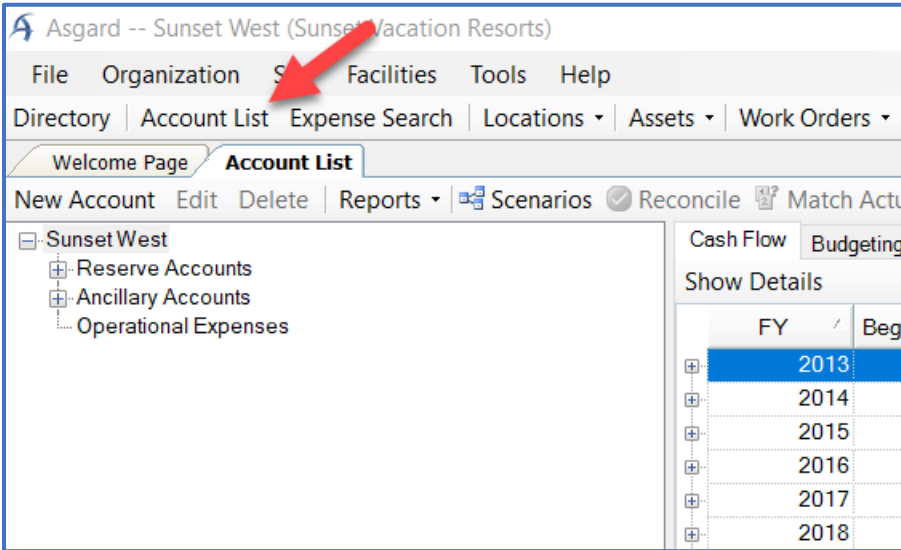


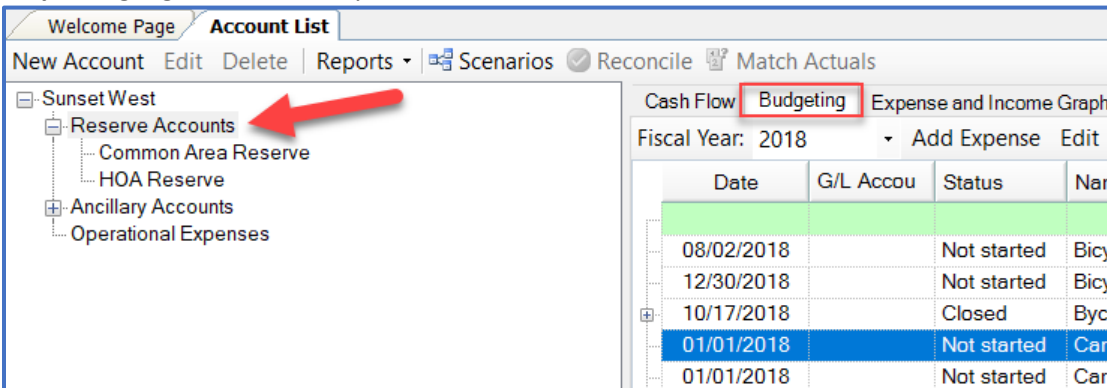
Using the Update Assets Tool to Change Cost/Cost Date

Follow the steps below to utilize the Update Assets tool to update the cost and cost date of an asset in Asgard. For more help with updating costs or cost dates, please contact finance@katanasoftware.com

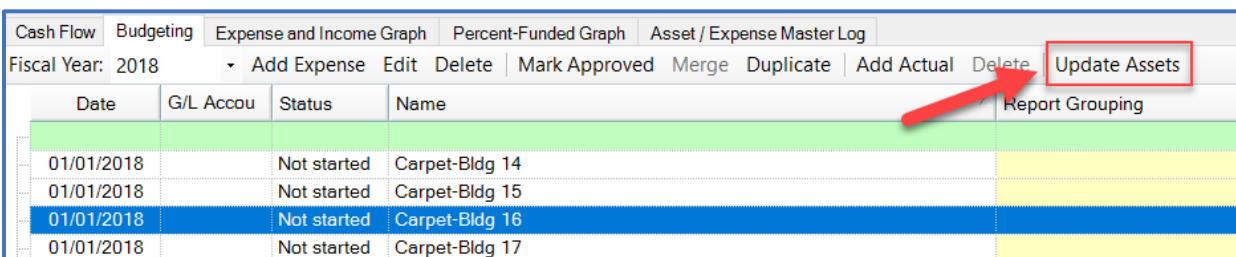
Step 1: Open the Account List tab by selecting Account List from the toolbar at the top of the Asgard screen.



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 Replaced.

The screenshot shows the 'Update Assets from Expense Wizard' window. At the top, a table lists the asset type 'Carpet Pad-Bldg 16' with a 'Change Made' of 'None'. Below this, the 'Details for Carpet Pad-Bldg 16' section is visible. The 'Change Type' dropdown menu is open, showing options: 'None', 'Inspected', 'Extended Life', 'Replaced', 'Added', and 'Removed'. A red arrow points to the 'Replaced' option. Other fields include 'Change Occurred' set to '8/13/2018', 'Life Extended By' (Years: 0, Months: 0), 'Quantity/Location' (0.000 sq yd), and 'Cost and Cost Date' (Cost: 0.0000 sq yd, Cost Date: 8/13/2018). Navigation buttons '<< Back', 'Next >>', and 'Cancel' are at the bottom.

Step 5: Fill in the new cost and the desired cost date. Then click Next. **Cost date will affect inflation applied to the cost.*

The screenshot shows the 'Update Assets from Expense Wizard' window after Step 4. The 'Change Made' is now 'Replaced', and the 'Details' section shows 'On 8/13/2018, costing \$2,500.00/sq yd'. In the 'Details for Carpet Pad-Bldg 16' section, 'Change Type' is 'Replaced', 'Change Occurred' is '8/13/2018', 'Life Extended By' (Years: 0, Months: 0), and 'Quantity/Location' is '0.000 sq yd'. The 'Cost and Cost Date' dropdown is set to 'Manually entered cost-per-unit and cost date'. The 'Cost' field is filled with '2.500.0000 sq yd' and the 'Cost Date' is '8/13/2018'. Both the 'Cost' and 'Cost Date' fields are highlighted with red boxes. A red arrow points to the 'Next >>' button. Navigation buttons '<< Back', 'Next >>', and 'Cancel' are at the bottom.



If there is an Actual attached to the asset being updated, an option will appear in the Cost and Cost Date drop down menu that will allow you to “replace” based on the Actual amount.

Update Assets from Expense Wizard

Asset Type	Change Made	Details
Carpet Pad-Bldg 16	Replaced	On 8/13/2018, costing \$2,500.00/sq yd

Details for Carpet Pad-Bldg 16

Change Type: Replaced Change Occurred: 8/13/2018

Life Extended By Years: 0 Months: 0

Quantity/Location: 0.000 sq yd

Cost and Cost Date: Manually entered cost-per-unit and cost date

Cost: 2,500.0000 sq yd Cost Date: 8/13/2018

<< Back Next >> Cancel

Step 6: Open the Add Locations drop down menu and select “...Where My Asset Exists.”

Update Assets from Expense Wizard

Add Locations... Remove

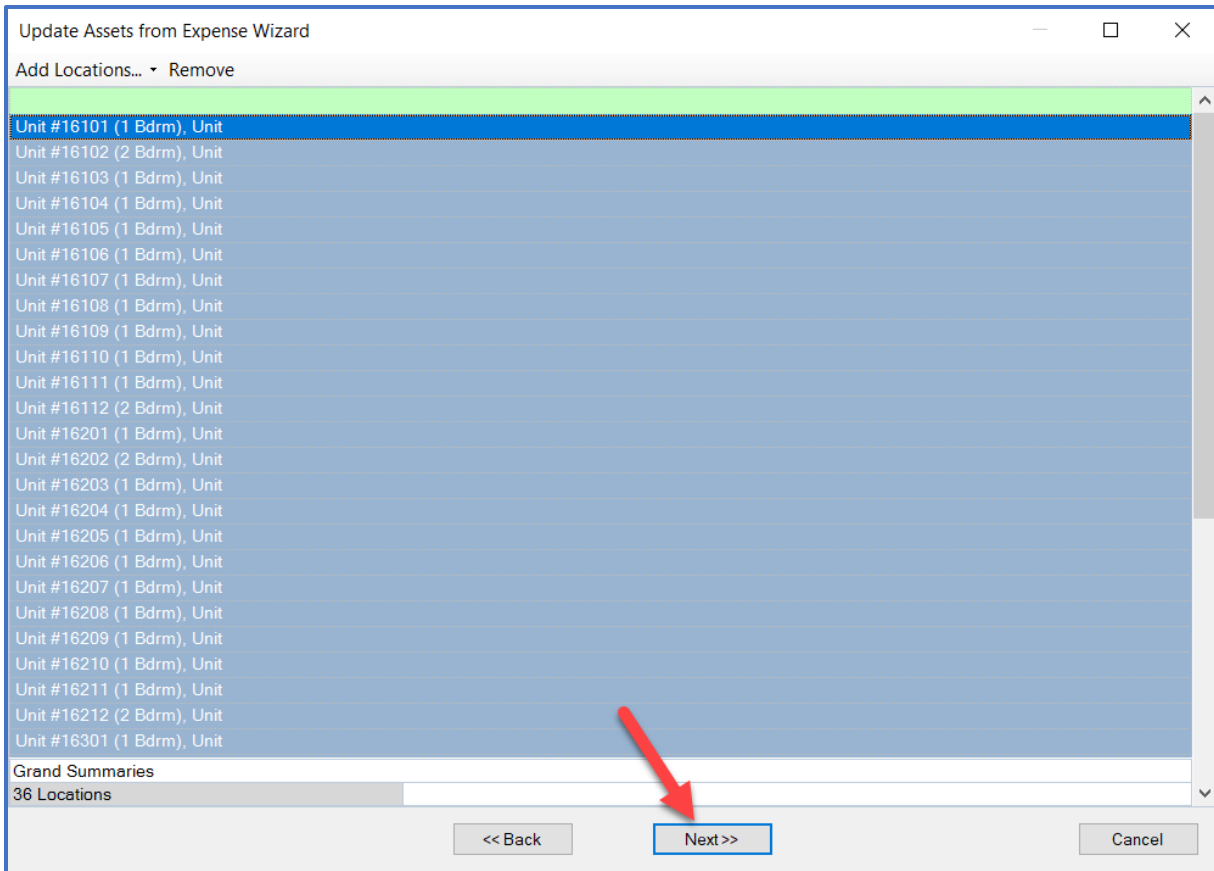
- ...Manually from a List
- ...Where My Assets Exist
- ...That are Units and Contain My Assets

Click "Add Locations" to select the affected locations

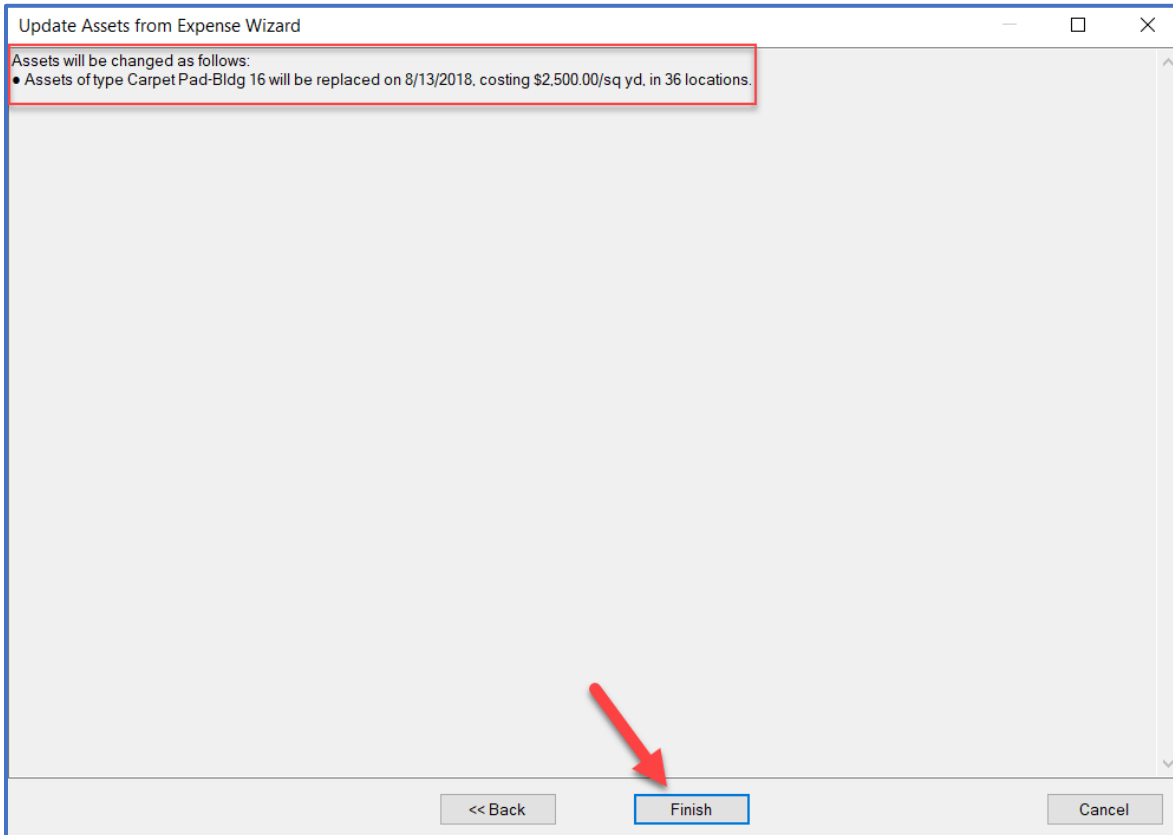
Grand Summaries
0 Locations

<< Back Next >> Cancel

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.

Concile Match Actuals										
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 Delete Update Assets Print										
Date	G/L Accou	Status	Name	Report Grouping	Planned	Actual to D	Balance	Forecast	Variance	Current Stat
01/01/2018		Not started	Carpet-Bldg 14		\$12,515	\$0	\$12,515			
01/01/2018		Not started	Carpet-Bldg 15		\$12,515	\$0	\$12,515			
01/01/2018		Not started	Carpet-Bldg 17		\$12,177	\$0	\$12,177			
01/01/2018		Not started	Carpet-Bldg 18		\$16,236	\$0	\$16,236			
01/01/2018		Not started	Carpet-Bldg 19		\$16,236	\$0	\$16,236			
01/01/2018		Not started	Carpet-Bldg 20		\$16,687	\$0	\$16,687			
01/01/2018		Not started	Carpet-Bldg 21		\$16,687	\$0	\$16,687			
01/01/2018		Not started	Carpet-Bldg 22		\$16,687	\$0	\$16,687			
01/01/2018		Not started	Carpet-Bldg 23		\$16,687	\$0	\$16,687			