



THE AGILE SOLUTION FOR

Racing Syndicates & Trainers

www.ezeorder.co.nz

Operating Guide

Helping you become a real winner





A High-Level View of EZEorder Racing

More time on the track and less in the office

Congratulation on your decision to make a wise investment in EZEorder. As with any investment, there is a requirement to forfeit something now to gain a return in the future. Your only investment with EZEorder is a small amount of time learning how to gain big dividends in the future. There is no question that new technologies are moving people and businesses from a horse and cart era into the benefits of a modern-day Tesla automobile.



We welcome you on board for the ride of your life as you:

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Sound too good to be true, well it's not. Let us show you how.....

The EZEorder Racing Guide

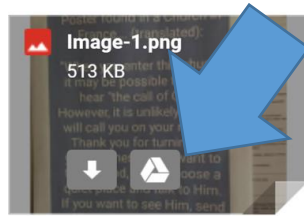
Before getting started the first thing you want to do set up the names and details for all the syndicate members. This requires going to the LISTS menu exporting a spreadsheet, then entering the details and then importing it back in again. Once that's done you are ready to go.

1. Save supplier invoices as you receive them

Think of this process no differently than you would do if you were operating a manual paper-based system and you had a concertina folder into which you placed each suppliers invoice into a sleeve for each horse.



- a. Save emailed attachment Invoices –
 - a. Android Users - When you receive these types of invoices from your suppliers, simply save the attached invoice into a folder for each horse. We suggest you make use of Googles online storage service called Google Drive. Here you can save invoices to a folder with the horse's name, by month. You will need to use the Google symbol arrowed below to save the attachment.



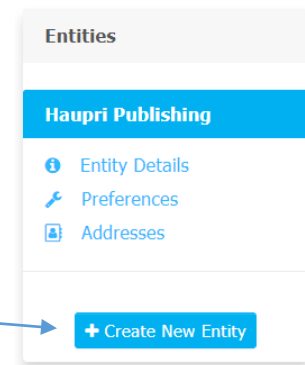
Further help from Google on how to do this can be found at this link.

https://support.google.com/mail/answer/30719?hl=en-GB&p=save_to_drive&visit_id=636778282624842224-2410901907&rd=1#save_to_drive

- b. iPhone Users - If using an iphone then follow the instructions supplied to save attachments to your preferred location.
 - c. Computers & Laptop Users – Simply create a folder for supplier invoices and another for each horse and save supplier invoices into each horse's folder. Alternatively, in the same manner set up in Google Drive or DropBox a similar folder filing system.
- b. Paper Invoices - We suggest you scan, or photo shoot these invoices and again store each invoice in a folder under each horse's name.

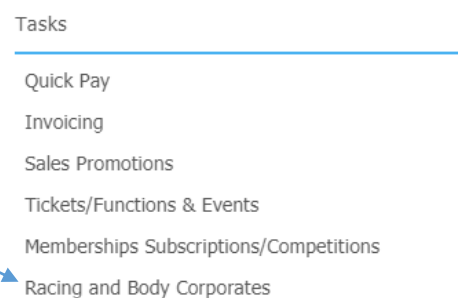
2. Attach or drop each suppliers' invoice to a horse

It is important to note that before starting the following process that within EZEorder a separate Entity (Horse) is created to separately manage the management and billing of each horse. This is done by opening the Dash Board menu and on the left-hand side you will find this link to create a new entity:



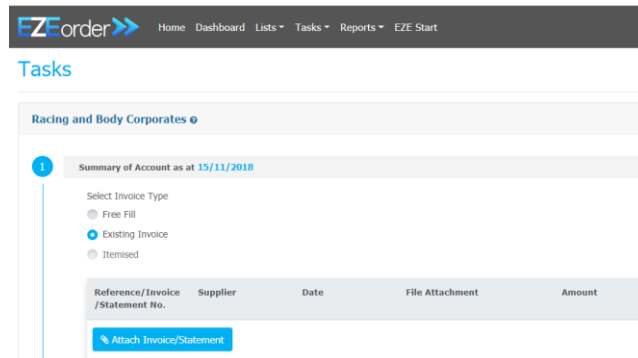
It's now time to get started and assign invoices to each horse's entity account. This can be done every time you receive a supplier's invoice or at month end once all suppliers' invoices have been received. It is the trainers or syndicate managers choice as to how often they do this.

- a. Within EZEorder go to the TASK Menu and select RACING AND BODY CORPORATES menu:



- b. The following window will open, and you need to complete section1. For this task the Existing Invoice option is automatically

selected because you are about to add a pre-existing supplier's invoice into a horse's EZEorder account, in order to recover these costs from Syndicate Owners.



EZEorder Home Dashboard Lists Tasks Reports EZE Start

Tasks

Racing and Body Corporates

1 Summary of Account as at 15/11/2018

Select Invoice Type

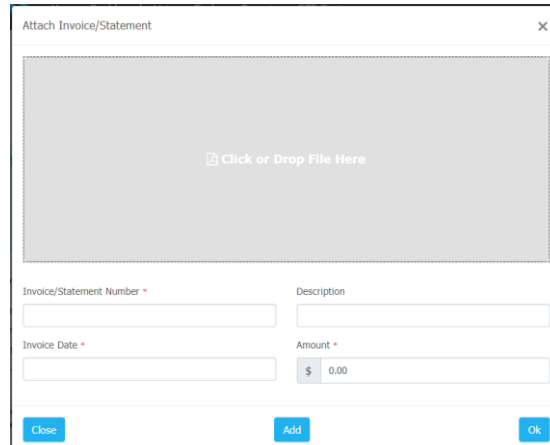
☐ Free Fill

☒ Existing Invoice

☐ Itemised

Reference/Invoice/Statement No.	Supplier	Date	File Attachment	Amount
Attach Invoice/Statement				

- b. Then choose ATTACH INVOICE/STATEMENT. This will allow you to either choose the folder where the suppliers invoices are stored or to drag and drop them from that location, one at a time.



Attach Invoice/Statement

Click or Drop File Here

Invoice/Statement Number *

Description

Invoice Date *

Amount * \$ 0.00

Close Add OK

- c. Enter into the section below the Drag and Drop window the Invoice Number, Suppliers Name, Invoice Date and finally the amount.
- d. To continue adding another suppliers invoice PRESS the Add button and repeat the process.
- e. Once all invoices are added press the OK button. You will now see all the invoices you have added

to this horses account followed by a total of all the invoices below.

Racing and Body Corporates

1 Summary of Account as at 15/11/2018

Select Invoice Type

☐ Free Fill

☒ Existing Invoice

☐ Itemised

Inv/Statement No.	Supplier	Invoice Date	File Attachment	Amount
23355	Vet Services	15/11/2018	order_100002.pdf, 30.63	\$ 63.64
100003	Trainer Supply	15/11/2018	order_100003.pdf, 30.45	\$ 75.98

Attach Invoice/Statement

☐ Additional Payment(s)

Currency Code: NZ GST (15%)

GST Amount: \$ 18.21

Invoice Total: \$ 139.62

Note : If it is decided to enter invoices as they are received during the month then be sure to press the SAVE AS DRAFT button at the end of Section 3. That way the information will be retained for when you next receive other supplier invoices.

3. Send out syndicate owners' invoices

This will normally be done at the beginning of each new month or once all the previous months supplier's invoices have been received and added to each horses account.

It's now time to manage who will be charged with these costs and the percentage of the total costs they will be billed. The first time you do this you will need to either confirm the details appearing in section 2 or import the syndicate members database using the look up feature in this section. It has a small pencil showing.

2 Manage Recipients

Select Email Type

- ☐ To a Single Recipient
- ☐ To Multiple Recipients (same value invoice)
- ☒ To Multiple Recipients (allocated on % basis)

Stakeholders

3 Stakeholder(s) selected

Id	Name	Email	Percentage	Amount
257	Jim Smith	jsmith@gmail.com	20 %	\$ 27.92
258	Sally Brown	sallybrown@gmail.com	40 %	\$ 55.85
259	Bob Brown	bobbrown@gmail.com	40 %	\$ 55.85
Total			100.00 %	\$ 139.62

Well done! You are now ready to complete the final step in section 3 and that is to send out to all the syndicate members their share of the training fees for the previous month. Do this by pressing the button SEND INVOICE STATEMENT. You also have the option to preview a sample of what the invoice will look like when received by the Syndicate Owners.

What happens NEXT?

4. Get paid, with no data entry or reconciling

The Syndicate Owners will receive their email, with a link to pay using their credit card (Enabling them the opportunity to earn air points) or POLi payments.

Once paid EZEorder records payment and pays you within 48 working hours.

Under the REPORTS menu of EZEorder you can monitor payments progress.