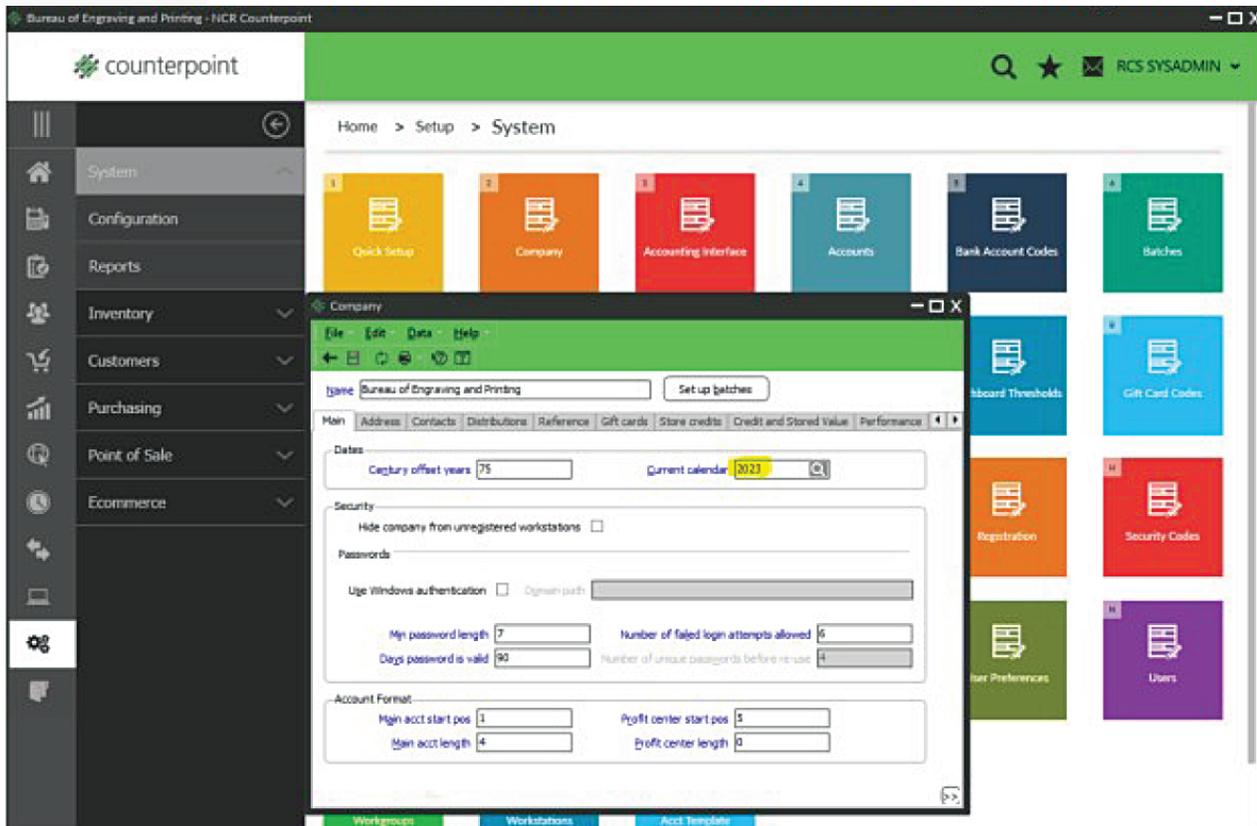# Retail Control Systems

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.

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