



# **Year-end Reports: Why You Need Them, How to Make Them Automatic**

Charles Owen  
*Chief Experience Officer*  
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## **WHAT YOU'LL LEARN**

- Why year-end reports are so 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.
- Five reports that should be at the top of your list.

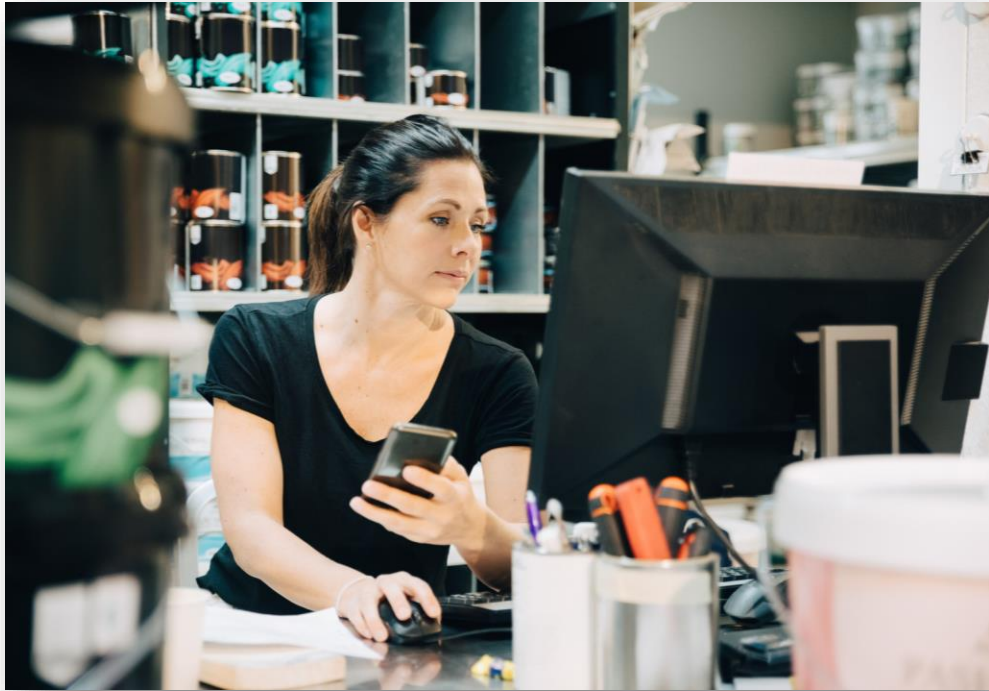
## Why Year-End Reports are Important



# IMPORTANT

- Captures important “snapshot-in-time” data for the required time period.
- Provides vital information for general ledger and taxes.
- Measures year-over-year growth and profitability.
- Set the stage for next year.
- Stimulates 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. ([Webinar: Tips & Tricks: Cascading Sales can Brighten Your Holidays](#))
- 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.

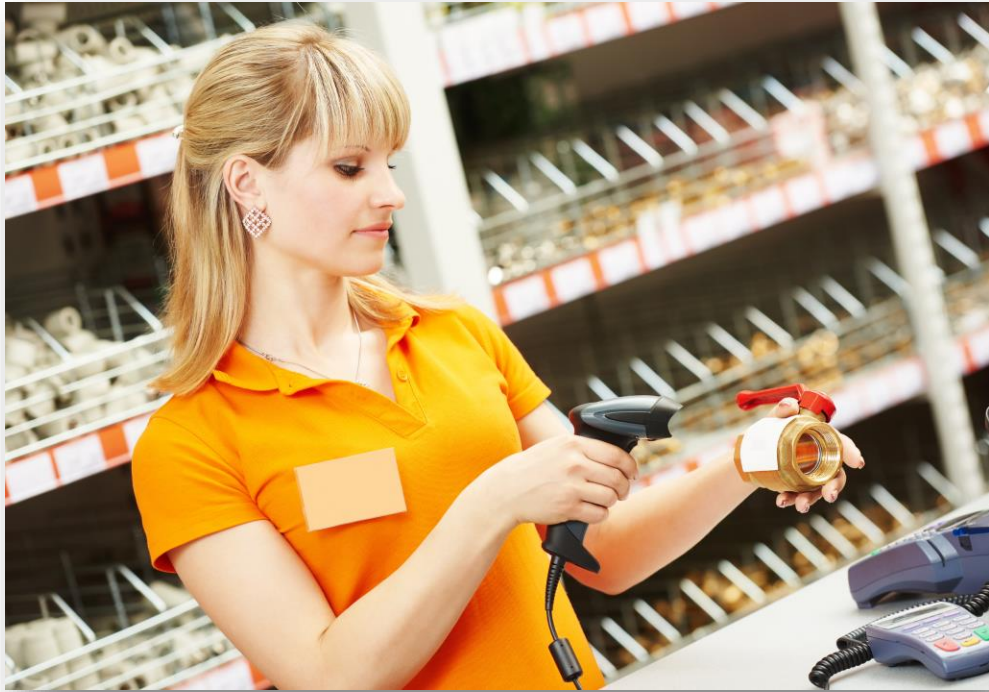
## Perform a Network Audit



- Create a strategy to replace outdated computer terminals.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

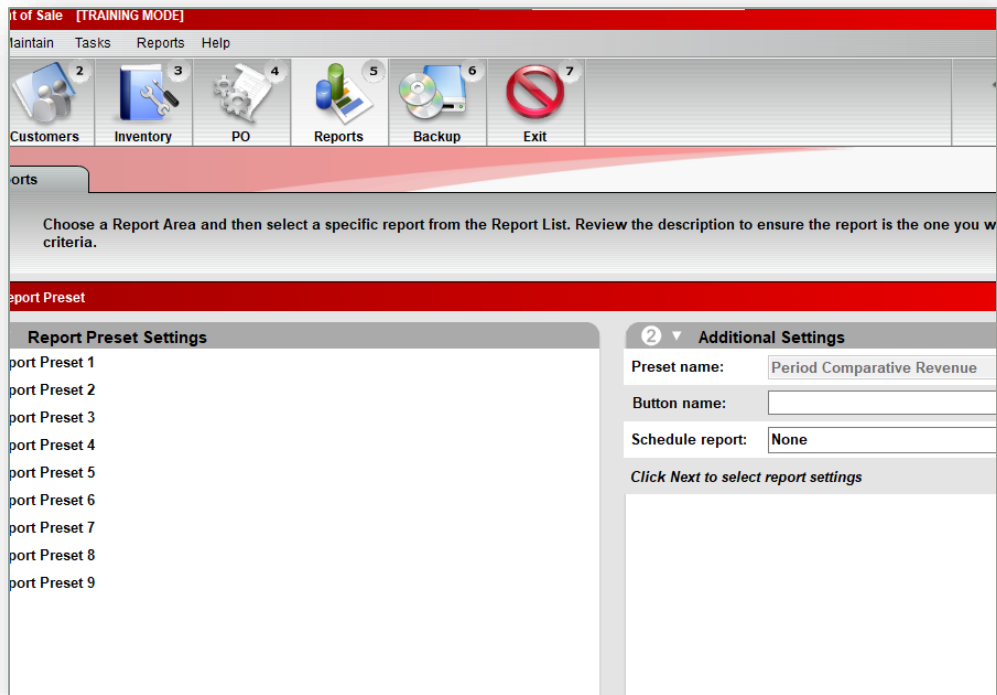


## These Best Practices Make Year-End Reports Easy



- Cycle-count and review your inventory.
- Set up monthly preset reports.
- Review your department margins and GMROI and correct any anomalies.
- Archive and clean up backup files.
- Check and free up disk space, temp files.
- Keep the operating system updated.
- Read about New Features in the Paladin Help Portal. (<http://portal.paladinpos.com>)
- Stay educated and up-to-date on all new features.


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



1. 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

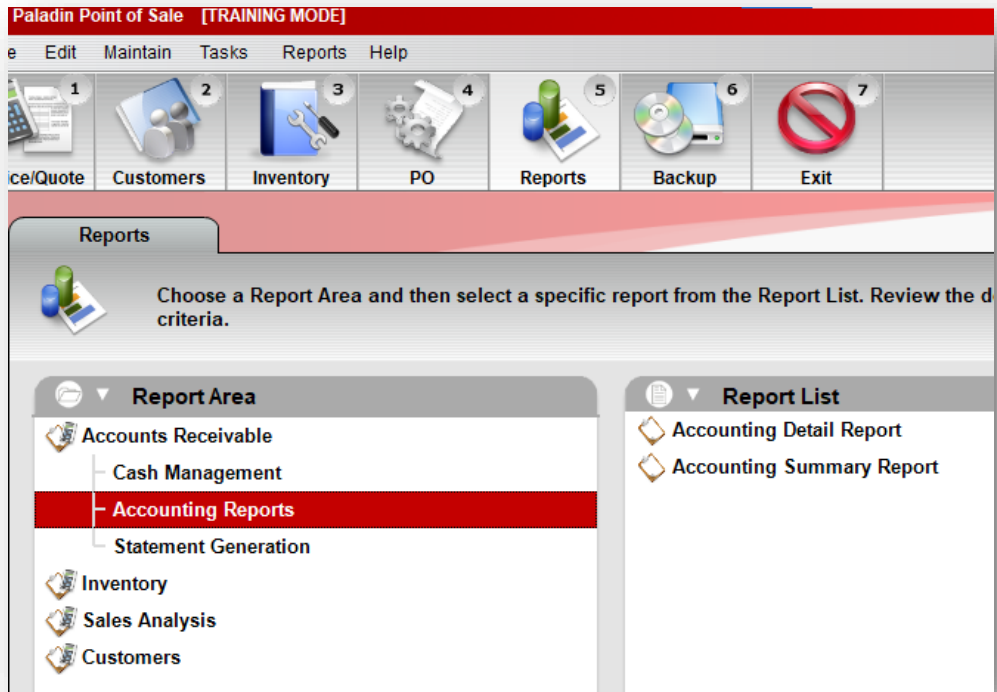
1 Report Settings		
Selection	Beginning	Ending
PartNumber		ZZZZZZZZZZZZZZ
Department	0	999999999
Supplier	0	999999999
Class	0 - Class 0	999999999
SubClass	0	999999999
Location	0 - None	999999999
Search Between	28-Nov-22	05-Dec-22

3 Sorting Options	
<i>There are no sorting options for this report</i>	
	
<b>F12 Save Preset</b>	

- Click in the **Report Settings** pane, select the options that you want to save for the report preset.
- In the **Additional Settings** pane, select the options that you want to save for the report preset.
- In the **Sorting Options** pane, select the options that you want to save for the report preset.
- Click **Save Preset** or press **F12**. The **Preset Report** will appear on the bottom ribbon as an icon with a large number.



# Five reports that should be at the top of your list



## 1. Inventory Valuation Summary

- Run end of day at fiscal year-end.



## 2. Accounting Summary Report

- Run end of day at fiscal year-end.



## 3. Period Comparative Revenue

- Run any time for a specific time period.



## 4. Inventory Count List

- Run any time to review margin checks.

## 5. Master Report

- Run any time to review sales trends.

## Learn More

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

[How to Prepare End-of-Year Reports](#)

[The Most Effective Reports to Manage Your Business](#)

[Tips & Tricks: Cascading Sales can Brighten Your Holidays](#)

[Custom Reports Using Excel & ODBC](#)

[PaladinNaight™: Clean up your inventory with the Lost Opportunity tool](#)

[Paladin Pointers: Best Practices for Reviewing Inventory](#)

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



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