

End of Day Process

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End of Day Process

Use the End of Day Process to update member contract information as well as non-responsible members.

To access the end of day process, click on the **“AAC Front Desk System”** shortcut folder and open the **“Front Desk Utilities”** folder. Then click on the **“End of Day”** shortcut.

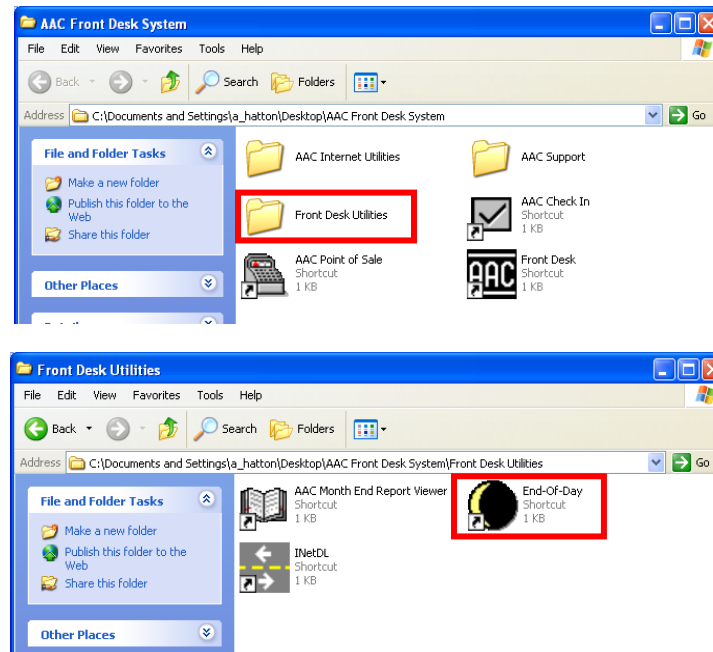


Figure 17-1.

After the End of Day shortcut has been opened, a message box will open stating that the system date must be correct for the process to run properly. Click the **“OK”** Button.

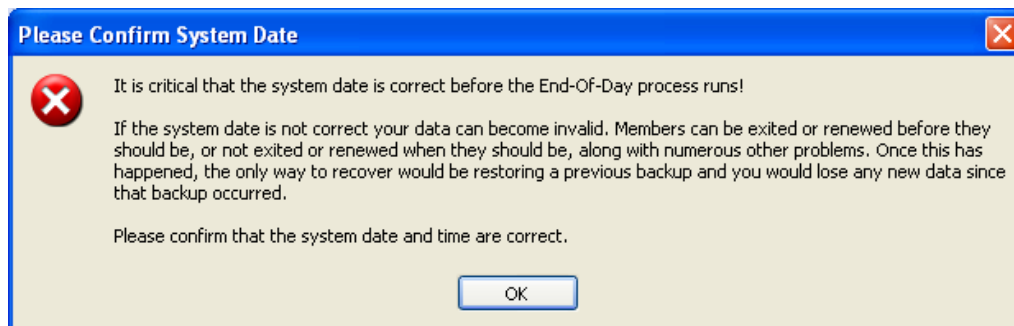


Figure 17-2.

Check the system date and time to make sure it is correct for your time zone and area. Click the **“Edit”** Button to change the information or the **“OK”** Button to continue.

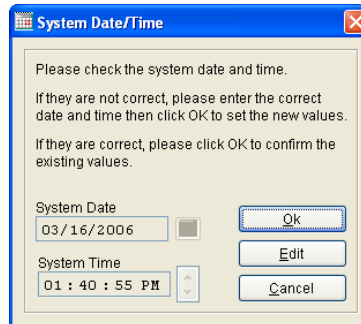


Figure 17-3.

The AAC End-of-Day window will open as shown below.

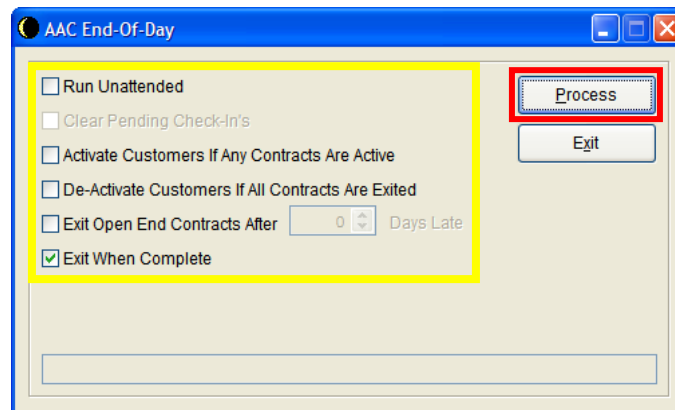


Figure 17-4.

Run Unattended: This option will allow the process to run while other applications are running.

Clear Pending Check-Ins: This option is not available to most clients. Contact AAC Technical Support at (800) 233-8483 for more information.

Update Balance Fields: Update contract balances for members.

Exit When Complete: Check this option for the program to automatically close when finished.

Process Button: After all options have been chosen, click this button to begin the End-of-Day Process.



After clicking the **“Process”** Button, the system will begin to search through the member records. Messages may appear if Run Unattended is not checked. These include the system being unable to find responsible members and the addition of new contract templates.

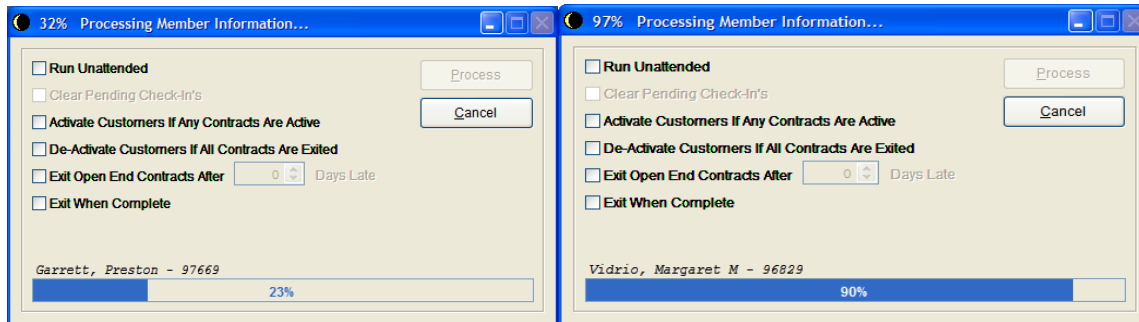


Figure 17-5.

If Run Unattended is not checked, messages may appear during the process. They will look as shown below. Click on the **“Okay”** button and the process will continue.

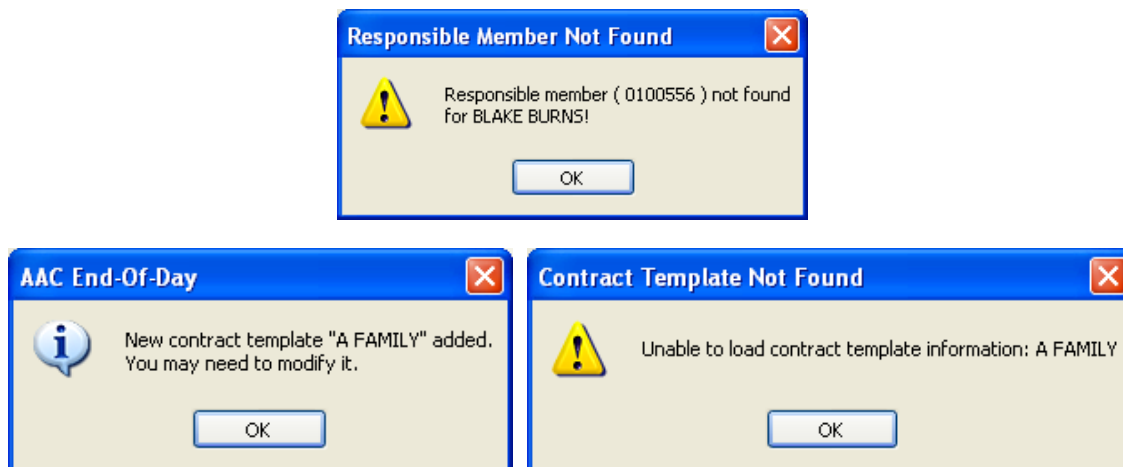


Figure 17-6.

After the process has finished, click on the **“Exit”** Button to exit the application.

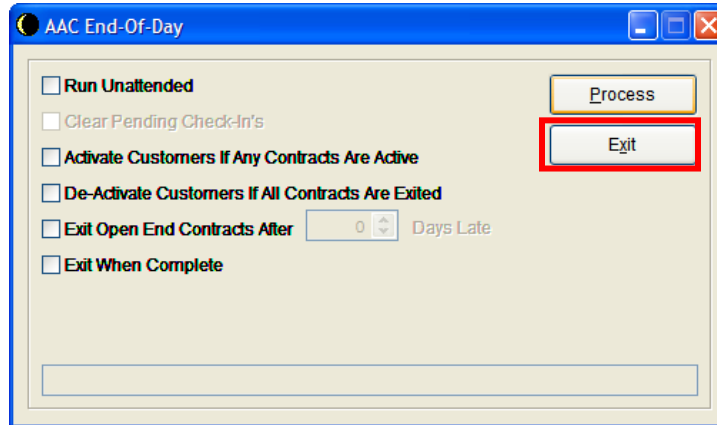


Figure 17-7.