

Items on Hand by Date Report

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Purpose of this document

This document explains how to use the Items on Hand by Date Report to display the quantity and total weight on hand as of the date specified.

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Table of Contents

PURPOSE..... 3
RUNNING THE ITEMS ON HAND REPORT 3
PRINTING OR PREVIEWING THE REPORT 4
RELATED TOPICS:..... 5

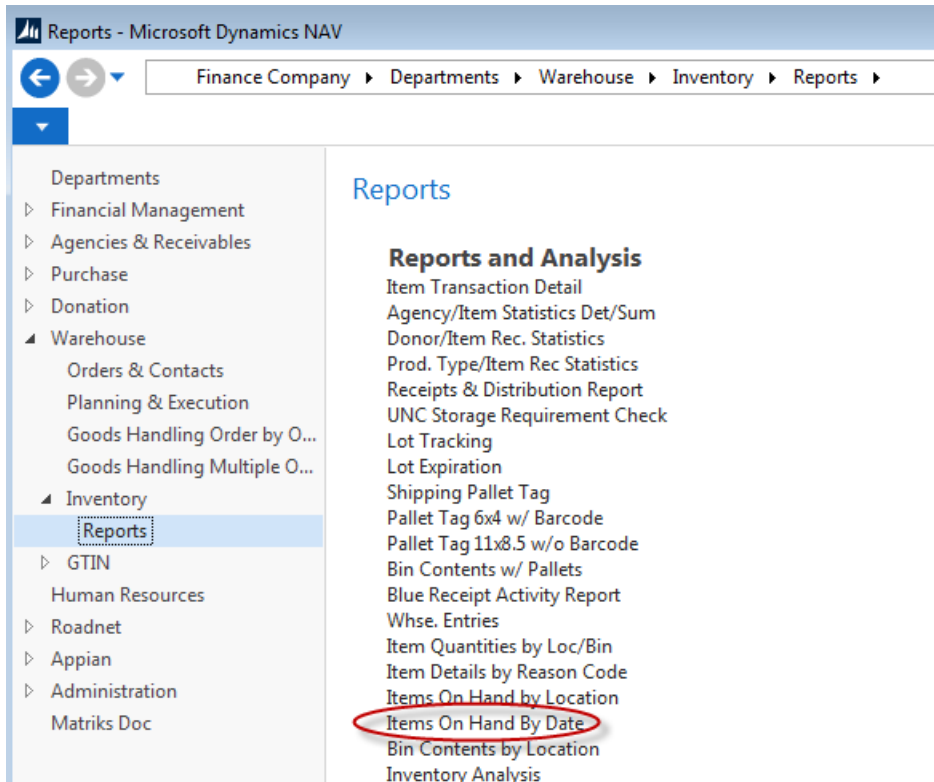
Purpose

An inventory report called “Items on Hand by Date” was created that displays the quantity and total weight on hand as of the date specified. This allows the user to print “on hand as of” inventory reports for past periods. This is very useful for audits and for month end/ year end reconciliation. There is also an Items on Hand by Location report available in the system, which shows similar data, but only shows Items on Hand for the current date and cannot show calculated values for the past.

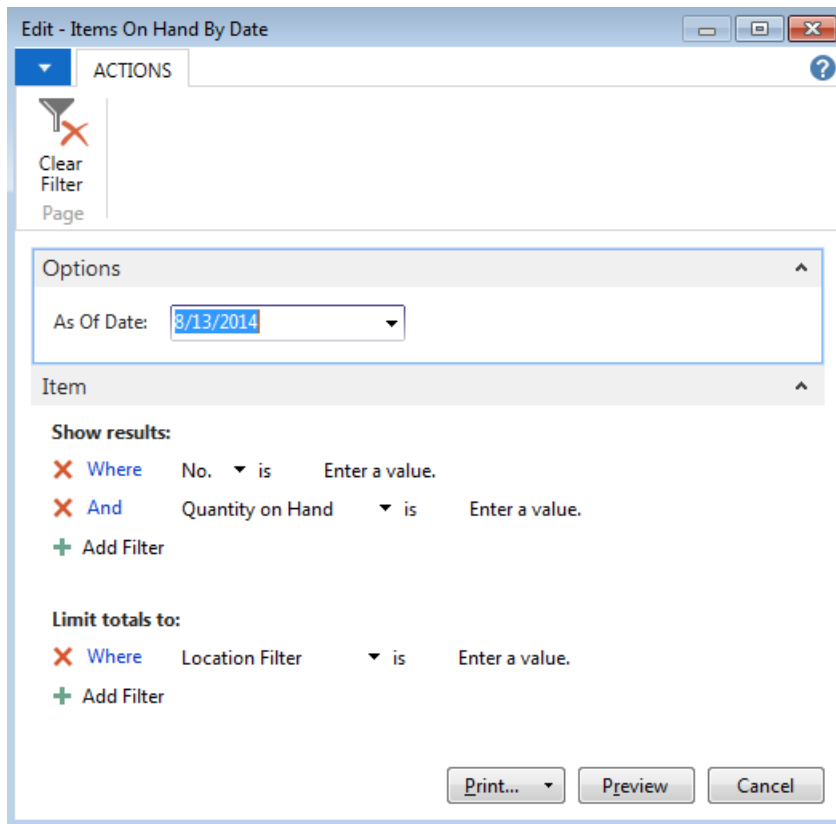
Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Running the Items on Hand Report

1. The Items On hand by Date Report can be accessed from Departments → Warehouse → Inventory → Reports → Items On Hand by Date.



2. The Items On Hand by Date request Page will be displayed where users can set filter criteria based on how they want to run the report. A description of the fields follows:



As of Date – Enter the date you want to run the report as of. Based on this filter, the report will show the As of Date on the report and all quantities and weights will reflect the status of the inventory on that date.

Show Results Section – The report is based on the Item so any standard filtering field may be selected to refine the items that you would like to include in the evaluation of the report. Standard filter fields are:

1. No.
2. Quantity on Hand

Limit Totals To Section – Filters can be added to this section to specify limiting criteria for items. Set a Location Filter to limit the report for a specific location.

Printing or Previewing the Report

1. The report can be printed or previewed by clicking on the Print or Preview button.

Items On Hand As Of Date List
JITC Test

8/13/2014 8:13 PM
Page 1
KJK

As Of Date 8/13/2014

No.	Description	Unit of Measure	Quantity on Hand	Unit Weight	Total Weight
10018	Chocolate SryupNestle Quick 12 / 22 oz	CASE	3,471.00	18	62,478.00
10026	TeaAssorted Herbal 24 / 3 oz	CASE	421.00	3	1,263.00
10040	Napkins, Napkins, Napkins, Napkins, Napkins, NapkiDecorated Party 24 / 6 packs of 16	CASE	1,188.00	26	30,888.00
10046	Health and BeautyOrajel Rinse 24 / 16 oz packs	CASE	107.00	24	2,568.00
10183	SauceMarinara 6 / 6 lb 10 oz cans	CASE	260.00	39	10,140.00
10200	ConditionerReleased-Feeding America 4 / 25.4 oz bottles	CASE	468.00	7	3,276.00
10256	SnacksCombo's 18 / 12 ct cartons	CASE	329.00	26	8,554.00

Related Topics:

1. Item Overview