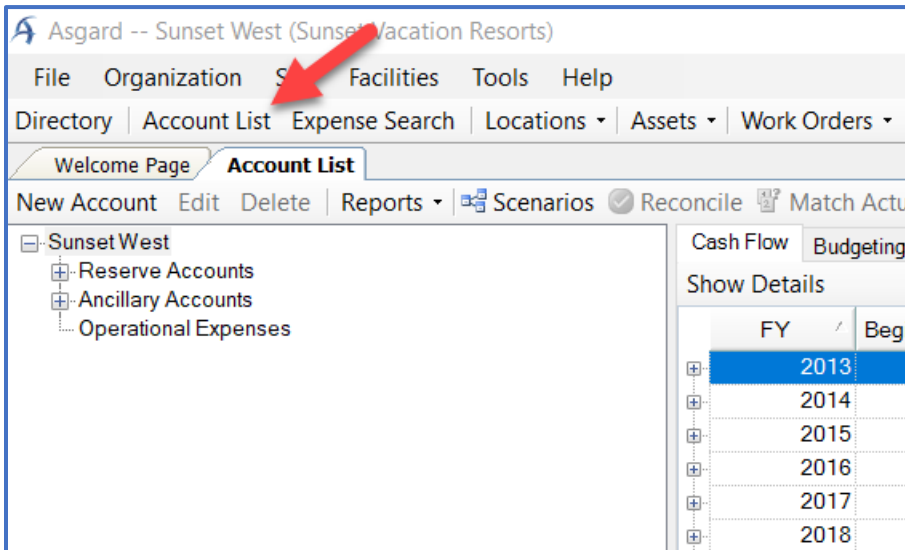# Asgard Desktop Job Aide

Using the Update Assets Tool to Move an Asset

Follow the steps below to utilize the Update Assets tool to move an asset from one budget year to another. For more help, please contact finance@katanasoft.com

Step 1: Open the Account List tab by selecting Account List from the toolbar at the top of the Asgard screen.

Step 2: Highlight the account you wish to view on the left side of the screen. Then select the Budgeting tab.
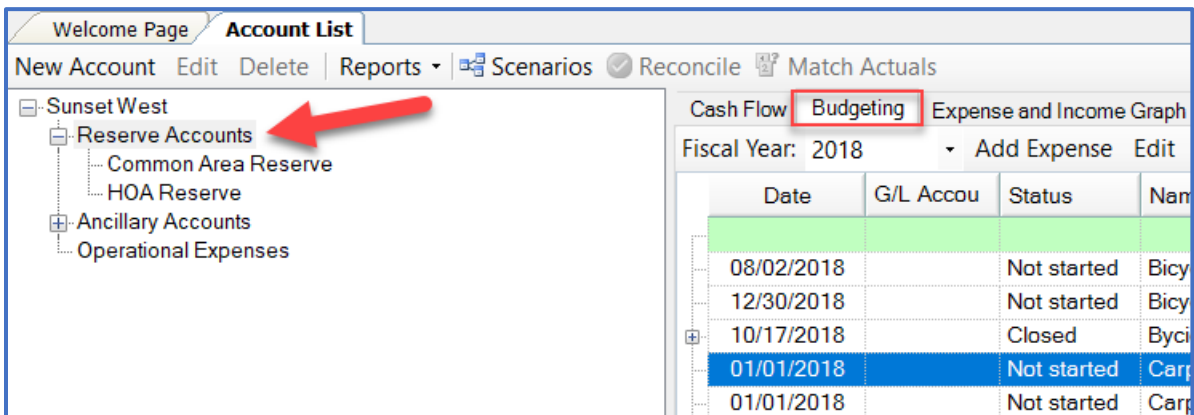
Step 3: Select the asset you would like to move to a different year and select Update Asset from the toolbar above the asset list.

Step 4: Open the Change Type drop down menu and select Extended Life.

Step 5: Fill in the number of years into the future you would like to push this asset by using the radio dial. Then click Next.
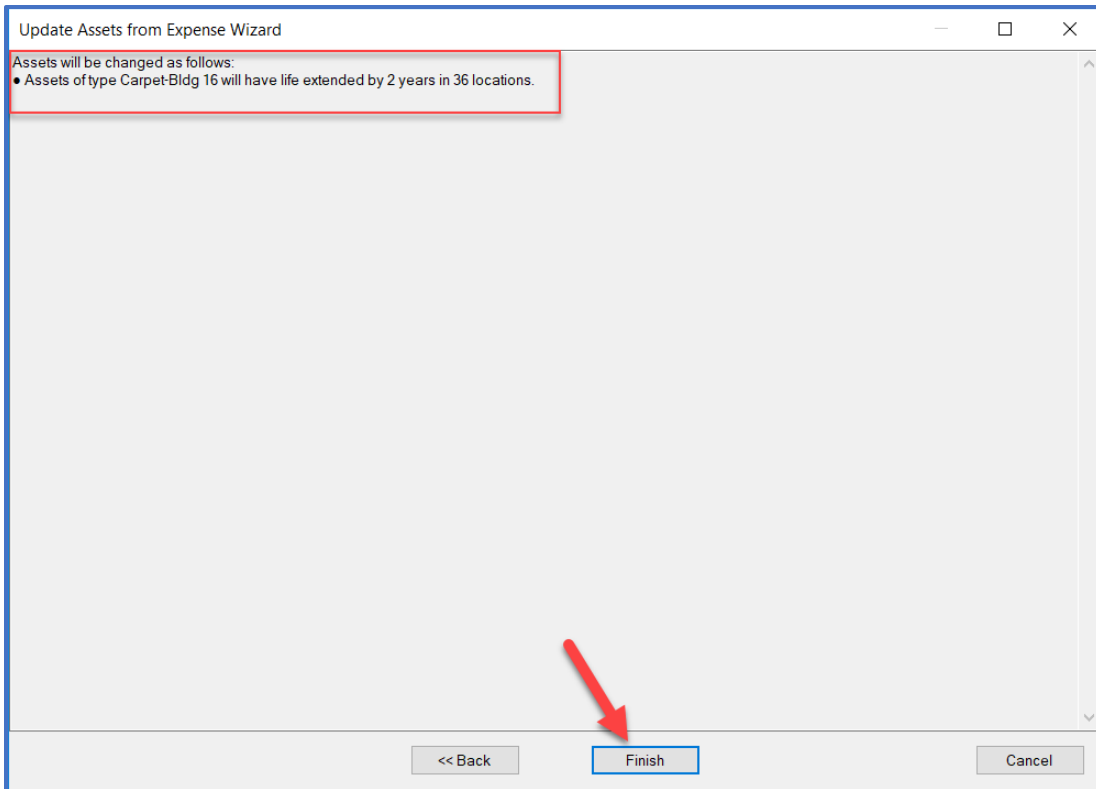

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Step 6: Open the Add Locations drop down menu and select "…Where My Asset Exists."
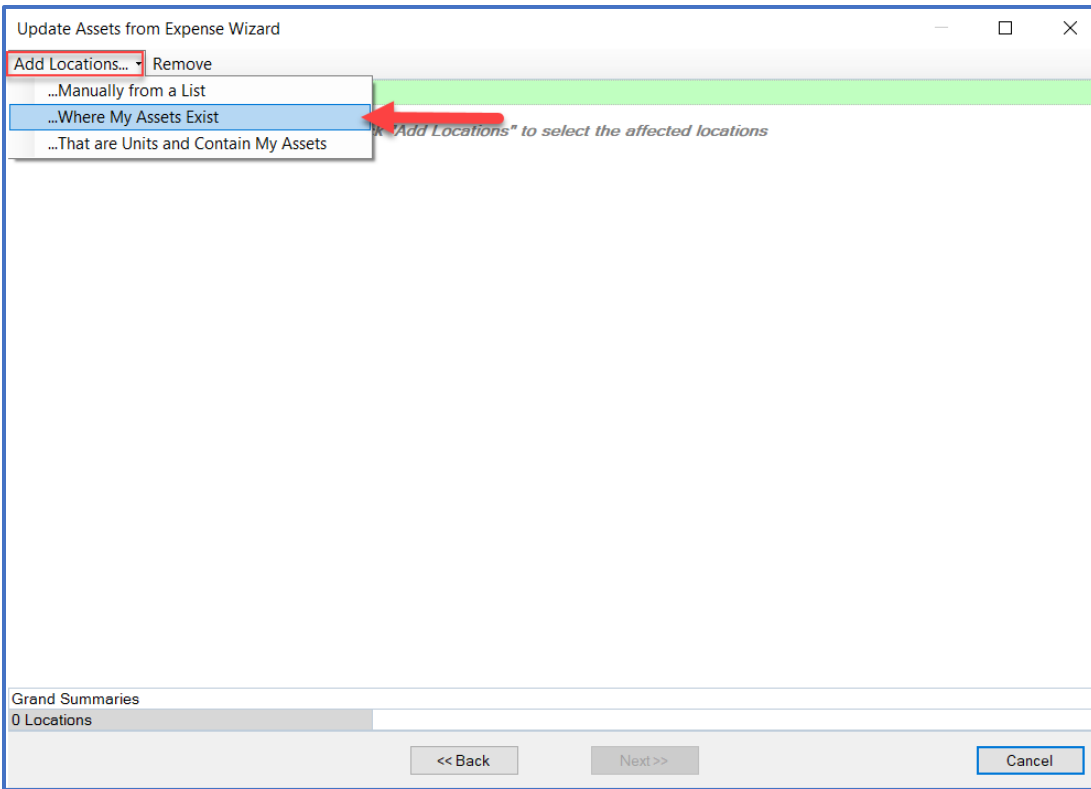
Step 7: Select all the applicable locations and click Next.
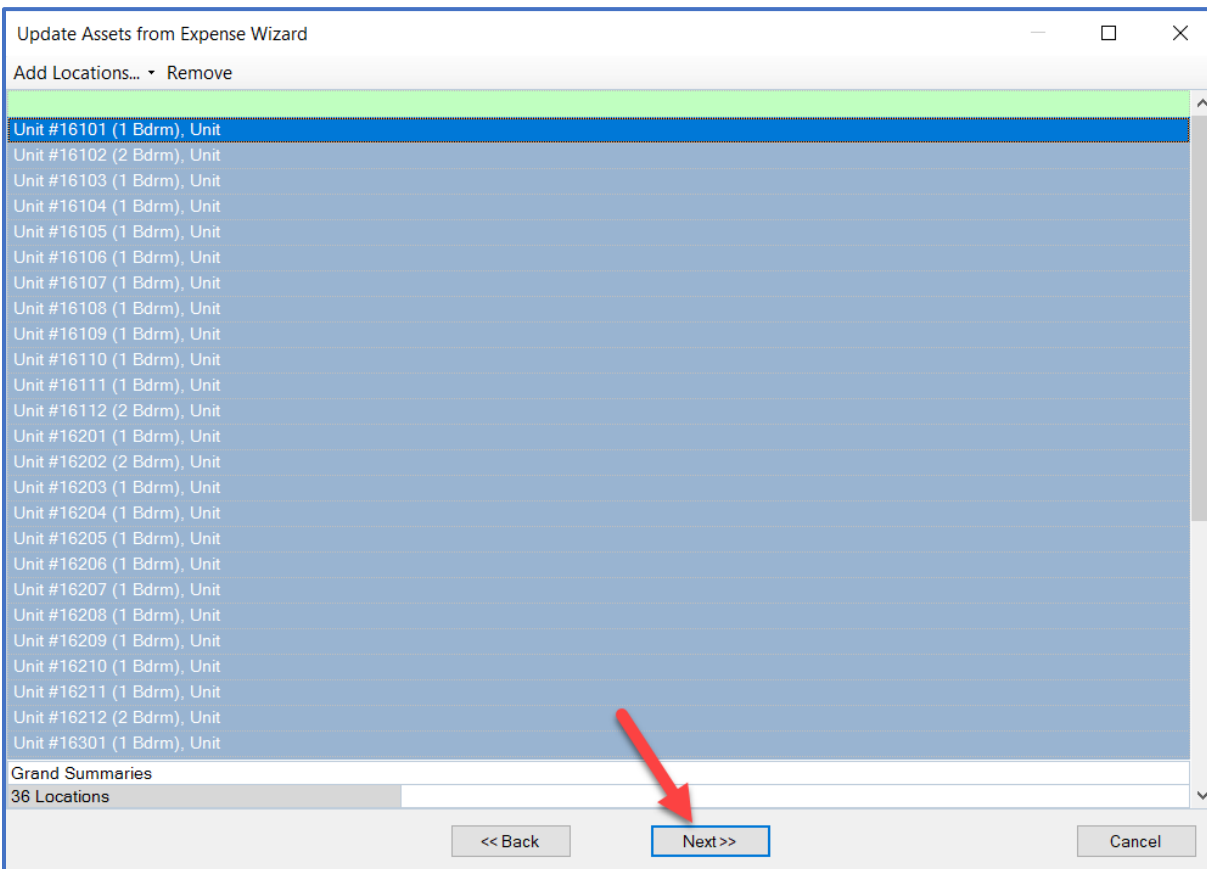
Step 8: The window will note that the change has been applied. Click Finish.

Click "Refresh" in the top right corner of the screen to make sure the changes have been applied. Note that the asset no longer shows in the current budget year.

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