



Inventory Valuation Template

Inventory Management | HashMicro
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Prepared By: [Name]

Date: [DD/MM/YYYY]

Location: [Warehouse / Store]

1. VALUATION REPORT INFORMATION

Company Name

Warehouse / Location

Valuation Date

Financial Year / Period

Valuation Method

FIFO / LIFO / Weighted Average Cost (WAC) / Standard Cost

Currency

AUD

Prepared By

Reviewed By

Approved By

2. VALUATION SUMMARY

Total SKUs Valued	Total Units in Stock	Total Stock Cost Value	Total Stock Retail / Market Value
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\$

\$

Gross Margin on Stock	Margin %	Slow-Moving Stock Value	Obsolete / Write-off Value
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\$

%

\$

\$

3. DETAILED STOCK VALUATION — ITEM BY ITEM

Item No.	Item Name / Description	SKU	Category	Unit of Measure	Unit Cost (\$)	Selling Price (\$)	Qty in Stock	Total Cost Value (\$)	Total Retail Value (\$)	Margin (\$)	Margin %
001					\$	\$		\$	\$	\$	%
002					\$	\$		\$	\$	\$	%
003					\$	\$		\$	\$	\$	%
004					\$	\$		\$	\$	\$	%
005					\$	\$		\$	\$	\$	%
006					\$	\$		\$	\$	\$	%
007					\$	\$		\$	\$	\$	%
008					\$	\$		\$	\$	\$	%
009					\$	\$		\$	\$	\$	%
010					\$	\$		\$	\$	\$	%
011					\$	\$		\$	\$	\$	%
012					\$	\$		\$	\$	\$	%
013					\$	\$		\$	\$	\$	%
014					\$	\$		\$	\$	\$	%
015					\$	\$		\$	\$	\$	%
016					\$	\$		\$	\$	\$	%
017					\$	\$		\$	\$	\$	%
018					\$	\$		\$	\$	\$	%
GRAND TOTAL								\$	\$	\$	%

4. VALUATION BY CATEGORY

Category	No. of SKUs	Total Units	Total Cost Value (\$)	Total Retail Value (\$)	Gross Margin (\$)	Margin %	% of Total Stock Value	Notes
			\$	\$	\$	%	%	
			\$	\$	\$	%	%	
			\$	\$	\$	%	%	
			\$	\$	\$	%	%	

6. AGED STOCK & WRITE-OFF ANALYSIS

SKU	Item Name	Qty on Hand	Age (Days)	Last Movement Date	Cost Value (\$)	Write-off %	Write-off Amount (\$)	Recommendation	Status
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
					\$	%	\$	Keep / Discount / Write-off / Return	Active / Slow / Obsolete
TOTAL WRITE-OFF					\$		\$		

7. INVENTORY VALUE ADJUSTMENT RECORD

Date	SKU	Item Name	Adjustment Type	Qty Adjusted	Unit Cost (\$)	Value Adjusted (\$)	Reason	Approved By
			Write-off / Revaluation / Write-back / Shrinkage		\$	\$		

	Write-off / Revaluation / Write-back / Shrinkage	\$	\$
	Write-off / Revaluation / Write-back / Shrinkage	\$	\$
	Write-off / Revaluation / Write-back / Shrinkage	\$	\$
	Write-off / Revaluation / Write-back / Shrinkage	\$	\$
	Write-off / Revaluation / Write-back / Shrinkage	\$	\$
	Write-off / Revaluation / Write-back / Shrinkage	\$	\$
	Write-off / Revaluation / Write-back / Shrinkage	\$	\$

8. PERIOD-OVER-PERIOD STOCK VALUE COMPARISON

Category	Opening Value (\$)	Purchases This Period (\$)	Cost of Goods Sold (\$)	Write-offs (\$)	Closing Value (\$)	Change (\$)	Change %
	\$	\$	\$	\$	\$	\$	%
	\$	\$	\$	\$	\$	\$	%
	\$	\$	\$	\$	\$	\$	%
	\$	\$	\$	\$	\$	\$	%
	\$	\$	\$	\$	\$	\$	%
	\$	\$	\$	\$	\$	\$	%
TOTAL	\$	\$	\$	\$	\$	\$	%

9. SIGN-OFF

Inventory Controller	Finance Manager	General Manager
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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