



## V-Tech Prime End of year Reports and Backup Process

The End of Year report process needs to be done after close of business on the last business day of the year and before invoicing clients in the new year.

### Reports:

Suggested reports to print for the End of Year are listed below. You'll want to run these at the point you are DONE FOR THE YEAR of 2021. It is recommended you print them or save them for safekeeping.

- From the Receivables Menu > The Receivables Report: The receivables 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.
- 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.

### Backup:

The End of Year Backup needs to be downloaded during the week of January 3<sup>rd</sup> - January 7<sup>th</sup> 2022. Keep in mind, you will want to complete this process while your fresh backup file is available until Friday, January 7<sup>th</sup> 2022.

Label it "Year-End" after it is downloaded and keep it in a safe place. USB and/or external hard drives are your best choice.

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 Years! We appreciate your business.