



DVM Manager End-of-Year Processes

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IMPORTANT! If you open DVM Manager for Windows in January 2021 and you are not ready to perform the December month-end processes, answer **NO** to the message: "It is time to perform month-end processing" prompt. Then, proceed to Step 1.

1. DVM Manager Version

You can verify your version of DVM Manager by clicking **Help > About DVM Manager**. The version number will be listed under DVM for Windows. If this version is NOT 5.2.5300, please call a Support Technician to discuss updating your version of DVM Manager.

2. Check the Current Month and Year in DVM Manager. (If the first month of your fiscal year is not January, save these instructions for use when you reach the end of your fiscal year.)

- In **Preferences > System > Month/Year-End Processing**, the First Month of Fiscal Year should be January.
- The Current Accounting Month should be December.
- The Current Accounting Year should be 2020.
- If your current month and year are not December 2020, contact Technical Support at 855-478-7920.



DO NOT enter any transactions for the year 2021 until after the Year-End Close has been performed.

3. Perform all DAY-END closing operations for the last day of the year.

- If you want the transactions for boarded and hospitalized animals to appear on 2020's totals, those animals must be checked out (electronically) before closing the last day of 2020. (You can check them in again once you have closed the year.) Print Hospitalization and Boarding Reports to determine any such patients.

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4. Backup all DVM Manager data and copy to external 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 2020". Do not overwrite this backup under any circumstances!
5. 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*) – Print statistical and income reports such as the Income Analysis report or Inventory Valuation reports. ***Inventory Valuation is a "live" report and cannot be reprinted later.**
6. December Month-End Close and 2020 Year-End Close

Your December Month-End and 2020 Year-End Close will be performed automatically when you open DVM Manager for the first time in the year 2021 if you answer "Yes" to the "Close the Month" message.



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 may close all at once by ensuring there is a check mark on the "Include all hospitals" option when you sign in.

7. Verify that you are in the correct Accounting Period. In **Preferences > System > Month/Year-End Processing**:
 - Current Accounting **Month** should be **January**
 - Current Accounting **Year** should be **2021**
8. If you have successfully closed the year, all client **YTD totals** should be **zero** in the Client Financial Information Panel on the main workspace.