
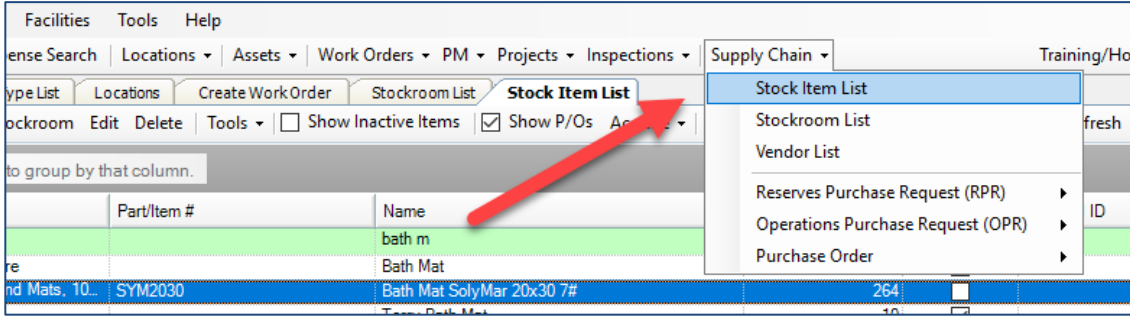




Inventory Management

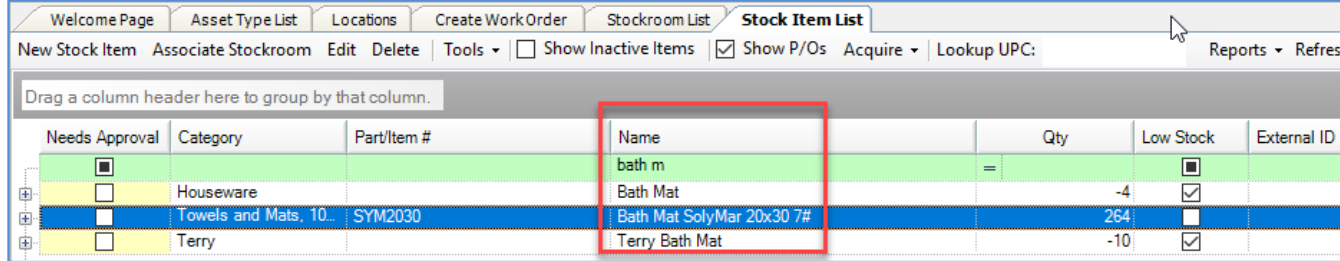
Inventory Counts/Reconciliations

Follow the steps below to record monthly audits/counts. For support with inventory management, please contact support@katanasoft.com.

	<p>Scenario: <i>A Resort Coordinator, Cal Chaiken, manages his property's linen inventory. On the last day of the month, Cal counts what he has in each stockroom and needs to update the Asgard Stockrooms with the correct amount.</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.

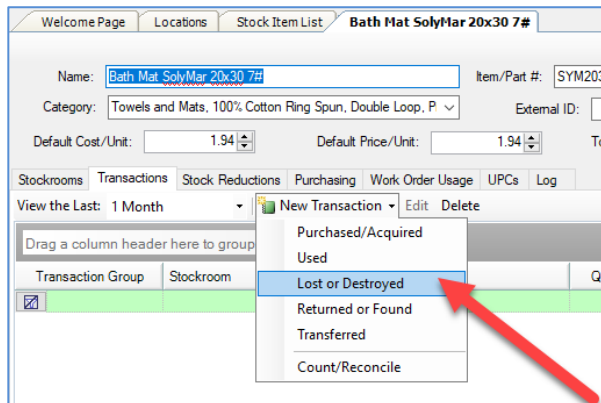


Needs Approval	Category	Part/Item #	Name	Qty	Low Stock	External ID
<input checked="" type="checkbox"/>			bath m	=	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Houseware		Bath Mat	-4	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Towels and Mats, 100% Cotton 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

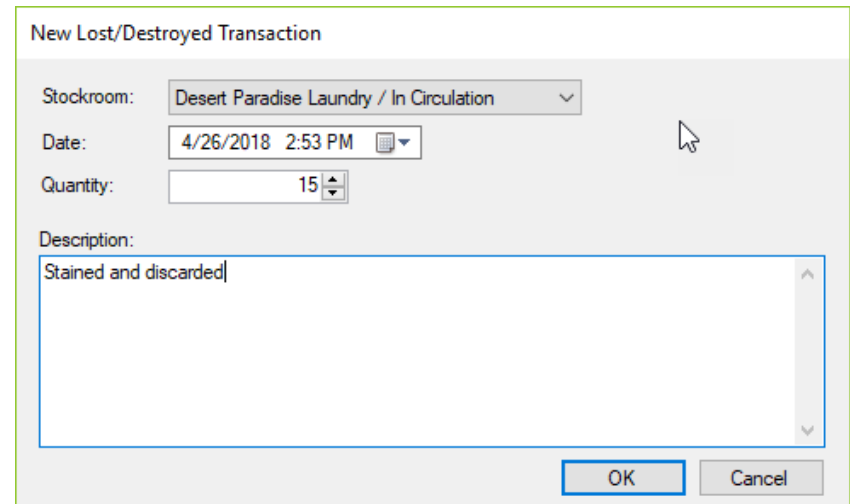
On the Transactions tab, select Lost or Destroyed from the New Transactions drop down.



Transaction Group: Stockroom:

New Transaction: **Lost or Destroyed**

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

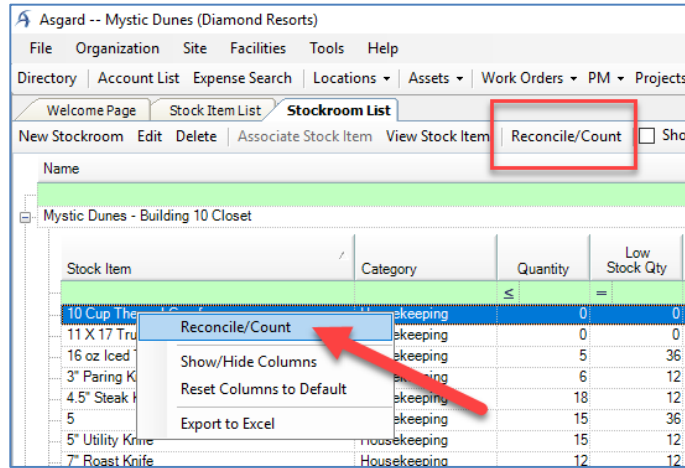
Quantity: 15

Description: Stained and discarded

OK Cancel



Note: Reconciliations/Counts can also be performed from the Stockroom List by highlighting the item and clicking the Reconcile/Count button on the toolbar, or by right-clicking on an item and choosing Reconcile/Count.



Note: Reconcile/Count overwrites the current total Quantity in the Stockroom. Enter the number you counted. You do not need to calculate the difference.