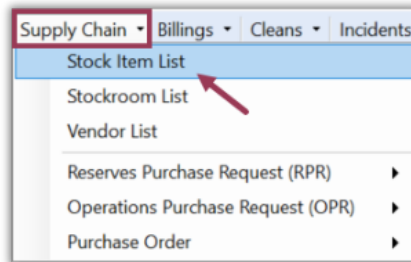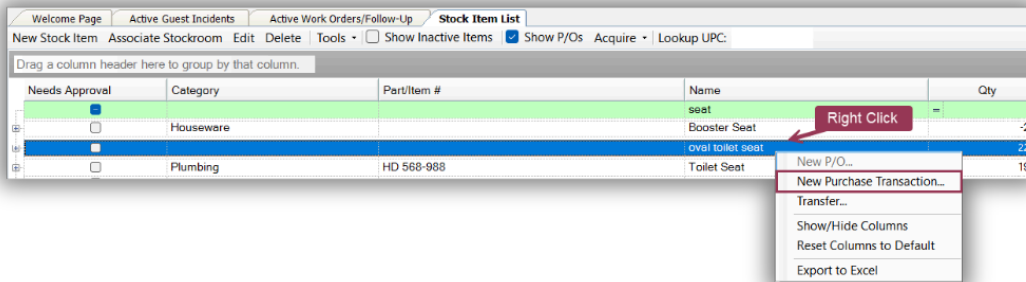To record new inventory purchases in Asgard, follow the below steps. To add new purchases, you must have permission to edit stock items and transactions, granted by a manager upon request. For assistance with inventory management, please contact support@asgardsoftware.com.
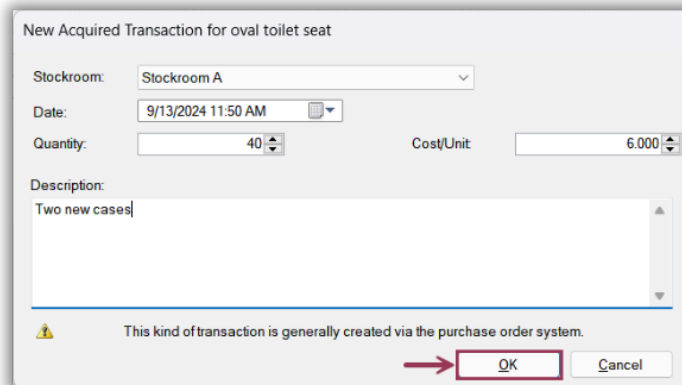
Step 1: From the Supply Chain drop-down, open the **Stock Item List** screen.

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**.

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

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.**

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.