

ImproMed Year-End Help

ImproMed does not have a definitive method of “closing” the books at the end of the day, week, month, or year. Instead, since most reports can be generated at any time for any time period, closing your end of year can be done in a few steps.

End-of-year in four easy steps:

1. Print or export the Financial Summary report and the Inventory Category Totals report.
2. Choose a secure storage location for your data (Example: External Hard drive for offsite storage)
3. Create a backup of your data to the secure storage location you have chosen.
4. Run the Year-End-Procedures Utility located in your ImproMed program.

The Year-End-Procedures Utility contains instructions to help guide you to use the Utility. There are only two areas to enter changes in the Utility:

1. Enter in your last Fiscal Year.
2. Enter in the first Month, Day and Year of your next Fiscal year.

ImproMed Equine Year-End Help

ImproMed Equine does not have a definitive method of “closing” the books at the end of the day, week, month, or year. Instead, since most reports can be generated at any time for any time period, closing your end of year can be done in a few steps.

End-of-year in four easy steps:

1. Print or export the Financial Summary report and the Inventory Category Totals report.
2. Choose a secure storage location for your data (Example: External Hard drive for offsite storage)
3. Create a backup of your data to the secure storage location you have chosen.
4. Run the Year-End-Procedures Utility located in your ImproMed Equine program

The Year-End-Procedures Utility contains instructions to help guide you to use the Utility. There are only two areas to enter changes in the Utility:

1. Enter in your last Fiscal Year.
2. Enter in the first Month, Day and Year of your next Fiscal year.

Advantage+ & Vetech Advantage Year-End Help:

Advantage+ and Vetech Advantage do not have a definitive method of “closing” the books at the end of the day, week, month, or year. Instead, since most reports can be generated at any time for any time period, closing your end of year can be done in a few steps.

End-of-year in four easy steps:

1. Print or export all financial reports (Example: Total Inventory Valuation and the Practice Analyzer Reports.)
2. Choose a secure storage for your data (Example: External Hard drive for offsite storage)
3. Create a backup of your data to the secure storage that you have chosen
4. The first time you run Advantage in the new year you will be prompted to update client purchasing history. Choose “Yes” to update yearly purchase totals for each client. This will take between 1-5 minutes depending on the size of your client base.

DVM Manager Year-End Help

**Important – Year End Close Instructions for DVM Manager Windows Versions 3.X, 4.x and 5.x.
Please ensure the proper person receives this information.**

(Note: You can determine your version by selecting Help – About DVM Manager from within the program)

IMPORTANT! If you open DVM Manager for Windows in January 2018 and you have NOT performed steps 1 - 4, answer NO to the “It is time to perform Month End processing” prompt. Then, proceed to Step 1.

1. Check the Current Month and Year in DVM Manager. (If the first month of your fiscal year is not January, then save these instructions for use when you reach the end of your fiscal year.)

- In Jumpstart Step 9 (Start – DVM Manager – Jumpstart), the First Month of the Fiscal Year should be January.

- The Current Accounting Month should be December.

- The Current Accounting Year should be 2017.

- If the Current Accounting Month and Year are not December 2017, these instructions may not apply to your practice. Contact Customer Service and Support at (800) 925-7171 for more information.

- Close Jumpstart and do not save changes if prompted.

2. Perform all Day End closing operations for the last day of the year. DO NOT enter any transactions for the year 2018 until after the Year End Close has been performed.

- For boarded and hospitalized animals to appear on 2017’s totals, those animals must be checked out (electronically in DVM Manager) before closing the last day of 2017. (You can check them in again once you have closed the Year.) Print the Hospitalized and Boarding Reports to determine any such patients.

3. Backup all DVM Manager data and copy to external media (CD, DVD, Tape, or Flash media) using your normal backup procedures. Create a backup and copy this backup to external media to store safely off-site.

Label the media "DVM Manager Year End Backup 2017". DO NOT OVERWRITE THIS BACKUP UNDER ANY CIRCUMSTANCES! If you are an IDSS subscriber and wish to run an additional copy for storage with ImproMed, please contact technical support for assistance.

4. Print all Month and Year End Reports. Steps A., B., and C. below MUST be printed PRIOR TO closing.

A. Assess Service Charges (Manage- Add Service Charges) and Print a Service Charge List

B. Print an Aging Report (Reports-Aging).

C. Print Statements and verify (Reports-Statements).

D. (Optional for printing before Year End close) – Print statistical and income reports such as the Income Analysis report.

5. December Month End Close and 2017 Year End Close. Both December Month End and 2017 Year End Close will be performed automatically when you open the program for the first time in the year 2018, if you answer "Yes" to the "It is time to perform Month End Processing" message.

NOTE: Practices using the Multi-Hospital/Site Module have the option of closing each hospital/site separately, by removing the check mark for "Include all hospitals in reports and closing" in the Change Operator window when you sign in to the program. You will then have to perform the closing operations for each hospital/site. You can close all hospitals at once by ensuring the "Include all hospitals" option is checked when you sign in.

After you have printed the Reports in step 4 above, you have three options:

- If today's date is still in December: Close the program and do not enter any more transactions until 2018. When you open the program in January 2018, you will be asked if you want to close the month. Answer "YES". You may be required to enter your password again. (Do not answer "YES" if you have not performed steps 1-4 above!)

- If today's date is still in December and you wish to force the Month & Year End close early: Close DVM for Windows and change the system date to January 2018, open DVM for Windows and answer "Yes" to the month end close question. You will be required to enter your password again. Once Month and Year End processing are complete, close DVM for Windows and then change your system date back to the correct date. (You can only use this option if you will not be entering anything into DVM Manager until 2018)

- If it is January 2018 and you were not prompted to "close the month": Close DVM Manager for Windows and reopen it. You will be asked if you want to close the month. Answer "Yes". You may be required to enter your password again. (Do not answer "Yes" if you have not performed steps 1-4 above!)

6. Verify Close. If you have successfully closed the year, you can verify closing by selecting Preferences-System-Month and Year End Processing from within the program. The "Current Accounting Year" should read 2018. If the accounting year is blank, click Cancel and contact technical support for information on updating your DVM Manager installation.

***If you are a DVM Manager customer not currently not on support, we encourage you to contact Customer Support at (800) 925-7171 to find out how you can resume your support status. ***