

Reset Posting Date

If you make a mistake and post something to a **future date**, you can reset the posting date on the items you posted and PowerSoftMD's last posting date.

You do not have to delete the items you have already posted on the future date! If you have already deleted them; after this procedure you will need to re-post them.

****Warning****

This should only be used to reset the date of the last items posted.

If you try and go back in history and reset the dates of other items, you will **destroy** your data!

1. Call Data Tec and get the current **"Special Password"** _____
2. Make sure NO One else is using PowerSoftMD.
3. From the Primary Menu select the top toolbar **"Tools"** option, then select **"Support Backup"**, follow the On-Screen prompts and wait for this quick back up to complete.
4. From the Primary Menu select the Utility Menu;
 - ___ Next select the Advanced Utility
 - ___ Next select the "Reset Last Posting Date" option.
 - ___ Carefully fill what the correct **"Last Posting Date"** should be on the bottom left side. Make sure it's 8 digits in the form of **mmddyyyy**
 - ___ Click the two empty data fields on the right, they will automatically Populate correctly.
 - ___ Click the Red **Reset** button.
 - ___ Supply the **"Special password"** given to you by Data Tec from step #1 above