



Year-End Reports: Why They Matter and How to Automate Them

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December 17, 2024

WHAT YOU'LL LEARN

- Why year-end reports are so important.
- Perform a computer audit and update.
- Prepare for year-end reporting using best practices all year round.
- How to set up, test, and automate preset reports.
- Five reports that should be at the top of your end of year reporting.
- Clear out dead stock using the Clearance feature in Paladin.

Why year-end reports are so important



IMPORTANT

- Captures important “snapshot-in-time” data for the required time-period.
- Provides vital information about your business.
- Measures year-over-year growth and profitability.
- Sets the stage for next year.
- Stimulates planning and goal setting.
- Your accountant will need them for balancing the books.

Perform a computer audit and update



- Conduct a technology assessment to make sure your devices and network environment are secure and up to date.
- Evaluate replacing old computers, printers, scanners, and credit card terminals that are on their last legs.
- Replace outdated computers throughout the year to reduce budget impact at the end of the year.
- Clean and sanitize around your computer equipment and organize power and device cabling using zip ties.

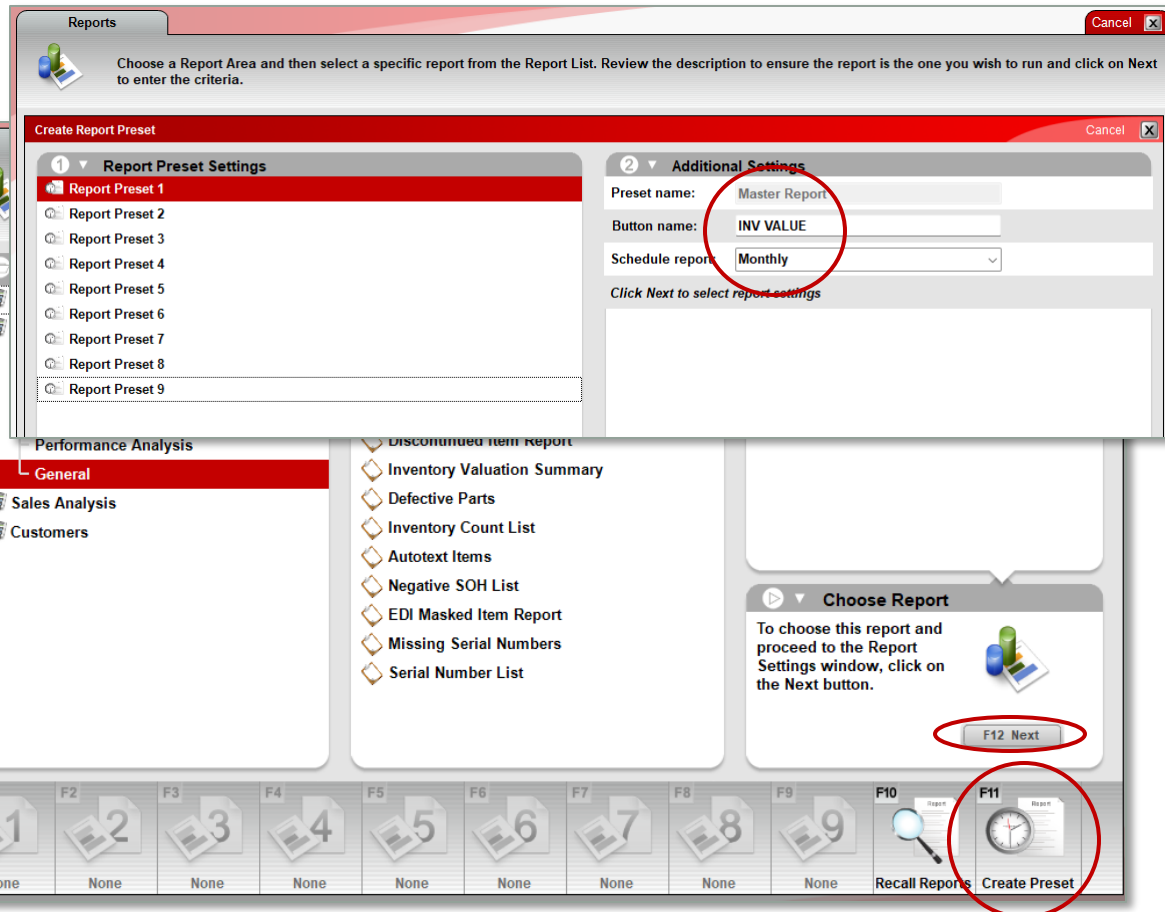
Prepare for year-end reporting using best practices all year round



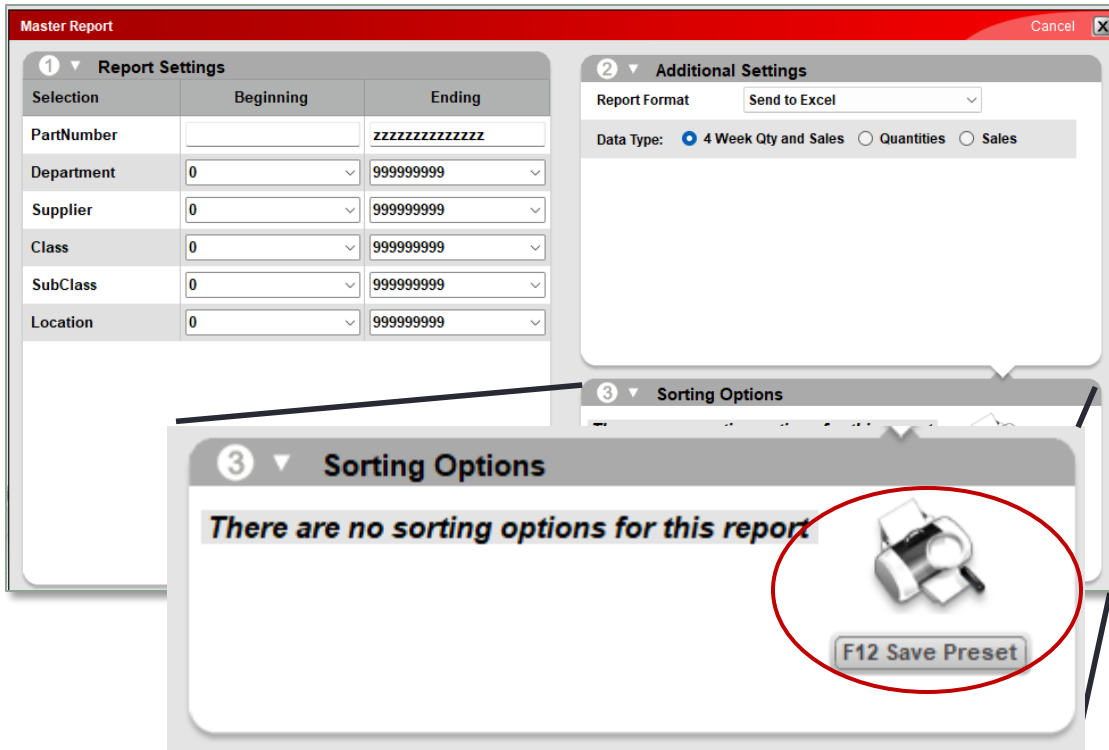
- Review your inventory and cycle-count a small 2 – 4-foot section on a daily basis.
- Schedule monthly preset reports to run automatically.
- Review your department margins on a regular basis and correct any anomalies.
- Archive backup files about every 2 months.
- Check and free up disk space, temp files.
- Keep the operating system updated.
- Stay educated and up-to-date on new Paladin features – Help portal/new features.

How to set up 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 and automate preset reports (cont'd)

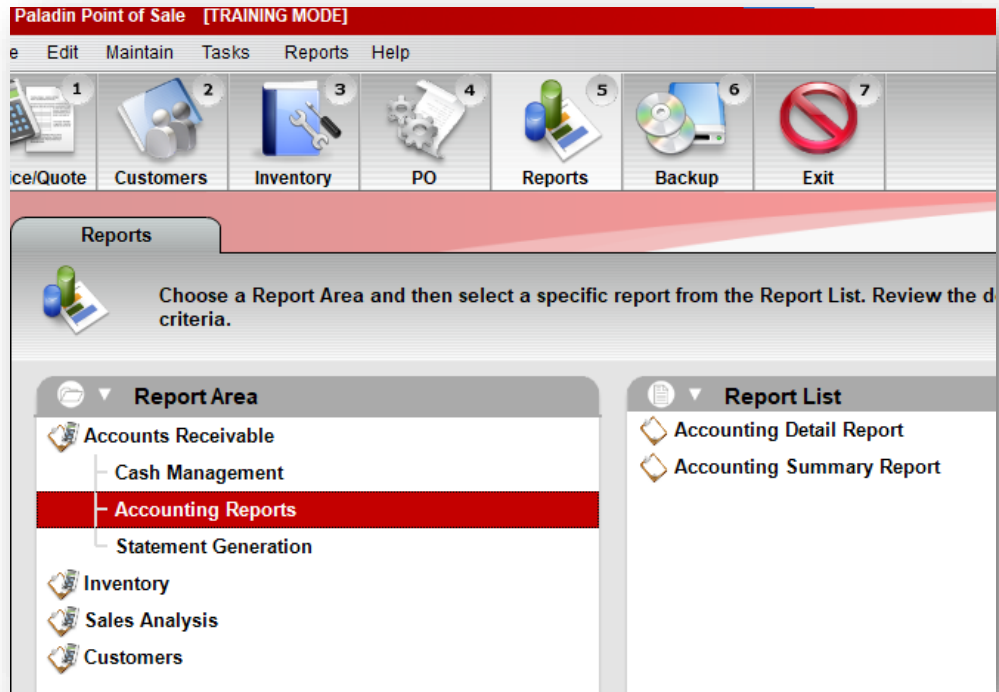


The screenshot shows the 'Master Report' dialog box with three panes:

- 1 Report Settings:** A table with columns 'Selection', 'Beginning', and 'Ending'. Rows include PartNumber, Department, Supplier, Class, SubClass, and Location.
- 2 Additional Settings:** Includes 'Report Format' (Send to Excel) and 'Data Type' (4 Week Qty and Sales, Quantities, Sales).
- 3 Sorting Options:** Displays the message 'There are no sorting options for this report' and a red circle around an 'F12 Save Preset' button.

6. Click in the **Report Settings** pane, select the options that you want to save for the preset report.
7. In the **Additional Settings** pane, select the options that you want to save for the preset report.
8. In the **Sorting Options** pane, select the options that you want to save for the preset report, if applicable.
9. Click **Save Preset** or press **F12**. The **Preset Report** will appear on the bottom ribbon as an icon.

Five reports you should be referencing at year-end



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.

Clear out dead stock using the Clearance feature in Paladin



You can lead a horse to water, but you can't make it drink.

Order By: Location Department
 Display By: # of Items % of Items

Dept	Name	Condition (by % out of date)	# Of Items To Review	# of Items in Department	Total In
115	Beauty Products	<div style="width: 10%; background-color: green;"></div>	2	25	205.24
120	Beverage	<div style="width: 40%; background-color: yellow;"></div>	99	196	2,873.31
125	Books	<div style="width: 30%; background-color: green;"></div>	12	31	324.08
128	BUILDING MATERIALS...	<div style="width: 40%; background-color: yellow;"></div>	66	155	1,675.96

Clearance	Part #	Description	Department	SO	Retail Price	Unit Cost	Last Sol
<input checked="" type="checkbox"/>	18179	BROOM AVANT EDGE QUICKIE	10	2...	8.99	5.34	07-Sep-1
<input type="checkbox"/>	1337104	STONE TILE&LMNT CLNR33OZ	10	8...	13.99	4.92	12-Oct-1
<input type="checkbox"/>	19546	VAC BELT STYLE 4&5 PK2	10	2...	7.99	1.46	24-May-1
<input type="checkbox"/>	1494434	DEBRIS PAN JUMBO	10	1...	22.99	13.65	11-Jun-1
<input type="checkbox"/>	10560	APPLICTR RFL MICROFBR10"	10	2...	5.99	1.72	20-Sep-1
<input type="checkbox"/>	1025300	WINDEX DISLVE FRSH SCNT 56OZ	10	6...	8.59	5.38	30-Sep-1
<input type="checkbox"/>	1515337	VAC BELT EUREKA RD 2PK	10	2...	3.99	1.45	21-Apr-1
<input type="checkbox"/>	10389	BRUSH DECK 10"	10	1...	9.59	2.35	25-May-1
<input type="checkbox"/>	1009208	VAC BAG STYLE U PK3	10	2...	9.59	3.13	28-May-1
<input type="checkbox"/>	1538040	SWEET CHEEKS GIFT SET	10	1...	11.99	6.60	11-Jun-1
<input type="checkbox"/>	11809	HANDLE THRD 15/16X48	10	1...	6.99	1.71	09-Jul-1

- First, [read the knowledgebase](#) article and/or watch the webinar, search phrase: “clearance”.
- In the **Inventory** Module in **PaladinN Sight**, click on the magnify glass under any of the four dials and click on the **Clearance** tab.
- Select... Order by: **Department**
Display by: **# of items**.
- Select a **Department** by clicking once on the magnifying glass for any department.
- Check the clearance box for items you wish to discount and phase out of stock.

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](#)

[Custom Reports Using Excel & ODBC](#)

[PaladinN sight™ Clearance function](#)

[New PaladinN sight Clearance Feature Helps You Clear Out Dead Stock](#)

[PaladinN sight™: 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.



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