

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.

Home

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Receiving

Inventory

- Manage Inventory
- Off-Catalog Items

Classifications

	PO#	STATUS
(+)		Confirmed
(+)		Confirmed
(+)		Invoiced

Shopping Lists

NAME	
(+)	Action Station

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

Actions ▾

Valuate & Close Inventory

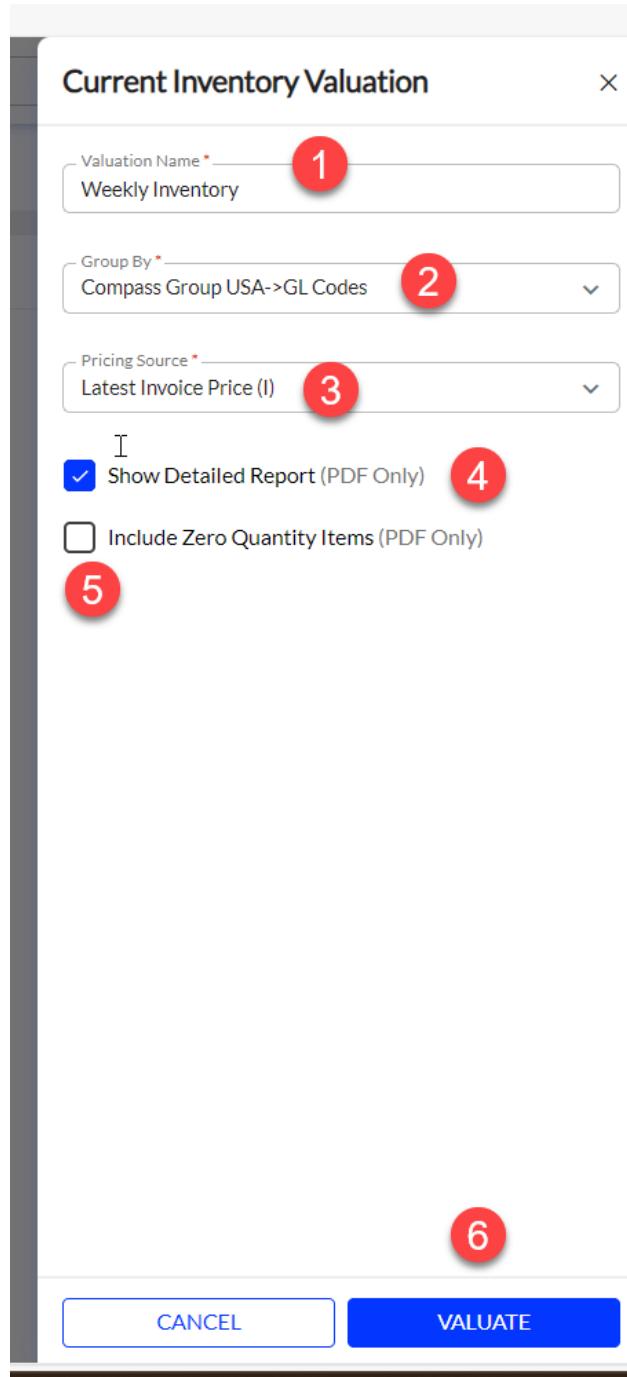
\$439.98
9 cases

PRICING SOURCE Latest Invoice Price (I)

PACK TYPE PRICE TYPE UOM

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.

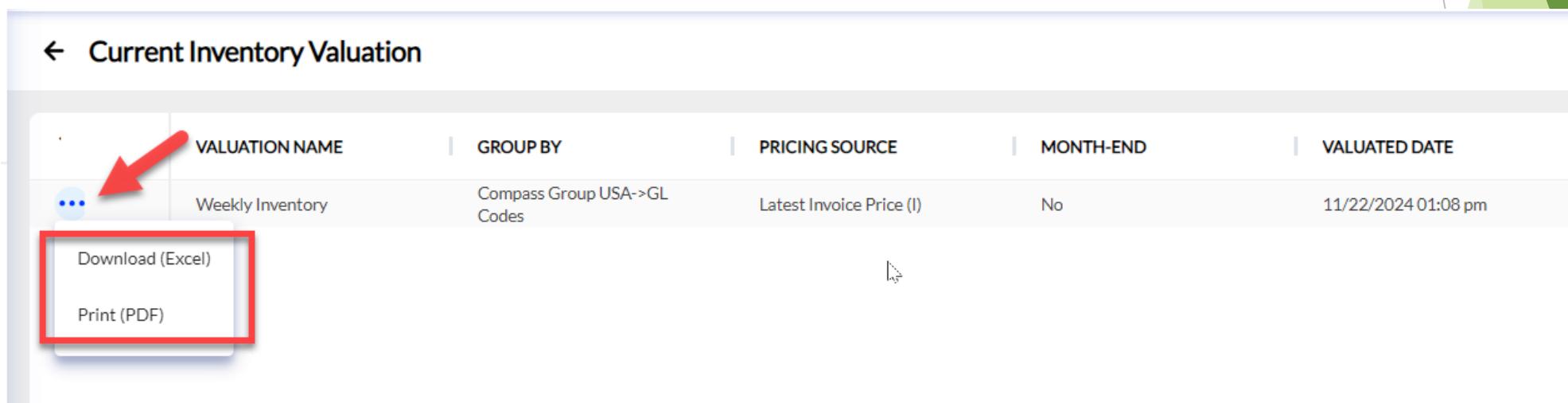




Once the report is done, you will see the pop-up message below.



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



A screenshot of a web-based application titled "Current Inventory Valuation". The page displays a table with the following data:

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

Below the table, there is a dropdown menu with two options: "Download (Excel)" and "Print (PDF)". The "Download (Excel)" option is highlighted with a red border and a red arrow points to its icon. The "Print (PDF)" option is also listed in the menu.