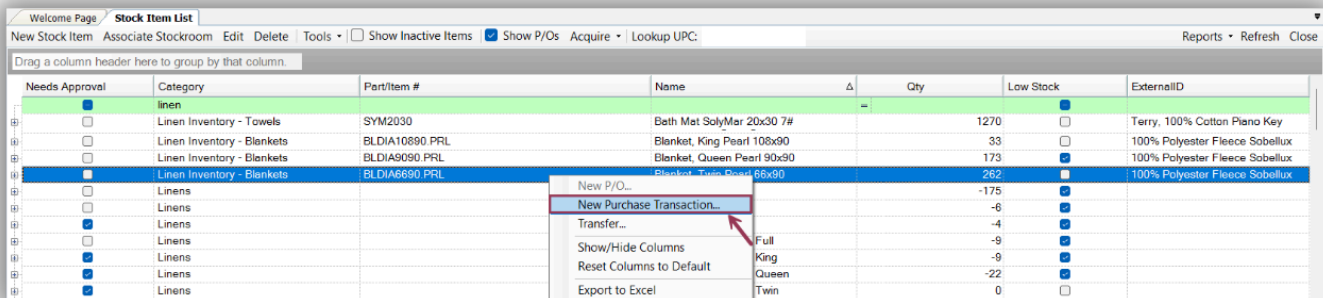


The ability to view Stock Items and enter Transactions in Asgard is permission-based. If you don't have this permission, and think you should, please contact support@asgardsoftware.com.

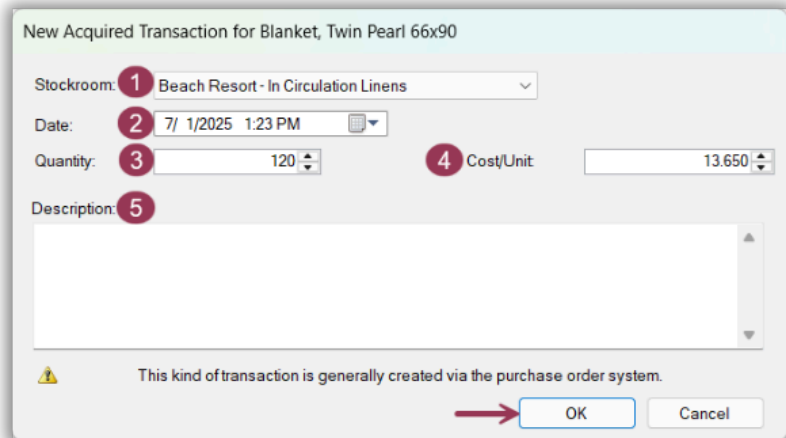
Step 1: From the **Stock Item List**, use the green filter bar to filter by Linens and then by the name of the stock item. Highlight the **Item** and right-click. Select **New Purchase Transaction**.



Step 2: When the New Acquired Transaction window opens:

1. Select the **Appropriate Stockroom**.
2. Enter the **Date**.
3. Enter the **Quantity**.
4. Update the **Cost/Unit**, if necessary.
5. Add a **Description**, if necessary.

Click **OK**.



New Acquired Transaction for Blanket, Twin Pearl 66x90

Stockroom: 1 Beach Resort - In Circulation Linens

Date: 2 7/ 1/2025 1:23 PM

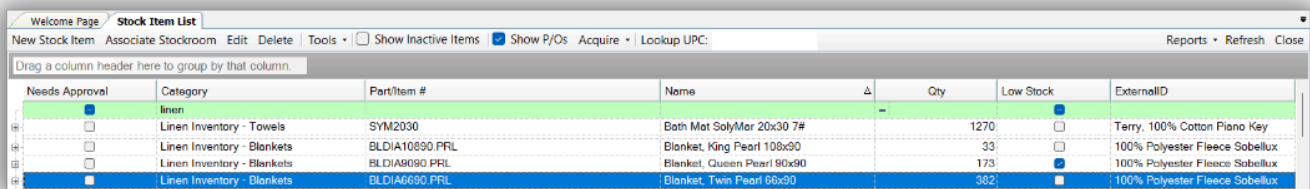
Quantity: 3 120

Cost/Unit: 4 13.650

Description: 5

This kind of transaction is generally created via the purchase order system.

OK Cancel



Needs Approval	Category	Part/Item #	Name	Δ	Qty	Low Stock	ExternalID
<input type="checkbox"/>	linen					<input type="checkbox"/>	
<input type="checkbox"/>	Linen Inventory - Towels	SYM2030	Bath Mat SolyMar 20x30 7#		1270	<input type="checkbox"/>	Terry, 100% Cotton Piano Key
<input type="checkbox"/>	Linen Inventory - Blankets	BLDIA10890.PRL	Blanket, King Pearl 108x90		33	<input type="checkbox"/>	100% Polyester Fleece Sobellux
<input type="checkbox"/>	Linen Inventory - Blankets	BLDIA9090.PRL	Blanket, Queen Pearl 90x90		173	<input checked="" type="checkbox"/>	100% Polyester Fleece Sobellux
<input type="checkbox"/>	Linen Inventory - Blankets	BLDIA6690.PRL	Blanket, Twin Pearl 66x90		362	<input checked="" type="checkbox"/>	100% Polyester Fleece Sobellux

Repeat these steps for as many linen stock item new purchases as needed.