



## FREE ADVANCED TRAINING



# Year-End Reports? Paladin Simplifies the Process!

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- 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

## 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.

# 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.

## 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 <u>New Features</u> in the Help Portal.

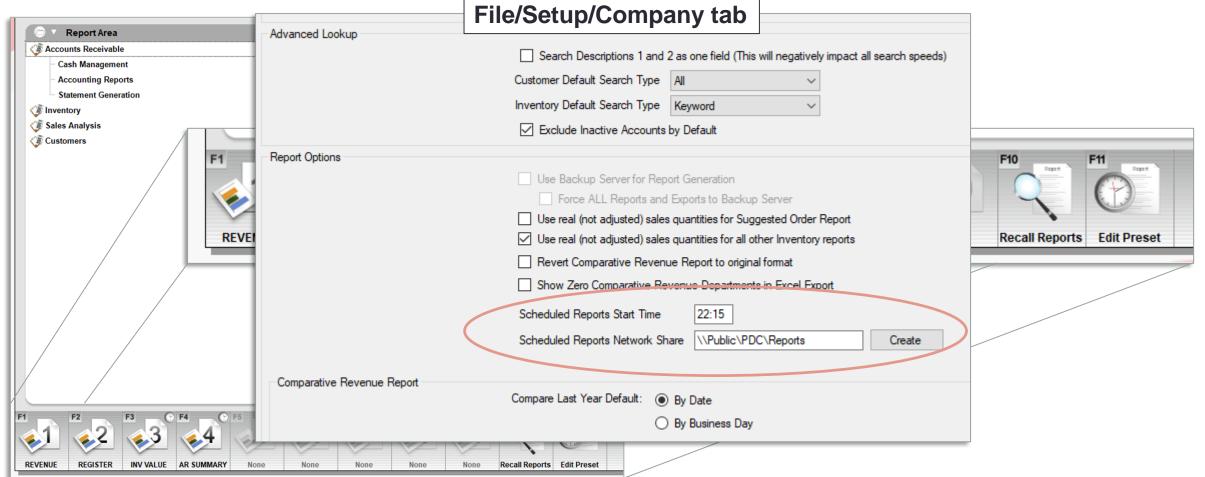


## How to set up, test, and automate preset reports

- 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



## 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.



### 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 <u>portal.paladinpos.com/webinars</u>.





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