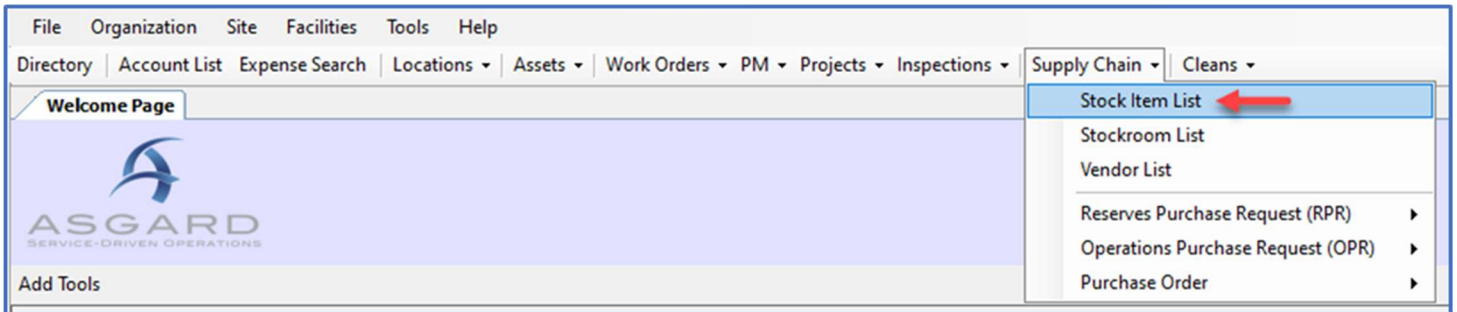


## Supply Chain Management – Lost, Destroyed, or Discarded Stock Items

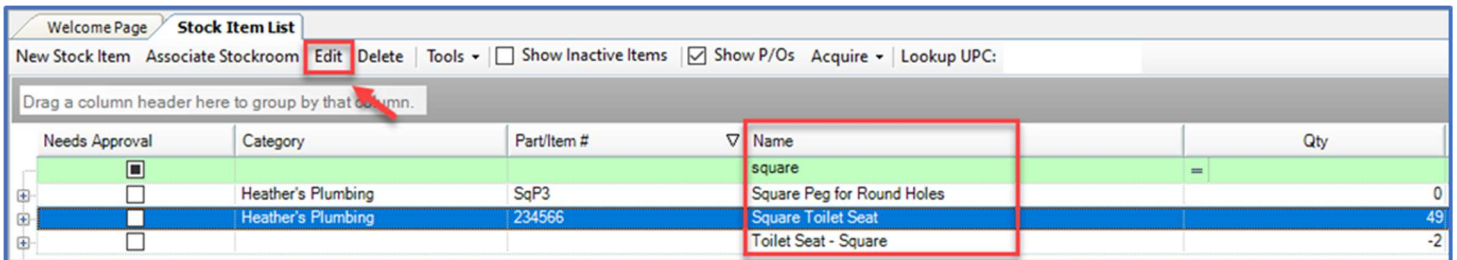
Follow the steps below to record lost, destroyed, or discarded stock items. You must have permissions to Edit Stock Items and Transactions in order to record losses in Asgard. Permissions will be granted at the request of a manager.

For assistance with inventory management, please contact [support@katanasoft.com](mailto:support@katanasoft.com).

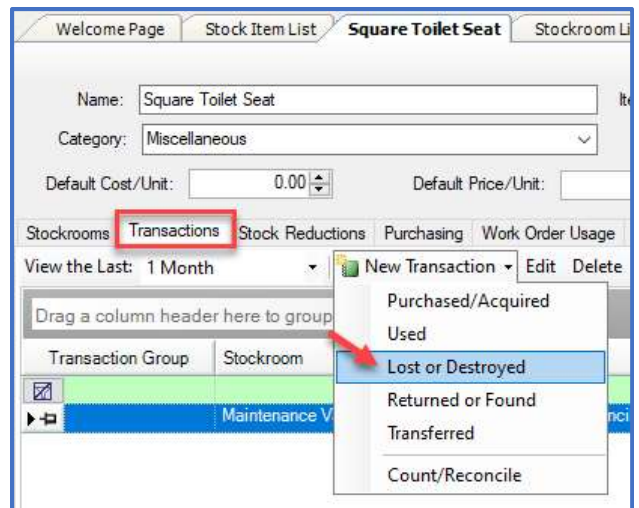
**Step 1:** From the Supply Chain drop-down, open the **Stock Item List** page.



**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 **Lost or Destroyed**.



**Step 4:** Choose the Stockroom from which Discards are pulled. Enter the Date (defaults to today) and a **positive** Quantity. A Description can be entered, if desired.

Click **OK**.

New Lost/Destroyed Transaction

Stockroom: Maintenance Van 1

Date: 8/13/2019 1:32 PM

Quantity: 3

Description: Dropped while unloading and items were broken

OK Cancel



Note: Enter a positive number in the Quantity field. Asgard will automatically subtract the number of Discards from the previous Total. The new Total will show in the **Count After Transaction** column on the Transactions tab.

Transaction Group	Stockroom	Date	Type	Quantity	Count After Transaction	Description	Cost/Unit
	Maintenance Van 1	07/31/2019	Reconciled	15	15	July month end count	
	Maintenance Van 1	08/13/2019	Lost/Destroyed	-3	12	Dropped while unloading and it...	