
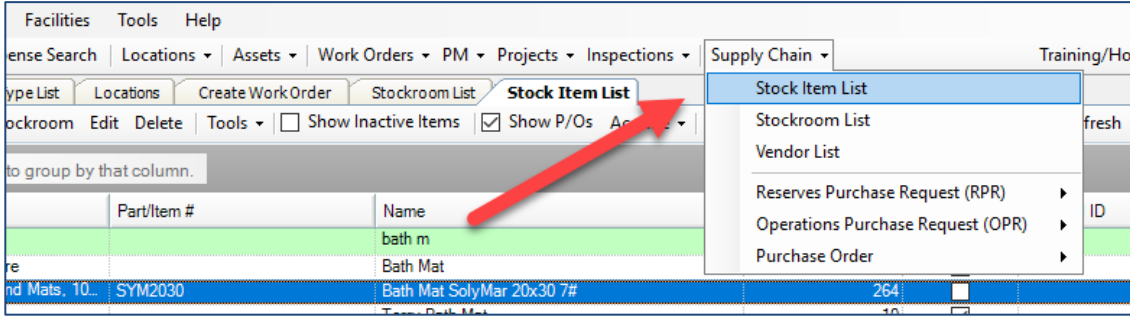




Inventory Management

Stock Item Purchases

Follow the steps below to record new inventory purchases. For support with inventory management, please contact support@katanasoft.com.

	<p>Scenario: <i>A Resort Coordinator, Cal Chaiken, manages his property's linen inventory. Cal needs to enter the newly purchased order of Bath Mats that arrived today.</i></p>
<p>Step 1</p>	<p>From the Supply Chain drop down, open the Stock Item List page.</p> 

Step 2

Using the green filter bar, search for the name of the Stock Item.

Needs Approval	Category	Part/Item #	Name	Qty	Low Stock	External ID
<input type="checkbox"/>			bath m	=	<input type="checkbox"/>	
<input type="checkbox"/>	Houseware		Bath Mat	-4	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Towels and Mats, 100% Cotton Ring Spun, Double Loop, P	SYM2030	Bath Mat SolyMar 20x30 7#	264	<input type="checkbox"/>	
<input type="checkbox"/>	Terry		Terry Bath Mat	-10	<input checked="" type="checkbox"/>	

Highlight the item and click the Edit button or double-click on the item to open it.

Step 3

On the Transactions tab, select Purchased/Acquired from the New Transactions drop down.

Name: Bath Mat SolyMar 20x30 7# Item/Part #: Bath Mat SolyMar 20x30 7#
Category: Towels and Mats, 100% Cotton Ring Spun, Double Loop, P
Default Cost/Unit: 1.94 Default Price/Unit: 1.94

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Location
View the Last: 1 Month New Transaction Edit Delete
Drag a column header here to group by that column.
Transaction Group Stockroom

New Acquired Transaction

Stockroom: Desert Paradise Laundry / In Circulation
Date: 4/26/2018 3:04 PM
Quantity: 20 Cost/Unit: 1.940
Description: 2 new cases

This kind of transaction is generally created via the purchase order system.

OK Cancel

Choose the Stockroom to which the new items will be added. Enter the date (defaults to today) and quantity. The Default Cost/Unit populates but can be updated, if the cost was different. Enter a Description, if desired. Click OK.



Note: To reference how many items are in a box or case, look at the Default Units Per Order Unit from the Stockrooms tab.



Note: If you received 2 Case Packs, you will need to calculate the number of individual items. Asgard does not intelligently calculate that, based on the number you entered.

Stockroom	Quantit	Low Stock Qty	Default Order Unit Qty	Default Order Unit	Default Units Per Order Unit	Default Vendor
Desert Paradise ENG Boxed Linen St...	144	0	1	Case Pack	72	Sobel
Desert Paradise HSKP Loose Linen...	120	0	1	Case Pack	72	Sobel
Desert Paradise Laundry / In Circulati...	38	0	1	Case Pack	72	Sobel