



How to do a Keystroke Variance -- Manual Physical Inventory --

1. Close the Store

It is best that no movement of merchandise take place (and no transactions entered) until you finish Step 6 below (complete your physical count). 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. You will be prompted to enter a Session ID Number (usually your Register #). Hit Ok to accept.

3. Enter Inventory Items onto the Variance Screen (Manually or with Auto-Fill)

It is recommended to use the Auto-Fill Function from the Special Menu (**SHIFT** **F8**). This brings up an Inventory Search screen. Leaving all fields blank and using **F10** will load all inventory items.

4. Save the Variance

Press **F10** and select Save (saves as a worksheet only, does not change QOH values).

Note: Saved variances are stored by Session ID#/Register#, so you can return to the same saved variance on the same machine or by entering the Session ID# from a different machine.

5. Print Count Sheets

Print the Un-Posted Report (Reports Menu – Displayed). Select Form “Current Variance – Count Sheet”. This prints the QOH “Snap-Shot” that you just saved.

6. Physically Count Your Inventory

Count your merchandise and write down the physical quantities on the above printed 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. You can take your time entering the counts into the Saved Variance(s).

8. Enter the Physical Quantities

Enter items numbers from the bottom of the saved variance. The program will take you to the physical quantity column for that item, allow you to enter the count, and then return you to the bottom to enter a new item. Use **F10** and Save as you go.

9 Post the Variance

When all quantities have been entered, post the Variance by pressing **F10** and selecting Post.

IMPORTANT: Only if you have counted all inventory items, answer YES when asked to set all uncounted items to 0. If you have only counted a part of your inventory, then answer NO. You will then select Post once more to finish. At this time, your QOH values will be updated.