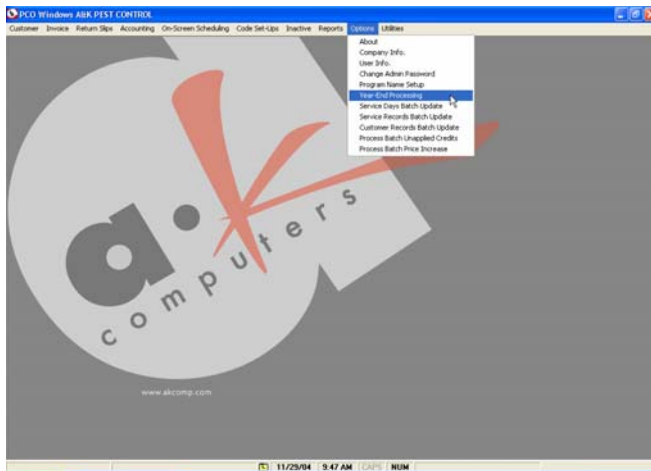


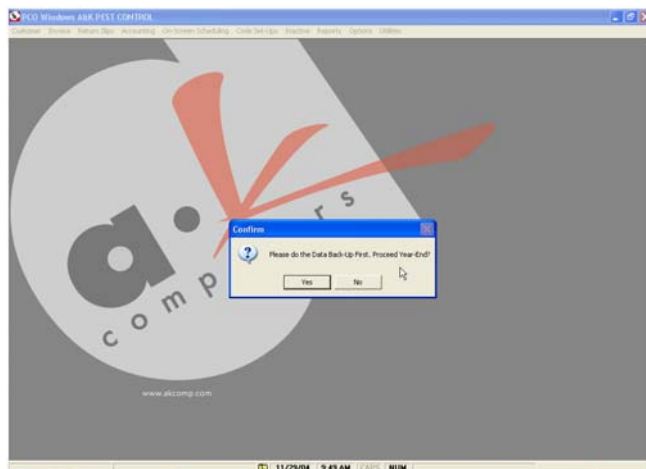
New Year Scheduling Procedure for WinPcom

This procedure will allow you to create invoices for the next year. Please make sure you have a complete backup of your data before running this procedure. It is best if you run this procedure at or towards the end of December. The Invoices for December must already be generated.

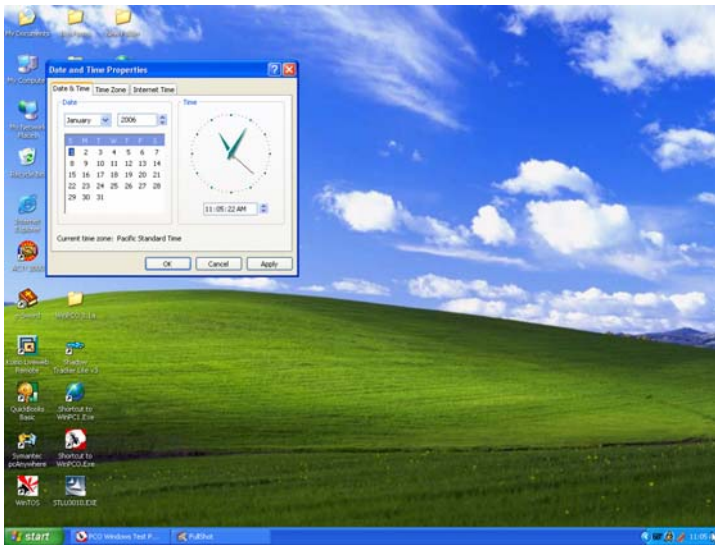
1. From the Main Screen of the program click on **Options** then **Year-End Processing**.



2. At this point it will ask for a clearance code. If you do not have a code you will need to call A&K. If you are not on a maintenance support agreement you will be charged for a per incident call. It will then ask if you have done a current backup, click **Yes** once a Complete backup has been made.



3. Enter in the New Year you wish to Schedule and proceed by clicking on OK. This process may take a few minutes. The system will now reschedule for the New Year based on the frequency and the period to start.
4. Creating Invoices. You will now need to change the system date. Double Click the Time located in the lower right hand of your Desktop. Change your system date to January of the coming year. Click **Apply** and then **OK** to accept the date change.



5. At the Main Menu go to **Invoices** and then **Create Invoices**. After you have created invoices for January you will need to change the system date back to today's date. Go back to step 4. for help getting back to the correct location to change the date.