

# Vetech View

## It's That Time of Year 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 2004 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 2005.

### Inside:

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Client	Client+	Transactions	Reminders & Recalls	Referral	Appt	Board
2004 purchs.	\$0.00	Alt. Address				
2003 purchs.	\$839.58	Alt. Zip				
2002 purchs.	\$489.80	Alt. Country				
Total 3 Year	\$1,329.38	Reminder Preference				
Drv. license		<input type="checkbox"/> No Statement				
Driver State		<input type="checkbox"/> No Serv. Chq.				
Expired		<input type="checkbox"/> TAX1 Exempt				
		<input type="checkbox"/> TAX2 Exempt				

Advantage stores current YTD purchasing information for all clients. This needs to be recalculated when the year changes.

### Are you backing up on a regular basis

We have been very busy the last couple months assisting users with the upgrade to version 25. A question we always ask is "Do you have a current backup" It is amazing how many users are not 100% sure that they are making valid backups of their computer data. We are not going to cover backup in detail this month, but if you are not 100% sure you are making regular, valid backups, please call our office and we will help you get a solid backup procedure for your valuable data.

### Please Note: Holiday Schedule

Christmas  
12/24/04 – Closed.

New Years  
12/31/04 – Closed.

*Thought for the month:* Good friends are like stars...  
You don't always see them, but you always know they're there.



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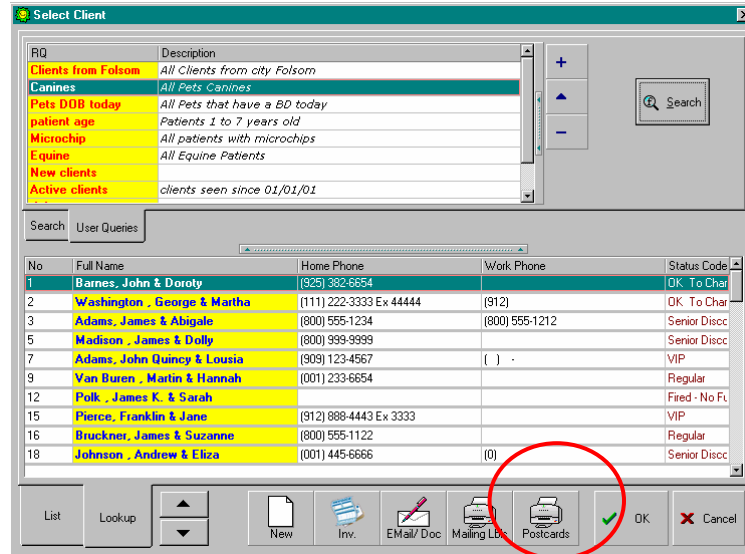
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## Sending Postcards for the holidays or any occasion

A new feature of version 25 is the ability to create custom postcards (using your standard reminder cards) and send these cards to a targeted list of your clients. For instance if you want to identify your top clients and send them a holiday greeting, or you want to send birthday cards to all patients with a birthday this month.

To get started you need to setup your postcard message. This is done from the Lists/Client/Postcard messages menu. Click the Add button, then give your postcard a title like "Holiday Card", "Birthday Card", etc. You can save many different postcard messages. Next enter the text that will go on the card. You can enter several lines of text for a typical postcard.



Once you have your card message done, you can perform a User Query to select all clients that you want to include in your mailing. If you are not familiar with the User Query function, please call our office for assistance with custom searches. With that list of clients displayed, click the "Postcards" icon at the bottom of the select client window. This will display the Print postcards menu allowing you to select your message and print cards.

This is just an overview of the postcard printing procedure. If this is a feature you are interested in, please call our office for a walk through. It should just take a few minutes to get you started.

### Watch For Us!

Vetech will be exhibiting at the following trade shows. Please stop by and say hello!

AAEP, Denver Dec. 5-7

NAVC, Orlando, Jan. 9-12

WVC, Las Vegas, Feb 21-23

We're on the Web!  
See us at:  
[www.vet-software.com](http://www.vet-software.com)

