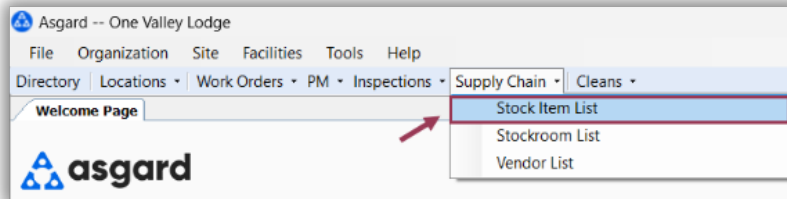
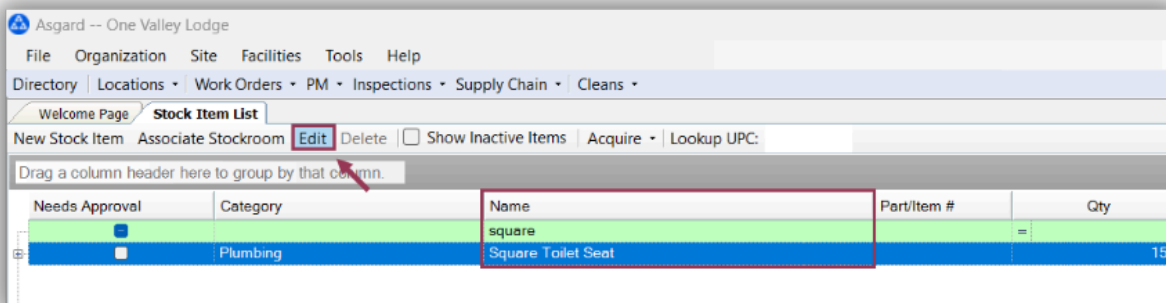


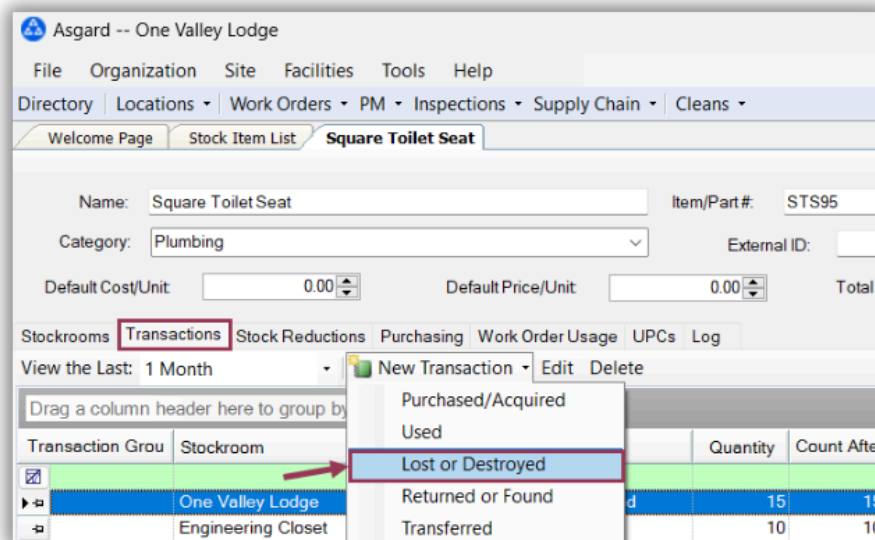
Step 1: From the **Supply Chain** tab, select **Stock Item List**.



Step 2: Using the green filter bar, search for the Name of the Stock Item. Once located, highlight the item and either double-click or click the **Edit** button.



Step 3: On the Stock Item screen, click the **Transactions** tab, open the **New Transaction** drop-down, and select **Lost or Destroyed**.



Step 4: Choose the Stockroom from which the Lost/Destroyed/Discarded stock item is being pulled. The **Date** defaults to today, but you can update it if needed. Enter the **Quantity*** as a positive number and add a **Description** if desired.

New Lost/Destroyed Transaction

Stockroom: Engineering Closet

Date: 9/13/2024 1:38 PM

Quantity: 2

Description: dropped while unloading and items were broken

OK Cancel

***Enter a positive number in the Quantity field. Asgard will automatically subtract the number of Discards from the current Total. The updated Total will display in the "Count After Transaction" column under the Transactions tab.**

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	Stockroom	Date	Type	Quantity	Count After Transaction	Description
	Engineering Closet	09/13/2024 10:37	Last/Destroyed	-2	8	dropped while unloading...