

Asgard Desktop Job Aide

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 <u>support@katanasoft.com</u>.

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

File Organization Site Facilities Tools Help			
Directory Account List Expense Search Locations • Assets • Work Orders • PM • Projects • Inspections •	Supply Chain - Cleans -		
Welcome Page	Stock Item List		
A	Stockroom List Vendor List		
ASGARD Service-Driven Operations	Reserves Purchase Request (RPR) Operations Purchase Request (OPR)		
Add Tools	Purchase Order		

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.

	Welcome Page Stock Item List									
New Stock Item Associate Stockroom Edit Delete Tools • 🗌 Show Inactive Items 🗹 Show P/Os Acquire • Lookup UPC:										
D	Drag a column header here to group by that the mon.									
Needs Approval		Category	Part/Item #	Name		Qty				
r				square		=				
		Heather's Plumbing	SqP3	Square Peg for Round Holes		0				
Đ		Heather's Plumbing	234566	Square Toilet Seat		49				
•				Toilet Seat - Square		-2				

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

Name:	Square T	oilet Seat		
Category: Miscellaneous				
Default Cost	/Unit:	0.00 🜲	Default Price/Unit:	
Stockrooms	ransactior	ns Stock Reduct	tions Purchasing Work Order Usa	ige
View the Last:	1 Month	h 🔹	New Transaction - Edit De	let
Drag a colur	nn heade	er here to group	Purchased/Acquired	
Drag a colur Transaction	nn heade I Group	er here to group	Purchased/Acquired Used Lost or Destroyed	
Drag a colur Transaction	nn heade Group	er here to group	Purchased/Acquired Used Lost or Destroyed Returned or Found	
Drag a colur Transaction	nn heade Group	er here to group	Purchased/Acquired Used Lost or Destroyed Returned or Found Transferred	

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 Reconcil	ed Transaction	\square	
Stockroom:	Maintenance Van 1	~	
Date:	7/31/2019 12:31 PM		
Count:	15 🖨		
Description:			
July month en	id count		~
			4

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 Li	ist Square	Toiler scar	tockroor	n List		
New Stockroom Edit Delete A	ssociate Stock	ltem View Sto	ock Item	Recon	cile/Count	Show Inact
Name						
Housekeeping Closet 1						
Stock Item	Δ	Category	Qua	antity	Low Stock Qty	Low Stock
			≤		=	
AV Cable		Electronics		6	0	
AA Battery	Reconcile/Count		48	3		
AAA Battery	Show/Hide Columns Reset Columns to Default		25	0		
Air Mattress			12	3		
Amenity Bag			-1	0		
Amenity Basket	Europet to Europi		0	0		
Apology Note	Expe	meto Excel		0	0	