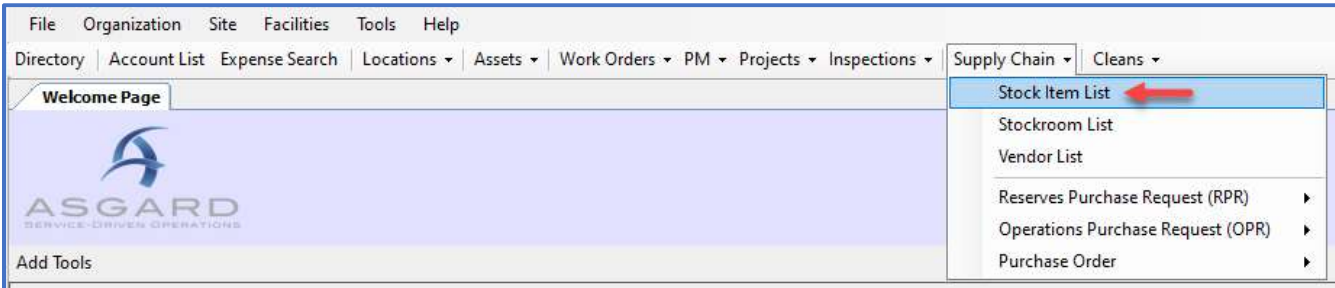# Asgard Desktop Job Aide

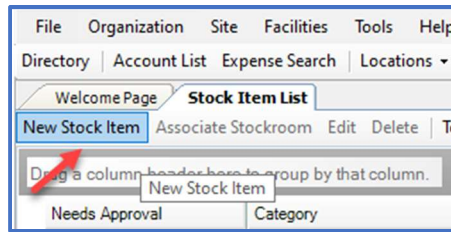## Supply Chain Management – Adding a New Stock Item

Follow the steps below to add new stock items to Asgard. You must have permissions to Edit Stock Items in order to add new stock items. Permissions will be granted at the request of a manager.

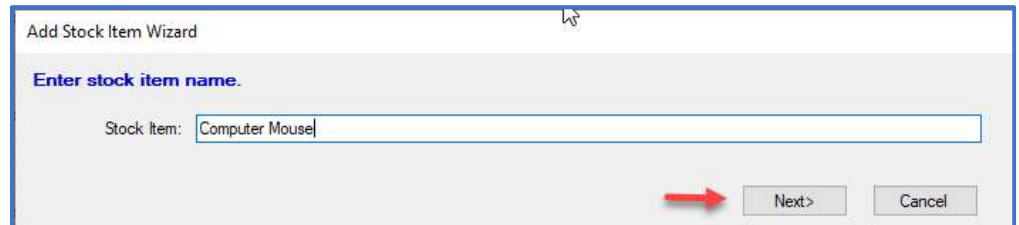*For assistance with inventory management, please contact support@katanasoft.com.*

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

Step 2: Click the **New Stock Item** button.

Step 3: On the Add Stock Item Wizard, enter the item's name and click **Next**.

Note: If the item already exists, you will get the following message. Click **Previous** to change your item's name.

Step 4: Enter the Item/Part #, and an External ID (if applicable). Select a Category from the drop-down, or type in a new one. Enter a Default Cost/Unit or a Default Price/Unit (see the Note below). Click **Next**.

If your property uses mark-ups, use the Default Cost/Unit to ensure that the item cost is correctly billed. If you want to override the mark-ups, enter a Default Price/Unit.

If you enter amounts in both the Cost and Price fields, Asgard will use the Price.

Step 5: To ensure that stock items added to work orders are deducted from the Total in Quantity, leave the **Generate Transactions From Work Order Usage Automatically** flag checked.

In the Purchasing Defaults box, update how you purchase the item (case, box, each, etc.) and how many are in a typical order.

Change Low Stock Qty for the selected Stock Rooms, if needed.

Check the boxes next to the Stockroom(s) where you will stock the item.

When all of the information is added, click **Finish**.

Step 6: The Stock Item List page will refresh with your new item. You will now need to add a New Purchase Transaction.