

Change Posting Date - Daily Balancing

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To change the posting date after finished with month end, go to *Supervisor Menu / Set Up Options* and select **Change Posting Date**.

Set Up Options

Balance Forwards Posting

Change Posting Date

Daily Clear Interface Menu

EF Portal Setup


Posting Passwords

4" Blank Ticket Terms Codes

Payment Device Management

Filtered View Menu

Avgance Setup Menu



Division	Division Name	Posting Date
1	ABC COMPANY	01/31/23
100	ABC COMPANY	01/31/23
110	ABC COMPANY	01/31/23
120	ABC COMPANY	01/31/23
150	ABC COMPANY	01/31/23

Change the date on all Divisions to the last day of the month just completed. This will stop any postings being made to a prior month. Items from prior months will not appear in the Void Posting screen. This will prevent an item from being voided in the wrong month.