



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)*

Vendor Settings

Company: Beach Blonde

Vendor: MO Eagle

Unit: Case

Linked Vendors: 24

Conversion Rate / CS: 24

Price: \$ 28.6

External ID: 123456

Reorder Thld.: 0

Max Stk Lvl: 0

Low Price Thld. / CS: \$ 22.88

High Price Thld. / CS: \$ 34.32

Yld.: 100 %

Annotations:

- when do you want to be triggered to reorder it (points to Reorder Thld.)
- at which # of base units do you wish to be notified that you have too much in stock (points to Max Stk Lvl)
- High/Low Price Thresholds: automatically set to 20% unless edited (points to Low Price Thld. / CS and High Price Thld. / CS)
- Price Unit: How you ORDER it (points to Unit)
- how many Base Units = 1 Price Unit (points to Conversion Rate / CS)
- Price of 1 Price Unit (points to Price)
- Vendor Set Item ID (points to External ID)