

## 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 <a href="mailto:support@katanasoft.com">support@katanasoft.com</a>.

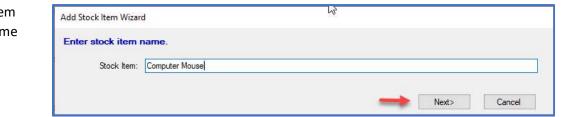
**Step 1:** From the Supply Chain drop-down, open the **Stock Item List** page.



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

File	Organization	Site	Facilities	Tools	Help
Directo	ry Account Lis	t Exp	ense Search	Locati	ons -
We	lcome Page S	tock It	em List		
New St	ock Item Assoc	iate Sto	ockroom Ec	lit Dele	te   To
Draga	column boode New St	tock Ite	m foup by t	hat colur	nn.
Nee	eds Approval		Category		

**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.

Add Stock Item Wizard	J.		
The stock item you entered already exists. • Click <previous> to return to previous pa • Click <cancel> to quit.</cancel></previous>		a.	
	< Pravinue	Navel 5	Cancel

**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**.

Add Stock Iter	m Wizard				6	
Item/Part #:	434343					
External ID:						
Category:	IT		~			
Default Cost	t/Unit:	25.00 🜲	Default Price/Unit:	<b>0</b> .00	N	
				< Previous	Next >	Cancel

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.

Cost Per Unit:	25.00 Price Per Unit:	0.00	
Purchasing Defaults Default Purchase Order is fr One Case contai			
t All Deselect   Change \ lected	/endor on Selected to:	Change Low Stock (	
ected (77)	Housekeeping Closet 1	Default vendor	Low Stock Qty
	Housekeeping Closet 2		
	Maintenance Van 1		
East Control of Contro	Ski Valet		
V	Stockroom A		
	Stockroom B		
	Stockroom C	1	
$\checkmark$	Sunset West Engineering Parts		
	Sunset West Housekeeping Supply		
	Sunset West Main Supply		
		100	

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.

ew Stock Item Associa	ate Stockroom Edit Delete	Tools - Show Inactive Items	Show P/Os Acquire - Lookup UPC:	ß	
rag a column header	here to group by that column				
Needs Approval	Category	Part/Item #	Name	Qty	Low Stock
Needs Approval	Category	Part/Item #	Name comp	Qty =	Low Stock