



## On Hand Inventory

On hand inventory allows you to quickly check how much inventory levels for any item. It will include the last count date, any adjustments and/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 formal vendor description of the item
- **Location Column** – Individual Store
- **Category Column** – Category of that item
- **Count Date Column** – Date the item was last counted
- **Last Count Column** – Number of units that were last counted
- **Unit** – Base unit identified in efish
- **Adjustments Column** – Any adjustments that have been made
- **Transfer Column** – Any store to store transfers captured in efish
- **Sales Column** – based on recipes entered in the system, the total amount sold of that inventory item
- **Received Column** – Amount Delivered and verified by the store
- **On Order Column** – pending items not yet delivered
- **On Hand Column** – Amount currently on hand
- **Re-Order Column** – Amount that needs to be reordered based on the par levels