

July 2007

Volume 17, Issue 7

Inside:

- **Tech Tips**
- **Humor**

Vetech View

Get the Most Out of Your System

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

Keyboard Shortcuts for Date Fields

By Matthew Sanregret

When you work with Advantage, most likely you are frequently entering dates. All reports prompt for date ranges, invoice dates, appointment dates, patient birthdates, etc. Many users like the handy mouse calendar tool included with Advantage. You can quickly scroll days, months, years by clicking on different areas of the calendar tool.

You can also click into the date field and manually enter a date using the keyboard. There are several keyboard shortcuts that are handy for changing dates. You can enter any of the following keys while the cursor is in a date field.

- T = Today**
- M = First day of the month**
- H = Last day of the month**
- Y = First day of the year**
- R = Last day of the year**
- + = Move day forward 1 day**
- = Move day backward 1 day**

So if you wanted to run a report from the first day of the month to the last day of the month, click into the From date and press "M", then click into the To date and press "H". The hot-key letters are not case sensitive, so typing in either "T" or "t" will bring up today's date. Try it, you might save you some time.

Invoice Note Options

It is common to want to add extra notes to an invoice. Invoice notes may be created for clients so that they have additional information regarding the invoice or services done. You may also want to keep internal notes for this invoice or patient history. Advantage offers several ways to add notes to an invoice. We will cover three popular options. If you are not already using any of these please give them a try.

Invoice Notes: The lower left hand part of the invoice window is the reserved for invoice notes. You can manually type notes of any length here. Invoice notes will automatically print on the bottom of the printed invoice and also will be displayed on the Client transaction window. Invoice notes are associated with

Thought for the month [The secret of joy in work is contained in one word - excellence. To know how to do something well is to enjoy it.](#)

- [Pearl Buck](#) (1892 - 1973), *The Joy of Children*, 1964



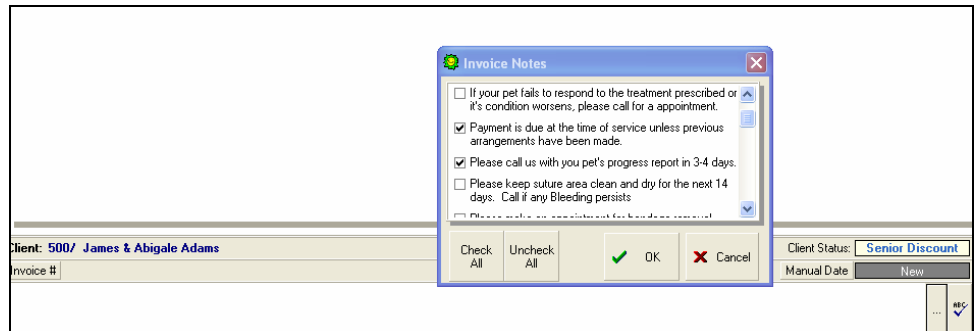
150 N. Wiget Lane
Suite 211
Walnut Creek, CA
94598

PHONE:
(800) 677-8832
(925) 932-5044

FAX:
(925) 932-5597

E-MAIL:
info@vet-software.com

the invoice and not a particular patient. Invoice notes can be pre-defined from the Lists/Invoice/Invoice notes menu. Once you have created some notes here simply click the ellipse character (3 dots) on the right side of the invoice notes box and you can quickly import these notes. You can also modify these pre-defined notes after importing to the invoice.



Invoice notes area in lower right side of invoice window, with pre-defined notes displayed

Invoice line item notes: Sometimes you may want to have notes associated with a particular invoice line or lines. Advantage does this with invoice line notes. The far right column of the invoice window is for line item notes. Line item notes post to patient history rather than invoice history. There is also an option for whether or not you would like the line note to print on the clients invoice or statement of account. Line item notes are popular for documenting a generic item code like "Misc. injection" as you can describe this service. They are also popular for detailed medical record notes, such as describing an exam or surgery.

Item invoice notes: Any service or inventory item in Advantage can be setup to automatically print notes on the printed invoice with no interaction from the user. There is a field called Invoice Notes on both the edit treatment and edit inventory windows. Notes entered here will print at the bottom of the printed receipt with a title that lists the actual item.

For example:

Canine Neuter: Please keep the suture area dry and call us if any bleeding persists....

Tales from the E-Mail

We're on the Web!
See us at:
www.vet-software.com

