New with IntraVet Version 4.0, 4.5, and higher
Running an end of year process is no longer necessary

PLEASE READ COMPLETELY PRIOR TO THE END OF THE YEAR

On January 1, IntraVet will automatically recognize the year as the new year and update your YTD columns accordingly.

On January 1:

- On the Client Account Management Screen:
  - Year to Date Service totals for the previous year will be zero and tracking for the new year will begin
  - Previous year totals will be replaced with current year totals and will shift up in the list on the client screen
- The Year-to-Date Column on several reports will also be affected at year end.

We recommend running the following reports at the end of your last business day in the current year:

- Accounts Receivable Report (does not zero out accounts receivable)
- Monthly Productivity > 3 Year Comparison Report
- Year to Date Inventory Report
- Client Referral Report

If you use these reports for analysis or business decisions, you must run them PRIOR to January 1. These reports should be printed at the end of your last business day in the current year. Since all other reports are period selective, you can still retrieve information for past periods. We recommend you keep a copy of your December 31st backup for reference.

**Run Backup**

Run a full backup at the end of your last business day in the current year, and keep for reference. A full backup for 4.0, 4.5, and higher is a normal backup with the check box checked for all databases.

Please review FAQ 10685 to view a recorded webinar explaining the End of Year process.

- Go to www.intravet.com
- Hover over Customer Care
- Select End of Year Instructions
- Click the link to view the End of Year recorded webinar

If you have any questions, please call Patterson Veterinary Software Support at 800.422.8875.