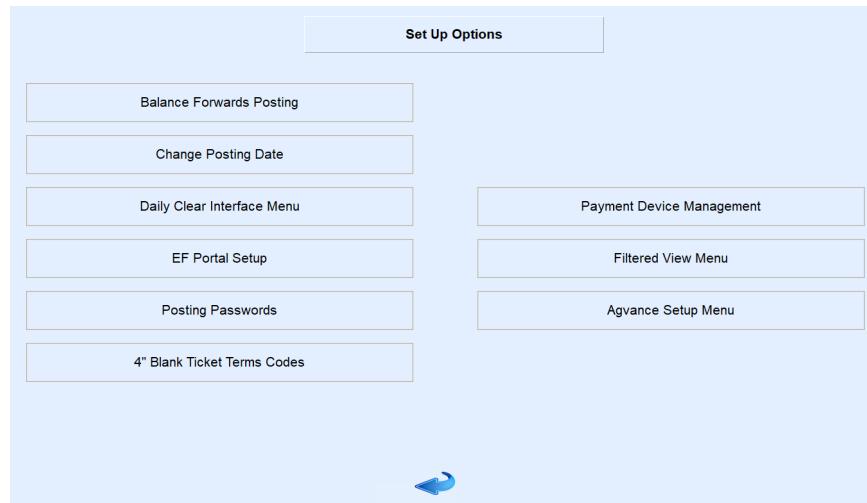


# Change Posting Date - Daily Balancing

Last Modified on 02/03/2026 12:06 pm EST

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



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.