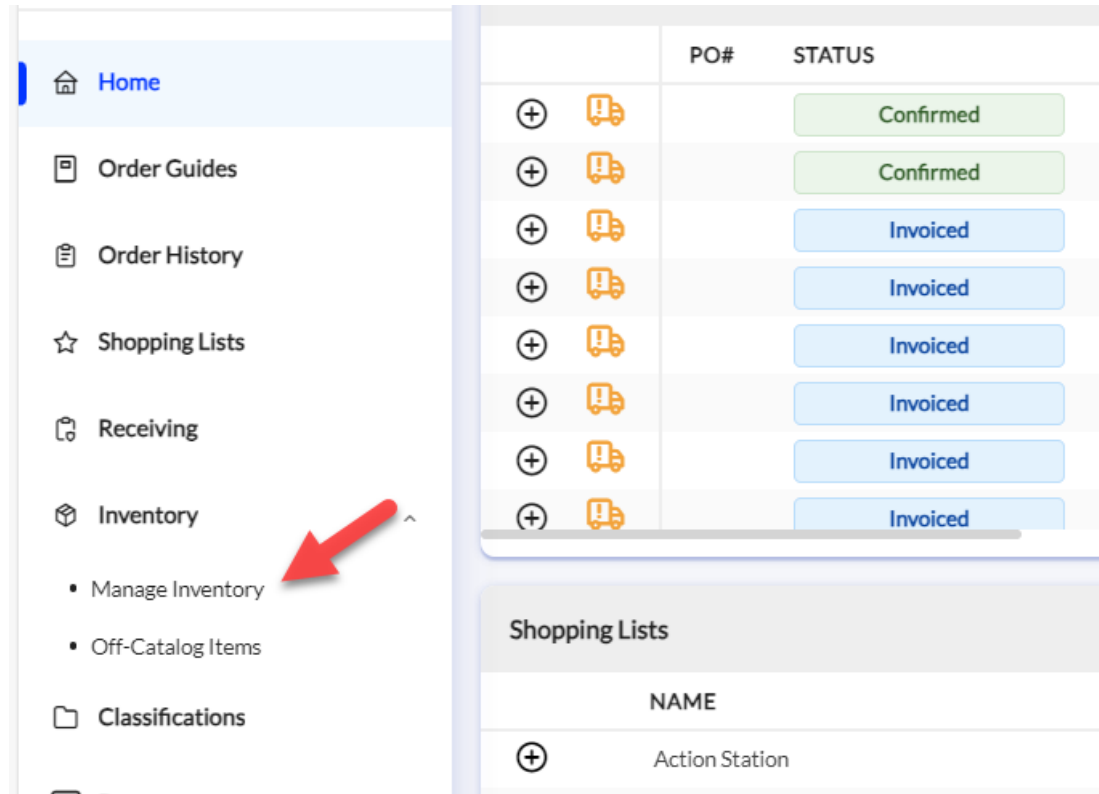# How to Run Your Valuation Report

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

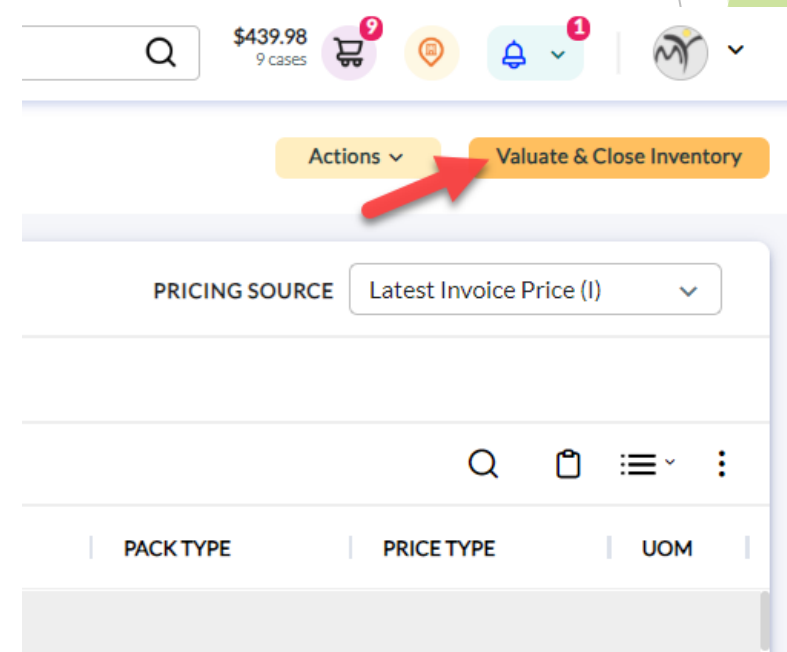First, you'll go to Inventory>Manage Inventory.

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

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.
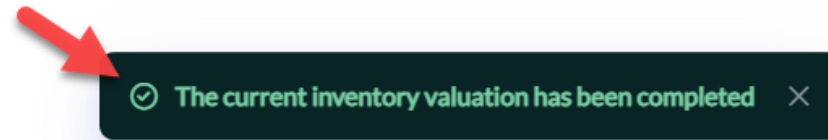
6. Lastly, choose VALUATE.

Current Inventory Valuation ✕

Valuation Name *
Weekly Inventory **1**

Group By *
Compass Group USA->GL Codes **2**

Pricing Source *
Latest Invoice Price (I) **3**

☑ Show Detailed Report (PDF Only) **4**

☐ Include Zero Quantity Items (PDF Only)
5

6

CANCEL   VALUATE

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

⊘ **The current inventory valuation has been completed** ✕

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)