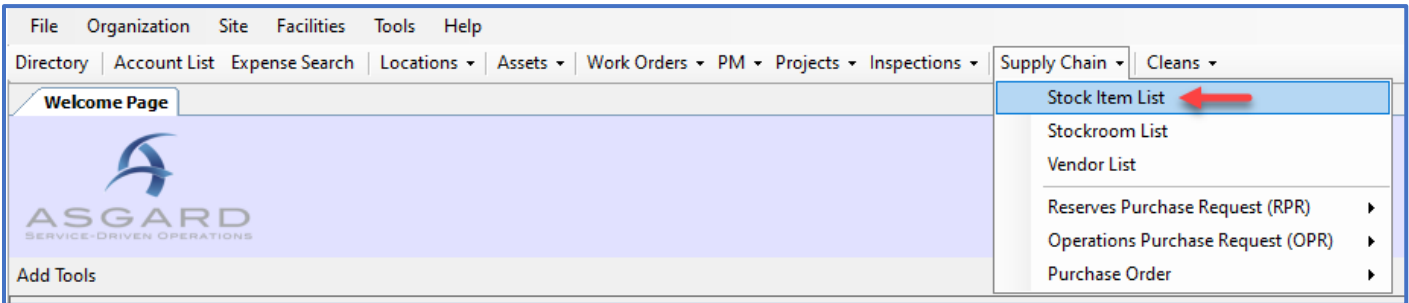


Supply Chain Management – Inventory Purchase Transactions

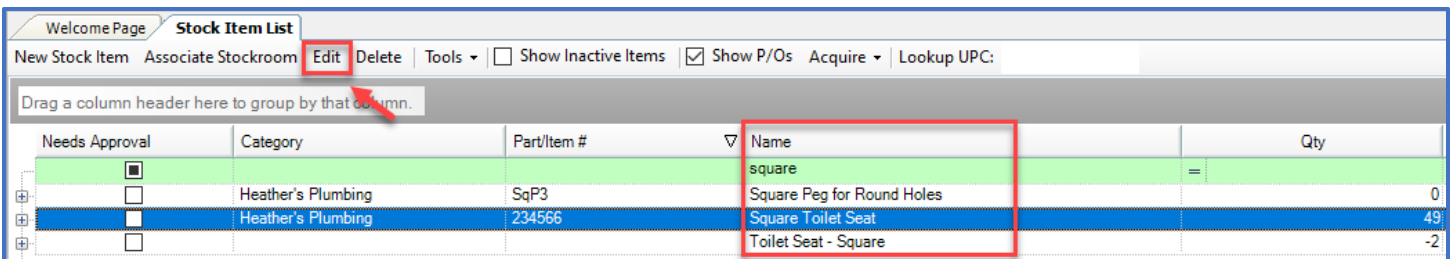
Follow the steps below to record new inventory purchases. You must have permissions to Edit Stock Items and Transactions in order to add new purchases to Asgard. Permissions will be granted at the request of a manager.

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

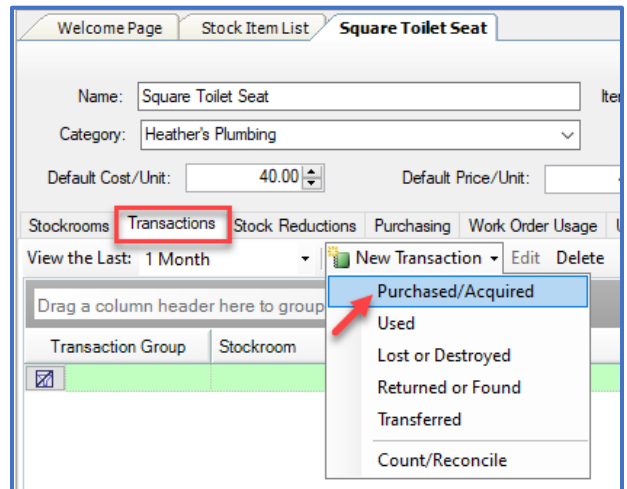
Step 1: From the Supply Chain drop-down, open the **Stock Item List** page.



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 Transaction drop-down and select **Purchased/Acquired**.



Step 4: Select the appropriate Stockroom. Update the Date if necessary (defaults to today) and add the Quantity. The default Cost/Unit can be updated. Enter a Description, if desired.

Click **OK**.

New Acquired Transaction

Stockroom: MVC Training Site

Date: 8/12/2019 1:06 PM

Quantity: 100 Cost/Unit: 40.000

Description: 2 New Cases

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

OK Cancel

The new purchase will appear on the Transactions screen, and the Total Qty in Stock will update.

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

Name: Square Toilet Seat Item/Part #: 234566

Category: Heather's Plumbing External ID: D3-4-5

Default Cost/Unit: 40.00 Default Price/Unit: 40.00 Total Qty in Stock: 149

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Log

View the Last: 1 Month New Transaction Edit Delete

Transaction Group	Date	Type	Quantity	Count After Transaction	Description	Cost/Unit
	08/12/2019	Acquired	100	149	2 New Cases	\$40.00



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

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

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

Name: Square Toilet Seat Item/Part #: 234566

Category: Heather's Plumbing External ID: D3-4-5

Default Cost/Unit: 40.00 Default Price/Unit: 40.00 Total Qty in Stock: 149

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Log

Add Stockroom Edit Delete

Quantity	Low Stock Qty	Default Order Unit Qty	Default Order Unit	Default Units Per Order Unit	Cost/Unit	Price/Unit
≤	=	1	Case	50	\$40.00	\$40.00