



**Information
Systems**

Horse Farm Management

Stallion Contract Module

User's Guide

July 1, 2017

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STALLION CONTRACT MODULE

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STALLION CONTRACT MODULE

What is the Contract Module?

The Stallion Contract system is an optional module that is available to users of the HFM Syndicate System. If you would like more information about this module, please contact our sales department.

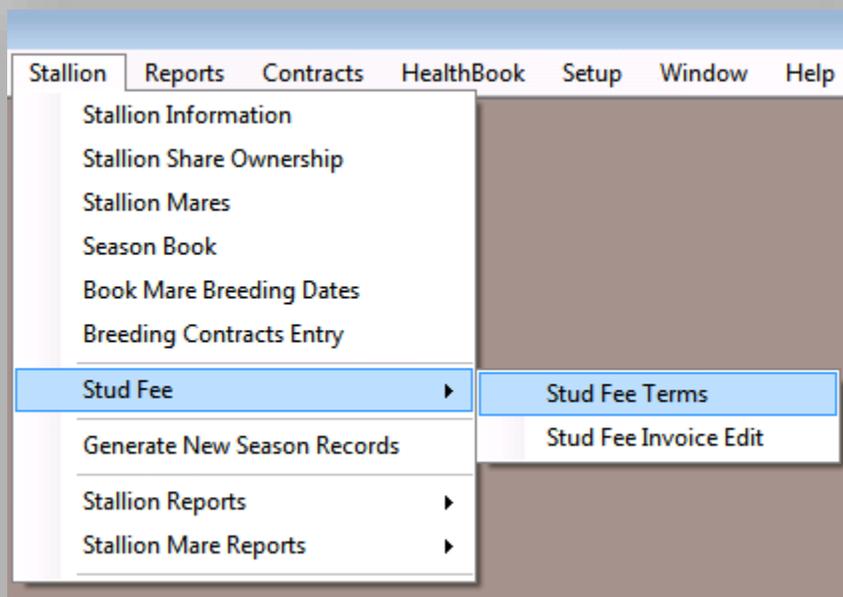
Where To Begin

After the Stallion Contract Module has been installed you should take the following basic steps in order to set up and begin using Stallion Contracts.

Please keep in mind that some steps must be completed before you can continue to the next step. For example, ***you will need to set up your Season Book File with defined Stud Fee Terms Codes before you can actually create a contract.***

Set Up Your Stud Fee Terms

(Stallion > Stud Fee > Stud Fee Terms)



- Select "**Stallion**" and then select "**Stud Fee**".
- Select "**Stud Fee Terms**" to open the Stud Fee Terms Entry/Edit form.

STALLION CONTRACT MODULE

Stud Fee Terms Entry

Stud Fee Terms Entry

Show Active Only

Search By Term Go Reset

Term Descriptions
No Guarantee
Oct. 1 of Year Bred
Sept. 1 of Year Bred
Shareholder Used
Stands & Nurses

Edit Add Delete Close

- Review the Stud Fee Terms that you may have already entered into the system.
- Click “Edit” to edit an existing Stud Fee Term.
- If needed, click the button “Add” to add additional Stud Fee Terms.
- Each contract that you plan to create should have a corresponding Stud Fee Term.

STALLION CONTRACT MODULE

Sample Stud Fee Terms

Stud Fee Terms Entry

Search Save Cancel Delete

Stud Fee Terms **Sept. 1 of Year Bred**

Invoice Due Days Months after last date bred.

Invoice only if mare status is **In-Foal**

Active

Stud Fee Terms Audit Log
Created by: cec
on: 5/23/2011 4:16 PM
Last updated by: cec
on: 12/3/2014 2:58 PM

<< Stud Fee Terms Comments

Stud Fee Terms Entry

Search Save Cancel Delete

Stud Fee Terms **Stands & Nurses**

Invoice Due Days Months after last date bred.

Invoice only if mare status is

Active

Stud Fee Terms Audit Log
Created by: cec
on: 5/23/2011 4:17 PM
Last updated by: cec
on: 7/23/2014 9:12 AM

<< Stud Fee Terms Comments

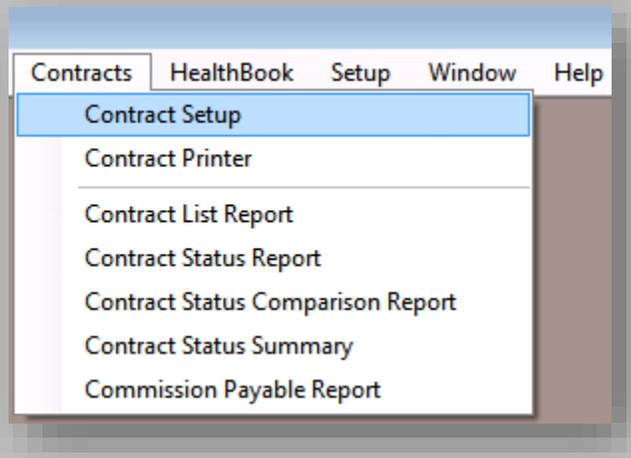
STALLION CONTRACT MODULE

- Enter a description for the Stud Fee Terms
- If this is a Stands & Nurse Term, enter either the number of days or the number of months to calculate when the invoice will be due.
- Invoice only if mare status is: Select a *final status* from the drop down menu or leave this field blank. If left blank, the system will invoice every mare that was bred regardless of her final status.

STALLION CONTRACT MODULE

Set Up Your Contracts

(Contracts > Contract Setup)



- Select “**Contracts**” then select “**Contract Setup**”

STALLION CONTRACT MODULE

Contract Template Setup

- **Contract Letter Template**

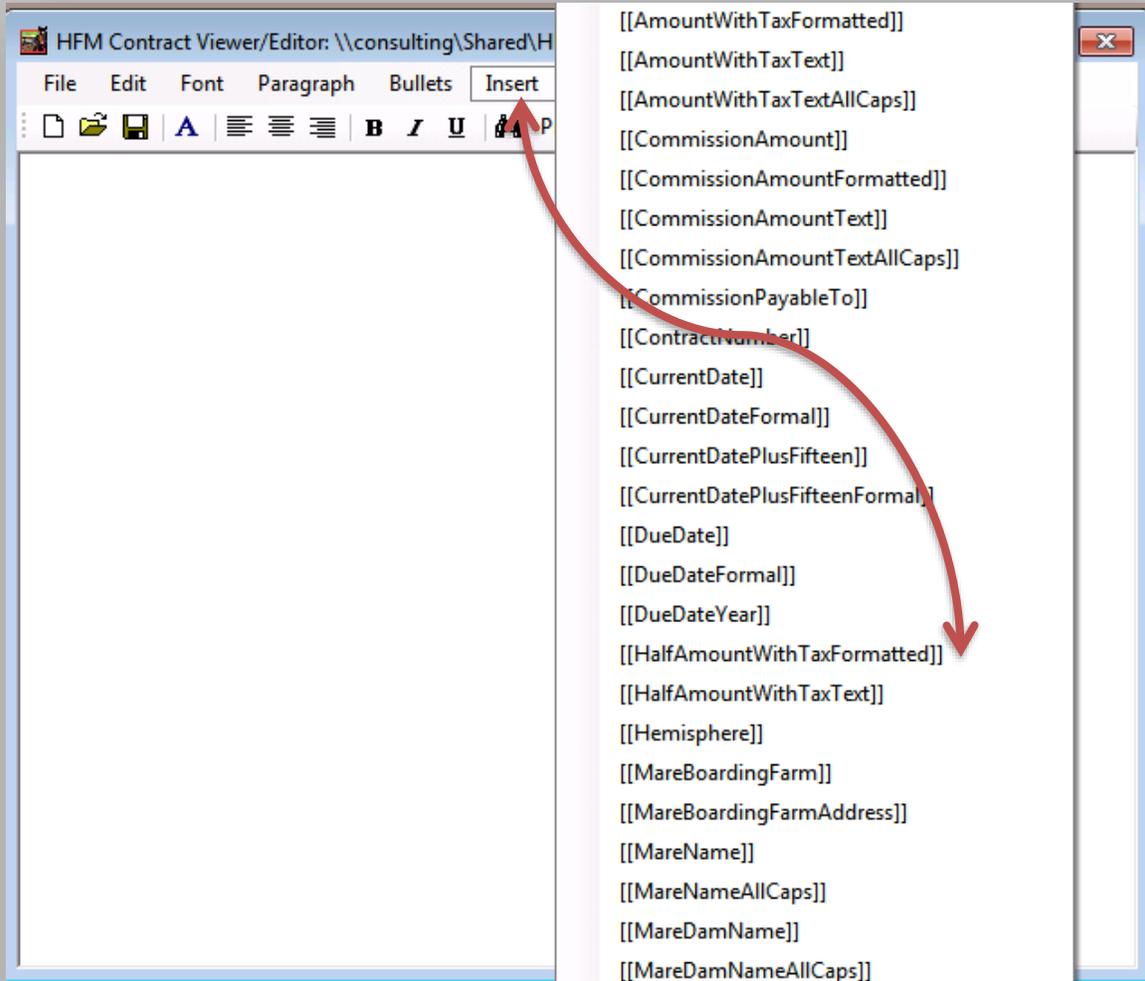
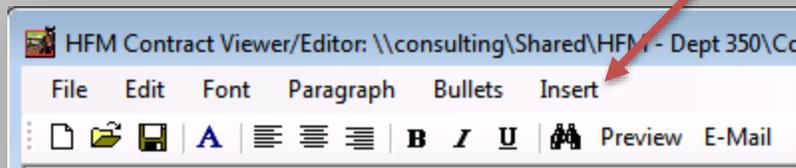
The screenshot shows a software window titled "Contract Template Setup". It features three distinct sections for managing templates:

- Contract Letter Template:** Includes a search input field with a "Find" button, and "Create" and "Remove" buttons. A red arrow points to the "Create" button.
- Terms Code Templates:** Includes a dropdown menu labeled "Stud Fee Terms" with "Stands & Nurses" selected, a search input field with a "Find" button, and "Create" and "Remove" buttons.
- Commission Agreement Template:** Includes a search input field with a "Find" button and "Create" and "Remove" buttons.

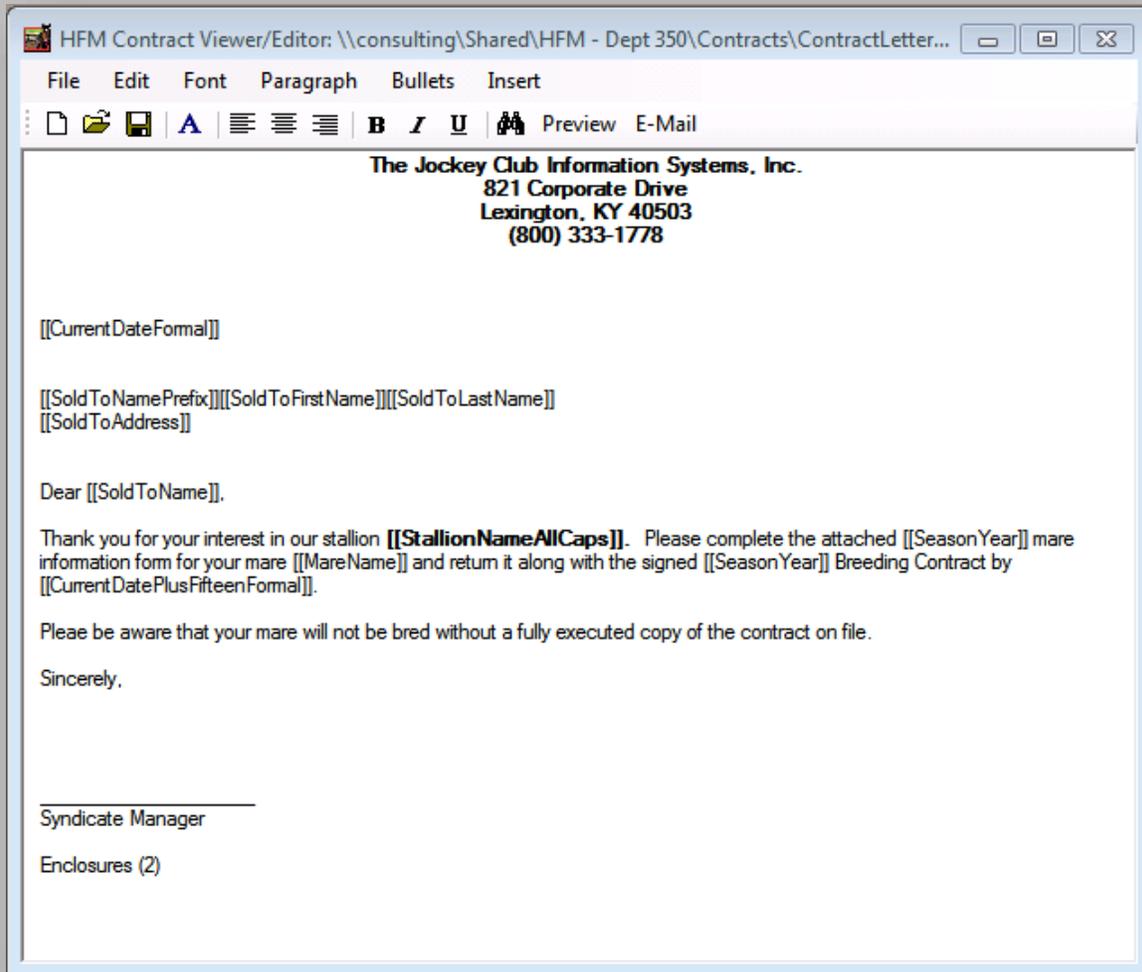
- First create your **Contract Letter Template**.
- Click the "Create" button in the **Contract Letter Template** section.

STALLION CONTRACT MODULE

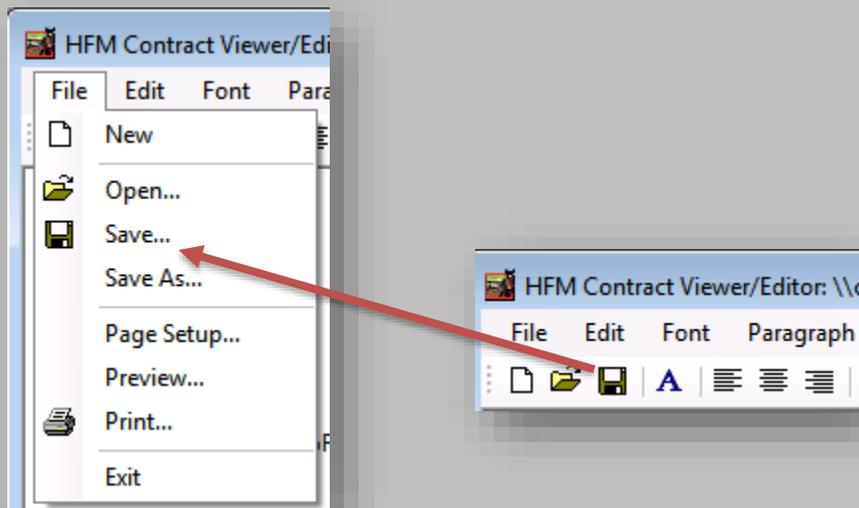
- Begin typing the [Contract Letter Template](#), inserting fields from the “Insert” menu as you need them.



STALLION CONTRACT MODULE

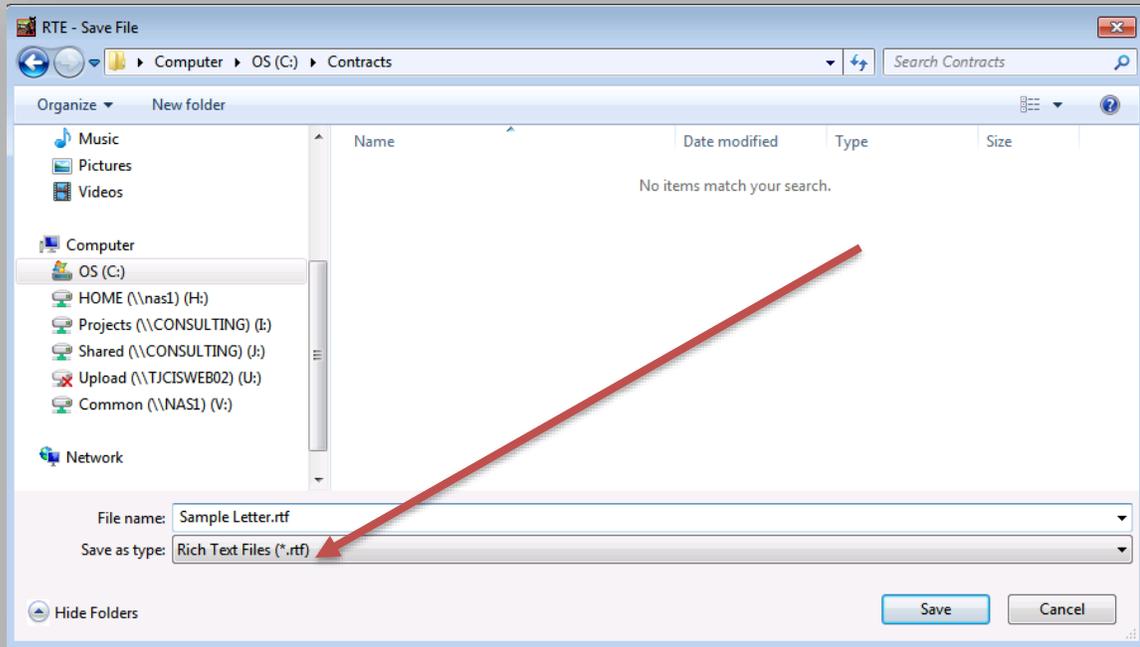


- When you have finished typing your **Contract Letter Template** click "Save".



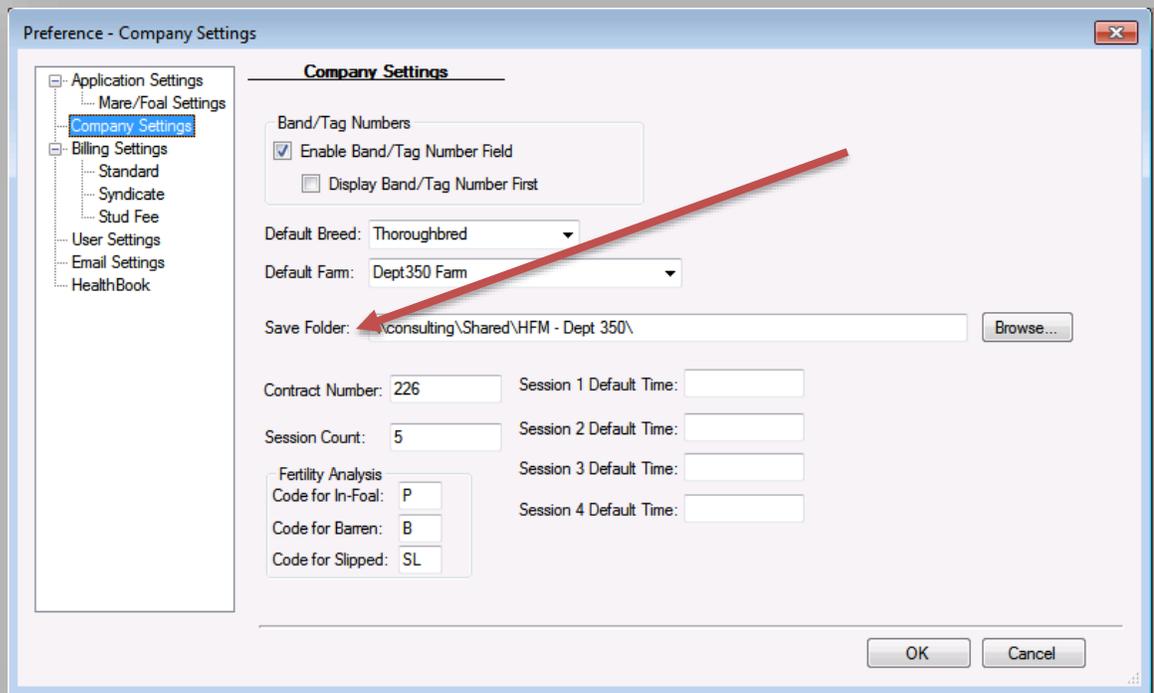
STALLION CONTRACT MODULE

- By default your **Contract Letter Template** will be saved in your designated *Save Folder* as an **rtf** file.



- The location of your *Save Folder* can be found in your Preferences – Company Settings.

STALLION CONTRACT MODULE



- When your **Contract Letter Template** has been saved, close the **HFM Contract Viewer/Editor**.

STALLION CONTRACT MODULE

Contract Template Setup

Contract Letter Template

\\consulting\Shared\HFM - Dept 350\Contracts\ContractLetterTemplate.rtf Find

Edit Remove

Terms Code Templates

Stud Fee Terms: Stands & Nurses

Find

Create Remove

Commission Agreement Template

Find

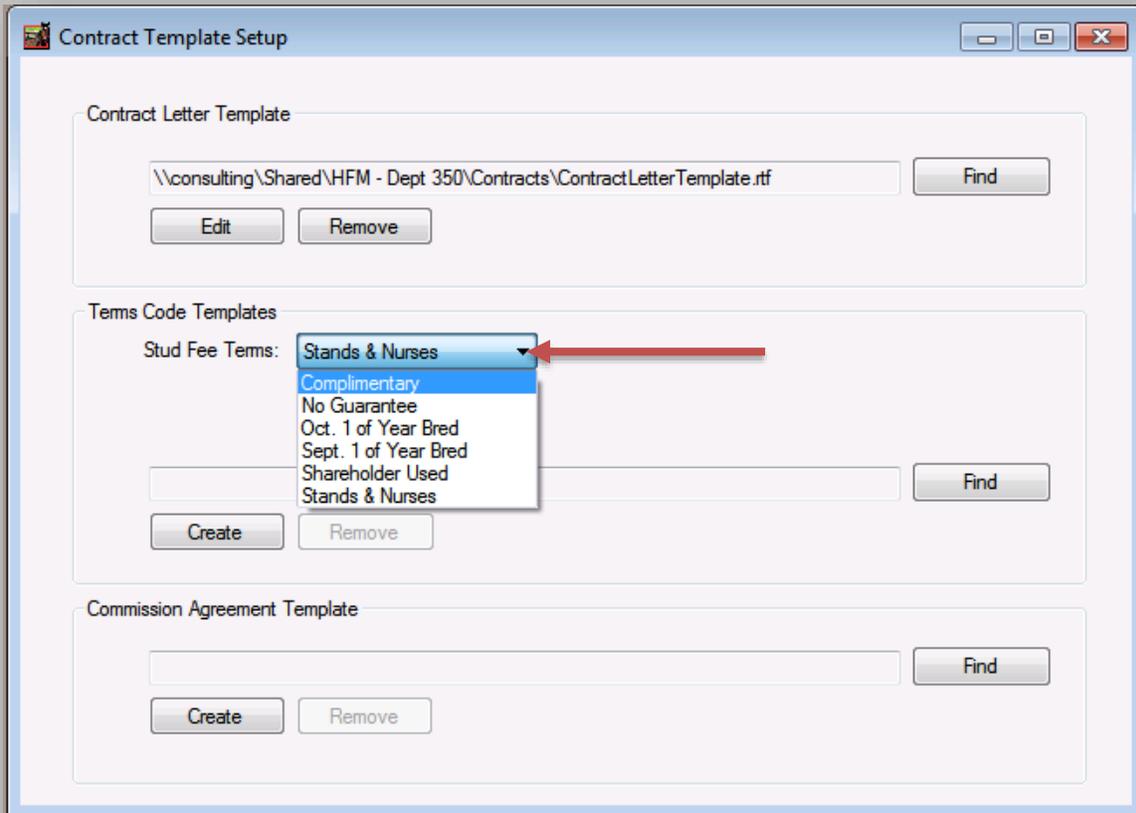
Create Remove

- If you need to make any changes, corrections or updates to the **Contract Letter Template**, click “Edit”, make your changes and click “Save”.
- If you want to completely remove the current **Contract Letter Template** and start over, click “Remove”.

STALLION CONTRACT MODULE

Contract Template Setup

- **Terms Code Templates**



The screenshot shows the 'Contract Template Setup' window. It is divided into three main sections:

- Contract Letter Template:** Contains a text field with the path '\\consulting\Shared\HFM - Dept 350\Contracts\ContractLetterTemplate.rtf', an 'Edit' button, a 'Remove' button, and a 'Find' button.
- Terms Code Templates:** Labeled 'Stud Fee Terms:', it features a dropdown menu with the following options: 'Stands & Nurses', 'Complimentary', 'No Guarantee', 'Oct. 1 of Year Bred', 'Sept. 1 of Year Bred', 'Shareholder Used', and 'Stands & Nurses'. A red arrow points to the 'Stands & Nurses' option. Below the dropdown are 'Create' and 'Remove' buttons, and a 'Find' button.
- Commission Agreement Template:** Contains an empty text field, a 'Create' button, a 'Remove' button, and a 'Find' button.

- Next create your **Terms Code Templates**
- For each Stud Fee Term that you have listed you will be creating a corresponding contract.

STALLION CONTRACT MODULE

Contract Template Setup

Contract Letter Template

\\consulting\Shared\HFM - Dept 350\Contracts\ContractLetterTemplate.rtf Find

Edit Remove

Terms Code Templates

Stud Fee Terms: Stands & Nurses

Find

Create Remove

Commission Agreement Template

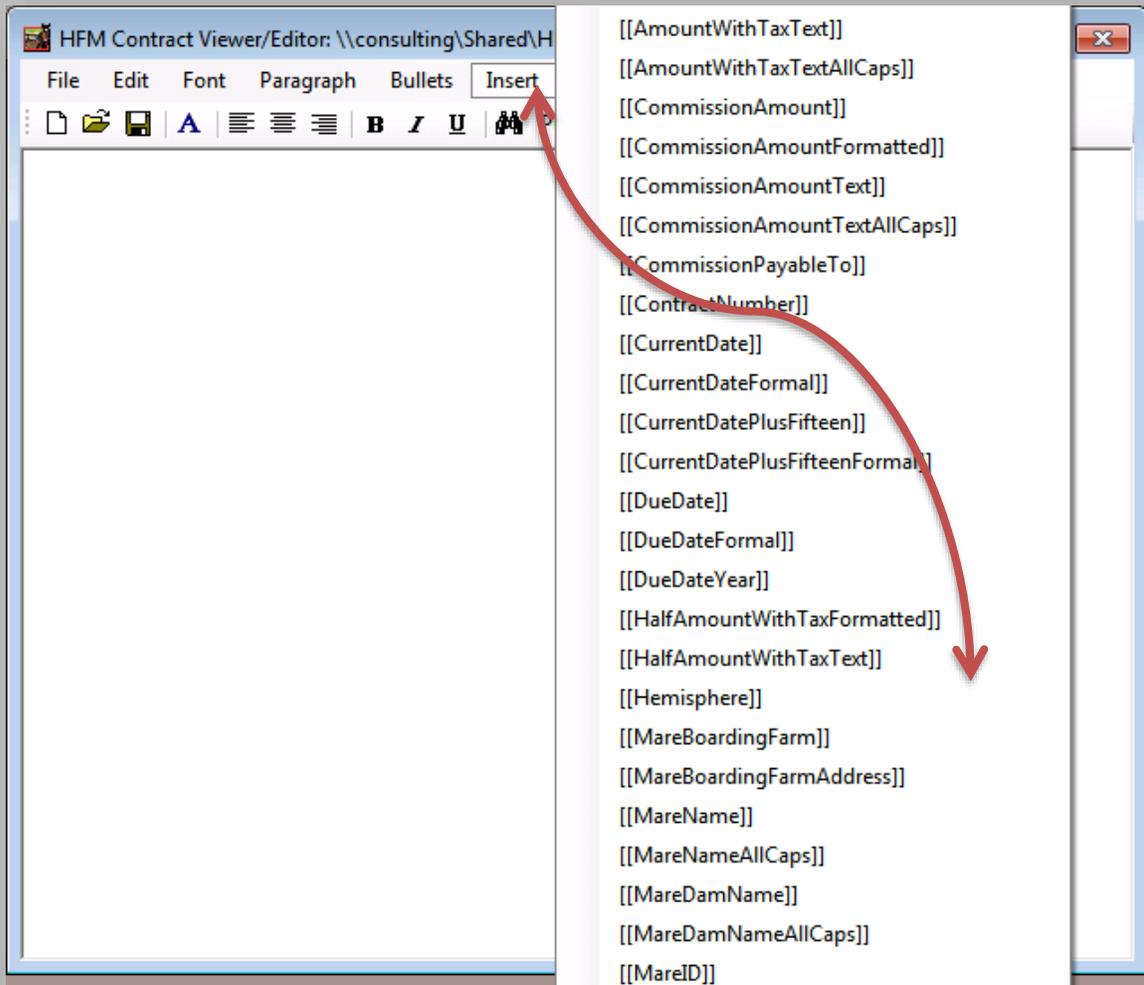
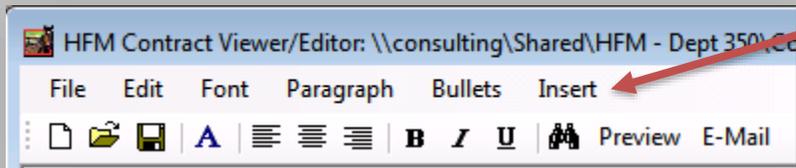
Find

Create Remove

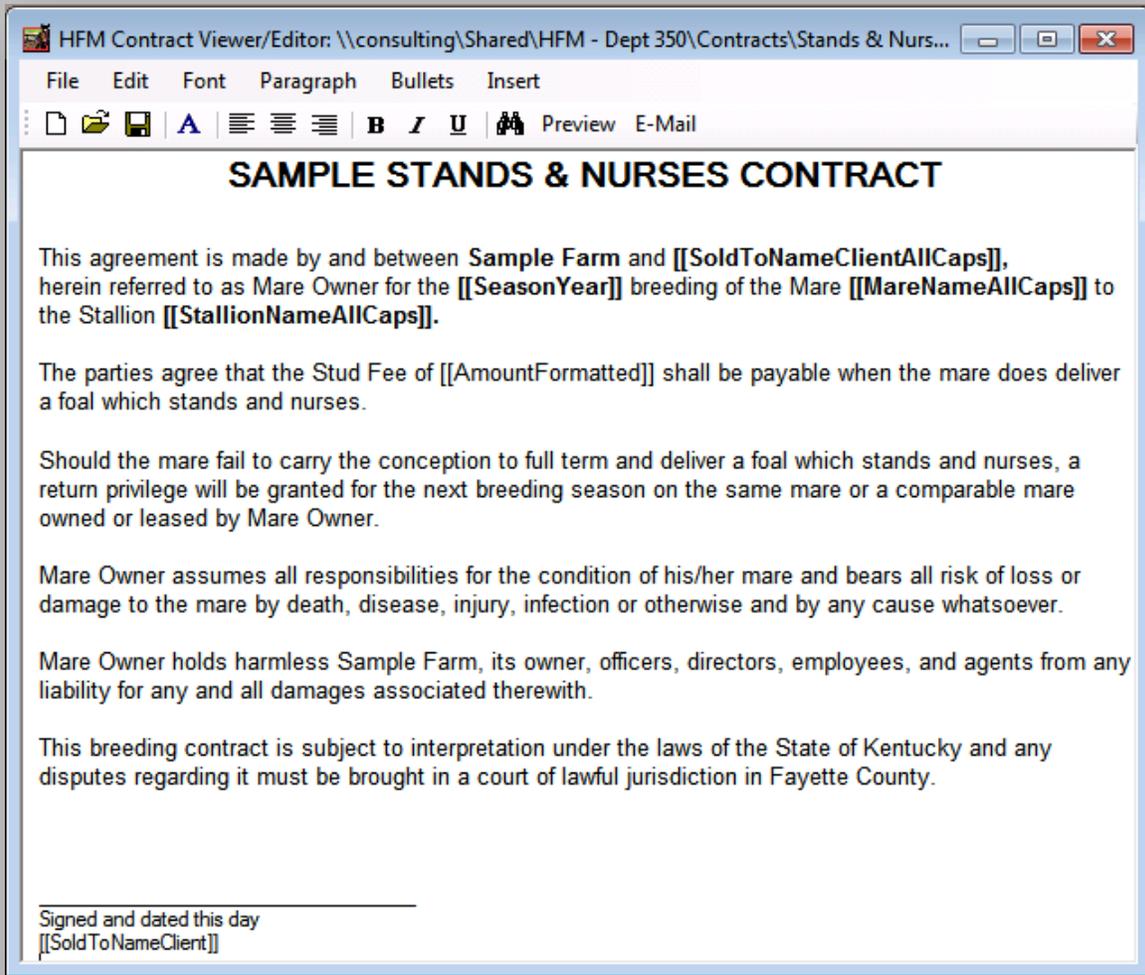
- First select a Stud Fee Term from the drop down list in the **Terms Code Templates** section and then click the “Create” button. Remember, you will be creating a separate Terms Code Template for **each** of your Stud Fee Terms.

STALLION CONTRACT MODULE

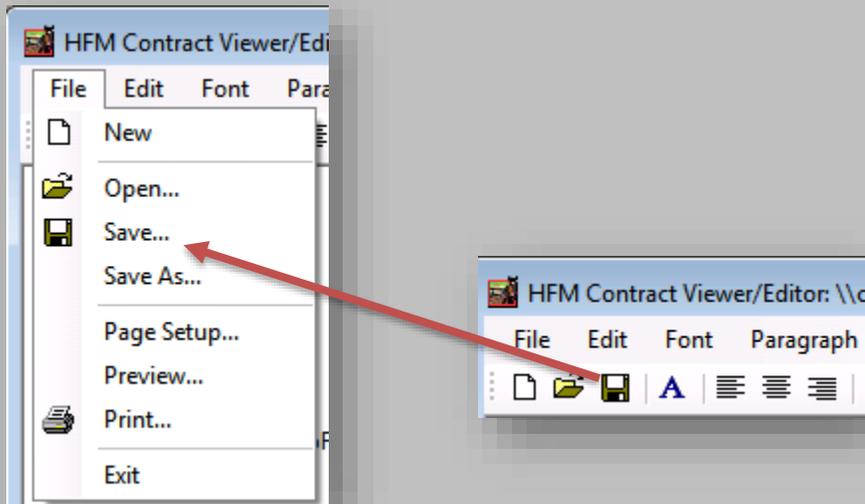
- Begin typing the **Terms Code Template** based on the Stud Fee Term that you selected, inserting fields from the “Insert” menu as you need them.



STALLION CONTRACT MODULE

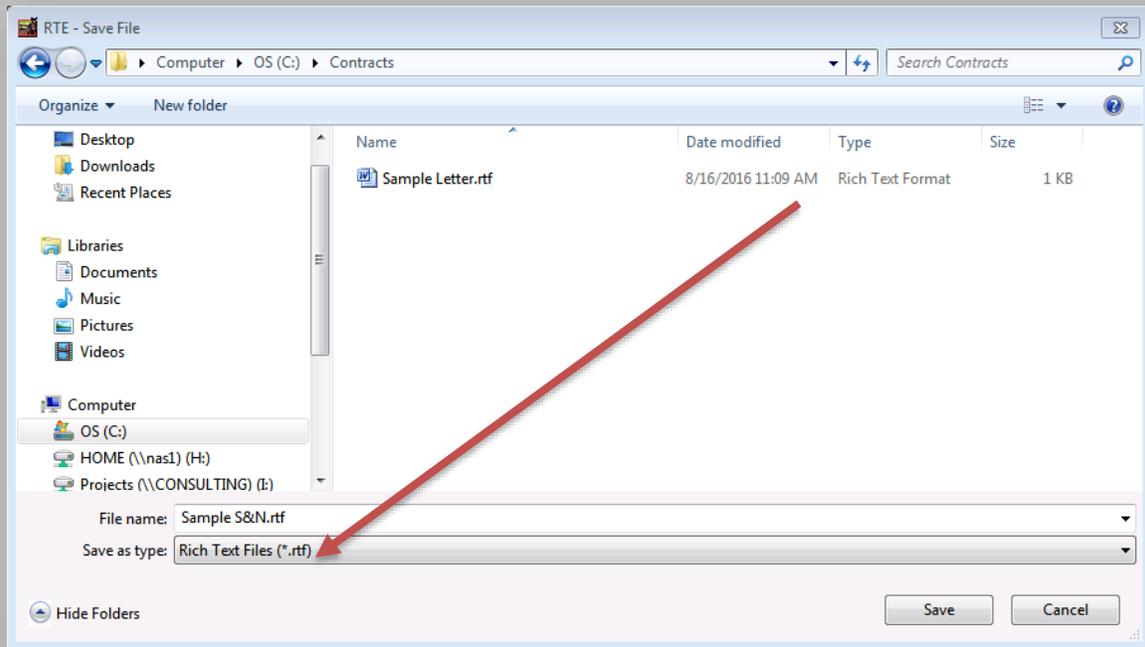


- When you have finished typing your **Terms Code Template** click "Save"



STALLION CONTRACT MODULE

- By default your **Terms Code Template** will be saved in your designated *Save Folder* as an **rtf** file.



- The location of your *Save Folder* can be found in your Preferences – Company Settings.

STALLION CONTRACT MODULE

Preference - Company Settings

Company Settings

Band/Tag Numbers

Enable Band/Tag Number Field

Display Band/Tag Number First

Default Breed: Thoroughbred

Default Farm: Dept350 Farm

Save Folder: ...consulting\Shared\HFM - Dept 350\ Browse...

Contract Number: 226 Session 1 Default Time: []

Session Count: 5 Session 2 Default Time: []

Session 3 Default Time: []

Session 4 Default Time: []

Fertility Analysis

Code for In-Foal: P []

Code for Barren: B []

Code for Slipped: SL []

OK Cancel

- When your **Terms Code Template** has been saved, close the **HFM Contract Viewer/Editor**.

STALLION CONTRACT MODULE

The screenshot shows a window titled "Contract Template Setup" with three main sections:

- Contract Letter Template:** A text box containing the path "\\consulting\Shared\HFM - Dept 350\Contracts\ContractLetterTemplate.rtf" and a "Find" button. Below are "Edit" and "Remove" buttons.
- Terms Code Templates:** A section with a "Stud Fee Terms:" dropdown menu set to "Stands & Nurses". Below it is a text box with the path "\\consulting\Shared\HFM - Dept 350\Contracts\Stands & NursesTemplate.rtf" and a "Find" button. Below that are "Edit" and "Remove" buttons. Two red arrows point to these buttons.
- Commission Agreement Template:** An empty text box with a "Find" button. Below are "Create" and "Remove" buttons.

- If you need to make any changes, corrections or updates to the **Terms Code Templates**, select the Stud Fee Term then click "Edit". Make your changes for that Stud Fee Term Template and click "Save".
- If you want to completely remove any of the **Terms Code Templates** and start over, first select the Stud Fee Term then click "Remove".

STALLION CONTRACT MODULE

Contract Template Setup

- **Commission Agreement Template**

Contract Template Setup

Contract Letter Template

\\consulting\Shared\HFM - Dept 350\Contracts\ContractLetterTemplate.rtf Find

Edit Remove

Terms Code Templates

Stud Fee Terms: Stands & Nurses

\\consulting\Shared\HFM - Dept 350\Contracts\Stands & NursesTemplate.rtf Find

Edit Remove

Commission Agreement Template

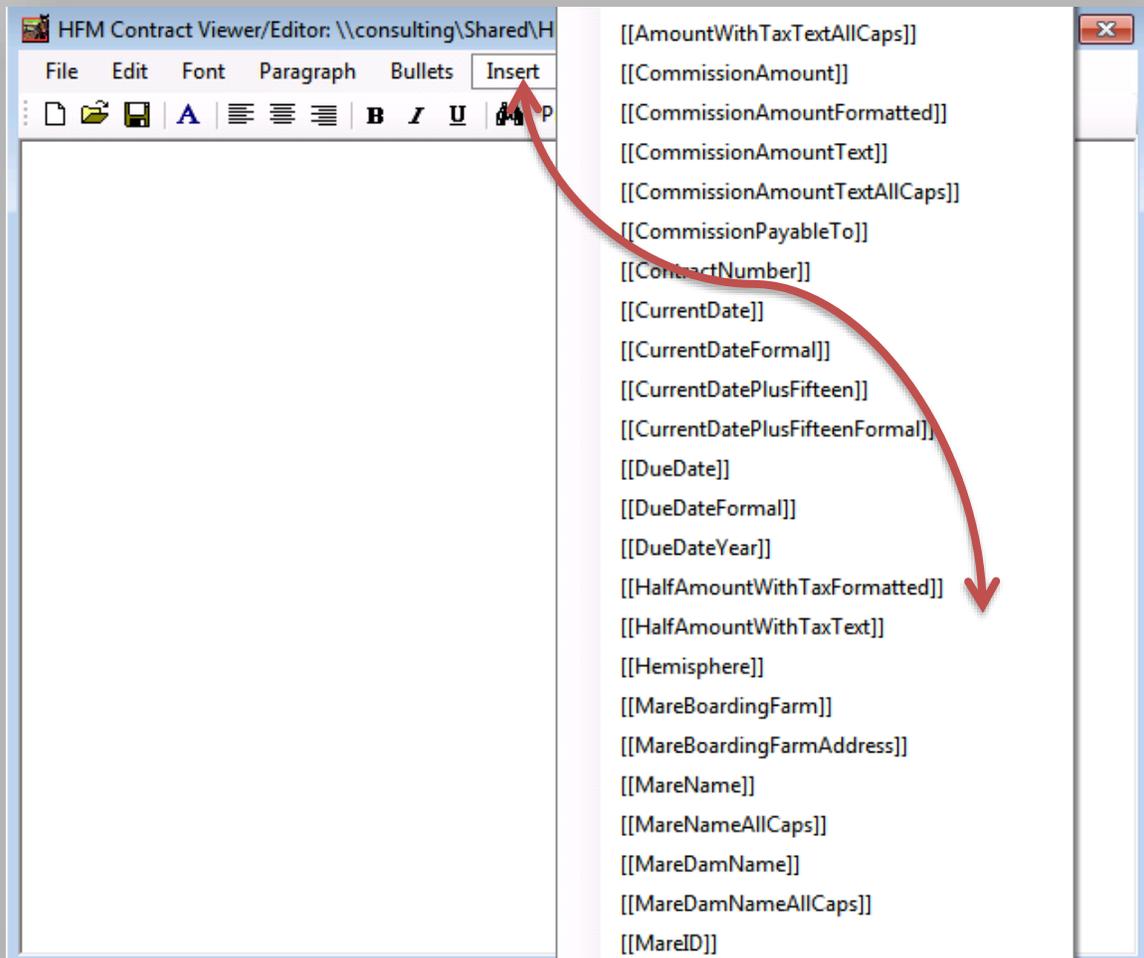
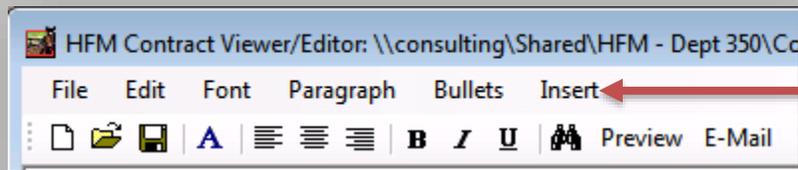
Find

Create Remove

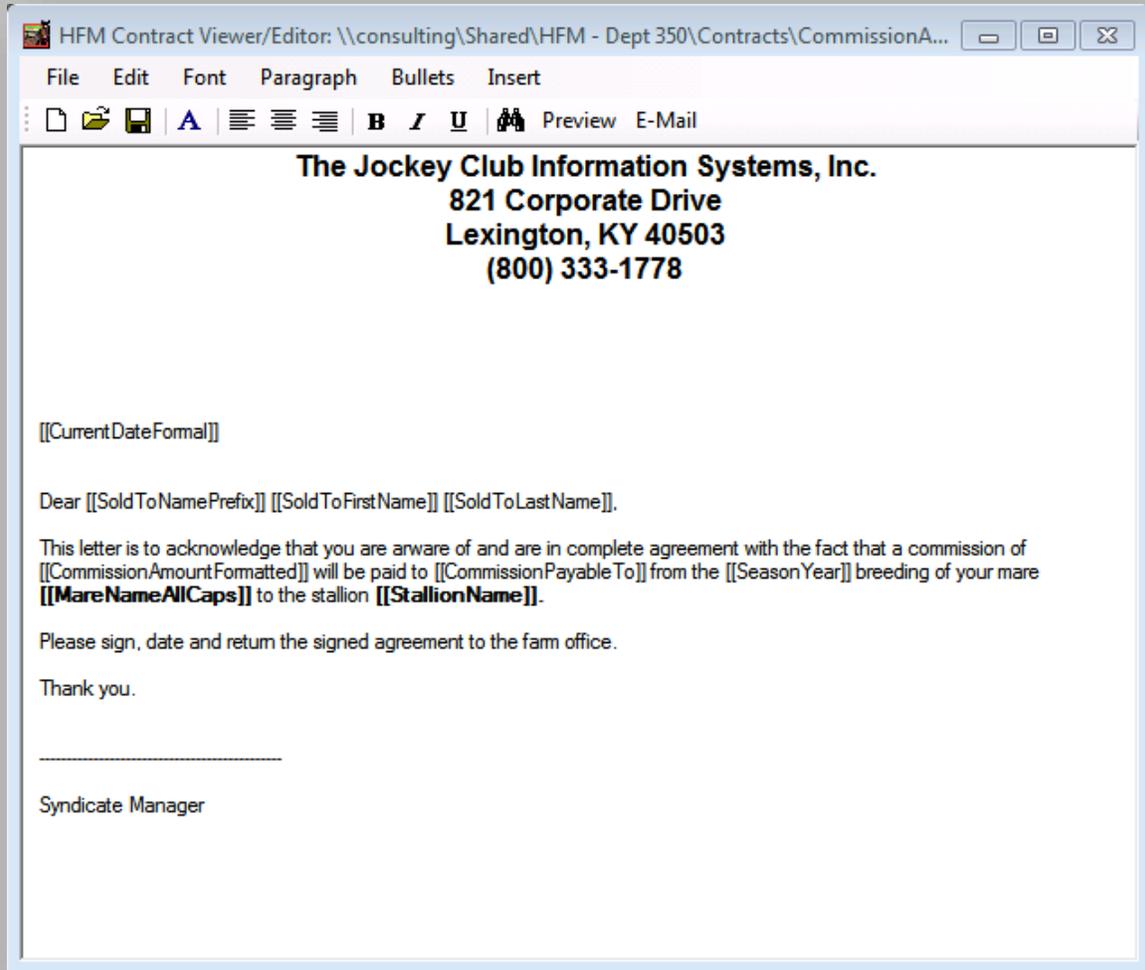
- Next create your **Commission Agreement Template**
- Click the “Create” button in the **Commission Agreement Template** section

STALLION CONTRACT MODULE

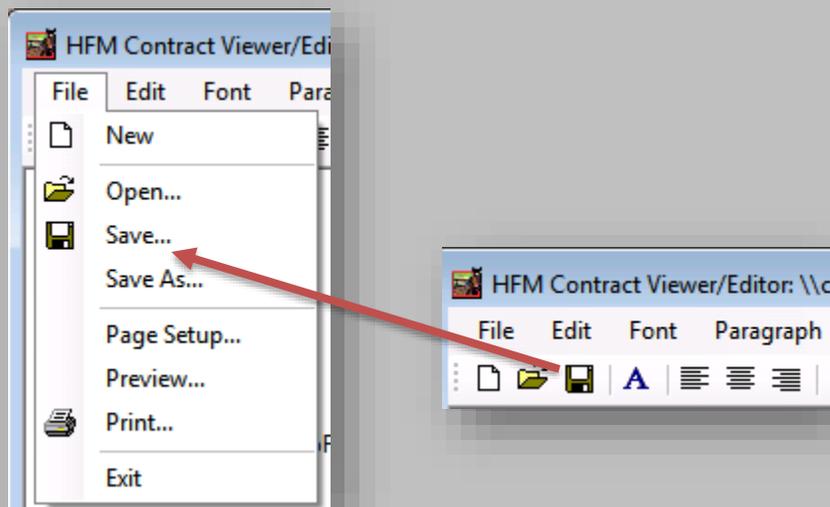
- Begin typing the **Commission Agreement Template**, inserting fields from the “Insert” menu as you need them.



STALLION CONTRACT MODULE

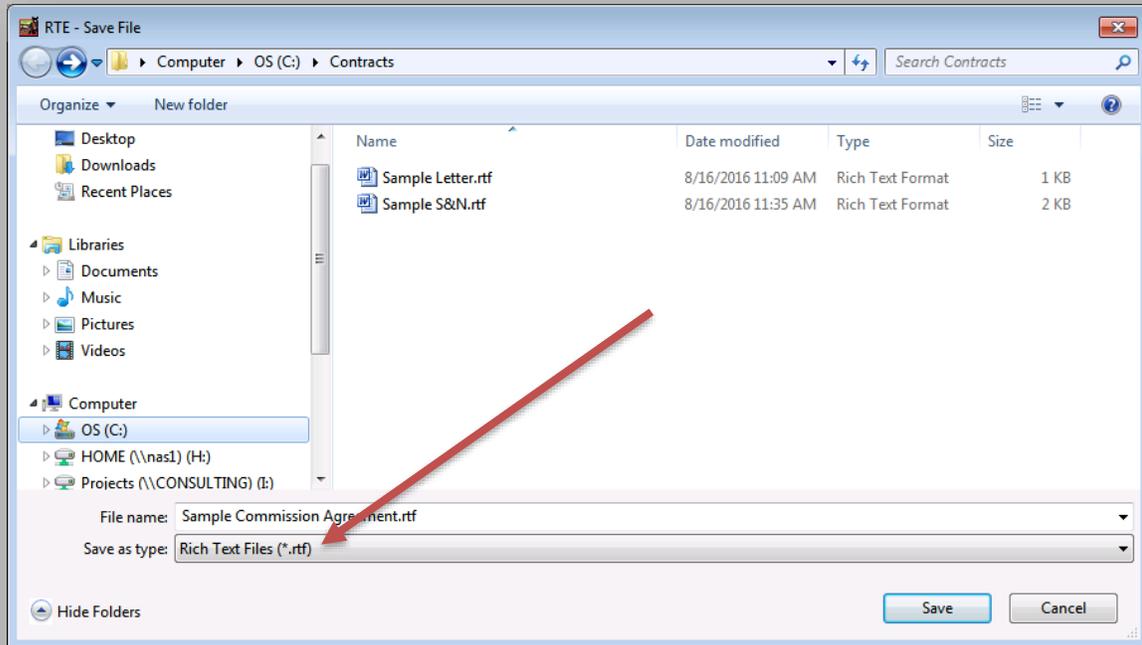


- When you have finished typing your **Commission Agreement Template** click "Save".



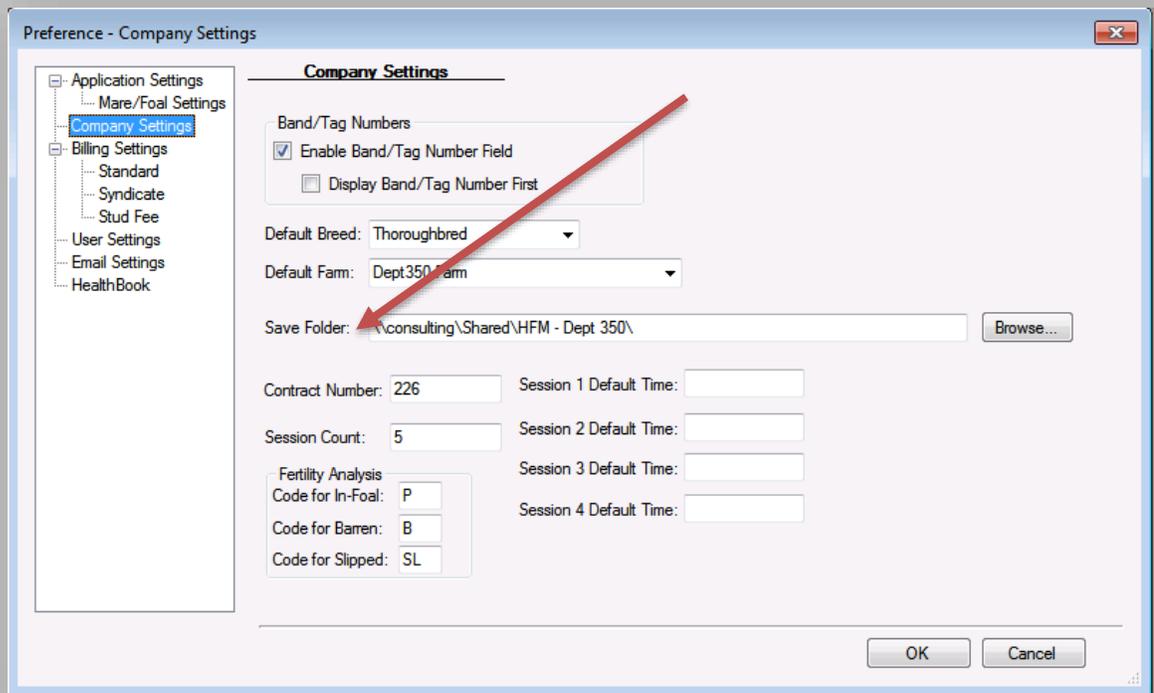
STALLION CONTRACT MODULE

- By default your **Commission Agreement Template** will be saved in your designated *Save Folder* as an **rtf** file.



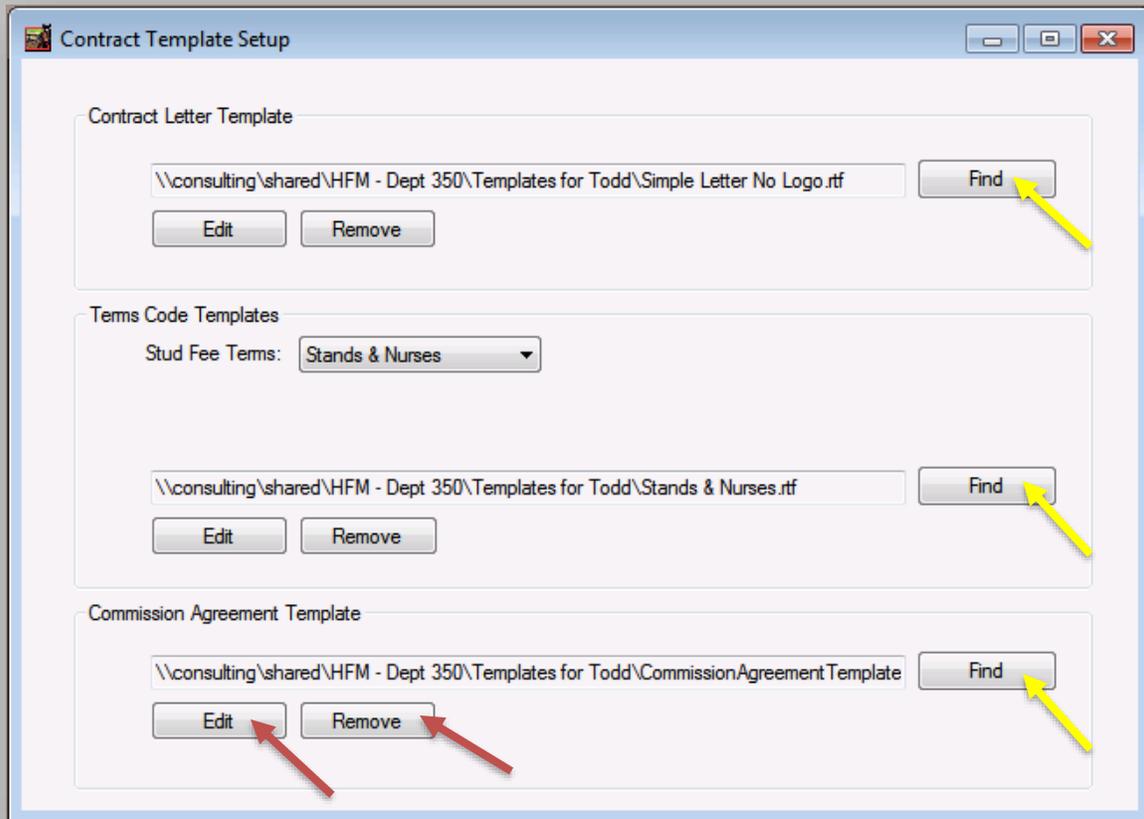
- The location of your *Save Folder* can be found in your Preferences – Company Settings.

STALLION CONTRACT MODULE



- When your **Commission Agreement Template** has been saved, close the **HFM Contract Viewer/Editor**.

STALLION CONTRACT MODULE



- If you need to make any changes, corrections or updates to the **Commission Agreement Template**, click "Edit", make your changes and click "Save".
- If you want to completely remove the current **Commission Agreement Template** and start over, click "Remove".



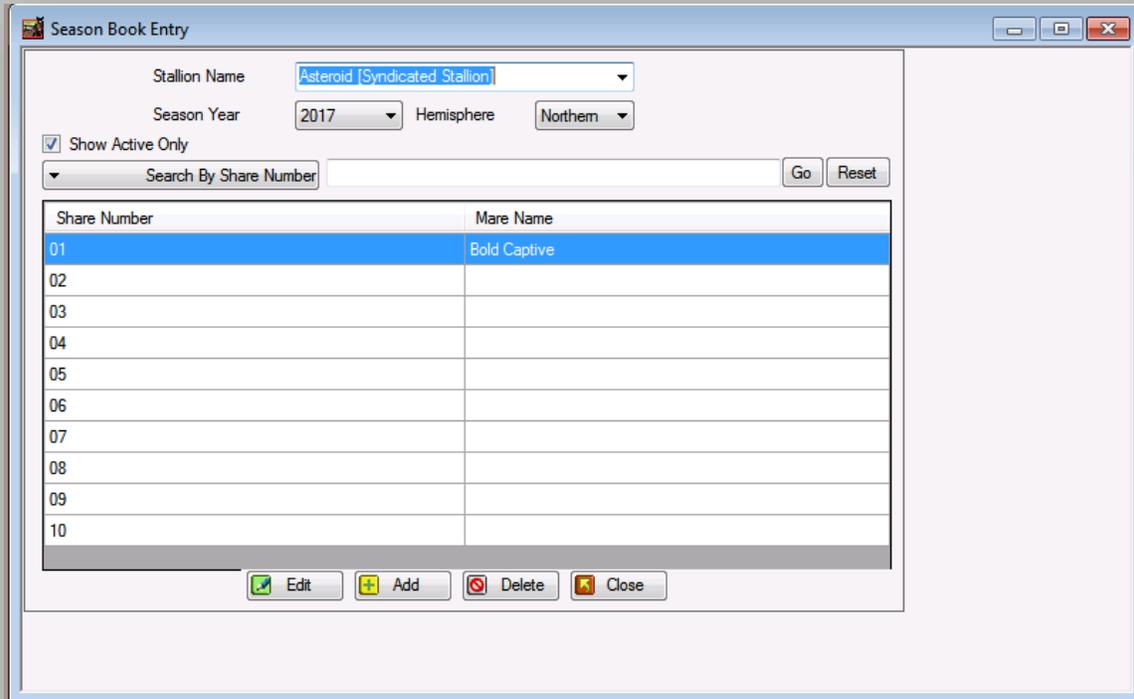
- Once you have created and saved your templates, their locations will be displayed in the corresponding template field
- If you have already created a Template and saved it elsewhere on your computer, you can click on "**Find**", select the file, and then save it as an **rtf** file for use in this contract module.

STALLION CONTRACT MODULE

Season Book File

(Stallion > Season Book)

- Select “Stallion” then “Season Book”



The screenshot shows a window titled "Season Book Entry". At the top, there are several input fields: "Stallion Name" with a dropdown menu showing "Asteroid [Syndicated Stallion]", "Season Year" with a dropdown menu showing "2017", and "Hemisphere" with a dropdown menu showing "Northern". Below these is a checkbox labeled "Show Active Only" which is checked. There is also a search bar labeled "Search By Share Number" with "Go" and "Reset" buttons. The main area contains a table with two columns: "Share Number" and "Mare Name". The first row is highlighted in blue and contains the values "01" and "Bold Captive". The other rows are empty. At the bottom of the window, there are four buttons: "Edit", "Add", "Delete", and "Close".

Share Number	Mare Name
01	Bold Captive
02	
03	
04	
05	
06	
07	
08	
09	
10	

- Select the Stallion Name
- Select the Season Year and Hemisphere
- Select the Share/Season Number and click “Edit”

STALLION CONTRACT MODULE

Season Book File Entry General Information

The screenshot shows the 'Season Book File Entry' window. At the top, there are buttons for Search, Save, Cancel, and Delete. Below these are input fields for Stallion Name (Asteroid), Share # (01), Season Year (2017), and Hemisphere (N). A Status dropdown is set to 'Farm Pool' with a Status Date of 12/30/2016. Financial fields include Default Stud Fee (\$10,000.00) and Up Front Amount (\$1,000.00). The Mare Name is 'Bold Captive [Outside Mare]' and Confirmed By is 'cec' with a Confirmed On date of 12/30/2016. A 'Share/Stallion Ownership' table lists 'Messier, Isabelle' (66.66%) and 'Long Grey Line Farm' (33.34%). A 'Purchaser' table has one entry with a bill amount of \$0.00. The interface includes 'Auto-Fill', 'New', and 'Remove' buttons for ownership and purchaser data.

Main Contact	Share/Stallion Ownership	Percent
<input type="checkbox"/>	Messier, Isabelle	66.66 %
<input checked="" type="checkbox"/>	Long Grey Line Farm	33.34 %

Sold Date	Sold To	Sold By	Bill	Amount	Due Date	Terms Code	Billed
			<input checked="" type="checkbox"/>	\$0.00			Create

- Status: [Optional] Select the Status of the Share/Season from the drop down list.
- Status Date: [Optional] This is a very flexible field that can be used to record any number of transaction dates. You can use it to record the date the client contacted you or the date you mailed the contract or the date you received the contract or the date the client signed the contract.
- Default Stud Fee: [Optional] Automatically populates from the Stallion Information Entry/Edit page.
- Up Front Amount: [Optional] Automatically populates from the Stallion Information Entry/Edit page.
- Mare Name: From the drop down list select the name of the Mare that will be bred to this Stallion on this share/season for the Selected Season Year.
- Confirmed By: [Optional] Usually the name or initials of the person that confirmed/authorized the contract to be created.
- Confirmed On: [Optional] Usually the date you were notified that the contract was confirmed/authorized.
- Share/Stallion Ownership: Indicates who owns the stallion such as a Syndicate, or individual owners. If the stallion is Syndicated the Share will be assigned to a specific Shareholder.
- Note: The "Auto-Fill" button will auto-fill the ownership information that is found in the Horse Master File.

STALLION CONTRACT MODULE

Creating Contracts

Once you have entered the general information in the Season Book File you can begin creating contracts.

Sold Date	Sold To	Sold By	Bill	Amount	Due Date	Terms Code	Billed
			<input checked="" type="checkbox"/>	\$0.00			Create

- Click on the Purchaser tab. Click “New”
- Sold Date: This is a very flexible field that can be used to record any number of transaction dates. You can use it to record the date the client contacted you or the date you mailed the contract or the date you received the contract or the date the client signed the contract.
- Sold To: This is the name of the person or entity that owns the mare and/or the name of the person or entity that will be invoiced for this season/share. This is the name of the person or entity that will appear on the Contract. Click on the button and select the name of the client from your client master list.
- Sold By: Enter the name of the person or company that sold this season.
- Bill: The system defaults with a check in the “Bill” box to indicate that the person/company in the “Sold To” field will be invoiced for this stud fee.
- Amount: Enter the Stud Fee amount to be invoiced. This is amount that will appear on the contract.

STALLION CONTRACT MODULE

- Due Date: Enter the date this stud fee is due (9/01/17, 11/01/17, etc.). If this Stud Fee is payable “Stand & Nurse” and you have designated that the system will automatically calculate and enter the due date for you based on the mare’s last day bred, leave this field blank.
 - If you select the Terms Code “Stands and Nurses” you do not have to fill in the due date as the due date will be automatically calculated and inserted into the field based on the Invoice Due Date information that you have entered. **(See Sample Stud Fee Terms Entry).**
- Terms Code: Select the correct Stud Fee Terms Code from the drop down list (Payable September 1, Stands & Nurses, No Guarantee, etc.).
- The “Create” button creates a Stud Fee Invoice. It is *not* used to create contracts.
- **NOTE:** At the very minimum, you must enter information in the “Sold To”, and “Terms Code” in order to create a contract.

Sample Stud Fee Terms

Stud Fee Terms Entry

Search Save Cancel Delete

Stud Fee Terms: Stands & Nurses

Invoice Due: 11 Days Months after last date bred.

Invoice only if mare status is

Active

Stud Fee Terms Audit Log
Created by: cec
on: 5/23/2011 4:17 PM
Last updated by: cec
on: 7/23/2014 9:12 AM

<< Stud Fee Terms Comments

STALLION CONTRACT MODULE

- Next, if there is going to be a Commission associated with this Share/Season click on the "Commission" tab.

The screenshot shows the 'Season Book File Entry' window. At the top, there are buttons for Search, Save, Cancel, and Delete. Below this, the main form contains several fields: Stallion Name (Asteroid), Share # (01), Season Year (2017), Hemisphere (N), Status (Farm Pool), Status Date (12/30/2016), Default Stud Fee (\$10,000.00), Up Front Amount (\$1,000.00), Mare Name (Bold Captive [Outside Mare]), Confirmed By (cec), and Confirmed On (12/30/2016). A red arrow points to the 'Commission' tab in the 'Purchaser' section.

Share/Stallion Ownership

Main Contact	Share/Stallion Ownership	Percent
<input type="checkbox"/>	Messier, Isabelle	66.66 %
<input checked="" type="checkbox"/>	Long Grey Line Farm	33.34 %

Purchaser | Consignor | **Commission**

Sold Date	Sold To	Sold By	Bill	Amount	Due Date	Terms Code	Billed
12/30/2016	Sugar 'n Spice F...	...	<input checked="" type="checkbox"/>	\$10,000.00		Stands & Nur...	Create

Contracts | |

Season Book File Audit
Created by: cec
on: 8/16/2016 4:43 PM
Last updated by: cec
on: 8/17/2016 10:18 AM

<< Season Book File

Saved Documents
Season Book
Empty

STALLION CONTRACT MODULE

Season Book File Entry

Search Save Cancel Delete

Stallion Name Asteroid Share # 01 Season Year 2017 Hemisphere N

Status Farm Pool

Status Date 12/30/2016

Default Stud Fee \$10,000.00

Up Front Amount \$1,000.00

Mare Name Bold Captive [Outside Mare]

Confirmed By cec

Confirmed On 12/30/2016

Purchaser Consignor Commission

Payable To ...

Percent 0.00%

Amount

Date Paid

client Search Popup

Search By Last/Company Name

Client Name	Farm/Company	Location	Active
... Unknown	... Unknown		
	123 Test Mail		
	Adams Stable	Oklahoma City, ...	
Baker, Dale	Grand Royal Far...	Vienna, Ontario	
Barker, Frankie	Applewood Farm	Yucaipa, California	
	Ben Ali Partnership	Lexington, Kentu...	
Bondurant, Joseph		Schenectady, N...	
Briscoe, Natalie	Briscoe Training ...	Heath, Texas	

- Select the person “Payable To” from the master client list.
- Enter the Percent
- Enter the Amount of the Commission to be paid.
- Enter the Date Paid only after you have actually paid the commission to the person indicated.
- Click on the Purchaser tab to get back to the Contracts section.

STALLION CONTRACT MODULE

Season Book File Entry

Stallion Name Asteroid
Share # 01
Season Year 2017
Hemisphere N

Status Farm Pool
Share/Stallion Ownership

Status Date 12/30/2016
Default Stud Fee \$10,000.00
Up Front Amount \$1,000.00
Mare Name Bold Captive [Outside Mare]
Confirmed By cec
Confirmed On 12/30/2016

Main Contact	Share/Stallion Ownership	Percent
<input type="checkbox"/>	Messier, Isabelle	66.66 %
<input checked="" type="checkbox"/>	Long Grey Line Farm	33.34 %

Purchaser
Consignor
Commission

Payable To Toscani, G...
Percent 5.00 %
Amount \$500.00
Date Paid

Season Book File Audit
Created by: cec

on: 8/16/2016 4:43 PM
Last updated by: cec
on: 8/17/2016 10:18 AM

Season Book

Empty

STALLION CONTRACT MODULE

- After you have entered all of the information or at least “Sold To”, and “Terms Code” in the Season Book File Entry, click on “Contracts”.

Season Book File Entry

Search Save Cancel Delete

Stallion Name Asteroid Share # 01 Season Year 2017 Hemisphere N

Status Fam Pool

Status Date 12/30/2016

Default Stud Fee \$10,000.00

Up Front Amount \$1,000.00

Mare Name Bold Captive [Outside Mare]

Confirmed By cec

Confirmed On 12/30/2016

Share/Stallion Ownership

Main Contact	Share/Stallion Ownership	Percent
<input type="checkbox"/>	Messier, Isabelle	66.66 %
<input checked="" type="checkbox"/>	Long Grey Line Farm	33.34 %

Auto-Fill New Remove

Purchaser Consignor Commission

Sold Date	Sold To	Sold By	Bill	Amount	Due Date	Terms Code	Billed
12/30/2016	Sugar 'n Spice F...	...	<input checked="" type="checkbox"/>	\$10,000.00		Stands & Nur...	Create

Contracts New Remove

Season Book File Audit

Created by: cec
on: 8/16/2016 4:43 PM
Last updated by: cec
on: 8/17/2016 10:18 AM

<< Season Book File

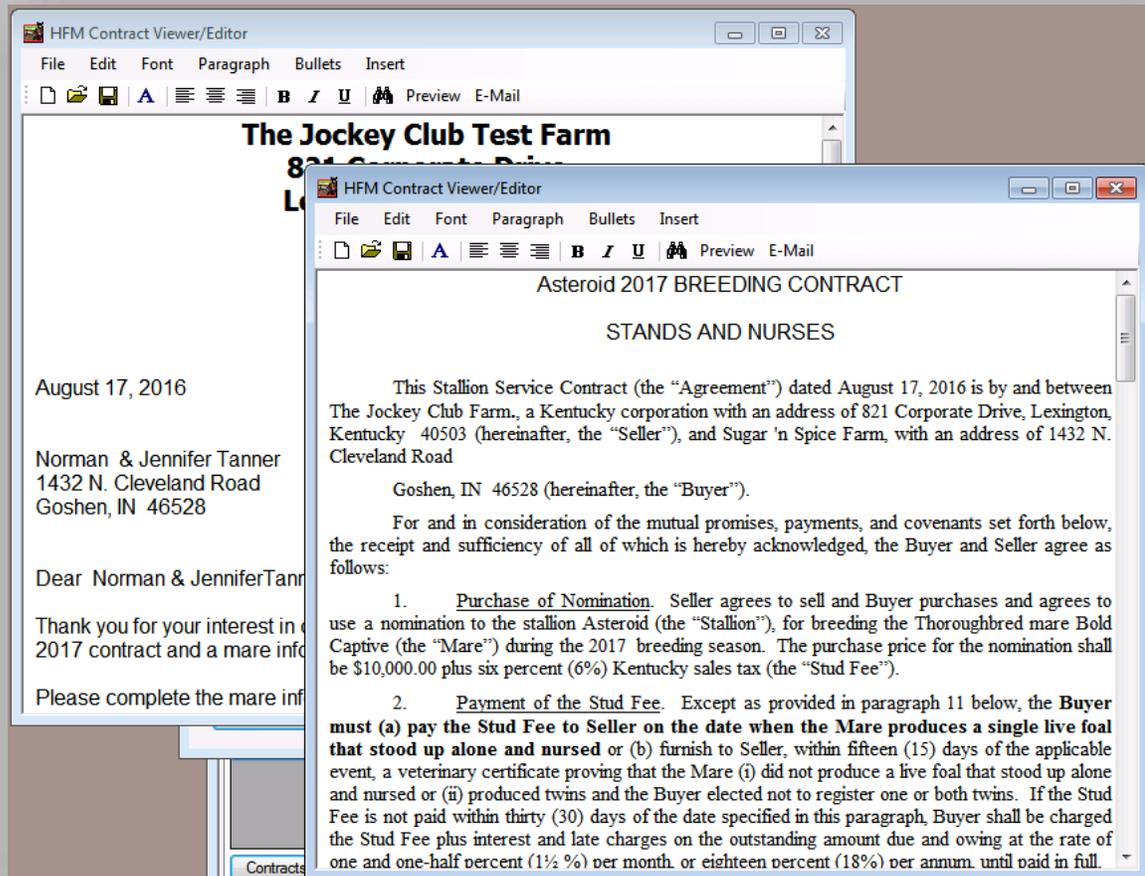
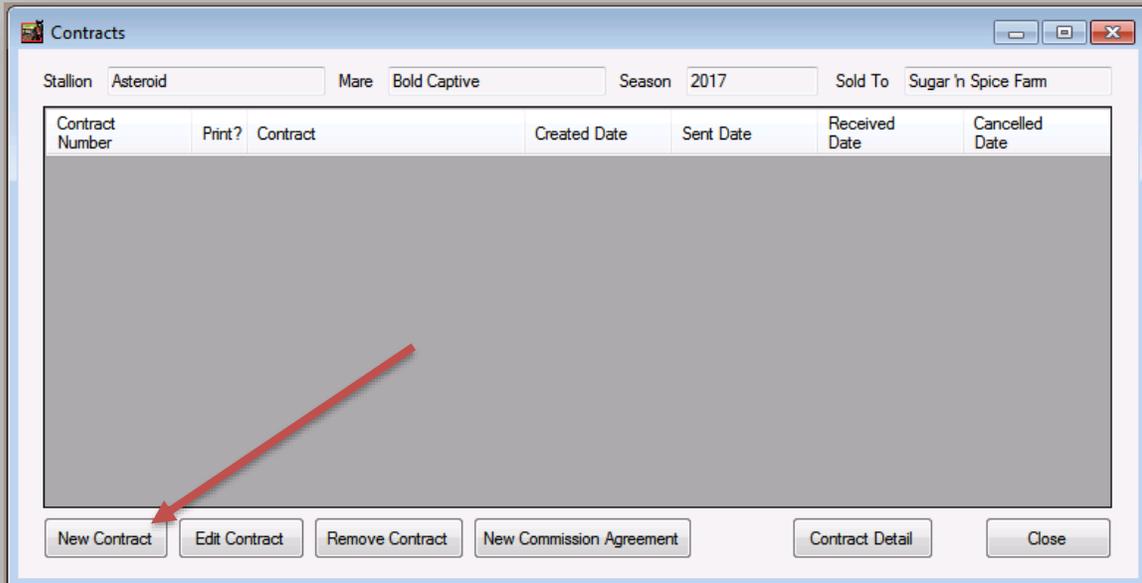
Saved Documents

Season Book
Empty

Add Remove

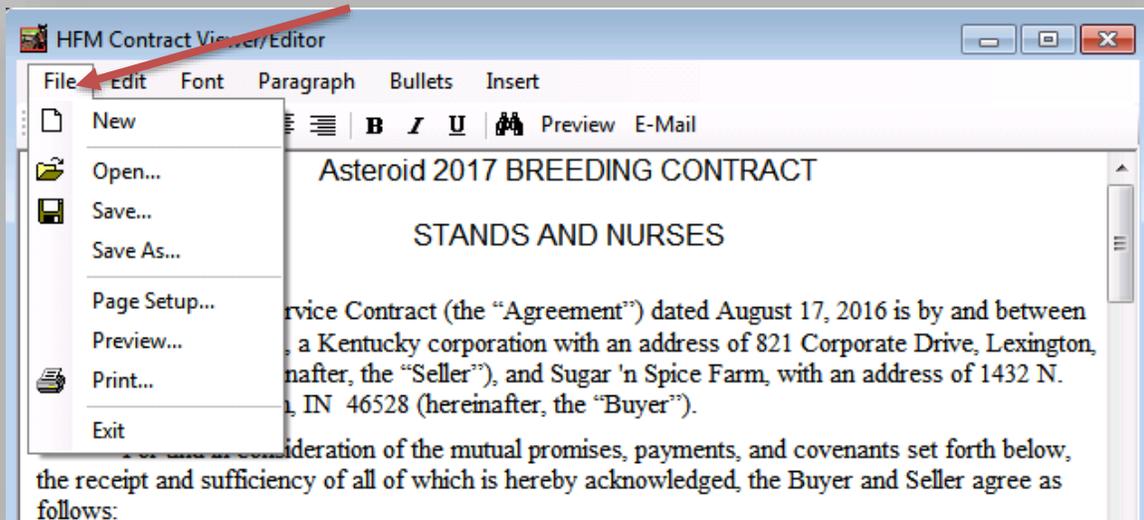
STALLION CONTRACT MODULE

- Click “New Contract”



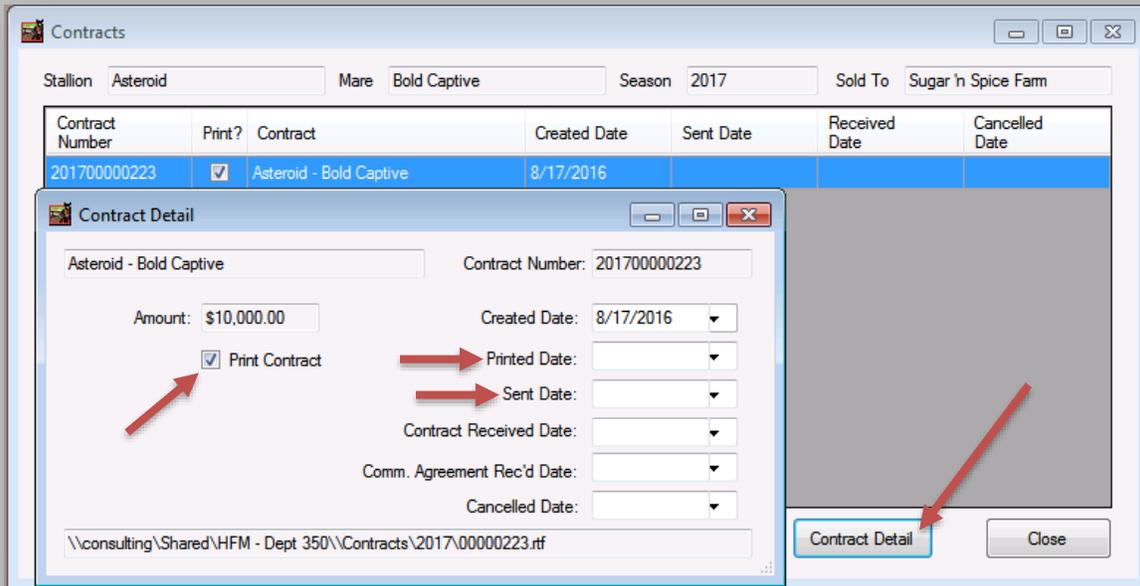
STALLION CONTRACT MODULE

- The Letter and the Contract will be created.
 - The contract module will automatically number contracts as they are created. The number will contain the season year first followed by the automated number.
- You can print the letter and the contract now or wait and print a batch of contracts/letters through the menu option “Contract Printer”.
- Instructions for printing a batch of contracts and letters will be explained in the section “Contracts” > “Contract Printer”.
- To print now, click on “File” in the menu bar at the top left of the screen and select print. Once the document has printed, save the document and close the HFM Contract Viewer/Editor.

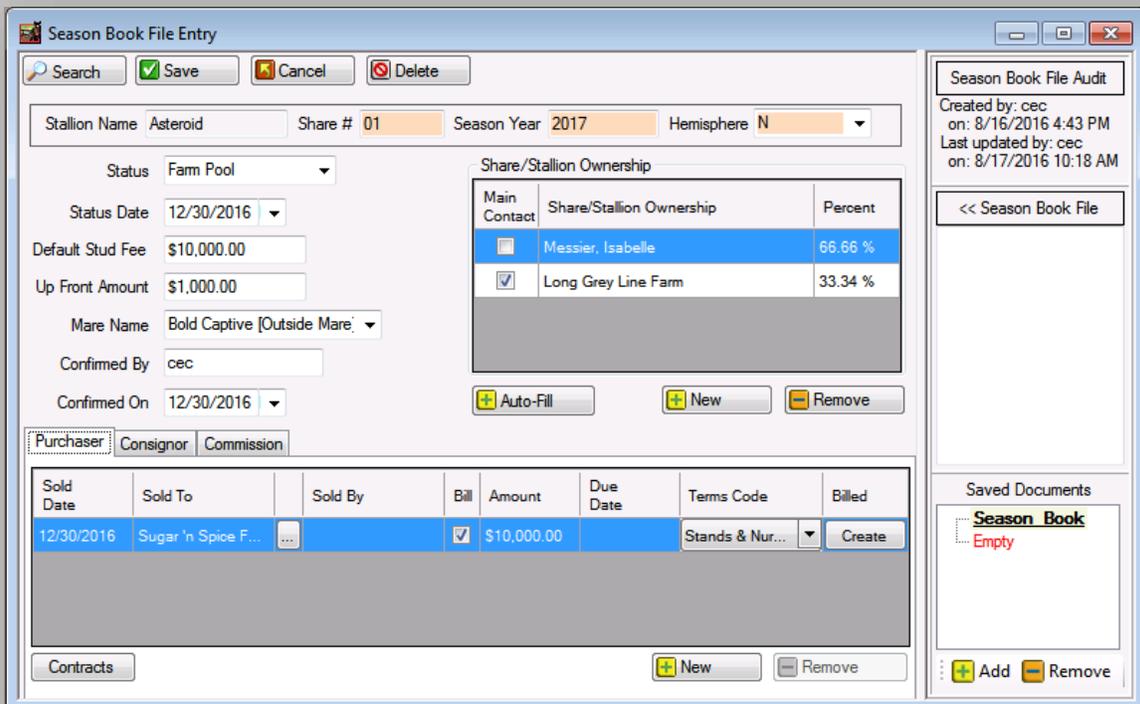


- If you have printed the contract now and do not want to print this contract through the “Contract Printer” menu option, click on “**Contract Detail**”, fill in the *Printed Date* and the *Sent Date* and Un-check the box “Print Contract”.

STALLION CONTRACT MODULE



- Close the Contract Detail screen
- Close the Contracts screen.
- Click “Save” on the Season Book File Entry screen.



STALLION CONTRACT MODULE

- Repeat these steps for each contract that is to be created for each of the Season Book File Entries.

Creating a Commission Agreement

- Make sure that you have Created a Commission Agreement Template before proceeding with the creation of an actual Commission Agreement. (See page 21-25 for creating a Commission Agreement Template)

Contract Template Setup

Contract Letter Template

\\consulting\Shared\HFM - Dept 350\Contracts\ContractLetterTemplate.rtf Find

Edit Remove

Terms Code Templates

Stud Fee Terms: Stands & Nurses

\\consulting\Shared\HFM - Dept 350\Contracts\Stands & NursesTemplate.rtf Find

Edit Remove

Commission Agreement Template

Find

Create Remove

STALLION CONTRACT MODULE

- In the Season Book File Entry, click on the “**Commission**” tab and select the person to whom the commission is “Payable To” from the master client list.

Season Book File Entry

Search Save Cancel Delete

Stallion Name Asteroid Share # 01 Season Year 2017 Hemisphere N

Status Farm Pool

Status Date 12/30/2016

Default Stud Fee \$10,000.00

Up Front Amount \$1,000.00

Mare Name Bold Captive [Outside Mare]

Confirmed By cec

Confirmed On 12/30/2016

Share/Stallion Ownership

Main Contact	Share/Stallion Ownership	Percent
<input type="checkbox"/>	Messier, Isabelle	66.66 %
<input checked="" type="checkbox"/>	Long Grey Line Farm	33.34 %

Auto-Fill New Remove

Purchaser Consignor **Commission**

Sold Date	Sold To	Sold By	Bill	Amount	Due Date	Terms Code	Billed
12/30/2016	Sugar 'n Spice F...	...	<input checked="" type="checkbox"/>	\$10,000.00		Stands & Nur...	Create

Contracts New Remove

Season Book File Audit
Created by: cec
on: 8/16/2016 4:43 PM
Last updated by: cec
on: 8/17/2016 10:18 AM

<< Season Book File

Saved Documents
Season Book
Empty

Add Remove

Season Book File Entry

Search Save Cancel Delete

Stallion Name Asteroid Share # 01 Season Year 2017 Hemisphere N

Status Farm Pool

Status Date 12/30/2016

Default Stud Fee \$10,000.00

Up Front Amount \$1,000.00

Mare Name Bold Captive [Outside Mare]

Confirmed By cec

Confirmed On 12/30/2016

Purchaser Consignor **Commission**

Payable To ...

Percent 0.00 %

Amount

Date Paid

client Search Popup

Search By Last/Company Name

Client Name	Farm/Company	Location	Active
... Unknown	... Unknown		
	123 Test Mail		
	Adams Stable	Oklahoma City, ...	
Baker, Dale	Grand Royal Far...	Vienna, Ontario	
Barker, Frankie	Applewood Farm	Yucaipa, California	
	Ben Ali Partnership	Lexington, Kentu...	
Bondurant, Joseph		Schenectady, N...	
Briscoe, Natalie	Briscoe Training ...	Heath, Texas	

STALLION CONTRACT MODULE

- Enter the Percent.
- Enter the Amount of the Commission to be paid.
- *Enter the Date Paid only *after* the Commission has been paid out.

Season Book File Entry

Search Save Cancel Delete

Stallion Name Asteroid Share # 01 Season Year 2017 Hemisphere N

Status Farm Pool

Status Date 12/30/2016

Default Stud Fee \$10,000.00

Up Front Amount \$1,000.00

Mare Name Bold Captive [Outside Mare]

Confirmed By cec

Confirmed On 12/30/2016

Purchaser Consignor Commission

Payable To

Percent 0.00 %

Amount

Date Paid

client Search Popup

Search By Last/Company Name

Client Name	Farm/Company	Location	Active
... Unknown	... Unknown		
	123 Test Mail		
	Adams Stable	Oklahoma City, ...	
Baker, Dale	Grand Royal Far...	Vienna, Ontario	
Barker, Frankie	Applewood Farm	Yucaipa, California	
	Ben Ali Partnership	Lexington, Kentu...	
Bondurant, Joseph		Schenectady, N...	
Briscoe, Natalie	Briscoe Training ...	Heath, Texas	

STALLION CONTRACT MODULE

- When you have completed entering the Commission information click on the **Purchaser** tab to get back to the Contracts section

Season Book Entry

Search Save Cancel Delete

Stallion Name Asteroid Share # 01 Season Year 2017 Hemisphere N

Status Farm Pool

Status Date 12/30/2016

Default Stud Fee \$10,000.00

Up Front Amount \$1,000.00

Mare Name Bold Captive [Outside Mare]

Confirmed By cec

Confirmed On 12/30/2016

Share/Stallion Ownership

Main Contact	Share/Stallion Ownership	Percent
<input type="checkbox"/>	Messier, Isabelle	66.66 %
<input checked="" type="checkbox"/>	Long Grey Line Farm	33.34 %

Auto-Fill New Remove

Purchaser Consignor Commission

Sold Date	Sold To	Sold By	Bill	Amount	Due Date	Terms Code	Billed
12/30/2016	Sugar 'n Spice F...	Stallion Mgr.	<input checked="" type="checkbox"/>	\$10,000.00		Stands & Nur...	Create

Contracts New Remove

Season Book File Audit

Created by: cec
on: 8/16/2016 4:43 PM
Last updated by: cec
on: 9/12/2016 10:20 AM

<< Season Book File

Saved Documents

Season Book
Empty

Add Remove

- Click on “**Contracts**”
- Click “**New Commission Agreement**”

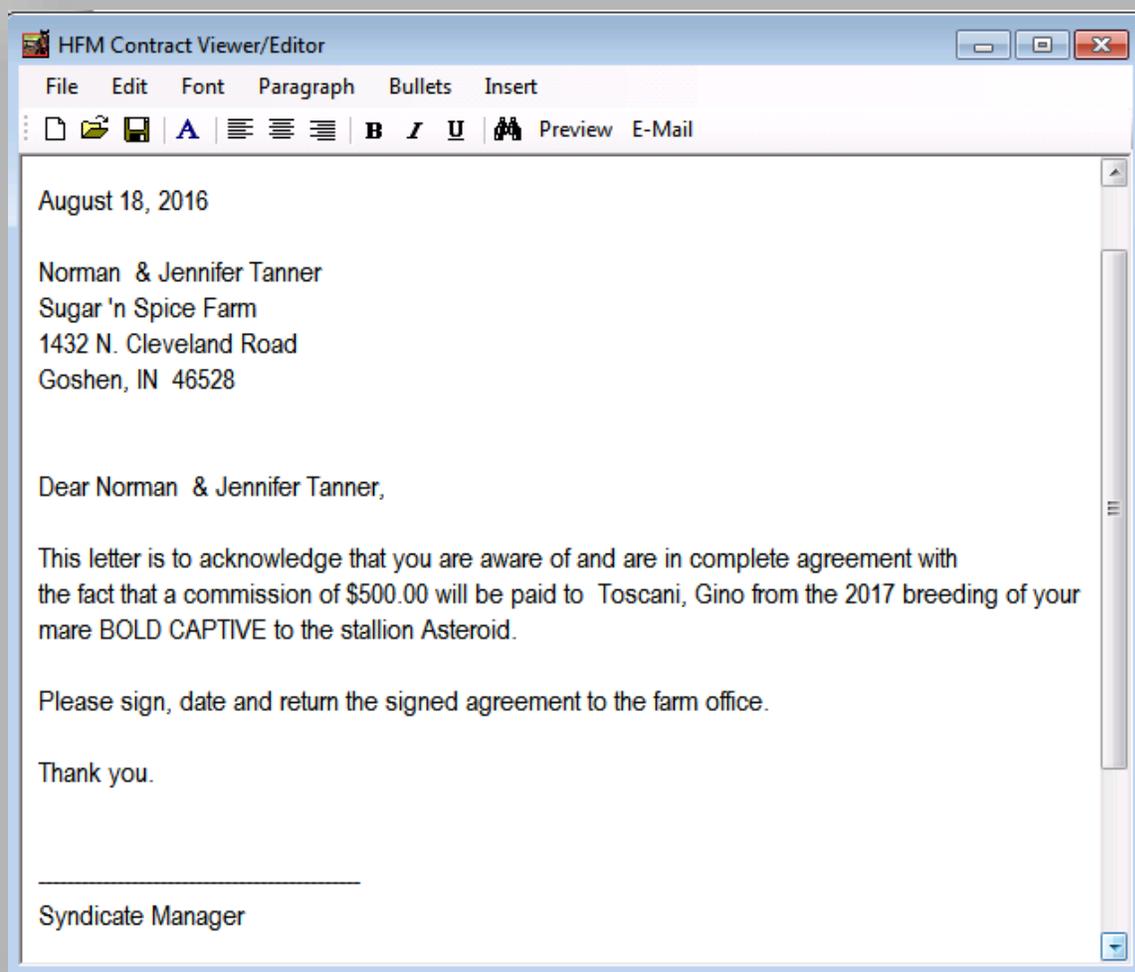
Contracts

Stallion Asteroid Mare Bold Captive Season 2017 Sold To Sugar 'n Spice Farm

Contract Number	Print?	Contract	Created Date	Sent Date	Received Date	Cancelled Date
201700000223	<input checked="" type="checkbox"/>	Asteroid - Bold Captive	8/17/2016			

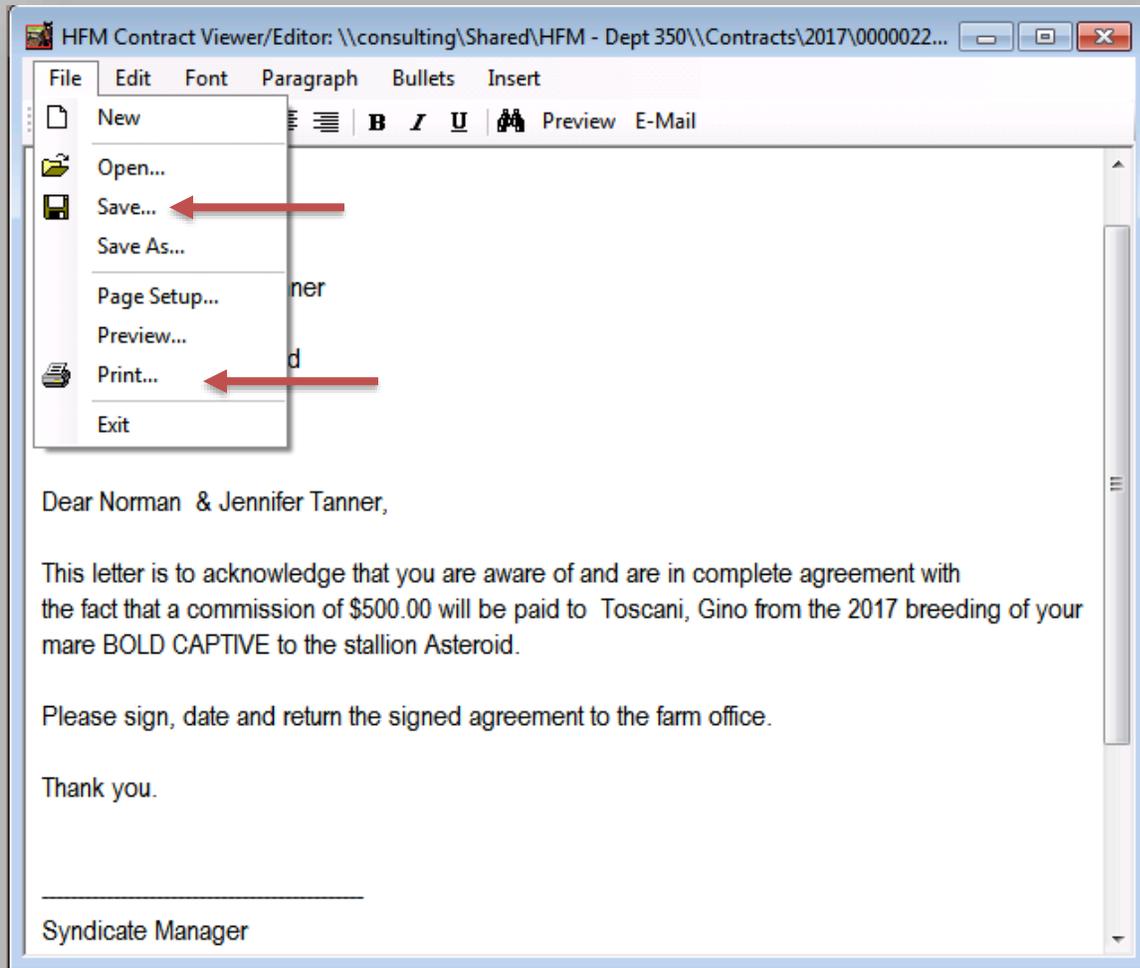
New Contract Edit Contract Remove Contract **New Commission Agreement** Contract Detail Close

STALLION CONTRACT MODULE



STALLION CONTRACT MODULE

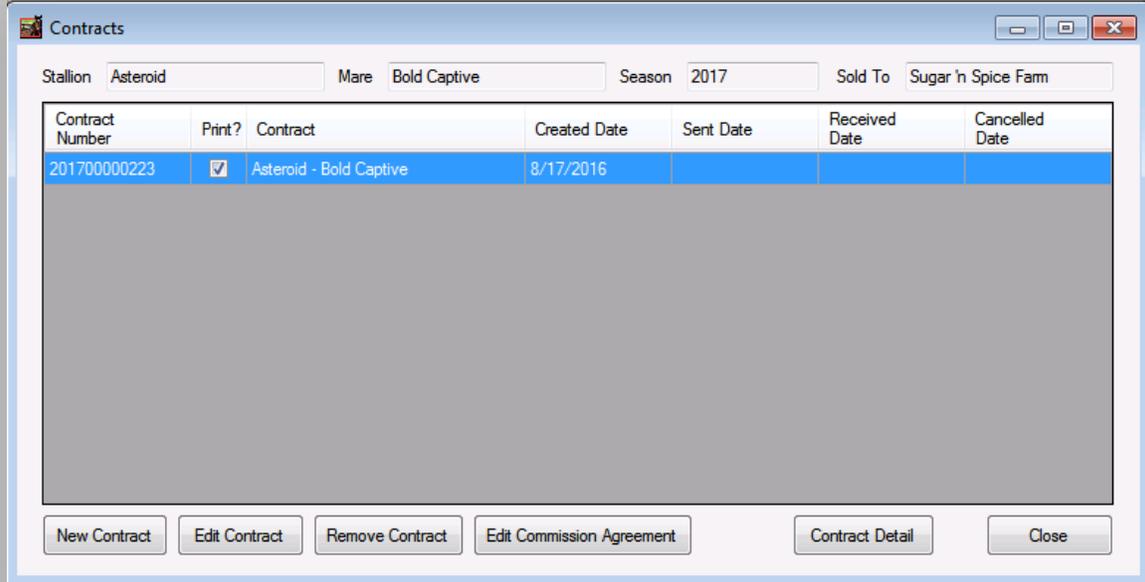
- Click “Save” to save the Commission Agreement
- Click “Print” to print the Commission Agreement now



- Close the Commission Agreement
- Close the Contracts screen

STALLION CONTRACT MODULE

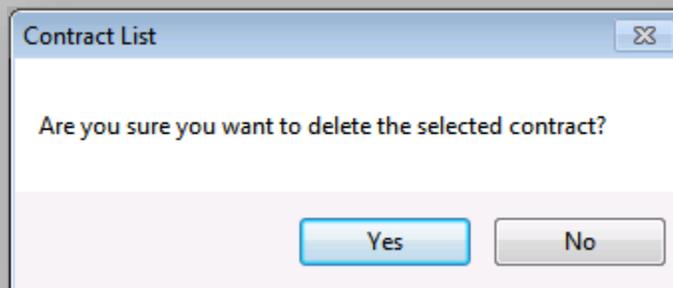
Options in the Contract List Form



The screenshot shows a window titled "Contracts" with a search bar at the top containing "Stallion Asteroid", "Mare Bold Captive", "Season 2017", and "Sold To Sugar 'n Spice Fam". Below the search bar is a table with the following columns: Contract Number, Print?, Contract, Created Date, Sent Date, Received Date, and Cancelled Date. The first row is highlighted in blue and contains the following data: 20170000223, a checked checkbox, Asteroid - Bold Captive, 8/17/2016, and empty cells for the remaining columns. Below the table are several buttons: "New Contract", "Edit Contract", "Remove Contract", "Edit Commission Agreement", "Contract Detail", and "Close".

Contract Number	Print?	Contract	Created Date	Sent Date	Received Date	Cancelled Date
20170000223	<input checked="" type="checkbox"/>	Asteroid - Bold Captive	8/17/2016			

- Click **"New Contract"** to create a new Contract based on existing Season Book File information.
- Click **"Edit Contract"** to edit a contract that has already been created. First select the contract you wish to edit (if there is more than one) and click "Edit Contract". This will open the RTF (Rich Text Format) Viewer which will display *both* the Cover Letter and Contract pre-loaded. You will make any necessary changes to either one of the documents and then save the documents.
- Click **"Remove Contract"** to delete a contract that has already been created. Select the specific contract from the list (if there is more than one) and click **"Remove Contract"**.
 - If you are sure you want to delete the contract you have selected click "Yes" and the contract will be permanently removed.



The screenshot shows a dialog box titled "Contract List" with a close button in the top right corner. The main text of the dialog box reads "Are you sure you want to delete the selected contract?". At the bottom of the dialog box are two buttons: "Yes" and "No".

STALLION CONTRACT MODULE

- Click “[Edit Commission Agreement](#)” to open the RTF (Rich Text Format) Viewer which will display the Commission Agreement that corresponds with the selected contract. You will make any necessary changes to the document and then save the document.

- Click “[Contract Detail](#)” to manually enter the Printed Date, Sent Date, Contract Received Date, Commission Agreement Rec’d Date, the Cancelled Date or to un-check the “Print Contract” option.
 - The Contract Detail screen will be auto-populated with the Stallion/Mare Name, the Contract Number, the Amount and the date that the contract was created. ****Note:** The Created Date cannot be changed.
 - When you actually print the contract from the Menu Option “[Contract Printer](#)” the Printed Date and the Sent Date will be populated at that time. Whatever actual date the contract was printed will be the date that is inserted into the “Sent Date” field as well as the “Printed Date” field.
 - When you receive the signed Contract back you will manually enter the Contract Received Date.
 - When you receive the signed Commission Agreement back you will manually enter the Commission Agreement Received Date.
 - If a Contract is cancelled you will manually enter the Cancelled Date.

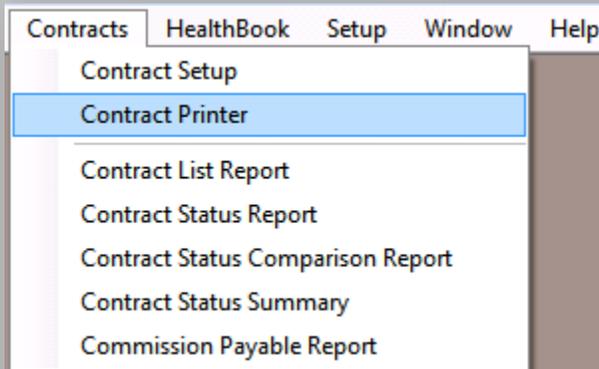
- Click “Close” to return to the Season Book Entry screen.

STALLION CONTRACT MODULE

Printing Contracts

(Contracts > Contract Printer)

- From the Main Menu click “Contracts” then select “Contract Printer”



The 'HFM Contract Printer' window is shown. It features a left-hand panel with various filter and printing options, and a central table area.

Filter Options:

- Contract Created Date: [] to []
- Stud Fee Terms: Terms Code Complimentary
- Contract Number: [] to []
- Season Book: Stallion <All>
- Season Year: 2017
- Show contracts that have already been printed
- Apply Filters
- Printing: Avery Label 5160 - 1" x 2-5/8"
- Start on label: 1
- Letter Legal

Table:

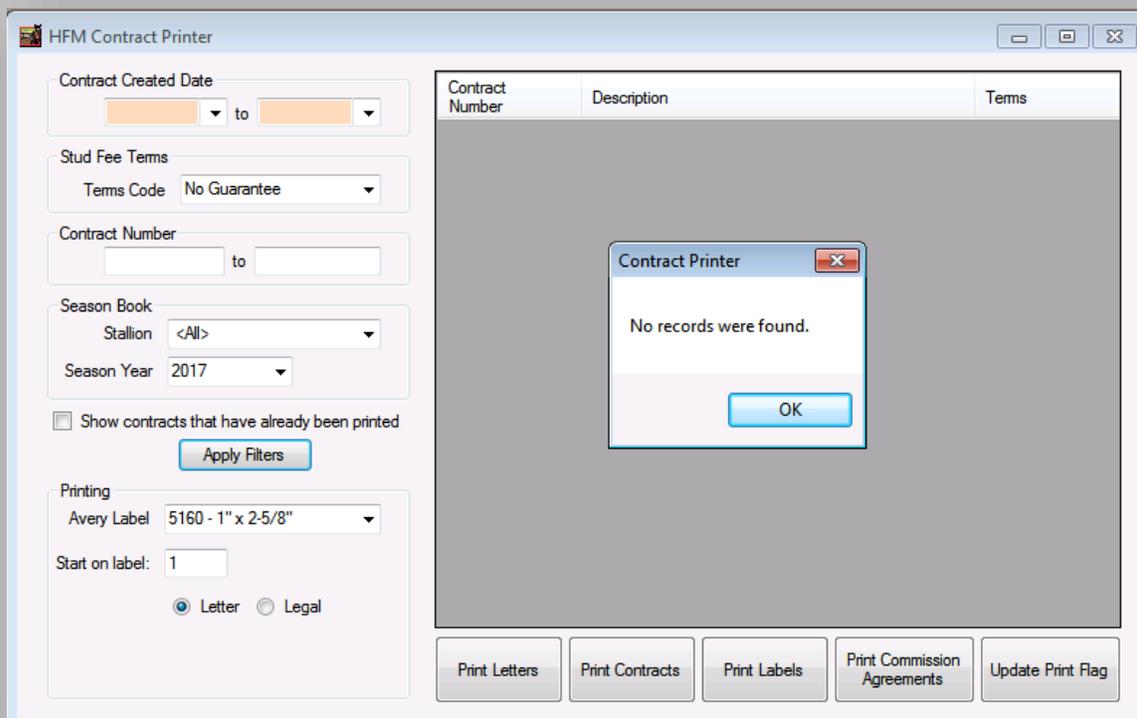
Contract Number	Description	Terms
-----------------	-------------	-------

Buttons: Print Letters, Print Contracts, Print Labels, Print Commission Agreements, Update Print Flag

STALLION CONTRACT MODULE

Determine which contracts you want to print.

- **Contract Created Date:** [Optional] Enter a date range (based on the date the contract was created) or leave blank to see a list of all contracts that have been entered for the selected Term and/ or Season Year (s).
- **Stud Fee Terms:** [Required] Select a Terms Code from the drop down list.
- **Contract Number:** [Optional] Enter the range of contract numbers to be printed or leave blank to list all contracts.
- **Season Book**
 - **Stallion:** [Optional] Select a specific stallion from the drop down list or leave the Stallion as "<All>" to list all stallions.
 - **Season Year:** [Optional] Select a specific Season Year from the drop down list or leave the Season Year blank to see all contracts to be printed for all years.
- **Show contracts that have already been printed:** Check the box to show the contracts that have already been printed.
- Once you have made your selections click "Apply Filters".
- You will be prompted if there are no contracts that meet your selected criteria.



Contract Number	Description	Terms
-----------------	-------------	-------

Contract Printer

No records were found.

OK

Print Letters Print Contracts Print Labels Print Commission Agreements Update Print Flag

STALLION CONTRACT MODULE

- If there are contracts that meet the criteria you have selected, the list will be displayed.

Contract Number	Description	Terms
20170000223	Asteroid - Bold Captive	Stands & Nurses

Buttons at the bottom: Print Letters, Print Contracts, Print Labels, Print Commission Agreements, Update Print Flag.

- Click “Print Letters” to print all of the letters associated with each contract that is listed.
 - ** Put letterhead in printer before printing the letters & select letter or legal paper.
- Click “Print Contracts” to print all of the contracts listed
 - ** Put designated paper in printer before printing the contracts & select letter or legal paper.
- Click “Print Labels” to print all of the mailing labels for all of the contracts listed
 - Select the desired type of label to print from the drop down list and put the correct label type in the printer before printing. (i.e., envelopes or Avery Labels as indicated in the drop down list)
 - Start on Label: If using sheets of individual labels you can select which label to start printing on if some of the labels on the sheet have already been used.
- Click “Print Commission” Agreements to print the commission agreement associated with any of the contracts listed.

STALLION CONTRACT MODULE

- After all of the contracts have been successfully printed, click “Update Print Flag” to automatically mark each contract as having been “Printed”.

The screenshot shows the 'HFM Contract Printer' window. On the left, there are several filter sections: 'Contract Created Date' with two date pickers, 'Stud Fee Terms' with a 'Terms Code' dropdown set to 'Stands & Nurses', 'Contract Number' with two input fields, 'Season Book' with 'Stallion' set to '<All>' and 'Season Year' set to '2017', a checkbox for 'Show contracts that have already been printed', and a 'Printing' section with 'Avery Label' set to '5160 - 1" x 2-5/8"' and 'Start on label' set to '1'. At the bottom left of the filters are radio buttons for 'Letter' (selected) and 'Legal'. A central table displays contract data:

Contract Number	Description	Terms
201700000223	Asteroid - Bold Captive	Stands & Nurses

At the bottom of the window are five buttons: 'Print Letters', 'Print Contracts', 'Print Labels', 'Print Commission Agreements', and 'Update Print Flag'. A red arrow points to the 'Update Print Flag' button.

- Close the HFM Contract printer and return to the Main Menu.

STALLION CONTRACT MODULE

Maintaining Contracts

Editing Contracts

- Select Stallion > Season Book
- Select the Stallion Name
- Select the Season Year and Hemisphere
- Select the Share/Season Number and click “Edit”

Season Book File Entry

Search Save Cancel Delete

Stallion Name Asteroid Share # 01 Season Year 2017 Hemisphere N

Status Farm Pool

Status Date 12/30/2016

Default Stud Fee \$10,000.00

Up Front Amount \$1,000.00

Mare Name Bold Captive [Outside Mare]

Confirmed By cec

Confirmed On 12/30/2016

Share/Stallion Ownership

Main Contact	Share/Stallion Ownership	Percent
<input type="checkbox"/>	Messier, Isabelle	66.66 %
<input checked="" type="checkbox"/>	Long Grey Line Farm	33.34 %

Auto-Fill New Remove

Purchaser Consignor Commission

Sold Date	Sold To	Sold By	Bill	Amount	Due Date	Terms Code	Billed
12/30/2016	Sugar 'n Spice F...	...	<input checked="" type="checkbox"/>	\$10,000.00		Stands & Nur...	Create

Contracts New Remove

Season Book File Audit

Created by: cec
on: 8/16/2016 4:43 PM
Last updated by: cec
on: 8/17/2016 10:18 AM

<< Season Book File

Saved Documents

Season Book
Empty

Add Remove

- Click the “Contracts” button to edit the contract for the “Sold To” (Client Name) you have selected.

STALLION CONTRACT MODULE

Contract Number	Print?	Contract	Created Date	Sent Date	Received Date	Cancelled Date
20170000223	<input checked="" type="checkbox"/>	Asteroid - Bold Captive	8/17/2016	10/25/2016		

- Make sure the contract that you want to edit is highlighted and then click “Edit Contract.” Note: When you edit a contract the corresponding letter will also open for editing.
- Make any necessary changes and then click File > Save or click on the “Save” icon. If you make changes and save, the changes you have made will remain in the existing document and will re-print as such.

Removing Contracts

- Select Stallion > Season Book
- Select the Stallion Name
- Select the Season Year and Hemisphere
- Select the Share/Season Number and click “Edit”

STALLION CONTRACT MODULE

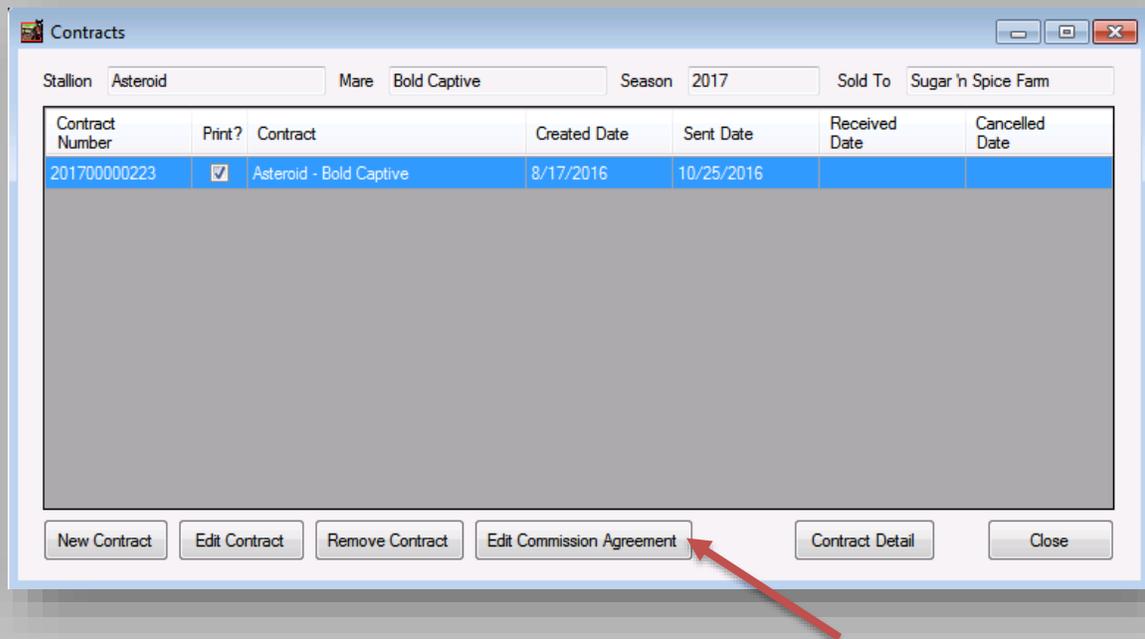
Contract Number	Print?	Contract	Created Date	Sent Date	Received Date	Cancelled Date
201700000223	<input checked="" type="checkbox"/>	Asteroid - Bold Captive	8/17/2016	10/25/2016		

- Make sure the contract that you want to remove is highlighted and then click “Remove Contract.”
- Note: When you remove a contract the corresponding letter will also be removed.

Edit the Commission Agreement

- Select Stallion > Season Book
- Select the Stallion Name
- Select the Season Year and Hemisphere
- Select the Share/Season Number and click “Edit”

STALLION CONTRACT MODULE



- Make sure the contract for the corresponding Commission Agreement that you want to edit is highlighted and then click “Edit Commission Agreement.”
- Make any necessary changes and then click File > Save or click on the “Save” icon. If you make changes and save, the changes you have made will remain in the existing document and will re-print as such.

Entering the Contract Detail

- Select Stallion > Season Book
- Select the Stallion Name
- Select the Season Year and Hemisphere
- Select the Share/Season Number and click “Edit”

STALLION CONTRACT MODULE

Contracts

Stallion: Asteroid Mare: Bold Captive Season: 2017 Sold To: Sugar 'n Spice Farm

Contract Number	Print?	Contract	Created Date	Sent Date	Received Date	Cancelled Date
201700000223	<input checked="" type="checkbox"/>	Asteroid - Bold Captive	8/17/2016	10/25/2016		

New Contract Edit Contract Remove Contract Edit Commission Agreement Contract Detail Close

- Make sure the contract that you want to enter information for is highlighted and then click "Contract Detail."

Contract Detail

Asteroid - Bold Captive Contract Number: 201700000223

Amount: \$10,000.00 Created Date: 10/20/2016

Print Contract Printed Date: 10/25/2016

Sent Date: 10/25/2016

Contract Received Date: 12/12/2016

Comm. Agreement Rec'd Date: 12/12/2016

Cancelled Date:

\\consulting\Shared\HFM - Dept 350\Contracts\2017\00000223.rtf

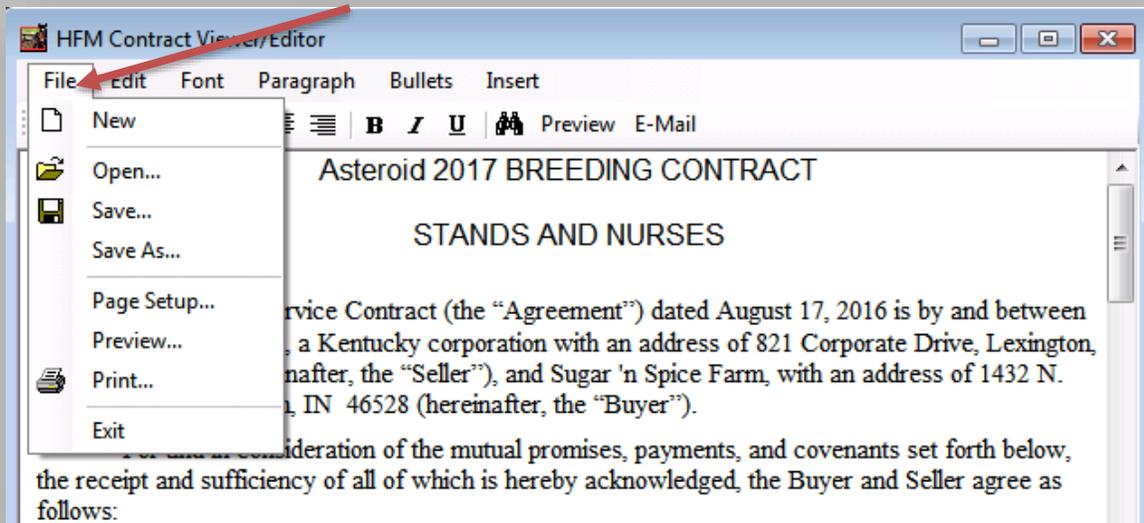
- Enter / update any of the date fields as needed
- Select to print or not print the contract
- Close the Contract Detail screen

STALLION CONTRACT MODULE

Re-Printing Contracts

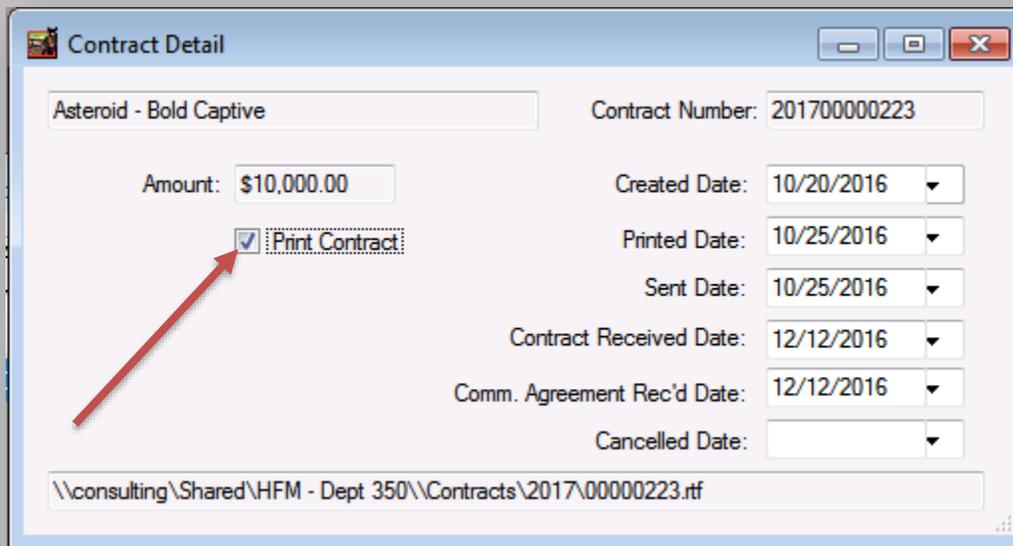
Options on how to re-print Contracts:

- [Printing from the Contract Viewer/Editor](#): Follow the steps above on how to Edit a Contract. When viewing the Contract you can select to print directly from the Contract Viewer/Editor screen.
 - Click on “File” in the menu bar at the top left of the screen and select print. Once the document has printed, save the document and close the HFM Contract Viewer/Editor.



STALLION CONTRACT MODULE

- [Printing from the Contract Printer](#): Follow the steps above on how to Edit a Contract and click on “Contract Details”.
- Place a “check” in the box next to Print Contract and this contract will re-appear in the Contract Printer list.
Reminder: When you selected “Update Print Flag” on the Contract Printer screen, the information in the Contract Detail screen is automatically updated.
 - Printed Date is automatically filled in
 - Sent Date is automatically filled in
 - Check mark is removed from Print Contract



The screenshot shows a window titled "Contract Detail" with the following fields and values:

Asteroid - Bold Captive	Contract Number: 201700000223
Amount: \$10,000.00	Created Date: 10/20/2016
<input checked="" type="checkbox"/> Print Contract	Printed Date: 10/25/2016
	Sent Date: 10/25/2016
	Contract Received Date: 12/12/2016
	Comm. Agreement Rec'd Date: 12/12/2016
	Cancelled Date:
\\consulting\Shared\HFM - Dept 350\Contracts\2017\00000223.rtf	

A red arrow points to the checked "Print Contract" checkbox.

STALLION CONTRACT MODULE

- On the Contract Printer screen select your criteria, click the box “Show contracts that have already been printed” and then click “Apply Filter. The contracts that display will then re-print.

The screenshot shows the 'HFM Contract Printer' application window. On the left side, there are several filter sections: 'Contract Created Date' with two date pickers, 'Stud Fee Terms' with a 'Terms Code' dropdown set to 'Complimentary', 'Contract Number' with two text input fields, 'Season Book' with a 'Stallion' dropdown set to '<All>' and a 'Season Year' dropdown set to '2017'. Below these is a checkbox labeled 'Show contracts that have already been printed' which is currently unchecked. A red arrow points to this checkbox. Below the checkbox is an 'Apply Filters' button. The 'Printing' section includes an 'Avery Label' dropdown set to '5160 - 1" x 2-5/8"', a 'Start on label:' text input set to '1', and radio buttons for 'Letter' (selected) and 'Legal'. On the right side of the window is a table with columns 'Contract Number', 'Description', and 'Terms'. The table is currently empty. At the bottom of the window are five buttons: 'Print Letters', 'Print Contracts', 'Print Labels', 'Print Commission Agreements', and 'Update Print Flag'.

STALLION CONTRACT MODULE

CONTRACT MODULE KEY WORD LISTING

** FORMATTING EXAMPLES **

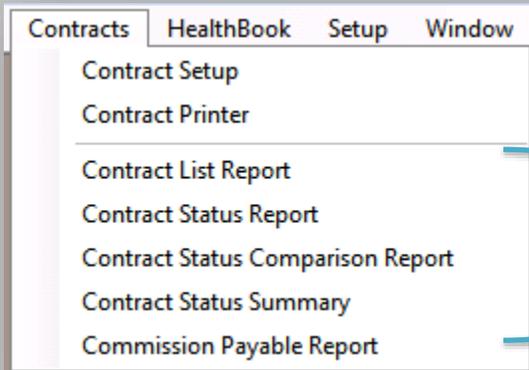
[[Amount]]: 150000
[[Amount Formatted]]: \$150,000.00
[[Amount Tax Formatted]]: \$9,000.00
[[Amount Text]]: One Hundred Fifty Thousand Dollars And No Cents
[[Amount Text All Caps]]: ONE HUNDRED FIFTY THOUSAND DOLLARS AND NO CENTS
[[Amount With Commission]]: 151010
[[Amount With Commission Formatted]]: \$151,010.00
[[Amount With Commission Text]]: One Hundred Fifty One Thousand Ten Dollars And No Cents
[[Amount With Commission Text All Caps]]: ONE HUNDRED FIFTY ONE THOUSAND TEN DOLLARS AND NO CENTS
[[Amount With Tax]]: 159000
[[Amount With Tax Formatted]]: \$159,000.00
[[Amount With Tax Text]]: One Hundred Fifty Nine Thousand Dollars And No Cents
[[Amount With Tax Text All Caps]]: ONE HUNDRED FIFTY NINE THOUSAND DOLLARS AND NO CENTS
[[Commission Amount]]: 1010
[[Commission Amount Formatted]]: \$1,010.00
[[Commission Amount Text]]: One Thousand Ten Dollars And No Cents
[[Commission Amount Text All Caps]]: ONE THOUSAND TEN DOLLARS AND NO CENTS
[[Commission Payable To]]: Smith, Jim
[[Contract Number]]: 201300000917
[[Current Date]]: 11/17/2016
[[Current Date Formal]]: November 17, 2016
[[Current Date Plus Fifteen]]: 12/2/2016
[[Current Date Plus Fifteen Formal]]: December 02, 2016
[[Due Date]]: 10/5/2017
[[Due Date Formal]]: October 05, 2017
[[Due Date Year]]: 2017
[[Half Amount With Tax Formatted]]: \$79,500.00
[[Half Amount With Tax Text]]: Seventy Nine Thousand Five Hundred Dollars And No Cents
[[Hemisphere]]: N

STALLION CONTRACT MODULE

[[Mare Boarding Farm]]: Smith Brothers Farm
[[Mare Boarding Farm Address]]: 123 Any Street
Lexington, KY 40503
[[Mare Name]]: Silver Spoon
[[Mare Name All Caps]]: SILVER SPOON
[[Mare Dam Name]]: Silver Fog
[[Mare Dam Name All Caps]]: SILVER FOG
[[Mare ID]]: 0
[[Mare Sire Name]]: Citation
[[Mare Sire Name All Caps]]: CITATION
[[Next Season Year]]: 2018
[[Season Year]]: 2017
[[Second Next Season Year]]: 2019
[[Share Holder]]: Dr. Cornelius Flannery, Company Name
[[Share Holder All Caps]]: DR. CORNELIUS FLANNERY, COMPANY
NAME
[[Share Holder Percent Owned]]: 100.00 %
[[Share Number]]: 01
[[Sold By Name]]: John Doe
[[Sold To Address]]: 123 Any Street
Lexington, KY 40503
[[Sold To City]]: Lexington
[[Sold To Country]]: United States
[[Sold To FAX]]: 888-555-8343
[[Sold To First Name]]: Jane
[[Sold To Last Name]]: Adams
[[Sold To Name]]: Ms. Jane Adams, Liberty Stable
[[Sold To Name All Caps]]: MS. JANE ADAMS, LIBERTY STABLE
[[Sold To Name Client]]: Ms. Jane Adams
[[Sold To Name Client All Caps]]: MS. JANE ADAMS
[[Sold To Name Farm]]: Liberty Stable
[[Sold To Name Farm All Caps]]: LIBERTY STABLE
[[Sold To Name Prefix]]: Ms.
[[Sold To Phone]]: 888-555-1212
[[Sold To State]]: Kentucky
[[Sold To State Zip Country]]: Kentucky 40503 United States
[[Sold To Zip]]: 40503
[[Stallion Name]]: Any Stallion
[[Stallion Name All Caps]]: ANY STALLION

STALLION CONTRACT MODULE

CONTRACT REPORTS



Contract Reports

Report Name: **Contract List Report**

Purpose: Prints a listing of all Contracts in the system.

Accessed From: Contracts menu

Selection Criteria: Contract Creation Date (Starting Date & Ending Date), Stallion Name, Contract Number, Share Number and optional selection to show only contracts flagged for printing

Report Order: Contract Number

Special Notes: None

Run Date: 7/13/2017 10:44 AM		ContractListReport				Page: 1 of 1				
Company: TJCIS Dept350 (DO NOT		Stallion = Asteroid [Syndicated Stallion] Contract Number = 201700000223 Share Number = <All>				User: cec				
Contract Number	Client	Stallion	Mare	Share #	Season Year	Stud Fee Amount	Printed Date	Sent Date	Received Date	Terms
201700000223	Sugar 'n Spice Farm	Asteroid [Syndicated Stallion]	Bold Captive [Outside Mare]	01	2017	\$10,000.00	12/25/2016	10/25/2016	12/12/2016	Stands & Nurses

STALLION CONTRACT MODULE

Report Name: **Contract Status Report**

Purpose: Prints detailed information on the current status of each Contract in the system.

Accessed From: Contracts menu

Selection Criteria: Season Year (Required), Hemisphere, Stallion Name, Contract Status (Received, Sent, Both and an option to include Contracts that have been Cancelled)

Report Order: Stallion Name / Status / Share/Season Number

Special Notes: None

Run Date: 7/13/2017 10:48 AM		Contract Status Report		Page: 1 of 1
Company: TJCIS Dept350 (DO NOT		Season Year = 2017 Northern Stallion = <All>		User: cec
Contract Type = Both (Includes Cancelled)				
Asteroid				
Active				
Share 01	Purchaser Sugar 'n Spice Farm	Terms Stands & Nurses		
Mare Bold Captive	Phone tanner@alltel.net	Contract Created 8/17/2016		
Stud Fee \$10,000.00	Comments	Contract Sent 10/25/2016		
Commission Payable To Toscani, Gino		Contract Received 12/12/2016		
Commission Amount \$500.00		Comm. Agreement Rec'd 12/12/2016		
		Contract Cancelled		

STALLION CONTRACT MODULE

Report Name: **Contract Status Comparison Report**

Purpose: Prints a list comparing the status of Contracts (Sent, Received, Cancelled, Pending and Total) for the Thru Date selected vs. the same time frame the previous year.

Accessed From: Contracts menu

Selection Criteria: Thru Date and Stallion Name

Report Order: Stallion Name

Special Notes: None

Run Date: 7/13/2017 10:55 AM		Contract Status Comparison Report			Page: 1 of 1	
Company: TJCIS Dept350 (DO NOT		Thru 12/31/2010			User: cec	
		Stallion = <All>				
Stallion/Season	Sent	Received	Cancelled	Pending *	Total Contracts	
Asteroid						
2010	0	0	0	0	3	
2009	2	2	0	0	7	
Ben Ali						
2010	2	1	1	0	4	
2009	10	5	3	2	10	

STALLION CONTRACT MODULE

Report Name: **Contract Status Summary**

Purpose: Provides a summary of how many Contracts have been Created, Sent, Received and Canceled based on the Season Book Status.

Accessed From: Contracts menu

Selection Criteria: Season Year (Required), Hemisphere, Stallion Name and an optional selection to list only stallions standing at farm's facilities

Report Order: Stallion Name

Special Notes: None

Run Date: 7/13/2017 10:56 AM		<u>Contract Status Summary</u>				Page: 1 of 1
Company: TJCIS Dept350 (DO NOT		Season Year = 2017 Northern Stallion = <All>				User: cec
=James Wyatt (IRE)						
Season Book - Status	Season Book Count	Created	Sent	Received	Canceled	
<Not Assigned>	2	0	0	0	0	
Stallion Totals	2	0	0	0	0	
Asteroid						
Season Book - Status	Season Book Count	Created	Sent	Received	Canceled	
<Not Assigned>	9	0	0	0	0	
Farm Pool	1	1	1	1	0	
Stallion Totals	10	1	1	1	0	

STALLION CONTRACT MODULE

Report Name: Commission Payable Report

Purpose: Prints a report showing all Commission Agreement information in the system for the selected Season Year.

Accessed From: Contracts menu

Selection Criteria: Season Year (Required), Hemisphere, Stallion Name, Agent Name and optional grouping by Agent or Stallion

Report Order: Commission Payable To (Client Name)

Special Notes: None

Commission Payable To		Commission Agreement							
Share #	Mare Name	Season Purchaser	Stud Fee Terms	Stud Fee Amount	Final Status	Sent Date	Rec'd Date	Amount	Date Paid
Stallion Asteroid									
FP 01	No Guessing	River Valley Racing	Stands & Nurses	\$5,000.00				\$103.50	
FP 01	No Guessing	Preston, Cynthia	No Guarantee	\$3,200.00					
Commission Total		\$103.50	Paid \$0.00	Outstanding \$103.50					
Commission Payable To Bondurant, Joseph		Commission Agreement							
Share #	Mare Name	Season Purchaser	Stud Fee Terms	Stud Fee Amount	Final Status	Sent Date	Rec'd Date	Amount	Date Paid
Stallion Ben Ali									
FP 02		Let'em Run Racing Stable	Stands & Nurses	\$8,000.00		5/16/2009		\$125.00	5/1/2009
Commission Total		\$125.00	Paid \$125.00	Outstanding \$0.00					

STALLION CONTRACT MODULE

HOW TO REACH US

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