

# **Calendar Maintenance**

#### Introduction

These notes are designed to complement the training that you have received on Sparkstone; they are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

#### **Objectives**

To provide an overview of the processes involved in amendments to the Calendar setting and maintain the successful operation of the software.

#### **Conventions Used**

Menu paths will be indicated throughout this training manual in bold.

For example:

#### Back Office | System Control | Company

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.



### **Important Notes:**

Please ensure that you have read these before you proceed:

- 1. Please note that it may not be necessary to configure a new "Sparkstone Calendar" on 1<sup>st</sup> January 2015. This can be configured at any point throughout the year- depending on your current configuration.
- 2. Users will receive notification when the current calendar is due to expire (and there is no available calendar for the following year) when entering the back office- for example:



**Figure 1. Screen Image of Back Office** 

- 3. Users should not create duplicate calendar entries for the same year as this can lead to errors. If there is an existing year configured for 2015 a new calendar is not required. It is the system administrator's responsibility to check if a new calendar is required.
- 4. We are able to offer our services to apply this change. If you would like to book a Sparkstone consultant to do this please contact Sparkstone support on 01489 795 000 or email <u>support@sparkstone.co.uk</u>.



## Adding a new calendar year in Sparkstone Retail

1. Log into the back office and go to **System Control | System Configuration | Calendar.** If this option is greyed out then you will need to be on a Head Office database to perform this operation. The following will be displayed:



Figure 2. Screen Image of Menu Bar (Back Office)

2. Check the list of years on the left hand side. Note the next unused year number:

Calendar											
<u>N</u> avigation	avigation										
Year	Year End Date										
2004	31 DEC 04										
2005	31 DEC 05										
2006	31 DEC 06										
2006	31 DEC 06										
2006	31 DEC 06										
2007	31 DEC 07										
2008	31 DEC 08										
2009	31 DEC 09										
2010	31 DEC 10										
2011	31 DEC 11										
2012	31 DEC 12										
2013	31 DEC 13										
2014	31 DEC 14	<b>_</b>									
•											

Figure 3. Screen Image (partial) of Calendar Window



- 3. Press the 'Insert' button at the bottom of the toolbar and fill in the next available year field in the top right hand corner. Press tab and the cursor will now be in the 'Year Start date' field.
- 4. Enter the first day of the new year, eg. 01 01 2015 and press tab.
- 5. The 'Year End Date' should automatically be filled in, along with the other periods.
- 6. Press 'OK' at the bottom.

In the below example, the year started in February instead of January:

Į						Calend	ar				
	<u>N</u> av	<u>v</u> lavigation									
l	Yea	r	Year End Date		Week No	Start Date	End Date	Season		Year	2015
L		2013	31 JAN 14	-	1	1 FEB 2015	7 FEB 2015			Vear start date	1 EER 201E
L		2014	31 JAN 15		2	8 FEB 2015	14 FEB 2015			rear start date	1 FEB 2015
L		2015	31 JAN 16		3	15 FEB 2015	21 FEB 2015			Year end date	31 JAN 2016
L					4	22 FEB 2015	28 FEB 2015				
L					5	1 MAR 2015	7 MAR 2015			Closed	Start date
l					6	8 MAR 2015	14 MAR 2015			Period 01	1 EEB 15
l					7	15 MAR 2015	21 MAR 2015				1111013
L					8	22 MAR 2015	28 MAR 2015			Period 02	1 MAR 15
L					9	29 MAR 2015	4 APR 2015			Period 03	1 APR 15
L					10	5 APR 2015	11 APR 2015				
L					11	12 APR 2015	18 APR 2015		_	Period 04	1 MAY 15
L					12	19 APR 2015	25 APR 2015			Period 05	1 JUN 15
l				-	13	26 APR 2015 3 MAY 2015	2 MAY 2015 9 MAY 2015			Period 06	1 JUL 15
L	┛				15	10 MAY 2015	16 MAY 2015				
L					16	17 MAY 2015	23 MAY 2015			Period 07	1 AUG 15
l	Acc	ounting s	system vear identifi	iers	17	24 MAY 2015	30 MAY 2015			Period 08	1 SEP 15
l	for	for update of selected year			18	31 MAY 2015	6 JUN 2015			Period 09	1 OCT 15
L		· ·			19	7 JUN 2015	13 JUN 2015				100115
l		Sales le	daer		20	14 JUN 2015	20 JUN 2015			Period 10	1 NOV 15
l					21	21 JUN 2015	27 JUN 2015			Period 11	1 DEC 15
I	Pu	rchase le	dger		22	28 JUN 2015	4 JUL 2015			Deried 12	1 141 16
L					23	5 JUL 2015	11 JUL 2015			Period 12	01 VIAL 1
L	Gei	neral/non	ninal		24	12 11 2015	18 11 2015		Ĕ.	Period 13	
L		ie	uger								
						S	Geason		•	I2 period	s 🔘 13 periods
	Ø	Generat Days	e		🗹 Inser	t 🖉 Edit	√ c	к 🗙 Car	ncel	Close Period	Back 🔁
1											

Figure 4. Screen Image (full) of Calendar Window

7. This completes the process of adding a new year into the Sparkstone Retail Calendar. Press 'back' to go to the main back office menu window and the warning will disappear.

If you have any issues or queries regarding this please do not hesitate to contact us on 01489 795 000 or support@sparkstone.co.uk.