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SPRINGER-MILLER
SYSTEMS



Night Audit Setup Guide

SMS | Host 2021r1+

Guide to the setup and configuration of your
Night Audit tasks in SMS | Host 2021r1, 2022r1, and later

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Introduction

This document guides the Night Auditor Manager and SMS|Host System Administrator when configuring the night audit tasks for your property in SMS|Host 2021r1 using the Night Audit console.

Earlier versions of SMS|Host do not present the capabilities outlined in this guide. If you are running a version of SMS|Host previous to 2021r1, you will need to acquire the appropriate documentation for your version.

The SMS|Host Night Audit Setup console enables you to configure your night audit in advance of running it and can significantly simplify your night audit and end-of-day processes. When fully configured, your night auditor will not need to launch maintenance tasks individually or make procedural decisions at run-time.

Prior to running your night audit through the console for the first time, SMS|Host night audit setup is used to configure the night audit. The setup process includes identifying and sequencing the individual night audit tasks that will make up your audit. This setup should be performed by individuals with knowledge of your current night audit processes and the maintenance required for your configuration of SMS|Host and integrated systems.

Before you begin

1. You will need specific SMS|Host User Clearances to access night audit setup functions. You will need to have these clearances set before attempting to access the night audit setup screens. See the [SMS|Host User Clearances for Night Audit](#) section below.
2. If you encounter a “SetupHost” message when running either the Night Audit Setup or Night Audit consoles, you will need to run the SetupHost Installer on the local machine before proceeding. For more information and instructions, see the [SetupHost Installer topic in the SMS|Host 2021r1 Help Site](#).

The first section of this guide is intended to get you familiar with the screens and tools presented through the Night Audit Setup Console, the second to walk you through the night audit setup process and, the third to provide you with recommendations regarding your night audit.

Note

If you are a night auditor, you will find instructions for running a configured night audit through the Night Audit console in the [Running your Night Audit topic on the SMS|Host Help Site](#).

For clarity, a “night audit” in this document includes all tasks typically performed in one overnight session. Some tasks may be run before the system date is incremented to the next day while others will be run after the date has been incremented to the new day. All tasks are referred to as being part of a single night audit for the date ending (e.g. the SMS|Host date for the day that is being closed).

The Night Audit Setup Console

The information below will help you become familiar with the components of the Night Audit Setup Console.

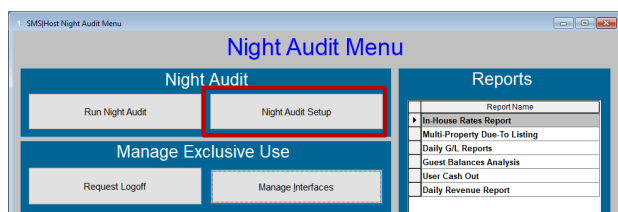
From the SMS|Host main menu, select **Bookkeeping and Audit** to access the **Night Audit Menu** (in 2021r1), or the **Bookkeeping and Audit** menu (in 2022r1).

There are two new options on this menu for **Run Night Audit** and for **Night Audit Setup**.

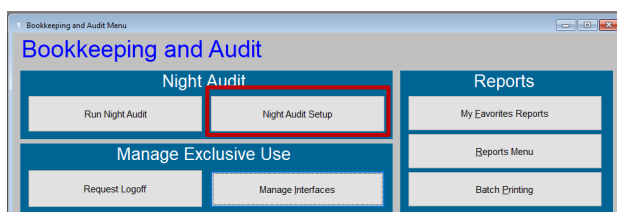
If either or both of these options are not selectable (dimmed) then you will need to verify and/or set the necessary SMS|Host User Clearances specified in the SMS|Host User Clearances for Night Audit section below.

Select **Night Audit Setup** to access the Night Audit Setup Console.

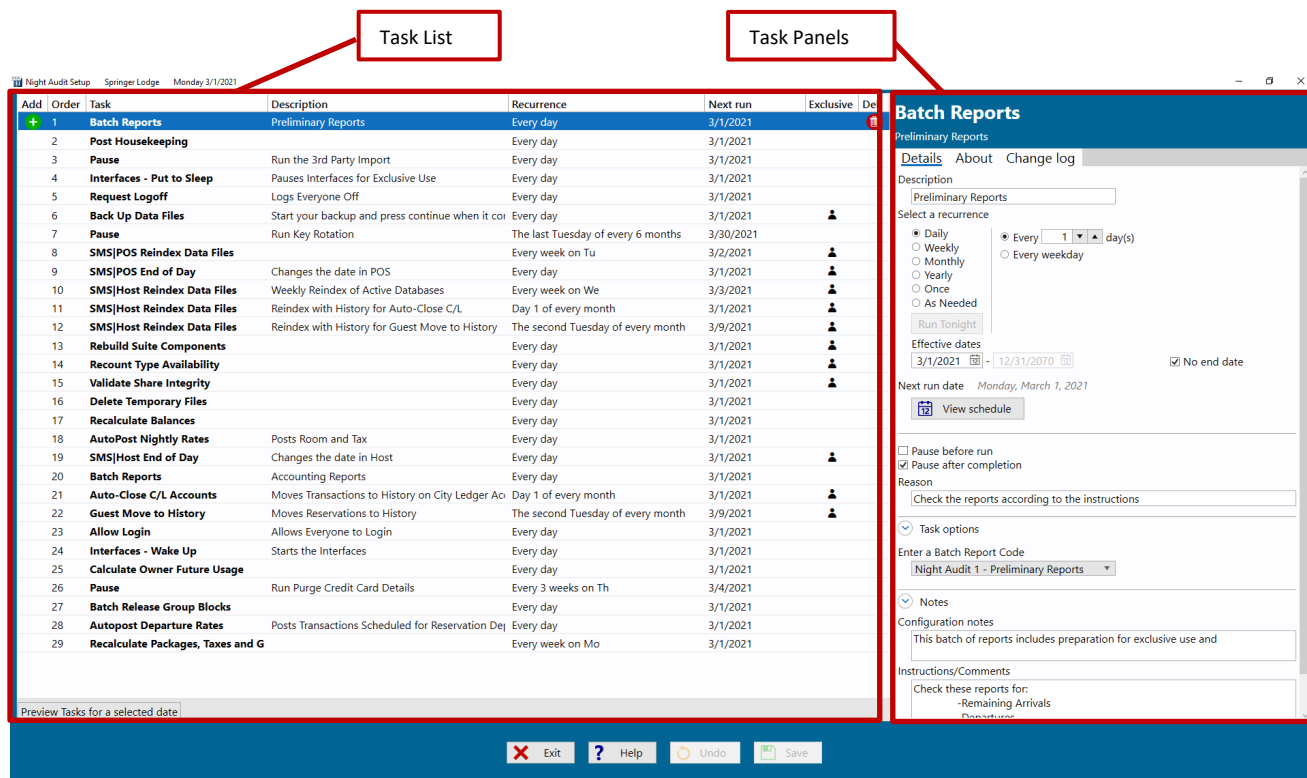
As it appears in 2021r1



As it appears in 2022r1 and later



The Night Audit Setup Console in your SMS|Host system will appear similar to the screen pictured below. There is a *Task List* on the left side of the console and a *Task Panels* area on the right side of the console.



Task List

The task list displays all the tasks that have been configured to run as part of the automated night audit. The order in which the tasks are listed determines the order in which they will be run during the night audit.

Add	Order	Task	Description	Recurrence	Next run	Exclusive	Del
	1	Batch Reports	Preliminary Reports	Every day	3/1/2021		
	2	Post Housekeeping		Every day	3/1/2021		
	3	Pause	Run the 3rd Party Import	Every day	3/1/2021		
	4	Interfaces - Put to Sleep	Pauses Interfaces for Exclusive U	Every day	3/1/2021		
	5	Request Logoff	Logs Everyone Off	Every day	3/1/2021		
	6	Back Up Data Files	Start your backup and press cont	Every day	3/1/2021		
	7	Pause	Run Key Rotation	The last Tuesday of every 6 mont	3/30/2021		
	8	SMS POS Reindex Data Files		Every week on Tu	3/2/2021		
	9	SMS POS End of Day	Changes the date in POS	Every day	3/1/2021		
	10	SMS Host Reindex Data Files	Weekly Reindex of Active Databa	Every week on We	3/3/2021		
	11	SMS Host Reindex Data Files	Reindex with History for Auto-Cl	Day 1 of every month	3/1/2021		
	12	SMS Host Reindex Data Files	Reindex with History for Guest M	The second Tuesday of every mo	3/9/2021		
	13	Rebuild Suite Components		Every day	3/1/2021		
	14	Recount Type Availability		Every day	3/1/2021		
	15	Validate Share Integrity		Every day	3/1/2021		
	16	Delete Temporary Files		Every day	3/1/2021		
	17	Recalculate Balances		Every day	3/1/2021		
	18	AutoPost Nightly Rates	Posts Room and Tax	Every day	3/1/2021		
	19	SMS Host End of Day	Changes the date in Host	Every day	3/1/2021		
	20	Batch Reports	Accounting Reports	Every day	3/1/2021		
	21	Auto-Close C/L Accounts	Moves Transactions to History or	Day 1 of every month	3/1/2021		
+	22	Guest Move to History	Moves Reservations to History	The second Tuesday of every mo	3/9/2021		
	23	Allow Login	Allows Everyone to Login	Every day	The second Tuesday of every month		
	24	Interfaces - Wake Up	Starts the Interfaces	Every day	3/1/2021		
	25	Calculate Owner Future Usage		Every day	3/1/2021		
	26	Pause	Run Purge Credit Card Details	Every 3 weeks on Th	3/4/2021		
	27	Batch Release Group Blocks		Every day	3/1/2021		
	28	Autopost Departure Rates	Posts Transactions Scheduled for	Every day	3/1/2021		
	29	Recalculate Packages, Taxes an		Every week on Mo	3/1/2021		

Working in the task list, you will;

- Add and schedule night audit tasks,
- Change the sequence the tasks will be run
- Delete tasks from the automated night audit.

Note: You can add multiple instances of a particular task to the task list and each instance will have its own set of configurable options. This enables you to run tasks multiple times, with unique options configured for each, within a single night audit process.

Columns

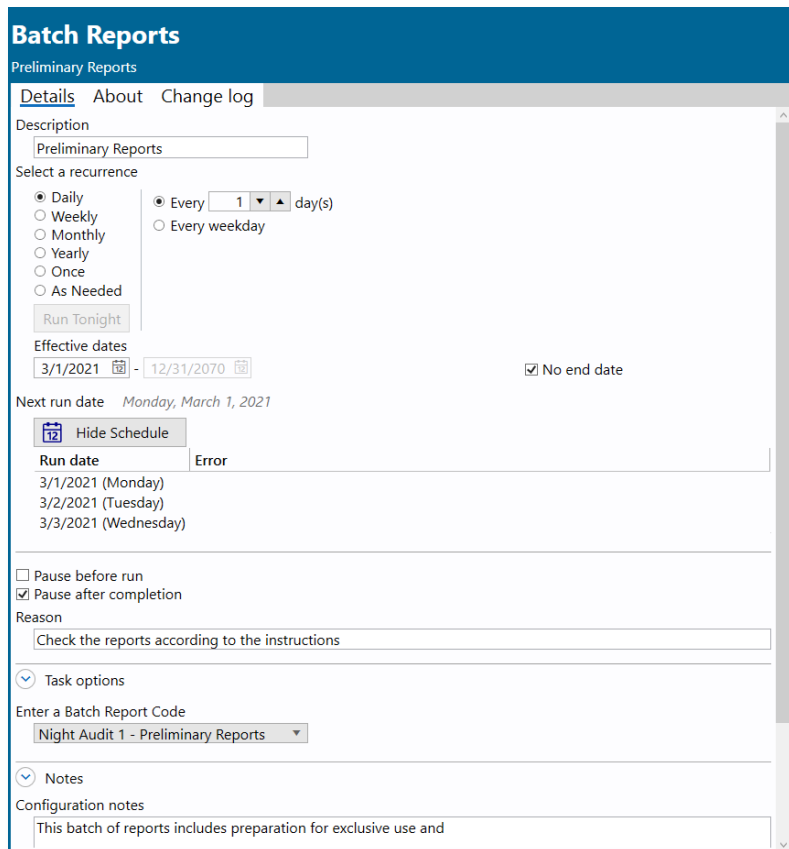
Column	Description
Add	The + button in this column is used to add new tasks before or after the task where the button was clicked.
Order	The order in which tasks will be run during the automated night audit. Note: when running the automated night audit, some tasks may be skipped based on their scheduled recurrence.
Task	The name of the task
Description	A custom description can be entered for each task.
Recurrence	The schedule in which the task will be run.
Next Run	The next night audit date when the task will be run.
Exclusive	Displays an icon of a single person on any tasks which require exclusive use to be run.
Del	The trash can button that is displayed in this column can be used to delete a task.

Task Information Panels

Task information panels are located on the right side of the screen. You can move between the **Details**, **About** and **Change Log** panels using the tabs at the top of the information area. When a task is selected in the task list, corresponding information for that task is presented in these panels.

Details Panel

The Details panel is used to configure the task's recurrence schedule, specifics regarding how the task will run and notes about the task. The Details panel appears as shown and the items in the panel are detailed below in this section.



Task Recurrence/Run Date Options

Description

Select a recurrence

Daily
 Weekly
 Monthly
 Yearly
 Once
 As Needed

Every day(s)
 Every weekday

Effective dates
 - No end date

Next run date *Monday, March 1, 2021*

Run date	Error
3/1/2021 (Monday)	
3/2/2021 (Tuesday)	
3/3/2021 (Wednesday)	

The following table describes the fields in the top portion of the Task Details panel.

Option	Description
Description	A custom description of the task which can be viewed in the task list as well as the night audit screen where it will be viewed by the night auditor. When a task is added to the night audit more than once, it is recommended to use this description to differentiate the tasks (e.g. preliminary report, end of day preparation reports and summary report.)
Next run date	The next night audit date when this task will be run.
Recurrence Options	<p>The recurrence options control how often the task will be run. A recurrence is required to save a task.</p> <p>The recurrence date is based on the night audit date which is the Host date when the night audit begins and is not affected by the tasks' relation to the end-of-day task.</p> <p>Note: A task configured with a recurrence of Once will automatically be removed from the task list after it has been run.</p> <p><u>Note:</u> A task configured with a recurrence of As needed will not run on a pre-scheduled date. The task will be added to the current day's night audit when the Run Tonight button is clicked. This enables the configuration to be saved and the task to be run only as needed.</p>
Run Tonight	Copies a task and schedules the copy to be run once on today's date. The new task will be inserted directly above the task that was copied.
Effective dates	<p>The date range when the task will run.</p> <p>Note: If "No end date" has been selected, the end date will be disabled.</p>
No end date	When selected, the task recurrence will not end.
View/Hide Schedule	Displays a preview of the next three (3) dates that this task is scheduled to run. If there are any scheduling issues that would prevent the task from running correctly on a specific date, a reason is provided in the Error column.

Pause

When enabled (checked), the **Pause before run** or **Pause after completion** check box will cause the night audit to stop and wait, before or after a task, for night auditor input.

Inserting a pause can provide your night auditor time needed between tasks. For example: time to review reports that have been run or ensure that the system is ready for a maintenance routine to be run.

Item	Description
Pause before run	When selected, the night audit will pause before the task starts. The night auditor will need to select <u>continue</u> to run the task. When selected, a reason can be typed. The reason will be displayed to the night auditor when the pause occurs.
Pause after run	When selected, the night audit will pause after the task has completed. The night auditor will need to select <u>continue</u> for the next task to run. When selected, a reason can be typed. The reason will be displayed to the night auditor when the pause occurs.

When a **Pause** checkbox is enabled, a corresponding **Reason** can be entered so that it is displayed in the Run Night Audit console during the pause.

Note: When inserting **Pause** tasks, the **Pause before run** checkbox is automatically enabled so that you can enter a reason to be displayed, to the ight auditor, through the Run Night Audit console.

Task Options

Most tasks have settings that control the manner in which the tasks run. The task options section is where you will adjust these settings. Each task will have unique settings and some may require input before allowing you to save your night audit setup. Common examples include selecting a date to process, selecting multi-properties to include and specifying which folios to process.

Notes

Configuration notes can be entered for your reference during configuration. Text entered in the Instructions/Comments text area is displayed to your night auditor, at run time, in the Night Audit Console.

Notes

Configuration notes

This batch of reports includes preparation for exclusive use and

Instructions/Comments

Check these reports for:
 -Remaining arrivals
 -Departures
 -Correct rates on reservations
 -Verify emergency reports printed properly

Item	Description
Configuration notes	A place to enter your notes regarding the configuration of this task
Instructions/Comments	A place to write instructions or comments regarding this task that will be displayed while the task is being run by the night auditor. It is recommended to type any information that the night auditor may need to know about the task here.

The About Panel

The About panel displays a general description of the task. This information is provided by SMS and is embedded in the application for your convenience.

Guest Move to History

Moves Reservations to History

Details About Change log

Move Reservations, City Ledgers, Memberships, and/or Spa, Golf, and Dining Reservations to history. Historical items can be viewed but not modified.

This option allows the system to move Reservations, City Ledgers, Memberships, and/or Spa, Golf, and Dining Reservations to history.

Reservations, City Ledgers, and Memberships will be moved to history if:

1. The Departure or End date is prior to the specified cutoff date
2. The level is 'OUT' or 'CAN'
3. The account does not have a balance
4. There have been no transactions posted to the account after the specified cutoff date

Bookings that are linked to a reservation that is being moved to history will also be moved to history.

Spa, Golf, and Dining bookings will be moved to history when:

1. The Service Date is prior to the specified cutoff date

Unique cutoff dates can be specified based on the type of booking/account and level.

It is essential that you create a verified backup of Host before you proceed. This will minimize the time your system will be down if an unforeseen event or condition stops this process before it has completed successfully.

The Change Log Panel

The Change Log panel displays a time-stamped list of edits made to task settings.

Batch Reports

Preliminary Reports

Details About Change log

Full Text Search

User	Date/Time	Action	Field	From	To
MB	2/19/2021 9:32:02 PM	Update	Pause after completion	N	Y
MB	2/19/2021 9:32:02 PM	Update	Instructions	This batch of reports	This batch of reports include
MB	2/19/2021 10:07:12 PM	Update	Pause before run	N	Y
MB	2/19/2021 10:07:12 PM	Update	Pause before run - reason		Make sure there is paper in : Check these reports fi -Remaining , -Departures -Correct rate -Other audit
MB	2/19/2021 10:33:18 PM	Update	Notes		Check these reports for: -Remaining arrivals -Departures -Correct rates on re -Verify emergency
MB	1/23/2026 1:40:32 PM	Add			Preliminary Reports
MB	2/12/2026 11:57:27 AM	Update	Name		Check these reports for: -Remaining Arrivals -Departures -Correct rates on re -Other audit stuff!!
MB	2/12/2026 11:57:27 AM	Update	Notes		
MB	2/12/2026 11:57:27 AM	Update	Instructions		This batch of reports include
MB	2/12/2026 12:11:06 PM	Update	Pause after completion	N	Y
MB	2/12/2026 12:11:06 PM	Update	Pause after completion - r		Check the reports according
MB	2/12/2026 12:38:38 PM	Update	Pause after completion	Y	N

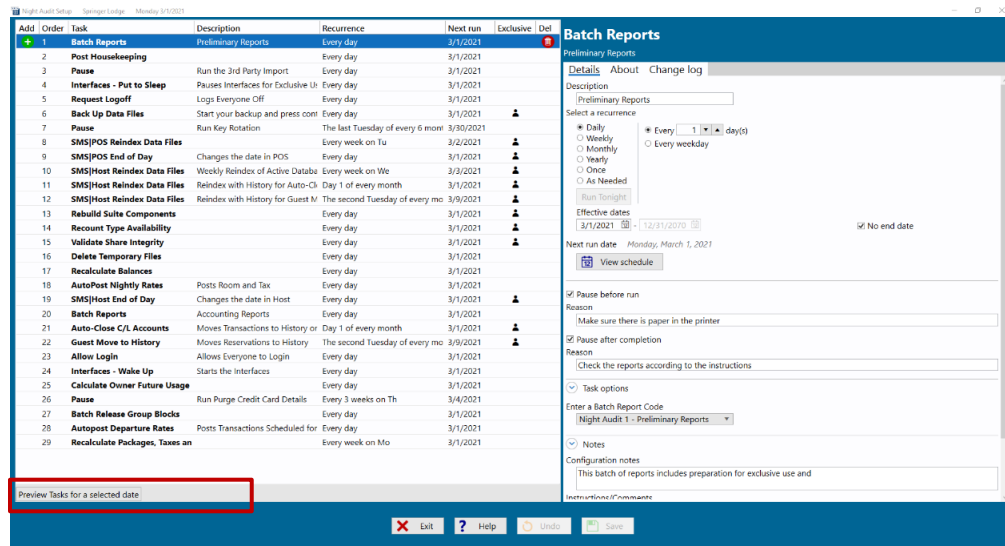
The data is displayed in columns and the contents of the columns are described in the table below.

Column	Description
User	The user code which was logged in when the change was made.
Date/Time	The date and time of the change
Action	Type of change made
Field	The field that changed
From	The contents of the field before the change
To	The contents of the field after the change

The **Full Text Search** box at the top of the screen can be used to find any string of text in the change log. Rows displayed in the Change Log are filtered as characters are entered into the search field.

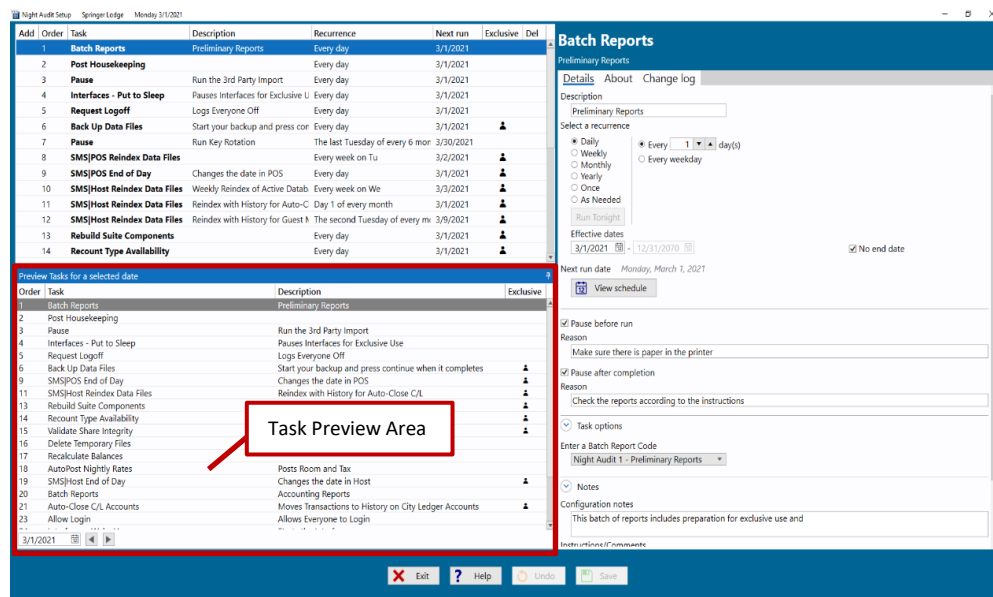
Tasks Preview for a selected date

You can preview the tasks that will run, and the order in which they will run, on a specific date. The preview enables you to verify that your night audit will run in the manner you intend on any given date.



Hover your pointer over the **Preview Tasks for a selected date** button at the bottom of the task list. If you move your pointer away from the button, the preview will close.

Selecting (mouse click) the **Preview Tasks for a selected date** button will enable you to move your cursor while the preview remains open. Clicking outside of the preview or clicking the button a second time will close the preview unless it has been pinned open.



You can “pin” the preview open by clicking the pin icon on the right side of the preview area. Pinning the preview will ensure the preview remains open while you use other areas of the night audit setup screen. You can close the preview by clicking the pin icon a second time.

Resizing the Preview

You can resize the preview window by clicking and dragging the bar that separates the preview from the task list up or down.

Changing the Preview Date

You can change the date being previewed by typing a new date in the date field at the bottom of the preview. Select the calendar icon in the date field to choose a date from a calendar view. You can also use the left or right arrow buttons next to the date field to scroll one day at a time.

Configure your Night Audit

This section of the guide will walk you through the steps to configure your night audit.

Access the Night Audit Setup Console

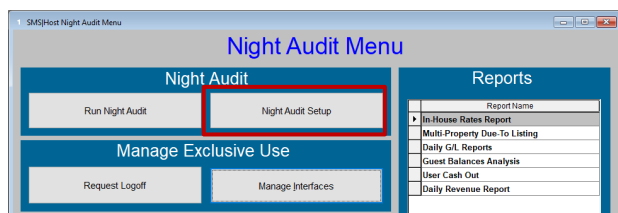
From the SMS | Host main menu, select **Bookkeeping and Audit** to access the **Night Audit Menu** (in 2021r1), or the **Bookkeeping and Audit** menu (in 2022r1).

There are two new options on this menu for **Run Night Audit** and for **Night Audit Setup**.

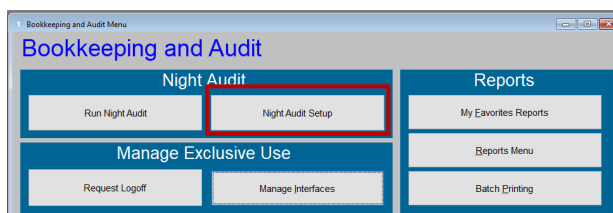
If either or both of these options are not selectable (dimmed) then you will need to verify and/or set the necessary SMS | Host User Clearances specified in the [SMS | Host User Clearances for Night Audit](#) section below.

Select **Night Audit Setup** to access the Night Audit Setup Console.

As it appears in 2021r1



As it appears in 2022r1



Note: The **Night Audit Setup** and **Run Night Audit** buttons can also be added to your Home Screen for quick access.

Add a Task

Follow the steps below to add tasks to your night audit Task List.

1) Review the task list and identify where in the sequence you would like to insert the new task

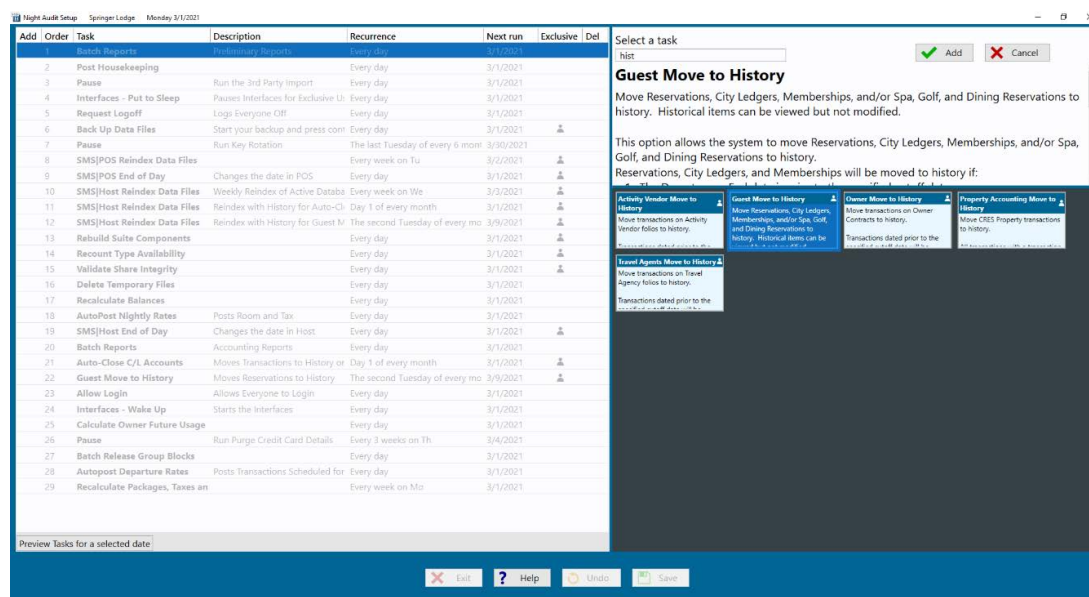
- a) While hovering over that task, select the **+** (plus-sign) button to the left of the task.
- b) Select **Add before** to add the task above (before) the selected task. Select **Add after** to add the task below (after) the selected task.

2) Select the task that you will be adding

When adding a task, a task selection panel is displayed on the right side of the screen.

A portion of the task description appears on each card to aid your selection. Select a task by clicking on a card. Once you select a task, the description of the task is displayed at the top of the screen. The exclusive use icon (a single user) will be displayed only on the task cards that require exclusive use.

The search field can be used to find tasks by typing any portion of the title of the task. The task cards are filtered based on the search criteria you enter.



- a) Select (highlight) the task that you will be adding.
- b) Select the **Add** button.
- c) Complete the task details within the Details tab.
 - Type a description of the task (optional).
 - Select the recurrence/run dates.
 - If desired, select to pause the night audit before or after running this task (optional).
 - Review/complete any task options.
 - Type notes about the task (optional).
- d) Select the **Save** button.

Note: End-of-Day tasks can only be added to the task list a single time.

Note: Red text or outlines indicate required information is missing. You will not be able to Save until a selection is made.

Modify a Task

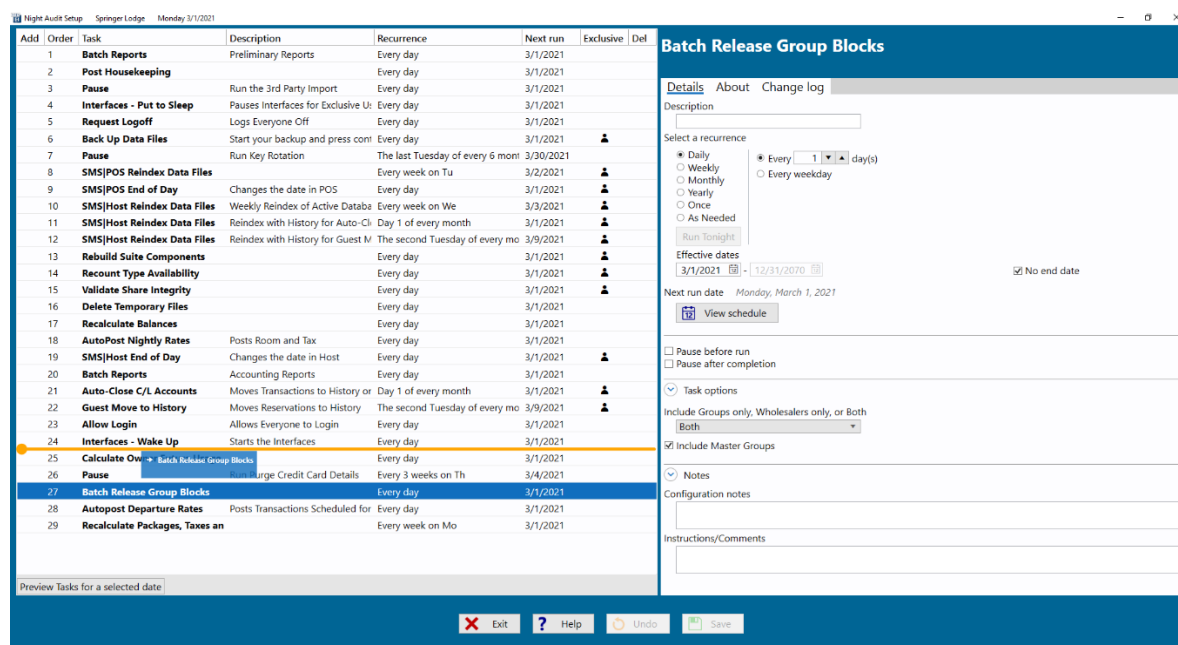
The following steps will guide you through modifying a task that has already been added to the night audit:

1. Within the task list, click on the task that needs to be modified.
2. Using the task's detail tab, find the setting that needs to be modified and make the change.
3. Select the **Save** button

Note: Changes made to the configuration of a task are recorded and can be viewed in the task's **Change log** tab.

Sequence the Tasks

The order in which tasks are listed determines the sequence in which they will be run during the night audit. Careful consideration should go into the order of the tasks, especially regarding a task's relation to the end-of-day tasks.



Use the following steps to move a task to a different location in the task list, thus changing the order.

1. Locate the task that needs to be moved within the task list.
2. Click and drag the task up or down to the correct location (an orange bar will indicate where the task will be located when released).
3. Release the mouse button to drop the task into the location indicated by the orange bar.
4. Select the **Save** button.

Note: Some tasks require exclusive use of the system to be run. This means that only 1 instance of SMS|Host or SMS|POS can be running and interfaces need to be asleep. It is recommended to group tasks that require exclusive use together as much as possible. This will minimize the amount of time required for exclusive use.

Remove a Task

Removing a task from the task list eliminates that instance of the task. Use the following steps to remove a task:

1. Locate the task in the task list.
2. Hover the pointer over the task.
3. Select the “trash-can” associated with the task.
4. A prompt will appear to confirm the deletion. Select **Yes** to confirm deletion.
5. Select the **Save** button.

Preview your Night Audit

The preview section will only list the tasks that will run on the date selected. The tasks will be listed in the order that they will run.

Clicking on a task in the task list or the preview will select the same task in both lists. If you select a task in the task list that is not scheduled to run on the date you have selected in the preview, there will be no tasks selected in the preview. Selecting the task in either list enables you to view and modify the task details on the right side of the screen.

The task order numbers match in both the task list and the preview. You may notice that some numbers in the order column are skipped. The missing numbers reference any tasks being skipped that day. The order numbers remaining consistent between the two tasks will help you understand which tasks are being skipped on certain days. This is helpful when a task has been added to the task list multiple times.

Research Deleted Tasks

The Configuration Change Logs – Non-User records changes made to the night audit setup. When a task is removed, it is no longer displayed on the night audit setup screen. While changes to removed tasks cannot be viewed on the night audit setup screen, they can be viewed in the log.

To research deleted tasks:

1. From the SMS|Host Main Menu, select **Configuration**.
2. Double click **Configuration Change Logs – Non-User**.
3. Specify a date-range for your search.
4. Select the database table **TASKHDR – Task Headers**
5. Use the **Filter for specific types of changes** button to select **Kill** (delete)
6. Click **OK**.

Night Audit Activity (Report)

If you would like to see which tasks were run, and the time it took to run a particular audit you can do so using the Night Audit Activity report. This report will also alert you to any errors and exceptions that took place during the audit.

Access the report through the SMS|Host Report Menu (Miscellaneous 1) or from the SMS|Host Main Menu using menu path **R,R,3,Z**.

Recommendations & Requirements

Request Logoff / Allow Login

SMS recommends you enable the Request Logoff feature in SMS|Host.

When run, the **Request Logoff** task will warn anyone currently logged in, that night audit is beginning, and they have a specified amount of time before they will be automatically logged off. The **Request Logoff** and **Allow Login** tasks will be available through the Night Audit Console only if configured in SMS|Host prior to entering the console.

For more information and configuration, see the [Request User Logoff topic in the SMS|Host Help Site](#).

Exclusive Use Manager

The Exclusive Use Manager can assist you in gaining exclusive use of your SMS|Host and SMS|Retail Point of Sale (POS) systems. Having the Exclusive Use Manager installed and correctly configured will simplify the process of gaining exclusive use when running your night audit and EOD processes.

For example, the **Fix Problems** button in the Night Audit Console will use the Exclusive Use Manager to log users out of SMS|Host and/or SMS|POS when exclusive use is needed.

For more information and configuration, see the [Exclusive Use Manager topic in the SMS|Host Help Site](#).

Pause to Back Up Data

The **Pause to Back Up Data** task is a pause point designed to instruct the night auditor to begin your back-up processes.

Note that this task does not actually create a backup – just pauses the process and prompts the night auditor to begin any manual back up processes that should be performed at this point. This task is similar to the generic **Pause** task, but additionally indicates exclusive use is required.

Back Office Interface

If you plan to use the **Back Office Interface** task, we recommended that you have your Back Office Interface configured to use **Dated file names**. This configuration will append the current date and time to the filename on export, enabling multiple export files to be saved to the same volume / file location. This will prevent the **Back Office Interface** task from failing if the export file from the previous day has not been relocated.

Contact your SMS Support representative to enable **Dated file names** for your Back Office Interface configuration.

SMS|Retail Point of Sale (POS)

Open checks with a balance in SMS|POS will prevent the SMS|**POS End-of-Day** task from completing. If running SMS|POS with SMS|Host, we strongly recommend that you configure your system to allow open checks with a balance to be automatically settled and closed during the SMS|POS End-of-Day (EOD). If a PLU with the item type **Q – EOD Auto-Close Payment** is configured properly, open checks will be automatically settled during the SMS|POS End-of-Day and ensure that this night audit task can be completed without error.

If there is not a type Q PLU defined, open checks will prevent the SMS|POS End-of-Day task from running and a message is displayed indicating that these checks must be closed before the day can be ended.

Work with your POS team to set up the type Q PLU to ensure smooth night audit and EOD processing. For more on this configuration, see [Settle and close POS checks during EOD](#) in the SMS|Host 2021r1 Help Site.

Task Recommendations

The table below lists the tasks that are recommended to be run during night audit and how often to run them. We recommend that these tasks be run in the order that they are listed in this table. If you choose to place tasks in a different order, carefully consider its position in relation to gaining exclusive use (the request/allow logoff and interface sleep tasks), End-of-Day task and when a backup will be created.

Some of the tasks in this list are only applicable when specific features are enabled (noted below) and would not provide benefit otherwise.

You may need to add tasks based on your procedures. This may include duplicate tasks which have different options selected. An example of this could be a task that is run on different dates or with different options based on a selected multi-property code. End-of-Day tasks are the only tasks which cannot be run more than once in a single night audit.

Important: When configuring your tasks, you should refer to your current night audit checklist. You can also contact your Account Manager to schedule time with one of our trainers who can help you customize your night audit.

Task	Recurrence	Notes
Batch Reports	Daily	Include reports to prepare for night audit (downtime reports, backup reports, reports to prepare for posting room charges, POS preparation reports).
Post Housekeeping	Daily	Often required based on your housekeeping configuration and the use of prior-posted departures, suites, housekeeping piecework or housekeeping charges. This should be run after housekeeping statuses have been updated.
3rd Party Import	Daily	This is an optional interface which imports transactions from 3 rd party vendors and may not be enabled in your system. This task may need to occur after a 3 rd party system's scheduled end-of-day.
Interfaces - Put to Sleep	Daily	
Request Logoff	Daily	Requires the Night Audit Setting (Menu path F,L,K), Logout users NNN seconds after request logoff is issued , to be configured.
Pause to Back Up Data	Daily	See note re Pause to Back Up Data
Pause (Key Rotation)	Yearly minimum requirement (warnings appear after 320 days)	A pause point instructing the night auditor to run the Key Rotation (Located in the System Maintenance menu) (currently unavailable as a task).
SMS POS Reindex Data Files	Weekly	Only if SMS POS is being used.
SMS POS End of Day	Daily	Only if SMS POS is being used. See notes re SMS POS above.
Autopost Nightly Rates	Daily	
Find Out of Balance Conditions	Daily	Added in 2022r1, n/a in 2021r1
SMS Host Reindex Data Files (Active only)	Weekly	Schedule this task to occur only if a Reindex Data Files / Both (with historical data) is not scheduled on the same date. Reindexing twice on the same day is not necessary. Enable (check) the Pack tables checkbox to ensure data marked for deletion is removed.
SMS Host Reindex Data Files (Active and Historical)	Schedule to run on the same days as the <i>Move to History</i> tasks below	If time permits, Reindex Data Files / Both (Active and Historical data) can be run weekly and the Reindex / Active only can be omitted. Enable (check) the Pack tables checkbox to ensure data marked for deletion is removed.
Rebuild Suite Components	Daily	Only if suites are being used.
Recount Type Availability	Daily	
Validate Share Integrity	Daily	Only if Shares are being used.
Delete Temporary Files	Daily	
Recalculate Balances	Daily	
SMS Host End of Day	Daily	

Task	Recurrence	Notes
Batch Reports	Daily	Include accounting, marketing, and management reports that need to include final figures from the day that was just ended.
Auto-Close C/L Accounts	Monthly* or As Needed**	
Guest Move to History	Monthly*	A monthly move to history is recommended to reduce processing time in comparison to a yearly schedule. This will result in one month's worth of data being moved to history during a single run.
Property Accounting Move to History	Monthly* or As Needed**	Only when the CRES module is installed.
Owner Move to History	Monthly* or As Needed**	Only when the Ownership module is installed. Often recommended as the first step of the owner end of month process.
Travel Agents Move to History	Bi-Weekly or As Needed**	Only when the Travel Agents module is installed. Often recommended to be run prior to printing travel agent checks.
Activity Vendor Move to History	Monthly* or As Needed**	Only when the Vendor Activities module is installed. Often recommended to be run prior to printing vendor checks.
Allow Login	Daily	Requires the Night Audit Setting (menu path F,L,K), Logout users NNN seconds after request logoff is issued , to be configured.
Interfaces - Wake Up	Daily	
Calculate Owner Future Usage	Daily based on configuration	Only when the Ownership module is installed. When the Dated Points (D) , Timeshare Date Points , or Posted Revenue with (Z)ero Rated Room unit usage methods are being used, this task should be run daily.
Pause (Purge Credit Card Details)	30 days Minimum	A pause point instructing the night auditor to run Purge Credit Card Details (located in the System Maintenance menu) (Currently unavailable as a task)
Recalculate Owner Values	Weekly	Only when the Ownership module is installed. A pause point instructing the night auditor to run Recalculate Owner Values (located in the System Maintenance menu) (Currently unavailable as a task) Added in 2022r1, n/a in 2021r1
Pause (Data Extract)	Daily	An optional export of data for use with certain interfaces
Back-Office Interface	Daily	An optional interface which exports general ledger balances.
Spa/POS Advance Deposit	Daily	Only when the SMS POS unearned revenue feature is being used in conjunction with advanced deposits.
Batch Release Group Blocks	Daily	Often required based on your use of scheduling group block releases. This can be done manually outside of the night audit.
Autopost Departure Rates	Daily	Only required when rates, packages or special billing are configured to include departure day charges.
Pause (Batch Folio Transmit)	Daily	A pause point instructing the night auditor to run the Batch Folio Transmit. An optional feature of SMS Enterprise used to send transaction information between systems.
Recalculate Packages, Taxes and Grats	Weekly	
Travel Agent Export	Bi-Weekly or As Needed	An optional interface which exports travel agent transactions for check processing. This task should be run in conjunction with the Travel Agents Move to History .

*It is recommended to schedule these tasks on different days due to the additional time required to run.

Your procedures may not allow for this task to recur on a specific date. If this is the case, you can configure the task to run as needed. An as needed task requires the **Run Tonight button in the Night Audit Setup screen to be selected for the task to run. The **As Needed** recurrence option should only be used for tasks that will be run on an irregular schedule.

Note: Some tasks in this list require optional modules or specific configuration and may not be displayed in your system.

SMS|Host User Clearances for Night Audit

If you are updating from a previous version of SMS|Host, your current night audit procedures (and clearances) will continue to function as expected. Existing user clearances that control access to individual night audit functions and menus (e.g. End-the-Day, AutoPost Reservation, Do Bookeeping) are not required to run the related task in the night audit Console but are still required to run those tasks individually (outside of the Console) if you choose to do so.

```
Code/Name :MB/Mark Blue                               AltUsr
Master Usr:Z1 Admin                                   Dflt. Prop :
POS User  :MB1 MARK BLUE                             Log Status:21:01:41  Locked Out :
Virt Print:PDF                                       Properties:         Deactivated:
                                                    Golf Type :A (A-Z)  Spa Empl:S-MB

< User Clearances Page 13 >
End the day without Auto-Posting . X                Run Night Audit. . . . . X
Anonymization Clearance. . . . . X
Privacy Report . . . . . X
Setup Role-Based Menus . . . . . X
Default Role-Based Menu. . . . . XSMSCOM
Update Report Email Recipients . . . . . X
Send Email Reports . . . . . X
Configure Staff Email Recipients . . . . . X
Access Archived StmtS and WO Inv . . . . . X
Override Reservation Stay Buffer . . . . . X
Setup Night Audit. . . . . X
Skip Audit Tasks . . . . . X
Edit Audit Tasks at Runtime. . . . . X

↑↓ (A)dd (E)dit (K)Delete (F)nd (S)cn (C)lr(1234567890-=>){P)ass (L)og <Esc>
```

Additional user clearances related to the 2021r1 Night Audit Setup and Run Night Audit Consoles have been added in SMS|Host 2021r1 and are disabled by default. These settings are located on page 13 of User Clearances in the SMS|Host character-based configuration screens (menu path F, J) and will need to be adjusted before accessing, configuring and using the Night Audit Console.

Clearance	Description / Recommendations
Setup Night Audit	Permits access to the Night Audit Setup console and enables those with this clearance to configure and modify the configuration of your organization's night audit process. Recommendations: This clearance should be granted to a select few individuals who have complete knowledge of the needs of your organization's Night Audit / End-of-Day processing requirements.
Run Night Audit	Permits access to the Night Audit Console and the ability to run the night audit. Additionally, this clearance provides permissions to run all tasks included in the night audit Console/task list. Recommendations: This clearance should be granted to your Night Auditor and any individuals that will need to access the Night Audit Console or run your configured night audit processes.
Skip Audit Tasks	Permits the night auditor to skip (not run) tasks during the night audit. When the night auditor has this clearance, the "Skip this task" checkbox is active and may be enabled by the night auditor. Recommendations: Grant this clearance to Night Auditors that may need to (and have the knowledge required to) understand the impact of skipping tasks during a night audit process.
Edit Audit Tasks at Runtime	Permits the night auditor to make temporary modifications to task options in the Task Detail Panel of the Night Audit Console. These settings will override the settings made during Night Audit Setup and will affect the upcoming audit. Note that these edits cannot be saved across audits and will not affect future audit processing. Recommendations: Since much thought and planning went into your Night Audit setup and configuration, you should only grant this clearance to those who understand the night audit process as a whole, as well as the effect each task has on the process.