POS SYSTEMS GROUP
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Year End Closing Tips

1. Make a copy of your School-Store folder & save it to C-Drive as Store-09 (a year archive)

2. Print AR Aging reports & be sure to collect on all House accounts.

3. Print Gift Card $ outstanding report. To re-use cards, delete cards with $0 balance.

4. Delete employees not returning to work @ the store next year.

5. Don't delete obsolete, no-stock inventory. Edit it, choose "Options Tab" & uncheck Active.

6. Take a physical count of inventory. Adjust counts in POS & print cost valuation report.

7. Print Dept/Category Sales, Item Sales & Employee Sales report for past school year.

8. Go to Manager Center, Sales Summary & Print Graphs comparing monthly sales, etc..

9. May-June liquidate slow (or All) inventory, by using Promo Manager, Calendar Discount by Item Sku, Dept., Category or the entire store.

10. When moving a POS System to storage, tape or color mark your cables to insure correct connections next year. If not moving, turn-off, place a cover over the monitor & keyboard.

Please…. Email POS Action Pictures of your School Store to post on our web site!

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