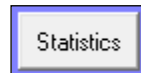


## Expanding Ledger Data Base

If you get a message "Posting Transaction Data Base is 95% Full", you can use the following procedure to expand the Transaction Ledger Data Base.

1) **Make sure No One else** is accessing PowerSoftMD **Posting or Ledger** screens.

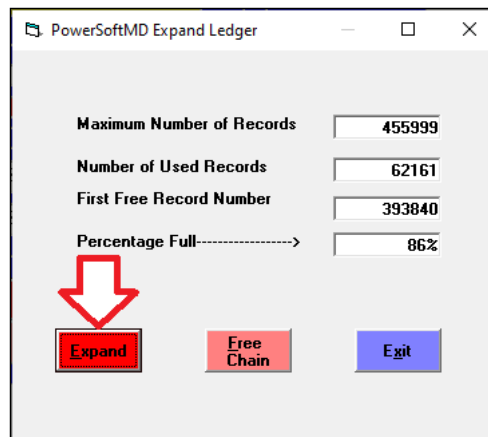
2) From the **Primary Menu** select the "**Statistics**" button down in the left-hand bottom of the Primary Menu.



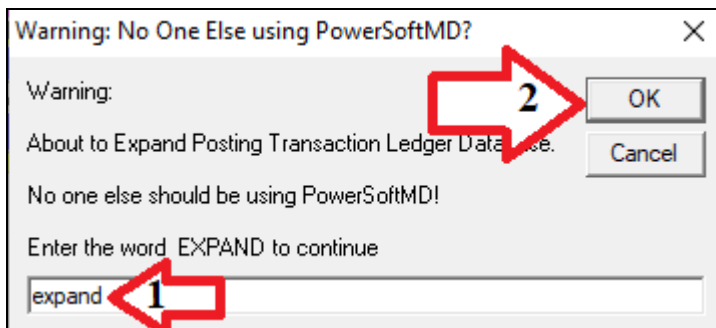
3) Select the **Red** "Expand Ledger" button.



4) Click the **Red** "Expand" button.



5) When prompted enter the word: **EXPAND** and click the "**OK**" button.



6) Then reply **YES** to the next prompt.

7) Follow all On-Screen prompts, and "**Be Patient**" it can take several minutes.