Clear Rewind Preferences State

Advanced · https://paiyroll.com/kb/clear-rewind-preferences-state/

Follow this **advanced** article to clear the rewind preferences company state at your own risk.

Rewind

Confirm that you actually have a rewinding preference state set that needs to be cleared in **Companies > Update > Main**

The Rewinding field will have a **tick** to indicate that a rewind is in progress when set.

Process

In the example below, we have used company Acme, which, of course, you will need to replace with your company.

1. **Companies > Download… > Acme**

2. Edit the company CSV in Excel

- Delete all columns after BAC_SUN that start with a $
- Replace preference column D with an open and closed curly bracket **{}** in cell D2 (assuming you have no other preferences set)
- If you have any numbers, e.g., 1 or a UTR, then prefix these with a single quote '
  - 1 - > '1
  - 1233456 - > '123456
- Save as an XLSX Acme.xlsx

3. **Companies > Upload... > GB Choose file:Acme.xlsx > Upload file to server… > Pre-process selected data… > Publish...**

4. Confirm that in **Companies > Update > Main** Rewinding is unticked

5. Delete the old pay run

7. If the pay schedule has an old date, correct that in **Setup > Schedules** and then do a Pay

6. Start a new pay run - this will now not be checked out.