

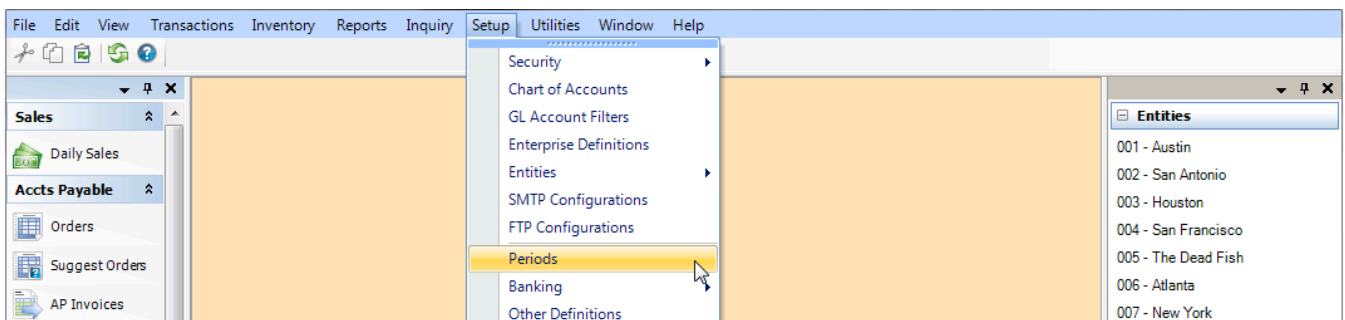


FAQ

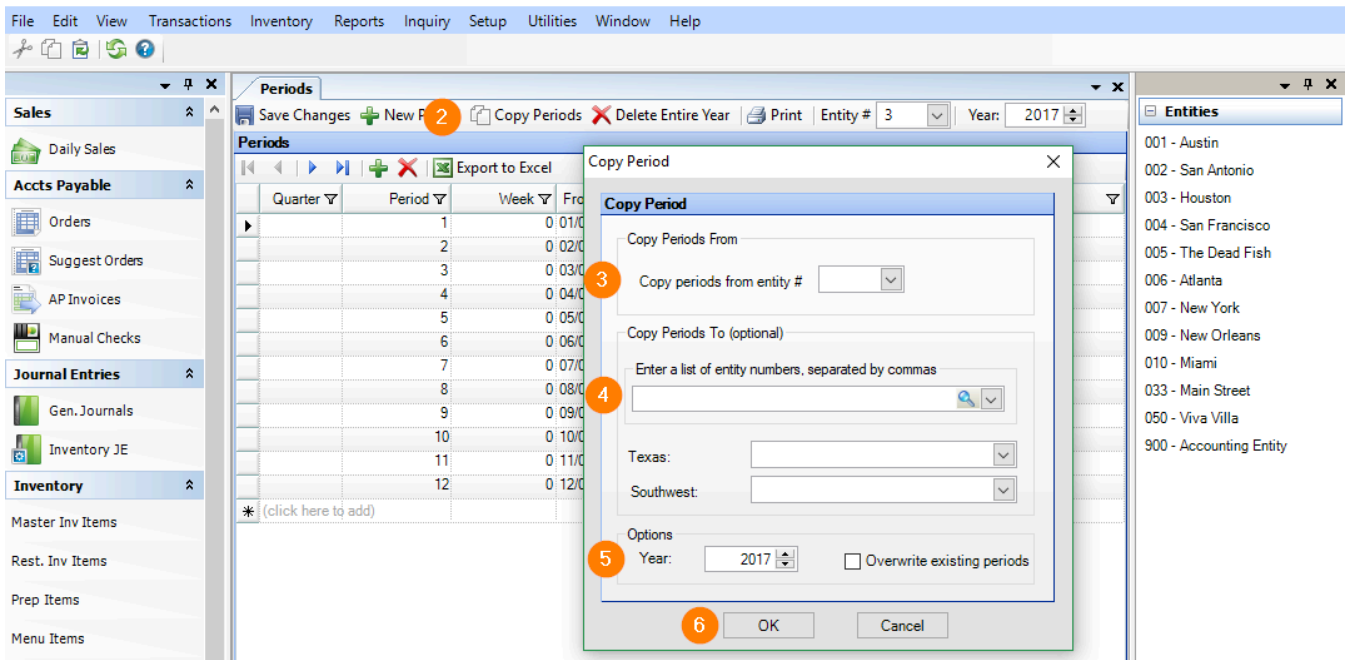
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Can I copy one entity's period to another?

Copying one entity's periods to another entity or multiple entities is a straightforward process in Compeat. A video outlining the process is available [here](#).



1. Go to **Setup > Periods**.
2. Select **Copy Periods** at the top of the screen.



3. Select which entity to copy the period file **From** in the drop-down.

4. Enter which entity or entities you wish to copy the period file **To**. You can copy to multiple entities by separating the entity numbers by commas. (If you have multiple entities, we recommend copying in small batches to avoid operation time out.)

5. Choose the period file **Year** you wish to copy.

6. Click **OK**.

Note: You **must** log out of Compeat for period changes to take effect. Once you have logged out and logged back in, proceed with entering transactions.

Was this Helpful ?

yes

no

How do I find the box that lists all of my company's entities?

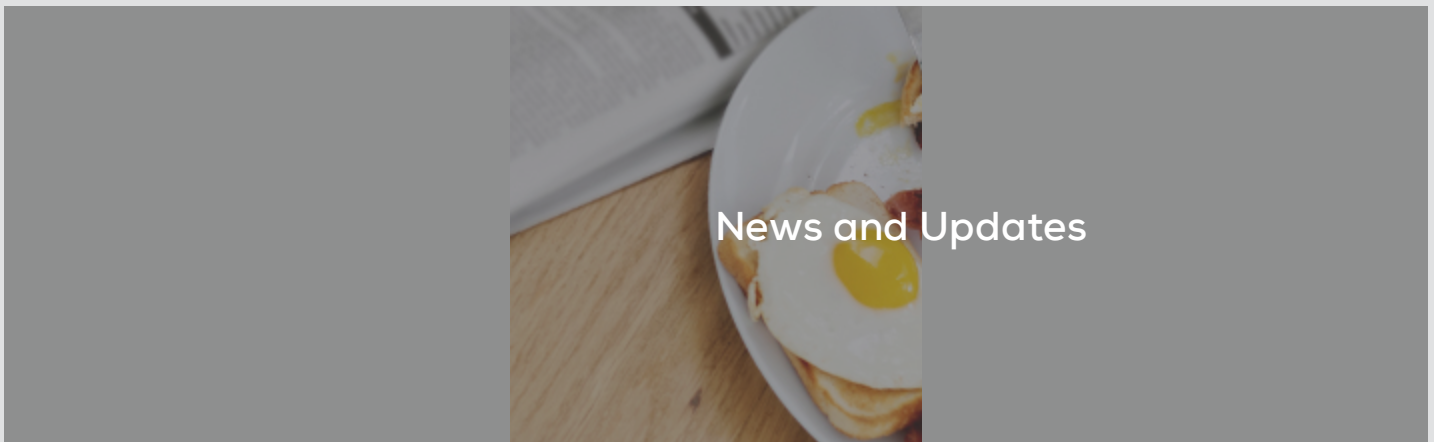
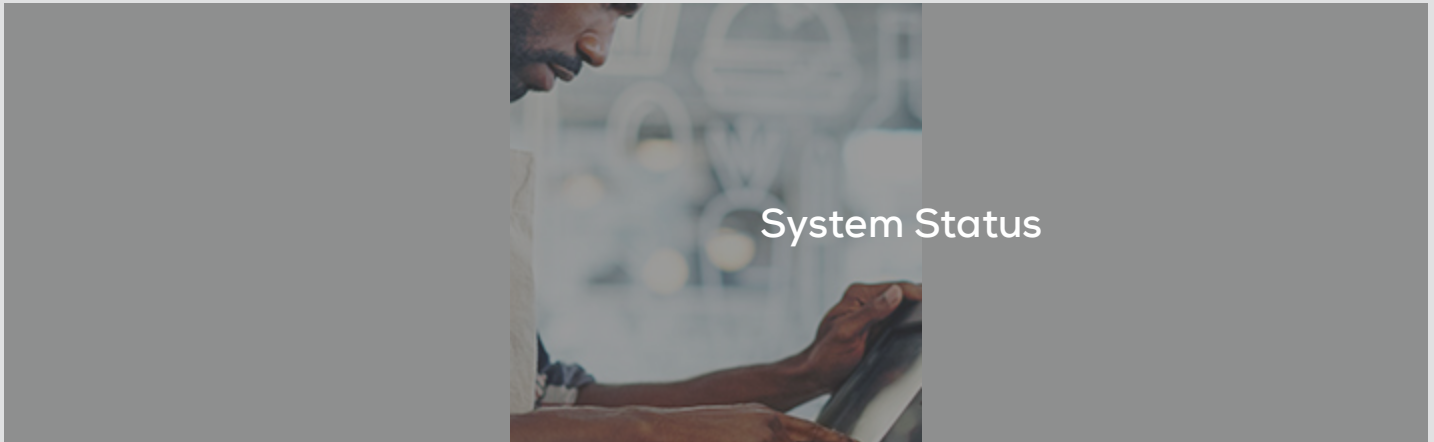
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