



Year End Processes



ADVANTAGE+ AND VETECH ADVANTAGE

End-of-Year Process

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 the end of year can be done in a few steps:

1. Print or export all financial reports (Example: Total Inventory Valuation and the Practice Analyzer Reports).
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 that you have chosen.
4. The first time you run Advantage+ or Vetech 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.