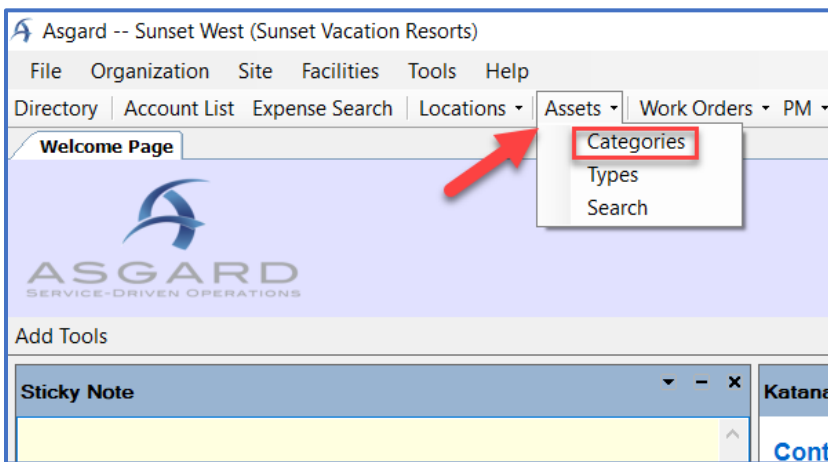


## Creating New Assets

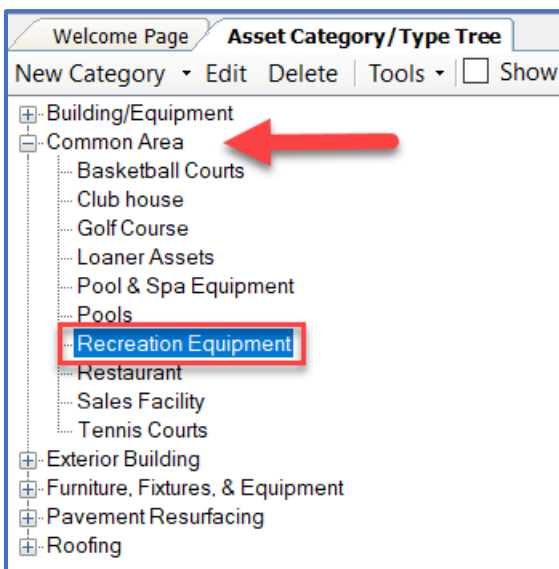
Follow the steps below to create a new asset as a recurring expense. For assistance with Assets and Reserves, please contact [finance@katanasoftware.com](mailto:finance@katanasoftware.com).

*Scenario: Your site just purchased 10 new bicycles for guest use, at a cost of \$100 each, and they will need to be replaced every 5 years.*

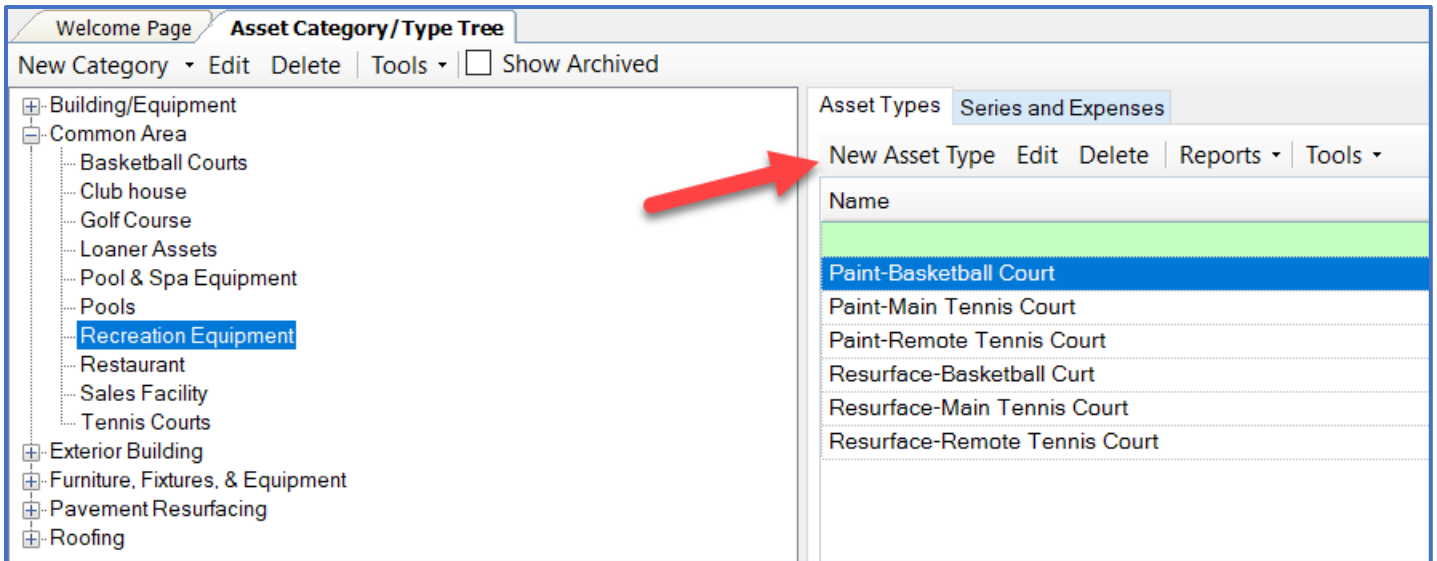
**Step 1:** Click the Assets Drop Down and choose Categories to open the Asset Category/Type Tree page.



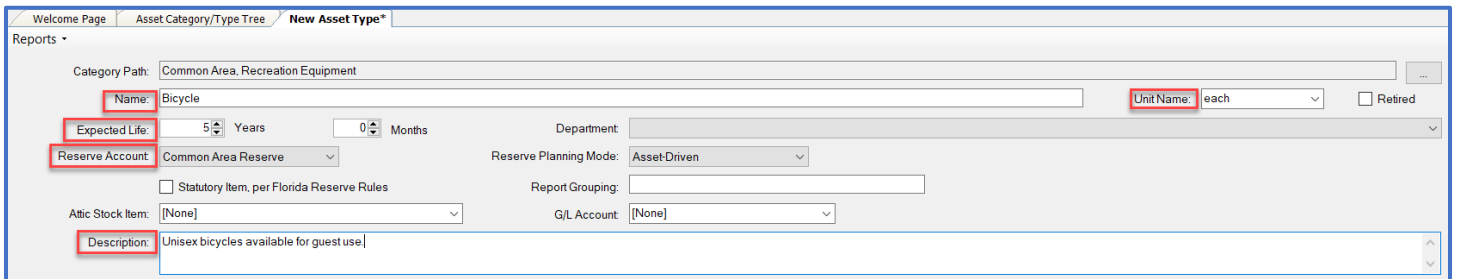
**Step 2:** On the Asset Category/Type Tree page, expand the Asset Tree by clicking on the plus signs. Highlight the category of the new asset by clicking once on the desired category path.



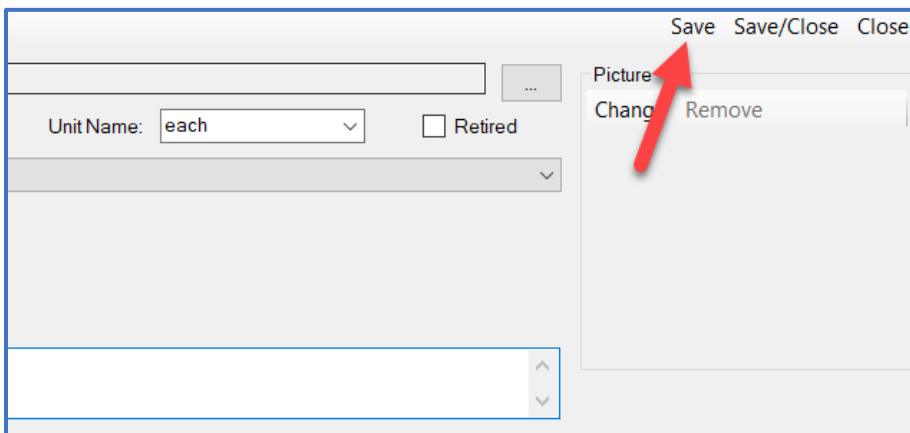
**Step 3:** Click on the New Asset Type button to open the New Asset Type dialog page.



**Step 4:** On the New Asset Type dialog page, fill in the Name (name of the asset), Unit Name (Each, Sq. Feet, Lump Sum), Expected Life, Reserve Account, and a short description if available.



**Step 5:** Click the Save button.





Note: Red exclamation balloons in Asgard denote **required fields**. These must be populated before being able to proceed.

Category Path: Common Area, Recreation Equipment  
Name: [Red exclamation balloon] Unit Name: [Red exclamation balloon]  
Expected Life: 0 Years 0 Months  
Reserve Account: [None] Reserve Planning Mode: Asset-Driven  
Statutory Item, per Florida Reserve Rules:  Report Grouping: [ ]  
Attic Stock Item: [None] G/L Account: [None]  
Description: [ ]

**Step 6:** Click on the New Asset button found on the Assets tab in the second half of the screen to create an Asset Instance.

Welcome Page Asset Category/Type Tree **Bicycle**  
Reports ▾  
Category Path: Common Area, Recreation Equipment  
Name: Bicycle  
Expected Life: 5 Years 0 Months  
Reserve Account: Common Area Reserve  
Statutory Item, per Florida Reserve Rules:   
Attic Stock Item: [None]  
Description: Unisex bicycles available for guest use.  
Assets Reserve Plan Descriptors Depreciation Log  
New Asset Edit Delete Tools ▾  
ID Location

**Step 7:** Enter the Quantity and total Cost. Choose the specific location of the asset by clicking on the ellipses at the right of the Located At box. The Cost Date will be the date that the cost was last assessed; if the last time that the cost was verified was when it was originally purchased, then the Cost Date and Placed In Service Date will match.

Welcome Page Asset Category/Type Tree Bicycle **New Asset of type: Bicycle\***  
View Asset Type Save Save/Close Close  
Asset Name: Bicycle G/L Account: Department:  
External ID: Quantity: 10,000 each Condition: Unknown  
Located At: PBX Office [Red exclamation balloon] [Ellipsis]  
Cost: 1,000.00 Cost Date: 8/2/2018 Last Invented On: 8/2/2018  
Use Asset Type's Expected life of 5 years. Use Adjusted Life: 5 years 0 months  
Placed In Service On: 8/2/2018 Next Replacement: 8/2/2023 Remove from Service: 8/2/2018



**Note:** If the first expense and placed in service date are the same, click on the radio dial next to Use Adjusted Life and change the Years field to 0.

Asset Name:  G/L Account:  Department:   
External ID:  Quantity:  each Condition:   
Located At:   
Cost:  Cost Date:  Last Invented On:   
 Use Asset Type's Expected life of 5 years.  
 Use Adjusted Life:  years  
Placed In Service On:  Next Replacement:  Remove from S  
Notes:

**Step 8:** Click Save/Close.

Save Save/Close Close  
Department:   
Condition:   
In:   
 years  months

**Step 9:** When you return to the Asset Category/Type Tree page, the new asset is listed on the right side of the screen.

**Asset Category / Type Tree** Bicycle

Edit Delete Tools  Show Archived

Asset Types Series and Expenses

New Asset Type Edit Delete Reports Tools

Name	Distinct Locations	Quantity	Total Cost
Bicycle	1	10 each	\$1,000
Paint-Basketball Court	1	1 each	\$2,100