

EXCELLENCE IN COACHING



YEAR-END PREP

by Jenny Cooper

Technical Level:

Easy

Intermediate

Advanced



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What we will cover

- Reports you need for year-end taxes
- How to create tax reports and why they are important
- How to set up report presets to make it easy next year
- Important things you need to know





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What tax reports do I need?



- You need to create three year-end tax reports:
 - Inventory Valuation Summary
 - Accounting Summary Report
 - Period Comparative Revenue
- If your CPA needs more information, create the Transaction Report.



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How do I create tax reports?



- Tax reports are created in the **Reports** module in Paladin Point of Sale.*
- To make it easy to create reports next year, you can set up a report preset.*

What is a report preset? A report preset is a shortcut to an existing report with your selection criteria. Presets are assigned to buttons on the bottom ribbon in the **Reports** module.

*For details, see the video of this webinar and references at the end of this presentation.



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Things you need to know



- The Accounting Summary and Inventory Valuation Reports **must be created on your year-end physical or fiscal**. After that date, you will have to contact Paladin Technical Support.
- **Tip** This is where preset reports come in handy!
- If you need help, contact Paladin Point of Sale Customer Support or Tech Support.



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For more information, see these knowledge base articles:

- [How to handle report presets*](#)
- *You may need to login to the Paladin client portal to view these topics.

This recording is available at
paladinpointofsale.com/webinars

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