

PALADIN DATA CORPORATION™

Biz Coach Webinars



FREE ADVANCED TRAINING



Best Practices – Year End Prep

Charles Owen





- Why are year end reports important?
- What should be done to prepare for year's end?
- What best practices should you apply in preparation?
- How to set up, test, and automate preset reports
- What reports should be at the top of your list?
- Learn more



Why are year end reports important?



- Captures important snapshots of data
- Provides accountants with vital information
- Can eliminate manual year-end inventory counting
- Measures year over year growth and profitability
- Stimulates planning and goal setting



What should be done to prepare for the year's end?



- Set up year end preset reports to run automatically
- Perform regular cycle counting
- Sell off as many non-performing assets as possible
- Increase collections of outstanding debt
- Get a list of the materials that your accountant requires
- Determine your store's growth metrics for success



What best practices should you apply in preparation?

- Cycle-count your inventory
- Set up monthly preset reports
- Archive end-of-the-month backup files
- Check and free up disk space
- Keep the operating system up to date
- Read the Paladin features and updates window





How to set up, test, and automate preset reports

1. In Paladin Point of Sale, in the **Reports** module, select a report and then click **Create Preset** or press F11.
2. In the **Report Preset Settings** pane, click an unused **Report Preset** number.
3. In the **Additional Settings** pane, in the **Button name** box, enter a name for the report preset.
4. In the **Schedule Report** list, select a time period if you want to automatically run the report.
5. Click **F12 Next** or press F12.
6. In the **Report Setting** pane, select the options that you want to save for the report preset.
7. In the **Additional Settings** pane, select the options that you want to save for the report preset.
8. In the **Sorting Options** pane, select the options that you want to save for the report preset.
9. Click **F12 Save Preset** or press F12. The **Preset Report** will appear on the bottom ribbon as an icon with a large number.



How to set up, test, and automate preset reports

File/Setup/Company tab

A screenshot of the BizCoach software interface. The main window is titled "File/Setup/Company tab" and is divided into several sections: "Advanced Lookup", "Report Options", and "Comparative Revenue Report". The "Advanced Lookup" section contains a checkbox for "Search Descriptions 1 and 2 as one field (This will negatively impact all search speeds)", two dropdown menus for "Customer Default Search Type" (set to "All") and "Inventory Default Search Type" (set to "Keyword"), and a checked checkbox for "Exclude Inactive Accounts by Default". The "Report Options" section contains several checkboxes: "Use Backup Server for Report Generation" (unchecked), "Force ALL Reports and Exports to Backup Server" (unchecked), "Use real (not adjusted) sales quantities for Suggested Order Report" (unchecked), "Use real (not adjusted) sales quantities for all other Inventory reports" (checked), "Revert Comparative Revenue Report to original format" (unchecked), and "Show Zero Comparative Revenue Departments in Excel Export" (unchecked). The "Comparative Revenue Report" section has a "Compare Last Year Default:" label with two radio buttons: "By Date" (selected) and "By Business Day" (unselected). A red oval highlights the "Scheduled Reports Start Time" field (set to "22:15") and the "Scheduled Reports Network Share" field (set to "\\Public\PDC\Reports") with a "Create" button next to it. On the left, a "Report Area" sidebar shows a tree view with "Accounts Receivable" (sub-items: Cash Management, Accounting Reports, Statement Generation), "Inventory", "Sales Analysis", and "Customers". At the bottom, a toolbar shows function keys F1 through F5 with icons for "REVENUE", "REGISTER", "INV VALUE", "AR SUMMARY", and "None". On the right, a separate panel shows "F10 Recall Reports" and "F11 Edit Preset" buttons.



What reports should be at the top of your list?



- Inventory Valuation Summary Report
 - Run end of day at fiscal year end
- Accounting Summary Report
 - Run end of day at fiscal year end
- Period Comparative Revenue Report
 - Run anytime for a specific time period



Learn more

To learn more, see the following resources in our [Help Portal](#):

[How to create the year-end reports](#)

[Business Day vs. Calendar Day Comparatives](#)

[Rally from the tally with Jesse Powell from Avalara](#)

[Inventory Count for Shrinkage](#)

[Best Practices: Backing up data](#)

[View revenue by customer type in the Comparative Revenue Reports](#)

[How to create the Period Comparative Revenue report](#)

[WEBINAR: Year-end prep](#)

A recording of this webinar will be available at portal.paladinpos.com/webinars.

PALADIN DATA CORPORATION™

Biz Coach Webinars



FREE ADVANCED TRAINING



Recording available at:
portal.paladinpos.com/webinars

