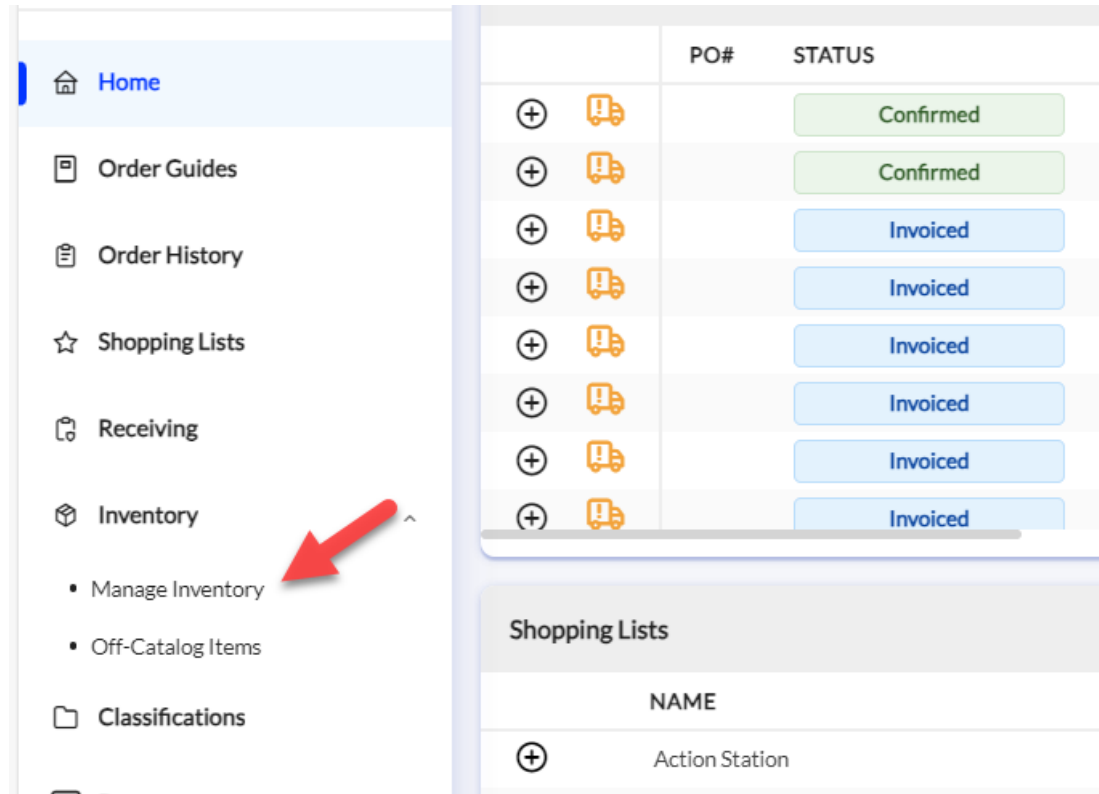


## How to Run Your Valuation Report

Prior closing your inventory, you'll want to run your valuation report to make sure everything is in line. Just follow these easy steps!

First, you'll go to Inventory>Manage Inventory.



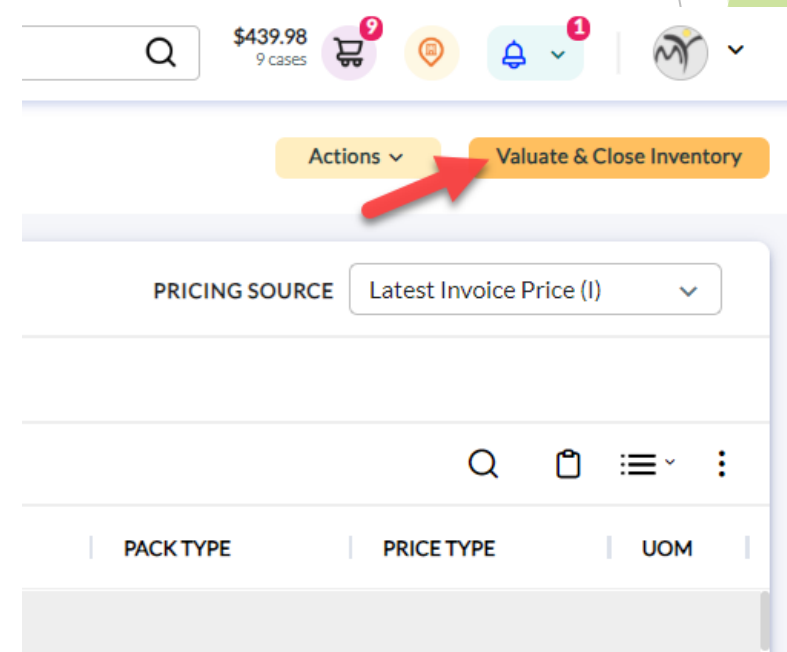
The screenshot shows the left sidebar with the 'Inventory' menu item selected, and a red arrow pointing to its sub-item 'Manage Inventory'. The main content area displays a table with columns 'PO#' and 'STATUS'.

	PO#	STATUS
(+) [Truck Icon]		Confirmed
(+) [Truck Icon]		Confirmed
(+) [Truck Icon]		Invoiced
(+) [Truck Icon]		Invoiced
(+) [Truck Icon]		Invoiced
(+) [Truck Icon]		Invoiced
(+) [Truck Icon]		Invoiced
(+) [Truck Icon]		Invoiced

Below the table is a 'Shopping Lists' section with a table containing one item:

NAME
(+) Action Station

Next, choose Valuate and Close Inventory in the upper right-hand corner of your screen.



The screenshot shows the top navigation bar with a search icon, a total value of \$439.98 for 9 cases, and several notification icons. Below the bar, a red arrow points to the 'Valuate & Close Inventory' button, which is located next to an 'Actions' dropdown menu. Below this, there is a 'PRICING SOURCE' dropdown menu set to 'Latest Invoice Price (I)'.



You will then see this pop-up.  
You'll need to populate:

1. Valuation Name
2. Group By should be Compass Group USA GL Codes, but you can also choose Locations.
3. Pricing will always default to Latest Invoice Price for the most current pricing.
4. Showed Detailed Report will include all the items within your grouping along with their inventory counts.
5. You can choose to include all items with a count of zero.
6. Lastly, choose VALUATE.

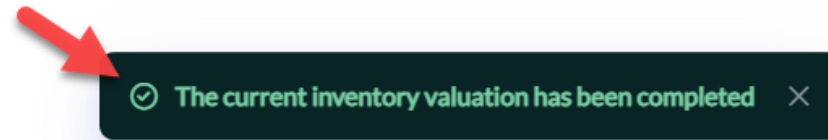
The screenshot shows a 'Current Inventory Valuation' dialog box with the following fields and options:

- Valuation Name \*** (1): A text input field containing 'Weekly Inventory'.
- Group By \*** (2): A dropdown menu showing 'Compass Group USA->GL Codes'.
- Pricing Source \*** (3): A dropdown menu showing 'Latest Invoice Price (I)'.
- Show Detailed Report (PDF Only)** (4): A checked checkbox.
- Include Zero Quantity Items (PDF Only)** (5): An unchecked checkbox.
- Buttons** (6): 'CANCEL' and 'VALUATE' buttons at the bottom.






Once the report is done, you will see the pop-up message below.



You will then have the option to download your report in Excel or PDF.

← Current Inventory Valuation

	VALUATION NAME	GROUP BY	PRICING SOURCE	MONTH-END	VALUATED DATE
	Weekly Inventory	Compass Group USA->GL Codes	Latest Invoice Price (I)	No	11/22/2024 01:08 pm

Download (Excel)

Print (PDF)