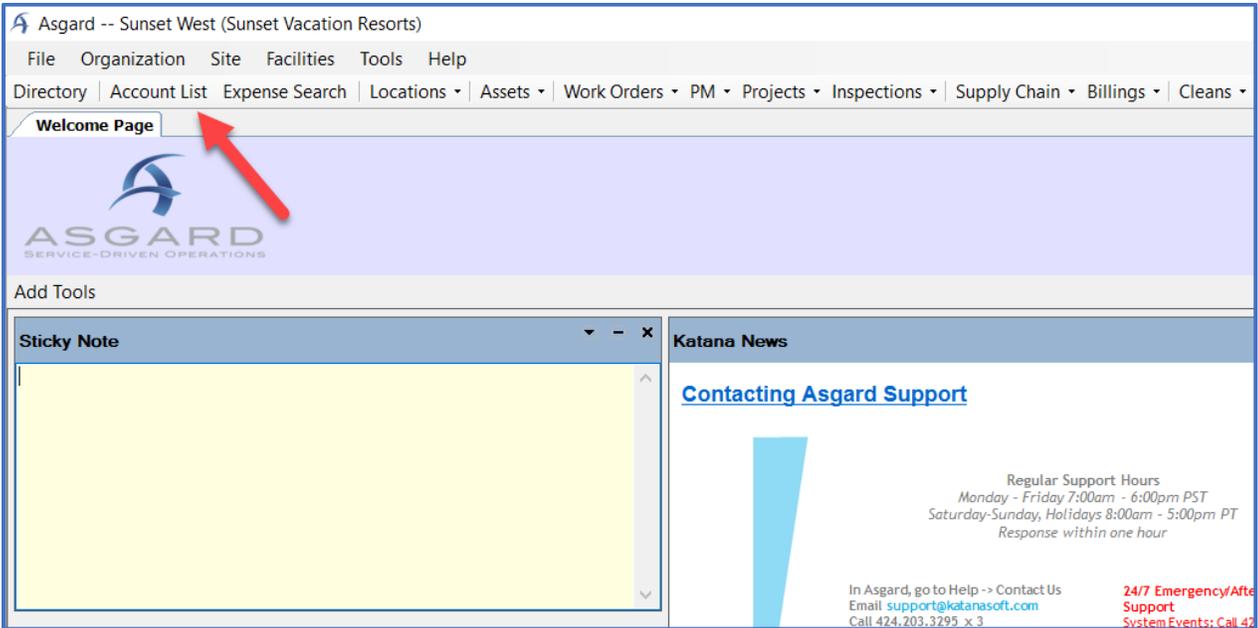


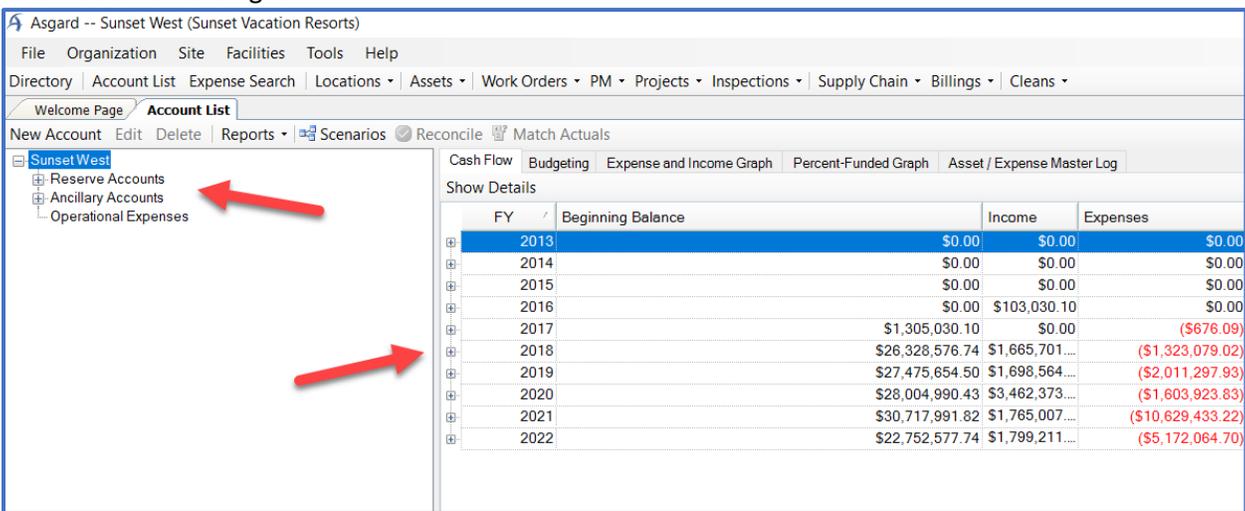
## Account List Overview

Review the steps below on how to navigate the Account List Tab. For more questions on how to utilize these tools, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com).

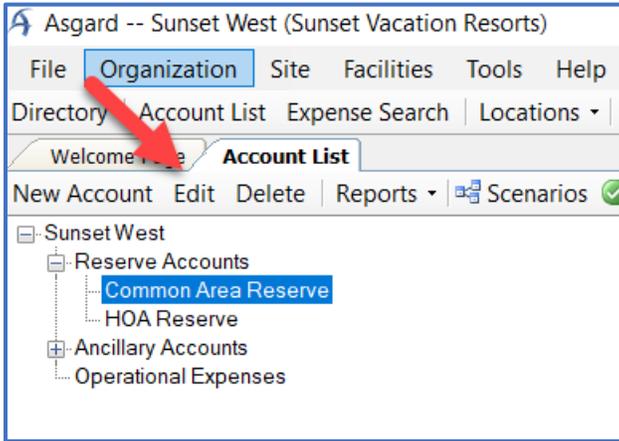
**Step 1:** Open the Account List by clicking the button found at the top of the working screen in Asgard.



**Step 2:** The window is separated into two parts: The Account selection list on the left, and corresponding account information on the right.



**Step 3:** To view the details of any account, double-click the account, or select it and click Edit. This will open the Account Details window.



**Step 4:** In the top portion of the Account Details window are details like the Account Type, the Interest Rate, Tax Rate and Horizon in Years. In the middle portion of the window is a detailed list of expenses in the selected account. In the bottom of the window is graphs representing the data in the selected account.

The screenshot displays the 'Common Area Reserve' Account Details window. The top section contains account information: Name (Common Area Reserve), External ID, Descriptor, Account Type (Reserve), G/L Account (None), Interest Rate (2.00% in 2013), Tax Rate (0.00%), Contingency Factor (0.00%), Beginning Balance (1200000.00), Beginning Balance Date (1/1/2017), and Horizon in Years (31). Below this is a table of expenses with columns for Start, End, Name, Report Grouping, Status, G/L Co, Asset Category, Asset Type, Planned \$, Est. Cost to Repl, Forecast \$, Actual \$, Planned Qty, Actual Qty, Funding A, and Notes. The table lists various expenses like 'Bicycle', 'Tennis Balls', and 'Tennis Racket'. At the bottom, there is a 3D pie chart titled 'Expense Costs, FY2018' showing a single blue slice representing 100.00% of the total expenses.

Star	End	Name	Report Grouping	Status	G/L Co	Asset Category	Asset Type	Planned \$	Est. Cost to Repl	Forecast \$	Actual \$	Planned Qty	Actual Qty	Funding A	Notes
01/01/2018															
10/...	10/17/2018	Bicycle		Closed		Club house	[Non-Asset]	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	10.00	10.00	\$0.00	
03/...	03/14/2019	Tennis Balls (pack of 3)		Not started		Tennis Courts	Tennis Balls (pack...	\$1,030.00	\$1,030.00	\$1,030.00	\$0.00	10.00	0.00		
03/...	03/14/2020	Tennis Balls (pack of 3)		Not started		Tennis Courts	Tennis Balls (pack...	\$1,060.90	\$1,060.90	\$1,060.90	\$0.00	10.00	0.00		
03/...	03/14/2021	Tennis Balls (pack of 3)		Not started		Tennis Courts	Tennis Balls (pack...	\$1,092.73	\$1,092.73	\$1,092.73	\$0.00	10.00	0.00		
06/...	06/05/2021	Tennis Racket, Wimbledon		Not started		Tennis Courts	Tennis Racket, Wi...	\$360.16	\$360.16	\$360.16	\$0.00	10.00	0.00		
03/...	03/14/2022	Tennis Balls (pack of 3)		Not started		Tennis Courts	Tennis Balls (pack...	\$1,125.51	\$1,125.51	\$1,125.51	\$0.00	10.00	0.00		
03/...	03/14/2023	Tennis Balls (pack of 3)		Not started		Tennis Courts	Tennis Balls (pack...	\$1,159.27	\$1,159.27	\$1,159.27	\$0.00	10.00	0.00		
06/...	06/05/2023	Tennis Racket, Wimbledon		Not started		Tennis Courts	Tennis Racket, Wi...	\$382.10	\$382.10	\$382.10	\$0.00	10.00	0.00		
07/...	07/17/2023	Air Handling Unit		Not started		Heat & Air Equipo...	Air Handling Unit	\$9,407.41	\$9,407.41	\$9,407.41	\$0.00	1.00	0.00		
Grand Summaries								63 Expenses	\$335,743.76	\$335,743.76	\$1,000.00			\$0.00	

**Step 5:** Going back to the Account List, we will find a series of tabs. The Cash Flow tab reflects the account information in a list form, with numerical values available at first glance for each Fiscal Year.

*Note: Any year can be viewed in more detail by double-clicking or selecting the year and clicking Show Details.*

FY	Beginning Balance
2016	\$1,200.0
2017	\$1,305.0
2018	\$1,328.4
2019	\$1,461.3
2020	\$1,597.8
2021	\$1,845.4



**Note:** The options in Step 6 will only be available to users with Edit permissions in Asgard. For more information regarding permissions, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com).

**Step 6:** The Budgeting Tab shows a list of assets and their associated costs for the chosen Fiscal Year. In this window, you also have the option to Add an Expense, Add an Actual and remove specific assets and expenses from a budget year.

Date	G/L Account	Status	Name	Report Group	Planned
11/22/2018		Closed	Water Heater-Bldg 19		\$126,258
01/27/2018		Not started	Water Heater-Bldg 14	Test Report	\$76,991
10/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 16		\$28,115
06/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 14		\$22,323
03/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 13		\$18,743
06/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 12		\$28,115
02/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 11	Test Report	\$28,115
07/17/2018		Not started	Tile-6x6-Bldg 29		\$1,248
07/02/2018		Not started	Tile-6x6-Bldg 28		\$1,248
04/29/2018		Not started	Tile-6x6-Bldg 27		\$1,239

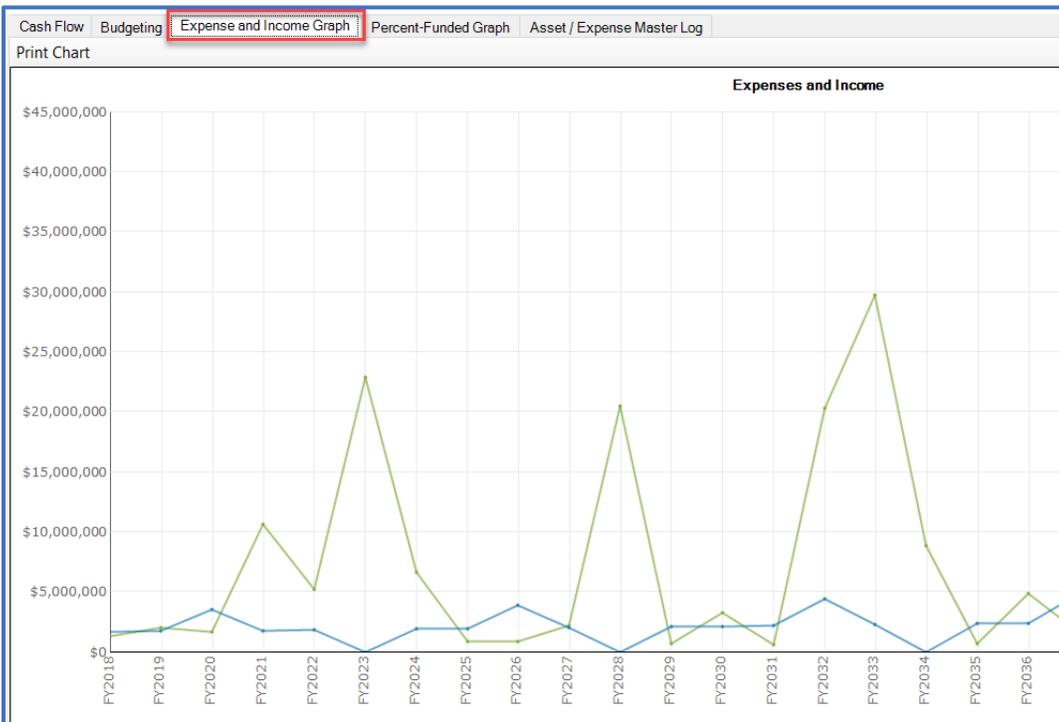
**Step 6a:** You can change the Fiscal Year by opening the drop-down menu and selecting a different budget year.

Date	G/L Account	Status	Name
11/22/2018		Closed	Water Heater-Bldg 19
01/27/2018		Not started	Water Heater-Bldg 14
10/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 16
06/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 14
03/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 13
06/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 12

**Step 6b:** You can search quickly through the expenses by using the green row at the top of the list as a filter to narrow the results.

Cash Flow   Budgeting   Expense and Income Graph   Percent-Funded Graph   Asset / Expense Master Log			
Fiscal Year: 2018 ▾ Add Expense Edit Delete   Mark Approved Merge Duplicate   Add Actual			
Date	G/L Accou	Status	Name
11/22/2018		Closed	Water Heater-Bldg 19
01/27/2018		Not started	Water Heater-Bldg 14
10/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 16
06/01/2018		Not started	Washer/Dryer-Stacked Thin Twin 27"-Bldg 14

**Step 7:** The Expense and Income Graph tab and the Percent-Funded Graph tab provide visual representations of the data in the selected account.



Sunset West Reserve Accounts

