

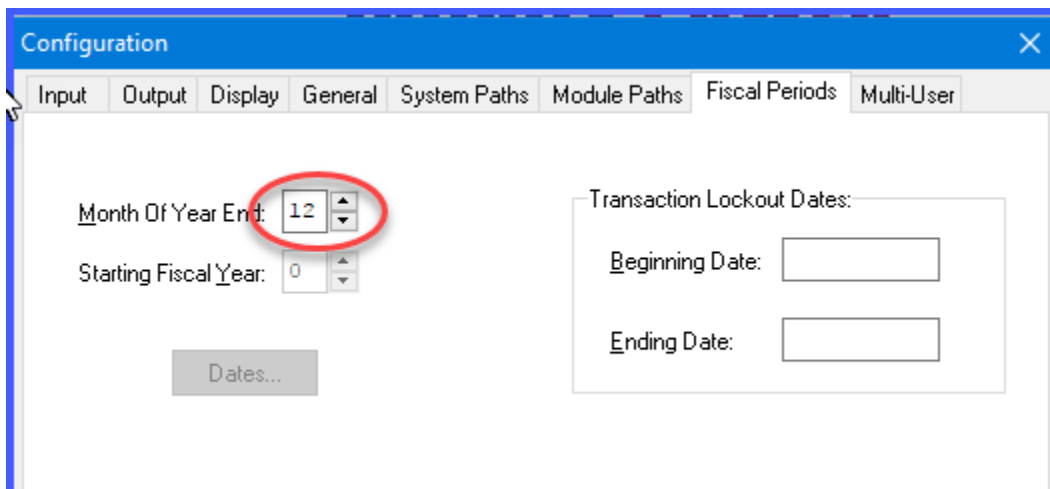
# DP Period Manager

## *Excel-based tool for managing 13 Period Accounting Date Ranges*

*(PART #296)*

The **DP/Period Manager** is a special application designed to allow users to “**manage**” the various date ranges for those corporate entities that utilize the **13 Period Accounting** feature within the **Infinity POWER** accounting modules.

When a new “**company**” is set up or defined within the **Infinity POWER** software, one of the first things that must be configured is the type of fiscal year calculation that will be done for the business. First, and most commonly, a company will use a “**calendar**” year end of December to coincide with normal reporting periods for the Federal and State governments and the filing of **W-2s** and **1099s**. In this mode, the ending “**Month of Year End**” would be “**12**” to represent the month of December as shown on the following screen.



Configuration

Input Output Display General System Paths Module Paths Fiscal Periods Multi-User

Month Of Year End: 12

Starting Fiscal Year: 0

Dates...

Transaction Lockout Dates:

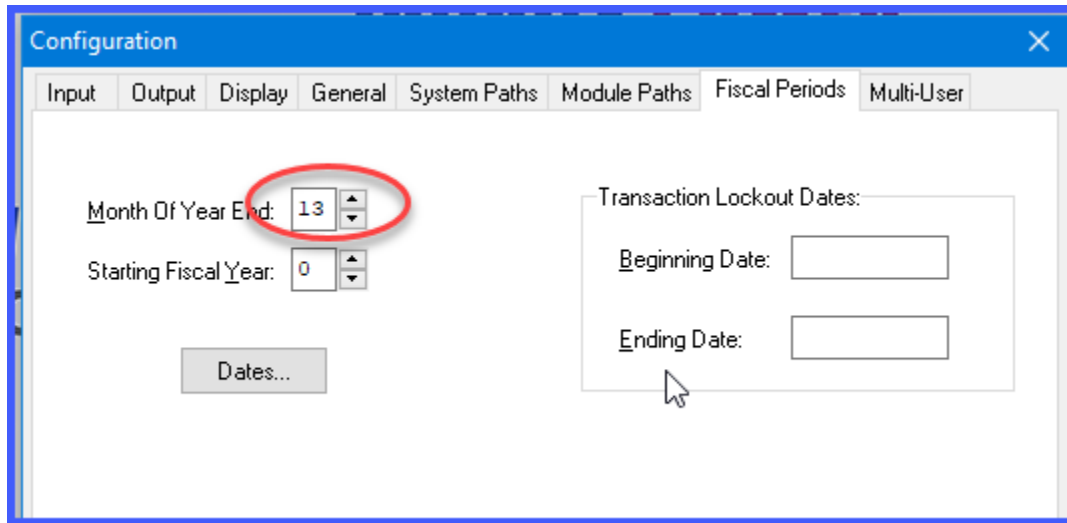
Beginning Date:

Ending Date:

Other companies may choose an alternative month of year end to stay away from the calendar year end for various business purposes. Therefore, if their year-end were in June, for example, the “**Month of Year End**” would be “6” to represent the month of June.

The final option is to define the “**Month of Year End**” as “13.” This means that the business has been advised by its CPA or consulting firm to manage its date ranges in a certain order for specific or industry reasons.

The following screen illustrates this configuration:



**DP/Period Manager** communicates directly to Excel by using the advanced **POWERServer** module which is included in each variation of the **Infinity POWER System Administrator** module. This capability lies at the heart of all Data Pro E-commerce technology.

## ROLLING FIVE YEARS

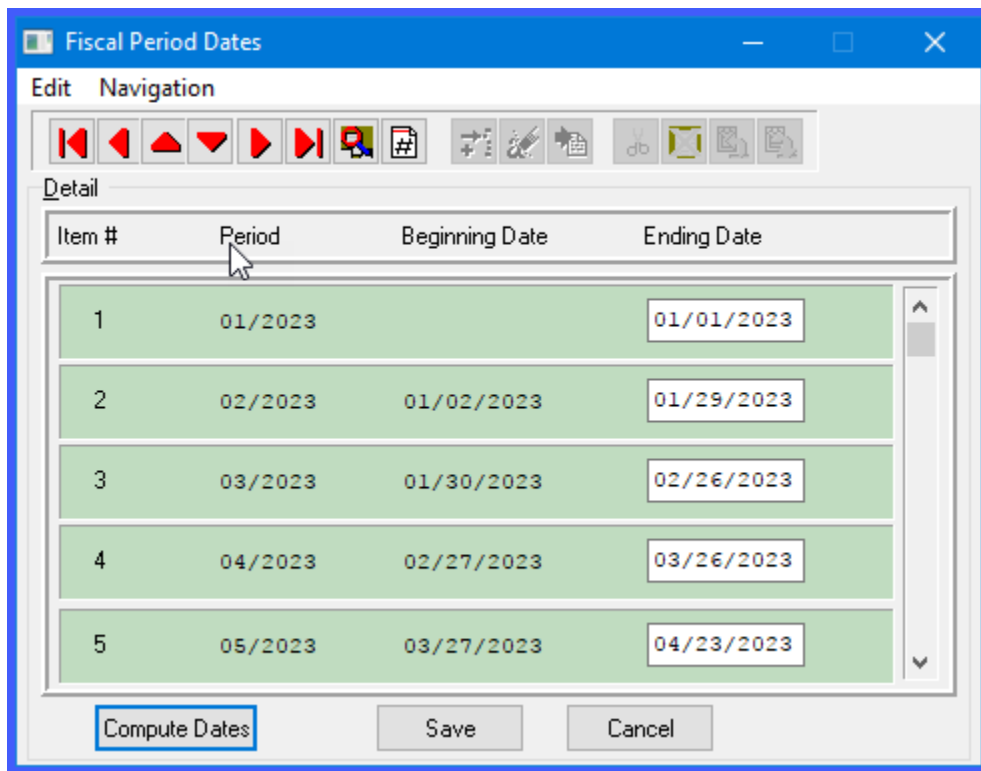
The **Infinity POWER** accounting modules have always allowed users to define the valid date ranges of each period using the “**13 Periods**” configuration menu option within a fiscal year. What **DP/Period Manager** is designed to do is allow Management to control the “**long term**” and “**pre-defined**” schedule of fiscal periods for the company. Typically, these date ranges are defined by the company’s CPA firm or consultant, in advance. The menu option within the **System Administrator** module allows for the management of a “**rolling five year period**” of time.

As time goes by, however, it is the on-going management of those date ranges that becomes more challenging. Particularly if you need to go back and perform audits and/or make any kinds of journal entries in prior fiscal periods of time, knowing these valid date ranges is essential. As the original five year rolling window starts to expire, it becomes time to define additional or new valid date ranges.

It is recommended that any new dates be added at any time within **Year #2** and **Year #4**. You do not have to wait until the end or beginning of a fiscal year to make these additions. By making these adjustments within **Years 2-4**, you always leave a prior year and a final year date range in place so it is never adjusted incorrectly along the way.

To put this concept in a better light, let's consider that you may have started utilizing your **Infinity POWER** software in the calendar year of **2023**. When you originally configured the software, you needed to define the initial **“rolling five year”** date range within the **System Administrator** module.

This would have prompted you to define the valid date ranges for each of the **13** periods within the first five years. The following screen illustrates how this data entry screen would appear:



This screen then allows you to either manually enter the date ranges for each period within each fiscal year for the next five years or have the software automatically **“compute the dates”** for you based on **28-day** increments. Even if you use this method you can still make adjustments along the way within each year to define the 13<sup>th</sup> period. It may be a single day or shorter period for reporting purposes.

The point is that the **Infinity POWER** software can only define a **“rolling five year”** window of dates at one time. Once that date range begins to expire, the **“active”** range of dates must be updated. This is where the **DP/Period Manager** software comes into play.

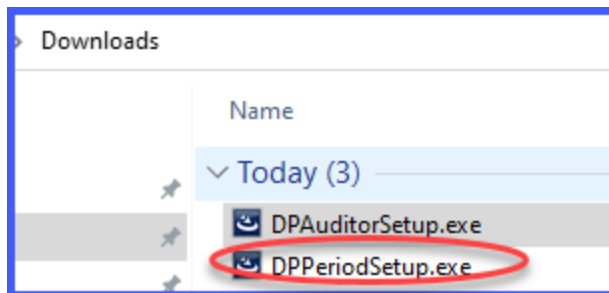
Because the **DP/Period Manager** uses the **POWERServer** communication engine along with the **Advanced Security Administrator** user rights, only specific users have access to this advanced feature. Therefore, you should limit this capability only to “**Executive Management**” or users with **SYSADM** rights since this is such a powerful tool.

This tool is designed to allow you to store as many valid **13 Period** date ranges as you desire in Microsoft Excel and maintain/create those date ranges within Excel. You could store **100** years or more of valid date ranges in Excel.

As a result, the **DP/Period Manager** then allows you to read in your current configuration and also upload to the software the valid ranges of dates you want “**active**” in the **Infinity POWER** software at any time. The benefit to this is that you can then access older data files for auditing purposes and to also update and create new valid date ranges going forward. You will easily be able to manage all **13 Period** date ranges on a “**company by company**” basis. You may be operating dozens of companies within the software and they may have variable date ranges, by company. This tool allows you to very easily manage each and every company.

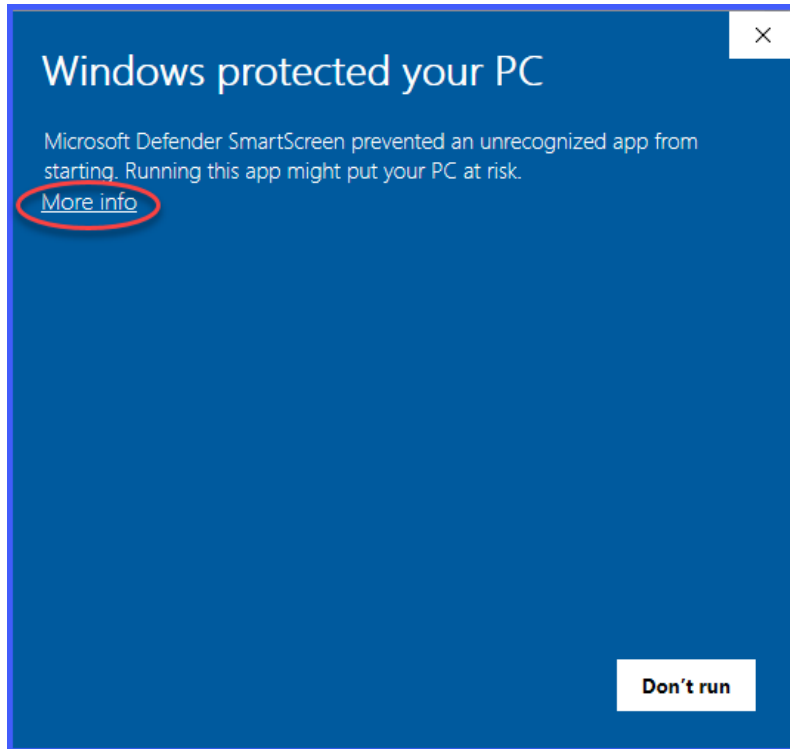
## INSTALLING DP/PERIOD MANAGER

You may download **DP/PERIOD MANAGER** via from the **Data Pro Accounting Software** web site ([www.dataproaccounting.com/download](http://www.dataproaccounting.com/download)). You will need to save the main file (**DPPeriodSetup.exe**) to a directory on your PC or network as shown below:

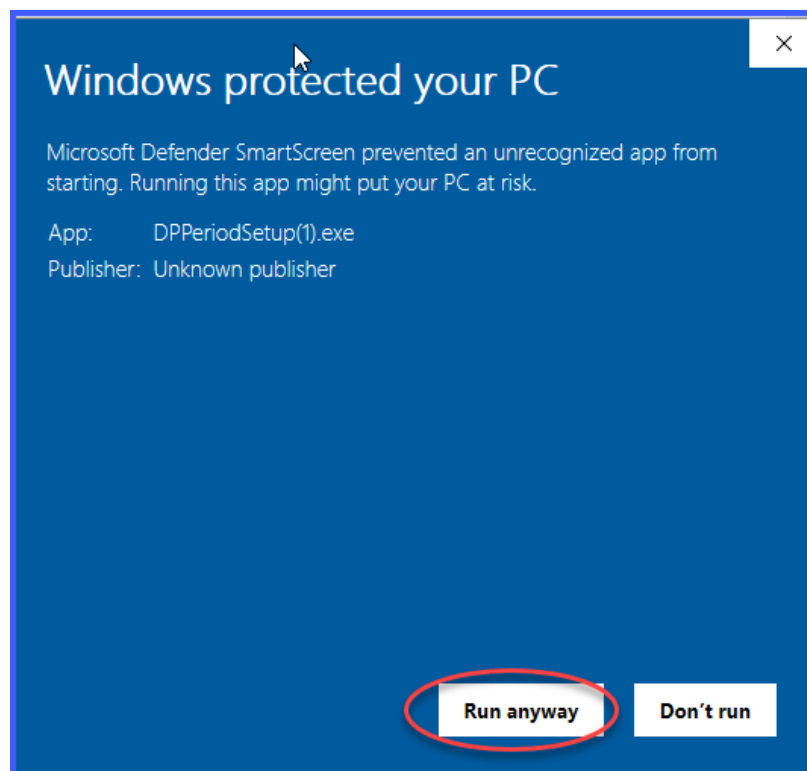


You may get a message from Windows Defender that warns you to “**Don’t run.**”

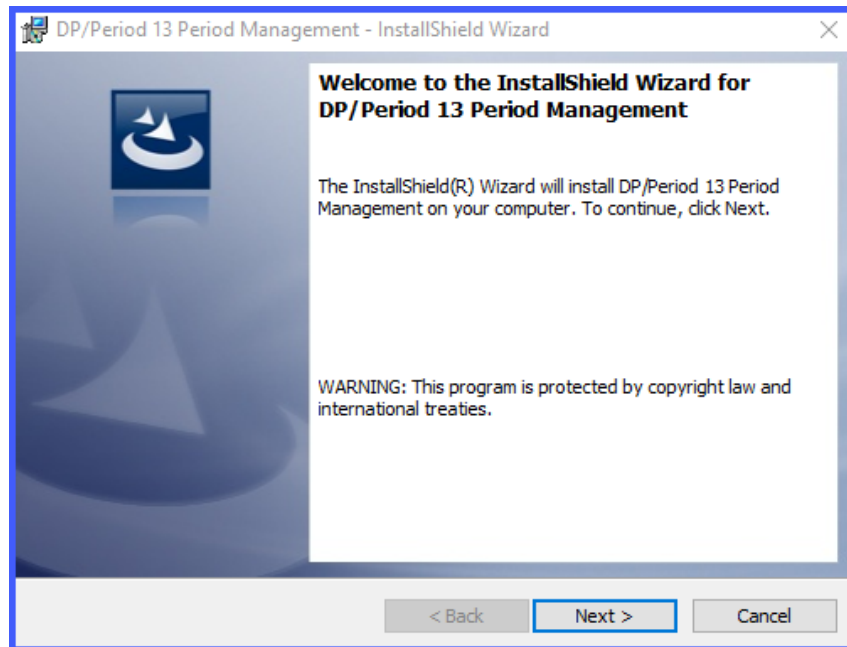
Click on the “**More Info**” option at the top left.



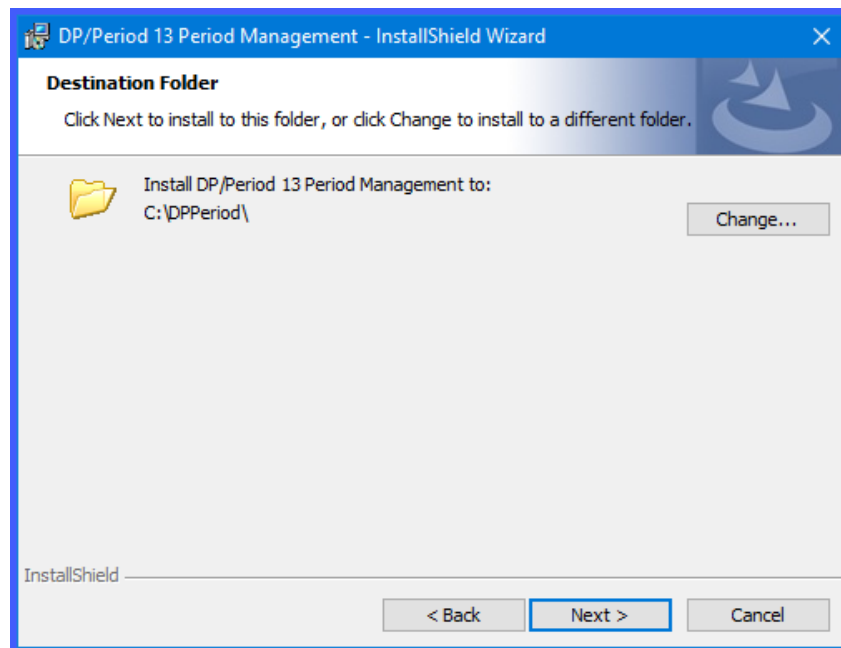
Choose the **“Run Anyway”** option instead.



The **DP/PeriodSetup.exe** file will begin the installation process. The following screen will appear:

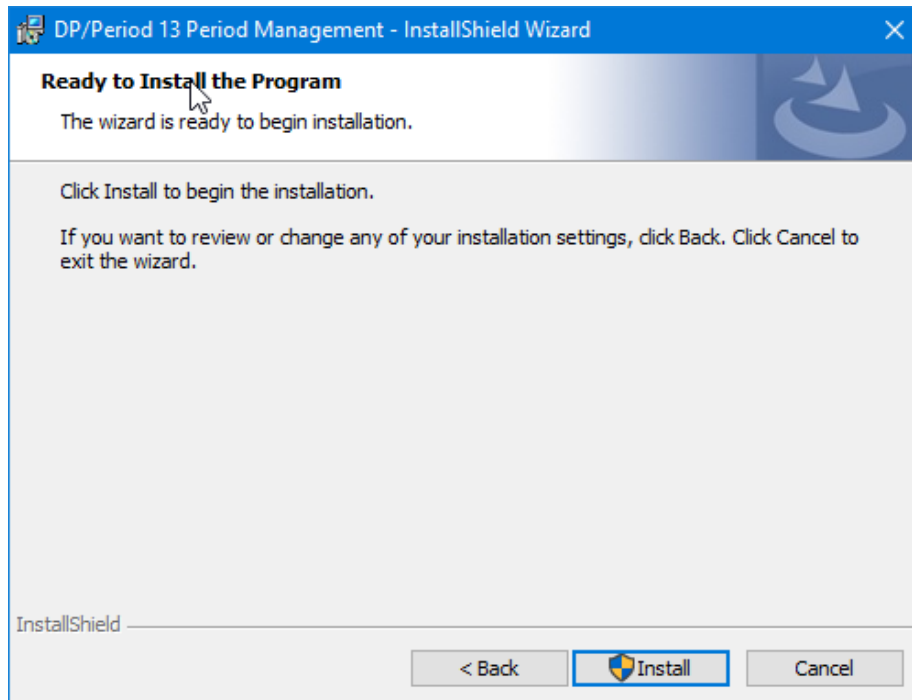


Click **“Next”** to continue or you can click **“Change”** to create a different path.

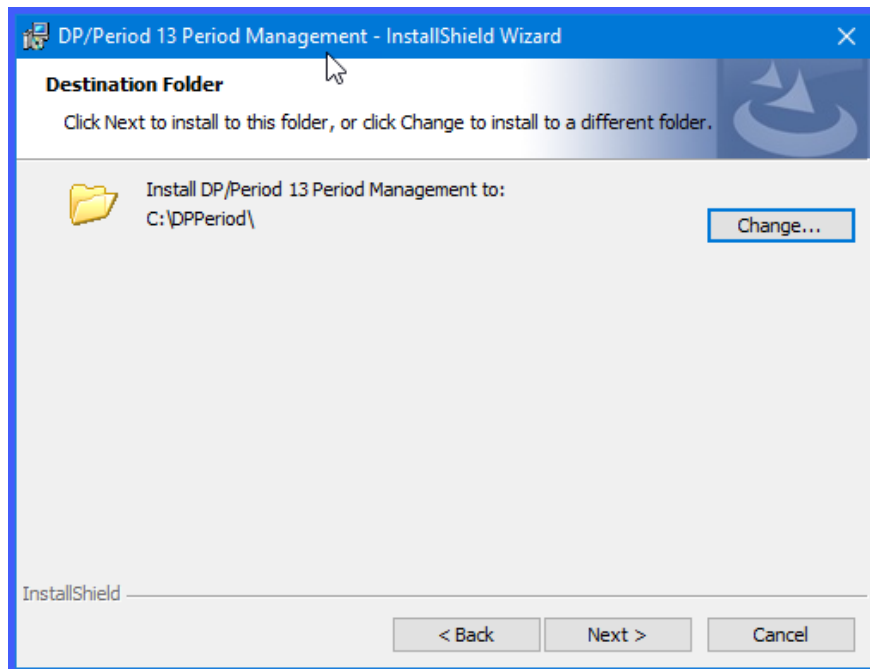


Click **“Next”** to continue.

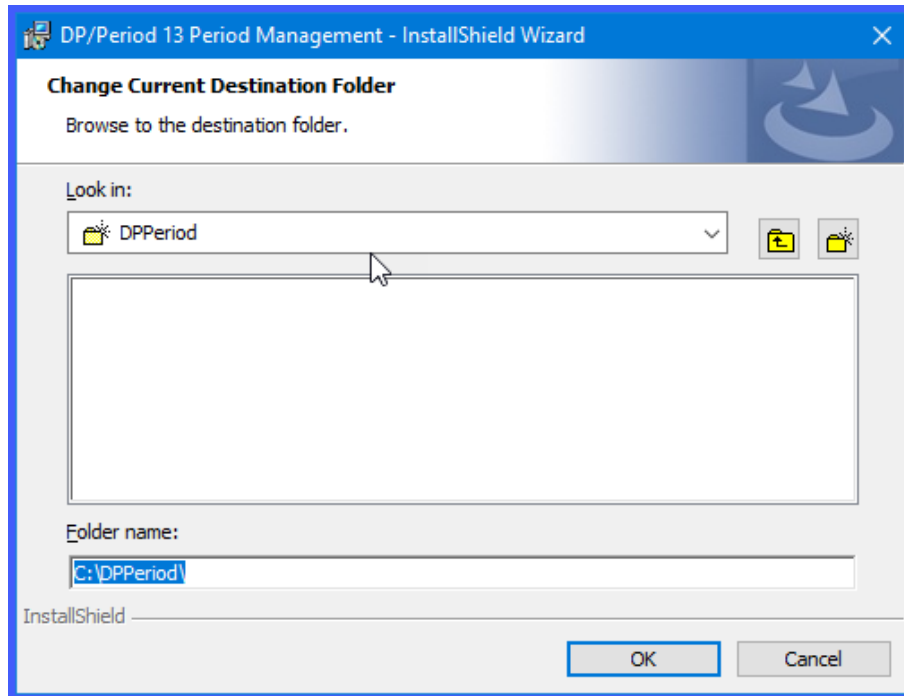
The next screen will confirm that the Installation is now ready to begin. Click on **“Install”** to begin, the **“Cancel”** button to halt the process or the **“Back”** button to make alternative selections on prior screens.



The system will extract a series of files and prepare the installation so that you may continue on the following screen.

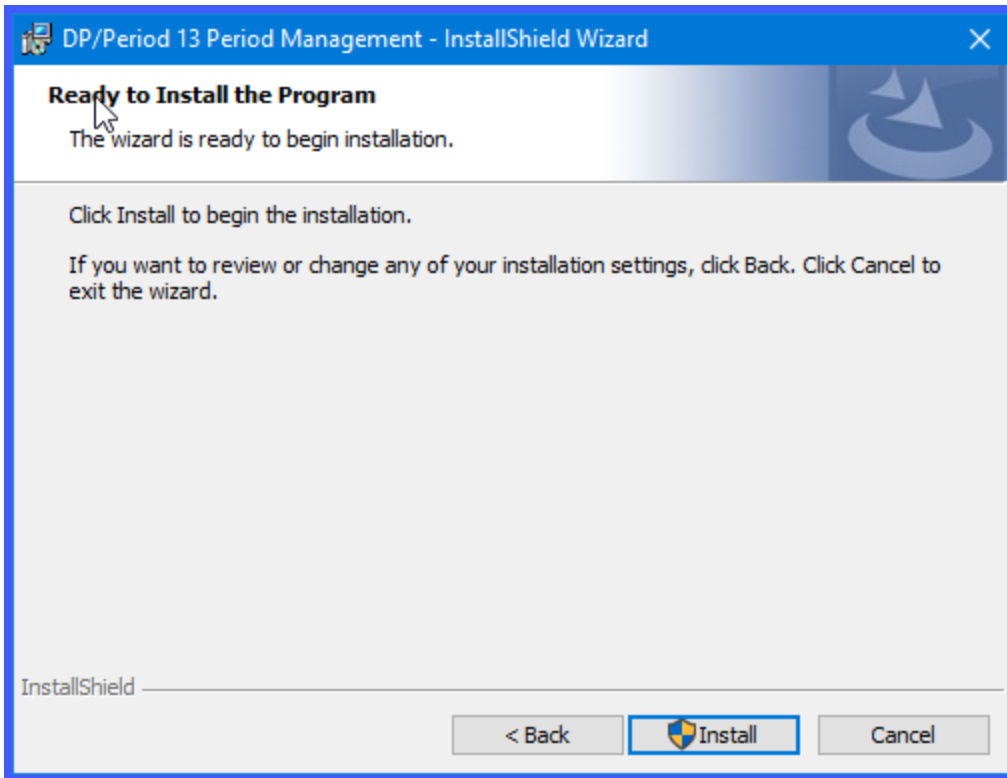


It shows where the “**default**” location of the applications will be placed on your computer. If you click on “**Change**” you may elect to install the application in another directory or another drive on your PC or network. You may click “**Cancel**” to halt the installation process.

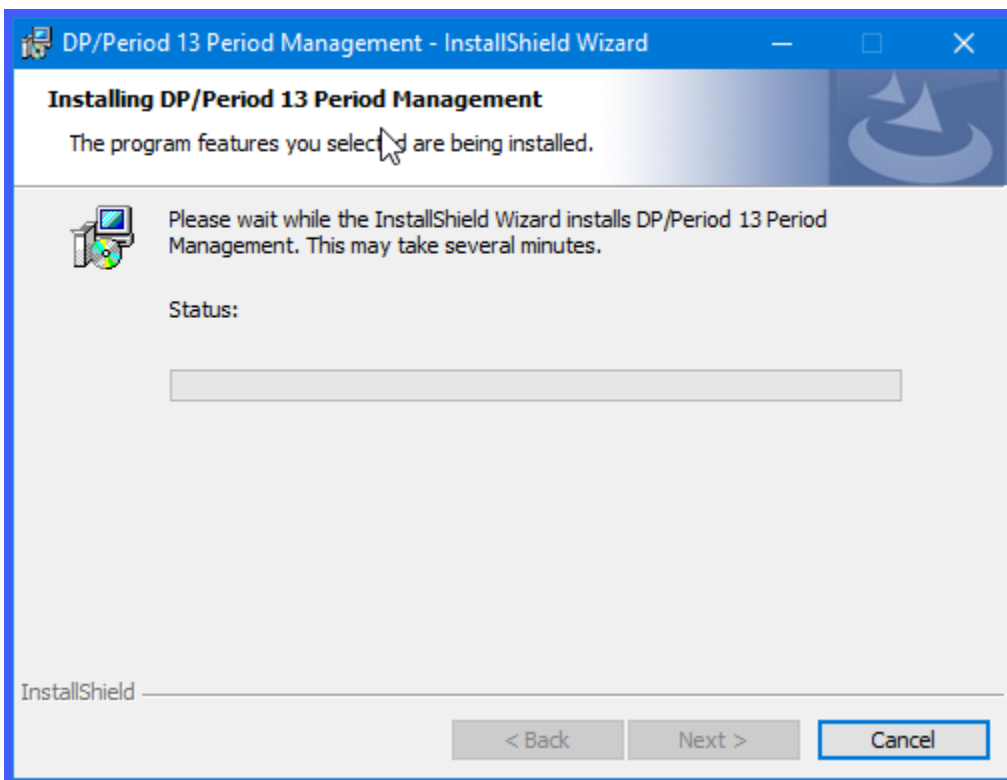


Click on the “**OK**” button to continue the installation. The following screen will be displayed.

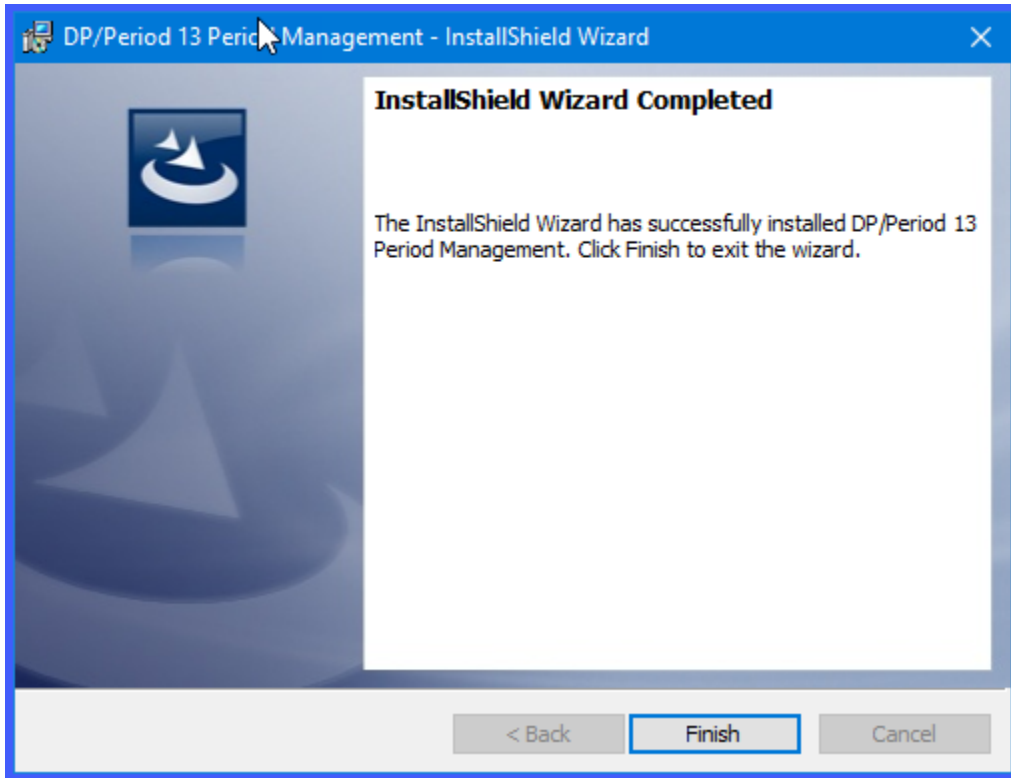




The software will now begin to install. This may take a minute or two. You can click on the “Cancel” button to halt the installation.

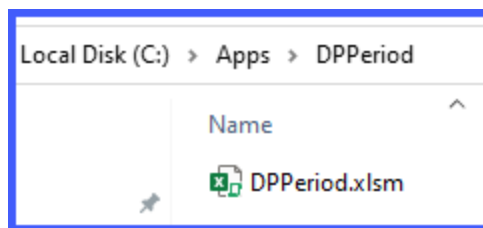


The installation will complete and you can just click on the “**Finish**” button to continue.

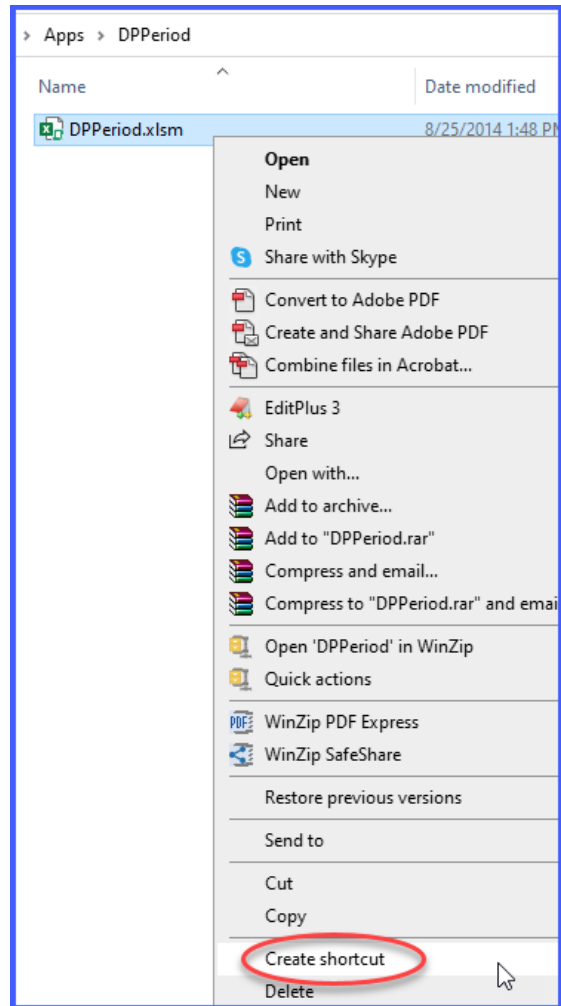


Once you are done, realize that what you have installed now is an Excel spreadsheet with special automation capabilities built into it that you can't see. You will find that because it is a spreadsheet and since you can basically install it wherever you want, you may want to create a “**shortcut**” on your desktop to make it easier for you to remember where to locate it in the future.

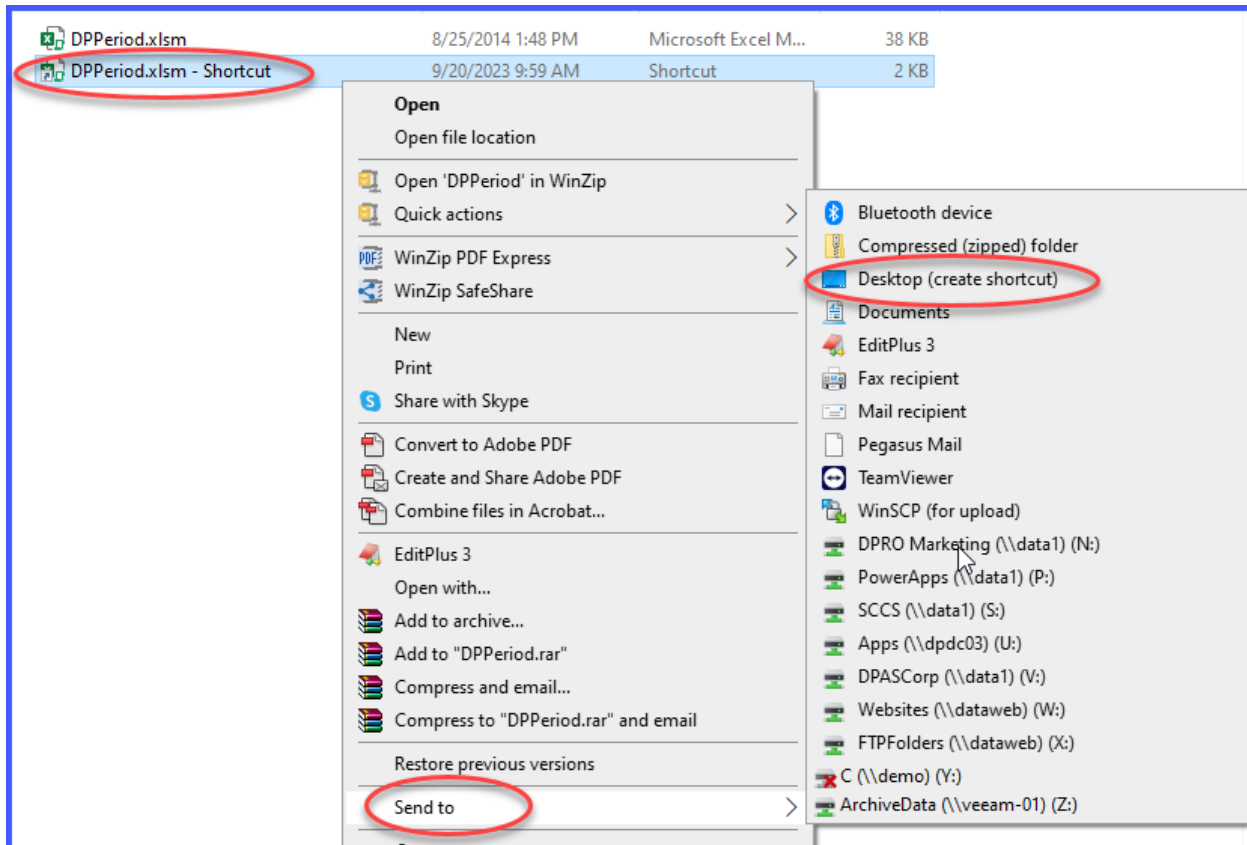
To do so, go to the directory where you just installed the **DP/Period Manager** utility. In the example below, this is **C:\APPS\DPPeriod**.



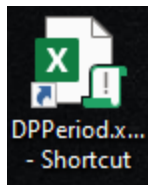
To create a shortcut on your desktop, highlight the file with your mouse and right click so that the menu appears as shown below. Select the “**Create shortcut**” menu option.



Next, you will want to send your shortcut to your desktop. To accomplish this, click on the red highlighted options after you right click on the **DP/Period** shortcut file.

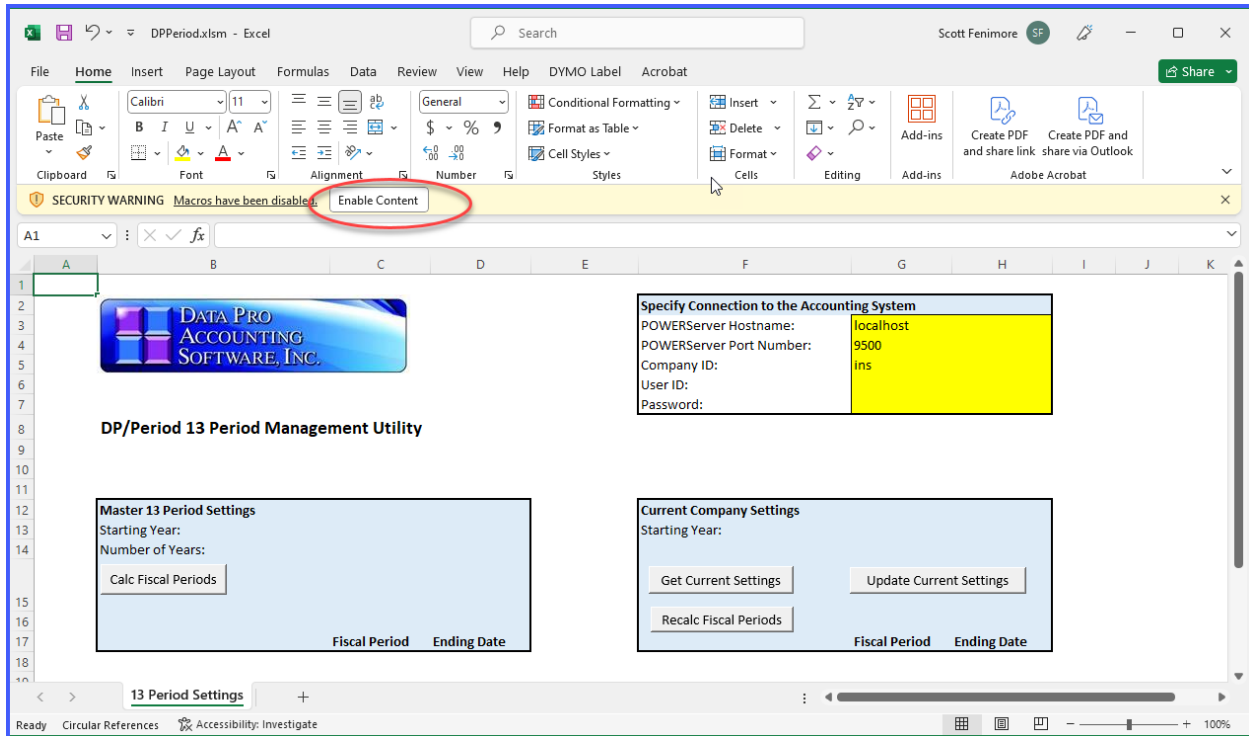


This will have the effect of creating an icon on your desktop similar to the following image:



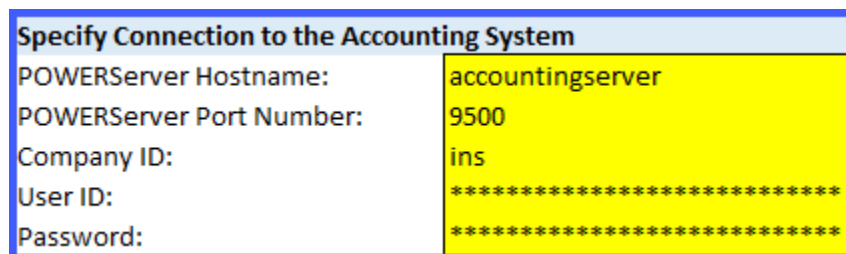
Now, you can simply double click on the shortcut and the system will launch **Microsoft Excel** and open the **DP/Period Manager** file automatically. When it does, the opening screen will appear as shown on the following screen. If this is the first time you have loaded the file, you may get a **“Security Warning that Macros have been disabled.”**

Click on the **“Enable Content”** button to proceed.



Notice that this Excel spreadsheet opens with a series of three boxes dedicated to a variety of configurations and prompts. They are tied together. The upper box will make the request for data from the **System Administrator** module and will then extract and deposit the data into the two areas below.

The top right box must be defined to communicate with your accounting server and then to specify which “**company**” you want to access. *Data Pro supports multi-company processing. (Press the F4 key to change or create new companies inside the Infinity POWER software).*



In the “**Specify Connection to the Accounting System**” box, the first configuration option is to define the “**POWERServer Hostname.**”

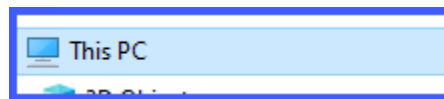
This would be the name of the computer where the **POWERServer** has been installed and is communicating directly with your accounting software modules. If this computer is the same computer as where you are installing **DP/Period Manager**, you can use the default setting of “**Localhost**” which means it is calling the same computer that both applications are installed on.

If at this time, you have never set up the **POWERServer** as a feature of your **Infinity POWER** modules, then skip to the section of this manual where there is documentation on how to set up the **POWERServer**. It is normally found as part of the **Advanced Security Administrator** module setup in the **System Administrator** module.

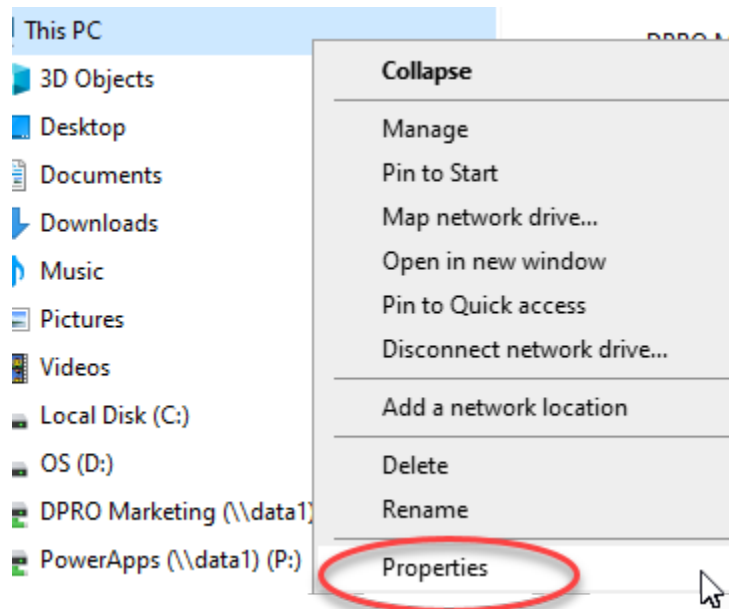
Likewise, if you do not have the **Advanced Security Administrator** feature turned on in your software and have been using the “**Standard Security**” feature, then you will have to first deploy this feature before you can proceed.

**Data Pro Technical Support at 727-803-1550 can assist users with this security reconfiguration.**

If you are not certain of the name of your accounting server or PC where the accounting data is hosted, go to that machine and right click on the “**COMPUTER**” icon on your desktop as shown below:



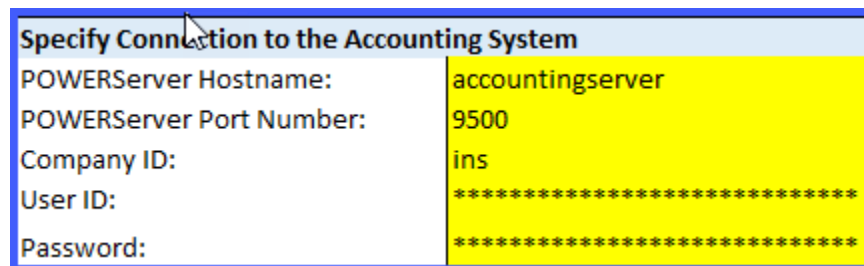
Click on the “**Properties**” option as highlighted on the following screen:



The next screen will have a section that will display the Computer Name, Description and whether you are attached to a Domain. Enter the **Full Computer Name**.



Do not enter the **IP Address** as it may change over time. The computer name most likely will not. Notice in the example below that it is “**accountingserver.**”



Next, enter the **POWERServer Port Number**. This is the **PORT #** on the network where the traffic may flow. This is part of the configuration of the **POWERServer**. **Port 9500** is generally the standard port number that is used.

You will next enter the three character **Company ID**. This alpha/numeric identifier tells the software which company you are processing transactions on. You may have tens of thousands of combinations using the three digit options.

You may also want to save **DP/Period Manager** multiple times in the same directory using a naming structure associated to different Company IDs, if you plan to configure **13 Period** date ranges regularly from differing companies. That way, you can configure each variation uniquely to each company once and then call it up based on a unique icon from your desktop as needed, or simply by its unique filename.

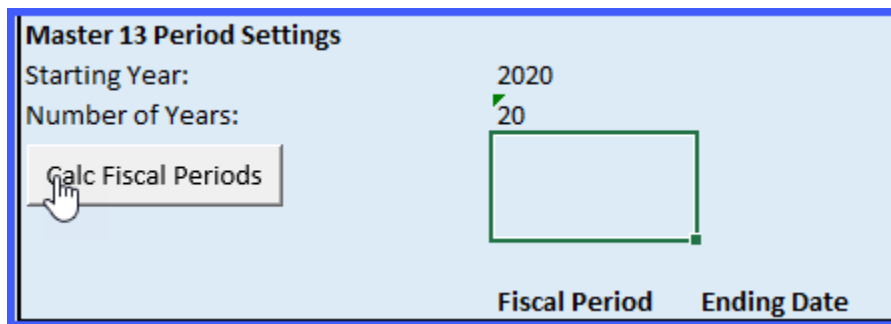
For instance, the default name of the file is: **DPPeriod.xlsm**. If you had three companies, you could name them: **DPPeriod100.xlsm**, **DPPeriod200.xlsm** & **DPPeriod300.xlsm**. You would open up each file separately and you would probably be calling the same **POWERServer Hostname** and **Port Number**, but would use a different **Company ID** for each implementation.

Next, you will enter the same **User ID** and **Password** you would use when logging into the **Infinity POWER** software. This will control the **Advanced Security** rights that will be passed to **DP/Period Manager** in the same way as they are passed to you when you login to the accounting software. Whatever rights you have in the accounting software, they will be the same in **DP/Period Manager**.

If you do not have rights to the main configuration option for **“Fiscal Periods”** in the software, you will not be able get access to any of that data in **DP/Period Manager**. As mentioned earlier, keep in mind that if you do have the necessary rights to this option, once you have **“accessed”** this data into a spreadsheet, you will want to save it in a network secure directory or on your local machine where you have proper security as the data is now in a Microsoft Excel file and no longer protected by the **Infinity POWER Advanced Security Administrator** module.

Much care must be exercised when utilizing this tool. Also, you may have rights in **Company 100**, but not in **Company 200** and **Company 300**. Therefore, different users may be configured for differing filenames.

## Master 13 Period Settings



The screenshot shows a dialog box titled "Master 13 Period Settings". It has two input fields: "Starting Year:" with the value "2020" and "Number of Years:" with the value "20". Below these is a button labeled "Calc Fiscal Periods" with a hand cursor over it. At the bottom, there are two column headers: "Fiscal Period" and "Ending Date".

The left side of the screen has the box that is designed to assist you with defining all valid **“13 Period Date”** ranges. There are two column headings with the box that are defined.

On the left is the **“Fiscal Period.”** The other side is the **“Ending Date”** for each of the **“Fiscal Periods.”** When you first install the **DP/Period Manager**, this information will be blank. As an added piece of assistance, you may enter the **“Starting Year”** in the top line of the box. Next, enter the **“Number of Years”** in which you would like the software to generate a listing of Fiscal Periods.

For instance, in the previous image, the **“Starting Year”** was defined as **“2020”** and the **“Number of Years”** entry was **“20.”** When you click on the **“Calc Fiscal Periods”** button, the system will automatically generate a listing of **13 Periods** for each year for **20** years similar to the following screen:



**Master 13 Period Settings**

Starting Year: 2020  
Number of Years: 20

Calc Fiscal Periods

+

Fiscal Period	Ending Date
01/2020	
02/2020	
03/2020	
04/2020	
05/2020	
06/2020	
07/2020	
08/2020	
09/2020	
10/2020	
11/2020	
12/2020	
13/2020	
01/2021	
02/2021	
03/2021	
04/2021	
05/2021	
06/2021	
07/2021	
08/2021	
09/2021	
10/2021	
11/2021	
12/2021	
13/2021	
01/2022	

This just simply defines the **13 Fiscal Periods** by year. Your next task is to actually define the **“Ending Date”** of each of the **13 Fiscal Periods** within the year. As discussed earlier, there are no hard and fast rules on how this must be done. This can and will vary by business and industry. It is very common for your CPA and/or corporate consultant to provide you with these valid date ranges.

These ranges can be entered for over one hundred years or more and maintained in this Excel file. It is the **“rolling five years”** within the **Infinity POWER** software that we will define shortly.

First, you must finish entering the **“Ending Date”** of each fiscal period. For instance, you may want the first **12** periods to have an even twenty eight (**28**) days in each period for even comparisons across fiscal years. If so, you may want to enter the first date in the following format:

**01/28/2020 {ENTER}**

Make sure to enter the slashes behind the **Month/Day/Year** format or Excel will not recognize it as a date format. If you would want, you can manually enter and calculate all of the next **28** day dates into the following cells. Or, you can go into the next cell down and enter the following formula:

**=D18+28 {ENTER}**

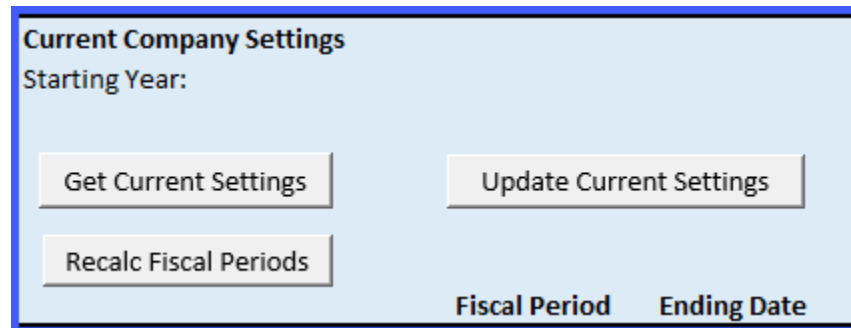
“**D18**” in this example happens to be the **Column** and **Row #**, plus **28 (for days)**. Once you enter this formula in the second cell, you can then copy the cell down for the next twenty years, if desired, and it will calculate all of your “**Ending Dates**” automatically for you in twenty eight day increments.

However, let’s assume that you want all of your **13 Fiscal Periods** to still finish within the same calendar year. Therefore, you may want the **13<sup>th</sup> Period** to actually always end on **December 31<sup>st</sup>**. You would then just manually enter “**12/31/2020**” in the **13<sup>th</sup> Fiscal Period Ending Date** and the system will automatically continue to re-calculate the **28** days increments from there. You would then proceed to **2021, 2022, 2023**, etc. in the same manner. The following screen illustrates the result:

Starting Year: 2020	
Number of Years: 20	
<input type="button" value="Calc Fiscal Periods"/>	
Fiscal Period	Ending Date
01/2020	1/28/2020
02/2020	2/25/2020
03/2020	3/24/2020
04/2020	4/21/2020
05/2020	5/19/2020
06/2020	6/16/2020
07/2020	7/14/2020
08/2020	8/11/2020
09/2020	9/8/2020
10/2020	10/6/2020
11/2020	11/3/2020
12/2020	12/1/2020
13/2020	12/31/2020
01/2021	1/28/2021
02/2021	2/25/2021
03/2021	3/25/2021
04/2021	4/22/2021
05/2021	5/20/2021
06/2021	6/17/2021
07/2021	7/15/2021
08/2021	8/12/2021
09/2021	9/9/2021
10/2021	10/7/2021
11/2021	11/4/2021
12/2021	12/2/2021
13/2021	12/31/2021
01/2022	1/28/2022

Notice that the **13<sup>th</sup> Period** in **2020** and **2021** have **30** and **29** days instead of the **28** days in the other periods. If there is a **Leap Year**, it will be reflected by this variance. But only on the **13<sup>th</sup> Period**, while the other **12 Periods** all have consistent values.

## Current Company Settings



The screenshot shows a dialog box titled "Current Company Settings". Inside the dialog, there is a label "Starting Year:" followed by three buttons: "Get Current Settings", "Update Current Settings", and "Recalc Fiscal Periods". At the bottom right of the dialog, there are two labels: "Fiscal Period" and "Ending Date".

The “**Current Company Settings**” box is where you get to review all of the valid date ranges for this particular company and determine whether they need to be “**recalculated**” and/or if you should update those ranges into the **Infinity POWER** software.

For instance, in the previous example, notice that our **Defined Set of Fiscal Periods** was for **20** years starting with calendar year **2020**. If your current date is **2025**, you are about to run out of valid date ranges for processing going into **2026**. This is where this whole program becomes extremely useful.

Because you can manage as many years as you desire, you would simply enter your “**Starting Year**” as the year in which you want to work with a “**rolling five years.**” If you enter **2025**, for example, the system will get all of the dates for **2025, 2026, 2027, 2028** and **2029**.

First, start with the option to “**Get Current Settings.**” This will allow you to retrieve your current 13 period settings from the current Data Pro Company file. This allows you to review your existing settings before adjusting the Starting Year and recalculating a new 5-year set of date ranges

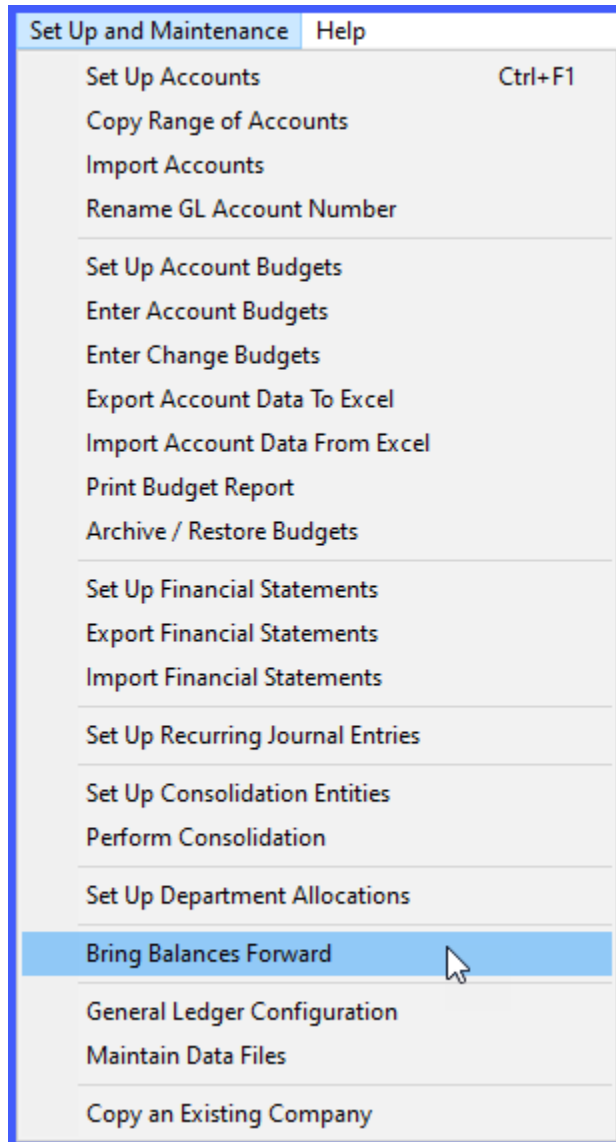
By using the “**Update Current Settings**” button, this set of date ranges will automatically be updated into the **Infinity POWER** configuration data files for Fiscal Periods.

**WARNING:** All users must be out of the Data Pro software before you click on the “**Update Current Settings**” button. That way when all of the users log back into the software, they will have the new updated **13 Period** date ranges.

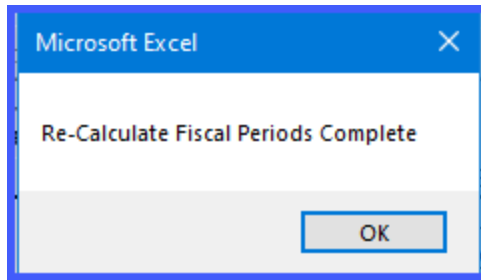
If you should ever need to go back and perform an audit or make any adjustments to a prior fiscal year, you can enter the desired “**Starting Year**” in this box, review the date ranges and then have the **DP/Period Manager** “**Update Current Settings.**” That means you could go back to **2020** again.

Perform your audit, print reports, enter adjustments and journal entries, if necessary. If you do make any journal entries, you must go to the General Ledger Menu Option to **“Bring Balances Forward”** in each fiscal year until you reach the current fiscal year.

The following image illustrates where it is located on the menu in the **“Set Up and Maintenance”** option in the **General Ledger** module.



If you do enter a new fiscal year, such as our example for **2025**, you would want to use the **“Recalc Fiscal Periods”** button to ensure that it updates all of the **“Periods”** to match the Fiscal Year that was entered.



Once the “**Re-Calc Fiscal Periods**” has completed, the screen should look similar to the following:

**Current Company Settings**

Starting Year: 2023

Get Current Settings      Update Current Settings

Recalc Fiscal Periods

Fiscal Period	Ending Date
01/2023	1/28/2023
02/2023	2/25/2023
03/2023	3/25/2023
04/2023	4/22/2023
05/2023	5/20/2023
06/2023	6/17/2023
07/2023	7/15/2023
08/2023	8/12/2023
09/2023	9/9/2023
10/2023	10/7/2023
11/2023	11/4/2023
12/2023	12/2/2023
13/2023	12/31/2023
01/2024	1/28/2024
02/2024	2/25/2024
03/2024	3/24/2024
04/2024	4/21/2024
05/2024	5/19/2024
06/2024	6/16/2024
07/2024	7/14/2024

Notice that now the current Fiscal Period is **2023** and moving forward into **2024** and beyond. If this is in fact the date range you want to use going forward, then you would simply click on the **“Update Current Settings”** button to finish the update for this specific company.

Keep in mind that each Excel Spreadsheet should be saved as a workbook by **“Company.”** If you have **25** companies, you will need **25** workbooks.

The following screen illustrates what both sides of the **DP/Period Manager** would look like once it has been more fully populated:

The screenshot displays the 'DP/Period 13 Period Management Utility' window. At the top left is the logo for 'DATA PRO ACCOUNTING SOFTWARE, INC.'. The main interface is divided into two primary sections: 'Master 13 Period Settings' and 'Current Company Settings'. The 'Master 13 Period Settings' section shows a 'Starting Year' of 2020 and 'Number of Years' of 20, with a 'Calc Fiscal Periods' button. Below this is a table of fiscal periods from 01/2020 to 01/28/2021. The 'Current Company Settings' section shows a 'Starting Year' of 2023, with 'Get Current Settings', 'Update Current Settings', and 'Recalc Fiscal Periods' buttons. Below this is a table of fiscal periods from 01/2023 to 01/28/2024. A 'Specify Connection to the Accounting System' panel is visible at the top right, showing fields for 'POWERServer Hostname' (localhost), 'POWERServer Port Number' (9500), 'Company ID' (ins), 'User ID', and 'Password'.

Fiscal Period	Ending Date
01/2020	1/28/2020
02/2020	2/25/2020
03/2020	3/24/2020
04/2020	4/21/2020
05/2020	5/19/2020
06/2020	6/16/2020
07/2020	7/14/2020
08/2020	8/11/2020
09/2020	9/8/2020
10/2020	10/6/2020
11/2020	11/3/2020
12/2020	12/1/2020
13/2020	12/31/2020
01/2021	1/28/2021

Fiscal Period	Ending Date
01/2023	1/28/2023
02/2023	2/25/2023
03/2023	3/25/2023
04/2023	4/22/2023
05/2023	5/20/2023
06/2023	6/17/2023
07/2023	7/15/2023
08/2023	8/12/2023
09/2023	9/9/2023
10/2023	10/7/2023
11/2023	11/4/2023
12/2023	12/2/2023
13/2023	12/31/2023
01/2024	1/28/2024

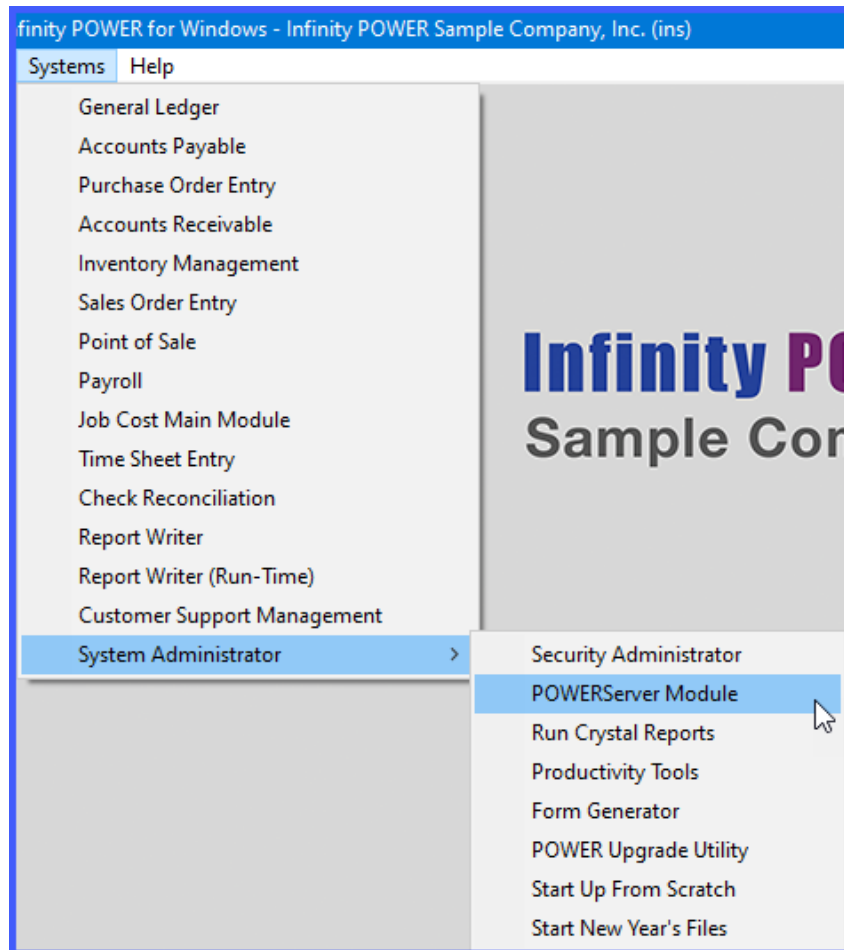
# POWERServer

This section will cover the general concepts of the **POWERServer** module which is included as a core component of the **System Administrator** module. It is included here as it is required that the **POWERServer** be configured and running for the **DP/Period Manager** module to be able to function.

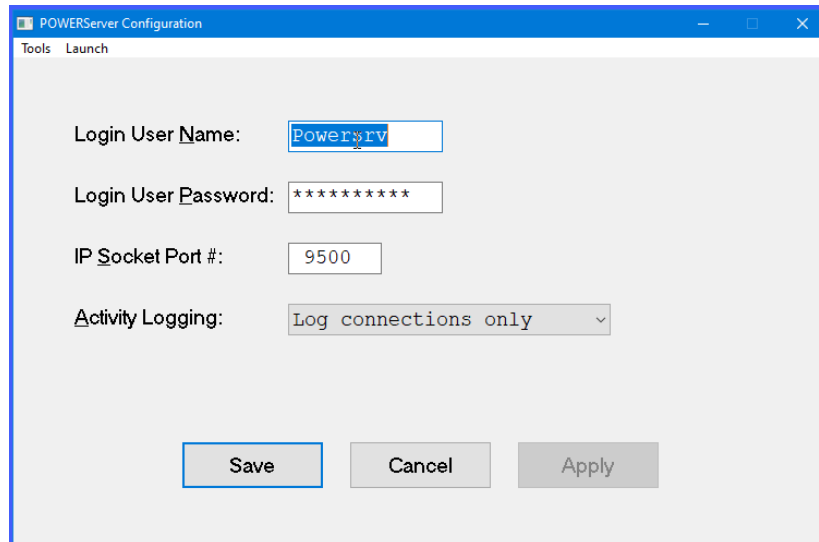
The prerequisite required to use the **POWERServer** module is the **Advanced Security Administrator** module. It must be installed and running. You cannot use “**Standard Security**” with the **POWERServer**. Instead, you must be able to specify a **User ID** to be assigned to handle the **TCP/IP** calls from **DP/Period Manager** to the **POWERServer**, which passes along the specific users’ rights and permissions to access data from the various modules.

## POWERSERVER CONFIGURATION

The **POWERServer** may be accessed from the “**Systems**” menu as shown below:



Once you select the **POWERServer Module**, there are four data items that need to be set up for the **POWERServer Configuration**.

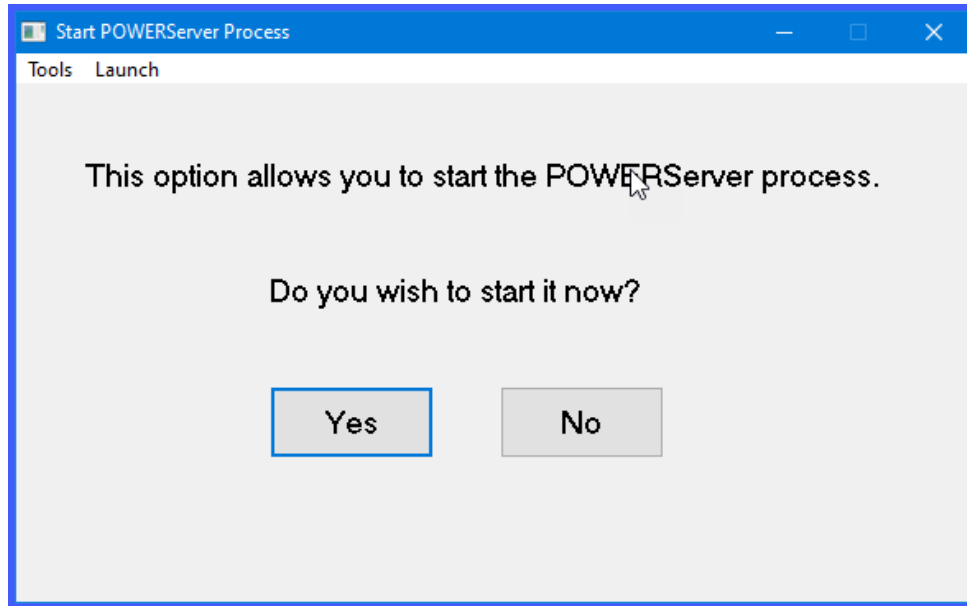


<b>LOGIN USER NAME</b>	The <b>Login User Name</b> is the <b>User ID</b> set up in the <b>Advanced Security Administrator</b> module for the specific user to be called to communicate between the client and the <b>POWERServer</b> . “ <b>Web</b> ” is a common User ID used for defining web servers and other automated communications.
<b>LOGIN USER PASSWORD</b>	The <b>Login User Password</b> is the password that was assigned to the specific <b>User ID</b> in the <b>Advanced Security Administrator</b> that corresponds with the <b>Login User Name</b> .
<b>IP SOCKET PORT</b>	The <b>IP Socket Port</b> is the port number that is defined to use to communicate through the <b>TCP/IP</b> protocol. This port number should match the port number, used by the client application when initializing the <b>TCP/IP</b> connection to the <b>POWERServer</b> . Commonly, <b>Port 9500</b> is used by Data Pro applications.
<b>ACTIVITY LOGGING</b>	<p>The <b>POWERServer</b> module can create a log file, which contains information about user logins and their activity (<i>requests and responses made to and from the POWERServer</i>). There are three choices for logging the <b>POWERServer</b> activity.</p> <ul style="list-style-type: none"> <li>• <b>Disable Log</b></li> <li>• <b>Log Connections Only</b></li> <li>• <b>Log All Activity</b></li> </ul> <p><b>NOTE:</b> When you choose to log “<b>All Activity</b>” the <b>POWERServer</b> log file can become very large in size. It is suggested that this should only be done during a testing or debugging phase of the client application.</p>

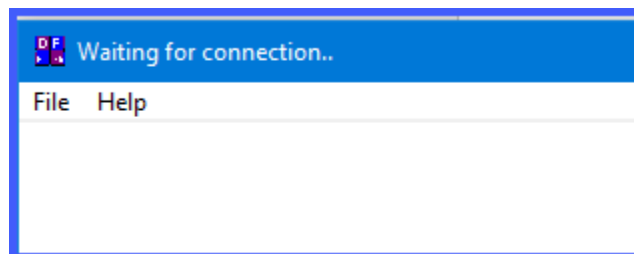


## START POWERSERVER PROCESS

Once the configuration section is completed and saved, you may then start the **POWERServer** process. The system will display a box on your screen and ask “**Do you wish to start it now?**” Click on the “**Yes**” button and a new application window will appear on your desktop.



This window must be kept open as it is waiting to receive requests from the client. That is why it is generally better to set up **POWERServer** as a “**Windows Service,**” which allows it to run in the background all of the time, even if you should have to reboot your computer.

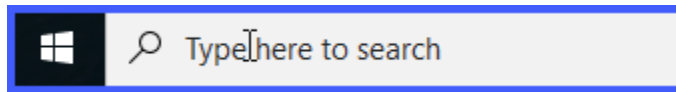


## SETUP POWERSERVER AS A WIN32 SERVICE

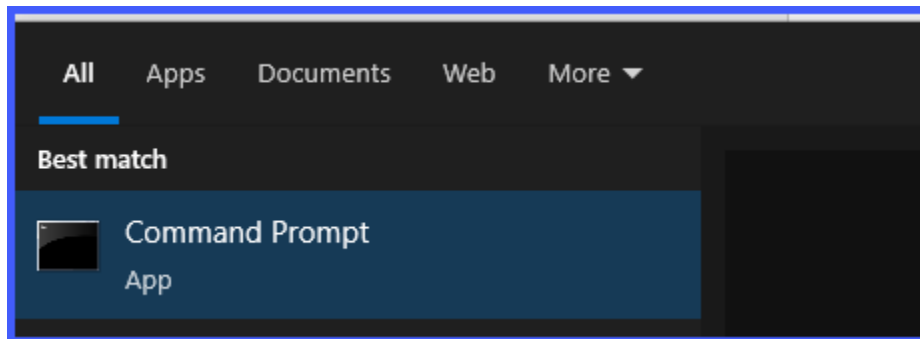
One of the servers or workstations on your network must now be chosen as the **POWERServer “server.”** This is the server that runs the **POWERServer** process in the background, listening for connection requests from the client application (*like DP/Period Manager*) and then accessing the accounting system. It is recommended that you choose the same network server that the accounting system is installed on.

### SETTING UP POWERSERVICE:

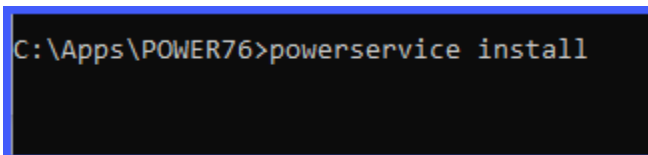
1. From the **Accounting Server**, <click> the **Start** button and select the **Run** menu option or “**Search Programs and Files**” from your desktop as shown below.



Or



2. Type “**cmd**” in the **Open** text box. Right click on the cmd.exe application and choose “**Run as administrator.**”
3. Press **ENTER** and the Command Prompt window displays.



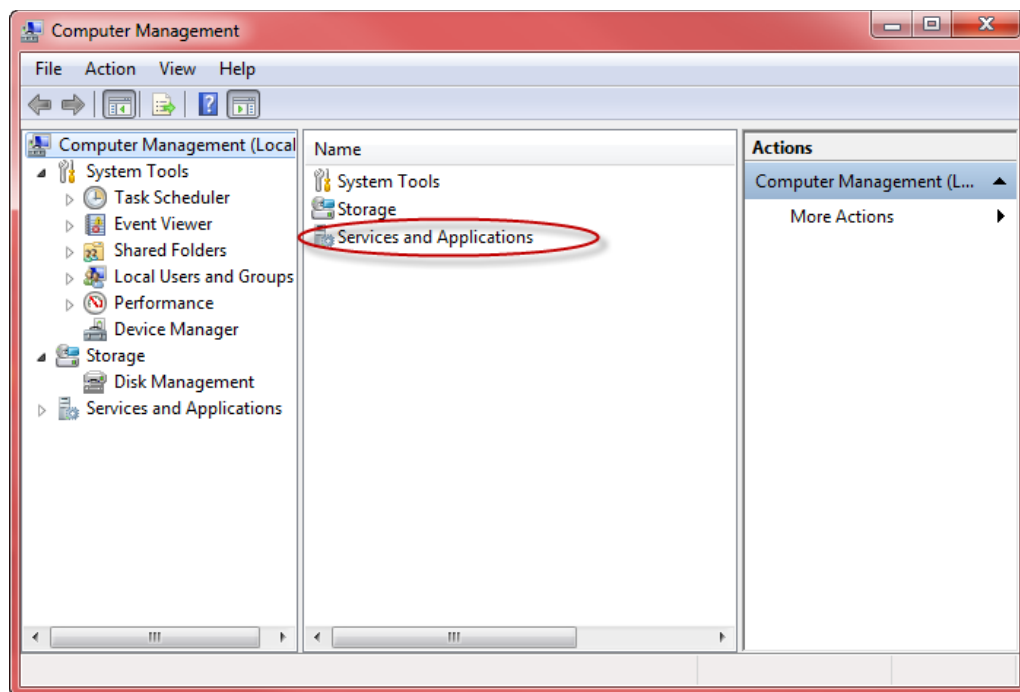
4. Change the directory to where the accounting system is installed (*i.e. cd c:\apps\power*). The prompt changes to the accounting software directory.
5. From the command prompt in the accounting software directory, type “**POWERService install**” and press **Enter** on the keyboard. This command installs the **POWERServer** module as a **Windows Service** which automatically starts whenever your server is turned on or rebooted.
6. Type “**exit**” and press **Enter** on the keyboard to close the command prompt window.

## STARTING THE POWERSERVER FOR THE FIRST TIME

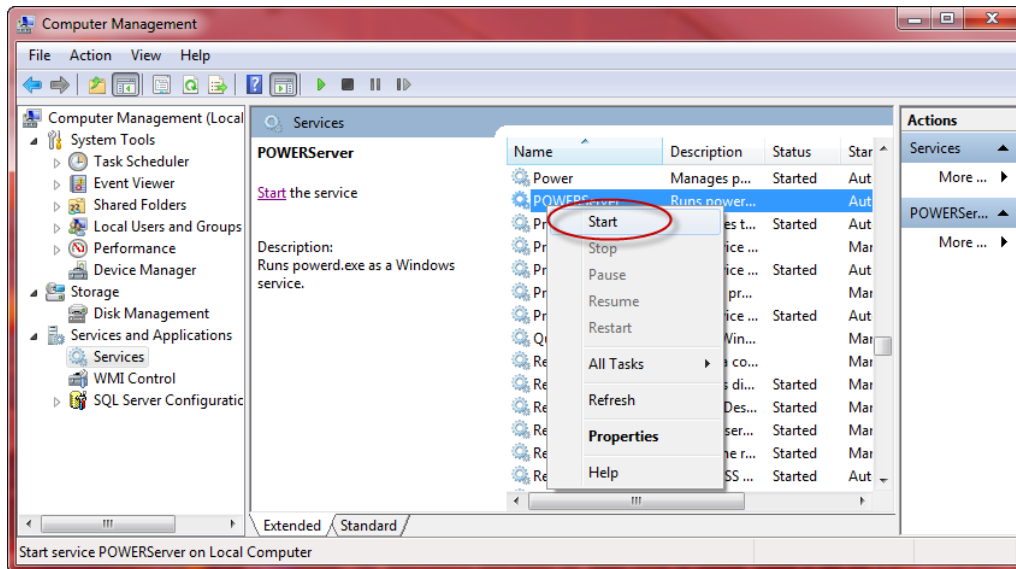
Once the **POWERServer** has been installed as a service, you must start the process for the first time.



1. From your Windows desktop, <right-click> on the **My Computer** icon and select the **Manage** menu option. The Computer Management window displays as shown on the following screen.

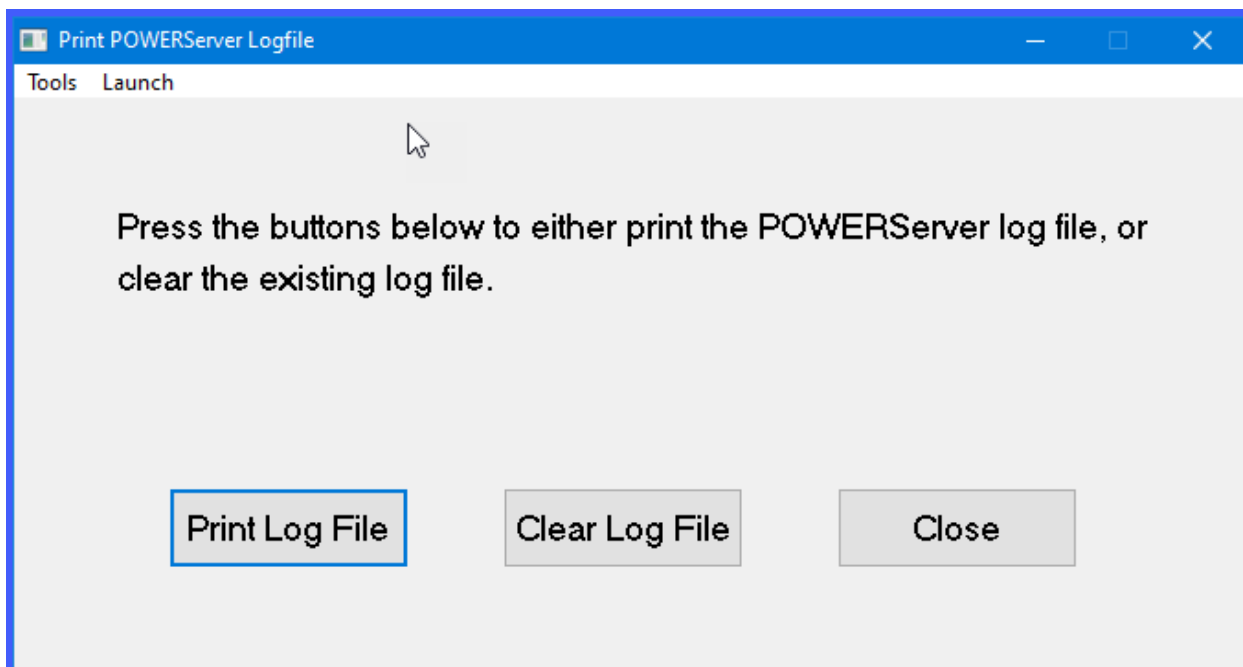


2. From the menu on the left, <click> the **Services and Applications** option and then select the **Services** sub-option. A list of services installed on your system displays in the right window.
3. Scroll down to the **POWERServer** service, <right-click> and then select the **Start** menu option. The **POWERServer** utility starts and returns to the **Computer Management** window.

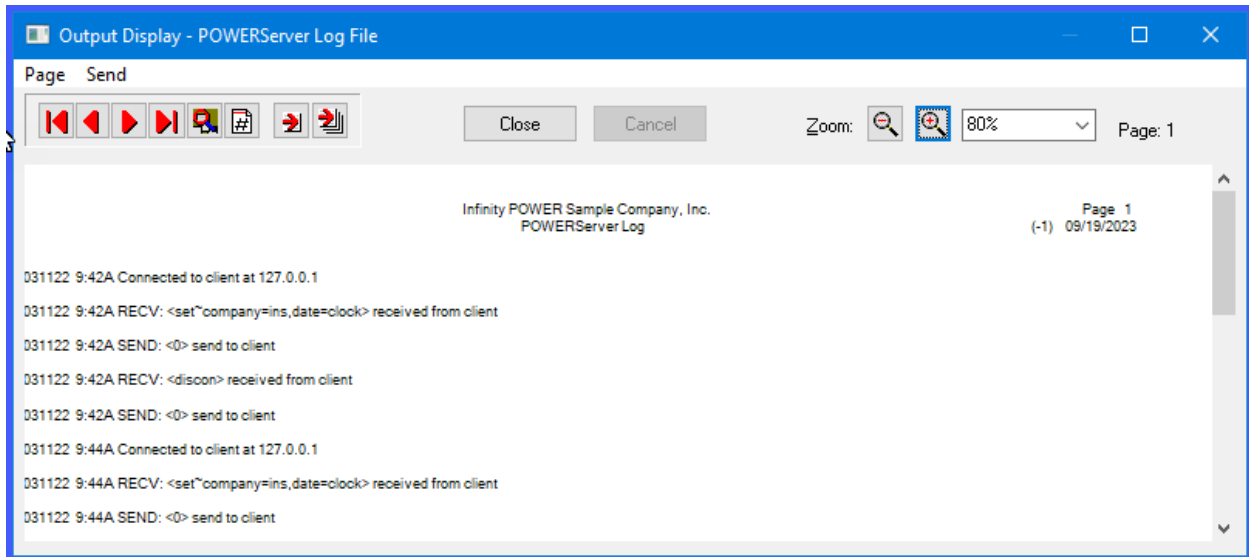


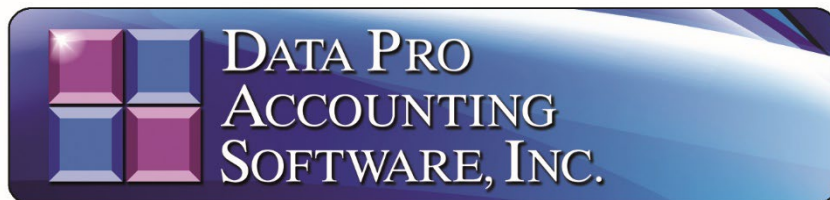
## PRINT POWERSERVER LOG FILE

You may print the **POWERServer** log file at any time by choosing this option. This option will also allow you to remove the **POWERServer** log file. When you remove the log file, it will be re-created upon the next call to it from the client (**i.e. DP/Period Manager**). Please keep in mind that if you are logging “**All Activity**,” this file can become very large in size.



Below is a sample portion of one page out of hundreds of a “printed log file.”





111 Second Avenue Northeast • Suite 360 • St. Petersburg, FL • 33701 • US

727-803-1500 Sales • 727-803-1535 Fax • E-mail: [dpasales@dpro.com](mailto:dpasales@dpro.com)

[www.dataproaccounting.com](http://www.dataproaccounting.com)

© 2023 Data Pro Accounting Software, Inc. All Rights Reserved.