
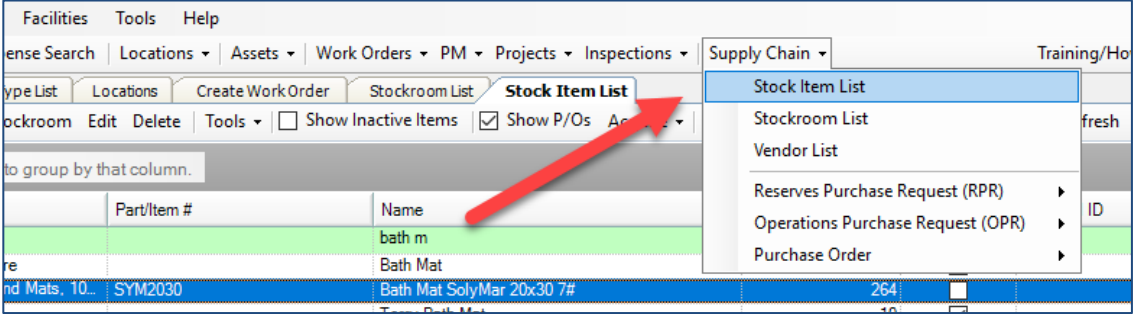




## Inventory Management

### Stock Item Discards

Follow the steps below to record discarded inventory items. For support with inventory management, please contact [support@katanasoft.com](mailto:support@katanasoft.com).

	<p>Scenario: <i>A Resort Coordinator, Cal Chaiken, manages his property's linen inventory. Throughout the month, he needs to record how many of each item type the laundry vendor discards.</i></p>																
<p><b>Step 1</b></p>	<p>From the Supply Chain drop down, open the Stock Item List page.</p>  <table border="1" data-bbox="359 1161 1486 1279"><thead><tr><th>Part/Item #</th><th>Name</th><th>Quantity</th><th>Unit</th></tr></thead><tbody><tr><td></td><td>bath m</td><td></td><td></td></tr><tr><td></td><td>Bath Mat</td><td></td><td></td></tr><tr><td>nd Mats, 10...   SYM2030</td><td>Bath Mat SolyMar 20x30 7#</td><td>264</td><td></td></tr></tbody></table>	Part/Item #	Name	Quantity	Unit		bath m				Bath Mat			nd Mats, 10...   SYM2030	Bath Mat SolyMar 20x30 7#	264	
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## 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 checked="" type="checkbox"/>			bath m	=	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Houseware		Bath Mat	-4	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Towels and Mats, 10...	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 Lost or Destroyed from the New Transactions drop down.

Transaction Group:  Stockroom:

Transaction Group	Stockroom	Qty
<input checked="" type="checkbox"/>		

Choose the Stockroom from which Discards are pulled. Enter the date (defaults to today) and quantity. A Description can be entered, if desired. Click OK.

New Lost/Destroyed Transaction

Stockroom: Desert Paradise Laundry / In Circulation

Date: 4/26/2018 2:53 PM

Quantity: 15

Description: Stained and discarded

OK Cancel



**Note:** Enter a positive number in the Quantity field. Asgard will automatically subtract the number of Discards from the Total.

Click here to group by that column.

Stockroom	Date	Type	Quantity	Count After T	Desc
Desert Paradise Laundry /...	04/26/2018	Lost/Destroyed	-15	-15	