# UNIVERSITY

# 6 Steps to Simplify
# Year-End Reporting

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## WHAT YOU'LL LEARN

- Why are year-end reports important?
- Prepare for year-end reporting.
- Perform a computer audit and update.
- 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.

# Preparing 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.
  - Create cascading pricing plans to automate holiday sales to clear out seasonal items.

- Increase collections of outstanding debt.

- Ask for a list of materials that your accountant requires.

- Determine your store's growth metrics for success and measure your success Y.O.Y.

# Perform a Computer Audit and Update

- Create a strategy to replace old outdated computer terminals.
  - Replacing one at a time can reduce the hit on cashflow.

- Evaluate replacing defective or challenged peripherals like printers, scanners, cash drawers, RF guns, and credit card terminals.

- Conduct a network assessment to make sure your network devices, cabling, and connector ends are stable and secure.

- Clean and sanitize around your equipment and computer cabling.

# Follow These Best Practices

- Cycle-count and review 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 Paladin Help Portal. (http://portal.paladinpos.com)

# 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.

# How to Set Up, Test and Automate Preset Reports

6. Click 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.

# 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 resources 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:

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

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

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

# Q+A

# Next Webinar:

*Make Your Store a Rental Destination*
December 15 @ 9am PT

Register: **portal.paladinpos.com/webinars**

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