

# Vetech View

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## Here It Come's Again!

Vetech Software Services, Inc. (800) 677-8832

### End of Year Procedures

By Matt Sanregret

A frequent question we are asked this time of year is "What do I need to do for the end of the year?" The simple answer is Nothing! At the end of December, you should print whatever reports you normally print on a monthly basis. If you want to get some yearly financial reports, you can do it at this time also. Of course with Advantage you can go back and print 2003 reports at any time in the future as well. Again there is nothing special that needs to be done to for Advantage to close the year.

The first time you run Advantage in 2004, you will be prompted with a message indicating that the system year has changed and you should update client YTD purchase history. You should answer yes to this question. Doing so will recalculate the YTD purchase fields on the Client+ window. This should take 5-10 minutes or less for most users. That's it. Now you are ready to go for 2004.

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Year	Purchase Amount
2004 purchs.	\$0.00
2003 purchs.	\$839.58
2002 purchs.	\$489.80
Total 3 Year	\$1,329.38

### Returned Checks

How to handle NSF checks is another common question that we get on the support lines. Here is the most common procedure to handle a returned

**Thought for the day:** On the keyboard of life, always keep one finger on the escape key.



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### Holiday Schedule

#### Christmas

12/24/03 - half day  
12/25/03 - closed  
12/26/03 - closed

#### New Years

12/31/03 - half day  
01/01/04 - closed



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check.

Handling a returned check usually involves both the invoice and the payment process. For this example, lets assume you had a returned check in the amount of \$50. You also charge a returned check fee of \$15. So you want to add \$65 to this clients balance.

1. Open up a new invoice for this client and invoice them for your item "Returned Check Fee" for \$15. If you don't have an inventory item setup for returned check fee you can use some other miscellaneous code but it is a good idea to have an item specifically for returned checks.
2. Close the invoice. On the payment window enter -\$50 in the tendered amount. You can choose to leave the payment type as check or select the payment type "other" if you don't want this negative amount to interfere with your other checks on your payment and deposit slip report. Leaving it as a check payment will subtract this amount from checks on these reports.
3. You can verify the client balance is correct in the payment window before you finish processing the payment. You can print a receipt to send to the client if you want.

This method will add \$15 production for the returned check fee. It will also subtract out the original \$50 from receipts. It also leaves a nice trail in the client transaction history of these events. This is the preferred method by most practices.

### Snappy Answers

A flight attendant was stationed at the departure gate checking tickets. As a man approached, she extended her hand for the ticket, and he opened his trench coat and flashed her.

Without missing a beat she said, "Sir, I need to see your ticket, not your stub."

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A truck driver was driving along on the freeway. A sign comes up that reads "Low bridge ahead." Before he knows it, the bridge is right ahead of him and he gets stuck under the bridge. Cars are backed up for miles. Finally, a police car comes up. The cop gets out of his car & walks around to the truck driver, puts his hands on his hips & says, "Got stuck, huh?"

The truck driver says, "No, I was delivering this bridge and ran out of gas."

### Trade Shows

**Please visit us at the upcoming trade shows!**

North American Veterinary Conference - Orlando FL - January 18-21, 2004

Western Veterinary Conference - Las Vegas, NV - February 16-19, 2004