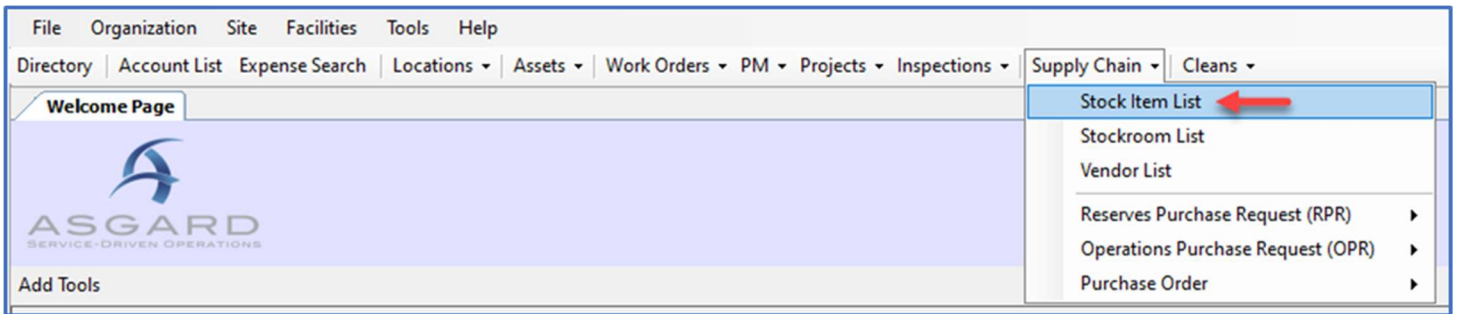


Supply Chain Management – Inventory Counts/Reconciliations

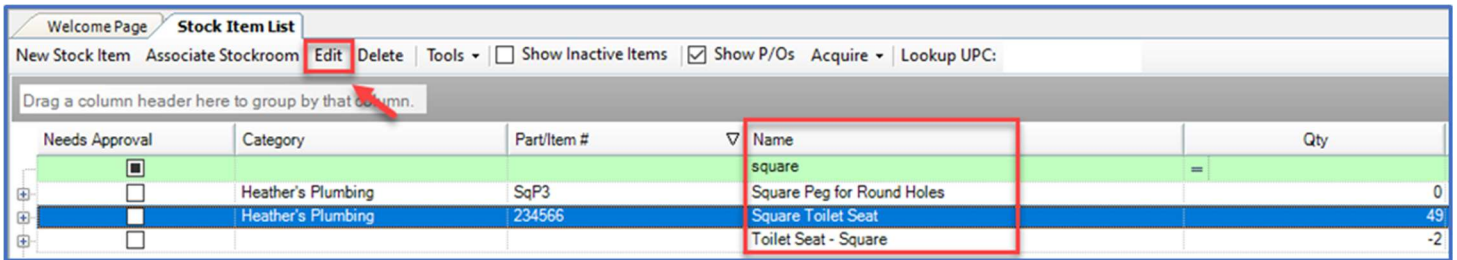
Follow the steps below to record monthly inventory audits/counts. You must have permissions to Edit Stock Items and Transactions in order to add reconciliations to Asgard. Permissions will be granted at the request of a manager.

For assistance with inventory management, please contact support@katanasoft.com.

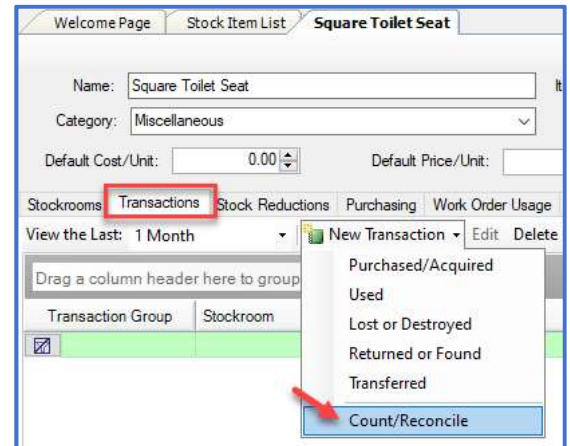
Step 1: From the Supply Chain drop-down, open the **Stock Item List** page.



Step 2: Using the green filter bar, search for the Name of the Stock Item. Highlight the item and either double-click or click the **Edit** button.



Step 3: On the Stock Item screen click the Transactions tab, open the New Transactions drop-down select **Count/Reconcile**.



Step 4: Choose the Stockroom you are counting. Enter the Date (defaults to today) and Quantity. A Description can be entered, if desired.

Click **OK**.

New Reconciled Transaction

Stockroom: Maintenance Van 1

Date: 7/31/2019 12:31 PM

Count: 15

Description: July month end count

OK Cancel



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



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

Welcome Page Stock Item List Square Toilet Seat **Stockroom List**

New Stockroom Edit Delete Associate Stock Item View Stock Item **Reconcile/Count** Show Inactive

Name

Housekeeping Closet 1

Stock Item	Category	Quantity	Low Stock Qty	Low Stock
AV Cable	Electronics	6	0	<input type="checkbox"/>
AA Battery		48	3	<input type="checkbox"/>
AAA Battery		25	0	<input type="checkbox"/>
Air Mattress		12	3	<input type="checkbox"/>
Amenity Bag		-1	0	<input checked="" type="checkbox"/>
Amenity Basket		0	0	<input type="checkbox"/>
Apology Note		0	0	<input type="checkbox"/>