



On Hand Inventory

The On Hand Inventory Report allows you to quickly check where inventory levels currently are for any item. Including 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**

Component Filters: Set these at the top of the page to narrow down your results:

- **Location:** Choose one or all locations from the **Location Drop Down**.
- **Company:** Choose one or all companies from the **Company Drop Down**.
- **Storage Location:** Choose one or all storage locations from the **Storage Location Drop Down**.
- **Inventory Category:** Choose one or all categories from the **Category Drop Down**.
- **Vendor Term:** Choose one or all vendors from the **Vendor Drop Down**.
- **Search Term:** You can also enter the search term such as “Bacon” into the **Filter Field** and any items matching that term will appear.
- **Unit of Measure:** view this report in your desired Inventory Unit from the **Base Unit or Price Unit Drop Down** you can select the **Base Unit** option to view the report with the unit set as each component’s **Base Unit** or select the **Price Unit** option to view the report with the unit set as each component’s Price Unit.
 - Once your filters have been set click **Search Components**

On Hand Inventory

Components

Filter:

Location: Beach Blonde

Storage: test 1

Category: Beer

Company: All

Vendor: All

Base Unit Or Price Unit: Price Unit

Search Components **Reset**

Per Page: 20 1

Item Description	Location	Category	Count Date	Last Count	Unit	Adjustments	Transfer	Sales	Received	On Order	On Hand	Re-Order
Barrio Blonde	Beach Blonde	Beer	2023-10-16	1.01	Hbri	2	1	0	0	0	4.01	0
Bud Light Draft	Beach Blonde	Beer	2023-10-16	2.52	Hbri	0	0	0	2	3	4.52	0
Budweiser Bottle	Beach Blonde	Beer	2023-08-21	0.01	Case	0	0	0	0	0	0.01	3.99
Michelob Ultra Draft	Beach Blonde	Beer	2023-08-21	0	Hbri	0	0	0	0	0	0	0

Note: you can sort the results by clicking on the column headings to order them however you wish.

- **Item Description** – The Component’s (item’s) Name (*this is set via EDI or manually entered for non EDI vendors*)
- **Location** – Individual Store Name (*set in **efish > administration > Location Settings > Name**. Only users with Location Admin Permissions can modify this in efish*)
- **Category** – The inventory category set for that item (*this is set via EDI or manually entered/edited in **efish > administration > Component Admin** for non EDI vendor’s Components*)
- **Count Date** – Date the item was last counted in **efish > Operations > Inventory Taker**
- **Last Count** – The number of units that were counted on the last count date for that item
- **Unit** – Base unit identified in efish (*An additional “Unit Selection” Filter allowing you to change and view this report by the Price Unit (aka: order unit) is soon to come*)



- **Adjustments** – Any item adjustments that have been made on or since the Last Count Date and entered into **[efish > Operations > Inventory Taker]**
- **Transfer** – Any store to store transfers captured in efish. *(only applicable for multi-store Companies Subscribed to the efish Inventory Module)*
- **Sales** – Number of Item units sold since the last count date. This is based on current recipes entered in **[efish > Operations > Recipes]** *(if there is a value here it means that the item is included in at least one recipe in efish which has been sold since the last count date)*
- **Received** – Number of Item units Delivered since the last count date. This number is based on Invoices coming in via EDI (if applicable) or being Uploaded in **[efish > Accounting > Invoice Upload]**, and then Coded by an efish user (to mark each item as received) in **[efish > Accounting > AP Processing > Coding]**
- **On Order** – Number of Item units that have been ordered in **[efish > Accounting > Purchase Orders]** but are still pending delivery. *This is based on any Open PO's which have still not had a corresponding invoice Linked to it and coded in [efish > Accounting > AP Processing > Coding] using prefill.*
- **On Hand** – Amount currently on hand. *This includes anything in the received column if applicable.*
- **Re-Order** – Amount that needs to be reordered based on the par levels set up in **[efish > Administration > Component Admin > Edit Component Icon]** *(outlined in purple on the screenshot below)*

The screenshot shows the 'Vendor Settings' form for a vendor named 'MO Eagle' at the company 'Beach Blonde'. The form includes several input fields and a table of 'Linked Vendors'. Annotations explain the purpose of various fields:

- Reorder Thld:** 0. Annotation: "when do you want to be triggered to reorder it"
- Max Stk Lvl:** 0. Annotation: "at which # of base units do you wish to be notified that you have too much in stock"
- Low Price Thld. / CS:** \$ 22.88. Annotation: "High/Low Price Thresholds: automatically set to 20% unless edited"
- High Price Thld. / CS:** \$ 34.32. Annotation: "High/Low Price Thresholds: automatically set to 20% unless edited"
- Yld.:** 100 %
- Price Unit:** How you ORDER it. Annotation: "Price Unit: How you ORDER it"
- Conversion Rate / CS:** 24. Annotation: "how many Base Units = 1 Price Unit"
- Price:** \$ 28.6. Annotation: "Price of 1 Price Unit"
- Vendor Set Item ID:** 123456. Annotation: "Vendor Set Item ID"

Company	Vendor	Unit	Conversion Rate / CS	Price	External ID
Beach Blonde	MO Eagle	Case	24	\$ 28.6	123456