

## How to . . .

### Create a Prior Period popup

Purpose	<p>Prior periods are used when posting to closed periods, for instance in connection with an old fiscal year.</p> <p>You can specify a period and a fiscal year for a prior period. If you do so, the prior period will be open in the specified period only.</p> <p>It is optional whether you wish to use a specific period or fiscal year in connection with prior periods.</p>
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Prior-periods are created in the popup field "Prior Periods" in the window Popup Fields in the Set-Up module and can contain information about which sub-total account the prior period should be posted on, which period and fiscal year is to be used and whether the prior period is open for registration or import.

- 1) To create the popup, navigate to Menu > Setup > Setup > Popup fields. Once in the Popup fields window, search for Prior Periods.





### **Example:**

If a journal line contains a debit amount of \$1,000 on account number 2130 with the posting date of 10/1-98, and the field "Prior-Period" contains a prior period with the ending date 31/12-97, Maconomy will automatically create the following entries: On account number 2130, \$1,000 is debited with the posting date 31/12-97, i.e. the last day in the specified prior period. On the sub-total account, \$1,000 is credited with the posting date 10/1-98. Finally, \$1,000 is debited on the period end transfer account with the posting date 10/1-98. The functionality is similar when the prior-period is after the current period. However, the entries in the prior-period are assigned a posting date corresponding to the first day of the prior-period instead of the last.