

## Asgard Desktop Purchased/Acquired Transactions

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

Step 1: From the Supply Chain drop-down, op	en the Stock Item List screen.
Supply Chain  Billings  Cleans  Incide Stock Item List Stockroom List Vendor List Reserves Purchase Request (RPR) Operations Purchase Request (OPR) Purchase Order	dents

**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**.

Needs Approval Category Part/Item # Nam	ie .		Otv
seat			
Page Page Page Page Page Page Page Page		Pight Click	
B Dusewale Dous	ster Seat		-2
	toilet seat		22
Plumbing HD 568-988 Toile	et Seat Nev	v P/O	19
-	Nev	v Purchase Transaction	
	Tran	nsfer	
	Sho	w/Hide Columns	

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.

Stockroom:	Stockroom A	~	
Date:	9/13/2024 11:50 AM		
Quantity:	40 🜩	Cost/Unit	6.000
Description:			
Two new case	s		
			4
1	This kind of transaction is generally	created via the purchase order sy	vstem.

Welcome Page Stock Item List ova	l toilet seat			
Name: oval toilet seat		Item/Part #.	(	This stock item should no lo
Category:	~	External ID:	(	Needs Approval
Default Cost/Unit 0.00 🖨	Default Price/Unit:	0.00 - Total Qty in Stock:	40	
Stockrooms Transactions Stock Reduction	s Purchasing Work Order Usage UPC	s log		
View the Last: 1 Month	New Transaction - Edit Delete			
Drag a column header here to group by	Purchased/Acquired			
Transaction Grou Stockroom	Used	Quantity Count Afte Description	Cost/Unit	Manufacturer
Stockroom A	Returned or Found	40 40 Two new case	s \$6.0	0
	Transferred			
	Count/Reconcile			
The new purcha	ase action will appea	ar on the Transactions	s screen, ai	nd the
	Total Qty in S	<b>tock</b> will update. 🔪		
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Icome Page Stock Item List / oval toile	t seat			
Name: oval toilet seat	ltom/Da	1#	This stock if	em should no longer be used
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fault Cost/Unit: 0.00 🜩	Default Price/Unit: 0.00	Total Qty in Stock:	62	
ooms Transactions Stock Reductions Purc	hasing Work Order Usage UPCs Log			
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a column header here to group by that c	olumn.			
action Gr Date Type	Quantity Count Af Description	Cost/Uni Manufacturer		
08/12/2024 11:21 Reconciled	22 22			
08/27/2024 11:22 Acquired	40 62 Two new case	es \$6.00		
o reference how many	items are in a stand	ard hox or case click	the Stock	rooms tab and
	)efault Order Units	and Default Linits Pe	r Order Uni	t
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