How-To Guide:

Run End of Day

OVERVIEW

This guide provides step-by-step actions for Running End of Day in Storage Commander Configuration Manager including:

- Running manual End of Day
- Running automatic End of Day
- Benefits of automatic End of Day

Note: If you are interested in automatic End of Day, please contact the Storage Commander Technical Support Team for more information and to enable that option.

Running End of Day

Running **End of Day (EOD)** initiates many processes within the Storage Commander program, which includes; **charging rent, initiating Auto Credit Card & ACH payments, Late Notices, Late Fees, Report Groups**, as well as system level routines.
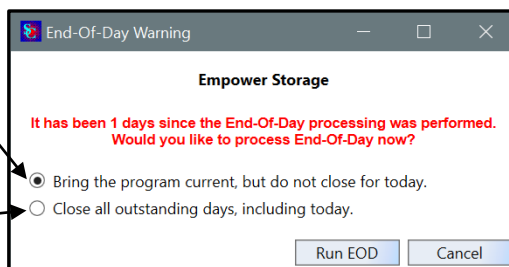
The advanced functionality built into the **End of Day** processes allow you to run **End of Day** while using the Storage Commander Management system. In other words, you can start the **End of Day** process, let it run in the background while you continue to take **payments, move-in, move-out**, or any other management function while the **End of Day** is running.

Manual End of Day

When starting Storage Commander, the program will automatically detect if the **End of Day** process is up to date. If it detects that the Storage Commander system is **not** current it will display a message box similar to the example below informing you that the facilities management system is not current and has not been current for the number of days indicated within the message box. If this occurs you will be asked to bring the management system current leaving the current day open (this will allow rent to be charged, late steps/fees to be assessed, auto credit cards to be charged, invoices to be printed/emailed as well as all other end of day functions to be processed as of the day prior to the day this processes (**End Of Day**) was initiated.
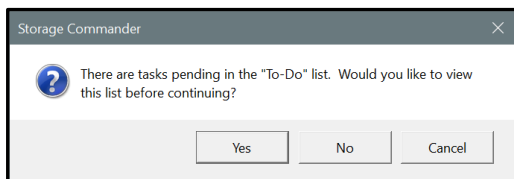
Bring the facility up to date using the previous days date as the posting

Bring the facility up to date using the current date as the posting date.

If you select the second option (Close all outstanding days, including today) this will initiate all end of day process with a posting date of the current system date.

When you click on the **End of Day** icon in the tool bar, the program will look to see if there are any outstanding actions in the systems **"To Do" list**. If it detects that there are action items that need to be reviewed prior to closing the facility a message box will be displayed allowing you to interrupt the end of day process so that you can review the action items.

Benefits of Automatic End of Day

Storage Commander can be configured to **automatically** run *End of Day* each night after midnight, which includes; **charging rent, initiating Auto Credit Card & ACH payments, Late Notices, Late Fees, Report Groups**, as well as system level routines. Using this feature eliminates the need for the on-site manager to run *End of Day* manually, and provides the following enhancements:

- ❖ No manual process needed!
- ❖ Runs *End of Day* automatically every day 365 days a year, keeping your accounts up to date.
- ❖ Allows *On-Line payments, Move In, Move Out, & Reservations* to be posted to an account after business hours.
- ❖ Notices are generated and placed in the *Documents Queue* for the manager to review and print/email when they open the office in the morning.

Printing Notices

During the *End of Day* process, notices (such as: late notices and invoices) are generated and passed to the *Pending Documents Queue* where you can review and select the documents prior to printing or emailing.

Notices will remain in the *Pending Documents Queue* until they are processed or cleared from the list. You can review and reprint any notice that has been generated over the past 30 days (even if the document or notice has been processed) by clicking on the Show Last 30 Days check box located at the bottom of the Pending Documents screen.

Selecting Notices to Print, Email or Clear from the list
To select individual customers, click on the *check box* adjacent to the *customer name*.

To select *all customers* attached to a specific notice, click on the *check box* next to the *notice*.