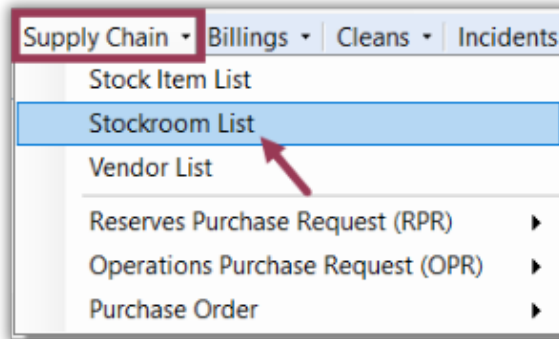
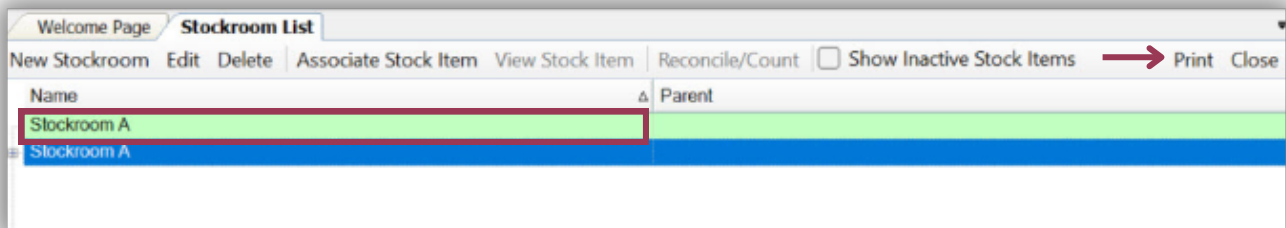


To record monthly inventory audits/counts in Asgard, follow the steps below. Permissions to Edit Stock Items and complete Transactions are required and granted by a manager upon request. For assistance with inventory management, please contact support@asgardsoftware.com.

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



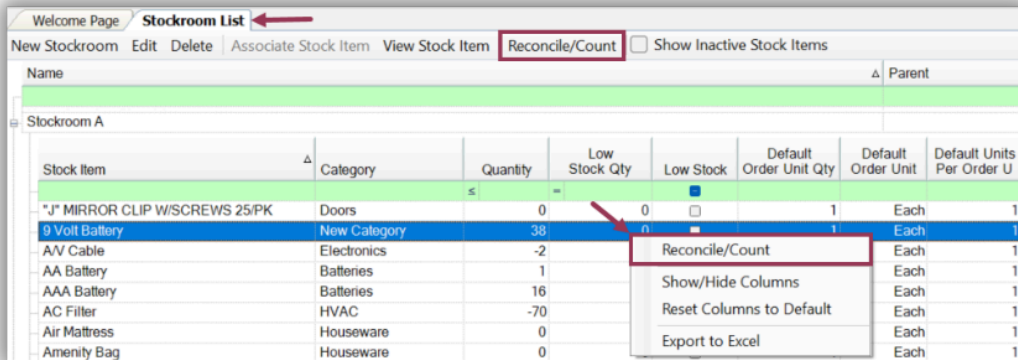
Step 2: Use the green filter bar to select the specific **Stockroom** you wish to count. Once the list shows only that **Stockroom**, click the **Print** button in the upper right corner of the screen.



This printed list will help you easily complete the Reconcile/Count of the inventory stored in the selected Stockroom.

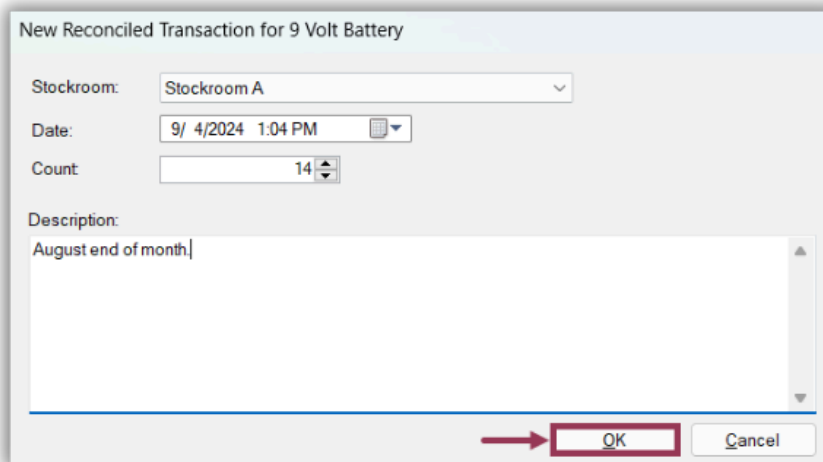
Sunset Vacation Resorts					
Stockroom List Report					
	<u>Item Number</u>	<u>Quantity</u>	<u>Low Stock</u>	<u>Cost/Unit</u>	<u>Total Cost</u>
Stockroom A					
Amenities					
Bath Soap		40		1.00	40.00
Body Wash				.00	.00
Conditioner				.00	.00
Dish Soap				.00	.00
Facial Soap				.00	.00
Hand / Body Lotion				.00	.00
Julie's Test Stock It				.00	.00
Makeup Remover				.00	.00
Mouthwash				.00	.00
Shampoo				.00	.00
		10 items in Amenities			40.00
Appliances					

Step 3: Recording Reconciliations/Counts from the **Stockroom List** can be done by either highlighting the item and right-clicking on an item and choosing **Reconcile/Count** or selecting the **Reconcile/Count** button.



Reconcile/Count overwrites the current total Quantity in the Stockroom. Enter the number you counted; you do not need to calculate the difference.

Step 4: A New Reconcile Transaction dialog box opens. The default setting will be the chosen Stockroom, today's date, and time. Enter the **Quantity** and, if needed, a **Description**. Then, click **OK**.



Make any needed edits to the fields



You can also reconcile/count from the **Stock Item screen** by clicking on the **Transactions** tab, open the **New Transaction** drop-down menu and choose **Count/Reconcile**.

