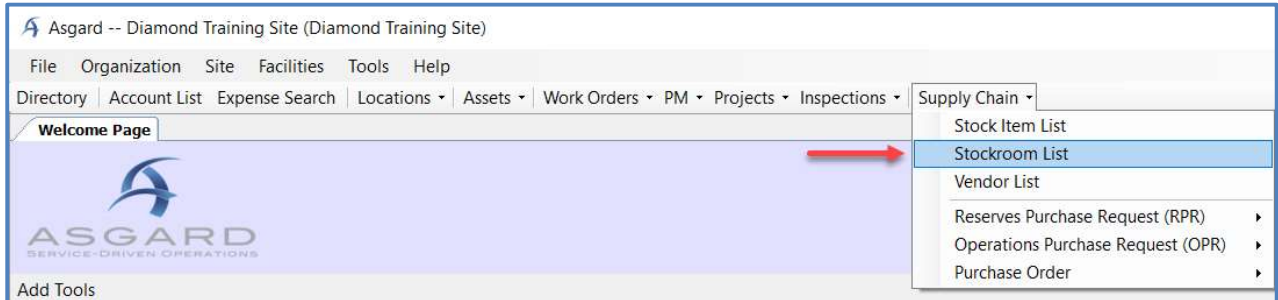


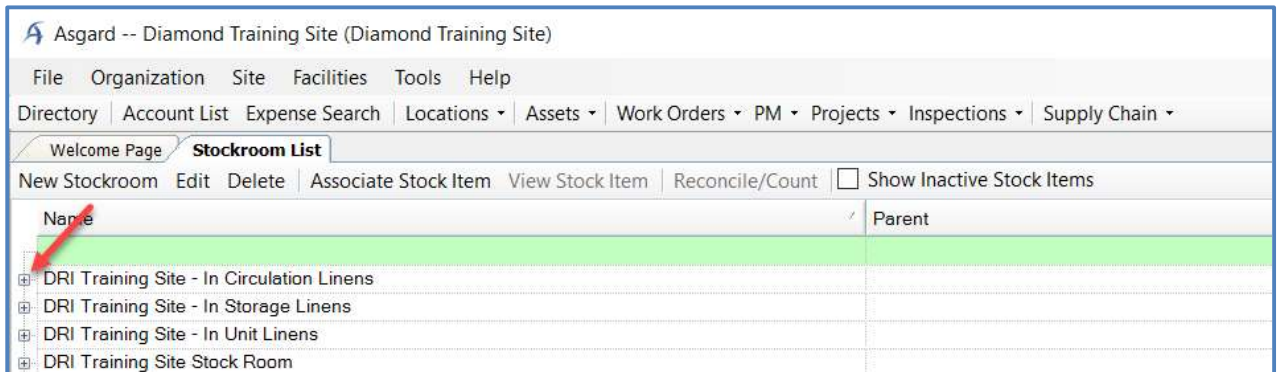
Diamond Resorts Linen Inventory Management – Entering Quarterly Linen Counts

Note: The ability to enter Transactions in Asgard is permission based. If you don't have this permission, and think you should, please contact support@katanasoft.com.

Step 1: From the Supply Chain drop-down list, select the Stockroom List.

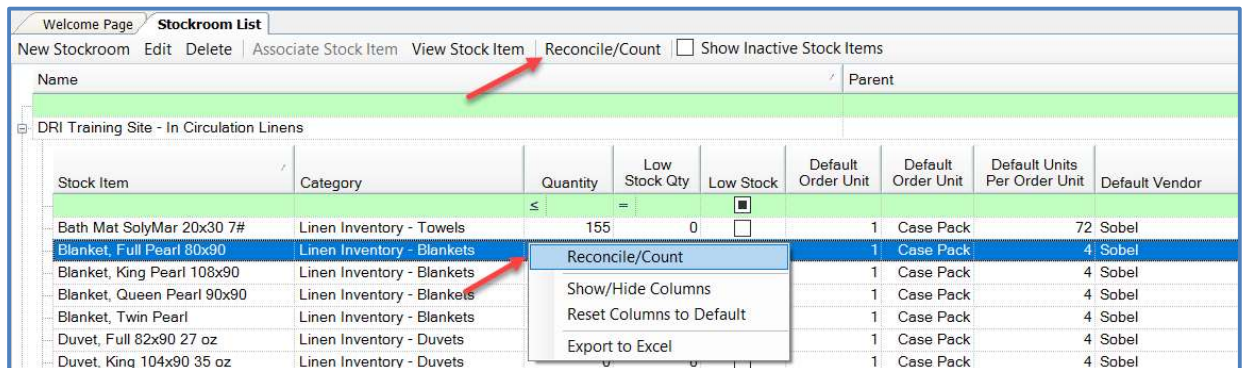


Step 2: Expand the In Circulation Linens stockroom.



- **In Circulation Linens** include, open boxes, anything in laundry, closet/carts, in **use in units**.
- **In Storage Linens** include only *un-opened boxed inventory*.
- **In Unit Linens** do not need to be counted. It is a static count of your in-unit par levels. These counts would only change if you changed your par standards or added/removed units.

Step 3: Select an item and right click to Reconcile/Count or click the Reconcile/Count button.



Step 4: On the New Reconciled Transaction window change the date to the **last day of the quarter/period**.

Enter the appropriate number for the Count.

Click OK.



In Circulation Linens and In Storage Linens must be reconciled on the last day of each quarter for reporting purposes.

New Reconciled Transaction for Blanket, Full Pearl 80x90

Stockroom: DRI Training Site - In Circulation Linens

Date: 3/31/2019 4:16 PM

Count: 10

Description:

OK Cancel



Note: You can reconcile as often as you want or need to during the quarter. But your last count must be dated with the **last day of the quarter**.

Step 5: Open the **In Storage Linens** stockroom and repeat steps 3 and 4.

Asgard -- Diamond Training Site (Diamond Training Site)

File Organization Site Facilities Tools Help

Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain

Welcome Page Stockroom List

New Stockroom Edit Delete Associate Stock Item View Stock Item Reconcile/Count Show Inactive Stock Items

Name
DRI Training Site - In Circulation Linens
DRI Training Site - In Storage Linens



Reconciling counts is like balancing a checkbook. If the variance is not significant, just update the counts. If the variance is significant, research the cause and use Used, Lost/Destroyed, or Returned/Found transactions to balance your counts.