



1. Close the Store

No movement of merchandise should take place and no transactions should be entered until you reach Step Number 7. If you are unable to close the entire store, you may wish to do a Variance one Department at a time.

2. Go To the Inventory Variance Module


From the **Keystroke** Main Menu, select Database Manager – Special Menu – Variance Function.

3. Enter Inventory Items Onto the Variance Screen

You may enter them manually, or use the Auto-Fill Function () from the Special Menu.

NOTE: On versions prior to v4.21, the batch file ZEROVAR.BAT can be created and used to Auto-Fill a Variance with all Inventory items and give them a physical quantity of zero. For more information, see the document entitled ZEROVAR.PDF. Version 4.21 and later will prompt you to set items not counted to 0.

4. Save the Variance

Press  and select Save. This saves it as a worksheet only, and does not change Quantity on Hand values on the Inventory Records.

5. Print Count Sheets

Print the Un-Posted Report (Reports Menu – Un-Posted). You may also run an Inventory Database Report from the Report Manager. This report should be set to <Detail> – Qty List, with an X in front of Leave QOH Blank.


6. Physically Count Your Inventory

Count your merchandise and write down the physical quantities on the above count sheets.


7. Open the Store

You can now reopen the store, and movement of merchandise may continue. Transactions can be entered at this time.

8. Enter the Physical Quantities

Enter physical quantities from the count sheets into the Physical column of the Variance screen. Be sure to save as you go (press  and select Save), especially when working on a large number of items. Again, this does not change the Quantity on Hand values on the Inventory Records.

9. Post the Variance

When all quantities have been entered, post the Variance by pressing  and selecting Post. If you have counted all inventory items, answer YES when asked to set all uncounted quantities to 0. If you have only counted a part of your inventory, then answer NO. Then select Post to finish.

