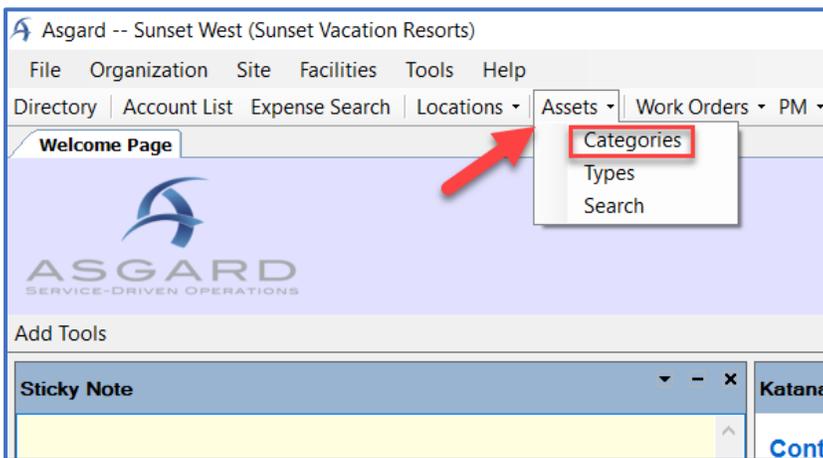


Creating New Assets

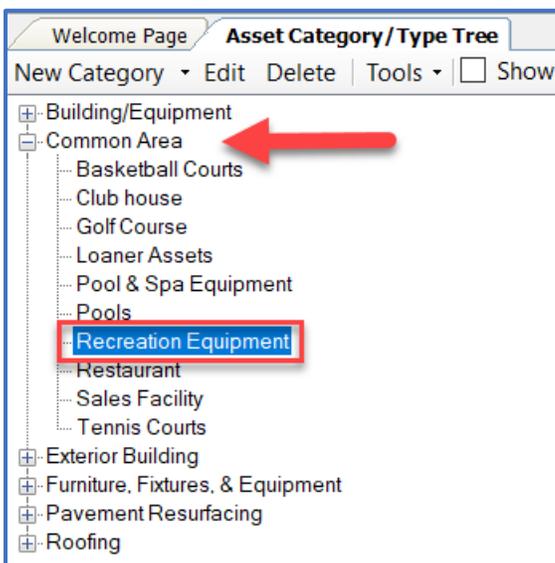
Follow the steps below to create a new asset as a recurring expense. For assistance with Assets and Reserves, please contact finance@katanasoftware.com.

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.

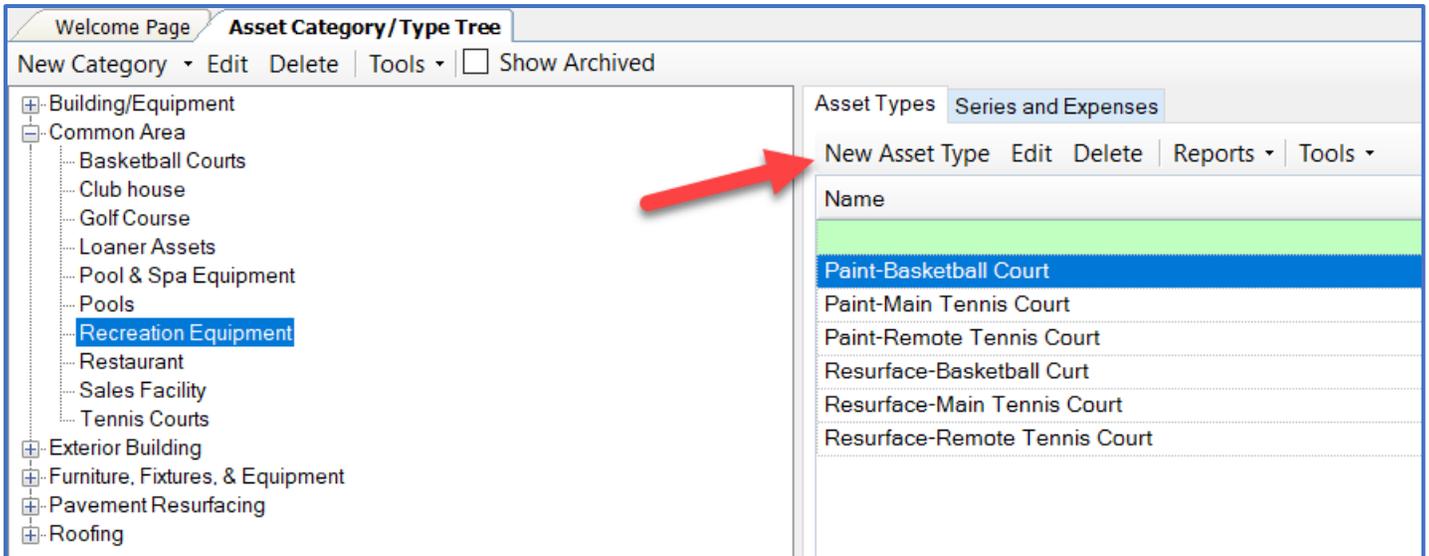
Step 1: Click the Assets Drop Down and choose Categories to open the Asset Category/Type Tree page.



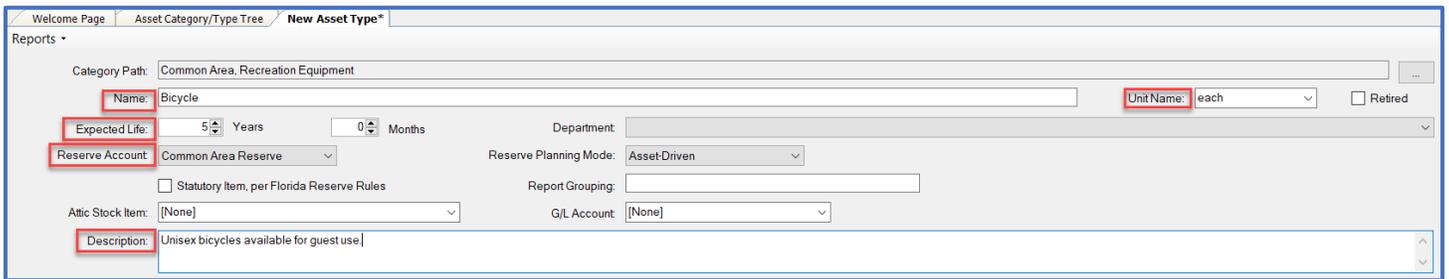
Step 2: On the Asset Category/Type Tree page, expand the Asset Tree by clicking on the plus signs. Highlight the category of the new asset by clicking once on the desired category path.



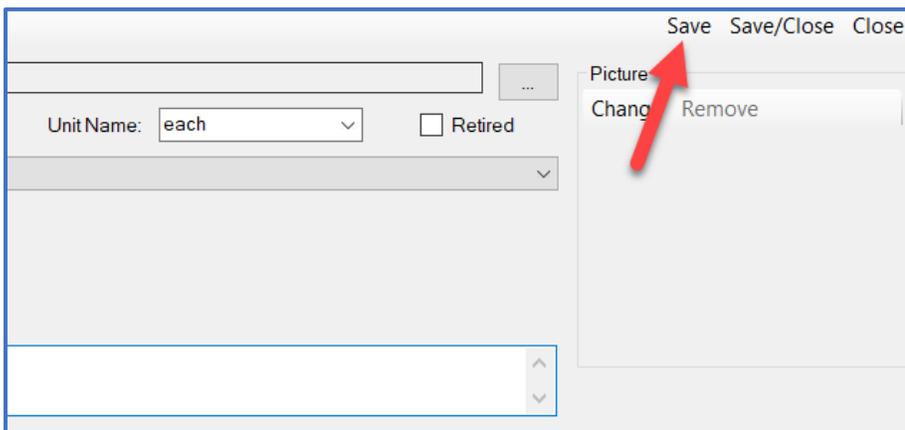
Step 3: Click on the New Asset Type button to open the New Asset Type dialog page.



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.

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.

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.



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