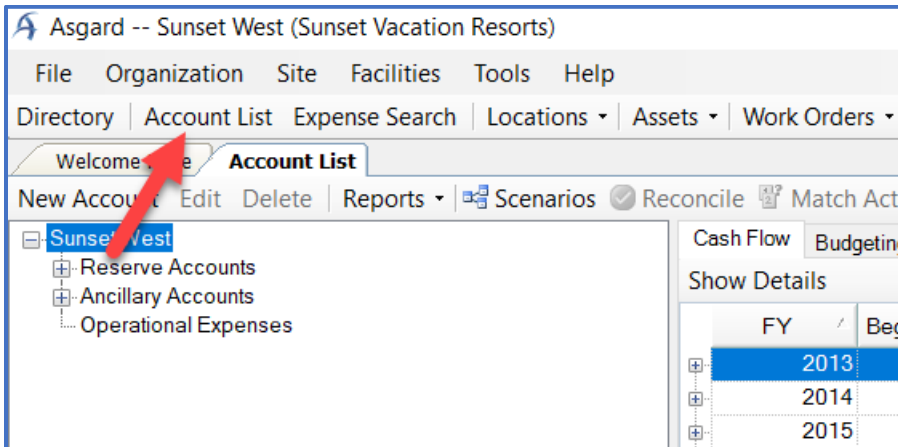


## Adding an Assessment

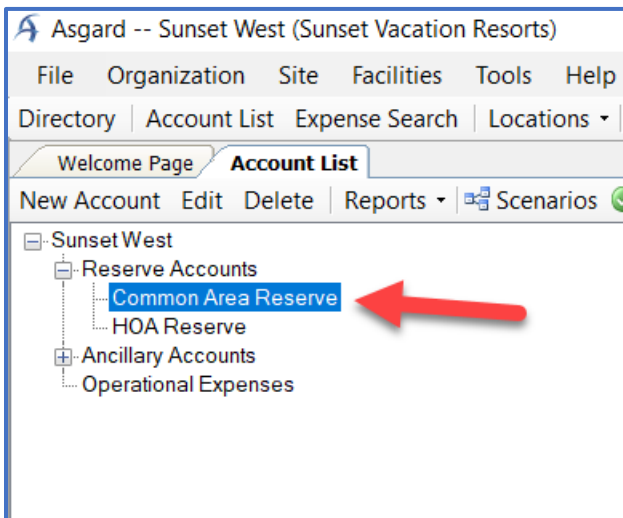
Follow the steps below to add an assessment to an account. For assistance with Assets and Reserves, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com).

**Scenario:** You know how much your owner assessments are for the current year and want to factor in an increase for the next 10 years.

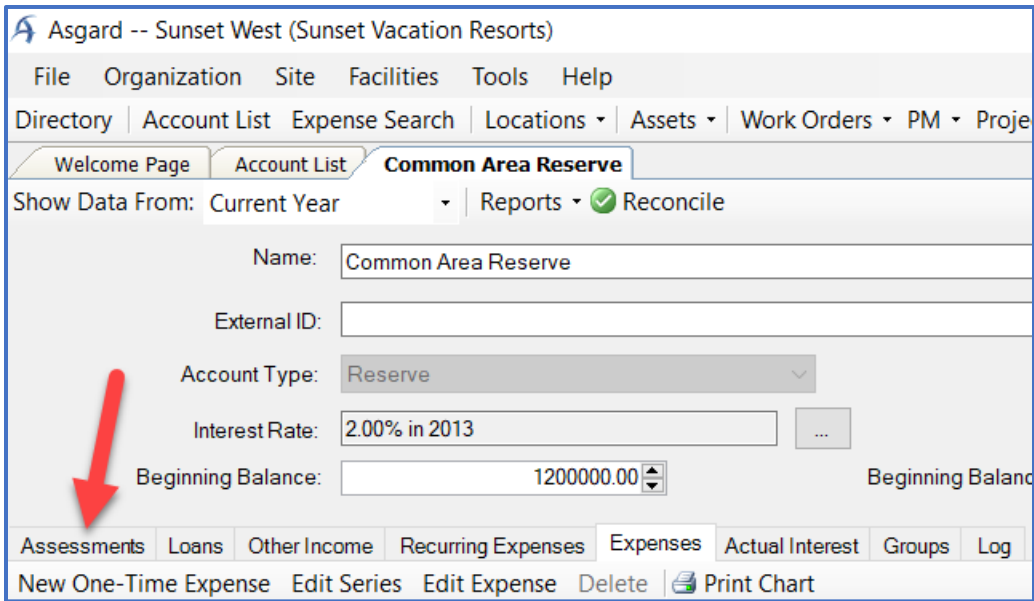
**Step 1:** Click the Account List button to open the Account List Page.



**Step 2:** On the Account List page double-click the Account associated with the Assessment to open the Account details.



**Step 3:** Click on the Assessments tab.



Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

Directory | Account List Expense Search | Locations ▾ | Assets ▾ | Work Orders ▾ | PM ▾ | Proj

Welcome Page Account List **Common Area Reserve**

Show Data From: Current Year ▾ | Reports ▾  Reconcile

Name: Common Area Reserve

External ID:

Account Type: Reserve ▾

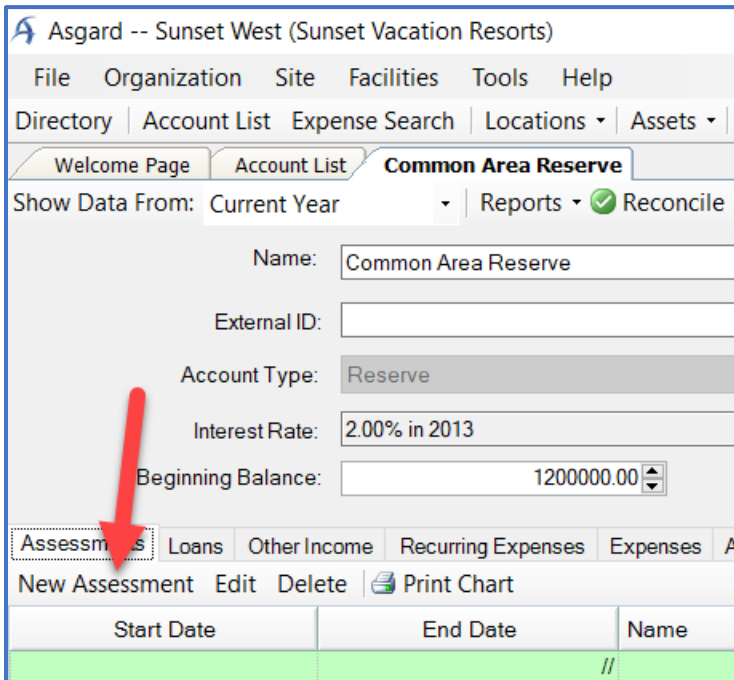
Interest Rate: 2.00% in 2013

Beginning Balance:  Beginning Balance

Assessments Loans Other Income Recurring Expenses Expenses Actual Interest Groups Log

New One-Time Expense Edit Series Edit Expense Delete

**Step 4:** Click the New Assessment button.



Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

Directory | Account List Expense Search | Locations ▾ | Assets ▾ |

Welcome Page Account List **Common Area Reserve**

Show Data From: Current Year ▾ | Reports ▾  Reconcile

Name: Common Area Reserve

External ID:

Account Type: Reserve

Interest Rate: 2.00% in 2013

Beginning Balance:

Assessments Loans Other Income Recurring Expenses Expenses A

New Assessment Edit Delete

Start Date	End Date	Name
		//

**Step 5:** When the New Assessment dialog box opens, enter in the Assessment information.

The 'New Assessment' dialog box contains the following information:

- Name: Annual Assessment
- G/L Account: [None]
- This is a special assessment
- Lots: 100
- Lot Caption: Units
- Base Amount: 1206299.00
- Period: Annual
- Starting: 8/ 2/2018
- Ending:  8/ 2/2018
- Description: [Empty text area]

The 'Adjustment Factors' table is as follows:

Per Unit	Total	Factor	FY
\$12,062.99	\$1,206,299	0.00	2018
\$12,062.99	\$1,206,299	0.00	2019
\$12,062.99	\$1,206,299	0.00	2020
\$12,062.99	\$1,206,299	0.00	2021
\$12,062.99	\$1,206,299	0.00	2022
\$12,062.99	\$1,206,299	0.00	2023
\$12,062.99	\$1,206,299	0.00	2024
\$12,062.99	\$1,206,299	0.00	2025
\$12,062.99	\$1,206,299	0.00	2026
\$12,062.99	\$1,206,299	0.00	2027
\$12,062.99	\$1,206,299	0.00	2028
\$12,062.99	\$1,206,299	0.00	2029
\$12,062.99	\$1,206,299	0.00	2030
\$12,062.99	\$1,206,299	0.00	2031
\$12,062.99	\$1,206,299	0.00	2032
\$12,062.99	\$1,206,299	0.00	2033
\$12,062.99	\$1,206,299	0.00	2034
\$12,062.99	\$1,206,299	0.00	2035
\$12,062.99	\$1,206,299	0.00	2036
\$12,062.99	\$1,206,299	0.00	2037

Buttons: OK, Cancel

**Step 6:** To apply a factor, enter the percentage for the appropriate year under Adjustment Factors in the New Assessment dialog box and click OK.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'Factor' column header in the 'Adjustment Factors' table.

Per Unit	Total	Factor	FY
\$12,062.99	\$1,206,299	0.00	2018
\$12,062.99	\$1,206,299	0.00	2019
\$12,062.99	\$1,206,299	0.00	2020
\$12,062.99	\$1,206,299	0.00	2021
\$12,062.99	\$1,206,299	0.00	2022
\$12,062.99	\$1,206,299	0.00	2023
\$12,062.99	\$1,206,299	0.00	2024
\$12,062.99	\$1,206,299	0.00	2025
\$12,062.99	\$1,206,299	0.00	2026
\$12,062.99	\$1,206,299	0.00	2027
\$12,062.99	\$1,206,299	0.00	2028
\$12,062.99	\$1,206,299	0.00	2029
\$12,062.99	\$1,206,299	0.00	2030
\$12,062.99	\$1,206,299	0.00	2031
\$12,062.99	\$1,206,299	0.00	2032
\$12,062.99	\$1,206,299	0.00	2033
\$12,062.99	\$1,206,299	0.00	2034
\$12,062.99	\$1,206,299	0.00	2035
\$12,062.99	\$1,206,299	0.00	2036
\$12,062.99	\$1,206,299	0.00	2037

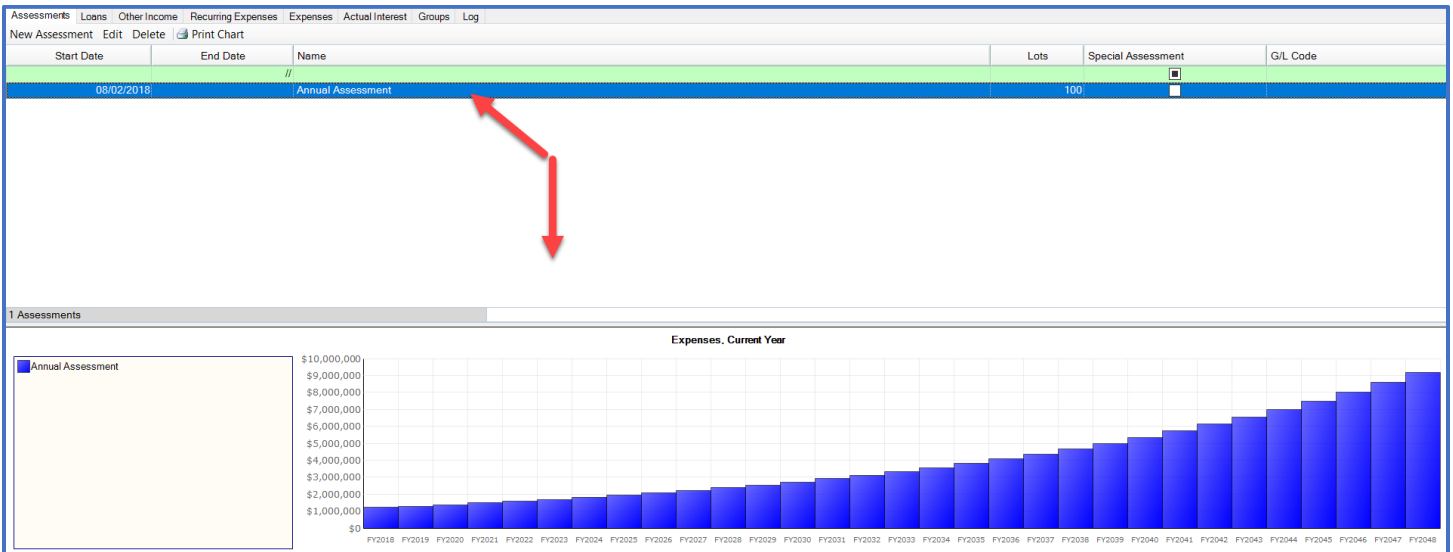
Buttons: OK, Cancel



When adding a factor, the system will automatically apply that percentage to all later years.

Per Unit	Total	Factor	FY
\$12,062.99	\$1,206,299	0.00	2018
\$12,907.40	\$1,290,740	7.00	2019
\$13,810.92	\$1,381,092	7.00	2020
\$14,777.68	\$1,477,768	7.00	2021
\$15,812.12	\$1,581,212	7.00	2022
\$16,918.97	\$1,691,897	7.00	2023
\$18,103.29	\$1,810,329	7.00	2024
\$19,370.52	\$1,937,052	7.00	2025

**Step 7:** When the Account page refreshes the new Assessment will be listed with a graphical display of the information shown below.



**Note:** For unique assessment circumstances, there is a Special Assessment box that can be checked.

New Assessment

Name: Annual Assessment

G/L Account: [None]

This is a special assessment

Lots: 100

Lot Caption: Units

Base Amount: 1206299.00