

## New Year Scheduling Procedure for WinPCO

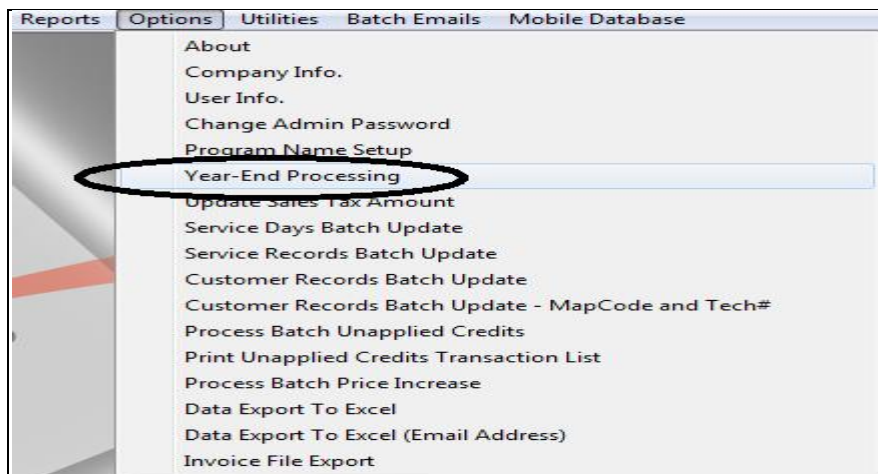
Each year all WinPCO customers must perform our annual new year scheduling for the upcoming year. It is recommended that this process is done the last week of December or at the end of the month before January. This procedure will allow you setup the schedule for the calendar year and create invoices for the next year.

### BACKUP, BACKUP

Please make sure you have a complete backup of your data before running the New Year Scheduling. Procedure to backup go to [akcomp.com](http://akcomp.com) website and select the Support menu.

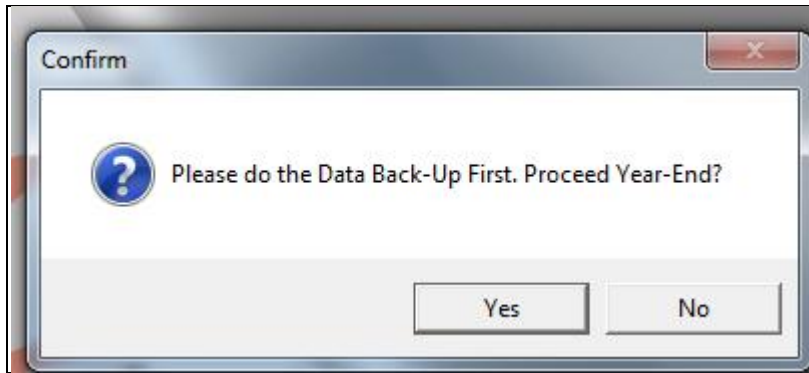
### Procedure to setup New Year Schedule

From the main screen in WinPCO you need to select OPTIONS and the Year End Processing. This will require a clearance code before proceeding. If you do not have your personal clearance code you need to contact A&K Computers to obtain one.



*Note: If you are not on a maintenance support agreement you will be charge \$100 per incident for the call.*

After entering your clearance code the next screen will ask you have you did a backup YES/NO click yes to proceed.

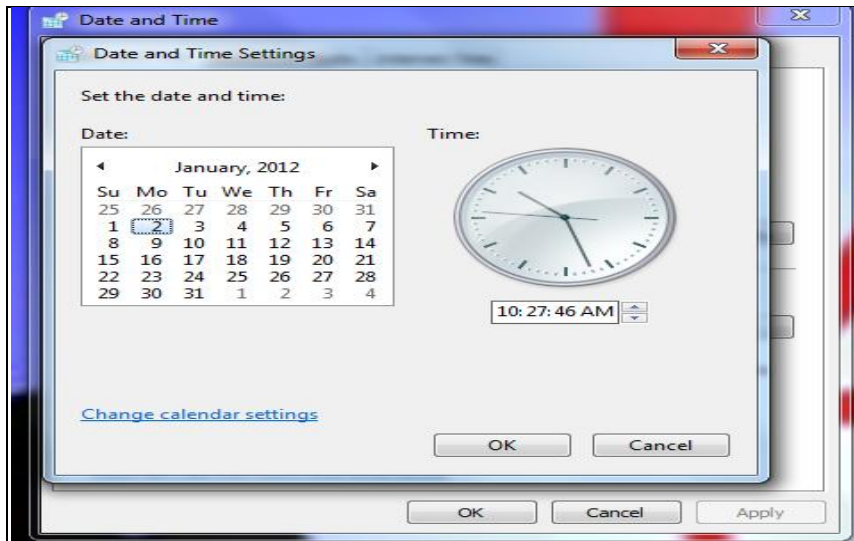
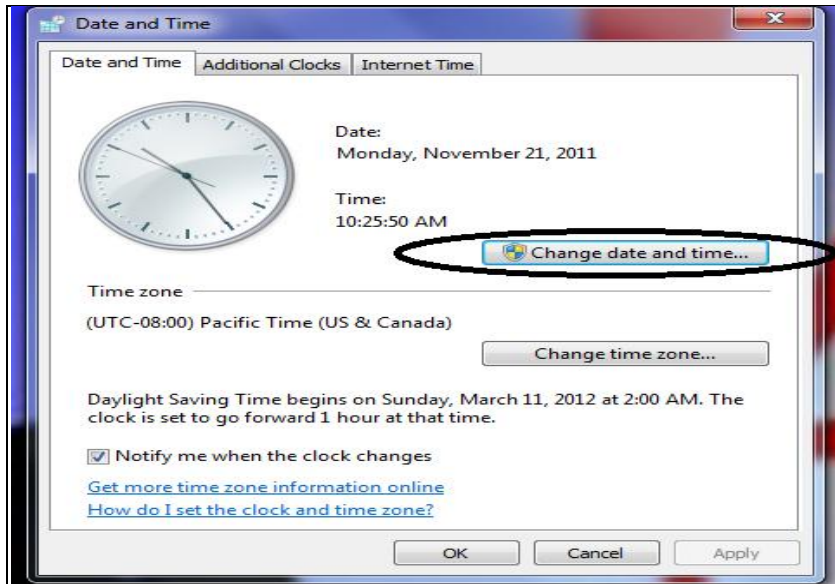


The next screen will allow you to enter the New Year this process will take a few minutes to complete. The system will now schedule the New Year base on frequency and period to start.



### Creating January Invoices

To perform this procedure you need to change the date in your computer located lower right hand side where it shows the time on your desktop. Some computers like XP system you may need to double click on the Time/Date. For Windows 7, Vista Computers you need to select " Change Date and Time Setting" to proceed. Next, Windows 7/ Vista computers click on the bar Change Date/Time to access this screen click Apply and OK to accept the change.



Once the date and year has been change you can now create January invoices. At the main page select the menu Invoices and the Create Invoices. After creating January invoices you need to change your computer date back to December 2011 and current date.

*Note: Once you have completed Year-End Process and created January invoices all new customers signed up or having a single service and are schedule for service in January you need to create the invoice in December and change the invoice to the scheduled date in January.*

*To setup the regular service be sure to change the date in your computer to January 2<sup>nd</sup> 2012 and change the Period To Start to the month the regular is to begin. Example: 01/2012 click on schedule to setup the re-occurring service.*