



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.

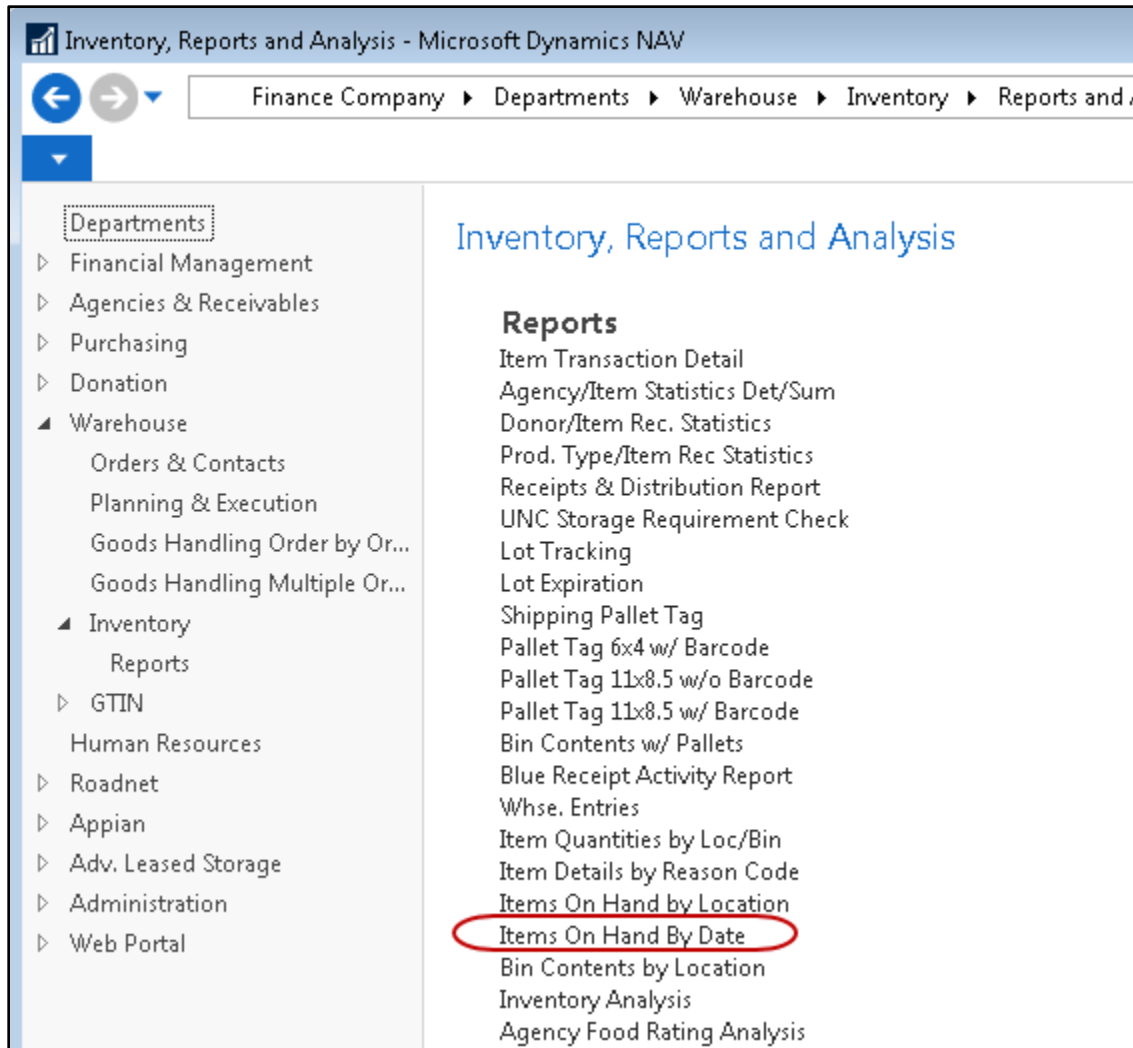
Ceres Object release 5.00.00 is required for the functionality described in this document.

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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.



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

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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... Preview 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 Hand As Of Date List

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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 bbq,stew,chicken 12 / 2 oz	CASE	7.00	2.0000	14.00

Related Topics

1. Item Overview