



White Paper

Usage of the WINPACCS Cloud Archive

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1 General

The WINPACCS Cloud Archive is a facility which allows users to discontinue their active use of WINPACCS while retaining access to their stored data.

The WINPACCS Cloud Archive can be used indefinitely at a reduced monthly cost.

If you are planning to switch from the WINPACCS Cloud to the WINPACCS Cloud Archive, please contact your WINPACCS Consultant in advance to ensure a smooth transition.

The WINPACCS Cloud and the WINPACCS Cloud Archive cannot be used in parallel. However, it is possible to return to an active use of the WINPACCS Cloud at a later date, if so desired.

2 Requirements

The WINPACCS Cloud Archive can be used based on the following framework conditions:

- Read-only rights are sufficient in the WINPACCS Cloud Archive. Data no longer has to be edited nor new data created.
- The project accounting WINPACCS Accounting and the Project cashbook WINPACCS Cashbook are no longer needed.
- Data exchange between WINPACCS and other systems (e.g. company accounting) is no longer necessary.

The switchover to the WINPACCS Cloud Archive involves the following technical steps:

- The project status of all the projects is set as “Archived”.
- All the user roles that are not included in the WINPACCS Cloud Archive product must be revoked from the users (see section 4).
- In the “Installation management” functional area, all the installations of WINPACCS Accounting and WINPACCS Cashbook have to be deleted.

3 Scope

The following functions are available after switching from WINPACCS Cloud to WINPACCS Cloud Archive:

- Read-only access to all postings and closings
- Read-only access to Project controlling
- Read-only access to Project planning and monitoring

- Read-only access to the following objects:
 - Projects
 - Donors and fundings
 - Journals
 - Bank details
 - Cashbooks
 - Main chart of accounts
 - All project charts of accounts
 - Unsettled items categories
 - Cost centres
 - Cost category groups
 - Budgets
 - Budget structures
 - Reporting currency schemes
 - Supplies of funds
 - Data packets
 - Partners and partner contracts
 - Users
 - Persons
 - Assets
 - Logs
- Export options for all existing data (usually pdf and Excel)

4 User roles available

Users of the WINPACCS Cloud Archive may only be assigned the following user roles:

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

These roles manage which user can view which data. The roles do not allow the users to change settings and data or set up objects. A limited number of these roles is included in the reduced monthly basic fee and any further roles must be purchased at the regular monthly price.

5 Further information

The contractually agreed termination deadline applies for switching over from the WINPACCS Cloud to the WINPACCS Cloud Archive.

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.