

## Expense Entry and Search

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☆ Create a Group

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Health

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Move Pigs

☆ Create a Movement

☆ Movements Search

To add expenses you may go directly to the grid below and enter data.

Note: to use the Search popup put your cursor in the cell you want to fill in. Click on the underlined header. The search box will open and you can make your selection.

Save (Ctrl-S)

Add Rows:

Add (Ctrl-A)

Event: Expenses

Row #	*Apply To Prefix	*Apply To Entity	History	Edit Group	<u>Vendor</u>
1	G		History	Group	Cursor
2	G		History	Group	
3	G		History	Group	
4	G		History	Group	
5	G		History	Group	

Column Reference...

Print

Close

Make Selection

Vendor	Code	Vendor Type
Ag Partners	FAP	Feed Mill
AGP MGMT	V2	Supplier
CONTRACT BARN	V1	Supplier
HOME FARM SOWS	QHOME	Pig Supplier
Interstate Mills	FINT	Feed Mill
MISC	QMISC	Pig Supplier
WISC FARM SOWS	QWISC SOWS	Pig Supplier

You may enter multiple expenses for multiple groups and/or sow units at one time.

Save (Ctrl-S)

Add Rows:

Add (Ctrl-A)

Event: Expenses

Row #	*Apply To Prefix	*Apply To Entity	History	Edit Group	*Vendor	*Invoice #	*Category Code	Subcategory Code	*Invoice Date (1,000 Day)	Applied Date (1,000 Day)	Qty	*Total Cost	Ref #	Delete Expense
1	G	121715	History	Group	V2	0125	25		15-250			125.00		<input type="checkbox"/>
2	G	121715	History	Group	V1	111515	50		15-250			83000.00		<input type="checkbox"/>
3	G		History	Group										<input type="checkbox"/>

## To Search for Expenses

Searching for Expenses may be done in a number of ways. By Group or by Date are the most common.

### By Group:

Full/Partial Group ID/Name:

Status:

Sow Complex:

Sow Unit:

Barn:

Groups found (152)

Group:

Starting Date:

Ending Date:

Vendor:

Invoice #:

Category:

Subcategory:

(Click SEARCH to show existing events for a Group)

Expenses will come up in the grid below. You may make any changes directly on the grid or delete an expense entry.

Save (Ctrl-S) Add Rows:  Click Save. You will be asked to verify the delete.

Event: Expenses

Check any lines you wants to delete

Row #	*Apply To Prefix	*Apply To Entity	History	Edit Group	*Vendor	*Invoice #	*Category Code	Subcategory Code	*Invoice Date (1,000 Day)	Applied Date (1,000 Day)	Qty	*Total Cost	Ref #	Delete Expense
1	G	151218	History	Group	V5	021565	25		15-250			1500		<input type="checkbox"/>
2	G	151218	History	Group	V10	156502	50		15-250			2400		<input type="checkbox"/>
3	G	151218	History	Group	V15	546215	75		15-250			300000		<input type="checkbox"/>

### To Search by Date or other criteria:

Full/Partial Group ID/Name:

Status:

Producer:

Site:

Barn:

Groups found (152)

Group:

Starting Date:

Ending Date:

Vendor:

Invoice #:

Category:

Subcategory:

1. Fill in dates or other criteria

Click Search

(Click SEARCH to show existing events for a Group)