End of Year Procedure 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, preferably on a secure flash drive or external drive.

The end of year needs to be performed on December 31st, after the last client has been invoiced, or on first business day at your practice in January of the New Year before any clients are invoiced out. This can be done from any workstation, 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 are listed below. Print these at the point you are DONE FOR THE 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 the end of the year so the clinic will have the 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 Client screen needs to be reset to 0 (zero) so it can reflect 2024 amounts only going forward.

In V-Tech Platinum: Go to the Reports Menu and then choose user reports Choose the "Rebuild Client Sales Totals" Report Answer "Yes" to view to Screen Choose Option 4 and click "Yes" Enter "2024"" in "Enter Current Year to Rebuild" Box and Click "Yes" This may take 5-15 minutes to run.

If this report does not exist on your system: Go to the "System Config" Menu then choose "Update Electronically" Click on "Connect" and then choose "Report Update". A list of available reports appears on the left side. Highlight "RebuildClientSalesTotals.rpx" from the list Click on "Download Selections.

In Vb-Vtech go to the Archiving 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

If you have any questions or problems, please call 2i Nova technical support at (800) 858-0462. You are now ready for the New Year. Happy New Year!