



# How to Prepare End-of-Year Reports

Andrew Martinelli

*Client Experience Specialist*

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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.

## Why are Year-End Reports Important?



# 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 to run the reports



- Set year-end reports to run automatically.
- Perform regular cycle counting.
- Sell off as many non-performing assets as possible.
- Create cascading pricing plans to clear out seasonal items.
- Increase collections of outstanding debt.
- Ask your accountant what info they need.
- Determine your store's growth metrics for success and measure your success Y.O.Y.

## Perform a Computer Audit



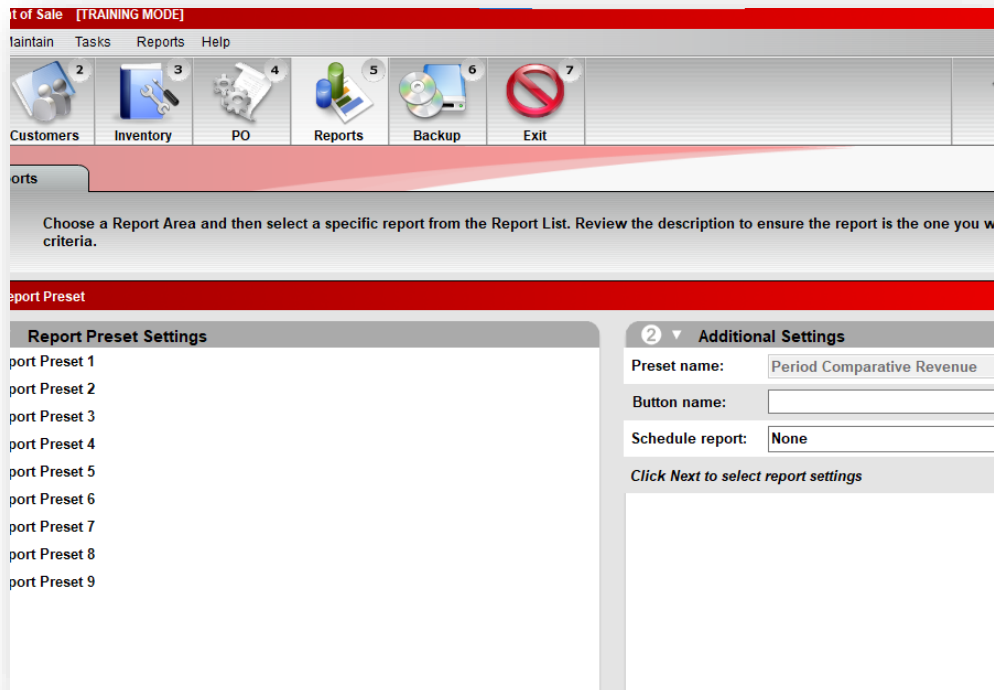
- Create a strategy to replace outdated terminals.
- Replacing one at a time can reduce the hit on cashflow.
- Evaluate replacing old printers, scanners, cash drawers, RF guns, and credit card terminals.
- Conduct a network assessment to make sure your devices are stable and secure.
- Clean and sanitize around your equipment and computer cabling.

## These Best Practices Make Year-End Reports Easy



- 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>)

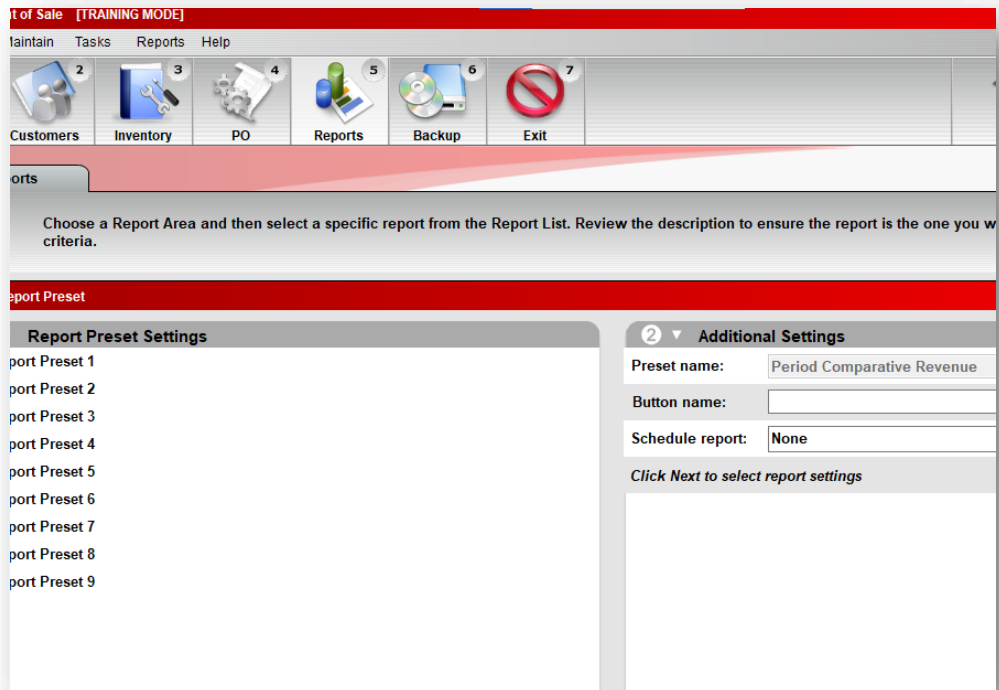
## How to set up, test and automate preset reports



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 **Next** or press **F12**.



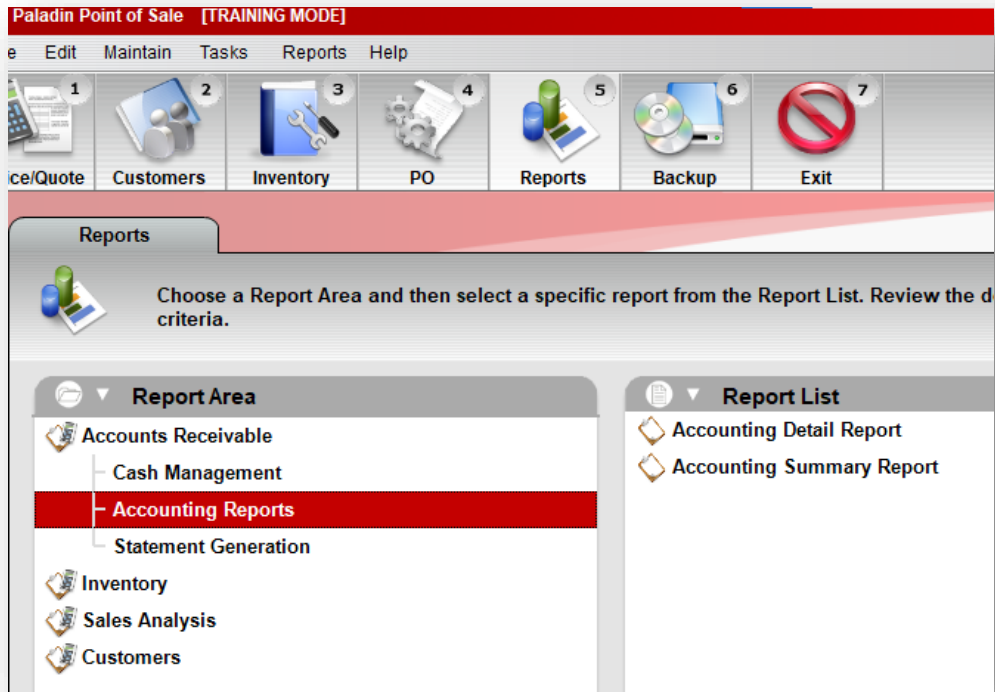
## How to set up, test and automate preset reports



6. Click in the **Report Settings** 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 **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.

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