

ImproMed and ImproMed Equine Year-End Procedures

In order to close the current Fiscal Year in ImproMed, there are four things to do **on the last day of business** for the year or **December 31**:

1. Create a year end folder on the primary database server.
 - a. Go to the primary database server.
 - b. Open **File Explorer**.
 - c. Double-click the D drive (Note: If there isn't a D drive, double-click the C drive instead, and replace D with C for all the following instructions).
 - d. In a blank area of the window, **right-click | New | Folder**.
 - e. Type **ye2018**.
 - f. Press **Enter**.
 - g. Close the window.
2. Print or export the Year-End reports: Summary Report and Inventory Category Totals.
 - a. Open the **Reports** module.
 - b. Expand the category **Financial Reports**.
 - c. Select the **Summary Report**.
 - d. Expand the category **Inventory Reports**.
 - e. Select the **Inventory Category Totals** report.
 - f. Verify **Print with Defaults** is **not checked**.
 - g. Click **Print**.
 - h. Enter the starting and ending dates (for the Summary Report) or select **This Year**.
 - i. Click **OK**.
 - j. For the Inventory Category Totals report options, select **Specific ID** for *the Cost Method used during report*.
 - k. Verify the other options for the Inventory Category Totals report are correct.
 - l. Click **OK**.
 - m. The Summary Report options will display. Select the options as desired.
 - n. Click **OK**.
3. Create and Save the IBU (ImproMed Backup) file.
 - a. From the Windows Start menu, open **Support Tools**.
 - b. In Support Tools, click on the database to be backed up (generally this is called Infinity or ImproMed).
 - c. Click the **Backup** button.
 - d. Click ... to navigate to the folder created in Step 1.
 - e. At the bottom of Sql Server File Browser, enter the **File** name – **ye2018.ibu**.
 - f. Click **OK**.
 - g. Select the option **Backup as COPY_ONLY**.
 - h. Click **Backup**.
 - i. When the message appears that the backup is complete, close the messages.
 - j. Next, **verify the backup**.
 - k. In Support Tools, click **Verify a Backup**.
 - l. Click the browse button (...).
 - m. Navigate to the folder where the backup was saved.
 - n. Click on **ye2018.ibu**.
 - o. Click **OK**.
 - p. Click **Contents**.
 - q. Click **Verify BU**.

- r. When the message reads *The backup set is valid*, click **OK**.
- s. Close all screens.

In the event the backup set is **invalid**, run the backup and verify a second time. If the backup is still invalid, contact Customer Support at 800.925.7171.

4. Run the Year-End Procedures. The Year-End Procedures will affect the YTD Totals Sales, YTD Total Referrals, and YTD Total Visits. Running this update will reset the fields to zero.
 - a. From the Desktop: Click **Tools | Year-End Procedure**.
 - b. Set the current Fiscal year (i.e. 2018.)
 - c. Set the next fiscal year begins date (i.e. enter Jan 01, 2019).
 - d. Click **OK**.
 - e. Click **OK**.

Advance the Date

If your business is set up to auto-advance the date, you may skip the steps below.

1. Open ImproMed/ImproMed Equine.
2. Advance the date to the first business day of the New Year.
3. Close ImproMed/ImproMed Equine.

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 2019 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 2018.

- If the Current Accounting Month and Year are not December 2018, 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 2019 until after the Year End Close has been performed.

- For boarded and hospitalized animals to appear on 2018’s totals, those animals must be checked out (electronically in DVM Manager) before closing the last day of 2018. (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 2018”. **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 2018 Year End Close. Both December Month End and 2018 Year End Close will be performed automatically when you open the program for the first time in the year 2019, 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 2019. When you open the program in January 2019, 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 2019, 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 2019)

- If it is January 2019 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 2019. 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. Adding ImproMed Application Support (formerly DVM Manager SWA or Software Assurance) entitles you to the Infinity software at NO CHARGE (if and when you’re ready to migrate), version updates, discounts, and so much more.