

Retail Control Systems

NCR Counterpoint: Fiscal Year Calendar Change



Update Counterpoint Calendar

- 1. To update the current Calendar ID, navigate to setup / system / company
- 2. Select the new current calendar from the current calendar lookup.
- 3. If the calendar is NOT on file create the calendar before updating the company table.

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Create Counterpoint Calendar

- 1. To create a new Calendar ID navigate to setup / system / calendars
- 2. Enter year ID for calendar
- 3. Enter starting date for calendar
- 4. Enter ending date for calendar
- 5. Enter prior year
- 6. Enter next year
- 7. Click the Set Default Dates
- 8. Select the last date of the first week in the calendar
- 9. Counterpoint will populate the quarters, months and weeks tab
- 10. If not using standard months or quarters modify the end dates for those periods
- 11. To change the fiscal periods wait for year end and create a "Leap year" to bridge from the current calendars end date to the new desired start date (IE. From January 1 to September 30)
- 12. If the next calendar is already on file, it cannot be deleted and recreated without first deleting the records from the dm_cal tables

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