

Creating a Fiscal Calendar

Intro video Narration NARRATOR: It was a quiet afternoon in the office. And then....

[BARBARA runs into CORRINE's office.]

BARBARA: I don't know what to do! I'm setting up our fiscal calendar and I don't know which to use. I'm stuck!

CORRINE: What do you mean – you don't know which to use?

BARBARA: Well, for our taxes we need a calendar year. But we report our financials quarterly using a 4-4-5 calendar. I could use the quarterly calendar for the taxes. But it's just a lot of extra steps to get the numbers we need.

CORRINE: So... we need our fiscal year set up, and a regular calendar year? Is that's what's wrong?

BARBARA: Exactly.

CORRINE: Why not add them both? That'll make things easier during tax season, right? And our financial reports will be correct too.

BARBARA: Sure, it will. But can we do that?

CORRINE: Of course. Come here, I'll show you.

NARRATOR: Corrine saves the day! Click this top button to see how she sets this up.

Topics

- Why do you need Fiscal Calendars?
- Create a Standard Fiscal Calendar
- Manually Create Fiscal Periods

Why do you need Fiscal Calendars?

Let's start with the basics... fiscal calendars are how you define, maintain, budget, and report your financial statements. Your fiscal year likely doesn't match up with the calendar year. And while that may seem odd to some people, it does serve a purpose... you may have seasonal sales fluctuations to take into consideration, schools and universities may start their fiscal years based on the school year, the US Government's fiscal year starts in October and you may want to align with that. Whatever the reason, reporting based on a fiscal year gives you a more accurate picture of your company's progress throughout the year by offsetting seasonal impacts.

There are a handful of different parts when talking about a fiscal calendar – starting with the calendar itself. This is the shell of the calendar and define what you're using it for. Corrine and Barbara have a fiscal calendar for their financial reporting and another for the calendar year and taxes.

Inside each calendar, you have as many years as you need; these can't overlap, and you can't have gaps between years. So, if you have a 2018 and a 2020, you need a 2019 to fill the gap.

And in each year, you have periods – typically 12, but that's not always the case. You may have a quarterly calendar for some of your reporting. Again, it's as many as you need for your reporting – there really aren't any set rules.

Either way, you'll assign each of your fiscal calendars to one of your company books. You heard that right – you can only assign one calendar to a book.

A quick note before we get started: Don't confuse fiscal calendars with production calendars. Your Production Calendar defines the day-to-day schedule you need to produce and deliver products through your manufacturing center. The Fiscal Calendar defines years and fiscal periods required to report on your financial activity.

Create a Standard Fiscal Calendar

To create a basic fiscal calendar, like ones that you'll likely use for your financial reporting and taxes, Corrine and Barbara start in Fiscal Calendar Maintenance.

The first thing they must do is define the fiscal calendar. From the New menu, they pick New Fiscal Calendar. Now they can start entering details like a code and a name for the calendar. Really, that's all they need there; so, they'll Save.

Now they need to add the year. From the New menu, pick New Fiscal Year. This adds a year to calendar and is where you start building this out.

The Fiscal Year defaults to the current year. Same with the Start Date. This defaults to today. Enter the end date for the year. Typically, this is a year minus a day. So, in this example, Corrine and Barbara have their start day set to the first of the year. Their end date will be the last day of the year.

Let's look at the periods. The number of periods here is the amount that you're allocating to the year. If you're reporting monthly, it's 12, quarterly, it's 4, annually, it's 1. You get the idea. They'll use 12.

These shouldn't be confused with the closing periods. Closing periods are the number of times throughout the year you finalize your balance and make restatements. Typically, this is zero or one. But you may have more if you need to separate your year-end adjustments for auditors. Note that you might also refer to this as the adjustment period. They're interchangeable. Go ahead and save again.

The last thing Corrine and Barbara must do is generate their periods. Since this is a straightforward calendar – twelve periods, one for each month, they can simply use the Generate Periods wizard in the Actions menu. Verify the details, and then click Generate. As you can see, 12 fiscal periods were created. Click OK, and you can verify the periods here – expand the fiscal year and fiscal period and there they are. Or, for a more detailed look, navigate to the Fiscal Period > List sheet.

Save the calendar and you're done.

Manually Create Fiscal Periods

As much as we like everything to be finished and set, and, about 90% of the time it is, there's always the exception. You may run across situations where you need to manually create your periods.

For example, you may end a fiscal period five days after the closing month has ended. During these five days, you can still make transactions, but they won't post until the start of the next period. The next period, then, starts on the sixth day of the next month.

Or, maybe you're like Maple Air and you use a 4-4-5 calendar where your year is divided into quarters (or four sets of 13 weeks), but the periods in the quarters are grouped into two 4-week period and one 5-week period.

Whatever the reason, your periods aren't normal, and you can't automatically generate them. Since you already know how to create a fiscal calendar and fiscal year, we'll skip those steps and jump right into the periods.

Start by selecting the year, and then, from the New menu, pick New Fiscal Period. The system creates the basics of the first period, setting the start date as the first day in the fiscal year. Here, enter your end date. Again, since this is not the norm, the end date may or may not be the end of the month.

Continue manually adding periods until you've entered them all. Note that the start date of the next period is automatically set to the day after the end date of the previous period.

When you're done, save the calendar.

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2016 Epicor Software Corporation. All rights reserved.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit www.epicor.com.



Corporate Office

804 Las Cimas Parkway
Austin, TX 78746
USA

Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico

Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom

Phone: +44.1344.468468
Fax: +44.1344.468010

Asia

238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684

Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia

Phone: +61.2.9927.6200
Fax: +61.2.9927.6298