

# Vetech View

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## Advantage Invoice Notes

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### Using Invoice Notes

The Advantage system offers several ways for you to print notes on a client's invoice. These are very useful for providing information and possibly instructions to clients such as post surgical care, future appointment dates, or any other information.

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**Standard Note for all receipts:** You can setup a generic message that will print on all client receipts. This would be a good place for general information such as practice hours, or perhaps a seasonal message. This is setup from the **Lists/Invoice/Invoice Bottom Note menu**. Just type in your message here and click OK to save it. This message can be updated as often as you want.

**Special Notes based on a clients AR:** You can also add special notes for clients with a balance based on the age of their balance. This is setup from the **Lists/Invoice/Current/Over30/60/90 menu's**.

**Adding notes from the invoice window:** You can also add notes from the invoice window. The lower left part of the invoice window is reserved for entering invoice notes. Notes can be manually typed in here, or you can select any pre-defined notes by clicking the button on the right side of the notes box.

Client: 3/ Adams, John, Abigailae	Client Status: Senior Discount	<input type="checkbox"/> Applied Min Charge	Total	\$179.72
Inv#: 169	Charge: 10/13/01 14.23	<input type="checkbox"/> Tax	With Tax	\$179.72
		<input type="checkbox"/> Previous Bal	Due with this:	\$179.72

*Invoice notes area in lower left corner of invoice window.*

*Click the button on the right to display all pre-defined notes. Any of these can be added to the invoice by checking the box next to it and clicking the OK button.*

**Invoice Notes**

- Please store medication away from heat and direct sunli
- Lab results will be available in 24 hours. Please call after
- Please make an appointment for suture removal.
- Please make an appointment for drain removal.
- Please see the doctor before you leave
- Please make an appointment for bandage removal.
- Visiting hours are between 10 AM and 5 PM and is limite
- We offer training classes from basic to advanced obedie
- We offer a Senior Citizen Discoun Program. Please ask

OK Cancel

**Thought for the month:** Not one shred of evidence supports the notion that life is serious.



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**Please Note:**

**Vetech will be  
closed on  
September 6<sup>th</sup>  
in honor of  
Labor Day.**

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

You can also use a combination of pre-defined notes and manually typing. For instance you may have a pre-defined note that says, **“Your next appointment is scheduled for:”**. You can quickly pull this up, then manually add a date.

**Notes associated with a Treatment/Inventory Code:** It is also possible to associate invoice notes with a particular treatment or inventory item. This is common for surgeries where you want to put post-surgical care in writing for a client. This is done from the Inventory setup window. Just enter the message in the text box titled notes for your item. If you want to use the same note for multiple items, use copy & paste for your note selection. You copy the text by highlighting it and typing <Ctrl+C>. You can then paste this text by pressing <Ctrl+V>.

**Coming soon: New Advantage version 25**

We are in the final stages of a new version that will start shipping to all users on software maintenance this month. Thank you to the many users who have already been using and testing this new version the past few months. Here is a quick summary of a few of the new features to look for. Detailed release notes will be included with the update CD.

- Ability to quickly backdate invoices.
- Ability to update multiple patient weights when opening invoice.
- New patient weight graph on patient report.
- Several new reports: Category profit analysis, Invoices by provider, appointment grid report, item dates on daily categories report, new summary totals section for reminder reports.
- New inventory “Quick Receive” feature to receive inventory not on a purchase order.
- Add new appointment window now displays future reminders and recalls
- Ability to print multiple certificate copies automatically.
- Auto prompt for patient ID numbers such as microchips at invoice time.
- New instant answers feature to keep important practice information.
- Many, many more.

