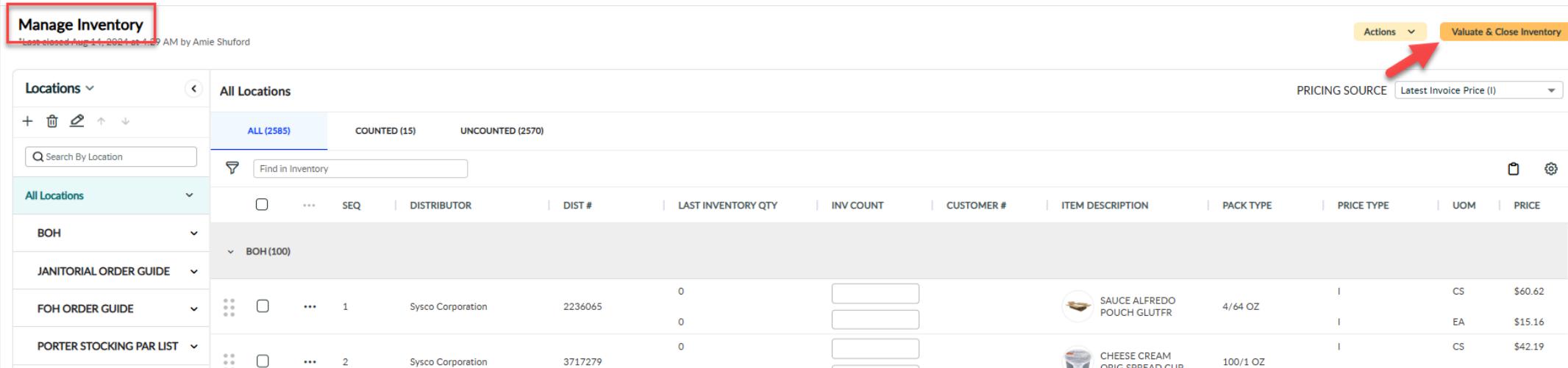# How to Close Your Inventory

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**.

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
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☑ 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.

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