 5520 - Horse, Forage (Hay)

☐ 5530 - Horse, Other

Subaccount Entry

5000 - 9999 Expenses ✓

5510 - Horse, Grain ✓

Subaccount Number ✓

[New Item]

Subaccount

5000 - 9999 Expenses ✓

5510 - Horse, Grain ✓

5510.001 ✓

Purina - Omolene 200 ✓

- ④ Selection of **Another Subaccount Same Primary Account** will enter the previous subaccount, clear the subaccount number and subaccount name. A new subaccount number and subaccount name for the same primary account can be added as explained in ③.

Selection of **Another Primary Account, Same Category** will enter the previous subaccount for the selected primary account; clear the primary account and the subaccount number and name. A new primary account and a new subaccount number and subaccount name for the selected primary account can be added as explained in ③.

Selection of **Another Primary Account Category** will enter the previous subaccount for the selected primary account; clear the primary account category, the primary account and the subaccount number and subaccount name. A new primary account category, a new primary account from the identified account category and a new subaccount number and subaccount name for the selected primary account can be added as explained in ③.

- ⑤ A subaccount that has not been previously used in a purchase can be removed. To remove a subaccount, display the complete subaccount and select the **Remove Selected Subaccount (Caution!)** Red button. A **Delete Item** popup will be displayed to make sure you want to remove the subaccount. Selecting **OK** will remove the selected subaccount from equineGenie.



Caution: Removing a subaccount should be thought about and absolutely necessary. It is suggested that a previously used subaccount not be removed. If a previously used subaccount is removed historical financial information will be unavailable. Not removing a previously used subaccount does not affect equineGenie's performance.

- ✓ Any *Chart of Account Comments* need to be entered before the **Enter**⑥ button is selected.
- ⑥ **Selecting Enter on the Financial Setup – General Ledger / Chart of Accounts screen** enters the Chart of Account and subaccount selections into equineGenie and generates the business's *Chart of Accounts*.

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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. The currency of the country used in a purchase must also be identified before any purchase transaction is made. The country's *Asset Capitalization Minimum* needs to be identified before the purchase of a fixed asset with a cost that is equal to or exceeds the country's asset capitalization minimum can be transacted.

Detailed information on identifying or setting a horse business's preferences is available in the Genie Academy Training document: [20230630123015_420554.pdf](#) (Business Information: Preferences, page 6-7).

Business Preferences Setup Example

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

- ② The business's currency is identified by selecting the button next to the currency symbol for the country in which the business is located.

Note 2: The currency symbol can be changed real-time for financial transactions in another currency and then changed back to the business's location currency. equineGenie does not do

currency exchange rates. If a currency exchange rate is needed, you will need to do the currency exchange rate calculation before entering a horse or customer charge. A new country currency symbol can be easily added to the equineGenie knowledgebase on request.

For example: If a horse's owner resides in another country, the owner can be invoiced in their country's currency by changing the currency symbol real-time and then changing the currency symbol back to the business's currency symbol after the invoice has been generated and sent.

- ③ The business's asset capitalization minimum is entered in the 'Asset Capitalization Minimum' value box.

Note 3: The asset capitalization minimum value flags equineGenie when a purchase is equal to or greater than the asset capitalization minimum value entered. If the purchase is equal to or greater than the value and identified as being used longer than one year, the purchase is flagged as an asset that needs to be capitalized and depreciated.

Asset purchases and depreciation are explained in another tutorial available in the Genie Academy Tutorial document: [20190324211837_277656.pdf](#).

Purchase Fixed Asset Capitalization Minimum Example

The screenshots illustrate the workflow for purchasing a fixed asset in equineGenie:

- Non-Fixed Asset Expense Purchase:** The initial purchase screen for 'Elk Mountain Grass Hay' and 'Horse Forage'.
- Fixed Asset Purchase Greater Than The Asset Capitalization Minimum:** The purchase screen for a 'Western Show Saddle' where the 'Used Over Time (Fixed Asset=>ACM*)' checkbox is checked, indicating it meets the capitalization criteria.
- Fixed Asset Capitalization and Depreciation Report:** A report for 'Make Believe Ranch' showing the 'Western Show Saddle' as a fixed asset with a cost of \$2,500.00 and a depreciation schedule.
- Fixed Asset Entry:** The 'Fixed Assets Setup' screen where the 'Western Show Saddle' is added to the '1510 - Equipment' account, with a value of \$2,500.00 and a depreciation rate of 119.55%.

In Service Date	AssetID	Account Subaccount	Asset Location	AssetCost	Month Depreciation	Total	AssetNet Value
Oct 20, 2023	1023	1510 - Equipment	Tack Room - Barn 1	\$ 2,500.00	\$ 119.55	\$ 1,819.79	\$ 680.21

- ✓ Any business preference comments need to be entered in the *Business Preference Comments* box before the **Enter**④ button is selected.

- ④ **Selecting Enter** on the *Business Owner – Preferences* screen enters the business's measurement system and currency symbol preferences into equineGenie.

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Business Departments

A business can have multiple departments, locations or projects within equineGenie that can be measured and managed. equineGenie will track, measure, manage and report income and expenses by department or location or expenses by project. equineGenie provides the opportunity to manage your business in total and by department, location or project.

Detailed information on identifying or setting up a department or project is available in the Genie Academy Training document: [20230630123015 420554.pdf](#) (Business Information: Departments/Projects, page 10-11).

Department or Project Setup Example

The screenshot shows the 'equineGenie - Departments - Projects - Location' window. The left pane, titled 'Departments - Projects - Location', contains a 'Departments' section with buttons for Breeding, Training, Board, Showing, Sales, Lessons, and Racing. A yellow box highlights these buttons, with a circled '1' next to it. Below this is a dropdown menu for 'Trail Rides' with a circled '2' and a button for 'Rent Horses to Customer for Trail Rides' with a circled '3'. Further down are checkboxes for 'Project?' (checked 'No') and 'Location?' (checked 'No'). A red line separates this from a section titled 'Another New Department, Project or Location' with a circled '4'. Below that is a red button 'Remove Selected Depart., Proj. or Location' with a circled '5'. A note states: '*equineGenie remembers added departments, projects and Locations. You can manage a department's or location's income/expense or a project's expense. Income and expense statements are available in the Financial Reports section - Depart/Proj/Loc*'. At the bottom are buttons for 'View Departments' and 'View Projects'. The right pane, titled 'Department, Project, Location Comments', has a large text area with a yellow checkmark and a button 'Enter' with a circled '6'. Below this is a large yellow box with the text 'Popup And Red Flag equineGenie Notes'. At the bottom right are buttons for 'View Projects' and 'View Locations'.

- ① **Seven departments are available for easy selection.** An available department is selected by selecting the button beside the name of the department that you want to measure and manage. In this example Training, Board and Lessons departments are identified.
- ② **If you need to include a department, location or project** that is not available for selection in ① you can add your own department or location or project. To add a department or location or project you select **[New Department or Project]** from the *New Department, Project or Location* dropdown and enter the new department, project or location by clicking in the dropdown and entering the department's, project's or location's name. In this example a *Trail Rides* department is added.

- ③ The purpose of a new department, project or location can be added by clicking in the *New Department Project or Location Purpose* dropdown and entering the purpose. The purpose is optional when you add a new department or project, but can be a good reminder of why you added the department, project or location. In this example the purpose of the *Trail Rides* department is to rent horses to customer for trail rides.

Note 1: When you enter income or an expense in equineGenie you can account for it in total and in total by department, or you can 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** screens.

- ✓ The **Project?** button is only selected if the entry in ② is for tracking and managing a project's expenses. Selection of the *Project?* button changes it from a **No Red** to a **Green Yes**. An example project might be a new round pen that you want to track, measure and manage the round pen's expenses against budget.
- ✓ The **Location?** button is only selected if the entry in ② is for tracking and managing a location's expenses. Selection of the *Location?* button changes it from a **No Red** to a **Green Yes**. An example location might be a second facility that you want to track, measure and manage the location's income and expenses.
- ④ Another new department, project or location can be added by selecting **Another New Department, Project or Location**. The selection will enter the previous new department, project or location, clear the previous department, project or location information so another department, project or location can be added as explained above in ② and ③.
- ⑤ An added department, project or location can be removed. To remove added departments, projects or locations display the complete department, project or location to be removed and select the **Remove Selected Depart., Proj. or Location Red** button. A **Delete Item** popup will be displayed to make sure you want to remove the department, project or location. Selecting **OK** will remove the selected department, project or location from equineGenie.



Caution: Removing a department, project or location should be thought about and absolutely necessary. It is suggested that an unused department or project not be removed. If a department or project is removed its historical financial information will not be available. Not removing a department, project or location does not affect equineGenie's performance.

- ✓ Enter any department, project or location comments in the *Department, Project, Locations Comments* box before **Another New Department or Project** or **Enter**③ is selected.

- ⑥ **Selecting Enter adds any selected or added** department, project or location into equineGenie.

Remember: Expenses and income can be tracked, managed and reported and an income statement provided for each department or location in equineGenie. Expenses can be tracked and managed on each project in equineGenie. Department or location income and expense, and project expenses are assigned and not double counted in the business's income and expense.

Purchase Assigned to a Department Example

Purina Omolene 200 Purchase

Payment Method

\$275 Purina Omolene 200 Grain Purchase Assigned to the Training Department

Purina - Omolene 200 Assigned to the Training Department

Make Believe Ranch

2025 Income Statement YTD

Training

Category	Description	Subaccount Total	Account Total	%	Total
Expenses					
Horse Expense					275.00
✓ 5510 - Horse, Grain		✓ 275.00	275.00	100.0%	
✓ 5510 Grn - Purina - Omolene 200					

Payment Added to the Business's Grain Supplier's Charge Account

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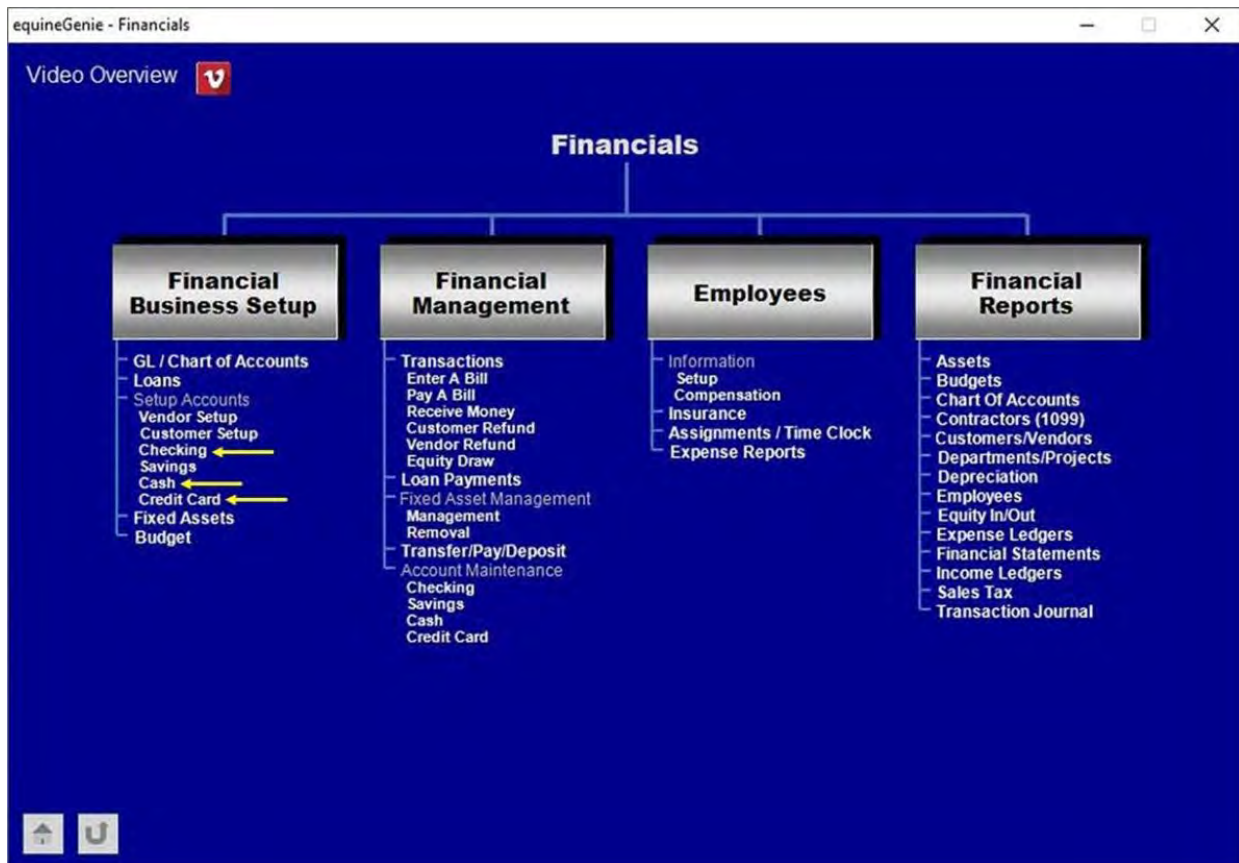
Business Financial Accounts

A purchase cannot be made until at least one business account to pay for the purchase has been setup. equineGenie has 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 used for payments are:

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

Detailed information on setting up payment accounts is available in the Genie Academy Training document: *Financial Setup - Checking, Savings, Cash and Credit Cards* document: [20231002002649_428803.pdf](#). *Debit Card* setup is included in the Genie Academy Training document: *Financial Setup – Checking* (page 4) and *Savings* (page 8).

The Vendor Charge is discussed in this document: [Vendor / Supplier Account Setup](#). Detailed information on setting up a vendor charge account is available in the Genie Academy Training document: *Financial Setup – Vendor Setup* (page 3-6) document: [20231003142516_428951.pdf](#).



The following 'Charge Account Payment' example illustrates how a supplier's account is paid. The illustration is associated with the **Purchase Assigned to a Department** example. A supplier is paid on the *Financial Management – Pay Invoice / Bill* screen. When the supplier and account number is selected the supplier's account balance will be displayed. The payment date

and payment amount are entered and the **Red \$** is selected. The *Payment Method* popup will be displayed. A *Checking Account* is selected to pay the supplier. No accounting needs to be done. The accounting is always done at the time of the charge. The *Checking Account* used for payment is selected. The checking account available balance is displayed and the supplier is paid. The *Financial Management – Pay Invoice / Bill* screen is redisplayed to enter and complete the financial transaction.

Charge Account Payment Example

The screenshot illustrates the 'Charge Account Payment Example' process in the equineGenie Financial Management - Pay Invoice / Bill screen. The main window displays the invoice details for Northern Colorado Feeder's Supply, including the account balance of \$415.00. A 'Payment Method' popup is shown, indicating the 'Pay Invoice / Bill' screen with the 'Check' option selected. A second 'Payment Method' popup shows the 'Payment By Check' screen, displaying the account balance and amount available. The process involves selecting the 'Check' option and entering the payment details.

Pay Invoice / Bill

Northern Colorado Feeder's Supply ✓

1001

Account Balance: \$415.00 ✓

01/24/2025 ✓

\$415.00 ✓

Remove Selected Payment

No accounting is needed. The accounting was entered when the bill or invoice was entered, or when a charge was entered on another screen and the 'Charge Account' payment was selected. Example; when each farrier expense is charged. All the accumulated charges are paid on this screen.

Vendor/Supplier Payables Ledger

Current Month Payables Ledger

Previous Month Payables Ledger

Pay Invoice / Bill Comments

Payment Method

Pay Invoice / Bill

Northern Colorado Feeder's Supply ✓

Select Account Category

Select Account

Select SubAccount

Pay By ...

Charge Account

Cash

Credit Card

Check

Debit Card

Department / Project

Department / Project

Payment Method

Payment By Check

1036***** ✓

\$415.00

01/24/2025

Account Balance: \$173,719.74

Amount Available: \$173,219.74 ✓

3467 ✓

Comments

Add Check To Check Print File

Pay

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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 that will save you considerable time each time you purchase the item. 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 accounts, credit cards, and insurance payments, etc., are not items you purchase. They are invoices and bills you pay. Setting up items you purchase and their suppliers is very easy. In this example we are going to setup Elk Mountain Grass Hay for purchase.

Important: 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 available cash in the future. You don't ride your horse backwards. Don't manage your business backwards!

Item supplied Setup Example

equineGenie Business Operations - Item Supplied Setup

Item Supplied Setup

Elk Mountain Grass Hay ①

Horse Forage ②

Northern Colorado Feeder's Supply

307 Linden Street

Ft. Collins, CO 80524 ③

970.482.7303 info@nocofeederassupply.com

www.nocofeederassupply.com

Units Locked/changed? ☒ Yes

750 ④ pound

Primary Supplier/Lead Time 2

Add To Address Book ⑤

Same Item Another Supplier ⑥

Remove Selected Item (Caution!) ⑦

Go To Supplier Financial Account ⑧

Supplied Item Comments

Two day lead time - 75 pound / 2 wire bales

Enter ⑨

Popup And Red Flag
equineGenie
Notes

View Supplier's Supplies

View Suppliers Contact Information

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

Note 1: Recalling an item's setup after it has been entered will display its complete setup to which changes can be made.

- ② **Next you select the Inventory category** the Elk Mountain Grass Hay will be assigned to and inventoried and managed. Since Elk Mountain Grass Hay is a critical supply to the business an inventory count should be managed. equineGenie will do this for you without you having to do anything until equineGenie reminds you to purchase more Elk Mountain Grass Hay.
- ③ **Enter the contact information of your Elk Mountain Grass Hay supplier.** If you have previously entered an item supplied by your Elk Mountain Grass Hay supplier, your supplier does not need to be reentered. If your Elk Mountain Grass Hay supplier had been previously entered for another item you would select the supplier from the *Enter / Select Vendor or Supplier* dropdown to identify the supplier as also being your Elk Mountain Grass Hay supplier.

Important: The following 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 Genie Academy Training document: [20231006234514_429288.pdf](#) (Business Operation – Items Supplied Setup, page 5-8). It is important enough to 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 should be one of the seven deadly sins in business.*

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 you are purchasing.

You need to enter a safety stock if an item's inventory quantity is going to be 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 safety stock is set to '0', you can still inventory an item, but equineGenie will not generate a reorder reminder.

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 purchased.

Important: *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 *Days* dropdown. The delivery lead time is used in an item's reorder reminder calculation if the item's safety stock has not been set to '0'. Delivery Lead Time is always used to measure a supplier's delivery performance even if an item does not have a reorder reminder.

Your supplier's lead time can tie up your cash if you are not careful with your supplier selection. Long delivery lead time can lead to too much unnecessary inventory. Remember, inventory is

cash at rest. However, you should always consider the quality of the product a supplier delivers against their lead time. Our horse's wellbeing is always worth a little cash at rest!

Important: 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.

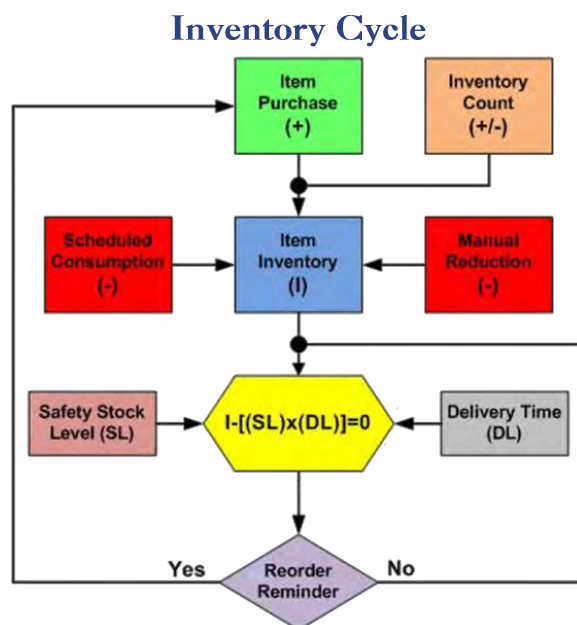
Unit of Measure Example: If you feed hay by the pound or kilogram, *and if you don't you should*, you must inventory your hay by the pound or kilogram, and you must purchase your hay by the pound or kilogram. If you purchase your hay by the bale you can weigh a few bales to get the average weight of 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 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 2: The Units displayed in the Units dropdown are based on the business's measurement system selection on the Preferences screen. [Business Preferences](#) in this document.

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.*

Important: supplies on hand uses an item's inventory, safety stock and supplier lead time to generate reminders using equineGenie's predictive modeling and resource optimization artificial intelligent (AI) algorithms. Having a reminder is efficient and effective business management tool – minimize waste, spoilage and conserve cash.

Information: Knowing how much you feed a horse is extremely important to a horse's health – and your pocketbook. There is a video link on the horse nutrition setup screens that illustrates how to easily measure the quantity of feed you are feeding each of your horses.



④ In this example we entered 750 for the **safety stock** because we want to have **750 pounds of Elk Mountain Grass Hay** on hand before equineGenie reminds us to purchase more. We identify **Northern Colorado Feeder's Supply** as the **primary supplier**. We select '2' from the **lead Time dropdown** because we know Northern Colorado Feeder's Supply can **deliver Elk Mountain Grass Hay within two days** after they are notified. Since we feed Elk Mountain Grass Hay by the pound we **lock the unit of measure for pound**. **BTW** – 750 pounds is 10 bales of Elk Mountain Grass Hay at an average weight of 75 pounds per bale.

⑤ If you are going to add your supplier to the equineGenie address book, select the **Add To Address Book** button. The suppliers contact information will be added to the equineGenie 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. Adding additional information to the equineGenie address book is explained in the Genie Academy Training document: [20231108081657_431824.pdf](#) (Calendar Contacts – Address Book, page 3-5).

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 3: *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 financially accurate. 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 A supplied item can be removed. To remove the supplied item, display the complete supplied item information and select the **Remove Selected Item (Caution!)** **Red** button. A **Delete Item** popup will be displayed to make sure you want to remove the supplied item. Selecting **OK** will remove the selected supplied item from equineGenie.



Caution: Removing a supplied item should be thought about and absolutely necessary. It is suggested that a previously entered supplied item not be removed. If a supplied item is removed its historical financial information will not be available. Not removing a supplied item does not affect equineGenie's performance.

- ⑧ If the item's supplier has not had their financial information entered select the **Green** *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.

Note 4: *The supplier contact information entered on the Item Supplied Setup screen is transferred to the Vendor/Supplier Account Setup screen and does not need to be reentered.*

- ✓ **Enter any supplied item comments** in the *Supplied Item Comments* box before **Same Item Another Supplier**⑥ or **Enter**⑨ or ⑧ the **Green** *Go To Supplier Financial Account* button is **selected**.

- ⑨ **Selecting Enter adds selected supplied item's information** into equineGenie.

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Vendor / Supplier Account Setup

All vendor / suppliers need to have their account information setup in equineGenie. **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 already entered.

Detailed information on setting up a vendor or supplier's account in equineGenie is available in the Genie Academy Training document: [20231003142516_428951.pdf](#) (Financial Setup – Vendor Setup, page 3-6).

equineGenie Financial - Vendor / Supplier Account Setup

Vendor / Supplier Accounts

Northern Colorado Feeders Supply

Contractor? ☒ No Contractor Tax ID

307 Linden Street

Ft. Collins, CO 80524

970.482.7303 info@nocofeederssupply.com

www.nocofeederssupply.com

☐ Add To Address Book

001

\$10,000.00 net 30

3% and / or \$50.00

\$0.00 Initial Setup Only

Another Charge Account Same Supplier

☒ Remove Selected Vendor (Caution!)

Select Vendor / Supplier Account

Charge Account Comments

Enter

Vendor / Supplier Accounts

Vendor / Supplier Account Numbers

Popup And Red Flag
equineGenie
Notes

- ① If the *Vendor / Supplier Account Setup* screen is displayed from selecting the **Green 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 transferred and 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 Elk Mountain Grass Hay entered on the *Item Supplied Setup* screen.

Note 1: 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 a vendor / supplier account number in the *Enter / Select Account #* dropdown by selecting [**New Charge Account #**] in the dropdown and entering the account number. 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 one up. In this example the business does not have a charge account with Northern Colorado Feeder's Supply so the made up account number 001 is entered.

Note 2: *All vendor / suppliers must have an account number. If the vendor / suppliers do 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 even if your business does not have a charge account with the vendor or supplier!*

- 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 have a charge account with Northern Colorado Feeder's Supply with a \$10,000 credit limit and net 30 day payment terms.

Important: *For completeness, if the business has a charge account with a vendor / supplier and there is 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 a late charge 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 or the account is paid in full.*

- 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 or selected.

✓ **Enter any charge account comments** in the Charge Account Comments box before **Same Item Another Supplier**④ or **Enter**⑤ is selected.

- ⑤ **Selecting Enter adds selected vendor / supplier information** into equineGenie.

Important: *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 Elk Mountain Grass Hay by only having to select or entering information on the purchases screen and the payment financial transaction popups. Completing the Items Supplied Setup for each supply purchased reduces the purchase and financial transaction entry time considerably and makes the process much more effective, efficient and accurate and provides valuable management information.*

Inventory Count

An inventory count of the items you already use and have in inventory should not be taken until you purchase the same item in equineGenie. Why - inventory is not just a count of the number of items on hand; it is also the value of the items on hand. To get the value of an item you need to get its unit cost established. The item's unit cost is established when it is purchased in equineGenie. After you have made the first purchase of an item in equineGenie you should take a count of the item on hand to establish the item's inventory count and its inventoried value.

Detailed information on inventorying items on hand in equineGenie is available in the Genie Academy Training document: [20231007162122_429330.pdf](#) (Business Operations – Supplies On Hand, page 3-6).

equineGenie Business Operations - Supplies On Hand

Count Supplies On Hand (*Physical Count*)

Count Date ①

Select Item ②

Unit of Measure: ③ Cost:

Enter / Select Item's Location

Quantity / Location ☐ Count Complete

Multiple Locations Same Item ④

Running Total Units:	0
Total Units Counted:	0
Total Value:	\$0.00
Previous Units Counted: ⑤	0
Previous Unit Cost:	\$0.00
Count Adjustment +/-:	0
Item Value Change +/-:	\$0.00

***DO NOT take an item's inventory until it has been entered on the Item Supplied Setup screen and purchased at least once to get its unit cost.**

Inventory is measured in quantity and value!

Inventory Comments

☐ Enter ⑦

☐ Remove Selected Count ⑥

☐ View Supplies On Hand

☐ View Supplies On Hand By Location

Popup And Red Flag
equineGenie
Notes

- ① **Enter the inventory date** in the *Count Date* dropdown by selecting **[New Date]** from the dropdown. Selecting **[New Date]** from the dropdown enters the computer's current date. If the current date is not the count date, mouse over the current date and enter the desired date. The count date can also be selected from the calendar icon.

Note 1: If the count date is entered use the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

- ② **Select the item to be inventoried** by selecting the item from the *Select Item* dropdown or enter the item by selecting **[New Inventory Item]** from the *Select Item* dropdown and entering the item to be inventoried.

Note 2: Entering a **[New Inventory Item]** is not recommended. Entering an inventoried item that has not been purchased in equineGenie will not have a unit of measure and a unit cost and therefore, will not have an inventory value. An item should only be entered if the count is required and the financial value is not needed. A unit of measure and its unit cost will not be displayed and cannot be entered. Your item overages or shortages will not be accounted for. *Purchasing it before counting it is the correct answer!*

- ③ The item's unit of measure and its last purchase unit cost will be displayed.
- ④ **Select the item's location** by selecting the item's location from the *Enter / Select Item's Location* dropdown or enter the item by selecting **[New Location]** from the *Enter / Select Item's Location* dropdown and entering the item's location.

Enter the item's count in the identified location.

Select the green Count Complete button to enter the inventory count in the identified location.

If the item is located in multiple locations, selected **Multiple Locations Same Item** and repeat the item count for the next location until the item count is complete. equineGenie will total the count counted in all the locations.

- ⑤ equineGenie will calculate and display your inventory status.
- **Running Total Units:** Selected item's total quantity on hand.
 - **Total Units Counted:** New quantity of the item being counted.
 - **Total Value:** Monetary value of the selected item on hand.
 - **Previous Units Counted:** Previous count of the selected item before new count.
 - **Previous Units Cost:** The selected item's cost when the previous count was taken.
 - **Count Adjustment +/-:** Overage or shrinkage since the last item's count.
 - **Item Value Change +/-:** > or < value change since the last item's count.
- ⑥ An inventory count taken on a selected date can be removed. The complete count information needs to be displayed. When the **Remove Selected Count** button is selected a **Delete Item** popup will be displayed to make sure you want to delete the count. Selecting OK will delete the receipt from equineGenie.



Important: The Delete Item popup needs to be selected twice to remove the count from the inventory and the inventory location database table.

- ✓ **Enter any inventory comments** in the *Charge Account Comments* box before **Enter** ⑦ is selected.
- ⑦ **Selecting Enter adds selected item's inventory count** into equineGenie.

Note 3: *Inventory can have a significant impact on the available cash in your business. Understanding the value of good inventory management and its financial implications is extremely important. More information on inventory and its management is available in tutorial document: [Inventory and Inventory Management in the Genie Academy tutorial section](#).*

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Purchase – Elk Mountain Grass Hay

Now that the required prerequisites have been completed Elk Mountain Grass Hay can be purchased every time equineGenie reminds you that you need to purchase more. When you purchase Elk Mountain Grass Hay you only need to use the *Business Operations – Purchases* screen. If an item is inventoried and set up for reminders, equineGenie generates a reminder based on the item's consumption rate, its supplier lead time and the safety stock level you set for the item on the *Item Supplied Setup* screen.

Remember: If you do not want a reminder, set the Safety Stock to '0' on the **Item Supplied Setup** screen explained in this tutorial.

Purchase Reminder

The screenshots illustrate the following steps:

- Home Screen:** The 'equineGenie Reminder (Flashing RED Box)' is highlighted in the top navigation bar.
- Calendar / Contacts Screen:** The 'Task Reminder (Flashing RED Box)' and 'Purchase Reminder (Highlighted in White)' are visible. The 'Purchase Reminder' is highlighted in white.
- Active Reminders Screen:** The reminder 'Supply Before Safety Stock: Elk Mountain Grass Hay' is listed for Wednesday, May 8, 2024.
- Select the Reminder Screen:** The reminder 'Supply Before Safety Stock: Elk Mountain Grass Hay' is selected.
- Purchase Screen:** The 'Purchase' screen is displayed with 'Elk Mountain Grass Hay' selected. The purchase date is entered as 'May 8, 2024'.

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

Note 1: A flashing '**RED**' reminder will continue to flash until the reminder is satisfied. A flashing '**RED**' reminder will remain flashing 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 *Tasks* box continually flashing '**RED**' with the **Purchases** task highlighted in **White**.

- ③ **Selection of the reminder will display a box**④ with the option of closing (ignoring) the reminder or displaying the *Business Operations – Purchases* screen.
- ④ **Selection of Go To Form in the box** will display the *Business Operations – Purchases* screen and transfer the item to purchase (Elk Mountain Grass Hay), its inventory category identified on the **Items Supplied Set** screen and the computer's current date.
- ⑤ **The *Business Operations – Purchases* screen is displayed** with the item to be purchased, its inventory category and the computer's current date.

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Purchase

The purchase screen will be automatically displayed when the reminder *Go To Form* button is selected. The purchase screen will display Elk Mountain Grass Hay, Horse Forage inventory category and the date (current date) the reminder is executed. The completion of the Elk Mountain Grass Hay purchase is entered or selected by the purchaser.

Detailed information on making a purchase in equineGenie is available in the Genie Academy Training document: [20231006234514_429288.pdf](#) (Business Operations – Purchases, page 9-13).

The screenshot shows the 'equineGenie Business Operations - Purchases' window. The left pane, titled 'Purchase', includes a '*Expense Info' section with dropdowns for 'Elk Mountain Grass Hay' (1) and 'Horse Forage' (2). Below these are date fields for '05/08/2024' (3) and '05/09/2024' (4), with icons for calendar and help. Further down are 'Expiration Date' and 'Expiration Reference' fields, followed by a quantity field '1500' (5) and a unit dropdown 'pound' (6). A section with three radio buttons is highlighted with a yellow box: 'Immediate Use (Expense)' (7) is selected, followed by 'Used Over Time (Fixed Asset=>ACM*)' and 'Add To Inventory/Supplies'. Below this is a field for 'NCFS-1234' (8), a 'Sales Tax (\$)' field (9) showing '\$300.00' (10), and a 'Remove Selected Purchase' button (1). The right pane, titled 'Purchases Comments', contains a large text area with a green checkmark and a yellow box with the text 'Popup And Red Flag equineGenie Notes'. At the bottom of the right pane, a note states: '*NOTE: '=>ACM' = \$ Equal to or Greater than the Asset Capitalization Minimum'. The bottom of the window features a 'Go To Add the Fixed Asset' button and a 'Purchase Reports On Next Page' button.

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

Note 1: The purchase date can be changed by selecting the date from the calendar icon or by selecting **[New Date]** in the dropdown and entering the desired date in the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

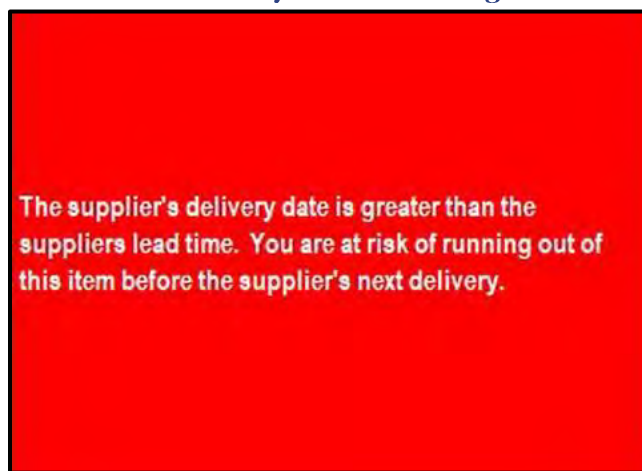
- ④ **Enter the date** the *Elk Mountain Grass Hay* will be delivered (received) or was delivered (received) in the *Delivery Date* box or by selecting the date from the calendar icon.

Note 2: *The delivery 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).*

Very Important: If a purchased item is being added to inventory, the delivery date is the date equineGenie uses to establish the date the item is received into inventory. Without a receive date your inventory count and value for the item will be incorrect.

Important: *If the delivery date of the Elk Mountain Grass Hay is beyond the number of days set on the **Item Supplied Setup** screen, equineGenie will generate a warning that you may run out of Elk Mountain Grass Hay. This is why a second source is so important.*

Delivery Date Warning



- ⑤ **Enter the quantity** of *Elk Mountain Grass Hay* that is being purchased in the *Quantity* box.

Very Important: Remember, you feed in pounds or kilograms, so you inventory in pounds or kilograms, so you purchase in pounds or kilograms.

- ⑥ **The Elk Mountain Grass Hay unit of measure will be displayed** in the *Unit* dropdown.

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

- ⑦ Select how the item purchased will be used. In this example the *Elk Mountain Grass Hay* will be used in less than a year and even if it lasts longer than a year, it is an expense and not a fixed asset. Therefore the **Immediate Use (Expense)** button is selected.

Select if the item purchased will be added to inventory. In this example the *Elk Mountain Grass Hay* will be added to inventory. Therefore the **Add To Inventory/Supplies** button is selected.

- ⑧ If there is a receipt for a purchased item the receipt identifier should be entered in the *Receipt #* box. In this example there is a receipt from *Northern Colorado Feeder's Supply* so it is entered.

Note 3: The taxing authority likes receipts to verify proof of purchases for more than a certain amount (\$25 in the USA). equineGenie enables you to scan and store receipts in equineGenie. If you scan and store your receipts, the *Receipt #* box entry ⑧ should be the same on the purchases screen and the Receipt# box entry on the **Receipt Storage** screen, entry ③.

- ⑨ If there is sales tax on the purchase enter the sales tax in the *Sales Tax (\$)* box. In this example there is no sales tax (Colorado).
- ⑩ Enter the total cost, including sales tax, in the *Cost* box. In this example the total cost for 1,500 pounds of *Elk Mountain Grass Hay* is \$300.

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 If a purchase needs to be deleted, display the complete purchase and select the **Remove Selected Purchase** button. A **Delete Item** popup will be displayed to make sure you want to delete the purchase. Selecting OK will delete the selected purchase from equineGenie.

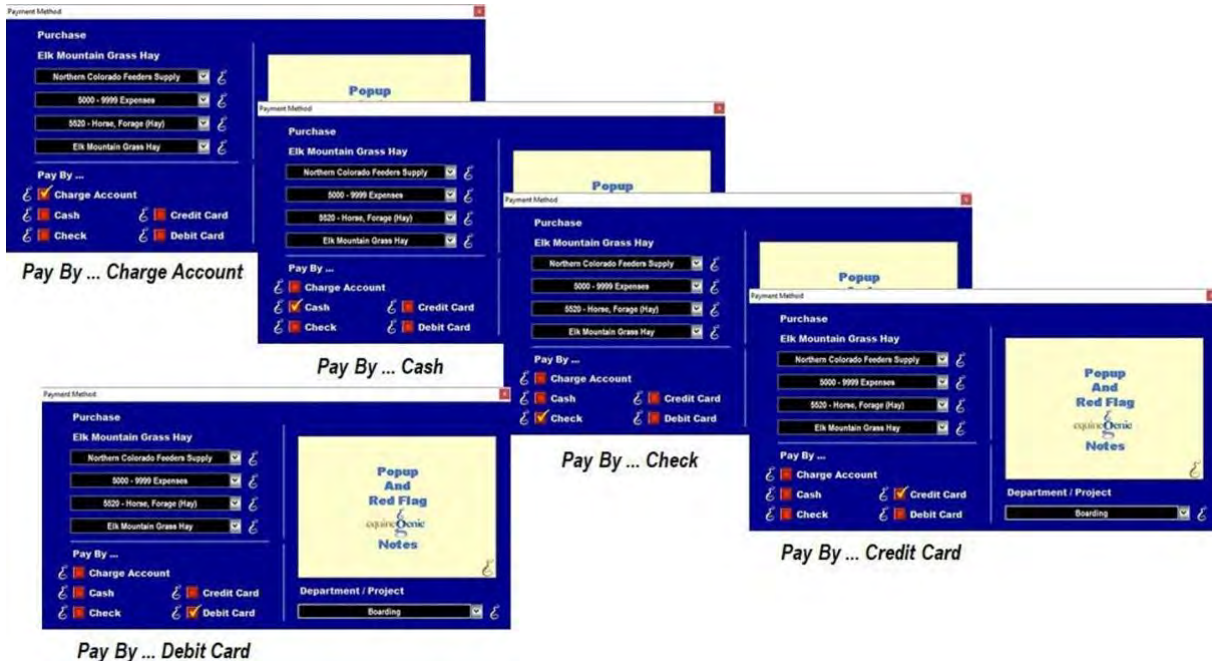


Note 4: A purchase in equineGenie is saved in multiple database tables. When the **Remove Selected Purchase** button is selected the complete purchase is removed from all database tables including the financial transaction.

Payment Method – Pay By ...

Important: You can select one of five available *Pay By ...* selections to pay for the *Elk Mountain Grass Hay* on the *Payment Method* popup that is displayed when the '**RED \$**' button to the right of the *Cost* box is selected. The five available *Pay By ...* selections are illustrated below.

Available Payment Methods



For this example we are going to use the *Pay By ... Check* payment method.

Payment Method Pay By ... Popup

A detailed screenshot of the 'Payment Method' popup window. The 'Purchase' section shows 'Elk Mountain Grass Hay' with three dropdowns: 'Northern Colorado Feeders Supply' (1), '5000 - 9999 Expenses', and '5520 - Horse, Forage (Hay)' (2). The 'Pay By ...' section shows 'Check' (5) selected. The 'Department / Project' dropdown is set to 'Boarding' (4). A 'Popup And Red Flag equineGenie Notes' message is displayed on the right.

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

Note 1: The *Select Supplier / Vendor / Provider* dropdown is a dropdown because there could be, and for many items there should be multiple suppliers (second sources). The 5000 – 9000 Expenses dropdown is automatically displayed and does need to be selected.

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

Note 2: An expense account does not have to be previously identified on the business's Chart of Accounts. If an account was not previously identified when the Chart of Accounts (GL) was set up, when selected it will be added to the expense Chart of Accounts (GL).

- ③ **Select the subaccount** from the *Select Subaccount* dropdown. The subaccount selected is the subaccount in which the purchase will be expensed and identified with the primary account. In this example the subaccount *Elk Mountain Grass Hay* is selected.

Note 3: A subaccount must have been previously set up 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 and manage an account in total, but to also measure and manage items that make up the total.

- ④ **Select a department** from the *Department / Project* dropdown if the purchase is being assigned to a department. In this example the *Elk Mountain Grass Hay* is not only being expensed to the business, but also being assigned to the *Boarding* department.

Note 4: The *Department* dropdown will display the departments previously discussed and identified on the Departments screen (**Business Departments**). The total purchase can be assigned to a department or it can be divided between departments. If a purchase is divided between departments the amount assigned 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 involved.

- ⑤ Select the business account that will be used to pay for the purchase. Selecting the desired *Pay By ... Check* button will display the *Payment By Check* popup.

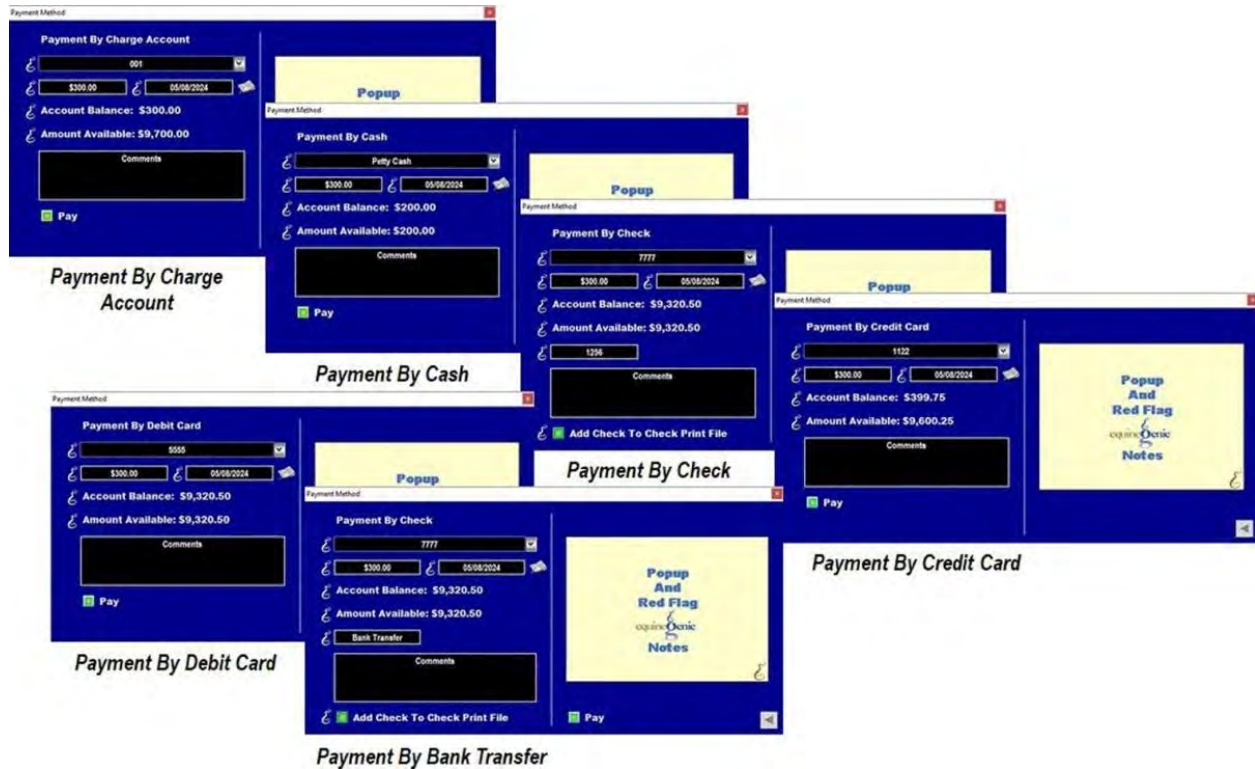
Note 5: The check business account selected to be used for payment must have been previously setup.

Detailed information on setting up your business payment accounts in equineGenie is available in the Genie Academy Training document: [20231002002649_428803.pdf](#) (Financial Setup – Checking, page 3-6).

Payment Method Payment By ...

Important: You can select one of six available *Payment By... Payment Methods* to pay for the *Elk Mountain Grass Hay*. *Payment By* popup is displayed when a *Pay By ...* button is selected on the *Payment Method Pay By ...* popup. The six available *Pay By Payment Method* selections are illustrated below.

Available Payment By Methods



For this example we are using the *Payment By Check* payment method.

The 'Payment By Check' window is shown with the following details:

- Checking Account #:** 1111 (Callout 1)
- Amount:** \$300.00 (Callout 2)
- Date:** 05/08/2024 (Callout 3)
- Account Balance:** \$9,320.50 (Callout 4)
- Amount Available:** \$9,320.50 (Callout 4)
- Check Number:** 1256 (Callout 5)
- Comments:** (Empty text box)
- Add Check To Check Print File:** (Callout 6)
- Pay:** (Callout 7)

The yellow overlay contains 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 that has been setup is displayed.

Note 1: 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 document: [20231002002649_428803.pdf](#) (Financial Setup – Checking, page 3-6).

- ② **The purchase amount is transferred** and displayed from the *Business Operations – Purchases* screen and does not need to be entered.
- ③ **The purchase date is transferred** and displayed from the *Business Operations – Purchases* screen and does not need to be entered.
- ④ The selected checking account's **Account Balance** and **Amount Available** are displayed.

Note 2: If there is a difference between the selected checking account's **Account Balance** and the **Amount Available** it could be the account's reserve if one was setup when the selected checking account was set up. The reserve is to help prevent an overdrawn.

- ⑤ **Enter the number of the check** used to pay for the purchase in the *Check #* box. In this example, check number 1256 is entered.

Note: If a check is not the form of payment from the selected checking account, the form of payment can be entered in the *Check #* box

For Example: If the payment is made by a bank transfer from the selected checking account, the type bank transfer can be entered; PayPal, Zelle, Venmo, Bank Transfer, etc.

- ⑥ **The check's 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 *Business Operations – Purchases* screen.
-

equineGenie Business Operations - Purchases

Purchase

Elk Mountain Grass Hay

Horse Forage

05/08/2024

05/09/2024

Expiration Date

Expiration Reference

1500

pound

Immediate Use (Expense)

Used Over Time (Fixed Asset/=>ACM*)

Add To Inventory/Supplies

NCFS-1234

Sales Tax (\$)

(\$300.00) ¹⁰

Remove Selected Purchase

Go To Add the Fixed Asset

*Expense Info

Enter ²

Popup And Red Flag

equineGenie

Notes

*NOTE: '=>ACM' = \$ Equal to or Greater than the Asset Capitalization Minimum

Purchase Reports On Next Page

Purchases Comments

✓

¹⁰ The item's cost will be displayed in brackets when the *Business Operations – Purchases* screen is redisplayed. This indicates that the financial part of the purchase transaction is complete.

✓ Enter any purchase comments in the *Purchases Comments* box before Enter² is selected.

² Selecting Enter adds selected item's purchase information and financial transaction into equineGenie.

Note 4: The following reports are Elk Mountain Grass Hay purchase and use examples.

Current Month Purchase Example

Make Believe Ranch



Date	Supplier	Product	Invt	Quantity	Receipt	Tax	Cost	Unit Cost	Comments
May 8	Northern Colorado Feeders Supply	Elk Mountain Grass Hay	Yes	1,500.00 pound	NCFS-1234	\$ -	\$ 300.00	\$ 0.200	←
May 8	Dr's Choice	Equi-Shine Pellet	Yes	800.00 ounce	Internet	\$ -	\$ 99.75	\$ 0.125	
May 8	Northern Colorado Feeders Supply	Pine Shavings - Bale	Yes	20.00 bale	NCFS-1234	\$ -	\$ 160.00	\$ 8.000	
May 8	Northern Colorado Feeders Supply	Purina - Omolene 200	Yes	250.00 pound	NCFS-1234	\$ -	\$ 109.75	\$ 0.439	
Month Total:\$		669.50			Month Total:\$	-			
Year Total:\$		669.50			Year Total:\$	-			

Horse Forage Expense Example

Make Believe Ranch



Last Purchase Unit Cost →

Brandy - Forage Expense

Elk Mountain Grass Hay
Unit Cost: \$ 0.2000

Forage	Daily Quantity	Daily Expense	Monthly Expense	Annual Expense
Elk Mountain Grass Hay	20.00 pound	\$ 4.00	\$ 121.67	\$ 1,460.00

*Note: Based On Last Purchase Price and the Last Forage Setup

Horse YTD Expense Example

Make Believe Ranch





Brandy - Expenses YTD 2024

Farrier _____ 2024

Date	Description	Expense	Comments
May 1	Trim	\$ 50.00	
		\$ 50.00	

Supplies Used Expenses _____ 2024

Description	Expense	Comments
Elk Mountain Grass Hay 120.00 pound	\$ 24.00	← Note: YTD Expense Since Setup
Equi-Shine Pellet 24.00 ounce	\$ 2.99	
Pine Shavings - Bale 1.50 bale	\$ 12.00	
Purina - Omolene 200 24.00 pound	\$ 10.54	
\$ 49.53		

Horse YTD Elk Mountain Grass Hay Income Statement Example

Make Believe Ranch



2024 Income Statement YTD

Category	Description	Subaccount Total	Account Total	%	Total
Expenses					
Horse Expense				\$	939.00
5350 - Farrier			\$ 50.00	5.3%	
5350.001 - Trim		\$ 50.00			
5500 - Horse, Bedding			\$ 160.00	17.0%	
5500.001 - Pine Shavings - Bale		\$ 160.00			
5510 - Horse, Grain			\$ 219.50	23.4%	
5510.001 - Purina - Omolene 200		\$ 219.50			
5520 - Horse, Forage (Hay)			\$ 410.00	43.7%	
5520.001 - Elk Mountain Grass Hay		\$ 300.00			
5520.002 - Colorado Alfalfa		\$ 110.00			
5630 - Horse, Supplements			\$ 99.50	10.6%	

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Inventory Count – Elk Mountain Grass Hay

An inventory count can be taken now that we know the unit cost from the purchase of *Elk Mountain Grass Hay*. We can establish a quantity count and a value of *Elk Mountain Grass Hay* in inventory.

Detailed information on inventorying items on hand in equineGenie is available in the Genie Academy Training document: [20231007162122_429330.pdf](#) (Business Operations – Supplies On Hand, page 3-6).

equineGenie Business Operations - Supplies On Hand

Count Supplies On Hand (*Physical Count*)

05/09/2024 ①

Elk Mountain Grass Hay ②

Unit of Measure: pound ③ Cost: \$0.20

Hay Shed

1480 Count Complete

Multiple Locations Same Item ④

Running Total Units:	1480
Total Units Counted:	1480
Total Value:	\$296.00
Previous Units Counted:	0
Previous Unit Cost:	\$0.00
Count Adjustment +/-:	0
Item Value Change +/-:	\$296.00

***DO NOT take an item's inventory until it has been entered on the Item Supplied Setup screen and purchased at least once to get its unit cost.**

Inventory is measured in quantity and value!

Inventory Comments

Enter ⑦

Remove Selected Count ⑥

View Supplies On Hand

View Supplies On Hand By Location

Popup And Red Flag
equineGenie Notes

- ① Enter the inventory date in The *Count Date* dropdown or select the date from the calendar icon. Selection of [New Date] from the dropdown will display the computer's current date. The current date can be changed by mousing over the date and entering the desired date. In this example the count date is May 9, 2024.

Note 1: The count date can be entered by selecting the date from the calendar icon or by selecting [New Date] from the dropdown and entering the desired date in the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

- ② Select the item to be inventoried from the *Select Item* dropdown. In this example the inventory count is for *Elk Mountain Grass Hay*.
- ③ The item's unit of measure and its last purchase unit cost is displayed.
- ④ Enter or select the item's location in the *Enter/Select Item's Location* dropdown. In this example *Elk Mountain Grass Hay* is located in the *Hay Shed*.

Enter the inventoried count in the *Quantity / Location* box for each location if the item is located in multiple locations. In this example *Elk Mountain Grass Hay* is only located in the Hay Shed.

Select the green *Count Complete* button for the inventory count in each location. In this example the *Elk Mountain Grass Hay* inventory count on May 9, 2024 is 1480.

If the item is located in multiple locations, selected **Multiple Locations Same Item** and repeat the item count for the next location until the item's count is complete for all locations.

Important: *equineGenie* will keep track of the inventory count in each location and will calculate the total inventory count for the item counted in each location.

⑤ *equineGenie* will calculate and display the *Elk Mountain Grass Hay* inventory status.

- **Running Total Units:** 1480 pounds of Elk Mountain Grass Hay available on May 9, 2024.
- **Total Units Counted:** 1480 pounds of Elk Mountain Grass Hay counted on May 9, 2024.
- **Total Value:** The value of the Elk Mountain Grass Hay on May 9, 2024 is \$296 (1480 pounds x \$0.20 / lb.)
- **Previous Units Counted:** This is the 1st count so there is no previous count.
- **Previous Units Cost:** This is the 1st count so there is no previous unit count.
- **Count Adjustment +/-:** This is the 1st count so there is no overage or shrinkage since the last item's count.
- **Item Value Change +/-:** This is the 1st count so there is no value change since the last item's count.

⑥ An inventory count taken on a selected date can be removed. The complete count information needs to be displayed. When the **Remove Selected Count** button is selected a **Delete Item** popup will be displayed to make sure you want to delete the count. Selecting OK will delete the receipt from *equineGenie*.



Important: The Delete Item popup needs to be selected twice to remove the count from the inventory and the inventory location database tables.

✓ **Enter any inventory comments** in the *Inventory Comments* box before **Enter** ⑦ is selected.

⑦ **Selecting Enter adds selected item's inventoried count** into *equineGenie*.

Note 2: Inventory can have a significant impact on the available cash in your business. Understanding the value of good inventory management and its financial implications is extremely important. More information on inventory and its management is available in tutorial document: [Inventory and Inventory Management in the Genie Academy tutorial section](#).

Inventory Count and Value Examples

Make Believe Ranch					
Inventory Ledger					
Item	Category	Last Count	Last Date	Unit Cost*	Value**
Elk Mountain Grass Hay	Horse Forage	1,480.00	May 9, 2024	\$ 0.2000	\$ 296.00
Equi-Shine Pellet	Horse Supplements	796.00	May 9, 2024	\$ 0.1246	\$ 99.18
Pine Shavings - Bale	Horse Bedding	19.75	May 9, 2024	\$ 8.0000	\$ 158.00
Purina - Omolene 200	Horse Grain	246.00	May 9, 2024	\$ 0.4390	\$ 107.99
*Note: Based On Last Purchase Unit Price				** Inventory Value: \$ 661.18	

Inventory Count and Value by Location

Make Believe Ranch

Inventory By Location

Grain Room

Item	Category	Count	Count Date	Unit Price*	Value**
Equi-Shine Pellet	Horse Supplements	796.00	May 9, 2024	\$ 0.1246	\$ 99.18
Purina - Omolene 200	Horse Grain	246.00	May 9, 2024	\$ 0.4390	\$ 107.99

***Note: Based On Last Inventory Unit Price**

****Value By Location: \$ 207.18**

Hay Shed

Item	Category	Count	Count Date	Unit Price*	Value**
Elk Mountain Grass Hay	Horse Forage	1,480.00	May 9, 2024	\$ 0.2000	\$ 296.00

***Note: Based On Last Inventory Unit Price**

****Value By Location: \$ 296.00**

Shavings Shed

Item	Category	Count	Count Date	Unit Price*	Value**
Pine Shavings - Bale	Horse Bedding	19.75	May 9, 2024	\$ 8.0000	\$ 158.00

***Note: Based On Last Inventory Unit Price**

****Value By Location: \$ 158.00**

Total Value All Locations: \$ 661.18

Elk Mountain Grass Hay Inventory On Hand and Value Report

Make Believe Ranch



Elk Mountain Grass Hay - Inventory Receipt Report

Inventory Category: Horse Forage

Receipt Date	Quantity Received	Total	Receipt Comments	Inventory Comments
May 9, 2024	1,500.00 pound	1,500.00		

Quantity Received: 1,500.00

Quantity Consumed: 120.00 ←

Last Physical Inventory: 1,480.00 May 9, 2024 ←

Quantity On Hand: 1,380.00 ←

*Unit Cost: \$ 0.2000

Value On Hand: \$ 276.00 ←

May 9, 2024 - Adjustment: pound

** Adjustment Value: Gain

*Note: Last Purchase Unit Cost

** Note: A **negative** adjustment should be entered as an expense. A positive adjustment should be entered as **income**.

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Purchase Receipt Storage

You can store your purchase receipts in equineGenie. You can easily categorize your receipts by supplier, date, receipt number, department and identifier.

Detailed information on receipt storage in equineGenie is available in the Genie Academy Training document: [20231007162122_429330.pdf](#) (Business Operations – Receipt Storage, page 14-15).

Purchase Receipt Storage Example

equineGenie Business Operations - Purchase Receipts

Purchase Receipt Storage

Northern Colorado Feeders Supply ①

05/08/2024 ② NCFS-1234 ③

Select A Department (if applicable) ④

Elk Mountain Grass Hay ⑤

Store and View Receipt ⑥

Locate View Clear

Another Receipt Same Supplier, Same Date ⑦

Receipts stored Current Year

Receipts Stored (Date Specified)

Receipt Storage Comments

Enter ⑧ Video Tutorial

Popup And Red Flag
equineGenie
Notes

Department Receipts Stored (Date Specified)

- ① **Select the supplier** from the *Select Vendor / Supplier* dropdown. In our Elk Mountain Grass Hay purchase example Northern Colorado Feeder's Supply would be selected.
- ② **Enter the receipt date** in the *Receipt Date* dropdown or select the date from the calendar icon. Selection of **[New Date]** from the dropdown will display the computer's current date. The current date can be changed by mousing over the date and entering the desired date. In this example the receipt date is May 8, 2024.

Note 1: The count date can be entered by selecting the date from the calendar icon or by selecting **[New Date]** from the dropdown and entering the desired date in 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 Elk Mountain Grass Hay purchase example the receipt number entered is NCFS-1234.

Note 2: The Receipt # entered should be the same Receipt # entered on the **Purchases** screen^⑧.

- ④ If you want to connect a receipt to a department, select the department from the *Select a Department (if applicable)* dropdown. In our Elk Mountain Grass Hay purchase example no department is selected.
- ⑤ You can enter a 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 Elk Mountain Grass Hay purchase example the receipt identifier is *Elk Mountain Grass Hay*.
- ⑥ After you have scanned your receipt, to store the receipt in your equineGenie computer, select the **Locate** button to locate the scanned receipt. Opening the receipt where it is located will enter its location into equinegenie. The entered receipt can be viewed by selecting the **View** button. A selected receipt's location can be removed from equineGenie by selecting the **Clear** button. When the **Clear** button is selected a **Delete Item** popup will be displayed to make sure you want to delete the receipt's location. Selecting **OK** will delete the receipt's location from equineGenie.



Note 3: Receipts can be stored in any file format; PDF, document, text, image and a video. Storing a receipt in equineGenie saves you invaluable time when having to remember the purchase, or satisfy proof of purchase, or recall the receipt for an audit.

- ⑦ If you have another receipt from the same supplier on the same date, selecting **Another Receipt Same Supplier, Same Date** will store the previous receipt's location and its information. The *Receipt #* dropdown will be cleared and the new receipt from the same supplier on the same date can be stored as explained in steps ③, ④, ⑤ and ⑥.
- ✓ Enter any receipt storage comments in the *Receipt Storage Comments* box before **Enter**^⑧ is selected.
- ⑧ Selecting **Enter** adds selected receipt's location and information into equineGenie.

Receipt Storage Purchase List Example

Make Believe Ranch



May 8, 2024

Purchase Receipt List

May 8, 2024

<i>Date</i>	<i>Vendor</i>	<i>Receipt Identifier</i>	<i>Description</i>	<i>Comment</i>
<i>May 8, 2024</i>	<i>Northern Colorado Feeders Supply</i>	<i>NCFS-1234</i>	<i>Elk Mountain Grass Hay</i>	

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Remember, equineGenie tracks, measures, manages, analyzes, reports, teaches and raises your horse business management knowledge.

Here's to making necessary successful purchases when you need to, on time and only when needed – minimizing your expenses while maximizing your profit and available cash to sustain and grow your horse business!

The Genie Team