PERIOD VARIANCE REPORT

- *Variances can only be calculated if PLU Items are linked to Inventory Items either as a direct 1 to 1 link or through a Recipe.*
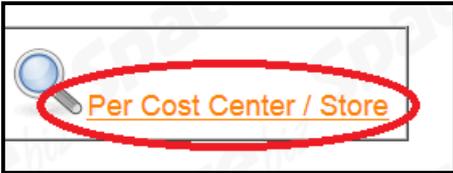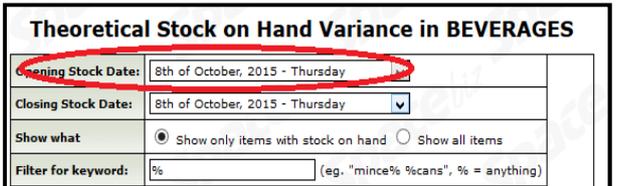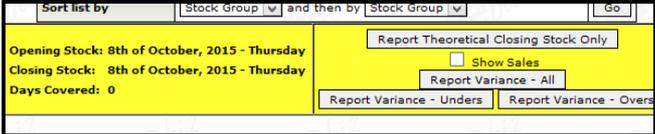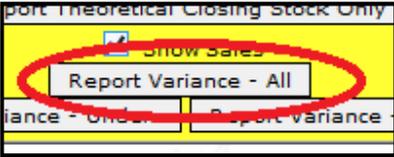- *Requires a Variance stock take to be entered and finalized.*
- *Reports on variances per Cost Center or per Storage bin from any recorded opening stock to any recorded closing stock.*

STEPS TO FOLLOW	VISUAL REFERENCE
1) Open SPACEbiz back office.	
2) Navigate to REPORTS.	
3) Click on STOCK.	
4) Click on PERIOD VARIANCE REPORT.	
5) THEORETICAL VARIANCE REPORT screen will open.	
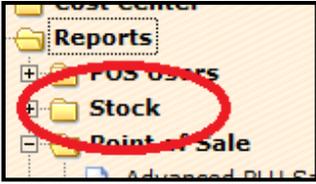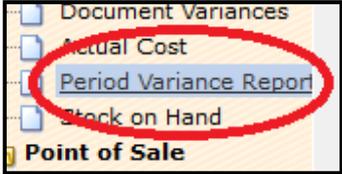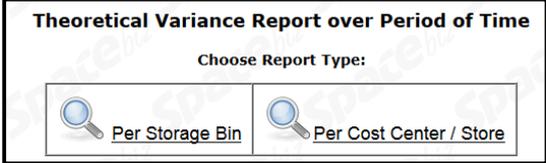
6) Click on PER COST CENTER / STORE	
7) List of COST CENTERS will appear.	**Theoretical Variance Report over Period of Time per Cost Center** **Choose Cost Center:** 🔍 BEVERAGES CIGARETTES
8) Select COST CENTER.	**Theoretical Variance Report over Period of Time per Cost Center** **Choose Cost Center:** 🔍 BEVERAGES CIGARETTES
9) THEORETICAL STOCK ON HAND screen for selected cost center will open.	**Theoretical Stock on Hand Variance in BEVERAGES** Opening Stock Date: 8th of October, 2015 - Thursday Closing Stock Date: 8th of October, 2015 - Thursday Show what: ● Show only items with stock on hand ○ Show all items Filter for keyword: % (eg. "mince% %cans", % = anything)
10) In OPENING STOCK DATE block, select date from which the variances are to be reported on.	**Theoretical Stock on Hand Variance in BEVERAGES** Opening Stock Date: 8th of October, 2015 - Thursday Closing Stock Date: 8th of October, 2015 - Thursday Show what: ● Show only items with stock on hand ○ Show all items Filter for keyword: % (eg. "mince% %cans", % = anything)
11) In CLOSING STOCK DATE block, select the date to which the report must run.	**Theoretical Stock on Hand Variance in BEVERAGES** Opening Stock Date: 8th of October, 2015 - Thursday Closing Stock Date: 8th of October, 2015 - Thursday Show what: ● Show only items with stock on hand ○ Show all items Filter for keyword: % (eg. "mince% %cans", % = anything)
12) In SHOW WHAT block, select SHOW ONLY ITEMS WITH STOCK ON HAND.	**Show what** ● Show only items with stock on hand ○ Show all

13) Click on GO.	
14) REPORT SELECTION screen will open.	
15) To view the sales - Tick SHOW SALES box.	
16) Click on REPORT VARIANCE - ALL.	
17) Variance report for selected cost center will open.	

SCREEN INDEX:	
a) CATEGORY	shows to which Inventory category the Inventory item is allocated
b) DESCRIPTION	is the name of the Inventory item
c) UNIT	the unit of measure that the Inventory item is counted in.
d) SALES	reflects the number of PLU sales that have drawn from the Stock on Hand for that specific inventory item
e) TH. CLOSING STOCK	Value of theoretical stock on hand calculated as; *previous closing stock + purchases - sales*
f) ACTUAL CLOSING STOCK	The stock on hand figure as entered by the User on the date of the selected closing stock.

g) VARIANCE	The difference between ACTUAL and THEORETICAL stock values.
h) BUYING PRICE	The recorded unit price excl VAT at which the item was purchased at. *This can either be the average or last recorded price depending on the Generic settings configuration of the store.*
i) TH. CLOSING VALUE	The calculated value excluding VAT of the current stock on hand.
j) VARIANCE VALUE	The value excl. VAT of the Gain/Loss of the reported variance.
18) For a detailed view of a single item, click on the item line.	
19) ITEM TRANSACTION HISTORY screen for selected item will open. *20) Using this screen will help you find your problem better if your calculated stock on hand does not make sense.*	
21) To return to VARIANCE REPORT screen, click on GO BACK.	