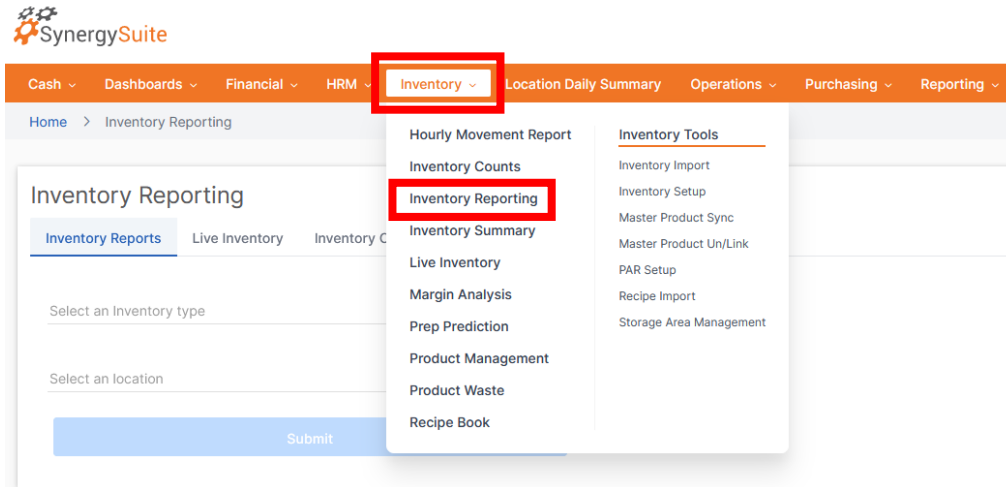
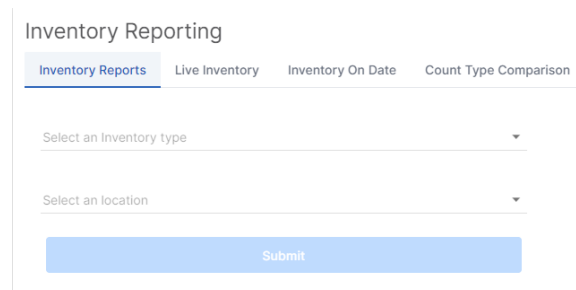


To get food variance top 20 report:

1. This is found under Inventory → Inventory Reporting.



2. From here, choose “Weekly” for Inventory Type & choose the location, then hit Submit. It will auto populate to the last two weeks, then hit submit again.



3. Click “Download whole report” (it will send you an excel file), open this file and enable for changes. Using the tabs at bottom, choose “Top Variance.”
 - If you are viewing the report in your browser instead, you will need to scroll or minimize to see the whole screen.
 - When viewing in your browser, you can click into some numbers to see results or edit results.



To print the Excel file on one page, select File → Print → choose landscape → under no scaling, pick “Fit Sheet on One Page” and print.