



*PALADIN DATA CORPORATION™*

# **WEBINARS**



*FREE ADVANCED TRAINING*



## **Year-End Reports? Paladin Simplifies the Process!**

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Year-End Reports? Paladin Simplifies the Process!



- Why are year-end reports important?
- Prepare for year-end reporting.
- Follow these best practices.
- How to set up, test, and automate preset reports
- Put these reports at the top of your list.
- Learn more



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## Why are year-end reports important?



- Capture important data as a snapshot in time.
- Provide vital information for the general ledger and taxes.
- Eliminate manual year-end inventory counting.
- Measure year-over-year growth and profitability.
- Set the stage for next year.
- Stimulate planning and goal setting.



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## Prepare for year-end reporting



- 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.
- List the materials that your accountant requires.
- Determine your store's growth metrics for success.



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## Follow these best practices



- Cycle-count your inventory.
- Set up monthly preset reports.
- Review your department margins and GMROI.
- Archive end-of-the-month backup files.
- Check and free up disk space.
- Keep the operating system updated.
- Read about [New Features](#) in the Help Portal.



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## 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.





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## How to set up, test, and automate preset reports

### File/Setup/Company tab

The screenshot displays the 'File/Setup/Company' tab in the software. The interface is divided into several sections:

- Advanced Lookup:**
  - Search Descriptions 1 and 2 as one field (This will negatively impact all search speeds)
  - Customer Default Search Type: All
  - Inventory Default Search Type: Keyword
  - Exclude Inactive Accounts by Default
- Report Options:**
  - Use Backup Server for Report Generation
    - Force ALL Reports and Exports to Backup Server
  - Use real (not adjusted) sales quantities for Suggested Order Report
  - Use real (not adjusted) sales quantities for all other Inventory reports
  - Revert Comparative Revenue Report to original format
  - Show Zero Comparative Revenue Departments in Excel Export
  - Scheduled Reports Start Time: 22:15
  - Scheduled Reports Network Share: \\Public\PDC\Reports
  - Create
- Comparative Revenue Report:**
  - Compare Last Year Default:  By Date,  By Business Day

At the bottom, a toolbar shows function keys F1 through F5. F1 is labeled 'REVENUE', F2 'REGISTER', F3 'INV VALUE', and F4 'AR SUMMARY'. To the right, there are buttons for 'Recall Reports' (F10) and 'Edit Preset' (F11).



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Put these reports 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 any time for a specific time period.
- Inventory Count List
  - Run any time to review sales trends and margin checks.





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## Learn more

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

Knowledge Base articles:

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

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

[Best Practices: Backing up data](#)

Feature notes:

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

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

[Inventory Count for Shrinkage](#)

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

A recording of this webinar will be available at [portal.paladinpos.com/webinars](http://portal.paladinpos.com/webinars).



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