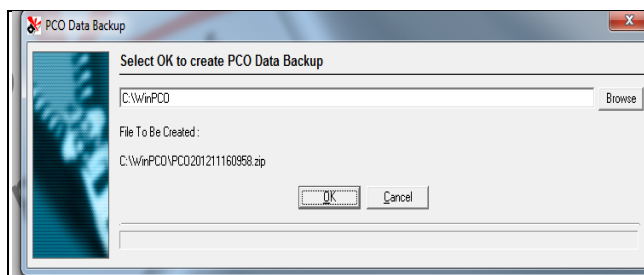
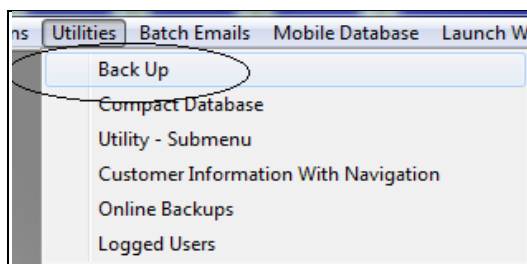


New Year Scheduling Procedure for WinPCO (Local Ver.)

Each year, all WinPCO customers must perform our annual New Year Scheduling procedures for the upcoming year. It is recommended that this process be done on the ***last week of December or at the end of the month before January***. This procedure will allow you to setup the schedule for the calendar year and create invoices for the new year.

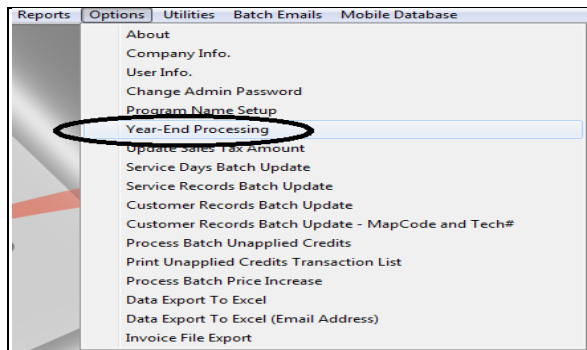
Step 1: Backup your database

Please make sure that you have a complete backup of your data before running the New Year Scheduling. To backup the database, simply go to **Utilities** and select **Backup**.

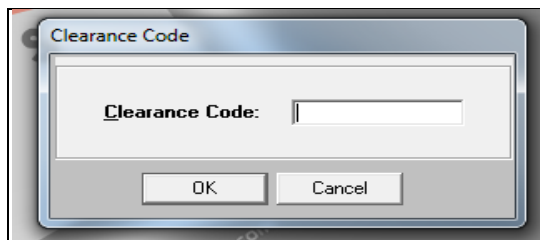


Step 2: Year End Processing

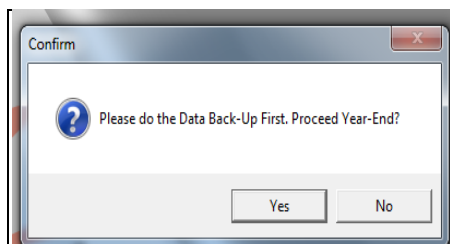
Select **Options**, and **Year End Processing**. This will require a clearance code before proceeding. If you do not have your personal clearance code or do not remember your code, please contact A&K Systems at info@akcomp.com.



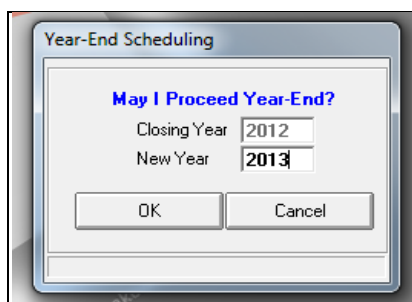
Step 3: Enter your clearance code.



After entering your clearance code, the system will prompt you to confirm that you have performed a backup first. Click **Yes** if you have performed the backup as described in **Step 1**.



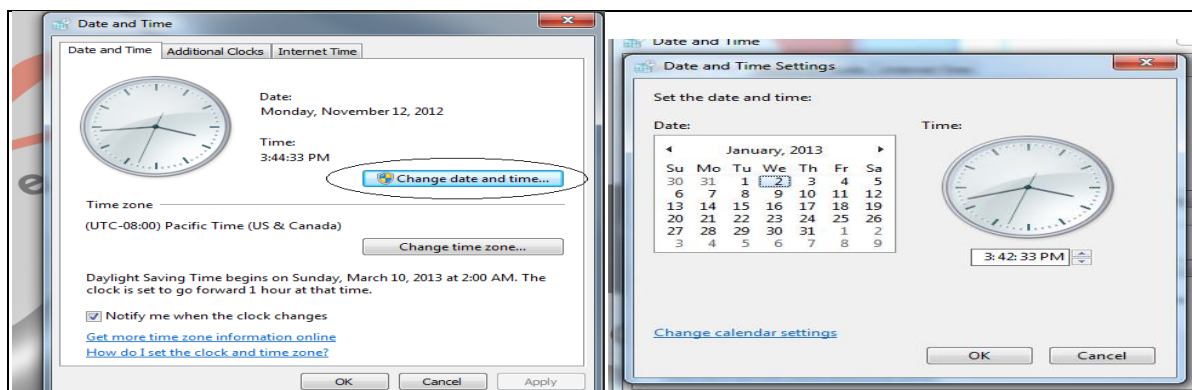
Step 4: The next screen will allow you to enter the new year. This process will take a few minutes to complete.



Step 5: Creating January Batch Invoices

After you have performed the steps above, you will need to perform this following step to ensure that your January Batch Invoices reflect the date correctly.

To perform this procedure, you need to change the date on your computer located in the lower right corner where it shows the time on your desktop. Access your Date and Time panel by double clicking on your clock (Windows XP), or clicking on the clock and selecting “Change Date and Time...”



Change the date to any day in the month of January. Click Ok to confirm, and you can return to WinPCO and create January Invoices.

Back in WinPCO, select **Invoices** on the menu, and click **Create Invoices**. After creating January 2015 invoices, you may change the date back to today's date by going into Date and Time (bottom-right corner).

Step 7: IMPORTANT – Scheduling new customers for the remainder of the closing year

Once you have completed the Year End Process and created the New Year January invoices, any new customers or one-shots should be scheduled for service in January of the following year (2015). You can still create the invoices in December, but you should change the invoice date to match the scheduled date in January of 2015. Alternatively, for bimonthly schedules, you can change the invoice dates to match the month of whatever date the schedule falls on (Example: 01/2015 for monthly, 02/2015 for bimonthly, etc.)

Step 8: Ensuring proper scheduling for new recurring customers

For new customers with regular (recurring) services, make sure to change the number in the Scheduled row under December (12) from 1 to 2, to ensure that the recurring service is properly processed by the system in December 2015 – omitting this step will cause the system to omit December schedule.

The screenshot shows the 'Service Group' window. The 'Scheduled' row in the calendar grid for December 2012 is highlighted, showing a value of '1' in the 12th column. A circled area around this value indicates the step to change it to '2'. Other fields in the window include Service# 2, Service Type GP GENERAL PEST, Initial Rate .00, Regular Rate 65.00, Frequency MO Monthly, and Technician HS HENRY SMITH.

Step 9: Steps to take in January 2015

Be sure to run Start Report for December to see if all of the new regular customers acquired during the period between New Year Scheduling and the end of the closing year are showing up properly as recurring service.

If you have questions regarding the process, please contact A&K Systems at info@akcomp.com with your company name and contact information so a technician can reach out and assist you with the process. Customers who are not on a support plan may be charged a support fee.