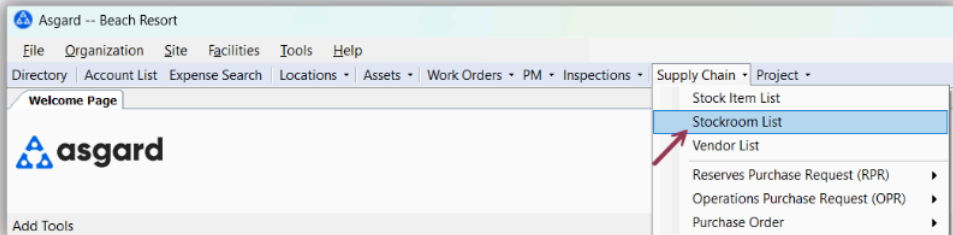
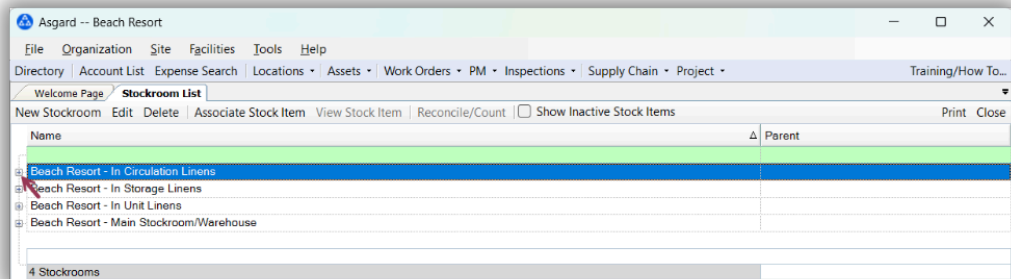


The ability to enter Inventory Transactions in Asgard is permission based. If you don't have this permission, and think you should, please contact support@asgardsoftware.com.

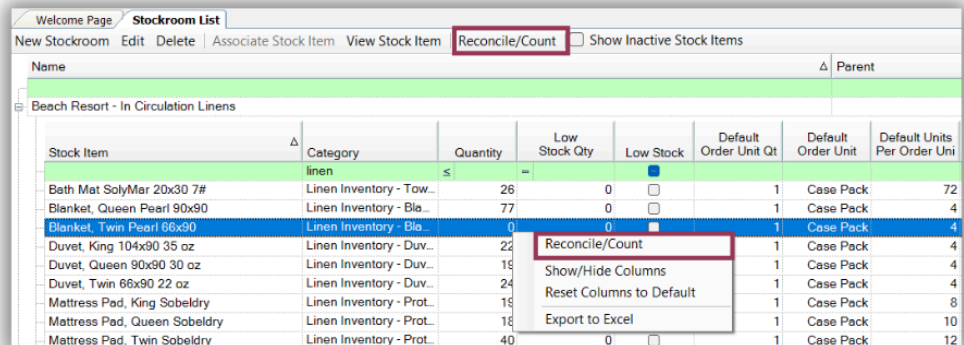
Step 1: From the Supply Chain drop-down select **Stockroom List**.



Step 2: Highlight the **stockroom** you're looking for, then click the **plus sign (+)** to expand and view the stock items.



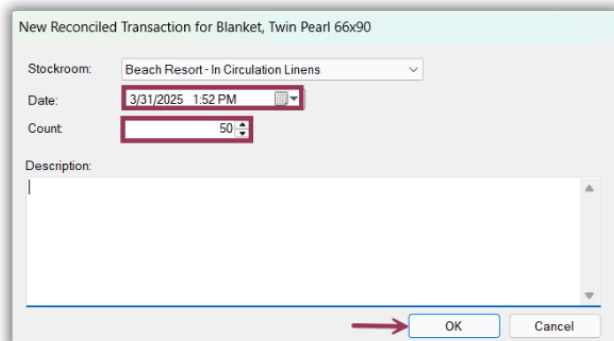
Step 3: Select an item and right click to **Reconcile/Count** or click the **Reconcile/Count** button.



Step 4: When the New Reconciled Transaction window opens, change the date to the last day of the quarter/period. For example, change the date to 3/31/2025 when entering your 2025 Q1 counts.

Enter the appropriate **number** for the Count.

Click **OK**.



Step 5: Repeat step 4 for every item in the stockroom, including the items you do not carry. **Reconcile items you do not carry to 0.**

The dialog box is titled "New Reconciled Transaction for Pillow, Standard - FIRM 20x26". It contains the following fields:

- Stockroom:** A dropdown menu showing "Beach Resort - In Circulation Linens".
- Date:** A date and time picker showing "3/31/2025 1:55 PM".
- Count:** A numeric input field showing "0".
- Description:** A large text area for additional details.

At the bottom right, there are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

Step 6: Open **Beach Resort - In Storage Linens** stockroom and repeat **Steps 4 and 5**.

The screenshot shows the "Asgard -- Beach Resort" application window. The "Stockroom List" tab is active, displaying a table of stockrooms. A red arrow points to the "Beach Resort - In Storage Linens" entry.

Name	Parent
Beach Resort - In Circulation Linens	
Beach Resort - In Storage Linens	
Beach Resort - In Unit Linens	
Beach Resort - Main Stockroom/Warehouse	

At the bottom of the table, it says "4 Stockrooms".