

## Reviewing Cycle Count Variance On-Line

### Overview

After you enter the results of the cycle count, NIS automatically calculates variances. A variance is the difference between the online on-hand quantity and the counted quantity. You can view the variance information online.

If a variance exists, NIS will create a batch that will need to be posted.

This work instruction shows how to [Review Cycle Count Variance On-Line](#).

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Inventory.

(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Physical Inventory > Review Cycle Count

### Steps

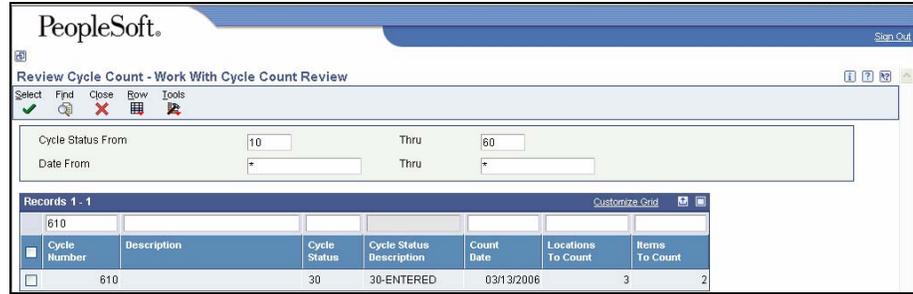
#### Review Cycle Count Variance On-Line

Start this instruction from the Review Cycle Count – Work With Cycle Count Review window.



Cycle Number	Description	Cycle Status	Cycle Status Description	Count Date	Locations To Count	Items To Count
No records fetched.						

1. Enter the **cycle number** (cycle count number) in the QBE line above Cycle Number.
2. Click **Find**.



3. Choose the Cycle Number.
4. Click **Row, Cycle Count Detail**. The Review Cycle Count – Work With Cycle Count Detail window appears.



 If no items are displayed in the grid, enter the Branch/Plant in the Branch/Plant field in the header and click **Find**.

5. Review the following fields for variances:
  - Quantity On Hand
  - Quantity Counted
  - Quantity Variance
6. Click **Close**. The Work with Cycle Count Review window appears.
7. Click **Close**.