

## INVENTORY ON HAND REPORT

The **Inventory on Hand** report in the Inventory Management module of NCR Console allows you view on hand inventory as of the date you generate the report. You must use the inventory management features for this report to generate (see the **Add Inventory** and **Take Inventory**).

To access the **Inventory on Hand** report:

1. Log into NCR Console, go to the **Reports** tab and click **Inventory**
2. Click **Inventory on Hand** from the list of reports
3. This report will generate on hand totals as of the day you run the report

Inventory On Hand <span>Go Back</span> <span>More Options</span>					
Category : Beverage					
Item	Min Qty	Max Qty	Theoretical On Hand	Avg Unit Cost	Total Cost
Coffee Regular Gold	50 Each	250 Each	64.00 Each	\$0.51 / Each	\$32.42
Freestyle Diet Sweetener	2 cntr	5 cntr	1.40 cntr	\$80.25 / cntr	\$112.35
Freestyle Sweetener	2 cntr	5 cntr	1.40 cntr	\$19.51 / cntr	\$27.31
Syrup Fruit Punch (3gal)	1 cntr	5 cntr	1.00 cntr	\$41.85 / cntr	\$41.85
Syrup Fruit Punch (5gal)			1.00 cntr	\$78.86 / cntr	\$78.86
Syrup Lemonade Pink BIB			4.00 bib	\$41.85 / bib	\$167.40
Syrup Mountain Dew			6.00 bib	\$67.45 / bib	\$404.70
Syrup Mountain Dew Diet					\$0.00
Syrup Mug Root Beer (3gal)			1.00 bib	\$41.85 / bib	\$41.85
Syrup Mug Root Beer (5gal)			2.00 bib	\$135.90 / bib	\$271.80
Syrup Pepsi					\$0.00
Syrup Pepsi Diet					\$0.00
Syrup Pink Lemonade			3.00 bib	\$67.45 / bib	\$202.35
Syrup Raspberry Tea					\$0.00
Syrup Sierra Mist					\$0.00
Syrup Yellow Lemonade					\$0.00
Tea Iced Filter Pouch					\$0.00
Water Spring Sport Bottle 24oz			144.00 Each	\$0.34 / Each	\$48.60

You can also view a **Par Level Report** that indicates if you are over/under on hand requirements.

1. From the **Inventory on Hand** report Click **More Options**

Inventory On Hand <span>Go Back</span> <span>More Options</span>					
Category : Beverage					
Item	Min Qty	Max Qty	Reorder Point	Theoretical On Hand	
Coffee Decaf Gold	50 Each	250 Each		128.00 Each	\$0.617 / Each \$78.32
Coffee Regular Gold	50 Each	250 Each		128.00 Each	\$0.72 / Each \$91.99
Freestyle Diet Sweetener	2 cntr	5 cntr		2.00 cntr	\$80.25 / cntr \$160.51
Syrup Fruit Punch (3gal)	1 cntr	5 cntr		3.00 cntr	\$41.86 / cntr \$125.57
Syrup Fruit Punch (5gal)				3.00 cntr	\$76.57 / cntr \$229.71

2. Click **View Par Level Report**

Par Level Report						<a href="#">Go Back</a>	<a href="#">More Options</a>
Demo Store							
Category	Item	Min Quantity	Max Quantity	Theoretical On Hand	Over/Under		
Beverage	Freestyle Diet Sweetener	2.00 cntr	5.00 cntr	1.40 cntr	-0.60 cntr		
Beverage	Freestyle Sweetener	2.00 cntr	5.00 cntr	1.40 cntr	-0.60 cntr		
Beverage	Syrup Fruit Punch (3gal)	1.00 cntr	5.00 cntr	1.00 cntr	0.00 cntr		

You can also view the reorder report from this page:

1. Click **more option**
2. Click **reorder point report**

Reorder Point Report					<a href="#">Go Back</a>	<a href="#">More Options</a>
One Stop Silver Shop						
Category	Item	Reorder Point	Theoretical On Hand	Under		
BELTS	Bow Belt	6	3	-3		
PTC Concierge Support						
Category	Item	Reorder Point	Theoretical On Hand	Under		
Retail - Baby	Beige Organic Newborn Booties	26	22	-4		
Retail - Baby	Ivory Organic Cotton Blanket	12	11	-1		

- Note that the reorder point quantity will change to reflect any inventory activity that takes place.
- If you perform an Add or Take, which causes the on hand amount for inventory items to exceed the reorder point, those items will no longer appear on the report.