

Chapter 24

Month End Report Viewer

FrontDesk v4.1.25

Month End Report Viewer

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AAC Month-End Report Viewer

The AAC Month-End Report Viewer provides the ability to view month end reports that are available on the client website (www.affiliated.org). To pull the reports from the web through the software, you will need your client number, web user id, and web password. The month end report viewer can be set to remember this information for future use.

To access the AAC Month-End Report Viewer, click on the **“AAC Front Desk System”** shortcut folder and then open the Front Desk Utility Folder. Choose the AAC Month End Report Viewer shortcut by left clicking on it twice.

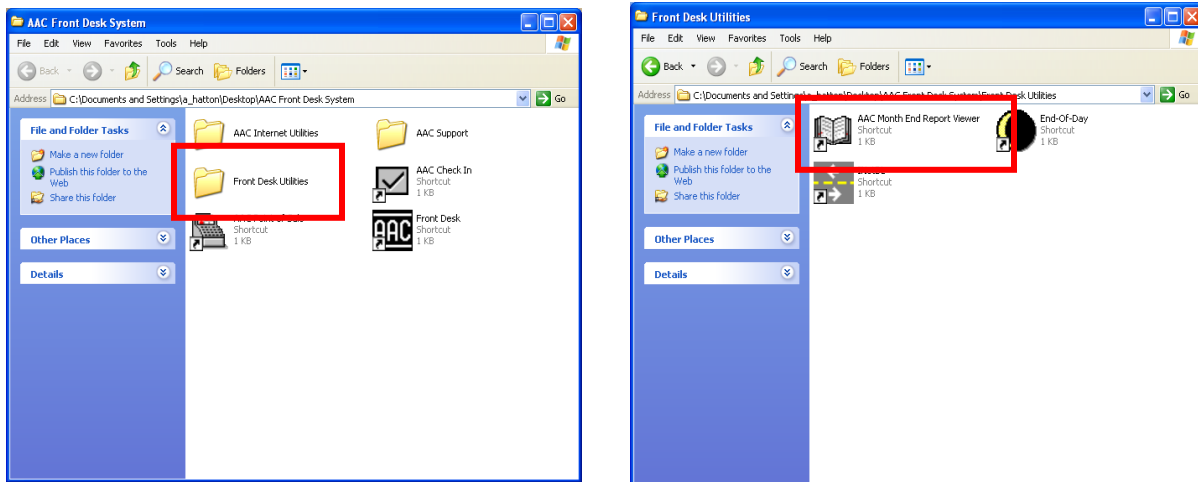


Figure 24-1.

To begin using the month end report viewer, enter the login information and then click on the **“Login”** button located at the bottom of the viewer. If Remember Password is checked, anyone with access to the AAC Month-End Report Viewer will be able to see the report under the saved login.

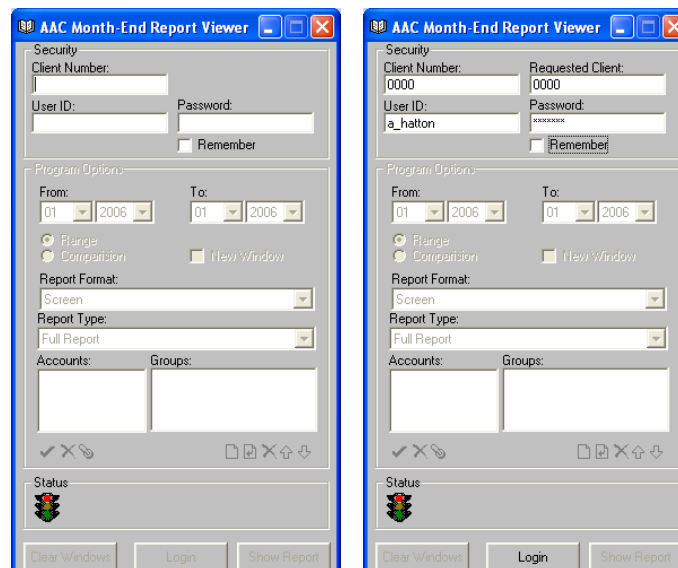


Figure 24-2.

Remember: A valid web login to the AAC client website must be used in the Month-End Report Viewer.



After the login information has been entered, click on the **“login”** button to connect to the website. Then choose the appropriate options and retrieve the report.

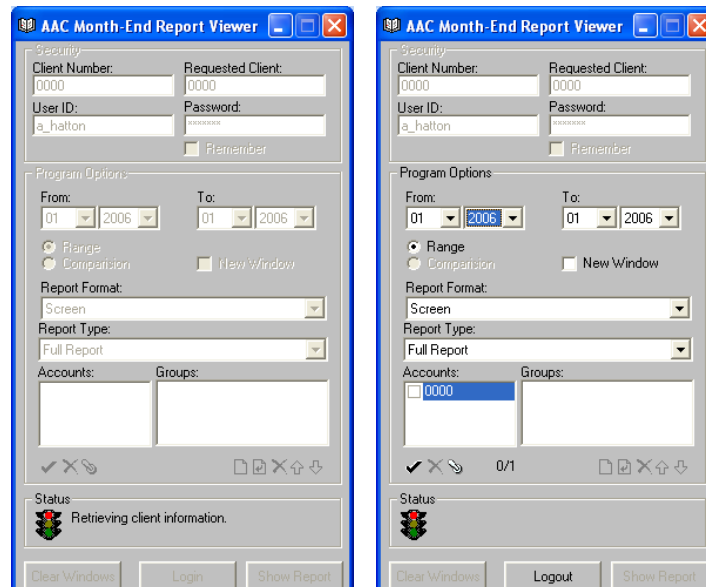


Figure 24-3.

Program Options

From: First month that will be viewed.

To: Last month that will be viewed.

Range: View month end reports over a date range. This range is by months.

Comparison: Compares the month end reports for the dates set in the “From” and “To” fields in the Month End Report Viewer.

New Window: If more than one month end report is being pulled, each will be opened in its own browser window for viewing.

Report Format: Choose how the report will be viewed on the computer screen. The report can also be printed to a local or network printer.

Report Type: View the full report or look at a particular section of the report.

Accounts: If multiple client numbers exist, choose which client number’s month end reports will be viewed at the time. Choose the client numbers by checking the box next to each individual client number.

Groups: This option is only necessary if you have more than fifty locations. Groups can be set up to include particular client numbers. Groups are used to retrieve all month end reports for selected client numbers in the group over the selected date range.



After all options have been selected, click on the **“Show Report”** Button to view the selected Month-End reports.

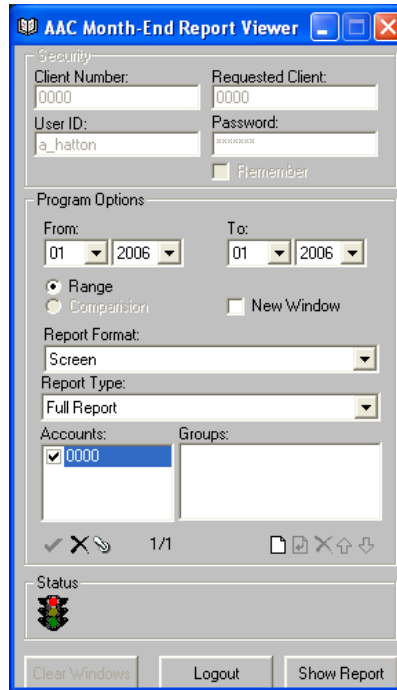


Figure 24-4.

The report will be retrieved and opened in an Internet Explorer Window.