



End of year procedures for Vb-Vtech 1.19 and V-Tech Platinum (VTP) Software.

DO A REGULAR BACKUP BEFORE STARTING THIS PROCEDURE. Label it Year-End and DO NOT REUSE IT. Put it in a safe place and save it. USB and flash drives are your best choice.

The end of year needs to be performed on December 31st, **after** the last client has been invoiced, or on January 1st or 2nd of the New Year **before** any clients are invoiced out. This can be done from any machine, but no one else can be in the V-Tech software while this is being done.

Suggested reports to print for the end of year:

From the **Receivables Menu > Receivables Report:**

The receivable report cannot be backdated (the software only knows the receivables as of the current date) so it is recommended to print this report at year end so the clinic will have the total receivable figures for the end of the year. Before printing the receivable report, click the **Age Accounts** button on the **Receivables Menu**. Enter the current date and say yes to verify balances to ensure the receivables report is correct.

From the **Reports > Administrative Reports Menu:**

Run the **Inventory Cost** Report. This report lists the in stock amounts for all inventory items, the clinic's cost and retail charge of all inventory items on the clinic's shelves. Like the receivables report, this report cannot be backdated, it only knows the current in stock amounts, and the current cost and retail charges.

The **Current Year Sales** figure on the **Revenue** button on the **Client** screen needs to be reset to 0 (zero) so it can reflect 2018 amounts. This can be done from any machine, but no one else can be in the V-Tech software while this is being done. To do this:

In Vb-Vtech go to the **Archiving Menu:**

In V-Tech Platinum (VTP) go to the **Utilities Menu:**

Click on **Reset Client Sales Totals**.

It will ask you "**Are You Sure That You Want To Reset Client Year To Date Sales Counters?**" Click **OK**. This will zero out the **Current Year Sales** field. It also puts these totals into the **Previous Year Sales** and **Total Year Sales** fields.