

# 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**.

Manage Inventory

Last closed Aug 11, 2024 at 1:29 AM by Amie Shuford

Actions

Valuate & Close Inventory

Locations

All Locations

PRICING SOURCE Latest Invoice Price (I)

+ -

Search By Location

Find in Inventory

All Locations

BOH

JANITORIAL ORDER GUIDE

FOH ORDER GUIDE

PORTER STOCKING PAR LIST

ALL (2585)

COUNTED (15)

UNCOUNTED (2570)

SEQ

DISTRIBUTOR

DIST #

LAST INVENTORY QTY

INV COUNT

CUSTOMER #

ITEM DESCRIPTION

PACK TYPE

PRICE TYPE

UOM

PRICE

BOH (100)

1

Sysco Corporation

2236065

0

SAUCE ALFREDO POUCH GLUTER

4/64 OZ

I

EA

\$15.16

2

Sysco Corporation

3717279

0

CHEESE CREAM ORIG. SPREAD CUP

100/1 OZ

I

CS

\$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

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	VALUATED DATE	VALUATED 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.

A screenshot of a 'Close Inventory Confirmation' dialog box. The dialog has a title bar with a close button (X). It contains four sections: 'INVENTORY CLOSURE' with a text input field containing 'Period 1 Week 3'; 'DESCRIPTION' with a larger text input field containing 'Type here...'; 'PRICING' with three radio buttons: 'Invoiced' (selected), 'Latest Transactional Price', and 'Current Price'; and 'MONTH-END INVENTORY' with an unchecked checkbox. At the bottom are two buttons: 'CANCEL' and 'CLOSE INVENTORY'.

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

