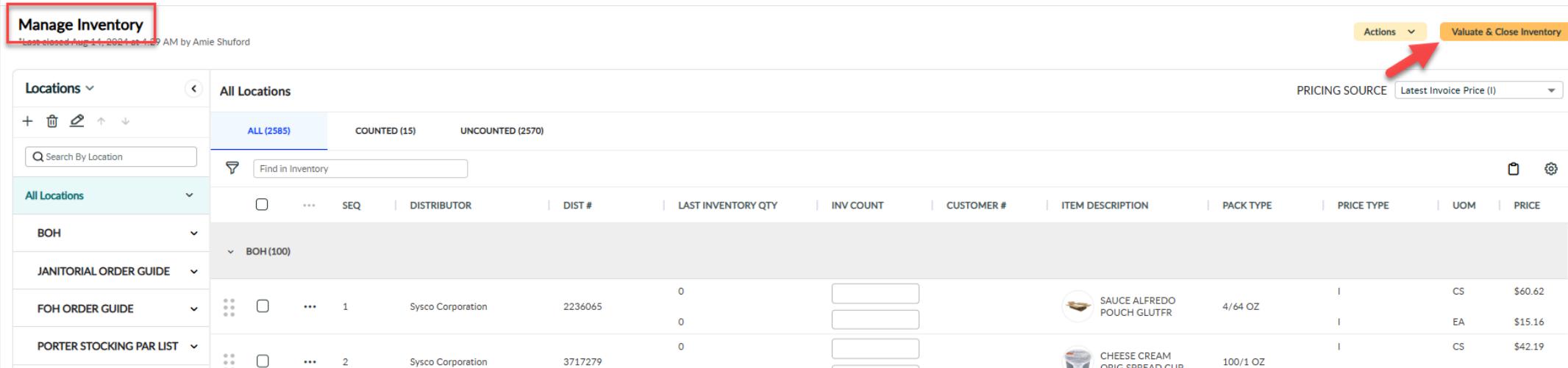


# How to Close Your Inventory

Once you have reviewed your inventory valuation report and are ready to save your counts and clear them out for the next time you count inventory, you are ready to close your inventory. Once you close your inventory, your report will be saved in MyOrders for 13 months along with your Print and Sign count sheets.

**\*Please note you can't re-open a closed inventory.** You must first review your inventory valuation to ensure all counts and totals are accurate.

You'll start in **Inventory>Manage Inventory** and click on **Valuate and Close Inventory**.



The screenshot shows the 'Manage Inventory' page. A red box highlights the 'Manage Inventory' button in the top left. A red arrow points to the 'Valuate & Close Inventory' button in the top right corner. The main area displays a grid of inventory items with columns for SEQ, DISTRIBUTOR, DIST #, LAST INVENTORY QTY, INV COUNT, CUSTOMER #, ITEM DESCRIPTION, PACK TYPE, PRICE TYPE, UOM, and PRICE. Some items are shown with placeholder icons and values like '0' or '4/64 OZ'.

SEQ	DISTRIBUTOR	DIST #	LAST INVENTORY QTY	INV COUNT	CUSTOMER #	ITEM DESCRIPTION	PACK TYPE	PRICE TYPE	UOM	PRICE
1	Sysco Corporation	2236065	0	0		SAUCE ALFREDO POUCH GLUTFR	4/64 OZ	I	CS	\$60.62
2	Sysco Corporation	3717279	0	0		CHEESE CREAM ORIG SPREAD CRP	100/1 OZ	I	EA	\$15.16
										\$42.19





You will see this pop-up suggesting you first review your inventory valuation report. You can simply close this out to continue to close your inventory.

Current Inventory Valuation

Valuation Name \*

Group By \*

Pricing Source \*

Latest Invoice Price (I)

Page Orientation

Landscape

Font Size

Medium

Show Detailed Report (PDF Only)

Include Zero Quantity Items (PDF Only)



Once you close that out, you'll see the option to **Close Inventory**.

← Current Inventory Valuation

Run Valuation Close Inventory



VALUATION NAME	GROUP BY	PRICING SOURCE	MONTH-END	VALUED DATE	VALUED BY
test	Compass Group USA->GL Codes	Latest Invoice Price (I)	No	04/28/2025 09:44 am	Amie Shuford



You will then be asked to give it an Inventory Name. You also have the option of adding a Description, as well as flagging it as Month-End Inventory. The pricing for Closing Inventory will always default to Invoiced pricing to capture the most current pricing.

**Close Inventory Confirmation**

INVENTORY CLOSURE

Inventory Name \*  
Period 1 Week 3

DESCRIPTION

Type here...

PRICING

Invoiced  Latest Transactional Price  
 Current Price

MONTH-END INVENTORY

CANCEL CLOSE INVENTORY

Once you hit Close Inventory, you'll receive a pop-up message when it's complete.

