WINPACCS® CLOUD

White Paper

Terminating the use of WINPACCS

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1 Brief description

This White Paper describes how customers can discontinue their use of WINPACCS. It includes two different ways of doing so and the steps involved, as well as the consequences.

One possibility to discontinue the usage while still having read-only access to data in WINPACCS Cloud is to change products to *WINPACCS Cloud Archive*. This means that organisations can no longer actively use the various functions in WINPACCS, but retain read-only access to the data in WINPACCS Cloud for an indefinite period of time. This option is available at a low monthly cost.

The second option is to terminate WINPACCS completely. There is no monthly cost involved with this option. However, it should be noted that it is no longer possible to access the data in WINPACCS Cloud. The customer's databases for WINPACCS Cloud are fully deleted by mbi GmbH.

2 Product change to WINPACCS Cloud Archive

This option should be chosen if read-only access to WINPACCS Cloud is desired for an unspecified period of time. To use it, all projects must be set to the *Archived* project status.

Moreover, only the following user roles can work with the WINPACCS Cloud Archive:

- Organisation administrator
- User administrator
- Project staff
- Project finance manager
- Project controller
- Organisational controller
- Project planner
- Inventory manager

Information on the prices for the WINPACCS Cloud Archive can be found at: https://www.winpaccs.com/fileadmin/pdf/en/Price_WINPACCS_Cloud_Archiv.pdf.

2.1 What steps are involved?

Once it has been decided to restrict access to read-only, the following steps should be performed:

Closing Project accounting

Project accounting must be finalised. This includes the following:

- The last month-end closings must be created and posted in Company accounting.
- All cash and bankbooks must be finalised.
- All journals must be finalised.
- All the active projects must be set to the *Archived* status.

We recommend that customers continue using WINPACCS in its entirety for at least two months after the last month-end closing. This ensures that any necessary corrections to the accounting data can still be made during this period.

Saving necessary data

- All the necessary accounting data must be exported and saved. Where appropriate, an auditor should be consulted about saving relevant data.

- All the necessary reports must be generated and stored.

- All the report files must be saved.

Exporting data from WINPACCS Cloud is also possible at any time with read-only access. However, it is advisable to complete the export as soon as possible.

Removing the assigned user roles

All the non-authorised user roles must be removed, only the user roles mentioned above may be kept.

Restricting to read-only access

mbi GmbH must be notified in writing that WINPACCS Cloud Archive is to be used and from when it should take effect. After mbi GmbH has confirmed the timing, non-authorised user roles will be removed and all projects will be archived (if this has not already been performed by the customer), after the agreed deadline for restricted use. Hereafter, the data can only be viewed in WINPACCS Cloud. Editing of any kind in WINPACCS Cloud and logging into WINPACCS Accounting or Cashbook is no longer possible.

3 Terminating WINPACCS

3.1 General

This option should be used if all the necessary data has been saved, checked and stored on data carriers belonging to the customer. Data can no longer be viewed in WINPACCS Accounting, Cashbook and WINPACCS Cloud once the termination is valid. It is not possible to make subsequent changes in any form. Once the termination comes into effect, no further costs are incurred by the customer.

One month after the termination comes into effect, mbi GmbH will delete the central databases stored in WINPACCS Cloud. From that date onwards, mbi GmbH is also no longer able to access the databases.

3.2 What steps are involved?

If the decision has been made to terminate the use of WINPACCS completely, the following steps must be performed:

1. Finalising Project accounting

Project accounting must be finalised. This includes the following items:

- The last month-end closings must be created and posted in Company accounting.
- All cash and bankbooks must be finalised.
- All journals must be finalised.
- All the active projects must be set to the *Archived* status.

We recommend that customers continue using WINPACCS in its entirety for at least two months after the last month-end closing. This ensures that any necessary corrections to the accounting data can still be made during this period.

2. Saving necessary data

- All the necessary accounting data must be exported and saved.
- All the necessary reports must be generated and stored.
- All the report files must be saved.

3. The termination

mbi GmbH must be notified in writing of the termination and the desired termination date. After confirmation of the termination date by mbi GmbH, all the remaining users will have their user roles revoked by mbi GmbH when the termination date takes effect. Hereafter, no access of any kind is possible in WINPACCS Cloud, WINPACCS Accounting or Cashbook. The central databases in WINPACCS Cloud will be deleted by mbi GmbH one month after termination.