



On Hand Inventory

On hand inventory allows you to quickly check how much inventory you have on hand of any item, It also shows the last count date, any adjustments or transfers that have occurred, how much you have sold/received, any are currently on order and what needs to be ordered.

Navigate to **[Reporting > On Hand Inventory]**

Components: Set your components at the top of the page, choose one or all locations from the **[Location Drop Down]**. Choose one or all companies from the **[Company Drop Down]**. Choose one or all storage locations from the **[Storage Location Drop Down]**. Choose one or all categories from the **[Category Drop Down]**. Choose one or all vendors from the **[Vendor Drop Down]**. You can also enter the search term such as “Bacon” into the **[Filter Field]** and any items matching that term will appear.

Item Description	Location	Category	Count Date	Last Count	Unit	Adjustments	Transfer	Sales	Received	On Order	On Hand	Re-Order
CHEESE MOZZARELLA LMPS SHRD	Wired Wine Bar North	Dairy	2019-08-26	150.002	Pound	0		43,78828125	0	120	106.21371875	0

- **Item Description Column** – The item name
- **Location Column** – Location of that item
- **Category Column** – Category of that item
- **Count Date Column** – Date the item was last counted
- **Last Count Column** – Amount that was last counted
- **Unit Adjustments Column** – Any adjustments that have been made
- **Transfer Column** – Any Transfers to other location that have occurred
- **Sales Column** – Amount Sold
- **Received Column** – Amount Received
- **On Order Column** – Any that have been ordered but have not yet arrived
- **On Hand Column** – Amount currently on hand
- **Re-Order Column** – Amount that needs to be reordered