

Items on Hand by Date Report

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.

Ceres Object release 5.00.00 is required for the functionality described in this document.

Table of Contents

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

Running the Items on Hand Report

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

Inventory, Reports and Analysis - I	Microsoft Dynamics NAV
G 🕞 🗸 🛛 Finance Compa	ny 🕨 Departments 🕨 Warehouse 🕨 Inventory 🕨 Reports and A
·	
Departments > Financial Management > Agencies & Receivables > Purchasing > Donation > Warehouse Orders & Contacts Planning & Execution Goods Handling Order by Or Goods Handling Multiple Or > Inventory Reports > GTIN Human Resources > Roadnet > Adv. Leased Storage > Administration > Web Portal	Inventory, Reports and Analysis Reports Item Transaction Detail Agency/Item Statistics Det/Sum Donor/Item Rec. Statistics Prod. Type/Item Rec Statistics Receipts & Distribution Report UNC Storage Requirement Check Lot Tracking Lot Expiration Shipping Pallet Tag Pallet Tag 6x4 w/ Barcode Pallet Tag 11x8.5 w/o Barcode Pallet Tag 11x8.5 w/o Barcode Bin Contents w/ Pallets Blue Receipt Activity Report Whse. Entries Item Quantities by Loc/Bin Item Details by Reason Code Items On Hand By Date Bin Contents by Location Inventory Analysis Agency Food Rating Analysis

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:

Edit - Items On Hand By Date	
✓ ACTIONS	Ceres 5.0 Testing 🕐
Clear Filter Page	
Saved Settings	^
Name: Last used options and filters	•
Options	^
As Of Date: 12/31/2019 -	
Item	^
Show results:	
🗙 Where No. 🔻 is Enter a value.	
🗙 And Quantity on Hand 🔻 is Enter a value.	
+ Add Filter	
Limit totals to:	
🗙 Where Location Filter 🔻 is 📔 🗸	
+ Add Filter	
Print 🔻 Prev	view Cancel

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 Han Ceres 5.0 Tes	d As Of Date List ting				2/6/2020 6:26 AM Page 2 ESOPRO\RXF
As Of Date	12/31/2019				
No.	Description	Unit of Measure	Quantity on Hand	Unit Weight	Total Weight
10451	Baking MixCherry Orchard Bars 6 / 5 lb packs	CASE	303.00	30.0000	9,090.00
10458	Hand Sanitizerrefills 4 /	CASE	1.00	8.0000	8.00
10569	TortillasWheat Tortillas 12 / 12 ct packs	CASE	124.00	13.0000	1,612.00
10576	SausageMild Breakfast Sausage 12 / 16 oz chubs	CASE	160.00	12.0000	1,920.00
10588	Baby FoodAssorted Graduate Meals 12 / 6 oz	CASE	545.00	8.0000	4,360.00
10592	SeasoningVariety of dry pkg crock pot	CASE	7.00	2.0000	14.00

Related Topics

1. Item Overview