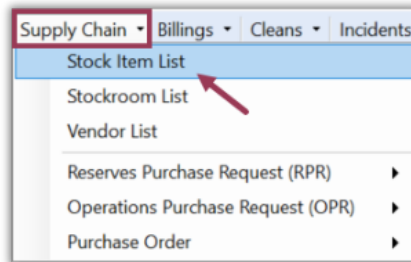
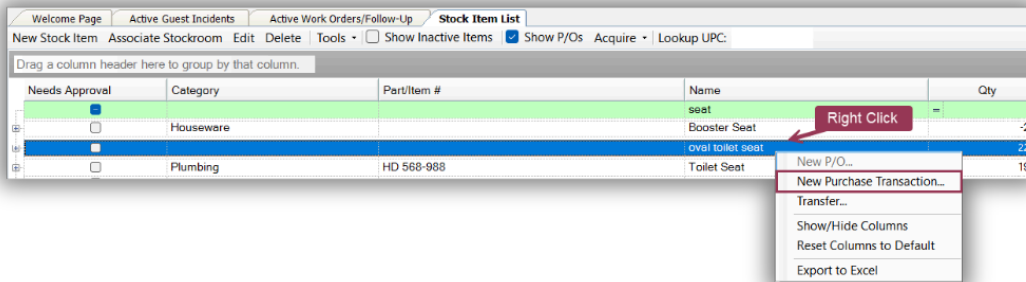


To record new inventory purchases in Asgard, follow the below steps. To add new purchases, you must have permission to edit stock items and transactions, granted by a manager upon request. For assistance with inventory management, please contact support@asgardsoftware.com.

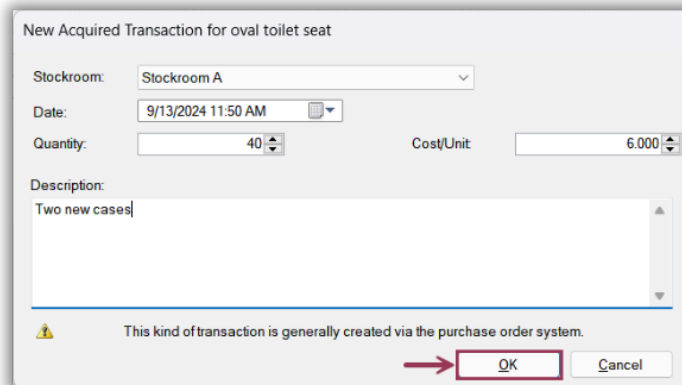
Step 1: From the Supply Chain drop-down, open the **Stock Item List** screen.



Step 2: Using the green filter bar, search for the Name of the Stock Item. Highlight the selected Item and right-click. Select **New Purchase Transaction**.



Step 3: When the New Acquired Transaction dialog opens. Select the appropriate **Stockroom**, update the **Date** if necessary (it defaults to today), and add the **Quantity**. You can also update the default **Cost/Unit**. Enter a **Description** if needed, then click **OK**.



Step 4: To add new purchases from the Stock Item **edit** screen, go to the **Transactions** tab. Open the **New Transaction** drop-down menu and select **Purchased/Acquired**. Repeat the actions for **Step 3**.

Welcome Page Stock Item List oval toilet seat

Name: oval toilet seat Item/Part #: External ID: This stock item should no longer be used (inactive)

Category: Plumbing External ID: Needs Approval

Default Cost/Unit: 0.00 Default Price/Unit: 0.00 Total Qty in Stock: 40

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Log

View the Last: 1 Month New Transaction Edit Delete

Drag a column header here to group by:

Transaction Group Stockroom

Transaction Group	Stockroom	Quantity	Count After	Description	Cost/Unit	Manufacturer
[-]	Stockroom A	40	40	Two new cases	\$6.00	

The new purchase action will appear on the Transactions screen, and the **Total Qty in Stock** will update.

Welcome Page Stock Item List oval toilet seat

Name: oval toilet seat Item/Part #: External ID: This stock item should no longer be used (inactive)

Category: Plumbing External ID: Needs Approval

Default Cost/Unit: 0.00 Default Price/Unit: 0.00 Total Qty in Stock: 62

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Log

View the Last: 1 Month New Transaction Edit Delete

Drag a column header here to group by that column.

Transaction Group	Date	Type	Quantity	Count After	Description	Cost/Unit	Manufacturer
[-]	08/12/2024 11:21	Reconciled	22	22			
[-]	08/27/2024 11:22	Acquired	40	62	Two new cases	\$6.00	

To reference how many items are in a standard box or case, click the **Stockrooms** tab and look at the **Default Order Units** and **Default Units Per Order Unit**.

Welcome Page Stock Item List oval toilet seat*

Name: oval toilet seat Item/Part #: External ID: This stock item should no longer be used (inactive)

Category: Plumbing External ID: Needs Approval

Default Cost/Unit: 0.00 Default Price/Unit: 0.00 Total Qty in Stock: 62

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Log

Add Stockroom Edit Delete

Quantity	Low Stock Qty	Default Order Unit Qty	Default Order Unit	Default Units Per Order Unit	Default Vendor	Cost/Unit	Price/Unit
62	0	1	Each	1		\$6.00	\$6.00



QUICK TIPS If you have received 2 Case Packs, you must calculate the total number of individual items yourself. Asgard does not automatically calculate the total based on your input.