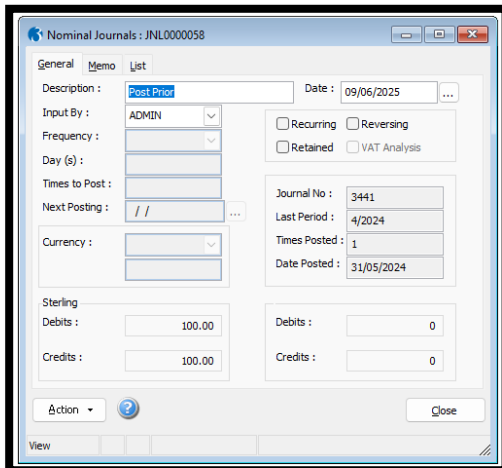


Post Journal to prior period or a prior year

Post Prior

Create a journal posting in a previous accounting period of the current year from the details stored in the journal record. The command is unavailable if the current period is the first in the accounting year. Otherwise, you will be able to specify to which previous accounting period in the current accounting year to which the journal details will be posted. The posting date assigned to the transaction is the first day in the period to which it is posted. The journal is allocated the next available entry number (based on the next number specified in the Next Journal No. box on the General tab of the Nominal Ledger - Set Options form) and is placed at the end of all the transactions for the relevant period in the account view screen. You must ensure that the current system date is within the date range of the current accounting period, otherwise the posting will not be permitted.

Create journal as normal.



Nominal Journals : JNL0000058

General Memo List

Description : **Post Prior** Date : 09/06/2025

Input By : ADMIN

Frequency : [v]

Day (s) : [v]

Times to Post : [v]

Next Posting : //

Currency : [v]

Recurring Reversing

Retained VAT Analysis

Journal No. : 3441

Last Period : 4/2024

Times Posted : 1

Date Posted : 31/05/2024

Sterling

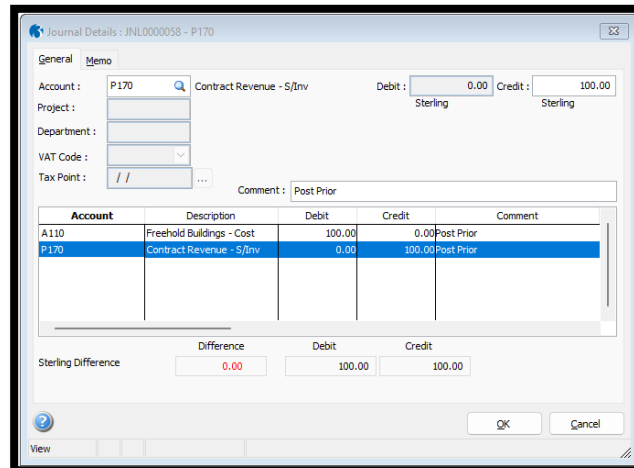
Debits : 100.00

Credits : 100.00

Debits : 0

Credits : 0

Action [?] Close



Journal Details : JNL0000058 - P170

General Memo

Account : P170 Contract Revenue - S/Inv Debit : 0.00 Credit : 100.00

Project : [v]

Department : [v]

VAT Code : [v]

Tax Point : //

Comment : Post Prior

Account	Description	Debit	Credit	Comment
A110	Freehold Buildings - Cost	100.00	0.00	Post Prior
P170	Contract Revenue - S/Inv	0.00	100.00	Post Prior

Difference Debit Credit

Sterling Difference 0.00 100.00 100.00

OK Cancel

Select No to Post Journal.

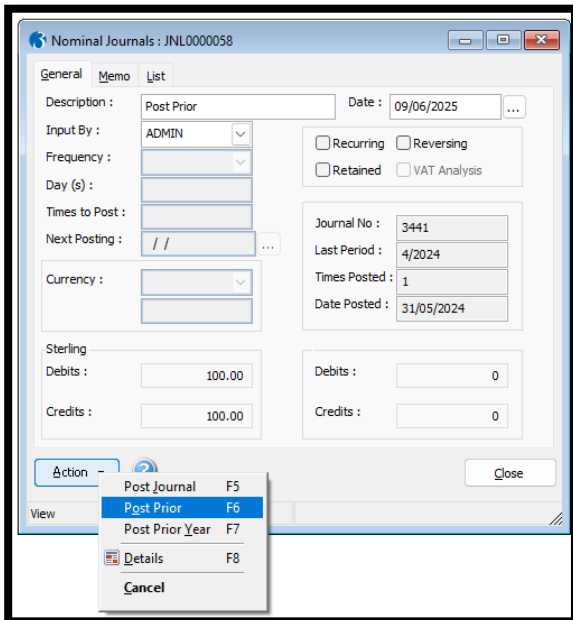


Opera 3

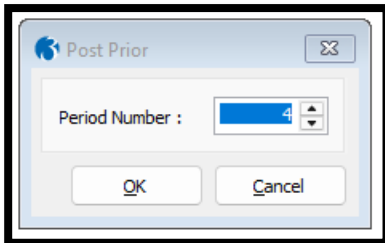
! Would you like to Post the Journal?

Yes No

Select Action and Post Prior (F6).



Enter required period.



Orion Vehicles Leasing		Nominal Journal Posting		
Created on 31/05/2024 at 17:00 by ADMIN				
Orion Vehicles Leasing				
PostPrior	Journal Reference	3441	Page Period	1
	Input by	JNL0000058	Dated	04/2024
		ADMIN		01/04/2024
		Dr	Cr	Comment
A110	Freehold Buildings - Cost	100.00		PostPrior
P170	Contract Revenue - S/Inv		100.00	PostPrior
		<u>100.00</u>	<u>100.00</u>	

NOTE*

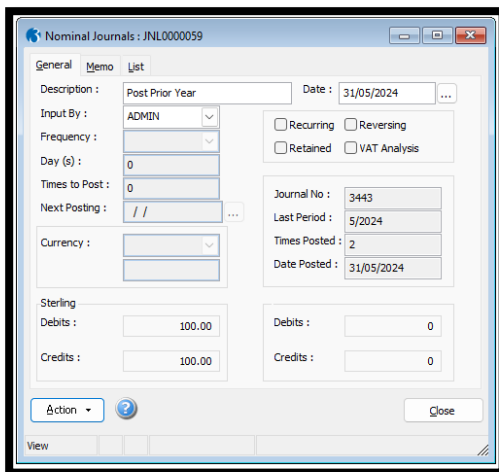
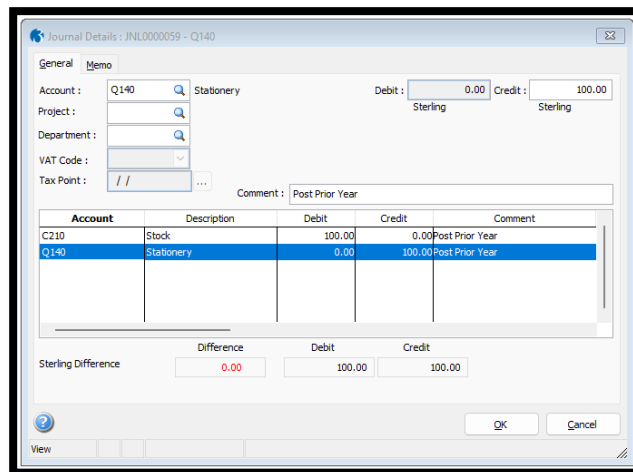
This command is not available if Open Period Accounting is used. To post journals to earlier periods in the current financial year or to previous financial years, use the Post Journal command.

Post Prior Year

Create a journal posting for the previous year from the details stored in the journal record. A posting made using this command is posted to the chosen period of the previous year. You can enter any period number. You cannot change the year in the Posting Year box; the system works it out for you.

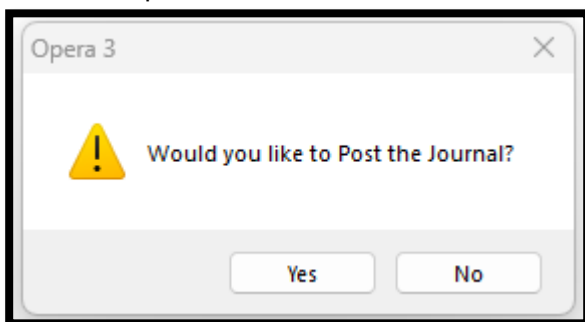
For balance sheet accounts, the transactions are included in the brought forward items for the first period in the current year. For profit and loss account items, the values are accumulated within the retained profit figure and posted to the first period of the current year.

Create your Journal in the normal way.

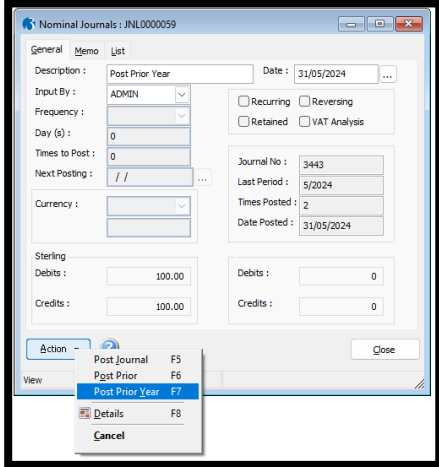



Account	Description	Debit	Credit	Comment
C210	Stock	100.00	0.00	Post Prior Year
Q140	Stationery	0.00	100.00	Post Prior Year

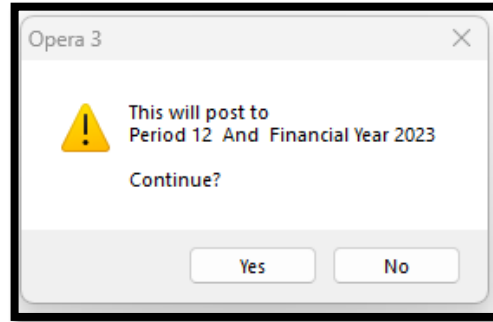
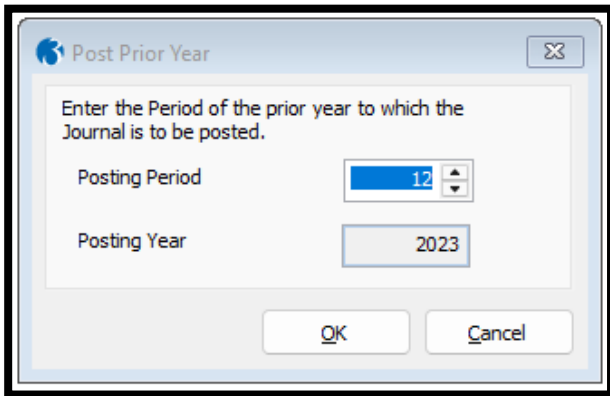
Select no to post Journal.



Select Action and Post Prior Year (F7).



Entered in the required period.



Orion Vehicles Leasing		Nominal Journal Posting		
Created on 31/05/2024 at 17:06 by ADMIN				
Orion Vehicles Leasing				
Post Prior Year	Journal Reference	3443	Page	1
	Input by	JNL0000059 ADMIN	Period Dated	12/2023 01/12/2023
		Dr	Cr	Comment
C210	Stock	100.00		Post Prior Year
Q140	Stationery		100.00	Post Prior Year
	** Distributed **			
		100.00	100.00	

NOTE*

This command is not available if Open Period Accounting is used. To post journals to earlier periods in the current financial year or to previous financial years, use the Post Journal command.