

# Vetech View

## Advantage On-Line

Vetech Software Services, Inc. (800) 677-8832

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### Are you Online Yet?

By Matt Sanregret

We are communicating more and more with clients via cyberspace. This is very useful for dispersing information quickly like news of a new software update, our advice on a frequently asked question to our support department, or perhaps information we can provide about an event relating to your computer system like a new virus announcement.

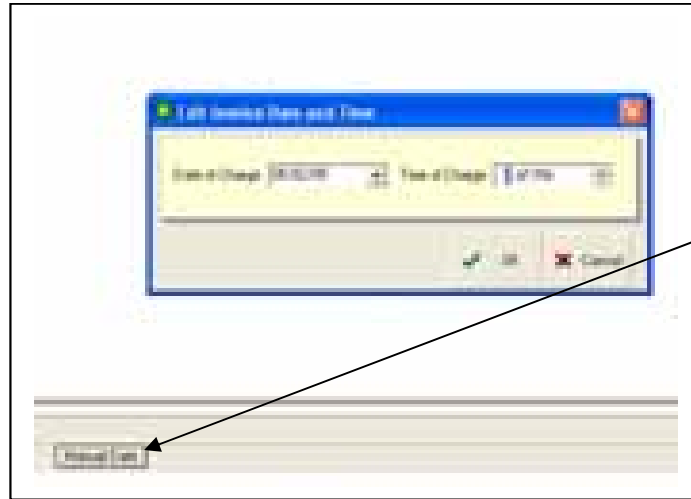
If you are interested in receiving information and software updates via email (in addition to your regular newsletters and update CD's) send an email to [info@vet-software.com](mailto:info@vet-software.com). Make sure you identify your name and practice name in the email.

### Transaction Dates Overview

A very common issue with both new and experienced users is understanding the different transaction dates in Advantage and what the purpose is of each date. We covered this article last year, but with all the new clinics running Advantage and also all the new staff at our long time clinics, we thought this subject would be worth covering on a regular basis.

**Invoice Line Item Date:** For every transaction created in Advantage, there are several transaction dates associated. For instance, each line item on an invoice has its own date. A single invoice can have multiple lines in it, each with different dates. Line item dates can be easily changed in an invoice.

This line item date will be posted to the patient's history. This date will also be shown on the client's statement of account. Any reminders or recalls associated with an item will be created based on the line item date. Invoice line item dates may or may not be the same as the date the invoice is actually entered or the date the invoice is closed.



New Manual Date button to manually change the invoice date. Click here to open up change date and time dialog box.

**Invoice Close Date:** The invoice close date is independent of line item dates on an invoice. The invoice close date defaults to the day that you close the invoice, but can be manually changed to any date and time. The invoice close date gets posted to the client's transaction history. The balance aging process will also start from the date the invoice is closed and has nothing to do with line item dates in an invoice.

**Thought for the day:** A closed mouth gathers no feet.



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We're on the Web!  
See us at:  
[www.vet-software.com](http://www.vet-software.com)

New to Advantage version 25, the invoice window has a new "Manual Date" button, that allows you to manually change the invoice close date. This makes it easy to back date invoices. Previously you could back date line items, but the invoice date always used the actual computer date that the invoice was closed. To change the invoice close date, click on the Manual Date button on the lower part of the invoice window.

Once you have manually changed the invoice close date, it is set until you change it again. This date will not be updated if you update a held invoice and hold it again. Caution should be used when changing this date for invoices that are still in progress.

**Payment Date:** Each time a payment is applied to a client account either after an invoice or as a payment on account, a payment date is created. Payment dates can be easily changed during the payment process. It's possible to post date payments for checks that will not be deposited on the day they were entered. It is also possible to back date a payment when you are entering a check into the computer that was received on an earlier date.

Payment dates are posted to the client transaction history. Payment dates are also used for the different payment reports.

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