

Asgard Desktop Reconcile/Count Transactions

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 <u>support@asgardsoftware.com</u>.

Step 1: From the Su	upply Chain drop-down, open the S	ockroom	List page.
Sup	pply Chain 🝷 Billings 🔹 Cleans 🔹 Incid	ents	
	Stock Item List		
	Stockroom List		
	Vendor List		
	Reserves Purchase Request (RPR)	•	
	Operations Purchase Request (OPR)	•	
	Purchase Order	•	

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.

Welcome Page	Stockroom	List					
New Stockroom	Edit Delete	Associate Stock Item	View Stock Item	Reconcile/Count	Show Inactive Stock Items	> Print	Close
Name			۵	Parent			
Stockroom A							
Stockroom A							

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

Su	nset Vacation Stockroom List Re	Resorts			
	Item Number	Quantity	Low Stock	Cost/Unit	Total Cost
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 Ite				.00	.00
Makeup Remover				.00	.00
Mouthwash				.00	.00
Shampoo				.00	.00
	10	items in Ame	nities		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**.

w Stockroom Edit Delete Associate	Stock Item View Stock	Item Recond	cile/Count	Show Inactiv	e Stock Items			Reconcile/Count
lame						△ Paren	t	overwrites the
Stockroom A								current total
Stock Item	△ Category	Quantity	Low Stock Qty	Low Stock	Default Order Unit Qty	Default Order Unit	Default Units Per Order U	Stockroom. Enter
		٤	-					the number you
"J" MIRROR CLIP W/SCREWS 25/PK	Doors	0		0 🗆	1	Each	1	counted: you do no
9 Volt Battery	New Category	38		0 -	1	Each	1	counted, you do no
A/V Cable	Electronics	-2		Reconcile/0	Count	Each	1	need to calculate
AA Battery	Batteries	1		ch and	C I	Each	1	the difference
AAA Battery	Batteries	16		Show/Hide	Columns	Each	1	the difference.
AC Filter	HVAC	-70		Reset Colu	mns to Default	Each	1	
Air Mattress	Houseware	0		Evenant to E	weel	Each	1	
Amenity Bag	Houseware	0		export to E	xcei	Each	1	

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**.

Stockroom:	Stockroom A		~			
Date:	9/ 4/2024 1:04 PM					
Count	14 韋]				
Description						Make any need
August end of	month					edits to the her
. again and a						
					T	
		_	-> OK	Cancel		
You can tab	also reconcile/o , open the New	count from the Transaction d	Stock Iter	n screen by menu and o	y clickir choose	ng on the Transac t Count/Reconcile .
You can tab	also reconcile/o , open the New	count from the Transaction d	Stock Iter Irop-down	n screen by menu and d	y clickir choose	ng on the Transac t Count/Reconcile .
You can tab	also reconcile/o , open the New	count from the Transaction d Welcome Page Sto Name: oval toilet	Stock Iter Irop-down	n screen by menu and d	y clickir choose	ng on the Transac t Count/Reconcile .
You can tab	also reconcile/o , open the New	Count from the Transaction d Welcome Page Sto Name: oval toilet Category: Plumbing	Stock Iter Irop-down ock Item List / oval t	n screen by menu and o oilet seat	y clickir choose	ng on the Transac t Count/Reconcile .
You can tab	also reconcile/o , open the New	Count from the Transaction d Welcome Page Sto Name: oval toilet Category: Plumbing Default Cost/Unit	Stock Iter Irop-down ock Item List / oval t t seat	n screen by menu and d oilet seat Default Price/Unit	y clickir choose	ng on the Transac t Count/Reconcile .
You can tab	also reconcile/o , open the New	Count from the Transaction d Welcome Page Sto Name: oval toilet Category: Plumbing Default Cost/Unit:	Stock Iter Irop-down ock Item List / oval t t seat 9 0.00 🗣	n screen by menu and d oilet seat Default Price/Unit	y clickir choose	ng on the Transac t Count/Reconcile .
You can tab	also reconcile/o , open the New	Count from the Transaction of Welcome Page Sto Name: oval toilet Category: Plumbing Default Cost/Unit: Stockrooms Transactions View the Last: 1 Month	Stock Iter Irop-down ock Item List / oval t t seat 0.00 Stock Reductions I	n screen by menu and d oilet seat Default Price/Uni Purchasing Work Order New Transaction Ed	y clickir choose	ng on the Transac t Count/Reconcile .
You can tab	also reconcile/o , open the New	Count from the Transaction of Welcome Page Sto Name: oval toilet Category: Plumbing Default Cost/Unit: Stockrooms Transactions View the Last: 1 Month Drag a column header	Stock Iter Irop-down ock Item List / oval t t seat 0.00 + Stock Reductions 1 h	n screen by menu and d oilet seat Default Price/Unil Purchased/Acquired Purchased/Acquired	y clickir choose	ng on the Transac t Count/Reconcile .
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